TEWKESBURY TOWN COUNCIL
BUILDINGS & MOORINGS COMMITTEE
TUESDAY 5TH MARCH 2024

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 5th March 2024 at 6.00pm

Members of the public and press are welcome to attend.

Debbie Hill,
Town Clerk
29th February 2024

AGENDA

1. Receive apologies for absence
2. Receive declarations of interests
3. Receive dispensations
4. Approve the minutes of the Buildings & Moorings Committee meeting held on 12th December 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. Review Watson Hall income and expenditure – from Finance committee
11. Agree any vires, movement of existing earmarked reserves and new earmarked reserves
12. Review quotes and approve expenditure for replacement fire exit door to the balcony at the Watson Hall in financial year 2024/25
13. Receive a report on accessibility to the Town Hall and to approve the next steps
14. Note the Mechanical & Electrical Building Services Condition Report for 64 Barton Street

15. Receive an update from the Town Clerk on the refurbishment project at 64 Barton Street
16. Delegate authority to Cllrs Danter, Jones & Raywood to appoint a contractor to undertake improvement works up to the value of £10,000 to the mooring area adjacent to St. Mary's Lane car park being funded by the High Street Heritage Action Zone fund
17. Note expenditure for health & safety works to the mooring at the Back of Avon (depending on item 16 above this expenditure may also be grant funded)
18. Note increase to mooring rate with effect from 1st April 2024 as advised by Avon Navigation Trust
19. Consider a request to retain a commercial mooring at 15% of the normal commercial mooring fee at the Back of Avon from 1st November 2023 to 31st March 2024

MINUTES

of the

Buildings & Moorings Committee meeting held on 12th December 2023 at 6.00pm in the Town Hall, Tewkesbury

Present: Cllrs C Danter (Chair), P Jones, S Raywood, R Langdon, K Moran, C Robertson

In attendance: D Hill (Town Clerk)

B&M.23.052 Receive apologies for absence
H Bowman

B&M.23.053 Receive declarations of interest
Town Clerk regarding item 23.067

B&M.23.054 Receive dispensations
None.

B&M.23.055 Approve the minutes of the Buildings & Moorings Committee meetings held on 24th October 2023
It was RESOLVED to approve the minutes of the meeting held on 24th October. Proposed by Cllr Jones, seconded by Cllr Langdon.

B&M.23.056 Matters arising from the minutes – for information only

20.127 64 Barton Street repairs – with 64 Barton Street contractor
22.048 TH Basement storage – ongoing
Lease to Avon Navigation Trust – insurance information received, so next stage progressing.
Town Hall heating improvements – lagging and zone complete. Some upgrade issues remain outstanding.
22.115 Mooring structure at Priors Court – Town Council requires a warrant to remove the structure - ongoing.
23.016 Building Condition reports – Town Clerk has emailed Architect regarding managing the projects.
23.025 HAZ income & expenditure – complete
23.033 Accessibility issues at the Town Hall – awaiting response from Highways Manager. **Action** – Accessibility working group to follow up on this.
23.041 Moorings working group - review of moorings and number of boats to be taken to working group – meeting to be arranged.
23.043 Budget - Committee chair to review expenditure for moorings maintenance vs project related expenditure.
64 Barton Street 210 4590 - expenditure **t**o be moved to 4500 - carried forward
Town Hall maintenance 200 4450 - £90 transfer in from EMR relates to electrical work paid from Planning EMR – complete.

B&M.23.057 Receive correspondence relating to the Buildings & Moorings Committee

Correspondence had been received relating to Town Hall accessibility and will be responded to by the working group.

B&M.23.058 Public Participation

None.

B&M.23.059 Approve payments to be made

It was RESOLVED to approve the payments list totalling £116,274.11. Proposed by Cllr Raywood, seconded by Cllr Danter.

B&M.23.060 Review the budget report, earmarked reserves report and annual budget 2024/25 report

The budget and earmarked reserves reports were reviewed. The annual budget 2024/25 report was reviewed and it was agreed to add £10,000 to the draft budget for Town Hall accessibility.

B&M.23.061 Approve the vire of £3,550 from 210 4505 64 Barton Street fundraising to 600 4505 Watson Hall fundraising

It was RESOLVED to approve the vire. Proposed by Cllr Raywood, seconded by Cllr Jones.

B&M.23.062 Approve the release of earmarked reserve 363 Watson Hall maintenance to 600 4450 Watson Hall maintenance

It was RESOLVED to approve the release of the earmarked reserve. Proposed by Cllr Raywood, seconded by Cllr Langdon.

B&M.23.063 Retrospectively approve additional expenditure of £1,391.81 for an upgrade to the short throw projector at the Watson Hall

It was RESOLVED to approve the additional expenditure. Proposed by Cllr Danter, seconded by Cllr Langdon.

B&M.23.064 Agree to remove the requirement for a Designated Premises Supervisor at the Watson Hall and for the licensable responsibility to be held with the Buildings & Moorings Committee

This item was deferred. **Action:** Request Michelle Bignall to talk to committee.

B&M.23.065 Receive an update from the Town Clerk on funding opportunities for the Watson Hall and approve 15% matched funding for the heating, ventilation and air conditioning project if the grant application is successful

The Town Clerk reported that the Town Council is looking into submitting a grant application to the Shared Prosperity Fund for a programme of repair works to the Watson Hall and also to the Tewkesbury Borough Council Capital Grant Scheme - Energy Efficiency for community buildings for installation of air conditioning. The second grant application will now have to be in 2024/25 due to a restriction on the amount not being greater than £25k.

B&M.23.066 Review and approve the moorings license

It was RESOLVED to approve the moorings license. Proposed by Cllr Langdon, seconded by Cllr Jones. **Action –** Town Clerk to email Avon Navigation Trust to check the moorings fee is still appropriate.

The Town Clerk left the meeting at this point.

B&M.23.067 Consider a request to retain a commercial mooring at 15% of the normal commercial mooring fee at the Back of Avon from 1st November 2023 to 31st March 2024

Following discussion, the committee would like more information, i.e.

a) 15% of what?
b) Is this charge for a commercial mooring, if so, what is the charge?
c) If it is for a commercial mooring is there an additional licence form for this?
d) Is it a charge according to our licence of the commercial rate of £3 per foot?
e) Is this a case where the rents are decided on a case by case situation?
f) What is the case for the other trip boat?

Any decision made retrospectively on the result of these questions could be backdated.

