



# Agenda

## Community Engagement Forum Partnership Board (Tadcaster & Villages)

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Venue: The Ark, 33 Kirkgate, Tadcaster LS24 9AQ

Date: Thursday 22 September 2016

Time: 7pm

To: District and County Councillors  
Councillors Don Mackay (Chair), Mrs Liz Casling, Keith Ellis,  
Andrew Lee, Chris Metcalfe, Richard Musgrave and Richard  
Sweeting

Co-opted members  
Steve Cobb, Bea Rowntree, Trevor Phillips and Avis Thomas.

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### 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](http://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**

To confirm as a correct record the minutes of the Partnership Board meetings held on 11 July 2016 and 26 July 2016 (pages 1 to 8 attached).

### **4. CHAIR'S REMARKS AND UPDATE FROM CEF CHAIRS MEETING**

To receive any updates and announcements from the Chair.

### **5. UPDATE ON PREVIOUS ACTIONS / DECISIONS**

To consider any updates from actions and/or decisions made at the previous meetings that will not be covered by subsequent agenda items.

### **6. BOARD MEMBERSHIP**

To consider any appointments to the Partnership Board, including Councillor Kirsty Poskitt (Tadcaster Town Council).

### **7. BUDGET UPDATE**

To consider the current CEF budget and spending to date (page 9 attached).

### **8. TADCASTER LIBRARY**

To receive an update from the Friends of Tadcaster Library (oral report).

### **9. TADCASTER BRIDGE CELEBRATION**

To consider a proposal to commission the Tadcaster & Rural CIC to deliver an event to celebrate the re-opening of the bridge over the River Wharfe in Tadcaster (pages 10 to 11 attached).

### **10. A PROGRAMME OF CULTURAL EVENTS FOR 2017/18**

To consider a proposal to commission DepArts to prepare a report outlining options for a programme of cultural events for Tadcaster to run from January 2017 for 18 months (page 12 attached).

### **11. 'PROJECT TADCASTER' UPDATE**

To receive an oral update from Councillor Metcalfe.

### **12. EVENTS ARCHIVE PROJECT**

To consider progress with the Events Archive project and the application from Tadcaster & Rural CIC (pages 13 to 24 attached).

### **13. UPDATE FROM THIRD SECTOR PARTNER AND NEW COMMUNITY DEVELOPMENT PLAN FOR 2016-19**

To receive an update from the Tadcaster & Rural Community Interest Company on its work to date in relation to its contract with Selby District Council (reports for noting to follow).

### **14. SELBY DISTRICT COUNCIL CAR PARK STRATEGY CONSULTATION**

To note the proposed Car Park Strategy and consider if the Partnership Board wishes to make a submission (pages 25 to 62 attached).

### **15. TADCASTER DEFIBRILLATOR PROJECT**

To note for information the report from Councillor David Bowgett (Tadcaster Town Council) regarding a defibrillator project for Tadcaster (pages 63 to 64 attached).

### **16. FUNDING APPLICATIONS**

To consider applications for funding:

- 16.1 Bilbrough Village Hall (pages 65 to 79 attached)
- 16.2 Tadcrafters (pages 80 to 93 attached)
- 16.3 Tadcaster & Rural CIC - Christmas Lights project (94 to 107 attached)
- 16.4 Tadcaster Flood Action Group (pages 108 to 118 attached)

### **17. NEXT FORUM – 28 NOVEMBER 2016**

To agree the venue and theme for the Forum on Monday 28 November 2016.

<b>Dates of next meeting</b>
<b>Partnership Board</b> – Monday 14 November 2016 at 7pm The Ark, 33 Kirkgate, Tadcaster. LS24 9AQ. <i>Deadline for funding applications and agenda items is Thursday 3 November 12 noon.</i>
<b>Forum</b> – Monday 28 November 2016 at 6.30pm Venue and topic to be confirmed.

**Gillian Marshall**  
**Solicitor to the Council**

For enquires relating to this agenda, please contact Daniel Maguire, Democratic Services on 01757 705101 or email [dmaguire@selby.gov.uk](mailto:dmaguire@selby.gov.uk).



## Minutes

### Tadcaster & Villages Community Engagement Forum (Partnership Board)

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Venue:	The Ark, 33 Kirkgate, Tadcaster LS24 9AQ.
Date:	Monday 11 July 2016
Time:	7pm
Present:	<u>District and County Councillors</u> Councillors Don Mackay (Chair), Keith Ellis and Chris Metcalfe.  <u>Co-opted members</u> Steve Cobb, Trevor Philips and Avis Thomas (Vice-Chair).
Apologies:	Councillor R Sweeting
Officers present:	David Gluck (Tadcaster & Rural CIC) and Daniel Maguire (Democratic Services Officer, Selby District Council).
Others present:	Kate Urwin (Yorkshire Energy Doctor CIC).
Public:	0

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#### 1. DISCLOSURES OF INTEREST

None.

#### 2. MINUTES

The minutes of the Partnership Board meetings held on 21 March 2016 and 16 May 2016 were confirmed as a correct record.

**RESOLVED:**

**To confirm as a correct record the minutes of the Partnership Board meetings held on 21 March 2016 and 16 May 2016.**

**3. GRANT APPLICATION – YORKSHIRE ENERGY DOCTOR**

David Gluck introduced Dr Kate Urwin (Director, Yorkshire Energy Doctor Community Interest Company) who presented the application. The category B application was for £928 towards the 'Warming Tadcaster and Villages' project, which included match-funding of £360.50.

It was explained that the funding was to enable home visits, in particular to vulnerable groups and low-income households to assess energy needs and potential cost savings. In addition the service would be able to provide debt advice and support. It was confirmed that the advice provided would be independent.

The Board was supportive of the application, but asked that additional work be undertaken to promote the availability of the service in particular through the Selby District Council communications team.

**RESOLVED:**

**To approve the application for £928 to the Yorkshire Energy Doctor Community Interest Company, subject to the company working closely with Selby District Council's communications team to promote the service within the Tadcaster & Villages CEF area.**

**4. UPDATE ON PREVIOUS ACTIONS / DECISIONS**

**Minute 26** – it was confirmed that the CCTV posts had been repainted.

**Minute 29 (i)** – it was confirmed that David Gluck had approached Church Fenton Parish Council with regard to it putting forward a person to be co-opted to the Partnership Board.

**5. BOARD MEMBERSHIP**

It was noted that there were four vacancies for co-opted members. It was confirmed that Councillor Kirsty Poskitt (Tadcaster Town Council) had expressed an interest in joining the Partnership Board, and the Board agreed to invite her to the next meeting.

The Board also considered the possibility of co-opting a member from Tadcaster Grammar School. It was noted that various restructuring of posts at the school meant it was unlikely an appropriate person would be identified until the autumn.

**RESOLVED:**

**To invite Councillor Kirsty Poskitt (Tadcaster Town Council) to join the Partnership Board as a co-opted member, and to attend the next meeting.**

**6. BUDGET UPDATE**

The financial report had been circulated with the agenda. The Board noted that a majority of spending had been within the Tadcaster town area. A discussion took place regarding the merits of a 'Beer and Battles' tourist project which would use the range of historic breweries, pubs, churches and battle-sites within the CEF area to promote the whole area.

The Board also noted the work of the Friends of Tadcaster Library and suggested inviting a representative to attend the next meeting to update the Board on recent and future developments with a view to identifying ways that the CEF might be able to support the Friends.

**RESOLVED:**

- (i) To note the budget report;**
- (ii) To invite a representative from Friends of Tadcaster Library to the next meeting to update the Board on recent and future developments.**

**7. 'PROJECT TADCASTER' UPDATE**

Councillor Metcalfe updated the Board on developments with 'Project Tadcaster'. It was noted that the project had been scoped and was awaiting further developments with Plan Selby and the organisational review at Selby District Council.

**8. EVENTS ARCHIVE PROJECT**

David Gluck updated the Board on progress with the project. David confirmed that he was awaiting a costed plan from Rural Arts North Yorkshire, and would invite a representative to attend the next Partnership Board meeting.

**9. UPDATE FROM THE THIRD SECTOR PARTNER**

The latest work programme from the Tadcaster and Rural Community Interest Company (CIC) had been circulated with the agenda. It was noted that the CIC had a new website, which would strengthen transparency by enabling the online publication of board meeting minutes and financial information.

It was noted that the new 'Visit Tadcaster' website was live with new content, including the first video. It was suggested that the CIC may wish to arrange an official launch of the new website at the CEF Forum in November.

The Board were informed that the first Business Forum had taken place, but had not been well attended. It was reported that this could have been due to an event having taken place the night before. Suggestions had been made at the Business Forum that Tadcaster would benefit from having a Chamber of Trade. The Board considered that the Business Forums had been supported by the CEF to provide a platform for local businesses to come together, which may lead to the formation of a Chamber of Trade but that this would have to be directed by local businesses.

It was confirmed that plans for Manor Farm were progressing, and that an application had been submitted to North Yorkshire County Council for an asset transfer.

#### **10. NEW COMMUNITY DEVELOPMENT PLAN (CDP)**

The draft CDP was not available at the meeting, but David Gluck confirmed it would be emailed to Board members via the Democratic Services Officer in due course. It was noted that ideas for substantial projects were required to populate the CDP, with a suggestion that these could be themed around 'recovery' (following the reopening of the Tadcaster bridge) and the Selby District Council Corporate Plan. The final draft would be brought to the September Board meeting.

#### **11. ANNUAL REPORT 2015/16**

David Gluck presented the Annual Report 2015/16 to the Board.

**RESOLVED:**

**To approve the Annual Report 2015/16.**

#### **12. FUNDING APPLICATIONS MADE TO MULTIPLE COMMUNITY ENGAGEMENT FORUMS**

It was noted that the Board had passed a resolution in November 2015 which required that any funding applications made to multiple CEFs were rejected without being brought to the Board. It was reported that this had caused problems with a number of recent funding applications that had been rejected without being brought to the Board.

The Board recognised the difficulties associated with the previous resolution, but also reiterated its view that it did not want to support generic applications made to multiple CEFs where a tangible benefit for the Tadcaster & Villages CEF area could not be demonstrated.

**RESOLVED:**

**That applications for funding that are made to multiple (i.e. more than one) CEFs simultaneously must demonstrate that they have worked with the third sector partner to ensure that the application or project that delivers specific and measurable outcomes for the Tadcaster and Villages CEF area. Applications that cannot demonstrate this will not be considered by the Partnership Board.**

**13. RAILINGS IN TADCASTER CONSERVATION AREA**

This item had not been listed on the agenda however the Chair agreed to it being tabled at the meeting.

Councillor Metcalfe outlined a project to repaint railings at three locations within the Tadcaster Conservation Area and circulated a quotation from BK Parnaby for £2,793 (plus VAT). The three areas were; Tadcaster bus station, outside St Joseph's Church and at the Leeds Road junction.

The Board considered the proposal and noted that the priority locations were the bus station and outside St Joseph's School. The cost of repainting the railings at the Leeds Road junction was considered too high.

**RESOLVED:**

**To commission BK Parnaby to undertake the repainting of railings at Tadcaster bus station and outside St Joseph's School at a total cost of £1,024 (plus VAT).**

**14. EVENT TO MARK RE-OPENING OF TADCASTER BRIDGE**

This item had not been listed on the agenda however the Chair agreed to it being tabled at the meeting.

Councillor Metcalfe suggested that the Board may wish to consider supporting a celebratory event to mark the re-opening of the bridge over the River Wharfe in Tadcaster. He explained that David Edmunds (Dep Arts Limited) was working on an Arts Festival project in Selby and would be able to deliver a similar live-performance event for Tadcaster. It was noted that an initial outline cost for such an event would be £50,000 and that David Edmunds could develop a project for circa £3,000.

The Board agreed to consider the suggestion at the next meeting, but felt that it would be helpful to meet with David Edmunds in advance of the next meeting to consider options and costs.



**RESOLVED:**

**To convene an extraordinary meeting of the Partnership Board to discuss options and costs with David Edmunds as soon as possible.**

The meeting closed at 8.53pm

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## Minutes

### Tadcaster & Villages Community Engagement Forum (Extraordinary Partnership Board)

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Venue:	The Ark, 33 Kirkgate, Tadcaster LS24 9AQ.
Date:	Tuesday 26 July 2016
Time:	2pm
Present:	<u>District and County Councillors</u> Councillors Don Mackay (Chair), and Chris Metcalfe.  <u>Co-opted members</u> Steve Cobb.
Apologies:	Councillor Keith Ellis, Bea Rowntree, Councillor Richard Sweeting, and Avis Thomas.
Officers present:	David Gluck (Tadcaster & Rural CIC) and Daniel Maguire (Democratic Services Officer, Selby District Council).
Others present:	David Edmunds (Director, Dep Arts Ltd) and Kirsty Poskitt (Tadcaster Town Council).
Public:	0

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#### 15. DISCLOSURES OF INTEREST

None.

#### 16. EVENT TO MARK RE-OPENING OF TADCASTER BRIDGE

The Chair introduced David Edmunds from Dep Arts Limited, and also Councillor Kirsty Poskitt (Tadcaster Town Council). The Board considered options for a

celebratory cultural event in Tadcaster to mark the re-opening of the bridge over the River Wharfe in December.

It was noted that the minimum cost of providing a celebratory cultural event would be £50,000. It was explained that this would consist of an event lasting approximately 45 minutes to one hour involving the whole community (in particular local school children), lighting on the bridge and pyrotechnics. The Board indicated its wish for the event to focus on reuniting the two sides of the town, and of reinvigorating the town's economy – but around a central theme of moving forward.

Options for funding were discussed, although it was noted that the timescale would make significant funding from national bodies such as the Arts Council unlikely. However local sources of funding could be considered including sponsorship by local businesses and funding from the CEF.

David Edmonds confirmed that he would be prepared to undertake some initial preparatory work at his own risk, in advance of the next Partnership Board meeting on 12 September 2016. It was noted that, as there were no proposals for the Board to consider at this stage, there could be no decision on CEF support until a full proposal could be considered at the next meeting. It was confirmed that this timescale would not be prohibitive to Dep Arts Limited in being able to provide an event towards the end of 2016 or beginning of 2017.

**RESOLVED:**

**To consider a formal proposal at the Partnership Board meeting on 12 September 2016.**

The meeting closed at 3pm.

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## Tadcaster & Villages Community Engagement Forum

Financial Report. 1 April 2016 to 31 March 2017

Balance carried forward from 2015/16	£67,650.00
Grant from SDC for 2016/17	£20,000.04

**Total budget for 2016/17      £87,650.04**

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

Ref.	Date Agreed	Date Paid	Paid to	Details	Amount (£)	
					Actual	Committed
T1505	21-Mar-16	19-Apr-16	Tadcaster Triathlon	Austria Trip	£1,000.00	
		22-Apr-16	First Tadcaster Girl Guides	Visit Tadcaster website - Year 2 costs	£700.00	
T1512	21-Mar-16	26-Apr-16	Tadcaster Computer Services	Painting CCTV posts in Tadcaster	£360.00	
		27-Apr-16	BK Parnaby	Banners for Tour de Yorkshire event	£650.00	
	26-Apr-16	28-Apr-16	Kuhnel Graphics	Car Park Management	£780.00	
N/A	N/A	05-May-16	Tadcaster CIC	Contribution to Tour de Yorkshire event	£1,084.55	
T1516	26-Apr-16	18-May-16	Kirsty Poskitt	Contribution to Carnival 2016	£338.04	
T1508	21-Mar-16	23-Jun-16	Tadcaster Carnival	Business Forms start up	£1,000.00	£4,260.00
T1509	21-Mar-16		Tadcaster & Rural CIC	Visit Tadcaster website - upgrade costs		£4,270.00
T1508	21-Mar-16		Tadcaster & Rural CIC	Funding for CIC core running costs 2015/16	£4,929.00	
T1506	21-Mar-16		Tadcaster & Rural CIC	Traffic Light equipment	£3,000.00	
T1511	N/A		North Yorkshire County Council	Gateways Project	£2,000.00	
T1517	15-Feb-16	14-Jun-16	Tadcaster Town Council			£1,228.80
T1518	11-Jul-16		BK Parnaby			
T1515	11-Jul-16	11-Aug-16	Yorkshire Energy Doctor CIC			
<b>Total Actual Spend to date</b>						<b>£16,769.59</b>
Remaining Commitments not paid						<b>£9,758.80</b>

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

**Total budget remaining      £61,121.65**

*This figure is the total budget available minus actual spend.*

**Total balance remaining      £70,880.45**



## Tadcaster & Rural Community Interest Company

### TADCASTER BRIDGE GRAND RE-OPENING CELEBRATIONS: A PROPOSAL TO THE TADCASTER AND VILLAGES CEF PARTNERSHIP BOARD

#### INTRODUCTION

An informal meeting of interested parties has been considering opportunities to hold a community-led event/series of events to celebrate the much-anticipated re-opening of the road bridge in Tadcaster. David Gluck of T&R CIC has been party to these discussions which have been wide-ranging in respect of what might take place, the level of community involvement, the need for external contractors and the benefits to the community.

From the discussions, it has become apparent that such an event is best led by an organisation who are independent of local authorities, who are able to raise and manage funds and contracts and who have the capacity to lead a broad community based organising partnership.

