



Western CEF Partnership Board

Venue: Meeting Room, Fairburn Sports and Community Centre, Old Great North Road, Fairburn, WF11 9LA

Date: Tuesday, 19 March 2019

Time: 7.00 pm

To: District and County Councillors
Councillors D Buckle, M Hobson, D Hutchinson, J Mackman, R Packham, C Pearson and B Sage

Co-opted members
Andy Pound (Chair), Jenny Prescott (Vice-Chair), Howard Ferguson, Jenny Mitchell, David Nicklin, 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 22 January 2019.

4. CHAIRS REPORT

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

5. BUDGET UPDATE (Pages 9 - 10)

To consider the current CEF budget.

6. NORTH YORKSHIRE POLICE, INSPECTOR MARTIN WEDGWOOD - INTRODUCTORY MEETING

As per the Boards request at the last Partnership Board, an introductory meeting with Inspector Martin Wedgwood, North Yorkshire Police.

7. FUNDING APPLICATIONS (Pages 11 - 14)

To receive the recommendation from the Funding Sub-Committee in relation to the application for funding (oral report);

7.1 - Brotherton & Byram All Stars Junior Football Club, 'Brotherton & Byram All Stars Junior Football Club - New Goals', £1,000

To consider funding applications;

7.2 – Sherburn in Elmet Teasel C.I.C., 'Party in the Park', £4,000

7.3 - Project: WILD C.I.C., 'Young Peoples Animated Issues (Western CEF)', £4,450

The Funding Framework is attached for reference.

7.1 BROTHERTON & BYRAM ALL STARS JUNIOR FOOTBALL CLUB, 'BROTHERTON & BYRAM ALL STARS JFC - NEW GOALS', £1,000 (Pages 15 - 22)

7.2 SHERBURN IN ELMET TEASEL C.I.C., 'PARTY IN THE PARK', £4,000 (Pages 23 - 34)

7.3 PROJECT: WILD C.I.C., 'YOUNG PEOPLES ANIMATED ISSUES (WESTERN CEF)', £4,450 (Pages 35 - 44)

8. UPDATES ON PREVIOUS GRANTS AND PROJECTS (Pages 45 - 48)

To receive updates on previous grants and projects;

- Burton Salmon Village Hall Regeneration Project, Phase 1 – Heating Renewal

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. ISSUES TABLE (Pages 49 - 56)

To consider the Issues Table and any updates.

11. COMMUNITY DEVELOPMENT PLAN (Pages 57 - 64)

To note the current Community Development Plan.

12. 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 May 2019 – Forum – theme and venue TBC

Tuesday 25 June 2019 – Funding Sub-Committee (6.30 pm) and Partnership Board (7.00 pm) – Venue TBC

To discuss the themes for future Forums.

Janet Waggott

Janet Waggott
Chief Executive

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

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Minutes

Western CEF Partnership Board

| | |
|-------------------|--|
| Venue: | Main Library Room - Sherburn Library, Finkle Hill, Sherburn in Elmet, LS25 6EA. |
| Date: | Tuesday, 22 January 2019 |
| Time: | 7.00 pm |
| Present: | <u>District and County Councillors</u> Councillors D Buckle, M Hobson, J Mackman, R Packham, C Pearson and B Sage <u>Co-opted Members</u> Jenny Prescott (Chair), Rita Stephenson, Howard Ferguson, Jenny Mitchell, David Nicklin and Stuart Wroe |
| Officers present: | Chris Haley-Norris, (Development Officer, Selby District AVS) and Dawn Drury (Democratic Services Officer, Selby District Council) |
| Others present: | Sarah Foster, David Foster and Jeff Greene (applicants, Burton Salmon Village Hall Trust) |
| Public: | 0 |

33 APOLOGIES FOR ABSENCE

Apologies for absence had been received from Andy Pound.

34 DISCLOSURES OF INTEREST

Stuart Wroe declared a personal interest in agenda item 6.1, Burton Salmon Village Hall Regeneration Project – Phase 2, Disabled Toilets as; he was Chairman of the Trustees of Burton Salmon Village Hall.

The Chair proposed that the order of business be amended to allow the funding application at agenda item 6.1 to be taken first. This was agreed

by the Partnership Board.

35 PROJECT FUNDING APPLICATIONS

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

35.1 BURTON SALMON VILLAGE HALL TRUST, 'BURTON SALMON VILLAGE HALL REGENERATION PROJECT PHASE 2: DISABLED TOILETS', £4,101

BURTON SALMON VILLAGE HALL TRUST, 'BURTON SALMON VILLAGE HALL REGENERATION PROJECT - PHASE 2 DISABLED TOILETS', £4,101

The application was for £4,101.00 to provide a disabled toilet, refurbish a second toilet and add a baby changing facility. The applicants were in attendance and made a presentation to the Partnership Board.

The applicants confirmed that since they had made the application to the Western CEF they had received £318.00 from another source and therefore the amount of funding they were now looking for was £3783.00.

In response to queries regarding the amount of bookings received for the village hall since Phase 1 of the refurbishment had been concluded, the applicants confirmed that the bookings for January had stood at 18 hours per week. Additionally, it was explained that following the heating installation the bookings for February had risen to 30 hours per week to include new classes in Zumba, Yoga, Pilates, a book club and slimming club.

The Partnership Board thanked the applicants for attending and invited them to move to another area of the library while they discussed the application.

At this point in the meeting, David and Sarah Foster and Jeff Greene left the meeting.

The Partnership Board considered the application against the funding framework and confirmed that it met the requirements, specifically:

- That the application met at least two of the Community Development Plan (CDP) objectives (improving the quality of life for individuals across

the Western CEF area and provide solutions for community issues).

- That the project would benefit the Community Engagement Forum (CEF) area including residents of the area; and
- That the project would have extensive and detailed benefits for one or more defined groups in the CEF area.

The Partnership Board were supportive of the application and agreed to fund £3,783.00 for the project.

The applicants returned to the meeting and were told that subject to final sign off from the Head of Service for Community, Partnerships and Customers, the Board were happy to grant the funding.

RESOLVED:

To approve £3,783.00 for the project, subject to final sign off by the Head of Service for Community, Partnerships and Customers.

36 MINUTES

The Partnership Board considered the minutes of the meeting held on 4 September 2018.

RESOLVED:

To confirm as a correct record the minutes of the Western CEF Partnership Board meeting held on 4 September 2018.

37 CHAIRS REPORT

The Chair stated that she did not have anything to report.

38 BUDGET UPDATE

The Partnership Board considered the Western CEF budget, which confirmed a remaining balance of £16,115.37.

RESOLVED:

To note the budget update.

39 UPDATES ON PREVIOUS GRANTS AND PROJECTS

The Partnership Board considered the following impact reports that had been submitted and was included in the agenda:

- Eversley Park Centre
- Monk Fryston Time Team
- Sherburn Gymnastics Club
- Fairburn Church Hall

The Development Officer explained that updates on previous grants and projects was useful in providing feedback on funding applications approved and that the information was used to populate the Annual Report.

RESOLVED:

To note the impact reports.

40 COMMUNICATIONS

The Development Officer updated the Board on the video and short films; work was continuing with the Wild Studios team out on location filming at the Civic Centre. It was highlighted that once finished, the films would be uploaded to the Selby District Council website; the organisations that had been chosen to be included in the films would also receive a copy to promote on their individual websites.

41 CEF NOTICEBOARDS

The Partnership Board discussed the delivery, installation, maintenance and upkeep of the six Western CEF noticeboards, and agreed that the CEF would fund the installation.

The Partnership Board suggested that a local builder be engaged to take delivery of the noticeboards and install them, Councillor Hobson stated that he could provide contact details for a local builder. A query was raised regarding whether planning permission or advert consent would be required; the Democratic Services Officer was asked to raise the query with the relevant Officer.

RESOLVED:

- i. **That Councillor M Hobson provide the contact details for a local builder to provide a quote for the work.**
- ii. **To ask the Democratic Services Officer to forward the query raised by the Board on planning permission to the relevant Officer, and report back to the Board when a response from the Officer is received.**

42 ISSUES TABLE

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

Burton Salmon

The Board received an update from Stuart Wroe regarding the continuing problem of parking at the school during drop off and pick up times; the Board noted that yellow lines were to be painted to try to alleviate the problem.

Flooding in the Aire Valley

The Board wished to know whether the work discussed with Paul Desmond of the Environment Agency regarding the maintenance of the sluice gate in Fairburn had been completed.

Issue of Lorries in Sherburn

A discussion took place around the need for a lorry park along with the best place for it to be situated.

The Board noted that modifications to the roundabout at the junction of the A63 and A162 had been approved which would help to improve capacity.

The Board emphasised the importance of raising the subject repeatedly to keep the matter in people's minds.

