Yorkshire Dales National Park Authority **Item 8**

Finance and Resources Committee

24 February 2026

Grant application to the Sustainable Development Fund

Purpose of the Report

1. To determine a funding application made to the Authority's Sustainable Development Fund for the refurbishment of Hebden Parish Public Toilets.

Recommendation

2. That Members approve a grant from the Authority's Sustainable Development Fund of £11,025 towards the Hebden Parish Public Toilets Refurbishment project.

Strategic Framework

3. The information and recommendation(s) contained in this report are consistent with the Authority's statutory purposes and support the strategic planning framework:

   - National Park Management Plan 2025-2030, Objective 6.4: Empower community groups to take on and manage services, take ownership of local assets and develop community wealth initiatives such as shops and community renewable energy.

Background

4. The Authority's Sustainable Development Fund supports business and community projects that promote a more sustainable way of living in, working in and visiting the National Park, while conserving and enhancing its local culture, wildlife, landscape and communities. Applicants need to show how their project will contribute to the achievement of one or more of the objectives in the National Park Management Plan.

5. The amount of grant requested by the applicant exceeds £10,000. Therefore, the application needs to be determined by the Finance and Resources Committee. The application should be considered against the current SDF priorities and criteria, which can be found in **Annex A**.

6. The grant application, officer report and recommendation can be found in **Annex B**.

Financial Implications

7. The amount of grant funding recommended for the project can be met from the remaining SDF budget for this financial year (2025/26).

Legal Implications

8. The offer of a grant from the Sustainable Development Fund would require the applicant to sign up to a set of terms and conditions, which includes eligible costs, payments, asset management and a requirement to obtain any necessary consents.

Equality, Diversity and Inclusion Implications

9. The refurbished building will provide one universal toilet and a storeroom. The applicant has included some minor adjustments to the existing building's layout to improve accessibility. The proposal will reinstate this facility for a range of users, following a prolonged closure.

Conclusion

10. The application has been assessed against the criteria for the Fund, which considers the environmental, economic and social benefits and the contribution to delivering specific objectives set out in the National Park Management Plan 2025-2030. The project will contribute towards delivering National Park purposes and is eligible for SDF funding.

Andrea Burden,
Sustainable Development Officer

Sustainable Development Fund GUIDANCE NOTES

We are here to help you put together your application. Please talk to us from the very early stages of your project or idea so that we can help you to develop it and secure the funding. Further information can also be found on our website at www.yorkshiredales.org.uk/living-and-working/sdf

What is the Sustainable Development Fund?

The Sustainable Development Fund (SDF) aims to support projects that result in positive benefits for the Yorkshire Dales National Park - its environment, its economy, and its communities. It provides a simple and accessible source of money for local projects. It is open to any individual, business, community group or voluntary-sector body.

The type of project we can fund

We want to keep the SDF as flexible as possible. A project will be eligible for consideration if it:

- contributes in some way to looking after the National Park's natural beauty, wildlife or cultural heritage **or**
- promotes opportunities for the public to understand and enjoy those things

  and
- it will provide some local economic benefit, **or** some benefit to a local community in the National Park.

We'd encourage all applicants to think about how their project can provide:

- **multiple benefits** – although a project may have a particular economic, social or environmental focus, it is always worth thinking about how it can be designed to secure additional benefits across all the three elements of sustainability or, at the very least, to ensure it does not harm any other interests.
- **value for money** – think carefully about how and where the money is being spent and whether it maximises positive outcomes making sure direct benefits are felt on the ground.
- **clear outcomes** – so that we know what it will deliver and so that its success can be measured and learnt from/built upon.
- **a legacy** – we want the benefits to be long term, so think about what happens when the SDF money runs out and the project ends.

Applicants should refer to the National Park Management Plan, which sets out shared ambitions to secure a prosperous future for the National Park and its communities. Applicants need to show how their project will contribute to the achievement of one or more of the objectives in the Management Plan. The Management Plan can be found at National Park Management Plan 2025-30

What we won't fund

We won't normally fund:

- applications by, or on behalf of, public sector bodies
- applications relating to areas outside the National Park boundary, unless a clear benefit for the National Park itself can be demonstrated
- fixed-term project officers employed solely for the purpose of delivering the proposed project
- the cost of preparing or submitting applications for statutory consents
- repeat applications where a project is substantially the same as one previously funded
- the purchase of land or buildings
- ongoing revenue costs for established projects, events or enterprises
- retrospective applications or items where costs have already been incurred

How much can you apply for?

There is no set minimum or maximum amount. The total annual fund is £100,000 and we normally aim to support at least 10 projects with this amount. The average award is around £5,000, but you should apply for what you need to make your project happen. Awards of £10,000 or less will normally be in the form of a grant; however, for larger requests, we will consider whether a loan is a more suitable means of support. Funding requests can be for capital items or revenue costs.

Registered charities and voluntary/community and not-for-profit groups can apply for up to 75% of a project's costs. All other types of applicants can apply for up to 50% of project costs. It is therefore important to consider match funding. This can be sourced from other grant programmes, private finance or from 'in kind' contributions[1]. SDF could itself be used as a form of match funding for a larger project where the principal source of finance comes from elsewhere.

[1] Non-cash contributions can be anything you need for your project that you do not have to pay for eg donation of building materials or volunteer time. To work out the financial value of the time volunteers contribute the following rates will apply: unskilled £50/day; skilled £150/day; professional £350/day. A day is based on 7 hours.

Subsidy control legislation places certain legal obligations on public authorities, including the Yorkshire Dales NPA, aimed at preventing them from giving financial advantages to enterprises in a way that could distort competition. As part of your application, it will be necessary for us to establish whether any offer of financial assistance from the SDF would fall within the scope of subsidy control measures. This includes establishing whether the financial assistance would confer an economic advantage on one or more enterprises. If an SDF grant for your project would fall within the scope of subsidy control measures, we will require you to confirm that your enterprise has not exceeded cumulative Minimum Financial Assistance thresholds, prior to making the grant offer. Further information can be found in this guidance: https://www.gov.uk/government/publications/uk-subsidy-control-statutory-guidance

The process

If you are thinking about applying, please talk to us first. We can offer some pointers that will give your project the best chance of being funded and prevent time being wasted in abortive or deferred applications.

If your project is eligible, the next stage is to complete an application form. For applications of £5,000 or less we generally require no further information, provided the project is clearly described and justified. For requests above £5,000, we may need additional information and can advise you on what might be appropriate. For applications above £10,000, or for projects involving a newly establishing business, we will normally expect a more detailed project management or business plan to support the application.

For individual items of expenditure over £10,000 at least three quotes must be obtained and provided as part of the application. It remains good practice to obtain quotations for items of expenditure below this threshold. The Authority therefore welcomes the submission of quotations for any items of expenditure between £5k and £10k and, on occasion, may require this information for smaller items of expenditure, in the interests of demonstrating value for money. Where the chosen supplier of a product or service is not the cheapest available, please provide an explanation as to why you have opted for the higher quotation.

If you have included car travel as part of your project costs, then the mileage rates below will apply[2].

Applications can be submitted at any time. If your grant request is £10,000 or less, we will normally aim to decide within four weeks of receiving the application.

Applications for more than £10,000 will be reported to our Finance & Resources Committee for a decision. This Committee meets every three months so larger requests will be subject to a longer timeframe for a decision. You can still submit your application at any time, but please enquire to find out about our deadlines.

[2] The current mileage rate is 30p per mile for any unaccompanied journeys and 40p per mile for journeys carrying passengers.

If you are successful in obtaining a grant, you must be willing to sign up to our grant conditions. These will typically cover items such as the need to credit the SDF when publicising and reporting outcomes of the project.

Grant payments are normally made in arrears, so you will need to claim the grant after expenditure has been incurred. We will aim to pay valid claims within two weeks of receipt and payments can be phased flexibly in accordance with project needs.

We will normally expect projects to complete within 12 months of the grant offer being accepted. It is therefore preferred that all necessary consents have been obtained prior to the submission of an application, so that there are no delays in commencing the project.

Sustainable Development Fund APPLICATION FORM

Please discuss your project with the Sustainable Development Officer and read the attached guidance notes before completing the application form

1. APPLICANT DETAILS						
Name (main contact)	Stefan Sykes		Position in organisation	Chair		
Daytime telephone number	Redacted		Email	Redacted		
Group or organisation name	Hebden Parish Council					
Address (including postcode)	Redacted					
Website address (if applicable)	www.hebdenparishcouncil.gov.uk					
Please include the main objectives and activities of your group or provide details of where we might find these.	Hebden Parish Council is the local democratic entity for the parish of Hebden in the Skipton and Ripon ward of North Yorkshire. Full details and records of meetings and minutes can be found on the website above.					
Please explain briefly who is involved in your group and what roles they perform. If your group has a constitution, please include this with you application	The parish council has five elected members who provide for the representative democracy for the parish.					
Type of group (please tick)						
Registered charity (state charity no.):	☐	Community group	☐	Community Interest Company	☐	
Individual	☐	Private business	☐	Other	X	
Where did you hear about the Sustainable Development Fund?						
To help us publicise SDF in the future, please tell us where you heard about it.	Through YDNPA communications					

2. PROJECT DETAILSh	
What is the name of your project?	Hebden Parish public toilet refurbishment

Please explain briefly:

- how your project contributes in some way to looking after the National Park's natural beauty, wildlife or cultural heritage or how it promotes opportunities for the public to understand and enjoy those things
- how it relates to the National Park Management Plan objectives
- what your project aims to achieve

This project will bring a disused toilet block back into use.

Residents have complained that there is increasing evidence of human waste being found in bracken beyond Hole Bottom on the footpath to Bolton Gill and before High Lane on the footpath towards Grassington. Whilst there are facilities within the Old School Tea Rooms, many visitors feel that they ought to spend money within the Tea Rooms if they use those facilities, so they do not. Increasingly, larger groups of visitors begin their walks in Hebden as there is no charge for parking. This, it is believed, has led to an increase in those visitors being 'caught short' before making it to Grassington or other destination with toilet facilities.

We see this project as meeting the needs of those visitors and making the area more hospitable for all people. It will also reduce the environmental impact of the lack of such facilities.

The project to refurbish and improve accessibility of the toilet block would support the Park's objective to be:

"A friendly, open and welcoming place with outstanding opportunities to enjoy its special qualities".

It would do this by providing infrastructure to allow more diverse groups of people to enjoy the walks and paths being maintained and opened up through other activities. The works planned include allowing full access to all regardless of disability.

It would also support the objective to:

"Provide an outstanding range of benefits for the nation based on its natural resources, landscape and cultural heritage, which underpin its flourishing local economy."

It would do this by providing the sanitary infrastructure to allow visitors to feel more comfortable about visiting the area knowing that excellent quality, accessible toilets were available.

Please provide some more detail about:

- who is involved and what they will do
- details of how the grant will be spent
- what are its key outcomes – how will its success be measured
- how it will achieve its aims

• how the project will be promoted • what will happen when the project ends
The project will be managed by the parish council who will keep a ring-fenced budget line within their accounts for this project. Three quotes for the works have been obtained from local builders. The most economically advantageous quote will be followed up should grant funds be agreed with the YDPNA. Project management of the refurbishment and works to improve accessibility will be overseen by Cllr Sykes who is Chair of the parish council. He will report on progress at every council meeting until the works are complete. Regular reports on amounts of operational income and expenditure will also be reported by the Chair or by the Clerk, Sheila Ely. It is anticipated that works will take no longer than 2 months. Once completed the toilet will boast a clear sign indicting its availability to the public. This will be augmented with notices in the Old School Tea Rooms, the parish noticeboard and submitted articles to the YDPNA newsletter and the Craven Herald. An application for a suitable street sign will also be made to the YDPNA. The associated storage room within the existing building will be used to house a workshop and tool store for the Hebden Environmental Action Team (HEAT), as well as for any resident to make use of wood working tools and a bench as part of a 'Residents Shed' facility. The toilet itself will have a fixed card reader within the facility to allow the parish to collect donations for use of the toilet by users of it. Donations will be fixed at £1. Whilst this may seem expensive, we expect that groups and families will tend to make group donations, rather than each individual making their own donation. It is hoped that income from donations will be sufficient to cover the costs of cleaning, materials, power and upkeep of the facility in the medium and long term. A full report will be made to the YDPNA in the immediate completion of the works and then one year thereafter.

3. SITE DETAILS (IF APPROPRIATE): Please attach a map showing the project location.		
Do you have the approval of the landowner(s) involved in the project?	X ☐yes	☐no
If you answered no to this question, you may need written permission from the owner to carry out this project. ☐ copy of permission enclosed		☐copy of permission to follow

4. PROJECT COSTS AND FUNDING		
Are you VAT registered	No ☐	Yes X ☐ VAT number: 180 9701 55

If you are able to reclaim VAT, please exclude this from the figures given in this section	
What is the total project cost?	£14,700.00
How much SDF grant are you requesting?	£11,025.00
What sources of match funding will the project use? Have they been secured?	The parish has requested a precept of £4,000.00 specifically to afford this project.

