

10 February 2023

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## PLEASE NOTE START TIME OF MEETING

Dear Councillor,

A meeting of **CABINET GRANTS PANEL** will be held in the **COUNCIL CHAMBER** at these offices on **MONDAY, 20TH FEBRUARY, 2023 at 4.00 pm** when your attendance is requested.

Yours sincerely,  
KATHRYN HALL  
Chief Executive

### A G E N D A

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| 3. | To receive Declarations of Interests from Members in respect of any matter on the Agenda.                    |        |
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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, 12th December, 2022  
from 4.00 pm - 4.28 pm**

**Present:** S Hillier (Chair)  
J Belsey (Vice-Chair)  
R de Mierre

**Absent:** Councillors N Webster

In the absence of Councillor Webster, Councillor Hillier assumed the role of Chairman for the meeting. He nominated Councillor Belsey to serve as Vice-Chairman, this was agreed.

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

Councillor De Mierre substituted for Councillor Webster.

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

Apologies were received from Councillor Webster.

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

Councillor Hillier declared a non-pecuniary interest in Item 8: Microbusiness Grant Scheme 2022/23 on the application from Haywards Heath Business Association Limited as he sits on the Executive Committee. He also declared a non-registerable interest in the application from AQUAPAX – Just Drinking Water Ltd as he has known the owner personally for a number of years. He confirmed that he would remove himself from the meeting for the discussion and voting of both applications.

**4. TO CONFIRM THE MINUTES OF THE MEETING OF THE PANEL HELD ON 24  
OCTOBER 2022.**

The Minutes of the meeting of the Panel held on 24 October 2022 were approved as a correct record and signed by the Chairman.

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

The Chairman confirmed he had no urgent business.

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

The Chairman confirmed that no representations were received.

**7. CORPORATE GRANT SCHEMES - RELEASE OF S106 CONTRIBUTIONS.**

Elaine Clarke, Community Facilities Project Officer, presented the report which requested an increase in the release of S106 contributions awarded to the Ansty Community Sports Club, to a maximum amount of £111,404.75 toward the cost of refurbishing the groundman's store and installing new cricket nets at Ansty Recreation Ground.

Views for and against the proposal were expressed by the Panel given the sum the Council has already contributed to the project, following which the Chairman moved the Panel to vote on the recommendation which was agreed unanimously.

**RESOLVED**

The Cabinet Grants Panel agreed:

1. that the Release of S106 awarded to the Ansty Community Sports Club, toward the cost of refurbishing the groundman's store and installing new cricket nets at Ansty Recreation Ground, be increased to a maximum amount of £111,404.75.

**8. MICROBUSINESS GRANT SCHEME 2022/23.**

William Hawkins, Economic Development Officer, introduced the report which presented to the Cabinet Grants Panel 20 Micro Business Grant applications.

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
Event Childcare Ltd	Burgess Hill	Marketing activity and website development	£1,933	£1,932
Costells Crafts Ltd	Haywards Heath	Purchase of equipment (start-up)	£386	£386
Samantha Pullen Counselling	Haywards Heath	Premises improvements and training	£1,705	£1,705
Certa MPS Limited	Burgess Hill	New CRM system	£2,000	£2,000
AQUAPAX - Just Drinking Water Ltd	Haywards Heath	New product development	£1,175	£1,175
Kitchens Bespoke Ltd	East Grinstead	Sales Training Consultant	£2,000	£2,000
Cuckfield Coffee Co.	Lindfield	Marketing / website / new equipment	£2,000	£2,000
My Kitchen Fitter	Haywards Heath	Marketing activity and website refresh	£2,000	£2,000
Burgess Hill Rugby Football Club	Burgess Hill	Premises improvements (solar lighting)	£1,200	£1,200
BizGen Solutions	Haywards Heath	Marketing activity	£2,000	£2,000
Bella June Flowers Ltd	Hassocks	Business development	£2,000	£2,000
Haywards Heath Business Association Limited	Haywards Heath	Video production and website development	£2,000	£2,000
Preece Accountancy Ltd t/a The Financial Management Centre	Burgess Hill	Business Coach	£2,000	£2,000
1 Middle Row	East Grinstead	Premises Improvement and marketing	£2,000	£2,000
Simbiotic Tree Care	Burgess Hill	Purchase of equipment	£2,000	£2,000
Church Road Dental Care Ltd	Burgess Hill	Equipment and training	£2,000	£2,000
Macen Associates Ltd	Haywards Heath	Website development	£2,000	£2,000
Archibal Creative Ltd	Burgess Hill	Purchase of equipment	£2,000	£2,000
Charlotte Wadley Makeup	Burgess Hill	Premises improvements (new treatment rooms)	£2,000	£2,000
Sussex Tech Support Ltd	Haywards Heath	Coding a quiz for businesses on cyber security	£2,000	£2,000
<b>Total</b>			<b>£36,399</b>	<b>£36,398</b>

The Chairman noted his interests and resolved to discuss and vote on all applications except from AQUAPAX - Just Drinking Water Ltd and Haywards Heath Business Association Limited, after which he would remove himself from the meeting.

Following discussion of the proposals, the Chairman moved the Panel to vote on the applications, which were agreed unanimously.

**[Councillor Hillier left room at 16:22]**

Following discussion on the AQUAPAX - Just Drinking Water Ltd and Haywards Heath Business Association Limited proposals, the Vice-Chairman moved the Panel to vote on the recommendations, which were agreed unanimously.

**[Councillor Hillier returned to the room at 16:24]**

**RESOLVED**

The Cabinet Grants Panel agreed:

1. That a Microbusiness Grant of £1,933 be awarded to Event Childcare Ltd to fund the hire of a videographer to shoot social media campaign/website development to improve lead generation.
2. That a Microbusiness Grant of £386.00 be awarded to Costells Crafts Ltd to fund the purchase of equipment to launch business, specifically wax melter, sewing machine and shelving unit to produce and display products.
3. That a Microbusiness Grant of £1,705 be awarded to Samantha Pullen Counselling to fund improvements to newly leased premises and staff training courses to allow for expansion.
4. That a Microbusiness Grant of £2,000 be awarded to Certa MPS Ltd to fund the purchase of cleaning equipment.
5. That a Microbusiness Grant of £1,175 be awarded to AQUAPAX – Just Drinking Water Ltd to fund the development of a 6 pack of waters to add to their current range in supermarkets.
6. That a Microbusiness Grant of £2,000 be awarded to Kitchens Bespoke Ltd to fund the hire of a sales consultant to provide staff training.
7. That a Microbusiness Grant of £2,000 be awarded to Cuckfield Coffee Co to fund the development of an e-commerce site and advertising campaign and purchase product on a larger scale to allow economies of scale to be realised.
8. That a Microbusiness Grant of £2,000 be awarded to My Kitchen Fitter to fund the development of their existing website and engage with marketing consultancy to run social media campaign.
9. That a Microbusiness Grant of £1,200 be awarded to Burgess Hill Rugby Football Club to fund the installation of solar lighting to business premises.
10. That a Microbusiness Grant of £2,000 be awarded to Bizgen Solutions to fund a digital marketing campaign and development of a website.

