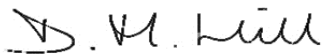


**TEWKESBURY TOWN COUNCIL
BUILDINGS & MOORINGS COMMITTEE
TUESDAY 30TH MAY 2023**

To: Councillors C Danter (Chairman), H Bowman, P Jones, R. Langdon, K. Moran, S. Raywood, C Robertson

You are hereby summoned to a meeting of the Buildings & Moorings Committee to be held in the Mayor's Parlour, Town Hall, High Street, Tewkesbury, Tuesday 30th May 2023 at 6.00pm

Members of the public and press are welcome to attend.



Debbie Hill, Town Clerk
24th May 2023

AGENDA

1. Receive apologies for absence
2. Receive declarations of interests
3. Receive dispensations
4. Approve the minutes of the Buildings & Moorings Committee meetings held on 4th April 2023
5. Matters arising from the minutes – for information only
6. 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. Approve payments to be made
9. Review the budget report and earmarked reserves report
10. Receive an update from the Town Clerk on High Street Heritage Action Zone grant funded works
11. Approve expenditure relating to the removal of mooring structure at Priors Court
12. Approve expenditure relating to repairs/improvements due to health and safety issues at the mooring at the Back of Avon and the Jetty mooring
13. Approve expenditure relating to the replacement of the carpet on the stairs and corridor leading from the stage to the changing rooms due to health and safety issues at the Watson Hall
14. Consider accessibility issues at the Town Hall and neighbouring Lloyds Bank building and agree actions

15. Appoint a lead member for the Town Hall and Watson Hall

16. Receive condition surveys for the Town Hall and Watson Hall and agree actions

MINUTES
of the
Buildings & Moorings Committee meeting held on 5th April 2023 at 6.00pm in the Town Hall, Tewkesbury

Present: Cllrs C Danter (Chair), P Jones, S Raywood, H Bowman, R Langdon

In attendance: D Hill (Town Clerk)

B&M.22.132 Receive apologies for absence

None.

B&M.22.133 Receive declarations of interest

None.

B&M.22.134 Receive dispensations

None.

B&M.22.135 Approve the minutes of the Buildings & Moorings Committee meetings held on 7th February & 28th March 2023

It was RESOLVED to approve the minutes of the meeting held on 7th February. Proposed by Cllr Raywood, seconded by Cllr Jones.

It was RESOLVED to approve the minutes of the meeting held on 28th March. Proposed by Cllr Raywood, seconded by Cllr Bowman.

B&M.22.136 Matters arising from the minutes – for information only

20.127 Repairs to window at 64 Barton Street – ongoing will be picked up with forthcoming work

20.143 – Back of Avon wall - work underway through HAZ fund

22.048 – Assess Town Hall basement storage -ongoing

Replacement tree - to be planted to tie in with Coronation of King Charles III. Date agreed as 1st May at 10.30am. Back to Town Hall for refreshments.

Lease to ANT – ongoing

Town Hall heating improvements – work has started and completion schedule to be chased up by Town Clerk

Watson Hall Loft access - work complete

22.114 Replacement of stage fire exit door – complete

22.115 Mooring structure at Priors Court - Town Council wrote to property owners. Owner has responded. Town Council will ask railings contractor to remove the structure once the new railings have been installed if it has not been removed. Town Clerk to advise property owner.

22.116 Parking on St. Mary's Road – photo required of parking problem for submitting to Highways

22.130 Watson Hall replacement flooring - no additional expenditure anticipated

B&M.22.137 Receive correspondence relating to the Buildings & Moorings Committee

An email has been received concerning the condition of the moorings at the Back of Avon. It was noted that repairs have been made and there is ongoing monitoring of this area and also the committee will be considering later in this meeting proposed new works to the mooring. **Action:** moorings documentation to ensure wording is relevant concerning responsibility for boats and will be added to the agenda for the next meeting.

An email has been received concerning accessibility to Lloyds Bank and the Town Hall. It was noted that planning permission sought by Lloyds Bank has not yet decided, but they are open to looking at an alternative scheme. **Action:** to be added to the agenda for the next meeting.

B&M.22.138 Public Participation

A member of the public report that there is still a problem regarding parking on double yellow lines on St Mary's Road. When this is noted it needs to be reported to Highways.

A member of the public advised that the Civic Society is chasing enforcement along the riverside. They also commented on the state of the jetty moorings. The committee Chair advised that this will be picked up in working group. May be able to bring in volunteers to help.

B&M.22.139 Approve payments to be made

It was RESOLVED to approve payments of £11,722.24. Proposed by Cllr Bowman, seconded by Cllr Jones.

B&M.22.140 Review the budget report

The Town Clerk reported that whilst moorings income is ahead of budget, there is a large overspend attributable to the recent emergency repair work on the Back of Avon moorings. The Town Hall is slightly short of budget as expected as it was a stretch budget whereas the Watson Hall is well ahead of budget. The remaining in respect of the doors and floors project is to be claimed from Tewkesbury Borough Council. New bar chairs have been ordered and will be delivered in the next week or so.

B&M.22.141 To agree the earmarked reserves at the end of the financial year 2022/23

It was RESOLVED to earmark remaining budgets as follows:

210 64 Barton Street, 4450 maintenance £13,600 to EMR 320, 4500 projects £11,219 to EMR 357 and 4505 fundraising £820 to EMR 364. Proposed by Cllr Raywood, seconded by Cllr Danter

220 Town Hall, 4590 projects £14,527 to EMR 360, 4960 £1,032 to new EMR reserve, 4450 maintenance £368 to EMR 354. Proposed by Cllr Jones, seconded by Cllr Bowman

230 War Memorial – 4450 maintenance £1,018 to EMR 328. Proposed by Cllr Danter, seconded by Cllr Jones

600 Watson Hall – 4590 projects £9,279 to EMR 355, 4450 maintenance £532 to new EMR and 4913 bar equipment to EMR 356. Proposed by Cllr Raywood, seconded by Cllr Danter

B&M.22.142 Receive an update from the Town Clerk on High Street Heritage Action Zone grant funded works

The Town Clerk reported that work was well underway on the Town Hall façade, the Back of Avon wall and installation of new railings at Priors Court and St. Mary's Road. **Action:** Town Clerk to clarify whether Architect fees and Structural Engineer site visit fees will be paid by Tewkesbury Borough Council.

B&M.22.143 Consider a request from a berthholder in respect of mooring fee charge

The committee considered a request from a mooring holder for a refund of mooring fees relating to January and February 2023 and a proposal for a new process for paying mooring fees. The committee refused the request for the refund and going forwards there will be no retainer fee but instead a 6 months contract available if no other boat has already taken the mooring, or 12 months on payment of the full mooring fee.

B&M.22.144 Agree registration of un-registered moorings and the town slipway

It was RESOLVED to register the sections adjacent to the existing mooring at St Mary's Road both sides, the section adjacent to the car park at St Mary's Lane and the town slipway. Proposed by Cllr Bowman, seconded by Cllr Langdon.

B&M.22.145 Agree works to the Back of Avon moorings as follows:

- i. Relocate mooring pole and weld into new position - Agreed**
 - ii. Installation of cleats/mooring rings where there are gaps in the poles and erection of signage - Agreed**
 - iii. This part of the moorings to be used for short term moorings and to agree mooring charge - Agreed, and £5 for 24 hours**
 - iv. Collection of short term mooring charge - Agreed, cash only. Look into card options. Will be collected by river trip operator at no charge due to shed in garden (see 22.146 below.**
 - v. Installation of a lift up hand rail at boat trip entry and exit point – Agreed up to £500 expenditure. Any additional cost to be referred back to committee. Proposed by Cllr Bowman, seconded by Cllr Langdon.**
- Action:** Cllr Danter/office to liaise with contractor

The meeting was extended by 15 minutes

B&M.22.146 Consider a request for a temporary portaloos at the Back of Avon on the concrete section to be obscured by a trellis fence panel and a storage shed in the Town Hall garden

The requests were agreed. The portaloos are to be moved on to the concrete section and shielded by a section of trellis and check that planning permission is not required. The shed size to be a permissible size in terms of planning permission not to be required.

B&M.22.147 Agree installation of loft insulation at the Watson Hall

It was RESOLVED to agree the installation of loft insulation at a cost of £1,850.
Proposed by Cllr Danter, seconded by Cllr Raywood.

B&M.22.148 Agree a new maintenance and monitoring contract for the intruder and fire alarm at the Town Hall

It was RESOLVED to proceed with A&E Fire and Security Limited at an annual cost of £632.50 to also include annual maintenance of the emergency lighting and annual basic servicing of the fire extinguishers. There will be a one-off cost of £95.
Proposed by Cllr Bowman, seconded by Cllr Jones.

B&M.22.149 Agree to appoint Spa Security as out of hours key holder for the Town Hall, Watson Hall and 64 Barton Street

It was RESOLVED to appoint Spa Security at a cost of £2 per day with an annual fee of £365. Any call outs to be charged at £50 for the first hour and £17 per hour thereafter. Proposed by Cllr Danter, seconded by Cllr Langdon.

There being no further business, the meeting closed 20:15

Signature of Chairman upon approval of the minutes

Detailed Income & Expenditure by Budget Heading

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>Building & Moorings</u>							
<u>200 Moorings</u>							
1300 Moorings Income	6,855	745	6,000	5,255			
1850 HAZ Income	(35,103)	35,103	0	(35,103)			
Moorings :- Income	<u>(28,248)</u>	<u>35,847</u>	<u>6,000</u>	<u>(29,847)</u>			<u>0</u>
4450 Maintenance	14,692	16	5,000	4,984		4,984	
4460 Rates	1,098	132	1,300	1,168		1,168	
4470 Mooring Leases	100	0	100	100		100	
4480 Projects - Moorings	27,980	25,543	10,000	(15,543)		(15,543)	
Moorings :- Indirect Expenditure	<u>43,870</u>	<u>25,690</u>	<u>16,400</u>	<u>(9,290)</u>	<u>0</u>	<u>(9,290)</u>	<u>0</u>
Net Income over Expenditure	<u>(72,118)</u>	<u>10,157</u>	<u>(10,400)</u>	<u>(20,557)</u>			
6000 plus Transfer from EMR	335	0					
Movement to/(from) Gen Reserve	<u>(71,783)</u>	<u>10,157</u>					
<u>210 64 Barton Street</u>							
4195 Health & Safety	382	0	800	800		800	
4450 Maintenance	1,445	437	50,000	49,563		49,563	
4500 64 Barton Street Projects	13,781	0	0	0		0	
4505 64 Barton St Fundraising	6,068	150	4,000	3,850		3,850	
64 Barton Street :- Indirect Expenditure	<u>21,675</u>	<u>587</u>	<u>54,800</u>	<u>54,213</u>	<u>0</u>	<u>54,213</u>	<u>0</u>
Net Expenditure	<u>(21,675)</u>	<u>(587)</u>	<u>(54,800)</u>	<u>(54,213)</u>			
6000 plus Transfer from EMR	6,788	0					
Movement to/(from) Gen Reserve	<u>(14,887)</u>	<u>(587)</u>					
<u>220 Town Hall</u>							
1400 Garden Income	10	0	50	50			
1410 Town Hall Income	18,622	1,806	20,000	18,194			
1415 TH Merch Income	7	0	0	0			
1850 HAZ Income	(9,000)	9,000	0	(9,000)			
Town Hall :- Income	<u>9,639</u>	<u>10,806</u>	<u>20,050</u>	<u>9,244</u>			<u>0</u>
4195 Health & Safety	1,454	0	600	600		600	
4450 Maintenance	12,117	32	12,735	12,703		12,703	90
4460 Rates	4,192	357	4,200	3,843		3,843	
4550 Water	1,590	0	900	900		900	
4560 Electric	4,360	252	5,000	4,748		4,748	

