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MINUTES of the meeting of the Control Tower Committee
held at Liberty House, Greenham Business Park, Greenham
on Thursday 31st August 2017 at 7.00pm

Present: Cllr Jon Gage (Chairman) (JG)
Cllr Paul Walter (PW)
Cllr Meg Thomas (MET)
Cllr Julian Swift-Hook (JSH)
Cllr Billy Drummond (BD-sub. for Cllr Middlemiss)

In attendance: Philippa Harper, Clerk (PH)
Andy Nichols, Place Partnership (AN)
Mr Mitch Thomas (Greenham Bus Park) (MIT)
Mr Tony Vickers from 19.04 from Item 4.

1. APOLOGIES FOR ABSENCE

Apologies were received from Cllr Lindsey Middlemiss and Cllr Sally-Ann Jay.
Not Present: Cllr C Austin, Cllr G Puffet, Mr D Graham

2. DECLARATIONS OF INTEREST

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

3. APPROVAL OF MINUTES

Proposed: Cllr Paul Walter

Seconded: Cllr Billy Drummond

Resolved: That the minutes of a meeting of the Control Tower Committee held on 15th August 2017 be approved as a correct record and signed by the Chairman.

4. PUBLIC SESSION

Cllr Walter reported that there had been a reply from Mr. Mercado, his query about a folder is being resolved.

Action The Chair will draft a reply to be sent by the Clerk to clarify the 4 items covered by the Control Project under the terms of SIB funding.

Tony Vickers asked if the draft Articles of Association were available to the public. It was reported that the full draft AoA will go out with the agenda for the 13th September Council meeting.

5. REVIEW OF OUTSTANDING ACTIONS

See spreadsheet attached.

6. PROJECT MANAGER REVIEW

Andy Nichols, Project Manager from Place Partnership, gave an update.

AN reported that the project is still on budget, time and scope.

Following a meeting with the Conservation Officer (CO), the following items were reported:

- a. Approval for the larger extraction fan had been given
- b. Doors to café – concession agreed by CO to allow full size and half leaf on magnetic hold backs.
- c. A final statement on maximum number of people allowed in the building at one time is pending
- d. Flooring – tiles slip resistance, especially in the kitchen, sheet vinyl detail has been agreed with CO. Same for café area.
- e. Vinyl tiles in ground floor hallway. Need to be sourced. Ongoing discussion with the CO.
- f. External landscaping after meeting with BBOWT and CO – agreed, including front and rear ramp access. CO has volunteered to explore proposing a minor amendment to our original planning application.

AN will continue chasing Crime Prevention Officer for advice on removal of fencing.

The Tender package is going through a final Quality Assurance check. When the green light is given by GPC, it is ready to go on Place Partnership's "In-tend host.co.uk" portal. GPC can also forward to local suppliers. PP will arrange to be on site for site visits by tenderers. Plans are ready to be supplied. All compliant with 2015 regulations.

Date from completion of works will depend on date of response from PWLB. Mobilisation period of contractor and negotiation/flexibility with the contractor.

PW pointed out that we need to have a project plan for other elements (other than construction) before looking an opening date - kitchen, café operator, CLG, Operating company plc, Interpretation centre etc.

Action: PH to pull together clear overall project plan.

Action: JG to agenda for future PH's overall project plan.

Action: AN will contact Furniture Partnership re cabinets.

AN confirmed that Access audit has been carried out and will be supplied to the council. The main findings were around entrances (which are being resolved).

PW raised concern about the boiler doors. Currently protected by fencing and alarm, but will be secured as part of the project.

7. PUBLIC WORKS LOAN APPLICATION

20th September is the latest date for an answer from DCLG

Action: PH to check with BALC that DCLG have received the application.

8. FORMATION OF COMPANY LIMITED BY GUARANTEE

Have now reached the point to put it to Full Council.

Rosemary has requested the name of a third trustee.

