Minutes of the Project Delivery Committee Meeting held on Tuesday 14th July 2026

Meeting Venue: The Diamond Jubilee Hall, at the Botley Centre, High Street, Botley, SO30 2ES.

Start Time: 7:15pm

Name	Present	Apologies	Absent
Cllr Cooper (Chair)	✓		
Cllr Grinham (Vice Chair)		✓	
Cllr Gurd	✓		
Cllr King	✓		
Cllr Kinloch		✓	
Cllr Li		✓	
Cllr Simcock	✓		

Also Present: Mr Dave Nevin, Parish Clerk.

The Chair welcomed all to the meeting.

Public Questions – Not required

PL/26/3 **Council Housekeeping:**

i. **To elect the Chair of the Project Delivery Committee for the 2026 – 2027 Council year**

Cllr Cooper proposed, Cllr Gurd seconded, with a unanimous vote in favour of Cllr Cooper chairing this meeting and rather than have a fixed Chair for this Committee, it will rotate through each Committee member each meeting. Cllrs Gurd and Li will not be part of this due to being members of the Oversight Panel.
RESOLVED: That Cllr Cooper be elected to serve as Chair for this meeting.

ii. **To receive and accept apologies for absence**

Cllr Simcock proposed, Cllr Gurd seconded, with a unanimous vote in favour of accepting the apologies from Cllrs Grinham Li & Kinloch
RESOLVED: That the apologies were accepted.
(Power used: Local Government Act 1972 s85)

iii. **To elect the Vice-Chair of the Project Delivery Committee for the 2026 – 2027 Council year**

Due to having a rotating chair for this Council year, this is not required.

iv. **To receive and accept Declarations of Pecuniary Interests on the Agenda**

No declarations were received.

PL/26/4 **To agree the tender shortlist for the High Street Recreation Ground's play park**

Cllr Gurd proposed, Cllr Cooper seconded, with a unanimous vote in favour of shortlisting ESP, Eibe, Sutcliffe and HAGS who scored the highest against our tender criteria. These will now go out to the public who will be able to vote on their preferred option, before coming back to Full Council for the final decision in September.
RESOLVED: That we shortlist the 4 highest scoring companies.

PL/26/5 **To present campaign plans and agree any actions**

i. Love your Place

Cllr Cooper took members through work so far, including the engagement results and advised that he will update his project brief/campaign plan with these results. Next steps will be to create individual projects that align with the objectives for the next meeting. Cllr Gurd proposed, Cllr King seconded, with a unanimous vote in favour of the campaign plan.
RESOLVED: That the campaign plan is agreed.

ii. Environment
a. Sewage

Cllr Gurd provided an update on his campaign plan. Cllr Cooper proposed, Cllr Simcock seconded, with a unanimous vote in favour of the campaign plan.
RESOLVED: That the campaign plan is agreed.

iii. Community Engagement

Cllr Gurd provided a brief update on works in progress and this will now be looked after by Cllrs King and Kitching. Cllr Gurd proposed, Cllr Cooper seconded, with a unanimous vote in favour of the campaign plan.
RESOLVED: That the campaign plan is agreed.

iv. Estates

Cllr Li will adopt this, but in her absence, Cllr Gurd provided a brief update. Cllr Li will present at the next meeting for approval.

v. Transportation

Cllr Cooper provided an update and has the next transport meeting with HCC on the 17th September.
Cllr Gurd proposed, Cllr Simcock seconded, with a unanimous vote in favour of the campaign plan.
RESOLVED: That the campaign plan is agreed.

vi. Community Investment
a. Youth
b. Grants

This item was deferred until the next meeting.

Meeting closed at 8.03pm.
THESE MINUTES COULD BE THE SUBJECT OF AMENDMENTS WHICH WILL BE RECORDED IN THE MINUTES OF THE FOLLOWING MEETING