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**MINUTES OF THE MEETING OF GREENHAM PARISH COUNCIL HELD IN ST MARY'S
CHURCH HALL, GREENHAM ON 9TH MARCH 2016 AT 7.30PM**

Present:

Cllr P Barnett (Chairman)	Cllr A Agutter
Cllr Ernie Hicks	Cllr H Westbrook
Cllr S Westbrook	Cllr Pragna Hay
Cllr Teresa King	Roger Chester, Clerk to the Council

In attendance:

1 member of the Press and David Smith (Neighbourhood Watch representative)
The Chairman opened the meeting by welcoming and introducing Roger Chester as the newly appointed Clerk of the Council

1. Apologies were received from:

Cllr A Johnson	Cllr B Drummond
Cllr C Austin	Cllr C Dewhurst
Cllr G Puffett	Cllr J Swift-Hook
Cllr S Huxtable	

2. Declarations of Interest, Statements of Position and Dispensations

- a. None declared, save that Cllr Barnett advised excluding himself from any discussion regarding Park House School and the Sandleford Development.

3. Minutes of the Meetings held 10th February 2016 and 24th February 2016.

- a. The Minutes to the Meeting held 10th February 2016, having been circulated previously were Proposed by Cllr Agutter, Seconded by Cllr King and unanimously Approved, subject to two agreed amendments, namely a change to item 7 from John Bramhall to Cllr Huxtable and the deletion of the last sentence, viz, "the Clerk to contact...arrangements", and under the application for Sandleford Park the query over the reason for the withdrawal of Cllrs S & H Westbrook was deleted as the cause was as noted in the Minutes. Amended Minutes were signed as a true record by the Chairman.
- b. The Minutes to the Meeting held 24th February 2016, having been circulated, were Proposed by Cllr S Westbrook, Seconded by Cllr Agutter and Approved by all, save for Cllr Hicks who was not present at that meeting.

4. Matters to Report

- a. Matters arising from the Minutes of the Meeting held on 10th February 2016.
- Letter received from Royal Berks Fire 7 Rescue to be circulated – in progress
 - WBDC re Neighbourhood Warden Scheme – see item 5 below.
 - Parish Plan Support Group - see item 6 below.
 - Appointment of a Surveyor for the Control Tower – see item 10 below.
 - Feedback for the Liberty Ballroom Support Group – carried forward
 - Cllr H Westbrook reported discussions with Tony Vickers of the Newbury History Society regarding their involvement in the Interpretation Activities planned for the Control Tower. It was agreed their support in that part of the project would be beneficial.
 - Communication of the shortfall in payment of the Project Administrators final invoice was carried forward.
 - Quotes for the proposed Full Governance Audit – see item 7 below.

- ix. Enquiries regarding mixed lighting on Westwood Farm Estate revealed this arose because the work to replace lighting was incomplete, and that once completed the lighting would be uniform.
- x. Contact with Newbury Racecourse to review the traffic situation resulting from the Boundary Road works was carried forward – see item 11 below.
- xi. It was reported that Wardens would patrol Greenham Common until 31 July, the end of the nesting period.
- xii. Newbury Police intended to celebrate 50 years in their present location during 2016.

5. Public Session

- a. The Chairman welcomed David Smith, Manager, of the West Berkshire Neighbourhood Wardens Scheme, and asked that he address the meeting with regard to the forthcoming cessation of the service due to the withdrawal of funding from both West Berks District Council and Sovereign Housing Association with effect from 30 June 2016.
- b. Of the current annual budget of £527,000, the contribution made by Sovereign and West Berkshire amounted to £298,000. It was noted that Sovereign also provided without charge all the back office and administrative costs required to support the service.
- c. Discussion centred around the make-up of the area and whether the service could be divided into two or more smaller hubs, although it was noted that the funding available would result in a diminished service, either by numbers of wardens or by truncating the service level.
- d. It was noted that, despite the short time scale before the current service terminates, no effective platform to consider a future scheme had emerged. The Clerk was asked to set up a meeting with Newbury Town Council in order to progress matters (since the Council meeting, a meeting has been convened for 16 March, chaired by David Smith to explore a re-structured service).
- e. The Chairman thanked David Smith for attending and for his clear, informative summary.

6. Parish Plan.

- a. Following a discussion of the Parish Plan Steering Group held on 16th February it was suggested to recommend that the Group disband but that individual members would continue to support the Parochial Parish Council of St Mary's Church with the hope that other members of the Council would offer similar support.
- b. The recommendation was put as a proposal by Cllr S Westbrook, seconded by Cllr A Agutter and passed unanimously.
- c. It was noted that the Parochial Parish Council were planning a celebration to mark the Queen's 90th Birthday, for which support would be welcomed.

