

18 June 2021

## 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, 28TH JUNE, 2021 at 4.00 pm** when your attendance is requested.

Yours sincerely,  
KATHRYN HALL  
Chief Executive

### A G E N D A

#### Pages

1. Roll Call and Virtual Meeting Explanation.
2. Election of Chairman.
3. Appointment of Vice-Chairman.
4. To note Substitutes in Accordance with Council Procedure Rule 4 - Substitutes at Meetings of Committees etc.
5. To receive apologies for absence.
6. To receive Declarations of Interests from Members in respect of any matter on the Agenda.
7. To confirm the Minutes of the Meeting of the Panel held on 15 March 2021 **3 - 16**
8. To consider any items that the Chairman agrees to take as urgent business.

9. To receive representations from Members of the Council on the applications.
10. Corporate Grant Schemes - Community and Economic Development Grants. **17 - 28**
11. Corporate Grant Schemes - Facility Grants / Release of S106 Contributions. **29 - 42**

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, 15th March, 2021  
from 4.00 pm - 4.39 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 and took a roll call of Members present. Franca Currall, Solicitor, 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.**

The Chairman declared a prejudicial interest in the COVID-19 Recovery Grant Scheme – Community and Voluntary Sector Application from Haywards Heath Dementia Friendly Community as he is the Vice-Chairman of East Grinstead Dementia Friendly Community which has been part of the application. He confirmed that he would remove himself from the discussion and voting on the applications and asked for the Vice-Chairman to assume the role of Chairman in that time.

The Vice-Chairman declared a prejudicial interest in the COVID-19 Recovery Grant Scheme – Business Grants Applications from Community Inspired Ltd and The Koorana Centre due to his close working relationship with the owners over a number of years. He confirmed that he would remove himself from the discussion and voting on the applications. He sought further advice from the Solicitor on the COVID-19 Recovery Grant Scheme – Business Grants Application from Sussex Chamber of Commerce as he is a Haywards Heath Business Association Committee Member who have recently become an affiliate member of the Sussex Chamber of Commerce. He also sought advice on the Corporate Grant Schemes - Release of S106 Contributions recommendation relating to St Francis Social and Sports Club as he is a regular user of the bar facilities at the venue.

Franca Currall, Solicitor, confirmed that the Vice-Chairman should remove himself from the discussion and voting on the application from the Sussex Chamber of Commerce as he is part of the Association's Committee however did not recommend being removed the discussion and voting on the recommendation for St Francis Social and Sports Club.

The Member declared that he was a member of the East Grinstead Tennis and Racket Club however he is not a committee member.

**5. TO CONFIRM THE MINUTES OF THE MEETING OF THE PANEL HELD ON 26 JANUARY 2021.**

The minutes of the meeting of the Cabinet Grants Panel, held on 26 January 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 noted a Corporate Grant Schemes - Community and Economic Development Grant application from Burgess Hill Cricket Club which was omitted from the report due to technical issues relating to the receipt of the application. He confirmed that the application would be heard at the appropriate time.

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

The Member noted receipt of an email from Town Cllr. Frank Osbourne which asked that the Panel consider approving the application from Chequer Mead Arts & Community Trust given the difficult financial position faced by the organisation.

The Chairman noted a conversation he had with Cllr Rex Whittaker, in his capacity as an MSDC Cllr., who drew attention to the difficulties faced by the organisation. He highlighted that to date they have not qualified for any grants they had applied for and have continued to exist thanks to their own efforts. He asked that officers of the Council engage with Cllr Whittaker and the Chequer Mead Arts & Community Trust to encourage them to submit an application in good time.

The Chairman issued a plea to businesses in Mid Sussex whom may have been watching the live-stream and needed grant assistance to submit applications by 31 March 2021. He outlined that approximately £10m is left in the grant pot which, if unspent, would be returned back to Central Government. He expressed reluctance to return the money to anywhere other than businesses in Mid Sussex. The Vice-Chairman echoed the Chairman's comments.

**8. COVID-19 RECOVERY GRANT SCHEME - BUSINESS GRANTS.**

Caroline Duffy, Business Development Officer, introduced the report which presented thirty-four Covid-19 Recovery Grant applications for consideration by the Cabinet Grants Panel. She noted that twenty applications have been recommended for funding; four not recommended for funding due to their receipt of a recent microbusiness grant and ten not recommended for reasons including being located out of the Mid Sussex area, for retrospective activities or not meeting the Covid-19 specific criteria. She noted that the application from the Sussex Chamber of Commerce has been amended from £5,000 to £4,000 as an intended project they were seeking funding for has been withdrawn. Also, that the grant award for Tamarind has been amended following the identification of retrospective equipment purchases which are not permitted funding in the scheme.

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

<b>Business / Contact</b>	<b>Purpose for which award is sought</b>	<b>Award Requested</b>	<b>Award Suggested</b>
The Maypole Inn / Mark Pinch	Improvements to the outside area, with an outdoor structure to create more customer space	£4,928.00	£4,928.00
MNH Sustainable Cabin Services Ltd / Emma Rance	Purchase specialist equipment to ensure hygiene of onboard products and upgrade to finance IT system to allow remote working	£5,820.00	£5,000.00
Elizabeth Ockford Ltd / Elizabeth Ockford	Wallpaper pattern books to send to new agents and distributors	£3,817.00	£3,817.00
Mark Parsons T/A Frontline Automation / Jayne Clowes	Move reporting and job sheets online, negating the need for contact paperwork; laptop, licenses and software	£1,199.00	£1,199.00
Artemis Telecoms Ltd / T/A Start Communications / John Davis	4 Laptops to enable team to work remotely more efficiently, when supporting customers during lockdown(s)	£3,100.00	£3,100.00
Albourne Winery Ltd / Nick Cooper	One outdoor mini tepee and 10 picnic tables to make better use of external space to host visitors outdoors	£4,441.00	£4,441.00
SENse Learning / Sophie Amos	Upgrade to website to be more interactive and improve accessibility for families, students and referral streams	£2,335.00	£2,335.00
Tamarind / Anita Hayman-Lewis	Purchase specialist equipment and updates to the eCommerce website	£2,697.00	£1,805.90*
Mid-Sussex Super Cream / Ashok Kumar	New tills to handle cashless payments. Social distancing and Covid-19 protection measures on all units	£10,290.00	£5,000.00
Not Another Bunch Of Flowers / Anikka Burton	Improvements to warehouse to create a usable, Covid-safe office to increase working space	£5,000.00	£5,000.00
Veterinary Insights Ltd / Alexander Arpino	Purchase a laptop to be used by the team when working from home	£993.00	£993.00
Worth Glamping Ltd / Susie Whittingham	New website to improve promotion and enable online payments. Marketing and advertising to support diversification to broaden reach	£4,784.00	£4,784.00
DT Electrical Supplies (HH) Ltd / David Thomas	Continued purchases relating to Covid-19 measures to ensure safety of staff and trades people when entering the premises	£5,000.00	£5,000.00
Sussex Tuition Centre /	Website rebuild, tech support (1	£8,925.00	£5,000.00

Sarah Lawrance	year), local advertising and leaflet drop (6 months)		
Ultimate Warrior Training / Nicola Gilson	To open up with more capacity in a safer training environment removing a wall to increase the capacity of the gym	£5,000.00	£5,000.00
Community Inspired Ltd / Richard Manville	Development of existing PTA.co.uk website and development of new website www.fundraisingalliance.co.uk plus marketing to attract local businesses	£5,000.00	£5,000.00
The Talbot / Dean Harding	Handheld tablets for staff for use with EPOS system, further investment in the outdoor area (heating, lights etc.)	£5,000.00	£5,000.00
Lost Pier Brewing Ltd / Daniel Gale	Purchase and fit racking to store the cans now produced (diversification from kegs)	£5,000.00	£5,000.00
Sussex Chamber of Commerce / Ana Christie	New business services / projects; includes careers fairs, business festival or conference	£8,000.00	£5,000.00
Kitchens Bespoke / Sarah Loxton	Diversifying to add new product range, creating a new online shop and associated display equipment in the showroom	£5,000.00	£5,000.00
<b>TOTAL</b>		<b>£96,329.00</b>	<b>£82,402.90</b>

The Chairman found the pie chart a very useful indicator for the spread of applications across the District and reminded colleagues that the grants are funded using Mid Sussex District Council's own money.

The Vice-Chairman was impressed with the quality of the work and the effort of officers engaging with the businesses. He thought the work was outstanding and expressed that he was grateful to all concerned for the work they have done.

The Chairman seconded the Vice-Chairman's comments as he thought officers had worked exceedingly hard, some seven days a week for months and months to process the grants; he hoped that there was light at the end of the tunnel.

The Member endorsed the comments of the Chairman and Vice-Chairman. He stated that he hadn't appreciated that if a business was in receipt of a microbusiness grant it precluded the application of a business grant. He enquired whether the business was made aware upfront that this would occur, if they were applying for both grants.

The Business Development Officer confirmed that businesses weren't specifically precluded from one scheme if they had applied for another. The maximum amount of funds was almost reached, and officers had to make difficult decisions as to where the monies could be allocated. She added that the second round of funding didn't open until 15 December and some businesses had, at that time, already applied for a microbusiness grant, which closed on 30 November. She also added that some applications under different schemes were for the same project and in that situation both applications wouldn't be granted.

The Chairman took the Panel to vote on all applications except the applications from Sussex Chamber of Commerce, Community Inspired Ltd and The Koorana Centre.

Members were supportive of the applications and recommendations.

**[The Vice-Chairman was removed from the voting and discussion at 16:25]**

The Chairman took the Panel to vote on the applications from Sussex Chamber of Commerce, Community Inspired Ltd and The Koorana Centre.

Members were supportive of the applications and recommendations.

**[The Vice-Chairman returned to the meeting at 16:27]**

**RESOLVED**

The Cabinet Grants Panel agreed:

1. That £4,928.00 from the Mid Sussex Covid 19 Recovery Grant Fund be released to The Maypole Inn to fund improvements to the outside area, with an outdoor structure to create more customer space.
2. That £5,000.00 from the Mid Sussex Covid 19 Recovery Grant Fund be released to MNH Sustainable Cabin Services Ltd to fund the purchase of specialist equipment to ensure hygiene of onboard products and upgrade to finance IT system to allow remote working.
3. That £3,817.00 from the Mid Sussex Covid 19 Recovery Grant Fund be released to Elizabeth Ockford Ltd to fund new marketing and wallpaper pattern books to send to new agents and distributors.
4. That £1,199.00 from the Mid Sussex Covid 19 Recovery Grant Fund be released to Mark Parsons T/A Frontline Automation to fund the move of reporting and job sheets online, negating the need for contact paperwork; laptop, licenses and software.
5. That £3,100.00 from the Mid Sussex Covid 19 Recovery Grant Fund be released to Artemis Telecoms Ltd / T/A Start Communications to fund the purchase of 4 Laptops to enable team to work remotely more efficiently, when supporting customers during lockdown(s).
6. That £4,441.00 from the Mid Sussex Covid 19 Recovery Grant Fund be released Albourne Winery Ltd to fund one outdoor mini tepee and 10 picnic tables to make better use of external space to host visitors outdoors.
7. That £2,335.00 from the Mid Sussex Covid 19 Recovery Grant Fund be released to SENSE Learning to fund Upgrade to website to be more interactive and improve accessibility for families, students and referral streams.
8. That £1,805.90 from the Mid Sussex Covid 19 Recovery Grant Fund be released to Tamarind to fund updates to the eCommerce website.

9. That £5,000.00 from the Mid Sussex Covid 19 Recovery Grant Fund be released to Mid-Sussex Super Cream to fund new tills to handle cashless payments. Social distancing and Covid-19 protection measures on all units.
10. That £5,000.00 from the Mid Sussex Covid 19 Recovery Grant Fund be released to Not Another Bunch Of Flowers to fund improvements to warehouse to create a usable, Covid-safe office to increase working space.
11. That £993.00 from the Mid Sussex Covid 19 Recovery Grant Fund be released to Veterinary Insights Ltd to fund the purchase of a laptop to be used by the team when working from home.
12. That £4,784.00 from the Mid Sussex Covid 19 Recovery Grant Fund be released to Worth Glamping Ltd to fund a new website to improve promotion and enable online payments, marketing and advertising to support diversification to broaden reach.
13. That £5,000.00 from the Mid Sussex Covid 19 Recovery Grant Fund be released to DT Electrical Supplies (HH) Ltd to fund continued purchases relating to Covid-19 measures to ensure safety of staff and trades people when entering the premises.
14. That £5,000.00 from the Mid Sussex Covid 19 Recovery Grant Fund be released to Sussex Tuition Centre to fund a website rebuild, tech support (1 year), local advertising and leaflet drop (6 months).
15. That £5,000.00 from the Mid Sussex Covid 19 Recovery Grant Fund be released to Ultimate Warrior Training to fund a greater capacity and safer training environment by removing a wall of the gym.
16. That £5,000 from the Mid Sussex Covid 19 Recovery Grant Fund be released to Community Inspired Ltd to fund the development of the existing [PTA.co.uk](http://PTA.co.uk) website and development of new website [fundraisingalliance.co.uk](http://fundraisingalliance.co.uk) as well as marketing to attract local businesses.
17. That £5,000 from the Mid Sussex Covid 19 Recovery Grant Fund be released to The Talbot to fund handheld tablets for staff for use with EPOS system, further investment in the outdoor area (heating, lights etc.).
18. That £5,000.00 from the Mid Sussex Covid 19 Recovery Grant Fund be released to Lost Pier Brewing Ltd to fund the purchase and fit racking to store the cans now produced (diversification from kegs).
19. That £4,000.00 from the Mid Sussex Covid 19 Recovery Grant Fund be released to Sussex Chamber of Commerce to fund new business services and projects; careers fairs, business festival or conference.
20. That £5,000.00 from the Mid Sussex Covid 19 Recovery Grant Fund be released to Kitchens Bespoke to fund diversifying to add new product range, creating a new online shop and associated display equipment in the showroom.
21. That no grant be released to Solea Beauty as the application scored below the minimum requirement under the Assessment Matrix.

22. That no grant be released to RBX GOLF LTD as the application scored below the minimum requirement under the Assessment Matrix.
23. That no grant be released to SPA3 Limited as the application scored below the minimum requirement under the Assessment Matrix.
24. That no grant be released to Couture & Tiaras Bridal as the business has recently been awarded funding from the 2020/2021 Micro Business Grant Scheme.
25. That no grant be released to Atty & Smart Ltd as the business is located outside the District.
26. That no grant be released to Cooke & Charman Ltd as the application related to costs which are not eligible under the criteria of the Mid Sussex Covid 19 Recovery Grant Fund.
27. That no grant be released to Marching On Media Ltd as the application does not meet criteria of the Mid Sussex Covid 19 Recovery Grant Fund.
28. That no grant be released to David Physio & Sports Clinic Limited as the application related to costs which are not eligible under the criteria of the Mid Sussex Covid 19 Recovery Grant Fund.
29. That no grant be released to The Koorana Centre as the business has recently been awarded funding from the 2020/2021 Micro Business Grant Scheme.
30. That no grant be released to My Sherpa Ltd as the business has recently been awarded funding from the 2020/2021 Micro Business Grant Scheme.
31. That no grant be released to Sussex Uniforms as the application related to retrospective purchases not eligible for funding under the criteria of the Mid Sussex Covid 19 Recovery Grant Fund.
32. That no grant be released to Nuevo Staffing as the business has recently been awarded funding from the 2020/2021 Micro Business Grant Scheme.
33. That no grant be released to My Enhance t/as Enhance Aesthetics and Beauty as the application related to costs which are not eligible under the criteria of the Mid Sussex Covid 19 Recovery Grant Fund.
34. That no grant be released to Beacon House Psychological Services Ltd as the application related to retrospective purchases not eligible for funding under the criteria of the Mid Sussex Covid 19 Recovery Grant Fund.

## **9. COVID-19 RECOVERY GRANT SCHEME - COMMUNITY AND VOLUNTARY SECTOR APPLICATIONS.**

Emma Sheridan, Business Unit Leader for Community Services, Policy and Performance, introduced the report which listed twenty applications received from Community and Voluntary Sector organisations, in response to the Mid Sussex Covid-19 Recovery Grant Fund. She explained that a number of organisations are community halls, five of which are seeking to improve their digital offer, two seeking

the purchase of PPE and three seeking to change or offer new activities as a result of Covid-19. She noted the application from the Dementia Action Alliance project which was deferred at the last meeting of the Panel, to see if they could seek alternative grant funding. Officers have since exhausted all opportunities and have not found it possible to fund the activities that the grant was requested for.

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

Organisation	Grant Purpose	Award Requested	Award Suggested
Action in Rural Sussex (AirS)	Establish a Centre Manager Steering Group for community halls and similar buildings to support recovery from Covid19 closures and the impacts of related restrictions. Develop a dedicated 'Basecamp' online forum and message board for Mid Sussex. The grant would fund the website development and training and associated staffing costs.	£5,000	£5,000
Ansty Village Centre Trust	Support additional costs to the fit out of the new village centre to meet a post Covid19 standard. The grant would fund installation of electronic door access control and proximity taps.	£8,000	£5,000
Aspire Sussex Ltd	Purchase digital hardware to enable tutors to put courses online and interact remotely with students.	£3,764	£3,764
Being Neighbourly East Grinstead	Purchase standalone android tablet for the senior administrator responsible for volunteer task allocation and monitoring.	£270	£270
Befriended	Easter basket with an Easter egg and related seasonal items with a hand-written letter to hand delivered to isolated older people. Basket estimated to cost £5.00 x100 residents.	£1,000	£1,000
Burgess Hill Community Radio	Purchase equipment which will improve the service offered to users and allow more presenters to work from home, along with equipment to ensure studios are Covid secure.	£3,500	£3,500
Burgess Hill Guide Hall	Purchase of PPE, enhanced cleaning equipment and consumables, notices, signs.	£1,000	£1,000
Coro Nuovo	COVID-19 Commemoration concert (pending restrictions that may be in place) - free to frontline NHS workers	£2,000	£2,000
Crawley Down Phoenix Netball Club*	To construct a covered hard standing area to enhance the ability to provide refreshment, food and social facilities for parents & players.	£5,000	£5,000
Dicker House Preschool	A year's supply of cleaning products to help ensure Preschool remains as clean and sterile as possible to help combat the risk of COVID-19 within the setting.	£1,000	£1,000
East Grinstead Hockey Club*	To construct a covered hard standing area to enhance the ability to provide refreshment, food and social facilities for parents & players.	£5,000	£5,000
East	Provision of shed / hut so refreshments can be	£5,000	£5,000

Grinstead Meads Football Club	provided outdoors for parents attending whilst their children take part in football training and matches.		
East Grinstead Tennis, Squash and Racketball Club	Fund the provision of an outside shelter and tennis ball feeder allowing individuals to practice on their own.	£4,877	£4,877
Haywards Heath Dementia Friendly Community	Support planned work for 2021 across the three towns - Haywards Heath, East Grinstead and Burgess Hill- including work in schools, local businesses, collaboration with primary care, cafes, pop up events and local groups, minority groups and rural areas.	£15,000	£15,000
Hurstpierpoint Village Centre	Purchase audio-visual equipment for the Village centre to enable residents to attend in person and remotely.	£5,000	£5,000
The Escape Youth Club	Purchase equipment to allow use of outside space – cover and seating.	£5,000	£4,315
The Kings Church	Re-Work Programme - a free course that equips anyone who has lost their job during the pandemic with the skills, mind-set and confidence they need to re-enter the workplace.	£4,000	£4,000
	<b>TOTAL</b>	<b>£74,411</b>	<b>£70,726</b>

The Chairman noted that no Member wished to speak so moved the Panel to vote on all applications except the application from Haywards Heath Dementia Friendly Community.

Members were supportive of the applications and recommendations.

**[The Chairman was removed from the voting and discussion at 16:30]**

The Vice-Chairman noted that no Member wished to speak so moved the Panel to vote on the application from Haywards Heath Dementia Friendly Community.

Members were supportive of the application.

**[The Chairman returned to the meeting at 16:32]**

## **RESOLVED**

The Cabinet Grants Panel agreed:

1. That £5,000 from the Mid Sussex Covid 19 Recovery Grant Fund be released to Action in Rural Sussex (AirS) to fund the establishment of a Centre Manager Steering Group for community halls and similar buildings to support recovery from Covid19 closures and the impacts of related restrictions, development of a dedicated 'Basecamp' online forum and message board for Mid Sussex as well as funding website development, training and associated staffing costs.

2. That £5,000 from the Mid Sussex Covid 19 Recovery Grant Fund be released to Ansty Village Centre Trust to fund additional costs to the fit out of the new village centre to meet a post Covid19 standard and installation of electronic door access control and proximity taps.
3. That £3,764 from the Mid Sussex Covid 19 Recovery Grant Fund be released to Aspire Sussex Ltd to fund the purchase of digital hardware to enable tutors to put courses online and interact remotely with students.
4. That £270 from the Mid Sussex Covid 19 Recovery Grant Fund be released to Being Neighbourly East Grinstead to fund the purchase of 2 Covid screens and an outdoor shelter to be erected on the café terrace.
5. That £1,000 from the Mid Sussex Covid 19 Recovery Grant Fund be released to Befriended to fund an Easter basket with an Easter egg and related seasonal items with a hand-written letter to hand delivered to isolated older people.
6. That £3,500 from the Mid Sussex Covid 19 Recovery Grant Fund be released Burgess Hill Community Radio to fund the purchase of equipment which will improve the service offered to users and allow more presenters to work from home, along with equipment to ensure studios are Covid secure.
7. That £1,000 from the Mid Sussex Covid 19 Recovery Grant Fund be released to Burgess Hill Guide Hall to fund the purchase of PPE, enhanced cleaning equipment and consumables, notices, signs.
8. That £2,000 from the Mid Sussex Covid 19 Recovery Grant Fund be released to Coro Nuovo to fund a COVID-19 Commemoration concert (pending restrictions that may be in place) - free to frontline NHS workers.
9. That £5,000 from the Mid Sussex Covid 19 Recovery Grant Fund be released to Crawley Down Phoenix Netball Club to fund the construction of a covered hard standing area to enhance the ability to provide refreshment, food and social facilities for parents & players.
10. That £1,000 from the Mid Sussex Covid 19 Recovery Grant Fund be released to Dicker House Preschool to fund a year's supply of cleaning products to help ensure Preschool remains as clean and sterile as possible to help combat the risk of COVID-19 within the setting.
11. That £5,000 from the Mid Sussex Covid 19 Recovery Grant Fund be released to East Grinstead Hockey Club to fund the construction of a covered hard standing area to enhance the ability to provide refreshment, food and social facilities for parents & players.
12. That £5,000 from the Mid Sussex Covid 19 Recovery Grant Fund be released to East Grinstead Meads Football Club to fund the provision of shed/hut so refreshments can be provided outdoors for parents attending whilst their children take part in football training and matches.
13. That £4,877 from the Mid Sussex Covid 19 Recovery Grant Fund be released to East Grinstead Tennis, Squash and Racketball Club to fund the provision of an outside shelter and tennis ball feeder allowing individuals to practice on their own.

14. That £15,000 from the Mid Sussex Covid 19 Recovery Grant Fund be released to Haywards Heath Dementia Friendly Community to support planned work for 2021 across the three towns - Haywards Heath, East Grinstead and Burgess Hill- including work in schools, local businesses, collaboration with primary care, cafes, pop up events and local groups, minority groups and rural areas.
15. That £5,000 from the Mid Sussex Covid 19 Recovery Grant Fund be released to Hurstpierpoint Village Centre to fund the purchase of audio-visual equipment for the Village centre to enable residents to attend in person and remotely.
16. That £4,315 from the Mid Sussex Covid 19 Recovery Grant Fund be released to The Escape Youth Club to fund the purchase of equipment to allow use of outside space – cover and seating.
17. That £4,000 from the Mid Sussex Covid 19 Recovery Grant Fund be released to The Kings Church to fund the Re-Work Programme - a free course that equips anyone who has lost their job during the pandemic with the skills, mind-set and confidence they need to re-enter the workplace.
18. That no grant be released to Chequer Mead Arts & Community Trust as it is a retrospective application for IT system already purchased.
19. That no grant be released to East Grinstead Sports Club Ltd to as the application does not meet any criteria of the Mid Sussex Covid 19 Recovery Grant Fund.
20. That no grant be released to Hurstpierpoint Scout Group as the application does not meet any criteria of the Mid Sussex Covid 19 Recovery Grant Fund.
21. That no grant be released to Haywards Heath Dementia Action Alliance as the application does not meet any criteria of the Mid Sussex Covid 19 Recovery Grant Fund.

## **10. CORPORATE GRANT SCHEMES - RELEASE OF S106 CONTRIBUTIONS.**

Elaine Clarke, Community Facilities Project Officer, introduced the report which provided an update regarding the allocation of S106 receipts to community projects. She noted that no new applications were submitted by the 10 January deadline, for consideration in this funding round. She outlined that work has continued on the delivery of capital improvements at community and sports facilities funded through the Release of S106 awards, but as a consequence of the Covid19 pandemic, many venues have had to close, contractors' schedules have been disrupted and site visits have been difficult to organize. Therefore, they have been unable to meet the deadlines agreed by the Cabinet Grants Panel, prior to the Covid-19 pandemic, as conditions of funding and seeks approval to vary these dates and provide extensions of time to allow more time for fundraising and project delivery.

The Chairman highlighted that the Crawley Down Cricket Club had previously extended their end date, which is due to conclude in November 2021.

The Community Facilities Project Officer explained that the club thought the timing was sufficient and so haven't asked for any further extension to their project.

The Member noted that the funding to The Branch Line has withdrawn and the project will not be delivered and asked whether the funding will be distributed amongst the wider Haywards Heath area.

The Community Facilities Project Officer confirmed that it will be allocated to other applications based in Haywards Heath.

## **RESOLVED**

The Cabinet Grants Panel agreed:

1. That the special condition for the Sheddingdean Baptist Church's Release of S106 Contributions application be extended to secure project funding to March 2022 and project completion by March 2023.
2. That Burgess Hill Town Council's Release of S106 Contributions application project completion date be extended to December 2021.
3. That St Francis Social and Sports Club's Release of S106 Contributions application:
  - Stage 1: extension of special condition to secure project funding to June 2021; and project completion by October 2022.
  - Stage 2: extension of special condition to secure match funding to Mar 2022; project completion by March 2023
4. That East Grinstead Rugby Club's Release of S106 Contributions application project completion date be extended to December 2021.
5. That the special condition for Haywards Heath Rugby Club's Release of S106 Contributions application be extended to secure project funding to June 2022 and project completion by June 2023.
6. That Haywards Heath Tennis Club's Release of S106 Contributions application be revised to secure match funding by March 2022 and project completion by March 2023 (subject to Cabinet Grants Panel approval of revised scheme).

## **11. CORPORATE GRANT SCHEMES - COMMUNITY AND ECONOMIC DEVELOPMENT GRANTS.**

Emma Sheridan, Business Unit Leader for Community Services, Policy and Performance, introduced the report which presented seven Community & Economic Development grant applications for consideration. She noted that an application from Burgess Hill Cricket Club wasn't received by her team due to technical issues relating to the submission of the form. However, she confirmed that the application had been submitted by the deadline. They are seeking £5,000 to purchase a Triple Blade Sit-On Mower to allow the Club to take responsibility for cutting the cricket outfield in St John's Park.

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

Organisation	Grant Purpose	Award Requested	Award Suggested
Disability Access East Grinstead	Continue to provide advice to people and their carers on disability access, advice to providers of goods and services and input into planning applications.	£1,000	£1,000
Burgess Hill Cricket Club	Purchase of a Triple Blade Sit-On Mower	£5,000	£5,000
	<b>TOTAL</b>	<b>£6,000</b>	<b>£6,000</b>

The Vice-Chairman enquired whether there will be any badging on the Triple Blade Sit-On Mower to say that the money used to acquire the machine was provided by Mid Sussex District Council.

The Business Unit Leader for Community Services, Policy and Performance confirmed that as part of the award they need to recognise where the funding was sourced.

The Chairman noted that cricket pitches are notoriously temperamental and sought assurances that the pitch has been assessed independently to ensure that it meets a reasonable standard.

The Business Unit Leader for Community Services, Policy and Performance confirmed that it has been assessed and that it does meet the standard.

The Chairman took the Panel to vote on all applications.

Members were supportive of the applications and recommendations.

## RESOLVED

The Cabinet Grants Panel agreed:

1. That a Community & Economic Development Grant of £1,000 be awarded to Disability Access East Grinstead to fund the continuing provision of advice to people and their carers on disability access, advice to providers of goods and services and input into planning applications.
2. That a Community & Economic Development Grant is not awarded to Borde Hill Garden for Experience Mid Sussex as the application does not meet the criteria of the Community & Economic Development Grants Scheme.
3. That a Community & Economic Development Grant is not awarded to Mid Sussex Active as the application does not meet the criteria of the Community & Economic Development Grants Scheme.
4. That a Community & Economic Development Grant is not awarded to Hurst Festival as the application does not meet the criteria of the Community & Economic Development Grants Scheme.

The meeting finished at 4.39 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

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**Wards Affected:** All

**Key Decision:** No

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### **Purpose of the report**

1. The purpose of this report is to present to the Cabinet Grants Panel 13 Community grant applications for consideration.

### **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***

### **Summary**

3. A summary of the applications to be considered and the recommendations from the Community Grants Assessment Group on the level of financial assistance that should be awarded to each organisation 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 a "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, financial 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
Age UK West Sussex, Brighton & Hove	Support to equip Kings Weald Community Centre (Keymer Brick & Tile)	£20,000	£20,000
Burgess Hill Shed	Materials to set up a workshop for The Kiln	£2,700	£2,700
Carers Support West Sussex	Check in and Chat befriending service	£5,000	£5,000
Hassocks Baby Group	Volunteer run parent and baby group	£490	£400
Sheddingdean Community Association	Rental costs	£3,157.60	£3,157.60
Sussex Clubs for Young People	Youth sessions at Court Bushes	£5,000	£5,000
Windmills Opportunity Playgroup	Rental costs	£537.95	£537.95
Albion in the Community	Part fund Premier League Kicks project in Burgess Hill and Oathall	£4,999	£4,999
	<b>TOTAL</b>	<b>£41,884.55</b>	<b>£41,794.55</b>

**Table 2: Applications Considered but NO GRANT Award Recommended**

Organisation	Purpose for which grant is sought	Award requested
Burgess Hill Town Council	Open Air Cinema Event	£2,250
Hurst Festival	Hurst Rethink Day at Court Bushes Centre	£3,400
Warninglid Primary Academy	Governor run nursery costs	£5,000
Warden Primary Academy	Parent workshops in school	£450
Sussex Association of Spina Bifida & Hydrocephalus	Workshops face-to-face and online	£715
	<b>TOTAL</b>	<b>£16,815</b>

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.

### **Grants Recommended for approval under the Community & Economic Development Fund**

9. Age UKWSBH are in discussions with Mid Sussex District Council to take on the lease of the Kings Weald community centre on Wyvern Way in Burgess Hill (Formerly Keymer Brick & Tile) to manage it as a community building. This will enable them to enhance their offer of activities for older people in Burgess Hill as well as meet the needs of the wider community. The funding application is seeking a grant to support the costs towards opening the building. Age UKWSBH will be contributing £33,528 (37%) of total costs. The Assessment Team recognise the importance of supporting the building to be up and running for the local community and recommend that the bid is supported but of course be subject to final agreement of lease terms with Age UKWSBH.
10. Burgess Hill Shed have been successfully delivering 'The Shed' in Burgess Hill and now have an opportunity to expand with "The Kiln". They have agreed a 3-year lease with New River on a retail unit in the Martlets Shopping Centre which will enable them to increase membership, attendance and income all of which will contribute towards the group becoming financially self-sustaining. The group are seeking funds to purchase set up workshop materials. The Assessment Team recognise the success of the group to date and the positive impact it has on members with regard to widening their social networks and improving their mental wellbeing. It is widely recognised that men are less likely to engage in group activities and the Burgess Hill Shed have been able to overcome this; although they are open to all, they have higher participation rates amongst older men.
11. Carers Support West Sussex are seeking funds to expand their Check in and Chat Befriending Service. During the Lockdowns, the organisation witnessed the benefit of offering digital and online support to carers as an alternative to traditional face-to-face or telephone support. They would like to expand their current virtual support groups and would target carers currently unable to engage with digital offers of support be that through a lack of information, lack of confidence, lack of training or the digital kit that would enable them to connect with services and peers for support. The Assessment Team feel that the needs of carers have been exacerbated during the pandemic and many people have unexpectedly become carers as a result of the events of the past year. The Team feel that the project will benefit both carers and those cared for and will support the combat against isolation and loneliness that is more likely to affect carers. The funds will be offered to purchase equipment, Zoom and Digital licenses, provide specialised training for volunteers and costs of marketing and promotion.
12. Hassocks Baby Group are seeking to fund set up costs of a peer led parents and babies group. The aim is to provide a safe space for babies, outside of the home environment and away from commercial spaces, to promote health socialisation for parents and infants. The grant will go towards purchasing equipment.
13. Sheddingdean Community Association and Windmills Opportunity Playgroup are seeking the annual rental cost of Sheddingdean Community Centre up to the end of their current leases. In September 1997, the Community Services Committee agreed to make an annual grant, equal to the annual rent, which they are required to pay to the Council.

The Council does not generally fund the ongoing running costs of community organisations, but this is a unique historic arrangement which does not comply with the standard criteria for Community grants. The current leases terminate on 17 November 2021 and discussions are now taking place with the organisations regarding the future use of and lease arrangements for the building.

14. Albion in the Community and Sussex Clubs for Young People are both seeking to fund youth sessions that build on their previous engagement work in Burgess Hill/Haywards Heath and Hurstpierpoint respectively. Both organisations have been successfully delivering engagement projects focusing on older young people and those hard to engage with. The identified areas of project delivery are areas recognised by the Council which would benefit from targeted intervention work. Both organisations have stated that they will be working with each other in partnership to deliver these sessions giving the added benefit of both sports and youth club facilities. The Assessment Team emphasise that these are one-off grants, and it is expected that if the groups want the projects to continue, this must be with alternative sources of funding. The Community Services Team are currently undertaking a review of youth provision which will inform funding decisions in the long term.

#### **Grants not recommended for approval under the Community & Economic Development Fund**

15. Applications received from Burgess Hill Town Council and Hurst Festival have been referred to the Economic Development Team to be considered under the 'Welcome Back Fund' for high streets as the applications seek to encourage gatherings in public spaces post Covid.
16. The applications from Warninglid Primary Academy and Warden Primary Academy are for activities that are to be held during school time and where the Assessment Team feel there is a more appropriate funder. The applications cannot be funded under the criteria that states, *'education activities will not be funded where central government, the health authority or county council are the most appropriate funder'*.
17. The application from Sussex Association of Spina Bifida & Hydrocephalus is seeking funds to continue with an ongoing project. The set-up costs to re-design the service was funded through the Covid-19 Recovery fund and the criteria set in the Community Grants fund excludes funding for ongoing project costs. The organisation has been previously funded and will be supported to seek alternative forms of funding.

#### **Other Options Considered:**

18. 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**

19. Community Development Grants are funded through a dedicated reserve. The balance held in the Community Development Fund Reserve as at 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 at 15 June 2021) was £72,726, which leaves a balance remaining of £335,185.
20. The amounts committed, but not as yet paid, as at 15 June 2021 are £206,300. This leaves a balance of £128,885 if all the committed grants are paid.
21. The total amount of the Community Development Grants proposed in this Cabinet Grants Panel report is £41,794.55, which leaves a remaining balance of £87,090.45 if all the committed grants are paid.

## **Risk Management Implications**

22. 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.
23. 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.
24. 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.
25. 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.
26. 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**

27. 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

28. 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

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 Community & Economic Development grants are held in the Community Services, Policy and Performance Business Unit.

## COMMUNITY GRANTS

## MEMBER INFORMATION TABLE- CABINET GRANTS PANEL 28 June 2021

Cabinet Grants Panel - 28 June 2021

Organisation	Area of Benefit	Purpose	Total Project Cost	Amount Requested	Amount Recommended
<b>Applications awarded total amount requested</b>					
Age UK West Sussex, Brighton & Hove	Burgess Hill	Support to equip Keymer Brick & Tile	£53,528	£20,000	£20,000
Burgess Hill Shed	Burgess Hill	Materials to set up a workshop for The Kiln	£2,700	£2,700	£2,700
Carers Support West Sussex	Mid Sussex Wide	Check in and Chat befriending service	£23,930	£5,000	£5,000
Hassocks Baby Group	Hassocks	Volunteer run parent and baby group	£490	£490	£400
Sheddingdean Community Association	Burgess Hill	Rental costs	£3,157.60	£3,157.60	£3,157.60
Sussex Clubs for Young People	Hurstpierpoint	Youth Sessions at Court Bushes Centre	£13,481	£5,000	£5,000
Windmills Opportunity Playgroup	Burgess Hill	Rental Costs	£537.95	£537.95	£537.95
Albion in the Community	Haywards Heath/Burgess Hill	Part fund Premier League Kicks project in Burgess Hill and Oathall	£9,319	£4,999	£4,999
		<b>TOTAL</b>	<b>£107,143.55</b>	<b>£41,884.55</b>	<b>£41,794.55</b>
<b>Applications Considered but NO GRANT Award Recommended</b>					
Organisation	Area of Benefit	Purpose	Total Project Cost	Amount Requested	
Burgess Hill Town Council	Burgess Hill	Open Air Cinema Event	£4,500		£2,250
Hurst Festival	Hurstpierpoint	Hurst Rethink Day at Court Bushes Centre	£8,400		£3,400
Warninglid Primary Academy	Warninglid	Governor run nursery	£12,000		£5,000
Warden Primary Academy	Haywards Heath	Parent workshops	£450		£450
Sussex Association of Spina Bifida & Hydrocephalus	Mid Sussex Wide	Workshops face-to-face and online	£715		£715
		<b>TOTAL</b>	<b>£26,065</b>		<b>£11,815</b>

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**FINANCIAL APPRAISALS****Ashenground Community Centre**

Independently examined accounts have been submitted for the period ending 30th April 2020 which show a deficit of £21,498.

Total income was £77,712; mainly generated from Hall Hire (£26,099), Pre-school income (£24,761), Grants (£12,914), Donations & Legacies (£10,838), Film tickets & raffle income (£2,270), Pre-school fundraising (£644), Other income (£177) and Investment income (£9).

Total expenditure was £99,210; consisting of Staff related (£52,947), Depreciation (£17,321), Supplies and Services (£15,769) and Premises Related (£13,173).

Balances held at the end of the period showed Net assets of £524,232: comprising of Tangible Assets £514,268, Debtors £3,375, Cash £18,972 and Creditors (£12,383).

**Sussex Clubs for Young People**

Independently examined accounts have been submitted for the period ending 31st March 2020 which show a deficit of £36,959.

Total income was £322,136; mainly generated from Donations & Legacies (£322,073) and Investments (£63).

Total expenditure was £359,095; consisting of Staff related (£240,070), Supplies and Services (£107,773) and Premises (£11,252).

Balances held at the end of the period showed Net assets of £122,137: comprising of Tangible assets £27,284, Investments (held as fixed assets) £373, Cash £75,165, Debtors £32,841 and Creditors (£13,526).

**Age UK West Sussex**

Audited accounts have been submitted for the period ending 31<sup>st</sup> March 2020 which show a surplus of £1,507,859.

Total income was £4,622,989; mainly generated from Grants (£2,097,075), Donations & Legacies (£1,679,417), Activity centre/activities income (£514,010), Help at home (£158,348), Services (£83,155), Non-charitable trading activities in subsidiary (£55,586), Property Rental (£14,517), Gain on defined benefit pension schemes (£10,000), Clubs (£7,081), Investments (£2,050) and Other income (£1,750).

Total expenditure was £3,115,130; consisting of Staff related (£2,072,904), Supplies and Services (£949,981), Grants (£70,945) and Depreciation and impairment (£21,300).

Balances held at the end of the period showed Net assets of £2,860,130: comprising of Tangible assets £1,414,142, Investments (held as fixed assets) £2,329, Cash £1,449,240, Debtors £127,971, Stock £2,478, Creditors (£133,430) and Creditors after more than 1 year (£2,600).

**Albion in the Community**

Audited accounts have been submitted for the period ending 30<sup>th</sup> June 2018 which show a surplus of £181,756.

Total income was £3,251,587; mainly generated from Fundraising (£829,706), Football pathway (£815,766), Skills training and employability (£482,150), Health (£367,041), Schools (£305,918), Inclusion (£246,445), Disability (£203,088) and Investments (£1,473).

Total expenditure was £3,069,831; consisting of Staff related (£2,298,472), Supplies and Services (£726,849), Premises (£30,000) and Depreciation (£14,510).

Balances held at the end of the period showed Net assets of £439,889: comprising of Tangible assets £46,078, Debtors £498,350, Cash in bank £408,721 and Creditors (£513,260).

### **Burgess Hill Shed**

Unaudited accounts have been submitted for the period ending 30<sup>th</sup> September 2019 which show a surplus of £2,910.

Total income was £9,128; mainly generated from Session fees (£3,770), Donations (£2,388), Sales (£2,040) and Membership fees (£930).

Total expenditure was £6,218; consisting of Premises (£4,486), Supplies and Services (£988) and Staff related (£744).

Balances held at the end of the period showed Net assets of £16,462: comprising of Cash £16,462.

### **Carers Support West Sussex**

Audited accounts have been submitted for 31<sup>st</sup> March 2019 which show a surplus of £101,996.

Total income was £2,917,795; mainly generated from Contract income (£2,867,974), Fundraising (£43,073), Investment income (£3,548) and Donations, grants and gifts (£3,200).

Total expenditure was £2,815,799; consisting of Staff related (£1,971,463), Supplies and Services (£406,463), Grants (£318,265), Premises (£108,447) and Depreciation (£11,161).

Balances held at the end of the period showed Net assets of £1,450,019: comprising of Tangible assets £36,889, Intangible assets £18,434, Debtors £59,923, Cash in bank £1,427,244, Creditors (£92,471).

### **The Sussex Association for SPINA BIFIDA**

Unaudited accounts have been submitted for the period ending 31<sup>st</sup> December 2019 which show a deficit of £2,637.

Total income was £239,746; mainly generated from Trusts and Foundations (£134,935), Wallpaper samples & Christmas Cards (£51,787), Donations (£23,424), Fundraising/Fundraising events (£12,997), Grants (£11,325), Collections (£2,901), Gift aid (£1,803), Investment income (£471) and Hastings & Rother CCG (£103).

Total expenditure was £242,383; consisting of Supplies and Services (£224,235), Staff related (£15,658), Premises (£2,430) and Support services (Finance) (£60).

Balances held at the end of the period showed Net assets of £119,071: comprising of Investments £100, Debtors £17,095, Stock £1,986, Cash in bank £102,759 and Creditors (£2,869).

### **Sheddingdean Community Association**

Unaudited accounts have been submitted for the period ending March 2021 which show a deficit of £1,757.

Total income was £3,769; mainly generated from Regular income (£3,767) and Interest (£2).

Total expenditure was £5,526; consisting of Premises (£4,173), Staff related (£1,177) and Supplies and Services (£176).

Balances held at the end of the period showed Net assets of £15,519: comprising of Cash in bank £15,519.

## **Windmills Opportunity Playgroup**

Independently examined accounts have been submitted for the period ending 31<sup>st</sup> July 2020 which show a surplus of £4,049.

Total income was £110,633; mainly generated from WSCC fees (£80,896), Parent fees (£13,408), Donations (£8,269), Grants (£7,173), Fundraising (£486), Interest (£319) and Children's uniform (£82).

Total expenditure was £106,584; consisting of Staff related (£94,803), Premises (£6,507), Supplies and Services (£4,986) and Transport related (£288).

Balances held at the end of the period showed Net assets of £73,071: comprising of Cash £73,113 and Creditors (£42).

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## CORPORATE GRANT SCHEMES Facility Grants / Release of S106 Contributions

**REPORT OF:** HEAD OF CORPORATE RESOURCES

**Contact Officer:** Elaine Clarke, Community Leisure Officer

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**Tel:** 01444 477275

**Wards Affected:** Haywards Heath Bentswood, Haywards Heath & Ashenground, High Weald

**Key Decision:** No

### Purpose of the report

The purpose of this report is to

1. Present four requests for the release of S106 Contributions for consideration by the Cabinet Grants Panel and provide clarification regarding the terms of the St Francis Sports and Social Club Stage 1 grant.

