

Grants and Concessions Panel Annual Report Financial Year 2013 – 14

The Annual Report is intended to document the Grants and Concessions Panel's review of its decisions in the previous year. Contributing to the Council's commitment to transparency, it is a public document, with the final version made available on the Council's website.

Consideration of the Annual Report by the Grants and Concessions Panel (in the third quarter annually) allows for the Panel to make its own amendments to the programme's Guidance for the continuous improvement of Grant and Concessions processes, and recommendations back to Cabinet for any changes to Policy. The Priorities and Principles of funding, set by the Policy, are the clearest way this Council can communicate to local organisations what it is keen to fund. As the Council looks forward to the new financial year, it is timely to consider these and ensure the continued effectiveness of the Grants and Concessions programme.

Grants

During the last financial year, grants have been considered and determined in two ways: Three Panel meetings considering bids in excess of £500 were held:

- 18th July 2013
- 22nd October 2013
- 23rd January 2013
- 20th March 2013 - Panel meeting cancelled due to funds having been allocated.

Fast track bids requesting sums up to £500 were considered by email exchange by representatives of the Panel.

Key figures:

Summary figures for grants are outlined in the table below:

Total funding available:	£250,000 - 2013/14 financial year (of which £25,000 was allocated for Fast Track applications) <i>However, the October Panel meeting "resolved to endeavour to restrict spending to £175,000 to sustain the future of the fund".</i> £97,789 - "Low Carbon Chichester District" total at April 2013
Complete bids received over the period:	60 (+ 1 Low Carbon) - 39 applications (+ 1 Low Carbon) to Panel, - 21 Fast Track applications
Total funds requested:	Overall: £430,753.46 - £408,408.46 in bids to Panel - £14,000 in Low Carbon bids to Panel - £8,345 in Fast Track applications
Total successful bids:	38 (+ 1 Low Carbon) - 25 applications considered by Panel - 1 allocation from the Low Carbon fund made by Panel - 13 Fast Track
Total funding awarded:	Overall: £208,714 - £197,944 (£193,209.00 from Panel, £4,735 Fast Track) - £10,770.00 from Low Carbon Chichester District fund

Table 1: Programme Grant Summary

Summary observations:

- The October Panel meeting “resolved to endeavour to restrict spending to £175,000 to sustain the future of the fund”.
- The Grants and Concessions Panel supported 25 applications in this financial year. Through the fast track process another 13 Fast tracks were supported. The total number of bids received was 61, slightly lower than the 69 in 2012/13 however one less Panel meeting was held as the available grants budget had been allocated.
- The average Panel award was £7,845.35 and the average Fast track grant was £364.23. One maximum grant of £25,000 was offered by the Panel, five other awards were made of over £15,000. The smallest grants considered by the Panel were for £1,000.
- 15 applications to the programme were refused (nine by the Panel and six Fast tracks). In addition three applications were deferred (these were all requests for more than £15,000). Two bids were withdrawn by applicants prior to consideration by the Panel.
- More than 40% of grant applications came forward under the ‘Health & Wellbeing’ priority. The least funding was awarded under the ‘Transport and Access’ priority (£6,000). Only one application was received to the ring-fenced ‘Low Carbon Chichester District’ fund.

Grants- decisions made by the Grants and Concessions Panel:

A full list of decisions made on grant applications to the Grants and concessions Panel during the review period is documented in Appendix 1. The outline below gives an overview of the grant applications considered by each Panel meeting.

▪ 18th July 2013

The Panel considered eight applications, requesting a total of £55,111.50. Five bids were approved, one was refused, one application for £1,000 was withdrawn by the applicant and one application for £19,568.50 was deferred. The value of bids approved was £32,749.

▪ 22nd October 2013

The Panel considered 12 applications, requesting a total of £168,464. Seven bids were approved, three refused, one was withdrawn by the applicant and one for £25,000 was deferred. Of the applications approved, four were offered less than they had requested. The value approved was £47,310.

▪ 23rd January 2013

The Panel considered 20 applications at the first meeting of the New Year, the total value of the requests received was £198,832.96. One application was deferred and five applications were refused. Two of the applications considered had been deferred from earlier meetings, one of these was approved with a reduced request and one refused. A total of 13 applications were approved, 8 were offered lower amounts than they had requested. A previously deferred application was approved. The Panel approved awards totalled £123,920.00. One application under the Low Carbon Fund was considered and was awarded £10,770 (included in the summary totals above).

▪ 20th March 2013

The Panel resolved to cancel the scheduled March meeting as the January meeting had allocated funds exceeding the Panel’s intended annual limit. Fast track applications continued to be considered throughout the financial year and are listed in full Appendix 2.

Applications refused:

The total number of refusals in this period was 15 (nine by the Panel and six Fast tracks), equating to 25% of total bids received, the previous financial year had a refusal rate of 16%.

Refused applications tended to follow a low “score” from the officer assessment summarised to Panel, which reflected that applications (or the proposed projects) failed to evidence how they met the programme criteria. While three of the applications refused by the Panel were for larger grants (over £10,000), two of the smallest bids considered were also refused. There was no significant trend in the ‘priority’ of refused bids, most refused applications came under the ‘Health and Wellbeing’ and ‘Housing and Neighbourhoods’ priorities which is in-line with total bids received. An additional factor in the consideration of applications this year was the October Panel meeting’s decision to limit the available grant budget. Subsequent to this decision there was an exceedingly competitive January meeting at which an above average number of bids were considered, approved and also refused.

