**Clock Tower Reparation & Restoration Committee**

**24 July 2023**

**Council Chamber**

**6.30pm - 8.30pm**

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

 **Laura-Jade Schroeder (Assistant Clerk & RFO)**

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

1. **There were apologies received from Chris Haine**
2. **There were no declarations of interest**
3. **There were no dispensation requests**
4. **The minutes of 22 May 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 22 May 2023**
2. **There were no members of the public present**
3. **To receive update from DHVA following last meeting discussions, and to make recommendations, as necessary**

Bat survey not received – Oliver will chase.

Access will be needed to get scaffolding in. The removal of some items being stored there will be necessary. Our contractors to remove things being stored. Oliver recommended working with a local scaffolding contractor. Cllr Parker volunteered to be there to assist with scaffolding placement and with lifting of floor boards – MP to check his insurance.

**Recommendation: CTC to research scaffolding contractors**

It has been agreed that the East Door with War Memorial will be the only opening door. We need a decision on whether the memorial will be reinstated to detail this on the Listed Building Consent application. We would like the memorial incorporated into the door. Needs to be heavy duty oak or metal to withstand potential vandalism. Windows will be as described in the plans – no issue here.

**Recommendation: Oliver to put together visuals for the different options for the door, so CTC can decide upon and agree at the August Full Council**

The first floor ladder to second floor will be set and fixed vertically against the wall potentially with a sliding hatch to ensure there isn’t a hole in the ceiling. The mezzanine will be coming out. Lancet windows will be custom made.

1. **To receive update, Re: bat survey, and make recommendations, as necessary**

We are still awaiting the survey report. Oliver will chase.

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

Cllr Beard had submitted an application for the Biffa Award, but was unsuccessful. Cllr M Cox had sent a new funding opportunity to him last week – he will follow up. Oliver said the main funding stream will be from the Heritage Lottery Fund, but we are not ready to submit an application for this yet, as we need to have clear plans in place. Cllr Penny wanted it noted as a reminder that the local history society – Sue Middleton in particular – would be a good organisation to contact to get information to support this Heritage Lottery application. UKSPF money will be used for a bid writer, as bid writing for the Clock Tower project is part of the remit of the company that is being employed. Oliver will join the bid writers when the time comes to help inform the application.

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

None, other than the structural engineer investigations.

Risk Register was also raised here – to be made a standing agenda item from now on.

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

This item to be removed from the agenda in future and replaced with Risk Register item.

**Meeting closed at 7:24pm**