

Sevenoaks District Council

Big Community Fund

Application form

1 Name of ward: Edenbridge North & East

2 Name of Member: John Scholey, Jill Davison

3 Name of delivery organisation: Edenbridge Town Council

Address of delivery organisation: Doggett's Barn, 72A High Street, Edenbridge,
Kent, TN8 5AR

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

Telephone number of main contact: 01732 865368

4 Description of Project:

Jubilee Clock on Edenbridge High Street

The only public clock in Edenbridge was attached to the NatWest Bank building in Edenbridge High Street to celebrate the silver jubilee of King George V's reign in 1935. This clock is a popular feature of the High Street. Recent inspection of the clock has shown that it has reached the end of its life and is beyond repair.

Following consultation, the Town Council has decided that it would be appropriate to replace the clock with one which celebrates both the silver jubilee of King George V and diamond jubilee of Queen Elizabeth II.

The Town is organising a major summer festival to celebrate the Queen's diamond jubilee, and it would complement the festival to formally "open" a new clock.

It is established opinion that successful festivals are significant drivers of sustainable trading in rural market towns. At a recent conference organised by Action for Market Towns we were reminded that "A good town is like a good party; people stay for hours because they enjoy themselves." An attractive jubilee clock will be part of Edenbridge High Street's attraction.

5 Total project cost: £ 3552

How will the money be spent? Removal of existing clock, purchase and fitting of a new clock to the NatWest Bank building.

Contributions from other funders if applicable:

ETC £1052

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?

Yes via Town Council

7 What is the need for the project?

The existing clock is beyond repair. The High Street would lose one of its attractions if it was not replaced.

8 Long term benefits

Please comment on the lasting effects of the project:

It will maintain the ambience of Edenbridge High Street. A sustainable Market Town High Street needs attractions and ambience to attract customers to use the shops.

9 The impact of your project

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

We already know that when one of the High Street decorations is lost it has a negative impact. The loss of the "Crown" outside Ye Old Crown Inn had a negative impact on residents feeling of wellbeing until it was replaced.

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?

Edenbridge Town Council will maintain the clock

11 Supporting statement from the sponsoring Local Member:

A viable future of market town high streets needs more than a row of shops. The High Street needs to package what the town offers in a clean, user friendly, attractive way. The replacement clock will complement the improvements to Edenbridge High Street which have been possible through the good offices of retailers, cafes and service providers since through-traffic was relocated to the Relief Road and S106 and other monies were used to improve the pavements. Our town is our product, it needs tender loving care.

Signed [redacted] (sponsoring Local Member)

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

Signed [redacted] (Local Member)

Signed [redacted] (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 12³/₁₂

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

5 EQUAL OPPORTUNITIES POLICY

- 5.1 The Council is an equal opportunity employer. We are committed to ensuring within the framework of the law that our workplaces are free from unlawful or unfair discrimination because of Protected Characteristics as defined by the Equality Act 2010. We have adopted this policy as a means of helping to achieve these aims.
- 5.2 The Protected Characteristics are –
- Age
 - Disability
 - Gender Reassignment
 - Race
 - Religion or Belief
 - Sex
 - Sexual Orientation
 - Marriage and Civil Partnership
 - Pregnancy and Maternity
- 5.3 We aim to ensure that our employees achieve their full potential and that all employment decisions are taken without reference to irrelevant or discriminatory criteria.

What is discrimination?

- 5.4 **Direct discrimination** – when someone is treated less favourably than another person because of a Protected Characteristic.
- 5.5 **Associative discrimination or discrimination by association** – direct discrimination against someone because they associate with another person who possesses a Protected Characteristic.
- 5.6 **Discrimination by perception** – direct discrimination against someone because it is thought that they possess a particular Protected Characteristic even if they do not actually possess it.
- 5.7 **Indirect discrimination** - occurs where an individual's employment is subject to an unjustified provision criterion or practice which e.g. one sex or race or nationality or age group finds more difficult to meet, although on the face of it the provision, criterion or practice is 'neutral'.
- 5.8 **Harrassment** – unwanted conduct related to a relevant protected characteristic which has the purpose or effect of violating an individual's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual. Employees may complain of such offensive behaviour even if it is not directed towards them personally.
- 5.9 **Harrassment by a third party** – harassment of employees by third parties such as customers or clients.
- 5.10 **Victimisation** – when an employee is treated less favourably because they have made or supported a complaint or raised a grievance under the Equality Act 2010 or are suspected of doing so.

