

NEW ROMNEY TOWN COUNCIL



PROPOSED COMMUNITY HALL AND SPORTS PAVILION

STATION ROAD

NEW ROMNEY

BUSINESS PLAN

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NEW ROMNEY TOWN COUNCIL

COMMUNITY HALL / SPORTS PAVILION PROJECT

BUSINESS PLAN

PLEASE NOTE THE FOLLOWING CAVEAT:

Some of the information and / or statistics within this document may refer to 'Shepway' and / or 'Shepway District Council' which has now been re-branded as 'Folkestone & Hythe' / "Folkestone & Hythe District Council'. Hence, references to 'Shepway' should be read as 'Folkestone & Hythe'.

INTRODUCTION AND EXECUTIVE SUMMARY

NEW ROMNEY TOWN COUNCIL is a first tier local authority serving the Town and Coast Wards in the parish of New Romney in Kent. The Council consists of 16 Members supported by a team of seven part-time staff which currently includes two caretakers and five clerical staff.

The Town Council owns, manages and maintains a substantial portfolio of land and buildings, including several listed buildings, for the benefit of all residents within the New Romney Parish.

New Romney, which has a population of approximately 8,000 Residents, would form the main catchment area for the proposed Community Hall / Sports Pavilion but, since the Town of New Romney is formally recognised within Shepway District Council's Local Plan as being the 'Service Hub of the Romney Marsh', the catchment area for the project stands to be much wider – drawing in users from the surrounding Romney Marsh villages with users, therefore, potentially being from the full TN28 and TN29 postcode catchments as well as (much smaller) elements of the TN26 and CT21 catchments.

During the past eight Years (since the 2011 census), with continued building development, the local population has increased significantly (an increase of at least 10% over eight years), yet the only 'community' hall (ie. premises owned and managed by the local authority for the benefit of the local community) remains The Assembly Rooms in Church Approach, New Romney – which is not only limited in practicality due to its age and listed building status but is also small in size and unable to accommodate community events such as concerts or dramatic productions or larger private bookings from within the community such as wedding receptions. Furthermore, the Town's Sports Pavilion is reaching the end of its useful life and, without renewed facilities, the continuation of participation in football and other sports is at serious risk.

Having engaged in consultation with the local community – initially on a small scale via questionnaires and drop boxes situated around the Town and later on a much larger scale via door to door delivery of consultation questionnaires – it was ascertained that there was a significant desire within the community for a new community hall and sports pavilion that would accommodate a wide range of community and private activities and events whilst ensuring the continuation of participation in football and other sports within the Town. Guy Hollaway Architects were appointed by the Town Council to develop a design concept based on consultation outcomes which has resulted in draft plans being drawn up for a state of the art facility which will provide the much

needed and well-thought-out space for the wide range of new and existing activities and events for which the proposed community hall and sports pavilion is intended to be used by and for the local community.

The draft plans have been costed by a chartered quantity surveyor at £4,068,000.00 inc VAT (17th December 2018) and, whilst the Town Council has a starting fund of £720,135.00 (as at 23rd January 2019) it is intended that the total project costs be funded via a range of sources which will not only include applications to a range of third party grant funding providers (Sport England, Magnox, De Haan Charitable Trust, Kent County Council, Folkestone & Hythe District Council, Awards for All) but also funding submissions to a range of companies such as Veolia, BT, Sainsbury's, Saga, Portex and requests for contributions from local individuals, clubs and organisations through crowd-funding or other methods of collecting donations / contributions. To date, voluntary donations from local residents and businesses amount to £2,135.00 (included in the above figure) with further donations promised. Furthermore, the Town Council has the facility to market a nearby parcel of land for a 'facilitating' development which, it is estimated, is likely to achieve a substantial percentage of the funding required, with any remaining funding requirement being met by means of securing a Public Works Loans Board loan, having received public support for this action, to see the project through to completion.

This Business Plan demonstrates the desire and need for the proposed Community Hall and Sports Pavilion locally, identifies the business case in regard to the project, links the project to national and local strategic priorities and demonstrates the validity of the project whilst also demonstrating the capacity of the Town Council, along with its appointed team of highly qualified consultants, to manage this project and the resulting community facility, providing details of plans, costs and time-scales.

Mission Statement:

Provide a vibrant focal point for those living in, working in and visiting the area.

Vision:

Provide new, high quality facilities that:

- Encourage wider participation in sport and leisure activities
- Bring the local community together
- Improve community cohesion, health and well-being.

Aims:

The proposed Community Hall and Sports Pavilion will provide a state of the art facility at the heart of New Romney where local residents and residents of the wider Romney Marsh can gather, socialise, develop new skills and participate in sport, physical and mental activity. It will be run by New Romney Town Council, which will promote its use by a wide range of community groups and organisations as well as individual residents and which will also seek to organise / promote its use for annual events that will bring the community together.

