



Agenda

Community Engagement Forum Partnership Board (Central)

Venue: Meeting Room 2, Civic Centre, Doncaster Road, Selby.

Date: Friday 15 April 2016

Time: 10.a.m.

To: District and County Councillors
S Shaw-Wright (Chair), M Crane, J Chilvers, I Chilvers, C Lunn,
B Marshall, W Nichols, J Shaw-Wright, J Thurlow and P Welch.

Co-opted members
Melanie Davis (Selby Town Council), Fred Matthews (Selby
Town Council), Craig Laskey (Selby Town Council), Michael
Dyson (Selby Town Council), Patricia Chambers, Eileen White,
and Anthony Wray (Barlow Parish Council).

1. APOLOGIES FOR ABSENCE

2. DISCLOSURES OF INTEREST

A copy of the Register of Interest for each Selby District Councillor is available for inspection at www.selby.gov.uk.

Board members should declare to the meeting any disclosable pecuniary interest in any item of business on this agenda which is not (in the case of Selby District Councillors) already entered in their Register of Interests.

Board members should leave the meeting and take no part in the consideration, discussion or vote on any matter in which they have a disclosable pecuniary interest.

Board members should also declare any other interests. Having made the declaration, provided the other interest is not a disclosable pecuniary interest, the member may stay in the meeting, speak and vote on that item of business.

If in doubt, Board members are advised to seek advice from the Monitoring Officer.

3. MINUTES

To confirm as a correct record the minutes of the Central CEF Partnership Board held on 11 January 2016 (pages 1 to 6 attached).

To confirm as a correct record the minutes of the Central CEF Funding Sub-Committee held on 11 January 2016 (pages 7 to 10 attached).

To confirm as a correct record the minutes of the Central CEF Forum meeting held on 4 February 2016 (pages 11 to 13 attached).

4. FEEDBACK FROM THE RECENT COMMUNITY ENGAGEMENT FORUM

To receive feedback from the Forum meeting held on 4 February 2016 (verbal report).

5. PARTNERSHIP BOARD MEMBERSHIP - CO-OPTED MEMBER VACANCY

To consider the Partnership Board Co-opted Member vacancy.

6. DEMENTIA AWARENESS

To consider providing a Dementia Awareness session at the next Forum meeting.

7. COMMUNITY DEVELOPMENT PLAN

To consider progress and developments relating to the Community Development Plan.

7.1 Project Update Report (pages 14 to 17 attached).

7.2 To consider the summary of findings from the Selby Street Scene Audit 2015 (pages 18 to 39 attached).

8. MARKETING AND PUBLICITY

To consider the following marketing and publicity matters:

8.1 To consider the proposed Marketing and Publicity Plan (pages 40 to 41 attached).

8.2 To agree themes for future Community Engagement Forums.

8.3 To consider a spring makeover competition – ‘Team Up to Clean Up’
The Chair will provide a verbal report at the meeting
(pages 42 to 45 attached).

8.4 To consider ‘Culture in the Classroom’ project.

The Chair will provide a verbal report at the meeting.

9. BUDGET UPDATE

To consider the Central CEF budget (pages 46 to 47 attached).

10. FUNDING APPLICATIONS

To consider the recommendations of the Funding Sub-Committee in relation to the following funding applications received (pages 48 to 109 attached). :

- 10.1. Applicant: Tamarak Selby District Scout Camp Site
Project: Refurbishment of campsite
Amount: £1,256
- 10.2. Applicant: Brayton Community Centre
Project: Brayton 'Here and Now'
Amount: £5,000
- 10.3. Applicant: Phazers Out of School Club
Project: Phazers Out of School Club – Outdoor Space
Amount: £1,000
- 10.4. Applicant: Food Festival Committee
Project: Food Festival Project - Entertainment
Amount: £900
- 10.4. Applicant: Abbots Staith Heritage Trust Community Interest Company
Project: Our Community Saving the Abbot's Staith
Amount: £8,150

11. NEXT MEETING

To note the date, time and location of the next Central CEF Forum meeting.

Dates of next meetings
Forum – 20 April 2016, Portholme Church , Selby

Gillian Marshall
Solicitor to the Council

For enquires relating to this agenda, please contact Janine Jenkinson, Democratic Services on **01757 292268** or email: **jjenkinson@selby.gov.uk**.



Minutes

Community Engagement Forum Partnership Board (Central)

Venue:	Committee Room, Selby Civic Centre
Date:	Monday 11 January 2016
Time:	7.00 p.m.
Present:	<u>District and County Councillors</u> Councillors Ian Chilvers (Chair), Judith Chilvers, C Lunn, and Paul Welch. <u>Co-opted Members</u> Anthony Wray and Michael Dyson.
Apologies:	Melanie Davis and Councillor Steve Shaw – Wright.
Officers present:	Paul Varney, Programme Manager (Groundwork) and Janine Jenkinson, Democratic Services Officer, (Selby District Council).
Public:	2

1. DISCLOSURES OF INTEREST

There were no disclosures of interest.

2. MINUTES

The minutes of the Partnership Board held on 14 October 2015 were considered.

RESOLVED:

To approve the minutes of the Central Partnership Board meeting held on 14 October 2015.

3. FEEDBACK FROM THE RECENT COMMUNITY ENGAGEMENT FORUM

The Chair reported that the last Community Engagement Forum meeting had been held on Wednesday 2 December 2015 at Selby Community Centre, Selby.

Consultation tables from: Access Selby Community Officer, (Selby District Council (SDC), Highways (North Yorkshire County Council), and Carers Count had been in attendance.

The focus of the Forum had been the Community Development Plan (CDP). The Forum had received a presentation from Paul Varney, Programme Manager (Groundwork).

The Chair informed the Partnership Board that the Forum meeting had not been well attended and the promotion and publicity of meetings was something the Board needed to consider.

RESOLVED:

To note the update.

4. COMMUNITY DEVELOPMENT PLAN (CDP)

The Programme Manager (Groundwork) presented an updated version of the Central Community Development Plan (CDP) and the Board was asked to formally adopt the revised document.

The Board was advised that the CDP would be used to focus the Central CEF on key priorities for the area.

Groundwork (North Yorkshire) had been engaged to work with the Central CEF and to gather information and progress the priorities of the CDP.

The Board noted the key objectives of the CDP were:

- Objective One: Tidy Environment
- Objective Two: Promoting the Economy
- Objective Three: Community Safety
- Objective Four: Health and Well Being
- Objective Five: Public Transport, Traffic and Speed

In relation to Tidy Environment, the Programme Manager reported that there were a number of on-going projects and work with local communities and town centre stakeholders would be undertaken to improve neglected areas within the public realm.

With regard to Community Safety, the Programme Manager reported that a Severe Winter Weather Scheme had been included in the CDP and an evaluation of the success of the former Severe Winter Weather Scheme would be carried out. Following on from this a new programme would be developed taking into account the lessons learnt from the previous Scheme.

RESOLVED:

To endorse and adopt the Central CEF Community Development Plan 2015-16.

5. MARKETING AND PUBLICITY

The Chair reported that at the CEF Chairs' meeting held on 4 January 2016, concern had been raised regarding public attendance at CEF Forum meetings and discussion had taken place about how the branding of each CEF could be refreshed and promoted more effectively.

The Programme Manager agreed to design some promotional posters to advertise the next Forum meeting.

RESOLVED:

To ask the Programme Manager to produce some promotional material for the next Forum meeting scheduled to be held in February 2016.

6. BUDGET UPDATE

The Democratic Services Officer circulated the latest version of the Central CEF budget account.

The Partnership Board noted that the current balance was £57,744.14.

RESOLVED:

To note the Central CEF budget update.

7. FUNDING APPLICATIONS RECEIVED

The Funding Sub-Committee had met prior to the Partnership Board and had considered the following applications:

Naturewood Selby (Barlow Common) Toddler Group

The application was to support a toddler group at Barlow Common. The group provided play equipment and resources to take part in outdoor activities.

The Chair informed the Board that whilst the Sub-Committee had agreed that the application should be supported, they felt that the group should also seek funding

from the other CEFs. The Sub-Committee had agreed to recommend to the Partnership Board that £300 be allocated to the project.

A discussion took place and some Members felt the group should be allocated £1000, as requested in their submitted application, on the following grounds:

- The grant would provide extensive and detailed benefits for one or more defined groups in the Central CEF area.
- The application met the following objectives in the Central CEF CDP:
 - Objective 1 - Tidy Environment
 - Objective 3 - Community Safety
 - Objective 4 - Health and Well-Being

The Partnership Board agreed to grant £1000 for this application.

Selby Boxing Academy and Community Club

The application for funding was to expand the Club and to assist in the moving to larger premises and to allow it to provide more classes and to open the facilities to more members of the public.

The Chair informed the Board that the Sub-Committee had met to consider the application and had agreed to recommend to the Partnership Board that the application be approved on the grounds the application met the Allocation of Funding Framework criteria, specifically:

- The grant would provide extensive and detailed benefits for one or more defined groups in the Central CEF area.
- The application met the following objectives in the Central CEF CDP:
 - Objective 3 - Community Safety
 - Objective 4 – Health and Well-Being

The Partnership Board agreed to approve the application.

Positive Youth Community Interest Company

The application was to expand the work of a Bike Library project and to enable the organisation to work with groups of young people to provide them with the opportunity to develop skills and knowledge in bicycle maintenance and personal road safety.

The Chair informed the Board that the Sub-Committee recommended that the application be refused on the grounds that the financial information provided with the application stated that total expected income for the year was £16,900.00, however the expected total expenditure was £33,221.00.

In light of this information the Board Members felt that the project was not financially resilient or viable and that CEF funding should be used to support projects that would be sustainable.

The Partnership Board agreed to refuse the application.

Magnetic Arts – Selby Supportive Arts

The application was to provide funding to support Selby Supportive Arts 2015, an art project that ran on Tuesday evenings at Selby Town Hall. The project was aimed at current and former mental health service users in Selby.

The Chair informed the Board that the Sub-Committee had considered the application and recommend that a £500 grant be approved.

A discussion took place and some Members felt £750 should be allocated, as requested in the submitted application, on the grounds the application met the Allocation of Funding Framework criteria, specifically:

- The grant would provide extensive and detailed benefits for one or more defined groups in the Central CEF area.
- The application met the following objective in the Central CEF CDP:
 - Objective 4 – Health and Well-Being
 -

The Partnership Board agreed to grant £750 for this application.

RESOLVED:

- I. To approve £1000 grant to Naturewood Selby (Barlow Common) Toddler Group.**
- II. To approve £1000 grant to Selby Boxing Academy and Community Club.**
- III. To refuse the Positive Youth Community Interest Company application for funding for the reasons outlined above.**
- IV. To approve £750 grant to Magnetic Arts– Selby Supportive Arts.**

8. ANY OTHER BUSINESS

The Chair asked the Board to consider how the Central CEF could respond to the recent flooding in the Selby area. There was some discussion regarding a

directory of professional services such as electricians, handyman and plumbers available to residents.

In relation to membership of the Partnership Board, members felt that the co-opted members that had not attended the Central CEF meetings for a significant length of time should be contacted to ask if they still wished to remain on the Board. It was suggested that Parish Councillor Margaret Bontoft may wish to be co-opted to the Partnership Board if any vacancies arose.

9. NEXT MEETING

The Board requested that future Central CEF meetings were held on Wednesday evenings.

RESOLVED:

- I. To ask the Democratic Services Officer to reschedule all Central CEF meeting to Wednesday evenings.**

The Chair closed the meeting at 8.00 p.m.



Minutes

Community Engagement Forum Funding Sub-Committee Minutes (Central)

Venue:	Committee Room, Selby Civic Centre
Date:	Monday 11 January 2016
Time:	6.30 p.m.
Present:	<u>District Councillors</u> Councillors Ian Chilvers (Chair) and Judith Chilvers. <u>Co-opted Member</u> Melanie Davis
Apologies:	None
Officers present:	Janine Jenkinson - Democratic Services Officer, (Selby District Council) and Paul Varney - Programme Manager (Groundwork).
Public:	2

1. DISCLOSURES OF INTEREST

There were no disclosures of interest made.

2. TERMS OF REFERENCE

The Sub-Committee considered the Terms of Reference.

RESOLVED:

To note the Terms of Reference of the Funding Sub-Committee.

3. FUNDING APPLICATIONS

The Funding Sub-Committee considered the following applications:

Naturewood Toddler Group

The application was for £1000 to support a toddler group at Barlow Common. The group provided play equipment and resources to take part in outdoor activities. The funding would be used to purchase replacement equipment, assist in the running costs, and to advertise and promote the toddler group.

Some queries were raised in relation to the following:

- Attendees and whether all attendees were residents of the Central CEF area;
- Whether the group had applied to the other CEFs for funding; and
- The high advertising costs detailed on the application form.

Whilst the Sub-Committee agreed that the application should be supported, they felt the group should also seek funding from the other CEFs.

The Sub-Committee considered the application against the Allocation of Funding Framework and confirmed that the application met the criteria, specifically:

- The grant would provide extensive and detailed benefits for one or more defined groups in the Central CEF area.
- The application met the following objectives in the Central CEF CDP:
 - Objective 1 - Tidy Environment
 - Objective 3 - Community Safety
 - Objective 4 - Health and Well-Being

RESOLVED:

To recommend that the Partnership Board approve a £300 grant to Naturewood Toddler Group.

Selby Boxing Academy and Community Club

The application was for £1000 to provide funding to Selby Boxing Academy and Community Club to expand and relocate to larger premises. The Club provided a safe environment for people across Selby District to learn to box, improve fitness or to volunteer.

The Sub-Committee considered the application against the Allocation of Funding Framework and confirmed that the application met the criteria, specifically:

- The grant would provide extensive and detailed benefits for one or more defined groups in the Central CEF area.
- The application met the following objectives in the Central CEF CDP:

- Objective 3 - Community Safety
- Objective 4 - Health and Well-Being

RESOLVED:

To recommend that the Partnership Board approve a £1000 grant to Selby Boxing Academy and Community Club.

Positive Youth Community Interest Company - Recycle

The application was for £1000 to expand the work of a Bike Library project and to enable the organisation to work with groups of young people to provide them the opportunity to develop skills and knowledge in bicycle maintenance and personal road safety.

Some concern was raised in relation to the financial information provided in the application form. The application stated that the project total expected income for the year was £16,900.00, however the expected total expenditure was £33,221.00.

In light of this information, the Sub-Committee considered the project was not financially resilient or viable.

The Sub-Committee agreed to recommend to the Partnership Board that the application be refused, on the grounds that the project was not financially resilient or viable and the Sub-Committee felt that CEF funding should be used to support projects that would be sustainable.

RESOLVED:

To recommend that the Partnership Board refuse the Positive Youth Community Interest Company application for the reasons outlined above.

Magnetic Arts – Selby Supportive Arts

The application was for £750 to provide funding to Selby Supportive Arts 2015 – an arts project aimed at current and former mental health service users in Selby.

Some queries were raised regarding the users of the services and what area of the District attendees lived and what the breakdown of staff costs were.

The Sub-Committee considered the application against the Allocation of Funding Framework and confirmed that the application met the criteria, specifically:

- The grant would provide extensive and detailed benefits for one or more defined groups in the Central CEF area.
- The application met the following objective in the Central CEF CDP:

- Objective 4 – Health and Well-Being

RESOLVED:

To recommend that the Partnership Board approve a £500 grant to Magnetic Arts – Selby Supportive Arts.

The Chair closed the meeting at 7.00 p.m.



Minutes

Community Engagement Forum (Central)

Venue:	Selby Town Hall, Selby
Date:	Thursday 4 February 2016
Time:	6.30 p.m.
Present:	<u>District and County Councillors</u> Councillors P Welch (Chair), M Crane and J Shaw-Wright. <u>Co-opted Members</u> Anthony Wray
Apologies:	Councillors S Shaw-Wright, I Chilvers, J Chilvers, C Lunn, and co-opted members M Davis and F Matthews.
Officers present:	Paul Varney, Programme Manager (Groundwork), and Janine Jenkinson, Democratic Services Officer (Selby District Council).
Public:	5

1. ELECTION OF CHAIR

In the absence of the Chair and Vice Chair, Councillor P Welsh was proposed as Chair for the meeting.

RESOLVED:

That Councillor P Welsh be elected as Chair for the meeting.

2. MINUTES

The minutes of the Central Forum meeting held on 2 December 2015 were considered.

RESOLVED:

To approve the minutes of the Central Forum meeting held on 2 December 2015.

3. DISCLOSURES OF INTEREST

There were no declarations of interest.

4. OPEN SESSION

The open session had consultation tables from Community Officers (Selby District Council), Groundwork, Green Doctor and Heritage Lottery Fund.

5. FORUM MEETING – CHAIRMAN’S WELCOME AND INTRODUCTIONS

The Chair welcomed everyone to the meeting and introduced, Katrine Bay Madsen, (Green Doctor).

Some concern was raised about the lack of public attendees at Central Forum meetings, in response the Programme Manager (Groundwork) reported that he would be presenting a marketing strategy to the next Central CEF Partnership Board meeting.

The strategy would be aimed at promoting awareness of the Central CEF and engaging the community. The Programme Manager also informed the Forum that he would be presenting the updated Community Development Plan to a number of parish councils in the Central CEF area.

6. FORUM FOCUS – ENERGY EFFICIENCY

Katrine Bay Madsen, provided the Forum with a summary of the work carried out by the Green Doctor organisation. She explained that the Green Doctor service provided home visits and advice to help households use less energy, keep warm and save money. The Green Doctor home visits usually took an hour and provided information as well as installing small energy efficiency measures.

The Green Doctor organisation provided information and advice on the following:

- Switching suppliers
- Applying for the Warm Homes Discount
- Grants for insulation and central heating
- Energy bills and fuel debt
- Behavioural changes to reduce costs
- Managing heating control

The Green Doctor organisation also installed simple energy-saving measures including:

- Energy-efficient light bulbs
- Draught excluders
- Reflective radiator panels

- Pipe lagging
- Hot water tank jackets
- Water saving devices

7. QUESTION AND ANSWER SESSION

In response to a question regarding eligibility, the Ms Madsen advised that the service was free of charge however subject to eligibility criteria. In general, those eligible were people on lower incomes, older people, and people with medical health issues. People could contact the Green Doctor service directly or make referrals on behalf of others. The Green Doctor service also provided free advice over the telephone to people not eligible for a free home visit.

