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Minutes of the meeting of the **Grants and Concessions Panel** held in Committee Room 1, East Pallant House on Wednesday 31 January 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 N Graves, Mrs P Plant and Mrs P Tull

Members not present:

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), Miss D Hobbs (Trainee Assistant Accountant), Mr D Hyland (Community and Partnerships Support Manager), Mr P Legood (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.

77 **Apologies for Absence**

Mrs Lintill welcomed everyone to the meeting and introduced Miss Hobbs who would be observing the Panel having assisted in the financial review of the grant applications.

There were no apologies for absence.

78 **Approval of the Minutes**

With reference to the Panel held on 27 September 2017 Mrs Graves requested an amendment to minute 27, line seven to read ‘*that an extension*’ rather than ‘*that and extension*’.

RESOLVED

That subject to the amendment above the minutes of the Grants and Concessions Panel meetings held on 27 September 2017 and 18 October 2017 be approved and signed by the Chairman as a correct record.

79 Matters Arising from the Minutes

With reference to minute 76 from the Panel held on 18 October 2017 Mr Hyland confirmed that amendments had been made to the guidance documents to clarify the call-in process.

80 Declarations of Interest

Mrs Apel declared a personal interest in relation to agenda item 7 as a trustee of Stonepillow and withdrew from the room when this item was discussed.

Mrs Lintill declared a prejudicial interest in relation to agenda item 15 as Chichester District Council's appointed member for the service and withdrew from the room when this item was discussed.

81 Concessionary Rent Application

Mr Legood introduced the item and explained that the Panel had last agreed terms for the concessionary rent for the New Park Association in October 2014.

The Panel discussed a variety of options as detailed below and two proposals were put forward.

Mrs Tull proposed that the concessionary rent relief awarded to the New Park Association be approved to commence from the start of the third quarter of the 2017/18 financial year. Mr J F Elliott seconded the proposal. Mrs Plant then put forward a proposal that the concessionary rent relief awarded to the New Park Association be approved from 1 January 2018. Mrs Apel seconded the proposal. A vote was then taken on Mrs Tull's proposal which was carried.

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

That the concessionary rent relief awarded to the New Park Association as detailed in section 6.1 of the report be approved to commence from the start of the third quarter of the 2017/18 financial year.

Alternative options considered and rejected:

That the concessionary rent relief awarded to the New Park Association as detailed in section 6.1 of the report be approved from 1 April 2017.

That the concessionary rent relief awarded to the New Park Association as detailed in section 6.1 of the report be approved from 1 January 2018.

That the concessionary rent relief awarded to the New Park Association as detailed in section 6.1 of the report be refused.

Mr Legood left the meeting.

82 **New Homes Bonus Indicative Allocation**

Mr Hyland explained that at the Full Council meeting on 23 January 2018 the Cabinet recommendation to approve the New Homes Bonus (Parish Allocations) Policy (NHB) had been agreed. He confirmed that the next four years of funding for the scheme would be subject to receipt of government funds and subsequent Cabinet approval.

With regard to parish eligibility Mr Hyland clarified that the NHB calculation is based on the number of new builds each parish has received over the past three years and as such any additional housing windfall following parish boundary changes had not been considered when making the calculation.

The Panel agreed that the NHB allocations for 2018 and associated documentation should be circulated to the relevant parish councils.

83 **Recurring funding agreements with voluntary organisations**

Miss Williams 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 Service. The Panel discussed detailed officer reports on each of the four organisations.

Stonepillow:

Mrs Apel declared a personal interest as a trustee of Stonepillow and withdrew from the room when this item was discussed.

With regard to the main aims of the service Miss Williams clarified that the service will try to reconnect individuals with their place of origin when possible so a local connection can be demonstrated when applying for housing and related support.

Miss Williams explained that in the next year the service plans to utilise a new database system to provide greater monitoring options.

The Panel noted the positive involvement of the service in the city centre.

RECOMMENDED TO THE HEAD OF COMMUNITY SERVICE:

1. That the performance of Stonepillow in discharging the Funding Agreement during 2017/18 be noted
2. That funding for year two of the three year agreement be released in April 2018

Arun and Chichester Citizens Advice (ACCA):

Mrs Apel returned to the room.

With regard to attendance at outreach points such as Selsey and East Wittering Miss Williams explained that although some had seen a slight reduction in numbers home visits continued to be offered (although funded from outside this grant). Miss Williams confirmed that a web chat service had also been established and is finding a new audience

The Panel noted the positive impact of the ACCA move to EPH for visitors who could now access a variety of services in one building.

Miss Williams agreed to provide Mrs Lintill with the number of visitors who have accessed ACCA since the move.

RECOMMENDED TO THE HEAD OF COMMUNITY SERVICE:

1. That the performance of ACCA under their joint Funding Agreement during 2017/18 be noted
2. That funding for 2018/19 be released in line with Cabinet recommendations

Shopmobility (Chichester) – a service provided by Community First Wessex (CF):

Mrs Apel left the meeting during this item.

With regard to insurance cover for users Miss Williams confirmed that anyone hiring a mobility scooter would be offered basic training and would also be covered under the service insurance for the duration of the hire.

The Panel agreed that a number of positive changes had been made to the service in the last year.

RECOMMENDED TO THE HEAD OF COMMUNITY SERVICE:

1. That the performance of Shopmobility (Chichester) in discharging the Funding Agreement for 2017/18 be noted
2. That funding be approved at the same level for a further two years (*please note that this is subject to relevant funds being available*)

Voluntary Action Arun and Chichester (VAAC):

The Panel noted the positive work of VAAC in the past year.

Mrs Lintill requested an update at the September Panel once further information was available from WSCC regarding VAAC funding.

RECOMMENDED TO THE HEAD OF COMMUNITY SERVICE:

1. That the performance of Voluntary Action Arun and Chichester in discharging the Funding Agreement for 2017/18 be noted
2. That a response is sent to West Sussex County Council's (WSSC) letter requesting extension of current funding contract for 2018, accepting an additional year
3. That funding for 2018/19 be released including the transfer to VAAC of WSSC funds once received (in line with the contract between Chichester District Council and WSSC)

84 Enabling Grants, & Training and Support Programme for Independent Retail Businesses

Mrs Pellett explained that the Enabling Grant Scheme totalling £71,428 had been approved by the Cabinet at its meeting on 9 January 2018. The scheme which ran successfully last year aims to help new and existing small businesses fund capital projects and apprenticeship training. At its meeting on 23 January 2018 Full Council had also agreed £168,800 funding for an Independent Retail Support Programme to provide specialist retail training and shop front grants for independent high street retailers in Chichester, Midhurst, Petworth and Selsey. In addition at its meeting on 9 January 2018 the Cabinet had agreed to release £32,000 from council reserves to extend this scheme to East Wittering.

Mrs Pellett hoped to launch both schemes in March and had already received interest from a number of local businesses.

85 Grant Applications Financial Summary

Mr Cooper confirmed that so far this financial year £53,451 had been spent from the £175,000 budget, leaving £121,549 remaining.

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

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

Applicant: Chichester Marks Holocaust Memorial Day (CMHMD)

Priority: Targeted Projects

Purpose: Funding towards an intensive programme of choir training and movement in readiness for an opera performance at Chichester Cathedral on 27 January 2018 to raise awareness and mark Holocaust Memorial Day

Sum Requested: £1,000

Sum Approved: £1,000

Reasons: This community event will raise awareness of the Holocaust in particular to the younger generation

Grant Conditions: N/A

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

Applicant: Murphy Mitchell Consulting Ltd

Priority: Economy

Purpose: Funding towards delivery of a business programme in partnership with the University of Chichester, to bring together local businesses and Masters students studying digital technology skills to conduct meaningful, economically productive projects together

Sum Requested: £1,000

Sum Approved: £1,000

Reasons: The business programme will benefit a number of small and growing businesses in the district

Grant Conditions: N/A

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

Applicant: Village Pre-school Bosham

Priority: Economy

Purpose: Funding towards the purchase of computer equipment for staff training, payroll/admin, resourcing learning material and for children to use educational learning programmes

Sum Requested: £640

Sum Approved: £640

Reasons: Supporting IT improvements which will enable the use of additional resources

Grant Conditions: N/A

86 **Grant Application - Economy**

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

Applicant: The Graffham Village Shop Association Limited

Declarations of Interest: N/A

Purpose: Provision of a replacement awning to improve and extend the outside seating area

Sum Requested: £2,190

Sum Approved: £2,190

Reasons: Supporting improvements to a local business which will provide additional part time employment, better visitor facilities and a social hub

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

Mrs Pellett left the meeting.

87 **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: Dementia Support

Declarations of Interest: N/A

Purpose: Funding towards equipment for the community café part of the new dementia Hub offering a clear supportive pathway, information on care options and respite options for carers (due to open in Tangmere in May 2018)

Sum Requested: £15,000

Sum Approved: £15,000

Reasons: Supporting provision of a service offering support and advice to vulnerable residents and their carers

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

88 **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: Fittleworth Parish Council (FPC)

Declarations of Interest: N/A

Purpose: Replacement play equipment for a new fully accessible community play area to be located adjacent to the proposed new shop and cafe

Sum Requested: £8,000

Sum Approved: £8,000

Reasons: Encouraging a community hub utilising open space and local facilities

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

89 **Grant Application - Targeted Projects 1**

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

Applicant: Petworth Community Garden – ‘Thriving Thursdays’ at Petworth Community Garden (PCG)

Declarations of Interest: N/A

Purpose: Provision of a one year pilot offering an additional day for local residents who require a quieter group environment to benefit (including referrals with a dementia or mental health issue)

Sum Requested: £8,737

Sum Approved: £8,737

Reasons: Targeted provision following an increase in demand for the current service

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

90 **Grant Application - Targeted Projects 2**

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

Applicant: Selsey Community Forum

Declarations of Interest: N/A

Purpose: A one-off contribution towards a one-year part time Selsey Dementia Action Alliance Coordinator to provide support to the newly formed Dementia Alliance **Sum Requested:** £5,000

Sum Approved: £5,000

Reasons: Targeted provision where the need has been identified

Grant Conditions: Subject to a Funding Agreement including that the Panel would not support repeat requests

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

91 **Grant Application - Targeted Projects 3**

Mrs Lintill declared a prejudicial interest and withdrew from the room during the discussion. Mrs Tull took the Chair. Following the meeting Mr Wilding, Cabinet Member for Corporate Services considered the recommendation provided by the Panel and made the decision outlined below.

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

Applicant: West Sussex Rural Mobile Youth Trust 'The Purple Bus'

Declarations of Interest: Mrs Lintill declared a prejudicial interest as Chichester District Council's appointed member for the service and withdrew from the room during the discussion

Purpose: Supporting the Purple Bus service to provide a mobile vehicle from which formal youth provision can be delivered in multiple locations across the district for the year 2017/18 (with particular focus on working with young people who are not in further education or employment)

Sum Requested: £3,000

Sum Approved: £3,000

Reasons: Targeted provision where services have been requested

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

92 **Next Meeting**

Mrs Lintill returned to the room.

The Panel noted the date of the next meeting as Wednesday 21 March at 9.30am.

The Panel were informed that this would be Mr Hansford's last meeting as he would be retiring in March. Both Mrs Lintill and Mrs Tull took the opportunity to thank Mr Hansford for his invaluable advice and guidance in their role as current and past Chair respectively. The Panel also thanked Mr Hansford for his support and wished him well in his retirement.

Mr Hansford explained that he had enjoyed his time working with the Panel in particular seeing the positive impact of the grants programme on many local communities and groups in the district. He confirmed that Mr Hyland and Miss Williams would continue to support the Panel going forwards.

The meeting ended at 11.05 am

CHAIRMAN

Date: