



Agenda

Western CEF Partnership Board

Venue: Burton Salmon Village Hall, 22 Main Street, Burton Salmon, Leeds LS25 5JS

Date: Tuesday, 17 March 2020

Time: 7.00 pm

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

Co-opted members
Bryn Sage (Chair), Jenny Prescott (Vice-Chair), David Nicklin, Jenny Mitchell, 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 21 January 2020.

4. CHAIRS REPORT

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

5. BOARD MEMBERSHIP VACANCY - CO-OPTED MEMBER

To receive applications and discuss the one co-opted member vacancy on the Western CEF Partnership Board.

In addition to District and County Councillors, there will be up to 8 admitted co-opted Members on the Partnership Board. Normally the 8 would comprise of up to 4 town or parish council representatives and up to 4 other community representatives co-opted by the Partnership Board, but the Partnership Board shall be free to determine a different proportion if it sees fit.

Co-opted members must be formally approved by the Partnership Board and will have voting rights in respect of any decisions or recommendations made by the Board. This vacancy has arisen as Andy Pound stepped down from his role on the Western CEF.

6. BUDGET UPDATE (Pages 9 - 10)

To consider the current CEF budget.

7. PROJECT FUNDING APPLICATIONS (Pages 11 - 14)

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

(7.1) BURTON SALMON VILLAGE HALL MANAGEMENT COMMITTEE, 'FURNITURE UPGRADE', £1855.20 (Pages 15 - 22)

(7.2) TADCRAFTERS C.I.C, 'TADCRAFTERS IN SHERBURN-IN-ELMET', £1,000 (Pages 23 - 30)

8. UPDATES ON PREVIOUS GRANTS AND PROJECTS (Pages 31 - 38)

To receive updates on previous grants and projects.

- Time Team for Monk Fryston, Hillam and Burton Salmon
- Fairburn Cricket Club

9. 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.

10. CEF NOTICEBOARDS

To discuss delivery, installation, maintenance and upkeep of the Western CEF noticeboards.

11. ISSUES TABLE (Pages 39 - 48)

To consider the Issues Table and any updates.

12. COMMUNITY DEVELOPMENT PLAN

To note the working Community Development Plan project updates. To be tabled at the meeting.

13. 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 21 April 2020 – Forum – Activities for Young People, taking place at the Sports & Social Club, Fairburn at 6.30 pm.

Tuesday 26 May 2020 – Forum – Theme and venue to be agreed.

Tuesday 30 June 2020 – Funding Sub-Committee (6.30 pm) and Partnership Board (7.00 pm) - Venue to be agreed.

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, 21 January 2020
Time:	7.00 pm
Present:	<u>District and County Councillors</u> Councillors J Mackman, R Packham and E Jordan <u>Co-opted Members</u> Andy Pound (Chair), Jenny Prescott (Vice-Chair), David Nicklin, Jenny Mitchell, Bryn Sage, 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:	Jackie Mook and Jamie Gathercole (applicants, Age UK Selby District), and Anthony Eckford (applicant, South Milford Football Club)
Public:	Jeff Greene

38 APOLOGIES FOR ABSENCE

Apologies for absence had been received from Councillor's Brook and Buckle.

39 DISCLOSURES OF INTEREST

Councillor Packham declared a personal interest in agenda item 7.1, Age UK Selby District: as he was a volunteer at Sherburn Library, the building that Age UK Selby District would be holding the Friendship Café within, should funding be approved.

Bryn Sage declared a personal interest in agenda item 7.2, South Milford Football Club; as he had employed the Club Secretary from South Milford Football Club until 2013.

40 MINUTES

The Partnership Board considered the minutes of the meeting held on 3 September 2019.

