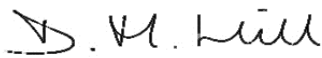


**TEWKESBURY TOWN COUNCIL
MOORINGS COMMITTEE
TUESDAY 19th NOVEMBER 2024**

To: Councillors C Danter (Chairman), S. Raywood, H Bowman

You are hereby summoned to a meeting of the Moorings Committee to be held in the Mayor's Parlour, Town Hall, High Street, Tewkesbury, Tuesday 19th November 2024 at 12.30pm

Members of the public and press are welcome to attend.



Debbie Hill, Town Clerk
13th November 2024

AGENDA

1. Receive apologies for absence
2. Receive declarations of interests
3. Receive dispensations
4. Approve the minutes of the Moorings Committee meeting held on 22nd October 2024
5. Matters arising from the Moorings meeting 22nd October 2024 – for information only
6. Receive correspondence relating to the Moorings Committee
7. Public Participation *(to provide members of the public/press with the opportunity to comment on items on the agenda or raise items for future consideration. In accordance with Standing Orders this will not exceed 12 minutes in total and 3 minutes per person.)*
8. To receive the budget report and earmarked reserves report
9. To discuss and agree the commitment and appointment of a moorings warden
10. To agree additional budgetary requirements for the year 2025-2026 and the forward budget
11. To agree to combine earmarked reserves 322 Moorings – Prior Court with Moorings Projects (349)
12. To approve the payments list
13. To agree repairs to Back of Avon moorings at a cost of £1,250 as per quote received from G K Engineering & Marine Services
14. To agree the surveys to be carried out on the moorings and agree the contractor from the quotes received

- 15.** To review the feedback from the Moorings Working Group meeting held on 5th November 2024, discuss/agree actions and agree invitees to the working group meetings
- 16.** To review, update and agree next steps on the Moorings Work Programme
- 17.** 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. Ss2.
- 18.** Update from Town Clerk regarding the lease to Avon Navigation Trust and ongoing legal matters

MINUTES
of the
**Moorings Committee meeting held on 22nd October 2024 at 12.30pm in the Town Hall,
Tewkesbury**

Present: Cllrs C Danter (Chair), H Bowman, P Jones

In attendance: D Hill (Town Clerk), K Chambers (Admin Assistant), two members of the public

M24.045 **Receive apologies for absence**
Cllr S Raywood – work commitments

M24.046 **Receive declarations of interest**
None

M24.047 **Receive dispensations**
None

M24.048 **Approve the minutes of the Moorings Committee meeting held on 17th September 2024**

It was RESOLVED to approve the minutes of the meeting held on 17th September.
Proposed by Cllr Jones, seconded by Cllr Bowman

M24.049 **Matters arising from the Moorings meeting 17th September – for information only**

24.034 – Email from member of the public regarding moorings expenditure

Admin assistant confirmed she has replied – advising that the Town Council incurred one off expenditure relating to the installation of new railings at Priors Court and St Mary's Lane and for repairs to the wall at the Back of Avon. Most of this expenditure was covered by grant income, however the accounting relating to the works and the grant income was split over two financial years

24.042 – Letter to GK Engineering

Admin assistant confirmed she has sent the letter, and the recipient has confirmed receipt

24.020 – Bins on Red Lane

The Borough Council are now liaising with boat owners who use the bin directly. A bin with a combination padlock has been installed.

The Town Clerk joined the meeting

M24.050 **Receive correspondence relating to the Moorings Committee**

1. An email from a member of the public was reviewed:

I was last in contact with you in July regarding the half-sunken boat in the Mill Avon by the St Mary's Lane car park, which I believe has been there since the floods in January 2024. I have contacted the Avon Navigation Trust who insist that it's not something they can assist with despite it being a hazard to navigation (in my opinion).

Is the removal of this eyesore for residents and visitors the town something the town council can action, or if not, who will be you be informing? The Environment Agency perhaps? I'm sure if I was to tip my broken down fridge into the river, or roll into the water a derelict car off my drive, you as the council would have something to say about it.

Why won't you action anything about this boat?

Discussed.

Action – admin assistant to contact the owner of the mooring and respond to the member of the public to advise them this is being done

2. Email response from Avon Navigation Trust – Cllr Danter to discuss required actions with the admin assistant
3. Email from GK Engineering – regarding a boat moored at the Back of Avon which required securing following the current flooding. The Town Council confirmed the owner has paid one month mooring fee and that the boat is insured and licenced. A pole has been damaged at the Back of Avon.

M24.051 Public Participation

One member of the public asked about the long term plan for the moorings. Also, for feedback on the ideas the Civic Society put forward previously. The Town Clerk confirmed that the Town Council has applied to register the slipway

M24.052 To receive the budget report and earmarked reserves report

Reviewed – the Town Clerk suggested earmarked reserves in 322 (Moorings – Prior Court) be moved under Moorings Project (349). This will be added to the next agenda to be discussed.

M24.053 To consider budgetary requirements for the year 2025-2026 and the forward budget

Considered – discussed whether a stipend for a watchman at the moorings would be sensible in the short term. Also, the possibility that an emergency fund is required, and that projects expenditure may need to significantly increase. In addition, the Town Council may need advice on what size boats should moor there going forward.

M24.054 To approve the payments list

No payments list to approve

M24.055 To review the feedback from Moorings Working Group meeting held on 8th October 2024 and discuss/agree actions

The admin assistant advised that the Moorings work programme was discussed (see following agenda item)

M24.056 To review, update and agree next steps on the Moorings Working Programme

Reviewed and document updated

Action – admin assistant and Town Clerk to locate previous surveys carried out

M24.057 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. ss2

It was RESOLVED to exclude the press and public

M24.058 Update from Town Clerk regarding the lease to Avon Navigation Trust and ongoing legal matters

1. Warrant for removal of structure adjacent to the moorings area at Priors Court – Town Clerk has a meeting with Thomson and Bancks on 30th October to provide them with detailed instruction and requirements
2. Lease to Avon Navigation Trust – Town Clerk provided an update
3. Red Lane lease – under review.

There being no further business, the meeting closed at 14.29

Signature of Chairman upon approval of the minutes 19th November 2024

Detailed Income & Expenditure by Budget Heading 11/11/2024

Month No: 7

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>200 Moorings</u>						
1300 Moorings Income	7,058	7,000	(58)			
1850 HAZ Income	9,355	0	(9,355)			
Moorings :- Income	16,413	7,000	(9,413)			0
4450 Maintenance	270	7,000	6,730		6,730	
4460 Rates	2,002	1,500	(502)		(502)	
4470 Mooring Leases	100	100	0		0	
4590 Projects	0	10,000	10,000		10,000	
Moorings :- Indirect Expenditure	2,372	18,600	16,228	0	16,228	0
Net Income over Expenditure	14,040	(11,600)	(25,640)			
Grand Totals:- Income	16,413	7,000	(9,413)			
Expenditure	2,372	18,600	16,228	0	16,228	
Net Income over Expenditure	14,040	(11,600)	(25,640)			
Movement to/(from) Gen Reserve	14,040					

Earmarked Reserves

Account	Opening Balance	Net Transfers	Closing Balance
320 EMR BUILD 64 BS Maintenance	66,935.00		66,935.00
321 EMR BUILD Town Hall Gardens	250.00		250.00
322 EMR MOOR 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	24,003.00		24,003.00
326 EMR E&A Youth	4,105.00		4,105.00
328 EMR BUILD War Memorial	7,875.73		7,875.73
329 EMR SH Severn Ham	34,133.00		34,133.00
330 EMR E&A CCTV	4,125.00		4,125.00
331 EMR E&A Tree Maintenance	5,650.00		5,650.00
332 EMR E&A Street Furniture	6,014.00		6,014.00
333 EMR E&A Toilet Block Project	13,145.00		13,145.00
335 EMR E&A Bus Shelters	10,773.25		10,773.25
336 EMR FIN Regalia	209.00		209.00
337 EMR FIN Website	2,520.00		2,520.00
338 EMR FIN Professional Fees	5,237.00		5,237.00
339 EMR FIN Legal	17,467.00		17,467.00
340 EMR FIN Elections	5,000.00		5,000.00
341 EMR FIN Tourism & Marketing	1,757.00		1,757.00
342 EMR FIN Newsletter	2,148.00		2,148.00
343 EMR SH Weeding	22,679.00		22,679.00
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	3,253.00		3,253.00
349 EMR MOOR Projects	14,051.00		14,051.00
350 EMR BUILD Watson Hall Lease *	20,000.00		20,000.00
351 EMR BUILD 64 BS Grant Income	144,321.00	-144,321.00	0.00
354 EMR BUILD TH Maintenance	18,029.00		18,029.00
355 EMR BUILD WH Projects	19,319.00		19,319.00
356 EMR BUILD WH Bar Equipment	2,062.00		2,062.00
357 EMR BUILD 64 BS Projects	11,219.00		11,219.00
359 EMR PLA Community Devel Planni	5,856.00		5,856.00
360 EMR BUILD TH Projects	33,362.00		33,362.00
361 EMR FIN Community Grants	600.00		600.00
362 EMR FIN Tewkes Live Music Fest	2,199.00	-2,199.00	0.00
364 EMR Buildings Fundraising	720.00		720.00
365 EMR FIN Events and Services	2,439.00		2,439.00
366 EMR BUILD TH Equipment	870.00		870.00
367 EMR E&A Toilet Block Utilities	1,429.00		1,429.00
369 EMR STA Training	2,087.00		2,087.00
370 EMR PLA CIL	2,252.00		2,252.00
371 EMR PLA Planning Consultancy	1,415.00		1,415.00
372 EMR STA Professional Fees	3,792.00		3,792.00
373 EMR E&A Defibrillators	1,500.00	-1,500.00	0.00
375 EMR BUILD WH Go Fund Me	76.00		76.00
	563,154.21	-148,020.00	415,134.21

Annual Budget - By Centre (Actual YTD Month 7)

		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
200	Moorings											
1300	Moorings Income	6,000	7,458	0	0	7,000	0	7,000	7,058	5,000	0	0
1850	HAZ Income	0	10,497	0	0	0	0	0	9,355	0	0	0
	Total Income	6,000	17,955	0	0	7,000	0	7,000	16,413	5,000	0	0
4390	Grant Expenditure	0	53,090	0	0	0	0	0	0	0	0	0
4450	Maintenance	5,000	7,910	0	0	7,000	0	7,000	270	7,000	0	0
4460	Rates	1,300	2,235	0	0	1,500	0	1,500	2,002	3,000	0	0
4470	Mooring Leases	100	100	0	0	100	0	100	100	100	0	0
4480	Projects - Moorings	10,000	4,745	0	0	0	0	0	0	0	0	0
4590	Projects	0	0	0	0	10,000	0	10,000	0	10,000	0	0
4960	Equipment	0	358	0	0	0	0	0	0	500	0	0
	Overhead Expenditure	16,400	68,437	0	0	18,600	0	18,600	2,372	20,600	0	0
	200 Net Income over Expenditure	-10,400	-50,481	0	0	-11,600	0	-11,600	14,040	-15,600	0	0
6000	plus Transfer from EMR	0	-5,255	0	0	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	(10,400)	(55,736)			(11,600)		(11,600)	14,040	(15,600)		
	Total Budget Income	6,000	17,955	0	0	7,000	0	7,000	16,413	5,000	0	0
	Expenditure	16,400	68,437	0	0	18,600	0	18,600	2,372	20,600	0	0
	Net Income over Expenditure	-10,400	-50,481	0	0	-11,600	0	-11,600	14,040	-15,600	0	0
	plus Transfer from EMR	0	(5,255)	0	0	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	(10,400)	(55,736)			(11,600)		(11,600)	14,040	(15,600)		

Moorings Work Programme			
Action	Status	Date at committee	Comments
Actions - general			
Website content	Open		Reviewed at working group meeting 5th Nov 2024
What3words for all moorings	Open		
Healings Mill bridge to the village green - lock side			
Awaiting outcome of Leases	Open		
Healings Mill bridge to the village green - Red Lane side			
Red lane original lease to be located	Open		
Manage moorings from the flood proof steps	Open		
Healings Mill bridge to Green bridge			
Topographical survey	Open		Quotes received
Ground survey	Open		On hold - GCC has sent a definitive map. Awaiting ownership confirmation
Wall opposite the Mill is heavy with weeds which need clearing to allow condition inspection	Open		
Small tree in the wall needs removing	Open		
Some old moorings left after the floods but they are not accessible from the road, only from the water. Research possibility of second access point to these moorings	Open		
Green bridge to end of commercial moorings			
Topographical survey	Open		Quotes received
Ground survey	Open		
Half Moorings missing resulting from floods	Open		
This area needs a big investment to renew these moorings	Open		
Do we install an extra gate to keep long-term moorings separate from day trippers?	Open		
Reports from commercial moorings	Open		
Priors Court			
Topographical survey	Open		Quotes received
Ground survey	Open		On hold (October 2024)
Warrant for removal of structure next to Cottage	Open		Update 30/10 - Town Clerk met solicitors to provide detailed instructions
Registration	Open		
Check previous surveys to see if still relevant	Open		Two surveys located - carried out in 2022. Otter and water vole survey and HRA survey (Habitat Regulations Assessment)
What is the proposed long term use of these moorings	Open		Rise and fall mooring possibly - try to obtain a cost for this
Remove willow trees	Open		ANT confirmed would remove in Spring 2025
Manage weeds and other growth	Open		
Ownership/maintenance of pathway	Open		Town Clerk will follow up with the Borough council to confirm ownership
Ownership/maintenance of Wall	Open		Note - wall in river belongs to the Town Council. DH to do a land registry search on Priors Court to ascertain ownership
Ownership of the slipway/protective surface and rope	Open		The borough council have advised they don't own, so the Town Clerk is looking to register the land with the Town Council

St Mary's Lane car park		
Topographical survey	Open	Quotes received
Land survey	Open	
Letter to Contractor regarding uncompleted specified works	Open	Admin assistant sent agreed correspondence following meeting 17/9
Who owns the piece of land car park side of the fence?	Open	
Removal of old jetty moorings poles	Open	
Safety of part removed wall	Open	
Investigate the possibility of mooring suitable for kayaks etc Wetherspoons end	Open	
Signage	Open	
Gate fastenings	Open	
Removal of nettles and brambles	Open	CD to contact MVS to see if they are able to help
Catspaw (boat) on moorings	Open	
Structure needs checking	Open	
Boards need cleaning, checking, replacing	Open	
St Mary's Road		
Ground Survey	Open	Definitely required
Topographical survey to include adjacent land	Open	Quotes received
Letter to owner of adjacent land	Open	
St Mary's Road Jetty		
Topographical Survey	Open	Quotes received
Ground Survey	Open	Definitely required
Portage possibilities	Open	
Bike rack	Open	
Use of steps	Open	

