



Your Community
Selby District

Agenda

Community Engagement Forum – Partnership Board (Western)

Venue: Hillam and Monk Fryston Community Centre, Old Vicarage Lane, Monk Fryston, LS25 5EA

Date: Tuesday 5 September 2017

Time: 7pm

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 Partnership Board meeting held on 27 June 2017 (pages 1 to 5 attached).

4. CHAIR'S REPORT

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

5. BUDGET UPDATE

To consider the current CEF budget (page 6 attached).

6. PROJECT FUNDING APPLICATION

To consider an application from the Selby District Peter Pan Nursery for CEF support to refurbish their charity shop, as detailed in the project brief (pages 7 to 14 attached).

7. FUNDING SUB-COMMITTEE RECOMMENDATIONS

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

8. UPDATE ON PREVIOUS GRANTS AND PROJECTS

To receive any updates on previous CEF grants and projects (oral report).

9. ISSUES TABLE

To consider the Issues Table, and any updates (pages 15 to 19 attached).

10. COMMUNITY DEVELOPMENT PLAN

To note the current Community Development Plan (pages 20 to 27 attached).

11. NEXT MEETINGS

To confirm the date, time and location of the next Western CEF meetings and to confirm the arrangements for the next Forum.

Dates of next meetings
Forum – Tuesday 24 October. Venue to be confirmed.
Funding Sub-Committee – Tuesday 23 January. Deadline for funding applications is Thursday 11 January at 12 noon.
Partnership Board – Tuesday 23 January. Deadline for reports is Thursday 11 January at 12 noon.

Gillian Marshall
Solicitor to the Council

For enquires relating to this agenda, please contact Alice Courtney, Democratic Services Officer on 01757 292352 or email acourtney@selby.gov.uk.



Minutes

Western Community Engagement Forum Partnership Board

Venue:	Fairburn Community Centre, Old Great North Road, Fairburn WF11 9FA.
Date:	Tuesday 27 June 2017
Time:	7pm
Present:	<u>District and County Councillors</u> Councillors Mel Hobson (from minute number 9), David Hutchinson (from minute number 9) and Chris Pearson. <u>Co-opted members</u> Andy Pound (Chair), Jenny Mitchell, Jenny Prescott, Rita Stephenson and Roy Wilson.
Apologies:	Councillors David Buckle, John Mackman, Bob Packham and Byrn Sage; and Howard Ferguson, David Nicklin and Stuart Wroe.
Officers present:	Chris Hailey-Norris (Development Officer, Selby District AVS) and Daniel Maguire (Democratic Services Officer, Selby District Council)
Public:	2

1. DISCLOSURES OF INTEREST

There were no disclosures of interest.

2. MINUTES

The Partnership Board considered the minutes of the meeting held on 11 April 2017.

RESOLVED:

To confirm as a correct record the minutes of the Partnership Board meeting held on 11 April 2017.

3. CONFIRMATION OF CHAIR

It was confirmed that Andy Pound had been re-appointed to serve as Chair of the Western CEF for the 2017/18 municipal year.

4. APPOINTMENT OF VICE-CHAIR

It was proposed, and seconded, that Jenny Prescott be appointed as Vice-Chair of the Western CEF for the 2017/18 municipal year.

RESOLVED:

To appoint Jenny Prescott as Vice-Chair of the Western CEF for the 2017/18 municipal year.

5. APPOINTMENT OF FUNDING SUB-COMMITTEE

It was proposed, and seconded, that the membership of the Funding Sub-Committee be re-appointed en-bloc and that Roy Wilson be re-appointed as Chair of the Funding Sub-Committee for the 2017/18 municipal year.

RESOLVED:

- (i) **To appoint Roy Wilson as Chair of the Funding Sub-Committee for the municipal year 2017/18' and**
- (ii) **To appoint David Nicklin, Jenny Mitchell, Jenny Prescott and Rita Stephenson to be members of the Funding Sub-Committee for the municipal year 2017/18.**

6. MEETING START TIMES

It was proposed, and seconded, that the start time of meetings for the 2017/18 municipal year be:

- Funding Sub-Committee to meet at 6.30pm
- Partnership Board to meet at 7pm
- Forums to commence at 7pm, with a 'market place' event from 6.30pm.