Project costs – please list (continue on a separate sheet as necessary)	**Capital ✓**	**Revenue ✓**	**Estimated cost (£)**
Toilet refurbishment (capital)	☐	☐	£14,700.00
	☐	☐	
	☐	☐	
	☐	☐	
	☐	☐	
	☐	☐	
Three quotes for full works are provided with this application.			
		Total	£14,700.00

For individual items of expenditure over £10,000 at least three quotes must be obtained and provided as part of the application. It remains good practice, in the interests of demonstrating value for money, to obtain quotations for items of expenditure below this threshold. The Authority therefore welcomes the submission of quotations for any items of expenditure between £5k and £10k and, on occasion, may require this information if the circumstances warrant it. Where the chosen supplier of a product or service is not the cheapest available, please provide an explanation as to why you have opted for the higher quotation.

Please indicate whether the contribution towards the project costs from SDF is to be spent as a proportion of the whole project cost or committed to specific items (and if so, which)

Project start date	01/03/2026
Project end date	30/04/202

Have you ever received grant funding before from this fund? If yes, please give details below	Yes	☐	No	X

5. SUBSIDY CONTROL

Subsidy control legislation places certain legal obligations on public authorities, including the Yorkshire Dales NPA, aimed at preventing them from giving financial advantages to enterprises in a way that could distort competition.

It is necessary for us to establish whether any offer of financial assistance from the SDF would fall within the scope of subsidy control measures. This includes establishing whether the financial assistance would confer an economic advantage on one or more enterprises.

Further information can be found in this guidance:
https://www.gov.uk/government/publications/uk-subsidy-control-statutory-guidance

Are you, or is your group, an enterprise?	**Yes** ☐ **No** ☐ **X** If no, please proceed to Section 6. If yes, please continue.
An enterprise is any entity (any person, or groups of persons under common control) that is engaged in an economic activity, which means offering goods and services on a market. Public bodies will generally not be enterprises. Individuals (members of the public) are not enterprises unless sole traders.	
Will the SDF funding provide your enterprise with an economic advantage?	**Yes** ☐ **No** ☐ **X** If no, please proceed to Section 6. If yes, please continue.
This will apply where the project for which funding is sought relates to an economic activity (offering goods and services on a market). An economic advantage will be conferred if the financial assistance from the SDF is provided on favourable terms i.e. the same terms could not have been obtained on the market.	
Including the grant now being requested from SDF, have you received more than £315,000 in subsidies in this and the two previous financial years?	**Yes** ☐ **No** ☐ **X**
In many cases, even if financial assistance offered by SDF does fall within the scope of subsidy control measures, it will still be possible to offer a grant, but only where procedures relating to 'minimum financial assistance' have been followed. Minimum financial assistance must not exceed £315,000 over three financial years. We will require written confirmation of this prior to offering any grant.	

6. DECLARATION

I declare that the information given above is correct to the best of my knowledge and that if any of the information changes I will inform the Yorkshire Dales National Park Authority immediately.

Signed *Stefan Sykes* Name……STEFAN SYKES……..

Date……31.12.25…….. Position……Chair.....

**We cannot register applications until we have a signed copy of the application form. We will accept electronic copies of the application form where an electronic signature has been added to this section. Alternatively you can send a hard copy with the original signature to the address below.*

Please return this form to: Andrea Burden, Sustainable Development Officer,
Yorkshire Dales National Park Authority, Yoredale, Bainbridge, Leyburn, DL8 3EL
Tel: 01969 652337 Fax: 01969 652399 Email: sdf@yorkshiredales.org.uk

Privacy Statement:

The Yorkshire Dales National Park Authority is committed to ensuring the responsible collection and use of personal data in the course of its business, under the requirements of the General Data Protection Regulations (GDPR) and the

Data Protection Act (DPA). We will ensure that personal data is processed fairly and lawfully in strict accordance with our responsibilities, and that the rights of data subjects are properly respected.

Personal information collected in association with a Sustainable Development Fund application will only be used to assist in the processing of the application and monitoring of the project. It will not be used for any other purposes, or shared with anyone not employed by the Authority, without your express consent.

As a public authority, we have a designated Data Protection Officer (DPO) as required by Article 37 of the GDPR. Our DPO is also nominated as our Senior Information Risk Owner (SIRO).

