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MINUTES of the meeting of the Control Tower Committee
held at Liberty House, Greenham Business Park, Greenham
on Thursday 6th April 2017 at 7.00pm

Present: Cllr Jon Gage (Chairman) [JG]
Cllr Lindsey Middlemiss [LM] (items 1-9)
Cllr Gary Puffett [GP]
Cllr Meg Thomas [MT]
Ms Sally-Ann Jay (SJ)
Mr Mitch Thomas (Greenham Bus Park) [MIT] (items 1-9)

In attendance: Cllr Pragna Hay [PH] Item 6b onwards
One member of the press.

1. APOLOGIES FOR ABSENCE

Apologies were received from Cllr Julian Swift-Hook, Cllr Billy Drummond and Cllr Paul Walter.

2. DECLARATIONS OF INTEREST

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

3. APPROVAL OF MINUTES

Amendments:

- a. Item 6 – CT expected finish date should read ‘late 2017’
- b. Item 7 – Cllr Middlemiss and Ms Jay to work on Interpretation strategy refresh.
- c. Item 8 – Cllr Puffett had requested SIB correspondence be included as part of next CTC meeting agenda. This had been omitted but included as part of the next GPC meeting (12 April)

Proposed: Cllr Meg Thomas

Seconded: Mr Mitch Thomas

Resolved: That the minutes of a meeting of the Control Tower Committee held on 2^{0th} March 2017 be approved (as amended) as a correct record and signed by the Chairman.

4. REVIEW OF OUTSTANDING ACTIONS

Outstanding actions were reviews and updated.

1. The Control Tower Website – Is thought to be back within the control of the Parish Council. JSH to confirm. **Action:** LM to confirm with JSH on progress and next steps to go live

2. Café tender document now complete and in Draft Business Plan. **Action:** all members to review ahead of next meeting.
3. Dedicated Bank Account. Clerk confirmed this has been opened and a cheque book obtained. Closed
4. Twitter Account. This is now up and running. Closed

5. PUBLIC COMMUNICATION PLAN

LM reported that progress was being made regarding the public survey. The survey was now live on the GPC website and the 2,500 postcards advertising the public survey had arrived and were ready to be handed out. MT allocated the appropriate number of cards for door delivery by councillors (2000) and for handing out at the Newbury Park Run (200 cards) leaving 300 for any other events.

Proposed: Cllr Jon Gage

Seconded: Cllr Meg Thomas

Resolved: That:

- [a] councillors should have their cards distributed to residents no later than 23rd April and should record when and where their delivery was made, and
- [b] the results be made public and reported to the first full council following the survey end date.

Potential dates for open days at the Control Tower were discussed. It was felt the building was still a construction site and a risk to allow access to the public. Cognisant of these hazards, any open day event would instead take place on the grass adjacent to the CT (western side of the tower). MIT confirmed a marquee/gazebo would be available for use once a date was selected.

Proposed: Cllr Jon Gage

Seconded: Cllr Meg Thomas

Resolved: That:

- [a] the council would hold a Control Tower open day to inform the public of the project and invite public opinion by advertising the survey, and
- [b] the open day would take place on 17th April 2017 between 10am and 2pm.

Action: MT to approach JSH for CT photos showing ‘before and after’ shots to demonstrate progress

Action: GP to source a generic risk assessment to cover the proposed event format.

Action: Clerk to gain approval for and circulate press release setting out details of survey and open day

Action: JG to consult with BBOWT to confirm location and to gain permission to erect signs at car parks on the common advertising the open day.

Action: MIT to source marquee/gazebo.

6. PROJECT MANAGER ROLE

The draft Invitation to Tender (ITT) had been circulated and was discussed. There were a number of minor amendments:

1. The requirement of the project manager to perform to produce an ‘order of cost estimate’ should be used as the approved phrase for consistency across the entire ITT and supporting document.
2. The sequential progress of the project should be described in terms of ‘Phase/Phases’

(rather than 'part/parts) across the entire ITT and supporting document.

A proposed restructuring of project phasing was discussed. JG suggested a three phase approach:

Phase 1: PM produce order of costs estimate,

Phase 2: Based on order of cost estimate in Phase 1, construction begins using existing committed funds to bring the CT to an initial standard for opening.

Phase 3: Construction to bring the CT to full operating standard using follow-on funding from Public Works Loan Board.

It was felt that this would be the best approach to make rapid progress towards opening the CT to the public. However, given this Phased approach with envisioned capability milestones, there would be a need to establish precisely what an initial and full operating standard would be to ensure the project meets the conditions of any grants and loans. This would be an on-going discussion with the project manager once costs estimates are prepared.

