

**Minutes of a meeting of Cabinet Grants Panel
held on Monday, 21st February, 2022
from 4.00 pm - 5.08 pm**

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

J Belsey

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

None as all Members were present.

2. TO RECEIVE APOLOGIES FOR ABSENCE.

No apologies were received as all Members were present.

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

The Vice-Chairman declared a personal interest in Item 8: Corporate Grant Schemes - Release Of S106 Contributions in respect of the application from Colwell Ground CIC as the site sits within his County Division and has tried to facilitate the project being brought forward.

**4. TO CONFIRM THE MINUTES OF THE MEETING OF THE PANEL HELD ON 25
OCTOBER 2021.**

The minutes of the meeting of the Cabinet Grants Panel, held on 25 October 2021 were approved as a correct record and electronically signed by the Chairman.

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

The Chairman had no urgent business.

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

No representations were received by Members or Officers.

**7. CORPORATE GRANT SCHEMES - COMMUNITY AND ECONOMIC
DEVELOPMENT GRANTS.**

Emma Sheridan, Business Unit Leader for Community Services, Policy and Performance, introduced the report which presented eight Community Grant applications for consideration as well as providing details of the one-off Platinum Jubilee grants scheme as approved by Cabinet Member decision.

The applications which were recommended for consideration by the Panel are set out below:

Table 1: Applications recommended for award

Organisation	Grant Purpose	Award Requested	Award Suggested
Citizens Advice in West Sussex (North, South, East)	To set up language café sessions for diverse communities	£4,984	£4,984
Hassocks & Hurst Little Bees	Venue hire to extend sports activities for 2–4-year-olds	£500	£500
IMPACT Foundation	Support 30 families in need with individual and group cooking sessions	£2,545	£2,545
TOTAL		£8,029	£8,029

Table 2: Applications Considered but NO GRANT Award Recommended

Organisation	Purpose for which grant is sought	Award requested
Disability Access East Grinstead	Costs towards Mobility Equipment loan service and taxi costs for the Visually Impaired Readers Group	£700
E Jeavans Associates Ltd	STEM activities for children during and after the Playdays on Tour	£2,965
Handcross Rosemary Club	AGM refreshment costs and Christmas outing	£2,000
Sussex Green Living	Sustainability based activities for children during and after the Playdays on Tour	£4,636
TS Resolution NTC	Sports equipment	£5,000
TOTAL		£15,301

The Vice-Chairman expressed support for the recommendations. He asked how many individuals have been supported by the Citizens Advice's Community Champions project and whether the course has a follow-up which can help reinforce the knowledge.

The Business Unit Leader for Community Services, Policy and Performance confirmed that the project is supported by the Council's Housing Team as well as those families therefore would have a follow-up through them.

Emma Sheridan, Business Unit Leader for Community Services, Policy and Performance confirmed that over 180 community champions were engaged in the Community Champions project, with over 20 being in regular contact.

Regina Choudhury, Community Development Officer, confirmed that the café plans to engage with at least 8 to 10 individuals, however the project is in a pilot phase where they're hoping to build on the engagement and get more people involved. She added that it's a project that builds slowly over time with a gradual increase as more communities and community champions trust the process and want to work with them.

The Chairman noted that he attended a few Community Champions meetings and found them to be a very enthusiastic group of people.

The Chairman noted that no Member wished to speak so moved to the recommendations which the Panel supported unanimously.

RESOLVED

The Cabinet Grants Panel agreed:

- i. That a Community and Economic Development Grant of £4,984 be released to Citizens Advice in West Sussex (North, South, East) to fund language café sessions for diverse communities.
- ii. That a Community and Economic Development Grant of £500 be released to Hassocks & Hurst Little Bees to fund venue hire to extend sports activities for 2–4-year-olds.
- iii. That a Community and Economic Development Grant of £2,545 be released to IMPACT Foundation to fund the support of 30 families in need with individual and group cooking sessions.
- iv. That a Community and Economic Development Grant is **not** released to Disability Access East Grinstead as their application did not meet the criteria of grant scheme.
- v. That a Community and Economic Development Grant is **not** released to E Jeavans Associates Ltd as their application did not meet the criteria of grant scheme.
- vi. That a Community and Economic Development Grant is **not** released to Handcross Rosemary Club as their application did not meet the criteria of grant scheme.
- vii. That a Community and Economic Development Grant is **not** released to Sussex Green Living as their application did not meet the criteria of grant scheme.
- viii. That a Community and Economic Development Grant is **not** released to TS Resolution NTC as their application did not meet the criteria of grant scheme.

