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**MINUTES of the meeting of the Control Tower Committee**  
*held at Liberty House, Greenham Business Park, Greenham*  
*on Wednesday 15th February 2017 at 7.30pm*

*Present:* Cllr Jon Gage (Chair) [JG]      Cllr Gary Puffett [GP]  
Cllr Billy Drummond [BD]      Mr Dean Graham [DG]  
Cllr Paul Walter [PW]      Mr Mitch Thomas (Greenham Bus Park) [MT]  
Cllr Julian Swift-Hook [JSH]  
Cllr Lindsey Middlemiss [LM]

*In attendance:* 1 member of the public

**1. APOLOGIES FOR ABSENCE**

Apologies were received from Cllr Chris Austin, Cllr Meg Thomas (with Cllr Billy Drummond substituting)

After confirming that Cllr Swift Hook intended to play an active role in the meeting as a member of the committee, Cllr Puffett said he was boycotting the meeting and left at 7.36.

**2. DECLARATIONS OF INTEREST**

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

Cllr Paul Walter declared that he is friends with a couple of café owners/operators in the area (reference Item 11).

**3. APPROVAL OF MINUTES**

**Proposed:** Cllr Paul Walter

**Seconded:** Mr Mitch Thomas

**Resolved:** That the minutes of a meeting of the Control Tower Committee held on 25<sup>th</sup> January 2017 be approved as a correct record and signed by the Chairman.

**4. FURTHER INFORMATION REQUEST FROM SIB**

- a) A second response to SIB has been sent on behalf of Greenham Parish Council. A “holding” reply to this second letter has been received from SIB. A substantive reply from SIB is awaited.
- b) SIB have asserted that the deadline date for the draw down/spending of funds was 2014; it was pointed out that according to the grant offer letter this was an “expected date”, not a deadline.
- c) Correspondence from SIB was read out concerning the make-up of the management committee of the eventual charitable trust to run the Control Tower.

**Proposed:** Cllr Jon Gage

**Seconded:** Cllr Billy Drummond

**Resolved:** That Cllr Lindsey Middlemiss seek legal advice and prepare a report on

options for the formation of the legal entity that will eventually run the control tower and the structure of the management committee of it with a view to the committee deciding at its next meeting on the incorporation and a diverse management structure.

## **5. LEGAL ADVICE REGARDING POTENTIAL CLAWBACK CLAUSES**

Two sources have provided informal legal advice indicating that West Berkshire Council has no basis for triggering the claw-back provisions in the Transfer Deed (it had previously been suggested that the provisions could be triggered in April 2017).

**Proposed:** Cllr Jon Gage

**Seconded:** Cllr Paul Walter

**Resolved:** A record of the informal email advice received will be kept; formal paid-for written advice at a cost of £500 + VAT will be requested only if the Council faces a formal claw-back challenge.

## **6. PROPOSED PUBLIC CONSULTATION**

Cllr Middlemiss presented her draft consultation plan. The format of the proposed consultation has been viewed by Jayne Kirk from BALC, who considered it to be a good format for the work intended.

Cllr Gage stated that GPC's communication with the public should make clear that work on the Control Tower would involve use of GPC reserves as well as the loan. A discussion took place concerning the consultation.

**Action:** Cllr Middlemiss to draft statement/question for the consultation and the postcard "flyer"

Cllr Walter requested that the flyer does not have a yes/no answer but something like that. Cllr Middlemiss agreed to embody this into the draft.

**Action:** Cllr Middlemiss and Louisa Dean to draft a press release on the control tower project being active again and the forthcoming gathering of public opinion.

**Proposed:** Cllr Paul Walter

**Seconded:** Cllr Jon Gage

**Resolved:** That the gathering of public opinion was called something other than a consultation.

**Action:** Cllr Middlemiss to prepare a draft banner to go on the Control Tower fence promoting the forthcoming gathering of public opinion.

**Action:** Cllr Middlemiss to check if Google Forms is more suitable than Survey Monkey for gathering and sorting submitted information

**Action:** Cllr Gage to prepare a headline statement to go on the front page of the GPC website asking people for their feedback on the Control Tower plans

**Action:** Cllr Middlemiss to investigate a separate website for the Control Tower

## **7. PROJECT MANAGER ROLE**

**a) The draft Role Profile was reviewed and discussed.**

Cllr Drummond asked that Grade II listed building experience be mentioned in the description.