### Summary

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

### Release of S106 contributions

Organisation	Purpose for which award is sought	Total Project Cost	Award Suggested
Scaynes Hill Millennium Village Centre	Air ventilation system	2,500	2,000
Ashenground Community Centre	Installation of LED Lighting	5,814	5,814
Sussex Clubs for Young People	Barn Cottage Pavilion Refurbishment	171,160	171,160
Mid Sussex District Scout Council	New Barn Cottage Community Centre	517,000	100,000
<b>TOTAL</b>		<b>696,474</b>	<b>278,974</b>

### Recommendations

3. **Members of the Panel are requested to consider and decide upon the recommendations:**
  - a) **for each of the above applications, summaries of which are attached in Appendix A;**
  - b) **to withdraw the existing grant with the St Francis Social and Sports Club CIC and terminate the existing grant agreement, and enter into a new agreement with the trustees of the St Francis Sports and**

***Social Club to provide a Facility Grant of £405,374 for Stage 1 - swimming pool changing rooms and associated drainage, services and professional fees***

***c) to provide authority for the Council to enter into a Grant Agreement with Lewes District Council for an award of £200,000 toward the St Francis Sports and Social Club Stage 1 project costs***

***d) to allow an extension of time for the delivery of St Francis Sports and Social Club Stage 1 to 'delivery of the Project must commence by 1 December 2021 and be completed by October 2023'***

## **Background**

4. 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.

## **Assessment Process**

5. 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.
6. Information is shared with representatives of the Grants Assessment Group and with the relevant Town and Parish Councils.
7. 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.

## **St Francis**

8. On 14 February 2017, the Cabinet Grants Panel agreed to award the St Francis Social and Sports Club Community Interest Company (CIC) a grant of £1,120,000 toward the construction of a new community hall and sports changing facilities. A revised scheme was agreed on 16 April 2019 but the CIC was unable to raise the match funding required so on 19 October 2020 the Cabinet Grants Panel approved a two stage approach to provide the swimming pool changing rooms within one year (Stage 1) and the community hall (Stage 2) at a later date.
9. The recommendation agreed on 19 October 2020 did not make it clear that the original grant offer was to the St Francis Social and Sports Club CIC but the Stage 1 award would be made to the St Francis Sports and Social Club who are progressing the project as the freehold owners of the site.
10. Members are therefore requested to withdraw the existing grant with the St Francis Social and Sports Club CIC and to terminate the existing grant agreement, and enter into a new agreement with the trustees of the St Francis Sports and Social Club to provide a Facility Grant of £405,374 toward the cost of the swimming pool changing rooms and associated drainage, services and professional fees (Stage 1).

11. The Stage 1 grant to the Club is made up of £205,374 in Formal Sport s106 contributions and £200,000 in CIL funds provided by Lewes District Council. Members are also asked to provide authority for the Council to enter into a Grant Agreement with Lewes District Council in order to draw down the CIL funds.
12. Due to the delay in issuing a grant agreement, Members are also asked to consider an extension of time to the dates previously agreed by the Cabinet Grants Panel on 15 March 2021 as follows:
  - *delivery of the Project must commence by 1 December 2021 and be completed by October 2023*
13. To safeguard these funds the grant agreement will include clauses relating to restrictions on the Title in the event of any future disposition of the site and a requirement to nominate a Council representative onto the Executive Committee of the St Francis Sports and Social Club.
14. To ensure due diligence, the St Francis Sports and Social Club submitted their management accounts for scrutiny and the Head Of Corporate Resources Comments are as follows:

Unaudited accounts have been submitted for the period ending 30<sup>th</sup> September 2020 which show a surplus of £76,989.

Total income was £590,576; mainly generated from Bar sales (£275,665), Pool (£166,740), Fruit machine profit (£47,679), Gov Grants (£25,000), Car park (£23,664), Room hire (£17,668), Subscriptions (£14,473), VAT - non bar (£9,282), Donations (£4,043), Other income (£2,429), Football (£2,000), Bowls (£1,000) and Net club sections surplus (£933).

Total expenditure was £513,587; consisting of Supplies and Services (£216,348), Staff related (£193,475), Capital financing (£27,732) and Premises (£76,032).

Balances held at the end of the period showed Net assets of £685,398: comprising of Tangible assets £1,540,000, Investments £145,401, Debtors £157,878, Stock £11,228, Cash in bank £23,818, Creditors (£64,321) and Creditors after more than 1 year (£1,128,606).

### **Financial Implications**

15. Release of S106 contributions are funded through the use of S106 contributions which the Council holds for the enhancement of capacity for sport, community buildings and other purposes as a result of residential development.

### **Risk Management Implications**

16. 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 deliver projects for which the Release of s106 has been agreed.
17. 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.

18. It is considered that these measures mitigate the main risks from materialising and indicate a low-risk to the successful outcomes arising from this report.

### **Equality and customer service implications**

19. As part of the assessment process all of the organisations applying for funding from the Council have complied with the required conditions of funding and have the requisite policies and procedures in place including any other relevant legislation.

### **Legal Implications**

20. 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.
21. 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.

**Release of S106 contributions**

Town:	Scaynes Hill
Title Of Project:	Air ventilation system
Applicant:	Scaynes Hill Millennium Village Centre
Type Of Applicant:	Registered Charity (no. 1069703)
Previous Grants In Past 5 Years:	£3,000 Hot water heater for changing rooms (2017)
Release of S106 contributions Request	£ 2,000 (80%)
Total Project Cost:	£ 2,500

**Financial Summary**

Sources of funding and whether secured

Scaynes Hill Millennium Village Centre      £500 (secured)

**Summary Of Project Proposal And Aims**

To upgrade the existing air ventilation system with a purification unit to improve the facilities and encourage more users to take part in social and community activities in the centre in a Covid secure environment.

**Background**

Scaynes Hill Millennium Village Centre opened in 2000 and is managed by a board of nine trustees, one paid staff member and a team of five volunteers. The Village Hall provides a broad range of activities for all ages such as scouts, WI, pilates, karate, yoga, exercise classes, indoor sports, private parties and as a Polling Station.

The Centre is situated at the recreation ground and has parking for 50 cars; there is a large hall which can accommodate up to 260 people for a stage performance and an adjoining smaller hall which seats up to 60 people and well equipped kitchen facilities. There are extensive shower and changing facilities which may be used by anyone using the Centre or the adjacent Recreation Ground for sports activities.

The Hall trustees have applied for a grant to upgrade the existing AIRIUS destratification unit, which regulates the temperature in the building and reduces energy waste, to include the ability to kill viruses and bacteria in order to make the main hall safer for users. The Airius air purification and airflow circulation system helps to minimise viruses, airborne bacteria and germs.

The centre managers have stated that Covid 19 is causing significant fear and apprehension. The air purification system will enable them to offer a safer environment to encourage more people to book and join in the activities provided by the many user groups who are returning to the centre as the lockdown restrictions are eased.

## Head Of Corporate Resources Comments

Independently examined accounts have been submitted for the period ending 31<sup>st</sup> March 2020 which show a surplus of £9,446.

Total income was £42,195; mainly generated from Hiring Invoices (£34,670), Rent (£5,750), Solar Feed-in Tariff (£1,415), Crockery Hire (£199), Other income (£100) and Interest (£61).

Total expenditure was £32,749; consisting of Premises (£22,153) and Supplies and Services (£10,596).

Balances held at the end of the period showed Net assets of £51,935: comprising of Cash £51,610, Debtors £875 and Creditors (£550).

## How Does The Project Meet The Council's Aims?

### Strong and Resilient Communities –

Scaynes Hill Millennium Village Centre is a crucial and vibrant resource in the community and this project aims to ensure the long-term viability of the centre by responding to users fears of Covid 19.

## Assessment Group Evaluation Of The Project

In July 2020, community building operators were encouraged to apply for funds to make capital improvements and adaptations to make facilities more Covid-19 Secure and increase user numbers. This project has been submitted in response to the current situation and will help the centre to offer a high-quality environment which will reassure users and provide them with confidence to attend indoor activities. The Assessment group is supportive of the application and recommends the award using s106 contributions that are allocated to improvements at the Scaynes Hill Millennium Village Centre.

*Overall score: 5*

## Recommendation

**The Assessment Group recommends that the Cabinet Grants Panel Release S106 contributions up to a maximum of £2,000 to the Scaynes Hill Millennium Village Centre toward the cost of an air ventilation system which is made up of – £2,000 (Ref DM/16/3119 Barn Cottage, Lewes Road) Community Buildings 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:	Haywards Heath
Title Of Project:	Installation of LED lighting
Applicant:	Ashengound Community Centre
Type Of Applicant:	Registered Charity (no. 1093850)
Previous Grants In Past 5 Years:	£500 Open Day Activities (2015) £2,642 Covid Secure measures (2020)
Release of S106 contributions Request	£ 5,814 (100%)
Total Project Cost:	£ 5,814

## Financial Summary

Sources of funding and whether secured

n/a

## Summary Of Project Proposal And Aims

Installation of LED lighting to improve energy efficiency and reduce overhead costs.

