

1 April 2022

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Dear Councillor,

A meeting of **CABINET GRANTS PANEL** will be held in the **COUNCIL CHAMBER** at these offices on **MONDAY, 11<sup>TH</sup> APRIL, 2022 at 4.00 pm** when your attendance is requested.

Yours sincerely,  
KATHRYN HALL  
Chief Executive

#### **A G E N D A**

#### **Pages**

- |    |  |                |
|----|--|----------------|
| 1. | To note Substitutes in Accordance with Council Procedure Rule 4 - Substitutes at Meetings of Committees etc. |                |
| 2. | To receive apologies for absence.  |                |
| 3. | To receive Declarations of Interests from Members in respect of any matter on the Agenda.                    |                |
| 4. | To confirm the Minutes of the Meeting of the Panel held on 21 February 2022.                                 | <b>3 - 12</b>  |
| 5. | To consider any items that the Chairman agrees to take as urgent business.                                   |                |
| 6. | To receive representations from Members of the Council on the applications.                                  |                |
| 7. | Corporate Grant Schemes - Platinum Jubilee Grants scheme & Community and Voluntary Sector Applications.      | <b>13 - 34</b> |

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, 21st February, 2022  
from 4.00 pm - 5.08 pm**

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

J Belsey

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

None as all Members were present.

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

No apologies were received as all Members were present.

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

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

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

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

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

The Chairman had no urgent business.

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

No representations were received by Members or Officers.

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

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

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

**Table 1: Applications recommended for award**

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

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

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

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

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

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

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

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

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

## **RESOLVED**

The Cabinet Grants Panel agreed:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## **RESOLVED**

The Cabinet Grants Panel agreed:

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

## 9. INDEPENDENT RETAILERS GRANT SCHEME - PROPOSED GRANT AWARDS.

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

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

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

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

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



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

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

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

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

## **RESOLVED**

The Cabinet Grants Panel agreed:

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

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

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

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

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

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

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

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

**RESOLVED**

The Cabinet Grants Panel:

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

The meeting finished at 5.08 pm

Chairman

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## CORPORATE GRANT SCHEMES

(Platinum Jubilee Grants scheme – Community and Voluntary Sector Applications)

**REPORT OF:** HEAD OF CORPORATE RESOURCES

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

**Email** emma.sheridan@midsussex.gov.uk

**Wards Affected:** All

**Key Decision:** No

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### Purpose of the report

1. The purpose of this report is to present to the Cabinet Grants Panel thirty-eight applications received from Community and Voluntary Sector organisations, in response to the Mid Sussex one off Platinum Jubilee Community Grant scheme. The report also provides a summary of the grants awarded during 2020-2021.

### Recommendations

2. Members of the Cabinet Grants Panel are requested to consider and decide upon:
  - a. The recommendation for each of the Platinum Jubilee applications detailed, summaries of which are attached in Appendix A*
  - b. The recommendation for the Citizens Advice bid to the Community Grant budget, a summary of which is attached in Appendix B*

Members are also asked to:

- c. Note that the End of Year grant report 2020/21 and 2021/22 will be presented at the October grants panel.*

### 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 to be awarded to each organisation are detailed as follows:

#### 4. Applications recommended for Award

**Table 1: Small Neighbourhood Groups**

Organisation	Grant Purpose	Award Requested	Award Suggested
Ansty Village Centre Trust	A celebration on the Ansty Village Recreation ground with food and entertainment. The event will be one of a series of events to mark the launch of the Centre.	£845	£845
Ardingly Connected Together	Contribution towards a whole programme of events including lighting of beacon, barbecue, music, firework display and street party.	£750	£450
Befriended	Street party at Court Bushes Community Hub in Hurstpierpoint including a Tea Dance.	£2,500	£500
Bentswood Community Partnership	Community celebration on Barn Cottage Green including picnic, dancing, face painting and an evening barbecue and bar.	£1,025	£500
Bolney Village Community Partnership	Afternoon picnic followed by evening barbeque on Tim Farmer Recreation ground and Woodside Community Centre.	£200	£200
Bolney Village Society	Jubilee party on Batchelor's Field including barn dance, giant Jubilee cake and races and games.	£2,008	£1,000
Burgess Hill Bonfire Society	Jubilee Jest event – a comedy event including hire of venue and kitchen, bar, stage MC, comedians, sound system and lighting.	£1,151	£151

