

Sevenoaks District Council

Big Community Fund

Application form

1 Name of ward: Fawkham & West Kingsdown

2 Name of Member: Cllr. Faye Parkin

3 Name of delivery organisation: Alzheimer's & Dementia Support Services (ADSS).

Address of delivery organisation: Basement, Dene Holm House, Dene Holm Road, Northfleet, Gravesend, Kent DA11 8JY.

Name of the main contact who will be accountable for the delivery of the project:
Lesley Knight - Service Delivery Manager

Telephone number of main contact: 01474 533990

4 Description of Project:

In the role of Kent Community Warden, I am encouraged to instigate and support local community projects when I identify a need and can deliver purposeful outcomes. In the interests of long-term sustainability, a Warden would not take sole responsibility for assuming 'lead' status on a given project, instead we typically work alongside community-based and other partners. In this instance, the support of the Alzheimer's & Dementia Support Services would be ideal - especially as it has already proven itself in the 'lead' role in a similar project I instigated earlier this year in Hartley.

The proposed project will be a permanent support group set up in the community of West Kingsdown. The aim being to foster support to families living with Dementia. It is envisaged that it will be held once monthly at The Kingswood Court Community Hall, in Church Road, West Kingsdown, which is supported by WKHA. The group will initially begin as a coffee \ information morning to gauge the needs of care givers and then will hopefully develop into addressing the needs of local people affected by the condition. Those attending would not require a diagnosis. The ethos of the Café would be for those involved to be grassroot informed. A bottom up approach will be adopted for those accessing the service.

This would be supported by the ADSS team and may include outside speakers and activities that the group would find helpful. it is also hoped to foster further carer support groups on a regular basis.

5 Total project cost: £ - ongoing

How will the money be spent? PTO

Memory Cafe

Memory Cafes are relaxed and informal and offer people living with dementia, and their Carers, friends or family, the opportunity to meet up for a chat, find out about support available to them, get information and advice, and meet other people in the same position as themselves.

Costs associated with the Cafes are :

- Publicity - an advertising, mail-shot and poster campaign for the launch plus on-going leaflets and literature.
- Recruitment & Training for volunteers
- Refreshments - provided free of charge to people attending the cafes
- Entertainment
- Occasional guest speakers (most provide services at no cost but some may require expenses)
- Events - cafes may host Memory related events, either to raise awareness or on-going funding
- Growth - if the Cafe is successful we would like to offer weekly Carers Support Groups in West Kingsdown as well. These groups are for Carers to meet in a safe and comfortable environment for peer support, to share experiences and advice with other people in the same position as themselves.

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:

£1,000.

6 Your community

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

The decision was based upon the success of two recent local projects.

The first project involved many members of the community supporting each other to raise awareness of Dementia.

A local secondary school's Year 8 pupils, as part of their Enrichment Curriculum, were involved in Dementia Awareness training which preceded a practical tasks which involved them making Sensory Blankets for a Hartley-based residential home specialising in Dementia.

The blankets were made entirely from donated materials from within the community. The purpose of the blankets is to provide comfort and stress relief to those people living with dementia who exhibit anxiety. The blankets are made from various types of materials, buttons and zips which stimulates the owner's sensory experience.

Following on from this project I was soon to be made very aware of people living locally affected by dementia\memory loss. I met a number of people in my daily working practise who were affected by the condition.

Interest in the first project spurred me on to investigate the setting up of a self - help group for care givers of people with dementia. Such a group can offer support to care givers as well as to other members of the family or friends who are also affected.

The second project involved setting up an entirely community-led 'Memory Café'. My idea initially benefitted from support from community members and the ADSS.

The venue was provided by West Kent Housing Association and supported by local residents who were trained, DBS vetted are now actively running the monthly Café.

The café has now been running since August and is proving to be a support to those people who attend.

7 What is the need for the project?

The purpose of this group is to provide support to members allowing them to feel empowered by sharing their feelings and experiences, learning more about the

condition and giving caregivers an opportunity to talk through problems they are facing or choices they have to make.