11. That a Microbusiness Grant of £2,000 be awarded to Bella June Flowers Ltd to fund the hire of a consultant to develop a business plan in order to increase sales.
12. That a Microbusiness Grant of £2,000 be awarded to Haywards Heath Business Association Ltd to fund a video production to improve website and attract new members.
13. That a Microbusiness Grant of £2,000 be awarded to Preece Accountancy Ltd t/a The Financial Management Centre to fund the purchase of a work coach to develop a business plan and attract new clients.
14. That a Microbusiness Grant of £2,000 be awarded to 1 Middle Row to fund the refurbishment of business kitchen, new shelving and marketing (social media) support.
15. That a Microbusiness Grant of £2,000 be awarded to Symbiotic Tree Care to fund the fit out and equipment purchase for a recently acquired truck
16. That a Microbusiness Grant of £2,000 be awarded to Church Road Dental Care to fund the purchase of a new Dental Scanner to allow digital imaging.
17. That a Microbusiness Grant of £2,000 be awarded to Macen Associates Ltd to fund the development of a new website and content production.
18. That a Microbusiness Grant of £2,000 be awarded to Archibal Creative to fund the purchase of a new computer to improve service.
19. That a Microbusiness Grant of £2,000 be awarded to Charlotte Wadley Makeup to fund the reconfiguration of the premises to add 2 new treatment rooms.
20. That a Microbusiness Grant of £2,000 be awarded to Sussex Tech Support Ltd to fund the coding of a cyber security quiz for businesses to identify their security needs.

The meeting finished at 4.28 pm

Chairman

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## CORPORATE GRANT SCHEMES (Release of S106 Contributions)

### REPORT OF: ASSISTANT DIRECTOR PLANNING & SUSTAINABLE ECONOMY

Contact Officer: Elaine Clarke, Community Facilities Project Officer  
Email [elaine.clarke@midsussex.gov.uk](mailto:elaine.clarke@midsussex.gov.uk) Tel: 01444 477275

Wards Affected: All  
Key Decision No

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### Purpose of the report

The purpose of this report is to

1. Present two requests for the Release of S106 Contributions for consideration by the Cabinet Grants Panel in respect of the Assessment Reports attached (Appendix A).
2. Provide an update regarding the allocation of s106 receipts to community projects, a summary of project progress over the past year plus recommendations for any variations (Appendix B).

### Summary

3. Details of the applications to be considered and the recommendation from the Grants Assessment Group on the level of financial assistance to be awarded is detailed as follows:

#### Release of S106 contributions

Organisation	Purpose for which award is sought	Total Project Cost	Award Suggested
Clarion Futures	Quarry Café Community Garden	60,500	52,500
Haywards Heath Town Football Club	Refurbishment of Pilgrim Hut	136,950	12,239
<b>TOTAL</b>		<b>£ 197,450</b>	<b>£ 64,739</b>

### Recommendations

***Members of the Panel are requested to consider and decide upon the following:***

- a) the recommendations for the above applications, a summary of which are attached in Appendix A.***
- b) the recommendations regarding extensions to special conditions detailed in Appendix B (A-G)***

### Background

4. Applications for the Release of S106 contributions are assessed against a set of standard criteria, as detailed in the Community Grants Fund Revised Grant Criteria, to ensure a consistent approach.
5. Two applications met the funding criteria for consideration at this funding round and details are provided in Appendix A.

6. Over the past year, the Cabinet Grants Panel has committed £2,883,069 in S106 receipts to seventeen capital projects being led by voluntary sector organisations across the District. Appendix B provides an update on the progress of these projects.
7. A number have been unable to meet the deadlines previously agreed by the Cabinet Grants Panel. This paper seeks approval to vary these dates, in a number of cases, to allow the applicants further time for fundraising, project development and delivery.

### **Assessment Process**

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

### **Financial Implications**

10. The Release of S106 contribution awards are funded through the allocation of financial receipts paid to the Council as a result of residential development toward infrastructure improvements to enhance formal sports, community buildings and other facilities.

### **Risk Management Implications**

11. The main risks to the successful implementation of the decisions arising from this report would be the inability of the funded organisations to deliver those projects for which the Release of s106 has been agreed so grant offers are time limited. If projects are not delivered within a set timeframe the funds can be allocated to alternative schemes.
12. 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 and all conditions must be met before the funds will be released. Payments are made on receipt of evidence of project expenditure.
13. It is considered that these measures mitigate the main risks from materialising and overall the risk of failure to deliver the outcomes arising from this report is considered low and well within tolerance levels.

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

14. As part of the assessment process all of the organisations applying for funding from the Council have to submit an Equal Opportunities Policy. They must comply with the conditions of funding and have the requisite policies and procedures in place.

### **Legal Implications**

15. The Council is not obliged to provide funding, but by virtue of section 1 of the Localism Act 2011, it is able to do anything which it considers is likely to achieve

the promotion of the economic, social or environmental wellbeing of its area. This includes the incurring of expenditure, giving financial assistance to any person (or organisation) and entering into arrangements or agreements with any person.

16. All projects recommended for funding are considered to represent appropriate expenditure of S106 funds. In accordance with the Council's Constitution, the Cabinet Grants Panel is authorized to deal with the allocation of Section 106 monies.

### **Sustainability Implications**

17. The provision of the Facility 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)

### **Background Papers**

- Applications and associated documentation for the Release of S106 Contributions are held in Planning Policy.

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**Release of S106 contributions**

Town:	East Grinstead
Title Of Project:	Quarry Café Community Garden
Applicant:	Clarion Futures
Type Of Applicant:	Charity (no. 1135056)
Previous Grants In Past 5 Years:	£80,175 Spring Copse (2020) – project not delivered
Release of S106 contributions Request	£ 52,500 (87%)
Total Project Cost:	£ 60,500

**Financial Summary**

Sources of funding and whether secured

Clarion Futures	£8,000 (secured)
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**Summary Of Project Proposal And Aims**

Creation of an attractive outdoor community space on Council owned land at Hollands Way, East Grinstead alongside the play area and Quarry Café and Community Fridge venue in the Old Post Office.

**Background**

Clarion Futures is the charitable foundation of Clarion Housing Group, the largest Housing Association in the UK. The objects of the Charity are to develop the capacity and skills of the members of any socially and economically disadvantaged community so that they are better able to participate more fully in society; the prevention or relief of poverty or financial hardship and to promote social inclusion for the public benefit by preventing people from becoming socially excluded. The charity supports people with debt management, employment, training, digital support and community development initiatives.

Clarion Housing Group currently has over 250 homes in Stone Quarry which is in an area of relative deprivation in the north of East Grinstead. Clarion Futures have been supporting the community for over 10 years, working with the Stone Quarry Strategic Partnership which brought together local Councillors, residents, District and Town Council officers, the church and various other support agencies.

Clarion Futures provided support to a local community organisation (Quarry Café and Community Fridge CIC (QCCF), previously the Stone Quarry Crew) to deliver a community café in the area for approximately five years. The offer grew during the

Covid pandemic into a much needed community resource, and alongside the café they began rescuing surplus food that would otherwise have gone to landfill. In the last quarter Oct-Dec 22, QCCF has rescued, redistributed and cooked 8.5 tonnes of surplus food.

The owners of the venue where QCCF currently work from gave them notice to quit as of the end of January 2023 and the Council has given them a lease to use the old Post Office on Hollands Way as their new base. With the support of Clarion Futures the building is currently being refurbished, utilising Social Value via their contractors and other Clarion Futures funds (a commitment value of approximately £60,000). The Council has also provided UK Shared Prosperity Funds to assist with the relocation costs and service delivery.

This project aims to create a community space outside the café by adding small gardened plots, including safe spaces for residents to meet, play, and sit, providing chairs and tables for people visiting the café or using the play park. Pathways will be improved and two drop down kerbs and a ramp will be added to increase accessibility to and around the community cafe. A defibrillator will be attached to the side of the building and an awning installed above the front window of the building to provide shelter to those using the outside chairs and tables. The outdoor gym will be relocated to encourage increased use of the equipment in a more attractive environment.

This land is owned and maintained by the Council so we will need to agree detailed plans, including ongoing management and maintenance responsibilities, before Clarion Futures can proceed and it will be necessary to issue a license or lease to allow them to go ahead. The project will also need Planning approval.

### **Assistant Director, Corporate Resources (S151 Officer) Comments**

Independently examined accounts have been submitted for the period ending 31st March 2022 which show a Deficit of £9,370,000

Total income was £6,623,000; mainly generated from Grants and contracts (£4,065,000), Donations and legacies (£2,157,000), and Interest (£401,000).

Total expenditure was £15,993,000; consisting of Staff related (£9,150,000), and Supplies and services (£6,843,000).

Balances held at the end of the period showed Net assets of £12,997,000: comprising of Investments £17,997,000, Debtors £1,444,000, Cash in bank £1,671,000, and Creditors (£8,115,000).

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

**Strong and Resilient Communities** – the Community Café & Fridge project provides a place for residents to meet and supports disadvantaged people by providing low cost food and a centre for learning, skills development and volunteering. Clarion Futures support to QCCF to deliver services to the residents of Stone Quarry and the surrounding areas to encourage a more self-sufficient, vibrant and inclusive community. The garden will provide an attractive and safe space for all the community to use, share and be proud of, improving community cohesion and service provision in the area.

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

This is an excellent initiative, with local support, to improve the amenities in Stone Quarry. Prior to the pandemic, Clarion Futures carried out a number of engagement events and surveys and found that residents were supportive of plans to have a natural community green space. This was original intention was to create this at Spring Copse but the costs were too high and this is a more realistic proposal which can be managed more effectively through engagement with the Quarry Cafe and Community Fridge CIC volunteers and staff.

*Overall score: 9*

### **Recommendation**

**The Assessment Group recommends that the Cabinet Grants Panel Release S106 contributions up to a maximum of £52,500 to Clarion Futures to carry out landscaping and other works to create an outdoor community space by the Old Post Office building in Hollands Way, East Grinstead which is made up of - £52,500 (10/01317/OUT Land at Ashplatts) Local Community Infrastructure S106 monies.**

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

- ***the project must be completed within 18 months***
- ***submission and Council approval of detailed landscaping plans***
- ***submission and Council approval of ongoing management and maintenance arrangements***
- ***Landlords consent for alterations to the building (addition of an awning and defibrillator)***
- ***a suitable lease/license agreement to be drawn up with the Council to allow Clarion Futures to go ahead with the work***
- ***submission of Planning approval (if required)***

## Release of S106 contributions

Town:	Haywards Heath
Title Of Project:	Refurbishment of Pilgrim Hut
Applicant:	Haywards Heath Town Football Club
Type Of Applicant:	Private Limited Company by guarantee without share capital use of 'Limited' exemption (no. 12970513)
Previous Grants In Past 5 Years:	None
Release of S106 contributions Request	£ 12,239 (9%)
Total Project Cost:	£ 136,950

## Financial Summary

Sources of funding and whether secured

Football Foundation	£95,865 (unsecured)
Haywards Heath Town FC fundraising activities and reserves	£27,846 (secured)

## Summary Of Project Proposal And Aims

To refurbish the Pilgrim Hut to create a new indoor café and education room at the Hanbury Stadium which will be available to players and spectators and community hirers.

## Background

Haywards Heath Town FC was established in 1888 and is one of the largest football clubs in Mid Sussex with 600 members and over 350 supporters attending games each week. There is a senior team which plays at Step 4 of the National League System in the Isthmian League and twelve youth teams. Haywards Heath Town FC is a chartered standard club, the FA qualified coaching team offers training, sporting activities and mentoring for over 200 children. The club charges £10 adults, £5 concessions and is free for the Under 16's to watch the games.

The club own the ground which is held in trust, there is one main pitch and small 3G which is used for training. They have close community links and supports several local charities including Forward Facing, Men's Mental Health Walk and Talk, Kangaroos and St Peter & St James Hospice. The club has several volunteers from Bentswood Hub and would like Hanbury Park Stadium to be a focal point for the local community. Haywards Heath Town FC has hosted seniors for walking football. The club is also planning to implement a women's team and U23's team academy in the future.



The Club has recently appointed new trustees and became incorporated at Companies House in 2020. The new Board are keen to invest in the site and would like to develop the facilities. They are seeking external funding to enable them to refurbish the Pilgrim Hut, which is currently used for storage, to create a new education room and café area.

This will involve electrical, plumbing and drainage works, renewing joists and flooring, ventilation and insulation, new windows flooring and stud walls, decoration throughout, installation of a new kitchen and outdoor patio area. They have obtained competitive quotes for the work and would like to go ahead during the summer, so the improvements are ready for the next season.

The current burger van at the stadium relies on an electric generator which is unreliable. The new indoor café will provide a much better service to meet demand on matchdays and for the youth teams and other community groups, before and after 3G use during the week. The refurbished hut will provide a place for players to rest and recover in cold weather after sessions, away from the clubhouse, along with a secure classroom for educational activities.

### **Assistant Director, Corporate Resources (S151 Officer) Comments**

Audited accounts have been submitted for the period ending 31st May 2020 which show a Deficit of £40,184.

Total income was £104,062; mainly generated from Gate receipts and programme sales (£13,821), Prize money (£11,913), Sponsorships (£1,620), Rent from nursery and focus fit (£10,257), Hire of pitch (£7,627), Advertisements (£8,523), Donations (£22,676), Refreshment income (£17,625) and Grant (£10,000).

Total expenditure was £144,246; consisting of Premises Related (£41,829), Supplies and services (£30,369), Employees (£56,873), Transport (£923) and Depreciation (£14,252).

