**Clock Tower Reparation & Restoration Committee**

**25 September 2023**

**Council Chamber**

**6.30pm - 8.30pm**

**Attendees: Cllrs. N Penny, Beard, & Chris Haine, Town Clerk**

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

**Note:** Audio arrangements with DHVA not fully working, although managed through conveyed summaries by

 Cllr. Beard, Chair (the only Member to be able to her Oliver Forsyth)

1. **There were apologies received from Cllr Elsmore**
2. **There were no declarations of interest**
3. **There were no dispensation requests**
4. **The minutes of 24 July were proposed, and unanimously agreed, with noted annotation re: inadvertently omitted Recommendation, agreed at subsequent Full Council, Tuesday, 29 August 23, as follows:**
* **To consider proposed quotation re: Clock Tower Structural Engineer and associated activity, and make recommendations as necessary**

Cllr M Beard summarised re. Structural Eng. Quotation and it was proposed and unanimously agreed to:

**Recommendation: progress proposed work in accordance with**

**submitted quotation, from designated Contractor.**

**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**
3. **To receive update (Via Zoom) from DHVA, following last meeting discussions, and to make recommendations, as necessary, including:**
	1. Structural Engineer Site Visit
	2. Ecological / Bat Survey Report(s)
	3. Design Options

Oliver Forsyth summarised as follows:

**Structural Engineer Site Visit**

Oliver Forsythe reported thorough assessment of timbers and overall, as anticipated, providing clarity regarding extent of work, level of weight bearing on 1st floor, and broadly reflective of projected costs regarding this work

Engineers now able to provide in-depth design drawings / report, inc. temporary fixings, (e.g. propping).

These reports will also serve well the progression of formal Building Consent and Listed Building submissions, which DHVA will take forward.

After further discussion, it was proposed, and unanimously agreed that:

**Recommendation:**

1. **DHVA would now prepare a more detailed Project Time-line, taking account of eco-footprint of works, as this was key to wider Town Council activity, events planning, etc.**

It was also noted that DHVA are regularly in touch with Smith of Derby re: Clockworks, to keep them informed re: progress, and to consider the timing, and activity, regarding this key work within the overall Project Timeline.

Oliver Forsythe also summarised findings re: stone staircase and, following assessment, monitoring work was proposed which, after some discussion, it was proposed, and unanimously agreed for

**Recommendation:**

1. **Structural Engineers to provide formal quotation re: proposed monitoring work, to then be further considered, through delegated authority of this Committee, and to progress, as necessary.**

**Re: Drainage**

1. **Structural Engineer report stated that drainage might need improvement, and it was proposed, and unanimously agreed for:**

**Recommendation:**

1. **Quotations and proposals to be provided by Structural Engineer**

**Ecological / Bat Survey Report(s)**

Reports confirm level of activity, and have satisfied regarding works be able to be undertaken, and no further ecological reports are required. To note, when works are undertaken, need to be careful with any pre-existing nests, and to start work before nesting season.

To further note, as precaution, consideration to install long-life bat / bird boxes, not visible from the ground.

**Design Options**

Oliver Forsythe stated that the Design Options were not significantly altered by the Ecological and Structural Engineer inspections and it was proposed, and unanimously agreed that:

**Recommendation:**

1. **DHVA would provide a final Design Version set of drawings, including options regarding void, and joinery options**

**It was further noted that costs were of the essence, and this was primarily a reparation, and restoration project**

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

It was agreed that now the Inspection Reports had been completed that this was the key opportunity to apply for funding, and DHVA would assist with these applications; and to also, in parallel, engage Historic England, as part of this activity, also to inform other interested parties, and organisations.

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

Oliver Forsythe stated that there were no risk factors to add, and that these inspection / survey reports had, by definition, reduced risk.

1. **To receive update on Tracker re: Project Costs, and make recommendations, as necessary**

Tracker as noted, and for RFO to ‘split’ columns summarising actual spend, and committee spend.

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

No further Contractual matters discussed, at this meeting

 **Meeting closed: 7.43pm**