

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: The current project to double the size of the main hall of The Pavilion included removal of partition walls, replacement of radiators and electricity supply, new studwork to walls and doorframes and redecoration. This provides additional space to the hall (increase of approx 25ft x 12ft) with the opportunity to offer new activities to local residents and organisations. When the stud walls were removed it became obvious that new flooring would be required to level the hall surface and upgrade the 20 year old floor. This item was not budgeted although the Parish Council recognises that it must be completed before the Hall can be used safely.
5	Total project cost: £ 6985 How will the money be spent? Flooring for the newly enlarged Pavilion Hall. If the total cost exceeds the amount requested from Big Community Fund, please state here how the remaining cost is to be met: Brasted Parish Council £3985

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?

Yes - users of the Pavilion have requested additional space (Youth Club, Pilates Instruction, Private Hirers, proposed new Nursery.

The Parish Council regularly receives enquiries for bookings that cannot be accommodated in the current space. Sixty percent of the current bookings are from local residents who appreciate having this excellent local facility.

7 What is the need for the project?

The Pavilion is currently used by the Parish Council for meetings but is primarily booked for other purposes by local residents and organisations. It was built in 1992 as a Sport & Leisure Pavilion but now functions as an additional village hall

The Youth Club are provided use the premises weekly by the Parish Council at no charge. Both the Youth Club and the Parish welcome the expansion of the hall to include more local youth. Space is a particular problem in the winter when outside space is not usable. The Youth Club currently includes young people from both Westerham and Sundridge with Ide Hill parishes who need a safe and comfortable environment for community based projects.

Weekly Pilates Instruction has moved some of the classes out of the area to provide expanded classes. Some members of those groups are now unable to attend the new venue due to transport issues.

A new Nursery (5 days per week) has been proposed for the Pavilion to be opened in January 2014 however the floor is currently not suitable for use by under 5's as it is not level and half is concrete.

8 Long term benefits

Please comment on the lasting effects of the project:

Brasted Parish Council hopes that completing the upgrade of the Pavilion will:

- ensure improved facilities to current users,
- increased use of the facility by other residents and organisations,
- offer improved space for local clubs and organisations as well as new events
- provide an additional small funding stream for the Parish Council to use for regular maintenance and upgrading of the building.

9 The impact of your project

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

Success will be measured by:

- opening of the proposed Nursery
- expansion of Youth Club
- increase in bookings
- establishment of more regular activities

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 meet any future costs for maintenance.

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.

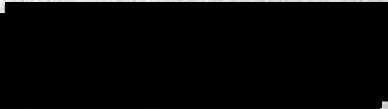
All costs for cleaning and maintenance are met by Brasted Parish Council as part of their management of the Pavilion.

11 Supporting statement from the sponsoring Local Member:

I fully support this application to provide essential new flooring for the newly enlarged Brasted Pavillion. The inspirational remodelling of Brasted Pavillion to provide much needed extra space for the community (which was only possible with the generous support of this Fund) has to be seen to be believed. The increase in size, facilities, light and space is exceptional and will be of lasting benefit not only to Brasted village but to Westerham, Sundridge, Toy's Hill & Chevening. There is, however, one hitch, namely, that on removing the internal stud walls it was obvious that the original hall floor was not level and in need of urgent repair. I have visited the Hall and can confirm ~~that~~ the deleterious state of the existing floor and the fact that it is totally unsuitable for use by any external organisation, especially one involving children. Since there is a nursery waiting to commence in the newly configured Pavillion in January 2014 this application is somewhat urgent!

I can also confirm that the project has involved local people and meets an identified community need. The Pavillion is used by many community groups such ^{as} BPC meetings, children's parties, Women of Brasted, and the village youth group, but has always been hampered as the main space is very cramped having been designed for sports not community use. There is no doubt that once the Pavilion has a new floor more children would be able to attend and enjoy the youth club, and the Pilates class, which has moved to larger premises, may well return.


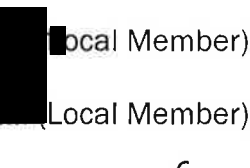
Finally, the new floor will be a long-lasting, permanent much needed physical resource for the young of Brasted and surrounding areas and the funding gap between any grant and the esimated costs will be met by Brasted Parish Council.

Signed  (sponsoring Local Member)

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

SIGN NAMES:

PRINT NAMES:

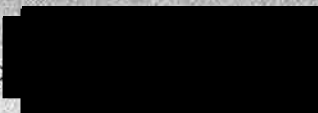
 (Local Member) JAMES LONDON
 (Local Member) ROBERT PIPER

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

10 Oct 2013

PRINT NAME:

Mrs P B 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: **Otford and Shoreham**
- 2 Name of Member: Cllr.J Edwards-Winser
- 3 Name of delivery organisation: **Otford Parish Council**

Address of delivery organisation:

The School House, 21, High Street, Otford, Sevenoaks, Kent TN14 5PG

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

Mrs S. Stephenson (Assistant Clerk)

Telephone number of main contact: 01959 524808

- 4 Description of Project:

Provision of three(3) defibrators which will be strategically placed within Otford. One at the Post Office (Sevenoaks Rd Parade), one at Yvonne's shop(Telston Lane) and one at the Parish Office adjacent to the school. If an emergency call is made requiring an ambulance for a suspect heart attack, the operator will talk the caller through the CPR procedure and advise of the location of the nearest defibrillator. The operation of the defibrillator is automatically enacted once the package is opened. It cannot be used inadvertently if the equipment detects a heart beat. All the units are externally mounted and will be housed in proprietary alarmed containers.

All three defibs are designed to a specification making them suitable for use with children

- 5 Total project cost: £ 4998

How will the money be spent?

Purchase of three(3) defibs to full NHS requirements plus external wall mounting cabinets and all other ancillary equipment. (see brochure).

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

Contributions have already been made from

Local shops £100
The First Responders Org £100
Otford Parish Council £250
Otford Society £250
Otford Fete Committee £1300
Otford Historical Society £150
Private Donation £960

Total of local support £ 3110

Amount requested from the SDC Big Community fund:

£ 2000 NB - The balance of the known costs is £1888 the further £112 is a rough order of costs to cover fitting the bespoke containers in the three locations.

6 Your community

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

The Parish Council have advertised the scheme in its monthly newsletter. Both the Otford Society and the Historical Society have been made aware by presentations from our local "first responder" at their recent meetings. The WI and Over 60's luncheon clubs are to be given presentations within the month. The first responder team leader has visited several of the larger retail outlets within the village to appraise them of the scheme and to obtain sponsorship

7 What is the need for the project?

This is a District wide scheme that is being promoted by SECamb and the Sevenoaks Senior's Forum. Otford Parish Council is taking advantage of discounted prices that can be obtained from the supplier by placing multiple orders. The need is nationally recognised as being one of the most efficient ways of saving the life of a heart attack victim as it places the automated equipment within the local community thereby making it available within the critical time window required for complete recovery. The model we are anticipating purchasing is also suitable for use with children. The locations are at popular designations across the village, with the one outside the parish office being easily available for users of the village hall and the recreation ground.

8 Long term benefits

Please comment on the lasting effects of the project:

Proven saving of life at a local level. The equipment has a known life span of at least 10years (knowledge to date) with the only maintenance being periodic replacement of

batteries and this will be monitored and carried out by the "first responder organisation"

9 **The impact of your project**

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

By the number of uses it requires and the number of lives that it saves.

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 units are unconditionally guaranteed for life and if they cannot be repaired on site will be replaced by the manufacturer. They are manufactured locally (Orpington). If additional service costs are required they will be met by the Parish 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.


The only maintenance known to have been carried out in the last 10years is replacement of the batteries and that is carried out by the First Responder as part of his regular checks.

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

I fully support this scheme which has been widely promoted by both the NHS (ambulance division - SECAmb), the Sevenoaks Senior Forum and the District Council. It will benefit the whole community, which is why the various clubs and societies have all been appraised of the situation and are fully supportive. The First Responder has used his equipment 20-30 times in the past 8yrs - all with total success.

Signed  (Sponsoring Local Member)

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

SIG  (Local Member) PRINT NAMES: M. COWE
..... (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 1/11/13

PRINT NAME: S.M. STEPHENSON

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

OTFORD 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:

Assistant Clerk

Sevenoaks District Council

Big Community Fund

Application form

1 **Name of ward: LEIGH & CHIDDINGSTONE CAUSEWAY**

2 Name of Member: ALISON COOK

3 Name of delivery organisation: CHIDDINGSTONE PARISH COUNCIL

Address of delivery organisation: 2 BOTHY COTTAGES, THRESHERSFIELD,
CHIDDINGSTONE, KENT, TN8 7NE

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

Telephone number of main contact: 01892-871651

4 Description of Project:
NEW TOILET FACILITIES IN THE SPORTS PAVILION IN CHIDDINGSTONE
CAUSEWAY

5 **Total project cost: £ 4,530**

How will the money be spent? TO EMPLOY THE SERVICES OF B. LEPPARD
TO:

- Strip out and remove from site existing sanitary ware
- Excavate and lay out new drainage pipe to the existing inspection chamber, to include new vent pipe
- Carry out necessary pipe alteration
- Supply and fit two new WC and two new hand basins
- Supply and fit two new electric hot water heaters
- Supply and fit new custom fitted doorway and door frame
- Build new partition wall with new door and frame
- Supply and fit new privacy film to existing windows
- Supply and lay lino flooring to new bathrooms
- Decorate.

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

Chiddingstone Parish Council

£1,530

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 SPORTS PAVILION IN CHIDDINGSTONE CAUSEWAY IS USED BY MANY PARISH CLUBS AND GROUPS, INCLUDING THE CHIDDINGSTONE CAUSEWAY STOOLBALL CLUB, THE CRICKET CLUB, W.I., AND OTHER PARISH CLUBS AND SOCIETIES WHO USE THE FIELD FROM TIME TO TIME. THE ST. LUKE'S SUMMER FETE WAS HELD ON THE FIELD ON SUNDAY, AND THE PAVILION WAS USED TO PROVIDE TEAS. THE PARISH COUNCIL HOST THE SUMMER FAMILY FUN PLAY EVENT ON THE FIELD. THE REQUEST FOR NEW TOILETS HAS BEEN MADE BY THE STOOLBALL CLUB AND ENDORSED BY THE OTHER USES OF THE PAVILION.

7 What is the need for the project?

THE CURRENT TOILET FACILITIES ARE EXTREMELY POOR, THEY ARE NOT HYGENIC AND DO NOT MEET CURRENT STANDARDS FOR A PUBLIC BUILDING. IT IS ESSENTIAL THAT NEW FACILITIES ARE INSTALLED AS SOON AS POSSIBLE.

8 Long term benefits

Please comment on the lasting effects of the project:

THE WORK TO PROVIDE NEW TOILETS WILL GIVE A SAFE AND HYGENIC FACILITY FOR FUTURE GENERATIONS, INCLUDING THE CHILDREN WHO REGULARLY USE THE PAVILION FOR SPORTS AND FUN DAY EVENTS.

9 The impact of your project

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

THE PROJECT WILL BE DEEMED SUCCESSFUL WHEN THE PAVILION CAN BE USED BY THE STOOLBALL CLUB, SPORTS CLUBS, CHURCH FETE AND OTHER USERS OF THE SPORTS FIELD.

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?

CHIDDINGSTONE CAUSEWAY STOOLBALL CLUB

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.

11 **Supporting statement from the sponsoring Local Member:**
Please see separate sheet attached.
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:

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 15-7-13.....
PRINT NAME: LOUISE KLEINSCHMIDT
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

Simon Davies

From: louise.clerk@chiddingstone.org
Sent: 18 July 2013 19:00
To: Simon Davies
Cc: Cllr Cook, Alison
Subject: RE: Big Community Fund Application - Toilet Facilities in Sports Pavilion

Dear Simon,
Thanks for your email - sorry that part of the question was missed.