Cllr Walter asked for clarity to be in the document that the line manager of the Project Manager

be the Chair of the Control Tower committee.

The project manager would come on board before and parallel to the new public works loan application. Preparing the actual loan application will not be part of the Project Manager role, though he/she will be active in putting together the Schedule of Works.

The project manager will be required to feed back to the Control Tower Committee and reports will be available for GPC to review.

The setting up of the organisation to run the Control Tower will not be part of the role of the project manager.

The completion of the build of the interpretation centre will be part of the scope of the project manager.

It was requested the job specification for the project manager had a line added highlighting the importance of complying with CDM requirements.

Cllr Swift Hook requested that the Person Specification should include experience of, and/or a qualification in, a recognised project management methodology such as Prince 2.

**Action:** Cllr Gage to note the revisions to the project manager job specification and send then to Dean Graham. A revised version is to be circulated before the next meeting.

#### **b) Shortlist of Potential Applicants**

A number of potential interested parties were discussed. Basic financial checks had been carried out. It is envisaged that the project management will be contracted to a suitable company rather than GPC employing an individual.

**Proposed:** Cllr Paul Walter

**Seconded:** Cllr Billy Drummond

**Resolved:** That the project manager contract will be advertised on [www.gov.uk/contracts-finder](http://www.gov.uk/contracts-finder)

**Action:** Dean Graham will work out the way to get the contract posted on the website.

### **8. FUTURE BUILD SCHEDULE**

The draft Schedule of Works circulated with the agenda (“Construction Cost Plan to Complete Refurbishment Of The Greenham Control Tower”) was reviewed.

Proposed : Gage Seconded: Drummond. Resolved.

**Proposed:** Cllr Jon Gage

**Seconded:** Cllr Bill Drummond

**Resolved:** The updated Schedule of Works comes to approx. £150,000 in total so external loan finance of up to £100,000 will be required in addition to the Council’s own resources.

Limited further work will be done on this area as it will be part of the project manager’s role to obtain detailed quotes for the various works required going forward.

### **9. INTERPRETATION**

Cllr Middlemiss gave an update.

It is planned to have small working groups including Cllr Middlemiss and Cllr Thomas with individual groups tasked on the different subject areas. Existing contacts will be reviewed to see what information is available and new volunteers are being recruited.

**10. BUSINESS PLAN**

Mr Mitch Thomas advised the meeting that a draft business plan was being worked up and it was envisaged that a draft will be available for review by members within weeks.

**11. CAFÉ OPERATOR AND TENDER PROCESS**

Cllr Gage explained the approach taken by Newbury Town Council for the new Victoria Park café which appears to had some success. It was suggested GPC could follow this example.

Greenham Parish Council may do some preparation for this process, but the arrangements for the café will be between the café operator and the legal entity running the Control Tower.

**Action:** Cllr Gage to draft a press statement concerning the café opportunity and prepare a document for “Market Engagement” with potential interested parties.

**12. DEDICATED BANK ACCOUNT**

Cllr Swift Hook will move this forward.

Project costs only will be paid from this account. Running costs should come from the GPC current account.

**13. TERMS OF REFERENCE**

The revised Terms of Reference for the Control Tower Committee approved by Council on 8<sup>th</sup> February 2017 were noted.

In particular it was noted that:

[a] the Chairman and Vice Chairman of Council are members of the committee *ex officio*, in line with Standing Order 42.

[b] The committee may incur expenditure of up to £1,000 without prior approval from Council.

**14. ITEMS FOR INFORMATION**

The member of the public present, Sally-Ann Jay stated she was interested in being co-opted to the Control Tower Committee; this was to be an item on the next agenda.

The next meeting of the committee will be on Thursday 2<sup>nd</sup> March at 7pm at Liberty House.

**There being no other business the Chairman declared the meeting closed at 21:30 hrs**

Chairman

Date

**Greenham Parish Council  
Control Tower Committee**

**OUTSTANDING ACTIONS LIST  
15<sup>th</sup> February 2017**

Ref	Action		Completed

DRAFT