

Grants and Concessions Panel

Annual Report Financial Year 2017/18

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 provides an opportunity for the Panel to make amendments to the programme's Guidance supporting continuous improvement of Grants and Concessions processes and also to make recommendations back to Cabinet for any changes to Policy.

1. Grants – 'Grants & Concessions Programme'

During the last financial year, grants have been considered and determined in two ways:

Four Panel meetings considering bids in excess of the Fast track limit were held on:

- 12th July 2017;
- 18th October 2017;
- 31st January 2018
- and 21st March 2018

Fast track bids requesting sums up to £1,000 received on a rolling basis throughout the year were considered through email exchange by representatives of the Panel.

Key figures:

Summary figures for grants are outlined in the table below:

| | |
|---|---|
| Total funding available: | £175,000 – 2017/18 financial year (of which £25,000 was allocated for Fast Track applications) |
| Complete bids received over the period: | 27 - 15 Panel applications - 12 Fast Track applications <i>(Additionally 1 Fast Track bid was withdrawn by applicants prior to consideration by Members)</i> |
| Total requested: | Overall: £123,425.16 - £112,522.16 in bids to Panel - £10,903.00 in Fast track applications <i>(Above excludes withdrawn bid request totalling £1,000)</i> |
| Total successful bids: | 26 - 14 Applications approved by Panel - 12 Fast Track Applications |
| Total funding awarded: | Overall: £116,687.00 - £105,784.00 Panel applications - £10,903.00 Fast track applications |

Table 1: Programme grant summary 2017/18

1.1 Summary observations about the grants scheme:

- Numerous changes were introduced to the programme in the previous financial year including: reducing the budget to £175,000, a reduced maximum grant limit and three new focused priorities for funding. Applications under the 'Economy' priority were set a cap of £2,500. These were in part intended to manage demand and give clarity to applicants about what the programme was intending to support. No further changes were made in 2017/18.
- The Grants and Concessions Panel supported 14 applications in this financial year and through the Fast Track process another 12 bids were supported. The total number of bids received was 27 (excluding one withdrawn by the applicant prior to consideration).
- Comparing take-up in 2017-18 with the previous year, overall the total number of Fast Track and Panel bids received was down by 25%, suggesting steps to manage demand were effective. Although, in 2016-17 the number of Fast Track grant applications was half the previous year's figure so a continued reduction in bids to this light-touch scheme is notable given its popularity in previous years. This is perhaps indicative of the wider challenging fundraising environment impacting on groups' ambitions as it was previously popular for start-ups and pilots.
- The total funding awarded was £116,687 a 23% reduction, in-line with the number of bids received highlighting that applicants have continued to enjoy a very high success rate, with only one refusal across the programme.
- The average Panel grant request was £7,500. However, larger scale projects continued to make requests to scheme – there were two requests for the maximum grant of £15,000; two more requested £10,000 and another three asked for approximately £9,000. The smallest request to the Panel was £2,190. Several of the large awards contributed to significant capital projects providing new or improved facilities in local communities including community shops and play grounds.
- Fast Track grant applicants can request up to £1,000 and the majority of applicants requested close to this (9 of the 13 application requested the maximum). The average grant request was £915.60 and the smallest grant request considered was £547 and was successful. Fast Tracks under the Targeted Projects priority awarded small grants to help local support groups or activities for vulnerable or disadvantaged people.
- The number of individual parishes benefiting from successful bids was 14. In contrast to previous years, the majority of applications were from the north of the district. Reflecting relative population size, four bids requested funding for projects benefiting Chichester City, Petworth and Midhurst both benefited from three each. There were two applications from the Bournes Forum area which has previously benefited from the fewest bids.

1.2 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.

- 12th July 2017

The Panel considered two applications requesting a total £7,481.00. One was made under the Improving Living Places and Spaces priority, the other was the first of the two Panel bids in the year received under the Economy priority. Both were successful and requests were supported in full.

- 18th October 2017

The meeting considered four applications requesting a total of £40,892.00. Three were successful and one was refused. This included one bid under the Improving Living Places and Spaces priority for the maximum grant value which was successful. The remaining bids were under the Targeted Projects priority. The average grant awarded was £8,500.

- 31st January 2018

The Panel received six applications for the first meeting of the New Year. The total requested was £41,927.00. All six applications were supported. It considered the smallest request (£2,190) to the Panel as well as a request for the maximum grant contribution. The average grant award was £6,987.83

- and 21st March 2018

The Panel received three applications to this meeting requesting a total of £22,221.00. All three applications were made under the Improving Living Places and Spaces priority. All were supported in full. Two received £10,000.

1.3 Analysis of grant applications by 'Priority' heading

The grant application forms ask applicants to tell us which funding "priority" best describes the main outcomes of their projects. Applicants sometimes identify that their project cuts across multiple priorities but for analysis each bid has only been recorded under the principal priority identified. The three "priorities" introduced to the programme for 2016-17 continued unchanged for 2017-18.

- Of all the Panel grant applications received: 47% identified as contributing to the 'Improving Places and Spaces' priority, 40% as 'Targeted Projects' and 13% 'Economy'. Through the smaller Fast Track process the pattern was reversed, 46% of bids received identified under the 'Economy', 31% 'Targeted Projects' and 23% 'Improving Living Spaces and Places'.
- Across the programme, the amount requested under the 'Improving Living Places and Spaces' priority was significantly greater than the other two priorities, with the 10 bids requesting £67,553.00 (58% of the total awarded). Included within this were a higher number of larger bids. The average request to Panel was £9,317 and was frequently a contribution towards a capital purchase or building project.

- Although the 'Economy' priority received the most Fast Track bids, there were fewer Panel applications and the value of these was capped. In total therefore, the least grant funding was awarded under the 'Economy' priority (4% of the total awarded) although the actual value awarded was slightly up on the previous year. Under the 'Economy' all presented bids were successful (one was withdrawn by the applicant prior to consideration), with £9,244 being approved. The eight bids received under the 'Economy' priority were 26% of the total number Fast Tracks received, a small (4%) increase in share on the previous year.
- However, as in 2016, there were a number of factors likely to impact on take-up under this priority. The Council offered an Enabling Grant Scheme (details on p.14) in this year with £71,428 available (from the countywide Pooled Business Rates Fund) to support businesses in the Chichester district. The scheme has attracted a high level of interest with funds available up to £2,500. The criteria were similar to those set in this programme's 'Economy' priority and it seems likely that some bids that might have otherwise come through as Fast track applications will have accessed the 'Enabling Grant Scheme'. £67,671.06 was awarded from the Scheme.
- 10 bids were received under the 'Targeted Projects' priority and requested £46,629. Of these, nine requests were successful and received the grant level requested. The total awarded under this priority was up by almost £10,000 on the previous year. 34% of the Panel awards and 33% of Fast Track awards were under this priority. This year the priority received a higher proportion of larger bids, five of the Panel bids requested over £5,000. The average Panel request was £7,104.83. The three Fast Track applications requested the maximum available £1,000. Half of applications to this priority were on behalf of projects with District-wide beneficiaries rather than a specific Parish. The total awarded under this Priority was 34% of the programme's allocation. Most bids were to support those 'most in need' rather than the 'Think Family Neighbourhood' geographic areas specifically mentioned in the priority which continues a trend from last year.

