

30 November 2018

PLEASE NOTE START TIME OF MEETING

Dear Councillor,

A meeting of **CABINET GRANTS PANEL** will be held in the **COUNCIL CHAMBER** at these offices on **MONDAY, 10TH DECEMBER, 2018 at 1.00 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. To confirm the Minutes of the Previous Meeting	3 - 8
7. Corporate Grant Schemes	9 - 12

To: **Members of Cabinet Grants Panel:** Councillors J Ash-Edwards (Chairman), N Webster (Vice-Chair) and G Marsh

Minutes of a Meeting of the Cabinet Grants Panel held on Wednesday 16 October 2018 From 4.30 p.m. to 5.53 p.m.

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

Gary Marsh*

* Absent

Also Present: Councillor MacNaughton, Councillor Peter Wyan, and Councillor Peter Reed.

1. SUBSTITUTES

Councillor MacNaughton substituted for Councillor Marsh.

2. APOLOGIES

Apologies were received by Councillor Marsh.

3. DECLARATIONS OF INTERESTS

Councillor MacNaughton declared a personal interest in the Facility Grant application made by Slaugham Parish Council as he is a Parish Councillor for Slaugham. He confirmed that he would remove himself from the meeting for the duration of discussion and voting on the item.

4. MINUTES

The Minutes of the meeting of the Panel held on 16 August & 3 September 2018 were approved as a correct record and signed by the Chairman.

5. URGENT BUSINESS

None.

6. REPRESENTATIONS FROM MEMBERS OF THE COUNCIL

None.

7. UTILISATION OF NEW RIVER RETAIL FUNDS FOR THE RELOCATION OF GROUPS AFFECTED BY THE TOWN CENTRE DEVELOPMENT PROGRAMME

Glen Wilkinson, Leisure Partnership Officer, introduced the report to request the release of money from the Martlets Relocation Specific Reserve relating to the closure of Martlets Hall. Sussex Oakleaf which was based in Martlets Heights has since moved to a new premises however has incurred costs associated with the move. A grant of £8,683 was requested to cover the costs incurred.

Organisation	Summary of bid	Amount requested
Sussex Oakleaf	<i>Costs associated with moving from Martlets</i>	£8,683

	<i>Heights to new premises on Church Road</i>	
Total Requested		£8,683

Members were supportive of the application.

RESOLVED

That a sum of £8,683 be released from the Martlets Relocation Specific Reserve to Sussex Oakleaf to reimburse them for costs associated with moving from Martlets Heights to new premises on Church Road.

8. CORPORATE GRANT SCHEMES.

The Chairman confirmed that the Panel will discuss the Corporate Grants separately with the application from Slaugham Parish Council to be discussed first and the remaining grants thereafter.

[Councillor MacNaughton left the room at 4:37]

Elaine Clarke, Community Leisure Officer, introduced the section of the covering report regarding Slaugham Parish Council which sought to increase the existing grant awarded by £54,603, to £721,046 to partially fund the construction cost of a car park and hard landscaping around the new community building and sports pavilion at Finches Field, Peace Pottage. It was confirmed that the additional grant was requested when it was found that the selected contractor for the project had not included the hard landscaping and car parking around the building which created a budget shortfall to be met by the Parish Council. The Community Leisure Officer outlined that it is essential that the works are completed as, under a planning condition, the building cannot be occupied until car parking spaces have been constructed.

The Vice-Chairman noted issues which were associated with the Bolnore Village Community Centre where the parking was extended as it originally did not meet the needs of the village and came at a greater cost than if it had been built alongside the centre. He expressed his approval as long the additional grant will enable the Parish Council to fully complete the project and that no more funding would be requested.

Members were supportive of the application.

