

27^h January 2026

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 4th February 2026 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/89314875338?pwd=OLRXhobSPbZve244KxOffX8RqlwJkh.1>

Meeting ID: 893 1487 5338

Passcode: 139332

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 Wednesday 05th January 2026.
- 4. Questions and Petitions from Members of the Public**
Questions, in writing, must be with the Services Delivery Manager by 2pm on Tuesday 3rd February 2026.
- 5. Members' Questions and Petitions**
Questions, in writing, must be with the Services Delivery Manager by 2pm on Tuesday 3rd February 2026.
- 6. Café Project Update (Appendix 2)**
To receive a progress report and updated draft project plan from the Project Manager Mr Neil Cook.

7. Cafe Project Budget Management

To receive Verbal budget funding update as at 04.2.26.

8. Park Run (Appendix 3)

To approve: the reintroduction of Park Run w.e.f. Saturday 18.4.26. subject to suitable ground conditions prevailing.

To Agree: to three new pathways subject to external funding

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

To note no additional projects or work content will be considered/undertaken without the sign off of the CEO for the FY 26/27.

10. Next Meeting

This meeting will be held on **Wednesday 4th March 2026 at 7:30pm**. The meeting will be held at the Elsie Kimber Room, Newbury Town Hall, Market Place, Newbury, RG14 5AA.

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 ELSIE KIMBER ROOM, NEWBURY TOWN HALL, MARKET PLACE, NEWBURY ON MONDAY 05TH JANUARY 2026 AT 7.30PM.

PRESENT

Councillors: Roger Hunneman (Chairperson), Vaughan Miller, Graham Storey, Meg Thomas & Martha Vickers. Including Gary Norman (observing capacity).

IN ATTENDANCE

Martin Kavanagh SDM

Neil Cook - Aero Consulting (PM)

1. APOLOGIES FOR ABSENCE

None

2. DECLARATIONS OF INTEREST

The Services Delivery Manager declared that Councillor Martha Vickers who is also 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 Miller

SECONDED: Councillor Storey

RESOLVED: That the minutes of the meeting of the Victoria Park Projects Sub-Committee held on Monday 3rd December 2025, be approved, and signed by the Chairperson.

4. QUESTIONS AND PETITIONS FROM MEMBERS OF THE PUBLIC

There was one member of the public on behalf of Park Run raised a question and representation on behalf of Park Run and potential mitigations for the current grounds, target cancellation lead times (Thursdays AM) and safety issues. Members thanked the Park Run representative for their input to this meeting. **Action SDM** to re -circulate the document.

5. MEMBERS' QUESTIONS AND PETITIONS

There were none.

6. CAFÉ PROJECT UPDATE

Committee **received** the project update from Neil Cook, project plan (Gant chart) from MASPACE. It was **noted** that this chart needs further revision ensuring the revised windows supply date is included. Further the PM agreed to produce a Completion plan from here simply focussing on the outstanding works and timescales covering the final weeks of the programme to handover back to NTC and commissioning to add further clarity to the reporting.

Pergola frame colour and retractable roof colour instruction to the supplier required.

PROPOSED: Cllr Storey

SECONDED: Cllr Miller

RESOLVED: That the frame colour to be the same RAL colour match as the window and door frames and the fabric roof to be Ivory in colour swatch ref PRG111.

7. CAFÉ PROJECT BUDGET MANAGEMENT

Committee received a verbal update from the PM & SDM on the budget. The committee asked that their thanks be noted and communicated to the CEO in particular for securing a grant towards the delivery of the new changing places facility. Also to recirculate documents of 4th December to members. **Note** a deadline of 4th February 2026 for the completed café operator lease agreement and legals sign off. **Action SDM.**

8. PARKRUN

Parkrun in Victoria Park update was covered in the responses to the mitigations issues in Agenda item 4. The commitment to work to find further mitigations and look at best practices of other Council Park Runs and report back in February. Further input from Cllr Miller was also **noted** regarding route potential changes and will update the meeting of progress at the next meeting.

