

**Minutes of the meeting of Warborough Parish Council Sub-Committee for Capital Projects
Wednesday 24th March 2021 6pm
Held remotely due to Covid-19 restrictions**

Present:

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

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 Introduction by Nick Brown

A description of the objectives of the Working Group was provided

2021/04 Representation from the Public

There were representations made by:

Richard Pullen, who expressed disappointment at the pace of the project
Max Felstead, who recommended assessment criteria and scoring system be adopted
Jonnie Bradshaw, who proposed options for assessment criteria

Members of the Public were thanked for their contributions

2021/05 Criteria for assessing of potential Capital Projects

Various ways of assessing potential Capital Projects were discussed.

It was decided that the first step would be a viability test for Capital Projects that were currently listed in the village survey. This will start at the next meeting of the Sub-Committee.

It is unlikely that all projects contained in the village survey can be considered in the time allotted to the next Meeting. The projects will be considered in the order contained in the survey. Future Meetings will provide opportunity to ensure all projects are fairly considered.

It was the discussed and agreed that the following criteria would then be used to assess each project within a scoring matrix. The following criteria will be taken to the next Parish Council meeting as well as being circulated ahead of the next meeting to obtain any further feedback from the public.

- 1- Feasibility of project: can it be legally or practically delivered
- 2- Affordability of project: can it be economically delivered and are there clear costings
- 3- Likelihood of alternative or matched Funding : can the project be delivered without PC involvement
- 4- Requirement To Act: is there a legal or urgent imperative to consider the project
- 5- Impact of Benefits: assessment of the breadth of benefit to the villages or depth of value delivered
- 6- Evidence of Need: is there a clear benefit delivered to the villages
- 7- Environmental Impact: is the project of benefit to maintaining
- 8- Sustainability : is the project sustainable and are there provisions to manage any ongoing costs
- 9- Time Criticality: is there an urgent need to act
- 10- Project Sponsor: it is likely that projects will require ownership either in Council or in village to deliver successfully

2021/06 Any Other Business

It was decided that the next meeting would take place on Tuesday 13th April from 6pm – 7pm

The meeting closed at 7.02pm.

Draft Minutes prepared by Councillor Brawn 28th March 2021.