

12<sup>th</sup> December 2024

**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 & Sarah Slack

Dear Councillors,

You are summoned to attend a meeting of the **Victoria Park Sub-Committee** on **Tuesday 17<sup>th</sup> December 2024 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/89308615455?pwd=0WBslrabbme7M9SnmnH2JVbQEabLHP.1>

Meeting ID: 893 0861 5455

Passcode 089125

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

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## **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 20<sup>th</sup> November 2024.

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

*Chair*

Questions, in writing, must be with the Services Delivery Manager by 2pm on Monday 16<sup>th</sup> December 2024.

**5. Members' Questions and Petitions**

*Chair*

Questions, in writing, must be with the Services Delivery Manager by 2pm on Monday 16<sup>th</sup> December 2024.

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

*Services Delivery Manager*

**To receive** Café project update from Martin Kavanagh (SDM) including display of A3 drawings of the planning pack.

If you would prefer a paper copy or large print copy of this document, please request this at Newbury Town Hall reception desk.

Town Hall, Market Place, Newbury, RG14 5AA

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**MEETING MINUTES OF THE VICTORIA PARK SUB - COMMITTEE  
HELD IN THE COUNCIL CHAMBER, TOWN HALL, MARKET PLACE, NEWBURY  
ON WEDNESDAY 20<sup>th</sup> NOVEMBER 2024**

**PRESENT**

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

**In Attendance**

Martin Kavanagh, Services Delivery Manager

**1. APOLOGIES FOR ABSENCE**

No apologies received

**2. DECLARATIONS OF INTEREST AND DISPENSATIONS**

The Services Delivery Manager advised that Councillor Martha Vickers is also a member of West Berkshire Council, which is declared interest on her behalf. A dispensation is in place to allow her to partake in discussions relating to West Berkshire Council business.

**3. APPROVAL OF PREVIOUS MEETING MINUTES of 10.06.24**

**PROPOSED:** Councillor Vickers

**SECONDED:** Councillor Storey

**RESOLVED:** That the minutes of the meeting of the Victoria Park Sub Committee held on 10<sup>th</sup> June 2024 are approved and signed by the Chairperson.

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

There was one question from a member of the public.

**To consider:** "Pausing the café project and consider the views of 116 parishioners of 145 polled asking for a pause and further consultation on a grander café than the one planned".

The response was "the current project will proceed as planned and we look forward to welcoming all parishioners and park users to the New Café once completed." However, the question has been noted.

**5. MEMBERS' QUESTIONS AND PETITIONS**

There are no questions or petitions from members for this meeting.

**6. CAFÉ PROJECT UPDATE (with Mr Cook)**

**To receive:** café project progress to date and Members discussed various aspects of the project and received clarification on several aspects of the project to date from Mr Cook. The meeting thanked Mr Cook for his assistance.

**To approve:** submission of the planning application to West Berkshire Council planning department.

**PROPOSED:** Councillor Hunneman

**SECONDED:** Councillor Graham Storey

**RESOLVED:** to proceed and submit the planning application

**THERE BEING NO OTHER BUSINESS, THE CHAIRPERSON THANKED ALL THOSE IN ATTENDANCE AND DECLARED THE MEETING CLOSED AT 21:10 PM.**

If you would like a paper copy or large print copy of this agenda, please request this from the Reception Desk at Newbury Town Hall.

