

# **AGENDA PACK**

## **ANNUAL MEETING 2018 OF GREENHAM PARISH COUNCIL**

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**To Greenham Parish Councillors**  
Dear Sir/Madam,

**YOU ARE HEREBY SUMMONED** to the Annual Meeting of Greenham Parish Council on Wednesday 9<sup>th</sup> May 2018 at 7:30 pm at St Mary's Church Hall, Greenham.

Yours faithfully,

Philippa Harper

Clerk to the Council

26<sup>th</sup> April 2018

## **AGENDA**

- 1. Election of Chairman**
- 2. Election of Vice Chairman**
- 3. Apologies for Absence**
- 4. Declarations of Interest, Statements of Position and Dispensations,**  
*To receive any Declarations of Interest and Statements of Position by Councillors.*
- 5. To consider the co-option of a new Councillor**
- 6. Approval of Minutes**
  - a) Approval of Minutes of Meeting held on 28<sup>th</sup> March 2018 (Appendix 1)
  - b) Approval of Minutes of Meeting held on April 11<sup>th</sup> 2018 (Appendix 2)
- 7. Chairman's Report**  
*Report and other matters not on the agenda (for information only).*
- 8. Clerk's Report**  
*Report, matters arising, other correspondence not on the agenda (for information only).*
- 9. Public Session**  
*If you wish to ask a question, you are requested to notify the Clerk in advance of the meeting.*
- 10. Planning and Licensing**
  - a) **To consider** all planning and licensing applications received up to the date of the meeting.
  - b) **To receive** a report on the updated Sandleford Park planning application
  - c) **To consider** a request for a consultation meeting from the Sandleford Park developers
  - d) **To consider** Newbury Racecourse's street name consultation

e) **To consider** the GPC response to the draft Local Development Order for Greenham Business Park. Response to be submitted by 14/05/2018

**11. Updated Sandleford Park Planning application**

- a) **To receive** a report
- b) **To consider** the recommendations in the report
- c) **To consider** a request for a consultation meeting from the developers

**12. Finance**

- a) To consider any grant funding requests received
- b) **To consider** a request to support an application to West Berkshire Council for play equipment
- c) **To approve** any cheque payments
- d) **To receive** the year-end statement
- e) **To receive** the monthly cash balance report

**13. Committee and Working Group Membership 2018-19**

- a) **To consider** Committee and Working Group membership for the coming Civic Year (Appendix 3)

**14. Representation on Outside Bodies 2018-19**

- a) **To consider** council representation on outside bodies for the coming civic year (Appendix 4)

**15. Community Infrastructure Levy (CIL)**

- a) **To receive** an update from Cllr Julian Swift-Hook

**16. Corporate Insurance Renewal**

**To consider** Clerk's recommendations for renewal on 1<sup>st</sup> June 2018.

**17. Corporate Risk Assessment**

- a) **To approve** the council's updated corporate Risk Assessment (Appendix 5 – to follow)
- b) **To consider** any next steps.

**18. Interim Audit**

- a) **To consider** any outstanding Interim Audit recommendations

**19. Control Tower**

- a) **To receive** a report from the Control Tower Committee Chair
- b) **To receive** a progress report from Greenham Control Tower Limited
- c) **To consider** any next steps.

**20. Community Engagement Working Group**

- a) **To receive** a progress report on the Working Group Action Plan
- b) **To consider** any next steps

**21. Other items for information or for possible inclusion on a future Agenda**

*For information only – no decisions can be taken.*

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.

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.

**Part II**

**22. Receive Staffing Update**

**23. Consider any actions arising**

# APPENDIX 1



**Clerk to the Council**  
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## **DRAFT MINUTES of the Extraordinary Meeting of Greenham Parish Council held at Liberty House, Greenham Business Park on Wednesday 28th March 2018 at 7:00 pm**

### **Present:**

- Cllr Chris Austin (CA), Chair of the Meeting
- Cllr Jon Gage (JG)
- Cllr Phil Barnett (PB)
- Cllr Martin Griffiths (MG)
- Cllr Tony Vickers (TV)
- Cllr Billy Drummond (BD)
- Cllr Ken Neale (KN)

### **In attendance**

- Philippa Harper, Clerk to the Council

### **196. Apologies for Absence**

Apologies for Absence were received from Cllr Julian Swift-Hook, Cllr Alana Finn, Cllr Gary Puffett, Cllr Meg Thomas, Cllr Steve Jones, and Cllr Sally-Ann Jay.

### **197. Declarations of Interest**

JG declared that he is a Director of Rivar Sand and Gravel and Greenham Control Tower Trading Limited

BD declared that he is a member of West Berkshire Council and Greenham Business Park

### **198. Control Tower**

#### **a) Lease**

**(i) Proposed:** JG

**Seconded:** TV

**Resolved** unanimously that Clause 21.2 be removed from the Lease

**(ii) Proposed:** CA

**Seconded:** BD

**Resolved** unanimously that the Lease and subsequent underlease be approved for signing at the next Full Council Parish Council with the amendment noted in Item 3a(i) above.

