

APPENDIX A

Facility Grants Scheme * new application

Town:	Cuckfield
Title of project:	Re-surface tennis courts
Applicant:	Cuckfield Lawn Tennis Club
Type of applicant:	Registered Charity
Previous Grants in past 5 years:	£518 – Junior Coaching Equipment (2014)
Grant Request to MSDC:	£ 4,000 (11%)
Total project cost:	£ 35,700

Financial Summary

Sources of funding and whether secured:

West Sussex County Council	£5,000	Unsecured
Gatwick Airport Community Trust	£3,000	Unsecured
Hall and Woodhouse Community Fund	£1,000	Unsecured
Lawn Tennis Association Loan	£22,700	Unsecured

Summary of project proposal and aims

To re-surface three tennis courts at Cuckfield Lawn Tennis Club at Cuckfield Recreation Ground.

Background

Cuckfield Lawn Tennis Club is a company limited by guarantee and became a registered charity in December 2016. The Club is staffed by volunteers and is managed by a Board of 8 voluntary trustees.

The Club meets weekly on Tuesday and Friday evenings during the lighter months and Saturday afternoons throughout the year to play social and competitive tennis at Cuckfield Recreation Ground. They aim to provide a friendly tennis club that appeals to players of all ages and abilities, particularly families and young people.

The club has men's, ladies and mixed doubles team and also offers junior tennis coaching on Wednesday evenings and Saturday mornings. The facilities are available for hire at hourly rates (£6 ph.) to non-members and are free to use for club members who pay an annual subscription set at a reasonable level to

ensure the club is inclusive to all members of the community (£155 family, £85 adult, £20 juniors).

Membership numbers have grown from 81 in 2012 to 153 in 2015, and the Club aims to increase the membership to 200 following the refurbishments. Improved facilities will help the club to attract new members and retain existing ones.

In April 2014, the Club took over maintenance responsibilities from the District Council under a 28 year repairing lease in April 2014 for the tennis pavilion and three tennis courts. The Club is required to make the courts available for public hire under the terms of the lease at rates comparable to MSDC tennis court hire charges.

The tennis courts need to be resurfaced to keep them safe, bring them up to standard and ensure they can remain open for public use. All three courts must be resurfaced simultaneously to avoid dangerous ridges between courts. After surface preparation, and new higher perimeter edging, an additional layer of 25mm tarmac will be added (post compaction), together with new net post sockets, net posts and nets. Once cured, the new courts will be marked out and painted.

The total project cost is £35,700 which includes preparatory cleaning, tarmac overlay, drainage, sealing, new net posts, colour spray and lines and kerb edging. The club has provided two comparable quotes for the works which they aim to start as soon as possible, subject to funding.

Cuckfield Parish Council were consulted about the allocation of s106 funds toward this project and supported making an award.

Head of Finance Comments

Unaudited accounts have been submitted for the year 2015 which show a deficit of £5,157.

Total income was £10,267: mainly generated from Subscriptions (£8,589), Bar Profits (£792), Events profits (£668), Visitors fees (£118) and Grants / Refunds (£100).

Total expenditure was £15,424: consisting of Supplies and Services (£15,424).

Balances held at the end of the period showed Net Assets of £11,893, comprising of Cash £11,893.

How does the project meet the Council's aims?

Better Lives – the publicly available tennis courts are accessible at a reasonable cost which enables residents to exercise locally to which benefits their physical and mental health. Many members are of the older generation and the activity and social stimulation offered by the club helps them maintain independence in later life and combats social isolation and loneliness.

Better Environment – under the terms of the lease the Club will ensure that the facilities remain in good repair. Providing sports courts locally reduces car use and cuts emissions.

Better Services – the Club aims to provide access to high quality sports facilities for hire at affordable rates. They also offer coaching and a social programme.

Corporate Grant Assessment Group evaluation of the project

The Assessment Group feels that this project to re-surface the tennis courts at Cuckfield Recreation Ground will benefit local residents by providing high quality local sports facilities which are accessible to the public. They are keen to expand membership and improving the courts will help them to attract new members. Improvements to the facilities will ensure more people participate in physical activity which will benefit their health and wellbeing.

Overall Score: 10

Corporate Grant Scheme Assessment Group Recommendation

The Assessment Group recommends that the Cabinet Grants Panel award Cuckfield Lawn Tennis Club Limited a Facility Grant of £4,000 (11% of the total project cost) toward the cost of re-surfacing the tennis courts at Cuckfield Recreation Ground which is made up of – £4,000 (P35/708 Land North Of Bylanes Close) Formal Sport contributions.

