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Minutes of Greenham Parish Council held at 7.30 pm on 9th May 2018 at St. Mary's Church, Greenham

Present:

Cllr Julian Swift-Hook (JSH)
Cllr Steve Jones (SJ)
Cllr Chris Austin (CA)
Cllr Tony Vickers (TV)
Cllr Jon Gage (JG)
Cllr Billy Drummond (BD)
Cllr Meg Thomas (MT)
Cllr Alana Finn (AF)
Cllr Martin Griffiths (MG)
Cllr Ken Neal (KN)

In attendance:

Philippa Harper, Clerk
Lisa Blake, Deputy Clerk (from 7,48)
Member of the public: Mr Adrian Abbs (AA) (till co-opted at Item 5)

7.Election of Chairman

Proposed: PB

Seconded: BD

Unanimously resolved that Cllr Steve Jones be elected as Chair

SJ read aloud and signed the Chair's Declaration of Acceptance of Office. Cllr Swift-Hook was thanked for work and commitment as Outgoing Chair.

8..Election of Vice-Chairman

The Chair and outgoing Chair recorded their grateful thanks to CA as Vice Chair

Proposed: JSH

Seconded: JG

Resolved unanimously that Cllr Tony Vickers be elected as Vice-Chair

TV read aloud and signed the Vice Chair Declaration of Acceptance of Office.

Apologies were received from Cllr Puffet and Cllr Jay.

Proposed: JSH

Seconded: JG

Resolved unanimously that the Control Tower report (Item 19) was moved to just after Item 9

Proposed: SJ

Seconded: JG

Resolved unanimously that the Insurance agenda item (Item 16) was moved forward to before the payment schedule agenda item.

Declarations of Interest

Cllr Jones declared that he is a director of Greenham Control Tower Limited.

Cllr Drummond declared that he is a director of Greenham Business Park and Greenham and Crookham Commons Commission (GCCC)

Cllr Gage declared that he is a director of Greenham Control Tower Limited (GCTL) and a director of Rivar Sand and Gravel

Cllr Swift-Hook declared that he is a member of Newbury Town Council and GCCC

Cllr Thomas declared that she is a director of GCTL

9. Co-option of a new councillor

Following a previously circulated application, a meeting with the Clerk and questions from the floor, Mr Abbs was co-opted to the position of Councillor:

Proposed: TV

Seconded: JSH

Resolved unanimously that Adrian Abbs be co-opted as a Councillor to Greenham Parish Council.

Mr Abbs then joined the meeting, and read out and signed the Declaration of Acceptance of Office.

10. Approval of Minutes

Minutes of the GPC Meeting held on 28th March 2018

Proposed: CA

Seconded: JG

Resolved unanimously that the minutes of the meeting of 28th March were a true and accurate record with the following amendment, that on Page 12 of 21, with reference to the David Wilson home, that Cllr Billy Drummond has seconded the motion.

Minutes of the GPC Meeting held on 11th April 2018

Proposed: BD

Seconded: TV

Resolved unanimously that the minutes of the meeting of 11th April were a true and accurate record of the meeting.

11. Chair's Report

JSH was thanked for his work as Chair.

12. Clerks Report

All items to be covered in the meeting

13. Questions from the Public

No questions from the public were received

14. Control Tower (moved forward from Agenda Item 19)

Key updates from Cllr Gage, Chair of the Control Tower Committee, included the following items:

- Minor snagging items were being dealt with by IKON
- The Extractor hood had gone in
- JG is still chasing Place Partnership for the overdue operating manual and Access Audit
- The Lightning conductors need addressing to meet Building Standards

- The SIB (Social Investment Business) completion form has been sent in
- Some VAT reclaim has been received

Health and Safety (H and S) Audit Check

GCTL needs a clear answer on numbers of staff and the legal limit of numbers in the building.

Action: AA will review to check H and S is absolutely covered

Access Audit

Proposed: JG

Seconded : JSH

Resolved unanimously to authorise an external access audit of £900 plus VAT subject to sight of the access audit from Place Partnership and a cross charge against Place Partnership for the cost of the audit if necessary in order to achieve a cash-neutral outcome.

Cllr Thomas reported on progress for activity in the Tower:

- 42 volunteers are involved and have been trained but still need more – floor guides, research, fund-raising, grounds and maintenance
- Café is the most challenging area- try community café over weekends, operators still being talked to.
- Interpretation is moving forward with Rosemary Richards
- Logo and website are moving forward
- The Tower needs more good directors both for the charity and the trading company
- The Tower will open quietly to test out systems, weekends in June.
- 14th July roadshow for memorabilia.
- 23rd May – some older people and primary school children will be invited for Dream scheme
- 7th – 14th September will be the official opening co-funded with Greenham Trust and HLF

BD asked for a list of the events: **Action:** MT will cut and paste

AA volunteered for website compliance testing.

Both Cllr Thomas and Cllr Gage were given a vote of thanks for their exceptional drive and commitment to the Control Tower Project

15.Planning and Licensing

a) **To consider** all planning and licensing applications received up to the date of the meeting.

18/01035/NONMAT

Land South of Lower farm, Hambridge lane

Proposed: Cllr Austin

Secunder: Cllr Jones

No Objections

All in favour

18/01051/ADV

Land South of Albury Way

Cllr Drummond declared as interest as a Director of the Greenham Common Trust

Proposed: Cllr Austin

Secunder: Cllr Jones

No Objections

All in favour

18/00886/TPW

38 Mandarin Drive, Newbury

Proposed: Cllr Vickers
Seconder: Cllr Austin
No Objections
All in favour

18/00906/FULD

Garden House, Bury's Bank Road

Proposed: Cllr Vickers
Seconder: Cllr Austin
No Objections
All in favour

There was a discussion about Construction access to the site

18/00596/LBC2

146 Greenham Business Park

Air conditioning unit installation at the Control tower. GPC is the freeholder of the Building, therefore all councillors have an interest and cannot comment

18/00485/FUL

Waste Recycling Centre, Newton road

Erection of shelter
Proposed: Cllr Vickers
Seconder: Cllr Neal
No Objections
All in favour

b) **To receive** a report on the updated Sandleford Park planning application

A private meeting is planned with Bloor Homes, before the next council meeting on the 13th June. The proposed date for this meeting is the 6th June 2018. Cllr Vickers asked for a request to be made to Newbury Town Council asking for time to respond. Clerk or Deputy Clerk to check previous minutes for meetings with Bloor Homes. Cllr Vickers requested a copy of any minutes from previous meetings with Bloor homes. It was noted that a space for Allotments was agreed at a prior meeting (there is a space allocated on the planning site). There are three households that border the planned site and it was proposed to consult them individually. Clerk to draft a letter to these household. Cllr Neal offered the use of his house for the meeting. Cllr Abbs requested details of the improvements to a private road and public footpath.

Proposed: Cllr Vickers
Seconder : Cllr Jones
All in favour

c) **To consider** a request for a consultation meeting from the Sandleford Park developers
Discussed previously in the meeting

d) **To consider** Newbury Racecourse's street name consultation

Cllr's have been emailed and responses have been requested. Cllr Finn will send in comments

e) **To consider** the GPC response to the draft Local Development Order for Greenham Business Park. Response to be submitted by 14/05/2018

Cllr Drummond declared an interest as a Director of the Greenham Common Trust. GBP is only 40% developed currently There is nothing in the LDO that will increase traffic. Traffic is expected to increase naturally over time. The LDO is seeking to change the mix of uses on the business park. The plan aims for the same square footage but less employees (distribution businesses are part of the plan).

Cllr Abbs questioned that there would be more traffic with a distribution business mix. Cllr

Vickers clarified that the distribution of traffic would be less dense and spread over the day with distribution businesses. A response is required by Monday 14th. Cllr Vickers and Cllr Neal will draft a response to Greenham Business Park with regards to the LDO.

GBP have asked for comments from GPC.

Clerk asked for the Cllr's to circulate their comments amongst each other as Clerk is not in the office all of the time to collate replies.

Cllr Swift Hook highlighted the leniency existing for developments on the Business Park currently and this is an opportunity to put forward GPC's comments

Cllr Austin queried the cycle route detailed in the LDO.

Cllr Neal also queried the cycle path

Cllr Vickers (declared an interest as a member of the Spokes the cycling group). This group has been asking for path on the common to allow cyclists to access the common more easily
Cllr Austin described the cycling path and the home made cycling path that has been made on the common.

Cllr Neal questioned the height of the buildings on the Business Park. English Provender is the tallest building that will be permitted on the business park.

Cllr Neal would like to add a comment that lower height zone 1 A buildings would be preferred. Cllr Vickers to add these comments and collate other comments.

Cllr Abbs remarked on the light emissions from the park. Would like to add comments to GPC's comments about light emissions

16. Corporate Insurance Renewal

GPC's Annual insurance is due on 1st June 2018 in the sum of £2,126.73, up from 2,071.71 (an increase of £55.02). Following a review of assets, a further 16 salt bins and 1 bus shelter had been added. On negotiation with the insurance company, the Clerk had gained the withdrawal of an additional premium for these extra assets.

The Clerk recorded the good service provided by the company.

Proposed: JSH

Seconded: SJ

Resolved unanimously that the Corporate Insurance Renewal be renewed on 1st June.

Item 17 Corporate Risk Assessment

Proposed: JSH

Seconded: AF

Resolved unanimously that the updated Risk Assessment (V3) be adopted.

17. Finance

Greenham Play Park Green Gym

BD left the meeting.

Proposed: AA

Seconded: TV

Abstention: AF/SJ/MF

Resolved to further consider a contribution to West Berks member's bid for play equipment at the next council meeting

BD re-joined the meeting

Schedule of Payments

8th May 2018

1. Cheque payments – GPC Current Account

Inv Date	Inv No/	Payee	Amount	Chq
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	Trans Ref			No
21/4/2018	14181	Active Heating	84.00	1596
01/05/2018	27026	Greenham Business Park	480.00	1598
09/05/2018	Salary (Month1)	Deputy Clerk	406.28	1599
09/05/2018	Salary (Month1)	Clerk	1166.03	1601
09/05/2018	Tax (Month1)	HMRC	570.96	1602
09/05/2018	Pension (Month1)	Berkshire Pension Fund	399.37	1603
30/04/2018	9028338	GCD Security (CT)	11.41	1604
09/05/2018	YLL-2720420633	Zurich Insurance	2126.73	1605
09/05/2018	Office Expenses	Clerk	44.98	1606
09/05/2018	CT VAT Reclaim	GPC Control Tower (transfer)	1896.81	1607
09/05/2018	Match Funding for HLF bid (Dream Scheme, approved 13 th December 2017)	GPC Control Tower Ltd (CT)	1063.62	1608
		Sub-Total GPC Current Account payments	8250.19	

2. Bank Payments – GPC Current Account (1 April – 30 April 2018)

Trans Date	Trans Ref	Payee	Amount	Trans Type
	01463546378OA	E.ON	70.98	DD
	TH17016815Q013	BT Direct Debits	88.56	DD
	HAHDDN8	Sage Software	7.20	DD
	147478331	Southern Electric	32.33	DD
	147478331	Southern Electric	10.88	DD
		Sub-total GPC Current Account Bank Payments	209.95	

3. Cheque Payments – Control Tower Account

Inv Date	Inv No/ Trans Ref	Payee	Amount	Chq No
17/04/18	JDT/G01271-0002	Horsey Lightly	3383.00	26
08/05/2018	1718028	Mindworks	1540.00	27
		Sub-Total Control Tower Cheque Payments	4923.00	

4. Bank Payments – Control Tower Account

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

5. Payments out – Deposit Account

Trans Date	Trans Ref	Payee	Amount	Trans Type
NONE				

- The transfer of the VAT reclaim to the CT account was noted.
- Andrew Cooper of Mindworks was given a vote of thanks for his excellent work on the Control Tower project.
- The £10 discrepancy in the Dreamscheme re-allocation will be paid next month

Proposed: CA

Seconded: JSH

Resolved unanimously to approve the May 2018 Schedule of Payments

The underspend of £16K gone into reserves.

18. Community Engagement Group (CEG)

Cllr Griffiths reported back on the progress of the CEG.

Trying to asses what community wanted. Investigate social media., parish magazine, leaflet drops etc. £900 won't go far.

Other ideas – develop relations with local groups, BBQ for the Control Tower, Greenham being Green – litter picking, community picnic for community integration, social media – pics of meetings, update website.

JSH will share the social media log-ins with Cllr Finn.

19. Committee and Working Group membership

Chair and Vice-Chair are *ex officio* members of all committees

AF left at 9.50

Proposed: CA

Seconded: SJ

Resolved unanimously that JSH stay on the Staffing Committee in his own right

20. Representation on outside bodies

Proposed: JSH

Seconded: BD

Resolved unanimously that SAJ joins as a Funday Representative

21. CIL Payments

No payments have been received for April 2018 . JSH noted that the Racecourse housing is being built out, approved under previous section 106, but is surprised at nothing since then.

22. Photographic register of Assets

AA offered to help the Clerk in the compilation of a photographic record of GPC bus shelters.

23. Items for future agendas

Terms of Reference for the Control Tower committee

24. Meeting extension

Proposed: JSH

Seconded: TV

Resolved unanimously to continue the meeting till 10.00 pm.

25.Part Two: Exclusion of Press and Public

Proposed: SJ

Seconded: JSH

Resolved unanimously 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.

26 Staffing

Owing to family commitments the Clerk, Philippa Harper would be leaving the post. She was thanked for her hard work and commitment in the role. The Deputy Clerk would take on an Acting Clerk role from 1st June.

There being no other business, the meeting closed at 22.00.

FENVALE