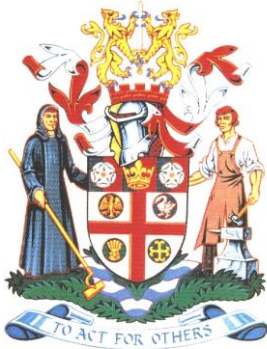


# Selby District Council



## Agenda

Meeting: **Executive**  
Date: **Thursday, 11 November 2021**  
Time: **4.00 pm**  
Venue: **Council Chamber - Civic Centre, Doncaster Road, Selby, YO8 9FT**  
To: **Councillors M Crane (Chair), R Musgrave (Vice-Chair), C Lunn, D Buckle and T Grogan**

**1. Apologies for Absence**

**2. Minutes (Pages 1 - 4)**

The Executive is asked to approve the minutes of the meeting held on 7 October 2021.

**3. Disclosures of Interest**

A copy of the Register of Interest for each Selby District Councillor is available for inspection at [www.selby.gov.uk](http://www.selby.gov.uk).

Councillors should declare to the meeting any disclosable pecuniary interest in any item of business on this agenda which is not already entered in their Register of Interests.

Councillors 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.

Councillors should also declare any other interests. Having made the declaration, provided the other interest is not a disclosable pecuniary interest, the Councillor may stay in the meeting, speak and vote on that item of business.

If in doubt, Councillors are advised to seek advice from the Monitoring Officer.

**4. Selby District Housing Trust - Request for loan funding (Pages 5 - 10)**

Report E/21/24 recommends the Executive approve a loan between Selby District Council and Selby and District Housing Trust, to cover the costs of exploring the wind up of the Trust and remedial property works.

**5. Town Centres Revitalisation Programme - Grant Policy (Pages 11 - 32)**

Report E/21/25 asks the Executive to approve the Towns Centres Revitalisation Programme (TCRP) Grant Policy.



**Janet Waggott**  
**Chief Executive**

<b>Date of next meeting</b>
Thursday, 2 December 2021 at 4.00 pm

For enquiries relating to this agenda please contact Palbinder Mann, on 01757 292207 or [pmann@selby.gov.uk](mailto:pmann@selby.gov.uk)

**Recording at Council Meetings**

Recording is allowed at Council, committee and sub-committee meetings which are open to the public, subject to: (i) the recording being conducted with the full knowledge of the Chairman of the meeting; and (ii) compliance with the Council's protocol on audio/visual recording and photography at meetings, a copy of which is available on request. Anyone wishing to record must contact the Democratic Services Manager using the details above prior to the start of the meeting. Any recording must be conducted openly and not in secret.

# Agenda Item 2

## Selby District Council



## Minutes

### Executive

Venue:	Council Chamber - Civic Centre, Doncaster Road, Selby, YO8 9FT
Date:	Thursday, 7 October 2021
Time:	4.00 pm
Present:	Councillors M Crane (Chair), R Musgrave (Vice-Chair), C Lunn, D Buckle and T Grogan
Also Present:	Councillors R Packham
Officers Present:	Janet Waggott (Chief Executive), Dave Caulfield (Director of Economic Regeneration and Place), Karen Iveson (Chief Finance Officer (s151)), Alison Hartley (Solicitor to the Council and Monitoring Officer), Michelle Dinsdale (Senior Policy and Performance Officer), Catherine Hickford (Low Carbon Project Officer), Julian Rudd (Head of Economic Development and Regeneration), Tania Weston (Economic and Regeneration Projects Lead), Glenn Sharpe (Solicitor) and Palbinder Mann (Democratic Services Manager)

NOTE: Only minute number 124 is subject to call-in arrangements. The deadline for call-in is 5pm on Wednesday 20 October 2021. Decisions not called in may be implemented from Thursday 21 October 2021.

#### 119 APOLOGIES FOR ABSENCE

There were no apologies for absence.

#### 120 MINUTES

The Committee considered the minutes from the meeting on Thursday 9 September 2021.

**RESOLVED:**

**To approve the minutes of the meeting held on Thursday 9 September 2021.**

**121 DISCLOSURES OF INTEREST**

There were no disclosures of interest.

**122 POLICY REVIEW LOW CARBON WORKING GROUP - LOW CARBON STRATEGY 2021 - 2030**

The Lead Executive Member for Place Shaping presented the report which asked the Executive to approve the Low Carbon Strategy 2021-2030 and provide support for targets for the Council to achieve carbon neutrality.

The Lead Executive Member for Place Shaping explained that if the report was agreed, it would be submitted to Council for approval and thanked officers along with the Low Carbon Working Group for their work.

The Executive was informed that the Low Carbon Working Group had been asked to develop business cases for work to be completed and that the current budget assigned could be increased if needed.

Discussion took place on the Low Carbon Strategy and how this tied in with Local Government Reorganisation considering the overlap of dates. The Lead Executive Member for Place Shaping explained that the reference to 2030 related to the work being done with North Yorkshire County Council (NYCC) who also wanted to be carbon neutral. Officers were encouraged to commence dialogue with relevant officers at NYCC on this issue.

The Executive were also asked to consider the options under section 5.2 of the report relating to carbon offsetting. The Executive stated that they preferred to go with the first option relating to offsetting scope one and two emissions from 2018 to 2023 as they felt this was more achievable than the other options.

**RESOLVED:**

**To recommend to Council:**

- i) That the Low Carbon Strategy 2021 – 2030 be approved and that support be provided for targets for the Council to achieve**

**carbon neutrality before 2050 as outlined in the Council Plan, but with the aspiration of achieving this by 2030.**

- ii) That with regard to carbon offsetting, the Council selects the first option outlined under section 5.2 of the report relating to offsetting scope one and two emissions from 2018 to 2023.**

**REASON FOR DECISION:**

*To enable the Council to achieve its Low Carbon targets.*

**123 PRIVATE SESSION - EXCLUSION OF PRESS AND PUBLIC**

It was proposed, and seconded, that the Executive sit in private session for the following business due to the nature of the business to be transacted.

