



# Agenda

## Community Engagement Forum Partnership Board (Southern)

Venue: Community House, Selby, YO8 4QQ

Date: Monday 12<sup>th</sup> October 2015

Time: 7pm

To: Councillors  
M Jordan (Chair), C Lunn, C Pearson, J McCartney,  
Mrs M McCartney, D Peart and Mrs D White;

Co-opted Members  
Inspector Vicky Taylor (North Yorkshire Police), Jack Burbridge,  
Jack Davie, Colin Hunter (North Yorkshire Fire and Rescue),  
Steve Laursen, Dave Perry, Dennis Tredgett, Kathleen  
Walton and Keith Westwood

### 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](http://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 Western Partnership Board held on 9 July 2015 (pages 1 to 3 attached).

### **4. CONSTITUTIONAL CHANGES AND BOARD MEMBERSHIP**

To consider recent changes to the Selby District Council Constitution, and to agree any necessary changes to Partnership Board membership (pages 4 to 16 attached).

### **5. FEEDBACK FROM THE RECENT COMMUNITY ENGAGEMENT FORUM**

To receive feedback from the forum meeting held on 11 June 2015 (verbal reports).

### **6. COMMUNITY DEVELOPMENT PLAN (CDP)**

To consider progress and developments relating to the Community Development Plan (pages 17 to 19 attached).

### **7. MARKETING AND PUBLICITY**

To consider any marketing and publicity matters.

### **8. FUNDING APPLICATIONS RECEIVED**

To consider funding applications received (pages 20 to 26 attached).

9.1	Applicant:	Thorpe Willoughby Parish Council
	Project:	Londesborough Grove/Foxdale Avenue, Thorpe Willoughby – Collapsible Bollards
	Amount:	£619.20

### **9. ANY OTHER BUSINESS**

To consider any other business not covered on the agenda.

### **10. NEXT MEETING**

To confirm the date, time and location of the next Southern CEF Partnership Board meeting and Forum.

<b>Dates of next meetings</b>
<b>Forum</b> – 10 December 2015 – 6.30pm, Eggborough Sport Club
<b>Partnership Board</b> - TBC

Jonathan Lund  
Deputy Chief Executive

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

## Partnership Board Meeting – 7pm Thursday 9 July 2015 At Community House, Selby, YO8 4QQ

### Southern Partnership Board Minutes of the Meeting

**Board Members attending:** Cllr Chris Pearson, Steve Laurenson, Dave Perry, Cllr Cliff Lunn, Cllr Mike Jordan

**Support attending:** Linda Slough, Chris HN, Carol Warren – AVS

**Guests:** Lesley Senior – Be Able

**Apologies:** Cllr Debbie White, Gillian Ivey

**Chair's Welcome:** Cllr Jordan opened the meeting and introduced himself as the new chair of the Southern partnership board; he thanked Cllr Pearson for all the work he has previously done in his role as the chair.

**Notes from the previous partnership board meeting** - These were covered in detail, discussed and agreed, with no matters arising.

**Impact Report** – Chris HN, handed out copies of this report and asked for any additions or amendments to be forwarded, this document had been circulated prior to the meeting. The report is in a standard format set out by the council and extracts may be included in the annual report produced by the council.

**Community Development Plan** - The Community Development Plan which has recently been updated had been circulated prior to the meeting. The following three areas were discussed to track the progress that has been made since the commencement of the plan in autumn 2014. After the meeting there will be further updates to the plan.

**Loneliness and Isolation** – The board are keen to concentrate on this important issue and work is planned in conjunction with the police and neighbourhood watch, the idea is to produce a leaflet with the details of vulnerable people can be given to a neighbour so they are able to contact them if they haven't seen them for a period of time. A befriending service run by Carers Count is also planned to go ahead building on the work of the Good Neighbour Scheme which initially started operating in the Central and Eastern CEF areas as a severe winter weather service. .

For more information visit: [www.your-community.org.uk](http://www.your-community.org.uk)

Chris HN explained that the new Social Prescribing Service initiative funded by SHIELD GP Consortia commenced at the beginning of May and so far has been very successful receiving several referrals each month. To access this service the patient must go through their GP for a referral to Selby District AVS. The patient will be visited by a member of the team to assess their support needs, make recommendations and / or referrals to beneficial services.

**Youth Provision** – Lesley Senior from Bee Able has offered her services to develop a youth event consulting with youth providers and young people. The next Southern CEF forum will be in the form of a planning event to be held on 25<sup>th</sup> September at Eggborough Village Hall, Eggborough at 6:30pm – 8:45pm. The planning event will be followed by three half term activities.

The Southern CEF is to invite all youth group leaders and children to attend a consultation / planning evening. The event will be organised as an interactive workshop enabling the children and youth leaders to share their issues, develop ideas and work up an appropriately structured event for each half term holiday commencing in October.

At the event children and young people will be encouraged to design the activity, how it will be promoted and to develop a budget. The aim during the evening will be to secure three lead organisations for overseeing an event each.

Southern CEF will then continue to liaise with each lead organisation, assisting with publicity, promotion, budgeting and planning. An evaluation form will be utilised to measure the impact of the planning event and for each of the three half term activities.

**Local Transport** – There are still transport issues as many bus companies are not running as many services as they have done in the past. Community transport is still a good option, run by Selby District AVS. It was advised that *some of the big* supermarkets are putting on transport from some rural villages; this may be an option for many villages in the future if there is a need for this.

**Public forum meetings** – Feedback on the tea dance and forum, Drax Sports & Social Club. A discussion took place and it was agreed that the venue and service at the club was very good and that the CEF will use the venue again. It was suggested that this had been one of the most enjoyable CEF forums for a long time.

**Joint CEF Community Fair – 11 July** – Cllr Jordan asked the board for volunteers to assist at the forthcoming Community Fair, one member of the board came forward.

**Funding update - Hensall Cricket Club** – To purchase cricket covers - £900 - Reasons for recommendation by the partnership board – this initiative will address one or more issues identified by the Southern CEF Partnership Board in the Community Development Plan, namely Youth Provision. The application also demonstrates community support as users of the service feel that the equipment will provide a safe playing environment to both juniors and seniors. It will also provide a social activity to members of the community thereby helping to reduce loneliness and isolation. Some match funding is in place and therefore meeting the funding criteria. Update: This has now been authorised.

**Balne Village Hall** – Repairs to the village hall roof - £1,500 – This item was put on hold at the last meeting until further information had been received, this has now been satisfied by the board members.

Reasons for recommendation by the partnership board – this initiative will address one or more issues identified by the Southern CEF Partnership Board in the Community Development Plan, namely Youth Provision and Isolation and Loneliness.

For more information visit: [www.your-community.org.uk](http://www.your-community.org.uk)

The application also demonstrates community support as users of the venue feel that if the roof is not repaired the building will not be a suitable place to meet and no longer be available for community activities. Some match funding is in place and therefore meeting the funding criteria.

Update: This has now been authorised

**Carlton Playgroup** – Sensory room equipment - £654.59 – On this occasion the application was rejected by the partnership board: the decision was reached after inspection of the accounts as they had a large credit balance so were in a position to self fund the project, additionally there was no match funding in place, therefore the application did not meet the funding criteria.

**Door Step Green** – Climbing wall, matting and wooden figures - £750. The application was for £1,500, the recommendation is for 50% of the amount, as the board felt they were able to contribute more to the project as the accounts balance sheet was showing a healthy balance. Reasons for recommendation by the partnership board – this initiative will address one or more issues identified by the Southern CEF Partnership Board in the Community Development Plan, namely Youth Provision. The application also demonstrates community support as users of the service feel that the equipment will provide a safe playing environment as well as building their knowledge about the countryside. Some match funding is in place and therefore meeting the criteria.

Update: This has now been authorised.

All recommendations have to be authorised by a senior officer at Selby District Council.

Remaining CEF budget, if the recommendations are authorised the balance of the accounts will be reduced to approximately £1,752, some accounts for room hire etc are still pending. There is an amount of £1,000 on hold from a CIP commitment to Kellington, it was suggested that this would be looked into and credited to the account if this had not previously been paid.

**CEF Terms of reference** – There are no changes at the present time, the constitution for all the CEF areas is being looked into by the council, any changes will be decided later, there is a full council meeting in October when updates may be available.

**The future beyond October** - A discussion took place about the future of the CEF, the board showed concern regarding the management of the CEF as at the present time no formal arrangements have been decided on how this will be done from 1<sup>st</sup> October. It has been confirmed by SDC that the administration will be done by the council. Cllr Pearson and members of the board thanked Carol for the three years she has worked in her role as the CEF co-ordinator and that all the work and commitment has been greatly appreciated.

**A.O.B** – The matter of late funding applications was addressed by Stephen Laurenson, a partnership board member after the board received a late application presented on the night of the last board meeting held on 9<sup>th</sup> April by Selby District AVS. It was agreed in future that no late applications will be accepted under any circumstances, deadlines for receiving applications are clearly specified on the funding guidelines. Applications received after the deadline will be put forward for consideration to the next partnership board meeting. Linda Slough apologised for the concern this application had caused and assured the board that this would not happen again.

**The next Partnership Board meeting:** 8 October 2015, 7pm - Community House, Selby.

For more information visit: [www.your-community.org.uk](http://www.your-community.org.uk)

## **Southern Partnership Board Members**

### **Councillors**

<b>Name</b>	<b>Representing</b>
Mike Jordan	Selby District Council
Cliff Lunn	Selby District Council
John McCartney	North Yorkshire County Council
Mary McCartney	Selby District Council
Chris Pearson	Selby District Council
Debbie White	Selby District Council
Dave Peart	Selby District Council

### **Co-opted Members**

<b>Name</b>	<b>Representing</b>
Inspector Vicky Taylor	North Yorkshire Police
Jack Burbridge	Parish Councillor
Jack Davie	Co-opted Member
Colin Hunter	North Yorkshire Fire and Rescue
Steve Launson	Co-opted Member
Dave Perry	Parish Councillor
Dennis Tredgett	Co-opted Member
Kathleen Walton	Co-opted Member
Keith Westwood	Parish Councillor

## **Article 10 – Community Engagement Forums**

### **10.1 Community Engagement Forums (CEFs)**

The Council will establish and support no less than 2 Community Engagement Forums.

### **10.2 Composition**

Community Engagement Forums will be public meetings held periodically in each CEF area to discuss issues affecting that area.

Community Engagement Forum Partnership Boards will comprise all district ward councillors from the area concerned, statutory partners and co-opted members as defined in the CEF Procedure Rules.

The CEF Chair will be appointed by the Council as provided for in the CEF Procedure Rules. He/she need not be a member of Council and will automatically become a member of and Chair of the Partnership Board.

Each CEF Partnership Board shall appoint a Vice-Chair from amongst the members of the Partnership Board as provided for in the CEF Procedure Rules. The Chairman of Council, the Leader and Executive members shall not be appointed as CEF Chairs or Vice Chairs.

### **10.3 Role and Function**

- (a) To provide an opportunity to raise, discuss and consider matters related to the well-being of the CEF's area, particularly, but not exclusively, those matters which are the responsibility of the local government authorities, their partner organisations and other organisations who provide services partly or wholly funded by public funds.
- (b) To assist in the planning and monitoring of local services.
- (c) To enable decision-making to be taken at a local level where this is practical and effective and in accordance with the scheme of delegation.
- (d) To assess and make recommendations to the appropriate budget holder for the allocation of funds from the budget made available by the Council to each CEF.
- (e) To develop, monitor and maintain the area Community Development Plan.
- (f) To support communities in their implementation of the Community Development Plan and solutions to issues and topics of local concern.



- (g) To contribute to the achievement of the aims and objectives of the Selby and North Yorkshire Strategic Partnership and the development and delivery of the Selby District Sustainable Community Strategy.

#### **10.4 Conduct**

The members of the CEF shall conduct themselves in accordance with the provisions of the Code of Conduct for Councillors or the Code of Conduct for Members of the CEF attached at part 5 of the Constitution as applicable under the CEF Procedure Rules.

## **PART 3.6 - Community Engagement Forums**

### **1 Purpose**

To provide a forum to raise, discuss and consider matters related to the well-being of the Forum's area, particularly, but not exclusively, those matters which are the responsibility of the local government authorities, their partner organisations and other organisations who provide services partly or wholly funded by public funds.

### **2 Membership**

All Selby District ward councillors for the Forum area.

Representative of Statutory Partners as defined in the CEF Procedure Rules including all North Yorkshire County Councillors for the relevant division covering the CEF area.

Up to 4 co-opted representatives from town and parish councils in the Forum area (or such other number as the CEF shall determine save that the total number of co-opted members may not exceed 8)

Up to 4 co-opted other members who are community representatives (or such other number as the CEF shall determine save that the total number of co-opted members may not exceed 8)

### **3 Functions**

- (a) To provide an opportunity to raise, discuss and consider matters related to the well-being of the CEF's area, particularly, but not exclusively, those matters which are the responsibility of the local government authorities, their partner organisations and other organisations who provide services partly or wholly funded by public funds.
- (b) To assist in the planning and monitoring of local services.
- (c) To enable decision-making to be taken at a local level where this is practical and effective and in accordance with the scheme of delegation.
- (d) To assess and make recommendations to the appropriate budget holder for the allocation of funds from the budget made available by the Council to each CEF.
- (e) To develop, monitor and maintain the area Community Development Plan.
- (f) To support communities in their implementation of the Community

Development Plan and solutions to issues and topics of local concern.

- (g) To contribute to the achievement of the aims and objectives of the Selby and North Yorkshire Strategic Partnership and the development and delivery of the Selby District Sustainable Community Strategy.

## **COMMUNITY ENGAGEMENT FORUM PROCEDURE RULES**

### **1. Community Engagement Forums (CEFs)**

#### **1.1 Structure of CEF Meetings**

CEF meetings will be structured in accordance with procedure rules a and the agreed arrangements shall provide for:

(a) A Community Forum:

- The opportunity for all residents of the CEF area to raise concerns about public services provided by any public body having an influence on the quality of life of those living and working in the area.
- A means of holding to account those who provide services in the name of the community.
- A means of influencing the future shape of service delivery.
- An opportunity for direct involvement in the provision of services and facilities for the benefit of the area.
- A means of determining the use of and monitoring of the Community Fund.
- A means of sharing information and gathering the views of the community.

(b) Business Sessions (the Partnership Board):

The Partnership Board will be responsible for:

- Setting the timetable of meetings having regard to the need to include Community Sessions.
- Making recommendations arising from issues discussed at CEF meetings to the Council and to partners.
- Developing, monitoring and maintaining the Community Development Plan for each CEF Area identifying and mitigating any risks.
- Reviewing applications for the Community Fund and voting on recommendations for grants to be administered in accordance with agreed criteria and governance arrangements.
- Reporting annually to the Council on The Community Development Plan and progress against it.

#### **1.2 The Statutory Partners**

The following statutory bodies have agreed to support CEFs in delivering a partnership response to community concerns:

- Selby District Council
- North Yorkshire County Council

and all North Yorkshire County Councillors from divisions covering areas contained within the CEF and such representatives of the other bodies as are notified from time to time by each partner are co-opted onto the CEF as Statutory Partners.

### **1.3 Co-opted Members**

In addition to the statutory partners listed in paragraph 1.2 there will be up to 8 admitted partners with voting rights on the Partnership Board. Normally the 8 would comprise up to 4 town or parish council representatives and up to 4 other community representatives co-opted by the Partnership Board, but the Partnership Board shall be free to determine a lower number if it sees fit.

### **1.4 Number and coverage of CEFs**

There shall be as many CEFs as the Council will, from time to time, determine (currently 5 CEFs) provided that every community in Selby District is included within a CEF area.

### **1.5 Appointment of Chair and Vice-Chair**

The Council will appoint a Chair for each CEF who will hold office for the municipal year. The Chair must be a member of the CEF (either a Councillor, a Statutory partner or a Co-opted Member

Each CEF Partnership Board will appoint a Vice-Chair who will hold office for the municipal year.

If a CEF Chair or Vice-Chair ceases to be eligible to hold office, the Council shall appoint a new Chair or the CEF Partnership Board shall appoint a new Vice-Chair at its next meeting.

The Chairman of the Council and any member of the Executive shall not be appointed Chair or Vice-Chair of any CEF during his/her period of office.

In the absence of the Chair the Vice-Chair will preside. In the event of the Chair and Vice-Chair not being present, members of the Partnership Board who are present at the meeting will elect a Chair for the meeting.

### **1.6 Meetings of Community Engagement Forums**

#### **(a) Frequency**

Each CEF Partnership Board will draw up a schedule of meetings for the year ahead for approval by the Council and incorporation into the Schedule of Meetings for the start of each municipal year.

#### **(b) Venue**

The Council will make available premises for each CEF meeting and will take all reasonable steps to make sure that the venue is as accessible as possible for everyone who wishes to attend the meeting. Wherever practicable, meetings will take place at venues within the CEF area.

(c) **Agenda**

Notice will be given of the time and place of any meeting in accordance with the Access to Information Procedure Rules.

**1.7 Attendance of non-members of CEFs**

All councillors shall be entitled to attend the proceedings of any CEF and Partnership Board.

Councillors who do not represent an area within the CEF shall not vote and may only speak with the consent of the Chair.

**1.8 Confidentiality**

Reports to the Partnership Board which are not for publication under the Access to Information Procedure Rules on the grounds they contain confidential or exempt information shall be treated as confidential and shall not be disclosed by a Partnership Board member .

**1.9 Minutes of Community Engagement Forum and Partnership Board meetings**

(a) **Approval**

Minutes of all CEF and Partnership Board meetings will be approved by the Partnership Board and signed as a correct record.

(b) **Accuracy**

Only the accuracy of the minutes may be questioned and an amendment put forward to propose a change of wording.

**1.10 Councillors' Conduct**

Councillors must conduct themselves at CEF meetings in accordance with the Code of Conduct for Councillors attached at Part 5 of the Constitution.

**1.11 Conduct of Statutory Partners and Co-opted Members**

Statutory Partners and Co-opted Members must conduct themselves in accordance with the Code of Conduct for Members of the CEF attached at part 5 of the Constitution.

### **1.12 Quorum**

Meetings of the Partnership Board will be quorate if there is not less than one third of voting members present.

### **1.13 Method of Voting**

Each voting member of the Partnership Board will have an equal vote. Voting shall be by a show of hands and matters will be decided by a majority decision of those present and voting in the room.

All voting procedures shall be in accordance with Rule 19 of the Council Procedure Rules.

