**Clock Tower Reparation & Restoration Committee**

**5 November 2024**

**Council Chamber**

**6.30pm - 8.30pm**

**Minutes**

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

**Oliver Forsyth, DHVA (via ‘Zoom’)**

1. **Apologies received from Cllr Dix**
2. **There were no declarations of interest**
3. **There were no dispensation requests**
4. **The minutes of 1 Oct 2024 were proposed (PK), seconded (NP) and unanimously agreed.**

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

1. **To raise matters arising from the Minutes of 1 Oct 2024**

Cllr Penny will speak to KK about Historic England when he sees her this week.

1. **To take comments from the Public Forum**

There were no members of the public present.

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

Risk register has been updated and circulated. Time element is risk. Financial risk could also be high risk, but until we get a response from the lottery, we cannot say for sure. If invited to apply, there will be 4 scheduling dates:

* 12noon, 26 February 2025, to receive a decision by the end of June 2025
* 12noon, 28 May 2025, to receive a decision by the end of September 2025
* 12noon, 6 August 2025, to receive a decision by the end of December 2025
* 12noon, 12 November 2025, to receive a decision by end of March 2026

With larger grant route, there’s 3 phases: initial grant application after EOI is submitted, and once been invited. If goes to plan and grant is awarded, project is delivered over the remaining 2 phases – development phase – already done, e.g. listed building consent, and number of appointments of professionals in place, so could fast track this stage. If any changes have to be made Listed Building Planning, will need to apply again. Having bells will change listed building planning consent, possibly also windows. Historic windows were removed, so can do something sympathetic to the building – stained glass or plain. Using traditional materials is likely to be approved at listed building stage. If invited to apply, should we resubmit listed building consent and test these 2 ideas – pre-application enquiry to be sent to FODDC to present ideas – feedback will say whether the lottery are likely to support proposals. Will need to submit cost plan to lottery and will need to know prior to application. Defining the scope of works and being fully costed allows the lottery to consider it as part of the application. Pre-application is shorter timescale to use as evidence.

Importance of the setting the listed building is in. Elements of consultation that may need to be considered – may need to be added to comments for planners. Outside the structure of the tower – anything near it – will need to submit a heritage impact assessment to check it is appropriate for the setting. Normally submit 2 applications – listed building consent variation and planning application.

Defining additional items of project – could be reason for submitting to the lottery slightly later. Lottery will look at items without consent as a risk. To make the assessment it needs to go through procedures e.g. listed and planning consents.

Q: Do lottery prefer one bid or restoration of tower, with phase 2 regen to follow? A: Once EOI is approved they will advise on best approach for applying for funding from them so application is not asking too much, but asking the right things and giving a better chance of support. If the initial application alludes to everything we have planned, there is a better chance of success, rather than saying phase 2 will be later.

CTC need to consider whether to instruct Oliver to do drawing to cost up for external works.

Windows and bells – will need to commission study to know what this will cost. Same level of costings as given on original scope of works. Some of this will be short feasibility studies, e.g. Mann Williams – structural. Bells and structures will increase weight on building.

GCC Flood Authority – looked at water underneath Clock Tower and there is a sewer approx. 2 metres down – think about this when considering weight. Need to make known to structural engineers.

More info now, helps plan next phase – once received response from lottery. First date doesn’t leave much time – 8/9 weeks from mid-December – if we need to get planning through. May date is more realistic. Development bid with financial assistance is possible.

Funding from elsewhere, e.g. architectural heritage fund (interest free loan to be re-paid over several years) – define specifics e.g. bells, could be investigated in the meantime. Different for how we would apply to lottery.

May date is the earliest we can apply we feel – all agreed.

EOI to be submitted in next 2 weeks.

They want a full detailed cost plan. Rough budget costs to nearest hundred figure against some items to identify a total project cost at this stage.

Historic England is speaking to FODDC to improve conservation areas.

Link costs to 4 themes of investment principles.

Lottery are careful about contingency. Around 20%. Upper limit is about £10m. Project activities are proportionate to scale.

Commissioning new features and exhibits – unknown values of bells and other activities. Bells could be closer to £400k. £1.1m – unless a structure is added (c. £300k). War Memorial reconfiguration. Oliver has given indicative costs for windows – artistic element on top. In EOI, say base figure is x, then aspirational is x.

There will be a 7 month period where the lottery is deliberating the application. This is a long time until you find out whether you have been successful. Main risk is the delay from lottery deliberation.

Communicate to public why there is a delay.

Oliver to alter timeline based on May application.

1. **To receive update re: EOI, and to make recommendations as necessary**

Submit EOI in next 2 weeks. Uploaded online to an account created with lottery. MB to give access to office. Separate document in word format to send to Oliver. MB modified to include heritage. MC sent a version – bringing in evidence to back up what we’re saying e.g. in NDP. Shows it’s not just CTC perspective but voted on by 85% of people of Coleford who voted. More people due to population increase. NP needs more time to build on MC’s additions. Additional use of building, e.g. bell ringing – people part to bring into civic use. Evidence that it is dying out through generations – use tower as a learning resource. Further comments on MB’s and MC’s versions to send to MB by Friday morning. MB will incorporate both versions and re-send after weekend.

It was proposed (NP), seconded and unanimously agreed:

**Recommendation: To delegate authority to Town Clerk with support of Chair (MB) to submit the EOI once Clock Tower Committee has agreed the final version.**

Make sure everything links back to the key points and use this as structure for the project.

Lottery commitment against principles – check back against this and use wording.

MC happy to advise on planning application.

Oliver happy to look and advise about whether things are included or not.

**Meeting ended 19:35pm**