RESOLVED:

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

41 CHAIRS REPORT

The Chair informed the Board that he had attended the CEF Chairs meeting which had taken place on Monday 13 January 2020, an interesting discussion had taken place, and the following points were highlighted:

- In terms of improving attendance at Forum meetings, it had been proposed that rather than hold the Forums just because they had been scheduled in the Committee Calendar, they should only be held if there was a need for one due to a specific issue arising. It was felt that the subject matter and how it linked to localised issues was key to both numbers of attendees and the quality of discussion.
- Rather than cancel the Forum dates which were not deemed necessary at the time, it was suggested that another Partnership Board could be held; or it could be used as an opportunity to invite the recent recipients of grant funding to come along and update the Board on their respective projects.
- North Yorkshire County Councillor's each receive an annual Locality Budget, it was felt that the CEFs should advise and recommend to groups that they could apply for funding from their local County Councillor.
- The allocated funding of £20k per CEF was apportioned across each CEF area; it was felt that some areas within the district had disproportionate factors which affected them such as deprivation or population per head, and therefore it was discussed whether these areas should receive a larger proportion of funding.
- The composition of the Partnership Board in some areas was felt to be an unproportioned representation of the areas.

42 BUDGET UPDATE

The Partnership Board considered the Western CEF budget, which confirmed a remaining balance of £10,157.12.

The Democratic Services Officer confirmed that should the 2019-20 budget not be used in full during the year, any remaining balance would be carried forward into 2020-21.

RESOLVED:

To note the budget update.

43 CEF CODE OF CONDUCT

The Chair explained that the Code of Conduct had been included with the agenda as a reminder for the Board as to how business should be conducted at meetings, especially when dealing with applicants for funding.

RESOLVED:

To note the CEF Code of Conduct.

44 PROJECT FUNDING APPLICATIONS

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

45 AGE UK SELBY DISTRICT, 'SHERBURN IN ELMET FRIENDSHIP CAFÉ', £5,000

The application was for £5,000.00 to provide a friendship café located in the Sherburn and Villages Community Library and Information Hub, which would deliver a weekly, two hour social opportunity for people aged 50 plus, to meet others and create new friendships. The applicants were in attendance to present a summary of the application and answer questions from the Partnership Board.

The Partnership Board was informed that the applicants had been visiting Sherburn Library weekly, to provide support, information and advice, and also make home visits to look at people's internet, and help them with connectivity. In addition, a pop up café had been held at Sherburn Library over the Christmas period in 2019 to which eighteen people had attended. The applicants stated that they had seen a high rise in referrals from people aged 50 plus who said they were lonely, isolated and struggling with daily issues, and therefore it was felt there was a need in the Sherburn area for a Friendship Café.

The applicants responded to questions from the Partnership Board in relation to the costs for the project, which were mainly for a member of staff, along with sustainability and if other funding streams had been explored. It was confirmed that the Western CEF was the only organisation which had been approached for funding at this stage, further funding would be requested from the Parish Council. In relation to staff it was confirmed that one member of staff would be employed and that the group were actively trying to recruit volunteers to help.

In response to queries regarding Age UK Selby District, it was confirmed that it was an independent organisation with its own charity number and trustees, and had been for 36 years.

The Partnership Board thanked the applicants for attending and highlighted that consideration of the application would take place later in the meeting, and they would be notified of the decision by email.

At this point in the meeting the funding applicants left the meeting, and did not return.

Board members considered the application and agreed that the Friendship Café was a duplication of a previous funding application, as the Western CEF have already successfully funded a Friendship Café in Sherburn. They also felt that there was no sustainability to the project and could not see how, once the funding had been spent, the project would continue.

The Board had listened with interest to the work that Age UK Selby District had done making home visits to help people with connectivity, as they felt this filled a gap in the provisions being currently offered in the area, and asked the Democratic Services Officer to make the applicants aware that they would consider a future funding application based around this.

The Partnership Board agreed to refuse the application as it was a duplication of a previous funding application of a Friendship Café in Sherburn; and there was no sustainability to the project

RESOLVED:

To refuse the application for funding for the reasons outlined above.

46 SOUTH MILFORD FOOTBALL CLUB, 'SOUTH MILFORD ON THE MAP', £4,000

The application was for £4,000.00 to help towards the provision of a bespoke changing room and shower facility. The applicant was in attendance to present a summary of the application and answer questions from the Partnership Board.

