

Grants and Concessions Panel Annual Report Financial Year 2016/17

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

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:

- 14th July 2016
- 20th October 2016
- 19th January 2017
- 16th March 2017

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 - 2016/17 financial year (of which £25,000 was allocated for Fast track applications)
Complete Bids received over the period:	36 - 20 Panel applications - 16 Fast track applications <i>(Additionally 1 Fast track bid was withdrawn by applicants prior to consideration by Members)</i>
Total funds requested by bids (excluding withdrawn):	Overall: £184,018.00 - £170,537 in bids to Panel - £13,481 in Fast track applications <i>(Above excludes withdrawn bid request totalling £1,000)</i>
Total successful bids:	34 - 20 applications approved by Panel - 14 Fast track applications
Total funding awarded:	Overall: £151,777 - £140,124.00 Panel applications - £11,653.00 Fast track applications

Table 1: Programme Grant Summary 2016/17

1.1 Summary observations about the grants scheme:

- The grants programme was relaunched this financial year following a review. The changes made included: the budget was reduced by 30% to £175,000 (this was the level the Panel previously set as a target limit to support the sustainability of the scheme); the maximum grant limit was reduced to £15,000 and three new more focused funding Priorities were agreed. Applications under the 'Economy' priority were set a cap of £2,500.
- The Grants and Concessions Panel supported 20 applications in this financial year. Through the Fast track process another 14 Fast tracks were supported. The total number of bids received was 36 (excluding one withdrawn by the applicants prior to consideration), 16 of these were Fast track applications.
- Comparing 2016/17 take-up with the previous year, there was a 50% decrease in the number of Fast track grant applications received. This reduction is striking given the popularity of this funding option in previous years.
- Across the programme, 40% fewer bids were considered this year. The total requested by applicant bids considered was in proportion with that reduction in number - £184,018 (38% less). The total funding awarded was £33,000 less than the last financial year, an 18% reduction.
- Fast track grant applicants can request up to £1,000, the majority of applicants requested close to the maximum. The average Fast track grant awarded was £977. The smallest award request considered was £250 and was successful.
- The average Panel award was £7,006. The Panel made one grant offer to the level of the programme's previous advertised maximum and the Chair's maximum delegation of £25,000. There were two requests considered for the new maximum (£15,000) both were successful. In total there were five awards made of over £10,000. The smallest grant request considered by the Panel was for £1,074. Seven presented bids were for less than £3,000.
- The number of individual parishes benefiting from successful bids was 17 this year, one more than in 2016/17. District-wide applications continue to be popular (11 bids with Districtwide based beneficiaries).
- Applications enjoyed a high success-rate with only two applications (Fast track) to the programme being refused (nine refusals were given in the previous year) and only four Panel bids receiving an offer less than requested amount.
- More than 80% of Panel grant applications came forward under the 'Improving Living Places and Spaces' priority – these tended to be capital building projects. The least funding was awarded under the 'Economy priority' (£9,000). Fast track bids were popular under the 'Targeted Projects' priority (47%) with 'Economy' bids making up a further 35%.

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.

▪ 14th July 2016

The Panel considered five applications, requesting a total of £51,213.00. All five bids were successful with one maximum grant request successful in receiving an offer of £15,000. Only one received less than requested. Four of the applications were under the 'Improving Living Places and Spaces' priority. £47,800 was awarded.

▪ 20th October 2016

The Panel considered six applications, requesting a total of £72,500. All bids were approved to the level requested, including one larger grant (£10,000) and the only two made under the Economy priority both requesting the new maximum of £2,500. The value approved was £35,074.

▪ 19th January 2017

The Panel received six applications for the first meeting of the New Year. The total value of the requests received was £72,500. All six applications were supported, four in full. This Panel considered the largest and smallest requests of the year. One application requested in excess of the normal stated maximum of the programme £50,000. It was considered by the Panel and offered the maximum delegated grant £25,000. Another larger bid for £10,000 was considered, the smallest bid was £2,000. The Panel approved awards totalled £45,500.

▪ 16th March 2017

Two applications were received for this deadline, requesting £11,750.00. The bids were both under Improving Living Places and Spaces and were successful being offered a grant to value requested. The value awarded was £11,750.

1.3 Analysis of grant applications by 'Priority' heading:

The application form asks 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 programme for 2016/17 set three new 'Priority headings' with a description of what we are looking for in particular set-out under each one.

- Of all the Panel applications considered: 65% identified as contributing to the 'Improving Living Places and Spaces' priority, 25% 'Targeted Projects' and 10% Economy. Through the Fast track route, the proportional split of bids received by Priority was different: 47% of bids came under 'Targeted Projects', 35% the 'Economy' and 18% 'Improving Living Places and Spaces'.
- Across the programme, the amount requested under the 'Improving Living Places and Spaces' priority was significantly greater than the other two priorities, with the 16 bids requesting £143,182.00. Under this priority there were a higher number of larger bids (seven of the eight bids) requesting more than £8,000 (normally towards capital building improvements). 74% of the grants programme funds were awarded under this priority.
- Applications under the other two priorities had a high success rate with most applications receiving the level of funding requested.

