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Minutes of the meeting of the **Grants and Concessions Panel** held in Committee Room 2, East Pallant House on Thursday 21 January 2016 at 12.00 pm

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

Members not present: Mrs D Knightley

Officers present all items: Mr I Baker (Assistant Sport and Leisure Officer), Mr D Cooper (Group Accountant), Mr T Day (Environmental Coordinator), Mr R Dunmall (Housing Operations Manager), Mr D Hyland (Community and Partnerships Support Manager), Mrs V McKay (Deputy Estates and Valuation Manager), Miss L Higenbottam (Member Services Assistant), Mrs K Pellett (Economic Development Officer), Mrs E Reed (Environmental Housing Manager) and Miss C Williams (Community Liason 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.

86 **Apologies for Absence**

Apologies for absence were received by Mrs Knightley.

87 **Approval of the Minutes**

That the minutes of the Panel meeting held on Thursday 22 October 2015 be approved and signed as a correct record.

88 **Matters Arising from the Minutes**

There were no matters arising from the minutes.

89 **Declarations of Interest**

Mrs Apel declared a personal interest in relation to agenda item 8 as a trustee of Stonepillow and remained in the room whilst the item was noted.

Mrs Apel declared a personal interest in item 18 as a volunteer for the City Angels and withdrew from the room during the conversation.

90 **Grants Review - Task and Finish Group**

Mr Hyland outlined the discussion the Task and Finish Group at its two meetings. Mr Elliott asked why the figure of five houses or more to be eligible for New Homes Bonus monies had been reached. It was clarified that parishes would still be able to apply to the general grants fund in these situations. Members agreed the following recommendations:

RECOMMENDED TO CABINET

1. That the revisions to the New Homes Bonus (Parish Allocations) Policy as set out in appendix 1 be agreed
2. That the revisions to the New Homes Bonus (Parish Allocations) Eligibility Guidance as set out in appendix 2 be agreed
3. That the revisions to the Grants and Concessions Policy as set out in appendix 3 of the report be agreed
4. That the revisions to the Grants and Concessions Eligibility Guidance as set out in appendix 4 of the report be agreed
5. That the general grants budget uncommitted sums accrued from financial years 2010-11 to 2015-16 be ring-fenced and used to fund the grants programme from 2016-17
6. That the balance held in the Grants and Contributions Reserve and subsequent annual revenue contributions be used to fund the grants programme from 2016-17
7. That Cabinet give consideration to including the funding of the grants programme within the base budget once these funds have been exhausted; currently forecasted to be from 2020-21

91 **Repurposing of the Low Carbon Chichester District Fund to the Chichester Warm Homes Initiative**

Mrs Reed explained that the authority has undertaken a review of the condition of the housing stock in the district, and the results have indicated there is a high level of fuel poverty and cold homes in the central and northern areas of the district. A new Private Sector Renewal Housing Strategy has been developed to reducing these figures. Part of the strategy is a Chichester Warm Homes Initiative for landlords and homeowners to provide vulnerable residents with funding for heating systems and insulation when they are unable to access grants from energy companies or other sources.

Mrs Lintill asked how the scheme fits with West Sussex County Council (WSCC). Mrs Reed explained that the WSCC have a short term scheme to identify vulnerable people who may require assistance. It is possible that some of these residents will be referred for Chichester Warm Homes Initiative funding.

In reference to section 7.2 of the report Mrs Tull asked how Your Energy Sussex fit into the scheme. Mr Day explained that Your Energy Sussex were going to launch

the Warm Homes Initiative but faced subsequent funding changes. Your Energy Sussex runs a Boiler Replacement Scheme and the Warms Homes Initiative money would provide a top up to this.

Mr Curbishley asked how many homes have been affected. Mr Dunmall suggested around 7000.

The Panel agreed this would be a worthwhile cause for the fund.

RECOMMENDED TO CABINET

That the unspent balance of the Low Carbon Chichester District Fund be transferred to the Private Sector Renewal Budget for the Chichester Warm Homes Initiative.

92 Grant and Concession Priority Areas

The Panel agreed to discuss consolidating the Grants and Concessions priority areas following the third meeting of the Grants and Concessions Task and Finish Group in February.

93 Service Funding Agreements and Contracts

Miss Williams provided a summary of the service funding agreements and contracts and updated the Panel on progress made by each organisation.

