



Your Community
Selby District

Agenda

Community Engagement Forum – Partnership Board (Western)

Venue: Fairburn Sports and Community Centre
Old Great North Road, Fairburn. WF11 5LA

Date: Tuesday 7 March 2017

Time: 6.30pm

To: District and County Councillors
Councillors David Buckle, Mel Hobson, David Hutchinson, John Mackman, John McCartney, Bob Packham, Chris Pearson and Bryn Sage.

Co-opted members of the Partnership Board
Andy Pound (Chair), Howard Ferguson, Jenny Mitchell, David Nicklin, Jenny Prescott, Rita Stephenson, Roy Wilson and Stuart Wroe.

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.

Partnership 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 previous Partnership Board and the Funding Sub-Committee, both held on 17 January 2017 (pages 1 to 11 attached).

4. CHAIR'S REPORT

To receive and note any updates from the Chair (oral report).

5. ISSUES TABLE

To consider the Issues Table, and any updates from Board members (pages 12 to 15 attached).

6. FINANCE REPORT

To consider the latest finance statement (page 16 attached).

7. CEF NOTICEBOARDS

To receive and note any updates on the progress of the CEF Noticeboards and fly-tipping signs (oral report).

8. COMMUNITY DEVELOPMENT PLAN UPDATE

To receive an update from AVS on the current Community Development Plan (pages 17 to 21 attached).

9. CEF PUBLICITY AND BRANDING

To consider CEF branding and future publicity and the cost of making any changes (discussion).

10. PROJECT FUNDING APPLICATIONS

To consider application for project funding:

- 10.1 Sherburn in Elmet Community Trust
Sherburn in Elmet Community Café
£4,000 (pages 22 to 31 attached)

- 10.2 Sherburn in Elmet & District Gala Association
Eversley Park Safe Main Access
£5,000 (pages 32 to 36 attached)

11. FUNDING SUB-COMMITTEE

To receive recommendations from the Funding Sub-Committee in relation to applications for funding (oral report).

12. NEXT MEETINGS

To confirm the date, time and location of the next Western CEF meetings.

Dates of next meetings
Funding Sub-Committee – Tuesday 11 April, 6.30pm. Deadline for funding applications is Friday 31 March at 12 noon.
Partnership Board – Tuesday 11 April, 7pm. Deadline for reports is Friday 31 March at 12 noon.

Gillian Marshall
Solicitor to the Council

For enquires relating to this agenda, please contact Daniel Maguire, Democratic Services Officer on 01757 705101 or email dmaguire@selby.gov.uk.



Minutes

Western Community Engagement Forum Funding Sub-Committee

Venue:	Hillam and Monk Fryston Community Centre.
Date:	Tuesday 17 January 2017
Time:	5.30pm
Present:	Roy Wilson (Chair), Jenny Mitchell, Jenny Prescott and Rita Stephenson
Apologies:	David Nicklin
Officers present:	Chris Hailey-Norris (Selby District AVS) and Daniel Maguire (Democratic Services Officer, Selby District Council)
Public:	0

9. DISCLOSURES OF INTEREST

There were no disclosures of interest.

10. MINUTES

The Sub Committee considered the minutes of the meeting held on 11 October 2016.

RESOLVED:

To confirm as a correct record the minutes of the Funding Sub-Committee meeting held on 11 October 2016.

11. FUNDING FRAMEWORK

The funding framework had been circulated with the agenda, and was noted.

12. FUNDING APPLICATIONS RECEIVED

12.1 – The Monday Club (Selby)

The application was for £500 and had been made to three other CEFs. If successful the grant would be used to maintain and expand the Monday Club in Selby, which was a volunteer-run organisation providing a fortnightly social meeting for people with learning and/or physical disabilities.

The Sub-Committee considered the application against the funding framework for small grants. Although supportive of the organisation, the Sub-Committee agreed that there was insufficient evidence that the application met the requirements of the funding framework, specifically in relation to:

- How the project benefits the CEF area including residents of the area; and
- That funding would have extensive and detailed benefits for one or more defined groups (not an individual) in the CEF area.

The Sub-Committee suggested that the applicant be invited to a future meeting to provide more detailed information about how the grant would benefit the Western CEF area.

RESOLVED:

To defer a decision on the application, pending further information from the applicant as to the specific benefits for the residents of the Western CEF area.

Reasons for decision:

The application did not demonstrate sufficient benefits for the residents of the Western CEF area, this being a requirement of the funding framework.

12.2 – Age UK Selby

The application was for £5,000 and had been made to four other CEFs. If successful the grant would be used towards the cost of purchasing a building in Selby for use by Age UK Selby. It was explained that the lease on the current premises was due to end in December 2017, and the organisation was looking to relocate where there would be greater foot-fall. The application confirmed that the new premises would become a hub for local people, including being able to provide group activities, welfare rights advice, a laundry and a tearoom.

The Sub-Committee considered the application against the funding framework for projects. Although supportive of the organisation, the Sub-Committee agreed that there was insufficient evidence that the application met the requirements of the funding framework, specifically in relation to:

- How the project benefits the CEF area including residents of the area; and

- That funding would have extensive and detailed benefits for one or more defined groups (not an individual) in the CEF area.

The Sub-Committee suggested that the applicant be invited to a future meeting to provide more detailed information about how the grant would benefit the Western CEF area.

RESOLVED:

To defer a decision on the application, pending further information from the applicant as to the specific benefits for the residents of the Western CEF area.

Reasons for decision:

The application did not demonstrate sufficient benefits for the residents of the Western CEF area, this being a requirement of the funding framework.

12.3 – Children’s Reading Festival

The application was for £3,000 and had been made to four other CEFs. The grant, if successful, would be used to purchase books for a reading festival for children to be held between 23 and 25 March 2017 at the Selby Abbey. The application confirmed that children from the Western CEF area would be invited to attend, and that admission would be free. Each child would be provided with a book, free of charge, and would be able to meet the author of that book. The application also confirmed that, out of the target 987 children across the district, sufficient funds had been raised to accommodate 500 children and the applications to the various CEFs would allow the target of 987 to be realised.

The Sub-Committee considered the application against the Funding Framework for projects and confirmed that the application met the necessary criteria, specifically:

- The application met at least two of the objectives in the CDP (Leisure, Sense of Community and Improving Local Services).
- There would be extensive and detailed benefits for one or more defined groups within the CEF area.
- There was evidence of a high level of need and community consultation.

However, the Sub-Committee agreed that £2,000 would be an appropriate grant, given the remaining CEF funds. The Sub-Committee also requested that the grant be conditional on all schools in the Western CEF area being invited to take part.

RESOLVED:

- (i) To recommend that the Partnership Board approve the funding application but for the lower amount of £2,000; and**

- (ii) **To recommend that the grant be conditional on all schools within the Western CEF are being invited to participate.**

Reasons for decision:

The application met the CEF funding framework for project applications, but the Sub-Committee felt that £2,000 would be sufficient to deliver the stated aims of the application.

12.4 – Hillam and Monk Fryston Community Sports Association

Steve Sadler, from the Hillam and Monk Fryston Community Sports Association was in attendance, and presented the application. The application was for £5,000 towards the cost of preparing a feasibility study into the 'Healthy Hub & Spokes' concept. This would help bring together a number of community sports and healthy activity projects in the Hillam and Monk Fryston areas. The applicant had previously given a presentation to the CEF Partnership Board about one element of the project; to bring together the existing cricket and football clubs into a shared community facility. The project had since been expanded to include the development of a 'virtual sports network' for sports, games and other community activities.