The reasons for refusals varied however, in order to support future applicants, summarised below are some common reasons given by the Panel for refusal and deferral of grant applications:

- the Panel felt the application was premature with the project needing more development/planning;
- no other fundraising had been undertaken or evidenced and/or no fundraising plan;
- larger bids not supported by a robust business plan;
- the project is seen to better fit with another Authority’s area of responsibility;
- repeat requests towards projects with similar applications submitted year-on-year;
- Applicants are asked to contact a Funding Adviser prior to making their application in order to get advice and support. It was noticed that applicants had frequently left little time to discuss their applications with Funding Advisers prior to the deadline for submission.

Analysis of grant applications by priority heading:

The application form asks applicants to tell us which funding priority or theme best describes the main outcomes of their projects (in practice applicants frequently identify that their project cuts across multiple priorities) but for analysis each bid has only been recorded by the principal priority identified.

- Of all applications received, 46% identified as contributing to the ‘Health and Wellbeing’ priority, 28% ‘Housing and Neighbourhoods’, 10% ‘Economy’, 8% ‘Environment’ (including one ‘Low Carbon Chichester’ district application) and 8% ‘Transport and Access’.
- Total bids under the ‘Environment’ priority requested £32,313.00, all the applications were successful (with offers made equating to over 80% of the amounts requested), the only priority where this was the case. However the total number of bids under this priority is low (four and one Low Carbon).
- The ‘Health & Wellbeing’ priority was the frequently cited priority with requests totalling £212,570.96, an average request of £7,591.82. Two applications under this priority were withdrawn, four Fast tracks were refused and there were three refusals by Panel. Two applications were also deferred. £89,209 was allocated under this priority, therefore offers equated to 42% of the requests (the large grant deferrals impact on this figure).
- The Panel considered four bids under the ‘Economy’ priority and two fast tracks, the total requested was £41,000.00. Five bids were approved, a total of £24,500.00. The

Economic Development service is conscious of a lack of applications coming forward from individual businesses.

- 17 bids under the 'Housing & Neighbourhoods' priority requested £92,841.00. 11 were approved, of these six successful applications were awarded less than requested.
- Five applications under the 'Transport and Access' priority totalled £52,028.50, this includes one large bid duplicated as it was deferred. With four refused and one bid deferred only £6,000 was allocated to projects under this priority heading.

Table 2 below analyses successful grants by priority theme:

Priority	Count - Bids	Grant requested	Grant awarded (Offer value as percentage of request)
Economy	6	£ 41,000.00	£24,500 / 59.8%
Environment*	5	£ 32,313.00	£26,530 / 82.1%
Health & Wellbeing**	28	£ 212,570.96	£89,209 / 42%
Housing & Neighbourhoods	17	£ 92,841.00	£62,475 / 67.3%
Transport & Access ***	5	£ 52,028.50	£6,000 / 11.5%
Totals	61	£ 430,753.46	£208,714.00

*Includes one Low Carbon bid; **Includes 1 bid duplicated as deferred; *** Includes 1 bid duplicated as deferred

Table 2: Grants by Priority

Figure 1 below illustrates, by theme, the total value of all applications made (under that theme), the total value of applications that were approved by the Panel (based on their original application value) and the total value of the grant offers made.

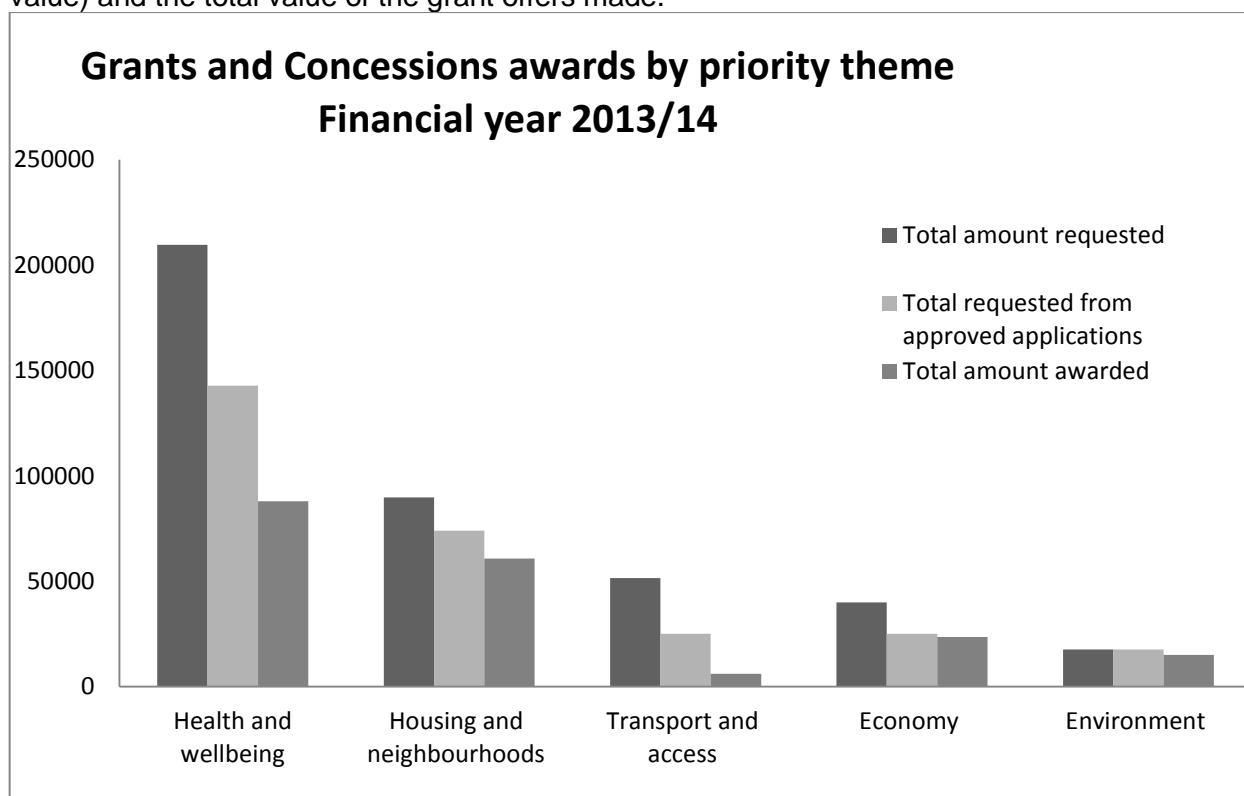


Figure 1: breakdown of application by theme

Fast track grants:

