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JOHN WARD

Head of Finance and Governance Services

Contact: Lisa Higenbottam

Email: lhigenbottam@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 Committee Room 2, East Pallant House on **Thursday 19 January 2017 at 9.30 am**

MEMBERS: Mrs E Lintill (Chairman), Mrs C Apel, Mr I Curbishley, Mr J F Elliott, Mr M Cullen, Mr J W Elliott, Mrs N Graves 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 - 8)
To approve as a correct record the minutes of the Grants and Concessions Panel meeting held on 18 October 2016.
- 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 **Discretionary Rate Relief Application** (Pages 9 - 12)
For decision.
- 6 **Small Business Rent Support Scheme** (Pages 13 - 14)
To note an application made to the Small Business Rent Support Scheme.
- 7 **Enabling Grant Scheme**
A verbal update.
- 8 **Request for New Homes Bonus Application Variation - Overview Report**
(Pages 15 - 20)
This reports details the 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.

- 9 **Grants and Concessions Financial Summary** (Pages 21 - 22)
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 - Improving Living Places and Spaces 1** (Pages 23 - 24)
For decision.
- 11 **Grant Application - Improving Living Places and Spaces 2** (Pages 25 - 26)
For decision.
- 12 **Grant Application - Improving Living Places and Spaces 3** (Pages 27 - 28)
For decision.
- 13 **Grant Application - Improving Living Places and Spaces 4** (Pages 29 - 30)
For decision.
- 14 **Grant Application - Targeted Projects 1** (Pages 31 - 32)
For decision.
- 15 **Grant Application - Targeted Projects 2** (Pages 33 - 34)
For decision.
- 16 **Recurring funding agreements with voluntary organisations** (Pages 35 - 49)
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 Director of Community Services. The Panel is asked to note the attached summary reports and to discuss the funding for 2017/18.
- 17 **Next Meeting**
To note the date of the next meeting as Thursday 16 March at 9.30am.



Minutes of the meeting of the **Grants and Concessions Panel** held in Committee Room 2, East Pallant House on Tuesday 18 October 2016 at 9.30 am

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

Officers present: Mr I Baker (Sport and Leisure Officer), Mr D Cooper (Group Accountant), Mrs S Evans (Environmental Coordinator), Mr S Hansford (Head of Community Services), Mr D Hyland (Community and Partnerships Support Manager), Miss L Higenbottam (Democratic Services), 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.

49 **Apologies for Absence**

No apologies for absence had been received.

50 **Approval of the Minutes**

Mr Curbishley noted his apologies for the Grants and Concessions Panel held on Thursday 22 September 2016.

RESOLVED

That the minutes of the Panel meetings held on Thursday 14 July 2016 and Thursday 22 September 2016 be approved and signed by the Chairman as a correct record.

51 **Matters Arising from the Minutes**

Miss Williams explained that there had been a request for grant extension from St Mary’s Church at Apuldram.

St Mary's Church, Apuldram

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

That the request to extend grant funding awarded to St Mary's Church, Apuldram for one additional year be approved.

Alternative options considered and rejected:

That the request to extend grant funding awarded to St Mary's Church, Apuldram for one additional year be rejected.

52 Declarations of Interest

Mrs Tull declared a personal interest in agenda item 11 having opened Brandy Hole Copse in 2001.

53 Request for New Homes Bonus Variations - Overview Report

Members discussed the three requests for New Homes Bonus variation separately.

(a) Request for New Homes Bonus Variation 1 Rogate Parish Council, New Homes Bonus

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

That the proposed variation to funding awarded to Rogate Parish Council from the New Homes Bonus (Parish Allocations) 2014 be approved.

Alternative options considered and rejected:

That the proposed variation to funding awarded to Rogate Parish Council from the New Homes Bonus (Parish Allocations) 2014 be rejected.

**(b) Request for New Homes Bonus Variation 2
Fishbourne Parish Council, New Homes Bonus**

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

That the proposed variation to funding awarded to Fishbourne Parish Council from the New Homes Bonus (Parish Allocations) 2014 be deferred for confirmation of location and related costs.

Alternative options considered and rejected:

That the proposed variation to funding awarded to Fishbourne Parish Council from the New Homes Bonus (Parish Allocations) 2014 be approved.

That the proposed variation to funding awarded to Fishbourne Parish Council from the New Homes Bonus (Parish Allocations) 2014 be rejected.

**(c) 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 PANEL:**

That the proposed variation to funding awarded to Funtington Parish Council from the New Homes Bonus (Parish Allocations) 2015 be approved.

Alternative options considered and rejected:

That the proposed variation to funding awarded to Funtington Parish Council from the New Homes Bonus (Parish Allocations) 2015 be rejected.

54 Request for Grant Funding Variation

Lodsworth Croquet Club

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

That the proposed variation to funding awarded to Lodsworth Croquet Club in July 2015 be approved.

Alternative options considered and rejected:

That the proposed variation to funding awarded to Lodsworth Croquet Club in July 2015 be rejected.

