

Public Document Pack

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A meeting of **Grants and Concessions Panel** will be held in Committee Room 1, East Pallant House on **Wednesday 31 January 2018 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 - 21)
To approve as a correct record the minutes of the Grants and Concessions Panel meeting held on 27 September 2017 and 18 October 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 **Concessionary Rent Application** (Pages 22 - 26)
For decision.
- 6 **New Homes Bonus Indicative Allocation** (Page 27)
The Panel will receive the draft New Homes Bonus Indicative Allocation for 2018.
- 7 **Recurring funding agreements with voluntary organisations** (Pages 28 - 31)
Separate to the grants pot, the Panel monitors the performance of four key voluntary sector organisations. These agreements are funded from base budget and delegated to the Head of Community Services. The Panel is asked to note the attached summary reports.
- 8 **Enabling Grants, & Training and Support Programme for Independent Retail Businesses**
The Panel will receive a progress update.
- 9 **Grant Applications Financial Summary** (Pages 32 - 33)
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

- 10 **Grant Application - Economy** (Pages 34 - 35)
For decision.
- 11 **Grant Application - Improving Living Places and Spaces 1** (Pages 36 - 37)
For decision.
- 12 **Grant Application - Improving Living Places and Spaces 2** (Pages 38 - 40)
For decision.
- 13 **Grant Application - Targeted Projects 1** (Pages 41 - 42)
For decision.
- 14 **Grant Application - Targeted Projects 2** (Pages 43 - 44)
For decision.
- 15 **Grant Application - Targeted Projects 3** (Pages 45 - 46)
For decision.
- 16 **Next Meeting**
To note the date of the next meeting as Wednesday 21 March 2018.



Minutes of the meeting of the **Grants and Concessions Panel** held in Committee Room 2, East Pallant House on Wednesday 27 September 2017 at 9.30 am

Members Present: 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

Members not present:

In attendance by invitation:

Officers present: Miss S Gregory (Community Engagement Officer), Miss L Higenbottam (Democratic Services), Mr D Hyland (Community and Partnerships Support Manager), Ms S Turner (Corporate Information 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.

18 **Apologies for Absence**

There were no apologies for absence.

19 **Approval of the Minutes**

RESOLVED

That the minutes of the Grants and Concessions Panel meeting held on Wednesday 12 July 2017 be approved and signed by the Chairman as a correct record.

20 **Declarations of Interest**

Mrs Apel declared a prejudicial interest in relation to agenda items 8, 15, 16, 17 and 18 as a member of Chichester City Council and withdrew from the room whilst those items were discussed.

Mrs Dignum declared a prejudicial interest in relation to agenda item 8 as a Chichester District Council representative on the Chichester Community Development Trust and withdrew from the room whilst the item was discussed.

21 Recurring funding agreements with voluntary organisations

Miss Williams introduced the report and explained that separate to the grants pot, the Panel is asked to monitor the performance of four key voluntary sector organisations. These Agreements are funded from base budget and delegated to the Head of Community Services. The Panel were reminded that in January it had been agreed to give early consideration to the 2018/19 funding for Voluntary Action Arun and Chichester (VAAC) in order to help the organisation with its forward planning.

The Panel agreed that VAAC continues to provide a good service by helping other organisations to become more self-sufficient and as such the proposed funding for 2018/19 set out in section 5.3 of the report represents good value for money.

RECOMMENDED TO THE HEAD OF COMMUNITY SERVICES

That the Panel support the Head of Community Services to give early commitment to funding for Voluntary Action Arun and Chichester for the year 2018/19 as set out in section 5.3 of the report.

22 New Homes Bonus Process

Mr Hyland explained that the total funds for New Homes Bonus (NHB) applications this year is £250,000. NHB is only available to eligible parish, town and city councils who were contacted at the beginning of the year with their indicative allocations. Mr Hyland outlined the key differences between NHB criteria and grants criteria. NHB applications are scored on the level of local need and support demonstrated by the parish whereas grant applications must fall within one of the agreed priority areas. NHB applications can be made for 100% of the project costs whilst grant applications should total no more than 50% of the total project costs.

