**Clock Tower Reparation & Restoration Committee**

**18 March 2024**

**Council Chamber**

**6.30pm - 8.30pm**

**Minutes**

**Attendees: Cllrs. Beard, 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 19 February 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 19 February 2024**

Findings have been received from topographical survey.

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

Lighting accepted by Planning conservation officer. New recess lighting to be fixed into new stones – need to be lifted anyway. Concerns around steel work in roof, to ensure longevity and removing timber unnecessarily, use steel work to remove additional material. Use of concrete. Planning officer will be back after easter break and will confirm then whether they will approve application. Still some concerns from WM Trust, but Oliver has spoken and eased concerns. Will report back to Conservation officer this week. Hopefully then Planning officer will approve application, subject to planning conditions.

Topographical identified holes around base of tower. Need to check before drainage survey, are existing manholes live? Someone to take water to top of tower and discharge, to see if anything is coming through the manhole. Take a hose to top of Clock Tower. Leak in downpipe – speak to Cyril re: repair – he carried this out some years ago. CTC to look at best way to carry out these checks.

**Recommendation: CTC Contractors to investigate where water flowing under the tower might go prior to conducting drainage survey**

Display boards – draft has been received by Oliver. Desirable outcomes – sympathetic restoration, increase public access, retain original features, mitigate costs for ongoing maintenance, show how building will look after itself to ensure it has a positive outcome. Oliver to summarise the list for us. What are the main outcomes for the people of Coleford? Minimum to be done now – structural repairs, getting building dry and sound and avoid further water ingress, roof complete, no leak in external fabrics, e.g. windows. Structural matters – ensure it is safe for use. CTC needs final board soon – Oliver can deliver next week.

**Recommendation: MB to give comments in the next day or two re: feedback on boards**

Practicalities of boards being in the window of the new office – not ideal at the moment, but somewhere nearby would be better temporarily.

Funding application – enquiry needs extensive response. List of questions Oliver sent through already. Captures main project issues, and wider project that you’re looking to achieve in relation to this. Item 2 – building picture that this building is important. CTC to check for minor amendments.

**Recommendation: CTC to respond to Oliver by the end of the week re: lottery application enquiry form**

Needs cost estimates, not specifics. Costs incurred once successful with application can be recovered later on. Heritage application officer will help with which items will be needed. New staff costs – Lottery are looking for key principles (item 6). Need to see a business plan. Professional fees – DHVA project managing – capital phase element, not public engagement phase. Need activity planning writer, and business writer prepares application - cost funding writing on our behalf. Oliver can send document for what goes into these applications. National Lottery want us to demonstrate that project will sustain itself – detailed management plans. DHVA can help, but need plan in place – needs assistance of business writer. Cost of this person would be in addition to current project costs. Lottery do funding to apply for support to write larger application. Sue Middleton has experience of writing lottery bids. Expression of interest – if successful, they fund a second stage.

**Recommendation: CTC to speak with Sue Middleton re: lottery application**

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

Cllr Beard updated re: monitoring system that has now been installed. He has now been trained in how to record this. If it is not recording any movement after 6 months, then we can determine whether additional stabilisation work is required.

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

None

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

Already discussed above

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

Waiting on a decision. Some items will need to be discharged before building work starts. Most items will be costs for additional information. This will be part of building regs stage of project. DHVA can do in sync with work to come next. Bigger project – additional cost risk – lottery funded project isn’t guaranteed – CTC will need to invest. Lottery bid could be recycled for other funders, e.g. lottery community related projects. Nothing further has changed since last meeting. Just waiting on planning decision.

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

DHVA to invoice for works up until end of March.

**Meeting ended 19:21pm**