The applicant explained that the football club had been, until this year, a single football pitch with poor drainage. A small group of volunteers had begun to develop the site which now included a training pitch and two smaller pitches, with the next stage of the development to provide a changing room and shower facility. Alongside the changing room facility would also be provision of a tea room, this would develop a more welcoming and inclusive club environment; which in turn would attract other sports clubs, schools, local community groups and the residents of South Milford to use the facilities for other activities. It was further explained, that the village was expanding at a considerable rate making the other local football clubs oversubscribed for

young footballers, which meant that children often did not get to play in a football match.

The Board heard that a planning application for the bespoke changing rooms had recently been submitted to the Council's planning department, and once planning permission was secured then the club could apply to the Football Association for funding of up to £25,000.

In response to queries regarding who owned the land, the applicant informed the Board that it was owned by South Milford Parish Council, who were supportive of the project, and had provided £7,000 of funding.

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

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

The Board were supportive of the application and agreed that there was a need for more football pitches in the area, and felt the provision of changing rooms would keep the sports facility in the village for the local children. The Board were also very impressed with the applicant's enthusiasm, resourcefulness and what had been achieved so far at the Club; however concern was raised around the project should the planning application be refused.

The Board approved the application subject to planning permission being granted by Selby District Council for the bespoke changing rooms. 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 £4,000 for the project, as set out above.

RESOLVED:

To approve funding of £4,000 to be awarded to South Milford Football Club as outlined in the application, subject to planning permission being granted by Selby District Council for the bespoke changing rooms.

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

47 COMMUNICATIONS

The Development Officer updated the members on the video and short films; the films had been delayed as it was identified that to be compliant with new accessibility legislation for local government websites, which had come into force recently, all video content, must include subtitles. This work had been completed and the films were now available to view on the Council website.

The Board were in agreement that the grant they had just approved for South Milford Football Club would make an ideal story, if the project went ahead, for the Communications Team to forward onto the local press for publication.

The Board asked the Democratic Services Officer to follow up earlier work on CEF noticeboards, and add it as an item onto the agenda for the next meeting of the Partnership Board.

The Chair informed the Board that it had been agreed at CEF Chairs that the application forms and instructions on which form to complete, on the Council website, would be revised to make it clearer for applicants; and to ensure that the Partnership Board received the correct detailed information for grant and project funding in the agenda packs.

Lastly, the Board were asked to contact the Democratic Services Officer with suggested projects that should receive a CEF plaque to display.

RESOLVED:

- i. To ask the Democratic Services Officer to add CEF noticeboards as an agenda item to the Western CEF Partnership Board meeting on Tuesday 17 March 2020.**
- ii. Board members to contact the Democratic Services Officer with suggested recipients for a Western CEF plaque.**

48 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 still 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 Board asked that the Environment Agency be contacted again for the information.

Issue of Lorries in Sherburn

The Board heard that lorries were still parking overnight in laybys on the A63, however it was felt that to move them on would only create a problem in other areas of the Western CEF.

It was confirmed that broken signs and steel structures had been identified as being “dumped” at the roundabout below the Selby Fork Hotel on the A63, following conversations with both Sharon Fox from North Yorkshire County Council Highways, and Leeds City Council the area had now been cleared.

RESOLVED:

- i. **To note the updates.**
- ii. **To ask the Democratic Services Officer to contact the Environment Agency, to ascertain the implications for the river Aire in the Western CEF area following the approval of phase 2 of the Leeds Flood Alleviation Scheme.**

49 COMMUNITY DEVELOPMENT PLAN

The Board received updates on the working copy of the Community Development Plan (CDP). The Western CEF Disability Action Group had launched on 26 November 2019, the group had identified some themes from the recent Disability Survey that they wished to develop and support, the feedback had been very positive. A timeline for the Project: WILD project had been agreed, with all the workshop sessions to be booked into the participating schools by the end of February 2020.

The Board noted that 10,000 copies of the new format Western CDP would be printed for distribution around local villages and groups; it was suggested that they could be inserted inside village newsletters and parish magazines. The Board were encouraged to approach the magazine editors in their respective villages to tell them about the CEF and request that the CDP be inserted and delivered with the parish magazines.

The Board was shown copies of the village history trail booklet developed by the Time Team for Monk Fryston, Hillam and Burton Salmon which had been funded by the Western CEF in June 2019.

RESOLVED:

- i. **To note the Community Development Plan update.**
- ii. **To ask Board Members to approach their village parish magazine editors to publicise the Western CEF and request that the CDP be delivered into the local communities with the parish magazines.**

50 NEXT MEETINGS

The Board noted that the next Forum meeting on Tuesday 25 February 2020 would be held at Byram and Brotherton Social Club, and agreed the theme as "Developing Community Organisations & Facilities".

The Board confirmed the next Partnership Board meeting as Tuesday 17 March 2020, 6.30 pm – Funding Sub-Committee and 7.00 pm – Partnership Board, at Burton Salmon Village Hall.

At this point the Chair of the Partnership Board announced that this was his

final meeting as he would be resigning as Chair and as a member of the Western CEF, as he was moving out of the Western CEF area. The Board heard that Bryn Sage had been appointed the new Chair of the Western CEF at a meeting of Council.

The Partnership Board expressed their thanks for all the dedication, hard work and expertise he had shown during his time as Chair, and wished him well for the future; they then welcomed Bryn as the incoming Chair of the Western CEF.

RESOLVED:

- i. To note the dates and venues for the next meetings of the Forum and Partnership Board.**
- ii. To ask the Democratic Services Officer to book Burton Salmon Village Hall for the next Partnership Board meeting on 17 March 2020.**

The meeting closed at 8.35 pm.

Agenda Item 6

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		£534.60
		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	£2,090.00	£2,340.00
		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	
		16.1.20	CreateTVT	CDP Printing	£595.00	
		19.12.19	Reach Studios	CDP Design	£249.00	
		21.01.2020	South Milford Football Club	To provide changing room & shower facility		£4,000.00

Total Actual Spend to date £17,075.04

Remaining Commitments not paid £9,525.60

This figure is the remaining budget available to spend (the total budget minus actual spend and commitments yet to pay).

Total budget remaining £5,678.52

This figure is the total budget available minus actual spend.

Total balance remaining £15,204.12

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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.

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

Burton Salmon Village Hall Management Committee

Q1.2 Organisation address

What is your organisation's registered address, including postcode?	
Village Hall, Main Street Burton Salmon LS25 5JS	
Telephone number one	Email address (if applicable)
07900 861851	jeff.greene03@gmail.com
Telephone number two	Web address (if applicable)
10977 675417	

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	Jeffrey Michael	Greene
Position or job title		
Chairman		

Q1.4 Organisation type


What sector does your organisation fit into?

Social enterprise	
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**COMMUNITY ENGAGEMENT FORUM
APPLICATION FORM**

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*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.

Section two: Project Brief		
<i>The Project Brief must 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>		
Project Name	Furniture Upgrade	
Project Manager	Jeff Greene	
Document Author (if different from Project Manager)		
Organisation Name	Burton Salmon Village Hall Management Committee	

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.

Comfortable chairs and sufficient usable tables. Existing furniture is very old (40+ years), dilapidated and no longer fit for purpose. Our village hall is now in regular use by all age groups and furniture feed back is very negative. Every time we hold a function in the hall, tables have to be fetched from elsewhere.

COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

Details of the Project

Please list the details of your project

Complete replacement of existing furniture and purchase of additional tables to fit with current requirements.

This will ensure we have sufficient furniture going forward.

COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

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?

Village Hall will become more usable, attractive and comfortable.

Benefits

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

Repeat bookings, being able to attract different types of bookings.
Confidence that hirers of the hall will be impressed with facilities.

Project Approach / Delivery Options

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

Purchase online once sufficient funds have been secured.

Project Timescales (Milestones)

COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

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.

One week from order to completion.

Phases: securing funds, ordering, relocation of existing furniture and delivery of new furniture

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**
 - 8 Foldable stackable tables £873.60 inc VAT
 - 48 Moulded stacking chairs £1281.60 inc VAT
 - Total Cost £2155.20 inc VAT
 - BSVH contribution £300
 - Funding request is for the remainder £1855.20
- **People**
 - No people costs

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.