[Councillor MacNaughton returned to participate in the meeting at 4:44]

The Community Leisure Officer introduced the Facility grant for East Grinstead Rugby and Football Club which sought £50,000 to fund the improvements to the club facilities. She explained that a grant of £50,000 was previously awarded to the club to build a single storey extension however this was superficially finished and required further work to make it fit for purpose. It was confirmed that the board members who were responsible for the initial project have since resigned and that the builder who originally built the extension was taken to court but this was unsuccessful.

Organisation	Purpose for which award is sought	Award Requested	Award Suggested
East Grinstead Rugby Football Club	Improvements to club facilities	102,840	50,000
Total		£ 102,840	£50,000

A Member sought assurances from the officer the building is safe and that the work will correct the issues.

The Community Leisure Officer confirmed that builders of the original extension employed their own site inspector to sign off the work and she does not have a copy. A Member requested that we request a copy of the Approved Inspectors report outlining the outstanding issues which need to be resolved. The Chairman was supportive of the Member's comment and it was agreed that further information was required to support the application.

The Chairman noted that Councillor Reed had indicated that he would like to address the Panel. Councillor Reed, a trustee on the board for the Club, confirmed that the original contractor was in fact the Chairman of the Rugby Club and there had been legal issues for the Club to address. It was explained that they did seek to be compensated for the works however the Club were unsuccessful and further legal action would be financially prohibitive for the Club. He understood the doubts created by the previous director however drew attention to the need to make the building watertight before the Club can consider growing and expanding.

The Vice-Chairman expressed his support for young people engaging in physical activities and pursuing a healthy lifestyle. He also supported the idea of having Building Control Officers input before and after the works are carried out to ensure the buildings safety.

The Chairman proposed that the Panel defer the application until further information is submitted.

Members were supportive of deferring the application.

Mandy Cunningham, Commissioning & Partnerships Advisor, introduced the report to present ten Community & Economic Development applications with all but one application having the suggestion to award funds.

Each application had been assessed against a standard check-list and considered by a 'Grants Assessment Group' to ensure a consistent approach to the awarding of grants.

The Community & Economic Development Grants which are recommended for consideration and approval by the Panel are set out below:-

Organisation	Purpose for which award is sought	Award Requested	Award Suggested
East Grinstead Museum	Villages at War Project	2,900	2,320
Family Support Work	Drop in Sessions supporting vulnerable families	1,728	1,728
Friends of Burgess	Hand washing	467	467

Hill Green Circle Network	facility		
Haywards Heath Town team	Mid Sussex STEM Challenge	3,500	3,500
High Street Traders Association	The Big Reveal 2018	4,921	0
Kangaroos	Holiday club for children/young people with learning disabilities	5,000	5,000
Parochial Church Council of St Mary Magdalene, Bolney	Installation of a hand rail	6,405	5,000
Revitalise Respite Holidays	Respite holiday breaks for disabled people	3,540	3,540
Stone Quarry Crew	Youth engagement workshops	5,000	5,000
Summerhaven	Drop in facility for adults with mental health problems	500	500
Total		£33,961	£27,055

The Commissioning & Partnerships Advisor introduced the grant for the Parochial Church Council of St Mary Magdalene, Bolney to install a hand rail on the footpath leading up to the church. It was recommended by the officer that only £5,000 of the £6,405 requested be granted with the remaining to be funded by the Church.

The Vice-Chairman believed that the maintenance of a public right of way was the responsibility of West Sussex County Council and sought clarification from the Solicitor.

Franca Currall, Solicitor, enquired whether the path leads through the Church or did pass through the land and link up with the highway outside the boundary.

The Commissioning & Partnerships Advisor confirmed that the correspondence between the Council and the Church indicates that the path is on their land

The Solicitor stated that, following confirmation from the Commissioning & Partnerships Advisor, it would be the responsibility of the landowner.

The Chairman expressed his awareness of the Diocese's wealth and suggested to the Panel that the Council only funds £2,500 with the Church meeting the remaining of the cost.

Members were supportive of awarding £2,500.