# **CODE OF CONDUCT FOR MEMBERS OF THE COMMUNITY ENGAGEMENT FORUMS**

## **PART 1 - GENERAL PROVISIONS**

### **1. Scope**

A Statutory Partner or Co-opted Member of the CEF must observe this Code of Conduct whenever he/she:

- (i) conducts the business of the CEF;
- (ii) acts as a representative of the CEF.

Where a Member of the CEF acts as a representative of the CEF from another relevant body, he/she must, when acting for that other body, comply with that other body's Code of Conduct.

### **2. When the Code applies**

This Code of Conduct shall not have effect in relation to the activities of a Member of the CEF undertaken other than in an official capacity.

### **3. General Obligations**

As a CEF Member it is important that you recognise from the outset that you are required to play a role in your community. This means not simply offering your own views and opinions on local issues, or taking decisions that are based on your own self-interest.

The role of CEF Member is one that requires you to represent the views of your community, or your section of the community. In practice, this will involve discussing issues with people in the community to clarify their views and assess the strength of their feelings on different topics.

At some point it may be that you will find some conflict between your own personal views and interests and those of the community that you are representing. If such a situation does arise, make sure that the views of the community take precedence.

In some instances, it may be necessary and appropriate to declare an interest in the matter under discussion and to withdraw from that debate and decision-making. This will be the case where a reasonable member of the public, in full knowledge of relevant facts would be likely to conclude that your private interests are such that you cannot act in the public interest.

This Code of Conduct is based upon the principles of selflessness, integrity, objectivity, accountability, openness, honesty and leadership.



In undertaking your duties as a member of the CEF

1. You must not behave in a way that a reasonable person would regard as disrespectful to them.
2. You must not bully or intimidate or attempt to bully or intimidate any person.
3. You must not do anything which compromises or is likely to compromise the impartiality of anyone who works for or on behalf of the Council.
4. You must not bring the Council, or your office as a CEF Member, into disrepute.
5. You must not do anything which may cause the Council to breach any equality enactment
6. You must not use or attempt to use your position as a CEF Member improperly to confer on or secure for yourself or any other person any advantage or disadvantage.
7. You must always use the resources of the Council in accordance with the Council's reasonable requirements and never use those resources for political purposes.
8. If, because of your membership of the CEF, you are in receipt of or are offered any gift or hospitality with an estimated value of £50 or more you must decline to accept any such gift or hospitality which could reasonably be perceived as creating an obligation upon the Council, or upon yourself as a member of the CEF.
9. You must not knowingly prevent, or attempt to prevent, another person from gaining access to information to which they are entitled by law.
10. You must not disclose information which is given to you in confidence, or information which you believe or ought reasonably to be aware is of a confidential nature, unless:
  - You have the consent of a person authorised to give it; or
  - You are required by law to do so; or
  - The disclosure is made to a third party for the purpose of obtaining professional advice, provided that the third party agrees not to disclose the information to any other person; or
  - The disclosure is reasonable, in the public interest, made in good faith, and made in compliance with the reasonable requirements of the Council.

#### **4. Respect and Courtesy**

For the effective conduct of the CEF's business there must be mutual respect, trust and courtesy in all meetings and contacts, both formal and informal, between Members of the CEF and officers of the council and partner organisations. This too plays a very important part in the CEF's reputation and how it is seen in public. It is very important that both Members of the CEF and officers remember their respective obligations and to do what they can to avoid criticism of other Members of the CEF, or other officers, in public places.

#### **5. Discrimination**

No CEF member will discriminate on any ground against any other member of the group or the public, in line with the Equalities Act 2010. Discriminatory language will not be used in discussions. All those who attend meetings have the right to be treated with dignity and respect, regardless of their race, colour, ethnic or national origins, nationality, gender, marital status, age, sexuality, religion or any other matter

#### **6. Role of the Chair**

In Partnership Board meetings the role of the Chair is a *formal* one, all speakers will be expected to address their comments to the Chair. This helps the Chair to keep control of the discussion.

In Community Sessions, where proceedings need not be so formal, the Chair may be content simply to steer the general direction of the discussion – this may be described as an *enabling* role.

The Chair is expected to know the rules by which the CEF functions, and ensure that at all stages of its work the CEF is operating in accordance with any procedures that are set down. In this context the Chair may be called upon to act as an arbiter when there is a disagreement about how the rules should be interpreted.

#### **7. Breach of Code of Conduct**

During the meeting if any member breaches the Code of Conduct they will be warned by the Chair, if this behaviour continues they will then be asked to leave the meeting.

If the member continues to breach the Code of Conduct or the behaviour is deemed serious enough then they may be asked not to attend the meetings until such time that they agree to abide by the code.

#### **5. Conclusion**

It is hoped that, by following good practice and securing sensible and practical working relationships between Members of the CEF and others, we

can provide one of the cornerstones of a successful public Community Engagement Forum.

# Southern Community Engagement Forum (CEF)

## Community Development Plan 2015

Update July 15

*“No one knows what the Southern CEF does”*

### Partnership Board Actions

- Ensure all Southern CEF funded projects display the Southern CEF logo on their letterheads and in their buildings. PB will produce certificates and wall plaques.
- Increased information on the website pages – with more photographs and information about the work of the Southern CEF.
- Participate in the Community Link Day 2015 to raise profile of the Southern CEF.
- Work with local publications, blogs, tweets and websites to promote the Southern CEF.

*“Hardly anyone comes to the Public Forums”*

### Partnership Board Actions

- Review the format of Public Forums – consider bringing in new elements such as training events, social events, consultation.
- Consider holding a young person’s event – with an allocated amount of funding that Young people can decide how they wish to spend. Work with schools and youth clubs to develop a dynamic event at a time to ensure success.
- Lead Partnership Board member identified for each Public Forum to work with support staff on the type of event, structure and promotion.

*“The Southern CEF isn’t relevant to me”*

### Partnership Board Actions

- PB to explore how they can become more relevant for the rurality of the area.
- Review where forum meetings are held and when
- Work with all partners and funded projects to capture the impact of the Southern CEF activities and funds

# Community Development Plan Priorities

## Loneliness and Isolation

Next Steps	Lead
Wheelchairs and footpaths – lack of. Cars parked on footpaths. NYCC not wanting to even cut grass verge. How do we cope with this? Raising awareness of good parking. Can Council take power to do something about this?	
Are lonely and isolated people getting the information they need to integrate them into the community. These people struggle with communicating – this is why they are isolated. How do we help them with this? Use of GPs, Transport? Is there a list of all that is available to people in the area?	CHN -AVS database project
Social Prescribing Service Launched May 2015 – uptake has been quick.	CHN - AVS
Lending people ipads? Hudles? Tackling the fear of technology to open people's horizons! – giving people an insight into technology.	
Next Public Forum focused on Loneliness and Isolation with a tea dance beforehand – summer 2015	Done
AVS developing a Good Neighbour Scheme to be rolled out across all 5 CEF areas summer 2015 Through Social Prescribing funding has been secured for a Befriending Service to be launched – staff member being recruited August 2015.	AVS Carers Count / CHN AVS
ASDA have a personal shoppers scheme – could this be rolled out to other supermarkets.	

## Transport

Next Steps	Lead
Public transport – some villages well served, some not. Volunteer car scheme – need to market the service more. Need to review community transport provision, promoting volunteering opportunities.	Cllr Ivey and LS -AVS

## Youth Provision

Next Steps	Lead
Youth Forum – To encourage young people to help themselves. Meeting held with Lesley March 2015	Lesley Senior, CHN and Chris Ploughright (Big Local)
<b>Youth Provision Initiative Proposal</b> It was agreed that it would be good to hold an event for all local service providers and the children / young people they support to come together to share issues and ideas.  <b>Planning Event September 2015, followed by three half term activities</b> The Southern CEF would invite all youth group leaders and children to attend a consultation / planning evening. The event will be organised as an interactive workshop enabling the children and youth leaders to share their issues, develop ideas and work up an appropriately structured event for each half term holiday.	Lesley Senior / CHN

At the event children and young people will be encouraged to design the activity, how it will be promoted and to develop a budget. The aim during the evening will be to secure three lead organisations for overseeing an event each.

Southern CEF will then continue to liaise with each lead organisation, assisting with publicity, promotion, budgeting and planning.

An evaluation form will be utilised to measure the impact of the planning event and for each of the three half term activities.

**Funding**

- Southern CEF to pay for the hire of hall, refreshments and buffet for initial planning event in September 2015. (approx. £200)
- Three half term holiday activities for October 2015, February 2016 and May 2016. Each to have a budget to cover promotion, transport and equipment. (between £500 - £1,000 for each half term)

Date of Submission:

10<sup>th</sup> August 2015

## Funding Application Form for ...SOUTHERN.. Area CEF

SECTION 1 : THE ORGANISATION					
1. Name of project		Londesborough Grove/Foxdale Avenue, Thorpe Willoughby - Collapsible Bollards.			
2. Name of organisation		Thorpe Willoughby Parish Council			
3. Organisation contact details					
Main contact name	Mr S M Peters	Position in organisation	Clerk/RFO		
Address	[REDACTED]				
Postcode	[REDACTED]	Telephone	[REDACTED]		
Email	[REDACTED]				
Second contact name	Mr N Dowell	Position in organisation	Chairman		
Address	[REDACTED]				
Postcode	[REDACTED]	Telephone	[REDACTED]		
Email	[REDACTED]				
4. What is the address of the organisation? (if this is different from your main contact person's details)	(As per the Clerk above)				
5. Registered Charity	Parish Council	<input checked="" type="checkbox"/>	Community/Voluntary organisation	Other (please state)	
<b>PLEASE INCLUDE A COPY OF YOUR CONSTITUTION WITH YOUR APPLICATION</b>					
Number of paid staff	2	Number of volunteers	10	Number of trustees	n/a
(Parish Councils do not have a constitution, they are created by an Act of Parliament. However, all Parish Councils do have Standing Orders to adhere to).					

