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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 **Monday 20th March 2017 at 7:00 pm** at **Liberty House, Greenham Business Park.**

Yours faithfully,

C Austin

Acting Proper Officer of the Council

14th March 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**
 - a) Meeting held on Thursday 2nd March 2017 (Appendix 1)
- 4. Review of Outstanding Actions**
 - a) **To review** actions outstanding from the last meeting (Appendix 2)
 - b) **To agree** any further actions required
- 5. Proposed Public Consultation**
 - a) **To review** progress to date
 - b) **To agree** next steps
- 6. Project Manager role**
 - a) **To review** tender document (Appendix 3)
 - b) **To agree** next steps
- 7. Interpretation Working Group**
 - a) **To note** Terms of Reference for the Working Group (Appendix 4)
 - b) **To receive** a report from the Working Group
- 8. Dedicated Bank Account for Control Tower Project**
 - a) **To note** that a separate bank account has been opened.
- 9. Other items for information only or for possible inclusion on a future Agenda**
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. You are invited to contact the Clerk of the Council if you have any questions or matters of concern that you would like the Committee to address.



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MINUTES of the meeting of the Control Tower Committee
held at Liberty House, Greenham Business Park, Greenham
on Thursday 2nd March 2017 at 7.00pm

Present: Cllr Jon Gage (Chair) [JG] Cllr Gary Puffett [GP]
 Cllr Meg Thomas [MT] Mr Dean Graham [DG]
 Cllr Paul Walter [PW] Mr Mitch Thomas (Greenham Bus Park) [MIT]

In attendance: 1 member of the public, 1 representative of the press

1. APOLOGIES FOR ABSENCE

Apologies were received from Cllr Julian Swift-Hook and Cllr Lindsey Middlemiss.

After confirming that Cllr Swift Hook intended to play an active role in the meeting as a member of the committee, Cllr Puffett said he was boycotting the meeting and left at 7.36.

2. DECLARATIONS OF INTEREST

Mr Mitch Thomas declared that he is an employee of Greenham Business Park Ltd.

3. APPROVAL OF MINUTES

Amendments: Item 6 – replace “but something like that” with “something else”.
 Item 8 – remove line of duplicated text.

Proposed: Cllr Paul Walter

Seconded: Mr Mitch Thomas

Resolved: That the minutes of a meeting of the Control Tower Committee held on 15th February 2017 be approved (as amended) as a correct record and signed by the Chairman.

(Resolved *nem con* - Cllr Gary Puffett abstained.)

4. CO-OPTION OF COMMITTEE MEMBER

Sally Ann Jay was proposed for co-option. Her background includes construction, working for a legal firm and estate agency. She is a Greenham parishioner

Proposed: Cllr Jon Gage

Seconded: Cllr Paul Walter

Resolved: That Sally-Ann Jay be co-opted onto the Control Tower Committee as a non-voting member.

5. REVIEW OF OUTSTANDING ACTIONS

Outstanding actions were reviews and updated.

6. PROPOSED PUBLIC CONSULTATION

Deferred due to absence of Cllr Middlemiss.

Action: Cllr Middlemiss to report at next meeting. Cllr Gage draft statement/question for the consultation and the postcard "flyer"

7. PROJECT MANAGER ROLE

The revised role profile had been circulated prior to the meeting. Two further minor amendments were requested:

- a) Bullet point 2 in the Role Profile section: Delete "in the client organisation".
- b) Final bullet point: replace "engineers" with "surveyors".

Proposed: Cllr Jon Gage

Seconded: Cllr Paul Walter

Resolved: That the Role Profile (as amended) for the project manager be approved.

DG stated it was not possible to post the vacancy on the gov.uk website unless GPC had a Dunn & Bradstreet number. JG stated he had had little joy in progressing this advertising option.

Action: JG to ask GPC about the Council having a Dunn & Bradstreet number

Action: DG to review possibility of advertising the role on the GPC website, trade magazines and online portals (including costs).