#### PROPOSAL

Tadcaster and Rural CIC are well known to the Partnership Board. While we are no longer core funded by the CEF Board, we are contracted to them for a number of assignments, including providing community development support. Our Board includes 2 members of the Partnership Board, Avis Thomas and Richard Musgrave.

Our proposal is born from pragmatism: for the Bridge opening to be a successful and high profile event that leaves its mark on the town and on the collective memory of - at the very least – the region, a wide range of actors need to be brought together for planning purposes independently of any one of the established actors in the local authority sector. Fundraising will also need to be significant – from the private and lottery sectors primarily (although we expect some services to be provided from the public sector at no cost).

Tadcaster and Rural CIC therefore offers the Tadcaster and Villages CEF Partnership Board the opportunity to commission us to deliver the following on your behalf:

- i. Provide project management services for an event(s) organised for the community.
- ii. Develop a project plan, fully costed, for a series of events and activities centred around the bridge re-opening.
- iii. Fundraise the necessary amount, including in-kind resources, to put on an event that will sufficiently mark the momentous nature of the bridge re-opening.
- iv. Manage funds and contract with those organisations who will deliver a range of services associated with the event(s).
- v. Organise and Chair an Organising Committee that will include members from the Local Authority, business and community sectors, alongside any key contractors.
- vi. Oversee and direct PR related activity.
- vii. Be the responsible financial body.
- viii. Undertake an early evaluation and report back to the CEF of the success of the event(s).

Costs will be incurred by Tadcaster and Rural CIC over and above that covered by the contract with the CEF for community development support. However, in the spirit of 'no cost to the public purse', we will build in our time and any associated costs into the overall funding package from the private/lottery sector.

#### **NEXT STEPS**

On the basis of this proposal being accepted by the CEF partnership board and the CIC commissioned to deliver the above, subject to amendment, we will begin the process by bringing together an initial meeting of an Organising Committee, develop a 'story-board' for the day/event(s) and quickly begin the process of project development, costing and fundraising. We will report back as necessary to the Board, to meetings and interim via email as necessary.



## TADCASTER EVENTS CALENDAR – SCOPING STUDY

Proposed contractor: Departs Ltd  
Cost: £3000 + vat  
Timeframe: To be delivered by Christmas 2016

Following discussions with Dave Edmunds of Departs Ltd, the following proposal has been developed which will build upon the “re-opening of Tadcaster” and the high profile that the Tour de Yorkshire stage hosting will provide the town.

- 1) Create a detailed report that outlines a potential culture and events strategy for Tadcaster for an 18 month period from January 2017 onwards.
- 2) The work would include detailed interviews with those currently engaged within the town to scope existing provision which would then feed into our thinking in terms of the suggested frame work moving forward.
- 3) Within the report we will make recommendations for types of events / activity and included potential companies to work with on delivery of said events.
- 4) we will also provide detailed potential audience figures and identify potential areas and outlets for funding said activity.
- 5) The report will be something that the town / CEF can then choose to adopt or to take elements from it that they wish to move ahead with.

We would aim to have this report completed before December 2016 and payment of the full fee on a project this small would be required in full at the start of the process.

CONTACT:

David Edmunds  
Artistic Director / Executive Producer



# TADCASTER AND VILLAGES AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

## AGENDA ITEM 12

### APPLICATION FORM

*(Please note sections one-three of this application will be published on the Selby District Council website as part of the CEF Partnership Board agenda and will therefore be publically available.)*

### Section one: About your organisation

#### Q1.1 Organisation name

What is the full legal name of your organisation, as shown in your governing document? If your organisation is also known by different name in your day-to-day work, please put this in brackets. For example: The Baron Neighbourhood Association (known as 'BNA'). Please check this - if the full legal name is incorrect, it may delay your application.

Tadcaster and Rural Community Interest Company

#### Q1.2 Organisation address

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

4-6 bridge street, tadcaster LS24 9al

Telephone number one	Email address (if applicable)
	<a href="mailto:davidgluck@ruralis.co.uk">davidgluck@ruralis.co.uk</a>
Telephone number two	Web address (if applicable)
	www.tadcasterandrural.co.uk-
Fax number (if applicable)	
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#### Q1.3 Main contact details for the project

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

#### Name of contact





## TADCASTER AND VILLAGES AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

Title	Forenames (in full)	Surname
<b>Mr</b>	<b>David</b>	<b>Gluck</b>
Position or job title		
Ceo		

### Q1.4 Organisation type

Your organisation will not be eligible for funding if your organisation is any of the following:

- part of the private sector;
- a Parish council that raises its own precepts
- a school
- a statutory service or other public body

### What sector does your organisation fit into?

Social enterprise	x
Charity	
Voluntary or community group	

Other	Please describe	
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If we give you a grant we may need your solicitor to confirm that, under your governing document, your organisation has the legal power to run the project.

When was your organisation set up? Give the date when your organisation adopted its current legal status. This should be on your governing document. If you're a school or statutory organisation, check with your administrative body. If you don't know the exact day or month, please give us an approximate date.

Day	14	Month	12	Year	<b>2013</b>
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### Q1.5 Reference or registration numbers

Does your organisation have a charity, company or other reference or registration number? If so, please write it below. If your organisation is unincorporated and not registered as a charity, please tick the box provided.

Charity number	
Company number	8811294



## TADCASTER AND VILLAGES AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

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.

### Section two: About your project

We have included some notes to help you answer the application questions. We will only assess your application if you answer all our questions. We've set word limits to show you how much information we are expecting in your answers.

#### Q2.1 What is the name of your project?

Try and keep your project name short and snappy, something like, Youth Matters. If you haven't thought of a name for your project, you can use your organisation's name.

Memories of the Floods

#### Q2.2 What does your project involve? (no more than 500 words)

- Summarise what you plan to do, using straightforward language.
- Make sure you include your main project activities and describe how you'll deliver them.
- If you are working with other organisations to deliver your project tell us who you are working with and what their role on the project will be.

Before, during and after the catastrophic events of 2015, many local people took photographs and videos around the bridge and locality. Our project is to gather these photographic memories and curate them so that an exhibition can be produced and followed by the digitising of these photos into a permanent record.

Associated with the exhibition will be a 2017 calendar celebrating our wonderful town and looking forward, not backward, but with reference to the trauma the town has been through and is still recovering from.

The calendar will be produced for sale and all proceeds going to the efforts of the Flood Action Group.

Continue on next page



# TADCASTER AND VILLAGES AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

## Q2.2 What does your project involve? (500 words) continued.

## Q2.3 When are you planning to start and finish your project?

You only need to provide estimated dates at this time. We accept they may be subject to change.

Start date

Day	1	Month	11	Year	2016
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Finish date

Day	1	Month	02	Year	2017
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## Q2.4 Which key objectives in the <insert area> Community Development Plan will your project meet? (no more than 500 words)

If your project will result in two key changes then all you need do is list those two objectives. Giving two or three will not in any way reduce your application’s chance of success so don’t be tempted to add unnecessary outcomes just to fill the box on the form.

For each objective, tell us how you will achieve it.



## TADCASTER AND VILLAGES AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

Your project must directly help to deliver one or more of the objectives of the Tadcaster and villages Community Development Plan.

Which objective?	How will you achieve this?
Objective 1: Education and learning	<p>TGS students will be invited to participate in the project and learn from professional photographers.</p> <p>Children will produce creative writing around the subject of the bridge, the river, the floods and the effects on the town.</p>
Objective 2: Community resilience	The intent is that the exhibition and lead up to it will have a positive effect on the towns residents in helping to move on from the floods but also to ensure that the events are not forgotten.
Objective 3:	
Objective 4:	

### Q2.4 Continued.

1. Photographers will be asked to collect and collate photos and videos from residents.
2. On the day of the bridge re-opening, the exhibition will launch, at a community building in the town. It will then tour community venues across the area – village halls, churches etc, Selby Civic Centre.
3. The whole collection will be accompanied by creative writing from our school children.
4. The final digitising of the collection will result in a CD that will be kept at our library and with our historical society
5. Calendars will be made available for purchase.



## TADCASTER AND VILLAGES AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

### Q2.5 Who will benefit from your project and how will they be involved in developing and running it? (no more than 500 words)

Beneficiaries could be all the people, communities and organisations living in a geographical area or all those with similar interests or needs, for example, young people or people who share an ethnic background.

Tell us how you plan to involve your beneficiaries. There are lots of ways of involving people in planning your project. For example:

- by setting up user groups to give feedback on your plans and plan activities
- by holding consultation days or open meetings
- by having people who use your project on your management committee
- by getting people who will use the project to help design it.

You could involve people in running your project by:

- getting them to join your management committee
- encouraging them to volunteer with your project
- getting them to take part in an evaluation of your project
- letting them run part of the project.



## TADCASTER AND VILLAGES AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

1. Schools participating in the project – 300 children participating
2. The town's residents
3. Town businesses from visitors/income
4. Flood groups receiving income from calendar sales
5. Historical society



# TADCASTER AND VILLAGES AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

## Q2.5 Continued.

### Q2.6 How do you know there is a need for this project in the community? (no more than 500 words)

Describe the evidence you've gathered from:

- the success of any previous work you've done, including any pilots
- any consultation you or others doing similar work have carried out with the people who would benefit
- research you or others have completed to show that there are gaps in provision or a need to enhance existing services.

Make sure that any research or consultation you have done is relevant and less than two years old.

You should refer to relevant statistics, plans or strategies.

### Consultation

You need to tell us who you have consulted with, what methods you used and when the consultation took place. It should be clear that consultation with stakeholders, users and potential beneficiaries has influenced your project. If you can't consult with the people that you want to help, tell us why.

### Question 2.6:

There is significant anecdotal evidence that the effects of the flooding go far beyond the direct economic impact resulting from the floods and the bridge collapse. There is a need for the town to heal and come back together. Events and records such as this are part of that process.

From an historic perspective, it is important to ensure this record is gathered, curated and kept for future generations.



# TADCASTER AND VILLAGES AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

## Section Three: Project finances

You should apply for the amount you need to deliver a successful project.

### Q3.1 How much will your project cost and how much would you like from us?

- Include the cost of everything you'll need for your project, even if you're not asking us to fund it.
- Capital costs include buying equipment, vehicles, constructing a building, altering a building, buying land or landscaping.
- Revenue costs include things like training, salaries, travel, running costs, venue hire, and volunteer
- Include any overheads you want us to fund in your revenue costs.
- Please ensure you can evidence how you have obtained value for money.

Make sure you include:

- funding from other sources that you need to deliver your project
- VAT costs even if you can recover VAT.

If you're asking us for all the costs make sure the total cost and amount from us is the same.

	Total cost (£)	Amount from Community Fund	What period is this for?
<b>Capital</b>	2000	1000	November 2016
<b>Revenue</b>	2400	2400	Nov16-Feb17
<b>Total</b>	4400	3400	

Are the total costs more than the amount you would like from us?

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
-----	-------------------------------------	----	--------------------------

If yes, where will you get the other funding from and have you secured it yet?





# TADCASTER AND VILLAGES AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

£1000 from Heineken UK has been confirmed. This will pay for the production of calendars.

**Q3.2 Have you applied to any other Community Engagement Forum in the Selby District for funding?**

Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
-----	--------------------------	----	-------------------------------------

**If yes, please provide details below**

Community Engagement Forum (CEF) applied to	Amount of funding applied for



# TADCASTER AND VILLAGES AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

## Q3.3 How have you worked out your costs? (no more than 250 words)

Tell us:

- What you plan to spend your grant on
- What your costs are based on, for example, quotes, estimates, or what it has cost before
- Why you need funding for this length of time.

Examples of costs you could include:

### **Revenue**

- The salaries of one full-time project manager and two part-time project workers
- Venue hire to deliver workshops
- Travel costs for staff and volunteers

### **Overheads**

- A contribution towards the rent and utilities of an office building

### **Capital**

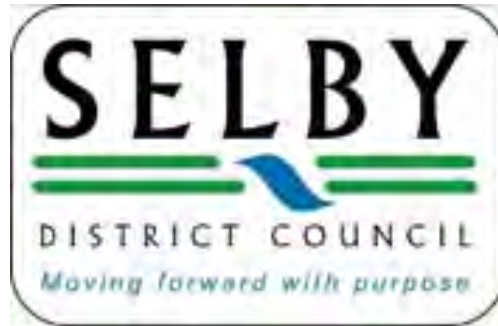
- Laptops for staff
- Building and engineering works required for the delivery of the project
- Refurbishment costs.

We expect you to be able to justify the length and the cost of the project. We should be able to understand the reasoning behind your budget.



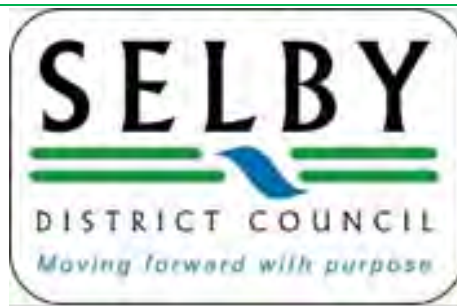
## TADCASTER AND VILLAGES AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

1. Staff costs – 10 days photographer, 2 days project management, all at £25/hour. Our primary contractor will be David Digby of Newman Wray, a business directly affected by the floods.
2. Travel costs and venue hire - £250
3. Calendar production - £1000 – to produce an initial run of 500.
4. Purchase of boards, mounting, photographic paper - £1000



# Car Park Strategy 2017-2020





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## Portfolio Holder Statement

I am pleased to introduce the District Council's 2017-2020 Car Park Strategy.

This strategy forms part of a suite of documents which contribute to the delivery of the Council's Corporate Plan 2015-2020 priorities focussing on developing growth and prosperity in the district.

Improving the customers' experience of using our car parks is at the heart of this strategy. When developing this strategy we have considered what influences customers' parking choices and identified the changes which need to be made to our current car park offer in order to ensure customers' expectations are met. By meeting these expectations we are responding to the needs of our local retailers; we are supporting increased use of the town centres and encouraging their economic growth and vitality. This strategy reflects the needs and requirements of all car park users and the wider community as we move forward in these challenging times.



**Cllr C Metcalfe**

**Portfolio Holder for Communities and Economic Development**

## Executive Summary

The existing car park strategy was last reviewed in 2014, however, since this time a new Corporate Plan has been introduced. The existing strategy focussed primarily on Selby and aimed to encourage turnover in short stay car parks through fees and supported long stay parkers with competitive all day rates. The existing fee structure, however may not align with the new Corporate Plan.

The short stay fees do not compliment the private short stay provision in Selby. The short stay provision is provided primarily by supermarkets and a retail park which have a free offer (of at least 2 hours). The fees in our car parks may be displacing users into these free supermarkets to the detriment of those businesses.

Car parks in Sherburn and Tadcaster do not have any restrictions placed on them. This leads to users parking long stay and not supporting local businesses by restricting customer turnover. Ease of parking and availability of spaces is cited as a key consideration of users<sup>1</sup>. The unrestricted long stay parking in town centres prevents this.

With this new strategy we are focussed on using the car parks as a tool for growth as part of a number of key documents to support the Corporate Plan. To achieve this, several changes are being introduced, these include a move away from long and short stay designated car parks to a universal approach and the introduction of a supportive tariff structure which promotes growth in all Council owned public car parks.

To implement this strategy the Council will ensure that it:

- Understands the main types of town centre user in each of the three principal settlements;
- Recognises the importance of car parks as a gateway to the town by improving their appearance and maintenance;
- Improves signage to the car parks to support tourism and usage (prevent customers navigating away from the town);
- Sets a tariff scheme which supports local businesses or town centre vitality.

In order to ensure the strategy achieves a positive economic impact on town centre businesses and improves the customer experience there will be a 12 month post-implementation review. This review will help us to identify any changes in usage trends and assess the impact of the strategy on town centre vitality.

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<sup>1</sup> <http://thegreatbritishhighstreet.co.uk/pdf/GBHS-What-Works.pdf?2> (page 10)

## Part 1: Background

### 1. Introduction

- 1.1. This strategy relates to off-street parking in Council owned car parks in Selby District. The on-street parking is managed by North Yorkshire County Council (NYCC). We have and will continue to work closely with NYCC to identify and mitigate any potential detrimental effect to the Highway Network as a result of this strategy.
- 1.2. This strategy replaces the Council's previous Car Park Strategy from 2013. This new strategy is to run alongside and support our refreshed Corporate Plan (2015-2020), emerging Economic Development Strategy 2016-2020, Core Strategy, Asset Management Strategy 2015-2018 and Corporate Charging Policy. The Policy context is set out in more detail at Appendix A.
- 1.3. The emphasis of this strategy is to use our car parks to fulfil their potential to contribute towards town vitality and enhance the user experience
- 1.4. In line with the Corporate Plan this new approach will make Selby District a great place to:
  - **do business:** by increasing the offer of our car parks, customers are encouraged to come to the District for retail and leisure purposes. Thereby supporting local businesses and the vitality of both the day time and night time economies.
  - **enjoy life:** by improving the customer experience, particularly through increasing the convenience of using our car parks. We will encourage short stay shopping and longer stay tourism and leisure, aiding the promotion of culture and health in the District.
  - **make a difference:** by improving access to car parking services, enabling customers to pay electronically and online.
- 1.5. These priorities will be supported by Selby District Council delivering **great value**, ensuring its vision of a council which is customer focused, business like and forward thinking.
- 1.6. The overriding objective of this strategy is:

***“To use the Council’s car parks as a platform to boost the local economies of the District by improving the customer experience”***



- 1.7. Selby district is rural in nature and is surrounded by larger economies, such as York and Leeds. As a result the district is subject to a lot of out commuting for work, retail and leisure activities (a more detailed district profile can be found at Appendix B). By encouraging local retail use and following the opening of the Summit Indoor Adventure alongside work to improve our culture and tourism offer, we aim to retain some of this retail and leisure market locally boosting town centre vitality.
- 1.8. When developing this strategy a benchmarking exercise was carried out with both our neighbouring authorities and our CIPFA nearest comparative authorities. This found that our neighbours do not designate car parks i.e. no short and long stay car parks and therefore in terms of consistency for our customers we should not.
- 1.9. This benchmarking also showed the majority of our CIPFA comparative authorities are offering a period of free parking to their customers. Given they are similar economies to Selby District's; this would suggest we should explore a different and potentially more supportive tariff structure universally in our car parks. Detailed information about the benchmarking exercise can be found at Appendix C.

