



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: 30th Oct 2024

Clock Tower Reparation & Restoration Committee

Tuesday, 5 Nov 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 1 Oct 2024**
- 5. To raise matters arising from the Minutes of 1 Oct 2024**
- 6. To take comments from the Public Forum**
- 7. To receive update from DHVA, and to make recommendations, as necessary**
- 8. To receive update re: EOI, 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

1 October 2024
Council Chamber
6.30pm - 8.30pm
Minutes

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

1. Apologies received from Cllr Elsmore
2. There were no declarations of interest
3. There were no dispensation requests
4. The minutes of 15 July 2024 were proposed (PK), seconded (RD) and unanimously agreed.

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

5. To raise matters arising from the Minutes of 15 July 2024

The Christmas Lights Committee members who enter the building must sign the asbestos register to acknowledge risk.

6. To take comments from the Public Forum

There were no members of the public present.

7. To receive update from DHVA, and to make recommendations, as necessary

Transitional period now. We were aspirational in going to start works now. Timeline now to move. Will need to work up detailed bid. Put that into the timeline. Oliver to re-do timeline. Meet with planning officer to get consent through if we do decide to go for a peal of Bells. We need to show 10% match funding. Programme to celebrate heritage and culture – we spend on events so that is matched funding – we precept for this. Lottery will pay staff costs. We will need resource.

8. To consider funding, and to make recommendations as necessary

Cllr Beard has spoken to the lottery. They said they are not issuing advisors unless you submit an expression of interest, due to staff shortages. Cllr Penny will get the contact details of the person he knows.

Community engagement part of bid – community consultation from August 2022, also what activities are going to be included in the bid. Comprehensive on capital structure but not much on community, heritage and environment activities. Things we need to incorporate into bid. Don't need detail of regen in EOI. Bells, stained glass windows, heritage tiles, 1st



Coleford Town Council

floor gallery? Pop-up Dean Heritage Centre relevant to Coleford? Central part of Coleford's heritage. Civic opportunity to ring bells. Where it connects with Coleford's history – museum – how it evolved - Octagon Church. Identify exhibition space/project space. A year long programme – Jan has x event, Feb has y event, etc.

Commission someone to recreate elements of Coleford's history, e.g. Darkhill as a railway infrastructure. Diorama of Coleford's industrial heritage, loop to Whitecliff, Milkwall pumping station section.

VR to bring history to life – engages youth and makes it accessible to elderly or disabled who can't get out and walk it. VR is one of the fastest growing areas currently.

Working with War Memorials trust to reinvigorate war memorial.

RD to speak to Dan at Snakes End model railway club – run a display – recreate.

Art students to design windows – community involvement

Engage with heritage around Coleford – activities – heritage walk (developing floor tiles)

Links to nature through heritage – sustainability – walks would link it in. Incorporate beavers, pine martens, butterfly colony at Darkhill, connecting to Nagshead.

Tie in David Stuart (Historic England) to upgrade conservation area, street scene refurbishment. Fit this into scope of this project. NP will ask KK tomorrow to incorporate.

Mural to show octagonal church that was in existence.

Meeting ended 19:32pm

Expression of interest form

This is a reference guide to the expression of interest form and should not be filled in.
Fill in a form at www.hlf.org.uk/registerandapply

We fund projects that make a lasting difference to heritage, people and communities in the UK.

Please use this short form to tell us about your heritage and what you would like to do with a grant.

We recommend you read the application pack for the programme you are interested in before contacting us.

When we receive the form, we will contact you within 10 working days to let you know whether your application is suitable for this programme. You can then decide whether to go ahead.

This is not part of the assessment process - you can make an application at any time without contacting us first.

What is the title of your project?

In no more than 15 words, please choose a title which you think best describes your project.

1a. Name and address of your organisation

1b. Details of main contact person

1c. Is the address of your project the same as the address of your organisation?

1d. Are you a not-for-profit organisation?

1e. Where did you hear about the Heritage Lottery Fund?