8. CORPORATE GRANT SCHEMES - RELEASE OF S106 CONTRIBUTIONS.

Elaine Clarke, Community Facilities Project Officer, introduced the report which presented three requests for the release of S106 Contributions for consideration. She confirmed that she would present the first two applications to the Panel and then the third application from Colwell Ground CIC after those discussions.

The applications which were recommended for consideration by the Panel are set out below:

Organisation	Purpose for which award is sought	Total Project Cost	Award Suggested
Burgess Hill Bowls Club	Installation of bi-fold doors	8,250	8,250
Crawley Down Gatwick Football Club	New dugouts, floodlighting and ball stop fencing	110,028	100,028
Colwell Ground CIC	Three new sports pitches and a community centre at the St Francis Sports Ground	8,417,160	1,450,147
TOTAL		8,535,438	1,558,426

The Member noted that the Council owns the building for the Crawley Down Gatwick Football Club and hoped that the Club would have sought to raise a little more funding themselves. He asked if the release of S106 contributions was linked to the Council receiving the benefits of the project as it is Council-owned and so more could be funded or whether it would be reasonable to ask if the football club would be able to raise more of the funds for the project themselves.

The Community Facilities Project Officer explained that the Section 106 receipts are available and allocated for this site and added that the Club had difficulty raising match-funding as they do not have security of tenure.

The Vice-Chairman expressed disappointment that there is no offer of funding from the Football Association. He enquired whether the Football Association has been approached on this occasion to see if they would support the project.

The Community Facilities Project Officer highlighted that, from the conversations with the applicants, they are intending to apply to get match-funding from the Football Association however they do hit a stumbling block as we own the site but the Council can support the Club in their application.

The Chairman felt particularly pleased that some of the funding will go to retiring the noisy diesel generator.

The Community Facilities Project Officer presented the application from Colwell Ground CIC. She outlined that the community building was previously funded by the Cabinet Grants Panel however the grant offer was withdrawn as St Francis Sports & Social Club was unable to raise match-funding. The Colwell Ground CIC has now come forward with a new proposal which is of different design to the previous and are proposing to upgrade the grass pitches there and put in three new all-weather pitches for football and hockey.

The Vice-Chairman said he fully supported the application and has been an aspiration for Haywards Heath for approximately ten years. He noted a specific pot of Section 106 monies that was allocated specifically for the museum and hasn't been used for a long time. He queried if the money is still available and cannot be used in any other way.

The Community Facilities Project Officer replied that the monies are specifically ring-fenced for that purpose.

The Vice-Chairman then asked whether the views of Haywards Heath Town Council have been sought to see if they are happy with this one-off money to be spent in that way.

The Community Facilities Project Officer explained that there haven't been any detailed conversations with the Town Council at this point however there is an intention to get them involved as the project develops more.

The Member noted the history of the site. He sought further clarification on how the previous projects link to this project and whether there are any concerns about having to use Section 106 monies by a particular time.

The Community Facilities Project Officer confirmed that the Colwell Ground CIC has been properly constituted and that as the project moves forward there will need to be proper scrutiny from colleagues in Legal and Finance. She highlighted that the difference from the previous project is that St Francis is intending to lease all the land to the south to the Colwell Ground CIC with St Francis retaining the swimming pool and the northern part of the site. St Francis is still proposing to complete the works on the changing rooms which have been previously funded.

The Chairman stated that the governance arrangements need to be carefully looked at and agreed from a legal viewpoint. He then noted that no Member wished to speak so moved to the recommendations on the applications which were agreed unanimously.

The Community Facilities Project Officer presented the summary of Section 106 project extensions and variations.

The Chairman mentioned Spring Copse and was pleased to see Clarion Futures working toward alternative provision. He also drew attention to the Scouts at Barn Cottage Recreation Ground which he felt was a very important project and hoped that the legal process would be concluded as soon as possible. He noted that no Member wished to speak so moved to the recommendations as detailed in Appendix B which were agreed unanimously.

RESOLVED

The Cabinet Grants Panel agreed:

- i. That £8,250 of S106 Contributions be released to Burgess Hill Bowls Club to fund the installation of bi-fold doors subject to the special conditions detailed in Appendix A.
- ii. That £100,028.93 of S106 Contributions be released to Crawley Down Gatwick Football Club to fund an upgrade of the facilities, the Club intends to replace and move the team dugouts, install a new mains connection, LED floodlighting and ball stop fencing subject to the special conditions detailed in Appendix A.
- iii. That £1,450,147 of S106 Contributions be released to Colwell Ground CIC to fund a capital project to deliver three new all-weather sports pitches suitable for hockey and football and a community building with ancillary facilities at the St Francis Sports Ground, Haywards Heath subject to the special conditions detailed in Appendix A.

