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MINUTES of the meeting of the Control Tower Committee
held at Liberty House, Greenham Business Park, Greenham
on Thursday 28th September 2017 at 7.00pm

Present: Cllr Jon Gage (Chair) [JG]
Cllr Meg Thomas [MET]
Cllr Paul Walter [PW]
Cllr Gary Puffett [GP]
Cllr Billy Drummond [BD] Sub for Cllr Swift-Hook
Mr Mitch Thomas [MIT] till 8 pm

In attendance: Philippa Harper, Clerk to the Council

66. APOLOGIES FOR ABSENCE

Apologies were received from Cllr Julian Swift-Hook, Cllr Sally-Ann Jay, Cllr Lindsey Middlemiss, Mr. Dean Graham.

67. DECLARATIONS OF INTEREST

Mitch Thomas declared that he is an employee of Greenham Business Park.
Cllr Drummond declared that he is a Director of Greenham Trust.

68. APPROVAL OF MINUTES OF 12TH SEPTEMBER 2017

No amendments were proposed.

Proposed: Cllr Gage

Seconded: Cllr Drummond

Resolved: JG, GP, BD, and MIT voted in favour, PW and MET abstained because they were not present at the relevant meeting, that the minutes of a meeting of the Control Tower Committee held on 12th September 2017 be approved as a correct record, and were signed by the Chairman

69. PUBLIC SESSION

- a) No members of the public were present.
- b) No questions from the public had been received

70. REVIEW OF OUTSTANDING ACTIONS

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

71. PROJECT MANAGER REVIEW

a) Lindsay Harris (LH) of Place Partnership (PP) joined the meeting by telephone.

Her updates included:

- The tender will be uploaded onto the In-Tend website portal tomorrow, (29th September 2017).
- There will be a 28-day Tender period.
- Date for Tender return is 30th October
- PP will call in lowest three tenders, analyse them, collate into a report with recommendations. This process usually takes 1-2 weeks, depending on the level of information.
 - Andy and Richard will arrange an Open Day for contractors – date will be in the uploaded tender. PP will notify GPC of the date, we are more than welcome to attend.
 - Recent activity included progressing the ramps for compliance in liaison with the planning officer and Conservation Officer on the matter.
 - Café installation during the end of the works – PP have discussed, don't see a problem, would be down to contractor discretion, providing the snagging is done first.
 - Andy and Richard will liaise with Andrew Scott to review security provision.

b) PP had some feedback today from Anne Chalmers

Action: Andy Nichols will forward this feedback to us.

c) LH clarified Cllr Walter's query, the Tender report will come to us with a recommendation, it won't be necessary for GPC to interview shortlisted contractors.

Also, once appointed, the standard JCT 2015 Contract will be between GPC and the contractor.

d) Contractors to be informed by PP of the tender:

Action: LH will send us list of local contractors to check any missing companies. PP can provide a meet if necessary.

e) Revised Programme

Action: Richard will revise the Project Programme and issue to GPC.

Action: Clerk will circulate to CTC

72. PUBLIC WORKS LOAN APPLICATION

a) The Loan application has been successful, and the offer letter has been received.

b) There is no need to draw down funds yet.

73. FORMATION OF COMPANY LIMITED BY GUARANTEE

Review of revised proposed Articles of Association

a) The amendments previously noted were sent to Beechmast.

Notes on the Articles:

- Beechmast confirmed it was ok to be called a charity in the Articles.
- The solicitors recommended company activity should be minimal until registration of the charity has taken place. Basic tasks like opening a bank account will be ok
- Item 8.3 Reasons for non-acceptance; the preferred more open approach is likely to find favour with the Charities Commission.
- GCCC has been given its full and proper title.
- GPC and GCCC will each have a member in perpetuity. Covered by Article 8.1, continuing as members unless Article 9 applied.

Cllr Swift-Hook had raised the point that it had been envisaged that GPC would have something in the region of 3 members. Cllr Gage asked whether the Committee felt the need to revisit the item.

It was agreed that the quality of the applicants so far gave reassurance, and also there was no mechanism to prevent more GPC Councillors to be on the CLG, but never a controlling interest.

Cllr Walter noted that any conditions which GPC want the CLG to abide by will need to be included either in the lease or an associated “service agreement.

Incorporation

Proposed: Cllr Gage

Second: Cllr Walter

Resolved: Unanimously to instruct solicitors to commence incorporation of Draft V3 of Articles of Association dated 25th September 2017.

Action: Cllr Gage to instruct Beechmast

b) Three core trustees have been appointed plus 4 more interviews, being followed up by references.