**b) Handover to GCTL**

**(i)Proposed:** JG

**Seconded:** PB

**Resolved unanimously** that handover to GCTL proceed at Full Council Meeting on 11<sup>th</sup> April with previously agreed Lease, Business Plan, and Insurance in place.

**(ii)Proposed:** JG

**Seconded:** CA

**Resolved** unanimously to notify the NWN that this is a particularly significant meeting. **Action PH**

**199(a) Formation of Community Engagement Working Group**

**(i)Proposed:** TV

**Seconded:** KN

**Resolved** unanimously to adopt the Community Engagement Working Group Terms of Reference dated 28<sup>th</sup> March 2018 (Appendix 1)

**(ii)Proposed:** CA

**Seconded**

**Resolved** unanimously that Cllrs Gary Puffett, Alan Finn, Martin Griffiths, Billy Drummond, Ken Neal, and Tony Vickers form the group with the power to co-opt and elect their own Chair. The Clerk will coordinate the first meeting, **Action PH**

**(iii)Proposed:** JG

**Seconded:** PB

**Resolved** unanimously that the group create an Action Plan with an end date for the coming financial year to bring back to Council for approval

**199(b) Nation's Tribute – 11th November**

Cllr Austin and Cllr Vickers noted their own family connection with the First World War, Cllr Austin noting that most parish councillors will have some connection to the first war.

**Proposed:** CA

**Seconded:** BD

**Resolved** unanimously to go ahead and to devolve to the Working Party to make detailed arrangements for the Nation's Tribute event.

The Chair noted that in due course GPC will need to inform GCCC, BBOWT and the Charity.

**200. Other items for information or for possible inclusion on a future Agenda**

BD raised the concern of unofficial traffic wardens on Racecourse Road which stop the traffic. Had written to the racecourse before. BD has contacted West Berkshire Council.

TV raised the question of general relations with the Racecourse. There was a liaison committee before. To be an item on a future agenda.

There being no other business, the meeting closed at 7.40 pm.

**(Minutes 28<sup>th</sup> March 2018 – Appendix)**

**Greenham Parish Council Community Engagement Working Group  
Terms of Reference**

To produce a draft *Community Engagement Action Plan* for the 2018/19 financial year making optimum use of the £1,000 set aside in the annual budget which:

- outlines its benefits for the community and for the Council
- identifies ways of monitoring and measuring community engagement.

And which then recommends how GPC can;

- engage actively with the Greenham parish community in a variety of ways
- improve communication between GPC and members of its community
- identify possible events and organise initiatives which will benefit parishioners and community groups
- involve the community in a 'green' strategy

#### **Definition of our Parish Community**

- Those who live or work in Greenham including residents, employees and owners of businesses, and people involved with charities, educational and community groups
- Other stakeholders i.e. Police, West Berkshire Council, Newbury Town Council,

#### **Potential Outputs**

#### **A draft Community Engagement Action Plan 2018/19 with recommendations to Full Council for the following;**

1. Programme of possible events and Initiatives.  
All events to be scoped – particularly in terms of their direct costs and level of volunteer involvement required - by the Working Group, with assistance from other interested parties as appropriate.
2. Communication Programme  
Which proposes the best means of communicating with the community including, for example, the creation of press releases, provision of copy for the Parish magazine, creation of our own newsletter. Ensuring the magazine remains relevant to the community it serves, and the use of websites and social media to create a hub of parish information.  
The programme must consider the best means of communication with hard-to-reach residents including, for example, via groups who are associated with them.
3. Resourcing  
To identify further sources of funding or means of using partnership working to augment the Council's own resources.

The working party does not have delegated powers and will submit its recommended Outline Action Plan to the full Parish Council.

The group will meet monthly until the completion of the Action Plan.

# APPENDIX 2



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## **DRAFT MINUTES of a Meeting of Greenham Parish Council on Wednesday 11<sup>th</sup> April at 7:30 pm at St Mary's Church Hall, Greenham.**

### **Present:**

- Cllr Julian Swift-Hook (JSH)
- Cllr Chris Austin (CA)
- Cllr Jon Gage (JG)
- Cllr Meg Thomas (MET)
- Cllr Tony Vickers (TV)
- Cllr Martin Griffiths (MG)
- Cllr Phil Barnett, (PB)
- Cllr Billy Drummond (BD)
- Cllr Ken Neal (KN)

### **In attendance:**

- Philippa Harper,(PH), Clerk to the Council
- Lisa Blake, (LB)Acting Deputy Clerk to the Council (from 7.58)

### **201.Apologies for Absence**

- Cllr Gary Puffet, Cllr Steve Jones, Cllr Sally-Ann Jay, Cllr Alana Finn

### **202.Declarations of Interest, Statements of Position and Dispensations,**

*JSH declared he is a member of Newbury Town Council and Greenham and Crookham Commons Commission*

*JG declared he is a director of Rivar Sand and Gravel*

*TV declared that he is a member of Spokes and Newbury Society on a personal basis (non-pecuniary)*

*MET declared she is a director of Greenham Control Tower Limited  
CA/KN declared they are members of Greenham and Crookham Commons Commission (GCCC)  
BD declared he is a member of Greenham Business Park and GCCC.*

## **203.Approval of Minutes of Council Meeting held on Wednesday 14<sup>th</sup> March 2018**

**Proposed:** CA

**Seconded:** MET

**Abstention:** PB, TV and KN

**Against:** None

**Resolved** that the Minutes of the Council Meeting held on 14<sup>th</sup> March 2018 represent a true record.

Minutes of the 28<sup>th</sup> March Extraordinary Meeting will be approved at the May GPC Meeting.

