

Sevenoaks District Council

Big Community Fund

Application form

1	Name of ward: White Oak
2	Name of Member: Cllr Angela George
3	Name of delivery organisation: Sevenoaks District Community Safety Partnership Address of delivery organisation: Sevenoaks District Council Argyle Road, Sevenoaks, Kent, TN13 1GP Name of the main contact who will be accountable for the delivery of the project: Kelly Webb Telephone number of main contact: 01732 227474
4	Description of Project: Community Co-hesion project - Play Pens Russet Way, Swanley Raised by the residents of Russet Way an Environmental Visual Audit (EVA) took place on 16 July 2011, with Cllrs, West kent Housing, SDC Officers, Community Wardens, Police, Town Council and around 15 residents. One of the concerns raised was the Play Pens by 86-94 Russet Way. The area is full of litter including glass, graffiti, damaged planters, dimely lit and was a hang out for under age drinking and anti-social behaviour (ASB). This project will look at redeveloping the area with the residents so that it benefits all members of the community. A meeting was arranged by myself with residents to take forward their ideas on the area. It includes raising bollards so vehicles cannot get through, replacing the concrete planters with more environmentally friendly ones, replace street lighting, put in bins . SDC will get quotes and conduct the work and the residents have agreed to maintain the area so that it remains in a high quality state and can be used by all. We will be asking the Probations Community Payback Team to clear the area before work commences
5	Total project cost: £ 10,000 approx How will the money be spent? The money will be spent on redeveloping the area, on plans and then on the contractors including tools, labour and materials

Performance monitoring

- 7 Performance monitoring will be 'light touch'. The Project Appraisal Group will set simple performance indicators for each project recommended for approval and the grant will be conditional upon those indicators. At the end of the 12 month period following approval, the project delivery organisation will be asked to report back on the achievement of the performance indicators and the spending of the grant. Any funding not spent on the project should be returned to the Council.

Submitting completed application forms

- 8 Please note that original signatures are required on the application form.

Please return this form by post or by hand to:
Simon Davies
Partnership & Project Officer
Community & Planning Services Department
Council Offices
Argyle Road
Sevenoaks
Kent TN13 1GP

Contributions from other funders if applicable:

Sevenoaks District Community Safety Partnership (CSP) £4,000 confirmed
Kent Fire & Rescue Service £1,500 (bid submitted Jan 2012) *CONFIRMED*.

Kent Peoples Trust £1,500 (bid submitted Jan 2012) *STILL AWAITING*.

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 local community have been very involved in this project and initiated the work with a petition sent to the Council. The EVA was arranged by the CSP and there have been further residents meetings to find out exactly what they would like to happen and how they are going to maintain it. All responses have been very positive.

7 What is the need for the project?

The need was identified by residents at the area as they felt it was a contributing factor to criminal damage, ASB and a perception of fear and crime

8 Long term benefits

Please comment on the lasting effects of the project:

It will improve the area and confidence of residents. it will reduce litter, underage drinking, asb and criminal damage.

It will give the community a sense of pride of where they live and raise neighbourhood spirit. Also they will be maintaining the area.

9 The impact of your project

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

Through regular contact with the residents, reports back to Swanley PACT Panel and reports through the KCC Community Warden and Police Community Support Officer

We will also carry out a 6 month evaluation

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?

There is no on-going need for maintenance and a legal document will be drafted for

residents to take this forward and maintain the area. This has been the agreement from the very beginning.

11

Supporting statement from the sponsoring Local Member:

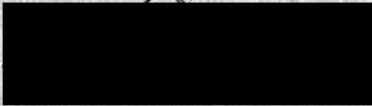
This area had come to my attention after residents stopped me in the street regarding the area and what could be done. I personally felt unsafe walking through that area.

This has been an on-going issue for several years. Once the improvements have been made we can promote the area as safe and friendly.

Residents are very keen to get involved and continue with the project along with the local KCC Community Warden.

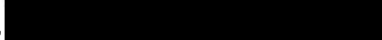
I attended the EVA which really highlighted the need alongside the emotions of the local residents.

This project will help reduce crime and the fear of crime within the area.

