

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:

1. 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.
2. 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(Additionally, 1 Fast Track bid was withdrawn by applicants prior to consideration by Members)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(Above excludes withdrawn bid request totalling £1,000)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 playgrounds.
- 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

- **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 (all figures include one withdrawn bid)	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

Table 2: Grants by Priority

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

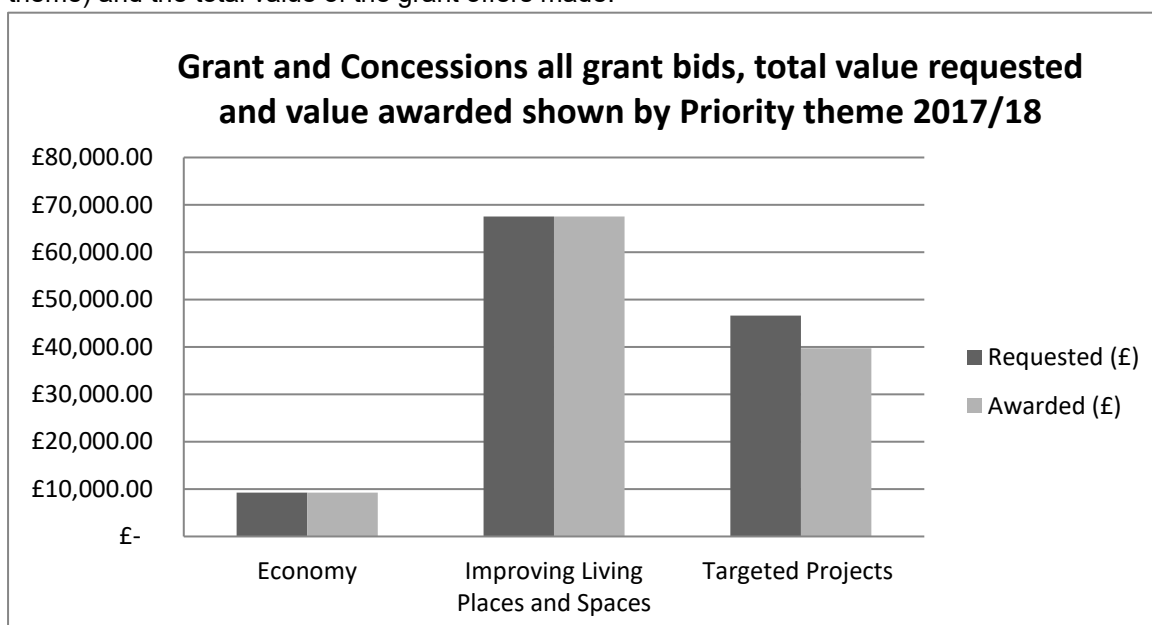


Figure 1: Breakdown of applications considered by Priority theme

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)

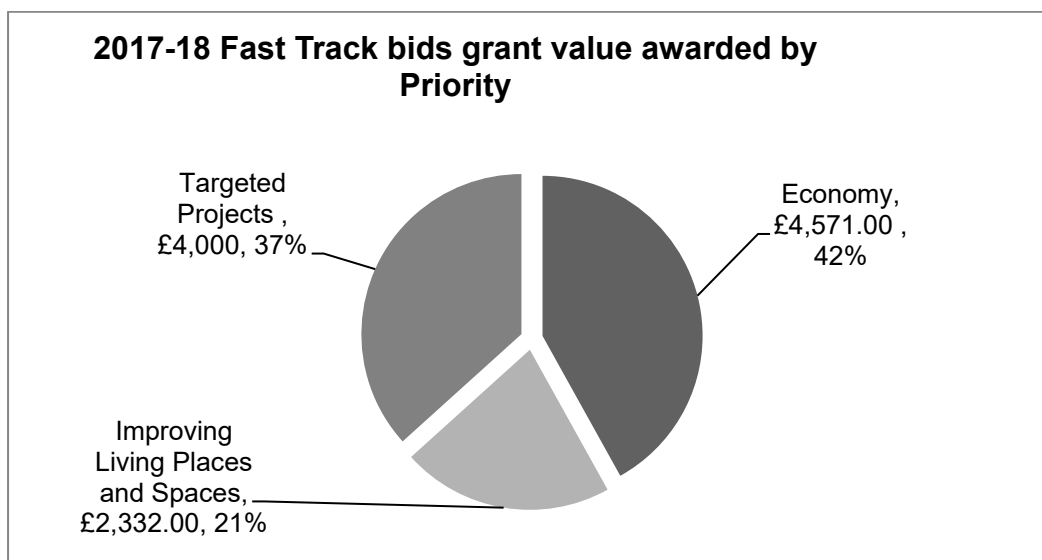


Figure 2: Fast Track grant awards agreed by Priority theme

- 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.

