



Minutes

Central Community Engagement Forum Partnership Board

Venue:	Committee Room, Civic Centre, Doncaster Road, Selby.
Date:	Wednesday 4 October 2017
Time:	7pm
Present:	<u>District and County Councillors</u> Councillors Ian Chilvers (Chair), Judith Chilvers, Cliff Lunn, Brian Marshall, Jennifer Shaw-Wright and Paul Welch. <u>Co-opted members</u> Margaret Bontoft, Patricia Chambers, Michael Dyson, Keith Watkins and Anthony Wray.
Apologies:	Councillor Mark Crane, Melanie Davis and Councillor Jude Thurlow.
Officers present:	Kate Mills (Development Officer, Groundwork), Helen Gregory (Joint Interim Planning Policy Manager) (for minute item 16), James Broadhead (Planning Policy Officer) (for minute item 16), Will Smith (Planning Policy Officer) (for minute item 16) and Alice Courtney (Democratic Services Officer, Selby District Council).
Others:	2 funding applicants representing Selby parkrun.
Public:	0

14. DISCLOSURES OF INTEREST

The Chair declared that he had an interest in Selby Camera Club, which had submitted an impact report, as he was a member of the club.

15. MINUTES

The Partnership Board considered the minutes of the meeting held on 5 July 2017.

It was noted that there was an error on minute 4, on page 5 of the agenda, and that the reference to 'Western CEF' needed to be amended so that it read 'Central CEF'.

RESOLVED:

To confirm as a correct record the minutes of the Partnership Board meeting held on 5 July 2017, subject to the amendment described above.

16. POOL OF SITES CONSULTATION

The Joint Interim Planning Policy Manager introduced herself and the two Planning Policy Officers, and highlighted that the purpose of the consultation was to bring Partnership Board Members up to speed with the local planning process, and outline details of the current consultation process.

The statutory stages of the local planning process were outlined to the Partnership Board, and it was emphasised that the current stage specifically related to ensuring a variety of different views were gathered in relation to the appropriateness of the pool of sites that had been put forward to Selby District Council. It was noted that this stage was not where decisions were made regarding sites.

The Partnership Board was informed that a number of documents that related to the consultation process had been placed at deposit points across the district, as well as online, which ensured accessibility to all within the district.

The Joint Interim Planning Policy Manager highlighted that the consultation was not only in relation to the individual sites that had been put forward to Selby District Council, but that it aimed to gain views on the methodology around how sites were identified, to understand if officers had used the correct criteria to determine sites.

It was also pointed out to the Partnership Board that the consultation period was usually six weeks long, but that due to the size of the consultation it had been extended to eight weeks, and would run from 2 October 2017 to 27 November 2017. The Joint Interim Planning Policy Manager highlighted that a number of staffed sessions were scheduled during the consultation period, and that these involved Planning Officers attending a number of Parish Council briefings and other CEF events in order to reach as wide an audience as possible.

The Chair thanked the Joint Interim Planning Policy Manager for the presentation and the floor was opened up for questions from the Partnership Board.

The Partnership Board highlighted that documents relevant to the consultation had not been made available in hard copy format at Selby Library, and questioned whether there was the option to submit comments on the pool of sites in hard copy format, as the emphasis was placed on the electronic submission of comments in relation to the consultation. The Joint Interim Planning Policy Manager assured the Partnership Board that there should be hard copies of documents available, along with provision for hard copy comments to be submitted, and agreed to look into the situation at Selby Library.

In relation to questions from the Partnership Board about infrastructure that would accompany any future developments, the Joint Interim Planning Policy Manager stated that the infrastructure aspect of planning was key, and that this would be looked into in conjunction with developments, and an infrastructure delivery plan would be developed, which would encompass issues such as sufficient car parking, transport links and school and college places.

The Chair thanked the Joint Interim Planning Policy Manager and the two Planning Policy Officers for attending the meeting, and encouraged all Partnership Board Members to attend the staffed sessions in relation to the consultation.

