



27th May 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 Sub Committee** on **Monday 2nd June 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/88179878495?pwd=RY4GzVrbP6pXRw7bfBVEVsJhYdkYOS.1>

Meeting ID: 881 7987 8495 Passcode: 304816

Martin Kavanagh
Services Delivery Manager

AGENDA

- 1. Apologies**
Services Delivery Manager
- 2. Declarations of Interest and Dispensations**
Services Delivery 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
To approve the minutes of a meeting of the Victoria Park Sub-Committee held on Wednesday 22nd April 2025.
- 4. Questions and Petitions from Members of the Public**
Chair
Questions, in writing, must be with the Services Delivery Manager by 2pm on Friday 30th May 2025.
- 5. Members' Questions and Petitions**
Chair
Questions, in writing, must be with the Services Delivery Manager by 2pm on Friday 30th May 2025.

6. Name Change of Sub-Committee

To Approve the Change of name of the Sub-Committee from Victoria Park Sub-Committee to Victoria Park Projects Sub-Committee going forward.

7. Terms Of Reference (Appendix 2)

Chair

To Approve: the proposed amended terms of reference for the Sub-Committee.

8. Café Project Update (Appendix 3)

Services Delivery Manager

To note: the Café Project Update Report.

9. Forward Work Programme for the Sub-Committee (Appendix 4)

To note and **to agree** any other items 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 SUB-COMMITTEE HELD IN THE COUNCIL CHAMBER,
NEWBURY TOWN COUNCIL, MARKET PLACE, NEWBURY ON
TUESDAY 22nd APRIL 2025 AT 7.30PM.**

PRESENT

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

In Attendance

Toby Miles-Mallowan, Chief Executive Officer

1. APOLOGIES

Councillor: Martha Vickers

2. DECLARATIONS OF INTEREST

None noted

3. MINUTES

PROPOSED: Councillor Norman

SECONDED: Councillor Thomas

ABSTAINED: Councillor

RESOLVED: That the minutes of the meeting of the Victoria Park Sub-Committee held on 3 March 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. PARKRUN PROPOSAL UPDATE

PROPOSED: Cllr Norman

SECONDED: Cllr Miller

RESOLVED: to approve Parkrun to start in Victoria Park.

7. EXCLUSION OF PRESS AND PUBLIC

PROPOSED: Cllr Thomas

SECONDED: Cllr Storey

NEWBURY TOWN COUNCIL**VICTORIA PARK SUB-COMMITTEE**

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 CEO on the development process. Members reviewed and amended the ITT documentation, specifically the timeline.

PROPOSED: Councillor Storey

SECONDED: Councillor Hood

RESOLVED: to agree to the ITT being published on 29 April 2025.

8. VICTORIA PARK SUB COMMITTEE TERMS OF REFERENCE

PROPOSED: Norman

SECONDED: Miller

RESOLVED: for the Terms of Reference for the Victoria Park Sub-Committee be reviewed to be more wide ranging and retitled Victoria Park Projects Sub-Committee.

THERE BEING NO OTHER BUSINESS THE CHAIRPERSON DECLARED THE MEETING CLOSED AT 20:45

Signature: _____ Date: _____



Terms of Reference

Victoria Park Projects Sub-Committee

Adopted by Council on ...

1. Purpose:

The Victoria Park Projects Sub Committee is established by Newbury Town Council to oversee, support and guide all Council projects within Victoria Park. Ensuring they align with the Council's strategic priorities and community expectations. The Sub-Committee will act as a coordinating and decisions-support body for ongoing and future development Initiatives in the park.

2. Background:

Victoria Park is considered the 'Jewell in the Crown' of Newbury's public spaces. With a number of development projects scheduled for delivery over the next several years the Sub-Committee will be responsible for overseeing these.

3. Membership:

- **Total members:** 6 Councillors
- **Substitutes:** 4 Councillors
- **Chair and Deputy Chair:** Elected from within the appointed members
- **Officers in Attendance:** Chief Executive Officer, Services Delivery Manager, Committee Clerk
- **Advisors:** by invitation

4. Responsibilities:

The Sub-Committee shall:

- a. Support and Monitor Projects:
 - i. Overess the progress of all approved projects in Victoria Park
 - ii. Monitor project plans, timescales and financial projects
- b. Make Operational Decisions:
 - i. Approve variations to project designs
 - ii. Approve additional expenditure within the approved budget
 - iii. Approve leases where applicable
- c. Recommendation and Reporting:
 - i. Recommend to the community services committee any additional funding needs outside approved budgets
 - ii. Report progress and key decisions to the Community Services Committee
- d. Procurement and Contractual Involvement:
 - i. Agree procurement procedures



- ii. Manage procurement process
 - e. Project Launch and Risk Oversight:
 - i. Support the official openings of new facilities
 - ii. Manage the project risk register and oversee risk mitigation measures
- 5. **Authority:**

The sub-committee has delegated authority to take decisions within the scope of approved project budgets and within the strategic parameters agreed by the Council. All recommendations outside of approved financial or policy frameworks will require referral to the Community Services Committee or Full Council as appropriate.
- 6. **Meeting Protocols:**
 - a. Quorum: 4 Members
 - b. Decision-Making: By majority vote of members present
 - c. Frequency: quarterly or as required to meet project timelines and reporting duties
 - d. Minutes: Kept and Circulated.....
- 7. **Legal and Financial Oversight:**
 - a. The sub-committee will exercise oversight over the financial aspects of Victoria Park projects within approved budgets.
 - b. The Full Council retains final authority on financial commitments outside approved limits or significant policy change.
- 8. **Strategic Alignment:**