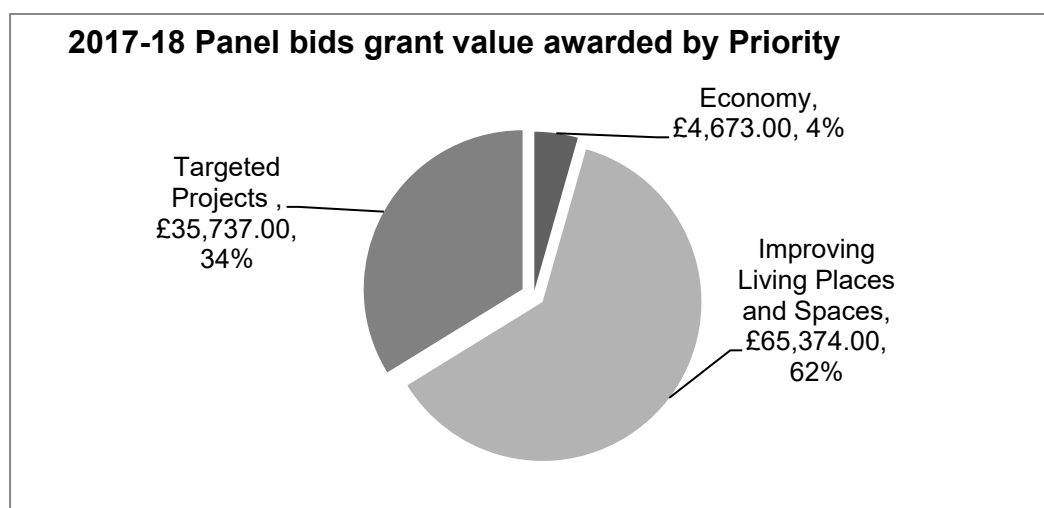


Figure 3: Panel grant awards agreed shown by Priority theme

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.

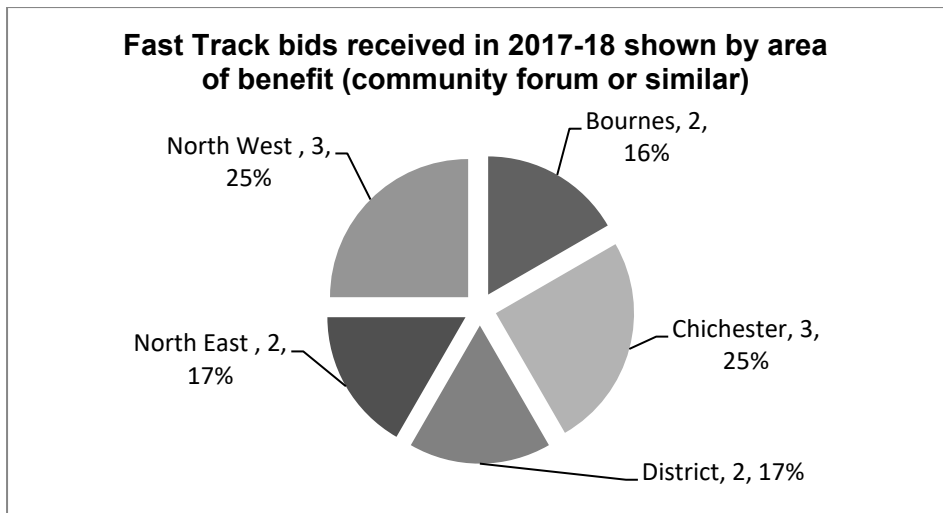


Figure 4. Where Fast Track grant applications came from in 2017-18

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.