Fly-tipping

A member of the Board praised the work of Selby District Council, he had reported three separate instances of fly tipping online and all three had been removed within two days.

The Board suggested that the theme for one of the future Forums be "The future of re-cycling" with officers from the Council, a representative from AMEY and also an independent re-cycling company to be invited.

Bus provision

The Board was pleased to note that Northern Rail were running new trains through Sherburn station, and that there would be no timetable changes this year; it was also hoped that Sherburn station would be the next station to benefit from an upgrade.

The Board wished to know the name of the person who had replaced Paul Flanagan from Arriva.

RESOLVED:

- i. To note the updates.**
- ii. To ask the Democratic Services Officer to contact Paul Desmond at the Environment Agency to ascertain if the work to the sluice gate in Fairburn had been completed.**

- iii. **To ask the Democratic Services Officer to invite a representative from AMEY, a local independent recycling company and officers from the Council to attend a future Forum meeting.**
- iv. **To ask the Democratic Services Officer to contact Arriva to ascertain the name of Paul Flannigan's replacement.**

Councillor Sage left the meeting at this point and did not return.

43 COMMUNITY DEVELOPMENT PLAN AND CDP WORKSHOP NOTES

The Partnership Board considered progress and developments related to the Community Development Plan (CDP).

The Development Officer asked the Board to encourage all their contacts in the Western CEF area to complete the online survey, to get as many responses as possible to better inform the Development Plan; it was also suggested that the survey be added to the Sherburn resident's page. The Democratic Services Officer was asked to re-circulate the survey link to the Partnership Board.

The Board was advised that following talks with the organisers of the Tour de Yorkshire the race was now travelling through the village of Womersley, they had been approached to see if they had any yellow bikes etc which they could loan; the Board confirmed that they did not have any bikes but were able to loan bunting.

The Board indicated that a new Police Inspector, Martin Wedgwood, had moved to the Western CEF area; they requested the Democratic Services Officer invite the Inspector to attend a future meeting of the Board.

RESOLVED:

- i. **To note the Community Development Plan update.**
- ii. **To ask the Democratic Services Officer to re-circulate the online survey link to the Partnership Board.**
- iii. **To ask the Democratic Services Officer to invite Inspector Martin Wedgwood to attend a future meeting of the Partnership Board.**

44 NEXT MEETINGS

The Board confirmed the next Partnership Board meeting as Tuesday 19 March 2019, 6.30 pm – Funding Sub-Committee and 7.00 pm – Partnership Board at Fairburn Community Centre.

RESOLVED:

- i. To note the date and venue for the next meeting of the Partnership Board.**
- ii. To ask the Democratic Services Officer to book Fairburn Community Centre for the next meeting of the Partnership Board on Tuesday 19 March 2019.**

The meeting closed at 8.30 pm.

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Agenda Item 5

Western Community Engagement Forum Financial Report. 1 April 2018 to 31 March 2019

| | |
|--------------------------------------|------------|
| Balance carried forward from 2017/18 | £12,656.00 |
| Grant from SDC for 2018/19 | £20,000.00 |

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

Total budget for 2018/19 £32,656.00

| Ref. | Date Agreed | Date Paid | Paid to | Details | Amount (£) | |
|------|-------------|-----------|------------------------------------|--|------------|-----------|
| | | | | | Actual | Committed |
| | 23-Jan-18 | | Eversley Park Centre | New Dance Floor and Stage | £2,000.00 | |
| | 23-Mar-18 | | Brotherton Parish Council | Community Defibrillator | £1,000.00 | |
| | 23-Mar-18 | | Making Things Happen CIC | Community Outdoor Gym Club | £4,480.00 | |
| | | 24-May-18 | Burton Salmon Village Hall | Hire of Hall | £24.00 | |
| | | 24-May-18 | CreateTVT | CEF Flyer | £55.00 | |
| | | 14-Jun-18 | CreateTVT | CEF Flyer for Transport | £599.00 | |
| | | 21-Jun-18 | Refreshments | Refreshments for Forum | £2.59 | |
| | 26-Jun-18 | 19-Jul-18 | Fairburn Cricket Club | Safety Netting | £1,000.00 | |
| | 26-Jun-18 | 19-Jul-18 | Fairburn Church Hall | New toilets | £1,000.00 | |
| | 26-Jun-18 | 19-Jul-18 | Sherburn Gymnastics | Equipment | £972.00 | |
| | | 21-Jun-18 | Refreshments | Refreshments for Forum | £30.70 | |
| | | 28-Jun-18 | Reach Studios | Western CEF Flyer | £65.00 | |
| | | 25-Jul-18 | Burton Salmon Village Hall | Hire of Hall for PB | £24.00 | |
| | | 25-Jul-18 | Sherburn in Elmet All Girls School | Hire of Hall and Refreshments | £45.00 | |
| | n/a | 23-Aug-18 | Fairburn Community Centre | Hire of Hall for Forum 10.7.18 | £76.00 | |
| | 04-Sep-18 | | Burton Salmon Village Hall Trust | Heating system & Insulation | £4,445.34 | |
| | | | Fairburn Community Centre | Hire of Hall for PB 4.9.18 | £40.00 | |
| | | 13.9.18 | Reach Studios | CEF Flyer 23.10.18 | £65.00 | |
| | 04-Sep-18 | | Wild Studios | CEF Promotional Videos | | £595.00 |
| | | 25-Oct-18 | Petty Cash | Refreshments for Forum 23.10.18 | £22.00 | |
| | | 01-Nov-19 | Fairburn Community Centre | Drinks for Forum - 23/10/18 | £30.00 | |
| | | 13-Dec-19 | Petty Cash | Refreshment for Forum 23.10.18 | £3.80 | |
| | | 13-Dec-19 | Petty Cash | Refreshments for Forum 23.10.18 | £4.80 | |
| | 22-Jan-19 | 12-Feb-19 | Burton Salmon Village Hall Trust | Disabled toilet & baby changing facilities | £3,783.00 | |
| | | 31-Jan-19 | Sherburn Library | Hire of Room for PB | £65.00 | |
| | | 12-Feb-19 | Burton Salmon VH | Refund on heating system application | £-5.39 | |
| | | | | Notice Boards | | £2,606.00 |

Total Actual Spend to date £19,826.84

Remaining Commitments not paid £3,201.00

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

Total budget remaining £9,628.16

This figure is the total budget available minus actual spend.

Total balance remaining £12,829.16

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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. Whether you are applying for a small grant or project funding you will need to complete section 1 and 3 of this application form and then either a grant information form or a project brief in section 2.

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

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

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

Which Community Engagement Forum is this application to?

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

| | |
|--------------------------|---|
| Central CEF | |
| Eastern CEF | |
| Southern CEF | |
| Tadcaster & Villages CEF | |
| Western CEF | x |

COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

Section one: About your organisation

X 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

| |
|----------------------------------|
| Brotherton & Byram All stars JFC |
|----------------------------------|

Q1.2 Organisation address

| What is your organisation's registered address, including postcode? |
|---|
| 69 WEST ACRES BYRAM PARK BROTHERTON KNOTTINGLEY WF11 9DU |
| Telephone number one |
| 7901540459 |
| Telephone number two |
| 01977 674665 |

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 |
|----------------------------|---------------------|---------|
| Miss | Janet | Edge |
| Position or job title | | |
| Chairperson / Team Manager | | |

Q1.4 Organisation type

What sector does your organisation fit into?

| | |
|------------------------------|---|
| Social enterprise | |
| Charity | |
| Voluntary or community group | x |

| | | | |
|-------|--|-----------------|--|
| Other | | Please describe | |
|-------|--|-----------------|--|

COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

When was your organisation set up?

| | | | | | |
|-----|--|-------|-----------|------|------|
| Day | | Month | September | Year | 2015 |
|-----|--|-------|-----------|------|------|

Q1.5 Reference or registration numbers

| | |
|------------------------|-----|
| Charity number | N/a |
| Company number | N/a |
| Other (please specify) | N/a |

If you are an unincorporated association and not registered with the Charity Commission, please tick this box and send us a copy of your governing documents (for example, constitution or set of rules) with your application.

Q1.6 Is your organisation VAT registered?

| | | | |
|-----|--|-----------------|--|
| Yes | | No ^x | |
|-----|--|-----------------|--|

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

| Name of Body / Organisation | Funding Awarded/Requested* |
|---|--|
| Brotherton and Byram All Stars Match Days at Home | Fundraising on Match days a refreshment tent and raffles |

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

COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

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

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

Q2.1 What is the title of your application?

Brotherton & Byram All Stars JFC new goals

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

The Brotherton and Byram All Stars JFC started in 2015.

It was started by a community of parent volunteers who wanted sporting football facility's in their local deprived area at an affordable cost but also to promote health and well-being for their children and for this to be executed in a safe controlled environment.

We currently have one team of 12 kids who have been with the club since it started. They have worked their way up from been u10s and are now in their current 3rd season u12s moving into their 4th season 2019/2020 u13s.

The Club welcomes all abilities and gender, and try to accommodate to children's different level of needs, by supporting their ADHD, behaviour, learning new skills, promoting confidence building, and also setting targets of achievement.

We train for 1 hour on a Tuesday evening and matches are held home or away every Saturday morning.

We run boot camps through the summer holidays, and attend galas and tournaments at other clubs.

We hoist friendlies by inviting other teams as this also promotes the area where we live, adults are able to network and communicate over a common standard, and children get to make new friends.

The club is run by 8 main adult volunteers who run the governing body of the club and then we have a number of parents, grandparents and family members who help and volunteer with the match days, refreshment tent, lines person etc. We also have help and support from other grass root teams and also referees.

We have help and support from residents who enjoy supporting their community. We are always promoting adult volunteers to take up different roles in the club, treasurer, secretary, welfare office, coaches, assistant coaches, and fundraising advocates.

COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

We also look at promoting local business by supporting sponsorship and advertising the company's on our kits.

We are encouraging youth members to join and we can support with funding refereeing training and they can apply this into part time work by hiring their services to other grass roots teams in the area that will benefit.

We work alongside the West Ridings FA and Selby District league who help and support to keep the club affiliated and insured and to make sure we are sticking in the guide lines set for grass roots teams.

We are currently asking Western CEF for £1,000 to help contribute towards a new set of goals that are required for the team to move forward into the new season 2019/2020 U13s.

21x7 football goal x 2 with nets and aluminium frame with white plastic coating. Nets will be collapsible allowing storage.

The goals will allow the club and the team to continue and will help maintain a sports facility in the village for children, and is affordable and local to parents and guardians.

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

June 2019

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>Providing a community Network and support, and to offer an ongoing community club for children in the surrounding area</p> | <p>Able to promote and offer a safe environment, and to be able to come in line with the FA guidelines and requirement that is required for the child's set age groups, so they are using the correct equipment that will meet their age and development needs.</p> <p>To be able to work alongside other community groups in the area and help promote and good communications and team and standard.</p> |

COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

| | |
|---|---|
| <p>Objective 2:</p> <p>Promoting health and well-being and reducing antisocial behaviour.</p> | <p>To promote and advertise the small community club to surrounding areas and the current community.</p> |
| <p>Offering new opportunities and learning experiences for children and adults who volunteer.</p> | <p>To help and support children and adults in their development needs whilst in the club.</p> <p>To maintain training and education, in development and processes that are needed to keep children and adults in a safe environment.</p> <p>To promote positive community and a good code of Conduct and to help promote confidence and health and well – being.</p> <p>Also promoting social activities and promoting team work.</p> |

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)

We are a small volunteering community football club offering a sport activity that suit all ages and abilities.

Our community run club is situated in a deprived area that offers a low cost club facilities for children and adults to take part in.

The community run football club offers facilities that promotes exercise and well-being in children, but also promotes confidence building, learning new skills and reducing obesity antisocial behaviour.

Adults are also encouraged and supported in leaning new qualifications and been able to attend training with the FA and learn new skills.

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 (£) |
|-----------------------------|-----------|
| Pair Goalie Nets 11v11 u13s | £1,200.00 |
| Total Cost | £1,200.00 |

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

| | | | |
|-----|---|----|--|
| Yes | x | No | |
|-----|---|----|--|

If yes, where will you get the other funding from and has this been secured?

Yes, the funding has been sourced by fundraising in the club by children and parents including Raffles, Refreshment tent on match days, and bag packs.

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Agenda Item 7.2

COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

Application process

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

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

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

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

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

Which Community Engagement Forum is this application to?

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

| | |
|--------------------------|-------------|
| Central CEF | |
| Eastern CEF | |
| Southern CEF | |
| Tadcaster & Villages CEF | |
| Western CEF | tick |

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

| |
|-------------------------------------|
| Sherburn in Elmet Teasel CIC |
|-------------------------------------|

Q1.2 Organisation address

| What is your organisation's registered address, including postcode? | |
|---|-------------------------------|
| 175A Moor Lane, Sherburn in Elmet, LS25 6DX | |
| Telephone number one | Email address (if applicable) |
| 01977 684137 | craftandfoodfair@gmail.com |
| Telephone number two | Web address (if applicable) |
| 01977 681412 | Craftandfoodfestival.co.uk |

Q1.3 Main contact details

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

| Title | Forenames (in full) | Surname |
|--|---------------------|-------------|
| Mr | John | Boyd |
| Position or job title | | |
| Vice Chair & Event Safety Officer | | |

Q1.4 Organisation type

What sector does your organisation fit into?

| | |
|-------------------|----------|
| Social enterprise | X |
|-------------------|----------|

COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

| | |
|------------------------------|--|
| Charity | |
| Voluntary or community group | |

| | | | |
|-------|--|-----------------|--|
| Other | | Please describe | |
|-------|--|-----------------|--|

When was your organisation set up?

| | | | | | |
|-----|------------------|-------|---------|------|------|
| Day | 16 th | Month | January | Year | 2017 |
|-----|------------------|-------|---------|------|------|

Q1.5 Reference or registration numbers

| | |
|------------------------|-----------------|
| Charity number | |
| Company number | 10565938 |
| 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 | <input checked="" type="checkbox"/> |
|-----|--|----|-------------------------------------|

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

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

| Name of Body / Organisation | Funding Awarded/Requested* |
|-----------------------------|----------------------------|
| | |

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

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 (£) |
|--|------------------|
| Grant towards the costs of making the Sunday evening element of the 'Party in the Park' a free event. | £4,000:00 |
| | |
| | |
| Total Cost | £4,000:00 |

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

| | | | |
|-----|----------|----|--|
| Yes | X | No | |
|-----|----------|----|--|

If yes, where will you get the other funding from and has this been secured?

Sherburn in Elmet Teasel CIC will provide finance for the Party in the Park infrastructure and set up, as shown in this application, which has been secured.

| Project Brief | |
|--|----------------------------|
| <p><i>The Project Brief is the first thing to do. It should be completed before any activity of any sort takes place. This is because the Brief is the document that subject to authorisation triggers the development of the Business Case.</i></p> | |
|   | |
| Project Name | “Party in the Park” |
| Project Manager | John Boyd |
| Document Author (if different from Project Manager) | As above |
| Details of the Project | |
| <i>Please list the details of your project</i> | |
| <p>The applicant, Sherburn in Elmet Teasel CIC (SiET CIC), with Western Area CEF’s assistance, would put on a brand new event, “Party in the Park”. An open-air music festival, combined with a beer festival that would take place in Eversley Park, Sherburn in Elmet on the August Bank Holiday, Sunday 25th August 2019 between 5pm – 8pm. The event would be, ‘free to enter’, and would be for the benefit of local communities and be badged as a “CEF” event. There will be a number of food vendors on the park, offering for sale a wide variety of regional foods, children’s fun fair rides and bouncy type castles.</p> <p>It is intended to use selected quality performers who will attract, engage and interact with the audience, encouraging them to get involved in the music and dancing. The performers will use a professional stage and sound equipment and will be assisted by a sound engineer. The event would have all necessary supporting infrastructure, e.g. first aid, security staff, toilets, waste bins etc. It would be a licenced and insured event, managed and run by people with previous experience in event management.</p> <p>The grant requested from Western Area CEF to fund this project is £4,000</p> <p>Whilst the event would be a ‘free to enter’, it would give the organisers an opportunity to encourage attendees to make some form of charitable donation. Collection boxes would be presented and placed in key positions and with some promotion it could raise a significant amount. The choice of the charity or good cause that would benefit from the collected monies could be agreed jointly by CEF and SiET CIC.</p> | |

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.

Improving the quality of life for individuals across the Western CEF area

By putting on this event, attendees will be able to

- relax in a safe family environment and experience the feeling of ‘community’ that has been present at the previous Sherburn Festivals.
- enjoy and engage with the performances of quality entertainers, who will encourage them to dance and burn off a few calories, raising their spirits in the process
- indulge in the wide selection of quality foods and sample a variety of real ales that will be available.

The whole experience will improve the sense of wellbeing and cohesion within the community through their mutual enjoyment of an event together. Giving them a feeling of civic pride in the area and in the support that Local Government through CEF can be seen to be providing.

Observing and experiencing what can be achieved by a group of volunteers, organising and running the Festival, may encourage them to get involved in other events and voluntary work for the benefit of the community.

The Party in the Park will be supporting local businesses by advertising and promoting their services, making attendees more aware of what is available on their doorstep.

The proposed charitable collection made at the event could be used to support a local charity/good causes thereby benefiting the local community they serve.

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?

