

**Corporate Capital Grants Scheme \* new application**

Town:	Crawley Down
Title of project:	Improvements to the Café Bar, outdoor paving and meeting rooms at the Haven Centre
Applicant:	Crawley Down Community Centre Association (CDCCA)
Type of applicant:	Charitable Incorporated Association (CIO)
Previous Grants in past 6 years:	£24,379 CCTV/Hall Redecoration (2018) £15,500 Kitchen Refurb / Ladies Toilet / Meeting Room Decoration (2017) £6,000 Gents Toilets (2015) £9,000 Main Entrance Door (2014) £20,000 Meeting Room Kitchen / Chairs / Fencing (2013)
Grant Request to MSDC	£ 26,167
Total project cost:	£ 26,167

**Financial Summary**

Sources of funding and whether secured      n/a

**Summary of project proposal and aims:**

The project aims to refurbish the café bar, meeting room and outdoor paving at the Haven Centre to modernise the facilities and improve the visitor experience.

**Background**

The Haven Centre is a self-funding, independent multi-purpose community centre, built and run with funds raised by local people. A popular venue for many groups and organisations, the centre provides a venue for social, leisure and business requirements. The facility consists of a bar / café, three meeting rooms and the large Dorothy Hatswell Hall which is suitable for parties, group lunches, larger meetings and exercise classes.

The centre provides a full daily programme of social activities on week days. There are a various clubs operating from the building which offer snooker, dance and exercise classes, martial arts, camera club, choir, dance and theatre activities. The Haven Centre provides a base for the Crawley Down Gatwick

Football Club and regular activities organised by Twinkle Tots, Rainbows and a Parent and Toddlers Group.

The CDCCA management committee took over management of the bar and café area following the closure of the Social Club and they have been working to make the facility more attractive to users. They circulated a questionnaire to villagers to gauge what improvements and activities they would like to see at the centre and high on the list of suggestions was better decor of the building (39%). They have made a number of improvements already to the smaller meeting rooms and main hall and would now like to upgrade the café bar and outdoor areas.

They have received comments from several users that the cafe bar is looking tired, particularly the floor and seating which were part of the original build in the early 1990's. Improving the appearance will make it more popular and economically viable. The community centre is the only facility in the village to offer or be able to offer these facilities.

The management team have proposed four capital projects costing £26,167 in total, and they are seeking 100% funding to deliver these works which will be completed during July – Aug 2019:

1. Three areas of paving around the centre are showing wear and tear and are becoming dangerous to users. The paving slabs themselves are in good condition so do not need to be replaced but they need to be re-laid with the underlying sub base renewed. Safer walk ways and an improved paving area outside of the main hall will make it more suitable for a wider range of events and bookings and will make the hall more saleable.  
Paved areas £10,059
2. Replace the existing windows to the front of the cafe bar with doors to create a separate entrance which will allow the main centre entrance to be closed when not in use. Making a new, separate entrance to the cafe bar will give this area a stronger identity and improve centre security.  
New entrance to cafe bar £6,083
3. In the bar area, remove the old fixed seating areas to create a more flexible, usable space and replace the carpet with more hard wearing flooring that is more appropriate to the use of that area. The fixed seating and flooring is dated and associated with the old social club so these improvements will help to modernise and update the facilities.  
Refurbish Cafe Bar £8,220
4. Carpet the upper floor to complete the renovation of the meeting room areas.  
Upstairs Carpets £1,805

Worth Parish Council discussed the proposal at the Annual Meeting on 20 May 2019 and are supportive of the application.

## Head of Finance Comments

Independently examined accounts have been submitted for the period 1<sup>st</sup> April 2017 - 30th June 2018 which show a deficit of £236.

Total income was £128,911; mainly generated from Rental Income (£65,911), Dividends (£30,009), Donations and Grants (£23,992), Other income (£6,990), In house catering (£1,990) and Interest (£19).

Total expenditure was £129,147; consisting of Supplies and Services (£98,918) and Staff related (£30,229).

Balances held at the end of the period showed Net assets of £816,048: comprising of Tangible assets £763,030, Debtors £16,909, Cash £41,800 and Creditors (£5,691).

## How does the project meet the Council's aims?

**Financial Independence:** The various refurbishments will make the venue more popular and should increase income to the Centre, further allowing it to reach financial independence

**Effective and Responsive Services:** It is key that the public visiting the Centre feel safe, thus improving security and ensuring that the paved areas are repaired is critical.

## Corporate Grant Assessment Group evaluation of the project

The Assessment Group feels that this project to update and develop the community public areas at the Haven Centre will make the building more attractive to users and increase capacity. The CDCCA management committee has taken over the social club café bar and are working hard to make this a more accessible and family friendly village environment. The Council has received Section 106 contributions from local developments which are specifically for improvements at the Haven Centre and the extension or improvement of existing community buildings or new facilities in Crawley Down, totalling £25,171.83.