Signed  (sponsoring Local Member)

12

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


Signed ..  (Local Member)

Signed (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 9/7/12

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

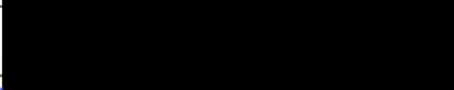
EQUAL OPPORTUNITIES STATEMENT

Community Safety Partnership (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:	Community Safety Team leader

Sevenoaks District Council

Big Community Fund

Application form

1	Name of ward: Sevenoaks Eastern
2	Name of Member: Councillor Elizabeth Purves
3	Name of delivery organisation: Hollybush Residents Association Address of delivery organisation: [REDACTED] (chairman's address) Name of the main contact who will be accountable for the delivery of the project: [REDACTED] Telephone number of main contact: [REDACTED]
4	Description of Project: Erection of eight cycle stands at Hollybush Recreation Ground
5	Total project cost: £ 3118.80 inc. VAT How will the money be spent? Four racks will be placed in each of two locations - near the Lodge café and by the Holmesdale road entrance. Three estimates were obtained and technical advice taken from SDC. The lowest estimate of £3118.80 will cover eight galvanised 'Sheffield' stands with double bars of the type installed outside Sencio leisure centre, on concrete bases. The quote is for installation on grass away from cars rather than in the tarmac car parks to meet safety concerns. SDC will determine the exact spots. Two separate locations will be needed to discourage cycle use on the path crossing the recreation ground, which is often full of young children. Contributions from other funders if applicable: Hollybush Residents Association will contribute a small amount of top-up funding if necessary to remain within the Big Community Fund limit. Amount requested from the SDC Big Community fund:

£ 3000

6 Your community

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

Sevenoaks Cycle Forum has been involved in planning this project. Users of the recreation ground and local residents have been consulted and SDC officer Chris Goddings has visited the site.

7 What is the need for the project?

The Cycle Strategy for Sevenoaks approved in 2012 identified a need for better cycle parking, not just to meet the needs of current cyclists but to expand cycling across the district. At present most recreation grounds including Hollybush have no cycle parking for users, only car parking. This discourages bike use because of the risk of theft. Hollybush is a busy SDC recreation ground in the north of Sevenoaks town, with an artificial hockey/soccer pitch, tennis courts, a café, children's playground and a large grass area. Several thousand homes are within a short cycle ride.

8 Long term benefits

Please comment on the lasting effects of the project:

The project will provide secure cycle parking for up to 16 bicycles at a time, including children's bikes. This will help meet SDC and KCC goals in several policy areas and meet the BCF goals of promoting safety and well-being: 1) transport planning by encouraging modal shift away from car use 2) health by contributing to fighting obesity 3) community safety and crime prevention by reducing risk of theft 4) air quality and carbon reduction by encouraging zero-emission transport 5) youth policy by encouraging more active lifestyles and leisure access for those without a car.

9 The impact of your project

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

Use of the stands by cyclists can be monitored if necessary, as for car parking. Success will be clear as and when the stands are well used. There will be positive feedback from local residents.

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?

As the stands will be of high quality with an extended concrete base, no maintenance will be anticipated.

11 Supporting statement from the sponsoring Local Member:

I am very pleased to support this application for cycle stands at Hollybush Recreation

Ground

Providing the confidence that a parked bicycle will still be there on its owner's return is an important element of encouraging more people to cycle: removing the fear of theft overcomes one of the greatest obstacles to bicycle use.

The stands would reduce the need for car parking and help create a healthier community by encouraging people of all ages to cycle to the Recreation Ground rather than use the car.

Signed . [redacted] (sponsoring Local Member)

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

Signed [redacted] .. (Local Member)

Signed (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 [redacted] Date 23/07/2012

Please remember to include the following documents with your application:

- 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

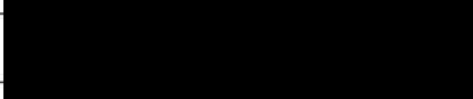
EQUAL OPPORTUNITIES STATEMENT

Hollybush Residents Association 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

X	Signed (on behalf of the organisation)	
X	Designation:	<i>Chairman</i>

Sevenoaks District Council

Big Community Fund

Application form

1	Name of ward:
2	Name of Member: Cllr Dee Morris
3	Name of delivery organisation: Hextable Parish Council Address of delivery organisation: Hextable Parish Council College Road Hextable Kent BR8 7LT Name of the main contact who will be accountable for the delivery of the project: Mrs Tracy Lane Telephone number of main contact: 01322 668530
4	Description of Project: Parking Space/s in front of Heritage Centre.
5	Total project cost: £ 4,410 How will the money be spent? To provide a parking space/s on grass land adjacent to the Heritage Centre. One vehicle, or possibly two small vehicles in tandem, would be able to park right outside a door to the Heritage Centre. The parking area to be grey concrete. This area is at the front entrance so tarmac, which we have had problems with elsewhere in the village particularly after bad weather, was decided against and quotes for a concrete parking area were sought. Concrete will probably last longer than tarmac and cost less in maintenance in future years. Contributions from other funders if applicable: The Parish Council has been advised to have the soakaway feature which we will pay. HPC does not have a budget for this work but will pay the difference between a grant and the cost of the project if it does not exceed £500 before VAT

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?

Swanley Heritage centre serves Swanley and Hextable, Swanley has over 12,000 residents and Hextable is a large village with 4,300 residents.

A number of Swanley groups use the centre such as Art, French, guitar, choir, music, pilates, and as well as the Heritage Society which has members from Swanley Village and the villages in the north of the district.

A number of village organisations use the building such as Hexara (active retired), The Residents' Assoc, Heritage Society, U3A, Family History Society, Gardening Club and various clubs and groups. Users have given their suggestions over the years and various quotes were obtained a while ago but the cost prohibited the Parish Council from providing this parking space. The Heritage Society Committee has recently consulted local groups regarding a possible grant application for this proposal and they would all be extremely grateful.

7 What is the need for the project?

There is a problem parking at the Heritage Centre. There is a car park which is primarily for the Park Gardens but is shared with the Scout Hall (Village Hall), the pre-school, the Parish Council office, the Gallery which has 8 units in use, the ATC hall who use it 2 nights a week for practising marching etc and cone part of it off, the Council machinery and vehicle storage building which has to have clear access from the car park and the public who use the outdoor gym as well as the public gardens for dog walking etc. Consequently the car park is often full.

When one of the Centre users arrives, who may need to unload near the centre, they often have to park in the Close nearby which causes problems to the Centre user and complaints from residents.

If a visitor to the Parish Council arrives to park when the pre-school is operating they often have to park outside residents' houses which again causes complaints.

There is a youth anti-social behaviour problem in the Gardens and entrance so at night when the last person is leaving and locking up police have advised it is better that they park next to the Centre where there is outside security lighting.

A parking space next to the Centre Would be reserved parking Which would help the situation with users of the community facility enormously.

The space will allow one vehicle to park, or two small vehicles in tandem which would be a great help.

8 Long term benefits

Please comment on the lasting effects of the project:
This is intended to be concrete so will give good service to many different types of village organisations and residents from surrounding areas for many years. Most of the members of the groups who use the Centre are not young and this will be appreciated by them for the foreseeable future.

9 The impact of your project

How will you know whether the project has been a success?
This parking space will be extremely convenient when unloading items, particularly bulky items, for a club meeting or event and if successful will eliminate the need to ask for volunteers to carry items a distance and this will be greatly appreciated. This will be evident as soon as the parking space is in use.
Security is a concern to the older users and this will be regarded as a success if users do not feel so vulnerable when leaving on a winter's night.
If the complaints from residents regarding parking reduce this will certainly be a success that is noticed and appreciated .

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 parking space is to be concrete with a 5year guarantee so there will not be any maintainance.
The use of the parking space will be managed by the Parish Office who deals with bookings for the centre.

11 Supporting statement from the sponsoring Local Member:

This project complies with three of the four aims listed in the Big Community Fund Guidelines: 1.1, 1.3 and 1.4.

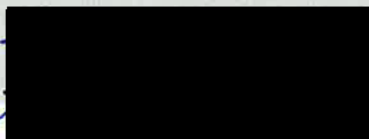
Some times there is no problem at all parking but often there is indeed a problem and this extra space in a far more secure and convenient place would be a great help particularly to the organising person of a group using the Centre.

Even if the car park is not full The Heritage Centre is manned with volunteers, who are mostly elderly, and often there is just one person locking up and leaving late on a dark afternoon which can be a bit unnerving, so to have a vehicle parked by the door where there is lighting would improve the situation.

The Centre is used by vulnerable adults (adults with learning difficulties for art classes) who arrive in a mini bus and this space would be big enough to accommodate a mini bus.

The Centre has visits from local schools and the times normally clash with the busy periods in the car park. An extra space would allow the Centre lecturer to be able to park and unload without a problem which may even increase the use of the building.

Signed



(sponsoring Local Member)

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

Signed ... [redacted] (Local Member)

Signed (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 [redacted] Date 3/8/12



EQUALITY POLICY

1. BACKGROUND

Hextable Parish Council has had regard to The Equality Act 2010.

2. COUNCIL'S COMMITMENT

Hextable Parish Council aims to ensure that our services meet the varied needs and expectations of the local people and that everyone has equal access to all services regardless of age, gender, sex and sexual orientation, disability, marital status, ethnicity, religious belief or any other individual characteristics which may limit a person's opportunity in life.

The Council will Endeavour to:-

Eliminate discrimination, harassment and victimisation.

Advance equality of opportunity between people who share a characteristic and those who do not.

Foster good relations between people who share a characteristic and those who do not.

In order to promote equality of access to services the Council will aim to ensure the following: -

The services provided are in response to the needs of the whole community

The Council will monitor views and take into account customer views

The information on services is widely available to ensure maximum awareness of provisions

That in advertising and publicity the Council will be presented as an authority committed to promoting equality of access to employment and services

That staff will be consulted and their contribution valued in the information and promotion of equality of access to Council services

That staff will be trained and supported in carrying out their duties in line with implementing equal opportunities policies

3. EMPLOYMENT

It is the policy of Hextable Parish Council to afford equal treatment to all its employees and prospective employees. The aim of this policy is to ensure that no job applicant or employee receives less favourable treatment on the grounds of race, colour, nationality, sex or sexual orientation, marital status, physical or other handicap.

4. RESPONSIBILITY

It is the responsibility of every Councillor to develop the Council's services in order that they are provided in fair and equitable manner. The Members' Code of Conduct adopted by the Council places a positive duty on all Councillors to promote equality by not discriminating against others. Councillors are essential to the successful implementation of equalities which they can achieve by:

- Providing leadership and support
- Ensuring resources are available
- Engaging with the local community
- Scrutinising equality of the Council's services and action; and delivery of this Equalities policy



Whilst the main responsibility for providing equal opportunity rests with the Council, individual employees also have responsibilities. The elimination of discriminatory practices depends upon the co-operation of all employees. In particular employees should:-

- . Co-operate with measures introduced to make sure there is equality of opportunity and no discrimination
 - . Ensure that they do not discriminate against colleagues
 - . Draw the Parish Clerk's attention to discriminatory acts or practices
 - . Not victimise individuals on the grounds that they have made a complaint or provided information about discrimination
 - . Not harass, abuse, bully or intimidate employees.
- Where employees commit such acts in the course of their employment it will be considered a disciplinary matter and the appropriate action taken

5. MONITORING

The Parish Clerk will establish appropriate systems to monitor the service delivery on the basis of age, gender, sex and sexual orientation, disability, marital status, ethnicity, religious belief or any other individual characteristics to ensure fairness.

**Adopted September 2011
Revised**

Sevenoaks District Council

Big Community Fund

Application form

1	Name of ward: N/A Of benefit to Sevenoaks Town as a whole
2	Name of Member: Cllr Paul Towell
3	Name of delivery organisation: Sevenoaks Town Partnership Address of delivery organisation: Town Council Offices; Bradbourne Vale Road; Kent ; TN13 3QG Name of the main contact who will be accountable for the delivery of the project: Linda Larter Telephone number of main contact: 01732 459 953
4	Description of Project: Contribution towards the provision of Sevenoaks Town Partnership Website
5	Total project cost: £ 7500 How will the money be spent? Initial cost of website creation; Contributions from other funders if applicable: Sevenoaks Town Council £2500 Knole (National Trust) £2500 Amount requested from the SDC Big Community fund: £ 2500

6 **Your community**

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

The project was one of a number identified by the Town Centre Partnership as being vital to securing the long term economic stability of Sevenoaks, while also acting as a valuable resource for residents and visitors to the Town alike.

From its inception the Town Partnership has worked closely with local residents/traders/businesses/organisations to develop a shared vision for the future of Sevenoaks Town, holding several community engagement events and maintaining contact through email & newsletter distribution.

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

Sevenoaks is a Town with a wealth of attractions and facilities, but for a long time has lacked central hub to collate and provide easy access to information on such attractions.

The aim of the project is to create a digital portal capable of storing and providing access to information on local organisations (community/governmental/charity etc), places (independent shops/tourist attractions/leisure facilities/entertainment facilities etc) and events.

8 **Long term benefits**

Please comment on the lasting effects of the project:

The site will act as the first point of call for information on Sevenoaks Town, as the user base grows (to be achieved through a high level of integration with social media sites, augmented by traditional print and editorial based advertising) users will be able to submit their own comments on facilities/events/organisations leading to a greater sense of community involvement and social cohesion.

The site will also be of benefit to traders and organisations within Sevenoaks, acting as a vital bridge between them and consumer, be they residents or visitors to the Town. For example money off vouchers can be made available on the website, encouraging shoppers to visit independent retailers in Sevenoaks.

9 **The impact of your project**

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

Detailed analysis of website traffic; levels of interaction with social media sites; user feedback surveys; feedback from independent shops with profiles on the site.

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?

Hosting & address registration costs constitute a nominal fee to be covered by the Town Partnership.

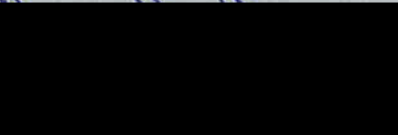
It is hoped that as the user base grows there will be a greater emphasis on user provided content (vetted by Town Partnership administration prior to being published on the site) thus cutting down on levels of maintenance required.

11 Supporting statement from the sponsoring Local Member:

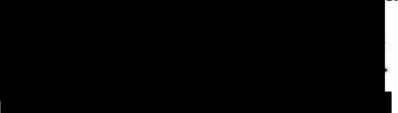
It is very important that we support this initiative which aims to boost Sevenoaks Town as a shopping centre and vibrant social hub of our community.

Sevenoaks Town Council and Knole (National Trust) have already committed to contribute a third each towards the cost of the creation of the new website.

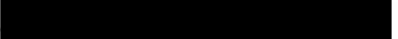
As an organisation whose home is within the community and which benefits greatly from business rates and parking revenues generated in the town, Sevenoaks District Council should be seen to be equally supportive! Thank you.

Signed  (sponsoring Local Member)

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

Signed  (Local Member)

(CLLR EYRE)

Signed  (Local Member)

(CLLR PIPER)

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

24/4/12

Sevenoaks District Council's Big Community Fund Grant

Revised submission by Cllr Paul Towell (June 2012)

For Sevenoaks Town Partnership Website
c/o Sevenoaks Town Council

1. Original Submission

See appendix 1

2. Benefits and impacts of the project for the local community

The benefits of this project to the Sevenoaks District are far reaching; by acting as a central hub for residents, visitors, businesses, and community organisations the website will help to forge closer ties between members of the public and businesses/organisations; helping to ensure the long term economic stability of the Sevenoaks shopping areas, and leading to a greater sense of community involvement.

• **Residents:**

For residents the site will act as a central hub for information, offering:

- Dates and times of community events
- Community announcements
- Contact information for local organisations & businesses
- Profile links to shops within the Town, including exclusive special offers.
- The ability to share locations/events/shops with friends through existing social media profiles i.e. Twitter, Facebook.

Additional features, such as vouchers, will be available to residents who "sign up" with the website, automatically adding them to the Partnership's mailing list

• **Visitors**

At present there is no definitive site advertising Sevenoaks to potential visitors (Google search results focus on retailers including "Sevenoaks" in their name, and local councils) this lack of available information could put potential visitors off. By making the information easily available it is hoped that the website will encourage greater numbers to travel into Sevenoaks from Kent and further afield, helping to support the local economy.

4. Expected outcomes

It is hoped that website will first and foremost act as a central hub for Sevenoaks related information, updated by users. Secondly it will act as a conduit for businesses and community organisations to interact with members of the public, increasing footfall to local shops and points of interest.

5. Budget Breakdown

(Private & Confidential) See appendix 2 (Vine's updated tender)

5.1. How SDC funding would be spent

SDC's funding of £2500 would match contributions made by Sevenoaks Town Council and Knole towards the creation of the website. Total cost £7500, see appendix 2.

6. Sustainability of the website

Initially the Town Partnership will be charged with creating core profiles and events, over time it is hoped that moderated user submissions will decrease this burden until a point of self-sufficiency is reached.

