

Cabinet Agenda

3 March 2020 at 7pm

**Council Chamber, Civic Centre,
Duke Street, Chelmsford**

Membership

Councillor S J Robinson (Chair and Leader)
Councillor M C Goldman (Connected Chelmsford
and Deputy Leader)

and Councillors

C K Davidson (Fairer Chelmsford)
J A Deakin (Safer Chelmsford)
M J Mackrory (Greener Chelmsford)

Local people are welcome to attend this meeting, where your elected Councillors take decisions affecting YOU and your City.

There will also be an opportunity to ask your Councillors questions or make a statement. If you would like to find out more, please telephone Brian Mayfield in the Democracy Team on Chelmsford (01245) 606923 email brian.mayfield@chelmsford.gov.uk, call in at the Civic Centre, or write to Democratic Services, Civic Centre, Duke Street, Chelmsford CM1 1JE. Council staff will also be available to offer advice in the Civic Centre for up to half an hour before the meeting.

If you need this agenda in an alternative format please call 01245 606923. Minicom textphone number: 01245 606444.

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THE CABINET

3 March 2020

AGENDA

PART 1

Items to be considered when members of the public are likely to be present

1. **APOLOGIES FOR ABSENCE**

2. **DECLARATIONS OF INTEREST**

All Members are reminded that they must disclose any interests they know they have in items of business on the meeting's agenda and that they must do so at this point on the agenda or as soon as they become aware of the interest. If the interest is a Disclosable Pecuniary Interest they are also obliged to notify the Monitoring Officer within 28 days of the meeting.

3. **MINUTES AND DECISIONS CALLED-IN**

To consider the minutes of the meeting on 28 January 2020.
No decisions at that meeting were called in.

4. **PUBLIC QUESTIONS**

Any member of the public may ask a question or make a statement at this point in the meeting. Each person has two minutes and a maximum of 15 minutes is allotted to public questions/statements, which must be about matters for which the Cabinet is responsible. The Chair may disallow a question if it is offensive, substantially the same as another question or requires disclosure of exempt or confidential information. If the question cannot be answered at the meeting a written response will be provided after the meeting.

5. **MEMBERS' QUESTIONS**

To receive any questions or statements from councillors not members of the Cabinet on matters for which the Cabinet is responsible.

6. **FAIRER CHELMSFORD**

6.1 Discretionary Council Tax Relief Policy on Care Leavers
6.2 Amendment to Business Rate Discretionary Relief Policy 2020/21

7. **FAIRER/GREENER CHELMSFORD**

Community Funding Scheme Allocation

8. **URGENT BUSINESS**

To consider any other matter which, in the opinion of the Chair, should be considered by reason of special circumstances (to be specified) as a matter of urgency and which does not constitute a key decision.

9. **REPORTS TO COUNCIL**

The officers will advise on those decisions of the Cabinet which must be the subject of recommendation to the Council.

PART II (EXEMPT ITEMS)

NIL

**MINUTES OF
CHELMSFORD CITY COUNCIL CABINET**

on 28 January 2020 at 7.00pm

Present:

Cabinet Members

Councillor S J Robinson, Leader of the Council (Chair)
Councillor M C Goldman, Deputy Leader and Cabinet Member for Connected Chelmsford
Councillor C K Davidson, Cabinet Member for Fairer Chelmsford
Councillor J Deakin, Cabinet Member for Safer Chelmsford
Councillor M J Mackrory, Cabinet Member for Greener Chelmsford

Cabinet Deputies

Councillor M Bracken, Economy and Small Business
Councillor R J Moore, Recycling and Ecology
M Springett, Community Engagement and Local Democracy

Councillors

P Clark, A Davidson, S Dobson, J Galley, L Mascot, G H J Pooley, R J Poulter,
T E Roper, A Sosin, M S Steel, M D Watson and R T Whitehead

1. **Apologies for Absence**

Apologies for absence were received from the following spokespersons for the opposition groups:

Councillors R J Hyland, I C Roberts and M Sismey.

2. **Declarations of Interests**

Members of the Cabinet were reminded to declare at the appropriate time any pecuniary and non-pecuniary interests in any of the items of business on the meeting's agenda.

3. **Minutes and Decisions Called-in**

The minutes of the meeting on 19 November 2019 were confirmed as a correct record and signed by the Chair. No decisions at that meeting had been called in.

4. **Public Questions**

There were no questions or statements from members of the public.

5. **Members' Questions**

Councillors not members of the Cabinet asked questions or made statements on the following matters:

Councillor K Bentley on the lack of public conveniences in the city, their continued closure and lack of maintenance, and whether there were any plans to provide additional and more modern facilities.

The Cabinet Member for Safer Chelmsford said that whilst there were no plans to carry out a review of public conveniences provision, it was something that the Council was likely to look at in due course. For now, Councillor Bentley would be sent the results of the last review, which explained the current approach to the provision of conveniences. In respect of the conveniences at Lionmede Park mentioned by Councillor Bentley in his question, it had been necessary to close them after tree roots damaged pipework to the toilet block.

Councillor R J Poulter on the decision to cease sending planning application notification letters and to rely instead on site notification notices to make people aware of the submission of an application. He was of the opinion that in rural areas site notices were less likely to be seen in view of the distance between properties and that, as an exception, notification letters should continue to be sent.

The Cabinet Member for Greener Chelmsford said that notification letters had been shown to be a less than effective means of making residents aware of planning applications as many people discarded them unopened. Providing additional site notices in appropriate locations was considered to be a more visible and cost effective way of bringing the submission of a planning application to people's attention and there were no plans to revert to letters.

6. **Climate and Ecological Emergency Action Plan (Safer Chelmsford)**

Declarations of Interest: None

Summary: On 16 July 2019, the Council had passed a motion declaring a climate and ecological emergency which, among other measures, required the authority to make its activities net-zero carbon by 2030, reduce carbon emissions as quickly as possible, and work with partners to promote and introduce the principles of sustainability in the planning and delivery of services and in all their activities.

An initial Action Plan had been produced to describe how the Council intended to respond to the emergency and the areas of activity on which it was proposed to focus.

Options: Approve the proposed Action Plan, with or without amendment, or decide not to adopt a plan.

Chosen Option and Reasons: The Action Plan as submitted would provide a firm foundation on which to base the Council's response to the climate and ecological emergency.

Discussion: Those who spoke on the Action Plan were supportive of it but sought clarification on some of its points and made suggestions about others. In response to one question, the Cabinet Deputy for Recycling and Ecology said that the targets in the Action Plan, such as that relating to achieving a net-zero carbon position by 2030, specifically related to the Council's activities and operations and were not targets being imposed on others. However, the Council intended to lead by example on this issue and, by working in partnership, hoped to take other organisations with it in meeting the wider objectives for Chelmsford set out in the Plan. Over time it was hoped to be able to extend targets to those in its supply chain and to encourage and incentivise others to adopt practical measures in keeping with the principles of the declaration. The example was given of the guidance and encouragement the Council could give to developers to build energy efficient homes and follow the highest environmental and construction standards. A site where this sort of co-operation between the Council, landowners and developers might work was the garden village development area in north Chelmsford.

Replying to other questions and suggestions, the Cabinet Deputy said that:

- A considerable amount of land was needed if the Council was to meet its targets for tree planting. It would be talking to a wide range of landowners, including parish councils and bodies like the Wildlife Trust, about planting and maintaining trees and would welcome suggestions for appropriate sites. Even small sites, such as those owned by community groups, could help meet the Council's overall target.
- The Council could not restrict access to the gas supply grid by developers or use the planning system to control the types of energy used in developments. It could, however, encourage developers to use energy sources other than fossil fuels.
- Current legislation did not allow the Council to operate or control bus services in the city.
- With regard to a suggestion that the Council establish an audit trail for waste not recycled in-house, regulations governing the destination of waste covered this to some extent and action 4(e) in the Plan to help small businesses adopt their own waste minimisation plans was a starting point for improvements. Other influencing factors were national policy on recycling and consumer expectations.
- The Waterways Working Group could look at ideas for a new weir and lock on the River Chelmer.
- The creation of a "green necklace" around South Woodham Ferrers could be included in the Neighbourhood Plan for the town and be led by the Town Council, although it would be dependent on the co-operation of landowners.
- Hydrogen powered vehicles were included in the definition of low emission vehicles.
- Flood defences for the River Crouch were the responsibility of the Environment Agency but the Council would encourage and promote their provision.

RESOLVED that the Climate and Ecological Emergency Action Plan submitted as Appendix 2 to the report to the meeting be approved.

7.12pm to 7.40pm

7.1 **Review of Fees and Charges for Car Parks 2020 (Greener Chelmsford)**

Declarations of Interest: None

Summary: Proposed fees and charges for the use of the Council's off-street car parks from April 2020 were submitted for consideration, together with a proposal that all Pay and Display car parks be converted to cashless operation.

Options: Approve or amend the proposed charges and proceed or not with the proposals for cashless operation.

Chosen Option and Reasons: The proposals would maximise income to the Council without resulting in significant resistance from users of the car parks. The introduction of full cashless operations for Pay and Display would improve efficiency and security.

Discussion: The Cabinet was asked whether it had a target for the provision of electric vehicle charging points and how it would address the apparent contradiction between its encouragement of the use of public transport and its need to maximise income from car parking. The meeting was told that there were now 14 charging points in Council car parks with more planned but that there was no target number. On the second question, there was a balance to strike between wishing to reduce car usage and preserving the important income from car parks. The charging policy discouraged long stay parking in favour of Park and Ride. Whether the City Council should take over responsibility for the operation of Park and Ride sites, and what charging regime was best for encouraging their greater use, needed to be carefully considered from a financial point of view and was the subject of ongoing discussion with the County Council.

In response to a question, the Cabinet Member said that the public were increasingly used to cashless payments and therefore he did not anticipate resistance to the use of cashless pay and display machines, particularly if the planned publicity about the change was successful. The Cabinet was also informed that the possibility of discounts for low emission vehicles using the Council's car parks would be considered.

RESOLVED that:

1. the proposed car park tariffs as detailed in Appendix A of the report to the meeting be approved for implementation in April 2020; and
2. the proposal that all Pay and Display car parks be cashless from April 2020 be approved and customers informed via a concentrated publicity campaign.

7.40pm to 7.56pm

7.2 **Brownfield Land Register (Greener Chelmsford)**

Declarations of Interest: None

Summary: In accordance with the Town and Country Planning (Brownfield Land Registers) Regulations 2017, the Brownfield Land Register for Chelmsford had been updated and was recommended for publication. The report to the meeting also set out the methodology used in revising the register.

Options: Approve or not the proposed revised register.

Chosen Option and Reasons: The updated register was an accurate depiction of brownfield land availability in Chelmsford and met statutory requirements.

RESOLVED that:

1. the updated Brownfield Register Methodology 2019 and Part 1 Brownfield Register 2019 set out at Appendices 1 and 2 of the report to the meeting published and added to the national register;
2. the Director of Sustainable Communities, having undertaken an annual review of the Brownfield Register Methodology and Part 1 Brownfield Register, be authorised, following consultation with the Cabinet Member for Greener Chelmsford, to publish the Part 1 Brownfield Register in April each year and update the national register; and
3. the Spatial Planning Services Manager be authorised to update and publish the Part 1 Brownfield Register, on an on-going basis, when a new brownfield site is identified or an existing one changes status and update the national register.

7.56pm to 7.58pm

8.1 **Treasury Management Strategy 2020/21 (Fairer Chelmsford)**

Declarations of Interest: None

Summary: The Cabinet was requested to endorse the strategy for the management of the Council's financial investments in 2020/21 and to approve those prudential indicators that applied to the strategy.

Options: Support or vary the proposed strategy.

Chosen Option and Reasons: The adoption of the strategy would enable the Council to meet statutory requirements for its financial management.

RECOMMENDED TO THE COUNCIL that it approve:

1. the proposed Treasury Management Strategy for 2020/21 submitted as Appendix 1 of the report to the meeting; and
2. the proposed Treasury Management Indicators in Appendix 2.

7.59pm to 7.59pm

8.2 Capital and Investment Strategy 2020/21 (Fairer Chelmsford)

Declarations of Interest: None

Summary: The Cabinet considered a report which gave a high-level overview of how capital expenditure, capital financing and treasury management activity contributed to the provision of local public services. It also looked at how the associated risks were managed and the implications for the future financial sustainability of the Council.

Options: Approve or amend the strategy to reflect any changes to the Council's capital and revenue budgets.

Chosen Option and Reasons: The adoption of the proposals would enable the Council to meet statutory requirements for its sound financial management.

Discussion: The Cabinet was told that whilst members decided the overall strategy for the management of the Council's financial resources, decisions on when to borrow, how much, for how long and from which source were made by the Director of Financial Services on a case by case basis, having regard to risk, affordability and the overall strategy. The Public Works Loan Board was one source of borrowing and there were different interest rates depending on the length of a loan, with up to 2.82% currently being charged for borrowing over a 50 year period.