*Overall score: 8*

## Corporate Grant Scheme Assessment Group Recommendation

The Assessment Group recommends that the Cabinet Grants Panel award the Crawley Down Community Centre Association a Facility Grant (release of s106 contributions) of £25,171.83 to enable them to make improvements to the café bar, outdoor paving and meeting rooms at the Haven Centre which is made up of the following Community Building Section 106 contributions - £2.41 (Land at Haven Farm 10/01278/FUL), 0.71 (Land South of Grange Road 11/00649/FUL), £1,172.00 (13/01146/FUL Land between Sunnymead & Huntsland Lodge), £10,198.71 (13/03312/OUT Woodlands Close Ph. 2), £9,440.00 (14/02000/OUT Wychwood), £4,358 (14/01352/FUL Pasture Wood, Hophurst Lane).

***This grant offer is made subject to the following special conditions:***

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

## **Corporate Capital Grants Scheme \* new application**

Town:	Hassocks
Title of project:	Improved disabled access at Adastra Hall
Applicant:	Hassocks Community Association
Type of applicant:	Registered charity (no. 277606)
Previous Grants in past 6 years:	£ 1,909 New curtains (Sept 2014)
Grant Request to MSDC	£ 8,650
Total project cost:	£ 8,650

### **Financial Summary**

Sources of funding and whether secured                      n/a

### **Summary of project proposal and aims:**

The Hassocks Community Association wants to install automated doors, as part of a wider project to replace the existing windows and doors, to improve access to the building.

### **Background**

Hassocks Community Association (HCA) exists only to provide and oversee the running of Adastra Hall in Hassocks. The Charity Objects state that they will provide a venue for the 'education, health and social needs' of the local community.

Adastra Hall is a purpose built community hall, completed in 1987. It is a busy well used facility which offers a programme of activities such as short-mat bowls and table tennis, meetings of the Horticultural Society, NHS Boold Donation services, musical concerts, parties and weddings. It is non-profit making, with the cost of maintenance being met by the hire charges, which are modest and in line with other similar facilities.

The building remains sound but the current windows are wooden framed and showing signs of deterioration. The association intends to replace the windows and doors with powder-coated aluminium double glazed throughout. The HCA has applied for a Facility Grant to enable them to improve the disabled access, by making two sets of double doors (at the front and the next set of internal double doors into the foyer) automated on a push-button, in addition to the larger scheme. The project will improve the external appearance of the building, increase energy efficiency and provide improved access for all physically

disabled users and those with small children. The HCA also has plans to redecorate the main hall, which is a large vaulted room, at the same time.

The association has submitted a planning application (ref: DM/19/1206) for the scheme which is currently pending. If they gain planning approval work is due to start in August 2019 with completion by March 2020. The building is now over 30 years old so the association has been building a reserve fund for future ongoing maintenance needs such as replacing the boiler and roof.

Members should note that applicants are required to have 14 years security of tenure to be eligible for a Facility Grant. In this instance, the building is owned by Hassocks Parish Council and the lease was renegotiated in 2008 for 21 years, making it due for renewal in 2029 so there are only 10 years remaining.

Hassocks Parish Council discussed the project at a Council meeting on 11 December 2018 and are supportive of the proposal.

### **Head of Finance Comments**

Unaudited accounts have been submitted for the period ending 31st March 2018 which show a surplus of £4,773.

Total income was £52,118; mainly generated from Hire Charges (£38,175), Fundraising activities (£9,308), Grants (£4,000), Other income (£620) and Miscellaneous (£15).

Total expenditure was £47,345; consisting of Supplies and Services (£31,296), Staff related (£12,934) and Premises related (£3,115).  
No balance sheet was provided.

### **How does the project meet the Council's aims?**

**Strong and Resilient Communities:** This project will make the hall accessible to all, providing an appropriate venue for social and educational activities that contributes to the campaign against loneliness, particularly in the elderly population. The current doors are unsuitable for wheelchair users, walking frame users and buggy pushers. The improvements will help to reduce the risk of falls when entering the building by those who are physically frail.

### **Corporate Grant Assessment Group evaluation of the project**

The Assessment Group feels that this project to improve disabled access to the Adastra Hall will benefit local residents and make the facility more inclusive. The HCA is undertaking a wider programme of improvements and planning for future investment in the facility to ensure it remains available to the public in future years. The Council has received Section 106 funding for the extension or improvement of existing community buildings in the South Area and this is considered an appropriate use of funds.

