



Coleford Town Council

You are hereby summoned to attend the following meeting

Signed:

A handwritten signature in black ink, appearing to be 'LJS'.

Laura-Jade Schroeder
Town Clerk & RFO

Issued: 25th Sept 2024

Clock Tower Reparation & Restoration Committee

Tuesday, 1 Oct 2024
Coleford Town Council Chamber
6.30pm - 8.30pm

Agenda

- 1. To note apologies**
- 2. To declare interests re: items on the agenda**
- 3. To allow dispensations requests**
- 4. To approve the minutes of 15 July 2024**
- 5. To raise matters arising from the Minutes of 15 July 2024**
- 6. To take comments from the Public Forum**
- 7. To receive update from DHVA, and to make recommendations, as necessary**
- 8. To consider funding, and to make recommendations as necessary**

All Council Meetings are Open to the Public

If you wish to take part in this meeting please contact via email:
ctcoffice@colefordtowncouncil.gov.uk or tel. 01594 832103



Coleford Town Council

Clock Tower Reparation & Restoration Committee

15 July 2024
Council Chamber
6.30pm - 8.30pm
Minutes

Attendees: Cllrs. Beard, Dix, Kay, Elsmore & Laura-Jade Schroeder (Town Clerk)
Oliver Forsyth, DHVA (via 'Zoom')

1. Apologies received from Cllr Penny
2. There were no declarations of interest
3. There were no dispensation requests
4. The minutes of 13 May 2024 were proposed (CE), seconded (MB) and unanimously agreed.

Cllr. M Beard signed a copy of the minutes, as a true record.

5. Matters arising from the Minutes of 13 May 2024

There were no matters arising.

6. There were no members of the public present
7. To receive update from DHVA, and to make recommendations, as necessary

Listed building consent received. Met with Chris Jones Regeneration to discuss possibility of tagging Clock Tower application to NLHF on to other projects.

8. To consider conditions from Planning application, and make recommendations as necessary

Any changes removing sections of timber – is submitted at site phase. Keeping Planning authority abreast of changes. Nothing further to do at the moment – just to keep them aware of any changes that happen once work starts. Work must start within 3 years of receiving consent.

9. To consider NLHF application enquiry, and to make recommendations as necessary

Application enquiry was reviewed question by question.

Q2/Q6 - No differentiation between old, historic clock and the new working clock – Oliver to re-word

Q4 - Project title – “Coleford Clock Tower Restoration and Reinvigoration”



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Q7 – People involved – Council, DHVA, Community groups – Christmas Lights, CMF, War Memorial

Q10 – Oliver – project management oversight – capital phase works. Prime contractor will project manage ongoing works – capital phase to report back to NLHF, Council and DHVA. Lottery will want to see coordinating of people. How much engagement we want as part of the project. Not expected to have outlined costs right now. Looking for capital phase, activities phase – events in Coleford focusing around Christmas lights event to engage key audience to form part of legacy of project. Lottery want key theme points cover in Q6 – heritage, environment, sustainability, inclusion, access and participation. How we will maintain and prevent it falling into disrepair again in the future. This will be the Lottery project manager, not the contractor carrying out the physical labour for the repairs. Could be someone from within the Council or employ someone. Costs are fully recoverable from grant application. Not a very accessible building – engaging public through tower not possible until completed. Lottery will see it as important that works don't impact legacy or events in future. Need to outline positions as part of the application. Lottery needs a fully costed application. Need to decide costs of employing someone from the start as it will go as part of the application. Fees associated as part of the project. Cannot get additional funding later, so need to apply for these upfront. Employ someone to manage the lottery process – incorporate this cost as part of the application. Day to day tasks, oversee works on site, tracking costs and reporting back to lottery, checking its on track, cost management.

DHVA could act as quantity surveyor. Would be giving cost advice before going out to tender and would oversee tender process and evaluating applications. Not cheap. DHVA can look at doing this on our behalf. Architects tend to adopt this role on smaller projects. Depends on cost advice required.

Local History Society, CAP, NDP – all of these users will be using the Clock Tower

Wider regeneration project application due November.

Smaller application protects interests. Can be discussed when we meet with lottery consultants. We need at least the £250k (max offered in smaller fund). Include what we have available right now, opens up dialogue. If costs are known, we can add in estimates.

