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MINUTES of the meeting of the Greenham Parish Council Control Tower Committee

*held at Liberty House, Greenham Business Park
on Thursday 3rd August 2017 at 7.00pm*

Present: Cllr Jon Gage (Chair)
Cllr Gary Puffett
Cllr Meg Thomas
Cllr Billy Drummond (substituting for Cllr Lindsey Middlemiss)
Cllr Paul Walter
Cllr Sally-Ann Jay (from 7.06pm at item 34)

In attendance: Andy Nichols from Place Partnership

31. APOLOGIES FOR ABSENCE

Apologies were received from: Cllr Lindsey Middlemiss, Cllr Julian Swift-Hook, Dean Graham and Mitch Thomas.
Not present: Cllr Austin.

32. DECLARATIONS OF INTEREST

No Declarations of Interest were received.

33. MINUTES OF PREVIOUS MEETINGS

Proposed: Cllr Paul Walter

Seconded: Cllr Gary Puffett

RESOLVED unanimously to approve the minutes of the Control Tower Committee on 27th June 2017.

Proposed: Cllr Paul Walter

Seconded: Cllr Billy Drummond

RESOLVED to approve the minutes of the Control Tower Committee on 18th July 2017.

Voted in favour: Cllrs Gage, Drummond, Walter and Jay. Voted against: None. Abstained: Cllrs Thomas and Puffett (due to not being present at the meeting.)

34. PUBLIC SESSION

There were no questions from members of the public.

A question had arisen regarding the start date.

***Action:** Cllr Jon Gage to liaise with Paul Thatcher (Director of Place Partnership) to compile a draft joint statement to pass to Chris Austin, Acting Proper Officer for the Council, for issue to the press regarding the anticipated opening date.

35. REVIEW OF LIST OF OUTSTANDING ACTIONS

The list of open actions were reviewed. See Appendix A, attached, for the updates discussed at the meeting.

***Action:** Cllr Gage to contact BBC Southampton about arrangements for 8th and 9th September.

36. PROJECT MANAGEMENT REVIEW

Andy Nichols from Place Partnership summarised the project report of July 2017.

***Action:** Andy Nichols to send Cllr Gage the detailed July report.

Andy Nichols said that the design of the tender and the evaluation of the tender will cost about £7,000 – the bulk of the Phase 2 £10,000 fee for Place Partnership. The chasing and management of contractors is about £2,000 at the end of the project.

Andy Nichols agreed to send a break-down of costs (approx. £7,000) to Cllr Gage before the 9th August meeting.

The Conservation Officer raised the matter of the colour of the cream coloured interpretation room. Code 9001 is the correct colour. Andy Nichols has painted the wall to check the colours and the only place where it is not compliant is in the loos. Photographs have been taken of the sample painting.

The report includes costings for removing the tiles in the loos.

Once the a building contractor is in place, Place Partnership will agree a payment schedule with the contractor, probably every 3 weeks, when they will contact Greenham Parish Council to advise us regarding payment.

There is no outstanding information needed by Place Partnership from Greenham Parish Council.

***Action:** Andy Nichols will ask his colleague to define an end date in her communication and Andy Nichols will warn us a week before they end work on the design phase and then near the point where they run out of work.

Andy Nichols is shortly meeting with BBOWT.

Andy Nichols has offered to meet with potential café operators on August 10th.

***Action:** Jon Gage to invite the seven potential café operators to meet Andy Nichols at 10.30am on 10th August for an informal opportunity to talk with him as project manager.

37. PUBLIC WORKS LOAN APPLICATION

The loan application pack has been approved by the council and is nearly ready to send.

The council meeting minutes of 31st July need to be signed and included. Some quotes from the minutes are needed. The clerk needs to sign the documents on, or shortly after, 10th August when she starts. A covering letter needed. Our website needs to be updated with various things.

38. FORMATION OF THE COMPANY LIMITED BY GUARANTEE

***Action:** Cllr Gage to send the Beechmast (solicitors) documents to all councillors.

There are 15 options to choose from in the documents.

We will need to identify one or two founding Trust directors to form the company. The names of Cllr Meg Thomas and IWG working group member Jonathan Sayers were mentioned as possible candidates. We need at least one, but preferably two, trustees to form the company on Day One. There need to be three trustees in order for them to take decisions. There will be consideration of the articles of association and identity of the founding trustees at next council meeting on 9th August. Greenham Parish Council decides the first two or three founding trustees and then those founding trustees decide the remaining trustee's identity.

Next steps: There will be a working session next Monday. The council then decides on the options. Those decisions are then sent to the solicitor. The solicitor then confirms formation. Then the Trustees start work and form a charity.

39. INTERPRETATION WORKING GROUP

Quotes for pre-construction design are in the process of coming back from three contractors.

The closing date is 7th August. Cllrs Gage and Thomas will then review the quotes and invite the contractors for interview.

DreamScheme – involving 8-14 year olds. This will go on the agenda of the next full council meeting.

***Action:** Andy Nichols to obtain a named contact at the Commandery in Worcester to arrange a possible visit for information sharing.

The process for employing volunteers. There will be a “builder’s clean” in the construction contract. A “cleaner’s clean” may be needed after that. Volunteers may be suitable for that.
***Action:** JG to keep this item open.

Response to member of the public regarding tribute to Cold War servicemen and women

A member of the public asked at a council meeting earlier this year:
“Will the council consider dedicating the Control Tower to servicemen and women who served during the Cold War?”

Proposed: Cllr Paul Walter

Seconded: Cllr Jon Gage

RESOLVED unanimously that the committee notes that Greenham Parish Council’s vision is for the Control Tower to reflect the whole history and current use of Greenham Common, including:

- Nature and conservation
- The military and Cold War history of the common
- The social history of the common
- The role of protest in society.

It was on this basis that grant funding was obtained for the Control Tower project. It is incumbent on the council to comply with those conditions.

It is not intended to pick out one element of Greenham Common’s history for special prominence. The committee will remain open to suggestions for uses for the Control Tower from all relevant bodies and members of the public. End of resolution.

In further response to the same member of the public, the chairman stated that the council will approach Cold War veterans associations when the design for the interpretation is being executed.

***Action:** Cllr Walter to draft a letter for the chair, Cllr Gage, to send to the member of public who raised the two queries immediately above.

Proposed: Cllr Paul Walter

Seconded: Cllr Meg Thomas

RESOLVED unanimously that the council advise the forthcoming Trust that we are agreeable for them to consider an appropriate retail element in the building.

40. CAFÉ MARKET ENGAGEMENT.

We have seven good quality operators interested. Andy Nichols will meet those of them who wish to discuss the forthcoming building. The trust will need to commence the cafe tender process as a priority.

41. FACILITY KEY HOLDERS.

***Action:** Cllr Gage to obtain a list of the keyholders and alarm respondees, and give that list to the new clerk.

42. MEDIA STRATEGY

There needs to be a phaseover of the media strategy from Greenham Parish Council to the trustees. The Communications Plan document for the Control Tower can be the starting point of their planning.

43. OTHER ITEMS FOR INFORMATION ONLY.

There is a special day for viewing by West Berkshire museum volunteers on 14th August at the Control Tower.

There being no other business the Chairman declared the meeting closed at 8:57pm

Chairman

Date

