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**MINUTES of the meeting of the Greenham Parish Council Control
Tower Committee**
held at Liberty House, Greenham Business Park
on Tuesday 15th August 2017 at 7.00pm

Present: Cllr Jon Gage (Chair)
Cllr Meg Thomas
Cllr Billy Drummond (substituting for Cllr Middlemiss)
Cllr Paul Walter
Cllr Sally-Ann Jay (from 7.08pm during item 5 review of outstanding actions)
Mitch Thomas

In attendance: Jonathan Sayers

1. APOLOGIES FOR ABSENCE

Apologies were received from: Cllr Julian Swift-Hook, Cllr Lindsey Middlemiss (Cllr Drummond was substituting for her), Andy Nicholls from Place Partnership Ltd.
Not present: Cllr Austin, Cllr Puffet, Dean Graham.

2. DECLARATIONS OF INTEREST

Mitch Thomas declared that he is an employee of Greenham Business Park Ltd.

3. APPROVAL OF MINUTES

Proposed: Cllr Paul Walter

Seconded: Cllr Jon Gage

RESOLVED that the minutes of the Control Tower Committee for August 3rd 2017 be approved. Mitch Thomas abstained. Cllrs Gage, Walter, Thomas, Drummond and Jay voted in favour.

4. PUBLIC SESSION

There were no questions from members of the public.

It was noted that the second reply from the committee to Allan Mercado, member of the public, was delivered this week.

5. OUTSTANDING ACTIONS

See Appendix A.

6. PROJECT MANAGER REVIEW

Cllr Jon Gage read a report from Andy Nichols of Place Partnership Ltd.

***Action:** Cllr Jon Gage will go back to Place Partnership to clarify their project plan, as it seems to have extended by 3-4 weeks due to "soft start" for the main contractor.

Everything so far is on track and the updated risk plan is still unchanged.

Cllr Gage reported that Andy Nichols met three potential café operators at the Control Tower on 10th August. The feedback from the operators was good. There were questions over: the cooker being undersized, the extractor fan issue, clarity around bin clearance, security/shutters, equipment supply etc.

The current key risks and issues from Andy Nichols are: Lightning rods (these are costed into the plan), extractor in kitchen and food preparation area, loos. Andy Nichols will be meeting the Environmental Health Officer this month.

The current project plan assumes 5th September as the date of the potential loan application approval.

PCSO Andrew Scott is happy to help with the Crime Prevention advice.

7. PUBLIC WORKS LOAN APPLICATION

The application packs are to be delivered to the Berkshire Association of Local Councils on 23rd August 2017.

8. FORMATION OF COMPANY LIMITED BY GUARANTEE

An email from solicitor Rosemary Cook was discussed.

Proposed: Cllr Jon Gage

Seconded: Cllr Billy Drummond

RESOLVED unanimously that the name of the Company Limited by Guarantee be revised to "Greenham Common Tower Ltd". This was done on written the advice of solicitor Rosemary Cook who informed the council that the alternative of "Greenham Common Tower Trust" would require expensive and lengthy approval.

Proposed: Cllr Jon Gage

Seconded: Cllr Billy Drummond

RESOLVED unanimously as per the council resolution of 9th August, as is normal with these organisations, directors, trustees and members are all the same. We want one class of member only. We don't want corporate members as a separate level of member having the right to remove a director. We do want there to be a clause in the Articles of Association which stipulates that there are always representatives from Greenham Parish Council and Greenham Commission on the board of trustees. We are happy, given Rosemary Cook's explanation, that co-opted members/directors have voting rights before their first AGM. The maximum number of co-opted directors should be two. **RESOLUTION ENDS**

***Action:** Cllr Jon Gage to check when a third trustee nomination is needed.

***Action:** Cllr Jon Gage to ask Rosemary Cook for a meeting before finalisation of the CLG registration.

Interviews for initial trustees:

***Action:** Cllr Meg Thomas to tell Cllr Paul Walter the names of the first three applicants.

***Action:** Cllr Paul Walter to communicate dates for interviews to applicants and the panel.

***Action:** Cllr Paul Walter to obtain the declaration form for Bankruptcy etc from the government website.

We will not confirm appointments until Rosemary Cook has confirmed the process.

***Action:** Cllr Paul Walter to draft criteria and question list and send out.

***Action:** Cllr Paul Walter to arrange a pre-meeting for the panel.

Proposed: Cllr Paul Walter

Seconded: Cllr Jon Gage

RESOLVED unanimously that the priority tasks for Trust/Company Limited by Gaurantee are:

- Arranging the lease for the building
- Setting up a trading subsidiary
- Carrying out the Café tender
- Carrying out the Interpretation tender
- Arranging the operation and volunteers/staffing

9. INTERPRETATION WORKING GROUP

Cllr Meg Thomas gave a report from the Interpretation Working Group. Three quotes have come back from three suppliers for the “pre-construction design” request for quote. Tentative design specifications have been supplied. The committee needs to read the quote documents.

***Action:**Cllr Jon Gage to send copies of the three quote documents to the committee members. Cllr Meg Thomas will forward the documents to the Interpretation Working Group.

Proposed: Cllr Paul Walter

Seconded: Cllr Meg Thomas

RESOLVED unanimously that at the next Control Tower Committee meeting, we have to choose our preferred design and then submit this to full council for authorisation to spend the appropriate money on this. This will allow us to then choose a detailed design which is then included into the tender document for construction of the design.

A plan is needed for a process for employing volunteers.

***Action:**Cllr Sally-Ann Jay to devise a plan for engaging Control Tower volunteers, to be presented at the Control Tower Committee on 12th Sept meeting.

10. OTHER ITEMS FOR INFORMATION ONLY

***Action:**Cllr Paul Walter to add Jonathan Sayers to the distribution list for CTC agendas and minutes.

There being no other business the Chairman declared the meeting closed at 8:47pm

Chairman

Date

APPENDIX A

CTC actions as at 15th August 2017 meeting		Updates 15th August CTC meeting
New actions at 9th May meeting		
Volunteers	Clerk to collate names of volunteers and their skill sets.	Ongoing. The Trust will need to be involved in due course.
Volunteers	Clerk to schedule the process of engaging and employing volunteers on the next CT Committee meeting agenda, making recommendations where appropriate.	On today's agenda. Open Day was successful
From 13th June Control Tower Committee meeting		
PWLB loan	JG to proceed with form filling and consult with BALC	Finished. CLOSED
IWG	JG to bring back fence issue to future CTC meeting once we have Place Partnership advice on pros and cons	Open - waiting Crime Prevention Officer
Open Day	Meg Thomas with help from JG to investigate proposal for open day for consideration at future CTC meeting	CLOSED
From 27th June Control Tower Committee meeting		
IWG	Andy Nichols to talk to the Crime Prevention Officer about security matters.	Open
IWG quote	MT and JG to action the quoting process for the Interpretation "Pre-construction contract"	On agenda tonight
Public Works Loan application	Andy Nichols to enquire with Paul Thatcher at PP as to what other funding streams could be used if the loan funding falls through.	Open - waiting for Andy N
Public Works Loan application	LM to list all funding options eg brick purchase	Open
Public Works Loan application	JG to put the subject of the Contingency Plan into a future agenda to the actions above together.	Open
Formation of charitable trust	MT and LM to put a profile together for the trustees and start talking to potential trustees.	On agenda tonight
Key holders	JG to get some more alarm fobs	Need to be programmed when Dean Graham returns
Future meeting dates	PW to ask for dates to go on website	CLOSED
Rosa productions	JG to put Rosa productions on a future agenda	JG spoke to the BBC still intending to use.
IWG	JG to schedule onto a future agenda: (a) response to member of public re tribute to Cold War service men and women and (b) Approach to Cold War veteran associations	Letter signed and being delivered CLOSED
From 31st July 2017 full Council meeting		
Loan application	CIlr Swift-Hook to contact SIB to update them on 31st July decisions.	This has been done. CLOSED
General	CIlr JSH to establish key messages around the CT.	Open
From 3rd August CTC meeting		
Project Management	JG to liaise with Paul Thatcher of PP to compile a draft joint press statement for approval by the Proper Office, about the anticipated opening date.	Open
BBC 8th/9th September	JG to contact BBC Southampton re arrangements for 8th/9th September	Done all in hand
Project Management	AN to send JG the detailed July PP report	Done CLOSED
Project Management	AN to ask his colleague to define an end date in her communication to the council.	Mail received CLOSED
Café engagement	JG to invite potential café operators to meet AN at the CT on August 10th.	Done Three turned up CLOSED

