



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

[clerk@greenham.gov.uk](mailto:clerk@greenham.gov.uk)  
[www.greenham.gov.uk](http://www.greenham.gov.uk)  
Tel:01635 564900

**MINUTES of the meeting of the Control Tower Committee of  
Greenham Parish Council**  
*held at Liberty House, Greenham*  
**on Tuesday 19<sup>th</sup> December 2017 at 7.00pm**

*Present:* Cllr Jon Gage (Chairperson) (JG)  
Cllr Gary Puffett (GP)  
Cllr Meg Thomas (MET)  
Cllr Steve Jones (SJ)  
Cllr Paul Walter (PW)  
Cllr Sally-Ann Jay (SAJ)

*In attendance:* Dean Graham  
Andrew Cooper

**152. APOLOGIES FOR ABSENCE**

Apologies were received from: Cllr Julian Swift-hook.

**153. DECLARATIONS OF INTEREST**

No declarations of interest were made.

**154. APPROVAL OF MINUTES**

**Proposed:** Cllr Jon Gage

**Seconded:** Cllr Paul Walter

**RESOLVED** unanimously that the minutes of the Control Tower Committee meeting of 7<sup>th</sup> December 2017 be approved. Those in favour: JG, MET, SJ, PW, SAJ. Those against: None.  
Abstention: GP

**155. PUBLIC SESSION**

There were no questions from members of the public.

**156. PROJECT MANAGER REPORT – CONSTRUCTION**

(a) To receive a report on contract progress with Company A.

(b) To receive an update about recommended people limits within the building

(c) To receive an update about prestart meeting arrangements

The Conservation officer has approved the vinyl floor finish. Self-binding samples have been approved also. The building control people will be seen tomorrow 20<sup>th</sup> December by Place Partnership (PP). Company A are still starting works on January 10<sup>th</sup>. Final planning consent has

come from conservation officer. A £300 extra planning fee may be likely – to be confirmed by PP for amendment.

At 11am on January 4<sup>th</sup> 2018 Cllr Jon Gage will attend an on-site start-up meeting with PP and Company A.

**\*Action:** Dean Graham to send list of local companies to JG

**\*Action:** JG to give local company list to PP/Company A on 4<sup>th</sup> January.

Tomorrow, the final numbers of people limits will be decided. Hood extractors – searching for sympathetic ones.

The design and specification of the new canopy will cost £550 – PP have asked for permission.

**\*Action:** JG to clarify if PP are proposing for the £550 to come contingency within the £10K.

**Proposed:** Cllr Paul Walter

**Seconded:** Cllr Sally-Ann Jay

**RESOLVED** unanimously that all requests from Place Partnership for spending any of the contingency monies of £10,000 should be decided upon by the clerk and the chairperson of the Control Tower Committee, except where the proposed spend exceeds £1000, in which case it needs Control Tower Committee (CTC) approval. Spending of the contingency monies below £1000 needs to be approved retrospectively by the CTC.

Place Partnership suggested that a solicitor, acting on behalf of the council should review the construction contract. It is a JCT small works 2016 contract. However, a solicitor approached informally said that solicitors very rarely get involved in such contracts except for very large ones.

**Proposed:** Cllr Paul Walter

**Seconded:** Cllr Sally-Ann Jay

**RESOLVED** unanimously to instruct the chairperson, Cllr Jon Gage, to ask for a copy of the draft contract from Place Partnership and then ask Mitch Thomas to read it and advise whether a solicitor will be necessary.

Flies in viewing chamber: It is thought that there may be a gap in the roof.

**\*Action:** JG to ask Andy Nichols about the flies situation in the viewing chamber and whether there are any holes in the fabric (which they may be using as an entrance) which need to be stopped up during construction.

## 157. PROJECT PLAN UPDATE – NON-CONSTRUCTION

Andrew Cooper gave an update on the “Management and development plan”. Dates have been updated in the plan. There is a two page summary – GANTT chart – being shared with GCT Ltd directors tomorrow. One of the sub-plans is fund-raising. Andrew will suggest that some of this is done on 16<sup>th</sup> January. Lots of decisions need to be taken. Andrew is proposing a February meeting on a Saturday or Sunday to cover: Things like soft opening nature, office rentals, charges for events, next version of business plan etc. The volunteer plan is being progressed promptly. The target is to start bringing on board volunteers towards the end of January. There is sufficient activity to move the project forward at good speed. There are no barriers.

**\*Action:** SAJ to send DBS details to Andrew Cooper.

## 158. CREATION OF LEASE

a) Review current status of lease

Finalised Heads of terms are now with Horsey Lightly. The latest reply from John Trehearne asks for clarification on a few points: Start-up procedure for full repairing lease, copy of title of property.

\*Action: JG to respond to John Trehearne's emailed questions.

**Proposed:** Cllr Paul Walter

**Seconded:** Cllr Gary Puffett

**RESOLVED** unanimously that there is a formal record of the condition of the building after construction finish and before lease start which is agreed by both parties and is referred to in the lease.

\*Action: JG to ensure the above.

**Proposed:** Cllr Paul Walter

**Seconded:** Cllr Steve Jones

**RESOLVED** unanimously that the Joint Working Agreement – is referred to in the lease (not actually embedded in the lease).

**Proposed:** Cllr Paul Walter

**Seconded:** Cllr Jon Gage

**RESOLVED** unanimously that the council goes back to John Trehearne to say that reasonable efforts should be made for a draft lease to be available at the start of 2018, that we understand his position and that we anticipate a draft in January and final lease in February.

\*Action: JG to respond as above.

John Trehearne responds that it is acceptable for GCT Ltd to choose not to use a lawyer on the lease process.

**Proposed:** Cllr Paul Walter

**Seconded:** Cllr Sally-Ann Jay

**RESOLVED** unanimously that the lease should start when the works are complete and when both parties are happy with the conditions of the premises.

John Trehearne will obtain a copy of the title concerning rights to clarify. The lease will simply say that the property is freehold.

\*Action: JG will go back to John Trehearne at Horsey Lightly with the responses above.

b) Review current status of Joint Working Agreement

Version 3 of the Joint Working Agreement will be discussed at the GCT Ltd directors meeting tomorrow.

## 159. HERITAGE LOTTERY FUNDING APPLICATION

The application was submitted today, 19<sup>th</sup> December. There will now be an eight week period for consideration by the Heritage Lottery Fund. They may come back with queries.

\*Action: MET to find out what the process is if the bid is not allowed with a "yes but". What would the timescales be?

**Proposed:** Cllr Jon Gage  
**Seconded:** Cllr Paul Walter

**RESOLVED** unanimously to ask the clerk to ask Rosemary Richards to clarify her status with reference to the contract and clarify where the status of her work is now, relative to the original scope.

**Proposed:** Cllr Jon Gage  
**Seconded:** Cllr Paul Walter

**RESOLVED** unanimously to ask the clerk to ask Rosemary Richards to clarify whether there is any other work she is considering doing for Greenham Parish Council with financial implications.

**\*Action:** JG to ask the clerk to do the above two actions as resolved.

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

(a) To receive a report from Greenham Control Tower Ltd (GCT Ltd)

Cllr Meg Thomas outlined a number of updates regarding Interpretation particularly concerning West Berkshire Council museums department and advice concerning resources available from the South-East Museum Development Service. The shipping container issue has been resolved. On 19<sup>th</sup> January 2018 a visit to the Control Tower has been requested – by the person doing the drama at the contamination unit.

Cllr Thomas outlined a report from GCT Ltd. There are three directors now. Lucy Crompton-Reid is an adviser but may become a director. The next meeting is on 20<sup>th</sup> December. There is some delay setting up the bank account, but there should be positive news tomorrow, 20<sup>th</sup> December. The directors are considering recruiting a book keeper. Charity status being looked at. The creation of an Operating Company (trading subsidiary) being looked at.

(b) To review progress of café tender

A new draft version of the café tender was circulated yesterday, 18<sup>th</sup> December. It was emphasised that the entity which receives back tender documents and signs a contract with the eventually chosen café operator must be the trading subsidiary which sits underneath GCT Ltd. Also, financial regulations would need to be in place for both GCT and the trading subsidiary before awarding any contract.

**\*Action:** JG to send café tender document to committee members.

The rent was mentioned. There is no starting point for the rent. There either needs to be a starting point parameter or the rent the operator offers to pay needs to be part of the financial responses in the tender document.

There may need to be an open book arrangement or auditing by an independent auditor.

Alcohol licence – it was thought that the licence would be for the whole building held by GCT Ltd (premises licence) with delegation to the café operators (they would have a personal licence).

(c) To review progress on business plan.

This was deferred to a later meeting.

(d) To consider any information or resource requests

There was a discussion of resource requirements with no conclusion.

**161. REVIEW LIST OF OUTSTANDING ACTIONS**

See updated list in Appendix A.

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

Cllr Jon Gage said he has drafted a letter to Sundog for the clerk to send before the end of December.

Dates of next CTC meetings: 23/1/18 Tuesday, 8/2/18 Thursday, 20/2/18 Tuesday, 6/3/18 Tuesday.

*There being no other business the chairperson declared the meeting closed at 21:40.*