Cllr Langdon left the meeting at 20:30

There being no further business, the meeting closed at 20:35

Signature of Chairman upon approval of the minutes …….. 5th March 2024

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
Building & Moorings								
200	Moorings							
1300	Moorings Income	6,855	6,548	6,000	(548)			
1850	HAZ Income	(35,103)	35,103	0	(35,103)			
	Moorings :- Income	**(28,248)**	**41,650**	**6,000**	**(35,650)**			**0**
4390	Grant Expenditure	0	43,735	0	(43,735)		(43,735)	
4450	Maintenance	14,692	9,787	5,000	(4,787)		(4,787)	
4460	Rates	1,098	2,235	1,300	(935)		(935)	
4470	Mooring Leases	100	100	100	0		0	
4480	Projects - Moorings	27,980	1,508	10,000	8,492		8,492	
4960	Equipment	0	358	0	(358)		(358)	
	Moorings :- Indirect Expenditure	**43,870**	**57,722**	**16,400**	**(41,322)**	**0**	**(41,322)**	**0**
	Net Income over Expenditure	**(72,118)**	**(16,072)**	**(10,400)**	**5,672**			
6000	plus Transfer from EMR	335	0					
	Movement to/(from) Gen Reserve	**(71,783)**	**(16,072)**					
210	64 Barton Street							
1100	Grant Income	0	183,514	367,027	183,513			
	64 Barton Street :- Income	**0**	**183,514**	**367,027**	**183,513**			**0**
4195	Health & Safety	382	0	800	800		800	
4390	Grant Expenditure	0	183,670	367,027	183,357		183,357	
4450	Maintenance	1,445	1,592	50,000	48,408	211	48,197	
4500	64 Barton Street Projects	13,781	0	0	0		0	
4505	Fundraising	6,068	1,425	4,000	2,575		2,575	
4590	Projects	0	465	0	(465)		(465)	
	64 Barton Street :- Indirect Expenditure	**21,675**	**187,152**	**421,827**	**234,675**	**211**	**234,464**	**0**
	Net Income over Expenditure	**(21,675)**	**(3,638)**	**(54,800)**	**(51,162)**			
6000	plus Transfer from EMR	6,788	0					
	Movement to/(from) Gen Reserve	**(14,887)**	**(3,638)**					
220	Town Hall							
1400	Garden Income	10	0	50	50			
1410	Town Hall Income	18,622	14,593	20,000	5,407			
1415	TH Merch Income	7	10	0	(10)			
1850	HAZ Income	(9,000)	9,000	0	(9,000)			
	Town Hall :- Income	**9,639**	**23,603**	**20,050**	**(3,553)**			**0**

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		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
4195	Health & Safety	1,454	315	600	285		285	
4390	Grant Expenditure	0	26,270	0	(26,270)		(26,270)	
4450	Maintenance	12,117	3,760	12,735	8,975	700	8,275	90
4460	Rates	4,192	3,543	4,200	657		657	
4550	Water	1,590	1,105	900	(205)		(205)	
4560	Electric	4,360	1,976	5,000	3,024		3,024	
4570	Gas	2,551	2,313	3,500	1,187		1,187	
4580	Garden Expenditure	618	59	300	241		241	
4590	Projects	1,079	9,265	16,000	6,735		6,735	
4960	Equipment	1,211	1,237	2,000	763		763	
4961	Waste and recycling	144	0	200	200		200	
	Town Hall :- Indirect Expenditure	**29,316**	**49,843**	**45,435**	**(4,408)**	**700**	**(5,108)**	**90**
	Net Income over Expenditure	**(19,677)**	**(26,240)**	**(25,385)**	**855**			
6000	plus Transfer from EMR	0	90					
	Movement to/(from) Gen Reserve	**(19,677)**	**(26,150)**					
230	War Memorial							
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	**(22)**	**0**	**(1,000)**	**(1,000)**			
	Building & Moorings :- Income	**(18,609)**	**248,767**	**393,077**	**144,310**			
	Expenditure	**94,884**	**294,717**	**484,662**	**189,945**	**911**	**189,034**	
	Net Income over Expenditure	**(113,492)**	**(45,950)**	**(91,585)**	**(45,635)**			
	plus Transfer from EMR	**7,123**	**90**					
	Movement to/(from) Gen Reserve	**(106,369)**	**(45,860)**					
	Grand Totals:- Income	**(18,609)**	**248,767**	**393,077**	**144,310**			
	Expenditure	**94,884**	**294,717**	**484,662**	**189,945**	**911**	**189,034**	
	Net Income over Expenditure	**(113,492)**	**(45,950)**	**(91,585)**	**(45,635)**			
	plus Transfer from EMR	**7,123**	**90**					
	Movement to/(from) Gen Reserve	**(106,369)**	**(45,860)**					

Watson Hall

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
600	Watson Hall							
1100	Grant Income	0	205	0	(205)			
1800	Watson Hall Income	30,242	24,113	24,000	(113)			
1801	Doors & Floors project	0	5,825	0	(5,825)			
1810	Leases	0	0	600	600			
1820	Bar Income	44,375	41,022	45,000	3,978			
1823	Staffed Bar Hire Income	0	2,684	0	(2,684)			
1830	TTC Events Income	4,694	6	7,000	6,994			
1835	Go Fund Me Watson Hall	76	0	0	0			
	Watson Hall :- Income	79,387	73,855	76,600	2,745			0
4195	Health & Safety	1,499	905	800	(105)	279	(384)	
4221	Telephone/IT (WH)	1,013	920	1,000	80		80	
4250	IT	440	118	0	(118)		(118)	
4280	Events & Services	8,358	790	7,000	6,210		6,210	
4450	Maintenance	9,694	12,990	10,000	(2,990)	650	(3,640)	
4505	Fundraising	0	375	0	(375)		(375)	
4550	Water	1,411	1,011	1,500	489		489	
4560	Electric	8,282	7,140	6,000	(1,140)		(1,140)	
4570	Gas	1,990	1,848	4,000	2,152		2,152	
4590	Projects	5,245	14,000	14,000	(0)		(0)	
4912	Bar Payroll Processing	250	207	220	13		13	
4913	Bar Equipment	1,205	1,337	1,500	163		163	
4914	Bar Card Charges	636	628	850	222		222	
4915	Events Card Charges	253	12	300	288		288	
4919	Doors & Floor Project	16,155	0	0	0		0	
4920	Bar Audit	260	0	520	520		520	
4950	Bar Stock	23,731	17,807	25,000	7,193		7,193	
4955	Bar Salaries	17,032	13,386	17,000	3,614		3,614	
4960	Equipment	4,841	4,290	2,000	(2,290)	300	(2,590)	
4961	Waste and recycling	385	279	300	21		21	
4965	Bar Equipment	0	15	0	(15)		(15)	
4980	Workwear	102	0	0	0		0	
	Watson Hall :- Indirect Expenditure	102,781	78,059	91,990	13,931	1,229	12,702	0
	Net Income over Expenditure	(23,395)	(4,205)	(15,390)	(11,185)			
6000	plus Transfer from EMR	3,402	0					
	Movement to/(from) Gen Reserve	(19,993)	(4,205)					

Watson Hall :- Income	79,387	73,855	76,600	2,745		
Expenditure	102,781	78,059	91,990	13,931	1,229	12,702
Net Income over Expenditure	(23,395)	(4,205)	(15,390)	(11,185)		
plus Transfer from EMR	3,402	0				

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	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
Movement to/(from) Gen Reserve	(19,993)	(4,205)					
Grand Totals:- Income	79,387	73,855	76,600	2,745			
Expenditure	102,781	78,059	91,990	13,931	1,229	12,702	
Net Income over Expenditure	(23,395)	(4,205)	(15,390)	(11,185)			
plus Transfer from EMR	3,402	0					
Movement to/(from) Gen Reserve	(19,993)	(4,205)					

	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
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
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
335	EMR E&A Bus Shelters	2,640.00		2,640.00
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	-7,485.00	3,253.00
347	EMR PLA Comm. & Display	1,306.00	-1,306.00	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
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	0.00
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
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	0.00
369	EMR STA Training	2,087.00		2,087.00
		277,142.96	-15,446.00	261,696.96

Report from the Town Hall Accessibility working group

The accessibility working group has a clear purpose to improve accessibility to, and within, the Town Hall, for people with mobility challenges. In consideration of the aging demographic of residents, the need to address this issue is only likely to increase. The working group consists of representatives from the Planning, Environment and Amenities and Buildings and Moorings Committees. It has met on four occasions: including once with the Borough Conservation Officer and once with two representatives from County Highways. Following those discussions, we now have a vision of what that improved accessibility could look like, and also an order for the works, starting with the lowest hanging fruit, while working towards the bigger challenges. As well as achieving improved accessibility, the group believes that it should be possible to enhance the High Street frontage with regard to its role in civic ceremonial and to create a more attractive and usable community space at the rear. The working group has begun to carry out a SWOT analysis. This needs further work, now that we have more information available to us.