- Eight bids were received under the 'Economy' priority, 22% of all bids. The 'Economy' Priority is the only one of the three that is closely linked to one from the previous scheme so it is possible to suggest that bids to this were down from 31% in 2015/16. However a number of other factors might influence this reduction.
- In December 2016 an 'Enabling Grant Scheme' (details at p.12) was launched by the Council with £71,428 (from the countywide Pooled Business Rates Fund) to support businesses in the Chichester district. The scheme attracted a high level of interest (41 bids) 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'. There were relatively few bids received under the Economy Priority following the launch of this fund.
- Under the 'Economy' the only two Panel applications submitted were successful and six Fast track grants, with £9,000 being approved (this Priority received the least funding of the three, 6% of the total value of all grants approved). In 2015/16 the Economy priority received 21 bids and was awarded the most funding of the five priorities (33%). In the new programme a cap on requests under this priority has been put in place at £2,500. The total value of requests is therefore significantly reduced - 6% of the funds awarded.
- Four of the presented Fast tracks under 'Economy' requested the full amount available through that process. In 2015/16 Fast track grants were popular for Economy bids with 34% of all Fast track bids received being under this priority. The proportional share of Fast track bids remained consistent with 35% of Fast track bids in 2016/17 being received under this priority.
- 13 bids received under the 'Targeted Projects' priority requested £30,936.00. 12 bids were approved. There was one application for £10,000 under this priority that was approved, the remaining grant requests were all for under £5,000. 63% of the bids identified a district-wide area of benefit rather a specific Parish. The total awarded under this priority was £29,980 showing a high success rate.

Table 2 below analyses all successful grants by their priority theme:

Priority	Count Bids (number approved)	Grant value requested by 'Priority'	Value Grant Awarded
Economy*	8	£ 10,900.00	£ 9,000.00
Improving Living Places and Spaces	16	£ 143,182.00	£ 112,797.00
Targeted Projects	13	£ 30,936.00	£ 29,980.00
Totals	37	£ 185,018.00	£ 151,777.00

*includes one bid withdrawn

Table 2: Grants by Priority

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

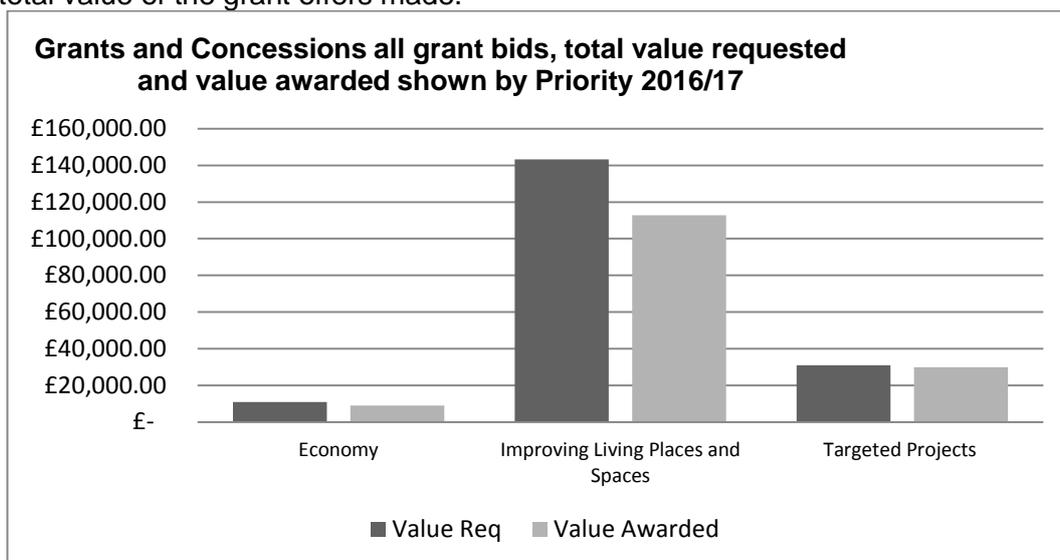


Figure 1: Breakdown of application by Priority theme

1.4 Fast track grants:

The grants programme was set up to include a quick decision making route for smaller requests, originally offering a maximum of £500. The maximum was increased to £1,000 from September 2014. Requests under this process can be made using a shorter application form. Applications are summarised and circulated to the Chair and two other members of the Grants and Concessions Panel by email and the decision is determined electronically without waiting for the following Panel date.

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

During the financial year 2016/17 17 Fast track applications were received (15 fewer than during the previous year). 14 were successful, two were refused and one was withdrawn by the applicant prior to consideration. A total of £11,653.00 was awarded.

- Of the successful 14 grants, all received the full amount they had requested. The smallest request was £250 and was approved. 10 of the bids requested the maximum £1,000 grant.
- The 'Targeted Projects' Priority was ticked by 47% of Fast track applicants received (with a high success rate), the Economy by 35% and 'Improving Living Places and Spaces' Priority by a further 18%. Fig. 2 (below) shows the distribution of the value of successful grants by priority theme.
- Fast track bids came from across the District. Six applications were from projects with a District wide or very broad geographic benefit. One application was to support a Chichester city based project (last year there were nine). Seven bids benefited Parishes in the north of the District, five bids were received from Selsey (although three were withdrawn). A full geographic analysis of all grant awards is in a later section of this report.

Figures 2 and 3 below illustrate the split in fast track allocations awarded and the comparative split across the successful grant awards presented to the Panel (over £1,000).

