**Clock Tower Reparation & Restoration Committee**

**19 February 2024**

**Council Chamber**

**6.30pm - 8.30pm**

**Minutes**

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

**Oliver Forsyth, DHVA (via ‘Zoom’)**

1. **Apologies received from Cllr Penny**
2. **There were no declarations of interest**
3. **There were no dispensation requests**
4. **The minutes of 22 January 2024 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 22 January 2024**
2. **There were no members of the public present**
3. **To receive update from DHVA, and to make recommendations, as necessary, including:**
   1. **Additional graphic material for the new office**
   2. **Phasing of costs**
   3. **Response from Planning Officer and War Memorials Trust**

Requested additional info on lighting options – this has been submitted. Heritage impact statement has been sent. They’ve asked if info can be dealt with as condition item. Application approval is conditional on this item. Conditioned items are around ladder access, need for vertical access through building (hatch). This has been clarified and should hear back shortly. Outstanding matter re: War Memorials Trust. Planning Officer suggested to speak directly with conservation officer at War Memorials Trust. Oliver has forwarded on a list of answers to queries. War Memorial Trust have concerns around temporary proposals and sequentially how things will fit in on site. Once existing one is removed, is it permanent or opportunity to display? Wooden War Memorial plaque board – still at St. John’s. Is it part of listing for St. John’s? Suggestion of bronze plaque would be nice. Carried out some public consultation, but need further to see if it is in the right place – support for case of moving the war memorial. Awaiting for WM advice.

Phasing of project to manage cost expectation. If we have to go with parishioners with the minimum we can get away with. More in depth public consultation needed. Phase 1 repair to prevent further deterioration. Contractor would want scaffolding to get access. We need x amount to do bare minimum – want to have a figure to show public – could be perhaps £60-70k just to get access to do minimum.

**Recommendation: To set up further consultation**

Oliver will get concepts for boards over to us. Ideally before 1st April to display in new office windows. Last week of March. New office opening could be opportunity to do this consultation. Possible consultation at Carnival of Transport on Easter Monday. Re-contact British Legion, explaining situation with WM Trust and ask for views on how to improve the WM, and would they be willing to be part of that process.

1. **To review the findings of the Topographical survey, and make recommendations as necessary**

Not received yet, but survey has been done. Mapping for entire environs around tower out to kerb on far side of road surrounding tower – includes road, manhole, ironworks, drains and covers on plinth and also marked the drainage covers. Topographical could indicate possible manholes. Can then ask drainage survey company to verify whether they are live drains which would be useful info.

**Recommendation: To ask our contractor to explore drains via manholes once we have survey reports back.**

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

Taken under item 7.

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

No payment due at the moment. Oliver to check with Mann-Williams re: rate of change of cracking within tower.

1. **To receive update Re: Funding opportunities, and to make recommendations, as necessary, including:**
   1. **Response from Historic England**
   2. **Other grants and funding**

Historic England due to visit site after 1st April. Not on register at risk currently. We will be on register at risk in future if we cannot do this. Discuss when we meet with them in April. Push level of risk and vulnerability to get future funding. Limited funds as a Town Council. Establish how they assess funding and how we could meet the criteria. Help them understand level of risk.

Lottery have just re-opened their programme having gone through changes. Live 2 weeks ago. Taking new applications. New scheme offering 2 different funding streams – projects with value £10k-250k and second is larger £250k-£2m. Encouraging EOI to be submitted by applicant. What project entails and how it will benefit users. What project outcomes will be in terms of public engagement. Oliver will put together outline of EOI and we make application based on guidance from Oliver. Project aspirations will come from us. Costs and buildings side from DHVA. Outline and advice indicating areas where input is required from us. Oliver advised to go for smaller grant funding stream – higher success rate, less competitive. Could secure funding for each phase. Part fund project, but lottery could support one phase. Raise this with F&AM.

**Recommendation: Oliver to draft application for smaller funding stream and will indicate where further info is needed from us. Need joint approach to finalise application.**

War Memorials Trust may contribute for parts pertaining to War Memorial.

Historic England – possibly – already discussed above.

May be grants for FOD public community support projects. Difficult to get support – not normal type of project they would support.

Smaller grants may keep things moving.

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

No changes to make yet. Phasing project will affect risk register – financial risk – may need to spend more than initially thought. Review again once decided upon phased approach or not.

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

Topographical survey and drainage survey not included

**Meeting ended 19:36pm**