**RESOLVED:**

**That, in accordance with Section 100(A)(4) of the Local Government Act 1972, in view of the nature of business to be transacted the meeting be not open to the press and public during discussion of the following items as there will be disclosure of exempt information as described in paragraph 3 of Schedule 12(A) of the Act.**

**124 SELBY STATION GATEWAY: ACQUISITION OF SELBY BUSINESS CENTRE**

The Lead Executive Member for Communities and Economic Development presented the report which recommended that the Executive approved the purchase of Selby Business Centre, to enable the full vision for the Selby Station Gateway area to be delivered.

The Lead Executive Member for Communities and Economic Development explained that the recommendations outlined in the report were no longer needed because the acquisition costs were now within the budget envelope previously agreed by Executive.

Discussion took place regarding the Selby Station Gateway project and the Executive asked questions on a range of matters on the project including finance, procurement, planning and different options concerning timeframes and delivery.

The Executive reiterated their support for the project.

**RESOLVED:**

- i) **To note the update on the Selby Station Gateway project.**
- ii) **To approve the “option to tax” the property in advance of completion of the sale.**

**REASON FOR DECISION:**

*To ensure the vision for the Selby Station Gateway area can be delivered.*

The meeting closed at 5.13 pm.



**Report Reference Number: E/21/24**

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<b>To:</b>	<b>Executive</b>
<b>Date:</b>	<b>11 November 2021</b>
<b>Status:</b>	<b>Non-Key Decision</b>
<b>Ward(s) Affected:</b>	<b>All</b>
<b>Author:</b>	<b>Karen Iveson, Chief Finance Officer</b>
<b>Lead Executive Member:</b>	<b>Cllr Mark Crane, Leader of the Council</b>
<b>Lead Officer:</b>	<b>Suzan Harrington, Director of Corporate Services and Commissioning</b>

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**Title: Selby District Housing Trust – request for loan funding**

**Summary:** The purpose of this report is to seek approval for additional Programme for Growth funds to explore, with Trust colleagues, winding up of Selby and District Housing Trust following a resolution by the Trust Board to explore this option. Local Government re-organisation has since led to the Council reappraising its approach to housing development and the Medium-Term Financial Strategy approved by Council in July, saw the removal of future planned loans to the Trust. As part of the process consideration will need to be given to the disposal of the Trust's assets and settling of its liabilities. Initial legal advice obtained by the Trust suggests that the Council could, should it wish to do so, acquire the Trust's homes. Further loans funding of £54k has been requested by the Trust to cover the costs of external support and some remedial works to some trust properties. In addition, it is estimated that £50k will be needed to cover the Council's costs. An allocation of £104k is therefore requested from the Programme for Growth contingency. In undertaking this work, officers are mindful of the impacts of Local Government Re-organisation and potential implications for the future housing strategy of the new Council. Discussions will be taken forward through the appropriate LGR workstreams and should other opportunities arise as part of this work then these will be brought forward for consideration.

**Recommendations:**

It is recommended that:

- i) Subject to a loan agreement between Selby DC and Selby and District Housing trust, a loan of up to £54k be approved to cover the costs of exploring the wind up of the Trust and remedial property works;

- ii) A budget of £50k be approved to enable the Council to work with the Trust to understand the implications of wind up and determine a case for asset acquisition should this be a viable option;
- iii) The SDHT loan and Council costs be met from the Programme for Growth Contingency;
- iv) Authority to enter into a loan to Selby and District Housing Trust be delegated to the Lead member for Finance and Resources in consultation with the Chief Finance Officer and Solicitor to the Council.

### **Reasons for recommendation**

To enable the Trust to undertake some necessary remedial works to its properties; and the Trust and Council to explore winding up of the Trust and bring forward a detailed report and if appropriate, a business case for asset acquisition.

## **1. Introduction and background**

- 1.1 The purpose of this report is to seek approval for additional Programme for Growth funds to explore, with Trust colleagues, winding up of Selby and District Housing Trust following a resolution by the Trust Board to explore this option.
- 1.2 Selby and District Housing Trust was established by Selby District Council in 2013 as a company limited by guarantee and achieved charitable status in 2014.
- 1.3 The drivers for establishing the company were the delivery of more affordable homes in the district using under-utilised sites in the Council's ownership and achieving an income stream for the Council through interest on loans made via the Council's General Fund. The original model envisaged general needs homes being delivered through the Trust and adapted accommodation to be delivered through the Council's HRA.
- 1.4 The model also enabled the Council to apply its housing management infrastructure to manage the homes on behalf of the Trust (through a competitive process) thereby supporting the Council's own HRA.
- 1.5 The initial business case and Affordable Housing Strategy targeted the provision of circa 100 homes over a 5 year period with broadly 50% of the homes delivered in partnership between the Council and Trust. To facilitate this programme, a shared Housing Development Manager was appointed funded 50% by the HRA and 50% by the Trust using revenue grant support through the Programme for Growth.



## 2. The Report

- 2.1** To date 34 homes have been delivered in partnership with the Council and outstanding loans provided by the Council to the Trust to finance the homes currently total £2.8m:

<b>Scheme</b>	<b>No of Properties</b>	<b>Loan Period Years</b>	<b>Loan Value £</b>	<b>Grant Value £</b>	<b>Loan Outstanding at 31/03/21 £</b>	<b>Interest Payable 2021/22 £</b>
Ousegate	12	30	872,574	301,096	842,462.39	31,145.90
Riccall	5	30	553,225	162,100	515,014.81	18,826.15
Ulleskelf	12	30	1,080,572	-	1,036,145.91	50,561.78
Kirkgate	3	30	201,000	-	205,671.89	8,707.89
St Josephs	2	30	217,091	-	193,922.44	8,363.47
<b>Total</b>	<b>34</b>		<b>2,924,461</b>	<b>463,196</b>	<b>2,793,217</b>	<b>117,605</b>

- 2.2** Rising building and acquisition costs over the last 2 years have frustrated progress on further new builds and with further rises in construction costs expected, viable business cases which achieve the small, targeted return desired by the Council over the payback term desired by the Trust are not possible without significant increase in grant support – support which the Council needs for its own HRA.
- 2.3** Local Government re-organisation has since led to the Council reappraising its approach to housing development and the Medium-Term Financial Strategy approved by Council in July, saw the removal of future planned loans to the Trust.
- 2.4** The Trust has subsequently considered its options and with limited prospects for growing its asset base and becoming self-sustaining, has resolved to explore winding up the organisation. It is expected that this will require approval of the Charity Commissioner and there is a detailed process to follow.
- 2.5** As part of the process, consideration will need to be given to the disposal of the Trust's assets and settling of its liabilities. Initial legal advice obtained by the Trust suggests that the Council could, should it wish to do so, acquire the Trust's homes.