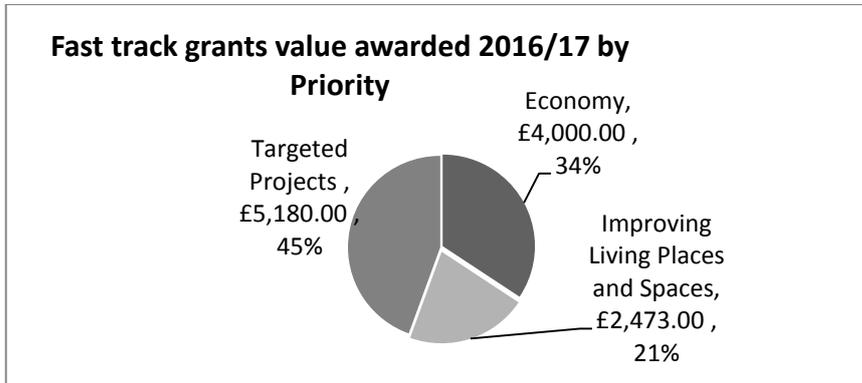


Figure 2: Fast track grant awards shown by Priority theme

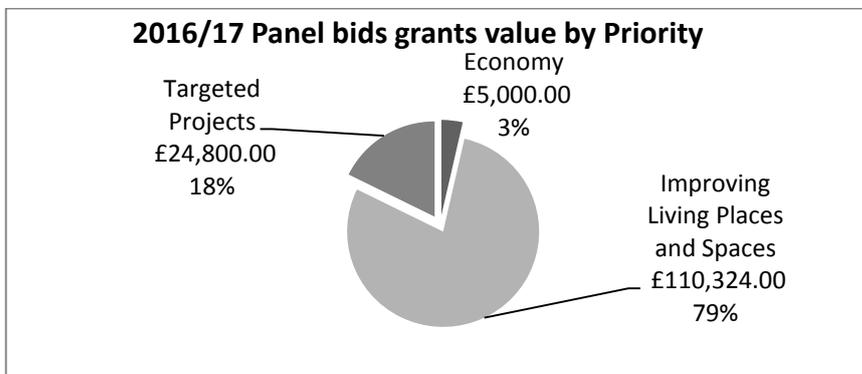


Figure 3: Panel grant awards shown by Priority theme.

1.5 Geographic analysis:

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

17 individual parishes in the District benefited from successful applications to the grants programme (including Fast track). This figure is the same as last year and shows continued support from across the District despite a reduced number of bids. These were in addition to the 11 successful applications that identified beneficiaries from a wider area. 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 identified as supporting 11 individual parishes.

The map below (Fig. 6) shows the distribution of successful applications across the District. Due to the relative population and the appropriateness of locating events or projects in the City, Chichester has previously had by far the highest number of applications (19 submitted bids benefiting Chichester last year) this year four were benefiting the city. This was still the highest number for a particular parish. There were also a number of bids from the other main areas of settlement: a total of three bids were received from Selsey. There was one successful bid from Midhurst and one from Petworth.

The North West Community Forum of the District received the highest value of grant funding (excluding Districtwide bids). There were no applications from the Bournes Community Forum area. The mapping suggests limited take-up of these grants from Parishes towards the District boundaries.

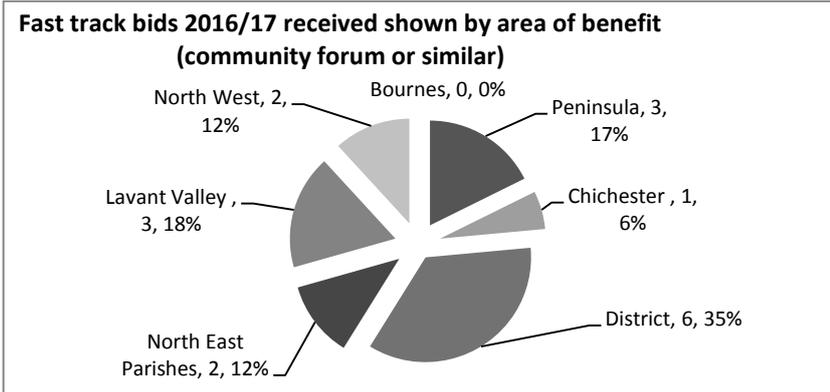


Figure 4. Where fast track grant applications came from in 2016/17

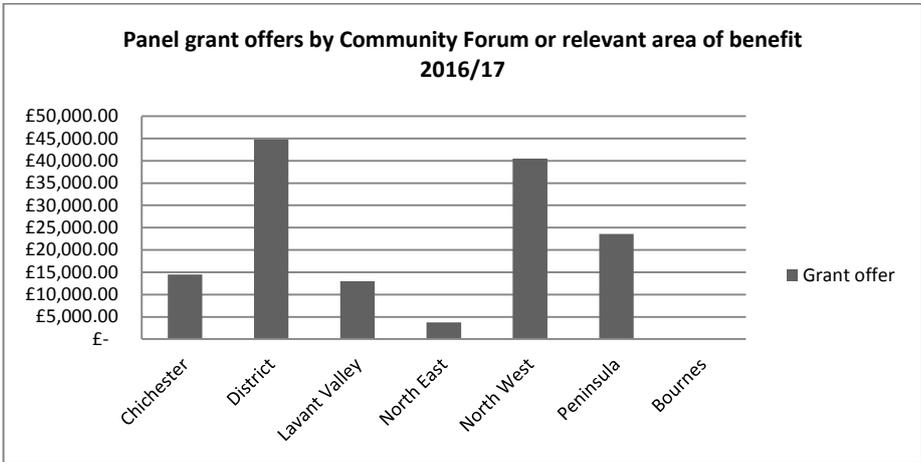


Figure 5. The area of benefit cited in grant application bids received and grant offer.