Detailed Income & Expenditure by Budget Heading

Month No: 2

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
4570 Gas	2,551	0	3,500	3,500		3,500	
4580 Garden Expenditure	618	(208)	300	508		508	
4590 Projects	1,079	16,765	16,000	(765)		(765)	
4960 Equipment	1,211	0	2,000	2,000		2,000	
4961 Waste and recycling	144	0	200	200		200	
Town Hall :- Indirect Expenditure	29,316	17,198	45,435	28,237	0	28,237	90
Net Income over Expenditure	<u>(19,677)</u>	<u>(6,392)</u>	<u>(25,385)</u>	<u>(18,993)</u>			
6000 plus Transfer from EMR	0	90					
Movement to/(from) Gen Reserve	<u>(19,677)</u>	<u>(6,302)</u>					
<u>230 War Memorial</u>							
4450 Maintenance	22	0	1,000	1,000		1,000	
War Memorial :- Indirect Expenditure	22	0	1,000	1,000	0	1,000	0
Net Expenditure	<u>(22)</u>	<u>0</u>	<u>(1,000)</u>	<u>(1,000)</u>			
Building & Moorings :- Income	(18,609)	46,653	26,050	(20,603)			
Expenditure	94,884	43,475	117,635	74,160	0	74,160	
Net Income over Expenditure	<u>(113,492)</u>	<u>3,178</u>	<u>(91,585)</u>	<u>(94,763)</u>			
plus Transfer from EMR	7,123	90					
Movement to/(from) Gen Reserve	<u>(106,369)</u>	<u>3,268</u>					
Grand Totals:- Income	(18,609)	46,653	26,050	(20,603)			
Expenditure	94,884	43,475	117,635	74,160	0	74,160	
Net Income over Expenditure	<u>(113,492)</u>	<u>3,178</u>	<u>(91,585)</u>	<u>(94,763)</u>			
plus Transfer from EMR	7,123	90					
Movement to/(from) Gen Reserve	<u>(106,369)</u>	<u>3,268</u>					

Detailed Income & Expenditure by Budget Heading

Watson Hall600 Watson Hall

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
1800 Watson Hall Income	30,242	1,661	24,000	22,339			
1810 Leases	0	0	600	600			
1820 Tudor Bar Income	44,375	6,019	45,000	38,981			
1830 Events Income	4,694	0	7,000	7,000			
1835 Go Fund Me Watson Hall	76	0	0	0			
Watson Hall :- Income	<u>79,387</u>	<u>7,680</u>	<u>76,600</u>	<u>68,920</u>			<u>0</u>
4195 Health & Safety	1,499	0	800	800		800	
4221 Telephone/IT (WH)	1,013	92	1,000	908		908	
4250 IT	440	0	0	0		0	
4280 Events & Services	8,358	140	7,000	6,860		6,860	
4450 Maintenance	9,694	1,233	10,000	8,767	162	8,605	
4550 Water	1,411	53	1,500	1,447		1,447	
4560 Electric	8,282	898	6,000	5,102		5,102	
4570 Gas	1,990	197	4,000	3,803		3,803	
4590 Projects	5,245	8,051	14,000	5,949		5,949	
4912 Bar Payroll Processing	250	21	220	199		199	
4913 Bar Equipment	1,205	0	1,500	1,500		1,500	
4914 Bar Card Charges	636	107	850	743		743	
4915 Events Card Charges	253	0	300	300		300	
4919 Doors & Floor Project	16,155	0	0	0		0	
4920 Bar Audit	260	0	520	520		520	
4950 Bar Stock	23,731	1,029	25,000	23,971		23,971	
4955 Bar Salaries	17,032	1,268	17,000	15,732		15,732	
4960 Equipment	4,841	1,200	2,000	800	300	500	
4961 Waste and recycling	385	0	300	300		300	
4980 Workwear	102	0	0	0		0	
Watson Hall :- Indirect Expenditure	<u>102,781</u>	<u>14,289</u>	<u>91,990</u>	<u>77,701</u>	<u>462</u>	<u>77,239</u>	<u>0</u>
Net Income over Expenditure	<u>(23,395)</u>	<u>(6,609)</u>	<u>(15,390)</u>	<u>(8,781)</u>			
6000 plus Transfer from EMR	3,402	0					
Movement to/(from) Gen Reserve	<u>(19,993)</u>	<u>(6,609)</u>					
Watson Hall :- Income	79,387	7,680	76,600	68,920			
Expenditure	102,781	14,289	91,990	77,701	462	77,239	
Net Income over Expenditure	<u>(23,395)</u>	<u>(6,609)</u>	<u>(15,390)</u>	<u>(8,781)</u>			
plus Transfer from EMR	3,402	0					
Movement to/(from) Gen Reserve	<u>(19,993)</u>	<u>(6,609)</u>					

Detailed Income & Expenditure by Budget Heading

Month No: 2

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
Grand Totals:- Income	79,387	7,680	76,600	68,920			
Expenditure	102,781	14,289	91,990	77,701	462	77,239	
Net Income over Expenditure	<u>(23,395)</u>	<u>(6,609)</u>	<u>(15,390)</u>	<u>(8,781)</u>			
plus Transfer from EMR	3,402	0					
Movement to/(from) Gen Reserve	<u>(19,993)</u>	<u>(6,609)</u>					

Account	Opening Balance	Net Transfers	Closing Balance
320 EMR B&M 64 BS Maintenance	20,264.00		20,264.00
321 EMR B&M Town Hall Gardens	250.00		250.00
322 EMR B&M Moorings Prior's Court	19,894.23		19,894.23
323 EMR B&M Moorings Maintenance	0.00		0.00
324 EMR E&A Noticeboards & Swapbox	1,708.00		1,708.00
325 EMR E&A Playground Projects	20,105.00		20,105.00
326 EMR E&A Youth	4,105.00		4,105.00
327 EMR FIN Asset Management Proj	0.00		0.00
328 EMR B&M War Memorial	6,875.73		6,875.73
329 EMR SH Severn Ham	6,140.00		6,140.00
330 EMR E&A CCTV	2,500.00		2,500.00
331 EMR E&A Tree Maintenance	5,650.00		5,650.00
332 EMR E&A Street Furniture	3,050.00		3,050.00
333 EMR E&A Toilet Block Project	3,108.00		3,108.00
334 EMR E&A Gloucester Road Maint.	0.00		0.00
335 EMR E&A Bus Shelters	2,640.00		2,640.00
336 EMR FIN Regalia	0.00		0.00
337 EMR FIN Website	2,160.00		2,160.00
338 EMR FIN Professional	5,237.00		5,237.00
339 EMR FIN Legal	14,087.00		14,087.00
340 EMR FIN Elections	4,000.00		4,000.00
341 EMR FIN Tourism & Marketing	1,474.00		1,474.00
342 EMR FIN Newsletter	1,500.00		1,500.00
343 EMR SH Weeding	10,000.00		10,000.00
344 EMR SH Severn Ham Tree Maint	8,000.00		8,000.00
345 EMR SH Hay Sowing Project	8,675.00		8,675.00
346 EMR SH Footpath Repairs	10,738.00		10,738.00
347 EMR PLA Comm. & Display	1,306.00	-1,306.00	0.00
348 EMR PLA Outreach Sessions	0.00		0.00
349 EMR B&M Moorings Projects	6,363.00		6,363.00
350 EMR B&M Watson Hall Lease *	20,000.00		20,000.00
351 EMR B&M Moorings St Mary's Rd	2,433.00		2,433.00
352 EMR FIN Insurance	0.00		0.00
353 EMR FIN Shop Windows Project	0.00		0.00
354 EMR B&M TH Maintenance	10,129.00		10,129.00
355 EMR B&M WH Projects	19,319.00		19,319.00
356 EMR B&M WH Bar Equipment	1,914.00		1,914.00
357 EMR B&M 64 BS Projects	11,219.00		11,219.00
358 EMR SH Mythe Nature Reserve	5,000.00		5,000.00
359 EMR PLA Community Devel Planni	2,500.00		2,500.00
360 EMR B&M TH Projects	26,627.00		26,627.00
361 EMR FIN Community Grants	622.00		622.00
362 EMR FIN Tewkes Live Music Fest	0.00		0.00
363 EMR B&M WH Maintenance	307.00		307.00
364 EMR B&M 64 BS Fundraising Proj	720.00		720.00
365 EMR FIN Events and Services	482.00		482.00
366 EMR B&M TH Equipment	870.00		870.00
367 EMR E&A Toilet Block Utilities	1,429.00		1,429.00
368 EMR E&A VAS Repairs	1,655.00		1,655.00
369 EMR STA Training	2,087.00		2,087.00

<u>Account</u>	<u>Opening Balance</u>	<u>Net Transfers</u>	<u>Closing Balance</u>
	<u>277,142.96</u>	<u>-1,306.00</u>	<u>275,836.96</u>

nickjoycearchitectsltd
architects and historic building consultants



Town Hall, Tewkesbury

condition survey of the
external fabric
report number 2
April 2022

t: 01905 726307/29911
e: enquiries@nickjoycearchitects.co.uk

Town Hall, Tewkesbury, Worcestershire

client: Tewkesbury Town Council
c/o Debbie Hill (Town Clerk)

dates of inspection: 3rd March and 4th March 2023

weather conditions: Sunny and dry

inspecting architect: Andrea Burton
Nick Joyce Architects Ltd
5 Barbourne Road
Worcester
WR1 1RS
Tel: 01905 726307

1.0 EXPLANATORY NOTES

1.1 Introduction

This report has been prepared at the request of Tewkesbury Town Council.

It updates the condition report carried out by Nick Joyce in 2002.

This report is made following a condition survey of the external fabric carried out on 3rd April and 4th April 2023.

1.2 Scope of the Report

The survey is restricted to the external fabric of the building, as seen from ground level, and accessible areas of the roof. Scaffolding was in place on the front elevation allowing closer inspection of the stonework and work being carried out by Ian Bishop.

There was no opening up of the roof coverings or roof structure beneath. We have not inspected woodwork or other parts of the structure which are covered, unexposed, or inaccessible and we are therefore unable to report that any such part of the property is free from defect. No inspection was made of the service installations or any below ground drainage, or the clock mechanism.

This report is intended to identify both urgent works and longer-term essential works that can form a programme of planned repairs over the next ten years. It is not a specification for the execution of work and must not be used as such.

1.3 Recommendations for Repairs

The report will identify all defects that were recorded at the time of the inspection prioritising those items where it is felt that the defect may lead to further and potentially serious damage to the fabric of the building or where there is a risk of personal injury.

The categories for prioritisation comply with those used for reports where grant aid is sought and are as follows:

- A Work that should be carried out within the next 2 years
- B Work that should be carried out within the next 2-5 years
- C Desirable improvement works that should be part of a planned and budgeted maintenance programme

At the end of this report are survey photographs which illustrate particular aspects of the condition.

1.4 Electrical Installations

Any electrical installation should be tested every five years and immediately if not done within the last five years, by an approved NIC ECA electrical contractor. An insulated resistance and earth-continuity test should be obtained on all circuits.

1.5 Heating Installation

The heating installation should be checked at the end of each summer prior to recommencement of heating and it is recommended that the Town Council enter into an annual maintenance contract with a qualified heating engineer to ensure that the installation runs safely and efficiently.

1.6 Fire Protection

All extinguishers to be inspected annually by a competent engineer to ensure they are in good working order.

Further advice can be obtained from the Fire Prevention Officer of the local fire brigade and from your insurers.