Burgess Hill Cricket Club	Celebration at St John's Park including treasure hunt, games, and cream teas.	£650	£500
Copthorne Platinum Jubilee Group	Celebration on the Village Green including best dressed street, dog show, games and children's street party.	£4,395	£1,000
Coro Nuovo	Jubilee concert at St Andrew's Church with choral music.	£900	£400
Costells Wood Residents Association	Celebration on Costells Edge including bouncy castle, best dressed house, fancy dress.	£225	£225
Crawley Down Community Centre Association	Part of a four-day celebration, a day of celebration at the Haven Centre with Barbeque, fairground rides, food, beer fest, games and dog show.	£1,465	£1,000
Dumbrills Close Residents Association	Barbeque for residents of Dumbrills Close with live music, bouncy castle, pig roast on the village green.	£310	£310
East Grinstead Parkrun	A parkrun at East Court, East Grinstead with everyone dressed in red, white, and blue followed by a picnic.	£105	£105
Friends of Northlands Wood School	Jubilee themed May Spring Fayre with refreshments and family entertainment.	£100	£100
Friends of Twineham School	Jubilee garden tea party at the school for the local community with stalls, dog show, food and games.	£450	£450
Handcross Community Events	Street party with live music and an opportunity for local businesses to sell food.	£500	£500

Mid Sussex Older People's Association	Afternoon tea at the King Edward Hall in Lindfield with violinist and refreshments.	£695	£695
Sayers Common Village Hall	Street party with picnic, live music, and children's activities	£2,775	£1,000
Staplefield Association	Construct a beacon brazier and host a beacon lighting event.	£1,513	£1,513
The Brook Street Society	Garden party for residents	£1,000	£500
The Lindfield Club	Tea party at King Edward Hall on Sunday for those people who live in streets where there are no street parties.	£500	£500
Warninglid Residents Association	Street party on the Warninglid Recreation Ground.	£750	£750
Worlds End Association	'Picnic in the Park' on the World Ends Recreation Ground with a band and refreshments.	£954	£954
Balcombe Club	Free to all villagers' party in the Victory Hall, Balcombe	£1,000	£500
Lindfield Dramatic Club	Platinum Pageant with Kings & Queens through the ages. Afternoon and evening performance with tea and cakes and bar.	£450	£450
Haywards Heath Cricket Club	Joint celebration of 125 years of Cricket Club and Platinum Jubilee – cricket games and picnic at Clair Park.	£625	£500
	<b>TOTAL</b>	£27,841	£15,598



**Table 2: Registered Charities**

Organisation	Grant Purpose	Award Requested	Award Suggested
Age UK West Sussex Brighton & Hove	Celebrations at Lamb House, Haywards Heath, including afternoon tea with harpist and Jubilee community party.	£770	£350
Girlguiding Perrymount District HH	Celebrations with girl guides, including magic show and drumming lessons.	£350	£270
Kangaroos Mid Sussex	Jubilee Picnic in the Park for families with disabled children at the Worlds End Park in Burgess Hill.	£1,000	£1,000
The Royal Sussex Regiment Association Mid Sussex Branch	Screening of Trooping of the Colours followed by afternoon tea for members and friends of the Regiment.	£500	£500
	<b>TOTAL</b>	£2,620	£2,120

**Table 3: Parish Councils**

Organisation	Grant Purpose	Award Requested	Award Suggested
Ansty & Staplefield Parish Council	Jubilee party for residents of Beeches at Rocky Lane with a barbeque, bouncy castle, music and games.	£500	£500