9. INDEPENDENT RETAILERS GRANT SCHEME - PROPOSED GRANT AWARDS.

Will Hawkins, Economic Development Officer, introduced the report which presented 23 applications for the Independent Retailers Grant Scheme. He highlighted an amendment to the requested award from Lindfield Coffee Works to £3,112 following changes to the equipment they are looking to purchase. He also highlighted the communications plan set out in Paragraph 21 of the report which sets out how the team seeks to share and promote the success of the scheme.

The applications which were recommended for consideration by the Panel are set out below:

Organisation	Location	Purpose for which award is sought	Award Requested	Award Suggested
Baan Thai 2 Ltd	Burgess Hill	Storefront improvements and digital	£1,300.00	£1,300.00
Ounce Stores Ltd	Lindfield	Storefront improvements, interior improvements and digital	£4,000.00	£1,704.00
Lindfield Eyecare Ltd	Lindfield	Storefront repair	£2,475.00	£2,475.00
Dudley House Trust	Handcross	Storefront improvements, interior improvements and digital	£2,212.45	£2,212.45
The Rocking Horse Emporium	Burgess Hill	Storefront improvements, interior improvements and digital	£2,444.00	£2,058.00
Fun Pots Ltd	Haywards Heath	Interior improvements and digital	£2,852.00	£2,852.00
Sweetsk8	Burgess Hill	Storefront improvements, interior improvements, and pop-up shop	£2,800.00	£2,800.00
Digital Café	Burgess Hill	Storefront repair and interior improvements	£4,000.00	£3,750.00
The Ashman Hairdressing Company Ltd t/a Hair Essentials	Burgess Hill	Interior improvements	£3,000.00	£3,000.00
Bella June flowers	Hassocks	Storefront improvements and interior improvements	£4,000.00	£4,000.00
Moreno & Young	Haywards Heath	New equipment and digital	£3,423.00	£3,423.00
The Mercantile Adventurers	Burgess Hill	Storefront improvement	£3,870.00	£3,870.00
Lost Pier Brewing Ltd	Burgess Hill	Exterior shelter	£4,000.00	£4,000.00

The Member felt disappointed that there were not that many applications coming from the north of district. He asked for further information on how the scheme was promoted and whether the remaining funds in the scheme could be utilised for businesses in the north.

The Economic Development Officer explained that the scheme was promoted through social media, the Council's business newsletter alongside information communicated to the three business associations in Haywards Heath, Burgess Hill and East Grinstead. He also explained that the Micro Business Grant Scheme is coming forward later in the year so suggested that the Council could encourage businesses from the north of the district to apply to that scheme.

The Chairman thanked the officers for the communication programme. He recalled a previous grant funding round specifically for East Grinstead and it wasn't all allocated however grants cannot be provided unless they are asked for.

The Vice-Chairman referenced Point 9, P. 47 which detailed grants of £500 for pop-up shop which seemingly had no take-up so asked if there were any comments on the scheme as he thought that it was potentially a good thing to help start-ups. He also asked in terms of spending in Burgess Hill whether the shopfronts involved would undergo any changes should the major redevelopment in the town centre occur any time soon.

The Economic Development Officer outlined that the Council promoted the scheme through the usual channels however only received one application which they are supporting. He also committed to checking and investigating the situation for the applications in Burgess Hill which are close to the town centre development.

The Chairman noted that no Member wished to speak so moved to the recommendations as set out in the report and the verbal update from the officer which were agreed unanimously.

RESOLVED

The Cabinet Grants Panel agreed:

- i. That an Independent Retailers Grant of £1,300 be released to Baan Thai 2 Ltd to fund the renovation of the storefront and purchase of new computer system and printer equipment.
- ii. That an Independent Retailers Grant of £1,704 be released to Ounce Stores Ltd to fund interior and exterior improvements to the store alongside the development of a website, e-commerce and delivery.
- iii. That an Independent Retailers Grant of £2,475 be released to Lindfield Eyecare Ltd to fund the repair and replacement of their window display and surrounding fascia.
- iv. That an Independent Retailers Grant of £2,212.45 be released to Dudley House Trust to fund the interior and exterior renovation of store unit for 'Handcross Hardware and Craft' alongside purchase of two iPads for use as Point-of-Sale devices.
- v. That an Independent Retailers Grant of £2,058 be released to The Rocking Horse Emporium to fund a range of store improvements that cover a new point of sale card machine, a heater and air purifier, lighting improvements, a new website and physical advertising boards.
- vi. That an Independent Retailers Grant of £2,852 be released to Fun Pots Ltd to fund the replacement of interior flooring to fit with new website branding and visual appeal.