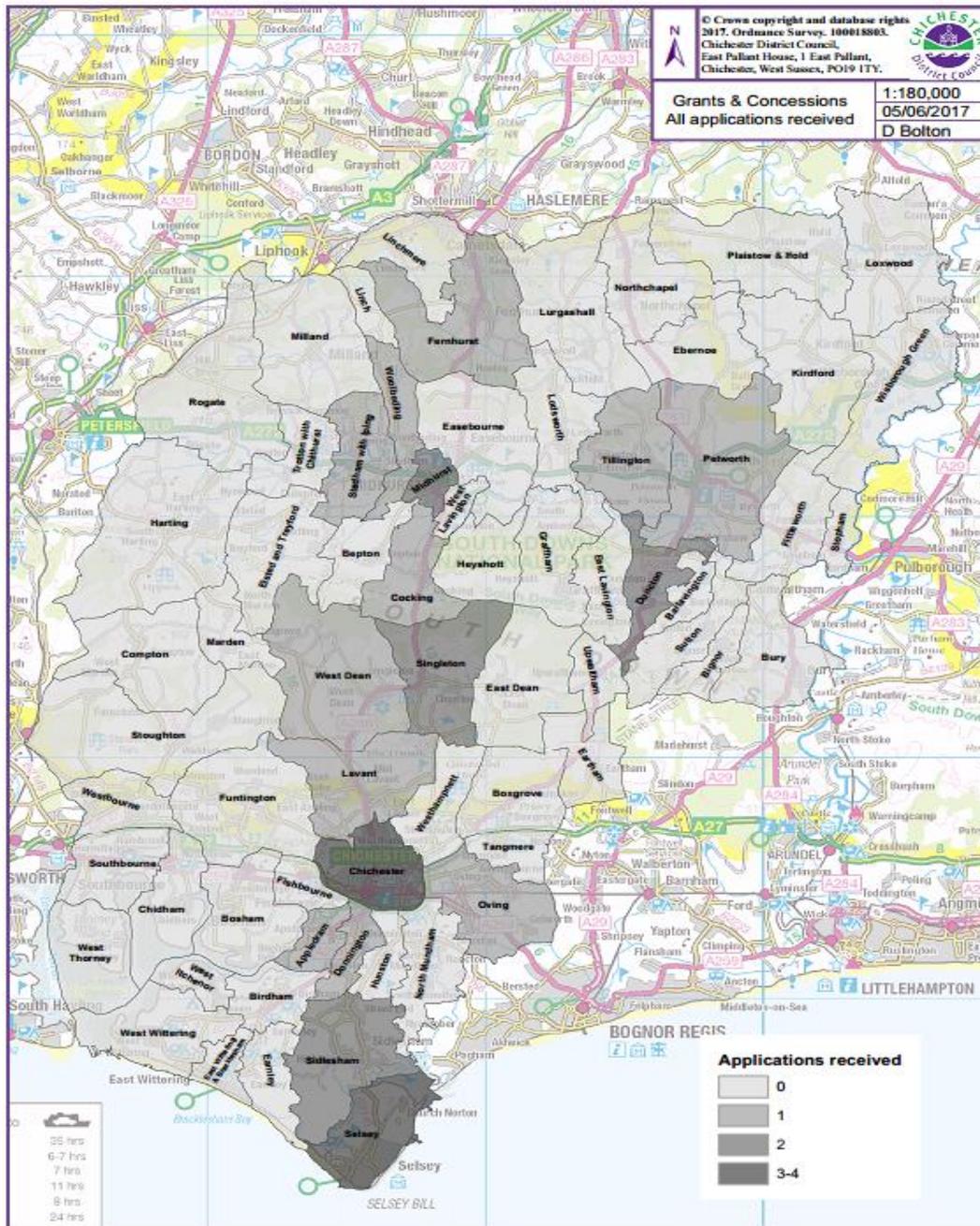


Figure 6. Map showing the areas of benefit identified in bids received

1.6 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 this Council would like to fund.

This was the first year of a revised grants programme. It was relaunched following a review intended to consider the longevity of both: the Grants and Concessions programme grants and New Homes Bonus funding and their continued operation in light of experience over the previous three years. The findings of the Review and recommendations were presented to the January meeting and changes made to allow the programme to open in time for bids to be made to the July Panel meeting. During the transition period, there was one month during which Fast track bids were not being considered while new paperwork was being developed.

With regard to the 'discretionary grant funding' awarded through Grants and Concessions process, a number of practical recommendations were made to secure the future of the fund, including: a reduced annual pot (£175,000 per year) effective from this financial year; a lower maximum grant (£15,000) and the "Priorities and Principles" of funding were significantly refined giving three clear priorities that the programme is looking to support. The priorities 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.

Some previously eligible activities no longer meet the Priorities so Funding Advisers were asked to explain 'fit' to the priority to applicants, this may have helped reduce the number of bids refused (5 fewer than last year). There was overall though a noted drop in enquiries about funding.

The Economy is a priority for the programme in this year, however an 'Enabling grant scheme' was opened with Pooled Business Rates Funds with similar eligibility and has seen a significant take up (see 2.5) it is likely this resulted in a decrease in interest under this priority in the main grants programme. Although, the priority did in fact maintain a consistent share in the Fast track bids received highlighting a reduction across the priorities.

This report includes a summary of allocations/awards made through the New Homes Bonus (2.1) monies awarded through Parish Councils to projects in their areas. Take-up by eligible Parishes to this scheme has been good and it is possible that this has also supported bids that might otherwise have approached through the Grants programme.

2. Other grants and funding

2.1 New Homes Bonus:

New Homes Bonus, a reward incentive from Government linked to new homes built in the District, was intended to reach those communities affected by development. Following a successful trial in 2013, Chichester District Council developed a New Homes Bonus (Parish Allocations) Policy which looks to devolve the monies to respective Parish/Town/City Councils to fund suitable projects that reflected the impacts of development or the articulated views of residents. An annual allocation would be made available for the programme, subject to receipt from Government.