1.7 Maintenance Between Inspections

The Town Council is strongly advised to enter into a contract for the annual maintenance of the building. It is particularly important to ensure that all gutters, hopper heads and downpipes are secure and free flowing and all gullies remain unblocked at all times. Slipped or damaged tiles should be replaced and flashings and leadwork checked for soundness. The best period for carrying out annual maintenance is at the end of each autumn after leaves have fallen.

1.8 Insurance

The Town Council is advised to maintain adequate cover for building and contents insurance and to ensure that they comply with the terms of the insurance policy in terms of any loss or damage to the structure and contents, which may occur. The insurer will advise on what measures are deemed to be minimum requirements and may reduce premiums if more stringent methods of protection are adopted.

1.9 Ecological Issues

No evidence of bats using the roof spaces was reported. However, it is possible the buildings offer a habitat for bats and nesting birds.

Any repair works to the roofs will require the involvement of an ecologist to carry out protected species surveys and advise on mitigation measures to be included in the works.

1.10 Asbestos

Under the Control of Asbestos Regulations 2012 (CAR2012) there is a legal duty to ensure that an asbestos survey is undertaken and a management plan is maintained and is made available to anyone carrying out work there. This can be a relatively simple document but should be maintained. Guidance on preparation of this can be obtained from the local branch of the Health and Safety Executive or downloaded from their website www.hse.gov.uk/asbestos. There is a legal duty to remove asbestos during a major refurbishment. If materials remain in-situ there is a legal duty to manage any asbestos containing products and an asbestos management plan for the building is required.

1.11 Maintenance Between Inspections

The Town Council is strongly advised to enter into a contract for the annual maintenance of the building. It is particularly important to ensure that all gutters, hopper heads and downpipes are secure and free flowing and all gullies remain unblocked at all times. Slipped or damaged slates should be replaced and flashings and leadwork checked for soundness. The best period for carrying out annual maintenance is at the end of each autumn after leaves have fallen.

2.0 DESCRIPTION OF THE BUILDING

2.1 Location and Site Location

The Town Hall is located on the west side of the High Street, the main thoroughfare that passes north-south through the centre of the town of Tewkesbury. Its orientation is approximately east-west with its principal façade facing onto the High Street and with its rear elevation overlooking gardens which border onto Back of Avon.

2.2 Historical Background

The Town Hall was built in 1788 and at this date the building was set back from the street frontage facing onto an open court defined by the east wall of the Town Hall and its neighbours to north and south. Its form followed the pattern of earlier market halls that had a covered market hall at ground level with an assembly room over. A two storey rear section of the same date provided additional accommodation of a more domestic scale and included a central bay with a grand chamber on each floor served by ante-chambers to the south side and a stair well to the north.

In 1840 the front courtyard was enclosed to create a corn exchange and it is in this form that we find the present building with minor alterations made in the 1890s.

2.3 Listed Building Status

The building is Grade II*.

Planning authority Local: Tewkesbury Borough Council.

Regional: Gloucestershire County Council.

The list description can be found in Appendix A.

3.0 INSPECTION FINDINGS

Priority

3.1 Roof Coverings

3.1.1 Corn Exchange

The roof form consists of a central glazed lantern running full length, east-west with lean-to roofs to north and south of this covered with artificial slates. There are lead lined valley gutters between each of the lean-to roofs and the lantern and these fall to internally draining outlets at the east end.

The parapet wall has a lead capping, with urns to each side of the central bellcote.

Condition

Generally in reasonable condition with just a couple of broken slates on the north lean-to roof.

It was noted that the north lean-to has had several slates replaced, one over-wide, and a couple appear to have been set in place with silicon, which is not recommended. Below this section of roof the plaster ceiling above the corn exchange is flaking and this may be due to past or current water damage.

Priority

Moss is building up between the joints of the slates, which should be removed to prevent moisture being held against the slate.

The lead valley gutters are generally in good condition although the drips between the bays are not at the recommended height (60mm). However as the bays have a good fall and there is no evidence of the gutters failing from below.

Four of the lead valleys on the north side have fatigue cracks, which may be due to over-fixing. These can be patch repaired to improve the lifespan of the gutter, or ideally the four bays should be taken up and re-laid with min. code 7 lead.

There is some build-up of moss in the valleys and small areas of builder's rubble.

One glass panel at the hipped end of the lantern is cracked.

Recommendations

Take up west section of north lean-to roof to a width of approximately 1.0m to repair broken slates and re-lay using slates to match and properly fixed with nails and tail rivets. **A**

Patch repair leadwork in north valley. **A**

Budget for relaying four bays of lead in north valley in code 7 lead within the next ten years. **B**

Clean out valley gutters. **A**

Take off glazing strips and replace damaged glass. **A**

Remove moss build-up from slates. **A**

3.1.2 Town Hall

A close inspection was not possible and the following comments are made with use of recent drone survey photographs provided by Foster Surveys Ltd.

The roof coverings to the main roof are of artificial slate with a lead lined parapet gutter to the rear (west) and a lead clad roof over the projecting brick bay. A flat roof dormer which leads out onto the parapet gutter also has a lead lined roof with graffiti dating from 1805 including a small engraving of a seated horseman.

There is a lead lined back gutter to the rear chimney stack and lead lined raking valleys to the front slope.

Artificial slates are laid over felt onto battens and boards.

Condition

The pitched roofs appear to be in a generally good condition.

The lead coverings to the flat roof, parapets and dormer appear in sound condition.

Moss is building up in the parapet gutter.

Moss and debris is building up within the sumps on the NE and SE corners, which will not allow water to drain adequately.

Priority

Recommendations

Clean out valley gutters, lead sumps and hoppers.

A

3.1.3 Two-storey rear extension

Lead-lined roof in four bays draining to a cast-iron gutter on the north side, which appear in good condition.

3.2 Rainwater Goods

Corn exchange

Rainwater from the two valley gutters drain via internal PVCu downpipes with connection to the main drainage.

Town Hall

East roof slopes drain to lead sumps in NE and SE corners, which drain to lead-lined hoppers to plastic pipework.

West roof slopes drain to the parapet gutter and from this via a PVCu downpipe to below round drainage on the north-west side and via a cast iron down pipe to belowground drainage on the south-west side.

The projecting brick bay drains to the lead valley.

Two-storey extension

The lead flat roof drains to a half round cast iron gutter fixed to the north elevation with a cast iron downpipe.

Condition

It is not known whether the system is functioning satisfactorily.

The cast gutters, hoppers and downpipes are in need of redecoration. Ideally any visible plastic pipework notably on the west elevation should be replaced with a more durable cast iron or aluminium.

Recommendations

Take down, overhaul and reset cast iron rainwater goods, and redecorate.

B

Replace plastic hoppers and downpipes with cast-iron or aluminium (subject to listed building consent).

C

Allow for a close inspection of sumps, hoppers and downpipes to check condition.

A

3.3 External Walls

3.3.1 Corn Exchange

Limestone ashlar pedimented east front surmounted by central bellcote and flanked by Greek urns. The pediment is supported by attached Doric order columns.

The south elevation where built up above the roofline of the adjoining buildings is constructed from brick which has been rendered.

North and south walls facing the corn exchange roof are rendered up to a deep stone string course capped with coping stones.

Condition

The east front is currently undergoing restoration with grant funding and the work is being carried out by Ian Bishop, overseen by the borough council's architect department. A summary of the repair works identified is appended (Appendix B) and this report will not therefore report on the condition.

The render on the south elevation where built up above the roofline of the adjoining buildings is breaking down and will need to be re-rendered.

North and south walls facing the corn exchange are in good condition but there is a build-up of plant growth on both north and south sides on the copings.

Recommendations

Re-render south facing walls above roofline of adjacent buildings (subject to listed building consent). **A**

Remove plant growth on north and south walls' copings. **A**

3.3.2 Town Hall including projecting bay and two-storey extension

The east elevation is constructed of rendered brickwork with stone cornice and copings, and rendered architraves to windows.

The south elevation is of brickwork that has been rendered, with brick-on-edge copings.

The north elevation is of fair-faced brickwork, with brick-on-edge copings.

The west elevation is of fair-faced brickwork with stone copings, and painted stone cills to windows.

Condition

The east elevation is in good condition.

The south elevation is in good condition, and brick copings appear sound.

The north elevation has been poorly repointed with a cementitious mortar and some corroded brickwork is apparent below the chimney stack. Brick copings appear sound (from aerial photographs).

The west elevation is in good condition apart from a small area of poorly repaired brickwork below the central window on the ground floor projecting bay. Stone copings appear sound (from aerial photographs). All window cills are in a poor decorative state.

Recommendations

North elevation - the decayed bricks and cementitious pointing should be cut out, the bricks replaced with new to match and the wall repointed in a lime mortar. **B**

Priority

West elevation – cut out bricks and replace with new to match, bedded and pointed in lime mortar.

B

West elevation – remove existing paint to stone cills and redecorate using a breathable exterior paint system.

A

Allow for a close inspection of all copings to assess soundness and integrity of bricks/stone and pointing.

B

3.4 External Joinery

3.4.1 External Doors

ED1 pair of solid softwood doors in poor decorative state.

ED2 pair of part-glazed painted softwood doors in poor decorative state. Painted softwood door surround externally is also in poor decorative state.

ED3 part-glazed painted softwood door in poor decorative state.

3.4.2 Windows

The windows to the principal structure of the Town Hall and Cornmarket are of painted softwood sash type.

The windows to the two-storey rear brick extension are painted softwood top-hung casements and are in good condition.

Generally the decorations are beginning to break down and some putty seals are missing.

Recommendations

All external joinery will need to be rubbed down and repainted with glazing re-puttied as required.

B

3.5 Internal Fabric

3.5.1 Roof Structure - Corn Exchange

The roof structure is five bays in length, orientated east-west and is defined by open decorative softwood trusses with iron tie-rods.

The side aisles have exposed rafters plastered between whilst the central 'nave' is glazed with a continuous lantern light hipped at the west end.

Condition

The roof structure appears sound. There is some evidence of damp penetration at the west end of the north aisle with plaster skim failure. As discussed in 3.1.1 above this is below an area where slates have been replaced and may relate to historic water damage, which has been remedied.

Recommendation

Remedial works to plaster skim and redecorate the damp affected areas.

A

3.5.2 Roof Structure – Town Hall

The roof over the Town Hall is a relatively simple pitched roof orientated north-south, and interrupted by a central transverse roof which extends east to the pedimented east front.

It is five bays in length with queen-post type pine trusses and two purlins to each roof slope. The rafters are exposed and are boarded on their upper face. Felt and battens are visible through the gaps in the boards.

Condition

The roof structure appears sound.

Recommendation

It may be prudent to appoint a timber specialist to thoroughly inspect the roof structure for signs of timber decay or woodworm and make recommendations.

A

3.5.3 Walls and Ceilings

The walls and ceilings throughout the ground and first floor levels of the Corn Exchange and Town Hall are generally plastered with plaster ceilings, apart from the reception which has open grid style ceiling tiles. The Council Chamber, and rear saloons have cornices. The Clerk's Office walls are boarded to dado level. Timber skirtings and dado rails throughout principal rooms. The Council Chamber walls have a stippled plaster finish. The rear salon walls are papered.

At basement level with the exception of the rear rooms which have plastered walls and ceilings, the walls are un-plastered and the floor joists are exposed.

Condition

The condition generally is good though the circulation areas have scuffs and minor impact damage to walls.

Defects noted in particular include:-

Corn exchange – plaster cracked in centre of south wall, plaster flaking on ceiling of north aisle in centre and at west end.

Passage – plaster flaking on ceiling near north wall.

