



Western CEF Partnership Board

Venue: Fairburn Sports and Community Centre, North Road, Fairburn, West Yorkshire, WF11 9LA

Date: Tuesday, 21 January 2020

Time: 7.00 pm

To: District and County Councillors
Councillors D Buckle, J Mackman, R Packham, C Pearson, E Jordan, D Brook, J McCartney and T Grogan

Co-opted members

Andy Pound (Chair), Jenny Prescott (Vice-Chair), David Nicklin, Jenny Mitchell, Bryn Sage, Howard Ferguson, Rita Stephenson 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.

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 (Pages 1 - 8)

To confirm as a correct record the minutes of the Partnership Board meeting held on 3 September 2019.

4. CHAIRS REPORT

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

5. BUDGET UPDATE (Pages 9 - 10)

To consider the current CEF budget.

6. CEF CODE OF CONDUCT (Pages 11 - 14)

To remind members of the Partnership Board, of the CEF Code of Conduct.

7. PROJECT FUNDING APPLICATIONS (Pages 15 - 18)

To receive presentations from the following potential funding applicants. The Funding Framework is attached for reference.

(7.1) AGE UK SELBY DISTRICT, 'SHERBURN IN ELMET FRIENDSHIP CAFÉ', £5,000 (Pages 19 - 26)

(7.2) SOUTH MILFORD FOOTBALL CLUB, 'SOUTH MILFORD ON THE MAP', £4,000 (Pages 27 - 38)

8. COMMUNICATIONS

To discuss any points of interest relating to the Western CEF that should be forwarded to Selby District Council's Communications Team to undertake publicity work.

9. ISSUES TABLE (Pages 39 - 48)

To consider the Issues Table and any updates.

10. COMMUNITY DEVELOPMENT PLAN

To note the current Community Development Plan, which will be tabled at the meeting.

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.

Tuesday 25 February 2020 – Forum - Developing Community Organisations /

Facilities, taking place at Byram and Brotherton Social Club

Tuesday 17 March 2020 – Funding Sub-Committee (6.30 pm) and Partnership Board (7.00 pm) – Venue TBC

Janet Waggott

Janet Waggott
Chief Executive

For enquires relating to this agenda, please contact Dawn Drury on 01757 292065 or ddrury@selby.gov.uk.

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Minutes

Western CEF Partnership Board

Venue:	Fairburn Sports and Community Centre, North Road, Fairburn, West Yorkshire, WF11 9LA
Date:	Tuesday, 3 September 2019
Time:	7.00 pm
Present:	<u>District and County Councillors</u> Councillor R Packham <u>Co-opted Members</u> Andy Pound (Chair), Jenny Prescott, Jenny Mitchell, Howard Ferguson, Rita Stephenson and Stuart Wroe
Officers present:	Chris Hailey-Norris (Development Officer, Selby District AVS) and Dawn Drury (Democratic Services Officer, Selby District Council)
Others present:	Emily Havercroft and Phil Dodson (applicants, Selby District Disability Forum), Susan Woodhall and Sally Whittingham (applicants, What the Dickens); and Jeff Greene, (applicant for the Co-Opted Vacancy)
Public:	0

24 APOLOGIES FOR ABSENCE

Apologies for absence had been received from Councillors Jordan, Buckle, Grogan and Mackman, and David Nicklin.

25 DISCLOSURES OF INTEREST

There were no declarations of interest.

26 MINUTES

The Partnership Board considered the minutes of the meeting held on 25 June 2019.

RESOLVED:

To confirm as a correct record the minutes of the Western CEF Partnership Board meeting held on 25 June 2019.

27 CHAIRS REPORT

The Chair informed the Partnership Board that he would be resigning from the Western CEF, as he was moving out of the Western CEF area. This would probably happen at the next meeting of the Board due to take place in January 2020.

The Chair indicated that he would be amending the order of business to allow agenda item number 5, Board Member Vacancy – Co-Opted Member to be considered last as agenda item number 11; the rest of the business would be as set out in the agenda. This was agreed by the Partnership Board.

28 BUDGET UPDATE

The Partnership Board considered the Western CEF budget, which confirmed a remaining balance of £20,011.11.

RESOLVED:

To note the budget update.

29 PROJECT FUNDING APPLICATIONS

The Partnership Board noted the Funding Framework and considered the following funding applications:

30 SELBY DISTRICT DISABILITY FORUM, 'WESTERN CEF DISABILITY ACTION GROUP', £4,658

The application was for £4,658 towards identifying and bringing together a group of the Western CEF area residents who would become a locally focused Disability Action Group for the Selby District Disability Forum (SDDF). It was noted that the application had been heard at the March meeting of the Board, when members had been informed that the SDDF currently had two other action groups, one in the Southern CEF area, and one in the Tadcaster and Villages CEF area, both of which had been funded by the respective CEF's.

It was explained that the members had taken the decision to defer the application in order for the chairs of the Southern and Tadcaster CEF to be contacted to ask them to attend the meeting; to each give their view on how

the projects had progressed, and the benefits realised within their respective areas. The applicants were in attendance.

Councillor Sweeting was unable to attend, but had sent a short briefing note in support of the application, detailing the work that the Tadcaster Disability Forum had achieved to date, along with their plans for the future to make the group sustainable.

Councillor Mike Jordan was in attendance, and highlighted some key highways issues which had been addressed with the North Yorkshire County Council Highways Department, by the Southern Disability Forum bringing matters to the fore. The Board was informed that the group regularly engaged with the Parish Councils in the Southern CEF area to raise various issues specifically identified in the area. Councillor Jordan added his support as he felt that the group acted on behalf of people with disabilities by raising awareness, giving suggestions on how to rectify issues, and chasing funding from different organisations.

The Tadcaster and Villages CEF had held a forum on 22 July 2019 at which the SDDF had given a presentation about the work they were doing, the Vice Chair of the Western CEF had attended the meeting and gave her impressions of the evening, and added her support for the project.

The applicants had previously explained that the proposed Western CEF Disability Action Group, with the hub in Sherburn in Elmet, would develop themselves over the course of twelve locally run action planning sessions, discussing and identifying local issues and barriers facing disabled people. These sessions would culminate in an event, ideally a Western CEF Forum, which would invite those with the most influence locally to come and directly listen to the findings, with the view to champion change and develop solutions together.

The Board was supportive of the application and noted that the aim was to make the Action Group sustainable by making it peer led. It was confirmed that the application met the aims and objectives of the Community Development Plan, and also confirmed that the application was in accordance with the Allocation of Funding Framework.

The Partnership Board agreed to fund £4,658 for the project.

The applicants were told the outcome of the application, who then left the meeting and did not return.

RESOLVED:

To approve funding of £4,658 to be awarded to Selby District Disability Forum, as outlined in the application.

31 WHAT THE DICKENS, 'DEVELOPMENT OF A DROP IN COMMUNITY READING/LIBRARY FACILITY FOR THE RESIDENTS OF MONK FRYSTON AND HILLAM', £4,430

The application was for £4,430 to develop a drop-in community reading and library facility for the residents of Monk Fryston and Hillam. The applicants were in attendance to present a summary of the application, and answer questions from the Partnership Board.

The applicants explained that the facility would be based within a room at Monk Fryston and Hillam Community Centre, with the books stored in three lockable storage cupboards. At any one time some 400 – 500 books may be stored; some of which had been donated and others on loan from Selby Library. The Board noted that the project would be run by volunteers, initially for two, three hourly sessions per week, on a Wednesday and Sunday from 10.00 am. Visitors would be charged for refreshments and would be able to access an information section about local services and events which would promote other activities and businesses in the area.

