

19<sup>th</sup> August 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 **Wednesday 27<sup>th</sup> August 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:

<https://us02web.zoom.us/j/81209741516?pwd=ofZapSf8wBc3ktQp5LdQNwHGn3XQgk.1>

Meeting ID: 812 0974 1516      Passcode: 487105

*Martin Kavanagh*

**Martin Kavanagh**  
**Services Delivery Manager**

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## **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 Sub-Committee held on Monday 11<sup>th</sup> August 2025.

**4. Questions and Petitions from Members of the Public**

Questions, in writing, must be with the Services Delivery Manager by 2pm on Tuesday 26<sup>th</sup> August 2025.

**5. Members' Questions and Petitions**

Questions, in writing, must be with the Services Delivery Manager by 2pm on Tuesday 26<sup>th</sup> August 2025.

**6. Café Project Update (Appendix 2)**

**To receive** a progress report

**7. Cafe Project Budget Management (Appendix 3)**

**To receive** a report on funding opportunities for the Victoria Park Cafe development.  
**To agree** additional funding proposals

**8. Football in Victoria Park (Appendix 4)**

**To receive** an options report for football in Victoria Park

**To agree** a to amend the ... budget to become the Victoria Park Football Infrastructure budget.

**To agree** to Vire additional funds from ... budget to the Victoria Park Football Infrastructure budget.

**To agree** football pitch layouts in Victoria Park

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

**To propose** any new items for consideration that Members resolve 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 MONDAY 11<sup>th</sup> AUGUST 2025 AT 7.30PM.**

**PRESENT**

Councillors, Chris Hood, Roger Hunneman (Chairperson), Graham Storey, Gary Norman and Meg Thomas

**IN ATTENDANCE**

Liz Manship, Finance & Corporate Services Manager (FCSM)

**10. APOLOGIES FOR ABSENCE**

Councillor Martha Vickers  
Martin Kavanagh, Services Delivery Manager (SDM).

**11. DECLARATIONS OF INTEREST**

There were no declarations of interest.

**12. MINUTES**

**PROPOSED:** Councillor Miller

**SECONDED:** Councillor Thomas

**RESOLVED:** That the minutes of the meeting of the Victoria Park Projects Sub-Committee held on Monday 2<sup>nd</sup> June 2025, be approved, and signed by the Chairperson.

**13. QUESTIONS AND PETITIONS FROM MEMBERS OF THE PUBLIC**

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

**14. MEMBERS' QUESTIONS AND PETITIONS**

There were no questions or petitions received from Members.

**15. PROJECTS TO ADD TO THE FORWARD WORK PROGRAMME FOR FUTURE DISCUSSION**

**PROPOSED:** Councillor Hunneman

**SECONDED:** Councillor Storey

**RESOLVED:** That the following projects be added to the Forward Work Programme for future discussion:

- a) Football Pitches Project, Victoria Park:** To build a compound for the 9-side football pitch goals, using funds set aside in the 2025/26 budget for 9-side football. A progress report to be brought to the next meeting.
- b) Boules Project, Victoria Park:** For consideration as part of the 2026/27 financial year's budget.
- c) Training Bike Track Project – City Park:** For consideration as part of the 2026/27 financial year's budget.

**16. EXCLUSION OF THE PRESS AND PUBLIC**

**RESOLVED:** Councillor Hunneman

**SECONDED:** Councillor Storey

**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.

**17. CAFÉ PROJECT UPDATE ([24/02510/FUL](#)) (Appendix 2)**

**PROPOSED:** Councillor Hunneman

**SECONDED:** Councillor Thomas

**RESOLVED:** That the Director of Aero Property Consultants, appointed by the Council as Project Manager for the café project, participate in discussions as the Council's "Independent Expert" to support next steps.

**TO NOTE:** The Café Project Report.

The Contract for the Victoria Park Café Refurbishment was awarded by Council, 30<sup>th</sup> July 2025, to the sum of £360,730.55 ex. VAT to Maspace Ltd. The Contract Award Notice is published on 'Find-a-Tender' and 'Contracts Finder'.

