PARKS & RECREATION COMMITTEE

Agenda Item: West Witney Capital Projects Update

Meeting Date: Monday, 2 November 2026

Contact Officer: Project Officer

The purpose of this report is to provide members with an update regarding the major capital project that is 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 project linked to Parks and Recreation, which is the 'West Witney Project'

West Witney Project

New Depot



West Witney Clubhouse



Current Situation

- The West Witney Project combines the construction of a new Works Depot alongside the refurbishment of the existing Clubhouse.
- The refurbishment works to the clubhouse were halted following the termination of the contract between the Council and the contractor in September 2026. Since that date, officers have assumed responsibility for the building and surrounding site and have worked closely with the Council's health and safety consultant to ensure that the site remains safe, secure, tidy and compliant with all relevant requirements. Additional security measures have also been implemented to protect the building, materials and equipment.
- Officers are working closely with the Council's construction consultant to assess the extent of the incomplete works, building regulation compliance, and to prepare an independent Quantity Surveyor's report setting out the anticipated costs and timescales required to complete the project. This report will be used to support the evaluation of quotations/tenders received from prospective contractors interested in undertaking the remaining works.
- Officers are also preparing a report for Council that will set out options for procuring a contractor to complete the refurbishment as quickly as possible while ensuring value for money and compliance with the Council's financial regulations and procurement requirements. It is anticipated that this report will be finalised shortly, following which a Special Meeting will be convened (if outside current Committee timeframes) to enable Members to consider the available options and determine the preferred course of action.
- Officers recognise the importance of keeping both Councillors and the wider community informed as the project progresses. A detailed timeline for the completion of the clubhouse refurbishment will be shared at the earliest opportunity once the remaining works have been fully assessed and a preferred procurement route has been agreed. Members should note, however, that previous communications relating to the project have, at times, contained limited information where matters have been deemed commercially sensitive. This approach has been necessary to protect the Council's legal, contractual and financial interests and may continue to influence the level of detail that can be shared publicly as the project moves forward. Nevertheless, every effort will be made to provide timely and meaningful updates whenever it is appropriate to do so.

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 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, external lighting and CCTV.
d) Environment & Climate Emergency – building construction consists of environmentally friendly materials, which will also improve thermal efficiency. Both buildings need to satisfy building control thermal regulations, which need to be achieved prior to practical completion. PV roof panels and air sourced heat pumps 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 associated with construction projects and the recruitment of a new principal contractor, 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 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 has improved the team's ability to maintain and enhance the valuable services they provide the town. Helping improve the appearance of the town and its green spaces, making it a cleaner, neater and more pleasant environment for our residents.
- A refurbished, DDA compliant 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

- Officers are currently reviewing the financial position of the project and assessing the implications arising from the termination of the contract. A detailed assessment of the financial impact, including any additional costs and associated risks, will be presented within the report to be considered at the forthcoming Extraordinary Council Meeting.

Recommendations

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