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MINUTES of the meeting of the Control Tower Committee
held at Liberty House, Greenham Business Park, Greenham
on Tuesday 13th June 2017 at 7.00pm

Present: Cllr Jon Gage (Chairman)
Cllr Paul Walter
Cllr Meg Thomas
Cllr Julian Swift-Hook
Cllr Sally-Ann Jay (1919 onwards)
Cllr Billy Drummond (BD – sub. for Cllr Middlemiss)
Mr Mitch Thomas (Greenham Bus Park)

In attendance: Mr David Fowler, Clerk to the Council
Mr Paul Thatcher, Associate Director for Project Management at Place Partnership
Mrs Edita Borowy (from 1944 onwards), volunteer member of the public

1. APOLOGIES FOR ABSENCE

Apologies were received from Cllr Gary Puffett, Cllr Lindsey Middlemiss and Mr Dean Graham (DG)

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 the minutes of a meeting of the Control Tower Committee held on 25th May 2017 be approved as a correct record and signed by the Chairman.
Resolved unanimously.

4. PUBLIC SESSION

No members of the public were present at that point.

5. REVIEW OF OUTSTANDING ACTIONS

See annex A, updated spread sheet detailing outstanding actions

6. PROJECT MANAGER APPOINTMENT

Cllr Gage welcomed Paul Thatcher from Place Partnership. It was confirmed that the letter of engagement from the Greenham Parish Council clerk has been received by Place Partnership. Paul Thatcher gave a presentation about the history and work of Place Partnership. Historical paperwork has been given to Place Partnership. A Site visit by Place Partnership is planned for 26th June including a senior building surveyor to do a site survey to be put on CAD, also a risk

expert to carry out an assessment along with a mechanical and engineering expert. The next step will be to assemble and agree an outstanding work schedule, to be followed with a pricing-up exercise. This should take 4-6 weeks from the 26th June. They also envisage early discussions with the conservation architects. Cllr Walter emphasised that there is £61,500 allocated in the parish council's bank account to allow work up to a value of c.£48,000 to start as soon as possible in advance of the PWLB loan coming through. The committee stressed that time was of the essence.

Action: Cllr Gage to arrange for a council representative to meet Place Partnership at the Control Tower on June 26th.

Action: Cllr Gage, Mr Mitch Thomas and Cllr Thomas to meet to pull together the various vision, business plan and various other documents for communication with the Place Partnership project manager prior to June 26th.

Action: Cllr Gage and Mitch Thomas to draw up a summary of the council's priorities for the project for communication to Place Partnership prior to June 26th.

7. PUBLIC WORKS LOAN BOARD APPLICATION

The clerk has been trying to arrange a meeting with BALC, but so far without success. However, Cllr Gage had downloaded the necessary paperwork and was in a position to begin the application. Cllr Gage had liaised with Thatcham Town Council for advice on how they had filled out their loan application. A subsequent meeting with Mr Mike Cole, (who made the application for Thatcham Town Council) would be arranged.

Action: Cllr Gage to arrange a meeting with Mike Cole.

Action: Cllr Gage to proceed with filling out the application form and consult with BALC for comment

Action: Cllr Gage to send a blank copy of the loan form to Paul Thatcher.

Action: Cllr Gage to include a sensitivity analysis on the loan dependent on interest rate changes, as part of the loan application.

8. FORMATION OF THE CHARITABLE TRUST

(a) A final decision on which company to employ for legal services in setting up the charitable trust was required. A third legal opinion/quote had been received. The quotes were as follows (exclusive of VAT and disbursements):

- i. Company A – Recommends CLG. £5K quote plus £500 for setting up trading subsidiary.
- ii. Company B – Recommends CIO but said that a CLG was equally feasible. Max £5K quote.
- iii. Company C – Recommends CLG. £1.1K (capped) quote plus hourly rate for work beyond the stipulated basic.

(b) It was noted that the Chairman and Cllr Jay had interviewed Company A and B, but not yet met Company C, and it would be prudent to interview Company C before making a selection

Proposed: Cllr Gage

Seconded: Cllr Meg Thomas

Resolved: That the Council employ Company C subject to satisfactory interview by Cllrs Gage, Jay, Swift-Hook and Austin, followed by approval of Chair and Vice-Chair of Council and CTC Chair. If the interview were not successful, then the choice would be Company B based on interview and their proposal. The provisional first choice recommendation was based on cost-benefit analysis and value for money. RESOLVED unanimously.

- (c) A final decision on the composition of the charitable trust was required. This could either be Charitable Incorporated Organisation (CIO) or a Company Limited by Guarantee (CLG). Either choice would include establishing a trading subsidiary. Both Choices would serve the requirements and the pros and cons were marginal, however, reflecting on the legal advice this far Cllr Gage felt the CLG option was preferable.