- 2.6** Formal decision making will be required of both the Trust and the Council and a viable business case, supported by an independent valuation, will be needed to ensure best value is achieved.
- 2.7** Should ultimately the Council choose to buy the homes, it is envisaged that these will be taken into the HRA and the cash paid to the Trust will in turn be used to settle the outstanding General Fund loans.
- 2.8** At this stage it is hoped that a final decision report could be considered by full Council in February 2022 but the Charity Commissioner process may delay this.

### **3. Alternative Options Considered**

The detailed report that will follow from the work outline in this report will consider appropriate alternative options.

### **4. Implications**

#### **4.1 Legal Implications**

Any new loan to Selby and District Housing Trust will be subject to an appropriate loan agreement. It is proposed that authority to enter into the agreement on behalf of the Council is delegated to the Lead Member for Finance and Resources in consultation with the Chief Finance Officer and Solicitor to the Council.

#### **4.2 Financial Implications**

**4.2.1** The Trust is reliant upon the Council for funding support to help manage its operations and have indicated that an overdraft facility will be needed to cover the costs associated with the potential wind up. In addition, remedial work to some of the homes is required and further loans funding has been requested. In total an additional loan facility of £54k is proposed.

**4.2.2** Taking the latest valuation for the homes against the loans outstanding, there is sufficient headroom to cover this. A drawdown of Programme for Growth funding will be requested to cover this sum along with a further £50k to cover the Council's own costs (subject to quotations).

**4.2.3** In total £104k is requested from the Programme for Growth Contingency (which currently stands at £257k).

#### **4.3 Policy and Risk Implications**

**4.3.1** The proposals set out in this report will allow the Council and Trust to understand the implications of winding up the Trust and options available to bring forward for Board and Council consideration. The proposed increase in loans funding will support this work and enable necessary property works to be completed.

- 4.3.2 Based on the valuation contained in the last available Trust accounts the value of the property assets is £3.25m which is well in excess of the value of loans due to the Council.
- 4.3.3 In undertaking this work, officers are mindful of the impacts of Local Government Re-organisation and potential implications for the future housing strategy of the new Council. Discussions will be taken forward through the appropriate LGR workstreams and should other opportunities arise as part of this work then these will be brought forward for consideration.

#### **4.4 Corporate Plan Implications**

Delivery of affordable homes and the Council's work with the Trust supports the Council Great Place to Live and Great Value priorities.

#### **4.5 Resource Implications**

The resource requirements are set out in the report – any subsequent actions arising from the work set out in this report will be the subject of a business case and detailed report.

#### **4.6 Other Implications**

None

#### **4.7 Equalities Impact Assessment**

There are no equality impacts arising from this report.

### **5. Conclusion**

- 5.1 This report seeks support for additional loans funding for Selby and District Housing Trust to enable some remedial works to some of their assets along with resources to enable the exploration of winding up of the organisation. A further report and if necessary, a business case will be brought forward for consideration in due course.

### **6. Background Documents**

None

### **7. Appendices**

None

#### **Contact Officer:**

*Karen Iveson  
Chief Finance Officer  
kiveson@selby.gov.uk*

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**Report Reference Number:** E/21/25

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<b>To:</b>	<b>Executive</b>
<b>Date:</b>	<b>Thursday 11 November 2021</b>
<b>Status:</b>	<b>Key Decision</b>
<b>Wards Affected:</b>	<b>Selby East, Selby West, Sherburn-in-Elmet, Tadcaster</b>
<b>Author:</b>	<b>Stephanie Dick, Economic and Regeneration Projects Lead</b>
<b>Lead Executive Member:</b>	<b>Cllr David Buckle, Lead Executive Member for Communities and Economic Development</b>
<b>Lead Officer:</b>	<b>Duncan Ferguson, Regeneration Manager</b>

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**Title:** Town Centres Revitalisation Programme – Grant Policy

## **Summary:**

To support town centre revitalisation, a grant funding policy is being established so that, when funding and opportunity allow, officers can respond flexibly and quickly to enable the delivery of community led projects.

## **Recommendations:**

- The Executive is asked to approve the Towns Centres Revitalisation Programme (TCRP) grant policy.
- The Executive is asked to approve delegation to operate the grant policy to the Director of Economic Regeneration and Place in consultation with the Lead Executive member for Communities and Economic Development, S151 Officer and Solicitor to the Council, up to a maximum of £250,000.

## **Reasons for recommendation:**

To enable the Economic Development and Regeneration Service to deliver the town centres revitalisation programme in a proactive and flexible way in line with the council plan priorities and principles: to develop a long-term programme of market town regeneration, and to be community focused – empowering people in decisions about their area and their services.

### **1. Introduction and background**

- 1.1 In 2020 £2.6m of Programme for Growth (P4G) funding was agreed for town centre revitalisation in the district's three main centres Selby, Sherburn-in-

Elmet and Tadcaster. In 2021 a further 500k was allocated to Tadcaster and Sherburn with an additional £650k allocated to 'Sherburn Legacy Projects'. The Executive received a report on 9<sup>th</sup> September 2021 outlining a framework of how the £4.25m budget would be allocated to support the delivery of a pipeline of capital-based projects, using outline budget estimates. The main scope of projects was identified through stakeholder consultation carried out between February 2019 to present. There are several priority projects identified that the council would take forward for delivery. It is anticipated that the majority of these will be SDC-led with appropriate budget allocated. However, officers wish to reserve the ability to support community led capital projects where funding and opportunity allow.

