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MINUTES of the meeting of Greenham Parish Council Control Tower Committee

*held at Liberty House, Greenham Business Park
on Tuesday 27th June 2017 at 7.00pm*

Present: Cllr Jon Gage (Chair)
Cllr Gary Puffett
Cllr Meg Thomas
Cllr Lindsey Middlemiss
Cllr Paul Walter

In attendance: Andy Nichols, Project Manager from Place Partnership
Steve Jones, member of the public

13. APOLOGIES FOR ABSENCE

Apologies were received from: Cllr Sally-Ann Jay, Cllr Julian Swift-Hook, Mitch Thomas, Dean Graham.

14. DECLARATIONS OF INTEREST

No Declarations of Interest were received.

15. MINUTES OF THE 13TH JUNE MEETING OF THE CONTROL TOWER COMMITTEE

The draft minutes of the 13th June meeting of the committee were approved without amendment.

Proposed: Paul Walter

Seconded: Jon Gage

RESOLVED, with the abstentions of Cllrs Middlemiss and Puffett who were not at the meeting of 13th June. Cllrs Jon Gage, Meg Thomas and Paul Walter voted in favour.

16. QUESTIONS FROM MEMBERS OF THE PUBLIC

There were no questions from members of the public.

17. OUTSTANDING ACTION ITEMS

This item was inserted into the agenda, bearing in mind that no resolutions were necessary. Please see Appendix A which gives the reviewed status of the actions outstanding for members of the committee.

18. INTERPRETATION WORKING GROUP

(Items (c) and (d) on this agenda item were covered at the end of the meeting – see below)

Cllr Meg Thomas, chair of the Interpretation Working Group, gave a report on the group's work.

The working group met on 1st June and will meet again on 28th June.

The group is enlisting the help of professionals in the field of museums and visitor centres, for advice.

Dr Jeff Sloane from Reading University is coming along to visit the Tower on 5th July with Interpretation Working Group members. He will be able to advise on Cold War interpretation.

Partner A came to the Tower on 21st June. This was a very useful visit.

Action: Andy Nichols to talk to the Crime Prevention Officer about security matters.

A collections policy, and storage of donations policy, is needed. Work ought to start now to collect items.

Partner A provided a large number of clear ideas on ways forward.

Partner B has provided an "all singing all dancing" proposal.

Andy Nichols from Place Partnership mentioned that he can help with funding aims.

Proposed: Paul Walter

Seconded: Jon Gage

RESOLVED unanimously that Cllrs Jon Gage and Meg Thomas should refine and expand the following "Pre-Construction Contract" statement and then go forward to obtain quotes from three vendors, interviewing each one (requesting a sample vision for the Control Tower). Cllrs Gage and Thomas should then bring this subject back to the Control Tower Committee or full council, as appropriate, for a decision:

Pre construction Contract. "During this period the curator would be working on a provisional budget(s) and would put together some 'what if' scenarios. If the budget is 10k we put "this" in place, 20k and we put "this" in place, 30k and we add this etc. The layout is designed and competitive quotes for various items can be secured. The overall vision of how the interpretation enhances the visitor experience is outlined. The setting up of a catalogue system for GPC is to outlined.

Deliverables:

1. Design for the interpretation
2. Related research
3. Cost schedule
4. Plan for curation of materials."

NB This will be a quote process for a contract under £15K. It was stated that we could not tender the whole interpretation project (including execution) because we do not currently have sufficient funds to go forward with this (as per Greenham Parish Council Financial Regulations).

Action: Cllrs Jon Gage and Meg Thomas to action the above resolution.

19. PROJECT MANAGER

Andy Nichols, from Place Partnership, was introduced as the new project manager for the Control Tower Project, and gave a verbal report.