Benefiting the Western CEF area and the need for this proposal

This is an opportunity for CEF to get involved with SiET CIC, at a vastly reduced cost, in a brand new initiative, to provide the residents of Sherburn in Elmet and surrounding villages with a ‘Party in the Park’ music and beer festival event, that would be ‘free to enter’. By utilising the resources, materials, existing plans and investment provided by the SiET CIC for their Sherburn Festival, the CEF could achieve much by providing the grant subject of this application.

The grant would enable the organisers to hire quality performers who will interact with the audience and provide those who attend with a memorable family event, in a safe environment, that would add value to the overall experience of the Bank Holiday weekend. It would enable

the event to be “free to enter” and as such will encourage more people to attend. Without this grant, SiET CIC would struggle to meet their objectives of providing a “free to attend” quality live music event, open to all.

Through promotion of CEF’s involvement and in ‘badging’ the event it would raise the profile of the CEF to help demystify what it is and does, how communities benefit from its work and where it sits in local government.

The benefits of attending music festivals are well documented, Researchers have found attending live musical events can have a significant beneficial effect on health, promote feelings of inclusion, reduce levels of stress; and improve health status. Some statements from academic research.

- “Music brings people together. So, whether attendees go with their best friends or people they’re just starting to get to know, music festivals are a great place to bond”.
- “Music festivals are the perfect place to meet new people”
- “There's so much love inside a festival, people give that love out to friends, family, and even strangers”.
- “Music festivals are a great place to relax, be themselves and not have to worry about judgement”.

In summary

- This is a fantastic opportunity to put on a free event for the benefit and enjoyment of the residents of Sherburn and the rest of the Western CEF area.
- It will bring people together and will create a sense of pride in the community and what it offers and also pride in the Selby Council through CEF’s involvement.
- It will give old and new residents of Sherburn an opportunity to integrate in a community event and encourage them to get involved in community activities.
- It will create an opportunity to raise money for a local charity/good cause.

Benefits

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

Providing solutions for community issues and trialling new ideas that will benefit residents and improve the local area

Sherburn in Elmet is a rapidly expanding village that has grown significantly in population and size over the past three years. New large housing estates have been created overnight. The vast majority of the new residents have come from outside the village and district.

There is still some resentment felt by those who have lived in the village for some time towards the newcomers, who they feel are putting additional demands on the already strained infrastructure. In turn the new residents feel they are classed as 'outsiders and are not accepted as 'part of the community'. They are unsure about what community activities there are, what they have to offer and how to get involved.

By putting on this new venture of having a 'Party in the Park' and making it free to enter, it will attract far more visitors from both groups. By mixing and socialising together, observing and experiencing this community activity, it will help to break down barriers, increase awareness and assist in the building of bridges and the sense of community and village pride. It will encourage those who are new to the village to become more involved in community activities and to be embraced by those who have lived here for some time.

It will be a vehicle to raise funds for the nominated charity/good cause.

The Party in the Park will be supporting local businesses by advertising and promoting their services, making attendees more aware of what is available on their doorstep and in the local area. The event will attract attendees into the village who through their spending will help boost the local economy.

The event and its promotion will also raise their awareness of the CEF and their activities.

Project Approach / Delivery Options

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

The overall cost of staging this event is significant and if anyone were to consider putting on something similar the cost of doing so would far exceed the amount that is being requested in this application (£4000). The reason why this opportunity is available to CEF, is because "Party in the Park" will be able to share the use of essential equipment, support and resources put into place by SiET CIC for their 'Sherburn Festival' that runs over the Bank Holiday weekend between 10am and 5pm daily.

If SiET CIC were to run this event without the support of CEF, the additional costs of putting on the "Party in the Park" element would require them, either to increase the price of entry to the Festival significantly or to charge an additional entrance fee for the evening's entertainment, both of which would discourage potential attendees. As mentioned previously, they would like to make this event 'free to enter' and the grant from CEF would make the "Party in the Park" 'something special' and would allow them to do so.

Whilst it would be a 'free to enter' event, it would give the organisers an opportunity to encourage attendees to make some form of charitable donation. Collection boxes would be presented and placed in key positions and with some promotion it could raise a significant amount. The choice of the charity or good cause that would benefit from the collected monies could be agreed jointly by CEF and SiET CIC.

The Party in the Park would:

- be a fully licenced event (Licensed by Selby District Council)
- be a fully insured event
- have an 'Event Management Plan' approved by the Selby District 'Safety Advisory Group' (SAG) (police, fire, ambulance, environmental health organisations)
- have an 'event manager' with support staff including SIA security personnel and first aid providers
- have a professional stage and sound system with a sound quality engineer
- have generators for power
- have a marquee for shelter in the event of adverse weather with seating and tables
- have toilets, waste bins, waste disposal and necessary safety equipment
- have a variety of food and drink stalls
- have the benefit of a car parking area with a shuttlebus service

Project Timescales (Milestones)

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

The timescales of the proposed "Party in the Park" are tied in with the timescales of the Sherburn Festival in that most of the infrastructure that would be used for the "Party" event is required for the Festival. Much of that infrastructure has already been sourced and booked.

The organisers would appreciate being informed at the earliest opportunity whether CEF will support the application in order that the entertainment can be booked and additional arrangements made for the anticipated numbers of attendees, completion of the supporting administration and for advertising and promotion of the event.

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.

| | |
|--|---|
| <ul style="list-style-type: none">• Costs | Whilst we cannot give a breakdown of the actual price for each individual item, the following is list of areas that will incur additional |
|--|---|

| | |
|---|--|
| | <p>expenditure by putting on Party in the Park event. The grant will be used to offset this expenditure.</p> <ul style="list-style-type: none"> • performers and entertainers • security • insurance • first aid provision • toilets • waste disposal • generators and power • bar/beer supplies • advertising and promotion material • collection bins • shuttle bus services • field clean up |
| <ul style="list-style-type: none"> • People | <p>Additional human resources will be required to provide hands on assistance at the actual event and there will be an increase in the amount of work required in the general administration and preparation. Areas will include (though not limited to):</p> <ul style="list-style-type: none"> • event management • staff/communications • performers and entertainers support • sound engineer • bar staff • security staff • volunteers • promotion preparation • changes to programmes documentation |

- car parking and shuttlebus provision

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

When the SiET CC was set up, there was a requirement from Selby Council that it would run the Sherburn Festival for a minimum of five years. In order to do this, the SiET CIC retain sufficient funds earned from the previous year's event to ensure that the following year's event can take place. Any additional profits made from the Festival are donated to local good causes, charities, and interest groups. No one, who helps or assists in the organisation and running of Sherburn Festival, receives any re-numeration either financial or in kind.

Whilst the SiET CIC currently have sufficient funds to be able to ensure that this year's Festival will go ahead. They are keen to expand and develop the Festival. Feedback from previous Festivals attendees, support their intention of developing and extending the entertainment element so that the event closes later. They do however have to be mindful that they do not eat away at the income that will be generated from this year's event, to solely put on this year's event, to the detriment of being able to finance the 2020 event.

The "Party in the Park" as previously discussed will use in common much of the equipment and infrastructure put into place by the SiET CIC for their Sherburn Festival .

Risks / Issues

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

The most significant risk to the success of the 'Party in the Park' is the weather that will prevail immediately before and during the event. Experience has shown that attendance will be seriously reduced by adverse weather, as this event takes place largely in the open air. The organisers will be providing a large marquee that adjoins the entertainment area and overlooks the stage that will offer protection from the elements. The beer festival will be housed in that marquee.

It is anticipated that the grant made available by the CEF will allow SiET CIC to obtain entertainers of a calibre that will attract and draw in an audience, even if there should be the more unsettled type of weather conditions.

The supply of a grant will help considerably with cash flow in accessing materials and equipment required for the event.

Being able to advertise and use the fact that the event is being sponsored by a grant from CEF, provides the SiET CIC with some kudos which may assist in their obtaining further sponsorship

for this and future events.

Links and Dependencies

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

The SiET CIC are totally reliant on the hard work and efforts that are made by the voluntary staff who make the event work. The SiET CIC has three bands of volunteers; a small group of committee members who have overall responsibility for the Festival, a larger group who take on the responsibilities for specific elements of the Festival, and thirdly the volunteers who help on the days before, during and after the event helping in the setting up, running and its dismantling. Fortunately, there have been sufficient volunteers to enable the Festivals to function effectively. The commitment of the volunteers is valued. Many of them are recruited from other voluntary groups and organisations and cognisance of their level of contribution is taken into consideration when deciding the distribution of the profits made.

Agenda Item 7.3

COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

Application process

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

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

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

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

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

Which Community Engagement Forum is this application to?

