

27th October 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 and Sarah Slack.

Dear Councillors,

You are summoned to attend a meeting of the **Victoria Park Projects Sub Committee** on **Monday 3rd November 2025 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:

<https://us02web.zoom.us/j/82839503802?pwd=eqy9TGxi5IOQ4AgipgF78QjgtbM17I.1>

Meeting ID: 828 3950 3802

Passcode: 032009

Martin Kavanagh

Martin Kavanagh
Services Delivery Manager

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 held on Wednesday 27th August 2025.
- 4. Questions and Petitions from Members of the Public**
Questions, in writing, must be with the Services Delivery Manager by 2pm on Friday 31st October 2025.
- 5. Members' Questions and Petitions**
Questions, in writing, must be with the Services Delivery Manager by 2pm on Friday 31st October 2025.
- 6. Café Project Update (Appendix 2)**
To receive a progress report and updated draft project plan

7. Cafe Project Budget Management (Appendix 3)

To receive a report on funding opportunities for the Victoria Park Cafe development

To acknowledge the payment process and schedule for staged contractor payments and the forward planned meeting schedule to assist with Councillors continued financial oversight of the project.

8. Football in Victoria Park & Park Run (Appendix 4)

To receive a progress report for football in Victoria Park, regarding

football pitch layouts, temporary storage compound / longer term plan for a dedicated compound and establish Victoria Park Football Infrastructure budget. Also the early feedback on the runaway success of Park Run and additional Christmas day event.

9. Forward Work Programme for the Sub-Committee (Appendix 5)

To propose any new items for consideration that Members wish to add to the Forward Work Programme.

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 PROJECTS SUB-COMMITTEE (VPPSC) HELD IN THE
COUNCIL CHAMBER, NEWBURY TOWN COUNCIL, MARKET PLACE, NEWBURY ON
WEDNESDAY 27th AUGUST 2025 AT 7.30PM.**

PRESENT

Councillors, Chris Hood, Roger Hunneman (Chairperson), Vaughan Miller, Graham Storey and Meg Thomas

IN ATTENDANCE

Services Delivery Manager (SDM)

1. APOLOGIES FOR ABSENCE

Councillor Martha Vickers

2. DECLARATIONS OF INTEREST

There were no declarations of interest.

3. MINUTES

PROPOSED: Councillor Storey

SECONDED: Councillor Thomas

RESOLVED: That the minutes of the meeting of the Victoria Park Projects Sub-Committee held on Monday 11th August 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. CAFÉ PROJECT UPDATE

Members received the project update including an updated project plan. It was noted that timescales correspond with the original data in the tender

RESOLVED:

1. Officers to provide clarity on milestones for staged contractor payments and payment approvals process, thereafter monthly VPPSC meetings timetable will be agreed and scheduled
2. Prioritise the issue the letter of intent to ensure a prompt start by the contractor
3. Councillors to have sight of the contract, before issuance
4. Officers recommendation to move the Pergola provision into the next financial year was not taken up. (See item 7 Resolution on next page)

7. CAFÉ PROJECT BUDGET MANAGEMENT

PROPOSED: Councillor Storey

SECONDED: Councillor Thomas

RESOLVED: The officers recommendation/proposal of moving the provision of a Pergola into early FY 2026/27 Budget was not taken up on this occasion. The preference is to progress the grant funding and additional CIL options, while also adopting the cost saving Canvas Pergola option to support the funding of the Pergola. Subject to sign off by the relevant Committees and Senior Officers/budget holders.

8. FOOTBALL IN VICTORIA PARK

Members having carefully considered the Football Options Report

PROPOSED Cllr Miller

SECONDED Cllr Thomas

RESOLVED Football Pitches Project to be added to the Forward Work Programme and to proceed with **Option B**, and specifically to resolve outstanding issues on pitch sizes, health & safety / risk mitigation issues, provision of secure storage and establishing a dedicated budget code for this project, in line with the comprehensive option report presented.

AGREED in principle and recommend, we amend the £2000 EMR 437 (4862/346) budget to become the Victoria Park Football Infrastructure budget.

