

Sevenoaks District Council

Big Community Fund

Application form

1 **Name of ward: Seal and Sevenoaks Weald**

2 Name of Member: Cllr. Hogarth

3 Name of delivery organisation: Seal Parish Council

Address of delivery organisation: Weald Heights, Fawke Common, Sevenoaks, Kent
TN15 OSP

Name of the main contact who will be accountable for the delivery of the project:
Mrs L J Talbot

Telephone number of main contact: 01732 763488

4 Description of Project:

Lifepack defibrillator for Seal Village and heated outside cabinet

5 Total project cost: £ 1320.00

How will the money be spent?

Buying the defibrillator, heated cabinet and associated wiring and fixing.

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

First Responder Grant	£100
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Parish Council	£220
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Amount requested from the SDC Big Community fund:

£ 1000

6 Your community

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

The defibrillator was suggested by a First Responder who has just moved into the village from Otford where they have three units. He gave a demonstration at a Parish Council meeting and the Council agreed it would be a benefit to have a defibrillator in the centre of Seal. The village hall has agreed the cabinet can be mounted on their outside High Street wall. Due to the success of putting in Defibrilators county wide, Kent Association of Local Councils have obtained favorable discounts for all of its members on the equipment. Letters attached from local organisations (Know Your Neighbours, Top Banana Pre-school and Seal Football Club. The First Responders are giving us a grant of £100 towards the project.

7 What is the need for the project?

Due to public awareness and the positive reporting on Debifilators in public places it can only be a benefit to the village. Seal Village has a large number of elderly residents living in association housing near it centre. The general public seem willing to use this equipment which requires no training as it has both written and verbal instructions and in an emergency it may help to save a life while waiting for the emergency services. It will be placed on the SECamb register, so they know it is available. The nearest defibrillator to Seal is Sevenoaks Hospital.

8 Long term benefits

Please comment on the lasting effects of the project:
Once in place it will be updated as needed, the actual equipment has an 8 year guarantee. Being placed outside it is always readily available and may in time be added to in other areas of the parish.

9 The impact of your project

How will you know whether the project has been a success?
Peace of mind that we have done what we can in providing equipment for public use, that could help save a life. As it is portable and always ready to use it can be taken to any patient in surrounding area.

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?
The Parish Council will be responsible for the ongoing cost this will be replacement battery stick and pads every 2 years £81. The electriciy use is approximately £20 a year for the heated cabinet. The equipment has an 8 year guarantee on the Lifepack.

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 equipment will be new. It gives the public immediate access while waiting for the emergency services, the First Responder will make regular checks on the equipment.

11 Supporting statement from the sponsoring Local Member:

Signed (sponsoring Local Member)

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

SIGN NAMES:

PRINT NAMES:



(Local Member)

JULIA THORNTON

(Local Member)

Very happy to support this
community initiative. J.T.

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

PRINT NAME:

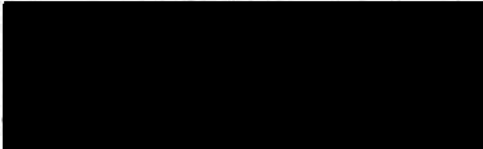
Please remember to include the following documents with your application:

- 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


delivery organisation or another agency.

The equipment will be new. It gives the public immediate access while waiting for the emergency services, the First Responder will make regular checks on the equipment.

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


Signed ..  (sponsoring Local Member)

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

SIGN NAMES:		PRINT NAMES:
 (Local Member)	JULIA THORNTON
N/A (Local Member)	more than happy to add m Support to this community initiative J.T.

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 26/1/15

PRINT NAME: LORNA TALBOT

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


Seal 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
- ❖ Disability
- ❖ Gender
- ❖ Age
- ❖ Religion/belief
- ❖ Sexual Orientation
- ❖ Pregnancy and maternity
- ❖ Marital or civil partnership status
- ❖ Transgender

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	Parish Clerk
Print Name	Mrs L J Talbot

Sevenoaks District Council

Big Community Fund

Application form

1 Name of ward: RIVERHEAD

2 Name of Member: CAMERON BROWN

3 Name of delivery organisation: RIVERHEAD PARISH COUNCIL

Address of delivery organisation: RIVERHEAD VILLAGE HALL, AMHERST HILL,
RIVERHEAD, SEVENOAKS, KENT TN13 2EL

Name of the main contact who will be accountable for the delivery of the project:
MRS CAROLINE PENOLLAR, PARISH CLERK

Telephone number of main contact: 01732 461278

4 Description of Project:

Provision of a public use defibrillator to the exterior of Riverhead Village Hall for 24 hour use availability. 17,000 cars are passing through the village daily and many drivers are stopping to the shops and restaurants. Many people use the Harvester carpark and the village on-street parking. There is also a chemist in the centre of the village used by many disabled people and/or people with heart conditions. Finally, there are many children using the bus stops in the centre of Riverhead, many walking to schools and pre schools with their parents morning and afternoon as well as people working in local offices and local residents.