RECOMMENDED TO THE COUNCIL that it approve the Capital and Investment Strategy for 2020/21.

7.59pm to 8.04pm

8.3 Budget Report 2020/21 (Fairer Chelmsford)

Declarations of Interest: None

Summary: The report to the meeting contained recommendations for the setting of the Capital and Revenue Budgets for 2020/21 and the level of Council Tax for that year.

Options: Agree or vary the proposed budgets and level of Council Tax, having regard to the financial sustainability of any amendments.

Chosen Option and Reasons: The recommended budget would be prudent and in the best financial interests of the city.

Discussion: The Cabinet was told that the budget was designed to help deliver the new Corporate Plan, “Our Chelmsford, Our Plan”, approved by the Council on 22 January 2020, the priorities of which were tackling homelessness and the climate and ecological emergency. Replying to questions about some of the spending proposals, Cabinet Members said that:

- it was planned to install video and audio equipment in the Marconi and Crompton Rooms and audio in the Council Chamber to enable the webcasting of meetings;
- provision was being made for an assessment of the availability and need for affordable accommodation locally, to support development of the Housing Strategy;
- the capital provision for tree planting was a continuation of the current programme and might involve assisting parish councils with the cost of planting in their areas;
- the provision for property acquisitions was intended for the purchase of smaller commercial properties; and
- funding was being provided for further digital initiatives, including those approved by the Digital Portfolio Office, that would improve effectiveness and ways of working.

1. **RECOMMENDED TO THE COUNCIL** that the following aspects of the budget for 2020/21 set out in Appendix 1 of the report to the meeting be approved:
 - (a) the new capital and revenue investments in Council services set out in Section 4;
 - (b) the Revenue Budgets in Section 9 and Capital Budgets in Section 10;
 - (c) the delegations to undertake capital schemes in Section 4, Table 5;
 - (d) an increase to the average level of Council Tax for the City Council which would increase the average annual Band D Council Tax to £199, as shown in Section 8;
 - (e) the fees and charges changes outside the budget guidelines as set out in Section 3;
 - (f) the movement in reserves shown in Section 6;
 - (g) the special expenses and Parish and Town Council precepts identified in Section 8, Table 11;

- (h) authority to the Chief Executive to agree, after consultation with the Leader of the Council, the pay award for 2020/21, within the normal financial delegations.
- 2. The Council note the Budget Forecast in Section 6 and the report of the Director of Finance on the risks and robustness of the budget in Section 7.
- 3. **RESOLVED** that the following be approved:
 - (a) the Director of Finance be authorised to prepare a budget report and legal resolution for submission to the Council, including updating the Business Rate Retention Income following completion of the NDR1 statutory return to Government;
 - (b) should the final government grant settlement details change following this meeting, the Director of Finance be authorised, after consultation with the Cabinet Member for Fairer Chelmsford, to use reserves to maintain the Council Tax recommendation in 1(d) above;
 - (c) an additional budget of £56,000 for the replacement of a tractor, as referred to in Section 10, which for operational reasons needs to be delivered before the next Council meeting.

8.04pm to 8.25pm

8.4 **Council Tax Premium on Long Term Empty Properties for 2020/21 (Fairer Chelmsford)**

Declarations of Interest: None

Summary: Legislation gave the Council power to increase Council Tax charges for long term empty properties. The report to the meeting considered the effect and desirability of using those powers in Chelmsford.

Options:

- 1. Increase or not the Council Tax premium charged on properties which have been empty for five years or more from 100% up to a maximum of 200% from 1 April 2020, or
- 2. Increase or not the Council Tax premium charged on properties which have been empty for 10 years or more to a maximum of 300% from 1 April 2021.

Chosen Option and Reasons: Increasing the premiums was most likely to achieve the objective of encouraging owners of long-term empty properties to bring them back into use as early as possible.

RECOMMENDED TO THE COUNCIL that:

1. an Empty Homes premium of 200% as specified in section 11B of the Local Government Finance Act 1992 (as amended), be levied on dwellings which have been unoccupied and substantially unfurnished for more than five years immediately before the day in question (i.e. "long term empty dwellings"), the total charge to be 300% of the Council Tax that would be payable if the dwelling was occupied by two adults and no discounts were applicable, the charge to take effect from 1 April 2020; and
2. an Empty Homes premium of 300% as specified in section 11B of the Local Government Finance Act 1992 (as amended), be levied on dwellings which have been unoccupied and substantially unfurnished for more than 10 years immediately before the day in question (i.e. "long term empty dwellings"), the total charge to be 400% of the Council Tax that would be payable if the dwelling was occupied by two adults and no discounts were applicable, the charge to take effect from 1 April 2021.

8.25pm to 8.27pm

8.5 **Vulnerable Persons Resettlement Scheme (Fairer Chelmsford)**

Declarations of Interest: None

Summary: The Cabinet was asked to decide how the Council would manage the practical arrangements for supporting voluntary groups that provided assistance to families seeking accommodation from Syria and the surrounding area under the Government's Community Sponsorship Resettlement Programme.

Options: Approve delegations to officers to deal with requests for assistance under the programme or refer all such decisions to the Cabinet.

Chosen Option and Reasons: Delegating the decisions to officers would enable the Council to respond quickly to future applications.

RESOLVED that the Director of Financial Services, after consultation with the Cabinet Member for Fairer Chelmsford, be given the authority to approve all current and future applications under the Vulnerable Persons Resettlement Scheme.

8.27pm to 8.30pm

9. **Urgent Business**

There were no items of urgent business.

10. **Reports to Council**

Item 8.1 – Treasury Management Strategy 2020/21

Item 8.2 – Capital and Investment Strategy 2020/21

Item 8.3 – Budget for 202/21

Item 8.4 – Council Tax Premium on Long Term Empty Properties

The meeting closed at 8.30pm

Chairman

CABINET
3 March 2020

AGENDA ITEM 6.1

Subject	DISCRETIONARY COUNCIL TAX RELIEF POLICY FOR ESSEX CARE LEAVERS
Report by	CABINET MEMBER FOR FAIRER CHELMSFORD

Enquiries contact: Rob Hawes, 01245 606695, robert.hawes@chelmsford.gov.uk

Purpose

To agree the implementation of a policy to use local discretionary powers to reduce the Council Tax liability of people aged less than 21 who have left the care of Essex County Council.

Options

To agree or reject the proposed policy.

Recommendation

That the policy attached as Appendix A is agreed.

Corporate Implications

Legal:	All relevant legal considerations are addressed in the body of the report.
Financial:	Chelmsford City Council will bear approximately 30% of the cost of this policy.
Potential impact on climate change and the environment	None
Contribution toward achieving a net zero carbon position by 2030	None
Personnel:	None
Risk Management:	None
Equalities and Diversity: (For new or revised	Yes – to follow

policies or procedures has an equalities impact assessment been carried out? Y/N)	
Health and Safety:	None
IT:	None
Other:	

Consultees	Director of Financial Services
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Policies and Strategies

The report takes into account the following policies and strategies of the Council:

The changes support the ambition in Our Chelmsford, Our Plan for a fairer and inclusive Chelmsford.

1. Introduction

- 1.1 In December 2019, Leaders and Chief Executives of the County, district, borough and city councils in Essex agreed that they would like to support care leavers with their council tax liabilities. The decision as to how best to implement this support was delegated to Directors of Finance.
- 1.2 S13A(1)(c) of the Local Government Finance Act gives billing authorities (those responsible for the billing and collection of council tax) the discretionary power to reduce, or further reduce, the amount of council tax a person is liable to pay as it sees fit. This power is already in use on an ad-hoc basis in cases of exceptional hardship. However, the cost of the exercise of this discretion falls entirely on the billing authority unless there is prior agreement among the precepting authorities to share the cost.
- 1.3 Essex County Council has agreed to reimburse billing authorities for the cost of reducing council tax liabilities in respect of its own care leavers up to the age of 21 in proportion to its share of the precept. This would leave Chelmsford City Council bearing approximately 30% of the cost, if Police and Fire do not contribute. It has not been possible to accurately estimate the cost of supporting care leavers because the billing authorities do not know exactly which qualifying care leavers have council tax liabilities and Essex County Council has not been able to release these details due to data protection restrictions. A rough estimate is that the cost would be less than £15,000 per annum to CCC.

2. The proposed policy

- 2.1 There is currently no policy in place with respect to granting s13(A)(1)(c) discretionary relief but, as it is proposed that council tax liability is to be reduced on a regular basis for a whole class of persons, it is considered that a written policy is required. The policy is attached at Appendix A and has been the subject of discussion by the billing authority Council Tax teams across Essex. For consistency's sake, the same policy should be introduced across Essex.

- 2.2 It should be noted that the policy only applies to specified persons leaving the care of Essex County Council until they reach the age of 21. The unitary authorities of Thurrock and Southend have implemented their own policies covering their own care leavers.
- 2.3 The principle behind the policy is that a care leaver living alone or solely with other care leavers will pay no council tax (in much the same way as the exemption which is applied to students). A care leaver who joins a household which already pays council tax will be granted as much relief as is required to ensure that the existing council tax liability does not increase as a result of their presence in the household.
- 2.4. In all cases, the care leaver is required to ensure that they apply for all applicable national or local reliefs, discounts, exemptions or reductions to ensure that the council tax liability is reduced by as much as possible before any discretionary assistance is calculated. This principle is aimed at reducing the cost of the policy as far as possible.
- 2.5 The policy will take effect from 1 April 2020 and the cost will be monitored throughout each financial year. Reimbursement of ECC's share of the cost will take place in arrears as agreed by an amendment to the existing Council Tax Sharing agreement, which has been in place since 2013/14.
- 3 Conclusion
- 3.1 Care leavers are a vulnerable group and the support of billing authorities with respect to reducing their council tax liability will be a valuable breathing space for them in obtaining and maintaining their own households until they gain experience in managing their finances.

List of Appendices

Appendix A – Proposed 'Care Leavers and Council Tax' policy

Background Papers

Item 4 'Care Leavers' - Essex Leaders' and Chief Executives' Meeting 5 December 2019

APPENDIX A - Care Leavers and Council Tax Policy

Introduction

This policy utilises the discretionary power available to billing authorities arising from S13A(1)(c) of the Local Government Finance Act 1992 to reduce, or further reduce, the amount of council tax a care leaver is liable to pay with effect from 1 April 2020.

Definitions

For the purpose of this policy, a 'care leaver' is defined as:

A person aged up to 21, who has either

- (a) been looked after by Essex County Council 'Essex' for at least 13 weeks since the age of 14; and who was looked after by the local authority at school-leaving age or after that date; or
- (b) who is entitled to leaving care support from Essex.

The Children Act 1989 defines the categories of children entitled to leaving care support as:

'Eligible children' are those young people aged 16-17 who are still in care and have been 'looked after' for a total of 13 weeks from the age of 14 and including their 16th birthday;

'Relevant children' are those young people aged 16 and 17 who have already left care, and who were 'looked after' for at least 13 weeks from the age of 14 and have been 'looked after' at some time while they were 16 or 17;

'Former relevant children' are those young people aged 18, 19 or 20 who have been eligible and/or relevant.

Policy statement

For the purpose of calculating the amount of discretionary council tax reduction to apply, care leavers and those in their household are required to take steps to minimise their liability for council tax by claiming discounts, exemptions and council tax reduction.

After all discounts, exemptions and council tax reduction have been claimed the Council will reduce the council tax liability so that the liability of the household is the same that it would have been had the care leaver been a 'disregarded persons' (such as students) as detailed in s11 and Schedule 1 of the Local Government Finance Act 1992

For example:

A care leaver joining an existing household with a single person discount in place will be given sufficient discretionary relief to ensure that the council tax liability does not increase as a result of their presence.

A household where only care leavers are liable to pay council tax will be given sufficient discretionary relief to extinguish the council tax liability completely.

A care leaver in a property, which would otherwise be exempt from council tax, will be given sufficient discretionary relief to ensure that no council tax continues to be payable.

CABINET
3 March 2020

AGENDA ITEM 6.2

Subject	DISCRETIONARY BUSINESS RATE RELIEF POLICY
Report by	CABINET MEMBER FOR FAIRER CHELMSFORD

Enquiries contact: Rob Hawes, 01245 606695, robert.hawes@chelmsford.gov.uk

Purpose

To amend the existing Discretionary Business Rate Relief policy to give effect to changes and additions to rate reliefs announced in the Queen's Speech with effect from April 2020/21.

Options

To agree or reject the proposed amendments.

Recommendation

That the additions and alterations to the existing Discretionary Rate Relief Policy as highlighted in Appendix A are agreed.

Corporate Implications

Legal:	All relevant legal considerations are addressed in the body of the report.
Financial:	None, unless Government decides that rate relief has been granted inappropriately.
Potential impact on climate change and the environment	None
Contribution toward achieving a net zero carbon position by 2030	None
Personnel:	None
Risk Management:	None
Equalities and Diversity: (For new or revised	No

policies or procedures has an equalities impact assessment been carried out? Y/N)	
Health and Safety:	None
IT:	None
Other:	

Consultees	Director of Financial Services
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Policies and Strategies

The report takes into account the following policies and strategies of the Council:

The changes support the ambition in Our Chelmsford, Our Plan to be a leading regional centre by assisting businesses to meet their business rate liability.

1. Introduction

- 1.1 In the Queen's Speech on 19 December 2019 Central Government announced measures to reduce a number of business rate liabilities. Following a Ministerial Statement on 27 January 2020, the details and funding of additional measures have been confirmed.
- 1.2 The Government is not intending to change the legislation around business rates discounts and reliefs. Instead, it has requested that local authorities use discretionary relief powers which were introduced by the Localism act (under s47 of the Local Government Finance Act, as amended) to give effect to these additional measures. In return for this, Government has committed to fully reimburse local authorities for the cost of granting these various discretionary reliefs by way of grants under s31 of the Local Government Act 2003.
- 1.3 A local authority is able to agree its own rules regarding discretionary rate reliefs. However, any reliefs awarded which do not attract s31 grant reimbursement must be paid for in full out of the authority's own funds.

2. Amendments to the existing policy

- 2.1 For ease of reference, the existing policy has been attached as Appendix A and alterations are shown in blue italic font. Some of the amendments are clarifications to existing explanatory notes. The substantive changes are listed below.
- 2.2 **Retail Discount** (section 6) was introduced in 2019/20 and originally provided for a one third reduction in business rates, to be applied to any business rate liability remaining after any other appropriate mandatory or discretionary reliefs have been applied, for shops, restaurants, cafes or drinking establishments with a rateable value less than £51,000.

- 2.3 It is proposed to increase **Retail Discount** to provide a reduction of one half of any business rate liability remaining after the application of any other appropriate mandatory or discretionary reliefs. It is further proposed to extend the discount to cinemas and live music venues (section 7.2 d and e). The discount will still only apply to properties with rateable values less than £51,000 and will be in place for 2020/21 only.
- 2.4. **Public House Relief** (section 9) is a new discount for 2020/21 only. It is proposed that public houses with a rateable value of less than £100,000 will receive a reduction of £1,000 on their rate liability. This discount is applied after application of any other appropriate mandatory or discretionary reliefs (including retail discount).
- 2.5 **Local Newspaper Relief** (section 13) is an existing relief and the proposal is to extend it to apply until 31 March 2025.
- 2.6 **State Aid** (section 14) has an amended explanation at section 14.4 confirming that the approach will remain unchanged following the UK's withdrawal from the EU. In summary, businesses will not be able to benefit from these discounts and reliefs if they would be likely to be receiving in excess of €200,000 over a 3 year period.
- 3 Conclusion
- 3.1 The amendments and additions to the existing reliefs available to reduce business rates bills are a helpful assistance to local business, particularly smaller ones, and should be incorporated into Chelmsford City Council's discretionary rate relief policy as detailed in appendix A.

List of Appendices

Appendix A – Discretionary Rate Relief Policy with proposed amendments highlighted
Background Papers

Cabinet agenda item 6.2 29 January 2019 – Amendment to Business Rate Discretionary Relief Policy

APPENDIX A

CHELMSFORD CITY COUNCIL'S DISCRETIONARY RATE RELIEF POLICY

1. Introduction

- 1.1 Section 47 of the Local Government Finance Act 1988 allows Local Authorities to award discretionary rate relief to a range of organisations, including charities, Community Amateur Sports Clubs and other non-profit making bodies.
- 1.2 In the case of charities, the ratepayer must be a charity or trustee for a charity and the property must be wholly or mainly used for charitable purposes. Mandatory relief of 80% will be given in such cases, and charities can also receive up to a further 20% discretionary relief.
- 1.3 In the case of Community Amateur Sports Clubs, these must be registered with HM Revenue & Customs in order to be eligible for 80% mandatory relief. They can also receive up to a further 20% discretionary relief.
- 1.4 In the case of non-profit making organisations, all or part of the property must be occupied by an institution or organisation which is not established or conducted for profit and whose main objectives are charitable or otherwise philanthropic or religious, or concerned with education, social welfare, science, literature or the fine arts or it is wholly or mainly used for the purposes of recreation.

2. Awarding Relief

- 2.1 The Council's policy for determining applications for discretionary rate relief can be divided into 2 parts as follows:

Part 1

- 2.2 A 'top-up' discretionary rate relief of up to 20% may be granted to charitable organisations who already receive 80% mandatory relief.
The Council currently chooses to award 'top-up' relief to scouts, guides and the sea cadets.

Part 2

- 2.3 It is intended that the scheme provides a mechanism for sports clubs and organisations to continue and expand their role in providing sports development opportunities, by maximising the availability of relief to those clubs and organisations who operate in accordance with the Council's aspirations for the development of sport in the City.
- 2.4 All sports clubs and organisations will start off with a flat rate of 40% rate relief, provided that they meet the following criteria:
 - (a) The primary purpose of the club/organisation should be to provide sporting opportunities to its members or to a local community
 - (b) Membership should be open to all members of the community irrespective of gender, race, age, disability, religious belief and financial circumstances
 - (c) Membership fees should be realistic and not used as a means of restricting membership to a particular community group

- (d) Profits and surpluses must be used to further the sporting objectives of the club/organisation and not distributed as a share or dividend amongst some or all members
- (e) A legal constitution must be in existence and applicants must demonstrate that they are operating in accordance with its requirements

3. Adjusted Relief

3.1 Applicants who meet all of the above criteria and are awarded the basic 40% rate relief, will also be able to have their relief adjusted by some or all of the following:

- 10% The applicant can demonstrate a close working relationship with local schools & disabled groups and where practical, has supported the development of their sport(s) in schools and has encouraged and assisted school pupils and/or disabled persons to join appropriate clubs. The applicant undertakes to continue this development work
- 10% The applicant can demonstrate support for its coaches and administrators to obtain further relevant qualifications, e.g. coaching qualifications, National Coaching Foundation courses, Running Sport courses etc. The applicant undertakes to continue this work.
- 10% The applicant can demonstrate that they have provided opportunities for regular use of its facilities and equipment by outside groups/the Council's Sports Development Unit and undertakes to continue this policy
- 10% The applicant can demonstrate that they have in place or are working towards a development plan and (if applicable) a child protection policy
- 20% Should less than 50% of members be resident in the City, then a reduction in relief of 20% of the total rate liability will be made

Table of relief at current levels.

Relief	
Discretionary Rate Relief	Base level of 40%
Work with Schools or Disadvantaged Groups	+10%
Support for coaches/administrators	+10%
Shared use of facilities	+10%
Current Development Plan/child protection policy	+10%
Less than 50% of members resident in the borough	-20%

EXTENSIONS TO CHELMSFORD CITY COUNCIL'S DISCRETIONARY RATE RELIEF POLICY

1. Introduction

- 1.1 Section 69 of the Localism Act 2011 amends Section 47 of the Local Government Finance Act 1988. The changes came into effect from 1 April 2012 and they extend the existing provision relating to the granting of discretionary rate relief.
- 1.2 The changes allow Local Authorities to grant discretionary rate relief in any circumstances where it feels fit. However, the whole cost of any purely discretionary relief awarded will have to be met by the City's Council Tax payers. Some discretionary reliefs are reimbursed in full by the Government *via grants paid in accordance with section 31 of the Local Government Act 2003*. Full details are set out below. Currently, these reliefs are Retail Discount; Public House Relief; Supporting Small Businesses Scheme; Local Newspaper Relief (*until 2025*) and, Local Discretionary Business Rate Relief Scheme (2017/18 to 2020/21).

2. Awarding Relief

- 2.1 Any ratepayer applying for discretionary rate relief who does not meet the criteria for relief under the existing policy must meet all of the following criteria and any award will be based on these factors:
- (a) The ratepayer must not be entitled to mandatory rate relief (Charity or Rural Rate Relief)
 - (b) The ratepayer must not be an organisation that could receive relief as a non-profit making organisation or as Community Amateur Sports Club.
 - (c) The ratepayer must occupy the premises – no relief will be granted for unoccupied properties
 - (d) The premises and the organisation must be of significant benefit to the residents of the City
 - (e) The ratepayer must:
 - (i) Provide facilities to certain priority groups such as elderly, disabled, minority or disadvantaged groups, OR
 - (ii) Provide significant employment or employment opportunities to residents of the City
 - (f) Provide residents of the City with such services, opportunities or facilities that cannot be obtained locally or are not provided by another organisation
 - (g) The ratepayer must show that the organisation will comply with all legislative requirements and operate in an ethical, sustainable and environmentally friendly manner at all times
- 2.2 Where a ratepayer can demonstrate that all of the above criteria are met, any award must have due regard to:
- (a) the financial status of the applicant when determining the level of relief to be granted, and
 - (b) the impact and best interests of the Council Tax payers of the City

2.3 Relief will not be given to those organisations where a bar is the main activity. It would be expected that any bar profits would be used to offset any expenses thus negating the reliance on public funds.

2.4 Where a ratepayer is suffering hardship or severe difficulties in paying their rates liability then an application may be made for relief under Section 49 of the Local Government Finance Act 1988. There will be no requirement to grant relief in such cases under the Council's discretionary rate relief policy.

3. Level and Period of Relief granted

3.1 The level of relief to be granted, if any, will range from 0% to 100% of the ratepayer's liability. Given the continuing reduction in government grant funding to the Council, awards of discretionary rate relief will be made for a fixed period and reviewed on an annual basis.

4. Equality and Diversity Implications

4.1 It is important that the Discretionary Rate Relief Policy clearly shows the criteria on which premises could be eligible so that all potential applicants are aware of why their application has been either accepted or refused.

5. Right of Appeal

5.1 There is no statutory right of appeal against a decision made by the Council in respect of discretionary rate relief. However, the Director of Finance will review the decision if the ratepayer is dissatisfied with the outcome.

5.2 If an unsuccessful applicant requests a review, they will still need to continue to pay their rates bill. Once the review has been carried out, the ratepayer will be informed, in writing, of the decision.

5.3 The right of appeal process does not affect a ratepayer's legal right to challenge the decision by way of a judicial review.

Text in blue font below is an amendment to the existing discretionary rate relief policy

6. RETAIL DISCOUNT - 2020/21 ONLY

6.1 For specified properties with rateable values less than £51,000, *the relief available is 50% of the bill after mandatory reliefs and other discretionary reliefs (other than public house relief) funded by Section 31 grants have been applied. 2020/21 public house relief will be applied after any retail discount.* There is no relief available under this policy for properties with a rateable value of more than £51,000.

6.2 The eligibility for the relief and the relief itself will be assessed and calculated on a daily basis using the following formula:

$$\text{Amount of relief to be granted} = \frac{V}{2}$$

Where:

V is the daily charge for the hereditament for the chargeable day after the application of any mandatory relief and any other discretionary reliefs, *except public house relief*, excluding those where local authorities have used their discretionary relief powers introduced by the Localism Act which are not funded by section 31 grants

6.3 This should be calculated by ignoring any prior year adjustments in liabilities which fall to be liable on the day.

6.4 Ratepayers that occupy more than one property will be entitled to relief for each of their eligible properties, subject to State Aid de-minimis limits.

7. Which types of use are eligible?

7.1 To qualify for the relief, the hereditament should be wholly or mainly used as a shop, restaurant, café or drinking establishment etc. This is a test of use not occupation. Hereditaments which are occupied but not wholly or mainly used for the qualifying purpose will not qualify for the relief.

7.2 The lists below are not exhaustive. Uses that are broadly similar to those listed below will be considered eligible for the relief.

a) Hereditaments that are being used for the sale of goods to visiting members of the public:

- Shops (such as florists, bakers, butchers, grocers, greengrocers, jewellers, stationers, off-licence, chemists, newsagents, hardware stores, supermarkets, etc)
- Charity shops
- Opticians
- Post Offices
- Furnishing shops/display rooms e.g. carpet shops, double glazing, garage door showrooms
- Car/caravan showrooms
- Second-hand car lots
- Markets
- Petrol stations
- Garden centres
- Art galleries (where art is for sale/hire)

b) Hereditaments that are being used for the provision of the following services to visiting members of the public:

- Hair and beauty services (such as hairdressers, nail bars, beauty salons, tanning shops, tattoo parlours etc)
- Shoe repairs/key cutting
- Travel agents
- Ticket offices e.g. for theatre
- Dry cleaners/laundrettes
- PC/TV/domestic appliance repair
- Funeral directors
- Photo processing
- DVD/video rentals
- Tool hire
- Car hire

c) Hereditaments that are being used for the sale of food and/or drink to visiting members of the public:

- Restaurants
- Takeaways
- Sandwich shops
- Coffee shops
- Pubs

- Bars

d) *Hereditaments that are being used as cinemas*

e) *Hereditaments that are being used as live music venues*

-live music venues are hereditaments wholly or mainly used for the performance of live music for the purpose of entertaining an audience. Hereditaments cannot be considered a live music venue for the purpose of business rates relief where a venue is wholly or mainly used as a nightclub or a theatre, for the purposes of the Town and Country Planning (Use Classes) Order 1987 (as amended).

– Hereditaments can be a live music venue even if used for other activities, but only if those other activities (i) are merely ancillary or incidental to the performance of live music (e.g. the sale/supply of alcohol to audience members) or (ii) do not affect the fact that the primary activity for the premises is the performance of live music (e.g. because those other activities are insufficiently regular or frequent, such as a polling station or a fortnightly community event).

8. Which types of use are not eligible?

8.1 As before, the lists below are not exhaustive but uses broadly similar to those set out below will not be considered eligible for the relief.

- a) Hereditaments that are being used for the provision of the following services to visiting members of the public:
 - Financial services (such as banks, building societies, cash points, bureaux de change, payday lenders, betting shops, pawn brokers etc)
 - Other services (such as estate agents, letting agents, employment agencies etc)
 - Medical services (such as vets, doctors, dentists, osteopaths, chiropractors etc)
 - Professional services (such as solicitors, accountants, insurance agents, financial advisors, tutors etc)
 - Post office sorting offices
- b) Hereditaments that are not reasonably accessible to visiting members of the public

8.2 Generally, any assembly or other uses beyond those in para 7.2 are not considered to be retail uses for the purpose of this discount. For example, theatres and museums and nightclubs are outside the scope, as is any usage or occupation not similar to uses in 3.2(c). Hereditaments used for sport or physical recreation are also outside the scope.

8.3 The relief should be applied on a day to day basis using the formula set out in 6.2. A new hereditament created as a result of a split or merger during the relevant financial years, or where there is a change of use, should be considered afresh for relief on that day.

9 PUBLIC HOUSE RELIEF 2020/21

- 9.1 *There is no relief available for under this policy for properties with a rateable value of £100,000 or more. The amount of relief available under this scheme is £1,000 per eligible property.*
- 9.2 *This relief will be applied to bills after the award of any mandatory or discretionary reliefs funded by Section 31 grants.*
- 9.3 *Eligible pubs should:*
- *Be open to the general public*
 - *Allow free entry other than when occasional entertainment is provided*
 - *Allow drinking without requiring food to be consumed*
 - *Permit drinks to be purchased at a bar*
- 9.4 *For these purposes, the definition excludes:*
- *Restaurants*
 - *Cafes*
 - *Nightclubs*
 - *Hotels*
 - *Snack bars*
 - *Guest houses*
 - *Boarding houses*
 - *Sporting venues*
 - *Music venues*
 - *Festival sites*
 - *Theatres*
 - *Museums*
 - *Exhibition halls*
 - *Cinemas*
 - *Concert halls*
 - *Casinos*

These exclusions are not exhaustive. It will be for the Council to determine those cases where eligibility may be unclear, by using such considerations as its knowledge of the local area, planning considerations, ownership and management arrangements and a common sense view as to what constitutes a traditional pub or public house.

10 SUPPORTING SMALL BUSINESS SCHEME

- 10.1. The transitional scheme does not provide support in respect of changes in reliefs. Therefore, those ratepayers who are losing some or all of their small business or rural rate relief may be facing very large percentage increases in bills from 01 April 2017.
- 10.2. The Supporting Small Businesses relief scheme will help those ratepayers who as a result of the change in their rateable value at the revaluation are losing some or all of their small business or rural rate relief and, as a result, are facing large increases in their bills.

There is no discretion around whether to grant this relief if the terms of the scheme are met.

The Supporting Small Businesses relief scheme will ensure that the increase per year in the bills of these ratepayers is limited to the greater of:

- a. a percentage increase p.a. of 5%, 7.5%, 10%, 15% and 15% 2017/18 to 2021/22 all plus inflation, or
 - b. a cash value of £600 per year (£50 per month). This cash minimum increase ensures that those ratepayers paying nothing or very small amounts in 2016/17 after small business rate relief are brought into paying something.
- 10.3 In the first year of the scheme (2017/18), this means all ratepayers losing some or all of their small business rate relief or rural rate relief will see the increase in their bill capped at £600. The cash minimum increase is £600 per year thereafter. This means that ratepayers who are currently paying nothing under small business rate relief and are losing all of their entitlement to relief (i.e. moving from £6,000 rateable value or less to more than £15,000) would under this scheme be paying £3,000 in year 5.
- 10.4 Those on the Supporting Small Businesses relief scheme whose 2017 rateable values are £51,000 or more will not be liable to pay the supplement (1.3p) to fund small business rate relief while they are eligible for the Supporting Small Businesses relief scheme.
- 10.5 Ratepayers remain in the Supporting Small Businesses relief scheme for either 5 years or until they reach the bill they would have paid without the scheme. A change of ratepayers will not affect eligibility for the Supporting Small Businesses relief scheme but eligibility will be lost if the property falls vacant or becomes occupied by a charity or Community Amateur Sports Club.
- 10.6 There is no 2nd property test for eligibility for Supporting Small Business relief scheme. However, those ratepayers who during 2016/17 lost entitlement to small business rate relief because they failed the 2nd property test but have, under the rules for small business rate relief, been given a 12 month period of grace before their relief ended can continue on the scheme for the remainder of their 12 month period of grace.
- 10.7 As with all reliefs, the amount of relief awarded under the Supporting Small Business relief scheme should be recalculated in the event of a change to the rateable value or the hereditament. This change of circumstance could arise during the year in question or during a later year.
- 10.8 The Non-Domestic Rating (Discretionary Relief) Regulations 1989 (S.I. 1989/1059) require authorities to provide ratepayers with at least one year's notice in writing before any decision to revoke or vary a decision so as to increase the amount the ratepayer has to pay takes effect. Such a revocation or variation of a decision can only take effect at the end of a financial year. But within these regulations, local authorities may still make decisions which allow the amount of relief to be amended within the year to reflect changing circumstances.
- 10.9 Therefore, when making an award for Supporting Small Business relief, the conditions of the award that the relief is allowed include that it can be recalculated in the event of a change to the rating list (retrospective or otherwise). This is so that the relief can be recalculated if the rateable value changes. This applies to all Discretionary Relief awarded by Chelmsford City Council.

11 Detailed guidance for operation of the Supporting Small Business (SSB) scheme

11.1 Day 1 Eligibility for the Scheme

For 1 April 2017, the supporting small business (SSB) relief scheme applies to hereditaments for which ratepayers lose some or all of their small business rate relief or rural rate relief.

- a. The chargeable amount for 31 March 2017 is calculated in accordance with section 43(4B) or (6B),
- b. In relation to 43(4) the value of E for 31 March 2017 is greater than 1,
- c. The chargeable amount for 01 April 2017 is found in accordance with section 43(4), 43(4B), 43(6A), or where regulations 12(3), 12(7) or 12(9) of the Non-Domestic Rating (Chargeable Amounts) (England) Regulations 2016 No.1265 applies, and
- d. The chargeable amount 1 April 2017 is more than (£600/365) higher than the chargeable amount for 31 March 2017.

Where for 31 March 2017 the chargeable amount has been found under section 47, then eligibility for SSB should be determined as if section 47 did not apply.

11.2 Continued eligibility for the scheme after 1 April 2017

After 1 April 2017, the Supporting Small Business (SSB) scheme will cease to apply where:

- a. The chargeable amount for a day found under the SSB scheme is the same as or more than the chargeable amount found in the absence of the SSB scheme. This ensures that where, for example, the minimum increase in the chargeable amount in the SSB scheme would take the bill above the level it would otherwise have been then the hereditament will drop out of the SSB scheme. It also ensures that where, for example, with effect from after 1/4/17, the hereditament becomes eligible for 100% Small Business Rate Relief then they also fall out of the SSB scheme,
- b. The chargeable amount for a day would otherwise fall to be found by section 43(5) or where paragraph 12(5) or sub-paragraphs 2(4), 3(4), 4(4), 5(4) of Schedule 2 of the Non-Domestic Rating (Chargeable Amounts) (England) Regulations 2016 No.1265 applies (charities or registered community amateur sports clubs), or
- c. The hereditaments for a day is unoccupied.

11.3 Furthermore, where the ratepayer during 2016/17 lost entitlement to small business rate relief because they failed the 2nd property test but have, under the rules for small business rate relief, been given a 12 month period of grace before their relief ended (and therefore was still entitled to small business rate relief on 31 March 2017), then eligibility for the SSB scheme will cease at the end of that 12 months period of grace.

11.4 Hereditaments which cease to be entitled to Supporting Small Businesses for a day cannot return to eligibility if their circumstances change from a later day. For example, if a property falls unoccupied it will not then be eligible for Supporting Small Businesses relief if it subsequently becomes occupied again.

11.5 Chargeable Amount under the Supporting Small Businesses Scheme

Where the Supporting Small Businesses scheme applies then DCLG will fund local authorities to apply a chargeable amount under section 47 of the 1988 Act for the period 1 April 2017 to 31 March 2022 found in accordance with the rules in (Part 1 to Part 3 of) the Non-Domestic Rating (Chargeable Amounts) (England) Regulations 2016 No.1265 subject to the following changes:

- a. BL for 2017/18 is the chargeable amount for 31 March 2017 x 365 (on the assumption that section 47 did not apply for 31 March 2017 and on the assumption in the City of London that the special authority's small business non-domestic rating multiplier was 48.4p for 2016/17). This ensures the starting base liability for hereditaments eligible for SSB include the SBRR or rural rate relief for 31 March.
- b. Where the certificate has been issued under regulations 17 or 18 then BL 2017/18 should be found in line with a) above but on the assumption that the rateable value in the rating list was the rateable values as certified.
- c. References to "(BL x AF)" are to "(BL x AF)" or (BL + 600) whichever is the greater". This ensures the bill increase is greater or £600 or the increase under the caps in transitional relief scheme,
- d. AF is found in accordance with regulation 10(6) irrespective of the rateable value of the hereditament for 1 April 2017. This ensures only the cap on increases for small properties is applied in the SSB scheme irrespective of the actual rateable value of the hereditament,
- e. Regulation 12(6)(b) is omitted. This ensures SBRR is not also applied to the capped bill in the SSB scheme. This avoids double counting of relief,
- f. The reference to "2" in regulation 12 (8) is "1". This ensures rural rate relief is not also applied to the capped bill in the SSB scheme. This avoids double counting of relief,
- g. "U" is taken to have a value of 0 throughout. This ensures that any hereditament whose rateable value is £51,000 or more does not have to pay the 1.3p supplement whilst eligible for SSB relief,
- h. For a year (the year concerned) other than 2017/18, BL is (BL x AF) or (BL + 600) from the year immediately the year concerned whichever is the greater.

11.6 No change is made to the meaning of NCA. However, as discussed above, eligibility for Supporting Small Business relief ceases when the chargeable amount for a day found under the Supporting Small Businesses scheme is the same as or more than the chargeable amount found outside the scheme.

11.7 For the avoidance of doubt, the rules for changes in rateable value with effect from after 1 April 2017 (regulation 13) will continue to apply as normal subject to the amendments above in sections a to h.

11.8 Splits and Mergers

The SSB scheme will apply to hereditaments;

- a. Coming into existence because of the circumstances described in paragraph 1 of Schedule 2 of Non-Domestic Rating (Chargeable Amounts) (England) Regulations 2016 No. 1265,
- b. Where one of the hereditaments from which the new hereditament was formed in whole or in part was for the day immediately before the creation day eligible for the SSB scheme, and
- c. The circumstances described above in points a to h above do not apply for the creation day in respect of the hereditament.

11.9 After the creation day, the SSB scheme will cease to apply in the circumstances described in points a to h above.

11.10 The number of hereditaments eligible for SSB which then split or merge is likely to be very small and devising rules in particular for mergers with properties outside of the SSB scheme would be complex. Therefore, in discussions with local authority stakeholders, DCLG has concluded it would be disproportionate to devise detailed rules to prescribe the chargeable amounts in the various circumstances which could arise from a split or a merger.

Instead, for hereditaments meeting the criteria in paragraph 39 and 40 above, DCLG will fund local authorities to apply a chargeable amount under section 47 of the 1988 Act found in accordance with the following principle:

- a. That the protection offered by the SSB scheme (that the bill will not rise by the greater of £600 p.a. or the transitional relief caps) will continue to apply in principle to that part of the newly created hereditament which was immediately before the creation day in the SSB scheme, and
- b. That increases (or reductions) in overall rateable value arising from the split or merger are not subject to the protection of the SSB scheme.

For simple splits of hereditaments previously eligible for SSB, authorities may wish to simply apportion the chargeable amount in the SSB scheme for the hereditament before the split in line with the change in rateable value from the split) i.e. in line with the principle in Schedule 2 of Non-Domestic Rating (Chargeable Amounts) (England) Regulations 2016 No. 1265).

For mergers and reorganisations, authorities will have to estimate the degree to which, in line with the principle of the SSB scheme, that part of the hereditament which was formerly eligible for SSB should continue to receive support under the SSB scheme. DCLG does not expect authorities to seek any formal apportionments of rateable value for this purpose.

12 LOCAL DISCRETIONARY BUSINESS RATE RELIEF SCHEME

12.1 Chelmsford is looking to invite ratepayers, most adversely affected by the rating changes on 01 April 2017 or those suffering hardship following the revaluation to apply for support to reduce their rate burden. The award of relief will be discretionary and will be allowed where there has been an increase in rates since the revaluation, which is considered to have caused substantial trading difficulties for the business concerned.

12.2 The Local Discretionary Rate Relief Scheme applies for the years 01 April 2017 to 31 March 2021 only. Awards will run for one financial year only. Under the scheme relief will only be provided where the ratepayer's bill has increased due to the 2017 revaluation.

- 12.3 The assistance the Council is able to offer under the scheme will be limited to the funding provided which for the 2017/18 rating year is £272,000; for 2018/19 - £132,000; for 2019/20 - £54,000; and, for 2020/21 - £8,000.
- 12.4 Where a qualifying ratepayer's 2017/18 and, or 2016/17 rates bill is reduced for any of the following reasons, the amount of their relief will be reduced or removed accordingly:
- A reduction in rateable value in the 2010 and, or 2017 rating lists
 - The provision of a certified value for the 2010 rating list or historical change
 - The application of any additional rate relief or exemption
 - Vacation and re-occupation of the property
 - Any other reason
- 12.5 Ratepayers who may benefit from the Scheme will be in occupation of a property with a rateable value of up to £150,000 and will not fall into one of the categories listed below:
- Financial Services (e.g. banks, building societies, cash points, bureau de change, payday lenders, betting shops, amusement arcades, pawn brokers)
 - Other Services (e.g. estate agents, letting agents)
 - Professional Services (e.g. solicitors, accountants, insurance agents/ financial advisers)
 - Post office sorting office
- 12.6 Further Exclusions - For properties where any of the following apply, the ratepayer will not be eligible for local discretionary business rate relief:
- Properties that are operated by the same organisation/ business, where the business forms part of a chain of three or more units within the UK or in the UK and Overseas.
 - Ratepayers in receipt of small business rate relief support which limits increases on small properties caused by the loss of small business rates relief to £600.
 - Ratepayers occupying properties after 01 April 2017 unless they occupied those properties for a period of one month or more during 2016/17.
 - Properties which were not on the rating list at 01 April 2017. (Relief will not apply where properties are entered into the list retrospectively).
 - Properties which are unoccupied.
 - Large organisations such as Housing Associations, NHS.
 - Where the award of relief would not comply with EU or any subsequent British Government law on State Aid.
- 12.7 How Local Discretionary Business Rate Relief is Calculated:

Local discretionary business rate relief is calculated after any or all of the following have been applied:

- Exemptions and other reliefs
- Transitional Relief or Premium

The amount of relief awarded will be based on need and an application being made by the ratepayer.

12.8 The ratepayer will need to satisfy the following conditions:

- the ratepayer is able to satisfy the billing authority that they are not able to meet their full rating liability or part of their liability.
- the ratepayer is able to demonstrate that all reasonable steps have been taken to meet their full business rate liability including applications for alternative reliefs and grants that may be available to them.
- enforced payment of their full rating liability would result in hardship as defined by insufficient cash flow being available to realistically allow the business to continue trading if support was not provided.
- Local Discretionary Business Rate relief will be granted only on the basis that money is available from the section 31 Grant made by the Government.

12.9 All determinations of Local Discretionary Business Rates Relief will be made by the Director of Finance through a scheme of delegation to officers. Copies of all applications and decisions made will be filed electronically.

12.10 Relief granted will be added to ratepayer's accounts and a revised demand notice and where appropriate a revised instalment plan issued to the ratepayer. The proposed scheme is designed to provide relief mainly to local businesses rather than chains. The scheme will not provide any help where a business has a property with a rateable value of more than £150,000.

13 LOCAL NEWSPAPER RELIEF (To 31 March 2025)

13.1 *This relief is a sum of £1,500 in respect of office space occupied by local newspapers to a maximum of one discount per local newspaper title and per hereditament. A local newspaper with two offices can only claim the relief in respect of one of the offices. An office shared by three separate local newspaper titles would only be eligible for one relief.*

13.2 *This relief is specifically for local newspapers, those that would be regarded as a 'traditional local newspaper'. The relief will not be available to magazines. The hereditament must be occupied by a local newspaper and wholly or mainly used as office premises for journalists and reporters.*

14 STATE AID

14.1 State Aid law is the means by which the European Union regulates state funded support to businesses. Providing discretionary relief to ratepayers is likely to amount to State

Aid. However, relief is State Aid compliant where it is provided in accordance with the De Minimis Regulations (SI 1407/2013)

- 14.2 The De Minimis Regulations allow an undertaking to receive up to €200,000 of De Minimis aid in a three year period (consisting of the current financial year and the two previous financial years).
- 14.3 To administer De Minimis it is necessary for the local authority to establish that the award of aid will not result in the undertaking having received more than €200,000 of De Minimis aid. Enquiries may be made and declarations required from businesses to confirm whether the de minimis level has been reached.
- 14.4 *The UK left the EU on 31 January 2020. The Withdrawal Agreement negotiated by the Government and the EU provides that during an implementation period State aid rules will continue to apply as now and will be subject to control by the EU Commission as at present. Local authorities will therefore continue to apply State aid rules, including De Minimis, to reliefs during the implementation period.*

15 ADMINISTRATION OF APPLICATIONS FOR RELIEF

- 15.1 Decisions relating to the granting of reliefs will be delegated to the staff reporting to the Director of Finance. Most reliefs will be granted automatically using records already held by the Council. Applications from business rate payers who think they should be eligible must be made in writing to Chelmsford City Council, Business Rates, Civic Centre, Duke Street, Chelmsford CM1 1JE.
- 15.2 There is no statutory right of appeal against a decision made by the Council in respect of retail rate or business rate reoccupation relief. However, the Council will review the decision if the ratepayer is dissatisfied with the outcome. The review will be carried out by the Director of Finance and the final decision made by the Director of Finance and/or the Cabinet Member for Fairer Chelmsford.
- 15.3 If an unsuccessful applicant requests a review, they will still need to continue to pay their rates bill. Once the review has been carried out, the ratepayer will be informed, in writing, of the decision.
- 15.4 The right of appeal process does not affect a ratepayer's legal right to challenge the decision by way of a judicial review.

CABINET
3 March 2020

AGENDA ITEM 7

Subject	COMMUNITY FUNDING SCHEME ALLOCATION
Report by	CABINET MEMBER FOR GREENER CHELMSFORD AND CABINET MEMBER FOR FAIRER CHELMSFORD

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Purpose

This report seeks approval of the recommendations put forward by the Community Funding Panel for the allocation of monies from the Community Funding Scheme, which comprises the neighbourhood allocation of the Community Infrastructure Levy (CIL) in areas with no parish or town council and the Council's discretionary grant fund.

Options

The following options are open to Cabinet:

- a) Agree the recommendations put forward by the Community Funding Panel as set out in this report
- b) Agree the recommendations put forward by the Community Funding Panel as set out in this report, and refer back to the Panel any not approved or where further information is needed
- c) Not agree the recommendations put forward by the Community Funding Panel as set out in this report

Recommendation	
<ol style="list-style-type: none"> 1. That Cabinet agrees to the recommendations put forward by the Community Funding Panel as set out in this report. 2. Where the CIL funding is agreed and the grant or cost of works is to be met in full by the CIL funding, the budget sums shown in Appendix 1 are approved and included as either Revenue expenditure or added to the Capital Programme. 3. The appropriate Director is authorised to spend the approved budget after consultation with the relevant Cabinet member, ensuring any conditions of the CIL funding are met. 	

Corporate Implications	
Legal:	The Community Infrastructure Levy is governed by the CIL Regulations 2010 (as amended). Expenditure must accord with the definitions in the Regulations. The Council has adopted governance arrangements for determining how CIL is spent in the nine un-parished wards of the City Centre.
Financial:	The Community Funding Scheme was set up in 2019 and comprises the neighbourhood allocation of the Community Infrastructure Levy (CIL) in areas with no parish or town council and the Council's discretionary grant fund. The Council has been collecting CIL monies since it approved the implementation of the levy in 2014. Regulations state that this money must be spent on infrastructure to support the development of the area. The Council's discretionary fund has the overarching theme of 'vulnerable people'. This report details projects requesting Community Funding and recommends how Community Funding monies are spent.
Potential impact on climate change and the environment	The applications to the Community Funding Scheme are appraised on a number of elements, one being the project's fit with the Council's Corporate Priorities. A number of applications received in this round of the Community Funding Scheme had a good strategic fit with ' <i>a greener and safer place</i> '.
Contribution toward achieving a net zero carbon position by 2030	The Community Funding Scheme considers a number of projects proposed for the Chelmsford area. Whilst for the 2019/20 round the applications have a limited scope for contributing towards achieving a net zero carbon position by 2030, one project proposed provides public transport. This project will help to reduce carbon emissions made by individual journeys and works towards supporting the Council's ambition.
Personnel:	None
Risk Management:	The Community Funding Panel considers risks of each project as part of the evaluation process.
Equalities and Diversity:	None

(For new or revised policies or procedures has an equalities impact assessment been carried out? Y/N)	
Health and Safety:	None
IT:	None
Other:	None

Consultees	Deputy Leader of the Council, the Cabinet Member for Fairer Chelmsford, the Cabinet Member for Greener Chelmsford, the Director of Finance, the Director of Sustainable Communities, the Procurement and Risk Services Manager, the Economic Development and Implementation Services Manager, Public Health and Protection Service Manager, Corporate Property Service Manager, Strategic Housing Services Manager, Leisure and Heritage Service Manager, and an independent external funding professional from the Rural Community Council for Essex (RCCE).
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Policies and Strategies

The report takes into account the following policies and strategies of the Council:

Community Infrastructure Levy Governance: Allocating and Spending CIL: November 2019

Our Chelmsford, Our Plan

1. Introduction and Context

- 1.1 The Community Funding Scheme was launched in September 2019 and combines the Council's old Corporate Aid Scheme discretionary fund and the neighbourhood allocation of the Community Infrastructure Levy (CIL), within Chelmsford's nine unparished wards.
- 1.2 The Community Funding Scheme is permanently open for bids. Organisations interested in the Community Funding Scheme can submit a simple online expression of interest form. All organisations who have submitted an expression of interest form that meets the basic criteria, are then sent a stage two form.
- 1.3 Twice a year (normally December and May), a summary of projects and the Community Funding Appraisal Forms will be taken to the Community Funding Panel for consideration. The Community Funding Panel comprises the Deputy Leader of the Council, the Cabinet Member for Fairer Chelmsford, the Cabinet Member for Greener Chelmsford, the Director of Finance, the Director of Sustainable Communities, the Procurement and Risk Services Manager, the Economic Development and Implementation Services Manager and an independent external funding professional from the Rural Community Council for Essex (RCCE).
- 1.4 The first round of the Community Funding Scheme saw 26 projects taken to the Panel for consideration. The meeting of the Panel took place on 23rd January 2020.

2. Neighbourhood Allocation of CIL

- 2.1 The CIL Regulations require that Chelmsford City Council allocate 15% of the income from CIL for spending within the neighbourhood of contributing development. In areas which are parished, these monies are passed directly to the relevant parish or town council.
- 2.2 Under the Community Funding Scheme, voluntary and community organisations working within or for the benefit of Chelmsford's nine unparished wards, responding to the infrastructure needs linked to new developments (as detailed in the CIL regulations) can apply for the neighbourhood portion of CIL.
- 2.3 The nine non-parished areas have been grouped into the following four CIL neighbourhood groups:
- Central – Marconi, Moulsham & Central and Waterhouse Farm
 - South – Goat Hall and Moulsham Lodge
 - North West – St Andrews and Patching Hall
 - North East – The Lawns and Trinity

3. Spending of Neighbourhood CIL

- 3.1 The CIL Regulations state that the Neighbourhood Allocation of CIL must be used to support the development of the local area by funding:

‘The provision, improvement, replacement, operation or maintenance of infrastructure; or anything else that is concerned with addressing the demands that development places on an area.’

- 3.2 The table below details the amount of neighbourhood CIL available to each of the four neighbourhood groups, as of 9th January 2020. This considers commitments from previous allocations and additional anticipated funding from development in the area that has commenced, but where the CIL income has not yet been received by the Council.

Neighbourhood Group	Total Neighbourhood CIL collected as at 9 th January 2020	Commitments from earlier funding rounds	Neighbourhood CIL available at 9 th January 2020	Total anticipated CIL available where development has commenced
Central	£1,643,816	£855,343	£788,473	£619,923
South	£65,775	£9,583	£56,192	£3,991
North West	£79,307	£48,000	£31,307	£12,176
North East	£47,710	£39,640	£8,070	£382

4. Community Funding Scheme Applications Eligible for Neighbourhood CIL

4.1 In total 26 stage two forms were submitted to the Community Funding Scheme. Of these, 14 were potentially eligible for Neighbourhood CIL Funding. These are summarised in Appendix 1.

4.2 A summary of the number of stage two forms received for each neighbourhood group is shown in the table below.

Table summarising Project Proposals Received by Neighbourhood Group

Neighbourhood Group	Number of Project Proposal Forms Submitted	Total Funding Requested	Total Funding Recommended for Approval	Total Available
Central	12 and 1 joint see below	£1,026,626	£265,955	£788,473
South	1	£36,931	£36,931	£56,192
North West	1 (as a joint submission with Central)	£4,579	£0	£31,307
North East	0	£0	£0	£8,070
Total	14	£1,068,136	£302,886	£884,043

4.3 The following projects have been submitted:

Central

- 8th Chelmsford Scout Group – Langton Avenue Community Centre (as a joint submission with North West)
- Age Concern – first floor extension
- Chelmsford City Council – Meadows Car Park Lighting
- Chelmsford Community Transport – additional minibus
- Cool to be Kind – Locker Project
- Helping Hands Essex – Project Libra
- Helping Hands Essex – Stay Sober Live Life
- North Avenue Youth Centre – Defibrillator
- North Avenue Youth Centre – Premises Enhancements
- Neighbourhood Watch – CCTV
- Sanctus – Kitchen refit
- Sport for Confidence
- Widford Parish Centre – Community Hub

South

- Moulsham Lodge Community Trust – Community Centre

North West

- 8th Chelmsford Scout Group – Langton Avenue Community Centre (as a joint submission with Central)

- 4.4 Each project is set out below in more detail using information taken directly from the stage two form, supporting information submitted and follow-up conversations with relevant parties and Council officers. A summary of the projects can be seen in Appendix 1.

Central:

1.	8 th Chelmsford Scout Group – Langton Avenue Community Centre (as a joint submission with North West)
Total Project Cost: £10,158	CIL Request: £9,158

Project Summary: The Langton Avenue Community Centre was opened in 2019, following a significant project to replace the existing community centre, which was no longer fit for purpose. The Langton Avenue Community Centre is used by more than 250 people each week, from a range of groups including Beavers, Cubs, Scouts, cookery and sewing clubs, social activities for older residents, groups for parents and young children and sports classes.

Funding is sought to fit acoustic panels to the ceilings of the main hall and activity room of the Langton Avenue Community Centre. This is to reduce the echo in these rooms, which can be an issue when there are large groups of children, or at quieter times when clarity of speech is required.

Community Funding Panel Recommendation	<p><u>Not Approve</u></p> <p>It is clear that Langton Community Centre is a valuable community asset and widely used.</p> <p>Whilst the addition of acoustic panels will no doubt enhance the facility on offer, the lack of acoustic panels does not prevent the Community Centre being used for its intended purpose. The extent to which the echo issue and noise levels are preventing activities from taking place has not been clearly detailed within the application.</p> <p>£152,000 of Neighbourhood CIL funding has previously been awarded to this organisation.</p>
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2.	Age Concern – first floor extension
Total Project Cost: £235,000	CIL Request: £211,500

Project Summary: Age Concern Chelmsford is a small independent charity first established over 60 years ago to provide a Luncheon Club for older residents and the opportunity to participate in other social activities. The centre has a current membership of 300. Up to 52 meals are served every day, 52 weeks of the year, providing the elderly with nourishment and an opportunity to meet others.

Funding is being sought for a first-floor extension to the existing care centre to increase the activity area by 80% in order to meet increasing community demand and to expand activity choices. Funding will also provide a passenger lift to the new facilities on the first floor, enabling users to easily access the service available. Planning permission has already been granted for this project - 19/01808/FUL.

Community Funding Panel Recommendation	<u>Approve</u>
	Age Concern Chelmsford is a well-established organisation providing a vital and well-used service for Chelmsford's older population. Demand continues to grow for this service and a first-floor extension would enable Age Concern Chelmsford to continue to deliver and extend its reach.

3.	Chelmsford City Council – Meadows Car Park Lighting
Total Project Cost: £5,000	CIL Request: £5,000

Project Summary: Funding is being sought for the installation of a new streetlight on the south eastern edge of the Meadows Surface Car Park. This area has been identified as a particularly dark key route into the City Centre, which will become more used by residents when the Taylor Wimpey development, on Chelmer Waterside Peninsula, is occupied.

This project will complement two new lights that are being funded by One Chelmsford (Business Improvement District) on the South Bank of the River Can between the Baddow Road car park and High Bridge Road.

Community Funding Panel Recommendation	<u>Approve</u>
	This project requests a relatively small amount of funding for the installation of a new streetlight in a well-used area. As the new development at Chelmer Waterside comes forward, the number of people to benefit from the installation of the new streetlight will increase further still. The new streetlight will help to make people feel safer using this area after dark.

4.	Chelmsford Community Transport – additional minibus
Total Project Cost: £40,441.52	CIL Request: £36,389.64

Project Summary: Chelmsford Community Transport provides accessible transport for both elderly and disabled residents. It is a vital service to help vulnerable people to move throughout Chelmsford. Community Transport currently has seven wheelchair accessible minibuses which are oversubscribed, with over 3,000 individual journeys being carried out each month. There are currently 1,300 registered users and this figure is increasing monthly.

Chelmsford Community Transport works with a range of partners, such as Age Concern, Support4Sight, Action for Family Carers, ECL Day Centres, Highfields and Charles Dickens Day Centres, Mencap, to name a few, transporting their own service users to various places. In addition, the service also helps the NHS to transport patients to Broomfield, Braintree, Southend, Basildon and Maldon.

Funding is sought to purchase an additional minibus and one year's salary for a part-time minibus driver (22.5 hours) to support the organisation to grow.

Community Funding Panel Recommendation	<u>Approve in Part</u> (£29,495)
	This is a strong application, from a well-established organisation which benefits many individuals and organisations within Chelmsford.
	Whilst not explicitly prohibited by the CIL regulations, there is a question over whether CIL should be used to fund individual salaries and general running costs. It is recommended in this instance that funding is granted for the purchase of the minibus only. It should be noted that under the discretionary funding, the Council has a SLA with this organisation providing funds of £40,000 for 2020.

5.	Cool to be Kind – Locker Project
Total Project Cost: £8,527	CIL Request: £2,925

Project Summary: Cool to be Kind is a Chelmsford based community project, supporting rough sleepers.

Cool to be Kind would like to provide 10 lockers giving rough sleepers a safe and secure place to keep their belongings, to create a sense of responsibility and empowerment and a stepping stone to engage with services and ultimately get them into permanent accommodation.

This is a proposed pilot project of 18 months.

Community Funding Panel Recommendation	<u>Approve</u>
	The project proposed by Cool to be Kind is a different approach to supporting rough sleepers to that which has been tried in Chelmsford before.
	This project complements the Council's homelessness policy and work around supporting rough sleepers.

6.	Helping Hands Essex – Project Libra
Total Project Cost: £2.5 million	CIL Request: £625,000

Project Summary: Helping Hands Essex is a charity which was established in 2010 and is focused on supporting individuals to recover from alcoholism, with a specific focus on those who are homeless or at threat of being made homeless.

Funding is sought to take ownership of a property in Chelmsford, with the purpose of further tackling homelessness, addiction and related mental health conditions. Helping

Hands Essex proposes to extend the clients it caters for to include those addressing illegal or prescription drug abuse.

Depending on the size of additional accommodation, the numbers assisted by Helping Hands Essex is expected to increase from around 50 people per year towards 100.

Community Funding Panel Recommendation	<p><u>Not Approve</u></p> <p>It is clear that Helping Hands Essex provides a vital service to those individuals who are homeless or at threat of being homeless and recovering from alcoholism. This project will see Helping Hands Essex expand their service and their reach.</p> <p>A full business case would need to be prepared to support a project of this scale and at this stage as a property has not yet been secured it is considered that the project is premature.</p> <p>£71,500 of Neighbourhood CIL funding has previously been awarded to this organisation.</p>
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7. Helping Hands Essex – Stay Sober Live Life
Total Project Cost: £242,334 CIL Request: £10,000

Project Summary: Funding is sought for the 'Stay Sober and Live Life' project to promote recovery from alcohol abuse. The service offers a therapeutic programme for residential and non-residential clients and consists of group therapy, one-to-one counselling, assignments and other supervised activities. Practical support is also provided in the form of budgeting, debt management, nutrition and healthy eating, work and training opportunities. In one year, the project is expected to directly benefit 45 – 50 clients.

The total project cost includes funding for the equivalent of 4.5 full-time staff, cost of office space and the cost of operational activity.

Community Funding Panel Recommendation	<p><u>Not Approve</u></p> <p>It is clear that Helping Hands Essex provides a vital service to those individuals who are homeless or at threat of being homeless and recovering from alcoholism.</p> <p>Whilst not explicitly prohibited by the CIL regulations, there is a question over whether Neighbourhood CIL should be used to fund individual salaries and general running costs. It is the Panel's opinion that it is not appropriate to fund this project using Neighbourhood CIL monies.</p> <p>£71,500 of Neighbourhood CIL funding has previously been awarded to this organisation to support the organisation for three years. £20,500 of this is for the year 2020/21, which also makes this project ineligible for the discretionary grant funding element in this period.</p>
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8.	North Avenue Youth Centre – Defibrillator
Total Project Cost: £8,715	CIL Request: £8,715

Project Summary: Funding has already been secured (£3,500 via neighbourhood CIL) for the purchase of a defibrillator. This further funding being sought is to landscape the front of the premises to make the defibrillator easily visible and accessible to the wider community and to install an additional CCTV camera to act as a deterrent for vandalism.

Community Funding Panel Recommendation	<p><u>Not Approve</u></p> <p>There is no doubt that the addition of a defibrillator is worthwhile.</p> <p>This application is seeking additional funding to landscape the area which the defibrillator is to be located and to install a CCTV camera to prevent vandalism occurring to the defibrillator. CIL funding has previously been provided to provide 3 CCTV cameras at the Centre. The application does not provide sufficient explanation and detail to justify the need for the additional funding.</p> <p>£59,300 of neighbourhood CIL funding has already been allocated to this organisation in previous rounds.</p>
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9.	North Avenue Youth Centre – Premises Enhancements
Total Project Cost: £6,372	CIL Request: £6,372

Project Summary: Funding is being sought for premises enhancements to the North Avenue Youth Centre. Specifically, funding is requested to improve the loft storage space by installing a ladder, lighting and boarding and to install blinds in the sports hall.

Installing a proper ladder, boarding and lighting to the loft space would provide a safe storage space for bulky items such as the camping equipment used when taking young people to adventure camps.

The installation of blinds in the sports hall will allow fuller use of the projector and screen (purchased with previous neighbourhood CIL funding) during the lighter months and during daytime school holiday sessions.

Community Funding Panel Recommendation	<p><u>Not Approve</u></p> <p>NAYC is a well-used community facility in an area of identified need.</p> <p>The value for money and need for the further funding requested is not clearly evidenced within the submitted application.</p>
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	£59,300 of neighbourhood CIL funding has already been allocated to this organisation in previous rounds.
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10.	Neighbourhood Watch – CCTV
Total Project Cost: £10,000	CIL Request: £10,000

Project Summary: Neighbourhood Watch became a Charitable Incorporated Organisation in 2017. Moulsham and Central became part of the scheme in October 2018 and has now setup over 30 Neighbourhood Watch roads in the ward.

Funding is required to provide CCTV coverage, in the form of four additional cameras, to the entrances to Oaklands Park. Anti-social behaviour within the Park and from overlooking streets has been identified by nearby residents, users of the Park and the Police.

Community Funding Panel Recommendation	<p><u>Approve in part (£3,000)</u></p> <p>This project would see the installation of four new CCTV cameras around the entrances of Oaklands Park, which is a well-used park. The new CCTV will help to make people feel safer using this area.</p> <p>There is concern that the installation of four CCTV cameras would not pass the privacy impact assessment required prior to cameras being installed. It is suggested that this project is funded in part and a privacy impact assessment is carried out.</p>
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11.	Sanctus – Kitchen refit
Total Project Cost: £15,060	CIL Request: £7,530

Project Summary: Sanctus is a registered charity, offering homeless and vulnerable people in Chelmsford access to food and support. Sanctus is open 365 days a year and sees between 60-100 users every day. The majority of users are male adults, but there are also some regular female users and increasingly a number of families who are beginning to use the service.

In the last 12 months, Sanctus has served 15,522 meals. It has also provided 1,313 support and guidance interviews, supported 157 users in obtaining housing or applying for council housing, supported and referred over 200 users with alcohol and drug addiction issues and provided seven instances of supporting the suicidal. The need for this service has significantly increased over the years, leading to the wear and tear of the kitchen equipment.

Funding is sought to refit the kitchen and provide a new oven and fridge. The project will include the refurbishment of the hallway which is used to store donated clothes. Funding is also sought to provide new chairs and decorate the outside yard and address the outside toilet.

Community Funding Panel Recommendation	<p><u>Approve</u></p> <p>Sanctus provides a key service to homeless and vulnerable people living in Chelmsford, through providing food and offering and signposting to further support and guidance.</p> <p>The application demonstrates the need for this service. Supporting this application would allow this service to continue to grow.</p> <p>£33,543 of neighbourhood CIL funding has already been allocated to this organisation in previous rounds.</p>
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12.	Sport for Confidence
Total Project Cost: £90,000	CIL Request: £90,000

Project Summary: Sport for Confidence aims to address inequalities in sport and physical activity participation. Sports for Confidence's objective is to place health professionals and specialist sports coaches together into leisure centre environments, with the specific remit of making reasonable adjustments. The sessions offered are inclusive, fully accessible and welcoming of all, rather than being segregated, or seen as specific disability sport sessions. This means family, friends and carers can participate together if they wish, fostering a more inclusive environment for everyone.

The Sport for Confidence model will have been in operation for one year in Riverside Leisure Centre by April 2020. The model initially received one year of funding to implement the model alongside the opening of the new leisure centre. Already in the eight months of operation the team at Chelmsford have engaged with 1600 throughputs.

Funding is required to enable the Sport for Confidence programme to continue running for a three-year period at the Riverside Leisure Centre. The funding would pay for staffing costs, in the form of a Model Manger (one day per month), Allied Health Professional (0.4 FTE), a Sports Coach (0.4 FTE) and for relevant equipment.

Community Funding Panel Recommendation	<p><u>Not Approve</u></p> <p>The initial year programme of Sport for Confidence at Riverside Leisure Centre has been successful and has worked towards making sport and physical activity more inclusive and accessible.</p> <p>Whilst not explicitly prohibited by the CIL regulations, there is a question over whether Neighbourhood CIL should be used to fund individual salaries and general running costs. It is the Panel's opinion that it is not appropriate to fund this project using neighbourhood CIL funding.</p>
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13.	Widford Parish Centre – Community Hub
Total Project Cost: £14,518.74	CIL Request: £8,114.94

Project Summary: The Widford Parish Centre provides a place where community groups can meet. Well established groups include a pre-school group for parents and toddlers, lunch groups, a coffee shop that gives young people with learning needs catering experience, 'Knit and natter' and a weekly fellowship group, plus annual special events. Recently a 'Homework Club' for children in school years 5-8 had been set up as other groups like this in the area have been oversubscribed. An after-school crafting club is held weekly, providing an opportunity for young people to learn new skills. A youth group for those aged 9+ is launching January 2020 and the Centre is looking to convert one of its underused spaces into a soft play area, to go alongside the 'Coffee Stop' that is currently staffed by catering students from Chelmsford College.

Funding is specifically being sought for the purchase of two laptops, craft club materials, soft play equipment and for the yearly salary of one Youth Worker.

Community Funding Panel Recommendation	<p><u>Approve in part (£6,504.94)</u></p> <p>The Widford Parish Centre appears to be a well-used community centre, providing a hub for the local community to gather and take part in activities.</p> <p>Whilst not explicitly prohibited by the CIL regulations, there is a question over whether Neighbourhood CIL should be used to fund individual salaries and general running costs. As such, the Panel recommends that this project is funded in part.</p>
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South:

14.	Moulsham Lodge Community Trust – Community Centre
Total Project Cost: £67,930	CIL Request: £36,931

Project Summary: Moulsham Lodge Community Trust (MCLT) aims to help local residents predominately living in Moulsham Lodge, Tile Kiln and Old Moulsham make a positive change to their lifestyle by offering opportunities for educational, social and recreational activities for people of all ages and ethnic backgrounds.

As development on the site of the old community centre, in Waltham Glen, is nearing completion, it is important that local residents still have access to community facilities. The Community Hub serves a population of approximately 11,000. The largest event ran by MLCT attracted approximately 1,500 people. Regular support and hobby groups take place weekly which attract groups of approximately 25 and the weekly choir has a regular membership of approximately 50 people.

Funding is sought for phase two of the reconfiguration of the Old Police Station. The complete project will see the creation of the Moulsham Lodge Community Trust community hub. Phase one of the project included demolition and building work to the Old Police Station and the fitting of the kitchen and café area. Phase two will provide the final internal finishing, provide digital equipment, furniture, security equipment and replacement windows.

Community Funding Panel Recommendation	<p><u>Approve</u></p> <p>Moulsham Lodge Community Trust Community Centre benefits local residents and third-party organisations alike. The work to the community centre will enable it to grow further and have extended reach.</p> <p>It is appropriate that as the site of the old community centre has been used for development, that some neighbourhood CIL monies is reinvested into a new community facility.</p> <p>£9,583 of Neighbourhood CIL funding has previously been awarded to this organisation.</p>
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North West:

See project 1.

5. Discretionary Funding

- 5.1 The Council's discretionary funding budget is in the region of £290,000. Of this, £232,000 is used to core fund the following organisations; Chelmsford Community Transport, YMCA, Chelmsford Citizens Advice (CAB) and the Chelmsford Centre Supporting Voluntary Action (CVS). Due to transitional governance arrangements this funding was recommended for approval by representatives of the Panel and approved by the Director of Finance under appropriate delegations in December 2019. Service Level Agreements are in place for two years for this core funding ending March 2022.
- 5.2 The remaining £55,000 is available in the form of discretionary funding to organisations via the Community Funding Scheme. The funding provided through the discretionary funding budget is for revenue rather than capital purposes i.e. may be spend on day-to-day running costs such as staffing, and external organisations applying for this funding must be working for the benefit of vulnerable residents living in Chelmsford.
- 5.3 Of the 26 stage two forms submitted to the Community Funding Scheme, 12 were potentially eligible for discretionary funding. These are summarised in Appendix 1.
- 5.4 The following projects have been submitted:
- Canonesses of the Holy Sepulchre Melbourne Project – Melbourne Project
 - Canonesses of the Holy Sepulchre – weekly activities
 - CHESS Homeless
 - City of Chelmsford Mencap
 - Diocese of Chelmsford – Come and Play
 - Families in Focus Essex
 - Headway Essex
 - Hearing Help Essex
 - InterAct
 - Millrace Furniture Restoration Co-operative
 - North Avenue Youth Centre
 - Support for Sight

- 5.5 Each project is set out below in more detail using information taken directly from the stage two form, supporting information submitted and follow-up conversations with relevant parties and Council officers.

15.	Canonesses of the Holy Sepulchre – Melbourne Project
Total Project Cost: £11,000	Grant Requested: £2,000

Project Summary: Core funding for ongoing community support activities, specifically:

- Weekly older people's group (Wisdom Group).
- Homework club on Monday and Thursdays after school.

The Wisdom group helps about 50 older people to tackle isolation and loneliness, getting them out of the house and providing opportunities to socialise and participate in activities and trips.

The Homework club provides the space, equipment and help that school aged children may not be receiving at home. Counteracting circumstantial disadvantages and assisting them to get more from their educational opportunities.

Community Funding Panel Recommendation	<u>Approve</u> This organisation offers excellent value for money. It combines the good use of volunteers and local resources to meet the needs of two groups of vulnerable residents.
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16.	Canonesses of the Holy Sepulchre – Fun Week
Total Project Cost: £3,500	Grant Requested: £1,500

Project Summary: Annual week of activities held at the Langton Avenue Scout Hall for children (from 4-15 years) living on the Melbourne Estate. Two workshops are held each day, with up to 50 children attending each. It is estimated that 160 children participate in one or more workshop during the week. On the Saturday a Family Fun Day is organised for the whole community.

The fun week is free to attend and run by volunteers, including young people from local secondary schools. The week potentially provides the only activities that some children will enjoy over the long summer holidays.

Community Funding Panel Recommendation	<u>Approve</u> This organisation offers excellent value for money and good use of partner groups and volunteers. This project makes a positive contribution to the lives of the children in North West Chelmsford.
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17.	CHESS Homeless
Total Project Cost: £542,250	Grant Requested: £10,000

Project Summary: Core funding requested to support:

- Direct access night shelter: 9 rooms, 28 day initial stay. Including one fully DDA compliant downstairs bedroom.
- Five move-on properties: 23 bed spaces.
- Facilities for non-residents: food, hot drinks, showers, laundry, sleeping bags.

In addition, support is provided to assist people with finding permanent accommodation. Other support includes therapy and counselling to help with emotional issues and trauma and practical support to find work experience, volunteering and employment.

Community Funding Panel Recommendation	<u>Approve</u> CHESS provide the only night shelter in Chelmsford. The organisation provided 79 individuals with support over the past year; 41 of whom moved on in a positive way, including 12 into employment.
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18.	City of Chelmsford Mencap
Total Project Cost: £37,271.20	Grant Requested: £10,000

Project Summary: Funding is requested for the ACE (Active in the Community & Environment) Course that caters for young adults living with a learning disability. The course offers participants opportunity to engage in:

- Community horticulture projects at Broomfield Hospital, Farleigh Hospice & an allotment in Writtle.
- Community lunches.

Service users can gain life skills, such as time keeping, teamwork and the benefits of physical activity. They also learn about cooking/hospitality and horticulture.

Community Funding Panel Recommendation	<u>Approve in part: £2,450 – to cover cost of resources, transport and volunteer expenses.</u> Funding in part is recommended as the application had a lack of Chelmsford figures (all Essex) and no outcome data provided.
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19	Diocese of Chelmsford – Come and Play
Total Project Cost: £1,000	Grant Requested: £500

Project Summary: Funding is required to support a group ('Come and Play'), providing opportunities for children with a sensory impairment (deaf-blind, blind) to attend with their families. Funding will specifically be used to purchase toys and games for the group. The project is being led by the lead minister for deaf and deaf-blind people in the Diocese of Chelmsford.

The group will be open to those between the ages of 0-13 and will run on the first Saturday of every month, being held at the Widford Parish Centre.

The group will initially run for six weeks and will be extended if successful.

Community Funding Panel Recommendation	<u>Approve</u>
	The Come and Play sessions target those young children who are deaf or deaf-blind and are at risk of being isolated from society. The group will provide an opportunity for individuals and their families to receive support. The amount of funding requested is small and so of limited risk.

20.	Families in Focus	
Total Project Cost: £10,000		Grant Requested: £52,045 (Chelmsford)

Project Summary: Core funding is requested to provide support to any Chelmsford family that has a child or young person with SEND (Special Educational Needs and Disability). The group assists families to work through issues relating to: education, care, health and wellbeing, economic disadvantage and deprivation.

1,952 Chelmsford families are registered with the service, with 153 registering in the last year. 437 families were supported in 2018/2019.

Parents access the programme when they are struggling to cope and need practical information, advice and guidance.

Community Funding Panel Recommendation	<u>Approve in part: £7,500</u>
	Budget limitations require a reduction in approved amount.

21.	Headway Essex	
Total Project Cost: £10,046		Grant Requested: £5,023

Project Summary: Funding is requested to provide support to adults living with acquired brain injury in Chelmsford wards. Activities include:

- Caseworker to identify support needs, put in place an action plan. Support families at the bedside and after discharge.
- Monthly support group in Chelmsford – average attendance of 13 people.
- 31 people supported in 2019/2020.

Brain injuries can be caused by stroke, traumatic injury, illness, brain tumours and other disorders.

Community Funding Panel Recommendation	<u>Approve in part: £1,719 to cover the cost of Chelmsford Support Group.</u>
	Funding in part is recommended due to lack specific information about Chelmsford beneficiaries.

22.	Hearing Help Essex
Total Project Cost: £17,500 (Chelmsford)	Grant Requested: £7,500

Project Summary: Core funding is requested to support the charities aim to relieve the isolation and loneliness of those with an acquired hearing loss. This is delivered by offering practical help support and guidance, including:

- Cleaning and basic maintenance of NHS hearing aids.
- Advice on hearing aid use and how to get the best from them.
- Advice on other equipment with opportunity to use loan equipment – try before buy.

The project is delivered on a 1:1 basis and the service users home, in care and residential homes and via a number of drop in sessions held around Chelmsford: South Woodham Ferrers, Melbourne, Writtle, Danbury, Springfield Green and Moulsham Lodge.

In the last year a total of 1,625 people was supported by Hearing Help Essex. The majority are older people.

The service is run by a team of 50 volunteers, most of whom are hearing aid users themselves, supported by a small team of paid office staff.

Community Funding Panel Recommendation	<u>Approve</u>
	Hearing Help Essex supports thousands of people each year to gain full benefit from the hearing aids provided by the NHS. Service users remain engaged with friends and family, can still use the radio and television – all things that combat isolation and loneliness.

23.	InterAct
Total Project Cost: £162,260	Grant Requested: £10,000

Project Summary: Core funding is requested for activities targeting children, adults, families and communities who experience barriers through disability, challenging mental health, social difficulties and other disadvantages. Activities include:

- Clubs and activities that offer a safe and welcoming environment for vulnerable and disadvantaged children and young people. Opportunity to make friends, learn to challenge themselves, gain confidence and self-esteem.
- Mental Health First Aid – practical training programme.
- Delivering Resilience Workshops – in support of people's emotional wellbeing.

It is estimated that there are 350 direct beneficiaries from the activities described, including children and adults with disabilities, mental health issues, social and learning difficulties.

Community Funding Panel Recommendation	<u>Approve in part: £7,500</u> It is recommended that this project is approved in part due to lack specific information about Chelmsford beneficiaries.
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24.	Millrace Furniture Restoration Co-op Ltd
Total Project Cost: £39,540	Grant Requested: £3,750

Project Summary: Millrace are a social enterprise providing user led vocational rehabilitation for people recovering from long term and enduring mental health problems. The scheme caters for 10 beneficiaries at any given time, referred to Millrace by Community Health Teams. There is a waiting list for the project.

Service users work towards a City & Guilds Level II in furniture restoration of business admin/bookkeeping. They also regain confidence in a work environment with the aim of getting back into employment or volunteering.

To subsidise the project Millrace provide furniture restoration services and hold evening classes, in restoration, to the public.

Community Funding Panel Recommendation	<u>Approve</u> This is an almost completely self-sustaining project that requires a small element of public funding to keep running.
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25.	North Avenue Youth Centre – Club Sessions
Total Project Cost: £63,105	CIL Request: £5,000

Project Summary: The North Avenue Youth Centre (NAYC) provides an important community facility, in one of Chelmsford's more deprived neighbourhoods. The Youth Centre provides a safe place for young people (ages 8-18) to go on weekday evenings, to make friends and learn new skills. For the first 12 weeks of autumn term, 84 different young people have come and used the centre.

Funding is being sought to cover the running costs of the NAYC, including staff costs, youth centre activities, premises management and charity administration.

NAYC currently has seven regular volunteers, in addition to a paid Youth Centre Manager and a sessional worker who works 7.5 hours. A Deputy Youth Centre Manager is also currently being recruited on a 15-hour contract, to provide additional support, contingency and business resilience.

Community Funding Panel Recommendation	<u>Not Approve</u> This application did not meet the discretionary funding criteria, as the match funding for this project fell below the
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	50% threshold. It was also felt that the applicant did not provide enough reassurance about provision for future funding of this project.
	£59,300 of neighbourhood CIL funding has already been put towards this organisation in previous rounds.

26.	Support4Sight
Total Project Cost: £7,242.50	Grant Requested: £3,000

Project Summary: Funding is requested in support of their Chelmsford Resource Centre which runs twice a week on Mondays and Wednesdays from the Age Concern building in Chelmsford.

The centre supports people to cope with their sight loss, helps them back into the community or into employment and assists them to live safe and full lives.

An element of the funding will be used to launch a new initiative to train clients with sight loss to use mobile devices, including phones and tablets. The RNIB have withdrawn this service having trained Support4Sight staff to provide these sessions.

Community Funding Panel Recommendation	<u>Approve</u>
	60 individuals benefit from support over the year.

6. Summary

- 6.1 The Community Funding Scheme was launched in September 2019. Through the initial funding round, 26 project proposals were received.
- 6.2 Of the 26 project proposals received, 14 met the criteria for CIL neighbourhood allocation. This report makes recommendations on the allocation and spending of neighbourhood CIL monies, by the Community Funding Panel to be considered by Cabinet. The recommendations put forward equate to £302,885.94 of neighbourhood CIL funding being allocated.
- 6.3 Twelve of the project proposals received met the criteria for discretionary funding. This report makes recommendations on the allocation and spending of discretionary funding, by the Community Funding Panel to be considered by Cabinet. The recommendations put forward equate to £46,919 of discretionary funding being allocated. If the recommendations within this report are approved by Cabinet, this would leave a balance of £9,081 of discretionary funding available for the second round of the Community Funding Scheme, which is expected to take place in May.
- 6.4 All unsuccessful applicants will receive written feedback on their application and reminded that the application process is open all year and resubmissions are allowed.

List of Appendices

Appendix 1 – Summary of Community Funding Scheme Stage Two Forms Received
2019/2020

Background Papers

Allocating and Spending CIL Governance Documents

Our Chelmsford, Our Plan

Appendix 1 – Summary of Community Funding Applications Received 2019/2020

Organisation / Project	CIL / Discretionary	Area	Description	Overall Cost	Amount Requested	Recommendation
8th Chelmsford Scout Group – Langton Avenue Community Centre	CIL	Central & North West	Funding is sought to fit acoustic panels to the ceilings of the main hall and activity room of the Community Centre. This is to reduce the echo in these rooms.	£10,158	£9,158	Not Approve
Age Concern – first floor extension	CIL	Central	Funding is sought for a first-floor extension and installation of a passenger lift, to meet increasing community demand and to expand activity choices.	£235,000	£211,500	Approve (subject to conditions)
Chelmsford City Council – Meadows Car Park Lighting	CIL	Central	Funding is sought for the installation of a new street light on the south eastern edge of the Meadows Surface car park.	£5,000	£5,000	Approve (subject to conditions)
Chelmsford Community Transport – additional minibus	CIL	Central	Funding is sought to purchase an additional minibus and one year's salary for a part-time minibus driver to support the organisation to grow.	£40,441	£36,389	Approve in part - £29,495 (subject to conditions)
Cool to be Kind – Locker Project	CIL	Central	Funding is sought for a project which will see 10 new lockers provided, giving rough sleepers a safe and secure place to keep their belongings. This is a pilot project of 18 months.	£8,527	£2,925	Approve (subject to conditions)
Helping Hands Essex – Project Libra	CIL	Central	Funding is sought to take ownership of a property in Chelmsford to further tackle homelessness and support recovering alcoholics. This will allow the service to expand to include those addressing illegal or prescription drug abuse.	£2.5million	£625,000	Not Approve
Helping Hands Essex – Stay Sober Live Life	CIL	Central	Funding is sought for the 'Stay Sober and Live Life' project to promote recovery from alcohol abuse. The total project cost includes funding for the equivalent of 4.5 full-time staff, cost of office space and the cost of operational activity.	£242,334	£10,000	Not Approve
Moulsham Lodge Community Trust – Community Centre	CIL	South	Funding is sought for phase two of the reconfiguration of the Old Police Station into a community hub. Phase two will	£67,930	£36,931	Approve (subject to conditions)

			provide the final internal finishing, digital equipment, furniture, security equipment and replacement windows.			
North Avenue Youth Centre – Defibrillator	CIL	Central	Funding is being sought is to landscape the front of the premises to make the defibrillator easily visible and accessible and to install an additional CCTV camera.	£8,715	£8,715	Not Approve
North Avenue Youth Centre – Premises Enhancements	CIL	Central	Funding is being sought for premises enhancements including improvements the loft storage space by installing a ladder, lighting and boarding and installation of blinds in the sports hall.	£6,372	£6,372	Not Approve
Neighbourhood Watch – CCTV	CIL	Central	Funding is required to provide CCTV coverage, in the form of four additional cameras, to the entrances to Oaklands Park.	£10,000	£10,000	Approve in part - £3,000 (subject to conditions)
Sanctus – Kitchen refit	CIL	Central	Funding is sought to refit the kitchen. The project will include the refurbishment of the hallway which is used to store donated clothes. Funding is also sought to provide new chairs and decorate the outside yard and address the outside toilet.	£15,060	£7,530	Approve (subject to conditions)
Sport for Confidence	CIL	Central	Funding is required to enable the Sport for Confidence programme to continue running for a three-year period at the Riverside Leisure Centre. The funding would pay for staffing costs and for relevant equipment.	£90,000	£90,000	Not Approve
Widford Parish Centre – Forest Drive Community Hub	CIL	Central	Funding is specifically being sought for the purchase of two laptops, craft club materials, soft play equipment and for the yearly salary of one Youth Worker.	£14,518.74	£8,115	Approve in part - £6,504.94 (subject to conditions)
Canonesses of the Holy Sepulchre – Melbourne Project	Discretionary	n/a	This application is for core funding to provide on-going community support activities including weekly older peoples group, homework club and informal counselling.	£11,000	£2,000	Approve
Canonesses of the Holy Sepulchre – Fun week	Discretionary	n/a	Funding is sought to support the annual August activity week, held in the Melbourne Estate for children living in that area.	£3,500	£1,500	Approve in part - £1,000
CHESS Homeless	Discretionary	n/a	The application is for core funding to support direct access to the night shelter, five move-on properties and facilities for non-residents (food, hot drinks, showers, sleep bags etc). In	£542,250	£10,000	Approve

			addition, support is provided to assist people with finding permanent accommodation and therapy and counselling.			
City of Chelmsford Mencap	Discretionary	n/a	Funding is sought to support the Academy's 'Active in the Community and environment' course, which offers a natural progression into volunteering for students.	£37,271.20	£10,000	Approve in part - £2,450 (subject to conditions)
Diocese of Chelmsford – Come and Play	Discretionary	Central	Funding is sought to support a group ('Come and Play'), providing opportunities for children with a sensory impairment (deaf-blind, blind) Funding will specifically be used to purchase toys and games. This is a proposed pilot of six weeks.	£1,000	£500	Approve
Families in Focus Essex	Discretionary	n/a	This application is for core funding to support Chelmsford families that have a child or young person with special educational needs and disability. Support includes 1:1 advice, advocacy and support.	£52,045	£10,000	Approve in part - £7,500 (subject to conditions)
Headway Essex	Discretionary	n/a	Funding is sought to support the cost of a brain injury caseworker who supports adults living with acquired brain injury and their families. Funding will also be used to run a monthly support group.	£10,046	£5,023	Approve in part - £1,719 (subject to conditions)
Hearing Help Essex	Discretionary	n/a	This application is for core funding to relieve isolation and loneliness of those with an acquired hearing loss. The organisation also provides basic cleaning and maintenance of NHS hearing aids and 1:1 advice.	£17,500	£7,500	Approve
InterAct	Discretionary	n/a	This application is for core funding to improve the lives of children, adults and families, particularly those who experience barriers through disability, challenging mental health, social difficulties and other disadvantages. Activities include clubs, resilience workshops and mental health first aid training.	£162,260	£10,000	Approve in part - £7,500 (subject to conditions)
Millrace Furniture Restoration Co-operative	Discretionary	n/a	Funding is sought to support people recovering from long term and enduring mental health problems. Beneficiaries receive skills training in furniture restoration or bookkeeping/business admin.	£39,540	£3,750	Approve

North Avenue Youth Centre – Club Sessions	CIL	Central	Funding is being sought to cover the running costs of the Youth Club, including staff costs, youth centre activities, premises management and charity administration.	£63,105	£5,000	Not Approve
Support4Sight	Discretionary	n/a	Funding is sought to support their Chelmsford Resource Centre which runs twice a week from the Age Concern premises. The centre supports people to cope with their sight loss, helps them back into the community or into employment and assists them to live safe and full lives. An element of the funding will be used to launch a new initiative to train clients with sight loss to use mobile devices, including phones and tablets	£7,242.50	£3,000	Approve

Summary of Expressions of Interest Received 2019/20

Organisation / Project	CIL / Discretionary	Reason that Application was not progressed
Action for Family Carers 2	Discretionary	No stage two application form received
Active Chelmsford	CIL / Discretionary	Did not meet Community Funding criteria
Charms the Essex Therapy Centre	Discretionary	Outstanding issues were being addressed. These have now been resolved.
Chelmsford Community Radio	Discretionary	No stage two application form received
Essex Pride	Discretionary	No stage two application form received
Rayleigh Archery Club	CIL	Did not meet CIL criteria
Springfield Baptist Church	CIL	No stage two application form received