<b>6. What are the main objectives and activities of the organisation?</b>	To care for the village and the community within. To maintain the physical village and strive to improve the environment to the benefit of the local community. To support local organisations/charities and, where appropriate, to advise and oversee.
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## SECTION 2 : THE PROJECT

<b>7. What is the estimated project</b>	<b>Start Date</b>	October 2015	<b>Completion Date</b>	December 2015
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**8. Please provide a description of the project.**  
To purchase and install 12 x collapsible bollards (6 per side) to go around the edge of each grass area at the junction of Foxdale Avenue/Londesborough Grove, Thorpe Willoughby (as recommended and to be fitted by NYCC Highways (Area 7)), for the purpose of preventing vehicles parking on the grass verges/visibility splays at a "T" junction near to a primary school.

**9. How does this project address issues highlighted in the Community Development Plan?**  
This project will ensure that vehicles will no longer be able to park on the two grass areas/site lines at the junction of Foxdale Avenue/Londesborough Grove, Thorpe Willoughby near to the primary school, which will ensure that children and their parents/carers will be safer as they cross the road to get to and from school on a daily basis.

**10. How do you know there is community support for the project?**  
The Parish Council is regularly receiving complaints regarding the issue of parking, and have witnessed children/parents trying to walk over these grass verges but prevented by vehicles parked on them.  
Parish Councillors and a representative from Area 7 Highways have also witnessed the parking of cars on these areas and children and parents/carers not being able to see clearly to cross the road.  
The school has handed out leaflets/letters to parents asking them not to park on this land, and parking tickets have also been issued, but all to no avail with the parking soon resuming again.

## SECTION 3 : FUNDING DETAILS

**11. Please indicate the total costs for this project.** Please provide a breakdown of the project expenditure using budget headings. For project costs under £1,000 it will be necessary to provide one quotation. For project costs of £1,000 and over it will be necessary to provide three quotations.

EXPENDITURE (brief description)	AMOUNT (£s)
12 x Collapsible Bollards (including Fitting by Highways + VAT) @ £86 each	£1032.00
Administration fee of £206.40 (this is 20% of total for schemes >£1,000)	£206.40
<b>TOTAL :</b>	<b>£1,238.40</b>

**12. How will the project be funded?** Please specify the names and amounts from each funder, such as group or individual contribution, local fundraising, Lottery, or other funding (please specify). Please tick the box to indicate whether the funding has been secured, or if not secured indicate the date by which you expect a decision on funding support.

DETAILS OF MATCH FUNDING	SECURED (✓)	AMOUNT (£s)
Own funding	✓	£619.20



TOTAL : £619.20

<b>13. How much money do you want the Community Fund to contribute?</b> (The maximum amount is £1,000)	<b>£ 619.20</b>
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<b>13a. Have you previously applied to any CEF for funding?</b>	Yes
If yes, please specify when you applied?	12 <sup>th</sup> September 2013
What was the funding for?	To provide a communal Christmas tree on the village green, with electric point and secure fencing.
What was the outcome?	It was approved and is now completed
Are you submitting this application to any of the other CEFs?	No
If yes, please indicate which CEFs?	N/A

**14. Details of your organisation's finances:**

Has your organisation been running for more than 15 months?      Yes            No     

If your organisation has been running for **15 months or more**, then please include a copy of your latest approved/audited accounts with your application. If the organisation is **less than 15 months** old please insert projected figures below.

**(End of year accounts are currently with the External Auditor having been previously approved by the Internal auditor following the Parish Council's meeting held on 20 April 2015. The approved and signed Bank Reconciliation form from 1 April 2015 to 31 March 2015 is enclosed)**

Total income for the year (A)	£
Total expenditure for the year (B)	£
Surplus or deficit for the year (A – B)	£
Total savings or reserves at the end of the year	£

**SECTION 4 : OUTCOMES**

**15. If your project were to receive a grant, what impact will this make and to whom.**

The environment will be safer for children, parents and other pedestrians to walk in that area

during school arrival and departure each day, and to afford better visibility for vehicles negotiating the junction.

