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MINUTES of the meeting of the Control Tower Committee
held at Liberty House, Greenham Business Park
on Wednesday 25th January 2017 at 7:30pm

Present: Jon Gage (Chairman) Meg Thomas
Mitch Thomas (Greenham Business Park)
Gary Puffett Dean Graham
Lindsey Middlemiss

In attendance: Locum Clerk Charlotte Booth
Councillor Billy Drummond
Pauline Holbon
1 member of the press

1. APOLOGIES FOR ABSENCE

Louisa Dean (PR adviser)
Paul Walter
Julian Swift-Hook

Cllr Gary Puffett questioned in what capacity Cllrs Julian Swift-Hook and Chris Austin would attend this meeting and was informed it was as *ex officio*.

2. DECLARATIONS OF INTEREST

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

3. APPROVAL OF MINUTES

Mr. Mitch Thomas had not received the minutes for the meeting held on 30th November 2016 and 11th January 2017. He was provided with a copy.

Mr. Mitch Thomas wanted his affiliation amended to Greenham Business Park on both sets of minutes.

Proposed: Cllr Jon Gage

Seconded: Cllr Lindsey Middlemiss.

Resolved: That the minutes of the meetings of Control Tower Committee held on 30th November 2016 and 11th January 2017 be approved as a correct record (following corrections) and signed by the Chairman.

Further Action:

Ensure Mr. Mitch Thomas is on the meeting distribution list for further meetings.

4. CO-OPTED COMMITTEE MEMBERS

Proposed: Cllr Jon Gage

Seconded: Cllr Lindsey Middlemiss.

Resolved: That Dean Graham be co-opted onto the Control Tower Committee.

All Members agreed.

Proposed: Cllr Jon Gage

Seconded: Cllr Lindsey Middlemiss.

Resolved: That Charlotte Booth will hold the role of Locum Clerk until a permanent clerk is recruited.

5. INFORMATION REQUEST FROM SIB REGARDING GRANT EXPENDITURE

SIB have written to Greenham Parish Council regarding a potential breach of the grant conditions which was drawn to their attention in an unsubstantiated comment of the previous clerk in unapproved, draft minutes.

Cllr Julian Swift-Hook and Cllr Jon Gage drafted a response presenting the evidence demonstrating the grant had been spent according to the grant guidelines.

Cllr Gary Puffett believed point 4 of the letter needed re-writing for clarity and it was agreed that the letter would be presented to full council for approval.

6. PUBLIC WORKS LOAN BOARD LOAN

- a) Legal advice has been received *gratis* from Horsey Lightly stating that the property needs to be complete before the clause of repossession can come into effect.

Cllr Gary Puffett believed this to be the opinion of one man and suggested obtaining another opinion may be prudent. Mr. Mitch Thomas stated John Trehearne from Horsey Lightly has been involved since the beginning and is in a very strong position for such advice.

Action: Cllr Jon Gage to contact Horsey Lightly and request this advice on headed paper. If there is a charge for this, it will need to be discussed in full council.

- b) Consultation of Public Support – Cllr Lindsey Middlemiss is working with Cllr Meg Thomas on the Draft Consultation Plan. They have highlighted some areas where a budget will be required. It was clarified that this would come from Parish rather than public funds.
- i) Survey Monkey subscription (£26 pcm for up to 1000 surveys, or unlimited for £300 pa.) This allows an analysis of postcodes and responses, and can establish level of support in Newbury and Greenham. As not everyone has internet access more traditional promotional methods also need to be considered.
 - ii) Promotion of project (e.g. banners, leaflets, Volunteers for Interpretation strategy and running the Control Tower, social media campaign). There was some debate regarding the efficiency of a leaflet drop or inserting leaflets into circulars and it was suggested that public events were a better option.
 - iii) Suggestions were given for producing signs and banners (Signs Direct), and local events such as Greenham Parkrun, or Sandleford Lodge for distribution, as well as the possibility for crowdfunding.

Action: Cllr Lindsey Middlemass to provide estimated figures to present to full council at the next Parish Council Meeting.

Action: Cllr Lindsey Middlemass to finish the draft of the Consultation Plan and email to Cllr Jon Gage who will then liaise with Jane Kirk at BALC.

- c) The Business Plan – Cllr Jon Gage is in the process of drafting a Business Plan for when the Control Tower is complete with a break-down of costs for an occupied and an

unoccupied building as well as the profit potential of the café. However it was noted that the café owners may not necessarily use this plan.

Action: Cllr Jon Gage and Mr. Mitch Thomas will draft the plan and circulate to the committee before presenting to full council.

- d) Breakdown of Spending – Not everyone had the opportunity to examine the breakdown circulated prior to the meeting so it was decided to defer to the next meeting.