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

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

COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

Section one: About your organisation

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

Q1.1 Organisation name

| |
|----------------------|
| Project: WILD C.I.C. |
|----------------------|

Q1.2 Organisation address

| What is your organisation's registered address, including postcode? | |
|---|-------------------------------|
| 15 Micklethwaite Steps Wetherby LS225LD | |
| Telephone number one | Email address (if applicable) |
| 07432144876 | natherton@projectwildcic.com |
| Telephone number two | Web address (if applicable) |
| As above | n/a |

Q1.3 Main contact details

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

| Title | Forenames (in full) | Surname |
|-----------------------|----------------------------|----------|
| Mr | NICHOLAS MICHAEL ARTHUR | ATHERTON |
| Position or job title | | |
| Director | | |

Q1.4 Organisation type

What sector does your organisation fit into?

COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

| | |
|------------------------------|--------------------------------|
| Social enterprise | X (community interest company) |
| Charity | |
| Voluntary or community group | |

| | | |
|-------|-----------------|--|
| Other | Please describe | |
|-------|-----------------|--|

When was your organisation set up?

| | | | | | |
|-----|----|-------|-------------|------|------|
| Day | 04 | Month | 08 (August) | Year | 2017 |
|-----|----|-------|-------------|------|------|

Q1.5 Reference or registration numbers

| | |
|------------------------|----------|
| Charity number | |
| Company number | 10899610 |
| 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 | X |
|-----|--|----|---|

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

NO OTHER FUNDING APPLICATIONS HAVE BEEN SUBMITTED (OR ARE PLANNED) FOR THE "Young Peoples Animated Issues" PROJECT

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

**COMMUNITY ENGAGEMENT FORUM APPLICATION
FORM**

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

PLEASE REFER TO ATTACHED PROJECT BRIEF

Project Brief



*The Project Brief is the **first** thing to do. It should be completed before **any** activity of any sort takes place. This is because the Brief is the document that subject to authorisation triggers the development of the Business Case.*

| | |
|--|---|
| Project Name | Young Peoples Animated Issues (Western CEF) |
| Project Manager | Nicholas Atherton |
| Document Author (if different from Project Manager) | As Above |
| Organisation Name | Project: WILD C.I.C. |

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.

It only takes turning on the TV or radio, opening the newspaper or browsing the web to get the impression that society is circling the drain. Gang crime, xenophobia, uncontrollable climate change, suicide, self-harm and depression diagnosis in pre-teens, animal extinction events, cyber-terrorism, cyber-bullying, the list goes on. And whilst anything expressed in modern media should be taken with a generous pinch of salt it would be fair to say that many of these issues deserve our attention and attempts should be made to address them. Lots of these issues directly affect young people and those that don't will become their issues to deal with as they grow up.

Project: WILD C.I.C., through the "Young Peoples Animated Issues" project will be giving young people the opportunity to produce short stop-motion animated films about the issues they themselves face or those they perceive in their local communities. These animated films will provide a fantastic insight into the issues young people feel they and their communities are facing, hopefully inspiring community action to tackle some of the issues head on. The participants will also develop team working skills, self-confidence and communication skills as they work in small groups to plan, prepare, shoot and edit their stop-motion animations.

Our experience in digital marketing and film-making (including films produced for Selby Hands of Hope, Selby District AVS, Hagge Woods Trust, the Project: WILD web-series and presently a series of marketing films for the CEFs) combined with experience working in outreach with young people (ranging from 4-17yo) will allow us to effectively reach and engage with young people in the "digital generation".

We have previously worked with several schools in the Selby district, including South Milford Primary within the Western area and all have expressed a keen interest to work with Project: WILD C.I.C. again in projects benefiting their pupils. At present we are delivering stop-motion workshops to schools in Doncaster and the response has been brilliant with many pupils citing it as the activity they most look forward to each week. Groups are making their animated films

on a range of subjects including littering, cyber bullying, puberty, stress and anxiety and many more.

We have already contacted all the schools within the Western CEF area and whilst we currently awaiting responses from some of them, those that have already responded have all expressed a great willingness to take part in the “Young Peoples Animated Issues” project.

“... these opportunities will offer so much more by enabling students to take pride in their local community, working as part of a team to make a positive contribution within their own local community, understanding the importance of giving something back to their community and caring for the environment for future generations. We are very keen to continue working with you for the benefit of our students and the local community”

– Fiona Lee, Vice Principal at Barlby High School

Details of the Project

Please list the details of your project

The “Young Peoples Animated Issues” project will be delivered in two stages.

1. A series of taster sessions will be delivered to Upper Key-Stage 2 (9-11yrs) and Key-Stage 3 (12-14yrs) pupils at all participating schools. This should engage between 500 and 900 pupils. These will be delivered as 1-2hr sessions with a group discussion activity on what issues they and their communities face followed by a chance to try out a variety of stop-motion animation techniques including whiteboard, clay modelling and paper animation. We will take feedback from the pupils and staff in these sessions to gauge how many pupils are interested in taking part in the second stage of the project. Similarly, we will deliver taster sessions to any youth groups in the area such as the scouts. Several groups in the area that may be interested have already been identified.
2. A series of during or after-school clubs will be delivered to young people wishing to take part in making their own stop-motion films. These will be delivered as 8x1hr weekly sessions per group of 10-16 individuals. We expect a minimum total of 100 pupils from the area to participate in these clubs. Schools will have the option to host the workshops during school time and this would involve working with the entirety of the relevant year groups significantly increasing the number of participants. In these clubs the young people will work in groups of 2-5 to design, shoot and edit their own animation with supervision and assistance from capable facilitators and volunteers.

After the films have been produced, a showcase evening will be offered at each school for staff, pupils, family and other community members to see the finished animations. These films will be made available for the public to see.

We hope to have the majority of the project funded by the CEF, however we will charge a small fee to the young people attending the clubs (this may be covered by the schools). This fee will be £24 per person for the full duration of 8 weeks, equivalent to £3 per session. Working with our minimum capacity of 10 people per club, this will cover $\frac{3}{4}$ of the cost of running the clubs so we will be asking for the remaining $\frac{1}{4}$ to be subsidized by the CEF. This is to ensure we can keep the cost down to a reasonable amount to ensure we do not exclude young people from families with significantly limited means.

We anticipate a total cost for the project of £6,850. Club attendee fees, assuming we meet our minimum target of 10 people per club with 100 total participants, will make up £2,400 of this so we are applying to the Western CEF for the remaining £4,450.

Project Objectives

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

The key objectives of the project are to;

1. Produce a series of short animated films that highlight the issues young people perceive within their community.
2. Provide young people with the opportunity to take part in a creative activity outside of the standard national curriculum.
3. Develop team working skills, self confidence and communication skills in participants.

Of the three priorities highlighted on the Western CEF CDP, this project most closely aligns with;

- *Provide solutions for community issues*

The young people will look to identify some of the community issues, especially those relevant to young people, and through their animations convey those issues and proposed solutions.

Benefits

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

1. Offering a creative and engaging activity for hundreds of young people within the Western CEF area, meeting key CDP points and reaching the majority of young people between 9 and 14 living within the area.
2. The teaching and learning materials developed for this project can be utilised in future projects and used to compile a stop-motion workshop package that can be offered to schools and groups in the district.
3. The materials developed and the feedback received will be used by Project: WILD C.I.C. to develop further engagement projects to offer within the Selby District.
4. The project will highlight issues perceived and faced by young people, informing the community and opening the door to future projects to address those issues
5. Empowering young people to be actively aware of their wider community and the impact certain behaviours, actions and activities can have on that community, both positive and negative.

6. We will promote and market the project (as a CEF funded project) across our social media sites and will produce a short film about the project for our website. This film will be made available to the Western CEF to use for their own marketing purposes.
7. The animated films made by the young people will be a timeless insight into young people's perceptions of their community and the issues faced by it. These will be made available to the CEFs.
8. The iPads purchased for use in these workshops will be available for use in our other young people's engagement workshops and will be invaluable in delivering our materials tailored to severely disabled young people.

Project Approach / Delivery Options

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

Taster sessions will be arranged with the schools in the region. I have identified 7 primary and 1 secondary school within the Western CEF area and through this project we aim to reach all of them. We will be working with the Upper KS2 pupils at the primary schools and the KS3 pupils at the secondary schools. We anticipate a total reach of between 500 and 900 young people through the taster sessions. These sessions will be delivered by a facilitator and a volunteer.

Clubs will then be delivered as an in-school activity if the schools wish to have all pupils in the relevant year groups participate, or as an after-school activity if working with a smaller group of participants. Each of the club groups (up to 10) will have one weekly 1hr session for 8 weeks to work on their own animations in groups of 2-5.

Feedback and evaluation following completion of the workshops in Doncaster (finishing in April) will be used in refining the delivery of these sessions.

Project Timescales (Milestones)

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

1. **June/September 2019** – Taster workshops to be delivered.
2. **September/October/November 2019** – Club sessions will run throughout this time.
3. **January 2019** – All animated films compiled, short film made about the project and evaluation of project written up.

