**Clock Tower Reparation & Restoration Committee**

**22 January 2024**

**Council Chamber**

**6.30pm - 8.30pm**

**Minutes**

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

**Oliver Forsyth, DHVA (via ‘Zoom’)**

1. **Apologies received from Cllr Kyne**
2. **There were no declarations of interest**
3. **There were no dispensation requests**
4. **The minutes of 20 November 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 20 November 2023**

No meeting with David Stuart arranged yet.

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

**Listing building consent application** – Comments received from conservation officer – positive – more info on lighting needed. Initial feedback needed from us – outline details for proposed interior lighting. Type of light fitting being installed, but not finer details. Primary source supplemented by second source. Wiring route through ceiling and through floor – sub floor void for low level lighting – lift flooring and re-lay. Pendant lighting on ground floor entrance and backup wall mounted and floor recess lighting to illuminate space to adequate standard. Likely to hear from case officer this week with queries and extension of time. In floor insert lighting, not necessary, but the option might be nice. Committed to type but not details. If include both types of lighting, we are committed to both. Better to have more than less.

**Recommendation: To proceed with application as it is and deal with details of lighting later on**

**War memorial Trust** – they wanted sample work done before we proceed with activity. Further details to be given before info is released to tender. We can discharge conditions separately after planning permission given. Makes sense to discharge as many conditions in one go, as there is a small application fee (approx. £34 per item), rather than submit multiple applications. We haven’t submitted details of what we want to do, so they want to see this before anything is installed on site. We can deal with this as a conditional item. We can confirm materials. Don’t need to submit detailed proposal at this point.

**Ceiling hatch** – they are missed the point of how narrow stairs are – will be an issue taking a ladder up the stairs. Options to keep existing opening in floor, or reinstating the hatch.

**Rainwater handling** – may need to keep existing rainwater route, but up size downpipe to be more substantial to deal with more rainfall as climate warms - if external rainwater routes aren’t feasible. Detailing it now, saves us later on.

All happy with Oliver’s proposals.

**Fee quotes** – one outstanding on drainage surveys. Topographical survey quotes – 3 quotes received – worked with companies in past. Survery will pick up where there may be external manholes – useful for contractors in due course and existing building services, emergency access to those points. Share info with scaffolding designers. Pass onto contractor. If using square as compound for works, need to know any events can be done safely while works are underway.

**Recommendation: To approve the topographical survey quote (Southwest Surveys) that Oliver has recommended**

Drainage – awaiting quote from 3rd company. 2 received. Glos based companies. Easy to get to site. CCTV survey will drop camera from roof to ground, which may hit bends.

**Recommendation: Oliver to send quotes for drainage survey**

Hoping to receive it tomorrow.Oliver will make recommendation. Take to Full Council on 30th Jan.

1. **To discuss costs of repairs based on minimum requirements**

Cllr Beard updated re: budget situation for funding Clock Tower repair process. If we go to public consultation, we need to show what we would like to achieve, but have to spend a minimum amount to get it to a safe standard. Master schedule sets out changes. Master B sets out non-essential. Priorities within schedule of repairs. External fabric starts out as most essential. Second phase to deal with cosmetic issues – will deteriorate further, but doesn’t deal with safety issues. Further fundraising to look at bigger picture at cosmetic changes later on. Stopping further deterioration buys us time to gain public support to get funding or get public works loan. We need to understand immediate fixes, and then we can check against budget.

**Recommendation: Oliver to extract bare minimum items to stop deterioration and to stop building becoming unsafe/condemned.**

Value for money – address all scaffolding items in one go. Oliver to package it up – list of priorities. We are committed to project laid out. We don’t have funding, so can’t commit contractually to do something until we have the money. Oliver to send this week/next week.

We are now in a position to have a detailed explanation as to what we aspire to do, have costings, planning authorities agree, subject to conditions. Are we in a position now to go to funding bodies? Yes. We are “shovel ready”. We can put in applications. National Lottery heritage fund – changed requirements recently – away from smaller grants to single one off grants up to £10 million. Heritage value, public benefit, social value, environmental enhancements. Can we begin application? Yes, expression of interest. Applications opening end of Jan for national lottery. Meeting for their advisors to make it a strong application. They want to take different project types. DHVA can assist in application. We need to get a detailed business plan prepared. Set up meeting with lottery contact to understand what is expected and then DHVA to advise if we have everything we need.

**Recommendation: Oliver to approach Cassie (lottery contact supplied) to set up a meeting to discuss what is required.**

To progress contacting David Stuart (Historic England Rep) recommendation from November – CTC office.

Apply to lottery, they agree in principle, part of that goes to project manager salary. Valuation manager separate to project manager.

War Memorial we may or may not get funding for, but we have to accept that this payment could be on us.

Public works loan – ask GAPTC how to approach this and what is available for us as a council.

Risk register – Funding to go to a red to keep us focused – we cannot fund this without grant funding. Public support – currently showing as medium - take up a level because any money we borrow will be subject to public support – go to red until we ask the question to public

1. **To receive update on graphic displays for public consultation**

Oliver to send what we would like to achieve and costs involved. Different phase approaches and costs involved in that. It will cost X to do this much – we need this narrative to get this support. We will have windows in TIC for this. We can put up in publicly viewable space. We haven’t imposed this cost by raising the precept. We want to work with community to find ways to do it.

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

Fee schedule breakdown Oliver has sent through – really helpful. Oliver can break down to months if necessary.

Structural engineer coming this week – they will want to show how data is taken. DHVA can be on standby if needed.

**Meeting closed: 19:55pm**