

Sevenoaks District Council

Big Community Fund

Application form

1 Name of ward: St Mary's Ward, Swanley

2 Name of Member: Cllr John Underwood

3 Name of delivery organisation: Swanley Town Council

Address of delivery organisation: Civic Centre, St Mary's Road, Swanley BR8 7BU

Name of the main contact who will be accountable for the delivery of the project:  
Liz Davies

Telephone number of main contact: 01322 665855

4 Description of Project:

New Floodlighting system

5 Total project cost: £ 52,601.00

How will the money be spent? Replacing the present floodlighting system which consists of six floodlighting columns with double headed floodlight bulbs, plus accompanying electrical system.

If the total cost exceeds the amount requested from Big Community Fund, please state here how the remaining cost is to be met:

£5,376 from Swanley Town Council

£40,225 grant from Sport England (Inspired Facilities) applied April 2013

£1,000 contribution from White Oak Netball League

Amount requested from the SDC Big Community fund:

£ 6,000 (six thousand pounds)

## 6 Your community

How have you been able to involve the local community in planning this project?

We have written to the principal users of the courts and received replies (see enclosed)

## 7 What is the need for the project?

The present floodlight system was installed some 25 years ago when the courts were built; the bulbs used at present are very expensive and not energy efficient. A new system will allow us to use more energy efficient bulbs.

When there is bad weather, ie rain or snow, the system frequently breaks down and fails to light the courts. When it rains the water gets into the lighting columns and often causes the lights to "trip" fusing the complete system. The floodlights are connected the lighting in the adjacent building (the Clocktower Pavilion) and any short circuiting of the system affects the Clocktower also.

The main users of the courts, White Oak Netball League, uses all six courts for two and a half hours every week, winter and summer (300 players per booking). When we encounter the frequent problems with the lights, this causes a great deal of disruption to their playing programme of fixtures; sometimes they do not play one single game on a night when the lights have failed and this then disrupts their league fixtures.

During 2012/13 over 11,000 people used the courts but with old and failing lights we fear that we may lose our main users, White Oak Netball League, who have said they may have to look around for alternative courts if the floodlighting situation does not improve. This would be a great loss to sporting opportunities in Swanley and also severely curtail the volunteering opportunities that the League offers its helpers and volunteers.

## 8 Long term benefits

Please comment on the lasting effects of the project:

If we can install a new and up to date floodlighting system the Town Council will not only retain the many players it already has using the courts, but we hope to attract new teams and players to our courts as a result of new and reliable floodlights. Teams can be sure that their fixtures are played and team members can be sure of having the exercise they plan.

The Town Council will be contributing to the LA21 Agenda by installing more energy efficient bulbs in the new floodlights. We will also save money on maintenance ie the new floodlighting columns can be broken down in half to access the lighting bulb instead of hiring a cherry picker vehicle each time to access the bulb which is expensive.

## 9 The impact of your project

How will you know whether the project has been a success?

We will keep a record of baseline and increases in numbers of people using the courts which will track the increase.. We will write to the different teams/individuals who hire the courts to

ask for their opinion of the improved lighting system.  
We will also be able to monitor the differing maintenance costs between the old and new lighting systems ie replacement bulbs, electricity usage etc.

10 **Ongoing costs**

If there is an on-going need for maintenance or management of the project, who will be responsible and how will this be funded?

Swanley Town Council will be responsible for the new floodlighting system and is considering taking out a maintenance contract for regular servicing and checking of the new system by the company which will install it, which is not available on the present old system.

The extent to which this project is in addition to usual maintenance arrangements and responsibilities that are more appropriately funded by the landowner, the delivery organisation or another agency.

The landowner (Swanley Town Council) is contributing £5,376 from its own funds and seeking a grant from Sport England for the bulk of the funding (£40,225). White Oak Netball League has promised to contribute £1,000 also. It is not possible to fund the whole £52,601 from Town Council funds.

11 **Supporting statement from the sponsoring Local Member:**

Signed

(Sponsoring Local Member)

CLLR. JOHN UNDERWOOD  
(ST MARY'S WARD)

12 **Agreement of other Local Members that they are happy with the proposed project:**

SIGNATURES:

PRINT NAMES:

..... (Local Member)

CLLR TONY SEARLES  
(CHRISTCHURCH/SWANLEY VILLAGE WARD)

..... (Local Member)

CLLR LAURENCE BALL  
(WHITE OAK WARD)

13 **Declaration by project delivery organisation:**

I confirm that my organisation will be responsible for the grant and the delivery of the above project and any on-going maintenance or management. I confirm that the organisation has an equalities policy or has signed the attached District Council's Equality Statement.