STRENGTHS	**OPPORTUNITIES**
TTC owns the land We have a vision There is a destination at each end of the property The route through the property, from the High Street to the Back of Avon is equidistant from alternative routes between these two highways Lloyds Bank, which also wishes to improve accessibility to its property, is a neighbour Our points of access could provide a focal point on both the High Street and the Back of Avon	Contextual opportunity – providing a link from the High Street to the River, improving access to, and enhancing a green public space The conservation officer has been encouraging of our ideas and would see improved accessibility as a public benefit
WEAKNESSES	**THREATS**
We don't yet have the funding to do the work The public have a view with regard to car parking, which we will need to overcome	Some people may feel uncomfortable walking through the door Accessibility is currently very poor and some people may not expect it to change The County Council appears to perceive parish councils as private organisations rather than public ones

With regard to movement inside the building, there is already permission to install a platform lift between the Corn Exchange and the Court Room, also to install a lift from the ground floor to the first floor in the southwestern corner of the Town Hall. The latter will necessitate some reconfiguration of the office accommodation. However, unless access to the building from outside is substantially improved, the implementation of these measures will have little purpose.

As the Town Council has control of the Town Hall Garden and also the Anglo-American Garden of Remembrance, access to the Town Hall from the rear is going to be much more achievable in the short/medium term than access from the front. We will need planning permission to change the entrance from Back of Avon but Highways wouldn't object, since we would be improving safety, visibility, and accessibility. However, we fully recognise that it isn't appropriate to divert people to the rear of buildings in order to gain access.

Changes to the front would impact on surface water drainage along the High Street, and there would be a loss of two parking spaces. We'd have to have a public consultation about that. GCC has expressed concern about whether or not the width of the footway is adequate to accommodate a ramp, but we think it is if we can get people to agree to the loss of the parking spaces.

Modifications to the Back of Avon, in order to create a sense of place so that it doesn't feel like a rear entrance, is going to be the most long-term and difficult part of the project, again because of parking and because GCC have no plans to make any changes down there. However, if we improve access into the Anglo-American Garden, we understand that will strengthen our case.

Next steps:

- **Commission a topographical survey of both the front and rear areas** (including heights, distances and services)**.**
- Complete the SWOT analysis, which will help with funding applications.
- Talk to Georgia about the status of the site within the forthcoming Town Centre Masterplan.
- Talk to Lloyds Bank.
- Find and appoint an architect.

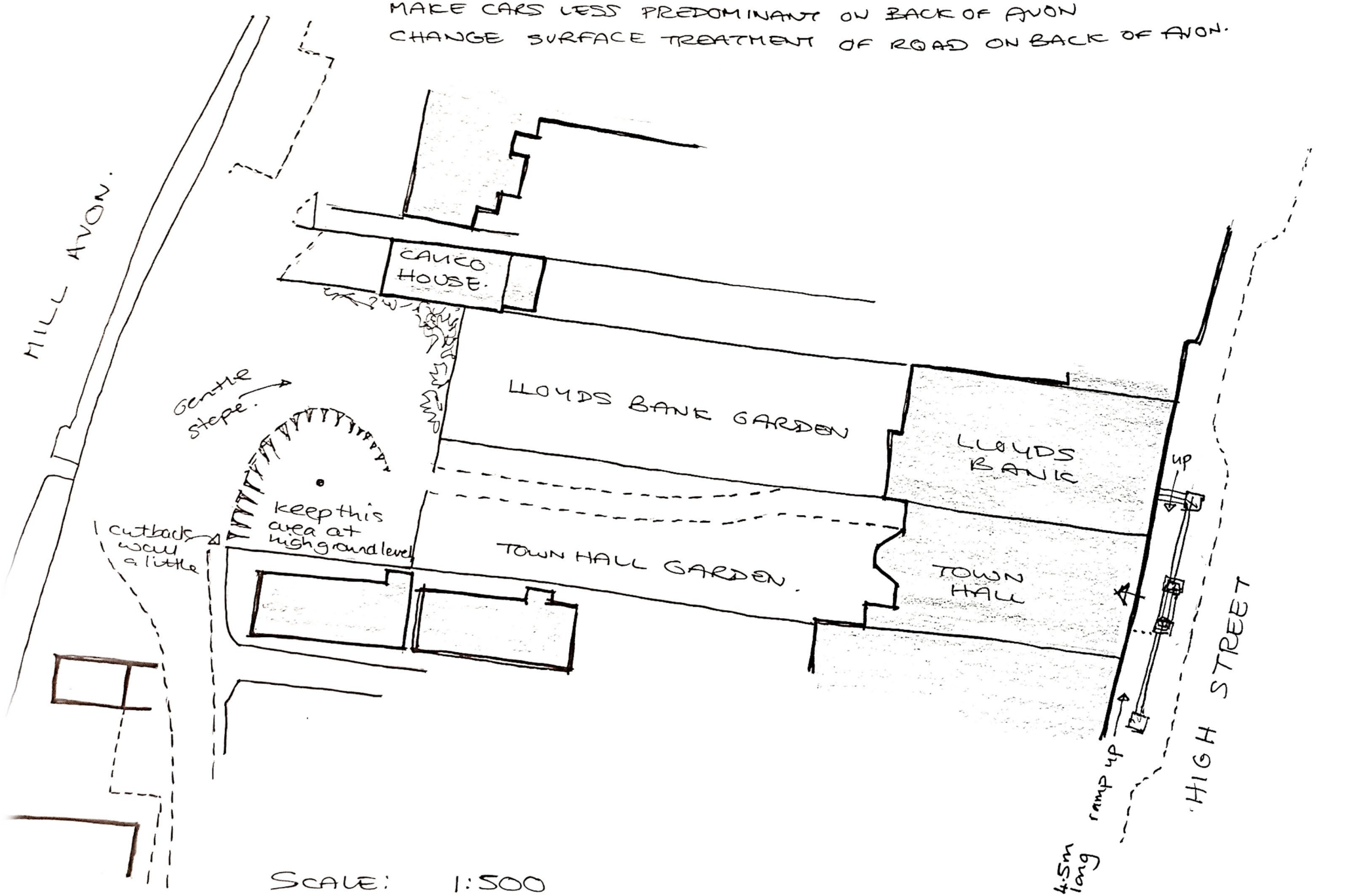
We request that Full Council give approval to commission the survey. There is funding for this work set aside from the Mayor's Charity Account (with regard to the Anglo-American Garden of Remembrance) and in Community Development Planning (some in earmarked reserves and some in the current Planning Committee budget).