In response to a question about how the service was promoted, the Forum was informed that the Green Doctor service had operated in Leeds for over eight years and had recently expanded to the Selby area. Additionally, it was explained that the service had been working with a number of community groups to promote their services.

The Chair thanked Ms Madsen for the presentation.

RESOLVED:

To note the presentation.

8. NEXT MEETING

The Chair informed the Forum that the next Central CEF Partnership Board meeting would be held on Wednesday 30 March 2016 and the next Forum meeting would be held on Wednesday 20 April 2016.

The Chair closed the meeting at 7.20 p.m.

Key objective one: TIDY ENVIRONMENT

What are we going to do?

To provide a tidy environment by working in partnership with local communities and town centre stakeholders to improve neglected areas within the public realm.

Ref	Location	Project description	Project UPDATE
1.1	SELBY Ousegate	To address the litter problem along Ousegate from the Toll Bridge to the Nelson Inn.	<p>February 2016 – A site meeting and walkabout was took place on the 8th February and a photographic record was made of all litter and fly tipping ‘hotspots along Ousegate’</p> <p>March 2016 – Discussions with Selby District Council have taken place and concluded that there would be no objection to additional litter bins being installed and emptied, but the initial cost of purchase would need to come from an external source.</p>
1.2	SELBY Market Place	To replace the existing street furniture and litter bins with new heritage appropriate furniture to complement the historic character of the Town.	<p>February 2016 – Selby Town Centre Street Scene Audit which was commissioned by STEP and carried out by Amey has been obtained.</p> <p>March 2016 – Conclusions from the Audit to be shared with the Central Area CEF 30 March 2016</p>
1.3	SELBY Toll Bridge	To create a new community space on the site of the old petrol filling station at the junction of Barlby Road and Ousegate.	<p>December 2015 – A budget of approximately £50,000 has been identified to progress the project and planning has been consulted.</p> <p>January 2016 – Landscape Architects have been re-appointed to progress the design and consultation, and liaison with neighbouring land owners has started again.</p>

			February 2016 – Engineers have been procured to resolve the flood resilience issues, but the appointment of the successful company is awaiting a decision from Selby District Council.
1.4	SELBY Canal Towpath	To upgrade the canal towpath from Brayton into Selby Town.	March 2016 – Funding of over £7,000 has been secured from Pathways to Health to improve disabled access around the Selby Horseshoe. Work to commence in Spring 2016
1.5	SELBY Selby Park	To develop a Conservation and Management Plan for Selby Park.	January 2016 - Initial contact made with Wigan Culture and Leisure Trust. Further discussions are required.
1.6	SELBY Scott Road Play Area	Create all weather shelter to cover part of the existing play area	February 2016 – Initial investigations undertaken to find suitable products to fulfil the play area’s requirements.
1.7	BARLOW Parish Project	Develop a Community Involvement Programme in the Parish of Barlow	February 2016 – Presentation of the Central Area CDP was given at Barlow Parish Council Meeting on Tuesday 23 rd February 2016.
1.8	BARLOW Barlow Common Nature Reserve	To develop a nature/sculpture trail	No Action to date
1.9	BRAYTON Village Play Area	Refurbishment of Children’s Play Area at Brayton Community Centre	January 2016 - £15,000 SECURED from Eggborough Power Stations Land fill tax credit fund. February 2016 – Application SUBMITTED for £15,000 to the North Yorkshire Police and Crime Commissioners Community Fund. March 2016 - £3,275 SECURED from Section 106 towards 3 rd Party Matched funding and fees. March 2016 - £10,000 SECURED from TESCO’s Bags of Help Fund towards new fencing around the Play Area.

Key objective two: PROMOTING THE ECONOMY

What are we going to do?

To help promote the shops and local businesses with new initiatives, involving private landlords, local authorities and voluntary sector groups to engage in general environmental enhancements, festivals, the arts and cultural groups.

Ref	Location	Project description	Project UPDATE
2.1	CENTRAL AREA CEF	To liaise with Selby Town Enterprise Partnership (STEP) and continue to ensure that all applications meet local priorities.	February 2016 – Initial contact made with STEP to look at projects that could potentially be linked to give added value.
2.2	SELBY Town Centre	Shop Signage	No Action to date – Could be linked to the Selby Town Neighbourhood Plan

Key objective three: COMMUNITY SAFETY

What are we going to do?

To work in partnership with the Police, Statutory bodies and Town and Parish Councils to identify potential hotspots for crime and anti-social behaviour and develop practical solutions for reducing incidents.

Ref	Location	Project description	Project UPDATE
3.1	CENTRAL AREA CEF	Severe Winter Weather Scheme	No Action to date – Consider linking this work to the Flooding Event which is to be arranged as a theme for a future CEF.
3.2	CENTRAL AREA CEF	Positive Activities for Young People	March 2016 – Phazers Out of School Club (Assistance given to apply to the Central CEF for funding towards a community outdoor space to the rear of Brayton Community Centre.

Key objective four: HEALTH AND WELL-BEING

What are we going to do?

To raise awareness and break down barriers around community health and well-being and encourage practical support activities.

Ref	Location	Project description	Project UPDATE
4.1	CENTRAL AREA CEF	'Green Doctor'	December 2015 - £10,000 SECURED from North Yorkshire County Council's Winter Health Grants to provide a 'Green Doctor' Service in Selby. January to March 2016 – The Groundwork Green Doctor Co-ordinator has attended 18 local events and has carried out 85 referrals for energy efficiency advice.

Key objective five: PUBLIC TRANSPORT, TRAFFIC AND SPEED

What are we going to do?

Public Transport is an issue for many villages and towns. As this issue spans all the CEF areas then Central Area will work in partnership with other CEF areas to establish solutions

Ref	Location	Project description	Project UPDATE
5.1	CENTRAL AREA CEF	Traffic Information to motorists	No Action to Date
5.2	SELBY Town Centre	Green transport	January 2016 - Initial contact made with Wigan Culture and Leisure Trust regarding links to the Cycle Hub at Selby Park/Leisure Centre. Further discussions are required.

4 List of projects- summary

Project	Locations	Objectives	Tasks
Promote Selby			
Advertise Selby	Hotels, restaurants, pubs, Abbey, Access, Library in Selby + Tourist information centres in Yorkshire	Attract and inform visitors	Produce leaflets (A4 folded in 3) Possibly make a collection on different themes
Organise events	Public realm and stores/ sports/ cultural locations	Increase footfall (local and from further afield)	Identify events, produce calendar of year events for distribution, add on internet, invite artists or specialists, hire relevant items, organise parking and safety, etc.
Visible Information	Market Place	Inform visitors attracted by the abbey and showcase Selby. Improve visit and encourage the use of local retailing, food and drinks places	Add kiosk in the summer or open information centre at a visible place top of Gowthorpe or The Crescent or Market Place

Project	Locations	Objectives	Tasks
Develop the cycling potential and provide specific information on what is available		Promote cycling for leisure	Leaflets, cycle routes, availability of bicycles for hire, things to see, places to go to.
Activities			
Bring activities outdoor	Town Centre / Market Place	Vibrant Town Centre	Encourage café culture
Quarters	Town Centre	Balanced safe environment	Encourage mixed uses, especially residential
Future potential	New Street	Re-invent area in response to declining footfall.	Make it more residential or add functions that require to go there like B&B, offices, tuition, etc.
Refurbishment	Waterfront Garden	Make it less formal Add some fun	Replace some of the artwork with colourful planting and add a small toy for toddlers to amuse them when they walk through the garden with their Mum.
Wayfinding (Refer to associated plan)			
Wayfinding	Town centre	Help visitors	Rationalise the signs, assess location.

Project	Locations	Objectives	Tasks
Map on display board	Church Hill Station Road	New safer location off the carriageway	Relocate nearby to more appropriate location (near garden/ inside station/ or at a place where people can stand safely.
Map on display board	Market Place	Key location to inform visitors	Provide plan of the town centre on the railing or in front of the railing of the Abbey
Signage	Top of Church Lane	Clearer sign posting	Add new sign towards Wren Lane with Information Centre/ Library
Signage	Sign at top of Church Lane	Clearer indication	Relocate sign "Church Lane leading to Church Avenue" or add an arrow
Signage	Millgate Parking	Consistency of signs: finger posts are for pedestrians, not for cars.	Remove finger post and install a sign for cars to indicate the directions

Project	Locations	Objectives	Tasks
Advertising and shop windows	Town Centre	Provide more consistency and high standards of aesthetic	Produce Strategy with criteria to observe for the design of advertising and shop windows. Encourage improvements with grants
Map	Town Centre	Helping visitors to find streets and specific locations (Retail, entertainment, cycling, etc.)	Produce a Street Guide map of Selby Town Centre. Possibly make a map with key shops, or pubs and restaurants, historic location.
Tourist Information Centre	New location to be closer to the Abbey and Market Place	Increased visibility	Relocate Tourist Information Centre nearer Market Place. (Ideally at Market Place).
Temporary Tourist Information kiosk	Market Place	High visibility	During tourist season, add a small kiosk at Market Place to inform visitors

Project	Locations	Objectives	Tasks
Green infrastructure (Refer to associated plan)			
	Town centre	Soften the appearance, make it welcoming, help to define the space, hides buildings that are not interesting	To be determined on a street by street basis
	Market Place along The Crescent	Visible edge of Market Place indicating the presence of The Crescent. Bring colours and cheerfulness in Town Centre	Remove all warning signs and bollards. Replace by a row of circular planters regularly spaced along the edge of Market Place
	Station Road uphill from Bus Station to entrance to Railway Station	Provide a softer more welcoming environment	Add small trees and planters
	James Street	Give less prominence to uninteresting rear elevations	Add trees / planters
	View of the Abbot's Staith site from the Amphitheatre	Provide a softer and more intimate space. Screen off derelict industrial site	Plant trees (Poplars?) along the boundary towards the Abbot's Staithe to screen off the industrial site from the Amphitheatre

Project	Locations	Objectives	Tasks
Planting	Water Hill Lane	De-clutter and improve appearance	Remove low planting and replace with small trees possibly in planters
Window boxes	Robert Street	Improve appearance	Add window boxes at First Floor on sunny side
View of River	Waterfront Garden	Improve the link between the garden and the river.	Cut back the overgrown plants on the embankment
Guardrail boxes	New Street/ The Crescent	Improve appearance	Add flower boxes on the railing at the Pub
Refurbishment of garden	Church Hill / Wren Lane Garden	Improve appearance and open garden to shared space	Re-design this garden. Possibly include work of art
Street Furniture (Refer to associated plan)			
Street furniture	Town Centre	Upgrade appearance and provide consistency. Replace old for new	Re-asses location, requirement and type of street furniture
Bollard	Amphitheatre	Missing bollard cover – Remove trip hazard	Clean up bollard cover and ensure that it closes flush with the paving.

Project	Locations	Objectives	Tasks
Urinating signs	Finkle Street, etc.	These signs give a very poor image of the town. They do not contribute to creating an upmarket pleasant place	Remove signs and implement other measures to stop this behaviour. E.g. public toilet, outdoor urinals
Seating	Town centre	Provide clean seating	Clean up and where appropriate, re-varnish/ paint
Street Lighting	Town Centre	Save energy	Use low energy street lighting
Cycle rack	Micklegate	Safe and convenient type	Replace cycle rack near the Library with a model complying with cycling guidelines
Improve warning signage until this area is re-designed for pedestrians priority	Robert Street/ Wilko	De-clutter and clearer warning	One sign at eye level, oriented to be seen and with a short caption would be more efficient. Possibly add markings on the footway and carriageway
Improve appearance	Church Hill	De-clutter	Too many signs at the parking area

Project	Locations	Objectives	Tasks
Traffic Management (Refer to associated plan)			
Street spaces	Gowthorpe	Place making	Release space for pedestrians: Consider Parklets or one-way Street or full pedestrian street
Street spaces	New Street The Crescent	Place making	Release space for pedestrians One-way street
Speed	New Street The Crescent	Improved safety	Reduce speed limit to 20mph
Speed	From the Toll Bridge to New Millgate	Improved safety	Reduce speed limit to 20mph
Crossing	The Crescent at Boots in front of Market Place	Enhance pedestrian priority message	Zebra crossing or markings on carriageway?
Street Spaces	Wren Lane Church Lane Church Hill	Place making Eliminate footways that are too narrow	Shared space (Type: One level)
Street Spaces	James Street	Place Making Improve short term parking Better pedestrian connection with nearby shops and market	Shared Space (Type: One level)

Project	Locations	Objectives	Tasks
Street Spaces	Finkle Street	Stop cars from damaging the footways by partly parking on them at takeaway. Give more room to pedestrians/ wheelchairs & buggies. Footways are narrow.	Shared space (Type: One level)
Street spaces and crossing priority	Junction at meeting of Robert Street, Millgate parking and Sainsbury/ Wilko access lane	Remove conflict between pedestrian crossing and traffic using the small parking. De-clutter	Create a small plaza stretching to Millgate parking in front of the beauty shop and Wilko. Remove tarmac in plaza and replace with block paviers or similar.
Refurbishment of the car park	Millgate Parking	Provide smarter parking at this point of pedestrian entrance to the town	Re-design parking including trees and good finishes + pedestrian care.
Carriageway and Footway	Water Hill Lane just after Amphitheatre	Safer wider footway and carriageway	Buy strip of land to enlarge street near the Amphitheatre
Transport Hub improved connections for vehicles	Station Road and Portholme Road	Improve connectivity	Create new link between Station Road and Portholme Road under Bawtry Road

Project	Locations	Objectives	Tasks
Improve finishes (Refer to associated plan)			
Carriageway	Library tarmac	Remove impression of backyard industrial parking	Recoat tarmac to remove its rundown appearance or lay block paviors
Carriageway	Gowthorpe	Tarmac on carriageway is worn out	Repair tarmac finish
Carriageway near Town Hall	Gowthorpe	Remove trip hazard	Adjust double kerb
Footway	James Street	Provide a better appearance.	Repave the footways
Seating	Amphitheatre	Upgrade rundown appearance	Clean and repair the seating
Drive	Parking at the top of Church Lane	Upgrade rundown appearance	Improve tarmac finish at entrance
Paving and bollards	Micklegate	Improve appearance	Repair bossed uneven paving on carriageway near Delilah, dislodged sets near bollards, redress bollards, repair some damaged finishes in parking.
Footways repairs	Finkle Street	Improve appearance	Repair broken footway surface
Footways	New Street	Improve appearance	Replace tarmac finish with paving

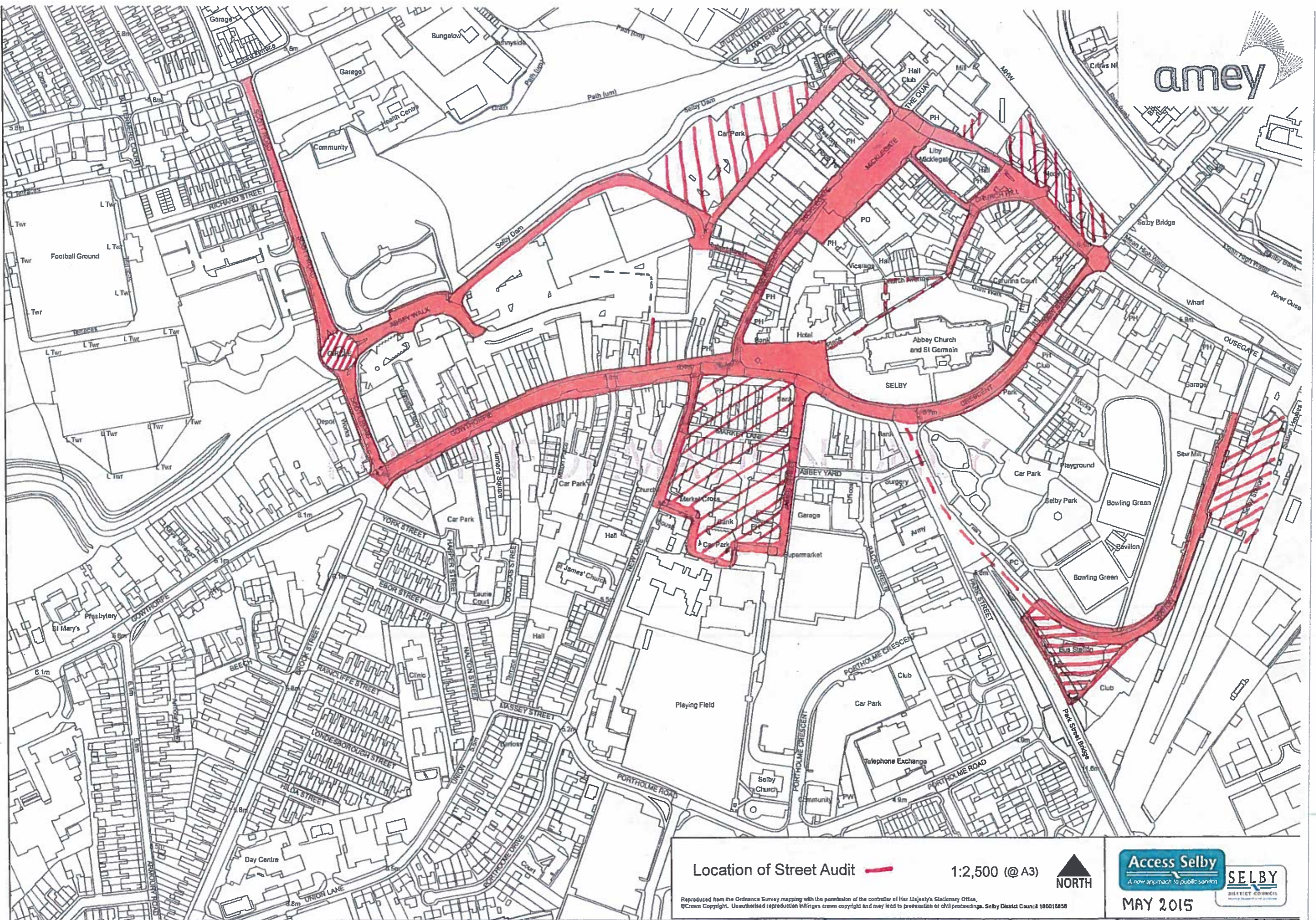
Project	Locations	Objectives	Tasks
			slabs, or block pavers, granite pavers, or any finish that looks nicer for a footway
Art Work (Refer to associated plan)			
Wall Decoration	Wall opposite entrance to Railway Station	Welcoming first impression on arrival in town	Paint wall or fully remove white graffiti paint clouds. Add mural or fix artwork to brick wall.
Wall decoration	Station external wall	Lift the elevations which are devoid of any character	Add mural or fix artwork to brick wall
Landmark at roundabout	Filderstadt Roundabout	Add interest and beauty at an eye-catching place	Remove planters Add sculpture to make this a landmark.
Paving decoration	Shared streets	Provide interest, beauty and fun	Introduce patterns or localised design in the paving surface
Wall decoration	Millgate	Improve derelict appearance of warehouse/ industrial site	Paint blind wall of flat roof extension to the Staithe. A mural would give it even more interest
Wall decoration	Library Car Park	Make this parking look loved and well	Dirty wet dash wall to be cleaned and

Project	Locations	Objectives	Tasks
		maintained	repainted
Window displays	Library Windows	Provide interest to the street instead of treating it as a backyard. Advertise the library, make it a symbol of culture and fun	Create good displays at the windows. Good enough that people stop to look at them or feel good when walking passed the windows
Fountain	Market Place	Provide animation when little is happening.	Add fountain jets flush with the paving.
Relocation of Art Works	Water Garden and Amphitheatre possibly even the 3 Swans	Give a higher profile to these delightful creations instead of keeping them out of sight	Relocate some of the art work in locations with higher footfall in the town centre
Paving	Micklegate	Bring interest	Add pattern on paved area next to Gotch's

5 List of associated plans

All plans are at the scale 1=2500 unless stated otherwise.