Ashurst Wood Village Council	Party in John Pears Field and beacon lighting ceremony in partnership with a choir based in East Grinstead, Dunstan's Community café, youth club and Sussex Community Support.	£3,500	£1,000
Balcombe Parish Council	Picnic in the park including fancy dress, The Women's Institute, best dressed street and live music.	£1,000	£500
Horsted Keynes Parish Council	Weekend of events in partnership with local organisations and clubs within the village including a big village lunch on the green.	£875	£450
Poynings Parish Council	Family picnic with beacon lighting. Picnic held at the Village Hall owned by the local church who are co-sponsoring the event.	£1,800	£1,000
West Hoathly Parish Council	Village celebration with music, children's entertainment, and live music for beacon lighting.	£2,500	£1,000
	<b>TOTAL</b>	£10,175	£4,450
	<b>GRAND TOTAL</b>		

#### 5. Applications Considered but NO GRANT Recommended

Organisation	Grant Purpose	Award Requested
Cuckfield Parish Council	Street party on Cuckfield high street with entertainment and live music	£1,000

Burgess Hill Town Council & Burgess Hill Bonfire Society	Celebration in St John's Park to include stage with musical entertainment, piper performance and beacon lighting.	£1,855
East Grinstead Town Council	Community picnic and beacon lighting.	£3,450
Haywards Heath Town Council	Picnic in Victoria Park, Haywards Heath with live bands and refreshments.	£1,760
East Grinstead Society	Renovate Victorian Jubilee Drinking Water fountain	£4,000
	<b>TOTAL</b>	£12,065

### Community Grant bid

Organisation	Grant Purpose	Award Requested	Award Suggested
Citizens Advice in West Sussex (North, South, East)	Engagement project with Ukrainian refugees in Mid Sussex to provide information and connect them with the local communities.	£5,000	£5,000
	<b>TOTAL</b>	£5,000	£5,000

## Background

6. Her Majesty, The Queen, is the first British Monarch to celebrate a Platinum Jubilee with seventy years of service, having acceded to the throne on 6th February 1952 at 25 years old.
7. This year, 2022, will see year-long Platinum Jubilee celebrations throughout the United Kingdom, the Commonwealth and around the world as communities and people come together to celebrate The Queen's historic reign. Throughout the year, Her Majesty and members of the Royal Family will travel around the country to undertake a variety of engagements to mark this historic occasion culminating with the focal point of the Platinum Jubilee Weekend in June.
8. An extended bank holiday, from Thursday 2 to Sunday 5 June, will provide an opportunity for communities and people throughout the United Kingdom to come together to celebrate the historic milestone. Across the four days the celebrations will include public events and community activities, as well as national moments of reflections on The Queen's 70 years of service.
9. As part of the Councils participation in the Jubilee celebrations, the amount of £25,000 has been set aside, from within the Community Grants Programme budget for 2022, to provide a dedicated fund for community groups to apply on a one-off basis to run events that celebrate and mark the Platinum Jubilee in Mid Sussex.
10. A simplified version of the Community Grant Funding application form was issued, as has previously been the case with one-off grant funds. This helped streamline the application process and remove those aspects of the application process which will not be required for this fund.
11. Parish and Town Councils were allowed to apply in partnership with other groups or organisations but were exempt from applying as a single organisation.
12. Funded events will be promoted through the Council's dedicated Platinum Jubilee webpage and registered on the official Platinum Jubilee website.
13. In line with the established criteria of the Community Grants Programme:
  - a. Funding applications cannot be retrospective, and no organisation should commit themselves to any spending before any final decision is made.

- b. Applications demonstrating match funding by other funds will be given greater weight.
- c. All community events funded must acknowledge Mid Sussex District Council's contribution and are encouraged to do so on any publicity material, or social media used to promote the event or funded activity.