Action: MET to contact Chris Tufnell, Chair of Greenham and Crookham Commons Commission to agenda item for election of representative

Action: JG to chase Rosemary to confirm how to formally approve and appoint first trustees

Action: JG to agenda item approval of AoA recommendation at next CTC meeting on 12th Sept.

Action: JG to bring forward onto the next Full Council agenda on 13th September the CTC recommendation re: AoA.

Action: JG to put nomination of trustees on next council agenda.

PW gave an update on the interviews for trustees. Four interviews following strict criteria will be done by next Tuesday.

It is a requirement of SIB funding that potential trustees are approved by SIB in writing

Action: PH to contact SIB to introduce herself and prepare to inform SIB of the trustee profile at an early stage.

The priorities for the charity (see last meeting 15th August minutes) were discussed:

(a)Lease

Need to get together the heads of terms for the lease and then go to three local firms of solicitors.

Action: Mitch Thomas to send heads of terms template to JG

Action: JG to revise document for first draft

(b)Other priorities

JSH mentioned that we need to list immediate for the charity: Open a bank account, hold a meeting, get legal representation, administration support, insurance, contracts for maintaining the building

Action: PW to pull together the above immediate list and the priorities from last meeting 15th August.

Action: JG to put lease creation on next agenda for CTC.

Action: PH to add priorities into overall Project Plan

9. INTERPRETATION WORKING GROUP (IWG)

A report was received from Cllr Meg Thomas.

As discussed at last meeting, the three quotes for interpretation design were not clear in what they offer. Other queries included clarity on the use of already sourced resources/exhibits, and how would they work with West Berkshire Heritage and Greenham War and Peace.

Heritage Lottery Funding (HLF) are interested in IWG work, and favour close collaboration with Greenham War and Peace and West Berkshire Museum service.

Meg has talked with Rosemary Richards of Greenham War and Peace. She said they could work with us. The HLF are very keen about working with volunteers.

Meg is working with Paul James of the Museum Service.

Process for employing volunteers was held over to next meeting.

10. CAFÉ TENDER PROCESS

AN has met three operators, but will not be involved in the detail of the tender process.

The extract fan is a good step forward

Action: JG to circulate a draft of a tender document

11. OFFICE SPACE LETTING

Artist has come back to us wanting to move in as soon as possible. Four people has expressed interest.

Action: MET to get back to the artist to clarify that the office space is not yet available.

12. OTHER ITEMS FOR INFORMATION ONLY

Cllr Thomas is showing around visitors as part of “Greenham War and Peace” on 8th and 9th September. Billy Drummond and Tony Vickers will help. Philippa H can also help on 8th Sept. Another Open Day was agreed as unlikely in view of the building work and other workloads.

EXCLUSION OF PRESS AND PUBLIC

Proposed: Cllr Paul Walter

Seconded: Cllr Jon Gage

RESOLVED: That under Section 1, Paragraph 2 of The Public Bodies (Admission to Meetings) Act 1960 the press and public be excluded from the meeting for the following items of business because publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

Andy Nichols and Tony Vickers left the meeting.

Review of quotes for interpretation design

As a result of the Committee resolution of 27th June, the council sent out a request for quote to three suppliers for the pre-construction design of the interpretation centre. The council had estimated that this contract would be worth £15,000 and therefore qualify for the council's request for quote process, as opposed to a full tender process (which is relevant to contracts worth over £15,000). However, the quotes which were received back were all over £15,000.

Proposed: Cllr Paul Walter

Seconded: Cllr John Gage

RESOLVED unanimously to withdraw the request for quote, action clerk to communicate with the three quoting companies, and commence writing the tender package to include design and implementation of project, to approve by Full Council once loan application is approved.

Action: Philippa Harper to start work on the tender for this, including taking suitable advice on parameters of cost that might be expressed.

Storage for already acquired artefacts and items is required

Action: Meg T and Billy D to review with Paul James re exhibits store facility.

The meeting closed at 21:09

Date of next meeting 12th September 2017 at 1900hrs subject to room booking confirmation.

There being no other business the Chairman declared the meeting closed at 2109hrs

Chairman

Date

