

**Minutes of a Meeting of the Mid Sussex District Council
Cabinet Grants Panel held on Monday 5 June 2017
from 4.00 p.m. to 6.11 p.m.**

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

Gary Marsh

1. SUBSTITUTES

None.

2. APOLOGIES

None.

3. DECLARATIONS OF INTERESTS

None.

4. MINUTES

The Minutes of the meeting of the Panel held on 18 April 2017 were approved as a correct record and signed by the Chairman.

5. URGENT BUSINESS

None.

6. REPRESENTATIONS FROM MEMBERS OF THE COUNCIL

Councillor Trumble supports the St George's Millennium Garden Trust application.

7. RELEASE OF SECTION 106 CONTRIBUTIONS TO FUND REPLACEMENT OF VICTORIA PARK SKATE PARK

This item had been withdrawn from the Agenda on the advice of officers.

8. MICROBUSINESS GRANT SCHEME

The Programme Manager for the Burgess Hill Growth Area introduced the report which presented nineteen Microbusiness Grants.

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 also has to pass 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
Premier Marketing	Apprentice	£1,500	0
Ozlana Australia Ltd	Trade mission to South Korea	£2,000	0
ER Longley Hydroworks	Website redesign and apprentice	£3,500	£3,500
Med Secretary	Apprentice and website upgrade	£3,500	£3,500
Not Another Bunch of Flowers	Website improvements	£2,000	£2,000
Ottilie	Website upgrade, social media promotion and events	£1,788.55	£0
Ops Angel	Apprentice and laptop with projector	£2,000	£2,000
The Alternative Healthcare Ltd	Website creation and marketing	£2,000	£2,000
Coles Estate Agents	Website upgrade	£2,000	£2,000
The Perrymount Clinic	Re-configuration of new premises	£2,000	£2,000
Sussex Zest Ltd	Fitness Rig	£2,000	£2,000
MDHUB Ltd	Development of CRM and website along with marketing materials	£2,000	£2,000
Critter Sitter	Van	£2,000	£2,000
Silver Bullet Business Training	Laptops and software	£2,000	£2,000
The Fresh Fish Shop	Kitchen improvements and shop facelift	£2,000	£2,000
Fine Baps	New website including online ordering	£2,000	£2,000
Katie Puppies 2014	Purchase of stall equipment and membership of e-commerce site	£2,000	0
Ouh La La Limited	Website upgrade	£2,000	£2,000
Linear Health & Fitness	Extension of indoor cycling facility	£2,000	£2,000
Total		£40,288.55	£36,788.55

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

Members asked if a follow up Report would come before the committee so that the effect these grants have had is known and also to know if any funds had been spent or items that had not been included in the Grant application.

It was confirmed that the companies are asked to provide evidence of expenditure.

In relation to Premier Marketing there was insufficient evidence to support the application for an additional apprentice as it was not clear that the apprentice is not already employed.

In relation to Ozlana the benefits to the Mid Sussex economy were not sufficiently clear to justify the Grant and so the application was refused.

Members were supportive of the grant applications from ER Longley, Med Secretary and Not Another Bunch of Flowers.

Members felt that not enough information was provided in order to support the application from Otilie. For example it was not clear where classes would take place or how the criteria for awarding a MicroBusiness Grant had been met. It was further noted that this is a crowded market and the sustainability and scalability of the business was not sufficiently convincing. Members asked the Officers to go back to the Applicant and asked for more information to be gathered for this application and for the matter to return to the next Committee for a decision to be taken.

Members were supportive of the applications received from Ops Angel, The Alternative Healthcare Ltd and Coles Estate Agents. They were also supportive of the applications from The Perrymount Clinic, Sussex Zest and MDHUB.

Concerns were raised with regards to the scalability of Critter Sitter as a business noting that without a specific purpose built premises it would be difficult to expand the business further.

Members were generally supportive of awarding a Grant to Silver Bullet Business Training, Fresh Fish Shop and Fine Baps. It was noted in relation to the Fresh Fish Shop that the opening of the new Waitrose store had impacted directly on the business.

In relation to the application from Katie Puppies 2014 members agreed with the recommendation not to award a grant on the basis that there is no evidence to support the claim that a grant would create a sustainable business model.

Members were supportive of the grant applications from Ouh La La Ltd and Linear Health.

RESOLVED

That:-

- 1) That a Micro Business grant is **not** awarded to Premier Marketing to support the employment of an apprentice as they have not provided sufficient evidence that the post will be truly additional.
- 2) That a Micro Business grant is **not** awarded to Ozlana Australia to support a Trade Mission to South Korea as there is not a sufficiently clear benefit for the economy of Mid Sussex.

