



Clerk of the Council
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To ALL ELECTORS OF GREENHAM

Dear Sir/Madam,

NOTICE IS HEREBY GIVEN that the **Annual Assembly** of Greenham Parish will be held on **Wednesday 9th May 2018 at 7:00 pm** at **St Mary's Church Hall, Greenham.**

Yours faithfully,

Julian M Swift-Hook

Chairman of Council

29th April 2018

AGENDA

- 1. Welcome by the Chairman of Council**
- 2. Approval of Minutes of the Annual Assembly of the Parish of Greenham held on 12th April 2017**
- 3. To receive the Annual Report from the elected members of Greenham Parish Council**
- 4. Public questions on the Annual Report**
- 5. Closing remarks by the Chairman of Council**

Members of the Public are welcome to attend the meeting, to ask questions and to comment on the proceedings.

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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MINUTES of the Annual Assembly of Greenham Parish
held at St Mary's Church Hall, Greenham
on Wednesday 12th April 2017 at 7.00pm

Present: Cllr Julian Swift-Hook (Chair) (JSH)
Cllr Gary Puffett (GP)
Cllr Balu Sudra (BS)
Cllr Phil Barnett (PB)
Cllr Meg Thomas (MET)
Cllr Paul Walter (PW)
Cllr Jon Gage (JG)
Cllr Billy Drummond (BD)
Cllr Lindsey Middlemiss (LM)

In attendance: David Fowler, Clerk of Greenham Parish Council; 9 members of the public; 2 representatives of the media/press.

These minutes were prepared by Paul Walter, 10/4/18.

1. WELCOME BY THE CHAIRMAN OF COUNCIL

In his role as Chairman of Greenham Parish Council, Cllr Julian Swift-Hook welcomed all attendees to the meeting and introduced the councillors present.

2. APPROVAL OF MINUTES OF THE ANNUAL ASSEMBLY OF THE PARISH OF GREENHAM HELD ON 11TH MAY 2016

The minutes of the annual assembly of the parish, held on 11th May 2016 were circulated and accepted.

3. TO RECEIVE THE ANNUAL REPORT FROM THE ELECTED MEMBERS OF GREENHAM PARISH COUNCIL

The following report was circulated and verbally summarised by the chairman of the council, Cllr Swift-Hook and the chairman of the Control Tower Committee, Cllr Jon Gage:

Greenham Parish Council serves the parish of Greenham in West Berkshire.

Residential

In terms of its geography, Greenham is a largely rural parish, with urban pockets.

It borders the town of Newbury in the north and west, and its established housing developments include the Westwood Farm estate (also known as the “racecourse estate” because the roads are named after racecourses), the Chase (a development built some 10 years ago on the southern border of Newbury racecourse), Pigeons Farm (housing formerly used by USAF personnel at RAF Greenham Common) and newer developments to the south of Pinchington Lane.

The construction of 1,500 new homes on land surrounding Newbury Racecourse is well under way, with a significant number now occupied.

Land at Sandleford has been allocated by West Berkshire Council in its Core Strategy for 2,000 new homes. The latest news is that, although the land has been allocated for housing, the planning applications have stalled.

Business

There are three main employment centres in Greenham Parish, at Greenham Business Park on the south side of Greenham Common, at the Motor Park to the south of Pinchington Lane (which includes a large Tesco store and a hotel), and Hambridge Lane (including the south side of Hambridge Road) where companies like Stryker, Swift Logistics and DPD are located.

Sport and Leisure

The parish is home to Newbury Racecourse, Newbury Rugby Club, and Crookham Golf Club. It also boasts an athletics track and two major fitness establishments – Nuffield and David Lloyd health clubs.

Open spaces

The parish incorporates Greenham Common and Sandleford.

Greenham Common was previously known as RAF Greenham Common and achieved notoriety in the 1980s as the only operational cruise missile base in Europe at the height of the Cold War. In the 1990s the runway was dug up (the spoil was used in the construction of the Newbury Bypass in 1996) and [on 8th April 2000 Greenham Common was opened to the public once again.](#)

Nowadays Greenham Common is used by walkers, cyclists and dog-walkers, and once a week it is the venue for the Park Run.

It is also used by Commoners exercising their ancient rights to graze cattle on the Common.

Council Meetings

Greenham Parish Council meets once per month, on the second Wednesday, at St Marys Church Hall, New Road. Occasionally additional extraordinary meetings are called when urgent business needs to be dealt with before the next scheduled meeting.

Parish council meetings are open to the public unless, unusually, the business to be discussed is confidential.

Council Committees and Working Groups

Greenham Parish Council has two standing committees:

- **The Control Tower Committee** consists of seven councillors and three co-opted members who are not councillors but nonetheless make an important and valuable contribution to the work of the committee.

The Committee Chairman is Councillor Jon Gage, who took over in January 2017 following the resignation from the Council of the previous chairman in September 2016.

The Control Tower Committee has delegated responsibility for the control tower project and the committee meets approximately every two weeks.

- **The Staffing Committee** consists of five councillors and no co-opted members. The Committee Chairman since January is Cllr Julian Swift-Hook. The committee has responsibility for staffing matters and meets as necessary, usually no more than twice per year.

Working Groups:

- The Control Tower Committee has set up a working group to produce the interpretation strategy for the building when it is opened.
- The Council has recently received an independent report into its governance arrangements, and has set up a small working group to examine the report's recommendations (a summary of this working group's activities appears later in this report).

Council Chairman and Vice Chairman

The chairman and vice chairman are elected annually by the councillors from among their number. For most of the civic year, Cllr Phil Barnett served as Chairman. Cllr Barnett resigned as Chairman on 11th January 2017, and Cllr Julian Swift-Hook was elected in his place. Cllr Chris Austin has served as Vice Chairman throughout the year.

Council members

Parish councillors are all volunteers, giving up their time to support their community.

At full complement, there are 15 councillors on Greenham Parish Council. There are currently two vacancies.

It has been a challenging year for the council, with a total of seven councillors having resigned (including three long-serving members) and six new councillors being elected. Councillors who have served throughout the year:

- Chris Austin (Vice Chair)
- Phil Barnett (Chair until January 2017)
- Billy Drummond
- Pragna Hay
- Arthur Johnson
- Gary Puffett
- Julian Swift-Hook (Chair from January 2017)

Councillors who resigned during the year:

- Shirley Huxtable (resigned June 2016)
- Ernie Hicks (co-opted February 2016, resigned July 2016)
- Heather Westbrook (co-opted January 2014 and again in May 2015, resigned July 2016)
- Steve Westbrook (co-opted June 2015, resigned September 2016)
- Chris Dewhurst (co-opted February 2016, resigned September 2016)
- Alan Agutter (resigned January 2017)
- Teresa King (resigned November 2016)

Councillors who were elected during the year:

[1] August 2016 (uncontested):

- Jon Gage
- Paul Inman
- Balu Sudra
- Meg Thomas

[2] December 2016 (contested):

- Lindsey Middlemiss
- Paul Walter

Being a parish councillor can be very rewarding. If you are interested in filling one of the present vacancies and serving as a Greenham parish councillor, please contact the Clerk, Mr David Fowler, for more information and an informal chat (clerk@greenham.gov.uk / 01635 564900).

Clerk to the Council

The Clerk to the Council is employed by the Council primarily to look after the Council's administrative affairs. At Greenham it is a part-time role.

From March 2016 until December 2016, Roger Chester was Clerk to the Council.

Recruitment of a new Clerk started in January 2017 and I am delighted to report that it was successfully concluded with the appointment of David Fowler as Clerk to the Council on 3rd April 2017.

Parish Office

For the last 20 years the Clerk to the Council has worked from home, but in recent years Greenham's population has grown significantly, and the responsibilities of the clerk and of the council have grown, too.

In March 2016, the parish council took out a 12-month licence on a small office in Liberty House, Greenham Business Park. The council renewed the licence in March 2017.