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***
- ***copy of the license granting landlords consent***

Facility Grants Scheme * new application

Town:	Pease Pottage
Title of project:	New community and sports pavilion at Finches Field Recreation Ground
Applicant:	Slaugham Parish Council
Type of applicant:	Parish Council
Previous Grants in past 5 years:	£472,842 – Finches Field pavilion (Mar 2016)
Grant Request to MSDC:	£ 995,000 (100%)
Total project cost:	£ 995,000

Financial Summary

Sources of funding and whether secured

MSDC Facility Grant	£472,842	Secured
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Summary of project proposal and aims

To design, construct and manage a new community and sports changing facility at Finches Field Recreation Ground, Pease Pottage.

Background

On 24 March 2014, Cabinet resolved to progress the design and procurement of a new community and sports pavilion at Finches Field, Old Brighton Road South in Pease Pottage using Section 106 funds, and to lease the completed building to Slaugham Parish Council.

Slaugham Parish Council decided to manage design and construction locally and was awarded a grant of £472,842 in March 2016 to enable them to take the project forward. At this time the total project cost was estimated at £525,000 but in September 2016 they received revised construction estimates from a quantity surveyor and the project is now expected to cost £995,000.

The Parish Council is seeking additional funds and has requested a grant increase. The Council has recently received Formal Sport and Community Building Section 106 contributions in respect of the development at the Former Driving Range, Horsham Road, Pease Pottage (Planning Ref: 13/02994/OUT). These funds could be allocated to this project making the total grant £616,434 but due to the 'pooling restrictions' this is the maximum award the Council can make.

Therefore, the Parish Council will need to raise £378,566 to enable them to deliver this project or alternatively they may need to scale back the design so it is affordable with the funds available. They will also need to secure planning permission and start on site promptly to comply with the conditions of the first award.

The Slaugham Parish Draft Neighbourhood Plan supports the development of a new Community Centre for Pease Pottage at Finches Field. The village is expanding rapidly, due to housing growth and there is a need to provide new social and recreational facilities for the local population. The multi-purpose community centre is expected to consist of a large hall, a meeting room, sports changing rooms with showers, storage, kitchen, office and toilets.

The Parish Council will set up a committee to manage the building and will be responsible ongoing repairs and maintenance. The building will be inclusive and available for community use 7 days a week and they have developed a business case and breakeven budget forecast based on the potential number of users / hirers.

The business plan states that the project aims to provide much needed, modern, community facilities for the next 40+ years which will become a focal point for the village. It will be financially viable with low maintenance and running costs with a low carbon footprint. It will provide opportunities for community networking through participation in community activities to help develop a resilient and sustainable community with a strong local identity.

Head of Finance Comments

Slaugham 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?

Better Lives – the project will provide an accessible venue for community meetings and social activities, it will also provide changing facilities for the outdoor playing pitch. This will enable residents to meet and socialise which will help to build community spirit and a sense of local identity.

Better Environment – the modern building will be designed to ensure it is energy efficient and low cost to run.

Better Services – the provision of a new Community Centre at Finches Field is recognised in the Slaugham Parish Council draft Neighbourhood Plan (Policy 16) and is identified as a high priority in the Council's Playing Pitch Strategy.

Corporate Grant Assessment Group evaluation of the project

The Assessment Group feels that this project to design and construct a new community and sports changing facility at Finches Field Recreation Ground will

benefit local residents and the growing community in Pease Pottage. It will address a recognised deficiency in local facilities and provide a new multi-purpose venue for community use.

Overall Score: 8

Corporate Grant Scheme Assessment Group Recommendation

The Assessment Group recommends that the Cabinet Grants Panel award Slaugham Parish Council a Facility Grant of £143,592.88 (14% of the total project cost) toward the cost of the design and construction of a new community building and sports changing facility at Finches Field Recreation Ground which is made up of – £43,485.54 Community Buildings and £100,107.34 Formal Sport contributions (PL12-000635 Former Driving Range, Horsham Road, Pease Pottage).

