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Minutes of the meeting of the **Grants and Concessions Panel** held in Committee Room 2 - East Pallant House on Wednesday 21 March 2018 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 I Baker (Sport and Leisure Officer), Mr D Cooper (Group Accountant), Miss L Higenbottam (Democratic Services), Mr D Hyland (Community and Partnerships Support Manager), Mrs V McKay (Divisional Manager for Growth), 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.

93 **Apologies for Absence**

Mrs Lintill welcomed everyone to the meeting.

Apologies for absence were received from Mrs Graves.

Mrs Peyman was in attendance as an observer.

94 **Approval of the Minutes**

RESOLVED

That the minutes of the Grants and Concessions Panel held on 31 January 2018 be approved and signed by the Chairman as a correct record.

95 **Matters Arising from the Minutes**

Mrs Lintill requested an update regarding minute 84 from the Panel held on 31 January 2018. Mrs Pellett explained that following a delay funding had been

received for the Enabling Grant Scheme and the Independent Retail Support Programme. She confirmed that there had been a number of enquiries from interested businesses across the district and a waiting list had been established. She explained that the economic development team were now in the process of finalising plans to launch both schemes.

Mrs Pellett circulated flyers to the Panel detailing retail training workshops scheduled to take place from April 2018.

Mrs Lintill requested a further update at the July Panel.

96 **Declarations of Interest**

With regard to agenda item 8 Mr Hyland explained that during the timespan of the project he had been involved in advising the applicant, and has written a report with supportive recommendations to be considered at Cabinet (April 2018). Mrs Lintill was happy for Mr Hyland to remain in the room.

97 **Concessionary Rent Application**

Mrs McKay explained that the request for concessionary rent relief related to the brick pavilion in Priory Park and its use for the 2018 bowls season. She confirmed that remedial works would be required following water damage to ensure the facilities were in reasonable working order prior to use. She clarified that if agreed it could be necessary to pro-rata the rent relief if repair works delay the bowls club moving in.

The Panel were supportive of the request and agreed it would be beneficial for the building to be occupied.

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

That the proposed concessionary rent relief for Chichester Bowls Club as set out in section 6 of the report be approved (if there is reason to delay the proposal officers may pro-rata the award).

Alternative options considered and rejected:

That the proposed concessionary rent relief for Chichester Bowls Club as set out in section 6 of the report be refused.

98 **New Homes Bonus Variation Request**

Mr Hyland explained that the request for New Homes Bonus variation related to funding awarded to Chidham and Hambrook Parish Council at the Panel held on 27 September 2017. Following the award the rise in the cost of insulation had caused a shortfall in the projects funds. The Parish Council therefore sought variation to enable the major building works phase of the project to commence. Mr Hyland

confirmed that the original specification had already been amended to reduce the overall cost of the project.

The Panel were supportive of the request due to the unforeseen nature of the rise in the cost of insulation.

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

That the proposed variation to funding awarded to Chidham and Hambrook Parish Council from the New Homes Bonus (Parish Allocations) 2017 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 Chidham and Hambrook Parish Council from the New Homes Bonus (Parish Allocations) 2017 as set out in section 4.1 of the report be refused.

99 **Grant Applications Financial Summary**

Mr Cooper clarified that paragraph 3.2 of the report should read '3 grant applications' rather than '6 grant applications'. He confirmed that so far this financial year £97,163 had been spent from the £175,000 budget, leaving £77,837 remaining.

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

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

Applicant: Tillington Local Care (TLC)

Priority: Targeted Projects

Purpose: Funding towards the running costs of the group who provide volunteer drivers to take residents to medical appointments

Sum Requested: £1,000

Sum Approved: £1,000

Reasons: The project will support many vulnerable residents

Grant Conditions: Subject to a Funding Agreement

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

Applicant: Bury Parish Council

Priority: Improving Living Places and Spaces

Purpose: Funding towards improvements to the playground and recreation ground in Bury

Sum Requested: £785

Sum Approved: £785

Reasons: The improvements will encourage greater community use of the open space available

Grant Conditions: Subject to a Funding Agreement

100 **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: Donnington PCC

Declarations of Interest: Mr Hyland explained that during the timespan of the project he had been involved in advising the applicant. Mrs Lintill was happy for Mr Hyland to remain in the room.

Purpose: Funding towards an extension to Donnington parish hall to provide accessibility improvements and additional capacity

Sum Requested: £9,847

Sum Approved: £10,000 (it was agreed that the figure should be rounded up)

Reasons: The project responds to an identified need which will benefit the local community

Grants Conditions: Subject to a Funding Agreement

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

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

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

Applicant: Friends of Priory Park & Jubilee Gardens (FOPP)

Declarations of Interest: N/A

Purpose: Funding towards a Priory Park 100 event (commencing 22 September 2018) to mark both the centenary of the gift of the park to the citizens of Chichester and the end of the First World War

Sum Requested: £10,000

Sum Approved: £10,000

Reasons: Funding to support a community event which will also encourage greater use of the park and the Guildhall

Grant Conditions: Funding must be spent on the elements detailed in the report (Guildhall hire, website redesign, poppy activities and material costs, a project coordinator and office space). If the applicant is able to use office space free of charge officers are delegated to approve spends of up to £1500 for other identified costs. This project is also subject to a Funding Agreement.

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

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

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: Funding towards restoration of the BT telephone kiosk and its conversion to an information point for leaflets and maps

Sum Requested: £2,374

Sum Approved: £2,374

Reasons: Funding to support the enhancement of a popular local landmark which will provide a much needed information point for the community and its visitors

Grant Conditions: Subject to a Funding Agreement

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

103 **Next Meeting**

The Panel noted the date of the next meeting as Wednesday 11 July 2018 at 9.30am.

104 **Any Other Business**

There was no other business.

The meeting ended at 10.25 am

CHAIRMAN

Date: