

**TEWKESBURY TOWN COUNCIL
BUILDINGS & MOORINGS COMMITTEE
WEDNESDAY 23RD OCTOBER 2019**

To: Councillors C Danter (Chairman), K Brennan, A. Carter, K. Powell, G. Preedy, S. Raywood, A. Rudge

You are hereby summoned to a meeting of the Buildings & Moorings Committee to be held in the Town Hall, High Street, Tewkesbury, **Wednesday 23rd October at 3.00 pm. in the Mayor's Parlour**

Members of the public and press are welcome to attend.



Debbie Hill
Town Clerk
18th October 2019

AGENDA

1. To receive apologies
2. To receive declarations of interests
3. To receive dispensations
4. To approve the minutes of the Buildings & Moorings Committee meeting held on 19th September 2019
5. Matters arising from the minutes – for information only
6. To receive correspondence relating to the Buildings & Moorings Committee
7. Public Participation *(to provide members of the public/press with the opportunity to comment on items on the agenda or raise items for future consideration. In accordance with Standing Orders this will not exceed 12 minutes in total and 3 minutes per person.)*
8. To receive the committee finance report for August
9. To review the valuation report on the Town Council's buildings and to resolve to recommend increases/decreases as required to buildings sums insured to the Finance Committee
10. To receive an update on the recently installed RBS bookings system
11. To discuss and agree committee work programmes including fire risk assessments, condition reports and inspection of the War Memorial
12. To receive an update on the planning application for tree works in the Town Hall garden
13. To agree to register the Museum on the 'at risk' register with Historic England

- 14.** To agree to appoint Nick Joyce Architects to project manage the repairs to the side elevation timber frame and window at the Museum at a cost of £1,000 plus out of pocket expenses
- 15.** To note the use of emergency powers in respect of the following:
 - i.** Purchase of shelving (£400.00) in the cellar due to health & safety reasons and the replacement of the glass washer (£679.00) at the Tudor Bar, Watson Hall
 - ii.** Alterations to the desk in the reception area due to health & safety to ensure comfortable working environment
 - iii.** Replacement of the door from the garden of 2 Saffron Road onto the highway to ensure safe exit in the event of an emergency and evacuation through the fire exit on the stage at the Watson Hall
- 16.** To review the net position of the Tudor Bar since the Town Council took over responsibility for the bar operation
- 17.** To agree to dispose of the non-operational piano at the Watson Hall
- 18.** To receive an update from Cllr Rudge on support volunteers at the Watson Hall
- 19.** To receive an update from the Town Clerk in relation to the lease to Avon Navigation Trust
- 20.** To receive an update on the planning application to re-instate moorings at Prior's Court
- 21.** To consider the request to erect a plaque on the wall at the Back of Avon detailing information about the Alleycat sculpture
- 22.** Payments list for approval
- 23.** To discuss and agree a draft committee budget for 2020/21 and to consider the budget requirements for 2021/22 and 2022/23
- 24.** 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 during the consideration of the following item on this agenda
- 25.** To review the grounds maintenance quotations for St Mary's Lane mooring and the Town Hall garden and to appoint a grounds maintenance contractor for the period April 2020 to March 2023

MINUTES

of the

Buildings & Moorings Committee meeting held on 19th September 2019

In the Mayor's Parlour at the Town Hall, High Street, Tewkesbury

Present: Cllrs C Danter (Chair); A Rudge; S Raywood & K Brennan

In attendance: D Hill (Town Clerk)

The meeting commenced at 18:00

B&M.19.049 To receive apologies

Apologies were received from Cllrs Carter (business) and Preedy (personal).
Cllr Powell was not present.

B&M.19.050 To receive declarations of interest

None received.

B&M.19.051 To receive dispensations

None received.

B&M.19.052 To approve the Minutes of the Buildings & Moorings Committee meeting held on 31st July 2019

It was RESOLVED to approve the minutes.
Proposed by Cllr Danter, seconded by Cllr Brennan.

B&M.19.053 Matters arising from the Minutes – for information only in relation to matters not on the agenda

B&M 18.173 Town Hall clock – ongoing – set time to outside clock.

B&M 18.185 Condition Reports – ongoing.

B&M 18.187 Back of Avon wall - ongoing.

B&M 19.015 Garden Room – ongoing.

B&M 19.016 Drone Images – ongoing.

B&M 19.022 Flood Proof Rising Posts – complete

B&M 19.025 Emergency Keys – complete

B&M 19.032 Watson Hall – Yes, to the best of our knowledge the Town Council is the sole trustee of the main hall in the Watson Hall – complete.

B&M 19.037 3 Saffron Road – Letter to be sent. No current plans for enforcement

B&M 19.039 Tudor Bar Window – Carry forward cost for Tudor Bar window to be confirmed.