It was confirmed that the CEF funding, if granted, would enable the group to employ external advisors to help access additional funding sources. The Sub-Committee agreed that this approach was necessary due to the size of the project. In addition, the Development Officer confirmed that his advice and the advice of Inspiring Health Lifestyles had been to employ external support.

The Sub-Committee considered the application against the Funding Framework for projects and confirmed that the application met the necessary criteria, specifically:

- The application met at least two of the objectives in the CDP (Leisure, Sense of Community and Improving Local Services).
- There would be extensive and detailed benefits for one or more defined groups within the CEF area.
- There was evidence of a high level of need and community consultation.

RESOLVED:

To recommend that the Partnership Board approve the funding application for £5,000.

Reasons for decision:

The application met the CEF funding framework for project applications.

12.5 – Sherburn in Elmet Teasel Community Interest Company

Councillor David Buckle was in attendance and presented the application, which was for £5,000 towards the costs of establishing a Craft and Food festival in Sherburn in Elmet. The project had been developed following the relocation of the long-established Cawood Craft Festival, and would draw upon the experiences of 'Cycle Saturday' which was held in 2016 when Sherburn in Elmet welcomed the Tour de Yorkshire.

It was confirmed that the project was progressing well and had received support from Selby District Council, Welcome to Yorkshire and Wakefield Metropolitan District Council. If granted, the funding from the CEF would be a contribution to the initial funds needed to kick-start the project formally. Councillor Buckle advised that the aim of the CIC was that the festival would be self-sufficient in year two, and that it could even generate a profit which would be reinvested into community projects. It was confirmed that the CEF could have a role in this.

The Sub-Committee considered the application against the Funding Framework for projects and confirmed that the application met the necessary criteria, specifically:

- The application met at least two of the objectives in the CDP (Leisure, and Sense of Community).
- There would be extensive and detailed benefits for one or more defined groups within the CEF area.
- There was evidence of a high level of need and community consultation.

The Sub-Committee was supportive of the project, but felt that a grant of £3,000 would be more appropriate taking into account the remaining funds available to the CEF and that the CIC had requested a contribution to the initial costs.

RESOLVED:

To recommend that the Partnership Board approve the funding application but for the lower amount of £3,000.

Reasons for decision:

The application met the CEF funding framework for project applications, but the Sub-Committee felt that £3,000 was sufficient as the amount request was only a contribution towards the total cost of the event.

12.6 – Fairburn Community Café

The Democratic Services Officer explained that this application had been received after the agenda had been published. In accordance with the procedure for dealing with late applications, the CEF Chair had consented to the application being considered due to it relating to a project that the CEF had previously

identified and there being a considerable time until the next Sub Committee meeting.

The application was for £1,520 towards the cost of establishing a Community Café for the Fairburn parish. The Café would be run by volunteers on a weekly basis. Visitors would be charged £1.50 for refreshments and would be able to access information about local services and community groups.

The application was broken down into two parts; £770 to cover the initial start-up costs and the first 13-week running costs, and a further £750 for the remaining three 13-week periods.

The Sub-Committee considered the application against the Funding Framework for projects and confirmed that the application met the necessary criteria, specifically:

- The application met at least two of the objectives in the CDP (Leisure, Sense of Community and Improving Local Services).
- There would be extensive and detailed benefits for one or more defined groups within the CEF area.
- There was evidence of a high level of need and community consultation.

The Sub-Committee agreed that the grant should be paid in two parts, with £770 paid initially and the remaining £750 upon the successful establishment of the Community Café.

RESOLVED:

To recommend that the Partnership Board approve the funding application but for an initial grant of £770 with the remaining £750 payable upon completion of the first phase of the project.

Reasons for decision:

The application met the CEF funding framework for project applications, but the Sub-Committee felt that only an initial amount was required to start the project.

The meeting closed at 6.20pm



Minutes

Western Community Engagement Forum Partnership Board

Venue:	Hillam and Monk Fryston Community Centre
Date:	Tuesday 17 January 2017
Time:	6.20pm
Present:	<u>District and County Councillors</u> Councillors David Buckle, Mel Hobson, Bob Packham, Chris Pearson and Bryn Sage <u>Co-opted members</u> Andy Pound (Chair), Jenny Mitchell, Jenny Prescott, Rita Stephenson, Roy Wilson and Stuart Wroe
Apologies:	Councillor David Hutchinson and David Nicklin
Others present:	Chris Hailey-Norris (Development Officer, Selby District AVS) and Daniel Maguire (Democratic Services Officer, Selby District Council)
Public:	0

21. DISCLOSURES OF INTEREST

Councillor Buckle declared a non-pecuniary interest in agenda item 9 (minute number 27) due to him having presented a funding application on behalf of the Sherburn Teasel CIC at the Funding Sub Committee. He stated that he would remain in the room during consideration of the item, but would not take part in the discussion or vote.

22. MINUTES

The Partnership Board considered the minutes of the meeting held on 11 October 2016. It was noted that Councillor Sage had been in attendance, but his name was not recorded in the minutes.

RESOLVED:

To confirm as a correct record the minutes of the Partnership Board meeting held on 11 October 2016, subject to the inclusion of Councillor Sage in the list of attendees.

23. CHAIR'S REPORT

The Chair welcomed Board members. The Board was informed that the Development Officer would be meeting with the new Head of Communities, Partnerships and Customers at Selby District Council in relation to the work of the CEFs.

24. ISSUES TABLE

The Board considered the latest Issues Table, and provided updates where relevant. These included:

(i) Item 9 (Burton Salmon Children's Play Area) – negotiations regarding the land were on-going.

(ii) Item 63 (Sherburn High School Leisure Facilities) – planning permission for the 3G pitch had been secured and a tender document for the work had been issued.

(iii) Item 69 (A63/A162 junction) – the various agencies concerned were awaiting confirmation of possible Section 106 funding.

RESOLVED:

(i) To note the updates; and

(ii) To ask the Democratic Services Officer to update the Issues Table.

25. FINANCE REPORT

The Board noted the finance report which confirmed a remaining budget of £18,412.66

RESOLVED:

To note finance report.

26. CEF NOTICEBOARDS

It was noted that Selby District Council might provide fly-tipping signs in the area, and the Board asked that enquiries be made to ensure the CEF did not duplicate this work.

The Development Officer confirmed that the fly-tipping signs would be of a standard design and would cost circa £15 per sign. Responses had been received from several Parish Councils, and the Board agreed to support the purchase of the necessary signs.

The Development Officer also confirmed that the cost of updating the fly-tipping leaflet would be £660.25 (plus VAT) and that this would include distribution to all households in the Western CEF area. It was confirmed that a draft design would be circulated to Board members when available.

RESOLVED:

- (i) To authorise the Development Officer to purchase the necessary fly-tipping signs for those Parish Councils that expressed an interest;**
- (ii) To authorise the Development Officer to proceed with the updating of the fly-tipping leaflet with delivery to all households based on a total cost of £660.25 (plus VAT); and**
- (iii) To ask the Democratic Services Officer to enquire about the fly-tipping signs proposed by Selby District Council.**

27. FUNDING SUB-COMMITTEE

The Board received a report from the Chair of the Funding Sub-Committee, which outlined that the sub-committee had considered six applications:

1. **The Monday Club (Selby)**, 'The Monday Club' - £500
2. **Age UK Selby**, 'Securing the Future' - £5,000
3. **Children's Reading Festival**, 'Children's Reading Festival' - £3,000
4. **Hillam and Monk Fryston Community Sports Association**, 'Health Hub and Spokes' - £5,000
5. **Sherburn in Elmet Teasel CIC**, 'Craft and Food Festival' - £5,000
6. **Fairburn Community Café**, 'Fairburn Community Café' - £1,250

In relation to applications 1 and 2, the Sub-Committee recommended deferring a decision to await further information about the specific impact the projects would have on residents of the Western CEF area. The Sub-Committee considered that the applications contained insufficient detail to meet the funding framework.

