**Clock Tower Reparation & Restoration Committee**

**23 October 2023**

**Council Chamber**

**6.30pm - 8.30pm**

**Minutes**

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

**Oliver Forsyth, DHVA (via ‘Zoom’)**

1. **There were apologies received from Cllr Kyne and Chris Haine**
2. **There were no declarations of interest**
3. **There were no dispensation requests**
4. **The minutes of 25 September 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 25 September 2023**
2. **There were no members of the public present**
3. **To receive update from DHVA, and to make recommendations, as necessary, including:**
   1. **Project Timeline**

No detailed cost estimates until May 2024 – Stage 4. Allows us to develop funding strategy for new budget.

Public to comment on application once submitted – good opportunity for public consultation. Part of funding strategy to consider public works loan – must evidence community supports borrowing funds. Follow up with link for public to comment on application. Further events for Christmas lights switch on to make public aware. Timeline Oliver has given, this could be submitted next week or week after – Oliver to work on updated visuals – A1/A0 size visuals – more people friendly, like Faddle Fair consultation – to get key points across – so we can talk to them easily – produce key things with annotations – community friendly, not planning. Application to be submitted in the next 2 weeks.

Oliver to re-send full version of timeline, as part was cut off due to print area.

Project will require scaffold access, good contractor will find ways to reduce impact of long external programme.

* 1. **Outstanding quotations from structural engineer**

Oliver asked Mann-Williams for separate fee for us to approve. Monitor cracking between now and starting work on site. Oliver to expedite request by next Tuesday Full Council.

**Recommendation: Clock Tower Committee will examine quotations by structural engineer, and if necessary, delegate authority to proper officer to action.**

* 1. **Final design drawings**

More work required external drainage – internally through building is a problem. Pipe disappears into floor, do CCTV drainage survey to pick up where it goes into public sewer, if it does. Could be going on concurrently with listed building application process. A need to explore in further detail. Gargoyle outlets in top of tower would eliminate future risk inside of the building. Internal gutter inside has been repaired, but was problem fixing, not permanent repair. Alternative mechanism can be considered. We should explore drainage solution that doesn’t have water going down internal of building. We can have external drainage but requires additional listed building consent. Obtain that anyway but concurrent to ongoing investigations – backup option to using alternatives inside. Need to add that to the plan.

Rainwater harvester – buried tank beneath building or on square to store water. Big units that take a lot of space. Landscaping works to install suitable base to take weight of water. Need to feed it by gravity or pump. Pump is expensive. Could be adapted in future. Phase 2 consideration. Could be managed within solutions for tower later. Do listed building consent for changes. Would be a planning matter – would need to be discussed with planning authority.

Options for drainage, taking into account for possibility for future outcome re: climate and water harvesting

Access and carrying of large objects, e.g. ladders. Opening between ground and first floor – good current use for access route for ladders. Options to improve what is there. Public may be accessing – need to have adequate protections in place. As currently designed, doesn’t meet current standards. Improve protections but change appearance, or install new trap door where removing ceiling joists – maximise floor area available in first floor area. Can keep door locked when not needed. All agreed – purpose built trap door is best – gives more flexible use of space. Manages risk in most appropriate way. Costs would balance each other out, DHVA recommends trap door option – all agreed.

External windows over stairs, reinstating bricked up openings, and proposing new glass and metal frames in openings – current design referencing gothic features that survive in tower. DHVA proposing gothic arch. Bespoke frame using angle steel – carrying weight of glass, 50x50 equal angle to carry space of frame between glass – glazing sealed within metal frame, traditional lime mortar to seal from rain. Proposed double glazed units – clear glass – helps with additional light – health and safety over stairs. Conservation enhancement – reinstating opening. Huge benefits internally. All in favour of proposal put forward by DHVA. Gothic lancet framing is an enhancing feature of the window – we like this.

Shape of war memorial to be rectangle so it is not arch on top of arch.

Vertical ladder is flat against the wall to maximise floor space. Retain safety measure to lock ladder in place. Do this in a way that is sympathetic. Reinstate oak panel door acts as physical barrier to stop people going up. Allows parts of ground floor open without anyone there to manage space. Much more aesthetic solution than cage area. Look is improved. All agreed.

Recommendations of ecology report – to install bird and bat box at roof level – inside external wall – bat box to be installed in North elevation facing south, bird in south elevation facing north. Fully compatible with everything we’re doing – all support this.

**Recommendation: To move forward with the listed planning consent detailed in the timeline.**

**Note: Delegated authority to Proper Officer subject to receiving Oliver’s report and Clock Tower committee being happy with it to move forward.**

Heritage statement to accompany drawings – application is not contentious and all changes are sympathetic. Outline heritage impact – which is negligible. DHVA is in process of a draft - by end of this week.

Live planning applications are currently around 8 weeks. Listed building consent is part of planning application. Works come under building regulations.

1. **To consider this project, in the context of the Heritage Action Zone, and make recommendations as necessary**

Heritage Action Zone is coming, and will have some implications. There would be small committee to comment on proposals and if proposals were enhancing, no objections. We can say we will consider proposals and will enhance as it is implemented in due course.

**Recommendation: Arrange a meeting with David Stuart, and Wendy Jackson, to form joint meeting in next month.**

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

Now have information to put forward for planning, we also have information to put forward for funding applications. Good time to explore once application is in, explore concurrently. David Stuart is first conversation, and he may help identify others to explore funding with. Oliver and team to help fill in forms. Don’t want it to fall into Chris Jones remit. Clock Tower Committee to lead on.

**Recommendation: Explore funding opportunities with David Stuart, and act on any recommendations.**

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

No changes at this stage. Many items in similar state to last month. Until application is decided, not much has changed. Have we captured delays as risk – capacity issues at FoDDC – risk mitigation. Delays will affect timeline. Conservation Officer links to mitigate risks – a member of this committee sits on planning at FODDC, so should have good access to move this forward at sensible pace.

1. **To receive update on tracker re: project costs, and make recommendations as necessary**

Committed costs has been added to tracker and underspend on this year’s budget to be added as earmarked reserves for next year’s budget. It would be good to know next payments due for budget planning.

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

None as yet. If there is a specific matter, we should reference it as 12a for transparency in future.

**Meeting closed: 7:41pm**