The Panel discussed the wide variety of projects supported by the NHB scheme and expressed a desire to see the success of the programme communicated more widely. Mr Hyland confirmed that he would be discussing options with the PR team shortly.

In response to member's questions Mr Hyland confirmed that the total cost of the applications received this year is less than £250,000 and any underspend could be carried over to next financial year.

23 New Homes Bonus - Project Updates

Mr Hyland confirmed that all projects nearing the three year cut off (with the exception of those requesting variation) had been completed or were due to complete shortly.

Mrs Lintill expressed her pride in the number of communities and projects that had benefited from grant funding. Mr Hyland confirmed that he would be considering ways to promote the success of the scheme.

24 Requests for New Homes Bonus Variation

The Panel discussed the five requests for New Homes Bonus variation separately.

25 Request for New Homes Bonus Variation 1

Mrs Apel declared a prejudicial interest as a member of the Chichester City Council and withdrew from the room whilst the request was discussed.

Mrs Dignum declared a prejudicial interest as the Chichester District Council representative on the Chichester Community Development Trust and withdrew from the room whilst the request was discussed.

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

That the proposed variation to funding awarded to Chichester City Council from the New Homes Bonus (Parish Allocations) 2016 as set out in set out in section 3.6 of the report be approved.

Alternative options considered and rejected:

That the proposed variation to funding awarded to Chichester City Council from the New Homes Bonus (Parish Allocations) 2016 as set out in set out in section 3.6 of the report be refused.

26 Request for New Homes Bonus Variation 2

Easebourne Parish Council, New Homes Bonus

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

That the proposed variation to funding awarded to Easebourne Parish Council from the New Homes Bonus (Parish Allocations) 2015 as set out in section 4.2 of the report be approved.

Alternative options considered and rejected:

That the proposed variation to funding awarded to Easebourne Parish Council from the New Homes Bonus (Parish Allocations) 2015 as set out in section 4.2 of the report be refused.

27 Request for New Homes Bonus Variation 3

Funtington Parish Council, New Homes Bonus

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

That the proposed variation to funding awarded to Funtington Parish Council from the New Homes Bonus (Parish Allocations) 2014 and 2015 as set out in section 5.3 of the report be approved.

That and extension to funding awarded to Funtington Parish Council from the New Homes Bonus (Parish Allocations) 2014 as set out in section 5.3 of the report be approved.

Alternative options considered and rejected:

That the proposed extension and variation to funding awarded to Funtington Parish Council from the New Homes Bonus (Parish Allocations) 2014 and 2015 as set out in section 5.3 of the report be refused.

28 Request for New Homes Bonus Variation 4

Lodsworth Parish Council, New Homes Bonus

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

That the proposed variation to funding awarded to Lodsworth Parish Council from the New Homes Bonus (Parish Allocations) 2015 as set out in section 6.3 of the report be approved.

That an extension of six months to funding awarded to Lodsworth Parish Council from the New Homes Bonus (Parish Allocations) 2015 as set out in section 6.3 of the report be approved.

Alternative options considered and rejected:

That the proposed six month extension and variation to funding awarded to Lodsworth Parish Council from the New Homes Bonus (Parish Allocations) 2015 as set out in section 6.3 of the report be refused.

29 **Request for New Homes Bonus Variation 5**

Westhampnett Parish Council, New Homes Bonus

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

That the proposed extension to funding awarded to Westhampnett Parish Council from the New Homes Bonus (Parish Allocations) 2014 as set out in section 7.2 and 7.3 of the report be approved.

Alternative options considered and rejected:

That the proposed extension to funding awarded to Westhampnett Parish Council from the New Homes Bonus (Parish Allocations) 2014 as set out in section 7.2 and 7.3 of the report be refused.

30 **New Homes Bonus Application - Apuldram**

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

Applicant: Apuldram Parish Council

Declarations of Interest: N/A

Purpose: Sign, tree and shrub planting project for land at Apuldram Church

Sum Requested: £1,442.84

Sum Approved: £1,440

Reasons: Enhancement to the visual amenity of the local area

Grant Conditions: N/A

Alternative options considered and rejected: The Panel consider whether or not to support every application so will always consider not granting an application (on this occasion a suggestion of £1,450 was also put forward)

31 **New Homes Bonus Application - Birdham**

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

Applicant: Birdham Parish Council

Declarations of Interest: N/A

Purpose: Purchase of a coffee machine for a new community room to be constructed next to St James Church, Church Lane, Birdham

Sum Requested: £2,326.06

Sum Approved: £2,300

Reasons: Supporting the creation of community facilities

Grant Conditions: Funding provided for the construction costs of St James Community Room

Alternative options considered and rejected: The Panel consider whether or not to support every application so will always consider not granting an application

32 **New Homes Bonus Application - Chichester 1**

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

Applicant: Chichester City Council

Declarations of Interest: Mrs Apel declared a prejudicial interest in respect of the applications from Chichester City Council as a member of the City Council and withdrew from the room when these applications were discussed

Purpose: Enhancement of New Park Community and Arts Association community rooms

Sum Requested: £24,820

Sum Approved: £24,820

Reasons: Improvements to a well-used community building

Grant Conditions: Subject to receipt of an additional quote

Alternative options considered and rejected: The Panel consider whether or not to support every application so will always consider not granting an application

33 **New Homes Bonus Application - Chichester 2**

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

Applicant: Chichester City Council

Declarations of Interest: Mrs Apel declared a prejudicial interest in respect of the applications from Chichester City Council as a member of the City Council and withdrew from the room when these applications were discussed

Purpose: Installation of a wheelchair accessible swing at the Chichester District Council owned Florence Park in Chichester East

Sum Requested: £15,000

Sum Approved: £15,000

Reasons: Provision of inclusive play facilities

Grant Conditions: Funding to be provided directly to the Chichester District Council Green Spaces Team and Chichester City Council not obligated through the funding agreement

Alternative options considered and rejected: The Panel consider whether or not to support every application so will always consider not granting an application

34 **New Homes Bonus Application - Chichester 3**

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

Applicant: Chichester City Council

Declarations of Interest: Mrs Apel declared a prejudicial interest in respect of the applications from Chichester City Council as a member of the City Council and withdrew from the room when these applications were discussed

Purpose: Commission of a local artist to produce a full size Vice Admiral Horatio Lord Nelson/Vice Admiral Sir George Murray statue to be erected in North Street, Chichester

Sum Requested: £25,000

Sum Approved: £0

Reasons: The Panel felt that the application failed to demonstrate wider community support and were concerned that a single artist was self-commissioning

Grant Conditions: N/A

Alternative options considered and rejected: The Panel consider whether or not to support every application so will always consider not granting an application

35 **New Homes Bonus Application - Chichester 4**

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

Applicant: Chichester City Council

Declarations of Interest: Mrs Apel declared a prejudicial interest in respect of the applications from Chichester City Council as a member of the City Council and withdrew from the room when these applications were discussed

Purpose: PV solar array installation at the South Downs Planetarium and Science Centre

Sum Requested: £20,000

Sum Approved: £20,000

Reasons: Supporting a local organisation in a money saving venture

Grant Conditions: The organisation must not apply for the feed in tariff in addition to the sum approved and all permitted development requirements must be adhered to

Alternative options considered and rejected: The Panel consider whether or not to support every application so will always consider not granting an application

36 **New Homes Bonus Application - Chidham and Hambrook 1**

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

Applicant: Chidham and Hambrook Parish Council

Declarations of Interest: N/A

Purpose: Improvements to Maybush Copse (managed by Chichester Harbour Trust) to include access for wheelchair users, new fencing and a camera trap to photograph wildlife

Sum Requested: £3,046

Sum Approved: £3,050

Reasons: Improvements to a well-used community space

Grant Conditions: N/A

Alternative options considered and rejected: The Panel consider whether or not to support every application so will always consider not granting an application

37 **New Homes Bonus Application - Chidham and Hambrook 2**

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

Applicant: Chidham and Hambrook Parish Council

Declarations of Interest: N/A

Purpose: Installation of a picket fence outside St Wilfrid's Church Hall, Broad Road to create a children's outdoor play area