### **Assessment Process**

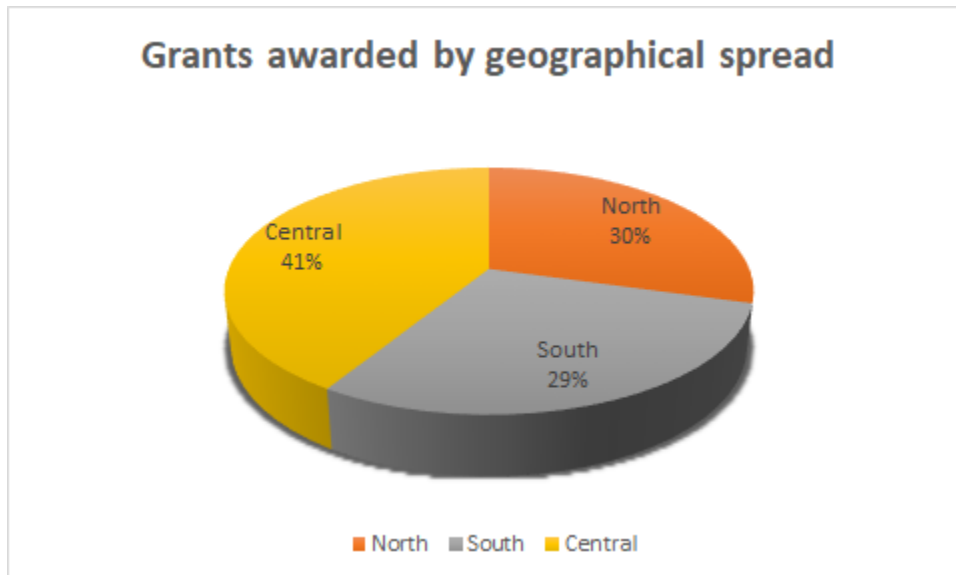
- 14. Applications have been assessed against the Criteria as agreed by Cabinet Member Decision and approved at Cabinet Grants Panel Monday 21 February 2022.
- 15. The Assessment Group reached a consensus as to the merit of each application judged against the agreed criteria and the level of funding that should be recommended to the Panel.
- 16. A due diligence exercise has been undertaken on each applicant organisation to ensure that they have met the grant criteria, in particular that they are a properly constituted voluntary and not for profit organisation and have provided the relevant legal and financial information to support assessment of their application.

### **Grants Recommended for approval under the Platinum Jubilee Fund**

- 17. A total of thirty-one applications were received from small neighbourhood groups and larger registered charities. The Assessment Team have suggested either fully funding or part funding (where the amount is large or includes items that fall outside the criteria) these applications as they have met all the criteria. It is hoped that the range of local events will enable a wide range of communities to take part in celebrations that are easily accessible and free to attend.
- 18. Small neighbourhood group applications represent over 60% of all bids. The planned events range from street parties, celebrations on village greens and local parks incorporating children's entertainment, music, fancy dress, and refreshments. Applicants have requested funding for hire of outdoor staging and equipment including marquees, musicians, food, and decorations. There are also plans to light beacons. Some of the applications requested funding for magic shows but the Assessment Team felt this was not a justifiable spend and did not approve this element of those bids.

19. Four applications have been received from registered charities representing older people, children with disabilities and two uniformed groups for Girlguiding and older veterans. The planned celebrations include afternoon tea, picnic in the park and a screening of the Trooping of the Colours followed by tea and cake.
20. Seven Parish and Village Councils have applied for a contribution towards their celebrations. The criteria stipulated the need to demonstrate partnership working. Six of the seven applications demonstrated this apart from Cuckfield Parish Council which has been recommended not to be funded. The recommended bids include celebrations in public spaces including Rocky Lane for residents of Beeches, party at John Pears Field, picnics in the village greens of Balcombe, Horsted Keynes and events at village halls.
21. All three town councils have applied for a contribution towards their larger planned events including events in St John's Park, Victoria Park and a community picnic and beacon lighting. The bids were very weak on partnership working and the Assessment Team felt that from the information supplied with the applications, the Town Councils would be primarily using the funds to buy in services rather than delivering a community co-designed project. Burgess Hill Town Council have applied jointly with the Bonfire Society but have asked for funds to cover their own costs. The Bonfire Society have also made a separate bid for the same event. East Grinstead Town Council provided little detail in their original bid. When asked EGTC did confirm that the Town Twinning Group would be running the events, however, the bid itself is seeking funds towards wider town council events. Haywards Heath Town Council have only mentioned in their application a dementia group who will be bringing cakes. The Assessment Team consider that Town Councils would have planned for Jubilee events as part of their annual events calendar and no doubt budgeted for these; the MSDC community grant was an opportunity for town councils to initiate and support projects, led and delivered by local groups, however, the bids failed to demonstrate this with the applications received simply being for contributions towards pre-existing plans to offset their own costs. It is therefore the officer recommendation that these applications are not funded from the MSDC Platinum Jubilee Community Fund.
22. An application was received from the East Grinstead Society for a grant towards the drinking water fountain/ Officer consider that this is better suited to the criteria for the Economic and Community Development Grants programme and therefore it will be considered and brought before the panel under that programme.