Stairwell - plaster cracked at high level of north wall, above window (W15), in ceiling and above door (D28).

First floor rear salon – crack in ceiling plaster along length of bay window.

Council Chamber – flaking plaster in SE corner (may be due to overflowing sump, which is blocked).

Cellar stairwell – plastered walls in poor condition and failing at the base of the staircase.

Recommendations

Remedial works to cracked and failing plaster, using a lime-based plaster, and redecoration with a breathable paint.

A phased programme of redecoration of walls and ceilings should be planned to meet annual budgeting constraints.

B

C

3.5.4 Internal Doors and Screens

The internal doors generally at ground and first floor levels are softwood, panelled doors, stained within the Corn Exchange and painted elsewhere.

The doors to ground floor store and kitchen at the east end are flush panel type, painted.

Doors to the Corn Exchange from the front entrance lobby are glazed automatic doors.

Two cracked panes of glass were noted in the screen above door D8.

Recommendations

All painted softwood doors, linings and architraves are in need of decoration. **C**

All stained softwood doors and screens are in need of redecoration. **C**

Check all door furniture, including door closures, is working correctly. **C**

3.5.5 Stairs, handrails and floors

There is an external stone flight of stairs to the cellar and stone internal flight to the cellar.

The staircase from ground to first floor is a cantilevered stone stair, with treads and nosings lino faced.

The balustrade to the internal stairs are in wrought iron, painted.

Basement Floor

There are solid brick and flag floors to the cellar.

Ground floors

The floor is of suspended timber, boarded with varying floor finishes (eg laminate, vinyl and carpet tile). The floor structure is partly exposed below, but is only accessible for view from the cellar passage which gives access to the barrel way.

First floors

The floor is of suspended timber, boarded with varying floor finishes (eg laminate, vinyl and carpet tile). The Court room has a parquet floor.

Condition

Staircase to cellar has quite heavily worn treads.

Ground to first floor staircase condition is good.

Painted balustrade is in good condition.

Corn exchange floor appears to be sound.

Basement floor appears to be sound.

The Clerk's Office, second office and reception floors were not accessible to inspect as these floors are plastered below.

The first floors were not accessible to inspect as these floors are plastered below.

3.5.6 General note regarding basement:

It is noted that the cellar is being used to store a variety of items including furniture, filing cabinets, exhibits, boxed paperwork, plastic furniture. All highly flammable and posing a considerable fire risk particularly as there is no fire protection of the suspended ground floor.

All flammable material must be removed from this area and the practice of storing goods here should be discouraged.

A

Alternatively if storage is a requirement some investment should be made into under-boarding the exposed joists and timber beams with a Fireline board and upgrading the cellar door (D21) to improve its fire resistance. All work subject to listed building consent.

A

3.6 **Town Hall Gardens**

Generally laid to grass with ornamental shrubs and trees. The garden is subdivided in length by a brick wall and a pair of wrought iron gates with the western half, the Anglo-American Garden of Remembrance contained at its boundary with Back of Avon by a low wall and railings with steps to the footpath.

The north and south boundary walls are in brickwork, with the south wall of the Anglo-American reduced in height with low railings on top.

A tarmac path runs the length of Town Hall Garden and the garden has a brick path with concrete kerbs.

A paved ramp and steps lead down from the raised platform at the rear doors.

Condition

The earlier brick boundary walls of the Town Hall Gardens have many decayed bricks, open joints, and areas of inappropriate cementitious pointing and render. Plant growth is also evident on the southern boundary wall.

Paths and steps are in good condition.

Gates and railings are in good condition.

Recommendation

Cut out and replace all decayed brickwork with bricks to match. Take off all cementitious pointing and repoint walls in entirety with a lime mortar. This work is subject to listed building consent.

A

4.0 SUMMARY OF RECOMMENDATIONS AND COSTS

Priority A Items (Urgent works to be carried out within the next 12 months)

Roofs – Corn Exchange

Take up west section of north lean-to roof to a width of approximately 1.0m to repair broken slates and re-lay using slates to match and properly fixed with nails and tail rivets.

Patch repair leadwork in north valley.

Clean out valley gutters.

Take off glazing strips and replace damaged glass.

Remove moss build-up from slates.

Remove vegetation from copings.

Arrange a close inspection of leadwork to dormers, flashings and gutter to determine if there are further defects in the lead. Carry out any lead repairs identified following the inspection.

Roofs – Town Hall

Clean out valley gutters, lead sumps and hoppers.

Appoint a timber specialist to inspect and report.

Rainwater Goods generally

Allow for a close inspection of sumps, hoppers and downpipes to check condition.

External Walls – Corn Exchange

Re-render south facing walls above roofline of adjacent buildings.

Remove plant growth on north and south walls' copings.

External Walls – Town Hall

West elevation – remove existing paint to stone cills and redecorate using a breathable exterior paint system. This work is subject to listed building consent.

Basement

Remove all flammable material from the basement.

OR

Under-board the exposed joists and timber beams with a Fireline board and upgrade the cellar door (D21).

External garden walls

Cut out and replace all decayed brickwork with bricks to match. Take off all cementitious pointed and repoint walls in entirety with a lime mortar. This work is subject to listed building consent.

Priority B Items (Work which should be carried within 2-5 years)

Roofs – Corn Exchange

Budget for relaying four bays of lead in north valley in code 7 lead within the next ten years.

Rainwater Goods

Take down, overhaul and reset cast iron rainwater goods, and redecorate.

External Walls

Town Hall north elevation – cut out and replace decayed bricks and cementitious pointing, replace with bricks to match and repoint wall using a lime mortar.

Town Hall west elevation – cut out bricks below window W13 and replace with new to match, bedded and pointed in lime mortar.

Allow for a close inspection of all copings to assess soundness and integrity of bricks/stone and pointing.

External Joinery

Rub down and repaint with glazing re-puttied as required.

Walls and Ceilings

Remedial works to cracked and failing plaster, using a lime-based plaster, and redecoration with a breathable paint.

Priority C Items (Desirable and improvement works)

Rainwater Goods

Replace plastic hoppers and downpipes with cast-iron or aluminium (subject to listed building consent).

Walls and Ceilings and Internal Joinery

Redecorate.

Signed



Andrea Burton
BA Hons, PG Dip Arch
Nick Joyce Architects Ltd

Date: 14th April 2023

Photographs (March 2023)



Front elevation (taken in 2002).



View from south west (taken in 2002).



Entrance doors.



Column base right-hand side of entrance doors.



Column base left-hand side of entrance doors.



Corn Exchange east elevation.



Corn exchange east wall stone repair 2 in progress.



Corn exchange east wall stone repair in progress.



Corn Exchange east wall stone urn.



Corn Exchange east wall window cill.



Corn Exchange east wall window head.



Corn Exchange roof east end and bellcote.



Bellcote base.



Corn Exchange roof.



Corn Exchange north aisle roof.



Corn Exchange south aisle roof.



Town Hall east wall.



Town Hall west elevation.



Town Hall west elevation 2.



Town Hall south wall.



Town Hall north wall.



Town Hall aerial from west.



Town Hall roof east slope.



Town Hall roof west slope and bay.



Town Hall roof west slope.



Town Hall south wall.



Gardens west wall.



Gardens rear steps.



Gardens north boundary wall.



Gardens north boundary wall.



Gardens north boundary wall.



Gardens north boundary wall.



Gardens south boundary wall.



Gardens south boundary wall.



Gardens south boundary wall.



Gardens south boundary wall.



Gardens south boundary wall.



Basement steps.



Corn Exchange east wall.



Corn Exchange west wall.



Corn Exchange west wall and lantern.



Corn Exchange south aisle roof.



Corn Exchange north aisle roof.



Town Hall rear salon.



Town Hall rear salon north wall.



Town Hall rear salon west wall.



Town Hall office west wall.



Town Hall staircase.



Basement staircase.



Basement steps.



Basement passage.



Basement cell.



Town Hall basement.



Basement under Corn Exchange.



Stairwell landing.



Town Hall stairwell ceiling.



Town Hall stairwell window.



Town Hall door to Council Chambers off stairwell.



Town Hall door to Council Chamber
Off kitchen.



Town Hall Council Chamber from north.



Town Hall Council Chamber from south.

APPENDIX A List Description

Heritage Category:
Listed Building
Grade:
II*
List Entry Number:
1206399
Date first listed:
04-Mar-1952
List Entry Name:
TOWN HALL
Statutory Address 1:
TOWN HALL, 18, HIGH STREET

Location

Statutory Address:
TOWN HALL, 18, HIGH STREET

The building or site itself may lie within the boundary of more than one authority.

County:
Gloucestershire
District:
Tewkesbury (District Authority)
Parish:
Tewkesbury
National Grid Reference:
SO 89292 32835

Details

TEWKESBURY

SO8932 HIGH STREET 859-1/6/195 (West side) 04/03/52 No.18 Town Hall

GV II*

Town hall and covered market space. Built 1788 at cost of »1200, through ".....the liberality of Sir William Codrington, one of the late worthy representatives in Parliament"; enlarged to include police station, cells and fire station c1840, and altered 1891 by Medland and Son. Cotswold ashlar, brick, slate roofs. PLAN: the first section was set back from High Street, with an open aisled Cornmarket in front. This building had a ballroom across the full width at the first floor, with a central room to the rear into a bold bow, all approached by a fine geometrical staircase in the NW corner. It still remains, including its original elevations, and is fronted by the mid C19 market hall in one large single-storey aisled space with glazed roof. EXTERIOR: the 3-bay street front has arched 12-pane sashes with radial bars and margin-panes on stone cills to brackets are set in panels contained in a moulded arch with central decorated console keystones and pilaster responds. Central opening similar, containing a pair of panelled doors under a radial fanlight, and all set in Roman Doric tetrastyle temple front,

the outer columns as square responds, with full entablature and steep pediment containing clock and supporting figures. All set forward from short section of plain wall with attic, and central arched stone bell turret to low pedimented capping. Stone urns each side of the central attic. Behind the market hall is the C18 ashlar frontage of the main building, partly concealed, but retaining, on 3 sandstone steps with nosings, an open screen of 4 Doric columns to wide openings with flat entablature; above the market hall roof is the pedimented ashlar front with 3 large sashes, the centre one brought down to floor level, to serve as access to the former balcony. The pediment has a moulded stone coping, and the gable ends are coped in brick-on-edge. 3 stacks, all cropped; 2 on the rear slope of the roof, and one at the ridge. The rear, in brickwork, has a full-height canted hipped bay in 2 storeys, with large 12-pane sashes, but 4-pane sashes in the bay, and 16-pane at the ground floor, with a small 9-pane central sash to the bay where there was formerly a doorway. All openings are to good brick voussoirs, and there is a 3-brick string course below the blocking and a coped parapet. To the left a panelled door in a pedimented doorcase, and partly concealed by later additions, gives to the staircase. At the right-hand end a very narrow, full-height service wing projects boldly forward. INTERIOR: the early building has many original fielded-panel doors in moulded architraves. The first-floor ballroom is simply detailed, with fireplace, dado panelling, cornice, and 2 Rococo mirrors. The centre back room, or Mayor's Parlour, has fine moulded cornice, dado panelling, an Adamesque fire surround, 6-panel decorated door, and embossed wallpaper with local views. The corresponding ground-floor room was formerly the Court Room, and is ceiled with a 'grid' of deep plain plastered beams. The geometrical stone staircase, approached through a plain arch on stone flagged floor, has plain iron balustrade to swept rail. Stone stair continues down to basement, with barred openings to former cells. The market hall has an inset timber-panelled and glazed lobby, surmounted by a clock turret. The 5-bay central glazed roof, hipped at the inner end, has composite queen-post trusses with iron rods, on deep longitudinal beams with panelled sides and intrados. The aisles are similarly roofed with composite trusses. The building, which replaced an earlier town hall at The Cross, has a street front characteristic of mid C19 market buildings. The original frontage of the 1788 structure can just be seen from High Street above the pediment of the market building, and is also handsomely detailed. Despite some ground-floor adaptation to current use, the interiors remain little changed. The cells in the basement reflect the use of the building by the local police from 1839. (Buildings of England: Verrey D: Gloucestershire: The Vale and the Forest of Dean: London: 1970-: 372).

