**Clock Tower Reparation & Restoration Committee**

**13 May 2024**

**Council Chamber**

**6.30pm - 8.30pm**

**Minutes**

**Attendees: Cllrs. Beard, Penny, Elsmore & Laura-Jade Schroeder (Town Clerk)**

 **Oliver Forsyth, DHVA (via ‘Zoom’)**

1. **Apologies received from Cllrs Kay and Dix**
2. **There were no declarations of interest**
3. **There were no dispensation requests**
4. **The minutes of 18 March 2024 were proposed, and unanimously agreed.**

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

1. **Matters arising from the Minutes of 18 March 2024**

Contractor doing asbestos pipe testing is coming on Wednesday.

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

Planning application still outstanding. War Memorials Trust are generally happy and have given delegated authority to the Local Authority. Issues have been reviewed and Conservation Officer is happy with what has been proposed. Expecting application to be approved. Awaiting this formal correspondence. Decision target date by the end of the month. Next major milestone is to get the approval and agree to list of conditions.

National Lottery Heritage Fund can be progressed once we have this.

Listed building consent is taking longer than we had hoped. Still awaiting approval of design, chasing authorities. We can then review where we are in the process and look at running things in parallel.

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

Small increase 86.4mm to 87.6mm over 3 months. Taking into account the temperature, this is not significant growth. A couple of months more recordings are needed. We will send to Mann Williams to after 4 months.

Cllrs investigated manhole covers - pipe under foundations of tower is potentially blocked. Pipe is potentially made of asbestos. Testing and removal (if necessary) is commissioned. Need remediation certificate and report to show to future contractors.

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

Already discussed.

1. **To receive update Re: Funding opportunities, and to make recommendations, as necessary, including:**
	1. **Application form for Lottery Funding**

Discussion with Our Forest (Sue Middleton) required. NP to make contact.

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

Risk to overall delay due to delay in Planning Application approval. Health risk associated with asbestos pipe. Oliver to add to risk tracker.

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

Cllr Beard updated re: cost tracker. Would have expected further fees by now from DHVA, but this hasn’t been charged yet, due to awaiting consent from planning authority. When we instruct further works, this will be done.

 **Meeting ended 19:02pm**