For grant requests of up to £500, applications can be made using a shorter application form. Applications are summarised and circulated to the Chair and two other members of the Grants and Concessions Panel by email and the decision is determined electronically without waiting for the following Panel date.

A full list of decisions made on Fast Track applications during the review period are documented in Appendix 2.

During the financial year 2013-14, 21 Fast track applications were received, of which 13 were successful, six were refused and two were withdrawn by the applicant. A total of £4,535.00 was awarded.

- Of the successful grants, 10 applicants (77% of approved bids) received the full amount they had requested, three were given a lesser grant offer (from 50%-80% of the original request). The smallest request was £170 (refused) the smallest successful request was £200. 12 of the 21 bids (57%) requested £500, the maximum grant available through this process.
- The 'Health & Wellbeing' Priority was ticked by 28% of fast track applicants and 'Housing & Neighbourhoods' Priority by a further 33%. Fig. 2 (below) shows the distribution of the value of successful grants by priority theme. One application was received under 'Transport & Access' but was unsuccessful.
- Fast track bids came from across the District. Three applications were from projects with a District wide or very broad geographic benefit. Five applications came from Chichester City based projects (a full geographic analysis of all grant awards is in a later section of this report).

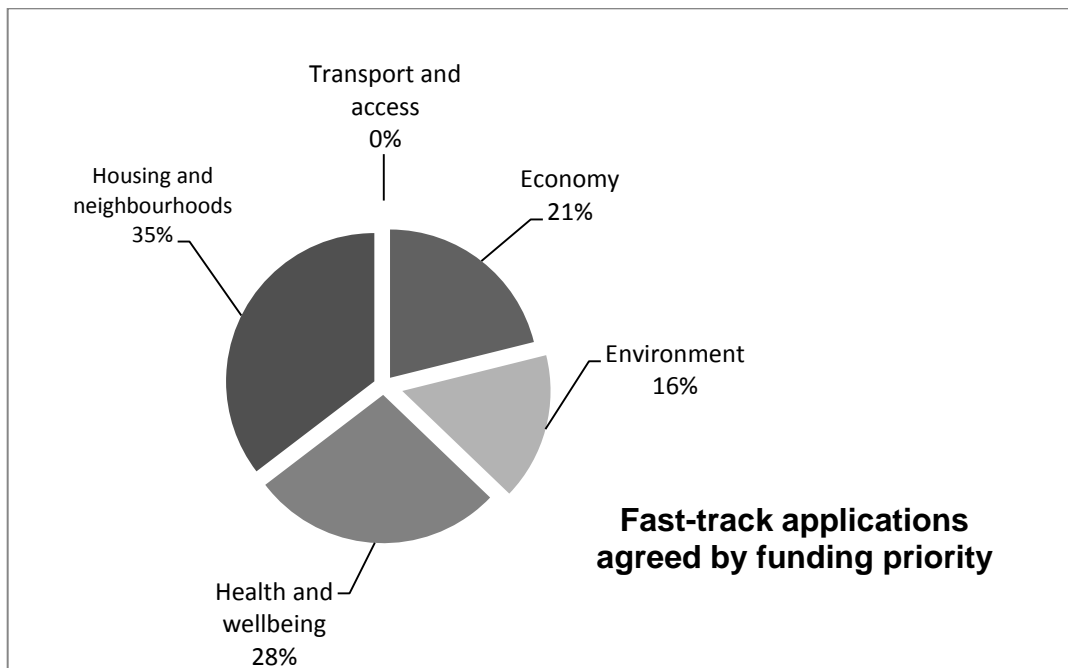


Figure 2: Fast track applications by theme

Low Carbon Chichester District fund:

The Low Carbon Chichester District Fund is a ring-fenced pot of funding which originated from the Energy Saving Trust, as opposed to the main Chichester District Council funds.

The aim of this specific grant is to fund projects that:

- Reduce carbon emissions in the District
- Reduce fuel bills and provide affordable warmth
- Reduce fuel poverty
- Raise awareness of/and increase energy efficiency.

The grant fund is available to either:

- Groups of domestic properties, or
- Community buildings

The minimum grant amount is £10,000 and so fast track funding is not available under this scheme. The total funds available under the 'Low Carbon Chichester District Fund' at the start of the period were £97,789.