The Sub-Committee recommended approval for applications 3, 4, 5 and 6 as these applications met the requirements of the funding framework. However, the

Sub-Committee recommended reduced grants of £2,000 for application 3, and £3,000 for application 5. In relation to application 6, the Sub-Committee recommended that an initial grant of £770 be paid, with the remainder paid on commencement of the project starting.

The Board discussed the arrangements for consideration of project applications, as defined in the funding framework, and agreed that these applications should be considered by the full Partnership Board with only grant applications considered by the Funding Sub-Committee.

RESOLVED:

- (i) To approve the recommendations of the Funding Sub-Committee; and**
- (ii) To confirm that project applications should be considered by the Partnership Board and not the Funding Sub-Committee.**

28. COMMUNITY DEVELOPMENT PLAN (CDP) PROGRESS

The Development Officer presented an update to the Community Development Plan (CDP). It was noted that the Youth Worker project was progressing well.

RESOLVED:

To note the Community Development Plan update.

29. FORUM FEEDBACK AND PLANNING FOR NEXT PUBLIC FORUM

The Board noted that a Forum would follow the Partnership Board meeting, and would be themed around personal safety and would follow the Partnership Board meeting. It was confirmed that North Yorkshire Police would be in attendance to respond to questions from residents and community groups.

The Board requested that the next Forum, scheduled for Tuesday 7 March 2017, be cancelled and replaced with a Funding Sub-Committee meeting and a Partnership Board meeting due to the amount of business needed to be considered.

RESOLVED:

To cancel the Forum on Tuesday 7 March 2017, and to replace it with meetings of the Funding Sub-Committee and the Partnership Board.

30. CEF PUBLICITY AND BRANDING

The Board agreed that the Development Officer should liaise with a local printing company to refresh the CEF logo and branding and that any new logo should be made available to relevant officers to ensure it is used on subsequent documents.

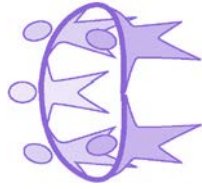
RESOLVED:

To ask the Development Officer to progress the new logo and branding for the Western CEF.

31. NEXT MEETING

It was confirmed that, following the decision made in minute number 29, the next meetings of the CEF would be a Funding Sub-Committee meeting and a Partnership Board meeting, both on Tuesday 7 March 2017.

The meeting closed at 6.53pm.



Western Community Engagement Forum 'You said – We did' Action Table

Items Raised: 70
Items Resolved: 64
Items Outstanding: 5

27/02/2017 **TABLE 35**

Items raised

	Issue and date initially raised	Update	Action
9	Burton Salmon need a children's play area 12 th October 2010 Contact Cllr Chris Pearson, NYCC 01757 704202 chris.pearson@northyorks.gov.uk	6.1.15 5.4.16 5.7.16 11.10.16 17.01.17	Still on hold until an area is located. Area now identified, land owned by SDC. Negotiations regarding the land ongoing. Negotiations regarding the land ongoing. Negotiations regarding the land ongoing.
25	Flooding in the Aire Valley particularly affects Fairburn and Brotherton. 11 th January 2011 Contact Mark Young, NYCC Flooding Manager 01609 797588 mark.young@northyorks.gov.uk	5.5.11 1.2.12 7.1.14 4.3.14	Some progress with UK Coal and the landowner has been made, however a date for completion has yet to be agreed. Discussions have taken place between NYCC, Internal Drainage Board and the Environment Agency. Consultants have now been appointed and discussions are continuing but at the moment there is no change. Flooding in the Aire Valley has been discussed in detail and a forum will be arranged to accommodate speakers from the Environment agency. Forum meeting held focus on flooding issues. Advised that if there are further queries about this, people would be best directed in the first instance to the website: http://www.environment-agency.gov.uk/research/planning/default.aspx If they cannot find the necessary information contact our customer contact centre on 03708 506 506 or email at: enquiries@environment-agency.gov.uk
		2.4.14 5.4.16 5.7.16 11.10.16	Questions were raised at the Forum meeting and are being dealt with. Noted some residents still not back in their homes after the Christmas flooding. Councillor Hobson is working with Yorkshire Water on similar issues in Sherburn. Issues are being reported to the MP via Howard Ferguson. EA study ongoing Ongoing
63	Sherburn High School will be consulting villages in the area re. opening the swimming pool to the	5.3.13	In order to prevent closure a working group of residents and the Parish Council decided to have a feasibility study. The plan is to open the pool to the public in the evening and weekends if there is enough interest and it will be available during the day for primary/

	Issue and date initially raised	Update	Action
	wider community.		junior schools to use.
		2.7.13	A viability report has been put forward and they are now waiting for the outcome. Modifications will include a gym, improved parking facilities and an artificial pitch. Funding may be available for this project.
		1.10.13	This project is now moving forward and it has been agreed that the next part of it will be funded by Selby District Council; this will include a detailed survey of the pool. Modifications will include a gym, improved parking facilities, landscaping, separating from the school and an artificial pitch. North Yorkshire Council is supporting the project.
		7.1.14	A survey of the pool area has now been completed; the results of this will be available shortly.
		2.4.14	There has been a recent meeting regarding the pitch that is required.
		3.6.14	The school are planning to improve the sports facilities and encourage public use; they are looking at an all weather sports pitch and potential refurbishment to the swimming pool and changing rooms. Selby District Council along with others is hoping to progress the scheme and to complete the work by summer 2015. It was stated that the school governors have no intention of closing the facility providing the current revenue continues.
		15.7.14	It has been confirmed that there is funding available from SDC for the swimming pool and leisure complex project. The new school head is very keen to proceed with this. It has been suggested that the Pontefract and Knottingley swimming pools may close. If these closures go ahead the Sherburn pool may be an alternative for those residents.
		7.10.14	Plans are going well and at the present time, nothing further to update.
		3.3.15	The school are planning to improve the sports facilities and encourage public use; they are looking at an all weather sports pitch and potential refurbishment to the swimming pool and changing rooms. This project is ongoing.
		6.10.15	Cllr Packham reported to the Partnership Board that an application for a 3G pitch has been submitted to North Yorkshire CC, with possible funding sources being SDC and the Football Trust.
		12.01.16	It was reported that the Leader of SDC would be meeting with the Headteacher and the Working Group shortly.
		5.4.16	No further update.
		5.7.16	Cllr Packham confirmed that planning permission for the 3G pitch had been secured along with £100,000 funding from the Sports Council. Additional funding could be secured from the Football Association, but would be depended on match-funding of £7,000 which