The Board were informed that to ensure the project became self-sufficient, income was intended to come from books which would be available to buy, the sale of refreshments, and children's book bags which would be rented out for a small fee. It was also the intention to offer speciality evenings, for example on cooking and criminology, and also a book club. Once the project was up and running the income would be monitored monthly to ensure the project was sustainable.

In response to a query regarding the catchment area for the facility, the applicants confirmed that people from the neighbouring villages would be welcome to use the facility.

A query was raised regarding the local schools involvement and safeguarding, it was confirmed that the Headmaster of Monk Fryston school had been approached and was very supportive of the project, although the school did have a library it was purely for the use of the children. There had also been interest in some of the older children having the opportunity to run, under supervision, a section of the facility which would encourage peer group integration. The Board was assured that in terms of safeguarding two of the What the Dickens group had advanced Disclosure and Barring Service checks (DBS).

The Partnership Board thanked the applicants for presenting the application and asked them to leave the room while the Board reached their decision.

At this point in the meeting the funding applicants left the room for the consideration of the item.

The Board were supportive of the facility; however it was felt that only an initial amount was required to facilitate the start of the project. It was therefore agreed that the funding should be paid in two parts, with £2,090 paid to cover

the initial start-up costs and the first three months room hire; and for the remaining nine months room hire, a further £2,340 upon the successful establishment of the project, and satisfactory income reports. It was further agreed that the applicants should come back to a Partnership Board meeting at the end of the three month period to present the income report and provide an update on progress. The Board confirmed that the application met the aims and objectives of the Community Development Plan, and also confirmed that the application was in accordance with the Allocation of Funding Framework.

The Partnership Board agreed to fund £4,430 for the project, as set out above.

RESOLVED:

To approve funding to be awarded to What the Dickens, but for an initial payment of £2,090 with the remaining £2,340 payable upon production of satisfactory income reports.

The applicants returned to the meeting to be told the outcome of the application, they then left the meeting and did not return.

32 COMMUNICATIONS

The Development Officer updated the Board on the video and short films; the films have been made, and the draft films will be taken to the next meeting of the CEF Chairs. Once final approval was given the films would be publicised by the Communications Team, placed on the Council and AVS websites; and passed to Parish Councils and Community Groups for sharing.

33 ISSUES TABLE

The Board considered the Issues Table and gave the following updates:

Flooding in the Aire Valley

The Democratic Service Officer informed the Board that to date a response had not been received from the Environment Agency regarding the implications of Phase 2 of the Leeds Flood Alleviation Scheme on the river in the Western CEF area.

Fly Tipping

The Board commented that the incidences of fly tipping in the area appeared to have decreased; the Democratic Services Officer was asked to obtain up to date statistics on fly tipping within the Western area.

Bus Provision

The Board noted that a new bus timetable had been circulated; the changes were minimal. It was also confirmed that Arriva was for sale. The Democratic Services Officer was asked to obtain up to date statistics on passenger

numbers and any trends identified within the data.

RESOLVED:

- i. **To note the updates.**
- ii. **To ask the Democratic Services Officer to obtain the most recent statistics for fly tipping in the Western area.**
- iii. **To ask the Democratic Services Officer to contact Arriva to request the most recent statistics for passenger usage.**

34 COMMUNITY DEVELOPMENT PLAN

The Board received updates on the current Community Development Plan (CDP). To aid in the development and expansion of Byram Park Social Club & Institute; an online questionnaire had been created, of which 415 surveys had been completed to date. The Community Cafés at Fairburn and Sherburn in Elmet continued to go from strength to strength, with the Fairburn café being used in the Western CEF film.

The Development Officer presented a draft of the new format Community Development Plan, the Board noted that the outer page would provide general information on the CEF's and how to access funding, while the inner page would focus on the four main priorities of the Western CEF area.

It was confirmed that the Partnership Board would still receive an update at each meeting of the original CDP, to ensure that they were kept abreast of developments in the projects that were still in progress.

RESOLVED:

To note the Community Development Plan update.

35 WESTERN CEF DRAFT ANNUAL REPORT 2018-19

The Development Officer informed the Board that the annual report was a summary of information and photographs taken from individual impact reports, submitted to the CEF once the project had been completed.

It was noted that Councillor Dave Brook had been missed from the list of Councillors as being a member of the Western CEF and should therefore be added.

RESOLVED:

To ask the Development Officer to ensure that Councillor Dave Brook was included in the list of Councillor's as a member of the Western CEF.

36 BOARD MEMBERSHIP VACANCY - CO-OPTED MEMBER

The Board had received three expressions of interest from Jeff Greene, Tim Platts and Bryn Sage for the one co-opted vacancy; Jeff Greene was present at the meeting to introduce himself, however he left the room while the discussion took place.

The Board felt that all three applicants were of an excellent calibre, and therefore agreed unanimously that they would have liked to appoint all three.

The Chair reminded the Board of his earlier announcement that he would be resigning from the Board in January 2020, at which time there would be a co-opted vacancy, which one of the applicants could fill.

Jeff Greene came back into the room.

A discussion took place around the need for project managers, in addition to the Board members, and it was suggested that one of the two remaining applicants be co-opted at the January 2020 meeting to replace Andy Pound. It was further suggested that the other applicant attended future meetings as a member of the public, they would not be able to make decisions, however they would be able to speak with the allowance of the Chair.

It was proposed and seconded that Bryn Sage be co-opted as a member of the Western CEF Partnership Board.

RESOLVED:

To appoint Bryn Sage as a co-opted member of the Western CEF Partnership Board.

37 NEXT MEETINGS

The Board noted that the next Forum meeting on Tuesday 29 October 2019 would be held at the Old Girls School in Sherburn in Elmet, and agreed the theme as "Addressing Crime and Crime Prevention".

The Board confirmed the next Partnership Board meeting as Tuesday 21 January 2020, 6.30 pm – Funding Sub-Committee and 7.00 pm – Partnership Board, at Fairburn Sports and Community Centre.

RESOLVED:

To note the dates and venues for the next meetings of the Forum and Partnership Board.

The meeting closed at 8.35 pm.

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Agenda Item 5

Western Community Engagement Forum Financial Report. 1 April 2019 to 31 March 2020

Balance carried forward from 2018/19	£12,279.16
Grant from SDC for 2019/20	£20,000.00

This is the total budget available at the start of the financial year.

