

**Minutes of the meeting of Warborough Parish Council Sub-Committee for Capital Projects
Wednesday 13th April 2021 6pm
Held remotely due to Covid-19 restrictions**

Present:

Cllr Nick Brown (NB)
Cllr Helen Brawn (HB)
Cllr Nigel Conie (NC)

In attendance:

7 Members of the public

2021/01 Declarations of interest (existence & nature) with regards to items on the agenda:
Nick Brown and Nigel Conie declared interests as members of Friends of St Lawrence Church

2021/02 To accept apologies and reason for absence – none

2021/03 Representation from the Public

A letter from Ms L Kosobuki was read to the meeting with permission of the author
The written reply from the Parish Council was read in response

Members of the Public were thanked for their contributions

2021/04 Introduction

A brief description of the approach made to organising the projects into categories was provided. The selection criteria are attached

2021/05 First pass review of potential Capital Projects

The sub-committee reviewed all projects listed, initially against viability. Each project was discussed and allocated against the following categories:

- 1 Project in passive review
e.g. unviable at this time
- 2 Project requiring a sponsor for further investigation
e.g. Projects with potential, but requiring more detail
- 3 Project that passes tests and require action
e.g. Projects with a sponsor, timeframe and budget
- 4 Projects requiring urgent action
e.g. Legal imperative
- 5 Delivered Projects
e.g. For review of benefits and learning or for future maintenance budget

A list of projects by category is attached

2021/06 Any Other Business

No other business was recorded. A date for the future meeting will be communicated with the Minutes

The meeting closed at approximately 7.10pm.

Draft Minutes prepared by Councillor Brown 12th April 2021.

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Topics	Questions to consider (this is an indicative list of examples, not exhaustive)
1 Viability	<ul style="list-style-type: none"> Is the project capable of being delivered <ul style="list-style-type: none"> is it legal is there an obvious practical constraint is there likely to be significant community objection is it obviously unaffordable Is the project outside the legal and practical responsibility of a Parish Council Is this a project that has already been delivered / well on its way without further material funding
2 Time	<ul style="list-style-type: none"> Is there a pending problem that needs fixing / legal requirement to act <ul style="list-style-type: none"> From a legal / safety perspective If the work is not done will it cost more in the future? Is it maintenance of a building (test to ensure it's a capital not revenue item) Is this something that deferral to future periods will have minimal impact Is this something that can be delivered in a meaningful timeframe
3 Ownership	<ul style="list-style-type: none"> Is this an item or project that is the responsibility of another agency or group <ul style="list-style-type: none"> The Parish Council can still choose to support it / contribute funds and effort Is this a project that another Group can manage to delivery
4 Cost	<ul style="list-style-type: none"> Is the cost of the project clear Are there formal quotations (associated with a need for an owner) Is the ongoing cost to maintain the project in future years understood Is the project likely to be cost effective to deliver
5 Benefits	<ul style="list-style-type: none"> is there a clear articulation of benefits <ul style="list-style-type: none"> are these "deep" - i.e. significant benefit but to a small group are these "broad" i.e. broad community benefit, but possibly low impact Can the benefits be measured or otherwise quantified Are the risks understood is there a leverage opportunity - a fall
6 Funding	<ul style="list-style-type: none"> Is there an alternative way of funding IS there a requirement for matched funding / contribution only How challenging is funding? Can it be reasonably accessed / timely manner Is there a condition for accessing funding (i.e. CIL restraints)
7 Impact on community	<ul style="list-style-type: none"> Is there broad support from the community Is there an environmental benefit or risk Is there a sustainability issue
8 Community Ownership	<ul style="list-style-type: none"> Is this a project that can be properly managed to conclusion by a suitable village body <ul style="list-style-type: none"> The Parish Council can't do it all

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Project No	Project Description	Outcome Category	Sponsor	Budget Known?	Potential source of funds	Next Steps
1	PC document cloud	3. Project that passes tests and require action	Parish Council	Y	Either existing capital budget or expense	Project to improve security and record keeping underway
2	Village archive	2. Project requires sponsor for further investigation	TBA	N	TBA	Potential overlap with and involvement from W&S Society
3	Greet Hall AV	2. Project requires either a sponsor or further investigation	Parish Council	N	Either existing capital budget or expense	Test against competing capital projects
4	Greet Hall General	2. Project requires either a sponsor or further investigation	Parish Council	N	Either existing capital budget or expense	Test against competing capital projects
5	Greet Hall Kitchen	2. Project requires either a sponsor or further investigation	Parish Council	N	Either existing capital budget or expense	Test against competing capital projects
6	Pavilion refurbishment	2. Project requires either a sponsor or further investigation	Parish Council in conjunction with interested parties	Needs confirming, but considerable investigation already done	TBA	Potentially a project in conjunction with WCC Cricket Club and other interested parties
7	Pavilion replacement	2. Project requires either a sponsor or further investigation	TBA	N	TBA	Call to interested villagers to pick up this as a project
8	Allotment/Playground/Sports hub facility	5. Delivered Projects	Parish Council		Funded	Pass to general maintenance
9	Provision against new shop premises requirement	2. Project requires either a sponsor or further investigation	TBA	N	TBA	Project identified in NP. Contingency option should current shop close. Requires a village team to take on. Call for volunteers.
10	Youth Club	2. Project requires either a sponsor or further investigation	TBA	N	TBA	Requires village volunteer to progress.
11	Church external repairs / upgrades	3. Project that passes tests and require action	PCC and Friends of St Laurence Church	Y - initial work circa £50k out of estimate cost of £250k	Various, but contribution from Parish Council sought	Test against competing capital projects
12	Church Vestry repairs / upgrades	3. Project that passes tests and require action	PCC and Friends of St Laurence Church	Y - initial work circa £50k out of estimate cost of £250k	Various, but contribution from Parish Council sought	Test against competing capital projects
13	Provision of Multi-Use Games Area (MUGA)	2. Project requires either a sponsor or further investigation	Parish Council	N	TBA	Requires village volunteer to progress.
14	St Laurence School facility assistance - Car parking	2. Project requires either a sponsor or further investigation	PCC & School	N	TBA	Requires village volunteer to progress.
15	St Laurence School facility assistance - Reception outdoor play area	2. Project requires either a sponsor or further investigation	PCC & School	N	TBA	Requires village volunteer to progress.
16	St Laurence School Facility Assistance - Changing room provision	2. Project requires either a sponsor or further investigation	PCC & School	N	TBA	Requires village volunteer to progress.
17	Allotment car park improvements - CCTV	3. Project that passes tests and require action	Parish Council	Y	TBA	Test against competing capital projects
18	Allotment car park improvements - Surfacing	2. Project requires either a sponsor or further investigation	Parish Council	Y	Planning permission received, in budget	Test against competing capital projects
19	Parking around the Small Green	3. Project that passes tests and require action	Parish Council	Y	TBA	Test against competing capital projects
20	Pedestrian links / footways - Footpath 6	2. Project requires either a sponsor or further investigation	Parish Council	N	TBA	Confirm what the problem is
21	Pedestrian links / footways - Rod Eyot	2. Project requires either a sponsor or further investigation	Parish Council	N	TBA	Part of a general review of footways for the Parish, in conjunction with OCC
22	Green South Drainage	2. Project requires either a sponsor or further investigation	Parish Council	N	TBA	Identified for review this year
23	Thame Road pedestrian bridge	5. Delivered Projects	Parish Council	N	NA	Work to secure the bridge undertaken last year - will need replacing within 7 years
24	Tree Planting - around village	2. Project requires either a sponsor or further investigation	Parish Council	N	TBA	Scored highly in survey, part of green agenda, but will need to be maintained - requires village volunteer to progress
25	Tree Planting - Coppice	2. Project requires either a sponsor or further investigation	Parish Council	N	TBA	Scored highly in survey, part of green agenda, but will need to be maintained - requires village volunteer to progress
26	Pedestrian road crossing (nr. Kingfisher Pub)	1. Project in passive review	OCC	N	NA	Project deemed unsafe and uncible by OCC at this time
27	Culvert/Ditch Clearance	2. Project requires either a sponsor or further investigation	Parish Council	N	Likely to be part of general maintenance expenses	Requires further detail
28	Speeding Control - Installation of extra SIDs in the village	5. Delivered Projects	Parish Council	Y	Funded by PC and donations	Complete this year
29	Speeding Control - 20mph zone (Thame Rd)	2. Project requires either a sponsor or further investigation	OCC / Parish Council	N	TBA	Requires village volunteer to progress.
30	Speeding Control - 20mph zone (Green)	2. Project requires either a sponsor or further investigation	OCC / Parish Council	N	TBA	Requires village volunteer to progress.
31	Speeding Control - Average Speed Check	2. Project requires either a sponsor or further investigation	OCC / Parish Council	N	TBA	Requires village volunteer to progress.
32	Footpath upgrades - General	2. Project requires either a sponsor or further investigation	OCC / Parish Council	N	TBA	Requires village volunteer to progress.
33	Footpath upgrades - Millenium	2. Project requires either a sponsor or further investigation	Parish Council	N	TBA	Requires village volunteer to progress.
34	River Level and Flood Monitor	2. Project requires either a sponsor or further investigation	Village	N	TBA	Requires village volunteer to progress.
35	Allotment improvements - General	2. Project requires either a sponsor or further investigation	Allotment Assoc	N	TBA	Requires a costed proposal
36	Playground addition - Sunken trampoline	2. Project requires either a sponsor or further investigation	Parish Council	N	TBA	Requires village volunteer to progress.