

**Minutes of a meeting of Cabinet Grants Panel  
held on Tuesday, 29th October, 2019  
from 4.30 pm - 5.55 pm**

**Present:** N Webster (Chair)  
S Hillier (Vice-Chair)

J Belsey

**1. TO NOTE SUBSTITUTES IN ACCORDANCE WITH COUNCIL PROCEDURE  
RULE 4 - SUBSTITUTES AT MEETINGS OF COMMITTEES ETC.**

None.

**2. TO RECEIVE APOLOGIES FOR ABSENCE.**

None.

**3. TO RECEIVE DECLARATION OF INTERESTS FROM MEMBERS IN RESPECT OF  
ANY MATTER ON THE AGENDA.**

Councillor Hillier declared that he has had past involvement with the Haywards Heath Community CIC. Councillor Belsey declared that he is also a Member of East Grinstead Town Council, however he has not had any involvement with the grant application considered at this meeting.

**4. TO CONFIRM THE MINUTES OF THE MEETING OF THE PANEL HELD ON 23  
SEPTEMBER 2019**

The Minutes of the meeting of the Panel held on the 23 September 2019 were approved as a correct record and signed by the Chairman.

**5. TO CONSIDER ANY ITEMS THAT THE CHAIRMAN AGREES TO TAKE AS  
URGENT BUSINESS.**

None.

**6. TO RECEIVE REPRESENTATIONS FROM MEMBERS OF THE COUNCIL ON THE  
APPLICATIONS.**

Representations have been received from Councillor Eves regarding the application submitted by Kangaroos and Councillor de Mierre regarding the application submitted by the Haywards Heath Community CIC.

**7. MICRO BUSINESS GRANTS SCHEME**

Holly-Jade Ryder, Business Development Officer introduced the four Micro Business Grant applications, noting that this is the 5th and potentially final meeting for the Micro Business Grant Scheme for 2019. A total of £8,000 is before the panel for

approval and if successful, the full budget would be allocated leaving £359 to be allocated for the next scheme year.

All 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.

The applications which were 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>
Aureo Group	Marketing and Website Improvements	£2,000	£2,000
Buchan Rum Architects Ltd	Business Expansion and Website Development	£2,000	£2,000
Desk Village Ltd	New Service	£2,000	£2,000
The Classic Shutter Company Ltd	Marketing, Website Improvements and Training	£2,000	£2,000
<b>Total</b>		<b>£8,000</b>	<b>£8,000</b>

The Vice-Chairman noted that the quality of the Officers work on all the grant reports had been exemplary

In considering the first application by Aureo Group, the Panel noted that it is the third grant application by the company, having received a grant in 2017 and 2018. Although supportive of this application as it meets the required criteria, the Panel requested that work be carried out separately to review the criteria and scoring for future Micro Business Grants in order to reduce the issue of repeat applications. A meeting will be convened separately with the Panel to take this forward.

Members discussed the remaining 3 Micro Business Grant applications and were supportive of all. The Vice Chairman requested to be able to visit the coding workshops proposed by Desk Village Ltd once they were in operation.

## **RESOLVED**

The Cabinet Grant Panel agreed:

- i. that a Micro Business Grant of £2,000 be granted to Aureo Group to support the costs of procuring a digital marketing specialist.
- ii. that a Micro Business Grant of £2,000 be granted to Buchan Rum Architects Ltd to support the business in the costs of achieving RIBA status and further costs in attending CPD workshops, new equipment to support the business in its expansion to office premises, the development costs of a new website and the costs of undertaking networking activities.
- iii. that a Micro Business Grant of £2,000 be granted to Desk Village Ltd to support the costs of introducing coding workshops.
- iv. that a Micro Business Grant of £2,000 be granted to The Classic Shutter Company to support the costs of marketing, website improvements and training.

## 8. CORPORATE GRANT SCHEMES

Elaine Clarke, Community Facilities Project Officer introduced the report concerning 3 applications for the release of Section 106 monies the Council has received from developers carrying out property development in the Town or Parish and 9 Community and Economic Development Grants. The report also provides an update on the Ansty Village Centre Trust which requires extra funding and a request for Members to consider a small grants scheme to support VEDay75.

In considering the VEDay75 proposal to ring-fence £7,500 for small £250 grants to 30 organisations for celebration events, the Panel enquired whether this amount was sufficient and requested that the application be a simple process to encourage small groups to apply. The Vice Chairman noted that the type of celebrations may be street parties and requested that guidance on street closure is provided on promotion of the grant scheme.

Regina Choudhury, Community Development Officer confirmed that the application would be a web based form in a shortened version with printed copies available if required. The grant will be promoted in Mid Sussex Matters along with media activity to promote it to smaller groups within villages. Regarding the grant amount, she considered it to be sufficient as the grant will be promoted alongside a sustainability message, tied into the theme of 'make do and mend' to encourage groups to make their own banners and bunting and encourage social interaction.

The Panel discussed the Ansty Village Centre Trust, and were supportive of the recommendations. They noted that the Council is holding £214,402 in Section 106 money which can be allocated towards this project to bring them close to the completion of stage 1 of the project. The Chairman congratulated the Trust on the huge amount that a small village has raised and noted that an additional budget shortfall of £100,000 remains. This will be considered at a future Cabinet meeting and it was requested that the Cabinet report contain a time-line of when each stage of funding was agreed, and further context of the users of the facilities and where they come from.

The Vice-Chairman sought reassurance that the use of Section 106 money from land south of Rocky Lane would be allocated appropriately (as it falls on the border of Ansty and Haywards Heath) to ensure that projects for residents in each area are supported.

The applications which were recommended for consideration and approval by the Panel are set out below:

### Section 106 Monies

Organisation	Purpose for which award is sought	Award Requested	Award Suggested
Crawley Down Cricket Club	High netting	41,400	37,260
Hurstpierpoint Players	Auditorium improvements	5,000	5,000
Haywards Heath Tennis Club	New clubhouse	65,040	65,040
<b>Total</b>		<b>£ 111,440</b>	<b>£107,300</b>

Regarding Haywards Heath Tennis Club, the Panel established that the tennis courts could be hired by the public as well as club members but the new club house toilet

facilities would not be available to everyone. They encouraged the applicants to consider subscribing to the community toilet scheme, and were supportive of the pilot being run in Ashurst Wood to enable swipe access to courts as part of a more efficient booking system.

It was noted that the Section 106 monies from the Mayflower Inn were specifically for sport and would not prejudice a community project nearby.

The Panel noted that the club still needs to raise a substantial amount of funds to meet their target but acknowledged that they are proactive and have submitted a detailed plan on how these funds will be achieved. The Chairman encouraged the club to apply to the Gatwick Foundation who may be able to offer assistance.

Members discussed the remaining 2 applications and were supportive of all.

### Community and Economic Development Grants

Organisation	Purpose for which award is sought	Award Requested	Award Suggested
Cuckfield Stroke Communication Group	Music therapist for stroke group	500	500
Dame Vera Lynn Children's Charity	Conductive Education sessions for children with cerebral palsy and other motor learning impairments	3,478	3,478
East Grinstead Town Council	Christmas lights switch on, The Big Reveal and the Rotary Club's tree of light switch on	5,000	1,000
Friends of Burgess Hill Green Circle Network	'Wild About Mid Sussex' free exhibition	4,366	1,000
Handcross Rosemary Club	Activities and transport costs	1,500	500
Haywards Heath Community CIC	Costs towards the Haywards Heath History through the Ages project (Sept 2020)	8,800	1,000
Kangaroos	BreakAway Saturday and Holiday Club	5,000	1,000
Summerhaven	Venue hire costs for mental health drop-in club	500	500
Imberhorne School	Afternoon Tea Dance	216	216
<b>Total</b>		<b>£29,144</b>	<b>£9,194</b>

Regina Choudhury, Community Development Officer introduced the 9 Community and Economic Development Grants noting that a number of recommendations are for a lesser amount than the applicants request.

The Panel were supportive of both the Cuckfield Stroke Communication Group and the Dame Vera Lynn Children's Charity application as both groups offer beneficial programmes.

Regarding East Grinstead Town Council's application, the Panel agreed with the recommendation to award £1,000, as the grant is intended to support grass roots projects rather than such a commercial venture which has strong potential for business sponsorship. It was also noted that they have been awarded funding for various events though out the last year, as well as benefiting from Mid Sussex District Council run initiatives.

The Panel discussed the 3 applications from the Friends of Burgess Hill Green Circle, Handcross Rosemary Club and Kangaroos, and agreed with the recommendation to award a reduced amount for each, compared to the initial request. In each case it was felt that they were excellent organisations but funding had been provided in the past and the groups needed to be encouraged to develop other areas of funding going forward.

Regarding the Haywards Heath Community CIC, the Panel noted that this could have been funded through businesses in Haywards Heath following the success of events held last year. It was also confirmed that grants are limited to one successful grant awarded per year, and the organisation had already received a STEM grant in 2019. On that basis, the Panel would not award a grant on this occasion, and proposed that an application be resubmitted in the new financial year.