The council expects to establish its office in the control tower once the refurbishment work is finished, when the licence at Liberty House can be terminated on three months' notice.

Update on Governance Working Group

The council approved the terms of reference for the Governance Working Group on 8th February 2017, and assigned three councillors to the task.

Since February we have been working through the recommendations in the “Governance Health Check and Review” report dated August 2016, prepared by the Local Government Resource Centre (LGRC).

The recommendations cover six areas:

- Constitutional
- Operational
- Financial
- Risk Management
- Community Interaction
- Human Resources

The working group is categorising the items into whether or not they should be implemented. The points will then be categorised by priority for implementation, with any comments as to feasibility/ desirability.

In addition, the working group is looking at other suggestions which have arisen outside the scope of the LGRC report.

The Working Group will deliver its report to the council by 31st May 2017.

Council budget

Greenham Parish Council is funded by a precept on West Berkshire Council, which collects the money from Greenham households along with the council tax (which funds West Berkshire Council) and the other precepts (police, fire authority).

In the current year (2016-17) the precept for Greenham Parish Council costs each Greenham household* just £ 40.34 per year, or 78p per week. By comparison the Newbury Weekly News costs £1 per week. We think this makes your parish council excellent value for money, especially since the cost per household* of Greenham’s precept for 2017-18 is unchanged.

By comparison, households in the Newbury Town Council area pay nearly twice as much for their council as Greenham households do (£79.16) – and it is going up for 2017-18.

**The figures quoted are for an “average” Band D household. Many households in Greenham are Band A, Band B and Band C - the cost per week for these households is even less.*

Control Tower

The last year has been a series of highs and lows for the Control Tower Project, but heading into the next twelve months we have reason for optimism.

August 2016 saw the last element of major construction work completed on the project. The work carried out on the building’s roof now means that the building is water tight, fully heated and fitted with alarm systems. In short, this iconic Grade 2 listed building has been taken from a serious state of disrepair to now being saved for future generations.

However, the vision is, as has always been, that this building will become a public facility complete with café, toilets and areas dedicated to the history of Greenham Common over the years.

The total value of works still to be undertaken has been estimated at £150,000 and this will be financed by using a mixture of existing Greenham Parish reserves and a loan in the region of £100,000 from the Public Works Loan Board - a process which began in August last year. There are no planned increases in the Parish tax precept to fund this work.

Work on the loan application stalled when an unexpected change of councillors and subsequent loss of the Clerk put the process on hold. However, since the new year a 'rejuvenated' Control Tower Committee has been meeting and things are moving forward. At the time of this report a public survey has commenced keeping people informed of developments and asking for feedback.

The council will be looking to appoint a qualified Project Manager to oversee the final phase of the works which dependent upon a successful loan application, will see the building completed in late 2017.

Members of the Parish are invited to keep up to date with an accurate record of progress through the Control Tower Facebook page or simply contact the Parish office.

4. PUBLIC QUESTIONS ON THE ANNUAL REPORT

There were a large number of questions and comments on the Control Tower project, which were answered by councillors. These questions were around the financial viability of the project, whether Greenham parishioners will get a good deal from it and what use the final Control Tower building will be.

5. CLOSING REMARKS BY THE CHAIRMAN OF COUNCIL

The chairman thanked members of the public for their participation and said that they were welcome to remain for the council meeting which followed.

There being no other business, the chairman closed the meeting.



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Greenham Parish Annual Assembly 2018

9th May 2018

Report by the Chairman of Greenham Parish Council, Cllr Julian Swift-Hook

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The construction of 1,500 new homes on land surrounding Newbury Racecourse is nearly completed, with a significant number now occupied.

Land at Sandleford has been allocated by West Berkshire Council in its Core Strategy for 2,000 new homes. The news this time last year was that, although the land has been allocated for housing, the planning applications have stalled. Revised plans have recently been submitted.

Business

There are three main employment centres in Greenham Parish, at Greenham Business Park on the south side of Greenham Common, at the Motor Park to the south of Pinchington Lane (which includes a large Tesco store and a hotel), and Hambridge Lane (including the south side of Hambridge Road) where companies like Stryker, Swift Logistics and DPD are located.