	Issue and date initially raised	Update	Action
		10.11.16 17.01.17	would be reimbursed if a FA grant was made. Ongoing Cllr Packham reported that planning permission for the 3G pitch had been secured and that a tender document had been issued.
66	Issue of lorries and vans parking in Sherburn raised at June 14 Public Forum.	3.6.14 15.7.14 7.10.14 6.1.15 3.3.15 7.07.15 6.10.15 12.01.16 05.04.16 7.6.16 11.10.16	It was agreed to add this item to the issues table for further discussion by the Partnership Board. Parking in the area is an issue, many lorries park over night. There is a meeting to take place on the industrial estate about Lorry Parking provision in the area. There is a need to identify an area on the industrial estate for safe parking. Unfortunately this may not solve the problem and will be on going. Parking in the area is an ongoing issue as many Lorries park over night. There is a need to identify an area on the industrial estate for safe parking and for the provision of toilets, showers and changing facilities. Potential land is available. Parish Council to consider adding to the new Selby District Plan. A piece of land has been identified for safe parking, there has been a recent meeting to discuss this unfortunately this may not solve the problem and will be on going. There are a lot of Lorries parked in the local areas, a lorry park is urgently required, some talks have taken place about this and a decision is still to be made. Cllr Packham reported to Partnership Board that a multi-agency meeting was being organised involving Leeds CC, Selby DC. North Yorkshire CC which will aim to sign an agreement on the installation of clearways in laybys. Ultimately a lorry parking strategy will be needed for the whole area. Cllr Packham will report back to the next meeting on 12 January 2016. Leeds City Council had assumed responsibility for both sides of the A63 and that Clearways had been installed and were being policed. Councillor Hutchinson reported that Leeds City Council had NOT assumed responsibility for the full stretch of the A63 – lorries were still using the laybys. Councillor Packham reported that, contrary to the previous update, Leeds City Council HAD assumed responsibility for the existing clearway on the A63. Noted that this was either a NYCC issue, or a police matter if illegal parking.
69	Occurrence of dangerous incidents at the roundabout at the Junction of the A63 and A162. Raised at	3.3.15	Overview from Ray Newton- Dawn and Mark are residents on the A63 on the Leeds (west) side of the roundabout, and their daughter has to walk to the north side of the roundabout on the A162 to catch bus to go to Sherburn. They have told me of their

	Issue and date initially raised	Update	Action
	Public Forum March 15		<p>concerns about her and others safety because of wagons which they have observed mounting the kerb as they travel from Leeds on the A63 towards Sherburn on the A162.</p> <p>They are worried that this situation which has steadily got worse because of the increase in traffic to Sherburn industrial estate will get worse as the estate grows and want to know what can be done to eliminate the potential danger.</p> <p>I visited the site yesterday and took photographs of the footpath which is sandwiched between the right up the road edge and private land - JP Plan. In certain places the kerb is dropped to allow access to JP for vehicles which means that the carriage way is not as clear as it might be and the road lines on entry to the roundabout are that as clear as they might be for roundabout users.</p> <p>To make matters worse two lamp posts have been sited in the middle of the footpath which are clearly an obstruction to pedestrians and presents further potential dangers. I have not seen lampposts sited in a similar position on footpath adjacent to the busy A63 in MF Village.</p>
		7.4.15	Some communication has been made with Highways and a meeting will be set up shortly by Cllr Pearson.
		6.10.15	Cllr Pearson reported that Gary Lumb (Highways) is working on a strategy and will arrange a site meeting in due course.
		12.01.16	Ringways, on behalf of NYCC, are considering a number of options for the redesigning of the roundabout. Further meetings were planned for the spring.
		5.7.16	Cllr Pearson confirmed that NYCC had included this junction in its Forward Plan, but that developments could be several years away. It was noted that some recent planning permissions at the Sherburn Industrial Estate could have included agreements and/or commitments regarding junction improvements.
		11.10.16	Recent planning permission for the Sherburn Industrial Estate could have included a Section 106 agreement.
		17.01.17	Various agencies were awaiting confirmation of possible Section 106 funding.
70	Fly-tipping	5.7.16	The Board considered a presentation from the NFU regarding problems with fly-tipping in the Western CEF area. It was agreed that the next Forum would focus on fly-tipping.
		17.01.17	The Board agreed to purchase a number of signs that would be made available to parishes, and also to update the CEF leaflet on fly-tipping.

Western Community Engagement Forum
Financial Report. 1 April 2016 to 31 March 2017

Balance carried forward from 2015/16	£16,370.00
Grant from SDC for 2016/17	£20,000.00
<i>This is the total budget available at the start of the financial year.</i>	Total budget for 2016/17 £36,370.00

Ref.	Date Agreed	Date Paid	Paid to	Details	Amount (£)	
					Actual	Committed
N/A	N/A	07-Apr-16	Petty Cash	Food for forum	£15.97	
N/A	N/A	12-Apr-16	Community House	Printing (January 2016)	£8.82	
W0061	05-Apr-16	19-Apr-16	Trio Supported Holidays	Business start-up project	£1,000.00	
N/A	05-Apr-16	21-Apr-16	Reach Studios	Posters for March Forum	£114.00	
16020	05-Apr-16	11-May-16	Monk Fryston & Hillam Community Ass.	Hire of Hall and refreshments on 5 April 2016	£52.50	
W0067	05-Apr-16	16-May-16	Sherburn in Elmet Parish Council	Cycle Saturday event	£1,000.00	
N/A	05-Apr-16	17-May-16	Reach Studios	Posters for June Forum	£40.00	
N/A	N/A	14-Jun-16	Petty Cash	Food for forum	£36.37	
W0064	05-Apr-16	23-Jun-16	Hillam Parish Council	Hillam Defibrillator Project	£1,000.00	
W0065	05-Apr-16	23-Jun-16	Fairburn Parish Council	Fairburn Defibrillator Project	£1,000.00	
W0066	05-Apr-16	14-Jul-16	Monk Fryston & Hillam Community Ass.	Community Cycle Project	£1,000.00	
N/A	N/A	20-Jul-16	Fairburn Recreation Centre	Hall hire and refreshments	£62.00	
W0071	05-Jul-16	04-Aug-16	Brotherton & Byram Entertainers	Storage facility	£1,000.00	
W0070	05-Jul-16	04-Aug-16	Wheatsheaf Angling Club	Disabled Platforms	£2,500.00	
W0069	05-Jul-16	04-Aug-16	Yorkshire Energy Doctor	Warming the Western CEF	£559.20	
N/A	N/A	04-Aug-16	Community House	Printing (July 2016)	£7.04	
N/A	05-Jul-16	15-Sep-16	Reach Studios	Posters for September forum	£45.00	
N/A	05-Apr-16		Bee-Able	Youth outreach project - remaining balance		£4,541.49
N/A	N/A		Fundamental Health	Expenses for speaker from Community Café		£18.90
N/A	N/A	27-Sep-16	Monk Fryston & Hillam Community Ass.	Room hire - December, January and July	£195.00	
N/A	N/A	14-Oct-16	Fairburn Community Centre	Room hire and refreshments - September forum	£82.00	
W0074	11-Oct-16	07-Nov-16	Monk Fryston Parochial Church Council	Monk Fyston Parish Church	£1,000.00	
W0075	11-Oct-16	11-Nov-16	Selby Swans Gymnastics Academy	Selby Swans - Meeting the Need	£1,000.00	
N/A	N/A	05-Nov-16	Community House	Printing (October 2016)	£12.04	
N/A	N/A	19-Dec-16	Reach Studios	Flyer design for forum	£45.00	
N/A	05-Apr-16	21-Dec-16	Bee-Able	Youth outreach project - invoice 1	£658.51	
N/A	N/A	12-Dec-16	Monk Fryston & Hillam Community Ass.	Room hire - October PB	£52.50	
	17-Jan-17		Childrens Reading Festival	Children's Reading Festival		£2,000.00
	17-Jan-17		Hillam and Monk Fryston CSA	Health Hub and Spokes		£5,000.00
	17-Jan-17		Sherburn in Elmet Teasel	Craft and Food Festival		£3,000.00
	17-Jan-17		Fairburn Community Café	Community Café		£1,500.00
	17-Jan-17		Reach Studios	Fly-tipping leaflet		£660.00
	N/A		Community House	Printing and room hire		£15.42
N/A	N/A	20-Feb-17	Fairburn Community Centre	Room hire and refreshments - January PB and Forum	£88.00	

Total Actual Spend to date £12,573.95

Remaining Commitments not paid £16,735.81

<i>This figure is the remaining budget available to spend (the total budget minus actual spend and commitments yet to pay).</i>	Total budget remaining £7,060.24
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<i>This figure is the total budget available minus actual spend.</i>	Total balance remaining £23,796.05
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Western Community Engagement Forum (CEF)

Community Development Plan 2016-17

Update 25th Feb 2017

Introduction

Community Engagement Forums are collaboration between a range of partners including the District Council, County Council, Town council, Parish Councils, Police, Fire and Rescue Service, local businesses and community groups along with individual residents. Our aim is to encourage, assist and empower the local community to create the environment and services they would like and need.