This Sub-Committee supports the Council's Mission *'To make Newbury a better place to live, work and visit.'*

And delivers on the strategic objective *'To further enhance and improve the services we deliver for the people of Newbury.'*
- 9. **Equality and Diversity:**

All projects under the remit of the Sub-Committee must reflect the Council's commitment to inclusivity and ensure accessibility for all members of the community, including individuals with disabilities.
- 10. **Review:**

These Terms of Reference shall be reviewed annually or as deemed necessary by the Community Services Committee or Full Council

Commented [TM1]: In line with council rules

Approved by:

Date:

Lead Officer:

Signed:

Café Project Update Report

Recap

Following confirmation of planning consent, the invitation to tender has been published as of 30th April and we have had over 1500 views of the tender in two weeks. To date we have eight confirmations of intention to tender and six companies have completed a site inspection of the kiosk and air raid shelter. We have further requests for site inspections to fulfil next week also.

While the tender is “open” (until Friday 13 June) we are still actively progressing the project and currently we are working on these tasks.....

Cafe Operator

- Finalising food provision driven by equipment capability, but in summary the proposition will look similar to that provided by providers such as PRET
- Dementia friendly colour schemes for café walls, floors, furniture and toilets. Further agreeing the type of tables and chairs which will accommodate ease of movement to facilitate wheel chair access, party layout for private events, and ad hoc events at short notice. This will ensure maximum flexibility and inclusivity of the Café. The tables and chairs is a NTC budget purchase, not the café operator.

Other

- Update sessions with PM continue daily and weekly on minor milestones we need to keep monitoring to stay on track with timely responses to questions and confirmations.
- Projects@newbury.gov.uk email is now live and monitored daily by me. The CEO has oversight here also.
- Updating the tender timetable to suit the live changes we experiencing
- Publishing any points of clarification given will also be added to both tender portals to ensure a level playing field these are called “Tender Notices”
- One area of review is the CCTV /Alarm provision, currently this is linked to the stakeholder meetings (assumes TVP take control of the system). CEO and SDM will review this early next week and keep reporting back on this subject
- Discussions in place regarding the waste and recycling from the café (once operational), with JOC (our grounds maintenance team), this will ensure maximum efficiency and best value for the project while protecting /enhancing our recycling rates.
- Contingency planning should tenders exceed our budget levels

- Consideration of a PR campaign with the addition of a 360-degree day and night tour of the Café Proposal see 360 degree tour

Project Tender (ITT) Revised Timescales 2025

To keep progressing in a timely manner the ITT timescales document has been updated – see below.

1 - PM & Officer Review by Thurs 16th April

PM /SDM to produce covering letter with tender details and send by 17th April to VPSC for comment.

VPSC comments required by noon 22th April latest to Neil Cook
neil.cook@aeropc.co.uk & C

VPSC To approve the tender at meeting of 22.4.25

2 - Publish tender online and offline by 13th April with closing date of Friday 13th June at 14:00

Sealed returned tenders to be opened by SDM.

3 - VPSC-SC & PM & SDM Shortlisting

Independent review

Sealed tenders opened and witnessed by CEO/SDM/ PM & VPSC-SC at 14:00 on Friday 13th June. Thereafter parties to complete independent scoring by Friday 27th June.

Collective review

All parties meet 4th July to consolidate scoring and agree shortlist of a minimum of three tenderers for interview. 4 hours planned.

4 - Interview date 9th July VPSC-SC/PM/SDM

Interviewing, final scoring and recommendation of the preferred tenderer. (needs adding to CS committee papers today and EO Full Council meeting papers publishing in the public domain today (part two so item exempted)

5 – Full Council & CS Committee Meeting (CS sitting already on 14th July)

To confirm preferred Café tenderer recommendation from
VPSC – SC

6 - Confirm contractor appointment with successful tenderer
and advise the remaining tenderers, within 48hrs of tender
award

**8 - Standstill period is 14 days from the date the successful
tender was notified.**
Period for observations, challenges, or clarifications received
before any further progress with the tender.

9 - Publish tender outcomes in the public domain (post
standstill period)

10 – Post Standstill Period, Principle Tasks

Issue contract documents

Confirm lead in time (4 weeks is typical)

Confirm completion date (estimated max 4 months)

11. ITT Period Ends

Notes: VPSC_SC is Tender Team of Councillors

VPSC is Victoria Park Sub Committee

PM is Project Manager, Mr Neil Cook of Aero Consulting

SDM is Services Delivery Manager, Martin Kavanagh

CEO is Toby Miles-Mallowan

Newbury Town Council

Forward Work Programme for Victoria Park Sub-Committee: 2nd June 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. Agenda item
10. Forward Work Programme (last item on agenda)

At the first Committee meeting after the annual meeting of the Council	Election of Chair/ Deputy
	Approval of ToRs and memberships of Working Groups
June/September/December/March (Quarterly)	
Each November	Review of KPI's for Committee / sub committee
	Send Budget and Strategy proposals to RFO
2025	
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 -
22 nd Sept 2025	<ul style="list-style-type: none"> - Café Update -
October TBD	-
November TBD	<ul style="list-style-type: none"> - KPI's - Budget Proposals -
December TBD	-
January TBD	-