**Clock Tower Reparation & Restoration Committee**

**22 May 2023**

**Council Chamber**

**6.30pm - 8.30pm**

**Attendees: Cllrs. N Penny, Beard, Elsmore.**

 **Cllr Parker was also in attendance.**

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

1. **To elect a chair**

Cllr Beard was proposed by Cllr Penny, seconded by Cllr Elsmore, and it was unanimously agreed.

1. **To reconsider role and remit of committee**

Existing role and remit to continue

1. **There were apologies received from Cllr Kyne and Chris Haine**
2. **There were no declarations of interest**
3. **There were no dispensation requests**
4. **The minutes of 24 April 2023 were proposed, and unanimously agreed.**

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

1. **There were no matters arising from the Minutes of 24 April 2023**
2. **To take comments from the Public Forum**

Cllr Beard introduced Cllr Parker to Oliver.

1. **To receive update (Via Zoom) from DHVA following last meeting discussions, and to make recommendations, as necessary**
	1. Been in discussions with potential Structural engineers. Only one has currently responded. Currently awaiting a fee quote which is expected to be received this week. This would be the second quote as DHVA are already in receipt of one quote.
	2. Ecological report – see item 11.
	3. Listed Building Consent application – Oliver advised that we were close to being able to prepare and submit this application once in receipt of the ecological and structural surveys.
	4. Risk Register was presented by Oliver and discussed.

It was proposed and unanimously agreed:

**Recommendation** - additional items requested around architect (DHVA) capacity, meetings not being quorate, loss of storage/access to clock tower during works, and impact on town centre event space during works. It was also noted that the residual risk for the last item on the list ‘loss of public support’ should be medium. **Recommendation** - This document to be appended to each set of minutes going forward.

**Recommendation** - Risk register to be a standard agenda item.

1. **To agree design for each floor of the Clock Tower, and make recommendations as necessary, taking account of DHVA’s recommendations and revised designs**

It was proposed and unanimously agreed for the following:

* 1. Ground Floor

**Recommendation** – the ground floor not to be used for storage of salt and flower watering equipment once works commence and in the future

**Recommendation** – Open the two former lancet windows to provide lighting to the stairs and therefore improved access to the first floor. Open the East door but look to incorporate a War memorial into the new door or either side of the doorway.

* 1. First Floor

**Recommendation** – Dedicate this area as ‘exhibition space’ for heritage open days and other events by arrangement. This to include the clock mechanism being restored and set up for display, along with relevant interpretation panels. To reinstate windows on this level to allow natural lighting.

* 1. Second Floor

**Recommendation** – remove historical and non-historical clock mechanisms (assumed redundant) to create space suitable for storage of flags and other light weight items subject to access, and allow potential to review access to roof level at a future date.

1. **To receive Ecological Survey Report, and to make recommendations, as necessary**

Initial assessment undertaken and no activity was noted. A secondary ‘dusk survey’ has been arranged and will take place during week commencing 29 May. Access to the clock tower to be arranged via the Town Council offices.

1. **To receive update Re: Funding opportunities, and to make recommendations, as necessary**

A number of possible funding streams are starting to be identified and will be shared by Coleford Town Council to DHVA. Once plans are finalised, based on recommendations in item 10 above, DHVA will be able to move funding discussions forward.

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

None raised at this stage.

1. **To receive updates on any other Clock Tower related matters, and to make recommendations, as necessary**
	1. Smith of Derby – recent correspondence regarding the South clock face (High Street) that is out of sync was noted and it was agreed that this work should be carried out at the most suitable time within the wider project.
	2. Consideration to be given to the installation of a weather camera on the top of the tower once works are complete.

**Meeting closed at 7:56**