Total budget for 2019/20 £32,279.16

Ref.	Date Agreed	Date Paid	Paid to	Details	Amount (£)	
					Actual	Committed
	04-Sep-18		Wild Studios	CEF Promotional Videos		£45.00
	19-Mar-19	11-Apr-19	Brotherton & Byram All Stars Junior Football Club	New goals	£1,000.00	
	25-May-19	25-May-09	Brotherton & Byram All Stars Junior Football Club	Club folded, funding refunded to the Western CEF	-£1,000.00	
				Notice Boards		£2,606.00
	25-Jun-19		Fairburn Cricket Club	Provide disabled toilet & baby changing facilities	£980.00	
	25-Jun-19	1.8.19	Sherburn in Elmet Art Club	Exhibition table easels & art workshops, with the equipment and materials for participants to use	£1,000.00	
	25-Jun-19	5.9.19	Sherburn Bears ARLFC	Provide disabled toilet & baby changing station	£3,500.00	
	25-Jun-19		Project:WILD C.I.C.	2 x school stop motion animated film workshops	£3,080.00	
	25-Jun-19		Time Team of MF, Hillam & Burton Salmon	Village heritage trail leaflet & 1 promotional banner		£900.00
		11-Apr-19	Fairburn Rec Centre	Hire of hall for CEF 19.3.19	£36.00	
		23-May-19	Petty Cash	Sandwiches for Forum	£22.00	
		23-May-19	BSVHT	Hire of Hall	£28.00	
		04-Jul-19	Petty Cash	Refreshments	£4.30	
		04-Jul-19	Petty Cash	Refreshments	£1.75	
		25-Apr-19	Reach Studios	Poster	£65.00	
		22.8.19	Fairburn Centre	Hire of Hall	£36.00	
		1.8.19	Sherburn in Elmet Community Trust	Hire of Hall for 22.10.19	£75.00	
	03-Sep-19		Selby District Disability Forum C.I.C.	To create a Disability Action Group for the Western area	£4,658.00	
	03-Sep-19		What the Dickens	To develop a drop-in community reading & library facility. To be paid in two installments. First = £2090 & Second = £2340		£4,430.00
		9.10.19	Trophy Store	CEF Plaques	£461.99	
		10.10.19	Fairburn Rec Centre	Hire of Hall for 3.9.19	£36.00	
		17.10.19	Project:WILD C.I.C.	CEF Promotional Videos	£157.00	

Total Actual Spend to date	£14,141.04
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Remaining Commitments not paid	£7,981.00
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This figure is the remaining budget available to spend (the total budget minus actual spend and commitments yet to pay).

Total budget remaining £10,157.12

This figure is the total budget available minus actual spend.

Total balance remaining £18,138.12

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Agenda Item 6

CODE OF CONDUCT FOR MEMBERS OF THE COMMUNITY ENGAGEMENT FORUMS

PART 1 - GENERAL PROVISIONS

1. Scope

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

- (i) Conducts the business of the CEF;
- (ii) Acts as a representative of the CEF.

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

2. When the Code applies

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

3. General Obligations

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

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

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

If the views of individuals on the CEF are allowed to take priority then the community will very quickly lose confidence in the CEF and its work may subsequently be devalued.

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

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

In undertaking your duties as a member of the CEF

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

agrees not to disclose the information to any other person; or

- The disclosure is reasonable, in the public interest, made in good faith, and made in compliance with the reasonable requirements of the Council.

4. Respect and Courtesy

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

5. Discrimination

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

6. Role of the Chair

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

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

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

7. Breach of Code of Conduct

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

If the member continues to breach the Code of Conduct or the behaviour is deemed serious enough then they may be asked not to attend the meetings

until such time that they agree to abide by the code.

8. Conclusion

It is hoped that, by following good practice and securing sensible and practical working relationships between Members of the CEF and others, we can provide one of the cornerstones of a successful public Community Engagement Forum.

Agenda Item 7



Allocation of Funding Framework

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

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

If a CEF Partnership Board has set up a Funding Sub Committee, the Sub Committee may make an initial recommendation to the Partnership Board who must then make a final recommendation which will be authorised by Selby District Council.

How often can organisations apply?

If an organisation has been granted funding they cannot apply again for the same application or project for another 2 years. They may apply for funding for another application or project but they must be able to demonstrate that it is a completely separate application or project to the one they were originally funded for.

If an organisation is unsuccessful in their application for funding they are welcome to re-submit an application at any subsequent CEF meeting; however, they will need to consider how to address the reasons for refusal before resubmission.

An application cannot be submitted retrospectively if the work, project or event has started or already taken place.

Funding approved for grants and projects will only be paid to an organisation and not directly to an individual. An individual applying for funding will have to submit invoices for their approved grant or project which will then be paid by the CEF Partnership Board.

Is match funding required?

Match funding is not required for applications, however as the maximum small grant allocation is £1,000 you may need to seek funding from elsewhere if your application will cost more than that amount. If an application is approved on the basis that part of the funding will be provided from elsewhere then it will need to be demonstrated when this funding will be received before the CEF funding can be allocated.

When making the recommendation members of the Partnership Board will evaluate the merits of each application by the information and detail provided in accordance with the criteria listed below:

Consideration of Applications

Applications cannot be considered until an application form is completed and submitted to the Partnership Board. This will allow the full details of an application to be discussed and properly considered. No funding is to be agreed to grants or projects where an application form or project brief has not been provided. This is to ensure the Council fulfils its requirement to comply with its Access to Information rules.

Small Grant (typically £300 to £1,000)

A grant is funding used to purchase an item or fund a one-off event /activity.

For applicants to be awarded funding, the following must be demonstrated:

- How the application meets at least 2 of the objectives in the CDP for the CEF area.
- How the project benefits the CEF area including residents of the area.
- That funding would have extensive and detailed benefits for one or more defined groups (not an individual) in the CEF area.

The following organisations are not eligible to apply for small grant funding:

- A Parish Council that raises its own precept (Parish Councils may be partners in CEF projects).
- A school – (parent–teacher associations (PTAs) are eligible to apply)
- A commercial organisation generating a profit
- Another statutory or public service – (funding will not be granted to another statutory or public service to assist it to carry out its statutory duties. i.e. where the funding is intended to replace statutory funding. However, the CEF may fund a grant/project if the statutory or public service was providing a service outside of its statutory remit).

Applications cannot be used to support expenditure on VAT reclaimable by the applicant from HM Revenue and Customs.

Project Funding (usually over £1,000 for a specific piece of work)

A project is a piece of planned work or an activity that is completed over a period of time and intended to achieve a particular purpose.

To be awarded funding the following must be demonstrated in your project brief:

- How the application meets at least 2 of the objectives in the CDP for the CEF area.
- That funding would have extensive and detailed benefits for one or more defined groups (not an individual) in the CEF area.
- That clear evidence for a high level of need and extensive community consultation is provided.

All organisations are eligible to apply for Project Funding however any applications cannot be used to support expenditure on VAT reclaimable by the applicant from HM Revenue and Customs.

Note – projects exceeding £5,000 will be subject to Selby District Council procurement rules.

Funding cannot be provided for continuous work and it should not be expected that a CEF can continuously fund a project or scheme. Applicants should look ensure their project or scheme is self-sufficient once they have received funding from the CEF.

Additionally, retrospective funding for work or projects already underway or completed, or events that have already taken place cannot be provided, and should not be applied for; CEF funding should not be used to underwrite funding gaps in projects or events that have already started or taken place.

Procedure for Urgent Applications

This procedure will only be used if the application is deemed to be urgent and consideration of the application cannot wait until the next Partnership Board meeting. In order for an application to fall into this category, valid reasons for urgency must be demonstrated before the application can be considered.

The application must still fulfil the criteria listed above and state why the application cannot wait until the next Partnership Board meeting.

The Chair must agree to the reasons for urgency.

- First Action would be to consider whether an additional meeting can be arranged with the application and agenda being published on the Council's website.
- If it is not possible to call an additional meeting, the relevant Director should coordinate consultation with Partnership Board members to reach a decision through email. The application can only be agreed if there are **no objections** from any Partnership Board members. If the application is agreed, the decision would be published on the Council's website in the usual way. The funding decision would be listed (to note) on the next agenda of the Partnership Board.
- If there is any objection from a Partnership Board member, then the application **cannot be agreed** and it must be considered at a Partnership Board meeting.