23. The pie chart below illustrates the applications recommended for approval by geographical spread using the County Local Committee ward specification and includes projects that are to be delivered across Mid Sussex.



### **Grants Recommended for approval under the Community Grants Fund**

23. Citizens Advice in West Sussex (North, South & East) have applied to fund a project to support the Ukrainian refugees at Mid Sussex via the two Visa schemes. The grant will be used to engage with Ukrainian refugees and their family, friends and/or sponsors to provide information and connect them to wider networks and local support services. Citizens Advice will be building on the success of the Community Champions project to use the local connections made. The Assessment team feel that this is a very timely project and would benefit from being funded at this grants panel to enable the project to establish itself and support Ukrainian refugees that have already arrived and those expected soon. It is recommended that this project is fully funded from the Community Grants fund.

### **Other Options Considered:**

Alternative options considered are:

25. To not fund the applications outlined above from the Platinum Jubilee Grant Fund:

The awards recognise the key role CVS organisations play in enabling communities to come together and build resilience and the monies provided by this Council are ‘match funding’ in the context of enabling the applicants to lever in substantial monies from other organisations, grant-giving charities, and national schemes or to expand the reach of their activities. The Platinum Jubilee provides an important opportunity for communities to come together, many for the first time since the onset of the Covid19 pandemic and share positive experiences and take part in a once in a lifetime occasion marking the Queen’s reign. The impact of COVID19 on the sector and communities in general has been unprecedented in terms of demand, coupled with loss of income and resources to meet these increased demands. This one-off fund will assist organisations and communities to reconnect with each other.

### **Financial Implications**

26. Community Development Grants are funded through a dedicated reserve. The balance held in the Community Development Fund Reserve as of 1 April 2021 was £407,911 which included a £100,000 contribution from General Reserve at Outturn 2020/21. The amount spent in 2021/22 (as of 29 March 2022) was £169,918, which leaves a balance remaining of £237,993.
27. The amounts committed, but not yet paid, as of 29 March 2022 are £157,432. This leaves a balance of £80,561 if all the committed grants are paid.
28. A total amount of £25,000 from the Community Development Grants was set aside by Cabinet Member Decision and later approved by Cabinet Grants Panel on 21 February 2022 to fund Platinum Jubilee community events.
29. The total amount of the Community Development Grants proposed in this Cabinet Grants Panel report is £27,168 (*of which £22,168 will be paid from the dedicated Platinum Jubilee fund and £5,000 from the Community Grants Fund*), which leaves a remaining balance of £32,148 if all the committed grants are paid.
30. Grant applications that have been recommended have had all accounts/financial data assessed and audited by finance with all due diligence undertaken.

### **Risk Management Implications**

31. 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.