The most important element is knowing they are not isolated or alone.

In my role as Kent Community Warden I often encounter people living with dementia and I am keenly aware of their vulnerability, if living alone. I can also empathise with the difficulties faced by family members. They need to know of the support networks available; the sharing of personal experiences is key to family members feeling included and supported within their own local community.

8 Long term benefits

Please comment on the lasting effects of the project:

For the group to make a difference it has to be driven by the community members as they are the people who live through daily experiences with their family member.

Initially the group may take some time to establish but with local advertising, word of mouth and sign posting from other agencies numbers will grow.

Feedback from caregivers would be sought to ascertain the group is meeting everyone's needs.

Former caregivers whose relative has gone into residential care or who have died may wish to attend as they too may benefit from support and in turn contribute their experiences.

9 The impact of your project

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

The measure of the project's success will be reflected in the outcomes of those in attendance. The aim is to improve the lives of those living with dementia locally reducing the isolation often felt.

The feeling of being left to manage alone is often voiced by care givers which hopefully this group will aim to bridge the gap allowing all to feel supported and listened to.

To also be able to offer people information and support to allow them to make informed decisions regarding support pathways available.

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?

ADSS

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:

Signed  (sponsoring Local Member)

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

SIGN NAMES:

PRINT NAMES:

..... (Local Member)
..... (Local Member)

13 Declaration by project delivery organisation:

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

Signed Date 20/1/15

PRINT NAME: L. KNIGHT

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

Alzheimer's & Dementia
S U P P O R T S E R V I C E S

EQUAL OPPORTUNITIES POLICY
Reviewed and Adopted 11.5.2000

Statement of intent

The policy of Alzheimer's & Dementia Support Services, is to provide equal opportunities for all.

Objectives

To ensure that no employee, or potential employee, volunteer or user, receives less than fair treatment and that wherever possible, they are given the help they may need to attain their full potential.

Definitions

The above statements are meant to be all embracing to ensure that no-one is discriminated against on the grounds of race, colour, nationality or ethnic or national origins, age, marital status, religion, religious observance, sex, sexual orientation, disability, parental status, dependent car responsibilities, or mental/physical status.

No complaint should be ignored or treated lightly due to an assumption of over sensitivity about discrimination by the complainant.

Adverse discrimination includes direct and indirect discrimination by commission or omission, victimisation, abuse, hostility or any other action or attitude which unjustifiably or adversely affects the individual.

Recruitment

In determining whether to accept/reject a candidate interviewers may only consider factors relevant to the job, and material drawn only from the application, answers to questions and written references will be considered.

Services

Alzheimer's & Dementia Support Services will wherever possible, ensure that the services, facilities and resources it provides are available to all.

Information

Alzheimer's & Dementia Support Services will ensure that all staff, volunteers and executive members receive a copy of the equal opportunities policy, and will require that they act in accordance with the statement of intent.

Alzheimer's & Dementia
S U P P O R T S E R V I C E S

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Information

Alzheimer's & Dementia Support Services will ensure that all staff, volunteers and executive members receive a copy of the equal opportunities policy, and will require that they act in accordance with the statement of intent.

Alzheimer's & Dementia
S U P P O R T S E R V I C E S

HEALTH AND SAFETY POLICY STATEMENT
Reviewed and Adopted 20.8.2002

Health & Safety at Work Act 1974: General Policy Statement

Alzheimer's & Dementia Support Services (ADSS) has ultimate responsibility, where reasonably practicable, for the health, safety and welfare of all its members, employees, volunteers, clients and visitors whilst engaged on ADSS business.

Alzheimer's & Dementia Support Services will ensure that a trained first aid officer is appointed at the office & day care centres. That first aid facilities and an accident book are available at all ADSS sites (including day centres and support groups) and are maintained in proper order.