B&M.19.054 To receive correspondence relating to the Buildings & Moorings Committee

No new correspondence had been received.

B&M.19.055 Public Participation

There was no public participation.

- B&M.19.056 To receive the committee income and expenditure reports for July & August 2019**
The committee income and expenditure reports for July were received.
The reports for August were deferred to the next meeting.
- B&M.19.057 To review the committee budget report**
The Committee budget report was reviewed. It was noted that the net figures for the Watson Hall had improved on previous years.
- B&M.19.058 To review the valuation report on the Town council's buildings and to resolve to recommend increases / decreases as required to buildings sums insured to the Finance Committee**
Deferred to the next meeting.
- B&M.19.059 To receive an update on the recently installed RBS bookings system**
Deferred to the next meeting.
- B&M.19.060 To discuss and agree committee work programmes including fire risk assessments, condition reports and inspection of the War Memorial**
Deferred to the next meeting.
- B&M.19.061 To receive an update on the planning application for tree works in the Town Hall garden**
Deferred to the next meeting.
- B&M.19.062 To agree to renew the service contract for the electric doors at the Town Hall with Dormakaba for one year from 29th November 2019 at a cost of £345**
It was RESOLVED to renew the service contract for the electric doors at the Town Hall with Dormakaba.
Proposed by Cllr Brennan, seconded by Cllr S Raywood.
- B&M.19.063 To note the use of emergency powers in respect of shelving in the cellar due to health and safety reasons and the replacement of the glass washer at the Tudor Bar**
Deferred to the next meeting.
- B&M.19.064 To agree to purchase an additional till for bar sales**
It was RESOLVED to purchase an additional till with wet cover and printer rolls for bar sales and at a cost of £202.94.
Proposed by Cllr Brennan, seconded by Cllr Danter.
- B&M.19.065 To review the net position of the Tudor Bar since the Town Council took over responsibility for the bar operation**
Deferred to the next meeting.
- B&M.19.066 To receive an update from the Town Clerk in relation to the lease to Avon Navigation Trust**
Deferred to the next meeting.

B&M.19.067 To receive an update on the planning application to reinstate moorings at Prior's Court
Deferred to the next meeting.

B&M.19.068 **Payments list for approval**
It was RESOLVED to approve payments totalling £15,220.77.
Proposed by Cllr Brennan, seconded by Cllr Rudge.

B&M.19.069 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 during the consideration of the following item on this agenda
Deferred to the next meeting.

B&M.19.070 To review the grounds maintenance quotations for St Mary's Lane mooring and the Town Hall garden and to appoint a grounds maintenance contractor for the period April 2020 – March 2023
Deferred to the next meeting.

Cllr Brennan left the meeting and the meeting closed at 18:50 due to being inquorate.

Signature of Chairman upon approval of the minutes 23rd October 2019

Detailed Income & Expenditure by Budget Heading August 2019

Month No: 5

Buildings & Moorings

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>Moorings</u>							
Moorings Income	1,021	2,403	5,500	3,097			
Moorings :- Income	1,021	2,403	5,500	3,097			0
Maintenance	1,336	1,612	3,000	1,388		1,388	
Rates	125	623	1,500	877		877	
Mooring Leases	0	0	100	100		100	
Projects	0	4	5,000	4,996		4,996	
Water	18	30	0	(30)		(30)	
Projects	0	88	0	(88)		(88)	
Moorings :- Indirect Expenditure	1,479	2,357	9,600	7,243	0	7,243	0
Net Income over Expenditure	(458)	47	(4,100)	(4,147)			
<u>Museum</u>							
Maintenance	0	152	4,000	3,848		3,848	
Running Costs	0	0	8,000	8,000		8,000	
Museum :- Indirect Expenditure	0	152	12,000	11,848	0	11,848	0
Net Expenditure	0	(152)	(12,000)	(11,848)			
<u>Town Hall</u>							
Garden Income	0	70	50	(20)			
Town Hall Income	1,835	5,489	14,000	8,511			
Town Hall :- Income	1,835	5,559	14,050	8,491			0
Maintenance	1,785	10,168	10,000	(168)	345	(513)	
Rates	412	2,476	4,000	1,524		1,524	
Water	189	412	675	263		263	
Electric	68	68	1,500	1,432		1,432	
Gas	33	553	2,500	1,947		1,947	
Garden Expenditure	0	424	250	(174)		(174)	
Projects	0	0	12,000	12,000		12,000	
Sundries	0	1	3,498	3,497		3,497	
Town Hall :- Indirect Expenditure	2,487	14,102	34,423	20,321	345	19,976	0
Net Income over Expenditure	(652)	(8,543)	(20,373)	(11,830)			
<u>War Memorial</u>							
Fundraising	0	0	50	50			
Other Income	0	0	1	1			
War Memorial :- Income	0	0	51	51			0

