
Agenda Item: Projects Update

Meeting Date: Monday 1 September 2025

Contact Officer: Project Officer

The purpose of this report is to provide members with an update regarding the major capital projects that are currently in flight.

Background

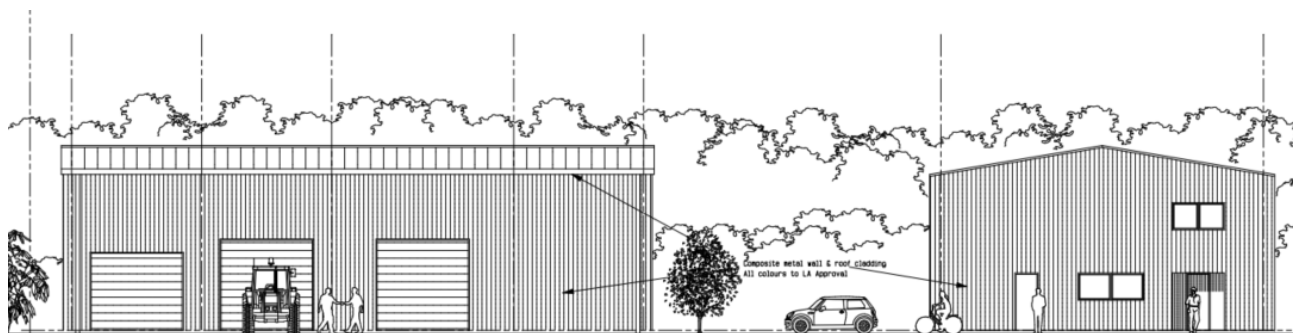
As you are aware, Witney Town Council's Open Spaces Strategy cited five themes to deliver improvements for our community: Parks, Sport, Leisure, Infrastructure & Effectiveness.

This report aims to provide you with an update on the major capital projects linked to Parks and Recreation, included in this report are: 'West Witney Project' and 'Raleigh Crescent MUGA'.

Additionally, Courtside Hubs CIC have provided a comprehensive confidential update which is listed as a separate item later on this meeting's Agenda.

West Witney Project

New Depot



West Witney Clubhouse



Current Situation

- While the project has generally stayed on course, it has suffered some minor unforeseen setbacks due to resolving Building Control issues, investigating poorly mapped underground utilities and extra time needed to design a solution to retain the bowls club wall. This has resulted in moving the planned completion date of the New Depot from October 2025 to January 2026 and the completion of West Witney Clubhouse from February 2025 to March 2025. (A high-level timing plan is attached as confidential appendix A, which demonstrates the completion of key milestones)
- Project tender, which combines the construction of the New Works Depot and refurbishment of West Witney Clubhouse is on track to be published at the beginning of September.
- All mandatory documentation, technical drawings and surveys have been completed and approved to create a tightly defined and specification-led tender document to ensure council receives submissions that offer best value for money, correct quality compliance and can deliver within required timeframes.
- All required documentation (e.g. Flood & Drainage Strategy and Landscape Environmental Management Plan) to satisfy planning approval conditions has been completed and submitted to West Oxfordshire District Council. Confidence is high that we will obtain a positive decision, which is due at the beginning of September.
- Loan Application submitted to Ministry of Housing, Communities & Local Government and we are expecting a decision by early September.

Impact Assessments

The Town Council has a duty to consider the effects of its decisions, functions and activities on equality, biodiversity, and crime & disorder. Consideration should also be given to effects on the environment, given the Council's Climate Emergency declaration in 2019.

- a) Equality – n/a
- b) Biodiversity – In accordance with planning conditions the new depot satisfies the required uplift in Biodiversity Net Gain (BNG) rating.
- c) Crime & Disorder – Security of both buildings has been specified in the tender to ensure the building remains safe and potential thieves are deterred. This includes required ratings of locks, doors and windows together with window bars and CCTV.
- d) Environment & Climate Emergency – Building construction consists of environmentally friendly materials, which will also improve thermal efficiency. PV roof panels have also been included in specification to reduce energy consumption.