RESOLVED:

To approve the start time of CEF meetings as described above for the 2017/18 municipal year.

7. CHAIR'S REPORT

The Chair reported that there had not been a CEF Chairs meeting at Selby District Council for some time, due to the recent elections. He noted that awareness of the CEF and its work was increasing, and that this had been reflected in the number of applications for grant and project funding.

8. BUDGET REPORT

The latest budget report had been published with the agenda, showing a remaining balance of £17,554.26.

RESOLVED:

To note the update.

9. PROJECT FUNDING APPLICATION

Councillors Hobson and Hutchinson entered the meeting at this point.

Ceri Carter presented the application which was from the South Milford Memorial Park and Playing Field Association and was for up to £5,246.92 to undertake various repairs and upgrades to the South Milford Memorial Park. It was noted that the applicant had undertaken a survey of the existing provision, which had resulted in the list of work and upgrades required. It was confirmed that the applicant had been successful in securing funding of £1,000 from the develop Persimmon Homes and also £800 from the South Milford Parish Council.

The Board considered the application, and confirmed that it met the requirements of the funding framework. However the Board noted that the total amount requested represented a significant proportion of the CEF's annual budget and it was proposed to offer funding of £1,500 towards the specific work required on the dipping pond and the provision of the 'Tut Hut'.

RESOLVED:

To approve a grant of £1,500 to the South Milford Memorial Park and Playing Field Association as a contribution towards the work required to the dipping pond and the provision of a 'Tut Hut' as detailed in the application.

10. FUNDING SUB-COMMITTEE RECOMMENDATIONS

The Chair of the Funding Sub-Committee presented the recommendations from the Funding Sub-Committee.

10.1 Elmet Art Society

The application was for £1,500 towards the cost of providing art classes within the Western CEF area, which would be 2-hours in length. The application confirmed that this would be an annual programme starting in January 2018 and would include demonstrations by visiting artists. The funding sub-committee had recommended a grant of £1,000 as the application was not for a project and to grant more than £1,000 would require a deviation from the CEF funding framework.

10.2 1st All Saints Sherburn Scout Group

The application was for £2,920 towards the cost of purchasing various items of camping equipment. The application confirmed that the group had 135 members, but did not have sufficient equipment to be able to offer camping to all members. The funding sub-committee had recommended a grant of £1,000 as the application was not for a project and to grant more than £1,000 would require a deviation from the CEF funding framework. It was noted that the grant would be towards the cost of 8 Outwell Earth tents (total cost £1,200).

RESOLVED:

To approve the recommendations of the Funding Sub-Committee, as detailed above.

11. UPDATE ON PREVIOUS GRANTS AND PROJECTS

It was noted that a comprehensive list of updates on previous grants and projects was included in the updated Community Development Plan (CDP) under agenda item 14. The Development Officer confirmed that updates had been received from the following grants and projects:

- Fairburn Community Café
- Sherburn Community Café
- Sherburn Scouts group
- Monk Fryston sports facility
- Strictly Cuban salsa dance classes
- Fly-tipping signage

RESOLVED:

To note the updates.

12. ISSUES TABLE

The Board considered the Issues Table and made the following update:

Item 63 (Sherburn High School) – the 3G pitch had been completed and an opening ceremony was planned for 19 July 2017.

RESOLVED:

To note the update and to ask the Democratic Services Officer to amend the Issues Table.

13. COMMUNITY DEVELOPMENT PLAN UPDATE

The updated Community Development Plan had been published with the agenda, and all updates had been considered previously under minute number 11.

RESOLVED:

To approve the updated Community Development Plan.

14. NEXT MEETINGS

It was noted that the dates for future meetings had been previously agreed.

RESOLVED:

To note the future meeting dates.

The meeting closed at 8.15pm.

