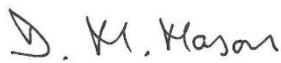


**TEWKESBURY TOWN COUNCIL
MOORINGS COMMITTEE
TUESDAY 16th September 2025**

To: Councillors C Danter (Chairman), S. Raywood, H Bowman, R Gurney and Mr P Cronin

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 16th September 2025 at 12.30pm.

Members of the public and press are welcome to attend.



Debbie Mason, Town Clerk
10th September 2025

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 24th June 2025
5. Matters arising from the minutes - 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 committee budget report and earmarked reserve report
9. To receive an update from the Admin Assistant and agree any actions including:
 - i. Back of Avon moorings
 - ii. Moorings adjacent to St Marys Lane Car Park
 - iii. Priors Court moorings
10. To review, update and agree next steps on the Moorings Work Programme
11. 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.
12. Update regarding ongoing legal matters

MINUTES
of the
Moorings Committee meeting held on 24th June 2025 at 12.30pm
in the Town Hall, Tewkesbury

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

In attendance: K Chambers (Admin Assistant)

M24.115 Receive apologies for absence
P Cronin.

M24.116 Receive declarations of interest
None.

M24.117 Receive dispensations
None.

M24.118 Approve the minutes of the Moorings Committee meeting held on 25th March 2025
It was RESOLVED to approve the minutes of the meeting held on 25th March 2025.
Proposed by Cllr Raywood, seconded by Cllr Bowman.

M24.119 Matters arising from the Moorings meeting 25th March - for information only

24.042 – Letter to GK Engineering regarding Back of Avon work outstanding
Work has not been fully completed to date, Admin Assistant has asked for an update.

24.064 1. - Nesting swans and speed of boats on the river - signage
A river warning was put in place to notify river users where the swans were nested.

24.100 1. - Sunken boat – the moorings owner has asked if the Town Council can offer any financial help towards the removal of the sunken boat from his mooring
Admin Assistant emailed moorings owner to advise that no financial assistance would be offered in this instance.

24.100 2. - Email from moorer at the Back of Avon – regarding the current state of the mooring
Admin Assistant made contact and provided an update of the current situation.

24.109 - To agree new T&C's
New T&C's were issued to all those who moor with the Town Council.

M24.120 Receive correspondence relating to the Moorings Committee
None.

M24.121 Public Participation

None.

Cllr P Jones joined the meeting.

M24.122 To receive the committee budget report (including earmarked reserves)
Received.

M24.123 To agree contractor for removal of finger moorings at St Marys Lane
It was RESOLVED to instruct Avon Navigation Trust to remove the finger moorings when they are next in the area – between 16th June and 30th September 2025 at a cost of £1,218 plus VAT. Proposed by Cllr Bowman, seconded by Cllr Jones.

M24.124 To approve pollarding of Priors Court willow trees at a cost of £300+VAT
Admin Assistant advised she has applied for planning permission from Tewkesbury Borough Council (TBC) and is awaiting outcome.
It was RESOLVED to instruct Matt Hale, one of our approved contractors once planning permission has been received. He will pollard the willow trees to approx. 4 foot at a cost of £300 plus VAT. Proposed by Cllr Jones, seconded by Cllr Bowman.
Action – Admin Assistant to ascertain whether work can be paid for out of the E&A tree maintenance budget.

M24.125 To agree to review the recent topographical and GPR surveys carried out at a working group meeting in July/August
It was RESOLVED to agree that the surveys be reviewed at the next working group meeting.
Action – Admin Assistant to email some possible dates to committee members.

M24.126 To receive an update from the Admin Assistant and agree any actions including:
i. Back of Avon moorings
Following advice from contractors, rise and fall moorings are unlikely to work at this site, due to the large amount of silt meaning the structure would encroach further into the river.
Therefore, a more suitable plan would be to have poles on the outside of a mooring section (similar to what is currently there), but the panels made from steel with holes for water to pass through during flooding or GRP Grating panels (25mm) – 2m x 1m as suggested at the previous meeting.
Action - Admin Assistant to obtain quotes for this design. Also to ask about the composition of the GRP panels – are they made of recycled materials, how long do they typically last for, and consider similar metal options.

ii. Moorings adjacent to St Marys Lane Car Park

Discussed what needs to be considered so we can move forward on this site. The main concern is the stability of the wall.

Action - Admin Assistant to:

- Contact TBC to confirm ownership of the wall and find out if there are any plans in the pipeline for the area
- To obtain a quote to repoint the wall from our approved contractor, Ian Bishop (if required).

An update was also provided regarding a boat currently moored without permission. ANT are dealing with this and have issued an abandoned boat notice as the boat is also unlicensed.

Admin Assistant confirmed that ANT would need to provide consent for work to be carried out on any of the Town Council moorings.