CEF project fund

RISKS / ISSUES

COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

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.

None identified

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

Section Three. Declaration

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.

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	y

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

Tadcrafters Community Interest Company

Q1.2 Organisation address

What is your organisation's registered address, including postcode?	
54, Hudson Way, Tadcaster, North Yorkshire, LS24 8JF	
Telephone number one	Email address (if applicable)
07734800637	tadcrafters@outlook.com
Telephone number two	Web address (if applicable)
01937 834762	www.tadcrafters.org.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
Ms	Susan	Morgan
Position or job title		
Director		

Q1.4 Organisation type

What sector does your organisation fit into?

Social enterprise	
Charity	
Voluntary or community group	y

Other	Please describe	
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COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

When was your organisation set up?

Day	23	Month	August	Year	2016
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Q1.5 Reference or registration numbers

Charity number	
Company number	10343014
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		y
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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*
Persimmon	£1000 (indicative)

*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

Q2.1 What is the title of your application?

Tadcrafters in Sherburn-in-Elmet

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

Tadcrafters CIC is now a well-established and popular community group that has been running in Tadcaster for almost 4 years. The model has worked so well that we feel that other areas such as Sherburn-in-Elmet could benefit from having a similar group.

Tadcrafters aim to support a range of charities and worthy causes whilst helping people to learn new craft skills and develop a social network of people in and around Sherburn-in Elmet in a similar model to what we have been doing very successfully in Tadcaster.

With the support of funding from a NYCC Stronger Communities grant we are already running three initial drop-in sessions in February, March and April at the Old Girls School in Sherburn where, amongst other projects, we plan to make bunting for Sherburn's commemoration of 75 years since VE day, twiddlemuffs for people with dementia and personal effects bags for a local hospice.

The CEF funding will allow the group to continue, after this initial three months, to support local people and encourage community engagement. Volunteers will make products to donate to worthy causes and also sell some items to raise funds helping the group to become sustainable.

Tadcrafters CIC will provide the majority of the materials, equipment and projects to allow the Sherburn group to become established, and provide on-going support as required.

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

April 17th 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:</p> <p>Developing Community Organisations and Facilities:</p>	<p><u>Our Aims:</u></p> <ul style="list-style-type: none"> • Support people and organisations in the Sherburn area • Promote and share craft skills • Develop a social network • Support a range of charities and worthy causes based on the choices of local volunteers <p><u>How we plan to achieve our aims:</u></p> <ul style="list-style-type: none"> • Facilitate a group of Sherburn-based volunteers to hold regular drop in sessions e.g. every last Thursday of the month at the Old Girls School • Support the Sherburn-based volunteers to make products to sell to help raise funds to cover the expenses and maintain the group's activities • Obtain materials and equipment to allow people to try new skills e.g. learn to use a sewing machine • Support the creation and development of social/craft groups and people making at home • Join forces with other local organisations to support local events. e.g. the organisers of the VE75 Commemorations • Support craft skills in local organisations e.g. Brownies/Cubs/Library craft group • Become involved with appropriate community projects and initiatives • Use sustainable resources where possible
<p>Objective 2:</p> <p>Fly tipping:</p>	<p>We will encourage the reuse of materials for our projects. Not only does this cut down our costs but it highlights to people in the community about the possibility of reusing and recycling items that might otherwise be sent to landfill or contribute to fly-tipping.</p>

COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

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)

Tadcrafters aim to attract participants from all walks of life so there is no stigma attached to the group. It attracts people who are motivated to help others, however, some of these people are disadvantaged or in need themselves but perhaps wouldn't want to acknowledge it. It has become apparent from our activities in Tadcaster that there are a number of different people's needs that our organisation can help to address in the Sherburn area.

The main beneficiaries of the project will be those people in the community who wish to learn and share craft skills and/or engage with others. This might include

- people who would otherwise be alone for long periods of the day,
- people who are new to the community,
- people who would benefit from boosting their self-confidence and self-esteem,
- people looking for a form of stress release and relaxation, perhaps to escape a difficult home situation
- people who want to support the project by donating items
- people who just want to "make a difference" by joining with others for some charitable purpose.

