

Warborough Parish Council
Working for Warborough & Shillingford

A sub-committee tasked with setting selection criteria for Capital Projects

Terms of Reference

1.1. Background

A Parish Council Sub-Committee has been established in response to a requirement to identify selection criteria for prioritisation of Capital Projects. This work will reference to the windfall CIL monies predominantly emanating from the recent development at Six Acres and other potential sources of funds.

1.2. Objective

To recommend a set of selection criteria which identifies and prioritises Capital Projects to the benefit of the community of Warborough & Shillingford. The formation of this sub-committee assists in ensuring that the process of identifying and setting these criteria is transparent to the community at large.

1.3. Sub-committee Structure

- The sub-committee shall consist of a minimum of 3 councillors
- The sub-committee shall be quorate with 3 members present
- The sub-committee will meet as required, but at least monthly
- The sub-committee shall invite other Councillors, parishioners and any other experts to join the meeting when advice or expertise is required.
- The sub-committee will consider expert advice provided but those presenting such advice do not have decision making authority
- Any Councillor can be present but not participate in the meeting unless a member of the sub-committee
- The sub-committee will lapse after its recommendation to the Parish Council

1.4. Primary Issues to address

- There is considerably more demand for expenditure than supply
- There is a need to determine viability of proposed projects
- There is a need to assess potential for projects that might attract alternative or multiple sources of funding
- There is a need to get clear understanding of project costs
- There are interest groups in the Community with well-argued requirements for allocation of funds

1.5. Methodology

- The sub-committee will establish a set of criteria to support the prioritisation of Capital Projects, to include viability, cost, community benefit and other need
- The sub-committee will consider and test all projects that were included in the Capital Projects and CIL survey (which incorporate feedback from the 2018 Neighbourhood Plan) against these criteria to assess the methodology
- The sub-committee will also consider the process for introduction of new requests for Capital Projects and impact on ranking

1.6. Reporting

- Meeting dates and agendas will be published in advance
- Minutes of the meetings will be published according to Parish Council regulations
- The sub-committee will report to Full Council at each Council meeting