**16. How many people directly or indirectly would benefit (approximate numbers)**

Direct – children and parents/carers in the village  
 Indirect – Easier/safer access for passing vehicles

**Should your application be successful we will send any monies direct to your organisation's bank account by BACs transfer. Could you please supply the following details to enable this to happen?**

Name and Address of Bank	[REDACTED]
Name of Account	[REDACTED]
Account Number	[REDACTED]
Sort Code	[REDACTED]

**SECTION 5 : DECLARATION**

I confirm that, to the best of my knowledge and belief, all the information in this application is true and correct and that this is an application for the Community Forum Community Fund.

I confirm that I will, during the development of this project and in its subsequent delivery, take into consideration equal opportunities and that there will be no discrimination in respect of marital status, religion, race, nationality, ethnic origins or disability.

I confirm that this organisation complies with all relevant Child and Vulnerable Adult safeguarding legislation and practice.

By signing this declaration you confirm that the organisation will co-operate fully with Selby AVS during the ongoing monitoring of the project. Also you may be asked to provide before and after photographs and information on the project that may be used in the marketing of the grants.

Signed :	[REDACTED]
Printed Name :	Mr Steven M Peters
Position within organisation :	Clerk/RFO
Date :	10 August 2015

**How did you find out about CEF funding?**

CEF Website		Friend or neighbour	
Selby District Council		Word of mouth	√
AVS		Partnership Board member	
Staff		Other, please specify	

**THORPE WILLOUGHBY PARISH COUNCIL**  
Bank Reconciliation for Financial Year 2014/2015

Date: 31<sup>st</sup> March 2015

	£
Balance Brought Forward (as at 31/03/2014)	22,099.48
Add Total Receipts	45,612.91
Less Total Payments	31,042.25
<b>Total</b>	<b>36,670.14</b>

<u>Bank Accounts</u>	£
Current account (as at 31/03/2015)	36,670.14
Less Unpresented Cheques	133.38
<b>Total</b>	<b>36,536.76</b>

(Agreed by the Council on 20 April 2015; minute No 14/168.3.1

Signed: .....  ..... (Mr Steven Peters)

Clerk to Thorpe Willoughby Parish Council

Signed: .....  ..... (Cllr N Dowell)

Chairman of Thorpe Willoughby Parish Council

Dated: ..... 20 April 2015 .....

[Print](#)

**RE: Cars parked on grass verges at junction of Foxdale Ave & Londesborough Grove, Thorpe Willoughby**

From: Steve Peters [REDACTED]  
Sent: 26 May 2015 16:05:01  
To: Area7 Selby [REDACTED]  
Cc: Nick Dowell [REDACTED]

Hi Glen

Thanks for supplying this information.

Kind Regards

Steve Peters  
Clerk to Thorpe Willoughby Parish Council  
Tel: [REDACTED]

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From: [REDACTED]  
To: [REDACTED]  
Subject: RE: Cars parked on grass verges at junction of Foxdale Ave & Londesborough Grove, Thorpe Willoughby  
Date: Tue, 26 May 2015 14:38:32 +0000

Hello Steven.

The costs are on our schedule of rates, so no discount is available, so it would be (if NYCC were to do it) approx. £86 per bollard (including fitting), there is also VAT and the following admin fees apply: Work costs <£500 minimum charge of £50, Work costs £500 - £1,000 minimum charge of £100 and Work costs >£1,000 admin fee 20% of total.

I have no idea of the costs if you used an approved outside contractor as these are private companies, so they price each job individually.

I am unable to let you know the costs for the 'Anti-Parking Paving' as this is a specialist product and I am unaware of any highway land which contains this product. It was in York that I saw it near the College on Tadcaster Road. However, I did mention a company who (I think) makes the paving (you need to speak to Richard Sample for Marshalls on 01642 792500). If Marshalls do not make the product, you could ask City of York Council or look on the internet for suppliers,

but as I mentioned, the first option of bollards and if they fail, we can discuss other forms of prevention before 'Anti-Parking Paving can be looked at.

Regards

Glen Donaldson

Project Engineer

Area 7 – Selby

North Yorkshire County Council

E-mail: [REDACTED]

Tel: [REDACTED]

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**From:** Steve Peters [REDACTED]

**Sent:** 25 May 2015 18:46

**To:** Area7 Selby

**Cc:** Nick Dowell

**Subject:** RE: Cars parked on grass verges at junction of Foxdale Ave & Londesborough Grove, Thorpe Willoughby

Hi Glen

Thank you for getting back to me with further clarification of the meeting between you and myself/Councillors regarding the above.

This subject will be an agenda item for the next parish Council meeting on Monday 15th June 2015, where your advice will be discussed and I will get back to you afterwards to let you know what the Council has decided.

Could you please let me know how much a collapsible bollard will cost and if that includes being installed by the highways or not, and if VAT is included or to be added on-top. Can you also let