Provided no challenge, the Standstill Period ends 20<sup>th</sup> August 2025. The earliest date the contract will be signed is 29<sup>th</sup> August 2025. The estimated Contract dates are 29<sup>th</sup> September 2025 to 13<sup>th</sup> February 2026.

The following actions were resolved:

**a) New mast and replacement CCTV Camera:**

**PROPOSED:** Councillor Miller

**SECONDED:** Councillor Storey

**RESOLVED:** Maspace to install a new mast as per specification, with the existing camera, ensuring all in working order. A replacement camera to be installed later when town centre CCTV plans have progressed.

**b) Gantt Chart:**

**PROPOSED:** Councillor Miller

**SECONDED:** Councillor Storey

Likely availability for the Gantt chart is between contract signing and start date.

**RESOLVED:** The Council's Project Manager will request a Gantt chart from Maspace for discussion at a meeting of the VPPSS. He will also discuss the feasibility of an earlier contract finish date.

**c) Budget Management:**

**PROPOSED:** Councillor Storey

**SECONDED:** Councillor Hunneman

It was noted that due to the Contract Award being slightly higher than initially hoped, minor adjustments are required to maintain the project within budget.

**RESOLVED:**

- a. **Pegoda:** The Project Manager to investigate different models and obtain quotations for VPPSC consideration at its next meeting.
- b. **Grant Funding:** Cllr Miller to speak informally with West Berkshire Councillors to ascertain the availability of Members Matched Funding. Any formal application required to be undertaken by Officers.
- c. **CIL:** The VPPSC requests the RFO, CEO and SDM discuss the availability of additional CIL. From receipts from West Berkshire and/or existing budgeted projects that could potentially be postponed, subject to the agreement of the Community Services and Policy & Resources Committees.

**7. NEXT MEETING**

**PROPOSED:** Councillor Hunneman

**SECONDED:** Councillor Thomas

**RESOLVED:** That the next meeting of the VPPSC be Wednesday 27<sup>th</sup> August 2025 at 7.30pm

THERE BEING NO OTHER BUSINESS THE CHAIRPERSON DECLARED THE MEETING CLOSED AT 9.00 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.

## **Services Delivery Mangers Café Report**

### **Tender Award Status:**

**“MASPACE” have confirmed** they wish to proceed promptly now the standstill period has elapsed.

### **Next steps/Key milestones:**

- Standstill period ended C.O.B. 20<sup>th</sup> August 2025. No challenges were notified
- Contract planned signing date 29<sup>th</sup> August 2025
- Confirmation of CCTV physical assets as VPPSC of 11.8.25 resolution now added to the project. Security/Fire Alarm specifications and funding still require resolution. Deadline is 19th September 2025
- Contract planned start date confirmed as 29<sup>th</sup> September 2025
- Contract end date estimated as 13<sup>th</sup> to 28<sup>th</sup> February 2026
- Maspace onboarding meeting scheduled for 26.8.25 with PM & SDM
- Committee to receive an updated project plan (first plan to include the contractors data) will be available for this meeting
- We need to agree forward VPPSC Meetings, ad hoc reporting to members and formal PR
- Finance, the staged payment plan for the contractor to be finalised for the next VPPSC meeting. Refer to next section for Budget Analysis

**Martin Kavanagh**

## Budget Management

Minor adjustments are required to maintain the project within budget and the following suggestions are for members consideration

1. **Pergola, alternative designs to be investigated and reported to this committee's consideration, currently awaiting quotes/estimates at the time of the writing**
2. **Grant Funding:**
  - I. Cllr Miller to investigate and report on West Berkshire Councillors to ascertain the availability of Members Grant Matched Funding
  - II. Changing Places, Services Delivery Manager to investigate and report on any grants available from Changing Places to the meeting
  - III. CIL
    - a. **Availability of additional CIL**  
A figure of £5,000 is a conservative estimate
    - b. **Potential rescheduling of existing CIL projects** (subject to CS & PR Committee's)  
**There are following are potential projects for consideration:**