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 –**

| | | | |
|---------------------------|----------------|-------------|--------|
| Administrative costs..... | £15/hr..... | 50hrs..... | £750 |
| iPads for workshops..... | £350/unit..... | 4units..... | £1,400 |
| Taster sessions..... | £150/day..... | 10days..... | £1,500 |
| Club delivery..... | £40/ses*..... | 80ses..... | £3,200 |

TOTAL.....£6,850 (£4,450 from Western CEF)

*ses = Sessions

• **People –**

Administrative costs include; arranging workshops with schools, developing teaching materials writing risk assessments, project evaluation etc

Taster sessions and Club delivery accounts for staff, materials, travel and insurances.

| | |
|----------------------------------|------------------------|
| Project Leader..... | 50hrs Admin |
| | 5days Taster sessions |
| | 40ses Club delivery |
| 2 nd Facilitator..... | 5days Taster sessions |
| | 40ses Club delivery |
| Workshop volunteers..... | 10days Taster sessions |

| | |
|------------------------------|-------------------|
| Project Leader: | Nicholas Atherton |
| 2 nd Facilitator: | TBC |
| Workshop volunteers: | TBC |

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.

Western CEF Fund: **£4,450**
 Participants Fees: £2,400

Risks / Issues

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

- Not enough numbers to cover the costs of the sessions. There is the risk that we won't have enough young people willing to attend afterschool sessions to make up the numbers. We have set the minimum at 10 pupils per session as this ensures that the costs are covered. If we do not meet this minimum, we cannot run the clubs. I am confident that this will not be the case given how popular our stop-motion workshops have been in Doncaster but if this is the case we will aim to deliver sessions during school hours which generally makes activities more appealing. Given the positive response from the schools we have so far heard back from, I believe they will be happy to accommodate this.

Links and Dependencies

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

This project can and will operate independently of any others run in the area. Volunteers will be required as will a second facilitator. Project: WILD C.I.C. has a team of capable and enthusiastic volunteers and several have already expressed an interest in assisting. Furthermore, whilst we have not confirmed a second facilitator yet, we are considering a few individuals that have expressed an interest.

The workshops being delivered in Doncaster are as part of an unrelated project but feedback and evaluation from that project will influence the design and delivery of this one.

End of project impact report

Grant Awarded: £4,445.34

Date Awarded: 4 September 2018

Organisation Details

Name: BURTON SALMON VILLAGE HALL TRUST

Address: BURTON SALMON
MAIN STREET

Postcode: LS25 5JS

Project Details

Project Title / Description: Burton Salmon Village Hall Regeneration Project
(Burton Salmon Village Hall regeneration –Phase 1 Heating Renewal

Contact Name: Jeff Green

IMPACT REPORT FOR PERIOD _____ TO _____

Q1 In no more than 500 words please outline the key outcomes of your project.

By providing a fully working heating system for the hall, the management committee has been able to offer the hall for use at all times over the winter months. There has been no cancellations of any events due to cold. We have experienced an increase in bookable hours per week from an average of five up to 16 hours. This is beyond our most optimistic plans. We are now commencing with the re-furbishment of the small meeting room to accommodate smaller groups who wish to hire the hall.

Q2 In no more than 500 words please demonstrate how the project has met the Community Development Plan objectives that were identified in the original application for funding.

Key objectives are to improve the quality of life for people across the wider community. Combat loneliness in the rural communities and among the older members' of the population is something that is needed in rural communities where opportunities to get out of small villages with limited transport links are few and far between. We need to promote solutions for community issues, and by having a safe and comfortable space for all sectors of the community to access events that take part such as book club, art club, keep fit and exercise, in addition to community events such as the Christmas fair to turn on the decorative lights in the village. We are also able to offer our first free learning experiences for all members of the community having held a first aid training class open to anyone, this was such a success we intend to hold more of these events in the year.

Q3 In no more than 250 words please give details of any additional benefits or objectives that the project has met that were not anticipated/ outlined in the original application for funding.

We did not anticipate that the bookings would increase so quickly, so that we have had to bring forward the re-furbishment of the small meeting room in order to increase our facilities in line with the bookings that are coming in.

Any other comments on the project and its success:

Being able to offer free events for the community to attend is going to be a real boost to the community. Current event providers offered at the hall are becoming so popular that we are being asked for additional bookings.

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

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

22.01.19 **TABLE 45**

Issues Raised

| | Issue and date initially raised | Update | Action |
|---------|---|--|---|
| Page 49 | 9 Burton Salmon need a children's play area 12 th October 2010 Contact Cllr Chris Pearson, NYCC 01757 704202 chris.pearson@northyorks.gov.uk | 6.1.15 5.4.16 5.7.16 11.10.16 17.01.17 04.01.17 23.01.18 28.02.18 26.06.18 22.01.19 | Still on hold until an area is located. Area now identified, land owned by SDC. Negotiations regarding the land ongoing. Negotiations regarding the land ongoing. Negotiations regarding the land ongoing. DSO email to Cllr Pearson to seek clarification of location of land. 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. DSO email to Cllr Pearson and S Wroe for update. 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. 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. |
| | 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) robin.derry@environment-agency.gov.uk Paul J Desmond, Environment | 5.5.11 1.2.12 7.1.14 4.3.14 | Some progress with UK Coal and the landowner has been made, however a date for completion has yet to be agreed. Discussions have taken place between NYCC, Internal Drainage Board and the Environment Agency. Consultants have now been appointed and discussions are continuing but at the moment there is no change. Flooding in the Aire Valley has been discussed in detail and a forum will be arranged to accommodate speakers from the Environment agency. Forum meeting held focus on flooding issues. Advised that if there are further queries about this, people would be best directed in the first instance to the website: http://www.environment-agency.gov.uk/research/planning/default.aspx If they cannot find the necessary information contact our customer contact centre on 03708 506 506 or email at: enquiries@environment-agency.gov.uk |

Agenda Item 10

| | Issue and date initially raised | Update | Action |
|--|--|---|---|
| | Agency (Lower Aire Catchment Lead) paul.desmond@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. Not: Enquiries by DSO have revealed that Mark Young no longer works for NYCC – trying to locate a replacement officer. |
| | | 12.09.17 | |
| | | 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 |
| | | | 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 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. | |

| | Issue and date initially raised | Update | Action |
|--|---------------------------------|----------|--|
| | | 13.02.18 | DSO email reminder to Robin Derry. Robin chasing up responses from colleagues. |
| | | 22.02.18 | 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. |
| | | 23.02.18 | 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. |
| | | 21.03.18 | <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. |
| | | 22.03.18 | <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 tree works in the future. EA are also looking at some minor repairs to the escape sluice to the reservoir very shortly. <p>EA have also undertaken tree works at the Mickletown reservoir and Lowther</p> |

| | Issue and date initially raised | Update | Action |
|---------------|---|----------|--|
| | | 26.06.18 | reservoir in Allerton Bywater nearby. Paul confirmed he will attend the meeting of the Partnership Board on 26 June 2018. |
| | | 04.09.18 | 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. |
| | | 22.01.19 | Met with Paul Desmond in Brotherton, he confirmed that the EA would maintain the flood banks and sluice. A close eye to be kept on this issue, and in particular the sluice. |
| | | | DSO to contact Paul Desmond to ascertain whether the maintenance work to the sluice gate at Fairburn has been completed. |
| 66 Page 52 | 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. |
| | | 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. |
| | | 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. |

| | Issue and date initially raised | Update | Action |
|----|--|---------------|---|
| | | 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 Democratic Services Officer was asked to request a comprehensive answer from NYCC Highways for the next PB meeting. |
| | | 07.03.17 | 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. |
| | | 11.04.17 | 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. |
| | | 12.09.17 | DSO email to Sharon Fox for update. |
| | | 10.12.17 | DSO chase up email to Sharon Fox for update. |
| | | 04.01.18 | 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. |
| | | 23.01.18 | Sharon Fox emailed by DSO. |
| | | 28.02.18 | Sharon Fox attending Western Forum at Burton Salmon Village Hall. No update on this issue. |
| | | 22.05.18 | 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. |
| | | 04.09.18 | The Board emphasised the importance of raising the subject repeatedly to keep the matter in people's minds. |
| | | 22.01.19 | |
| 70 | Fly-tipping | 5.7.16 | The Board considered a presentation from the NFU regarding problems with fly-tipping in the Western CEF area. It was agreed that the next Forum would focus on fly-tipping. |
| | | 17.01.17 | The Board agreed to purchase a number of signs that would be made available to parishes, and also to update the CEF leaflet on fly-tipping. 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 |

