

25 June 2021

**To: Cllrs Martin Colston, Sarah Slack, Roger Hunneman; Jon Gage, Jeff Beck; Nigel Foot; Chris Foster David Marsh; Martha Vickers (CS Committee Members)**

Dear Councillors,

You are summoned to attend a meeting of **Newbury Town Council's Victoria Park Subcommittee** to be held on **Thursday July 1<sup>st</sup> 2021, 7.30 pm in the Chamber, Town Hall, Newbury, Berks, RG14 5AA.**

The meeting is open to the press and public.

Yours sincerely,

**David W Ingram**  
**Community Services Manager**

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## AGENDA

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- 1. Apologies for absence**  
*Community Services Manager*
- 2. Declarations of Interest**  
*Chair/ Community Services Manager*  
**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*  
**3.1 To approve** the minutes of a meeting of Victoria Park sub-Committee held on 11<sup>th</sup> February 2021 (**Appendix 1**).
- 4. Questions and Petitions from Members of the Public**  
*Chair/ Community Services Manager*  
(Questions, in writing, must be with the CSM by 2.00 pm on Thursday 1<sup>st</sup> July 2021)
- 5. Members' Questions and Petitions**  
*Chair/ Community Services Manager*  
(Questions, in writing, must be with the CSM by 2.00 pm on Thursday 1<sup>st</sup> July 2021)

- 6. Café Planning Update**

*Chair*

**To receive:** an update on Planning Application progress

**7. Part 2, Exclusion of the Public**

*Chair*

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 (agenda item 7) because publicity would be prejudicial to the public interest by reason of the confidential commercial & financial nature of the business to be transacted.

**8. Community Services Managers update Report (Appendix 2)**

*Community Services Manager*

**To receive** the Community Services Managers, update on this project

**9. 9.1 Selection of an Operator / Tenant**

*Chair*

9.1.1 **To approve** the selectin of chosen Operators to attend interview / selection Panel for taking a Tenancy on the Café once constructed.

9.1.2 **To select** a panel of Members to form the Operator interview / selection Panel for taking a Tenancy on the Café once constructed.

**9.2 Building Regulations submission & Tender stage.**

*Chair*

9.2.1 **To confirm approval** the instruction to go to seek Building Regulations approval for the build project.

9.2.2 **To request** the Principal Designer to produce a Project Plan & timetable for circulation to this sub-Committee

9.2.3 **To confirm approval** for the build-up of a Tender specification to suit a traditional build based on a JCT Form of Building Contract (without Quantities) as set out in the RIBA Scope of Works Stages 3-5 and Report Tender return to this Committee

*David W Ingram*

*Community Services Manager*

*Newbury Town Council*

*24<sup>th</sup> June 2021*

**MINUTES OF A MEETING OF THE VICTORIA PARK SUB COMMITTEE HELD VIA Zoom  
Conferencing  
ON Thursday 11<sup>th</sup> February 2021 at 7.00PM**

**PRESENT**

Councillors; Roger Hunneman, Jon Gage; Nigel Foot; Jeff Beck, Sarah Slack, Martin Colston

**In Attendance**

David Ingram, Community Services Manager

Hugh Peacocke, Chief Executive Officer

1. **Apologies:** Cllr Billy Drummond, David Marsh, Martha Vickers

**2. DECLARATIONS OF INTEREST AND DISPENSATIONS**

The Community Services Manager declared that Councillors Jeff Beck 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 (Appendix 1 & 2)**

Chair

**3.1 To approve the minutes of a meeting of Victoria Park sub-Committee held on 19th June 2020 (appendix 1).**

Recommended: Cllr Martin Colston

Seconded: Cllr Jeff Beck

Unanimously approved.

**3.2 To note the Report to and Draft minutes of Full Council of 1st Feb 2021 (appendix 2).**

Noted by Members.

**3. Questions and Petitions from members of the Public.**

None submitted.

**4. Members Questions & petitions**

None received.