Our organisation helps to raise awareness and challenge people's attitudes towards issues such as the environment, period poverty and discrimination.

In addition to this, potentially the whole community would benefit from activities aimed at supporting local charities and worthy causes e.g. enjoying the bunting decorating the Sherburn VE75 commemorations, receiving donated items whilst being treated in hospital or suffering bereavement of a loved-one in a hospice.

Some of the people at the drop-in sessions underestimate their abilities but when paired with a learner their confidence really blossoms with a sense of achievement at being able to pass their skills on.

Regular feedback is received and ideas shared during the existing drop-in sessions and comments on the Facebook group/or email. A monthly newsletter updates members of the group after each drop-in session which is accessible on the website. This will be available to the new Sherburn members.

Discussions have already taken place with Karen Packham and other members of the Sherburn-In-Elmet Community Trust (SIECT) who fully support and are engaging with us to develop this new group. They have a number of key volunteers prepared to help establish and run the group, are promoting the group locally and have negotiated a competitive rate for the venue.

The initial session on 27th February was well attended with over 20 people new to Tadcrafters coming along to find out what we do, at least half of them were able to stay a while to join in the activities. All the comments were very positive.

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 (£)
sewing machine	£300
fabric and small equipment	£200
venue hire	£500
Total Cost	£1000

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

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

Support for this project is mainly to be measured in non-financial terms, for example it has become apparent that members of the community and local businesses are very generous in their donations of fabric and yarn etc. This reduces the cost of purchasing materials for projects.

The Sherburn group will be able to benefit from the Tadcrafters CIC provision of time from the volunteer directors, materials, equipment and experience in the development of a community group. Longer-term it is hoped that a track-record of success and good publicity will attract financial support from other organisations.

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Agenda Item 8



End of Project Impact Report

Total Grant Awarded	£ 534.60
Date Awarded	3 February 2020
Organisation Name	Time Team for Monk Fryston, Hillam and Burton Salmon
Address	5 Priory Park Grove, Monk Fryston, Leeds, LS25 5EU
Project Title / Description	Design and Production of Village Heritage Trail Leaflet and 1no promotional banner
Contact Name	Susan Newton
Email	susi_newton28@hotmail.com
Telephone	01977 682084

Did your project achieve any of the following? Please tick all which are relevant and provide further information;

Achievement	Yes?	If Yes, please provide further details
Greater awareness of your work	<input type="checkbox"/>	500 Trails have been printed and to date over 100 have been put into circulation; over time this will grow and more people will become aware of Time Team
More clients		
More volunteers		
More funding	<input type="checkbox"/>	Trails are sold to the public at £1 a copy, this income will be used for further promotion and research
Improved facilities		
New service/s		
Increase in skills / knowledge	<input type="checkbox"/>	Members of the Time Team learnt new skills of presentation of information as well as hard knowledge of the Trail items featured

Please list the overall difference your project has made and the key benefits

Allowed residents of BS and visitors to enjoy reading about and exploring their local area

Allowed residents and visitors to take a local guided walk

New knowledge about the past has been brought into the present and recorded.

Provided a handy affordable document to carry around in your pocket for future reference and sharing

Drawn new members into the Time Team with local knowledge to share

A local BS resident prepared the artistic version of the village trail map for us

Please attach any photographs, quotes from beneficiaries etc. and detail below (attach on a separate sheet or append if necessary)

Attached image of Trail folded size A6 landscape – this opens to an A2 double sided sheet full of local information

Please detail how your project has met the Community Development Plan objectives that were identified in your funding application.

Objective 1 Improve the quality of life for individuals across the area

Many current residents of Burton Salmon and WCEF had no knowledge of the wealth of heritage on their doorstep. The Trail has fostered appreciation of their local area and encouraged pride in their locality. The legacy of this awareness will be that the next generation will have a desire to value and conserve it. The Trail is affordable and has been sent out with Christmas cards by local residents. The Banner has been used to promote the new Trail in local venues such as Monk Fryston Post Office, the library and at local events. It has already been used to promote the Trail at the August BS Village Hall Launch Day 2019, our December 2019 Open Archives event – A Viking in our Village and is now on display in Sherburn Library where Trails are available for sale.

