

MINUTES

of the

Remote Buildings & Moorings Committee meeting held on 4th November 2020 via Zoom

Present: Cllrs C Danter (Chair); K Powell, J Raywood, S Raywood, A Rudge

In attendance: Cllr P Devine, D Hill (Town Clerk), two members of the public

B&M.20.072 Receive apologies for absence

Cllrs K Brennan & A Carter (personal)

B&M.20.073 Receive declarations of interest

Cllr J Raywood in her capacity as a Trustee of Tewkesbury Museum in relation to agenda items 11 and 18.

B&M.20.074 Receive dispensations

None.

B&M.20.075 Approve the minutes of the Building & Moorings Committee meeting held on 22nd July 2020

It was RESOLVED to approve the minutes of the Building & Moorings Committee meeting held on 22nd July 2020. Proposed by Cllr Rudge, seconded by Cllr S Raywod.

B&M.20.076 Matters arising from the minutes

B&M.20.033 – Tree work: Back of Avon proposed work requires planning permission. It is understood this will be actioned by E&A Committee. Town Clerk to check with Assistant Town Clerk. Carried forward.

B&M.20.066 – Lead Member role: To be added to work programme.

B&M.20.077 Receive correspondence relating to the Buildings & Moorings Committee

Correspondence has been received relating to the Town Council's planning application for moorings at Prior's Court and will be discussed under agenda item 14.

B&M.20.078 Public Participation

None

B&M.20.079 Approve payments to be made

There were no payments.

B&M.20.080 Review the budget report

The budget report was reviewed.

B&M.20.081 Set the budget for 2021-22, 2022-23 and 2023-24

Cllr Danter moved this agenda item to the end of the meeting.

B&M.20.082 Receive an update from the Town Clerk and agree next steps on the following ongoing matters:

- i. **Repairs to windows at the Museum:** The Town Clerk advised that there were still outstanding issues raised with the contractor in relation to the side elevation

window replaced in the summer and that a quote is awaited for repairing the upstairs front elevation window.

- ii. **Museum Lease:** The Town Clerk reported that the Solicitor had advised that under the terms of the existing lease, Tewkesbury Museum Trust can make the required changes to note their incorporation as a CIO at their cost.
- iii. **Application to COVID-19 Emergency Heritage at Risk Response Fund for repairs to the roof at the Museum:** The Town Clerk advised that the expression of interest has been successful and that the full application needs to be submitted by 27th November 2020.
- iv. **Lease of garden at 2 Saffron Road:** The Town Clerk updated the committee that the owner of 2 Saffron Road had made a counter proposal to increase rent to £300 and then in subsequent years to increase in line with a prices index of the choosing of the Town Council. The committee felt than a possibly way to come to an agreement would be to appoint a Surveyor and asked the Town Clerk to liaise with the Solicitor about the possibility of this and sharing the cost of this with the property owner.
- v. **Appointment of Solicitor to look into matters concerning the titles relating to the Watson Hall and Tewkesbury Museum:** The Town Clerk confirmed that following several enquiries that had not led to a positive response, she had contacted the Solicitor currently undertaking title work relating to the Severn Ham. Early response suggests that this firm will be able to assist.
- vi. **Quote for CCTV in the Town Hall:** The Town Clerk advised that the quote has not yet been received. One quote already obtained but now historic so will need to check whether price has increased.
- vii. **Routine Maintenance works at the Town Hall:** The Town Clerk advised that there are several issues such as clearing guttering at the rear of the building that need to be undertaken on a regular basis. These tasks will be added to a routing maintenance section of the Work Programme.
- viii. **Complaint regarding a Town Council mooring:** The committee suggested a Zoom meeting with the complainant in order to move this forward.

B&M.20.083 Agree to renew the annual maintenance contract with Dromakaba on a rolling basis for the automatic doors at the Town Hall

It was RESOLVED to renew the annual maintenance contract with Dormakaba on a rolling basis for the automatic doors at the Town Hall. Proposed by Cllr Rudge, seconded by Cllr Powell.

B&M.20.084 Review the Back of Avon Structural Engineer's Survey report and agree further Actions

This agenda item was deferred to the next meeting.

B&M.20.085 Receive an update on the Priors Court Mooring upgrade planning application and agree further actions

Cllr S Raywood provided an update on the planning application. The comments of the Conservation Officer, Consultees and members of the public were taken into consideration. Given the comments and further work to be undertaken it was agreed to withdraw the current planning application and re-submit once the additional work has been undertaken. It was RESOLVED to withdraw the existing planning application for upgrade work to the Mooring at Prior's Court. Proposed by Cllr S Raywood, seconded by Cllr Danter.

In accordance with Standing Order the meeting closed at 19:30. Agenda items not discussed at this meeting will be added to the agenda for the next Buildings & Moorings Committee meeting.

Signature of Chairman upon approval of the minutes 25th November 2020

DRAFT