Signed

.....Date

26/7/13

PRINT NAME:

ELIZABETH DAVIES

Please remember to include the following documents with your application:

- A copy of the constitution of the delivery organisation
- A copy of the latest audited accounts of the delivery organisation
- A signed copy of the Equality Statement, or a copy of the delivery organisation's equalities policy


**EQUAL OPPORTUNITIES STATEMENT**

SWANLEY TOWN COUNCIL (Insert name of organisation) recognises that everyone has a contribution to make to our society and a right to equal treatment. We aim to ensure that no organisation or individual involved with our organisation will be discriminated against by our organisation on the grounds of:

- ❖ Race, colour, nationality, ethnic or national
- ❖ Sex, marital status or caring responsibility
- ❖ Sexuality
- ❖ Age
- ❖ Physical or mental disability or mental health
- ❖ Political belief or religion
- ❖ Class
- ❖ Health status
- ❖ Employment status

Please note that if you have an Equal Opportunities Policy you may prefer to enclose a copy instead of signing the Equal Opportunities Statement.

**I confirm that my organisation is committed to equal opportunities**

<b>Signed (on behalf of the organisation)</b>	
<b>Designation:</b>	Asst. Town Clerk (Community)



We regularly photograph the wildlife that comes to the Environment Area and circulate these photographs not only to the members of SWAN group, but also publicise the photographs on noticeboards in Swanley Park to enlighten visitors to the wildlife present.

Evidence of increased populations of wildlife will be photographed, and also monitored by bug hunts and wildflower ID sessions in the summer months.

**How do you see this project/activity progressing after this funding comes to an end or do you see this as a one off project/activity?:**

The wildflower area will be self perpetuating as we cut down the growth in September, let the seeds settle for a couple of weeks, and then rake off the chaff, thus leaving the seeds to go back into the ground.

Sevenoaks District Council

Big Community Fund

Application form

Sevenoaks District Council  
Community Services Department

03 JUL 2013

CSD	LEISURE	CLUB	COMM
FIN	ENV SERVICES	ADMIN	

1 Name of ward: Fawkham and West Kingsdown

2 Name of Member: Cllr Faye Parkin

3 Name of delivery organisation: West Kingsdown Parish Council

Address of delivery organisation: The Pavilion, London Road, West Kingsdown,  
TN15 6BZ

Name of the main contact who will be accountable for the delivery of the project:  
Mrs Lynda Harrison

Telephone number of main contact: 01474 853286

4 Description of Project:  
Tables, Chairs and Table Trolley for New Village Hall

5 Total project cost: £ 2,900

How will the money be spent? To purchase 10 tables, 100 chairs and 2 table trolleys from Kent County supplies for use by users of the new village hall.

10 x GOpak folding tables : £1,104

100 x chairs £1,270

2 x Table trolleys for safe movement and storage £526.20

Total £2,900.20

If the total cost exceeds the amount requested from Big Community Fund, please state here how the remaining cost is to be met:

Amount requested from the SDC Big Community fund:

#### **4 What the scheme will fund**

Projects that demonstrate benefits to a local Community and will have a lasting positive effect. **The scheme will not contribute to any form of on-going running costs.**

#### **5 The Local Members' role**

Local Members can:

- Promote the Scheme in their ward
- Work with and consult local community groups, voluntary organisations or town and parish councils to identify and plan projects that meet an identified local need;
- Satisfy themselves of the feasibility and long-term sustainability of the project;
- Liaise with other Local Members in their ward to ensure that the project is supported by all Members;
- Submit an application in partnership with the local delivery organisation, to include a supporting statement from the Local Member and confirmation that other Local Members' views have been taken into account;
- For approved projects, ensure that the District Council's support is acknowledged in any publicity, attend any launch or local event regarding the project and submit a short summary of the project for the Members' Bulletin;
- Monitor the project 6 months after the funding approval to ensure that it is progressing well.

#### **6 The decision-making process**

Applications will be referred to a Project Appraisal Panel made up of Members. The Project Appraisal Panel will consist of 15 Members who have been trained in appraisal techniques and who will follow an approved appraisal process. Members will sit on the Panel on a rotating basis and a minimum of 5 Members will form a quorum.

Decision-making will take account of the following:

- 6.1 The extent to which the application meets the Aims of the scheme;
- 6.2 Value for money. This will take account of the cost and benefit of the scheme, including whether the project will attract funding from elsewhere;
- 6.3 The extent to which the application has involved local people and meets an identified local need;
- 6.4 The feasibility, long-term sustainability and innovation of the project;
- 6.5 The extent to which the application is a one off project with no on-going need for running costs and the work involved is additional to the usual maintenance and responsibilities of the landowner or delivery organisation.
- 6.6 The extent to which the ward has already benefitted from the scheme.