- 1.2 There have been examples in recent years where communities have come forward with larger capital-based projects that have required reporting to the Executive and Full Council in order to make appropriate decisions (for example Tadcaster Community Sports Trust in July 2021 and Sherburn Astrodevelopment in Jan 2017). The Sherburn-in-Elmet community have particularly come forward with additional 'Legacy Project' ideas they wish to deliver which has prompted the need to develop the policy and enable the council to invest in such town-related community activity in a more responsive and efficient way. The policy provides a process in which to do this.
- 1.3 It is anticipated projects will require larger amounts of funding. The minimum amount available under the grant policy will be £10,000 and the maximum £250,000. Smaller projects being delivered by the community are likely more suitable for other funding schemes, such as Selby District Council Members Community Funding, where projects have a minimum of £300 and a maximum of £3000 awarded.

## **2. A Town Centre Revitalisation Programme Grant Policy**

- 2.1 A draft policy outline is attached (Appendix A). The main objective of the policy is to provide officers with delegated powers to be able to deliver on a wider range of projects with community organisations, where funding opportunity and appropriate business case allow.
- 2.2 It is anticipated that grant funding activity would initially be focused on Sherburn due to identified projects and the funding made available at the Medium-Term Financial Strategy meeting in July. Availability of community funding across the towns would be based on any remaining funding from within the current allocated P4G Towns Regeneration funding once SDC project cost outlines have been established and any spare funding could be redistributed. Any budget reallocated in this way would require an Executive decision.
- 2.3 The policy includes:
  - An overview definition of what constitutes the town centre revitalisation programme
  - The themes/priorities for funding

- How to apply
  - Any stages of application (i.e. expression of interest to full application/business case)
  - Who can apply
  - Any funding eligibility exclusions (i.e. funding/spend already taken place)
  - The minimum and maximum range of funding
  - What the funding can/cannot be spent on
  - How decisions will be made
  - Monitoring and Evaluation
- 2.4 It is anticipated that the grant scheme can be made available from 1st December 2021 at the earliest, and funding will start to be allocated to eligible projects for early 2022, and where funding availability allows once SDC led projects in each town have been actioned.
- 2.5 The purpose of the funding is to support projects which deliver on the key priorities of the town centre regeneration work, to:
- enhance the physical appearance;
  - promote digital accessibility; and
  - promote cultural engagement.
- 2.6 This is to achieve outcomes such as:
- increasing footfall and dwell time;
  - improving health and well-being;
  - reducing vacancy;
  - enhancing connectivity;
  - enhancing heritage;
  - supporting the visitor economy and
  - improving safety.
- 2.7 The boundary maps within the policy identify the area around the town centre which can best impact on achieving the above outcomes and aligns with the SDC led projects. This can support organisations to consider the diverse ways in which town centres can be accessed and enjoyed (i.e. through accessible walking and cycling routes, improved open space and activities which draw people to the town centre. Applying organisations can be from outside of the Selby District area but they must complete the project in the specific town centre boundary and demonstrate benefit for local business, residents and communities.
- 3. Benefits of the approach:**
- 3.1 **Transparency and robustness of decision making:**  
The grant framework will have clear criteria, decision making process and monitoring to ensure effective delivery of projects.
- 3.2 **Increased capacity to deliver:**  
The Council has set out an ambitious plan for town centre revitalisation and invested significant funding into development of a series of projects that will

enhance our town centres physically, digitally and culturally. This would enable an increased number of projects to be delivered, outside of SDC capacity.

**3.3 Direct investment in the community:**

Allocating funds to projects delivered by the community, as well as the recently approved budget allocation to priority projects under the programme of town centre regeneration, allows significant investment in the district's centres, with a flexible approach to delivery.

**3.4 Community power to make a difference:**

Community organisations will take the lead on managing and delivering projects in line with the policy framework, that support the community's needs. By enabling ownership of projects by the community, the framework will encourage and enable community action to improve the district centres using local knowledge and resources.

**4. Risks:**

**4.1 Community projects presented do not fit town centre criteria.**

The policy includes clear criteria (as listed at 2.3) for each centre. For other potential projects or of smaller size, communities can be signposted to other eligible funding.

**4.2 Some community projects will be funded when others won't.**

The policy includes clear criteria for eligibility. A due diligence process will ensure that community organisations are operationally stable and able to deliver. An evaluation process will be followed, with decisions recorded.

**4.3 No community organisations come forward.**

The Sherburn community have proactively identified projects that could be led by community organisations. The policy is to enable working with communities as and when funding is available. The town centre revitalisation programme is not reliant on community led projects.

**4.4 Community organisations do not have the infrastructure or capacity to deliver.**

Once established, the policy framework enables officers to engage with communities at regular intervals and when opportunities arise, so organisations could develop the structures needed to apply in future.

**4.5 Local Government Review processes halt progress.**

Dependent on decisions made during the reorganisation there could be a risk that projects are halted or opportunities to access funding are restricted. The town centre revitalisation programme and this grant policy should offer a coherent plan for delivery over several years and which the new authority is able to support.

**4.6 Staff capacity to manage application and grant monitoring processes.**



The Economic Development and Regeneration Service is a small team focused on delivering major projects. There will invariably be some capacity issues in order to manage both SDC focused projects and work with the community. A Project Support Officer post has been established for recruitment, to support the team and the Community, Partnerships and Customer Service to increase engagement and monitoring capacity and to mitigate this as much as possible.

