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To: Members of the Control Tower Committee
CC: Greenham Parish Councillors

Dear Sir/Madam,

YOU ARE HEREBY SUMMONED to a Meeting of the Control Tower Committee of Greenham Parish Council on **Tuesday 18th July 2017 at 7:00 pm at Liberty House, Greenham Business Park.**

Yours faithfully,

C Austin

Acting Proper Officer of the Council

11th July 2017

AGENDA

1. Apologies for Absence

2. Declarations of Interest, Statements of Position and Dispensations,

To receive any Declarations of Interest and Statements of Position by Councillors.

3. Approval of Minutes

a) To approve Minutes of meeting held on 13th June 2017

4. Public Session

If you wish to ask a question, please notify the Acting Proper Office in advance

5. Review List Of Outstanding Actions

6. Project Manager Review

- a) To receive an update on any key developments
- b) Agree next steps

7. Public Works Loan Application

- a) Receive an update on loan application
- c) Agree next steps

8. Formation Of Company Limited by Guarantee

- a) Review information required by solicitors
- b) Agree next steps
- b) To review Trustee/Director requirements of these organisations
- c) Review interest received in becoming trustee/directors

9. Interpretation Working Group

- a) Review progress of obtaining quotes for interpretation design
- b) Agree next steps
- c) Receive a report from the Interpretation Working Group.

10 . Café Market Engagement

- a) Review progress to date
- b) Agree next steps

11. Proposed Open Day

- a) Receive update on the format of this event
- f) Agree next steps

12. Facility Key Holders

- a) Review schedule of key holders for building and alarm
- b) Agree any further purchases needed

13. Other items for information only – no decisions can be taken.

A full copy of the agenda pack (including supporting papers) can be downloaded from the Council's website at www.greenham.co.uk

[Members of the Public are welcome to attend the meeting, to ask questions and to comment on the proceedings with the consent of the Chairman. In accordance with The Openness of Local Government Bodies Regulations 2014, photographs, audio and video recordings of the meeting and of those attending may be taken at the meeting by the press and others.

You are invited to contact the Clerk of the Council if you have any questions or matters of concern that you would like the Council to address.



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MINUTES of the meeting of Greenham Parish Council Control Tower Committee

*held at Liberty House, Greenham Business Park
on Tuesday 27th June 2017 at 7.00pm*

Present: Cllr Jon Gage (Chair)
Cllr Gary Puffett
Cllr Meg Thomas
Cllr Lindsey Middlemiss
Cllr Paul Walter

In attendance: Andy Nichols, Project Manager from Place Partnership
Steve Jones, member of the public

13. APOLOGIES FOR ABSENCE

Apologies were received from: Cllr Sally-Ann Jay, Cllr Julian Swift-Hook, Mitch Thomas, Dean Graham.

14. DECLARATIONS OF INTEREST

No Declarations of Interest were received.

15. MINUTES OF THE 13TH JUNE MEETING OF THE CONTROL TOWER COMMITTEE

The draft minutes of the 13th June meeting of the committee were approved without amendment.

Proposed: Paul Walter

Seconded: Jon Gage

RESOLVED, with the abstentions of Cllrs Middlemiss and Puffett who were not at the meeting of 13th June. Cllrs Jon Gage, Meg Thomas and Paul Walter voted in favour.

16. QUESTIONS FROM MEMBERS OF THE PUBLIC

There were no questions from members of the public.

17. OUTSTANDING ACTION ITEMS

This item was inserted into the agenda, bearing in mind that no resolutions were necessary.

Please see Appendix A which gives the reviewed status of the actions outstanding for members of the committee.

18. INTERPRETATION WORKING GROUP

(Items (c) and (d) on this agenda item were covered at the end of the meeting – see below)

Cllr Meg Thomas, chair of the Interpretation Working Group, gave a report on the group's work.

The working group met on 1st June and will meet again on 28th June.

The group is enlisting the help of professionals in the field of museums and visitor centres, for advice.

Dr Jeff Sloane from Reading University is coming along to visit the Tower on 5th July with Interpretation Working Group members. He will be able to advise on Cold War interpretation.

Partner A came to the Tower on 21st June. This was a very useful visit.

Action: Andy Nichols to talk to the Crime Prevention Officer about security matters.

A collections policy, and storage of donations policy, is needed. Work ought to start now to collect items.

Partner A provided a large number of clear ideas on ways forward.

