

11 February 2022

PLEASE NOTE START TIME OF MEETING

The Cabinet will meet virtually in accordance with the Local Authorities (Executive Arrangements) (Meetings and Access to Information) Regulations 2012. Public access is available via a live stream video through the [Mid Sussex District Council's YouTube channel](#).

Dear Councillor,

A meeting of **CABINET GRANTS PANEL** will be held **VIA REMOTE VIDEO LINK** on **MONDAY, 21ST FEBRUARY, 2022 at 4.00 pm** when your attendance is requested.

Yours sincerely,
KATHRYN HALL
Chief Executive

A G E N D A

Pages

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|----|--|--------|
| 1. | To note Substitutes in Accordance with Council Procedure Rule 4 - Substitutes at Meetings of Committees etc. | |
| 2. | To receive apologies for absence. | |
| 3. | To receive Declarations 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 25 October 2021. | 3 - 6 |
| 5. | To consider any items that the Chairman agrees to take as urgent business. | |
| 6. | To receive representations from Members of the Council on the applications. | |
| 7. | Corporate Grant Schemes - Community and Economic Development Grants. | 7 - 22 |

8.	Corporate Grant Schemes - Release of S106 Contributions.	23 - 44
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10.	End of Grant Report - Mid Sussex District Council's Covid-19 Recovery Grant Scheme 2020/22 - Business Grant Awards.	57 - 66

To: **Members of Cabinet Grants Panel:** Councillors N Webster (Chair), S Hillier (Vice-Chair) and J Belsey

**Minutes of a meeting of Cabinet Grants Panel
held on Monday, 25th October, 2021
from 4.00 pm - 4.13 pm**

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

1. ROLL CALL AND VIRTUAL MEETING EXPLANATION.

The Chairman welcomed everyone to the meeting. Tom Clark, Solicitor to the Council, took a roll call of Members present and provided a virtual meeting explanation.

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

None as all Members were present.

3. TO RECEIVE APOLOGIES FOR ABSENCE.

No apologies were received as all Members were present.

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

None.

**5. TO CONFIRM THE MINUTES OF THE MEETING OF THE PANEL HELD ON 23
AUGUST 2021.**

The minutes of the meeting of the Cabinet Grants Panel held on 23 August 2021 were approved as a correct record and electronically signed by the Chairman.

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

The Chairman had no urgent business.

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

No representations were received by Members or Officers.

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

Peter Stuart, Head of Corporate Resources, introduced the report which presented four Community Grant applications for consideration the Panel, one of which was

recommended for an award. He noted that all applications had merit however three applications did not meet the criteria that the grants are assessed by. The applications which were recommended for consideration by the Panel are set out below:

Table 1: Applications recommended for award

Organisation	Purpose for which grant is sought	Award Requested	Award Suggested
Scrapless CIC	Purchase fridges in order to store left over fruit and vegetables which will be offered to Burgess Hill Pantry for residents at subsidised cost. Deliver cooking demonstrations.	£1,600	£1,600
	TOTAL	£1,600	£1,600

Table 2: Applications Considered but NO GRANT Award Recommended

Organisation	Purpose for which grant is sought	Award requested
Befriended	Afternoon Tea with entertainment on first Sunday of every month	£5,000
Relate North & South West Sussex	Counselling sessions in East Grinstead and surrounding areas	£2,000
*Citizens Advice West Sussex	Pilot project supporting victims of domestic abuse providing legal, financial, and practical advice for victims who are assessed as 'medium' risk.	£4,909

The Vice-Chairman commented that fridges are very expensive and noted that there are businesses in the leisure sector that are going bankrupt therefore he hoped that effort had been made to source second-hand fridges. He also made a personal plea regarding Relate North & South West Sussex as organisations and services such as this are massively underfunded and massively needed however he appreciated the demands on the public sector.

The Chairman agreed and believed that the Council should do as much as possible for families so that they can relate better and stay together. He felt pleased that the Council is working with Citizens Advice West Sussex on their domestic abuse pilot and is referred to the Mid Sussex Partnership in relation to this pilot. He also added that the comments on the Scrapless CIC would be noted.

The Member recalled a recent conversation he had overheard about a lady being lonely and believed that there may be more who are hidden and feel the same way. He felt disappointed for Relate North & South West Sussex because their application had already commenced and hoped that future sessions would be funded.

The Chairman highlighted other organisations carry out similar activities which officers' support. He stated that if the application were to be waived through then it may set a precedent however he encouraged the organisation to apply in future. He also expressed that he was pleased that officers were working with unrepresented groups to enable them to put in grants applications to assist their communities. The Chairman took the Panel to vote on the recommendations which was agreed unanimously.

RESOLVED

The Cabinet Grants Panel agreed:

- i. That a Community and Economic Development Grant of £1,500 be released to Scrapless CIC to fund the purchase of fridges in order to store left over fruit and vegetables which will be offered to Burgess Hill Pantry for residents at subsidised cost.
- ii. That a Community and Economic Development Grant is not released to Befriended as their application did not meet the criteria of grant scheme.
- iii. That a Community and Economic Development Grant is not released to Relate North & South West Sussex as their application did not meet the criteria of grant scheme.
- iv. That a Community and Economic Development Grant is not released to Citizens Advice West Sussex as their application did not meet the criteria of grant scheme.

9. CORPORATE GRANT SCHEMES - RELEASE OF S106 CONTRIBUTIONS.

Elaine Clarke, Community Facilities Project Officer, introduced the report which presented one application for the Release of S106 Contributions for consideration by the Cabinet Grants Panel. She confirmed that the CCTV would not just cover the Woodside Pavilion but the surrounding area. The application which is recommended for consideration by the Panel is set out below:

Organisation	Purpose for which award is sought	Award Requested	Award Suggested
Bolnore Village Community Partnership	CCTV upgrade	5,155	5,155
Total		£ 5,155	£ 5,155

The Vice-Chairman confirmed he was aware of the dynamic of Bolnore and thought that it is a sensible project to come forward.

The Chairman took the Panel to vote on the recommendations which was agreed unanimously.

RESOLVED

The Cabinet Grants Panel agreed:

- i. That £5,155 of S106 Contributions be released to Bolnore Village Community Partnership to fund the upgrade of the existing CCTV system to improve security and public safety at The Woodside pavilion and surrounding area.

The meeting finished at 4.13 pm
Chairman

CORPORATE GRANT SCHEMES **(Community and Economic Development Grants)**

REPORT OF: HEAD OF CORPORATE RESOURCES

Contact Officer: Emma Sheridan; Business Unit Leader Community Services, Policy and Performance

Email emma.sheridan@midsussex.gov.uk

Wards Affected: All

Key Decision: No

Purpose of the report

1. The purpose of this report is to present to the Cabinet Grants Panel eight Community Grant applications for consideration. The report also provides details of the one-off Platinum Jubilee grants scheme as approved by Cabinet Member decision.

Recommendations

2. Members of the Cabinet Grants Panel are requested to consider and decide upon:
 - ***The recommendation for each of the applications detailed, summaries of which are attached in Appendix A***
 - ***Acknowledge the Platinum Jubilee Grants scheme agreed by Cabinet Member decision***

Summary

3. A summary of the applications to be considered and the recommendations from the Community Grants Assessment Group are provided as to the level of financial assistance that should be awarded to each organisation. These are detailed in Tables 1 and 2 below.

Background

4. Applications for all grants and the Release of S106 contributions are assessed against a standard checklist and considered by the officer Grants Assessment Group to ensure a consistent approach to the awarding of funds.

Assessment Process

5. Applications are assessed against four key criteria – Council priorities, evidence of need, fiscal impact, and benefits. The maximum possible score, for excellent applications which fully meet all the criteria, is 12.
6. Applications are assessed by the Grants Assessment Group comprising relevant officers from across the authority together with a representative from West Sussex County Council's Communities and Public Health Teams, and, unless there is a conflict of interest, the local Council for Voluntary Service.
7. The Group reaches a consensus as to the merit of each application, judged against the agreed criteria, and the level of funding that should be recommended to the Cabinet Grants Panel.

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

8. All organisations presented have met the current basic level grant criteria, i.e., they are fully constituted voluntary and not for profit organisations and have provided the relevant information to support their application.

Grant Applications Recommended for approval under the Community Fund

9. Citizens Advice have been delivering the BAME Community Champions project over the last year and as part of this they are looking to set up language cafes for diverse communities. This will be in partnership with Aspire and will be led and shaped by the champions. The Assessment team agreed that the funding bid will enable further meaningful engagement with existing champions and widen engagement with other residents from diverse communities in Mid Sussex. The Assessment team agreed that the project should be fully funded.
10. Hassocks & Hurst Little Bees provide free football sessions to children aged 2-4 years to socialise, learn new skills and try new sports. The group is looking to expand its offer of activities and run parent and child first aid CPR classes. They are looking to fund a new venue to hold these expanded sessions over the next year. The Assessment team agreed that the bid offered increased opportunities for young children to experience sport and parents would also benefit from the social interaction this would bring. The Assessment team agreed that the project should be fully funded.
11. IMPACT Foundation run a successful programme to promote healthy eating through their Tasty Team. They help disadvantaged and vulnerable families to access and cook healthy meals on a budget. The group are seeking funds to support 30 families who have been previously homeless, living in a hostel for young mums or suffering from social isolation during the pandemic. The group are well connected with key partners working with this client group and they will be encouraged to work closely with the MSDC housing team who are supportive of the bid. The Assessment Team agreed that the project should be fully funded.

Grant Applications not recommended for approval under the Community Fund

12. Disability Access East Grinstead have been previously funded for core costs but were notified in their last application response that they would no longer be funded for core costs. The current application is seeking costs to support their free mobility equipment loan service and taxi costs for those attending the Visually Impaired Readers group held in the library. These projects are not new initiatives, and the criteria excludes bids seeking funds towards ongoing costs for existing projects. A free mobility equipment loan service is also provided by WSCC. The Assessment team suggests that the group make contact with Community Transport to assist with the travel. The Assessment team recommend that the project is not funded from this grant fund.
13. The applications from E Jeavans Associates and Sussex Green Living are to fund activities during the 'Playdays on Tour' events in the summer holidays. The activities will focus on STEM and sustainability respectively and the groups aim to build on the engagement during the Playdays on Tour to deliver further activities once the scheme ends. Although the activities would benefit and add to the value of the Playdays on Tour, the bids are seeking to fund existing services and as such fall outside the criteria for the Community Grants scheme. However, officers will explore other alternative sources of funding for these bids.

14. Handcross Rosemary Club are a friendship club for older people in Handcross and the surrounding villages. They are seeking funds to go towards refreshments at their AGM and Christmas lunch. The bid is for existing activities and therefore fall outside of the criteria. It is recommended not to be funded from this grant fund.
15. TS Resolution NTC is a uniformed youth organisation based in East Grinstead. The group are seeking funds to contribute to their recent kayak purchases and Palm Equipment Buoyancy Aids and Cags. The kayaks have already been purchased and the criteria does not allow retrospective bids. The bid failed demonstrate how the funds would support a new activity and how it would benefit the wider community. The group charge a subscription fee and there was no indication of how their services would be accessible for young people who could not pay the £20per month membership fee. The Assessment team agreed that the bid should not be funded from this grant fund.