Continued over page

Detailed Income & Expenditure by Budget Heading August 2019

Month No: 5

Buildings & Moorings

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
Maintenance	0	0	250	250		250	
War Memorial :- Indirect Expenditure	0	0	250	250	0	250	0
Net Income over Expenditure	0	0	(199)	(199)			
Grand Totals:- Income	2,856	7,963	19,601	11,638			
Expenditure	3,966	16,611	56,273	39,662	345	39,317	
Net Income over Expenditure	(1,110)	(8,648)	(36,672)	(28,024)			
Movement to/(from) Gen Reserve	(1,110)	(8,648)					

Detailed Income & Expenditure by Budget Heading August 2019

Month No: 5

Watson Hall

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>Watson Hall</u>							
Watson Hall Income	397	6,773	15,000	8,227			
Leases	0	20,000	20,150	150			
Tudor Bar Income	2,069	11,157	1	(11,156)			
Events Income	0	5,033	1	(5,032)			
Watson Hall :- Income	2,466	42,964	35,152	(7,812)			0
Events & Services	478	5,264	1	(5,263)	2,937	(8,200)	
Maintenance	1,241	6,280	8,000	1,720		1,720	
Water	0	208	500	292		292	
Electric	251	1,004	1,000	(4)		(4)	
Gas	42	254	2,500	2,246		2,246	
Projects	0	9,284	15,000	5,716		5,716	
Tudor Bar	722	5,145	1	(5,144)		(5,144)	
Bar Wages	0	2,327	0	(2,327)		(2,327)	
Sundries	8	285	0	(285)		(285)	
Watson Hall :- Indirect Expenditure	2,742	30,051	27,002	(3,049)	2,937	(5,986)	0
Net Income over Expenditure	(276)	12,913	8,150	(4,763)			
Grand Totals:- Income	2,466	42,964	35,152	(7,812)			
Expenditure	2,742	30,051	27,002	(3,049)	2,937	(5,986)	
Net Income over Expenditure	(276)	12,913	8,150	(4,763)			
Movement to/(from) Gen Reserve	(276)	12,913					

Rebuild Cost Assessment (RCA)

Report Prepared For: Tewkesbury Town Council

Rebuild Cost Assessment Ref: 54536890

Policy Reference: RTT284462/00005

Property Addresses and Postcodes:

- 1.Town Hall, High Street, Tewkesbury, GL20 5AL
- 2.Watson Hall, Barton Street, Tewkesbury, GL20 5PX
- 3.Gloucester Road Public Toilets, Tewkesbury, GL20 5DW
- 4.Oldbury Road Public Toilets, Tewkesbury, Gloucestershire, GL20 5LR
- 5.Tewkesbury Museum, 64 Barton Street, Tewkesbury, GL20 5PX
- 6.Towns Band Room, Saffron Road, Tewkesbury, GL20 5PX

Date of Assessment: 19th August 2019

Assessed By: Lee Chapman

Checked By: William Molland MCIOB AssocRICS

For Queries Please Contact: info@rebuildcostassessment.com

Supporting Phone Call: No

The Rebuild Cost Assessment must be read in conjunction with the Instructions and Basis of Assessment detailed later in this report.

Rebuild Cost Assessment Limited,
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CURRENT SUMS INSURED AND RCA

Rebuild Cost Assessment			
	Current Sums Insured	RCA Ex VAT	RCA Inc VAT
Town Hall:	£ 1,087,369	£ 2,340,293	£ 2,808,351
Watson Hall:	£ 1,289,614	£ 1,280,448	£ 1,536,538
Gloucester Road Toilets	£ 87,745	£ 70,200	£ 84,240
Oldbury Road Toilets	£ 130,783	£ 86,580	£ 103,896
Town Museum	£ 567,425	£ 1,244,880	£ 1,493,856
Bands Room	£ 150,000	£ 168,606	£ 202,327
Items within Tewkesbury	£400,105	£ 422,940	£ 507,528
Listed:	Yes- Grade II*		
Conservation Area:	Yes		
Conservation Area is	Tewkesbury		

Property List

Building 1

Stone front section	168 m ² x	£4,500 per m ²	Ex VAT	Inc VAT
			£756,000	£907,200
Brick section	420 m ² x	£2,400 per m ²	£1,008,000	£1,209,600
Cellar	189 m ² x	£1,250 per m ²	£236,250	£283,500
Sub Total			£2,000,250	£2,400,300
Professional Fees at	10 %		£200,025	£240,030
Demolition at	7 %		£140,018	£168,021
Total			£2,340,293	£2,808,351

Building 2

All floor areas	684 m ² x	£1,600 per m ²	Ex VAT	Inc VAT
			£1,094,400	£1,313,280
Sub Total			£1,094,400	£1,313,280
Professional Fees at	10 %		£109,440	£131,328
Demolition at	7 %		£76,608	£91,930
Total			£1,280,448	£1,536,538