Sum Requested: £3,894

Sum Approved: £3,900

Reasons: Creation of a safer play area for children

Grant Conditions: N/A

Alternative options considered and rejected: The Panel consider whether or not to support every application so will always consider not granting an application

38 **New Homes Bonus Application - Chidham and Hambrook 3**

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

Applicant: Chidham and Hambrook Parish Council

Declarations of Interest: N/A

Purpose: Development of an outside storytelling area at Chidham Primary School

Sum Requested: £1,500

Sum Approved: £0

Reasons: The Panel felt that the application lacked information and the project would be too exclusive to benefit the wider community

Grant Conditions: N/A

Alternative options considered and rejected: The Panel consider whether or not to support every application so will always consider not granting an application (on this occasion a suggestion of £500 was also put forward)

39 **New Homes Bonus Application - Chidham and Hambrook 4**

Applicant: Chidham and Hambrook Parish Council

Declarations of Interest: N/A

Purpose: Chidham and Hambrook Village Hall improvements to include a stair covering and soundproof doors

Sum Requested: £3,860

Sum Approved: £3,860

Reasons: Improvements to a well-used community building

Grant Conditions: N/A

Alternative options considered and rejected: The Panel consider whether or not to support every application so will always consider not granting an application

40 **New Homes Bonus Application - Cocking**

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

Applicant: Cocking Parish Council

Declarations of Interest: N/A

Purpose: Cocking Village Hall improvements to include planters and an extension to the car park

Sum Requested: £2,650

Sum Approved: £2,650

Reasons: Improvements to a well-used community building

Grant Conditions: N/A

Alternative options considered and rejected: The Panel consider whether or not to support every application so will always consider not granting an application

41 **New Homes Bonus Application - Compton**

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

Applicant: Compton Parish Council

Declarations of Interest: N/A

Purpose: Purchase of robust strimmers for community use

Sum Requested: £999.16

Sum Approved: £965

Reasons: Identified community need although the cost of fuel is not funded

Grant Conditions: N/A

Alternative options considered and rejected: The Panel consider whether or not to support every application so will always consider not granting an application

42 **New Homes Bonus Applications - Donnington**

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

Applicant: Donnington Parish Council

Declarations of Interest: N/A

Purpose: Improvements to the toddler unit at the playground at Wiston Avenue, Donnington

Sum Requested: £10,861.75

Sum Approved: £10,860

Reasons: Improvements to a well-used community space

Grant Conditions: N/A

Alternative options considered and rejected: The Panel consider whether or not to support every application so will always consider not granting an application

43 **New Homes Bonus Application - East Wittering**

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

Applicant: East Wittering Parish Council

Declarations of Interest: N/A

Purpose: New fencing for Bracklesham Park and Downview

Sum Requested: £4,093

Sum Approved: £4,100

Reasons: Safety improvements to a well-used community space

Grant Conditions: N/A

Alternative options considered and rejected: The Panel consider whether or not to support every application so will always consider not granting an application

44 **New Homes Bonus Application - Easebourne**

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

Applicant: Easebourne Parish Council

Declarations of Interest: N/A

Purpose: Installation of traditional play equipment for the village field 'Wheelbarrow Castle'

Sum Requested: £11,881

Sum Approved: £11,880

Reasons: Innovative improvements to a well-used community space

Grant Conditions: N/A

Alternative options considered and rejected: The Panel consider whether or not to support every application so will always consider not granting an application

45 **New Homes Bonus Application - East Lavington**

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

Applicant: East Lavington Parish Council

Declarations of Interest: N/A

Purpose: Installation of a playground zip wire and extension to the size of the play area in Duncton

Sum Requested: £2,885

Sum Approved: £2,900

Reasons: Improvements to a well-used community space

Grant Conditions: Funding agreement to be entered into with Duncton Parish Council

Alternative options considered and rejected: The Panel consider whether or not to support every application so will always consider not granting an application

