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MINUTES of the Extraordinary Meeting of Greenham Parish Council held at Liberty House, Greenham Business Park on Wednesday 28th March at 7:00 pm

Present:

- Cllr Chris Austin (CA), Chair of the Meeting
- Cllr Jon Gage (JG)
- Cllr Phil Barnett (PB)
- Cllr Martin Griffiths (MG)
- Cllr Tony Vickers (TV)
- Cllr Billy Drummond (BD)
- Cllr Ken Neale (KN)

In attendance

- Philippa Harper, Clerk to the Council

196. Apologies for Absence

Apologies for Absence were received from Cllr Julian Swift-Hook, Cllr Alana Finn, Cllr Gary Puffett, Cllr Meg Thomas, Cllr Steve Jones, and Cllr Sally-Ann Jay.

197. Declarations of Interest

JG declared that he is a Director of Rivar Sand and Gravel and Greenham Control Tower Trading Limited

BD declared that he is a member of West Berkshire Council and Greenham Business Park

198. Control Tower

a) Lease

(i) Proposed: JG

Seconded: TV

Resolved unanimously that Clause 21.2 be removed from the Lease

(ii) Proposed: CA

Seconded: BD

Resolved unanimously that the Lease and subsequent underlease be approved for signing at the next Full Council Parish Council with the amendment noted in Item 3a(i) above.

b) Handover to GCTL

(i)Proposed: JG

Seconded: PB

Resolved unanimously that handover to GCTL proceed at Full Council Meeting on 11th April with previously agreed Lease, Business Plan, and Insurance in place.

(ii)Proposed: JG

Seconded: CA

Resolved unanimously to notify the NWN that this is a particularly significant meeting. **Action PH**

199(a) Formation of Community Engagement Working Group

(i)Proposed: TV

Seconded: KN

Resolved unanimously to adopt the Community Engagement Working Group Terms of Reference dated 28th March 2018 (Appendix 1)

(ii)Proposed: CA

Seconded

Resolved unanimously that Cllrs Gary Puffett, Alan Finn, Martin Griffiths, Billy Drummond, Ken Neal, and Tony Vickers form the group with the power to co-opt and elect their own Chair. The Clerk will coordinate the first meeting, **Action PH**

(iii)Proposed: JG

Seconded: PB

Resolved unanimously that the group create an Action Plan with an end date for the coming financial year to bring back to Council for approval

199(b) Nation's Tribute – 11th November

Cllr Austin and Cllr Vickers noted their own family connection with the First World War, Cllr Austin noting that most parish councillors will have some connection to the first war.

Proposed: CA

Seconded: BD

Resolved unanimously to go ahead and to devolve to the Working Party to make detailed arrangements for the Nation's Tribute event.

The Chair noted that in due course GPC will need to inform GCCC, BBOWT and the Charity.

200. Other items for information or for possible inclusion on a future Agenda

BD raised the concern of unofficial traffic wardens on Racecourse Road which stop the traffic. Had written to the racecourse before. Private traffic wardens. BD has contacted West Berkshire Council.

TV raised the question of general relations with the Racecourse. There was a liaison committee before. To be an item on a future agenda.

There being no other business, the meeting closed at 7.40 pm.

APPENDIX 1

Greenham Parish Council

Community Engagement Working Group

Terms of Reference

To produce a draft *Community Engagement Action Plan* for the 2018/19 financial year making optimum use of the £1,000 set aside in the annual budget which:

- outlines its benefits for the community and for the Council
- identifies ways of monitoring and measuring community engagement.

And which then recommends how GPC can;

- engage actively with the Greenham parish community in a variety of ways
- improve communication between GPC and members of its community
- identify possible events and organise initiatives which will benefit parishioners and community groups
- involve the community in a 'green' strategy

Definition of our Parish Community

- Those who live or work in Greenham including residents, employees and owners of businesses, and people involved with charities, educational and community groups
- Other stakeholders i.e. Police, West Berkshire Council, Newbury Town Council,

Potential Outputs

A draft Community Engagement Action Plan 2018/19 with recommendations to Full Council for the following;

1. Programme of possible events and Initiatives.
All events to be scoped – particularly in terms of their direct costs and level of volunteer involvement required - by the Working Group, with assistance from other interested parties as appropriate.
2. Communication Programme
Which proposes the best means of communicating with the community including, for example, the creation of press releases, provision of copy for the Parish magazine, creation of our own newsletter. Ensuring the magazine remains relevant to the community it serves, and the use of websites and social media to create a hub of parish information.
The programme must consider the best means of communication with hard-to-reach residents including, for example, via groups who are associated with them.
3. Resourcing
To identify further sources of funding or means of using partnership working to augment the Council's own resources.

The working party does not have delegated powers and will submit its recommended Outline Action Plan to the full Parish Council.

The group will meet monthly until the completion of the Plan.