Western Community Engagement Forum
Financial Report. 1 April 2017 to 31 March 2018

	Balance carried forward from 2015/16	£17,938.00
	Grant from SDC for 2017/18	£20,000.00
<i>This is the total budget available at the start of the financial year.</i>		Total budget for 2017/18
		£37,938.00

Ref.	Date Agreed	Date Paid	Paid to	Details	Amount (£)	
					Actual	Committed
N/A	N/A	25-Apr-17	Fairburn Community Centre	Hire and refreshments	£34.00	
	07-Mar-17	27-Apr-17	Sherburn in Elmet Community Trust	Sherburn in Elmet Community Café	£4,000.00	
	11-Apr-17	01-May-17	Tiempo Espana Dance Academy	Strictly Cuban Salsa	£1,500.00	
	11-Apr-17	01-May-17	Positive Youth CIC	Summer Provision in Sherburn	£760.00	
SL04612	17-Jan-17	04-May-17	Create TVT	Fly-tipping leaflet print and delivery	£660.25	
	07-Mar-17	11-May-17	Sherburn in Elmet & District Gala Association	Eversley Park Safe Main Access	£3,000.00	
SL04613	17-Jan-17	11-May-17	Reach Studios	Fly-tipping leaflet design	£120.00	
SL04614	17-Jan-17	11-May-17	Reach Studios	CEF logo and branding design work	£95.00	
	17-Jan-17	16-Jun-17	Hillam and Monk Fryston CSA	Health Hub and Spokes	£5,000.00	
	05-Apr-16	22-Jun-17	Bee-Able	Youth outreach project - invoice 3	£77.50	
SL04872	N/A	22-Jun-17	Monk Fryston Community Centre	Hire of Room for CEF	£52.50	
SL04864	11-Apr-17	06-Jul-17	Reach Studios	Flyer for CEF public forum on 11 July 2017	£35.00	
	05-Apr-16	13-Jul-17	Bee-Able	Youth outreach project - invoice 4	£200.00	
N/A	05-Apr-16		Bee-Able	Youth outreach project - remaining balance		£4,195.99
	17-Jan-17	16-Aug-18	Fairburn Community Café	Community Café (balance)	£750.00	
	27-Jun-17	01-Aug-17	Elmet Art Society	Encourage new members	£1,000.00	
	27-Jun-17		1st All Saints Sherburn Scouts	Camping equipment		£1,000.00
	27-Jun-17		South Milford Memorial Park	Repairs to facilities and new under-5s equipment		£1,500.00

Total Actual Spend to date	£17,284.25
Remaining Commitments not paid	£6,695.99

<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	£13,957.76
---	-------------------------------	-------------------

<i>This figure is the total budget available minus actual spend.</i>	Total balance remaining	£20,653.75
--	--------------------------------	-------------------



COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

Application process

This form should be used to apply for funding from any of the five Community Engagement Forums.

Before completing this form, please ensure you check the project funding criteria and application guidance form. You can also get support with completing the application by e-mailing cefadmin@selby.gov.uk. Whether you are applying for a small grant or project funding you will need to complete section 1 and 3 of this application form and then either a grant information form or a project brief in section 2.

This is an application only and will be subject to an assessment process – we cannot guarantee support. The Community Engagement Forum Partnership Board will consider every application received. Please see the decision making flowchart to understand the process your application will go through.

After completing and saving, please send the Word form by email to cefadmin@selby.gov.uk. We would prefer not to receive applications by post, please.

We will let you know if you have been successful by email unless requested in writing.

Which Community Engagement Forum is this application to?

Please indicate which Community Engagement Forum this application is being submitted to (when applying to more than one CEF you will need to complete a separate application form for each CEF).

Central CEF	
Eastern CEF	
Southern CEF	
Tadcaster & Villages CEF	
Western CEF	X



COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

Section one: About your organisation

Q1.1 Organisation name

Selby District Peter Pan Nursery

Q1.2 Organisation address

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

The Bungalow, North Crescent, Sherburn in Elmet, North Yorkshire LS25 6DD

Telephone number one

01977 681863

Email address (if applicable)

office@peterpannursery.co.uk

Telephone number two

07944 330660

Web address (if applicable)

www.peterpannursery.co.uk

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	Kay	Smith
Position or job title		
Administrator, Fundraiser & Shop Co-ordinator		

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		Year	1985
-----	--	-------	--	------	------



COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

Q1.5 Reference or registration numbers

Charity number	1162118
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	<input checked="" type="checkbox"/>
-----	--------------------------	----	-------------------------------------

Please note that applications cannot be used to support expenditure on VAT reclaimable by the applicant from HM Revenue and Customs.

