**Clock Tower Reparation & Restoration Committee**

**20 November 2023**

**Council Chamber**

**5.30pm - 6.30pm**

**Minutes**

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

**Oliver Forsyth, DHVA (via ‘Zoom’)**

1. **There were no apologies received**
2. **There were no declarations of interest**
3. **There were no dispensation requests**
4. **The minutes of 23 October 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 23 October 2023**
2. **There were no members of the public present**
3. **To receive update from DHVA, and to make recommendations, as necessary, including:**
   1. **Submission of application**

Planning application has been submitted. Public can also comment and can use this period to product something to display in TIC window, office. It is not on the portal yet, but CE will chase.

**Recommendation: Additional panel to be created by Oliver – we are at listed building consent stage, with outline of what we want to achieve, summarise what has been submitted, where they can find more information. Once application has been registered it will be on the portal. Display in No. 4 Mushet Walk.**

* 1. **Exploring Funding**

We can go forward with exploring funding. We must bring David Stuart to the table, also National Lottery Heritage Fund.

**Recommendation: Oliver to update cost areas on plan, and to make recommendations how to approach Heritage Lottery Fund and other avenues he recommends.**

**Recommendation: Arrange a meeting with David Stuart, with intent of outlining to him our current position on listed building consent and next actions for funding.**

* 1. **Cost tracker**

Oliver to send draft re: invoice to be submitted to CTC. To then be added to cost tracker at our end.

1. **To consider arrangements for a Public information session – e.g. Christmas Lights, and make recommendations as necessary**

Opportunity now for greater public consultation. Window display will be sufficient this side of Christmas while going through listed building consent. Informal, if you have concerns – engage with Planning. Into new year, tie in with Chris Jones work and new premises consultation. Incorporate into whole Coleford regeneration event. We can do website and Facebook too to distribute information to public to support application. Need something graphical to get people’s attention.

**Recommendation: Onward communication about Clock Tower development is incorporated into wider regeneration activities, and to maximise website, Facebook. Oliver to provide pdfs of panel artwork.**

1. **To consider additional surveys required, including CCTV drainage survey and topographical survey, and make recommendations as necessary**

Oliver can obtain 3 quotes on our behalf to compare against. We don’t know if there are any distinct manholes around market place. Need to locate manhole to find a starting point. Can do water tests to test existing gutters, before we commission.

**Recommendation: Committee members to explore around Clock Tower with view to seeing what drainage is available and feedback to Oliver to obtain 3 quotes for full drainage survey. To take water up the Clock Tower when Christmas lights are coming down.**

Re: Topographical survey – received some, but no external around base of tower plotting market place in vicinity of tower, showing manhole locations, retaining wall on west elevation etc – extending further out around the tower. Relationship between tower and road on west side. It would identify locations around base of tower. It would be helpful around construction phase.

**Recommendation: Oliver can obtain and organise remaining parts of topographical survey on our behalf.**

Market square was paved in late 90’s – do we still have access to documents? Planning documents are still on portal potentially. There may have been other changes that relate to that square. MB to speak to MC about this.

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

Nothing further. Risk register has not changed. Awaiting decision.

Can we add to Risk Register, impact of Winter 2024 and Spring events programme 2025 – Christmas lights and dressing of Clock Tower, Carnival of Transport.

Do we have update on Mann Williams installation of staircase monitoring – Oliver to check when installed. Mann Williams to give training on how committee members to take readings.

**Meeting closed: 18:19pm**