The Panel supported the application by Imberhorne school noting that they had for match funding and were working with other local organisations to put on their event.

The Panel also supported the application by Summerhaven for this year as they provide a unique service at the weekend to help combat loneliness and isolation for people suffering from mental health issues. However the Panel did note that they have received grants in past years and encouraged them to seek funding elsewhere in the future, perhaps by working in partnership with other similar minded organisations. It was noted that Council could still support the group in other ways such as helping to forge new links or in raising their profile.

## **RESOLVED**

The Cabinet Grant Panel agreed:

- a) To increase the existing award to the Ansty Village Centre Trust to £341,402 and amend the grant conditions to allow demolition of the existing hall within one month of completion (rather than prior to commencement) and refurbishment (rather than demolition) of the groundsman's store.

Award increase to be made up of – £5,067 (DM/15/1161 Land adj. Barn Cottage), £1,920 (DM/15/1761 Ansty Cross Inn), £3,485 (DM/16/0311 Land adj. Deaks Lane), £30,543 (DM/16/1312 South of Rocky Lane Ph. 2) and £74,056 (DM/16/4496 Rookery Farm) Community Buildings s106 monies; £70,313 (DM/16/1312 South of Rocky Lane Ph. 2), £11,661 (DM/15/1161 Land adj. Barn Cottage Formal Sport s106 monies; and £17,357 (10/02410/FUL Sandrocks) Public Art S106 monies.

- b) To approve a small grants scheme to support VEDay75 Anniversary celebrations.
- c) That section 106 monies be released to Haywards Heath Tennis Club of 50% of the total project costs, up to a maximum of £65,040 toward the cost of rebuilding the clubhouse at Victoria Park which is made up of – £38,583.56 (12/00535/OUT) Land South Side of Rocky Lane), £7,072 (13/01164/FUL Land at the Mayflower Public House), £11,094 (14/00398/FUL 17-21 Boltro Road) and £8,290.44 (14/02484/FUL Oldfield, 55 Lewes Road) Formal Sport S106 monies.

This 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
- copy of planning approval for the project to be submitted
- a suitable lease agreement is drawn up with the Council

- d) That the amount of £5,000 be awarded to Hurstpierpoint Players toward the cost of improving the auditorium which is made up of - £3,607 (PL12-001100 Land at Chalkers Lane) and £1,393 (P35/787 Little Park Farm & Highfield Farm Community Buildings s106 contributions).

This 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.
- submission of Equal Opportunities and Safeguarding Policies

- e) That the amount of £37,260 be awarded to Crawley Down Cricket Club toward the cost of ballstop fencing which is made up of – £15,528 (PL12-000170 Land parcel between, Sunnymead and Huntsland Lodge) and £21,732 (PL12-000620 Land at Wychwood, Turners Hill Road) Formal Sport S106 monies.

This 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).

- f) That the sum of £500 from the Community and Economic Development fund be awarded to Cuckfield Stroke Communication Group towards the music therapist sessions.

- g) That the sum of £3,478 from the Community and Economic Development fund be awarded to the Dame Vera Lynn Children's Charity towards the cost of delivering Cognitive Education sessions for 21 children in Mid Sussex.

- h) That the sum of £1,000 from the Community and Economic Development fund be awarded to East Grinstead Town Council towards the cost of the Christmas Lights Switch On, The Big Reveal and the Rotary Club's Tree of Light Switch On.

- i) That the sum of £1,000 from the Community and Economic Development fund be awarded to the Friends of Burgess Hill Green Circle Network to facilitate the delivery of the 9th 'Wild About Mid Sussex' free exhibition.

- j) That the sum of £500 from the Community and Economic Development fund be awarded to Handcross Rosemary Club as a contribution towards activities and transport costs.

- k) That a grant from the Community and Economic Development fund would not be awarded to Haywards Heath Community CIC at this time as they have already benefited from one successful grant in 2019.
- l) That the sum of £216 from the Community and Economic Development fund be awarded to Imberhorne School towards the Afternoon Tea Dance.
- m) That the sum of £1,000 from the Community and Economic Development fund be awarded to Kangaroos towards BreakAway clubs for young people with learning difficulties.
- n) That the sum of £500 from the Community and Economic Development fund be awarded to Summerhaven towards venue hire and Christmas dinner for their mental health drop-in club.

The meeting finished at 5.55 pm

Chairman