Project Brief	
<p>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.</p>	
Project Name	Charity Shop Refurb
Project Manager	Kay Smith
Document Author (if different from Project Manager)	As above
Organisation Name	Peter Pan Nursery



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.

Our charity shop has been a big part of our community for almost 15 years, offering volunteering opportunities where various skills can be learnt, offering social interaction and in turn raising funds to support Peter Pan Nursery who offer care to children and families in our community with additional needs.

The plan is to continue to offer volunteering opportunities but with more training being offered and the opportunity to be part of a larger team (Fundraising) at the nursery's events, some of which we would be able to hold at the charity shop with this refurbishment. It will give us more free ground space, opening up the opportunity to engage with the community further, I would like to open upstairs of the shop up to local community groups, knit and natter, craft, book clubs etc. and also run local events to support local small businesses, e.g. craft stalls, craft lessons.

As a trial, we did a late night shop and had a lady in giving beauty demonstrations. It was very well attended. It would be nice to do this on a more regular basis.

We want to make our shop a place where people feel they can pop in for a chat.

Details of the Project

Please list the details of your project

Our shop is in a very old building which has very rough stone walls. The plan is to put up panels to tidy this up along with a system that allows us to clip in wall rails, shelves and shoe racks. We would also like to put in a new sink and worktop in our kitchen/sorting area.

We currently use freestanding clothes rails and book shelves which are starting to show signs of becoming unsafe and they also take up a lot of space.

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?

We would like to increase our takings at the charity shop as all the money we raise it supports Peter Pan Nursery. With our community growing by the day, we feel that our resources will be stretched and therefore the additional funds with help us continue to offer the outstanding service we currently provide.

We would also like to engage more with the community and feel the shop could bring people together, be it whilst volunteering, shopping or utilising the new space for local groups and classes.

Benefits

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

We hope the refurbishment will attract more potential volunteers, which will enable us to open longer hours, the more hours we're open, the more money we can raise for Peter Pan Nursery.

The space will become inviting and clean and will open up the opportunity to provide space for local community groups to meet.

Craft lessons will be held, allowing the local community to learn new skills.

Project Approach / Delivery Options

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

It has been discussed with the shop fitter that he will be able to refurbish one room at a time, allowing us to remain open for much of the refit. Where possible, he will work around us and our opening times.

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.

I would expect the project to be completed within a 3 month period of obtaining the funding.

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** –£5255
- **People** – *Ian Morgan would be our fitter.* To save money on this project, we have agreed with Ian that we would provide volunteers to paint.

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 would be happy to pay towards this from part of a grant we are due to receive from the Masonic Foundation but we would greatly appreciate as much assistance from the CEF as possible please as any money we can save will be able to pay for day to day running costs at the nursery and shop.

In addition, we plan to get a quote and pay for a new carpet upstairs in the shop and we will offer volunteers to help paint, tidy and move things throughout the refit in order to save money.

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.

We don't feel there are any risks for this project.

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?

No



Proprietor: Ian Morgan
116 Owlcotes Road
Pudsey
Leeds
LS28 7QR

Tel: 0113 2576 239
Mobile: 07976 592 153
email: ian.morgan8016@ntlworld.com

ESTIMATE

C/o Kay ref
Peter pan charity shop
5-finkle hill
Sherburn in Elmet
Leeds
Ls25 6eb

15/08/2016

Quotation based on our meeting on the 14th of august 17 breaking each room area down into sections

Main show room

Remove old heaters
Build wooden frames around outer walls in 3x2 cls timber and anchor to outer brick walls and floor
Cover frames in 18mm mdf sheets
Fit end capping to all exposed wall ends and skirting boards
Paint walls in white emulsion
Wall fixings
28x wall twin slot tracks
10 x 1000 mm d rails
10 x shoe racks
8 x 1000mm combi rails
Supply 2 new wall blow heaters

Total £2500.00

Upstairs

Build wooden 3x2 cls frames as required to 3 walls and anchor to walls and floor
Cover frames in 18mm mdf sheets
Fit end cappings and skirting boards
Paint in white emulsion finish
Supply wall fixings
13x twin plate wall uprights
13 x 470mm shelf brackets
13x 320mm shelf brackets
13x 270mm shelf bracket

Cont...

Cut shelving lengths in 18mm mdf and fasten to brackets and leave unfinished material colour

Total

£1650.00

Door way show room

To

Build wooden 3x2 cls frames on single wall

Cover in 18mm mdf sheets

Paint in white emulsion

Fit end capping and skirting boards

6 x wall twin track wall uprights

6 x 470mm shelf brackets

6 x 320mm shelf brackets

6 x 270mm shelf brackets

Total

£510.00

Kitchen area

To remove old sink and work top and replace

Supply

3000 x 900 breakfast bar work top

1000 mm base unit

2 x 500mm white doors

Stainless steel sink

Handles and hinges

Wastes and traps and plumbing sundries

Tap to be discussed/priced separately as cold feed only to sink

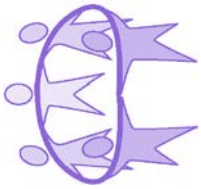
Total

£595.00

If you require any changes or alterations to the quotation please contact me and I can amend as required

Best regards

Ian Morgan



Western Community Engagement Forum

'You said – We did' Action Table

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

19/06/2017 **TABLE 38**

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 2.4.14 5.4.16 5.7.16 11.10.16 07.03.17	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 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 Democratic Services Officer to contact Mark Young for an update at next PB meeting. Not: Enquiries by DSO have revealed that Mark Young no longer works for NYCC – trying to locate a replacement officer.

	Issue and date initially raised	Update	Action
63	Sherburn High School will be consulting villages in the area re. opening the swimming pool to the wider community.	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/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.

	Issue and date initially raised	Update	Action
		5.7.16 10.11.16 17.01.17	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 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.
		27.06.17	It was reported that the 3G pitch had been completed and an opening ceremony was planned for 19 July 2017.
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	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

	Issue and date initially raised	Update	Action
		<p>11.10.16 07.03.17</p> <p>11.04.17</p>	<p>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. There remained conflicting views on the existence and purpose of clearways. The Democratic Services Officer was asked to request a comprehensive answer from NYCC Highways for the next PB meeting.</p> <p>Email from NYCC Highways Officer was circulated to members confirming the situation in relation to the old A1 north of Fairburn. The email also confirmed that a Section 8 Agreement was due to be signed between Leeds City Council and NYCC which would transfer responsibility for maintenance, grass-cutting and litter to LCC.</p>
69	<p>Occurrence of dangerous incidents at the roundabout at the Junction of the A63 and A162. Raised at Public Forum March 15</p>	3.3.15	<p>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 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> <p>Some communication has been made with Highways and a meeting will be set up shortly by Cllr Pearson.</p> <p>Cllr Pearson reported that Gary Lumb (Highways) is working on a strategy and will arrange a site meeting in due course.</p>
10		<p>7.4.15</p> <p>6.10.15</p> <p>12.01.16</p>	<p>Ringways, on behalf of NYCC, are considering a number of options for the redesigning of the roundabout. Further meetings were planned for the spring.</p>

	Issue and date initially raised	Update	Action
		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.
		11.04.17	Councillor Mackman confirmed that the S2 development in Sherburn included provision for an improved roundabout at the A63/A162 junction.
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.
		11.04.17	Previous reports had suggested that SDC would be purchasing similar signs, but the Democratic Services Officer confirmed this was not the case so the CEF could proceed with the purchase.
		11.04.17	The CEF funded leaflet had been approved and would be delivered to all households in the Western CEF area.