## 2. Provision and Demand

- 2.1. This section looks at customer needs and the current car parking provision on offer, both Council and Non-Council. It also assesses the current and future demand across the principal settlements within the District. It will explore each of the individual settlements in turn setting out what provision and demand is currently and what issues and opportunities these present. Identifying our customers and their needs is crucial to the success of this strategy.
- 2.2. There are some characteristics which are shared across all customer types. The British Parking Association commissioned a study into finding the top 10 factors which dictate a driver's choice of car park<sup>2</sup>. This list is as follows:

Ranking	Car Park Factor
1	Location
2	Personal safety
3	Safe environment
4	Tariffs
5	Ease of access
6	No/little queuing
7	Number of spaces
8	Effective surveillance
9	Size of parking space
10	Appropriate lighting

- 2.3. In addition to the top 10, method of payment and cleanliness were also noted as a raised consideration. Due to limited resources the Council will need to target investment and improvement into elements that will make the most difference to the customer experience.

<sup>2</sup> <http://thegreatbritishhighstreet.co.uk/pdf/GBHS-What-Works.pdf?2> (page 10)

## Selby

### Provision

Council Car Parks			Non Council Car Parks		
Location	Designation	Number of Spaces	Location	Designation	Number of Spaces (approximate)
Audus Street	Short stay	51	Abbey Walk Retail Park	Short stay	292
Back Micklegate	Long stay	198	James Street	Short stay	18
Church Hill	Short stay	8	Morrisons	Long stay	200
Market Cross	Short stay	48	Selby Train Station	Long stay	130
Micklegate	Short stay	52	Station Road	Long Stay	70
Portholme Crescent	Short stay	140	Tesco, Portholme Road	Short stay	200
Portholme Road	Long stay	106	Wetheralls, Abbey Yard	Short stay	31
Selby Leisure Centre	Short stay	130			
South Parade	Short stay	54			
The Park	Short stay	32			
<b>Total</b>		<b>819</b>			<b>941</b>

### Council

2.4. There are 10 Council public car parks located in Selby town. As the above table shows, all 10 car parks are designated as either short stay (8) or long stay (2). There are fees for each of these set out in section 4.1. All the car parks are centrally located as can be seen on the map at Appendix D. There is no coach parking provision currently in Selby. The Council shares a car park with Selby War Memorial Hospital at its Civic Centre, this car park will not be considered as part of this strategy.

### Private

2.5. There is both long and short stay chargeable provision available privately in Selby, all of which is subject to restrictions. The long stay paid provision is popular with commuters due to its proximity to the train and bus station. There is also short stay parking offered by supermarkets and a central retail park which is free to park, but restricted to time and customers only. This private parking and its designation can also be seen on the map at Appendix D.

**Demand:**

2.6. The following table provides details of current demand and any potential future impacts on the future demand for car parks in Selby, which have been considered when drafting this strategy.

Current	Future
<ul style="list-style-type: none"> <li>• Based on analysis of the most recent income figures and a number of site visits, usage appears to have increased slightly (compared to the 2013 survey figures)</li> <li>• Portholme Crescent and Portholme Road car parks continue to be under performing/have low usage</li> <li>• The most recent car park survey in Selby town was undertaken in October 2013 and showed that overall Selby District Council car parks were at 38% capacity and there is no evidence to suggest there has been a significant change</li> <li>• Currently availability of spaces is not an issue<sup>3</sup></li> </ul>	<ul style="list-style-type: none"> <li>• An anticipated increase in demand due to:               <ul style="list-style-type: none"> <li>○ The opening of the Summit Indoor Adventure (including potential demand for coach parking); and</li> <li>○ The Core Strategy indicated growth in Selby Town</li> <li>○ the popularity of the train station and out commuting<sup>4</sup></li> </ul> </li> <li>• An anticipated shift in demand due to:               <ul style="list-style-type: none"> <li>○ Drivers reconsidering where they choose to park, as a result of more parking fines being issued following the implementation of increased enforcement in a number of the supermarket car parks</li> </ul> </li> </ul>

**Opportunities and Issues:**

2.7. The above information and the District profile has enabled a list of current and future opportunities/issues to be compiled.

<sup>3</sup> Based on the Council's latest Survey of Usage (October 2013)

<sup>4</sup> <http://orr.gov.uk/statistics/published-stats/station-usage-estimates>

Current	Future
<ul style="list-style-type: none"> <li>• Car parks are clustered and users not defined</li> <li>• A need to attract/direct users to car parks located the furthest from the town centre, in particular long stay, to ensure spaces are available in central car parks for appropriate users, e.g. shoppers and visitors/tourists</li> <li>• A need to introduce monitoring of the impact of free parking initiatives e.g. Small Business Saturday and Christmas on car park usage</li> <li>• A need to monitor the impact on car park usage of District/town events e.g. Tour de Yorkshire, annual food festival etc.</li> <li>• A need to facilitate a shift in parking habits (for non-supermarket customers) from supermarket car parks to Council owned car parks to support town centre vitality</li> </ul>	<ul style="list-style-type: none"> <li>• Explore need and if necessary options for coach parking</li> <li>• Explore options for incentives for long stay parkers to move to underused car parks (Portholme Crescent and Portholme Road) e.g. the introduction of discounted permits for these car parks</li> <li>• Monitor measures aimed to free up spaces in central private car parks for their customers</li> <li>• Consideration of the needs of the car park users in relation to required length of stay</li> <li>• Potential links to PLAN Selby regeneration areas and wider master planning work</li> </ul>

## Sherburn- in -Elmet

### Provision:

Council Car Parks			Non-Council Car Parks		
Location	Designation	Number of spaces	Location	Designation	Number of spaces
Church View	None	29	Aldi, Low Street	Short	76
Elmet Social Club	None	15	Co-op, Finkle Hill	Short	60
<b>Total</b>		<b>44</b>			<b>136</b>

### Council

2.8. There are 2 Council car parks in Sherburn village centre. These two car parks are free to park and have no restrictions. The car parks are centrally located as can be seen on the map at Appendix D. There is no coach parking provision currently in Sherburn.

### Private

2.9. There are a number of private off-street parking options in Sherburn, as can also be seen on the map at Appendix D. These range from supermarket parking to small shop front parking areas. All these free parking offers are restricted to customer use,

with some also restricted to time. There is currently no chargeable off street parking provision in Sherburn.

### Demand:

2.10. The following table provides details of current demand and any potential future impacts on the future demand for car parks in Sherburn, which have been considered when drafting this strategy.

Current	Future
<ul style="list-style-type: none"> <li>• Suggestion that the capacity of council owned car parks are approximately 50% - based on a number of site visits by officers</li> <li>• In the town centre demand is not met. This is based on:               <ul style="list-style-type: none"> <li>○ Parish Council information;</li> <li>○ discussions with District Councillors; and</li> <li>○ the 2015 Market Town Study</li> </ul> </li> <li>• There is limited parking at the train station located on the outskirts of the village towards the industrial estate</li> </ul>	<p>Future demand anticipated to increase due to:</p> <ul style="list-style-type: none"> <li>○ the number of new businesses relocating to the industrial estate on the outskirts of the village;</li> <li>○ the level of on-going and future housing development planned in the village; and</li> <li>○ the popularity of the train station and out commuting<sup>5</sup></li> </ul>

### Opportunities and Issues:

2.11. The above information and the District profile has enabled a list of current and future opportunities/issues to be compiled.

Current	Future
<ul style="list-style-type: none"> <li>• Lack of signage leading to a lack of awareness of Council car park existence (out of sight of the high street) and the location (a short walk from the high street)</li> <li>• Insufficient provision - it is imperative that the Council looks to promote its car parks in Sherburn to ease the current parking problem in the village and the anticipated future increase in demand</li> </ul>	<ul style="list-style-type: none"> <li>• Explore need and if necessary options for coach parking</li> <li>• There is currently a need for more spaces at the train station for commuters and it is anticipated that this need will become even greater in the long term</li> <li>• Consideration of the needs of the main car park users in relation to the required length of stay</li> <li>• Potential links to PLAN Selby regeneration areas and wider master planning work</li> </ul>

<sup>5</sup> <http://orr.gov.uk/statistics/published-stats/station-usage-estimates>

## Tadcaster

### Provision:

Council Car Parks			Non-Council Car Parks		
Location	Designation	Number of spaces	Location	Designation	Number of spaces
Britannia Street	None	90	Sainsburys, Mill Lane	None	112
Central Area (Chapel Street)	None	154			
<b>Total</b>		<b>244</b>			<b>112</b>

### Council

2.12. The Council owns 3 car parks in Tadcaster; however, one is included in the lease for Tadcaster Leisure Centre and will not be considered as part of this strategy. The remaining 2 car parks are set out above (and can be seen on the map at Appendix D)

### Private

2.13. There is limited private off-street parking in Tadcaster as can also be seen on the map at Appendix D. This provision, whilst free and unrestricted to time, is restricted to use for customers only e.g. a national supermarket chain, the council's leisure centre and the community swimming pool. There is currently no chargeable off street parking provision in Tadcaster.

### Demand:

2.14. The table overleaf provides details of current demand and any potential future impacts on the future demand for car parks in Tadcaster, which have been considered when drafting this strategy.

Current	Future
<ul style="list-style-type: none"> <li>• Shoppers and visitors struggle to find a space in Central Area car park - long stay parkers taking space – based on:               <ul style="list-style-type: none"> <li>○ Observations (Cllrs, officers and local businesses); and</li> <li>○ the Market Town Study (June 2015)</li> </ul> </li> <li>• Car parks popular with long stay parkers</li> <li>• A survey of use for Central Area Car Park (carried out by Tadcaster and Rural Community Interest Company in March 2015) showed that across an average day the car park was on average at 87% (135 of 155 spaces) capacity and that 115 cars were parking for 4 hours or more.</li> </ul>	<p>An anticipated increase due to:</p> <ul style="list-style-type: none"> <li>○ aspirations of the Economic Development Strategy – i.e. the development of retail and tourism offer in town centre</li> </ul>

### Opportunities and Issues:

2.15. The above information and the District profile has enabled a list of current and future opportunities/issues to be compiled.

Current	Future
<ul style="list-style-type: none"> <li>• The need to reduce the number of cars which are parked all day in Central Area car park, to free up space for visitors/shoppers</li> <li>• Lack of turnover in car parks leading to visitors/shoppers not visiting due to space availability issues</li> </ul>	<ul style="list-style-type: none"> <li>• Explore need and if necessary options for coach parking</li> <li>• Explore options for regular long stay car park users e.g. traders and workers, alternative provision, which takes into account convenience and affordability</li> <li>• Consideration of the needs of the main car park users in relation to the required length of stay</li> <li>• Potential links to PLAN Selby regeneration areas and wider master planning work</li> </ul>



## Part 2: What Are We Going to Change?

### 3. Overriding Objective

- 3.1. This strategy has been designed to utilise the Council's car parks as a tool for economic growth and town centre vitality. Complementing the free offers provided by anchor retail tenants and improving the car park experience for customers. Ensuring we understand who our customers are, what our customers' needs are and how we can best support them is therefore crucial to the success of this strategy.

***“To use the Council's car parks as a platform to boost the local economies of the District by improving the customer experience”***

- 3.2. There are a number of elements of the previous Car Park Strategy which do not fully support the overriding objective of this strategy. This strategy acknowledges the need for change and sets out the framework to guide the Council's new approach to car parking provision.
- 3.3. Convenient free parking is offered from supermarkets and a central retail park in Selby. Whilst the Council car parks are free and unrestricted in Sherburn and Tadcaster, this brings its own issues of not encouraging turnover. Sherburn and Tadcaster also have free parking on key anchor retail tenant sites.
- 3.4. Whilst restricted to customers, the private provision in Selby is being utilised by non-customers to visit Selby town centre to the detriment of the businesses. This has been demonstrated to us through consultation with one of the supermarkets and the retail park. Users are taking advantage of the free supermarket and retail park car park offers which could ultimately have a negative impact on the vitality and sustainability of the town centre, potentially placing the on-going presence of these anchor retail tenants at risk.
- 3.5. The current Council car park provision has the potential to do more to promote town centre vitality and sustainability through improvements to the customer experience. There is a need for regular turnover of spaces creating 'churn' to ensure sufficient provision is available for short term use by visitors and shoppers to the town centres. There is scope for the current tariff scheme to better support the vitality of local shops

and the town centre in this way. Through enhancing the customer experience this strategy aims to bring about a shift in parking behaviour, making the Council's car parks the first choice for town centre users.

- 3.6. The introduction of pay and display parking, including a supportive tariff scheme which promotes growth in all Council owned public car parks is therefore paramount to achieving this strategy's over-riding objective.
- 3.7. The improvements to the customer experience, leading to thriving town centres (and therefore improved local economies) are golden threads which run through five key priorities (listed at section 4.1.) which underpin the above objective.
- 3.8. The priorities and supporting actions have been developed to meet this objective. When developing these priorities we have taken into account the requirements of each of the principal settlements, namely: Selby, Sherburn in Elmet and Tadcaster.

## 4. Priorities

4.1. The evidence and context outlined throughout this document has led to the identification of strategic issues that need to be addressed as part of this strategy. These strategic issues can be summarised into 5 broad priorities:

1. **To meet customer needs with regard to car park provision;**
2. **To establish a fair, sustainable and value for money tariff scheme which supports the use of local facilities by the customers;**
3. **To provide well-maintained car park facilities which meet the needs of customers;**
4. **To enforce car park charges effectively ensuring equity and consistency for customers; and**
5. **To maximise use of car parks for the benefit of the local community and local businesses.**

4.2. It should be noted that the priorities are not listed in order of importance and equal weight should be attributed to each priority. These priorities are explained in greater detail overleaf:

## **Priority 1: To meet customer need with regard to car park provision.**

*“Parking provision can determine where we choose to live, work, shop and play. Sensible, well thought out parking policy can help build a strong and vibrant economy.”<sup>6</sup>*

This priority is ensuring parking provision meets the needs of all customers. It takes into account demand both in the short term and the long term, in order to cater for anticipated increased visitor numbers, and housing and employment growth in the District. This growth is expected through projects such as the Summit Indoor Adventure, Olympia Park and the Core Strategy’s growth ambitions generally.

### **Actions:**

1. Move away from long and short stay designation to a universal approach
2. Identify who are our key customers and the appropriate car parks for them
3. Use signage to direct users to appropriate car parks
4. Monitor usage in car parks on an on-going basis
5. Work with private sector to ensure adequate provision
6. Ensure the specialist needs of customers are met e.g. disabilities, parent and child
7. Ensure adequate coach parking provision

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<sup>6</sup> Federation of Small Businesses ‘Keep Trade Local’ September 2008

## **Priority 2: To establish a fair, sustainable and value for money tariff scheme which supports the use of local facilities by the customers.**

*“There is no simple formula that can be given on determining the right kind of tariff to be introduced nationally because every location is exposed to an individual set of dynamics and factors. The only universal answer is that local authorities and other operators must develop a plan for parking provision that faces up to the question, “What and who is our parking for?” and compliments a wider strategy for accessibility that again, fits with a strategy for the town centre or local authority area”<sup>7</sup>.*

This priority is about establishing a tariff scheme that takes account of, and addresses a number of issues which currently exist in the District. It acknowledges the need to set a level of charge which does not deter users from parking in Council car parks. This priority should ensure the tariff scheme does not displace users from our car parks and into car parks that are not intended for them (e.g. supermarket car parks if not using the supermarket). We want to support those businesses by moving people into our car parks allowing their customers to always have enough provision. The tariff scheme should not displace customers to the on-street offer. Over-reliance on on-street parking has detrimental effects on congestion, pollution and threatens the safety of town centre users.

The tariff scheme should help support the customer experience and boost local businesses by being simple and consistent. This support should allow for turnover of spaces for shoppers and support those who wish to stay in the town centre longer. Whether this local business is retail, tourism, day or night time economy, it's about boosting the local vitality for businesses by putting the customer at the heart of the tariff scheme. Supporting our wider Corporate Plan and Economic Development Strategy for the benefit of the customers is the key aim for the tariff scheme.

