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To: Members of the Control Tower Committee
CC: Greenham Parish Councillors

Dear Sir/Madam,

YOU ARE HEREBY SUMMONED to a Meeting of the Control Tower Committee of Greenham Parish Council on **Thursday December 7th 2017 at 7:00 pm at Liberty House, Greenham Business Park.**

Yours faithfully,

P Harper

Clerk to the Council

27th November 2017

AGENDA

1. Apologies for Absence

2. Declarations of Interest, Statements of Position and Dispensations,

To receive any Declarations of Interest and Statements of Position by Councillors

3. Approval of Minutes

To approve Minutes of the meeting held on Tuesday November 23rd 2017

4. Public Session

If you wish to ask a question, please notify the Clerk in advance

5. Project Manager Report

- a) **To receive** an update on progress for awarding the construction contract
- b) **To receive** a report on the recommended people limits within the building.
- c) **To agree** next steps

6. Project plan update

- a) **To receive** an update on the non-construction project plan
- b) **To agree** next steps

7. Heritage Lottery Funding Application

- a) **To review** status of the application
- b) **To agree** next steps

8. Interpretation Working Group

- a) **To receive** a report from the Interpretation Working Group
- b) **To consider** the future reporting structure for the IWG

9. Report From Greenham Control Tower Ltd

- a) **To receive** a Progress Report from the GCT on action plan.
- b) **To consider** any information/assistance required from CTC

10. Creation of Lease

- a) **To review** current status on the lease
- b) **To consider** Joint Working Agreement
- c) **Agree** next steps

11. Project Financial Review

- a) **To review** current CT expenditure against budget
- b) **To review** progress of Crime Prevention funding application
- c) **To consider** outstanding legal invoice
- d) **To consider** undertaking a VAT reclaim on CT expenditure.

12. Review List of Outstanding Actions

13. Other items for information only – no decisions can be taken

A full copy of the agenda pack (including supporting papers) can be downloaded from the Council's website at www.greenham.gov.uk

Members of the Public are welcome to attend the meeting, to ask questions and to comment on the proceedings with the consent of the Chairman. In accordance with The Openness of Local Government Bodies Regulations 2014, photographs, audio and video recordings of the meeting and of those attending may be taken at the meeting by the press and others.

You are invited to contact the Clerk of the Council if you have any questions or matters of concern that you would like the Council to address.



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**DRAFT MINUTES of the meeting of Greenham Parish Council Control
Tower Committee**
held at Liberty House, Greenham Business Park
on Thursday 23rd November 2017 at 7.00pm

Present: Cllr Jon Gage (Chair) (JG)
Cllr Meg Thomas (MET)
Cllr Paul Walter (PW)
Cllr Steve Jones (SJ)
Cllr Julian Swift-Hook (JSH) (from 19:06 at item 123)
Dean Graham (DG)

In attendance: Philippa Harper (PH) - Clerk, Rosemary Richards from Rosa Productions, Andrew Cooper project management contractor. Richard Willetts from Place Partnership joined by phone for most of item 127 at 20:37 until 21:08. Cllr Pragna Hay and Cllr Phil Barnett joined as observers from 21:08.

119. APOLOGIES FOR ABSENCE

Apologies were received from: Cllr Gary Puffett and Mitch Thomas, of the committee. From non-committee members, apologies were received from Andy Nichols from Place Partnership, plus the following directors of Greenham Control Tower Ltd: Vicky Tallon, Lucy Crompton-Reid, John Thorogood and Jonathan Sayers.

120. DECLARATIONS OF INTEREST

No Declarations of Interest were received

121. APPROVAL OF MINUTES

The draft minutes from the meeting of the committee of 7th November were presented.

Proposed: Cllr Paul Walter

Seconded: Cllr Meg Thomas

RESOLVED unanimously that the minutes of 7th November be approved with the small amendment that the item numbering is changed to start at number 91 at the commencement of the meeting.

122. PUBLIC SESSION

There were no questions from members of the public.

123. CONTROL TOWER COMMITTEE

Cllr Julian Swift-Hook joined the meeting at the commencement of this item at 19:06.

Proposed: Cllr Jon Gage

Seconded: Cllr Paul Walter

RESOLVED unanimously to ask the clerk to write to the directors of Greenham Control Tower Ltd inviting them to be co-opted onto the Control Tower Committee, adding that they are very welcome to join us subject to the co-option process.