7. Governance Audit

- a. It was reported that two quotations had been received. In addition to circulating the quotes to Members, references for the providers would be taken up, noting that one organisation was recognised by SLCC. Decision was deferred until the next meeting.

8. Planning & Licensing

- a. No applications to consider.

9. Finance & Accounts for Payment

- a. Authorisation for the following payments was requested:
 - i. General
 - 1. £996.00 - Greenham Common Trust (rent March & April, plus broadband fee)
 - 2. £13.95 – mileage expenses, Cllr T King
 - 3. £36.00 – keys cut, Cllr S Westbrook
 - 4. £108.26 – British Telecom , office phone
 - ii. Control Tower
 - 1. £154.00 – Sundog
 - 2. £4,000.00 – Active Heating (replacement cheque, previously made out for £4,778.14)
 - 3. £11,750 – Castle Windows – to be held pending sign-off on satisfactory completion.
 - 4. £44.53 – Thames Water
- b. The payments listed above were proposed by Cllr S Westbrook, seconded by Cllr E Hicks, and passed unanimously.

10. Control Tower

- a. Cllr S Westbrook, in his capacity as Chairman of the Control Tower Committee (CTC) presented a comprehensive report detailing the current position of the project.
 - i. Appointment of a Surveyor

1. Quotations have been received and are currently being evaluated prior to a recommendation to be considered at the next CTC meeting.
- ii. CTC documentation and files
 1. Reported that no files, records, keys or documentation had been passed over from the former Chairman.
- iii. Budget Analysis
 1. Current funds available were shown to be £57,560.
- iv. Budget to complete
 1. Pending the surveyors' report, it was estimated that costs to complete are in the region of £150,000, implying a shortfall of £92,000.
- v. Flat Roof & Guttering
 1. There is evidence of leaking causing damage to suspended ceilings and infrastructure. Quotes for repairs are estimated at between £30,000 and £35,000. Approval for spend will be brought to the Council, in conjunction with item (vi) below.
- vi. Funding
 1. In order to avoid breaching Regulation 4.6 (committing or undertaking expenditure for which funds are not available, an option was tabled to seek a loan from the Public Works Loan Board for £150,000 repayable out of precept over 25 years.
- vii. Listed Building Consents/Planning
 1. Application is necessary to cover such areas as landscaping, the inclusion of a ramp to enable wheelchair access and for the re-instatement of the artefacts. The application fee is £170, plus professional fees estimated at £1,500.
- viii. Nature of Organisation to Operate the Control Tower.
 1. The options presented were:
 - a. A Charitable Company limited by Guarantee, or
 - b. A Charitable Incorporated Organisation (CIO).
 2. In view of the requirement to have this Organisation in place by the planned handover date, option (a) is preferred, as it is understood there are considerable delays in setting up a CIO – in any event, if the Members of the Organisation consider it appropriate at some future point, conversion to a CIO may be carried out.
- ix. Members of the Management Organisation.
 1. Discussion on the make-up of the managing Organisation failed to reach any firm conclusions. The item was carried forward to the next meeting.
- x. Proposals
 1. The following proposals were put to the Meeting:
 - a. Listed Building Consent Application
 - i. Proposed by Cllr S Westbrook, seconded by Cllr Agutter, carried unanimously.
 - b. Application to the Public Works Lona Board for a loan of £150,000, repayable over 25 years.
 - i. Proposed by Cllr S Westbrook, seconded by Cllr Agutter, carried by a majority, Cllrs Hicks and Hay abstaining; none were against.
 - c. Change to Finance Standing procedures to allow payments to be made by Direct Debit, subject to existing mandate requirements.
 - i. Proposed by Cllr S Westbrook, seconded by Cllr Agutter, carried unanimously
 - d. Creation of a Company Limited by Guarantee to act as the Managing Organisation of the Control Tower, such company to apply for Charitable status once established.
 - i. Proposed by Cllr s Westbrook, seconded by Cllr Agutter, carried unanimously.
 - e. The Clerk was tasked with writing, formally, to Cllr Julian Swift-Hook to facilitate the hand-over of all data, documentation, materials, keys and files to the Chairman of the CTC as a matter of urgency, noting these had been previously requested.
 - i. Proposed by Cllr S Westbrook, seconded by Cllr Agutter, carried unanimously, Cllr Barnett abstaining.

11. Any Other Business

- a. Links with Newbury Racecourse.
 - i. It was noted that contact with the Racecourse appears to have diminished. The Clerk was asked to re-open links.
- b. Training courses
 - i. It was reported that various training courses were available to assist new Councillors and, perhaps, refresh others. Details are available via the Clerk or Cllr King.
- c. Councillor's Biographies
 - i. It was felt that a short (200 words) biograph by each councillor, available to be viewed by each, would help in understanding individual positions in handling council business. It was requested these be forwarded to the Clerk for collation.

12. The meeting closed at 10.24pm