The Western CEF started in October 2010, our CEF covers the following towns and villages: Birkin, Brotherton, Burton Salmon, Byram, Fairburn, Hillam, Lumby, Monk Fryston, Newthorpe, Sherburn in Elmet and South Milford

Over Arching Priorities

The Western CEF is keen to support and develop initiatives which;

- Improve the quality of life for individuals across the Western CEF area
- Provide solutions for community issues
- Trial new ideas that will benefit residents and improve the local area



Current Key Issues being Addressed

Youth Services
Working with North Yorkshire Youth and BeeAble to review service provision for teenagers and disaffected young people.
Progress
<ul style="list-style-type: none"> ▪ April 16 – agreed to fund BeeAble to provide a Detached Youth Service for a year from 1st September 2016. Bank of hours for 2 workers. Lesley Senior, Director of BeeAble, to attend Partnership Board meetings to update on developments. ▪ June 16 – promotional poster prepared, workers in place ▪ July 16 – PB to agree poster wording for circulation to all Parish Councils, Community Groups and police. ▪ July 16 – promotion commenced being distributed ▪ September 16 – Service to commence for a year.

- October 16 Lesley Senior, Director of Bee-Able provided the Board with an update regarding the provision of youth services in the Western CEF area. Members were informed that two detached youth workers had begun working in the Western CEF area.

The Director of Bee-Able reported that she had recently become aware of two North Yorkshire County Council youth workers also working in the Western CEF area.

A 'youth bus' is available for the youth workers to use; however they currently did not hold the appropriate driving licenses to drive the bus and the cost was preventing them taking the test.

There was some discussion regarding Sherburn Youth Council and the venue being inadequate. Councillor Hobson reported that fundraising had been undertaken to upgrade facilities at the venue.

- January 17 - BeeAble held a day at Highfield in Sherburn-in-Elmet on the 25th of November, not as many young people attend as hoped but the ones who did made it very clear that they really want the park area to stay, they would like it revamped and would be happy to get involved with fundraising events. We used the 4youth bus which was a fantastic asset, please can someone help with getting this utilised on a regular basis! Bee-Able would be more than happy to support someone through they training to enable this.

They have also attended some of the already established youth clubs within the area to get to know the staff (NYCC youth workers) and young people.

Lesley also visited the village hall in Burton Salmon as they are interested in starting a youth club, she shared her experiences with them and gave relevant contacts and telephone numbers. They are in the process of gaining ownership of the village hall so would not move forward until that has happened.

Two staff have also spent time walking the streets in Sherburn! The young people's views all appear to be the same, they think the facilities at Eversley are good but would like something similar at Highfield. They also mentioned the current youth club venue is really not suitable and that's why they don't go.

BeeAble are hoping to get out and about again over the next couple of months, also they need a follow up meeting regarding the November consultation day, Lesley will plan this to happen before the end of February 2017.

Western Walks Project

Creating a series of public walks across the Western CEF area

Progress

- 12th Jan 16 The Partnership Board noted that the 'Western Walks' project had been completed successfully, and it was suggested that a further five walks could be adopted as a CEF project for 2016. The Board agreed to defer a decision on the additional walks to allow more time to evaluate the success of the initial project.
- Email from David Walker in March, he would appreciate an update regarding posters being put up at Birkin Fisheries Tea Room for walk No. 3 and walk No.1 from the Cross Keys at Hillam. Have the other venues been given their posters too?
- July 16 – over half of all walks booklets have been distributed. Continue to bring them to all CEF events and meetings.



- October 16 - The Development Officer reported that the walks had been very popular and he had received positive feedback.

The Chair requested that the Democratic Services Officer publish some information regarding the Walking Project on the Western CEF page of the Council's website.

Combined community sports facility in Monk Fryston

To bring together the football and cricket grounds into an expanded sports facility.

Progress

- 12th Jan 16 Clive Hoyland from Monk Fryston Football Club was introduced to the Partnership Board and outlined his idea for a combined community sports facility in Monk Fryston, which would bring together the football and cricket grounds. He explained that the project was at an early stage and that he would be approaching various agencies and bodies to explore what funding may be available and the feasibility of the project.
21st Jan Chris HN attended a planning meeting with the steering group to discuss governance models, funding strategy, community consultation and useful networks
- October 16 - The Development Officer reported that a discussion with Clive Hoyland from Monk Fryston Football Club regarding progress with the project had taken place in October and funding to progress the project was still required.
- December 16 – the Development Officer had met with the group again in December. They have created a CIC and have completed a Project Brief for submission to the Western CEF. A meeting has also taken place with Heather Kennedy.
- Feb 17 – the group made their submission for professional support to progress funding further. Their award was successful. Work is now taking place to recruit the best person to progress with the work.



Community Cafes

To provide support to local communities wishing to develop a community cafe.

Progress

- Chris HN contacted Horton Housing for information regarding their Community Cafes and also received information regarding the Escrick Café.
- Horton Housing currently running 6 community cafes in Hambleton, Womersley, Eggborough, Sherburn, Tadcaster and Selby, some are weekly and others fortnightly.

<p>In total over 160 active attendees on the books and generally in excess of 100 attending weekly.</p> <ul style="list-style-type: none"> ▪ Eastern CEF, Parish Council, Stronger Communities and Chris HN have worked together to create a Community Café in Escrick. Launched in January 2016 the weekly café is sustainable with volunteers, transport available for those need a lift, book library and speakers. ▪ Suggest both organisations come to speak at a future Public Forum?
<ul style="list-style-type: none"> ▪ June 16 – Community Café Public Forum – 3 speakers talking about 3 different models, well attended and lots of questions asked.
<ul style="list-style-type: none"> ▪ July 16 – 3 localities exploring model to use for developing a Community Café
<ul style="list-style-type: none"> ▪ October 16 - The Chair reported that he had visited community cafés located in Ripon and Escrick; he informed the Board that he was aware of five people interested in establishing a community café in Fairburn. <p>The Development Officer suggested that the community café model operated by Horton Housing could be adopted by the Western CEF.</p>
<ul style="list-style-type: none"> ▪ February 17 – support has been provided by the CEF Chair and Development Officer for the development of a community café in Fairburn. Funding has been awarded by the Western CEF towards the first year running costs. <p>Assistance has been provided regarding governance structures and the opening of a Bank account. The Development Officer has linked them up with the Escrick Community Café for additional support and ideas.</p>
<ul style="list-style-type: none"> ▪ February 17 – assistance has been provided by the Development Officer on the creation of a funding application to develop a Community Café in Sherburn.

CEF Promotion
To continue to raise awareness of the work of the CEF and opportunities available.
Progress
<ul style="list-style-type: none"> ▪ April 16 – Investigate cost of having a CEF notice board in each village / town
<ul style="list-style-type: none"> ▪ June 16 – range of options researched and passed onto Chair
<ul style="list-style-type: none"> ▪ July 16 – agreed Daniel to contact each Parish Council to ask what type of noticeboard they would like and where they would like it positioned.
<ul style="list-style-type: none"> ▪ October 16 - There was some discussion in relation to advertising the Western CEF information on roundabouts in the area. The Democratic Services Officer agreed to seek further information from the relevant officer at Selby District Council.
<ul style="list-style-type: none"> ▪ January 17 - We now have a list of Parish Councils who would like a notice board.