APPENDIX B
Schedule of Stone Repairs to East Elevation
By Ian Bishop

APPENDIX C
Glossary of Terms

GLOSSARY OF TERMS

Abutment - this word can be used in two senses. It is the point at which a roof meets a wall head and also a massive structure supporting the ends of a bridge.

Ashlar - masonry that has been shaped into regular squared blocks and given a smooth face. It is laid in level courses and tends to have very fine mortar joints.

Bargeboard - bargeboards are fixed to the gable ends of the roof to conceal and protect the ends of the roof timbers or thatch. They often project over the wall face and are frequently decorative.

Buttress - a masonry support that gives additional strength to a wall and resists outward thrust.

Came - a strip of lead with an H-shaped profile used to join pieces of glass together in a leaded window.

Clerestory - the section of the main wall below the eaves and about the top of the aisle roof which is pierced with windows giving light into the interior.

Conservation - action necessary to preserve anything of acknowledged value.

Coping - a protective covering of brick or stone on the top of a wall. The coping will usually project to help throw rainwater away from the wall.

Corbel - a block of masonry that projects from the wall and carries the end of a roof truss or beam. Corbels are often carved with grotesque human or animal figures.

Cornice - a continuous horizontal feature running around the top of a wall or the top of a room.

Curtilage - it is difficult to define curtilage exactly but it is generally taken to be a piece of ground ancillary to a building and necessary to the function and/or enjoyment of that building. The important factors are the physical relationship between the ground and the building; past and present ownership; and the past and present use.

Eaves - the underside of a sloping roof where it overhangs the wall below.

Efflorescence - this is a white powdery deposit found on the surface of stone, brick or plaster. It occurs when excessive moisture causes the soluble salts present in the masonry to dissolve. They are then drawn towards the internal surface of the wall, as this is usually warmer than the external surface. Once they reach the inside face of the wall the water evaporates and the salts re-crystallise on the surface. Efflorescence is unsightly but relatively harmless and can be brushed off when dry, although it is often a sign that there may be too much moisture in the fabric. The underlying causes must therefore be investigated and addressed.

Fabric - the materials from which a building is constructed.

Fascia - a strip of timber boarding fixed to the ends of the rafters or fitted below a wallhead on a building with a flat or low-pitched roof. It is sometimes decorative but often supports the gutter fixings.

Ferramenta - the metal framework of internal saddle-bars and external stanchions used to support the glazing in large windows. Ferramenta were originally made from wrought iron but are now more likely to be manufactured from mild steel or sometimes stainless steel.

Fillet - a fillet is a thin flat band, running between mouldings, the purpose of which is to separate and define them. It is also a wedge shaped strip of mortar used to protect a junction such as that between a roof and a wall from the weather.

Flashing - a protective strip of lead, copper or zinc covering a joint that is exposed to the weather. Where a horizontal surface meets a vertical surface, flashings are often in two parts- an upstand, which turns up the vertical surface and a cover (counter) flashing, which

turns down over it. Soakers are small individual flashings laid with each course of slate or tile.

Gargoyle - a projecting water spout, usually grotesquely carved in the form of an animal or human figure.

Hood mouldings - a projecting stone moulding over an arch, door or window, which is designed to throw rainwater clear of the building.

Ironmongery - a general name for door and window fittings including hinges, locks and catches, handles and knobs.

Jamb - blocks of masonry forming the side of a door or window.

Lime - quicklime (calcium oxide) is made by heating limestone or chalk (calcium carbonate) to drive off the carbon dioxide. When water is added to the quicklime (slaking) heat is given off. If slacked lime is mixed with sharp sand in the right proportions, it can be used as a mortar or to be accurately specified, mixed and applied in the right conditions. Slacked lime can also be mixed with water and used as a coating for masonry or render. It is known as limewash.

Maintenance - the process of slowing down the rate of decay by keeping the fabric of a building in good condition.

Mullion - a vertical timber or stone bar dividing a window into 'lights'

Parapet- a low wall built around a roof to prevent people from falling over the edge.

Pier - a solid vertical mass or masonry supporting a vertical load.

Pinnacle - a tall pointed decorative feature, usually at a corner of a building or above the top of a buttress.

Putty - glazier's putty is a mixture of whiting (crushed chalk) and linseed oil and is used to fix glass paned into a window frame. Lime putty is the product of slaking quicklime with water.

Quoin - a large, dressed stone used to form the corner of a building.

Rafter - the sloping beam in a timber roof structure that connects the ridge beam to the wall plate. A roof may have principle rafters and/or common rafters. A purlin is a horizontal timber member that transfers the load from the common rafters to the principle rafter.

Repair - work that is carried out to put right defects, significant decay or damage.

Sill (or cill) - the horizontal bottom member of a window or screen.

Soffit - the flat ceiling under a lintel, gallery, beam, stair or overhanging roof etc.

Tracery- slender moulded stone bars which intersect to form patterns at the head of a window. Tracery is usually a feature of the Gothic style of architecture.

Transom- in any large window with mullions, the transom is a horizontal bar of wood or stone running across the whole window. It will usually have a similar profile to the mullions.

Wallhead - the top of a masonry wall sometimes visible from the roof space.

Wall plate- horizontal timber member placed on top of the wall to support the load imposed upon it by the roof structure.

APPENDIX D
Maintenance Checklist

nickjoycearchitectsltd
architects and historic building consultants



Watson Hall, Tewkesbury

condition survey of the
external fabric
report number 2
April 2023

t: 01905 726307/29911
e: enquiries@nickjoycearchitects.co.uk

Watson Hall, Tewkesbury, Worcestershire

client: Tewkesbury Town Council
c/o Debbie Hill (Town Clerk)

date of inspection: 17th April 2023

weather conditions: Cloudy and dry

inspecting architect: Andrea Burton
Nick Joyce Architects Ltd
5 Barbourne Road
Worcester
WR1 1RS
Tel: 01905 726307

1.0 EXPLANATORY NOTES

1.1 Introduction

This report has been prepared at the request of Tewkesbury Town Council. It updates the condition report carried out by Nick Joyce Architect in 2001. This report is made following a condition survey of the external fabric carried out on 17th April 2023.

1.2 Scope of the Report

The survey is restricted to the external fabric of the building, as seen from ground level, and accessible areas of the roof.

There was no opening up of the roof coverings or roof structure beneath. We have not inspected woodwork or other parts of the structure which are covered, unexposed, or inaccessible and we are therefore unable to report that any such part of the property is free from defect. No inspection was made of the service installations or any below ground drainage.

This report is intended to identify both urgent works and longer-term essential works that can form a programme of planned repairs over the next ten years. It is not a specification for the execution of work and must not be used as such.

1.3 Recommendations for Repairs

The report will identify all defects that were recorded at the time of the inspection prioritising those items where it is felt that the defect may lead to further and potentially serious damage to the fabric of the building or where there is a risk of personal injury.

The categories for prioritisation comply with those used for reports where grant aid is sought and are as follows:

- A Work that should be carried out within the next 2 years
- B Work that should be carried out within the next 2-5 years
- C Desirable improvement works that should be part of a planned and budgeted maintenance programme

At the end of this report are survey photographs which illustrate particular aspects of the condition.

1.4 Electrical Installations

Any electrical installation should be tested every five years and immediately if not done within the last five years, by an approved NIC ECA electrical contractor. An insulated resistance and earth-continuity test should be obtained on all circuits.

1.5 Heating Installation

The heating installation should be checked at the end of each summer prior to recommencement of heating and it is recommended that the Town Council enter into an annual maintenance contract with a qualified heating engineer to ensure that the installation runs safely and efficiently.

1.6 Fire Protection

All extinguishers to be inspected annually by a competent engineer to ensure they are in good working order.
Further advice can be obtained from the Fire Prevention Officer of the local fire brigade and from your insurers.

1.7 Maintenance Between Inspections

The Town Council is strongly advised to enter into a contract for the annual maintenance of the building. It is particularly important to ensure that all gutters, hopper heads and downpipes are secure and free flowing and all gullies remain unblocked at all times. Slipped or damaged tiles should be replaced and flashings and leadwork checked for soundness. The best period for carrying out annual maintenance is at the end of each autumn after leaves have fallen.

1.8 Insurance

The Town Council is advised to maintain adequate cover for building and contents insurance and to ensure that they comply with the terms of the insurance policy in terms of any loss or damage to the structure and contents, which may occur. The insurer will advise on what measures are deemed to be minimum requirements and may reduce premiums if more stringent methods of protection are adopted.

1.9 Ecological Issues

No evidence of bats using the roof spaces was reported. However, it is possible the buildings offer a habitat for bats and nesting birds.

Any repair works to the roofs will require the involvement of an ecologist to carry out protected species surveys and advise on mitigation measures to be included in the works.

1.10 Asbestos

Under the Control of Asbestos Regulations 2012 (CAR2012) there is a legal duty to ensure that an asbestos survey is undertaken and a management plan is maintained and is made available to anyone carrying out work there. This can be a relatively simple document but should be maintained. Guidance on preparation of this can be obtained from the local branch of the Health and Safety Executive or downloaded from their website www.hse.gov.uk/asbestos. There is a legal duty to remove asbestos during a major refurbishment. If materials remain in-situ there is a legal duty to manage any asbestos containing products and an asbestos management plan for the building is required.

2.0 DESCRIPTION OF THE BUILDING

2.1 Location and Site Location

The Hall is located on the south side of Barton Street set back from the street frontage and adjacent to the town museum.

The building is orientated approximately on a North-South alignment and has access to the rear (south-side) of the property from Saffron Road.

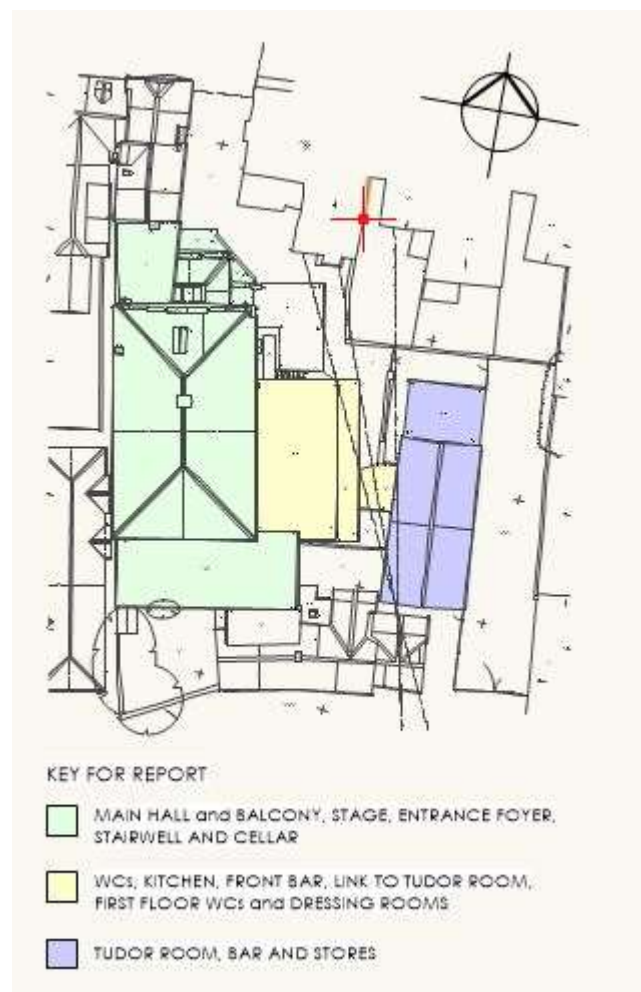
2.2 Historical Background

The Hall was built in 1804 as a Friends Meeting House, and later became a school. In 1861 it became a concert hall and was known as the Philharmonic Hall until 1910 when it was dedicated as the George Watson Memorial Hall, after George Watson who was principal conductor for the Tewkesbury Choral Society. In 1962 the hall was extended on the south and east side to provide back stage, dressing room and toilet accommodation and a link was made to an adjoining brick storage building which was converted for use as a lounge bar.