We have been advised that that the nearest public access defibrillators are at Sevenoaks station or inside the Tesco Store on Aisher Way, both too far to access in the event of an emergency in the centre of Riverhead village.

5 **Total project cost:** £ £1,421.00 PLUS vat

How will the money be spent?

Lifepak CR Plus fully-automatic AED	£695
AIVIA 200 Heated external box	£450
Paediatric electrode pack	£ 77
Total	£1,421

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

Sevenoaks Community First Responders £100.00

Amount requested from the SDC Big Community fund:

£ £1,321.00

6 **Your community**

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

Sevenoaks Community First Responders have been involved in selecting the location and giving us advice that the nearest public access defibrillators are at Sevenoaks station or inside the Tesco Store on Aisher Way, both too far to access in the event of an emergency in the Centre of Riverhead village.

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

To provide a public access defibrillator in the centre of the village where the pre-schools, shops, library and offices are all located in the event of a heart attack causing the heart to stop and where chance of survival drops by 23% for every minute passed. Frequent traffic jams due to the proximity to the M25 and A21, with traffic often diverted to the A25 can make access for ambulances and Community First Responders slower.

8 **Long term benefits**

Please comment on the lasting effects of the project:
24 hour access all year with the potential to save lives.

9 **The impact of your project**


How will you know whether the project has been a success?
We can only hope to increase the chance of survival of anyone having a heart attack in the vicinity.

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?
Riverhead Parish Council will fund the ongoing costs of electricity and replacement of expired electrodes and replacement battery from precept and hall hire receipts

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 defibrillator is in addition to emergency services provided by Community First Responders and the Ambulance Service

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

Signed  (sponsoring Local Member)
Clw Brown

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 *2/2/15*

PRINT NAME:

- Please remember to include the following documents with your application:
- A copy of the constitution of the delivery organisation *N/A*
 - 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 ✓

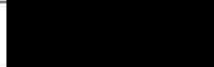
EQUAL OPPORTUNITIES STATEMENT

RIVERHEAD 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
- ❖ Disability
- ❖ Gender
- ❖ Age
- ❖ Religion/belief
- ❖ Sexual Orientation
- ❖ Pregnancy and maternity
- ❖ Marital or civil partnership status
- ❖ Transgender

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	PARISH CLERK
Print Name	CAROLINE PENOLLAR

Sevenoaks District Council

Big Community Fund

Application form

1 Name of ward: **Brasted**

2 Name of Member: **Anna Firth**

3 Name of delivery organisation: **Brasted Parish Council**

Address of delivery organisation: **Southwood Cottage, Puddledock Lane, Westerham, TN16 1PY**

Name of the main contact who will be accountable for the delivery of the project:
Mrs Pat Thomas

Telephone number of main contact: **01732 750531**

4 Description of Project:

Fenced area for Safe Play at Brasted Recreation Ground

5 Total project cost: **£ 2457**

How will the money be spent?

Creation of a fenced area adjacent to the Pavilion to provide a safe play area for young children.

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:

£ 2457

6 Your community

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

The Pavilion is used 5 days per week / 40 weeks per year by the Pre School. This request was initiated by the Pre School following recommendations from OfSTED for the provision of a free flow area for young children.

Feedback from other users of the Pavilion indicates that this would also be a useful area for families using the Pavilion for events for young children. There are approximately 40-50 birthday parties at weekends per year.

7 What is the need for the project?

Currently the doors from the Pavilion open to either the Car Park or public space. This does not provide for a safe free flow area for young children.

Free flow areas to the outdoors are encouraged for all children to explore their freedom and assist their physical development. An outdoor area providing free flow play is required by OfSTED for the implementation of the Early Years Foundation Stage. Activities from indoors can also be provided in the area for children who choose to be outdoors.

