**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.**

1. **Matters arising from the Minutes of 13 May 2024**

There were no matters arising.

1. **There were no members of the public present**
2. **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.

1. **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.

1. **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”

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.

1. **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.

1. **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.

1. **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.

1. **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**