**5. Café Planning Update**

Chair

The current position with the Council's application 20/02294/COMIND Community Cafe in Victoria Park was discussed. West Berkshire Council had been given an extension in time for determination to 10<sup>th</sup> Feb 2021. At this date, no communications had been received, the Planning Portal shows that the Applications has yet to be determined.

Members agreed that the previous decision to allow West Berkshire Planners time to deal with the application was to be extended until end Friday 19<sup>th</sup> February 2021.

**Recommendation:** allow West Berkshire Council until close of business Friday 19<sup>th</sup> February to determine the application submitted we agreed without a vote.

## 5. Part 2 – Exclusion of the Public

Under Section 1, Paragraph 2 of The Public Bodies (Admission to Meetings) Act 1960 exclude the press and public from the meeting for the following items of business because publicity would be prejudicial to the public interest because of the confidential financial nature of the business to be transacted.

Proposed: Cllr Jeff Beck  
Seconded: Cllr Nigel Foot  
Unanimously agreed.

## 6. COMMUNITY SERVICES MANAGERS REPORT

The Community Services Manager's Report, Appendix 3 was noted.  
Members discussed the issues raised.

### Resolved:

#### 9. 9.1 Selection of an Operator / Tenant

##### *Chair*

The Community Services Manager outlined the proposal to hold a semi formal pre bid Workshop of those who might be interested in making a rental bid for the Lease to the Café. Suggestions for its operations, the provision of a Justices on License, food offering options were all discussed. The options for bid submission & scoring matrix were discussed. It was proposed that the Workshop should be open to all Sub Committee Members to partake. The Community Services Manager would circulate a Members briefing note.

9.1.1 **To approve** the setting up of an informal open event allowing prospective Operators to hear from the Council how it sees the Café operating and to take questions.

Proposed: Cllr Martin Colston  
Seconded Cllr Jeff Beck  
Unanimously approved.

9.1.2 **To allow all** Members to attend the Workshop to take place on Wednesday 24<sup>th</sup> February 2021 at 8pm,  
Proposed: Cllr Martin Colston  
Seconded Cllr Jon Gage  
Unanimously approved.

## **9.2 Building Regulations submission & Tender stage.**

Chair

The Community Services Manager outline the reason behind the proposed change of Contacting Form to the Joint Contracts Tribunal Standard Form of Building Contract to give the Council & its project Team more control over the design, specifications, and cost of the projects due to its key Carbon neutral & environmentally credential needs. Any instruction to proceed beyond the current stage is subject to Planning being granted & that any Conditions are reasonable and can be discharged without further delays to the Draft Project Plan.

9.2.1 **To approve** the instruction to go to seek Building Regulations approval for the build project.

Proposed: Cllr Martin Colston  
Seconded: Cllr John Gage  
Unanimously approved.

9.2.2 **To request** the Principal Designer to produce a Project Plan & timetable for circulation to this sub-Committee.

Proposed: Cllr Nigel Foot  
Seconded: Cllr Martin Colston  
Unanimously approved.

9.2.3 **To approve** the build-up of a Tender specification to suit a traditional build based on a JCT Form of Building Contract (without Quantities) as set out in the RIBA Scope of Works Stages 3-5 and Report Tender return to this Committee.

Proposed: Cllr Jeff Beck  
Seconded: Cllr Martin Colston  
Unanimously approved.

## **9.3 Public Works Loan Board**

Chair

The Community Services Manager & Chief Executive Officer outlined the Project Funding requirements & the in-principle agreement to seek a loan to support the Council's own funding for this project out of Reserves held. The cost of borrowing from the Public Works Loan Board had recently been reduced. The repayment costs and the ability to repay the Loan of a proposed 25 years Agreement were discussed. The process including Public Consultations was outlined.

**9.3.1 To approve** the Council consulting the public on a proposal to raise a loan in the sum of £250,000.

Proposed: Cllr Martin Colston

Seconded: Cllr Jeff Beck

Unanimously approved.

**THERE BEING NO OTHER BUSINESS THE CHAIRPERSON THANKED ALL THOSE IN ATTENDANCE AND DECLARED THE MEETING CLOSED AT 8.30 pm.**

**CHAIRPERSON**