- M24.127** **To consider the committee's current terms of reference and to amend them if required, in view of recent changes to the frequency of Full Council meetings**
Reviewed, the text was updated to the below:

Duties

To oversee the management and development of the moorings and to deal with associated matters

Powers and Responsibilities

Delegated authority in respect of all matters relating to the moorings.

To ensure all facilities are fit for purpose.

To authorise any expenditure included in the budget as well as minor items not exceeding £10,000 not included in the budget.

To make recommendations to full Council for capital expenditure over £10,000 not included in the budget.

To consider and attempt to resolve issues arising from operational matters.

To furnish Finance Committee with a budget (income and expenditure) for the following year by 31st October.

Report all committee decisions and working group recommendations to Full Council via minutes.

Clarity is needed on operational matters (Riverside Walk and Trust) – this will be referred to Full Council.

Proposed by Cllr Danter, seconded by Cllr Jones.

- M24.128** **To review, update and agree next steps on the Moorings Work Programme**
Reviewed.

- M24.129** **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. Proposed by Cllr Bowman, seconded by Cllr Jones.

- M24.130** **Update regarding ongoing legal matters**
An update was given regarding ongoing legal matters.

There being no further business, the meeting closed at 14:26

Signature of Chairman upon approval of the minutes 16th September 2025

DRAFT

Annual Budget - By Centre (Actual YTD Month 6)

		<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
200	<u>Moorings</u>									
1300	Moorings Income	7,000	9,325	5,000	3,067	0	0	0	0	0
1850	HAZ Income	0	9,355	0	0	0	0	0	0	0
	Total Income	7,000	18,680	5,000	3,067	0	0	0	0	0
4450	Maintenance	7,000	1,365	7,000	1,415	0	0	0	0	0
4460	Rates	1,500	1,357	2,500	957	0	0	0	0	0
4470	Mooring Leases	100	100	100	0	0	0	0	0	0
4590	Projects	10,000	5,240	10,000	0	0	0	0	0	0
4960	Equipment	0	0	500	0	0	0	0	0	0
	Overhead Expenditure	18,600	8,062	20,100	2,371	0	0	0	0	0
	Movement to/(from) Gen Reserve	(11,600)	10,618	(15,100)	696	0		0		
	Total Budget Income	7,000	18,680	5,000	3,067	0	0	0	0	0
	Expenditure	18,600	8,062	20,100	2,371	0	0	0	0	0
	Movement to/(from) Gen Reserve	(11,600)	10,618	(15,100)	696	0		0		

Detailed Income & Expenditure by Budget Heading 09/09/2025

Month No: 6

Cost Centre Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>200</u>	<u>Moorings</u>						
1300	Moorings Income	3,067	5,000	1,933			
	Moorings :- Income	<u>3,067</u>	<u>5,000</u>	<u>1,933</u>			<u>0</u>
4450	Maintenance	1,415	7,000	5,585		5,585	
4460	Rates	957	2,500	1,543		1,543	
4470	Mooring Leases	0	100	100		100	
4590	Projects	0	10,000	10,000		10,000	
4960	Equipment	0	500	500		500	
	Moorings :- Indirect Expenditure	<u>2,371</u>	<u>20,100</u>	<u>17,729</u>	<u>0</u>	<u>17,729</u>	<u>0</u>
	Net Income over Expenditure	<u>696</u>	<u>(15,100)</u>	<u>(15,796)</u>			
	Grand Totals:- Income	<u>3,067</u>	<u>5,000</u>	<u>1,933</u>			
	Expenditure	<u>2,371</u>	<u>20,100</u>	<u>17,729</u>	<u>0</u>	<u>17,729</u>	
	Net Income over Expenditure	<u>696</u>	<u>(15,100)</u>	<u>(15,796)</u>			
	Movement to/(from) Gen Reserve	<u>696</u>	<u>(15,100)</u>	<u>(15,796)</u>			

Earmarked Reserves

	<u>Account</u>	<u>Opening Balance</u>	<u>Net Transfers</u>	<u>Closing Balance</u>
320	EMR BUILD 64 BS Maintenance	87,693.00		87,693.00
321	EMR BUILD Town Hall Gardens	250.00		250.00
324	EMR E&A Noticeboards & Swapbox	1,387.00		1,387.00
325	EMR E&A Playground Projects	29,941.00		29,941.00
326	EMR E&A Youth	4,105.00		4,105.00
328	EMR BUILD War Memorial	8,875.73		8,875.73
329	EMR SH Severn Ham	41,163.00		41,163.00
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	6,521.00		6,521.00
333	EMR E&A Toilet Block Project	25,626.00		25,626.00
335	EMR E&A Bus Shelters	6,951.25		6,951.25
336	EMR FIN Regalia	209.00		209.00
337	EMR FIN Website	2,787.00		2,787.00
338	EMR FIN Professional Fees	5,237.00		5,237.00
339	EMR FIN Legal	16,362.00		16,362.00
340	EMR FIN Elections	6,000.00		6,000.00
341	EMR FIN Tourism & Marketing	2,117.00		2,117.00
342	EMR FIN Newsletter	2,148.00		2,148.00
343	EMR SH Weeding	24,163.00		24,163.00
344	EMR SH Severn Ham Tree Maint	4,250.00		4,250.00
345	EMR SH Hay Sowing Project	8,675.00		8,675.00
346	EMR SH Footpath Repairs	5,253.00		5,253.00
349	EMR MOOR Projects	44,340.23		44,340.23
350	EMR BUILD Watson Hall Lease *	19,250.00		19,250.00
351	EMR BUILD 64 BS Grant Income	9,461.00	-9,461.00	0.00
354	EMR BUILD TH Maintenance	22,360.00		22,360.00
355	EMR BUILD WH Projects	18,876.00	-3,033.00	15,843.00
356	EMR BUILD WH Bar Equipment	2,163.00		2,163.00
357	EMR BUILD 64 BS Projects	7,662.00		7,662.00
359	EMR PLA Community Devel Planni	6,856.00		6,856.00
360	EMR BUILD TH Projects	53,362.00		53,362.00
362	EMR FIN Tewkes Live Music Fest	21,775.00	-21,775.00	0.00
365	EMR FIN Events and Services	4,433.00		4,433.00
366	EMR BUILD TH Equipment	870.00		870.00
369	EMR STA Training	736.00		736.00
370	EMR PLA CIL	2,252.00		2,252.00
371	EMR PLA Planning Consultancy	6,415.00		6,415.00
372	EMR STA Professional Fees	5,501.00		5,501.00
375	EMR BUILD WH Go Fund Me	76.00		76.00
376	BUILD 64 BS Health & Safety	825.00		825.00
377	EMR BUILD TH Accessibility	12,485.00		12,485.00
378	EMR FIN IT	2,481.00		2,481.00
379	EMR WH Equipment	1,473.00		1,473.00
		543,141.21	-34,269.00	508,872.21

Moorings Work Programme			
Action	Status	Date at committee	Comments
Actions - general			
Website content	Closed		Reviewed, map added to parish map tab on website
What3words for all moorings	Open		
Signage for all moorings	Open		Jul 25 - no current funding, admin assistant has design info from TBC
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	Closed		Located
Manage moorings from the flood proof steps	Open		Annual visual inspection (July)
Healings Mill bridge to Green bridge			
Topographical survey	Closed		Surveys carried out wc 3rd March, output received
Ground survey	Closed		Surveys carried out wc 3rd March, output received
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.	Open		
Research possibility of second access point to these moorings			
Green bridge to end of commercial moorings			
Topographical survey	Closed		Surveys carried out wc 3rd March, output received
Ground survey	Closed		Surveys carried out wc 3rd March, output received
Half Moorings missing resulting from floods	Closed		
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	Closed		Surveys carried out wc 3rd March, output received
Ground survey	Closed		Surveys carried out wc 3rd March, output received
Warrant for removal of structure next to Cottage	Open		Update July 2025 - Town Clerk progressing with solicitors
Registration	Open		
Check previous surveys to see if still relevant	Closed		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		Ongoing - wall stability is currently the initial issue
Remove willow trees	Closed		Following advice from the EA, decided to leave as roots and silt supporting wall. Pollarded to 4 metres August 2025
Manage weeds and other growth	Open		Ongoing
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	Closed		Surveys carried out wc 3rd March, output received
Land survey	Closed		Surveys carried out wc 3rd March, output received
Letter to Contractor regarding uncompleted specified works	Open		Work to be completed 2025 - dependant on river level
Who owns the piece of land car park side of the fence?	Open		
Removal of old jetty moorings poles	Open		Due to be removed August/September 2025
Safety of part removed wall	Open		
Investigate the possibility of mooring suitable for kayaks etc Wetherspoons end	Open		
Signage	Open		Jul 25 - no current funding, admin assistant has design information from TBC
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		ANT to contact owner to move (unlicensed) boat from TC mooring
Structure needs checking	Open		
Boards need cleaning, checking, replacing	Open		
St Mary's Road			
Ground Survey	Closed		Surveys carried out wc 3rd March, output received
Topographical survey to include adjacent land	Closed		Surveys carried out wc 3rd March, output received
Letter to owner of adjacent land	Open		
St Mary's Road Jetty			
Topographical Survey	Closed		Surveys carried out wc 3rd March, output received
Ground Survey	Closed		Surveys carried out wc 3rd March, output received
Portage possibilities	Open		
Bike rack	Open		
Use of steps	Open		