*£10,700 Replacement of Solar Panels to the Town Hall Roof  
From EMR 316, Code 4316/291 to Code 4530/346*

*£10,000 Shaw Cemetery Land Survey & Sampling  
From EMR 418, Code 4776/306 to Code 4530/346*

*£1800 Market Pop Ups – electric supply to stalls failing.  
From EMR 455, Code 4425/310 to Code 4530/346*

*£5500, (net £4600) Victoria Park Queen Victoria & Lions immediate remedial works however some are immediate term safety concerns costing up to £900  
From EMR 439, Code 4541/345 to Code 4530/346*

*£1745 Portable access ramp to Bandstand/ TH Steps  
From EMR 440, Code 4544/346 to Code 4530/346*

*£2500 Town Hall Energy Saving Projects  
From EMR 375, Code 4416/291 to Code 4530/346*

**Martin Kavanagh**

# **Victoria Park Football Development Options Paper**

## **Summary:**

- Last season two seven-a-side football pitches were installed in Victoria Park to accommodate CSA07.
- At the start of each football season CSA07 make a booking for the pitches
- The two seven-a-side pitches are serviced with collapsable goals that are stored in the Air Raid Shelter.

## **Development:**

- CSA07 has grown in popularity, and the age of their members has increased requiring them to expand the pitch provision.
- They are requesting the Installation of one nine-a-side (9v9) and a seven-a-side (7v7) pitch instead of the two seven-a-side pitches.

## **For Decision:**

- Type of goals to be utilised for the nine-a-side pitch
- Equipment storage,
- budget impacts,
- safety/perimeter buffer zones,
- pitch dimensions,
- risk mitigation.

## **Part 1: Goal Options**

### **Option A: Collapsible 9-A-Side Goals Stored in Air-Raid Shelter**

#### **Benefits:**

- Budget already approved; no additional funding required.
- Shelter provides secure storage and protection from weather/vandalism.
- Collapsible design allows flexibility—goals stored when not in use.

#### **Negatives:**

- Uncertain whether the cross-bar and full assembled dimension will fit within the shelter.
- Requires verification of internal shelter dimensions vs. goal fully assembled size.
- Handling during assembly/disassembly increases wear or injury risk.
- Frequent movement could damage goals or shelter interior.
- Access logistics (e.g., narrow entrances) may complicate storage.



## Option B: Fixed Goals (Club-Owned) + New Fenced Compound

### Benefits:

- Club already owns goals—no purchase required.
- Fixed installation offers immediate use without assembly.
- Custom compound ensures safe, dedicated storage—protected and accessible.
- Fenced structure, styled to match existing crazy golf fencing, supports cohesive park aesthetics.

### Negatives:

- Requires budget approval at committee to change the current budget to be used on football infrastructure
- Requires additional funding— requires approval to reallocate funds from ....budget amendment to the .... budget.
- Delays in project start if funding approval is prolonged.
- Construction impacts (e.g., noise, disruption behind the crazy golf course).
- Ongoing maintenance of compound and security costs.

## Part 2: Pitch Layout & Safety Buffer Zones

### Key Guidelines & Dimensions

- **FA recommended pitch sizes:**
  - **7-a-side:** ~60 yd (55 m) × 40 yd (36.5 m)  
[linemarkerpaint.co.ukharrodsport.com](http://linemarkerpaint.co.ukharrodsport.com)
  - **9-a-side:** ~80 yd (73 m) × 50 yd (45.7 m)  
[linemarkerpaint.co.ukharrodsport.com](http://linemarkerpaint.co.ukharrodsport.com)

### Pitch Format Length (yards) Width (yards)

7-a-side	~60	~40
9-a-side	~80	~50

- The **FA recommends** a **6 yd (5.5 m)** runoff between pitch boundary and any obstacle. In special cases, this can be reduced to **3 m**, but only with a thorough **risk assessment**. [Net World Sportssportsupdatez.com](http://Net World Sportssportsupdatez.com)