## Background

The Ashengound Community Centre was built to replace a dilapidated Church Hall which was home to many of the groups now meeting in the centre. It is a Charitable Trust Limited by Guarantee and is managed on a day-to-day basis by the Centre Manager and a Management Committee made up of user group representatives and members of the Community. The Trustee Board oversee the strategic direction of the Centre and, as the land is leased by the Ascension Church next door, the Board members are from the Church and local Community.

The centre opened in October 2007 and offers a range of activities such as children's groups including Preschool, Toddlers, Singing, Dance and Language classes. Exercise groups including Karate, Jazz, Folk Dancing and Table Tennis. Relaxing groups like Yoga, Pilates and Art. Wellbeing groups for people with various conditions and for their carers.

The Community Centre's aim is to develop and strengthen the community living in the Ashengound area of Haywards Heath; to encourage cohesion and good community relations and the social inclusion and independence of individuals.

The centre manager is seeking a Facility Grant in order to complete the conversion of the buildings lights to LED units in order to save expenditure and keep costs down for the user groups. The Main Hall lights were replaced in 2019 using centre Reserves (cost £2,628) and this project will see the rest of the units upgraded. Work is scheduled to be completed by the Autumn.

The intention is to replace existing light fittings in the small hall (8), the office (4), the kitchen (4), in the toilets (4) plus wiring for toilet fans and occupancy sensors, in the hallway (12) and the exterior lighting (15).

LEDs are extremely energy efficient and consume up to 90% less power than incandescent bulbs. Since LEDs use only a fraction of the energy of an incandescent light bulb there is a dramatic decrease in power costs. Also, money and energy is saved in maintenance and replacement costs due to the long LED lifespan.

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

Independently examined accounts have been submitted for the period ending 30<sup>th</sup> April 2020 which show a deficit of £21,498.

Total income was £77,712; mainly generated from Hall Hire (£26,099), Pre-school income (£24,761), Grants (£12,914), Donations & Legacies (£10,838), Film tickets & raffle income (£2,270), Pre-school fundraising (£644), Other income (£177) and Investment income (£9).

Total expenditure was £99,210; consisting of Staff related (£52,947), Depreciation (£17,321), Supplies and Services (£15,769) and Premises Related (£13,173).

Balances held at the end of the period showed Net assets of £524,232: comprising of Tangible Assets £514,268, Debtors £3,375, Cash £18,972 and Creditors (£12,383).

### **How Does The Project Meet The Council's Aims?**

**Strong and Resilient Communities** - the centre provides much needed social and economic opportunities for the local community to engage with each other. This reduces isolation and loneliness, provides friendship and support opportunities and the activities provided increase overall fitness of the local community. The NHS and other caring professionals use the centre as a meeting place to educate and enhance the wellbeing of local Mid-Sussex residents.

### **Assessment Group Evaluation Of The Project**

S106 funding will enable the centre to upgrade and modernise the lighting throughout the building to become more energy efficient and reduce carbon emissions. These improvements will benefit users by keeping overhead costs through reduced energy bills which will ensure long term sustainability.

*Overall score: 4*

### **Recommendation**

**The Assessment Group recommends that the Cabinet Grants Panel Release S106 contributions up to a maximum of £5,814 to Ashenground Community Centre toward the cost of the installation of LED lighting which is made up of – £3,396 (Ref: DM/15/2093 Land Between The Willows and Bennetts Rise) and £2,418 (Ref: DM/19/2764 Gamblemead) Community Buildings 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:	Haywards Heath
Title Of Project:	Barn Cottage Pavilion Refurbishment
Applicant:	Sussex Clubs for Young People Ltd
Type Of Applicant:	Registered Charity (no. 1142272)
Previous Grants In Past 5 Years:	£5,000 Hurstpierpoint Streetmate (2020)
Release of S106 contributions Request	£ 171,160 (100%)
Total Project Cost:	£ 171,160

## **Financial Summary**

### **Sources of funding and whether secured**

n/a

### **Summary Of Project Proposal And Aims**

The aim of the project is to extend and refurbish the pavilion at Barn Cottage Recreation Ground to make it suitable for a wider range of activities and community management.

### **Background**

Sussex Clubs for Young People Ltd (SCYP) is an umbrella organisation for youth groups in East and West Sussex and Brighton & Hove and a member of UK Youth and the National Association of Boys and Girls Club. Established for over 80 years, SCYP is committed to developing a vibrant, grassroots led voluntary and community youth sector, which involves, empowers and meets the needs of young people.

SCYP has worked in Bentswood for five years through detached youth work and youth activities. In partnership with Bentswood Community Partnership and Clarion Futures they took over the lease for a small shop/café in July 2020 and transformed it into Bentswood Community Hub. This is an inclusive space for all ages, and used by schools, community groups, organisations, and SCYP youth clubs. With coffee mornings, parent led groups, job support and training, and community larder, the Community Hub supports over 200 residents each week. The Bentswood Community Hub is an important space for community groups, residents, and organisations to get together and engage in positive activities but the current space is too small to meet the increasing demand from the community, and the growing need in Bentswood.

To address this, SCYP has submitted a proposal to lease and renovate the existing sports pavilion on Barn Cottage Recreation Ground, and outline plans to refurbish and extend the building have been prepared and costed by a local architect. These improvements will provide additional space for a private meeting room for personal consultations, upgrade the kitchen to facilitate a community café, increase storage, create an on-street entrance and patio to make the building more attractive and user friendly.

The pavilion is next to the site of a new community hall being developed by Mid Sussex

District Scouts and SCYP intend to manage both new facilities. With two large adjacent buildings, they will be able to support more projects and maximise use of the space with a view to providing services all day, every day of the week for different resident's needs.

For example, the Community Café (planned for 2 days per week in one building) will offer training opportunities for young people and a lunch club for older people. The Community Gardening Project will link allotments with the healthy eating projects and plan community meals for more members and the Community Larder will continue to operate from this new space. The facility will provide the space for community groups/organisations/charities to host meetings and deliver a range of services. These will include offering employment information, citizens advice and professional guidance (working with CAB and/or DWP). There are plans to deliver skills development and training workshops, including (but not exclusively) barista workshops, healthy eating and cookery workshops, and bike mechanics workshops. The community hub will also allow access to specific health and wellbeing advice including social prescribing and to peer-to-peer mental health support facilitated by trained volunteers. Young community members will benefit from SCYP youth clubs providing a safe space with more positive activities in the larger space and further opportunities to achieve.

Capital costs for are based on realistic estimates as detailed below:

External patio to rear	£5,400
Front steps and ramp	£3,360
Railings	£1,500
Internal alterations	£35,000
Kitchen fitout	£20,000
Extension	£78,400
Professional fees	£15,000
Contingency	£12,500
Total	£171,160

The applicant has submitted a business plan which shows the annual running costs of operating the building will be approximately £37,850 per annum for overheads (utilities, insurances, licenses etc.), marketing, repairs and maintenance and a Development Officer (28 hours pw.) and these can be covered through hires, café trading, fundraising, sponsorship and regular contributions of £5k pa. from Clarion Futures and Mid Sussex District Scouts.

The pavilion is currently used daily by the Willow Tree Preschool during term time and the intention is to relocate the nursery into the new scout building, subject to Planning approval, to create more space for community use during the day. The sports changing rooms will be retained for recreation ground users.

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

Independently examined accounts have been submitted for the period ending 31<sup>st</sup> March 2020 which show a deficit of £36,959.

Total income was £322,136; mainly generated from Donations & Legacies (£322,073) and Investments (£63).

Total expenditure was £359,095; consisting of Staff related (£240,070), Supplies and Services (£107,773) and Premises (£11,252).

Balances held at the end of the period showed Net assets of £122,137: comprising of Tangible assets £27,284, Investments £373, Cash £75,165, Debtors £32,841 and Creditors (£13,526).

### **How Does The Project Meet The Council's Aims?**

**Strong and Resilient Communities** – this project brings together groups including Hope, Family Support Work, Department of Work and Pensions, Clarion Futures, Clarion Jobs and Training,

Citizens Advice, Sussex Clubs for Young People and Bentswood Community Partnership. By creating and developing this community space SCYP will provide greater access to more effective services in the community by responding to demand and providing a facility that has been co-designed by partners and stakeholders working with local residents. This co-creation and ownership by the community will provide Effective and Responsive Services as well as Strong and Resilient Communities

### **Assessment Group Evaluation Of The Project**

National Statistics data (2019) identifies Barn Cottage as the most deprived Lower Layer Super Output Area (LSOA) in Mid Sussex and the only area in the District that falls within the 30% most deprived areas in the country. This area is in need of investment and the proposal by SCYP, to be delivered in partnership with a range of community organisations, provides an excellent opportunity to improve local facilities and access to services which will benefit the community. SCYP has presented an ambitious plan to offer an inclusive daily programme for residents of all ages. They have experience of running facilities and already have a local presence and established relationships in the local area. The project will contribute to the Council's priority of developing and supporting Strong and Resilient Communities and meets a recognized need for better community facilities in the Bentswood Ward. Although the applicant is not providing any match funding toward the capital project they will not require any ongoing revenue support to manage the building which will become a fully self-sufficient community venue.