Objective 2: Provide solutions for Community issues

Older long-term residents were recognised and valued for their contribution to the life of the village and their input properly acknowledged. The BS school has many non-resident pupils and the Trail will encourage students and parents to take an interest in their locality and its special features.

Objective 3: Trial new ideas that will benefit residents and improve the local area

The communal life of BS and local villages will be enhanced by the increased awareness of the new Village Hall converted from the former Methodist Chapel and bring new business to help sustain the local pub The Plough Inn.

Please detail any additional benefits or objectives that your project met that wasn't expected / outlined in the original application for funding.

Any further comments

The delays in getting the Trail into print of the right quality were the result of a combination of lack of familiarity with the medium of digital print both by the providers and designers and the unusual format chosen. The double-sided full colour A2 size capable of multiple folding was innovative to both printing companies approached. In the end machine folding was not possible and this has to be done manually. Sourcing the right thickness of paper proved impossible. Both companies approached tried hard to fulfil our specification but neither succeeded entirely satisfactorily.

This should be noted for any future trail leaflet.

The Trail Banner was produced without a problem but is difficult to send digitally as it is a 93 MB file.

End of Project Impact Report

Total Grant Awarded	£980.00
Date Awarded	25 June 2019
Organisation Name	Fairburn Cricket Club
Address	Silver Street Fairburn WF11 9JA
Project Title / Description	Provision of disabled toilet in the new pavilion extension.
Contact Name	Allen Murray
Email	Allen.murray@hotmail.co.uk
Telephone	07915699703

Did your project achieve any of the following? Please tick all which are relevant and provide further information;

Achievement	Yes?	If Yes, please provide further details
Greater awareness of your work	Yes	The provision of disabled facilities including the disabled toilet has allowed the club to become more inclusive and therefore we can appeal to the whole community.
More clients		
More volunteers		
More funding		
Improved facilities	Yes	Being able to provide facilities that are accessible and can be used by less abled people is a significant milestone for the club. Our previous pavilion was small and did not provide the capacity to accommodate or provide the services less abled members of the community are entitled to expect.
New service/s		
Increase in skills /		

knowledge		
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Please list the overall difference your project has made and the key benefits

We have managed to almost complete the building of our new pavilion on a very tight budget. The grant that we received from the Western Area CEF was the only grant funding that we have obtained. It allowed us to complete our facilities for less abled members of the community meaning that we are now a fully inclusive club.

Overall the new pavilion has delivered a new tea room, two new toilets (including the disabled toilet funded by this grant) and new boys and girls changing rooms. It will allow the club to become financially sustainable as well as providing sports facilities for the whole community.

Please attach any photographs, quotes from beneficiaries etc. and detail below (attach on a separate sheet or append if necessary)

Please detail how your project has met the Community Development Plan objectives that were identified in your funding application.

Improve the Quality of Life for Individuals across the Western Area CEF

Our club is committed to being a focal point for the local community. We want to offer sporting opportunities to all regardless of age, gender or disability. The new improved facilities allow us to offer just that.

In 2020 we have joined a local under 9s cricket league and are offering opportunities to girls and boys of all abilities, including those with disabilities.

We are also running All Stars for 5 to 8 year olds which is an introduction to ball skills and doesn't totally focus on cricket. Again, this is open to all.

New in 2020 is Dynamos which is targeted at 8 to 11 year olds and is a fun way of introducing children of all abilities to cricket.

We also run two adult teams and provide a friendly environment in which all members of the community are able to socialise.

We recognise that sporting opportunities provide children (and adults) with the chance to learn key life skills, as well as developing sporting skills while staying fit and healthy. Parents are also encouraged to participate which helps to increase the fun for all involved.

The facilities are also available to other sports clubs, schools and community groups in the local area.

Provide Solutions for Community Issues

Fairburn has few sporting facilities available to the local community.

The pavilion extension offers additional girls/boys changing rooms and showers and a disabled toilet with a baby changing area. The new facilities mean that we can accommodate everyone in the local community and therefore everyone will have the opportunity to participate in organised events. This includes other sports clubs such as football, rugby, bowls, fitness classes etc.