Funding Events

If a funding event is held, the following rules must be abided by with regard to applications:

- Each funding proposal agreed must with the proviso that an application form must be fully completed before any funding is allocated.
- There must be a written record of all the decisions taken at the event which must include the following information:
 - Name of applicant.
 - Details of proposal.
 - Amount of funding allocated.
 - Reason for decision (applications agreed must still abide by the criteria for grant and project funding).

Agenda Item 7.1

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 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	✓

COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

Section one: About your organisation

Please tick this box to confirm that you have discussed your application for funding with the relevant Development Officer (this is a requirement of all CEF funding applications). Contact details for both Development Officers can be viewed on the Selby District Council website.

Q1.1 Organisation name

Age Uk Selby District

Q1.2 Organisation address

What is your organisation's registered address, including postcode?	
50 Micklegate Selby YO8 4EQ	
Telephone number one	Email address (if applicable)
01757 704115	joanne@ageukselby.co.uk
Telephone number two	Web address (if applicable)
	www.ageuk.org.uk/selbydistrict/

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	Jackie	Mook
Position or job title		
Manager		

Q1.4 Organisation type

What sector does your organisation fit into?

Social enterprise	
Charity	✓
Voluntary or community group	

COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

Other		Please describe	
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When was your organisation set up?

Day		Month	OCTOBER	Year	1984
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Q1.5 Reference or registration numbers

Charity number	1139928
Company number	7428157
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		No	√
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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.

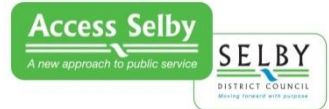
Q1.7 Please list all other bodies that you have, or plan to apply to for funding for your project, including other CEFs

Name of Body / Organisation	Funding Awarded/Requested*

*Where you have not yet applied to the body, please indicate the amount you intend to apply for and write 'indicative' to the side of the amount.

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Project Brief



*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.*

Project Name	Sherburn In Elmet Friendship Café
Project Manager	Jackie Mook
Document Author (if different from Project Manager)	Joanne Jennings
Organisation Name	Age UK Selby District

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.

This project would provide a weekly social opportunity for people aged 50 plus, to meet others, creating new friendships, support and information networks, within an informal environment to reduce social isolation for people of this age group within the area. The project would be delivered from Sherburn & Villages Community Library and Information Hub, a central, informal, safe, space which is visited on average 3500 times per month. The majority of these visits are by people who are aged 54 and over which evidences that this is an accessible, well-used and trusted venue. In 2018 Sherburn in Elmet Community Trust undertook a community survey to ascertain the needs and wishes of local residents. The results were to inform the development of services and support to be made accessible at the Community Library and Information Hub. 75% of respondents requested more local events and 50% of respondents requested additional social events. Also during 2018, a survey was undertaken to understand how to improve social isolation and loneliness throughout the Selby District area. This survey was completed by individuals throughout all the CEF areas, 61% of people undertaking the survey were aged 50 years and above and 54% expressed feelings of loneliness ranging in frequency from sometimes to often to always. Age UK Selby District aim to promote the welfare of all older people and have worked in the area for many years providing Home Support Services and the Information & Advice visits. We have organised similar Friendship Groups in Drax, Wistow and Selby and the development and delivery of these groups and activities, evidences our experience of delivering services and support to address the problem of loneliness experienced in this age group. Our effectiveness is evidenced through repeatedly high attendance figures and receiving positive feedback from our service users.

Details of the Project

Please list the details of your project

We would be holding this Friendship Café at Sherburn & Villages Community Library and Information Hub, a centrally located and accessible venue, supported by Anne Marie Oldroyd, the Community Development Manager of the Sherburn In Elmet Community Trust. We would deliver a two-hour Friendship Café social opportunity each week, and there will be tea/coffee/biscuits available which will be funded by a small user contribution.

The group would be assisted by a Member of Age UK Selby District who would facilitate the morning through setting up, welcoming users and providing refreshments. The social group would be of an informal nature and to ensure that it continued to meet the needs of all who attend, the facilitator would undertake regular consultation with each participant, to ascertain the needs and wishes of the whole group and going forward, would agree on which user led themes could be discussed and supported. This could include inviting speakers to give advice with Benefits or Council Tax, home safety, assistance in getting the best deal on Home Insurance or discussing other useful relevant topics as agreed in the future. The facilitator would arrange delivery of any partner presentations. The Age UK Selby District facilitator's knowledge base will also enable them to be in an ideal position of meeting individuals' needs that may be more complex by signposting to other delivery partners and appropriate support services as required.

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?

This project would target two of the Key Objectives for the Western CEF – improving the quality of life for the over 50's and to benefit residents of the Sherburn in Elmet area.

By giving residents the opportunity to build new friendships/support networks can reduce loneliness and social isolation.

Benefits

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

The current population of the Selby District is 87,885 with over 42% being over 50 years old. We have seen a high rise in referrals from people aged 50 plus who have said they feel lonely & isolated, live on a low income, have a lack of public transport and do not see anyone from one week to the next. Through discussions with older people and our volunteers, we have decided to set up befriending events to involve and engage with people, make them feel part of their community and reduce isolation.

Project Approach / Delivery Options

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

The project will be promoted via the Sherburn Informer, Community Newsletter, the Sherburn in Elmet Residents' Website, Sherburn in Elmet Community Trust Website and Facebook group. Posters will promote the service within the Library and within the centre of the village via the Community Notice Board. This will be in addition to Age UK Selby District's website, through our Staff, Information & Advice workers and all service users.

We already have links with external providers in the area and we would use this café to strengthen these associations to provide specific information for the café users.

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.

We hope to have this group up and running in early 2020.
We will plan to continue supporting this group indefinitely and will access other funding streams including the local Parish Council.
We will employ a member of staff and recruit volunteers to promote/ advertise the service immediately.

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** –
Estimated staff costs including pension, NI, mileage allowance and on costs = £3,500
Volunteer travel expenses = £768
Cost of venue = £700

Therefore we wish to apply for £5000

- **People** –
One Member of Staff working for 4 Hours per week and to include travelling expenses.

Two volunteers

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.

The initial costs would be funded by this CEF application. Future funding will be requested from the Parish Council and other charitable foundations.

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.

The main risks are

1. Inappropriate/inaccessible venue – Sherburn & Villages Community Library and Information Hub is centrally located, accessible and has Disabled Toilet facilities.
2. Low Attendance – The majority of current visitors to the Library are over the age of 50 and have specifically requested the provision of local, social events.
3. Level of interest in the activities/talks delivered – initial and on-going user consultation will ensure that any activities/talks provided will be user defined.

We have seen a high rise in referrals from people aged 50 plus in the Sherburn area. By setting up this café we hope to involve and engage with over 50's in Sherburn to make them feel part of their local community and offer opportunities to form new friendships. Over the last year Age UK Selby have had contact on more than 580 occasions with residents in the Western CEF area. By planning and delivering this group by consultation with users, it will ensure that the presentations are specific for their needs. By speaking to potential users, we are already aware of a high level of interest and need for a safe space in a central location.

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?

There is currently no user led friendship group in this area – this would be an enhancement to the current services provided in Sherburn area.
The initial set up would be funded by this request, future funding would be sourced to continue this service. We currently have a pool of over 55 volunteers – some of which could be used to assist with this project.
Having an Age UK Selby District Member of staff would benefit this project. We prefer a member of staff present to coordinate such projects, because of the management/ safety of the service users and volunteers. The member of staff can also add value with their knowledge on services and signposting experience.