Proposed: Cllr Jon Gage

Seconded: Cllr Meg Thomas

Resolved: That, subject to the above amendments, the text of the ITT was agreed and would be brought to full council for ratification

Note – Councillor Hay arrived at the meeting at 2002hrs.

The necessity to ensure value-for-money through open tendering was discussed. The requirement to advertise the project manager role on the government contract finder website was reiterated by JG. The text of the website advert was discussed.

Proposed: Cllr Lindsey Middlemiss

Seconded: Cllr Meg Thomas

Resolved: That the council would proceed with posting an advert for open tender for construction project management services on the government contract finder website.

Action: Clerk to generate and administer government contract finder advert for open tender for construction project management services.

7. INTERPRETATION WORKING GROUP

A draft interpretation strategy was discussed. The appropriateness of the nomenclature of the facility as an 'interpretation centre' was mooted. Although technically correct (i.e. not calling the facility a museum), it was felt that the name would not describe to the public what the facility is and could cause confusion.

Proposed: Cllr Meg Thomas

Seconded: Cllr Jon gage

Resolved: That, subject to minor amendments and clarification of 'interpretation centre' nomenclature, the text of the Interpretation Strategy be adopted and reported to full council for ratification.

Action: MT to investigate the nomenclature of the facility to ensure clarity of purpose whilst reflecting technical accuracy

The issue of whether a charge for entry to the viewing gallery was discussed. Given the vision

of the CT was to provide a facility for all to use, and given the important educational role the viewing gallery would potentially provide, the majority opinion was that there should be no charge for the viewing gallery

Proposed: Cllr Meg Thomas

Seconded: Cllr Jon gage

Resolved: That the council should consider incorporating a provision in the lease to ensure that there is no charge to the public for entrance to all areas, with the possible exception of special temporary exhibitions or workshops which have extra cost implications.

All were in favour

8. REVIEW BUSINESS PLAN

A number of minor amendments were discussed:

1. The ROM cost funding for the remaining work consisted up to £130,000 of construction work, and up to £20,000 for project management services.
2. For consistency across the document, the term '*Greenham and Crookham Commons*' [note plural] is used.

The draft communications plan was also reviewed as part of the business plan. No amendments were proposed.

The cash flow projections were discussed and particularly the potential need to subsidise the project during handover to a 3rd party entity and in years 1 and 2 of operation. Given the conservative nature of projected rental incomes in the first year of operation, JG had made the assumption that GPC would need to provide up to £10,000 on handover and then again in years one and two. After that, rental incomes and charitable fundraising would allow the CT to operate as a going concern without GPC subsidy.

Proposed: Cllr Jon gage

Seconded: Cllr Meg Thomas

Resolved: That:

- [a] the principle of GPC supporting the operation of the CT with a subsidy of up to £10,000 on handover and then again in years 1 and 2 of operation should be taken to full council for discussion specifically, and
- [b] subject to this and other minor amendments, the text of the draft Business Plan was agreed and could be taken to full council for discussion.

9. FORMATION OF CHARITABLE TRUST

The process of forming a charitable trust to handover the CT to on completion was discussed. There was still a requirement to seek formal legal and financial advice on the best approach to setting up a trust.

Action: SJ to gather two quotes for legal and financial advice on the setting up of a charitable trust and be prepared to provide recommendations on next steps and next CTC.

10. NEWBURY WEEKLY NEWS ARTICLE

Proposed: Cllr Jon Gage

Seconded: Cllr Meg Thomas

Resolved: 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.

The proposal was carried by a vote of 3 members to 1, with councillor Puffett wishing his vote against the proposal minuted.

The impact of the Newbury Weekly News article pertaining to correspondence with Social Investment Business (SIB) was discussed.

11. FUNDRAISING OPTIONS.

Discussion deferred until the next CTC meeting.

12. ITEMS FOR INFORMATION

The BBC had approached the council with a view to arranging a prospective visit to the CT. Notwithstanding health safety considerations, this was viewed as a good opportunity to publicise progress and where the council could help facilitate a visit it should.

An approach had been made by Rosa Productions to hold an outdoor event on Greenham Common entitled *Greenham: War and Peace* on 8th and 9th September. As part of the event, the production company would like to access to the tower on 5th to 9th of September (particularly the viewing Gallery. This would require scheduling with the construction plan. Rosa Productions require an answer as soon as possible to progress their plans.

Date of next meeting 19 April 2017 subject to room booking confirmation.

There being no other business the Chairman declared the meeting closed at 2230hrs

Chairman

Date