The key principles outlined in the Corporate Charging Policy will be considered to ensure transparency and consistency.

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<sup>7</sup> Re-Think! Parking on the High Street – Guidance on Parking in Town and City Centres by Ojay McDonald, 2013

**Actions:**

1. Undertake a comprehensive review of the tariff schemes in Council owned public car parks, factoring in the demands/needs of customers and setting the tariff scheme at a level that promotes usage/economic growth in the district.
2. Continue to offer free parking in all Council owned car parks after 6.00pm
3. Continue to offer free parking on Sundays
4. Continue to offer free parking to disabled customers with a valid badge
5. Undertake regular usage surveys/analyse pay and display machine data.
6. Monitor and analyse car park income and expenditure data (and where appropriate take action)

DRAFT

### **Priority 3: To provide well-maintained car park facilities which meet the needs of customers.**

*“Out-of-town centres create an environment where the shopper comes first, with wide footways and pedestrianized streets, and good public transport links such as free buses. This has taken business away from our high streets. In order to be places that people want to visit, high streets need to be accessible, attractive and safe.”<sup>8</sup>*

Appearance is a key consideration in our car parks. Our car parks are gateways to the settlements and the launch-pad to the customer experience of our District. Therefore, it is important that car parks are kept in good condition and repair; and are visually appealing and provide a welcoming environment which orientates customers.

Therefore, this priority is about ensuring a positive customer experience. This will be achieved through ensuring our car parks offer a safe and welcoming environment, with facilities which meet the general needs of all customers e.g. new pay and display machines, or the more specific needs of certain customers e.g. information boards for visitors.

As the launch-pad to the customer experience in the District our car parks need to meet the expectations of a customer. This means that they should be in good repair, clearly marked, visually appealing and help signpost the customer to key attractions in the settlement.

Machines should be reliable and efficient. Machines should also be ‘future-proof’, enabling easy upgrades.

#### **Actions:**

1. Aim for all car parks to have and maintain the Park Mark standard
2. Devise a maintenance plan based on the individual car park condition survey recommendations
3. Enhance the appearance of Council owned car parks
4. Provide information boards with maps
5. Provide the option for telephone payments in Council car parks
6. Provide electric car charging points in appropriate Council car parks
7. Provide cycle lockers in appropriate Council car parks

<sup>8</sup> *The Portas Review* (2011), Mary Portas

#### **Priority 4: To enforce car park charges effectively ensuring equity and consistency for customers.**

*“Local authorities should seek to improve the quality of parking in town centres so that it is convenient, safe and secure... They should set appropriate parking charges that do not undermine the vitality of town centres. Parking enforcement should be proportionate.”<sup>9</sup>*

This priority is about ensuring the appropriate level of effective enforcement is in place. It is about delivering fairness and ensuring safety for all users e.g. taking action against those who choose not to pay, park outside designated bays, park beyond their ticket time etc.

This priority is not about using Civil Parking Enforcement (CPE) as a revenue generation tool. No financial targets or bonuses should be assigned to the issuing of Penalty Charge Notices (PCN's).

To ensure this is effective and fair, it should be carried out in all Council owned car parks, complement parking and be transparent in terms of PCN's issued and the number of appeals, including how many were successful.

#### **Actions:**

1. Ensure that sufficient, effective enforcement is in place in all pay and display car parks in the District.
2. Publish enforcement performance data.

<sup>9</sup> Paragraph 40 National Planning Policy Framework 2012



## **Priority 5: To maximise use of the car parks for the benefit of the local community and local businesses.**

*“Car parking charges must be viewed more holistically as part of an accessibility strategy for town centres which takes into account the need to promote its businesses. Such a strategy should lead to the intelligent utilisation of parking provision to support the town centre.”<sup>10</sup>*

This priority is about ensuring that we make the best use of our assets, through influencing parking behaviour to maximise use of the car parks. Through improvements to the customer experience, we can influence parking behaviour and trends.

Through understanding customer needs and demand, introducing a supportive tariff scheme and offering value for money permits, we are able to maximise Council car park use. By offering value for money permits we can encourage use of a previously underutilised car park. Where an alternative option for a car park is proposed it will be assessed for its benefit for the local community and local businesses.

It is important to make the Council car parks the first choice for customers. This may be, for example, by making the tariff competitive with the alternative private provision. It may also be by improving the signage (both physical and online) in order to raise awareness of existence and location of Council car parks.

### **Actions:**

1. Offer and promote value for money permits for underused car parks
2. Improve online information about the car park offer
3. Work with NYCC to improve highway signage/directional signage of the Council's car parks
4. Consider alternative uses for car parks if a broader benefit can be demonstrated e.g. town centre regeneration.

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<sup>10</sup> Re-Think! Parking on the High Street: Guidance on Parking Provision in Town and City Centres (Page 8)

## Part 3: How Are We Going to Change It?

### 5. Action Plan

- 5.1. An operational Action Plan will be developed in order to facilitate implementation of the individual actions listed under each priority. Each action will be subject to a timeline and designated to a responsible officer.
- 5.2. Over time more information will be collected from the improved technology available in pay and display machines. This information will inform future operational decisions on how car parks are used to achieve this strategy's overriding objective. The Action Plan will therefore be monitored and reviewed as appropriate through the lifespan of this strategy.

## Part 4: How Will We Know this Strategy Has Been Successful?

### 6. Measuring Success

- 6.1. We are trying to attract new customers to our car parks and improve the experience for existing customers. It is anticipated that an improved car park offer will result in an increased car park usage which will have knock on effects for both small and larger retailers in the town centres. Influencing parking behaviours to the most appropriate car parks e.g. shoppers to town centre car parks, will result in increased footfall in the town centre, supporting growth and town centre vitality.
- 6.2. Success of this strategy will ultimately be evidenced by the enhanced customer experience. This will be measured by: Increased usage and/or turnover in Council car parks, the health of the town centre economies and most importantly, customer satisfaction. To measure this success we will require key performance indicators (see Section 7).
- 6.3. Following the implementation of the changes set out in this strategy there will be a 12 month post implementation review. This review will allow us to assess any trends and changes in parking behaviour to make sure they are achieving the overriding objective.

## 7. Key Performance Indicators

7.1. Key Performance Indicators have been set to focus on three main areas: namely, Customers, Local Business; and Quality.

### Customers

Measure Name	Measure Definition	Reporting Frequency	Target	Information Source
Car Park use	The increased amount of turnover in car park spaces	Annual	TBC*	Tickets issued data from parking machines.
Permit sales	The increased sales of long stay permits	Annual	TBC*	Sale of permit data
Customer satisfaction	Customer satisfaction of customers using SDC car parks	Annual	90% satisfaction level	Survey/questionnaire

### Local Business

Measure Name	Measure Definition	Reporting Frequency	Target	Information Source
Vacant town centre business premises	Reduction in the number of vacant town centre business premises	Annual	TBC*	Non-national domestic rate figures
Turnover of town centre premises	Reduction in turnover of town centre premises	Annual	TBC*	Non-national domestic rate figures

### Quality

Measure Name	Measure Definition	Reporting Frequency	Target	Information Source
Condition and required maintenance	Ensuring a high quality condition is maintained in line with 6 monthly asset inspection surveys	6 monthly	100% of identified work carried out within works order deadline	6 monthly asset inspection surveys and asset management system

\*These targets will be confirmed once we have collated and/or analysed baseline data.

## Appendix A - Policy Context

1. There is a range of national and local policy that is relevant to parking and promoting the vitality and viability of town centres.

### National:

2. In 2012 the Government published its new National Planning Policy Framework (NPPF). Section 3 of the Framework, entitled 'Supporting a Prosperous Rural Economy', refers to parking provision for both new building developments and town centre parking as follows:

*"39. if setting local parking standards for residential and non-residential development, local planning authorities should take into account:*

- *the accessibility of the development;*
- *the type, mix and use of development;*
- *the availability of and opportunities for public transport;*
- *local car ownership levels; and*
- *an overall need to reduce the use of high-emission vehicles.*

*40. Local authorities should seek to improve the quality of parking in town centres so that it is convenient, safe and secure, including appropriate provision for motorcycles. They should set appropriate parking charges that do not undermine the vitality of town centres. Parking enforcement should be proportionate."*

3. Further to the NPPF, new planning guidance was published in August 2013 which provides further detail in terms of town centre parking provision, stating that councils should understand the important role appropriate parking facilities can play in rejuvenating shops, high streets and town centres:

*"The quality of parking in town centres is important; it should be convenient, safe and secure. Parking charges should be appropriate and not undermine the vitality of town centres and local shops, and parking enforcement should be proportionate."*

*"This positive approach should include seeking to improve the quality of parking in town centres (in line with the National Planning Policy Framework) and, where it is*

*necessary to ensure the vitality of town centres, the quantity too. Local authorities should set appropriate parking charges that do not undermine the vitality of town[s].”*

4. The extracts above support this Strategy’s focus on using car parks to support the vitality of the District’s local economies by improving the customer experience.

**Local:**

5. The Council’s Corporate Plan 2015 - 2020 identifies the following priorities:
  - a) Making Selby District a Great Place to do Business
  - b) Making Selby District a Great Place to Enjoy Life
  - c) Making Selby District a Great Place to Make a Difference
6. These are supported by Selby District Council *delivering great value* under the Corporate Plan.
7. Improving the customer experience and maximising use of our car parks will help support local businesses, strengthening our local economy and contribute towards a sustainable and thriving future for the District’s main settlements (namely, Selby, Sherburn and Tadcaster). Supporting town vitality and thereby increasing footfall in this way can also help secure and develop the retail environment in our town centres.
8. Growth is a key feature in the Corporate Plan and this strategy is focussed on using the car parks as a tool for achieving this growth. It will achieve this through putting the customer first.
9. Selby District Council approved a new Asset Management Strategy 2015-2018 (AMS) on 5 November 2015, which identifies car parks as a key asset. The AMS outlines how the Council’s assets should be managed in an effective, economical, and efficient manner for the next 3 years.
10. The AMS objectives are:
  - a) To use our assets in a sustainable way to support the Council’s strategic objectives and to contribute to the development of the Council’s emerging economic strategy.

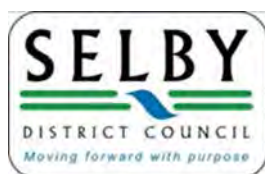
- b) To identify ways to maximise the use of assets for the benefit of the local community and to encourage inward investment.
- c) To ensure our assets are fit for purpose and maintained to the required standard.
11. This strategy has been developed with these objectives in mind, and the priorities outlined in Section 4 will make sure car parks play a part in helping the Council achieve these objectives.
12. The Council's emerging Economic Development Strategy (EDS) is focussed on promoting growth within the District. It therefore very closely links the EDS to the overriding objective of this strategy. Objective 2a of the EDS is to "develop a long-term programme of market town regeneration to boost the visitor, leisure and night-economy" which this strategy will help achieve.
13. This strategy provides a stepping stone towards achieving Objective 2a, but it is not an isolated solution. Regeneration of place requires many facets and this strategy provides just one of those. With the emphasis on growth and local business vitality, delivered through improving the customer experience, this strategy aims to boost the visitor and leisure industry locally in line with the EDS. Through supportive pricing structures and safe car parking, the centrally located car parks can help boost the night time economy.
14. In October 2013 the Council's Core Strategy came into force and is in place until 2027. The Core Strategy is the long-term strategic vision for how the District will be shaped by setting out a number of broad policies to guide development. The Vision for the Core Strategy is:
- "By 2027 Selby District will be a distinctive rural District with an outstanding environment, a diverse economy and attractive, vibrant towns and villages. Residents will have a high quality of life and there will be a wide range of housing and job opportunities to help create socially balanced and sustainable communities, which are less dependent on surrounding towns and cities."*
15. This strategy clearly feeds into this long term vision: contributing to making the District a diverse economy and to create vibrant towns and villages.

16. This strategy will clearly be linked to the Core Strategy when considered in reference to paragraph 3.5(9) of the Core Strategy:

*“Developing the economy of the District by capitalising on local strengths, nurturing existing business, supporting entrepreneurs and innovation, and promoting diversification into new growth sectors.”*

17. This strategy is therefore ideally placed to help the Core Strategy achieve its vision. It will push for growth to help achieve the diverse economy through strong local business vitality and support local tourism which will provide choice within the District to meet retail and leisure needs.
18. The Corporate Charging Policy (CCP) approved May 2016 sets out the principles for all charges set by the Council. Whilst the car park service is exempt from the policy, the principles of the policy should still hold a persuasive precedent over any decisions taken with regard to car park related charges (i.e. the tariff scheme).
19. The principles of CCP are that all fees and charges will:
- Contribute to the achievement of corporate and service objectives;
  - Maximise potential income, to achieve financial objectives, unless there is an explicit policy decision to subsidise the service;
  - Be subject to equality impact assessment screening and consultation where appropriate.
  - Minimise the costs of collection;
  - As a minimum be increased annually from 1 April each year in line with Consumer Price Index (CPI) inflation increases (rate published for the preceding September each year);
  - Be subject to a scheduled review at least every 3-5 years.
20. A coordinated approach to this strategy has been undertaken with NYCC, including consideration of the NYCC Parking Strategy 2011.

The North Yorkshire County Council (NYCC) Parking Strategy (October 2011) states that: *“Successfully managing on-street parking provision has a major impact on the transport network. The benefits include:*





- *Reducing congestion*
- *Improving localised air quality*
- *Improving road safety*
- *Maintaining access to and encouraging use of public transport*
- *Balancing on and off street parking supply and demand*
- *Helping businesses with collections and deliveries*
- *Enabling residents to park near to their properties”*

The NYCC Parking Strategy, in its key principles, goes on to describe the importance of the relationship between on and off street parking: *“As previously stated the County Council has no direct control over the provision of off-street parking. Nevertheless there is a commitment to joint working with district councils and other partners to ensure that on and off street parking provision complement each other.*

*Effective on-street parking management measures help to balance on and off street parking supply and demand. The inter-relationship should encourage drivers to park in designated on-street spaces for short visits and deter those wanting to park on-street for longer periods. This creates more available designated on-street spaces and helps to ensure that the provision is used by the intended categories of user namely short stay visitors, shoppers and disabled drivers.”*

On parking space numbers and impact on the local economy of parking charges the NYCC strategy comments: *“7.4 A study by the Transport Research Laboratory identified a common misconception that providing as many parking spaces as possible is the best way to manage parking so as to maximise access. Rather, the key is to ensure that the parking stock is used efficiently so that the availability of spaces matches demand wherever possible. The effective management of parking provision is therefore as important as the absolute number of parking spaces provided.*

*7.5 There is a potential conflict between using parking as a means of facilitating car use, and as a means of selectively controlling car accessibility (and thereby car use). In North Yorkshire a balanced approach is required to meet the needs of different communities. The rural nature of the county means many people rely on the car to access key services and sufficient parking provision at certain locations is therefore required.”*

## Appendix B - District Profile

1. The District has a population of 85,400<sup>11</sup>, good transport links, and relatively low cost housing when compared with neighbouring authorities. This means that the District is subject to a lot of out commuting in terms of workers and shoppers (i.e. our residents often leave the District for employment, retail and leisure, contributing to the economies of neighbouring areas rather than our own).
2. Generally speaking the District is rural in nature. This inevitably leads to higher car use by residents as there is a lack of regular public transport (and increasing pressure on rural bus routes) for several of the villages. For this reason, there needs to be recognition that effective alternative transport methods may never be possible. Private cars will, therefore, remain the only travel option for many people in the District.
3. Cars are already very popular in the District, with the number of cars in the District increasing over recent years. This is shown in the tables below. We have no reason to expect a decrease in this trend.

	Households with no car or van		Households with one car or van		Households with one or more cars or vans		Households with two cars or van	
	(No.)	(%)	(No.)	(%)	(No.)	(%)	(No.)	(%)
<b>Households in Selby District (34,559)</b>	5,155	14.9%	13,707	39.7%	29,404	85.1%	11,921	34.5%

Source: Office for National Statistics, 2011 Census Data

	2001	2011	Increase from 2001- 2011	
			(No.)	(%)
<b>No. of cars in Selby District</b>	40,808	50,350	9,542	23.4%

Source: Office for National Statistics, 2001 Census Data & 2011 Census Data

4. A market town assessment was undertaken by Spawforths in June 2015 which identified a number of car park specific issues across the three main settlements of Selby, Sherburn and Tadcaster. These are set out in the table below, along with the parish population for each settlement.