In March 2016, following a review of the scheme, CDC confirmed to Parishes that a total pot of £250,000 would be made available to parishes in the coming year. An indicative split was suggested based on the level of development in the preceding 3 years, and an application process was outlined that would allow Parishes to promote suitable projects. Applications were invited by a deadline of 29th July 2016.

At a special meeting of the Grants and Concessions Panel in September (and, where the delegation was exceeded, the Cabinet meeting of October 2016) the following allocations totalling £207,925.09 were agreed.

Table 3. New Homes Bonus Grants Awarded in 2016/17

Parish Applicant	Project Description	Funding approved
Apuldram	Fencing off donated land	£2,321
Birdham	Childrens Play Area fencing	£7,620
Bosham	Village Hall replacement windows	£1,266
Chichester City	St Wilfrid's Hospice – DREAMBUILDING project	£25,000
Chichester City	Chichester Boys Club	£15,000
Chichester City	Regnum Guide Hall	£20,000
Chichester City	Chichester Community Development Trust – voluntary sector hub	£20,000
Chichester City	Chichester Bowling Club	Refused
Chichester City	Landscaping – Garden of Reflection	£10,000
Chidham and Hambrook	Public Access Defibrillators	£7,188
Chidham and Hambrook	Maybush Copse parking	£2,750
Chidham and Hambrook	Chidham and Hambrook Village Hall – improvements to first floor	£8,679
Cocking	Village Hall extension	£2,110
Donnington	Playground enhancements	£28,145
East Wittering & Bracklesham	Street scene enhancements	£5,165
Easebourne	Wheelbarrow Castle recreation ground enhancements	£1,686
Easebourne	Road safety project	£3,415
East Lavington	New notice boards	£925
Fernhurst	Noticeboard and maps	£2,110
Fishbourne	Improvements to Fishbourne Centre	£2,743
Hunston	Rooflight for Hunston Village Hall	£5,378
Lavant	Neighbourhood Plan costs	Refused
Lynchmere	Camelsdate Recreation Ground – pavilion improvements	£1,500
Midhurst	Midhurst Museum display cabinets	£1,000
Midhurst	Easebourne FC electricity supply	£1,000
North Mundham	New footpath	£4,430
Oving	Parish Plan projects	Refused
Petworth Town	Benches at Hampers Green	£1,266
Plaistow and Ifold	New Parish Map and display board	£846
Plaistow and Ifold	Public Access Defibrillators	£420
Selsey Town	Fencing around Skate Park	£5,000
Southbourne	Green Ring Partnership – green space projects	£6,000
Southbourne	Joint Burial Committee – cemetery extension	£2,000
Sutton & Barlavington (joint with Birdham Parish Meeting)	Heating for Sutton Village Hall	£1,688
Tangmere	Seating	£1,572
Tangmere	Trees	£1,118
West Wittering	Toilet refurbishment, Memorial Hall	£3,586
Westbourne	Seating and picnic benches	£2,321
Westhampnett	Bus stop seat	£636
Westhampnett	Kitchen equipment for new village hall	£1,052
Wisborough Green	Playground fencing	£988

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 Agreement or contracts that set the duration and purpose of the funding and the expected outcomes. Monitoring and renewal of these is undertaken by officers, but will be referred to the Grants and Concessions Panel where, for instance, performance issues require consideration of the continuance of funding.

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 2016/17 and duration:

Organisation	Funding Type	Value	Duration
Arun & Chichester Citizens Advice Bureau	Contract	£74,000	2015-18 Joint countywide arrangement
Voluntary Action Arun & Chichester	Grant - Funding Agreement	£42,400	3-year joint arrangement with WSCC to 2015/16, extended for 2016/17
Shopmobility	Grant - Service Agreement	£15,000	2 years to 2015/16 – extended for 2016/17
Stonepillow	Grant - Service Agreement	£27,000	2 years to 16/17

Table 4: Service Funding Agreements and contracts 2015/16

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 2016/17

2.4 The Queen's 90th Birthday Grant Awards:

During the year the Council agreed to make small grants available to Parish Councils in order to support the celebration of the Queen's 90th birthday in local communities.

Parish	Description	Amount (£)
Bepton	Commemorative noticeboard	250
Boxgrove	Bouncy Castle and children's medals	250
Bury	Hog Roast	250
Chichester City	Tree planting and plaque	250
Cocking	Decorations and refreshments	250
Compton	equipment (inc decorations) and refreshments	250
Donnington	Entertainments, catering and decorations	250
Duncton	Food, decorations and table cloths	250

Earnley	Commemorative mugs, decorations and food and soft-drinks.	250
Easebourne	Tree planting and plaque	250
East Dean	Hog Roast	250
East Lavington	Commemorative noticeboard	250
East Wittering	Street party - live music entertainment	250
Ebernoe	Bouncy castle and decorations (inc medals)	250
Elsted and Treyford	Hall hire	250
Fishbourne	Making of a DVD	250
Fittleworth	Presentation boxes and catering	250
Funtington	Entertainment, catering, soft drinks	250
Hunston	Refreshments and soft drinks	250
Kirdford	Grant awarded for live entertainment and TENS licence	250
Lavant	Hall hire, bouncy castle, decorations.	184.98
Lodsworth	Live entertainment and punch and Judy show	250
Loxwood	Live entertainment	250
Lurgashall	Commemorative mugs and prizes	250
Marden	Hire of Portaloo, decorations and soft drinks	250
Midhurst	Tree planting	250
Milland	Hire of table/chairs and live entertainment	250
Northchapel	Hog roast	250
North Mundham	Barn dance caller	250
Petworth	Commemorative gates	250
Plaistow and Ifold	Live entertainment - vintage swing band	250
Rogate	Hog Roast (Rogate) and food and refreshments (Rake)	250
Selsey	Bunting, table decorations and signage	250
Sidlesham	Bouncy Castle, chairs and tables, refreshments, band	213
Singleton	Hog roast only.	250
Southbourne	Banner, marquee, posters and entertainment	250
Stopham	Food, drinks, bunting and commemorative mugs	250
Sutton and Barlavington joint with Bignor	Live entertainment	359.45
Tangmere	Bouncy castle, decorations and entertainment	236
Tillington	PA system and entertainment	250
Trotton with Chithurst	Awarded for a commemorative bench 13/05	250
Upwaltham	Tree planting and plaque	250