Table 2 below shows all grant applications received by their priority theme:

| Priority | Count Bids (number received) | Grant value requested by 'Priority' | Value Grant Awarded |
|---|-------------------------------------|--|----------------------------|
| Economy* | 8* | £ 10,243.16* | £ 9,244.00* |
| Improving Living Places and Spaces | 10 | £ 67,553.00 | £ 67,706.00 |
| Targeted Projects | 10 | £ 46,629.00 | £ 39,737.00 |
| Totals | 28* | £ 124,425.16 | £ 116,687.00 |

*includes one withdrawn bid
Table 2: Grants by Priority

Figure 1 overleaf illustrates by Priority, the total value of all applications considered (under that priority theme) and the total value of the grant offers made.

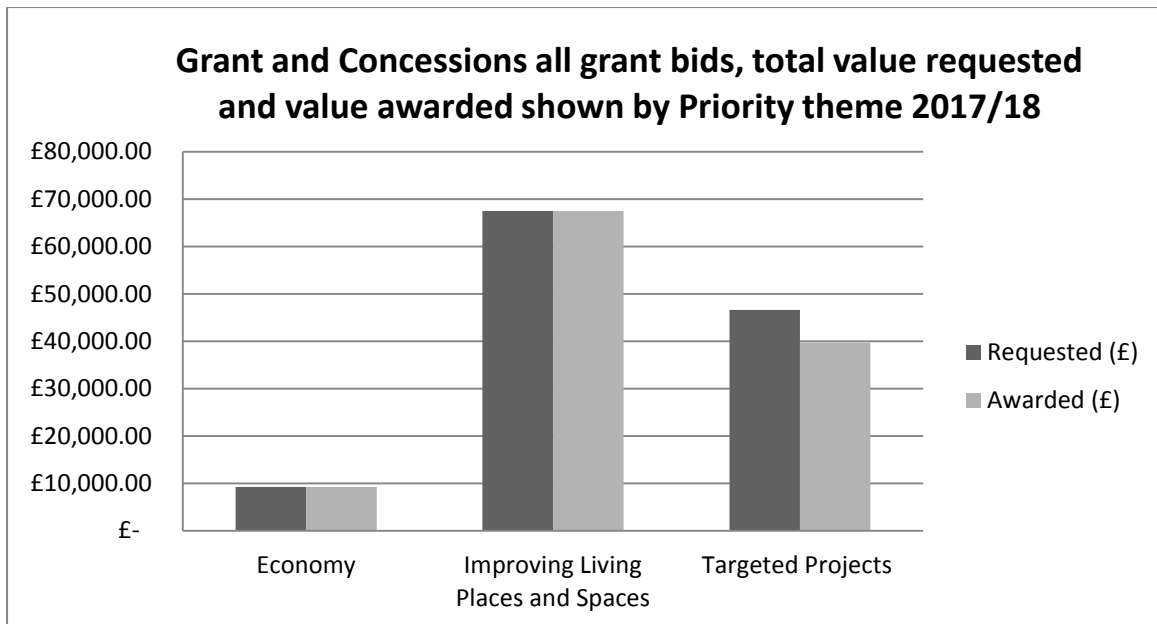


Figure 1: Breakdown of applications considered by Priority theme

1.4 Fast Track grant applications (under £1,000)

The grants programme was set up to include a quick decision making route for smaller requests- Fast Track. Originally offering a maximum of £500 it was increased to £1,000 from September 2014. Requests under this process can be made using a shorter application form. It offers a quicker decision as 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 2017/18, 13 Fast Track bids were received (with one later withdrawn by the applicant prior to consideration). In the previous year, 17 bids had been received which was 15 less than in 2015/16. Therefore although a continued reducing trend is noted – the reduction was less pronounced. The 12 presented bids were successful. A total of £10,903 was awarded which is comparable to the £11,653 total awarded in the previous year.
- Of the successful 12 grants, all received the full amount that they had requested. The smallest request was £547 and was approved but more applicants were interested in a higher value with eight of the bids requesting, and receiving, the maximum £1,000 grant.
- Fig. 2 (overleaf) shows the value of successful Fast Track grants by priority theme. The 'Economy Priority was ticked by 46% of applicants to the Fast Track scheme, 'Improving Living Places and Spaces' continued to have a lower share of Fast Track bids indicating that the place improvement projects tend to need a higher level of support. The Fast Track process continued to appeal to applicants under 'Targeted Projects' being well suited to support one-off events or local activities (e.g. MADhurst, Holocaust Memorial Day, Children's Concert).

Figures 2 and 3 below, under 1.5, illustrate the split in Fast Track allocations awarded and the comparative split across the successful grant awards presented to the Panel (over £1,000)

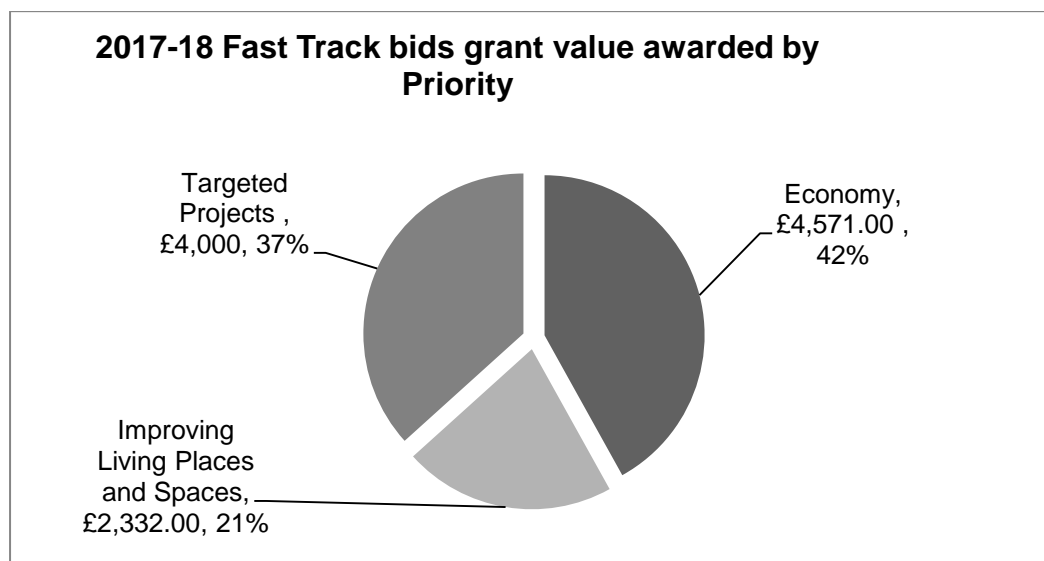


Figure 2: Fast Track grant awards agreed by Priority theme

- The area of benefit identified by Fast Track bids were well distributed across the District. Take-up was highest from parishes in the north of the District, three applications benefited the North West Forum area and two the North East. Two bids received supported projects with Districtwide beneficiaries, down on previous years. The only bid supporting the Peninsula area was withdrawn. Bids were received from some of the District's towns, but not disproportionately (three bids supported projects in Midhurst, three Chichester). The programme also received two Fast Track bids benefiting the Bournes Forum area which historically has submitted the least bids. A full geographic analysis of all grant awards is in a later section of this report.

1.5 Grants considered by the Panel (Over £1,000)

Panel grant awards are normally up to an advertised maximum of £15,000 (or £2,500 through the Economy priority). The process is more in-depth than for Fast Track bids, with applications over £10,000 required submit a business plan.

- The larger grants supported a range of capital improvements to community facilities, community shops and play areas under the 'Improving Living Places and Spaces' priority. Under 'Targeted Projects' some support services targeting help for the most disadvantaged also received funding.
- The average Panel grant request in this year was £7,500. There were two requests for the maximum grant available (£15,000), two further requests for £10,000 and another three requested approximately £9,000. All of these larger bids, except one for the maximum, were successful. The Panel process also caters for smaller requests, this year the smallest considered was £2,190 and was successful.
- The total value of grants requested considered by the Panel was £112,521.19 with £105,784.00 awarded.

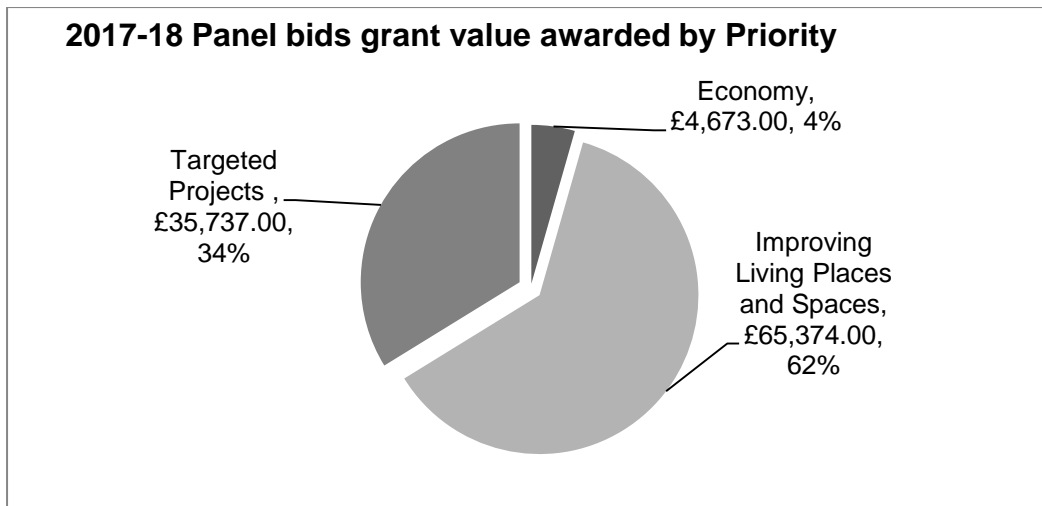


Figure 3: Panel grant awards agreed shown by Priority theme

1.6 Geographic analysis

The Grants and Concessions programme’s funding policy sets no specific expectations for where funding should be awarded. The only relevant criterion is that bids must “primarily benefit residents of the Chichester District”.

14 individual parishes in the District benefited from successful applications to the grants programme (including Fast Track). Although this is a slight reduction on the number of parishes supported last year (17) it continues to show a reasonably well dispersed level of support across the District despite a reduced number of bids. In addition, 5 applications identified District-wide beneficiaries (these were either projects that geographically served an area larger than a single Parish or a service that was available to relevant users from across the District). Fast Track bids received benefited 6 different local communities, a reduction on the previous year (11) but with a good spread across the District.

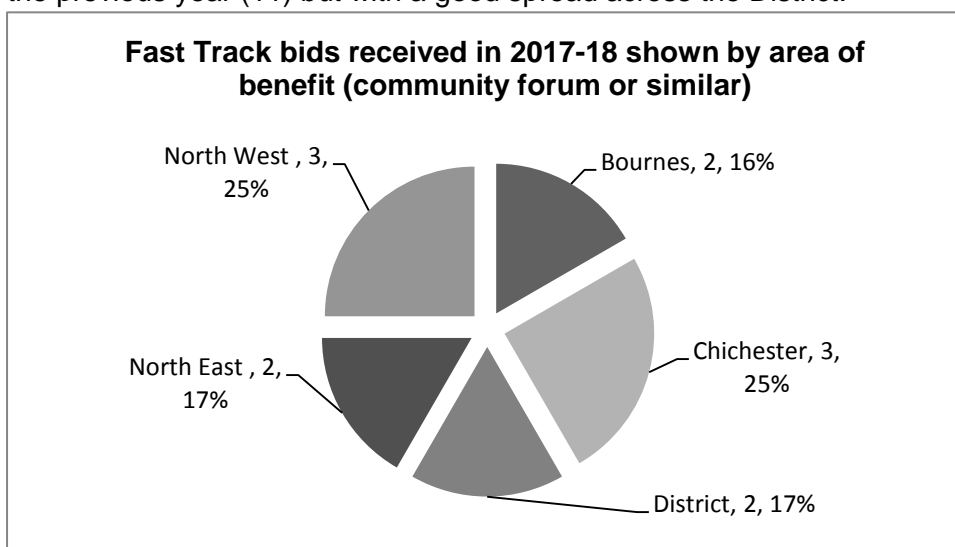


Figure 4. Where Fast Track grant applications came from in 2017-18

As the map (Figure 6 overleaf) and tables at Figure 4 and Figure 5 make clear, across the grant programme, during 2017/18 the North East parishes forum area received the most funding (in part due to some larger grant awards to projects in Fittleworth and Petworth). This was a noticeable shift, last year the same area received approximately £5,000. Communities with higher populations have generally been the area of benefit for a higher number of bids in previous years; this year there was a fairly even number benefiting each of the larger towns (shown in Fig.6). No Fast Track applications came from the Lavant Valley area but it did benefit from Panel grants. Bids were also received from some Parishes who have historically not applied to the programme before including Tangmere and Southbourne.

