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DRAFT MINUTES of the meeting of the Control Tower Committee
held at Liberty House, Greenham Business Park, Greenham
on Tuesday 10th October 2017 at 7.00pm

Present: Cllr Julian Swift-Hook (JSH)
Cllr Meg Thomas (MET)
Cllr Paul Walter (PW)
Cllr Billy Drummond as a sub for Cllr Jon Gage (BD)
Cllr Sally-Ann Jay (SAJ) from 7.09 pm.

In attendance: Philippa Harper, Clerk to the Council (PH)
Andy Nichols, Place Partnership, till 8.50 (AN)
Neil Germain, member of public
Mike Samuels, prospective trustee
Jon Thoroughgood, GCCC rep trustee
Jonathan Sayers, new trustee
Lucy Crompton-Reid, new trustee

80. ELECTION OF CHAIRMAN

Cllr Swift-Hook was elected to chair the meeting

Proposed: PW

Seconded: BD

Resolved: Unanimously voted in favour.

81. APOLOGIES FOR ABSENCE

Apologies were received from Cllr Jon Gage, Cllr Gary Puffett, Mr Mitch Thomas, Mr. Dean Graham.

82. DECLARATIONS OF INTEREST

Cllr Drummond declared that he is a Director of Greenham Trust.

83. APPROVAL OF MINUTES OF 28TH SEPTEMBER 2017

MIT had noted that the previous Minutes, Item 68, should read that ‘JG, GP, BD, and MET voted in favour, PW and MIT abstained because they were not present at the relevant meeting’.

Proposed: PW

Seconded: BD

Resolved: JG, PW, MET, BD, all voted in favour that with the above amendment the minutes of a meeting of the Control Tower Committee held on 28th September 2017 be approved as a correct record, and were signed by the Chairman

Cllr Jay arrived at 7.09

84. PUBLIC SESSION

a) No members of the public were present.

b) No questions from the public had been received

In view of the presence of several trustees of the CLG, it was proposed that trustees should be able to participate in the items on the agenda.

Proposed: PW

Seconded: MET

Resolved: Unanimously to suspend standing orders to enable trustees to join discussions during the meeting.

85. REVIEW OF OUTSTANDING ACTIONS

Outstanding actions were reviewed and updated, noted in Appendix A.

Some key items:

- Visit for Volunteers is now on Sat 21st October
- MET will draft handout for volunteers
Action: PH to review the handout
- Fence – TVP – no specific advice.
Action: Clerk to add to future agenda.
- Lease
Action: JG/PH will chase up third quote for representing GPC in creating the Lease
- Legacy items
Action: AN will ask again the Conservation Officer
Action: AN will forward pictures of CT to Clerk for circulation
- SIB Funding.
Action: Three foundation trustees will do a brief profile and send to Clerk for SIB.
Action: Clerk will review and send the details to SIB
- AN confirmed that an Energy Certificate will be on display in the finished building
- Alex from BBOWT will go to next IWG
- Revised Draft Building Programme.
Action: Clerk to circulate the Programme to CTC
- Management contract - contact Mitch what he can produce a draft.
Action: Clerk to contact Mitch
Action: Clerk to add to agenda of next CTC and Full Council.
- IT. Meg contacted ION, have not got back to her

Action: MET will try Paul Dean

- GPC Office – future location
Action: Clerk to add to agenda

86. PROJECT MANAGER REVIEW

a) Andy Nichols (AN) of Place Partnership (PP) joined the meeting, and presented the Highlight Report.

b) AN had met with Anne Chalmers on crime prevention. Advice included ensuring the building is alarmed, and external doors need to be secured to meet a higher British Standard, to be incorporated into detailed works. Security lighting is non-standard – fire safety exit must be illuminated to Building Control satisfaction.

c) There has been a strong local response from building contractors. 11th Oct is the Open Day for contractors run by PP.

d) Conservation officer has no objections to the ramps.

