

**Minutes of a Meeting of the Mid Sussex District Council  
Cabinet Grants Panel held on Tuesday 19 June 2018  
From 4.30 p.m. to 6.10 p.m.**

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

**1. ELECTION OF A CHAIRMAN**

Councillor Webster nominated Councillor Ash-Edwards as Chairman of the Panel for the 2018/19 Council year. This was seconded by Councillor MacNaughton and agreed.

**RESOLVED**

That Councillor Ash-Edwards be elected Chairman of the Panel for the 2018/19 Council year.

**2. APPOINTMENT OF VICE-CHAIRMAN**

Councillor Ash-Edwards nominated Councillor Webster as Vice-Chairman of the Panel for the 2018/19 Council year. This was seconded by Councillor MacNaughton and agreed.

**RESOLVED**

That Councillor Webster be elected Vice-Chairman of the Panel for the 2018/2019 Council year.

**3. SUBSTITUTES**

Councillor Andrew MacNaughton substituted for Councillor Gary Marsh.

**4. APOLOGIES**

Apologies were received from Councillor Gary Marsh.

**5. DECLARATIONS OF INTERESTS**

None.

**6. MINUTES**

Elaine Clarke asked for the inclusion of the recommendations in Appendix D of item 7 the Corporate Grant Scheme which was agreed by the Panel. Councillor Webster also asked whether the Defibrillator at Age UK East Grinstead had been installed on the inside or outside of the building. This would be confirmed to Members at a later date by Elaine Clarke. After the amendments were agreed the Minutes of the meeting of the Panel held on 14 March 2018 were approved as a correct record and signed by the Chairman.

**7. URGENT BUSINESS**

None.

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

Councillor Hatton expressed her wholehearted support of the Hassocks Parish Council's application for Adastral Wheel Park and the Keymer & Hassocks Cricket Club's application for an artificial wicket. She added that if both Grants were approved they would be of great benefit to the local community.

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

Robert Anderton, the Divisional Leader for Commercial Services and Contracts introduced the Report requesting that £68,761.63 be released to MSDC from Local Community Infrastructure contributions arising from St. Francis, Haywards Heath – Anscombe Wood Regeneration Contribution. The regeneration plan will divide the woodland into compartments to introduce diversity into the age range of the trees.

Members thanked Officers for the Report and the amount of management and thought that went into Mid Sussex's Greenspaces. A Member hoped that the press would publicise the work done by the Council to provide good greenspaces to the public more.

Following the Officer's Report, all Members were supportive of the release of S.106 contributions for Haywards Heath Local Community Infrastructure.

**RESOLVED**

That £68,761.63 be released to MSDC from Local Community Infrastructure contributions arising from St. Francis, Haywards Heath – Anscombe Wood Regeneration Contribution.

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

Robert Anderton, the Divisional Leader for Commercial Services and Contracts introduced the Report requesting 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. He informed the Panel that a comprehensive consultation exercise was undertaken throughout 2016 and 2017 with all the current users of the hall. The users requesting funding were asked to submit bids which had to meet criteria that are listed in the Report. Support has been provided in identifying potential alternative venues within the Burgess Hill area to accommodate them following the closure. A sum of £250,000 was agreed by New River Retail to assist the relocation of the affected groups, to date one payment had been received of £125,000.

<b>Organisation</b>	<b>Summary of bid</b>	<b>Amount requested</b>	<b>Amount awarded</b>
Sussex	Purchasing new,	£11,734	£11,734

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

The Chairman asked whether all the users of the hall were involved during the consultation process.

The Divisional Leader for Commercial Services and Contracts confirmed that Officers had proactively searched for all the users of the hall and advised them to submit bids if required.

A Member asked whether, as Officers had been proactive, anymore bids would be submitted.

The Divisional Leader for Commercial Services and Contracts confirmed that it was reasonable to assume that they wouldn't receive any more bids.

A Member informed the Panel that he had done his own research into the price of hall chairs and had found that they were more expensive than he had originally believed. He was now of the opinion that the £20,000 for 350 hall chairs in the U3A/St. Andrews Church bid was a reasonable price.

The Divisional Leader for Commercial Services and Contracts confirmed to the Panel that if groups contact the Council with additional requirements they would still be able to submit a bid for funding.

Members were pleased to see that these groups had come forward to request assistance in relocating.

Following the Officer's Report, all Members were supportive of 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.

## RESOLVED

1) That a sum of £11,734 be released from the Martlets Relocation Specific Reserve to the Sussex Gymnastics Club / Places for People Leisure for the costs incurred in relocating to new premises as a result of the Burgess Hill town centre redevelopment programme.

2) That a sum of £47,500 be released from the Martlets Relocation Specific Reserve to the U3A / St. Andrews Church for the costs incurred in relocating to new premises as a result of the Burgess Hill town centre redevelopment programme.

3) That a sum of £3,600 be released from the Martlets Relocation Specific Reserve to the Clubbercise / Wivelsfield Primary School for the costs incurred in relocating to new premises as a result of the Burgess Hill town centre redevelopment programme.

4) That a sum of £8,912 be released from the Martlets Relocation Specific Reserve to HAMSVA (now MSVA-Mid Sussex Voluntary Action) for the costs incurred in relocating to new premises as a result of the Burgess Hill town centre redevelopment programme.

## 11. MICROBUSINESS GRANT SCHEME.

Mark Healy, the Regeneration and Economy Programme Manager introduced the Report which presented 7 Microbusiness Grant Schemes.

All the applications were assessed against the criteria of delivering wider outreach, assisting with the delivery of new business lines, enabling more employees to be taken on, and delivering benefits to the community. Each business has also passed Officers due diligence checks.

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>

The Panel were supportive of the bid from Bright Light Film and were pleased to see that any outsourced activities would stay within Mid Sussex.

It was requested by a Member that when a bid of a more technical nature was included in the Report that the Officers would include more explanatory notes. This was agreed by the Panel.

The Panel were supportive of the bid from CKG OT Ltd and a Member was pleased to note that the employee was a local resident. A Member also commented that there was a shortage of expertise in the Occupational Therapy industry in the area.

The Regeneration and Economy Programme Manager informed the Panel that the

bid from Smith Home Transformations had been approved in 2017 however the organisation were unable to find an appropriate apprentice. They had now found an apprentice, so were resubmitting their bid. Members were supportive of the bid as they wanted to encourage as many apprentices as possible.

The Chairman commented that he would prefer to see a wider take up from across the District. The Regeneration and Economy Programme Manager accepted this and informed the Panel that they were doing everything they could to promote the scheme across the District.

## **RESOLVED**

- 1) That a Micro Business grant of £1,425 is awarded to Bright Light Film to support implementation of a Pay Per Click scheme.
- 2) That a Micro Business grant of £1,500 is awarded to Gore Property Services Ltd to support the purchase of a new printer and associated computer.
- 3) That a grant of £700 is awarded to Designs by Sussex Landscape to assist in the purchase of a new computer and website.
- 4) That a grant of £2,000 is awarded to Define Hospitality to support the commission of a series of promotional videos.
- 5) That a grant of £2000 is awarded to CKG OT to support employment of a new member of staff.
- 6) That a grant of £1,500 is awarded to Smith Home Transformations to support the recruitment of an apprentice.
- 7) That a grant of £2,000 is awarded to The Jonathan Lea Network to support the redesign of their website.

