

## 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.***