

**Minutes of a Meeting of the Mid Sussex District Council  
Cabinet Grants Panel held on Tuesday 14 February 2017  
from 4.00 p.m. to 5.26 p.m.**

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

**1. SUBSTITUTES**

None.

**2. APOLOGIES**

None.

**3. DECLARATIONS OF INTERESTS**

Councillor Webster declared that he is a Member of East Grinstead Town Council and therefore he would not take part in discussion on their application. Councillor Ash-Edwards declared that he is a Member of Haywards Heath Town Council and therefore he would not take part in discussion on their application.

**4. MINUTES**

The Minutes of the meeting of the Panel held on 17 January 2017 were approved as a correct record and signed by the Chairman.

**5. URGENT BUSINESS**

None.

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

Representation has been received from Councillor John Belsey expressing support for the application from Ashurst Wood Village Council.

**7. CORPORATE GRANT SCHEMES**

The Community Leisure Officer introduced the report and welcomed the large number of applications received. She drew Members attention to Appendix D which is a summary of 'end of grant' forms completed by applicants, and also to Appendix E which is a summary of facilities grants and includes a number not yet completed and requiring an extension to their deadline. The Community and Economic Grant fund has £57,985 as its current balance and there will be £7,719 remaining following the awards agreed at this meeting.

The grants recommended for consideration and approval by the Panel are set out below:

## Facility Grants

Organisation	Purpose for which award is sought	Award Requested	Award Suggested
Cuckfield Lawn Tennis Club	Re-surface tennis courts	4,000	4,000
Slaugham Parish Council	New sports and community pavilion at Finches Field Recreation Ground, Pease Pottage	143,592	143,592
St Francis Sports & Social Club CIC	New community hall and sports changing facilities	1,220,000	1,120,000
<b>Total</b>		<b>£1,367,592</b>	<b>£1,267,592</b>

## Community and Economic Development Grants

Organisation	Purpose for which award is sought	Award Requested	Award Suggested
Age UK East Grinstead	Volunteer Village Agents	3,500	3,500
Age UK West Sussex	Set up cost for new facility	4,900	4,900
Albourne Parish Council	Climbing frame at Recreation Ground	5,000	5,000
Ashurst Wood Village Council	Ashstock Beer & Music Festival 2017	3,000	3,000
Cruse Bereavement Care	Volunteer training	3,120	3,120
Disability Access – East Grinstead	Advice on disability matters	1,000	1,000
East Grinstead Town Council	Family Events Programme	5,000	5,000
Experience Mid Sussex	Promotional video	2,500	2,500
Friends of Burgess Hill Green Circle Network	'Wild About Mid Sussex' event	1,292	1,292
Haywards Heath Cricket Club	Grounds maintenance equipment	1,266	1,140
Haywards Heath Methodist Church	'Walking on Water' art exhibition	330	330
Haywards Heath Town Council	Haywards Heath in Bloom workshops	300	300
Haywards Heath Town Team CIC	Mid Sussex Science Week	5,000	2,500
Parkrun UK	Set up costs for weekly 5k at East Court	3,000	3,000
Relate North & South West Sussex	Counselling Services	1,500	1,500
Sheddingdean Community Association	Rental costs	4,271	4,271
Sussex Association for Spina Bifida and Hydrocephalus (Sasbah)	Services to support people with disabilities	2,000	2,000
Tadpoles	Pool hire and volunteer expenses	1,200	1,200
West Hoathly Local History Society	Local history talks	587	587
<b>Total</b>		<b>£48,766</b>	<b>£46,140</b>

## Sponsorship

Organisation	Purpose for which award is sought	Award Requested	Award Suggested
South of England Agricultural Society	Young Craftsman of the Year Competition	1,500	1,500
<b>Total</b>		<b>£1,500</b>	<b>£1,500</b>

During consideration of all the grants presented, the Panel considered the evaluations of the Grants Assessment Group and raised a number of points which the Officer clarified.

The Panel noted that an application from Cuckfield Lawn Tennis Club for improvements to the courts was anticipated following the leasing of the grounds and its increased popularity. They were content that the amount sought for was appropriate, in conjunction with a loan from the Lawn Tennis Association. They were also happy to support the revised application from Slaugham Parish Council, noting that the Parish Council have now sought funding and provided projected costs. They have a deadline of 31 March to demonstrate how they can fund the project in its entirety. In response to a query, it was confirmed that the project could be completed within 12 months of the funding being awarded if they proceeded at pace. Planning application has now been submitted and lease issues resolved.

The Community Leisure Officer introduced the application from St Francis Sports & Social Club CIC, highlighting the significant size of this application and confirming that funds received in respect of the development on Land between Colwell Road and Southdowns Park/Former St Francis Hospital for the replacement of the the Norman Hay Hall have been ring-fenced for this project. As well as replacing the hall, the application would include a café / foyer space, swimming pool changing and meeting rooms and will be managed by a new CIC set up specifically for the project. It was confirmed that Haywards Heath Town Council supported the plan as long as the facility was made publically available. The Panel raised queries over the timing of the planning application in relation to the grant deadline. It was agreed that a planning application should be submitted to meet the project timetable. The planning application is on track and pre application draft designs have already been presented to the Planning Officers. No public consultation has been carried out at this stage but local residents will be able to comment on the planning application, The Community Leisure Officer confirmed that income from the second phase is forecast in the third year of the business plan and is relatively modest so appears realistic. The Panel wished to add to the conditions of the grant, stipulating the 14 March planning application deadline, and also increasing the public usage to 90% as opposed to the 50% in the Officer recommendations. To monitor the public usage and retain a link to the funding provided, additional conditions would request an annual statement be provided to demonstrate the percentage of public usage over a 5 year period and that the Council nominate a representative to serve on the CIC Board for a period of 5 years.

The Panel noted and agreed the two applications from Age UK – recognising that Age UK East Grinstead was a separate organisation to Age UK West Sussex. They were satisfied that Age UK East Grinstead had put in place robust measures for financial management in the future, with a new Chairman appointed. The new garden area proposed by Age UK West Sussex was an excellent project that also went towards meeting Corporate Objectives. The Panel were also happy to support the

application from Albourne Parish Council for a climbing frame, especially as no section 106 funds were available for that area.

Regarding the application from Ashurst Wood Village Council, the Panel were happy to support the request, noting that attendance at the annual event had increased with more infrastructure required. It was noted that the event was a good opportunity for local businesses to have stalls and for local musicians to showcase their talent. However, there was concern about funding a Beer Festival, but the Community Leisure Officer explained that this is a family event with opportunities for young people to showcase their talents. It was proposed that for any future applications the title should be more appropriate to the family fun day theme. The Panel also requested that in awarding the grant, any administration should be done in liaison with the Licensing team to reduce the need to issue funds which will be paid back to the Council.

In agreeing the application for Cruse Bereavement Care, the Panel established that the organisation was not linked to Jigsaw, as they are mainly an online and telephone based service, which does make home visits on a 1-1 basis. As the applicant is based outside of the District, the application was approved on the basis that the funds are specifically to support Mid Sussex residents.

In relation to annual applications, the Panel were happy to support the application for general running costs from Disability Access – East Grinstead, and for a programme of events held by East Grinstead Town Council. It was noted that East Grinstead Town Council is funding a significant portion themselves and in previous years have had a good profile of events. The Vice Chairman withheld from discussion on this item. The Panel were also very happy to support the application for funding towards a promotional video by Experience Mid Sussex as it is an excellent way to promote the brilliant attractions within the District. It was requested that Mid Sussex District Council's website also contains a link to the video once produced. The Panel were also happy to support the application from the Friends of Burgess Hill Green Circle Network as the application was for specific items such as toilet facilities and tables for exhibitors, to facilitate a well-supported local event.

In considering the application from Haywards Heath Cricket Club, the Panel were happy to fund the full amount requested of £1,266. The club received a grant last year for mobile cricket nets and it is reasonable to expect that maintenance would be required with the increased usage of the facilities as they have done a great deal of work to increase their membership. The also welcomed the application by Haywards Heath Methodist Church, noting the impressive nature of the art collection.

The Chairman withheld from discussion in the application from Haywards Heath Town Council but the remainder of the Panel were happy to support it, noting that gardening and outdoor activities have an added health benefit to residents, which is to be encouraged. Regarding the application from Haywards Heath Town Team CIC for funds towards the Mid Sussex Science Week, the Panel were happy to award the full amount sought of £5,000. The Panel were satisfied that the calibre of the event in previous years warranted the funding. The Panel noted that school budgets are under pressure and that schools struggle to capture the interest of children in STEM so they were happy to support this initiative. The Panel encouraged the applicant to consider broadening their income stream to support future events, and required an additional condition to ensure that they have adequate safeguarding provisions in place.

In considering the application by Parkrun UK, the Panel requested that the route is approved by the Landscapes Contracts Manager to ensure that the ecologically sensitive East Court Estate and woods are protected, as well as the needs of local residents who use the facilities already.

The Panel were happy to support the application from Relate, and they were pleased to note the application from Sheddingdean Community Association as the Council provides an annual contribution which has now been brought to the Panel as a formal application in the interest of transparency. It was confirmed that the application request was for part year rent.

The Panel commended Sussex Association for Spina Bifida and Hydrocephalus (Sasbah) for their effort in securing an impressive range of funding and were happy to support both this application and one from Tadpoles for Pool hire and volunteer expenses. They also welcomed the application from West Hoathly Local History Society as their proposed local history talks would actively promote the area and membership of a popular local history group.

In considering the Sponsorship request, the Panel were also happy to support the application by South of England Agricultural Society for the Young Craftsman of the Year Award. The calibre of submissions by applicants was exceptional in previous years showing a great professional standard, and the award is supported by the Chairman of the Council who presents the awards.

Regarding Appendix D of the report, the Community Leisure Officer confirmed that it was one of the most rewarding aspects of her role to compile how the funds had been allocated and how they had supported many great initiatives. Apart from one outstanding form, all applicants had returned their reports.

Regarding Appendix E, the panel noted that Ansty Village Hall and Ansty Village Centre Trust had struggled with fundraising and had not completed their projects and so the Panel agreed that the special condition of their applications be changed to extend the period to secure project funding to December 2017, with completion by December 2018. It was noted that Hurstpierpoint Bowling Club were in the process of resolving issues with the lease and therefore the Panel agreed that the special condition of their application be changed to extend the period to secure project funding and complete the project to October 2017. It was also noted that St Andrew s Church was still raising funds for their large project and so it was agreed that the special condition of their application be changed to extend the period to secure project funding to June 2018, with completion by June 2019.

## **RESOLVED**

That:-

- 1) a Facility Grant of £4000 is awarded to Cuckfield Lawn Tennis Club, (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
- 2) a Facility Grant of £143,592.88 is awarded to Slaugham Parish Council (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
- 3) a facility grant of £1,120,000 be awarded to St Francis Social & Sports Club CIC (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, £30,000 (P35/242 Land at Former St Francis Hospital) Other S106 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:

- planning application submitted no later than 14 March 2017;
- copy of planning approval for the project to be submitted
- that it can be demonstrated that the project can be funded in its entirety by 30 April 2017
- signed copy of a building contract to be submitted before 31 July 2017
- the project must be completed within 24 months of project funding being obtained;
- the Grantee shall allow the general public and organisations use of the Facility for a minimum of 90% 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.)

- that an annual statement be submitted to Mid Sussex District Council to demonstrate the percentage of public usage over a 5 year period.
  - that the Council nominate a representative to serve on the CIC Board for a period of 5 years.
- 4) the sum of £3,500 from the Community and Economic Development Fund be awarded to Age UK East Grinstead as a contribution towards the recruitment, training and support of volunteers to deliver the Village Agent Project.
  - 5) the sum of £4,900 from the Community and Economic Development Fund be awarded to Age UK West Sussex to set up a 'Garden Room' at their new premises.
  - 6) the sum of £5,000 from the Community and Economic Development Fund be awarded to Albourne Parish Council toward the cost of a new climbing frame.
  - 7) the sum of £3,000 from the Community and Economic Development Fund be agreed as a grant to Ashurst Wood Village Council toward the cost of the Ashstock Beer and Music Festival.
  - 8) the sum of £3,120 from the Community and Economic Development Fund be agreed as a grant to Cruse Bereavement Care towards the cost of volunteer training.
  - 9) the sum of £1,000 from the Community and Economic Development Fund be agreed as a grant to Disability Access – East Grinstead towards overhead costs.
  - 10) the sum of £5,000 from the Community and Economic Development Fund be agreed as a grant to East Grinstead Town Council toward an annual programme of free family events in East Grinstead.
  - 11) the sum of £2,500 from the Community and Economic Development Fund be agreed as a grant to Experience Mid Sussex toward the cost of a promotional video.
  - 12) the sum of £1,292 from the Community and Economic Development Fund be agreed as a grant to Friends of Burgess Hill Green Circle Network towards the cost of 'Wild About Mid Sussex'.
  - 13) the sum of £1,266 from the Community and Economic Development Fund be agreed as a grant to Haywards Heath Cricket Club toward grounds maintenance equipment.
  - 14) the sum of £330 from the Community and Economic Development Fund be agreed as a grant to Haywards Heath Methodist Church as a contribution toward two tablet computers for the 'Walking on Water' art exhibition.
  - 15) the sum of £300 from the Community and Economic Development Fund be agreed as a grant to Haywards Heath Town Council as a contribution toward the Haywards Heath In Bloom Hanging Basket Workshops.
  - 16) the sum of £5,000 from the Community and Economic Development Fund be agreed as a grant to Haywards Heath Town Team CIC as a contribution toward the Mid Sussex Science Week.

This grant offer is made subject to the following special conditions:

- that it can be demonstrated that sound safeguarding is in place for the event.
- 17) the sum of £3,000 from the Community and Economic Development Fund be agreed as a grant to Parkrun UK toward the set up costs for a weekly event in East Grinstead.

This grant offer is made subject to the following special conditions:

- route to be approved by the Landscapes Contracts Manager
- 18) the sum of £1,500 from the Community and Economic Development Fund be agreed as a grant to relate as a contribution toward Counselling Services in East Grinstead.
- 19) the sum of £4271 from the Community and Economic Development Fund be agreed as a grant to cover the rental costs of the Sheddingdean Community Association.
- 20) the sum of £2,000 from the Community and Economic Development Fund be agreed as a grant to SASBAH toward the provision of support services in Mid Sussex.
- 21) the sum of £1,200 from the Community and Economic Development Fund be agreed as a grant to Tadpoles as a contribution toward the cost of pool hire costs and volunteer expenses.
- 22) the sum of £587 from the Community and Economic Development Fund be agreed as a grant to the West Hoathly Local History Group as a contribution toward a Projector and Screen.
- 23) the sum of £1,500 from the Community and Economic Development Fund be awarded to sponsor the Young Craftsman of the Year Competition 2017.
- 24) Ansty Village Hall and Ansty Village Centre Trust - that the special condition be changed to extend the period to secure project funding to December 2017, completion by December 2018
- 25) Hurstpierpoint Bowling Club – that the special condition be changed to extend the period to secure project funding and complete the project to October 2017.
- 26) St Andrews Church – that the special condition be changed to extend the period to secure project funding to June 2018, completion by June 2019.

## **8. MICROBUSINESS GRANT SCHEME**

The Programme Manager for the Burgess Hill Growth Area introduced the report which presented four Microbusiness Grants, indicative of the current level of interest in the scheme. To generate more awareness of the grants available, an article is being published in Mid Sussex Matters, and in Mid Sussex Online and direct contact is being made with Parish and Town Councils to actively promote it. It is also noted



that there are limited applications from the East Grinstead area so further advertisement may be required in that area.

All applications have been assessed against the criteria of delivering wider outreach, assisting with the delivery of new business lines, enabling more employees to be taken on, and delivery of community benefit. Each business has also passed the due diligence checks carried out by the Business Liaison Officer.

The Microbusiness grants which are recommended for consideration and approval by the Panel are set out below:-

### Microbusiness Grants

Organisation	Purpose for which award is sought	Award Requested	Award Suggested
Aprimatic Automation	Website design and marketing	£2000	£2000
Sahara Tanning Salons	IT equipment	£2000	£2000
Adams Garden Machinery	New storage facility	£2000	£2000
PAs of Excellence	New website and job boards	£2000	£2000
<b>Total</b>		<b>£8000</b>	<b>£8000</b>

During consideration of all the grants presented, the Panel raised a number of points which the Programme Manager clarified.

The Panel were happy to support the application by Aprimatic Automation for the recruitment of an employee dedicated to improve the website, increasing their social media presence and undertaking local advertising campaigns. The Panel felt that this project met the overall objective of the grant scheme to support the growth of microbusinesses.

The Panel were also happy to support the application from Sahara Tanning Salons as it would enable the company to move from a paper based business to a more efficient electronically based administration system. The request for two laptops would also facilitate greater use of social media in order to market the business to a wider audience.

The Panel noted that the application from Adams Garden Machinery was the second Microbusiness grant application received since the scheme commenced. However, as the first was for an apprentice, the second application still fell within the acceptable criteria as it is for an external storage facility. Therefore the Panel were happy to award the amount requested. The company would not be eligible to request a further Microbusiness grant.

The Panel also supported the application by PAs of Excellence which is a newly established business providing recruitment services for organisations looking to employ various office professionals. Since the report was produced, the application has changed and reduced from £2,000 to £900. The company will now only be focussing on work related to jobs boards and not on the establishment of a website. It would not be possible for the company to seek a further grant for the website, as this work will be taking place in 2018, outside of the timeframe for the Microbusiness Grant Scheme.

## **RESOLVED**

That:-

- 1) a Microbusiness Grant of £2000 is awarded to Aprimatic Automation to help with the recruitment of a part-time employee to improve their website, increase their social media presence and make better use of local advertising.
- 2) a Microbusiness Grant of £2000 is awarded to Sahara Tanning Salons to support the purchase of a server, computer and two laptops.
- 3) a Microbusiness Grant of £2000 is awarded to Adams Garden Machinery to assist with the construction of an external storage facility.
- 4) a Microbusiness Grant of £900 is awarded to PAs of Excellence to support work in relation to jobs boards.

Chairman.