<sup>11</sup> Mid-Year Estimates, Office for National Statistics, 2014

	Parish Population (Census 2011)	Market Town Assessment June 2015 findings
<b>Selby</b>	14,731	<ul style="list-style-type: none"> <li>• Poor distribution of parking areas</li> <li>• A need for improved and cheaper parking</li> <li>• Aspirations for free parking</li> <li>• Aspiration for improved parking signage in the town</li> <li>• Aspirations for improvements in relation to the quality of the environment in Selby town centre including improved street furniture/floral displays (Based on shopper and retailer surveys for the most popular suggested improvements)</li> <li>• A business aspiration for free parking within Selby (This was the most popular suggestion for town centre improvements received from town centre businesses within Selby)</li> <li>• Access and technology aspirations – parking signage in the town could be improved to help visitors and residents</li> </ul>
<b>Sherburn</b>	6,657	<ul style="list-style-type: none"> <li>• There is a car parking availability issue</li> <li>• There is a need for the forward strategy to focus on adequately meeting daily shopping and service needs</li> <li>• Local businesses consider the poor quality of the town centre environment and availability of car parking to be the main issues facing Sherburn</li> </ul>
<b>Tadcaster</b>	6,003	<ul style="list-style-type: none"> <li>• A need to improve the appearance and vitality of Tadcaster town centre, and make it easier for people to shop locally</li> <li>• A lack of footfall in the town centre</li> <li>• A need to create facilities that will not only be enjoyed by local people, but that will also encourage visitors to come and enjoy all the area has to offer</li> </ul>

## Appendix C - Benchmarking Evidence

1. As part of the Car Park Strategy review, a benchmarking exercise was undertaken, particularly focusing on car park tariffs and designation of 10 neighbouring councils (those geographically close to us) and 20 comparator councils (authorities similar to Selby District)<sup>12</sup>. The findings of this benchmarking exercise are detailed in the tables below.

### 2. Car Park Tariffs

In Selby town, during the charging period the tariffs in operation in the Council's public car parks are as set out below.

#### Selby Council tariffs:

Short Stay		Long Stay	
Duration	Price	Duration	Price
1 hour	50p	Up to 3 Hours	£1.20
2 hours	£1.00	Over 3 Hours	£3.00
Over 2 hours/all day	£5.40		

### 3 Average tariffs of comparator councils:

Duration	Short stay	Long stay	Undesignated
1 hour	73p	70p	70p
2 hours	£1.27	£1.11	£1.15
3 hours	£1.75	£1.52	£1.94
4 hours	£2.74	£1.80	£2.90
Over 4 hours/all day	£6.05	£3.37	£5.95

When any free parking on offer is not taken into account, prices across these comparator councils ranged from 50p for an hour to £10 for up to 11 hours. When compared with comparator councils, **Selby's current tariff is cheaper than the average.**

<sup>12</sup> The comparator authorities were based on CIPFA comparator data. The comparator data was based on population, retail premises per 1000 population, offices per 1000 population and percentage of properties in Bands A to D and E to H amongst other things. 20 of the 30 closest comparator authorities' car park offer were assessed.

#### 4. Average tariffs of neighbouring councils:

Duration	Tariff <sup>13</sup>
1 hour	£1.09
2 hours	£2.04
3 hours	£2.94
4 hours	£3.99
Over 4 hours/all day	£5.33

Prices across neighbouring councils ranged from 60p for an hour to £12 for all day parking. One area (Skipton) uses a 'pop and shop' scheme with a 20p charge for 30 minutes. **When these neighbouring average tariff prices are compared with Selby's existing tariff, again Selby is cheaper than the average.**

#### 5. Free parking offer

During the charging period, there is currently no offer of a period of free parking in Council car parks in Selby town.

##### Councils which currently offer a period of free parking:

	Percentage (and number)
Comparator councils	60% (12)
Neighbouring councils	20% (2)

Out of the 20 comparator councils, there were a range of free parking offers: the first half hour free; the first 2 hours free; all day free; and free all day after a certain time. Some car parks offered free parking but with a restriction (usually 2 hours) on how long drivers could park there for.

These findings indicate a slight trend amongst our comparator councils towards offering free parking. This is perhaps more important than the trends of our neighbouring councils regarding price, as the comparator councils have economies more closely linked to ours than those of the neighbouring councils (which include a range of much larger economies such as Leeds and York).

<sup>13</sup> Of the 10 neighbouring councils benchmarked with, only 2 used designated parking (short stay and long stay), and these tariffs have been incorporated into an overall average using undesignated tariffs as well.

## 6. Car Park Designation

The Council car parks in Selby town are currently designated (either as short or long stay).

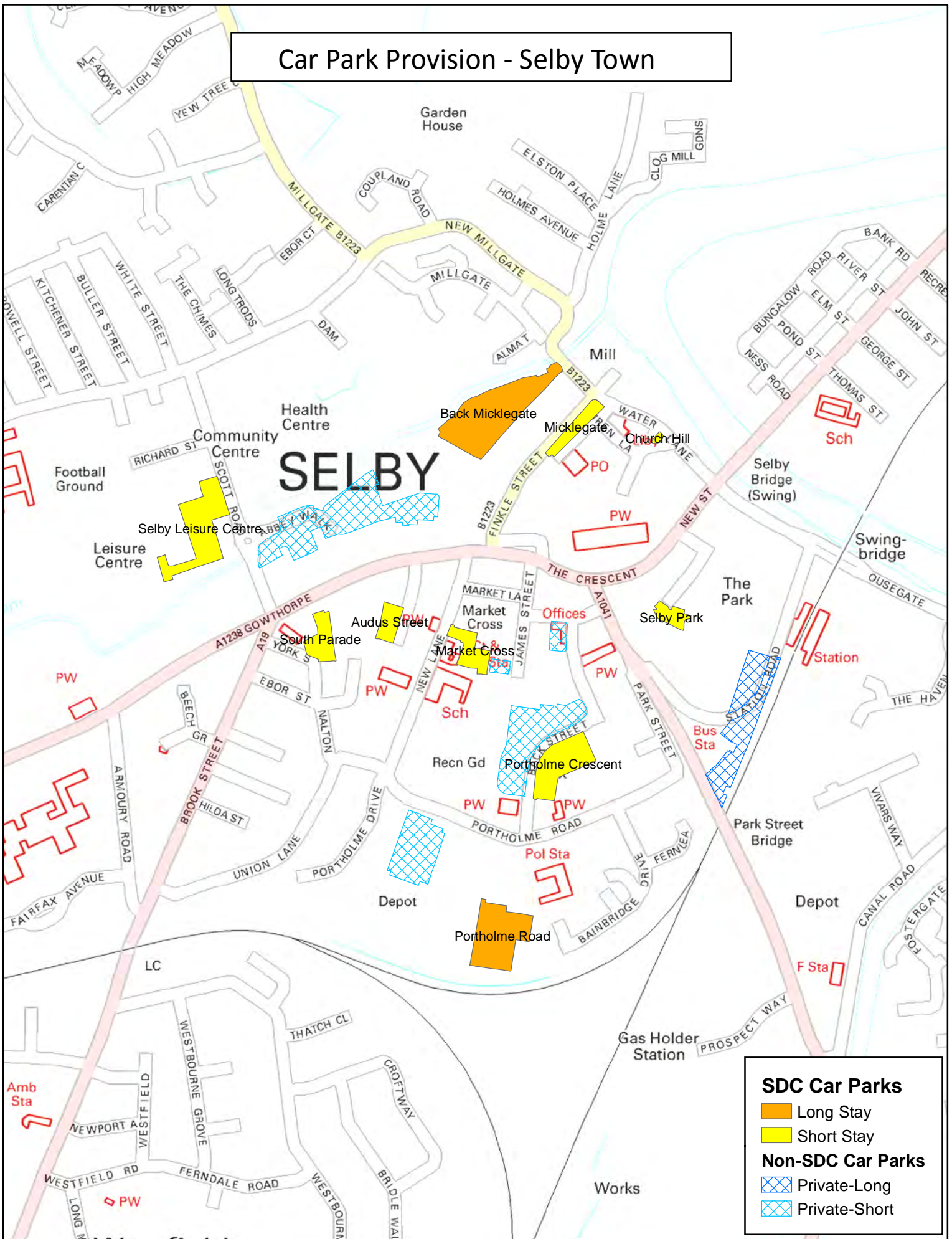
### Councils which currently have undesignated parking:

	Percentage (and number)
Comparator councils	35% (7)
Neighbouring councils	80% (8)

These findings show there is a very strong trend amongst our neighbouring councils to use undesignated parking, **meaning that currently Selby District is not consistent with the local area.**



# Car Park Provision - Selby Town



**SDC Car Parks**

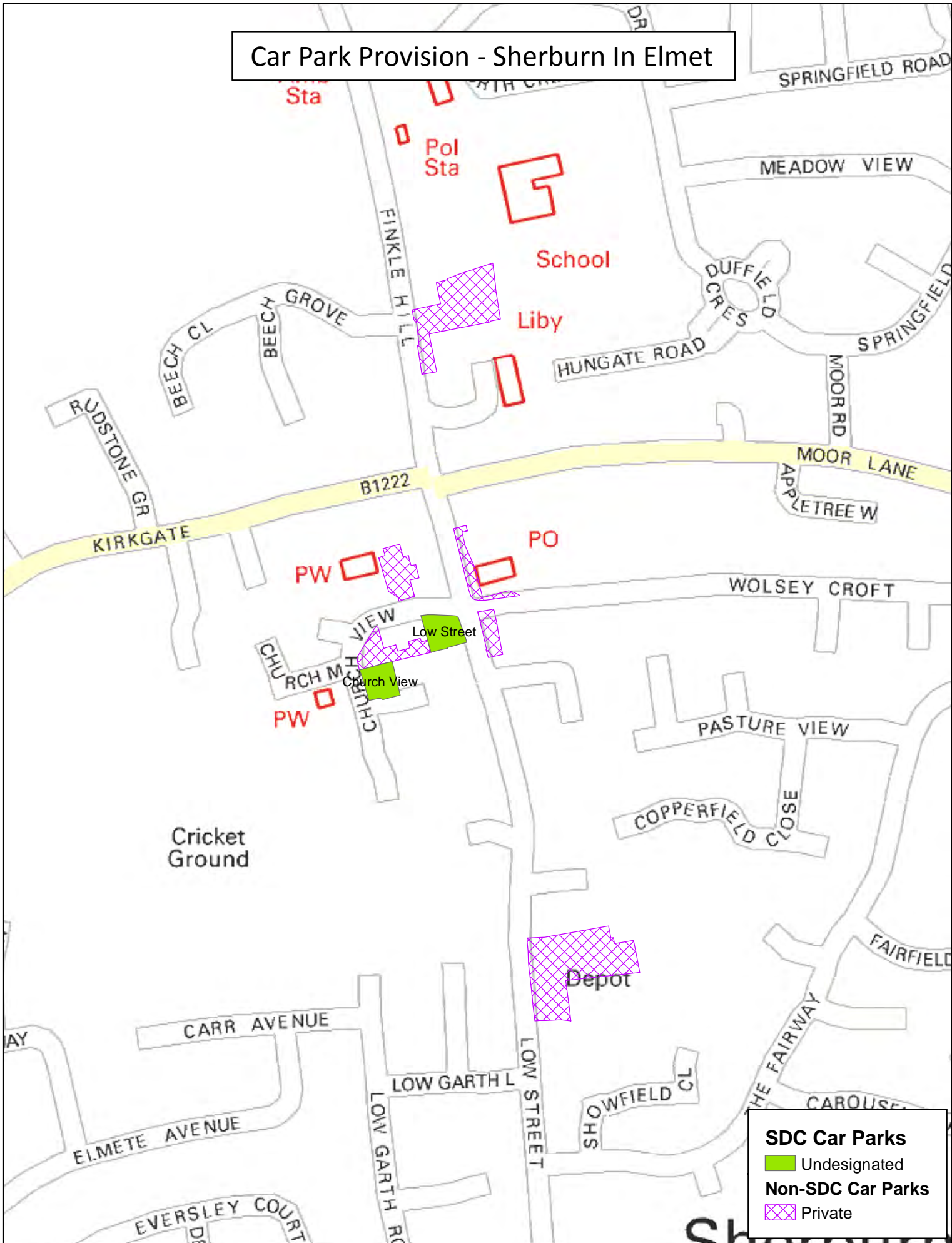
- Long Stay
- Short Stay

**Non-SDC Car Parks**

- Private-Long
- Private-Short



# Car Park Provision - Sherburn In Elmet



**SDC Car Parks**

- Undesignated

**Non-SDC Car Parks**

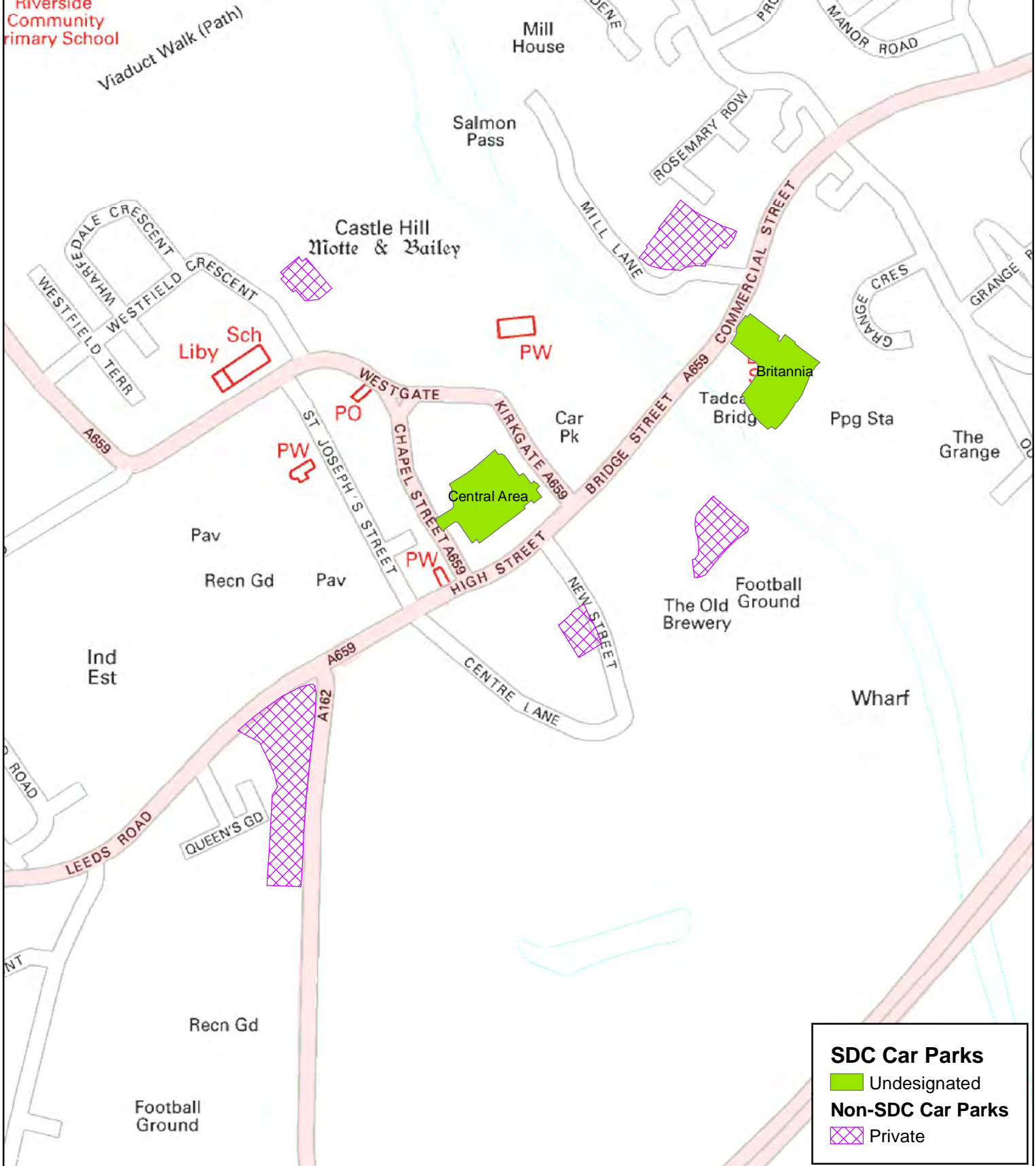
- Private





## Car Park Provision - Tadcaster Town

Riverside  
Community  
Primary School



0 125 250 500 Metres



## Tadcaster Defibrillator Proposals (September 2016 draft)

### Summary

There is currently a drive around the country, supported by the government and various charities (including the British Heart Foundation) for the increased availability of Automated External Defibrillators. These potentially life-saving pieces of equipment are usable by any member of the public, and can restart the heart of a person in cardiac arrest, greatly increasing their chances of survival.

An Automated External Defibrillator is mounted in a secure box outside of a building, with the box being locked via an alphanumeric code. This code would then be supplied to the ambulance service, meaning that if anyone has a heart attack within 200m of the AED box, a 999 responder will ask the caller to retrieve the AED and attempt to use it to resuscitate the patient.

Due to its location, Tadcaster has ambulance response times that are well in excess of the 8 minutes that are generally considered to be the window in which a heart attack patient can survive before defibrillation is attempted – as of late 2015, the 3-year average response time for "Red 1" ambulance call-outs (the most urgent category) was slightly short of 11 minutes. As such, we feel that there is a particular need for AEDs in our community.

### Costing

At present, we have an opportunity (through Heartsafe Communities) to purchase a defibrillator and a box that would allow it to be mounted outside a building for £700, not including installation costs. Only one defibrillator would be purchasable through this scheme, however, meaning that any further ones would have to be acquired through commercial avenues. At present, the combined cost of a new defibrillator and a sturdy outdoor box would be in the region of £1,200-£1,500.