Balances held at the end of the period showed Net assets of £155,281: comprising of Tangible assets £114,848, Stock £500, Cash in bank £63,343, and Creditors (£23,410).

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

**Effective & responsive services** – the club provides services for over 200 young people through the youth section, as well as a safe space for over 350 supporters to come and watch football games weekly. The improved facilities will improve the experience for visitors and participants.

**Strong & Resilient Communities** – it is important to provide children and adults with opportunities to take part in physical activity. The refurbished hut will provide them with a safe social space to network before and after games and training.

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

The Club is ambitious and wants to improve facilities at Hanbury Park by providing a communal area for 3G pitch users, a social café area for matchdays and an education room for courses. This will help to bring in increased revenue through catering and hires which will help the club run more sustainably and provide new community resources. The club aims to raise a significant amount of match funding from other sources to enable them deliver this project which will benefit local residents.

Overall score: 7

## **Recommendation**

**The Assessment Group recommends that the Cabinet Grants Panel Release S106 contributions up to a maximum of £12,239.24 to Haywards Heath Town Football Club to refurbish the Pilgrim Hut at the Hanbury Stadium football ground which is made up of - £12,239.24 (DM/17/4137 Land north of Charles Bennett Court) Formal Sport S106 monies.**

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

- ***evidence that the project can be fully funded within 12 months of the offer***
- ***the project must be completed within 12 months of project funding being obtained***
- ***submission of Planning approval (if required)***

RELEASE OF S106 CONTRIBUTIONS SUMMARY – FEBRUARY 2023

APPENDIX B

Applicant	Date	Total approved	Comment
Ansty Village Centre Trust (AVCT)	30-May-13 29-Oct-19 18-Nov-19 (Cabinet) 19-Oct-20 8-Feb-21 (Cabinet)	£127,000 £214,402 £100,000  £27,073 £128,040 <hr/> = £596,515	<p>The old village hall was demolished in September 2021 and the new village hall and sports club building opened to the public in October 2021. The project was due to be fully completed by March 2023 and the majority of the project funds have been spent but there is £78,496 remaining to be drawn down toward the external areas (£65,923), public art (£10,000) and signage (£2,573).</p> <p>Planning approval for a revised car park layout was approved in May 2022 (DM/22/0813), this will increase car parking provision from 43 (as agreed under the original planning permission DM/16/4609) to 55, including 3 disabled spaces. The AVCT has been seeking competitive quotes to deliver the car park works within budget; this will involve breaking up the existing non-permeable tarmac base and installing a new permeable surface. They are aiming to complete the resurfacing in March-April 2023 prior to the summer cricket season.</p> <p>The AVCT trustees are also considering signage proposals and are intending to proceed with an order by the end of Jan/early Feb 2023. The AVHT has arranged for the old village sign to be renovated and it will be displayed in the foyer area. A decorative carved oak waymarker will be installed outside the building entrance in September.</p> <p><b><u>A) Recommendation: extend special condition regarding project completion to 31 December 2023</u></b></p>
Sheddingdean Baptist Church	7-Jun-16	£27,133	<p>The church was awarded a Facility Grant (Release of s106) toward the construction of the Cornerstone new church with community facilities on recreation land owned by the District Council, North of Maple Close and Heads of Terms have been agreed.</p> <p>The applicant had secured planning approval (DM/18/3627) but was unable to secure the funds needed to deliver the £1.4m project. A revised scheme was submitted to Planning in January 2022 (DM/22/0239) but it is currently pending due to queries raised by the Council’s Urban Designer. The architects are drawing up amended plans due to be submitted in January. The scheme will have to be re-advertised and considered by Committee in</p>

			<p>the Spring.</p> <p>As it has been nearly seven years since the initial funding offer and the project is still not in a ready to proceed it is recommended that this award should be allowed to lapse so the s106 contributions can be spent on other schemes which are in a position to go ahead. The church could potentially reapply at a later date but there are no guarantees that there will be S106 available to support the revised scheme.</p> <p><b><u>B) Recommendation: NO extension of time with regard to the submission of evidence the project can be funded in its entirety by 31 March 2023 (grant offer will expire after this date)</u></b></p>
Haywards Heath Rugby Club	18-Jun-19	£150,000	<p>The rugby club was awarded S106 funds toward the cost of rebuilding the clubhouse at Whitemans Green. Heads of Terms have been agreed with the Council and the project gained planning permission in June 2019 (DM/19/0670) but this has now expired and a revised scheme will be submitted for approval in the coming months.</p> <p>The club has raised over £1.7m in match funding and intends to continue fundraising to deliver the project. The club currently has until June 2023 to demonstrate that the project can be funded in its entirety and until December 2024 for completion of the capital works. The club has an ambitious fundraising target of a further £850,000 to enable them to deliver a £2.6m scheme. Project cost have escalated considerably since the original application which estimated the capital costs at £1.5m.</p> <p>The Club is aiming to secure the funds within the next four months from a national sports or government body. They would also like to apply to the Council for additional s106 funds to increase the amount of the existing grant. Any further requests will be presented to the Cabinet Grants Panel for consideration.</p> <p>It is recommended that the club be given a further six months to enable them to raise all the funds needed to deliver this project or to reduce the scope of the project to enable them to deliver a scheme within the budget available.</p> <p><b><u>C) Recommendation: extend special condition to secure project funding to 31 December 2023</u></b></p>

Hayward Heath Tennis Club	29-Oct-19 21-Feb-22 24-Oct-22	£65,040 41,558 10,000 <hr/> = £116,598	<p>The Club was awarded S106 monies toward the refurbishment of the tennis clubhouse in Victoria Park. An Agreement for Lease has been signed with the Council and work on site started at the end of January. An order has been placed with UK Power Networks for a new electrical supply but the Club needs the Council to issue a wayleave for the installation. This legality will delay project completion until April/May so a two-month extension of time is required.</p> <p><b><u>D) Recommendation: extend special condition for project completion to 31 May 2023.</u></b></p>
Haywards Heath Cricket Club	25-Feb-20	£9,948	The cricket club was awarded a Facility Grant (Release of s106) toward the cost of a new equipment store in Clair Park subject to the renewal of their lease/license with the Council. The work has now been completed and the legal paperwork has been finalized so the grant will be paid in full.
St Francis Sports & Social Club	19-Oct-20	405,374	<p>The Club was awarded funds toward new swimming pool changing rooms, associated drainage, services and professional fees. Planning conditions have all been met and work to dig the footings began w/c 16 January 2023. The next stage is for Building Control to agree this work prior to concreting. Three contractors have been invited to tender and this exercise will be completed by mid to late February 2023. The main works will commence in Spring and continue during the Summer months when the pool is less busy.</p> <p>However, to install the changing rooms to the north of the pool, as shown on the approved plans, it would be necessary to move buried services. The cost of this proved more expensive than originally budgeted so the Project Manager has proposed altering the internal layout to put the new female changing rooms in the link/viewing area to the east of the existing building. A Planning variation will be required to seek approval to this change which is within the footprint of the agreed design. The updated proposals can be delivered at no extra cost and will provide the equivalent number of changing rooms plus disabled and visitor toilets.</p>
Ansty Community Sports Club	8-Feb-21 (Cabinet) 12-Dec-22	£74,613 £36,792 <hr/> = £111,405	<p>A grant agreement was issued in December 2022, following the allocation of additional funds to enable the ACSC to complete the refurbishment of the groundsman's store and install new two-lane cricket practice nets at Ansty Recreation Ground.</p> <p>The projects have Planning approval (Ref: DM/21/3405) and work is due to</p>

