**Clock Tower Reparation & Restoration Committee**

**24 April 2023**

**Council Chamber**

**6.30pm - 8.30pm**

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

**Chris Haine, Town Clerk**

**Oliver Forsyth, DHVA (via ‘Zoom’)**

1. **There were no apologies received**
2. **There were no declarations of interest**
3. **There were no dispensation requests**
4. **The minutes of 20 March 2023 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 20 March 2023, other than those on the Agenda, of this meeting**

**Page 1: Smith of Derby**

Cllr. Penny reported synchronisation problems with the Clock Settings, and it was proposed, and unanimously agreed that:

**Recommendation:**

**The Town Clerk raises with Smith of Derby, to resolve**

1. **There were no members of the public present**
2. **To receive update (Via Zoom) from DHVA following last meeting discussions, and to make recommendations, as necessary**

Cllr. Beard welcomed Oliver Forsythe, and the summary email report (24 /) was discussed, with attachments. After further discussion, it was proposed, and unanimously agreed that:

**Re: Ground Floor Options**

**Recommendations:**

1. **DHVA would provide a revised set of drawings re: design of Ground Floor, to take forward the discussion points, e.g. a hybrid Option 2/3 design, to maximise light also.**

**Re: Structural Engineering Services**

1. **Having noted the one Quotation received, for DHVA to secure further Quotations from other ‘CARE’ Registered Companies, including the named company provided, and to report back ASAP**
2. **To receive Ecological Survey Report, and to make recommendations, as necessary**

Oliver Forsyth summarised this Report and, after further discussion, and clarification, it was proposed, and unanimously agreed that:

**Recommendation:**

**The additional Survey work, as proposed. by Abricon is commissioned, and progressed, as stated**

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

After further discussion, it was further noted that this would remain a key aspect to progress, and linked to the final design, with its emphasis on conservation, and heritage benefits. For funding activity to be progressed, with DHVA, once the design had been formally agreed by CTC

The Town Clerk also reported on CTC’s wider UKSPF activity, re: regeneration, and that this included Clock Tower improvements. This was noted, and DHVA agreed to work in association with this work, in support of any Clock Tower aspects, in support of funding, etc.

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

Oliver Forsyth acknowledged receipt of its payments, and it was noted. After further discussion it was proposed, and unanimously agreed that:

**Recommendation:**

**The RFO establishes a Payment Tracker, to monitor expenditure, against contractual requirements, for the duration of this Project**

1. **To receive updates on any other Clock Tower related matters, and to make recommendations, as necessary**

No other matters for discussion.

**Meeting ended 7.25pm**