There was one award from the fund during the period:

Organisation	Project	Request	Award
Bury Parish Council	Village hall improvements (10kw 3 phase inverter and photovoltaic panels, installation of a hand rail to assist with access to the hall, thermal insulation)	£14,000	£10,770
Total			£10,770

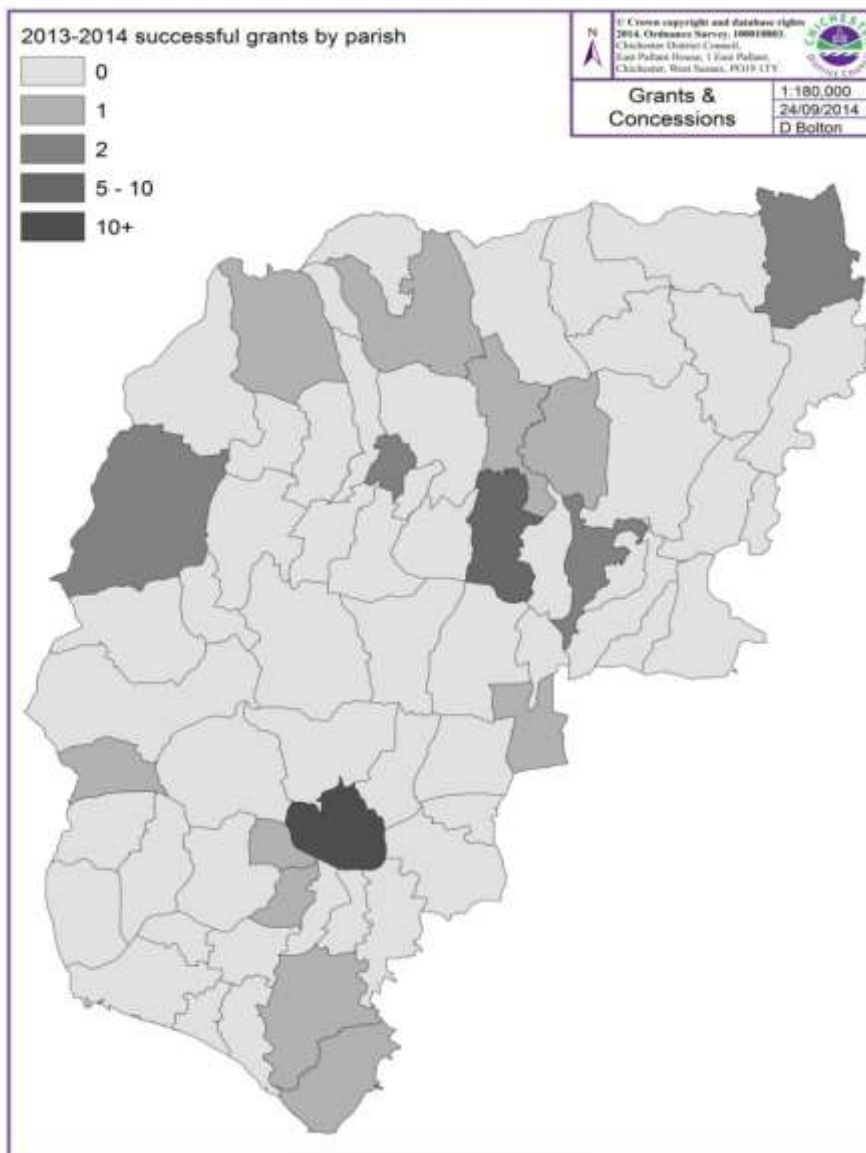
In this period, changes to Government Regulations mean that applicants can no longer receive government or state funding (which would include the Low Carbon Chichester District fund) and claim the Feed in Tariff (FiT). An application can still be made for assistance towards the installation of a FiT eligible scheme, but the applicant must declare that they will not be claiming the Feed in Tariff. The scheme guidance was updated to reflect these changes. The successful applicant in this period has subsequently identified that they will only be able to spend £2,770 of the grant allocation due to the changes in the Feed in Tariffs regulations.

Geographic analysis:

The Grants & Concessions programme's funding policy sets no specific expectations for where funding should be awarded. The only relevant criterion set in the programme guidance is that bids must "primarily benefit residents of the Chichester District".

28 individual parishes in the District benefited from successful applications to the grants programme (including Fast track and Low Carbon). These were in addition to the 14 successful applications that identified beneficiaries from a wider area. These were either projects that were to be deployed in multiple locations, projects that geographically served an area larger than a single Parish or a service that was available to relevant users from across the District).

The map below shows the distribution of successful applications across the District. Due to the relative population and the appropriateness of locating events or projects in the City, Chichester has by far the highest number of applications (21 submitted) and equally a high number of refused bids (12 being successful). In this period, there were fewer applications than last year from the other main areas of settlement: 3 bids from Selsey of which one was refused and one withdrawn. Midhurst also had three bids, 2 successful. Some of the District's smaller Parishes were identified as benefiting from applications (Apuldram, Graffham and Milland).



Priorities and principles of funding:

One purpose of the Annual Report is to help Members consider the effectiveness of the Grants and Concessions programme. The guidance notes for the programme guide applicants in making applications and the Council in determining them, the Report can be opportunity to make improvements to this guidance. It is also an opportunity to review the “Priorities and Principles” of funding to determine if the processes are bringing forward the types of project this Council would like to fund. If the need for change is identified, then it is timely to recommend those changes to Cabinet in the forward planning cycle for the coming financial year.

This was the second full financial year of the grants programme which has enabled year-on-year comparison for the first time. Trends were broadly consistent across the two years, with demand coming from similar areas and the share between funding priorities being very similar. As the programme has not been actively promoted this similarity is expected. 2013/14 was however the first year in which the fund was spent, exceeding the limit set by the Panel and the final meeting of the year was cancelled, indicating the extent of demand. Broadly speaking the “Environment” priority has not attracted equitable numbers of applications and the number of applications to the Low Carbon Chichester District fund appears to be reducing. The effectiveness of this ring-fenced fund will be reviewed in the year ahead. The Economic Development Service have also noted that the number of applications to the main grants programme from individual businesses has been low and they are looking at ways in which this sector can be encouraged to consider applying for support.

This report includes a summary of allocations/awards made through the New Homes Bonus monies awarded through Parish Councils to projects in their areas. This is a new source funding and it is not possible to gauge how its availability impacted on bids made to the Council's grants scheme in this year. As it becomes more established it is potentially a useful additional source of funding for successful projects in eligible areas.