(Information obtained from Tewkesbury Historical Society Bulletin N° 9 2000 and *The Book of Tewkesbury* by Kathleen Post).

The attached modern toilet block on the west side at the rear of the building was given over to the Tewkesbury Bowling Club and is not included in this report.

2.3 Key Plan



3.0 INSPECTION FINDINGS

Priority

3.1 Roof Coverings

3.1.1 Main hall, stairwell, stage and entrance foyer

Main Hall - roof coverings of Welsh slate with lead covered hips and ridge. North and south slopes of roof laid to diminishing courses.

Ridge penetrated by air duct capped with metal cowl.

Lead-lined dormer structure on north to access parapet gutters.

Lead parapet gutter at north end.

Stage – three layer mineral felt.

Entrance Foyer - Hipped lean-to roof over entrance covered with Welsh slates with lead parapet gutter on north side, and three layer mineral felt flat roof to front.

Stairwell and adjacent rooms - three layer mineral felt.

Condition (assessed from aerial photographs only)

Main Hall – appears sound.

Stage – appears sound with some moss growth on east and west sides.

Entrance Foyer – several cracked/slipped slates on both slopes of hipped roof. Felt roofs appear sound. Flashings appear sound. Build-up of moss and vegetation in lead parapet gutter.

Stairwell and adjacent rooms - Felt roofs appear sound.

Recommendations

Repair slate roofs over entrance foyer.

A

Clean out parapet gutter over entrance foyer.

A

Closer inspection of felt roofs and flashings recommended by specialist roofing contractor.

B

3.1.2 WCs, Kitchen and front bar

Flat roofs with three layer mineral felt.

Condition

Moss build up on 2-storey part.

Evidence of some repairs to joints carried out over the 2-storey part suggesting this roof might be coming to the end of its lifespan.

Recommendations

Clear moss build-up.

A

Closer inspection of felt roofs and flashings recommended by specialist roofing contractor.

A

3.1.3 Tudor Room, bar and cold-store

Pitched roofs with plain clay tiles with hogs back clay ridge tiles over main part.

Three layer mineral felt flat roofs over bar and cold store.

Condition

Slipped tiles on both slopes. Verges at both north and south gable ends in poor condition. Eaves courses uneven with slipped tiles.

Felt roof in good condition.

Recommendations

Replace missing or slipped plain clay tiles.

A

Take up and relay verges at north and south ends incorporating tile- and-a-half tiles and verge under-cloak.

A

3.2 Rainwater Goods

3.2.1 Main hall, stairwell, stage and entrance foyer

Cast-iron half-round gutters and round downpipes.

Condition

Fair condition to front, poor elsewhere.

It is not known whether the system is functioning satisfactorily.

Recommendations

Take down, overhaul and reset cast iron rainwater goods in poor condition, and redecorate.

A

3.2.2 Dressing Rooms and front bar

Cast-iron half-round gutters and round downpipes.

Condition

It is not known whether the system is functioning satisfactorily.

The cast gutters, hoppers and down-pipes are in poor condition and in need of an overhaul and redecoration.

The hopper and downpipe adjacent ED2 may be blocked (evidenced by poor internal plaster on adjacent walls).

Recommendations

Take down, overhaul and reset cast iron rainwater goods, and redecorate.

A

Unblock hopper and down-pipe adjacent ED2.

A

3.2.3 Tudor Room, bar and cold-store

Half-round PVCu gutters and round down-pipes.

Condition

Generally good. The gutter on the north side of the cold-store has lost its connection with its downpipe and the gulley is full of detritus.

Recommendations

Re-connect gutter and downpipe on north side of cold-store and clear out gulley.

3.3 External Walls

3.3.1 Main hall, stairwell, stage and entrance foyer

Fair-faced brickwork.

South wall of stage has been painted.

Condition

The pointing at high level, west elevation in position of stair well is poor and there are a small number of damaged or decayed bricks on this elevation.

The pointing at low level, west elevation to stairwell and main hall is poor and there are numerous decayed bricks.

The north wall of the stairwell block is very open jointed. Rendered upstand of this north wall is in poor condition and there are no copings.

Recommendations

Selectively repoint brickwork on west elevation of main hall and stairwell and replace decayed bricks. **B**

Repoint the open joints of the brickwork to the north wall. **B**

Hack off existing render to upstand and re-render with a lime render. **B**

Fix new stone copings to head of north wall to help protect brickwork below. **B**

3.3.2 WCs, Kitchen and front bar

Painted roughcast render onto brickwork generally.

Condition

Impact damage to render at low levels generally, and north wall of front bar. East wall of front bar has been variously patched, is damaged at low level and cracked over window.

External decorations poor.

Priority

Recommendations

Patch areas of damaged render.	B
Recommend re-rendering east wall of front bar entirely.	B
Redecorate all rendered wall finishes.	B

3.3.3 Tudor Room, bar and cold-store

Tudor Room constructed in 225mm facing brick painted on west elevation in position of neighbouring yard.

Cold-store built in 225mm machine made brick fair-faced with concrete lintels.

Condition

Tudor Room - East wall has areas of cement pointing and open joints at base with some spalled bricks.

Evidence of some structural work on the south wall which has been stitched and repointed every fourth course up to window cill level, and three courses above window head. Many spalled bricks and open joints on this south elevation.

West elevation appears sounder.

Cold-store – air-bricks on east wall are broken.

Recommendations

Tudor Room – remove cement pointing on east wall and repoint with a lime mortar.	B
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Repair spalled bricks and point open joints with a lime mortar at base of east wall.	A
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Repoint south wall with a lime mortar.	A
--	----------

Cold-store – replace air-bricks.	B
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3.4 External Joinery

3.4.1 External Doors – type and condition

ED1 – glazed aluminium automatic doors in good condition.

ED2 - aluminium fire door in good condition.

ED3 - glazed aluminium door in good condition.

ED4 – flush panel door in poor decorative state.

ED5 - flush panel door in poor decorative state, with damaged lower section.

ED6 - glazed aluminium automatic doors in good condition.

ED7 – 4-panel door with flush panel fixed externally in poor decorative state.

ED8 - flush panel door in poor decorative state.

ED9 – painted boarded timber door poor decorative state and with rotten boards and frame at base of door.

Priority

Recommendations

ED4 – redecorate.	A
ED5 – replace.	A
ED7 – redecorate.	A
ED8 - redecorate.	A
ED9 – replace.	A

3.4.2 Windows

Most windows are painted metal casements set within painted softwood frames in poor decorative state. Main hall windows on the west side are white PVCu in good condition. Tudor Room windows on the east side are fixed single glazed in softwood surrounds with applied lead detail externally in poor decorative state. Windows at head of stairwell to balcony include one top-hung casement and a pair of 6-over-6 sash windows.

The following windows are defective:

- W1 – rotten cill
- W3 – rotten cill
- W10 – rotten cill
- W11 - rotten cill and frame at lower level
- W22 and W23 – rotten cill

Recommendations

Repair defective windows noted above.	A
All external joinery will need to be filled, rubbed down and repainted with glazing re-puttied as required.	B

3.5 Internal Fabric

3.5.1 Roof Structure

No internal roof structures were accessible. The previous report identified the main hall roof being accessible by means of a ladder from the balcony, which is extremely perilous and was not attempted during this inspection.

3.5.2 Ceilings

- .1 Main hall, stairwell (incl. adjacent rooms), stage and entrance foyer**
Main hall ceiling is a ribbed plaster ceiling and underside of balcony is plaster, stairwell ceiling is plastered, stage ceiling is suspended with ceiling panels and entrance foyer is plaster – all painted.

Condition

Entrance foyer ceiling is cracked along board joints.

Priority

Ground floor room adjacent stairwell currently used for chair storage is in poor decorative order.

First floor room adjacent stairwell used as an office is cracked at junction with north wall.

Recommendations

Phased programme of redecoration of walls and ceilings should be planned to meet annual budgeting constraints.

B

.2 WCs, Kitchen and front bar

WCs have painted tiles, kitchen has painted Artex ceiling finish, front bar has painted plaster ceiling.

Condition

Generally good apart from the front bar which has cracks to board joints.

Recommendations

As 3.5.2.1 above.

B

.3 Tudor Room, bar and cold-store

Tudor Room ceiling is painted plaster with black painted beams and joists, bar has painted plaster ceiling and cold store has suspended ceiling.

Condition

Two areas of water damage noted in the Tudor Room, bar ceiling is good and cold-store ceiling in a poor state.

Recommendations

As 3.5.2.1 above.

B

.4 First floor dressing rooms, WCs and balcony

All painted plaster in fair condition but needing filling and redecoration.

Recommendations

As 3.5.2.1 above.

B

.5 Cellar (below main hall)

Ceilings generally exposed to ground floor joists except the boiler room which is underlined with a fire-proof board.

Light levels generally very poor for inspection.

As indicated in the previous report whilst it is generally advisable to have a well-ventilated sub-floor advice must be sought regarding fire protection and consideration given to underlining the joists with a fire-proof board.

Recommendations

Improve light levels with installation of LED lighting system.

Appoint a timber treatment specialist to advise regarding timber treatment to beams and joists.

B/C

A

3.5.3 Walls

- .1 Main hall, stairwell (incl. adjacent rooms), stage and entrance foyer**
 Main hall has painted plaster walls with painted timber skirtings, dado and panel details all generally in good condition.
 Stairwell walls are painted plaster with painted timber skirtings and bead detail at dado level. Plaster is cracked in various places.
 Ground floor room adjacent stairwell has painted plaster walls with painted timber skirtings all in poor decorative state and cracked plaster to RHS of door.
 First floor room adjacent stairwell has painted plaster walls with painted timber skirtings in fair condition.
 Stage has painted brickwork walls in fair condition.
 Entrance foyer has painted softwood boards to dado level and wallpaper above. Wallpaper is split to the LHS of the doors to the bar and the plaster behind feels unsound. This may be due to water damage from the blocked hopper discussed elsewhere.

Recommendations

A phased programme of redecoration of walls and ceilings should be planned to meet annual budgeting constraints.
 Take off wallpaper on east wall, repair plaster and re-paper.

**B
A**

- .2 WCs, Kitchen and front bar including corridors**
 WCs have painted plaster walls in good condition.
 Kitchen has ceramic tiles to 1.8m height and painted plaster over. Two cracked tiles were noted and some cracks to LHS door D23 and RHS window W6.
 Corridor adjacent kitchen has painted boards to dado level and painted Artex plaster over in fair condition.
 Corridor adjacent WCs has painted boards to dado level and painted plaster over in good condition.

Recommendations

As 3.5.3.1 above.