Action: MET will invite the trustees to a meeting on Thursday 5th October at 7pm in G23. Cllr Gage will attend.

It was proposed to invite trustees to the CTC while getting up to speed.

Action: MET to invite Trustees to join the Control Tower meeting

c) Priorities

The Clerk circulated a second draft Action List to be passed to the CLG, noting the need to assign adequate resources.

Cllr Puffett advised that 2 fire wardens need to be on duty.

First Aid trainer could be Dean Graham.

d) Volunteers – we have about 24 so far. Rosemary Richards says she has between 40/50 names to suggest.

In view of the number of volunteers that will be needed, Cllr Walter suggested that opening hours may not be 7 days a week, 9 – 5, but maybe closed one day a week, or maybe 10-4. The company to decide.

e) Heads of Terms.

GPC has approached three local solicitors, who need more information to give an accurate quote to create a commercial lease:

The following proposals were discussed and proposed, for ratification at Full Council, with the advice of MIT:

Length of term: minimum 125 years.

Security of tenure: client could request renewal of lease at the end of the lease

Annual Rent: GPC can't be seen to benefit. Can hand over everything to the tenant including clause to include to make provisions in the lease. Need to cover ourselves in the lease would be ok with the peppercorn rent.

Rent review: not subject to rent review if it's a peppercorn rent

Break options: don't want them to have the ability to make a break

Insurance: make sure that the GPC is noted on the policy.

Action: MIT will develop the brief HOT notes into fuller text and will circulate for comment

Action: CTC to consider a separate management contact between the two to save costs.

Action: Clerk to add in Insurance to the long list

Action: Clerk to add quotes to Full Council agenda

Action: Clerk to add HoTs to Full Council agenda.

The whole lease will have to go to the Full Council

Action: Clerk to add to the Agenda for October Full Council

f) Priority Tasks

Action: Clerk to add the following actions to priority tasks list:

- Creating a budget for the first year
- Agree an email address
- Agree a website
- Point of contact needed

g) Cllr Gage noted the need to start scoping telecoms requirements

Action: Make contact with Mags at ION for any voluntary telecoms support.

Mitch Thomas left the meeting at 8.10 pm

74. MARKETING AND COMMUNITY ENGAGEMENT

The Clerk highlighted the resource needed to deliver the Marketing Strategy.

Action: Clerk will approach Jonathan Sayers to see if he is interested in being part of this.

75. INTERPRETATION WORKING GROUP (IWG)

a) Cllr Meg Thomas reported from a good meeting on 27/09/17.

HLF had said we would qualify for Our Heritage Fund on four vision areas, with potential grant of up to £100,000., but would need professional input to get an HLF application right and project manage the whole package. There are consultants around at about £350 per day.

Action: MET will speak to Judith at HLF for more information.

Action: MET and Clerk will meet Rosemary Richards of Greenham War and Peace to progress potential extra volunteers.

Action: JG will make a recommendation to Council to hand over to a consultant to prepare a HLF application and the tender / construction phase managed.

Action: Clerk to add HLF application to Full Council agenda.

Concern was noted to ensure that any extra grants did not clash with the PWLB Loan Application.

Action: Target to get three quotes for HLF application by 11th October, subject to Full Council's approval of the proposal.

b) Reading International wants to host the Arts project Exhibition over Autumn 2018. It was agreed to take this item to the first meeting of trustees.

c) Sara Meenary, WBC Museums Officer, had suggested Anne at Didcot Railway Centre for practical tips on volunteer experience.

d) Café Tender will go from the CLG, is ready to go.

Action: Cllr Gage will drop email to café tenders to tell them of the success of the PWLB application.

e) MET is organising a visit to the Tower on October 10th for volunteers with Cllr Drummond and the Clerk.

76. REVIEW PROCESS FOR EMPLOYING VOLUNTEERS

a) Covered under Item 'Company Limited by Guarantee'

77. CAFE TENDER PROCESS

Covered under Interpretation Working Group item.

78. PROJECT PLAN

This item covered under ‘Formation of Company Limited by Guarantee’

79. ITEMS FOR INFORMATION

a) The Chair confirmed that both SIB and Greenham Trust have been informed of the successful PWLB Loan.

b) The Clerk raised some queries about the possibility of GPC Office moving to the Control Tower.

Action: The Clerk to add to agenda of a future meeting

Date of next meeting: Tuesday 10th October at 7 pm.

There being no other business the Chairman declared the meeting closed at 21.25 hrs

Chairman

Date