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The Committee Chairman is Councillor Jon Gage.

The Control Tower Committee has delegated responsibility for the control tower project and the committee meets approximately every two weeks.

A detailed report on the control tower project is attached.

- **The Staffing Committee** consists of five councillors and no co-opted members. The Committee Chairman is Cllr Julian Swift-Hook. The committee has responsibility for staffing matters and meets as necessary, usually no more than twice per year.
- **The Community Engagement Working Group** consists of four councillors with a responsibility for delivering an Action Plan for community engagement for the 2018-19 financial year.

Council Chairman and Vice Chairman

The chairman and vice chairman are elected annually by the councillors from among their number.

Cllr Julian Swift-Hook has served as Chairman of Council throughout the year.

Cllr Chris Austin has served as Vice Chairman of Council throughout the year.

Council members

Parish councillors are all volunteers, giving up their time to support their community.

At full complement, there are 15 councillors on Greenham Parish Council. There is currently one vacancy.

It has been a challenging year for the council, with a total of five councillors having resigned and six new councillors being elected.

Councillors who have served throughout the year:

- Chris Austin (Vice Chair)
- Phil Barnett
- Billy Drummond
- Jon Gage (Chair of Control Tower Committee)
- Sally-Ann Jay
- Gary Puffett
- Balu Sudra
- Julian Swift-Hook (Chair)
- Meg Thomas

Councillors who resigned during the year:

- Paul Inman
- Lindsey Middlemiss
- Paul Walter
- Pragna Hay
- Arthur Johnson

Councillors who were co-opted during the year:

- Steve Jones
- Alana Finn
- Ken Neal
- Tony Vickers
- Martin Griffiths

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Clerk to the Council

The Clerk to the Council is employed by the Council primarily to look after the Council's administrative affairs. At Greenham it is a part-time role.

From April to June 2017, David Fowler was Clerk to the Council.

From August 2017 to present, the Clerk to the Council is Philippa Harper.

Parish Office

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Since March 2016, the parish council has rented an office in Liberty House, Greenham Business Park.

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By comparison, households in the Newbury Town Council area pay twice as much for their council as Greenham households do – and it is going up again for 2018-19.

**The figures quoted are for an "average" Band D household. Many households in Greenham are Band A, Band B and Band C - the cost per week for these households is even less.*

I hope that this report has been helpful and informative. If you have any questions about anything in it or about any aspect of Greenham Parish Council's work, you are welcome to contact me or any other councillor directly at any time (details are on the council's website www.greenham.gov.uk), or you can contact the Parish Clerk, Mrs Philippa Harper.

Cllr Julian Swift-Hook

Chairman of Council

julian@swift-hook.co.uk | 07799 888444

9th May 2018

Greenham Control Tower Project

Control Tower Report May 2018



This report last year indicated that the Control Tower Project has good cause for optimism and so it has proved.

The Control Tower Committee, working with an appointed project management company, has successfully completed the refurbishment of the Greenham Control Tower. The total value of the final phase of works undertaken was in the region of £150,000 which was financed using a mixture of Greenham Parish reserves and a Public Works Loan. No increase in the parish tax precept was required to fund this work

‘Practical Completion’ was signed off in late March 2018 with only minor snagging works still to be undertaken. The completion of refurbishment works has enabled the next part of the works to begin – the handing over of the building to a charitable company who will run the facility going forward.

Greenham Control Tower Project

Greenham Control Tower Limited (GCTL), a company limited by guarantee and registering with the Charity Commission, is established and in a position to take over the running of the Control Tower as a community facility.

April 2018 saw Greenham Parish Council and GCTL sign a long term lease to enable the building to move towards opening to the public. The vision of providing the community with a café, toilets and areas dedicated to the history of Greenham Common over the years remains intact and has moved substantially closer to happening.

Going forward, the role of Greenham Parish Council will be to support GCTL as requested and work with them to ensure the facility is enjoyed by all parts of our community.