Daily outdoor play is an important part of children's learning. It offers many new learning experiences, and boosts mental and physical wellbeing and confidence. Free-flow play adds further benefits, giving children more space and freedom to explore the world around them, letting them make decisions and assess risks while reducing the feeling of being rushed from one activity to the other. Children all have different learning styles and needs; some prefer to play and learn outside, and should be offered this opportunity wherever possible. Some may not have outdoor space at home, in which case it is even more important.

A further benefit of this area is to provide a safe area for use at children's events (i.e. birthday parties) when entertainers or outdoor equipment is included. Events organisers typically use the car park area at the moment and this increases risks.

8 Long term benefits

Please comment on the lasting effects of the project:

Brasted Parish Council hopes that this new area will assist the Pre School to achieve an outstanding ranking providing an excellent resource for families in the Parish. There is also the benefit of reducing the risk to young children when they attend privately organised events in the Pavilion.

9 The impact of your project

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

Success will be measured by:

- recognition of improved facilities by OfSTED,
- increased use of the area for private functions at the Pavilion.

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?

Brasted Parish Council will maintain this area from their budget.

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.

n/a.

11 Supporting statement from the sponsoring Local Member:

*I whole heartedly support this Application.
See attached supporting letter.*

Signed [redacted] (sponsoring Local Member)

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

SIGN NAMES: [redacted] (Local Member)
[redacted] (Local Member)

PRINT NAMES:

Thank you.

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 *12 Feb 2015*

PRINT NAME: *PAT THOMAS*

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

Brasted 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

I confirm that my organisation is committed to equal opportunities

Signed (on behalf of the organisation)	
Designation:	Parish Clerk/RFO

Sevenoaks District Council

Big Community Fund

Application form

1 **Name of ward: Westerham**

2 Name of Member: Cllr Kevin Maskell

3 Name of delivery organisation: Westerham Town Council

Address of delivery organisation: Russell House, Market Square, Westerham TN16 1RB

Name of the main contact who will be accountable for the delivery of the project:
Mrs Angela Howells, Town Clerk

Telephone number of main contact:

4 Description of Project:

To provide additional parking adjacent to the King George V playing fields on the outskirts of Westerham town, to enable community activity to flourish on the site. The project is to use land adjacent to the existing Darent Car Park to provide a permanent overflow parking surface to accommodate the increased usage of the car park. The Big Community Fund contribution would enable the surfacing of the entrance and driveways to take place. Funding from elsewhere would provide levelling, 'grasscrete' and other works to bring the overflow car park up to a good standard.

The Darent Car Park is owned by Sevenoaks District Council. The land on the adjacent field is being provided by Squerries, the landowner, at no cost and the land would be leased to the District Council, also at no cost. The overflow car park would provide additional capacity for the growing community use of the playing fields as well as accommodate the expanding retail and tourism functions in Westerham.

This grant will provide a surface solution for the temporary 28 day car parking arrangements at present, and in the longer term contribute to the permanent extension (Costs identified as further £17000 to be raised from other sources as identified in 5 below), that is subject of a further long term planning application discussed above.

5 **Total project cost: £ 20,000**

How will the money be spent?

grassprotecta - 50 x 35 m - £12,000

preparation work - £3000

top soil for levelling - £1500

type 1 approach road inside field - £2000
. stock fencing - £500
two way height restrictor - £1000

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

£5000 We have a firm indication that the Community Plan Delivery Fund will contribute £5,000 because the scheme contributes to the community and economic objectives of the Community Plan.

Westerham Town Council and other local partners have already made a contribution of £3096.

Sevenoaks District Council has identified the potential sum of £10,000 to contribute towards the overall project and will manage and receive all income from the car park.

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?

Westerham Town Council have involved the clubs and others who use the playing field, the Town Partnership, local retailers and tourism businesses and Westerham Rotary. The whole community has been involved because the Town Council undertook a community consultation which resulted in the Town Council developing a Westerham Parking Policy document which was used to rationalise parking in the town. The Town Council has worked closely with Sevenoaks District Council on this project.

7 What is the need for the project?

A temporary extension of the car park and overflow car park in Westerham is currently in operation. This was put in place as a result of the local consultation described in 6 above. There were insufficient parking spaces in Westerham for sports and community use, local shoppers and visitors. This temporary extension has been well used in the time that this has been in operation and has taken pressure off the parking in the town centre enabling a better turnover of shoppers and visitors to the town as well as dealing with demand for community use.