			be completed by the end of this year. The nets are on order and installation is expected in Summer 2023, subject to a lease with the Council. The sports club has sought proposals and quotes for the works to the store and will go ahead with the works later this year, subject to legal agreements with the Council to allow them to proceed.
Mid Sussex District Scouts	28-Jun-21	£100,000	<p>The scouts were offered a Facility Grant (Release of s106) toward the cost of a new community hall on Council owned land at Barn Cottage Recreation Ground. A formal Grant Agreement and a Development and Lease Agreement were sent to the scouts solicitors in October 2021 and negotiations on the details are ongoing. The scouts are still keen to proceed with the project and have requested a 12-month extension of time for delivery. They have raised £240k in match funding to date and established a fundraising committee to take the project forward as soon as the legal paperwork is finalized.</p> <p><b>E) Recommendation:</b></p> <ul style="list-style-type: none"> <li>• <b><u>Development and Lease Agreement and Grant Agreement to be signed by 31 May 2023 (or grant offer will expire after this date)</u></b></li> <li>• <b><u>Subject to finalizing the necessary legal paperwork, extend special condition to secure project funding by one year to 28 June 2024, and project completion by 31 December 2025</u></b></li> </ul>
Scaynes Hill Millennium Village Centre	28-Jun-21	£2,000	Scaynes Hill Millennium Village Centre was awarded a Facility Grant (Release of s106) toward the cost of installing an air ventilation system within 12 months of the grant offer. In April 2022, the trustees decided that they no longer wished to install the ARIUS unit and withdrew the funding application. These funds will be available to fund future projects at the village centre.
Sussex Clubs for Young People	28-Jun-21	£171,160	<p>SCYP was awarded a grant to fund the extension and refurbishment of the Council owned Barn Cottage Pavilion. A formal grant agreement and has been signed and they are working with the architect to finalise the design to submit a Planning application. The Council will need to issue a Development and Lease Agreement to enable them to go ahead with the work.</p> <p>The project had stalled because they were reliant on the scout building progressing, in order to relocate the current nursery hirer. However, if the nursery agree, they will consider alternative temporary accommodation to</p>

			<p>enable them to go ahead with a phased build, potentially starting in Summer/Autumn 2023.</p> <p>It is recommended that the project completion deadline is extended to match the Mid Sussex District Scouts award. SCYP has also been offered UK Shared Prosperity Funds in Year 3 of the Investment Plan (Apr 2024-Mar 2025) to help with inflationary pressures, additional capital costs and start up revenue expenditure.</p> <p><b><u>F) Recommendation: extend special condition for project completion to 31 December 2025</u></b></p>
Burgess Hill Bowls Club	21-Feb-2022	£8,250	The club was awarded S106 funding to enable them to install new bi-fold doors. The work was completed in May 2022, the funds have been drawn down and paid in full.
Crawley Down Gatwick Football Club	21-Feb-2022	£100,028.93	Crawley Down Gatwick FC were awarded S106 monies toward the cost of installing new dugouts, floodlighting and ball stop fencing at the Haven Sportsfield. They have secured the £10,000 match funding needed to deliver the project and are aiming to get Planning permission within the next 4-6 months so work can take place in the Summer, subject to Estates & Facilities approval.
Colwell Ground CIC	21-Feb-2022	£1,450,146	<p>The CIC was awarded S106 funds toward a 3G Football Turf Pitch and an all-weather hockey pitch available for community use (£560,907) and a new community hall (£889,239 incl. £30,000 for museum provision) at the St Francis Sports Ground.</p> <p>The offer was made subject to submission of further information regarding</p> <ul style="list-style-type: none"> <li>• governance arrangements (ownership and management of the site)</li> <li>• capital project costs and tender documentation</li> <li>• operating company constitution, viable business plan and budget including pricing structure for community use</li> <li>• a copy of the lease agreement between the Colwell Ground CIC and the St Francis Social and Sports Club</li> <li>• Planning approval for the project</li> <li>• match funding / loan repayments and evidence the project can be funded in its entirety by 1 April 2023</li> </ul>

			<ul style="list-style-type: none"> <li>project delivery schedule and evidence that the project can be completed within 36 months of project funding being obtained</li> </ul> <p>To date, none of the above information has been submitted to the Council. The Council has been in regular correspondence with the CIC by email and in meetings. Over the past year, the project team have been considering the layout and access arrangements and have come to the conclusion that the scheme as initially proposed is not viable at this site.</p> <p>The CIC has indicated that they may be able to deliver a reduced scheme to refurbish the Colwell Ground with grass pitches and a community hall/pavilion, but it will not be feasible to deliver three 3G's, as originally intended, on the land available.</p> <p>The terms of the S106 agreements are specific to delivery of community buildings and formal sport at the St Francis site. Therefore, every opportunity should be taken to ensure that a scheme is delivered at this site.</p> <p>It is therefore recommended that we allow the grant offer, for the scheme as initially proposed, to lapse if the project financing information for the original scheme (for which grant funding was awarded) is not delivered by the 1 April deadline.</p> <p>The Council will continue to work with the CIC to identify alternative proposals. Details of an alternative viable and deliverable scheme will be presented to Members in due course.</p> <p><b><u>G) Recommendation: NO extension of time with regard to the submission of evidence the project can be funded in its entirety by 1 April 2023 (grant offer will expire after this date).</u></b></p>
1st Copthorne Scout Group	20-Jun-2022	£10,791	1 <sup>st</sup> Copthorne Scouts were offered S106 funding toward the cost of landscaping, surfacing and fencing at The Scout Centre and Guide Hall in Copthorne for the benefit of the young people using the facilities. The work was completed by December 2022, the funds have been drawn down and paid in full.
Copthorne Sports & Community Association	22-Aug-2022	£9,906	Copthorne Sports & Community Association were awarded S106 funds to install acoustic panels at the sports pavilion at King George V Field to address noise issues which were affecting hirings and use of the building



			for social and other activities. The work was carried out in November 2022, the funds have been drawn down and paid in full.
Bolnore Village Community Partnership	22-Aug-2022	£8,326	The BVCP was awarded S106 funding to install an acoustic wall on the mezzanine level of the Woodside pavilion on the Tim Farmer Recreation Ground. The applicant sought Council agreement (as landlord) to proceed and work on the project commenced in December 2022. It was not necessary to extend the term of the lease as it expires on 11 September 2042 and there is still 19 years remaining. The project should be completed by Spring 2023.
Ashenground Community Centre	24-Oct-2022	£10,863	The Ashenground Community Centre was awarded S106 funds toward the cost of a new Audio-Visual System for a Community Cinema. The Centre Manager is aiming to have the project up and running in early 2023 but is not required to deliver the project until November 2023, under the terms of the grant offer.

