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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 25<sup>th</sup> May 2017 at 7:00 pm at Liberty House, Greenham Business Park.**

Yours faithfully,

*David Fowler*

Clerk to the Council

19<sup>th</sup> May 2017

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## 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) **To approve** the Minutes of the meeting held on 9<sup>th</sup> May 2017 (Appendix 1)
- 4. Public Session**  
*If you wish to ask a question, you are requested to notify the Clerk in advance of the meeting.*
- 5. Review of Outstanding Actions**
  - a) **To review** actions outstanding from the last meeting (see Appendix 1)
  - b) **To agree** any further actions required
- 6. Project Manager Appointment**
  - a) **To review** progress on Project Manager tender selection
  - b) **To agree** next steps
- 7. Formation of the Charitable Trust**
  - a) **To review** options for setting up the 'operating company' for the Control Tower
  - b) **To agree** next steps
- 8. Café Market Engagement Strategy**
  - a) **To review** the progress
  - b) **To agree** next steps
- 9. 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](http://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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**MINUTES of the meeting of the Control Tower Committee**  
**held at Liberty House, Greenham Business Park, Greenham**  
**on Wednesday 9th May 2017 at 7.00pm**

*Present:* Cllr Jon Gage (Chairman) [JG]  
Cllr Julian Swift-Hook (JSW), items 5 onwards  
Cllr Paul Walter (PW)  
Cllr Meg Thomas (MT)  
Mr Mitch Thomas (Greenham Bus Park) [MIT]  
Mr Dean Graham (DG)

**1. APOLOGIES FOR ABSENCE**

Apologies were received from Cllr Lindsey Middlemiss and Cllr Gary Puffett and Cllr Sally-Ann Jay.

**2. DECLARATIONS OF INTEREST**

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

**3. APPROVAL OF MINUTES**

a. **Amendments.** There was one minor amendment. Minute 4.4 read "4. Control Tower's Title..." amended to read "4. Interpretation Area's Title..."

**Proposed:** Cllr Paul Walter

**Seconded:** Cllr Jon Gage

**Resolved:** That, subject to amendment above, the minutes of a meeting of the Control Tower Committee held on 26<sup>th</sup> April 2017 be approved as a correct record and signed by the Chairman.

**4. REVIEW OF OUTSTANDING ACTIONS**

A number of outstanding actions were closed:

1. Café market engagement strategy had been redrafted
2. Tenders for project manager role had been reviewed and shortlisted
3. BDO Audit management response redrafted by clerk.
4. SIB meeting had taken place.
5. Initial consultation with solicitors re setting up charitable 3<sup>rd</sup> party operating entity had taken place; quotes had been requested.
6. A draft licence to operate with Oxygen photography had been drafted.
7. The issue of drone footage had been investigated and parked due to drone embargo over the common until Sep 17.

A number of outstanding actions were carried forward:

1. 8/25.1.17 – Space Planner for 3D virtual reality interpretation. **Action:** DG to host visit to the CT to begin drawings in coming weeks.
2. 7/15.2.17 – Control Tower website. **Action:** JSH to regain website domain
3. 8/2/3/17 – Audio visual options – **Action:** MT/IWG to continue looking at options.

**Action:** Clerk to update List of outstanding action ahead of next CTC meeting.

## 5. PROJECT MANAGER ROLE

Cllr Gage reported that 4 tenders had been received. Once tenderer had been discounted due to their skills being focussed more in the civil engineering sector rather than project management working with historic buildings. Three tenderers been shortlisted for interview. Interviews would be scheduled for during the day of 18<sup>th</sup> May at the control tower.

Given the tight timescales and members' other commitments during the pre-election period, the availability of those on the selection panel was uncertain.

**Proposed:** Cllr Jon Gage

**Seconded:** Cllr Meg Thomas

**Resolved:** That , should any of the initial selection panel be unavailable, Cllr Walters could substitute.

**Action:** Clerk to inform short listed tenderers of intention to invite them to interview at the CT on 18<sup>th</sup> May. No later than Cob 10<sup>th</sup> May.

**Action:** Clerk to coordinate a pre-meet of selection panel, nominally on 16<sup>th</sup> May.

**Action:** JG to prepare set interview questions ahead of 16<sup>th</sup> May for selection panel to consider. No later than 15<sup>th</sup> May

**Action:** JG to provide Clerk with requirement of any presentation required of tenderers at interview, i.e. which areas of their bid tenderers should focus on (the 'exam question'). No later than 12<sup>th</sup> May.