*Overall score: 7*

## **Corporate Grant Scheme Assessment Group Recommendation**

The Assessment Group recommends that the Cabinet Grants Panel award the Hassocks Community Association a Facility Grant (release of s106 contributions) of £8,650 to enable them to improve disabled access at Adastra Hall which is made up of the following Community Building contributions - £8,650 (Land at Hassocks Highway Depot, London Road 08/02181/OUT)

***This grant offer is made subject to the following special conditions:***

- ***the project must be completed within 12 months of project funding being obtained.***
- ***Submission of planning approval prior to commencement***

## **Corporate Capital Grants Scheme \* new application**

Town:	Haywards Heath / Cuckfield
Title of project:	New clubhouse at Whitemans Green
Applicant:	Haywards Heath Rugby Club
Type of applicant:	Company limited by guarantee (CASC)
Previous Grants in past 6 years:	None
Grant Request to MSDC	£ 350,000
Total project cost:	£ 1,500,000

### **Financial Summary**

Sources of funding and whether secured

HHRFC members/funds	£450,000 (Unsecured)
Sport England	£150,000 (Unsecured)
External community grants	£150,000 (Unsecured)
Other corporate donors	£100,000 (Unsecured)
Fairfax	£300,000 (Secured)
Total	£1,150,000

HHRFC has targeted £450,000 from its own fund raising activities e.g. City Lunch, Summer Ball, Wine Tasting Evening, Great Club Run and benefactors donating via the Social Investment Tax Relief (SITR) scheme that has been approved by HMRC for use by HHRFC. The Club has saved funds secured by the Mobile Phone Mast project and it's fund raising activities over the last 18 months and currently has over £320,000 in the bank or pledged towards its current target of £450,000.

### **Summary of project proposal and aims:**

Development of a replacement clubhouse with additional parking, at Haywards Heath Rugby Football Club, Whitemans Green which will enable wider participation in rugby and provide facilities for other sports and community use.

### **Background**

Haywards Heath Rugby Club provides sport and related social facilities to children aged 5 to 18, adults from age 18 upwards and rugby supporters of all ages. The Club has a long history of success in developing and nurturing young talent and providing a focus for the skills of rugby to be taught by appropriately RFU-qualified and experienced coaches. It also adheres strongly to the core



values of rugby and ensures that its members stay true to TREDs –Teamwork, Respect, Enjoyment, Discipline and Sportsmanship.

The senior squad currently has over 60 active participants in regular matches across Sussex and beyond in the London & South East 2 league and is one of just two second XV squads featuring next season in Sussex 1. The youth squad is the biggest in Sussex with numbers in excess of 450 young players across ages Under 6 to Under 16 every weekend, plus a mixed Under 17/Under 18 Colts side.

The Club's community outreach means that many family members are involved with the Club, actively volunteering as a coach or team administrator or supporting and encouraging participation in sport on a regular basis. The volunteer coaches also provide taster sessions and tournaments in conjunction with Mid Sussex Active.

The current Clubhouse was originally built in the 1970s. It has been patched up a number of times, most recently to prevent a leaking roof but this is a temporary solution that cannot continue since the current Clubhouse is no longer fit for purpose. In particular, the current lack of suitable changing facilities and outdated social space is creating a barrier to the introduction of senior girls' and ladies rugby at the Club and future expansion across all ages.

The Club aims to build a new state of the art, two-storey multi sports pavilion which will become a beacon of excellence in Mid Sussex and beyond to enable community activities and services to be improved and extended. HHRFC has submitted a planning application which is currently pending (ref: DM/19/0670). They aim to start building before the end of 2019 to ensure that the facility is ready to open at the start of the 2020/21 season.

With Fairfax as its Main Club Sponsor, HHRFC has a commercial partner with appropriate expert building development skills and resources. Fairfax has agreed to build the new facility at cost and contribute 20% of those costs itself, as long as the Club can demonstrate that the remaining funds are in place. Fairfax Building Young Futures is an education initiative which will promote blended learning opportunities for students. Once built, the Clubhouse will become the base for the organisation's classroom and playing field activities.

A significant number of Mid Sussex children and adults (over 1,500 weekly) participate in the sports – rugby, football and athletics - that take place at Whitemans Green. The new facilities will be made available to other clubs such as Cuckfield Rangers, Cuckfield Cosmos and Haywards Heath Harriers and others in Mid Sussex. It will also become a community social hub providing facilities to a wide range of other local organisations. It is anticipated that a sports management committee of all user clubs will oversee the sports offering, its long term sustainability and ensure the correct governance of the pavilion for the wider community. The Club is developing a detailed business plan which will ensure that this capital project is sustainable long term.

The proposed new Clubhouse is essential to expand rugby to include girls over age 12 and a ladies' team –the current facilities are inadequate to allow this important development of one of the fastest growing female sports in the UK to be available in Haywards Heath.

In addition, parking facilities at Whitemans Green are limited and can create a chaotic situation on the surrounding roads each weekend. The proposed plans will double the number of available parking spaces and create a much better flow of traffic around the facility, with improved access for emergency and other essential services.

