

**TEWKESBURY TOWN COUNCIL  
BUILDINGS & MOORINGS COMMITTEE  
WEDNESDAY 20<sup>th</sup> JULY 2016**

Notice is hereby given of a meeting of the Buildings & Moorings Committee to be held in the Town Hall, High Street, Tewkesbury, on Wednesday 20<sup>th</sup> July 2016 at 6.00pm.

**AGENDA**

1. Apologies.
2. Declarations of interests.
3. Dispensations
4. Election of Chairman
5. Minutes of the Buildings committee meeting held on 19<sup>th</sup> April 2016
6. Minutes of the Moorings committee meeting held on 20<sup>th</sup> April 2016
7. Minutes of the Extraordinary Buildings & Moorings committee meeting held on 6<sup>th</sup> July 2016
8. Work Programme
9. Risk Report
10. Budget Position Report
11. Use of GRCC to gain ideas on improved use of Watson Hall and Town Hall
12. Updates from Clerk
  - i. Watson Hall Boiler
  - ii. Extension to 3 Saffron Road
  - iii. Underpinning of Watson Hall
  - iv. Issues in alleyway near Potters Court
  - v. Proposed defibrillator
  - vi. Riverside Partnership
  - vii. Boating operations from Back of Avon
  - viii. Registration of Moorings
  - ix. Occupied Moorings
13. Cleaning and Maintenance
  - i. Safety and Maintenance report
14. Requests for discounted hire rates
  - i. Angela Jones (Mitton Manor Pre-School)
  - ii. Gareth Williams (Yoga)
  - iii. Jane Dunwell (Tredington Primary School)

- iv. John Savory (Tewkesbury RAF Veterans)
- v. Andrew Turner (Rotary Club of Tewkesbury)
- vi. Paul O'Neil (Floating Globe)
- vii. Cllr Pete Aldridge (Scouts Association)

15. Manor Players request to use Watson Hall for storage

16. To seek a new tenant for the small office in the Town Hall following notice given by Local World

### **CONFIDENTIAL**

The motion shall be "Pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 it is resolved that, because of the confidential nature of the business to be transacted, the public and press leave the meeting during the consideration of

17. Quotes requested for Watson Hall and Town Hall key holding

18. To agree underpinning work for wall on Mooring No.1

19. Quotes requested for work on Mooring No. 2

20. Update on Floating Globe

21. Update on Town Band



Helen Railton-Price  
Town Clerk  
13<sup>th</sup> July 2016

**MINUTES OF THE MEETING OF THE BUILDINGS COMMITTEE  
HELD AT 6.00pm ON WEDNESDAY 20<sup>th</sup> APRIL 2016**

Present: Councillors P. Workman (Chairman), J. Badham, Miss K. Brennan, Mrs C. Danter, Mrs P. Clatworthy, R. Mills, K. Powell and S. Raywood

**1. Apologies**

Councillor A. Smith

**2. Declarations of interest.**

Name	Interest
Councillor Workman	Tewkesbury Borough Councillor

**3. Dispensations.**

Councillor Workman – Family business houses the Town Band currently. There is no financial benefit, however Councillor Workman discussed the Town Band proposal but did not vote.

**4. Minutes of the previous meeting.**

**RESOLVED:** - that the minutes of the meeting held on 24<sup>th</sup> February 2016 be agreed as a correct record.

**5. The Work Programme**

- i. Town Hall Electrics – The Clerk reported that this project is now complete.
- ii. Wooden doors in the Court Room to be adjusted.
- iii. Automatic door closer to be added to the public toilet in the Town Hall.
- iv. Notice Boards on the Town Hall to be updated regularly. Notice Board at Mitton items for display put into Cllr Powell’s tray and he will update. Newtown Notice Board Cllr Aldridge to update. Prior’s Park (Jubilee 2) send to Councillor Greening at the Borough Council.
- iv. Ladder access to the loft at the Watson Hall (above Balcony) the present arrangement doesn’t meet health and safety requirements. Clerk to purchase a ladder.
- vi. Councillors could not identify “commissioned repairs” to roof damage at the Watson Hall as previous Clerk’s Report had suggested. Clerk to contact previous Clerk for details and update the Committee at the next meeting.
- vii. The Clerk updated the Committee on the boiler replacement project.

**6. Risk Report**

Clerk to look at the format and summarise bringing urgent risks to the next Agenda.

**7. Watson Hall Maintenance Works**

- a. Boiler - Arrange for engineer to visit and prepare a specification.
- b. Floor – The restoration of the wooden floor is now complete.

c. Severn Trent – The isolation of the dual supply is now complete and a meter has been attached to accurately record water usage.

#### **8. Extension to Number 3 Saffron Road**

Clerk to contact the structural engineer employed by the owner to request a structural survey and report back at the next meeting.

#### **9. Budget Position**

Final accounts for 2015/16 and new cost centre breakdown for 2016/17 were noted.

#### **10. Registration of 64 and 64A Barton Street**

Clerk to send a cheque to solicitors for registration.

#### **11. Arts in Rural Gloucestershire**

Councillors Danter and Mills requested to attend the meeting on 11<sup>th</sup> May and will report back at the next meeting.

#### **12. Flower Club request for a discount**

The Committee decided that the Club should pay the usual charge rate for the hall. However, they agreed to use their services for the upcoming Mayor Making ceremony, the value of the flowers required being £250. Clerk to request an invoice from the Club.

#### **13. Keyholder for Watson Hall/Town Hall**

Clerk to analyse the existing quotes and make a recommendation at the next meeting for a key holding service.

#### **14. Business Rates Review at the Watson Hall**

Chairman to complete TBC Rate Review Form.

#### **15. Underpinning at Watson Hall**

Clerk to contact the buildings department at the Borough Council to request that this completed work be signed off.

#### **16. Alley way near Potters Court**

Proposal was to close the alley way due to anti social behaviour and evidence of drug use. However, the alley way cannot be closed but the Committee suggested that the Clerk contact the Police and the drug users support centre to alert them to the problem. Also the possible future purchase of this building may be a deterrent. Clerk to write to the resident who complained and update what is to be done.

#### **17. Tewkesbury War Memorial Group Minutes**

The Committee noted the minutes and it was requested that Tewkesbury in Bloom be contacted with regard to not keeping flower pots on the war memorial. Clerk to arrange signatories for the cheque book.

### **18. Town Hall Defibrillator**

Clerk to check with the conservation officer at the Borough Council if the Defibrillator can be attached to the front of the Town Hall. Councillor Sztymiak has previously suggested that there are funds available to purchase a Defibrillator.

## **EXCLUSION OF PRESS AND PUBLIC**

### **19. Cleaning and Maintenance Contract Specification**

After a lengthy discussion it was proposed by Councillor Badham and seconded by Councillor Mills that the Council consider bringing the maintenance role in house. Clerk to write a job description and collate costs. The suggestion is £20,000 annual salary for a full time maintenance person. This proposal is to be forwarded to the Finance Committee for further discussion.

### **20. The Floating Globe Proposal**

The Chairman described the deal being offered by the Floating Globe. He detailed costings and timescale. Councillor Badham proposed to agree in principal to this project and this was seconded by Councillor Mills. Clerk to investigate via legal adviser and have contracts drawn up to be considered at the next Finance Committee and then by Full Council. One item to be clarified would be “would the Council be required to get two other quotes for this management opportunity or having been approached by the Floating Globe would this be necessary?”

### **21. Town Band Meeting**

The Chairman summarised by describing how Tewkesbury Town Band belongs to the Town Council and they are responsible for their instruments. The Band helps up to 60 local children with music lessons. A report written by the Town Band was read by the Committee. Councillors asked for clarification on the contingency suggested at the Band’s dissolution and the storage of its instruments. They requested legal advice on this and confirmation of the insurance specification. Councillor Mills proposed to agree in principle that the £25,000 figure be accepted and this was seconded by Councillor Brennan. Clerk to check all details with the legal adviser and gain written inventory of musical instruments. This item to be progressed to the Finance Committee and after draft Leases have been written the item to go to full Council.

The meeting ended at 8:20 pm.