Partner B has provided an "all singing all dancing" proposal.

Andy Nichols from Place Partnership mentioned that he can help with funding aims.

Proposed: Paul Walter

Seconded: Jon Gage

RESOLVED unanimously that Cllrs Jon Gage and Meg Thomas should refine and expand the following "Pre-Construction Contract" statement and then go forward to obtain quotes from three vendors, interviewing each one (requesting a sample vision for the Control Tower). Cllrs Gage and Thomas should then bring this subject back to the Control Tower Committee or full council, as appropriate, for a decision:

Pre construction Contract. "During this period the curator would be working on a provisional budget(s) and would put together some 'what if' scenarios. If the budget is 10k we put "this" in place, 20k and we put "this" in place, 30k and we add this etc. The layout is designed and competitive quotes for various items can be secured. The overall vision of how the interpretation enhances the visitor experience is outlined. The setting up of a catalogue system for GPC is to outlined.

Deliverables:

1. Design for the interpretation
2. Related research
3. Cost schedule
4. Plan for curation of materials."

NB This will be a quote process for a contract under £15K. It was stated that we could not tender the whole interpretation project (including execution) because we do not currently have sufficient funds to go forward with this (as per Greenham Parish Council Financial Regulations).

Action: Cllrs Jon Gage and Meg Thomas to action the above resolution.

19. PROJECT MANAGER

Andy Nichols, from Place Partnership, was introduced as the new project manager for the Control Tower Project, and gave a verbal report.

Andy Nichols will send a documented report to follow. Place Partnership have gone through the paperwork for the Control Tower and found what they needed including an asbestos report. He was on site at the Control Tower with various subject experts from Place Partnership on 27th June. Mechanical and electrical installation is virtually complete. Extractor and cooling in the observation room needs correction. A CAT scan of the area will be conducted to identify any unknown cables etc. The subject area of building and surveying does not have a great deal of work left to be done. Some damp problems were found in the room under the stairs (where the historical cabling and light fittings are). A further damp meter check will be conducted by a damp expert. Pointing – to open on day one repointing the whole building is not needed, but a minimal amount will be recommended.

The report, to follow, will show two sections: 1. This is what is needed to open the building. 2. This is a “pick list” of further work which can be done in year 1, year 2, etc.

Place Partnership will look at the list of contractors used in the past. Andy Nichols mentioned that he wants to compare invoice amounts by contractor.

A full measured survey will be done next week to document elevations and plans.

Andy Nichols will be talking soon to the conservation officer and asking various questions, including a review of swatches of materials.

Place Partnership will be getting a lightning measures expert to review the building.

Action: Andy Nichols to check bleed points from the cavity wall insulation in relation to the brown metal window shutters on the exterior of the café area.

In 2-4 weeks Place Partnership will complete the first phase of work – producing the order of costs estimate.

There are a number of questions which have arisen:

-) External landscaping expectations (eg flower beds, wildlife planting (dependent on fencing, indigenous plants)).
-) Floor level differences. There may be legacy utilities underneath.
-) Inspection panel on first floor, which does not seem to have a purpose.
-) Kitchen specification. No large extractor hood, just a domestic extractor. Andy will explore putting in a professional kitchen extractor with the conservation officer.
-) Some questions around window openings.

Andy mentioned that he is not concerned about the small amount of damp. He believes that the two biggest risks he’s identified so far are:

-) What the conservation officer can say
-) Lightning protection needs to be reviewed – perhaps has been disconnected.

Action: Jon Gage to send Andy Nichols the spreadsheet giving invoice amounts against contractors, including specifically the windows invoices.

Action: Jon Gage to schedule into a future agenda of the committee, a decision on any appropriate phasing based on Place Partnership's order of costs estimate.

Action: Paul Walter to copy Andy Nichols on the minutes of this committee's meetings.

Action: Andy Nichols to talk to the Thames Valley Police Crime Prevention Officer regarding the fencing and to bring forward advice on the fencing to this committee.

20. PUBLIC WORKS LOAN APPLICATION

Jon Gage reported that he had a meeting with the Berkshire Association of Local Councils (BALC) on 26th June which was positive. Jayne Kirk of BALC is happy with a lot of the information we have produced. The loan application will be a new loan with different interest rates, amounts, periods etc compared to the 2016 application by Greenham Parish Council. The information needed for the application includes: BDO response, Business Plan, Build schedule to follow, Planning application and drawing needed, spreadsheet of what has been spent and what it has been spent on. The form itself is simple, but the back-up information is the key area which needs to be put forward and approved by the full council.

