
9 March 2020

PLEASE NOTE START TIME OF MEETING

Dear Councillor,

A meeting of **CABINET GRANTS PANEL** will be held in the **COMMITTEE ROOM** at these offices on **TUESDAY, 17TH MARCH, 2020 at 5.00 pm** when your attendance is requested.

Yours sincerely,
KATHRYN HALL
Chief Executive

A G E N D A

Pages

1. To note Substitutes in Accordance with Council Procedure Rule 4 - Substitutes at Meetings of Committees etc.
2. To receive apologies for absence.
3. To receive Declaration of Interests from Members in respect of any matter on the Agenda.
4. To consider any items that the Chairman agrees to take as urgent business.
5. To receive representations from Members of the Council on the applications.
6. Storefront Grant Scheme **3 - 10**

To: **Members of Cabinet Grants Panel:** Councillors N Webster (Chair), S Hillier (Vice-Chair) and J Belsey

STOREFRONT GRANT SCHEME

REPORT OF: Economic Development Officer
Contact Officer: William Hawkins
 Email william.hawkins@midsussex.gov.uk
 Tel: 01444 477322
Wards Affected: All

Purpose of the report

1. The purpose of this report is to present two applications for the Storefront Improvement Grant Scheme

Summary

2. A summary of the applications to be considered, together with officer recommendations for the level of financial assistance to be awarded is set out in the table below:

Organisation	Purpose for which award is Sought	Award requested	Award suggested
Flinders Coffee	Replacement door, signage and exterior improvements	£4,000	n/a ¹
Upmarket22	Renovation of new storefront	£4,000	n/a ¹
Total		£8,000	£8,000

¹ - Please refer to paragraph 4 for information on budget totals.

Recommendation

Members of the Panel are requested to:

- ***Consider and decide upon the recommendations for the above grant. Summaries of the grant application is attached in Appendix A of this report***

Background

3. This is the fifth meeting of the Cabinet Grants Panel to consider the 2019/20 Storefront Grant Scheme. This paper will present two applications of a new wave of applicant retailers regarding the scheme. The newly contacted retailers have either expressed interest in early promotion of the scheme or have previously taken part in independent retailers training workshops organised by Mid Sussex District Council (MSDC). The Economic Development Team has been working with these stores to support their application submission.
4. Given that the applications presented in this report total more than the remaining budget for the scheme, MSDC officers are currently in contact with officers at West Sussex County Council to determine whether funding can be transferred from the MSDC Micro Business Grant budget to support these applications. This additional budget is made up of both unallocated spend and grants which will no longer be claimed. Officers will provide a verbal update to the Panel on the available budget in order to inform decisions and officers suggestions on amounts to be awarded.
5. The remaining balance of the scheme is £3,710. The previously mentioned transfer of funding would be for a total of £3,013.67 which would leave a new balance of £6,723.67. With this in mind, officers have assessed both applications to be of equal

merit. Officers therefore seek that the panel make decision to either award £3,361.84 to each business, should the transfer be agreed, or alternatively £1,855 to each business using the original budget.

Assessment and Policy Context

6. The grants in this report have been considered by the Council's Economic Development Officer, William Hawkins and the Council's Regeneration and Economy Programme Manager, Mark Healy. The proposal to expand the applicant base for the scheme was agreed with the Portfolio Holder for Economic Growth, Councillor Stephen Hillier. A summary of the application is included within the individual project reports in Appendix A.
7. All the businesses included in this paper have met the basic criteria and specific grant criteria; that is they are properly constituted independent retail businesses within Mid Sussex and provided the relevant information to support their application.

Financial Implications

8. The Storefront Grants are funded through an allocation from the WSCC Strategic Infrastructure Fund, with £204,000 to be divided proportionally between districts. A total of £21,000 was allocated to Mid Sussex District.
9. The current fund stands at:

Scheme	Original fund	Funds approved so far	Remaining budget	Funds requested in this paper	Balance (if all bids in this paper are approved)
Storefront Grant Scheme	£21,000	£ 17,290	£3,710	£8,000	£0

10. Following the decisions made by the Panel on the presented applications, the total budget will likely be completed allocated. A decision is expected to be taken in April 2020 regarding whether there will be future funding allocated to the scheme.
11. As previously noted officers will provide a verbal update to the Panel regarding the current budget available.

Risk Management Implications

12. The main risk associated with 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.
13. To minimise this risk, the decision has been taken to only pay out the grants following proof, from the applicant, that the project in question has begun, or equipment has been purchased. This could be in the form of receipts, invoices and other related documents

Equality implications

14. All of the businesses whose bids are included in this report were assessed to be in compliance with the requisite policies/legislation.

Legal Implications

15. 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 incurring expenditure, giving financial assistance to any person (or organisation) and entering into arrangements or agreements with any person.

Background Papers

16. Grant applications and associated documentation for the Storefront Grant Scheme are held in the Economic Development Team.

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Storefront Grant Scheme

Project:	Replacement door, signage and exterior improvements
Applicant:	Flinders Coffee
Address:	101 South Road, Haywards Heath, RH17 4LR
Type of goods sold:	Café food and Beverage
Grant Request to MSDC	£4,000
Total project cost:	£5,100

Summary of project proposal and aims:

To replace existing door and surround along with new signage to improve external storefront look.

Background

Flinders Coffee is a Café Food and beverage store situated on Haywards Heath high street, which offers a range of drinks and a breakfast and lunch menu. The store also offers evening cookery classes for customers.

The grant funding will enable the store to replace its existing, door and door frame which has become worn since the business began operating. The new door will also allow the business to provide more disabled friendly access. The funding will also allow the business to refresh its water damaged signage and incorporate additional signage to the exterior of the store.

Officer evaluation of the project

Flinders Coffee fits the criteria of being an independent retailer situated within Mid Sussex.

The grant funding will support the improvement of their retail offer through refreshing the storefront. The improvements will also have a secondary benefit of helping to enhance the street scene more generally. This meets the overall aim of the grant programme (improving physical presence of independent retailers) and is therefore an appropriate project to receive support.

Recommendation

That a grant of £4,000 is awarded to Flinders Coffee to aid in the refresh and repair of their storefront.

Project:	Renovation of new storefront
Applicant:	Upmarket22
Address:	22 Church Road, Burgess Hill, RH15 9AE
Type of goods sold:	Mixed products and café
Grant Request to MSDC	£4,000
Total project cost:	£6,000

Summary of project proposal and aims:

Renovate new storefront following a move of the store.

Background

Upmarket22 is an independent café and store situated on Church Road in Burgess Hill. The store serves primarily as a café but also stocks and sells a wide range of products and gifts in what is referred to as their 'Market Hall'. This stock is made up of products from any business that wishes to sell their products through the store.

Upmarket22 is currently looking to relocate to another unit on Church Road and is seeking grant funding to aid in the renovation of this unit. The grant funding will support the replacement of the currently vacant unit's door, windows and framing which are currently in need of repair. The grant will also aid in the installation of new signage and graphics for the aforementioned new windows.

Officer evaluation of the project

Upmarket22 fit the criteria of being an independent retailer situated within Mid Sussex.

The grant funding will support the improvement of their retail offer through refreshing the storefront. The improvements will also have a secondary benefit of helping to enhance the street scene more generally. This meets the overall aim of the grant programme (improving physical presence of independent retailers) and is therefore an appropriate project to receive support.

Recommendation

That a grant of £4,000 is awarded to Upmarket22 to aid in the renovation of their new storefront.