Where applications are not approved, the Project Appraisal Panel will recommend clear reasons for refusal. The Panel may invite re-submission of applications if insufficient funds are available in any one month or if a minor change in the project would increase its chances of success.

£ 2,900

## 6 Your community

How have you been able to involve the local community in planning this project?

Consultation meetings and open days have been held with the local community regarding the new village hall project. This has resulted in a great deal of interest in using the new facility. To date we have received enquiries to use the hall from:

- a) West Kingsdown Active Retirement Group - over 200 members - for monthly meetings of the whole group and weekly meetings of interest groups such as games, flowers, gardening.
- b) Slimming World : currently runs two evening sessions per week and due to demand wants to increase to a daytime meeting and use the new hall as it offers a larger venue. No of members vary around 50 - 70
- c) Pop-In café - twice weekly, looking to increase sessions in larger facility. Provides a valuable meeting place in the village for the older generation.
- d) Badminton - firm indication from Kent standard county coach, who lives in the village, to run coaching sessions for all age groups with an emphasis in getting young people interested and involved in the sport. Although this will not require the use of the table and chairs on a regular basis they have indicated that they would wish to recognise achievement and invite parents/families to award ceremonies.
- e) Other potential users include dancing, pilates, ballet.

## 7 What is the need for the project?

The old village hall was smaller and therefore had a small amount of equipment, 10 tables and 100 chairs and some of these are very old and in need of replacement.

## 8 Long term benefits

Please comment on the lasting effects of the project:

- a) Adequate number of tables and chairs in the hall will give opportunity for building to be used for larger gathering, eg fund raising, parties, reception and other community groups for annual meetings eg Kingsdown Racers Football club

## 9 The impact of your project

How will you know whether the project has been a success?

Long term use of the Village Hall. Insufficient number of chairs and tables will limit use.

## 10 Ongoing costs

If there is an on-going need for maintenance or management of the project, who will be responsible and how will this be funded?

no

The extent to which this project is in addition to usual maintenance arrangements and responsibilities that are more appropriately funded by the landowner, the delivery organisation or another agency.

The Parish Council, the Trustees of the Village Hall supported by a grant from KCC and SDC have committed £832,000 to building the new hall. Local parishioners/community have supported the project by "Buy a Brick" scheme which has raised £14,500. The new hall is due to be completed in October 2013. To complete the project the Parish Council will take out a loan in the region of £280,000 (included in the £832,000 build costs) for which approval has been given and therefore available funds will be required to service the repayments at the rate of £17,000 per year.

**11 Supporting statement from the sponsoring Local Member:**

I fully support this application, a great number of local people are excited to see the new hall being built and regularly ask when it will be ready for use.; ~The new hall is twice the size of the old one, which was built in the 1930's, and will meet the needs of the size of today's community, approx 5,500 people. Potential users, such as the Active Retirement Group are currently "camping out" at the local primary school. Funding for tables and chairs would enable greater use of our new facility.

Signed ..... (sponsoring Local Member)

**12 Agreement of other Local Members that they are happy with the proposed project:**

SIGN NAMES:

PRINT NAMES:

..... (Local Member)

..... (Local Member)

**13 Declaration by project delivery organisation:**

I confirm that my organisation will be responsible for the grant and the delivery of the above project and any on-going maintenance or management. I confirm that the organisation has an equalities policy or has signed the attached District Council's Equality Statement.

Signed ..... Date 9/7/13

PRINT NAME: LYNDA HARRISON.

Please remember to include the following documents with your application:

- A copy of the constitution of the delivery organisation
- A copy of the latest audited accounts of the delivery organisation
- A signed copy of the Equality Statement, or a copy of the delivery organisation's equalities policy



**EQUAL OPPORTUNITIES STATEMENT**

West Kingsdown Parish Council (Insert name of organisation) recognises that everyone has a contribution to make to our society and a right to equal treatment. We aim to ensure that no organisation or individual involved with our organisation will be discriminated against by our organisation on the grounds of:

- ❖ Race, colour, nationality, ethnic or national
- ❖ Sex, marital status or caring responsibility
- ❖ Sexuality
- ❖ Age
- ❖ Physical or mental disability or mental health
- ❖ Political belief or religion
- ❖ Class
- ❖ Health status
- ❖ Employment status

Please note that if you have an Equal Opportunities Policy you may prefer to enclose a copy instead of signing the Equal Opportunities Statement.