46 **New Homes Bonus Application - Fernhurst**

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

Applicant: Fernhurst Parish Council

Declarations of Interest: N/A

Purpose: Replacement fencing at the Village Green

Sum Requested: £1,752

Sum Approved: £1,750

Reasons: Safety improvements to a well-used community space

Grant Conditions: N/A

Alternative options considered and rejected: The Panel consider whether or not to support every application so will always consider not granting an application

47 **New Homes Bonus Application - Fishbourne**

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

Applicant: Fishbourne Parish Council

Declarations of Interest: N/A

Purpose: Installation of outdoor gym equipment

Sum Requested: £6,449

Sum Approved: £6,450

Reasons: Provision of equipment to enhance community wellbeing

Grant Conditions: Subject to planning permission

Alternative options considered and rejected: The Panel consider whether or not to support every application so will always consider not granting an application

48 **New Homes Bonus Application - Funtington**

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

Applicant: Funtington Parish Council

Declarations of Interest: N/A

Purpose: Restoration of fingerpost road signs

Sum Requested: £2,716

Sum Approved: £2,720

Reasons: Restoration rather than replacement of the signs will maintain the local character

Grant Conditions: Subject to receipt of further quotes

Alternative options considered and rejected: The Panel consider whether or not to support every application so will always consider not granting an application

49 **New Homes Bonus Application - Hunston**

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

Applicant: Hunston Parish Council

Declarations of Interest: N/A

Purpose: Replacement playground equipment on the playing field adjacent to Selsey Road

Sum Requested: £3,904

Sum Approved: £3,900

Reasons: Improvements to a well-used community space

Grant Conditions: N/A

Alternative options considered and rejected: The Panel consider whether or not to support every application so will always consider not granting an application

50 **New Homes Bonus Application - Lavant**

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

Applicant: Lavant Parish Council

Declarations of Interest: N/A

Purpose: Creation of workshop and storage space at the end of the Memorial Hall building for the Lavant Volunteer group hub

Sum Requested: £5,092

Sum Approved: £5,100

Reasons: Supporting the work of local volunteers by providing a hub with the potential to expand the number of activities carried out

Grant Conditions: N/A

Alternative options considered and rejected: The Panel consider whether or not to support every application so will always consider not granting an application

51 **New Homes Bonus Application - Midhurst**

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

Applicant: Midhurst Town Council

Declarations of Interest: N/A

Purpose: Costs towards the purchase of a community building

Sum Requested: £22,000

Sum Approved: £22,000

Reasons: Provision of a community space

Grant Conditions: N/A

Alternative options considered and rejected: The Panel consider whether or not to support every application so will always consider not granting an application

52 **New Homes Bonus Application - Selsey**

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

Applicant: Selsey Town Council

Declarations of Interest: N/A

Purpose: Refurbishment of the BMX track at East Beach

Sum Requested: £6,500

Sum Approved: £6,500

Reasons: Improvements to a well-used community space

Grant Conditions: N/A

Alternative options considered and rejected: The Panel consider whether or not to support every application so will always consider not granting an application

53 **New Homes Bonus Application - Southbourne 1**

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

Applicant: Southbourne Parish Council

Declarations of Interest: N/A

Purpose: Installation of two defibrillators at locations to be agreed

Sum Requested: £3,740

Sum Approved: £3,740

Reasons: Provision of community facilities to improve the chances of survival of those suffering cardiac arrest

Grant Conditions: Subject to confirmation of locations

Alternative options considered and rejected: The Panel consider whether or not to support every application so will always consider not granting an application

54 **New Homes Bonus Application - Southbourne 2**

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

Applicant: Southbourne Parish Council

Declarations of Interest: N/A

Purpose: Installation of secure storage for the Southbourne Environment Group (SEG)

Sum Requested: £743.33

Sum Approved: £750

Reasons: Supporting the work of local volunteers by providing much needed storage facilities

Grant Conditions: N/A

Alternative options considered and rejected: The Panel consider whether or not to support every application so will always consider not granting an application