Alzheimer's & Dementia Support Services has a responsibility to:

- provide and maintain safety and healthy working conditions taking into account any statutory requirements.
- provide training and instruction to enable employees and voluntary workers to perform their work safety and efficiently.
- make available all necessary safety devices and protective equipment, and to supervise their use.
- maintain a constant and continuing interest in health and safety matters applicable to Alzheimer's & Dementia Support Services activities by consulting employees and voluntary workers or their respective representatives wherever possible.

Risk Assessment

Alzheimer's & Dementia Support Services has a legal duty under the Management of Health and Safety at Work Regulations 1992, to assess the risks to the health and safety of their employees and others , including voluntary workers. This risk assessment is nothing more than a careful examination of what, in our work, could cause harm to people.

Risk assessments must be carried out for the following areas:

Fundraising
Working Off- Site
Working with Equipment
Manual Handling

Sevenoaks District Council

Big Community Fund

Application form

- 1 **Name of ward: Farningham, Horton Kirby and South Darenth**
- 2 Name of Member: Cllr Philip McGarvey and Cllr Ingrid Chetram
- 3 Name of delivery organisation: Horton Kirby and South Darenth Parish Council
Address of delivery organisation: The Parish Office, Village Hall, Horton Road, South Darenth, Dartford, Kent DA4 9AN
Name of the main contact who will be accountable for the delivery of the project: Heather Rohard, Clerk to Council
Telephone number of main contact: 01322 865193
- 4 Description of Project:
To adopt and securely fence off an area of riverbank (River Darent) adjacent to Franks Lane bridge, in order to protect the landscape from further erosion by frequent horse washing with accompanying vehicles. The fenced area, will come under the Parish Council's control and registration by the PC of this previously unregistered land will be set in motion, by adverse possession. The river bank will thereby be made safely accessible to the 2 environmental study centres (1 serves Kent schools and the other Lewisham schools) and primary school situated within the Parish, and become a pleasing natural view along the Darent Valley Walk (PROW SD151) .
- 5 **Total project cost: £ 2,501.30**
How will the money be spent? by purchasing and installing 17m of 1.8m high 'w' section, triple pointed green steel palisade fence with a matching, locked pedestrian access gate. This will match existing fencing on adjacent Thames Water land which has recently suffered from flygrazing of horses.

state here how the remaining cost is to be met:

Any additional costs arising will be met by the Parish Council

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?

Over the past 6 years the local community have raised their concerns about the horse washing activity by corresponding with the Parish Council. There have been reports of intimidation by those with the horses who have claimed a 'right' to use the area in this way. In the last 18 months The Parish Council has sought a solution, gathering feedback from the Environmental schools and residents, by general surveys about what residents would like to see in the Parish, email to near neighbours, Parish Council meetings and facebook activity. The project has the approval of Kent Police and KCC Highways.

7 What is the need for the project?

The need is to protect and preserve the riverbank to enable safe recreational use by local people and visitors

8 Long term benefits

Please comment on the lasting effects of the project:

The lasting effects will be seen physically when the riverbank is allowed to flourish again with grass and shrubs (it is barren due to the high volume of horse traffic) and will allow local people and visitors to feel safer when using the footpath on the opposite side of the river (PROW SD151 - part of the popular PROW SD151) Access via a locked gate will be permitted to the regular school visitors which will greatly enhance their students' engagement with the river and keep the area managed for the benefit of wildlife.

9 The impact of your project

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

The project success will be measured by gathering feedback from the school users and from local residents at Parish Council community event planned for 25th April and the Annual Parish Meeting 1st June. Should the Funding be granted the fence can be very quickly installed but if installed after these events, the Parish Office is easily accessible for residents to comment on the project via email, visit, telephone, facebook and Parish Council meetings are gaining more visitors as a result of the Parish Council engaging with residents and their concerns.

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?
Responsibility for ongoing management and future cost has been accepted 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.
This project represents a very small potential ongoing maintenance cost to the Parish Council as the riverbank will be encouraged to regain its natural flora and fauna. The fencing will be insured against vandalism and theft.