Commitment

- 5.11 We are committed to ensuring that all of our employees and applicants for employment are protected from unlawful discrimination in employment.
- 5.12 Recruitment and employment decisions will be made on the basis of fair and objective criteria.
- 5.13 Person and job specifications shall be limited to those requirements which are necessary for the effective performance of the job.

- 5.14 Interviews will be conducted on an objective basis and personal or home commitments will not form the basis of employment decisions except where necessary and relevant.
- 5.15 All employees have a right to equality of opportunity and a duty to implement this policy. Discrimination is a serious disciplinary matter which will normally be treated as gross misconduct.
- 5.16 Anyone who believes that he or she may have been disadvantaged on discriminatory grounds should raise the matter through the Council's grievance procedure.

Sevenoaks District Council

Big Community Fund

Application form

- 1 **Name of ward: Edenbridge South and West**
- 2 **Name of Member: Richard Davison & Bob Orridge**
- 3 **Name of delivery organisation: Eden Valley Museum**
Address of delivery organisation: High Street, Edenbridge, Kent TN8 5AR
Name of the main contact who will be accountable for the delivery of the project: Mrs Terri Scanes
Telephone number of main contact: 01732 862198
- 4 **Description of Project:**
'Our Sporting Life' Exhibition - part of a national celebration of Olympic, Paralympic and local sports over the last century. 20 other venues around the country have or will be mounting similar displays.
A 'Timeline' depicting famous sportsmen and women and their achievements, with display boards and modules (stackable cubes) for artefacts, documentation and photographs is supplied by RFA Designs, with space for local heroes from the Eden Valley area - i.e. John Surtees OBE, Hollie Harrington (England's Lacrosse Team member) etc. to be featured. Local Sports clubs contributions are being sought also, as their involvement is crucial to the success of the venture.
- 5 **Total project cost: £ 5,000**
How will the money be spent? On the purchase outright of the Timeline, display boards and modules that makes up the 'Sporting Life' exhibition .
Contributions from other funders if applicable:
Pledges of £500 from two local businesses - House of Jaques who hold the contract to supply table tennis tables to the Olympic Games, and Topfoto who have an extensive library of photographs for us to access. Sencio has authorised the Manager of the Edenbridge Leisure Centre to assist the Project Co-ordinator in contacting local sports club members but cannot help with finance.
Approaches have also been made to Edenbridge Partnership members, Chamber of Commerce members, Stonewall Park Trust, Great Stonebridge Trust, and more than

20 local sports groups requesting support, sponsorship and volunteering manpower. The local Golf club has been asked, so too have some local pubs. Edenbridge Town Council have already donated space for the exhibition in Rickards hall for the month of August - amounting to about £2000 in lost hiring revenue.

Amount requested from the SDC Big Community fund:

£ 2,500

6 Your community

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

More than 20 local sports groups have been approached in person and / or by letter with questionnaire asking for use of their archive material - documents, trophies, and photographs. Some club members have offered to man the reception desk so that the exhibition can be open to the public for as much time as possible. Opening times will be 10am to 6pm hopefully, so that as many members of the public can visit the exhibition and be part of our town's celebration of the Olympics.

7 What is the need for the project?

To celebrate the 2012 London Olympics - nationally and locally. The duration of the exhibition will coincide with the Paralympics also - some of which is being hosted locally in Sevenoaks District - so hopefully, it will instil a sense of pride for many local (and visiting) public .

8 Long term benefits

Please comment on the lasting effects of the project:

Once purchased, the modules - stackable cubes - will be available to any local Community Group or organisation to borrow to put on temporary displays of their own - with or without the sporting theme. In the long term, this exhibition will prove invaluable to the community as some parts of it could be re-located to the Museum for future seasonal use, or taken to outlying villages for temporary displays within their own communities. The Museum's regular publicity avenues will be used to advertise this exhibition which has a proven track record for reaching most parts of the Eden Valley, bringing people together to look at, donate towards, and participate in a unique experience.

9 The impact of your project

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

The opportunity to make people aware of, and inspire them to take up the facilities for sport locally, the scope of the Museum's archives and displays, increased awareness of the venue, and the motivation of local residents to visit the exhibition - a record of visitors could be compared to footfall to the Museum next door.