Westbourne	Bouncy castle and live entertainment	250
Westhampnett	Food and drink refreshment	81.03
West Dean	Live entertainment (band)	250
West Itchenor	Live entertainment and birthday cake	250
West Lavington	Entertainment and decorations	250
Wisborough Green	Aerial photograph	250
Woolbeding with Redford	Hog roast	250

2.5 Enabling Grant Scheme

Following an application to the 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 similar small grants schemes, from December 2016 to September 2017. Chichester District Council was allocated £71,428.

CDC 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 41 applications, 4 have been withdrawn or refused, 27 have been approved and are in progress, 9 are complete and have received the grant payment and we have 1 application that we are awaiting information from. 19 applications were for Capital projects, 21 were for website and 1 apprenticeship.

3.0 Concessions

3.1 Discretionary Rate Relief:

Appendix 3 details all recipients of Discretionary Rate Relief in 2016/17. In summary:

Relief eligibility	Organisations (number)	Total Award (relief to organisation)	Total Cost (to CDC) 40%
Not for profit (organisations)	2	£ 5,836.50	£ 2,334.60
Charities	1	£ 650.76	£ 260.30
Rural Public Houses	8	£ 18,662.34	£ 7,464.94
Rural Shops	25	£ 34,479.89	£ 13,791.96
Retail Relief	34	£ 13,917.73	£ 5,567.10
Exceptional Circs	2	£ 20,582.08	£ 8,232.83

Overall totals	72	£ 94,129.00	£ 37,652.00
Decisions delegated to the Head of Finance and Governance Services in respect of Flood Relief, Retail Relief and Reoccupation Relief			
Relief eligibility	Organisations (number)	Total Award (relief to organisation)	Total Cost (to CDC)
Reoccupation Relief	3	£ 10,220.38	£ 4,088.15
Flood Relief	0	£ 0.00	£ 0.00

Geographic analysis

Appendix 3 details the locations of organisations in receipt of rate relief, and the distribution by Parish reflects the rural bias to a number of these eligibilities. Total award and cost to CDC is always in proportion to the rateable value of individual organisations and businesses, so form no basis for comparison.

At its meeting on 1 April 2014 Cabinet authorised the Head of Finance and Governance Services to make decisions using the Council's discretionary powers as directed by the Government to award, Flood Relief, Retail Relief and Reoccupation Relief to qualifying businesses in the district. These measures were designed to provide a boost to small retailers and businesses in both town centres and rural locations. The expenditure incurred by the Council in respect of these reliefs is being reimbursed using a grant under section 31 of the Local Government Act 2003. Appendix 3 details the locations of organisations in receipt of these reliefs, and the distribution by Parish.

3.2 Concessionary Rents:

Concessionary Rents

Appendix 4 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 15 - Summary of all large grant applications (over £1,000) received 16/17

Appendix 2 Page 17 - Summary of all Fast track grant applications (up to £1,000) received 16/17

Appendix 3 Page 18 - Summary of Discretionary Rate Relief provided 16/17

Appendix 4 Page 19 - Summary of Discretionary Rents agreed in the period 1617

Appendix 1

Summary of all large grant applications (over £1,000) received 2016/17

Organisation	Area of benefit (Parish)	Priority	Grant Request (£)	Decision	Decision date	Grant offer (£)
City Angels (Revelation Community)	Chichester	Improving Living Spaces and Places	£5,000	Awarded	January Panel Meeting	£3,000
Cocking Village Hall Management Committee	Cocking	Improving Living Spaces and Places	£2,000	Awarded	January Panel Meeting	£2,000
Duncton Parish Council	Duncton	Improving Living Spaces and Places	£3,750	Awarded	March Panel Meeting	£3,750
Home-Start Chichester and District	District	Targeted Projects	£10,000	Awarded	October Panel Meeting	£10,000
Kiwi Recruitment	Chichester	Economy	£2,500	Awarded	October Panel Meeting	£2,500
Knight Fencing Ltd.	Selsey	Economy	£2,500	Awarded	October Panel Meeting	£2,500
Lifecentre	District	Targeted Projects	£2,500	Awarded	January Panel Meeting	£2,500
Oving Jubilee Village Hall	Oving	Improving Living Spaces and Places	£8,000	Awarded	March Panel Meeting	£8,000
Parents and Carers Support Organisation (PACSO)	District	Targeted Projects	£4,328	Awarded	July Panel Meeting	£4,300
Redford Village Hall Trustees	Redford	Improving Living Spaces and Places	£15,000	Awarded	July Panel Meeting	£15,000
Relate North and South West Sussex	District	Targeted Projects	£3,000	Awarded	January Panel Meeting	£3,000
Sidlesham Parish Council	Sidlesham	Improving Living Spaces and Places	£1,074	Awarded	October Panel Meeting	£1,074

