

10 June 2019

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 **TUESDAY, 18TH JUNE, 2019 at 4.30 pm** when your attendance is requested.

Yours sincerely,

KATHRYN HALL

Chief Executive

A G E N D A

Pages

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|----|--|--------|
| 1. | Election of Chairman | |
| 2. | Election of Vice-Chairman | |
| 3. | To note Substitutes in Accordance with Council Procedure Rule 4 - Substitutes at Meetings of Committees etc. | |
| 4. | To receive apologies for absence. | |
| 5. | To receive Declaration of Interests from Members in respect of any matter on the Agenda. | |
| 6. | To confirm the Minutes of the Meeting of the Panel held on 16 April 2019 | 3 - 8 |
| 7. | To consider any items that the Chairman agrees to take as urgent business. | |
| 8. | To receive representations from Members of the Council on the applications. | |
| 9. | Utilisation of New River Retail Funds for the Relocation of Groups Affected by the Town Centre Development Programme | 9 - 10 |

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To: **Members of Cabinet Grants Panel:** Councillors J Belsey, S Hillier and N Webster

**Minutes of a Meeting of the Mid Sussex District Council
Cabinet Grants Panel held on Tuesday 16 April 2019
From 4.30 p.m. to 4.57 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 Ash-Edwards declared a prejudicial interest in the Community and Economic Development Grant for Haywards Heath Town Council as he is a Haywards Heath Town Councillor. He confirmed that he would remove himself from the meeting for the duration of discussion and voting on the item.

4. MINUTES

It was noted that the Minutes of the meeting of the Panel held on 10 December 2018 was erroneously included in the report pack. The Panel was informed that the previous meeting was in fact held on 26 February 2019 and the Minutes of that meeting were presented to the Panel. The Minutes of the meeting of the Panel held on 26 February 2019 was then approved as a correct record and signed by the Chairman.

5. URGENT BUSINESS

None.

6. REPRESENTATIONS FROM MEMBERS OF THE COUNCIL

No representations were received.

7. MICROBUSINESS GRANTS

Will Hawkins, Economic Development Officer, introduced the report which presented three Microbusiness Grant Schemes. He highlighted that officers identified a small amount of residual scheme funding that had not been awarded, totalling £1,500. As it was not enough to offer a full grant (£2,000) to a new potential applicant, officers considered options on how to allocate this funding so that it might have the greatest benefit possible to the growth of micro businesses. It was agreed in principle that the value of the remaining funding would be best maximised by offering a small additional grant to those businesses who had

successfully applied to the 2018/19 Micro Business Grant Scheme, and who were undertaking larger projects to which they had already committed much higher levels of match funding.

Organisation	Purpose for which award is sought	Award requested	Award suggested
Farm, Field and Forest Ltd	Equipment installation	£500	£500
Marvolio's Nostrums	Business Expansion	£500	£500
Slake Café Ltd	Building renovation	£500	£500
Total		£1,500	£1,500

Members were supportive of all 3 Microbusiness Grants applications.

RESOLVED

That:

1. A Microbusiness Grant of £500 be granted to Marvolio's Nostrums to fund the process of expanding the business to its own dedicated premises.
2. A Microbusiness Grant of £500 be granted to Farm, Field and Forest Ltd to fund the installation a cold storage unit in a new premises.
3. A Microbusiness Grant of £500 be granted to Slake Café Ltd to aid in the preparation and refurbishment of new a premises.

CORPORATE GRANT SCHEMES.

Elaine Clarke, Community Leisure Officer, introduced the report which presented one Facility Grant, five Community and Economic Development Grants and amendment to an already awarded Facility Grant.

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 Leisure Officer presented the amendment to the Facility Grant that was requested by St Francis Social & Sports Club CIC as their received tenders for the project indicated an increased building costs, amounting to a sum of £540,755. The revised scheme detailed the construction of a new community hall on the land between the existing swimming pool and the bowls club, which was previously used for tennis. It was recommended that St Francis Social and Sports Club CIC be allowed to use the awarded Facility Grant toward the cost of a new community building at this site to fund the revised scheme, subject to the terms of the existing grant agreement (signed 30 October 2017) and three special conditions; a copy of planning approval for the revised scheme must be submitted to the Council, evidence must be submitted to confirm that the project can be fully funded prior to commencement on site and the project must be completed by December 2021.

Members outlined that this area of the district requires this type of facility and fully supported the application.

The Facility Grant which is recommended for consideration and approval by the Panel is set out below:-

Organisation	Purpose for which award is sought	Total Project Cost	Award Suggested
Slaugham Parish Council	Pavilion and playground refurbishment	£212,000	£175,000
Total		£212,000	£175,000

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	Total Project Cost	Award Suggested
Haywards Heath Town Council	Town Day	£5,240	£1,120
Lindfield Arts Festival	Arts activities	£20,400	£1,580
AGE UK East Grinstead	Move to Glen Vue	£24,220	£21,770*
Sheddingdean Community Centre	Rental costs	£5,000	£5,000
Windmills Opportunity Playgroup	Rental costs	£850	£850
Total		£55,710	£30,320

*includes £12,410 Facility Grant (Release of S106)

The Community Leisure Officer presented the Facility Grant for Slaugham Parish Council which aims to refurbish the sports pavilion, changing rooms and playground to improve the recreational offer to the local community. She noted that Slaugham Parish Council had secured £50,000 of funding toward the project, with the remainder of the cost funded through Section 106 contributions.

A Member felt pleased that something is being done about the Pavilion to bring it into the 21st Century and expressed his full support for the application which he was sure that his fellow Ward Councillor would support as well.

The Vice-Chairman stated that it was great to see improvements to this community facility as there have been a number of housing developments in the area and finally the community sees the benefit.

Members were supportive of the application.

[Councillor Ash-Edwards left the room at 4:44]

The Community Leisure Officer presented the Community & Economic Development Grant for Haywards Heath Town Council to contribute towards the funding of the Town Day. Haywards Heath Town Council had recently been in receipt of significant funds from the Community & Economic Development grant fund (£8,000 in 2018) and whilst the Assessment team recognise the importance of supporting key community events in the district, it was felt that on this occasion the applicant should be awarded less than the requested amount.

Officers felt that the sum of £1,120 should be provided towards the cost of the Haywards Heath Town Council's Town Day.

A Member felt that the whole amount should be provided to the applicant as the purpose of the grant is to provide for this type of event.

The Vice-Chairman noted the past history of grants towards the organisation and although the Council resists regular grants to organisations, he feels that the Town is well attended and should receive the full amount requested.

Members were supportive of the full requested amount being awarded.

[Councillor Ash-Edwards returned to participate in the meeting at 4:47]

The Community Leisure Officer presented the application from Age UK East Grinstead which sought a grant of £24,220 to cover the costs of their move to Glen Vue; prepare the building for occupancy and operation to enable continuation of services with little or no disruption. Age UK intend to develop it as a community hub for other charities who are based there but also to allow others and small associations to support the local area across the age ranges. It was felt that all costs should be covered by the grant except from the legal fees as officers believed that the organisation has suitable funds to cover the costs.

A Member enquired whether Age UK has the funds to cover the legal fees.

The Community Leisure Officer confirmed that they do.

The Member felt that the full amount should be granted as the organisation is a great benefit to the users of Age UK in East Grinstead.

The Vice-Chairman explained that Age UK has been looking for a new premise in East Grinstead for over 20 years and drew attention to the sentence in the report which stated that the building will become a community hub. He felt that that the full amount sought should be awarded.

Members were supportive of the full requested amount being awarded.

Members were supportive of the remaining 2 applications.

RESOLVED

That:

1. The St Francis Social and Sports Club CIC use the grant awarded to the project to fund a revised scheme as outlined in the report.
2. That a Facility Grant of £175,000 be granted to Slaugham Parish Council to fund the upgrade of the pavilion and playground at Handcross Recreation Ground.
3. That a Community and Economic Development Grant of £2,240 be granted to Haywards Heath Town Council to fund the Haywards Heath Town Day.

4. That a Community and Economic Development Grant of £1,580 be granted to Lindfield Arts Festival to contribute towards the cost of hiring the Applause Outdoors Company to deliver performances and entertainment during the Festival.
5. That a Community and Economic Development Grant of £24,220 be granted to Age UK East Grinstead to cover the costs of their move to Glen Vue; prepare the building for occupancy and operation to enable continuation of services with little or no disruption.
6. That Community and Economic Development Grants of £5,000 be granted to Sheddingdean Community Association and £850 to Windmills Opportunity Playgroup to cover the rent due for the 2019-20 period.

The meeting closed at 4:57pm

Chairman.

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

REPORT OF Divisional Leader for Commercial Services and Contracts
Contact Officer Glen Wilkinson Leisure Contract Monitoring Officer
Email: glen.wilkinson@midsussex.gov.uk Tel: 01444 477207

Wards affected N/A

Key decision Yes

Purpose of Report

1. To request the release of money from the Martlets Relocation Specific Reserve relating to the closure of Martlets Hall and to support the town centre revitalisation project.

Recommendation

2. It is recommended that the Cabinet Grants Panel consider a request from Burgess Hill Theatre Club and for Clair Hall from the relocation fund and determine the financial support to be awarded.

Background

3. Martlets Hall in Burgess Hill closed on 30 June 2018 to allow for the redevelopment of Burgess Hill Town Centre by New River Retail.
4. To support this process a sum of £250k has been received from New River Retail to meet any reasonable costs for affected groups.
5. At previous meetings of this Panel groups affected by the closure of the Hall were awarded a total of £111,625.
6. This leaves a current balance of £138,375 in the Specific Reserve.

Burgess Hill Theatre Club

7. Burgess Hill Theatre Club used to stage annual pantomimes at Martlets Hall. This year the family pantomime will be held at Burgess Hill Girl's School. In order to enable this to happen the Club require £520 to pay for a screen to project scenes onto as there are no stage curtains to pull across for scene changes. This money will also allow for banners to be located outside the venue informing visitors where to park near to the venue.

Clair Hall

8. Clair Hall now provides a venue for Burgess Hill Musical Society performances that 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 (which would also benefit other Hall user groups) is £12,500. Provision of equipment of this nature is a contractual responsibility of Mid Sussex District Council.

Summary of Grants Requested

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

Financial Implications

9. The Council have received a sum of £250,000 from New River Retail Ltd as a contribution to any associated costs relating to the closure of Martlets Hall and to support the town revitalisation project.
10. The Martlets Relocation Specific Reserve was created to hold these sums, as reported in the Budget Management Report to Cabinet 5 September 2017.
11. At previous meetings of this Panel a total of £111,625 has been awarded leaving a current balance of £138,375.
12. Members are now requested to release the sum of £13,020 as detailed in the table above, leaving a balance in Specific reserve of £125,355.

Risk Management Implications

18. The costs involved are affordable within the Reserve Fund. There are no further risks identified with this project.

REPORT TO CABINET GRANTS PANEL

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

REPORT OF Divisional Leader for Planning and Economy

Contact Officer Elizabeth Lancaster, Infrastructure Officer, Planning Policy and Economic Development

Email: Section106Monitoring@MidSussex.gov.uk Tel: 01444 477066

Wards affected

Key decision No

Purpose of Report

1. This reports seeks approval for Mid Sussex District Council to transfer earmarked Section 106 (S106) developer contributions to West Sussex County Council to facilitate the delivery of the agreed projects within the Burgess Hill Place and Connectivity Programme.

Recommendation

1. It is recommended that £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.

Background

2. The Burgess Hill Place and Connectivity Programme is a coordinated investment package of public realm, connectivity and sustainable transport infrastructure improvements. The Place and Connectivity Programme is part of and integral to the sustainable delivery of the Burgess Hill Growth Programme.
3. The Place and Connectivity Programme will deliver:
 - Public realm and connectivity enhancements at Burgess Hill and Wivelsfield railway stations
 - Public realm and connectivity improvements in Burgess Hill Town Centre
 - Connectivity between the Northern Arc and key destinations in Burgess Hill
 - Connectivity between the Victoria Business Park and key destinations in Burgess Hill
 - Connectivity between Burgess Hill and Haywards Heath
 - Connectivity between surrounding villages and key destinations in Burgess Hill
 - Connectivity between the A2300 corridor and key destinations in Burgess Hill
4. In December 2018, the Coast to Capital Local Enterprise Partnership (LEP) approved an allocation of £10.92m of Local Growth Funding (LGF), with a 50% match funding requirement, to support the delivery of the Place and Connectivity Programme. The £10.92m LGF funding allocation supports a total programme value of £21.84m. The £10.92 match funding commitment is met from the private sector and S106 contributions as per the table below.

Programme Funding	£m	% of total funding
LGF	10.92	50%
S106 / S278 Developer Works (secured)	4.681	24.9%
S106 (future schemes)	0.678	
MSDC Grants	0.075	
Private Sector	5.49	25.1%
Total	£21.84	100%

5. WSCC is the lead Delivery Body for the overall Place and Connectivity Programme and is responsible for the relationship with the LEP. The Funding Agreement between WSCC and the LEP signed 10 May 2019 sets out the obligations for overall delivery and financial management of the Programme and enables drawdown of LGF funds.
6. WSCC are the Contractual Lead for projects within the Place and Connectivity Programme totalling £15.002m; and MSDC are the Contractual Lead for projects totalling £6.838 as set out in Appendix 1.
7. As it is part of the Burgess Hill Growth Programme, the Place and Connectivity Programme falls within the existing Growth Programme governance. Overall co-ordination and strategic management of the Growth Programme is undertaken by the Burgess Hill Growth Programme Board, chaired by the Chief Executive of MSDC and attended by senior representatives from MSDC and WSCC. The Board considered such arrangements to support the efficient delivery of the Programme and the transfer of all appropriate S106 monies at this stage will play a key role in this.

Proposal

8. MSDC is in the process of entering into a Partnership Agreement and an associated Financing Arrangement with WSCC that will confirm overall programme governance, budget and delivery arrangements and the responsibility of each authority for Programme management. The Partnership Agreement references the Funding Agreement between WSCC and the LEP.
9. The Financing Arrangement underpins the Partnership Agreement and sets out that the transfer of S106 contributions required to deliver Place and Connectivity projects sitting within the Programme will be reviewed at the beginning of each financial year.
10. Such an approach will aid scheme delivery by negating the need for individual requests for the release of required S106 funds as these multi-stage projects progress and by simplifying Programme governance.
11. Oversight of S106 fund expenditure will be maintained by the Growth Board with the allocation of S106 funding for specific projects required to be agreed by the Board. S106 expenditure will be maintained by the Growth Board via monitoring updates (on at least a quarterly basis). This is in addition to monitoring of all S106 expenditure which is reported annually.
12. As at 1st April 2019, MSDC hold a total of £485,768.30 S106 contributions for Burgess Hill that are earmarked and considered appropriate to transfer to WSCC to facilitate delivery of projects within the Place and Connectivity Programme. This comprises of £84,376.69 Total Access Demand contributions; and £401,391.61 Local Community Infrastructure contributions.
13. As at 1st April 2019, WSCC hold a total of £1.81m S106 developer contributions for Burgess Hill that are considered appropriate and are earmarked to facilitate delivery of projects within the Place and Connectivity Programme. Of this total, £134,332 was transferred to WSCC to facilitate the delivery of improvements to St. Wilfred's Bridge, Burgess Hill. The bridge improvement scheme is no longer being progressed but as

the funds were formally transferred to WSCC for this purpose, approval is now sought to facilitate this funding for the delivery of projects within the Place and Connectivity Programme.

14. It is recommended that £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.

Financial Implications

15. The projects are considered to represent an appropriate expenditure of Total Access Demand (TAD) contributions (held at MSDC) from the agreements below:

S106 Agreement – funds to be used towards ‘The Scheme’ i.e. any scheme that improves access between the land and local amenities (to include housing, jobs, shops, schools, leisure and other services)		
P35/625a	Land at Spinningdale, Keymer Road	£1,289.30
P35/711	Land at 86 Junction Road	£13,346.00
P35/781	Land at Dairy Crest, 10 Mill Road	£140.04
PL12-000331	Land at 88 Junction Road	£4,528.00
PL13/Kings Head	Land at Kings Head Public House	£7,400.00
PL13-000560	Land at Summerfold House, 152 Leylands Road	£3,483.00
Total		£30,186.34
S106 Agreement - Towards a safe route to school scheme for Southway Junior School		
PL13-000869	Land at 67 Victoria Road	£20,240.00
PL13-001075	Land at 71 Victoria Road	£8,727.35
Total		£28,967.35
S106 Agreement - Towards the safe routes to school scheme for the Gattons Infant School		
PL13-000948	Land at 107 Fairfield Road	£25,223.00
Total		£25,223.00
Total TAD contributions		£84,376.69

16. The projects are considered to represent an appropriate expenditure of Local Community Infrastructure (LCI) contributions (held at MSDC) from the agreements below:

Contributions to be used on provision of facilities and services in the area e.g. enhancement of the public realm, footway lighting, cycle routes, traffic calming		
P35/491	Folders Meadow, Folders Lane	£32,584.11
P35/658	Land North of Maltings Park	£52,425.56
P35/658b	Land North of Maltings Park (Phase 2)	£9,173.43
P35/710	Land at Keymer Brick & Tile	£44,915.36
P35/716	Land on the Eastern Side of Manor Road	£36,505.15
P35/732	Land at Westhill	£5,949.02
P35/769	Land east of Kings Way	£50,202.11
P35/769	Land east of Kings Way	£53,560.37
P35/781	Land at Dairycrest, 10 Mill Road	£3,545.69
PL12-000331	Land at 88 Junction Road	£4,325.00
PL12-000682	Osborne House, Station Road	£8,075.00
PL13/Kingshead	Land at Kings Head Public House	£7,675.00
PL13-000386	Land at 76 Victoria Road	£6,975.00
Total		£320,222.47
Although not stated, the schemes identified that this could go towards bus infrastructure on Junction Road		
P35/711	Land at 86 Junction Road	£4,661.00
Total		£4,661.00
Upgrading the PROW 2C northwards from the junction with Hammonds Ridge		
PL12-001772	Hammonds Ridge	£29,854.45
Total		£29,854.45
Upgrade of the footpath 2C to improve its function as part of the Burgess Hill Green Circle		
PL13-000621	Land at 70 Station Road	£10,107.76
Total		£10,107.76
Towards public realm improvements along Victoria Road / ramp at Burnside centre		
PL13-000869	Land at 67 Victoria Road	£6,722.03
PL13-001075	Land at 71 Victoria Road	£8,806.50
PL13-001294	Land at 69 Victoria Road	£8,100.00
Total		£23,628.53

Bus infrastructure at London Road at the junction with Fairfield Road and/or Cycle Rack(s) at The Brook and or multi-user footpath at the Green Circle extension from A2300 to B2036		
PL13-000948	Land at 107 Fairfield Rd	£8,105.82
Total		£8,105.82
Total LCI contributions		£401,391.61
Total S106 developer contributions		£485,768.30

17. The projects are considered to represent an appropriate expenditure of Sustainable Transport contributions (held at WSCC) from the agreement below:

S106 Agreement – funds to be used towards ‘The Scheme’ i.e. any scheme that improves access between the land and local amenities (to include housing, jobs, shops, schools, leisure and other services)		
P35/491	Folders Meadow, Folders Lane	£134,322
Total		£134,322

Legal Implications

18. The Burgess Hill Place and Connectivity Programme is considered to represent appropriate expenditure of the contributions from the above agreements.
19. State aid risk will be considered on a project by project basis.

Programme

20. Proposals within the Programme will be progressed by MSDC and WSCC over a number of years with use of the LGF funds required by March 2021. The progression of elements of the Programme will be dependent on a number of delivery factors including the availability of road space and relationship with other projects being delivered through the Burgess Hill Growth Programme. WSCC as Delivery Body are committed to securing the delivery of the proposals and outcomes identified and in accordance with the Funding Agreement through working closely with partners including MSDC.

Equalities impact

21. Equality issues will be considered through the development of proposals in the Burgess Hill Place and Connectivity Programme.

Appendix 1

Contractual lead for projects within Place and Connectivity Programme

MSDC Contractual Lead:

- Improvements at Burgess Hill and Wivelsfield Rail Stations Phase 2
- Triangle Leisure Centre, Access and Public Realm Improvements
- Burgess Hill to Haywards Heath /Hassocks Cycle Links
- Electric Vehicle Charging Points
- Town-wide Bike Share and cycle parking
- Town-wide Links and Wayfinding to Key Destinations
- Bus Stop Infrastructure including Real Time Passenger Information
- Northern Arc Links (on-site)

WSCC Contractual Lead:

- Improvements at Burgess Hill and Wivelsfield Rail Stations Phase 1
- A2300 Corridor
- Town Centre Access and Public Realm Improvements Phase 1
- Town Centre Access and Public Realm Improvements Phase 2
- Northern Arc Links (off-site)
- Townwide Links to Key Destinations

STOREFRONT GRANT SCHEME

REPORT OF: Economic Development Officer
Contact Officer: William Hawkins
Email william.hawkins@midsussex.gov.uk
Tel: 01444 477322
Wards Affected: East Grinstead

Purpose of the report

1. The purpose of this report is to present the first applications for the Storefront Improvement Grant Scheme

Summary

2. A summary of the applications to be considered, together with officer recommendations for the level of financial assistance to be awarded is set out in the table 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

Recommendation

Members of the Panel are requested to:

- ***Consider and decide upon the recommendations for each of the above grants. Summaries grant applications are attached in Appendix A of this report***
- ***Consider and decide an approach to allocate expected unspent funding arising from the scheme.***

Background

3. In 2018 the Council received funding from the West Sussex County Council (WSCC) Strategic Investment Fund in order to facilitate a program of training and support for independent retail businesses. This scheme took the form of primarily training workshops which assisted retailers in refining their retail offer through improvements to aspects of their retail offer such as visual merchandising and retail marketing. This training was very well received by the retail community.
4. The second part of the scheme, and the basis for this report, entails supporting 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. An approach was agreed with the Portfolio Holder for Economic Growth to focus this funding into the town of East Grinstead.
5. Officers, with support from local ward members, identified five retailers who wish to take part in the scheme, this report outlines the first of these retailers to complete and

submit their applications. Officers are working with the remaining retailers to ensure the submission of their applications.

6. Should the five proposed retailers' applications be successful, officers expect between £6,000 - £7,000 of the original funding to remain unallocated. Officers also invite the panel's view on the following options about how best this funding can be utilised:
 - To offer additional funding to those retailers who have already submitted their applications on further storefront improvements
 - To offer funding to other retailers situated in East Grinstead Town Centre
 - To explore whether the unallocated funding can be rolled over to the next funding round for the scheme.

Assessment and Policy Context

7. The grants in this report have been considered by the Council's Economic Development Officer, William Hawkins and the Council's Regeneration and Economy Programme Manager, Mark Healy. The proposal to focus the grants in East Grinstead was agreed with the Portfolio Holder for Economic Growth, at the time, Councillor Jonathan Ash-Edwards. A summary of each application is included within the individual project reports in Appendix A.
8. All the businesses included in this paper have met the basic criteria and specific grant criteria; that is they are properly constituted independent retail businesses within the town of East Grinstead and provided the relevant information to support their application.

Financial Implications

9. The Storefront Grants are funded through an allocation from the WSCC Strategic Infrastructure Fund, with £204,000 to be divided proportionally between districts. A total of £21,000 was allocated to Mid Sussex District.
10. The current fund stands at:

Scheme	Original fund	Funds approved so far	Funds requested in this paper	Balance (<i>if all bids in this paper are approved</i>)
Storefront Grant Scheme	£21,000	£ 0	£3,950	£17,050

Risk Management Implications

11. The main risk associated with the successful implementation of the decisions arising from this report is the inability of the funded organisations to carry out the services, activities or equipment purchase for which funding had been awarded.

12. To minimise this risk, the decision has been taken to only pay out the grants following proof, from the applicant, that the project in question has begun, or equipment has been purchased. This could be in the form of receipts, invoices and other related documents

Equality implications

13. All of the businesses whose bids are included in this report were assessed to be in compliance with the requisite policies/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 incurring expenditure, giving financial assistance to any person (or organisation) and entering into arrangements or agreements with any person.

Background Papers

15. Grant applications and associated documentation for the Storefront Grant Scheme are held in the Economic Development Team.

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Storefront Grant Scheme

Project:	Redecoration and new signage
Applicant:	David Foreman Carpets Ltd
Address:	5 West Street, East Grinstead, RH19 4EY
Type of goods sold:	Carpet and flooring
Grant Request to MSDC	£1,950
Total project cost:	£2,450

Summary of project proposal and aims:

To install new signage and redecorate the existing storefront.

Background

David Foreman Carpets Ltd is a family-run business situated within East Grinstead Town Centre with a prominent position as you enter the High Street. The business specialises in both the sale and fitting of both carpets and numerous other types of flooring.

The grant funding will enable the store to contract the design and fitting of new signage on the storefront, replacing the current and outdated fixture. Alongside this, the business will use the grant for redecoration and the removal of the existing awning. The removal of the existing awning will allow for further development of the storefront in the future due to more exposed space to work on.

The contractors quoted for the work are both also based within East Grinstead.

Officer evaluation of the project

David Foreman Carpets Ltd fits the criteria of being an independent retailer situated within East Grinstead town centre.

The grant funding will support the improvement of their retail offer through refreshing the storefront and replacing current outdated signage. The improvements will also have a secondary benefit of contributing to improvements in the street scene more widely. This meets the overall aim of the grant

programme (improving physical presence of independent retailers) and is therefore an appropriate project to receive support.

Recommendation

That a grant of £1,950 is awarded to David Foreman Carpets Ltd to aid in the redecoration of their storefront and replacement of signage.

Storefront Grant Scheme

Project:	Redecoration and repairs
Applicant:	Decorus London Ltd
Address:	4 High Street, East Grinstead, RH19 3AW
Type of goods sold:	Jewellery
Grant Request to MSDC	£2,000
Total project cost:	£2,500

Summary of project proposal and aims:

To complete a redecoration and repair of the existing storefront

Background

Decorus London Ltd are a retailer situated on the East Grinstead High Street, they specialise in the design and sale of bespoke jewellery, with the expertise to create custom pieces for customers. In addition to their store in East Grinstead they also trade from a store in Oxted.

The grant funding will enable the store to replace rotten wood which has culminated on their storefront alongside the redecoration of the frontage. This will be done through the removal of loose paint and the application of a new coat.

Officer evaluation of the project

Decorus London Ltd fits the criteria of being an independent retailer situated within East Grinstead town centre.

The grant funding will support the improvement of their retail offer through refreshing the storefront. The improvements will also have a secondary benefit of helping to enhance the street scene more generally. This meets the overall aim of the grant programme (improving physical presence of independent retailers) and is therefore an appropriate project to receive support.

Recommendation

That a grant of £2,000 is awarded to Decorus London Ltd to aid in the repair and redecoration of their storefront.

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CORPORATE GRANT SCHEMES

REPORT OF: HEAD OF CORPORATE RESOURCES
Contact Officer: Regina Choudhury, Community Development Officer
Email regina.choudhury@midsussex.gov.uk **Tel:** 01444 477495
Wards Affected: All
Key Decision No

Purpose of the report

1. The purpose of this report is to present three Facility (Release of S106) and ten Community & Economic Development applications for consideration by the Cabinet Grants Panel.
2. The report also provides further information on the deferred East Grinstead Rugby Football Club project information as requested by Members.

Summary

3. A summary of the applications to be considered and the recommendations from the Grants Assessment Group on the level of financial assistance to be awarded to each organisation are detailed as follows:

Facility Grants (Release of S106)

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

Community and Economic Development Grants

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	Haywards Heath	Astroturf for children's play area	5,000	3,150

Church				
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

Recommendations

4. Members of the Panel are requested to consider and decide upon:

- i. the recommendations for each of the above applications, summaries of which are attached in Appendices A and B;*
- ii. the recommendation to award a £50,000 Facility Grant to East Grinstead Rugby Football Club (see para 18)*
- iii. Panel Members are also asked to approve a small grants scheme to support Silver Sunday*

Background

5. Applications for all grants are assessed against a standard checklist and considered by a "Grants Assessment Group" to ensure a consistent approach to the awarding of grants.

Assessment Process

6. Applications are assessed against four key criteria – Council priorities, evidence of need, finances and impact and benefits. The maximum possible score for excellent applications which fully meet all the criteria is 12.
7. The applications received in this grants round have been considered by the Grants Assessment Group comprising relevant officers from across the authority together with representatives from West Sussex County Council's Partnerships and Communities Team and, unless there is a conflict of interest, the local Council for Voluntary Service.
8. The merit of each application is judged against the agreed criteria and a level of funding is recommended to the Cabinet Grants Panel. A summary of the assessment of each application is included within the individual project reports in Appendices A and B.
9. All organisations have met the basic criteria and specific grant criteria, i.e. are fully constituted voluntary and not for profit organisations, and have provided the relevant information to support their application.

Other Options Considered

10. The grants provided by this Council are 'pump priming' in the context of enabling the applicants to lever in substantial monies from other organisations, grant-giving charities and national schemes.

East Grinstead Rugby Football Club

11. On 16 October 2018, the Cabinet Grants Panel considered an application from East Grinstead Rugby Football Club for a grant of £102,840 toward the replacement of the junior clubhouse roof and tennis court refurbishment. The club aimed to refit the junior clubhouse roof and terrace, reconfigure the changing rooms and refurbish the outdoor tennis courts to create a 5-a-side football area. The total cost of these works was estimated to be £126,244 and the recommendation was for an award of £50,000.
12. Members were concerned that the proposed works might not fully address all of the Building Regulations requested a copy of the Approved Inspectors report outlining the outstanding issues that need to be resolved.
13. The rugby club submitted an architect's Condition Report on the building which identified a number of items and areas of concern that are incomplete and/or pose a potential risk to users of the building and a number of quotes to address these issues.
14. Facilities & Services reviewed this information and recommended that the club should employ a building surveyor to prepare a schedule of works and provide project management expertise.
15. The club engaged a building surveyor and structural engineer to produce condition surveys to support the production of the programme of eight work packages to address the various concerns as listed below:

Work Package	Costs
1: Roofing and decking package	89,300
2: Fire alarm	3,244
3: Drainage and general building	6,072
4: Interior second fix carpentry etc.	6,902
5: Space Heating main room	3,496
6: Referees room	9,307
7: Fencing replacement and repair	7,200
8: Minor works estimate – not yet quoted	8,850
Project Total	£ 134,371

16. The work packages have been designed to have one main contractor responsible for the significant roof works (work package 1) and regular contractors on the other work packages, for the more specialist or minor items. The club has submitted quotes for all of these works and selected the roofing works contractor as they provided the most economic and detailed quote. All costs are exclusive of VAT and include a 10% contingency.
17. The building surveyor has confirmed that the works programme above should be a satisfactory method of dealing with the rectification works. The Approved Inspector has carried out a site meeting and also confirmed that if these works are satisfactorily carried out that should be sufficient to enable them to issue a final certificate.

18. On the basis of this additional information, it is recommended that the Cabinet Grants Panel award East Grinstead Rugby Football Club a Facility Grant (release of s106 contributions) of £50,000 to enable them to make improvements to the junior clubhouse which is made up of the following - Formal Sport S106: £18,284.92 (Mariners & Redwood P35/501c), £4,012.30 (Dunnings Mill P35/602e), £3,335.04 (27-29 Cantelupe Rd P35/632b), £6,204.65 (Maypole Hse P35/633b), £18,163.09 (240-258 Holtye Rd P35/694).

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

- final 10% payable on receipt of Fire Risk Assessment, Final Certificate and Planning approval to regularise the building as constructed.

Silver Sunday

19. Silver Sunday is an annual day of fun and free activities for older people across the UK, which takes place in October. It celebrates the value and knowledge older people contribute to our communities while combating loneliness and isolation. 13 applications were received in the 2018 grant round with events ranging from lunch parties, an intergenerational band concert, bingo, information sessions and a tea party with older residents and a local nursery. The aim is to build on the momentum of the last two years of funding to enable more older residents across the district to attend or be part of a Silver Sunday event.
20. It is proposed that £7,500 (up to 30 applications) should 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.
21. If agreed, the Council will promote the opportunity through the Voluntary Sector Network and invite applications to be submitted by 02 August 2019. A Cabinet Grants Panel meeting will be held in early August to consider the bids which will give the groups approximately six weeks to organise their own events.
22. We will make it a condition of funding that the events should be promoted through the Silver Sunday website <https://silversunday.org.uk/>.

Financial Implications

23. All Facility Grants are funded through the use of S106 contributions which the Council holds for the enhancement of capacity for sport, community buildings and other purposes as a result of residential development.
24. Community & Economic Development Grants are funded through a dedicated budget. The current fund stands at:

Scheme	Fund as at 1 April 2019	Additional funds approved	Allocated and spent to date	Balance
Community & Economic Development	£94,504	0	(£33,890)	£60,614

25. The allocated to date figure includes the amount approved for CED grants at the Grants Panel Meetings of 16 April 2019.
26. If Members agree to the recommendations the balance will be reduced by £30,647, leaving a remainder of £29,967 in the Community & Economic Development Fund reserve.

Risk Management Implications

27. 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 organisations to carry out the services, activities or equipment purchase for which funding had been awarded.
28. Additionally, the sharing of information with West Sussex County Council will ensure that organisations are not being double-funded for the same purpose.
29. A Contract is signed at the application stage by organisations seeking funding that 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. In respect of Facility Grants, the Council may impose additional safeguards.
30. All organisations are requested to complete an End of Grant Report at the end of the funding period and required to submit information relating to the grant including purchase invoices, details of the number of residents benefiting from the grant, annual accounts, how the grant was used etc.
31. 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

32. 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

33. 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

34. Grant applications and associated documentation for the Community & Economic Development and Facility Grants are held in the Community Services, Policy and Performance Section.

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Corporate Capital Grants Scheme * new application

Town:	Crawley Down
Title of project:	Improvements to the Café Bar, outdoor paving and meeting rooms at the Haven Centre
Applicant:	Crawley Down Community Centre Association (CDCCA)
Type of applicant:	Charitable Incorporated Association (CIO)
Previous Grants in past 6 years:	£24,379 CCTV/Hall Redecoration (2018) £15,500 Kitchen Refurb / Ladies Toilet / Meeting Room Decoration (2017) £6,000 Gents Toilets (2015) £9,000 Main Entrance Door (2014) £20,000 Meeting Room Kitchen / Chairs / Fencing (2013)
Grant Request to MSDC	£ 26,167
Total project cost:	£ 26,167

Financial Summary

Sources of funding and whether secured n/a

Summary of project proposal and aims:

The project aims to refurbish the café bar, meeting room and outdoor paving at the Haven Centre to modernise the facilities and improve the visitor experience.

Background

The Haven Centre is a self-funding, independent multi-purpose community centre, built and run with funds raised by local people. A popular venue for many groups and organisations, the centre provides a venue for social, leisure and business requirements. The facility consists of a bar / café, three meeting rooms and the large Dorothy Hatswell Hall which is suitable for parties, group lunches, larger meetings and exercise classes.

The centre provides a full daily programme of social activities on week days. There are a various clubs operating from the building which offer snooker, dance and exercise classes, martial arts, camera club, choir, dance and theatre activities. The Haven Centre provides a base for the Crawley Down Gatwick

Football Club and regular activities organised by Twinkle Tots, Rainbows and a Parent and Toddlers Group.

The CDCCA management committee took over management of the bar and café area following the closure of the Social Club and they have been working to make the facility more attractive to users. They circulated a questionnaire to villagers to gauge what improvements and activities they would like to see at the centre and high on the list of suggestions was better decor of the building (39%). They have made a number of improvements already to the smaller meeting rooms and main hall and would now like to upgrade the café bar and outdoor areas.

They have received comments from several users that the cafe bar is looking tired, particularly the floor and seating which were part of the original build in the early 1990's. Improving the appearance will make it more popular and economically viable. The community centre is the only facility in the village to offer or be able to offer these facilities.

The management team have proposed four capital projects costing £26,167 in total, and they are seeking 100% funding to deliver these works which will be completed during July – Aug 2019:

1. Three areas of paving around the centre are showing wear and tear and are becoming dangerous to users. The paving slabs themselves are in good condition so do not need to be replaced but they need to be re-laid with the underlying sub base renewed. Safer walk ways and an improved paving area outside of the main hall will make it more suitable for a wider range of events and bookings and will make the hall more saleable.
Paved areas £10,059
2. Replace the existing windows to the front of the cafe bar with doors to create a separate entrance which will allow the main centre entrance to be closed when not in use. Making a new, separate entrance to the cafe bar will give this area a stronger identity and improve centre security.
New entrance to cafe bar £6,083
3. In the bar area, remove the old fixed seating areas to create a more flexible, usable space and replace the carpet with more hard wearing flooring that is more appropriate to the use of that area. The fixed seating and flooring is dated and associated with the old social club so these improvements will help to modernise and update the facilities.
Refurbish Cafe Bar £8,220
4. Carpet the upper floor to complete the renovation of the meeting room areas.
Upstairs Carpets £1,805

Worth Parish Council discussed the proposal at the Annual Meeting on 20 May 2019 and are supportive of the application.

Head of Finance Comments

Independently examined accounts have been submitted for the period 1st April 2017 - 30th June 2018 which show a deficit of £236.

Total income was £128,911; mainly generated from Rental Income (£65,911), Dividends (£30,009), Donations and Grants (£23,992), Other income (£6,990), In house catering (£1,990) and Interest (£19).

Total expenditure was £129,147; consisting of Supplies and Services (£98,918) and Staff related (£30,229).

Balances held at the end of the period showed Net assets of £816,048: comprising of Tangible assets £763,030, Debtors £16,909, Cash £41,800 and Creditors (£5,691).

How does the project meet the Council's aims?

Financial Independence: The various refurbishments will make the venue more popular and should increase income to the Centre, further allowing it to reach financial independence

Effective and Responsive Services: It is key that the public visiting the Centre feel safe, thus improving security and ensuring that the paved areas are repaired is critical.

Corporate Grant Assessment Group evaluation of the project

The Assessment Group feels that this project to update and develop the community public areas at the Haven Centre will make the building more attractive to users and increase capacity. The CDCCA management committee has taken over the social club café bar and are working hard to make this a more accessible and family friendly village environment. The Council has received Section 106 contributions from local developments which are specifically for improvements at the Haven Centre and the extension or improvement of existing community buildings or new facilities in Crawley Down, totalling £25,171.83.

Overall score: 8

Corporate Grant Scheme Assessment Group Recommendation

The Assessment Group recommends that the Cabinet Grants Panel award the Crawley Down Community Centre Association a Facility Grant (release of s106 contributions) of £25,171.83 to enable them to make improvements to the café bar, outdoor paving and meeting rooms at the Haven Centre which is made up of the following Community Building Section 106 contributions - £2.41 (Land at Haven Farm 10/01278/FUL), 0.71 (Land South of Grange Road 11/00649/FUL), £1,172.00 (13/01146/FUL Land between Sunnymead & Huntsland Lodge), £10,198.71 (13/03312/OUT Woodlands Close Ph. 2), £9,440.00 (14/02000/OUT Wychwood), £4,358 (14/01352/FUL Pasture Wood, Hophurst Lane).

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

- ***the project must be completed within 12 months of project funding being obtained.***

Corporate Capital Grants Scheme * new application

Town:	Hassocks
Title of project:	Improved disabled access at Adastra Hall
Applicant:	Hassocks Community Association
Type of applicant:	Registered charity (no. 277606)
Previous Grants in past 6 years:	£ 1,909 New curtains (Sept 2014)
Grant Request to MSDC	£ 8,650
Total project cost:	£ 8,650

Financial Summary

Sources of funding and whether secured n/a

Summary of project proposal and aims:

The Hassocks Community Association wants to install automated doors, as part of a wider project to replace the existing windows and doors, to improve access to the building.

Background

Hassocks Community Association (HCA) exists only to provide and oversee the running of Adastra Hall in Hassocks. The Charity Objects state that they will provide a venue for the 'education, health and social needs' of the local community.

Adastra Hall is a purpose built community hall, completed in 1987. It is a busy well used facility which offers a programme of activities such as short-mat bowls and table tennis, meetings of the Horticultural Society, NHS Boold Donation services, musical concerts, parties and weddings. It is non-profit making, with the cost of maintenance being met by the hire charges, which are modest and in line with other similar facilities.

The building remains sound but the current windows are wooden framed and showing signs of deterioration. The association intends to replace the windows and doors with powder-coated aluminium double glazed throughout. The HCA has applied for a Facility Grant to enable them to improve the disabled access, by making two sets of double doors (at the front and the next set of internal double doors into the foyer) automated on a push-button, in addition to the larger scheme. The project will improve the external appearance of the building, increase energy efficiency and provide improved access for all physically

disabled users and those with small children. The HCA also has plans to redecorate the main hall, which is a large vaulted room, at the same time.

The association has submitted a planning application (ref: DM/19/1206) for the scheme which is currently pending. If they gain planning approval work is due to start in August 2019 with completion by March 2020. The building is now over 30 years old so the association has been building a reserve fund for future ongoing maintenance needs such as replacing the boiler and roof.

Members should note that applicants are required to have 14 years security of tenure to be eligible for a Facility Grant. In this instance, the building is owned by Hassocks Parish Council and the lease was renegotiated in 2008 for 21 years, making it due for renewal in 2029 so there are only 10 years remaining.

Hassocks Parish Council discussed the project at a Council meeting on 11 December 2018 and are supportive of the proposal.

Head of Finance Comments

Unaudited accounts have been submitted for the period ending 31st March 2018 which show a surplus of £4,773.

Total income was £52,118; mainly generated from Hire Charges (£38,175), Fundraising activities (£9,308), Grants (£4,000), Other income (£620) and Miscellaneous (£15).

Total expenditure was £47,345; consisting of Supplies and Services (£31,296), Staff related (£12,934) and Premises related (£3,115).
No balance sheet was provided.

How does the project meet the Council's aims?

Strong and Resilient Communities: This project will make the hall accessible to all, providing an appropriate venue for social and educational activities that contributes to the campaign against loneliness, particularly in the elderly population. The current doors are unsuitable for wheelchair users, walking frame users and buggy pushers. The improvements will help to reduce the risk of falls when entering the building by those who are physically frail.

Corporate Grant Assessment Group evaluation of the project

The Assessment Group feels that this project to improve disabled access to the Adastra Hall will benefit local residents and make the facility more inclusive. The HCA is undertaking a wider programme of improvements and planning for future investment in the facility to ensure it remains available to the public in future years. The Council has received Section 106 funding for the extension or improvement of existing community buildings in the South Area and this is considered an appropriate use of funds.

Overall score: 7

Corporate Grant Scheme Assessment Group Recommendation

The Assessment Group recommends that the Cabinet Grants Panel award the Hassocks Community Association a Facility Grant (release of s106 contributions) of £8,650 to enable them to improve disabled access at Adastra Hall which is made up of the following Community Building contributions - £8,650 (Land at Hassocks Highway Depot, London Road 08/02181/OUT)

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

- ***the project must be completed within 12 months of project funding being obtained.***
- ***Submission of planning approval prior to commencement***

Corporate Capital Grants Scheme * new application

Town:	Haywards Heath / Cuckfield
Title of project:	New clubhouse at Whitemans Green
Applicant:	Haywards Heath Rugby Club
Type of applicant:	Company limited by guarantee (CASC)
Previous Grants in past 6 years:	None
Grant Request to MSDC	£ 350,000
Total project cost:	£ 1,500,000

Financial Summary

Sources of funding and whether secured

HHRFC members/funds	£450,000 (Unsecured)
Sport England	£150,000 (Unsecured)
External community grants	£150,000 (Unsecured)
Other corporate donors	£100,000 (Unsecured)
Fairfax	£300,000 (Secured)
Total	£1,150,000

HHRFC has targeted £450,000 from its own fund raising activities e.g. City Lunch, Summer Ball, Wine Tasting Evening, Great Club Run and benefactors donating via the Social Investment Tax Relief (SITR) scheme that has been approved by HMRC for use by HHRFC. The Club has saved funds secured by the Mobile Phone Mast project and it's fund raising activities over the last 18 months and currently has over £320,000 in the bank or pledged towards its current target of £450,000.

Summary of project proposal and aims:

Development of a replacement clubhouse with additional parking, at Haywards Heath Rugby Football Club, Whitemans Green which will enable wider participation in rugby and provide facilities for other sports and community use.

Background

Haywards Heath Rugby Club provides sport and related social facilities to children aged 5 to 18, adults from age 18 upwards and rugby supporters of all ages. The Club has a long history of success in developing and nurturing young talent and providing a focus for the skills of rugby to be taught by appropriately RFU-qualified and experienced coaches. It also adheres strongly to the core

values of rugby and ensures that its members stay true to TREDs –Teamwork, Respect, Enjoyment, Discipline and Sportsmanship.

The senior squad currently has over 60 active participants in regular matches across Sussex and beyond in the London & South East 2 league and is one of just two second XV squads featuring next season in Sussex 1. The youth squad is the biggest in Sussex with numbers in excess of 450 young players across ages Under 6 to Under 16 every weekend, plus a mixed Under 17/Under 18 Colts side.

The Club's community outreach means that many family members are involved with the Club, actively volunteering as a coach or team administrator or supporting and encouraging participation in sport on a regular basis. The volunteer coaches also provide taster sessions and tournaments in conjunction with Mid Sussex Active.

The current Clubhouse was originally built in the 1970s. It has been patched up a number of times, most recently to prevent a leaking roof but this is a temporary solution that cannot continue since the current Clubhouse is no longer fit for purpose. In particular, the current lack of suitable changing facilities and outdated social space is creating a barrier to the introduction of senior girls' and ladies rugby at the Club and future expansion across all ages.

The Club aims to build a new state of the art, two-storey multi sports pavilion which will become a beacon of excellence in Mid Sussex and beyond to enable community activities and services to be improved and extended. HHRFC has submitted a planning application which is currently pending (ref: DM/19/0670). They aim to start building before the end of 2019 to ensure that the facility is ready to open at the start of the 2020/21 season.

With Fairfax as its Main Club Sponsor, HHRFC has a commercial partner with appropriate expert building development skills and resources. Fairfax has agreed to build the new facility at cost and contribute 20% of those costs itself, as long as the Club can demonstrate that the remaining funds are in place. Fairfax Building Young Futures is an education initiative which will promote blended learning opportunities for students. Once built, the Clubhouse will become the base for the organisation's classroom and playing field activities.

A significant number of Mid Sussex children and adults (over 1,500 weekly) participate in the sports – rugby, football and athletics - that take place at Whitemans Green. The new facilities will be made available to other clubs such as Cuckfield Rangers, Cuckfield Cosmos and Haywards Heath Harriers and others in Mid Sussex. It will also become a community social hub providing facilities to a wide range of other local organisations. It is anticipated that a sports management committee of all user clubs will oversee the sports offering, its long term sustainability and ensure the correct governance of the pavilion for the wider community. The Club is developing a detailed business plan which will ensure that this capital project is sustainable long term.

The proposed new Clubhouse is essential to expand rugby to include girls over age 12 and a ladies' team –the current facilities are inadequate to allow this important development of one of the fastest growing female sports in the UK to be available in Haywards Heath.

In addition, parking facilities at Whitemans Green are limited and can create a chaotic situation on the surrounding roads each weekend. The proposed plans will double the number of available parking spaces and create a much better flow of traffic around the facility, with improved access for emergency and other essential services.

In the emerging Mid Sussex Playing Pitch Strategy (draft), improvements to facilities at Whitemans Green are identified as a priority as this is the largest multi-sport site in the District and the action plan, which is endorsed the Rugby Football Union national governing body, highlights the need to redevelop the rugby changing facilities. The project is also recognised in the Haywards Heath Town Council's Sport Strategy 2016-2031.

The Council has leased the land for the clubhouse to HHRFC until 2027. The rugby club is currently in negotiations with Estates to renew and extend the lease and get approval for the redevelopment which will be required as a condition of any award.

Haywards Heath Town Council's Planning Committee considered the rugby club proposal on 3 June 2019 and supported the release of £50,000 in S106 contributions from developments in Haywards Heath on the understanding that a similar contribution would be made toward the project in respect of Cuckfield developments; and the new facility will be made available to other clubs/groups that use the Whitemans Green sports ground.

The Cuckfield Parish Council Clerk advised that they are generally supportive of the project but was concerned that other facilities in the Parish will also need improvement and this should be taken into account when allocating resources.

Head of Finance Comments

Unaudited accounts have been submitted for the period ending 30th June 2018 which show a surplus of £77,630

Total income was £305,198; mainly generated from Subscriptions (£62,290), Sponsorship (£61,137), City and League lunches (£48,554), Bar income (£43,977), Ticket income (£28,521), Charitable income (£24,014), Other income (£19,231), Fundraising income (£13,998), Clubhouse and Bar Rental income (£2,589) and Interest (£887).

Total expenditure was £227,568; consisting of Supplies and Services (£227,568). Balances held at the end of the period showed Net assets of £165,323: comprising of Tangible assets £23,101, Cash £167,107 and Creditors (£24,885).

How does the project meet the Council's aims?

Financial Independence: the new facility will enable the governance committee to implement a business strategy which will make the facility financially independent and provide a valuable asset for the local Mid Sussex community.

Effective & Responsive Services: the new facility makes proper provision for disabled users both as spectators and potentially participants. It will also enable rugby to be accessible to women and girls age 12+ who are not supported by the current limited facilities at Whitemans Green.

Sustainable Economic Growth: the new facility is likely to attract more volunteers for the sports clubs using the Clubhouse and therefore will enable sport at Whitemans Green to continue to be sustainable into the future.

Strong & Resilient Communities: the sports clubs located at Whitemans Green are a source of physical activity, health and fitness for over 1,500 adults and children across Mid Sussex. These activities have positive effects on the physical and mental health and wellbeing of all participants and the new facilities will improve their experience.

Corporate Grant Assessment Group evaluation of the project

The Assessment Group feels that this project to rebuild the rugby clubhouse at Whitemans Green will enable wider sports participation, particularly through improved disabled access and facilities for women and girls which is a growth area for rugby. The applicant has submitted a thorough and detailed application that documents the strategic need and the benefits this project will bring to HHRFC, other sports clubs and community groups. It supports the Council's objectives of creating places that encourage a healthy and enjoyable lifestyle through the provision of first class cultural and sporting facilities and encourages wellbeing through social interaction. The new Clubhouse will deliver improved facilities and create a lasting legacy.

There is only a limited amount of Section 106 capital funding available and upgrading the rugby clubhouse at Whitemans Green is one of a number of projects identified in the draft Playing Pitch Strategy, in the Haywards Heath and Cuckfield area. As there are a number of competing demands and local needs, the Assessment Group recommends that an equal amount of funding is awarded from developments in Cuckfield and Haywards Heath as the site straddles the two Council areas and benefits residents in both localities.

Overall score: 12

Corporate Grant Scheme Assessment Group Recommendation

The Assessment Group recommends that the Cabinet Grants Panel award the Haywards Heath Rugby Football Club a Facility Grant (release of s106 contributions) of £100,000 toward the cost of rebuilding the clubhouse at

Whitemans Green which is made up of the following Formal Sport contributions £37,982.47 (Land at Chatfield Road 10/00516/FUL), £12,017.53 (Land at Bylanes Close 09/03857/OUT), £3,665.61 (Land West of Beech Hurst 11/02123/OUT), £46,334.39 (Land at Penland Farm DM/16/1803).

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 within 12 months of the grant offer***
- ***the project must be completed within 12 months of project funding being obtained***
- ***a suitable lease agreement is drawn up between the Council and Haywards Heath Rugby Football Club, to the satisfaction of the Head of Corporate Resources***
- ***a copy of planning approval for the project to be submitted***
- ***submission of an Equal Opportunities Policy***
- ***submission of a business plan, to the satisfaction of the Head of Corporate Resources***

APPENDIX B

Community And Economic Development Grants Scheme * new application

Name Of Organisation	:	Brighton Science
Purpose For Which Grant Is Sought	:	Pocket Science Festival
Total Project Cost	:	£7,000
Amount of Grant Sought	:	£5,000
Previous Grants	:	£5,000 – Pocket Science (2018)

Background Information

Brighton Science Festival brings science to young people and families in Sussex, particularly those who may not engage with science in schools, or are from backgrounds where they may not usually have the opportunity to reach higher education. This is delivered through organising Hands-On Half-Term, a week of science activities in central Brighton over half term in February and October, with demonstrations and hands-on workshops for over 8000 people; secondly, the Widening Participation programme reaches to young people across Sussex during the rest of the year, with workshops (tested in schools) in youth clubs and Scout and Guide troops; thirdly, the Pocket Science Funfair - a funfair with a science twist - gives a day of science fun wherever it sets up, with engaging activities and dedicated explainers. The aim is to make science accessible, affordable, and most importantly fun, for both the children and their parents.

The organisation is seeking funds to deliver the Pocket Science Festival in five venues in Mid Sussex. There will be 20 hands on activities designed to demonstrate measuring skills, internal maps reaction times.

Brighton Science Festival held the Pocket Science Festival in Mid Sussex last year with 1,000 attendees and feel assured that the numbers will increase if held in the same venues again this year. Evidence from previous events suggests that the Festival provides a unique and separate exposure to science from that which is taught in schools. Feedback from participants is very positive.

The funding will be used to pay for venues, transport, equipment, administration, Explainer's fees and publicity. The organisation proposes to raise funds for the remaining £2,000 project costs and through ticket sales on the day. Although visitor numbers to last year's events were low, they are expecting to double this based on experience in other areas they have worked in (Brighton and Billingshurst).

Head Of Corporate Resources Comments

Draft accounts have been submitted for the period ending 31st March 2017 which show a deficit of £3,154. Total income was £33,215; mainly generated from Ticket Sales and other income (£22,465) and Sponsorship, Grants and Donations (£10,750). Total expenditure was £36,369; consisting of Supplies and Services (£36,369). Balances held at the end of the period showed Net assets of £20,630: comprising of Tangible assets £3,115, Debtors £2,050, Cash £36,464 and Creditors (£20,999).

Corporate Grant Assessment Group's Evaluation Of The Project

Brighton Science Festival was awarded £5,000 in 2018 for the same project and although this proved relatively successful it's important that these events look to become sustainable in the long term. Whilst the Assessment team recognise the value of offering science to young people in a fun and accessible way, it is also important that an organisation that holds an event hoping to increase numbers year on year plans for sustainable funding. This could include a long term funding strategy and building sustainable partnerships. The Assessment team would like to see the Pocket Science Festival take place again this year but feels the funding should be awarded only for the Explainer's fees, equipment and a smaller contribution towards administration and venue hire. It is hoped that the popularity of the events will increase and become a popular event in Mid Sussex.

Overall Score: 7

The Project Meets the Following Corporate Objectives

Strong and Resilient Communities – Many young people do not engage with science in schools- this may be due to personal preferences or a lack of engagement with education in a formal setting. By engaging with science informally, in a hands-on way that allows them to experiment, learn from their mistakes and create, and by encouraging the parents to engage alongside them to kindle an enthusiasm for science, technology, engineering and maths, equipping them with vital skills for later life, whether they attend university or simply have the confidence to tackle the everyday challenges they encounter in the future.

Financial Independence – Through the widening participation work the festival covers bicycle maintenance, household repairs, home economics, cooking, clothes mending, gardening, pet management, issues of fairness, tact, honesty and integrity, and a multitude of tiny things.

Recommendation

That the sum of £2,500 from the Community and Economic Development fund is awarded to Brighton Science for the Explainer's fees, equipment and a contribution towards administration and venue hire to deliver the Pocket Science Festival 2019 in Mid Sussex.

Community And Economic Development Grants Scheme * new application

Name Of Organisation	:	Burgess Hill Town Council
Purpose For Which Grant Is Sought	:	Free Outdoor Film Showing in St John's Park
Total Project Cost	:	£2,355
Amount of Grant Sought	:	£2,355
Previous Grants	:	£2,000 Summer Holiday Activities (2015) £4,500 Summer of Youth (2018)

Background Information

Burgess Hill Town Council provides a wide range of services to the people of Burgess Hill, including a Help Point providing information leaflets and a response to complaints and queries, a networked Tourist Information Service, and outdoor Mobile Maintenance Team which looks after public spaces and provides a reactive service to problems identified in the town. Our Community Development Team organises a wide range of events for all ages including Summer Festival, Summer Fayre, Christmas event & lights switch-on, a programme of young carers events and various other activities. The Town Council also runs 2 community centres and the town's allotment sites as well as organising civic events.

The Town Council are seeking funds to put on a free outdoor film showing of The Greatest Showman in St John's Park on Saturday 7 September 2019.

Following a spate of anti-social behaviour in the town centre some of the Town Councillors consulted with young people in St John's Park on their views. Their feeling was there was nothing for young people to do in the town.

An outdoor film showing of Spiderman Homecoming in the park last year was very successful and well attended, with approx. 500 people attending on the night. Positive feedback was received on the Town Council's Twitter and Instagram after the film with requests for more events of this type. The funds will be used to hire the equipment, obtain the licence fee, First Aid, publicity and lighting.

The screening aims to increase young people's participation in events and their trust in the council by demonstrating that they were listened to. Reduce anti-social behaviour by providing a positive and accessible activity. Increase the sense of community and security by reclaiming the park for the community from general perceptions of a no-go area in the evenings.

The event will be evaluated by recording the number of attendees, feedback forms and comments on social media.

Head Of Corporate Resources Comments

Burgess Hill Town Council is a statutory body and therefore it is not normal practice to comment on the organisations financial accounts.

Corporate Grant Assessment Group's Evaluation Of The Project

Inclusive community events are important to encourage and foster community cohesion. The public cinema screening will bring people together who may not otherwise come together to share a positive experience. MSDC is also planning youth activities in Burgess Hill over the summer including a Playday in Fairfield Recreation Ground; two outreach activity programmes in Denham Road and World's End. The Burgess Hill Strategic Partnership has also been funded by MSDC to hold an Easter Egg Hunt. In light of the support for these projects, the Assessment team recommend that the project is part funded.

Overall Score: 10

The Project Meets the Following Corporate Objectives

Effective and Responsive Services – The Town and District Councils will be able to demonstrate they have listened to residents' concerns about safety in the park and the impact of anti-social behaviour. The Town and District Councils will be able to demonstrate they have listened and responded to young people.

Strong & Resilient Communities – Bringing people together for this evening event in the park will help reclaim this public space in the heart of Burgess Hill when residents had felt intimidated by the anti-social behaviour. It will send out the message that there are no no-go areas in Burgess Hill. The film chosen will appeal to a wide age range and will bring people of all ages together for a communal event.

Recommendation

That the sum of £1,300 from the Community and Economic Development fund is awarded to Burgess Hill Town Council 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.

Community And Economic Development Grants Scheme * new application

Name Of Organisation	:	Crawley Town Community Foundation
Purpose For Which Grant Is Sought	:	Sports Activities for Young People in Court Bushes
Total Project Cost	:	£5,000
Amount of Grant Sought	:	£5,000
Previous Grants	:	None

Background Information

Crawley Town Community Foundation provides programmes and services based on the belief that engagement through sport can result in far more than developing sports skills. They aim to harness a sense of mutual respect and trust, widen horizons, raise aspirations and provide opportunities for people regardless of their background. The organisation uses the power of sport and football and appeal of the brand to engage inspire and empower people. They focus on developing communities through a range of programmes and services based on: Health & Wellbeing, sports participation, equalities and inclusion, education, enterprise, employment and skills, regeneration and community safety – working with local, regional and national partnerships.

The organisation delivers a variety of different projects with differing pricing structures. This project will however provide sessions free of charge to participants.

The organisation is seeking funds to deliver sports activities for young people with the Court Bushes community in Hurstpierpoint. This project is an expansion of a pilot project of 9 sessions funded by Mid Sussex District Council to engage with young people during the interim period of the opening of the new building in Court Bushes. The project has engaged with 20 young individuals, with parents dropping children off to sessions as well as staying to watch their children take part.

The aim of the programme is to continue to engage with young people from the local community to participate in sports activities as a distraction from potential participation in anti-social behaviour and similar activities. The project will provide safe, organised and structured sessions, delivered by qualified coaches who will not only deliver sporting activities, but communicate key messages around behaviour. The young people will be offered an opportunity to develop positive relationships and have exposure to positive role models.

The organisation will access the local playing field and new building and continue to work with Sussex Clubs for Young People.

Participants in the pilot project have expressed a strong for it to continue. Parents/carers have appreciated the positive supervised play that helps to bring the young people together in a safe space.

The project aims to reduce levels of anti-social behaviour, increase participation in physical activities and improve attitudes towards the local community and its facilities. Evaluation will be collected through registers, case studies, surveys and interviews.

Head Of Corporate Resources Comments

Independently examined accounts have been submitted for the period ending 30th June 2018 which show a surplus of £50,323.

Total income was £832,937; mainly generated from Grants (£631,915), Sales (£126,013), Fundraising income (£38,383), Donations and Other Income (£36,625) and Gifts (£1).

Total expenditure was £782,614; consisting of Supplies and Services (£615,680) and Staff related (£166,934).

Balances held at the end of the period showed Net assets of £216,624: comprising of Tangible assets £11,606, Debtors £157,129, Cash £211,823 and Creditors (£163,934).

Corporate Grant Assessment Group's Evaluation Of The Project

Crawley Town Community Foundation has recently worked with MSDC on the pilot project in Court Bushes and has successfully engaged with young people in the area, including the identified targeted groups. They are also currently working in Stone Quarry, East Grinstead on a similar youth engagement project.

Court Bushes has been identified by the Council as an area needing diversionary activities for young people following the closure of the old Ex-Serviceman's Club. Following the construction of the new building the Council felt it was critical for success to establish engagement in order to encourage a sense of ownership of the building in the community who might otherwise feel it is not 'for them'. The pilot project was designed to encourage the community to come together and as well as activities, discuss the new building and what will be on offer. This followed on from tours of the building. The Council have also funded free music workshops that will take place in the building to which the young people engaged in the pilot and this project will be encouraged to attend.

The Assessment team feel that this project will help to progress engagement with young people in the area and would recommend that it is funded. However it is important the project works in partnership with the music workshops to be delivered by Hurst Festival and continues to partnership with Sussex Clubs for Young People. The Assessment Team suggest the funding is awarded on the basis that the organisation participates in the Hurstpierpoint Strategic Partnership and works with partners. This approach should assist with the long term planning in terms of funding and delivery options for the project post 2020.

Overall Score: 9

The Project Meets the Following Corporate Objectives

Strong and Resilient Communities – The project will support young people in Hurstpierpoint (Willow Way) to develop skills to think about the consequences of participating in anti-social behaviour. It will also seek to encourage participants to engage with and respect the facilities within their local community and use them accordingly in the correct manner. Project delivery will address key issues that are within the local domain and media including anti-social behaviour, drug and alcohol misuse and anti-knife crime, where appropriate and necessary. Through supervised and structured activity the organisation will provide an environment where the whole community can get involved.

Recommendation

The sum of £5,000 from the Community and Economic Development fund is provided towards the cost 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.

Community And Economic Development Grants Scheme * new application

Name Of Organisation	:	Downlands School Association
Purpose For Which Grant Is Sought	:	Building Survival Skills for the Teenage Years parenting classes
Total Project Cost	:	£2,538
Amount of Grant Sought	:	£2,538
Previous Grants	:	None

Background Information

The Downlands Association is made up of a combination of dedicated parents and staff who work as a team to raise funds to enhance the school environment. Every student benefits from the fundraising efforts of the Downlands Association and in the past year new table tennis tables; picnic tables have been financed by them. The Association was able donate to the school £20,000 towards the exciting amphitheatre (Hassocks Outdoor Performance Space) which will be built next year. Every year they organise a Christmas Market at the end of November and a Summer Fayre in June. On top of that they provide refreshments for school events from Gig Night to school productions. The primary aim is to help provide the extras to improve the school experience for every child - whatever their background.

The Association is seeking funds to support the school to run a rolling programme (3 courses per academic year) of parenting classes for families who are struggling to balance modern working life/divorce/poverty with raising a teenager called "Building Survival Skills for the Teenage Years".

Each course will be 6 weeks long and delivered by Pastoral Support Officers. The sessions will take place in the evenings outside of school time. The aim of the course is to help families that are struggling with their teenagers. Support will be provided in a non-threatening, non-judgemental and safe environment where parents can pick up useful tips about why teenagers act the way they do and how we as a community can help them to become good citizens. The course will be free to attend.

The Association surveyed parents/carers and received 295 responses in support for the programme. The project aims to support parent/carers be more confident parents able to help the school guide their children into becoming more responsible and active citizens. Evaluation will include monitoring the impact on attendance, emotional well-being and performance in school. 60 families –up to 180 people (20 families per course) would benefit from the project.

Head Of Corporate Resources Comments

Unaudited accounts have been submitted for the period 2017/18 which show a surplus of £19,953.

Total income was £24,675; mainly generated from Fundraising (£24,675).

Total expenditure was £4,722; consisting of Supplies and Services (£4,722).

Balances held at the end of the period showed Net assets of £21,022: comprising of Cash £21,022.

Corporate Grant Assessment Group's Evaluation Of The Project

Young People's mental health has been highlighted as an increasingly important issue both nationally and in Mid Sussex. Referrals to the Youth Emotional Support service in Mid Sussex are the highest for West Sussex. The Community Safety and Health Task and Finish groups are currently focusing on young people's mental health and parenting support. The project outlined illustrates a good model of working where they have consulted with the client base and are using the key people within the organisation (Pastoral Team) to engage and effectively deliver the project. The Assessment team would recommend the funding for this project and invite the association to present their ideas to the Better Young Lives forum to share good practice.

Overall Score: 11

The Project Meets the Following Corporate Objectives

Strong & Resilient Communities – The whole community of Hassocks and surrounding villages will benefit from more engaged citizens. The aim is to help the parent/carers of students who are not acting in positive ways when they are not in school, the local area as well as the school community.

In addition, parents who are struggling with parenting skills will benefit. These parents are often going through or have gone through traumatic breakdown of the family unit and are struggling to keep all the balls in the air. The participants would be selected by the Pastoral Support Officers based on their knowledge of the family circumstances through their work in school. Although demographically Hassocks always appears in the wealthy bracket, There are many families /students who do not have enough to eat, who show indicators of deprivation from dirty and unkempt uniforms and bad personal hygiene to challenging behaviour. The aim is to support families in their parenting skills so that the students would benefit and achieve better outcomes - both academic and as individuals –and become more engaged citizens with a sense of responsibility and civic duty.

Recommendation

That the sum of £2,538 from the Community and Economic Development fund is awarded to the Downlands School Association to deliver the Building Survival Skills for the Teenage Years parenting classes for families.

Community And Economic Development Grants Scheme * new application

Name Of Organisation	:	Haywards Heath Baptist Church (HHBC)
Purpose For Which Grant Is Sought	:	Provision of Astro Turfed play area
Total Project Cost	:	£5,000
Amount of Grant Sought	:	£3,150
Previous Grants	:	£24,003 Lift Grant (2018)

Background Information

Haywards Heath Baptist Church is a group of people based on Sussex Road who are seeking to reach out to the local community. The church operates community activities across a wide range of ages, for those who do not attend church as well as those who do. Some examples include,

1. Providing facilities and volunteer liaison for external non-profit organisations such as Haywards Heath Foodbank and those working with special needs groups.
2. School holiday clubs for local children.
3. CAP Money Restored Lives Courses.
4. Community activities, i.e. exhibiting work for the Art Trail.
5. Make Lunch Group - School Holiday provision of lunch for children who receive free school meals coming shortly.

The aim is to let out the building on a donation basis. They have previously hosted a Dyslexia Support Group, Ardingly Choir, and have had enquiries from Haywards Heath Chess Club, recently U3A and any number of weight watcher clubs. The Group also hope to have a cafe area open to the public. The Church has only been in the premises since December and are still in the process of planning around lettings and use of building.

The Church is seeking funds to astro turf (with cushioned underlay for safety reasons) an area to the south of the building that is designated for a children's play area for ball games and general exercise not always compatible to being held inside the building. The area will also allow young people to be out in the air when weather permits, for groups to hold their activities in summer months, for social gatherings such as bar-b-ques and other social events. In the main it is for children to be able to let off steam outside of the confines of the building in which their activities normally take place. There are currently 400 regular users of the facility and the warm weather has highlighted the need for outside space where people can overspill into the garden area and pursue the various activities. The outdoor space will be made available for community functions including during school holidays and lunch clubs.

Head Of Corporate Resources Comments

Independently examined accounts have been submitted for the period ending 31st December 2017 which show a surplus of £723,658

Total income was £1,066,776; mainly generated from Donations, Legacies and Grants (£836,657), Gain on Sale of Property (£210,958), Rental income (£12,000), Income from Charitable Activities (£5,050), Income from Investments (£1,661) and Other income (£450).

Total expenditure was £343,118; consisting of Premises related (£236,190), Staff related (£44,408), Supplies and Services (£39,159) and Third Party payments (£23,361).

Balances held at the end of the period showed Net assets of £1,475,343: comprising of Tangible assets £588,630, Debtors £13,761, Cash £1,122,604, Creditors due in less than 1 year (£145,100) and Creditors due after more than 1 year (£104,552).

Corporate Grant Assessment Group's Evaluation Of The Project

The Church operates as a community asset by offering a facility that meets the needs of the local community. The church has identified the advantage of developing the outside area to provide an enhanced offer for the community. The Assessment team feel that although it is important to support projects that enhance community facilities, these must be made available for all sections of the community. The team would recommend funding this project but must ensure that the facility is open to both members of the church's congregation and non-congregation through the end of grant form.

Overall Score: 10

The Project Meets the Following Corporate Objectives

Strong & Resilient Communities – When the re- build began it was anticipated that those using the building, and the associated activities that run, would have an improved quality of experience due to the improved facilities and ease of accessibility. It was also planned for an increase in the number of initiatives and services that HHBC would offer from the building to the community. The new initiatives were envisaged through the creation of new and existing community based partner relationships in the area (mainly through making available to other users, the new building's facilities). There is the potential for expanding community activities with the School, Holiday Lunch club, and Art Trail Exhibition. Having the small outside space astro turfed helps to improve the quality of the space and experience for those using the facilities. It will also provide further space for meeting people, hospitality, and improve the quality of the space and facilities.

Recommendation

That the sum of £3,150 from the Community and Economic Development fund is awarded to Haywards Heath Baptist Church as a contribution towards the installation of an Astro Turfed play area.

Community And Economic Development Grants Scheme * new application

Name Of Organisation	:	Hurstpierpoint Gymnastics Club
Purpose For Which Grant Is Sought	:	Equipment, transport, awards & Competitions
Total Project Cost	:	£5,225
Amount of Grant Sought	:	£4,575
Previous Grants	:	£1,900 Equipment, Transport, awards & Competitions (2018)

Background Information

The Club offers gymnastics coaching to about 350 children from the Mid Sussex area, boys and girls ranging from 3 to 16 years old. The Club offers a safe environment for children to develop their skills and confidence working on the ethos of Enjoyment, Exercise and Excellence. Pre-school children have half an hour a week, developing their balance, co-ordination and suppleness. School age children have an hour every week to develop their fitness, strength and skills leading to the presentation of the British Gymnastics Awards, which are presented every term. Junior and Seniors have two competitions every year designed to improve their presentation skills and ability to work in partnership with others as well as to reward their gymnastic achievements.

The organisation is seeking funds to build on their club activities by providing recognised awards, undertaking an enrichment activity, running two competitions, replacing old mats, purchasing small hand held equipment to extend the range of activities and offering training to the volunteer coaches. The club currently has 350 students and the project will be monitored by the numbers of children attending regular classes and attendances at specialist coaching courses.

Head Of Corporate Resources Comments

Unaudited accounts have been submitted for the period ending 4th April 2018 which show a surplus of £164.

Total income was £43,630; mainly generated from Subscriptions, Grants etc. (£43,630).

Total expenditure was £43,466; consisting of Transport related (£30,279), Supplies and Services (£9,372) and Premises related (£3,815).

No balance sheet was provided.

Corporate Grant Assessment Group's Evaluation Of The Project

Hurstpierpoint Gymnastics Club has a wide reach in Mid Sussex and offers an affordable gymnastics classes for children. The Club was awarded £1,900 in January 2018 and this application is requesting funds similar to the previous

application. Whilst the Assessment team recognise the importance of a club that is accessible to different sectors of the community, it is also important that organisations aim to be sustainable through long term planning. The Assessment team feel that the Club should look to fund their awards (which are integral to the club), enrichment activities, competitions and hand held equipment through other forms of more sustainable funding, including commercial sponsorship. The Assessment team would recommend the funding of the new gymnastics mats on the proviso that the club submit costings from at least three providers to ensure value for money. The Assessment team would also recommend funding the training for volunteer coaches as opportunities to support the development of volunteers will impact on the community at large.

Overall Score: 7

The Project Meets the Following Corporate Objectives

Strong & Resilient Communities – By offering affordable gymnastics classes - at less than half of the commercial rates offered at Sports Centres - families at the fringes of economic stability are able to be supported. The hardship fund supports families who are in danger of falling through financial safety nets. No child has yet been refused whose families are in financial need.

This strength offers support to all sections of our community, stretching across the whole district. There are gymnasts who started when they were just 3 and are now 15 and studying for GCSEs. Several gymnasts are able to use their participation and volunteering at the Club to further their Duke of Edinburgh Awards.

Recommendation

That the sum of £2,025 from the Community and Economic Development fund is awarded to Hurstpierpoint Gymnastics Club to purchase new gymnastics mats (at least 3 quotes to be provided before purchase) and the cost towards the training for volunteer coaches.

Community And Economic Development Grants Scheme * new application

Name Of Organisation	:	Jubilee Hub
Purpose For Which Grant Is Sought	:	Support for the Jubilee Hub social club
Total Project Cost	:	£4,070
Amount of Grant Sought	:	£4,070
Previous Grants	:	£10,000 Changing Places adapted bathroom (2016)

Background Information

The Jubilee Community Centre is a facility that hosts a range of local groups including the East Grinstead Foodbank, the Hope Job club, Arise Counselling service, Meridian Radio and Little Lambs preschool. Other hirers of the building include a range of musical and exercise groups as well as companies running training. The Jubilee Community Church runs various community groups from the centre in addition to the Sunday church services. These include Short Mat bowls for older people, a well-attended parent and toddler group (Little Stars), a Friday night youth club and youth mentoring scheme, a monthly lunch club for older people, the Sustain Cafe for parents/carers of children with additional needs and The Jubilee Hub, a weekly drop in group for adults, and for which funding is being sought. The Community Centre is seeking funds to continue the work of the Hub to include equipment, transport and furnishings. The nearest service similar to the Jubilee Hub is in Crawley and Horsham and clients need to take two buses to attend.

Head Of Corporate Resources Comments

Independently examined accounts have been submitted for the period ending 31st August 2017 which show a surplus of £112,812.

Total income was £649,864; mainly generated from Donations and Legacies (£429,500), Income from Charitable Activities (£137,460), Other Trading Activities (£41,573), Grants (£35,694), Gift (£5,602) and Investment income (£35).

Total expenditure was £537,052; consisting of Supplies and Services (£269,234) and Staff related (£267,818).

Balances held at the end of the period showed Net assets of £2,586,964: comprising of Tangible assets £3,204,028, Debtors £65,658, Cash £200,777, Creditors due within 1 year (£133,135) and Creditors due in more than 1 year (£750,364).

Corporate Grant Assessment Group's Evaluation Of The Project

The Hub is a well-recognised facility in East Grinstead and receives referrals from key agencies. It works with vulnerable groups and supports mental wellbeing for those with mental health issues. The Hub works in partnership with various agencies and supports their volunteers to develop. The Assessment team would recommend funding aspects of the project that would enable the organisation to purchase equipment that will support activities to be sustainable; provide transport cost to remove barriers to participation and support volunteer training costs to enhance the skills base in the community.

Overall Score: 9

The Project Meets the Following Corporate Objectives

Effective and Responsive Services – The Hub has been set up in response to an increasing awareness that people are lonely and isolated in East Grinstead, and there was nowhere for people experiencing this to go. Other places in the town require money to access, or do not have a team of dedicated volunteers who are trained and prepared to talk and spend time with people. We are also responsive as we regularly ask users what they like to do, what interests them and what ideas they have to continually keep the hub interesting and inspiring. The Hub has become a community of its own, with people increasingly supporting each other by building friendships and helping outside of the Hub.

Recommendation

That the sum of £2,620 from the Community and Economic Development fund is awarded to The Jubilee Hub to purchase football goal posts, re-cover pool table, dartboard and darts, community transport costs and training costs for volunteers.

Community And Economic Development Grants Scheme * new application

Name Of Organisation	:	Mid Sussex Community Support Association
Purpose For Which Grant Is Sought	:	Support for a drop-in club
Total Project Cost	:	£2,600
Amount of Grant Sought	:	£1,300
Previous Grants	:	£10,000 Changing Places adapted bathroom (2016) £1,000 Mental Health drop-ins (2017)

Background Information

The Mid Sussex Community Support Association provides a drop in club with a two course meal (subsidised) and refreshment bar. Two part time paid coordinators lead members into games, darts, snooker, pool table, tennis and bingo. The group has an annual trip to Sussex and a monthly meal at a local pub. The group meet at Centenary Hall in Haywards Heath. The group work Burgess Hill Summer Haven project and some members are members of this club. The group are seeking core costs to continue to provide subsidised meals, games, Christmas meal and an annual trip for people with mental health issues. The funds will be used to pay the Coordinator and the rent for the hire of Centenary Hall. The group have 10-12 residents from Haywards Heath and Burgess Hill attend. The group aims to enable their users to address their own affairs and solve problems. Evaluation will be done through observing members and talking to them. The group have submitted 20 applications for further funding.

Head Of Corporate Resources Comments

Unaudited draft accounts have been submitted for the period ending 31st March 2019 which show a deficit of £2,813.

Total income was £2,850; mainly generated from Fundraising (£1,670), Contributions (£1,068), Admin (£107) and Interest (£5).

Total expenditure was £5,663; consisting of Supplies and Services (£5,663).

No Balance Sheet provided.

Corporate Grant Assessment Group's Evaluation Of The Project

Mental health has been identified as a key need in the District and there are a number of agencies providing support for people with mental health issues. The Mid Sussex Community Support Association offer a tailor-made drop in for local residents aimed at providing a safe space to socialise and meet new people. It's unclear if the coordinator who works with the group is trained in mental health and in what capacity they support the group. The Assessment team would

recommend funding for this group to enable the continuation of the service for the client group. However the team feel that the group needs to make contact with Sussex Oakleaf who are delivering similar groups across Mid Sussex. This could help with sharing good practice and referrals between the organisations.

Overall Score: 7

The Project Meets the Following Corporate Objectives

Strong & Resilient Communities – the group enable people with mental health issues to build friendships and stay connected. It helps to combat loneliness by building the confidence of their members so that they are able to address their own affairs and solve their own problems.

Recommendation

That the sum of £1,300 from the Community and Economic Development fund is awarded to The Mid Sussex Community Support Association to deliver the drop-in club in Haywards Heath for people with mental health issues.

Community And Economic Development Grants Scheme * new application

Name Of Organisation	:	Relate North & South West Sussex
Purpose For Which Grant Is Sought	:	Counselling services for residents of East Grinstead and surrounding villages
Total Project Cost	:	£10,860
Amount of Grant Sought	:	£2,000
Previous Grants	:	£1,500 Relate Counselling East Grinstead Outpost (2015) £1,500 Relate Counselling East Grinstead Outpost (2017)

Background Information

Relate North and South West Sussex is an independent charity and member of the Relate Federation. We provide services in Crawley, East Grinstead, Chichester, Horsham and the villages' surroundings these towns. We provide confidential counselling for all types of relationships. The service we provide is as follows:

Relationship Counselling: For couples/individuals experiencing difficulties in their relationships.

Family Counselling: For parents and children, siblings, extended and blended families.

Psychosexual Therapy: For couples/individuals experiencing sexual difficulties.

Children and young People's Counselling: A service for those aged 12 to 19, in a neutral space away from school and home. In order to provide our service for Mid Sussex residents, we rent counselling rooms at Glen Vue, Station Road, East Grinstead.

It costs in excess of £60 for Relate to deliver a counselling session. However, 42% of our clients are unable to meet these costs, so clients are asked to pay what they can afford and the cost is subsidised from the bursary fund. The aim is to not turn anyone away.

The organisation is seeking funds to continue with the full range of counselling services for residents of East Grinstead and surround villages. This is to include relationship, couple, family, children and young people's counselling and psychosexual therapy. The group aims to champion the importance of healthy relationships to promote cohesive family groupings which helps people to engage with their local community and wider society obviating the need for intervention by statutory agencies. The young people's counselling helps to explore needs and deal with challenges in life. These skills aim to help young people to remain in education, reduce the risk of future unemployment and possible exclusion from school. Relate receive referrals from MSDC Targeted Intervention Project.

Relate currently have a waiting list of people who specifically want to be seen in East Grinstead and they are the only counselling organisation in East Grinstead to provide the range of services under one roof.

Head Of Corporate Resources Comments

Independently examined accounts have been submitted for the period ending 31st March 2018 which show a surplus of £18,663.

Total income was £340,948; mainly generated from Charitable activities - Counselling (£189,748), Fundraising activities – Shop income (£115,255), Grants (£35,893) and Investment income (£52).

Total expenditure was £322,285; consisting of Staff related (£203,761) and Supplies and Services (£118,524).

Balances held at the end of the period showed Net assets of £141,700: comprising of Tangible assets £2,022, Debtors £4,095, Cash £140,239 and Creditors (£4,656).

Corporate Grant Assessment Group's Evaluation Of The Project

Relate are a well established organisation that has been offering a valuable counselling service open to everyone with a flexible charging structure. The Assessment team would recommend funding for this project; talking therapy is increasingly recognised as an effective tool that can have long lasting positive impact on people's lives. The team are encouraged by the recognition that ability to pay should not be a barrier to accessing services and feel the provision would enhance the support services in East Grinstead. The organisation is in contact with key organisations in the district and is keen to work in partnership.

Overall Score: 10

The Project Meets the Following Corporate Objectives

Strong & Resilient Communities – All areas of counselling that Relate provides; couples, family, individual and young people, creates better self-awareness and understanding, which is a firm foundation to creating strength and resilience in the people who make up communities. People experiencing any form of relationship difficulty, whether it's with their mother, partner or children, often lose their self-confidence and feel isolated and unable to participate with their friends, let alone their communities. Divorce, separation and family breakdown are the greatest cause of non-work related stress, causing depression, alcohol abuse and mental illness, which could lead to social exclusion. It has been reported that children from families where there is a high level of conflict, are more likely to be involved in anti-social behaviour, drug use and crime. Serious persistent offenders are less likely to have supportive family relationships. Counselling is a preventative intervention, where issues are identified, understood and managed at an early stage, so that less intervention is required from external agencies. Young people's counselling helps to build self-confidence, self-belief and esteem, so that a young person can draw on their own resources to solve challenges that they may face. Counselling supports families and individuals to identify problems and helps create a framework for tackling

them. Counselling also improves communication and understanding between family members, so that they are more caring and supportive towards one another. A cohesive family unit is one which is stronger and more resilient to external forces and unexpected events.

Recommendation

That the sum of £2,000 from the Community and Economic Development fund is awarded to Relate North & South West for room hire in order to continue to provide counselling services in East Grinstead.

Community And Economic Development Grants Scheme * new application

Name Of Organisation	:	St John's, Felbridge
Purpose For Which Grant Is Sought	:	Equipment for Youth Project to repaint and modify car in the summer holidays
Total Project Cost	:	£714
Amount of Grant Sought	:	£714
Previous Grants	:	None

Background Information

St. John's, Felbridge is a vibrant and thriving church in Felbridge with activities and services for all ages. It runs lots of different groups to meet the different needs in our community spanning all ages from youth groups to senior Connections group. For children and teenagers they provide groups for all ages from 0-24, including both Friday night and Sunday evening groups for teenagers. We run mentoring for teenagers and in partnership with a local secondary school. The Church also host courses to address specific needs such as dementia, parenting, and marriage, as well as conducting practical care and pastoral visits to people in the community. Finally they are connected with and support a number of other organisations that use our facilities and building such as a community art group and the uniformed organisations like Guides. The Church works with local churches to run joint youth event as well as meeting to discuss local youth work.

The Church is seeking funds to pay for equipment to enable and help a group of 5-8 teenagers to repaint and modify a Toyota Celica for 1-2 weeks during the summer holidays. A pilot project for a smaller number of young people painted a few interior and exterior parts and installed a simple circuit of LED lights. The project aims to build on this by offering the opportunity to young people from Imberhorne and Sackville schools in East Grinstead. The group will encourage teachers and pastoral teams to nominate young people they feel would benefit from having a productive focus and inclusive community space during what could be long and unstructured holiday time. The aim is to provide an opportunity to learn new skills in an informal and supportive environment, increase socialisation and social inclusion at a time when there is less daily support, improve mental wellbeing through accomplishment and ownership of a creative and practical project and provide mentors and role models outside school. The project will be evaluated from feedback forms by parents, young people and volunteers, attendance levels and achieving project timescales.

Head Of Corporate Resources Comments

Independently examined accounts have been submitted for the period ending 31st December 2018 which show a deficit of £734.

Total income was £176,009; mainly generated from Donations and Legacies (£155,971), Other income (£11,500), Charitable activities (£8,499) and Investment income (£39).

Total expenditure was £176,743; consisting of Supplies and Services (£143,138) and Staff related (£33,605).

Balances held at the end of the period showed Net assets of £117,890: comprising of Tangible assets £14,531, Debtors £10,257, Cash £109,400 and Creditors (£16,298).

Overall Score: 10

Corporate Grant Assessment Group's Evaluation Of The Project

The project is following on from a successful pilot and has ambitious plans for taking the project forward. The project will target young people in East Grinstead schools who will benefit from additional support during the summer holiday. The Assessment team would recommend the funding for this project. The grant will be used to purchase equipment only and the cost of delivering the project (volunteers and staff) will be met by the organisation. The project could be a very good model of youth engagement and the group will be encouraged to present their outcomes to the Better Young Lives forum.

The Project Meets the Following Corporate Objectives

Strong & Resilient Communities – This project will promote healthy lifestyles by providing a creative, outdoor, and practical activity for teenagers. Instead of staying indoors playing video games or watching screens they will be learning new skills and engaging with others. It may also provide a safe space in which they can talk freely outside the traditional authority structures of a school with appropriate adults. This project will facilitate community and social inclusion for different teenagers who may not otherwise spend time together or engaging with activities outside of school. It also provides a place to go and a productive focus of time during the otherwise unstructured holiday time. This project directly provides community activities and services through which young people can learn new skills and develop existing ones, and take responsibility for a fun, unique, and creative project.

Recommendation

That the sum of £714 from the Community and Economic Development fund is awarded 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.

MICROBUSINESS GRANT SCHEME

REPORT OF: Business Development Officer
Contact Officer: Holly-Jade Ryder
Email holly-jade.ryder@midsussex.gov.uk
Tel: 01444 477284
Wards Affected: All

Purpose of the report

1. The purpose of this report is to present eight micro business grant applications for consideration by the Cabinet Grants Panel.

Summary

2. A summary of the applications to be considered and the recommendations from the Economic Development Team on the level of financial assistance to be awarded to each organisation are detailed as follows:

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	£1,748
Sussex Facilities Management Ltd	Video Marketing	£960	£960
Total		£12,733.75	£12,733.75

Recommendations

Members of the Panel are requested to

- a) Consider and decide upon the recommendations for each of the above applications, summaries of which are attached in Appendix A of this report.***

Background

3. This is the first meeting of the Cabinet Grants Panel to consider the 2019/20 Micro Business Grant Scheme. This is a County-wide scheme funded through the West Sussex Local Enterprise and Apprenticeship Platform (LEAP), which in turn is funded from pooled business rates. A total is £500,000 allocated to the Districts within the County, with £72,000 allocated to Mid Sussex District Council (MSDC). Grants of up to £2,000 are available to assist micro businesses (firms with fewer than 10 employees) with projects that will help them grow or up to £1,500 to help with the costs of taking on an apprentice. The scheme is now in its third successful year, with £71,000 awarded to 40 micro businesses in 2018/19, attracting £161,000 in match funding.

Applications for the grants have been assessed using the following criteria (as set out in the guidance note accompanying the application form) –

- Delivering wider outreach
- Assisting with the delivery of new business lines
- Enabling more employees to be taken on
- Delivering community benefit.

Assessment and Policy Context

4. The Micro Business Grant Scheme is again aimed at small businesses with the potential to grow. The application form and assessment process have been kept streamlined to encourage relevant businesses to apply, whilst still requiring sufficient information to enable the Council to make informed and robust decisions.
5. The applications received have been considered by officers within the Council's Economic Development Team. A summary of the assessment of each application is included within the individual project reports in Appendix A.
6. All of the businesses whose bids are included in the paper have met the basic eligibility criteria for the grant scheme. All are properly constituted businesses with fewer than 10 employees and are located in the District. All have provided any additional information requested by officers to support their applications.
7. Officers also carry out a two-stage due diligence review for every business making an application. The first stage involves a search of the Companies House register. That is complemented by a detailed on-line search to confirm the business's authenticity and to identify any matters which could prejudice the application or represent a financial or reputational risk to the Council. This first stage has been completed for all applicants and the findings are reflected in the content of the attached appendix.
8. The second stage of the review entails a site visit and discussion with the business owner. At the time of writing, that has been completed for four of the eight businesses. For the remaining four (Bright Light Film Ltd, Everest Events, Miall's and Sussex Facilities Management Ltd) the due diligence reviews are being scheduled to take place before the Cabinet Grant Panel meeting on 18 June. A verbal update on the outcome of the reviews for these four businesses will be provided at the Cabinet Grant Panel meeting

Financial Implications

9. As mentioned in paragraph 3, The Micro Business Grants are funded through an allocation from the WSCC LEAP business rates pool, with £500,000 to be allocated between districts.
10. The current fund stands at:

Scheme	Fund as at 18 06 2019	Funds approved so far	Funds requested in this paper	Balance(if all bids in this paper are approved)
Micro Business Grant Scheme	£72,000	£0	£12,733.75	£59,266.75

11. Some of the applicants have noted they are not VAT registered and have requested that the grant awarded includes the VAT on items/services purchased. A written confirmation from the applicant is requested during the application process and this is further checked during the due diligence review. Applicants in question are: Active 1st and Strawberry Moon Skincare Ltd. A due diligence review diarised before the Panel will confirm if this is also the case for Miall's. A verbal update will be given during the meeting.

Risk Management Implications

12. The main associated risk to the successful implementation of the decisions arising from this report is the inability of the funded organisations to carry out the services, activities or equipment purchase for which funding had been awarded.
13. To minimise risk to the fund the decision was taken in 2017/18 to pay grants in arrears on receipt of invoices or other evidence. This approach differs from practice in some other parts of the County where payments are made to businesses as soon as the bid is approved. The payment-on-invoice approach is one key means on reducing risk to the fund and ensuring that grant payments do support the delivery of genuine growth or the recruitment of an apprentice.
14. The approach to due diligence adopted for Mid Sussex also differs from approaches used elsewhere in the County. The desk research part of the due diligence work is complemented by site visits to all businesses whose bids meet the eligibility criteria. We believe this is a proportionate approach that protects the Micro Business Grant Fund whilst ensuring that no undue administrative burden is presented to businesses in accessing grants that they have successfully secured. The due diligence process also ensures that businesses understand the application process and the approach the Council takes in paying the grants.

Equality implications

15. As part of the due diligence process all of the businesses whose bids are included in this report Council have been assessed to be in compliance with the requisite policies/legislation, in particular the 2010 Equality Act.

Legal Implications

16. 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

17. Grant applications and associated documentation for the Micro Business Grant Scheme are held in the Economic Development Team.

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Micro Business Grants Scheme

Town:	East Grinstead
Project:	Business Premises Upgrades and Apprentice
Applicant:	Active 1 st
Address:	Fen Place Farm, East Street, Turners Hill RH10 4QA
Type of business:	Sports and recreation
Grant Request to MSDC	£3,500
Total project cost:	£4,000 + apprenticeship costs

Summary of project proposal and aims:

To upgrade the business premises which will provide improved facilities for the gymnasium area, family and outside area. In addition to this, the business would like to employ an apprentice.

Background

Active 1st are an established business which operates a variety of after school clubs and gymnastic classes in East Grinstead. The business also provides summer camps for children aged between 4 and 12 during the holidays (£25 per day) all of which promote health and well-being activities to parents and children.

In January 2019, the business leased a new unit and has established a gymnastics academy to support the community and businesses growth. The new academy is located in Turners Hill and provides a purpose designed facility for gymnastics and other sports. The academy currently provides over 500 children with the facilities to practice gymnastics and offers wider health and well-being programmes for children who are home-schooled by providing a space for families to connect with others (this is priced at £5 per class). The business currently uses the gym facility two/three times per week and would like to increase its operation and customer capacity through improvements to the units which will result in new employment.

Examples of upgrades the business would like to make to the facility include purchasing new purpose-fit flooring to increase the safety of children undertaking physical activities. In addition to this, the business would like to redecorate the facility by painting and decorating the unit. To support its plans to increase operational days, the business would like to purchase a new heating system and upgrade the existing outside area to support operation during all seasons.

Further to premises upgrades, the business intends to purchase new British Gymnastic Standard equipment to support increasing customer numbers. The project will conclude with the business rebranding and producing new signage and undertaking new marketing and promotional activities.

The business estimates that should it be able to undertake this project, it would increase its customer base to over 1,000 throughout the District and increase the opening times for the gym to five days a week.

In addition to this project, the business wishes to also employ a new apprentice following the success of an apprenticeship scheme previously. The businesses previous apprentice recently qualified and is now working for the company as a gymnastics instructor. The business would like to train the apprentice as a gymnastics instructor with the aim to also employ the individual upon qualification.

How does the project meet the stated criteria?

Delivering wider outreach – improving the facilities will benefit a wider audience by extending the businesses opening hours and increasing the businesses days in operation.

Assisting with delivery of new business lines – not applicable

Enabling more employees to be taken on – increasing its operational days will result in the need to take on more employees. The business has promoted job opportunities to young people and school leavers in the District through a variety of careers events and is seeking to employ new staff and new apprentices.

Delivering community benefit – the upgrades to the business space will increase the businesses reach and will enable new health and fitness classes to be established alongside a community area for families of the academy.

Officer evaluation of the project

Active 1st fit the criteria of a micro business with only six employees, one of which is an apprentice. They have provided satisfactory proof that their company is properly constituted and are located within the District.

The grant funding will support the growth of the company through the development of its business space and will provide new sustainable employment. This meets the overall aim of the grant programme (supporting the growth of micro businesses) and is therefore an appropriate project to receive support.

Recommendation

That a grant of £3,500 (£1,500 of which an apprenticeship grant) is awarded to Active 1st to aid in the refurbishment to its business space, acquisition of new equipment and employment of an apprentice.

Micro Business Grants Scheme

Town:	Hurstpierpoint
Project:	Business Premises Upgrades and Training
Applicant:	Beautiful
Address:	82 Highstreet, Hurstpierpoint, West Sussex, BN6 9PX
Type of business:	Health and Beauty
Grant Request to MSDC	£2,000
Total project cost:	£5,203.55

Summary of project proposal and aims:

To develop 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.

Background

Beautiful are an established beauty salon on the high street in Hurstpierpoint. The business has been in operation for 14 years and has two full-time employees and two part-time employees. The business converted its salon in 2018 to offer hair services and increased its growth and customer outreach. The business is applying for a grant to continue its development by training its staff as trainers and assessors in Beauty Therapy. This will result in the business acquiring a training school status and will provide local job opportunities for residents and young people interested in becoming beauty therapists. Once the business obtains the training school status, it will be able to offer intensive courses in a variety of beauty therapy services.

In order to facilitate the growth of the business as a training salon, there will be a need to convert existing business space. The space will facilitate additional nail treatment stations and will enable the business to increase the amount of customers it can provide nail services two in one sitting. The converted space will also provide a new training station for students who wish to train in beauty therapy.

The refurbishments to the salon will see procurement of local flooring and electrician companies that will convert the space with safe and hygienic flooring and required electrical to facilitate the additional working stations. The business will then purchase appropriate specialist equipment required. Equipment they are looking to purchase includes space dividers for the room, manicure station, pedicure bowls, client and therapist chairs, product trolleys and lamps.

How does the project meet the stated criteria?

Delivering wider outreach – the business will be able to offer its services to multiple clients at once as opposed to limiting its scheduling due to lack of space.

Assisting with delivery of new business lines – not applicable

Enabling more employees to be taken on – increasing the businesses capacity to provide services to multiple customers in one sitting will require additional employees. Further to this, the business will actively look to employ individuals who have trained with the salon.

Delivering community benefit – upon qualification as a school of beauty therapy, the business will be able to provide formal training to Hurstpierpoint and the wider District. In addition to this benefit, the use of local flooring and electrician companies will result in wider economic benefits to Mid Sussex.

Officer evaluation of the project

Beautiful fit the criteria of a micro business with only four employees. They have provided satisfactory proof that their company is properly constituted and are located within the District.

The grant funding will support the growth of the company through the development of its business space and will provide new sustainable employment and training to local residents. This meets the overall aim of the grant programme (supporting the growth of micro businesses) and is therefore an appropriate project to receive support.

Recommendation

That a grant of £2,000 is awarded to Beautiful to aid in the refurbishment to its business space, acquisition of new equipment and training status as a school of beauty therapy.

Micro Business Grants Scheme

Town:	Haywards Heath
Project:	Marketing Support Project
Applicant:	Bright Light Film Ltd
Address:	51 Gordon Road, Haywards Heath, West Sussex, RH16 1EL
Type of business:	Marketing
Grant Request to MSDC	£975
Total project cost:	£1,950

Summary of project proposal and aims:

To purchase new equipment and software which will enable the business to work away from the office and install windows software to ensure easy transfer of e-mails and other resources to the new laptop.

Background

Bright Light Film is a business based in Haywards Heath that specialises in the production of video testimonials. The business works with its clients to create testimonials for use on websites or promotional campaigns. As a previous applicant of the scheme, Bright Light Film Ltd has been successful in two previous bids for laptop equipment and pay per click advertising. This year the business would like to undertake a one year's strategic marketing support project which will work to expand the businesses outreach and increase repeat business for the company through analysing and improving its marketing activity. The business would procure a marketing consultant within the District to support this project and the grant funding would support the costs of this service.

How does the project meet the stated criteria?

Delivering wider outreach – the use of marketing support will result in changes and improvements made to the way in which the business markets itself through social media and offline. This will improve the businesses outreach.

Assisting with delivery of new business lines – not applicable.

Enabling more employees to be taken on – not applicable.

Delivering community benefit – not applicable

Officer evaluation of the project

Bright Light Film Ltd fit the criteria of a micro business with only four employees. They have provided satisfactory proof that their company is properly constituted and are located within the District.

The grant funding will support the growth of the company through the development of its business space and will provide new sustainable employment and training to local residents. This meets the overall aim of the grant programme (supporting the growth of micro businesses) and is therefore an appropriate project to receive support.

Recommendation

That a grant of £975 is awarded to Bright Light Film Ltd to support the costs of procuring a marketing consultant and marketing activities.

Micro Business Grants Scheme

Town:	Haywards Heath
Project:	Marketing
Applicant:	Everest Events
Address:	20 Overton Shaw, East Grinstead, West Sussex, RH16 2HN
Type of business:	Training and event management
Grant Request to MSDC	£1,000
Total project cost:	£2,000

Summary of project proposal and aims:

To procure a marketing consultant which will provide support in improving marketing and promotional activities.

Background

Everest Events are an established business who organise specialist aviation training seminars and conferences both nationally and internationally. The business is located in East Grinstead and has been in operation for 17 years. To support the businesses growth, Everest Events would like to undertake new marketing activities over the next six months to increase its customer reach. The business will be procuring a local marketing consultant who will produce a marketing strategy and support the business in improving its promotional activity on social media and through general PR.

How does the project meet the stated criteria?

Delivering wider outreach – undertaking new marketing activities will improve the businesses promotional activity and reach a wider audience.

Assisting with delivery of new business lines – not applicable.

Enabling more employees to be taken on – not applicable.

Delivering community benefit – not applicable

Officer evaluation of the project

Everest Events fit the criteria of a micro business with only one full-time employee. They have provided satisfactory proof that their company is properly constituted and are located within the District.

The grant funding will support the growth of the company through the development of its business space and will provide new sustainable employment and training to local residents. This meets the overall aim of the grant programme (supporting the growth of micro businesses) and is therefore an appropriate project to receive support.

Recommendation

That a grant of £1,000 is awarded to Everest Events to support the costs of procuring a marketing consultant and undertaking new marketing and promotional activity.

Micro Business Grants Scheme

Town:	Lindfield
Project:	New Equipment
Applicant:	Miall's
Address:	3 Beckworth Lane, Lindfield, West Sussex, RH16 2EH
Type of business:	Food and Drink
Grant Request to MSDC	£550.75
Total project cost:	£1,101.50

Summary of project proposal and aims:

To purchase new equipment which will increase the businesses operation by offering a portable sorbet stand.

Background

Miall's is a local business in Lindfield which develops artisan-made alcoholic sorbets. The business operates with one full-time employee and has been established for almost 2 years. The business is looking to improve its services by offering a portable sorbet stand and supplying her products at celebration events such as weddings. In order to achieve this, the business is looking to acquire a portable freezer and battery pack which will safely store products to attend these events. The additional storage would also support increasing production of the sorbets and will provide the business an opportunity to approach local retailers and pubs as potential resellers of the sorbets.

The business has noted that they have already received a high volume of interest from customers inquiring about catering for wedding events. This grant will enable the business to increase its outreach and meet growing demand for its products.

How does the project meet the stated criteria?

Delivering wider outreach – the equipment will enable the business to reach a wider audience by catering at celebratory events. This will increase the customer engagement and result in business growth.

Assisting with delivery of new business lines – not applicable

Enabling more employees to be taken on – not applicable

Delivering community benefit – not applicable

Officer evaluation of the project

Miall's fit the criteria of a micro business with only one full-time employee. They have provided satisfactory proof that their company is properly constituted and are located within the District.

The grant funding will support the growth of the company through the purchasing of new equipment which will enable the business to expand its services by catering at events. This meets the overall aim of the grant programme (supporting the growth of micro businesses) and is therefore an appropriate project to receive support.

Recommendation

That a grant of £550.75 is awarded to Miall's to support the purchasing of new equipment which will enable the business to transport its services to a wider customer base.

Micro Business Grants Scheme

Town:	Burgess Hill
Project:	New Equipment
Applicant:	Mystove Ltd
Address:	Unit F2, Broadhill Craft Workshops, Ockley Lane, Burgess Hill, RH15 0BS
Type of business:	Fireplace/ Wood Stove Sales and Installation
Grant Request to MSDC	£2,000
Total project cost:	£4,509

Summary of project proposal and aims:

To aid in the development of a new service which will offer chimney surveys to the District.

Background

Mystove Ltd is a local business in Burgess Hill which specialises in installing wood burning stoves and fireplaces to the public and relevant trades. The business operates with one full time employee and works with contractors on a self-employed basis. The business would like to expand the services it offers to include chimney maintenance through the provision of chimney surveys. The grant funding would aid in the development of this service by allowing the business to purchase appropriate equipment which includes a specialist camera and drone which will survey a customer's chimney and identify where maintenance is required. Most of the equipment will be bought from local providers in the District with the exception of specialist camera equipment which will be purchased in the wider County.

By introducing this service, the business can provide a full package installation and maintenance of both fireplaces and stoves without the need for their customers to secure a third-party service to conduct surveys on their chimney structure. The business plans to offer the surveys at a reduced cost compared to competitors (typically £150-£200) and is likely to bundle the internal and external chimney surveys under one price (it is suggested this will be £120).

In addition to the service benefits to customers, the business will also be pursuing the employment of a new full-time member of staff and the business will also seek to employ an apprentice who will be trained to deliver the installation package.

How does the project meet the stated criteria?

Delivering wider outreach – a new service will allow the business to reach a wider customer base.

Assisting with delivery of new business lines – a new service will be provided as a result of the new equipment.

Enabling more employees to be taken on – the introduction of this service will see the employment of another full-time individual. In addition to this, the business is seeking to employ an apprentice who will be trained to deliver the full package of stove and fireplace installation.

Delivering community benefit – purchasing equipment from local providers will deliver wider economic benefits to local businesses in Mid Sussex.

Officer evaluation of the project

Mystove Ltd fit the criteria of a micro business with one full time employee. They have provided satisfactory proof that their company is properly constituted and are located within the District.

The project will allow the company to develop and deliver a new service which will reach new customers and enable new employment. This meets the overall aim of the grant programme (supporting the growth of micro businesses) and is therefore an appropriate project to receive support.

Recommendation

That a grant of £2,000 is awarded to Mystove Ltd to support the launch of the new service through the purchase of new specialist equipment.

Micro Business Grants Scheme

Town:	Burgess Hill
Project:	Product Development, Equipment and Marketing
Applicant:	Strawberry Moon Skincare
Address:	94A London Road, Burgess Hill, RH15 8NB
Type of business:	Skincare Products
Grant Request to MSDC	£1,748
Total project cost:	£3,497.50

Summary of project proposal and aims:

To aid in the development of new product lines and increased production of existing lines.

Background

Strawberry Moon Skincare is a start-up business in Burgess Hill established in 2018. The business produces handmade skincare products which are environmentally friendly and are packaged with zero plastic waste. The business would like to expand their product line and purchase new equipment which would enable faster production to meet increasing demand. Enabling faster production will support the business in meeting growing interests from retailers who are looking to stock their products. In addition to this, the business would like to attend the South of England winter fair to market and sell their products.

The grant funding would support the businesses growth and outreach by supporting the costs of conducting safety assessments required for new skincare products as subject to strict regulations, the purchasing costs of equipment and display boxes required to expand the businesses outreach and the fees to attend the South of England winter fair which will support the businesses marketing and growth. In addition to this, the business will undertake some marketing activities which will include developing promotional posts for its social media.

How does the project meet the stated criteria?

Delivering wider outreach – the development of a new product line will allow the business to reach a wider customer base by offering more variety in products. The increased production will also enable the business to reach a wider customer base by attending larger markets.

Assisting with delivery of new business lines – a new product line will be developed as a direct result of grant funding.

Enabling more employees to be taken on – not applicable

Delivering community benefit – not applicable

Officer evaluation of the project

Strawberry Moon Skincare fit the criteria of a micro business with one full time employee. They have provided satisfactory proof that their company is properly constituted and are located within the District.

The project will allow the company to develop new product lines and reach a wider customer base by attending large market events and increasing supply of products to achieve business growth. This meets the overall aim of the grant programme (supporting the growth of micro businesses) and is therefore an appropriate project to receive support.

Recommendation

That a grant of £1,748 is awarded to Strawberry Moon Skincare to support the launch of a new product line.

Micro Business Grants Scheme

Town:	Burgess Hill
Project:	Video Marketing
Applicant:	Sussex Facilities Management Ltd
Type of business:	Facilities Management
Grant Request to MSDC	£960
Total project cost:	£1,920

Summary of project proposal and aims:

To produce video testimonials which will be utilised with the existing website and marketing collateral.

Background

Sussex Facilities Management Ltd (SFM) is a new start-up business developed through the partnership of two local companies, Sussex and Surrey partitioning (SSP) and MPAT. The two companies independently provide partitioning, construction and cabling services and continue to operate their individual services alongside their newly established company, SFM. Both SSP and MPAT saw increasing demand from customers to provide a service which covers all their construction and maintenance needs, of which both businesses have provided for the past 3 years in partnership. However, with the increasing demand and opportunity to take on larger projects, SSP and MPAT saw the need to develop one business (SFM) that provides all services and contractor information required to complete larger projects.

MPAT have been a previous applicant for the micro business grant scheme and successfully was awarded a grant to employ an apprentice in 2017. The apprentice completed their qualification and was employed by the company. SFM operates with two full-time employees and despite its status as a start-up business, they have a well-established customer base from the operation of their independent businesses.

The business is applying for a grant to develop marketing material through the creation of video testimonials which will complement their new website that is due to go live on the week commencing 10th June. The grant will support the costs of procuring a local videographer to produce both video testimonials for prospective customers and educational videos of how the business operates.

How does the project meet the stated criteria?

Delivering wider outreach – the production of video testimonials will enable the business to market to a wider audience and support the promotion of its services..

Assisting with delivery of new business lines – not applicable

Enabling more employees to be taken on – as a result of the businesses growth, Sussex Facilities Management Ltd will look to employ new staff.

Delivering community benefit – the business will procure local sub-contractors to provide its services.

Officer evaluation of the project

Sussex Facilities Management fit the criteria of a micro business with only two full-time employees. They have provided satisfactory proof that their company is properly constituted and are located within the District.

The grant funding will support the growth of the company through production of video testimonials which will market the company to prospective customers and provide reassurance of the credibility of the service the business provides. This meets the overall aim of the grant programme (supporting the growth of micro businesses) and is therefore an appropriate project to receive support.

Recommendation

That a grant of £960 is awarded to Sussex Facilities Management Ltd to support the production of video testimonials which will be utilised in the businesses marketing campaign.