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**MINUTES of the Meeting of the Control Tower Committee held at St Mary's Church Hall,  
Greenham on Thursday 28 July 2016 at 7.30pm.**

Present:

Cllr Steve Westbrook (Chairman)  
Cllr Phil Barnett  
Cllr Teresa King  
Mr Mitch Thomas

In attendance:

Roger Chester (Clerk of the Council)  
Cllr Gary Puffett (in a private capacity)

The Chairman opened the meeting, welcoming those attending.

**1. Apologies**

- a. Received from Cllr Alan Agutter.
- b. The resignation of Ernie Hicks as a Councillor and member of this committee was noted. The Chairman commented that Ernie's contribution and enthusiasm to the project had been valuable, and that the Committee's thanks be recorded.

**2. Declarations**

- a. Mr Thomas declared being an employee of Greenham Business Park Ltd

**3. Minutes of the last meeting.**

- a. Minutes of the meeting held Thursday 30<sup>th</sup> June 2016 having been circulated were proposed as a true record by Cllr Teresa King, seconded by Mr Mitch Thomas and unanimously approved Cllr Phil Barnett abstaining.

**4. Members of the Committee**

- a. It was noted that there were currently vacancies for one substitute member and one full member.  
It was proposed by Cllr Teresa King and seconded by Cllr Phil Barnett that Cllr Gary Puffett be recommended to Greenham Parish Council as a full member. The resolution was carried unanimously.

**5. Public Session**

- a. There were no members of the public attending.

**6. Public Works Loan Board Submission**

- a. The Chairman reported that following lengthy emails and conversations with BALC the appropriate next step was to commence the application process from scratch (noting that the supporting documents are already in place), and to convene as part of the next GPC meeting an opportunity to invite public consultation.
- b. The PWLB Application will be prepared in draft and submitted to BALC for pre-approval, to ensure that papers are completed compliantly.
- c. Details of the Application form, Supporting Report and schedule of Works are to loaded to the website.
- d. Proposals are to be recommended to Greenham Parish Council as follows:

- i. That the Loan Application, with supporting documents, requesting a loan of £150,000 is submitted
- ii. That if the Loan Application is successful, the full amount is immediately drawn down from the Public Works Loan Board, and
- iii. That £33,000 is released from the Greenham Parish Council Contingency reserve held as Underwriting for the Control Tower Project.

**7. Progress Review – Control Tower.**

- a. With exceptions noted below, no further expenditure (other than utilities) are to be made in respect of the Control Tower until the loan is in place (or available to drawdown).
- b. Roof
  - i. It was noted that the refurbishment of the roof, carried out by Midland Felt Roofing had been carried out successfully, to a high standard.
- c. Listed Building Consent
  - 1. In progress.
- d. Recommendations for payment
  - i. Sundog Ground Maintenance - £154.00
  - ii. Midland Felt Roofing - £38,036.46
  - iii. BT - £94.80
  - iv. Pinnock Brothers (Fuel Oil) - £533.93

**8. On-going operations and Any Other Matters Arising**

- a. Press Relations
  - i. It was recommended that Greenham Parish Council adopt an approach that all contact with the Press should be cleared by the Council before replying.
- b. Website
  - i. It was noted that the Greenham Parish website is out of date in many aspects. Mention was made of moving to another provider, but as there is as yet no firm date for transfer, the current provider should be encouraged to bring matters up to date as a matter of urgency.
- c. Site visit
  - i. A site visit was suggested, the Chairman to notify date and time.

**9. Date of next meeting**

- a. Thursday 25<sup>th</sup> August 2016, 7.30pm at St Mary's Church Hall, Greenham.

**10. Meeting closed at 9.00pm**