2a. Tell us about the heritage that your project will focus on and what you would like to do with a grant.

2b. How much is your project likely to cost? If you know, tell us what the major costs are expected to be.

2c. How much are you likely to ask for from us?

You can see the questions on the EOI below.

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

Not previously, this is the first enquiry.

2. Describe what you will do during the project. Include any tasks you have to do to achieve the project goal. 200 words

The Coleford Clock tower is the focal point for a project to reinvigorate Heritage for the community that begins at the tower and expands out to the historic market place and through Coleford to a number of historic and natural sites across the forest.

The initial phase will include repairs to the tower to following its temporary closure. Sympathetic alterations to the Grade II listed building will allow the tower to become more available for public use. The ground floor will become an extension of the public square and the historic bell ringing chamber can be fitted with new bells. The project will engage the whole community in the creation of activities to incorporate as much local heritage as possible. This will include the creation of new art works and exhibits capturing the natural and industrial development from pre-historic times until the present. This would include revitalisation of the war memorial, and other historic features of the market place and the tower centred on structured activities in the settlement and the natural environment, events, walking. The tower plays an important part in community events and this project will ensure that the tower remains at the heart of the Coleford community.

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.

Restore and revive the unique heritage of Coleford and the forest.

4. Please outline how your project will respond to our four investment principles. 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.

Historic Features of the tower such as the clock will be better interpreted with the Original mechanical 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 display new windows depicting the culture and heritage of the town (content crated by local artisans with work from local artists and students)

- **Protecting the Environment**

The work will involve repair work rather than new build extensions etc. Existing materials such as the roof slates, paving walkway materials will be reused wherever possible to preserve the heritage but also avoid the need to replace materials if they are in good condition. We intend to add to The many beautiful walks locally which often reuse the good materials from our rich industrial heritage. The proposed new peel of bells would use reclaimed bells if possible

- **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. The tower will become an extension to **Market Place** and the ground floor can be opened-up to provide space for bell ringing , exhibitions, musical activities.

The central theme of the project is to preserve and enhance heritage for the community , as such the creation of any new features or exhibits would be driven by community activities and use artisans and creators drawn from the community (consultation , design/ manufacture) to ensure community involvement

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?

There are several opportunities for the project to facilitate the development of new skills and training opportunities. Several of the activities would require the use of volunteers to run them, which would require local knowledge. This development would be supported by our highly effective team of volunteers that already manage several community resources

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. What is the need for this project?

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 Lights display in particular is entirely volunteer run and funded and is a feature that the local community are particularly proud of. 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.**

7. What work have you done that shows the potential benefits of the project? You have 200 words.

The project was initially created in response to repeated requests from parishioners, that the tower be restored to its place as a focal point for community activity. This was followed up by various consultations with local business and the community, mostly during events held in the centre of Coleford involving the tower and the town centre. Feedback from these consultations and surveys showed a strong desire in the community to regenerate the tower and for other features to be expanded and made more accessible to all sections of the community. We took

information from the development of the Coleford Local Plan, from our association with the local University to formulate longer term development plans for the town and its environs. Colford very active community groups and Volunteer driven activities that have been consulted and involved with planning the evolution of the town centre and the tower to enhance the role they play in our vibrant community. Following the consultation we have engaged architects, the community and consultants to conceptualise our plans, giving us a **fully detailed Local Plan**, approved Listed Building consent for the tower development and well scoped activities to support this project.

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

The project

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?

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

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%**

Total projected costs £ 1, 600,000

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

Submit an amount.

Repair and conservation work costs - £520,000 + VAT
 Commissioning of new features and exhibits - £300,000 +VAT
 Professional fees at 15% - £78,000 + VAT
 Support staff and consultants £61000
 Other items ???
 Total request £ 1,650,000

12. When are you likely to submit a funding application, if asked to do so?

You have 50 words.

We intend to submit the EOI in November 2024, and assuming that enquiry is positive then we would propose to submit the full request in December 2024 or January 2025??