Action: The Committee to examine the document and remove any expenditure which is no longer relevant and to add/amend the other lines as necessary.

7. PROJECT MANAGER ROLE

Employment of a Project Manager is dependent on the loan application being successful. It was unanimously agreed that a Project Manager was needed.

Mr. Dean Graham agreed to provide a draft job specification for the role based on the lines on the cost plan list. He explained that normally 2 – 20% of the project cost is the expected salary for a Project Manager and it would be necessary to put the role out to tender.

Mr. Mitch Thomas suggested a Clerk of Works would be a more appropriate role as they can sign off work and close up the site.

Proposed: Cllr Jon Gage

Seconded: Cllr Lindsey Middlemiss

Resolved: Cllr Gary Puffett will work with Mr. Dean Graham on a first draft of the job specification.

8. LISTED BUILDING PLANNING CONSENT

- a) Mr. Mitch Thomas emphasised that all proposals for the interpretation and the structure need to go through the Project Manager when appointed. The Project Manager would also have to co-ordinate with the Conservation Officer before any works could be carried out.

Cllr Jon Gage suggested that all applications are collated and sent as one batch.

- b) **Next steps:** this needs to be included in the job specification for the Project Manager.

9. REGULATORY COMPLIANCE

Cllr Gary Puffett does not believe the Committee have been compliant with the CDM regulations in 2015. Mr. Mitch Thomas and Cllr Jon Gage emphasised it was important to discuss how to move forward and ensure in the future the Committee is compliant rather than focusing on what should have been done in the past.

Action: Cllr Gary Puffett to contact HSE regarding retrospective applications and advice on moving forward with the project.

10. INTERPRETATION

A discussion ensued on the number and type of artefacts which will be displayed in the interpretation centre. Cllr Jon Gage said he had a list of contacts of people who may have artefacts to donate. Cllr Lindsey Middlemiss suggested she would like a working group formed with volunteers working on different aspects of the interpretation.

Proposed: Cllr Jon Gage

All Councillors agreed.

Action: Cllr Lindsey Middlemass and Cllr Meg Thomas will contact the people on the list and

compile a list with dimensions of artefacts available.

Action: Mr Dean Graham to contact his Space Planner colleague, by the next meeting, who can draw up plans for a 3D virtual reality interpretation.

Action: Cllr Jon Gage to produce a list of volunteers interested in helping with the interpretation.

11. URGENT REPAIRS

- a) The contractor will start the brick work repairs next week.
- b) Mr. Dean Graham reported the boiler has a couple of leaks and needs to be serviced/repaired.
- c) Mr. Dean Graham also reported that someone had entered the building and turned off the heating. He requested changing the padlock and monitoring who has keys.
- d) Mr Dean Graham queried broadband supply. Mitch Thomas will pass instruction booklet to Dean Graham if available, who will then progress
- e) Additionally Dean Graham suggested setting up passwords with contractors/suppliers to allow only certain authorised committee members to amend works/instructions.

Action: Mr. Dean Graham to get quotes for the boiler repair.

Action: Mr. Dean Graham to get quotes for a new padlock and report back to Cllr Jon Gage prior to the next meeting.

Action: Mr. Dean Graham to propose the names of authorised personnel to instruct contractors/suppliers.

12. DEDICATED BANK ACCOUNT FOR CONTROL TOWER PROJECT

Cllr Jon Gage contacted Lloyds and an account can be opened under Greenham Parish Council known as a Treasurer's account with a minimum turnover of £50k.

The signing arrangements are the same (i.e. two signatories). The costs are £6.50 pcm for the account, £0.65 for cheques (in and out), and £1 per £100 cash paid in up to £1500, then £0.80 per £100.

Proposed: Cllr Jon Gage

Seconded: Cllr Lindsey Middlemiss

Resolved: Committee agreed that this should be taken to full council for actioning.

13. TERMS OF REFERENCE

Cllr Lindsey Middlemiss commented that membership had been agreed in a previous meeting to increase to seven from five.

Action: Cllr Jon Gage to review if this has been actioned and to ask for further volunteers at the next council meeting.

Cllr Gary Puffett raised the issue whether the Chair of Greenham Parish Council is to have anything to do with the Control Tower Committee considering he had been voted off the Committee in January 2016. This was to be reviewed after 6 months and it was not carried out.

Action: To be raised at the full council meeting on 8th February 2017.

14. OTHER ITEMS FOR INFORMATION ONLY OR FOR POSSIBLE INCLUSION ON A FUTURE AGENDA

- a) Alternative funding for the Control Tower: for example sponsor a brick, sponsor a bench, Friends of.

There being no other business the Chairman declared the meeting closed at 21:10 hrs

Chairman

Date