

**Minutes of a meeting of Cabinet Grants Panel
held on Tuesday, 18th June, 2019
from 4.30 pm - 6.19 pm**

Present: N Webster (Chairman)
S Hillier (Vice-Chair)

J Belsey

1. ELECTION OF CHAIRMAN

Councillor Hillier nominated Councillor Webster as Chairman of the Panel and this was seconded by Councillor Belsey. There were no further nominations and Councillor Webster was duly elected.

RESOLVED

Councillor Webster be elected Chairman of the Cabinet Grants Panel for 2019/20.

2. ELECTION OF VICE-CHAIRMAN

The Chairman nominated Councillor Hillier as Vice-Chairman and this was seconded by Councillor Belsey. There were no further nominations.

RESOLVED

Councillor Hillier be elected Vice-Chairman of the Cabinet Grants Panel for 2019/20.

**3. TO NOTE SUBSTITUTES IN ACCORDANCE WITH COUNCIL PROCEDURE
RULE 4 - SUBSTITUTES AT MEETINGS OF COMMITTEES ETC.**

There were no substitutes as all Members were present.

4. TO RECEIVE APOLOGIES FOR ABSENCE.

None as all Members were present.

**5. TO RECEIVE DECLARATION OF INTERESTS FROM MEMBERS IN RESPECT OF
ANY MATTER ON THE AGENDA.**

Councillor Hillier declared a personal interest in the Microbusiness Grant Scheme application from Bright Light Film Ltd as he is a member of the Haywards Heath Business Association and the business is also a member. He also declared a personal interest in the release of S106 Developer Contributions for the Burgess Hill Place and Connectivity Programme as he is a Member of West Sussex County Council. He confirmed that he would remove himself from the discussion and voting on both items.

Councillor Webster declared a personal interest in the Microbusiness Grant Scheme application from Everest Events as he is a member of the East Grinstead Business

Association and the business is also a member. He confirmed that he would remove himself from the discussion and voting on the item.

6. TO CONFIRM THE MINUTES OF THE MEETING OF THE PANEL HELD ON 16 APRIL 2019

The Minutes of the meeting of the Committee held on 16 April 2019 were approved as a correct record and signed by the Chairman.

7. TO CONSIDER ANY ITEMS THAT THE CHAIRMAN AGREES TO TAKE AS URGENT BUSINESS.

The Chairman has no urgent business.

8. TO RECEIVE REPRESENTATIONS FROM MEMBERS OF THE COUNCIL ON THE APPLICATIONS.

The Chairman confirmed that he had received a representation from Councillor Robert Salisbury, expressing strong support for the Facility Grant application from Haywards Heath Rugby Football Club.

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

Rob Anderton, Divisional Leader for Commercial Services & Contracts, introduced the report which requested the release of funds from the Martlets Relocation Specific Reserve relating to the closure of Martlets Hall and to consider a request from Burgess Hill Theatre Club and Clair Hall.

Burgess Hill Theatre Club used to stage annual pantomimes at Martlets Hall however this year the family pantomime will be held at Burgess Hill Girl's School. In order to enable this to happen, the Club will be required to pay £520 for a screen to project scenes onto and also to allow for banners to be located outside the venue informing visitors where to park near to the venue. Similarly, Clair Hall now provides a venue for Burgess Hill Musical Society performances which require fly bars and associated winches, pulleys, clamps and steel wire rope for their scenery and lighting. The total cost of the supply and installation of this equipment is £12,500.

Organisation	Summary of bid	Amount requested
Burgess Hill Theatre Club	Costs associated with staging their annual pantomime at Burgess Hill Girls School	£ 520
Clair Hall	Provision and installation of fly bars, winches, pulleys, clamps and steel wire rope for scenery and lighting.	£12,500
Total Requested		£13,020

The Chairman sought clarification that this fund had been negotiated between NewRiver and Mid Sussex District Council to cover a Mid Sussex District Council owned asset. This was confirmed.

The Vice-Chairman sought further information on applications similar to the applications provided in the report.

The Divisional Leader for Commercial Services & Contracts confirmed that- among other bids- the fund has been used to support Sussex Gymnastics Club to move to the Triangle, University of the Third Age to move to St Andrews Church and the Burgess Hill History Society to save the mosaic wall in the hall.

A Member noted that Clair Hall is a recipient of the grant. He sought clarification on whether the grant is for Clair Hall or the Burgess Hill Musical Society.

The Divisional Leader for Commercial Services & Contracts explained that the request for funding came from Places Leisure, who manage Claire Hall on behalf of the Council; however it was specifically for the facilitation of the Burgess Hill Musical Society who needed to move.