55 Grants and Concessions Annual Report

Mrs Lintill acknowledged officers work in preparing the report and invited comments from the Panel.

The Panel acknowledged the large amount of support given to a wide variety of community ventures and discussed options for promoting this. Updating parishes and an article in the Initiatives magazine were suggested.

Mrs Lintill reminded the Panel to publicise the Grants Programme and encourage other members to do so.

The Panel discussed reviewing the areas of priority and agreed that following the Task and Finish Group earlier in the year it was unnecessary to propose new priorities for 2017/18. Following completion of a full year under the new grant scheme, the decisions made in the year ending March 2017 could be reviewed to determine if priorities should be changed in the future.

RESOLVED

1. That the Grants and Concessions Annual Report 2015/16 be endorsed and published online
2. That no new priorities for funding should be recommended to Cabinet at this time

56 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 £122,200 remained.

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

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

Applicant: Chichester Baptist Church

Priority: Targeted Projects

Purpose: Lunch Club – new oven project

Sum Requested: £1,000

Sum Approved: £1,000

Reasons: Providing a service to vulnerable people

Grant Conditions: N/A

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

Applicant: Hooli Ltd

Priority: Economy

Purpose: Purchase of a new graphic design spec iMac computer and additional screen

Sum Requested: £1,000

Sum Approved: £1,000

Reasons: Supporting a relatively new business in expanding and providing additional employment

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: Part funding for advisor services, the social programme, the buddy scheme and residential breaks for Chichester District service users

Sum Requested: £1,000

Sum Approved: £1,000

Reasons: Providing a service to vulnerable people

Grant Conditions: N/A

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

Applicant: Toucan Beauty and Grooming, Stockbridge Road, Chichester

Priority: Economy

Purpose: Part funding for redecoration of the front of the building and refurbishing a treatment room which will create a new job

Sum Requested: £1,000

Sum Approved: £1,000

Reasons: Creation of a job

Grant Conditions: N/A

Mr Cooper explained that an additional fast track application had been agreed in principle but required the formal Call-In Procedure to take place before it could be formally noted.

57 **Grant Application - Economy 1**

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

Applicant: Kiwi Recruitment Ltd

Declarations of Interest: N/A

Priority: Economy

Purpose: Renovate and refurbish new office premises

Sum Requested: £2,500

Sum Approved: £2,500

Reasons: New office premises will enable the creation of additional jobs

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 **Grant Application - Economy 2**

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

Applicant: Knight Fencing Ltd

Declarations of Interest: N/A

Priority: Economy

Purpose: Development of a new E-commerce website

Sum Requested: £2,500

Sum Approved: £2,500

Reasons: Supporting expansion through online trading which will lead to the creation of additional jobs

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

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

Applicant: The Conservation Volunteers (TCV) in association with the Friends of Brandy Hole Copse

Declarations of Interest: Mrs Tull declared a personal interest having opened Brandy Hole Copse in 2001

Priority: Improving Living Places and Spaces

Purpose: Brandy Hole Copse Green Gym (weekly outdoor conservation works)

Sum Requested: £9,000

Sum Approved: £9,000

Reasons: Improving participant's physical and mental health whilst helping maintain the local environment

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

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

Applicant: Sidlesham Parish Council

Declarations of Interest: N/A

Priority: Improving Living Places and Spaces

Purpose: Outdoor gym equipment

Sum Requested: £1,074

Sum Approved: £1,074

Reasons: Encouraging residents health and wellbeing

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

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

Applicant: Stedham with Iping Parish Council

Declarations of Interest: N/A

Priority: Improving Living Places and Spaces

Purpose: Stedham village green verge renovation project

Sum Requested: £5,000

Sum Approved: £5,000

Reasons: Improvements to much needed parking spaces which will also enhance the appearance of the village

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 **Grant Application - Targeted Projects 1**

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

Applicant: Home-Start Chichester and District

Declarations of Interest: N/A

Priority: Targeted Projects

Purpose: Contribution towards the salary, volunteer and training costs required to work with families in Target Communities (Chichester East, Chichester South, Tangmere and Selsey North)

Sum Requested: £10,000

Sum Approved: £10,000

Reasons: To provide assistance to additional families identified by the project

Grant Conditions: Request for a monitoring report

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

63 **Grant Application - Targeted Projects 2**

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

Applicant: Youth Dream (Selsey) Limited

Declarations of Interest: N/A

Priority: Targeted Projects

Purpose: Funding to help run the Bridge Youth Support Centre, Selsey

Sum Requested: £5,000

Sum Approved: £5,000

Reasons: Supporting a service that provides support to young people in a priority 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

64 **Next Meeting**

The Panel noted the date of the next meeting as Thursday 19 January at 9.30am.

65 **Any Other Business**

Miss Williams updated the Panel on the Shopmobility service project development work. As scheduled, a full report will be presented to the January Panel meeting. Members were briefed that proposals are unlikely to be fully developed by that stage.

The meeting ended at 11.09 am

CHAIRMAN

Date:

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