- **Location of Street Audit**
- **Selby quarters: retailing and pedestrian routes**
- **Wayfinding**
- **Green infrastructure**
- **Street furniture**
- **Traffic management**
- **Proposed share space at Wilko/ Robert Street**
- **Finish improvements**
- **Art work**



Location of Street Audit —

1:2,500 (@ A3)



Access Selby
A new approach to public services

SELBY
DISTRICT COUNCIL

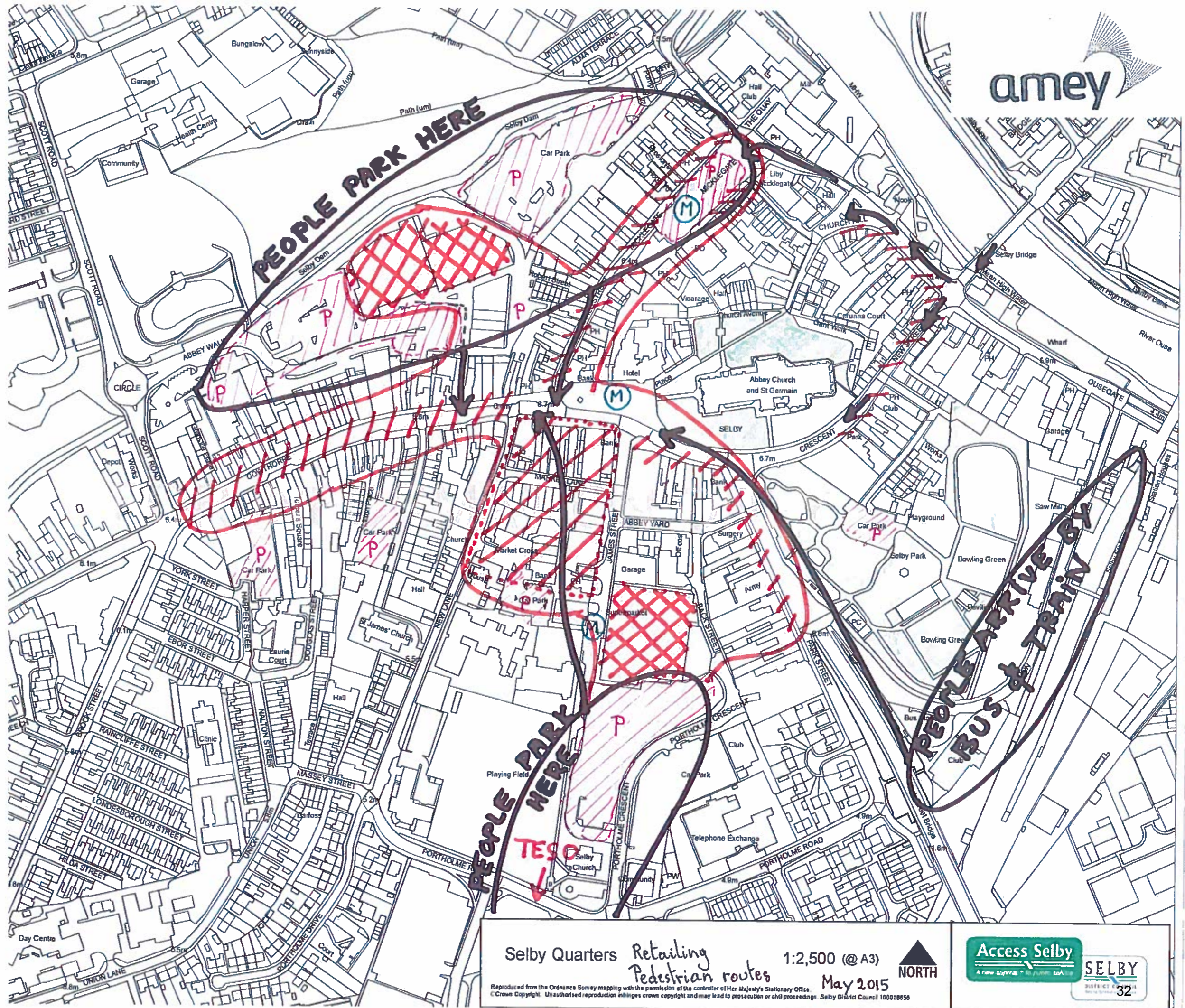
MAY 2015

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LEGEND

-  Retail - Trades
-  Supermarket
-  Market
-  Parking
-  Main Pedestrian routes

This plan shows that New Street is no longer a main pedestrian route. It is not part of the new retail axis and pedestrians also have the choice of walking via Water Hill Lane to reach the Town Centre



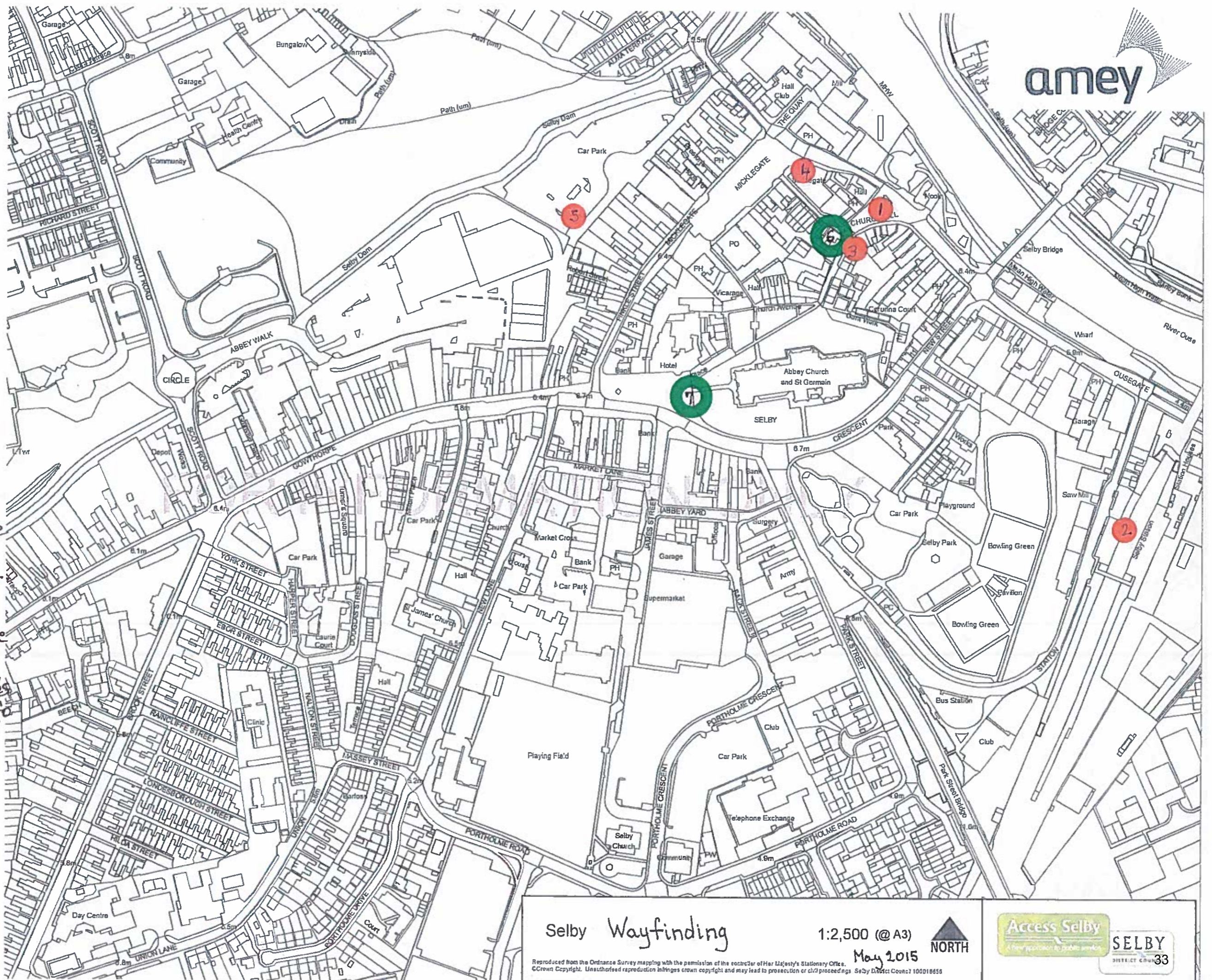
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Legend

- ① Map too close to carriageway ⇒ Relocate
- ② Same as ①
- ③ Relocate sign "Church lane leading to Church Avenue" or add an arrow
- ④ Location of Tourist Info Centre is too far from Market Place ⇒ Relocate
- ⑤ Inadequate choice of sign - Finger post is not meant for cars ⇒ Use correct type of sign
- ⑥ Add arrow towards library / Tourist Info
- ⑦ Add map of the town on railing or nearby.

Note

A new way-finding strategy should be put in place -



Selby Wayfinding

1:2,500 (@ A3)



May 2015

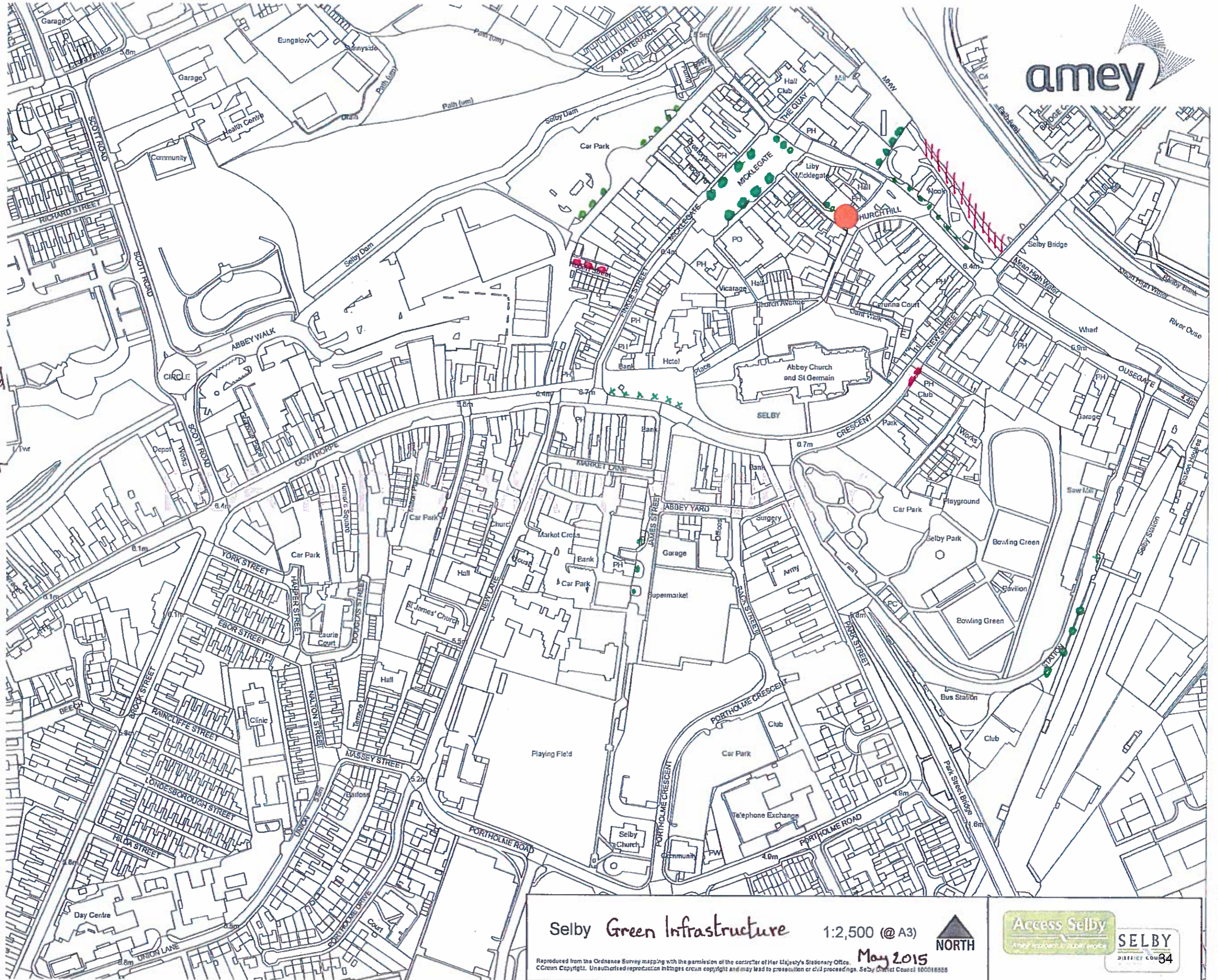


SELBY DISTRICT COUNCIL 33

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Legend

- Tree
- ✕ Planter
- Window box
guardrail box
- //// Cut back
overgrown plants
on embankment
- PS. The number of
plants / window
boxes / guardrail
boxes to be adjusted
on site.
- Re-design corner
garden



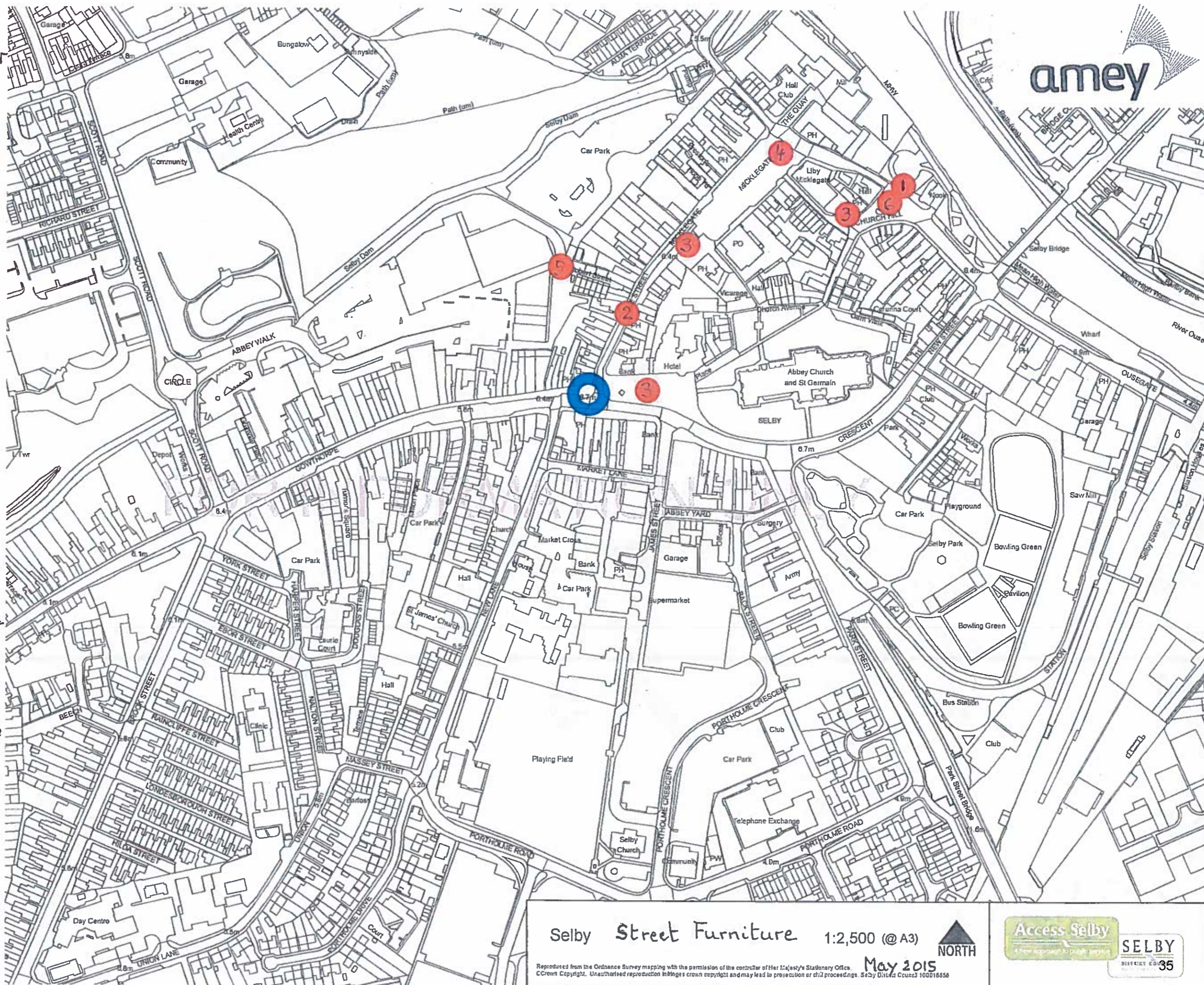
Legend

- ① Clean bollard cover (trip hazard)
- ② Remove urinating signs
- ③ Clean seating
- ④ Replace cycle rack
- ⑤ De-clutter Too many signs, wrong height
- ⑥ De-clutter at Parking area

 Low energy lighting

Note: a full re-assessment of the street furniture in the town centre should be done.