17. CO-OPTED MEMBER VACANCY

The Democratic Services Officer informed the Partnership Board that an email had been sent to all Parish and Town Councils within the Central CEF area, which detailed the co-opted member vacancy and asked for volunteers to be co-opted onto the Central CEF.

The Chair had previously highlighted that many of the Parish Councils had not held a meeting prior to the October Partnership Board meeting, so the Partnership Board agreed to defer discussion about the co-opted member vacancy to the next Partnership Board meeting in January, to allow Parish and Town Councils within the Central CEF area to meet and discuss putting forward a volunteer to be co-opted onto the Central CEF Partnership Board.

RESOLVED:

To defer discussion about the Central CEF co-opted member vacancy to the next Partnership Board meeting.

18. FEEDBACK FROM THE RECENT COMMUNITY ENGAGEMENT FORUM

The Partnership Board received feedback from the Development Officer, Groundwork about the recent Central Community Engagement Forum held on 13 September at Barlow Village Hall.

The Development Officer, Groundwork explained that the Community Engagement Forum had been very well attended, and that the engagement of attendees with the speakers had been excellent.

It was noted that Officers from Selby District Council had attended to present on Selby District Council's Economic Development Framework, and that the presentation had raised considerable interest and questions from the attendees.

Partnership Board Members who were present at the Community Engagement Forum also gave positive feedback on the attendance and content of the event.

The Partnership Board agreed to invite officers from Selby District Council back next year to outline progress in relation to the Economic Development Framework.

RESOLVED:

To invite Officers from Selby District Council to attend a Central Community Engagement Forum next year to outline progress in relation to Selby District Council's Economic Development Framework.

19. COMMUNITY DEVELOPMENT PLAN

The current Community Development Plan (CDP) had been published with the agenda. The Board made the following observations:

- The list of Partnership Board Members had been updated as requested at the previous Partnership Board meeting.
- The Development Officer, Groundwork had reviewed the projects on the CDP action list, from page 19 of the agenda, and had used a colour coded system to prioritise the items.

The Development Officer, Groundwork highlighted that after a discussion with the Chair, it had been suggested that the 'Team Up to Clean Up' project be reinstated due to its past success, but on a reduced budget of £4,000.

The Partnership Board discussed the updates to the CDP action plan with the Development Officer, Groundwork.

- In relation to action 1.4, the Partnership Board indicated that they wanted to ensure that the new litter bins had ash trays on the top of the units.
- Members of the Partnership Board highlighted that action point 3.1 needed to be removed from the action list, as North Yorkshire County Council was already doing work on flood resilience with Parish Councils.

- The Partnership Board also drew attention to a property on Ousegate that was empty and boarded up. Officers were asked to enquire who owned the property and see what could be done to re-occupy it.

RESOLVED:

- To update the CDP in line with the above suggestions.**
- To ask Officers to enquire who owns the empty property on Ousegate, and consider what could be done to re-occupy it.**

20. MARKETING AND PUBLICITY

The Development Officer, Groundwork suggested that it should be ensured that subsequent Community Engagement Forums had a theme that was relevant to the local community to encourage attendance and engagement.

It was also pointed out to the Board that the Development Officer, Groundwork had advertised early, and multiple times for the recent Forum at Barlow Village Hall, which had impacted on the success of the Forum in terms of attendance and engagement.

The Development Officer, Groundwork further highlighted that she intended to ask people in the community what issues were relevant to them, and what times and locations were favoured by local residents for Forums, and the findings would be implemented in the Community Engagement Forums.

RESOLVED:

To ask the Development Officer, Groundwork to ask people within the community what issues are relevant to them, and what times and locations they favour for Forums, and implement the findings into the Community Engagement Forums to encourage the attendance and engagement of a variety of attendees.