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## REPORT TO CABINET GRANTS PANEL

### RELEASE OF S.106 LOCAL COMMUNITY INFRASTRUCTURE (LCI) CONTRIBUTIONS.

REPORT OF Contact Officer	Divisional Leader for Planning and Economy Elizabeth Lancaster, Infrastructure Officer, Planning Policy and Economic Development Email: <a href="mailto:Section106Monitoring@MidSussex.gov.uk">Section106Monitoring@MidSussex.gov.uk</a> Tel: 01444 477066
Wards affected	
Key decision	No

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#### Purpose of Report

1. Worth Parish Council is requesting the release of S106 Local Community Infrastructure (LCI) to partially fund the supply, installation and commissioning of four CCTV cameras in their Parish.

#### Recommendation

2. It is recommended that £65,509.20 be released from contributions from land at Felbridge Nursery, land off Woodlands Close (Phase 1 & 2), and land at Wychwood to partially fund this project.
- 

#### Background

3. Like many villages both Copthorne and Crawley Down have suffered incidences of anti-social behaviour and petty crime:-
  - Copthorne has experienced issues of high value cars being stolen (apparently to order).
  - Crawley Down - fencing and other Council property vandalized
  - Crawley Down – incidents of theft/damage and unauthorized access onto the allotment site
  - Both villages – general incidents of graffiti “tagging”
4. It has been a long-term aspiration, which is included in the Parish Council's Vision document adopted in July 2022, to install CCTV cameras and the Parish Council have been working with Sussex Police who are supporting the initiative.
5. Worth Parish Council has joined the Sussex Police CCTV Partnership, which will allow the Police direct access to the cameras, who will also be responsible for monitoring them. This approach was considered more efficient than having a base on Council premises and will assist the Police should they need to track ongoing crime traversing the parish.
6. A quote has been obtained from ChromaVision who are Sussex Polices' preferred supplier.

7. The recommended locations and costs of the CCTV's are:-

	<b>Crawley Down</b>	<b>Copthorne</b>
Village Centre	£18,864.35	
The Green	£34,730.47	
Copthorne Bank		£18,587.98
Copthorne Green		£14,733.56
BT Connection*	£9,000.00	£18,000.00
<b>Total</b>	<b>£62,594.82</b>	<b>£51,321.54</b>

\* The two cameras in Crawley Down can be covered via one BT connection. Sussex Police has a contract with BT for connections. Due to this ongoing contract, these charges are non-negotiable.

8. Worth Parish Council hope that dependent on the supply of materials the cameras will be installed in this financial year.

### Financial Implications

9. This project is considered to represent an appropriate expenditure of the Local Community Infrastructure contributions from the agreements below.

<b>S106 Agreement</b>			
12/00368/FUL	P35/679	Land at Felbridge Nursery	£226.48
11/03991/OUT	P35/690	Land at Palmers Auto Centre	£0.09
12/00672/OUT	P35/759	Land off Woodlands Close (Phase 1)	£22,716.90
13/03312/OUT	PL12-000367	Land off Woodlands Close (Phase 2)	£29,118.73
14/02000/OUT	PL12-000620	Land at Wychwood	£13,447.00
<b>Total</b>			<b>£65,509.20</b>

10. Worth Parish Council has acknowledged that there will be no increase in S106 funding should the cost of the project exceed the estimated quotes and have confirmed any additional costs will be met by the Parish Council.
11. Worth Parish Council has confirmed the annual fee for Sussex Police to monitor the system will be funded via the precept.
12. Worth Parish Council has confirmed other costs eg power supply, maintenance etc will be funded from their reserves.

### Legal Implications

13. All four cameras are to be sited on Worth Parish Council owned land therefore no permissions are needed from West Sussex County Council Highways.
14. Worth Parish Council are given to understand planning permissions are not required for CCTV cameras in the public domain.
15. Worth Parish Council have confirmed no tree surgery will be undertaken on protected trees.

16. Worth Parish Council have confirmed the CCTV system will be monitored by Sussex Police (there will be no monitor in an area accessible to the public or to parish council staff). The Police will provide signage “Sussex Police is operating CCTV in this area” or similar. This method of operation ensures full compliance with the Data Protection Act 2018.
17. The project is considered to represent appropriate expenditure of Local Community Infrastructure funds.
18. The project is considered beneficial to the local community.
19. Decisions on the distribution of Section 106 monies over £50,000.00 are to be taken to the Cabinet Grants Panel for approval.

### **Sustainability Implications**

20. The provision of the S106 Contributions 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)

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## CORPORATE GRANT SCHEMES

### (Community Grants)

**REPORT OF:** Head of Communications, PR and Community Engagement

**Contact Officer:** Regina Choudhury, Community Development Officer, Communications, PR & Community Engagement

**Email** [regina.choudhury@midsussex.gov.uk](mailto:regina.choudhury@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, seven Community Grants and three Ukraine Support one-off 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***
  - ***The recommendation that grant payments to the Homes for Ukraine projects be based on a quarterly basis following reviews on project progress (para 18)***

### Summary

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

### Background

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

### Assessment Process

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

**Table 1: Applications recommended for award**

**Community Grants**

Organisation	Grant Purpose	Award Requested	Award Suggested
1 <sup>st</sup> Hurstpierpoint Scout Group	Install 28 solar panels on south facing roof of the Scout Headquarters	£5,000	£5,000
Balcombe Cricket Club	Upgrade kitchen and install outdoor seating facility	£5,000	£5,000
Befriended	Set up community choir	£5,000	£1,000
	<b>TOTAL</b>	<b>£15,000</b>	<b>£11,000</b>

**Homes for Ukraine grant fund**

Organisation	Grant Purpose	Award Requested	Award Suggested
All Saints Lindfield	Set up a drop-in service at The Yews and deliver 4 events.	£8,660.60	£8,660.60
Being Neighbourly	Group therapeutic sessions to develop into a peer led support group at Glen Vue and update the website with a page for Ukrainian refugees. Fund English lessons and professional exams.	£13,228	£4,192
HUGS 4 Ukraine	Fund the Cherry Tree hire, create a website, support weekly drop-in in Hassocks Age Concern and deliver 3 celebratory events.	£14,900	£4,900
	<b>TOTAL</b>	<b>£38,639.60</b>	<b>£17,752.60</b>

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

Organisation	Purpose for which grant is sought	Award requested
Arise Counselling Service	Supplement open-ended counselling sessions as part of an existing service	£5,000
East Grinstead Business Association	Revamp EGBA website and create promotional video	£2,250



Headway Sussex	Support the Crawley Support Group for people living with brain injury	£5,008
The Juno Project	'This is Me' Social, emotional and behaviour focused programme for girls aged 14-16 years.	£4,354.04
	<b>TOTAL</b>	<b>£16,612.04</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.

