

Agenda Item: Major Projects Update – West Witney (Depot & Clubhouse)

Meeting Date: Monday 12 January 2026

Contact Officer: Project Officer

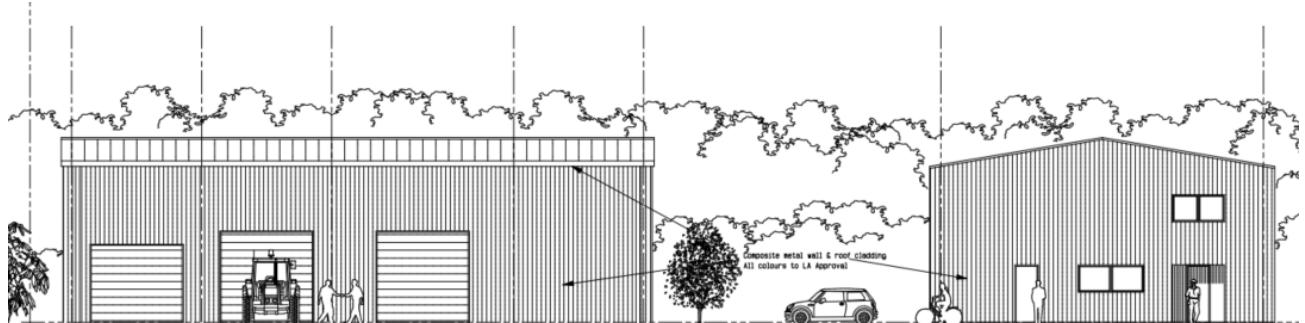
The purpose of this report is to provide members with an update regarding the major capital projects that are currently in flight.

Background

As Members will be aware, Witney Town Council's Open Spaces Strategy cited 5x themes to deliver improvements for our community: Parks, Sport, Leisure, Infrastructure & Effectiveness.

West Witney Project

New Depot



West Witney Clubhouse



Current Situation

- The West Witney Project combines the construction of a new works depot and the refurbishment of the existing Clubhouse.
- In accordance with the Council's financial regulations, the project contract was awarded to Skyline DC Ltd on 21st November 2025.
- Our partnership with Berry's has continued into the construction phase. Officers have instructed Berry's to act as 'Contract Administrators' to ensure the council has the correct and appropriate legal protection, compliance measures and quality assurance to ensure the materials and workmanship is in accordance with the agreed specification in the contract. Berry's will also assist officers in identifying and negotiating cost-saving opportunities throughout the project.
- Officers have worked with the successful contractor Skyline to identify potential savings and have achieved the following to date.
 - The introduction of a new payment plan where the main contractor will receive payment for completed works every 14 days that will result in an 8% discount. This is envisaged to reduce the total contracted sum by £150,785.
 - Changing the windows from Aluminium to UPVC without compromising security, thermal or durability specification will save up to £3,000.
 - Changing entrance door from a glazed door to a solid door, improving security and thermal ratings will save up to £12,000.
 - Building Control has confirmed that the new depot doesn't require the level of fire protection for the steelwork in the original building specification, which will save up to £5,000.

Work on the New Depot continues until mid-February and the Clubhouse renovation started on 5th Jan 2026. Cost savings are a constant consideration which are discussed frequently. Confidence is high we will continue to identify further opportunities, which officers will continue to work and report on.

- Skyline have made excellent progress to date, which has kept the new depot phase on track for completion in Mid-Feb. Significant project milestones (Foundation pouring

and steel/cladding approvals) together with Building Control inspections have been achieved without issue.

- Sport clubs who use the grounds have been engaged regarding clubhouse closure and officers have arranged for temporary toilets to be installed on the field for the duration of the clubhouse renovation, which has been appreciated by all clubs
- Work 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 now due in January.
- The Loan Application to the Ministry of Housing, Communities & Local Government has been successfully approved.
- The proposed completion dates for each project phase are as follows:
 - New Works Depot = 16th February 2026
 - Clubhouse Refurbishment = mid- April 2026

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 – This construction and refurbishment project will adhere to Equality Act 2010, treating everyone fairly, creating an inclusive workplace, and designing buildings that can be used by as many people as possible.
- b) Biodiversity – In accordance with planning conditions the new depot satisfies the required uplift in BNG rating.
- c) Crime & Disorder – security of both buildings have 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, external lighting and CCTV.
- d) Environment & Climate Emergency – building construction consists of environmentally friendly materials, which will also improve thermal efficiency. PV roof panels and storage batteries 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 Berry's, 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.

- 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 the RFO's Full Council Report dated 23rd June 2025

Recommendations

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