32. 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.
33. 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.
34. 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.
35. 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**

36. 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**

37. 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**

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

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**PLATINUM JUBILEE COMMUNITY GRANTS 2022**

**APPENDIX A – CABINET GRANTS PANEL**

**Applications recommended for Award**

**1. Small Neighbourhood Groups**

<b>Organisation</b>	<b>Area of Benefit</b>	<b>Grant Purpose</b>	<b>Total Project Cost</b>	<b>Award Requested</b>	<b>Award Suggested</b>	<b>Criteria Score</b>
Ansty Village Centre Trust	Ansty	A celebration on the Ansty Village Recreation ground with food and entertainment. The event will be one of a series of events to mark the launch of the Centre.	£1,260	£845	£845	10/12
Ardingly Connected Together	Ardingly	Contribution towards a whole programme of events including lighting of beacon, barbecue, music, firework display and street party.	£1,500	£750	£450	10/12
Balcombe Club	Balcombe	Free to all villager's party in the Victory Hall, Balcombe	£2,000	£1,000	£500	10/12
Befriended	Hurstpierpoint	Street party at Court Bushes Community Hub in Hurstpierpoint including a Tea Dance.	£2,500	£2,500	£500?	9/12
Bentswood Community Partnership	Bentswood Haywards Heath	Community celebration on Barn Cottage Green including picnic, dancing, face painting and an evening barbecue and bar.	£2,475	£1,025	£500	10/12
Bolney Village Community Partnership	Bolney	Afternoon picnic followed by evening barbeque on Tim Farmer Recreation ground and Woodside Community Centre.	£500	£200	£200	10/12
Bolney Village Society	Bolney	Jubilee party on Batchelor's Field including barn dance, giant Jubilee cake and races and games.	£2,008	£2,008	£1,000	9/12
Burgess Hill Bonfire Society	Burgess Hill	Jubilee Jest event – a comedy event including hire of venue and kitchen, bar, stage MC, comedians, sound system and lighting.	£2,303	£1,151	£151	9/12

Burgess Hill Cricket Club	Burgess Hill	Celebration at St John's Park including treasure hunt, games, and cream teas.	£1,400	£650	£500	10/12
Copthorne Platinum Jubilee Group	Copthorne	Celebration on the Village Green including best dressed street, dog show, games and children's street party.	£4,395	£4,395	£1,000	10/12
Coro Nuovo	Haywards Heath	Jubilee concert at St Andrew's Church with choral music.	£1,800	£900	£400	9/12
Costells Wood Residents Association	Haywards Heath	Celebration on Costells Edge including bouncy castle, best dressed house, fancy dress.	£225	£1,465	£1,000	10/12
Crawley Down Community Centre Association	Crawley Down	Part of a four-day celebration, a day of celebration at the Haven Centre with Barbeque, fairground rides, food, beer fest, games and dog show.	£1,465	£1,465	£1,000	10/12
Dumbrills Close Residents Association	Burgess Hill	Barbeque for residents of Dumbrills Close with live music, bouncy castle, pig roast on the village green.	£620	£310	£310	10/12
East Grinstead Parkrun	East Grinstead	A parkrun at East Court, East Grinstead with everyone dressed in red, white, and blue followed by a picnic.	£210	£105	£105	10/12
Friends of Northlands Wood School	Haywards Heath	Jubilee themed May Spring Fayre with refreshments and family entertainment.	£220	£100	£100	9/12
Friends of Twineham School	Twineham	Jubilee garden tea party at the school for the local community with stalls, dog show, food and games.	£450	£450	£450	9/12
Handcross Community Events	Handcross	Street party with live music and an opportunity for local businesses to sell food.	£500	£500	£500	10/12
Mid Sussex Older People's Association	Lindfield	Afternoon tea at the King Edward Hall in Lindfield with violinist and refreshments.	£695	£695	£695	10/12
Sayers Common Village Hall	Sayers Common	Street party with picnic, live music, and children's activities	£6,150	£2,775	£1,000	10/12

Staplefield Association	Staplefield	Construct a beacon brazier and host a beacon lighting event.	£3,028	£1,513	£1,513	10/12
The Brook Street Society	Ansty	A neighbourhood garden party with afternoon tea.	£2,000	£1,000	£500	10/12
The Lindfield Club	Lindfield	Tea party at King Edward Hall on Sunday for those people who live in streets where there are no street parties.	£1,050	£500	£500	10/12
Warninglid Residents Association	Warninglid	Street party on the Warninglid Recreation Ground.	£1,250	£750	£750	10/12
Worlds End Association	Burgess Hill	'Picnic in the Park' on the World Ends Recreation Ground with a band and refreshments.	£954	£954	£954	10/12
Lindfield Dramatic Club	Lindfield	Platinum Pageant with Kings and Queens at King Edward Hall	£955	£450	£450	10/12
Haywards Heath Cricket Club	Haywards Heath	Joint 125 Cricket Club anniversary and Jubilee celebrations at Clair Park	£625	£625	£500	10/12
		<b>TOTAL</b>	£42,538	£27,841	£15,598	

