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## **DRAFT MINUTES of the meeting of Greenham Parish Council**

*held at St Mary's Church Hall, Greenham*

*on Wednesday 20<sup>th</sup> September 2017 at 7.30 pm*

*Present:* Cllr Julian Swift-Hook (Chair)  
Cllr Chris Austin (Vice-Chair)  
Cllr Jon Gage (Chair, GCT Committee)  
Cllr Meg Thomas (from 7.45)  
Cllr Billy Drummond (from 8.12)

*In attendance:* Mrs P Harper, Clerk  
1 member of the public  
1 member of the press

The meeting started at 7.34

### **71. WELCOME TO THE COUNCIL'S NEW CLERK**

The Chairman welcomed the new clerk, Philippa Harper.

### **72. APOLOGIES FOR ABSENCE**

Apologies were received from Cllr Walter, Cllr Jay, Cllr Puffett, Cllr Sudra, Cllr Johnson, Cllr Middlemiss, Cllr Inman, Cllr Johnson, and Cllr Barnett.

Apologies for late arrival were received from Cllr Thomas and Cllr Drummond.

Cllr Thomas arrived at 7.45.

Cllr Drummond arrived at 20.12

Items No.1, 2, 6, 7, 8, 13, and 14 were covered for discussion and information only until the arrival of Cllr Drummond at 20.12.

### **73. CO-OPTION OF COUNCILLOR**

The meeting considered the co-option of Mr Steve Jones as a councillor.

**Proposed:** Cllr Swift-Hook

**Seconded:** Cllr Gage

**Resolved:** Unanimously that Steve Jones be co-opted on to Greenham Parish Council as a councillor (5 votes for the proposal, no abstentions)

In the absence of Mr Jones, it was agreed that the relevant Declaration of Acceptance of Office must be witnessed by the Clerk as Proper Officer of the Council.

**Action:** The Clerk to arrange meeting with Mr Jones to complete the Declaration of Office.

The Dream Scheme was discussed.

**Action:** The Clerk to add to October Full Council agenda.

#### **74. DECLARATIONS OF INTEREST**

Cllr Julian Swift-Hook declared that he is also a member of Newbury Town Council, and under Item 9 (Planning) has a disclosable pecuniary interest in Ref 7.

Cllr Jon Gage declared that he is a director of Rivar Sand & Gravel Ltd, and may need to leave in Item, 9 Planning.

Cllr Chris Austin may need to leave in Item 9, Planning owing to social links.

Cllr Billy Drummond declared that he is also a member of West Berkshire Council, and a member of Greenham Business park.

#### **75. APPROVAL OF MINUTES OF MEETING HELD ON 9<sup>TH</sup> AUGUST 2017**

**Proposed:** Cllr Austin

**Seconded:** Cllr Gage

**Resolved:** Unanimously that the minutes of Wednesday August 9<sup>th</sup> were a true and accurate representation of Full Council, and were signed off by the Chairman.

#### **76. CHAIRMAN'S REPORT**

The Chairman commended Greenham Trust on the success of the War and Peace weekend, marking 20 years of the Greenham Trust delivering fantastic benefits to the community. Also, the BBC visit to the Control Tower had been a successful event.

Cllr Austin noted that the Commoners were surprised that they were not asked to contribute to the event, although this was queried by the member of the public present at the meeting.

#### **77. CLERK'S REPORT**

Philippa Harper, the Clerk, introduced herself with a longstanding background of professional service in local government, project management and local community involvement.

Publicity had been received on Counter Terrorism Training available from WBC in partnership with Thames Valley Police Counter Terrorism Security Advisers on 10<sup>th</sup> October.

**Action:** Clerk to digitise and circulate to all members.

#### **78. PUBLIC SESSION**

A Member of the public registered interest in Control Tower trusteeship.

**Action:** Cllr Thomas to contact her

#### **79. PLANNING AND LICENSING**

The following planning applications were considered:

**Ref 1) 17/02462/PACOU** for Overbridge Development Ltd, Weir House, Overbridge Square, Newbury RG14 5UX

Proposal: Application to determine if Prior Approval is required for the Change of Use of office (Class B1) to 24 residential units

GPC are not required to comment on Items 1 - 5

GPC Response for Items 1 – 5:

- Support for the development
- Mindful of future proofing for office units in case of boom
- Fear of Newbury becoming a dormitory town

**Proposed:** Cllr Austin **Seconded:** Cllr Thomas

**Approved:** JSH, CA, BD, MET **Against:** Cllr Gage

**Ref 2) 17/02459/PACOU for Overbridge Development Ltd, Bridge House, Overbridge Square, Newbury RG14 5UX**

Application to determine if Prior Approval is required for the Change of Use of office (Class B1) to 17 residential dwellings

GPC Response: As above

**Ref 3) 17/02461/PACOU for Overbridge Development Ltd, Leat House, Overbridge Square, Newbury RG14 5UX**

Application to determine if Prior Approval is required for the Change of Use of office (Class B1) to 24 residential dwellings

GPC Response: As above

**Ref 4) 17/02463/PACOU for Overbridge Development Ltd, Mill House, Overbridge Square, Newbury RG14 5UX**

Application to determine if Prior Approval is required for the Change of Use of office (Class B1) to 25 residential dwellings

GPC Response: As above

**Ref 5) 17/02460/PACOU for Overbridge Development Ltd, Lock House, Overbridge Square, Newbury RG14 5UX**

Application to determine if Prior Approval is required for the Change of Use of office (Class B1) to 17 residential dwellings

GPC Response: As above

**Ref 6) 17/02472/FUL for Greenham Trust Ltd, 113 Greenham Business Park, Greenham, RG19 6HN**

Extension of service yards serving plots 33 and 34 including extension of retaining wall, boundary fencing, external lighting and associated ground works and infrastructure

GPC Response: No objections raised.

**Proposed:** Cllr Austen **Seconded:** Cllr Gage

**Approved:** JSH, JG, CA, MET **Abstention:** Cllr Drummond

**Ref 7) 17/02524/FULEXT for Rivar Ltd, Land West of New Road, North of Pyle Hill, Newbury**

Erection of 36 dwellings, roads, ancillary structures, amenity open space and landscaping, with access to New Road

Cllrs Swift-Hook and Gage declared a pecuniary interest

GPC Response: Defer to the next meeting owing to lack of quorum without JSH and JG

**Ref 8) 17/02375/HOUSE for Michaela and Claire Evans, 15 Bury's Bank Road, Greenham, RG19 8BY**

Proposed one and half storey side extension consisting of a two-bay car port with secure storage and wc on the ground floor and studio in the roof on the first floor together with a canopy to the rear of the existing property.

GPC Response: No objections raised.

**Proposed:** Cllr Austen **Seconded:** Cllr Gage

**Approved:** JSH, JG, CA, MET **No abstentions**

An Appeal Decision Notice had been received on Gamma site from Flying A Services had taken place, has been allowed but lost on costs.

**Action:** The Clerk to digitise and circulate a copy of the notice to members

## 80. FINANCE

No grant-funding requests had been received.

The following Cheque Payments were considered:

### Cheque payments – GPC Current Account

Inv Date	Inv No/ Trans Ref	Payee	Amount	Chq No
14/09/17	25636	Greenham Business Park Ltd - rent	£480.00	001487
20/09/17		Cllr J Swift-Hook - expenses	£22.68	001488
20/09/17		P Harper - Clerk salary for Month 5	£779.27	001489
20/09/17		HMRC	£277.22	001490
20/09/17		Berkshire Pensions Fund	£252.53	001491

### 1. Bank Payments – GPC Current Account (1 August – 31 August 2017)

Trans Date	Trans Ref	Payee	Amount	Trans Type
1/8/17	WM41015658Q010	BT (CT Broadband)	£102.00	DD
10/8/17	014635463780A	E.ON (CT Electricity)	£29.54	DD
15/8/17	TH16904126Q009	BT (CT Phone line)	£85.32	DD
16/8/17	HAHDDN8	Sage Software Ltd (PAYE online s/ware)	£7.20	DD
16/8/17	147478331	Southern Electric (Bus shelters)	£10.60	DD

### 2. Cheque Payments – Control Tower Account

Inv Date	Inv No/ Trans Ref	Payee	Amount	Chq No
02/08/17	76801422	Place Partnership – Phase I	£2400.00	000007
18/08/17	N/A	Cllr P Walter - expenses	£24.18	000008
20/08/17	N/A	Cllr M Thomas - expenses	£154.65	000009
01/9/17	547624	Castle Water	£37.19	000010

### 3. Bank Payments – Control Tower Account

Inv Date	Inv No/ Trans Ref	Payee	Amount	Chq No
NONE				

### 4. Payments out – Deposit Account

Trans Date	Trans Ref	Payee	Amount	Trans Type
NONE				

**Proposed:** Cllr Austin

**Seconded:** Cllr Drummond

**Resolved:** Unanimously that Castle Water should be paid from the Main Current account

**Proposed:** Cllr Austin

**Seconded:** Cllr Drummond

**Resolved:** That the above cheque payments be authorised with the amendment to the Castle Water payment noted above

## 81. CONTROL TOWER

a) Cllr Gage reported from the Control Tower Committee, and his previously circulated report. Three CTC meetings had taken place since the last Full Council. The Council was still awaiting the outcome of the PWLB Loan Application. The project remains on budget.

Provisional completion date is January 2018.

Good progress has been made with Conservation Officer, including enhanced extraction fan and design of fire doors.

Still awaiting the final figure on Fire numbers.

Costs of doors and enhanced extract is within the budget.

Tender is ready to go, waiting for Loan application to kick switch.

PP will use the 'intend' website, which will meet public sector requirements.

Draw down of funds will require consent from council, not at this stage

Company Limited by Guarantee – the solicitor may be hesitant to do more work if much more bespoke.

It was recommended that people should be give a reason if they are declined from potential membership or directorship; they will have to be given a reason.

GCCC title must be used correctly.

The AoAs must contain an assurance that GPC and GCCC have members in perpetuity

### b) Name of new company

**Proposed:** Cllr Gage

**Seconded:** Cllr Swift-Hook

**Resolved:** Unanimously that the name Greenham Control Tower Limited is used for the new company limited by guarantee.

### c) Members

The first three members approved by CTC were Cllr Thomas, Jonathan Sayers and John Thorogood from GCCC. (Council has already approved the candidates).

### d) Registration at Companies House

**Proposed:** Cllr Gage

**Seconded:** Cllr Swift-Hook

**Resolved:** Unanimously to instruct Beechmast to proceed with the incorporation and registration of Greenham Control Tower Limited as a Company Limited by Guarantee at Companies House.

e) Members welcomed an offer from Melissa Elliot, formerly of Greenham Trust, to give a couple of days a week as a volunteer from February next year

f) CTC has started work on Heads of Terms and the Lease. Both parties will need solicitors.

**Action:** Clerk/Cllr Gage to procure three quotes for GPC

### g) Set-Up Funding

A priority for the new company will be to open a bank account, which will need funds. As part of the approved business plan from GPC to give funding of £10K in the financial year, it was proposed that once the new company is incorporated, GPC provide up to £4K funding immediately for set-up costs, including legal fees:

**Proposed:** Cllr Gage

**Seconded:** Cllr Drummond

**Resolved:** Unanimously to provide up to £4K funding for set-up costs as soon as the new company is formed.

h) The Café Tender process will be a job for the trading subsidiary. Cllr Gage has been keeping the interested parties up to date. Amendments from CTC meeting have been incorporated.

i) Interpretation Areas – three good quotes were received, but came in at over £15,000.

Accordingly, the process must go to formal tender.

No costs were incurred in the exercise. Positive outcomes included finding good ideas, and proved

an installation could be done within budget. The operating company will also seek extra funding for a broader scope.

j) Cllr Thomas had attended training from HLF and will take forward a report to the CTC. HLF are keen for the project to build on Greenham War and Peace – there may be up to £100K available.

j) Running costs for the Tower this financial year are so far well below budget.

k) Cllr Gage outlined the revised Articles of Association, previously circulated to Members.

**Proposed:** Cllr Gage

**Seconded:** Cllr Drummond

**Resolved:** Unanimously to approve revised Articles of Association

The tabled formation of Company Limited by Guarantee item was authorised earlier under this Item (Item No.11)

#### **l) Tender Process**

**Proposed:** Cllr Swift-Hook

**Seconded:** Cllr Gage

**Resolved:** To delegate authority to the Chair and the Chair of the Control Tower Committee in conjunction with the Clerk to instruct Place Partnership to proceed with the Tender Process as and when funding from the PWLB Loan Application is agreed

#### **m) Drawdown of Funds**

An initial draw-down from PWLB will be discussed at the next Full Council Meeting.

**Action:** The Clerk to add to the October Full Council agenda

#### **n) Solicitors Costs**

**Proposed:** Cllr Swift-Hook

**Seconded:** Cllr Drummond

**Resolved:** unanimously that in the event of extra costs for the detail of the Articles of Association to delegate authority up to £1,000 extra costs to the Chair and the Chair of the Control Tower Committee in conjunction with the Clerk.

o) The intruder alarm is going off erratically. Propose that we should instruct Major Security to act as call-out response at a quoted annual fee of £379.99 + VAT as an annual fee then £27.07 + VAT for a call out and £13.75 + VAT per hour after the first hour

**Proposed:** Cllr Swift-Hook

**Seconded:** Cllr Drummond

**Resolved:** Unanimously that Major are instructed to act as keyholders and call-out responders.

**Action:** Cllr Gage will contact Major.

p) It was reported by Cllr Drummond that Richard Benyon had criticised GPC and the Control Tower on BBC Berkshire two days ago on the Andrew Peach Show.

**Action:** Cllr Austin will contact Mr. Benyon.

## **82. TO CONSIDER APPROVAL OF NEW STANDING ORDERS**

This item was deferred to the next Full Council Meeting.

## **83. TRAVELLERS ON STROUD GREEN – ACTIONS TOWARDS PREVENTING A RECURRENCE**

Chair had circulated a report to councillors. On Sat 19<sup>th</sup> August a group of travellers had formed an illegal camp on Stroud Green. The matter was dealt with by WBC as landowner, not the Police, because there were no confirmed reports of criminal behaviour and therefore the travellers were committing the civil offence of trespass

Suggestions for improvements to be passed to West Berks were invited:

- Cllr Austin suggested that the dropped kerb at the point where the travellers had accessed the Green could be removed, and inverse T. bollards with a buried cross-piece would be much harder to pull out
- Cllr Gage advised that large rocks as barriers are highly expensive
- Cllr Austin advised that the former ditch made access more difficult
- Cllr Austin enquired as to why the travellers had come and whether there would be an appropriate place for them to stay in any future visit

#### **84. OTHER ITEMS FOR INFORMATION ONLY OR FOR POSSIBLE INCLUSION ON A FUTURE AGENDA**

Cllr Austin advised that the bulls had been taken off the Common the day before  
One cattle had reacted to a TB skin test has been reclassified as a clear test but needs 3 tests.

The Good Exchange – to go on the next agenda.

**Action:** Clerk to add to next agenda.

The Chair listed items carried forward from previous meetings: Cllr Surgeries/Dream Scheme/ office computer/ racecourse road bollards and shelters/cutoff time for meetings in new SOs/ salt bins stickers of most of them.

Cllr Drummond reported the installation of a gate between Bury's Bank Rd and Moor Farm to stop the 'rat run' effect.

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

To move that 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.

**Proposed:** Cllr Swift-Hook

**Seconded:** Cllr Drummond

**Resolved:** Unanimous

#### **86. TO CONSIDER APPROVAL OF COUNCILLOR'S ABSENCE**

**Proposed:** Cllr Swift-Hook

**Seconded:** Cllr Drummond

**Resolved:** It was unanimously agreed that leave of absence for Cllr Balu Sudra be approved until 30<sup>th</sup> September 2018 in accordance with Section 85(1) of the Local Government Act 1972.

There being no other business, the Chairman declared the meeting closed at 21.55

Chairman

Date