

28^h November 2025

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

Dear Councillors,

You are summoned to attend a meeting of the **Victoria Park Projects Sub Committee** on **Wednesday 3rd December 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: Link to join meeting is below.

<https://us02web.zoom.us/j/83809118221?pwd=uybnSlukbC5aI2AuVMJxyQ4QxgzQlo.1>

Meeting ID: 838 0911 8221

Passcode: 893420

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 meeting minutes of Monday 10th November 2025.
- 4. Questions and Petitions from Members of the Public**
Questions, in writing, must be with the Services Delivery Manager by 2pm on Tuesday 2nd December 2025.
- 5. Members' Questions and Petitions**
Questions, in writing, must be with the Services Delivery Manager by 2pm on Tuesday 2nd December 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 funding (Changing Places) and budget recommendations

To confirm the staged contractor payments, process and is on plan, supported by the “completed works schedule” provided by the Quantity Surveyor to inform/update the financial oversight of the project.

8. Park Run (Appendix 4)

To receive a progress report on the success and impact of Park Run.

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 HALL, MARKET PLACE, NEWBURY ON
MONDAY 03rd NOVEMBER 2025 AT 7.30PM.**

PRESENT

Councillors, Chris Hood, Roger Hunneman (Chairperson), Vaughan Miller, Graham Storey, Meg Thomas and Martha Vickers. Councillor Gary Norman (Observing)

IN ATTENDANCE

Toby Miles-Mallowan (CEO)

1. APOLOGIES FOR ABSENCE

Martin Kavanagh (SDM)

2. DECLARATIONS OF INTEREST

The Chief Executive Officer declared that Councillor, Martha Vickers is a Member 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 Vaughan Miller

SECONDED: Councillor Graham Storey

RESOLVED: That the minutes of the meeting of the Victoria Park Projects Sub-Committee held on Monday 27th 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 2 questions received from Councillors, appendix A.

6. CAFÉ PROJECT UPDATE

Members received the project update from the Services Deliver Manager. CEO agreed that any material decisions that impact the appearance and function of the Cafe requires sign off by this committee.

Committee requested that a full project Gant chart be presented at the next Committee meeting and to be presented at each meeting thereafter.

PROPOSED: Councillor Vaughan Miller

SECONDED: Councillor Martha Vickers

RESOLVED: to proceed with Anthracite Colour for the Windows and Doors of the cafe.

PROPOSED: Councillor Graham Storey

SECONDED: Councillor Meg Thomas

RESOLVED: to proceed with an anthracite colour for the Pergola Frame.

7. CAFÉ PROJECT BUDGET MANAGEMENT

A verbal update from the CEO on the budget was **received**. Committee **requests** that a full budget breakdown be presented at the next Victoria Park Projects Sub Committee.

8. FOOTBALL IN VICTORIA PARK & PARK RUN

An update on football and Park Run in Victoria Park was **received**.

CEO to meet with Park Run organisers to discuss ongoing options for the route in Victoria Park.

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.

10. 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 CHAIR DECLARED THE MEETING CLOSED AT 9.36 PM.

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 place such as the windows and door apertures in place and first fixes of electrics and drainage in place and the new roof and solar panels fitted. Orders will be placed this week for the Pergola and Changing Places items. Minor groundworks have been undertaken to facilitate the fitting of the “goal post” support beam for the large sliding doors to the east elevation of the building.

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 monitor and 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 proposed to ensure efficient use of space.

Community and Partnership Links

Collaborative and promotional opportunities between the **Mini Golf operator**, **Park Run organisers**, and the **Café operator**, have been agreed in principle to discuss further. To strengthen community engagement and enhance the visitor experience within Victoria Park.

Communications

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

I have repeated below the meeting dates as published to the last meetings for the committee members and members of the public to note. There is no change to the dates published earlier.

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 will be the planned 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 investigated and agreed.
2. Changing Places, design change implemented, thus avoiding increased costs and the potential for grant funding has been identified and applied for.
3. Verbal report of available CIL funding update
4. Materials cost inflation continues to increase and limit our purchasing capacity as we continue to look for the most cost-effective solutions
5. Financial oversight process is in place and a new oversight led meeting schedule has been published to support the staged and non-staged payment process. It is anticipated that we will need this continued focus and flexibility to ensure we deliver the project successfully, such as recommendations for the committee(s) approvals over time.

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

Park Run Updates:

Park Run

These events continue to be a popular activity attracting between 251 to 551 runners per event. 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 to date.

Following careful monitoring by the Community Services Team we have intervened on one occasion and continue to carefully monitor the wear and tear factor particularly to the grassed sections of the route. Currently we are engaged with Park Run looking for mitigations / solutions to the safety implications and wear impact in the autumn/winter seasons. This will report during December 2025. However in the interim Park Run have proposed a revised route to help offset the wear and tear on the initial (summer) route.



It is important to note these Park Run activities have significantly increased not only the vibrancy of the park but also the social value we have created.

Forward Work Programme for Victoria Park Projects Sub-Committee: 3rd December 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	<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 -
27 th August 2025	<ul style="list-style-type: none"> - Café Update - Football Options Victoria Park
22 nd Sept 2025	<ul style="list-style-type: none"> - Café Update
October TBA	<ul style="list-style-type: none"> - 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	<ul style="list-style-type: none"> - KPI's (no metrics in place a present) - Budget Proposals / additional EO meeting booked
December TBA	<ul style="list-style-type: none"> - Café Update - Park Run Update
January TBA	<ul style="list-style-type: none"> - Café Update and Promotional strategy for the new Café launch - Park Run update
February TBA	<ul style="list-style-type: none"> - Café Update & Handover to Client NTC
March TBA	<ul style="list-style-type: none"> - Café Update, Soft opening until April - Agenda item , "Wed 4th Mar 26 (Review here should further meetings be required for this project)."