**MINUTES OF THE MOORINGS COMMITTEE MEETING HELD ON  
TUESDAY 19<sup>th</sup> APRIL 2016 AT 6.00PM**

**Present:** Councillors Miss K. Brennan (Chairman), Mrs P. Clatworthy, A. Smith R. Mills, Mrs C. Danter, A. Mitton, J. Badham and K. Powell

**Members of Public:** Councillor S. Raywood, Bill Adie

**1. Apologies**

**2. Declarations of Interest**

None

**3. Dispensations**

None

**4. Minutes of the meeting held on 26<sup>th</sup> January 2016**

The minutes were agreed as a correct record.

**5. Safety Review of Moorings – Condition of moorings after recent high water levels**

The Committee went on a walking tour of the moorings. Councillors noted that there was dried mud on the jetty after the recent flooding and the committee suggested that the jetty be jet washed all the way down to the previous site of L'Hedoniste.

**6. Update on Mr Murray's mooring**

It was decided to tape a notice to the boat with an invoice attached as there has been no contact with Mr Murray after trying to contact him by letter.

**7. Willow Tree**

The willow tree has been cut down but the earth between the wall and mooring is still to be moved by ANT and other life extending works to be completed.

**8. Transfer of moorings from TBC to TTC**

A cheque to be sent to Thompson and Bancks to initiate the transfer of the moorings. The Chairman of the committee reported on a letter received from the solicitors with requests for information. Working group: Councillors Mills, Danter and Powell. This group to research the history of tenants and works on the moorings going back 15 years by requesting the Gloucester archive to forward the information currently in storage. Also to discuss the information required about who will make statements of truth as requested by Thompson and Bancks' solicitor.

The meeting ended at 7:30pm



**MINUTES OF THE EXTRAORDINARY BUILDINGS & MOORINGS COMMITTEE**  
**HELD ON WEDNESDAY 6<sup>TH</sup> JULY 2016, AT 6PM**

**Present:** Councillors P Workman (Chairman), J Badham, K Brennan, H Burns, C Danter, and S Raywood.

**1. Apologies**

- i. Cllr P Clatworthy – due to family commitments
- ii. Cllr R Mills – due to foreign holiday

**2. Declarations of Interest**

*None*

**3. Dispensations**

*None*

**4. To consider the specification for the new boiler at the Watson Hall**

The Chairman drew attention to the fact that the work must commence by August 2016. The two specifications were compared and discussed. Cllr Danter asked if the boiler could be installed in an upstairs room rather than taking up space in the cloak room. It was proposed by Cllr Badham that the specification for the Worcester boiler be approved. This was seconded by Cllr Danter and approved by the committee.

It was further proposed that by Cllr Raywood that thermostatic valves will be required for all radiators. This was seconded by Cllr Burns and approved by the committee.

*The meeting closed at 6:30pm*



## **WORK PROGRAMME**

### **Inherited from Buildings Committee:**

- Town Hall Improvement programme:
  - Doors
  - Notice boards/signage
- Review Group
- Disabled Access
- Watson Hall Boiler
- Watson Hall Work programme:
  - Floor
  - Roof
  - Windows
  - Balcony
  - CCTV
- Cleaning programme
- Saffron Road planning application
- Disposal
- Museum maintenance programme
- Grant applications
- Security

### **Inherited from Moorings Committee:**

- ANT (15-year lease agreed with ANT to manage short stay moorings between Mill and St John's Bridge
- Develop Back of Avon into short stay mooring – including full improvement programme of works
- Build long stay moorings at Priors Court
- Retain St Mary's Lane as long stay moorings
- Consult regarding ownership of Old Ferry Mooring
- Register moorings with land registry
- Weeding programme agreed for Back of Avon
- St Mary's Lane grass cut bi-monthly
- Programme with ANT for Tree in River
- Inspection programme for Security/Safety
- Extra bin at St Mary's Lane/Lock Keeper's House
- Request to put in temporary fire escape at Riverside Cottage, Back of Avon



Tewkesbury Town Council  
High Street  
Tewkesbury  
Glos

Application N<sup>o</sup>: T13/00476/OTHBN1  
Our Contact: Mr Chris Giglio  
Direct Dial: 01242 264282  
Email: chris.giglio@cheltenham.gov.uk

Date: 11th May 2016

Dear *Sir / Madam*

**COMPLETION OF WORKS**

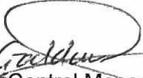
**The Building Regulations 2010 (as amended)**  
**RE: Underpinning gable wall**  
**AT: George Watson Memorial Hall Barton Street Tewkesbury**

Following the successful final inspection, I have pleasure in forwarding the Completion Certificate relating to the above works.