Agenda Item 7.2

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 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

Please tick this box to confirm that you have discussed your application for funding with the relevant Development Officer (this is a requirement of all CEF funding applications). Contact details for both Development Officers can be viewed on the Selby District Council website.

Q1.1 Organisation name

South Milford Football Club

Q1.2 Organisation address

What is your organisation's registered address, including postcode?	
Mill Lane, South Milford, Leeds LS25 5BB	
Telephone number one	Email address (if applicable)
07714 304178	anteckford@hotmail.co.uk
Telephone number two	Web address (if applicable)
07747 571364 Stuart Geldard Treasurer	www.southmilfordfc.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
Mr	Anthony	Eckford
Position or job title		
Chair		

Q1.4 Organisation type

What sector does your organisation fit into?

Social enterprise	
Charity	
Voluntary or community group	x

COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

Other		Please describe	
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When was your organisation set up?

Day	01	Month	01	Year	1930ish
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Q1.5 Reference or registration numbers

Charity number	None
Company number	None
Other (please specify)	Affiliation number U-WR14376

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.

x

Q1.6 Is your organisation VAT registered?

Yes		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.

Q1.7 Please list all other bodies that you have, or plan to apply to for funding for your project, including other CEFs

Name of Body / Organisation	Funding Awarded/Requested*
South Milford Parish Council South Milford FC own funds Primary Influence FA Foundation	£7000 Awarded £3000 Awarded £2000 Requested upto £25000 requesting

*Where you have not yet applied to the body, please indicate the amount you intend to apply for and write 'indicative' to the side of the amount.

COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

Section Two: Grant information or Project Brief (separate document)

Please see the Allocation of Funding Framework and application guidance form to check whether you will need to complete a Grant information form or a Project Brief.

Q2.1 What is the title of your application?

South Milford on the Map

Q2.2 Please list the details of your application (500 words limit)

We wish to develop and enhance the facilities at South Milford Football Club to make it a more useable space for the whole community; from our junior football teams (age 5 to 16), our open age football team, walking football and outdoor fitness classes.

We seek to do this through the provision of a changing room facility with showers to ensure that we meet the criteria set by the FA for the open age football team. Having an open age team at the club increases the number of children who also engage in football in the community and will increase the awareness of the club as a sporting facility generally. We already have an open team keen to start playing with us in 2020.

Alongside the changing room facilities will also be provision of a tea room which will provide a great base for the young people and community generally to further enjoy the facilities and spend longer at the club.

This season we have often not been able to play due to the pitch flooding. We also therefore seek to have permanent drainage installed on the main pitch to prevent this happening in future and to allow all weather playing.

Since May 2019 we have worked hard as a committee to create a half size training pitch with floodlights which has meant Leeds United under 9's grass roots girls are using our facilities to train in the evenings. We are also in the process of clearing the former site of the village bonfire to further enhance this into an almost full size training facility. We have also cleared another area of land which was overgrown to provide a further pitch for the junior football teams to play on and walking football team.

This is the next stage of the club's development to really put South Milford on the map. Our competition is from Sherburn White Rose and Monk Fryston Football clubs, both of which are over subscribed meaning children often don't get to play a match. We aim to have junior football teams of all ages playing, with high quality coaches and top class facilities. We have an existing team of under 8s and under 12s who are already playing on our club and we have a mini maestros team about to start playing (under 6s) in the New Year. Our aim is to get a new mini maestro team every year so that eventually every age range is covered.

In addition to the football club we want our facility to be areal hub for the community. We will have

COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

electricity, water and drainage installed so that the changing rooms and tea room can be used for other community activities such as the fitness classes already held by a local fitness instructor and other community events like scarecrow festivals.

We feel strongly that the children of South Milford should be able to play in their village and for their village. The area is growing rapidly and the improved facilities will benefit all concerned.

Q2.3 Is there a specific date your applications needed to be funded by?

The project needs to be completed by end of July 2020

COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

Q2.4 Which two objectives in the specific Community Development Plan will your application meet? (250 word limit for each objective)

Which objective?	How will you achieve this?
<p>Objective 1: Developing Community Organisations & Facilities</p>	<p>South Milford football club, until this year, was basically a single football pitch with poor drainage. We have begun to develop it to provide, in addition, a training pitch and two smaller pitches for use by all age groups. The next stage of the development of the facility is to provide the changing rooms, tea rooms and drainage so that more local people can benefit from an all year round facility which can be used both during the day and in the evenings.</p> <p>This will extend beyond football to be used for outdoor fitness classes and community events generally. It will be used by children from aged 5 upwards right through to the seniors with a walking football pitch and the team room to be used by anyone who is hiring the facilities. All money generated will be ploughed back into the club to keep improving and maintaining the area.</p> <p>Our local PT, Rich Holgate, already uses the pitches for his classes in the summer but with the improved facilities such as the changing rooms, electricity etc he can offer more fitness classes to the community. We are open to anyone using the facilities from the community and engagement is already building.</p>
<p>Objective 2: Activities for young people</p>	<p>We have already approached South Milford Primary School via a new coach (parent) we discussed about setting up a team for his sons age group. We now have a Mini Maestro (Tots) team of 11 and hope to expand this. This will continue each year, bringing in the new age groups until we bridge the gaps. This has been very much focused on South Milford, but our intention is to open this up with flyers for following seasons, hold open days for all the local schools once this phase is in order. To support this we are hoping to use Primary Influence a local company that provide relevant coaching staff for all age groups. There funding provides paid coaches to support clubs and encourage local parents to get involved. Once the commitment is given, SMFC will put them through their FA Level 1 coaching badge. If we don't get the support from them we will proceed off our own backs and send flyers to the local schools and put posts up</p>

COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

	<p>in the village to promote our club. With improved facilities Leeds United are likely to want to bring other young teams to use the facilities for training. We will also open up the training facility to our community to encourage more and more young people stay active and enjoy what we have created.</p>
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Q2.5 Please outline how the application will benefit the specific CEF area and why there is a need for your proposal? (500 word limit)

This area is rapidly growing with many new families moving in and further building work planned. There is nowhere else in the area offering activities such as walking football and regular outdoor fitness classes and this will hugely benefit the local community.

Other local football clubs are oversubscribed for young footballers which means children often don't always get to play at weekend. The area definitely needs more facilities to ensure local engagement from young people and to allow them to play with their school friends at a higher level.

We find it more difficult to get people to recognise South Milford as a football club and to join us because we don't have the facilities which other clubs are able to offer. We have enthusiastic and willing coaches and seek to develop this further, but to do that we need these facilities.

We have been in contact with the local U3A to get the walking football club going and they are keen to do so once the facilities are in place so they can also share a cup of tea together after playing.

A very small team of volunteers has done an awful lot of work and the development of the facilities has been huge. However we simply cannot improve anything any further without some money to sort out the poor drainage and the changing room facilities to take it to the next level. We have already raised £10000 ourselves, £3000 from our own fund raising and £7000 from our parish council who are keen to support these initiatives.

COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

Q2.6 How much funding are you requesting?

Please provide a breakdown of the different cost elements associated with your application:

Cost Element	Cost (£)
Facilities (3xcontainers)	£20000+vat
Electric connection	£1575.85 + vat
All Ground works Approx	£2044
Sewage connection Approx	£500
Water Connection Approx	£1800
(Note Parish Council will get vat back)	
Total Cost	£25,919.85

Q2.7 Is the total cost of the application more than the amount you are requesting?

Yes	x	No	
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If yes, where will you get the other funding from and has this been secured?