**Action:** DG, JG, GP (and PW as sub) confirm with Clerk their availability on 16<sup>th</sup> and 18<sup>th</sup> of May. No later than 12 May.

**Action:** DG and MIT are requested to look at suitability of using standard JCT contracts. No later than 16<sup>th</sup> May.

## 6. BDO REPORT

BDO Audit Management report V2.1 was reviewed.

**Proposed:** Cllr Jon Gage

**Seconded:** Cllr Paul Walter

**Resolved:** That the BDO Audit Management Response be presented to full council for endorsement on 11<sup>th</sup> May 2017.

## 7. SIB ENGAGEMENT

Cllrs Julian Swift-Hook and Jon Gage, along with the Clerk, attended a meeting with SIB's head of Programmes (Grants) (Ms Deborah Smart) on 2 May 17. Subsequent correspondence from SIB(included as Annex 1 to these minutes) confirmed their oversight conditions listed in their letter dated 13 March 2017 had now been addressed.

**Action:** Clerk to publish correspondence with SIB with local press.

#### **8. PUBLIC SURVEY REPORT**

Cllr Lindsey Middlemiss had sent the Chairman and Clerk a draft report on the results of the Public Survey. The draft needed to be finalised by including details of how the survey was published.

It was intended that, after finalising the draft, the report would be considered by the CT committee at the next meeting, after which it would be published on the GPC website, as well as being sent to BALC (along with raw data) for independent review.

**Action:** Clerk to circulate draft survey report to CT committee members.

**Action:** JG to request LM to finalise the report ahead of next CT committee meeting.

#### **9. CAFÉ MARKET ENGAGEMENT STRATEGY**

Cllr Jon Gage had redrafted the Café Market Engagement Strategy document in line with minor comments he had received.

**Proposed:** Cllr Paul Walter

**Seconded:** Mr Mitch Thomas

**Resolved:** That:

- a. Subject to minor amendment, the committee accepts the final draft of the Café Market Engagement Strategy document, and that:
- b. The proposed text advertising the engagement process with potential café operators is published on the GPC website.

**Action:** JG to seek advice on publishing information on Café Market Engagement Strategy wrt 'purdah' from Lousia Dean.

**Action:** Clerk to review press release and publish as appropriate given purdah advice obtained from preceding action.

#### **10. INTERPRETATION WORKING GROUP**

Cllr Thomas presented her report. One area of concern was the ability of the group to meet its terms of reference (TOR) given current resourcing levels.

**Proposed:** Cllr Paul Walter

**Seconded:** Cllr Jon Gage

**Resolved:** That, that the items in the TOR deliverables starting "Draft bids for funding..." And "Report back on the outcome of bids for funding..." should be explored with other people or agencies.

Potential future funding from the 'Dream Scheme was discussed.

**Action:** MT to re-engage with Dreamscheme and look at the funding arrangements.

Cllr Gage, Cllr Thomas, and Jonathan Sayers of the IWG have met with James Thorpe of Atacama. Although his interest in the project was noted and would be kept on file, it was felt that the CT project was not currently of the right scale and size to warrant Atacama's assistance.

**Action:** MT to inform Atacama that GPC would not be contracting at this time.

#### **11. FORMATION OF CHARITABLE TRUST**

Cllrs Jon Gage and Sally-Ann Jay had conducted two initial interviews with solicitors (a third company had been approached but had not replied) to discuss setting up a charitable entity to hand operation of the CT on to.

One company had quoted £750 to provide legal advice on the procedure, and the second company had yet to reply.

**Action:** JG to chase second quote.

Once that quote was obtained, next steps were discussed.

**Proposed:** Cllr Julian Swift-Hook

**Seconded** Meg Thomas

**Resolved:** That as long as the second quote is below the CTC's delegated spending limit of £1000, the authority to appoint whichever of the two solicitors firms interviewed is delegate dto Cllr Jon Gage and the Clerk.

## 12. ITEMS FOR INFORMATION

The clerk reported that a steady trickle of volunteers are approaching him with offers to help n the CT project.

A process to ensure these volunteers are correctly engaged, and their skills identified and put to best use should be considered at the next CT Committee meeting.

In the meantime, the Clerk would collate names of volunteers.

**Action:** Clerk to collate names of volunteers and their skill sets.

**Action:** Clerk to schedule the process of engaging and employing volunteers on the next CT Committee meeting agenda, making recommendations where appropriate.

Date of next meeting: 25th May 2017 in Liberty House, at 7.00pm (subject to room boking).

**Action:** MIT confirm room availability and booking.

**There being no other business the Chairman declared the meeting closed at 2133rs**

Chairman

Date