- February 17 – design of a new Western CEF logo has commenced.



Addressing Environmental Issues

To find solutions in relation to environmental issues and improving access to nature

Progress

Fly-Tipping

- July 16 – PB concerned at the latest information regarding the increase in Fly – Tipping. It was agreed that a specific forum should be developed inviting all key stakeholders to help look at what communities can do to address this issue.
- October 16 - There was some discussion in relation to fly-tipping and the Western CEF funding signage in local hotspots to deter offenders. It was suggested that 10 large signs and 10 smaller signs be funded by the CEF and placed in various fly-tipping hotspots throughout the Western CEF area.
The Democratic Services Officer agreed to email Western CEF parish council clerks to ask if they felt their area needed a fly-tipping deterrent sign, the number of signs needed and the location.
The Development Officer agreed to seek a quote for the production of the signs and to report back at the next Partnership Board meeting.
- January 17 – Costs have been secured for production of signs. However it looks like SDC are doing something similar so it was agreed to put this element on hold for now.
- It was agreed to fund a re-print of the fly – tipping leaflet at the PB meeting in January 17. The content was circulated to the speakers for comment and amendments made.
- February 17 - additional changes made. Information sent across to designer to draft new leaflet.

Access to the Sherburn Fishing Club

- July 16 – PB received application to improve the accessibility for wheelchair users at the Fishing club – this was agreed

Community Health and Safety

Defibrillators – enabling communities to establish this additional facility

Progress

- October 16 – requested that this issue be added to the CDP.

COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

Section one: About your organisation

Q1.1 Organisation name

Sherburn in Elmet Community Trust

Q1.2 Organisation address

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

c/o 4 Sir John's Lane
Sherburn in Elmet
Leeds
LS25 6BJ

Telephone number one

01977 681954

Email address (if applicable)

Telephone number two

Web address (if applicable)

Q1.3 Main contact details

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

Title	Forenames (in full)	Surname
Mrs	Karen	Packham
Position or job title		
Treasurer		

Q1.4 Organisation type

What sector does your organisation fit into?

Social enterprise	
Charity	X
Voluntary or community group	

Other

Please describe

When was your organisation set up?

Day		Month	April	Year	2016
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COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

Q1.5 Reference or registration numbers

Charity number	116670
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.

☐

Q1.6 Is your organisation VAT registered?

Yes	<input type="checkbox"/>	No	X
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Please note that applications cannot be used to support expenditure on VAT reclaimable by the applicant from HM Revenue and Customs.

Project Brief	
<p><i>The Project Brief is the first thing to do. It should be completed before any activity of any sort takes place. This is because the Brief is the document that subject to authorisation triggers the development of the Business Case.</i></p>	
Project Name	Sherburn in Elmet Community Cafe
Project Manager	Allyson Chambers
Document Author (if different from Project Manager)	Karen Packham
Organisation Name	Sherburn in Elmet Community Trust



Benefit

Why would the community benefit from this project? Is there clear evidence of need for this project- detail any consultation, statistics or reports that back up for project brief.

Sherburn is a rapidly growing village: the population of the village is going to increase by up to 41% (2,760 people). This arises from 850 houses now being built with another 350 in the planning system. There has been no corresponding increase in community facilities.

Sherburn is isolated, with minimal public transport and a 20-minute drive to the nearest facilities outside the village; facilities are needed locally for people who are unable to travel, including young people, the elderly, and people on low incomes, to prevent them becoming socially isolated.

The Friends of the Old Girls' School carried out extensive consultation with the local community on what is missing from Sherburn, and what the school should be used for. The need for increased facilities was identified by the community as a key priority, and so was the proposed way to meet this need. Numerous respondents cited the importance of the Old Girls School as one of the only remaining heritage buildings in Sherburn, and its potential to be a focal point to foster a sense of community.

The Friends of the Old Girls' school are themselves Sherburn residents, who have begun the project and will play a large part in its development, and have already started involving the wider community in this process, as follows:

- In 2013 the Friends created a petition to raise awareness of the Council's plans to sell the building. The petition received over 2,000 signatures, almost one third of the population, supporting the movement to preserve the building for community use.
- In January 2014 the Friends created an online and hard copy survey to gain a more detailed understanding of community need, focusing chiefly on what facilities they feel are most

needed in the village. This received 302 responses, and included detailed suggestions for activities people would like to see in the school and their reasons why.

This survey was followed by more in depth consultation and interviews with local residents.

- An open day held in 2015 attracted 165 visitors who toured the facility and expressed support for its use as a community venue. This was repeated in 2016 with over 200 visitors.
- The consultation process has identified a number of organisations, community groups and local business people (fitness instructors, U3A, History Society) keen to make use of the venue, and also a number of residents interested in volunteering to help run the facility.

Activities suggested during consultation have been incorporated into this proposal; a café, or coffee mornings, were frequent suggestions that gathered a lot of interest at the open day, and the community café has been selected as a core activity.

In April 2016 we set up Sherburn in Elmet Community Trust which will run both the Old Girls School and the Community Library, both buildings to be leased from NYCC. There is a lot of synergy as both buildings will provide community facilities, run by the community in the form of volunteers, so the two operations can work together well. Both will be run by individual Management Groups, with Trustees drawn from both groups.

Details of the Project

Please list the details of your project

The project involves bringing back into full community use an historic, unused Girls Primary School building in Sherburn in Elmet. Our intention is to minimally refurbish it and then manage the variety of spaces within to deliver a range of activities that address a wide range of community needs - identified through long-term consultation with the local community.

The building was in the ownership of the local authority but is now ours under a 99-year peppercorn lease - the community having successfully campaigned to keep the building rather than it being sold to housing developers.

We are seeking Big Lottery Reaching Communities Funding for the refurbishment of the building, but this does not include the provision of the equipment for the Community Café which is the subject of this application.

We have allocated a space within the building for the Café which will also provide refreshments for the other facilities run within the building. There is access to a terrace where in the summer we can have outside tables and chairs. There is car parking for at least 12 cars on site.

We already have planning permission for the development.

Project Objectives

What will the project deliver, or what changes will it bring about and how are these linked to the CEF's Community development plan (CDP) for the area?

The project has great synergy with the objectives of the CEF

- **Improve the quality of life for individuals across the Western CEF area**
The facility will overall provide much needed facilities for Sherburn & Surrounding villages. The Community Café will provide a social space for everyone to meet, whilst the meeting space will provide access to health & wellbeing activities as well as education. Without a café, it would just be some more meeting space. The Café will provide the “heart and soul” to the project.
- **Provide solutions for community issues**
The biggest issue for Sherburn is the fast expanding population which has not been matched by the provision of any facilities. The Community are stepping up to fill this void.
- **Trial new ideas that will benefit residents and improve the local area**
We have meeting rooms, but none run by the Community, so the Community Trust is a whole new and exciting venture for Sherburn. We really want a community café to be part of the project, but it has not been tried in a village this size. We have visited other Community Cafes in Ripon and Escrick, but we are looking at a slightly different approach.

Youth Services

Working with North Yorkshire Youth and BeeAble to review service provision for teenagers and disaffected young people.

The Community café will be the heart of the new community facility that we are developing at the Old School. The rest of the building will be used to provide meeting and recreation space as well as a media suite with extensive IT facilities. This space would be available for use by the young people of the villages and subject to agreement on behaviour we could offer the café space for set sessions for young people to come and socialise. There is undoubtedly a need for an indoor space for the young people to meet as there are no commercial cafes in Sherburn.

Community Cafes

To provide support to local communities wishing to develop a community cafe.