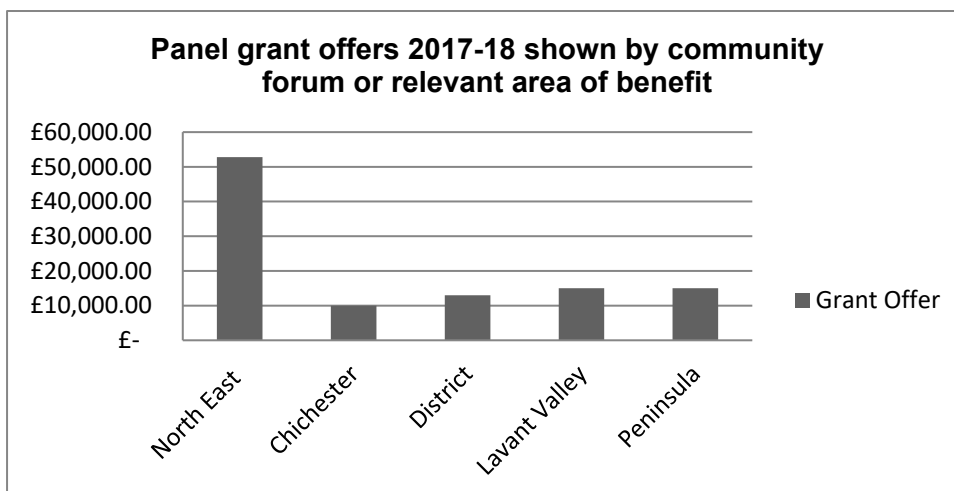


Figure 5. Area of benefit cited in grant application bids received and grant offer made

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.

