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**MINUTES of the meeting of the Control Tower Committee of
Greenham Parish Council**
held at Liberty House, Greenham
on Tuesday 23rd January 2018 at 7.00pm

Present: Cllr Meg Thomas (MET)
Cllr Steve Jones (SJ)
Cllr Paul Walter (PW)
Cllr Jon Gage (JG) (Chair)

Dean Graham (co-opted non-voting member of committee)

In attendance: Philippa Harper, Clerk of Greenham Parish Council; Andrew Cooper; Jonathan Sayers, Director of Greenham Control Tower Ltd; Andy Nichols, Place Partnership.

163. APOLOGIES FOR ABSENCE

Apologies were received from: Cllr Sally-Ann Jay, Cllr Julian Swift-Hook and Mitch Thomas.

164. DECLARATIONS OF INTEREST

Cllr Steve Jones and Cllr Meg Thomas declared that they are directors of Greenham Control Tower Ltd.

Cllr Steve Jones declared that he is a director of Greenham Control Tower Trading Ltd.

165. APPROVAL OF MINUTES

Proposed: Cllr Paul Walter

Seconded: Cllr Sally-Ann Jay

RESOLVED unanimously that the minutes of the meeting of 19th December be approved. These minutes were signed by the chairperson.

166. PUBLIC SESSION

There were no questions from members of the public.

167. REFURBISHMENT PROJECT MANAGER'S REPORT

a) To receive an update on refurbishment works

Andy Nichols tabled a report and talked it through. The construction contract has been signed by Ikon Construction and was handed over to the Clerk for signing by Greenham Parish Council.

***Action:** Andy Nichols to write a recommendation for Greenham Parish Council to sign the contract, and send it to the Clerk.

Place Partnership are carrying out a weekly visit and check on construction progress. Work is progressing well.

Ikon have been sent the Thames Valley Police recommendations for crime equipment to be priced up. Andy will report back as soon as he received this detail.

The water system in the building has been chlorinated and is now safe to drink as long as the chlorination regime is continued. PP will provide at the handover, a list of everything GPC GCT need to do to keep on top of everything.

b) To consider any further costs arising from the refurbishment

There is a change control request regarding the ground floor tiling. This is due to a discovery when the tiles were taken off the wall. The need for remedial work will cost, in the worst case, one fifth of the contingency fund of £10000, that is £2000. Ikon should have a quote for this work by the end of the week.

Proposed: Cllr Paul Walter

Seconded: Cllr Jon Gage

RESOLVED unanimously to delegate authority to Andy Nicholls to approve the extra tiling cost up to a maximum of £2000.

Proposed: Cllr Paul Walter

Seconded: Cllr Meg Thomas

RESOLVED unanimously that authority is delegated to the Chairperson, Cllr Jon Gage, and the Clerk, Philippa Harper, to approve expenditure items of up to £500 to be paid from the remainder of the contingency fund, which started at £10000.

It was noted by Cllr Steve Jones that the Ikon temporary fencing blew down this week so, if the palisade fencing had been taken down at that time, the site would have been accessible.

***Action:** Andy Nichols to discuss this fencing incident with Ikon.

The report and construction schedule was reviewed and discussed.

Site information board. The Clerk has sent a proposed text to Place Partnership. It will cost up to £50.

Required planning costs will be £360 from the contingency fund.

The design of the kitchen extractor unit will be £660 from the contingency fund.

The sewerage system is not an issue.

Palisade fence - Ikon have this on their task to take down and put to one side. Andy Nichols will ascertain the date for disposal of the fence and will give us notice of the date. Cllr Jon Gage will be able to organise removal of the fencing.

***Action:** Andy Nichols to obtain a quote for a sewerage service.

Cllr Steve Jones raised the item of the defibrillator and whether putting in the necessary wiring for it might be a) agreeable by the Conservation Officer and b) sensible to get done while electrical work is being done by Ikon. The defibrillator needs a 13 amp fuse spur.

The people limit for the building is 60 people in any room with a single exit point. So, the total limit for cafe area is 60. The fire officer will default to the 60 limit, according to Andy Nichols.

The figure of 60 people is the fire officer's number, quoted by West Berkshire Council's building control department.

The Conservation officer has said to Place Partnership that Ikon can proceed with the construction. Andy Nichols is assembling a further batch of amendments to the existing application.

b) To consider local authority compliance

***Action:** Andy Nicholas to check with Richard Willetts regarding the environmental health side of things, regarding whether West Berkshire Council want to review what we are planning.

The building handover by Place Partnership will to handover the completed building with building control sign off and a manual to give to the Council. The manual will include a fire risk assessment. Andy Nichols said that the fire risk assessment should provide all the information about actions needed in the event of the discovery of a fire and day-to-day risk management.

The emergency evacuation plan will cover the period from the handover to when operations are started in the building.

Cllr Meg Thomas raised the subject of Health and safety assessment and whether such as assessment is needed by the Council and Greenham Control Tower Ltd after handover, for non-fire subjects. Andy Nichols said that is up to the Council and Greenham Control Tower Ltd.

c) To consider the provision of bike racks

Proposed: Cllr Paul Walter

Seconded: Cllr Meg Thomas

RESOLVED unanimously submit the quotation (amount: £1300) and design paperwork to Place Partnership.

Andrew Nichols will then submit it as a proposal to the conservation officer for her approval.

168. PROJECT PLAN UPDATE (NON-CONSTRUCTION)

Andrew Cooper gave an update.

There was a project plan checking session held on 22nd January with Andrew Cooper, the Clerk Philippa Harper, Cllr Meg Thomas and Cllr Paul Walter.

Cllr Jon Gage and Dean Graham will be meeting with Andrew Cooper on 24th January to discuss facilities management/maintenance and Health & Safety risk management.

Cllr Jon Gage stated that, according to the Red Cross, the identification of which staff/volunteers need first aid training at which level depends on the wording in the public liability insurance policy. Red Cross estimated that a basic first aid training course attended by up to 15 people on site would cost around £300.

***Action:** Dean Graham to obtain a training quote from his first aid contact.

Proposed: Cllr Paul Walter

Seconded: Cllr Steve Jones

RESOLVED unanimously that Greenham Parish Council obtain three quotes for a Health and Safety Audit of the Control Tower and surrounding land for opening to the public of the finished building.

***Action:** Cllr Jon Gage to take action to implement the resolution above concerning a Health and Safety Audit.

***Action:** Cllr Steve Jones to get a quote for 15 people for basic first aid training and establish whether such an activity would be certified.

The suggestion is to do just the essential plans for the pre-launch. Short documents only are needed.

Andrew Cooper emphasised that the most important thing is the volunteer recruitment.

Andrew Cooper stated that so far he has invoiced the council for 255 hours. 20 hours' work have been completed since those invoices were submitted. There are 140 hours left before the council's limit of £8300 expenditure on project support is used up. This works out at 13 hours a week for 11 weeks up to the end of March.

***Action:** The Clerk to add an item to the next CTC and council meeting agendas concerning the provision of a contingency mechanism, if needed, to allow the employment of Andrew Cooper as Project Support for more hours than currently covered by the expenditure limit of £8300 authorised by the council.

Andrew Cooper stated that the action areas on the project critical path are: Volunteers, IT, Health and Safety.

Some action areas are missing owners. There is a need to discuss this with the GCT Ltd directors in week commencing 29th January. Some missing Need to discuss with directors next week.

The Clerk stated that Jayne Kirk of the Berkshire Association of Local Councils says short-term council working groups are acceptable.

***Action:** Cllr Paul Walter to prepare a proposal for implementation working group for next CTC agenda.

It was stated that Cllr Jon Gage, as Chairperson, will need to take a proposal to the Council concerning the estimated cost of IT needed, training and everything else.

***Action:** Cllr Jon Gage and Andrew Cooper to compare needs lists for IT, Training etc.

169. REPORT FROM GREENHAM CONTROL TOWER LTD

- a) To receive a Progress Report from the GCTL
- b) To consider any outstanding risks and issues

Cllr Meg Thomas stated there are certain basic things which are needed if the Heritage Lottery Fund bid is successful. Between now and March the council should consider getting basic interpretation panels in place. Expenditure of around £5000 will cover the basic concept. The Clerk has spoken to Rosemary Richards to discuss such a "Plan B" scenario. Rosemary Richards has stated that she is available to provide consultancy support, comprising ten days' work. This would include work to resubmit the Heritage Lottery Fund bid, if necessary. This assignment needs to be precisely defined.

So, "Plan B", if the Heritage Lottery Fund bid is not immediately successful, would be: A £5000 interpretation project, plus Rosemary Richards' consultancy support and an immediately resubmission of the Heritage Lottery Fund bid.

There is a further “Plan C” scenario if the Heritage Lottery Fund application is not immediately successful. This would entail the receipt of £10,000 of the money which has been applied for. It is almost certain that the bid for at least this £10,000 will be successful.

***Action:** Cllr Meg Thomas to investigate what the process is for “Plan C” if the Heritage Lottery Fund bid is not immediately successful.

***Action:** Dean Graham to investigate whether we can obtain screens for the interpretation display.

It was stated that at some point the Greenham Control Tower Ltd and the Council will need to draw up and estimate the costs of the Plan B and Plan C.

Cllr Meg Thomas stated that Greenham Control Tower Ltd are recruiting new trustees. Three interviews have taken place.

The next meeting of Greenham Control Tower Ltd is on Monday 29th January.

Formal paperwork is still to come through concerning the partly formed Greenham Control Tower Trading Ltd.

The documents for Greenham Control Tower Ltd require finalisation.

The question about of Greenham and Crookham Commons Commission’s membership of Greenham Control Tower Ltd is subject to discussion.

Cafe operator tender. There is one response in the offing via email. Greenham Control Tower Ltd will need to discuss the options and a possible deal. As a matter of courtesy this will be submitted to the council for approval.

Cllr Jon Gage suggested that Greenham Control Tower Ltd talk to three of the potential café operator applicants to understand their thinking.

One new potential applicant has expressed an interest in the café operation.

***Action:** Cllr Jon Gage to contact the new applicant and tell her that GCT Ltd will be in touch with her.

Cllr Jon Gage stated that he knows a few people who are interested in renting the offices.

c) To consider a feasibility study for any proposed work which may be completed in parallel by the CTC

It was stated that this feasibility study is not required at the moment, as Greenham Control Tower Ltd are progressing well. In the event this is required approval from the Social Investment Business Group would be the main pre-requisite.

d) To consider any assistance required from the CTC concerning legal advice which may be needed concerning the division of responsibilities between Greenham Control Tower Ltd and Greenham Control Tower Trading Ltd.

It was stated that Greenham Control Tower Ltd need to address this issue.

170. HERITAGE LOTTERY FUND BID

More details were requested by the Heritage Lottery Fund. These details have been provided to them. A response to the bid should be received in week commencing 12th March.

171. CREATION OF LEASE

a) To review the draft Lease

Cllr Meg Thomas and Cllr Steve Thomas declared an interest as directors of Greenham Control Tower Ltd.

Cllr Sally-Ann Jay declared an interest as a director of Greenham Control Tower Trading Ltd.

This item proceeded for information only. No decisions were taken on this item.

Cllr Steve Jones stated that Greenham Control Tower Ltd do now want to obtain legal advice concerning the lease.

***Action:** The Clerk to add the matter of the final version of the lease to the agenda of the next council meeting.

It was noted that the following modifications to the draft lease are requested:

- a. 9.3 (b) the limit of underleases at four seems a bit low. This is requested to be changed to six.
- b. The relationship between Greenham Control Tower Ltd and Greenham Control Tower Trading Ltd needs to be explained to the solicitor, with a request as to whether it is feasible for Greenham Control Tower Trading Ltd to issue sub-leases.
- c. Request, if no reason not to, for Greenham Parish Council to hold the plate glass insurance for simplicity.

***Action:** Cllr Jon Gage to check with Zurich about how we are fixed for insurance concerning the finishing of the building.

b) To consider the draft Joint Working Agreement

The following changes to the Joint Working Agreement version 4.0 were suggested:

- i. 5.16 – change time threshold to ten hours
- ii. 10.10 - change time threshold to ten hours
- iii. 10.12 – change time threshold to ten hours
- iv. Remove the duplicate clause numbers of 10.11 and 10.12.
- v. 6.4 add the word “their” so that the sub-clause reads: “retain ownership of all their relevant copyright and intellectual property rights”.

***Action:** Cllr Paul Walter to incorporate the suggestions above into a version 5.0 of the Joint Working Agreement.

***Action:** The Clerk to add the consideration of the final version of the Joint Working Agreement to the next council meeting agenda.

172. REVIEW LIST OF OUTSTANDING ACTIONS

This item was deferred to the next meeting.

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

***Action:** The Clerk to put the following item onto the next Control Tower Committee meeting: Consideration of the project plan, target date, configuration (café/interpretation area/toilets/offices etc) for a “soft” opening of the Control Tower before the formal opening.

There being no other business, the chairperson declared the meeting closed at 22:14hrs.