B

- .3 Tudor Room, bar and cold-store and adjacent corridor**
 Tudor Room has painted boards to dado level and wallpaper over in fair condition.
 Bar has painted plaster walls in fair condition.
 Cold-store and adjacent corridor has painted plaster walls and timber skirtings in poor state due to the use of the rooms.

Recommendations

As 3.5.3.1 above.

B

- .4 First floor dressing rooms, WCs and balcony**
 All painted plaster in fair condition.

Recommendations

As 3.5.3.1 above.

B

.5 Cellar (below main hall)
Cellar walls are unpainted brickwork and stone in good condition.

3.5.4 Internal Doors

Generally painted flush panel doors apart from some earlier painted panel doors on the ground floor (to foyer, main hall and stairwell).
Generally all in a poor decorative state.
NB locking mechanisms and hardware were not checked.

Recommendations

Decorations as 3.5.3.1 above.

B

Check all locking mechanisms and hardware.

A

3.5.5 Stairs, handrails and floors

.1 Cellar

Timber staircase with mop-stick handrail from cellar to ground floor in fair condition. Lower 6 treads have been renewed.
Cellar floor is a mix of concrete and beaten earth.

Recommendations

Ideally the earthen floor should be reduced to an even level and laid with a concrete floor to facilitate access and maintenance.

C

.2 Main hall, stairwell (incl. adjacent rooms), stage and entrance foyer

The main hall has a hardwood floor laid directly over timber boards in good condition.
The stairwell floor and adjacent room at ground level is laminate laid on (assumed) quarry tiles. The laminate in the chair store is in very poor condition.
The first floor room adjacent the stairwell is carpet on a boarded floor. The carpet is in poor condition.
The stage floor is softwood boards in fair condition.
The entrance foyer is laminate in good condition (substrate unknown).
The staircase from foyer to balcony is a timber stair in good condition with steps and risers covered in laminate, with aluminium nosings. The laminate is on poor condition.

Recommendations

Replace laminate floor in chair store, ground floor of stairwell and staircase.

B

Replace carpet in first floor office.

B

.3 WCs, Kitchen and front bar including corridors

WCs floor is an Altro finish with coved skirting in good condition.
Kitchen floor is quarry tiles with a paint finish which is very worn and poses a health hazard.
Corridors are laminate in good condition.

Priority

Recommendations

Take up existing kitchen floor and lay new screed with Altro floor finish.

A

.4 Tudor Room, bar and cold-store and adjacent corridor

Tudor Room floor is parquet in good condition.
Cold store and adjacent corridor has a paint finished concrete floor – the paint is very worn.
Bar has an Altro floor finish in good condition.

Recommendations

Remove paint and apply polyurethane concrete flooring system to cold store and adjacent corridor.

A

.5 First floor dressing rooms, WCs and balcony

Balcony has exposed floorboards in fair condition. Balcony balustrade and raised handrail in good condition.

Dressing rooms and adjacent corridor have carpet in fair condition.
WCs have laminate floor coverings in fair condition.

Recommendations

Replace carpet on first floors as budget allows.
Replace laminate in WCs with Altro floor as budget allows.

B/C

3.6 Boundary walls and paved areas

3.6.1 Memorial Entrance Gates

Wrought iron railings and pair of gates with notice boards to each side.
Railings over brick plinth with stone copings and brick piers with stone caps each side.

Condition

Metalwork in good condition.
Stone capping to RH pier (viewed from road) has eroded at junction with bricks and requires a mortar repair.

A

3.6.2 Concreted entrance way

Ramped concrete access to main entrance doors, side entrances and cold-store in fair condition.
Galvanised pipe handrail to entrance doors in fair condition.

Recommendations

In long term consider new paving to external public areas and new handrails.

C

3.6.3 External seating area to Tudor Room (east side)

Block paving in fair condition.

3.6.4 Boundary walls/fences

Brick boundary wall to east of front bar returns to north of cold-store as concrete block wall, and continues to Tudor Room seating area painted white.

To east boundary of Tudor Room is a brick boundary wall.

Boarded entrance gates to south side of Tudor Room seating area.

Close-boarded timber fence divides seating area with neighbour on south-west side.

A brick wall with brick coping on tile-crease divides the space between the WCs and Tudor Room Cold-store.

Condition

Brick boundary wall to east of front bar has prodigious plant growth to copings.

Unpainted block wall is poorly pointed.

Wall to east of Tudor Room has original lime pointing and patched areas of cement pointing, open joints at the base, numerous eroded bricks, and a majority of the coping covered in ivy growth.

Brick wall between WCs and cold store has plant growth from the copings and has been repointed with a cement mortar, open joints at the base.

Recommendations

Remove plant growth from copings of all brick walls and repoint copings with a lime mortar, rebuild top courses where required.

Point concrete block wall to north of cold-store.

Remove all cement pointing and repoint with a lime mortar, replace eroded bricks, repoint base of wall.

A

A

B

SUMMARY OF RECOMMENDATIONS

Priority A Items (Urgent works to be carried out within the next 12 months)

- 3.1.1 Repair slate roofs over entrance foyer.
Clean out parapet gutter over entrance foyer.
- 3.1.2 Clear moss build-up on flat roof (two-storey part).
Allow for closer inspection of felt roofs and flashings recommended by specialist roofing contractor.
- 3.1.3 Replace missing or slipped plain clay tiles, and take up and relay verges at north and south ends incorporating tile- and-a-half tiles and verge under-cloak over Tudor Room.
- 3.2.1 Take down, overhaul and reset cast iron rainwater goods in poor condition, and redecorate.
Unblock hopper and down-pipe adjacent ED2.
- 3.3.3 Repair spalled bricks and point open joints with a lime mortar at base of east wall of Tudor Room.
Repoint south wall of Tudor Room with a lime mortar.
- 3.4.1 Redecorate external doors ED 4, 7 and 8.
Replace external doors ED 5 and 9.
- 3.4.2 Repair defective window cills W1, 3, 10, 11, 22 and 23.
- 3.5.2.5 Appoint a timber treatment specialist to advise regarding timber treatment to beams and joists.
- 3.5.3.1 Take off wallpaper on east wall of Foyer, repair plaster and re-paper.
- 3.5.4 Check all locking mechanisms and hardware on all internal doors.
- 3.5.5.3 Take up existing kitchen floor and lay new screed with Altro floor finish.
- 3.5.5.4 Remove paint and apply polyurethane concrete flooring system to cold store and adjacent corridor.
- 3.6.1 Mortar repair to brick pier at entrance gates.
- 3.6.4 Remove plant growth from copings of all brick walls and repoint copings with a lime mortar, rebuild top courses where required.
Point concrete block wall to north of cold-store.

Priority B Items (Work which should be carried within 2-5 years)

- 3.1.1 Appoint roofing contractor to inspect felt roofs and flashings.
- 3.3.1 Selectively repoint brickwork on west elevation of main hall and stairwell and replace decayed bricks.
Repoint the open joints of the brickwork and hack off existing render to upstand and re-render with a lime render to the north wall of the stairwell.
Fix new stone copings to head of north wall of stairwell to help protect brickwork below.
- 3.3.2 Patch areas of damaged render.
Recommend re-rendering east wall of front bar entirely.
Redecorate all rendered wall finishes.
- 3.3.3 Tudor Room – remove cement pointing on east wall and repoint with a lime mortar.
Replace broken air bricks to east wall of cold-store.
- 3.4.2 All windows to be filled, rubbed down and repainted with glazing re-puttied as required externally.

- 3.5.2 & 3.5.3 Phased programme of redecoration of walls and ceilings should be planned to meet annual budgeting constraints.
- 3.5.4 Phased programme of redecoration of all internal joinery should be planned to meet annual budgeting constraints.
- 3.5.5.2 Replace laminate floor in chair store, ground floor of stairwell and staircase.
Replace carpet in first floor office.
- 3.6.4 To east boundary wall - remove all cement pointing and repoint with a lime mortar, replace eroded bricks, repoint base of wall.

Priority C Items (Desirable and improvement works)

- 3.5.2.5 Improve light levels in cellar for maintenance and access with installation of LED lighting system.
- 3.5.5.1 Lay a concrete floor in the cellar to facilitate access and maintenance.
- 3.5.5.5 Replace carpet on first floors as budget allows.
Replace laminate in first floor WCs with Altro floor as budget allows.
- 3.6.2 New paved areas to entrance way and new metal handrails.

Signed



Andrea Burton
BA Hons, PG Dip Arch
Nick Joyce Architects Ltd

Date: 19th May 2023

External Photographs (April 2023)



Roofs from east



Tudor Room roof from south-east



Roofs from south west



Roof from north



North parapet main hall



North parapet main hall



Stairwell roof from south



Tudor Room and cold-store roof from west



Entrance gates off High Street



Entrance gates railing and brick pier



Main entrance



Tudor Room from south-east



Part of east boundary wall



Boundary wall to north of cold-store



Brick wall between cold store and WCs



West wall of Main Hall



West Wall of Main Hall



West Wall of Main Hall



East wall of Front Bar



East wall of Foyer

Internal Photographs (April 2023)