We have secured £10000: £7000 through SM Parish Council and £3000 SMFC. We are hoping to secure £4000 via the Western CEF and we will be putting a proposal into FA Foundation for **up to** £25000.

If we do not get the full required amount we can still get a facility in the form of a T room /kitchen area. This amounts to £12000 + vat and the utilities will be added later.

We are also doing a local Just Giving page to raise some money through our village. (See www.southmilfordfc.co.uk for video updates). This will be put towards the project. Once the facility is in place we can put the utilities to this in phases and add the changing rooms later. This will be far less cost effective but have taken this into consideration.

Our aim is to get the full facility so we can function as an established football club and once the youth teams reach open age they can progress through the ranks. We are very confident that we can achieve our goal as the committee are prepared to canvas door to door if necessary on the back of our leaflet drop.

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	Milford On The Map
Project Manager	Anthony Eckford
Document Author (if different from Project Manager)	
Organisation Name	South Milford Football Club



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.

Simply put South Milford FC has no facilities.

By developing the club, the community will be given the opportunity to participate in sporting and social events held by the club. This will benefit all age groups right through to seniors with walking football.

We have attracted an open age team to play at our club for next season but need facilities for them to change in if this is to take place. These facilities will ensure that not only a wide age group a football teams can enjoy the game, but will encourage our local fitness instructor Rich PT to continue using our land for his classes which has already brought an awareness of the playing fields.

The community is expanding at a massive rate now and all children go to Sherburn White Rose FC or Monk Fryston FC. The goal is to ensure that South Milford keeps its local children within its own community and encourage the wider community to use us. The surrounding football clubs have an overload of players and the children don't get game time every week.

This opportunity is massive and needs to be acted upon.

Details of the Project

Please list the details of your project

Changing rooms with showers toilets and electric, 'T' room and pitch drainage. Nearly full size evening training facility.

With the current weather and the history of our football seasons, we must ensure that the pitch areas are playable.

This current weather has meant like most clubs that the pitch has been unusable. This hasn't been just this season this has been an annual concern. The pitch has minimal drainage but isn't fit for purpose. We have had the pitch spliced and aerated but this has had no impact.

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?

This project will ensure that South Milford FC has the facilities to entice a variety of all age groups to come and enjoy not just football but health and well being with Rich PT's classes.

Since May 2019 we have changed our club considerably and aim to prosper and grow to become a hub in our community for more than just footballing social events.

We aim to bring in football teams from 6 years old right through to open age, including walking football. We will approach our local schools and have an open day for the reception classes to join our club each year. To support this we will be using Primary Influence a local company that provide relevant coaching staff for all age groups. This will encourage local parents to coach and SMFC will put them through their FA Level 1.

We will have our local fitness instructor delivering classes throughout the summer period on our land. Every summer we will hold a football tournament, which we have not been able to do before, and every year hold a community festival, e.g. scarecrow hunt. This will ensure that our facilities and what we are delivering is kept in the forefront of our community's minds.

This all ties in with the Health and Wellbeing of our community and ensures that people are getting involved.

Benefits

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

We currently have a half size floodlit training facility that our 2 teams use to save £35 per week. LUFC under 9's grass roots Girls use our facility on a Wednesday evening, which brings in £30 a session.

The aim is to hire the facility out to more clubs and teams to generate an income. This is a really lucrative opportunity. Rich PT uses the current facility at £10 a session and if we had more facilities would entice a larger cross section of people. His classes could train, have a shower, and then enjoy the 'T' room and surroundings on good days.

The key to this project is to promote the facilities, which in turn will generate monies to put back into the club.

Project Approach / Delivery Options

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

We have a quote for £20000 for the facility this will take approx. 3 months to complete. We require planning which has gone in today. If this takes 6 weeks then by the end of January 2020 we can apply for funding from FA Foundation up to £25000. We also have a village fund raising campaign going live via our website, www.southmilfordfc.co.uk early January.

Depending on where we get to with the funding we can revert to a £12000 option of facility. This is a T room and toilets. We can then add on at a later date the larger changing facilities. We can apply for utility connections when we have the extra funding. Although this is not ideal, plan B is in place.

All utilities have been contacted; we have the workforce ready to do all the groundwork when the facilities are in place.

We can leave pitch drainage until we have further funds if necessary.

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.

We aim to have our facilities by September 2020, the beginning of next season. ABC Solutions can build our bespoke changing rooms and 'T' rooms by April/May 2020. The training facility will be usable by the beginning of the season once the grass seed has taken and is established.

Utilities – Electric will be in once we accept the quote already given in 6 weeks from acceptance. Water – Can be in by end of April. Awaiting quote. Sewage connection end of April.

Our season finishes at the end of February 2020 and this is when the new drainage will be put in, this will give the ground plenty of time to recover for the beginning of the 2020 season.

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 –**

Pitch Drainage - £5950 approx	Sewage connection £500 approx
ABC Solutions - £20000	Electricity Connection - £1575.85
Water Connection – £1800 approx	
Ground works - £2044 approx	

- **People –**

Me, Phil Underdown, Stuart Geldard and Adam Fossett. SMFC Committee. Parish Council support. Swan Croft Committee support. (Cricket and football land committee)
--

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 like to request the amount of £4,000 from the Western CEF
- SMFC - £3,000, Guaranteed
- Primary Influence Funding- £2,000,
- Parish Council - £7,000 Guaranteed (further meeting 7th January discussing more funding for project)
- FA Foundation up to £25000. We need planning and 2 like for like quotes. Planning sent off for today and 2nd quote sent for.

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.

Ensuring all the funding comes together at the same time.

The weather is a massive factor with the club's development. With the ground being so soft work has had to be halted. This should be fine after our season finishes in February 2020 when our work will commence and continue. The fund raising and the organisation will continue.

This project will resolve the lack of community participation in our village and ensure we have all footballing age groups throughout the club. This will mean that the surrounding clubs do not have an overflow of children and they can enjoy the sport every weekend.

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?

This project doesn't link into any other in the area and is not dependant on the completion of other projects in the area.

We have our own committee who are driven to deliver this since we took over in May 2019, but is dependant on the necessary funding.



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

Items Raised: 71
Items Resolved: 66
Items Outstanding: 5

03.09.19

TABLE 48

Issues Raised

	Issue and date initially raised	Update	Action
Page 39	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	Still on hold until an area is located.
		5.4.16	Area now identified, land owned by SDC.
		5.7.16	Negotiations regarding the land ongoing.
		11.10.16	Negotiations regarding the land ongoing.
		17.01.17	Negotiations regarding the land ongoing.
		04.01.17	DSO email to Cllr Pearson to seek clarification of location of land.
		23.01.18	Update given by Stuart Wroe at Partnership Board on 23.01.18 - Now that the Village Hall and its small Car Park has been finally purchased, the Parish Council is hoping to persuade Selby DC to allow part of the adjoining frontage land, which it owns and is currently used as a Village Car Park, to be used for a Children's' Play Area.
		28.02.18	DSO email to Cllr Pearson and S Wroe for update.
		26.06.18	Update at Partnership Board from S Wroe – no movement on this, meeting with Janet Waggott (Selby DC Chief Executive) about this so hopeful it will be pursued.
		22.01.19	S Wroe advised the Board that yellow lines were to be painted at Burton Salmon school to try to alleviate the problem of parking at school drop off, and pick up times.
19.03.19	S Wroe advised the Board that the work to paint yellow lines at Burton Salmon school, to date had not been started.		
25.06.19	S Wroe advised that a new extension was to be added to the school.		
25	Flooding in the Aire Valley particularly affects Fairburn and Brotherton. 11 th January 2011 Contact Sharon Fox, NYCC Sharon.fox@northyorks.gov.uk or Emily Mellalieu Emily.mellalieu@selby.gov.uk Robin Derry, Environment Agency (Flood & Coastal Risk Manager)	5.5.11	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.
		1.2.12	Consultants have now been appointed and discussions are continuing but at the moment there is no change.
		7.1.14	Flooding in the Aire Valley has been discussed in detail and a forum will be arranged to accommodate speakers from the Environment agency.
		4.3.14	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

