

**FARMING IN PROTECTED LANDSCAPES
LOCAL ASSESSMENT PANEL
CONSTITUTION AND TERMS OF REFERENCE**



**Chichester
Harbour**
National
Landscape

The Farming and Protected Landscapes (FiPL) Local Assessment Panel (LAP) acts on behalf of the Department for Environment, Food and Rural Affairs (Defra). It considers and awards grants for the Farming in Protected Landscapes programme within, directly adjacent to, or affecting Chichester Harbour National Landscape.

Objectives

On behalf of Defra:

- To appraise all applications requesting £10,000 or more.
- To delegate decision-making to the Small Grants Panel for applications less than £10,000.
- To appraise occasional applications requesting less than £10,000.
- Where an applicant has submitted more than five applications for projects under £10,000 over the course of the programme, the sixth must be decided by the Panel whatever the value.
- To discuss the relative merits of every application in a fair, impartial and democratic manner, in accordance with the Nolan Principles of Public Life.
- To make grant award decisions for Chichester Harbour Joint Advisory Committee.
- To apply the guidance and criteria provided by Defra.

Arrangements for Meetings

- Meetings will be held approximately every eight weeks. The Chairman may call additional meetings of the FiPL LAP at any time.
- Meeting may be held virtually or in-person.
- Meetings will take place in public.
- Business may take place without press or public attendance if so determined by reference to the need to ensure commercial confidentiality for grant applicants.

Membership

- Total Membership: 10.
- Membership shall include:
 - 5 x Farming and Landowning Interests
 - 2 x Joint Advisory Committee Members (elected officials)
 - 1 x Natural England
 - 1 x Other Conservation Bodies
 - 1 x Community Representative

Quorum 4.

Term of Appointment of Members

One year. Membership to be confirmed by the Chichester Harbour Joint Advisory Committee at its Annual Meeting in July.

Appointment of Chairman and Vice-Chairman

The FiPL LAP shall appoint the Chairman and Vice-Chairman from within its membership annually at the first meeting of the FiPL LAP following the Annual Meeting of the Chichester Harbour Joint Advisory Committee.

Roles and Responsibilities

- The role of the FiPL LAP is to assess applications for grant support in accordance with the delivery of the Chichester Harbour Management Plan and by reference to guidance and criteria provided by Defra.
- Although the FiPL LAP reserves the right to refuse any given application, the main role of the members is to seek to add value to the proposed project to maximise opportunities for nature recovery.
- Members must act in an objective, fair, impartial and open-minded way, and in the best interests of the Chichester Harbour National Landscape when considering grant applications.
- The Chairman may exercise a second or casting vote to resolve any tied vote on any matter under consideration.

Conflicts of Interest

- Members must declare at the start of the meeting any pecuniary, personal or prejudicial interest they may have in relation to any application.
- Any member who declares a pecuniary or prejudicial interest in any given item must withdraw from the meeting during discussion of that item and will not be permitted to comment as a member of the FiPL LAP nor vote on the application.

Delegated Decisions – Small Grants Panel

Decisions relating to applications outside the scope of the LAP that are submitted for a decision at any time are delegated to the Chairman and Vice Chairman on the recommendation of the Lead Farming Officer. This applies to grant requests of up to, but not including, £10,000.

- The officer will assess and respond to these cases in accordance with the delivery of the Chichester Harbour Management Plan and Defra guidance.
- The officer will provide an update to FiPL LAP meetings on all recent delegated decisions to the Small Grants Panel.
- Any application of under £10,000 may be redirected by the Lead Farming Officer to the FiPL LAP for determination.

Appeals Panel

If an application for funding is refused, the applicant may wish to appeal the decision. Appeals are only permitted in the following circumstances. If the applicant thinks the decision-making body:

- Made a procedural mistake with the application; and/or
- Incorrectly applied the assessment criteria for the application.

If the refusal decision was for a grant determined by the Small Grants Panel, the FiPL LAP will act as the Appeals Panel.

If the refusal decision was for a grant determined by the FiPL LAP, the Appeals Panel will be constituted as follows.

- Total Membership: 3
 - 1 x FiPL LAP Chairman
 - 2 x Delivery Partner staff as appointed by the Joint Advisory Committee.

Quorum 3.

- The decision of the Appeals Panel is final.

Notes

- The Delivery Partner will write to the applicant after the original funding decision is made with a brief explanation of the reasoning.
- The applicant reserves the right to make an appeal at any time within 14 working days after the date on the feedback letter. If this date is passed, an appeal will not be considered.
- The Delivery Partner will arrange an Appeals Panel within 28 days of the receipt of the response.
- The Delivery Partner will write to the applicant with the decision and a brief explanation of the reasoning.

Reviewed by FiPL Local Assessment Panel: 5 May 2026