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Notes of Control Tower Committee Meeting 8 February 2018

19:00 Liberty House

Present:

Cllr Meg Thomas (MET)

Cllr Steve Jones (SJ)

Cllr Jon Gage (JG) (Chair)

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

In attendance: Andrew Cooper (AC), Richard Willett (RW), Place Partnership (PP), participated by phone

174. Apologies

Julian Swift-Hook, Philippa Harper

As the meeting was not quorate the potential for the the number required for a quorum to be reduced to three was discussed.

175. Minutes

It was not possible to approve the minutes of the last meeting as the committee was not quorate.

176. Public session

No questions had been received from members of the public.

177. 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.

178. Refurbishment Project Manager's Report

JG noted that:

- Quotes would be obtained for the additional work required to implement the crime prevention recommendations.
- A provisional estimate of £2000 had been provided for the additional work required in the toilets discussed at the last meeting.
- Safety fencing has come down.

Richard Willet reported by phone that

- Currently the work in progress was proceeding on schedule and on cost, taking account of the contingency, and the contractor is determined to finish on time.
- Electrical cables to the building had been found not to be buried sufficiently deeply so this was being corrected.
- JG sorting out topsoil.
- The canopy is higher than thought but this won't affect the programme. PP are obtaining costings.
- The sewage system is being checked
- Exit doors from the café are very corroded and work will be required to address this.

SJ noted that in the hopefully unlikely event that additional funding is required it will be vital to notifying GPC as soon as possible as it only meets once a month.

179. Project plan (non-construction)

Asset management and opening

Discussion focused on post-handover pre-opening schedule. Handover to council was planned for March 21st, JG suggested 2nd week of April for handover to GCTL.

Agreed for a variety of reasons that we would aim for trial weekend openings, starting in May. These would not be publicised widely and would be along the lines of the 'soft opening' proposed by Philippa Harper based on her experience of opening libraries. Lessons would be learned from each trial opening.

A soft launch event – essentially a private viewing for friends and supporters of the control tower – would be arranged as a one off before the trial weekend openings start. Details to be decided.

The official opening will take place during the first heritage weekend being organised by Rosemary Richards with Greenham Trust funding for the first weekend in September and this will be organised by Rosemary.

In addition, room and building bookings could be organised during the trial period so that talks and other events could be organised. These could take place without the building being fully open to the public.

Each trial run weekend would be reviewed and lessons learned from them.

Health and safety

DG noted that the Red Cross can provide first aid training in building

Two week period – training of health and safety

Re. Access Reports: PP will provide an access report and health and safety audit

JG had spoken to Absolute Health and Safety, health and safety consultants, who had offered to check the access report and health and safety audit for £300 after handover. Will be taken to the Council meeting.

DG can organise training for 10 fire wardens. Would be a 3 hour course followed by issue of certificates. **DG Recommended that** officers in both companies should attend both fire and first aid training.

Fire wardens have to be re-certified every six months. AC said training also needed in online or printed format for volunteers who are recruited as singletons and can't be trained in groups. **Action:** DG would investigate that with his contacts.

Promotion and publicity

Alex of BBOWT, had suggested signs are erected in Pyle Hill car park.

Action: AC to add to action plan

Recommend that Greenham Parish Council hands control of the social media account are handed to GCTL.

180. Creation of the lease

Discussion of solicitor's advice re. sub-leases.

JG had also spoken to Ken Rogers, Charity Commission (08442 482658) specialist in land and property, who had been very helpful and advised that it is important to avoid risk that charity is seen to be trading by

association. Also if trading arm became bankrupt charity might be liable. So have to be separate leases and sub-leases.

Recommendation: that, having taken advice from Charity Commission, lawyers and Mitch Thomas, a lease should be granted to the charity, and the charity will grant a sub-lease to the trading arm and give the trading arm the right to sub-lease again.

181. Café Tender

Agreed: open as community café if only for a trial period which would give commercial operators a better idea of footfall and demand.

Advice had been taken from others including Silchester Community Café who had expressed an interest in the tender.

Use furniture already available where possible including food counter and cabinet. Probably need another coffee making/high quality vending machine. Visit to a supplier being organised.

Some feedback from Richie: opening another café, knew more about footfall.

Could also try commercial pop-up cafes during trial weekends.

Noted that card payments can be taken via mobile phone apps.

MT had spoken to Judy Cooper, a friend who helps run another volunteer run café.

Noted that Alex Cruickshank, BBOWT, would like to use the building for a West Berks Linking the Landscape event. Agreed this is a good idea and the charity can bill for this directly as BBOWT is related to one of its charitable aims. Also good to build relationship with BBOWT.

182. Report from Greenham Control Tower Ltd

Lucy will be a board member.

Other potential trustees had been interviewed, references were being obtained for them.

Recommend to GPC: allow Rosemary Richards/Fete Day access to building for the official launch in September and write a joint letter of agreement regarding access for event to Greenham control tower.

Andrew to propose monitoring mechanism.

183. Dates of next meetings

Agreed after handover meetings should take place in the Control Tower.

There being no other business, the meeting closed at 9.45