MK

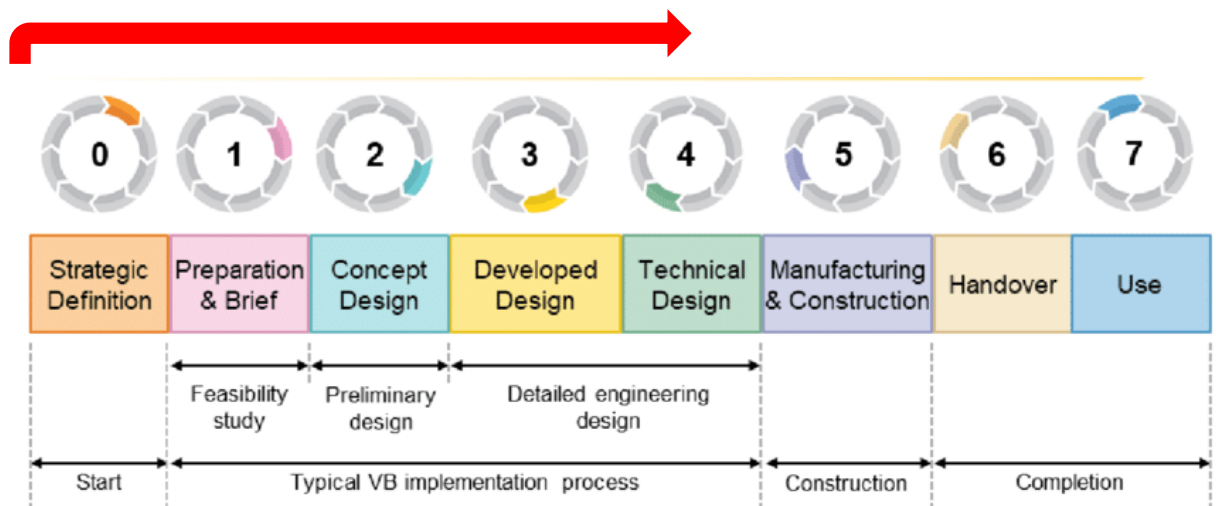
## Victoria Park Café Project – Update of 12.12.24

The Work Plan (RIBA model), consists of eight stages, numbered 0 to 7. Each stage represents a phase in the project lifecycle and is designed to ensure that all aspects of the project are considered and addressed in an efficient and timely manner.

1. **RIBA Stage 0: Strategic Definition** – In this stage, the project’s objectives, constraints, and requirements are defined. Stakeholders are identified, and their needs and expectations are considered.
2. **RIBA Stage 1: Preparation and Brief** – The project brief is developed, outlining the client’s requirements, project scope, and key performance indicators. A feasibility study may be conducted to assess the project’s viability.
3. **RIBA Stage 2: Concept Design** – Initial design concepts are developed, and the preferred design solution is chosen. This stage includes preliminary cost estimates and risk assessments.
4. **RIBA Stage 3: Spatial Coordination** – The chosen design concept is developed into a coordinated architectural, structural, and services design. This stage includes the preparation of planning applications, building regulations submissions, and detailed cost estimates. Can also include Tender preparations for smaller projects.
5. **RIBA Stage 4: Technical Design** – Technical details are finalised, including specifications, schedules, and drawings. The design is coordinated with other disciplines, and any necessary adjustments are made.
6. **RIBA Stage 5: Construction** – The project is constructed according to the technical design, with regular site inspections and progress reports to ensure quality and compliance with the design.
7. **RIBA Stage 6: Handover and Closeout** – The project is handed over to the client after construction. Any defects or issues are rectified, and final documentation is provided.

8. **RIBA Stage 7: In Use** – The performance of the completed project is monitored and evaluated. Feedback is collected to inform future projects and improve the design process.

**We are here...**



**RIBA Stage 0: Strategic Definition - Completed**

**RIBA Stage 1: Preparation and Brief – Completed**

**RIBA Stage 2: Concept Design – Completed**

**RIBA Stage 3: Spatial Coordination – Completed**

**RIBA Stage 4: Technical Design - We are here!**

- The Planning Application has been submitted to WBC. We now await confirmation of registration
- Multi discipline schedules in place
- Tender documents at first draft stage (awaiting planning outcome, before finalising)

Please refer to display boards in the Chamber for the final Café drawings presented in the Planning Pack to WBC.

**Timescales**

Some of our planned activities have slipped between two or four weeks, once we have planning consent, we will then revise the timescale plan.

**Next Steps**

On receipt of planning approval we will going to invitation to tender within one week. Thereafter members will consider the tenders received, please note this may involve extraordinary meetings to keep timescales to a minimum.

**Then**

**RIBA Stage 5: Construction** – The project is constructed according to the technical design, with regular site inspections and progress reports to ensure quality and compliance with the design. Members will be invited to these site inspections as we progress.

**PR**

To keep all interested parties aware of our progress once planning consent is given, we will publish updates on our website and other digital media in addition to press releases.

MK