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JOHN WARD

Director of Corporate Services

Contact: Democratic Services on 01243 534685

Email: democraticservices@chichester.gov.uk

East Pallant House

1 East Pallant

Chichester

West Sussex

PO19 1TY

Tel: 01243 785166

www.chichester.gov.uk



A meeting of **Grants and Concessions Panel** will be held in Training Room 1 - East Pallant House on **Wednesday 18 September 2019 at 9.30 am**

MEMBERS: Mr R Briscoe (Chairman), Mrs C Apel, Mr G Evans, Mr J Elliott, Mr G McAra, Mrs S Sharp, Mr D Rodgers and Mr A Sutton

AGENDA

The public, including the press, should be excluded from the meeting on the grounds of exemption under Paragraph 3 of Part I of Schedule 12A of the Local Government Act 1972, as indicated against the item and because, in all the circumstances of the case, the public interest in maintaining the exemption of that information outweighs the public interest in disclosing the information.

- 1 **Apologies for Absence**
Any apologies for absence that have been received will be noted at this point.
- 2 **Approval of the Minutes**
To approve as a correct record the minutes of the Grants and Concessions Panel meeting held on Tuesday 25 June 2019.
- 3 **Matters Arising from the Minutes** (Pages 1 - 7)
Any matters arising as a result of the previous minutes.
- 4 **Declarations of Interest**
Members and officers are reminded to make any declarations of disclosable pecuniary, personal and/or prejudicial interests they may have in respect of matters on the agenda for this meeting.
- 5 **Draft Annual Report of Grants and Concessions Panel 2018/19** (Pages 9 - 52)
To share with the Panel an early draft of the Report, discuss the purpose of the Report, and identify any areas of further work before the Report is approved at the October meeting.
- 6 **Members report - previously funded New Homes Bonus Projects** (Pages 53 - 59)
For noting.
- 7 **Requests for New Homes Bonus Variations** (Pages 61 - 64)
This report details a request received for an extension to a New Homes Bonus Agreement.

For decision.
- 8 **Overview of New Homes Bonus (Parish Allocations) Scheme**
A brief overview of the scheme and the essential differences with discretionary Grants.
- 9 **New Homes Bonus Application - Birdham 01/19** (Pages 65 - 66)

For decision.

- 10 **New Homes Bonus Application - Birdham 02/19** (Pages 67 - 68)
For decision.
- 11 **New Homes Bonus Application - Birdham 03/19** (Pages 69 - 70)
For decision.
- 12 **New Homes Bonus Application - Bosham 04/19** (Pages 71 - 72)
For decision.
- 13 **New Homes Bonus Application - Boxgrove 05/19** (Pages 73 - 74)
For decision.
- 14 **New Homes Bonus Application - Chichester 06/19** (Pages 75 - 76)
For decision.
- 15 **New Homes Bonus Application - Chichester 07/19** (Pages 77 - 78)
For decision.
- 16 **New Homes Bonus Application - Chichester 08/19** (Pages 79 - 80)
For decision.
- 17 **New Homes Bonus Application - Chichester 09/19** (Pages 81 - 82)
For decision.
- 18 **New Homes Bonus Application - Chichester 10/19** (Pages 83 - 84)
For decision.
- 19 **New Homes Bonus Application - Chichester 11/19** (Pages 85 - 86)
For decision.
- 20 **New Homes Bonus Application - Chidham & Hambrook 12/19** (Pages 87 - 88)
For decision.
- 21 **New Homes Bonus Application - Chidham & Hambrook 13/19** (Pages 89 - 90)
For decision.
- 22 **New Homes Bonus Application - Chidham & Hambrook 14/19** (Pages 91 - 92)
For decision.
- 23 **New Homes Bonus Application - Chidham & Hambrook 15 & 16/19** (Pages 93 - 94)
For decision.
- 24 **New Homes Bonus Application - Chidham & Hambrook 17/19** (Pages 95 - 96)
For decision.
- 25 **New Homes Bonus Application - Donnington 18/19** (Pages 97 - 98)
For decision.
- 26 **New Homes Bonus Application - Easebourne 19/19** (Pages 99 - 100)
For decision.
- 27 **New Homes Bonus Application - East Wittering & Bracklesham 20/19** (Pages 101 - 102)
For decision.
- 28 **New Homes Bonus Application - East Wittering & Bracklesham 21/19** (Pages 103 - 104)
For decision.
- 29 **New Homes Bonus Application - Fernhurst 22/19** (Pages 105 - 106)
For decision.
- 30 **New Homes Bonus Application - Fishbourne 23/19** (Pages 107 - 108)
For decision.

- 31 **New Homes Bonus Application - Lavant 24/19** (Pages 109 - 110)
For decision.
- 32 **New Homes Bonus Application - Loxwood 25/19** (Pages 111 - 112)
For decision.
- 33 **New Homes Bonus Application - Midhurst 26/19** (Pages 113 - 114)
For decision.
- 34 **New Homes Bonus Application - North Mundham 27/19** (Pages 115 - 116)
For decision.
- 35 **New Homes Bonus Application - Oving 28/19** (Pages 117 - 118)
For decision.
- 36 **New Homes Bonus Application - Oving 29 & 30/19** (Pages 119 - 120)
For decision.
- 37 **New Homes Bonus Application - Oving 31/19** (Pages 121 - 122)
For decision.
- 38 **New Homes Bonus Application - Petworth 32/19** (Pages 123 - 124)
For decision.
- 39 **New Homes Bonus Application - Plaistow & Ifold 33/19** (Pages 125 - 126)
For decision.
- 40 **New Homes Bonus Application - Rogate 34/19** (Pages 127 - 128)
For decision.
- 41 **New Homes Bonus Application - Selsey 35/19** (Pages 129 - 130)
For decision.
- 42 **New Homes Bonus Application - Sidlesham 36/19** (Pages 131 - 132)
For decision.
- 43 **New Homes Bonus Application - Southbourne 37/19** (Pages 133 - 134)
For decision.
- 44 **New Homes Bonus Application - Stedham with Iping 38/19** (Pages 135 - 136)
For decision.
- 45 **New Homes Bonus Application - Tangmere 39/19** (Pages 137 - 138)
For decision.
- 46 **New Homes Bonus Application - Tangmere 40/19** (Pages 139 - 140)
For decision.
- 47 **New Homes Bonus Application - Tangmere 41/19** (Pages 141 - 142)
For decision.
- 48 **New Homes Bonus Application - Tangmere 42/19** (Pages 143 - 144)
For decision.
- 49 **New Homes Bonus Application - West Wittering 43/19** (Pages 145 - 146)
For decision.
- 50 **New Homes Bonus Application - Westbourne 44/19** (Pages 147 - 148)
For decision.
- 51 **New Homes Bonus Application - Westhampnett 45/19** (Pages 149 - 150)
For decision.
- 52 **Next Meeting**
To note the date of the next meeting as Wednesday 23 October at 9.30am in Training Room 1.



Minutes of the meeting of the **Grants and Concessions Panel** held in Woolstaplers Room, The Novium on Tuesday 25 June 2019 at 1.30 pm

Members Present: Mr R Briscoe (Chairman), Mrs C Apel, Mr J W Elliott, Mrs S Sharp and Mr A J F Sutton

Members not present: Mr G Evans and Mr D Rodgers

In attendance by invitation:

Officers present: Mrs F Baker (Democratic Services Officer), Mr J Barnes (Principal Revenues Officer), Mr D Cooper (Group Accountant), Mr D Hyland (Community and Partnerships Support Manager), Mrs V McKay (Divisional Manager for Growth), Miss C Williams (Community Liaison Officer), Ms S Collins (Estates Surveyor) and Mr D Irvine (Economic Development Officer)

The public are likely to be excluded from any discussion at which this report is considered on the grounds that it is likely that there would be a disclosure to the public of "exempt information" of the description specified in Paragraph 3 (Information relating to the financial or business affairs of any particular person (including the authority holding that information) of Part I of Schedule 12A to the Local Government Act 1972 and the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

112 **Apologies for Absence**

Apologies for absence had been received from Councillor G Evans and Councillor D Rodgers.

113 **Approval of the Minutes**

RESOLVED

That the minutes of the meeting of 20 March 2019 be agreed as a correct record.

114 **Matters Arising from the Minutes**

Miss Williams informed the Panel that following on from the 20 March meeting where officers were given delegated powers to update forms and guidance notes, as recorded in paragraph 100 of the minutes, all forms and guidance notes had now been updated by officers.

115 **Declarations of Interest**

Mr Briscoe declared a personal and prejudicial interest in the application for the Concessionary Rent Relief made by the 1st Westbourne Scouts and withdrew from the room when this application was discussed. Mrs Taylor as the Deputy Leader and Cabinet Member for Planning took the Chair for this item.

Mr McAra declared a personal interest in the application for grant from the Blue Bell Community Hub and left room when this application was discussed.