Risk

In decision making Councillors should give consideration to any risks to the Council and any action it can take to limit or negate its liability.

- To reduce the risks typically associated with construction projects, the council is working in partnership with Berrys, a specialist construction consultancy. This

collaboration provides assurance that the project will deliver value for money, meet the required specifications and be completed within the agreed timeframes

- The council's rigorous procurement protocols and use of financial regulations significantly reduces the risk of engaging substandard contractors, thereby safeguarding public funds from corrective costs and legal disputes.

Social Value

Social value is the positive change the Council creates in the local community within which it operates.

- The new depot will improve the team's ability to maintain and enhance the valuable services they provide the town. This improves the appearance of the town and its green spaces, making it a cleaner, neater and more pleasant environment for our residents.
- A refurbished Clubhouse will provide the community with a new modern building to socialise and rent function rooms. It will also provide the community with refurbished changing rooms facilities for sports teams and eliminates the current safeguarding issue restricting its use for youngsters.

Financial implications

- The financial implications have been documented comprehensively in our RFO's Full Council Report dated 23rd June 2025

Recommendations

This is a project update however any feedback is always appreciated.

Raleigh Crescent MUGA



Current Situation

- Officers have received clarification from West Oxfordshire District Council on the conditions of use for the S106 money allocated to provide a MUGA at Raleigh Crescent.
- Officers have re-issued the tender document to reflect the S106 requirements for WODC to approve and publish.
- WTC Officers have collaborated with WODC Officers to respond to several complaints from a local resident who is concerned with the location of the planned MUGA. Officers have captured relevant concerns and included these within the proposed tender to WODC. The resident has also been given guidance on the formal process they can follow to comment on the planning application when the design and location has been confirmed.

Impact Assessments

The Town Council has a duty to consider the effects of its decisions, functions and activities on equality, biodiversity, and crime & disorder. Consideration should also be given to effects on the environment, given the Council's Climate Emergency declaration in 2019.

- a) Equality – inclusivity and accessibility to everyone are important design features of this park, which are highlighted in tender and subsequent evaluation process.
- b) Biodiversity – the project plans to deliver above the minimal uplift in BNG
- c) Crime & Disorder – location is an area subjected to occasional anti-social behaviour, which was raised at consultation events. We have asked for this issue to be addressed within the design and lighting/CCTV innovations.
- d) Environment & Climate Emergency – building construction consists of environmentally friendly materials and lighting will be energy efficient. Muga specification includes soundproof materials to reduce sound of ball strikes.

Risk

In decision making Councillors should give consideration to any risks to the Council and any action it can take to limit or negate its liability.

- Differences in Town Council and District Council protocol, processes and cultures could present challenges agreeing tender specifications and transferring ownership to Witney Town Council. We are managing risk by learning from previous experience with Play Park and effective comms through robust procurement process and project management.
- Officers recognise that concepts which were presented at public consultation last year will be different to what is being delivered due to S106 spending criteria. Officers are taking relevant feedback from consultation event to incorporate into new design scope. In addition, officers are working with WODC officers to re-engage community to reset expectations.

Social Value

Social value is the positive change the Council creates in the local community within which it operates.

- A key objective of the park is to encourage exercise through fun activities, which attracts users from every segment of the community to encourage social, generational, cultural and physical integration.
- Another key objective is making a safe and fun area for girls to participate in sporting activities.
- The park will address a growing concern of anti-social behaviour in the existing park, due to its covered seating areas, which are poorly lit.

Financial implications

- The project budget is reliant on S106 monies from District Council, which means the town council must work in partnership to deliver project. Robust processes need to be in place to ensure robust contracts are in place and smooth transfer of ownership is achieved.

Recommendations

This is a project update however any feedback is always appreciated