**4.7 Community funding may not be available within each town centre area, or accessible at the time of application.**

The majority of the towns centre revitalisation funding is currently allocated to work which will be SDC-led. However, this is not the case for the Sherburn Legacy Project funding. There may also be opportunity to support other community led projects once SDC projects have been fully costed and outlined. Therefore, the policy offers flexibility as and when opportunity arises. Officers will manage any approach from communities and clarify where there may be available funding. Where funding through this programme is unavailable, officers can assist in understanding whether there are other opportunities with external funders.

## **5. Implications**

### **5.1 Legal Implications**

The policy identifies that there will be a set criteria for relevant projects, as well as application and decision-making processes to ensure a robust and relevant approach. Each project will include entering into a grant agreement with ongoing monitoring requirements.

SDC is aware of its obligations under the UK Subsidy Control regime following the cessation of EU State Aid Rules and SDC may require grant recipients to complete Subsidy Control assessments where relevant.

### **5.2 Financial Implications**

There are no financial implications as a direct result of this report. The funding required to establish a grant policy would be drawn from within the approved programme for growth budgets for town centre revitalisation. Funding is capped at the approved budget. The policy provides for closure of the grants programme once funds have been fully committed. Due diligence processes will also be completed on each community organisation to be funded to ensure a robust approach to grant awarding and monitoring.

### **5.3 Policy and Risk Implications**

Any submitted projects would need to align with/complement any local regeneration policy or restrictions at that time (i.e. Conservation Areas, Planning Permissions). All projects should consider the Preferred Options Local Plan and Neighbourhood Planning in Selby and Tadcaster.

There may be a risk in ability to deliver projects due to Local Government Reorganisation (LGR), with a new unitary authority in place April 2023. However, the Council has committed the funding within current budget allocations and there are clear adopted strategies in place that justify these investments. We will ensure projects are progressed as quickly as possible to leave a positive legacy for the District.

#### **5.4 Corporate Plan Implications**

The actions are in line with and will help deliver the following aspects of the Council Plan by making the District:

- a great place to live, with regenerated town centres.
- a great place to enjoy, with more sustainable transport and improved community safety and public spaces.

The approach being taken also demonstrates our principles of being collaborative and community focussed, enabling communities to take an active role in delivering for their local areas.

#### **5.5 Resource Implications**

The successful delivery of all the schemes identified relies heavily upon effective collaborative working across SDC and the timely involvement of partners.

Administration of the grant funding will be supported by the new post currently being recruited for within the Community, Partnerships and Customers Team.

#### **5.6 Other Implications**

Ongoing revenue costs should be identified within individual Business Cases.

#### **5.7 Equalities Impact Assessment**

There are not considered to be any specific equalities implications in this report. The approach encourages a community led approach. Part of funding applications would be to consider how project outcomes improve well-being for all, and sustainability. Applicants are asked to include who the beneficiaries of funding are in their application.

### **6. Conclusion**

- 6.1** The Communities Team and Economic Development and Regeneration Team are working together to provide this new grant policy for Executive approval, which will enable officers to work flexibly and where appropriate, fund community led projects in the three main District centres, that deliver town centre revitalisation aims.

**7. Background Documents**

- Forward Frameworks/Action Plans developed by the People and Places Partnership are available at <https://www.selby.gov.uk/our-town-centres>

**8. Appendices**

- Appendix A: Draft Town Centre Revitalisation Programme Grant Policy

***Contact Officer:***

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# **Selby District Council**

## **Towns Centre Revitalisation Programme Policy**

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## 1.0 Purpose of the policy and background.

- 1.1 The purpose of this document is to determine the overarching policy for awarding grants under the Selby District Council Town Centre Revitalisation Programme (TCRP). The policy will provide the framework within which applications for grants will be invited, received and, where appropriate awarded by the Council.
- 1.2 The centres included within the programme are the principal town of Selby, the market Town of Tadcaster and the emerging town of Sherburn in Elmet as outlined in the boundary maps at Appendix A.
- 1.3 Selby District Council has invested £4.25m into town centre regeneration. The funding has been allocated to each centre as follows:
  - Selby £1m;
  - Tadcaster £1m; and
  - Sherburn in Elmet £1m (with legacy projects of £650k).Subject to the delivery of SDC led projects, a proportion of funding from the above allocations may be released for community led project delivery. The amount of grant funding available will be identified at the time of invitation to apply.
- 1.4 In order to develop the programme, the Council undertook extensive research and stakeholder engagement for each of the three centres in 2019 and 2020 which resulted in the production of forward frameworks and action plans specific to each centre. These can be found at the following link <https://www.selby.gov.uk/our-town-centres>
- 1.5 Work has also been undertaken to understand footfall and use of the town centres, versus the growing demographics of the area.
- 1.6 From the above, the Council has initially developed a series of town regeneration and leisure capital-based legacy projects to enhance the physical appearance, digital accessibility, and the cultural engagement in the towns.
- 1.7 The TCRP is a major undertaking for the Council and will require significant partnership work across other public, private, community and voluntary sectors to achieve the scale of delivery. Therefore, in addition to the projects which will be delivered by SDC directly, and where funding and opportunity allow, the Council is looking to have a delivery framework in place through this grant policy which can enable businesses, and other organisations to develop *and* to deliver projects which are specifically aligned to town centre regeneration priorities.
- 1.8 This policy outlines the process whereby businesses and other organisations can be part of the TCRP, how projects can be proposed, and how funding can be applied for.
- 1.9 This document outlines the Council's requirements in terms of the:
  - the application process;
  - information required from any business or organisation wishing to develop and deliver TCRP projects;

- the applicant's obligations;
- the evaluation and decision-making process;
- how grant funding will be awarded;
- due diligence;
- risk, controls, and assurance; and
- performance and monitoring of the projects.

1.10 The policy also details the Councils requirements in relation to subsidy controls (formally known as state aid).

## 2.0 Funding

2.1 The purpose of the funding is to support projects which deliver on the key priorities of the town centre regeneration work, to:

- enhance the physical appearance;
- promote digital accessibility; and
- promote cultural engagement.