### Current Site Constraints

- The Northbrook culvert lies approximately 3 m from the existing 7-a-side pitch.
- Nearest public path is 6 m away.
- A previous request at City Rec for a 10 m runoff was negotiated down to 8 m, due to concerns about project scope and public interference (e.g., pedestrians hit by balls).
- The Parks & Open Spaces Supervisor recommends retaining the 5.5 m buffer—given that nearby obstacles are not always obvious—and consider 3 m only with a formal risk assessment.

- To accommodate space, one would need to reduce the effective pitch width by 5.5 m.

### Other Safety Considerations

- Moving pitches closer to Parkway, but not closer than 15 m, unless netting is installed to prevent balls entering the road. Inclusion in a risk assessment is highly recommended.

### Implications & Alternatives

- Reducing pitch sizes is not ideal:
  - 9-a-side pitch (~73 m × 46 m) and 7-a-side (~55 m × 36 m) allow only minor reductions, not significant enough to compensate for buffer needs.
- Buffer reduction to 8 m may require acknowledgement of increased risk to passers-by and inclusion of that in a risk assessment, which the Council must formally sign off.
- Realigning the nine-a-side pitch so it is angled from its current location and moved towards the Parkway.

### Recommendations

#### 1. Storage Option

- **Preferred: Option B** — use fixed club-owned goals with a new fenced compound.  
**Reasoning:** Reliable access; avoids ongoing setup/teardown; improved security.  
**Action required:** Secure budget amendment and approval for budget reallocation.
- **Alternative/Emergency: Option A** — collapsible goals in shelter, **conditionally** pursued if Option B funding is delayed, pending confirmation that goals fit and shelter logistics manageable.

#### 2. Layout & Safety

- Maintain **minimum 5.5 m buffer** around both pitches, as per FA guidance and supervisor recommendation.
- If site constraints force reduction to **3 m**, only proceed once a **comprehensive and Council-approved risk assessment** that is **co-produced with CSA07** is in place.
- Ensure pitch edges remain at least **15 m from Parkway** or install netting; document risk mitigation clearly.
- Avoid reducing pitch dimensions significantly—only minor adjustments possible, not suitable for long-term planning.

### 3. Next Steps

1. Undertake **shelter measurement** vs. goal dimensions to assess Option A viability.
2. Develop **compound design and cost estimate**, styled in harmony with existing fencing.
3. Produce **detailed risk assessment** covering buffer zones, public safety, and proximity to Parkway (including netting considerations).
4. Seek **budget amendment approval**, specifying proposed funding transfer line.
5. Upon approval, proceed with compound construction and pitch layout adjustments as per safety specifications.

### Conclusion

This paper outlines two viable options for goal storage and lays out the spatial and safety constraints for layout of the two additional pitches. The preferred route is to create a secure compound for fixed goals to ensure usability, safety, and long-term resilience, alongside maintaining appropriate buffer zones to protect users and the public.

Also...

**To agree in principle and recommend:** the £2000 EMR 437, Code 4862/346 to become the Victoria Park Football Infrastructure budget.

**To agree in principle and recommend:** to Vire additional budget funds, to the Victoria Park Football Infrastructure budget. Budget funds to be identified before the meeting.

**To agree:** proposed football pitch layouts in Victoria Park

**Martin Kavanagh**

## **Forward Work Programme**

The programme is being reviewed, and the format is being updated.  
I can confirm when the document revision is completed the following items will be added to the programme...

Extract from last VPPSC meeting minutes.....

### **“PROJECTS TO ADD TO THE FORWARD WORK PROGRAMME FOR FUTURE DISCUSSION**

**PROPOSED:** Councillor Hunneman

**SECONDED:** Councillor Storey

**RESOLVED:** That the following projects be added to the Forward Work Programme for future discussion:

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**Martin Kavanagh**