Postscript:

In the period following the financial year under review but before the publication of this report, Economic Development identified to the Panel that although a number of applications had be awarded under the Economy priority, the Grants scheme is perceived to have a community focus. Grants and Concessions Panel recommended changes to the ‘Priorities and Principles for Funding’ Guidance to address possible confusion about the eligibility of businesses to the programme, “to make more overt reference to business/private sector applicants”. Those recommendations have been approved by Cabinet in September 2014.

Service Level Agreements:

Chichester District Council maintains a number of on-going financial arrangements with voluntary organisations, which are conditional upon performance against a Service Agreement or contracts that set the duration and purpose of the funding and the expected outcomes. Monitoring and renewal of these is undertaken by officers, but will be referred to the Grants and Concessions Panel where, for instance, performance issues require consideration of the continuance of funding. These organisations have not been included in the main grants analysis as the budget is held separately.

The table below sets out the current arrangements in place. Joint arrangements between Chichester District Council and West Sussex County Council in respect of funding for Voluntary Action Arun and Chichester were subject to a review undertaken by a Task and Finish Group of this Council's Overview and Scrutiny Committee. A report was taken to Cabinet in January 2014, and recommendations to commission an infrastructure support service for the period to March 2016 were approved.

Funding in respect of Shopmobility was also reviewed during the period, and Members of the Grants and Concessions Panel have extended the grant given to Stonepillow for a further year to allow for a formal review (to report to Panel in January 2015).

Organisation Funding Type Value 2013/14 Duration

Organisation	Funding Type	Value set at 2012/13	Duration
Arun & Chichester Citizens Advice Bureau	Contract	£66,800	2 years - 2015
Voluntary Action Arun & Chichester	Grant - Service Agreement	£29,600	2011/12 – 2013/14 Final year of 3 year funding arrangement.
Shopmobility	Grant - Service Agreement	£15,000	2012/13 Annually reviewed
Stonepillow	Grant - Service Agreement	£25,000	2011/12 – 2013/14 3 year funding arrangement extended for another year.

Table 3: SLAs 2013/14

New Homes Bonus:

New Homes Bonus, a reward incentive from Government linked to new homes built in the District, was intended to reach those communities affected by development. In considering the best way to achieve this, Chichester District Council considered a trial of devolving the monies to respective Parish/Town/City Councils to fund suitable projects that reflected the impacts of development or the articulated views of residents.

In June 2013, CDC identified to Parishes that a total pot of £456,907 would be made available to parishes. An indicative split was suggested based on the level of development in the preceding 3 years, and an application process was outlined that would allow Parishes to promote suitable projects.

At a special meeting of the Grants and Concessions Panel in October (and, where the delegation was exceeded, the Cabinet meeting of November 2013) and the following allocations totalling £314,515 were agreed.

Parish	Indicative Allocation £	Project Description	Funding Requested £	Funding approved £
Appledram	Nil	-	-	-
Barlavington	391	No bid received	-	-
Bepton	Nil	-	-	-
Bignor	1,174	No bid received	-	-
Birdham	391	No bid received	-	-
Bosham	5,085	No bid received	-	-
Boxgrove	12,127	No bid received	-	-
Bury	3,130	Extension to Village Hall	3,130	3,130
Chichester City	184,641	To extend and refurbish facilities at the Regnum Guide Hall	20,000	20,000
		Oxmarket Centre of Arts, resurfacing and lighting	25,000	Nil
		New Park Centre – Accessing communities	35,000	35,000
		CCDT Modular building	30,000	25,000
		South Downs Planetarium, improved toilets	25,000	25,000
		Chichester Runners, equipment and storage	30,000	30,000
Chidham & Hambrook		A terraced addition to the village hall	19,995	19,995
Cocking	Nil	-	-	-
Compton	391	No bid received	-	-
Donnington	2,738	No bid received	-	-
Duncton	Nil	-	-	-
Earnley	Nil	-	-	-
Eartham	Nil	-	-	-
Easebourne	3,912	Replacement Play Equipment	50,000	Nil
East Dean	3,521	No bid received	-	-

Parish	Indicative Allocation £	Project Description	Funding Requested £	Funding approved £
East Lavington	Nil	-	-	-
E Wittering & Bracklesham	2,347	No bid received	-	-
Ebernoe	Nil	-	-	-
Elsted and Treyford	1,174	Towards cost of village gates	900	900
Fernhurst	Nil	-	-	-
Fishbourne	23,080	The St. Peter project, a new church hall for St. Peter & St. Mary Church, Fishbourne	23,080	23,080
Fittleworth	1,565	No bid received	-	-
Funtington	12,909	Towards a pavilion	12,000	12,000
Graffham	782	Maintenance of playground at Graffham Recreation Ground	782	782
Harting	8,215	Support to Harting Youth Club	2,000	1,872
		Henry Warren Village Club, Nyewood - New Building	4,000	2,500
		Replacement boiler for Harting Community Hall	2,895	2,895
Heyshott	1,565	No bid received	-	-
Hunston	391	No bid received	-	-
Kirdford	1,956	Drainage works at Kirdford village hall	1,956	1,956
Lavant	17,603	No bid received	-	-
Linch	Nil	-	-	-
Linchmere	18,777	To build new pavilion	40,000	30,000
Lodsworth	391	To purchase a new slide	1,000	1,000
Loxwood	8,997	Replacement of playground equipment	30,000	15,000
Lurgashall	1,174	No bid received	-	-
Marden	Nil	No bid received	-	-
Midhurst	Nil	No bid received	-	-
Milland	391	No bid received	-	-
Northchapel	391	Towards cost of snow plough	350	350
North Mundham	3,130	No bid received	-	-
Oving	9,389	No bid received	-	-
Petworth	11,344	No bid received	-	-
Plaistow and Ifold	5,085	No bid received	-	-
Rogate	1,174	No bid received	-	-
Selsey Town	14,474	Setting up of Selsey Works and Selsey Workshop	15,000	15,000
Sidlesham	3,521	Creation of a 7 a side soccer pitch	6,250	6,250

Parish	Indicative Allocation £	Project Description	Funding Requested £	Funding approved £
Singleton	Nil	-	-	-
Southbourne	Nil	-	-	-
Stedham with Iping	1,174	No bid received	-	-
Stopham	Nil	-	-	-
Stoughton	391	No bid received	-	-
Sutton	782	No bid received	-	-
Tangmere	20,342	Hard standing around dog litter bin	375	375
		Public seating in Recreation Field	1,000	1,000
		Replace bus shelter at village green, Tangmere Road	6,500	6,500
		Tangmere Village Centre 4kwp Solar PV installation	8,000	8,000
		Public litter bins on recreation field, Malcolm Road, Tangmere	712	Nil
		Replace Tangmere twinning sign	1,500	Nil
		Village Pub style Welcome sign	1,600	Nil
Tillington	Nil	-	-	-
Trotton with Chithurst	Nil	-	-	-
Upwaltham	Nil	-	-	-
Westbourne	13,692	Gateways for entrances to the village	3,155	3,155
Westhampnett	23,862	Community Hall - Kitchen Fund	20,000	20,000
		Equipment for village volunteers to take on village maintenance - grass cutting and footpath clearance	3,100	3,100
Wisborough Green		Marking parking bays in the village hall car park	675	675
Woolbeding with Redford	1,174	No bid received	-	-

Concessions

Discretionary Rate Relief:

Appendix 3 details all recipients of Discretionary Rate Relief in 2013/14. In summary:

Relief eligibility	Organisations (number)	Total Award (relief to organisation)	Total Cost (to CDC*)
Not for profit organisations	2	£5,633.81	£1,408.45
Charities	2	£10,798.57	£8,098.93**
Rural Public Houses	8	£16,403.69	£4,100.92
Rural Shops	27	£34,881.35	£8,720.34
Exceptional Circs	0	-	-
Overall totals	39	£67,717.42	£22,328.64

*only 25% of the relief is paid by the Council, or ** 75% in the case of Charities

Geographic analysis

The appendix details the locations of organisations in receipt of rate relief, and the distribution by Parish reflects the rural bias to a number of these eligibilities. Total award and cost to CDC is always in proportion to the rateable value of individual organisations and businesses, so form no basis for comparison.

Concessionary Rents:

Appendix 4 provides details of all the Concessionary rents determined during the review period, including both applications made under delegated powers (tenancy of start-up units at St James Industrial Estate, made in Estates Department in consultation with colleagues in Economic Development) and those applications presented to the Grants and Concessions Panel.

Geographic analysis

The appendix details the locations of premises occupied by businesses or organisations in receipt of a rent concession. Broadly these assets would form two types: Commercial premises – typical concessions are for start-up businesses and tend to be focussed on the Council owned St James Industrial Estate in Chichester East ward. Although tenants may be residents from many parts of the District (or outside) it is recognised that Chichester is a good location for business start-up, and the concessions both assist with residents progressing their business aspirations and (for those attracted from outside the District) assists economic growth and employment opportunities for the District.

Inheritances – the Council also owns a number of freehold properties around the District which typically have a long association with a particular group or organisation. While it is of value to understand the estate and which communities are directly benefiting from concessions, there is an obvious inequity across parishes that this Council does not have equivalent buildings in all areas.

Appendices

- 1 Page 15 - Summary of all large grant applications (over £500) received 2013/14
- 2 Page 17 - Summary of all Fast track grant applications (up to £500) received 2013/14
- 3 Page 18 - Summary of Discretionary Rate Relief provided 2013/14
- 4 Page 19 - Summary of Discretionary Rents agreed in the period 2013/14

Appendix 1

Summary of all large grant applications (over £500) received 2013-14

Organisation name	Parish	Request	Priority	Decision	Grant	Date
4Sight- West Sussex Association for the Blind	District	£21,500.00	Health & Wellbeing	Approved	£15,000.00	23-Jan
Action in rural Sussex	District	£ 7,400.00	Housing & Neighbourhoods	Refused	£ -	23-Jan
Action in rural Sussex	District	£ 7,512.00	Housing & Neighbourhoods	Refused	£ -	22-Oct
Arts Dream Selsey	Selsey	£ 8,000.00	Health & Wellbeing	Refused	£ -	23-Jan
Bury Parish Council	Bury	£14,000	Low Carbon - Environment	Approved	£10,770.00	23-Jan
Chichester City Band	Chichester City	£ 1,000.00	Health & Wellbeing	Withdrawn	£ -	18-Jul
Chichester City Ladies FC	Chichester City	£ 2,310.00	Health & Wellbeing	Approved	£ 2,310.00	22-Oct
Chichester Community Development Trust	Chichester City	£ 2,000.00	Health & Wellbeing	Approved	£ 2,000.00	22-Oct
Chichester Information Shop for Young People	District	£ 8,900.00	Health & Wellbeing	Approved	£ 4,500	22-Oct
Chichester Rugby Football Club Ltd	Chichester City	£55,000.00	Health & Wellbeing	Approved	£20,000.00	22-Oct
Chichester Ship Canal Trust	Chichester City	£17,500.00	Economy	Approved	£16,000.00	23-Jan
Chichester Westgate Triathlon Club	Chichester City	£ 5,000.00	Health & Wellbeing	Approved	£ 5,000.00	23-Jan
Coastal West Sussex Mind	Midhurst	£ 1,600.96	Health & Wellbeing	Approved	£ 1,600.00	23-Jan
Contact 88	Chichester City	£ 1,000.00	Transport & Access	Refused	£ -	23-Jan
Duncton Hall & Recreation Ground	Duncton	£15,000.00	Housing & Neighbourhoods	Approved	£15,000.00	18-Jul
Duncton Parish Council	Duncton	£ 1,700.00	Housing & Neighbourhoods	Approved	£ 1,400.00	23-Jan
Eartham Village Hall	Eartham	£ 1,000.00	Housing & Neighbourhoods	Refused	£ -	18-Jul
EzGreen	Chichester City	£19,568.50	Transport & Access	Deferred	£ -	18-Jul
EzGreen Ltd	Chichester City	£ 5,960.00	Transport & Access	Refused	£ -	23-Jan
Friends of St Mary's Apuldram	Apuldram	£25,000.00	Housing & Neighbourhoods	Approved	£25,000.00	23-Jan