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?

None, as once purchased as a standalone exhibition it is for the Eden Valley community to use, and re-use, again and again. Any repairs necessary will be undertaken by the Museum's own team of volunteers.

11 Supporting statement from the sponsoring Local Member:

The Eden Valley Museum has a good reputation on presenting exhibitions in the whole Eden Valley area. Space limitations in a 15th Century building has necessitated the use of "Richard's Hall" to do justice to the subject. The provision of the requested display material will achieve all over Stogarden and provide material for re-use throughout the area.

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

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

Signed [redacted] (Local Member)

Signed [redacted] (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 2 April 2012

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

ADEN VALLEY MUSEUM (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:



Sevenoaks District Council

Big Community Fund

Application form

1 Name of ward: **Hartley and Hodsoll Street**

2 Name of Member: **Cllr Lawrence Abraham**

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

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

Name of the main contact who will be accountable for the delivery of the project:
Julie Hoad, Clerk to Hartley Parish Council

Telephone number of main contact: **01474 709441**

4 Description of Project:
An application to help support Hartley and Hodsoll Street's celebration of Her Majesty The Queen's Diamond Jubilee Festival. The celebration will involve a one day festival that brings the Hartley community together , along with supporting local voluntary and sports groups to advertise themselves to local residents.

Hartley is an extremely large parish and we anticipate attendance of nearly 500 people (499 as is legally permitted by a temporary events notice), which has proven to be the case in previous community events over the years.

The festival will involve community games, music, entertainment (Morris Men, Jazz and Classical) as well as having the stalls of many local community organisations.

5 **Total project cost: £ 4223.24**

How will the money be spent? **The money will be spent on the following costs:**

Marquee 9m x 18m 660.00
Floor for marquee 486.00
Fireworks 795.00
Temporary Events Notice 21.00
PRS for Music 31.24
Insurance TBC
St Johns Ambulance 180.00
Shane Hamsheir 400.00
Hire of vehicle to transport stage 100.00
Miscellenous: (prizes, rozettes
bunting, etc) 300.00

Beacon	£300	
Morris Men	£150	
Northfleet Brass (entertainment)	£150	
Jazz Force	£150	
Advertising of event for local residents - flyers, delivery and boards		£350

Contributions from other funders if applicable:

Kent County Councillor - Cllr David Brazier	£1000
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Hartley Parish Council
decided from reserves. Final contribution to be

Amount requested from the SDC Big Community fund:

£ 3000 to help cover some costs of the event

6 Your community

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

There has been several meetings over the course of several months between Parish Councillors and the local various community groups to discuss plans for the Queen's Jubilee. Although it is Hartley Parish Council putting forward this bid, the bid is on behalf of all those voluntary organisations.

We have submitted the minutes of these meetings to show the discussions with all community groups involved.

7 What is the need for the project?

To celebrate a significant stage in the reign of Her Majesty The Queen and to help give the local groups a chance to promote their excellent work within the community.

It has been a long time since Hartley celebrated such an event and it would be good to ensure a successful, enjoyable and well attended festival to commemorate this.

8 Long term benefits

Please comment on the lasting effects of the project:

By holding a community event, we will bring together key groups of the community to network and work together to further the Hartley Community.

We will also ensure that British culture and Britain's national institutions are supported and promoted in light of the Diamond Jubilee.

9 The Impact of your project
How will you know whether the project has been a success?
From the many happy smiles of local residents when they attend the festival, having heard about it through the widespread advertising campaign . We hope to provide the District Council with excellent testimonials of how the event went from the views of local people.

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 are no ongoing costs associated.

11 Supporting statement from the sponsoring Local Member:
I fully support Hartley Parish Council in their bid for the Sevenoaks District Council's Big Community Fund.

This is the first application that the 3 member Hartley and Hodsoll Street ward on Sevenoaks District Council has entered for the Big Community Fund.

Having read the minutes of the various meetings that the Parish Council has held with local community organisations, I can only state how impressed I am with the dedication and aspiration of the event organisers to ensure the Hartley celebration is a huge success.

We hope to support the advice by the Department for Communities and Local Government to hold a beacon to commemorate Her Majesty's Diamond Jubilee.