The following sketches are merely conceptual and should be treated as such at this stage, but they do give a flavour of what the group aims to achieve.

Anglo-American Garden of Remembrance

Tewkesbury Town Hall (High Street entrance)

REMOVE WALL BETWEEN ANGLO-AMERICAN GARDEN
BLUR EDGES OF BACK OF AVON / ANGLO-AMERICAN GARDEN
MAKE CARS LESS PREDOMINANT ON BACK OF AVON
CHANGE SURFACE TREATMENT OF ROAD ON BACK OF AVON.



SCALE: 1:500

MECHANICAL AND ELECTRICAL BUILDING SERVICES CONDITION REPORT

TEWKESBURY TOWN COUNCIL

TEWKESBURY MUSEUM

TEWKESBURY TOWN COUNCIL

Issued by:

Engineering Services Consultancy Ltd

Griffin House, 19 Ludgate Hill, Birmingham, B3 1DW

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Issue date: 22/07/2023

MECHANICAL AND ELECTRICAL BUILDING SERVICES CONDITION REPORT

TEWKESBURY MUSEUM

TEWKESBURY TOWN COUNCIL

OUR PROJECT REF: ESC1945

DOCUMENT REF: 1945-ESC-00-ZZ-RP-Z-0001

ENGINEERING SERVICES CONSULTANCY LTD

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REV	DATE	ISSUED BY	REVIEWED BY
P1	22 July 2023	Neil Dodd / Robert Adkins	Robert Adkins / Dan Horton

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INTRODUCTION

Engineering Services Consultancy Limited (ESC) were appointed by Tewkesbury Town Council to report on the building services currently present at the Tewkesbury Museum.

The aim of the report is to:

- Review the record information held on file.
- Review the maintenance record information held on file.
- Survey the installed building services.
- Provide an overview assessment of the building services condition.
- Provide recommendations on possible upgrade / improvements to the existing building services.

The building services referenced within this report are as follows.

- Mechanical Ventilation
- Domestic Water Services
- Above Ground Drainage
- Heating Systems
- Electrical Supply
- Electrical Distribution equipment
- General & Emergency Lighting Systems
- Fire Alarm System
- Intruder Alarm System
- CCTV

The reporting format of this document can be defined using some key headings noted below.

CONDITION APPRAISAL

Condition appraisals are defined as: ‘the subjective assessment of the present condition of an individual component or complete system’ or ‘the compilation of data referring to the state of repair of a building and its engineering services’.

MAINTENANCE APPRAISAL

A physical overview assessment to provide the client with reliable information and a clear indication of the state of repair the building services are in.

INDICATIVE ECONOMIC LIFE

Defined as the estimated number of years until that item no longer represents the least expensive method of performing its function.

This report provides the economic life expectancy of all plant and equipment based on the guidance within the Chartered Institute of Building Services Engineering Guide M - Maintenance Engineering & Management.

The referenced economic life factors referenced assume that the following conditions apply:

- A good standard of maintenance
- A high standard of quality control at all levels during manufacture
- Compliance with approved British and European standards and codes of practice
- Installation, including testing and commissioning, carried out to good industry standards
- Where plant and equipment are imported from outside the European Union, equivalent quality and safety standards are clearly specified and appropriate inspections made
- Hours of plant operation (especially rotating plant): many buildings are now being used for longer periods of time as commercial pressures and international competition intensify; where duplicate or multiple plant is installed; the hours of each unit should be assumed to be nominally equal
- Adequate space for safety, access, maintenance, and removal of plant.

USEFUL LIFE

The estimated number of years during which an item will perform its function according to some established performance standard.

TECHNOLOGICAL LIFE

The estimated number of years until technology causes an item to become obsolete.

ESTIMATING FUTURE LIFE EXPECTANCY

To assess the future life for an individual item of plant it is necessary to consider its condition, operating performance, and service record to determine, as far as possible, whether the item of plant is on average, better than average, or worse than average condition for its age. This would normally be assessed by various measures including the following:

- a visual inspection of the physical condition and the plant in operation
- an assessment of whether the plant is performing an appropriate performance standard
- a review of service and maintenance records

This review should indicate the condition of the existing plant by comparison with the average and allow an estimate of the remaining period before there is any significant increase in the risk of failure rate.

BUDGET COSTINGS

Unless specified otherwise or provided directly by a specialist, these shall be formulated from reference to industry recognised guidance documentation. Costs do not include value added tax, consultancy/design fees, specialist access equipment or builders work in connection, unless expressly stated.

COMPILATION OF DATA REFERRING TO THE BUILDING SERVICES

To inform this report, data has been collected using the following methods:

Visual Inspection: Visual inspections are required to be undertaken to establish the extent of the existing mechanical and electrical engineering services which comprise the landlords' services, their current condition, and the outline feasibility considerations to modify or replace the existing service.

Liaison with the Building Management Team: Liaison with the management staff and the companies/contractors who maintain the systems, where applicable, to gain an insight and understanding of how the systems are performing, failing and proposed maintenance programmes.

Review of record information: The record information generally consists of Operating and Maintenance Manuals including as fitted drawings relating to the original building construction and any subsequent work.

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BACKGROUND

OVERVIEW OF THE CENTRE

The original construction of the Tewkesbury Museum is assumed to have been completed in around mid-17th Century. The Grade II listed building is located on Barton Street and covers three floors (Ground, First and Second).

The building is neighboured by The George Watson Memorial Hall and The Old Paper Store.

The Museum shares a courtyard passage with The George Watson Memorial Hall which provides access from the rear of the museum and the building to the rear to Barton Street.

Figure 1 - Tewkesbury Museum from Barton Street

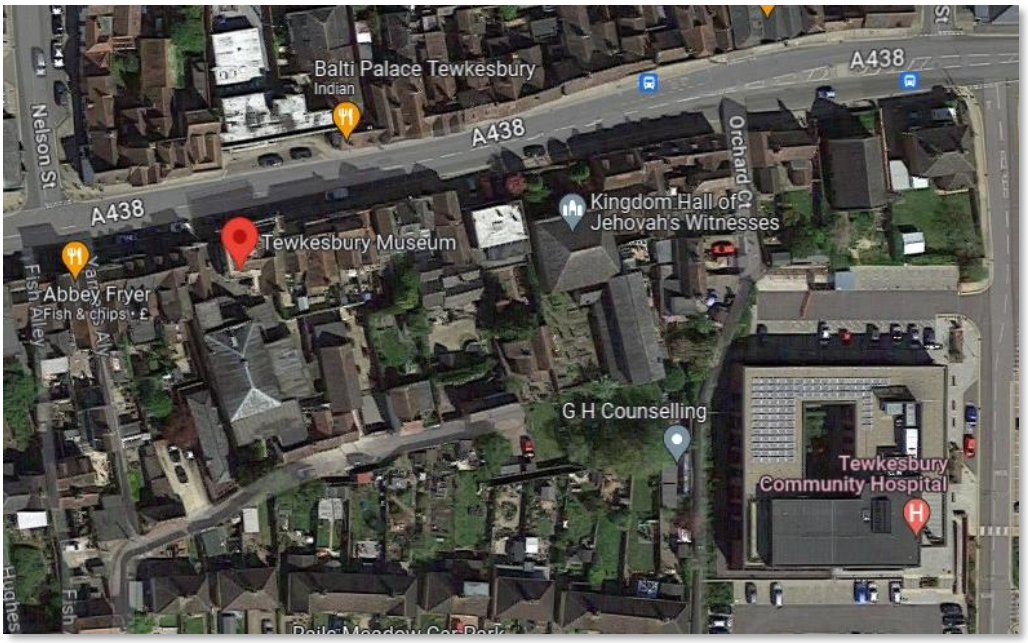

Figure 2 - Tewkesbury Museum Location

MECHANICAL SERVICES

MECHANICAL VENTILATION

GENERAL DESCRIPTION

The museum building is not provided with any form of mechanical ventilation, the building relies on natural ventilation throughout. Space such as toilet areas, kitchenettes also have no form of mechanical extract ventilation, local windows or air bricks are used to ventilate these spaces.