### **Grant Applications Recommended for approval under the Community Fund**

9. 1<sup>st</sup> Hurstpierpoint Scout Group promote the development of young people to achieve their full physical, intellectual, social, and spiritual potential. The group offer weekly activities for around 170 young people aged 6-18, along with annual camps and run the Duke of Edinburgh Award scheme. When the Scout headquarters is not in use, the building is hired out to local groups. The group are seeking funds to support their plans to install 28 solar panels on the south facing roof of the Scout headquarters along with a storage battery allowing them to reduce their carbon footprint by 2.53 tonnes per year. The group have already raised £32,000 towards the total project costs of £37,400 and if awarded the requested amount of £5,000 they plan to raise the remaining £400 at the local fair in Hurstpierpoint. The Assessment Team were impressed with the groups strong fundraising results and felt that the contribution of less than 2% of the total cost equates to significant added value. The Team felt that the project supports the Council's sustainability agenda and will help meet both the needs of the scout group as well as the wider community in Hurstpierpoint and the surrounding villages with having an efficiently run community building. The Assessment Team agreed that the project should be fully funded from this grant fund.
10. Balcombe Cricket Club offers cricket to all ages with the aim to promote and make as many people as active as possible through cricket. This includes setting up women's and girls' specific sessions. The facilities are open for community hire during the summer, and they are looking to expand this offer throughout the year. The group are seeking funds towards their kitchen upgrade and installation of an outdoor facility at their premises in order to help them to grow and attract new members by making the facilities more attractive and welcoming. The total cost of the project is £11,044 of which the group would fund £6,000 from their own reserves if they were to receive the £5,000 grant requested. They currently have £30,000 in their accounts. The Assessment Team agreed that the Cricket Club offered a valuable community service in both their cricket sessions and their community facility. By supporting the development of an enhanced community venue in Balcombe, it would benefit residents and the wider community. The Assessment Team agreed that the project should be fully funded from this grant fund.
11. Befriended is a church-based charity and offers face to face befriending, telephone befriending, social events, weekly falls prevention exercise classes, bereavement support, chaplaincy, and funeral services. The group are seeking funds to set up a community choir to be based in Burgess Hill. They plan to hire a professional choir master and assistant and provide refreshments and materials for participants for 40 weeks. Most of the project costs will go towards professional fees, (£8,000 including travel). The group are seeking funds from this grant fund for venue hire, refreshments, materials, and marketing. The total cost of the project is £13,000 of which £5,000 is to be raised through voluntary contributions which has been presented as match funding (25 x £5 x 40weeks = £5,000) However, there is no alternative finance proposals if attendees choose not to contribute. There is also no evidence in the bid to show that those who cannot afford the voluntary contribution will be supported to attend. The Assessment Team agree that a community choir has the potential to bring people together to combat loneliness and social isolation and would recommend that a contribution of £1,000 is made towards this project. The Assessment Panel recommend that this project is part funded from this grant fund.

## **Grant Applications not recommended for approval under the Community Fund**

12. Arise Counselling Service is a church based group affiliated to the Association of Christian Counsellors providing affordable counselling in East Grinstead. They currently offer open-ended counselling to individuals, mostly adults but also some teenagers and couples. The counselling is mainly based in the Jubilee Community Centre or online or telephone. The service is experiencing long waiting lists and the group is considering capping the number of sessions offered with the option to re-refer. The cost of an individual session is set at £15. The group are seeking funds to support ongoing costs of an existing project. The criteria excludes bids looking to fund ongoing costs for existing projects. The Assessment team recommend that the project is not funded from this grant fund.
13. East Grinstead Business Association (EGBA) is a non-profit making association which aims to support and represent all trading, service and commercial enterprises within the East Grinstead area. Members contribute £120 annual membership fee. The group are seeking funds to revamp the EGBA website and produce a video to feature on the website and across social media platforms. The aim is to increase their membership and promote East Grinstead as an economically viable town for business. The Assessment Team suggest that this bid is better suited to the Economic Development team micro-grants scheme and have referred the bid to the team for consideration should funding become available. The Assessment team recommend that the project is not funded from this grant fund.
14. Headway Sussex support people living with Acquired Brain Injury through specialist tailored services and projects. The group are seeking funds for their Crawley Support Group. The bid falls outside the district and the criteria specifies that the majority of beneficiaries should be Mid Sussex residents. The Assessment Team recommend that the project is not funded from this grant fund.
15. The Juno Project aims to empower young women whose vulnerabilities may lead to challenging life outcomes. They deliver a bespoke 12-week programme 'This is Me' in schools designed to equip young women with the tools to improve their self-esteem and confidence along with encouragement and support to engage with their education. The group are seeking funds to run the programme in Oathall Community College in Haywards Heath and Burgess Hill Academy. The sessions will take place during school hours and students are selected by the teachers. The Assessment Team agree that the project is an opportunity to support vulnerable young women and would have a positive impact on the wider school community as well as the lives of the young women. However, the Community Grant criteria excludes bids for projects within school hours as these can be funded through educational funding streams. The Assessment team recommend that the group is supported to look at ways the programme can be delivered either outside school hours or in other youth settings. Officers will work with the group to submit a revised bid in the next round. The Assessment Team recommend that the project is not funded from this grant fund and that officers work with the group to submit a revised bid at the next funding round.

## **Homes for Ukraine one-off community grant fund**

16. As part of the Councils participation in the Homes for Ukraine scheme, a specific grant fund was established, from within the WSCC Homes for Ukraine scheme grant fund, to facilitate and enable community projects that promote social cohesion and reduce isolation amongst Ukraine refugees.

17. The amount of £25,000 was set aside from the Homes for Ukraine scheme grant fund, to provide a dedicated fund for community groups to apply on a one-off basis to run events that promote social cohesion and reduce isolation amongst Ukraine refugees which was agreed by Cabinet Member for Communities in December 2022.
18. It is proposed that the grants issued to the Homes for Ukraine projects are paid on a quarterly basis following monitoring reviews. This will enable MSDC officers to keep up to date with the projects and provide ongoing support where necessary. The Panel are asked to agree to this approach.