RECOMMENDED TO CABINET

1. That the funding agreement with Voluntary Action Arun and Chichester (VAAC) be extended for one year.
2. That the Cabinet Member for Community Services be delegated to agree a contract from WSCC for the procurement of Infrastructure Support for the Voluntary and Community Sector for 2016/17 if it is offered.

RESOLVED BY THE GRANTS AND CONCESSIONS PANEL

1. That the summary reports in relation to Stonepillow and Arun and Chichester Citizens Advice be noted.
2. That funding for Shopmobility (Chichester) be extended for one year, to allow for full consideration of proposals regarding future service delivery.

94 Request for Grant Extension

Henry Warren Hall, Nyewood, South Harting

Mr Hyland provided an update on the project following the agreement to provide a grant three years ago.

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

That the request from Henry Warren Hall to extend the timescale of the approved £25,000 grant for an extra year be rejected due to the lapse of the agreed three year timescale.

The Panel suggested the applicant could reapply in the future.

RECOMMENDED TO CABINET:

That the £25,000 granted to Henry Warren Hall be returned to the Low Carbon Chichester Fund and the Grants and Concessions Fund.

Alternative options considered and rejected:

That the request from Henry Warren Hall to extend the timescale of the approved £25,000 grant for an extra year be agreed.

95 **Concessionary Rent Application**

Chichester Bowls Club, Priory Park

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

That the Lessee's (Chichester Bowls Club, Priory Park) request for a rent subsidy be agreed as set out in section 6 of the report.

Alternative options considered and rejected:

That the Lessee's (Chichester Bowls Club, Priory Park) request for a rent subsidy be rejected.

96 **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 the budget would be a maximum of £250,000 for this year with £158,000 remaining. 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 Ronin Judo Club

Priority: Health and Wellbeing

Purpose: Training and qualification of five new coaches

Sum Requested: £925

Sum Approved: £500

Reasons: To support a local, community sports club - the full request was reduced as the applicant had asked for over 50% of the project costs and the Panel felt more fundraising could be done

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

Applicant: Empire Hall, Graffham (Graffham Festival 2016)
Priority: Health and Wellbeing
Purpose: Promotional material to publicise Graffham Festival 2016
Sum Requested: £965
Sum Approved: £500
Reasons: Supporting a small community to encourage a wider audience to visit

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

Applicant: Friends of Old Bridge Meadow
Priority: Housing and Neighbourhoods
Purpose: Installation of a permanent living Christmas tree for the community and visitors of Bosham
Sum Requested: £1,000
Sum Approved: £0
Reasons: A large sum of money for use once a year

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

Applicant: Kenton Budd Ltd
Priority: Economy
Purpose: Business start-up costs for an independent family run estate agent business in West Street, Chichester
Sum Requested: £1,000
Sum Approved: £1,000
Reasons: The business will provide employment for local people and bring shop premises back into use

Please note the application from Kenton Budd Ltd was not supported by Fast Track Panel member Tricia Tull.

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

Applicant: Milland Parish Council
Priority: Health and Wellbeing
Purpose: Replacement of recreation ground play swings
Sum Requested: £963
Sum Approved: £963
Reasons: Supporting replacement of a well-used local facility

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

Applicant: Pallant House Gallery
Priority: Economy
Purpose: Economic Impact Study
Sum Requested: £1,000

Sum Approved: £1,000

Reasons: A valuable project to provide a useful economic information study which will help identify areas that will strengthen the business, and develop tourism for the area

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

Applicant: Yet2Learn – Youth Enterprise Training Centre

Priority: Economy

Purpose: New free computer training centre in Westbourne for young adults struggling to get work in the IT industry

Sum Requested: £1,000

Sum Approved: £1,000

Reasons: Supporting young adults in securing employment

97 **Grant Application - Economy 1**

This application was deferred to the March 2016 Grants and Concessions Panel.

98 **Grant Application - Economy 2**

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

Applicant: The Little Blue Door

Declarations of Interest: N/A

Priority: Economy

Purpose: Educational Resources for a new nursery start-up business in Market Avenue, Chichester

Sum Requested: £25,000

Sum Approved: £10,000

Reasons: Helping to support parents return to work and creating employment in the district

Grant Conditions: £5,000 for staff training and £5,000 for equipment not yet purchased

Alternative options considered and rejected: £25,000 to support the full amount requested for the start-up business, £20,000 towards specific costs, £15,000 towards specific costs, £12,500 towards specific costs and £5,000 towards specific costs

99 **Grant Application - Health and Wellbeing 1**

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

Applicant: Chichester Runners and AC

Declarations of Interest: N/A

Priority: Health and Wellbeing

Purpose: Sponsoring the set up costs of a regular junior park run for 4-14 year olds in Priory Park, Chichester

Sum Requested: £2,000

Sum Approved: £2,000

Reasons: Supporting a health and wellbeing activity to encourage more young people to participate in a sport

Grant Conditions: Grant requested from the Chichester City Council New Homes Bonus monies

Alternative options considered and rejected: £0 as previous funding has been sought

100 **Grant Application - Health and Wellbeing 2**

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

Applicant: Duncton Parish Council

Declarations of Interest: N/A

Priority: Health and Wellbeing

Purpose: Extension of play equipment for the village of Duncton

Sum Requested: £8,000

Sum Approved: £0

Reasons: The application was made too early in the process

Grant Conditions: N/A

Alternative options considered and rejected: £8,000 to encourage greater use of the play area

101 **Grant Application - Health and Wellbeing 3**

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

Applicant: Kirdford Parish Council

Declarations of Interest: N/A

Priority: Health and Wellbeing

Purpose: Installation of additional play equipment and pathway at School Court play area, Kirdford

Sum Requested: £5,000

Sum Approved: £5,000

Reasons: A well-researched project supported by the Parish Council to encourage more use of the play area

Grant Conditions: N/A

Alternative options considered and rejected: £0 as the project is not innovative

102 **Grant Application - Health and Wellbeing 4**

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

Applicant: KTRoo Ltd

Declarations of Interest: N/A

Priority: Health and Wellbeing

Purpose: KTRoo Bounce & Laugh taster days to engage with Primary and Key Stage 2 Children in five schools within the Chichester District area and Think Family Neighbourhoods

Sum Requested: £3,050

Sum Approved: £0

Reasons: Concern over the sustainability of attendance by children in the Think Family Neighbourhoods following the free taster day due to fees required for additional sessions

Grant Conditions: N/A

Alternative options considered and rejected: £3,050 as the target area is Think Family Neighbourhoods

103 **Grant Application - Housing and Neighbourhoods 1**

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

Applicant: City Angels (operating under the registered charity Revelation Community)

Declarations of Interest: Mrs Apel declared a personal interest in item 18 as a volunteer for the City Angels and withdrew from the room during the conversation.

Priority: Housing and Neighbourhoods

Purpose: City Angels city centre volunteers

Sum Requested: £5,949

Sum Approved: £5,000

Reasons: A positive community safety service

The applicant is encouraged to consider other forms of future fundraising due to the uncertainty of continued Government funding

Grant Conditions: N/A

Alternative options considered and rejected: £0 due to repeat applications

104 **Grant Application - Housing and Neighbourhoods 2**

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

Applicant: Funtington District Community Centre Society Ltd (FDCCSL)

Declarations of Interest: N/A

Priority: Housing and Neighbourhoods

Purpose: Construction project to build a new community centre in Funtington

Sum Requested: £25,000

Sum Approved: £25,000

Reasons: A well-researched project with positive community impact

Grant Conditions: N/A

Alternative options considered and rejected: £0 due to the level of funding required

105 **Grant Application - Housing and Neighbourhoods 3**

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

Applicant: North Mundham Parish Council

Declarations of Interest: N/A

Priority: Housing and Neighbourhoods

Purpose: Access improvements to North Mundham Village Hall

Sum Requested: £1,561.46

Sum Approved: £1,560

Reasons: Providing greater access to a community facility

Grant Conditions: N/A

Alternative options considered and rejected: £1561.46 as requested

106 **Grant Application - Transport and Access 1**

This application was deferred to the March 2016 Grants and Concessions Panel.

107 **Grant Application - Transport and Access 2**

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

Applicant: Selsey Community Forum

Declarations of Interest: N/A

Priority: Transport and Access

Purpose: Selsey to Chichester direct commuting cycle path feasibility study

Sum Requested: £5,300

Sum Approved: £5,300

Reasons: To provide a conclusion to whether a cycle path is possible

Grant Conditions: The Panel requests a copy of the feasibility study

Alternative options considered and rejected: £0 to explore other funding sources

108 **Fast Track Fund**

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

That £5,000 be added to the fast track fund for the remainder of the financial year.

109 **Next Meeting**

The date of the next meeting was confirmed as Thursday 24 March 2016 at 2.30pm in Committee Room 1.

The meeting ended at 3.40 pm

CHAIRMAN

Date: