

11 June 2018.

**PLEASE NOTE TIME OF MEETING**

Dear Councillor,

A meeting of **THE CABINET GRANTS PANEL** will be held in the **COUNCIL CHAMBER** at these offices on **TUESDAY 19 JUNE 2018 at 4.30 p.m.** when your attendance is requested.

Yours sincerely,

KATHRYN HALL

Chief Executive.

**A G E N D A**

**Pages**

- |     |   |                |
|-----|---|----------------|
| 1.  | Election of Chairman.   |                |
| 2.  | Appointment of Vice Chairman.   |                |
| 3.  | To note Substitutes in Accordance with Council Procedure Rule 4 - Substitutes at Meetings of Committees etc.          |                |
| 4.  | To receive apologies for absence.   |                |
| 5.  | To receive Declaration of Interests from Members in respect of any matter on the Agenda.                              |                |
| 6.  | To confirm the Minutes of the meeting of the Panel held on 14 March 2018.   | <b>3 - 8</b>   |
| 7.  | To consider any items that the Chairman agrees to take as urgent business.  |                |
| 8.  | To receive representations from Members of the Council on the applications.   |                |
| 9.  | Release of S.106 Contributions for Haywards Heath Local Community Infrastructure.                                     | <b>9 - 38</b>  |
| 10. | Utilisation of New River Retail funds for the relocation of groups affected by the Town Centre Development Programme. | <b>39 - 42</b> |
| 11. | Microbusiness Grant Scheme.   | <b>43 - 59</b> |
| 12. | Corporate Grant Schemes.  | <b>60 - 99</b> |

To: **Members of the Cabinet Grants Panel** – Councillors Ash-Edwards,  
Marsh and Webster.

**Minutes of a Meeting of the Mid Sussex District Council  
Cabinet Grants Panel held on Wednesday 14 March 2018  
From 3.00 p.m. to 4:14 p.m.**

**Present:** Councillors: Jonathan Ash-Edwards (Chairman)  
Norman Webster (Vice-Chairman)  
  
Gary Marsh

**1. SUBSTITUTES**

None.

**2. APOLOGIES**

None.

**3. DECLARATIONS OF INTERESTS**

Councillor Webster declared an interest in Item 7 as he is a member of the East Grinstead Town Council and Kingscote Valley Association. Councillor Ash-Edwards declared an interest in item 7 as he is a member of the Haywards Heath Town Council. Councillor Marsh also declared an interest in Item 7 as he advised Ardingly Parish Council to apply for a grant.

**4. MINUTES**

The Minutes of the meeting of the Panel held on 31 October 2017 was approved as a correct record and signed by the Chairman.

**5. URGENT BUSINESS**

None.

**6. REPRESENTATIONS FROM MEMBERS OF THE COUNCIL**

Councillor Sandy Ellis expressed her wholehearted support of the Haywards Heath Town Council's application for South Road tree planters. Adding that if the Grant was approved it would be of great benefit to the local community.

**7. CORPORATE GRANT SCHEMES.**

Elaine Clarke, the Community Leisure Officer introduced the Report to present twenty five Facility, Community & Economic Development applications with all but one of the applications having the suggestion to award funds.

Each application had been assessed against a standard check-list and considered by a 'Grants Assessment Group' to ensure a consistent approach to the awarding of grants.

The Facility Grants which are recommended for consideration and approval by the Panel are set out below:-

Organisation	Purpose for which award is sought	Award Requested	Award Suggested
East Grinstead Sports Club	Facility improvements	£167,100	£139,870

The Community & Economic Development Grants which are recommended for consideration and approval by the Panel are set out below:-

Organisation	Purpose for which award is sought	Award Requested	Award Suggested
Age UK East Grinstead	Defibrillator	1,872	1,872
Ardingly Parish Council	Refurbishment of public conveniences	1,500	1,500
Burgess Hill Community Radio	Studio set up costs	4,996	4,996
Creatives Across Sussex	Willow Fest	4,900	4,900
Cuckfield Parish Council	Commemorative Sculptured Bench	3,000	3,000*
Disability Access	Advice on disability matters	1,000	1,000
East Grinstead Cricket Club	Upgrade cricket practise nets	4,000	4,000*
East Grinstead Town Council	Family events programme 2018	5,000	5,000
East Grinstead Town Council	WW1 Centenary events	2,000	2,000
Experience Mid Sussex	Joint marketing campaign	3,000	3,000
Fixers – Public Heath Broadcasting Trust	Youth and mental health project	4,972	4,972
Grace Eyre Foundation	Friendship Group for people with learning disabilities	5,000	5,000
Haywards Heath Cricket Club	Flat sheet pitch cover	840	840
Haywards Heath Town Council	South Road tree planters	10,000	5,000
Haywards Heath Town Council	Commemorative paving and civic event	4,900	4,900
Hurstpierpoint Gymnastics Club	Gym classes and equipment	4,900	1,900
Kingscote Valley Association	Weirwood Reservoir cycle path proposal	5,000	3,000
Mid Sussex Active	Girls Get Active	4,200	2,100
Nature Nurture Sussex	Community Forest School family sessions	3,415	2,068



Poynings Volunteers	Play equipment at Poynings Recreation Ground	2,500	2,500
Respect Youth Club	Weekly programme	900	900
Sign Health	Young Deaf Hope service	4,950	0
South of England Agricultural Show	Young Craftsman of the Year competition	1,500	1,500
SASBAH	Social activities for people with Spina Bifida and Hydrocephalus	2,000	2,000
Total		£86,345	£67,948

\*funded by s106 developer contributions

The Community Leisure Officer informed the Panel that the Facility Grant had been deferred in a previous meeting as the Panel questioned the governance of the Club. Since then the East Grinstead Sports Club board of trustees agreed to grant Wave Leisure a twelve year operating lease. She told Members that in order for the Club to receive the grant money they would have to submit evidence of expenditure on the areas listed in the application form. . The financial accounts of the Club had also been reviewed by the Head of Finance.

The Chairman queried whether the section 106 payments would be subject to the restriction on putting more than 5 payments together. He also wanted to reserve the right for the Council to send an observer to the trustee meeting if it was believed necessary. The Community Leisure Officer said that she had checked with the S106 Officer who confirmed they would not be subject to restriction on putting payments together however she wanted to double check and would report back to the Panel.

During consideration of the Community & Economic Development Grants presented, the Panel raised a number of points which the Community Leisure Officer clarified.

The application from Age UK East Grinstead was presented to the Panel and a Member queried where an alarm would be linked to as other defibrillators had been vandalised in the District. He also commented that he would feel more comfortable with it being stored inside. It was agreed that as the defibrillator would be on a Council owned building Corporate Estates and Facilities would be contacted to see if it could be located inside the building.

The Panel thanked the Ardingly Parish Councillor for attending and agreed that they were in full support of the application.

A Member commented on the good work of the Creative Across Sussex group and that they are working with the Council's Community Group and Clarion Housing Association to be proactive in preventing boredom and anti-social behaviour.

The Community Leisure Officer informed Members that the Cuckfield Parish Councils application could be funded by section 106 monies. The Panel believed that the bench was a fitting memorial to those who had lost their lives and hoped that it would bring forth closure to those who had suffered.

The Community Leisure Officer informed Members that there were multiple grants from East Grinstead Town Council and Haywards Heath Town Council. Applicants would usually be

limited to one application each but as these were unique situations to commemorate the WW1 centenary they were allowed. The Chairman agreed with this and was happy for the Panel to be flexible.

Members were supportive of the Experience Mid Sussex application as tourism gives a large boost to the District.

The Community Leisure Officer informed the Panel that the Better Young Lives Group would be advising the Fixers – Public Health Broadcasting Trust and that the Trust would present their project to the Group. Members were supportive of this approach.

The Members were supportive of the Grace Eyre Foundation's application as working with the organisation would aid those with learning disabilities in the District. The Council's Community Development Officer can work with the organisation to help them make local contacts and develop the project.

The Panel were informed that Haywards Heath Town Council had applied for a £10,000 grant for the South Road tree planters however it was the Council's policy to award up to £5000. The Panel were supportive of the application and requested that the Town Council liaise with Mid Sussex District Council's landscapes contract team and the disabled access group. It was agreed to award the full £10,000, this would be funded through the Community and Economic Development Grant and section 106 monies.

It was the Officers recommendation that the Panel award a lower grant than requested to the Hurstpierpoint Gymnastics Club as some items of expenditure were ongoing revenue and ineligible for grant funding.

One Member of the Panel believed that the whole £5000 grant should be awarded to the Kingscote Valley Association. The Chairman asked the Community Leisure Officer whether they had been supplied with a breakdown of how the grant would be spent. She informed the Panel that she had not.. The Panel's decision was to defer this grant until they receive further information and a breakdown of project costs.

The Panel recognised the positive impact Forest Schools have on the local community however it would like to see evidence of long term planning for sustainable funding by the organisation. The Chairman would like Officers to supply advice to the school so in the future they are less reliant on grants.

The Panel recognised that Poynings Volunteers were unlikely to receive any section 106 monies as there was little development in the area. They were informed that Mid Sussex would procure the equipment on behalf of the volunteers.

The Panel supported the application from the South of England Agricultural Society and they believed it was important to support the event and encourage craftsmanship within the District.

## RESOLVED

- 1) That a Facility Grant of £97,000 be awarded to East Grinstead Sports Club (EGSC) toward the cost of facility improvements which is made up of Formal Sport S106 contributions: £60,107.25 (P35/779 Land to the west of Imberhorne Lane), £10,741 (PL12-000896 Caffyns Garage, 12-14 King Street), £12,877.13 (PL13-000019 Land at 218 London Road), £7,977.88 (PL13-000617 St James House, 150 London Road), £5,296.74 (PL13-000677 Land at North End Club, 32-33 North End)  
This grant offer is made subject to the following special conditions:
  - The project must be completed within 2 years of project funding being obtained.
  - TLC to meet every two months during the duration of the project to monitor progress, minutes must be submitted to the Council and a Council observer to attend if required.
- 2) That a Facility Grant of £30,000 be awarded to East Grinstead Sports Club (EGSC) toward the cost of the car park expansion which is made up of Local Community Infrastructure S106 contributions: - £5,073.80 (P35/602e Land at Dunnings Mill Snooker Club), £16,969.57 (P35/694 Land rear of 240-258 Holtye Road), £3,300 (St James House, 150 London Road), £531.63 (PL13-000680 Land at 33-35 Cantelupe Road), £4,125 (PL13-000415 Land at Sussex House, London Road)  
This grant offer is made subject to the following special conditions:
  - The project must be completed within 2 years of project funding being obtained.
- 3) That a Facility Grant of £16,870 be awarded to East Grinstead Sports Club (EGSC) toward the cost of cricket pitch drainage and practice nets which is made up of Formal Sport S106 contributions: £12,067 (PL13-000680 Land at 33-35 Cantelupe Road), £1,746.12 (PL13-000617 St James House, 150 London Road), £3,056.88 (P35/501 Mariners & Redwood)  
This grant offer is made subject to the following special conditions:
  - The project must be completed within 2 years of project funding being obtained.
- 4) That a Community and Economic Development Grant of £1,872 be awarded to Age UK East Grinstead to purchase a defibrillator.  
This grant offer is made subject to the following special conditions:
  - Landlords consent and advice regarding the positioning of the defibrillator to be obtained from the Council.
- 5) That a Community and Economic Development Grant of £1,500 be awarded to Ardingly Parish Council to refurbish the public conveniences.
- 6) That a Community and Economic Development Grant of £4,996 to Burgess Hill Community Radio be awarded to purchase and install the infrastructure and equipment to create a new radio studio.
- 7) That a Community and Economic Development Grant of £4,900 to Creatives Across Sussex CIC be awarded to deliver a community arts project working with the residents of Willow Way area.
- 8) That a Facility Grant of £3,000 be awarded to Cuckfield Parish Council to go towards the cost of a commemorative sculptured bench located within Cuckfield Cemetery. Facility Grant made up of the following Section 106 Public Art contributions - £73 (P35/688 Land at Chatfield Road) and £2,927 (P35/708 Land at Bylanes Close).
- 9) That a Community and Economic Development Grant of £1,000 be awarded to Disability Access – East Grinstead to provide advice on disability matters.
- 10) That a Community and Economic Development Grant of £5,000 be awarded to East Grinstead Town Council be as a contribution toward an annual programme of free family events in East Grinstead.
- 11) That a Community and Economic Development Grant of £2,000 to East Grinstead

- Town Council be awarded as a contribution towards two events to be held in East Grinstead to commemorate the centenary of the end of World War 1.
- 12) That a Community and Economic Development Grant of £3,000 to Experience Mid Sussex (c/o Borde Hill Gardens) be awarded as a contribution towards a joint marketing campaign to promote Experience Mid Sussex.
  - 13) That a Community and Economic Development Grant of £4,972 be awarded as a grant to the Public Service Broadcasting Trust for a Youth and Mental Health Project  
This grant offer is made subject to the following special conditions:
    - The proposal must be presented to the Council's Better Young Lives network group and further information submitted before funding is released.
  - 14) That a Community and Economic Development Grant of £5,000 be awarded to Grace Eyre to set up a Friendship Group for people with learning disabilities.
  - 15) That a Community and Economic Development Grant of £840 be awarded to Haywards Heath Cricket Club towards a flat sheet ground cover.  
That a Grant of £10,000 be awarded to Haywards Heath Town Council for Trees and Tree Planters in South Road which is made up of £5,000 Community and Economic Development Funds and £5,000 Local Community Infrastructure S106 contributions (P35/489c Land at Former Horace Hilton Premises, Gower Rd)  
This grant offer is made subject to the following special conditions:
    - approval from West Sussex County Council Highways Team.
    - consultation with the Disability Access group.
    - liaison with the Council's Landscapes Contract Manager regarding the suitability of the trees.
  - 16) That a Community and Economic Development Grant of £4,900 be awarded to Haywards Heath Town Council as a contribution toward two WW1 commemorative events in Haywards Heath.
  - 17) That a Community and Economic Development Grant of £1,900 be awarded to Hurstpierpoint Gymnastics Club toward development activities and equipment.
  - 18) That a Community and Economic Development Grant of £3,000 to the Kingscote Valley Association toward the development of a business plan to support the Weirwood Reservoir cycle path proposal be deferred as the Panel required more information and a breakdown of costs for consideration by the Chair
  - 19) That a Community and Economic Development Grant of £2,100 be awarded to Mid Sussex Active toward the Girls Get Active Programme.
  - 20) That a Community and Economic Development Grant of £2,068 be awarded to Nature Nurture for Community Forest School family sessions.
  - 21) That a Community and Economic Development Grant of £2,500 be awarded to Poynings Volunteers to go towards the cost of a new see-saw.
  - 22) That a Community and Economic Development Grant of £900 be awarded to the Respect Youth Club to go towards the cost of a weekly Programme.
  - 23) That **no** Community and Economic Development Grant be awarded to the Sign Health as the project is not specifically for Mid Sussex residents.
  - 24) That sponsorship of £1,500 be awarded to the South of England Agricultural Society to go towards the cost of the Young Craftsman of the Year Competition.
  - 25) That a Community and Economic Development Grant of £2,000 be awarded to SASBAH to go towards the cost of providing Services to support people with spina bifida and hydrocephalus.

Chairman.

## **9. RELEASE OF S.106 CONTRIBUTIONS FOR HAYWARDS HEATH LOCAL COMMUNITY INFRASTRUCTURE.**

REPORT OF Contact Officer	Divisional Leader for Commercial Services & Contracts David Terry, Landscape Contracts Manager, Landscapes Email: david.terry@midsussex.gov.uk Tel: 01444 477439
Wards affected	Haywards Heath - Franklands
Key decision	Yes

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### **Purpose of Report**

1. Mid Sussex District Council (MSDC) is requesting the release of S106 Local Community Infrastructure (LCI)

### **Recommendation**

2. It is recommended that £68,761.63 is released to MSDC from Local Community Infrastructure contributions arising from St. Francis, Haywards Heath - Anscombe Wood Regeneration Contribution
- 

### **Background**

3. The land currently referred to as Anscombe Wood is a site of a translocated habitat. Crest Nicholson's development to the east of Haywards Heath included a section of land that was designated Ancient Woodland. Whilst the land didn't contain any trees, the soil retains the designation of Ancient Woodland.
4. Ancient Woodland soil will still hold the bacteria and sclerotium that are an integral aspect of woodlands. The current biological profile of the soil can be dated to match the period when this was full woodland.
5. Anscombe Wood was transferred to the Council in 2014 and a sum of £50,000 that was later increased by £5,500, from the developer was provided to regenerate the woods with native tree plantings. The sum with inflation has risen to £68,761.63 under the terms of the S106 agreement.
6. When the soil was translocated there were also a number of Birch whips that were translocated at the same time. Unfortunately, this has resulted in the wood developing as a monoculture. This will need to be corrected through the regeneration programme to provide a more diverse mixed species woodland.
7. The existing vegetation on the land where the soil was spread is now dominated by Gorse, which is now crowding out the woodland understory. This will also need to be thinned out as part of the regeneration programme.
8. The regeneration plan will divide the woodland into compartments to introduce diversity into the age range of the trees. This is important to retain the habitat value of the woodland through the various stages regeneration.
9. A woodland plan has been established and access created into the woodland and, in summary, includes the following tasks:
  - Gorse bashing
  - Thinning the current mono-culture of Silver Birch (one sixth of the site each year)
  - Selective new tree planting

- Cutting and reducing the hedge along Fox Hill
  - Grass cutting a ride through the site
  - Supplying a gate and stile for maintenance access on the north and a stile to the south east.
10. These works will be implemented over a six year period in line with the phased compartment plan (Appendix 1).

**Financial Implications**

8. This project is considered to represent an appropriate expenditure of the Local Community Infrastructure contributions from the agreement below that was provided for woodland regeneration.

<b>S106 Agreement</b>		
<b>P35/317 ST Francis HH - Anscombe Wood Regeneration Contribution</b>		
<b>Total</b>	<b>£68,761.63</b>	

**Legal Implications**

9. The project conforms to the requirements of the Section 106 Agreement and is considered is considered to be beneficial.
11. It is proposed the decision be submitted for approval in the next Budget Management Report.
12. Decisions on the distribution of Section 106 monies up to £25,000 are delegated to individual Cabinet Members in the Council's Constitution.



APPENDIX 1



**APPENDIX 2**

WOODLAND MANAGEMENT PLAN  
FOR LAND AT PARCEL X,  
St. FRANCIS HOSPITAL,  
HAYWARDS HEATH, WEST SUSSEX

**Prepared for:**  
Crest Nicholson  
Nicholson House  
41 Thames Street  
Weybridge  
Surrey  
KT13 8JG

**Prepared by:**  
Jaquelin Fisher Associates  
4 Yukon Road  
London  
SW12 9PU

October 2005



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## MAPS

<u>Map No</u>	<u>Description</u>
1	Site Location Plan
2	Existing Habitats from 2002 EIA
3	Existing Woodland Vegetation Types from 2002 EIA
4	Habitat Creation Proposals
5	Priority Areas for Topsoil Donor Sites
6	Finished Ground Levels

## 1 INTRODUCTION AND BACKGROUND

1.1 Following the Public Inquiry into proposals to redevelop the St Francis Hospital site and to build Stage 6 of the Hayward's Heath Relief Road, the Inspector, affirmed by the Secretary of State accepted that there was a need for the development and acknowledged that this would necessitate the loss of part of Anscombe Wood. A copy of the Office of the Deputy Prime Minister's letter dated 17 March 2003 is attached as Appendix 1. This wood is ancient replanted woodland with a small area of ancient semi-natural woodland according to the West Sussex Inventory of Ancient Woodland. It is approximately 5.3ha in extent.

1.2 Around 3.4ha of Anscombe Wood would be lost. The new woodland would cover approximately 4 ha, thus achieving a net gain in area. Principles for its creation were set out in the Environmental Statement (Broadway Malyan 2002). Planning permission for the scheme was granted subject to a series of conditions. Condition 9 relates specifically to the woodland. It states:

***“9 A woodland management plan, including long term ecological objectives, management responsibilities and maintenance schedules for the areas of woodland identified on Site X on the masterplan (drawing L90/009) shall be submitted to and approved by the local planning authority before commencement of the development hereby permitted. The approved plan shall be implemented in accordance with the submitted details.”***

1.3 This management plan has been written to meet the above condition.

Section 2	Existing site description.
Section 3	Management rationale and objectives.
Section 4	Management responsibilities.
Section 5	Monitoring and Review of Management.
Section 6	References.
Section 7	Timeline for initial works.

### **Maps**

Map 1	Site location plan
Map 2	Existing habitats 2002 EIA Appendices extract
Map 3	Existing woodland vegetation types 2002 EIA Appendices extract
Map 4	Habitat creation proposals
Map 5	Priority areas for topsoil donor sites.
Map 6	Finished ground levels, Parcel X

### **Appendices**

1	Extract of Inspector's Decision
2	2002 biological data on site from EIA
3	2005 Updated Survey.
4	Plants Available from Bolnore Village Phase 2

## 2 EXISTING SITE DESCRIPTION

2.1 The physical features of the site are described first, followed by a summary of the site's history and a description of its biological features. Information is taken from published maps and from the 2002 Environmental Statement. Further survey work has been provided by Jaquelin Fisher Associates Ltd (JFA) during 2005.

### **Physical description**

2.2 Anscombe Wood lies on the southern edge of Haywards Heath. The site for which this management plan has been written includes Anscombe Wood itself and two tree belts and an improved grassland field to the south of the wood. These areas are shown on Map 1. The grid reference of the site is TQ 335225.

2.3 The drift geology beneath the area is the Upper Tunbridge Wells Sands. Soil conditions vary, with some areas dominated by clay and others with more silty or fine sandy material. Detailed soil investigations have not been undertaken, but Anscombe Wood appears to be underlain by the typically heavy Wealden clay.

### **Historic information.**

2.4 Anscombe Wood is on an ancient woodland site, which means that there are no positive records of it being under any land use other than woodland during the last 400 years. However, the original native trees were felled and replaced with alien conifers over most of the woodland during the early 20<sup>th</sup> Century (date of planting unknown, based on map evidence). According to the landscape section of the Environmental Statement, most of the woodland was damaged during the Great Storm of 1987. The vegetation is now dominated by self-seeded young trees and scrub. More mature woodland remains in narrow strips on the western and southern edges of Anscombe Wood and in the wooded gully where a stream runs from north to south at the eastern end of the wood.

### Biological Description

#### **Habitats**

2.5 The habitats on and around Anscombe Wood are shown on Map 2. A more detailed map of the different woodland stand types within Anscombe Wood is provided in Map 3. For detailed descriptions of the Target Notes referred to below, See Appendix 2, pages 1 - 2.

*“Most of this woodland, ... comprised a dense growth of thin silver birch (Betula pendula) trees with scattered sweet chestnut (Castanea sativa) and pedunculate oak (Quercus robur) trees. The understorey was sparse and the ground flora was dominated by bracken (Pteridium aquifolium), bramble (Rubus fruticosus agg.) and bluebell (Hyacinthoides non-scripta). Along the southern edge of this woodland the canopy was more open. This part of the woodland comprised scattered mature pedunculate oak trees and the field layer was dominated by a dense growth of broom (Cystis scoparius) shrubs, bramble scrub, bracken fronds and bluebells. Again the understorey was poorly developed.*

*A larger number of mature trees were also recorded along the western boundary of Anscombe Wood, indicated by target notes 1 and 2. The area indicated by target note 1 largely comprised mature trees including pedunculate oak, beech (Fagus sylvatica), sweet chestnut and Scots pine (Pinus sylvestris) with a bramble-dominated field layer and no understorey. The area indicated by target note 2 supported a similar suite of tree species, but also contained a few understorey shrubs. These included hawthorn (Crataegus monogyna), holly (Ilex aquifolium) and hazel (Corylus avellana). Semi-mature broad-leaved trees dominated the woodland identified by target note 9. Although silver birch trees were recorded they did not dominate the canopy. The dominant trees in this area were ash, beech and sycamore. A dense growth of Rhododendron (Rhododendron ponticum) and Japanese knotweed (Fallopia japonica) were recorded in the northern half of this area.*

*Part of Anscombe Wood had been planted with conifer trees and most of the area indicated by target note 8 was dominated by Norway spruce (Picea abies) trees. Again, the understorey was poorly developed.”*

2.6 There is a stream within Anscombe Wood; this stream is heavily shaded by the surrounding trees. It “*was fast flowing and in places the stream banks were relatively high and almost vertical. In the area indicated by target note 12 the banks were shallow and the water appeared to regularly flow over the banks. It was here that a small number of wetland plants were recorded. These included opposite-leaved golden saxifrage (Chrysosplenium oppositifolium), water figwort (Scrophularia auriculata) and wild angelica (Angelica sylvestris).*” To the south of Anscombe Wood there is a field of improved grassland.

## Species

### **Ground flora**

2.7 The trees, shrubs and ground flora of Anscombe Wood were surveyed in and the resultant data is summarised in Appendix 2, Table 1, page 4. Twelve Ancient Woodland Indicator (AWI) plant species were recorded in Anscombe Wood; these are indicated by an asterisk in that Table. Nine were recorded in the strip of woodland adjacent to the stream. Two blocks within the western edge of the woodland supported four AWIs each. All the remaining areas within the woodland supported one or two AWIs. These results indicate that Anscombe Wood is not a high quality example of ancient woodland. Few large trees are present and the current plant diversity is poor.

2.8 In addition, the 2005 survey found two stands of Japanese knotweed (*Fallopia japonica*): one in the north-east quadrant of the wood, and one just off-site, on the eastern boundary between the wood and the playing fields. This is found in Map 1 in Appendix 3.

### **Fungi**

2.9 A transect survey of the wood’s fungi was undertaken in 2002. The full species list is provided in Appendix 2, page 6. The 2002 survey indicated that Anscombe Wood is not a significant site for fungi, so no further survey work has been undertaken.

### **Invertebrates**

2.10 Surveys in May and June 2002 recorded one Red Data Book (rare) species, four nationally scarce species and 37 'local' species. Most of these were woodland species such as deadwood and fungus beetles. Cresswell Associates concluded that the wood is of high local nature conservation importance for invertebrates. The full list of invertebrates recorded in Anscombe Wood is provided in Appendix 2, pages 6-8.

### **Reptiles and Amphibians**

2.11 The survey in 2002 revealed breeding common frogs and common toads in a pond within the woodland strip to the south of Anscombe Wood. The wood itself does not appear to be valuable habitat for amphibians. The survey results for reptiles were ambiguous, so the site was re-surveyed in 2005. The initial walk-over survey in 2005 suggested that Parcel X is poor habitat for reptiles. A full reptile assessment was undertaken in good weather on the site in suitable habitat. No reptiles were found.

### **Birds**

2.12 The 2002 survey found that the wood supports a variety of common woodland birds. The wood does support song thrush and bullfinch, which are national Biodiversity Action Plan (BAP) priority species. The more mature habitat on the edges, particularly the western and southern edges, of Anscombe Wood supports the highest number of breeding birds. The rest of the wood is more shaded and the density of breeding birds is lower. The surveys did not record any nightingales. The 2002 bird survey results are provided in Appendix 2, pages 9-12. No further bird survey work was undertaken.

### **Bats**

2.13 The western, eastern and southern edges of Anscombe Wood provide foraging habitat used by bats. In 2002, common pipistrelles and Nathusius' pipistrelles have been recorded foraging on these edges while a noctule was recorded commuting high above the woodland. The wooded corridor around the stream and pond south of Anscombe Wood is a well-used foraging and commuting route for bats. Common pipistrelles were recorded foraging and commuting there, while a *Myotis* species and probable serotine and Nathusius' pipistrelle were also recorded foraging. The original bat survey results are provided in Appendix 2, page 13 and no further survey work was undertaken.

### **Dormice**

2.14 A nest box survey was undertaken in 2002, concentrating survey effort on the more mature southern and western edges of Anscombe Wood because the surveyors judged these areas more likely to provide a positive result. This confirmed the presence of a breeding population of dormice in the wood. All of the habitat within the wood is suitable for dormice, although the southern and western edges are the most important area for this species and make the most significant contribution to their habitat. A survey was also undertaken in 2005, with a confirmation of dormice in the southern portion. This is found in Appendix 3, Map 1.

**Badgers**

2.15 During the 2005 survey 3 active badger setts were found; setts A, E and I. Only sett I is found in Anscombe Wood, and its location is found in Appendix 3, Map 1. This sett will be retained and protected throughout the soil translocation and road and housing construction period. Activity has increased in this sett since the survey in 2002.

2.16 Of the original badger setts identified in 2002, two were thought to be inactive, J and K. See Table 2 in Appendix 3. The 2005 survey found that an additional five of the originally active setts were now no longer active.

### 3 MANAGEMENT RATIONALE AND OBJECTIVES

3.1 The total scheme for which planning permission has been granted has been designed to retain as much of the mature woodland as possible, to maximise site biodiversity, and to enhance any existing habitat, by means of sensitive design and open space treatment and ecologically rich boundaries created between habitat areas and built development. This management plan is designed to 1) protect the retained woodland and 2) create new woodland using topsoil and other plant material taken from the areas due to be cleared. The overall aim of the scheme is to compensate for the woodland loss.

#### Planning Considerations

3.2 This plan arises from a condition of the grant of planning permission on appeal. It meets the objectives of PPS 9 particularly in regard to:

“The Government’s Objectives.....

- To contribute to rural renewal and urban renaissance by:
  - Enhancing biodiversity in green spaces and among developments so that they are used by wildlife and valued by people, recognising that healthy functional ecosystems can contribute to a better quality of life and to people’s sense of well-being; and
  - Ensuring that developments take account of the role and value of biodiversity in supporting economic diversification and contributing to a high quality environment.

#### Key Principles

(v) Development proposals where the principal objective is to conserve or enhance biodiversity and geological conservation interests should be permitted.

(vi) The aim of planning decisions should be to prevent harm to biodiversity and geological conservation interests. Where granting planning permission would result in significant harm to those interests, local planning authorities will need to be satisfied that the development cannot reasonably be located on any alternative sites that would result in less or no harm. In the absence of any such alternatives, local planning authorities should ensure that, before planning permission is granted, adequate mitigation measures are put in place. Where a planning decision would result in significant harm to biodiversity and geological interests which cannot be prevented or adequately mitigated against, appropriate compensation measures should be sought. If that significant harm cannot be prevented, adequately mitigated against or compensated for, then planning permission should be refused. “

3.3 As the ODPM’s letter states, in Appendix 1, paragraph 6, the Secretary of State accepts that the requirement for a sequential test as set out in PPG 3 was met at this

site; In paragraph 12 of that letter, he alludes to the Inspector's position on the harm to the woodland set against the community benefit of the relief road and housing.

3.4 The Inspector states in paragraph 14.37 of his report, at the end of Appendix 1, that a new woodland area would be established, and in paragraph 14.39 finds that the mitigation measures proposed are comprehensive.

3.5 Thus the requirement for the woodland management plan meets the Government's Objective for rural renaissance and urban renewal, in that the management plan will enhance biodiversity and the important contribution it makes to the human environment, and as a condition of the overall application, is an acknowledgement of the importance that is placed upon biodiversity.

3.6 In terms of Key Principles, the rationale for the management plan on its own directly accords with the first principal; however, as it is only a part of the totality of development, it also needs to be seen in the light of the second principle. A review of the Secretary of State's letter and those elements of the Inspector's decision which consider Anscombe Wood make it clear that this principle was also adhered to.

#### Land Use History as a Basis for Management Objectives

3.7 As explained above in Section 2, the habitat being moved has already been subject to substantial changes through replacement of the native woodland with conifers in the 20<sup>th</sup> century and through the loss of trees and clearance resulting from the 1987 Great Storm. Nevertheless, it still apparently retains an almost unbroken history of woodland cover. It is recognised that translocation cannot maintain the intrinsic value of the habitat being moved. However, it should be possible to use the translocated soil and plant material to form the basis for a better quality habitat than would be created by a planting scheme alone.

3.8 Set out below are the Principles for habitat design and the over-arching management objectives. These are descriptive, and set out the approach which will be taken in designing, planning for and implementing the creation of the new wood. Following that section, an objective and task list is presented, which links to the time line at the end of this management plan.

#### Overview of Management Objectives - Principles

##### **Design of the Translocated Wood**

3.9 The design of the new wood is shown on Map 4. It includes a variety of features, which will result in a mosaic habitat, which is considered ideal for lowland woodlands ( Rodwell & Patterson 1994). It should in the long run provide at least equal or better habitat to that which was present in Anscombe Wood.

3.10 A network of rides will allow access through the wood. East – west rides predominate, as these should receive most sunlight, which will allow grassland to develop. One ride is proposed along the existing edge of Anscombe Wood. This will allow more light to reach the trees that are currently growing on the woodland edge and would otherwise be surrounded by the new and existing wood areas. It also



means that this part of the historic boundary of Anscombe Wood will be kept as a landscape feature.

3.11 Two areas on the fringes of the new wood have been selected as reptile receptor sites. The existing grassland in these areas will be allowed to become rank and some scrub may be planted. As no reptiles have been found in Parcel X, reptiles from Parcel Y will be translocated to this area.

3.12 Within the new woodland an area of native woodland will be planted adjacent to existing woodland, to provide some new habitat for dormice as quickly as possible. Most of the new wood will be planted on woodland topsoil taken from Anscombe Wood. Native trees and shrubs will be planted across this area.

3.13 In one area the translocated topsoil will be left with no additional planting, to allow natural regeneration to occur. Dead wood will be moved from the existing woodland, to create new habitat piles and one loggery designed specifically for stag beetles.

#### **A Description of the Measures to be Undertaken**

3.14 Unless otherwise specified all works in Anscombe Wood and the new wood will be supervised directly by an ecologist. The first step will be the eradication of Japanese knotweed in and adjacent to Anscombe Wood, before any work commences. This has been prioritised and is likely to be completed before the reserved matters approval.

3.15 The next step in work on this site will involve confirming the precise boundaries of areas of habitat to be lost or retained and pegging these out on site. If more than six months have elapsed since JFA's badger survey in September 2005 then this should be repeated as a precaution.

#### **Fencing**

3.16 A fence line will be cleared and Heras fencing will be erected around all retained habitat areas. Notices will be placed on the fences alerting contractors to the need to avoid incursion into these areas.

#### **Species Protection - Badgers**

3.17 Preliminary results of badger survey in 2005 suggest that only badger sett I will be affected directly by these initial works. An English Nature badger licence will be applied for once the reserved matters approval is granted. Badger activity will be monitored during work, and if the need for further protection and licensing arises it will be addressed. Fencing will be placed to protect Sett I, and work will be phased to ensure that this sett is not isolated from habitat or corridor links.

### **Species Protection - Dormice**

3.18 A dormouse licence will be required for all tree and shrub clearance within Anscombe Wood. The precise working practices will therefore be finalised under a DEFRA Method Statement. The following measures are likely to be required, although the working methods may have to be revised depending on season:

- New planting on at least some of the new wood as early as possible in the programme.
- No ground clearance during winter when hibernating dormice could be vulnerable.
- Coppice shrubs over winter and remove cut material by hand.
- Clear ground layer vegetation in spring, undertaking a hand search for dormice and nests. Any that are found will be moved to retained habitat. Work towards the areas of retained woodland.
- If possible, after coppicing the trees to ground level, the growing fronds of bracken will be treated with a specific systemic herbicide (e.g. Asulam) the following summer but before translocation, to reduce the vigour of the bracken regrowth after translocation.

### **Species Protection - Nesting birds**

3.19 Woodland clearance works should be scheduled outside the bird nesting season if possible. If not they must be preceded by a check by an ecologist, and works delayed around any occupied nest until the chicks have fledged.

### **Species Protection - Reptiles**

3.20 No evidence of reptiles have been found within Anscombe Wood. However, there is a small amount of potential habitat for slow worms and grass snakes. Therefore a destructive search for reptiles will be undertaken during the woodland clearance phase, and any reptiles captured will be moved to suitable habitat on the edges of the grassland field where the new wood will be created.

### **Soil Receptor site preparation**

3.21 The translocation site is an agriculturally improved grassland field. It is likely to be nutrient enriched, which would make woodland ground flora establishment difficult. To reduce this problem the topsoil will be stripped from this area. After topsoil stripping the surface will be scarified to reduce compaction. Scarification will be undertaken using a harrow, rotovator, plough or similar equipment.

3.22 The existing topsoil and grassland will be left undisturbed in the two areas due to be used as reptile receptor sites. Instead, these areas will be enclosed in temporary fencing to avoid accidental incursion by machinery. The grassland will be allowed to become more rank. Some cut woody material from Anscombe Wood will be used to create refugia within these receptor areas. The precise placement of the refugia should be selected to maximise the time before they become shaded by trees on adjacent areas, to allow the reptiles more time to colonise suitable habitat within the rest of the new wood.

## **Translocation**

3.23 The existing ground flora survey data has been reviewed to produce a map prioritising donor areas, based on the number of Ancient Woodland Indicator Plants recorded and the predominance of species such as bluebells as opposed to bramble and bracken in the ground flora. This prioritisation is illustrated in Map 5. The precise depth of topsoil to be moved will be determined after on-site investigation.

3.24 Soil and plant translocation can be undertaken in either the autumn or the spring, as this should improve re-establishment of ground layer vegetation (Hietalahti & Buckley, 2000). If done in the autumn, this allows for bracken treatment in the preceding summer. If autumn works are not possible then spring would be the next alternative. However, precise timing must also be influenced by soil conditions. Moving the soil when it is too wet could result in smearing of the interface between the translocated soil and the underlying material (Roberts, 2000). This would lead to later problems with, for example, drainage. For the purposes of this plan, it is assumed that works will commence in the winter of 2005/06, with actual soil and plant translocation occurring in the autumn of 2006.

3.25 Soil translocation will be translocated by digging out topsoil using a 360 digger and transported using a dumper truck. The depth of topsoil to be moved will be confirmed by on-site investigations but is likely to be about 300 – 400 mm. This method is designed to maintain the seed bank, but it is recognised that the soil profile will be disrupted.

3.26 It is proposed that topsoil will be removed from each area in two lifts, with the upper material removed first and then the lower layer of topsoil. However, some soils are expected to be thin over parent material, in this case only a single lift of soil will be removed. If two layers are moved, they will be stored and spread separately. The soil will be spread on the receptor areas to the same depth as was removed from the donor site. The lower layer of soil will be spread first, and then the material from the upper layer will be placed on top of it. If a single layer is removed, it will be treated as topsoil, and either placed on sub-soil or directly on the translocation site.

3.27 The machinery and working directions will be selected to keep machine movements over the soil prior to stripping to an absolute minimum. There will be no movement of machinery over the soils once they have been spread on the receptor site.

3.28 The topsoil will be spread on the receptor site on the day it is excavated, if possible. If this is not practical then the topsoil from these areas will be stockpiled no more than 1m high. The soil will not be compacted and will be spread as soon as possible and within no more than one week after excavation.

3.29 Bracken treatment is likely to be required in this receptor site, as the translocation material will contain numerous fragments of rhizome. This cannot be done until the fronds are growing, so it will almost certainly have to be done by hand spraying.

## **Planting**

3.30 The list of species to be planted is set out below. Birch and bramble are not included in the planting schedule, as it is expected that sufficient stock will regenerate from the seed bank and other plant material translocated with the soil. DAFOR values are given to show the relative proportions of the different species. The list of species is based on that recorded in Anscombe Wood, with consideration of the species found at Ashenground Wood, an ancient semi-natural woodland SNCI on broadly similar soil to the north west of this site.

- Hornbeam (abundant)
- Hazel (abundant)
- Pedunculate oak (frequent)
- Ash (frequent)
- Field maple (occasional)
- Hawthorn (Occasional)
- Holly (Rare).

3.31 Trees and shrubs will be planted at about 2m centres. For variety, patches throughout the wood will be planted at 3 to 5m spacing. All trees will be sourced from known native stock. This will be sourced from southern and south east England as far as possible. Saplings will be grouped in small single-species clumps of three to six, with oak and ash standards scattered more evenly across the woodland. If practical, some saplings will be translocated directly from Anscombe Wood into the new wood.

3.32 All planting will be undertaken using hand tools. Either tree guards will be placed around every planted tree or rabbit and deer fencing will be erected enclosing the whole of the new wood.

3.33 One area of planting is proposed before any translocation occurs. This will reduce the time lag before new habitat becomes suitable for dormice.

3.34 Across most of the new wood, ground flora planting is not specified, as this should be provided predominantly by the translocated topsoil. However, some herbaceous planting is proposed, using locally sourced native specimens, and honeysuckle will be specified in the area where no topsoil will be translocated. In addition, if still available, some of the woodland plants taken from Bolnore Village Phase 2 will be planted in this area.

3.35 Native trees will be planted following the above specification on all of highest priority areas, (where blocks of topsoil and vegetation will be placed), and on most of the areas where topsoil will be spread. In one area towards the southern edge of the new wood the topsoil will be spread but no additional planting will occur. This area will be left to regenerate naturally. This should result in a similar, birch and bramble-dominated, area, similar to the majority of Anscombe Wood.

3.36 The balancing pond, may be planted up using some Bolnore wetland species (See Appendix 4) and others taken from the existing large pond in the woodland strip south of Anscombe.

### **Integration with the Road Works and Residential Development**

3.37 The design principles for the translocation work will be integrated with those for the relief road and the new housing. While these are not yet finalised, it is proposed that the following measures are incorporated to ensure that the new woodland links to new and retained habitat in the locality.

3.38 New hedgerows / tree lines are due to be created along the verges to maintain habitat linkages. In addition, a spanning bridge or similar feature will be used to provide a route under the Relief Road for bats, badgers and dormice, following the line of the stream through the ghyll woodland.

3.39 Mature and young trees will be felled during clearance of Anscombe Wood. Dead wood will be kept to create habitat diversity in the new woodland. Some smaller material will be piled at the reptile receptor sites, as explained above. Additional piles of cut material will be created across the new wood. In addition, some of the larger timber will be logged with the bark left on it. These logs will be half buried in the ground to create a 'loggy', a feature designed to provide habitat for stag beetles and other specialist deadwood fauna.

3.40 Dormouse boxes will be erected at 10m spacing throughout the retained area of Anscombe Wood. Placement of boxes will follow standard best practice for the national dormouse monitoring programme.

3.41 Fifteen bat boxes will be erected in Anscombe Wood and the other retained areas of mature woodland and tree belts. These will be Schwegler woodcrete boxes. Most will be a standard basic design such as model 2F. This design is suitable for both pipistrelles and long-eared bats. One box would be a larger design, such as the 1FS box, designed to maintain a more stable winter temperature. All of the boxes will be sited at least three metres above ground level on or close to the south-facing side of trees.

3.42 In the longer term management activities such as coppicing will be introduced. However, coppicing or felling in retained areas will not be undertaken during the initial works unless required for safety reasons. This is because the whole scheme of works will inevitably result in a temporary reduction in the available habitat for species such as dormice. It is therefore important to delay any additional works that would cause retained habitat to become temporarily unsuitable.

### **Maintenance Schedules**

3.43 Management as described will be implemented by means of the following Maintenance Schedules set out below. There are three sets of these: 1) immediate tasks during translocation and establishment; 2) medium term tasks, during the early woodland successional stages, when it is vulnerable to catastrophic events; and 3) long term tasks, to ensure that over time the woodland evolves into a habitat that maximises its site potential. It would be expected that the schedules would be added to or revised, depending on the condition of the wood at that time.

3.44 For each phase there are specific target species and habitats, and these will be monitored. During the first phase, it is important to ensure that key species such as dormice, badgers and bat populations are not affected by the translocation process. This will require that sufficient existing habitats are protected so that populations are maintained, and that the new woodland, in combination with retained habitat areas within the relief road corridor and on the new residential site, provide habitat of at least equal or greater value to that which is lost.

### **3.45 Immediate Objectives During Translocation and Establishment**

- Protect all areas of woodland habitat due to be retained from harm during development. Mid-February 2006 onwards
  - This will involve accurate setting out, followed by fencing and management of retained habitat.
  - Tree surgery, strimming of herbaceous growth and some cutting back of the shrub layer will be undertaken, all under the supervision of an ecologist.
  
- Protect badgers, dormice, bats, reptiles and nesting birds from harm during translocation. Mid-February 2006 onwards
  - This will require fencing off of badger setts and the creation of badger safe corridors and foraging areas. Badger use will be monitored.
  - It should be recognised that badgers may cease using Sett I during this period, but it will still be protected, as they may re-establish after construction disturbance.
  - Dormouse nest tubes and boxes will be left on site to maintain safe nesting locations for the species.
  - Bird boxes will be placed on site to provide nesting habitat for birds
  - All large trees to be lost will be climbed and inspected for bats prior to removal.
  - Woodland and shrub layer will not be disturbed during the nesting season, except under the supervision of an ecologist. Breeding, nesting and fledgling birds will not be disturbed.
  - Fence off retained areas and woodland edges with Heras fencing or similar prior to removal of topsoil. Ensure no vehicles enter these areas nor material stored or rubbish disposed of.
  
- Create a robust substrate for new woodland translocation April through June 2006
  - In the area for the new woodland, illustrated on Map 1, cut off or plough off top layer of vegetation and remove
  - Remove topsoil equivalent to depth of plough layer, e.g. 300-400mm
  - Re-use topsoil elsewhere, such as in gardens, verges of new relief road or elsewhere that nutrient-rich soil is required.
  - Harrow remaining surface of soil or use chain to create as fine a tilth as possible

- If woodland receptor soil is left for a period of time and weeds begin to grow, treat with a systemic biodegradable herbicide such as Round-Up before planting woodland.
- Initial Woodland preparation. – February through August 2006.
  - Coppice woodland, and stockpile arisings, outside of the breeding bird season and preferably before 1 March 2006.
  - Treat bracken with Asulam or strim down and control.
  - Remove any specimens of herbaceous vegetation of interest for cultivation off-site.
- Remove topsoil and plant material from woodland and place in receptor area September through November 2006
  - Grub out tree trunks and coppice stools and stock pile.
  - Remove and store any vigorous saplings, ensuring roots stay covered and moist.
  - Remove cherry laurel and rhododendron and treat as waste, taking off-site
  - Remove top soil in 1-2 lifts. Soil horizon development is predicted to be variable and depth to parent material may not be great.
  - Where two horizons are evident, separate upper from lower and store separately.
  - Ensure that no rubbish, made ground or fill (areas of which are known in Anscombe Wood) are move to the receptor site
  - If at all possible, place soil on receptor site the same day as it is removed
  - If stockpiled, place in defined areas, and keep upper and lower horizons separate. Do not stockpile higher than 1m.
  - Place soil material on receptor area. Work into substrate, using harrow or similar. Lightly compact.
  - Place some or all of coppice stools and trunks on translocation site; place coppice arisings and brash on site as well.
  - When all soil translocation complete, compact retained sub-soil well in former woodland, and configure slopes as shown on Map 6.
  - To ensure no siltation from erosion into the woodland ghyll, create siltation traps by means of an excavation and geotextile to filter run-off before it enters the ghyll. Grade slopes towards ghyll accordingly.
- Woodland Planting up Receptor Area September through November 2006
  - Once all soil has been moved, placed in translocation area and treated as above, the woodland can be planted, using first any suitable saplings from the woodland.
  - As it is expected that saplings will not be sufficient, whip specimens representative of the woodland type now found in Anscombe Wood (See Appendix 2) will be planted, as described in paragraph 3.31

above. Shrub specimens, as per whips, will also be planted. All specimens will be of local provenance.

- Planting will be as per the design set out in Map 4.
- Whips will be planted in pits, with ties and tree guards.
- The site will then be fenced, with consideration given to deer-proof fencing.

- Herbaceous planting in the Receptor Area - Spring 2007

- Herbaceous species will be planted in the receptor area in the spring following the planting of the woodland.
- Specimens will include those propagated from any removed from Anscombe Wood prior to soil removal.
- Specimens will also be sourced from propagules removed from Bolnere Village, Phase 2. A list of these are attached as Appendix 4.

### **Medium Range Goals**

3.46 From year two to fifteen the woodland will establish. During this time, it will represent a different sere to that which it is meant to replace. Thus it is expected to support a different range of species. It is expected to evolve into a woodland similar to Anscombe Wood, but that resemblance will only be obvious in the latter stages of this period.

3.47 During this period, the wood will be vulnerable to depredation by deer and invasion by undesirable species such as bracken. If not controlled, this can affect the long-term outcome of the site. Other considerations are periods of drought, or excessively cold weather that can affect the survival of the woodland. The following are goals and tasks for the medium range

- Monitor woodland condition at least annually, with at least four maintenance visits each year.
  - Replace dead or dying woody specimens
  - Consider altering woodland species dominants if certain species fail to thrive on the site.
  - Control invasive species, such as bracken or sycamore.
  - Ensure woodland cover is adequate to prevent erosion and consider seeding with suitable wildflower or wild grass seeds if needed.
  - Undertake a woodland inventory of botanical species quarterly
- Manage the site for Wildlife
  - Undertake invertebrate, dormice, badger use, bird and bat activity surveys during appropriate seasons within the translocated woodland.
  - Ensure that habitat appropriate to each group continues to be available, if appropriate.

### **Long Term Management**

3.48 In the long term, the wood should be able to support a similar range of species to that which Anscombe Wood now supports. The challenge is to ensure that there is no localised extinction in the interim period, when there is a reduction in habitat due to the seral stage of the replicated woodland. Assuming Medium Range management has been effective, the following tasks for the long term would be suitable. It would



be expected that certain activities listed below would commence towards the end of the Medium Term, depending upon the rate at which the woodland establishes and matures. Such activities include ride management and coppicing.

3.49 The majority of the retained and new woodland will be managed by coppicing. The long term management prescription is described below. It will be divided into a series of coppice coupes. The pattern of coupes will be designed to maintain linked areas of more mature habitat to benefit dormice. The retained edges of Anscombe Wood are dominated by mature trees and will not be included in the coppice rotation.

3.50 Each coupe will be coppiced every 15 – 20 years. No coppicing will be undertaken until at least five years after the end of the initial works. This delay is designed to allow time for the vegetation to mature before additional areas are cut, making them temporarily unsuitable for dormice.

#### **Ride management**

3.51 The central section of each ride will be mown every autumn and the cut material will be removed. A band of longer grass will be allowed to develop either side of this central strip. These edges will be mown every two years with the cut material removed. Only one side of a ride will be mown in each year. If mowing is done mechanically, set the machines' blades at about 100 mm above ground level. Beyond the longer grass a band of shrubs will be allowed to grow and will be maintained by coppicing every five years.

#### **Management of standard trees**

3.52 The condition of mature trees will be monitored every year, with particular focus on trees close to footpaths. Necessary safety works will be undertaken, but these should be kept to a minimum. For example, tree surgery can often reduce risks associated with trees without a need to fell them.

#### **Management of reptile areas**

3.53 The grassland in the original reptile receptor areas will be managed by mowing every two or three years. The mowing blades should be set above about 100mm to reduce the risk of harm to individual reptiles. The cut material will be removed from the site or collected together to create compost heaps. These would provide breeding sites for grass snakes.

#### **3.54 Specific Maintenance Tasks**

- Institute regular woodland management by coppicing on a coupe rotation of 7 years.
  - Cut back all coppice shrubs in that coupe to just above ground level using chain saws and hand tools. Cut faces will be angled rather than flat to allow water to run off.
  - Leave some of the coppiced material on site in piles. Remove the rest from the site, following set routes to avoid wide scale disturbance of the ground layer and soil compaction.
  - Retain the brash (thin branches with attached twigs) and spread it over and around each coppice stool to reduce damage by browsing deer.
  - Retain scattered trees to grow to maturity.

- Ensure that there is no conflict with dormice use and habitat.
- Ensure no conflict with bird breeding and feeding habitat.
- Leave arisings on site
- Institute ride management with an annual cutting of rides (See Map 4 for their locations)
  - Cut central portion of ride every autumn
  - Utilise cuttings to create hibernacula for slow worms.
  - Cut only one side of each ride every year and then alternate
  - Coppice shrubs in ride every five years
- Continue to monitor invasive species and vigour of woodland canopy specimens
  - Keep replacement planting to a minimum for the long term and rely on natural regeneration and replacement.
  - Thin and open up canopy as necessary.
  - Control weeds and remove invasive species as needed.
  - Undertake tree surgery as necessary.
  - Monitor individual trees and only trim if needed for safety or tree health reasons
- Reptile areas will be managed to retain habitat value
  - Mow every two to three years
  - Remove arisings or use to create compost areas for refugia and nesting

#### 4. MANAGEMENT RESPONSIBILITIES

4.1 Management of the woodland is set out in three phases: initial works, medium term management and long term management. Responsibility for the initial works will lie with Crest Nicholson. Responsibility for the long term management of the site will be passed to the local planning authority with an agreed sum for long-term management which has been embodied in a planning agreement with Mid-Sussex District Council, who will maintain the woodland in perpetuity. It is expected that the site will be handed over to the local authority during the medium term phase, after the woodland has been established and all relevant implementation has been completed.

4.2 Initial works will involve some loss of woodland. This will require a DEFRA licence because of the loss of dormouse habitat. The application for such a licence will be made jointly by Crest Nicholson and Jaquelin Fisher Associates Ltd. An English Nature badger licence will also be required as some of the working area will fall within 30m of Sett I. Consideration should also be given to applying to the Woodland Grant Scheme to assist with regulating and funding long term management.

4.3 A management committee will be established to allow interested parties to help guide both the initial works and the long term management of Anscombe Wood. The membership of the committee will be agreed as this draft management plan is finalised but likely members include: Sussex Wildlife Trust, West Sussex County Council ecologist, Mid Sussex District Council countryside team, English Nature, and local residents' group(s). English Nature should be copied in on all documentation even if the organisation does not decide to become directly involved in the committee, as the works on site will affect the habitat of protected species.

## **5. MONITORING AND REVIEW OF MANAGEMENT**

5.1 Every year a record will be made of the management activities that have occurred. This will be tied in closely to the Maintenance Schedules set out in Section 4. This is particularly important during the initial works to ensure that future managers have a record of, for example, the area to which the woodland soil from a particular donor area was translocated.

5.2 A biological monitoring programme will be set up. During the initial works period all the features lists below will be monitored every year. In the longer term some features will be monitored less frequently, as set out below:

### **Every year:**

- Check tree safety, particularly around any public footpaths (or more frequently if recommended for safety reasons).
- Check activity at each badger sett and record any new setts.
- Survey dormouse nest boxes (dormouse survey licence required).
- Survey bat boxes (licence not required unless bats are recorded, after which that box must only be opened by a licence holder).

### **Every two years:**

- Undertake bat activity survey.
- Undertake breeding bird survey.

### **Every five years:**

- Record sample photos of each area of habitat.
- Record species and cover in quadrats along a series of sampling transects through the retained woodland and each of the different treatment areas in the new southern woodland.
- Undertake tinning survey for reptiles if none have been seen as casual records during the previous five year period.

5.3 Monitoring records will be submitted to the Sussex Biological Records Centre once a year. If a national centre is established for co-ordinating information on habitat and species translocation then records will also be sent to them.

5.4 The long term management prescription in this document has been written before any of the translocation work has been undertaken. It is therefore strongly recommended that this management plan is reviewed by the management committee during the final year of the initial works period, and amended as necessary. In the longer term standard practice is to amend plans if new and unexpected issues arise but also to schedule a more formal review of the management plan every five years.

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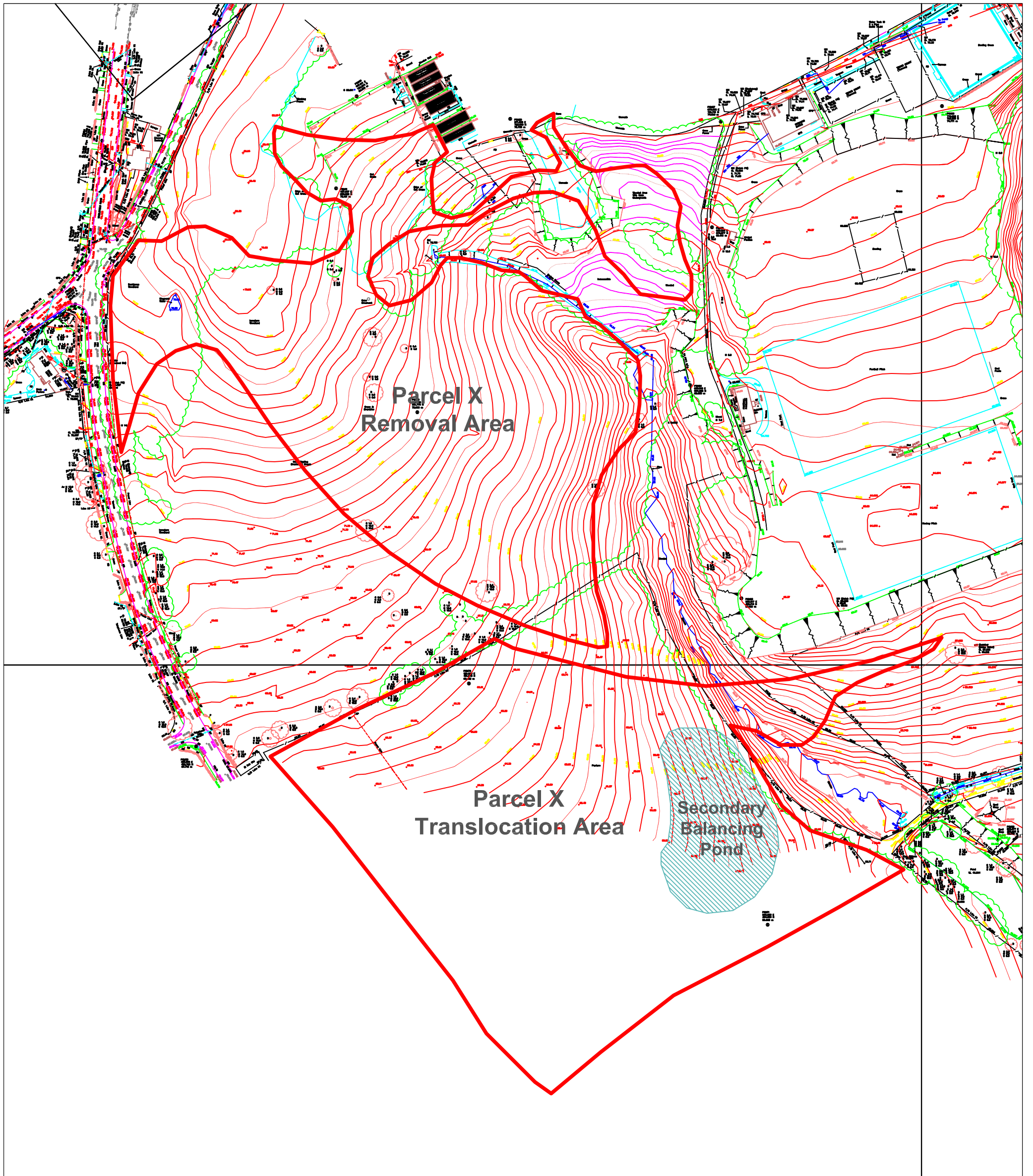
Roberts, G. (2000). The relocation of ancient woodland. in *Quarterly Journal of Forestry.*

Whitbread et al (1980). *West Sussex Provisional inventory of ancient woodlands.* Nature Conservancy Council.

## Annex

### Habitat management record sheet

include map of area and record everywhere each management activity occurs (e.g. soil translocation – show each donor site with the relevant receptor site; areas planted / coppiced / rides mown in each year).



 Red Line Boundary

**JAQUELIN  
FISHER**  
ASSOCIATES



Drawing Title

St. Francis Hospital X & Y

Scale  
**1:2500**

Drawn  
**JEG**

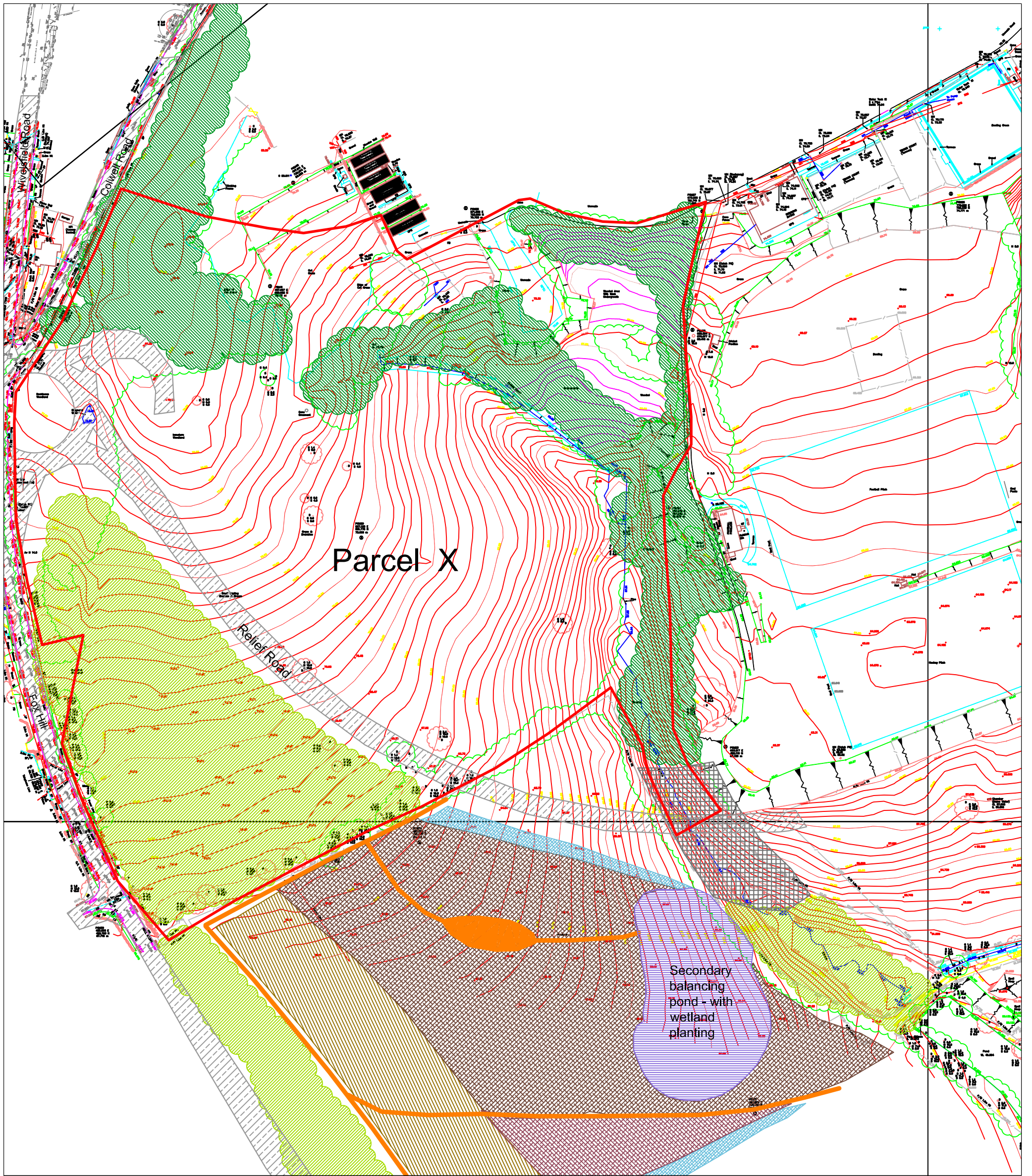
Date  
October 2005

Job Number  
WS 1184

Drawing Number  
6












Rev  
-





Parcel X

Secondary balancing pond - with wetland planting

-  Site boundary
-  Retained wood north of relief road
-  Retained wood south of relief road
-  Roads
-  New native woodland - to be planted in the earliest available planting season
-  Bridge proposed in ES to provide route under relief road for badgers, dormice and bats
-  Refugia creation & scrub planting - reptile receptor site
-  Topsoil translocation receptor site - followed by native planting
-  Topsoil translocation receptor site - followed by natural regeneration
-  Balancing pond with wetland planting
-  New rides and glades

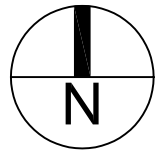
**JAQUELIN FISHER**  
ASSOCIATES



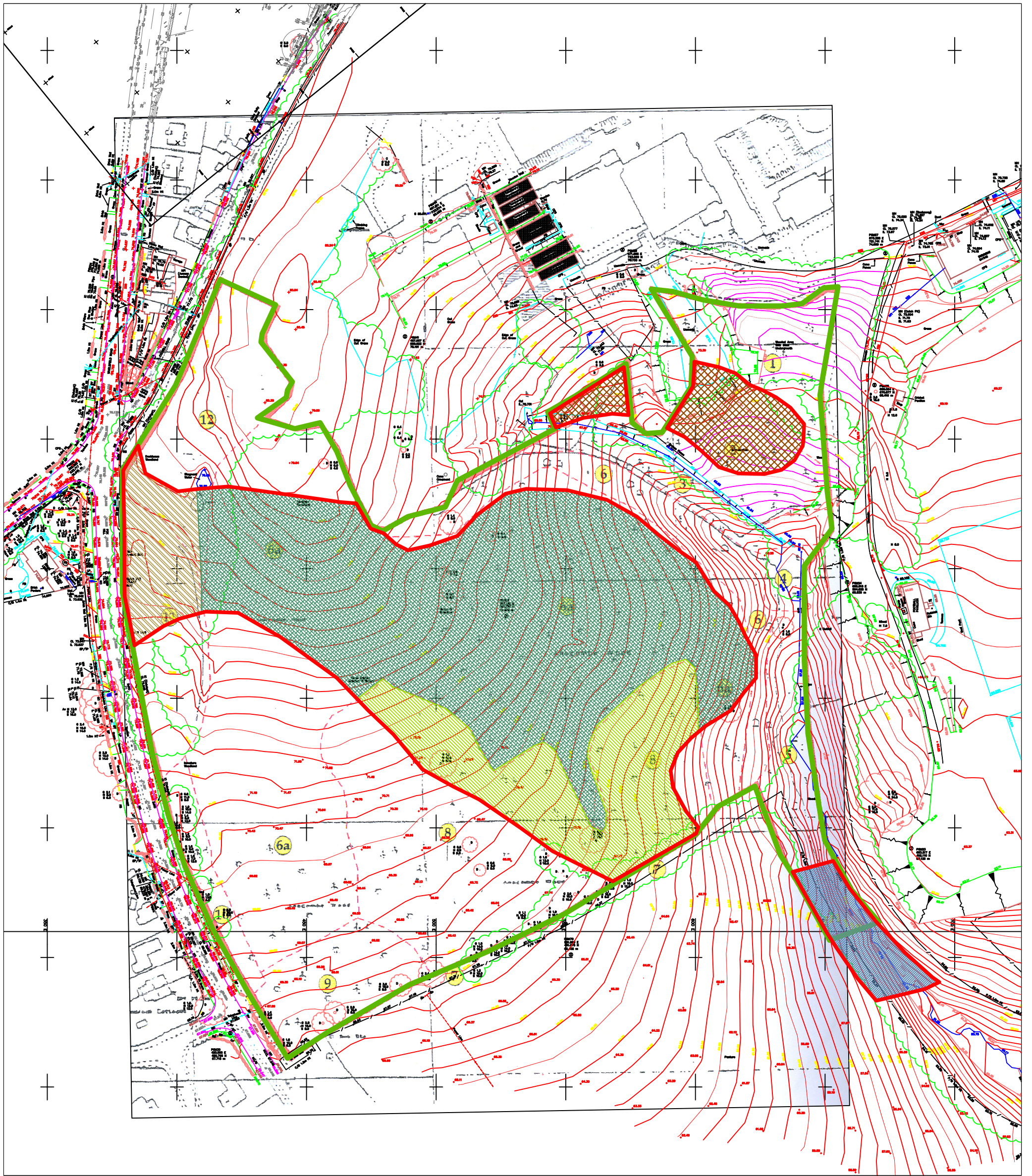
Drawing Title  
Anscombe Wood & Translocated Wood Plan  
St. Francis Hospital Parcel X

Scale 1:2500 @A3      Drawn JEG      Date October 2005

Job Number WS 1184      Drawing Number 2      Rev -







Woodland boundary



Approximate boundary of woodland to be cleared

Priority for Soil Translocation:



1 - Area round stream - ground flora dominated by bluebell & wood anemone with several ancient woodland indicators



2 - Areas 11 & 12 four AWI plants in each



3 - Large numbers of bluebells & patches of wood anemone



4 - Areas dominated by bluebells and a small number of wood anemones



5 - Much rubbish and bare ground, but still a few AWI plants

**JAQUELIN FISHER**  
ASSOCIATES



Drawing Title

Priority for Soil Translocation

Scale  
1:2000 @ A3

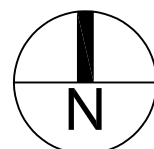
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JEG

Date  
October 2005

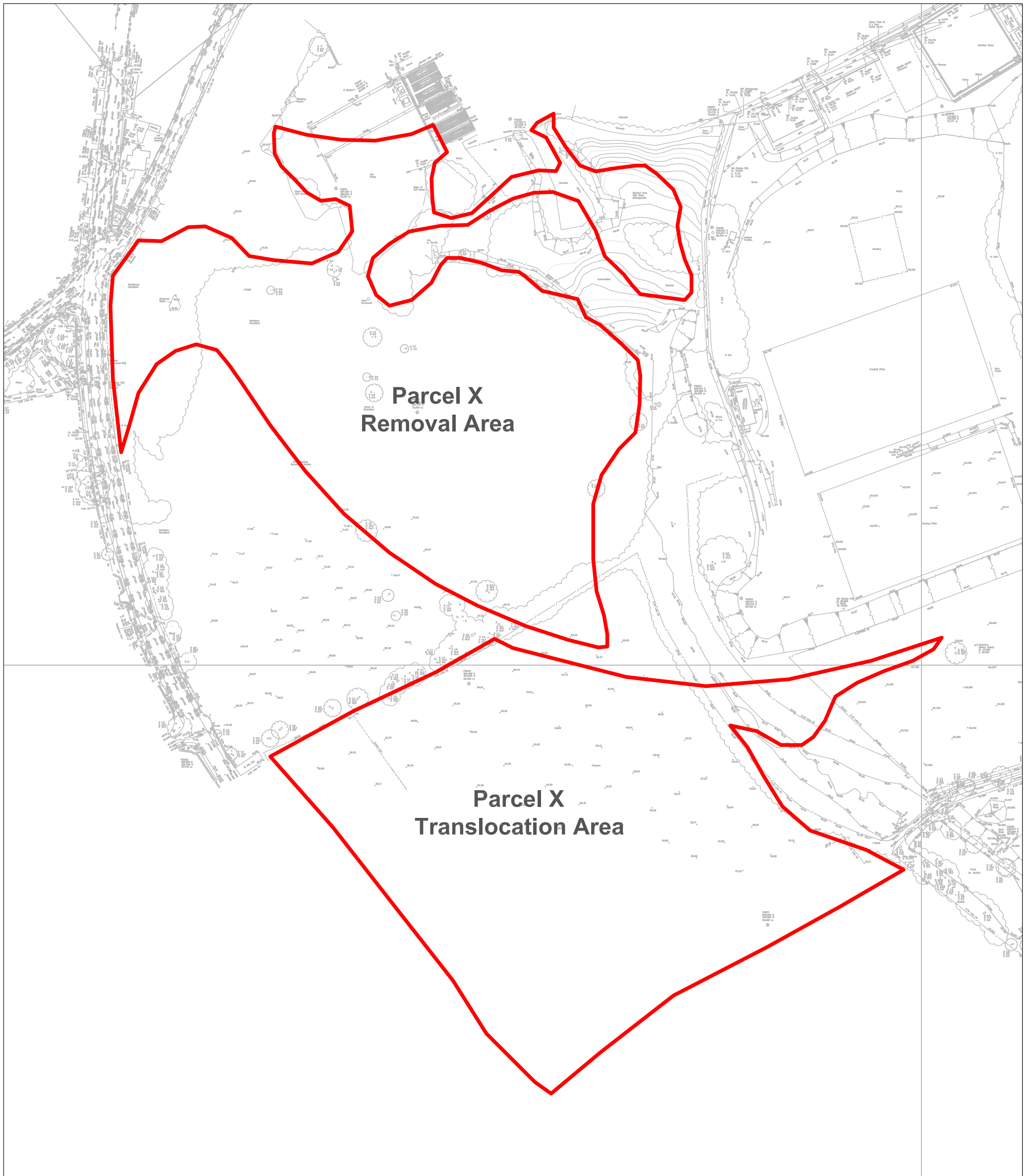
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
Drawing Number  
5

Rev  
-







-  Red Line Boundary
-  Finished ground level contours

**JAQUELIN  
FISHER**  
ASSOCIATES



Drawing Title

**Map 6: Finished ground levels in dense woodland,  
Parcel x**

Scale  
**1:2500**

Drawn  
**JEG**

Date  
**October 2005**

Job Number  
**WS 1184**

Drawing Number  
**6**

Rev  
**-**

## **10. UTILISATION OF NEW RIVER RETAIL FUNDS FOR THE RELOCATION OF GROUPS AFFECTED BY THE TOWN CENTRE DEVELOPMENT PROGRAMME.**

REPORT OF  
Contact Officer

Divisional Leader for Commercial Services and Contracts  
Glen Wilkinson Leisure Contract Monitoring Officer  
Email: glen.wilkinson@midsussex.gov.uk Tel: 01444 477207

Wards affected  
Key decision

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### **Purpose of Report**

1. To request the release of money from the Martlets Relocation Specific Reserve for groups/organisations incurring costs in relocating to new premises as a result of the Burgess Hill town centre redevelopment programme.

### **Recommendation**

2. It is recommended that the Cabinet Grants Panel consider each individual request and determine the financial support to be awarded to each group.
- 

### **Background**

3. Martlets Hall in Burgess Hill will close on June 30th 2018 to allow for the redevelopment of Burgess Hill Town Centre by New River Retail.
4. A comprehensive consultation exercise was undertaken throughout 2016 and 2017 with all the current users of the hall, and support has been provided in identifying potential alternative venues within the Burgess Hill area to accommodate them following the closure.
5. To support this process and the re-utilisation of the town centre, a sum of £250k was agreed by New River Retail, to meet any reasonable relocation costs for affected groups. To date we have received £125K, being the first of two agreed payments, the balance being due when the Council provide vacant possession of the hall.
6. A number of groups have now submitted bids for funding, in which they were required to:
  - a. Set out details of their proposed new location and the facilities they will be using there
  - b. Describe the assistance required to enable their club/group to relocate
  - c. Describe how this will improve the experience of their club/group in their new location
  - d. Identify the total project cost, and any match funding they have secured
7. These bids are summarised below.

### **Sussex Gymnastics Club / Places for People Leisure**

3. Sussex Gymnastics Club (consisting of 160 gymnasts) hired the facilities at Martlets Hall, retained the subscriptions paid by club members and owned the gymnastics equipment required for the classes. Staff were paid a wage from the Subscriptions.
4. It was not possible to identify a suitable alternative venue at which the club could operate on the above basis so negotiations were eventually held with Places for People Leisure with the aim of moving the club to The Triangle and merging with the existing club at the Centre.
5. Under these new arrangements a club of over 460 gymnasts will be created, Places for People will buy and transport all of the club's equipment to The Triangle and coaching staff will be taken onto the payroll. Club gymnasts will pay PfPL their fees on a monthly basis by direct debit.
6. The new club will provide a range of gymnastic opportunities from participation through to excellence across a range of disciplines.
7. Places for People are requesting a grant of **£11,734** to reimburse them for the cost of purchasing and transporting the existing gymnastics equipment from Martlets Hall to The Triangle in order to effect the merger of the two clubs.

### **U3A / St. Andrews Church**

8. U3A have found it difficult to relocate due to the numbers attending their monthly activities (approx.150) and their annual event (approx. 350 attendees).
9. St. Andrews Church is one of the largest venues in Burgess Hill and can accommodate up to 450 people in the main hall in addition to significant numbers in the additional three separate halls available. As such this venue was identified as the most appropriate to accommodate the group's activities. However, they will need to acquire additional seating at a cost of £20,000.
10. To facilitate the move, the Church also need to reconfigure the existing toilets to create 6 unisex toilets including a disabled toilet; create an additional 2 new male and 4 new female toilets and spend £20,000 on purchasing 350 new chairs. The cost of this is £140,000.
11. In addition the Church would also like to provide a "Changing Places" facility by fitting an existing single toilet with a ceiling mounted hoist and an adjustable height wall mounted bench to benefit existing and future users at an estimated cost of £8,000.
12. The Church has already raised a total of £100,500 towards the toilet provision leaving total funding required of £19,500 for the toilets, £8,000 for the hoist and bed together with the £20,000 for the new seats making a total grant request of **£47,500**.

### **Clubbercise / Wivelsfield Primary School**

13. This group provides exercise classes at Martlets Hall on Monday and Wednesday evenings for up to 30 people per class.
14. Various alternative venues have been looked at but the only suitable/affordable one available at the required times is Wivelsfield Primary School.
15. The only requirement for this venue to be able to accommodate the sessions is the provision of black out blinds for the windows, including a number at high level.

16. The total cost of supplying and fitting the required blinds is £3,600.
17. A grant of **£3,600** is requested from the available fund.

**HAMSVA (now MSVA- Mid Sussex Voluntary Action)**

18. MSVA was based in Martlets Heights but has since moved to new premises on Church Road.
19. In moving the association incurred the following costs; solicitors fees of £2,484; IT cabling and servers £1,722; removal costs of £800 and refurbishment of room to hire out to community groups at a cost of £3,906.
20. The community room is used for art groups, family history, science, AA weekly meetings, support for abused women, training courses, 1:1 support for vulnerable adults, board meetings etc.
21. A grant of **£8,912** is requested to cover the costs of the move.

**Summary of Grants Requested**

<b>Organisation</b>	<b>Summary of bid</b>	<b>Amount requested</b>
Sussex Gymnastics Club / Places for People Leisure	Purchasing new, and transporting the existing gymnastics equipment from Martlets Hall to The Triangle.	£11,734
U3A / St. Andrews Church	Contribution towards major toilet works; and purchase of 350 new seats	£47,500
Clubbercise / Wivelsfield Primary School	Supply and installation of black out blinds for school windows.	£3,600
HAMSVA (now MSVA- Mid Sussex Voluntary Action)	Costs associated with moving from Martlets Heights to new premises on Church Road	£8,912
<b>Total Requested</b>		<b>£71,746</b>

**Financial Implications**

22. In July 2017, the Council received the sum of £125,000 from New River Retail Ltd as a contribution to any associated costs relating to the closure of Martlets Hall and to support the town revitalisation project. This was the first of two amounts due of a total £250,000 contribution. The Martlets Relocation Specific Reserve was created to hold these sums, as reported in the Budget Management Report to Cabinet 5<sup>th</sup> September 2017.
23. Members are now requested to release the sum of £71,746 as detailed in the table above, leaving a balance in Specific reserve of £53,254.
24. A further £125,000 will be received on vacant possession of Martlets Hall.

## **Risk Management Implications**

25. The groups requesting financial support have had to relocate their activities to allow for the planned regeneration work and inward investment to proceed. In effecting the moves each group has incurred costs which have ensured a smooth transition.
26. If suitable alternative accommodation had not been identified then the groups would have had to cease to provide their services / activities. Costs have had to be incurred to achieve favourable outcomes for the groups concerned.
27. The costs involved are affordable within the Reserve Fund.

## 11. MICROBUSINESS GRANT SCHEME.

**REPORT OF:** Economic Development Officer  
**Contact Officer:** William Hawkins  
**Email** [william.hawkins@midsussex.gov.uk](mailto:william.hawkins@midsussex.gov.uk) **Tel:** 01444 477322  
**Wards Affected:** All

---

### Purpose of the report

1. The purpose of this report is to present seven microbusiness grant applications for consideration by the Cabinet Grants Panel.

### Summary

2. A summary of the applications to be considered and the recommendations from the Grants Assessment Group on the level of financial assistance to be awarded to each organisation are detailed as follows:

Organisation	Purpose for which award is sought	Award Requested	Award Suggested
Bright Light Film	Marketing campaign	£1,425	£1,425
Gore Property Services Ltd	New printer and computer	£1,500	£1,500
Designs by Sussex Landscape	New website and computer	£700	£700
Define Hospitality Ltd	Promotion campaign	£2,000	£2,000
CKG OT Ltd	New staff member	£2,000	£2,000
Smith Home Transformations	Apprentice	£1,500	£1,500
The Jonathan Lea Network	New product and website	£2,000	£2,000
<b>Total</b>		<b>£11,125</b>	<b>£11,125</b>

### Recommendations

***Members of the Panel are requested to***

- a) Consider and decide upon the recommendations for each of the above applications, summaries of which are attached in Appendix A of this report.***

### Background

3. This is the first meeting of the Cabinet Grants Panel to consider the 2018/2019 Micro Business Grant Scheme. This is a County-wide scheme utilising the West Sussex business rates pool, with £500,000 to be split equally between the Districts, with £72,000 allocated to Mid Sussex District Council (MSDC). Grants of up to £2,000 are available to assist micro-businesses (firms with fewer than 10 employees) with projects that will help them grow or up to £1,500 to help with the costs of taking on an apprentice. The scheme was successfully run in 2017/18 awarding £74,990 to 44 micro-businesses.

4. Applications for the grants have been assessed using the following criteria (as set out in the guidance note accompanying the application form) –
  - Delivering wider outreach
  - Assisting with the delivery of new business lines
  - Enabling more employees to be taken on
  - Delivering community benefit

### **Assessment and Policy Context**

5. The microbusiness grant scheme is again aimed at small organisations which are likely to be resource constrained. The application form and assessment process have been kept streamlined to encourage relevant businesses to apply, whilst still requiring sufficient information to enable the Council to make informed and robust decisions.
6. The applications received have been considered by the Council’s Economic Development Officers, William Hawkins and Kim Christmas. A summary of the assessment of each application is included within the individual project reports in Appendix A
7. All organisations have met the basic criteria and specific grant criteria, i.e. are properly constituted micro-businesses and have provided the relevant information to support their application. All applicants have also been subject of a basic due diligence review.

### **Financial Implications**

8. The microbusiness grants are funded through an allocation from the WSCC business rates pool, with £500,000 to be divided equally between districts.
9. The current fund stands at:

<b>Scheme</b>	<b>Fund as at 7 Jun 2018</b>	<b>Funds approved</b>	<b>Funds requested</b>	<b>Balance</b>
Micro Business Grant Scheme	£72,000	£0	£11,125	£60,875

### **Risk Management Implications**

10. The main associated risk to the successful implementation of the decisions arising from this report is the inability of the funded organisations to carry out the services, activities or equipment purchase for which funding had been awarded.
11. To minimise risk to the fund the decision was taken for 2017/18 pay grants in arrears on receipt of invoices other evidence. This approach differs from practice in some other parts of the County where payments are made to businesses as soon as the bid is approved. The payment-on-invoice approach is one key means on reducing risk to the fund and ensuring that grant payments do support the delivery of genuine growth or the recruitment of an apprentice.



12. The approach to due diligence adopted for Mid Sussex also differs from approaches used elsewhere in the County. The desk research part of the due diligence work is complemented by site visits to all businesses whose bids meet the eligibility criteria. This represents a more rigorous approach than that adopted in other districts which are instead reliant on businesses demonstrating that the grant has been used appropriately after it has been awarded and then arranging recovery action in those instances where it has not. We believe this is a proportionate approach that protects the Micro Business Grant Fund whilst ensuring that no undue administrative burden is presented to businesses in accessing grants that they have successfully secured.

### **Equality implications**

13. As part of the due diligence process all of the businesses whose bids are included in this report Council have been assessed to be in compliance with the requisite policies/legislation, in particular the 2010 Equality Act.

### **Legal Implications**

14. The Council is not obliged to provide grant funding, but by virtue of section 1 of the Localism Act 2011, it is able to do anything which it considers is likely to achieve the promotion of the economic, social or environmental wellbeing of its area. This includes the incurring of expenditure, giving financial assistance to any person (or organisation) and entering into arrangements or agreements with any person.

### **Background Papers**

15. Grant applications and associated documentation for the Microbusiness Grant Scheme are held in the Economic Development Team.

**Micro-business Grants Scheme**

Town:	Haywards Heath
Project:	Marketing campaign
Applicant:	Bright Light Film
Type of business:	Production of video testimonials
Grant Request to MSDC	£1,425
Total project cost:	£2,850

**Summary of project proposal and aims:**

To enter into a six-month contract for Pay Per Click advertising to promote growth and a larger client base.

**Background**

Bright Light Film is a business based in Haywards Heath that specialises in the production of video testimonials. The business works with its clients to create testimonials for use on websites or promotional campaigns. Bright Light Film Ltd would like grant funding to enter into a six-month contract for a Pay Per Click advertising campaign. The revenue stream generated via this will help to outsource more of the business' activities to generate new leads and increase turnover and profit. The business also has future plans to hire a videographer and to rent a business space.

**How does the project meet the stated criteria?**

*Delivering wider outreach* – The advertising campaign will hope to generate a larger clientbase.

*Assisting with delivery of new business lines* – The ability to outsource business activities will lead to an ability to grow the business and the services it can provide.

*Enabling more employees to be taken on* – the business plans to use revenue generated to hire additional staff.

*Delivering community benefit* – Bright Light Film have stated any outsourced activities would be kept within Mid Sussex

**Officer evaluation of the project**

Bright Light Film fit the criteria of a micro-business with one full time employee. They have provided satisfactory proof that their company is properly constituted and are located within the District.

The project will allow the company to deliver new business lines and hire new staff members. This meets the overall aim of the grant programme (supporting the growth of microbusinesses) and is therefore an appropriate project to receive support.

**Recommendation**

That a grant of £1,425 is awarded to Bright Light Film to support implementation of a Pay Per Click scheme.

## Micro-business Grants Scheme

Town:	Haywards Heath
Project:	New computer and printer
Applicant:	Gore Property Services Ltd
Type of business:	Management of construction contracts.
Grant Request to MSDC	£1,500
Total project cost:	£3,000

### Summary of project proposal and aims:

The purchase of a computer and printer capable of printing A3 sizes in order to better meet the needs of clients.

### Background

Gore Property Services Ltd aids clients with construction contracts. This is done via helping clients put together specifications and tenders for building projects, appointing builders with appropriate contacts, and then managing the progress of the projects. Gore Property Services Ltd would like grant funding to help purchase a new printer and computer in order to print A3 documents such as plans and drawings. This service currently has to be outsourced.

### How does the project meet the stated criteria?

*Delivering wider outreach* – the ability to print these documents will help the business better meet the needs of clients and therefore expand their client base. The associated computer will allow the business' website to be developed also, further increasing clientbase.

*Assisting with delivery of new business lines* – more services can be offered as a result of being able to print off plans, rather than having to pay to outsource this. One such service is a 'Sketch-Up' programme which provides mock-ups for potential projects.

*Enabling more employees to be taken on* – not applicable

*Delivering community benefit* – not applicable

### **Officer evaluation of the project**

Gore Property Services Ltd fit the criteria of a micro-business with one full time employee. They have provided satisfactory proof that their company is properly constituted and are located within the District.

The project will allow the company to implement a more effective approach to customer needs and increase its client base. This meets the overall aim of the grant programme (supporting the growth of microbusinesses) and is therefore an appropriate project to receive support.

### **Recommendation**

That a grant of £1,500 is awarded to Gore Property Services Ltd to support the purchase of a new printer and associated computer.

## Micro-business Grants Scheme

Town:	Mid Sussex wide
Project:	New website and computer
Applicant:	Designs by Sussex Landscape
Type of business:	Traditional Landscaping
Grant Request to MSDC	£700
Total project cost:	£1,400

### Summary of project proposal and aims:

The purchase of a new computer and the development of a website where none currently exists.

### Background

Designs by Sussex Landscape is a business that specialises in traditional Sussex craftsmanship such as flint work and dry stone walkways. The business has recently been offered membership into the Association of Professional Landscapers, however have been advised that they are in great need of a new website and computer in order to enter a wider market. Designs by Sussex Landscape would therefore like grant funding to purchase a new computer and aid in the development of a new website. The computer will also allow the business to begin producing other useful documentation such as contacts.

### How does the project meet the stated criteria?

*Delivering wider outreach* – a website will allow the business to display a portfolio of projects and advertise to prospective clients; replacing a reliance on social media, allowing the business to generate a wider client base.

*Assisting with delivery of new business lines* – a computer will allow the business to produce professional contracts, safety documentation and research new products.

*Enabling more employees to be taken on* – not applicable

*Delivering community benefit* – not applicable

### **Officer evaluation of the project**

Designs by Sussex Landscape fit the criteria of a micro-business with three full time employees. They have provided satisfactory proof that their company is properly constituted and are located within the District.

The project will allow the business to better promote itself and increase its client base. This meets the overall aim of the grant programme (supporting the growth of microbusinesses) and is therefore an appropriate project to receive support.

### **Recommendation**

That a grant of £700 is awarded to Designs by Sussex Landscape to assist in the purchase of a new computer and website.

## Micro-business Grants Scheme

Town:	Haywards Heath
Project:	Promotion Campaign
Applicant:	Define Hospitality
Type of business:	Corporate Hospitality
Grant Request to MSDC	£2,000
Total project cost:	£4,000

### Summary of project proposal and aims:

Commission of a series of promotional videos

### Background

Define hospitality is a business in its first year which offers the management of corporate hospitality events for its clients. During the business's preliminary growth it has relied on word of mouth to generate a client base. Define Hospitality have therefore asked for grant funding for the commission of a series of promotional videos which cover a range of topics regarding corporate hospitality. These videos will be used to not only promote the business but also inform companies of topics such as industry trends in corporate hospitality. The videos will be in the form of interviews with high profile clients.

### How does the project meet the stated criteria?

*Delivering wider outreach* – the videos will be posted on the company's website and social media to promote the business to a wider audience

*Assisting with delivery of new business lines* – not applicable

*Enabling more employees to be taken on* – not applicable

*Delivering community benefit* – the videos will also benefit other small companies in similar fields through the advice in the topics covered.



### **Officer evaluation of the project**

Define hospitality fits the criteria of a micro-business with just one employee. They have provided satisfactory proof that their company is properly constituted and are located within the District.

The grant funding will support the commission of a series of promotional videos and enable Define Hospitality reach a wider client base. This meets the overall aim of the grant programme (supporting the growth of microbusinesses) and is therefore an appropriate project to receive support.

### **Recommendation**

That a grant of £2,000 is awarded to Define Hospitality to support the commission of a series of promotional videos.

## Micro-business Grants Scheme

Town:	Mid Sussex wide
Project:	New staff member
Applicant:	CKG OT
Type of business:	Occupational Therapy
Grant Request to MSDC	£2,000
Total project cost:	£5,200

### Summary of project proposal and aims:

Employment of a new part-time staff member to aid in administrative work.

### Background

CKG OT is run by an independent occupational therapist. Her work involves the assessment and treatment of children and adults with a wide range of disabilities. Most of her time is spent with clients however a lot of time is also spent on administrative work such as report and case note writing. CKG OT is asking for grant funding to help employ a part time administrative assistant who will help with the administrative work to give the director more time to develop her business and the services she is able to provide.

### How does the project meet the stated criteria?

*Delivering wider outreach* – an administrative assistant will allow CKG OT the time to take on more clients as a result.

*Assisting with delivery of new business lines* – an administrative assistant will allow CKG OT the chance to take on new lines of work such as becoming a freelance case manager.

*Enabling more employees to be taken on* – 1 extra employee will be taken on as a result of this grant.

*Delivering community benefit* – the candidate for employment CKG OT has lined up is a Mid Sussex resident looking to return to work.

### **Officer evaluation of the project**

CKG OT fits the criteria of a micro-business with just one employee. They have provided satisfactory proof that their company is properly constituted and are located within the District.

The grant funding will support hiring of a new member of staff. This meets the overall aim of the grant programme (supporting the growth of microbusinesses) and is therefore an appropriate project to receive support.

### **Recommendation**

That a grant of £2000 is awarded to CKG OT to support employment of a new member of staff.

## Micro-business Grants Scheme

Town:	Scaynes Hill
Project:	Apprentice
Applicant:	Neil Smith Home Transformations
Type of business:	Construction
Grant Request to MSDC	£1,500
Total project cost:	£5,000

### Summary of project proposal and aims:

Recruitment of an apprentice to assist on building projects

### Background

Neil Smith Home Transformations deliver a wide range of services within home improvement. The business was accepted last year for a grant for an apprentice, however, this grant timed out as the apprentice due to start pulled out at a late stage. Neil Smith Home Transformations are asking for grant funding to assist in the recruitment of an apprentice in order to take on more work.

### How does the project meet the stated criteria?

*Delivering wider outreach* – the addition of an apprentice will allow the business to take on a larger client base due to being able to manage a larger workload.

*Assisting with delivery of new business lines* – not applicable.

*Enabling more employees to be taken on* – the grant funding would support the recruitment of an apprentice.

*Delivering community benefit* – not applicable.

### **Officer evaluation of the project**

Neil Smith Home Transformations fit the criteria of a micro-business with one full time employee. They have provided satisfactory proof that their company is properly constituted and are located within the District.

The grant funding will support the recruitment of an apprentice to assist with the delivery of projects (particularly carpentry). This meets the overall aim of the grant programme (assisting microbusinesses to recruit apprentices) and is therefore an appropriate project to receive support.

### **Recommendation**

That a grant of £1,500 is awarded to Neil Smith Home Transformations to support the recruitment of an apprentice.

## Micro-business Grants Scheme

Town:	Haywards Heath
Project:	New products and website
Applicant:	The Jonathan Lea Network
Type of business:	Legal Services
Grant Request to MSDC	£2,000
Total project cost:	£16,500

### Summary of project proposal and aims:

The creation of new legal products and a new website to co-ordinate this content.

### Background

The Jonathan Lea Network is a small team of solicitors that provide legal services for a range of clients across the UK and worldwide. They focus on small owner managed businesses. The Jonathan Lea Network are asking for grant funding to assist in the redesign of their website, as part of a larger project. This project entails the creation of an online portal which will give people access to over 100 legal products for download, such as template contracts and legal documents.

### How does the project meet the stated criteria?

*Delivering wider outreach* – the development of this project will allow the applicant to deliver to a wider client base.

*Assisting with delivery of new business lines* – the project will deliver new business lines directly through the creation of new services.

*Enabling more employees to be taken on* – the expected growth of the business will require the employment of new staff in order to manage this growth.

*Delivering community benefit* – not applicable

### **Officer evaluation of the project**

The Jonathan Lea Network fits the criteria of a micro-business with two full time employees and one part-time employee. They have provided satisfactory proof that their company is properly constituted and are located within the District.

The grant funding will support the growth of the company through the creation of a new website that will manage an ambitious growth project. This meets the overall aim of the grant programme (supporting the growth of microbusinesses) and is therefore an appropriate project to receive support.

### **Recommendation**

That a grant of £2,000 is awarded to the Jonathan Lea Network to support the redesign of their website.

## 12. CORPORATE GRANT SCHEMES

**REPORT OF:** HEAD OF CORPORATE RESOURCES  
**Contact Officer:** Elaine Clarke, Community Leisure Officer  
**Email** [elainec@midsussex.gov.uk](mailto:elainec@midsussex.gov.uk) **Tel:** 01444 477275  
**Wards Affected:** All  
**Key Decision** No

---

### Purpose of the report

1. The purpose of this report is to present thirteen Facility, Community & Economic Development applications for consideration by the Cabinet Grants Panel.

### Summary

2. A summary of the applications to be considered and the recommendations from the Grants Assessment Group on the level of financial assistance to be awarded to each organisation are detailed as follows:

### Facility Grants

Organisation	Purpose for which award is sought	Award Requested	Award Suggested
The Branch Line	Learning Centre and display materials	130,784	50,868
Crawley Down Community Centre Association (Haven Centre)	CCTV and hall refurbishments	24,379	24,379
Hassocks Parish Council	Adastra Wheel Park	75,000	75,000
Lindfield Cricket Club	Pavilion extension	55,000	55,000
<b>Total</b>		<b>£ 285,163</b>	<b>£ 205,247</b>

### Community and Economic Development Grants

Organisation	Purpose for which award is sought	Award Requested	Award Suggested
Ashenground Community Centre	Outdoor games	500	500
Ashurst Wood Youth Club	Indoor games tables	698	698
Brighton Science Festival	Pocket Science Funfair	5,000	5,000
Greater Brighton Economic Board	Annual contribution	11,234	11,234
Hurst Festival	Graffiti workshop	2,000	1,250
Keymer & Hassocks Cricket Club	Artificial Wicket	3,500	3,500
Hurstpierpoint Methodist Church	Improvements to community facilities and access	5,000	5,000
Lindfield Arts Festival	Circus, theatre and visual art	2,500	2,500
Maple Drive Community Group	Summer Fayre	480	480
<b>Total</b>		<b>£30,912</b>	<b>£30,162</b>



## Recommendations

*Members of the Panel are requested to*

- a) consider and decide upon the recommendations for each of the above applications, summaries of which are attached in Appendices A and B;*
- b) note the sums ring-fenced from the Community & Economic Development budget to support Silver Sunday Events and the Beacons of Light Schemes (paras 7-11); and*
- c) consider and decide upon the grant recommendation to the Haywards Heath and District Business Association (paras 12-16).*

## Background

1. This is the first meeting in the 2018/19 financial year, which considers Facility and Community & Economic Development Grant applications.
2. Applications for all grants are assessed against a standard checklist and considered by a "Grants Assessment Group" to ensure a consistent approach to the awarding of grants.

## Assessment Process

3. Applications are assessed against four key criteria – Council priorities, evidence of need, finances impact and benefits. The maximum possible score for excellent applications which fully meet all the criteria is 12.
4. The applications received in this grants round have been considered by the Grants Assessment Group comprising relevant officers from across the authority together with a representative from West Sussex County Council's Communities and Public Health Teams, and, unless there is a conflict of interest, the local Council for Voluntary Service.
5. The Group reaches a consensus as to the merit of each application judged against the agreed criteria and the level of funding that should be recommended to the Cabinet Grants Panel. A summary of the assessment of each application is included within the individual project reports in Appendices A and B.
6. All organisations have met the basic criteria and specific grant criteria, i.e. are fully constituted voluntary and not for profit organisations, and have provided the relevant information to support their application.

## Silver Sunday

7. Silver Sunday is a national celebration of older people and their contribution to communities. Silver Sunday was launched in 2012 by The Sir Simon Milton Foundation and Councillor Christabel Flight, after a report discovered more than a third of people over 75 said they were lonely. The aim was to celebrate older residents and to help them get out and about and meet new people.
8. The Chairman of the Cabinet Grants Panel has agreed to offer grants of up to £250 for any activities held in October that provide an opportunity for older people to try something new, meet new people and have an uplifting day such as a tea party, a classic film showing, an informative talk, music or dance performance or simply a healthy walk. Any activity for older people over the age of 65 that's fun and engaging will be considered.

9. In 2017, the Council awarded grants for eleven Silver Sunday Events. We hope to receive more applications this year and have provisionally allocated £5,000 from the Community & Economic Development Grants budget toward up to twenty awards. The deadline for applications is 30 June 2018 and a report will be presented for consideration by the Cabinet Grants Panel at the end of July.

### **WWI Beacons of Light**

10. In commemoration and remembrance of the end of World War 1 and the many millions who were killed or came home dreadfully wounded, 1000 Beacons of Light will be lit at 7pm on 11th November 2018 throughout the United Kingdom, Channel Islands, Isle of Man and UK Overseas Territories. The Beacons will symbolise the 'light of hope' that emerged from the darkness of war.
11. The Chairman of the Cabinet Grants Panel has agreed to offer grants of £250 to each of the twenty-four Town and Parish Councils in the District to support them to take part in this national initiative. The sum of £6,000 has been ring-fenced from the community & Economic Development to fund this scheme.

### **Haywards Heath and District Business Association**

12. The Haywards Heath and District Business Association (HHDBA) submitted an application for a £5,000 grant toward the costs of rebranding and relaunching. The application lacked detail and when the assessment report was considered by the Cabinet Grants Panel on 31 October 2017, the Members 'requested that additional information and a business plan be requested to enable the Chair to reach a decision about grant funding'.
13. The business association has had some personnel issues and was slow to respond to our request for additional information but on 25 May 2018 they submitted further project information including the business plan and a quote for £2,400 for the development of a new website.
14. The business plan indicates that they are aiming to increase membership and run up to twenty events each year. They currently employ a Business Manager for 48 hours per month and need an additional £1,020 to increase their hours to 60 per month to manage this project. If they are successful in building the membership base they should be able to sustain the extra hours.
15. The new website will require less manual inputting, it will be easier to book events and for new members to join up online, the business directory will be improved, news will be updated regularly and the ongoing costs will be reduced. HHDBA also intend to rebrand and will produce new leaflets, pull up banners and business cards. They have included a price list and the cost of the printed publicity will amount to approximately £675 (based on 1,000 leaflets, 6 x 1,000 business cards and 3 pop-up banners) plus design and artwork fees.
16. The committee members are all unpaid volunteers who are local business owners. They are keen to develop the association and this award would enable them to relaunch and improve their website, marketing and social media communications. On the basis of the additional information submitted, it is recommended that the amount of the award be increased from £1,500 to £4,500, which would require the business association to contribute 10% in match funding to make up the total project cost.

### **Other Options Considered**

17. The grants provided by this Council are 'pump priming' in the context of enabling the

applicants to lever in substantial monies from other organisations, grant-giving charities and national schemes.

### Financial Implications

18. All Facility Grants are funded through the use of S106 contributions which the Council holds for the enhancement of capacity for sport, community buildings and other purposes as a result of residential development.
19. Community & Economic Development Grants are funded through a dedicated budget. The current fund stands at:

Scheme	Fund as at 6 April 2018	Additional funds approved	Allocated and spent to date	Balance
Community & Economic Development	£96,830	£0	(£21,289)	£75,541

20. The allocated to date figure includes the sums ring-fenced for Silver Sunday and Beacons of Light initiatives plus grants awarded to the Sheddingdean Community Association and Windmills Opportunity Playgroup agreed through a Cabinet Member report (MIS bulletin No. 16).
21. If Members agree to the recommendations the balance will be reduced by £34,662, leaving a remainder of £40,879 in the Community & Economic Development Fund reserve.

### Risk Management Implications

22. The main associated risks that may impact upon the successful implementation of the decisions arising from this report would be the inability of the funded organisations to carry out the services, activities or equipment purchase for which funding had been awarded.
23. Additionally, the sharing of information with West Sussex County Council will ensure that organisations are not being double-funded for the same purpose.
24. A Contract is signed at the application stage by organisations seeking funding that details the terms and conditions under which the grant is given, including the return of all monies to the Council should the purpose for which the grant is awarded not materialise. In respect of Facility Grants, the Council may impose additional safeguards.
25. All organisations are requested to complete an End of Grant Report at the end of the funding period and required to submit information relating to the grant including purchase invoices, details of the number of residents benefiting from the grant, annual accounts, how the grant was used etc.
26. It is considered that these measures would mitigate the main risks from materialising and indicate a low-risk to the successful outcomes arising from this report.

### Equality and customer service implications

27. As part of the assessment process all of the organisations applying for funding from the Council have complied with the required conditions of funding and have the requisite policies and procedures in place including any other relevant legislation.

## **Legal Implications**

28. The Council is not obliged to provide grant funding, but by virtue of section 1 of the Localism Act 2011, it is able to do anything which it considers is likely to achieve the promotion of the economic, social or environmental wellbeing of its area. This includes the incurring of expenditure, giving financial assistance to any person (or organisation) and entering into arrangements or agreements with any person.

## **Background Papers**

- Grant applications and associated documentation for the Community & Economic Development and Facility Grants are held in the Community Services, Policy and Performance Section.

## APPENDIX A

### Facility Grants Scheme \* new application

Town:	Haywards Heath
Title Of Project:	Learning Centre and display materials
Applicant:	The Branch Line
Type Of Applicant:	Charitable Incorporated Organisation (CIO) – application pending
Previous Grants In Past 5+ Years:	None
Grant Request To MSDC	£ 130,784 (75%)
Total Project Cost:	£ 261,568

### Financial Summary

#### Sources of funding and whether secured

Covers Builders Merchants	£3,000 (secured)
Heritage Lottery Fund	£90,000 (unsecured)
Garfield Weston	£20,000 (unsecured)
Web and Facebook donations	£20,000 (unsecured)
Gatsby Charitable Trust	£10,000 (unsecured)
West Sussex County Council	£10,000 (unsecured)
Southover Manor Trust	£5,000 (unsecured)
Sussex Giving	£5,000 (unsecured)
Ernest Kleinwort Charitable Trust	£5,000 (unsecured)
Local Businesses	£5,000 (unsecured)
Private donations	£5,000 (unsecured)
1st Central	£3,000 (unsecured)
Special events	£2,000 (unsecured)
Barclays Bank	£2,000 (unsecured)
Sunninghill	£2,000 (unsecured)
<b>Total</b>	<b>£187,000</b>

### Summary Of Project Proposal And Aims

The Branch Line aims to construct a Learning Centre at Beech Hurst Gardens to increase public knowledge about all aspects of a miniature railway and steam locomotives. The centre will be staffed by volunteers and aims to encourage children and young people to develop their skills and learn more about science and engineering.

## Background

The Branch Line is a newly formed CIO which has been established to develop a new Learning Centre at Beech Hurst Gardens next to the miniature railway. The applicant has submitted a planning application for the erection of a single storey building attached at the side to the Sussex Miniature Locomotive Society Club House (Planning Ref: DM/18/1003). The project aims to:

- advance the knowledge and education of the public, of all ages, in the science and engineering associated with miniature steam engines;
- encourage young people to take up science and engineering interests and careers;
- offer active and passive displays in an atmosphere of fun and enjoyment;
- create a social environment where local residents can serve as volunteers, meet visitors and enjoy a stimulating environment;
- provide historical displays associated with Beech Hurst Gardens and the miniature railway.

The Branch Line is seeking funding to construct and equip the Learning Centre at Beech Hurst Gardens. The overall project cost consists of the estimated build costs (£184,053), digital and visual display materials (£56,515) and professional fees (£21,000). The applicant has based the build cost on comparative estimates received from the architect and a construction company but will go out to tender to secure an accurate and competitive price.

Haywards Heath Town Council received a presentation at Full Council from The Branch Line and considered the associated planning application at a planning meeting and had no objections to the project. Their only concerns were with regards to sustainability of the building and the associated business plan.

The applicant has provided a draft income and expenditure forecast for maintaining the new facility which estimates the total running costs to be approximately £5,000 per annum for utilities, insurance, promotion and other costs. Sufficient income to cover these costs will be generated through entrance donations, charitable giving, special events and hires. Other organisations will be encouraged to use the facilities during times when The Branch Line is not open to the public. For instance, it could be used for training sessions or children's parties during the week.

Activities will be arranged to encourage young people to visit and re-visit and additional funds and volunteer support will be needed to run an activity and education programme. They want to offer hand-on educational activities for children to encourage them to get involved in model engineering. For example, under the activity 'Fixing It', families will be encouraged to bring a child along when they have run into a problem with a mechanical model building project, say a Christmas or Birthday present.

Miniature and Heritage Railway organisations recognise the need to attract younger people as these groups are dominated by the older generations. The

Branch Line is keen to transfer the knowledge and skills associated with the building of miniature steam locomotives to the younger generations. Contact with STEM Sussex has been encouraging and the Branch Line is keen to develop initiatives with schools, scouts and other groups to engage children and young people. Displays and activities will encourage basic understanding of simple scientific facts relevant to domestic and work environments. The project will also bring more people into Beech Hurst Gardens and help to secure a long term and sustainable future for the miniature railway.

### **Head Of Corporate Resources Comments**

This is a newly formed organisation and there are no financial accounts available.

### **How Does The Project Meet The Council's Aims?**

**Strong and Resilient Communities** – The Branch Line will be managed and operated by volunteers, many of whom will be of the older generation which could include retirement homes residents living next to Beech Hurst Gardens. This will be an opportunity for them to make new friends and enjoy the community atmosphere. The Branch Line will enhance the already very popular miniature railway making it an ideal place to spend more time in Beech Hurst Gardens.

**Sustainable Economic Growth** – The Branch Line will provide opportunities for training and skills development and an important output will be encouraging people to take up science, technology and engineering as a career. Learning about steam engine technology and model engineering is an ideal activity for aspiring engineers and those wanting to pursue an engineering apprenticeship.

### **Corporate Grant Assessment Group Evaluation Of The Project**

The project has merit but it is in the early stages of development so any grant offer would need to be subject to a number of special conditions. The costs for the construction phase seem realistic but this is a new organisation and the business model for the operational phase is untested.

It is not clear that there is a demand for this facility and more work is needed to develop the programme. Also, the project is entirely reliant on volunteers and more information is needed regarding opening hours, overhead costs and resources. However, the project would provide a unique learning environment to encourage children and young people to get involved in science and engineering in an informal and fun setting. It would also offer intergenerational activities and volunteering opportunities for adults which help develop community bonds.

Facility Grants, funded through Section 106 receipts, are for capital infrastructure only so cannot be used to fund the cost of display materials or professional fees. As an open access community facility, which will be run by volunteers on a charitable basis for the benefit of local residents, Community Buildings S106 funds could be used to support the project. However, the Council is restricted by the 'pooling restrictions' (CIL Regulation 123) and can only use five contributions

toward any one project. There is also a limited amount of funding available for use in Haywards Heath which is not 'ring-fenced' to specific projects. The Assessment Group therefore recommends that the Cabinet Grants Panel offers a contribution toward the construction phase of the project only.

*Overall score: 8*

### **Corporate Grant Scheme Assessment Group Recommendation**

The Assessment Group recommends that the Cabinet Grants Panel awards The Branch Line a Facility Grant of £50,867.95 toward the cost of constructing the Learning Centre which is made up of – £2,704.16 (P35/757 Land at Butlers Green Road), £24,696.65 (P35/768 Land South Side of Rocky Lane), £4,819 (PL13-000539 17-21 Boltro Road), £3,601.51 (PL13-000616 The Oaks, 36 Paddockhall Road) and £15,046.63 (PL13-000841 1-3 Church Road) Community Buildings S106 monies.

***This grant offer is made subject to the following special conditions:***

- ***that it can be demonstrated that the project can be funded in its entirety with 12 months of the grant offer***
- ***the project must be completed within 12 months of project funding being obtained***
- ***a copy of planning approval for the project to be submitted***
- ***a suitable lease agreement is drawn up with Council (with the agreement of the Charity Trustees)***
- ***the CIO is registered with the Charity Commission***
- ***Comparative quotes are obtained for the building works***
- ***a viable business plan is submitted subject to approval by the Head of Corporate Resources.***



## Facility Grants Scheme \* new application

Town:	Crawley Down
Title Of Project:	CCTV and hall refurbishments
Applicant:	Crawley Down Community Centre Association (Haven Centre)
Type Of Applicant:	Registered charity (no. 280857)
Previous Grants In Past 5+ Years:	£20,000 – improvements to main hall (2013) £9,000 – automatic doors (2015) £15,500 – kitchen, toilet and meeting room improvements (2017)
Grant Request To MSDC	£ 24,379 (100%)
Total Project Cost:	£ 24,379

### Financial Summary

Sources of funding and whether secured

n/a

### Summary Of Project Proposal And Aims

Refurbishment of the Dorothy Hatswell Hall and installation of CCTV at the Haven Centre in Crawley Down to improve the facilities and increase bookings.

### Background

The Haven Centre is a self-funding, independent multi-purpose community centre, built and run with funds raised by local people. A popular venue for many groups and organisations, the centre provides a venue for social, leisure and business requirements. The facility consists of a bar / café, three meeting rooms and the large Dorothy Hatswell Hall which is suitable for parties, group lunches, larger meetings and exercise classes.

There are a various clubs operating from the building which offer snooker, dance and exercise classes, martial arts, camera, choir, football and theatre activities. The Haven Centre also hosts Twinkle Tots, Rainbows and a Parent and Toddlers group for children.

The CDCCA management committee would like to undertake two capital projects to make improvements to the building. They intend to replace and expand the existing CCTV system (£17,022) to ensure the car park and all points of access to the premises are property covered. This will provide staff with adequate

protection from unreasonable behaviour by members of the public. It will also ensure that the recording system meets the current requirements for data access, legal admissibility and the General Data Protection Regulation (GDPR) requirements.

They also intend to update and refurbish the Dorothy Hatswell Hall to bring it back up to a modern standard to enhance its appeal and increase the use. The hall needs decorating (£1,920) and the wooden floor, which has suffered from excessive footfall, needs re-sanding and varnishing (£3,438) to make it suitable for dance classes and functions. The CDCCA intends to purchase a Karcher BR 40/10C Walk Behind Scrubber Drier (£1,999) to keep the floor cleaned and maintained in the future.

The need for improvements stems from the closure of the Social Club and creation of a new charity in 2015 to manage the facilities on behalf of the local community. A questionnaire was put to villagers to gauge what improvements they would like to see and better decor was high on the list.

### **Head Of Corporate Resources Comments**

Unaudited accounts have been submitted for the year ending 31st March 2017 which show a deficit of £61,377.

Total income was £101,221; mainly generated from Rental Income (£93,149), Other Income (£5,941), In House Catering (£1,643), Donations and Legacies (£470) and Bank interest (£18).

Total expenditure was £162,598; consisting of Supplies and Services (£140,959) and Staff Related (£21,639).

Balances held at the end of the period showed Net assets of £816,284, comprising of Tangible assets £771,503, Debtors £10,798, Cash £51,296 and Creditors (£17,313).

### **How Does The Project Meet The Council's Aims?**

**Effective and Responsive Services** – it is critical that the public visiting the Centre feel safe and an effective and efficient security system is central to being able to provide a response to any incidents that may occur.

**Financial Independence** - decorating the hall and refurbishing the floor will make the venue more popular and should increase income to the centre, further allowing it to reach financial independence

### **Corporate Grant Assessment Group Evaluation Of The Project**

The new charity set up to manage the Haven Centre are keen to make improvements to make the building more appealing to hirers and local residents. They have developed a phased programme of improvements to increase usage and earned income which will make the facility more sustainable in the longer term. The Assessment Group feels that this project to update the main hall will be beneficial as it will make the centre more appealing for functions and activity

classes. Section 106 contributions have been received by the Council from local developments for improvements at the Haven Centre and the Assessment Group considers this project an appropriate use of funds.

*Overall score: 8*

### **Corporate Grant Scheme Assessment Group Recommendation**

The Assessment Group recommends that the Cabinet Grants Panel awards the Crawley Down Community Centre Association a Facility Grant of £24,379 toward the cost of CCTV and hall refurbishments which is made up of – £5,828.04 (P35/759 Land off Woodlands Close), £6,109.31 (P35/679 Land at Felbridge Nursery) and £12,441.65 (PL12-000367 Woodlands Close Phase 2) Community Buildings S106 monies.

***This grant offer is made subject to the following special conditions:***

- ***that it can be demonstrated that the project can be funded in its entirety with 12 months of the grant offer***
- ***the project must be completed within 12 months of project funding being obtained.***

## **Facility Grants Scheme \* new application**

Town:	Hassocks
Title Of Project:	Adastra Wheel Park
Applicant:	Hassocks Parish Council
Type Of Applicant:	Parish Council
Previous Grants In Past 5+ Years:	£28,145 – children’s play and climbing equipment in Adastra Park (2013)
Grant Request To MSDC	£ 75,000 (75%)
Total Project Cost:	£ 100,000

### **Financial Summary**

Sources of funding and whether secured

Hassock Parish Council £25,000 (secured)

### **Summary Of Project Proposal And Aims**

To replace and upgrade the existing skate park in Adastra Park to provide a more inclusive facility with improved access for all ages and abilities.

### **Background**

Hassocks Parish Council is responsible for providing a range of services including the management of its facilities within Adastra Park.

The existing skate park in Adastra Park is coming up to 14 years old and is reaching the end of its serviceable life. The Parish Council propose to replace the existing skate park with a new wheel park facility which will require less maintenance in future.

Feedback from the public indicates that a new facility is long overdue. Research was undertaken as part of the Neighbourhood plan which identified interest from residents to improve/replace the current facility within the park. The Parish Council also received a supporting petition from a group of youngsters within the parish requesting that the current facilities be improved or replaced.

The proposed project will form part of a larger improvement programme within the park to enhance the overall range of facilities for the community. It is anticipated that other improvements will be met primarily from the Hassocks Parish Councils own reserves and external funding streams where feasible. The Parish Council is undertaking a public engagement on the wider proposed Adastra Park

Masterplan initiative at the villages May Day event being held on the 7th May which also incorporates proposals to replace the existing skate park facility.