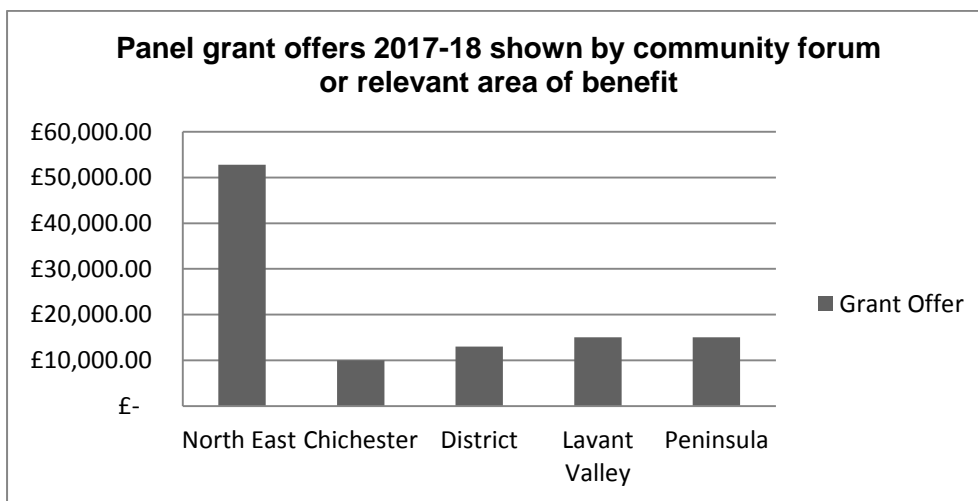


Figure 5. The area of benefit cited in grant application bids received and grant offer made.

In previous years the mapping of grant bids has shown limited numbers benefiting the Parishes towards the District boundaries. This year, of the programme bids received that were to benefit a specific area, many were to benefit communities on boundaries of the District.

The map overleaf shows a gap to the north west of the District but a significant cluster in the north east. While this mapping helps indicate where awareness of the scheme is strong, we also recognise that in the current economic climate communities will often manage the number of projects they are trying to progress at any one time. This keeps the 'ask' from funders and local people to a manageable level and is indicated in the shift seen where the North West Forum area received the most through the Panel grants awarded in 2016/17 and North East Forum less than £5,000, showing a project development cycle.



Figure 6: Map showing the areas of benefit cited in all bids received to the grants programme in 2017/18

1.7 Priorities and principles of funding:

One purpose of the Annual Report is to support the Panel's consideration of the effectiveness of the Grants and Concessions programme. It is an opportunity to review the guidance and also the "Priorities and Principles" of funding to determine if the processes are bringing forward the types of project that this Council would like to fund.

This was the programme's second year of operation, following significant changes and the impact of these can now be considered. The changes made were intended to secure the future of the fund and manage demand, as the introduction to this report noted there was a marked reduction in the number of bids received in this year and correspondingly, in value requested suggesting the changes have had the intended result. The three priorities for funding were:

- **Economy**
Helping viable start-up businesses and existing independent businesses to implement projects that create jobs, help business to grow, and benefit the local economy. MAXIMUM £2,500
- **Improving Living Places and Spaces**
Improvements to publicly owned space or built assets that enhance the wellbeing of local residents, or the habitats of the District's wildlife.
- **Targeted Projects**
Projects where the primary benefit is to those in greatest need. Priority would be given to projects benefiting "Think Family Neighbourhoods": Chichester East, Chichester South, Tangmere and Selsey North.

As noted last year, some previously eligible activities no longer met the new Priorities therefore Funding Advisers were asked to explain 'fit' to the priority to applicants, it appears pre-application discussion and the web advice has continued to reduce the number of bids refused. There was also a drop in the number of enquiries received about funding, this may have been due to the priorities becoming more established, so fewer ineligible enquiries being made. It may also reflect the wider fundraising environment that continues to be challenging and encourages groups to limit their ambitions.

The Panel also consider allocations made through New Homes Bonus, allocations are summarised at (2.1). Take-up by eligible Parishes to this scheme continues to be strong and it is possible that this has also supported some bids that might otherwise have approached through the Grants programme. Similarly the availability of Enabling Grants for businesses is likely to be encouraging some potential applicants to pursue that business specific funding option.

The Panel were asked their views on the current Priorities, they suggest that these are sufficiently broad to permit most projects with a community value to come forward, that they have been happy with the type of bids brought forward and therefore suggest minimal changes. There are elements of the wording that need updating to reflect broader policy changes, in particular under 'Targeted Projects'. The Economy definition could also be reviewed if further Enabling Grant funding is likely to be received. Members suggested that some promotion could be carried to ensure that there are appropriate levels of awareness of the scheme across the District.

Other grants and funding

2.1 New Homes Bonus

New Homes Bonus, a reward incentive from Government linked to the number of new homes built in the District, was intended to benefit those communities who had received housing growth. In considering the best means to achieve this, Chichester District Council developed the New Homes Bonus (Parish Allocations) Policy that devolved some of the receipt to Parish/Town/City Councils to fund suitable projects.

In February 2017, Cabinet confirmed that a total pot of £250,000 would be made available in the fourth and final year of the Policy. As in the previous years, an indicative split of funds was suggested, based on the level of development in each Parish during the preceding 3 years. A similar application process was used that allowed Parishes to promote projects for consideration. At a special meeting of the Grants and Concessions Panel in September 2017 allocations totalling £174,025 were agreed as set out in the table below.

It is also worth noting that at the same meeting, the Grants and Concessions Panel recommended to Cabinet that the Policy should be extended to allow for the continuation of the scheme for the benefit of Parishes. In December 2017, Cabinet agreed the recommendation, and the Policy is continued to 2021/22 (with the existing caveat that the scheme is only offered following the receipt of New Homes Bonus from Government).