If you would like further information on how we process personal information or your rights as a data subject, please contact the Data Protection Officer on accesstoinfo@yorkshiredales.org.uk or ask to see our full Privacy Notice which sets out our responsibilities, as data controller, when processing your information.

Subsidy Control and Retention of Documentation:

The Applicant must ensure that the planning and operation of the Project adheres to Subsidy Control rules.

Sustainable Development Fund – Delegated decision

Application reference	Project Name	Project Description
SD0343	Hebden Parish public toilet refurbishment	The project aims to bring back into use a disused public toilet block in Hebden, following its closure approximately 10 years ago. The disused toilets are located off Main Street in the village. The building is a single storey and occupies a prominent roadside position. Hebden is a designated Conservation Area. It is a popular meeting and stopping point for walkers and cyclists visiting the National Park. The building is in a poor state of repair and urgently requires modernisation. A series of alterations to the building are planned which includes blocking/creating a new doorway and inserting an internal partition. Planning permission has been granted for this work. A new toilet and sink would also be installed in part of the building the remaining space would become a storeroom for the Hebden Environmental Action Team. The applicant has indicated that the new facilities will be open to the public from 8am-10pm each day. A fixed credit card reader would be installed that will encourage users to make a donation. Donations will be fixed at £1. Any income derived from donations will be used to cover cleaning, power and upkeep of the facilities. The main objectives of the project are to upgrade and safeguard the former public toilets so that they are available for use to the public and are open on a regular basis. The facilities should also encourage visitors to visit the area to enjoy the special qualities of the National Park.
Location	Hebden	
In/Out YDNP	In	

Applicant's name	Project Cost:	Score:	SDF Amount Requested:	SDF Amount Recommended:
Hebden Parish Council	£14,700	10/15	£11,025	£11,025

Sustainable Development Officer's Comments:

YDNPA Officers are supportive of funding the project. The building has a neglected appearance after years of disuse and so reinstating it will have a beneficial impact on the character and appearance of the Hebden Conservation Area. In 2020 the Authority's Sustainable Development Fund (SDF) was able to contribute grants to two similar projects in Burnsall (£10,000) and Gargrave (£8,060). Both projects have been successful and provide valuable infrastructure that supports tourism.

The project contributes to National Park purposes as it will offer public toilets for visitors to Hebden, enabling them to enjoy the special qualities of the National Park. It has also obtained a good score against our social, environmental and economic criteria and therefore contributes towards all 3 categories of sustainable development.

Value for money – the applicant has obtained 3 quotations for the work from local builders. The applicant's preferred contractor is the second cheapest quotation (Colin Richards) as this includes the majority of work required. The other quotations are not as detailed. This justification is considered reasonable.

Consultation responses:

Head of Visitor Services

Supports the application. It is good that they are thinking about cleaning and maintenance at this stage. This is an ongoing big commitment and is often overlooked. Once these facilities are provided, people will become aware of them, and with this increased use it is necessary to provide more cleaning etc. This is a good solution to the issues identified in terms of increased visitors/groups in Hebden, and associated increases in anti-social behaviour prompted by the lack of toilet facilities.

Planning Policy Officer
Supports the application. It has clear benefits in terms of the visitor experience and outdoor recreation opportunities, therefore supports the second National Park purpose. It is good that the applicant is factoring in a specific provision for running costs within Parish Council budgets, meaning that the legacy should be secure, even if donations do not keep pace. The storage facility also supports wider environmental and social benefits within the village.

Senior Planning Officer
Full planning permission for works to former public toilets to bring them back into use as a public toilet and storeroom was granted conditional approval on 12 January 2026 (planning reference C/41/147). The proposed development will involve the removal of privacy wings and altering a window to a doorway. The changes will create a public toilet and storeroom.

What the grant will be used for:
The SDF grant will be used to pay for the refurbishment works, including building alterations, plumbing and electrics.

Match funding:
Match funding for this project will be in the form of a £4000 contribution from the applicant (Hebden Parish Council), which has been secured.

Management Plan Objectives:
The project will contribute towards the Management Plan 2025-2030, Objective 6.4, as it will empower a community group to take on and manage a service and take ownership of a local asset.

Recommendation:
Approve subject to the standard SDF conditions.

Officer: Andrea Burden, Sustainable Development Officer **Date:** 20 January 2026

Final Decision: This application is scheduled to be determined by the Authority's Finance and Resources Committee on 24 February 2026.