21. IMPACT REPORTS

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

- Magnetic Arts
- St Mary's Catholic Church
- Barlow Village Hall Committee
- Selby Camera Club
- Selby Civic Society

The Democratic Services Officer highlighted that the Barlow Village Hall Committee impact report displayed an underspend of £100, however after discussion with the applicant, it was confirmed that the £100 had been set aside for the installation of the defibrillator.

There was an update on the Selby Civic Society impact report, that there was a delay in the project as the organisation did not initially receive VAT included in their grant. It was highlighted by a member of the Partnership Board that the order for the replacement Cholera burial stone was about to be placed, and it would take about 12 weeks to complete the project.

RESOLVED:

To note the impact reports.

22. BUDGET UPDATE

The Partnership Board noted the budget update, which confirmed a remaining balance of £30,022.48.

RESOLVED:

To note the budget update.

23. FUNDING APPLICATIONS

The Partnership Board considered the following application:

Selby parkrun

The application was for £2,000 to fund start-up equipment for a 'parkrun' to be set-up in the Selby area. Two representatives from the Selby parkrun Committee were in attendance, and presented their application to the Partnership Board.

The applicants highlighted that the sum of £2,000 was for essential equipment, to include a defibrillator, signage, walkie-talkies, first aid kits and a small contingency fund that would enable Selby parkrun to be set up in the district.

The Partnership Board were supportive of the project, and agreed that as a free event, it would be a good activity for disadvantaged young people to be involved in. Members of the Partnership Board queried issues of transport in relation to the Selby parkrun location, as this was seen as a potential barrier to some local people getting involved. The applicants noted that this did not really fall under the scope of their project, but indicated the highly inclusive nature of the concept of 'parkrun'.

The applicants highlighted that there was potential scope to launch a junior parkrun for children aged 4-14 years closer to the centre of Selby, and that they

had been speaking with the Healthy Living Fund to see how this could be organised in the future.

In relation to further questions about transport, the applicants confirmed that once the organisation was established, car-sharing to the Selby parkrun location could be an option.

The Partnership Board noted that the 'parkrun' concept was 'tried and tested' and was successful across the world; it was also confirmed that the outlined project aligned with the Central CEF's key objectives, outlined in the CDP.

The Partnership Board considered the application in line with the Funding Framework, and agreed to approve the full amount of funding to the value of £2,000.

It was suggested that the Central CEF Partnership Board could look at funding some sort of transport to the location of Selby parkrun in the future, once the organisation was established.

RESOLVED:

- i. To approve £2,000 funding to Selby parkrun.**
- ii. To ask the Development Officer, Groundwork to consider a possible future funding bid from the Central CEF in relation to transport to Selby parkrun.**

24. NEXT MEETING

The Partnership Board confirmed the date and location of the next Partnership Board meeting to be Wednesday 3 January 2018 at the Civic Centre, Selby, but at the revised start time of 6.30pm, which the Board agreed would also be the start time of all subsequent meetings.

The Partnership Board also confirmed the dates of the next two Central Community Engagement Forums to be Wednesday 13 December 2017, 6.30pm and a replacement Forum for the one cancelled in May 2017 to be on Wednesday 24 January 2018, 6.30pm. The Partnership Board asked the Development Officer, Groundwork and the Democratic Services Officer to find suitable locations to hold both Forum events.

RESOLVED:

- i. To confirm the next Partnership Board meeting as Wednesday 3 January, 6.30pm at the Civic Centre, Selby.**
- ii. To amend the start time of all future Partnership Board meeting to 6.30pm.**
- iii. To confirm the next two Central Community Engagement Forums as Wednesday 13 December**

2017, 6.30pm and Wednesday 24 January 2018, 6.30pm.

- iv. To ask the Development Officer, Groundwork and the Democratic Services Officer to find and book suitable locations to hold the next two Central Community Engagement Forums.**

The meeting closed at 8.47pm.