Having a quality pavilion extension means that we have a welcoming environment that is open to all.

Please detail any additional benefits or objectives that your project met that wasn't expected / outlined in the original application for funding.

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Any further comments

<p>Thank you very much to all the people that approved our grant. It has made a significant difference and is much appreciated by everyone at Fairburn CC.</p>



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

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

21.01.2020 **TABLE 49**

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 11

	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><i>tree works in the future. EA are also looking at some minor repairs to the escape sluice to the reservoir very shortly.</i></p> <p><i>EA have also undertaken tree works at the Mickletown reservoir and Lowther reservoir in Allerton Bywater nearby.</i></p> <p>26.06.18 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>04.09.18 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.</p> <p>22.01.19 DSO to contact Paul Desmond to ascertain whether the maintenance work to the sluice gate at Fairburn has been completed.</p> <p>25.06.19 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>03.09.19 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. Heather emailed, the contact at the EA is still Paul Desmond however she did give the following response: Some emergency repairs have been done to the sluice gate at Fairburn as it had corroded, however, the asset is reaching the end of its lifespan and will need replacing in the near future. This is programmed in for early in the next 6 year schedule of works, but it is not yet clear how we will fund it, perhaps based on environmental benefits as it is a SSSI. We are also repairing the expansion joints this year, however this comes under more general maintenance work rather than a separate project. I have no response to how the proposed flood scheme will impact Fairburn.</p> <p>10.11.19 Information requested as one of the members had noticed that some work had been done under the three bridges at Fairburn, about 50 yards from the sluice gate by the railway</p>

	Issue and date initially raised	Update	Action
		11.01.20	bridge. Paul Desmond responded that the work was to maintain the bridge structure for the use of the railway. The work had been undertaken for network rail. Paul confirmed that the works would not have any impact on flows in the River itself.
		28.01.20	Emailed Paul again re 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.
		29.01.20	Paul responded to confirm that he had forwarded the query to the team dealing with the Leeds Flood Alleviation Scheme who would be able to give a more detailed response.
		29.01.20	The DSO circulated a comprehensive update on Phase 1 & 2 of the scheme received from Howard Ferguson following his attendance at a Leeds Flood alleviation scheme drop in session.
66	Issue of lorries and vans parking in Sherburn raised at June 14 Public Forum.	3.6.14	It was agreed to add this item to the issues table for further discussion by the Partnership Board.
Page 43		15.7.14	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.
		7.10.14	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.
		6.1.15	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.
		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.

	Issue and date initially raised	Update	Action
		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.
		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

	Issue and date initially raised	Update	Action
		26.05.19 14.08.19	<p>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.</p> <p>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)</p> <p>Broken signs and steel structures had been identified as being “dumped” at the roundabout below the Selby Fork Hotel on the A63, following conversations with both Sharon Fox from NYCC and Leeds City Council the area has now been cleared.</p>
70	Fly-tipping	5.7.16 17.01.17 11.04.17 01.09.17 13.09.17 12.10.17 13.11.17 23.01.18 19.02.18 29.02.18 20.03.18	<p>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.</p> <p>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.</p> <p>The CEF funded leaflet had been approved and would be delivered to all households in the Western CEF area.</p> <p>Parishes emailed again to collate orders for fly-tipping notices.</p> <p>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.</p> <p>Fly tipping notices to be ordered by DSO from vistaprint.</p> <p>Fly-tipping notices ordered and distributed – spares available. These will be brought to meetings for Parish attendees to take with them.</p> <p>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 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</p>

	Issue and date initially raised	Update	Action
		23.03.18	<p>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. DSO to ask for the SLA between SDC and NYCC regarding tyres for HF. 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 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>

	Issue and date initially raised	Update	Action
		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.
		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.
		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.
		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.
Page 47	Bus provision	12.09.17	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.
		10.12.17	DSO email to Chair for update.
		23.01.18	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.
		25.01.18	Arriva to supply stats. HF also asked Arriva to see if 493 could link with the Sherburn to 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