Singleton Parish Council	Singleton	Improving Living Spaces and Places	£8,385	Awarded	July Panel Meeting	£5,000
St Mary Our Lady, Sidlesham Parochial Church Council	Sidlesham	Improving Living Spaces and Places	£15,000	Awarded	July Panel Meeting	£15,000
St Wilfrid's Hospice (South Coast)	District	Improving Living Spaces and Places	£50,000	Awarded	January Panel Meeting	£25,000
Stedham with Iping Parish Council	Stedham and Iping	Improving Living Spaces and Places	£5,000	Awarded	October Panel Meeting	£5,000
The Conservation Volunteers (TCV) in association with the Friends of Brandy Hole Copse	Chichester	Improving Living Spaces and Places	£9,000	Awarded	October Panel Meeting	£9,000
The Fernhurst Centre Ltd.	Fernhurst	Improving Living Spaces and Places	£8,500	Awarded	July Panel Meeting	£8,500
Tillington Parish Council	Tillington	Improving Living Spaces and Places	£10,000	Awarded	January Panel Meeting	£10,000
Youth Dream (Selsey) Ltd	Selsey	Targeted Projects	£5,000	Awarded	October Panel Meeting	£5,000

Appendix 2

Summary of all Fast Track grant applications (up to £1,000) considered in 2016-17

Organisation name	Area of benefit (Parish)	Priority	Grant Request (£)	Decision	Grant offer value (£)
Chichester Baptist Church	Chichester	Targeted Projects	£1,000	Awarded	£1,000
Chichester Child Contact Centre	District	Targeted Projects	£430	Awarded	£430
Chichester Forest Schools CIC	Lavant	Targeted Projects	£928	Declined	0
Duncton Hall and Recreation Ground	Duncton	Improving Living Places and Spaces	£1,000	Awarded	£1,000
Hooli Ltd	Midhurst	Economy	£1,000	Awarded	£1,000

MADhurst	Midhurst	Economy	£1,000	Withdrawn	0
National Childbirth Trust (NCT) West Sussex Coastal Branch- Cloth Nappy Library	District	Improving Living Places and Spaces	£473	Awarded	£473
Ovation Music	District	Targeted Projects	£600	Awarded	£600
Petworth Community Garden CIC	Petworth	Targeted Projects	£1,000	Awarded	£1,000
Pregnancy Options Centre	District	Targeted Projects	£900	Awarded	£900
Singleton Parish Council	Singleton	Improving Living Spaces and Places	£1,000	Awarded	£1,000
Sussex Association for Spina Bifida and Hydrocephalus (SASBAH)	District	Targeted Projects	£1,000	Awarded	£1,000
The Apuldram Centre	Apuldram	Economy	£1,000	Awarded	1,000
The Chilgrove Gin Company Ltd	West Dean	Economy	£1,000	Awarded	£1,000
The Phoenix Snak Shak Ltd	Selsey	Targeted Projects	£250	Awarded	£250
Toucan Beauty and Grooming	Donnington	Economy	£1,000	Awarded	£1,000
Transition Chichester	District	Economy	£900	Declined	0

Appendix 3

Discretionary Rate Relief

Parish	Property Address	Award	Cost
	Not for Profit Organisations		
Itchenor	Itchenor Sailing Club Ltd, The Street, Itchenor,	£ -516.00	£ -206.40
Selsey	The Selsey Centre, Manor Road, Selsey,	£ 6,352.50	£ 2,541.00
	Total 2016-17	£5,836.00	£2,334.60

Rural Public Houses

Cocking	The Blue Bell Inn, Cocking, Midhurst	£3,106.25	£1,242.50
Compton	Coach & Horses, The Square, Compton	£2,012.85	£ 805.14
Compton	Victoria Inn, West Marden, Chichester	£2,795.62	£1,118.25
Elsted & Treyford	Elsted Inn, Elsted Marsh, Elsted, Midhurst	£2,485.00	£ 994.00
Funtington	Richmond Arms, Mill Road, West Ashling	£1,988.00	£ 795.20

Lodsworth	Three Moles Inn, Selham, Petworth	£2,609.25	£1,043.70
Plaistow & Ifold	Sun Inn, Plaistow, Billingshurst	£ 994.00	£ 397.60
Westbourne	Woodmancote Arms, Woodmancote, Emsworth	£2,671.37	£1,068.55
	Total 2016-17	£18,662.34	£7,464.94

Reoccupation Relief

Chichester	45, North Street, Chichester	£5,218.50	£2,087.40
Chichester	4a, Crane Street, Chichester	£1,965.17	£ 786.07
Petworth	Courtyard, Market Square, Petworth	£3,036.71	£1,214.68
	Total 2016-17	£10,220.38	£4,088.15