Having identified and demonstrated the demand through a trial, Westerham's Darent car park overspill now needs additional groundworks to prevent muddy tracks development and more recently cars getting into difficulties when there has been an

extensive amount of rainfall. In addition, and bearing in mind the rural nature of the site and drainage of the soil, the use of Type 1 surface is being proposed. This grant of £3,000 would allow the entrance and driveways to be suitably addressed.

This grant will provide a surface solution for the temporary 28 day car parking arrangements at present and in the longer term become part of the permanent extension (costs identified as a further £17,000 to be raised from other sources as identified in 5 above).

8 Long term benefits

Please comment on the lasting effects of the project:

This project will provide a lasting physical improvement to an area much needed by the local community, ensuring that people can continue to use the children's play area, the recreation ground and playing fields. The total project will ensure that the facility is provided to a good quality, suitable for the future. The District Council changed its car park charging regime in Westerham for the new financial year, meaning that there would be a reduction in income. This permanent extension will not only provide a valuable resource for community groups, local residents and local businesses, but will enable the District Council to maintain existing levels of income, rather than sustain a loss.

Westerham's economy is highly dependent on a growing tourism and small business industry. Attraction of tourists and workers are essential to ensuring continued growth. At the same time local residents continue to need to have access to shops and local amenities. In addition the recent upgrade in football facilities on the King Gorge V playing fields has increased the opportunities for young people to participate in competitive sport locally and in the Sevenoaks District more generally.

With public transport networks to the town being minimal, the majority of access is by car. Therefore increasing the capacity of Westerham car parks is a key enabler for the sustainability and continued growth of the local economy whilst at the same time ensuring local resident access to amenities.

We therefore expect that the increase in car parking will meet the demand for parking places both by tourists and residents alike, and in turn continue to ensure the growth and long term sustainability of local businesses and shops as discussed in the WTP policy document.

We also expect that the project will also encourage young people in the surrounding areas to be able to access the sporting facilities in greater numbers and in turn contribute to improving healthier lifestyles.

9 The impact of your project

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

There is certainty that the project will be a success based on the current temporary arrangements. The usage figures and photographs provided of the current temporary extension shows clear usage suggesting a successful project. The work funded by this grant, together with the additional funding already identified, will ensure that the permanent arrangement is successful. Without this more permanent work, the existing physical surface would mean that the arrangement would be unsustainable because of mud in adverse weather conditions.

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?

The District Council, as future long-term leaseholder of the site will be responsible for any required maintenance of the facility. It is anticipated that parking income for the site will cover the cost of any future maintenance. The District Council changed its car park charging regime in Westerham for the new financial year, meaning that there will be a reduction in income from the existing District Council car parks in Westerham. This permanent extension to provide additional parking will not only provide a valuable resource for community groups, local residents and local businesses, but will enable the District Council to maintain existing levels of income.

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.

This is a community-led project with the local community identifying the need and planning the project to meet that need. The landowner is Squerries Estate who is providing the land free of charge for the District Council to operate. The project will be funded to a large extent by the District Council. However, the District Council will derive no additional benefit as the scheme will only maintain the existing level of income for the Council. Whilst the District Council is funding much of the project, the benefit is primarily a community benefit and funding from the Big Community is therefore sought.


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

There has been a considerable demand for increasing the number of car parking spaces both from local businesses and users of the increased sporting facilities on the King George V Field.

As discussed above, the temporary car parking solution has been successful in demonstrating the need for an extension, but recent experiences of over crowding and surface problems have demonstrated that there is a need to improve the surface in the short term. The opportunity to contribute to a longer term solution for a more permanent car parking arrangement is an added bonus.