Maintenance required + Replacement + Re location



Selby Street Furniture 1:2,500 (@ A3)



Access Selby

SELBY DISTRICT COUNCIL 35

May 2015

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Legend

→ pedestrian route

/// Area to become Share Space (one level)

Possibly add sleeping policeman prior to share space to slow the traffic down



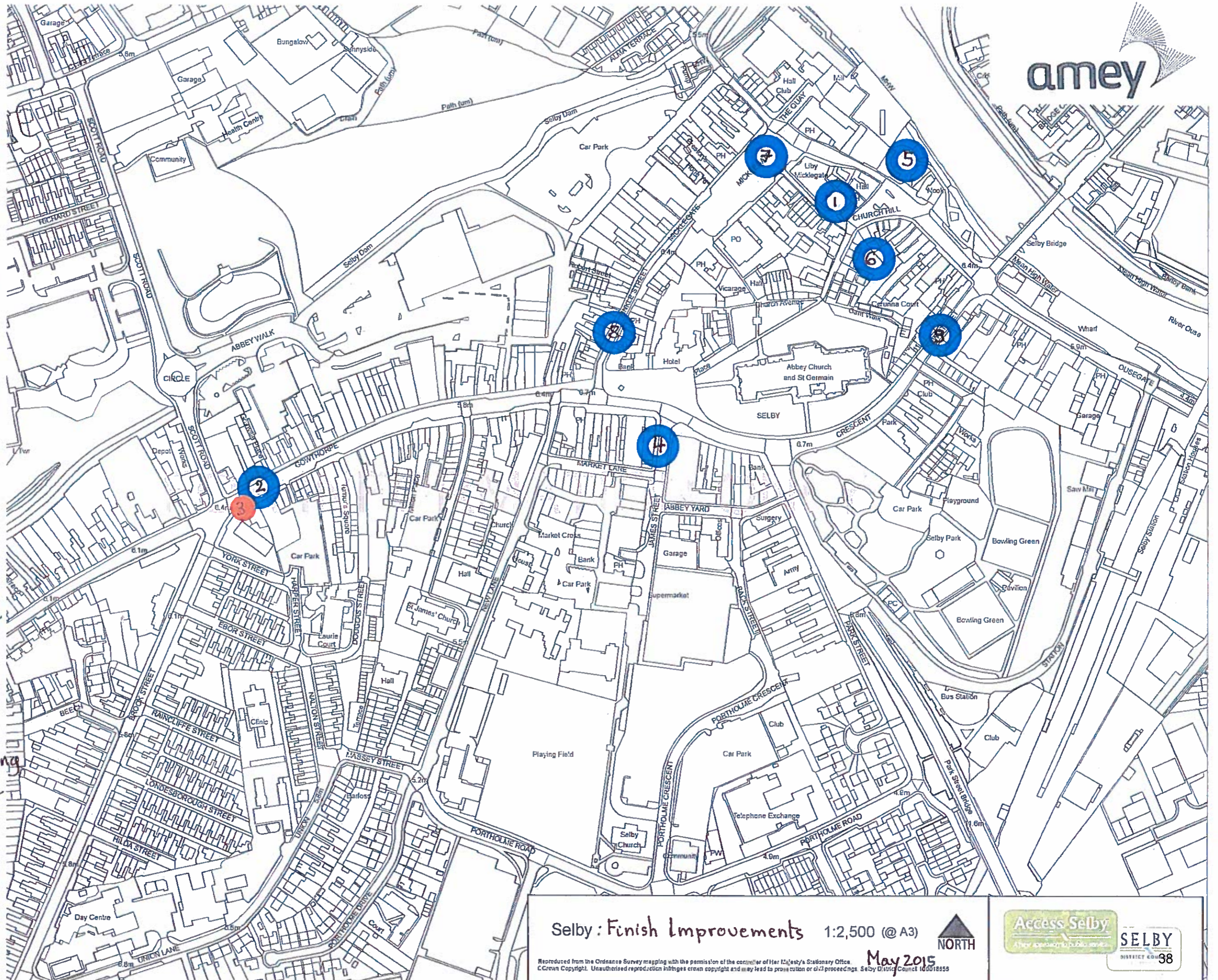
SELBY
Not to scale
May 2015

Legend

- ① Upgrade / Re-coat Tarmac
- ② Upgrade / Re-coat Tarmac
- ③ Adjust double kerb
- ④ New finish on Footways or repair sensitively
- ⑤ Clean and repair Seating at Amphitheatre.
- ⑥ Upgrade parking
- ⑦ Repair dislodged setts, uneven carriageway and worn out finishes
- ⑧ Repair broken footway finishes
- ⑨ Replace tarmac on footways with pavers or concrete slabs.

Note

Repairs could be replaced by specifying a new finish for the street



Selby: Finish Improvements 1:2,500 (@ A3) NORTH



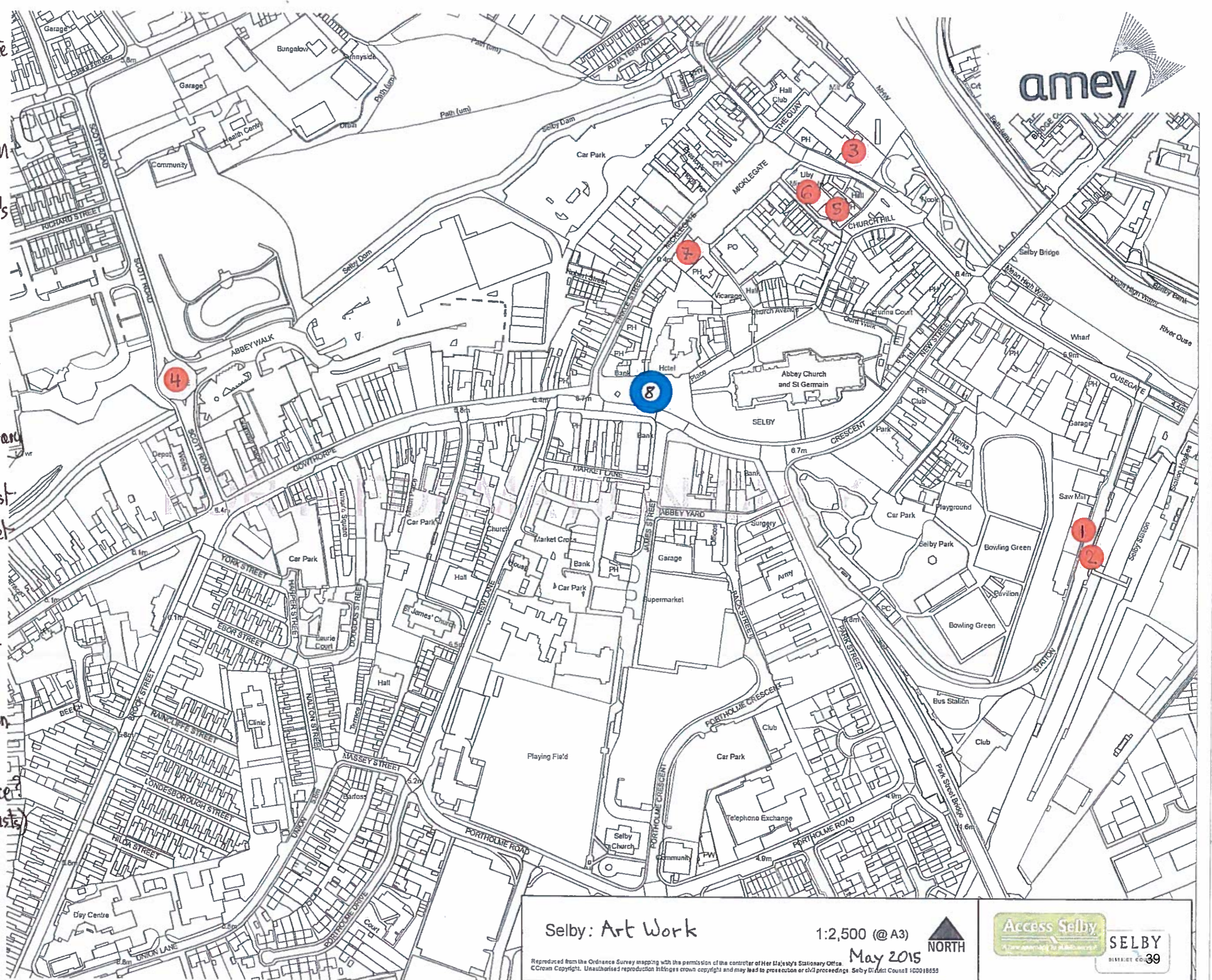
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Legend

- ① Improve wall opposite station - clean it or add mural.
- ② Art work to blind brick wall at Station
- ③ Mural at wall of extension at Abbots Staith
- ④ Make Filderstadt circle a landmark
- ⑤ Re-paint rear wall of car park
- ⑥ Make beautiful displays at the windows of the Library
- ⑦ Add pattern to paving for interest
- ⑧ Fountain at Market Place

Note

Art work at Water Hill Lane could be relocated to a more visible location
 Ex: Would the 3 Swans be more visible at Market Place?
 (ideal photos for tourists)



Selby: Art Work

1:2,500 (@ A3)



May 2015



SELBY
DISTRICT CO. 39

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Ref	Milestone	Timing	Publicity activity	Cost	Aim
1.0	Finalise dates and locations for all CEFs for the year	30 th March 2016	N/A	N/A	Make it easier to market the CEF if all dates and venues are finalised
2.0	Agree themes for future community engagement forums: <ul style="list-style-type: none"> • 20 April –XX • 01 June –XX • 14 Sept – XX • 14 Dec – XX 	30 th March 2016	N/A	N/A	Theme future CEFs to appeal to different people within the community and make marketing more targeted
3.0	Invite practitioners / stall holders to speak / attend the forum	30 th March to 5 th April	N/A	N/A	Get a range of speakers and stall holders to give information to residents
4.0	Inform local residents about 20 th April 2016 CEF meeting	30 th March to 20 th April 2016	Send poster to churches, community groups etc Take poster to local newsagents, supermarkets etc to display Press notice to local newspaper (The Selby Times) Update Selby District Council website Update Groundwork website Press release to local media and on Groundwork website (Selby Times, http://selebian.com/ , York Press, Minster FM, BBC Radio York) Include information	£125 £25 £120 £0 £0 £0	Keep local community informed Encourage local residents to attend

SELBY DISTRICT COUNCIL

CENTRAL AREA CEF AND COMMUNITY FUND – MARKETING AND PUBLICITY PLAN



			about community development plan outcomes met (green doctors, play park etc)		
			Social media – twitter and Facebook North Yorkshire accounts (including #Selby hour)	£0	
5.0	CEF meeting held	20 th April 2016	Take photos at the event (have a sign on wall for consent)	£0	Keep local community informed
			Tweet / Facebook post from the event	£0	Encourage residents to attend future meetings
			Press release after the event	£0	
6.0	Promote the grant scheme	30 th March onwards	Send leaflet with leaflets about the forum (as mentioned in 4.0 above)	£50	Encourage community groups to apply for funding
			Press release about a successfully funded project	£0	
			Add information to the Groundwork website	£0	
			Social media	£0	
7.0	Inform local residents about all meetings and the grant scheme	Summer	Citizenlink (Selby District Council's residents' newsletter) – ask if they can promote all engagement forums' dates for the coming year and information on grant schemes	£0 (assume no cost)	Keep local community informed
			Have leaflets available at Selby Family Fun Day (on Selby District Council stand)	£	

Then repeat 3.0, 4.0 and 5.0 for each forum once dates confirmed

‘Team Up to Clean Up’ supported by Groundwork

Project Proposal, March 2016

1. Programme Context

‘Team Up to Clean Up’ is an ambitious participation campaign to inspire local people in the parishes of Brayton, Barlow and Selby Town to take action to improve local spaces and places within their community. This is a high-profile project is intended to raise awareness of the the Central Area Community Engagement Forum (CEF) and will involve a consortium of community and voluntary organisations across the area and will be supported by the local media.

In addition to transforming spaces and creating awareness of the work of the CEF the campaign will aim to bring communities together and engage people of all ages and abilities with their community and the environment.

2. Community Engagement Aims and Objectives

2.1. Programme aim:

The Central Area CEF and Groundwork are committed to delivering a number of community engagement projects from spring 2016 through to summer 2016. In total, three projects will benefit from a cash reward of £5,000 each from across the area.

The ‘Team Up to Clean Up’ Campaign will offer local visibility for the Central Area CEF and provide inspiration for local people to get involved to transform their local spaces or places for the benefit of their local community.

All sites **MUST** be located in either Brayton, Barlow or Selby Town.

2.2 Objectives:

The ‘Team Up to Clean Up’ Campaign will:

Raise awareness: Do something engaging, eye-catching and different which will create a local buzz around the Central Area. It will aim to engage local people with their surroundings and make them aware of the importance of investing in their local community.

Transform neglected spaces: Make attractive spaces or places for the benefit of the local community that will transform an area to provide a unique opportunity and have an impact locally.

Bring communities together: The project will have the potential to unite and involve a cross-section of the local community, through the engagement of volunteers.

3. Approximate timescales:

3.1 Timescales:

- 1 Early April 2016 Central Area CEF to launch the 'Team Up to Clean Up' Initiative in partnership with the local media.
- 2 April to May 2016 Central Area CEF requests applications from local community groups for three potential projects via the media. Submission deadline: **Friday 6th May 2016**
- 3 Mid May 2016 Public vote in partnership with local media
- 4 Early June 2016 Work on three projects to commence on-site, with completion by July 2016
- 5 Late July 2016 Evaluation of initiative by Groundwork
- 6 September 2016 Feedback of evaluation to Central Area Partnership Board

4. Delivery Model

4.1. Project delivery

The 'Team Up to Clean Up' Campaign will be delivered by Groundwork and managed by the Central Area CEF.

During the campaign the programme will support the delivery of three community engagement projects, with grants of £5,000 each. The funding will contribute to the capital and/or revenue costs of each project.

4.2. Nomination and selection of projects

All applications will be considered by the Central Area CEF and based on the agreed criteria. Shortlisted projects will go forward for public consultation and the three winning projects will be determined by the Partnership Board.

5. Project Eligibility

All projects should:

- Include opportunities for improving either a neglected space or place in Brayton, Barlow or Selby Town.
- Provide a tangible physical improvement by doing / creating something different and inspiring
- Include activities that raise awareness of the key objectives of the Central Area - Community Development Plan
- Have the potential to engage and involve all sections of the community, especially the encouragement of inter-generational activities
- Be publicly accessible
- Be based on project sites that are 'fit for purpose' meaning that they are not contaminated protected areas or have any other characteristic that would prohibit the potential development of a site
- Be in a position to commence physical delivery by June 2016
- Complete by July 2016

Key Scoring Criteria

- Demonstrate long-term sustainability for the project site which could include maintenance plans and agreements, appropriate leases in place or letters of support
- Demonstrate that the site has the potential to ignite local community interest
- Demonstrate that the project will have prominence to get the wider community involved
- Provide a real opportunity to make people aware of the work of the Central Area CEF

Please Note:

Projects will need to be delivered quickly and meet the timescales set out.

Projects will be selected by the Central Area CEF Partnership Board to go forward to the public vote.

Projects will need to demonstrate an ability to help communities to be more aware of the work of the Central Area CEF.

Projects must be able to provide evidence of land-use permission or at least a statement that this will be forthcoming should the project be successful.

Projects must demonstrate support for their project from the local community. Evidence of local partner, charitable and statutory backing for the project would help support the application.

Projects must state that the improved space or place will be maintained beyond the completion of works. The expectation will be that the project will develop community involvement in future maintenance.

6. Examples

'Team Up to Clean Up' will aim to support creative projects that capture the attention of local people and inspire them to appreciate their local area. It is hoped these will provide different and innovative experiences from regular approaches to community engagement activities and regeneration of spaces and places.

Examples of the type of projects that could meet the requirements of a 'Team Up to Clean Up' community engagement project could include:

- Reinvigorating a neglected local space around an art installation
- Introducing new planting to encourage wildlife as a beneficial element of an urban space
- A food growing project that encourages people to grow their own
- A neglected building that requires a facelift.
- Cross-generation of the community come together to plan and create a project led by a group of local people

7. Funding

Team Up to Clean Up Community Engagement Project funds will be managed and paid by Selby District Council in the form of a grant, and will be outside the scope of VAT. Funding will be available to contribute towards the revenue and capital costs of each project.

The community engagement projects will be awarded a grant of £5,000 which will be paid upon project completion and the submission of satisfactory monitoring information to Selby District Council.

Groundwork will provide 10 hours of additional support for managing the initiative which will equate to £500 charged at the AGREED daily rate of £50 per hour in the price schedule dated 14th September 2015.

The **TOTAL** budget for this Project including fees will be **£15,500.**

8. Match Funding

Whilst applicants may wish to supplement the grant from the 'Team Up to Clean Up' with match funding, this is not essential. However the Central Area CEF would want to be the majority funder in this instance to maximise publicity coverage.

Projects will need to demonstrate that match funding is secured or that the project is not reliant on unsecured match funding.

9. Requirements of approved projects

- Grant recipients will be required to participate and co-operate fully in the PR requirements of the programme.
- All grant recipients will be required to obtain photographic images during project delivery.
- All grant recipients will be required to keep evidence of expenditure that Central Area CEF/ Selby District Council will have access to for a defined period for audit purposes.
- Grant recipients will be required to report regularly to Groundwork regarding project progress, and projects will need to be completed within the agreed delivery timescales.
- All grant recipients will need to make land owners and community members aware that they may be requested to appear in public relations material.
- Projects will be required to report on how many people were involved with their project and expenditure for their project.
- Photos of activities and the completed project will be necessary and supplied with any claim. Appropriate consent will be required for all photos submitted.

10. Contact:

Paul M Varney
Community Engagement Delivery Partner
Central Area CEF
Selby Civic Centre
Doncaster Road
SELBY. YO8 9FT

01757 292124

paul.varney@groundwork.org.uk

CENTRAL CEF

Live Accounts from 01/04/2015

Grants:

Income:

Date:	Details:	£
01/04/2015	Balance B/F from previous years	£ 29,872.30
01/10/2015	Annual Grant from SDC	£ 10,000.00
		£ 39,872.30

Expenditure:

Date:	Ref Number:	Awarded to:	Details:	Paid	Commitment	Total	Date Agreed:
01/04/2015		ABBOTS STAITH	COST OF LICENCE	£ 4,500.00		£ 4,500.00	
28/04/2015		ST JAMES' CHURCH SELBY	COMMUNITY EDGE PROJECT	£ 1,000.00		£ 1,000.00	
25/06/2015		ABBOTS STAITH	FINAL PAYMENT	£ 2,167.00		£ 2,167.00	
30/07/2015		VOICES FOR PEOPLE	SUMMER HOLIDAY PROJECT	£ 1,000.00		£ 1,000.00	
25/08/2015		SELBY COMMUNITY TRUST	COMMUNITY POND PROJECT	£ 800.00		£ 800.00	
02/09/2015		NORTH YORKS ADVOCACY	RE-PAYMENT OF OVERPAID GRANT	-£ 71.00		-£ 71.00	
12/02/2016		NATUREWOOD TODDLER GROUP		£ 1,000.00		£ 1,000.00	11/01/2016
21/02/2016		MICKEY'S BOXING CLUB		£ 1,000.00		£ 1,000.00	11/01/2016
12/02/2016		MAGNETIC ARTS		£750.00		£ 750.00	11/01/2016
						£ -	
						£ -	
						£ -	
				£ 12,146.00	£ -	£ 12,146.00	

£ 27,726.30 Grant Available

Project Running Costs:						
Income:						
Date:	Ref Number:	Details:			£	
01/04/2015		Balance B/F from previous years	£			20,524.94
01/10/2015		Annual Grant from SDC	£			10,000.00
					£	30,524.94
Expenditure:						
Date:	Paid to:	Details:	Paid	Commitment	Total	Date Agreed:
30/04/2015	Comm Hse	TELEPHONE CALLS	£ 8.60		£ 8.60	
30/04/2015	Comm Hse	PHOTOCOPYING B&W	£ 1.04		£ 1.04	
31/05/2015	Comm Hse	TELEPHONE CALLS	£ 5.90		£ 5.90	
31/05/2015	Comm Hse	PHOTOCOPYING B&W	£ 5.76		£ 5.76	
31/05/2015	Comm Hse	PHOTOCOPYING COLOUR	£ 8.48		£ 8.48	
31/05/2015	Comm Hse	POSTAGE	£ 2.36		£ 2.36	
04/06/2015	REACH STUDIOS	MARKETING	£ 54.00		£ 54.00	
25/06/2015	Comm Hse	CENTRAL CEF FORUM MISC ITEM	£ 7.75		£ 7.75	
25/06/2015	Comm Hse	REFRESHMENTS	£ 6.77		£ 6.77	
25/06/2015	Comm Hse	POSTAGE FOR VARIOUS ITEMS	£ 12.09		£ 12.09	
25/06/2015	SELBY COMMUNITY TRUST	ROOM HIRE COMMUNITY CENTRE 02.06.15	£ 51.00		£ 51.00	
25/06/2015	REACH STUDIOS	CEF WEBSITE WORK	£ 84.00		£ 84.00	
30/06/2015	Comm Hse	PHOTOCOPYING B&W	£ 16.14		£ 16.14	
30/06/2015	Comm Hse	TELEPHONE CALLS	£ 3.64		£ 3.64	
31/07/2015	Comm Hse	POSTAGE	£ 0.52		£ 0.52	
31/07/2015	Comm Hse	PHOTOCOPYING B&W	£ 5.10		£ 5.10	
31/07/2015	Comm Hse	PHOTOCOPYING COLOUR	£ 3.00		£ 3.00	
31/07/2015	Comm Hse	STATIONERY	£ 6.43		£ 6.43	
31/07/2015	Comm Hse	TELEPHONE CALLS	£ 4.64		£ 4.64	
31/08/2015	Comm Hse	TELEPHONE CALLS	£ 2.06		£ 2.06	
31/08/2015	Comm Hse	PHOTOCOPYING B&W	£ 15.06		£ 15.06	
23/09/2015	BRAYTON CHURCH HALL	ROOM HIRE	£ 20.00		£ 20.00	
24/09/2015	Comm Hse	REFRESHMENTS	£ 3.69		£ 3.69	
24/09/2015	Comm Hse	STATIONERY	£ 1.25		£ 1.25	
30/09/2015	Comm Hse	TELEPHONE CALLS	£ 10.56		£ 10.56	
30/09/2015	Comm Hse	PHOTOCOPYING B&W	£ 0.96		£ 0.96	
14/10/2015	Civic Centre	REFRESHMENTS	£ 14.30		£ 14.30	
19/11/2015	Selby Town Hall	Room Hire 4.2.16	£ 51.00		£ 51.00	
02/12/2015	Selby Town Hall	Room Hire 2.12.15	£ 50.00		£ 50.00	
04/02/2016	Selby Town Hall Studio	Room Hire 04.02.16	£ 51.00		£ 51.00	
			£		£	-
			£	507.10	£	507.10
					£	30,017.84 Budget Available
Total Funds Available:					£ 57,744.14	

Allocation of Funding Framework

All funding applications will be considered by the CEF Partnership Boards and their recommendation will then be authorised by Selby District Council to ensure the following:

- There has been a logical and justifiable allocation of funds.
- The application meets all necessary criteria including personal identifying checks for the purposes of detecting fraud.
- The decision is compliant with the Council's constitution and legal framework.

How much is available in the Community Fund?

- The Fund is divided into two halves, the first of which will be used at the discretion of the Partnership Board to help resolve local issues and/ or enhance local services. The second will be used to further the objectives of the areas community development plans by allocating grants to specific projects and schemes who apply to the Community Fund.

What is the maximum award?

There is no limit on applications for projects however the maximum approval of a grant is £1000

What is the minimum award?

There is no minimum limit on applications for projects however the minimum approval of a grant is £300

Who can apply for funding?

Any of the following bodies can apply for project or grant funding from their Community Engagement Forum:

- Charities
- Community or voluntary groups
- Social enterprises

You will not be eligible to apply for grant funding however you can apply for project funding if your organisation is any of the following:

- A Parish Council that raises its own precepts
- A school
- A commercial organisation generating a profit
- Another statutory service or public services

How often can organisations apply?

If an organisation has been given a grant they cannot apply for funding for the same project for another 2 years. They may apply for funding for another project but they must be able to demonstrate that it is a completely separate project.

If an organisation is unsuccessful in their application for funding they are welcome to re-submit an application at any subsequent CEF meetings.

Is match funding required?

Match funding is not required in order to secure a grant from a CEF however as our maximum grant allocation is £1000 you may need to seek funding from elsewhere if your project will cost more than that amount.

When making the recommendation members of the Partnership Board will evaluate the merit of each application by the information and detail provided it provides and in accordance with the allocation framework below:

<p>Category A (Project Funding): No limit on amount applied for however only a project can be funded.</p>	<ul style="list-style-type: none"> • How the project meets at least 2 of the objectives in the CDP for their CEF area • How the project benefits the CEF area including residents of the area.
<p>Category B (Grant Funding): For applications to be awarded over £750 and up to £1000 they will be expected to show the following:</p>	<ul style="list-style-type: none"> • How the project meets at least 2 of the objectives in the CDP for their CEF area • Extensive and detailed benefits for one or more defined groups in their CEF area. • Clear evidence for a high level of need and extensive community consultation e.g research conducted or a small pilot. • The continued involvement of the community or a defined group throughout the project.
<p>Category C(Grant Funding): For applications to be awarded £300 and up to £750 they will be expected to show the following:</p>	<ul style="list-style-type: none"> • How the project meets one or more objectives in the CDP for that CEF area. • Can demonstrate benefits to one or more defined groups within their CEF area. • Can demonstrate evidence of need.

APPLICATION FORM

(Please note sections one-three of this application will be published on the Selby District Council website as part of the CEF Partnership Board agenda and will therefore be publically available.)

Section one: About your organisation

Q1.1 Organisation name

What is the full legal name of your organisation, as shown in your governing document? If your organisation is also known by different name in your day-to-day work, please put this in brackets. For example: The Baron Neighbourhood Association (known as 'BNA'). Please check this - if the full legal name is incorrect, it may delay your application.

Tamarak Selby District Scout Camp Site

Q1.2 Organisation address

What is your organisation's registered address, including postcode?

Selby District Scout Campsite, Tamarak, Barlow Common, Barlow, Selby, YO8 8JF

Telephone number one

Email address (if applicable)

Telephone number two

Web address (if applicable)

Fax number (if applicable)

Q1.3 Main contact details for the project

Give us the details of the person in your organisation that is the main contact for your project.

Name of contact

Title	Forenames (in full)	Surname
Mrs	Kath	Wilders

Position or job title

Booking Secretary

Q1.4 Organisation type

Your organisation will not be eligible for funding if your organisation is any of the following:

- part of the private sector;
- a Parish council that raises its own precepts
- a school
- a statutory service or other public body

What sector does your organisation fit into?

Social enterprise	<input type="checkbox"/>
Charity	<input checked="" type="checkbox"/>
Voluntary or community group	<input checked="" type="checkbox"/>

Other	Please describe	
-------	-----------------	--

If we give you a grant we may need your solicitor to confirm that, under your governing document, your organisation has the legal power to run the project.

When was your organisation set up? Give the date when your organisation adopted its current legal status. This should be on your governing document. If you're a school or statutory organisation, check with your administrative body. If you don't know the exact day or month, please give us an approximate date.

Day	1st	Month	January	Year	1991
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Q1.5 Reference or registration numbers

Does your organisation have a charity, company or other reference or registration number? If so, please write it below. If your organisation is unincorporated and not registered as a charity, please tick the box provided.

Charity number	306101
Company number	
Other (please specify)	

If you are an unincorporated association and not registered with the Charity Commission, please tick this box and send us a copy of your governing documents (for example, constitution or set of rules) with your application.

Section two: About your project

We have included some notes to help you answer the application questions. We will only assess your application if you answer all our questions. We've set word limits to show you how much information we are expecting in your answers.

Q2.1 What is the name of your project?

Try and keep your project name short and snappy, something like, Youth Matters. If you haven't thought of a name for your project, you can use your organisation's name.

Refurbishment of campsite

Q2.2 What does your project involve? (no more than 500 words)

- Summarise what you plan to do, using straightforward language.
- Make sure you include your main project activities and describe how you'll deliver them.
- If you are working with other organisations to deliver your project tell us who you are working with and what their role on the project will be.

We have nearly completed the refurbishment of the campsite and have installed four replacement cabins and almost fitted them out.

The grant would be used to complete the refurbishment by replacing the mattresses on the bunk beds, renewing chairs and renewing the chainsaw

Continue on next page

Q2.2 What does your project involve? (500 words) continued.

Q2.3 When are you planning to start and finish your project?

You only need to provide estimated dates at this time. We accept they may be subject to change.

Start date – **Already started**

Day	1st	Month	November	Year	2013
-----	------------	-------	-----------------	------	-------------

Finish date

Day	1st	Month	April	Year	2016
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Q2.4 Which key objectives in the Central Community Development Plan will your project meet? (no more than 500 words)

If your project will result in two key changes then all you need do is list those two objectives. Giving two or three will not in any way reduce your application's chance of success so don't be tempted to add unnecessary outcomes just to fill the box on the form.

For each objective, tell us how you will achieve it.

Your project must directly help to deliver one or more of the objectives of the <inset area> Community Development Plan.

Which objective?	How will you achieve this?
Objective 1: Finish the refurbishment of the cabins	By completing the last two cabins by replacing the mattresses on the bunk beds, replacing worn chairs
Objective 2: Health & Safety	Replacing the broken chain saw
Objective 3:	
Objective 4:	

Q2.4 Continued.

Q2.5 Who will benefit from your project and how will they be involved in developing and running it? (no more than 500 words)

Beneficiaries could be all the people, communities and organisations living in a geographical area or all those with similar interests or needs, for example, young people or people who share an ethnic background.

Tell us how you plan to involve your beneficiaries. There are lots of ways of involving people in planning your project. For example:

- by setting up user groups to give feedback on your plans and plan activities
- by holding consultation days or open meetings
- by having people who use your project on your management committee
- by getting people who will use the project to help design it.

You could involve people in running your project by:

- getting them to join your management committee
- encouraging them to volunteer with your project
- getting them to take part in an evaluation of your project
- letting them run part of the project.

We are a Scout campsite that is used by the Youth of Selby District and all over the UK. It is not restricted to just Scouts, any Youth groups are welcome.

The campsite has areas for camping, games, cooking over open fires, pioneering, bivy making, camp fires, open air chapel, indoor accommodation including kitchen, activity room, sleeping accommodation.

The campsite has also disabled access and toilet facilities.

By replacing the mattresses and chairs it will ensure the health and safety of anyone using the camp site accommodation

By replacing the chain saw it means that we can keep the camp site safe and hazard free from damaged trees ensuring that the branches or the tree itself will not endanger anyone using the camp site. We then replant trees to replace any that are removed

We have a service crew made up of Explorer Scouts aged between 14 and 18 who help maintain the campsite and have assisted with the refurbishment.

We also ask for feedback from everyone who uses the camp site.

Q2.5 Continued.

Q2.6 How do you know there is a need for this project in the community? (no more than 500 words)

Describe the evidence you've gathered from:

- the success of any previous work you've done, including any pilots
- any consultation you or others doing similar work have carried out with the people who would benefit
- research you or others have completed to show that there are gaps in provision or a need to enhance existing services.

Make sure that any research or consultation you have done is relevant and less than two years old.

You should refer to relevant statistics, plans or strategies.

Consultation

You need to tell us who you have consulted with, what methods you used and when the consultation took place. It should be clear that consultation with stakeholders, users and potential beneficiaries has influenced your project. If you can't consult with the people that you want to help, tell us why.

Question 2.6:

The campsite is used by Youth within the whole of Selby District and around the UK, Scouts, Guides and Youth Organisations

We continually ask for feedback from the Groups using the camp site and from this put together plans for changes, maintenance and upgrading of the camp site

Section Three: Project finances

You should apply for the amount you need to deliver a successful project.

Q3.1 How much will your project cost and how much would you like from us?

- Include the cost of everything you'll need for your project, even if you're not asking us to fund it.
- Capital costs include buying equipment, vehicles, constructing a building, altering a building, buying land or landscaping.
- Revenue costs include things like training, salaries, travel, running costs, venue hire, and volunteer
- Include any overheads you want us to fund in your revenue costs.
- Please ensure you can evidence how you have obtained value for money.

Make sure you include:

- funding from other sources that you need to deliver your project
- VAT costs even if you can recover VAT.

If you're asking us for all the costs make sure the total cost and amount from us is the same.

	Total cost (£)	Amount from Community Fund	What period is this for?
Capital	1256	1256	
Revenue			
Total	1256	1256	

Are the total costs more than the amount you would like from us?

Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
-----	--------------------------	----	-------------------------------------

If yes, where will you get the other funding from and have you secured it yet?

Q3.2 Have you applied to any other Community Engagement Forum in the Selby District for funding?

Yes	X	No	
-----	---	----	--

If yes, please provide details below

Community Engagement Forum (CEF) applied to	Amount of funding applied for
Central	1076.79

Q3.3 How have you worked out your costs? (no more than 250 words)

Tell us:

- What you plan to spend your grant on
- What your costs are based on, for example, quotes, estimates, or what it has cost before
- Why you need funding for this length of time.

Examples of costs you could include:

Revenue

- The salaries of one full-time project manager and two part-time project workers
- Venue hire to deliver workshops
- Travel costs for staff and volunteers

Overheads

- A contribution towards the rent and utilities of an office building

Capital

- Laptops for staff
- Building and engineering works required for the delivery of the project
- Refurbishment costs.

We expect you to be able to justify the length and the cost of the project. We should be able to understand the reasoning behind your budget.

Estimates from online companies and quotes via email

Search

Web BT Home KENNET

russell

Compose

← << >> Delete Move Spam More Collapse All ↑ ↓ ×

Inbox (8)

Drafts (1)

Sent

Spam

Trash

Smart Views

Important

Unread

Starred

People

Social

Travel

Shopping

Finance

Folders

untitled

untitled1

Recent

Quote for mattresses (2)

Sent from my iPad

Hi Mr Hutchinson,

Thank you for your enquiry via Frank Howcroft.

I hereby quote for eight three foot mattresses.

8 X 2'-6" Easyrest Chester mattresses. 13.5 gauge rod edge Spring systems with stitch bond covers and fully quilted fillings. Medium feel.

£490. Delivered

8 X 2'-6" Easyrest Roma mattresses. 13.5 gauge rod edge Spring systems with damask cover and fully quilted fillings. Medium feel.

£650. Delivered.

8 X 2'-6" Easyrest Manhattan mattresses 13.5 gauge rod edge Spring system with hard wearing damask cover fully tufted which gives it a firmer feel.