In the emerging Mid Sussex Playing Pitch Strategy (draft), improvements to facilities at Whitemans Green are identified as a priority as this is the largest multi-sport site in the District and the action plan, which is endorsed the Rugby Football Union national governing body, highlights the need to redevelop the rugby changing facilities. The project is also recognised in the Haywards Heath Town Council's Sport Strategy 2016-2031.

The Council has leased the land for the clubhouse to HHRFC until 2027. The rugby club is currently in negotiations with Estates to renew and extend the lease and get approval for the redevelopment which will be required as a condition of any award.

Haywards Heath Town Council's Planning Committee considered the rugby club proposal on 3 June 2019 and supported the release of £50,000 in S106 contributions from developments in Haywards Heath on the understanding that a similar contribution would be made toward the project in respect of Cuckfield developments; and the new facility will be made available to other clubs/groups that use the Whitemans Green sports ground.

The Cuckfield Parish Council Clerk advised that they are generally supportive of the project but was concerned that other facilities in the Parish will also need improvement and this should be taken into account when allocating resources.

### **Head of Finance Comments**

Unaudited accounts have been submitted for the period ending 30th June 2018 which show a surplus of £77,630

Total income was £305,198; mainly generated from Subscriptions (£62,290), Sponsorship (£61,137), City and League lunches (£48,554), Bar income (£43,977), Ticket income (£28,521), Charitable income (£24,014), Other income (£19,231), Fundraising income (£13,998), Clubhouse and Bar Rental income (£2,589) and Interest (£887).

Total expenditure was £227,568; consisting of Supplies and Services (£227,568). Balances held at the end of the period showed Net assets of £165,323: comprising of Tangible assets £23,101, Cash £167,107 and Creditors (£24,885).

## **How does the project meet the Council's aims?**

**Financial Independence:** the new facility will enable the governance committee to implement a business strategy which will make the facility financially independent and provide a valuable asset for the local Mid Sussex community.

**Effective & Responsive Services:** the new facility makes proper provision for disabled users both as spectators and potentially participants. It will also enable rugby to be accessible to women and girls age 12+ who are not supported by the current limited facilities at Whitemans Green.

**Sustainable Economic Growth:** the new facility is likely to attract more volunteers for the sports clubs using the Clubhouse and therefore will enable sport at Whitemans Green to continue to be sustainable into the future.

**Strong & Resilient Communities:** the sports clubs located at Whitemans Green are a source of physical activity, health and fitness for over 1,500 adults and children across Mid Sussex. These activities have positive effects on the physical and mental health and wellbeing of all participants and the new facilities will improve their experience.

## **Corporate Grant Assessment Group evaluation of the project**

The Assessment Group feels that this project to rebuild the rugby clubhouse at Whitemans Green will enable wider sports participation, particularly through improved disabled access and facilities for women and girls which is a growth area for rugby. The applicant has submitted a thorough and detailed application that documents the strategic need and the benefits this project will bring to HHRFC, other sports clubs and community groups. It supports the Council's objectives of creating places that encourage a healthy and enjoyable lifestyle through the provision of first class cultural and sporting facilities and encourages wellbeing through social interaction. The new Clubhouse will deliver improved facilities and create a lasting legacy.

There is only a limited amount of Section 106 capital funding available and upgrading the rugby clubhouse at Whitemans Green is one of a number of projects identified in the draft Playing Pitch Strategy, in the Haywards Heath and Cuckfield area. As there are a number of competing demands and local needs, the Assessment Group recommends that an equal amount of funding is awarded from developments in Cuckfield and Haywards Heath as the site straddles the two Council areas and benefits residents in both localities.

*Overall score: 12*

## **Corporate Grant Scheme Assessment Group Recommendation**

The Assessment Group recommends that the Cabinet Grants Panel award the Haywards Heath Rugby Football Club a Facility Grant (release of s106 contributions) of £100,000 toward the cost of rebuilding the clubhouse at

Whitemans Green which is made up of the following Formal Sport contributions £37,982.47 (Land at Chatfield Road 10/00516/FUL), £12,017.53 (Land at Bylanes Close 09/03857/OUT), £3,665.61 (Land West of Beech Hurst 11/02123/OUT), £46,334.39 (Land at Penland Farm DM/16/1803).

***This grant offer is made subject to the following special conditions:***

- ***that it can be demonstrated that the project can be funded in its entirety within 12 months of the grant offer***
- ***the project must be completed within 12 months of project funding being obtained***
- ***a suitable lease agreement is drawn up between the Council and Haywards Heath Rugby Football Club, to the satisfaction of the Head of Corporate Resources***
- ***a copy of planning approval for the project to be submitted***
- ***submission of an Equal Opportunities Policy***
- ***submission of a business plan, to the satisfaction of the Head of Corporate Resources***