Signed  (sponsoring Local Member) *K. MASHALL*

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

...  **SIGN NAMES** (Local Member) **PRINT NAMES:** *Elaine Bracher*
..... (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 *2/2/15*

EQUAL OPPORTUNITIES STATEMENT

Westerham Town Council 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 origin
- ❖ Sex, marital status or caring responsibility
- ❖ Sexuality
- ❖ Age
- ❖ Physical or mental disability or mental health
- ❖ Political belief or religion
- ❖ Class
- ❖ Health status
- ❖ Employment status

I confirm that my organisation is committed to equal opportunities

Signed (on behalf of the organisation)



Designation: *Town Clerk*

Sevenoaks District Council

Big Community Fund

Application form

1 **Name of ward: Edenbridge-South &West/North &East Wards**

2 Name of Member: Jill and Richard Davison

3 **Name of delivery organisation: Edenbridge Town Council**

Address of delivery organisation: Doggetts Barn, High Street, Edenbridge

**Name of the main contact who will be accountable for the delivery of the project:
Cllr Clive Pearman, Edenbridge Town Community Emergency Coordinator**

Telephone number of main contact: 01732 860391

4 **Description of Project:**

Fully equip a Volunteer Control Point to facilitate Edenbridge Emergency Committee's role and responsibility in handling emergency situations on behalf of the community;
See attached report for detail

5 **Total project cost: £ 4299-50**

How will the money be spent? Purchase and installation of equipment ; see Appendix A of the attached report.

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 is for the whole project.

Amount requested from the SDC Big Community fund:

£ 4299-50 for two wards

6 **Your community**

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

Yes. Full discussion with Emergency Planning Committee members, the majority who are not councillors

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

To provide an ongoing facility to handle emergency situations in Edenbridge which is in an area especially prone to flooding

8 **Long term benefits**

Please comment on the lasting effects of the project:
Community better prepared to cope with emergency situations

9 **The impact of your project**

How will you know whether the project has been a success?
Having reviews after future emergencies.

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?

Management and maintenance will be dealt with by the Emergency Planning Committee supported by funding from Edenbridge Town Council.

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.

Special activity relating emergency situations not covered elsewhere.

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

Edenbridge has long been subject to emergencies (mainly flooding) which have caused widespread problems. The Edenbridge Emergency Planning Committee (as part of the Town Council) is one of the very few in Kent which has been both proactive and reactive in dealing with emergencies at town/parish level. There is a need for a permanent Volunteer Control Point to enable the best response to any local situation

Signed  sponsoring Local Members

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

SIGN NAMES:

PRINT NAMES:

..... (Local Member)

ROBERT ORRIDGE

..... (Local Member)

JOHN SCHOLEY

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

26/01/2015

PRINT NAME:

CWR, ROBERT ORLDFE

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

ROSNBRIDGE 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
- ❖ Disability
- ❖ Gender
- ❖ Age
- ❖ Religion/belief
- ❖ Sexual Orientation
- ❖ Pregnancy and maternity
- ❖ Marital or civil partnership status
- ❖ Transgender

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	CHAIRMAN
Print Name	CILLR ROBERT ORRIDGE



HI KENT **EQUAL OPPORTUNITIES POLICY**

Overview

Hi Kent is committed to equal opportunities to maintaining a working environment free from discrimination, victimisation, harassment and bullying.

In all aspects of employment Hi Kent's aim is to ensure that all applicants, employees and workers receive equal treatment irrespective of their sex, marital or civil partnership status, sexual orientation, gender reassignment, race, colour, ethnic or national origins, religion or belief, disability or age ("the Protected Characteristics").

Fixed-term and part-time workers are also protected from being treated less favourably than their permanent full-time counterparts and we are committed to parity of treatment. This policy has been approved by Hi Kent's management who vigorously endorse the principles of non-discrimination.

Unlawful discrimination, victimisation, harassment and bullying will not be tolerated by Hi Kent and those responsible for any such action or any other breach of this policy may be subject to disciplinary proceedings under Hi Kent's disciplinary procedure (up to and including summary dismissal) and may also be personally liable for their unlawful conduct. In some cases, this may include a criminal liability.

This policy does not have contractual effect and is given by way of guidance only. The policy is not exhaustive. Hi Kent reserves the right to amend or replace this policy at any time. The policy applies to all persons working for us, whether as employee, self-employed or casual worker, full or part time, paid or unpaid or on any other basis

Policy

The laws prohibiting discrimination in the workplace affect all our employment decisions. We do not discriminate against any person working for us or involved with our business (whether as customer, supplier or otherwise) because of any of the Protected Characteristics nor do we allow any member of staff to discriminate because of any of the Protected Characteristics.

This includes but is not limited to decisions relating to job advertisements, recruitment and selection, transfers and promotions, training and development, salary, health and safety, benefits, disciplinary and grievance issues, termination of employment and severance terms.