Western Community Engagement Forum (CEF)

Community Development Plan 2017-18

Update 19th June 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.
<ul style="list-style-type: none"> ▪ June 16 – promotional poster prepared, workers in place
<ul style="list-style-type: none"> ▪ July 16 – PB to agree poster wording for circulation to all Parish Councils, Community Groups and police.
<ul style="list-style-type: none"> ▪ July 16 – promotion commenced being distributed
<ul style="list-style-type: none"> ▪ 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.

- 03/04/2017 meeting attended by Stacey Summerland (Bee-Able) Councillor Robert Packham (Parish Council) Julie Jackson (Time-Out) Apologies Aimi Brookes (Selby District Council) Charlotte Keable (NYCC) Craig Ward (Bee-Able) Lesley Senior (Bee-Able)
Discussion Meeting held at Time Out, Sherburn to discuss outcomes of the Open Day held on Friday 25 November 2016. It was mentioned that the garages at the Highfields area were planned to be knocked down and replaced with bungalows. Though the timescale of the plans moving forward were unknown. This was thought to be in the control of Selby Housing Trust and could reduce the parking spaces that are currently available, which in turn will raise concerns on current parking issues.

Concerns on parking were discussed. Initially, it caused a huge impact through temporary closure of the schools entrance due to the new Athelstan school building. This resulted in residents/parents collecting children from the school parking on the grass verge, which has resulted in the ground foundations being damaged and grass overturned. It was discussed that a large portion of properties had long driveways but, were not necessarily being used.

Concerns on the overflowing rubbish bins were discussed. There was mention of them being set on fire, bottles smashed on the play area and general untidiness. It was mentioned that the bins were not emptied on a regular basis, if at all.

Discussions were made on the current use of the park facilities as well as age and maintenance of them and how the park area can be utilised to bring the youths of the community together.

These included:

- Facilities to play sports (especially football). It was noted that a multi-purpose sports pen is not needed as these are being built at Fairways, believing to be for hire purposes only. Mini skatepark and fitness equipment were favoured by individuals, for both youths and parents to use. It was mentioned that there would be cost implications to this type of equipment. 2 03/04/2017 Highfields, Sherburn in Elmet

- Indoor shelter with Wi-Fi for individuals to access, where social interaction could develop new/maintain friendships although, supervision would be required. Discussions of voluntary staff/parents were noted. It was mentioned that the materials used would need to be long lasting with very little maintenance and not easily damaged to be worth installing. It was also mentioned that if each area within Sherburn could specialise in a certain type of equipment, to share, that this would bring youths with similar interests together, which could result in new friendships being developed and further social interaction, as well as, positive community spirit.

It was mentioned that a group of youths were hanging around the building of Time-Out, breaking in and causing damage. Local authorities have been made aware and equipment such as CCTV has been put in place. A group of youths are hanging around the library/childrens centre situated in Sherburn. It is believed that they are being able to access the Wi-Fi located at the library but, also vandalising the external walls. It was noted that youth work will be carried out at these two premises to build rapport with the youths and find out what could benefit them in the area.

Actions

It was agreed that Bob would seek further info from Selby District Council regarding the facilities, maintenance records and costs of any repairs carried out.

It was agreed that Stacey would speak to a parent of Highfields about setting up a community/parent group consisting of 10 parents/youths, to meet and discuss fundraising ideas and plans for the Highfields area moving forward.

It was agreed that Stacey/Craig would carry out youth work at the library and Time-Out where groups of youths are present (evening/weekends) to aid them in finding something that they could potentially benefit from.

It was agreed that Julie would help out where she is able to and continue allowing meetings to be held at TimeOut.

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.

- June 17 – Walk booklets have continued to be distributed – only a handful remain from the original print run.

