

8 April 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, 16TH APRIL, 2019 at 4.30 pm** when your attendance is requested.

Yours sincerely,

KATHRYN HALL

Chief Executive

### A G E N D A

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| 3. | To receive Declaration of Interests from Members in respect of any matter on the Agenda.                     |         |
| 4. | To confirm the Minutes of the meeting of the Panel held on 10 December 2018.                                 | 3 - 6   |
| 5. | To consider any items that the Chairman agrees to take as urgent business.                                   |         |
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To: **Members of Cabinet Grants Panel:** Councillors J Ash-Edwards (Chairman), N Webster (Vice-Chair) and G Marsh

**Minutes of a meeting of Cabinet Grants Panel  
held on Monday, 10th December, 2018  
from 1.00 pm - 2.00 pm**

**Present:** J Ash-Edwards (Chairman)  
N Webster (Vice-Chair)

G Marsh

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

None.

**2. TO RECEIVE APOLOGIES FOR ABSENCE.**

None.

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

Councillor Marsh declared a personal interest in the application from East Grinstead Sports Club as he taught the son of Gary Needle, Chairman of East Grinstead Sports Club, how to drive. He came to the meeting with an open mind to consider the comments of the Panel, officers and the applicants.

Councillor Webster declared a personal interest in the application from East Grinstead Sports Club as knows Gary Needle, the Chairman of the Sport Club, through his work as a non-executive director at the Queen Victoria Hospital which works closely with whoever holds the position of Cabinet Member for Community. He came to the meeting with an open mind to consider the comments of the Panel, officers and the applicants.

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

None.

**5. TO RECEIVE REPRESENTATIONS FROM MEMBERS OF THE COUNCIL ON THE  
APPLICATIONS.**

None.

**6. TO CONFIRM THE MINUTES OF THE PREVIOUS MEETING**

The Minutes of the meeting of the Panel held on 16 October 2018 was approved as a correct record and signed by the Chairman.

**7. CORPORATE GRANT SCHEMES**

Elaine Clarke, Community Leisure Officer, introduced the report for East Grinstead Sports Club (EGSC) which requested the Panel to consider and decide upon the applicant's request to vary the details of the project to improve the facilities at the East Grinstead Sports Club. She directed the Panel's attention to the applicants whom wished to provide a presentation to the Panel.

Kevin Ellis, Treasurer of East Grinstead Sports Club, presented the work on the development of a new strategy which was formulated following an agreement with the TLC (liaison committee which includes representatives from the cricket, badminton, football, hockey, squash and netball clubs). The TLC believes the proposed changes seek to better cater for their customer base and the improvement would maximise the use of the facilities.

Gary Needle, Chairman of East Grinstead Sports Club, highlighted that there is a need to make the gym more accessible. He confirmed that the LED lights, heating and ventilation can be achieved within the original budget and although the proposed changes does result in a bigger spend, he reassured the Panel that the differences can be financed by the charity's funds.

Duncan Kerr, Chief Executive of Wave Leisure, confirmed that the key aim is to deliver to community, in which the equipment that the organisation is looking to provide is different to that of other gyms with a focus on health development. They also intend to appoint the correct staff to deliver the right aims.

A Member noted that Wave Leisure sometimes refers their customers to the NHS however Mid Sussex District Council (MSDC) also provides the same service. He enquired what makes their service different to that provided by MSDC.

The Chief Executive of Wave Leisure explained that the organisation is good at getting commission services through the Clinical Commissioning Groups (CCGs) and believe what they are providing to be a more complimentary service rather than a competitive service. He added that the GP referral programme is focused on the provision of gym and swimming use however Wave Leisure would like to provide a different programme where they directly work with the individual to induct them into the gym and support them throughout the process.

A Member drew attention to the original grant in which the grant was requested due to a 'desperate need' to upgrade the changing rooms and wondered whether the changing rooms are still in a 'desperate need' or whether there was never actually a need for the them to be upgraded.

The Chief Executive of Wave Leisure confirmed that the TLC is looking to increase the use of the gym which would then be followed by improvements to the changing rooms as they are taking a more time-focused approach within the strategy.

The Chairman noted the gym equipment and its specialisation. He questioned whether the organisation has guarantees that the stakeholders will use the equipment.

The Chief Executive of Wave Leisure could not confirm that the stakeholders will use the equipment however stated that the improvements would make the gym more attractive to the stakeholders.

The Vice-Chairman noted in the previous report that there would a liaison committee

in which reports would go to and feedback would be done. He sought clarification on whether this process was in place.

The Treasurer of East Grinstead Sports Club confirmed that TLC had brought together all stakeholders with representatives from Wave Leisure, East Grinstead Sports Club and the Charity all part of the committee. Contents of the grant application were determined by and with the committee as well as the committee drafting the masterplan which includes the proposal to improve the gym facility.

The Vice-Chairman enquired what the relationship will be between Health and Wellbeing and the gym.

The Chief Executive of Wave Leisure clarified that Wave Leisure have been successful with Lewes District Council and East Sussex County Council in which they have supported those with conditions to engage in physical activity and have built a support group to create a pathway into the gym environment whilst also giving them support throughout.

The Vice-Chairman requested a recess to consider a legal matter in private with the legal representative before continuing on with the debate.

**[The Panel recessed at 1:45 p.m. and returned at 1:50 p.m.]**

The Cabinet Member for Service Delivery confirmed that after seeking legal advice from the Council's legal representative, that there may be a professional conflict as his role as a Cabinet Member for Service Delivery which oversees the delivery of leisure in Mid Sussex would be in direct competition with the applicant. He confirmed that he would remove himself from the remainder of the discussion and voting on the item.

The Chairman raised his concerns that the equipment has a finite use and the equipment will eventually need to be replaced. He suggested that the original grant can be approved or that the applicants come back with a revised proposal.

The Treasurer of East Grinstead Sports Club explained that the Sports Club wanted to put both options on the table and be transparent in the way in which the Club wanted to develop itself. He confirmed that the gym refurbishment can be done in another way and was happy to proceed with the original proposal.

Members were not supportive of the application.

## **RESOLVED**

The Panel refused the applicants request to vary the details of the project to improve the facilities at the East Grinstead Sport Club.

The meeting finished at 2.00 pm

Chairman

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## MICROBUSINESS GRANT SCHEME

**REPORT OF:** Economic Development Officer  
**Contact Officer:** William Hawkins  
Email [william.hawkins@midsussex.gov.uk](mailto:william.hawkins@midsussex.gov.uk)  
Tel: 01444 477322  
**Wards Affected:** All

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### Purpose of the report

1. The purpose of this report is to present three additional Micro Business Grants for consideration by the panel.

### 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
Marvolio's Nostrums	Business Expansion	£500	£500
Farm, Field and Forest Ltd	Equipment installation	£500	£500
Slake Café Ltd	Building renovation	£500	£500
<b>Total</b>		<b>£1,500</b>	<b>£1,500</b>

### Recommendation

***Members of the Panel are requested to:***

- ***Consider and decide upon the recommendations for each of the above grants, summaries of the previously awarded grants are attached in Appendix A of this report.***

### Background

3. The Cabinet Grants Panel last considered bids for funds from the 2018/19 Micro Business Grant Scheme at its meeting on 16<sup>th</sup> October 2018. Over the course of the 2018/19 scheme there had been a total of 46 applications for the scheme, of which 40 were awarded funding. Following the October meeting, officers identified that there was a small amount of residual scheme funding that had not been awarded. The total residual funding was £1,500, and was not enough to offer a full grant (£2,000) to a new potential applicant.
4. Officers considered options on how to allocate this funding so that it might have the greatest benefit possible to the growth of micro businesses within the District. It was agreed in principle with the Chair of the Panel 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.

## Assessment and Policy Context

5. The additional grants have been considered by the Council's Economic Development Officer, William Hawkins and the Council's Regeneration and Economy Programme Manager, Mark Healy. This proposal was also agreed with the Portfolio Holder for Economic Growth, Councillor Jonathan Ash-Edwards. A summary of the original assessment of each application is included within the individual project reports in Appendix A.
6. All the businesses included in this paper have met the basic criteria and specific grant criteria; that is they are properly constituted micro-businesses and provided the relevant information to support their application. All applicants were subject to a due diligence review including a site visit.

## Financial Implications

7. The microbusiness grants are funded through an allocation from the WSCC business rates pool, with £500,000 to be divided proportionally between districts. A total of £71,428 was allocated to Mid Sussex District.
8. 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> )
Micro Business Grant Scheme	£71,428.00	£ 69,757.45	£1,500.00	£170.55

## Risk Management Implications

9. 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.
10. 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

11. As part of the due diligence process, all of the businesses whose bids are included in this report were assessed to be in compliance with the requisite policies/legislation.

## Legal Implications

12. 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**

13. Grant applications and associated documentation for the Microbusiness Grant Scheme are held in the Economic Development Team.

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**Micro-business Grants Scheme**

Project:	Installation of cold storage
Applicant:	Farm, Field and Forest Ltd
Address:	40 High Street Lindfield
Type of business:	Butchers
Grant Request to MSDC	£2,000
Total project cost:	£14,000

**Summary of project proposal and aims:**

To install a cold storage unit in a new premises.

**Background**

Farm, Field and Forest Ltd (trading as Cottenham's of Lindfield-Craft Butcher) is a small retail craft butcher, with a focus on supporting the Sussex farming community, by both selling produce and promoting the farms where the meat comes from. The business is to soon take on a new lease of an adjacent derelict building. The building will be fitted with a large cold storage unit, in order to store produce more effectively. The main benefit of this will be that the business will be able to use the area to manage seasonal increases in supply, such as the upcoming Christmas period. The new space will also allow the business to expand its venison supply, which is in high demand.

**How does the project meet the stated criteria?**

*Delivering wider outreach* – the ability to store more supply will allow the business to increase its customer base, especially during busy seasonal periods

*Assisting with delivery of new business lines* – the additional storage space will allow the business to develop its product lines

*Enabling more employees to be taken on* –

*Delivering community benefit* – The increased storage will allow the business to better support local farms through increased purchase of supply

### **Officer evaluation of the project**

Farm Field and Forest Ltd fit the criteria of a micro-business with three full-time employees and one part-time employee. The business has provided satisfactory proof that it is a properly constituted company and is located within the District.

The grant funding will support the installation of a cold storage unit in new premises in order to better meet customer demand. This meets the overall aim of the grant programme (supporting the growth of microbusinesses) and is therefore an appropriate project to receive support.

### **Recommendation**

That a grant of £2,000 is awarded Farm Field and Forest Ltd to aid in the installation of a new cold storage unit

## Micro-business Grants Scheme

Project:	Business expansion including new website
Applicant:	Marvolio's Nostrums
Address:	Furzefield Road, East Grinstead, RH19 2JL
Type of business:	Production of spirits and liqueur.
Grant Request to MSDC	£2,000
Total project cost:	£11,000

### Summary of project proposal and aims:

To aid in the process of expanding the business to its own dedicated premises.

### Background

Marvolio's Nostrums is a small business which produces and sells spirit drinks and liqueurs. They have had a good response from retailers, both online and in stores who are stocking their products. The products themselves recently won awards at the International Spirits and Wine Competition. Currently sales and supply efforts of the business are constrained by a small marketing budget and the fact that the business is run, and the products are made, entirely from home.

Building on the success of their products so far, Mavolio's Nostrums are seeking grant funding to aid in the expansion of their business and relocation to dedicated premises. The expansion will entail the relocation, development of the website to include an on-line sales function, development of new products, booking stands at promotional events, and improved marketing materials. The business hopes to then take on an additional full-time member of staff. The grant funding will be directed at the development of their website and purchase of marketing equipment to be used at events.

### How does the project meet the stated criteria?

*Delivering wider outreach* – this project will allow the business to generate a larger client base through improved marketing.

*Assisting with delivery of new business lines* – the project entails the development of a new product to be sold by the business.

*Enabling more employees to be taken on* – once the expansion is successful the business plans to hire an additional member of staff.

*Delivering community benefit* – not applicable

### **Officer evaluation of the project**

Marvolio's Nostrums fits the criteria of a micro-business with one full-time employee and one part-time employee. The business has provided satisfactory proof that it is a properly constituted company and is located within the District.

The grant funding will support the growth of the business through improved marketing as part of a larger expansion project. This meets the overall aim of the grant programme (supporting the growth of microbusinesses) and is therefore an appropriate project to receive support.

### **Recommendation**

That a grant of £2,000 is awarded to Marvolio's Nostrums to aid in the development of a website and marketing material to allow the business to expand.

## Micro-business Grants Scheme

Project:	Building Renovation
Applicant:	Slake Café Ltd
Address:	20 High Street, Lindfield
Type of business:	Café
Grant Request to MSDC	£2,000
Total project cost:	£28,000

### Summary of project proposal and aims:

To aid in the preparation and refurbishment of new premises.

### Background

Slake Café Ltd is a new business due to start trading in September. The aim of the business is to set up a small, luxury coffee shop, with a positive atmosphere and 'on-trend' branding. Slake Café Ltd is seeking grant funding in order to aid in the renovation and preparation of its first store in Lindfield. The store will have a seating area and a section dedicated to the sale of branded products such as re-usable cups and coffee samples.

Due to the high footfall of the chosen location, the shop will also offer a takeaway service, provided via a sliding window being installed on the storefront. The grant will help Slake Café Ltd fund the purchase and installation of the coffee machines, necessary for the business.

### How does the project meet the stated criteria?

*Delivering wider outreach* – the preparation of premises for Slake Cafe will allow the business to begin trading.

*Assisting with delivery of new business lines* – a start-up business will begin trading as a result of this grant.

*Enabling more employees to be taken on* – the start-up of a new business will require staff to be taken on.

*Delivering community benefit* – not applicable

**Officer evaluation of the project**

Slake Café Ltd fits the criteria of a micro-business with one full time. The business has provided satisfactory proof that it is a properly constituted company and is located within the District.

The project will assist the business in renovating the space to be used at its first store. This meets the overall aim of the grant programme (supporting the growth of microbusinesses) and is therefore an appropriate project to receive support.

**Recommendation**

That a grant of £2,000 is awarded to Slake Café Ltd to support renovation and preparation of new premises.



## CORPORATE GRANT SCHEMES

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

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### Purpose of the report

1. The purpose of this report is to present one Facility (Release of S106) and five Community & Economic Development applications for consideration by the Cabinet Grants Panel. The report also provides an update on the St Francis Sports and Social Club CIC project and asks for Member approval for a revised scheme.

### Summary

2. 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
Slaugham Parish Council	Pavilion and playground refurbishment	£212,000	£175,000
		<b>£212,000</b>	<b>£175,000</b>

### Community and Economic Development Grants

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
<b>Total</b>		<b>£55,710</b>	<b>£30,320</b>

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

### Recommendations

3. *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 allow the St Francis Social and Sports Club CIC to use the grant awarded to the project to fund a revised scheme (see para 16)***

## **Background**

4. 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**

5. 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.
6. 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.
7. 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.
8. 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**

9. 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.

## **St Francis Social & Sports Club CIC**

10. On 14 February 2017, the Cabinet Grants Panel agreed to award the St Francis Social and Sports Club CIC a grant of £1,120,000 toward the construction of a new community hall and sports changing facilities at the St Francis Sports Ground in Haywards Heath. The site is owned by the St Francis Sports and Social Club and £824,000 of the S106 funds allocated toward this scheme are intended to provide a replacement for the Norman Hay Hall at this site.
11. The project has planning approval (ref: DM/17/0852) and the estimated cost was £1,650,000 to be delivered in two phases:
- £1,270,000 - Phase 1 for the design and construction of the Ground Floor including a large community hall, two meeting rooms, small history centre, toilets, kitchen, café area and upgraded swimming pool changing rooms, the shell of the Lower Ground Floor (this needs to be structurally complete but will be unfitted), associated landscaping and car park
  - £380,000 - Phase 2 is for the completion of the Lower Ground Floor comprising a small hall/meeting room and junior changing facilities.

12. In October 2017, the CIC received tenders from three building contractors which indicated that the building costs had increased by £540,755 for Phase 1. The CIC appointed a contractor and intended to raise the additional funds through loan agreements but the trustees have become concerned about the financial risks of such a large debt. As a consequence they have proposed a reduced scheme which can be delivered within the budget available.
13. The revised scheme is for construction of a new community hall on the land between the existing swimming pool and the bowls club, which was previously used for tennis. Concept design drawings have been presented by their architect that show a main hall with stage, foyer/café area, museum space, two meeting rooms, swimming pool, kitchen, storage, toilets and 36 parking spaces (including 4 disabled).
14. Based on figures provided by the architect, this scheme is estimated to cost £1.5m (exc. VAT) which includes £220,320 for the changing rooms and work to divert the foul drains running close to the site; £1,129,960 for the new building and link based on £2120 per m2 for a floor area of 533m2; £85,000 for Services to provide a new electricity connection and upgrade to the existing water and gas connections; £64,720 fees and contingencies.
15. If Members agree to fund the revised scheme, the architect will arrange a pre-application Planning meeting to ensure the proposals are acceptable and will submit revised reports and scheme drawings for approval with a view to starting work on site in Summer 2019, using the previously appointed contractor, subject to planning approval. The building contractor will need to examine the revised proposal to confirm the estimated costs are correct.
16. Members are recommended to allow the St Francis Social and Sports Club CIC to use the Facility Grant awarded 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 the following special conditions:
  - copy of planning approval for the revised scheme to be submitted
  - submission of evidence that the project can be fully funded prior to commencement on site
  - the project must be completed by December 2021

### **Financial Implications**

17. 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.
18. Community & Economic Development Grants are funded through a dedicated budget. The balance held in the Community and Economic Development Reserve as at 1.4.18 was £200,662.20. The amount spent in 2018/19 was £132,400.80. Balance remaining in the reserve is £68,261.40.
19. The amounts committed but not paid as at 1.4.19 are £73,756.93 which creates a small overspend of £5,495.53 for the financial year if all the committed grants are paid.

20. Funds are allocated to the Community and Economic Development Reserve at outturn. Reserve and the budget for 2019/20 will be confirmed at Cabinet in June 2019.

### **Risk Management Implications**

21. 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.
22. Additionally, the sharing of information with West Sussex County Council will ensure that organisations are not being double-funded for the same purpose.
23. 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.
24. 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.
25. 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**

26. 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**

27. 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**

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

**Corporate Capital Grants Scheme \* new application**

Town:	Handcross
Title of project:	Pavilion Refurbishments
Applicant:	Slaugham Parish Council
Type of applicant:	Parish Council
Previous Grants in past 6 years:	£786,696
Grant Request to MSDC	£175,000 (82%)
Total project cost:	£212,000

**Financial Summary**

Sources of funding and whether secured

Slaugham Parish Council (secured)	£50,000
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**Summary of project proposal and aims:****Background**

Slaugham Parish Council owns and managed the sports pavilion and playground at Handcross Recreation Ground. Handcross village has grown, and continues to grow, in size and these leisure facilities are old and worn. The Parish Council aims to refurbish the sports pavilion, changing rooms and playground to improve the recreational offer to the community.

The pavilion is available for hire and is used daily by Handcross Community Pre School, a registered charity that has been operating in Handcross for over 15 years. There are sports changing rooms in the pavilion and space for two adult football pitches on the recreation ground, although only one is currently marked out. These facilities are used by Handcross Village Football Club (two teams) and other clubs for weekend matches and weekday training.

The pavilion and playground need to be upgraded to meet the increase in demand. The Parish Council and local groups intend to organise more fun days and encourage new groups to use the facilities that will generate more activities and events at the recreation ground over and above the football.

Many young children visit the playground but the current equipment is old and needs modernising to make it more appealing. By replacing the equipment, children will be more enthusiastic about playing outside.

The work is scheduled to take place between May – September 2019.

The project will cost £95,000 for pavilion refurbishments, £72,000 to upgrade the changing rooms and £45,000 to improve the children's playground, making the total project cost £212,000. The Parish Council has secured £50,000 toward this project through the lease of land to make way for a temporary haul road to the development site adjacent to the Recreation Ground.

The capital works include energy efficiency improvements such as new double glazed windows, doors and heating. The budget includes a facelift for the fascias, soffits and gutters, external lighting and a storage shed. Internally, the pavilion will benefit from new flooring, sanitary ware, showers, tiling, doors and redecoration. The public convenience will be entirely re-fitted and the fire alarm upgraded. The playground redesign will include new inclusive equipment, swings, slides, activity panel games for younger children and safe surfacing.

### **Head of Finance Comments**

Hassocks Parish Council is a statutory body and therefore it is not normal practice to comment on the organisations financial accounts.

### **How does the project meet the Council's aims?**

**Strong and Resilient communities:** The new and updated facilities will encourage more public use, activities and events which helps build stronger communities. Local clubs will be able to attract additional members which help with socialisation, communication within the local and wider area. The improvements to the play area will encourage more families to take their children out to play which is good for their physical health and wellbeing.

### **Corporate Grant Assessment Group evaluation of the project**

The assessment group feels that this project to modernise the pavilion and the play area at Handcross Recreation Ground will benefit local residents. Improving the local amenities and recreational space will ensure that the needs of the local residents are met and sustained for future generations to come. It will encourage new start up enterprises to the area and invigorate community groups, to lead, reach out and expand their activities. The Parish Council hopes that more sports and recreational activities will be generated as a result of these improvements.

*Overall score: 8*

### **Corporate Grant Scheme Assessment Group Recommendation**

***The Assessment Group recommends that the Cabinet Grants Panel award Slaugham Parish Council, a Facility Grant (release of s106 contributions) of £175,000 to enable them to upgrade the pavilion and playground at Handcross Recreation Ground, which is made up of -***

- *£50,000 Formal Sport monies to fund the changing room improvements £3,565.00 (P35/698a Land at CUC House, Pease Pottage), £9,694.61 (PL13-000368 Land at Caburn), £9,166.30 (PL13-001524 Allotment Gardens, High Street), £20,255.76 (PL12-001742 Land SW of Handcross Primary School), £6,630.00 (PL12-002157 Land SW of Handcross School), £688.33 (PL3-000303 Land SW of Handcross Primary School, Appeal B);*
- *£80,000 Community Building monies to fund the pavilion improvements £4,704.00 (P35/745 Land at the Fountain Inn), £4,211.24 (PL13-000368 Land at Caburn), £3,981.74 (PL13-001524 Allotment Gardens, High Street), £8,798.86 (PL12-001742 Land SW of Handcross Primary School), £58,304.16 (PL3-000303 Land south West of Handcross Primary School London Rd);*
- *£45,000 Playspace monies to fund the playground improvements £8,049.60 (PL13-000368 Land at Caburn), £7,610.93 (PL13-001524 Allotment Gardens, High Street), £29,339.47 (PL3-000303 Land south West of Handcross Primary School London Rd).*

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

- ***The project must be completed within 12 months of project funding being obtained***
- ***Planning approval is obtained for the external storage shed (if necessary)***

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## **APPENDIX B**

### **Community And Economic Development Grants Scheme \* new application**

<b>Name Of Organisation</b>	:	<b>Haywards Heath Town Council</b>
<b>Purpose For Which Grant Is Sought</b>	:	<b>Town Day</b>
<b>Total Project Cost</b>	:	<b>£5,240</b>
<b>Amount of Grant Sought</b>	:	<b>£2,240</b>
<b>Previous Grants</b>	:	<b>£3,000 – WW1 celebrations (2018) £10,000 – Facility and CED grants for South Road Tree Planters (2018) £300 – Hanging Baskets Planting (2017) £500 – Sport Taster Day (2016) £500 – Jubilee Gardens Upgrade (2016) £750 – Peace Garden Memorial (2015)</b>

### **Background Information**

Haywards Heath Town Council provides statutory and discretionary services to the Town of Haywards Heath including a programme of Town Events.

Town Day is a much loved and well supported Town Event (for over 20 Years) and has become an important part of the Town's cultural heritage by giving people the opportunity to experience the Town's unique character. It also gives local organisations and charities a place to showcase their work as they pay a vital role in the Town by supporting so many residents and their families in the community - there is always a great demand for stalls and exhibition stands at the event.

Haywards Heath Town Council has requested a grant contribution towards the IMPS Motorcycle Display Team at the Town Day event in September 2019. The IMPS team who celebrate the country's youth by demonstrating the importance of team work and learning life skills such as communication, discipline and leadership through it's highly disciplined show will be one of the main attractions of the day.

### **Head Of Corporate Resources Comments**

Haywards Heath 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**

This is an annual Town event that has built on the success of previous years and provides an opportunity for local residents to enjoy the various activities and entertainment on offer as well as engage with local organisations and charities. Haywards Heath Town Council has 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 is felt that on this occasion the applicant should be awarded less than the requested amount. The Town Day has potential to be sponsored (which should be encouraged) by key organisations in the town which in turn will help to make it more sustainable in the future.

*Overall Score: 7*

### **The Project Meets the Following Corporate Objectives**

**Sustainable Economic Growth** - The event not only gives local charities the chance to raise money but also offers local business the opportunity to trade and promote their services. The event also brings 1000's of people into the Town Centre who dwell and spend money on South Road and in the Orchards Shopping Centre. This is very important in an environment when town centres are struggling to survive with a rise in online shopping. Offering leisure activities is an excellent way of bringing people into the Town Centre.

**Strong and Resilient Communities** - Town Day is a free to enter community event, which brings the Town together and people from different social and economic backgrounds. The event also hosts many different services and activities that all people can learn from and join in with. The Council also invites its emergency services to the event which provides an opportunity to educate young people in what they do.

### **Recommendation**

**The sum of £1,120 from the Community and Economic Development fund is provided towards the cost of the Haywards Heath Town Council Town Day.**

## **Community And Economic Development Grants Scheme \* new application**

<b>Name Of Organisation</b>	<b>:</b>	<b>Lindfield Arts Festival</b>
<b>Purpose For Which Grant Is Sought</b>	<b>:</b>	<b>Arts activities at the festival</b>
<b>Total Project Cost</b>	<b>:</b>	<b>£20,400</b>
<b>Amount of Grant Sought</b>	<b>:</b>	<b>£1,580</b>
<b>Previous Grants</b>	<b>:</b>	<b>£1,250 – Circus, theatre and visual arts (2018) £1,250 Lindfield Arts Festival (2017) £1,200 PA system (2016) £2,000 Lindfield Arts Festival (2015) £2,000 Lindfield Arts Festival (2014) £2,000 Lindfield Arts Festival (2013) £2,500 Lindfield Arts Festival (2011)</b>

### **Background Information**

Lindfield Arts Festival runs an annual community event which provides and delivers a varied, exciting arts programme for the local community, utilising a wide range of venues including Lindfield High Street, community buildings, local churches, schools, shops and The Common. The aims are to encourage social cohesion and a sense of community.

Established by a group of unpaid volunteers in 2010, the Festival offers local amateur and professional Sussex artists, actors, musicians, craftsmen and creative leaders the opportunity and platform to showcase and share their talents over a weekend in September.

The Festival is seeking funds to contribute towards the cost of hiring the Applause Outdoors Company to deliver performances and entertainment for all ages and abilities during Lindfield Arts Festival.

Applause Outdoors will provide two events – a part man, part tree character called Arbor who provides an interactive street theatre performance, using puppets and telling a story of a tree pushed from his home and fighting to preserve his future which will provide an important message to the audience as well as being entertaining. Encouraging the audience to plant and nurture their own trees, Arbor will give each family a sapling to take home, leaving a lasting legacy.

The second event is a mashup of dance and table tennis. The Guardian Doubles

will provide a unique performance of dance and ping pong. The dancers spin and slide in a pop-up performance that smashes expectations of dance and advocates the importance of safe, positive and accessible public spaces. Families will be encouraged to play ping pong after watching the show.

Both activities will be free of charge to everyone.

### **Head Of Corporate Resources Comments**

- Independently examined accounts have been submitted for the period ending 31<sup>st</sup> January 2018 which show a surplus of £2,637.
- Total income was £15,816; mainly generated from Grants (£7,585), Income from Charitable activity (£3,585), Sponsorship (£3,450), Friends (£1,040) and Donations (£156).
- Total expenditure was £13,179; consisting of Supplies and Services (£13,179).
- Balances held at the end of the period showed Net assets of £18,174, comprising of Cash £18,174.