124. HERITAGE LOTTERY FUNDING APPLICATION

Items a) b) and c): To review the status of application process, receive a presentation from Rosemary Richards and discuss the request for involvement in the Heritage Trail Project. – The chair introduced Rosemary Richards of Rosa Productions. Ms Richards explained the bidding process for “Our Heritage” grants. She presented a document outlining the framework of our bid. 10% of the required funding needs to be “matched funded”. The Heritage Lottery Fund (HLF) would then give up to £99,000. With matched funding, Ms Richards is looking at the project being from March 2018 to March 2019 for £99,000 plus funding from other sources. £129,000 (excluding reclaimable VAT) is the current total projected cost of the project. Ms Richards presented a spreadsheet of estimated Income and Expenditure for the project. She displayed the www.greenhamcommonstories.co.uk website which can be built on for our project. Ms Richards outlined various options concerning different opening dates and funding options. Ms Richards mentioned a number of aspects which have been built into the framework, which are normally favoured by the HLF, for example providing refreshments for volunteers, holding launch events etc. Ms Richards outlined the VAT situation. She also discussed the use of volunteers and potential caretaker/manager staffing. Various opening hours options for the first year were discussed. Ms Richards recommended that the funding should probably come to Greenham Parish Council (GPC), then GPC should give a section of the money, for example, for the staffing funding to Greenham Control Tower Ltd, with the rest going to GPC for payment to the people who do the work of the project. Ms Richards said this would probably be a better route as the new Greenham Control Tower Ltd does not yet have a bank account yet and the timing (submission in December) would probably need submission from GPC. Ms Richards also explained the system of reporting expenditure back to HLF. She noted that, with a Responsible Financial Officer in place at GPC, it would make it easier on the new entity, Greenham Control Tower Ltd, if this existing capability is used. Ms Richards also said that the original enquiry was from GPC so we would have to go back and re-submit in the name of Greenham Control Tower Ltd, if this was desired.

Ms Richards suggested that Greenham Control Tower Ltd should set up a bank account immediately to facilitate the option involving Greenham Control Tower Ltd to move forward feasibly as the lead submitters of the funding application. Ms Richards suggested that a back-up plan could be: Some Greenham Common Trust funding, West Berkshire museum materials plus website, with volunteers, some basic panels and tours of the viewing chamber.

Proposed: Cllr Jon Gage

Seconded: Cllr Paul Walter

RESOLVED unanimously that, once Rosemary Richards has received feedback from the Heritage Lottery Fund as to the preferred route for the application to come from and the funding to go to, then the chairman of the Control Tower Committee will convene a meeting with Greenham Control Tower Ltd and Rosemary Richards to discuss the options of who submits the bid. This will then need to come back to the Control Tower Committee (CTC) and Council if there is a need to rescind the resolution of the CTC meeting on 7th November (which resolved that the funding from the HLF would go directly to Greenham Control Tower Ltd).

***Action: JG** to carry out the above resolved action.

***Action: MET** to pass on a suggestion that Greenham Control Tower Ltd to set up a bank account very quickly to allow the possibility of being the funding recipient from the HLF.

d) Dream Scheme – We would need to go through a process to validate the release of these ring-fenced funds. The release of the funds would need to be resolved by the council.

***Action: PH** to ask Greenham Common Trust if it would be OK for the Dream Scheme funds to be used as part of the matched funding for the HLF bid.

125. INTERPRETATION WORKING GROUP

a) Cllr Thomas presented her report from the IWG. The Venture West container issue has been resolved.

b) Future reporting for Interpretation Working Group. There was a discussion on this.

Proposed:Cllr Paul Walter

Seconded:Cllr Jon Gage

RESOLVED unanimously that we advise Greenham Control Tower Ltd that we are considering this and ask for their views on timing.

***Action: PW** to allocate an action owner on this.

126. PROJECT PLAN UPDATE

Andrew Cooper introduced himself. He has been tasked by the Clerk to develop the non-building aspects of the project. He has started work on developing a project plan, based on PH's basic outline of "things to be done". Mr Cooper outlined his thinking on developing a project structure, starting with what the outcome is that is needed. He presented a two page document outlining the project, including eight subsidiary plans, each with an owner from Greenham Control Tower Ltd. He outlined a process via Google Docs and Google Groups to develop the detail of the plan. JSH mentioned Slack for as a better tool for discussions. AC mentioned the need for a decision tree, pinning down accountability and consultation.

The next steps will be: Filling out first versions of various plans and doing the actual action plan next week for comments online.

127. PROJECT MANAGER REPORT

The chairman read out emails from Place Partnership covering the questions of set-up costs, tarmac slabs, shutters, provisional sums, the perimeter fence, the scraping of the external surface, the start date and the flooring issue. In particular on the issue of the fence around perimeter, it was mentioned that it is not in the current specification. The Conservation officer wanted the area around the Control Tower to be as open as possible and Thames Valley Police made no recommendation for a perimeter fence.

At this point, at 20:37, Richard Willetts from Place Partnership (PP) joined the meeting via loudspeaker phone.

Richard Willetts confirmed that PP are recommending the rough stone finish option from Company A £117K, **not** the more superior finish at £123K.