### Proposed installation sites

At the Emergency Planning Sub-Committee meeting of the Town Council in March 2016, an initial list of four installation sites was identified.

- The Ark (Tadcaster Town Council)
- Rosemary House
- Kelcbar House
- Calcaria House

Permission would need to be sought from Selby District Council to install defibrillators at the three community centres. While a formal vote of the full town council would need to take place for a defibrillator to be installed at The Ark, there has already been an agreement in principle among the councillors that this will be possible, subject to there being a suitable location to attach an outside case, and a possible need to acquire listed building consent.

### Long-term plans

At present, the Town Council is pressing forward with the defibrillator plans through its Emergency Planning Sub-Committee. In the longer term however, the question will inevitably come up as to ownership of the equipment, and who is responsible for maintaining renewing the equipment, along with purchasing spare batteries and electrode pads. Three of the proposed installation sites are currently run by Selby District Council, and the matter could potentially be further complicated if the community centres were to become independently-run.

Therefore, we are currently in the process of establishing an independent group to oversee the maintenance of these defibrillators. Much like the existing flood support groups, this would be an independent body that carries out fundraising on its own, and purchases new equipment where needed, yet would also be represented on the Emergency Planning group. Ideally, this new group will also offer the chance for schools and businesses around the town to apply for partial or whole funding of their own defibrillators, subject to the funds being available.

In addition, we would ideally like to hold classes whereby members of the public can be trained in the usage of the defibrillators, which would make them even better-prepared in the event that they needed to use one. The Yorkshire Ambulance Service offers a such a course, which is charged at £55 per head, or £400 for 12 people.

Author: Cllr David Bowgett



# TADCASTER AND VILLAGES AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

## AGENDA ITEM 16.1

### APPLICATION FORM

*(Please note sections one-three of this application will be published on the Selby District Council website as part of the CEF Partnership Board agenda and will therefore be publically available.)*

#### Section one: About your organisation

##### Q1.1 Organisation name

What is the full legal name of your organisation, as shown in your governing document? If your organisation is also known by different name in your day-to-day work, please put this in brackets. For example: The Baron Neighbourhood Association (known as 'BNA'). Please check this - if the full legal name is incorrect, it may delay your application.

**BILBROUGH VILLAGE HALL**

##### Q1.2 Organisation address

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

**CAT LANE,  
BILBROUGH,  
YORK,  
YO23 3PN**

Telephone number one

Email address (if applicable)

Telephone number two

Web address (if applicable)

[www.bilbroughvillage.co.uk](http://www.bilbroughvillage.co.uk)

Fax number (if applicable)

##### Q1.3 Main contact details for the project

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

**Name of contact**



## TADCASTER AND VILLAGES AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

Title	Forenames (in full)	Surname
<b>Mr</b>	<b>KEITH RICHARD</b>	<b>SPITTLE</b>
Position or job title		
<b>CHAIRMAN &amp; TRUSTEE</b>		

### Q1.4 Organisation type

Your organisation will not be eligible for funding if your organisation is any of the following:

- part of the private sector;
- a Parish council that raises its own precepts
- a school
- a statutory service or other public body

### What sector does your organisation fit into?

Social enterprise	
Charity	x
Voluntary or community group	

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

If we give you a grant we may need your solicitor to confirm that, under your governing document, your organisation has the legal power to run the project.

When was your organisation set up? Give the date when your organisation adopted its current legal status. This should be on your governing document. If you're a school or statutory organisation, check with your administrative body. If you don't know the exact day or month, please give us an approximate date.

Day	<b>17</b>	Month	<b>FEBRUARY</b>	Year	<b>1931</b>
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### Q1.5 Reference or registration numbers

Does your organisation have a charity, company or other reference or registration number? If so, please write it below. If your organisation is unincorporated and not registered as a charity, please tick the box provided.

Charity number	<b>1116903</b>
Company number	



# TADCASTER AND VILLAGES AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

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.

## Section two: About your project

We have included some notes to help you answer the application questions. We will only assess your application if you answer all our questions. We've set word limits to show you how much information we are expecting in your answers.

### Q2.1 What is the name of your project?

Try and keep your project name short and snappy, something like, Youth Matters. If you haven't thought of a name for your project, you can use your organisation's name.

**BILBROUGH DANCE SCHOOL**

### Q2.2 What does your project involve? (no more than 500 words)

- Summarise what you plan to do, using straightforward language.
- Make sure you include your main project activities and describe how you'll deliver them.
- If you are working with other organisations to deliver your project tell us who you are working with and what their role on the project will be.

## PORTABLE MIRRORS FOR CHILDRENS DANCE CLASSES AT BILBROUGH VILLAGE HALL

### 1. BACKGROUND AND HISTORY.

The classes started 4 years ago with 10 children attending ballet classes. Previously ( for about 10 years) the tutor worked as a freelance dance teacher in dance school's college's, private school's and state schools.

The time was right and she felt she had enough experience to run a dance school.

**Jess Meredith** is a member of the **ISTD - Imperial Society of Teachers of Dance** and she follows their syllabus in **ballet, modern and tap** which allows the children to take exams from the age of 5 and up. We also teach non syllabus classes such as **Jazz and musical theatre**. She takes children from 12 months the parent and baby class and she is equipped to train children right up to 18. However as it is a fairly new school the oldest children are 10. So at the moment the age span is 12 months right up to adults. This will change as each school year all the children move up a class and new younger children come. She has a steady stream of children that start with us through out the acadery year. She has recently started some adult classes in tap and ballet which are proving really successful.

At the end of her first year she had **30 children**

2nd year **60**

3rd year **90**

4th year **120<sup>1</sup>**

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<sup>1</sup> 65% of attendees come from SDC villages/Tadcaster



## TADCASTER AND VILLAGES AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

As you can see the number of children she has has steadily risen each year and continues to do so.

She currently has 120 children attending the classes at Bilbrough Village Hall over three separate days.

Continue on next page

**Q2.2 What does your project involve? (500 words) continued.**



## TADCASTER AND VILLAGES AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

### **2. WHAT THE MIRRORS ARE FOR, HOW DO THEY BENEFIT THE CHILDREN.**

The mirrors are used in dance to increase spatial awareness and also to enhance the children's learning of dance technique.

A mirror is a vital tool to a dancer in training. It helps children/students to see if their weight is in the right place, if their arm, head, foot, leg line is in the correct place.

It can help students to understand if they are going wrong and why they are going wrong as they can see their bodies and they are not just relying on how they feel. .

### **Q2.3 When are you planning to start and finish your project?**

You only need to provide estimated dates at this time. We accept they may be subject to change.

Start date

Day	1	Month	10	Year	2016
-----	---	-------	----	------	------

Finish date

Day	1	Month	10	Year	2016
-----	---	-------	----	------	------

### **Q2.4 Which key objectives in the <insert area> Community Development Plan will your project meet? (no more than 500 words)**

If your project will result in two key changes then all you need do is list those two objectives. Giving two or three will not in any way reduce your application's chance of success so don't be tempted to add unnecessary outcomes just to fill the box on the form.

For each objective, tell us how you will achieve it.



## TADCASTER AND VILLAGES AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

Your project must directly help to deliver one or more of the objectives of the Tadcaster and villages Community Development Plan.

Which objective?	How will you achieve this?
Objective 1: Leisure and Culture	Expanding active leisure provision at the village hall.  Utilising the Hall to its best advantage for the community.
Objective 2:	
Objective 3:	
Objective 4:	

### Q2.4 Continued.

#### **3. FORWARD PLANS TO GROW OR IMPROVE THE CLASSES. PROGRESSION OF CHILDREN TO ADULT DANCING**

As the children grow so will the size of the school. Every year the children move up a class and new children start. Every academic year she has to add about 5 new classes to create space for everyone.

Eventually she will have classes for children right up to the age of 18 and that is when the school will be at full capacity. As the 18 year olds leave everyone moves up to create room for new toddlers to start.

She is aiming to create well rounded dancers that have the opportunity to study many different dance forms, take part on exams and our show

( which takes place every 2 years.) and audition for professional shows (eg pantomimes etc) if the opportunity arises.

The aim of a child who has been with her from 3 - 18 is that they have had an excellent quality dance training and have all the skills they need to go into full time dance training at a dance/stage school college if that's what they wish to

## TADCASTER AND VILLAGES AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

do.

If they don't choose that option the goal is that they have learnt how to look after their bodies, how to keep fit, socialise, work as a team, have good self discipline which again are essential qualities for a happy healthy adult life.

### **Q2.5 Who will benefit from your project and how will they be involved in developing and running it? (no more than 500 words)**

Beneficiaries could be all the people, communities and organisations living in a geographical area or all those with similar interests or needs, for example, young people or people who share an ethnic background.

Tell us how you plan to involve your beneficiaries. There are lots of ways of involving people in planning your project. For example:

- by setting up user groups to give feedback on your plans and plan activities
- by holding consultation days or open meetings
- by having people who use your project on your management committee
- by getting people who will use the project to help design it.

You could involve people in running your project by:

- getting them to join your management committee
- encouraging them to volunteer with your project
- getting them to take part in an evaluation of your project
- letting them run part of the project.

## TADCASTER AND VILLAGES AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

At the end of her first year she had **30 children**

2nd year **60**

3rd year **90**

4th year **120**

As you can see the number of children she has has steadily risen each year and continues to do so.

She currently has 120 children attending the classes at Bilbrough Village Hall over three separate days every week.

### **ABOUT OUR HALL**

Bilbrough Village Hall is a registered charity and provides a variety of services to the village community and to the wider public nearby.

The hall is used every night of the working week to include Pilates and Yoga classes, dog training sessions, martial arts and childrens dance classes and a locally run childrens club. In addition there are regular social occasions run by the committee and active wine club events. There's also numerous ad hoc events such as kids parties, meetings, polling station, anniversaries and film nights, etc.

The Committee comprises a chairman, secretary, treasurer, and four general members. All posts are of a voluntary nature. Two of the committee are trustees.



# TADCASTER AND VILLAGES AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

## Q2.5 Continued.

## Q2.6 How do you know there is a need for this project in the community? (no more than 500 words)

Describe the evidence you've gathered from:

- the success of any previous work you've done, including any pilots
- any consultation you or others doing similar work have carried out with the people who would benefit
- research you or others have completed to show that there are gaps in provision or a need to enhance existing services.

Make sure that any research or consultation you have done is relevant and less than two years old.

You should refer to relevant statistics, plans or strategies.

### **Consultation**

You need to tell us who you have consulted with, what methods you used and when the consultation took place. It should be clear that consultation with stakeholders, users and potential beneficiaries has influenced your project. If you can't consult with the people that you want to help, tell us why.



## TADCASTER AND VILLAGES AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

### Question 2.6:

Dance classes for children have been running in the village hall for four years now and the figures shown earlier confirm the demand for this activity and currently there are 120 children enjoying the experience of being taught to dance. That figure is due to grow as new children join and the other classes continue to advance.

In 2015 a Village Survey Questionnaire was circulated to all villagers.

From that it was clear that more activities were needed to satisfy the younger population of which over half are from S.D.C. villages and towns.

The project is an extension of what we already knew and is a new requirement to improve the current childrens dance classes.

Interestingly the mirrors will also be used to enhance the Pilates For Adults experience at the hall.



# TADCASTER AND VILLAGES AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

## Section Three: Project finances

You should apply for the amount you need to deliver a successful project.

### Q3.1 How much will your project cost and how much would you like from us?

- Include the cost of everything you'll need for your project, even if you're not asking us to fund it.
- Capital costs include buying equipment, vehicles, constructing a building, altering a building, buying land or landscaping.
- Revenue costs include things like training, salaries, travel, running costs, venue hire, and volunteer
- Include any overheads you want us to fund in your revenue costs.
- Please ensure you can evidence how you have obtained value for money.

Make sure you include:

- funding from other sources that you need to deliver your project
- VAT costs even if you can recover VAT.

If you're asking us for all the costs make sure the total cost and amount from us is the same.

	Total cost (£)	Amount from Community Fund	What period is this for?
<b>Capital</b>	£	£1000	n/a
<b>Revenue</b>			
<b>Total</b>	£	£1000	

Are the total costs more than the amount you would like from us?

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
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## TADCASTER AND VILLAGES AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

If yes, where will you get the other funding from and have you secured it yet?

It has been agreed that the balance of the final amount will be covered by a top up contribution from the Dance School Tutor.

**Q3.2 Have you applied to any other Community Engagement Forum in the Selby District for funding?**

Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
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**If yes, please provide details below**

Community Engagement Forum (CEF) applied to	Amount of funding applied for





## TADCASTER AND VILLAGES AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

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### Q3.3 How have you worked out your costs? (no more than 250 words)

Tell us:

- What you plan to spend your grant on
- What your costs are based on, for example, quotes, estimates, or what it has cost before
- Why you need funding for this length of time.

Examples of costs you could include:

#### Revenue

- The salaries of one full-time project manager and two part-time project workers
- Venue hire to deliver workshops
- Travel costs for staff and volunteers

#### Overheads

- A contribution towards the rent and utilities of an office building

#### Capital

- Laptops for staff
- Building and engineering works required for the delivery of the project
- Refurbishment costs.

We expect you to be able to justify the length and the cost of the project. We should be able to understand the reasoning behind your budget.



## TADCASTER AND VILLAGES AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

Capital cost required to purchase four portable dance mirrors.

Quotation: £280 each mirror + VAT (£336)

£50 delivery charge + VAT (£60)

**£1394 TOTAL COST**



# TADCASTER AND VILLAGES AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

## AGENDA ITEM 16.2

### APPLICATION FORM

*(Please note sections one-three of this application will be published on the Selby District Council website as part of the CEF Partnership Board agenda and will therefore be publically available.)*

#### Section one: About your organisation

##### Q1.1 Organisation name

What is the full legal name of your organisation, as shown in your governing document? If your organisation is also known by different name in your day-to-day work, please put this in brackets. For example: The Baron Neighbourhood Association (known as 'BNA'). Please check this - if the full legal name is incorrect, it may delay your application.

**Tadcrafters Community Interest Company**

##### Q1.2 Organisation address

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

54 Hudson Way, Tadcaster, North Yorkshire LS24 8JF

Telephone number one	Email address (if applicable)
	tadcrafters@outlook.com
Telephone number two	Web address (if applicable)
	Tadcrafters.org.uk
Fax number (if applicable)	
n/a	

##### Q1.3 Main contact details for the project

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

**Name of contact** Susan Morgan



## TADCASTER AND VILLAGES AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

Title	Forenames (in full)	Surname
<b>Mrs</b>	<b>Susan</b>	<b>Morgan</b>
Position or job title		
Director		

### Q1.4 Organisation type

Your organisation will not be eligible for funding if your organisation is any of the following:

- part of the private sector;
- a Parish council that raises its own precepts
- a school
- a statutory service or other public body

### What sector does your organisation fit into?

Social enterprise	x
Charity	
Voluntary or community group	

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

If we give you a grant we may need your solicitor to confirm that, under your governing document, your organisation has the legal power to run the project.

When was your organisation set up? Give the date when your organisation adopted its current legal status. This should be on your governing document. If you're a school or statutory organisation, check with your administrative body. If you don't know the exact day or month, please give us an approximate date.

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

Does your organisation have a charity, company or other reference or registration number? If so, please write it below. If your organisation is unincorporated and not registered as a charity, please tick the box provided.

Charity number	
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# TADCASTER AND VILLAGES AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

Company number	10343014
Other (please specify)	

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

## Section two: About your project

We have included some notes to help you answer the application questions. We will only assess your application if you answer all our questions. We've set word limits to show you how much information we are expecting in your answers.

### Q2.1 What is the name of your project?

Try and keep your project name short and snappy, something like, Youth Matters. If you haven't thought of a name for your project, you can use your organisation's name.

Tadcrafters
-------------

### Q2.2 What does your project involve? (no more than 500 words)

- Summarise what you plan to do, using straightforward language.
- Make sure you include your main project activities and describe how you'll deliver them.
- If you are working with other organisations to deliver your project tell us who you are working with and what their role on the project will be.

Tadcrafters aim to support a range of charities and worthy causes whilst helping people to learn new craft skills and develop a social network of people in and around Tadcaster.

We will hold sessions at the Social Club in Church Street, Tadcaster where we will make products to sell to help raise funds to cover the expenses and maintain the group's activities.

Examples of products already given to charity include baby clothes for the special care baby unit in Leeds, hygiene kits for the "Days for Girls" charity and bunting to decorate the flood stricken streets of Tadcaster.



# TADCASTER AND VILLAGES AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

Continue on next page

## Q2.2 What does your project involve? (500 words) continued.

Charities, such as the “Days for Girls” charity, will usually provide us with templates, instructions and a method of distribution, Tadcrafters will provide the fabrics etc and make the items used by the charity.

### Our Aims:

- Support people and organisations in the Tadcaster area
- Promote and share craft skills
- Develop a social network
- Support a range of charities and worthy causes

### How we plan to achieve our aims:

- Hold drop in sessions e.g. every second Tuesday of the month at the Social Club
- Make products to sell to help raise funds to cover the expenses and maintain the group’s activities e.g. postage to send off bras for Smalls for All.
- Obtain materials and equipment to allow people to try new skills e.g. learn to use a sewing machine
- Support the creation of new social/craft groups and people making at home
- Join forces with other organisations e.g. Days for Girls
- Support craft skills in local organisations e.g. Guides
- Become involved with appropriate community projects and initiatives
- Use sustainable resources where possible

## Q2.3 When are you planning to start and finish your project?

You only need to provide estimated dates at this time. We accept they may be subject to change.