- 3) That a Micro Business grant of £3500 is awarded to ER Longley Hydroworks LLP to support the recruitment of an apprentice and creation of a website.
- 4) That a Micro Business grant of £3,500 is awarded to Med Secretary to support improvements to their website, a search-engine optimisation campaign and recruitment of an apprentice.
- 5) That a Micro Business grant of £2,000 is awarded to Not Another Bunch of Flowers to support a website upgrade.
- 6) That a Micro Business grant is **not** awarded to Otilie. More information is to be requested from the Applicant before a decision could be made on this Application
- 7) That a Micro Business grant of £2000 is awarded to Ops Angel for the purchase of a laptop and projector along with the recruitment of an apprentice.
- 8) That a Micro Business grant of £2000 is awarded to The Alternative Healthcare Ltd for the development of a website along with appropriate marketing materials.
- 9) That a Micro Business grant of £2000 is awarded to Coles Estate Agents for the upgrade of their website.
- 10) That a Micro Business grant of £2000 is awarded to The Perrymount Clinic to assist with the reconfiguration of new premises.
- 11) That a Micro Business grant of £2000 is awarded to Sussex Zest for the purchase of a new fitness rig.
- 12) That a Micro Business grant of £2000 is awarded to MDHUB for the delivery of an upgraded website, improved marketing materials and a cloud-based CRM system.
- 13) That a Micro Business grant is **not** awarded to Critter Sitter for the purchase of a van as it was unclear how the business would be able to expand.
- 14) That a Micro Business grant of £2000 is awarded to Silver Bullet Business Training for the purchase of ten laptops, software and a projector.
- 15) That a Micro Business grant of £2000 is awarded to the Fresh Fish Shop for kitchen improvements and a shop face-lift.
- 16) That a Micro Business grant of £2000 is awarded to Fine Baps for the creation of an online ordering system along with associated marketing materials and advertising.
- 17) That Katie Puppies 2014 are **not** awarded a Micro Business grant on the grounds that there is no evidence to support the claim that this grant would create a sustainable business model.

- 18) That a Micro Business grant of £2000 is awarded to Ouh La La for the upgrading of their website in order to improve transactional capability, facilitate Google analytics and deliver a Google adwords campaign.
- 19) That a Micro Business grant of £2000 is awarded to Linear Health and Fitness Ltd towards the purchase of four static bikes and accompanying works required to create a dedicated indoor cycling studio.

9. CORPORATE GRANT SCHEMES

The Community Leisure Officer introduced the report. She further updated the Panel in relation to a Grant that had been awarded to Slaugham Parish Council in relation to Finches Field and a variation to the grant agreement which was deemed as acceptable.

It was further stated that September grants would be assessed against the Council's new Corporate Priorities and it was agreed that the Spotlight Grants would now be used to support youth projects run by volunteers.

The Community Leisure Officer provided additional information regarding the Cuckfield Cricket Club project to improve the changing rooms and the Panel agreed to release the final instalment of the grant.

The Community and Economic Grant fund has £208,619 as its current balance and there will be £166,911 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
Burgess Hill Rugby Club	Clubhouse improvements	10,000	£10,000
Chequer Mead Community Arts Centre	Building refurbishments including new porch and solar panels	53,500	£53,500
East Grinstead Sports Club	Gym equipment, changing room upgrade, café and bar refurbishment	124,700	£97,333
East Grinstead Cricket Club	Pitch drainage	12,870	£12,870
Hurstpierpoint Cricket Club	Grounds maintenance equipment, facility improvements and training activities	35,254	£25,940*
Scaynes Hill Millennium Village Centre	New energy efficient boiler	3,000	£3,000
St Francis Bowls Club	Changing room improvements	10,486	£0
The Yews (Haywards Heath) Community Partnership	Rear garden revamp	9,721	£9,721
Totals		£259,531	£212,364

*Facility Grant plus £5,000 Community & Economic Development Grant £20,940

Community and Economic Development Grants

Organisation	Purpose for which award is sought	Award Requested	Award Suggested
Ardingly Parish Council	Zip wire at Ardingly Recreation Ground	5,000	£5,000
Balcombe Cricket Club	Extension of cricket pavilion for two new changing rooms	5,000	£5,000
Brighton Science Festival	Summer Pocket Science Festival	5,000	£1,000
The Conservation Volunteers	Green Gym project	5,000	£2,500
Know Dementia	Memory Moments café	1,774	£1,774
Lindfield Arts Festival	Creative workshops	2,500	£2,500
Mid Sussex RED	Military history events for children	5,000	£2,500
Nature Nurture Community Forest School	Summer sessions for families	2,400	£2,400
Rape Crisis Surrey and Sussex	Counselling Service	4,600	£4,600
St George's Millennium Garden Trust	Tree sculptures	450	£450
Greater Brighton Economic Board	Partner contribution to support the work of Greater Brighton Economic Board	£11,234	£11,234
Total		£47,958	£38,958

Members were in support of awarding facility grants to Burgess Hill Rugby Club, Hurstpierpoint Cricket Club, Scaynes Hill Millennium Village Centre and The Yews (Haywards Heath) Community Partnership. In relation to the St Francis Bowls Club the recommendation to not award a grant was agreed.

Members discussed for some time the facility Grant for Chequer Mead Community Arts Centre and the East Grinstead Sports Club application. In relation to Chequer Mead it was noted that substantial grants had been awarded previously and further information was sought on the organisation's financial position. In relation to East Grinstead Sports Club the governance and business model was a concern to members and further clarity was sought on these issues.

In relation to the East Grinstead Cricket Club, as this was located at the East Grinstead Sports Club it was felt that the same situation applies and Members sought certainty over governance, business model and operation arrangements of the Sports Club before a grant could be made.

On the Community and Economic Grants applications Members were generally very supportive, however, did have reservations in relation to the Brighton Science Festival. It was felt owing to the time that is now available to publicise the event it would be more sensible to test the water at the Mid Sussex Playday events and instead submit an application for next year earlier in the cycle should uptake at the Playday's be positive.

In relation to the Lindfield Arts Festival it was noted that this is supported every year, it was further noted that cash assets appeared to be healthy as such Members felt that awarding a Grant of £1,250 to be more appropriate.

RESOLVED

That:-

- 1) That a facility grant of £10,000 be awarded to Burgess Hill Rugby Football Club Ltd (48% of the total project cost) toward the cost of improvements to the clubhouse which is made up of - £10,000 (P35/625a Land at Spinningdale, Starlings and Merrifield) Formal Sport S106 monies.

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*
 - *submission of an Equal Opportunities Policy*
 - *copy of the license granting landlords consent to be submitted*
 - *copy of planning approval for the signage to be submitted (if necessary).*
- 2) Further information is requested on the financial position of Chequer Mead Arts Centre before a grant can be made.

- 3) A facility grant of £97,333 to East Grinstead Sports Club be deferred until a viable business model and plan, and information about governance arrangements is submitted, to be approved by the Cabinet Grants Panel. The club will also need to submit a Safeguarding Policy, demonstrate that the project can be funded in its entirety within 12 months and that it can be completed within 12 months of funding being obtained.
- 4) That a facility grant of £12,870 to East Grinstead Sports Club for Cricket Pitch drainage be deferred until a viable business model and plan, and information about governance arrangements is submitted, to be approved by the Cabinet Grants Panel. The club will also need to demonstrate that the project can be funded in its entirety within 12 months and that it can be completed within 12 months of funding being obtained.
- 5) That the following grants be awarded to Hurstpierpoint Cricket Club:
 - a Community and Economic Development Grant of £5,000 towards the cost of the Coaching and Equipment
 - a Facility Grant of £20,940 to fund changing room improvements and an artificial wicket which is made up of - £13,796 (P35/544 Land at Orchard Way) and £7,144 (PL12-000366 Land at Chalkers Lane) Section 106 Formal Sport monies.

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 for the capital works to be submitted*
 - *copy of planning approval for the artificial wicket to be submitted.*
- 6) That a facility grant of £3,000 be awarded to Scaynes Hill Millennium Village Centre (76% of the total project cost) toward the cost of a new water heater which is made up of - £3,000 (PL3-000199 Land to the east of Gravelye Lane and North of Lyoth Lane) Community Buildings S106 monies.

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.*

- 7) That the Cabinet Grants Panel does not award a grant to the St Francis Bowls Club.
- 8) That a facility grant of £9,721 be awarded to The Yews (Haywards Heath) Community Partnership (76% of the total project cost) toward the cost of garden improvements which is made up of - £9,721 (PL12-001035 Land at Beacon Heights, 4 Church Road) Community Buildings S106 monies.

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.*
- 9) That a Community and Economic Development Grant of £5000 be awarded to Ardingly Parish Council for a Zip wire at Ardingly Recreation Ground.
 - 10) That a Community and Economic Development Grant of £5000 be awarded to Balcombe Cricket Club for the Extension of cricket pavilion for two new changing rooms.
 - 11) That a Community and Economic Development Grant of £1000 not be awarded to Brighton Science Festival..
 - 12) That a Community and Economic Development Grant of £2500 be awarded to The Conservation Volunteers (TCV) for Green Gym project.
 - 13) That a Community and Economic Development Grant of £1774 be awarded to Know Dementia for a Memory Moments café.
 - 14) That a Community and Economic Development Grant of £1250 be awarded to Lindfield Arts Festival for Creative workshops.
 - 15) That a Community and Economic Development Grant of £2500 (subject to receipt of Equal Opportunities and Safe Guarding Policies) be awarded to Mid Sussex Remembrance, Education and Development (RED) for Military history events for children.
 - 16) That a Community and Economic Development Grant of £2400 be awarded to Nature Nurture - Community Forest School for Summer sessions for families.
 - 17) That a Community and Economic Development Grant of £4600 be awarded to Rape Crisis Surrey and Sussex for Counselling services in Mid Sussex.
 - 18) That a Community and Economic Development Grant of £450 be awarded to St. George's Millennium Garden Trust for Tree sculptures.
 - 19) That the sum of £11,234 from the Community and Economic Development Fund be agreed as the Mid Sussex District Council contribution to project

management, financial, legal, administrative and external consultancy support for the Greater Brighton Economic Board for 2017-18.

Chairman.