### **Grant Applications Recommended for approval under the Community Fund**

19. All Saints Lindfield provide activities for people of all ages at different stages of their lives. The group are seeking funds to respond to the current issues facing the Ukrainian community in Haywards Heath and surrounding areas. They plan to set up a community hub drop-in service at The Yews. The drop-in will provide information on housing, mental health support, employment support and other key areas identified by users. They also plan to deliver 4 events over the year 2023/2024. The group are already well connected to the Ukrainian refugee community and this grant will enable them to offer more support. The Assessment Team recommend that this project is fully funded from the one-off Homes for Ukraine grant fund.
20. Being Neighbourly was set up during the pandemic to support local residents. A support network was formed for the Ukrainian guests and their hosts when the crisis hit and a drop-in café opened at Glen Vue in East Grinstead for the newly arrived refugees. The drop-in provides a safe space and offers support and guidance and an opportunity to connect and develop friendships. The group is seeking funds to support a number of projects including professional group therapeutic sessions with the aim of developing this into weekly peer led support group by training up volunteers, rebuilding and expanding their website to include a page for the Ukrainian refugees, fund venue costs for Glen Vue to deliver English Lessons and pay for professional student exams. The Assessment Team recognise the value of existing work this group have undertaken to support the Ukrainian refugees to help them settle into East Grinstead. The group are well connected and a trusted organisation amongst the Ukrainian refugee community and their hosts. The Assessment Team recommend that the therapeutic sessions with the longer term project of peer led support and the website development to support information for Ukrainians is fully funded. The English lessons were previously funded by WSCC through Aspire and the group are seeking to continue this. However, the Community Grants criteria does not allow funding to replace services that have been or should be funded by other relevant statutory bodies. WSCC are currently working on replacing English language provision and the group will be supported to contact WSCC to take this forward. The Assessment Team recommend that this project is part funded from the one-off Homes for Ukraine grant fund.
21. HUGS 4 Ukraine previously operated under the name of Hassocks Area Refugee Support and provides support to Ukrainian refugees through befriending, advice, English classes and children's activities. The group meet regularly with the Ukrainian refugees at the Cherry Tree and have received funding from Sussex Community Foundation in partnership with Mid Sussex Voluntary Action to develop their work in this area. The group are seeking funds to expand the offer at the Cherry Tree to hire out the whole building over the year to provide activities and a drop-in. They are also seeking funds to develop a website that will support information for refugees in local areas across the district. They currently support the work of a weekly drop-in at Hassocks Age Concern and are looking to expand the offer. The group would also like to deliver 3 celebratory events during 2023. The Assessment Team recognise the important work that this group have already undertaken to support Ukrainian refugees. The Team recommends that the website, Age Concern

Hassocks drop-in and the events are all fully funded. However the Team feel that the request to fund the Cherry Tree (the majority of the cost of the bid at £10,000) is not suitable as the group are made up of only 3 volunteers and follow-on discussions with officers highlighted issues around capacity and concerns around the ability to deliver on this project. The Team suggests that once the Cherry Tree project funded by Sussex Community Foundation has been successfully completed, the group should look to apply for further funding and officers will be happy to support them in this. The Assessment Team recommend that this project is part funded from the one off Homes for Ukraine grant fund.

### **Other Options Considered:**

22. 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**

23. Community Development Grants are funded through a dedicated reserve. The balance held in the Community Development Fund Reserve as of 1 April 2022 was £228,993. The amount spent in 2022/23 (as of 6 February 2023) was £73,826, which leaves a balance remaining of £155,167.
24. The amounts committed, but not yet paid, as of 6 February 2023 are £113,880. This leaves a balance of £41,287 if all the committed grants are paid.
25. The total amount of the Community Development Grants proposed in this Cabinet Grants Panel report is £11,000, which leaves a remaining balance of £30,287 if all the committed grants are paid.
26. The balance held in the Homes for Ukraine grants budget is £25,000 and the total amount of grants proposed in this Cabinet Grant Panel report is £17,752.60, which leaves a remaining balance of £7,247.40 if all the committed grants are paid.
27. Grant applications that have been recommended have had all accounts/financial data assessed by finance with all due diligence undertaken.

### **Risk Management Implications**

28. 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.
29. 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.

30. 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.
31. 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.
32. 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

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

### Sustainability Implications

34. The provision of the Community Grants Programme supports the council's corporate priorities, specifically Strong and Resilient Communities and Effective and Responsive Services. The grants also support the council's community leadership role in the delivery of local and [UK sustainable development goals](#) contributing towards:



SDG

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



SDG 10: (Reduce inequality within and among countries)



SG11(Sustainable Cities and Communities)

### Legal Implications

35. 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

36. Grant applications and associated documentation for the Community Development grants are held in the Communications, PR and Community Engagement unit.

Organisation	Area of Benefit	Grant Purpose	Total Project Cost	Award Requested	Award Suggested
<b>Applications recommended for Award</b>					
<b>Community grants</b>					
1 <sup>st</sup> Hurstpierpoint Scout Group	Hurstpierpoint and surrounding villages	Installing 28 solar panels on south facing roof of the Scout Headquarters.	£37,338	£5,000	£5,000
Balcombe Cricket Club	Balcombe	Upgrade kitchen and install outdoor seating facility	£11,044	£5,000	£5,000
Befriended	Burgess Hill	Set up a Community Choir	£13,000	£5,000	£1,000
		<b>TOTAL</b>	<b>£61,382</b>	<b>£15,000</b>	<b>£11,000</b>
<b>Homes for Ukraine – one-off community grant fund</b>					
All Saints Lindfield	Haywards Heath and surrounding villages	Set up a new drop-in service at The Yews and deliver 4 events.	£8,660.60	£8,660.60	£8,660.60
Being Neighbourly	East Grinstead and surrounding areas	Group therapeutic sessions to develop into a peer led support group at Glen Vue and update the website with a page for Ukrainian refugees. Fund English lessons and professional exams.	£13,228	£13,228	£3,543.20
HUGS 4 Ukraine	Burgess Hill and surrounding areas	Fund the Cherry Tree hire, create a website, support a weekly drop-in at Hassocks Age Concern and deliver 3 celebratory events.	£14,900	£14,900	£4,900
		<b>TOTAL</b>	<b>£38,639.60</b>	<b>£38,639.60</b>	<b>£17,752</b>

Organisation	Area of benefit	Grant Purpose	Award Requested
<b>Applications Considered but NO GRANT Recommended</b>			
Arise Counselling Service	East Grinstead	Supplement open-ended counselling sessions as part of an existing service.	£5,000
East Grinstead Business Association	East Grinstead	Revamp EGBA website and create promotional video	£2,250
Headway Sussex	Crawley	Support the Crawley Support Group for people living with brain injury	£5,008
The Juno Project	Haywards Heath & Burgess Hill	'This is Me' Social, emotional and behaviour focused programme for girls aged 14-16 years.	£4,354.04
		<b>TOTAL</b>	<b>£16,612</b>



Assessment Matrix (max score = 12)

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

	<b>Councils Priorities</b>	<b>Evidence of need</b>	<b>Impact and benefits</b>	<b>Finances</b>	<b>TOTAL</b>
<b>1. 1<sup>st</sup> Hurstpierpoint Scout Group</b>	<b>2</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>11</b>
<b>2. Balcombe Cricket Club</b>	<b>2</b>	<b>3</b>	<b>3</b>	<b>2</b>	<b>10</b>
<b>3. Befriended</b>	<b>3</b>	<b>2</b>	<b>2</b>	<b>1</b>	<b>8</b>
<b>4. All Saints Lindfield</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>12</b>
<b>5. Being Neighbourly</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>2</b>	<b>11</b>
<b>6. HUGS 4 Ukraine</b>	<b>3</b>	<b>2</b>	<b>2</b>	<b>1</b>	<b>8</b>

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