Start date

Day	1	Month	September	Year	2016
-----	---	-------	-----------	------	------

Finish date

Day	31	Month	August	Year	2017
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## TADCASTER AND VILLAGES AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

### Q2.4 Which key objectives in the Tadcaster Community Development Plan will your project meet? (no more than 500 words)

If your project will result in two key changes then all you need do is list those two objectives. Giving two or three will not in any way reduce your application's chance of success so don't be tempted to add unnecessary outcomes just to fill the box on the form.

For each objective, tell us how you will achieve it.

Your project must directly help to deliver one or more of the objectives of the Tadcaster and villages Community Development Plan.

Which objective?	How will you achieve this?
Objective 1: Health and wellbeing: Support and promote the development of wellbeing and support services for people in Tadcaster.	<ul style="list-style-type: none"> <li>• Hold regular drop-in craft making sessions to provide support, encouragement and motivation.</li> <li>• Promote use of social media to encourage communication and support between participants.</li> </ul>
Objective 2: Education and Learning: Support and promote opportunities for lifelong learning, including community education.	<ul style="list-style-type: none"> <li>• Enable people to develop and learn new skills by sharing expertise and providing the equipment and materials to allow this.</li> <li>• Support youth group leaders to enable wider participation in projects</li> </ul>
Objective 3: Leisure and Culture: We need to encourage people and equip them to start new activities and help existing activities	<ul style="list-style-type: none"> <li>• Provide the facilities and skills for people to try out new leisure activities that they can continue with at home or share in the wider community</li> </ul>

## TADCASTER AND VILLAGES AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

### Q2.5 Who will benefit from your project and how will they be involved in developing and running it? (no more than 500 words)

Beneficiaries could be all the people, communities and organisations living in a geographical area or all those with similar interests or needs, for example, young people or people who share an ethnic background.

Tell us how you plan to involve your beneficiaries. There are lots of ways of involving people in planning your project. For example:

- by setting up user groups to give feedback on your plans and plan activities
- by holding consultation days or open meetings
- by having people who use your project on your management committee
- by getting people who will use the project to help design it.

You could involve people in running your project by:

- getting them to join your management committee
- encouraging them to volunteer with your project
- getting them to take part in an evaluation of your project
- letting them run part of the project.

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

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

In addition to this, potentially the whole community would benefit from activities aimed at supporting local charities and worthy causes e.g. enjoying the bunting decorating the streets of Tadcaster in an attempt to improve the aesthetic environment of the town, particularly in light of the effect of the floods.

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

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





## TADCASTER AND VILLAGES AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

### Q2.6 How do you know there is a need for this project in the community? (no more than 500 words)

Describe the evidence you've gathered from:

- the success of any previous work you've done, including any pilots
- any consultation you or others doing similar work have carried out with the people who would benefit
- research you or others have completed to show that there are gaps in provision or a need to enhance existing services.

Make sure that any research or consultation you have done is relevant and less than two years old.

You should refer to relevant statistics, plans or strategies.

#### **Consultation**

You need to tell us who you have consulted with, what methods you used and when the consultation took place. It should be clear that consultation with stakeholders, users and potential beneficiaries has influenced your project. If you can't consult with the people that you want to help, tell us why.

#### **Question 2.6:**

The Tadcaster group was originally formed as the "Bunting for Tadcaster" group in January 2016 after the fall of the bridge. Many people helped with the clearing of debris from homes and businesses in the aftermath of the floods and the community spirit was amazing. I wanted to find a way that people could continue to show their support for each other and try to lift the spirits of the community surrounded by devastated businesses and services. Creating and displaying bunting was just one way that people could be encouraged to utilise skills not directly involved with the refurbishment process to support townspeople and livelihoods in the community.

The initial meeting was well attended and resulted in lots of bunting used to celebrate the opening of the new foot bridge. Subsequent meetings were also well attended with the aim of producing bunting to celebrate the visiting Tour de Yorkshire and promote the possibility of hosting part of the 2017 tour. Enthusiasm to continue led to the production of more bunting for the Queen's birthday street party, diversification into looking at making products for wider charitable causes and the possible introduction of a wider range of crafts and products.



## TADCASTER AND VILLAGES AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

The drop-in sessions have been running for about 6 months now and have been well attended. More people are/have been involved with the group that do not actually attend including the youth club, the guides and Towton Tapestry group. These people have made use of created instructions and have benefitted with being part of a wider group activity despite making items at home or other group situation.

There are approximately 70 people in the Facebook group, 20 on the emailing list and a significant number of others who do not access social media and rely on posters in the town. Drop-in sessions usually involve around 15 really enthusiastic regulars at different points of the day. Many people have commented on how much they enjoy the sessions and I have observed people who have gained confidence and taken great pleasure in their achievements.

The York co-ordinator of “Days for Girls” has been extremely grateful for the Tadcrafters involvement in making hygiene kits for young women in developing countries ([www.daysforgirls.org](http://www.daysforgirls.org)). There is a good deal of interest in the Tadcrafters group to support this charity as a worthy cause.



# TADCASTER AND VILLAGES AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

## Section Three: Project finances

You should apply for the amount you need to deliver a successful project.

### Q3.1 How much will your project cost and how much would you like from us?

- Include the cost of everything you'll need for your project, even if you're not asking us to fund it.
- Capital costs include buying equipment, vehicles, constructing a building, altering a building, buying land or landscaping.
- Revenue costs include things like training, salaries, travel, running costs, venue hire, and volunteer
- Include any overheads you want us to fund in your revenue costs.
- Please ensure you can evidence how you have obtained value for money.

Make sure you include:

- funding from other sources that you need to deliver your project
- VAT costs even if you can recover VAT.

If you're asking us for all the costs make sure the total cost and amount from us is the same.

	Total cost (£)	Amount from Community Fund	What period is this for?
<b>Capital</b>	1373	790	9/16 to 8/17
<b>Revenue</b>	549	249	9/16 to 8/17
<b>Total</b>	2022	1039	

Are the total costs more than the amount you would like from us?

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
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## TADCASTER AND VILLAGES AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

If yes, where will you get the other funding from and have you secured it yet?

Tadcrafters aim to hold stalls at local events to be able to raise funds to help sustain their activities. Reservations have already been made at the Duck race in September and at the Christmas fair in November.

The group aims to be as sustainable as possible and has currently run solely on donations which we will hope to be able to continue with as much as possible.

We have regular donators of good quality furnishing fabric, however new suitable fabric needs to be purchased for the hygiene kits. We have had an offer of a second hand-sewing machine and hope to acquire more as we will require good quality machines to teach with. We have an offer of free PAT testing for used machines but new machines are likely to be more reliable. Machines vary widely in cost, range of functions and quality.

Funding from the CEF will allow us to provide benefits to a wider range of people with in the community and, as a result, further afield.

### Q3.2 Have you applied to any other Community Engagement Forum in the Selby District for funding?

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	X
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If yes, please provide details below

Community Engagement Forum (CEF) applied to	Amount of funding applied for

## TADCASTER AND VILLAGES AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

### Q3.3 How have you worked out your costs? (no more than 250 words)

Tell us:

- What you plan to spend your grant on
- What your costs are based on, for example, quotes, estimates, or what it has cost before
- Why you need funding for this length of time.

Examples of costs you could include:

#### Revenue

- The salaries of one full-time project manager and two part-time project workers
- Venue hire to deliver workshops
- Travel costs for staff and volunteers

#### Overheads

- A contribution towards the rent and utilities of an office building

#### Capital

- Laptops for staff
- Building and engineering works required for the delivery of the project
- Refurbishment costs.

We expect you to be able to justify the length and the cost of the project. We should be able to understand the reasoning behind your budget.

The costs of products have been estimated (mainly courtesy of Amazon) as if items are purchased new. Ideally we would aim to acquire good quality second hand items if/ when appropriate or by donation to reduce costs and obtain the full list of requirements maximising the impact of the project.

The cost of company registration and website domain names are actuals, insurance is based on the cost of insurance paid last year.

The bulk of the grant would be to cover capital outlay for activities which would otherwise not be possible. Once the major items are acquired it should be possible to continue beyond the initial project time if support and donations can be maintained.

## TADCASTER AND VILLAGES AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

Item	Est Cost	Qty	Cost x Qty	CEF Grant
<b>Capital</b>				
<b>overlocker</b>	<b>£190</b>	<b>1</b>	<b>£190</b>	<b>£190</b>
<b>sewing machines</b>	<b>£150</b>	<b>2</b>	<b>£300</b>	<b>£300</b>
fabric shears	£16	3	£48	
fabric scissors	£9	5	£45	
iron	£20	1	£20	
ironing board	£25	1	£25	
storage boxes	£15	3	£45	
rotary cutter	£12	1	£12	
A1 cutting boards	£30	2	£60	
rotary cutter ruler	£12	1	£12	
kit box	£12	2	£24	
extension cable	£8	2	£16	
Heavy duty folding table	£40	1	£40	
portable craft lamp	£18	2	£36	
items for new crafts	£200	1	£200	
<b>laptop/tablet</b>	<b>£300</b>	<b>1</b>	<b>£300</b>	<b>£300</b>
Total capital			<u>£1,373</u>	<u>£790</u>
<b>Revenue</b>				
<b>fabric</b>	<b>£100</b>	<b>1</b>	<b>£100</b>	<b>£100</b>
haberdashery	£50	1	£50	
flyer/business cards	£50	1	£50	



## TADCASTER AND VILLAGES AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

etc				
hours for room hire	£10	15	£150	
<b>Company registration</b>	<b>£35</b>	<b>1</b>	<b>£35</b>	<b>£35</b>
<b>insurance</b>	<b>£80</b>	<b>1</b>	<b>£80</b>	<b>£80</b>
<b>Website domain name</b>	<b>£34</b>	<b>1</b>	<b>£34</b>	<b>£34</b>
stall/selling fees	£50	1	£50	
total revenue			<u>£549</u>	<b><u>£249</u></b>
<b>Total</b>			<b><u>£1,922</u></b>	<b><u>£1,039</u></b>



## TADCASTER AND VILLAGES AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

Please confirm that you meet this requirement

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

### Q4.2 Your organisation's accounts

What is your organisation's current financial position?

Select one option and fill in the amounts from your accounts or projection:

		Information from the latest accounts approved by your organisation
x		12 month projection because you've been running less than 15 months.

Account year ending

Day	31	Month	12	Year	<b>2016</b>
-----	----	-------	----	------	-------------

Total income for the year	£1200
Total expenditure for the year	£1150
Surplus or deficit at the year end	£50
Total savings or reserves at year end	£50

Have your accounts been independently audited?

Yes		No	x
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# TADCASTER AND VILLAGES AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

## AGENDA ITEM 16.3

### APPLICATION FORM

*(Please note sections one-three of this application will be published on the Selby District Council website as part of the CEF Partnership Board agenda and will therefore be publically available.)*

## Section one: About your organisation

### Q1.1 Organisation name

What is the full legal name of your organisation, as shown in your governing document? If your organisation is also known by different name in your day-to-day work, please put this in brackets. For example: The Baron Neighbourhood Association (known as 'BNA'). Please check this - if the full legal name is incorrect, it may delay your application.

Tadcaster and Rural Community Interest Company

### Q1.2 Organisation address

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

4-6 bridge street, tadcaster LS24 9al

Telephone number one	Email address (if applicable)
	<a href="mailto:davidgluck@ruralis.co.uk">davidgluck@ruralis.co.uk</a>
Telephone number two	Web address (if applicable)
	www.tadcasterandrural.co.uk-
Fax number (if applicable)	
	-

### Q1.3 Main contact details for the project

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

#### Name of contact



## TADCASTER AND VILLAGES AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

Title	Forenames (in full)	Surname
<b>Mr</b>	<b>David</b>	<b>Gluck</b>
Position or job title		
Ceo		

### Q1.4 Organisation type

Your organisation will not be eligible for funding if your organisation is any of the following:

- part of the private sector;
- a Parish council that raises its own precepts
- a school
- a statutory service or other public body

### What sector does your organisation fit into?

Social enterprise	x
Charity	
Voluntary or community group	

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

If we give you a grant we may need your solicitor to confirm that, under your governing document, your organisation has the legal power to run the project.

When was your organisation set up? Give the date when your organisation adopted its current legal status. This should be on your governing document. If you're a school or statutory organisation, check with your administrative body. If you don't know the exact day or month, please give us an approximate date.

Day	14	Month	12	Year	<b>2013</b>
-----	----	-------	----	------	-------------

### Q1.5 Reference or registration numbers

Does your organisation have a charity, company or other reference or registration number? If so, please write it below. If your organisation is unincorporated and not registered as a charity, please tick the box provided.

Charity number	
Company number	8811294



# TADCASTER AND VILLAGES AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

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.

## Section two: About your project

We have included some notes to help you answer the application questions. We will only assess your application if you answer all our questions. We've set word limits to show you how much information we are expecting in your answers.

### Q2.1 What is the name of your project?

Try and keep your project name short and snappy, something like, Youth Matters. If you haven't thought of a name for your project, you can use your organisation's name.

Tadcaster Christmas Illuminations 2016

### Q2.2 What does your project involve? (no more than 500 words)

- Summarise what you plan to do, using straightforward language.
- Make sure you include your main project activities and describe how you'll deliver them.
- If you are working with other organisations to deliver your project tell us who you are working with and what their role on the project will be.

To provide an expanded Lighting scheme for the town in 2016 with particular reference to the east side of the town. This reflects a longstanding ambition of our primary sponsor, Tadcaster Town Council, to see this achieved; but also the pressing need to re-unify the town since the collapse of the bridge.

Continue on next page



# TADCASTER AND VILLAGES AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

## Q2.2 What does your project involve? (500 words) continued.

## Q2.3 When are you planning to start and finish your project?

You only need to provide estimated dates at this time. We accept they may be subject to change.

Start date

Day	14	Month	11	Year	2016
-----	----	-------	----	------	------

Finish date

Day	05	Month	01	Year	2017
-----	----	-------	----	------	------

## Q2.4 Which key objectives in the <insert area> Community Development Plan will your project meet? (no more than 500 words)

If your project will result in two key changes then all you need do is list those two objectives. Giving two or three will not in any way reduce your application's chance of success so don't be tempted to add unnecessary outcomes just to fill the box on the form.

For each objective, tell us how you will achieve it.



## TADCASTER AND VILLAGES AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

Your project must directly help to deliver one or more of the objectives of the Tadcaster and villages Community Development Plan.

Which objective?	How will you achieve this?
Objective 1: Improvement to the environment, landscape and streetscape	By illuminating the town we will provoke a sense of well-being while throwing a spot light on those part of the town which still need improvement.
Objective 2: Economy retail and tourism	The Lights will bring people into town, spending money in our shops, bars and restaurants.
Objective 3:	
Objective 4:	

### Q2.4 Continued.

For both objectives we will achieve this simply by putting together an excellent and expanded display of lights that will run from mid November through to January, encouraging people into town and also showing off the town at its best.

### Q2.5 Who will benefit from your project and how will they be involved in developing and running it? (no more than 500 words)

Beneficiaries could be all the people, communities and organisations living in a geographical area or all those with similar interests or needs, for example, young people or people who share an ethnic background.



## TADCASTER AND VILLAGES AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

Tell us how you plan to involve your beneficiaries. There are lots of ways of involving people in planning your project. For example:

- by setting up user groups to give feedback on your plans and plan activities
- by holding consultation days or open meetings
- by having people who use your project on your management committee
- by getting people who will use the project to help design it.

You could involve people in running your project by:

- getting them to join your management committee
- encouraging them to volunteer with your project
- getting them to take part in an evaluation of your project
- letting them run part of the project.

1. Businesses in the town centre
2. Residents
3. Visitors



# TADCASTER AND VILLAGES AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

## Q2.5 Continued.

### Q2.6 How do you know there is a need for this project in the community? (no more than 500 words)

Describe the evidence you've gathered from:

- the success of any previous work you've done, including any pilots
- any consultation you or others doing similar work have carried out with the people who would benefit
- research you or others have completed to show that there are gaps in provision or a need to enhance existing services.

Make sure that any research or consultation you have done is relevant and less than two years old.

You should refer to relevant statistics, plans or strategies.

#### **Consultation**

You need to tell us who you have consulted with, what methods you used and when the consultation took place. It should be clear that consultation with stakeholders, users and potential beneficiaries has influenced your project. If you can't consult with the people that you want to help, tell us why.

#### **Question 2.6:**

The retail sector in particular but the whole of the High Street is suffering since the collapse of the bridge and the floods of 2015. It badly needs more footfall and a well thought out lighting scheme will encourage visitors to come and stay a while.

We have spoken to shopkeepers in particular on Bridge , High and Commercial Streets as well as Kirkgate and Westgate. All support the need for a Christmas lighting scheme.

We have too consulted with stakeholders such as the town and district councils and the CEF.



