

MINUTES
of the
**Buildings Committee meeting held on 28th May 2024 at 6.00pm in the Town Hall,
Tewkesbury**

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

In attendance: D Hill (Town Clerk), three members of the public

B.24.017 Receive apologies for absence

Cllrs R Langdon, C Robertson

B.24.018 Receive declarations of interest

Cllr Raywood regarding item 24.036.

B.24.019 Receive dispensations

None.

B.24.020 Approve the minutes of the Buildings & Moorings Committee meeting held on 28th May 2024

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

B.24.021 Matters arising from the minutes – for information only

22.048 TH Basement storage – Town Clerk to get a quote for under-boarding the basement – carried forward.

Town Hall heating improvements – some upgrade issues remain outstanding, review when system is turned on.

23.016 Building Condition reports – awaiting costs for Architect managed project at the Watson Hall (grant funding stream identified).

23.033 Accessibility issues at the Town Hall – awaiting response from Highways

23.064 Removal of DPS at Watson Hall – no longer progressing but committee keen to have an update from Licensing team, especially regarding town safe project.

Action: update on Town Safe project to go to Full Council – complete.

23.081 Gas Service recommendations at 64 Barton Street – Wales & West Utilities to attend site.

B.24.022 Receive correspondence relating to the Buildings & Moorings Committee

Emails from Tewkesbury Museum have been received regarding the possible use of one of the front storage rooms at the Town Hall for storage of artefacts and the possible takeover of the intruder alarm system. The committee felt that the storage room request could not be facilitated due to this space being needed for storage of chairs and tables. The Town Clerk will investigate the takeover of the intruder alarm system. **Action:** add to future agenda once information received.

- B.24.023 Public Participation**
Two members of the public spoke about the license for the garden at 2 Saffron Road. They confirmed that they are happy with the proposed increase in licence fee but were not content with the situation concerning termination clauses in the licence mainly surrounding access to the property and safety matters.
- B.24.024 Approve payments to be made**
None.
- B.24.025 Review the budget report and earmarked reserves report**
The budget and earmarked reserves reports were reviewed. The release of the earmarked reserve for 64 Barton Street was noted. **Action:** Town Clerk to add movement of Town Mayor accessibility monies to a new earmarked reserve to the next meeting agenda.
- B.24.026 Agree the release of EMR 364 Buildings Fundraising to 160 4504 Buildings Fundraising**
It was RESOLVED to release EMR 364 Buildings Fundraising. Proposed by Cllr Jones, seconded by Cllr Moran.
- B.24.027 Note the findings and recommendations of the acoustic survey at the Watson Hall and to agree the work required to upgrade the doors and windows to the main hall and to block up the windows at the rear of the stage**
The Town Clerk reported that grant funding of around £8,000 is available for this project. Quotations have been received for each of these items. The committee noted that planning permission is likely to be required to block up the windows and so accordingly will budget for this work (around £3,400) in the 2025/26 budget. The committee noted the quoted costs for the door work. The Town Clerk will obtain a further two quotes for this work. It was RESOLVED to delegate authority to the Town Clerk to progress this work using around £8,000 of grant money and the remainder to be funded from the Projects budget up to around £4,300. Proposed by Cllr Jones, seconded by Cllr Moran.
- B.24.028 Approve match funding expenditure for the Heating, Ventilation and Air Conditioning system for the Watson Hall**
The Town Clerk reported that grant funding of £24,999 had been applied for to part fund this project. The work will improve the energy efficiency of the building as confirmed by a recent energy audit of the building and will also ensure create a better environment for the users of the hall in warmer weather and when the hall has a lot of users for an event. The quotes for the work were reviewed and the committee. The committee noted that the installation of the system is required and felt that the grant funding should be utilised if it is awarded. It was RESOLVED to approve expenditure of around £20,000 in match funding if the grant application is successful. Proposed by Cllr Danter, seconded by Cllr Moran.

- B.24.029** **Note the scope of the Community Ownership Fund application for the Watson Hall and approve match funding and expenditure relating to professional fees**
The Town Clerk reported that the Community Ownership Fund has been put on hold due to the General Election. An update is awaited.
- B.24.030** **Note emergency works to unsafe wall at the rear of the Watson Hall and to agree a Structural survey of the wall**
The works were noted. It was RESOLVED to commission a Structural survey of the wall. Proposed by Cllr Danter, seconded by Cllr Jones.
- B.24.031** **Approve works to under-board the basement at the Town Hall**
Deferred.
- B.24.032** **Receive an update on the Town Hall Accessibility Project from the working group**
A meeting has been held with Georgia Smith from Tewkesbury Borough Council who has agreed to take the accessibility proposals back to the Borough Council. **Action:** Office to obtain contact details for neighbouring properties.
- B.24.033** **Receive an update from the Town Clerk on possible funding for the Accessibility Project in the Anglo American Garden of Remembrance**
Deferred. The Town Clerk is awaiting this information.
- B.24.034** **Receive an update from the Town Clerk on the MEND 4 grant application for improvement works at 64 Barton Street and to agree expenditure relating to professional fees**
The Town Clerk updated the committee that the full application is being worked on ready for submission by the middle of August. It was RESOLVED to approve expenditure relating to professional fees associated with this project. Proposed by Cllr Jones, seconded by Cllr Moran.
- B.24.035** **To resolve that the press and public are excluded due to the confidential nature of the business under the Public Bodies (Admissions to Meetings Act) 1960 s1, sub-section 2**
Proposed by Cllr Danter, seconded by Cllr Jones.
- B.24.036** **Receive an update from the Town Clerk in respect of the Licence for the garden at the rear of the Watson Hall**
The committee reviewed the proposed letter to be sent by Thomson & Bancks. The committee wished to emphasise their desire for the licence to be issued and to delegate authority to the Town Clerk to liaise with Solicitors on the licence matters should the property be sold in the future. **Action:** Town Clerk to add the delegated authority to the next meeting agenda.

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

Signature of Chairman upon approval of the minutes 8th October 2024