I also greatly look forward to the various music groups, support groups and entertainers that will ensure this celebration remains in the memory of local residents for years to come. I will also enjoy seeing the local community groups interact with local residents and hope to see excellent examples of where our voluntary organisations have been able to recruit new members.

I hope that fellow District Councillors will be able to support us in our first bid for the Big Community Fund.

Cllr Lawrence Abraham

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

60/3/12


EQUAL OPPORTUNITIES STATEMENT

Hartley 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:	Hartley Parish Councilor

(Michael
Harwood)

Sevenoaks District Council

Big Community Fund

Application form

1 Name of ward: Hextable

2 Name of Member: Dee Morris

3 Name of delivery organisation: The Heritage Centre

**Address of delivery organisation: The Heritage Centre
Crawfords
Hextable
Kent BR8 7LT**

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

Mrs Tracy Lane

The Chairman of the Heritage Society, Mrs Sharon Mitchel, has asked Mrs Lane, the parish Clerk, to oversee this project as she will purchase the tables for the Society if a grant is awarded to the Society.

Telephone number of main contact: 01322 668530

4 Description of Project:

The Heritage Society has 3 large oblong tables in the Heritage Centre but this is not enough work space when members or visitors are using the centre for family history study. We need slightly thinner tables but more of them to use the space better. We have National Open Days and Members Working Days when there is never enough table space to sit down and study. The tables are very old and 2 of them are wobbly. Also we share them with the Gallery which is across the car park if they have an exhibiton.

The Family History part of the Centre has become extremely popular and attracts visitors from far and wide and we would like to be able to provide enough table space for everyone to use. We recently purchased new chairs so everyone now gets to sit down, these are more comfortable than the old plastic chairs if sitting for any length of time but now we need more table space.

6 trapezoidal tables would be more use than 3 large oblong ones as often the space in the middle is not used but there is not enough room for everyone to sit up to the tables.

5 Total project cost: £ 810

How will the money be spent? 6 Tables for the Heritage Centre.
Each table is £135

Contributions from other funders if applicable:

New chairs recently bought with money from subscriptions, the Parish Council and a small KCC grant. The Parish will fund 2 tables making a total of 8.

Amount requested from the SDC Big Community fund:

£ 810

6 Your community

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

Members of the Heritage Society and visitors have all discussed the need for new tables and chairs for years and when details of the Big Community Fund appeared in the paper a number of our members enquired if we could apply for tables.

7 What is the need for the project?

The Centre is well used by members of the Heritage Society who live in Swanley Village, Swanley and Hextable. National events such as Heritage Open Days attract visitors from all over the country but the tables are coming to the end of their life. We host a number of school visits during the year and this often involves a quiz at the end but there is not enough room for all the children to sit at a table. Also the children are distracted by the wobbly tables which they find amusing. There is no charge for school visits.

We receive requests to research the Horticultural College Ledgers which are extremely heavy and large and the tables are buckling under the weight.

8 Long term benefits

Please comment on the lasting effects of the project:
New tables will be a real asset for the Heritage Centre benefiting residents from

Swanley Village, Swanley and Hextable as well as visitors from much further field. New tables will certainly improve the look of the centre and will be much better to use for many years to come.

School visits can be improved to include a simple craft project if enough table space for pupils is available in future.

More residents can be invited to the Society's quiz night where numbers are normally restricted due to lack of table space and shape of tables. The Christmas event was a quiz and buffet but again lack of table space restricted numbers, members would like to bring a guest but this is not possible although the room is big enough the facilities are limited.

Most of the members of the Heritage Society are older residents and the more that can be accommodated and invited to events and meetings the better. As many older residents, particularly older men whose families have worked at the local nurseries for generations and are fond of the Centre, do not participate in other clubs or organisations so this grant would enable us to involve more residents regularly who are not generally included in community clubs and organisations.

9 The impact of your project

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

Society members will give verbal feedback.

If use of the centre increases and the number of people participating in events increases then the project would be a success.

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?


None

11 Supporting statement from the sponsoring Local Member:

The Heritage Centre is a real treasure to many older residents in the village especially some older residents who have lived in the village for generations working at the Horticultural College and have a wealth of local history knowledge. Often they do not participate easily in other clubs but the Centre enables them to take an active role in village life and feel valued.

