

14th April 2025

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

Substitute Councillors: Alistair Bounds, Jo Day, Sam Dibas, Ian Jee, Steve Masters & Sarah Slack

Dear Councillors,

You are summoned to attend a meeting of the **Victoria Park Sub Committee** on **Tuesday 22nd April 2025 at 7:30pm**. The meeting will be held in the Council Chamber, Newbury Town Hall, Market Place, Newbury, RG14 5AA. The meeting is open to the press and public and will be streamed via Zoom:

Join Zoom Meeting

<https://us02web.zoom.us/j/89550915607?pwd=NexNgFnw1sbxY7lqeUsqqQbUH9Cs02.1>

Meeting ID: 895 5091 5607

Passcode: 657831

Martin Kavanagh
Services Delivery Manager

AGENDA

1. Apologies

CEO

2. Declarations of Interest and Dispensations

CEO

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)

Chair

To approve the minutes of a meeting of the Victoria Park Sub-Committee held on Wednesday 12th February 2025.

4. Questions and Petitions from Members of the Public

Chair

Questions, in writing, must be with the Services Delivery Manager by 2pm on Monday 21st April 2025.

5. Members' Questions and Petitions

Chair

Questions, in writing, must be with the Services Delivery Manager by 2pm on Monday 21st April 2025. (See Agenda item 8)

6. Park Run Proposal Update (Appendix 2)

CEO

To receive Park Run update

7. Exclusion of the Press and Public

Chair

To move 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 financial business to be transacted.

8. Café Project Verbal Update & Answers to specific questions raised (Appendix 3)

CEO & Project Manager (Mr Neil Cook)

To receive Café Monthly Report including planning consent and tender process timetable

To approve Tender Audit Team Personnel

To note Tender timetable to formal invitation to tender

If you would prefer a paper copy or large print copy of this document, please request this at Newbury Town Hall reception desk.

**MINUTES OF A MEETING OF VICTORIA PARK SUB-COMMITTEE HELD IN THE COUNCIL CHAMBER,
NEWBURY TOWN COUNCIL, MARKET PLACE, NEWBURY ON
WEDNESDAY 03rd MARCH 2025 AT 7.30PM.**

PRESENT

Councillors, Chirs Hood, Roger Hunneman, David Marsh (sub), Gary Norman and Meg Thomas.

In Attendance

Martin Kavanagh, Services Delivery Manager (SDM).

1. APOLOGIES

Councillor: Graham Storey (substitute is David Marsh).

Absent: Councillors Sarah Slack and Martha Vickers.

2. DECLARATIONS OF INTEREST

The SDM declared that Councillor, David Marsh who is also Members of West Berkshire Council, which is declared as a general interest on their behalf and a dispensation is in place to allow them to partake in discussions relating to West Berkshire Council business.

3. MINUTES

PROPOSED: Councillor Miiler

SECONDED: Councillor Thomas

RESOLVED: That the minutes of the meeting of the Victoria Park Sub-Committee held on Monday 12th February 2025, be approved, and signed by the Chairperson.

4. QUESTIONS AND PETITIONS FROM MEMBERS OF THE PUBLIC

There were no questions or petitions received from Members of the Public.

5. MEMBERS' QUESTIONS AND PETITIONS

There were no questions or petitions received from Members.

6. EXCLUSION OF PRESS AND PUBLIC

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 financial business to be transacted.

7 CAFÉ PROJECT UPDATE

Members received an update from the SDM and noted that the Planning Application determination date for ([24/02510/FUL](#)) had been pushed back by West Berkshire Council. The new target date for determination is 11th April 2025. The members requested further information around:

- A further update of the target timescales (plan) to better reflect the current position
- Assumptions of timescales
- Risk log of activities
- Officers to source temporary hot & cold drinks, and ice cream provision over the summer months in particularly – feedback to members if there is a financial budget impact before confirming with the chosen contractor.

INVITATION TO PROJECT MANAGER

PROPOSED: Councillor Miller

SECONDED: Councillor Thomas

RESOLVED: Invite the café project PM to present revised target timeline at the next meeting of Monday 07.04.2025

13. PARK RUN

The SDM provided an update on the potential for Park Run to use Victoria Park in addition to the existing site at Greenham Common.

The members are in principle in favour of the park run proposition subject to further clarification on

- Confirmation that the route in its entirety is within our jurisdiction, i.e. it is land we already within our control.
- What impact will between 150 to 400 people running the proposed route have in terms of its wear and tear particularly the grassed area of the route. concern was raised from a H & S viewpoint. (slips/trips/ falls)
- Financial clarification in three key areas following the briefing paper
 - What is the start up ask from NTC and how do we resource it, if approved?
 - What if any is the ongoing financial support is required after the initial start up funding in year one and indeed subsequent years
 - What budget impact would the remedial works to the grassed areas of the route be? Concern is based around the wear and tear impact here.

THERE BEING NO OTHER BUSINESS THE CHAIRPERSON DECLARED THE MEETING CLOSED AT 09:10HRS

CHAIRPERSON

Signature: _____ Date: _____

Agenda Item 6 Park Run Update *Services*

Delivery Manager

To note Responses to the last meeting questions:

- Grass Maintenance – we will manage this in the same way we manage football pitches
- Health and Safety – Park run, will have Marshalls at regular points throughout the course. There will be trained first aiders amongst the Marshalls on the course. They have their own medical equipment including defibrillator.
- Marshalls: all Marshalls receive induction training and first aid (one of the reasons for the £6K startup costs).
- NTC and Parkrun will meet regularly to review participation and impact on park.

Parkrun have been doing this for a long time and manage events with pedestrians/horse riders/ cyclists/ film sets (black park) very successfully.