| | Issue and date initially raised | Update | Action |
|--|---------------------------------|---|--|
| | | <p>11.04.17</p> <p>01.09.17</p> <p>13.09.17</p> <p>12.10.17</p> <p>13.11.17</p> <p>23.01.18</p> <p>19.02.18</p> <p>29.02.18</p> <p>20.03.18</p> <p>23.03.18</p> | <p>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 dumped tyres in Hillam was also raised – these had been reported months ago and still had not been moved. DSO to speak to Aimi Brooks about this.</p> <p>DSO to ask for the SLA between SDC and NYCC regarding tyres for HF.</p> <p>Local litter picking groups did a lot of the area. DSO to investigate purchasing a pool of ‘grabbers’ to lend out to local litter picking groups and individuals.</p> <p>Response to queries from Aimi in Contracts Team:</p> <p>Tyres at Hillam: The tyres dumped at Hillam were removed by NYCC this week. SDC reported it to them about 2 months ago but unfortunately the NYCC contractor hadn’t got round to it as quickly as we would have liked.</p> <p>SLA between SDC and County: There isn’t an SLA between SDC and County. SDC are a Waste Collection Authority and NYCC are a Waste Disposal Authority. Between the two</p> |

| | Issue and date initially raised | Update | Action |
|----|---------------------------------|----------|--|
| | | | <p>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> <p>26.06.18 Update from Cllr Bryn Sage – the number of fly-tipping incidents have remained the same but the scale and severity has reduced across the District and the CEF area, i.e. not so much industrial waste. A complaint about flytipping in progress in Burton Salmon was not acted on by the Police, but they should be as it is a crime. This was of concern to the Board.</p> <p>04.09.18 The Board noted, following an update from Cllr Sage, that there were no trends in flytipping and felt that the signs had helped. The Board agreed that everybody must continue to report any incidents to the Police.</p> <p>22.01.19 The Board suggested that a future Forum be held on "The Future of Re-cycling" with attendees from AMEY, an independent re-cycling company and officers from SDC.</p> |
| 71 | 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 |

| | Issue and date initially raised | Update | Action |
|---------|---------------------------------|----------|--|
| Page 56 | | 10.12.17 | this, and Parish Councils were encouraged to write to the MP themselves. |
| | | 23.01.18 | DSO email to Chair for update. |
| | | 25.01.18 | 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. |
| | | 28.02.18 | 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. |
| | | 20.03.18 | AP to advise DSO which future CEF meeting Arriva to be invited to. The Board felt that the buses were still being used well. It was suggested that the 10 July Forum be themed around transport as Paul Flanagan from Arriva and Pete Myers from Northern Rail are attending. |
| | | 26.06.18 | The Board were pleased to note that buses were busy and well used. Updates would be requested at the forum on 10 July. |
| | | 22.01.19 | The Board was pleased to note that Northern Rail were running new trains through Sherburn station. DSO to email Arriva, to learn the name of the person who has replaced Paul Flanagan. |

Agenda Item 11

Community Development Plan

Update March 2019

Community Engagement Forums are collaboration between a range of partners including the District Council, County Council, Town council, Parish Councils, Police, Fire and Rescue Service, local businesses and community groups along with individual residents.



Our aim is to encourage, assist and empower the local community to create the environment and services they would like and need.

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

Over Arching Priorities

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

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



Current Key Issues being Addressed

Youth Services

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

- April 16 – agreed to fund BeeAble to provide a Detached Youth Service for a year from 1st September 2016. Bank of hours for 2 workers. Lesley Senior, Director of BeeAble, to attend Partnership Board meetings to update on developments.
- Meeting held in June 2017
It has been identified that the facilities at Highfields have undergone two lots of repairs between October 2014 and June 2016, on the safety surface and a further repair to damaged panels of the shelter in October 2016. This amounted to £9,000. The facilities have safety inspections carried out monthly between the winter months (October-March) and fortnightly in the summer months (April-September). Minor wear and tear repairs are carried out when identified. The rubbish bins are still overflowing and general untidiness of the area still occurs. Additional work was carried out at two other sites (Time-Out and the Library) that were receiving inappropriate behaviour from youths (vandalism), but nothing was seen. There were no further reports.

Combined community sports facility in Monk Fryston

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

- 12th Jan 16 Clive Hoyland from Monk Fryston Football Club was introduced to the Partnership Board and outlined his idea for a combined community sports facility in Monk Fryston, which would bring together the football and cricket grounds. He explained that the project was at an early stage and that he would be approaching various agencies and bodies to explore what funding may be available and the feasibility of the project.
- 21st Jan Chris HN attended a planning meeting with the steering group to discuss governance models, funding strategy, community consultation and useful networks



- October 16 – The Development Officer reported that a discussion with Clive Hoyland from Monk Fryston Football Club regarding progress with the project had taken place in October and funding to progress the project was still required.
 - December 16 – the Development Officer had met with the group again in December. They have created a CIC and have completed a Project Brief for submission to the Western CEF. A meeting has also taken place with Heather Kennedy.
 - Feb 17 – the group made their submission for professional support to progress funding further. Their award was successful. Work is now taking place to recruit the best person to progress with the work.
 - June 17 – meetings continue with the group. Plans have been developed and the assistance of the Development Officer has been requested to look at potential sources of funding
 - July 17 – Development Officer has prepared and emailed over funding options report, with details of how to apply to a range of different organisations.
 - March 18 – We have had a confirmed offer from Wren, also our Biffa bid is looking very positive.
 - June 18 – Our projects updates, the application had to be made by the landowners in both cases. Cricket we had 2 offers from Wren & Biffa who offered to fund all of the project. Wren offered part. The Biffa offer was accepted to bring the pavilion up to a standard to allow 24/7 365 days a year usage, including a nursery group & other's.
- Football are still in discussion with the FA although the project has stalled due to lack of funds to drive on to the next phase. Both the above have been assisted by Steve Wells Associates who has been instrumental in the current achievements with funders

Development of Byram Park Social Club & Institute Ltd

March 19 –

- Initial meeting held in January 19 to explore the potential development and expansion.
- Research carried out by CHN on their governance structure – suggested convert to a CIO, options for a Community Questionnaire discussed and examples emailed across.
- Further meeting held Feb 19 to agree wording of questionnaire and further actions regarding funding and governance.
- CHN has created an online questionnaire and paper based questionnaire which went live in March to date 55 have been completed. 1,000 paper based questionnaires have been produced ready for distribution.

Creation of Community Outdoor Gym – Sherburn – in –Elmet

To establish an accessible fitness facility for all residents to use on a regular basis.

Western CEF Community Outdoor Gym Club

January 19 –The CEF enabled us to provide 2 instructor-led sessions weekly, from May – October 2018. Tuesday 5:30pm – 6:30pm and a Wednesday 3pm – 4pm.

These times were chosen specifically to respond to the feedback we got at the opening event and through other conversations with residents and businesses.

Over 3,500 vibrant flyers, advertising the outdoor gym and our instructor-led sessions were delivered to various locations locally, as well as appearing in the Sherburn News twice, which is delivered to every household in Sherburn. It was also on various online forums, sites and websites. These were also handed out at the Sherburn Gala on 19th May, where we held a demonstration event at the Outdoor Gym and a free competition.

Throughout the course of this project a total of 54 people signed up to use the gym. People from all sorts of backgrounds and ranging in age from 16 to late 70s. The average number of people attending each session was 3, but varied from 2 to larger groups of 7 or 8, but always a different mix of members and with new people signing up most weeks.

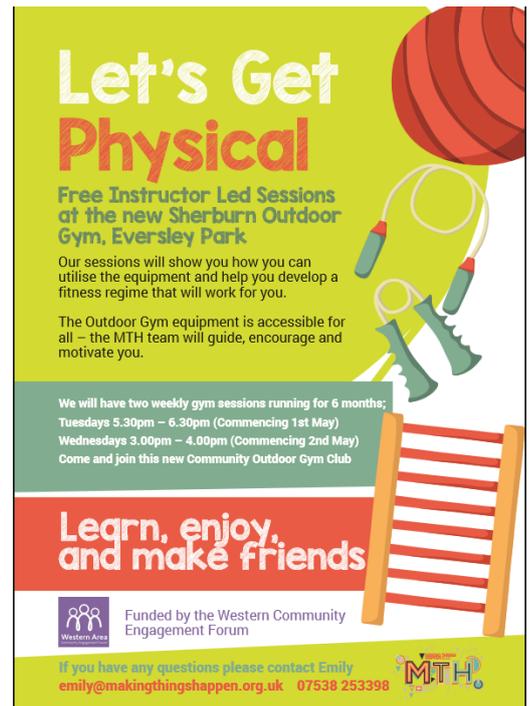
People using the gym have come from all over the district, as we have been publicising this through districtwide forums, such as the Selby District Equality Network, WEA and Community Activists.