2.2 This is to achieve outcomes such as:

- increasing footfall and dwell time;
- improving health and well-being;
- reducing vacancy;
- improving safety;
- enhancing connectivity;
- enhancing heritage; and
- support visitor economy.

2.3 Applicants should be familiar with the town centres work and research to date before applying. The boundary maps in Appendix A identify the area around the town centre which can best impact on achieving the above outcomes and aligns with the SDC led projects. This can support businesses and organisations to consider the diverse ways in which town centres can be accessed and enjoyed (i.e., through accessible walking and cycling routes, improved open space and activities which draw to the town centre).

2.4 The Council has allocated a fixed sum for the TCRP and, as such, the total of all projects, including town regeneration and leisure capital-based legacy projects already approved by Council, will not exceed the amount allocated.

2.5 Grant funding under this scheme will be available for the 2021/22 and 2022/23 financial years only as the Council will become part of a new unitary Council with effect from 1<sup>st</sup> April 2023. Invitations to apply will be completed in rounds during that period. Projects should commence within 3 months and be delivered within two years of any grant award. Details of when funding rounds are open will be identified on the Council's website.

2.6 In view of the above, any award of grant to a successful bidder will be fixed. It is therefore **vital** that all proposed projects which are submitted as part of a bid, are fully costed and



need to consider cost increase and risk mitigation, and that emphasis is placed on establishing its full cost at the time of the initial application.

- 2.7 The Council reserves the right to close the programme at any time that funds are exhausted or where the Council anticipates that the costs of the agreed projects will use all of the funding approved by Council.

### 3.0 How will grants be provided?

- 3.1 The Council is fully aware of the importance of these grants to deliver successful projects for the Town Centres. In view of this, each project will need to be carefully evaluated. The Council is aware that any level of scrutiny must be proportionate to the size of the project and the level of grant awarded.
- 3.2 Any business or other organisation will be required to bid for grants using the Council's approved application form. Prior to making an application, the Council would encourage bidding businesses, or organisations to have an initial high-level discussion with officers to:
- (a) ensure that the project would be compatible with the town centre plans; and
  - (b) identify whether other sources of funding may be more appropriate (e.g., National Lottery funding).
- 3.3 The bidding process for grants has been designed to be proportionate to the size of project and the potential level of grant to be awarded. Bidding businesses or organisations will need to ensure that they provide all requested information and evidence in order to fully meet the requirements.
- 3.4 Application forms for grant funding (together with the evidence requirements) are available on the Council's website at <https://www.selby.gov.uk> and the site will provide the latest information for all interested organisations.
- 3.5 All applications **must** be made online, and it should be noted that there are different requirements for the following as detailed within 3.7 below:
- (a) **Class A** - Grants for projects of £10,000 to £50,000; and
  - (b) **Class B** - Grants for projects over £50,000 to £250,000.
- 3.6 The process of evaluation and monitoring will clearly be more intensive for the higher value grants.
- 3.7 All applicants will be required to fully complete the application form and agree to the following:
- **Class A Grants;**
    - Enter into a contractual agreement with the Council (available at this link) *insert link to grant agreement template;*
    - Provide a fully costed business / project plan with key timescales and milestones;
    - Provide the Council with a named individual responsible for the project throughout;

- Provide any supplementary information as required by the Council; and
- Allow inspection and monitoring of the project by the Council as required.

- **Class B Grants:**

- Enter into a contractual agreement with the Council (available at this link) *insert link to grant agreement template;*
- Appoint a dedicated named project manager who will be responsible to the Council for the successful delivery of the project;
- Provide a fully costed and appropriately detailed business and project plan for consideration by the Council;
- Agree to attend regular project meetings at such time and frequency determined by the Council;
- Provide any supplementary information as required by the Council; and
- Allow inspection and monitoring of the project by the Council as required.

3.8 In all cases, businesses will be required to confirm that they are eligible to receive grant funding. Businesses and organisations are under an obligation to notify the Council should they no longer meet the eligibility criteria for any additional grants. Applying businesses or organisations can be from outside of the Selby District area but they must complete the project in the specific town centre boundary and demonstrate benefit for local business, residents, and communities.

3.9 Where the Council requests further information or evidence to support any application, this should be provided within 14 days of the request. Failure to do so may result in any application for funding being deemed incomplete and void.

3.10 Where the Council grants an application, the successful business, or organisation will be given a date to provide all agreements / contractual arrangements and to confirm their commitment to the project. Should this not be received the award offer will be withdrawn by the Council.

3.11 Payments will be made in accordance with the agreement with the Council who will determine both frequency and amount as appropriate to the project.

## **4.0 Eligible and Ineligible spend**

4.1 Applicants should be clear on what the grant can be spent on. The applicants' guidance provides supporting information on eligible and ineligible costs and can be found on the Council's website.

4.2 Examples of ineligible spend include:

- organisational overheads;
- ongoing running and maintenance costs;
- recoverable VAT; and
- projects or activities which have already commenced or where funding has already been committed.

4.3 Examples of eligible spend are:

- One-off costs directly attributable to the project (works, goods, and services); and
- Irrecoverable VAT.

4.4 The applicants' guidance provides further outline and FAQs to support application.

## 5.0 Evaluation

5.1 All applications will be assessed by officers of the Council. They may contact applicants to discuss the application in more detail. The applicant main contact should have a good understanding of the project and how it will work. The assessor will want to discuss areas such as:

- How well does the project meet the town centre regeneration priorities?
- Is the project workable and deliverable within the timescales?
- Does the project provide good evidence of need?
- Will the project meet the right type of beneficiaries?
- Does the project represent good value for money?
- Is the project sustainable beyond the funding period? (Where applicable)
- How the outcomes benefit town centre regeneration and contribute towards the principles of good sustainable (economic, social, environmental) development?

5.2 Match funding is not a pre-cursor for application, but applicants should be able to demonstrate the additional resources and funds which will contribute to the delivery of the project.

5.3 The Council will undertake due diligence before any grant award. The business or organisation will need to submit a range of evidence to the council at the point of application, such as governance arrangements, bank account information, appropriate policies (i.e., procurement, safeguarding).