Action: JG and MIT to put together a tender pack to be sent to interested parties.

MIT suggested that an interview and selection process should be devised to ensure the applicants were 'scored' on the correct skills and the decision process was consistent and transparent.

Action: DG to review processes used by other public sector organisations.

Action: JG to present the proposed interview and selection process to GPC for approval, including a panel of three committee members (JG, GP and DG have offered to take part).

8. CAFÉ TENDER

A draft market engagement document was distributed with the agenda. The following amendments were Resolved:

Proposed: Cllr Walter

Seconded: Mitch Thomas

Resolved: The annual rent figure is not to feature in the market engagement document

Proposed: Cllr Gage

Seconded: Cllr Walter

Resolved: The contract length options are to be removed from the document.

Proposed: Cllr Gage

Seconded: Cllr Walter

- Resolved:**
1. The document should state that 'some' white goods are provided.
 2. The proposed opening date should read 'intended 2017'.
 3. It should be made clear that a management Trust would run the building not GPC.
 4. The document was too similar to the Newbury Town Council document and needed to be re-worded.

5. An amended version is to be resubmitted to council with identified changes made.

Action: Cllr Gage to redraft document and send out for next meeting.

9. INTERPRETATION WORKING GROUP

Cllr Meg Thomas introduced Jonathan Sayers who has vast knowledge and material on Greenham Common and its history. He was happy to help with advice and material.

Cllr Thomas has met with Ruth Howard of Newbury Museum who has provided advice and suggestions.

A discussion took place about the amount of space available for display material and it was felt a couple of good audio visual displays may be more appropriate than simple photographs.

Action: Working Group to explore costs of audio visual option in light of budgets.

Jonathan Sayers stated he was interested in being co-opted onto the Working Group.

Action: Cllr Thomas to e-mail Jonathan Sayers a copy of the current Working Group Terms of Reference.

It was felt the Terms of Reference were out of date and needed updating to reflect amongst other things the need to work with a project manager.

Action: Working Group to review Terms of Reference for next meeting.

Cllr Meg Thomas stated that McDonalds were very keen to get involved. She will keep in touch with them for possible involvement at a later stage once the building has been completed.

It was noted that the Working Group needed a third councillor to work with Cllrs Middlemiss and Thomas.

Action: Cllr Gage to highlight this in his report to GPC and ask for a volunteer.

10. BUSINESS PLAN

The draft business plan distributed with the Agenda was discussed in detail. The following observations were noted:

- a) Various pieces of information need to be added as the project progresses.
- b) The cash flow took a very pessimistic view and does not allow for any donations and extra revenue that should be raised over the period being discussed.

Action: Cllr Walter to review the document for various spelling errors and send to MIT/JG.

Action: Cllr Gage to take the draft document to Council for discussion.

No major redraft will be undertaken until the project has moved on and significant additional information can be added into the plan to prevent a series of 'mini' redrafts being undertaken.

11. USE OF CONTROL TOWER FOR WORKSHOP EVENTS

A request has been received from Rosa Productions to use the Control Tower for a banner making event on March 27th to April 3rd. It was noted this request had been made before. Their Health and Safety people advised that the building would be suitable with precautions taken, however the committee was not happy for the building to be used given its current stage in construction.

Proposed: Cllr Paul Walter

Seconded: Cllr Jon Gage

Resolved: 1) That the request be declined
2) That Cllr Gage to contact Rosa productions to advise them of the committee's decision.

12. DEDICATED BANK ACCOUNT

Deferred due to absence of Cllr Swift Hook.

Project costs only will be paid from this account. Running costs should come from the GPC current account.

13. UTILITY MAINTAINANCE

DG reported that 800 litres of Kerosene was supplied by Pinnock Bros. The heating will be turned down as the weather improves.

DG is struggling to get BT to help and may request a site meeting.

