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## **MINUTES of the meeting the Control Tower Committee of Greenham Parish Council**

*held at Liberty House, Greenham Business Park  
on Tuesday 7th December 2017 at 7.00pm*

*Present:* Cllr Jon Gage (Chairperson)  
Cllr Chris Austin (left at 19:30)  
Cllr Paul Walter  
Cllr Sally-Ann Jay (from 19:16)  
Cllr Billy Drummond (from 20:29)

*In attendance:* Philippa Harper, Clerk. Andy Nichols from Place Partnership. Andrew Cooper, Project Support. Rosemary Richards, HLF bid consultant, on the phone from 19:30 for item 141.

### **133. APOLOGIES FOR ABSENCE**

Apologies were received from: Cllr Julian Swift-hook, Cllr Meg Thomas, Cllr Gary Puffett, Cllr Steve Jones, Mitch Thomas and Dean Graham.

*The meeting commenced with Cllrs Gage, Austin and Walter present and was declared inquorate for information only, until the expected arrival of Cllr Sally-Ann Jay.*

### **134. DECLARATIONS OF INTEREST STATEMENTS OF POSITION AND DISPENSATION**

Cllr Chris Austin declared that he is a member of the Greenham and Crookham Commons Commission.

### **135. PUBLIC SESSION**

In response to a letter in the Newbury Weekly News of 30<sup>th</sup> November 2017 from Allan Mercado, it was stated by the clerk that when we received our first PWLB loan tranche drawdown of £70,000 on 24<sup>th</sup> November 2017, it was at the interest rate of 2.23%.

*At this point, at 19:16, Cllr Sally-Ann Jay joined the meeting. The meeting was declared quorate by the chairperson. From this point Cllrs Gage, Austin, Walter and Jay were present.*

### **136. APPROVAL OF MINUTES**

**Proposed:** Cllr Paul Walter

**Seconded:** Cllr Chris Austin

**RESOLVED** unanimously that the minutes of the Control Tower Committee of 23<sup>rd</sup> November 2017 be approved.

### **137. PROJECT MANAGER REPORT**

It was noted under Item 5 (c) of the original meeting agenda that the Council has approved the appointment of Company A to carry out the remaining construction work on the Control Tower at a maximum cost of £110,076. Construction is agreed to commence on site on 10<sup>th</sup> January 2018. Construction is scheduled to end on 21<sup>st</sup> March 2018. This approval was confirmed under the terms of the resolution carried at the Extraordinary Meeting of the Council on 23<sup>rd</sup> November 2017. This is to be confirmed by contract documents which will arrive the council shortly.

### **138. CREATION OF LEASE**

This pertained to item 10 (b) in the original meeting agenda referring to the Joint Working Agreement with Greenham Control Tower Ltd.

**Proposed:** Cllr Paul Walter

**Seconded:** Cllr Chris Austin

**RESOLVED** unanimously that the Joint Working Agreement draft version 3.0 be approved as a draft for further comments by councillors and Greenham Control Tower Ltd. A final version should be submitted for approval by the council.

### **139. HERITAGE LOTTERY FUND APPLICATION**

The following two resolutions pertained to item 7 (b) in the original agenda.

**Proposed:** Cllr Paul Walter

**Seconded:** Cllr Jon Gage

**RESOLVED** unanimously Rosemary Richards and Andrew Cooper are named as professional advisers of the Heritage Lottery Fund(HLF) bid, if we are advised by Rosemary Richards that such an action is necessary.

**Proposed:** Cllr Paul Walter

**Seconded:** Cllr Jon Gage

**RESOLVED** unanimously that the Heritage Lottery Fund bid will be a partnership bid from Greenham Control Tower Ltd, Greenham Parish Council and Fete Day Ltd. Greenham Control Tower Ltd will take the lead role with Greenham Parish Council supporting them. All procurement decisions relating to a successful bid will be taken by Greenham Control Tower Ltd and not by Greenham Parish Council. All receipt and expenditure of grant monies from a successful bid will be carried out by Greenham Control Tower Ltd and not by Greenham Parish Council.

### **140. INTERPRETATION WORKING GROUP**

The following resolution pertained to item 8 (b) on the original meeting agenda.

**Proposed:** Cllr Jon Gage

**Seconded:** Cllr Sally-Ann Jay

**RESOLVED** unanimously that the Interpretation Working Group is closed down forthwith, and that Greenham Control Tower Ltd should replace its function as they decide.

**\*Action:** The clerk to write a thank you note to Cllr Meg Thomas to thank her for hard work leading the Interpretation Working Group.

*At this point, at 19:30, Cllr Chris Austin left the meeting. Cllrs Walter, Gage and Jay remained. The meeting was declared inquorate from this point. Proceedings continued for information only.*

*Rosemary Richards, HLF bid consultant, joined the meeting at this point.*

### **141. HERITAGE LOTTERY FUND APPLICATION (CONTINUED)**

There was a general discussion about the HLF bid. Rosemary Richards stated that the July

2017 Business Plan would be of interest to the HLF.

**\*Action:** Cllr Paul Walter to send the draft Joint Working Agreement v 3.0 and July 2017 Business Plan to Rosemary Richards and Cllr Meg Thomas.

Rosemary Richards stated that the HLF will focus on the legal relationship between Greenham Control Tower Ltd and Greenham Parish Council.

The clerk stated that the solicitor will have a draft lease ready within a couple of weeks. HLF will want to see this and the final lease.

**\*Action:** PH will send the lease draft and final lease to Rosemary Richards as they arrive from the solicitor.

Rosemary Richards suggested adding to the Joint Working Agreement a “fall back” clause if required part way through a grant spending period.

**\*Action:** Cllr Paul Walter to add a “fall back” clause to a future draft of the Joint Working Agreement.

Cllr Paul Walter noted that Page 4 of the draft Heritage Lottery Fund bid stated incorrectly that there is £10,000 already in reserves of Greenham Control Tower Ltd.

**\*Action:** Rosemary Richards to modify the Heritage Lottery Fund bid page 4 from showing £10,000 in reserves to the figure of £4,000 ready for the GCT Ltd’s bank account opening, with £6,000 to follow on “day one” following approval/signature of the Joint Working Agreement, Lease and revised Business Plan.

*The phone call with Rosemary Richards was terminated at this point.*

## **142. PROJECT MANAGER REPORT CONTINUED**

(a) There was a report of the status of the construction tender and contract. It was reported that the final maximum cost of £110,076 is based on changes to the external surface and some other items. There was a discussion over the provisional items costs. It was reported that construction work will start on site on 10<sup>th</sup> January and end on 21<sup>st</sup> March (a ten week construction period). Company A have been asked to do their preparation and planning from now – beginning what was described as a two week pre-construction period in the 25<sup>th</sup> July 2017 Place Partnership Appendix A programme. The award of the contract will be issued by Place Partnership via the “Intend” system once quantity surveying work has been done.

The chairperson of the Control Tower Committee, Cllr Jon Gage, will represent the council for the initial pre-start on site discussions with Company A and Place Partnership.

Cllr Jon Gage stated that he is discussing the Control Tower seating numbers with Vicky Tallon, adviser to Greenham Control Tower Ltd on Saturday 9<sup>th</sup> December 2017.

**\*Action:** Andy Nichols to discuss the seating numbers with the building control officer. Richard Willets from Place Partnership is meeting them and the conservation officer at West Berkshire Council’s offices on 13<sup>th</sup> December 2017.

The tentative 34 figure for seating in the café, quoted by Place Partnership, is for seating, not for the total number of people in the café. But there should be more information about this after the 13<sup>th</sup> December meeting.

There will need to be a final sign-off for the construction plan from the West Berkshire Council conservation officer and building control officer.

The cost of preliminaries will be £12,000.

If there is bad weather and the construction work is delayed, Greenham Parish Council will not pay additional monies for this.

Andy Nichols of Place Partnership confirmed that Place Partnership final fee is still £10,400.

Crime Prevention works and equipment will be requested to be priced up with the contractor at the pre-start meeting.

Bin store – the specification will be revisited/redesigned by Place Partnership.

Place Partnership will hand over the list of companies who have been providing services such as shutters, fire equipment etc to Company A so that those companies are given an opportunity to quote to Company A to do some of the work involved in the construction contract, as appropriate.

Place Partnership will send the construction contract for signature to the clerk. The contract will be between Greenham Parish Council and Company A.

*Andy Nichols of Place Partnership left the meeting at this point.*

*Cllr Billy Drummond joined the meeting at this point, at 20:29. The meeting was declared quorate from this point. Cllrs Walter, Gage, Jay and Drummond were present from this point.*

### **143. PROJECT PLAN UPDATE**

Andrew Cooper gave an update on progress with the non-construction project plan. There are eight sub-programmes and a tentative GANTT chart for the whole project. Currently the total number of hours of work that is required to complete the whole project is 282.5. For those tasks marked as essential to the opening of the Control Tower, the total number of hours work required on them is 205.5.

Some further detail needs to be added to the GANTT chart. A resource plan is required.

Volunteer plan – Andrew Cooper will start on this next. For example, there is a need to identify a volunteer manager from the existing volunteers. Cllr Sally-Ann Jay offered to provide documentation about volunteer procedures from the Community Furniture Project.

It was stated that the 205.5 hours's work, identified as essential to the opening of the Control Tower, would need to be completed prior to the appointment of the HLF bid project manager.

**Proposed:** Cllr Paul Walter

**Seconded:** Cllr Billy Drummond

**RESOLVED** unanimously that this committee recommends to the council to allocate funds of £3,300 to the £5,000 already allocated to pay for non-construction project management for the Control Tower. This £3,300 was originally earmarked for the Control Tower project in 2017-18, specifically to make repayments on the PWLB loan. Such repayments will not now be required in 2017-18.

**\*Action:** Cllr Jon Gage to inform Greenham Control Tower Ltd of the resolution immediately above.

**\*Action:** Cllr Jon Gage to recommend the resolution immediately above to the council meeting 13<sup>th</sup> December 2017.

**\*Action:** Andrew Cooper to complete the Volunteer Plan, specifications and the ICT plan immediately.

It was stated that Lucy Crompton-Reid, prospective director, from Greenham Control Tower Ltd is preparing to register GCT Ltd as a charity.

Registration of both the charity and the operating company (to sit underneath Greenham Control Tower Ltd) is within the project plan for action by Greenham Control Tower Ltd.

#### **144. REPORT FROM GREENHAM CONTROL TOWER LTD**

Café tender will go out next week. Good progress has been made on that. The website is progressing. A draft media policy has been completed. The volunteer plan and interpretation plan are progressing. There is a need for resource to develop the business plan.

There is a need for more resource. This will be partly resolved by recruiting more directors. It will also be partly be addressed by the use of the project support.

#### **145. CREATION OF LEASE**

This is being prepared by the council's contracted solicitor, Horsey Lightly. There have been some queries about the heads of terms. Also on the subject of the planning permission, there has been a request for more detail on the permitted use. It was confirmed that the council are using the old planning permission that was in the PWLB loan application approved by council on 31<sup>st</sup> July 2017.

**\*Action:** Cllr Paul Walter to send the clerk wording for more detail on permitted use.

**Proposed:** Cllr Paul Walter

**Seconded:** Cllr Billy Drummond

**RESOLVED** unanimously to recommend to council that the lease term in the heads of terms is modified to 25 years with break clauses at 5,10,15 and 20 years for either party.

**\*Action:** The clerk will check the resolution immediately above with Rosemary Richards in case modification of the recommended council motion is required.

**\*Action:** The clerk to send the draft Joint Working Agreement, when appropriate, to Horsey Lightly.

**Proposed:** Cllr Paul Walter

**Seconded:** Cllr Billy Drummond

**RESOLVED** unanimously that it is recommended to council that the lease is a Full repairing lease.

#### **146. PROJECT FINANCIAL REVIEW**

It was stated that there is £10,000 in the 2017/18 budget to run the Control Tower (heating, lighting, security etc) and that this figure is likely to be underspent by £2,000.

#### **147. EXCLUSION OF PRESS AND PUBLIC**

Due to the commercial and confidential sensitivity of item 11 (c) on the original meeting agenda pertaining to "outstanding legal invoice", it was felt necessary to table a motion to exclude the press and public.

**Proposed:** Cllr Paul Walter

**Seconded:** Cllr Jon Gage

**RESOLVED** unanimously under Section 1, Paragraph 2 of The Public Bodies (Admission to Meetings) Act 1960 the press and public be excluded from the meeting for the following items of business because publicity would be prejudicial to the public interest by reason of the

confidential nature of the business to be transacted.

**148. PROJECT FINANCIAL REVIEW CONTINUED**

This item pertained to item 11 (c) on the original meeting agenda, entitled “Outstanding legal invoice”. The name of the company of solicitors involved in this item was declared. There were no declarations of interest from the councillors present at the meeting at this stage who were Cllrs Walter, Gage, Jay and Drummond.

**Proposed:** Cllr Paul Walter

**Seconded:** Cllr Jon Gage

**RESOLVED** unanimously to readmit the press and public to the meeting.

**149. PROJECT FINANCIAL REVIEW CONTINUED 2**

**Proposed:** Cllr Paul Walter

**Seconded:** Cllr Billy Drummond

**RESOLVED** unanimously that the council pay the invoice for £750+VAT to the firm of solicitors which had been named confidential in item 148 above.

**\*Action:** The clerk will prepare the cheque for normal approval by the council and, once approved, send a covering letter with the cheque to the firm of solicitors

Concerning item (b) Crime Prevention funding application under Project Financial Review in the original meeting agenda item 11, it was stated that the deadline for this is no longer achievable.

Concerning item (d) VAT reclaim on Control Tower expenditure:

**\*Action:** Clerk to investigate the procedure to reclaim VAT on Control Tower expense.

*At this point, Cllr Billy Drummond left the meeting, at 21:50, and the meeting was declared inquorate. Cllrs Gage, Jay and Walter were present from this point and the meeting continued for information only.*

**150. REVIEW LIST OF OUTSTANDING ACTIONS**

The list of outstanding actions was reviewed and updated. The updated list is attached to these minutes as Appendix A.

The following new actions were identified:

**\*Action:** The clerk to find to out what we need to publish about the construction tender process.

**\*Action:** Cllr Jon Gage to chase Andrew Nichols at Place Partnership for information required which is identified by the clerk’s action immediately above.

**151. OTHER ITEMS FOR INFORMATION ONLY – NO DECISIONS CAN BE TAKEN**

It was stated that dates for the first meetings of the Control Tower Committee in 2018 will be: 4<sup>th</sup> January, 23<sup>rd</sup> January, 8<sup>th</sup> February, 20<sup>th</sup> February and 6<sup>th</sup> March.

There being no further business, the chairperson declared the meeting closed at 22:15.

## APPENDIX A 1/2

### CTC meeting actions list

Dated 7th December 2017

No	Meeting origin	Subject	Action	Updates at 7th December CTC meeting
1	CTC 9th May	Volunteers	Clerk to collate names of volunteers and their skill sets.	No longer required - see project plan CLOSED
3	CTC 13th June	IWG	JG to bring back fence issue to future CTC meeting once we have Place Partnership advice on pros and cons	Conservation officer asked for this to come down. So it will come down. CLOSED
15	CTC 3rd August	IWG	JG to keep open the item of using volunteers for an eventual "cleaner's clean" after the "builder's clean"	See project plan CLOSED
33	CTC 12th Sept	Heads of Terms	Seek legal advice as part of legal representation above	Done CLOSED
34	CTC 12th Sept	Heritage Items	MET to task Andy Nichols to see if reduction in amount of heritage FFE can be brokered	Not necessary CLOSED
40	CTC 31st Aug	Project Planning	AN to contact Community Furniture Project re: cabinets	Open.
47	CTC 31st Aug	Charitable CLG	PH to get in touch with SIB to introduce herself and prepare to inform SIB of the trustee profile at an early stage.	Done CLOSED
56	CTC 31st Aug	Exhibits store	MET and BD to review with Paul James re exhibits store facility.	They met him. Container resolved. CLOSED
59	CTC 12th Sept	Public question	JG will pass the information from Allan Mercado re listing as a historic building onto the operating company to consider.	Open
93	CTC 28th Sept	Lease	PH to add the whole lease to the agenda of October Full Council	Done CLOSED
94	CTC 28th Sept	Priorities list for CLG	PH to add to priorities list: create budget for first year, agree an email address, agree a website, set up point of contact	Done CLOSED
95	CTC 28th Sept	Priorities list for CLG	MET to contact Magnus at ION for any voluntary telecomms support	Nothing coming of this. CLOSED
104	CTC 28th Sept	GPC office	Clerk to add item to future meeting agenda	Open for future agenda
106	CTC 10th Oct	Project plan	JSH to circulate copies of site plans to potential trustees	Done CLOSED
110a	CTC 10th Oct	Project plan	AN to forward pictures of CT to PH for circulation.	Open
111	CTC 10th Oct	CLG formation	PH to progress registration with Beechmast.	Done CLOSED
112	CTC 10th Oct	CLG formation	PH to clarify Beechmast costs	Done CLOSED
113	CTC 10th Oct	Draft Project Plan	CTC and trustees to feedback with any action requested on the Parish Council	Ongoing CLOSED
122	Council 11th Oct	HLF bid	PH to share HLF briefing sheet with SJ	Done CLOSED
126	Council 11th Oct	CLG incorporation	Unanimously to complete the current assignment with the solicitor with a topline budget line of up to £6,000 and Cllr Jones will review the correspondence to discuss options.	Resolved CLOSED