Due to the specialist nature of the design and installation of skate parks/wheel parks, submissions will be sought from a number of specialist companies for both design and construction. Hassocks Parish Council or appointed consultants and the appointed contractor will work closely with interested parties to ensure that the new wheel park will meet users' needs. It is anticipated that with soft landscaping the appearance of the site will be improved in the wider landscape of Adastra Park which should have a positive impact on reducing any antisocial behaviour. A fundamental requirement of the proposed facility is that it caters for all ages, genders and abilities.

The project budget of up to £100,000 is based on the Parish Councils anticipated costs to deliver an improved facility. The final contract sum for design and construction will be agreed following a competitive tendering process in line with the Parish Council's Standing Orders. Tenders will be assessed based on cost, quality and delivery time frame. The project will be managed by external consultants the fees of which will be met by Hassocks Parish Council.

### **Head Of Corporate Resources Comments**

Hassocks Parish Council is a statutory body and therefore it is not normal practice to comment on the organisations financial accounts.

### **How Does The Project Meet The Council's Aims?**

**Effective and Responsive Services** – It is proposed that the new facility will provide a more inclusive facility with improved access and accessibility to all ages and abilities.

**Strong and Resilient Communities** – The facility will encourage healthy life styles by promoting and encouraging healthy exercise and support the development of Leisure and Community facilities within the Community.

### **Corporate Grant Assessment Group Evaluation Of The Project**

Hassocks Parish Council is responding to local demands to upgrade and improve the facilities for children and young people in Adastra Park. This project helps achieve the Council's Corporate Priorities by supporting communities and improving services. It is also an appropriate use of Section 106 funding which has been provided to increase capacity and develop local provision to meet growing demand. Skateboarding and cycling (BMX) are recognised sports by Sport England which can be enjoyed by people of all ages at a competitive or leisure level. Good local facilities encourage children young people to take part and develop their skills, interact socially with their peers and improve their health and wellbeing.

*Overall score: 7*

## **Corporate Grant Scheme Assessment Group Recommendation**

The Assessment Group recommends that the Cabinet Grants Panel awards Hassocks Parish Council a Facility Grant of £75,000 toward the cost of a new skatepark in Adastra Park which is made up of – £185 (P35/503 Land at 38 Keymer Road), £7,971.43 (P35/638b Land at Wilmington Lodge/Beech House), £62,733.79 (P35/609b Land at Mackie Avenue Phase 2) Formal Sport S106 and £4,109.78 (P35/750 Land at rear of Stafford House) Kickabout S106 monies.

***This grant offer is made subject to the following special conditions:***

- ***that it can be demonstrated that the project can be funded in its entirety with 12 months of the grant offer***
- ***the project must be completed within 12 months of project funding being obtained***
- ***a copy of planning approval for the project to be submitted (if required).***

## Facility Grants Scheme \* new application

Town:	Lindfield
Title Of Project:	Pavilion extension
Applicant:	Lindfield Cricket Club
Type Of Applicant:	CASC (no. CH9217)
Previous Grants In Past 5+ Years:	£2,860 – acoustic quilt (2017)
Grant Request To MSDC	£ 55,000 (50%)
Total Project Cost:	£ 110,000

### Financial Summary

Sources of funding and whether secured

Lindfield Cricket Club	£20,000 (secured)
Montessori Nursery	£1,000 (secured)
Lindfield Football Club	£4,000 (unsecured)
Lindfield Junior Football Club	£10,000 (unsecured)
Football Association	£7,500 (unsecured)
Sussex Cricket Foundation	£7,500 (unsecured)
Biffa	£5,000 (unsecured)
<b>Total</b>	<b>£55,000</b>

### Summary Of Project Proposal And Aims

Lindfield Cricket Club intends to extend the pavilion in accordance with planning approval 11/01835/FUL to enlarge the changing rooms and increase the storage capacity

### Background

Lindfield Cricket Club was established in 1747. The Club provides cricket activities (coaching and matches) for 200 juniors (boys and girls) aged between 5-16 years and 75 senior members. Annual membership of the cricket club costs between £60 for seniors, £40 juniors under 23 years, £20 juniors under 16 years and £5 for social members.

The Cricket Pavilion is also used by Lindfield Football Club (LFC) during September – April. LFC runs three teams in the Mid Sussex Football League and were champions in 2016/17 and 2017/18. In addition the pavilion is also used by Lindfield Junior Football Club which has over 500 boys and girls, training and participating in various leagues.

During school terms the Montessori Nursery Pre-School use the Pavilion for educational facilities for 35 children. The nursery offers 'free entitlement places'. The Pavilion is also available for hire for private functions.

The Pavilion has not been extended or upgraded since 1997 except for changes made to comply with Football Association (FA) regulations. These internal changes were a stop gap measure and further investment is needed to keep up with FA and English Wales Cricket Board (EWCB) demands. This project will provide:

- four larger and more usable changing rooms at 18 square metres, allowing for two games of football /other activities to be simultaneously played on the Common
- upgraded shower and toilet facilities for players and officials
- improved facilities for spectators, including upgraded toilet facilities.
- dedicated storage facilities.

There has been a considerable increase in participation in the sporting activities offered, for instance the junior cricket section has increased over time from 50 to 200 and a junior football club has been established. This trend is expected to continue with the growth in new housing development taking place locally.

The current changing rooms do not meet the regulations set by the FA and EWCB. There is also an increasing need for additional storage to cater for cricket and football equipment (e.g. tables for serving food, cricket and football training equipment such as cricket bowling machines, football netting, corner flags and balls) which are currently stored in the loft and dressing rooms. The lack of storage space means that dressing rooms are often full of equipment, which restricts the amount of sporting activity which can take place.

Currently, both Lindfield Cricket and Football Teams and visiting teams are using two changing rooms each on match days to gain the required space. This has created major problems for the football club as they are only able to play one match on the Common (two pitches available) due to there being insufficient room to host four teams in the pavilion at any one time. This has also impacted on the ability of the football to increase participation by starting a 4th team.

When the building works are completed the Junior Football Club and the Cricket Club aim to start new girls teams and the senior Football Club will be able to run four sides.

The cricket has a lease with MSDC for the pavilion and practise nets on Lindfield Common, effective from 21 April 2016 for period of 28 years. A Licence to Alter is in place to allow them to carry out these works in accordance with planning permission (ref: 11/01835/FUL).



## Head Of Corporate Resources Comments

Independently examined accounts have been submitted for the year ending 30<sup>th</sup> September 2017 which show a surplus of £4,634.

Total income was £65,234; mainly generated from Income from Bar, Catering & Socials (£16,302), Rental Income (£15,422), Fundraising & Gift Aid (£10,899), Match fees & Training (£8,311), Subscriptions (£7,229), Donations (£6,935) and Investment income (£136).

Total expenditure was £60,600; consisting of Supplies and Services (£57,043) and Premises Related (£3,557).

Balances held at the end of the period showed Net assets of £39,636, comprising of Tangible assets £2, Debtors £300, Stock £819, Cash £44,500 and Creditors (£5,985).

## How Does The Project Meet The Council's Aims?

**Effective and Responsive Services** – the project allows for an extension and configuration of the current pavilion which will reduce the health and safety risk

**Strong and Resilient Communities** – the project allows for the continued development of both the Football Club, the Junior Football Club and the Cricket Club. It will lay good foundations for future generations and allow these organisations to expand to their full capacity.

**Sustainable Economic Growth** – increased participation will bring increased revenue which will ensure the continuing maintenance and improvement of this community facility.

## Corporate Grant Assessment Group Evaluation Of The Project

Development of the Pavilion will provide modernised facilities and enable greater participation in sporting activities by local children and residents. The project is identified as a High Priority in the Council's Playing Pitch Strategy as it will maximise pitch use on the Common and enable the Cricket and Football Clubs to meet the requirements of their national governing bodies. It will help reduce the general health and safety risk by providing additional equipment storage which is not accessed through the loft or cluttering the changing rooms. It will also create additional space for the nursery and allow other sporting activities such as stoolball or netball to take place on the Common during the week. The planning application was submitted in 2011 so it is clear that this project has been a longstanding ambition of the Cricket Club, subject to funding and security of tenure.

*Overall score: 10*

## Corporate Grant Scheme Assessment Group Recommendation

The Assessment Group recommends that the Cabinet Grants Panel awards Lindfield Cricket Club a Facility Grant of £55,000 toward the cost of the cricket club pavilion extension and improvements which is made up of – £55,000 (P35/662 Land north of Newton Road) Formal Sport S106 monies.

***This grant offer is made subject to the following special conditions:***

- ***that it can be demonstrated that the project can be funded in its entirety with 12 months of the grant offer***
- ***the project must be completed within 12 months of project funding being obtained.***

## **APPENDIX B**

### **Community And Economic Development Grants Scheme \* new application**

<b>Name Of Organisation</b>	:	<b>Ashenground Community Centre</b>
<b>Purpose For Which Grant Is Sought</b>	:	<b>Outdoor games</b>
<b>Total Project Cost</b>	:	<b>£1,140</b>
<b>Amount Of Grant Sought</b>	:	<b>£500</b>
<b>Previous Grants</b>	:	<b>£500 – Open Day attractions (2016)</b>

### **Background Information**

Ashenground Community Centre provides facilities and services in the interests of social welfare in order to improve the conditions of life of the inhabitants of Haywards Heath and the surrounding areas. It targets residents who may be prevented from taking a full part in social activities because of low income, lack of access to services or other circumstances. Rooms are available for hire and community events are held.

The group are seeking funds towards the cost of their Open Afternoon on 21 July 2018. They will use the funds to hire a Rock Climbing Wall and a Reaction Test Game.

The Open Afternoon offers an opportunity for user groups to showcase their activities to the public. Free activities are provided on the day to encourage people to come along and join the groups. They have been running for a number of years and are always well attended. The group has recently spent a large proportion of their reserves to fund a café project and thus need funds to support their Open Afternoon this year.

### **Head of Corporate Resources Comments**

Unaudited accounts have been submitted for the year ending 30th April 2016 which show a deficit of £1,063.

Total income was £45,726 mainly generated from Hall Hire (£38,064), Grants (£6,320), Donations (£751), Other Income (£583) and Investments (£8).

Total expenditure was £46,789; consisting of Supplies and Services (£30,629) and Staff Related (£16,160).

Balances held at the end of the period showed Net assets of £566,009, comprising of Tangible Assets £535,269, Debtors £2,527, Cash £29,874 and Creditors (£1,661).

## **Corporate Grant Assessment Group's Evaluation of the Project**

Ashenground Community Centre provides a valuable resource to the local community. The Open Afternoon is a key event which brings together organisations and residents; offering an opportunity for residents to take part in activities in their community and connecting with services on offer. The Centre has also secured match funding. The Corporate Assessment Group feel that this project will benefit the residents of Ashenground and assist with keeping the centre as a focal point in the community.

*Overall Score: 8*

### **The Project Meets the Following Corporate Objectives**

**Strong and Resilient Communities** – Access to social groups and activities helps to improve the wellbeing of local residents by giving them affordable leisure facilities on their doorstep, reducing social exclusion and encouraging healthy lifestyles.

### **Recommendation**

**That the sum of £500 from the Community and Economic Development Fund be agreed as a contribution towards the purchase of a Rock Climbing Wall and Reaction Test Game for the Ashenground Open Afternoon on 21 July 2018.**

## **Community And Economic Development Grants Scheme \* new application**

<b>Name Of Organisation</b>	:	<b>Ashurst Wood Youth Club</b>
<b>Purpose For Which Grant Is Sought</b>	:	<b>Indoor games tables</b>
<b>Total Project Cost</b>	:	<b>£698</b>
<b>Amount of Grant Sought</b>	:	<b>£698</b>
<b>Previous Grants</b>	:	<b>None</b>

### **Background Information**

Ashurst Wood Youth Club was relaunched in March 2017 starting with a membership of eight, but has grown to 30. It now has a small waiting list; and regular weekly attendance figures average at 24. The club runs out of John Pears Pavilion on Wednesday evening for young people aged 11-16 years. Activities include street art, tie-dye, self-defence, first aid, slime night and a night walk. The club provides a safe space for young people to hang out, experience new activities, meet friends and make new ones.

The Club are seeking funds to purchase a multi-use indoor games table and table football. The Youth Club has no computer games or electronic gadgets as it encourages young people to meet others and interact on a face-to-face level. The Club's existing tables were very popular but had to be removed due to damage and safety issues. The new multi-use games table would enable young people to get involved in activities and participation in wet weather and dark evenings and provide more variety in games.

The Club consulted their members on the types of activities they would like and a better games table for snooker, table football and table tennis was requested. Members have also raised funds towards supporting better facilities. The success of the project will be monitored through the ongoing use of the multiuse games table.

### **Head Of Corporate Resources Comments**

Unaudited accounts have been submitted for the year ending 27th March 2018 which show a deficit of £29.

Total income was £1,086; mainly generated from Subscriptions (£725), Tuck Shop (£286) and Events (£75).

Total expenditure was £1,115; consisting of Supplies and Services (£1,115).

No Balance Sheet was provided.

## **Corporate Grant Assessment Group's Evaluation Of The Project**

A youth club is an important part of encouraging community cohesion and preventing anti-social behaviour. Providing a place for young people to mix with each other, learn respect for each other and their environment helps create positive memories of their communities. The new multi-use games table will help the Youth Club to remain attractive to young people and encourage participation in positive activities. The Assessment Group consider this a useful project that will benefit young people and the wider community.

*Overall Score: 8*

### **The Project Meets the Following Corporate Objectives**

**Strong and Resilient Communities** – The Youth Club is a community group which is run by a volunteer management committee and volunteers. Having a thriving youth club which offers facilities and activities where young people want to go to encourages inclusion, healthy lifestyle as it provides a facility to come out of the house and interact with others and learn new skills, and supporting a Youth Club is a community activity and service.

### **Recommendation**

**That the sum of £698 from the Community and Economic Development Fund be awarded to Ashurst Wood Youth Club to purchase a multi-use games table and table football.**

## **Community And Economic Development Grants Scheme \* new application**

<b>Name Of Organisation</b>	:	<b>Brighton Science Festival</b>
<b>Purpose For Which Grant Is Sought</b>	:	<b>Pocket Science Funfair</b>
<b>Total Project Cost</b>	:	<b>£ 7,000</b>
<b>Amount Of Grant Sought</b>	:	<b>£ 5,000</b>
<b>Previous Grants</b>	:	<b>None</b>

### **Background Information**

Brighton Science Festival is a charitable organisation which brings science to young people in Sussex, particularly those who may not engage with science in schools, or are from backgrounds where they may not usually have the opportunity to reach higher education. They do this in three ways:

- The main junior Festival takes place in central Brighton over the half term week in February with hands-on workshops and demonstrations for over 8,000 people.
- Secondly, the Widening Participation programme reaches young people across Sussex during the rest of the year, with workshops (tested in schools) in youth clubs and Scout and Guide troops. They use Higher Education Funding Council POLAR (Participation Of Local Areas) data to target areas of lower education attainment.
- Thirdly, the Pocket Science Festival - a funfair with a science twist - gives a day of science fun wherever it sets up, with engaging activities and dedicated explainers. They aim to make science accessible, affordable and most importantly fun.

The Pocket Science Funfair will visit five Mid Sussex venues for a day of fun and science during the Summer holidays. 'Explainers' will help the children enjoy the attractions, answer their questions and explain the science. The 'Funfair with a Twist' has 20 hands-on activities for children aged 7+ years and up, plus parents, to help them develop skills and learn new things.

The project budget includes venue hire, transport, administration costs, six 'Explainers' per event, publicity and equipment. The applicant intends to charge a £3 entrance fee and anticipates attendance of approximately 100-180 children per event which will cover the match funding needed to deliver the Summer programme.

Some of the family science activities can be found in fairs and fetes (Splat the Rat, Guess the Weight of the Cake, Pin the Tail on the Donkey), but are re-engineered to teach the participants about reaction times (in the case of Splat the

Rat), measuring skills (in the case of Guess the Weight of the Cake) and internal maps (in the case of Pin the Tail on the Donkey).

The Brighton Science Festival applied for a Community & Economic Development Grant in June 2017 but their application was declined. Members of the Cabinet Grants Panel were generally supportive but had reservations regarding the timescale of the proposal. It was suggested that we should test the water by booking them to participate in the Mid Sussex Playdays and submit an application in 2018, should uptake at the Playday's be positive. The Brighton Science Festival took part in the East Grinstead Playday 2017 and were very well received, the children had fun and enjoyed the experiments. It was a popular and well attended stand and they have been booked to take part in all four events planned for this Summer.

The Pocket Science Funfair provides a unique opportunity for children to take part in open-ended, creative science workshops in which there is no wrong answer but plenty of new ways to try things and explore.

### **Head Of Corporate Resources Comments**

Unaudited accounts have been submitted for the year ending 31st March 2017 which show a deficit of £6,272.

Total income was £34,695; mainly generated from Ticket Sales & Other Income (£23,945) and Sponsorship, Grants and Donations (£10,750).

Total expenditure was £40,967; consisting of Supplies and Services (£40,967).

Balances held at the end of the period showed Net Assets of £17,512, comprising of Tangible assets £3,115, Debtors £2,050, Cash £36,464 and Creditors (£24,117).

### **Corporate Grant Assessment Group's Evaluation Of The Project**

The Assessment Group were supportive of the application from the Brighton Science Festival. The project provides constructive and affordable family activities for children during the Summer holidays. The unique workshops offer fun, hands-on experiences which should increase the children's understanding and stimulate their interest which may encourage more children to go on to study science in the future.

*Overall score: 10*

### **The Project Meets The Following Corporate Objectives**

**Strong and Resilient Communities** – By engaging with science informally, in a way that allows children to experiment, learn from their mistakes and create; and by encouraging the parents to engage alongside them, the Brighton Science Festival aims to give them the confidence and self-reliance that will help them understand things like healthy lifestyles, diet, disease transmission and cure, household repairs, sustainability, energy use and waste management.



## **Recommendation**

**That the sum of £5,000 from the Community and Economic Development Fund be awarded to the Brighton Science Festival toward the costs of five Pocket Science Funfairs in Mid Sussex, during Summer 2018.**

## **Community And Economic Development Grants Scheme**

<b>Name Of Organisation</b>	:	<b>Greater Brighton Economic Board</b>
<b>Purpose For Which Grant Is Sought</b>	:	<b>Greater Brighton City Deal</b>
<b>Total Project Cost:</b>	:	<b>£ 300,651</b>
<b>Amount Of Grant Sought</b>	:	<b>£ 11,234</b>
<b>Previous Grants</b>	:	<b>n/a</b>

### **Background Information**

The Greater Brighton City Deal agreement was signed by Government and the Deal's partners, including Mid Sussex District Council, on 11 March 2014. The City Region has some 12 partner organisations of which six are local authorities: Brighton & Hove City Council, Lewes District Council, Mid Sussex District Council, Adur District Council, Worthing Borough Council and Crawley Borough Council.

The remaining (non-local authority) members comprise: Coast to Capital LEP, South Downs National Park Authority, University of Sussex, University of Brighton, Greater Brighton Metropolitan College, and Gatwick Airport Ltd. For 2018/19 the Board will be chaired by Councillor Garry Wall, Leader of Mid Sussex District Council.

The City Region represents more than 689,000 residents and over 32,000 businesses. The Economic Board is focused on creating jobs and increasing productivity, by working in partnership to unlock sites and space and to set the right conditions for the area's businesses to grow. Greater Brighton is also actively working towards a devolution package with the Government. The Economic Board meetings take place quarterly and are attended by the Leader of the District Council and the Chief Executive.

### **Funding arrangements**

Funding arrangements for 2018/19 were considered by the Greater Brighton Economic Board at its meeting on 17 April 2018. Total costs for 2018/19 are planned to be £300,651. This includes the salaries of a full time Business Manager, a part-time Business Manager and a part-time Project Support Officer, together with other legal, financial and administrative costs. It also includes £120,000 to deliver the City Region's work plan.

