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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 **Tuesday 23rd January at 7:00 pm at Liberty House, Greenham Business Park.**

Yours faithfully,

P Harper

Clerk to the Council

16th January 2018

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 19th December 2017

4. Public Session

If you wish to ask a question, please notify the Acting Proper Office in advance

5. Refurbishment Project Manager's Report

- a) **To receive** an update on refurbishment works
- b) **To consider** any further costs arising from the refurbishment
- c) **To consider** local authority compliance
- d) **To consider** the provision of bike racks
- e) **To agree** next steps

6. Project Plan update

- a) **To receive** an update on the overall opening Project Plan
- b) **To consider** any extra resource requirement arising from the Project Plan
- c) **To agree** next steps

7. Report from Greenham Control Tower Ltd (GCTL)

- a) **To receive** a Progress Report from the GCTL
- b) **To consider** any outstanding risks and issues

- c) **To consider** a feasibility study for any proposed work which may be completed in parallel by the CTC
- d) **To consider** any assistance required from the CTC concerning legal advice which may be needed concerning the division of responsibilities between Greenham Control Tower Ltd and Greenham Control Tower Trading Ltd

8. Heritage Lottery Funding Application

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

9. Creation of Lease

- a) **To review** the draft Lease
- b) **To consider** the draft Joint Working Agreement
- c) **To agree** next steps

10. Review List of Outstanding Actions

11. 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

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.