### **Matters arising (for information only)**

Item193 CA forwarded to the Clerk the reply from MP on the Boundaries Commission. Nothing that we can do. TV noted that it should have gone before parliament. TV had written two paragraphs which CA is sending back to Richard Benyon to see if he will take it up.

### **204.Chairman's Report**

*No report was presented.*

### **205.Clerk's Report**

PH reported that the office workload was still very busy, and that Lisa Blake is providing valued support in her role.

PH was attending BALC Financial Year End Training on 17<sup>th</sup> April.

PH is working through Interim Audit recommendations for next month's meeting.

### **206.Public Session**

No questions had been received from the public.

### **207.Finance**

a) No requests for grant funding had been received

b) Schedule of cheque payments

The Clerk's pay and pension contribution from previous month was included, not shown on previous month's schedule.

Overtime payment:

**Proposed:** JSH

**Seconded:** MET

**Against/abstention:** None

**Resolved unanimously** to pay 20 hours of overtime for the Clerk for overtime hours accrued since starting in post in August

## **Greenham Parish Council**

### **Schedule of Cheque and Bank Payments 9<sup>th</sup> April 2018**

#### **1. Cheque payments – GPC Current Account**

<b>Invoice Date</b>	<b>Invoice No/ Transaction Ref</b>	<b>Payee</b>	<b>Amount £</b>	<b>Cheque No</b>
21/3/18	Not listed in previous month's schedule	Philippa Harper – salary and tax rebate M.11	1817.39	1571
21/3/18	Not listed in previous month's schedule	Berkshire Pension Fund M.11	399.37	1572
9/4/18	GCTL Set-up funding	Greenham Control Tower Ltd (CT)	6,000.00	1574
11/4/18	1718028	Mindworks- office admin support	100.00	1575



15/03/18	947	Newbury Internet services	176.20	1583
28/03/18	N IN57145	Rivar Sand and Gravel (salt for salt bins)	373.63	1584
19/05/17	PW/GREI/2	Gardner Leader; professional charges (CT)	900.00	1585
29/03/18	184866	Pinnock Brothers – kerosene (CT)	555.45	1586
06/03/18	26852	Greenham Business Park	516.00	1587
22/03/18	2238	Newbury Office Supplies	12.66	588
28/3/18	INV 2477	Sundog Maintenance -salt bins refill	363.00	589
31/3/18	INV 2483	Sundog Maintenance (CT)	154.00	590
9/4/18		Philippa Harper – salary and overtime M12	1350.87	591
9/4/18		Lisa Blake – salary M12	333.69	592
9/4/18		HMRC M12	690.78	593
9/4/18		Berkshire Pension Fund M12	473.13	594
26/03/18	S100192	Rosa Productions - consultancy	420.00	595
		<b>Sub-Total: GPC Current Account payments</b>	<b>14,636.17</b>	

## 2. Bank Payments – GPC Current Account (1 Mar – 31<sup>st</sup> March 2018)

Trans Date	Trans Ref	Payee	Amount	Trans Type
	014635463780A	E.ON	62.99	DD
	TH17016815Q013	BT Direct Debits	140.42	DD
	HAHDDN8	Sage Software	7.20	DD
	147478331	Southern Electric	10.45	DD
		<b>Sub-Total: GPC Current Account Bank Payments</b>	<b>221.06</b>	

## 3. Cheque Payments – Control Tower Account

Inv Date	Inv No/ Trans Ref	Payee	Amount	Chq No
11/04/18	1718027	Mindworks – project management support	1,960.00	21
		<b>Sub-Total Control Tower Cheque Payments</b>	<b>4328.25</b>	

#### 4. Bank Payments – Control Tower Account

Invoice Date	Invoice No/ Transaction Ref	Payee	Amount	Chq No
NONE				

#### 5. Payments out – Deposit Account

Trans Date	Transaction Ref	Payee	Amount	Trans Type
NONE				

#### Approval of cheque payments:

**Proposed:** CA

**Seconded:** MG

**Abstention:** JG declared an interest and abstained

**Against:** None

**Resolved** to approve the April 2018 schedule of payments:

Clerk will check that future payments for Mindworks from revenue account rather than capital.