Agenda Item 9

	Issue and date initially raised	Update	Action
	robin.derry@environment-agency.gov.uk Paul J Desmond, Environment Agency (Lower Aire Catchment Lead) paul.desmond@environment-agency.gov.uk		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	Questions were raised at the Forum meeting and are being dealt with.	
	5.4.16	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.	
	5.7.16	EA study ongoing	
	11.10.16	Ongoing	
	07.03.17	Democratic Services Officer to contact Mark Young for an update at next PB meeting.	
	12.09.17	Not: Enquiries by DSO have revealed that Mark Young no longer works for NYCC – trying to locate a replacement officer.	
	11.12.17	Sharon Fox at NYCC has asked the Flood Risk Team to comment.	
	14.12.17	DSO email to Sharon Fox re: Flood Risk Team comment	
	24.01.18	Update from Emily Mellalieu at NYCC – Work to fulfil sec. 19 recommendations is ongoing. Work with IDB to undertake maintenance of ditch in Brotherton is being progressed.	
24.01.18	DSO email to Emily Mellalieu and Paul Tweed asking for updates on various issues raised at PSB on 23.01.18, including general update on flooding work in Western area (EA/NYCC/IDB), working more with Leeds City Council on flooding. Specific queries on if the electric sluice gate at the end of “The Cut” Fairburn was operational and if the flood flaps on Brotherton Marsh, adjacent to Marsh Croft, had been cleared and made operational.		
24.01.18	Response to DSO from Emily Mellalieu that there was no update from NYCC with regards to specific action in the western CEF area, the Leeds project team could be approached to provide an update on working with Leeds City Council. Also informed that whilst NYCC would be happy to provide an update to the group following specific and significant flood events, as previously following the publication of the NYCC report on the Boxing Day 2015 flood in Brotherton, NYCC’s work was primarily strategic rather than operational and they could not provide information regarding the condition of any particular assets not in their ownership or work which we may be consulted upon but are not the leading authority for.		
25.01.18	Following advice from Chair, DSO email to Robin Derry from Environment Agency re: the		

	Issue and date initially raised	Update	Action
		<p>13.02.18</p> <p>22.02.18</p> <p>23.02.18</p> <p>21.03.18</p> <p>22.03.18</p>	<p>electric sluice gate at The Cut and flood flaps at Brotherton Marsh. Robin Derry confirmed he will ask for updates and come back to DSO, including maintenance and engagement works in the area.</p> <p>DSO email reminder to Robin Derry. Robin chasing up responses from colleagues.</p> <p>Dales to Vale Rivers Network Winter Newsletter and Rivers in Elmet Project information sent by Robin Derry to DSO. Append to Partnership Board agenda for 20 March 2018 meeting.</p> <p>Update from Paul Desmond (Lower Aire Catchment Lead) at the Environment Agency – The sluice at The Cut is operational but there is currently a rust hole in the gate that is scheduled for repairs in the near future – EA also looking at options for the future of this asset. Flood flaps at Brotherton Marsh (Little March/Marsh Bridges) are working as required – but will be double checked with EA Field Team.</p> <p>Further information requested by the Board on 20.03.18. DSO to speak to Robin Derry about updates on the following:</p> <ul style="list-style-type: none"> - Work by the EA to resolve problems with flood flaps at Brotherton Marsh – make sure that this is actually being done by the EA Field Teams. - Repairs on the rust hole in the gate at The Cut need to be done as soon as possible. - St Aidans – any updates on remediation work/flood prevention here? - Ask the EA to attend a future meeting of the Board. <p>Response received from Paul Desmond (<i>in bold</i>):</p> <ul style="list-style-type: none"> - Work by the EA to resolve problems with flood flaps at Brotherton Marsh – make sure that this is actually being done by the EA Field Teams. Need clarification as to exactly where these are. DSO advised adjacent to Marsh Croft. - Repairs on the rust hole in the gate at The Cut need to be done as soon as possible. This work has been issued to the contractor so it should be completed very shortly. No dates as of yet. They are going to bolt metal plates onto the corroded area and we are looking into the future of this gate. - St Aidans – any updates on remediation work/flood prevention here? If query relates to specifically within the reservoir - EA are looking at the potential of

	Issue and date initially raised	Update	Action
		<p>26.06.18</p> <p>04.09.18</p> <p>22.01.19</p> <p>25.06.19</p> <p>03.09.19</p>	<p>tree works in the future. EA are also looking at some minor repairs to the escape sluice to the reservoir very shortly.</p> <p>EA have also undertaken tree works at the Mickletown reservoir and Lowther reservoir in Allerton Bywater nearby.</p> <p>Paul confirmed he will attend the meeting of the Partnership Board on 26 June 2018. Paul Desmond from EA attended Partnership Board, provided a number of updates and information. Flooding page on Western CEF webpages suggested. Emergency contact details and further information on Leeds FAS and Flood Resilience requested. See minutes of the meeting for further detail.</p> <p>Met with Paul Desmond in Brotherton, he confirmed that the EA would maintain the flood banks and sluice. A close eye to be kept on this issue, and in particular the sluice. DSO to contact Paul Desmond to ascertain whether the maintenance work to the sluice gate at Fairburn has been completed.</p> <p>DSO to contact Paul Desmond following the approval of Phase 2 of the Leeds Flood Alleviation Scheme across the River Aire, to ascertain the implications of the work on the river in the Western CEF area.</p> <p>The DSO informed the Board that to date a response had not been received from the Environment Agency regarding the implications of Phase 2 of the Leeds Flood Alleviation Scheme on the river in the Western CEF area. The DSO confirmed that she had been given another contact; Heather Emerson, NY Flood Resilience lead: Heather.Emerson@environment-agency.gov.uk whom she had emailed, however she was on annual leave at present.</p>
66	Issue of lorries and vans parking in Sherburn raised at June 14 Public Forum.	<p>3.6.14</p> <p>15.7.14</p> <p>7.10.14</p> <p>6.1.15</p>	<p>It was agreed to add this item to the issues table for further discussion by the Partnership Board.</p> <p>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.</p> <p>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.</p> <p>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.</p>

	Issue and date initially raised	Update	Action
		3.3.15	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.
		7.07.15	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.
		6.10.15	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.
		12.01.16	Leeds City Council had assumed responsibility for both sides of the A63 and that Clearways had been installed and were being policed.
		05.04.16	Councillor Hutchinson reported that Leeds City Council had NOT assumed responsibility for the full stretch of the A63 – lorries were still using the laybys.
		7.6.16	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.
		11.10.16	There remained conflicting views on the existence and purpose of clearways. The
		07.03.17	Democratic Services Officer was asked to request a comprehensive answer from NYCC Highways for the next PB meeting.
		11.04.17	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.
		12.09.17	Sharon Fox from NYCC sent email update to DSO to say that regarding the section 8, Selby locations are all ready to sign across – however, there remained issues with Otley that still needed to be finalised before NYCC could complete the agreement. However, the Board were asked to be assured that the services were in place in principal.
		10.12.17	DSO email to Sharon Fox for update.
		04.01.18	DSO chase up email to Sharon Fox for update.
		23.01.18	Update provided at Western PSB on 23.01.18 – further enforcement is needed, parking is still an issue. Further information from Highways is required. DSO email to Sharon Fox asking for information or alternative contact to get information from.
		28.02.18	Sharon Fox emailed by DSO.