De-humidifiers are used throughout the building as they cannot control infiltration rates, and with the condition of the building, high humidity levels are being experienced. The De-humidifiers are portable units in most cases and manual emptying of the condensation is required, the introduction of fixed humidifiers would help the space, but routing condensation to a drain location could be problematic.

RECOMMENDED ACTIONS

Ventilation of the space could be via the main roof loft area, an air handling unit could be located in the loft space, connected to outside via the roof system on the external façade. The air handling unit could ventilate directly into the main staircase area, this would then introduce fresh air into the building as a whole, the air handing unit could be used to put the building under a slightly positive pressure, to reduce infiltration, helping with a more controlled environment.

The air handling unit could be provide with some form of mechanical heat recovery, recovering heat from the exhaust air and transferring this to the incoming fresh air, also the unit could be provided with heating and cooling linked to an air source heat pump arrangement if suitable location can be highlighted for the heat pump on the rear façade.

De-humidification would still be needed within the building, we would suggest some form of fixed devices are installed at each level to control the internal environment.

Toilet and kitchenette areas will need mechanical ventilation in line with the Building Regulations when these areas are refurbished.

COSTS

Description of cost item	Cost
AHU to provide positive ventilation to the building, complete with heat recovers and air source heat pump	£25,000.00
De-humidification devices to main areas of the building	£11,500.00
Toilet and kitchen ventilation	£3,000.00
Total	**£39,500.00**

DOMESTIC WATER SYSTEMS

GENERAL DESCRIPTION

The Museum Building is served by a single incoming mains water supply located in the WC area, behind boxing. Mains cold water is then distributed to serve the WC and the kitchenette using mains water pressure.

Domestic hot water is provided via a local electric water heater within the kitchenette area, this water heater serves the kitchenette and the WC areas only.

CURRENT SYSTEM CONDITION

From visual inspection, the meter and distribution system all appear to be of good condition, should the future refurbishment take place the water connection size will need to be checked at this is only a 15mm incoming connection and depending on the additional demand, may need to be uprated.

The electric water heaters looks to be newly installed, and of good condition.

CURRENT MAINTENANCE PROGRAMME

N/A

OPERATING AND MAINTENANCE RECORD INFORMATION

The electric water heater manual is located on top of the unit, no maintenance data was viewed for the hot water unit during the inspection

INDICATIVE ECONOMIC LIFE

Component	CIBSE Guide M Indicative Economic Life (years)	Expected remaining economical life of plant (years)
Water Heaters	12	10
Valves	25	10
Copper Pipework	45	10

ESTIMATED FUTURE LIFE EXPECTANCY

The cold water system and distribution has limited mechanical components associated with it, the system should remain both useful and economical for the medium term (10> years).

The domestic hot water systems contain more sensitive elements, items like expansion device and heating elements have a tendency to fail, but this is a new heater and should remain economic for the medium term (10> years).

COSTS

Based on the future life expectancy described above, the domestic cold-water system should only require ongoing routine maintenance to ensure a useful operation.

The system will need to be modified to suit the proposed refurbishment, new water heaters may need to be introduced, without details of the proposals, we are unable to estimate the costs associated with this.

RECOMMENDED ACTIONS

Regular maintenance to be maintained and any remedial works highlighted during maintenance inspections to be actioned immediately.

ABOVE GROUND DRAINAGE

GENERAL DESCRIPTION

The museum building is only provided with above ground drainage to the WC and kitchenette, the drainage system is mainly boxed in, therefore visual inspection was not possible.

CURRENT SYSTEM CONDITION

Unable to view due to boxing

CURRENT MAINTENANCE PROGRAMME

N/A

OPERATING AND MAINTENANCE RECORD INFORMATION

N/A

INDICATIVE ECONOMIC LIFE

Component	CIBSE Guide M Indicative Economic Life (years)	Expected remaining economical life of plant (years)
Plastic above ground drainage	25	5

ESTIMATED FUTURE LIFE EXPECTANCY

If the building and toilet areas are going to be refurbishment, we would suggest the above ground drainage system is replaced as part of these works.

COSTS

Description of cost item	Costs
Single SVP system connecting WC and Kitchenette, complete removal and new installation, excluding builders works and boxing removal would be recovers and air source heat pump	£3,000.00
Total	**£3,000.00**

RECOMMENDED ACTIONS

The total replacement of this system is recommended as part of the building refurbishment.

HEATING SYSTEMS

GENERAL DESCRIPTION

The Museum is provided with some local electric heaters and skirting electric heaters, but the heater sizes appear to be limited in capacity for the spaces. A lot of the spaces have no form of heating and heaters should be introduced to protect the building fabric and items on display.

CURRENT SYSTEM CONDITION

The heaters appear to be operating and of reasonable condition

CURRENT MAINTENANCE PROGRAMME

No details of system maintenance were viewed for the electric heaters.

OPERATING AND MAINTENANCE RECORD INFORMATION

Manufacturers booklets are retained on site.

INDICATIVE ECONOMIC LIFE

Component	CIBSE Guide M Indicative Economic Life (years)	Expected remaining economical life of plant (years)
Electric heaters	10	5
Skirting heaters	10	8

ESTIMATED FUTURE LIFE EXPECTANCY

The heaters appear to be of reasonable condition, and should remain both useful and economical for the medium term (5 to 8 years).

RECOMMENDED ACTIONS

The building is an old building with conservation issues, reviewing the heating, the possibility of introducing local electric heaters is viable utilising kick heater within the exhibitions rooms and wall mounted heaters where wall space is available. There is also the option to use radiant panels within some of the rooms where floor to ceiling heights are acceptable.

Due to the limited heaters installed, we would recommend heatloss calculations are undertaken for the building as a whole and suitably sized heaters installed in all spaces

COSTS

Description of cost item	Costs
Heatloss calculations	£3,000.00
Heaters installed to each room	£15,000.00
Total	**£18,000.00**

GAS SERVICE

GENERAL DESCRIPTION

The museum is not provided with any form of gas services, but a capped gas suopply is located in the front ground floor room. This gas connection needs to be checked to confirm if this is live.

RECOMMENDED ACTIONS

Check the gas service, if found to be live, arrange disconnection in the street and removed the capped gas service.