55 **New Homes Bonus Application - Southbourne 3**

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

Applicant: Southbourne Parish Council

Declarations of Interest: N/A

Purpose: Installation of benches to the north and south of the railway crossing on Stein Road

Sum Requested: £936

Sum Approved: £930

Reasons: Enhancement of a well-used route

Grant Conditions: N/A

Alternative options considered and rejected: The Panel consider whether or not to support every application so will always consider not granting an application

56 **New Homes Bonus Application - Southbourne 4**

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

Applicant: Southbourne Parish Council

Declarations of Interest: N/A

Purpose: Installation of an entrance porch for the Southbourne Infant School yurt to enable wet weather storage of coats and shoes

Sum Requested: £1,000

Sum Approved: £0

Reasons: The Panel felt that the application lacked information and the project would be too exclusive to benefit the wider community

Grant Conditions: N/A

Alternative options considered and rejected: The Panel consider whether or not to support every application so will always consider not granting an application

57 **New Homes Bonus Application - Tangmere 1**

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

Applicant: Tangmere Parish Council

Declarations of Interest: N/A

Purpose: Installation of a new bus shelter at Meadow Way opposite the new Persimmon Housing Site

Sum Requested: £5,378

Sum Approved: £5,380

Reasons: Provision of a community facility for residents and local workers

Grant Conditions: N/A

Alternative options considered and rejected: The Panel consider whether or not to support every application so will always consider not granting an application

58 **New Homes Bonus Application - Tangmere 2**

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

Applicant: Tangmere Parish Council

Declarations of Interest: N/A

Purpose: Installation of two new benches on Tangmere Recreation Ground

Sum Requested: £1,572

Sum Approved: £1,570

Reasons: Provision of a community facility for local residents and workers

Grant Conditions: N/A

Alternative options considered and rejected: The Panel consider whether or not to support every application so will always consider not granting an application

59 **New Homes Bonus Application - Tangmere 3**

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

Applicant: Tangmere Parish Council

Declarations of Interest: N/A

Purpose: Provision of six additional trees on Tangmere Recreation Field

Sum Requested: £1,019.94

Sum Approved: £1,020

Reasons: Enhancement to the visual amenity of the local area

Grant Conditions: N/A

Alternative options considered and rejected: The Panel consider whether or not to support every application so will always consider not granting an application

60 **New Homes Bonus Application - Westbourne 1**

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

Applicant: Westbourne Parish Council

Declarations of Interest: N/A

Purpose: Installation of a wheelchair accessible playground roundabout at Monks Hill

Sum Requested: £1,206

Sum Approved: £1,200

Reasons: Provision of inclusive play facilities

Grant Conditions: N/A

Alternative options considered and rejected: The Panel consider whether or not to support every application so will always consider not granting an application

61 **New Homes Bonus Application - Westbourne 2**

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

Applicant: Westbourne Parish Council

Declarations of Interest: N/A

Purpose: Westbourne contribution to a joint Cemetery extension with Southbourne

Sum Requested: £1,000

Sum Approved: £1,000

Reasons: Development of a project following an identified local need

Grant Conditions: N/A

Alternative options considered and rejected: The Panel consider whether or not to support every application so will always consider not granting an application

62 **New Homes Bonus Application - Westhampnett**

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

Applicant: Westhampnett Parish Council

Declarations of Interest: N/A

Purpose: Installation of illuminations in front of the Community Hall

Sum Requested: £1,358

Sum Approved: £1,360

Reasons: Safety improvements to a community space

Grant Conditions: Finalised brief to be submitted to officers

Alternative options considered and rejected: The Panel consider whether or not to support every application so will always consider not granting an application

63 **New Homes Bonus Application - Wisborough Green**

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

Applicant: Wisborough Green Parish Council

Declarations of Interest: N/A

Purpose: Replacement weather proof noticeboard by the bus stop on the main Billingshurst Road

Sum Requested: £930

Sum Approved: £930

Reasons: Improvements to a well-used community communication facility

Grant Conditions: N/A

Alternative options considered and rejected: The Panel consider whether or not to support every application so will always consider not granting an application

64 **Next Meeting**

The Panel noted the date of the next meeting as Wednesday 18 October at 9.30am.