AGREED to specifically review and resolve the 7 a side pitch dimensions to meet the H & S considerations highlighted by the SDM.

9. FORWARD WORK PROGRAMME

PROPOSED: Councillor Hunneman

SECONDED: Councillor Storey

NOTED The Boules project in addition to the Football Pitches Project has been added to the Work Programme for future consideration

AGREED The Training Bike Track Project (City Recreational Ground), be passed to the CS Committee, as it is outside this Committee's remit.

9 NEXT MEETING / SUBSEQUENT CAFÉ MEETINGS

PROPOSED: Councillor Hunneman

SECONDED: Councillor Thomas

RESOLVED: The next meeting date will be triggered by the “Milestones” of the Café Project these are yet to be specified at this early stage. Once established (next two / three weeks). Data to be shared with the Committee.

THERE BEING NO OTHER BUSINESS THE CHAIRPERSON DECLARED THE MEETING CLOSED AT 9.36 pm.

CHAIRPERSON

Signature: _____ Date: _____

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

Agenda Item 6, Café Update Report

Summary

The contractor Maspace has made a good start to the project and has displayed extremity high standards of site operations. With regard to H & S Issues no accidents or near misses have been reported.

Construction

Is ahead of the planned targets and significant physical appearance changes are planned in the next three weeks when the roof works and internal blockwork will be completed and apertures will start to be fitted with either windows or doors.

Copy of the Updated Plan

At the time of writing this is being completed and will follow this report.

Finance

Monthly staged payments are now in place with our Quantity Surveyor inspecting monthly and issuing a payment certificate for works completed. We will schedule our monthly VPPSC meetings going forward to provide this data to you during the first week of the month between now and the end of March / April 26.

Café Operator Lease

We have asked for a new draft lease to be prepared for your consideration for the next meeting (if not before). The exact commercial details are confidential at this time and it is proposed once we have the draft lease we will all have the opportunity to review and discuss further under Part 11 Conditions.

Scope of Food, Drink, and Event Operations

Discussions, site visits, and meetings with the prospective operator have been ongoing over the past three months. As is often the case, the finer details are now emerging as we move into design, layout, and service installation planning.

At our most recent site meeting, we focused on the **internal layout, utilities, and first-fit design** to confirm whether the final equipment list and operational requirements of the Café operator can be accommodated. Space remains at a premium, and we continue to assess **electrical capacity and loading constraints** carefully.

The operator is currently reviewing the **scope of the food and beverage offer**, recognising that the available kitchen area is smaller than in the earlier proposal. They remain committed to delivering a **quality, affordable, sustainable, and healthy menu**, complemented by popular café staples, in line with the aims and objectives previously agreed.

Storage requirements—including provision a **freezer, chiller and racking unit in the Air Raid Shelter area**—are being assessed to ensure efficient use of space.

Community and Partnership Links

We are also encouraging **collaborative and promotional opportunities** between the **Mini Golf operator**, **Park Run organisers**, and the **Café operator**, to strengthen community engagement and enhance the visitor experience within Victoria Park.

Also please refer members questions for additional information re the toilets and air raid shelter updates.

Communications

We are providing weekly updates as to site progress and H & S in addition to these monthly updates. Last week's update to follow under separate cover later.

Additional Planned Committee Meetings Nov 25 through Apl 26

We are planning monthly meetings through the duration of the project for the Community Café. please refer to the information on the next page regarding **each new date for your diaries**. I have had other comments regarding changes, so the attached list you may find useful should you sit on more than just VPSSC. Apologies the Committee name is incorrect I will ask for this to be corrected from VPSC to VPPSC

Or

You can view a live copy on line using this link...

<https://www.newbury.gov.uk/media/hlrbsy1w/schedule-of-meetings-2025-26.pdf>

In summary the new dates are:

Mon 3rd Nov 25

Mon 10th Nov 25 (Extraordinary)

Mon 3rd Dec 25

Mon 5th Jan 26

Wed 4th Feb 26

Wed 4th Mar 26 (Review here should further meetings be required)

Wed 1st Apl 26

Should we need additional meetings the 4th Mar meeting to be the review date

Martin Kavanagh

Newbury Town Council
Schedule of Meetings for the Municipal Year 2025/2026
2025

Day	Date	Agenda	Lead Officer	Meetings	Notes
Sun	11 May	6 May	CEO/CSM	Annual Meeting and Mayor Making	5
Mon	19 May	13 May	CC	Planning & Highways Committee	
Wed	21 May	15 May	SDM	Climate Emergency Sub Committee	
Mon	2 June	27 May	SDM	Victoria Park Projects Sub Committee	
Mon	9 June	3 June	RFO	Policy & Resources Committee	
Mon	16 June	10 June	CC	Planning & Highways Committee	
Mon	23 June	17 June	CEO	Full Council	1
Thu	26 June	20 June	RFO	Grants Sub-Committee	
Mon	30 June	24 June	CSM	Civic Pride, Arts & Culture Committee	
Mon	7 July	1 July	CC	Planning & Highways Committee	
Wed	9 July	3 July	SDM	Victoria Park Projects Sub Committee	CANCELLED
Mon	14 July	8 July	SDM	Community Services Committee	
Wed	30 July	24 July	CEO	EO Full Council	
Mon	4 Aug	29 July	CC	Planning & Highways Committee	
Mon	11 Aug	5 Aug	SDM	Victoria Park Projects Sub Committee	
Wed	27 Aug	21 Aug	CEO	Victoria Park Projects Sub Committee	
Mon	1 Sep	26 Aug	CC	Planning & Highways Committee	
Mon	8 Sep	2 Sept	CSM	Civic Pride, Arts & Culture Committee	
Mon	15 Sep	9 Sep	SDM	Community Services Committee	
Mon	22 Sep	16 Sep	SDM	Victoria Park Projects Sub Committee	
Mon	29 Sep	23 Sep	CC	Planning & Highways Committee	
Wed	6 Oct	30 Sep	SDM	Climate Emergency Sub Committee	
Mon	13 Oct	7 Oct	RFO	Policy & Resources Committee	
Mon	20 Oct	14 Oct	CEO	Full Council	
Mon	27 Oct	21 Oct	CC	Planning & Highways Committee	
Mon	3 Nov	28 Oct	SDM	Victoria Park Projects Sub Committee	
Mon	10 Nov	4 Nov	SDM	EO Climate Emergency Sub Committee	2
Mon	10 Nov	4 Nov	SDM	EO Victoria Park Projects Sub Committee	2
Mon	10 Nov	4 Nov	SDM	EO Community Services Committee	2
Mon	17 Nov	11 Nov	RFO	Grants Sub-Committee	
Mon	24 Nov	18 Nov	CC	Planning & Highways Committee	2
Mon	1 Dec	25 Nov	CSM	Civic Pride, Arts & Culture Committee	2
Wed	3 Dec	27 Nov	SDM	Victoria Park Projects Sub Committee	
Mon	15 Dec	9 Dec	SDM	Community Services Committee	
Mon	22 Dec	12 Dec	CC	Planning & Highways Committee	

2026

Mon	5 Jan	30 Dec	SDM	Victoria Park Projects Sub Committee	
Wed	7 Jan	2 Jan	SDM	Climate Emergency Sub Committee	
Mon	12 Jan	6 Jan	CC	Planning & Highways Committee	
Mon	19 Jan	13 Jan	RFO	Policy & Resources Committee	3
Mon	26 Jan	20 Jan	CEO	Full Council	4
Wed	4 Feb	29 Jan	SDM	Victoria Park Projects Sub Committee	
Mon	9 Feb	3 Feb	CC	Planning & Highways Committee	
Mon	16 Feb	11 Feb	CSM	Civic Pride, Arts & Culture Committee	
Mon	23 Feb	17 Feb	RFO	Grants Sub-Committee (if required)	
Wed	4 Mar	26 Feb	SDM	Victoria Park Projects Sub Committee	
Mon	9 Mar	3 Mar	CC	Planning & Highways Committee	
Mon	16 Mar	10 Mar	CEO	Annual Town Meeting	
Mon	30 Mar	24 Mar	SDM	Community Services Committee	
Wed	1 Apr	26 Mar	SDM	Victoria Park Projects Sub Committee	
Wed	8 Apr	2 Apr	SDM	Climate Emergency Sub Committee	
Mon	13 Apr	7 Apr	CC	Planning & Highways Committee	
Mon	20 Apr	14 Apr	CEO	Policy & Resources Committee	
Wed	6 May	30 Apr	CEO	Full Council	
Sun	10 May	5 May	CEO/CSM	Annual Meeting and Mayor Making	5