- vii. That an Independent Retailers Grant of £2,800 be released to Sweetsk8 to fund the redecoration of the interior and exterior of the store alongside the development of a pop-up shop within the local community.
- viii. That an Independent Retailers Grant of £3,750 be released to Digital Café to fund the repair of the storefront window and interior flooring.
- ix. That an Independent Retailers Grant of £3,000 be released to The Ashman Hairdressing Company Ltd to fund improvements to store lighting and replacements to fixtures/fittings and furniture.
- x. That an Independent Retailers Grant of £4,000 be released to Bella June flowers to fund the improvements to the storefront and window display, installation of a hot water tap for staff and client use.
- xi. That an Independent Retailers Grant of £3,423.69 be released to Moreno & Young to fund the purchase of a new commercial dishwasher and point of sale equipment, for the restaurant 'La Campana'.
- xii. That an Independent Retailers Grant of £3,870 be released to The Mercantile Adventurers to fund the renovation of the storefront and purchase of new computer system and printer equipment.
- xiii. That an Independent Retailers Grant of £4,000 be released to Lost Pier Brewing Ltd to fund the purchase of a branded shelter outside the business unit to promote retail sale.
- xiv. That an Independent Retailers Grant of £4,000 be released to Reflex @42 to fund the replacement and repair of shop front.
- xv. That an Independent Retailers Grant of £4,000 be released to Pictures prints framing (PPF Art) Ltd to fund a range of internal and external store improvements that include signage, lighting and a new point of sale system.
- xvi. That an Independent Retailers Grant of £4,000 be released to Acorn Sales and Lettings to fund the refurbishment of the unit which includes creating a new meeting room, flooring, heating and new digital equipment.
- xvii. That an Independent Retailers Grant of £4,000 be released to Couture & Tiaras to fund the renovation of storefront and development of a new in-store display.
- xviii. That an Independent Retailers Grant of £1,925 be released to Soror to fund the purchase and fitting of new sign for the unit.
- xix. That an Independent Retailers Grant of £3,112 be released to Lindfield Coffee Works to fund the purchase of seating, tables and a heater/cooler unit.
- xx. That an Independent Retailers Grant of £4,000 be released to My Inhance Ltd to fund the repair and redecoration of the exterior of their unit alongside new logo and branding.
- xxi. That an Independent Retailers Grant of £1,500 be released to A-L Nails Salon to fund the purchase and fitting of new sign for the unit.

- xxii. That an Independent Retailers Grant of £3,000 be released to Aroma Cafe & Kitchen to fund the repair and reframe storefront windows.
- xxiii. That an Independent Retailers Grant of £2,370 be released to Mia Hara Ltd to fund the installation of new exterior signage alongside new instore fittings, lighting and Point of Sale improvements.

10. END OF GRANT REPORT - MID SUSSEX DISTRICT COUNCIL'S COVID-19 RECOVERY GRANT SCHEME 2020/22 - BUSINESS GRANT AWARDS.

Will Hawkins, Economic Development Officer, introduced the report which provided an overview of the outcomes and impacts of grants awarded to businesses from the Covid-19 Recovery Grant Scheme 2020/22, in line with the commitment made in the Corporate Grant Schemes Review; and provide detail on the proposed communication plan on scheme outcomes.

The Chairman stated that he found the bar chart showing the total number of grants by geographical location very useful. He added that he was particularly pleased about the wide spread of applications across the district and achieving what it set out to achieve.

The Vice-Chairman thanked the officers and the Council for the exemplary work they have done both with the speed of issuing the grants and the accuracy in how that money is allocated and spent.

The Chairman noted that no Member wished to speak so moved to the recommendations which was agreed unanimously.

RESOLVED

The Cabinet Grants Panel:

- a) Noted the review of the Grant Scheme and feedback received from awarded applicants.
- b) Agreed the proposed communications plan outlined in the report.

The meeting finished at 5.08 pm

Chairman