Andy Nichols will send a documented report to follow. Place Partnership have gone through the paperwork for the Control Tower and found what they needed including an asbestos report. He was on site at the Control Tower with various subject experts from Place Partnership on 27th June. Mechanical and electrical installation is virtually complete. Extractor and cooling in the observation room needs correction. A CAT scan of the area will be conducted to identify any unknown cables etc. The subject area of building and surveying does not have a great deal of work left to be done. Some damp problems were found in the room under the stairs (where the historical cabling and light fittings are). A further damp meter check will be conducted by a damp expert. Pointing – to open on day one repointing the whole building is not needed, but a minimal amount will be recommended.

The report, to follow, will show two sections: 1. This is what is needed to open the building. 2. This is a “pick list” of further work which can be done in year 1, year 2, etc.

Place Partnership will look at the list of contractors used in the past. Andy Nichols mentioned that he wants to compare invoice amounts by contractor.

A full measured survey will be done next week to document elevations and plans.

Andy Nichols will be talking soon to the conservation officer and asking various questions, including a review of swatches of materials.

Place Partnership will be getting a lightning measures expert to review the building.

Action: Andy Nichols to check bleed points from the cavity wall insulation in relation to the brown metal window shutters on the exterior of the café area.

In 2-4 weeks Place Partnership will complete the first phase of work – producing the order of costs estimate.

There are a number of questions which have arisen:

- External landscaping expectations (eg flower beds, wildlife planting (dependent on fencing, indigenous plants)).
- Floor level differences. There may be legacy utilities underneath.
- Inspection panel on first floor, which does not seem to have a purpose.
- Kitchen specification. No large extractor hood, just a domestic extractor. Andy will explore putting in a professional kitchen extractor with the conservation officer.
- Some questions around window openings.

Andy mentioned that he is not concerned about the small amount of damp. He believes that the two biggest risks he’s identified so far are:

- What the conservation officer can say
- Lightning protection needs to be reviewed – perhaps has been disconnected.

Action: Jon Gage to send Andy Nichols the spreadsheet giving invoice amounts against contractors, including specifically the windows invoices.

Action: Jon Gage to schedule into a future agenda of the committee, a decision on any appropriate phasing based on Place Partnership's order of costs estimate.

Action: Paul Walter to copy Andy Nichols on the minutes of this committee's meetings.

Action: Andy Nichols to talk to the Thames Valley Police Crime Prevention Officer regarding the fencing and to bring forward advice on the fencing to this committee.

20. PUBLIC WORKS LOAN APPLICATION

Jon Gage reported that he had a meeting with the Berkshire Association of Local Councils (BALC) on 26th June which was positive. Jayne Kirk of BALC is happy with a lot of the information we have produced. The loan application will be a new loan with different interest rates, amounts, periods etc compared to the 2016 application by Greenham Parish Council. The information needed for the application includes: BDO response, Business Plan, Build schedule to follow, Planning application and drawing needed, spreadsheet of what has been spent and what it has been spent on. The form itself is simple, but the back-up information is the key area which needs to be put forward and approved by the full council.

Loan application sections:

Section 1: Simple form.

Section 2: **Signed** minutes showing endorsement of council to all documents.

Section 3: Appendix of documents.

The following documents need to be endorsed at full council:

- Public consultation final report
- Business plan
- BDO report response (has already been approved by full council).
- Build costs, which will come from Place Partnership.
- Council budgets/planned expenditure showing affordability of the loan going forward.
- Planning application
- Letter from Social Investment Business
- Drawings

For the next council meeting, we need to endorse the Public consultation final report and the Business Plan. Then there will need to be another full council meeting, which could be a special full council meeting, to approve the loan application and the Place Partnership numbers.

Contingency plan:

We need to have a contingency plan to cover "what if scenarios" such as "what if the loan isn't approved", "what if conservation officer raises objections" (part of the answer to that question is that Place Partnership are specialists at working/engaging with such officers).

Action: Andy to enquire with Paul Thatcher at Place Partnership as to what other funding streams could be used if the loan funding falls through.

Action: Lindsey Middlemiss to list all funding options e.g brick purchase.

Action: Jon Gage to put the subject of the Contingency plan into a future agenda to pull the actions above together.