Budget Management

Minor adjustments are required to maintain the project within budget and the following have been investigated and/or implemented.

1. Pergola, alternative designs verbal report by Toby Miles - Mallowan
2. Members Grant Funding, update from Cllr Miller
3. Changing Places, verbal update on grants and competitive quotes by Toby Miles – Mallowan
4. Investigate if any CIL funding available update
5. Review other projects budgets ongoing
6. Staged payments now agreed and in place (refer to earlier report on this subject)
7. Materials cost inflation continues to increase and limit our purchasing capacity as we continue to look for the most cost-effective solutions
8. The good news is “value engineering” continues to yield cost savings to offset some of the inflationary pressures we are facing
9. Councillors financial oversight process in place and a new meeting schedule has been published to support the staged payment process and will synchronise with the contractual staged payment cycle. and overall budget management/oversight

This will be ongoing process to ensure we have financial control of all aspects of the project that we control.

Victoria Park Football & Park Run Updates:

Football:

Significant progress has been achieved since the last report on options we presented. We have revised pitch layouts to facilitate both one Nine -A-Side pitch and one Seven -A -Side pitch. This in effect gives access to junior football to almost twice as many young people. It also facilitated the first ever “ALL GIRLS” match being played in Victoria Park. This is a significant milestone for both Newbury Town Council to facilitate this and CSA 07 (the Club) to able to fulfil their vision of having the capacity to provide a platform for “ALL GIRLS FOOTBALL” in Newbury.

A significant amount of work went into achieving this and outside of the stakeholders Community Services Officers, John O Conner (our ground maintenance contractor) the mini golf operator was very helpful, the cafe contractor went the extra mile with more than a helping hand on more one occasion. A great example of collaborative working.in Victoria Park!

This will benefit more youth team football, both boys and girls in the parish and beyond. There are plans being drawn up now by the club for a summer youth football tournament event proposal for us to consider.

Park Run

This has been a runaway success literally! In four weeks, we have welcomed over 1550 runners to our “jewel in the crown” Victoria Park. We anticipate these figures will drop back as the weather turns and the novelty of running a new circuit ebb away. All the feedback from the organisers and runners has been extremely positive.

One cautionary note however is we need to consider carefully the wear and tear impact of this high level of participation particularly on the grassed areas of the circuit going into the autumn/winter season

This runaway success has not gone unnoticed by the local media, who have featured this quite heavily.

Another positive is both of these activities have significantly increased not only the vibrancy of the park but also the social value we have created.

Finally thank you to everyone from you the Committee... to boots on the ground for doubling down to deliver these significant opportunities into the parish of Newbury.

Forward Work Programme for Victoria Park Projects Sub-Committee: 3rd November 2025

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
7. Agenda item
8. Agenda item
9. 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
2025	
2 nd June 2025	- Change of Sub Committee Name - ToR's Approval - Café Update
9 th July 2025	- Café Update
11 th August 2025	- Café Update -
27 th August 2025	- Café Update - Football Options Victoria Park
22 nd Sept 2025	- Café Update
October TBA	- 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 TBA	- KPI's (no metrics in place a present) - Budget Proposals / additional EO meeting booked
December TBA	- Café Update - Park Run Update
January TBA	- Café Update and Promotional strategy for the new Café launch - Park Run update
February TBA	- Café Update & Handover to Client NTC
March TBA	- Café Update, Soft opening until April - Agenda item , "Wed 4th Mar 26 (Review here should further meetings be required for this project)."