The Chairman expressed the importance of supporting organisations that have been required to move due to the Burgess Hill Town Centre Redevelopment.

Members were supportive of the application.

RESOLVED

The Cabinet Grants Panel agreed that:

1. £520 be released from Martlets Relocation Specific Reserve and granted to Burgess Hill Theatre Club to cover the costs associated with staging their annual pantomime at Burgess Hill Girls School.
2. £12,500 be released from Martlets Relocation Specific Reserve and granted to Clair Hall, on behalf of Burgess Hill Musical Society, for the provision and installation of fly bars, winches, pulleys, clamps and steel wire rope for scenery and lighting.

10. RELEASE OF S106 DEVELOPER CONTRIBUTIONS FOR THE BURGESS HILL PLACE AND CONNECTIVITY PROGRAMME.

[Councillor Hillier removed himself from the meeting at 4:40]

Nathan Spilsted, Strategic Development Project Manager, introduced the report which sought approval for Mid Sussex District Council to transfer earmarked Section 106 developer contributions to West Sussex County Council (WSCC) to facilitate the delivery of the agreed projects within the Burgess Hill Place and Connectivity Programme. He drew Member's attention to Paragraph 4 of the report which outlined the sources of funding for the project. He explained that the approach to transfer the sums to WSCC was proposed as it would aid the scheme's delivery by negating the need for individual requests for the release of required S106 funds whilst the multi-stage projects progress and by simplifying Programme governance.

A Member felt it very sensible that the Council supports an important aspect of the scheme which feeds in to the Burgess Hill Growth Plan.

The Chairman felt reassured by the governance structure in place to deliver the Plan and the £10.92m funding already secured from Local Growth Funding.

Members were supportive of the application.

RESOLVED

The Cabinet Grants Panel agreed that:

1. £84,376.69 Total Access Demand and £401,391.61 Local Community Infrastructure S106 contributions for Burgess Hill totalling £485,768.30 be transferred to WSCC to facilitate delivery of projects within the Place and Connectivity Programme; and that £134,322 of S106 contributions held at WSCC originally transferred for improvements to St. Wilfred's Bridge is now approved to facilitate delivery of projects within the Place and Connectivity Programme on the signing of the Place and Connectivity Partnership Agreement between MSDC and WSCC.

[Councillor Hillier returned to the discussion at 4:50]

11. STORE FRONT GRANT SCHEME

William Hawkins, Economic Development Officer, introduced the report which presented the first applications for the Storefront Improvement Grant Scheme. The purpose of the scheme was to support independent retailers through the provision of grants in order to improve the physical appearance of their high street stores. These projects can range from redecoration to new or replacement physical features such as signage and awnings

The Storefront Improvement Grants which was recommended for consideration and approval by the Panel is set out below:-

Organisation	Purpose for which award is sought	Award requested	Award suggested
David Foreman Carpets Ltd	Redecoration and new signage	£1,950	£1,950
Decorus London Ltd	Redecoration and repairs	£2,000	£2,000
Total			£3,950

The Economic Development Officer presented the application from Decorus London Ltd who sought the grant to complete a redecoration and repair of the existing storefront.

A Member sought clarification on a differences contained in the report, specifically whether the grant is sought for a complete redecoration of the storefront or whether if it will be used to add a layer of paint to the existing storefront.

The Economic Development Officer explained that some sections of the storefront have become dilapidated and require new wooden panelling however there are some sections of the storefront that only require a new coat of paint.

Members were supportive of both Storefront Grant applications.

The Chairman noted Paragraph 6 of the report and sought the opinions of Members on how to approach the matter of the scheme's unallocated funding.

The Vice-Chairman believed that it would be best to continue to offer the scheme to the businesses in the area and then, if unallocated after 6 months, promote the scheme to other areas in the District.

A Member enquired whether the East Grinstead Business Association has been contacted.

Mark Healy, Regeneration and Economy Programme Manager, explained that there was concerns raised before the scheme started that open-bidding would dilute the impact of the scheme; the view that was arrived at was a focus on one area. He confirmed that the team did seek to engage with the Town Council and the Business Association however those who were spoken to were not engaged with businesses in the retail sector.

The Member expressed that he was happy to see the unallocated funding rolled over until everyone sees the benefit of the scheme.

The Vice-Chairman questioned whether there would be the possibility of match-funding grants.

The Regeneration and Economy Programme Manager clarified that West Sussex County Council would have to agree any measure of flexibility to the scheme.

The Chairman expressed support for rolling over the unallocated funding to the next round of funding for the scheme.