Graffham Recreation Ground	Graffham	£14,590.00	Health & Wellbeing	Deferred	£ -	23-Jan
Harting Community Hall Trust	Harting	£ 5,794.00	Housing & Neighbourhoods	Approved	£ 5,000.00	18-Jul
Lodsworth Parish Council	Lodsworth	£ 4,894.00	Health & Wellbeing	Approved	£ 3,000.00	23-Jan
Loxwood Parish Council	Loxwood	£25,000.00	Health & Wellbeing	Approved	£15,000.00	23-Jan
Loxwood Parish Council	Loxwood	£25,000.00	Health & Wellbeing	Deferred	£ -	22-Oct
Manhood Wildlife & Heritage Group	Selsey	£ 5,000.00	Environment	Approved	£ 5,000.00	23-Jan
Midhurst Town Council	Midhurst	£ 3,725.00	Health & Wellbeing	Approved	£ 1,750.00	23-Jan
Milland Stores & Cafe	Milland	£ 5,000.00	Economy	Approved	£ 5,000.00	18-Jul
Parents & Carers Support Organisation (PACSO)	District	£ 4,749.00	Health & Wellbeing	Approved	£ 4,749.00	18-Jul
Sammy Community Transport Ltd	Chichester city	£25,000.00	Transport & Access	Approved	£ 6,000.00	22-Oct
South Downs Planetarium	Chichester City	£16,000.00	Housing & Neighbourhoods	Approved	£10,000.00	22-Oct
St. George's Church PCC	Chichester City	£ 6,000.00	Housing & Neighbourhoods	Withdrawn	£ -	22-Oct
Taste & Savour Ltd	Chichester City	£15,000.00	Economy	Refused	£ -	22-Oct
The Biking Belles	District	£10,000.00	Health & Wellbeing	Refused	£ -	23-Jan
The Paper Birds Theatre Company	Chichester City	£ 3,242.00	Health & Wellbeing	Refused	£ -	22-Oct
Tillington Village Hall Management Committee	Tillington	£ 4,410.00	Housing & Neighbourhoods	Approved	£ 4,400.00	23-Jan
Transition Chichester	Chichester City	£12,553.00	Environment	Approved	£10,000.00	23-Jan
Visit Chichester	District	£ 2,500.00	Economy	Approved	£ 2,500.00	22-Oct
West Sussex Rural Mobile Youth Trust "the Purple Bus"	District	£ 3,000.00	Health & Wellbeing	Approved	£ 3,000.00	18-Jul
Xpress Yourself, Enterprise Society	Chichester City	£10,000.00	Health & Wellbeing	Approved	£10,000.00	23-Jan

Appendix 2

Summary of all Fast Track grant applications (up to £500) considered in 2013-2014

Organisation name	Parish	Request	Priority	Decision	Grant
Chichester City Centre Partnership	Chichester City	£ 500.00	Economy	Approved	£ 500.00
Sussex Archaeological Society	Fishbourne	£ 500.00	Economy	Approved	£ 500.00
Greening Westbourne	Westbourne	£ 260.00	Environment	Approved	£ 260.00
Diggers Forest School	Harting	£ 500.00	Environment	Approved	£ 500.00
Petworth Community Garden	Petworth	£ 500.00	Health & Wellbeing	Approved	£ 500.00
Midhurst Indoor Bowls Club	Midhurst	£ 200.00	Health & Wellbeing	Refused	£ -
Chichester Falcons Softball Club	Chichester City	£ 200.00	Health & Wellbeing	Approved	£ 200.00
St Gerrard's Amateur Boxing Club	Chichester City	£ 500.00	Health & Wellbeing	Withdrawn	£ -
The PBC Foundation	Chichester City	£ 290.00	Health & Wellbeing	Refused	£ -
Fernhurst Good Companions Club	Fernhurst	£ 400.00	Health & Wellbeing	Approved	£ 300.00
Vitalise	District	£ 170.00	Health & Wellbeing	Refused	£ -
West Sussex Tree Wardens	District	£ 300.00	Health & Wellbeing	Approved	£ 300.00
Selsey Festival	Selsey	£ 500.00	Health & Wellbeing	Refused	£ -
Sidlesham Parish Council	Sidlesham	£ 500.00	Housing & Neighbourhoods	Refused	£ -
Graylingwell Park Residents Association	Chichester City	£ 250.00	Housing & Neighbourhoods	Approved	£ 250.00
Sidlesham Community Association	Sidlesham	£ 500.00	Housing & Neighbourhoods	Approved	£ 400.00
Eartham Village Hall	Eartham	£ 500.00	Housing & Neighbourhoods	Approved	£ 250.00
Graffham Parish Council	Graffham	£ 275.00	Housing & Neighbourhoods	Approved	£ 275.00
The Empire Hall Graffham	Graffham	£ 500.00	Housing & Neighbourhoods	Approved	£ 500.00
Southern Domestic Abuse Service	District	£ 500.00	Housing & Neighbourhoods	Withdrawn	£ -
Lurgashall Parish Council	Lurgashall	£ 500.00	Transport & Access	Refused	£ -