COSTS

Description of cost item	Costs
Investigate gas pipework to confirm dead	£2,000.00
Remove gas pipework, cap in street and remove	£4,000.00
Total	**£6,000.00**

ELECTRICAL SERVICES

ELECTRICAL SUPPLY & METERING

GENERAL DESCRIPTION

The museum is provided with a Low Voltage (LV) supply from the local Distribution Network Operator (DNO). In this instance, the DNO is National Grid Electricity Distribution (NGED) formerly known as Western Power Distribution.

The supply enters the building within the cellar and terminates into a 100Amp three phase cut out.

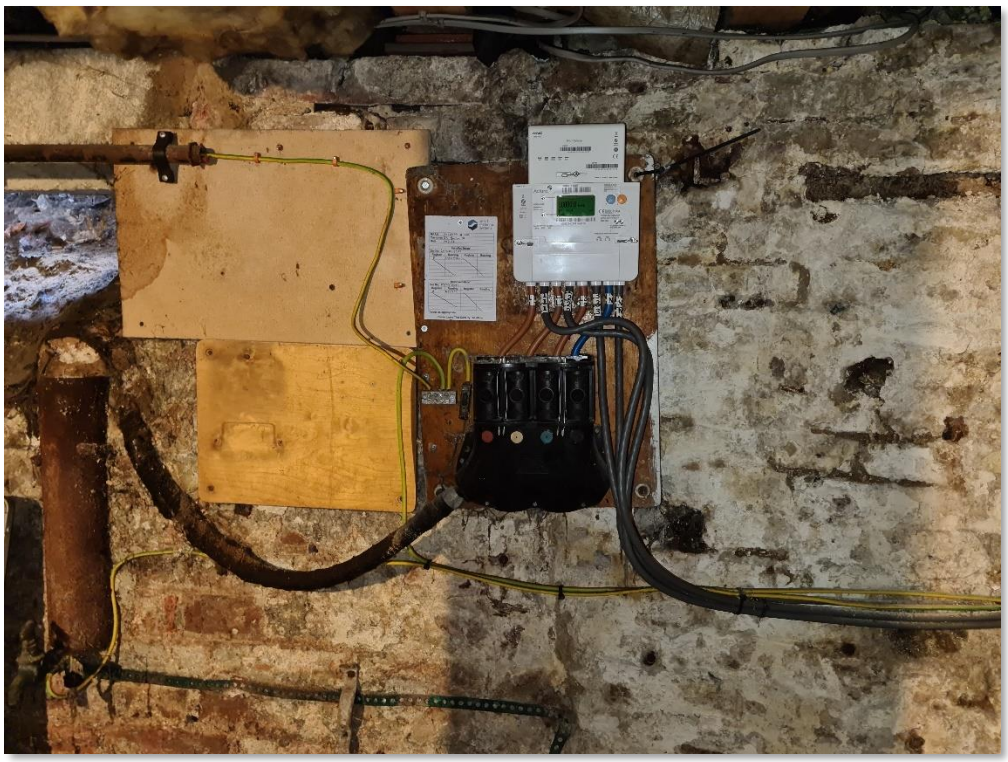

Figure 3 - Electrical Supply & Metering

The supply cable and cutout equipment is the property of NGED. The occupier should not disturb or otherwise modify this equipment. NGED have a responsibility to maintain this equipment.

The metering installed is known as whole current metering and is the property of the electricity supplier. The occupier should not disturb or modify this equipment.

CURRENT SYSTEM CONDITION

The electrical supply cabling and cut out are in reasonable condition commensurate of age. It is assumed the supply and cut out was installed in the early 1980's. The metering equipment was replaced in November 2021.

It has been mentioned by the museum trustees that there is an ongoing issue with the incoming supply and power failures, more specifically with Phase 2 (black phase / old yellow phase). It appears this happens around 3-4 times per year but has happened only once in 2023 which was in April.

The electrical maintenance contractor has raised an issue concerning the incoming supply cabling and cut out equipment within the museum and town council building. There is record, within the town council building, that NGED attended site to inspect the supply cabling and cut out within the town council building and stated that it is suitable for continued use. As the town council building is considered to be in a slightly worse condition than the museum by the electrical contractor, it is assumed the museum equipment is also suitable.

During our site survey, we could not find any evidence of damage or degradation to the incoming supply cabling or cut out equipment which would raise concern. However, it appears that the meter tails between the cut out and meter are showing signs of degradation. This cabling is double insulated and whilst we have no initial concerns, this should be monitored moving forward and cabling replaced should it degrade to a point where it poses a health and safety concern.

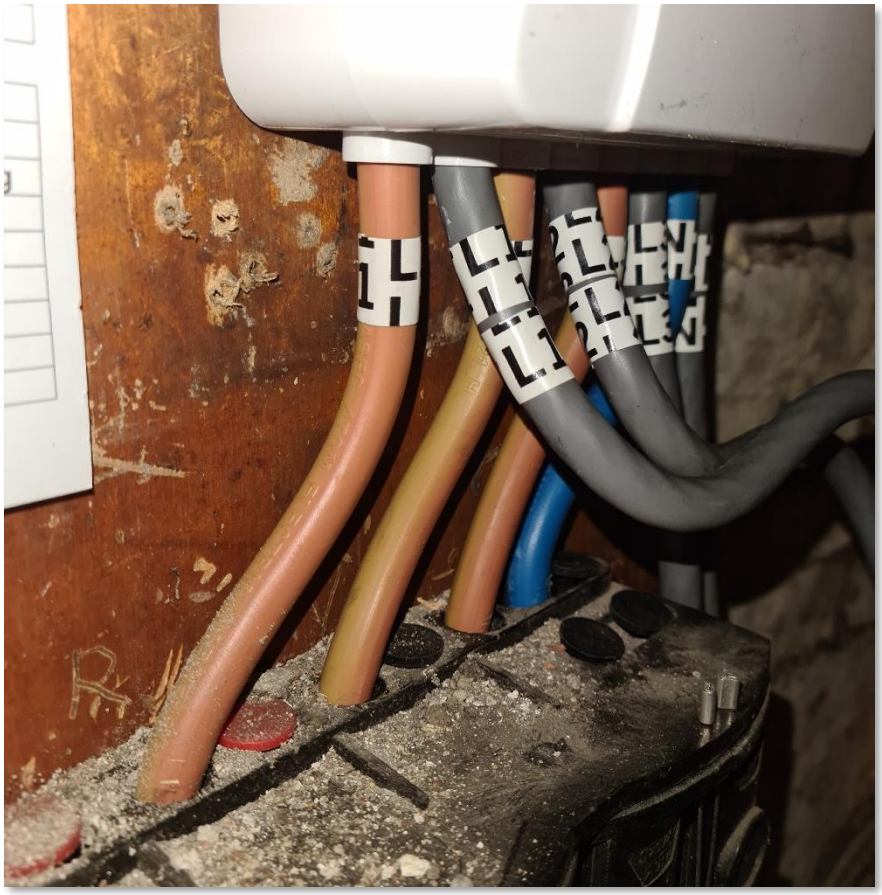

Figure 4 - Degradation of cable insulation below meter

CURRENT MAINTENANCE PROGRAMME

No maintenance is required by the customer for the incoming electrical supply, cut out and metering equipment. These are to be maintained by the respective companies.

INDICATIVE ECONOMIC LIFE

Plant	CIBSE Guide M Expected Life (years)	Expected remaining economical life of plant (years)
Mains Cabling	30-35	-5 to -10
Metering Equipment	20	18

ESTIMATED FUTURE LIFE EXPECTANCY

The incoming supply arrangement should be visually inspected on a regular basis by a qualified electrician. Any damage found should be report to NGED immediately.

COSTS

Should the incoming supply equipment not deteriorate any further we do not envisage any cost associated with the incoming supply equipment.

RECOMMENDED ACTIONS

The customer should monitor the incoming supply cabling and cut out equipment and notify NGED should the condition deteriorate.

It is also recommended that National Grid Electricity Distribution are contacted regarding the resilience of the incoming supply and the regular failure on Phase 2.

ELECTRICAL DISTRIBUTION EQUIPMENT

GENERAL DESCRIPTION

The distribution equipment located within the cellar adjacent the incoming electrical supply, comprises distribution boards which provide power to lighting, sockets, mechanical equipment, security systems and other electrical equipment.

There are two distribution boards in total with DB1 supplying general lighting and sockets circuits and DB2 supplying local electric heaters. The distribution equipment is manufactured by Hager.

Figure 5 - Distribution Boards

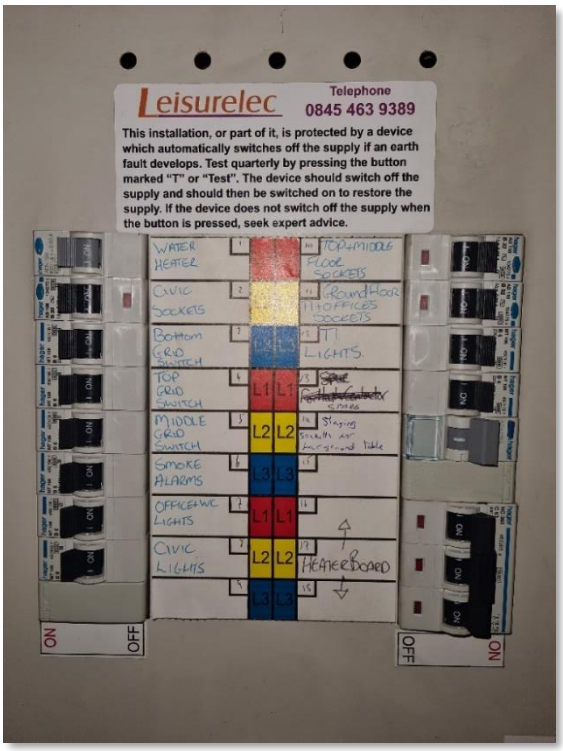

Figure 6 – DB1 Final Circuits

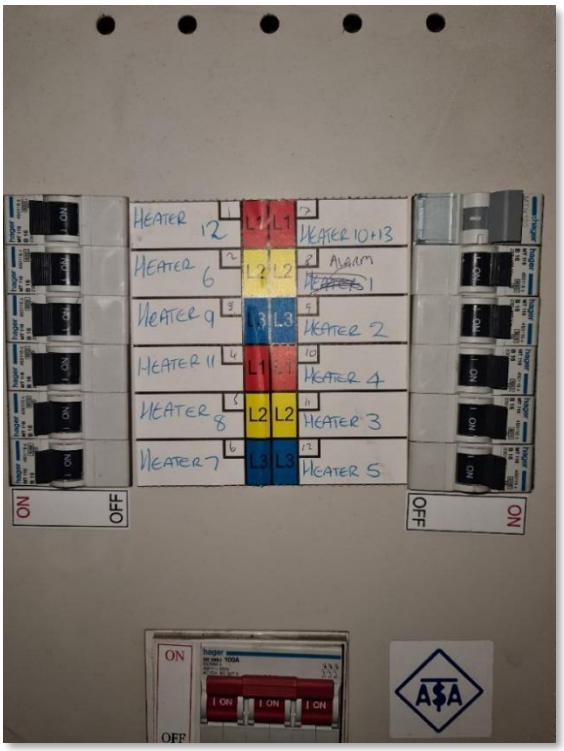

Figure 7 - DB2 Final Circuits

CURRENT SYSTEM CONDITION

The distribution equipment appears to be in good condition for its age. There is no visual damage to the equipment and all circuit protective devices are of the same manufacture as the distribution boards.

CURRENT MAINTENANCE PROGRAMME

The distribution equipment should be regularly inspected and tested in accordance with the wiring regulations BS7671.

From our review of the maintenance information held on site, the system was last tested in September 2020. The next inspection is due September 2025.

The Electrical Installation Condition Report (EICR) states that the current installation is in a "Satisfactory" condition which means there were no major issues with the installation and is suitable for continued use.

However, the report did highlight a few minor issues with the incoming supply arrangement which has been highlighted in the previous section of this report.

OPERATING AND MAINTENANCE RECORD INFORMATION

We have reviewed the EICR held on site in hard copy and other quotations of works completed in the last 5-10 years. Other than this, there is no other information surrounding what is installed on site.

INDICATIVE ECONOMIC LIFE

Plant	CIBSE Guide M Expected Life (years)	Expected remaining economical life of plant (years)
LV Switchgear (Internal)	25	-15
Distribution Boards	20	-10
Thermoplastic cabling	30	0

ESTIMATED FUTURE LIFE EXPECTANCY

Based on the above table the distribution boards have exceed their life expectancy and the cabling systems have now also reached the end of their economic life.

COSTS

Due to the “Satisfactory” status on the last Electrical Installation Condition Report, the electrical distribution equipment is suitable for continued use in the short term. This should be reviewed after the next inspection in September 2025.

With reference to the below recommended actions, the installation of Arc Fault Detection Devices (AFDD) would cost approximately £100-150 per circuit. This would equate to approximately £2,800 - £4,200.

RECOMMENDED ACTIONS

The electrical installation should be regularly inspected and tested in accordance with the relevant standards such as BS 761 Wiring Regulations. In addition to this, a maintenance programme should be implemented to ensure any health and safety issues are actioned promptly.

Due to the nature and construction of the building and the value of items contained therein, it is recommended that Arc Fault Detection Devices should be installed to each of the circuits as recommended by BS 7671.

GENERAL & EMERGENCY LIGHTING SYSTEMS

GENERAL DESCRIPTION

The lighting systems comprise of different lamp and fitting types, ranging from fluorescent to LED and recessed to surface mounted.

The lighting controls are quite simple with manual control predominantly used, and supplemented by automatic detection to some areas such as main stairwell.

Emergency lighting is provided via standalone fluorescent bulkhead fittings with integral battery backup. From our initial survey we do not believe there is sufficient coverage of emergency lighting to all the required areas such as change of levels and direction, highlighting firefighting equipment etc (in accordance with BS5266).

There are no external lighting systems installed at the museum.

Figure 8 - Example of emergency bulkhead and recessed LED fitting

Figure 9 - Example of surface mounted batten fitting

Figure 10 – Example of lighting to stairwell

Figure 11 – Example of feature lighting

Figure 12 - Manual control within admin office area

CURRENT SYSTEM CONDITION

The lighting systems have been systematically upgraded over recent years from the old fluorescent type lamps to LED type. We assume this was done on a point-by-point basis upon fitting failure.

Second floor areas have seen the least upgrades to the lighting systems but it is understood that this area is to undergo refurbishment in the near future.

Although the manual controls are old and outdated, they are in working order and suitable for the type of building and use. The same can be said for the automatic detection.

CURRENT MAINTENANCE PROGRAMME

The emergency lighting logbook currently located on site appears to be updated regularly. There was, however, no evidence of issues and/or rectification of issues.

OPERATING AND MAINTENANCE RECORD INFORMATION

No operational and maintenance record information have been provided to ESC for review.

INDICATIVE ECONOMIC LIFE

Plant	CIBSE Guide M Expected Life (years)	Expected remaining economical life of plant (years)
Lighting switches	10	-20
Luminaires - Fluorescent	3	-15
Luminaires – LED*	8	0-5
Emergency Lighting	25	0

**LED lifespan is based on operating hours. We have assumed operating hours at 5 hours per day 7 days per week and total operating hours of 15,000 hours for the economic life.*

ESTIMATED FUTURE LIFE EXPECTANCY

Based on the surveyed lighting systems, the majority of the equipment has far surpassed its economic life expectancy. The LED fittings have some economic life remaining, but this is based on many assumptions such as fitting quality, operating hours and maintenance.

COSTS

Replacement of emergency bulkhead fittings - £50-70 per point.

Installation of additional emergency bulkhead - £150-175 per point.

Upgrade of existing luminaires to LED - £150-250 per point depending on fitting type and quality.

RECOMMENDED ACTIONS

All fluorescent lamp fittings should be upgraded to new low energy LED luminaires. Emergency lighting should be fully surveyed to ascertain if sufficient coverage is provided by the current installation. The emergency lighting should also be coordinated with the fire strategy for the building.

Review of the lighting control system to see if automatic detection to all areas of the building would be beneficial. This depends on how the building is being used – manual control may be the best solution to certain public accessed areas.

FIRE ALARM SYSTEM

GENERAL DESCRIPTION

The building is provided with a wireless fire detection and alarm system comprising automatic fire detection via 3-in-1 optical smoke sensor with integrated voice annunciator and visual alarm device. Manual call points and an analogue addressable fire alarm control panel are installed to protect the building and alert its occupants in the event of a fire situation.

The main control panel is located within the main entrance corridor outside the admin office.

The system control panel are manufactured by Kentec, from the Syncro AS range. The majority of the automatic detection devices appear to be manufactured by Ekho. The system also comprises echo wireless expander and translator modules located strategically around the builidng to facilitate the wireless signals.

This system was installed believed to have been installed in 2019.

Based on our current site surveys of the fire alarm system it is assumed the category of the system is either L1 or L2 which covers the majority, if not all the building.

Other than offsite signalling to a remote Alarm Receiving Centre (ARC), it is not believed that the fire alarm system interfaces with any other ancillary systems.

Figure 13 - Fire Alarm Control Panel, Zone Plan & Logbook

Figure 14 - Fire alarm zone plan

Figure 15 - 3-in-1 Optical Smoke Detection

Figure 16 - Wireless Expander Module

CURRENT SYSTEM CONDITION

The fire alarm control panels were in good condition and there were no faults present at the time of the survey.

The equipment including automatic detection appear to be in good condition.

CURRENT MAINTENANCE PROGRAMME

Securitas are the current maintenance provider for the fire alarm system, however, from conversations with the museum trustees, they do not appear to be providing sufficient service. It was also mentioned that a faulty manual call point was logged over a year ago with no replacement date identified.

Under current regulations it is recommended that weekly, monthly, and yearly tests and inspections are carried out to identify any faults and false alarms so they can be rectified to ensure a fully working and compliant system. Further information on the routine testing procedures can be found in BS 5839.

No maintenance programmes have been provided to ESC for review. These should be issued to ESC as soon as possible for review. This should include the cause-and-effect strategy.

OPERATING AND MAINTENANCE RECORD INFORMATION

There were some operational and maintenance record information held on site, but this was minimal and consisted of data sheets and user manuals only.

INDICATIVE ECONOMIC LIFE

Plant	CIBSE Guide M Expected Life (years)	Expected remaining economical life of plant (years)
Fire Alarm System	20	16

ESTIMATED FUTURE LIFE EXPECTANCY

The fire alarm system components and equipment have sufficient future life expectancy remaining based on the assumed installation.

COSTS

Other than the ongoing maintenance costs we do not foresee any additional costs in the near future.

RECOMMENDED ACTIONS

The faulty manual call point should be investigated as a matter of urgency.

INTRUDER ALARM SYSTEM

GENERAL DESCRIPTION

The building is provided with basic intruder alarm system which covers the building via a combination of movement detectors and door contacts. The coverage is mainly to the ground floor areas only.

The main alarm panel is located within the admin office area and is manufactured by Texecom.

The system is connected to a remote Alarm Receiving Centre (ARC); however, we were unable to confirm how this is achieved (DualCom or simple AutoDialer).

It is assumed the system was installed around 15 years ago.

Figure 17 - Intruder Alarm Panel

CURRENT SYSTEM CONDITION

Based on our site survey the system looks to be in good condition with no issues identified.

CURRENT MAINTENANCE PROGRAMME

Although there is an appointed contractor, Security 1, there was no maintenance information for review.

OPERATING AND MAINTENANCE RECORD INFORMATION

No operational and maintenance record information have been provided to ESC for review. These should be issued to ESC as soon as possible for review.

INDICATIVE ECONOMIC LIFE

Plant	CIBSE Guide M Expected Life (years)	Expected remaining economical life of plant (years)
Intruder Detection Equipment	15	0
Intruder System Control Panel	20	5
Intercommunications	10	-5
Extra Low Voltage Wiring system	25	10

ESTIMATED FUTURE LIFE EXPECTANCY

Based on the assumed installation date, some equipment has reached its life expectancy. However, as the system is annual maintained, this should be monitored moving forward and equipment replaced as required.

COSTS

Other than the ongoing maintenance costs we do not foresee any additional costs in the near future.

RECOMMENDED ACTIONS

None.

CCTV SYSTEM

GENERAL DESCRIPTION

The building is provided with a very simple CCTV system. The system comprises 4no wireless cameras located to certain area/rooms around the building. Each camera is connected to a socket outlet to provide AC power and is wireless connected back to the control / viewing monitor.

The control / viewing monitor and recording equipment is located at the reception desk area.

Figure 18 - Wireless CCTV Camera

Figure 19 - CCTV Monitor

CURRENT SYSTEM CONDITION

The museum trustees mentioned that one of the 4no camera has intermittent power supply issues and will switch off. There is also no recording function for this camera.

CURRENT MAINTENANCE PROGRAMME

No maintenance programmes have been provided to ESC for review.

OPERATING AND MAINTENANCE RECORD INFORMATION

No operational and maintenance record information have been provided to ESC for review.

INDICATIVE ECONOMIC LIFE

Plant	CIBSE Guide M Expected Life (years)	Expected remaining economical life of plant (years)
CCTV System Internal	20	15

ESTIMATED FUTURE LIFE EXPECTANCY

We were unable to ascertain the installation date of the system, but we assume it is around 5 years ago.

COSTS

For a replacement camera we would estimate the cost to be approximately £110.

RECOMMENDED ACTIONS

The faulty camera should be replaced.

Engineering Services Consultancy Ltd

22 July 2023