**Your completion certificate is an important document and may be required as proof of satisfactory completion if the property is sold and therefore should be retained in your safe keeping or if possible with the deeds of the property.**

I trust the above is satisfactory and would like to thank you for using Local Authority Building Control. Should you require any further assistance or have any suggestions on how our service to you could have been improved please do not hesitate to contact us on the number shown above.

Yours sincerely

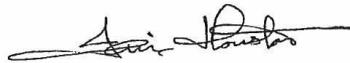
  
70 Building Control Manager  
Cheltenham and Tewkesbury Building Control Service

## Certificate of Completion of Work

The Building Act 1984  
The Building Regulations 2010 (As Amended)

Building Regulation Application Number: T13/00476/OTHBNI

<b>1 Description of work:</b>	Underpinning gable wall
<b>2 Address or location of work:</b>	George Watson Memorial Hall Barton Street Tewkesbury
<b>3 Deposit of particulars:</b>	A building notice was deposited under the Building Regulations Section 1(3) of the Building Act 1984 on 14th November 2013
<b>4 Date of Completion:</b>	11th May 2016
<b>5 Compliance with the Building Regulations:</b>	It is hereby certified that the building works described above have been inspected and so far as the Authority has been able to ascertain, the requirements of the Building Regulations are satisfied.
<b>6 Limitations of Certificate:</b>	Note this certificate relates only to the work described above. This certificate does not relate to any work carried out to which the Regulations did not apply on this occasion, for example to the existing building not affected by an extension work or the work of repair or the replacement of fittings etc.



Building Control Manager  
Cheltenham and Tewkesbury Building Control Service

Date: 11th May 2016

# Manor Players

*Notes following the 16<sup>th</sup> July meeting.*

*Deliver to 20<sup>th</sup> July Buildings Committee.*

## Storage Facilities:

- Copy of their insurance showing cover of costumes in other buildings. Not of high value.
- Use key code in box
  - a. No keys.
  - b. Change code every Monday.
- Waiver of rental for small dressing room.
  - a. Existing: 1<sup>st</sup> March 2016 to 30<sup>th</sup> September 2016
- For further 12 month storage to September 2017.
  - a. Due to closure of dairy
  - b. Still no alternative available

## Rental:

- Upstairs 2 dressing room and storage room (ex small dressing room)
- Tudor Room - 2 hours/day Wednesday to Friday, 3 hours on Saturday.
- Main Hall Booking - Sunday 20<sup>th</sup> to 27<sup>th</sup> November:
  - i. Sunday 20<sup>th</sup> 10am to 10pm - £21/hour
  - ii. Monday 21<sup>st</sup> 6pm to 11pm - £21/hour
  - iii. Tuesday 22<sup>nd</sup> 6pm to 11pm - £21/hour
  - iv. Wednesday 23<sup>rd</sup> 6pm to 11pm – Tudor Room for interval for 1 hour
  - v. Thursday 24<sup>th</sup> 6pm to 11pm - £21/hour
  - vi. Friday 25<sup>th</sup> 6pm to 11pm - £21/hour
  - vii. Saturday 26<sup>th</sup> 6pm to Midnight - £30/hour
  - viii. Sunday 27<sup>th</sup> 10am to Midday - £21/hour
- Main Hall pricing:
  - i. 39 x £21/hour - £819
  - ii. 6 x £30/hour - £180
  - iii. £999 total
- Tudor Room Pricing:
  - i. 9 x £12/hour - £108
- £500 Grant
- Total - £1107 including VAT.