5.4 The applicants' guidance on how to apply and what evidence will be required can be found on the council's website.

## 6.0 Excluded businesses

6.1 The following businesses or organisations will **not** be eligible for an award:

- (a) businesses, or organisations which have already received grant payments that equal the maximum levels of subsidy permitted under Government's subsidy controls including any grant funding that is in contravention of the TCA as defined in 7.1 below; and
- (b) businesses, or organisations that were in administration, are insolvent or where a striking-off notice has been made. If the grant recipient is or becomes insolvent or it is placed into receivership, administration or liquidation, or a petition has been presented for its winding up, or it enters into any arrangement or composition for the benefit of

its creditors, or it is unable to pay its debts as they fall due.

## **7.0 Subsidy Controls**

- 7.1 Since 1 January 2021, the UK has followed the commitments on subsidy control set out in its free trade agreements with other countries, notably the provisions of the UK-EU Trade and Cooperation Agreement (TCA), and the WTO rules on subsidies, as well as the relevant provisions within the Northern Ireland Protocol.
- 7.2 The Council can still pay out grants and subsidies and will abide by the guidance given by Government as well as the Subsidy Controls Bill when it receives Royal Assent in 2022.
- 7.3 Businesses should make themselves aware of their obligations under Government's subsidies arrangements and if required obtain their own independent legal advice in relation to the Subsidy Control Bill.

## **8.0 Scheme of Delegation**

- 8.1 The Council has approved this programme and officers of the Council will administer the scheme.
- 8.2 The Council has delegated the powers to consider applications and award grants to the Director of Economic Regeneration and Place in consultation with the Lead Executive member for Communities and Economic Development, S151 and Solicitor to Council. The delegation is to a maximum of £250,000 per project.
- 8.3 The responsibility for day-to-day administration is delegated to the Head of Community, Partnerships and Customer Services.
- 8.4 The awarding of grant funding will rest with the delegated officers and the authority will look to make decisions and awards in a timely manner having regard to the size, complexity, and funding requirements for each of the project applications.

## **9.0 Notification of Decisions**

- 9.1 All decisions made by the Council shall be notified to the applicant either in writing or by email. A decision shall be made as soon as practicable after an application is received. All awards, including the names of recipients, will be published on the Council's website.

## **10.0 Monitoring and Reporting**

- 10.1 Each grant award will be subject to monitoring and reporting. The frequency of monitoring and reporting will be agreed at the point of award and will include a reporting framework as outlined in the grant agreements for Class A and B grant awards.

## **11.0 Complaints**

- 11.1 The Council's Complaints Procedure (available on the Council's website <https://www.selby.gov.uk/complaints-and-compliments>) will be applied in the event of any complaint received about this programme or the administration of applications.

## **12.0 Taxation and the provision of information to Her Majesty's Revenues and Customs (HMRC)**

- 12.1 The Council understands that all payments under the scheme to businesses and other organisations are taxable in nature and, as such, the Council does not accept any responsibility in relation to an applicant's tax liabilities
- 12.2 all applicants should make their own enquiries to establish any tax position.
- 12.3 All applicants should note that the Council is required to inform Her Majesty's Revenue and Customs (HMRC) and other Government departments of all payments made.

## **13.0 Managing the risk of fraud**

- 13.1 The Council will not accept deliberate manipulation of the programme or fraud. Any applicant caught falsifying information to gain grant funding or failing to declare all relevant information will face prosecution and any funding issued will be recovered from them.
- 13.2 Applicants should note that, where grant funding is paid by the Council, details of each individual grant may be passed to Government and other organisations to prevent and detect fraud.

## **14.0 Recovery of amounts incorrectly paid**

- 14.1 If it is established that **any** award has been made incorrectly due to error, misrepresentation or incorrect information provided to the Council by an applicant or their representative(s), the Council will look to recover the amount in full from the applicant.

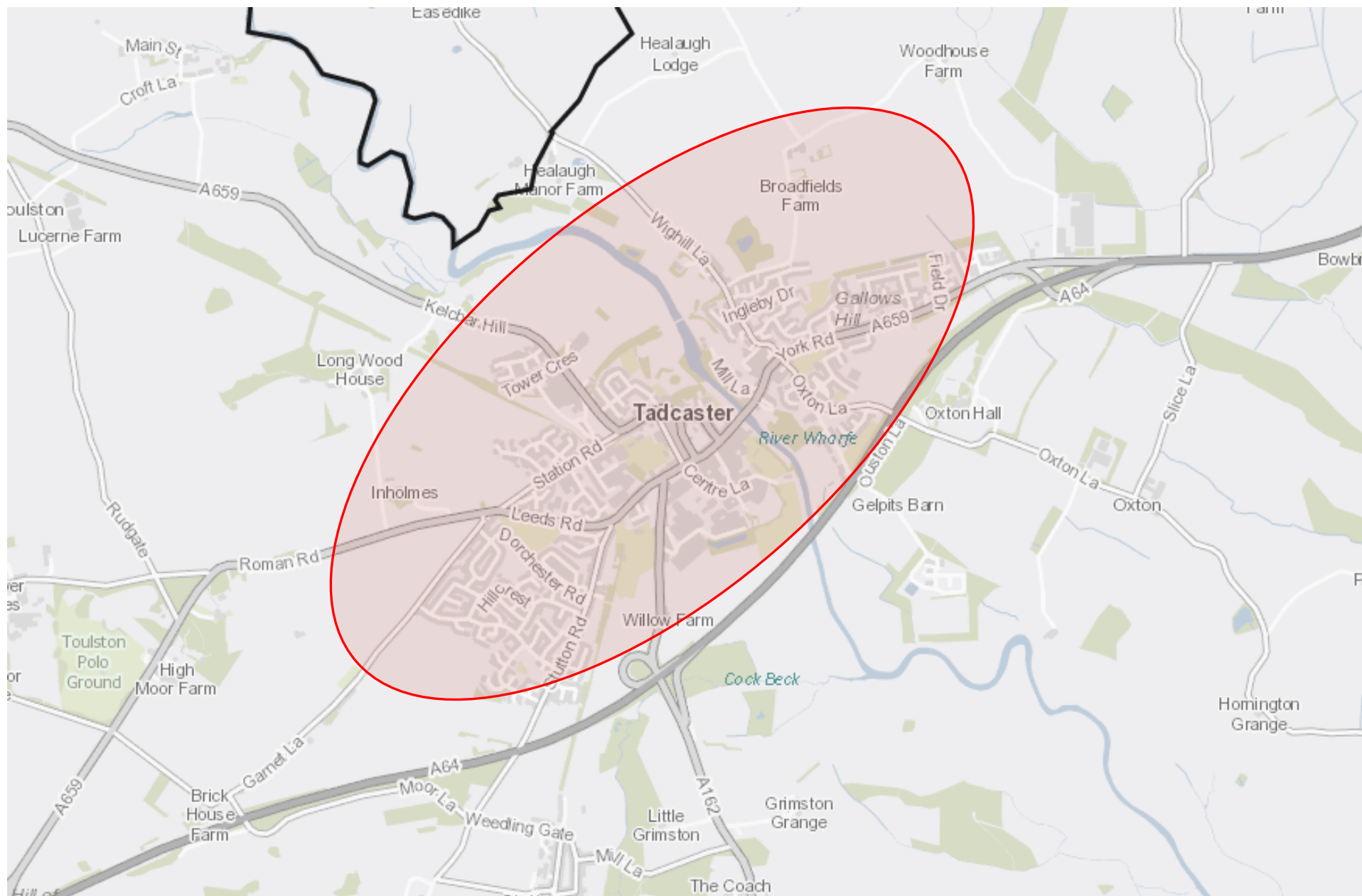
## **15.0 Data Protection and use of data**

- 15.1 All information and data provided by applicants shall be dealt with in accordance with the Council's Data Protection policy and Privacy Notice shown on the Council's website.

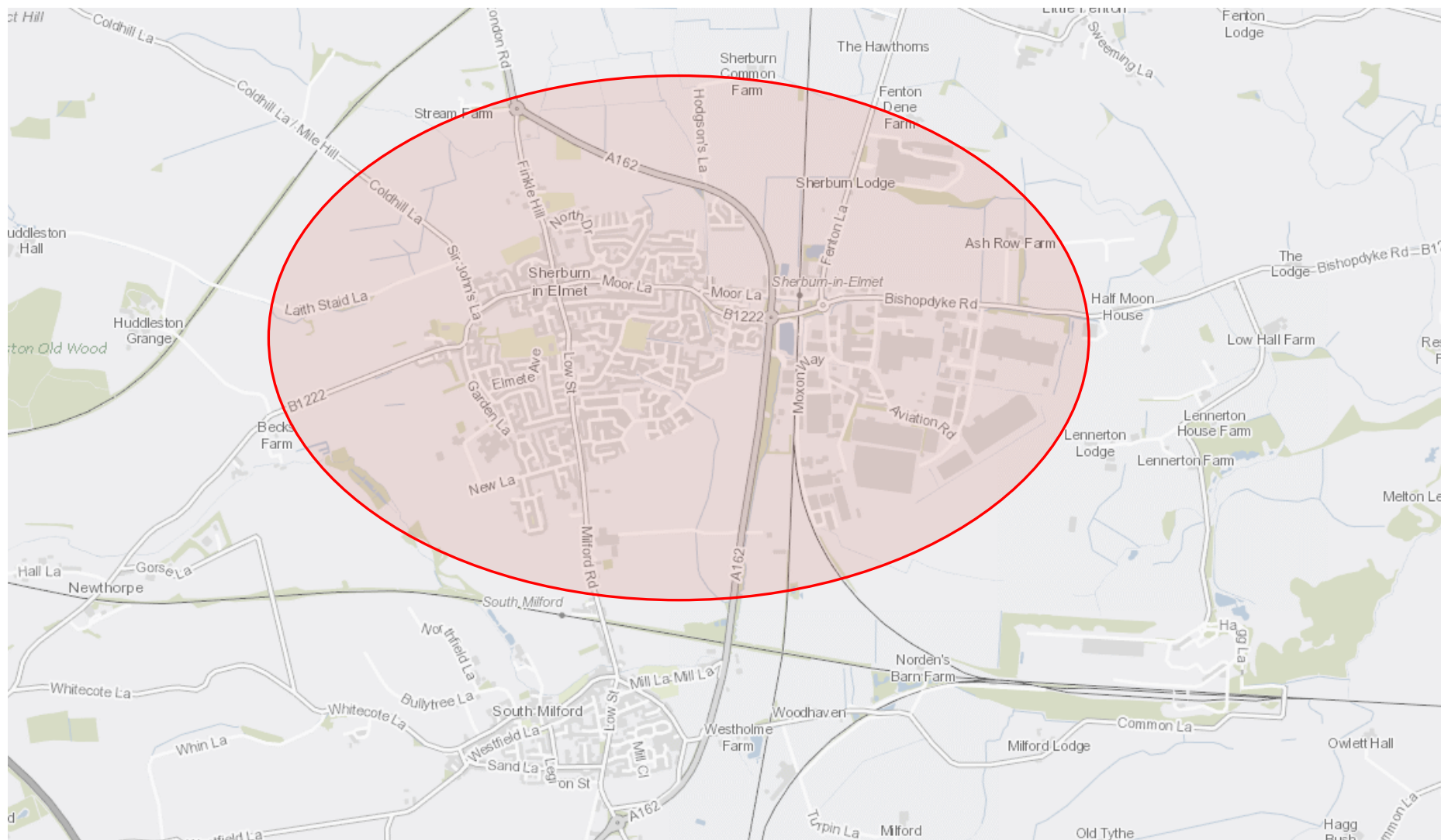
**Appendix A**  
**Towns Boundary Maps**











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