Committee will submit any changes to EOI to Oliver by EOD next Monday.

10. To receive update re: crack monitoring, and make recommendations as necessary

There were no significant changes. Distances were within 0.1mm. Appears to be fluctuation due to temperature. After 6 months of readings, pass to Mann Williams to get their opinion.

11. To discuss any Contractual matters, and to make recommendations, as necessary

There were no contractual matters to discuss. Procurement of contractor is next stage after Lottery.



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12. To review and update Risk Register, and make recommendations as necessary

Update re: the presence of the asbestos pipe. We are recording persons who enter and making people aware that it is present, they sign to acknowledge. Update project register as this is now a priority job. Before contractors are invited to work, it will be identified and registered that it will need to be replaced with non-asbestos item – needs its own H&S risk assessment. Financial risk is ongoing.

13. To receive update on cost tracker, and make recommendations as necessary

Nothing further but will be reviewed once the lottery application has been made.

Meeting ended 19:45pm

Coleford Town Council

From: matt beard <Cllrmattbeard@outlook.com>
Sent: 25 September 2024 11:18
To: Nick Penny; Coleford Town Council; Marilyn
Subject: Re: Heritage Lottery EOI
Attachments: NLHF community Projects for extended Clock Tower.docx; Coleford Clock Tower - NLHF Application Enquiry for Grants Between £10-£250k (MPB comnts).docx

Hello All , Thanks nick for the info.

we already have some work and answer the question that was prepared for the lower bid (see attached) we will need to modify this content to include all of the concepts in the extended project for the larger bid , in terms of cost , time and content. once we a collated this information , particular time and cost estimates , we will be able to modify and submit the EOI form to NLHF.

To this end here is a suggestion (also attached) of what we will need to put together for all the proposed aspects of the wider project.

I was proposing that we use this at the next Clock tower meeting as a basis for a working group to finalise all the suggested new addition to the wider project. I would be good to encourage all councillors and staff that have an interest to attend this meeting.

KR

Matt

From: Nick Penny <musicindustryservices@hotmail.co.uk>
Sent: 25 September 2024 06:57
To: Coleford Town Council <ctcoffice@colefordtowncouncil.gov.uk>; Cllr. Matt Beard <cllrmattbeard@outlook.com>; Marilyn <marilyn550@btinternet.com>
Subject: Heritage Lottery EOI

Hi Laura, Matt and Marilyn,

Below are the questions we will need to answer in submitting the EOI for the National Lottery Heritage Fund bid.

Thanks,

Nick

You can see the questions on the EOI below.

1. Have you spoken to anyone at the Heritage Fund about your idea?

2. Describe what you will do during the project. Include any tasks you have to do to achieve the project goal. 200 words
3. Do you have a title for the project? This can be changed at any time. Don't worry if the project does not have a title yet, you can leave this blank.
4. Please outline how your project will respond to our four investment principles. You have 300 words.
5. Tell us about the heritage of the project. Include who it is important to and why. You have 100 words.
6. What is the need for this project?
7. What work have you done that shows the potential benefits of the project? You have 200 words.
8. How long do you think the project will take?
9. Tell us an estimated start and end date if you have them. You have 50 words.
10. How much is the project likely to cost?
If you know, tell us about the most important costs. These costs can be estimated. You have 200 words.
11. How much funding are you planning to apply for from us?
Submit an amount.
12. When are you likely to submit a funding application, if asked to do so?
You have 50 words.

Cllr. Nick Penny BEM
14 Hampshire Gardens
Coleford
Glos.
GL16 8HU
Tel: 07801 650977

Project elements to be included in the extended Click Tower NLHF application.

To complete our EOI form for the larger NLHF application we will need to reorientate the work already done for the lower tier bid. The questions and information asked for is largely similar as is the space to answer the questions. In order to complete the form we will need to formulate some details of new aspects of the extended project that incorporate more community involvement than the purely capitol phase we already have.

We will need to outline more details of the new projects than we need for the EOI as we can then consolidate the details into overall cost, time and implementation.