There is only one commercial café in Sherburn and this is on the northern edge of the village. It is currently up for sale. When the HSBC Bank closed we expected that may become a Café as happened in Tadcaster, but there has just been a planning application submitted for yet another takeaway in the form of Domino's Pizza. The former Nat West, again, where we had hopes of a café, is to become a takeaway restaurant. We have 5 other takeaways in Sherburn and two Indian Restaurants, but no nice place where people can go to relax and socialise. If a commercial café cannot be provided, then we need to provide a Community Café.

Vision for the cafe.

- To help support the OGS.
- To provide a base/meeting point for the whole community, enabling them to socialize. For all ages 0 years to 100 years
- Communicate, build friendships and give them a great sense of wellbeing.
- A place to meet and greet. To relax and forget about everyday stresses.
- Elderly - an outlet, freedom from isolation and depression.
- Support local groups e.g. visiting scheme who currently run a Memory Café in the Library where there is not enough space

- To provide light refreshments to other interested groups/parties wishing to hire or use the OGS. Added extra/appeal to groups hiring rooms, refreshments on or near hand.
- To create a cafe/tea room in keeping with the school.... traditional, rustic feel.
- Warm welcome, relaxing atmosphere, comfortable, memorable experience.
- High standard of hygiene and cleanliness, an inviting place to stop.
- To provide home baking, freshly prepared hot and cold snacks, hot and cold beverages, afternoon teas.

Opening times.

To start with.... Wednesday 9 - 5.30 Thursday 9 - 5.30 Friday 9 - 5.30

Saturday 9 - 5.30 Sunday 10 – 4 Total opening hours 40 hours per week.

Some bank holidays and special events as and when needed.

Target audience

- Mums and babies / children, building new friend ships, communication, health.
- Students, catch ups, social, school/ college place of work.
- Social gathering, Business meetings, meeting point, drop in, after classes/groups.

From visiting the cafe the customers are more likely to be interested in the other facilities the school has to offer, leading to more members of classes or hiring of rooms etc.

CEF Promotion

To continue to raise awareness of the work of the CEF and opportunities available.

The café will become the place to meet in Sherburn and as such will be a great place to be able to promote the work of the Western CEF. There will be the opportunity to provide displays, hold public meetings, share information and encourage people to get involved in any other community initiatives.

Benefits

Outline any key financial or non-financial benefits the project will deliver and how this will impact the community.

Benefits for Individuals

- Residents are able to access regular and varied activities tailored to their needs, reducing social isolation and increasing wellbeing.
- Residents young and old will feel healthier (mentally and physically) as a result of having somewhere to meet.
- Residents will be working closely together to address local community problems and needs.

Benefits for the Community

- The OGS will provide much needed meeting and recreation space for our fast expanding population.
- The provision of community facilities run by the community for the benefit of the community will enhance the feeling of community and bring residents together to solve local issues. Together with the Community Library and information hub it will provide a focal point for residents to come together to help each other. It will provide the largest source of volunteering opportunities in the village. The volunteers will bring with them a wealth of experience which will enable us to develop services to really meet the needs of the community.

The benefits are not just for Sherburn but also for the surrounding villages who look to Sherburn to provide services.

Benefits for the CEF

- Partnership with the major community initiative in the area and possibly the District. The plans of Sherburn Community Trust are ambitious and we will look to be the blue print for the District for delivering community services.
- Ability to promote the work of the CEF
- An alternative meeting place with refreshments and large hall for public meetings for the CEF

Project Approach / Delivery Options

Outline any initial ideas for how the project might be delivered including external delivery, consultants, governance arrangements etc.

The delivery of the Café will dovetail with the overall project plan for the building refurbishment. We have been working with mass architects in York who have provided all the costing for the project. This was funded via a Stronger Communities grant from NYCC.

The Friends of the Old Girls' School will be responsible for delivering the project, but they are accountable to the Sherburn in Elmet Community Trust who have in place various financial and governance policies. For example any costs over £1500 will require three quotes to ensure best value.

We have consulted with the community throughout this process to date and managed to harness their support to vote for our Bags for Life grant application where we were awarded the top amount in the South Leeds area. The residents are very keen to have facilities run by the community for the benefit of the community.

We will continue to seek their views through regular consultations and questionnaires. We already have a community Facebook page and a community website where we get lots of immediate feedback on developments in the village. This has been developed by a local media company at no cost to the community.

Project Timescales (Milestones)

Outline the overall timescale for project completion and include delivery phases together with milestone dates and funding deadlines, if appropriate. Your knowledge may be based on assumptions at this stage.

April 2017	Take over lease from NYCC
April – June	General refurbishment work of school including toilets
May	Refurbishment of the garden from Tesco Bags of Life grant.
June	Commence recruitment of volunteers
June	Decoration of the Café – purchase of equipment
July	Training of staff & Volunteers
July	Food Hygiene Certificate application
August	Opening of café in readiness for Sherburn Craft & Food Festival

Project Resources (people and money)

These will be indicative at this early stage. However, on the basis of what you expect the project to look like, indicate your estimates together with the assumptions made in making the calculations.

We have a comprehensive business plan for the facility and this is one element.

The costs for the equipment are:-

Cost Element	Cost (£)
Commercial Fridge	£495
Stainless Steel Catering Freezer	£665
Espresso Coffee Machine (using local supplier, new machine not recon)	£1,530
Double Hob & Oven	£1,381
Patisserie Display Unit	£1,839
Microwave Oven	£241
Total Cost	£6,151

This is based on obtaining 3 quotes for each of the items and using the lowest or the preferred quote for each. Preferred quote is where the additional cost can be justified in terms of specification or ongoing support. We have also approached Howdens, a local kitchen supplier, to assist us with providing kitchen units at very low cost. We are still waiting their input.

We estimate that the total cost of kitting out the kitchen will be around £10,000, including the above costs.

• People –

The Café will be run by a café manager and a series of volunteers. The Trust has a strong track record in recruiting volunteers as we have recently recruited 70 volunteers for Sherburn Community Library. These are mainly retired people and they have been recruited from Sherburn & surrounding villages, well representing the customers of the library. They are a very well educated group, bringing a wealth of skills and experience to our community project.

The Café Manager that we have in mind has a strong affiliation to the school and also great catering skills. She has already run a pop up café in the school on Open days with fantastic home made cakes.

For the OGS we will have a rota based on shifts of 4 hours and we are looking for people who have:

- An interest in the OGS success, proud to be part of its team.
- Experience in the catering trade/background, baking and cooking interests.
- Presentable clean and tidy. Understand the importance of health, safety and hygiene. In good health, good communicator, friendly, approachable and trustworthy.

In return we will make sure the volunteers feel valued.

We will need a bank of about 25 to 30 volunteers to cover the different shifts and allow for holidays assuming 2 volunteers per shift

The value of the volunteers time would be 40 hours for 2 people at a cost of £8 per hour, 50 weeks pa equates to £32,000 pa

At a later stage we may well be able to offer apprenticeships in catering, work experience (link up with Sherburn High School), support the general public with health problems/ SEN feel included into our community gaining new skills and confidence.

Funding

Where do you expect the money to come from, e.g. revenue or capital budgets, external grants, all from CEF funding or a combination? Please state if you don't know at this stage where the money is coming from. Please include any quotes you have received.

We have started the process for the BLG Reaching Communities grant for the main refurbishment and to provide funding for some of the programmes.

We have already raised nearly £5,000 from our own fund raising, although this is not specifically allocated to the Café, but for the general fund.

We have received an award of £12,000 for the Community Garden from Tesco Bags for Life, an award £4580 from the NYCC Locality budget to refurbish the toilets and repair a flat roof area and a further £5,000 from the JS Trust. All of these funds are committed to refurbish the building.