Platinum Jubilee Grants Scheme

16. Her Majesty, The Queen, is the first British Monarch to celebrate a Platinum Jubilee with seventy years of service, having acceded to the throne on 6th February 1952 at 25 years old.
17. This year, 2022, will see year-long Platinum Jubilee celebrations throughout the United Kingdom, the Commonwealth and around the world as communities and people come together to celebrate The Queen's historic reign. Throughout the year, Her Majesty and members of the Royal Family will travel around the country to undertake a variety of engagements to mark this historic occasion culminating with the focal point of the Platinum Jubilee Weekend in June.
18. An extended bank holiday, from Thursday 2 to Sunday 5 June, will provide an opportunity for communities and people throughout the United Kingdom to come together to celebrate the historic milestone. Across the four days the celebrations will include public events and community activities, as well as national moments of reflections on The Queen's 70 years of service.
19. As part of the Councils participation in the Jubilee celebrations, a specific grant fund has been established, from within the Councils Community Grant Programme, to facilitate and enable community celebrations across the district which was agreed by Cabinet Member Decision on 25 January 2022.
20. The amount of £25,000 has been set aside, from within the Community Grants Programme budget for 2022, to provide a dedicated fund for community groups to apply on a one-off basis to run events that celebrate and mark the Platinum Jubilee in Mid Sussex.
21. The fund is available to non-profit making community/voluntary organisations to help with the costs of appropriate related activities primarily on or around The Queen's Platinum Jubilee weekend and that applications will be required to demonstrate appropriate community benefit and/or community input.
22. More detailed information on the scheme can be found in Appendix C.

Other Options Considered:

23. To not fund the applications recommended in this report:

The awards recognise the key role CVS organisations play in enabling communities to be resilient and the monies 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. The impact of COVID19 on the sector has been unprecedented in terms of demand, coupled with loss of income and resources to meet these increased demands. The continued use of this fund to support community initiatives will help to mitigate against some of the challenges faced by the sector in these extraordinary times.

Financial Implications

24. Community Development Grants are funded through a dedicated reserve. The balance held in the Community Development Fund Reserve as of 1 April 2021 was £407,911 which included a £100,000 contribution from General Reserve at Outturn 2020/21. The amount spent in 2021/22 (as of 7 February 2022) was £154,953, which leaves a balance remaining of £252,958.
25. The amounts committed, but not yet paid, as of 7 February 2022 are £164,368. This leaves a balance of £88,590 if all the committed grants are paid.
26. The total amount of the Community Development Grants proposed in this Cabinet Grants Panel report is £8,029, which leaves a remaining balance of £80,561 if all the committed grants are paid. A further £25,000 has been allocated for the Platinum Jubilee Fund leaving £55,561 unallocated.

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. Where applications reference physical works to properties, applicants will be required to ensure that the project has all the necessary permissions in place (including planning, building regulations, licensing and from landlords) prior to completion.
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 funds are awarded not materialise.
30. All organisations in receipt of grant funds 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 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.

Sustainability Implications

33. The provision of the Community Grants Programme supports the council's community leadership role in the delivery of local and [UK sustainable development goals](#). Specifically, this service contributes towards:



SDG 3: (Ensure healthy lives and promote well-being for all at all ages) &



SDG 10: (Reduce inequality within and among countries)



SDG 11: (Sustainable Cities and Communities)

Legal Implications

34. 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

35. Grant applications and associated documentation for the Community & Economic Development grants are held in the Community Services, Policy and Performance Business Unit.

COMMUNITY & ECONOMIC DEVELOPMENT GRANTS
MEMBER INFORMATION TABLE- CABINET GRANTS PANEL FEBRUARY 2022

Organisation	Area of Benefit	Purpose	Total Project Cost	Amount Requested	Amount Recommended
Applications awarded total amount requested					
Citizens Advice in West Sussex (North, South, East)	Mid Sussex wide	Set up language café sessions for diverse communities	£4,984	£4,984	£4,984
Hassocks & Hurst Little Bees	Hassocks & Hurst	Extend sports activities for 2–4-year-olds	£500	£500	£500
IMPACT Foundation	Mid Sussex wide	Support 30 families in need with individual and group cooking sessions	£4,140	£2,545	£2,545
		TOTAL	£9,624	£8,029	£8,029
Applications Considered but NO GRANT Award Recommended					
Organisation	Area of Benefit	Purpose	Total Project Cost	Amount Requested	
Disability Access East Grinstead	East Grinstead	Costs towards the Mobility Equipment loan service and taxi costs for the Visually Impaired Readers Group.	£1,800	£700	
E Jeavans Associates Ltd	Mid Sussex Wide	STEM activities for children during and after the Playdays on Tour	£2,965	£2,965	
Handcross Rosemary Club	Handcross	AGM refreshment costs, and Christmas outing	£4,750	£2,000	
Sussex Green Living	Mid Sussex Wide	Sustainability based activities for children during and after the Playdays on Tour	£4,636	£4,636	
TS Resolution NTC	East Grinstead	Sports equipment	£6,609	£5,000	
		TOTAL	£20,760	£15,301	

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Cabinet Grants Panel Monday 21 February 2022

Assessment Matrix (max score = 12)

Criteria	Excellent: the application meets the criteria and shows outstanding qualities (Score 3)	Good: the application meets the criteria and shows strong qualities (Score = 2)	Fair: the application meets the criteria (Score = 1)	Poor: the application does not meet the criteria (Score = 0)		
Council's priorities <i>(Effective and Responsive Services; Sustainable Economic Growth; Strong and Resilient Communities; Financial Independence)</i> (Qu. 20)	The application clearly articulates how the project will meet at least one of the Council's priorities	The application states how the project will meet at least one of the Council's priorities	The application states that the project will meet at least one of the Council's priorities	The project will not meet any of the Council's priorities		
Evidence of need (Qu. 15)	The demand / need within the local community is clearly articulated with supporting information i.e. consultations, research, statistics, pilot project.	The applicant has outlined the need within the local community.	A need is identified	The need is not evident.		
Impact and benefits (Qu. 13, 16, 18)	Project clearly describes the beneficiaries (80%+ from Mid Sussex), outcomes and measures of success.	Beneficiaries (80%+ from Mid Sussex), outcomes and evaluation methods are listed but not detailed.	Limited information has been supplied regarding beneficiaries (80%+ from Mid Sussex), outcomes and project evaluation.	Less than 80% of beneficiaries are from Mid Sussex. Outcomes are not evident.		
Finances (Qu. 21)	The applicant has submitted an itemised balanced budget that appears realistic and good value for money, including 10%+ match funding sources identified or secured.	The applicant has submitted a balanced budget that appears realistic and good value for money.	Budgetary information is limited.	Budgetary information is non- existent or incomplete.		
Councils Priorities		Evidence of need	Impact and benefits	Finances	TOTAL	
1. Citizens Advice in West Sussex (North, South, East)		3	3	2	3	11
2. Hassocks & Hurst Little Bees		2	2	3	2	9
3. IMPACT Foundation		3	3	3	2	10

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CABINET MEMBER REPORT – PLATINUM JUBILEE COMMUNITY GRANTS

REPORT OF: PETER STUART
 Contact Officer: Emma Sheridan, BUL Community Services Policy & Performance
 Wards Affected: All
 Key Decision: No

Purpose of Report

1. This report provides details of the forthcoming Platinum Jubilee and asks the Cabinet Member to approve a one-off Community Grants project to support local community Platinum Jubilee celebrations.

Summary

2. This coming year will see Platinum Jubilee celebrations throughout the United Kingdom, the Commonwealth and around the world as communities and people come together to celebrate The Queen's historic reign.
3. As part of the Councils participation in the Jubilee celebrations it has been suggested by a number of Council Members and partners, that a community grants programme would be an appropriate initiative.

Recommendations

4. **That, as part of the Councils participation in the Jubilee celebrations, a specific grant fund should be established, from within the Councils Community Grant Programme as outlined in this report, to facilitate and enable community celebrations within the District.**
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Background

5. Her Majesty, The Queen, is the first British Monarch to celebrate a Platinum Jubilee with seventy years of service, having acceded to the throne on 6th February 1952 at 25 years old.
6. This year, 2022, will see year-long Platinum Jubilee celebrations throughout the United Kingdom, the Commonwealth and around the world as communities and people come together to celebrate The Queen's historic reign. Throughout the year, Her Majesty and members of the Royal Family will travel around the country to undertake a variety of engagements to mark this historic occasion culminating with the focal point of the Platinum Jubilee Weekend in June.
7. An extended bank holiday, from Thursday 2 to Sunday 5 June, will provide an opportunity for communities and people throughout the United Kingdom to come together to celebrate the historic milestone. Across the four days the celebrations will include public events and community activities, as well as national moments of reflections on The Queen's 70 years of service.

Establishment of a Jubilee Community Grants Fund

8. As part of the Councils participation in the Jubilee celebrations, it is proposed that a specific grant fund is established, from within the Councils Community Grant Programme, to facilitate and enable community celebrations across the District.
9. It is proposed that the amount of £25,000 be set aside, from within the Community Grants Programme budget for 2022, to provide a dedicated fund for community groups to apply on a one-off basis to run events that celebrate and mark the Platinum Jubilee in Mid Sussex.
10. It is proposed that the fund be made available to non-profit making community/voluntary organisations to help with the costs of appropriate related activities primarily on or around The Queen's Platinum Jubilee weekend and that applications will be required to demonstrate appropriate community benefit and/or community input.
11. It is proposed that Parish and Town Councils may apply in partnership with other groups or organisations but are exempt from applying as a single organisation. Parish and Town Councils will be encouraged to disseminate details of the fund and liaise with other interested groups or organisations within their communities.
12. In the event of the fund being over-subscribed, it is proposed that funding applications from communities previously under-presented in Community Grants awards, will be prioritised.
13. Whilst it is not proposed to set a specific funding cap for individual applications, in the event of the fund being oversubscribed the Council will seek to maximise funding to support as wide and diverse a range of events, activities and communities as possible within the available fund.
14. It is proposed to make use of a simplified version of the Community Grant Funding application form, as has previously been the case with one-off grant funds. This will streamline the application process and remove those aspects of the application process which will not be required for this fund.
15. If agreed, the Council will promote the fund through the Voluntary Sector Network and invite applications to be submitted by 21 February 2022.
16. A condition of funding will be that funded events are promoted through the Council's dedicated Platinum Jubilee webpage and registered on the official Platinum Jubilee website.
17. In line with the established criteria of the Community Grants Programme:
 - (a) Funding applications cannot be retrospective, and no organisation should commit themselves to any spending before any final decision is made.
 - (b) Applications demonstrating match funding by other funds will be given greater weight.
 - (c) All community events funded must acknowledge Mid Sussex District Council's contribution and are encouraged to do so on any publicity material, or social media used to promote the event or funded activity.

Recommended Next Steps

18. That following the call-in period the grant fund as outlined in this report be opened to applications and promoted by the Council and its community partners.
19. That an application deadline of 21st February 2022 be established.
20. That grant applications received for this one-off fund be brought before a meeting of the Cabinet grants Panel on 9th March 2022 for decision.

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FINANCIAL APPRAISALS – February 2022

Citizens Advice In West Sussex (North, South, East)

Audited accounts have been submitted for the period ending 31st March 2021 which show a Surplus of £216,539.

Total income was £1,830,908; mainly generated from Donations & Legacies (£6,437), Advisory Services (£1,812,534), Investment income (£5,192), and Other income (£6,745).

Total expenditure was £1,614,369; consisting of Supplies and Services (£240,530), Staff Related (£1,295,796), Depreciation (£13,871), and Premises Related (£64,172). Balances held at the end of the period showed Net assets of £895,973: comprising of Tangible Assets £13,534, Investments £416,705, Debtors £183,680, Cash £637,368 and Creditors (£355,314).

Hassocks & Hurst Little Bees

No accounts have been provided. – these have been requested and the award will be subject to the approval of accounts.

IMPACT Foundation

Audited accounts have been submitted for the period ending 31st March 2021 which show a Surplus of £11,627.

Total income was £1,752,725; mainly generated from Donations & Legacies (£1,650,976), Charitable activities income (£27,655), Investments (£10,265), and Net gain on property investment disposal (£63,829).

Total expenditure was £1,741,098; consisting of Supplies and Services (£1,464,235), Staff related (£72,680), and Support costs (£204,183).

Balances held at the end of the period showed Net assets of £2,181,581: comprising of Tangible assets £115,167, Debtors £22,696, Short term deposits £1,854,677, Cash £198,977 and Creditors (£9,936).

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CORPORATE GRANT SCHEMES (Release of S106 Contributions)

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

Purpose of the report

The purpose of this report is to

1. Present three requests for the release of S106 Contributions for consideration by the Cabinet Grants Panel, Assessment Reports attached in Appendix A
2. Provide an update regarding the allocation of s106 receipts to community projects and a summary of project progress, attached in Appendix B.

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:

Release of S106 contributions

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	100,029
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

Recommendations

4. ***Members of the Panel are requested to consider and decide upon the following recommendations:***
 - a) ***for each of the above applications, summaries of which are attached in Appendix A;***
 - b) ***project extensions and variations (A-L), as detailed in Appendix B***

Background

5. Applications for the Release of S106 contributions are assessed

against a set of standard criteria, as detailed in the General Guidelines for Voluntary and Community Groups, to ensure a consistent approach.

6. A number of projects have been unable to meet the deadlines previously agreed by the Cabinet Grants Panel. This paper seeks approval to vary these dates and provide extensions of time and project to allow more time for fundraising and project delivery.
7. Haywards Heath Tennis Club was invited to submit a revised project proposal and details are provided in Appendix B for consideration by Members.

Assessment Process

8. Applications are assessed against four key criteria – Council priorities, evidence of need, finances, impact and benefits. The maximum possible score for excellent applications which fully meet all the criteria is 12.
9. Information is shared with representatives of the Grants Assessment Group and with the relevant Town and Parish Councils as appropriate.
10. All organisations have met the necessary criteria, i.e. are fully constituted voluntary and not for profit organisations and have provided relevant information to support their application.

Financial Implications

11. Release of S106 contributions is funded using financial receipts paid to the Council for the enhancement of capacity for sport, community buildings and other purposes as a result of residential development.

Risk Management Implications

12. The main risks to the successful implementation of the decisions arising from this report would be the inability of the funded organisations to deliver those projects for which the Release of s106 has been agreed.
13. A Contract is signed at the application stage by organisations seeking funding that details the terms and conditions under which the Release of S106 Contributions is given. In respect of the Release of S106 Contributions, the Council may also impose additional safeguards prior to payment. Funds are not released before evidence of project expenditure has been submitted.
14. It is considered that these measures mitigate the main risk from materialising and overall the risk of failure to deliver the outcomes arising from this report is considered low and well within tolerance levels.

Equality and customer service implications

15. 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.

Sustainability Implications

16. None.

Legal Implications

17. The Council is not obliged to provide 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.

18. In accordance with the Council's Constitution, the Cabinet Grants Panel is authorized to deal with the allocation of Section 106 monies.

Background Papers

- Applications and associated documentation for the Release of S106 Contributions are held in the Community Services, Policy and Performance Section.

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Release of S106 contributions

Town:	Burgess Hill
Title Of Project:	Installation of bi-fold doors
Applicant:	Burgess Hill Bowls Club
Type Of Applicant:	Unincorporated Association
Previous Grants In Past 5 Years:	None
Release of S106 contributions Request	£ 8,250 (100%)
Total Project Cost:	£ 8,250

Financial Summary

Sources of funding and whether secured

n/a

Summary Of Project Proposal And Aims

Installation of bi-fold doors to outdoor paved area to modernise the clubhouse which will encourage more bookings and members.

Background

Burgess Hill Bowls Club was established in 1902 and has 200 members who pay £90 per annum to participate in games, and £18 per annum to attend as social member. The club is affiliated to Bowls England and plays socially and competitively in various leagues and competitions. The club welcomes an estimated 2000 bowlers from surrounding clubs in and out of Mid Sussex each year.

The club wishes to replace the windows overlooking the green with full length opening bifold doors. This will enable spectators to view games from the clubhouse especially during inclement weather. Opening these doors will provide a sense of space to the clubhouse and improve the facility considerably.

The outside area has been improved by laying paving to accommodate tables and chairs to create a Covid safe space and this area will form a natural extension to the clubhouse allowing a flow of members in and out of the clubhouse.

Members were canvassed for ideas to improve the club and were overwhelmingly supportive of the suggestion of bifold doors to make the venue more attractive to members new and old. It will integrate the outside area with the inside and make the

clubhouse a modern space which could be hired for functions and social activities (e.g. bridge) to raise funds.

Club facilities are ranked by senior officials and they allocate important matches to clubs which meet their stringent requirements. This improvement will put the club into contention for hosting major matches.

Head Of Corporate Resources Comments

Unaudited accounts have been submitted for the period ending 30th September 2020 which show a Surplus of £1,921.

Total income was £31,852; mainly generated from Donations & Legacies (£12,942), Subscriptions (£11,281), Bar surplus (£1,920), Charity (£428), Social (£578), Feed-in Tariff (£117), Comp. fees (£1,606), Sussex Bowls (£1,453), Comps. (£1,162), Bank interest (£35), and Other income (£330).

Total expenditure was £29,931; consisting of Supplies and Services (£18,361), Depreciation (£5,617), and Premises Related (£5,953).

Balances held at the end of the period showed Net assets of £56,221: comprising of Cash £56,221.

The Club states that Reserves are held in case of damage to the green.

How Does The Project Meet The Council's Aims?

Strong and Resilient Communities – By providing the community with a modern and popular facility, the club is supportive of the MSDC policy of building strong and resilient communities. The facility will be available for other social groups to use and meets the recreational demands of the community. Burgess Hill Bowls Club is one of the largest bowls clubs in the area and will continue to grow with ongoing investment and improvements.

Financial Independence - This project will provide a new and updated facility which will appeal to members making the facility financially independent. The club is able to generate sufficient funds to make it viable and maintain financial independence. By providing modern and quality facilities the club can meet the demands of the public without drawing on public resources.

Assessment Group Evaluation Of The Project

The installation of bi-fold doors will increase clubhouse space and upgrade the clubhouse to a modern facility which will attract new members and retain existing members to ensure financial sustainability. It will provide shelter during inclement weather and allow people to watch matches from the comfort of the clubhouse.

Overall score: 7

Recommendation

The Assessment Group recommends that the Cabinet Grants Panel Release S106

contributions up to a maximum of £8,250 to the Burgess Hill Bowls Club to install bi-fold doors at the clubhouse which is made up of – £8,250 (PL13-002434 Day Centre, Royal George Road) Formal Sport S106 monies

This release of S106 contributions is made subject to the following special conditions:

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

Release of S106 contributions

Town:	Crawley Down
Title Of Project:	New dugouts, floodlighting and ball stop fencing
Applicant:	Crawley Down Gatwick Football Club
Type Of Applicant:	Unincorporated Association
Previous Grants In Past 5 Years:	None
Release of S106 contributions Request	£ 110,027.75 (100%)
Total Project Cost:	£ 110,027.75

Financial Summary

Sources of funding and whether secured

Club fundraising £9,998.82 (unsecured)

Summary Of Project Proposal And Aims

To upgrade the facilities, the Club intends to replace and move the team dugouts, install a new mains connection, LED floodlighting and ball stop fencing.

Background

Crawley Down Gatwick FC, based at the Haven Centre in Crawley Down, provides football training, coaching and match play for boys and girls aged U5 to U16. The Club has been going since 1993 and has been expanding ever since with the total number teams playing this season grown to twenty-seven. The Club relies on 70 volunteers to run Club sessions and over 400 children and young people from Crawley Down and surrounding villages, take part in sports activities.

The pathway to adult football is through the U17/U18 and then on to the First Team who play in the Southern Combination League Premier Division Step 5 in the English FA Football Pyramid. The U17/18 Team, also play in the Southern Combination League Youth Division. Both sides play in the FA Cup (1st XI) or FA Youth Cup.

The Club is at the highest level of the National game as a FA Charter Standard Community Club and is well respected throughout Sussex. All volunteers have Disclosure and Barring Service (DBS) checks in accordance with safeguarding procedures and all Coaches have FA Coaching badges and First aid certificates.

The existing dugouts need replacing with a suitable future proof design to seat more players, up from 8 to to12 persons per team, to meet Football Association standards.

The new dugouts will improve the seating and increase the distance between the players which will help to reduce Covid transmission and unwanted language. They will offer a much better seating arrangement which avoids close contact between the 'Home and Away teams' which is considered good practice.

The current Metal Halide floodlights are powered by a large diesel generator which is noisy and expensive to run. The Club proposes to install a new mains electricity supply to power new LED floodlights which are cheaper to run, will reduce noise and be better for the environment. The LED solution also offers better uniformity of pitch lighting, less light overspill, more reliability, longer use and less ongoing maintenance.

The Club also proposes to install a new ball stop fence 20mtrs long x 8mtrs high to prevent balls entering the new Beckers estate. The present netting is not high enough to prevent balls going out of the ground and hitting cars and houses in the new estate. Recent complaints from residents have prompted this action and the new fencing will prevent most if not all events of ball ingress towards the neighbouring properties.

The budget for these improvement works is as follows:

	£
Replacement Dugout's	10,502.00
Base for Dugouts	2,490.00
New Network Mains Connection	22,881.23
LED Lighting Installation	66,154.52
Ball Stop Fence system	8,000.00
TOTAL	110,027.75

Worth Parish Council discussed the proposals at a Full Council meeting held on 6th September 2021 (Minute 118 refers) and unanimously agreed to support the Club's funding applications. Local Councilors stated that *'Any improvement to the sporting infrastructure of the village is welcomed, as not only does sport provide an opportunity to improve general fitness, it is generally agreed that it has a positive impact on health and wellbeing.'*

Head Of Corporate Resources Comments

Unaudited accounts have been submitted for the period ending 31st May 2020 which show a Deficit of £4,451.

Total income was £38,179; mainly generated from Membership fees (£29,652), Gate receipts & food sales (£4,052), 300 Club income (£2,075), and Grants (£2,400).

Total expenditure was £42,630; consisting of Supplies and Services (£22,721), Staff related (£5,599), Depreciation (£5,043), and Premises (£9,267).

Balances held at the end of the period showed Net assets of £35,532: comprising of Tangible assets £32,033, Cash £4,109 and Creditors (£610).

How Does The Project Meet The Council's Aims?

Strong and Resilient Communities – High quality sports facilities provide opportunities for local people to train, develop their skills, exercise, keep fit and make

friends. The club is managed by dedicated volunteers who give up their time to run positive activities for children and young people which is of benefit to the wider community.

Assessment Group Evaluation Of The Project

Members should note that applicants are required to have a minimum of 14 years security of tenure to be eligible for a Facility Grant/Release of S106. In this instance, the Club has a periodic (ongoing) license agreement with the Council which enables them to maintain the grounds but they cannot make any alterations. We are however keen to support the Club to make these improvements and, as this is a District Council owned site, think it is appropriate to waive this condition on this occasion. Details of the proposed works will need to be approved by Estates prior to commencement and this will require a review of the current license arrangements.

Crawley Down Gatwick FC is a well-attended, well managed and ambitious Club. This grant will help to modernise the facilities and these improvements will benefit the environment, the players and local residents.

Overall score: 8

Recommendation

The Assessment Group recommends that the Cabinet Grants Panel Release S106 contributions up to a maximum of £100,028.93 to Crawley Down Gatwick Football Club toward the cost of new dugouts and floodlighting which is made up of – £47,898.93 (P35/759 Land off Woodlands Close) and £52,130.00 (PL12-000367 Woodlands Close Ph. 2) Formal Sport S106 monies

This release of S106 contributions is made subject to the following special conditions:

- ***evidence that the project can be fully funded within 12 months of the offer***
- ***the project must be completed within 12 months of project funding being obtained***
- ***details of the planned works to be submitted to Estates & Facilities for approval, prior to commencement***
- ***a review of the current license arrangements***
- ***submission of Planning approval (if required)***

Release of S106 contributions

Town:	Haywards Heath
Title Of Project:	New sports pitches and community building
Applicant:	Colwell Ground CIC
Type Of Applicant:	Community Interest Company (no. 13869725)
Previous Grants In Past 5 Years:	None
Release of S106 contributions Request	£ 1,450,147 (17%)
Total Project Cost:	£ 8,417,160

Financial Summary**Sources of funding and whether secured**

Robert Macmillan, Lead investor, to commit over £2m in personal funding (secured)
£5m+ Capital funds (unsecured)

- Direct charitable funding from wealthy private investors
- Commercial debt financing
- Pension fund financing

Summary Of Project Proposal And Aims

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.

