

**MEETING OF THE
WITNEY TOWN COUNCIL**

Held on Monday, 10 November 2025

At 7.05 pm in the Gallery Room, The Corn Exchange, Witney

Present:

Councillor J Doughty (Chair)

Councillors:	O Collins	G Doughty
	T Ashby	D Edwards-Hughes
	D Enright	D Newcombe
	R Smith	J Robertshaw
	D Temple	S Simpson
	A Mubin	J Treloar
	R Crouch	
Officers:	Sharon Groth	Town Clerk
	Adam Clapton	Deputy Town Clerk
	Derek Mackenzie	Senior Administrative Officer & Committee Clerk
	Mark Lewis	Head of Estates & Operations
	Nigel Warner	Responsible Financial Officer
	Adam Cook	Project Officer
Others:	None	

636 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors A Bailey and J Aitman.

637 DECLARATIONS OF INTEREST

There were no declarations of interest from Members or Officers.

638 PUBLIC PARTICIPATION

There was no public participation.

639 EXCLUSION OF PRESS & PUBLIC

Resolved:

That in accordance with section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960, and as extended by Schedule 12A of the Local Government Act 1972, the public, including the press, be excluded from the meeting because of the confidential nature of the following business to be transacted.

640 **WEST WITNEY CONSTRUCTION CONTRACT EVALUATION**

The Council received and considered the confidential report of the Project Officer on the construction contract for works at West Witney Sports Ground, which included the renovation of the clubhouse and the construction of a new Council depot.

Members received an update outlining the background to the projects and the details of the tender process, which was carried out in line with the Council's Financial Regulations and public procurement requirements. The tenders were evaluated using a weighted scoring system by Council officers and the appointed property consultants, Berry's, who would act as the Council's Contract Administrator to ensure building compliance.

The overall budget for the projects had increased slightly in line with tender returns but remained consistent with previous reports relating to Council borrowing.

Members welcomed the report and commended officers for their work and due diligence in progressing the project to this stage. It was noted that some matters remained under review, including the discharge of planning conditions, the financial standing of the proposed contractor, and confirmation of the Section 106 contribution from West Oxfordshire District Council. Officers advised that these issues were being actively progressed.

Resolved:

1. That, the confidential report be noted and,
2. That, the revised budget of £1,977,008 for the building phase of the West Witney Project be approved and,
3. That, the awarding of the West Witney contract for the construction and delivery of the West Witney depot and clubhouse projects, as presented in the report, be approved and
4. That, the Town Clerk/CEO be authorised to enter a contract with the Council's chosen contractor.

641 **REVERT TO OPEN SESSION**

Following the completion of the closed session to consider confidential matters the Committee reverted back to open session to formally award the West Witney Construction tender.

642 **WEST WITNEY CONSTRUCTION CONTRACT**

Following the earlier discussion, it was unanimously agreed that the contract be awarded to Contractor A.

Resolved:

1. That, the contract for the construction projects at West Witney Sports Ground be awarded to Contractor A.

The meeting closed at: 7.40 pm

Chair