It was requested that the boilers are given their service to maintain their warranty. Quote price £190+VAT for service plus £15+VAT per oil nozzle if they need changing.

Despite ongoing efforts it has not been possible to access the store room opposite the main entrance to the building. The lock could be broken or keys lost. A quote of £60+ VAT to change the lock has been received.

Proposed: Cllr Jon Gage

Seconded: Mr Mitch Thomas

Resolved: 1) Proceed with changing the lock to gain access to the store room
2) undertake a boiler service to maintain warranty.

14. ITEMS FOR INFORMATION

It was noted that it might be possible for the website domain for the Control Tower to be transferred. Cllr Swift Hook to provide further details.

The agenda items requiring Cllr Middlemiss to report will be given priority at the next meeting.

Update on SIB to be on the next agenda.

Cllr Puffett again raised his concerns about Cllr Swift Hook continuing as a member of the Control Tower Committee. He was informed by Cllr Walter that the composition of the Control Tower Committee is not a matter for the committee, it is a matter for full council. Cllr Gage said that all that could be done was to acknowledge Cllr Puffett's concerns but that he wanted it recorded that he did not agree with Cllr Puffett regarding Cllr Swift-Hook's position on the committee.

Date of next meeting: Monday 20th March 2017.

There being no other business the Chairman declared the meeting closed at 21:30 hrs

Chairman

Date

**Greenham Parish Council
Control Tower Committee
OUTSTANDING ACTIONS LIST – 2nd March 2017**

Ref	Action	Who	By	Completed
1/ 25.1.17	Contact Horsey Lightly to request emailed advice on headed paper. If there is a charge for this, it will need to be discussed in full council.	JG	7/2/17, for next meeting	2/3/2017
2/ 25.1.17	Provide estimated figures for cost of surveying public to present at the next Parish Council Meeting.	LM	7/2/17, for next meeting	2/3/2017
3/ 25.1.17	Finish draft of the Consultation Plan and email to Cllr Jon Gage who will then liaise with Jane Kirk at BALC.	LM/ JG	7/2/17, for next meeting	2/3/2017
4/ 25.1.17	Draft the business plan and circulate to the committee before presenting to full council.	JG/ Mitch	7/2/17, for next meeting	2/3/2017
5/ 25.1.17	Examine Cost Breakdown document and remove any expenditure which is no longer relevant and to add/amend the other lines as necessary.	All	7/2/17, for next meeting	2/3/2017
6/ 25.1.17	Cllr Gary Puffett to contact HSE regarding retrospective applications and advice on moving forward with the project.	GP	7/2/17, for next meeting	2/3/2017
7/ 25.1.17	Contact the people on JG's contact list of people with artefacts to donate and compile a list with dimensions of artefacts available. (MT awaiting list from JG.)	LM/ MT/ JG	7/2/17, for next meeting	
8/ 25.1.17	Dean Graham to contact his Space Planner colleague who can draw up plans for a 3D virtual reality interpretation.	DG	7/2/17, for next meeting	
9/ 25.1.17	Produce a list of volunteers interested in helping with the interpretation.	JG	7/2/17, for next meeting	2/3/2017
10/ 25.1.17	Get quotes for the boiler repair.	DG	7/2/17, for next	2/3/2017

			meeting	
11/ 25.1.17	Get quotes for a new padlock and report back to Cllr Jon Gage prior to the next meeting.	DG	7/2/17, for next meeting	2/3/2017
12/ 25.1.17	Propose the names of authorised personnel to instruct contractors/suppliers.	DG	7/2/17, for next meeting	2/3/2017
1/ 15.2.17	Seek legal advice and report on options for formation of legal entity that will eventually run CT and structure of management committee.	LM	24/2/17, for next meeting	
2/ 15.2.17	Draft statement/question for the consultation and the postcard "flyer"	LM	24/2/17, for next meeting	
3/ 15.2.17	Draft a press release on the control tower project being active again and the forthcoming gathering of public opinion.	LM/ LD	24/2/17, for next meeting	
4/ 15.2.17	Prepare a draft banner to go on the Control Tower fence promoting the forthcoming gathering of public opinion.	LM	24/2/17, for next meeting	
5/ 15.2.17	Check if Google Forms is more suitable than Survey Monkey for gathering and sorting submitted information	LM	24/2/17, for next meeting	
6/ 15.2.17	Prepare a headline statement to go on the front page of the GPC website asking people for their feedback on the Control Tower plans	JG	24/2/17, for next meeting	2/3/2017
7/ 15.2.17	Investigate a separate website for the Control Tower	LM	24/2/17, for next meeting	
8/ 15.2.17	Note the revisions to the project manager job specification and send then to Dean Graham. A revised version is to be circulated before the next meeting.	JG	24/2/17, for next meeting	2/3/2017
9/ 15.2.17	Circulate revised version of the project manager job specification before the next meeting.	JG	24/2/17, for next meeting	2/3/2017
10/ 15.2.17	Work out the way to get the contract posted on the website.	DG	24/2/17, for next	2/3/2017

			meeting	
11/ 15.2.17	Finalise revised draft Business Plan and circulate to Members	JG/ MiT	15/3/17	2/3/2017
12/ 15.2.17	Draft a press statement concerning the café opportunity and prepare a document for “Market Engagement” with potential interested parties.	JG	24/2/17, for next meeting	2/3/2017
13/ 15.2.17	Open dedicated bank account for the Control Tower project	JSH	24/2/17, for next meeting	
14/ 15.2.17	Put in process the co-option of Sally-Ann Jay onto the Committee – agenda item at next meeting	JG	24/2/17, for next meeting	2/3/2017
1/ 2/3/17	Report back to next CTC meeting on proposed public consultation.	LM/ JG	20/3/17	
2/ 2/3/17	Investigate a Dun & Bradstreet number for the Council	JG	20/3/17	
3/ 2/3/17	Review possibility of advertising the role on the GPC website, trade magazines and online portals (including costs).	DG	20/3/17	
4/ 2/3/17	Put together a tender pack to be sent to interested parties.	JG/ MiT	20/3/17	
5/ 2/3/17	Review candidate selection processes used by other public sector organisations.	DG	20/3/17	
6/ 2/3/17	JG to present the proposed interview and selection process to GPC for approval, including a panel of three committee members (JG, GP and DG have offered to take part).	JG	20/3/17	
7/ 2/3/17	Redraft café tender document and send out for next meeting.	JG	20/3/17	
8/ 2/3/17	Interpretation Working Group to explore costs of audio visual options in light of budgets.	Interpretation Working Group	20/3/17	

9/ 2/3/17	Email Jonathan Sayers a copy of the current Working Group Terms of Reference.	MT	20/3/17	
10/ 2/3/17	Interpretation Working Group to review Terms of Reference for next meeting.	Interpretation Working Group	20/3/17	
11/ 2/3/17	Highlight need for a third Interpretation Working Group member to support Cllrs Middlemiss and Thomas in CTC report to Council and ask for a volunteer.	JG	15/3/17	
12/ 2/3/17	Review Business Plan document for various spelling errors and send to MIT and JG.	PW	10/3/17	
13/ 2/3/17	Present draft Business Plan document to Full Council for approval.	JG	15/3/17	

Project Manager – Proposed Tender Process

- Preparation Of Tender Document
 - Document Prepared by Cllr Gage, Cllr Puffett and Dean Graham
- Presentation Of Tender Document To CTC
 - Discussion, amendments and hopefully resolved to pass.
- Submission of Document to Clerk/Proper Officer
 - Final checks, signing of cover letter
- Announcement To Invite Tenders From Interested Parties
 - Tender period 4 weeks
 - Press release
 - Interested parties to be contacted directly.
 - .gov website – limited success
 - Propose direct contact with companies listed with RICS
 - Basic financial checks on companies we look to approach
- Tenders Received At Parish Office
 - No tenders reviewed until the day after tender closure date.

- Evaluation Of Tenders Looking To Establish Best Value
 - Evaluation by Clerk, Cllr Gage, Cllr Puffett, Dean Graham
- Shortlist Of Three Companies Interviewed
 - Interview by Clerk, Cllr Gage, Cllr Puffett, Dean Graham
- Preferred Contractor Invited Pre Award Meeting/Interview
 - Interview by Clerk, GPC Chair + Others?
- Contract Award
 - Contract to be drafted and signed by the Clerk or Proper Officer

Notes

- Does the approved tender package agreed at CTC need to come before full GPC for approval
- The evaluation of tenders and interviews could perhaps benefit from a fresh view from other councillors at some point. Are the three companies selected for interview 'double checked'?

Greenham Parish Council

Control Tower Interpretation Working Group

Terms of Reference

Membership:	Minimum of three (3) councillors
Co-Opted Members:	Members who are not councillors may be co-opted by the Working Group as non-voting members as required.
Quorum:	Two (2), excluding non-voting co-opted members.
Objective(s):	<p>[1] To research and develop a draft Interpretation Strategy for the Control Tower for approval by the Control Tower Committee (CTC);</p> <p>[2] working with the project manager, to oversee the implementation of the Strategy under the direction of the Control Tower Committee (CTC)</p>
Deliverable(s):	<p>Create a draft Interpretation Strategy which fleshes out the Vision for Greenham Tower document and will support applications to potential external funders and obtain approval for it from the Control Tower Committee.</p> <p>Provide regular written progress reports to the Control Tower Committee.</p> <p>Identify and build working relationships with potential partners in the interpretive work to assist in the drawing up of the draft interpretation strategy and with a view to such partners being formally approved by the CTC as partners in the Interpretation work (as opposed to the management of the visitor centre)</p> <p>Identify potential solutions for delivery of interpretative material within the Control Tower (and where possible costs) with a view to seeking funding for delivery of such interpretation (both in the short term and in the longer term)</p> <p>Identify potential funders for the Interpretation Displays, materials and programmes and obtain approval from the CTC to progress bids with such funders</p> <p>Draft bids for funding from external funders for approval by the Control Tower Committee prior to submission</p> <p>Report back on the outcome of bids for funding and agree with the CTC how successful bids are to be managed as funding is received and needing to be spent</p> <p>Make recommendations to, and request decisions as appropriate from the CTC with regard to:</p> <ul style="list-style-type: none"> - the structure of the management of the Control Tower going forward and the involvement of potential partners in the management of the visitor centre; - the utilisation of spaces within the Control Tower going forward; - the installation of any equipment, services or display material within the Control Tower itself.

Governance

The Working Group will operate in accordance with the Council's Standing Orders and Financial Regulations. The Chairperson must be an elected Councillor.

Meeting minutes will be prepared by the Working Group and shared with all Council members. Officer support will not be available.

Decisions will be made by consensus where possible, but where necessary a majority vote of those present will be taken by a show of hands, with Chairperson having a second, casting vote if necessary.

Recommendations to the CTC for decision are likely to fall into the following main categories.

- Partners in the Interpretation;
- Partners in the management of the visitor centre itself;
- Funders;
- Grant bids;
- The draft Interpretive Strategy itself;
- Use of space within the Control Tower;
- Expenditure on and installation of any equipment, services or display material;
- Management structure.

This list is not exclusive and all other issues will also need to be referred to the CTC for decision.

These Terms of Reference may be reviewed by the Control Tower Committee at any time, as necessary.

Resources and Budget

There is no budget allocated to the Working Group. Reasonable expenses incurred by Working Group members will be reimbursed by Council in the usual way.