

**DRAFT Minutes of the meeting of Warborough Parish Council Sub-Committee for Capital Projects  
Wednesday 16<sup>th</sup> June 2021 at 6pm  
Held at the Church of St Laurence, Warborough**

**Present:**

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

**In attendance:**

4 Members of the public

**1. To accept apologies and reason for absence**

none

**2. 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. Helen Brawn is related to a potential sponsor of one project (Project 13)

**3. Representations from the Public**

Richard Pullen commented on the list of projects as follows:

- Project 2 (village archive) the Warborough & Shillingford Society had work was underway to understand the current state of the archive but in the first instance he would be the point of contact
- Project 7 (Pavilion Re-build) RP to lead any proposals for a re-build at this point in time
- Projects 11/12 (Church Repairs) RP queried the cost in 11 and 12 to seek clarification on whether the aggregate cost was £250k or £500k. NB confirmed the budgeted cost in aggregate was £250k and agreed to make this clearer in the June release of the projects list

**4. Progress in the Meeting**

Given the small number of attendees, the sub-committee welcomed general comments from members of the public present, given this was manageable in the circumstances.

The Meeting commented on low public attendance and feedback to date.

The sub-committee then updated on progress with finding sponsors for projects that had been proposed by villagers. HB/NB and NC commented that initial contact had been made with potential project sponsors identified at the last meeting (mostly the original proposers). HB confirmed that a general call for sponsors and involvement had been arranged via the village email, web site and the next edition of the Parish magazine. A list of criteria to guide submissions had also been included. The sub-committee noted it was open to contact from any parishioner with a contribution to make or point to discuss. The Meeting also noted that some projects, although worthy, may be undeliverable for a variety of reasons. These would be discussed with potential sponsors and if a decision not to continue was made, it would be communicated to the village in the mediums above.

The breadth of potential sources of funding for projects was noted. The Parish Council has unspent reserves, CIL funds can be accessed, but many of the projects could be funded or part funded from other sources. The sub-committee also debated the option for a cap on contributions to projects, noting that some were simply out of the financial resources available and that it was likely a contribution to multiple projects would be acceptable, given there is no immediate use case required to mitigate impact of development as Six Acres.

The principles of setting a project scoring system were discussed. It was agreed that a scoring system would provide objective assessment of projects, but this required further design. Two members of the public both talked to the scoring system used by SODC for its project allocations. It was felt that this may be overly complex for the nature of our projects, but could provide a valuable guide.

At this stage it was felt that the number of projects would complicate scoring and that further prioritisation (using the existing categorisation contained in the projects list) could provide a smaller list of nearer term projects that could be "scored". The Meeting resolved to segment the project list based on viability and timescale to help focus, but recognised the right of parishioners to champion any project on the list if felt strongly that it met criteria.

The sub-committee will recommend to the Parish Council that an interim deadline for a short list of projects to be considered for the September Parish Council Meeting. Sponsors would be guided to this deadline for any initial proposals.

**DRAFT Minutes of the meeting of Warborough Parish Council Sub-Committee for Capital Projects  
Wednesday 16<sup>th</sup> June 2021 at 6pm  
Held at the Church of St Laurence, Warborough**

It was noted that a number of projects which impact the assets owned by the Parish Council are also listed in the projects list for completeness, but these would be considered in the normal process of work in Council.

**5. Any Other Business**

A new project to provide further traffic management in Wallingford Road had been received. The subcommittee resolved to add this to the projects list for evaluation and noted that new projects would be expected over time.

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

**The meeting closed at approximately 7.00pm.**

Draft Minutes prepared by Councillor Brown 17th June 2021.