



Clerk of the Council
Suite 23 Liberty House
Greenham Business Park
Greenham, Berkshire RG19 6HW

clerk@greenham.gov.uk
www.greenham.gov.uk
01635 564900

MINUTES of the meeting of the Control Tower Committee
held at St Marys Church Hall, Greenham
on Wednesday 11th January 2017 at 7:00pm

Present: Gary Puffett Meg Thomas
 Phil Barnett (opening chair) Paul Walter
 Jon Gage Lindsey Middlemiss.
 Mitch Thomas (Greenham Business Park),

In attendance: Dean Graham, 1 member of the public,
 Councillors Julian Swift-Hook, Billy Drummond, Cllr Inman (from 19:25),
 1 member of the press from 19:26.

1. ELECTION OF CHAIRMAN

Proposed: Cllr Paul Walter
Seconded: Cllr Lindsey Middlemiss.
Resolved: That Cllr Jon Gage be elected Chairman of the Committee

2. APOLOGIES FOR ABSENCE

Louisa Dean (PR adviser)

3. DECLARATIONS OF INTEREST

Mitch Thomas declared that he is an employee of Greenham Business Park Ltd.

4. APPROVAL OF MINUTES

Proposed: Cllr Paul Walter
Seconded: Cllr Lindsey Middlemiss.
Resolved: That the minutes of a meeting of Control Tower Committee held on 14 December 2016 be approved as a correct record and signed by the Chairman.

5. BANK ACCOUNT

Proposed: Cllr Lindsey Middlemiss
Seconded: Cllr Paul Walter
Resolved: That Council be recommended to set up a separate project bank account, subject to the cost being confirmed by Cllr Jon Gage.

6. PUBLIC WORKS LOAN BOARD LOAN

- a) The Chairman gave a verbal report on the informal discussion with BALC. BALC recommends that the loan application be resubmitted with additional information such as a business plan and confirmation of the position regarding buyback options by WBC and GCT, and has offered its support.
- b) Councillors Middlemiss and Thomas volunteered to assist Louisa Dean with the

consultation.

- c) Mitch Thomas offered to help with reviewing and costing the required works.
- d) Written legal advice regarding the buyback options will be sought by the Chairman, subject to a fee quote being approved by Council.
- e) It was generally agreed that a clear project outline must be given to prospective project managers to ensure compliance with Construction and Design Management (CDM) regulations, and that the source of funding for the proposed project manager must be clarified.

7. URGENT REPAIRS

- a) The Chairman reported that two tenders have been received for urgent repairs, and that a contract with the preferred contractor is awaiting signature by the Proper Officer.
- b) CDM regulations regarding the requirement for fire extinguishers were discussed.

8. OTHER ITEMS FOR INFORMATION ONLY OR FOR POSSIBLE INCLUSION ON A FUTURE AGENDA

- a) The Committee's Terms of Reference to be reviewed.
- b) The interpretation subgroup is to be discussed at the next meeting.

There being no other business the Chairman declared the meeting closed at 19:29 hrs

Chairman

Date