One of the best outcomes of this project has been the outreach support provided through the sessions. Providing opportunities to some of the hardest to reach individuals in the community, a chance to get out of their homes, be active, but most importantly be supported. As well as providing tuition on the use of the outdoor gym equipment, our team has also been working with all individuals to provide support and encouragement in moving forward with their lives, sign-posting to other organisations and opportunities, as well as providing a social and emotional support network.

Development of Burton Salmon Village Hall

March 19 - We are just in the process of arranging a visit with Julie Walden for a press photo but this is probably taking place on 5th March - work on the second phase (toilets) should start first week in March, (coordinating builder and electrician not easy!)

We had a great event on Saturday a team quiz with supper, and raised over £200 I think we sold almost all the 40 tickets, and it was very warm!



Community Cafes

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

- June 16 – Community Café Public Forum – 3 speakers talking about 3 different models, well attended and lots of questions asked.
- July 16 – 3 localities exploring model to use for developing a Community Café
- October 16 - The Chair reported that he had visited community cafés located in Ripon and Escrick; he informed the Board that he was aware of five people interested in establishing a community café in Fairburn.
The Development Officer suggested that the community café model operated by Horton Housing could be adopted by the Western CEF.
- February 17 – support has been provided by the CEF Chair and Development Officer for the development of a community café in Fairburn. Funding has been awarded by the Western CEF towards the first year running costs. Assistance has been provided regarding governance structures and the opening of a Bank account. The Development Officer has linked them up with the Escrick Community Café for additional support and ideas.
- February 17 – assistance has been provided by the Development Officer on the creation of a funding application to develop a Community Café in Sherburn.

Fairburn Community Cafe

- February 17 – Launch of Fairburn Community Café. 80 people attended.

March 19-

- January started off well and it was lovely seeing them all welcoming each other into a new year.
- Attached is a photo of our Villager – Dora Marsh – who was 100 and we put on a bit of a celebration for her with cake (not 100 candles!) and some gifts on behalf of everyone.
- We have had one or two from our group who were ill or in hospital but I always make a point of visiting them with a card and flowers from the Team and everyone in the Café. It always reminds them that we are here for them and that they are thought about.
- February was the usual.....make a fuss of those who don't have a Valentine!! I ensure they all get a little chocolate heart and the team (who bake fantastic cakes) made some special treats for them to choose from. We always ensure there are some special raffle prizes too.
- We had a great Christmas Party and the Village School Children come along to entertain us, and are always keen to be integrated with us. We had a great day in February where half the number of children from the Village School came along to integrate with the 'elderly' and played board games. Everyone loved it!! The children didn't want to go back to school and I asked them to sing happy birthday to a gentleman who was 80 that day. Both the children and the 'birthday boy' were tickled pink! The other half of the school children are coming along to participate in the same exercise in March. Photos attached.
- I am now planning for an Easter Bonnet Competition again (they took part in the last one and were terrific) so look forward to that.



Sherburn Community Cafe

- March 17 – Funding for the development of the Community Café in Sherburn agreed.

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



- March 18 - I am delighted to report that we have now signed the contract for the building work at the OGS to commence. The work will be finished by End of June so we anticipate opening in August/September. We are still negotiating the contract for the operator of the Café, but we are getting there.

- June 18 - Things are really hotting up at the OGS Community Centre and Tearooms! The building refurbishment is nearly complete and the next stage is for us to finish the decoration and fit out the building. We are planning to open on 1st September. We are just finalising the specifications for the catering equipment for the tearooms and will be placing orders in the next week. We expect the project to be complete by September and we look forward to welcoming you to the venue.

- August 18 - “The kitchen at the Old Girls’ School Community Centre and Tearooms is being fitted out currently. All the equipment has been ordered and has arrived on site and the plumbing is underway. At the moment volunteers are busy painting and cleaning the school. The Community Centre will be opening to the community on the 1st September and we have our official opening by the Bishop of Selby on 2nd September. We look forward to welcoming the CEF to the Community Centre at the meeting on 23rd October.”

March 19 -

- The Little Teapot is thriving and has become the place to meet in Sherburn. Open 5 days a week from 9am to 4pm (10am start on a Sunday) it is typically getting about 800 visits per month. Obviously this is not individual customers as there is a growing base of regular repeat customers.
- The Café is staffed by paid staff to ensure that a very high level of customer service and hygiene operates at all times.
- There is a good synergy between the Café and the rest of the Community Centre with both referring business to the other. The Café has provided catering for parties and our visitors to events are using the Café either before or after.



For example we have an afternoon showing of Mama Mia this week and some people are going for lunch at the Little Teapot beforehand.

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| CEF Promotion |
| To continue to raise awareness of the work of the CEF and opportunities available. |
| Progress |
| <ul style="list-style-type: none"> ▪ April 16 – Investigate cost of having a CEF notice board in each village / town ▪ June 16 – range of options researched and passed onto Chair ▪ July 16 – agreed Daniel to contact each Parish Council to ask what type of noticeboard they would like and where they would like it positioned. ▪ January 17 - We now have a list of Parish Councils who would like a notice board. ▪ February 17 – design of a new Western CEF logo has commenced. ▪ March 17 – Comments from the CEF Board fed back and a new draft design completed. ▪ March 17 – Partnership Board agreed the type of notice boards to be purchased and the cost has been agreed. Daniel currently liaising with manufacturers for delivery and agreement with each Parish Council for the installation ▪ November 17 – looking at plaques being distributed to all organisations who have received funding since April 2016. Currently getting the numbers we will need before agreeing the design across all of the CEFs. ▪ February 18 – the new CEF logos have been agreed to be used across all 5 CEFs. Standard format being developed across all 5 CEF Community Development Plans ▪ Jan 19 – work on the CEF film has been progressing, with all Western CEF filming complete. The film should be edited and ready for Feb 19. Noticeboard design has been agreed and price agreed. ▪ March 19 – filming has continued – just waiting on one more interview to be completed. |

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| Community Health and Safety |
| Defibrillators – enabling communities to establish this additional facility |
| Progress |
| <ul style="list-style-type: none"> ▪ October 16 – requested that this issue be added to the CDP. ▪ February 18 – meeting with Brotherton Parish Council regarding funding support for a Defibrillator. Assistance given with the application which has been submitted for consideration. |

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| Development of Peter Pan Nursery Charity Shop |
| To develop the success of the shop and create a Community Hub at the building |
| <p>February 18 - We have started the refurb on our charity shop and have now completed the main downstairs showroom. Having the main room completed has enabled us to safely display twice as much stock as before and takings were up by approximately £100 in the first week comparatively. We've had some fantastic feedback from our customers.</p> <p>The rest of the shop is still to be completed and I'm awaiting a date for this. The shop fitter isn't really making anything on this job so he's fitting us in around his other work.</p> <p>The upstairs room will be next, which is where the space will be for groups to use. We have started craft lessons, Debbie Todd of Angels and Butterflies (Garforth) ran a couple of classes for Halloween and Christmas at the end of last year and has asked to run further classes:</p> <p>So lots going on!</p> |



Sep 18 - we have completed the upstairs refurbishment. Still chasing our builder for dates to complete the final phase of the refurbishment. Unfortunately we are just having to wait until he can fit us in as he's not making much on the job.

I am also going to be having a meeting with Debbie Todd who holds the craft events at the shop to see what we can get booked in for the autumn and winter months ahead.

Takings at the shop are still slowly increasing and feedback is good. I'm going to do a customer survey to see what else our community would like to see. I'm also thinking of having an 'equestrian section', we have a horse and tack and clothing are so expensive and the shop are few and far between. There are a lot of livery yards. We've had a fair few items of equestrian clothing donated already and I thought it might draw in a new group of customers?

Jan 19 - We had the final phase of our refurb just before Christmas, we now have a toilet that works properly and a sink to wash our hands in! It's luxury! Ha ha. The shop looks fantastic! Our team of volunteers has grown, 33 and another 4 who I have met with this week who are new to the area and wanting to put something back into the community.

We now support two young people with Downs Syndrome and a young man who has Autism, he's done so well and his mum is really pleased with how his confidence has grown. He even attended our Christmas party, the first party he's ever been to in 18 years. We have another volunteer who is registered blind and he feels he's gained more confidence and made new friends.

I definitely feel we have become a bigger part of the community, we have many locals who pop in for a chat and a coffee every week, some every day! We had lots of Christmas cards from customers, something we've never had before.

Takings are up, we've gone from £500 to approximately £700 PW. This is also due to the introduction of an equestrian section and we now have a card machine (Sum-Up), it's got no tie in periods or monthly charges and it's really made a difference to sales.

I met with a lady from Hope Pastures (small independent charity in Leeds, they are an animal rescue centre), it ties in with our equestrian section. We are going to hold some equestrian talks at the shop to raise more funds.

I have advertised the space free of charge to local groups but so far, no takers. I'll advertise it again. Would love to get a knit & natter or book group going upstairs.

Chris Hailey Norris
Development Officer
Western CEF
March 2019

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