Please could we add:
THIS IS A SPECIAL PROJECT TO INSTALL NEW TOILETS IN THE SPORTS PAVILION, WHICH WILL MUCH IMPROVE THE FACILITIES. ALTHOUGH THE CHIDDINGSTONE CAUSEWAY STOOLBALL CLUB CARRY OUT MINOR REPAIRS AND MAINTENANCE OF THE PAVILION, THIS PROJECT IS TOO COSTLY FOR THEIR LIMITED FUNDS. THE CLUB MANAGES WITH ONLY MEMBERS' SUBSCRIPTIONS, WHICH IS ADEQUATE FOR DAY-TO-DAY MAINTENANCE, BUT CANNOT STRETCH TO PROJECTS SUCH AS THIS. THEREFORE THEY ASKED WHETHER THE PARISH COUNCIL COULD HELP FINANCE THESE VITAL IMPROVEMENTS.

Alison - I hope that's OK with you and you are happy for this paragraph to be added into the application?

Many thanks,
Louise.

-----Original Message-----

From: "Simon Davies" <Simon.Davies@sevenoaks.gov.uk>
Sent: Thursday, July 18, 2013 1:22pm
To: "Cllr Cook, Alison" <cllr.cook@sevenoaks.gov.uk>
Cc: "Parish.Council, Chiddingstone" <louise.clerk@chiddingstone.org>
Subject: Big Community Fund Application - Toilet Facilities in Sports Pavilion

Dear Cllr Mrs Cook

Thank you for taking part in the Big Community Fund appraisals yesterday and for the application form for the August round.

Having looked through the application, under question 10, you have not answered the question "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".

Can you give me a form of words for this question and I will add it in to the papers already received?

Regards

Simon Davies
Partnership & Project Officer
Sevenoaks District Council

CHIDDINGSTONE PARISH COUNCIL

EQUAL OPPORTUNITIES POLICY

POLICY STATEMENT

1. Chiddingstone Parish Council recognises that discrimination and victimisation is unacceptable and that it is in the interests of the Parish Council and its employees to utilise the skills of the total workforce. It is the aim of the Parish Council to ensure that no employee or job applicant receives less favourable facilities or treatment (either directly or indirectly) in recruitment or employment on grounds of age, disability, gender / gender reassignment, marriage / civil partnership, pregnancy / maternity, race, religion or belief, sex, or sexual orientation.
2. Our aim is that our workforce will be truly representative of all sections of society and each employee feels respected and able to give of their best.
3. We oppose all forms of unlawful and unfair discrimination or victimisation. To that end the purpose of this policy is to provide equality and fairness for all in our employment.
4. All employees, whether part-time, full-time or temporary, will be treated fairly and with respect. Selection for employment, promotion, training or any other benefit will be on the basis of aptitude and ability. All employees will be helped and encouraged to develop their full potential and the talents and resources of the workforce will be fully utilised to maximise the efficiency of the organisation.
5. Our staff will not discriminate directly or indirectly, or harass customers or clients because of age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex, and sexual orientation in the provision of the Company's goods and services.
6. This policy and the associated arrangements shall operate in accordance with statutory requirements. In addition, full account will be taken of any guidance or Codes of Practice issued by the Equality and Human Rights Commission, any Government Departments, and any other statutory bodies.

OUR COMMITMENT

- To create an environment in which individual differences and the contributions of all our staff are recognised and valued.
- Every employee is entitled to a working environment that promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated.
- Training, development and progression opportunities are available to all staff.
- To promote equality in the workplace which we believe is good management practice and makes sound business sense.
- We will review all our employment practices and procedures to ensure fairness.
- Breaches of our equality policy will be regarded as misconduct and could lead to disciplinary proceedings.
- This policy is fully supported by members.
- The policy will be monitored and reviewed annually

May 2013


LOUISE KLEINSCHMIDT