## 2. Registered Charities

Organisation		Grant Purpose	Total Cost of Project	Award Requested	Award Suggested	Criteria Score
Age UK West Sussex Brighton & Hove	Haywards Heath	Celebrations at Lamb House, Haywards Heath, including afternoon tea with harpist and Jubilee community party.	£770	£770	£350	9/12
Girlguiding Perrymount District HH	Haywards Heath	Celebrations with girl guides, including magic show and drumming lessons.	£350	£350	£270	9/12
Kangaroos Mid Sussex	Burgess Hill	Jubilee Picnic in the Park for families with disabled children at the Worlds End Park in Burgess Hill.	£1,000	£1,000	£1,000	10/12

The Royal Sussex Regiment Association Mid Sussex Branch	Mid Sussex wide	Screening of Trooping of the Colours followed by afternoon tea for members and friends of the Regiment.	£650	£500	£500	9/12
		<b>TOTAL</b>	£2,770	£2,620	£2,120	

### 3. Parish Councils

Organisation		Grant Purpose	Total Cost of Project	Award Requested	Award Suggested	Criteria Score
Ansty & Staplefield Parish Council	Ansty	Jubilee party for residents of Beeches at Rocky Lane with a barbeque, bouncy castle, music and games.	£900	£500	£500	10/12
Ashurst Wood Village Council	Ashurst Wood	Party in John Pears Field and beacon lighting ceremony in partnership with a choir based in East Grinstead, Dunstan's Community café, youth club and Sussex Community Support.	£7,325	£3,500	£1,000	10/12
Balcombe Parish Council	Balcombe	Picnic in the park including fancy dress, The Women's Institute, best dressed street and live music.	£1,000	£1,000	£500	10/12
Horsted Keynes Parish Council	Horsted Keynes	Weekend of events in partnership with local organisations and clubs within the village including a big village lunch on the green.	£875	£875	£450	10/12
Poynings Parish Council	Poynings	Family picnic with beacon lighting. Picnic held at the Village Hall owned by the local church who are co-sponsoring the event.	£2,100	£1,800	£1,000	10/12
West Hoathly Parish Council	West Hoathly	Village celebration with music, children's entertainment, and live music for beacon lighting	£4,812	£2,500	£1,000	10/12
		<b>TOTAL</b>	£17,012	£10,175	£4,450	

## Applications Considered but NO GRANT Recommended

### 4. Town/Parish Councils

Organisation		Grant Purpose	Award Requested
Burgess Hill Town Council & Burgess Hill Bonfire Society	Burgess Hill	Celebration in St John's Park to include stage with musical entertainment, piper performance and beacon lighting.	£1,855
Cuckfield Parish Council	Cuckfield	Street party on Cuckfield high street with entertainment and live music.	£8,144
East Grinstead Town Council	East Grinstead	Community picnic and beacon lighting.	£3,450
Haywards Heath Town Council	Haywards Heath	Picnic in Victoria Park, Haywards Heath with live bands and refreshments.	£1,760
		<b>TOTAL</b>	<b>£15,209</b>

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**COMMUNITY GRANTS 2022**  
**APPENDIX B – CABINET GRANTS PANEL**

**Applications recommended for Award**

<b>Organisation</b>	<b>Area of Benefit</b>	<b>Grant Purpose</b>	<b>Total Project Cost</b>	<b>Award Requested</b>	<b>Award Suggested</b>	<b>Criteria Score</b>
Citizens Advice in West Sussex (North, South, East)	Mid Sussex wide	Ukrainian refugee engagement and support project	£5,000	£5,000	£5,000	11/12

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