

## FULL COUNCIL COMMITTEE

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**Date:** Monday, 12 April 2021  
**Title:** Project Update  
**Contact Officer:** Project Officer - Nicky Cayley

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### Background

The purpose of this report is to update the Council on the current status of projects falling under the remit of the Project Officer.

### Current Situation

#### Park Road

- Priority project
- Site visits made and measurements taken
- Some landscaping clearance has taken place
- Existing equipment has been identified but requires man hours to check that all pieces are present
- Maintenance and Environmental Officer has advised that the Works Team do not have the capacity to take on the job of installation of existing equipment
- Only one external contractor has confirmed willingness to fit equipment that they have not supplied
- Exploring the option of purchasing entirely new equipment from one of the Council's "preferred suppliers" – this could be supplemented with a few small pieces to be put in when the Work's Team has capacity.

#### *Risk*

- If the Council does not use external contractors it is unlikely that the park will be ready for this summer
- As only one contractor has confirmed they will fit equipment they have not supplied, Officers cannot ensure that any quote would be reasonable as there appears to be no alternative
- If the Council does use an external contractor to purchase entirely new equipment the budget would need to be increased.

### Windrush Place Allotments

- The Operations and Estates Advisor and Project Officer have undertaken several site visits, including a snagging visit, in preparation for handover from the building contractors
- A list of outstanding items has been sent to the developers to be addressed before the Council accepts the site
- The Project Officer is in the process of obtaining additional quotes for preparation and seeding of the grassed areas to ensure best value
- All equipment required for the allotments to be ready in June has now been ordered and Officers are awaiting delivery
- The sheds for the plots are being delivered and erected in 2 tranches – the Council will not pay for the second tranche until the first tranche is in situ and Officers are happy with the sheds and work
- The Community Hub will be ordered once the first sheds have been erected as the preferred option is from the same supplier
- The Communications and Community Engagement Officer has been in contact with the PR/marketing Agency for Bloor Homes about joint positive PR once the site is ready.

#### *Risk*

- That the developer fails to rectify snagging issues in a timely manner
- That the Council's suppliers do not deliver to timescale.

### Witney Witney Sports and Social Club

- The Club accepted the Council's proposal on 28 March.
- In the short term this will be under the responsibility of the Operations & Estates Advisor to commission contractors for specialised works of installing the fire alarm system; the Maintenance and Environmental Officer and his team to work with the Club to bring the building up to compliance ready for reopening on 17 May (restrictions permitting)
- Town Clerk/CEO is in the process of commissioning consultants in preparation to move forward with commissioning of a new facility.

#### *Risk*

- That work may not be complete in time for 17 May.
- The Club may not meet the compliance satisfactorily.

### Memorial Bench

- The Project Officer has been in touch with Rotary to see if it is still interested in going ahead with the idea of a Covid-19 memorial bench and is awaiting a response.

### Corn Exchange

- Phase 2 will commence after the Full Council meeting on 12 April – when the fee proposals are agreed and the additional budget to cover these fees.
- The Project Officer has been researching possible funding streams for a screen and projector suitable for live streaming NT productions; funding is severely limited due to the pandemic and is focusing on enabling existing venues to re-open rather than encouraging new start-ups. The quotes will need to be updated and further investigation undertaken into smaller grant streams.

### Leys Recreation Ground – Bowling Green Sewers/Splash Park Grey Water

- While this is not an immediate priority, officers will shortly begin working on the project to ensure that sufficient financial information is available to inform the budget setting process towards the end of this year.

### Tennis Courts – West Witney

- Will require the colour coating to be re done next year, between April and October
- Should be included in the budget for next year.

### Skatepark

- Cllr Butterfield, Ollie Pocket and the Town Clerk have had a virtual meeting in order to assist and advise on setting up a community group to fundraise. OCVA are also going to assist the community group sort their governance out.
- Officers will provide project management and specification from the skatepark's installation for the next Sport and Play meeting.

### **Environmental impact**

Having declared a Climate Change Emergency at its Council meeting on 26 June 2019 – with this in mind Councillors should have due regard to the environmental impact of any decisions they make with regard to its facilities and services it operates. There are no areas of environmental concern in the current project programme.

### **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. Any risks are described below each project for the purpose of this report.

### **Financial implications**

- Park Road Play area may require additional budget, depending on quotes received from contractors
- Estimates for other items such as colour coating of the tennis courts at West Witney Sports Ground and sewers will be brought to future meetings.

## **Recommendations**

Member are invited to note the report.