65 **Any Other Business**

Mr Hyland reminded the Panel that the NHB Policy had been approved by Cabinet until March 2018. For the scheme to continue next year further approval would be required. Mr Hyland agreed to provide a draft report to discuss at the October Panel.

The meeting ended at 12.32 pm

CHAIRMAN

Date:



Minutes of the meeting of the **Grants and Concessions Panel** held in Committee Room 2, East Pallant House on Wednesday 18 October 2017 at 9.30 am

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

Members not present: Mrs N Graves

In attendance by invitation:

Officers present: Mr D Cooper (Group Accountant), Miss L Higenbottam (Democratic Services), Mr D Hyland (Community and Partnerships Support 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).

66 **Apologies for Absence**

Apologies were received from Mrs Graves.

67 **Declarations of Interest**

Mrs Lintill declared a prejudicial interest in relation to agenda item seven as a trustee of the Petworth Youth Association and withdrew from the room during the discussion.

68 **New Homes Bonus (Parish Allocations) Policy**

The Panel considered the revised New Homes Bonus (NHB) (Parish Allocations) Policy. Mr Hyland highlighted the main changes including an extension to the NHB scheme for a further four years (2018/19 – 2021/22) and a requirement for the Cabinet to confirm the total funding available each year.

Mrs Plant requested an amendment to the first line of the second paragraph of the NHB Scheme to read '*Of the 193 projects that applied for funding in that period...*'

Mr Hyland confirmed that further information regarding New Homes Bonus projects and the total funding awarded to parishes would be included in the November Members Bulletin which is shared with Parish Councils. The Panel agreed that local communities should hear about the wide variety of projects that have been supported.

The Panel were in agreement that the Policy document should be recommended to Cabinet following the amendment above.

RECOMMENDED TO THE CABINET

That the Council be recommended to approve the New Homes Bonus (Parish Allocations) Policy and the delegations therein.

69 Grants and Concessions Annual Report

Mrs Lintill acknowledged officers work in preparing the reports. The Panel agreed that a large amount of support had been provided to a wide variety of community ventures.

Mr Hyland confirmed that although the number of applications made to the grants programme had reduced in recent months other local funding bodies had also seen a similar reduction. The Panel discussed the possible reasons including the alternative funding options available and in some cases a lack of community need where funding had been previously given to long term projects.

Miss Williams suggested that as part of the annual grants programme review in 2018 the Panel could consider in greater depth how the Panel's priorities sit with other funding bodies and the type of applications received by those bodies. The Panel agreed with the approach and felt that the priorities should remain unchanged at this stage.

Miss Williams drew the Panel's attention to appendix two outlining draft headlines created to aid promotion of the Grants and Concessions Panel. The Panel supported the officer's suggestions.

RESOLVED

1. That the Grants and Concessions Annual Report 2016/17 be endorsed and published online
2. That the "priorities for funding" remain unchanged at this time but will be subject to review in 2018
3. That the annual grants programme review 2018 should consider the priorities for funding and annual report format with reference to feedback from officers research

70 Grant Applications Financial Summary

Mr Cooper confirmed that so far this financial year £12,962 had been spent from the £175,000 budget, leaving £162,038 remaining.

The Panel noted the report including the following fast track delegated grant applications agreed since the July meeting:

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

Applicant: Micro Plas Mouldings Ltd (based in Midhurst)

Priority: Economy

Purpose: Contribution towards the cost of new combined website

Sum Requested: £1,000

Sum Approved: £1,000

Reasons: Supporting website improvements to enable business growth

Grant Conditions: N/A

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

Applicant: Sussex Association for Spina Bifida and Hydrocephalus (SASBAH)

Priority: Targeted Projects

Purpose: Contribution to support services accessed by beneficiaries living in Chichester district

Sum Requested: £1,000

Sum Approved: £1,000

Reasons: Some of the families who will benefit from the services are from the Think Family Neighbourhoods

Grant Conditions: N/A

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

Applicant: Children's Concerts

Priority: Targeted Projects

Purpose: Free tickets for 250 Think Family Neighbourhood children to attend an orchestral concert at Chichester Festival Theatre