£650. Delivered.

All the above are with heat treated Springs which gives you extra life.

Manufactured by a national bed federation member. So you can be assured of the quality to

Stihl MS 181 C-BE 16" Chainsaw



Quick Overview

- 30.1cc 2-Stroke engine
- 41cm (16") chain and bar
- Automatic Chain Oiling
- Recoil start
- Ideal for domestic and professional users

This machine will be set up, pre-delivery inspected and tested prior to being delivered to you, ready-to-use.

RRP: ~~£325.00~~ **£269.00**

You Save: £56.00 (17%)

-

Similar to the MS 181, the Stihl MS 181 C-BE has additional "Comfort" features, including the ErgoStart (E) system and Chain Quick Tensioning (B), making this chainsaw virtually effortless to start and easy to maintain. Perfect for cutting firewood or felling trees up to 12 inches in diameter, it is a lightweight practical chainsaw with convenient features you can rely on.

Features:

- **Reduced-emission engine technology** - 2-stroke engine with stratified charge. A fuel-free layer of air is created between the burned charge in the combustion chamber and the fresh charge in the crankcase, reducing the amount of fuel lost during the charge cycle. This results in more power with a lower weight, up to 20% lower fuel consumption than regular 2-stroke engines and significantly reduced exhaust emissions.
- **Advanced combustion technology** - Four overflow channels swirl the fuel-air mix before ignition, allowing for optimum combustion and highly efficient performance. The result is lower fuel consumption and high torque across a broad rpm range.

- **Compensator** - This controller in the carburettor prevents the fuel-air mixture getting richer as the air filter becomes clogged. The correct quantity of fuel is delivered to the carburettor depending on the quantity of air passing through the air filter. This keeps the fuel/air ratio in the combustion mixture constant and hence also the engine power. The filter doesn't need to be cleaned until an appreciable drop in power occurs.
- **Pre-separation air filtration system** - Stihl long-life air filtration systems with pre-separation achieve perceptibly longer filter life compared with conventional filter systems. Air drawn in is swirled. The larger, heavier particles are ejected. The pre-cleaned air is routed to the air filter via the pre-separator duct.
- **Anti-vibration system** - Intense vibration at the handles of power tools can lead to long-term effects on blood vessels in the hands and arms. Stihl has therefore developed an effective anti-vibration system whereby the oscillations from the machine's engine are dampened which significantly reduces vibrations at the handles.
- **Ematic chain lubrication system** - The Ematic chain lubrication system ensures pinpoint lubrication of the saw chain links and guide bar rails. When used with Stihl OILOMATIC saw chain, it will provide maximum lubrication, longer wear and less oil consumption than conventional methods of chain lubrication. The Ematic system can reduce bar oil consumption by up to 50%.
- **Single-lever master control** - All important functions such as start, choke, throttle and stop are operated via a single lever
- **Side chain tensioner** - The tensioning screw can be found on the side of the chain saw through the sprocket cover. This removes the need for contact with the sharp saw chain.
- **Tool free filler caps** - Special catches on the fuel and oil tanks for easy opening and locking without the need for tools.
- **Stihl ErgoStart (E)** - A genuine advance in easy starting. Stihl ErgoStart (E) cuts the effort required to start the tool by half, while the starter cord can be pulled at just one third of the normal force. All it takes is 2 fingers and a gentle pull action.
- **Chain Quick Tensioning (B)** - After releasing the sprocket cover the chain can be adjusted using a thumb wheel without the need for tools.



Please select your options

Black

Deep Blue Tweed

[View colours](#)

Item price: £63.00

Price ex. VAT: £52.50

Quantity



R8 Wide Seat Armchair

Another style of banqueting chair with steel frame available in a choice of colours. Available with armrests for additional comfort.

Standard frame colour: Black, Brown, Grey

Extra charge for Silver and Gold frame

Dimensions:

Overall Height 880 x Width 610mm x Depth 535mm - Seat height 480mm

Tamarak Account 1st April 2014 to 31st March 2015

Income

C/fwd 2014/2015	£5,019.00
c/fwd Cash	£11.28
Camp Site Fees	£4,695.00
Donation/ Grants	£2,700.00

£ 12,425.28

Expenditure

Wardens exp		£836.29
N Power		£851.29
Telephone		£251.20
Yorkshire Water		£192.76
General maintenance		£761.27
Fire Protection		£239.32
ND Electric (Testing)		£155.00
Badges		£322.20
Insurance (Helpers)		£39.75
Rent Olympia		£28.00
Plaque/Benches (Memory T Hillbeck		£610.42
Booking Secretary exp		£34.14
New roof, Kitchen/Utility room		£1,674.07
<u>New Purchases</u>		
Cooker Hood	£255.00	
Fridge Freezer	£199.00	
Slot Toaster	£125.99	
Griddle	£335.98	
Floor Tiles	£250.00	
Misc	£104.93	£1,270.90

£ 7,266.61

c/fwd 2014/15

£5,083.68

c/fwd Cash

£74.99

£ 12,425.28

Signed

Signed.....



CENTRAL AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

(Please note sections one-three of this application will be published on the Selby District Council website as part of the CEF Partnership Board agenda and will therefore be publically available.)

Section one: About your organisation

Q1.1 Organisation name

What is the full legal name of your organisation, as shown in your governing document? If your organisation is also known by different name in your day-to-day work, please put this in brackets. For example: The Baron Neighbourhood Association (known as 'BNA'). Please check this - if the full legal name is incorrect, it may delay your application.

Brayton Community Centre

Q1.2 Organisation address

What is your organisation's registered address, including postcode?

Brayton Community Centre, Foxhill Lane, Brayton, Selby. YO8 9EL

Telephone number one 01757 212748	Email address (if applicable) braytoncomcentre@btinternet.com
Telephone number two 07932 707874	Web address (if applicable) www.braytoncommunitycentre.co.uk
Fax number (if applicable) n/a	

Q1.3 Main contact details for the project

Give us the details of the person in your organisation that is the main contact for your project.

Name of contact

Title Mrs	Forenames (in full) Carole	Surname McCreadie
Position or job title Manager		



CENTRAL AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

Q1.4 Organisation type

Your organisation will not be eligible for funding if your organisation is any of the following:

- part of the private sector;
- a Parish council that raises its own precepts
- a school
- a statutory service or other public body

What sector does your organisation fit into?

Social enterprise	
Charity	√
Voluntary or community group	√

Other	Please describe	
-------	-----------------	--

If we give you a grant we may need your solicitor to confirm that, under your governing document, your organisation has the legal power to run the project.

When was your organisation set up? Give the date when your organisation adopted its current legal status. This should be on your governing document. If you're a school or statutory organisation, check with your administrative body. If you don't know the exact day or month, please give us an approximate date.

Day	12	Month	August	Year	1946
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Q1.5 Reference or registration numbers

Does your organisation have a charity, company or other reference or registration number? If so, please write it below. If your organisation is unincorporated and not registered as a charity, please tick the box provided.

Charity number	523523
Company number	n/a
Other (please specify)	n/a

If you are an unincorporated association and not registered with the Charity Commission, please tick this box and send us a copy of your governing documents (for example, constitution or set of rules) with your application.

Section two: About your project



CENTRAL AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

We have included some notes to help you answer the application questions. We will only assess your application if you answer all our questions. We've set word limits to show you how much information we are expecting in your answers.

Q2.1 What is the name of your project?

Try and keep your project name short and snappy, something like, Youth Matters. If you haven't thought of a name for your project, you can use your organisation's name.

Brayton 'Here and Now'

Q2.2 What does your project involve? (no more than 500 words)

- Summarise what you plan to do, using straightforward language.
- Make sure you include your main project activities and describe how you'll deliver them.
- If you are working with other organisations to deliver your project tell us who you are working with and what their role on the project will be.

Brayton 'Here and Now' is a project that is happening now and requires immediate action.

The Community Centre continues to provide facilities for young people in our community, however, due to the location of the play area being right at the back of the building we are now experiencing tension between young people using the Foxhill Lane Play Area and Community Centre Users which has resulted in significant youth problems emerging.

There is very little for young people to do in this part of Brayton, resulting in older children visiting the playground on an evening to meet and socialise, thus creating higher than expected levels of crime and nuisance to local users.

To address this problem and turn the play area's future in a positive direction, the Community Centre Committee in partnership with Brayton Parish Council, and the young people themselves have identified the need to provide additional teen facilities within the village and the Foxhill Lane Play Area has been chosen as the most appropriate location: the key feature been the development of youth facilities that include a multi-play zip wire unit, a basket swing, a hip hop rocker and some additional seating. This will be seen as a part solution to the ongoing problems.

In order to progress the project, we have engaged the services of the national regeneration charity Groundwork who have being invited to help project manage the scheme on behalf of our organisation. This has resulted in a plan being put in place to pull the funding package together; to improve the design through further consultation; to get competitive quotes and value for money for the scheme, and



CENTRAL AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

ultimately to contract manage the project's implementation to the point where the completed scheme can be handed over to us for subsequent management and maintenance.

The Community Centre requires funding of £35,000 and we have identified the Police and Crime Commissioner for North Yorkshire – Crime Reduction Fund to finance £15,000 towards the capital costs of the play equipment with £15,000 SECURED from Eggborough Power Stations Landfill Tax Credits Fund.

The Community Centre now requires £5,000 to be able to progress the project to completion and is making this funding application to the Central Area CEF for a contribution from the Community Project Fund. Please note the Brayton Play Area is identified in the Central Area CEF's Community Development Plan as one of the key priorities under Objective One (Ref 1.9)

Q2.3 When are you planning to start and finish your project?

You only need to provide estimated dates at this time. We accept they may be subject to change.

Start date

Day	31	Month	MAY	Year	2016
-----	----	-------	-----	------	------

Finish date

Day	31	Month	JULY	Year	2016
-----	----	-------	------	------	------

Q2.4 Which key objectives in the Central Community Development Plan will your project meet? (no more than 500 words)

If your project will result in two key changes then all you need do is list those two objectives. Giving two or three will not in any way reduce your application's chance of success so don't be tempted to add unnecessary outcomes just to fill the box on the form.

For each objective, tell us how you will achieve it.

Your project must directly help to deliver one or more of the objectives of the <inset area> Community Development Plan.



CENTRAL AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

Which objective?	How will you achieve this?
Objective 1: Tidy Environment	The project will focus mainly on getting young people off the streets and will stop them from creating a nuisance through litter and damage, which if left can make the whole area look run down and neglected.
Objective 2: Community Safety	The new teen equipment will provide a safe environment for young people to play and discourage them from playing on the busy streets. The project will also provide a programme of activities to engage young people with time on their hands to participate in the design and construction of the play area and will aim to divert individuals away from less productive and anti-social activities brought on by boredom.
Objective 3: Health & Well Being	The new play equipment will provide health and fitness opportunities for the needs of all residents and visitors to the village and improve health, through different forms of exercise for all ages and abilities and to provide opportunities to exercise to suit individual needs. It will also encourage families to participate in physical exercise in a fun and engaging way.

Q2.5 Who will benefit from your project and how will they be involved in developing and running it? (no more than 500 words)

Beneficiaries could be all the people, communities and organisations living in a geographical area or all those with similar interests or needs, for example, young people or people who share an ethnic background.

Tell us how you plan to involve your beneficiaries. There are lots of ways of involving people in planning your project. For example:

- by setting up user groups to give feedback on your plans and plan activities



CENTRAL AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

- by holding consultation days or open meetings
- by having people who use your project on your management committee
- by getting people who will use the project to help design it.

You could involve people in running your project by:

- getting them to join your management committee
- encouraging them to volunteer with your project
- getting them to take part in an evaluation of your project
- letting them run part of the project.

The Foxhill Lane Play Area is a community facility that is particularly important to local residents as there are very few areas of good quality greenspace within Brayton.

The project will contribute to the regeneration of what is a currently an under-valued and neglected facility whilst providing a range of freely accessible activities to people who may be suffering from economic hardship.

It is envisaged that by improving the local environment to make it safer, cleaner and greener, it will increase usage and pride in the play area that will by association reduce crime, vandalism and anti-social behaviour. By setting this higher standard for public open space it is hoped that the Foxhill Lane Play Area will act as a benchmark for quality improvements across the whole neighbourhood.

It is intended that the new play area will encourage local children to increase levels of physical activity and enjoy a healthier lifestyle as well as additional benefits that include: providing a diverse range of facilities for recreation and providing an engaging outdoor environment for children and young people to interact with one another and build vital social and interpersonal skills.

This strong focus on social and personal development will not only involve the current users but will actively seek to provide facilities for the broader community offering them the benefits of developing the play area as a community asset and giving local people somewhere where they can meet, make new friends and make full use of the improved facilities.

The planning and design of the play area has been carefully considered to be as inclusive as possible and there are a number of considerations that have been taken into account. These include: access, risk level, the natural environment, the play surfaces and how much the play equipment will challenge and entertain the children.

Brayton Community Centre will be overseeing the delivery of the project; tendering and contract management with support from Groundwork.

CENTRAL AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

Also, Phasers Out of School Club will organise complimentary events throughout the year to generate awareness and interest in the park. Additionally, the Youth Club will put on some outreach activities to engage the local young people to participate in the management of the site as well as getting them to assist with a variety of activities post installation.

We also hope that the young people will exercise their citizenship skills in stewarding the facility in the future.

Q2.6 How do you know there is a need for this project in the community? (no more than 500 words)

Describe the evidence you've gathered from:

- the success of any previous work you've done, including any pilots
- any consultation you or others doing similar work have carried out with the people who would benefit
- research you or others have completed to show that there are gaps in provision or a need to enhance existing services.

Make sure that any research or consultation you have done is relevant and less than two years old.

You should refer to relevant statistics, plans or strategies.

Consultation

You need to tell us who you have consulted with, what methods you used and when the consultation took place. It should be clear that consultation with stakeholders, users and potential beneficiaries has influenced your project. If you can't consult with the people that you want to help, tell us why.

Question 2.6:

Extensive consultation has recently been carried out on the proposal to improve the play area. A petition of support was designed and distributed throughout the local area. Residents were asked to sign the petition as a way of showing their support for the proposed improvements. A total of 89 people from the local community and user groups responded to the consultation, with 100% in support of the proposals.

The idea for the zipwire originally came from young people themselves. When asked as part of a site survey and whilst attending the Youth Club, 100% responded by saying that they would like to see more challenging and dynamic equipment installed within the play area. Additionally, consultation undertaken with the Phasers Out of School Club resulted in overwhelming support to carry out improvements at the

playground. This was mirrored by the recent OFSTED inspection which suggested that further outdoor opportunities should be developed to encourage the children attending to explore their creativity during periods of play.

As part of the consultation process, users were keen to point out that young people were being disruptive, abusive and had an appalling attitude to the public environment. It was noted that £2,556 was spent during 2015 on reactive repairs to play equipment that was not age appropriate for the young people using it. One incident resulted in two teenage girls having to be cut out of a toddlers cradle swing by the Fire and Rescue Service.

Additionally 27 anti-social behaviour complaints were received by the local police from people living in the Brayton Area.

Finally, we feel that the installation of much needed youth facilities that are age appropriate will benefit to the local community by reducing the instance of anti-social behaviour resulting in a 'prevention is better than cure' philosophy, whilst improving the local environment by making it a safer and less confrontational neighbourhood.

Section Three: Project finances

You should apply for the amount you need to deliver a successful project.

Q3.1 How much will your project cost and how much would you like from us?

- Include the cost of everything you'll need for your project, even if you're not asking us to fund it.
- Capital costs include buying equipment, vehicles, constructing a building, altering a building, buying land or landscaping.
- Revenue costs include things like training, salaries, travel, running costs, venue hire, and volunteer
- Include any overheads you want us to fund in your revenue costs.
- Please ensure you can evidence how you have obtained value for money.

Make sure you include:

- funding from other sources that you need to deliver your project
- VAT costs even if you can recover VAT.

If you're asking us for all the costs make sure the total cost and amount from us is the same.



CENTRAL AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

	Total cost (£)	Amount from Community Fund	What period is this for?
Capital	£32,500	£5,000	May 16 to Jul 16
Revenue	£2,500	£0	n/a
Total	£35,000	£5,000	May 16 to Jul 16

Are the total costs more than the amount you would like from us?

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
-----	-------------------------------------	----	--------------------------

If yes, where will you get the other funding from and have you secured it yet?

The total cost of this project is **£35,000** inclusive of VAT

Eggborough Power station has allocated **£15,000** towards the project which has been **secured** from their Landfil Tax Credits Community Fund.

The 3rd Party Matched funding of **£1,540** has been secured from section 106 commuted sums.

We have identified the Police and Crime Commissioner for North Yorkshire – Crime Reduction Fund to finance a further **£15,000** towards the capital costs of the play equipment and we have identified the Central Area CEF for the outstanding **£5,000** to make up the project shortfall.

Q3.2 Have you applied to any other Community Engagement Forum in the Selby District for funding?

Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
-----	--------------------------	----	-------------------------------------

If yes, please provide details below

Community Engagement Forum (CEF) applied to	Amount of funding applied for
n/a	n/a
n/a	n/a
n/a	n/a
n/a	n/a
n/a	n/a

CENTRAL AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

Q3.3 How have you worked out your costs? (no more than 250 words)

Tell us:

- What you plan to spend your grant on
- What your costs are based on, for example, quotes, estimates, or what it has cost before
- Why you need funding for this length of time.

Examples of costs you could include:

Revenue

- The salaries of one full-time project manager and two part-time project workers
- Venue hire to deliver workshops
- Travel costs for staff and volunteers

Overheads

- A contribution towards the rent and utilities of an office building

Capital

- Laptops for staff
- Building and engineering works required for the delivery of the project
- Refurbishment costs.

We expect you to be able to justify the length and the cost of the project. We should be able to understand the reasoning behind your budget.

CENTRAL AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

Our cost were worked out by inviting three playground companies to make submissions based on a contract value of £35,000.