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 by 31 March 2017***
- ***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 between the Council and Slaugham Parish Council, to the satisfaction of the Head of Corporate Resources;***
- ***signed copy of a building contract to be submitted before 30 June 2017***

Facility Grants Scheme * new application

Town:	Haywards Heath
Title of project:	Community hall and sports changing facilities
Applicant:	St Francis Social & Sports Club CIC
Type of applicant:	Community Interest Company
Previous Grants in past 5 years:	None
Grant Request to MSDC:	£ 1,220,000 (96%)
Total project cost:	£ 1,270,000

Financial Summary

Sources of funding and whether secured

St Francis Sports & Social Club loan	£50,000	Secured
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Summary of project proposal and aims

To provide new community building consisting of a large community hall, two meeting rooms, small history centre, toilets, kitchen, café area plus alterations to the swimming pool complex to provide upgraded changing facilities on the Ground Floor plus junior changing rooms and a small hall /meeting room on the Lower Ground Floor (to be fitted out in Phase 2), new car park and associated landscaping.

Background

The Norman Hay Hall was built and funded by St Francis Hospital, their staff, St Francis Social & Sports Club (SFS&SC) members and various charitable organisations. It was located on the west side of the entrance of the old Hospital (now Southdowns Park entrance). The hall was demolished to make way for additional housing and the Council received a financial contribution from the developer toward the cost of a replacement hall at the St Francis site.

SFS&SC is a not for profit organisation set up for benefit of St Francis Hospital staff, Health Authority staff and has been extended to sports and other associated clubs and the local community by way of a low cost annual membership (£20 per annum individual membership). The Club purchased the playing fields from the Health Authority approximately 7 years ago and now owns a 14 acre sports site which includes two football pitches (seniors at County level and juniors from 5-17 years), a swimming pool, a bowls green, two tennis courts, a car park and surrounding woodland.

The Norman Hay Hall was used by SFS&SC members for large events such as Caribbean evenings, St Patricks Day, New Year's Eve, pantomimes, plays and fetes. The Club feel's a duty to re-provide the hall and has set up a Community Interest Company (Registered no. 8020475) to develop and manage new facilities on their land. SFS&SC will grant the CIC a long lease, in excess of 50 years.

The SFS&SC views the new Community Hall as one phase of a longer term development of the sports facilities and has provided the CIC with a loan of £50,000 to pay consultancy fees and planning expenses to achieve planning permission. Over the last two years the SFS&SC has invested £224,538 to upgrade the Lounge Bar and fund the installation of a new dehumidification system, an automated filtration system, a new energy efficient water heating system and safety tiling in the swimming pool. These improvements have resulted in increased turnover and surpluses due to increased usage.

The CIC currently has two Directors and a Secretary/Treasurer with accounting experience, who are all Officers of the St Francis Social & Sports Club Executive Committee. When the hall development starts additional Directors will be appointed. At present, the Directors are assisted by experienced members of the Executive Committee of the SFS&SC and an informal Steering Group with expertise in marketing, company management and financial management.

The applicant has submitted a 5 year business plan with the proposal which includes an operating budget and financial forecasts; this anticipates a growing surplus year on year after general expenses. Income is based on expected bookings and café sales using the level of demand for the existing social club facilities as a guide (currently oversubscribed and unable to accommodate all booking requests) and consultation with potential hirers. Budget expenses have been formulated based on knowledge of the costs of running the SFS&SC. The hall will be run by one full time employee and casual staff as and when required.

The aim is to create a modern flexible building located to the western end of the existing swimming pool to create one multi use centre. The swimming pool offers lessons and public sessions to the community (including local schools) and is used by 1,000 plus local people each week. The café area will be used by patrons of the swimming pool users and will be a meeting place for visitors attending the new 'Sally McEwan History Centre'.

The History Centre will be produced by the Friends of St Francis (a not for profit section of the St Francis Sports & Social Club) and will be a walk in, open plan, 4x3m space with professionally designed and mounted, chronological, narrative history display boards supported by artefacts, documents and photographs currently stored at the Keep in Brighton and various local museums. The centre will seek to provide guided walks around the public areas of the former hospital and farm along with self-guided walks with numbered vantage points. The former hospital and its grounds are regarded as an excellent example of Victorian asylum architecture. The late Sally McEwan was a medical secretary at

the hospital who was collected, preserved and stored dozens of historical artefacts and documents.

The construction project will be managed by an architecture practise appointed by the CIC who have experience of dealing with community based facilities from inception to completion. The architect has produced a project implementation proposal which details the design concept, the tendering process and the procurement process management.

The design of the building makes use of the sloping relief of the site and create a lower ground floor area which will be formed as part of the main project (phase 1) and fitted out at a later phase (phase 2), to form changing facilities for the sports field and a secondary small hall / meeting room. The scheme will include the construction of a new parking area over the existing tennis courts, plus associated entrance paths, ramps and external works. The architects have held a pre-application meeting with Planning to discuss the proposals and will submit a planning application in February 2017.