*Overall score: 7*

### **Recommendation**

**The Assessment Group recommends that the Cabinet Grants Panel Release S106 contributions up to a maximum of £171,160 to Sussex Clubs for Young People toward the cost of the Barn Cottage Pavilion refurbishment which is made up of - £1,489.95 (Ref: P35/641 08/00088/FUL Land known as Wilmington Way), £3,072.00 (Ref: 13/01164/FUL Land at The Mayflower Public House, America Lane), £33,127.77 (Ref: P35/494 08/02532/OUT North of Lyoth Lane), £4,819.00 (Ref: 14/00398/OUT 17 Boltro Road), £50,017.64 (Ref: 12/04316/FUL Land to the east of Gravelye Lane and North of Lyoth Lane), £2,704.19 (Ref: 11/01254/OUT Land at Butlers Green Road), £3,601.51 (Ref: 14/01335/FUL 57 Sunte Avenue), £12,346.00 (Ref: DM/16/0328 Former Magistrates Court, Bolnore Road), £24,696.65 (Ref: 12/00535/OUT South of Rocky Lane) and £35,726.69 (Ref: 12/04316/FUL Land to the east of Gravelye Lane and North of Lyoth Lane) Community Building S106 monies.**

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

- ***submission of a detailed budget breakdown and evidence that the project can be fully funded within 12 months of the offer***
- ***the project must be completed within 18 months of project funding being obtained***
- ***submission of Planning approval for the extension and adaptations to the building, prior to commencement***
- ***evidence that the existing nursery provider can be accommodated or is satisfied with arrangements for relocation, prior to starting any work on site (including the provision of acoustic fencing to meet Planning requirements at the new nursery play area proposed at Barn Cottage Recreation Ground)***
- ***a suitable lease agreement is drawn up between the Council and SCYP, to the satisfaction of the Head of Corporate Resources***

## **Release of S106 contributions**

Town:	Haywards Heath
Title Of Project:	New Barn Cottage Community Centre
Applicant:	Mid Sussex District Scout Council
Type Of Applicant:	Registered Charity (no. 305841)
Previous Grants In Past 5 Years:	None
Release of S106 contributions Request	£ 100,000 (19%)
Total Project Cost:	£ 517,000

## **Financial Summary**

### **Sources of funding and whether secured**

Mid Sussex District Scouts - Reserves	£220,000 (secured)
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### **Summary Of Project Proposal And Aims**

Construction of a new community centre at Barn Cottage Recreation Ground for use by the Scouts and other groups.

### **Background**

Scouting in the UK is organized into Scout Groups, Scout Districts, Scout Countries and the Country HQ. The Scout Association currently has 895 Scout Districts across the UK and each District is responsible for providing a programme and support for its member Scout Groups; there are approximately 9,000 Scout Groups in the UK. Scout groups are organized by ages and are open to boys and girls aged 6-25 years - Beavers (aged 6-8 years), Cubs (aged 8-10 years), Scouts (aged 10-14 years), Explorers (aged 14-18 years) and the South Network (aged 18-25 years).

As a guide, it costs £10 to join, which contributes towards the cost of the scarf, woggle, joining badges, certificate of investiture and log book and there is a termly fee of £40 per child to take part in weekly sessions. In Mid Sussex there are approximately 1,600 members taking part in 19 Scout Groups across the District, including three in Haywards Heath. All the local Scout Leaders, trustees and supporters are volunteers.

The purpose of Scouting is to contribute to the development of young people in achieving their full physical, intellectual, social and spiritual potential as individuals, responsible citizens and as members of their local, national and international communities. The Scouts do this by running a wide range of indoor and outdoor activities that enable young people to work towards obtaining badges as they develop new skills.

In December 2017, Mid Sussex District Scouts approached the Council in relation to leasing some land to extend the existing pavilion at Barn Cottage Recreation Ground. At around the same time, Haywards Heath Town Council were looking into the potential for improving community facilities in Bentswood. A site meeting was held in February 2018 with Officers, local Councilors and the District Chair of Mid Sussex District Scouts to discuss how these projects could be combined. Following this meeting, the scouts agreed to work up a Planning

application and there were discussions around the joint management of both community facilities.

The Scouts were given Planning approval (Ref: DM/19/1624) for a purpose-built community centre with joining tunnel to the existing pavilion at Barn Cottage Recreation Ground. The new brick and timber clad building consists of a communal lobby, toilets, store rooms, office space, full height main hall, kitchen and mezzanine balcony. Other works include: a new hard standing perimeter to provide level access into the building and replacing existing railings.

Pre Covid, the Scouts were operating at capacity in Mid Sussex and had a waiting list of young people wanting to join the movement. The new community building will enable them to accommodate an additional 180 young people per week and the facility will be available for community use during the daytime and at weekends. The Planning application states that the new building will provide extra space to accommodate events and activities such as yoga classes and scout meetings, community events, craft fairs, children's parties and charity events.

The scout hall was not designed to meet all of the wider community requirements and in July 2019 a local stakeholder meeting was held to discuss how the existing pavilion could be adapted to provide a complimentary offer and initial designs were drawn up by an architect. This scheme (to be delivered by SCYP) will require the relocation of the nursery to the new hall. In September 2020 the Government made some changes to the Planning Use Classes which made it necessary for the Scouts to submit a Change of Use Planning application (DM/21/1758) to allow the new building to be used by the nursery in the future; this application is currently pending.

The total project cost is based on a Cost Plan produced by a Quantity Surveyor in 2019 which included a 5% contingency. Costs are likely to have increased and an update will be required to ensure the scheme is affordable and the match funding needed to deliver the project is secured.

In February 2021 revised Heads of Terms for a Development Lease were agreed and the Council advertised disposal of the site in accordance with Section 123 of the Local Government Act 1972. The final decision to grant a lease will need Cabinet Member approval. Mid Sussex District Council will also need to relocate the existing youth shelter and move the football pitch 3m east, which will require some drainage, to enable the scout building work to proceed on site.

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

Independently examined accounts have been submitted for the period ending 31st March 2020 which show a surplus of £657.

Total income was £101,538; mainly generated from Explorers (£45,473), The Redwood Centre rent (£25,585), Jamboree (£9,234), Badge sales (£8,537), Membership subscriptions (£8,211), Grants (£2,149), District events (£1,830), Investments (£489) and Donations (£30).

Total expenditure was £100,881; consisting of Supplies and Services (£97,158), Premises (£1,902) and Depreciation (£1,821).

Balances held at the end of the period showed Net assets of £306,151: comprising of Tangible assets £7,888, Investments £3,500, Cash £313,870, Debtors £38,519, Stock £5,243 and Creditors (£62,869).

### **How Does The Project Meet The Council's Aims?**

**Strong and Resilient Communities** - the plan is for the building to be self-funding. User groups will hire the space and this income is expected to pay for the operating costs along with repairs

and maintenance. Scouting has a proven record of changing young peoples' lives and also provides opportunities for volunteering. The new centre will be a community hub which will improve wellbeing and the environment.

### **Assessment Group Evaluation Of The Project**

Plans for this new building have been developed over a number of years. There is a clear community need and local support for the project and the Assessment Group recommends an award to demonstrate the Council's commitment to the scheme and to contribute to the fundraising effort. The project will provide a facility for children and young people in an area of relative deprivation plus wider community benefit. The constructive and positive activity programme provided by the Scouts will be enjoyed by children and young people living in the area and will support them in their development as responsible citizens.

*Overall score: 7*

### **Recommendation**

**The Assessment Group recommends that the Cabinet Grants Panel Release S106 contributions up to a maximum of £100,000 to the Mid Sussex District Scout Council toward the cost of a new community centre at Barn Cottage Recreation Ground which is made up of - £18,501.03 (Ref: 12/04316/FUL), £6,893.00 (Ref: DM/15/3636 151 Western Road), £46.63 (Ref: 14/04644/CND 1-3 Church Road), £5,316.71 (Ref: DM/17/4137 North of Charles Bennett Court), £24,740.46 (Ref: 12/00535/OUT South of Rocky Lane) and £44,502.17 (Ref: DM/16/1803 Penland Farm) Community Building monies.**

**It should be noted that £24,740.46 (Ref: 12/00535/OUT South of Rocky Lane) is currently allocated to the community building at St Francis Sports & Social Club site but this project is on hold so it is recommended that the funding is reallocated to this scheme in lieu of additional S106 received from the Gamblemead development that is ring-fenced for the St Francis community building project.**

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

- ***that it can be demonstrated that the project can be funded in its entirety with 12 months of the offer***
- ***the project must be completed within 12 months of project funding being obtained***
- ***submission of tender documentation and a detailed budget breakdown***
- ***Change of Use Planning application approval to enable the nursery to be relocated to the new facility***
- ***a suitable lease agreement is drawn up between the Council and Mid Sussex District Scouts, to the satisfaction of the Head of Corporate Resources***