Loan application sections:

Section 1: Simple form.

Section 2: **Signed** minutes showing endorsement of council to all documents.

Section 3: Appendix of documents.

The following documents need to be endorsed at full council:

-) Public consultation final report
-) Business plan
-) BDO report response (has already been approved by full council).
-) Build costs, which will come from Place Partnership.
-) Council budgets/planned expenditure showing affordability of the loan going forward.
-) Planning application
-) Letter from Social Investment Business
-) Drawings

For the next council meeting, we need to endorse the Public consultation final report and the Business Plan. Then there will need to be another full council meeting, which could be a special full council meeting, to approve the loan application and the Place Partnership numbers.

Contingency plan:

We need to have a contingency plan to cover "what if scenarios" such as "what if the loan isn't approved", "what if conservation officer raises objections" (part of the answer to that question is that Place Partnership are specialists at working/engaging with such officers).

Action: Andy to enquire with Paul Thatcher at Place Partnership as to what other funding streams could be used if the loan funding falls through.

Action: Lindsey Middlemiss to list all funding options e.g brick purchase.

Action: Jon Gage to put the subject of the Contingency plan into a future agenda to pull the actions above together.

21. FORMATION OF CHARITABLE TRUST

The last council meeting agreed to form a Company Limited by Guarantee registered as a charity, with a trading company underneath it.

There was discussion about recruiting trustees for the charity, which need to include people with an interest in the history of the Common, plus professional people.

There will need to be a purpose statement for the charity.

Proposed: Jon Gage

Seconded: Paul Walter

RESOLVED unanimously to spend up to £50 on a Facebook advert to request trustees to come forward.

Action: Meg Thomas and Lindsey Middlemiss to put a profile together for the trustee profiles, and start talking to potential trustees.

22. CAFÉ MARKET ENGAGEMENT

Facebook advertising of the Café opportunity - £17.48 was spent on a 1700 person reach on Facebook which has resulted in one direct response.

The Café market engagement document has been sent out to 26 possible companies.

Action: Paul Walter to walk around to a few café owners to elicit feedback.

23. PROPOSED OPEN DAY

The intention of this Open Day is to keep volunteers interested in the project. Saturday 29th July is the first available possible date. It could be held from 2pm-5pm by invitation only, with outdoor focus groups, also with tea and cakes. A Gazebo has been offered for the occasion. It is envisaged that 44-60 people may come along including councillors.

Action: Andy Nichols will check re: legionella testing etc regarding the possibility of having a useable loo for the Open Day.

Action: Committee members to confirm to Meg Thomas as to whether or not they are available to come along on the 29th July 2-5pm.

Action: Jon Gage to schedule an agenda item at next meeting to review whether the 29th July date is feasible.

Action: Meg to move forward the subject of obtaining Hi-vis vests via Julian Swift-Hook re: quote.

24. FACILITY KEY HOLDERS

Action: Jon Gage to get the cupboard key off Dean Graham.

The fire (smoke) alarm keeps going off. JG is going to take this problem up with the alarm contractors.

Action: Jon Gage to get some more alarm fobs.

Proposed: Jon Gage

Seconded: Lindsey Middlemiss

RESOLVED unanimously to approve Jon Gage to purchase two more alarm fobs for £48.12

25. FUTURE SCHEDULE OF CTC MEETINGS

Proposed: Paul Walter

Seconded: Lindsey Middlemiss

RESOLVED unanimously to adopt a pattern of Tuesdays and Thursdays for the Control Tower Committee meetings going forward, as follows:

Tuesday 18th July

Thursday 3rd August

Tuesday 15th August

Thursday 31st August

Tuesday 12th September

Thursday 28th September

Tuesday 10th October

Thursday 26th October

Tuesday 7th November

Thursday 23rd November

Thursday 7th December

Tuesday 19th December

Action: Paul Walter to ask for the dates to go onto the website.

26. OTHER ITEMS FOR INFORMATION ONLY

Rosa productions/BBC programme, September 8th and 9th – a chance to mention reaching out for a café operator. This needs to be reviewed at a meeting shortly.

Action: Jon Gage to put Rosa Productions onto the agenda for a future meeting.

The Terms of reference of IWG need to come back to a meeting to be approved.