The architects will advise upon the shortlist of contractors and specialist consultants considered suitable for the project. Upon appointment the architect will become the Contract Administrator and lead the site construction phase through to completion.

The estimated cost of the project is £1,650,000 to be delivered in two phases:

- £1,270,000 - Phase 1 for the design and construction of the Ground Floor including the café, museum space and swimming pool changing rooms but only the shell of the Lower Ground Floor (this needs to be structurally complete but will be unfitted)
- £380,000 - Phase 2 is for the completion of the Lower Ground Floor comprising a small hall and changing facilities.

Phase 1 can be funded through ring fenced contributions received for the replacement of Norman Hay Hall and a museum space plus Formal Sport and Community Building Section 106 contributions from neighbouring developments intended to increase the capacity of local provision. These contributions amount to £1,120,000 which would leave the CIC with a realistic fundraising target of £100,000 to deliver the project.

Phase 2 can potentially be funded through future s106 receipts allocated to improving sports facilities at the St Francis site and/or further fundraising and community partner investment.

This proposal was considered by Haywards Heath Town Council's Planning Committee on 23 January 2017. They agreed to support the grant request with the caveat that the new facility should be made available to all residents of the town as a publicly accessible facility.

Head of Finance Comments

A Community Interest Company has been set up for the purpose of the development of the St. Francis Social & Sports Club Community Interest Company Hall, which is being financed by Mid Sussex Section 106 funding. Therefore, no prior year accounts have been submitted.

A five year detailed budget plan has been provided which indicates as surplus from year two onwards.

How does the project meet the Council's aims?

Better Lives – the new multi-purpose community hall will provide a venue for local activities that encourage, support and contribute to the health and wellbeing of local residents.

Better Services – the new community facility will provide a welcoming, safe and modern environment for community activities. The project will maintain and develop excellent facilities to provide recreational and community activities. It is recognised in the Town Council's neighbourhood plan.

Better Environment – this project is the first phase of a wider development to enhance and improve the sports fields and create a high quality environment.

Corporate Grant Assessment Group evaluation of the project

The Assessment Group feels that this project to design and construct a new community building at St Francis sports field will benefit local residents in Haywards Heath as there are limited facilities in the area and significant housing growth in this area. It will provide a modern, multi-purpose facility which will be the first phase of development of the site. There are funds specifically dedicated to this purpose and the applicant has demonstrated the will and capacity to deliver the project and manage it for the benefit of the community in the longer term.

Overall Score: 8

Corporate Grant Scheme Assessment Group Recommendation

The Assessment Group recommends that the Cabinet Grants Panel award the St Francis Social & Sports Club CIC a Facility Grant of £1,120,000 (88% of the total project cost) toward the cost of a new community building consisting of a large community hall, two meeting rooms, small history centre, toilets, kitchen, café area plus alterations to the swimming pool complex to provide upgraded changing facilities on the Ground Floor plus junior changing rooms and a small hall /meeting room on the Lower Ground Floor (to be fitted out in Phase 2), new car park and associated landscaping. Grant to be made up of - £824,000 (P35/591 Land between Colwell Road and Southdowns Park/Former St Francis Hospital), £35,239 (P35/317 Parcel X, Former St Francis Hospital, Colwell Road), £25,387 (P35/768 Land South Side of Rocky Lane) Community Buildings

Section 106 contributions and £180,588 (P35/317 Parcel X, Former St Francis Hospital, Colwell Road) and £621 (P35/339 Land at Heath Road), £6,808 (P35/494 Land on North side of Queens Road), £4,779 (P35/552b Land at Former NTC Site 143a South Road), £4,996 (P35/505 Land at 27-29 Sydney Road) and £7,582 (P35/504 Land at Former Sussex Pub) Formal Sport Section 106 Contributions.

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 by 30 April 2017***
- ***the project must be completed within 24 months of project funding being obtained;***
- ***copy of planning approval for the project to be submitted***
- ***signed copy of a building contract to be submitted before 31 July 2017***
- ***the Grantee shall allow the general public and organisations use of the Facility for a minimum of 50% of Available Time. (The 'Available Time' means either between 9.00 a.m. and 10.30 p.m. Monday to Friday and 9.00 a.m. and 11.00 p.m. on Saturdays and Sundays or the hours stipulated in the planning conditions set out in the Planning Permission.)***