**Clock Tower Reparation & Restoration Committee**

**30 January 2023**

**Council Chamber**

**6.30pm - 8.30pm**

**Attendees: Cllrs. N Penny, C Elsmore, M Beard, Kyne & Lusty**

**Chris Haine, Town Clerk, and Cllr. Getgood (observing via Zoom)**

**Oliver Forsyth, DHVA (via ‘Zoom’)**

1. Apologies were received from Cllr. Baker
2. There were no declarations of interest
3. There were no dispensation requests
4. **The minutes of 14 November 2022 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 14 November 2022, other than those on the Agenda, of this meeting
2. There were no members of the public present
3. **To consider Insurance advice re: Public Liability & Professional Indemnity, and to make recommendations, as necessary**

Cllr. Beard summarised advice received from CTC Insurance Brokers, re: Public Liability & Professional Indemnity and following further discussion with DHVA, it was proposed, and unanimously agreed that:

**Recommendations:**

1. **CTC accept, following advice from Insurers, the following levels of Cover, from DHVA:**

* **Public Liability £5,000,000**
* **Professional Indemnity: £2,000,000**

1. **In respect of other Invitation to Tenders, as part of the Reparation, and Restoration Project, in engaging with other Contractors; Public Liability must be set at the level of £10,000, 000.**
2. **To consider finalising, and signing, of Professional Services Contract (taking account of Item 7 above), and to make recommendations, as necessary**

Cllr. Beard summarised and, after further discussion with DHVA, taking account of agreed Insurance levels, Legal Audit advice, and also agreeing with the contract wording re: novation, and mediation, it was recommended that:

**Recommendation:**

**The Town Clerk sign the RIBA Professional Architectural Services Contract, with DHVA, on behalf of Coleford Town Council (noting that DHVA have already signed) and then submitting a signed copy to DHVA**

1. **To engage DHVA (via ‘Zoom’), to discuss CTC summary comments re: ‘Options Study, and to make recommendations, as necessary**

Cllr. Beard, following CTC Clock Tower ‘Options Study’ Workshop, expanded on the summary fed back, to DHVA, in the Town Clerk’s email of 22 Nov. 22 (copied below):

In essence, we are much clearer, through these discussions, that **the primary purpose of this Project, is ‘Reparation and Restoration’** and, as much as we were impressed by the innovative proposals, Council are agreed that the focus must be on this primary purpose, as **Phase 1.**

**One of the fundamentally conclusions that Council came to, which furthermore influenced the primary focus, upon ‘Reparation and Restoration’, was the limited size, and specifications, of the existing Tower, which essentially, in our opinion, we believe ruled out realistic opportunities to create meeting spaces, and / or other usage for gatherings, etc.  This was also thought to be the case, taking further account of the reality, and logistics, to not consider further the ‘viewing gallery’ option.**

**Enhancement was discussed, as part of this Phase 1 work**, and  we would hope for sympathetic enhancement, as part of the Reparation, and Restoration work, and this was overall captured within an Objective of ***‘Cleaner, Tidier, Drier, and Safer’***.

Enhancements to include improved clock workings (**you mentioned being able to speak/liaise with Smith’s of Derby?**), enhanced windows, water-proofing, ventilation, pigeon deterrent fascia/guttering, etc. (a real cause of damage), and we would welcome further discussion with yourselves, in respect of this focus, and Phase 1 work, also taking full account of future resilience, weather protection, safeguarding, and maintenance of repaired, restored Tower.

**To then focus on possible, future, enhancements (e.g. Phase 2 Stage)** **around, and associated with, the Tower**, which we would seek **to** **progress through our Neighbourhood Development Plan (NDP) Consultative Process,** with the residents of Coleford, and through data collection, etc.

After further discussion, including issues of improved access (to increase activities) , enhanced stained glass window, and light, overall purpose of Clock Tower, Community engagement, enhanced heritage, and resilience, ‘Gallery’ Option re: first floor, possible improvement to Clock works, and bell restoration, it was recommended that:

**Recommendation:**

1. **DHVA are asked to revise, and ‘re-scope’ drawings to take account of the more-focussed thoughts of Council, within this meeting’s discussion, and re-submit for Council to further consider**
2. **DHVA liaise further with Smiths of Derby re: Clock workings, and arrange a site visit to assess, and consider further, as part of this Reparation & Restoration Project**
3. **To receive update on Funding opportunities, and to make recommendations, as necessary**

Cllr. Beard invited DHVA to update, and advise on funding process and, after some discussion, it was noted that it would be for the Town Council to register with Heritage Lottery Funding, by way of setting up an account, and for DHVA to advise regarding wording and focus of any funding applications, but for Town Council to formally apply.

DHVA further advised that funding applications would need to demonstrate resilience, and future sustainability, and community engagement, involvement would also be a key requirement; as well as CTC being expected to match-fund. Regarding amounts, DHVA (from their experience) stated that we would be more likely to secure funding with smaller amounts e.g. up to £10,000, or middle category up to £50,000.

**Note: This funding activity to utilise Bid-Writer Services, as part of UKSPF monies secured, and to be progressed once there is a more tangible aspect to seek funding for, following further advice from DHVA.**

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

No other matters to discuss

**7.58 pm Meeting ended**