In the meantime, the current suspension of Park Run will continue until the next review in February. As agreed at the last committee meeting.

9. FORWARD WORK PROGRAMME

The Programme was **noted** however the committee agreed to meet at two weekly intervals from here as we approach the final weeks of the project and ask that this be reflected in the programme.

10. NEXT MEETING

The next meeting is proposed for **Tuesday 20th January 2026 at 3pm** (subject to a suitable venue being available and not now Wednesday 4th February 2026 as Agenda item 10 of the Agenda. **SDM to confirm 20th January meeting once a venue is secured.**

THERE BEING NO OTHER BUSINESS THE CHAIR DECLARED THE MEETING CLOSED AT 21:10.

Completion programme as at 07.01.26

MASPACE Café build programme update

The pergola install* is pushing the completion date back; this has a knock-on effect to the landscaping works. Completion now estimated as during early March. Please refer to the PDF copy of the Completion Programme for more details

However, the café operator set up can proceed sooner, as the internal works target completion is by mid-February 26.

*Note Pergola install is a manufacturer install, not MASPACE (SDM comment)

PDF Copy of the Completion Programme

All committee members will receive all PDF copy of the completion programme by email on 29.01.26 from the Services Delivery Manager. A3 Hard copies also available at this meeting.

Further Verbal update of progress post 07.01.26

A further verbal update on Café project progress since 07.01.26 will also be provided to the committee at this meeting.

Report to Victoria Park Sub Committee Meeting Wednesday 4th February 2025**To discuss Park Run recommencing and future investment in infrastructure in Victoria Park for park users and year-round Park Run route.**

To **Consider** and **Resolve** whether to recommence Park Run weekly from the 18th April dependant on ground conditions.

To **Consider** and **Resolve** whether to pursue external funding options to install 3 new self-binding gravel pathways to assist all park user access to park facilities, and to provide a year-round Park Run route.

Background

Newbury Town Council working with Park Run introduced a new Park Run in Victoria Park in 2025. This was highly successful with between 300 to 525 runners participating each week.

Unfortunately, due to safety concerns caused by ground damage, the run was paused in November whilst officers considered mitigations with Park Run management to ensure a safe, year-round solution not only for the runners but all park users.

Stakeholder meetings including officers, councillors and Park Run management would recommend that “subject to suitable ground conditions prevailing, that Park Run is re-introduced on the current route or a route incorporating an additional area of West Berkshire land to make it a 2-lap route (rather than the current 3- lap route) on the 18th April.

Another potential outcome was for officers to pursue revenue streams to install 3 new pathways to link up with the existing footways in the park. (See image 1, and note orange highlighted areas...)

- Crossing along the inside of the parkway boundary linking in 2 benches and creating additional walking area for safe dog walking and exercise without walking down the side of the road.
- A link from 2 pathways to the skate park to allow better access in wet weather.
- 2 pathways linking the pond to the greater pathway network and a larger area where the path meets the pond for the pedalos to work out of.

Recommendation for Committee:

To approve the following-

- **To resolve to:** reintroduce Park Run in Victoria Park from the 18th April 2026 dependant on suitable ground conditions. This will incorporate grassed areas damaged during 2025.
- **To in principle agree** to the new pathways as image 1 and request officers to apply for suitable grants to financially support the installation. Newbury Town Council however only to install if external funding can be found.

Image 1



Forward Work Programme for Victoria Park Projects Sub-Committee: 4th February 2026

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 (s)
7. 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
FY 2025/26	
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 – No meeting	<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 3 rd & 10 th 2025	<ul style="list-style-type: none"> - KPI's (no metrics in place a present) - Budget Proposals / additional EO meeting booked
December 03.12.25	<ul style="list-style-type: none"> - Café Update - Park Run Update
January 5 th 2026.	<ul style="list-style-type: none"> - Café Update and Promotional strategy for the Café launch - Park Run update
February 4 th 2026	<ul style="list-style-type: none"> - Café Update & Handover to Client NTC
March 4 th 2026	<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).”
April 1 st 2026	<ul style="list-style-type: none"> - Café Update - Park Run