	Issue and date initially raised	Update	Action
Page 24		22.05.18	Sharon Fox attending Western Forum at Burton Salmon Village Hall. No update on this issue.
	04.09.18	No movement at the moment. It was reported that there had been congestion at the Cranswick site, however Debenhams had helped out. It was noted that another issue coming out of this was the mess and rubbish left behind.	
	22.01.19	The Board emphasised the importance of raising the subject repeatedly to keep the matter in people's minds.	
	19.03.19	DSO to email Sharon Fox regarding the legal position on the matter of clearway orders, in relation to lorries parking overnight in laybys along the A63. Sharon Fox from NYCC replied that although an agreement had not been formalised between NYCC and Leeds City Council, by virtue of the maintenance work that they had already carried out on the stretch of the old A1 between the roundabouts at Holyrood and Micklefield, this area is the responsibility of Leeds City Council.	
	26.05.19	Following the update from Sharon Fox, it was confirmed that Leeds City Council had assumed responsibility for both sides of the A63 and that clearways had been installed (these are identified by hatch marked areas, where parking is not allowed)	
Page 24	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. 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.	
	01.09.17	Parishes emailed again to collate orders for fly-tipping notices.	
	13.09.17	Number of fly-tipping notices to be ordered sent to Chris Hailey-Norris. How to deliver to different Parish Councils also queried. Total required was 28.	
	12.10.17	Fly tipping notices to be ordered by DSO from vistaprint.	
	13.11.17	Fly-tipping notices ordered and distributed – spares available. These will be brought to meetings for Parish attendees to take with them.	
	23.01.18	Discussed at Partnership Board - all signs distributed and used up – but 4 for Fairburn need better posts – plastic ones will simply be ripped out. DSO to investigate into	

	Issue and date initially raised	Update	Action
		<p>19.02.18</p> <p>29.02.18</p> <p>20.03.18</p> <p>23.03.18</p>	<p>purchasing sturdier posts for AP to use when putting up around Fairburn.</p> <p>Hillam PC request signs for fly-tipping.</p> <p>20 more flytipping signs ordered. Decision still to be taken on what kind of posts to order for Fairburn signs.</p> <p>Board Members felt that flytipping was not improving but had stayed the same or got worse, with a marked increase in industrial style tipping. Fairburn (A1246) was still particularly bad. Much of it was on NYCC owned land – the Board felt that NYCC needed to tighten up the security on the land. DSO to follow up with NYCC/SDC. The issue of 100 dumped tyres in Hillam was also raised – these had been reported months ago and still had not been moved. DSO to speak to Aimi Brooks about this.</p> <p>DSO to ask for the SLA between SDC and NYCC regarding tyres for HF.</p> <p>Local litter picking groups did a lot of the area. DSO to investigate purchasing a pool of 'grabbers' to lend out to local litter picking groups and individuals.</p> <p>Response to queries from Aimi in Contracts Team:</p> <p>Tyres at Hillam: The tyres dumped at Hillam were removed by NYCC this week. SDC reported it to them about 2 months ago but unfortunately the NYCC contractor hadn't got round to it as quickly as we would have liked.</p> <p>SLA between SDC and County: There isn't an SLA between SDC and County. SDC are a Waste Collection Authority and NYCC are a Waste Disposal Authority. Between the two they have legal responsibilities to collect and dispose of waste which is set out in legislation, so there isn't a requirement for a separate and additional agreement.</p> <p>Levels/incidences of fly-tipping: SDC is on target to be about 40 incidents down on total fly tips across the district this year compared to 2016/17. The Contracts Team have spoken to Cllr Sage specifically about the A1246 and there has been no increase in fly tipping along this road in the last 12 months. More detailed information about fly tipping in the Western CEF area will be supplied to Board Members though, the Officer will be looking this out in the next couple of weeks.</p> <p>SDC has mobile CCTV equipment and this is regularly moved around the district's hot</p>

	Issue and date initially raised	Update	Action	
Page 46			<p>spot areas.</p> <p>Finally, SDC already has a supply of litter pickers/grabbers that are loaned out to community groups regularly and has a database of residents in the Western CEF area that they are supporting.</p> <p>Western Partnership Board to discuss whether they wish to buy litter pickers to loan out to local people – the CEF can apply for a grant from itself, via AVS.</p> <p>26.06.18 Update from Cllr Bryn Sage – the number of fly-tipping incidents have remained the same but the scale and severity has reduced across the District and the CEF area, i.e. not so much industrial waste. A complaint about flytipping in progress in Burton Salmon was not acted on by the Police, but they should be as it is a crime. This was of concern to the Board.</p> <p>04.09.18 The Board noted, following an update from Cllr Sage, that there were no trends in flytipping and felt that the signs had helped. The Board agreed that everybody must continue to report any incidents to the Police.</p> <p>22.01.19 The Board suggested that a future Forum be held on “The Future of Re-cycling” with attendees from AMEY, an independent re-cycling company and officers from SDC.</p> <p>03.09.19 The Board commented that the incidences of fly tipping in the area appeared to have decreased; the Democratic Services Officer was asked to obtain up to date statistics on fly tipping within the Western area.</p>	
	71	Bus provision	<p>12.09.17</p> <p>10.12.17</p> <p>23.01.18</p> <p>25.01.18</p>	<p>It was agreed to add the issue with buses onto the issues table as the removal of the bus service had left Brotherton, Fairburn, Byram and Burton Salmon with no public transport access. It was agreed that the Chair would look into the provision of community transport as an interim solution. Howard Ferguson had already written to Nigel Adams MP about this, and Parish Councils were encouraged to write to the MP themselves.</p> <p>DSO email to Chair for update.</p> <p>Buses provided by Arriva are now in use. Statistics on bus usage will be looked into by Howard Ferguson (HF). Board Members/Parishes etc. to emphasise that if the service isn't used it will be taken away – get this message out there in local publications i.e. parish newsletters etc.</p> <p>Arriva to supply stats. HF also asked Arriva to see if 493 could link with the Sherburn to</p>

	Issue and date initially raised	Update	Action
Page 47			York rail service. Could invite Arriva to attend a CEF to give a general update and take questions about local bus service that they operate – contact Paul Flanagan who was willing to come along.
		28.02.18	AP to advise DSO which future CEF meeting Arriva to be invited to.
		20.03.18	The Board felt that the buses were still being used well. It was suggested that the 10 July Forum be themed around transport as Paul Flanagan from Arriva and Pete Myers from Northern Rail are attending.
		26.06.18	The Board were pleased to note that buses were busy and well used. Updates would be requested at the forum on 10 July.
		22.01.19	The Board was pleased to note that Northern Rail was running new trains through Sherburn station. DSO to email Arriva, to learn the name of the person who has replaced Paul Flanagan. It was confirmed that Paul Flanagan's successor was Ben Maxfield; maxfieldb@arrivanw.co.uk .
	03.09.19	The DSO was asked to contact Arriva to obtain up to date statistics on passenger numbers and any trends identified in the data.	

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