Analysis of the three submissions was undertaken to determine the most competitive quote based on the following criteria:

- value for money
- design
- quality and warranties
- maintenance implications
- added value

Hags/SMP, Clockhouse Nurseries, Clockhouse Lane East, Egham, Surrey, TW20 8PG offered the most competitive quotation and have been conditionally awarded the contract based on securing the total amount of funding necessary to execute the project in full.

There costs are detailed below:

Supply and Install:	
Mantis Zip wire	7816.75
Duel Swing Pendulum Seats	5960.20
2.4m high Basket Swing	2406.30
Amazon Basin	1940.55
Ross Ice Shelf	460.03
Niagra Falls	1391.50
Bench/Seat	420.00
Jet wash Equipment	180.00
Breakout & Removals	4196.00
Reinstatements	943.00
Preliminaries	719.00
Carriage	300.00
ROSPA Inspection	350.00
Professional Fees	2,083.33
SUB TOTAL	29,166.66
VAT	5,833.34
GRAND TOTAL	35,000.00



CENTRAL AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

(Please note sections one-three of this application will be published on the Selby District Council website as part of the CEF Partnership Board agenda and will therefore be publically available.)

Section one: About your organisation

Q1.1 Organisation name

What is the full legal name of your organisation, as shown in your governing document? If your organisation is also known by different name in your day-to-day work, please put this in brackets. For example: The Baron Neighbourhood Association (known as 'BNA'). Please check this - if the full legal name is incorrect, it may delay your application.

Phazers Out of School Club

Q1.2 Organisation address

What is your organisation's registered address, including postcode?

Brayton Community Centre, Foxhill Lane, Brayton, Selby. YO8 9EL	
Telephone number one	Email address (if applicable)
07432 532899	phazers@live.co.uk
Telephone number two	Web address (if applicable)
n/a	www.braytoncc.co.uk
Fax number (if applicable)	
n/a	

Q1.3 Main contact details for the project

Give us the details of the person in your organisation that is the main contact for your project.

Name of contact

Title	Forenames (in full)	Surname
Miss	Sharon	Young
Position or job title		
Manager		



CENTRAL AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

Q1.4 Organisation type

Your organisation will not be eligible for funding if your organisation is any of the following:

- part of the private sector;
- a Parish council that raises its own precepts
- a school
- a statutory service or other public body

What sector does your organisation fit into?

Social enterprise	<input type="checkbox"/>
Charity	<input type="checkbox"/>
Voluntary or community group	<input checked="" type="checkbox"/>

Other	<input type="checkbox"/>	Please describe	<input style="width: 70%;" type="text"/>
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If we give you a grant we may need your solicitor to confirm that, under your governing document, your organisation has the legal power to run the project.

When was your organisation set up? Give the date when your organisation adopted its current legal status. This should be on your governing document. If you're a school or statutory organisation, check with your administrative body. If you don't know the exact day or month, please give us an approximate date.

Day	10	Month	October	Year	2005
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Q1.5 Reference or registration numbers

Does your organisation have a charity, company or other reference or registration number? If so, please write it below. If your organisation is unincorporated and not registered as a charity, please tick the box provided.

Charity number	n/a
Company number	n/a
Other (please specify)	n/a

If you are an unincorporated association and not registered with the Charity Commission, please tick this box and send us a copy of your governing documents (for example, constitution or set of rules) with your application.

Section two: About your project



CENTRAL AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

We have included some notes to help you answer the application questions. We will only assess your application if you answer all our questions. We've set word limits to show you how much information we are expecting in your answers.

Q2.1 What is the name of your project?

Try and keep your project name short and snappy, something like, Youth Matters. If you haven't thought of a name for your project, you can use your organisation's name.

Phazers Out of School Club – Outdoor Space

Q2.2 What does your project involve? (no more than 500 words)

- Summarise what you plan to do, using straightforward language.
- Make sure you include your main project activities and describe how you'll deliver them.
- If you are working with other organisations to deliver your project tell us who you are working with and what their role on the project will be.

Phazers is a lively, fun, safe and high quality OFSTED registered childcare facility for children of 4-12 years of age in the village of Brayton.

We provide a drop off and collection service to all the local primary schools. During term time we offer our highly popular Breakfast Club and After School Club.

Throughout the school holidays we run a safe and fun Holiday Club where children can socialise with their friends in a caring environment.

Our recent OFSTED inspection which was undertaken in August 2015 resulted in an overall **Good**, however we are keen to progress to outstanding, therefore in response to the key findings of the report and to create further opportunities for our children, we have decided to reinvent our outdoor space to create a new safe place where our children can develop their imagination and creativity.

In order to regenerate the area to the rear of the Community Centre our project will aim to redesign the outdoor play space to add a series of playground markings by installing thermoplastic graphics to illustrate elements that develop communication, literacy, numeracy and physical development; thus raising awareness and educating our children during periods of play. We also want to include a large wall mounted chalkboard that will provide our children with an amenity to express their creative ideas.

In order to progress our project, we have engaged the services of the national regeneration charity Groundwork who have been invited to help project manage the



CENTRAL AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

scheme on behalf of our organisation. This has resulted in a plan being put in place to pull the funding package together; to improve the design through further consultation; to get competitive quotes and value for money for the scheme, and ultimately to contract manage the project's implementation to the point where the completed scheme can be handed over to us for subsequent management and maintenance.

Q2.3 When are you planning to start and finish your project?

You only need to provide estimated dates at this time. We accept they may be subject to change.

Start date

Day	30	Month	APRIL	Year	2016
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Finish date

Day	31	Month	MAY	Year	2016
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Q2.4 Which key objectives in the Central Community Development Plan will your project meet? (no more than 500 words)

If your project will result in two key changes then all you need do is list those two objectives. Giving two or three will not in any way reduce your application's chance of success so don't be tempted to add unnecessary outcomes just to fill the box on the form.

For each objective, tell us how you will achieve it.

Your project must directly help to deliver one or more of the objectives of the <inset area> Community Development Plan.

Which objective?	How will you achieve this?
Objective 1: Tidy Environment	We want to encourage our children to respect the outdoor environment, by practicing what we expect – which is to keep the space clean and tidy. We believe that by getting our children involved in the design and management



CENTRAL AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

	<p>of the new outdoor space from the outset, it will give them a sense of pride and ownership of the area, whilst improving what is currently a neglected public space at the rear of the Community Centre.</p>
<p>Objective 2: Community Safety</p>	<p>The planning and creation of the new play area will be an exciting and valuable opportunity for our children to get involved, and allow them to take a lead in all stages of the project from consultation to development and aftercare.</p> <p>It is hoped that by involving the children from the outset, they will enjoy the experience and be more inclined to look after the area once it is completed, and by association help reduce the potential for anti-social behaviour.</p>
<p>Objective 3: Health & Well Being</p>	<p>It is intended that the outdoor space will encourage our children to increase levels of physical activity and enjoy a healthier lifestyle as well as additional benefits that include: providing a diverse range of facilities for recreation and providing an engaging outdoor environment for children and young people to interact with one another and build vital social and interpersonal skills.</p>

Q2.5 Who will benefit from your project and how will they be involved in developing and running it? (no more than 500 words)

Beneficiaries could be all the people, communities and organisations living in a geographical area or all those with similar interests or needs, for example, young people or people who share an ethnic background.

Tell us how you plan to involve your beneficiaries. There are lots of ways of involving people in planning your project. For example:

- by setting up user groups to give feedback on your plans and plan activities
- by holding consultation days or open meetings
- by having people who use your project on your management committee
- by getting people who will use the project to help design it.



CENTRAL AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

You could involve people in running your project by:

- getting them to join your management committee
- encouraging them to volunteer with your project
- getting them to take part in an evaluation of your project
- letting them run part of the project.

Phazers is an out of school club that is particularly important to parents and children who use it.

This project will contribute to the regeneration of what is a currently a neglected space at the rear of the Community Centre whilst providing a range of freely accessible activities to the children who attend our club as well as people using the Community Centre for private functions or parties.

It is envisaged that by improving the outdoor space to make it safer, cleaner and greener, it will encourage our children to increase levels of physical activity and enjoy a healthier lifestyle as well as providing an engaging outdoor environment for children and young people to interact with one another and build vital social and interpersonal skills.

This strong focus on social and personal development will not only involve our current club members, but will actively seek to provide facilities for the broader community offering them the benefits of developing the space as a community asset and giving them a complimentary facility that can be used when visiting the equipped play area and other amenities on site.

The planning and design of the new space will involve our club members, but will also seek to engage the ideas of the Youth Club too.

Careful consideration has been given to be as inclusive as possible and there are a number of considerations that have been taken into account. These include: access, risk level, the natural environment, the play surfaces and how much the new outdoor space will entertain the children.

Phazers will be overseeing the delivery of the project; with support from Groundwork and we will be organising complimentary events throughout the year to generate awareness and interest in the space. Additionally, the Youth Club will encouraged to put on some outreach activities to engage the local young people to participate in the management of the site as well as getting them to assist with a variety of activities post installation.



CENTRAL AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

Q2.6 How do you know there is a need for this project in the community? (no more than 500 words)

Describe the evidence you've gathered from:

- the success of any previous work you've done, including any pilots
- any consultation you or others doing similar work have carried out with the people who would benefit
- research you or others have completed to show that there are gaps in provision or a need to enhance existing services.

Make sure that any research or consultation you have done is relevant and less than two years old.

You should refer to relevant statistics, plans or strategies.

Consultation

You need to tell us who you have consulted with, what methods you used and when the consultation took place. It should be clear that consultation with stakeholders, users and potential beneficiaries has influenced your project. If you can't consult with the people that you want to help, tell us why.

Question 2.6:

Extensive consultation has recently been carried out on the proposal to improve the outdoor spaces at the Community Centre and included within this petition was Phazers Out of School Club.

A petition of support was designed and distributed to groups using the Community Centre. The users were asked to sign the petition as a way of showing their support for the proposed improvements. A total of 89 people from the local community and user groups responded to the consultation, with 100% in support of the proposals

The idea for thermal graphics have been generated by club members themselves and this was mirrored by the recent OFSTED inspection which suggested that further outdoor opportunities should be developed to encourage the children attending to explore their creativity during periods of play.

Finally, we feel that the installation of much needed outdoor facilities that are age appropriate will benefit our users and encourage them to develop their communication, literacy, numeracy and physical development; thus raising awareness and educating our children during periods of play. The children have also said that they want to include a large wall mounted chalkboard that will provide them with a facility to draw their creative ideas outside.



CENTRAL AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

Section Three: Project finances

You should apply for the amount you need to deliver a successful project.

Q3.1 How much will your project cost and how much would you like from us?

- Include the cost of everything you'll need for your project, even if you're not asking us to fund it.
- Capital costs include buying equipment, vehicles, constructing a building, altering a building, buying land or landscaping.
- Revenue costs include things like training, salaries, travel, running costs, venue hire, and volunteer
- Include any overheads you want us to fund in your revenue costs.
- Please ensure you can evidence how you have obtained value for money.

Make sure you include:

- funding from other sources that you need to deliver your project
- VAT costs even if you can recover VAT.

If you're asking us for all the costs make sure the total cost and amount from us is the same.

	Total cost (£)	Amount from Community Fund	What period is this for?
Capital	£1176.00	£1,000	Apr 16 to May 16
Revenue	£60.00	£0	n/a
Total	£1,236	£1,000	Apr 16 to May 16

Are the total costs more than the amount you would like from us?

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
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If yes, where will you get the other funding from and have you secured it yet?

The cost of this project is £1,236 including VAT

Brayton Parish Council has allocated £236 towards the project costs which is SECURED.



CENTRAL AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

Q3.2 Have you applied to any other Community Engagement Forum in the Selby District for funding?

Yes	No <input checked="" type="checkbox"/>
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If yes, please provide details below

Community Engagement Forum (CEF) applied to	Amount of funding applied for
n/a	n/a
n/a	n/a
n/a	n/a
n/a	n/a
n/a	n/a

Q3.3 How have you worked out your costs? (no more than 250 words)

Tell us:

- What you plan to spend your grant on
- What your costs are based on, for example, quotes, estimates, or what it has cost before
- Why you need funding for this length of time.

Examples of costs you could include:

Revenue

- The salaries of one full-time project manager and two part-time project workers
- Venue hire to deliver workshops
- Travel costs for staff and volunteers

Overheads

- A contribution towards the rent and utilities of an office building

Capital

- Laptops for staff
- Building and engineering works required for the delivery of the project
- Refurbishment costs.



CENTRAL AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

We expect you to be able to justify the length and the cost of the project. We should be able to understand the reasoning behind your budget.

Our costs were worked out by inviting three playground companies to make submissions based on a contract value of £1,250 including VAT.

Analysis of the three submissions was undertaken to determine the most competitive quote based on the following criteria:

- value for money
- design
- quality and warranties
- maintenance implications
- added value

Streetscape Products and Services Ltd offered the most competitive quotation.

There costs are detailed below:

Supply and lay Thermoplastic Hopscotch (Numbers 1-10) Single colour	£ 395
Supply and lay Thermoplastic Target Bullseye	£ 395
Supply and Fix Blackboard (to wall) (1800mm x 1200mm Exterior quality plywood)	£ 160
Professional Fees	£ 50
Sub Total	£ 1,000
Plus Carriage	£ 30
SUB TOTAL	£ 1,030 + VAT
GRAND TOTAL	<u>£1,236.00</u>

APPLICATION FORM

(Please note sections one-three of this application will be published on the Selby District Council website as part of the CEF Partnership Board agenda and will therefore be publically available.)

Section one: About your organisation

Q1.1 Organisation name

What is the full legal name of your organisation, as shown in your governing document? If your organisation is also known by different name in your day-to-day work, please put this in brackets. For example: The Baron Neighbourhood Association (known as 'BNA'). Please check this - if the full legal name is incorrect, it may delay your application.

Food Festival Committee

Q1.2 Organisation address

What is your organisation's registered address, including postcode?

c/o Town Hall, York Street, Selby YO8 4AJ	
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Telephone number one	Email address (if applicable)
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01757 708449	k.mann@selbytowncouncil.co.uk
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Telephone number two	Web address (if applicable)
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Fax number (if applicable)	
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Q1.3 Main contact details for the project

Give us the details of the person in your organisation that is the main contact for your project.

Name of contact

Title		Forenames (in full)		Surname
Mrs		Karen		Mann
Position or job title Town Clerk to the Town Council				

Q1.4 Organisation type

Your organisation will not be eligible for funding if your organisation is any of the following:

- part of the private sector;
- a Parish council that raises its own precepts
- a school
- a statutory service or other public body

What sector does your organisation fit into?

Social enterprise	
Charity	
Voluntary or community group	

Other	Please describe	Food Festival Committee Representative
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If we give you a grant we may need your solicitor to confirm that, under your governing document, your organisation has the legal power to run the project.

When was your organisation set up? Give the date when your organisation adopted its current legal status. This should be on your governing document. If you're a school or statutory organisation, check with your administrative body. If you don't know the exact day or month, please give us an approximate date.

Day		Month		Year	
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Q1.5 Reference or registration numbers

Does your organisation have a charity, company or other reference or registration number? If so, please write it below. If your organisation is unincorporated and not registered as a charity, please tick the box provided.

Charity number	
Company number	

Other (please specify)	
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If you are an unincorporated association and not registered with the Charity Commission, please tick this box and send us a copy of your governing documents (for example, constitution or set of rules) with your application.

Section two: About your project

We have included some notes to help you answer the application questions. We will only assess your application if you answer all our questions. We've set word limits to show you how much information we are expecting in your answers.

Q2.1 What is the name of your project?

Try and keep your project name short and snappy, something like, Youth Matters. If you haven't thought of a name for your project, you can use your organisation's name.

Food Festival Project - Entertainment

Q2.2 What does your project involve? (no more than 500 words)

- Summarise what you plan to do, using straightforward language.
- Make sure you include your main project activities and describe how you'll deliver them.
- If you are working with other organisations to deliver your project tell us who you are working with and what their role on the project will be.

<p>The 2016 Food & Drinks Festival on the Market Place is hoping to have entertainment this year to encourage visitors and local residents to come along to hear the entertainment and visit the food and drinks festival. It is a great way to promote the town of Selby, as well as visiting the Festival we have other attractions, including the Abbey, and lots of lovely shops/cafés and restaurants in the town.</p>

<p>We are hoping to have 3 slots for entertainment, one in the morning around 10am, the second at lunchtime and the final slot around 2pm. We will need to pay for the entertainment which would be no more than £300 per act, total required £900.00.</p>
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Q2.3 When are you planning to start and finish your project?

You only need to provide estimated dates at this time. We accept they may be subject to change.

Start date

Day	30	Month	July	Year	2016
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Finish date

Day	30	Month	July	Year	2016
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Q2.4 Which key objectives in the Central Community Development Plan will your project meet? (no more than 500 words)

If your project will result in two key changes then all you need do is list those two objectives. Giving two or three will not in any way reduce your application’s chance of success so don’t be tempted to add unnecessary outcomes just to fill the box on the form.

For each objective, tell us how you will achieve it.

Your project must directly help to deliver one or more of the objectives of the <inset area> Community Development Plan.

Which objective?	How will you achieve this?
Objective 1: Promoting the Economy	Showcase the Town, bring in visitors from the surrounding areas and residents from the town. Footfall can be counted on the day.
Objective 2:	
Objective 3:	
Objective 4:	

Q2.5 Who will benefit from your project and how will they be involved in developing and running it? (no more than 500 words)

Beneficiaries could be all the people, communities and organisations living in a geographical area or all those with similar interests or needs, for example, young people or people who share an ethnic background.

Tell us how you plan to involve your beneficiaries. There are lots of ways of involving people in planning your project. For example:

- by setting up user groups to give feedback on your plans and plan activities
- by holding consultation days or open meetings
- by having people who use your project on your management committee
- by getting people who will use the project to help design it.

You could involve people in running your project by:

- getting them to join your management committee
- encouraging them to volunteer with your project
- getting them to take part in an evaluation of your project
- letting them run part of the project.

The beneficiaries would be the local people, young and old, visitors to the town as well as the local businesses, the Abbey, cafes and restaurants.

Q2.6 How do you know there is a need for this project in the community? (no more than 500 words)

Describe the evidence you've gathered from:

- the success of any previous work you've done, including any pilots
- any consultation you or others doing similar work have carried out with the people who would benefit
- research you or others have completed to show that there are gaps in provision or a need to enhance existing services.

Make sure that any research or consultation you have done is relevant and less than two years old.

You should refer to relevant statistics, plans or strategies.

Consultation

You need to tell us who you have consulted with, what methods you used and when the consultation took place. It should be clear that consultation with stakeholders, users and potential beneficiaries has influenced your project. If you can't consult with the people that you want to help, tell us why.

Question 2.6:

The community and local economy benefits from having this annual Food and Drink festival. The last two years it has been successful. The Market Place is the central point for the Town. Visitors to the Abbey and surrounding area benefit from events on the Market Place on a weekend. Having entertainment gives people something other than stalls to visit and listen to.

Section Three: Project finances

You should apply for the amount you need to deliver a successful project.

Q3.1 How much will your project cost and how much would you like from us?

- Include the cost of everything you'll need for your project, even if you're not asking us to fund it.
- Capital costs include buying equipment, vehicles, constructing a building, altering a building, buying land or landscaping.
- Revenue costs include things like training, salaries, travel, running costs, venue hire, and volunteer
- Include any overheads you want us to fund in your revenue costs.
- Please ensure you can evidence how you have obtained value for money.

Make sure you include:

- funding from other sources that you need to deliver your project
- VAT costs even if you can recover VAT.

If you're asking us for all the costs make sure the total cost and amount from us is the same.

	Total cost (£)	Amount from Community Fund	What period is this for?
Capital			
Revenue	900	£900	
Total			

Are the total costs more than the amount you would like from us?

Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
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Q3.2 Have you applied to any other Community Engagement Forum in the Selby District for funding?

Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
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If yes, please provide details below

Community Engagement Forum (CEF) applied to	Amount of funding applied for

Q3.3 How have you worked out your costs? (no more than 250 words)

Tell us:

- What you plan to spend your grant on
- What your costs are based on, for example, quotes, estimates, or what it has cost before
- Why you need funding for this length of time.

Examples of costs you could include:

Revenue

- The salaries of one full-time project manager and two part-time project workers
- Venue hire to deliver workshops
- Travel costs for staff and volunteers

Overheads

- A contribution towards the rent and utilities of an office building

Capital

- Laptops for staff
- Building and engineering works required for the delivery of the project
- Refurbishment costs.
- We expect you to be able to justify the length and the cost of the project. We should be able to understand the reasoning behind your budget.

The funding would pay for 3 musical entertainers. They would be on the Market Place around 10am, Noon and 2pm.

APPLICATION FORM

(Please note sections one-three of this application will be published on the Selby District Council website as part of the CEF Partnership Board agenda and will therefore be publically available.)

Section one: About your organisation

Q1.1 Organisation name

What is the full legal name of your organisation, as shown in your governing document? If your organisation is also known by different name in your day-to-day work, please put this in brackets. For example: The Baron Neighbourhood Association (known as 'BNA'). Please check this - if the full legal name is incorrect, it may delay your application.

Abbots Staith Heritage Trust Community Interest Company

Q1.2 Organisation address

What is your organisation's registered address, including postcode?

79 Micklegate, Selby, YO8 4ED

Telephone number one

01757 708450

Email address (if applicable)

abbotsstaith@yahoo.co.uk

Telephone number two

07503 9422932

Web address (if applicable)

www.abbotsstaith.co.uk

Fax number (if applicable)

Q1.3 Main contact details for the project

Give us the details of the person in your organisation that is the main contact for your project.

Name of contact

Title	Forenames (in full)	Surname
Mrs	Eva	Lambert
Position or job title		
Project co-ordinator		

Q1.4 Organisation type

Your organisation will not be eligible for funding if your organisation is any of the following:

- part of the private sector;
- a Parish council that raises its own precepts
- a school
- a statutory service or other public body

What sector does your organisation fit into?

Social enterprise	<input type="checkbox"/>
Charity	<input type="checkbox"/>
Voluntary or community group	<input checked="" type="checkbox"/>

Other	Please describe	
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If we give you a grant we may need your solicitor to confirm that, under your governing document, your organisation has the legal power to run the project.

When was your organisation set up? Give the date when your organisation adopted its current legal status. This should be on your governing document. If you're a school or statutory organisation, check with your administrative body. If you don't know the exact day or month, please give us an approximate date.

Day	06	Month	April	Year	2014
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Q1.5 Reference or registration numbers

Does your organisation have a charity, company or other reference or registration number? If so, please write it below. If your organisation is unincorporated and not registered as a charity, please tick the box provided.

Charity number	
Company number	9183492

Other (please specify)	
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If you are an unincorporated association and not registered with the Charity Commission, please tick this box and send us a copy of your governing documents (for example, constitution or set of rules) with your application.

Section two: About your project

We have included some notes to help you answer the application questions. We will only assess your application if you answer all our questions. We've set word limits to show you how much information we are expecting in your answers.

Q2.1 What is the name of your project?

Try and keep your project name short and snappy, something like, Youth Matters. If you haven't thought of a name for your project, you can use your organisation's name.

Our community saving the Abbot's Staith

Q2.2 What does your project involve? (no more than 500 words)

- Summarise what you plan to do, using straightforward language.
- Make sure you include your main project activities and describe how you'll deliver them.
- If you are working with other organisations to deliver your project tell us who you are working with and what their role on the project will be.

<p>The group is actively creating and raising awareness of the historic Abbot's Staith on Micklegate the sole surviving monastic building other than Selby Abbey in our bid to purchase and regenerate it. In the last year the group have licensed the small shop that abuts the warehouse as a base and information site and concentrated on raising awareness and engaging the community. In year two the trust wish to create new events to continue the awareness and capture more people to get involved plus gather the necessary reports and plans to approach large funders to purchase the buildings. The groups seek 6 months running costs, license and part time salary to continue their aims. The group have: shown 2000 people around the Staith buildings, spoken to 900 children, given 26 presentations to other community projects to bring them on board, created a short film and making a documentary, visited similar projects in the area, attended and held actives, open days, stalls, published 5 books, open a Fair trade shop and held historical events to engage our community and built strong relationships with funders, Historic England, North Yorkshire, Selby</p>
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District and Town Councils, our MP and MEP, Selby Abbey and the Bishop of Selby. and architects, historians and other official bodies. Held focus groups/listening to our community and stakeholders to plan for its future, identifying the Staith as a multi-use restoration project to plug gaps in the amenity presented to the people of Selby such as a large venue for events, Cinema/theatre, Museum/exhibition space, micro office/meeting rooms, eateries, retail, Micro brewery etc. Looking further ahead into the future be part of a wider cultural quarter of regeneration of the waterfront area of the Town.

This broad base of engagement demonstrates that the group are seeking wide input to ensure the community leads in the delivery, the group ensure this by ensuring that:

Local champions drive the projects, There is wide support from our community and local press, Early support from funders, Clear aims in what we want to do which has fired public imagination and support, Professional business like approach to all our activities giving confidence to funders and supporters, Engaged with key funders early to get them excited about the project and persuaded them to visit the site/project, Hand selected and gained valuable patrons, Plan for a financially sustainable project and as such business orientated with a multi use of office space, work units as well as a community and heritage function. Actively market for tenants encouraging community group that the Abbot's Staith will become their home, Have a clear desire for 'Green' solutions in heating and power, Lastly we try to ensure nobody wants us to fail.

As well as engagement and raising awareness the group is undertaking with interest and academic groups further historical and archaeological research and building assessment to inform plans to acquire, stabilise, restore and return the Abbot's Staith to future use.

Continue on next page **Q2.2 What does your project involve? (500 words)**
continued.

Q2.3 When are you planning to start and finish your project?

You only need to provide estimated dates at this time. We accept they may be subject to change.

Start date

Day	06	Month	April	Year	2016
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Finish date

Day	5	Month	April	Year	2017
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Q2.4 Which key objectives in the Central Community Development Plan will your project meet? (no more than 500 words)

If your project will result in two key changes then all you need do is list those two objectives. Giving two or three will not in any way reduce your application's chance of success so don't be tempted to add unnecessary outcomes just to fill the box on the form.

For each objective, tell us how you will achieve it.

Your project must directly help to deliver one or more of the objectives of the <inset area> Community Development Plan.

Which objective?	How will you achieve this?
Objective 1: Tidy environment	This time last year the shop that abuts the Staith (gateway to the Abbot's Staith) was closed up, scruffy, dirty and dark. It is now a project base, information site with a vibrant fair trade gift shop raising much needed funds and soon to open museum gallery on the first floor. Keeping the project going will ensure the shop presence and Abbot's Staith regeneration will save two buildings for further decay and keep them in use and free from antisocial issues.
Objective 2: Promoting the economy	In keeping a once closed shop in use, in creating paid work for local tradesmen, and 26 volunteers opportunities that can lead to further education and employment. In addition future job creation and the stimulus for substantial regeneration lead by the community ensuring its uses are what local people

	<p>want.</p> <p>By listening to local people the group have been able to identify a number of options for the proposed uses of a restored building. This has helped shape the outcomes to provide facilities and services both required by and not currently available in the town.</p> <p>Three volunteers have used the project as work experience and are now in full time employment. Two unemployed young people have now gone onto College for further studies in History and archaeology.</p>
Objective 3: Health and well being	<p>Many of our volunteers volunteer to keep themselves active and/or to lead an element of the many faceted areas of the project. Skills within the group are varied but include people who used to run businesses or manage large groups of people and more than suited to manage an area of the project such as historic research, planning or activities. It is documented that active people, who are engaged and part of something positive live longer, stay healthier and are more active. The Abbot's Staith regeneration project is made up of positive people all fighting to save a medieval building at risk of further detieration and an opportunity as local people to work with the wider community to lead on its development and uses.</p>
Objective 4: Resolve local issues	<p>The area has a high percentage of retired and unemployed people within it who the group positively engages with to seek their involvement in activities that will be to the mutual benefit of both the individual and the project. The group target these groups providing interesting and rewarding opportunities to participate in activities that will support the restoration of the building and allow individuals to contribute in their own way to making Selby a better place to live.</p>

Q2.4 Continued.

Q2.5 Who will benefit from your project and how will they be involved in developing and running it? (no more than 500 words)

Beneficiaries could be all the people, communities and organisations living in a geographical area or all those with similar interests or needs, for example, young people or people who share an ethnic background.

Tell us how you plan to involve your beneficiaries. There are lots of ways of involving people in planning your project. For example:

- by setting up user groups to give feedback on your plans and plan activities
- by holding consultation days or open meetings
- by having people who use your project on your management committee
- by getting people who will use the project to help design it.

You could involve people in running your project by:

- getting them to join your management committee
- encouraging them to volunteer with your project
- getting them to take part in an evaluation of your project
- letting them run part of the project.

The Abbot's Staith Heritage Trust is made up of local people who care considerable about the importance of the medieval buildings and the connections to the Abbey and our community. With only one part time employee and 26 volunteers leading the direction of the project, the trust of local people actively seek as many stakeholders as possible enthusiastically seeking to connect to wider groups for each activity the group do.

The group sees the whole community as the beneficiaries of a restored multi-use amenity that is lead by a community to ensure it delivers what they want and will use. We are already working with many groups such as Museum group, History group, Civic society, Family History, Selby Globe, Selebians, Monk Fryston History Group, North Duffield Historical society etc.

The group has and continues to seek wide participation from schools (already spoken to over 900 school children with plans for every school in the area), other groups and interest groups (26 presentations so far) and people from the community (2000 people have visited the Staith so far). Each person is told about the Staith and asked for their thoughts on the potential uses and how best we can all help our community. Focus groups and all actives collect data that is fed back to the group to ensure local people are involved at every stage of the regeneration project and the mailing list in less than a year now tops 1500 people.

Many of the volunteers are either retired or unemployed members of the community who all have a vested interest in the outcome.

The number of trustees, committee members and volunteers continue to increase as more interest groups are reached with the awareness campaign and are coming from the local community.

Individuals are able to participate at whatever level they are able including enduring rolls such as historical research, funding and project planning or in the design and delivery of individual projects that involve specific activities ie establishing a museum gallery / museum, creating a workshop to support one off and long term requirements as well as awareness days, stalls, focus groups, historical open days etc.

Q2.5 Continued.

Q2.6 How do you know there is a need for this project in the community? (no more than 500 words)

Describe the evidence you've gathered from:

- the success of any previous work you've done, including any pilots
- any consultation you or others doing similar work have carried out with the people who would benefit
- research you or others have completed to show that there are gaps in provision or a need to enhance existing services.

Make sure that any research or consultation you have done is relevant and less than two years old.

You should refer to relevant statistics, plans or strategies.

Consultation

You need to tell us who you have consulted with, what methods you used and when the consultation took place. It should be clear that consultation with stakeholders, users and potential beneficiaries has influenced your project. If you can't consult with the people that you want to help, tell us why.

Question 2.6:

Official data - *Recent plans all point up the significance and quality of the central conservation area and the need to bring a restored Abbot's Staith into beneficial use; and the Selby Town Centre Conservation Area appraisal (April 2007) indicates that the Abbey and Abbot's Staith are the only extant representatives of the medieval period (12th-16th century).*

"Selby has a key role to play as the economic, cultural and social hub for a large rural hinterland and is well placed to benefit from growth associated with the Leeds City Region and York" (Selby District Core Strategy Local Plan, October 2013)

"Heritage assets on the Heritage at Risk Register that require a sustainable future – particularly the District's moated site, Huddleston Hall and the buildings at Abbot's Staith(e)" (Selby District Core Strategy Local Plan, October 2013 – Policy SP18, Protecting and Enhancing the Environment).

The Abbot's Staith Heritage Trust has consulted widely all sections of the community to arrive at a list of potential uses for the restored building. Community and interest groups have identified a number of amenities not presently provided in the Town such as a large venue for events (weddings, functions and elections), an exhibition and museum space, an art and cultural space, in their own right these amenities may not be viable but as part of a multi-use facility they could support each other to thrive. Similarly the Globe Cinema is at the point of requiring larger premises to operate from; this project could provide that facility.

As well as the research with the local community beneficiaries the group have been active in visiting similar projects elsewhere in the Yorkshire area this has been informative to discover the challenges presented to similar projects and how they were overcome.

The group are actively engaged with the funding community to better understand what their requirements are to enable their support of the group's aims.

Before the group embarks on specific projects their viability is tested against the initial criteria established for the project and where possible piloted. An example would be the idea of the potential museum element of the final use. The group has plans to initiate pop up museums in venues across the town and run a museum week in the summer of 2016 and will be monitoring the community response to inform future plans.

The group takes every effort to ensure its plans are challenged and can demonstrate an enduring requirement of the community is being met.

Section Three: Project finances

You should apply for the amount you need to deliver a successful project.

Q3.1 How much will your project cost and how much would you like from us?

- Include the cost of everything you'll need for your project, even if you're not asking us to fund it.
- Capital costs include buying equipment, vehicles, constructing a building, altering a building, buying land or landscaping.
- Revenue costs include things like training, salaries, travel, running costs, venue hire, and volunteer
- Include any overheads you want us to fund in your revenue costs.
- Please ensure you can evidence how you have obtained value for money.

Make sure you include:

- funding from other sources that you need to deliver your project
- VAT costs even if you can recover VAT.

If you're asking us for all the costs make sure the total cost and amount from us is the same.

	Total cost (£)	Amount from Community Fund	What period is this for?
Capital			
Revenue	£16493	£8150	Apr 16 – October 17
Total	£16493	£8150	Apr 16 – October 17

Are the total costs more than the amount you would like from us?

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
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This funding application is to secure the annual operational expenses (licence, salary, utility costs) for the project. It will enable the continuance to operate from 79 Micklegate Selby, which provides a focal point in the town adjacent to the site, the funding will cover the licence fee, heating / lighting expenses and the cost of a part-time (16hr/wk) salary of the project co-ordinator for 6 months of the yearly costs. Other funding is being sought from County, District and Town councils, regeneration schemes and charitable trusts to secure finance for specific project needs including;

- A further 6 months running costs
- Historical research and archaeology
- Establishing a workshop and running courses in wood, stone and metal crafts for delegates and volunteers to participate and learn skills, contribute to building and furniture restoration
- Create a museum and gallery space

Q3.2 Have you applied to any other Community Engagement Forum in the Selby District for funding?

Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
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If yes, please provide details below

Community Engagement Forum (CEF) applied to	Amount of funding applied for
Central Area	£8150

Q3.3 How have you worked out your costs? (no more than 250 words)

Tell us:

- What you plan to spend your grant on
- What your costs are based on, for example, quotes, estimates, or what it has cost before
- Why you need funding for this length of time.

Examples of costs you could include:

Revenue

- The salaries of one full-time project manager and two part-time project workers
- Venue hire to deliver workshops
- Travel costs for staff and volunteers

Overheads

- A contribution towards the rent and utilities of an office building

Capital

- Laptops for staff
- Building and engineering works required for the delivery of the project
- Refurbishment costs.

We expect you to be able to justify the length and the cost of the project. We should be able to understand the reasoning behind your budget.

To keep an information base, offer tours of the medieval building, continue the fair trade gift shop, museum gallery and to hold the high level of community events new and existing, the group are seeking 6 months running costs to include, a part time salary, licence and running costs. The group are seeking a further 6 months running costs from Stronger communities (NYCC).

The yearly breakdown is as follows:

Inc & Exp Summary

Abbot's Staith Heritage Trust CIC

16th April to 15th March 2017

Projected	Total
Income	
Other funder November to March 2017 (Reaching Communities (NYCC)	£8,343
CEF April to October 2016	£8,150
	£16,493
Expenditure	
Licence / Rent	£4,500
Rates	£423
Heat/light	£480
Water	£310
Insurance	£323
Website	£67
Printing	£80
Training costs	£55
Travel exp	£75
Promotion	£100
Phone/Broadband	£300
Solicitors fees (Licence fee)	£200
Equipment	£200
Post	£20
Salary	£9,360
ACTUAL	£16,493