Members are still working on their winter project at the moment which includes checking and updating the archive records and they could certainly do with new tables to work on. The village doesn't have a pub so a Centre like this is a very valuable meeting place for villagers to visit and have a chat while looking at the old photographs on display etc. The Centre is open a day for residents to drop in and they enjoy a drink and the social benefits that the Centre offers.

The family History side of the Centre has come to the fore in recent years with the increased interest by the media in heritage and people sit for many hours pouring over the local Census Records so new tables to work on would be a great help.

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 23/3/12 .

Hextable Parish Council

EQUALITY POLICY

1. BACKGROUND

Hextable Parish Council has had regard to the 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: White Oak, St Mary's and Christchurch & Swanley Village wards

2 Name of Member: Cllrs Laurence Ball, John Underwood & Tony Searles respectively

3 Name of delivery organisation: Swanley Town Council

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

Name of the main contact who will be accountable for the delivery of the project:
Liz Davies, Assistant Town Clerk (Community)

Telephone number of main contact: 01322 665855

4 Description of Project:

SWANLEY JUBILYMPICS FESTIVAL - a FREE community festival to celebrate the Queen's Diamond Jubilee and forthcoming Olympics and Paralympics which is being organised by Officers of Swanley Town Council in partnership with Churches Together in Swanley (CT), a lay organisation who support and enrich the community life in our parish. The event will be held on Sunday 27 May on St Mary's Recreation Ground and inside the Alexandra Suite and Clocktower Pavilion, Swanley, which are in St Mary's ward, an area of deprivation which houses residents from many different ethnic backgrounds including white, settled traveller, Polish and African families.

The Festival will comprise of three main elements:

(a) a sporting theme (including a Skatejam) and

(b) a musical theme

(c) community participation

The sporting theme will comprise a variety of sports activities which will be available for residents to try eg tennis, hockey, fencing, boccia, curling, B SkyB riding, American football, triathlon, cricket, five a side football, and possibly wheelchair basketball and sitting volleyball. There will also be a skatejam for young people taking place (different disciplines on the skatepark - skateboarding, bmx biking, scooters and in line skating all to music). There will also be maypole dancing and dance demonstrations by a local dance teacher and her club. Children who participate in the sporting activities will be given a medal for taking part.

On the musical side there will be live bands playing and the Big Sing community choir singing, plus art & craft activities for the children who will be making Jubilee crowns. CT will be offering holistic treatments as well as a Quiet Area for prayer and contemplation.

Many community groups will be taking part providing activities for families while raising funds for their particular charities or funds. Partner agencies will also be attending bringing information on healthy lifestyles, community safety, youth work, substance mis-use etc as well as providing more free entertainment and activities.

Both Swanley Town Council and Churches Together have a track record of organising

and delivering large community events for the general public; this special year we have joined forces to deliver a fantastic FREE day of sporting activities, music and singing, art and craft as well as providing opportunities for community groups to raise funds, recruit new members and raise public awareness of their activities. The event will also offer the partner agencies the opportunity to advise local residents of important community issues ie community safety, healthy lifestyles, drug mis-use, youth work, fire safety etc.

The local Air Cadet unit and other uniformed groups will also be in attendance, helping with marshalling duties; this will add to their volunteering experience and showcase their individual organisations.

5 Total project cost: £ 6,218.00

How will the money be spent? (see budget sheet enclosed).

To provide entertainment on the day, donations to various sports clubs taking part, BMX stuntshow, medals for children taking part in sports, band, choir and singer costs, PA for music, tea tent provisions, supplies for craft activities, administration costs for CT, donation costs for First Aid cover, plus banners and publicity for event. Many contributors are coming free of charge to the event to showcase their activities and recruit new members which is a real bonus.