| Parish Applicant | Project Description | Funding Approved (£) |
|----------------------|--|----------------------|
| Apuldram | Sign, tree and shrub planting project | £1,440 |
| Birdham | St James Community Room construction | £2,300 |
| Chichester City | Enhanced community rooms (New Park Community and Arts Association) | £24,820 |
| Chichester City | Wheelchair accessible swing | £15,000 |
| Chichester City | Nelson / Murray statue | Refused |
| Chichester City | PV Solar array – South Downs Planetarium | £20,000 |
| Chidham and Hambrook | Maybush Copse improvements (wheelchair access, fencing, camera trap) | £3,050 |
| Chidham and Hambrook | Picket fence to create children's play area | £3,900 |
| Chidham and Hambrook | Outside storytelling area – Chidham Primary School | Refused |
| Chidham and | Village Hall improvements (stair covering and | £3,860 |

| | | |
|--------------------------------|---|---------|
| Hambrook | soundproof doors) | |
| Cocking | Village Hall improvements (planters and car park extension) | £2,650 |
| Compton | Community strimmers | £965 |
| Donnington | Playground improvements – toddler unit | £10,860 |
| East Wittering and Bracklesham | New fencing for Bracklesham Park and Downview | £4,100 |
| Easebourne | Playground improvements | £11,880 |
| East Lavington | Playground improvements | £2,900 |
| Fernhurst | Replacement fencing at the Village Green | £1,750 |
| Fishbourne | Outdoor gym equipment | £6,450 |
| Funtington | Restoration of fingerpost road signs | £2,720 |
| Hunston | Children’s play equipment | £3,900 |
| Lavant | Volunteer Hub (workshops and storage) | £5,100 |
| Midhurst | Purchase of Old Library building | £22,000 |
| Selsey Town | Refurbishment of BMX track (East Beach) | £6,500 |
| Southbourne | Public Access defibrillators | £3,740 |
| Southbourne | Secure storage for Southbourne Environment Group | £750 |
| Southbourne | Benches by railway crossing | £930 |
| Southbourne | Porch for Southbourne Infant School yurt | Refused |
| Tangmere | Bus shelter | £5,380 |
| Tangmere | Seating | £1,570 |
| Tangmere | Trees | £1,020 |
| Westbourne | Wheelchair accessible playground roundabout | £1,200 |
| Westbourne | Cemetery extension plan | £1,000 |
| Westhampnett | Parish Hall illuminations | £1,360 |
| Wisborough Green | Weatherproof noticeboard | £930 |

Table 3: New Homes Bonus bids

2.2 Service Funding Agreements and Contracts:

Chichester District Council maintains a number of on-going financial arrangements with voluntary organisations which are conditional upon performance against a Service Funding 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.

The table below sets out the current arrangements in place. The Panel made recommendations in the year on funding for the organisations whose arrangements were due for review.

Organisation Funding Type Value 2017/18 and duration:

| Organisation | Funding Type | Value | Duration |
|------------------------------------|---------------------------|---------|---|
| Arun & Chichester Citizens Advice | Contract | £74,000 | 2015-18 Joint countywide arrangement |
| Voluntary Action Arun & Chichester | Grant - Funding Agreement | £44,000 | 1 year Agreement |
| Shopmobility | Grant – Funding Agreement | £15,000 | 1 year Agreement ended 2017/18. Recommended 2 year Agreement. |
| Stonepillow | Grant – Funding Agreement | £27,000 | 2017/18 – 19/20. Year 1 of 3 year Agreement |

Table 4: Service Funding Agreements and contracts 2017/18

2.3 Cultural Grants:

Chichester District Council also provides funding for Chichester Festival Theatre and Pallant House Gallery through separate funding agreements that are, as above, conditional upon performance against a Funding Agreement. 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.

| Organisation | Funding Type | Value set | Duration |
|-----------------------------|---------------------------|-----------|--------------------------------|
| Chichester Festival Theatre | Grant – Funding Agreement | £250,000 | 7 year Agreement to March 2018 |
| Pallant House Gallery | Grant – Funding Agreement | £144,500 | 7 year Agreement to March 2018 |

Table 5: Cultural Grants 2017/18

2.4 “Battle’s Over” Grants

In honouring the commitments of the Armed Forces Covenant and supporting communities’ desires to mark the centenary of the end of the First World War in November 2018, The Council decided to offer small grants to Parish/Town/City Councils to encourage localised acts of commemoration. The grant was specifically promoted to encourage Parishes to participate in the national “Battle’s Over” chain of beacons or bonfires. Where such activity has not been supported locally, consideration has also been given to grants that support a variety of acts of commemoration. In the period, the following grants have been agreed (delegated to officers by the Chair of the Grants and Concessions Panel):

| Parish | Purpose of grant | Grant approved |
|-------------|------------------|----------------|
| Bosham | Beacon | £250 |
| Boxgrove | Beacon | £250 |
| Duncton | Bonfire | £250 |
| Ebernoe | Bonfire | £250 |
| Southbourne | Beacon | £250 |
| Stedham | Bonfire | £250 |

Table 6: Battles Over Grants decided in 2017/18

2.5 Enabling Grant Scheme

Following a funding bid to the West Sussex County Council’s Pooled Business Rates Fund, the Chief Executive’s and Leaders Group approved funding of £500,000 for six West Sussex Districts and Borough Councils to operate small grants schemes to support businesses for 2017/18. Chichester District Council was allocated £71,428.

Chichester District Council’s Economic Development Service launched the Enabling Grants Scheme in December 2016, designed to support local businesses with small capital or website projects, as well as taking on apprenticeships. Each applicant will be eligible for up to 50% of the total cost of their project. Capital projects will be funded to a maximum of £2,500. Grants to assist apprenticeship training will be to a maximum £1,500.

The Economic Development Service has received a total of 39 applications, 13 have been withdrawn or refused. 39 have been approved and completed. 18 applications were for Capital projects, 20 were for websites and one for apprenticeship training. These projects contributed to the protection of 84 jobs in the District and the potential of creating 106 new jobs, and supporting with training 21 apprentices. A total of £67,671.06 was awarded.

The table in Appendix 3 lists the businesses awarded grants through the scheme and value awarded.

2.0 Concessions

3.1 Discretionary Rate Relief:

Appendix 4 details all recipients of Discretionary Rate Relief in 2017/18.

In summary:

| Relief eligibility | Organisations (number) | Total Award (relief to organisation) | Total Cost (to CDC) 40% |
|-----------------------------|------------------------|--------------------------------------|-------------------------|
| Rural Public Houses | 4 | £ 14,507.45 | £ 5,802.98 |
| Rural Shops | 13 | £ 30,343.65 | £ 12,137.46 |
| Rural Food Shops | 1 | £ 733.88 | £ 293.55 |
| Exceptional Circs | 4 | £ 2,146.85 | £ 858.74 |
| Discretionary Relief Scheme | 799 | £ 294,161.03 | £ 117,664.41 |
| Overall totals | 821 | £ 341,892.86 | £ 136,757.14 |

Appendix 4 provides details of recipients of an award in accordance with the Non-Domestic Rates Discretionary Scheme 2017-2021 shown by Parish. This new scheme was developed in response to Central Government's announcement in March 2017 that it would make available a discretionary fund over 4 years from 2017/18 to support those businesses that faced increases in their business rates as a result of the revaluation. Each authority within England has been provided with a share of the £300 million fund to support local businesses. This is to be administered through billing authorities' discretionary relief powers under section 47 of the Local Government Finance Act 1988.

The funding is not provided equally over the four-year period but in the following percentage terms:

| Year 1 | Year 2 | Year 3 | Year 4 |
|--------|--------|--------|--------|
| 58% | 28% | 12% | 2% |

Councils will be compensated for any relief granted under section 31 of the Local Government Act 2003.