We are looking for an award of £4,000 from the CEF which will cover nearly 2/3rds of the cost of the equipment. We will apply to the Lottery Fund Awards for All for the balance. We cannot make this application until we have a signed lease.

Risks / Issues

Identify what you consider to be the main risks at this stage. Also indicate any issues you may be aware of that the project will resolve.

Risk	Mitigation
Not be able to find enough volunteers to run the service	Use successful experience from Library recruitment Active campaign to recruit volunteers Measurement of volunteer satisfaction Regular meetings Good induction Regular training
Not enough users of the Café	Need to actively promote the location Promote the venue to a wide range of users - retired both active and sedentary, young mums, young people Tie in users of the facility with catering

Lack of grant funding	The net is being spread wide to bring in a number of smaller grants as well as a large BLF grant application
Major refurbishment work being required which we are unable to fund	Can only be mitigated when the outcomes are clear

Links and Dependencies

Does this project link to any others in the area or services already available? Is its success dependent on the completion of other projects, funding from elsewhere, interest from volunteers etc?

The project is dependant upon signature of lease with NYCC – we have a draft and agreement in principle.

It is not dependant upon receiving the Reaching Communities grant as we have a plan B should that not be successful, whereby we have promises of assistance from local trades people to carry out the refurbishment.

COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

Section one: About your organisation

Q1.1 Organisation name

SHERBURN IN ELMET & DISTRICT GALA ASSOCIATION

Q1.2 Organisation address

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

7, MOORBRIDGE CROFT
SHERBURN IN ELMET
NORTH YORKSHIRE
LS25 6NH

Telephone number one

01977 684866

Email address (if applicable)

Chrislake28@hotmail.com

Telephone number two

07885674043

Web address (if applicable)

N/A

Q1.3 Main contact details

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

Title	Forenames (in full)	Surname
Mr	Christopher John	Lake
Position or job title		
Treasurer		

Q1.4 Organisation type

What sector does your organisation fit into?

Social enterprise	
Charity	
Voluntary or community group	X

Other	Please describe	
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When was your organisation set up?

COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

Day	?	Month	February	Year	1975
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Q1.5 Reference or registration numbers

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. **Constitution already sent previously.**

☒

Q1.6 Is your organisation VAT registered?

Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
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Please note that applications cannot be used to support expenditure on VAT reclaimable by the applicant from HM Revenue and Customs.

Project Brief	
<p><i>The Project Brief is the first thing to do. It should be completed before any activity of any sort takes place. This is because the Brief is the document that subject to authorisation triggers the development of the Business Case.</i></p>	
Project Name	EVERSLEY PARK SAFE MAIN ACCCES
Project Manager	C.J.LAKE
Document Author (if different from Project Manager)	C.J.LAKE
Organisation Name	SHERBURN in ELMET and DISTRICT GALA ASSOCIATION



Benefit

Why would the community benefit from this project? Is there clear evidence of need for this project- detail any consultation, statistics or reports that back up for project brief.

THE GALA COMMITTEE HAS CONSULTED AND HAD REPRESENTATIONS FROM THE GALA STALL HOLDERS, THE FAIRGROUND OWNERS AND THE GENERAL PUBLIC.

WE HAVE ALSO HAD CONSULTATIONS WITH THE TEASEL TRUST AND THE PARISH COUNCIL.

Details of the Project

Please list the details of your project

SUPPLY AND INSTALLATION OF 150SQ/M OF SAFA MAT SURFACING WITH UNDERLAY & PEGS @ £40 PER SQ/M

Project Objectives

What will the project deliver, or what changes will it bring about and how are these linked to the CEF's Community development plan (CDP) for the area?

SAFER ACCESS TO THE PARK FOR HEAVY HAULAGE AND LIGHTER VEHICLES INCLUDING WHEELCHAIR USERS AND PEDESTRIANS.

Benefits

Outline any key financial or non-financial benefits the project will deliver and how this will impact the community.

AS ABOVE INCLUDING GREATER USE OF THE PARK

Project Approach / Delivery Options

Outline any initial ideas for how the project might be delivered including external delivery, consultants, governance arrangements etc.

IN THE SCALE OF THINGS THE PROJECT IS RELATIVELY SMALL, THERE IS PLENTY OF SPACE FOR DELIVERY AND INSTALLATION AND NO DISRUPTION TO THE NEIGHBOURS.

Project Timescales (Milestones)

Outline the overall timescale for project completion and include delivery phases together with milestone dates and funding deadlines, if appropriate. Your knowledge may be based on assumptions at this stage.

START – 1ST APRIL 2017, FINISH – 1ST MAY 2017 MAYBE EARLIER DEPENDING ON WEATHER AND STATE OF GROUND. PAYMENT ON COMPLETION AFTER INSPECTION.

Project Resources (people and money)

These will be indicative at this early stage. However, on the basis of what you expect the project to look like, indicate your estimates together with the assumptions made in making the calculations.

- **Costs – 150SQ/M X £40.00 = £6,000 PRICE ALREADY QUOTED.**
- **People – CONTRACTORS**

Funding

Where do you expect the money to come from, e.g. revenue or capital budgets, external grants, all from CEF funding or a combination? Please state if you don't know at this stage where the money is coming from. Please include any quotes you have received.

£5,000 FROM CEF, PLEASE PLUS £1,000 FROM GALA ASSOCIATION FUNDS AS OUR COMMITMENT TO THE SHERBURN COMMUNITY.

Risks / Issues

Identify what you consider to be the main risks at this stage. Also indicate any issues you may be aware of that the project will resolve.

ON THE THIRD SATURDAY IN MAY, EVERY YEAR, THE SHERBURN GALA TAKES PLACE. WE HAVE IN ATTENDANCE A FUN FARE WITH ALL THE HEAVY RIDES e.g. WALTZERS, CAROUSELS ETC. WE ALSO HAVE ON SITE A 40' TRAILER AS A STAGE. ALL THESE ATTRACTIONS ARE TRANSPORTED BY VERY HEAVY VEHICLES WHICH CHEW UP THE GROUND AND MAKE IT DIFFICULT FOR SMALLER VEHICLES, PEDESTRIANS AND WHEEL CHAIRS TO GAIN ACCESS SAFELY. SAFA-MAT SURFACING WOULD REMOVE THE RISK OF INJURY/ACCIDENT TO THE PUBLIC ENTERING THE PARK.

Links and Dependencies

Does this project link to any others in the area or services already available? Is its success dependent on the completion of other projects, funding from elsewhere, interest from volunteers etc?

THE POPULATION OF SHERBURN IS SET TO INCREASE BY OVER 2000 ADULTS + CHILDREN, THE OTHER VILLAGES WITHIN THE SHERBURN AREA ARE ALSO EXPERIENCING BUILDING PROGRAMMES. THE ONLY P.O.S WITHIN SHERBURN IS EVERSLEY PARK.

AS WELL AS THE GALA THERE WILL BE A NEW AUGUST BANK HOLIDAY EVENT, THE CRAFT AND FOOD FAIR, COVERING SAT, SUN AND MONDAY, ALSO EVERY 2 YEARS THERE IS THE SAINSBURY'S FUN RUN AND THE RUGBY CLUB HAS

MATCHES THROUGHOUT THE WINTER.

**ALL ARE RUN BY COMMITTEES OF VOLUNTEERS AND THEY ALL REALISE
ANYONE USING THE PARK NEEDS A SAFE ACCESS FOR PEDESTRIANS AND A
FIRM ACCESS FOR VEHICLES.**

FUNDING SOURCE HAS ALREADY BEEN COVERED ABOVE.