The Panel agreed to the rolling over of the unallocated funding to the next round of funding for the scheme.

RESOLVED

The Cabinet Grants Panel agreed that:

1. A Storefront Improvement Grant of £1,950 be granted to David Foreman Carpets Ltd to install new signage and redecorate the existing storefront.
2. A Storefront Improvement Grant of £2,000 be granted to Decorus London Ltd to complete a redecoration and repair of the existing storefront.
3. The remaining unallocated Storefront Improvement Grant funding be rolled over to the next round of funding for the scheme.

12. CORPORATE GRANT SCHEMES

Kate Wilson, Business Unit Leader for Community Services, Policy & Performance, introduced the four Facility Grants (Release of S.106 contributions). She introduced the Facility Grant application from East Grinstead Rugby Football Club which was deferred at a previous meeting of the Panel as concerns were raised over the building safety and compliance. At the previous Panel it was suggested that the organisation employ a building surveyor to assess the building and provide proposals

to address the issues. The organisation has since employed a building surveyor whom is content with the proposal put forward

The Chairman explained that he is content with the proposal which had addressed the concerns that he had initially raised during the Panel that reviewed the grant. Members were supportive of the application.

The Business Unit Leader for Community, Performance and Partnerships then presented the remaining three Facility Grants. The Facility Grants which were recommended for consideration and approval by the Panel are set out below:-

Organisation	Purpose for which award is sought	Total Project Cost	Award Suggested
Crawley Down Community Centre Association	Improvements to the Café Bar, outdoor paving and meeting rooms at the Haven Centre	26,167	25,172
Hassocks Community Association	Improved disabled access at Adastra Hall	8,650	8,650
Haywards Heath Rugby Club	New clubhouse at Whitemans Green	1,500,000	100,000
		£ 1,534,817	£ 133,822

The Business Unit Leader for Community Services, Policy & Performance presented the grant for Crawley Down Community Centre Association whom sought a grant to refurbish the café bar, meeting room and outdoor paving at the Haven Centre to modernise the facilities and improve the visitor experience.

A Member enquired whether the organisation is sustainable and well-run, enough so that they can sustain the maintenance of the building going forward.

The Business Unit Leader for Community Services, Policy & Performance confirmed that officers did consider it, and they feel that they are in a good position, working towards achieving a sustainable position.

The Member sought clarification on the figures recommended for approval

The Business Unit Leader for Community Services, Policy & Performance confirmed that the figure outlined in the report was indeed correct. She had, in error, verbalised the total project cost rather than the recommended sum during the introduction.

Members were supportive of the application.

The Business Unit Leader for Community Services, Policy & Performance presented the application from Hassocks Community Association whom sought a grant to fund the installation of automated doors, as part of a wider project to replace the existing windows and doors, to improve access to Adastra Hall.

Members were supportive of the application.

The Business Unit Leader for Community Services, Policy & Performance presented the application from Haywards Heath Rugby Football Club which sought to contribute to the funding of the development of a replacement clubhouse with additional parking at Haywards Heath Rugby Football Club, Whitemans Green.

The Vice-Chairman believed that Haywards Heath Rugby Football Club is an excellent organisation that runs an excellent facility.

A Member enquired whether there is any additional funding available to support the organisation further.

The Business Unit Leader for Community Services, Policy & Performance confirmed that there are additional funds available. She also explained that there were other priorities outlined in the draft playing pitch strategy and parks & amenity space strategy that would require investment from that same pot of funding and that the panel may wish to take this into consideration.

The Chairman felt that it was a strong application and expressed that he would like to support it as much as possible. He suggested increasing the grant by a further £50,000 to £150,000

The Panel were supportive of the Chairman's proposals.

The Panel were supportive of granting £150,000 to Haywards Heath Rugby Football Club.

Regina Choudhury, Community Development Officer, introduced the ten Community & Economic Development Grants.

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	Area of Benefit	Purpose for which award is sought	Total Project Cost	Award Suggested
Brighton Science	Mid Sussex	Summer holiday workshops for children	7,000	2,500
Burgess Hill Town Council	Burgess Hill	Cinema screening in St Johns Park	2,355	1,300
Crawley Town Community Foundation	Hurstpierpoint	Sports activity programme for young people at Court Bushes	5,000	5,000
Downlands School Association	Hassocks	Building Survival Skills for the Teenage Years – parenting courses.	2,538	2,538
Haywards Heath Baptist Church	Haywards Heath	Astroturf for children's play area	5,000	3,150
Hurstpierpoint Gymnastics Club	Hurstpierpoint	Gymnastic activities and equipment	5,225	2,025
Jubilee Hub	East Grinstead	Drop-in social group for isolated adults	4,070	2,620

Mid Sussex Community Support Organisation	Haywards Heath	Subsidised meals, games, Christmas and annual trip for people with mental health issues.	2,600	1,300
Relate North & South West Sussex	East Grinstead	Local counselling service	10,860	2,000
St John's, Felbridge	East Grinstead	Holiday activity project for teenagers	714	714
Total			£45,362	£23,147

The Community Development Officer presented the application from Crawley Town Community Foundation that seeks to provide programmes and services based on the belief that engagement through sport can result in far more than developing sports skills. She confirmed that she is happy to fund the organisation but under the agreement that the organisation works with the other organisations who use the facility.

A Member enquired whether the sessions are open for everyone or whether it is for targeted people.

The Community Development Officer confirmed that the sessions are open to everyone.

The Vice-Chairman questioned whether there is there any scope for encouraging the parents to become volunteers.

The Community Development Officer highlighted the organisations work in Stone Quarry, East Grinstead in which some of the parents of the attendees to those sessions became volunteers.

A Member queried what age groups are the sessions designed for.

The Community Development Officer explained that the sessions are designed for the ages of eight and eighteen however the sessions are open for anyone of any age to join.

Members were supportive of the application.

The Community Development Officer introduced the application from Haywards Heath Baptist Church which sought funding to provide an astro turf area to the south of the building that is designated as a children's play area for ball games and general exercise not always compatible to being held inside the building.

The Vice-Chairman expressed difficulty in understanding the general wider community use of the facility.

The Community Development Officer explained that she had recommended to the organisation that they open the area to non-congregation and congregation members. She added that she would monitor the use of the area over 3 months and report it back to the Panel.

The Chairman commented that the Panel would like to see that the area is being used for the wider community benefit.

Members were supportive of the application.

The Community Development Officer presented the application from Mid Sussex Community Support Association which sought funding to provide a drop-in club with a subsidised two course meal and refreshment bar.

The Chairman raised his concerns over their payment of the £10,000 Changing Places adapted bathroom. He also questioned their reach to the community.

The Vice-Chairman recommended to defer the application seeking further clarification on their reach to the community and their bathroom facility.

A Member expressed that he would like a better understanding of the project.

Members were not supportive of the application and recommended to defer the application pending further information on their community outreach and the viability of the scheme.

Members were supportive of the remaining eight applications.

The Community Development Officer outlined the proposal for £7,500 to be set aside from the Community and Economic Development budget to provide a ring-fenced fund for groups to apply for small one-off grants of up to £250 to run Silver Sunday events.

The Chairman expressed that he was pleased to hear Silver Sunday activities are being held all over October.

Members were supportive of the proposal.

RESOLVED

The Cabinet Grants Panel agreed that:

1. A Facility Grant (Release of S.106 contributions) of £150,000 be granted to East Grinstead Rugby Football Club to make improvements to the junior clubhouse.
2. A Facility Grant (Release of S.106 contributions) of £26,167 be granted to Crawley Down Community Centre Association (CDCCA) to fund the refurbishment of the café bar, meeting room and outdoor paving at the Haven Centre to modernise the facilities and improve the visitor experience.
3. A Facility Grant (Release of S.106 contributions) of £8,650 be granted to Hassocks Community Association to fund the installation of automated doors, as part of a wider project to replace the existing windows and doors, to improve access at Adastra Hall.
4. A Facility Grant (Release of S.106 contributions) of £150,000 be granted to Haywards Heath Rugby Club to fund the development of a replacement clubhouse with additional parking, at Whitemans Green, which will enable wider participation in rugby and provide facilities for other sports and community use.

5. A Community and Economic Development Grant of £2,500 be granted to Brighton Science to fund the Explainer's fees, equipment and a contribution towards administration and venue hire to deliver the Pocket Science Festival 2019 in Mid Sussex.
6. A Community and Economic Development Grant of £1,300 be granted to Burgess Hill Town Council to contribute towards the cost as a contribution towards the cinema screen hire and licence fee for the free outdoor film showing of The Greatest Showman in St John's Park.
7. A Community and Economic Development Grant of £5,000 be granted to Crawley Town Community Foundation to cover the costs of sports activities for young people in Court Bushes with the proviso that Crawley Town Community Foundation participates in the Hurstpierpoint Strategic Partnership and works in close partnership with Hurst Festival and Sussex Clubs for Young People.
8. A Community and Economic Development Grant of £2,538 be granted to Downlands School to deliver the 'Building Survival Skills for the Teenage Years' parenting classes for families.
9. A Community and Economic Development Grant of £3,150 be granted to Haywards Heath Baptist Church as a contribution towards the installation of an Astro Turfed play area.
10. A Community and Economic Development Grant of £2,025 be granted to Hurstpierpoint Gymnastics Club to purchase new gymnastics mats and the cost towards the training for volunteer coaches.
11. That a Community and Economic Development Grant of £2,620 be granted to Jubilee Hub to purchase football goal posts, recover pool table, dartboard and darts, community transport costs and training costs for volunteers.
12. That a Community and Economic Development Grant of £1,300 requested by Mid Sussex Community Support Association be **deferred** pending further information on their community outreach and the viability of the scheme.
13. That a Community and Economic Development Grant of £2,000 be granted to Relate North & South West Sussex for room hire in order to continue to provide counselling services in East Grinstead.
14. A Community and Economic Development Grant of £714 be granted to St John's, Felbridge to purchase equipment to deliver a youth engagement project over the summer holiday to repaint and modify a Toyota Celica.

13. MICROBUSINESS GRANT SCHEME

Mark Healy, Regeneration & Economy Programme Manager, introduced the report and outlined that it would be the first meeting of the Cabinet Grants Panel to consider the 2019/20 Micro Business Grant Scheme.

Will Hawkins, Economic Development Officer, and Holly-Jade Ryder, Business Development Officer presented eight Micro Business Grant applications.

Organisation	Purpose for which award is sought	Award Requested	Award Suggested
Active 1 st	Business Premises Upgrades and Apprentice	£3,500	£3,500
Beautiful	Business Premises Upgrades and Training	£2,000	£2,000
Bright Light Film Ltd	Marketing	£975	£975
Everest Events	Marketing	£1,000	£1,000
Miall's	New Equipment	£550.75	£550.75
Mystove Ltd	New Equipment	£2,000	£2,000
Strawberry Moon Skincare	Product Development, Equipment and Marketing	£1,748.25	£1,748.25
Sussex Facilities Management Ltd	Video Marketing	£960	£960
Total		£12,734.00	£12,734.00

The Business Development Officer introduced the application from Miall's which sought funding for the purchase new equipment which will increase the businesses operation by offering a portable sorbet stand.

The Vice-Chairman raised concerns that supporting such a business selling alcohol may impede on other Council priorities such as the Council's Wellbeing Policy.

A Member expressed support for the business and benefit it would bring to the economy of Mid Sussex.

The Chairman echoed the Member's view and was glad that the business supplies only registered establishments.

Members were supportive of the application.

The Business Development Officer introduced the application from Mystove Ltd which sought funding to aid in the development of a new service which will offer chimney surveys to the District.

The Vice-Chairman outlined his support for the application. He enquired whether the business could offer and research the impacts of Wood Stoves on the environment.

The Chairman noted concerns at West Sussex County Council that Wood Stoves which are not installed properly cause air quality issues.

The Business Development Officer highlighted the business' intentions to become more environmentally friendly and even currently they suggest to customers the more environmentally friendly stoves over other stoves.

Members were supportive of the application.

Members were supportive of the remaining six applications.

RESOLVED

The Cabinet Grants Panel agreed that:

1. A Microbusiness Grant of £3,500 be granted to Active 1st to fund their upgrade to the business premises which will provide improved facilities for the gymnasium area, family and outside area and the hiring of a new apprentice.
2. A Microbusiness Grant of £2,000 be granted to Beautiful to fund the development of the business as a training school of beauty therapy and improve existing premises that will increase service growth and provide new job opportunities for local residents.
3. A Microbusiness Grant of £975 be granted to Bright Light Film Ltd to support the costs of procuring a marketing consultant and marketing activities.
4. A Microbusiness Grant of £1,000 be granted to Everest Events to fund the procurement of a marketing consultant which will provide support in improving marketing and promotional activities.
5. A Microbusiness Grant of £550.75 be granted to Miall's to fund the purchase of new equipment which will increase the businesses operation by offering a portable sorbet stand.
6. A Microbusiness Grant of £2,000 be granted to Mystove Ltd to aid in the development of a new service which will offer chimney surveys to the District.
7. A Microbusiness Grant of £1,748.25 be granted to Strawberry Moon Skincare to support the costs of developing new product lines and increased production of existing lines.
8. A Microbusiness Grant of £960 be granted to Sussex Facilities Management Ltd to fund the production of video testimonials which will be utilised with the existing website and marketing collateral.

The meeting finished at 6.19 pm

Chairman