Sum Requested: £1,000

Sum Approved: £1,000

Reasons: The children who will benefit from the tickets are from the Think Family Neighbourhoods

Grant Conditions: N/A

71 Grant Application - Improving Living Places and Spaces 1

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

Applicant: Fittleworth Community Shop Ltd

Declarations of Interest: N/A

Purpose: Creation of a community owned and run shop and cafe

Sum Requested: £15,000

Sum Approved: £15,000

Reasons: The applicant has demonstrated a community desire to create a new shop and café to provide facilities that are not currently available in the village

Grant Conditions: Subject to a Funding Agreement and confirmation that the existing playground will be rebuilt elsewhere in the village

Alternative options considered and rejected: The Panel consider whether or not to support every application so will always consider not granting an application

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

Please note due to Mrs Lintill's declaration of interest this item was discussed last on the agenda.

Mrs Lintill declared a prejudicial interest and withdrew from the room during the discussion. Following the meeting Mrs Hardwick, Cabinet Member for Finance and Governance Services considered the comments provided by the Panel and made the decision outlined below.

RESOLVED BY THE CABINET MEMBER FOR FINANCE AND GOVERNANCE SERVICES IN CONSULTATION WITH THE GRANTS AND CONCESSIONS PANEL:

Applicant: Petworth Youth Association (PYA)

Declarations of Interest: Mrs Lintill declared a prejudicial interest as a trustee of the Petworth Youth Association and withdrew from the room during the discussion

Purpose: Restructuring and refurbishment of the existing kitchen area to provide additional space and facilities to provide healthy cooking skills lessons to young people

Sum Requested: £9,000

Sum Approved: £9,000

Reasons: Offering young people the chance to develop much needed life skills

Grant Conditions: Subject to a Funding Agreement

Alternative options considered and rejected: The Panel consider whether or not to support every application so will always consider not granting an application

73 **Grant Application - Targeted Projects 1**

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

Applicant: Guide Dogs for the Blind Association

Declarations of Interest: N/A

Purpose: Costs to establish a 'My Guide' volunteer team in Chichester to match people with visual impairments with trained 'sight-guided' volunteers

Sum Requested: £6,892

Sum Approved: £0

Grant Conditions: N/A

Reasons: Due to a high cost per beneficiary with relatively low numbers proposed to be supported through the scheme

Alternative options considered and rejected: The Panel consider whether or not to support every application so will always consider not granting an application

74 **Grant Application - Targeted Projects 2**

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

Applicant: Home-Start Chichester and District (HSCD)

Declarations of Interest: N/A

Purpose: Providing trained volunteers to support vulnerable families living in Think Family Neighbourhoods in Chichester East, Chichester South, Selsey North and Tangmere

Sum Requested: £10,000

Sum Approved: £10,000

Reasons: The funding will benefit a significant number of families in the Think Family Neighbourhoods

Grant Conditions: Subject to a Funding Agreement

Alternative options considered and rejected: The Panel consider whether or not to support every application so will always consider not granting an application

75 **Next Meeting**

The Panel noted the date of the next meeting as Wednesday 31 January at 9.30am.

76 **Any Other Business**

Mr Hyland explained that some minor amendments would be required to the Grants and Concessions guidance documents in order to clarify the call-in process that follows each Panel meeting. Applicants will be informed that each decision made by the Panel will be published on the council's website (typically within two working days of the meeting) but will remain subject to challenge via call-in by other members of the council. Applicants will also be advised that following the call-in period decisions remain subject to a Funding Agreement (to be issued by a Funding Advisor) which must be signed and returned before a grant offer is binding.

Although some members acknowledged the additional processes that would be required by officers the Panel agreed that Mrs Lintill should sign off any minor amendments required.

RESOLVED

That any minor amendments required to the Grants and Concessions guidance documents to clarify the call-in procedure be agreed by the Cabinet Member for Community Services in consultation with officers.

The meeting ended at 10.55 am

CHAIRMAN

Date:

Agenda Item 5

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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