The external surface in the £117K option is rough stone with a dust finish. Richard Willetts described it enabling walking on it, offering a stable ground surface which is accessible for wheelchairs, and is generally very solidified and stable. This would be of an aggregate – which is compressed and compacted, similar to the self-binding gravel which exists next to the Control Tower site.

The conservation officer is happy with the tarmac and therefore would be happy with the more rustic finish of the rough stone finish.

Richard Willetts mentioned that the slabs would be plain commercial slabs.

There will be one big area of hard landscaping at the southern side of the Control Tower for the seating area. The rest will be scraped back to “virgin soil”, with the remains put to one side and landscaped. There will be some tests first with the contractor before this is done.

Richard Willetts said there would be no surprises with the list of items in Addendum B totalling £21,950. Place Partnership have gone through it with engineers.

Company A have reduced their set-up costs to £12,000 – not £1,200 as incorrectly stated previously.

If there are overruns, PP could be liable for £1200 per week in overrun costs, which, if it is not the contractor’s fault, could well be passed onto Greenham Parish Council.

Adverse weather could impact on when the external landscaping is done. A pre-construction meeting will establish the rules on inclement weather.

Company A and PP agree that a 10 week build schedule is ample.

The Bin store area will cost £2340 based on an asphalt slab. The specification for this will be negotiated with the contractor.

Flooring. The conservation officer is keen on tiles. These would need to be slip resistant. A supplier for these was identified halfway through the bid.

Fire extinguishers. A local supplier may be able to be used through Company A.

Proposed start date. Richard Willetts said that Company A are looking at a mid-January start. JSH stated that GPC wants the contractor to start in first week of January. Richard Willetts said that he would aim to do his best to get this started for 2nd January.

The cost put aside for contingency is GPC’s money to be spent for unforeseen needs.

There was discussion over the seating limit for the café – 30 was a shock. RW said they had said 34. When we meet next he could go through all this. JSH pointed out the difference between the number of seats and the maximum number of people allowed in at any one time.

***Action: RW** said he would look into the seating limit and come back to us.

***Action: JG** to add the seating limit to a future agenda.

Penalties are built

Decision points are:

117K Rough stone and finish. With potential cost savings to come on:

- Flooring to come down.
- Bin area cost to come down.
- Potential fire extinguisher cost to reduce.

***Action: Richard Willetts** will do his best to come back to us with a schedule of costings.

***Action: JG** to push PP further on the cost of preliminaries.

Proposed: Cllr Paul Walter

Seconded: Cllr Jon Gage

RESOLVED unanimously to recommend to the council the rough stone option from Company A bringing the total maximum construction cost to £117,525.60.

21:08 at this stage Cllr Hay and Barnett joined as observers. Richard Willetts left the meeting.

128. FORMATION OF COMPANY LIMITED BY GUARANTEE

MET gave an update. Greenham Control Tower Ltd have expressed the need to get extra staffing soon. The £10,000 which GPC is planning to give Greenham Control Tower Ltd on “day one” was mentioned as a potential solution to this. Greenham Control Tower Ltd are looking for all documentation to be in place by the end of December – that is, the lease and heads of terms. The Articles of Association are finished and signed.

***Action: MET** to let JG know if she needs some help. For the next Greenham Control Tower Ltd meeting, and perhaps further future meetings, JG offered to be an observer to accompany MET.

Proposed: Cllr Julian Swift-Hook

Seconded: Cllr Jon Gage

RESOLVED unanimously that Greenham Parish Council ask if we can nominate a second director for Greenham Control Tower Ltd.

Steve Jones volunteered to be the nominee.

***Action: PH** to communicate this resolution to the Greenham Control Tower Ltd directors.

There are now six directors of Greenham Control Tower Ltd (after a recent series of co-options).

PH stated that we need to agree a common press-release/communication procedure.

***Action: MET** to reassure Greenham Control Tower Ltd that we will discuss any communications with press with them (prior to them going out) and look forward to a joint meeting to discuss this.

129. CREATION OF LEASE

PH reported that paperwork has been received from Horsey Lightly who are now in place to prepare the lease. The Heads of Terms exist and PH will send them to Horsey Lightly tomorrow.

***Action:** PH to send PW the revised management agreement framework from Mitch Thomas.

***Action:** PW will draft up a straw man “Joint Working Agreement” to accompany the list.

130. CRIME PREVENTION FUNDING

Bid to West Berkshire Council. The next six month deadline is feasible to aim for. The bid needs to be put together for up to £7,500 of funding. There need to be some estimates based on the PP recommendations, when they arrive.

***Action: Dean Graham** to ask GCD to price this up as a guideline.

131. REVIEW LIST OF OUTSTANDING ACTIONS

This item was postponed to the next meeting.

132. OTHER ITEMS FOR INFORMATION ONLY

There were no other items.

There being no other business, the chairman closed the meeting at 21:30.

DRAFT