New project aspects will need to be scoped for:

Heritage contribution / protection

Community Involvement /benefit

Estimated cost

Estimated duration

Here are two projects for example

Peel of Bells for the clock tower

Purpose to install a peel of up to 9 bells in the existing clock tower structure.

As the tower was initially designed as a bell tower this would significantly contribute to the heritage features of the building. As the bells may be in part recycled from decommissioned bells in the region, heritage could be preserved and reused to the benefit of the environment. This would also involve the use and development of traditional craft skills and artisans.

Installation of the bells would provide a working feature of the building allowing direct involvement of the public through active bell ringing and use on special occasions. This could also facilitate learning and development for the community. The proposed installation would also allow much improved access to parts of the tower allowing greater involvement.

Estimated cost:

Capitol and installation £200K

Training and education £30K

Timescales: In line with restoration phase of the project (10 months)

Commissioning / installation TBA (architects)

Stained glass windows incorporating themes of Coleford/Forest History

The clock tower has up to 6 window embrasures. These could be filled with Stained glass windows. The window could depict scenes relevant to the heritage and history for the town and forest. This would enhance the historic appeal of the tower provide for further community engagement. Window could be commissions from local artisans and use designs that have been created by the community (for example a project could be funded to allow art students in local schools to produce the art work for the projects.) The community could then be offered the opportunity to select which should be commissions for the windows.

Cost:

Design activity £10K

Commission and Installation £50K

Community Consultation

Cost : TBD (£20K)

Time : 3 months?

Recruitment of activity Writer :

All aspects of the project would need to have opportunities for community / Local business involvement and creating a program of activities to stimulate this would probably need a full time person to facilitate.

Cost : £80K

Time : 1 year

Recruitment / appointment of NLHF bid manager:

The bid is more likely to be successful if we can demonstrate that we will recruit or internally appoint a person to manage the bid progress.

Cost : £80K

Time: duration of the bid phase (1-2 years)

NLHF Application Enquiry for Grants Between £10-£250k

1. Have you spoken to anyone at The Fund about your idea?

Not previously, this is the first enquiry.

2. What is the need for this project?

For example, is there a risk of loss to your heritage? Or, is there an opportunity to tie in with an anniversary or commemoration? Tell us about any research you have done with your audience. You have 200 words.

The Clock Tower has fallen into a state of disrepair where it is a difficult building to maintain. The tower is owned by Coleford Town Council who are responsible for maintaining the building. The tower has been closed since 2021 over safety concerns following the undertaking of a condition survey report.

The tower provides an important focal point and is located on Market Place within the centre of Coleford. The tower is currently used for civic and ceremonial purposes as a town clock and war memorial, but also provides a backdrop for important annual public events, which include the Faddle Fair and Christmas lights display. The events attract a lot of public interest from outside of Coleford, which are a vital part of supporting the local economy.

The **modern electrical clock is no longer working and can only be repaired following repairs to the fabric of the building. Some of the internal floors and structures are unsafe and there is a risk of collapse if the building continues to deteriorate. Repairs to the structure will allow the building to be safely re-opened and there are opportunities to open more of the building to the public following several safety improvements.**

3. Describe what you will do during the project.

Include any tasks you have to do to achieve the project goal. You have 200 words remaining.

The initial phase will include repairs to the tower to allow contractors to safely re-enter the building following its temporary closure. Sympathetic alterations to the Grade II listed building will allow the tower to become more publicly accessible. There are limitations on how much of the building can be safely opened but making the ground and first floors more accessible will certainly improve access to the heritage. The

ground floor will become an extension of the public square and the historic bell ringing chamber can be used as a small education room providing interpretation for the tower. Alterations will also ensure that the tower can be easily maintained in the future helping to reduce ongoing maintenance and repair costs.

There are also opportunities to engage the story of the clock tower with members of the public, which is the building's primary use. There has been a clock in the tower since the mid-nineteenth century and part of the **original mechanical** historic clock mechanism survives but is now redundant. Parts of the clock mechanism could be reassembled on the lower floor to provide better interpretation of the clock tower and its primary function.

4. Do you have a title for the project?

Project title TBC.

Coleford Clock Tower: Restoration and Reinvigoration.