### **Corporate Grant Assessment Group's Evaluation Of The Project**

CED Grants of up to £1,250 have been awarded towards the festival in previous years since 2011. The Assessment team feel it's important that community festivals seek to become self-funding. This enables the event to become sustainable in the long term and develops ownership and stronger links with the local community. Whilst the team support the festival and recognise the positive outcomes, it's important that the festival looks to become self-funding in the future.

*Overall Score: 11*

### **The Project Meets the Following Corporate Objectives**

**Sustainable Economic Growth** - With almost 4,000 people attending the festival in 2018, this provides an economic boost to local retailers and businesses, many of which participate actively over the three days.

**Strong and Resilient Communities** – The festival brings together the local Mid Sussex communities to watch, participate in, learn and develop. It showcases local talent, including an opportunity for local schools and groups and local artists to perform and enhances social inclusion by enabling all residents to participate fully.

### **Recommendation**

**That the sum of £1,580 from the Community and Economic Development fund is provided towards the Lindfield Arts Festival.**

## Community And Economic Development Grants Scheme \* new application

<b>Name Of Organisation</b>	:	<b>Age UK East Grinstead</b>
<b>Purpose For Which Grant Is Sought</b>	:	<b>Assistance with move to Glen Vue</b>
<b>Total Project Cost</b>	:	<b>£24,220</b>
<b>Amount of Grant Sought</b>	:	<b>£24,220</b>
<b>Previous Grants</b>	:	<b>None</b>

### Background Information

AGE UK East Grinstead currently run their activity centre from Swan Mead. Staff are based there and many of the services are delivered there including lunches, Monday through Friday. The centre has regular Talks, Entertainers and presenters, Card and board games, Bingo, Computer and tablet classes. Musical Fridays or for those that want to, a friendly place to chat with likeminded souls. Each year trips and holidays are arranged including many day trips, outings to places of special interest, and group holidays.

Home Assistants offer support in the home by providing regular domestic help with housework tasks including routine cleaning, bed change, laundry and ironing, as well as shopping.

The carers respite service was established in 2003 by Age UK East Grinstead, the County Council and the Alzheimer's Society. It was initially designed to support carers or family members of those living with dementia or memory loss but now also caters for the elderly and frail.

During 2018, Age UK East Grinstead and District developed an Outreach Service within the more rural areas of the East Grinstead district. Older people, in rural areas can be assisted, by linking them to statutory and voluntary groups that offer solutions to specific needs.

The aim is to enhance residents' lives by: promoting independence and wellbeing, increasing involvement in the community by accessing services and offering friendly support. The Centre offers a friendly face and someone to talk to. The organisation works to involve and seek and listen to the views of local older people, including:

- Participating in National Campaigns
- Influencing our MPs and local government
- Informing local media
- Linking and using every opportunity to work with the many local organisations and decision-making groups, to ensure that our people and communities are equipped to make the most of later life.

The organisation now has the opportunity to move to Glen Vue. It will be taking over the lease and running of the building to become 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.

The grant will cover the costs of the move; prepare the building for occupancy and operation to enable continuation of services with little or no disruption.

### **Head Of Corporate Resources Comments**

- Independently examined accounts have been submitted for the period ending 31st March 2018 which show a deficit of £3,788.
- Total income was £335,593; mainly generated from Grants (£90,126), Help at Home (£65,022), Legacies (£64,000), Trips and Events (£47,515), Swan Mead Centre (£36,979), Donations (£19,217), Membership fees (£4,602), Short Breaks for Carers (£4,378), Fundraising (£1,595), Other income (£1,165), Gift Aid (£978) and Investment income (£16).
- Total expenditure was £339,381; consisting of Staff related (£203,279) and Supplies and Services (£136,102).
- Balances held at the end of the period showed Net assets of £80,973: comprising of Cash £93,624, Debtors £9,467 and Creditors (£22,118).

### **Corporate Grant Assessment Group's Evaluation Of The Project**

Age UK East Grinstead and District provide valuable resources and facilities for older people in East Grinstead. The existing centre in Swan Mead is very popular with residents and the move to Glen Vue is an opportunity for the organisation to expand and work with other community organisations to offer a wider range of services in East Grinstead. The Assessment team feel it is important we support this move. This will work towards providing a wider offer for older people and an accessible building that can be utilised by organisations servicing different age groups in East Grinstead.

*Overall Score: 11*

### **The Project Meets the Following Corporate Objectives**

#### **Financial independence**

To be able to continue to support local older vulnerable people together with several local charities who without AgeUK taking over Glen Vue would cease operation.

#### **Effective and Responsive Services –**

With the opportunity of moving to Glen Vue AgeUK be in a position to support other local charities for them to provide services that AgeUK cannot through the hiring and usage of some of the rooms.

#### **Sustainable Economic Growth –**

Through the use of Glen Vue, AgeUK and other Charities will be able to grow and continue supporting people with the local community.

**Strong & Resilient Communities –**

This is a golden opportunity to create a community hub for the benefit of all and everyone within East Grinstead and the local rural district.

**Recommendation**

**That the sum of £9,360 from the Community and Economic Development fund is provided towards the cost of AgeUK's move from Swan Mead to Glen Vue to include removals and furniture and a further £12,410 is released from S106 contributions for capital improvements to enable Age UK East Grinstead to upgrade the building security, technology and the kitchen which is made up of Community Buildings £1,393.16 (P35/694 Land rear of 240-258 Holtye Road), £2,231.89 (P35/671 Land at Furze Lane Car Park, London Road), £4,666.00 (PL12-000896 Caffyns Garage, 12-14 King Street), £3,168.00 (PL13-000415 Land at Sussex House, London Road), £950.95 (PL13-000617 St James House, 150 London Road).**

## **Community And Economic Development Grants Scheme \* new application**

<b>Name Of Organisation</b>	:	<b>Sheddingdean Community Association / Windmills Opportunity Playgroup</b>
<b>Purpose For Which Grant Is Sought</b>	:	<b>Rental costs</b>
<b>Total Project Cost</b>	:	<b>£5,850</b>
<b>Amount of Grant Sought</b>	:	<b>£5,850</b>
<b>Previous Grants</b>	:	<b>£5,000 &amp; £850 2018-19 £5,000 &amp; £850 2017-18 £3,750 &amp; £270 2016-17 £3,750 &amp; £270 2015-16 £3,750 &amp; £270 2014-15</b>

### **Background Information**

In September 1997, the Community Services Committee considered a detailed report on the Sheddingdean Community Centre and the financial position of the Association which currently leases the Centre from the Council.

At that time the Committee agreed in principle to make an annual grant, equal to the annual rent, which they are required to pay to the Council. It was noted that the organisation operates on a very restricted financial basis and that without what is effectively a 'rebate' on the rental it would almost certainly cease to exist.

The Council does not generally fund the ongoing running costs of community organisations but this is a unique historic arrangement which does not comply with the standard criteria for Community and Economic Fund grants.

The Sheddingdean Community Association is a group of local residents who manage the Community Centre. The Centre is hired on a regular basis by Sheddingdean Baptist Church who run a toddlers club, Slimming World, U3A, arts and craft activities, choir practise and martial arts, in addition to casual hiring's.

The Windmills Opportunity Playgroup occupies the Maple Room at the Sheddingdean Community Centre and has a separate lease for their use of the building. The Playgroup supports children with additional needs, provides early intervention and support to parents and professionals and also offers opportunities for volunteers to work alongside practitioners to develop their skills.

The Council issued new leases to Sheddingdean Community Association and Windmills Opportunity Playgroup commencing 18 November 2016 and 17 January 2016 respectively with both leases terminating on 17 November 2021.



Under the terms of the lease, the tenants are obliged to undertake repairs and maintenance and keep the interior of the premises in a clean and tidy condition at all times.

Rents are now due as follows:

	<b>Sheddingdean Community Association</b>	<b>Windmills Opportunity Playgroup</b>
<b>2019 - 20</b>	£5,000.00	£850.00

## **Head Of Corporate Resources Comments**

### **Sheddingdean Community Association**

Unaudited accounts have been submitted for the period ending 31st March 2018 which show a deficit of £5,272.

Total income was £9,871; mainly generated from Rental income (£9,868) and Interest (£3).

Total expenditure was £15,143; consisting of Premises related (£10,156), Supplies and Services (£3,455) and Staff related (£1,532).

Balances held at the end of the period showed Net assets of £16,238: comprising of Cash £16,238.

### **Windmills Opportunity Playgroup**

Unaudited accounts have been submitted for the period ending 31st July 2018 which show a surplus of £9,579.

Total income was £96,448; mainly generated from Fees (£83,385), Donations (£7,507), Grants (£4,225), Fundraising (£1,046), Interest (£189) and Other income (£96).

Total expenditure was £86,869; consisting of Staff related (£69,664), Supplies and Services (£9,717) and Premises related (£7,488).

Balances held at the end of the period showed Net assets of £76,054: comprising of Cash £76,054.

## **Corporate Grant Assessment Group's Evaluation Of The Project**

This is a historical arrangement that was agreed in principle when the both organisations began leasing the facilities from the Council. Both organisations continue to provide a valued service to the community and as such the Assessment Group was keen to support them.

### **The Project Meets the Following Corporate Objectives**

**Strong & Resilient Communities** – Sheddingdean Community Centre is a valuable community resource that the Council supports by providing rent free accommodation. Windmills Opportunity Playgroup provides specialist services for children with special needs. The facility benefits the local neighbourhood by

providing a base for the nursery and a venue for social activities, which encourages good health and wellbeing.

### **Recommendation**

**That the sum of £5,850 from the Community and Economic Development fund is allocated to cover the rent due for the 2019-20 period in respect of Sheddingdean Community Centre and the Windmills Opportunity Playgroup.**