The Commissioning & Partnerships Advisor introduced the report for the High Street Traders Association. She confirmed that despite the requests from officers, neither accounts nor a constitution has been provided so the assessment group cannot comment on the legal status of the organisation in relation to eligibility or their financial state. There was also insufficient evidence in the application for the need of the project.

Members were not supportive of the application.

Members were supportive of the remaining eight applications.

RESOLVED

- i. That £54,603 of Local Community Infrastructure S106 contributions is granted to Slaugham Parish Council in order to facilitate the implementation of car parking and hard landscaping for the new community building and sports pavilion at Finches Field, Peace Pottage.
- ii. That a Facility Grant of £50,000 for East Grinstead Rugby and Football Club be deferred pending further information on the building's safety.
- iii. That a Community and Economic Development Grant of £2,320 be granted to East Grinstead Museum, East Grinstead to fund their Villages at War project.
- iv. That a Community and Economic Development Grant of £1,728 be granted to Family Support Work, Haywards Heath to fund their Drop in Sessions supporting vulnerable families.
- v. That a Community and Economic Development Grant of £467 be granted to Friends of Burgess Hill Circle Network, Burgess Hill to fund the purchase of a portable hand washing facility.
- vi. That a Community and Economic Development Grant of £3,500 be granted to Haywards Heath Town Team, Haywards Heath to fund the Mid Sussex STEM Challenge.
- vii. That a Community and Economic Development Grant is not granted to the High Street Traders Association as their application did not meet the criteria of the grant.
- viii. That a Community and Economic Development Grant of £5,000 be granted to Kangaroos to fund a holiday club for children/young people with learning disabilities.
- ix. That a Community and Economic Development Grant of £2,500 be granted to Parochial Church Council of St Mary Magdalene, Bolney to fund the installation of a hand rail.
- x. That a Community and Economic Development Grant of £3,540 be granted to Revitalise Respite Holidays to fund respite holiday breaks for disabled people.
- xi. That a Community and Economic Development Grant of £5,000 be granted to Stone Quarry Crew, East Grinstead to fund their youth engagement workshops.
- xii. That a Community and Economic Development Grant of £500 be granted to Summerhaven, Burgess Hill to fund a drop-in facility for adults with mental health problems.

9. MICROBUSINESS GRANT SCHEME

Mark Healy, Regeneration & Economy Programme Manager, introduced the report which presented six Microbusiness Grant Schemes.

All the 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.

Organisation	Purpose for which award is sought	Award requested	Award suggested
BB Vintage Clothing Ltd	New staff member	£2,000	£2,000
Buchan Rum Architects	IT equipment	£2,000	£2,000
Journey in Essence	New laptop	£1,726	£1,726
The Perrymount Ltd	New service	£2,000	£2,000
Treehoppers Forest Kindergarten	Apprentice	£1,500	£1,500
Total		£9,226	£9,226

Members were supportive of all six applications.

RESOLVED

- i. That a Micro Business grant of £2,000 be granted to BB Vintage Clothing Ltd, East Grinstead to fund the hiring of a new staff member.
- ii. That a Micro Business grant of £2,000 be granted to Buchan Rum Architects, Lindfield to fund the purchase of new IT equipment.
- iii. That a Micro Business grant of £1,726 be granted to Journey in Essence, Ashurst Wood to fund the purchase of a new laptop and improvements to marketing.
- iv. That a Micro Business grant of £2,000 be granted to The Perrymount Ltd, Haywards Heath to fund the implementation of a new drop-in service.
- v. That a Micro Business grant of £1,500 be granted to Treehoppers Forest Kindergarten, Cuckfield to fund the hiring of a new apprentice.

The Meeting closed at 5:53pm

Chairman.

CORPORATE GRANT SCHEMES

REPORT OF: HEAD OF CORPORATE RESOURCES
Contact Officer: Elaine Clarke, Community Leisure Officer
Email elainec@midsussex.gov.uk **Tel:** 01444 477275
Wards Affected: East Grinstead Herontye
Key Decision No

Purpose of the report

1. The purpose of this report is to provide some background regarding the East Grinstead Sports Club grant application to help the Cabinet Grants Panel consider the request to vary the project proposal. The applicant will make a presentation about the revised scheme and be available to answer questions from the Cabinet Grants Panel.