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.
- June 17 – meetings continue with the group. Plans have been developed and the assistance of the Development Worker has been requested to look at potential sources of funding





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. In total over 160 active attendees on the books and generally in excess of 100 attending weekly.
 - 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?
- June 16 – Community Café Public Forum – 3 speakers talking about 3 different models, well attended and lots of questions asked.
- July 16 – 3 localities exploring model to use for developing a Community Café
- 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.
- The Development Officer suggested that the community café model operated by Horton Housing could be adopted by the Western CEF.
- 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.
- 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.
- February 17 – assistance has been provided by the Development Officer on the creation of a funding application to develop a Community Café in Sherburn.
 - February 17 – Launch of Fairburn Community Café. 80 people attended.
 - June 17 - I have had a great response from our visitors on Wednesday mornings and in total now – since opening on 1st March – I have banked £700 as well as buying all the necessary equipment mentioned below, including 18 new teapots.
- Our visitors have expressed that as they are only there a couple of hours at the most, they don't think any 'interruption' to their friendly get together would be welcome. I have made a couple of suggestions of having visitors/talks but they really do have a good time together.

They have produced hundreds of poppies for the Selby Abbey campaign. I am considering a few other suggestions but as it is going well, and they are not looking for any entertainment, I will play that by ear. The feedback I have received is that it is the best thing that has happened in the village for a very long time. Keeping the people happy is all I want to do.

- March 17 – Funding for the development of the Community Café in Sherburn agreed.
- June 17 - At long last work has started on the school. We have had all the asbestos removed and now we are on with sorting out the leaks to the flat roof and refurbishing the toilets. We have got through the first stage of the Big Lottery Fund new process and we are working on getting the answers to the next set of questions which have been posed. We are also waiting to hear back from St Gobain on a funding application.



CEF Promotion

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

Progress

- April 16 – Investigate cost of having a CEF notice board in each village / town
- June 16 – range of options researched and passed onto Chair
- 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.
- 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.
- 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.
- March 17 – Comments from the CEF Board fed back and a new draft design completed.
- March 17 – Partnership Board agreed the type of notice boards to be purchased and the cost has been agreed. Daniel currently liaising with manufacturers for delivery and agreement with each Parish Council for the installation



Addressing Environmental Issues
To find solutions in relation to environmental issues and improving access to nature
Progress
Fly-Tipping
<ul style="list-style-type: none"> ▪ 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.
<ul style="list-style-type: none"> ▪ 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. <p>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.</p> <p>The Development Officer agreed to seek a quote for the production of the signs and to report back at the next Partnership Board meeting.</p>
<ul style="list-style-type: none"> ▪ 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.
<ul style="list-style-type: none"> ▪ 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.
<ul style="list-style-type: none"> ▪ March 17 – additional changes requested by Partnership Board and SDC. Changes made, but further amendments requested by SDC and fed back to designer.
<ul style="list-style-type: none"> ▪ Fly Tipping Signs – Information has been requested from each Parish Council regarding the location of their notices in order to secure a final costing from the manufacturers.
<ul style="list-style-type: none"> ▪ June 17 – confirmation that all of the fly tipping leaflets have been distributed out, bar 2 small villages - Newthorpe and Birkin. It would cost £75 plus VAT to print a further 500 copies.
Access to the Sherburn Fishing Club
<ul style="list-style-type: none"> ▪ July 16 – PB received application to improve the accessibility for wheelchair users at the Fishing club – this was agreed
<ul style="list-style-type: none"> ▪ April 17 - Councillor Buckle agreed to liaise with the Wheatsheaf Angling Club to bring an update on the disabled platforms project to the next Board meeting.

Community Health and Safety

Defibrillators – enabling communities to establish this additional facility
--

Progress

- | |
|---|
| <ul style="list-style-type: none">▪ October 16 – requested that this issue be added to the CDP. |
|---|

Cuban Community Dancing

Tiempo Espana Dance Academy

Progress

- | |
|---|
| <ul style="list-style-type: none">▪ April 17 - Providing five courses of Cuban Salsa dance classes in the Western CEF area. Each course would consist of six classes, which would be provided at a discounted charge initially to local residents. Sessions will primarily be held during the evening, but the CIC would be flexible if demand was identified for daytime sessions.▪ June 17 – Development Officer met with Aimi and Ben to plan locations, timetable, pricing structure and promotion. Agreed to aim for initial start in September 17. |
|---|