Main Hall



Stage



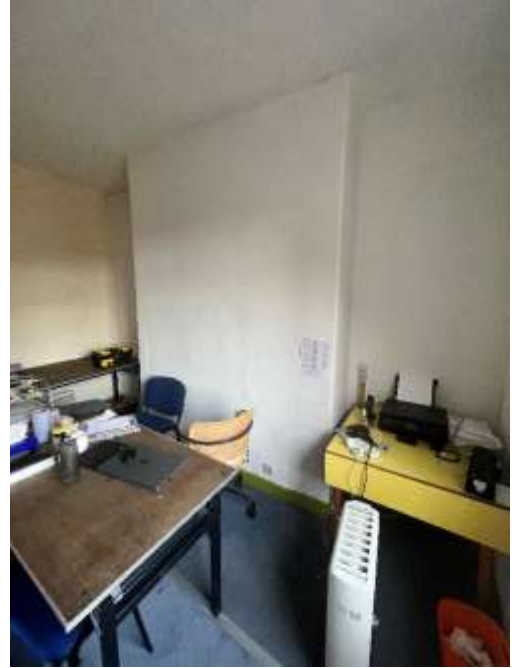
Cellar



Foyer and main entrance



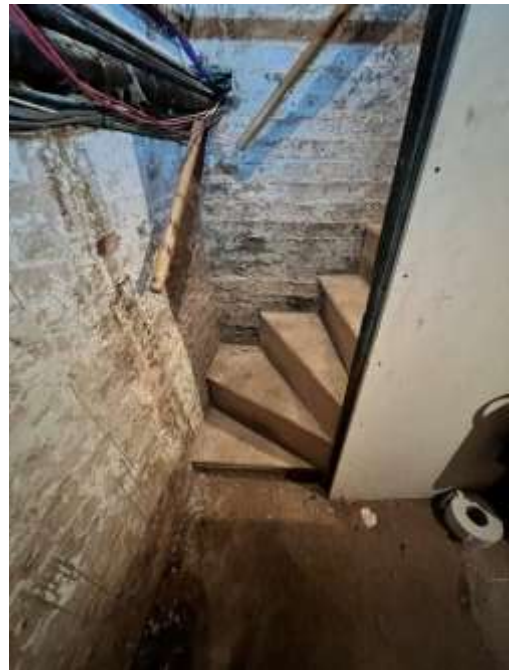
Stairs to balcony



First floor office



Cellar



Cellar steps



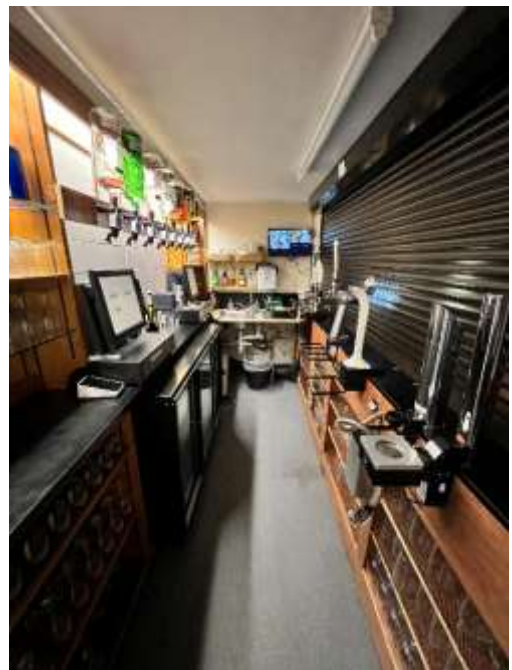
Tudor Room



Corridor to cold-store



Cold Store



Bar off Tudor Room



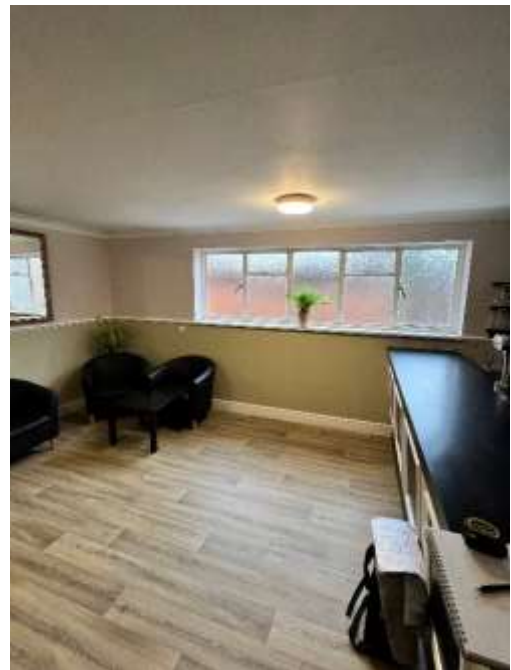
Male WCs



Corridor to Front Bar



Female WCs



Front Bar



Kitchen



Stairwell



Balcony

APPENDIX A
Glossary of Terms

GLOSSARY OF TERMS

Abutment - this word can be used in two senses. It is the point at which a roof meets a wall head and also a massive structure supporting the ends of a bridge.

Ashlar - masonry that has been shaped into regular squared blocks and given a smooth face. It is laid in level courses and tends to have very fine mortar joints.

Bargeboard - bargeboards are fixed to the gable ends of the roof to conceal and protect the ends of the roof timbers or thatch. They often project over the wall face and are frequently decorative.

Buttress - a masonry support that gives additional strength to a wall and resists outward thrust.

Came - a strip of lead with an H-shaped profile used to join pieces of glass together in a leaded window.

Clerestory - the section of the main wall below the eaves and about the top of the aisle roof which is pierced with windows giving light into the interior.

Conservation - action necessary to preserve anything of acknowledged value.

Coping - a protective covering of brick or stone on the top of a wall. The coping will usually project to help throw rainwater away from the wall.

Corbel - a block of masonry that projects from the wall and carries the end of a roof truss or beam. Corbels are often carved with grotesque human or animal figures.

Cornice - a continuous horizontal feature running around the top of a wall or the top of a room.

Curtilage - it is difficult to define curtilage exactly but it is generally taken to be a piece of ground ancillary to a building and necessary to the function and/or enjoyment of that building. The important factors are the physical relationship between the ground and the building; past and present ownership; and the past and present use.

Eaves - the underside of a sloping roof where it overhangs the wall below.

Efflorescence - this is a white powdery deposit found on the surface of stone, brick or plaster. It occurs when excessive moisture causes the soluble salts present in the masonry to dissolve. They are then drawn towards the internal surface of the wall, as this is usually warmer than the external surface. Once they reach the inside face of the wall the water evaporates and the salts re-crystallise on the surface. Efflorescence is unsightly but relatively harmless and can be brushed off when dry, although it is often a sign that there may be too much moisture in the fabric. The underlying causes must therefore be investigated and addressed.

Fabric - the materials from which a building is constructed.

Fascia - a strip of timber boarding fixed to the ends of the rafters or fitted below a wallhead on a building with a flat or low-pitched roof. It is sometimes decorative but often supports the gutter fixings.

Ferramenta - the metal framework of internal saddle-bars and external stanchions used to support the glazing in large windows. Ferramenta were originally made from wrought iron but are now more likely to be manufactured from mild steel or sometimes stainless steel.

Fillet - a fillet is a thin flat band, running between mouldings, the purpose of which is to separate and define them. It is also a wedge shaped strip of mortar used to protect a junction such as that between a roof and a wall from the weather.

Flashing - a protective strip of lead, copper or zinc covering a joint that is exposed to the weather. Where a horizontal surface meets a vertical surface, flashings are often in two parts- an upstand, which turns up the vertical surface and a cover (counter) flashing, which turns down over it. Soakers are small individual flashings laid with each course of slate or tile.

Gargoyle - a projecting water spout, usually grotesquely carved in the form of an animal or human figure.

Hood mouldings - a projecting stone moulding over an arch, door or window, which is designed to throw rainwater clear of the building.

Ironmongery - a general name for door and window fittings including hinges, locks and catches, handles and knobs.

Jamb - blocks of masonry forming the side of a door or window.

Lime - quicklime (calcium oxide) is made by heating limestone or chalk (calcium carbonate) to drive off the carbon dioxide. When water is added to the quicklime (slaking) heat is given off. If slacked lime is mixed with sharp sand in the right proportions, it can be used as a mortar or to be accurately specified, mixed and applied in the right conditions. Slacked lime can also be mixed with water and used as a coating for masonry or render. It is known as limewash.

Maintenance - the process of slowing down the rate of decay by keeping the fabric of a building in good condition.

Mullion - a vertical timber or stone bar dividing a window into 'lights'

Parapet- a low wall built around a roof to prevent people from falling over the edge.

Pier - a solid vertical mass or masonry supporting a vertical load.

Pinnacle - a tall pointed decorative feature, usually at a corner of a building or above the top of a buttress.

Putty - glazier's putty is a mixture of whiting (crushed chalk) and linseed oil and is used to fix glass paned into a window frame. Lime putty is the product of slaking quicklime with water.

Quoin - a large, dressed stone used to form the corner of a building.

Rafter - the sloping beam in a timber roof structure that connects the ridge beam to the wall plate. A roof may have principle rafters and/or common rafters. A purlin is a horizontal timber member that transfers the load from the common rafters to the principle rafter.

Repair - work that is carried out to put right defects, significant decay or damage.

Sill (or cill) - the horizontal bottom member of a window or screen.

Soffit - the flat ceiling under a lintel, gallery, beam, stair or overhanging roof etc.

Tracery- slender moulded stone bars which intersect to form patterns at the head of a window. Tracery is usually a feature of the Gothic style of architecture.

Transom- in any large window with mullions, the transom is a horizontal bar of wood or stone running across the whole window. It will usually have a similar profile to the mullions.

Wallhead - the top of a masonry wall sometimes visible from the roof space.

Wall plate- horizontal timber member placed on top of the wall to support the load imposed upon it by the roof structure.

APPENDIX B
Maintenance Checklist

Watson Hall, Tewkesbury – Maintenance Plan

1. Occasional and regular tasks

Ref	Building element	Maintenance task	Responsibility	Frequency	J	F	M	A	M	J	J	A	S	O	N	D
1.1	Roofs															
1.1.1	Roof areas generally	Inspect roof areas from the ground and accessible high points and report any loss or damage to the roof coverings	Unskilled/voluntary	i. after severe weather ii. annually			√									
1.1.2	Tile roofs	Inspect for cracked, displaced and broken slates. Replace to match.	contractor	Once per year annually					√							
1.1.3	Ridge tiles	Inspect bedding and jointing between ridge tiles. Re-bed and repoint as necessary.	contractor	Annually					√							
1.1.4	Lead weatherings and flashings	Inspect condition of lead flashings and weatherings. Make minor repairs e.g. dress back clips, make good mortar fillets.	contractor	Annually					√							
1.2	Rainwater disposal															
1.2.1	Rainwater goods generally	Inspect rainwater goods from the ground and accessible high points and report any loss or damage.	Unskilled/voluntary				√									
1.2.2	Rainwater goods	Clear rainwater goods of debris and ensure overflows are clear. Rod if necessary. Check that	contractor	i.during/after stormy weather ii. annually					√						√	

		stainless steels guards are secure.								
1.2.3	Rainwater goods	Inspect rainwater goods for cracks and leaks. Repair or replace any cracked sections.	contractor	Twice a year			√			√
1.2.4	Below ground drainage	Open up inspection chambers. Check that all gullies and gratings are free once per year from silt and debris and that water discharges freely to mains sewerage or soakaway.	Contractor	Once a year			√			√
1.3	External walls									
1.3.1	External walls generally	Inspect external walls from the ground and accessible high points and report any damage and signs of movement.	Unskilled/voluntary	i. after stormy weather ii. annually			√			
1.3.2	External walls, copings and parapets	Remove any vegetation, ivy etc.	contractor	Annually						√
1.3.3	Ventilation	Ensure that ventilation grilles, air bricks, louvres etc. are free from obstruction.	contractor	Twice a year			√			√
1.3.4	Windows	Inspect windows and make essential minor repairs to glazing.	contractor	Once per year				√		
1.3.5	Doors and windows	Check operation of hinges, bolts and locks and lubricate as necessary. Check bearings of locks.	Unskilled/voluntary	Once per year			√			

1.4		Internal structure																		
1.4.1	Internal spaces generally	Inspect roof voids and internal spaces, particularly below gutters. Report on any evidence of roof or gutter leaks.	Unskilled/voluntary	i. during/ after stormy weather ii. annually						√										
1.4.2	Internal structure and fabric	Inspect internal structure and fabric including roof timbers and report on any signs of structural movements or any damp, fungal growth and dry rot.	Unskilled/voluntary	Annually						√										
1.4.3	Exposed woodwork	Inspect exposed woodwork and surfaces below for signs of active beetle infestation. Report any beetles or fresh wood dust.	Unskilled/voluntary	Annually						√										
1.5		Building services																		
1.5.1	Heating system	Service the heating system and update the service schedule.	Approved Code of Practice engineer	Annually						√										
1.5.2	Water	Ensure that all exposed water tanks, water pipes and heating pipes are protected against frost.	Unskilled/voluntary	Annually																√
1.5.3	Fire fighting equipment	Service fire extinguishers.	Specialist	Annually																√
1.5.4	Burglar alarm system	Test system and visually inspect wiring. Qualified engineer to service alarm.	Specialist	1 year																√
1.6		Total annual cost for occasional and regular tasks																		

2. Cyclical tasks

Ref	Building element	Maintenance task	Responsibility	Frequency	2023	2024	2025	2026	2027	2028
2.1	Rainwater disposal									
2.1.1	Rainwater goods	Re-paint	Contractor	7 years						√
2.1.2	Timber fascia boards	Re-paint	Contractor	7 years						
2.2	External walls									
2.2.1	Doors and window frames	Re-paint	Contractor	7 years						√
2.3	Building Services			5						
2.3.1	Wiring and electrical installations	Inspect all wiring and electrical installations in accordance with current IEE regulations including all wiring and electrical equipment associated portable electrical equipment.	Electrical contractor registered with National Inspection Council for Electrical Installation Contracting or Electrical Contractors Association.	4 years		√			√	
2.4	Total cost per year for cyclical tasks				£	£	£	£	£	£