We seek to monitor our employment practices regularly, whether formally or informally, to identify and eliminate any potentially discriminatory practices. All members of staff working for us are expected to comply with the principles of non-discrimination set out in this policy and in law. We aim to provide managers and other members of staff with equal opportunities training. When recruiting members of staff, we may also request and/or record data relating to the Protected Characteristics to assist compliance with this policy

All workers should treat each other with equal respect. You are responsible not only for your own actions but to ensure that the actions of others do not breach the spirit and intent of this policy and the anti-discrimination legislation. Any discriminatory act should be reported immediately to the Personnel Officer and failure to do so may render you liable to disciplinary action.

There are two broad categories of discrimination under UK legislation: direct and indirect discrimination.

Direct discrimination constitutes less favourable treatment because of one or more Protected Characteristics. Indirect discrimination occurs where a provision, criterion or practice, which may appear neutral and to apply equally to all, in fact puts a certain group of workers at a disadvantage in comparison to other workers.

It is also possible to discriminate against another because of a third party's Protected Ground (Associative discrimination) and on the ground of perception (for example, the perceived sexual orientation of another). Discrimination can still take place even after employment has ended.

Disability

Disabled workers have special protection under the law, including an employer's duty to make reasonable adjustments to their job where appropriate.

If you consider that you may be disabled within the meaning of UK disability legislation, you should notify the Personnel Officer.

Hi Kent will discuss with you whether you are able to fulfil your proposed duties and whether there are any adjustments that could reasonably be made to your job or working environment to enable you to carry out your proposed duties effectively. Hi Kent may also ask a medical advisor to assist in these matters.

Religion and Other Beliefs

Where you consider that your religious or other beliefs impact on your job or your ability to carry out your job in a particular way, you should discuss this with the Personnel Officer which will, where appropriate, ascertain whether your concerns can be accommodated.

Complaints procedure

This procedure contains an informal and formal route and applies to complaints relating to discrimination or victimisation because of any of the Protected Characteristics. If you believe that any such form of discrimination or victimisation, is taking place, you must follow this complaints procedure. The route you choose may depend on the seriousness of your complaint and how you would like the matter to be dealt with.

It is in your interests to present any complaint promptly, to enable action to take place as soon as possible. You will be asked to substantiate the complaint with any evidence or examples you have. Any complaint made under this procedure will be handled by Hi Kent sensitively, discreetly and confidentially.

Informal procedure

If you believe that you are suffering discrimination, victimisation, harassment or bullying, you should, if possible, attempt in the first instance to resolve the issue with the person whom you believe is responsible for such treatment. You may inform him or her in writing or verbally, that you consider his or her conduct is unacceptable and must stop. You are advised to keep a written record of the events, dates and any relevant documentation from the outset.

If for any reason, you feel you cannot raise the matter directly with the person concerned, you are encouraged to contact your Line Manager, who will discuss the matter with you. If your Line Manager is directly involved or you feel uncomfortable discussing this matter with him or her for whatever reason, you may prefer to approach the Personnel Officer on an informal basis.

If the complaint is upheld even at this informal stage depending on the seriousness and the nature of the complaint, Hi Kent may take disciplinary action in relation to the individual(s) responsible for the treatment.

Formal procedure

If you wish to pursue the matter formally, you will be asked to make a formal complaint under Hi Kent's grievance procedure. Even if you decide not to take the matter further, Hi Kent may have a duty towards other employees to investigate the matter fully.

Where a complaint has been made, Hi Kent will initiate an investigation as soon as practicable, to determine whether or not disciplinary action should be taken under Hi Kent's disciplinary procedure.

If your complaint is well-founded, disciplinary action may be taken against the individual(s) accused of discrimination, victimisation, harassment or bullying (up to and including summary dismissal).

If your complaint is not well-founded, Hi Kent will advise you accordingly. If you have acted in good faith and with good reason, the fact that you have brought a complaint will not affect your position within Hi Kent.

If, however, your complaint has been made in bad faith or brought without good reason, you may be subject to Hi Kent's disciplinary procedure (up to and including summary dismissal).

The Personnel Department will keep a record of your complaint, the investigation, the conclusion and any subsequent action taken.

Appeals

If you are dissatisfied with the outcome of your complaint raised under this policy, or with the way in which it was handled, you may present an appeal in accordance with Hi Kent's grievance policy.



CHIEF EXECUTIVE

15/1/15