# TADCASTER AND VILLAGES AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

## Section Three: Project finances

You should apply for the amount you need to deliver a successful project.

### Q3.1 How much will your project cost and how much would you like from us?

- Include the cost of everything you'll need for your project, even if you're not asking us to fund it.
- Capital costs include buying equipment, vehicles, constructing a building, altering a building, buying land or landscaping.
- Revenue costs include things like training, salaries, travel, running costs, venue hire, and volunteer
- Include any overheads you want us to fund in your revenue costs.
- Please ensure you can evidence how you have obtained value for money.

Make sure you include:

- funding from other sources that you need to deliver your project
- VAT costs even if you can recover VAT.

If you're asking us for all the costs make sure the total cost and amount from us is the same.

	Total cost (£)	Amount from Community Fund	What period is this for?
<b>Capital</b>	7103.00	1000.00	2016
<b>Revenue</b>	6500.00	1000.00	2016
<b>Total</b>	13603.00	1000.00	2016

Are the total costs more than the amount you would like from us?

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
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## TADCASTER AND VILLAGES AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

If yes, where will you get the other funding from and have you secured it yet?

Heineken UK – awaiting confirmation

Tadcaster Town Council - confirmed

Local donations - no

**Q3.2 Have you applied to any other Community Engagement Forum in the Selby District for funding?**

Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
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**If yes, please provide details below**

Community Engagement Forum (CEF) applied to	Amount of funding applied for



# TADCASTER AND VILLAGES AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

## Q3.3 How have you worked out your costs? (no more than 250 words)

Tell us:

- What you plan to spend your grant on
- What your costs are based on, for example, quotes, estimates, or what it has cost before
- Why you need funding for this length of time.

Examples of costs you could include:

### Revenue

- The salaries of one full-time project manager and two part-time project workers
- Venue hire to deliver workshops
- Travel costs for staff and volunteers

### Overheads

- A contribution towards the rent and utilities of an office building

### Capital

- Laptops for staff
- Building and engineering works required for the delivery of the project
- Refurbishment costs.

We expect you to be able to justify the length and the cost of the project. We should be able to understand the reasoning behind your budget.



## TADCASTER AND VILLAGES AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

Please see attached breakdown of costs and proposed expenditure for 2016.

All costs have been worked out in discussion with our principal contractor, Bri-Lite.

**TADCASTER CHRISTMAS ILLUMINATIONS 2016 – PROJECT PLAN**

The lighting scheme over the past 2 years has proved very popular but with some criticism that it hasn't adequately reached the east of the town. This is clearly magnified this year with a need to see more investment on Commercial Street, whether or not the bridge is reopened by the time the lights go live.

**What's different this year?**

1. Heineken tree fully wrapped.
2. 25ft tree at Coors
3. 25ft tree at Sainsbury's
4. No tree outside the Ark
5. 6 new artificial trees on properties on Commercial Street
6. 6 new lamppost displays (2mx1m minimum) on Commercial Street (recycled)
7. Scheme to be in place and live by mid November

<b>PROPOSED EXPENDITURE<sup>1</sup></b>					
ITEM	NUMBER OF UNITS	COST PER UNIT	HOUR RATE	HOURS PER UNIT	TOTAL
<b>LABOUR repair and testing</b>					
3 metre displays	12 displays	N/A	£20	3	£720
Refurbished column displays commercial street	6	n/a	£20	3	£360
4' tree lighting	35 artificial trees	N/A	£20	1	£700
20' tree lighting	1 tree	N/A	£20	8	£160
Column testing & repair	18	n/a	£20	1.5	£240
<b>EQUIPMENT PURCHASED</b>					
Pea lighting for displays	20	£49	n/a	n/a	£980
Pea lighting for real tree	10	£82	n/a	n/a	£820

<sup>1</sup> Items in red are additional costs for 2016 compared to 2015

PROPOSED EXPENDITURE <sup>1</sup>					
ITEM	NUMBER OF UNITS	COST PER UNIT	HOURLY RATE	HOURS PER UNIT	TOTAL
Lighting for 4ft trees	29	£49	n/a	n/a	£1421
Rope lighting displays	45	£4	n/a	n/a	£180
Heineken additional lights	20	£82	n/a	n/a	£1640
Lights for Coors/Sainsburys	20	£82	n/a	n/a	£1640
New 4ft trees for commercial st	6	£49	n/a	n/a	£294
Pea lights for above	12	£49	n/a	n/a	£588
Ground plugs	2	£140	n/a	n/a	£280
EQUIPMENT/PLANT HIRE					
Lifter - installation	1 lifter	n/a	£50	24	£1200
Lifter - removal	1 lifter	n/a	£50	12	£600
LABOUR installation and removal					
Installation	n/a		£20	16	£320
Removal	n/a		£20	8	£160
REAL TREES					
Real trees	3x25ft				£900
OTHER COSTS					
T&R CIC project management	n/a	n/a	£25	16	£400
<b>GRAND TOTAL</b>					<b>£13,603</b>

INCOME	
SOURCE	AMOUNT
TADCASTER TOWN COUNCIL	£5500
HEINEKEN UK	£5000
Coors/Sainsburys	£2000
CEF	£1000
Local business/residents	£100
<b>GRAND TOTAL</b>	<b>£13,600</b>

**TADCASTER CHRISTMAS ILLUMINATIONS 2015 – STATEMENT OF INCOME AND EXPENDITURE**

<b>EXPENDITURE</b>					
<b>ITEM</b>	<b>NUMBER OF UNITS</b>	<b>COST PER UNIT</b>	<b>HOUR RATE</b>	<b>HOURS PER UNIT</b>	<b>TOTAL</b>
<b>LABOUR repair and testing</b>					
3 metre displays	12 displays	N/A	£20	3	£720
4' tree lighting	35 artificial trees	N/A	£20	1	£700
20' tree lighting	1 tree	N/A	£20	8	£160
<b>EQUIPMENT PURCHASED</b>					
Pea lighting for displays	20	£49	n/a	n/a	£980
Pea lighting for real trees	10	£82	n/a	n/a	£820
Lighting for 4ft trees	29	£49	n/a	n/a	£1421
Rope lighting displays	45	£4	n/a	n/a	£180
Cables, plugs, sockets, ties, brackets	Miscellaneous – not broken down.				£400
<b>EQUIPMENT/PLANT HIRE</b>					
Lifter - installation	1 lifter	n/a	£50	16	£800
Lifter - removal	1 lifter	n/a	£50	8	£400
<b>LABOUR installation and removal</b>					
Installation	n/a	n/a	£20	16	£320
Removal	n/a	n/a	£20	8	£160
<b>REAL TREES</b>					
Real trees	1x 20ft; 2 x 6ft; 1x15ft				£541.62
<b>OTHER COSTS</b>					
GoCardless fees					£61.82
Spacehive fees					£699.68
<b>GRAND TOTAL</b>					<b>£8364.12</b>

<b>INCOME</b>	
<b>SOURCE</b>	<b>AMOUNT</b>
TADCASTER TOWN COUNCIL	£5500
HEINEKEN UK	£2750
LOCAL BUSINESS/RESIDENTS	£132
<b>GRAND TOTAL</b>	<b>£8382</b>



# TADCASTER AND VILLAGES AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

## AGENDA ITEM 16.4

### APPLICATION FORM

*(Please note sections one-three of this application will be published on the Selby District Council website as part of the CEF Partnership Board agenda and will therefore be publicly available.)*

#### Section one: About your organisation

##### Q1.1 Organisation name

What is the full legal name of your organisation, as shown in your governing document? If your organisation is also known by different name in your day-to-day work, please put this in brackets. For example: The Baron Neighbourhood Association (known as 'BNA'). Please check this - if the full legal name is incorrect, it may delay your application.

Tadcaster Flood Action Group

##### Q1.2 Organisation address

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

Tadcaster Flood Action Group, 22 Bridge Street, Tadcaster LS24 9AL

Telephone number one

Email address (if applicable)

nicola@tadcasterflood.org

Telephone number two

Web address (if applicable)

-

-

<https://www.facebook.com/tadcasteremergency/>

Fax number (if applicable)

-

##### Q1.3 Main contact details for the project

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



# TADCASTER AND VILLAGES AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

## Name of contact

Title	Forenames (in full)	Surname
<b>Mrs</b>	<b>Nicola</b>	<b>Eades</b>
Position or job title		
<i>Co-ordinator</i>		

## Q1.4 Organisation type

Your organisation will not be eligible for funding if your organisation is any of the following:

- part of the private sector;
- a Parish council that raises its own precepts
- a school
- a statutory service or other public body

## What sector does your organisation fit into?

Social enterprise	
Charity	
Voluntary or community group	x

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

If we give you a grant we may need your solicitor to confirm that, under your governing document, your organisation has the legal power to run the project.

When was your organisation set up? Give the date when your organisation adopted its current legal status. This should be on your governing document. If you're a school or statutory organisation, check with your administrative body. If you don't know the exact day or month, please give us an approximate date.

Day	21	Month	11	Year	<b>2012</b>
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## Q1.5 Reference or registration numbers

Does your organisation have a charity, company or other reference or registration number? If so, please write it below. If your organisation is unincorporated and not registered as a charity, please tick the box provided.

Charity number	
----------------	--





# TADCASTER AND VILLAGES AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

Company number	
Other (please specify)	

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

## Section two: About your project

We have included some notes to help you answer the application questions. We will only assess your application if you answer all our questions. We've set word limits to show you how much information we are expecting in your answers.

### Q2.1 What is the name of your project?

Try and keep your project name short and snappy, something like, Youth Matters. If you haven't thought of a name for your project, you can use your organisation's name.

### Q2.2 What does your project involve? (no more than 500 words)

- Summarise what you plan to do, using straightforward language.
- Make sure you include your main project activities and describe how you'll deliver them.
- If you are working with other organisations to deliver your project tell us who you are working with and what their role on the project will be.

The Flood Action Group is preparing itself for its first winter since the Boxing Day floods. We need to ensure the group is well equipped and the town adequately prepared for flood events.

We are looking to purchase a set of equipment that will help in this regard along with an early warning system so that our team of volunteers, the town's business and residents and other stakeholders can be ready to deploy resources in the event of a flood or emergency situation.



## TADCASTER AND VILLAGES AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

Continue on next page

### Q2.2 What does your project involve? (500 words) continued.

### Q2.3 When are you planning to start and finish your project?

You only need to provide estimated dates at this time. We accept they may be subject to change.

Start date

Day	01	Month	October	Year	2016
-----	----	-------	---------	------	------

Finish date

Day	01	Month	October	Year	2016
-----	----	-------	---------	------	------

### Q2.4 Which key objectives in the <insert area> Community Development Plan will your project meet? (no more than 500 words)

If your project will result in two key changes then all you need do is list those two objectives. Giving two or three will not in any way reduce your application's chance of success so don't be tempted to add unnecessary outcomes just to fill the box on the form.

For each objective, tell us how you will achieve it.

Your project must directly help to deliver one or more of the objectives of the Tadcaster and villages Community Development Plan.

Which objective?	How will you achieve this?
Objective 1: Improving Health and well being AND community safety	Ensuring that town's residents are protected from the dangers of floods.
Objective 2: Improving the economy and retail sector	Protecting the town from flooding will enhance its economic resilience.

### Q2.4 Continued.

**Improving community safety and health and wellbeing** – it goes without saying almost that a well-equipped, local, responsive organisation will be able to help the community protect itself from flooding and the safety and health issues that go with that.

**Improving the economy and retail sector** – our main shopping streets were hit extremely hard by the 2015 floods and this has only been worsened by the bridge collapse. We can do nothing about the latter perhaps (except ensure that issues such as debris build up are dealt with as early as possible) but we are able to ensure businesses on Bridge and Commercial Streets in particular re better protected, forewarned and therefore able to avoid the heavy losses caused by flood events.

### Q2.5 Who will benefit from your project and how will they be involved in developing and running it? (no more than 500 words)

Beneficiaries could be all the people, communities and organisations living in a geographical area or all those with similar interests or needs, for example, young people or people who share an ethnic background.

Tell us how you plan to involve your beneficiaries. There are lots of ways of involving people in planning your project. For example:

- by setting up user groups to give feedback on your plans and plan activities
- by holding consultation days or open meetings
- by having people who use your project on your management committee
- by getting people who will use the project to help design it.

You could involve people in running your project by:

- getting them to join your management committee
- encouraging them to volunteer with your project
- getting them to take part in an evaluation of your project
- letting them run part of the project.



## TADCASTER AND VILLAGES AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

1. All businesses and residents in the areas affected by flooding in Tadcaster will benefit from the work of the FAG and this grant.
2. We communicate widely about our work via Facebook and other media including Tadcaster Today, Wetherby News and local websites.
3. We advertise our work at community events and seek to attract new volunteers at every opportunity.
4. We have excellent relationships with the local media and use this to communicate our messages widely.
5. We regularly attend Town Council and CEF meetings to ensure our messages are communicated to those delivering services in the town.



# TADCASTER AND VILLAGES AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

## Q2.5 Continued.

---

### Q2.6 How do you know there is a need for this project in the community? (no more than 500 words)

Describe the evidence you've gathered from:

- the success of any previous work you've done, including any pilots
- any consultation you or others doing similar work have carried out with the people who would benefit
- research you or others have completed to show that there are gaps in provision or a need to enhance existing services.

Make sure that any research or consultation you have done is relevant and less than two years old.

You should refer to relevant statistics, plans or strategies.

#### **Consultation**

You need to tell us who you have consulted with, what methods you used and when the consultation took place. It should be clear that consultation with stakeholders, users and potential beneficiaries has influenced your project. If you can't consult with the people that you want to help, tell us why.

#### **Question 2.6:**

The work of the FAG has been well supported by our team of volunteers of the past 9 months since the flooding. Our Facebook site has 2816 "likes" and we have over 30 volunteers prepared to turn out and assist with flood events at any time.

The need for community resilience is clear since the floods and numerous events on Bridge Street over the past few years. Our group is designed to ensure Tadcaster does not have to rely upon external agencies when it comes to events which are often hard to predict and when the emergency services are inevitably stretched to their limits.

The FAG is a fine example of localism in action – even the Big Society! But most importantly it is local people taking responsibility for their town, their well being, their livelihoods.



# TADCASTER AND VILLAGES AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

## Section Three: Project finances

You should apply for the amount you need to deliver a successful project.

### Q3.1 How much will your project cost and how much would you like from us?

- Include the cost of everything you'll need for your project, even if you're not asking us to fund it.
- Capital costs include buying equipment, vehicles, constructing a building, altering a building, buying land or landscaping.
- Revenue costs include things like training, salaries, travel, running costs, venue hire, and volunteer
- Include any overheads you want us to fund in your revenue costs.
- Please ensure you can evidence how you have obtained value for money.

Make sure you include:

- funding from other sources that you need to deliver your project
- VAT costs even if you can recover VAT.

If you're asking us for all the costs make sure the total cost and amount from us is the same.

	Total cost (£)	Amount from Community Fund	What period is this for?
<b>Capital</b>	1677.96	1000	2016
<b>Revenue</b>	-	-	-
<b>Total</b>	1677.96	1000	2016

n

Are the total costs more than the amount you would like from us?

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
-----	-------------------------------------	----	--------------------------



## TADCASTER AND VILLAGES AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

If yes, where will you get the other funding from and have you secured it yet?

We are actively fundraising from various sources and hope to have the full shortfall secured by October. If we are not able to then we will purchase the most important items from the list upto the value of your grant.

**Q3.2 Have you applied to any other Community Engagement Forum in the Selby District for funding?**

Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
-----	--------------------------	----	-------------------------------------

**If yes, please provide details below**

Community Engagement Forum (CEF) applied to	Amount of funding applied for



## TADCASTER AND VILLAGES AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

### Q3.3 How have you worked out your costs? (no more than 250 words)

Tell us:

- What you plan to spend your grant on
- What your costs are based on, for example, quotes, estimates, or what it has cost before
- Why you need funding for this length of time.

Examples of costs you could include:

#### **Revenue**

- The salaries of one full-time project manager and two part-time project workers
- Venue hire to deliver workshops
- Travel costs for staff and volunteers

#### **Overheads**

- A contribution towards the rent and utilities of an office building

#### **Capital**

- Laptops for staff
- Building and engineering works required for the delivery of the project
- Refurbishment costs.

We expect you to be able to justify the length and the cost of the project. We should be able to understand the reasoning behind your budget.



## TADCASTER AND VILLAGES AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

1. Netatmo Weather Station with rain gauge: will allow the group to have phone alerts on current weather conditions in Tadcaster. This will provide an early warning system, detecting the amount of rainfall, affecting surface flooding.  
£309.97 inc vat
2. Crewsaver Crewfit 165N Sport Manual Lifejackets x6  
£360.00 inc vat
3. Two throw ropes  
£67.98 inc vat
4. 4" Blue Layflat Hose C/W Lever Lock couplings 50 metres  
£524.04 inc vat
5. Beeway 50W portable LED outdoor floodlights rechargeable waterproof IP65 x3 - lights to be used for the flood pump operators and base station site.  
£197.97 inc vat
6. Shelving – for storage in our container located at Tadcaster Albion  
£200.00 inc vat