Lisa Blake joined the meeting at 7.58

#### c) Financial report on Council cashflow; balances to end of March 2018

Owing to a genuine computer crash on the afternoon of the meeting, the figures had been calculated but lost. The following headlines figures of a healthy balance were verbally reported; of £54K in Current Account, £53K in Control Tower Account, and underspend of circa £16K, with the numbers re-entered, confirmed and circulated following the meeting, as follows:

#### Current Account

54,101.78 CR

#### Control Tower Account

£ 53,022.97. CR

#### Savings Account

£3475.33 CR

#### Underspend

£15,922 CR.

£64,308 in Restricted Reserves, including £51,350 for the Control Tower project.

£58,603 in Free Reserves (10,08 months' expenditure based on the 2017-18 revenue budget).

The minimum we should keep in Reserves is 3 months' revenue expenses, or a quarter of the revenue budget – so a quarter of £91,555, or £22,889. So that leaves up to £35,000 that we could spend from Reserves if required..

#### 208. Control Tower

##### a) Chair's Report

JG reported that the construction programme is completed. Place Partnership have signed off practical completion. No longer under construction regulations.

The bill stands at £116,971 plus VAT. The original budget was £111,376 plus VAT. About £4.5K over budget on construction. Extra costs included in toilet area (ceiling down); flooring work (extra) for H and S requirements; electrical cables outside to be reburied and diverted to modern H and S standards; construction of H and S compliant doors. JG will challenge the extra costs.

JG has agreed the snagging list.

Still waiting for paper from Building Control.

Invoice from contractor:

**Contractor's Stage Payment**

**Proposed:** JG

**Seconded:** MET

**Resolved** unanimously that the council approve the contractor's third stage payment due of £70848.80 including VAT.

**b)Handover to Greenham Control Tower Limited (GCTL)**

The Chair noted that the building work had been finished, that the Lease, Under-Lease and Joint Working Agreement were in place, and that the necessary approved Financial Regulations, Insurances, Business Plan, Cash Flow and named officers had been received from GCTL.

**Signing of the Lease**

**Proposed:** JG

**Seconded:** BD

**Against/Abstention:** None

**Resolved** unanimously that the Lease and JWA be signed by JSH and JG on behalf of GPC

The Chair noted the need to consider the future of the Control Tower Committee.

JG will press for Place Partnership to attend a full parish council meeting

The Lease, Underlease, and Joint Working Agreement were then signed by the appointed representatives of Greenham Parish Council,(GPC) Greenham Control Tower Limited (GCTL) and Greenham Control Tower Trading Limited (GCTTL).

The Chair, Cllr Julian Swift-Hook, gave his sincere thanks to all involved. (see Appendix 1)

The Chair of the Control Tower Committee, Cllr Jon Gage, also thanked everyone who had put their hearts and souls into the project since he took the chair 18 months previously.

JSH and JG then presented a ceremonial key to Meg Thomas, a Director of GCTL, which was recorded by Thames Valley TV.

***There was a break in the meeting from 8.35 – 8.40***

The meeting resumed at 8.40.

Lisa Blake was officially welcomed to the meeting.

**209.Staffing and Training**

PH circulated SLCC training information for *Organising Community Events* in May

BALC *Fundamental Councillor Training* is to be held in July. Councillors to inform the Clerk if they wish to attend.

**210.Review of Payroll procedure**

JSH noted that the Internal Audit process had recommended that GPC should use free software provided by HMRC instead of Sage Payroll (£7.20 per month).

Discussion found that Sage is online service, and they also have advisers at the end of the phone.

Payroll getting increasingly complicated, eg pensions, student loan repayments, so the advice is helpful. Produces payslips too, which HMRC does not do. It was felt that the advantages were way in excess of the low cost.

**Proposed:** CA

**Seconded:** BD

**Against/abstention:** None

**Resolved** unanimously to retain the Sage Payroll System.

## **211. Governance**

**a) To consider** creating a Finance and General Purposes Committee

**Proposed:** PB

**Seconded:** KN

**Resolved** unanimously to review the position at the end of three months at the July meeting

### **b) August GPC Meeting**

PH reported that the Deputy Clerk had agreed to clerk the August GPC meeting in the Clerk's absence

**Proposed:** CA

**Seconded:** TV

**Against/Abstention:** None

**Resolved** unanimously to keep the August meeting in the calendar.

MET left the meeting at 9.08

## **212. Planning and Licensing**

### **Review of Planning applications**

Cllr Vickers guided the councillors through the planning applications:

**1: Ref 18/00164/COND1 / 18/00389/FULD / 18/00390/FUL / 18/00179/ADV / 18/00180/ADV**

**David Wilson Homes**

Cllr Swift-Hook declared a disclosable pecuniary interest and left the meeting for this item.

Cllr Austin took the Chair

**Proposed:** TV

**Seconded:**

**Abstention:** JG

**Against:** None

**Resolved** all in favour

**Follow-up action:** PH to inform West Berkshire Planning that the contractor must stop run-off of surface water given the sloping nature of the site, and to make sure that they are aware of the active springs in Westwood. The Clerk will also that GPC support the footpath particularly linking into the new side of Pyle Hill and care must be taken to link to existing paths.

Cllr Swift-Hook re-joined the meeting

### **2. 18/00698/COND1**

**Rugby Club in Monks' Lane.**

**Proposed:** CA

**Seconded** BD

**Against/abstention:** None

**Resolved** unanimously no objection

### **3.18/00707/CERTP**

**Laurel Gardens**

**Proposed:** TV

**Seconded:** BD

**Against/abstention:** None

**Resolved** unanimously no objections

### **4.18/00269/TPW**

Tree Preservation Order

**Proposed:** JSH

**Seconded:** BD

**Resolved** unanimously no objection

TV noted that Sandleford proposal had come back. **Action:** TV to consider a recommendation for a separate meeting if required, or whether Say No to Sandleford will call a meeting. Response is required by 3<sup>rd</sup> May.

**b) Response to Draft West Berkshire Local Plan Review to 2036 Scoping Report**

Cllr Vickers has recirculated the report

**Proposed:** JSH

**Seconded:** JG

**Against/abstention:** None

**Resolved** unanimously that Cllr Vickers will circulate a formal response for comments for submission.

KN noted that we know where we want footpaths.

Refreshing the Parish Plan may be a future agenda item.

**213. Services – Salt Bins**

3 new locations are proposed

Item deferred till next meeting

Location Plans will be required

**214. Community Engagement**

a) PH noted that the date for this meeting would be confirmed on 12<sup>th</sup> April

**b) Parish Tour**

**Proposed:** JSH

**Seconded:** CA

**Against/Abstention:** None

**Resolved** unanimously a budget of up to £300 for a Parish Tour to include minibus hire.

**Proposed;** JSH

**Seconded** TV

**Against/Abstention:** None

**Resolved** unanimously that Cllrs Austin and Drummond organise the Parish Tour in conjunction with the Clerk.

If any councillor has any location they wish to visit, let CA know. **Action: PH to email councillors for suggestions.**

**c) Reports from recent meetings of any GPC representatives on outside bodies**

Cllr Finn was unable to give her report owing to ill health.

Clerk to expand agenda item to include ‘and any other relevant meetings’ under the heading.

GPC will be reviewing and reappointing GPC representatives at the May meeting.

**d)PCSO Retirement**

The Chair noted that PCSO Scott is a PCSO, not a PC.

**Proposed:** JSH

**Seconded:** BD

**Against/Abstention:** None

**Resolved** to mark PCSO’s retirement when the time comes later in the year

**Proposed:** CA

**Seconded** JSH

**Against/Abstention:** None

**Resolved** unanimously that the Clerk draft a letter to the Station Superintendent to note that PCSO Scott is retiring and would like to know plans and meet in due course

**215. Other items for information or for possible inclusion on a future Agenda**

JSH reported that Kennett Radio went live on 10<sup>th</sup> March

TV reported he has now contacted Alana to update the link to Racecourse. Would like to meet new

Clerk.

PB raised concern at traffic wardens at racecourse, BD is due to take up.

BD reported that Chalets turned down at Racecourse.

JG reported that Community payback are getting inundated, it would be good to act quickly.

There being no other business, the meeting closed at 9.58 pm.

## **(Minutes 11<sup>th</sup> April 2018 - Appendix)**

### ***Chair Julian Swift-Hook's Speech on the handover of the Control Tower***

#### ***11<sup>th</sup> April 2018***

'Six years ago to the day, on 11<sup>th</sup> April 2012, in this very hall, I suggested to my Greenham Parish Council colleagues at the time that the Council should consider buying the control tower on Greenham Common, and turning it into a visitor centre and café.

The iconic building, a landmark building in our parish, had been neglected and left to rot for more than 20 years. It had been vandalised, stripped of anything of value, and was in a very sorry condition.

The then council was unanimous in its support of my idea, and work began to investigate the practical viability of turning that idea into reality.

The council garnered the support of Greenham Trust in both practical and financial terms, won a grant from the Department of Communities and Local Government through the Social Investment Business, and started work on buying and refurbishing the building.

It was never going to be an easy project, and as everyone knows it turned out to be even more challenging than had originally been thought, with more than a few hurdles along the way.

Yet here we are today, exactly six years after that council meeting at which I first expressed my vision. We have faced and overcome a whole range of challenges, and we are now about to hand over the keys to the community organisation that is going to take over and run the building for Greenham and for posterity.

I am enormously proud of what we, a small semi-rural parish council with limited resources, have achieved.

When asked about their view of Greenham Common, most millennials will say that "it's a great place to walk the dog," or "to enjoy a good run".

But 35 years ago, at the height of the Cold War, Greenham Common was the epicentre of NATO nuclear defences in Europe. With Soviet mobile-launched SS20s along the western borders of the USSR facing off against US Gryphon cruise missiles based primarily here in Greenham, a nuclear World War Three was a distinct possibility.

And if such a war had started, I believe it would have started with the missiles based here in Greenham.

Fortunately, the threat of nuclear war, that we all lived with at that time, has passed – although the political challenges facing the world today are increasingly reminiscent of that time.

So it is vitally important that the story of what so nearly happened here in Greenham just 35 short years ago is told, so that future generations – and maybe even the current generation - can learn from the mistakes of the past and hopefully avoid the same thing happening again.

And what better place to tell that story than in the very control tower from which the Starlifters bringing the cruise missiles into Greenham were directed to a safe landing.

But the military history is only one part of the story of Greenham Common. The Common was formally re-opened to the public in 2000, and has been a place of quiet recreation, enjoyed by hundreds of thousands of visitors, ever since. It is a sanctuary for many rare species of wildlife with many Sites of Special Scientific Interest.

And that, too, is part of the story of the Common, and again the control tower is the ideal place to tell that story.

And for all the visitors to the Common, whether for education, for leisure, for exercise, for historical interest, or just for fun, the control tower will provide a watering hole and rest area, somewhere to get refreshment and to take a comfort break.

We should all be grateful to the team that has brought us to this day – to those who were inspired to follow up on the vision of a community building six years ago, to those who worked so hard on the project in its early days, and to those who have seen the project home over the last 18 months.

It has been a team effort, and everyone involved has worked incredibly hard, so I am taking something of a risk by singling out anyone for special mention.

Philippa, since joining us as our Clerk last summer, has thrown herself into the project and devoted a lot of personal time to it. Meg has likewise spent a great deal of time and energy on getting us to where we are today.

And Paul Walter, who had to step down from the Council in February for health reasons, had worked incredibly hard on helping to keep the council's paperwork and governance up-to-date while work on the project went on.

But every good team has a leader, of course, and for the last year and a half or more that leader has been Cllr Jon Gage. Ever since joining the council in 2017 Jon has worked tirelessly to get the project finished.

I hope you will all join with me in thanking everyone, and Jon in particular, for all the work he has done for the council, for the project, and for Greenham.

It now gives me great pleasure on behalf of Greenham Parish Council to formally present this key to Greenham Control Tower Limited, and to wish them well in all their future endeavours on behalf of Greenham.'

ENDS

# APPENDIX 3

## COMMITTEE & WORKING GROUP MEMBERSHIP

Updated 2<sup>nd</sup> May 2018

<b>Control Tower Committee</b> <i>Terms of Reference approved by Council on 8<sup>th</sup> February 2017</i>		
<i>Committee members (8 seats):</i> Cllr Jon Gage (Chairman) Cllr Julian Swift-Hook* Cllr Chris Austin* Cllr Meg Thomas Cllr Gary Puffett Cllr Sally-Ann Jay Cllr Steve Jones	<i>Substitute members:</i> Cllr Billy Drummond Cllr Phil Barnett	<i>Co-opted members:</i> Mr Mitch Thomas, <i>Greenham Business Park</i> (voting member) Mr Dean Graham (non-voting member)
<b>Staffing Committee</b> <i>Terms of Reference approved by Council on 1<sup>st</sup> October 2014</i>		
<i>Councillor members (5 seats):</i> Cllr Julian Swift-Hook (Chairman)* Cllr Chris Austin (Vice Chairman)* Cllr Meg Thomas Cllr Phil Barnett	<i>Substitute members:</i> Cllr Billy Drummond Cllr Gary Puffett	<i>Co-opted members:</i> Not applicable
<b>Community Engagement Working Group</b> <i>Terms of Reference approved by Council on 28<sup>th</sup> March 2018</i>		
<i>Councillor members (4 seats):</i> Martin Griffiths (Chairman)* Cllr Ken Neal Cllr Tony Vickers Cllr Alana Finn	<i>Substitute members:</i> None at present	<i>Co-opted members:</i> Not applicable

\*Committee member *ex officio* in accordance with Standing Order 42.



# APPENDIX 4

## GPC REPRESENTATION ON OUTSIDE COMMUNITY BODIES

<b>Greenham Parish Council (GPC) representation on community organisations</b>						
<b>May 2018</b>						
<b>Name</b>	<b>Organisation</b>					
Cllr Julian Swift-Hook	Greenham Common Trust Distribution Committee					
Cllr Phil Barnett	Berkshire Association of Local Councils (BALC)					
Cllr Billy Drummond	Greenham and Crookham Commons Commission (GPCC)					
Cllr Gary Puffett	Trustee, Thatcham Almshouses					
Cllr Meg Thomas	West Berkshire Heritage Forum and Heritage Champion					
Cllr Steve Jones	Greenham Control Tower Ltd					
Cllr Sally-Ann Jay	Greenham Fun Day					
P Harper, Clerk						
2nd May 2018						

# APPENDIX 5

## Greenham Business Park Local Development Order

### Introduction

This report for Greenham Parish Council (GPC) is intended as a briefing to councillors who need to make a decision as to their response to a consultation and submit it to West Berkshire Council (WBC) Planning Department no later than 5pm Monday 14<sup>th</sup> May 2018.

The purpose of a Local Development Order (LDO) is to 'tailor' planning controls to local circumstances, thereby simplifying and speeding procedures and saving time and money on the part of applicants and planning authorities when individual proposals come forward. An LDO does not change planning policy but is a 'development management' device which Government says authorities 'should consider'.