21. FORMATION OF CHARITABLE TRUST

The last council meeting agreed to form a Company Limited by Guarantee registered as a charity, with a trading company underneath it.

There was discussion about recruiting trustees for the charity, which need to include people with an interest in the history of the Common, plus professional people.

There will need to be a purpose statement for the charity.

Proposed: Jon Gage

Seconded: Paul Walter

RESOLVED unanimously to spend up to £50 on a Facebook advert to request trustees to come forward.

Action: Meg Thomas and Lindsey Middlemiss to put a profile together for the trustee profiles, and start talking to potential trustees.

22. CAFÉ MARKET ENGAGEMENT

Facebook advertising of the Café opportunity - £17.48 was spent on a 1700 person reach on Facebook which has resulted in one direct response.

The Café market engagement document has been sent out to 26 possible companies.

Action: Paul Walter to walk around to a few café owners to elicit feedback.

23. PROPOSED OPEN DAY

The intention of this Open Day is to keep volunteers interested in the project. Saturday 29th July is the first available possible date. It could be held from 2pm-5pm by invitation only, with outdoor focus groups, also with tea and cakes. A Gazebo has been offered for the occasion. It is envisaged that 44-60 people may come along including councillors.

Action: Andy Nichols will check re: legionella testing etc regarding the possibility of having a useable loo for the Open Day.

Action: Committee members to confirm to Meg Thomas as to whether or not they are available to come along on the 29th July 2-5pm.

Action: Jon Gage to schedule an agenda item at next meeting to review whether the 29th July date is feasible.

Action: Meg to move forward the subject of obtaining Hi-vis vests via Julian Swift-Hook re: quote.

24. FACILITY KEY HOLDERS

Action: Jon Gage to get the cupboard key off Dean Graham.

The fire (smoke) alarm keeps going off. JG is going to take this problem up with the alarm contractors.

Action: Jon Gage to get some more alarm fobs.

Proposed: Jon Gage

Seconded: Lindsey Middlemiss

RESOLVED unanimously to approve Jon Gage to purchase two more alarm fobs for £48.12

25. FUTURE SCHEDULE OF CTC MEETINGS

Proposed: Paul Walter

Seconded: Lindsey Middlemiss

RESOLVED unanimously to adopt a pattern of Tuesdays and Thursdays for the Control Tower Committee meetings going forward, as follows:

Tuesday 18th July

Thursday 3rd August

Tuesday 15th August

Thursday 31st August

Tuesday 12th September

Thursday 28th September

Tuesday 10th October

Thursday 26th October

Tuesday 7th November

Thursday 23rd November

Thursday 7th December

Tuesday 19th December

Action: Paul Walter to ask for the dates to go onto the website.

26. OTHER ITEMS FOR INFORMATION ONLY

Rosa productions/BBC programme, September 8th and 9th – a chance to mention reaching out for a café operator. This needs to be reviewed at a meeting shortly.

Action: Jon Gage to put Rosa Productions onto the agenda for a future meeting.

The Terms of reference of IWG need to come back to a meeting to be approved.

Action: Meg Thomas to remind Sally Ann Jay to bring the new TORs to a future committee meeting.

The process of engaging and employing volunteers.

Action: Jon Gage to put the process of engaging and employing volunteers onto a future agenda.

18. INTERPRETATION WORKING GROUP

Items (c) Response to member of public about Cold War information

(d) Review proposed approach to Cold War Veteran Associations

These items will be held over to a future meeting.

Action: Jon Gage to schedule the above two items onto a future agendas of the committee.

Proposed: Paul Walter

Seconded: Gary Puffett

RESOLVED unanimously to ask the chair to write to member of the public, Allan Mercado to thank him for his enquiries about items (c) and (d) above and his letter to President Donald P Trump.

Action: PW to draft letter for Jon Gage to sign.

There being no further business, the meeting ended at 21:50

Appendix A: Spreadsheet of outstanding actions