5. Tell us about the heritage of the project.
Include who it is important to and why. You have 100 words.

The tower originally formed part of the parish church that was built in 1821 and demolished in 1882, due to the congregation outgrowing the space. The tower was retained and was converted into its current use as a municipal turret clock. The tower is important to the local community where it provides a civic focal point to the town centre and Conservation Area. The setting of the tower also hosts the annual Christmas lights switch on event in December which has become a renowned event across the Forest of Dean.

6. Please outline how your project will respond to our four investment principles. The strength of focus, and emphasis on each principle, will be for you to decide and demonstrate. You have 300 words.

- **Saving Heritage**
Removing the clock tower from any long-term risk of deterioration and ensuring that the proposals are viable to the heritage. Improvements will be provided that will reduce future maintenance costs, which is particularly important where public money is required to maintain the tower.

Features of the tower such as the clock will be better interpreted with redundant historic mechanisms displayed and interpretation provided about the clock. (the Original clock was manufactured Locally and is a key historic link for the tower and the community)

Historic openings will be reinstated and made into features to provide better re-interpretate the heritage that has previously been lost.

- **Protecting the Environment**
The work will involve repair work rather than new build extensions etc. Existing materials such as the roof slates will be reused wherever possible to preserve the heritage but also avoid the need to replace materials if they are in good condition.
- **Inclusion, Access and Participation**
There is currently no public access to the tower and the tower will be made more publicly accessible as a result of the project. Safety improvements will be provided such as new handrails and lighting on the steep internal stairs. The tower will become an extension to Market Place and the ground floor can be opened-up to provide covered space for events and markets.

The first floor can be made accessible during public events and for educational purposes. Due to the existing nature of the tower (steep stairs etc.) the first floor will only be opened on limited days (Heritage Open days and for teaching purposes) and access will need to be managed by volunteers etc.

- **Organisational Sustainability**
How will the project benefit communities and economies in the most sustainable way?
Can the project facilitate the development of new skill training opportunities? This can be done through outreach of heritage in the community. Item to be discussed at next meeting

7. Who will be involved in the project?

Tell us about who will run the project, any partnerships and if people will volunteer on the project. You have 100 words.

Input required from the Town Council here – normally an independent project manager is appointed to oversee the running of the project. A proposed structure will be essential to the success of the project.

Details to be discussed at the next meeting on how the project might be managed internally.

8. How long do you think the project will take?

The capital phase is likely to take around 9 months. Normally the wider project runs concurrently with the capital phase and in most cases up to two years (at least one year following completion to build on the legacy).

9. Tell us an estimated start and end date if you have them. You have 50 words.

The contract is intended to start in October 2024 and end in June 2024. Timings are likely to shift to align the external repairs with the improved working weather conditions and avoid risks of contractual delay.

10. How much is the project likely to cost?

Project costs are likely to include the following:

- ***Repair and conservation work***
- ***Other capital costs – project related overhead costs***
- ***Professional fees – Project Manager, Business Writer, Activity Writer, Architect, Principal Designer Services (Health and Safety), Structural Engineer, Quantity Surveyor, Professional Surveys (asbestos etc.)***
- ***Recruitment costs – advertising etc.***
- ***New staff costs – Heritage Officer, Engagement Officer, Finance Assistant***
- ***Staff training costs***
- ***Volunteer training costs***
- ***Travel expenses – staff and volunteers***
- ***Project equipment and material – related to activities***
- ***Other costs (learning, refreshments, activities and venue hire) – Activities: including for general public, older people, adult and integrational learning, people with disabilities, young people, schools and families (workshops, immersive events, guided tours, etc.***
- ***Publicity and promotion – Additional marketing, operations and updates to websites etc.***
- ***Cost recovery***
- ***Project contingency (separate from contract contingency)***

- *VAT – is any of it recoverable?*
- *Inflation allowance – 3-4%*

Projects are generally more successful if business and activity writers are appointed.

11. If you know, tell us about the most important costs. These costs can be estimated. You have 200 words.

Repair and conservation work costs - £519,506 + VAT

Professional fees at 15% - £77,926 + VAT

12. How much funding are you planning to apply for from us?

Coleford Town Council to advise and TBC (anywhere between £10-£250k).

This depends on which path the council chooses to follow ,

1: we apply for funding for the Cllicok tower only , this would need all of the 250K to mach with our available funding