Chichester District Council's allocation of the Government funding for discretionary relief is set out below.

| Amount of discretionary fund awarded (£000s) – Chichester District Council | | | | |
|--|---------|---------|---------|-------|
| 2017-18 | 2018-19 | 2019-20 | 2020-21 | Total |
| 458 | 223 | 92 | 13 | 786 |

The funding is front loaded for 2017/18 and will be reconciled as part of the closedown for the financial year in order to determine whether any unallocated grant should be returned.

Geographic analysis

Appendix 4 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 the Council is always in proportion to the rateable value of individual organisations and businesses, so form no basis for comparison. The summary at Appendix 4 details the number of recipients of relief under the Non-Domestic Rates Discretionary Scheme by parish, a full list of individual locations in receipt is available on request.

3.2 Concessionary Rents:

Concessionary Rents

Appendix 5 provides details of all the Concessionary rents determined during the review period, including both applications made under delegated powers (leases of start-up units at St James Industrial Estate, issued by the Estates Service in consultation with colleagues in Economic Development) and those applications presented to the Grants and Concessions Panel.

Geographical Analysis

The appendix details the location of premises occupied by businesses or organisations in receipt of a rent concession.

Broadly these assets form two types:

Commercial Premises – concessions relating to start-up businesses at 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 rent subsidy scheme at St James both assist with residents developing their business aspirations and (for those from outside the District) assists with economic growth and employment opportunities for the District.

Council owned buildings – the Council also owns a number of freehold properties across the District that typically have a long standing association with a particular group or organisation. While it is of value to understand the details of those elements of the estate and which communities are directly benefiting from concessions, the Council does not own comparable buildings in all areas, which therefore limits the availability of similar facilities to other group.

Appendices

- Appendix 1 Page 18-19 - Summary of all large grant applications (over £1,000) received 16/17
- Appendix 2 Page 19 - Summary of all Fast track grant applications (up to £1,000) received 16/17
- Appendix 3 Page 20 – Summary of successful Enabling Grant applications
- Appendix 4 Page 21-23 - Summary of Discretionary Rate Relief provided 2017/18
- Appendix 5 Page 19 - Summary of Discretionary Rents agreed in the period 2017/18

Appendix 1

Summary of all large grant applications (over £1,000) received 2017/18)

| Organisation | Area of benefit (Parish) | Priority | Grant Request (£) | Decision | Decision date | Grant offer (£) |
|---|--------------------------|------------------------------------|-------------------|----------|-----------------------|-----------------|
| Botany Bay Conservancy Community Interest Group | East Lavington | Improving Living Places & Spaces | £5,000.00 | Approved | July Panel Meeting | £5,000.00 |
| Dementia Support | Tangmere | Improving Living Places and Spaces | £15,000.00 | Approved | January Panel Meeting | £15,000.00 |
| Donnington PCC | Donnington | Improving Living Places and Spaces | £9,847.00 | Approved | March Panel Meeting | £10,000.00 |
| Fittleworth Community Shop Ltd | Fittleworth | Improving Living Places & Spaces | £15,000.00 | Approved | October Panel Meeting | £15,000.00 |
| Fittleworth Parish Council | Fittleworth | Improving Living Places and Spaces | £8,000.00 | Approved | January Panel Meeting | £8,000.00 |
| Friends of Priory Park and Jubilee Gardens (FOPP) | Chichester | Improving Living Places and Spaces | £10,000.00 | Approved | March Panel Meeting | £10,000.00 |
| Guide Dogs for the Blind Association | District | Targeted Projects | £6,892.00 | Declined | October Panel Meeting | £0.00 |
| Home-Start Chichester & District (HSCD) | District | Targeted Projects | £10,000.00 | Approved | October Panel Meeting | £10,000.00 |
| Petworth Community Garden | Petworth | Targeted Projects | £8,737.00 | Approved | January Panel Meeting | £8,737.00 |
| Petworth Youth Association | Petworth | Targeted Projects | £9,000.00 | Approved | October Panel Meeting | £9,000.00 |
| Selsey Community Forum | Selsey | Targeted Projects | £5,000.00 | Approved | January Panel Meeting | £5,000.00 |
| The Graffham Village Shop Association | Graffham | Economy | £2,190.00 | Approved | January Panel Meeting | £2,190.00 |
| Trefoil Farm Ltd | Petworth | Economy | £2,482.16 | Approved | July Panel Meeting | £2,483.00 |

| | | | | | | |
|--------------------------------------|------------------------------------|-----------------------------|-----------|----------|-----------------------|-----------|
| West Sussex Rural Mobile Youth Trust | District (rural northern parishes) | Targeted Projects | £3,000.00 | Approved | January Panel Meeting | £3,000.00 |
| Wisborough Green Parish Council | Wisborough Green | Improving Places and Spaces | £2,374.00 | Approved | March Panel Meeting | £2,374.00 |

Appendix 2

Summary of all Fast track grant applications (up to £1,000) considered in 2017-18

| Organisation name | Area of benefit (Parish) | Priority | Grant Request (£) | Decision | Grant Value (£) |
|--|--------------------------|----------------------------------|-------------------|----------|-----------------|
| Bury Parish Council | Bury | Improving Living Places & Spaces | £785.00 | Approved | £785.00 |
| Chichester BID | Chichester | Economy | £931.00 | Approved | £931.00 |
| Chichester Marks Holocaust Memorial Day | Chichester | Targeted Projects | £1,000.00 | Approved | £1,000.00 |
| Children's Concert | District | Targeted Projects | £1,000.00 | Approved | £1,000.00 |
| Harrison Renwick Ltd | Midhurst | Economy | £1,000.00 | Approved | £1,000.00 |
| MADHurst - Midhurst Music Art & Drama Community Group | Midhurst | Improving Living Places & Spaces | £547.00 | Approved | £547.00 |
| Micro Plas Mouldings Ltd | Midhurst | Economy | £1,000.00 | Approved | £1,000.00 |
| Murphy Mitchell Consulting Ltd | Chichester | Economy | £1,000.00 | Approved | £1,000.00 |
| Parochial Church Council of Southbourne with West Thorney | Southbourne | Improving Living Places & Spaces | £1,000.00 | Approved | £1,000.00 |
| Sussex Association for Spina Bifida & Hydrocephalus (SASBAH) | District | Targeted Projects | £1,000.00 | Approved | £1,000.00 |
| Tillington Local Care (TLC) | Tillington | Targeted Projects | £1,000.00 | Approved | £1,000.00 |
| Village Preschool, Bosham | Bosham | Economy | £640.00 | Approved | £640.00 |

Appendix 3

Summary of all Enabling Grant awards agreed

| Organisation name | Completion date | Grant approved (£) |
|---|-----------------|--------------------|
| Griffin Designs | 27/03/2017 | £2,374.50 |
| Birdham Pre-School | 22/03/2017 | £524.50 |
| Brandwave Marketing Ltd | 23/02/2017 | £2,496.00 |
| Estetica Health and Beauty | 27/03/2017 | £2,374.50 |
| Lo's Logs | 24/03/2017 | £2,245.00 |
| Julia Toms Photography | 04/04/2017 | £1,155.60 |
| Otter Bookbinding Ltd | 24/02/2017 | £724.50 |
| Whaleback Design-led Planning | 24/04/2017 | £1,000.00 |
| Expressions Hair Group | 05/04/2017 | £2,500.00 |
| Florida Homes & Travel Limited | 31/03/2017 | £2,500.00 |
| Your Local Pest Control | 09/04/2017 | £464.40 |
| ASM Cars Ltd T/A Arnolds Garage | 02/05/2017 | £2,500.00 |
| Q Hair and Beauty | 23/05/2017 | £2,000.00 |
| Fitzcanes Ltd | 19/06/2017 | £1,994.50 |
| Donovans Dental Practice | 05/07/2017 | £1,500.00 |
| Donovans Dental Practice | 06/06/2017 | £2,343.75 |
| Dales Country Interiors | 07/07/2017 | £940.00 |
| ACC Tyres Ltd | 14/07/2017 | £2,034.21 |
| South Downs Water Co Ltd | 23/08/2017 | £2,405.00 |
| Waves | 01/09/2017 | £2,045.00 |
| Ruby London | 11/08/2017 | £2,500.00 |
| Express Electrical Services Ltd | 08/08/2017 | £1,950.50 |
| Product Design Works Ltd | 16/08/2017 | £2,100.00 |
| Matt Ankers Photography | 03/08/2017 | £1,247.86 |
| Eklective | 09/08/2017 | £893.00 |
| The Foundry (Ovation) | 01/09/2017 | £500.00 |
| Beat the Seat Ltd | 01/09/2017 | £2,500.00 |
| Woodies Classic Car Services | 30/08/2017 | £730.21 |
| Crossfit Chichester Ltd | 11/09/2017 | £1,924.17 |
| Selsea Fish & Lobster Co. | 13/09/2017 | £2,500.00 |
| Distinctly Travel Limited T/A Summit & Blue | 19/09/2017 | £2,500.00 |
| Grandwood Furniture | 20/09/2017 | £1,045.00 |
| Shore Watersports | 28/09/2017 | £2,500.00 |
| Cockburns Tea Rooms | 02/11/2017 | £1,299.50 |
| Seal Island Wools | 27/11/2017 | £531.86 |
| Munneries Limited | 29/01/2018 | £1,410.00 |
| Proposals Bridal Shop | 07/03/2018 | £1,947.50 |
| Susana and Daughters | 30/03/2018 | £2,095.00 |
| Trimspeed Ltd | 30/03/2018 | £1,375.00 |

Appendix 4

Discretionary Rate Relief

| <u>Rural Public Houses(281-VP & 281-07)</u> | | | |
|--|--|--------------------|-------------------|
| <u>Parish</u> | <u>Property Address</u> | <u>Award</u> | <u>Cost</u> |
| Compton | Coach & Horses, The Square, Compton, Chichester, PO18 9HA | £ 3,264.05 | £ 1,305.62 |
| Lodsworth | Three Moles Inn, Selham, Petworth, GU28 0PN | £ 4,211.92 | £ 1,684.77 |
| Plaistow & Ifold | Sun Inn, Plaistow, Billingshurst, RH14 0PX | £ 1,618.78 | £ 647.51 |
| Westbourne | Woodmancote Arms, Woodmancote, Emsworth, PO10 8RD | £ 5,412.70 | £ 2,165.08 |
| Total 2017-18 | | £ 14,507.45 | £ 5,802.98 |
| <u>Rural Shops(281-VM & 281-08)</u> | | | |
| <u>Parish</u> | <u>Property Address</u> | <u>Award</u> | <u>Cost</u> |
| Chidham & Hambrook | Hambrook Post Office, Broad Road., Hambrook, Chichester, PO18 8RG | £ 1,709.46 | £ 683.78 |
| Cocking | Cocking Post Office, Cocking, Midhurst, GU29 0HN | £ 894.91 | £ 357.96 |
| Compton | The Village Shop & Tearoom, The Square, Compton, Chichester, PO18 9HA | £ 2,322.48 | £ 928.99 |
| Easebourne | Easebourne Village Stores, Easebourne Street, Easebourne, Midhurst, GU29 0AL | £ 1,530.58 | £ 612.23 |
| Fernhurst | 5, The Crossways, Fernhurst, Haslemere, GU27 3EP | £ 733.87 | £ 293.55 |
| Harting | Harting Stores, North Lane, South Harting, Petersfield, GU31 5PY | £ 2,936.80 | £ 1,174.72 |
| Hunston | Hunston Post Office, Selsey Road, Hunston, Chichester, PO20 1NX | £ 3,578.34 | £ 1,431.34 |
| Linchmere | 126, Camelsdale Road., Haslemere, GU27 3RJ | £ 3,739.05 | £ 1,495.62 |
| Lodsworth | Lodsworth Village Shop, Lodsworth, GU28 9BZ | £ 2,376.92 | £ 950.77 |
| Loxwood | Old Post Office, Guildford Road, Loxwood, Billingshurst, RH14 0SA | £ 1,735.38 | £ 694.15 |
| Lurgashall | Lurgashall Post Office, Lurgashall, Petworth, GU28 9ET | £ 1,864.40 | £ 745.76 |
| Plaistow & Ifold | Plaistow Store, Plaistow, Billingshurst, RH14 0PX | £ 3,416.33 | £ 1,366.53 |