Action: Meg Thomas to remind Sally Ann Jay to bring the new TORs to a future committee meeting.

The process of engaging and employing volunteers.

Action: Jon Gage to put the process of engaging and employing volunteers onto a future agenda.

18. INTERPRETATION WORKING GROUP

Items (c) Response to member of public about Cold War information

(d) Review proposed approach to Cold War Veteran Associations

These items will be held over to a future meeting.

Action: Jon Gage to schedule the above two items onto a future agendas of the committee.

Proposed: Paul Walter

Seconded: Gary Puffett

RESOLVED unanimously to ask the chair to write to member of the public, Allan Mercado to thank him for his enquiries about items (c) and (d) above and his letter to President Donald P Trump.

Action: PW to draft letter for Jon Gage to sign.

There being no further business, the meeting ended at 21:50

Appendix A: Spreadsheet of outstanding actions

CTC actions as at 27th June meeting				
Carried forward at 9th May meeting		Status at 27th June meeting	Status at 13th June meeting	Status at 25th May meeting
	1. 8/25.1.17 – Space Planner for 3D virtual reality interpretation. DG to host visit to the CT to begin drawings in coming weeks.	Carry forward with Dean Graham	Open	Dean will get the representative to the Tower next week. Ongoing.
	2. 7/15.2.17 – Control Tower website. JSH to regain website domain	Open	JSH needs to see the website owner.	Ongoing
	3. 8/2/3/17 – Audio visual options – MT/IWG to continue looking at options.	To be covered later in meeting	Open/ongoing	Ongoing
New actions at 9th May meeting				
Volunteers	Clerk to collate names of volunteers and their skill sets.	Ongoing	Names have been passed to Meg who is looking after the database.	Meg has tidied up the spreadsheet.
Volunteers	Clerk to schedule the process of engaging and employing volunteers on the next CT Committee meeting agenda, making recommendations where appropriate.	To be added to future meeting agenda	Open Day discussion on agenda. JG to put this subject on the next agenda.	Ongoing
From 25th May Control Tower Committee meeting				
IWG	MG to invite Paul James to next IWG meeting	Happening on 28th June	To be covered later at 13th June meeting	
Survey results	Clerk to publish survey results once they are reviewed with BALC. Action remains to review with BALC to be endorsed. Report needs to be finalised. JG to put on next agenda. ACTION: Meg Thomas to get Lindsey Middlemiss to finalise the report, including commentary on data history.	Lindsey Middlemiss has completed her piece -0 report is now final - report of BALC meeting on agenda later	Action remains to review with BALC to be endorsed. Report needs to be finalised. JG to put on next agenda. ACTION: Meg Thomas to get Lindsey Middlemiss to finalise the report, including commentary on data history.	
From 13th June Control Tower Committee meeting				
Project manager	JG to arrange council rep at June 26th Place Partnership visit to CT	Happened today 27th CLOSED		
Project manager	JG, Meg Thomas and Mitch Thomas to pull together various vision, business plan and other documents for communication to Place Partnership project manager before June 26th	Andy Nicols from PP confirms they have the needed documents CLOSED		
Project manager	JG and Mitch Thomas to draw up summary of council's priorities for the project to communicate to Place Partnership before June 26th.	See later item on agenda		
PWLB loan	JG to arrange meeting with Mike Cole	Meeting set up on 29th June		
PWLB loan	JG to proceed with form filling and consult with BALC	Update later on agenda		
PWLB loan	JG to send blank copy of loan form to Paul Thatcher	Done		
PWLB loan	JG to include a sensitivity analysis on the loan dependent on interest rate changes as part of loan application.	Will cover later on agenda		
Café market engagement	Meg Thomas to set up a Facebook advert with a link to the café engagement document	Done CLOSED		
Café market engagement	JG to distribute the list of likely interested parties	Done. Document distributed to 26 items		
Café market engagement	Meg Thomas to ask Cllr Middlemiss for cost and contact re: banner at CT	Done CLOSED		
Café market engagement	JG to ask Newbury Town Council for sharing any contacts re café management	Open		
IWG	Meg Thomas and SAJ to revise the IWG TORs and bring back to next CTC meeting for approval	Open		
IWG	JG to bring back fence issue to future CTC meeting once we have Place Partnership advice on pros and cons	Open		
Open Day	Meg Thomas with help from JG to investigate proposal for open day for consideration at future CTC meeting	On agenda later		