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MINUTES of the meeting of the Control Tower Committee
held at Liberty House, Greenham Business Park, Greenham
on Wednesday 26th April 2017 at 7.00pm

Present: Cllr Jon Gage (Chairman) [JG]
Cllr Gary Puffett [GP]
Cllr Sally-Ann Jay (SA)
Cllr Paul Walter (PW)
Cllr Billy Drummond (BD – sub. for Cllr Thomas)
Mr Mitch Thomas (Greenham Bus Park) [MIT]
Mr Dean Graham (DG)

1. APOLOGIES FOR ABSENCE

Apologies were received from Cllr Julian Swift-Hook, Cllr Lindsey Middlemiss and Cllr Meg Thomas.

2. DECLARATIONS OF INTEREST

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

3. APPROVAL OF MINUTES

Proposed: Cllr Jon Gage

Seconded: Mr Mitch Thomas

Resolved: That the minutes of a meeting of the Control Tower Committee held on 6th April 2017 be approved as a correct record and signed by the Chairman.

4. REVIEW OF OUTSTANDING ACTIONS

A number of outstanding actions were closed:

1. 3/15.2.17 – Press release on control tower project, project manager role and public survey published.
2. 4/2/3/17 & 5/2/3/17 – Tender back for project Manager role completed and published on .gov contracts finder website; candidate selection process used by other public sector organisations reviewed and implemented.
3. Control Tower publicity day – all associated actions completed; publicity day successfully held on 19 April.
4. Control Tower's title – MT has been advised to keep it simple: "Greenham Common Control Tower Visitors' Centre"

A number of outstanding actions were carried forward:

1. 8/25.1.17 – Space Planner for 3D virtual reality interpretation. **Action:** DG to contact colleague draw up plans.
2. 1/15.2.17 – Legal advice for formation of 3rd party operating entity / management committee. **Action:** SA/JG to arrange quotes / set up initial meetings with appropriate solicitors.
3. 7/15.2.17 – Control Tower website. **Action:** JG confirm LM now has admin log-ons and can publish the site as live.
4. 7/2/3/17 – Café market engagement document: **Action:** JG redraft for next meeting.
5. 8/2/3/17 – Audio visual options – **Action:** MT/IWG to continue looking at options.
6. 13/2/3/17 – Draft Business Plan. **Action:** All members to review / JG to present the amended business plan to full council when the required additional information is available.

Action: Clerk to update List of outstanding action ahead of next CTC meeting.

5. PROJECT MANAGER ROLE

The clerk reported that the advert for the role went live on the .gov Contracts Finder website on 8 April. There had been notices of interest from 9 companies, all of which were supplied with a tender pack and supporting documents.

The deadline for tenders had been extended to 2 May to deconflict with the early May Bank Holiday: all interested parties had been advised of the extension, which was also published as an update on the contracts finder web site.

A number of points of clarification had been received regarding future contracting arrangements with construction contractors. Final arrangements would be discussed with short-listed tenders, but the expectation would be for the Council to form the Contract under the guidance of the PM.

The intention was to bring a recommendation on preferred contractor for the role to the next full council meeting on 11th May.

Action: JG to draft a ‘scorecard’ in accordance with published selection criteria/weighting.

Action: JG, MT, DG to meet on 3rd May to review submissions and independently score to select a shortlist for interview.

6. BDO REPORT

Cllr Gagr established the need for the council to provide a thorough response to the BDO audit report. Not only would this ensure the recommendations were being addressed, but was also an essential oversight requirement to ensure project governance and management. The response would be presented to full council and would be published in the public domain for full transparency.

Cllr Gage had redrafted the existing response to the report, but the document still required some editing to make clear what steps had been made/were being made to implement recommendations.

Action: Clerk to review and edit the reply ahead of the next CTC meeting.

7. SIB ENGAGEMENT

The Clerk had arranged a meeting with Deborah Smart and her team at SIB on 2nd May. The meeting would focus on updating SIB on progress so far and understanding better SIB's oversight requirements.

Action: JG & JSH to attend SIB meeting on 2nd May.

Action: Clerk to take notes and report back ahead of the next CTC meeting.

8. FORMATION OF CHARITABLE TRUST

The process of forming a charitable trust to handover the CT to on completion was discussed. There was still a requirement to seek formal legal and financial advice on the best approach to setting up a trust.

Action: SJ and JG to meet with one solicitor on 5 May for initial discussion on options for establishing a legal charitable entity.

Action: SJ to approach a second solicitor to arrange a quote

9. FUNDRAISING OPTIONS

There was a general discussion about fundraising options for the future. Members agreed it was important to stress that any options under consideration were not to raise capital funds for the project, but were to provide the future operating authority with activities to consider on handover to raise operating revenue.

As such, although not a high priority for Council activity, it was important that the Council encouraged and considered potential fundraising option for the operating entity to implement.

10. OXYGEN PHOTOGRAPHY PROPOSAL

The offer of photographic services was discussed

Proposed: Cllr Jon Gage

Seconded: Cllr Billy Drummond

Resolved: That, subject to any changes to the final licence agreement, the committee accept the offer of services from Oxygen Photography and meet to discuss.

Action: MT arrange meeting with Oxygen Photography to agree licence conditions.

11. ROSA PRODUCTIONS PROPOSAL

The proposal for Rosa production to use the Control Tower during their production of the *Greenham: War and Peace* outdoor event to take place on the 8th and 9th September.

Proposed: Cllr Jon Gage

Seconded: Cllr Billy Drummond

Resolved: That, subject to a specific health and safety assessment, the committee support assisting Rosa Productions and should meet to discuss.

Action: Clerk arrange meeting with Rosa Productions and Greenham Common Trust to discuss ways of supporting *Greenham: War and Peace* outdoor event.

12. ITEMS FOR INFORMATION

i. The Clerk reported anecdotal expression of interest from local restaurant owners as to tendering for the CT cafe.

ii. Additional offers of support from a local drone operator who could take film footage of the

CT.

Action: JG to investigate and consider how best to utilise any footage (noting item 10 above).

Date of next meeting 9th May 2017 at 1900hrs subject to room booking confirmation.

There being no other business the Chairman declared the meeting closed at 2030hrs

Chairman

Date