116 **Concessionary Rent Application**

CONCESSIONARY RENT RELIEF - APPLICATION 1

Mrs McKay presented the report and explained that the request for concessionary rent relief related to the football club facilities in Oaklands Park. Mrs McKay informed the panel that the previous lease had been terminated in March 2018 due to concerns over continued breaches in contract; a short term lease is currently in place and will expire at the end of July 2019, to allow the Chichester City & Portfield United Football Club to continue to use the site as their home football ground.

To ensure continued use of the site, an informal tender process took place offering a new lease from 1st August 2019. Chichester Community Football Club Management Ltd are the preferred tendered. The football club provides a valuable community resource and there is commitment from the new directors and club management to continue to develop youth and ladies' football. The granting of the lease is been taking to the Cabinet meeting on 7th July 2019 for approval. Members of the Grants and Concession Panel are asked to consider the request for the concessionary rent relief

The panel were supportive of the request and agreed to the concessionary rent requested.

RESOLVED BY THE CABINET MEMBER FOR COMMUNITIES AND CULTURE IN CONSULTATION WITH THE GRANTS AND CONCESSIONS PANEL:

That the Football Club Facilities, Oaklands Park, Chichester request for a concessionary rent as set out in section 6.1 of the supplement report be approved (please note that the decision to grant the associated lease will be taken separately by the Cabinet at its meeting on 9 July 2019).

Alternative options considered and rejected:

That the Football Club Facilities, Oaklands Park, Chichester request for concessionary rent as set out in section 6.1 of the supplement report be rejected.

CONCESSIONARY RENT RELIEF - APPLICATION 2

Declaration of Interests: Mr R Briscoe declared a personal and prejudicial interest in the application and left the room whilst discussed.

Miss Collins explained that the request for concessionary rent related to the land and premises used by the 1st Westbourne Scout Group. The Group are in occupation under a lease which was reviewed in 2015. A review was undertaken by Accountancy Services and it was suggested that the rent the Group could afford was £150 per year; this was agreed by the Grants and Concessions Panel on 22nd January 2015.

The rent is now due for review. The Estates team have inspected the property and the market rent has been assessed and it has been concluded that there is no evidence to support a rise at this time. Therefore the Group ask that the rent payable remains the same.

The panel were supportive of the request and agreed to the concessionary rent requested.

RESOLVED BY THE DEPUTY LEADER AND CABINET MEMBER FOR PLANNING IN CONSULTATION WITH THE GRANTS AND CONCESSIONS PANEL:

That the 1st Westbourne Scout Group request for concessionary rent as set out in section 6.1 of the report be approved.

Alternative options considered and rejected:

That the 1st Westbourne Scout Group request for concessionary rent as set out in section 6.1 of the report be rejected.

117 Discretionary Rate Relief Application

Mr Barnes explained that the application had been made by 4Sight Vision Support. 4Sight Vision Support is a sight loss charity supporting the visually impaired community of West Sussex, they currently have around 3000 members and 400 volunteers. Whilst 4Sight Vision Support is largely self-funded it also relies on grant support from trusts, foundations and local authorities.

The exceptional circumstances cited by the applicant are that from November 2019 West Sussex County Council will be withdrawing their grant support.

The panel considered the situation and felt that the situation cited did not amount to exceptional circumstances and refused the reward requested.

RESOLVED BY THE CABINET MEMBER FOR COMMUNITY SERVICES AND CULTURE IN CONSULTATION WITH THE GRANTS AND CONCESSIONS PANEL

That the 4Sight Vision Support request for discretionary rate relief as set out in the report be refused on the grounds of exceptional circumstances not been demonstrated.

Alternative options considered and rejected:

That the 4Sight Vision Support request for discretionary rate relief as set out in the report be approved for a period 1 April 2019 to 31 March 2020.

118 New Homes Bonus - Request for Variation

Mr Hyland explained that a request for a variation to a New Homes Bonus (NHB) funding of £2,734, previously awarded for the installation of acoustic tiling and an external awning to the Fishbourne Centre had been received from Fishbourne Parish Council.

My Hyland explained that through regular monitoring of all funded projects it had been identified by Fishbourne Parish Council that the centre management had also decided to look at the installation of air condition, which would be likely to cause conflict with the installation of the proposed acoustic tiling.

Having considered a number of options the Parish Council would like to proceed with the installation of a larger awning (6.5m) to the south of the building.

The panel were supportive of the request and agreed that the proposed variation to the funding awarded to Fishbourne Parish Council be awarded.

RESOLVED BY THE CABINET MEMBER FOR COMMUNITY SERVICES AND CULTURE IN CONSULTATION WITH THE GRANTS AND CONCESSIONS PANEL:

That the proposed variation to funding awarded to Fishbourne Parish Council from the New Homes Bonus (Parish Allocations) 2016 as set out in section 4.1 of the report be approved.

Alternative options considered and rejected:

That the proposed variation to funding awarded to Fishbourne Parish Council from the New Homes Bonus (Parish Allocations) 2016 as set out in section 4.1 of the report be refused.

119 **Fast Track Panel membership and funding allocation**

Mr Hyland explained that the Fast Track Grants and Concessions can award grants of up to £1000. For expediency, a "Panel" comprising of the Cabinet Member plus two Panel members, determine these applications by email. An additional Member could be appointed member to act as a reserve. Decisions are reported back at the following Grants and Concessions Panel. Members of the Panel need to be able to respond to email within two to three days, so that applications can be turnaround within a four week timescale; from submission to decision.

The number of applications made last year through this process was 23.

Cllr Briscoe informed the Panel that he had spoken to Cllr Evans to ask him to represent the North of the District and Cllr Sharp to represent the South of the District, both councillors had confirmed they were happy to do this. Cllr Sutton agreed to be the reserve Councillor, should Cllr Evans or Cllr Sharp be away.

RESOLVED BY THE CABINET MEMBER FOR COMMUNITY SERVICES AND CULTURE IN CONSULTATION WITH THE PANEL:

That Fast Track applications will be determined by Mr Roy Briscoe in consultation with Mr Gareth Evans and Mrs Sarah Sharp. Mr Alan Sutton will be the reserve Panel Member should either Mr Evans or Mrs Sharp be unavailable.

120 **Grant Applications Financial Summary**

The Panel considered the report. Mr Cooper informed the panel that there had been three Fast Track applications considered since the last meeting, all were listed in table 3.4 of the report. Mr Cooper informed the Panel that these applications were funded through the 2018/19 funding allocation and that the Panel still had a sum of £175,000 funding available for the coming year.

The Panel noted the report.

121 **Grant Application - Economy**

RESOLVED BY THE CABINET MEMBER FOR COMMUNITY SERVICES AND CULTURE IN CONSULTATION WITH THE GRANTS AND CONCESSIONS PANEL:

Applicant: Springboard Media Ltd

Declarations of Interest: N/A

Purpose: To assist in the relocation costs of a successful independent business, this will bring growth to the local economy and a commitment to provide employment opportunities for local people.

Sum Requested: £14,950

Sum Approved: £14,950

Reasons: Will benefit the local economy and provide local employment opportunities.

Grant Conditions: Subject to a Funding Agreement

122 **Grant Application - Improving Living Places and Spaces**

RESOLVED BY THE CABINET MEMBER FOR COMMUNITY SERVICES AND CULTURE IN CONSULTATION WITH THE GRANTS AND CONCESSIONS PANEL:

Applicant: Blue Bell Community Hub Ltd (Community Benefit Society CBS)

Declarations of Interest: Mr Gordon McAra declared a personal interest and left the room whilst the application was discussed.

Purpose: Blue Bell Community Hub Refurbishment

Sum Requested: £15,000

Sum Approved: £15,000

Reasons: To assist in the next phase of refurbishment which will make the Blue Bell accessible to people with reduced mobility and fit for the community Hub purpose.

Grant Conditions: Subject to a Funding Agreement

123 **Grant Application - Targeted Projects**

RESOLVED BY THE CABINET MEMBER FOR COMMUNITY SERVICES AND CULTURE IN CONSULTATION WITH THE GRANTS AND CONCESSIONS PANEL:

Applicant: Coastal West Sussex Mind

Declarations of Interest: N/A

Purpose: To provide a contribution towards a new one-year post at the Midhurst service hub whose role will create greater capacity within their service to meet increasing demand for their support and activity programme in the north of the District.

Sum Requested: £6,816

Sum Approved: £6,820

Reasons: A valuable service promoting good mental health and reducing stigma, able to evidence increasing local demand and the impact of the service.

Grant Conditions: Subject to a Funding Agreement

124 **Next Meeting**

The date for the next meeting was scheduled for 12th September 2019 at 9.30am to be held in Training Room 2.

The meeting ended at 2.43pm.

125 **Concessionary rent 2**

The meeting ended at Time Not Specified

CHAIRMAN

Date:

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