

# Public Document Pack

## JOHN WARD

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A meeting of **Grants and Concessions Panel** will be held in Committee Room 2, East Pallant House on **Wednesday 12 July 2017 at 9.30 am**

MEMBERS: Mrs E Lintill (Chairman), Mrs C Apel, Mrs P Dignum, Mr J F Elliott, Mr J W Elliott, Mrs N Graves, Mrs P Plant and Mrs P Tull

## 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** (Pages 1 - 6)  
To approve as a correct record the minutes of the Grants and Concessions Panel meeting held on 16 March 2017.
- 3 **Matters Arising from the Minutes**  
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 **Outline of the Grants and Concessions Panel**  
Mr Hyland will provide a brief outline of the Grants and Concessions Panel decision making process.
- 6 **Concessionary Rent Application - Urgent Decision** (Pages 7 - 10)  
The Panel is asked to note an urgent concessionary rent application.
- 7 **Concessionary Rent Application** (Pages 11 - 13)  
For decision.
- 8 **Small Business Rent Support Scheme** (Pages 14 - 19)  
The Panel is asked to note three applications made to the Small Business Rent Support Scheme.
- 9 **Discretionary Rate Relief - Retrospective Reporting** (Pages 20 - 22)  
The Panel is asked to note four urgent discretionary rural rate relief awards.
- 10 **Request for New Homes Bonus Application Variation - Overview Report** (Pages 23 - 33)  
This report details two requests received for variation to New Homes Bonus

funding.

- (a) Request for New Homes Bonus Variation 1

For decision.

- (b) Request for New Homes Bonus Variation 2

For decision.

- 11 **Request for Grant Application Variation** (Pages 34 - 37)

For decision.

- 12 **Grant Update**

The Panel will receive an update on a grant awarded in 2015/16 which is no longer required.

- 13 **Draft Grants and Concessions Annual Report 2016/17** (Pages 38 - 60)

The Panel is asked to comment on the draft Grants and Concessions Annual Report for 2016/17.

- 14 **Grant Applications Financial Summary** (Pages 61 - 62)

The Panel is asked to note the financial information, fast track grants approved since the last meeting and any grants nearing the three year cut off.

APPLICATIONS ARE MADE IN ORDER OF THE COUNCIL'S PRIORITIES AND  
PRINCIPLES FOR FUNDING

- 15 **Grant Application - Economy** (Pages 63 - 65)

For decision.

- 16 **Grant Application - Improving Living Places and Spaces** (Pages 66 - 68)

For decision.

- 17 **Next Meeting**

The Panel is asked to note the date of the next Panel meetings:

- Grants and Concessions Panel for New Homes Bonus Applications – Wednesday 27 September at 9.30am
- Grants and Concessions Panel – Wednesday 18 October at 9.30am



Minutes of the meeting of the **Grants and Concessions Panel** held in Committee Room 2, East Pallant House on Thursday 16 March 2017 at 9.30 am

**Members Present:** Mrs E Lintill (Chairman), Mrs C Apel, Mr J F Elliott, Mrs N Graves and Mrs P Tull

**Members not present:** Mr M Cullen, Mr I Curbishley and Mr J W Elliott

**In attendance by invitation:**

**Officers present:** Mr I Baker (Sport and Leisure Officer), Mr D Cooper (Group Accountant), Mr S Hansford (Head of Community Services), Miss L Higenbottam (Democratic Services), Mr D Hyland (Community and Partnerships Support Manager), Mrs V McKay (Valuation and Estates Manager), Mrs K Pellett (Economic Development Officer) and Miss C Williams (Community Liaison 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.

## 1 **Apologies for Absence**

Apologies for absence had been received from Mr Cullen and Mr J W Elliott.

## 2 **Approval of the Minutes**

### **RESOLVED**

That the minutes of the Grants and Concessions Panel meeting held on Thursday 19 January 2017 be approved and signed by the Chairman as a correct record.

## 3 **Matters Arising from the Minutes**

Mr Hansford explained with reference to minute 77 from the 19 January 2017 Grants and Concessions Panel (G&CP) that Cabinet have since resolved to grant a further sum of £25,000 from the New Homes Bonus (NHB) reserve in order to offer a total grant of £50,000 to the St Wilfrid’s Hospice (Southcoast) “Dreambuilding” project.

#### **4       Declarations of Interest**

Mr J F Elliott declared a prejudicial interest in respect of the application from Singleton Parish Council as a member of Singleton Parish Council and withdrew from the room whilst the application was discussed.

#### **5       Enabling Grant Scheme Update**

With reference to minute 72 from the 19 January 2017 G&CP Mrs Pellett provided a report detailing the Enabling Grant Scheme applicants, projects, locations, numbers of jobs/apprenticeships likely to be created, total amount requested and status of each application. Following 39 applications the £71,428 budget has been allocated and details of the scheme are no longer advertised on the website. A waiting list has been established and eligible applicants will also be signposted to the G&CP.

Mrs Tull asked why a number of established businesses have been allocated funding. Mrs Pellett explained that both new and existing small businesses fulfil the eligibility criteria if they employ less than 25 staff. Mr Hansford added that the majority of applications are from businesses employing less than five staff.

Mrs Lintill was pleased to note an application relating to a new apprenticeship and hoped to see more applications of this nature if the scheme continues next year.

#### **RESOLVED BY THE CABINET MEMBER FOR COMMUNITY SERVICES, IN CONSULTATION WITH THE PANEL:**

That the Enabling Grant Scheme update be noted.

#### **6       Concessionary Rent Application**

##### **Chichester Bowls Club, Priory Park:**

#### **RESOLVED BY THE CABINET MEMBER FOR COMMUNITY SERVICES, IN CONSULTATION WITH THE PANEL:**

That the Chichester Bowls Club, Priory Park request for concessionary rent relief as detailed in section six of the report be approved.

#### **Alternative options considered and rejected:**

That the Chichester Bowls Club, Priory Park request for concessionary rent relief as detailed in section six of the report be refused.

#### **7       New Homes Bonus**

Mr Hyland explained that on 7 March 2017 Council approved a sum of £250,000 to run the NHB scheme for a further year. Following this decision the relevant documentation has been updated to reflect the current financial year.

Mrs Lintill was content that the Grants and Concessions Review 2015/16 had significantly streamlined the NHB process and as such no further changes should be made to this year's documentation. The panel were in agreement.

**RESOLVED BY THE CABINET MEMBER FOR COMMUNITY SERVICES, IN CONSULTATION WITH THE PANEL:**

That the following New Homes Bonus documentation be approved for circulation without amendment:

- New Homes Bonus Indicative Allocation 2017
- New Homes Bonus Eligibility 2017
- New Homes Bonus Guidance Notes 2017
- New Homes Bonus Application Form 2017

**8 Request for New Homes Bonus Variation**

**Sidlesham Parish Council, New Homes Bonus**

**RESOLVED BY THE CABINET MEMBER FOR COMMUNITY SERVICES, IN CONSULTATION WITH THE PANEL:**

That a variation of use of £750 of the funding awarded to Sidlesham Parish Council from the New Homes Bonus (Parish Allocations) 2014 be approved.

Members requested that the applicant's letter of agreement should indicate that unless a further request for variation is received in time for the July G&CP the remaining balance will expire.

**Alternative options considered and rejected:**

That a variation of use of £750 of the funding awarded to Sidlesham Parish Council from the New Homes Bonus (Parish Allocations) 2014 be approved with any additional variation requirement delegated to officers for approval.

That the proposed variation to funding awarded to Sidlesham Parish Council from the New Homes Bonus (Parish Allocations) 2014 as detailed in section 3.4 of the report be approved.

That the proposed variation to funding awarded to Sidlesham Parish Council from the New Homes Bonus (Parish Allocations) 2014 as detailed in section 3.4 of the report be refused.

**9 Grants and Concessions Financial Summary**

The Panel considered the report. Mr Cooper drew attention to the value of the applications to be considered at the meeting and reminded the Panel that a sum of £39,723 remained.

The Panel noted the following fast track delegated grant applications decided since the last meeting:

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

**Applicant:** Chichester Forest Schools Community Interest Company (CIC)

**Priority:** Targeted Projects

**Purpose:** Support towards developing a 'Mighty Oaks' school programme for children with emotional or behavioural needs and related elements

**Sum Requested:** £928

**Sum Approved:** £0

**Reasons:** Members felt that given the school focus of the project and the potential for setting a precedent for other similar requests the project activity falls within the eligibility guidance that the grants programme will not fund when the district council is not the most appropriate funding agency

**Grant Conditions:** N/A

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

**Applicant:** Chichester Child Contact Centre

**Priority:** Targeted Projects

**Purpose:** Contribution towards the running costs and equipment for a local charity to provide a safe place for separated families to maintain contact with children

**Sum Requested:** £430

**Sum Approved:** £430

**Reasons:** A small request which will have a considerable impact on the families supported

**Grant Conditions:** N/A

10 **Grant Application - Improving Living Spaces and Places 1**

**RESOLVED BY THE CABINET MEMBER FOR COMMUNITY SERVICES, IN CONSULTATION WITH THE PANEL:**

**Applicant:** Duncton Parish Council

**Declarations of Interest:** N/A

**Priority:** Improving Living Places and Spaces

**Purpose:** New junior play equipment

**Sum Requested:** £3,750

**Sum Approved:** £3,750

**Reasons:** Improvements to the play equipment will encourage a greater community use of the space

**Grant Conditions:** N/A

**Alternative options considered and rejected:** The Panel consider whether or not to support every application so will always consider granting an application to the full amount requested or refusing an application

11 **Grant Application - Improving Living Spaces and Places 2**

**RESOLVED BY THE CABINET MEMBER FOR COMMUNITY SERVICES, IN CONSULTATION WITH THE PANEL:**

**Applicant:** Oving Parish Council

**Declarations of Interest:** N/A

**Priority:** Improving Living Places and Spaces

**Purpose:** Oving Jubilee Village Hall kitchen improvement project

**Sum Requested:** £8,000

**Sum Approved:** £8,000

**Reasons:** Improvements to the kitchen will enhance facilities for current users and encourage additional groups and organisations to hire the hall

**Grant Conditions:** N/A

**Alternative options considered and rejected:** The Panel consider whether or not to support every application so will always consider granting an application to the full amount requested or refusing an application

12 **Grant Application - Improving Living Spaces and Places 3**

**RESOLVED BY THE CABINET MEMBER FOR COMMUNITY SERVICES, IN CONSULTATION WITH THE PANEL:**

**Applicant:** Singleton Parish Council

**Declarations of Interest:** Mr J F Elliott declared a prejudicial interest as a member of Singleton Parish Council and withdrew from the room whilst the application was discussed

**Priority:** Improving Living Places and Spaces

**Purpose:** Replacement of two community/Parish Council noticeboards

**Sum Requested:** £1,000

**Sum Approved:** £1,000

**Reasons:** Noticeboards are an important asset for communication within the local community

**Grant Conditions:** Although not a condition the panel agreed that the upkeep of such community assets should in future be funded from within the parish (it was also noted that the required Landowner's permission letter was awaited)

**Alternative options considered and rejected:** The Panel consider whether or not to support every application so will always consider granting an application to the full amount requested or refusing an application

13 **Next Meeting**

The Panel noted the date of the next meeting as Wednesday 12 July at 9.30am in Committee Room 2.

14 **Any Other Business**

Mr Hyland explained that the Communities team had received a request to help an executor identify external organisations that share the principles of the Parklands Youth Club (which ran from the 1960's until 1982). The executor wishes to bestow a sum of money to an appropriate organisation.

The panel were referred to section 13.2, bullet point one of the G&CP terms of reference within the Grants Policy 2016:

*Identify the most appropriate means to financially support external organisations in the voluntary, community and business sectors in achieving the Councils priorities, within the means available.*

The panel were then asked to identify and suggest appropriate external organisations. The following organisations were discussed:

- 12<sup>th</sup> Chichester Scout Group, Sherborne Road
- Chichester Baptist Church
- Chichester Boys Club
- Parklands Residents Association
- St Wilfrid's Church, Chichester

The panel agreed that all five organisations should be suggested to the executor but the 12<sup>th</sup> Chichester Scout Group, Sherborne Road would be most appropriate as it specifically caters for young people in the Parklands area.

The meeting ended at 10.40 am

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CHAIRMAN

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Date:



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of the Local Government Act 1972.

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## Agenda Item 8

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