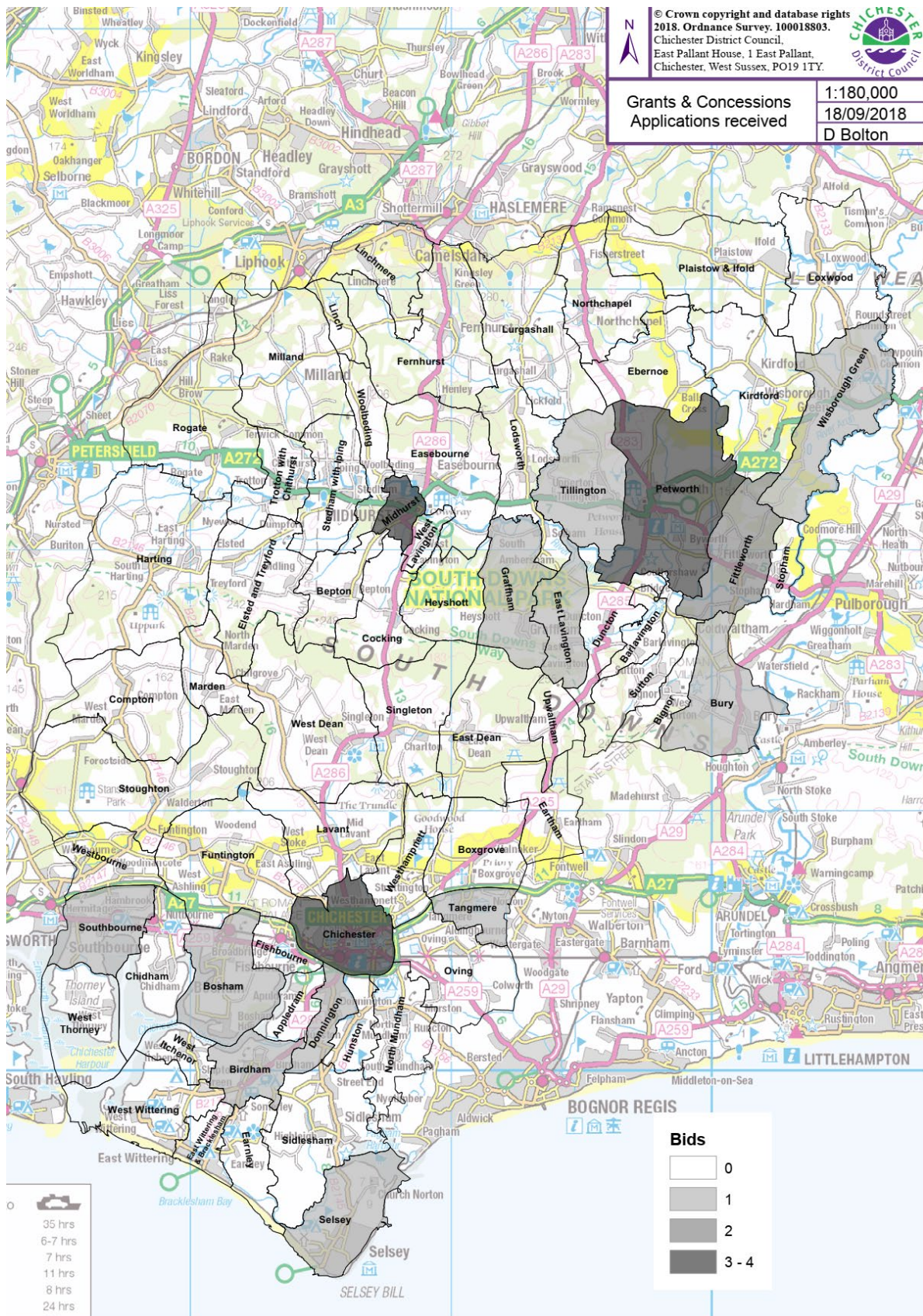


Figure 6: Map showing the areas of benefit cited in all bids received to the grants programme in 2017/18

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.

2. 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 Hambrook	Village Hall improvements (stair covering and soundproof doors)	£3,860

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.

3. 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 Shops	13	£30,343.65	£12,137.46
Rural Food Shops	1	£733.88	£293.55
Rural Public Houses	4	£14,507.45	£5,802.98
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

Table 7: Summary of recipients

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%

Table 8: Percentage terms over the four-year period

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

Table 9: Amount of Discretionary Fund awards between 2017-21 (£000s)

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

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:

1. 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.

2. 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.

4. Appendices

- Appendix 1 Page 17 - Summary of all large grant applications (over £1,000) received 16/17
- Appendix 2 Page 18 - Summary of all Fast track grant applications (up to £1,000) received 16/17
- Appendix 3 Page 19 – Summary of successful Enabling Grant applications
- Appendix 4 Page 20-22 - Summary of Discretionary Rate Relief provided 2017/18
- Appendix 5 Page 23- 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 & Spaces	£15,000.00	Approved	January Panel Meeting	£15,000.00
Donnington PCC	Donnington	Improving Living Places & 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 & Spaces	£8,000.00	Approved	January Panel Meeting	£8,000.00
Friends of Priory Park and Jubilee Gardens (FOPP)	Chichester	Improving Living Places & 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

Table 10: Large grant applications received during 2017/18

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

Table 11: Fast track applications considered in 2017/18

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

Table 12: Summary Enabling Grant awards agreed

Appendix 4: Discretionary Rate Relief

Rural Shops (281-VM & 281-08)

Parish	Property Address	Award	Cost
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

Table 13: Discretionary Rate Relief – rural shops

Rural Food Shops

Parish	Property Address	Award	Cost
Fernhurst	5, The Crossways, Fernhurst, Haslemere, GU27 3EP	£733.88	£293.55
	Total 2017-18	£733.88	£293.55

Table 14: Discretionary Rate Relief – rural food shops

Rural Public Houses (281-VP & 281-07)

Parish	Property Address	Award	Cost
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

Table 15: Discretionary Rate Relief – rural public houses

Exceptional Circumstances (281 05)

Parish	Property Address	Award	Cost
Cocking	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

Table 16: Discretionary Rate Relief – exceptional circumstances

Discretionary Scheme Awards (591 DS)

Parish	Total individual awards	Award	Cost
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

Parish	Total individual awards	Award	Cost
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 & Bracklesham	31	£14,806.21	£5,922.48
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	Total 2017-18	£294,161.03
			£117,664.41

Table 17: Discretionary Rate Relief – Discretionary Scheme awards

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 th 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 th 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 nd 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 nd 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 st 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 st March 2018

Table 18: Concessionary Rents 2017-18