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MINUTES of the meeting of Greenham Parish Council Control Tower Committee

*held at Liberty House, Greenham Business Park
on Tuesday 18th July 2017 at 7.00pm*

Present: Cllr Jon Gage (Chair)
Cllr Billy Drummond
Cllr Paul Walter
Dean Graham

In attendance: Andy Nichols, Project Manager from Place Partnership
Beth Allen, member of the public

19. APOLOGIES FOR ABSENCE

Apologies were received from: Cllr Sally-Ann Jay, Cllr Julian Swift-Hook, Cllr Gary Puffett, Cllr Meg Thomas, Cllr Lindsey Middlemiss. Not present: Cllr Chris Austin, Mitch Thomas. The meeting was declared inquorate. It was agreed that only items of information would be shared in the meeting.

20. DECLARATIONS OF INTEREST

No Declarations of Interest were received.

21. MINUTES OF THE 27TH JUNE MEETING OF THE CONTROL TOWER COMMITTEE

Consideration of these minutes will need to be held over to the next quorate meeting.

22. QUESTIONS FROM MEMBERS OF THE PUBLIC

There were no questions from members of the public.

23. OUTSTANDING ACTION ITEMS

The list of outstanding actions was reviewed and updated. See Appendix A.

24. PROJECT MANAGER REVIEW

Andy Nichols, the project manager from Place Partnership, gave the latest information on the project.

The cost schedule for remaining work will be ready by 25th July.

The full measured survey has been done and verified.

Fencing – Andy wants to marry the advice form the Conservation officer with the Crime Prevention Officer before presenting it to the committee.

Andy has met the Conservation Officer and is meeting her again on site tomorrow, 19th July.

Place Partnership are preparing some proposals concerning the ventilation/extractor in the

kitchen.

“Awards for all” from the Big Lottery Fund funds capital items for £300 to £10,000 and their criteria seems to match the Control Tower project.

Andy is also pursuing the Heritage Lottery Fund as a possibility for funding for the project. Sports England may be another avenue for funding for something regarding bikes, such as bike racks.

***Action:** Andy N to send JG details of the “Awards for all” grants.

When Place Partnership have finished their statement of works, they will fill out the costs required in the format for the Public Works Loan Board loan application.

All the cost estimates are being done at BCIS (Building Cost Information Services) rates.

An initial draft schedule of work has been prepared.

The Conservation Officer meeting was positive. She was relieved to have one point of contact in the shape of Andy Nichols. Andy has received a package of information from her and will attend site with her tomorrow. Andy broached the topic of air conditioning in the upper viewing storey. The Conservation officer said that as long as the equipment can't be seen from outside then it will be OK.

The Conservation Officer is against a complete repointing of the building, as it would change the character of the building. But patching for damp-proofing is fine.

Place Partnership is working on a mortar match to ensure any patching of repointing is in character and matches the existing mortar work.

So, the risk factor of the conservation officer has gone away. Lightning protection and air conditioning are the current key risk areas.

BBOWT have been contacted – awaiting feedback.

There is nothing indicating that getting the Control Tower open at the end of the year is unachievable.

The report from Place Partnership will include a programme of works.

25. PUBLIC WORKS LOAN APPLICATION

Good progress has been made in preparing the application pack. We just need to fill out costs, with drawings.

The revised business plan is included in the pack.

Suggestion: JSH/JG/PW to have a working session on 26th July at 7pm in Liberty House Suite 23 to “crunch” the numbers in the pack.

Andy Nichols can attend. All councillors to be invited.

***Action:** Paul Walter to send out a mail concerning this working session.

Next steps for the loan application:

1. Costs and drawings to be completed.
2. Spreadsheet to be updated
3. Revised business plan to be approved by the CTC (or council) (may need an extraordinary meeting of the council)
4. Council needs to approve whole package (This may need an extraordinary meeting in W/C 31st July or on the 7th or 8th August)
5. The council needs to approve the minutes of the full council meeting of 12th July, and the extraordinary meeting. This can be done at the next scheduled full council meeting on August 9th.

***Action:** Jon Gage to talk to Julian Swift-Hook re: the possibility of an extraordinary council meeting to ensure speedy progress on the loan application pack.

26. FORMATION OF COMPANY LIMITED BY GUARANTEE

There is a need to pull together the choices within the paperwork from the solicitors.

A next step would be to task an entity “director” with starting the café tender process.

***Action:** JG to identify a potential director who could start the preparation for the café tendering process.

***Action:** JG and PW to pull together recommendations on choices from the solicitors for the next Control Tower Committee.

27. INTERPRETATION WORKING GROUP

Cllr Meg Thomas sent through her report.

The pre-construction quote request has gone out. We have requested a quote from four companies.

Place Partnership will at least finish off the floor, paintwork etc to make the interpretation area a useable space.

28. CAFÉ MARKET ENGAGEMENT

Eight people have expressed interest from a variety of backgrounds. This may mean that we will save money on the budgeted use of estate agents to advertise the café opportunity.

The next step is to keep in touch with the interested parties.

We need to set up a director/trustee who can start the process of preparing for the café tender process.

29. PROPOSED OPEN DAY

For engagement with volunteers.

This will be on 30th July 10am-2pm. It will be low key.

Meet just before 10am.

Cllr Billy Drummond will set up the gazebo with Cllr Jon Gage at 9.30am.

First aid and accident books are there.

There needs to be bottled water up there.

30. FACILITY KEY HOLDERS

Key holders have been sorted out – keys are being distributed.

The spiders in the alarm mechanism have been sorted out.

There will be a six monthly service of the fire and intruder alarm on 2nd August.

There being no further business, the meeting ended at 22:40

Appendix A: Spreadsheet of outstanding actions