## **12. CORPORATE GRANT SCHEMES.**

Elaine Clarke, the Community Leisure Officer introduced the Report to present thirteen Facility, Community & Economic Development applications with all 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:-

<b>Organisation</b>	<b>Purpose for which award is sought</b>	<b>Award Requested</b>	<b>Award Suggested</b>
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>

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

<b>Organisation</b>	<b>Purpose for which award is sought</b>	<b>Award Requested</b>	<b>Award Suggested</b>
Ashenground Community Centre	Outdoor game	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>

The Community Leisure Officer informed the Panel of the small grants being offered for Silver Sunday Events and Beacons of Light Schemes. Members agreed an award of £4,500 toward the costs of rebranding and relaunching the Haywards Heath and District Business Association.

The Chairman said that he would discuss the Community and Economic Development grants budget with the Cabinet Member for Finance and Performance as the Community Leisure Officer told the Panel that there was only £40,879 of funding left

The Chairman commented that in his position as a Town Councillor he had already seen a presentation by the Branch Line organisation regarding their Learning Centre. Although it was a good presentation he left with a number of concerns such as the sustainability of the project and the financial viability of the centre as there were no obvious revenue streams in the proposal. He did believe that the plan had merit but he would need more information before making a decision.

Members agreed that the Branch Line application was for a worthy project, however not enough information on the financial stability had been provided to Members so that they could make a decision. It was agreed that this application be deferred until more information was provided.

Members noted that the Crawley Down Community Centre Association had shown a deficit of £61,377 in their unaudited accounts for the year ending 31<sup>st</sup> March 2017. However a Member did comment that it was under new ownership and that the Centre had improved greatly and was of benefit to the local community. Members were supportive of the application.

Members commended the group of youngsters within the Hassocks Parish who submitted a

petition to the Parish Council requesting that the current facilities in Adastra Wheel Park be improved or replaced. Members were supportive of the application from Hassocks Parish Council.

The Chairman queried whether the Lindfield Cricket Club would require planning permission to extend the Pavilion. The Community Leisure Officer confirmed that they already had planning permission.

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

The Chairman noted that the Brighton Science Festival had taken the Panels advice to run taster sessions and that these sessions had gauged that there was a large appetite for the festival.

Members were supportive of the Greater Brighton Economic Board grant as part of Mid Sussex's annual contribution. The Chairman informed the Panel that this grant was included in the Community and Economic Development Grants as a matter of transparency but could in the future be set as a budgeted item.

The Community Leisure Officer informed the Panel that as Hurst Festival were already in receipt of a grant from MSDC she recommends increasing the existing grant.

A Member queried whether artificial wicket at Keymer & Hassocks Cricket Club would be available to everyone and that if it wasn't it should be suggested to them.

Members noted that the Lindfield Arts Festival has sought a grant multiple times from the Panel. The purpose of the grants isn't to fund running costs but one of seed and project funding. However as the grant was being used to fund free events it was understood that it would be difficult to be self-sufficient. The Panel decided to award £1,250 and asked the Officers to recommend that the Festival find other sources of match funding to finance the events.

Members were supportive of the application from Maple Drive Community Group as they improved the strong community spirit and Members agreed that an increase to £500 for the grant would be appropriate.

## **RESOLVED**

- 1) That a Facility Grant of £50,868 to the Branch Line be deferred pending further information.
- 2) That a Facility Grant of £24,379 be awarded to Crawley Down Community Centre Association (Haven Centre) toward the cost of CCTV and hall refurbishments
- 3) That a Facility Grant of £75,000 be awarded to Hassocks Parish Council for the cost of Adastra Wheel Park.
- 4) That a Facility Grant of £55,000 be awarded to Lindfield Cricket Club toward the cost of the Pavilion extension.
- 5) That the sum of £500 from the Community and Economic Development Fund be agreed as a contribution towards the hire of a Rock Climbing Wall and Reaction Test Game for the Ashenground Open Afternoon on 21 July 2018.
- 6) 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.

- 7) 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.
- 8) 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.
- 9) 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).
- 10) 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.
- 11) 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).
- 12) That the sum of £1,250 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.
- 13) That the sum of £500 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.

Chairman.