Building 3

Ground floor areas	30 m ² x	£2,000 per m ²	Ex VAT	Inc VAT
			£60,000	£72,000
Sub Total			£60,000	£72,000
Professional Fees at	10 %		£6,000	£7,200
Demolition at	7 %		£4,200	£5,040
Total			£70,200	£84,240

Building 4

Ground floor areas	37 m ² x	£2,000 per m ²	Ex VAT	Inc VAT
			£74,000	£88,800
Sub Total			£74,000	£88,800
Professional Fees at	10 %		£7,400	£8,880
Demolition at	7 %		£5,180	£6,216
Total			£86,580	£103,896

Building 5

All floor areas	304 m ² x	£3,500 per m ²	Ex VAT	Inc VAT
			£1,064,000	£1,276,800
Sub Total			£1,064,000	£1,276,800
Professional Fees at	10 %		£106,400	£127,680
Demolition at	7 %		£74,480	£89,376
Total			£1,244,880	£1,493,856

Building 6

Ground floor areas	87 m ² x	£1,700 per m ²	Ex VAT	Inc VAT
			£147,900	£177,480
Sub Total			£147,900	£177,480
Professional Fees at	7 %		£10,353	£12,424
Demolition at	7 %		£10,353	£12,424
Total			£168,606	£202,327

Items within Tewkesbury

Bus Shelters			Ex VAT	Inc VAT
			£58,000	£69,600
CCTV Fittings			£39,000	£46,800
Playground equipment and surfaces			£145,000	£174,000
Moorings			£65,000	£78,000
War memorials			£52,000	£62,400
Town clock			£12,000	£14,400
Sub Total			£371,000	£445,200
Professional Fees at	7 %		£25,970	£31,164
Demolition at	7 %		£25,970	£31,164
Total			£422,940	£507,528

			Ex VAT	Inc VAT
Total Rebuild Cost Assessment			£5,613,947	£6,736,736

How was the rate calculated?

BCIS is the Building Cost Information Service of RICS (Royal Institution of Chartered Surveyors) and is used where applicable, however, this is not always suitable for all types of property and other industry standard quantity surveying data may be used.

An explanation of how this was calculated is set out below.

1. Using reference to various BCIS model categories and experience of valuing similar structures, we have applied rates of **£1,250 - £4,500/m²** to arrive at the Rebuild Cost Assessment.
2. The rates chosen are in the **median to highest** range and allow for the decorative features, conservation area location and Listed status as appropriate.
3. We have applied reduced professional fees of 7% for the band rooms and miscellaneous items.
4. An amount of **£171,000** has been applied for structures that are adjacent to the building, such as: boundary walling and railings.
5. BCIS location index of **South West Region 101** has been applied.

How long will the rebuild take?

Using BCIS and other industry standard quantity surveying data, we suggest that you should think in terms of at least **36 months** (example Town Hall and offices) being necessary should a complete rebuild be required. Please see notes within the INSTRUCTIONS AND BASIS OF ASSESSMENT section for more detail.

Additional information in respect of the re-build period.

1. BCIS rebuild period estimated at **24 months** + **12 months** for design, planning, site clearance and contractor procurement process.

Should I include VAT?

We would always recommend that you obtain professional advice from an accountant or local VAT office before making a decision to include or not include VAT within the sums insured. The Assessment includes a VAT breakdown and you can include or remove any element of VAT from the VAT breakdown as appropriate depending on the advice you receive.

How often should there be a reassessment?

We would recommend this property is reassessed every **3 years**. Please discuss with your broker or insurance agent with regards to indexing these rates for the next period prior to a reassessment.

Additional information in respect of reassessment

1. Costs of materials and labour in the construction industry have risen faster than general inflation in the last few years.
2. Any structural changes, extensions or changes of use to the property will require a new Rebuild Cost Assessment.

DESCRIPTION

Property Details

1. Town Hall and Offices

Comprises a decorative ashlar front with frosted/glass/Perspex roofed former corn exchange with reception area and brick and slate roofed three storey offices and meeting/court rooms. There is a cellar and former cells as well as WCs and comfort facilities. Grade II* Listed structure.

2. Watson Hall

Mainly single storey memorial hall including theatre stage and changing rooms; meeting rooms; bar and WCs. Constructed in brick, rendered brick and concrete block with slate and felt roofs.

3. Gloucester Road Toilets

Brick and tile roofed single storey public WC facilities.

4. Oldbury Road Toilets

Brick and tile roofed single storey public WC facilities.

5. Museum

3 storey timber framed and brick former dwellings with tile roofs converted into museum space. Grade II* Listed structure and railings.

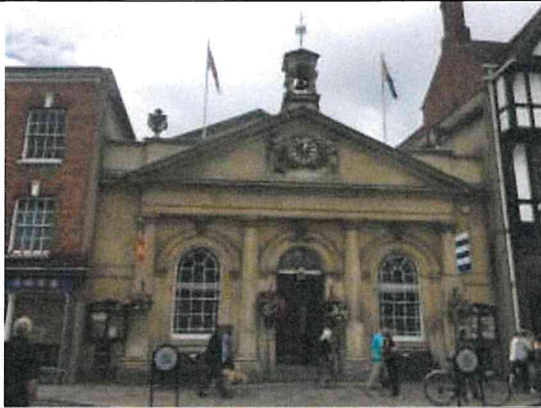
6. Band Rooms

Single storey brick and slate roofed band rooms adjoining Watson Hall

Information Sources Include

Google Earth:	Yes	Street View:	Yes
Find Maps:	Yes	Bing Maps:	No
Zoopla:	No		
Rightmove:	No		
Historic England:	Yes		
Local Authority Planning:	No		
Valuation Office:	No		
Other Industry Standard Quantity Surveyor Data:	No		
Royal Institution of Chartered Surveyors (BCIS) Data:	Yes		

PHOTOGRAPHS



Town Hall front



Town Hall Rear



Internal view of Town Hall former Corn Exchange



Inner view towards offices



Entrance to Watson Hall



Inside Watson Hall



Gloucester Road Toilets



Oldbury Road Toilets



Museum



Side of Band Rooms



Google
Aerial View of Town Hall

1. INSTRUCTIONS AND BASIS OF ASSESSMENT

- 1.1 Our rebuild cost assessment (the **Assessment**) is an estimate of the rebuilding costs in the event of a total loss of the property based on the gross external area and typical rates per square meter for the building use and type/quality of construction and excluding the contents of the property.
- 1.2 The external square meterage of the property is obtained from the site survey.

2 THE ASSESSMENT

Costs included in the Assessment

- 2.1 In calculating the Assessment figure we have:
 - 2.1.1 included an appropriate sum to cover the cost of debris removal and architects, consulting engineers and surveyors fees. Please note a higher level of fees could apply if the property was partially damaged. The sum we have included has been calculated on the basis of a total loss and assumes that no original architectural, engineering or surveying documentation is available to be re-used;
 - 2.1.2 included an appropriate sum to cover the cost of complying with the current Building Regulations;
 - 2.1.3 made an allowance to take into consideration the listing of the property and its location in any conservation area and/or world heritage site;
 - 2.1.4 made an allowance for all foundations appropriate to the building
 - 2.1.5 made an allowance for other permanent structures adjacent to the property.

Costs excluded from the Assessment

- 2.2 In calculating the Assessment figure we have:
 - 2.2.1 excluded piled foundations and ground improvement costs from the assessment unless noted in the comments section of the report;
 - 2.2.2 made no allowance for road closures or diversion of major services;
 - 2.2.3 made no allowance for any amount required for excavation, replacement or stabilisation of land under or around the property including shoring up and support;
 - 2.2.4 made no allowance for any costs of demolition of pre-stressed or post tensioned concrete structures appropriate to the building
 - 2.2.5 made no allowance for any value in salvaged materials;

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- 2.2.6 made no allowance for the removal of any hazardous materials (including asbestos) or any improvements needed to unstable or contaminated land found post demolition of the property or other permanent structures;
- 2.2.7 made no allowance for any fees arising from any issues referred to at paragraph 2.2.6 above. The necessity, extent and cost of such work cannot be reasonably determined without a detailed investigation beyond the scope of the rebuild cost assessment;
- 2.2.8 made no allowance for cost inflation over the elapse time from the date of an event that results in the need for a complete rebuild and the completion of that rebuild;
- 2.2.9 made no allowance for occupiers fitting-out works, fixtures fittings or furnishings. However, in assessing the extent of the building structure, services and fittings, we have made reasonable assumptions in respect of the inclusion of items which may have been installed by tenants but which, by nature of their degree of permanence or annexation to the structure have inured to the benefit of the owner;
- 2.2.10 made no provision in respect of process, plant and machinery, fitting out works and the like, in respect of which, further advice should be taken;
- 2.2.11 made no allowance for upgrading or improvements that may be incorporated in the redesign of the property.
- 2.3 We have also excluded:
 - 2.3.1 from the external works in the Assessment allowances for all trees, shrubs and soft landscaping and grassed areas; and
 - 2.3.2 from the Assessment claim negotiations fees for loss assessors

Rebuild Period

- 2.4 The time it takes to rebuild the property will be influenced by many factors such as the nature of the event that caused the destruction, the extent of damage, the drafting of plans and securing of permissions, the availability of labour and so on. For example, any reconstruction work may be delayed due to the need to consult interested parties e.g. a mortgage company. It can also take time to source suitable building materials and draw up revised plans which will meet current Building Regulations. These will extend the period of reconstruction and therefore, depending on the property, greater inflationary factors may need to be taken into account than one may find in stated industry standards.
- 2.5 From the information we have available, we have suggested a timeframe being necessary should a complete rebuild be required. This is noted under the Rebuild Cost Assessment Breakdown. A longer period may be necessary depending on individual circumstances.
- 2.6 The period given assumes that planning and rebuilding proceeds expeditiously to completion following the event.

3 VAT

- 3.1 The Assessment does not extend to advising you on whether all or any elements of your rebuild cost will carry VAT and thus need to be included when determining the building sum insured for insurance purposes.
- 3.2 Consequently the Assessment will always include a VAT breakdown for all elements of the rebuild cost and it is entirely at your discretion and risk as to whether you choose to include VAT on all or any element when arranging your insurance policy.

4 ASSUMPTIONS AND PRINCIPLES ADOPTED FOR THE ASSESSMENT

- 4.1 The Assessment is our opinion of the rebuild cost of the property for insurance purposes using current rebuilding costs and assumes tenders are sought in competition or realistically negotiated and is not related to the open market value of the site or the building.
- 4.2 Our Assessment is based on the assumption that the property is totally destroyed or damaged to such an extent that total reconstruction is required.
- 4.3 The Assessment assumes that rebuilding of the property in its present size, form and position will be permitted by the Local Authority in relation to:
 - 4.3.1 current Building Regulations, but we recommend you clarify the position with them;
 - 4.3.2 Local Authority Planning Policy. Such policy, which determines the extent to which sites may be developed, varies from time to time and we recommend you clarify the position with the Local Authority.

5 LISTED BUILDINGS – SPECIAL NOTES

- 5.1 Depending upon the category of listing and the viewpoint of the relevant Local Authority conservation officer, the ability to use modern construction methods and/or materials will vary considerably. Where the property or part thereof is listed the Assessment assumes the use of modern construction techniques and modern materials except where the use of historic (pre 1900 AD) methods of construction and materials and the salvaging and reuse of existing materials are essential to the preservation of the historic character of the property and/or were a specific condition in the decision to list the property or part thereof.
- 5.2 The Assessment allows for the cost of taking down the remaining structure and salvaging of materials for re-use or replication. It also allows for the excavation and, where practicable, conservation of the debris and recording of the remains together with the cost of any research necessary for reasonably accurate (but not meticulous) reinstatement.

DISCLAIMER

IMPORTANT NOTICE

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Buildings and Moorings Work Programme & Risk Report updated October 2019

Category	Item	Date on Agenda	Action Task	Action Status	Risk Impact
MOORINGS					
Signage	TTC Moorings signs		Clerk to arrange production & liaise with ANT re existing signs	COMPLETE	M
Inspections	Maintenance and Health & Safety	19/12/2018	Check list required	Discuss with ND. ND now has checklists and monthly checks to be conducted. Inspections being undertaken - agree process for reviewing results.	H
Priors Court	Re-instatement of moorings	08/04/2019	Planning application submitted. Flood Risk Assessment required and existing Design & Access Statement to be amended to include details that would normally be required by a Landscape and Visual Impact Assessment.	Quotes to be sought for required reports.	L
St Mary's Lane	Partial collapse of mooring	13/05/2019	Repair/replacement albeit the mooring is now beyond life expectancy and has already been repaired.	End of mooring has collapsed. The area has been cordoned off and a notice erected to advise the mooring is unsafe.	H
Back of Avon	Survey wall			Appoint surveyor	H
BUILDINGS				Awaiting work to commence - originally scheduled for end of August 2019	
Wataon Hall	Front Door		Door does not fit and gaping space apparent at top of door. Seek quotes.	Seek quotes?	M
Watson Hall	Storage space		Seek quotes to make secret garden space into a store cupboard.	Seek quotes?	M
Watson Hall	Fire Exit		Alterations to be made to double doors to Saffron block in order to make it compliant as a fire exit. Seek quotes.	Not currently required due to fire exit on stage door having been upgraded	L
Watson Hall	Buffer	08/04/2019	ND to investigate options. FY 19/20	Purchased. COMPLETE	L/M

Watson Hall	Corridors flooring			The flooring in the toilet corridor has been made safe but needs replacing. Refit of the corridor areas to make it less utilitarian and warmer (new flooring and addition of heating to the corridor from hall to bar).	Seek quotes?	H
Watson Hall	Bar extension			Seek quotes to extend bar area. Should be considered with above as will impact part of corridor area.	Seek quotes?	L
Watson Hall	Wi-fi	08/04/2019		Obtain quotes	COMPLETE	M
Saffron Road Rehearsal Rooms	Lease			Finalising lease details.	COMPLETE	M
Watson Hall and Town Hall	Asbestos survey			Only on areas not previously surveyed		M
Town Hall	Heating controls	06/06/2018		Instruction to go ahead with work - plumber and electrician need to co-ordinate	COMPLETE	M
Town Hall	Pipe lagging	06/06/2018		Third quote required due to spend level.	OUTSTANDING	M
Town Hall	Electrical Inspection	06/06/2018		Two further quotes required	OUTSTANDING. Linked to item below.	H
Town Hall	New electric board for circuit serving Council Chamber			One quote received	Second quote received.	H
Town Hall	Electric points in Council Chamber			New board required to resolve thermostat issue with sockets.	Links with electrical inspection and Council Chamber sockets.	H
Town Hall	Repairs to lighting in Council Chamber				Seek quotes?	M
Town Hall	Electric socket in porch			FY 2019/20	COMPLETE	L
Town Hall	Electric to outside lighting and socket			Disabled due to water ingress into supply that was causing circuit to trip and drain down alarm battery.	Re-instate due to H&S issues. CHECK PROGRESS	H
Town Hall	Water drainage from kitchen. Pump in basement pumping uphill and often an unpleasant smell.	No spend required as yet		Permission to be requested from Severn Trent to connect to surface water drainage due to building being listed	COMPLETE	M
Town Hall	Blinds/covering for ceiling in Corn Exchange				Quote received - high	H
Town Hall	Rear door is a health & safety risk and is not fire compliant				Seek quotes?	H

Town Hall	Purchase of stair climber			Explore options for grant funding	Apply for grant from Barnwood Trust	M
Town Hall	Woodworm in loftspace and pigeon infestation			Treat, remove pigeons, guano and make good access to roof space re pigeons	COMPLETE	H
Museum	Repairs		25/09/2018	Repairs to window. SG advises Architect required?	Consider appointing Project Manager	H

PART C**FIRE RISK ASSESSMENT – SUMMARY SHEET****PART B - CONTROL MEASURES IN PLACE - Actions Already Taken to Reduce the Risks**

Are arrangements and procedures for ensuring the reduction of the risk of fire occurring in place and adequate? Summarise your findings from the previous sections.	ADEQUATE	
	Yes	No
1.0 Management Arrangements		x
- Policy	x	
- Emergency Plan		x
- Information & Training		x
- Maintenance, Testing & Record Keeping	x	
- Inspections and Fire Hazard Control Measures	x	
2.0 Means of Raising Alarm - Communication	x	
3.0 Means of Escape	x	
4.0 Means of Restricting Spread of Fire		x
5.0 Means of Fighting Fires		x

Considering the nature of the building and the occupants, as well as the fire protection and procedural arrangements observed at the time of this risk assessment, it is considered that the risk to life in the event of fire would be:

INITIAL ASSESSMENT OF OVERALL RISK	Low		MEDIUM	x	High	
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FIRE RISK RATING	RISK RATING = HAZARD + SEVERITY x LIKELIHOOD	
	SEVERITY of injury/disease	LIKELIHOOD of occurrence
HIGH	Extreme Harm	Certain or near certain to occur
MEDIUM	Moderate Harm	Reasonably likely to occur
LOW	Slight Harm	Unlikely to occur

ADDITIONAL MEASURES NEEDED TO REDUCE FIRE RISK – IF APPLICABLE		
Existing control measures that require amending or additional control measures that will reduce the risks further require to be listed.		
ADDITIONAL CONTROL MEASURES	RESPONSIBLE PERSON	COMPLETION DATE
List any additional control measures that should be introduced to reduce the risk, either below or on the Action Plan.		
Complete all actions in RED in this report.		
Install manual and automated fire detection in recommended areas. (Offices)	Debbie Hill	1 month
Install emergency lighting in the office.	Debbie Hill	1 month
Encase pipes in the Council chamber to stop them becoming damaged.	Debbie Hill	Straight away
Review of all fire related signage, fire site plan, call points and fire action notices. Site plan should show location of all relevant items. Call points, firefighting equipment, detection equipment Firefighting equipment and call points need to be numbered and their details and locations recorded in the fire logbook.	Debbie Hill	1 month
Fire warden training to be completed.	Debbie Hill	Straight away
First aiders to be trained including holiday cover (2 people recommended) First aid kit checks to be completed.	Debbie Hill	Straight away
Defibrillator recommended Evac chair recommended.		
Complete fire drills every 6 months and record findings. Complete inspections of all fire provisions at the recommended intervals. Fire assembly point to be determined.	Debbie Hill	Straight away
CCTV recommended because access to all parts of the building possible without detection. High value items are present on site and theft is likely or possibly arson.		
PEEPs to be developed.	Debbie Hill	1 month
Deputy responsible person to be implemented to cover the responsible person when they are absent/holiday.	Debbie Hill	Straight away
Removal of all trip hazards from the basement and council chambers.	Debbie Hill	Straight away
Health and safety policy not on display. The H&S policy is required to be reviewed at least annually, it must also be on display.	Debbie Hill	Straight away
Considering the nature of the building and the occupants, as well as the fire protection and procedural arrangements observed at the time of this risk assessment, including the additional control measures identified above, it is considered that the risk to life in the event of fire would be.		

RESIDUAL ASSESSMENT OF OVERALL RISK	LOW	x	MEDIUM		HIGH	
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RISK ASSESSMENT CIRCULATION LIST:					
Visitors/Tenants	x	Management	x	Contractors	
Other – Specify:					
Signature of responsible person:			Date:		
Assessor:	Darren Wright		Signature:		
Date Assessed:	06/08/2019		Review Date:	06/08/2020	

PART C

FIRE RISK ASSESSMENT – SUMMARY SHEET

PART B - CONTROL MEASURES IN PLACE - Actions Already Taken to Reduce the Risks

Are arrangements and procedures for ensuring the reduction of the risk of fire occurring in place and adequate?	ADEQUATE	
Summarise your findings from the previous sections.	Yes	No
1.0 Management Arrangements		x
- Policy		x
- Emergency Plan		x
- Information & Training		x
- Maintenance, Testing & Record Keeping		x
- Inspections and Fire Hazard Control Measures		x
2.0 Means of Raising Alarm - Communication		x
3.0 Means of Escape		x
4.0 Means of Restricting Spread of Fire		x
5.0 Means of Fighting Fires		x
<p>Considering the nature of the building and the occupants, as well as the fire protection and procedural arrangements observed at the time of this risk assessment, it is considered that the risk to life in the event of fire would be:</p>		

INITIAL ASSESSMENT OF OVERALL RISK

LOW

MEDIUM

HIGH

x

FIRE RISK RATING	RISK RATING = HAZARD + SEVERITY x LIKELIHOOD	
	SEVERITY of injury/disease	LIKELIHOOD of occurrence
HIGH	Extreme Harm	Certain or near certain to occur
MEDIUM	Moderate Harm	Reasonably likely to occur
LOW	Slight Harm	Unlikely to occur

ADDITIONAL MEASURES NEEDED TO REDUCE FIRE RISK – IF APPLICABLE		
Existing control measures that require amending or additional control measures that will reduce the risks further require to be listed.		
ADDITIONAL CONTROL MEASURES	RESPONSIBLE PERSON	COMPLETION DATE
List any additional control measures that should be introduced to reduce the risk, either below or on the Action Plan.		
Complete all actions in RED in this report.		
Fire warden training to be completed.	Debbie Hill	Straight away
Remove alarm deactivation instructions.	Debbie Hill	Straight away
Fire policy, fire log book and supporting documents to be implemented i.e. fire plan, PEEP's etc. Details in this report	Debbie Hill	Straight away
Ensure checks of all fire provisions are completed at the recommended intervals. These need to be record within a fire log book. This can be a paper copy or electrical copy. Number all fire provisions.	Debbie Hill	Straight away
Install automated fire detection in recommended areas, install and fix emergency lighting (internally/externally).	Debbie Hill	1 month
Visitor/contractors procedures to be implemented. Booking need to be addresses to include emergency procedures	Debbie Hill	1 month
Review of all fire related signage, fire site plan and fire action notices to be put in place. Site plan should show location of all relevant items. Call points, firefighting equipment, detection equipment	Debbie Hill	1 month
Asbestos survey to take place.	Debbie Hill	Straight away
Gas procedures to be implemented.	Debbie Hill	Straight away
Remove alarm deactivation instructions.	Debbie Hill	Straight away
Door inspection and report to be completed.	Debbie Hill	Straight away
Mount firefighting equipment. All firefighting equipment must be mounted.	Debbie Hill	Straight away
Complete fire drills every 6 months and record findings.	Debbie Hill	Straight away
Ensure the lock is removed from the rear gate when functions are being held.	Debbie Hill	Straight away
Flashing beacons to be implemented within the fire alarm system. This will help hard of hearing persons know the fire alarm is sounding.	Debbie Hill	Straight away
Considering the nature of the building and the occupants, as well as the fire protection and procedural arrangements observed at the time of this risk assessment, including the additional control measures identified above, it is considered that the risk to life in the event of fire would be.		

RESIDUAL ASSESSMENT OF OVERALL RISK	LOW	x	MEDIUM		HIGH	
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RISK ASSESSMENT CIRCULATION LIST:					
Visitors/Tenants	x	Management	x	Contractors	
Other – Specify:					
Signature of responsible person:			Date:		
Assessor:	Darren Wright	Signature:	<i>Darren Wright</i>		
Date Assessed:	04/10/2018	Review Date:	03/10/2019		