Cllrs Ken Neal and Tony Vickers attended a briefing on 26 April specially arranged by WBC case officer Michael Butler, with James Iles (planning consultant to Greenham Trust) and the author of the LDO. A public consultation was launched on 11 April (although GPC was invited to – but could not attend - a briefing on 2 February<sup>1</sup> at the Trust's offices before the formal consultation launch).

Several local residents / commoners attended the public consultation event and some of their comments have been seen by Cllrs Neal & Vickers. Also former GPC Chairman Tony Forward has made us aware of his comments. However unlike a normal planning application there is no possibility of knowing about, let alone accessing, the comments of other consultees until after the final report to WBC has been prepared in late June.

**The LDO is due to be adopted by Full Council of WBC at its meeting on 3 July. There will be no opportunity for GPC to speak at this meeting. This is therefore only chance<sup>2</sup> for GPC to put its views on record and influence the WBC decision.**

### Main Issues

1. It seems clear that **WBC is set upon implementing this LDO.**
  - a. Severe resource constraints mean that the Planning Department has to look for all ways it can streamline processes and **reduce costs**: this is one.
  - b. Furthermore the revenue earned by Greenham Trust through rents paid by business tenants there, plus the revenue earned directly by WBC through **business rates**, is a very significant 'renewable' income source for the whole District.
  - c. **Greenham Trust grants** (over £40m in the past) go to 'good causes' mainly within West Berkshire (arguably saving WBC from spending directly on these same 'causes/services'), from which Greenham residents benefit probably more than others in the District.
2. If the LDO reduces costs of development, it should help generate **more income and jobs for local people**, including Greenham residents. However parish councils do not 'precept' into business rates, so GPC will not benefit directly from an LDO, unlike WBC.
3. **The LDO is likely to speed up the process of development but cannot increase (or decrease) the total amount.** The 'baseline' of extant plus

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<sup>1</sup> Other than via District Ward councillors

approved but not fully implemented development does not change with the LDO. Less than 40% of the permitted development (measured by commercial floorspace) approved in outline under the 1997 planning application has been implemented. **We cannot stop the remaining 60% taking place.**

4. The LDO provides an **opportunity to influence the mix** of development uses, the quality of design, the height of buildings, and emissions of light, noise and smell from future development, in a single document.
5. Under all scenarios envisaged in the LDO for land uses, the predicted trip generation is less than would be the case without the LDO but with the current 'baseline' of permitted outline development. Therefore there is **no case for objecting to the LDO on traffic grounds.**
6. The LDO **removes the right of GPC** and other stakeholders in future to seek to obstruct or significantly influence future development within the LDO Area (almost all the Business Park) in individual cases, although it does not remove that right from WBC Planning or the ability of Planning to notify GPC when the applicants submit 'pre-development notification' – as they must.

### **Main features of the LDO**

Plans taken from Appendices to the draft LDO will be available at the GPC meeting on 9 May and all documents forming part of the LDO can be viewed at <http://info.westberks.gov.uk/index.aspx?articleid=35162>.

At the briefing attended by Cllrs Neal and Vickers, we were advised that our views on certain aspects of the LDO were particularly welcome. These are:

- a. Highways & transport, including travel planning;
- b. Building heights;
- c. Emissions: light, sound and odours.

In addition (although this relates to all three of the above), we ought to consider whether the mix of 'use classes' (types of development) proposed are appropriate. In the LDO, Table B (pages 14-16) sets out 'permitted land uses' proposed, giving indicative proportions of each that will be allowed within the total. These divide into 'primary uses' and 'secondary uses'.

### **LDO Zones**

There are five zones defined in the LDO, each having different mixes of land use. Together the LDO accounts for 54.0ha out of the 60.9ha Business Park area, of which the remainder is deemed too environmentally sensitive to have any further development.

Within the LDO, **Zone D** will not be allowed any new development without separate planning permission and **Zone E** (the bund along the entire northern boundary) will also have no development allowed, other than to enhance its landscape / ecological / heritage value.

**Zone A** accounts for about 2/3 of the LDO area and covers all the northern half (other than the bund) and all the area west of Albury Way (the western main access road). It will only be allowed primary land uses.

**Zone B** is most of the remaining area, where some limited amounts of secondary uses (shops, restaurants & cafes, 'institutions' such as creches and training centres) will be allowed "to complement the business community". Possibly controversial is the inclusion of **hotels** and conference centres (up to 120 bed spaces).

**Zone C** is as Zone B but without any noisy or HGV-dependent uses., which will be encouraged to access the Business Park via Albury Way and not Main Street.

### **Building heights**

Because the land slopes gently down towards the River Enborne, allowable

heights of building will increase away from the Common. Existing building heights set a maximum and will not be exceeded in **Zone 1** (the northern third), with 10m max in Zone 1a and 12m in Zone 1b. Most of the LDO area is **Zone 2** in the building heights plan and will be allowed up to 16m. **Zone 3** (the same area as Zone C above) will have a max. height of 11m, because it is cannot be allowed to dominate the nearby residential area to the east.