| | | | |
|--|---|-------------------|-------------------|
| West Dean | West Dean Stores, West Dean, Chichester, PO18 0QY | £ 2,453.37 | £ 981.35 |
| Total 2017-18 | | £30,343.65 | £12,137.46 |
| <u>Rural Food Shops</u> | | | |
| <u>Parish</u> | <u>Property Address</u> | <u>Award</u> | <u>Cost</u> |
| Fernhurst | 5, The Crossways, Fernhurst, Haslemere, GU27 3EP | £ 733.88 | £ 293.55 |
| Total 2017-18 | | £ 733.88 | £ 293.55 |
| <u>Exceptional Circumstances (281 05)</u> | | | |
| <u>Parish</u> | <u>Property Address</u> | <u>Award</u> | <u>Cost</u> |
| Cocking | The Blue Bell Inn, Cocking, Midhurst, GU29 0HN | £ 346.85 | £ 138.74 |
| Compton | Victoria Inn, West Marden, Chichester, PO18 9EN | £ 600.00 | £ 240.00 |
| Funtington | Richmond Arms, Mill Road, West Ashling, Chichester, PO18 8EA | £ 600.00 | £ 240.00 |
| Selsey | Unit 1, Comptons Farm Shop, Chichester Road, Selsey, Chichester, PO20 9DZ | £ 600.00 | £ 240.00 |
| Total 2017-18 | | £2,146.85 | £ 858.74 |
| <u>Discretionary Scheme Awards (591 DS)</u> | | | |
| <u>Parish</u> | <u>Total individual awards</u> | <u>Award</u> | <u>Cost</u> |
| Appledram | 12 | £ 5,606.84 | £ 2,242.74 |
| Bignor | 2 | £ 110.65 | £ 44.26 |
| Birdham | 11 | £ 5,079.50 | £ 2,031.80 |
| Bosham | 14 | £ 5,166.58 | £ 2,066.63 |
| Boxgrove | 14 | £ 2,600.25 | £ 1,040.10 |
| Bury | 3 | £ 617.25 | £ 246.90 |
| Chichester | 247 | £ 118,953.91 | £ 47,581.56 |
| Chidham & Hambrook | 7 | £ 2,792.24 | £ 1,116.90 |
| Cocking | 1 | £ 790.53 | £ 316.21 |
| Compton | 6 | £ 507.90 | £ 203.16 |
| Donnington | 9 | £ 3,217.11 | £ 1,286.84 |
| Duncton | 1 | £ 5.96 | £ 2.38 |
| Earnley | 4 | £ 600.77 | £ 240.31 |
| Eartham | 3 | £ 3,599.13 | £ 1,439.65 |
| Easebourne | 10 | £ 6,080.96 | £ 2,432.38 |
| East Dean | 3 | £ 60.01 | £ 24.00 |
| East Lavington | 4 | £ 1,697.60 | £ 679.04 |
| East Wittering & | 31 | £ 14,806.21 | £ 5,922.48 |

| | | | |
|--------------------------|------------|---------------------|--------------------|
| Bracklesham | | | |
| Ebernoe | 2 | £ 42.02 | £ 16.81 |
| Fernhurst | 12 | £ 1,447.85 | £ 579.14 |
| Fishbourne | 4 | £ 858.78 | £ 343.51 |
| Fittleworth | 4 | £ 76.16 | £ 30.46 |
| Funtington | 20 | £ 4,736.68 | £ 1,894.67 |
| Graffham | 1 | £ 4.61 | £ 1.84 |
| Harting | 5 | £ 1,166.79 | £ 466.72 |
| Heyshott | 1 | £ 2.55 | £ 1.02 |
| Hunston | 5 | £ 792.20 | £ 316.88 |
| Kirdford | 3 | £ 73.99 | £ 29.60 |
| Lavant | 5 | £ 1,974.33 | £ 789.73 |
| Linchmere | 3 | £ 265.91 | £ 106.36 |
| Lodsworth | 6 | £ 212.22 | £ 84.89 |
| Loxwood | 5 | £ 668.10 | £ 267.24 |
| Lurgashall | 4 | £ 1,192.90 | £ 477.16 |
| Midhurst | 33 | £ 8,720.61 | £ 3,488.24 |
| Milland | 4 | £ 1,428.72 | £ 571.49 |
| North Mundham | 10 | £ 6,051.37 | £ 2,420.55 |
| Northchapel | 1 | £ 8.53 | £ 3.41 |
| Oving | 12 | £ 5,826.30 | £ 2,330.52 |
| Petworth | 42 | £ 9,811.98 | £ 3,924.79 |
| Plaistow & Ifold | 5 | £ 767.06 | £ 306.82 |
| Rogate | 8 | £ 7,720.72 | £ 3,088.29 |
| Selsey | 85 | £ 15,862.68 | £ 6,345.07 |
| Sidlesham | 13 | £ 6,701.70 | £ 2,680.68 |
| Singleton | 12 | £ 5,104.65 | £ 2,041.86 |
| Southbourne | 17 | £ 6,998.29 | £ 2,799.32 |
| Stedham with Iping | 2 | £ 27.91 | £ 11.16 |
| Stoughton | 2 | £ 2,501.28 | £ 1,000.51 |
| Sutton | 1 | £ 8.64 | £ 3.46 |
| Tangmere | 13 | £ 5,654.53 | £ 2,261.81 |
| Tillington | 4 | £ 1,642.32 | £ 656.93 |
| Trotton with Chithurst | 1 | £ 707.85 | £ 83.14 |
| Upwaltham | 1 | £ 84.02 | £ 33.61 |
| West Dean | 6 | £ 113.78 | £ 45.51 |
| West Itchenor | 1 | £ 3.69 | £ 1.48 |
| West Lavington | 1 | £ 520.50 | £ 208.20 |
| West Thorney | 1 | £ 11.49 | £ 4.60 |
| West Wittering | 32 | £ 4,398.12 | £ 1,759.25 |
| Westbourne | 6 | £ 1,358.74 | £ 543.50 |
| Westhampnett | 5 | £ 3,743.73 | £ 1,497.49 |
| Wisborough Green | 18 | £ 12,571.65 | £ 5,028.66 |
| Woolbeding with Treyford | 1 | £ 1.68 | £ 0.67 |
| | 799 | £ 294,161.03 | £117,664.41 |

Appendix 5

Concessionary Rents determined in the Annual Report period April 2017 – March 2018

| Parish | Address | Applicant | Decision | Date |
|------------------|---|---|--|---|
| Chichester South | Area within Pallant House, East Pallant, Chichester | Arun and Chichester Citizens Advice | Grants and Concessions Panel agreed rent subsidy of £5,250 to July 2019 | 12 July 2017 |
| Chichester East | Unit 19, St James Industrial Estate | RJS Waste | Delegated decision, 50% in year 1, 25% in year 2, full rent payable in year 3 | 28 March 2017 (not previously reported) |
| Chichester East | Unit 4, St James Industrial Estate | Quay Contracts Ltd | Delegated decision, 50% in year 1, 25% in year 2, full rent payable in year 3 | 2 May 2017 |
| Chichester East | Unit 37, St James Industrial Estate | Stove Shack Ltd | Delegated decision, 50% in year 1, 25% in year 2, full rent payable in year 3 | 2 May 2017 |
| Chichester East | New Park Centre, New Park Road, Chichester | New Park Community and Arts Association | Concessionary rent agreed at £6,420 per annum, with effect from 1 April 2017 | 31 January 2018 |
| Chichester North | Brick Clubhouse, Priory Park, Chichester | Chichester Bowls Club | Concessionary rent agreed at £750 for the six month lease term (subsidy of £1,500) | 21 March 2018 |