

24th April 2026

To Councillors: Chris Hood, Roger Hunneman, Vaughan Miller, Graham Storey, Meg Thomas and Martha Vickers.

Dear Councillors,

You are summoned to attend a meeting of the **Victoria Park Projects Sub Committee on Thursday 30th April 2026 at 7:30pm**. The meeting will be held in the Elsie Kimber Room, Newbury Town Hall, Market Place, Newbury, RG14 5AA.

The meeting is open to the press and public and will be streamed via Zoom: Link to join meeting is below.

<https://us02web.zoom.us/j/89508622067?pwd=2CPncQjeMjZOKCYESQCbHLfxwaalo0.1>

Meeting ID: 895 0862 2067

Password: 173589

Toby Miles-Mallowan

Toby Miles-Mallowan
Chief Executive Officer

AGENDA

- 1. Apologies**
- 2. Declarations of Interest and Dispensations**
To receive any declarations of interest relating to business to be conducted in this meeting and confirmation of any relevant dispensations.
- 3. Minutes (Appendix 1)**
To approve the Victoria Park Projects Sub-Committee meeting minutes of Thursday 12th March 2026.
- 4. Questions and Petitions from Members of the Public**
Questions, in writing, must be with the Services Delivery Manger by 2pm on Monday 27th April 2026.
- 5. Members' Questions and Petitions**
Questions, in writing, must be with the Services Delivery Manager by 2pm on Monday 27th April 2026.
- 6. Café Project Update and Café Project Budget Management (Appendix 2)**
To receive a report on progress and budget management.


7. Park Run Update


To **receive** an update for Park Run.

8. Forward Work Programme for the Sub-Committee (Appendix 3)

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Town Hall, Market Place, Newbury, RG14 5AA

 (01635) 35486

 (01635) 40484

 @NewburyTC

 towncouncil@newbury.gov.uk

 www.newbury.gov.uk

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MINUTES OF A MEETING OF VICTORIA PARK PROJECTS SUB-COMMITTEE (VPPSC) HELD IN THE ELSIE KIMBER ROOM, NEWBURY TOWN HALL, MARKET PLACE, NEWBURY ON THURSDAY 12th MARCH 2026 AT 7.30PM.

PRESENT

Councillors: Chris Hood, Roger Hunneman, (Chairperson), Vaughan Miller, Graham Storey,

IN ATTENDANCE

Toby Miles-Mallowan (Chief Executive Officer)

1. APOLOGIES FOR ABSENCE

Councillors: Meg Thomas & Martha Vickers

2. DECLARATIONS OF INTEREST

There were no declarations of interest.

3. MINUTES

PROPOSED: Councillor Storey

SECONDED: Councillor Miller

RESOLVED: That the minutes of the meeting of the Victoria Park Projects Sub-Committee held on Wednesday 4th February 2026, be approved, and signed by the Chairperson.

4. QUESTIONS AND PETITIONS FROM MEMBERS OF THE PUBLIC

There were none.

5. MEMBERS' QUESTIONS AND PETITIONS

There were none.

6. CAFÉ PROJECT UPDATE

Committee **received** a report from the Chief Executive Officer.

7. CAFÉ PROJECT BUDGET MANAGEMENT

Committee received a budget update from the Chief Executive Officer.

8. FORWARD WORK PROGRAMME

The Forward Work Programme was **noted**. **David Harma**

10. NEXT MEETING

The next meeting to be held week commencing 27th April 2026.

THERE BEING NO OTHER BUSINESS THE CHAIR DECLARED THE MEETING CLOSED AT 20:25.

Victoria Park Café Refurbishment Report

Project Overview

The refurbishment of the Victoria Park Café is progressing well and is now nearing completion. The project has reached an advanced stage, with key installation and compliance milestones either completed or scheduled imminently. Subject to final approvals and sign-off, the café is expected to be ready for opening in time for the May Day Bank Holiday weekend.

Kitchen Installation

The kitchen installation has been completed in April 2026. This represents a significant milestone in the programme, enabling final commissioning, testing, and operational readiness activities to proceed.

Fire Strategy Assessment

A fire strategy assessment is scheduled for 30 April 2026. This assessment is a critical compliance requirement and will inform any final adjustments needed to ensure the premises meets all relevant safety standards prior to opening.

Contract Sign-Off

The contract is due to be formally signed off on Wednesday, 29 April 2026. This will mark the official completion of the main works phase, subject to any minor snagging items.

Programme and Opening Timetable

With the above milestones in place, the project remains on track. It is anticipated that, pending successful completion of the fire strategy assessment and resolution of any final issues, the café will be operational and ready to open for the May Day Bank Holiday weekend.

Financial Position

Overall project expenditure remains within the allocated financial framework, with contingency and reserve balances still available to support any final costs or post-completion adjustments. The presence of both contingency and reserve funds provides a stable financial position as the project approaches completion.

Conclusion

The Victoria Park Café refurbishment is approaching completion, with all major works substantially delivered. Key compliance and contractual milestones are scheduled within the final week of April 2026. Provided these are successfully achieved, the project is well positioned to meet its target opening for the May Day Bank Holiday weekend.

The project remains financially controlled, with adequate reserves in place, and is progressing in line with expectations toward operational readiness.

Parkrun

Parkrun commenced in Victoria Park on Saturday, 18th April 2026 after its winter hiatus. The first session ran successfully on its new modified route, this event saw 345 runners, with 35 volunteers.

- 40% of runners were female (against national of 38%)
- 69% were first time runners at Victoria Park
- 1 new runner to parkrun.

The successful launch of Parkrun demonstrates strong early engagement with the park and is expected to compliment the café operations by increasing regular footfall and community use.

Forward Work Programme for Victoria Park Projects Sub-Committee: 30th April 2026

Standing Items on each (ordinary meeting) agenda:

1. Apologies
2. Declarations of Interests and Dispensations
- 3.1 Approval of Minutes of previous meeting
- 3.2 Officer's report on actions from previous meeting
4. Questions/Petitions from members of the Public
5. Questions/Petitions from Members of the Council
6. Agenda item (s)
7. Forward Work Programme (last item on agenda)

At the first Committee meeting after the May annual meeting of the Council	Election of Chair/ Deputy
	Approval of ToRs and memberships of Working Groups
June/September/December/March (Quarterly)	Annual Budget, Quarterly Monitoring, Summary Report.
Each November	Review of KPI's for Committee / sub committee
	Send Budget and Strategy proposals to RFO
FY 2025/26	
2 nd June 2025	<ul style="list-style-type: none"> - Change of Sub Committee Name - ToR's Approval - Café Update
9 th July 2025	<ul style="list-style-type: none"> - Café Update
11 th August 2025	<ul style="list-style-type: none"> - Café Update
27 th August 2025	<ul style="list-style-type: none"> - Café Update - Football Options Victoria Park
22 nd Sept 2025	<ul style="list-style-type: none"> - Café Update
October – No meeting	<ul style="list-style-type: none"> - Café Update - Budget Proposals and Priorities inc Boules Project VP & Training Bike Track Project – City Rec is outside this committee brief but will be captured in the CS Committee work content
November 3 rd & 10 th 2025	<ul style="list-style-type: none"> - KPI's (no metrics in place a present) - Budget Proposals / additional EO meeting booked
December 03.12.25	<ul style="list-style-type: none"> - Café Update - Park Run Update
January 5 th 2026.	<ul style="list-style-type: none"> - Café Update and Promotional strategy for the Café launch - Park Run update
February 4 th 2026	<ul style="list-style-type: none"> - Café Update & Handover to Client NTC
March 4 th 2026	<ul style="list-style-type: none"> - Café Update, Soft opening until April - Agenda item , “Wed 4th Mar 26 (Review here should further meetings be required for this project).”
April 30 th 2026	<ul style="list-style-type: none"> - Café Update - Park Run