Background

Colwell Ground CIC is a new community-focussed not-for-profit body which aims to improve quality of life, support the Mid Sussex economy and support sustainable communities which are safe, healthy and inclusive. The CIC consists of three directors.

- Robert MacMillan: Executive Chairman of HH Global and principal of the MacMillan Family Office (“MFO”). Robert was an apprentice footballer at Fulham FC. A career ending injury, meant that he did not make the 1st team. However, Robert continues to be passionate about football.
- Edward Parsons: CEO of the MFO working for Robert MacMillan. Edward has worked for Robert for seven years and was the Group CFO of Robert’s private business, HH Global, for 6.5 years until March 2021. Since then, Edward has been working with Robert to set-up the MFO.
- Del Tobias is a professional football coach, who has a footballing academy called: Learn Play and Achieve. He also manages AC Strikers.

The project aims to create a sporting facility and community hub for young adults,

children and the wider population of Haywards Heath and surrounding area. The project will encourage healthy and enjoyable lifestyles by the provision of first class sporting facilities and informal leisure space. The focus will be on creating a sense of community for younger people and supporting those struggling with mental health issues through sports, specifically football and hockey. The objects of the CIC are to carry on activities which benefit the community and in particular to develop and operate the sporting venue known as Colwell Ground, including a community venue and sporting facilities for the local community, and to promote participation in sport.

The Colwell Ground lies on the south side of Haywards Heath and is owned by St Francis Social and Sports Club. The site is bounded by the Princess Royal Hospital to the north, housing and ancient woodlands east and west, and the A272 relief road to the south. The site is currently used for adult and junior football on a floodlit grass pitch and the quality of the existing pavilion is very poor.

Colwell Ground CIC has signed Heads of Terms to lease the site from the St Francis Social and Sports Club until 2072. The CIC will be responsible for raising funds and delivering the capital project. The day-to-day management of the facility will be carried out by a separate operations company (yet to be established / appointed) and there will be an affiliated Football Academy.

The development will deliver three pitches; one being a stadium football pitch for local tournaments, one will be a community football pitch and the third will be a hockey pitch. All of these will be rented out to local schools and sports teams. The playing teams will have access to changing rooms and all the facilities in the community centre. In two storey community centre, there will be a museum, café, nursery, spare rooms available for renting out for activities, indoor and outdoor seating, wheelchair accessible ramps, accessible toilets and a baby changing room. There will be parking on site with disabled parking next to the community centre.

The CIC has submitted Pre-Planning applications to seek advice from the District and County Councils regarding the proposed access, design and layout. A full Planning application is due to be submitted in the Spring.

The outline budget for the development of the site is as follows:

	£
Clubhouse	2,370,041
3G pitches	2,765,830
Car parking, access road, site drainage	1,000,000
Utilities	130,000
Biodiversity Net Gain	100,000
Professional fees	752,235
7.5% contingency	£533,858
Assume 50% of VAT on above not reclaimable	765,196
TOTAL	8,417,160

The Colwell Ground CIC will create a youth hub (within the community centre) for children and young adults to take part in activities outside school hours, providing options other than having to play out on the streets or the park during the winter. This

will lead to a decrease in anti-social behaviour among younger people. Being involved in a club provides young people with a sense of community that they may not get elsewhere. After-school provision will make it easier for local working parents to work flexibly, and this will widen the range of employment options for them.

The Colwell Ground CIC is working closely with Stoneham Football Club in Hampshire to learn from their experience and benefit from best practice examples¹ and partnering with Learn Play Achieve Football Academy who play at St. Francis to get a good idea of what they want from the facility². The LPA Academy believes that a happy, safe and disciplined learning environment provides a great opportunity for children to strive to be the best they can be.

Children will have access to sporting facilities and coaches who will provide them with a program focusing on movement patterns, running, jumping and playing sports, improving hand eye ball co-ordination. The community hall will increase the opportunity for people to build stronger relationships with neighbours, leading to a safer and socially inclusive place with a greater sense of social responsibility.

There will be a museum exhibiting local history; the CIC will work closely with local voluntary groups to source curators of the museum, providing volunteering roles and a sense of history and community for the fascinating St. Francis Hospital and Colwell Ground area. In addition to volunteering roles, the project will provide opportunities for people to work within their community (both in the community centre and in running the pitches and project), reducing the need for commuting and creating vital jobs for Mid Sussex.

Head Of Corporate Resources Comments

This is a newly formed organisation and there are no previous accounts available.

How Does The Project Meet The Council's Aims?

Sustainable Economic Growth - A new, custom-built suite of pitches will support a strong and diverse economy in Haywards Heath and surrounding villages. It will provide new jobs (throughout the build phase and into the operational stage) and will enable local enterprise to thrive in the form of a successful football academy, new nursery, cafe and associated economic benefits. Sporting facilities will enhance the attractiveness of Mid Sussex as a visitor destination and will encourage sporting teams to travel to the area to play and use the facilities.

Strong and Resilient Communities - Colwell Ground CIC's development project meets the Council's priority for strong and resilient communities through it's focus on Community Safety, Health and Wellbeing and Community Resilience. Primarily, it will achieve this by engaging young people in inclusive sport on the pitches and after school activities via the community centre. Providing young people with activities is proven to reduce anti-social behaviour as they will be engaged in positive activity with strong role-

¹ <https://www.hampshirefa.com/about/facilities/stoneham-lane-football-complex>

² <https://www.learnplayachieve.com/>

models and are less likely to get bored or frustrated, which can lead to anti-social behaviour. Secondly, the project will improve health and wellbeing by reducing social isolation and loneliness among young people and older residents who will benefit from the activities offered at the community centre. Sport and socialising have positive effects on mental health, therefore meeting the Council's priorities to improve residents' overall health. Finally, community resilience will be improved via opportunities to volunteer in the community centre. The presence of a community centre offers increased social inclusion, community cohesion and integration by providing opportunities for residents and families to mix with people they wouldn't otherwise meet.

Effective and Responsive Services – the Council's Playing Pitch Study identifies the needs for an additional hockey pitch in the Central/South of the District and to more 3G FTPs in the South/Central area so this development proposal can help to address strategic needs. Haywards Heath has grown significantly in the last decade and further major housing schemes are in development and this proposal will help to meet growth in demand. The Haywards Heath Neighbourhood Plan recognises the importance of this site and commits to working with partners to secure the enhancement of facilities. The St Francis hockey club was originally based at the Social and Sports Club but no longer plays here and this project could see the welcome return of hockey to site.

Assessment Group Evaluation Of The Project

The project aims to create a sporting facility and community hub for young adults, children and the wider population of Haywards Heath and surrounding area. The project will encourage healthy and enjoyable lifestyles by the provision of first-class sporting facilities and informal leisure space. The focus will be on creating a sense of community for younger people and supporting those who are struggling with mental health issues.

This scheme is in the early stages of development and far more information is needed about the detail of the proposals but in principle the Assessment Group was supportive of the proposal. Although the organization has no track record, the directors have experience of financial and business management.

There is limited outdoor space available for the development of new sports facilities in Haywards Heath and this would be a very good use of a currently underused site which is in need of improvement. It fulfils needs identified in strategic documents and will provide new facilities for the growing population. The health and wellbeing benefits of the proposed community and sports facilities are positive and the links with mental health support and the history are interesting.

The Council has collected developer contributions toward a replacement for the Norman Hay Hall and to expand sports provision at the St Francis site which is identified in the legal agreements, so there is s106 funding available to support this scheme.

Recommendation

The Assessment Group recommends that the Cabinet Grants Panel awards a maximum of £1,450,147.34 to the Colwell Ground CIC – which is made up of £889,239 toward the cost of a new community hall (including £30,000 for museum

provision) and £560,907 toward the cost of a 3G Football Turf Pitch and an all-weather hockey pitch available for community use at the St Francis Sports Ground, Haywards Heath using the following S106 contributions – £824,000* (P35/591 Former St Francis Hospital), £35,239.77* (P35/317 Former St Francis Hospital), £30,000 (P35/242 Former St Francis Hospital) Community Building S106 monies & £13,900 (PL12-001082 Land between The Willows and Bennetts Rise), £43,147.77 (PL12-001107 Land north of Birchen Lane), £160,128.80 (PL12-001612 Gamblemead), £343,731 (PL12-001613 Rookery Farm) Formal Sport S106 monies.

This Release of S106 contributions is made subject to the following special conditions:

- ***Submission of the following detailed information to reviewed and approved:***
 - ***governance arrangements (ownership and management of the site)***
 - ***capital project costs and tender documentation***
 - ***operating company constitution, viable business plan and budget including pricing structure for community use***
 - ***a copy of the lease agreement between the Colwell Ground CIC and the St Francis Social and Sports Club***
 - ***Planning approval for the project***
 - ***match funding / loan repayments and evidence the project can be funded in its entirety by 1 April 2023***
 - ***project delivery schedule and evidence that the project can be completed within 36 months of project funding being obtained***
- ***On receipt of the above, provided to the satisfaction of the Head of Corporate Resources, a formal grant agreement outlining the full terms and conditions of the award will be issued, for signature by both parties***

*Members should note that these funds were previously awarded to the St Francis Social & Sports Club toward the cost of constructing a new community hall but this grant offer was withdrawn as recipient was unable to raise the match funding needed to deliver the scheme.

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FACILITY GRANTS / RELEASE OF S106 CONTRIBUTIONS SUMMARY – FEBRUARY 2022

Applicant	Date	Total approved	Comment
Ansty Village Centre Trust (AVCT)	30-May-13	£127,000	This award has been drawn down in full. An Open Day was held on 17 October 2021 and the new village hall and sports club building is now open to the public.
Ansty Village Centre Trust (AVCT)	29-Oct-19	£214,402	There is £17,357 remaining to draw down against the first grant award – these funds are specifically for public art, the AVCT intends to participate in the About the Place waymarker project and create some artwork for the village hall. The entire new build was scheduled for completion by December 2021 but the public art element was delayed until after the opening of the building. <u>A) Recommendation: extend special condition regarding project completion to 31 Mar 2023 (1st grant agreement)</u>
Ansty Village Centre Trust (AVCT)	18-Nov-19 (Cabinet)	£100,000	This award has been drawn down in full.
Ansty Village Centre Trust (AVCT)	19-Oct-20	£27,073	There is £2,573 remaining to be drawn down toward the cost of external seating and / or signage. This work was due for completion by October 2021 but has been delayed as the car park works are not complete. <u>B) Recommendation: extend special condition regarding project completion to 31 Mar 2023 (2nd grant agreement)</u>
Ansty Village Centre Trust (AVCT)	8-Feb-21 (Cabinet)	£128,040	There is £65,923 remaining to be drawn down toward the cost of the car park extension. The car park extension will be finalized shortly, the AVCT will submit an updated plan which seeks to get two extra bays and to surface the car park with asphalt not a bodpave grid as proposed in the planning application. On approval the AVCT will run a tender process to appoint a contractor to carry out the works. The project was due for completion by February 2022 but matters have been delayed due to the proposal to change the agreed specification, which will provide better value for money. <u>C) Recommendation: extend special condition regarding project completion to 31 Mar 2023 (3rd grant agreement)</u>
Ansty Community Sports Club	8-Feb-21	£73,208	Contribution toward the renovation of the groundsman's store and relocation of the

	(Cabinet)		<p>cricket nets which were removed to make way for the new pavilion. Work is due to commence later this year, subject to Planning approval for installation of the nets.</p> <p>A tree survey highlighted an issue with the proposed location of the cricket nets so the AVCT architect has produced revised the plans for approval by Landscapes & Leisure before submission of the site layout to Planning.</p> <p><u>D) Recommendation: introduce a special condition regarding project completion by 31 Dec 2023</u></p>
Sheddingdean Baptist Church	7-Jun-16	£27,133	<p>The church was awarded a Facility Grant (Release of s106) toward the construction of the Cornerstone new church with community facilities on recreation land owned by the District Council, North of Maple Close. The applicant had secured planning approval (DM/18/3627) and will need a signed development and lease agreement with the Council (Heads of Terms have been agreed).</p> <p>The church was unable to secure the match funding needed to deliver the £1.4m project so they have been in discussion with a new provider to develop a more economical solution. They have now designed an eco-friendly, single storey building similar to the original design which will be put forward for Planning approval.</p> <p><u>E) Recommendation: extend special condition to secure project funding to Mar 2023, and project completion by March 2024.</u></p>
Burgess Hill Town Council	12-Oct-16	£75,500	<p>The Emily Temple memorial stone was relocated and an explanatory lectern was installed October 2021, by the sculpture commemorating her life and work at the burial ground in. The Green Circle public art project came in slightly under budget so just over £3,629.62 was returned to the 'pot' to fund other projects</p>
St Francis Sports & Social Club CIC	14-Feb-17 16-Apr-19 19-Oct-20	£1,120,000	<p>A Facility Grant (Release of s106) was awarded to fund the construction of a new community hall and sports changing facilities and in April 2019 a revised scheme was approved (planning ref: DM/19/3292). The Sports & Social Club was unable to raise the match funding needed to deliver the project so in October 2020 it was proposed to deliver the project in two stages.</p> <p><i>Stage 1 – £405,374 for swimming pool changing rooms and associated drainage, services and professional fees</i></p> <p>On 28 June 2021 the Cabinet Grants Panel agreed to an extension to allow the project commencement by 1 December 2021 and completion by October 2023. A grant agreement was issued in July 2021 and the Sports & Social Club sought legal advice. They have raised a number of queries and the legal</p>

			<p>issues are still unresolved so the grant agreement has not been signed. As a consequence the Council is unable to meet the timetable agreed with Lewes District Council in relation to the £200,000 match funding award so it will be necessary to renegotiate the terms of this award if the project goes ahead.</p> <p><i>Stage 2 – community hall.</i></p> <p>On 28 June 2021, the Cabinet Grants Panel agreed to withdraw the grant offer to the St Francis Social and Sports Club CIC and to terminate the existing grant agreement. This project is now being developed by the Colwell Ground CIC in association with playing pitch improvements and a new funding application has been submitted for consideration by Members.</p> <p><u>F) Recommendation: Stage 1 – extend special condition to secure match funding to 30 September 2022, project completion by Mar 2024, subject to a revised agreement with Lewes District Council</u></p>
Lindfield Cricket Club	19-Jun-18	£55,000	<p>Lindfield Cricket Club was awarded a Facility Grant (Release of s106) toward the cost of enlarging the changing rooms and increasing storage in the pavilion at Lindfield Common. The work was completed in 2021 in accordance with the terms of the grant offer and the Club has been asked to submit the final claim before 31 March 2022.</p>
East Grinstead Rugby Football Club	16-Oct-18 18-Jun-19	£50,000	<p>This Facility Grant (Release of s106) was awarded toward improvements to the junior clubhouse. Work on site has been completed and the final instalment of the grant was paid in September 2021 on receipt of the combined Fire Risk and Health and Safety audit as per the grant conditions.</p>
Haywards Heath Rugby Club	18-Jun-19	£150,000	<p>The rugby club was awarded a Facility Grant (Release of s106) toward the cost of rebuilding the clubhouse at Whitemans Green. Heads of Terms have been agreed with the Council and the project gained planning approval in June 2019 (DM/19/0670). The club has now raised over £1m in match funding and intends to continue fundraising to deliver the project. The club currently has until June 2022 to demonstrate that the project can be funded in its entirety and until June 2023 for completion. Given the current funding situation, these deadlines are not feasible so it is suggested that a further extension of time is agreed.</p> <p><u>G) Recommendation: extend special condition to secure project funding to 30 June 2023, and project completion by 30 December 2024.</u></p>

Crawley Down Cricket Club	29-Oct-19	£37,260	<p>The club was offered a Facility Grant (Release of s106) toward the cost of installing ballstop netting subject to providing evidence of full funding within 12 months of the grant offer, project completion by November 2021 and submission of Planning approval (if required). Work was delayed whilst the Club investigated the potential of moving an overhead power cable underground but this did not prove possible so the Club proposed installing netting at one end of ground only. They were advised in October 2021, that Planning permission would be required to go ahead with the work but they have not submitted an application. The Club has been unable to meet the grant conditions and progress the project so the s106 contributions can be released to fund other projects. The Club could potentially reapply at a later when they are in a position to proceed with the work.</p> <p><u>H) Recommendation: No further extensions to be offered</u></p>
Hayward Heath Tennis Club	29-Oct-19	£65,040	<p>The Club was awarded a Facility Grant (Release of s106) toward the construction of a new tennis clubhouse at a total cost of c.£130,000 plus the installation of a new power supply. Unfortunately, the Covid crisis hit, key charitable funding sources dried up and the local builder due to do the work retired. As a result, the management committee undertook a re-costing exercise and concluded that a new build was no longer financially viable. The Cabinet Grants Panel invited a revised proposal and the Club now proposes to undertake a comprehensive refurbishment of the existing facility to create a 'new' fit for purpose clubhouse. There will be no change in the siting or area currently occupied by the Clubhouse, and the facility improvements should extend the lifetime of the Victoria Park clubhouse by c15-20 years. Based on competitive tenders received, the total project will cost approximately £122,865 and the work will include:</p> <ul style="list-style-type: none"> • Internal alterations (£19,500) - replacement of clubhouse ceiling, creation of disabled W/C (toilet facilities urgently recommended in LTA Welfare Audit), kitchen alterations, internal decorations, plumbing alterations, hot water installation, installation of ventilation, electrical installation comprising lighting, power, alarm and exterior lighting • External alterations including prelims (£44,820) - installation of aluminium double-glazed door and windows, new external cladding to clubhouse, flat roofing alterations and renewal, replacement gutters and downpipes, foul and surface water drainage alterations, area and fencing alterations • New power supply via UK Power Networks (£28,545) • Fixtures and fittings (£10,000) - new tables, chairs, benches and fitted cupboards. • Professional fees (£10,000) – Planning consent (if required), asbestos survey, insurances, building control, legal fees, design, QS and structural engineer

			<ul style="list-style-type: none"> Contingency (£10,000) - to allow for inflation risk in building and raw materials <p>Draft Heads of Terms have been agreed and a lease will be issued shortly following the tennis club's incorporation as a company limited by guarantee (not-for profit).</p> <p><u>I) Recommendation:</u> that the Cabinet Grants Panel increase the Release S106 contributions up to a maximum of £106,598.42 to enable the Haywards Heath Tennis Club to refurbish the existing clubhouse which is made up of the following s106 contributions – £43,342.32 (P35/768 Land South Side of Rocky Lane), £7,072 (PL13-000162 Mayflower PH), £11,094 (PL13-000539 17-21 Boltro Road), £10,387 (PL12-000709 Oldfield, 55 Lewes Road), £19,703.10 (PL13-001439 Land at Penland Farm) Formal Sport monies and £15,000 (PL13-000841 1-3 Church Road) Community Buildings monies.</p> <p>This release of S106 contributions is made subject to the following special conditions:</p> <ul style="list-style-type: none"> <i>the project must be completed by 31 March 2023</i> <i>submission of the club's constitution</i> <i>copy of planning approval (if necessary)</i> <i>approval of the works and a suitable lease/license agreement to be drawn up with the Council</i>
Clarion Futures	25-Feb-20	£80,175	<p>Clarion was awarded a Facility Grant (Release of s106) toward the cost of creating a community park on Council owned land at Spring Copse in East Grinstead; work to be completed by March 2022. A site plan was produced but the financial contribution required to cover the cost of ongoing maintenance proved too costly so a revised proposal is currently being considered by the Landscapes & Leisure team. Clarion do not intend to take this project forward so the s106 contributions allocated to this project can be released to fund a Council led scheme which is being developed.</p> <p><u>J) Recommendation: No further extensions to be offered</u></p>
Haywards Heath Cricket Club	25-Feb-20	£9,948	<p>The cricket club was awarded a Facility Grant (Release of s106) toward the cost of a new equipment store in Clair Park subject to the renewal of their lease/license with the Council. The club submitted a claim for funds but has not drawn down the grant as the legal paperwork has not been finalized.</p>

Ashenground Community Centre	19-Oct-20	£2,642	The community centre was awarded a Facility Grant (Release of s106) toward a number of improvements to help make the building more Covid secure. This work has been completed and the grant has been paid in full.
Mid Sussex District Scout Council	28-Jun-21	£100,000	<p>The scouts were offered a Facility Grant (Release of s106) toward the cost of a new community hall on Council owned land at Barn Cottage Recreation Ground. A formal Grant Agreement and a Development and Lease Agreement were sent to the scouts solicitors in October 2021; negotiations on the details are ongoing with the Legal department so as yet the paperwork is unsigned. Due to these delays an extension of time for project development and delivery is proposed.</p> <p><u>K) Recommendation: extend special condition to secure project funding to 28 June 2023, and project completion by 31 December 2024.</u></p>
Scaynes Hill Millennium Village Centre	28-Jun-21	£100,000	The village centre was awarded a Facility Grant (Release of s106) toward the cost of installing an air ventilation system within 12 months of the grant offer. Work on the project is planned to go ahead shortly.
Ashenground Community Centre	28-Jun-21	£5,814	The community centre was offered a grant to fund the installation of new LED lighting; works to be completed by July 2022.
Sussex Clubs for Young People	28-Jun-21	£171,160	<p>SCYP was awarded a grant to fund the extension and refurbishment of the Council owned Barn Cottage Pavilion subject to completion with 18 months. Delivery of the project is dependent on the construction of the new scout and community hall at Barn Cottage so an extension of time is proposed to bring the two projects in line. In the meantime, SCYP have signed a formal grant agreement and have been progressing the detailed designs needed to submit a Planning application.</p> <p><u>L) Recommendation: extend special condition to complete the project to 31 December 2024.</u></p>
Bolnore Village Community Partnership	25-Oct-21	£5,155	The BVCP was awarded a grant to fund the a CCTV upgrade at The Woodside community centre at the Tim Farmer Recreation Ground. The system was installed in December 2021 and the grant has been paid in full.

INDEPENDENT RETAILERS GRANT SCHEME – PROPOSED GRANT AWARDS

REPORT OF Contact Officer	Divisional Leader for Planning and Economy William Hawkins, Economic Development Officer William.hawkins@midsussex.gov.uk (01444 477322)
Wards Affected	ALL
Key decision	No

Purpose of the report

1. The purpose of this report is to present applications for the Independent Retailers Grant Scheme for consideration by the Cabinet Grants Panel.

Summary

2. A summary of the applications to be considered together with officer recommendations on grant award, is set out in Table 1.

Table 1 – List of all retailers applying for award of grant

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

Reflex @42	Hassocks	Storefront repair	£4,000.00	£4,000.00
Pictures Prints Framing (PPF Art) Ltd	Burgess Hill	Storefront improvements, interior improvements and digital	£4,000.00	£4,000.00
Acorn Sales and Lettings	Haywards Heath	Interior improvements and digital	£4,000.00	£4,000.00
Couture & Tiaras	Burgess Hill	Storefront improvements and interior improvements	£4,000.00	£4,000.00
Soror	Burgess Hill	Storefront signage	£1,925.00	£1,925.00
Lindfield Coffee Works	Lindfield	Interior improvements and digital	£2,812.00	£2,812.00
My Enhance Ltd	East Grinstead	Storefront repair	£4,000.00	£4,000.00
A-L Nails Salon	Haywards Heath	Storefront signage	£2,000.00	£1,500.00
Aroma Cafe & Kitchen	Hassocks	Storefront repair	£3,000.00	£3,000.00
Mia Hara Ltd T/A Happy Feet Boutique	Haywards Heath	Storefront improvements, interior improvements and digital	£2,370.00	£2,370.00
Total			£72,484.64	£69,052.64

1. Each application has been assessed using an agreed matrix. A summary of the applicants is provided at **Appendix A** and the criteria used at **Appendix B**. All bids submitted meet grant eligibility criteria.
2. Officers are seeking clarification on the applications received from Ounce Stores Ltd as some elements of the application are not deemed eligible, and from A L Nails salon on their proposed match-funding contribution. This report currently recommends a lower grant value for these applications. A verbal update will be provided at the meeting.
3. Lower grant values are recommended to The Rocking Horse Emporium and the Digital Café to accord with grant match funding requirements (25%).

Recommendation

Members of the Panel are requested to

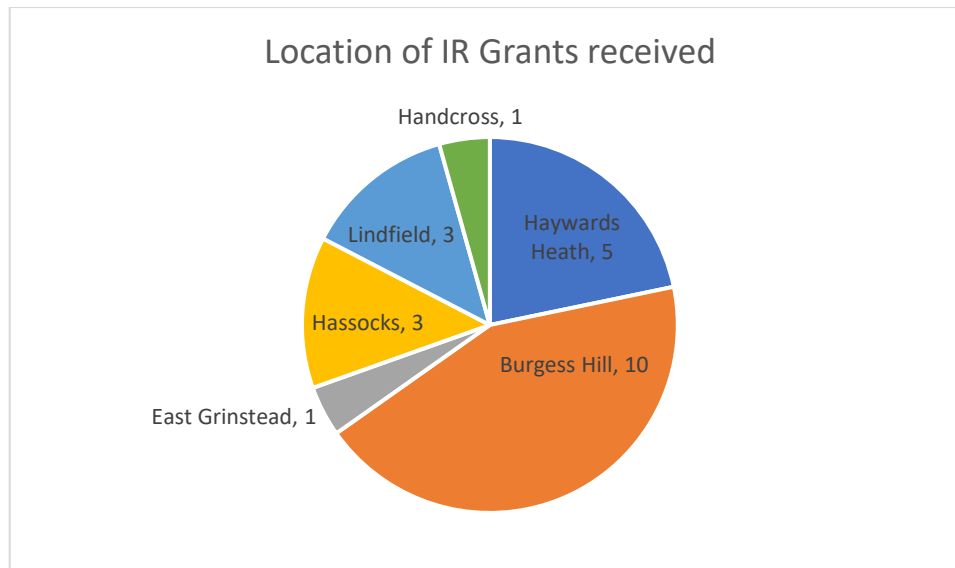
- a) **Consider and agree the funding requests for all applications set out in Table 1, noting the verbal update required to be made to this Committee set out in paragraph 2.**
- b) **Consider and agree the proposed communications plan outlined in the report.**

Background

4. This is the first meeting of the Cabinet Grants Panel to consider the 2021/22 Independent Retailers Grant Scheme.
5. The Independent Retailers Grant Scheme is a County-wide scheme funded through the Economic Recovery Fund (ERF), previously known as the West Sussex Local Enterprise and Apprenticeship Platform (LEAP), funded from retained business rates.
6. A total of £500,000 was allocated to the West Sussex districts and boroughs, with £80,000 allocated to Mid Sussex. This funding was allocated to offer training and grants to independent retailers.

7. The districts and boroughs undertook joint procurement for a training provider, to provide a wide range of online training courses to all independent retailers across West Sussex, via the West Sussex Retail Hub platform. Mid Sussex contributed £7,000 towards this initiative.
8. The remaining £73,000 of funding has been allocated toward delivering grants of up to £4,000 (25% match funded) to independent retailers to deliver projects that improve the following:
 - Visual appearance of shop units (external and internal)
 - Enhance the interior environment and / or shopping experience
 - Contribute to improve business operation and competitiveness.
9. In addition, smaller grants of up to £500 were available for businesses taking up temporary popup shop opportunities.
10. It is a requirement of the fund, that each applicant engages with the training modules provided on the West Sussex Retail Hub platform.
11. The 2020/21 Store Front Grant Scheme focused principally on exterior storefront improvement. This 2021/22 allocation has been expanded to cover a wider range of retail activity and projects, to provide further reaching assistance to independent retailers.
12. **Appendix A** provides further details on the applicants that have applied for the scheme.
13. Each application has been scored in accordance with the matrix in **Appendix B**, noting the extent to which each applicant meets the stated (relevant) criteria.
14. Figure 1 provides a geographical breakdown of the applications received. A total of 23 grants have been submitted. Most of the bids are from retailers in the three towns (16 bids in total).
15. Most of the bids for Burgess Hill are in and around the town centre. As the scheme aims to improve the external appearance of shop units, the award of grant will contribute towards improving the appearance of this location, alongside providing better trading conditions.

Figure 1



Assessment of applications

16. Each application has been assessed using an agreed matrix. A summary is provided at **Appendix A**.
17. All bids submitted meet eligibility criteria and are properly constituted independent retailers (with less than 5 stores) located in Mid Sussex.
18. All bids submitted are of a sufficient standard of detail to recommend approval with the exception of the applications received from Ounce Stores Ltd as some elements of the application are not deemed eligible, and from A L Nails salon as clarification is required on their proposed match-funding contribution. This report currently recommends a lower grant value for these applications. A verbal update will be provided at the meeting.
19. Lower grant values are recommended to The Rocking Horse Emporium and the Digital Café to accord with grant match funding requirements (25%).
20. Officers will ensure all applicants complete online training as required by the scheme before grant is formally awarded. This currently applies to 5 applicants.

Communication Plan

21. To share and promote the success of the scheme and the valuable support it will provide for independent retailers and in improving the trading environment, officers intend to promote the scheme, and the funding awarded, primarily via a press release and social media posts and an article in Mid Sussex Matters. Officers will look to include a quote from Cabinet Member for the Economy alongside feedback received from businesses awarded the funding, to highlight individual successes.

Financial Implications

22. The Independent Retailer Grant is funded through from the WSCC Economic Recovery Fund with £80,000 awarded to Mid Sussex. £73,000 of funding has been allocated toward delivering grants.

23. The Independent Retailers Grant Scheme stands as follows:

Fund as at 21 02 2022	Funds approved so far	Award proposed in this paper	Balance (if all bids in this paper are approved)
£73,000.00	£0.00	£69,052.64	£3,947.36

24. Officers are seeking to allocate this funding prior to March 31, 2022, and are holding discussions with the other West Sussex districts and boroughs over any funding that is not allocated or subsequently claimed. There is a possibility that any remaining funding can be passed into existing grant schemes, such as the Micro Business Grant, as they stem from the same funding source. It is of note that independent retailers can also apply for funding through the Micro Business Grant Scheme.

Risk Management Implications

25. 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.
26. To minimise risk to funding such as this, as per previous grant award schemes, all grant schemes led by the Economic Development Team are paid in arrears on receipt of invoices or other such evidence. The payment-on-invoice approach is one key means on reducing risk to the fund and ensuring that grant payments support delivery. As noted in paragraph 22, officers will also explore potential uses for any unclaimed funding.
27. Where applications reference physical works to properties, applicants will be required to ensure that the project has all the necessary permissions in place (including planning, building regulations, licensing and from landlords), prior to completion.

Sustainability Implications

28. None.

Legal Implications

29. 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

30. Grant applications and associated documentation for the Independent Retailers Grant Scheme are held by the MSDC Economic Development Team.

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Recommended Applications

APPENDIX A

Business Name/Contact	Location	Type of goods sold	Project(s)	Criteria assessed against (1)	Project(s) Score (1)	Total Project Cost	Amount Requested	Amount Recommended
Baan Thai 2 Ltd/Peter Boyle	Burgess Hill	Restaurant	Renovation of storefront and purchase of new computer system and printer equipment.	Visual Appearance / Business Operation	4/6	£1,800.00	£1,300.00	£1,300.00
Ounce Stores Ltd. / Hatty Paine	Lindfield	Whole food and refill	Interior and exterior improvements to the store alongside the development of a website, e-commerce and delivery	Visual Appearance / Interior Environment / Business Operation	7/9	£6,061.00	£4,000.00	£1,704.00
Lindfield Iyecare Ltd / Alison Crowe	Lindfield	Glasses and contact lenses	Repair and replacement of window display and surrounding fascia	Visual Appearance	2/3	£3,300.00	£2,475.00	£2,475.00
Dudley House Trust / Asher Smith	Handcross	DIY and home improvement	Interior and exterior renovation of store unit for 'Handcross Hardware and Craft' alongside purchase of two iPads for use as Point-of-Sale devices.	Visual Appearance / Interior Environment / Business Operation	7/9	£3,012.45	£2,212.45	£2,212.45
The Rocking Horse emporium / Sharon Large	Burgess Hill	Vintage antiques and furniture	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.	Visual Appearance / Interior Environment / Business Operation	6/9	£2,744.00	£2,444.00	£2,058.00
Fun Pots Ltd / Mike Lorusso	Haywards Heath	Pottery painting studio	Replacement of interior flooring to fit with new website branding and visual appeal	Visual Appearance / Interior Environment	4/6	£3,803.00	£2,852.00	£2,852.00
Sweetsk8 / Daniel Kember	Burgess Hill	Confectionery	Redecoration of interior and exterior of the store alongside the development of a pop-up shop within the local community.	Visual Appearance / Interior Environment / Business Operation	6/9	£3,750.00	£2,800.00	£2,800.00

Recommended Applications

APPENDIX A

Digital Café / Sunil Rizvi	Burgess Hill	Mobile phone and repairs	Repair of storefront window and interior flooring.	Visual Appearance / Interior Environment	4/6	£5,000.00	£4,000.00	£3750.00
The Ashman Hairdressing Company Ltd t/a Hair Essentials / Maria Hoare	Burgess Hill	Hair salon	Improvements to store lighting and replacements to fixtures/fittings and furniture.	Interior Environment	2/3	£4,000.00	£3,000.00	£3,000.00
Bella June flowers / Kelly Harding	Hassocks	Florist and gifts	Improvements to storefront and window display, installation of a hot water tap for staff and client use.	Visual Appearance/ Interior Environment	5/6	£6,700.00	£4,000.00	£4,000.00
Moreno & Young / Miguel Guagnino	Haywards Heath	Restaurant	Purchase of a new commercial dishwasher and point of sale equipment, for the restaurant 'La Campana'	Interior Environment / Business Operation	3/6	£4,564.92	£3,423.69	£3,423.69
The Mercantile Adventurers / Karen Hickman	Burgess Hill	Café, upholstery, gifts and clothing	Purchase and fitting of a new commercial awning for the store.	Visual Appearance	2/3	£5,160.00	£3,870.00	£3,870.00
Lost Pier Brewing Ltd / Daniel Gale	Burgess Hill	Craft beer	Purchase of a branded shelter outside the business unit to promote retail sale	Visual Appearance / Business Operation	4/6	£6,453.68	£4,000.00	£4,000.00
Reflex @42 / Daniel Gale	Hassocks	Hair salon	Replacement and repair of shop front	Visual Appearance	2/3	£9,000.00	£4,000.00	£4,000.00
Pictures prints framing (PPF Art) Ltd / Marcus Pearson	Burgess Hill	Pictures, prints and framing	A range of internal and external store improvements that include signage, lighting and a new point of sale system	Visual Appearance / Interior Environment / Business Operation	6/9	£6,500.00	£4,000.00	£4,000.00

Recommended Applications

APPENDIX A

Acorn Sales and Lettings / Carl Turner	Haywards Heath	Istate agents	Refurbishment of the unit which includes creating a new meeting room, flooring, heating and new digital equipment	Visual Appearance / Interior Environment / Business Operation	6/9	£5,600.00	£4,000.00	£4,000.00
Couture & tiaras / Duduzile Sibanda	Burgess Hill	Dresses and jewellery	Renovation of storefront and development of a new in-store display.	Visual Appearance / Interior Environment	4/6	£7,000.00	£4,000.00	£4,000.00
Soror / Kerry Harrison	Burgess Hill	Hair and beauty salon	Purchase and fitting of new sign for the unit	Visual Appearance	2/3	£3,850.00	£1,925.00	£1,925.00
Lindfield Coffee Works / Kris Whelan	Lindfield	Retail coffee	Purchase of seating, tables and a heater/cooler unit	Interior Environment / Business Operation	4/6	£3,750.00	£2,812.50	£2,812.50
My Inhance Ltd / Katie Phipps	Ist Grinstead	Beauty Salon	Repair and redecoration of exterior of unit alongside new logo and branding.	Visual Appearance	2/3	£8,950.00	£4,000.00	£4,000.00
A-L Nails Salon / Jasman Johari Bin Mohd Kassim	Haywards Heath	Beauty Salon	Purchase and fitting of new sign for the unit	Visual Appearance	2/3	£2,000	£2,000	£1,500.00
Aroma Cafe & Kitchen	Hassocks	Café	Repair and reframe storefront windows	Visual Appearance	2/3	£4,000.00	£3,000.00	£3,000.00
Mia Hara Ltd T/A Happy Feet Boutique	Haywards Heath	Children's shoes, clothing, toys	Installation of new exterior signage alongside new instore fittings, lighting and Point of Sale improvements	Visual Appearance / Interior Environment / Business Operation	6/9	£3,160.00	£2,370.00	£2,370.00

(1) Against relevant criteria with maximum score of 3 against each. See Appendix B

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Assessment Matrix

Funding criteria¹ :Costs and/ or projects which relate to the following:	<i>Excellent:</i> (Score 3)	<i>Good:</i> (Score = 2)	<i>Fair:</i> (Score = 1)	<i>Poor:</i> (Score = 0)
V - Enhances the visual appearance of shop units (external and internal)	The application meets the criteria and shows outstanding qualities	The application meets the criteria and shows strong qualities	The application meets the criteria	The application does not meet the criteria
I - Enhances the interior environment and / or shopping experience	The application meets the criteria and shows outstanding qualities	The application meets the criteria and shows strong qualities	The application meets the criteria	The application does not meet the criteria
O - Contributes to improved business operation, efficiency, and competitiveness	The application meets the criteria and shows outstanding qualities	The application meets the criteria and shows strong qualities	The application meets the criteria	The application does not meet the criteria

Max score = 9

1 - Applicants are required to meet at least one of the funding criteria and are scored only against those which are relevant to the funding application, to a maximum score of 9. Applicants must score at least 1 against each relevant criterion.

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

REPORT OF: Divisional Leader for Planning and Economy
Contact Officers: Caroline Duffy, Business Development Officer
Email: Caroline.Duffy@midsussex.gov.uk
Leona Jude, Business Development Officer
Email: Leona.Jude@midsussex.gov.uk
Wards Affected:
Key Decision No

Purpose of the report

1. The purpose of this report is to provide 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.
2. The paper sets out a summary of the grant scheme including the number of businesses supported, type of projects funded, benefits and examples of success stories shared by applicants.
3. Covid-19 Recovery Grants awarded to community organisations will be reported separately to this Committee, by the Community Services Team.

Recommendations

4. Members of the panel are requested to:
 - a) **Note the review of the Grant Scheme and feedback received from awarded applicants:**
 - b) **Consider and agree the proposed communications plan outlined in the report.**

Background

5. Mid Sussex District Council allocated £300,000 of its own revenue funds in 2020, to support community organisations and businesses to adapt operations due to the Covid-19 pandemic.
6. The purpose of the grant was to support applicants with recovery; enable businesses to reopen and operate safely; and encourage businesses to diversify their products and services.
7. Summary of key points:
 - a) In total 42 businesses have been supported by MSDC's Covid-19 Recovery Grant Scheme, with funding totalling £159,188, detailed in **Appendix A**.
 - b) The funding available has successfully supported organisations to respond to and recover from the impacts of the Covid-19 pandemic.
 - c) The funding supported businesses across the district with 50% located in the town centres and 50% from the surrounding villages.
 - d) Average grant award was £3,790

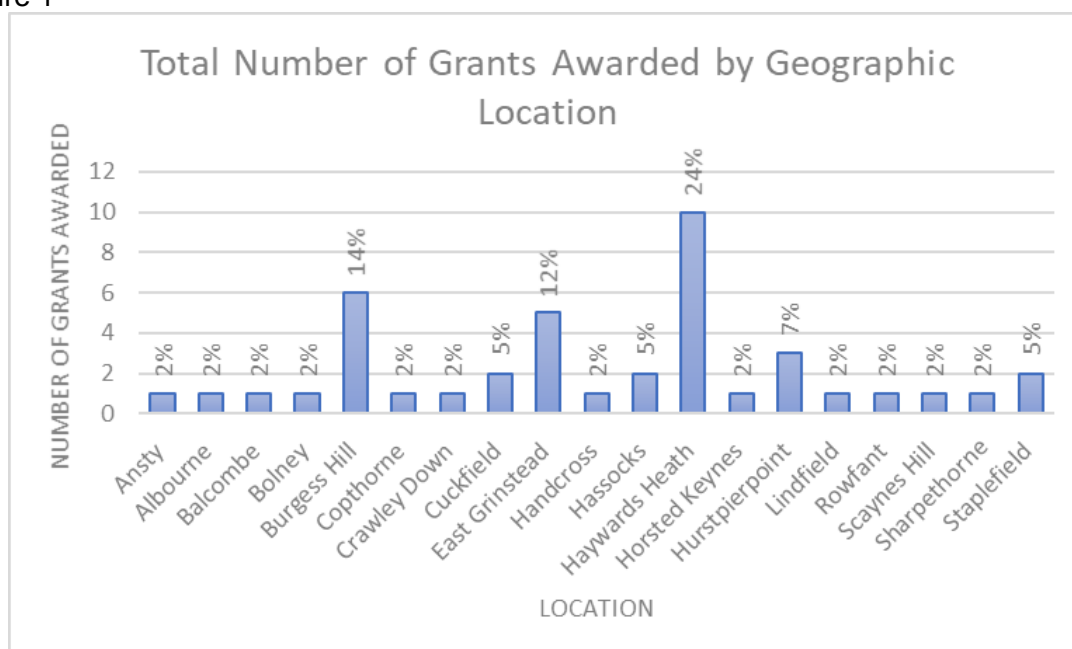
- e) In most cases businesses used the grant funding to diversify and adapt their product or service offer, demonstrating the resilience, entrepreneurship and commitment of local businesses.
- f) Projects supported have been varied from new equipment, products and service innovations to website development, marketing and training.
- g) Benefits reported include diversification of products and services, increased revenue, facilitated home working or creating a safe environment for staff and customers, business survival and growth including in four instances, being able to recruit more staff.
- h) The scheme was oversubscribed with the number of applicants exceeding the funding available.
- i) This funding support along with the government grant funding available during the pandemic has been a lifeline for many businesses and enabled businesses to continue to trade, adapt and grow.

Summary of the Covid-19 Recovery Grant Scheme 2020/22

Geographic Spread Across the District

- 8. Businesses supported with grant funding were spread across the district. The total number of **grants awarded** by geographic location is set out in Figure 1. In summary 10 (23%) are from Haywards Heath, 6 (14%) from Burgess Hill, 5 (12%) from East Grinstead, 3 (7%) from Hurstpierpoint, and 2 (4%) from Hassocks, Cuckfield and Staplefield, with single applications from a broad range of other locations.
- 9. Around 50% of the businesses awarded funding are located in the three towns and the remaining 50% from district's villages.

Figure 1



Purpose of the Grant

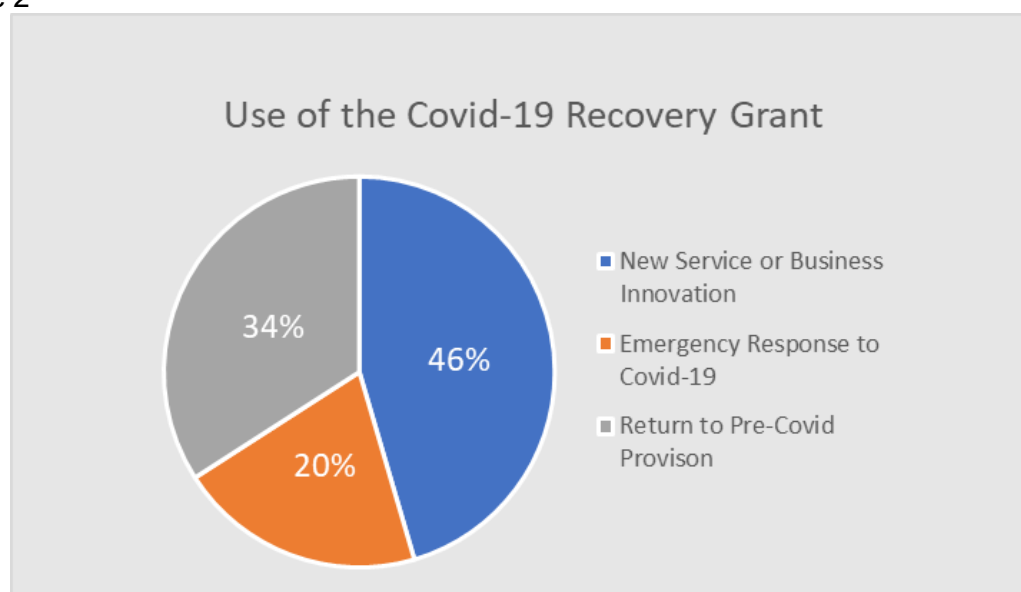
10. The Covid-19 Recovery Grant scheme provided support to local businesses and organisations to respond to and recover from the impacts of the Covid-19 pandemic.

11. Applications were invited for costs and/or projects, relating to the following:

- Emergency Response - Additional costs, above and beyond normal running costs, whilst operating under legal restrictions because of Covid-19 which prevents normal service delivery; for example, maintaining contact with clients and customers and delivering Covid-19 support e.g. to vulnerable and shielded groups.
- Return to Pre-Covid Provision - Additional costs associated with reopening and return to Business as Usual in a Covid-19 safe way; for example, new equipment, staff training, physical works to create a Covid-19 secure working environment.
- New Service or Business Innovation - Adapting the business or organisation to new delivery or service provision; for example, a shift to new digital provision or other innovative ways of working.

12. Of the 42 Covid-19 Recovery Grants awarded, 20 were used to develop a new service or business innovation, demonstrating the intentions of applicants to invest and prepare for the future in light of the pandemic; 15 were used to return to pre-Covid provision and 9 were used as an emergency response, as shown in Figure 2.

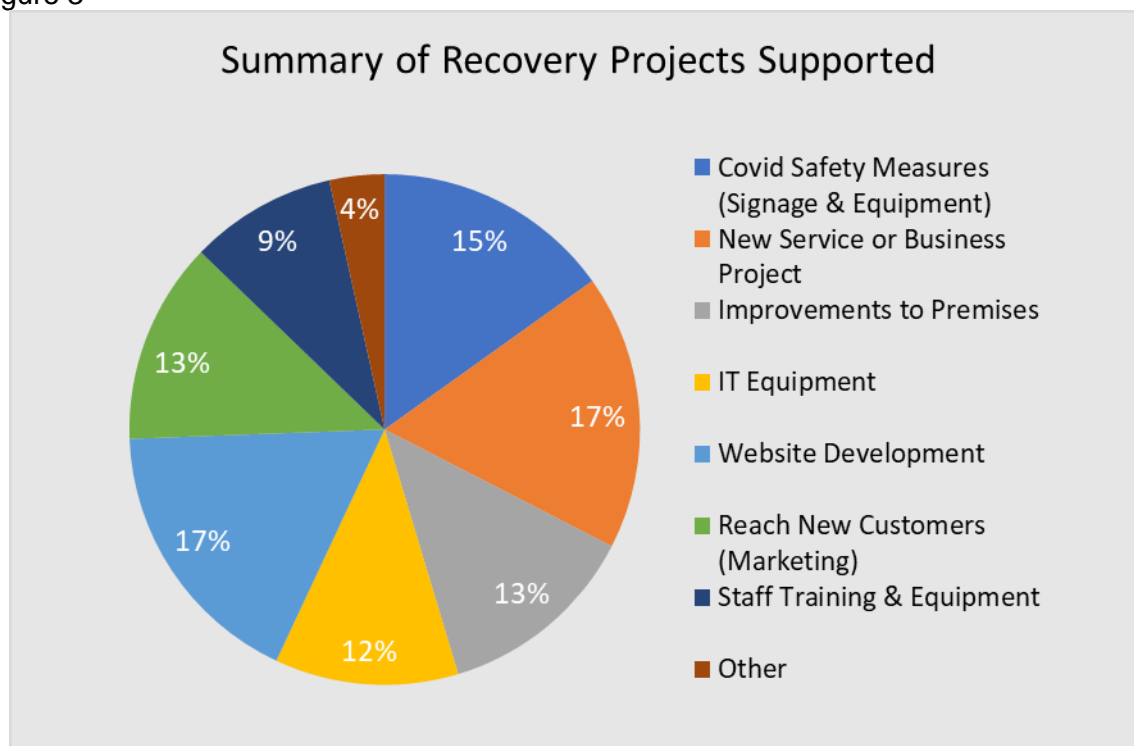
Figure 2



Overview of Projects Supported

13. The scheme supported a wide range of recovery projects. An overview of the types of projects supported is summarised in Figure 3.

Figure 3



Note: in some instances, projects supported related to more than one type of activity.

Ways in which the Scheme has Benefitted Businesses

14. The Covid-19 Recovery Grant Scheme has successfully supported a wide number and variety of projects. Applicants reported positively that these projects enabled their businesses to benefit in a variety of ways, summarised below.
- Diversifying products / services to increase revenue (23 responses)
 - Facilitate home working or creating a safe environment for staff and customers to allow operations to continue (16 responses)
 - Ongoing viability of the business and in a number of cases growth (9 responses)
 - Enabled businesses to recruit more staff (4 responses).
15. Officers engaged with applicants following the completion of their projects to obtain feedback and an understanding of the impact the grant funding had had on their business. A full list of all businesses awarded grant funding is available at **Appendix A**.
16. Below are examples of how businesses reported they benefitted from the scheme:
- **The Fresh Fish Shop Ltd** - The Fresh Fish Shop Ltd serves fresh fish and shellfish over the counter in Haywards Heath. The business was awarded a grant of £2,000 towards the cost of e-commerce and marketing activity.

Manging Director, Sebastian, provided us feedback on the grant: *“The Fresh Fish Shop has been a familiar sight in Haywards Heath for over 30 years. During the pandemic we wanted to ensure we could continue to serve the local community from our shop and offer a comprehensive online ordering and home delivery service for those who were self-isolating, shielding, or simply looking for a safer, convenient way of shopping for food. The development of our e-commerce site has introduced a new way of supplying our products to the local community, as well as highlighting the quality, sustainability and availability of Sussex seafood to consumers nationwide.”*

- **Mid Sussex Osteopaths** is a healthcare business providing assessment and treatment of musculoskeletal conditions such as back and neck pain. The business was awarded £2,500.00 towards the cost of staff training to offer new services, marketing and outreach work.

Business owner, Adam, provided the following feedback: *“It has helped push a lot of marketing forward which has accelerated our return to a reasonable level of service. It has also helped us reach out to the community more effectively and helped boost our skill set to offer more to the public.”*

- **The Hub Kids Club Ltd** – The Hub Kids Club Ltd is a day nursery located in Haywards Heath. The business was awarded a grant of £2,000.00 towards the costs of additional play resources and iPads to minimise sharing across bubbles.

Director, Gemma, provided the following feedback: *“This grant enabled us to continue to provide a childcare service to the families in our community safely, without impacting on the quality and variety of activities on offer.”*

- **The Jonathan Lea Network** – The Jonathan Lea network are a firm of solicitors who specialise in advising entrepreneurs, senior managers and investors in respect of their legal needs. The business was awarded a grant of £4,675 towards the cost of IT equipment to support remote working and training of the paralegals.

Office Manager, Katie, provided the following feedback: *“This grant came at just the right time as we wanted to commit to employing two new paralegals and this helped us financially with providing them with a flexible workstation and the facilities to provide training. These two team members have become valuable members of the JLN team which has improved our ability to offer a greater service to our clients.”*

- **Hassocks Eyecare Centre** – Hassocks Eyecare Centre is an optician offering eye examinations, contact lens fittings supply of prescription spectacles, emergency eye care and audiology services. The business was awarded a grant of £2,000.00 towards the cost of an automatic motorised door opening mechanism for the front door to improve safety and access to the premises.

Director, Vicki, provided the following feedback: *“The support gave us, as directors, some hope that we might stay in business and thankfully for our industry we re-opened in June 2020 and have been open ever since. The modifications required to open safely were funded by this grant”.*

- **MNH Sustainable Cabin Services** – MNH Sustainable Cabin Services is a family-owned business which services the airline industry with packing and logistics. The business was awarded a grant of £5,000 to purchase specialist units to measure levels of particles present on onboard products and upgrade their IT system to allow for home working.

The Marketing Director, Emma, provided the following feedback: *“Without a doubt the grant we have received has helped our business to adapt in order to survive the pandemic. Without the grants we would not have had the cashflow to change our business models, processes and IT systems to enable home working and to get us through the pandemic. Our revenue was stopped overnight when the travel sector was shut down, so the grants have been a lifeline.”*

- **Flinders Coffee Ltd** – Flinders Coffee Ltd is located in Haywards Heath. The business was awarded £5,000.00 towards the cost of new seating booths to aid social distancing, a website to enable pre-ordering/delivery and a counter fridge to improve takeaway service.

Business owner, Katrina, provided the following feedback: “It has allowed us to make necessary changes to improve surroundings, increase product offer and ensure a safer environment for staff and customers.”

Communications Plan

17. To share and promote the success of the scheme and the valuable support it provided for businesses, Officers propose the following communication activity; press release, social media posts, and an article in Mid Sussex Matters. Officers will look to include a quote from Cabinet Member for the Economy alongside feedback received from businesses awarded the funding, to highlight individual successes.

Financial Implication

18. Of the £159,188 total funding awarded to businesses, £139,546 has been claimed so far. Of the 42 businesses awarded grant funding, 39 have spent their grant in full or in part. Businesses are able to submit invoices up until the end of the 2021/22 financial year.

Sustainability Implications

19. None.

Appendices:

Appendix A – List of all businesses awarded grant funding

COVID-19 RECOVERY GRANT SCHEME 2020/22

APPENDIX A – BUSINESSES AWARDED GRANT FUNDING AND TOTAL FUNDING AWARDED

Covid-19 Recovery Grant Scheme

Business / Contact	Purpose for which grant awarded	Total Grant Awarded
7th Heaven Salon Limited / Ellie Malins	Purchase IT equipment	£2,000.00
First Recruitment Services Limited / Claire Sipple	IT Improvements	£5,000.00
The Matthew Clift Collection Ltd / Matt Clift	IT equipment / website improvements	£5,000.00
EBISS UK LTD / Wayne Forster	Website / vehicle / warehouse improvements	£5,000.00
Beautiful Naturally / Laura Platt	New service / training / equipment	£5,000.00
Ravenswood Venue Ltd / Tony Tijhuis	Purchase IT equipment / premises improvements	£5,000.00
Strategic Marcomms Consultancy Ltd / Rebecca Jabbar	Online training website / materials	£5,500.00
The Hub Kids Club Ltd / Gemma Coombes	Purchase equipment / iPads	£2,000.00
Sixstar World Ltd / Sacha Dykes	Website improvements / software	£5,000.00
Jigsaw Occupational Therapy Ltd / Dominic Simpson	Training videos / software / equipment	£1,500.00
Limepalm Ltd / Susie Leppard	Website improvements / training	£3,000.00
Squires Planning Ltd / Andrew Metcalfe	IT equipment / software	£1,000.00

International Location Safety Limited / Helen Hill	Digital marketing support	£1,000.00
Jonathan Lea Ltd / Jonathan Lea	IT equipment	£4,675.00
The Sport and Travel Group Ltd / Jon Ruben	IT equipment / membership fee	£4,391.00
Avensys Ltd / Samantha Wood	Purchase equipment	£5,000.00
The Fresh Fish Shop Ltd / Sebastian Candelon	Ecommerce / marketing	£2,000.00
Hassocks Eyecare Centre Ltd / Vicki Macken	Improve premises	£2,000.00
Flinders Coffee Ltd / Katrina Wale	Purchase equipment / seating / website	£5,000.00
Purple Carrot Enterprises Ltd / Chris Wilson	Outdoor equipment / website / signage	£3,570.00
The Tasting Rooms Wine Lounge Ltd / Rob Bliss	Outside area / equipment	£3,150.00
Mid Sussex Osteopaths / Adam Fiske	Staff training / marketing / outreach work	£2,500.00
The Maypole Inn / Mark Pinch	Improve premises	£4,928.00
MNH Sustainable Cabin Services Ltd / Emma Rance	Purchase equipment / upgrade IT systems	£5,000.00
Elizabeth Ockford Ltd / Elizabeth Ockford	Purchase equipment / marketing	£3,817.00
Mark Parsons T/A Frontline Automation / Jayne Clowes	Purchase IT equipment / in-house software improvements	£1,199.00
Artemis Telecoms Ltd / T/A Start Communications / John Davis	Purchase IT equipment	£3,100.00
Albourne Winery Ltd / Nick Cooper	Premises improvements	£4,441.00
SENse Learning / Sophie Amos	Website improvements	£2,335.00
Tamarind / Anita Hayman-Lewis	Purchase equipment / website improvements	£1,805.90

Mid-Sussex Super Cream / Ashok Kumar	Purchase equipment / Covid safety measures	£5,000.00
Not Another Bunch Of Flowers / Anikka Burton	Improve premises	£5,000.00
Veterinary Insights Ltd / Alexander Arpino	Purchase IT equipment	£993.00
Worth Glamping Ltd / Susie Whittingham	Website improvements / marketing	£4,784.00
DT Electrical Supplies (HH) Ltd / David Thomas	Purchase equipment / Covid safety measures	£5,000.00
Sussex Tuition Centre / Sarah Lawrance	Website improvements and marketing	£5,000.00
Ultimate Warrior Training / Nicola Gilson	Premises improvements	£5,000.00
Community Inspired Ltd / Richard Manville	Website improvements and marketing	£5,000.00
The Talbot / Dean Harding	Purchase equipment / premises improvements	£5,000.00
Lost Pier Brewing Ltd / Daniel Gale	Premises improvements	£5,000.00
Sussex Chamber of Commerce / Ana Christie	New business services	£4,000.00
Kitchens Bespoke / Sarah Loxton	New product display equipment / website improvements	£5,000.00

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