Appendix 3 Discretionary Rate Relief

Parish	Property Address	Award	Cost
	Not for Profit Organisations		25%
Chichester	Unity Arts Trust, Units 15/16 , St James Industrial Estate, Westhampnett Road	£2,515.31	£628.83
Selsey	Crablands Club, Crablands, Selsey, Chichester	£3,118.50	£779.63
	Total 2013-14	£5,633.81	£1,408.45
	Charities and Community Amateur Sports Clubs		75%
Midhurst	The Grange Community Association, Bepton Road, Midhurst (Grange Centre)	£7,279.98	£5,459.99
Midhurst	The Grange Community Association, Bepton Road, Midhurst (Community Centre)	£1,730.08	£1,297.56
Tangmere	Chichester Family Church, Units at Tangmere Airfield, Tangmere, Chichester	£1,788.51	£1,341.38
	Total 2013-14	£10,798.57	£8,098.93
	Rural Public Houses		25%
Cocking	The Blue Bell Inn, Cocking, Midhurst	£1,661.40	£415.35
Compton	Coach & Horses, The Square, Compton, Chichester	£1,907.55	£476.89
Compton	Victoria Inn, West Marden, Chichester	£2,649.37	£662.34
Elsted	Elsted Inn, Elsted Marsh, Elsted, Midhurst	£2,355.00	£588.75
Funtington	Richmond Arms, Mill Road, West Ashling, Chichester	£1,884.00	£471.00
Lodsworth	Three Moles Inn, Selham, Petworth	£2,472.75	£618.19
Plaistow with Ifold	Sun Inn, Plaistow, Billingshurst	£942.00	£235.50
Westbourne	Woodmancote Arms, Woodmancote, Emsworth	£2,531.62	£632.91
	Total 2013-14	£16,403.69	£4,100.92
	Rural Shops		25%
Bury	The Post Office, Bury Village Hall, Bury, Pulborough	£221.80	£55.45
Chidham & Hambrook	Hambrook Post Office, Broad Road, Hambrook, Chichester	£753.60	£188.40
Cocking	Cocking Post Office, Cocking, Midhurst	£394.46	£98.62
Compton	The Village Shop & Tearoom, The Square, Compton, Chichester	£1,024.42	£256.11
Donnington	68 Stockbridge Road, Chichester	£1,836.90	£459.23
Easebourne	Easebourne Village Stores, Easebourne Street, Easebourne, Midhurst	£883.12	£220.78
Fernhurst	1 Church Road, Fernhurst, Haslemere	£553.42	£138.36
Graffham	Graffham Village Shop, Graffham, Petworth	£1,201.05	£300.26
Harting	Post Office, South Harting, Petersfield	£512.21	£128.05
Harting	Harting Stores, North Lane, South Harting, Petersfield	£1,295.25	£323.81
Hunston	Hunston Post Office, Selsey Road, Hunston, Chichester	£1,577.85	£394.46
Kirdford	Kirdford Community Shop, Russett Place, Kirdford, Billingshurst	£1,931.10	£482.78
Linchmere	126 Camelsdale Road, Haslemere	£1,648.50	£412.13
Lodsworth	Lodsworth Village Shop, Lodsworth, Petworth	£1,047.97	£261.99
Loxwood	Old Post Office, Guildford Road, Loxwood, Billingshurst	£765.37	£191.34
Lurgashall	Lurgashall Post Office, Lurgashall, Petworth	£824.25	£206.06
Milland	Milland Community Shop, Iping Road, Milland, Liphook	£1,016.10	£254.03

Northchapel	Post Office & Stores, Northchapel, Petworth	£1,931.10	£482.78
Plaistow with Ifold	Oak Tree Stores, Plaistow Road, Loxwood, Billingshurst	£1,071.52	£267.88
Plaistow with Ifold	Plaistow Store, Plaistow, Billingshurst	£1,507.20	£376.80
Rogate	Rogate Stores, West Street, Rogate, Petersfield	£2,363.37	£590.84
Rogate	Rake Stores and Post Office, Rake, Liss	£262.25	£65.56
Rogate	Rake Stores and Post Office, Rake, Liss (change of occupier)	£1,745.67	£436.42
Selsey	Comptons, Chichester Road, Selsey, Chichester	£5,544.00	£1,386.00
West Dean	West Dean Stores, West Dean, Chichester	£480.80	£120.20
Wisborough Green	Wisborough Green Stores, Wisborough Green, Billingshurst	£1,907.55	£476.89
Woolbeeding with Redford	Redford Village Shop, Redford, Midhurst	£580.52	£145.13
	Total 2013-14	£34,881.35	£8,720.34

Appendix 4: Concessionary Rents determined in Annual Report period April 13 to March 2014

Parish	Address	Applicant	Decision	Date
Chichester East	Unit 15/16, St James' Industrial Estate	Unity Arts Trust	2 years - No change in concession	22 nd October 2013
Westbourne	Land at rear of 30-56 Mill Road, Westbourne	Westbourne Parish Council	£100 per annum, to be reviewed in March 2023	23 rd January 2013