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**MINUTES of the Meeting of the Control Tower Committee held at St Mary's Church Hall,  
Greenham on Thursday 28 April 2016 at 7.00pm.**

Present:

Cllr Steve Westbrook (Chairman)  
Cllr Ernie Hicks  
Cllr Alan Agutter  
Mr Mitch Thomas (arrived 7.15pm)  
Cllr Shirley Huxtable (substitute for Cllr P. Barnett)  
Cllr Teresa King (substitute for Vacancy)

In attendance:

Cllr Heather Westbrook (as Deputy Clerk of the Council)  
Roger Chester (Clerk of the Council)

The Chairman opened the meeting, welcoming those attending.

1. **To appoint a member to the Committee.**
  - a. Cllr Teresa King was proposed as a full member by Cllr Alan Agutter, seconded by Cllr Ernie Hicks and resolved. Cllr. T King abstained, the proposition to be endorsed by the full Council Meeting.
2. **Apologies**
  - a. Received from Cllr Phil Barnett.
3. **Declarations**
  - a. Mr Thomas declared being an employee of Greenham Business Park Ltd
4. **Minutes of the last meeting.**
  - a. Minutes of the meeting held Thursday 31<sup>th</sup> March 2016 having been circulated were proposed as a true record by Cllr Ernie Hicks, seconded by Mr Mitch Thomas, and unanimously approved.
    - i. Matters arising
      1. With regard to seeking appropriate interested parties to be approached as either members of the proposed Control Tower management company or specialist support in achieving the Vision, it was suggested the Museum Society either as an organisation or in an individual capacity could be beneficial.
5. **Public Session**
  - a. Nothing to report
6. **Progress Review – Control Tower.**
  - a. Survey
    - i. It was reported that the survey had been carried out (28 April) by Frank Bailey, with initial feedback that other than the roof leak, some external repointing, guttering and re-sealing of joints around windows, no substantial defects were apparent.
  - b. CTC documentation & files

- i. It was noted that despite formal requests to the former Chairman of the CTC for files, keys, records or interpretation materials, none has been forthcoming, the response being that any specific request would be considered on an exception basis.
- c. Budget Analysis
  - i. It was reported that total spend to date (31 March 2016) was £695,378, leaving headroom of £57,763, including £50,000 Underwriting which requires specific additional approval from Greenham Common Council before release.
  - ii. Full rework of the project costs against budget and financing is in progress.
- d. Flat Roof & Guttering
  - i. It was noted that approval had been obtained at the meeting of the full council on the 13 April 2016 subject to the surveyor's report to place the contract for the repairs to the roof and guttering at a recommended price of £29,942 plus VAT, noting that this sum may be reduced by £3,964, plus VAT, if it transpires that new cavity trays are not required. This work is to be commissioned in order to protect the asset from further erosion in value and to limit re-work required to finished rooms within the building due to water ingress. It was noted that the decision to proceed had been made as the survey confirmed no substantial defects other than those previously identified. It was confirmed that listed building status and asbestos certificates had been issued to contractors. Mr M Thomas and Cllr H Westbrook agreed to meet with the agreed contractor to outline the listed building constraints. It was proposed by Cllr Alan Agutter, seconded by Cllr Ernie Hicks and carried unanimously that the agreed contractors be appointed to start work as soon as possible subject to listed building consent approval.
- e. Oil Tank
  - i. The current position of the oil tank was always temporary with the intention to move this into a secure compound. It was noted that thefts of oil were not uncommon in the local area and if even an attempted theft occurred this could cause damage and possible contamination. It was noted that approval to relocate the oil tank into the secure compound had been obtained at the full council meeting held on the 13 April 2016.
- f. Funding
  - i. The application to the Public Works Loan Board for a loan of £150,000 is in progress
- g. Terms of Reference
  - i. It was noted that the revised terms raising the expenditure limit to £853,141 had been approved at the full Council held on the 13 April 2016.
- h. Listed Building Consent/Planning
  - i. In progress with work to determine appropriate design of the potential ramp for the entrance to the eastern elevation, retention of the fence, minor relocation of artefacts, changes to toilets, paint, flooring etc
- i. Membership of the proposed management company, a charitable company limited by guarantee.
- j. Names of organisations and/or individuals thought to be suitable to take the organisation forward and deliver the Vision are sought from Councillors.
- k. Cllr H. Westbrook reported that the demolition of the Sterling Cables building may produce artefacts to supplement those currently available, she is in the process of arranging a visit to the site to identify suitable items.
- l. Cllr. H Westbrook has been in contact with the owners of the Control Tower at Upper Heyford. There may be an opportunity to visit.
- m. Cllrs King and H Westbrook are currently in discussions with BBOWT with regard to relocating the practice bomb to the Control Tower, this may be subject to retention of the fence.
- n. RAF Welford has undertaken to assist in refurbishing doors, but it was noted that

- many of the doors require specialist refurbishment, then repainting.
- o. It was noted that the skip had now been removed from site, Cllr H. Westbrook has returned the manhole covers and the pit covers to their correct locations.
  - p. As a result of pedestrianising of the track to the common, a relocation of the gate, to allow commercial deliveries to the Control Tower, would be required if the fence is retained.
  - q. It was suggested that inspection of Klargestep septic tank be carried out.
7. Quotes and payments
- a. Repair/replacement of guttering
    - i. Quote from Castle Windows £360 plus VAT – to reduce water leaks, proposed by Cllr Alan Agutter, seconded by Cllr Ernie Hicks; passed unanimously.
    - ii. Quote from Hogans Electrical for external exit lighting, for £450.00 plus VAT, proposed by Cllr Alan Agutter, seconded by Cllr Ernie Hicks; passed unanimously.
    - iii. Payment to E.on for electrical supply £24.83; proposed by Cllr Alan Agutter, seconded by Cllr Ernie Hicks; passed unanimously to recommend to Council that payment be approved.
8. Any other Business
- a. A meeting was convened for Thursday 12<sup>th</sup> May at the Control Tower as a general update on the refurbishment programme and to review the catering equipment to seek to identify any potentially surplus items.
9. Date of next meeting
- a. Thursday 26<sup>h</sup> May 2016 at 7.30pm in St Mary's Church Hall.
- 10. Meeting closed at 8.40pm**