e) PP requires Discharges of Planning Consent from WBC; this always presents a risk to timelines.

f) Costs won't be certain till tender returns are in. PP will check for contractors' due diligence.

g) Up till end of tender period, PP will be answering queries from contractors with the same information to all contractors.

h) AN stressed that the schedule is not certain till tenders are received, and the contractor is in place with a contract.

i) No answer on number of people permitted in café for Fire Regulations -this item is outstanding

j) Bike racks - AN will action

k) Wayfinding signage should be OK. External signage will be a conservation issue. A-Boards can be used. Signs on car park would have to go to the GCCC for approval.
Action: PH to add signage to Project Plan Action List.

l) The boundary of the Control Tower site is not shown on maps. JSH outlined boundaries.
Action: JSH to circulate copies of site plans to trustees

m) Furniture, Fittings and Equipment.

AN clarified that none are included as part of the fit-out

Action: Clerk to add FFE workstream to do list for the trustee to draw up list of blinds and furniture

Action: Clerk to raise issue with GPC

n) JSH referred to JG's report.

Action: Clerk to circulate to trustees

o) Communication

Action: Clerk will add the trustees to the circulation list for minutes and agendas of the CTC

87. PUBLIC WORKS LOAN APPLICATION

- a) There will be an item on the next Full Council agenda to consider the drawdown of first funds.
- b) PW proposed a drawdown of £50-60K to cover for building work and some of the legal fees.
- c) PWLB is moving to the Treasury, there may be uncertainty.
- d) Drawdown can be in as many tranches as we like.

88. FORMATION OF COMPANY LIMITED BY GUARANTEE

- a) Revised Articles of Association

JSH referred to JG's report. The first meeting of the prospective trustees is for information sharing purposes.

Action: Clerk to progress registration with Beechmast.

- b) Solicitor Fees

Solicitor has indicated fees may be applied due to the work required.

Proposed: PW

Seconded: S-A J

Agreed: Unanimously to express surprise and disappointment that the costs may escalate, and ask the Clerk to clarify the cost.

- c) Trustee Appointments

3 foundation trustees appointed. On Aug 9th PW convened an interview panel which has given four additional names to the founding trustees.

- d) Review Priority Tasks for the new trustees

The Clerk presented a draft Project Plan to pass to the CLG, mapping out proposed key actions and workstreams to open a functioning and compliant public building.

Action: CTC and trustees to feedback with any action requested on the Parish Council

Action: Clerk to place Project Plan on agenda for CTC and Full Council

- e) The prospective Trustees meeting on 18th October in a meeting room in Liberty House.

- f) All agreed that the scale of the task highlighted by the Project Plan was very demanding.

PW noted that turning the Business Plan into a budget will be a big job

- g) Support for the CLG: Clerk has found a suitable person with admin and project experience who could support with admin in the set-up period:

Action: Clerk to send details to Trustees for their consideration.

89. INTERPRETATION WORKING GROUP (IWG)

MET reported on HLF funding.

Proposed: JSH

Seconded: BD

Resolved: that the CTC recommends to the Council that GPC will secure the services of an HLF bid specialist to write a bid to the HLF 'Our Heritage' Fund in the name of GCT Ltd.

Action: GPC to include CLG in shortlist.

90. ITEMS FOR INFORMATION

- Vicky Tallon has agreed to be a trustee
- John Thorogood has office furniture to sell. This item is for the CLG to manage within their own processes.
- Mike Samuels stated that the demarcation lines between GPC and the CLG should be clear. All shared this view.
- John Thorogood had been impressed at seeing the Control Tower
- Neil Germain stated it needs managing the right way, and has the chance to build
- PH added that key messages had been discussed and considered and will be passed to the CLG

Date of next meeting: Tuesday 26th October at 7 pm.

There being no other business the Chairman declared the meeting closed at 9.45 hrs

Chairman

Date