Along the northern boundary, the LDO states that “a continuous roof line should be avoided to reduce the impact on sensitive views” from the Common.

#### **Duration, monitoring, review and revision of the LDO**

The LDO will last up to 25 years but be reviewed at intervals of no more than five years, at the discretion of WBC Planning. However as Planning Authority, WBC will be notified of every individual proposal and can deem each and every one to require a separate planning application, if it is considered to depart from the LDO terms and conditions.

The Planning Authority only has 15 working days in which to decide whether to require a planning application. It is not obliged to inform any third party (such as GPC) but Mr Butler has indicated he would be happy to do so for GPC, if we request it.

Although this is much less time for us to submit comments than with a normal planning application and there is no opportunity for ‘call in’ by ward member, it would allow us to influence the planners’ decision whether to allow permission ‘by default’ (which occurs if the Applicant doesn’t hear otherwise from Planning within those 15 working days). It would also allow us to request minor amendments and/or to make our views on each application public.

By receiving a copy of each pre-development notification form, GPC could monitor progress of the LDO. It would also enable us to oversee the planners’ monitoring of the LDO and, if we wished, press for a review. Otherwise we would only know about its progress as and when development occurs on site.

If the Planning Authority (WBC) decide to revise the LDO, there may only be 28 days in which to comment on the changes. Therefore the need to monitor it continuously and influence any revision is important. Similarly if we like the LDO but WBC decides to revoke it – which it can do at any time – we would only have 28 days to object.

If Government changes policy regarding LDOs or other aspects of national planning policy, this would of course ‘trump’ anything said above.

#### **Recommendations**

The following points should be included in our response. Following the GPC meeting on 9 May, it is requested that a sub-group of Cllrs Neal and Vickers prepare a more detailed response to WBC and be given delegated authority to sign it off before the Clerk (or Deputy Clerk) submits it.

1. GPC has concerns about the ability of the LDO to effectively manage development at Greenham Business Park, based largely on the history of past planning applications and way that WBC has dealt with them. However we recognise that WBC is unlikely not to implement a LDO and our comments assume that it will do so.
2. GPC wishes to be sent a copy of every individual pre-development notification as soon as it is received in WBC Planning, in order to be able to monitor progress of the LDO and exercise influence, on behalf of local residents, on its implementation.
3. GPC is concerned at the extensive use of ‘should’ and other weak forms of wording in the design guidance for the LDO. This would, in our view, allow excessive ability of developers to avoid meeting the Planning Authority’s aim of controlling development here. Specifically we would like changes to ‘shall’ or equivalent stronger wording to be made [*specifics e.g.*].

- a. Layout and movement should be stronger on provision of adequate parking (of cycles as well as cars and delivery vehicles) also of facilities for disabled users and better signage for cyclists and pedestrians and more convenient location of cycle parking (2.13-2.17);
  - b. Clear distinction between public and private access is not present now and needs to be enhanced in the future: 2.30 and 2.31 are examples where 'should' must be replaced with 'shall'.
  - c. Plot security fencing can be intrusive and harm the general working environment for users and visitors (2.46-2.49). We would like to see more emphasis on active security measures, such as patrols and movement sensitive lighting and alarm systems, to reduce the need for physical but passive measures. The emphasis could be on better external security fencing, in tune with the area's past military history. Internal plot fencing can quickly destroy the distinctive open and relaxed *internal* feel of the Business Park. It can also cause ecological harm by limiting the ability of wildlife to move around the site.
4. We can see nothing in the design guidance to enable control of further noxious emissions, such as come from English Provender at times. We would like to be assured that further unpleasant land uses can be avoided so close to the Common as well as nearby residential properties.
  5. The Transport Assessment implies that the A339 is an acceptable walking and cycling route to and from work. This is not so, except possibly for people living nearby in properties along the A339 or the villages south of the site in Hampshire. Traffic on the A339 away from the roundabouts is far too fast to make for pleasant or safe journeys on foot or by bike. The emphasis should be on improving cycle routes across the Common from Newbury and Thatcham for ordinary cycles and on encouraging more use of public transport, perhaps with an on-site bike-hire scheme for journeys within the Business Park but mainly for safe and pleasant internal routes.
  6. The existing bus services are not regular enough to encourage their use by commuters from the main local population areas that will provide employees for development under the LOA. The service from/to Newbury needs to be at least half-hourly from 0730 until 1730.
  7. The predictions of mode share based as they are on West Berkshire as a whole in 2017, with 11.7% commuting on foot, are wildly optimistic for a site 3km from the nearest town. The District figures are skewed by high figures for Newbury and Thatcham, whereas Greenham Business Park is beyond the distance that most people will walk to work, especially on unlit routes through the Common in winter. This undermines the credibility of the Travel Plan and reinforces the view of GPC that better bus services and bikeable surfaces across the Common are needed to reduce car use by the claimed target of 10%.

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