On-going maintenance and hosting costs will be met through paid advertising of local Sevenoaks Businesses, underwritten by Sevenoaks Town Council.

7. Quotations for Sevenoaks Town Partnership Website

Private & Confidential

See appendix 3

Please note that following negotiations with Vine, their tender was reduced to £7,475 (see appendix 2)

Sevenoaks Town Partnership Big Community Fund Grant Application

Second request for additional Information, revised application. (August 2012)

For Sevenoaks Town Partnership
c/o Sevenoaks Town Council

1. **Statement of support from Town and St John's Ward District Council**

Please find attached (ap3.1)

2. **"There is confusion over who the delivery organisation"**

It is understood that there has been some confusion with regards to the organisation responsible for the delivery of the project. The project will be delivered by the Sevenoaks Town Partnership. Administrative support and finances are provided by Sevenoaks Town Council. Please find attached a copy of the Sevenoaks Town Partnerships' Terms of reference. (ap3.2)

3. **"Who will be subsidising the website after creation, and for how long? The sustainability of the website is not clear"**

"On-going maintenance and hosting costs will be met through paid advertising of local Sevenoaks Businesses, and underwritten by Sevenoaks Town Council."

(taken for request for additional information submitted 02-07-12)

As mentioned in the original application, hosting fees constitute a nominal cost which if not met by paid advertising will be underwritten by the Town Council.

As mentioned in both the original submission and request for additional information, The Town Council will provide administration of the website, while it is hoped that moderated user submissions will decrease the administrative burden over time, the Town Council has committed to long term maintenance of the site.

To clarify: The Partnership is seeking an upfront contribution of £2500 from the District Council; this will match the contribution of both Knole and Sevenoaks Town Council.

Knole	£2500
Sevenoaks Town Council	£2500
Sevenoaks District Council (requested)	£2500
Total required to fund project	£7,500

4. **"What evidence is there for the need of the website"**

See previous submissions.

All Town Partnership Executive Board meetings are open to members of the public, in addition to these meetings the Town Partnership has run numerous community engagement events at which the need for a such a website has been discussed at length. It is noted that at this stage such meetings were regularly attended and participated in by Senior District Councillors and Officers. (ap3.3, ap3.4, ap3.5)

5. **"Can you send copies of other tenders for the website"**

All tenders received were submitted with the request for additional information 02-07-12. Once again please note these are private and confidential documents and should not be made publically available.

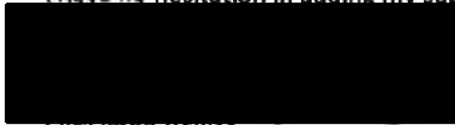
Ap3.1 Statement of support by Town and St Johns Ward District Councillor

The Sevenoaks Town Partnership was initiated by Sevenoaks Town Council in response to concerns at the number of empty retail premises within the town, and particularly the Northern end of the High Street. It brought together representatives of retail, business and leisure along with local elected councillors from Town and District councils. Executive Board meetings are regularly attended by 10-20 members, and community engagement events attract 30+ attendees.

The proposal for the website arose from discussions at Partnership meetings, where the view was taken that the unique characteristics of the Town were not obvious to potential visitors and in some cases to residents as well. Apart from the obvious draws of Knole House and Park, Stag Community Arts Centre and the Leisure Centre run by Sencio, visitors have in the past also commented on the fact that whilst we have many of the national chains, the way they are spread out through the Bligh's development and the High Street is less intimidating than, say, The Glades in Bromley or Bluewater. In addition they commented on the attraction of independent and speciality shops.

There are 250,000+ visits to Stag, probably a similar number to Sencio, and 100,000+ to Knole, the aim of the website is to highlight our uniqueness and encourage visitors to view the Town as a whole as a destination rather than just one of the major attractions, while at the same time raise the profile of those major attractions, and get them to use our shops, restaurants and cafes as well.

I have no hesitation in adding my support.



Cllr Simon Raikes
Sevenoaks District Council



EQUAL OPPORTUNITIES STATEMENT

Sevenoaks 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
- ❖ 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:



Deputy Town Clerk,

Town Council Offices
Bradbourn Vale Road
Sevenoaks, Kent TN13 3QG
Tel: 01732 459953 Fax: 01732 742577

Email: council@sevenoakstown.gov.uk
Website: www.sevenoakstown.gov.uk

Town Clerk

