



Clerk to the Council
Suite 23 Liberty House
Greenham Business Park
Greenham, Berkshire RG19 6HW

clerk@greenham.gov.uk
www.greenham.gov.uk
01635 564900

MINUTES of the meeting of the Control Tower Committee
held at Liberty House, Greenham Business Park, Greenham
on Thursday 25th May 2017 at 7.00pm

Present: Cllr Jon Gage (Chairman) [JG]
Cllr Paul Walter (PW)
Cllr Meg Thomas
Cllr Julian Swift-Hook (item 5 onwards)
Cllr Billy Drummond (BD – sub. for Cllr Middlemiss)
Mr Mitch Thomas (Greenham Bus Park) [MIT]
Mr Dean Graham (DG)

1. APOLOGIES FOR ABSENCE

Apologies were received from Cllr Gary Puffett,, Cllr Lindsey Middlemiss 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

Proposed: Cllr Walter

Seconded: Cllr Drummond

Resolved: That, with the amendment of “James Thorpe” being changed to “James Hawkes” in item 10, the minutes of a meeting of the Control Tower Committee held on 9th May 2017 be approved as a correct record and signed by the Chairman.

4. PUBLIC SESSION

No members of the public were present.

5. REVIEW OF OUTSTANDING ACTIONS

See annex A, updated spread sheet detailing outstanding actions

6. PROJECT MANAGER APPOINTMENT

A preferred bidder had been identified and an offer made with verbal acceptance. Their letter setting out terms of engagement is expected no later than 30 May 17 for the Clerk’s signature. They are ready to start work on the project on 30 May 17. Cllr Gage was preparing documents for the contractor to review. Once letter’s have been exchanged, there will be a joint press release announcing the appointment.

7. FORMATION OF A CHARITABLE TRUST

Two quotes had now been obtained for legal advice. The values of the work mean a decision in full council would be required.

Action: Cllr Gage to attempt to obtain 3rd quote as per Financial Regs.

Action: Cllr Gage to review quotes with Cllrs Jay and/or Middlemeiss.

Action: Clerk to put on next CTC agenda to prepare recommendation for the next meeting of full council

8. CAFÉ MARKET ENGAGEMENT STARTEGY

The press release would be published on 30 May 17. Following that, the document would go live on the website and local café owners would be emailed directly.

9. ITEMS FOR INFORMATION

(a) Open Day to be put on the next CTC agenda

(b) Cllr Thomas gave an update on the IWG, which is exploring potential partners for the visitors' centre

Action: Cllr Thomas to invite Paul James from WBC to next IWG meeting

(c) The Clerk was seeking a meeting with BALC to begin the formal process of PWLB loan application.

Action: Clerk to set up meeting with Cllr Gage and BALC, and to publish survey results once BALC have reviewed them.

Date of next meeting 13th June 2017 at 1900hrs subject to room booking confirmation.

There being no other business the Chairman declared the meeting closed at 1954hrs

Chairman

Date

CTC actions as at 25th May meeting	-	-
Carried forward at 9th May meeting		Status at 25th May meeting
	1. 8/25.1.17 – Space Planner for 3D virtual reality interpretation. DG to host visit to the CT to begin drawings in coming weeks.	Dean will get the representative to the Tower next week. Ongoing.
	2. 7/15.2.17 – Control Tower website. JSH to regain website domain	Ongoing
	3. 8/2/3/17 – Audio visual options – MT/IWG to continue looking at options.	Ongoing
New actions at 9th May meeting		
PM role	Clerk to inform short listed tenderers of intention to invite them to interview at the CT on 18th May. No later than Cob 10th May.	Closed
PM role	Clerk to coordinate a pre-meet of selection panel, nominally on 16th May.	Closed
PM role	JG to prepare set interview questions ahead of 16th May for selection panel to consider. No later than 15th May	Closed
PM role	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 12th May.	Closed
PM role	DG, JG, GP (and PW as sub) confirm with Clerk their availability on 16th and 18th of May. No later than 12 May.	Closed
PM role	DG and MIT are requested to look at suitability of using standard JCT contracts. No later than 16th May.	Closed
SIB engagement	Clerk to publish correspondence with SIB with local press.	Closed
Public survey	Clerk to circulate draft survey report to CT committee members.	Closed
Public survey	JG to request LM to finalise the report ahead of next CT committee meeting.	Closed
Café engagement strategy	JG to seek advice on publishing information on Café Market Engagement Strategy wrt 'purdah' from Lousia Dean.	Jon agreed with the clerk that we are happy to proceed.
Café engagement strategy	Clerk to review press release and publish as appropriate given purdah advice obtained from preceding action.	Clerk will release a press statement as approved at last meeting.

IWG	MT to re-engage with Dream Scheme and look at the funding arrangements.	Ongoing. Meg has emailed the Good Exchange.
IWG	MT to inform Atacama that GPC would not be contracting at this time.	This has been done. Closed
Formation of Charitable Trust	JG to chase second quote.	Done. Closed
Volunteers	Clerk to collate names of volunteers and their skill sets.	Meg has tidied up the spreadsheet.
Volunteers	Clerk to schedule the process of engaging and employing volunteers on the next CT Committee meeting agenda, making recommendations where appropriate.	Ongoing
From Extraordinary Council meeting 23rd May		
Project Manager	Next steps on tender/contract	See later item on agenda.
From 11th May Council Meeting		
BDO report	Publish BDO report response	Awaiting update on website.