Contributions from other funders if applicable:

£ 1,822 (in kind)	Swanley Town Council
£500 (cash) £1,766 (in kind)	Churches Together

Amount requested from the SDC Big Community fund:

£ 2,130

6 Your community

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

Officers from the Town Council have met with several representatives from Churches Together who represent the ten Churches in the parish; each church has been consulted on the event. Officers of the Town Council have invited 45 local community groups and 12 partners/agencies to attend: to date 11 partner agencies will be attending (to give advice on healthy lifestyles, community safety, drug misuse, youth

initiatives etc) and 15 community groups who will be raising funds. We also invited 114 sports groups to take part and so far 15 are organising sporting activities for children and adults alike. All those participating are very enthusiastic about the event which is the first of its kind. The Town Council has written about the event in the Spring edition of its newsletter, the Town Crier, which is delivered to every household in the parish. Councillors of the Town Council have been consulted on the event and reaction to the event has been very positive from word of mouth comments from residents,

7 What is the need for the project?

Both residents and CT asked the Town Council what they were doing to celebrate the Queen's Jubilee and Olympics, and we felt a joint community festival to celebrate the Queen's 60th year of her reign and to raise awareness of the forthcoming Olympics and Paralympics would be welcomed. The event will also provide the opportunity to engage with the local community on various community issues. As the event will take place in St Mary's Ward, a deprived area, it will provide a free and informative community day for the residents of the area, many of whom are on a low or limited budget. The whole event is the main celebration by Swanley Town Council for the Queen's Jubilee in 2012 and Olympics and Paralympics. As some of the cycling events in the Paralympics will take place in nearby Brands Hatch, the event will be an ideal way of highlighting this exciting forthcoming national event in our District as well as showcasing activities for both able bodied and less well able bodied.

The event will also offer residents the opportunity to engage with agencies/partners with information on healthy lifestyles, youth related initiatives, drug mis-use and community safety as well as a chance to try a new sport with a view to taking up something more active and healthy as a leisure activity. Residents will also be able to enjoy live music, singing and art and craft activities for children. A skatejam for the older children will also take place in the skatepark on St Mary's Rec.Grnd. which is very popular with young people and is an invaluable resource where they can enjoy skating, bmx biking, scooters and skateboard which deters anti-social behaviour and keeps them fit and active.

The event will provide all residents of the parish the chance to come together and celebrate the Diamond Jubilee of the Queen, especially if on a low income, and also will stimulate more interest within the community of the forthcoming Olympics and Paralympics.

8 Long term benefits

Please comment on the lasting effects of the project:

We have a multitude of sporting activities on offer including: Bikeability (cycling proficiency), tennis, football, cricket, athletics, American football, netball, hockey, fencing, sports for disabled (boccia, curling and wheelchair basketball) as well as offering free fun for all the family and community information (healthy lifestyles, community safety, drug mis-use, youth work etc). We hope that local residents will be inspired to take up a new sport or leisure activity in the future and learn more about different opportunities to change their lifestyle as well as enjoying a free fun day out for the whole family. By showcasing sports for disabled people and offering inclusive play facilities too, we want to highlight the opportunities there are for both able bodied and less well able bodied people to participate and enjoy sports and leisure activities.

Additionally groups showcasing music, singing, art & craft will inspire residents to get involved in a new activity/discover their talents. This will have lasting effects on their well-being

9 The impact of your project

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

On the day itself we will monitor the number of people attending, and ask for their feedback about the event.

After the event we will write to each activity that attended to let us know if they had any new members at their sports club/activity/organisation as a result of their participation at 27 May event.

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?

N/A

11 Supporting statement from the sponsoring Local Member:

(see 3 attached supporting statements from Cllrs Laurence Ball, John Underwood and Tony Searles)

Signed [redacted] (sponsoring Local Member) *CLLR L. BALL*

Signed [redacted] (sponsoring Local Member) *CLLR J. UNDERWOOD*

Signed [redacted] (sponsoring Local Member)

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

Signed (Local Member) *please see attached*

Signed (Local Member) *extra p.7.*

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

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

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N/A

11 **Supporting statement from the sponsoring Local Member:**
(see 3 attached supporting statements from Cllrs Laurence Ball, John Underwood and Tony Searles)


Signed  (sponsoring Local Member) *CLLR L. BALL (WHITE OAK)*

Signed  (sponsoring Local Member) *CLLR J. UNDERWOOD (ST MARK)*

Signed (sponsoring Local Member) *(CHRISTCHURCH + SWANLEY VILLAGE)*

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

Signed (Local Member)

Signed  (Local Member) *(CHRISTCHURCH + SWANLEY VILLAGE)*

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

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EQUAL OPPORTUNITIES STATEMENT

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

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

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

I confirm that my organisation is committed to equal opportunities

Signed (on behalf of the organisation)	
Designation:	Assr. Town Clerk (Community)