**I confirm that my organisation is committed to equal opportunities**

**Signed (on behalf of the organisation)**

**Designation:**

LYNDA HARRISON, CLERK

Sevenoaks District Council

Big Community Fund

Application form

1 Name of ward: Hartley & Hodsoil Street

2 Name of Member: Mr Brian Ramsay

3 Name of delivery organisation: Hartley Parish Council

Address of delivery organisation: The Parish Council Office, Hartley Library, Ash Road, Hartley, Longfield, Kent DA3 8EL

Name of the main contact who will be accountable for the delivery of the project:  
Mrs Julie Hoad

Telephone number of main contact: 01474 709441

4 Description of Project:

In December 2012 Sevenoaks District Council approved a one off grant of £3,000 as a contribution towards new play equipment at Woodland Avenue in Hartley. Together with other grants from Kent County Council and BIG Lottery, and a contribution from Hartley Parish Council's own funds and the Hartley Community Group, Phase 1 of the works was completed in May 2013.

Hartley Parish Council is seeking a further grant to complete Phase 2 of the project.

5 Total project cost: £ 15,000

How will the money be spent? The funds will be spent on new playground equipment to complete the project at Woodland Avenue in Hartley.

If the total cost exceeds the amount requested from Big Community Fund, please state here how the remaining cost is to be met:

£7,000 has been committed from Hartley Parish Council. Further grant applications will be made to Kent County Council and the BIG Lottery.

Amount requested from the SDC Big Community fund:

£ 3,000

6 **Your community**

How have you been able to involve the local community in planning this project?

The Hartley Community Group has been actively involved with the project and is continuing to organise local events to contribute towards the project. A Family Fun Day has been arranged on 7<sup>th</sup> September 2013. The local primary school used the project in a citizenship project and were involved in a presentation on 3<sup>rd</sup> July 2013 at Bore Place through the "Make a Difference Challenge". The local scout group used this project to get involved with the community and assisted with painting the fence around the playground.

7 **What is the need for the project?**

Phase 2 of the project includes an extension to the multiplay unit, installed during Phase 1 and further new equipment including a trim trail suitable for children and thermoplastic graphics, (snakes and ladders and hop-skotch), to be laid on the existing tarmac.

8 **Long term benefits**

Please comment on the lasting effects of the project:

The project will provide new and exciting play opportunities, and will encourage outdoor play and physical activity for children and young people. It will also encourage parents and carers to get involved.

9 **The impact of your project**

How will you know whether the project has been a success?

Following the completion of Phase 1 in May 2013, there has been a large increase in the number of children and young people, including parents and carers, using the playground. The Council would like to increase usage still further and will encourage feedback from residents through the normal forums and through the Hartley Community Group.

10 **Ongoing costs**

If there is an on-going need for maintenance or management of the project, who will be responsible and how will this be funded?

Hartley Parish Council will be responsible for the on-going maintenance and inspections.

The extent to which this project is in addition to usual maintenance arrangements and responsibilities that are more appropriately funded by the landowner, the delivery organisation or another agency.

Phase 2 of the works will bring this project to a conclusion. The Hartley Community Group and residents have suggested that facilities such as picnic benches would be a welcome addition. The Hartley PACT Panel funded the provision of a litter bin from funds provided by Waitrose through its "Community Matters" scheme.

11 Supporting statement from the sponsoring Local Member:  
Signed [redacted] (sponsoring Local Member)

12 Agreement of other Local Members that they are happy with the proposed project:  
SIGN NAMES: PRINT NAMES:  
[redacted] (Local Member) CLICIA L. ABRAHAM  
[redacted] (Local Member) JAMES GAYWOOD

13 Declaration by project delivery organisation:  
I confirm that my organisation will be responsible for the grant and the delivery of the above project and any on-going maintenance or management. I confirm that the organisation has an equalities policy or has signed the attached District Council's Equality Statement.  
Signed [redacted] Date 5/5/13  
PRINT NAME:  
Please remember to include the following documents with your application:  
• A copy of the constitution of the delivery organisation  
• A copy of the latest audited accounts of the delivery organisation  
• A signed copy of the Equality Statement, or a copy of the delivery organisation's equalities policy

## EQUAL OPPORTUNITIES STATEMENT

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- ❖ Physical or mental disability or mental health
- ❖ Political belief or religion
- ❖ Class
- ❖ Health status
- ❖ Employment status

Please note that if you have an Equal Opportunities Policy you may prefer to enclose a copy instead of signing the Equal Opportunities Statement.

**I confirm that my organisation is committed to equal opportunities**

**Signed (on behalf of the organisation)**

**Designation:**

  
Clerk to Hartley Parish Council