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

This project to protect both the riverbank and indirectly the quality of water in the River Darent is long overdue, and very welcome.

Signed [redacted] (sponsoring Local Member)
Cllr Philip McGarvey

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

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

PRINT NAMES:
INGRID CHESTNUT

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 12.2.15

PRINT NAME: HEATHER ROHARD

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

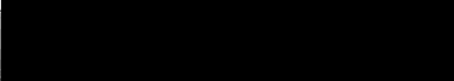
HORTON KIRBY & SOUTH DARENTON PARISH COUNCIL (Insert name of

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	HEATHER ROHARD

Sevenoaks District Council
Big Community Fund
Application form

1 **Name of ward: Ash & New Ash Green**

2 Name of Member: **Cllr Cameron Clark**

3 Name of delivery organisation:
NEW ASH GREEN MINI BALLERS

Address of delivery organisation:

c/o

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

Telephone number of main contact:

4 **Description of project**

To run mini basketball sessions in NAG – 1 session per week after school for 5-9 year olds using qualified coaches, encouraging children to be involved in sport and teamwork and a club environment at an early age. This will fall within the Sevenoaks District community plan. This is aimed predominately at NAG Primary School children, using the NAG Village Hall as its venue.

5 **Total project cost £1,500.00**

How will the money be spent

Purchase of equipment and kit; coaching and admin fees, setting up website.

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

Participants will pay a small annual registration fee, together with a fee for weekly sessions. It is hoped to put in a grant application through Kent Sport and other organisations in order to purchase more equipment and kit.

Amount requested from SDC Big Community Fund:

£850.00

6 **Your Community**

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

Have spoken to some parents/carers at NAG primary school who seem keen to support this project. Have also emailed the Head at the School.

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

To assist young children in playing in a club environment and learn social skills. NAG is a village that has a large population of young families with a thriving primary school but there is room for more children's activities outside school hours to run within New Ash Green.

8 **Long term benefits**

Please comment on the lasting effects of the project

Will assist community in belonging to the village and involving children in sport at an early age will benefit them in preparing for secondary school and for their wellbeing.

9 **The impact of your project**

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

If we continue to have good attendance at sessions, together with a waiting list and also if once children reach 10 years plus they will look to join a local basketball club or play at secondary school to continue with sport.

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?

We will have a small committee to oversee the running of the Club who will be responsible in ensuring equipment is checked regularly. Hopefully we will be able to keep a small contingency fund from grants for the purpose of maintaining equipment and kit. We can also look for local sponsors to assist with this.

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.

We would not be dependent on maintaining the venue as this will be covered by the NAG Village Hall. Our affiliation to the governing body, Basketball England, should enable us to apply for a specific grant if required.

11

Supporting statement from the sponsoring Local Member:

I often hear comments from residents that there are not enough activities for young people in New Ash Green and, as New Ash Green is relatively isolated with a higher incidence of deprived families than most parts of the District, it is often both impractical and expensive to transport children to other places to take part in activities. This local project will help to achieve the aims of the Community Plan, reducing health inequalities by ensuring every child has the best start in life with local people taking greater responsibility for their health and wellbeing.

Signed [redacted] (sponsoring Local Member)

12

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

SIGN NAMES:

PRINT NAMES:

[redacted] CAROL CLARK..... (Local Member)

[redacted] ALAN PETT..... (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 FEBRUARY 2015

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

* PLEASE SEE ACCOMPANYING STATEMENT

NEW ASH GREEN MINI BALLERS

Equity policy statement

The essence of good ethical conduct and practice is summarised below.

All volunteers must note:

- This Club is committed to ensuring that equity is incorporated across all aspects of its development. In doing so it acknowledges and adopts the following Sport England definition of sports equity:

Sports equity is about fairness in sport, equality of access, recognising inequalities and taking steps to address them. It is about changing the culture and structure of sport to ensure it becomes equally accessible to everyone in society.

- The Club respects the rights, dignity and worth of every person and will treat everyone equally within the context of their sport, regardless of age ability, gender, race, ethnicity, religious belief, sexuality or social / economic status.
- The Club is committed to everyone having the right to enjoy their sport in an environment free from threat of intimidation, harassment and abuse.
- All club members have a responsibility to oppose discriminatory behaviour and promote equality of opportunity.
- The Club will deal with any incidence of discriminatory behaviour seriously, according to club disciplinary procedures.

All other issues regarding Equal Opportunities fall within the Basketball England Equal Opportunities and Equity Policy.

Signed on behalf of New Ash Green Mini Ballers



Sevenoaks District Council

Big Community Fund

Application form

1 Name of ward: Ash & New Ash Green

2 Name of Member: Cllr Mrs Carol Clark

3 Name of delivery organisation: New Ash Green Village Trust
Address of delivery organisation: Youth Centre, Ash Road, New Ash Green, Longfield, Kent DA3 8JY
Name of the main contact who will be accountable for the delivery of the project:
[REDACTED]
Telephone number of main contact: 01474873958

4 Description of Project:
There is an urgent need to replace some or all of the roof lights in the main hall which leak during periods of heavy rain with the Little Leaves Pre-School mainly affected. The roof lights are 30 years old and, despite regular repairs in recent years it is now becoming impossible to seal them to the roof. Although there are 8 roof lights on the main building, it is the 4 above the main hall which need to be replaced urgently.

5 Total project cost: £ 4,236
How will the money be spent?
Scaffolding: £650
4 Roof lights @ £720: £2,880
Total: £3,530
VAT @20%: £706
Cost including VAT: £4,236

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

d text

The additional cost for scaffolding and the VAT for the project will be met from a current fundraising exercise

Amount requested from the SDC Big Community fund:

£ 2880

6 Your community

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

The Centre is managed by the Village Trust. The Trust was established to support activities that benefit the New Ash Green residents. It provides assistance mainly from events that it organises. Its Management Committee includes community and user members all of whom support this project and the proposed longer term modernisation scheme.

7 What is the need for the project?

The replacement roof lights are necessary to prevent water ingress which is causing damage and damp inside the building. They are now beyond practical repair so the proposed work goes beyond what is achievable through normal maintenance. Without the work, the building will deteriorate, its future refurbishment would not be sustainable and the use of the building (and therefore the Trust's income and future viability) would decline, leaving a vital community facility at risk.

8 Long term benefits

Please comment on the lasting effects of the project:

The building fabric will be protected and kept in a fit state for further refurbishment work. Better use can be made of the premises and existing users will not suffer the effects of water ingress during wet weather.

9 The impact of your project

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

The criteria for judging the success of the project will be

1. Work satisfactorily completed i.e water ingress halted.
2. User satisfaction leading to improved income
3. Modernisation/refurbishment scheme agreed and funding applied for.

10 Ongoing costs

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

No on-going need for maintenance/management in respect of this specific project. Completion of this work will avoid future expenditure that will be necessary if the damage is not made good now.

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.

As explained above, it is no longer possible for the Trust's normal maintenance regime to keep the roof lights watertight. Additional expenditure over and above regular maintenance is therefore necessary. The Centre is operated by the Trust on a full repairing lease so no other organisation has responsibility for its upkeep.

11 Supporting statement from the sponsoring Local Member:

The building has a large hall, kitchen/meeting area and a smaller room which are used by over 700 people weekly (equivalent to over 10% of the population of the ward) for regular activities from toddler and pre-school groups, through Scouts and youth clubs and dance/drama classes to Senior Citizen lunches. Most of the regular users live within walking distance of the Centre and many could not attend these events if they were not so easily accessible. The premises are also available for hire by members of the community. It is very important that the building is maintained in good condition to ensure that it remains attractive as a community resource for all existing and potential users. The renewal of the roof lights described in this application is a vital step in a longer term refurbishment scheme which would not be feasible if the premises are not basically sound. This work is necessary to update the building in order that it meets the present-day expectations of users from all sectors of the community.