<b>APPENDIX A 2/2</b>				
<b>No</b>	<b>Meeting origin</b>	<b>Subject</b>	<b>Action</b>	<b>Updates at 7th December CTC meeting</b>
127	CTC 7th Nov	Public question	JG to address all the points from Mr Allen	Being addressed. CLOSED
128	CTC 7th Nov	Security	AN to forward security list mail to PH for forwarding to Mitch Thomas.	Done CLOSED
129	CTC 7th Nov	Tender	AN to send list of contacted companies to PH for distribution to councillors	Done CLOSED
130	CTC 7th Nov	Tender	AN to produce a redacted version of the report for publication.	Open
131	CTC 7th Nov	Project Manager review	PH to agenda an item to discuss with AN and Place Partnership the limits on people in the building.	Ongoing CLOSED
132	CTC 7th Nov	HLF bid	MET to check that a HLF bid in the name of a recently formed company would not be treated with less respect than a bid from an established entity.	Investigated CLOSED
133	CTC 7th Nov	HLF bid	PH to publish the HLF bid briefing with amendments and criteria which were used and points scored against anonymised candidates.	Done CLOSED
134	CTC 7th Nov	Management agreement	PH to request the project support to develop this draft agreement framework list.	No longer required. PW doing. CLOSED
135	CTC 7th Nov	Lease creation	JG to make sure the solicitor is aware of the “clawback” agreements (e.g in respect of West Berkshire Council) in the purchase contract so that any clauses in the lease which are needed to reflect this “clawback” are written into it.	PH is handling this
136	CTC 7th Nov	HLF bid	MET to find out whether the CLG needs to be a charity to submit a HLF bid	Does not need to be CLOSED
137	Council 8th Nov	23rd Novembert meetings	PH to check availability for St Marys Hall for November 23 <sup>rd</sup> for the Control Tower Committee meeting and a potential extraordinary council meeting.	Done CLOSED
138	Council 8th Nov	Legal support for lease	PH to publish a redacted table of the quotes for legal support for lease creation	Done CLOSED
139	Council 8th Nov	Legal support for lease	PH will contact Company B and ,once an engagement letter is in place, will notify the unsuccessful companies and the Company Limited by Guarantee potential trustees.	Done CLOSED
140	Council 8th Nov	Construction tender	JG to ask Place Partnership for a copy of the breakdown of the tender costs and review with these with SJ before the next Control Tower Committee meeting.	Done CLOSED
141	Council 8th Nov	CLG registration	PH to take action to register the Company Limited by Guarantee, supported by JSH. get company registered.	Done CLOSED
142	CTC 23rd Nov	HLF bid	JG to arrange meeting with GCT to discuss who makes the HLF bid	No longer necessary CLOSED
143	CTC 23rd Nov	HLF bid	MET to pass on a suggestion that Greenham Control Tower Ltd to set up a bank account very quickly to allow the possibility of being the funding recipient from the HLF.	Communicated. CLOSED
144	CTC 23rd Nov	HLF bid	PH to ask Greenham Common Trust if it would be OK for the Dream Scheme funds to be used as part of the matched funding for the HLF bid.	Yes was the answer. On next council agenda. CLOSED
145	CTC 23rd Nov	IWG	Unallocated to advise Greenham Control Tower Ltd that we are considering closing the IWG and ask for their views on timing.	Done CLOSED
146	CTC 23rd Nov	Seating limit	Richard Willetts said he would look into the seating limit and come back to us.	Meeting on 13th December with fire officer
147	CTC 23rd Nov	Seating limit	JG to add the seating limit to a future agenda.	Done CLOSED
148	CTC 23rd Nov	Construction tender	Richard Willetts will do his best to come back to us with a schedule of costings.	Done CLOSED
149	CTC 23rd Nov	Construction tender	JG to push PP further on the cost of preliminaries.	Done CLOSED
150	CTC 23rd Nov	GCT	PH to communicate the resolution regarding Steve Jones tooffer to be a director to the Greenham Control Tower Ltd directors.	Not required by GCT. CLOSED
151	CTC 23rd Nov	GCT	PH to reassure Greenham Control Tower Ltd that we will discuss any communications with press with them (prior to them going out) and look forward to a joint meeting to discuss this.	Transferred from MET to PH. PH will follow up
152	CTC 23rd Nov	Joint Working Agreement	PH to send PW the revised management agreement framework from Mitch Thomas.	Done CLOSED
153	CTC 23rd Nov	Joint Working Agreement	PW will draft up a straw man “Joint Working Agreement” to accompany the list.	Done CLOSED
154	CTC 23rd Nov	Crime Prevention works	Dean Graham to ask GCD to price up the crime prevention list as a guideline.	Not required CLOSED