Retail Relief Year 2

Bosham	Hammers Farm, Main Road, Bosham,	£1,500.00	£600.00
Boxgrove	A & S Motors , Crockerhill	£1,500.00	£600.00
Bury	Turners Garage, Bury Common, Bury	£1,500.00	£600.00
Bury	Sussex Farm Foods, Bury Gate, Bury,	£ 250.68	£100.27
Chichester	40 East Street, Chichester,	£1,500.00	£600.00
Chichester	42 South Street, Chichester,	£ -127.05	£ -50.82
Chichester	54 Whyke Lane, Chichester,	£ -865.58	£-346.23
Chichester	5 Ben Turner Industrial Estate, Oving Road, Chichester,	£1,500.00	£ 600.00
Chichester	3 Eastgate Square, Chichester,	£ 1,500.00	£ 600.00
Chichester	Nandos Chickenland, Chichester Gate, Terminus Road, Chichester,	£ 1,500.00	£ 600.00
Chichester	14 St Pancras, Chichester,	£ -69.67	£ -27.87
Chichester	Hole In The Wall, 1 St Martins Street, Chichester	£ 163.93	£ 65.57
Chichester	5 Southdown Buildings, Southgate, Chichester,	£ 759.26	£ 303.70
Chichester		£ 1,500.00	£ 600.00
Chichester	12 The Hornet, Chichester, PO19 7JG	£ -270.49	£-108.20
Chichester	3-4 Cathedral Courtyard, Southgate, Chichester,	£ 423.29	£ 169.32
Chichester	The Card Shop, 2 Eastgate Square, Chichester,	£ -36.89	£ -14.76
Chichester	46 South Street, Chichester, PO19 1DS	£ -692.63	£-277.05
Chichester	49 North Street, Chichester	£ 500.00	£-200.00
Chichester	2 North House, North Street, Chichester,	£ 516.39	£206.56
Chichester	14 St Pancras, Chichester,	£ 69.67	£ 27.87
Chichester	Front Of, 49 North Street, Chichester,	£ 127.05	£ 50.82
Chichester	54 Whyke Lane, Chichester,	£ 865.57	£346.23
East Wittering	61 Shore Road, East Wittering	£ 10.39	£ 4.16
East Wittering	3 The Parade, East Wittering	£-1,500.00	£-600.00

Loxwood	Sir Roger Tichbourne Inn, Alfold Bars, Loxwood,	£ -172.13	£ -68.85
Midhurst	Midhurst Engineering Co Ltd, Rumbolds Hill, Midhurst,	£ 1,500.00	£600.00
Midhurst	Rja Bathrooms, West Street, Midhurst,	£ -102.46	£-40.98
Midhurst	Marmadukes, Rumbolds Hill, Midhurst,	£ -122.95	£-49.18
Midhurst	Unit 7 , Mint Market, Grange Road, Midhurst,	£ 200.66	£ 80.26
Midhurst	Unit 8 , Mint Market, Grange Road, Midhurst,	£ 210.69	£ 84.28
Sidlesham	Car Tyre Clinic, Sidlesham Common, Chichester,	£ 1,500.00	£ 600.00
Westbourne	Np Autos , Lashley Garage, Commonsides, Westbourne,	£-1,500.00	£-600.00
Westbourne	Np Autos At Lashley Garage, Commonsides, Westbourne, Emsworth, PO10 8TD	£ 280.00	£112.00
Total 2016-17		£13,917.73	£5,567.10

Rural Shops

Bury	The Post Office. Bury Village Hall, Bury,	£ 193.09	£ 77.23
Chidham	Hambrook Post Office, Broad Road., Hambrook,	£ 795.20	£ 318.08
Cocking	Cocking Post Office, Cocking, Midhurst,	£ 416.24	£ 166.50
Compton	The Village Shop & Tearoom, The Square, Compton,	£1,080.97	£ 432.39
Easebourne	Easebourne Village Stores, Easebourne Street, Easebourne,	£ 25.53	£ 10.21
Fernhurst	1 Church Road, Fernhurst, Haslemere, GU27 3HZ	£ 583.97	£ 233.59
Funtington	The Funtington Larder Village Shop, The Fox & Hounds, Funtington,	£ 306.11	£ 122.44
Graffham	Graffham Villiage Shop, Graffham	£4,259.20	£ 1,703.68
Harting	The Old Post Office, South Harting, Petersfield,	£ 134.75	£ 53.90
Harting	Harting Stores, North Lane, South Harting,	£1,366.75	£ 546.70
Hunston	Hunston Post Office, Selsey Road, Hunston,	£1,664.95	£ 665.98
Kirdford	Kirdford Community Shop, Russett Place, Kirdford,	£1,194.70	£ 477.88
Linchmere	126, Camelsdale Road., Haslemere,	£ 133.44	£ 53.38
Linchmere	126, Camelsdale Road., Haslemere,	£1,429.72	£ 571.89
Lodsworth	Lodsworth Village Shop, Lodsworth, Petworth,	£1,105.82	£ 442.33
Loxwood	Old Post Office, Guildford Road, Loxwood,	£ 807.62	£ 323.05
Lurgashall	Lurgashall Post Office, Lurgashall, Petworth,	£ 869.75	£ 347.90
Milland	Milland Community Shop, Iping Road, Milland,	£1,155.52	£ 462.21
Northchapel	Post Office & Stores, Northchapel, Petworth,	£2,037.70	£ 815.08
Plaistow	Plaistow Store, Plaistow,	£1,590.40	£ 636.16
Rogate	Rogate Stores, West Street, Rogate	£2,475.91	£ 990.36
Rogate	Rake Stores , Rake, Liss,	£1,888.60	£ 755.44

Selsey	Comptons, Chichester Road, Selsey	£5,808.00	£2,323.20
West Dean	West Dean Stores, West Dean,	£1,143.10	£ 457.24
Wisborough Green	Wisborough Green Stores, Wisborough Green,	£2,012.85	£ 805.14
	Total 2016/17	£34,479.89	£13,791.96
	Exceptional Circumstances		
Tangmere	Unit 110 ,City Fields Business Park, Tangmere	£13557.50	£5423.00
	Unit 120 & 130, City Fields Business Park	£ 7024.58	£2809.83
	Total 2016/17	£20582.08	£8232.83

Appendix 4

Concessionary Rents determined in Annual Report period April 2016 to March 2017

Chichester North	Brick Clubhouse, Priory Park	Chichester Bowls Club	Concessionary rent agreed at £750 for the six month lease term (subsidy of £1,500)	16 March 2017
Chichester South	5/6 Theatre Lane	CAB	Concessionary rent retained at £7,250 per annum, pro rata for four month term (subsidy of £8,080 per annum)	28 March 2017 – Urgent Decision