Proposed: Cllr Gage

Seconded: Cllr Swift-Hook

Resolved: that the Committee recommend to Council that the Charitable trust be established as a Company Limited by Guarantee and registered with the Charities Commission. RESOLVED unanimously.

9. CAFÉ MARKET ENGAGEMENT STRATEGY

The Café Market Engagement Strategy Document has been published to the media and the Council website, and the next step would be to mail out to interested companies. The possibility of advertising through social medial was also discussed.

Proposed: Cllr Gage

Seconded: Julian Swift Hook.

Resolved: That a Facebook advert with a link to the café market engagement documentation on the council website would be set up, with a maximum spending value of £50. RESOLVED unanimously.

Action: Cllr Meg Thomas to set up a Facebook advert with a link to the café market engagement documentation on the council website. Costs (up to £50) to be reclaimed through expenses.

Action: Cllr Gage to distribute the pack to the distribution list of likely interested parties.

Action: Cllr Meg Thomas to approach Cllr Middlemiss for the contact for the banner at the Tower and find out how much it will cost.

Action: Cllr Gage to ask Newbury Town Council if they are prepared to share the Control Tower Café Engagement Document with some of the companies who expressed interest in running the new Victoria Park café.

10. INTERPRETATION WORKING GROUP

- (a) Cllr Thomas gave a summary of the current work of the IWG. Cllr Jay described a necessary change to the IWG Terms of Reference to narrow down the work on the Vision specifically to the Visitors' Centre and another modification.

Action: Cllrs Meg Thomas and Jay to revise the IWG Terms of Reference document and bring it back to the next CTC meeting for approval.

- (b) There was a discussion of the fence and whether to take it down.

Action: Cllr Gage to bring back the issue of removing the fence to a future CTC meeting once we are able to have the advice of Place Partnership on the pros and cons.

- (c) There was a discussion about the positioning of nature ('Responsible use of the Common') information in the Tower and, the use of the walls of café for interpretation materials.

- (d) Cllr Meg Thomas mentioned that a report will follow on the visit by an IWG working group to the Crofton Beam Engine venue.

11. OPEN DAY

The feasibility of holding an open day to inform local residents and press about progress on the project was discussed. This would also be a vehicle for engaging volunteers for the project.

Action: Cllr Thomas, with help from Cllr Gage, to investigate a proposal of an Open Day for consideration at a future CTC meeting.

12. ITEMS FOR INFORMATION

- (a) Edita Borowy (Member of the public) was invited to put some ideas together, for example, with respect to a “pop-up café”.
- (b) Cllr Walters would bring a proposed schedule of regular fortnightly meetings for the rest of the year for consideration at the next meeting

Date of next meeting: Tuesday, 27th June 7pm, Liberty House subject to room booking confirmation.

There being no other business the Chairman declared the meeting closed at 2125hrs

Chairman

Date

Annex A to:
MINUTES of the meeting of the Control Tower Committee
Dated Thursday 13th June 2017

CTC actions as at 25th May meeting			
Carried forward at 9th May meeting		Status at 13th June 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.	Open	Dean will get the representative to the Tower next week. Ongoing.
	2. 7/15.2.17 – Control Tower website. JSH to regain website domain	JSH needs to see the website owner.	Ongoing
	3. 8/2/3/17 – Audio visual options – MT/IWG to continue looking at options.	Open/ongoing	Ongoing
New actions at 9th May meeting			
Café engagement strategy	JG to seek advice on publishing information on Café Market Engagement Strategy wrt 'purdah' from Lousia Dean.	Documents released as business as usual. Closed	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.	Released. Closed	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.	Resolved. Closed	Ongoing. Meg has emailed the Good Exchange.
Volunteers	Clerk to collate names of volunteers and their skill sets.	Names have been passed to Meg who is looking after the database.	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.	Open Day discussion on agenda. JG to put this subject on the next agenda.	Ongoing
From Extraordinary Council meeting 23rd May			
Project Manager	Next steps on tender/contract	Done Closed	See later item on agenda.
From 11th May Council Meeting			
BDO report	Publish BDO report response	Done Closed	Awaiting update on website.
From 25th May Control Tower Committee meeting			
Charitable Trust	JG to obtain third quote as per financial regs	To be covered later at 13th June meeting	
Charitable Trust	JG to review quotes with SAJ and/or LM	To be covered later at 13th June meeting	
Charitable Trust	Clerk to add to 13th June CTC agenda to prepare recommendation for full council on 14th June	To be covered later at 13th June meeting	
IWG	MG to invite Paul James to next IWG meeting	To be covered later at 13th June meeting	
Loan	Clerk to arrange meeting with BALC and JG re PWLB loan application	To be covered later at 13th June meeting	
Survey results	Clerk to publish survey results once they are reviewed with BALC	Action remains to review with BALC to be endorsed. Report needs to be finalised. JG to put on next agenda. ACTION: Meg Thomas to get Lindsey Middlemiss to finalise the report, including commentary on data history.	