Recommendations

Members of the Panel are requested to consider and decide upon the applicants request to vary the details of the project to improve the facilities at the East Grinstead Sports Club.

Background

1. In March 2018, East Grinstead Sports Club (EGSC) was awarded three grants toward cricket pitch improvements (£16,870), car park expansion (£30,000) and facilities improvements (£97,000).
2. A formal agreement has been prepared by Legal for the facilities improvements grant but it is currently on hold as the sports club submitted a request to make some variations to the project
3. The initial grant was awarded to enable the sports club to improve the reception area, remodel gym changing area, bar and café refurbishment, create a social space for children and young people, improve heating and ventilation controls, upgrade the air conditioning, install LED lighting in the sports hall, replacement of external plant room doors, CCTV and extra security lighting.
4. Since the appointment of Wave Leisure, they have done some more work on forward planning and in agreement with the TLC (liaison committee which includes representatives from the cricket, badminton, football, hockey, squash and netball clubs), they have decided that it is more important for them to upgrade the gym with specialist sports specific training equipment, than to improve the changing area.
5. The revised proposal aims to increase gym revenue by growing membership to 1,000 members, the level it was at 4-5 years ago. The gym currently provides for general fitness training and they want to add to this by developing a unique 'sports training' offer which will appeal to the affiliated clubs based at EGSC and other sports clubs in Mid Sussex.
6. The introduction of special sports training equipment will meet the needs of current sports club members who do not use the gym. To further this they intend to recruit new sports training/coaching staff to ensure sports athletes are supported in the gym. The club is already a centre for sporting excellence and this specialist equipment will enhance the facility.
7. The cost comparison between the two schemes is shown in the table below:

	initial proposal	revised proposal
New gym equipment	-	40,249
Gym refurbishment	-	21,444
Gym changing rooms	35,000	-
Reception area improvements	10,000	10,000
Cafe and bar refurbishment	15,000	15,000
Children and young people facilities	10,000	10,000
Heating & ventilation controls	10,000	3,550
Air conditioning	10,000	7,203
Installing LED lighting	20,000	16,932
CCTV	2,595	-
External security lighting	600	-
External plant room doors	2,000	2,000
external gate to car park (est cost)	-	2,000
Total Project Cost	115,195	128,378
Match funding contribution	18,195	31,378

8. For background, Wave Leisure is a registered charity (no. 1113486) and in addition to managing nine leisure facilities they run a wide outreach programme which aims to increase participation by children and young people, those not normally active, socially excluded groups and older people (such as holiday programmes, wellbeing services, para games, outdoor activity sessions and healthy walks).

Financial Implications

9. The £97,000 grant is fully funded through Section 106 Formal Sport Contributions. The revised proposal does not require any increase in Council funding. The overall project cost is higher so the Wave Leisure will be required to increase their match funding commitment to deliver the scheme.

Risk Management Implications

10. The main associated risks that may impact upon the successful implementation of the decisions arising from this report would be the inability of the funded organisation to carry out the services, activities or equipment purchase for which funding had been awarded.
11. A legally binding Grant Agreement will be prepared which details the terms and conditions under which the grant is given, including the return of all monies to the Council should the purpose for which the grant is awarded not materialise.
12. It is considered that these measures would mitigate the main risks from materialising and indicate a low-risk to the successful outcomes arising from this report.

Equality and customer service implications

13. As part of the assessment process all of the organisations applying for funding from the Council have complied with the required conditions of funding and have the requisite policies and procedures in place including any other relevant legislation.

Legal Implications

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

Background Papers

- Grant applications and associated documentation for Facility Grants are held in the Community Services, Policy and Performance Section.

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