The work plan has grown significantly since the Board's inception in March 2014, and for 2018/19 comprises:

- analysis and articulation of Greater Brighton's transport priorities, and exploring opportunities for improved City Region transport
- development of a Greater Brighton Digital Connectivity Delivery Plan
- development of a Greater Brighton Water & Energy Plan
- development of a Greater Brighton Skills & Employment Plan
- one-off contribution towards the 100% match-fund requirement (totalling £6m) for the region's European Regional Development Fund Business Support bid
- establishing an Inward Investment and Export Team.

Individual contributions for each of the local authority member organisation's have been calculated based in the authorities' Working age populations. Council officers negotiated a 50 per cent reduction in Mid Sussex's annual contribution to reflect the distance of some residents, such as those living in and around East Grinstead, from the Greater Brighton City Deal area.

The proposed contribution for 2018/19 from Mid Sussex District Council is the lowest of the local government partners at £11,234 to reflect the 50 per cent reduction. The contributions sought from all partners for 2018/19 are unchanged from 2017/18. Brighton and Hove City Council will continue to act as the lead authority for the Board in terms of day to day running costs.

### **Head Of Corporate Resources Comments**

Brighton and Hove City Council (lead authority) is a statutory body and therefore it is not normal practice to comment on the organisations financial accounts.

### **Corporate Grant Assessment Group's Evaluation Of The Project**

Broad economic and other benefits arise from membership of the Greater Brighton Economic Board and closer working with Mid Sussex's local authority, business and educational partners across the City Region. Specifically for Mid Sussex, the City Deal will help to deliver the proposed Science and Technology Park, which is identified as a Growth Location in the agreement.

The City Deal was a factor in securing the £17 million Local Growth Fund contribution towards A2300 improvements required in connection with Burgess Hill developments and in securing a further £14.9m to help with the infrastructure improvements required to enable Burgess Hill to realise the full benefits of the significant developments taking place in and around the town.

The Council is also working with partners on other initiatives, such as making better use of publically owned land to providing housing and other developments, revitalising railway stations and creating a shared database on available employment floor space.

*Overall score: 12*

## **The Project Meets The Following Corporate Objectives**

**Sustainable Economic Growth** - Supporting economic vitality is a key objective of the Mid Sussex Sustainable Communities Strategy. This was taken forward in the Council's Economic Development Strategy, which was refreshed earlier this year and formally adopted by Council at its meeting on 25 April 2018.

The Strategy sets out the vision for how Mid Sussex should develop between now and 2031 in order to ensure a thriving and sustainable economy. The Strategy features a detailed Action Plan to be updated every five years which sets out the specific activities that we will undertake and the outcomes those actions will deliver. The delivery of the Strategy will be a highly collaborative enterprise with extensive involvement of partners at local, County, and regional level.

The Council has invested a new Regeneration and Economy Team that will provide dedicated staffing resource to drive forward the delivery of the Economic Development Strategy and Action Plan. That team will provide the resource for deeper and closer engagement with the Greater Brighton Economic Board throughout 2018/19 and beyond.

The District Plan, which was adopted by the Council in March 2018, contains policies to support the District's economic growth generally and also specific proposals for the Science and Technology Park and other employment spaces that form part of the Burgess Hill Strategic Growth Programme.

### **Recommendation**

**That the sum of £11,234 from the Community and Economic Development Fund be provided to fund the Council's contribution toward the Greater Brighton Economic Board.**

## **Community And Economic Development Grants Scheme \* new application**

<b>Name Of Organisation</b>	:	<b>Hurst Festival</b>
<b>Purpose For Which Grant Is Sought</b>	:	<b>Graffiti Workshop</b>
<b>Total Project Cost</b>	:	<b>£ 2,900</b>
<b>Amount Of Grant Sought</b>	:	<b>£ 2,000</b>
<b>Previous Grants</b>	:	<b>£1,250- Community Day (2017)</b>

### **Background Information**

The Hurst Festival has been established for more than a decade and is a not for profit organisation that arranges a festival of affordable events including professional musicians and authors amongst many other items for the local community in and around the village. The purpose of the Festival is to celebrate every aspect of art and culture enjoyed by adults, youth and children as a means of strengthening ties within the villages and bringing people into the Hurstpierpoint. The festival offers activities which are free up to £15 with the average ticket price below £10. The 'Super Sunday' community day is where all activities are run for free.

A Graffiti Workshop will be held at Court Bushes Skate Park in using the existing boards with the target group of young people to make artwork using the themes of Peace and Gender Equality. The aim is to commemorate the Centenaries of WW1 and Women's Right to Vote. The workshops will be followed by a celebratory party. There will also be a trial session on Super Sunday on the recreational ground to practise graffiti skills taught by the professional artistes. The funds will be used to purchase spray paint, board, workshop leaders/graffiti artistes, refreshments and music.

The project was proposed following consultation with residents who felt that Court Bushes should be used for Hurst Festival activities and more activities should be made available for teenagers.

### **Head Of Corporate Resources Comments**

Unaudited accounts have been submitted for the year ending 30<sup>th</sup> April 2017 which show a surplus of £319.

Total income was £44,753; mainly generated from Ticket Sales and Event Income (£29,764), Sponsorship (£11,154), Advertising Revenue (£1,915), Friends Membership (£1,519) and Donations and Interest (£401).

Total expenditure was £44,434; consisting of Supplies and Services (£44,434).

Balances held at the end of the period showed Net assets of £24,125, comprising of, Debtors £561, Cash £30,314 and Creditors (£6,750).

## **Corporate Grant Assessment Group's Evaluation Of The Project**

In October 2017, Hurst Festival was awarded a grant of £1,250 toward the Super Sunday activities so this grant would be additional, making the total provided in support of festival £2,500.

The Assessment Group consider this project to be worthwhile addition to the festival programme as it will specifically target a neglected demographic; teenagers and young people particularly from low income families. The workshop will be free of charge to participants and will create a lasting legacy at the skate park which the young people can take pride in. It also addresses a relevant theme and will encourage them to think about these issues. Festivals enable people to come together to share positive communal experiences which helps to strengthen communities.

*Overall score: 10*

### **The Project Meets The Following Corporate Objectives**

**Strong and Resilient Communities** – The project will strengthen the community and in particular the affiliation of young people to the Festival and more generally to others living around them. The young people will have an opportunity to grow in confidence as a result of participation and the project will hopefully develop more respect and understanding for young people.

### **Recommendation**

**That the sum of £1,250 from the Community and Economic Development Fund be agreed to deliver a Graffiti Workshop arts project as part of Hurst Festival in Court Bushes (subject to Outdoor Services approval).**

## **Community And Economic Development Grants Scheme \* new application**

<b>Name Of Organisation</b>	:	<b>Hurstpierpoint Methodist Church</b>
<b>Purpose For Which Grant Is Sought</b>	:	<b>Improvements to community facilities and access</b>
<b>Total Project Cost</b>	:	<b>£ 82,184</b>
<b>Amount Of Grant Sought</b>	:	<b>£ 5,000</b>
<b>Previous Grants</b>	:	<b>None</b>

### **Background Information**

Hurstpierpoint Methodist Church provides church services on a Sunday. During the rest of the week the church, the hall, the upper room, the Wesley Room and kitchen provide are hired to various groups such as the Cottis Pre-School Playgroup (daily), Hurst Singers, 1<sup>st</sup> Hurstpierpoint Girls' Brigade, The Fitness League (aerobics and Zumba classes), a ballet school, First Responders (First Aid volunteer training), the Woodland Flora and Fauna Group and an Alcoholic Anonymous group.

The church intends to reduce the size of the vestry and remove the existing storage area, accessible toilet and Gents' and Ladies' toilets to create space for a new small office / meeting room, accessible toilet and four modernised unisex toilets. A kitchenette / coffee bar will be installed in the worship centre and the existing double-glazed windows and doors at the front of the building will be replaced with more modern double-glazing. They will also re-carpet and redecorate areas where the improvements have been made.

There is no toilet at the front of the Church so the installation of an accessible toilet here will benefit all church users and hirers. The present toilets are old and difficult to maintain, more modern facilities with wipe clean surfaces will make cleaning easier and be more hygienic. The new arrangements will also enable the Pre-School Playgroup will conform with Ofsted requirements.

The Coffee Bar will enable the church to provide light lunches and morning coffee which will generate extra income for the church and the charities it supports. There is a good foot flow past the church from parents taking their children to St Lawrence Primary School which is about 500 meters away from the church premises.

The total cost of the improvements works amounts to £82,184 and the church has secured £18,000 in match funding to date from their own resources and £3,000 from Hurstpierpoint Parish Council. The applicant has provided comparative quotes to demonstrate value for money.

## Head Of Corporate Resources Comments

Independently examined accounts have been submitted for the year ending 31st August 2017 which show a surplus of £895.

Total receipts were £23,194; mainly generated from Rental from Hall Hire (£12,505), Collections and Gift Aid (£8,322), Donations (£2,073), Advertising & Sundries (£186) and Interest (£108).

Total payments were £22,299; consisting of Supplies and Services (£21,149), Premises Related (£750) and Third Party Donations (£400).

Balances held at the end of the period showed Net Assets of £33,643, comprising of Cash £33,643.

## Corporate Grant Assessment Group's Evaluation Of The Project

Although this is a capital project which would be eligible for a Facility Grant, there are only limited Section 106 funds available for Community Buildings in Hurstpierpoint and they have already been committed to other local priorities. The Assessment Group considers these improvements useful to increase community use of the church and to modernise the facilities for the existing users. It will enable the church to offer a drop-in café, improve the building for the Pre-School, make it more energy efficient and improve disabled access. It is therefore considered appropriate to award a Community & Economic Development grant to the church to assist them with fundraising to improve community access for local residents.

*Overall score: 8*

## The Project Meets The Following Corporate Objectives

**Strong and Resilient Communities** – the premises are made available to a number of community groups that contribute positively toward well-being and daily village life.

**Effective and Responsive Services** - The Methodist Church premises provides halls and rooms for hire which are in short supply in Hurstpierpoint. This project will improve the facilities already offered by the church to those wishing to hire the premises and offer a community space for the public to enjoy food and drink in a pleasant, safe, environment.

**Financial Independence** – The new café will enable the church to generate additional income.

## Recommendation

**That the sum of £5,000 from the Community and Economic Development Fund be awarded to the Hurstpierpoint Methodist Church toward the costs of improvements to the community facilities and access.**



## **Community And Economic Development Grants Scheme \* new application**

<b>Name Of Organisation</b>	:	<b>Keymer &amp; Hassocks Cricket Club</b>
<b>Purpose For Which Grant Is Sought</b>	:	<b>Artificial wicket</b>
<b>Total Project Cost</b>	:	<b>£ 4,000</b>
<b>Amount Of Grant Sought</b>	:	<b>£ 3,500</b>
<b>Previous Grants</b>	:	<b>None</b>

### **Background Information**

Keymer and Hassocks Cricket Club based in Adastral Park is affiliated with Sussex Cricket League and has a history stretching back over 80 years, providing recreational cricket for the community.

The junior section supports around 70 children across multiple age groups, there are three Saturday senior sides and one Sunday side. The Cricket Club is self-funded through a membership model and fundraising activities. Membership costs £60 per annum for adults, £50 per annum for students and £65 per annum for Colts ((siblings £55) plus match fees of £6-10 for adult games. The Club has a safeguarding policy and is recognised by the ECB as a Club Mark Cricket Club, which is a nationally recognised quality standard.

In recent years, Keymer and Hassocks Cricket Club has contributed over £30,000 from their own funds towards the new pavilion facility in Adastral Park and raised over £100,000 in fundraising and grants toward the project. The Club is currently raising match funding to re-lay the artificial / all-weather wicket to ensure the continued provision of safe cricket for juniors.

### **Head Of Corporate Resources Comments**

Unaudited examined accounts have been submitted for the year ending 31st October 2017 which show a deficit of £3,314.

Total income was £10,077; mainly generated from Subs and Match Fees (£8,114), Bar (£883), Fundraising (£797), Donations (£282) and Interest (£1).

Total expenditure was £13,391; consisting of Supplies and Services (£13,391).

Balances held at the end of the period showed Net assets of £15,156 comprising of, Cash £15,156.

### **Corporate Grant Assessment Group's Evaluation Of The Project**

The artificial wicket will allow provide a durable surface for cricket practise and enable the Club to make the best use of the facilities whatever the weather. Artificial wickets have an expected lifespan of approximately 8-12 years so this

upgrade will enable the club to continue offering community sessions for many years to come and will comply with ECB standards.

*Overall score: 5*

### **The Project Meets The Following Corporate Objectives**

**Strong and Resilient Communities** – the Club provides an opportunity for local people of all ages to participate in recreational and competitive sport which increases their physical fitness and social well-being. The Club runs a sustainable self-funding programme of activities and offers training for children and adults in a supportive and safe environment. The Club has a growing junior / colts section.

### **Recommendation**

**That the sum of £3,500 from the Community and Economic Development Fund be awarded to Keymer and Hassocks Cricket Club toward the costs of relaying the artificial wicket in Adastra Park (subject to submission of an Equal Opportunities Policy).**

<b>Name Of Organisation</b>	:	<b>Lindfield Arts Festival</b>
<b>Purpose For Which Grant Is Sought</b>	:	<b>Circus, theatre and visual arts</b>
<b>Total Project Cost</b>	:	<b>£20,800</b>
<b>Amount Of Grant Sought</b>	:	<b>£2,500</b>
<b>Previous Grants</b>	:	<b>£1,250 Lindfield Arts Festival (2017)</b> <b>£1,200 PA system (2016)</b> <b>£2,000 Lindfield Arts Festival (2015)</b> <b>£2,000 Lindfield Arts Festival (2014)</b> <b>£2,000 Lindfield Arts Festival (2013)</b> <b>£2,500 Lindfield Arts Festival (2011)</b>

### **Background Information**

Lindfield Arts Festival runs an annual community event which provides and delivers a varied, exciting arts programme for the local community, with the emphasis on inclusive activities for all; particularly for those with special educational needs, those who are socially isolated and those on limited incomes as many of the activities are offered free of charge. The aims are to encourage social cohesion and a sense of community.

Established by a group of unpaid volunteers in 2010, the Festival offers local amateur and professional Sussex artists, actors, musicians, craftsmen and creative leaders the opportunity and platform to showcase and share their talents over a weekend in September. Activities for 2018 include fine art, photography & craft exhibitions, community choir and local dance school performances, local bands, ballroom tea dance and workshops, High Street community table, [24m covered table and chairs for inclusive community eating and resting and a place from which to enjoy the performances on the stage], artisan and local street food traders, the Book Tent for authors and literary workshops, a local cake exhibition, a variety of arts based workshops and more.

The programme of events are held in a variety of venues, including Lindfield High Street, community buildings, local churches, schools, shops and The Common. The festival supports local and regional artists and craft workers to exhibit and market their work as well as promoting the village of Lindfield and its surrounding areas. One of the key aims is to support youth engagement in the arts, particularly to those without ready access to cultural activities. 90% of events and workshops are free to the public. The ticketed activities and events are priced from £1-10.

The Festival is seeking funds to contribute towards the cost of hiring the Applause Outdoors Company to deliver performances, installations and entertainment for all ages and abilities during Lindfield Arts Festival.

Applause Outdoors will provide three events - an installation by Travelling Light Circus which consists of a collection of giant toys and illusions to create a fascinating aesthetic experience. Handmade Theatre will present a production of 'Too Many Cooks' inspired by TV shows which brings the characters to life in a fun and interactive way. 'Memory Man' is a show by Nearly There Yet about a man is forced out of his home and what it means to be pushed into an unfamiliar place with unfamiliar faces.

Last year's festival attracted over 3,000 people, with 650 people participating in workshops. 155 local groups, businesses and individuals were involved in delivering the programme of events. The success of the festival will be monitored by recording the number of attendees, online user survey, feedback forms during the event and photographs.

### **Head Of Corporate Resources Comments**

Independently examined accounts have been submitted for the year ending 31<sup>st</sup> January 2018 which show a surplus of £2,074.

Total income was £14,540; mainly generated from Grants (£6,309), Sponsorship (£3,450), Ticket Sales (£2,166), Arts and Crafts (£1,450), Friends (£1,040) & Donations (£125).

Total expenditure was £12,466; consisting of Supplies and Services (£12,466).

Balances held at the end of the period showed Net Assets of £15,538, comprising of Cash £15,538.

### **Corporate Grant Assessment Group's Evaluation Of The Project**

Festivals and cultural activities enable communities to share positive experiences helping to build more cohesive communities. Lindfield Arts Festival aims to hold an event that is inclusive and provides an opportunity for more visibility and promotion of the village of Lindfield and the services and resources it has to offer. The arts festival has submitted a strong application and is seeking match funding from various other organisations. The Corporate Assessment Team feels it is important to support locally run events that promote active community life.

*Overall Score:12*

### **The Project Meets The Following Corporate Objectives**

**Sustainable Economic Growth** – The festival engages Lindfield High Street retailers to actively participate which encourages visitors to stay longer and provides an effective, efficient and customer focused service. The Festival uses local suppliers where possible.

**Strong and Resilient Communities** – The Festival brings together the local Mid Sussex communities to watch, participate in and learn and develop. It showcases local talent by creating a platform for local talented people to present their skills

to a local audience and local businesses to engage with village community. The festival enhances social inclusion by enabling all residents to have an equal opportunity to participate fully in their community.

### **Recommendation**

***That the sum of £2,500 from the Community and Economic Development Fund be agreed as a contribution towards the costs of engaging Applause Outdoor Company to provide a circus, installation and theatre show at the Lindfield Arts Festival.***

## **Community And Economic Development Grants Scheme \* new application**

<b>Name Of Organisation</b>	:	<b>Maple Drive Community Group</b>
<b>Purpose For Which Grant Is Sought</b>	:	<b>Summer Fayre</b>
<b>Total Project Cost</b>	:	<b>£ 4,013</b>
<b>Amount Of Grant Sought</b>	:	<b>£ 480</b>
<b>Previous Grants</b>	:	<b>None</b>

### **Background Information**

The Maple Drive Community Group is a newly formed organisation. The group came together to continue to provide an annual Summer Fayre, which was previously organised by the Bedelands Community Project (BCP). The BCP is not currently active having ceased community involvement following the death of the Chairman.

The Maple Drive Community Group ran an event in 2017 in memory of the Chairman and is seeking funds toward the costs of a Summer Fayre in 2018. A grant would contribute toward medics, security, the hire of two way radios and a remote control cars activity. The fayre will take place on 7 July 2018 in Leylands Park, Burgess Hill.

The Summer Fayre is a free community event which is open to all. The group intends to organise a wide range of fun family activities such as a rodeo bull, model railway and falconry display. They have been fundraising from a wide range of sources and have already secured £2,814 in match funding toward the project.

### **Head Of Corporate Resources Comments**

No accounts were provided – bank statement shows a balance of £500 as at 2<sup>nd</sup> March 2018.

### **Corporate Grant Assessment Group's Evaluation Of The Project**

The Assessment Group is keen to support this locally based project. The group has been proactive in raising funds and has support from local businesses and voluntary sector groups. The Summer Fayre will benefit local residents of all ages by offering fund activities, promoting local services and helping develop community spirit.

*Overall score: 7*

### **The Project Meets The Following Corporate Objectives**

**Strong and Resilient Communities** – The event brings the community together and enables members of that community to learn about activities and services in the local area.

**Recommendation**

**That the sum of £480 from the Community and Economic Development Fund be awarded to the Maple Drive Community Group toward the costs of a Summer Fayre in July 2018.**