Signed ... [redacted] (sponsoring Local Member)

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

SIGN NAMES:

PRINT NAMES:

[redacted] Local Member)

CAMERON CLARK

[redacted] Local Member)

ALAN PETT

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

17.2.2015

PRINT NAME: [redacted]

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

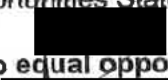
EQUAL OPPORTUNITIES STATEMENT

NEW ASH GREEN VILLAGE TRUST (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:	TRUSTEE

Sevenoaks District Council

Big Community Fund

Application form

1 **Name of ward:** Hextable

2 Name of Member: Cllr Dee Morris

3 **Name of delivery organisation:** Village Hall Management Committee

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:

The Parish Clerk, Mrs Tracy Lane

Telephone number of main contact: 01322 668530

4 **Description of Project:**

Window for Village Hall

5 **Total project cost:** £ 4,000 + VAT

How will the money be spent?

A window in the village hall with a security shutter.

The village hall only has very small high windows with plastic instead of glass which do not open. The hall is dark as there is very little natural light. The plastic is old and no longer clear.

The new window will be double glazed.

Due to anti social behaviour and security reasons the window will have a security shutter. (A new external door fitted last year had a double glazed panel but sadly this was damaged by a ball bearing from a catapult the day after the door was installed so a shutter is essential)

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

The remaining cost will be paid by the parish council and a small grant from KCC.

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 Village Hall Management Committee has put this request forward. The committee consists of a representative from all the users of the hall such as Hexra (Active Retired), the Residents' Association, Musical Minors and the very many groups and clubs in the village. Volunterers have decorated the hall and with the help of the Parish Council, small grants and fund raising the hall has new toilets and doors but users of the hall often mention how nice it would be to have a window for natural light and air. This hall is in the village so easily accessed by residents on foot and is well used most days. It is a vital community facility.

7 What is the need for the project?

Although the village hall is old it is a recent addition to the village and residents, clubs and groups are delighted to be able to use the facility. However, it is dark so new lighting was put in but some natural light would be wonderful as the main request from hall users is, 'Could a window be put in please'.

The hall is used twice a week for dog club and dog training so hall users would like to be able to open a window after these uses, particularly in the hot weather.

The hall is in Hextable Gardens and a window would give a wonderful view of the green open space in the formal gardens.

8 Long term benefits

Please comment on the lasting effects of the project:

To be able to look out of the hall onto beautiful gardens would be greatly appreciated and have a lasting benefit.

The lighting would not need to be used so much during the day saving energy and cost.

The hall is well used by residents of the village and surrounding areas who would appreciate a window in the hall for many years to come.

9 The impact of your project

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

There is daily feed back from hall users to the Parish Clerk who is next door in the Parish Office so it will be very easy to determine the success of having a 'proper' window allowing natural light and air.

management committee.

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 hall is run by the recently created Hall Management Committee. The hall is a recent acquisition and the parish council has recently paid out a lot of money to renovate the hall. The hall has also had a couple of small grants to install toilets etc but ^{the parish} will again contribute to this project. The Residents Association has contributed and volunteers have decorated the hall.

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

Every village should have a village hall and I am pleased that Hextable has eventually got a hall but it is unfortunately not in the best of conditions. It has been very much improved recently but there is still a lot to do. It is so well used by everyone as it is easily accessed on foot for most residents. A window would be a wonderful addition which would benefit so many different clubs, groups and societies as well as a variety of one off hall users.

Signed



(sponsoring Local Member)

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

SIGN NAMES:

PRINT NAMES:



(Local Member)

Robert Benks

..... (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

PRINT NAME: Tracy Lane

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

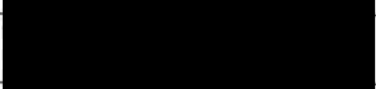
EQUAL OPPORTUNITIES STATEMENT

HEXTABLE 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	CHAIRMAN
Print Name	DARREN KITCHENER .