Objectives:

- Replace the existing worn-out sports pavilion which is approaching the end of its useful life and is no longer fit for purpose
- Provide a new, state of the art public facility for a wide range of community uses
- Improve provision of and access to participation in football and other sporting activities on Romney Marsh
- Improve provision of and access to a wide range of clubs, activities and events available in New Romney

- Improve the health and well-being of the local community in New Romney and the wider Romney Marsh
- Improve community cohesion in New Romney
- Improve understanding and acceptance between different groups within the local community
- Provide a financially sustainable facility that will remain well-used in New Romney for many generations
- Meet a key priority of the New Romney Coastal Community Team Socio-Economic Plan
- Support the local health services infrastructure through supporting plans to develop a health and well-being hub within the Town

Achieving Objectives:

New Romney Town Council will achieve its objectives by:

- Providing new and additional state of the art spaces in the form of the new Community Hall and Sports Pavilion for sport, physical activities, clubs and organisations, community events and private hire
- Providing new state of the art pavilion and changing facilities that meet the requirements of the Football Association and an additional youth football pitch, thereby increasing access to football and securing the future of league football in New Romney
- Providing new state of the art hall space that can accommodate large-scale community events (up to 150 seated at tables) that will bring the community together as well as large private-hire functions that allow family and friends to come together
- Encouraging – through proactive marketing - clubs, groups, organisations and businesses to provide activities, events and services at the new Community Hall that can be enjoyed by members of the local community and the wider Romney Marsh
- Generating adequate income for the running of the new Community Hall and Sports Pavilion
- Helping to reduce social isolation and supporting healthcare providers in delivering ‘social prescribing’ through increased availability of social and community facilities and activities

Social Impact:

As a first tier local authority, New Romney Town Council is a service provider, serving the residents of the parish of New Romney. The Town Council’s main role is to act in the interest of local residents by making decisions and recommendations that improve the local environment and the quality of life of local residents. Whilst Town Council services are funded by local tax-payers through the precept element of the annual Council Tax bill, any revenue generated from hire of lands and buildings or any other service that it provides helps to reduce the financial impact on local tax-payers. It is the aim of New Romney Town Council that the provision of the new community hall and sports pavilion and its subsequent management will maximise the positive impact on the quality of life of local residents whilst minimising the financial impact. The Town Council, being a local authority service provider, welcomes the involvement of stakeholders and will continue to strongly encourage engagement and input from local residents, clubs and organisations that will assist it in continuing to achieve this aim in the long term.

A letter of support for this project has been received from the Clinical Chair of the South Kent Coast Clinical Commissioning Group which highlights the potential for the new facility to support the local healthcare infrastructure.

Quote:

Supporting the local Healthcare infrastructure

*The development of 'social prescribing' networks is high on the list of new government objectives that aim to provide new ways to support Primary Care delivery across the UK. **Social prescribing** is a way of linking patients in primary care with various sources of support within the local community. It provides GPs with a non-medical referral option that can operate in parallel with and alongside existing treatments to improve health and well-being. As such, the proposed new Community Hall and Sports Facility would support the local health service providers. The South Kent Coast Clinical Commissioning group has, over the past three years, worked closely with representatives of New Romney Town Council, aiming to improve the local Primary Care delivery model within the area. It welcomes the support of the Town Council and views the development of this proposed new facility as a key part of the long-term plans in place for the area.*

From the information received, it is clear that the new facility will provide a positive element within the proposed new 'Health and Wellbeing' hub of the town. As you are aware, we have successfully applied for £1.56 million of Government STP funding to help develop a new to support the South Kent Coast Clinical Commissioning Group's endeavours to develop a new Primary Care health hub on a site adjacent to the Marsh Academy and opposite the proposed new Community Hall and Sports Pavilion. Hence, a positive and holistic approach is being taken to develop and improve the local Health services infrastructure. The benefits of physical activity are well documented and improving the range of, and accessibility to sporting facilities is important. However, there is strong evidence that mental wellbeing can also be enhanced by tackling social and rural isolation (often centred in areas of deprivation) through the development of social centres where individuals, community groups and organisations can meet and socialise.

Unquote

Later in the document, he states:

Quote:

Delivering health care and supporting patients whose health problems may have been created or even worsened by a range of socio-economic factors is a challenge that is magnified within the Primary Care delivery system.

Coastal and Rural areas face particular and additional pressures so any addition to the local infrastructure in New Romney where the local health services have been operating at or above capacity, and that will help support GP's and their patients is to be commended.

Unquote

Environmental Impact:

New Romney Town Council is very keen to minimise the environmental impact of any project in which it engages. It promotes efforts to save energy, reduce noise pollution, save water and minimise waste and litter.

The proposed community hall and sports pavilion will meet BREEAM (Building Research Establishment Environmental Assessment Method) standards for energy efficiency. It will also be sound-proofed in order that any risk of noise nuisance due to events being held on the premises will be minimised. Litter bins will be provided around the exterior of the facility. It is proposed that excavated spoil from the development site form the plinth on which the new facility will stand and landscaping of the car-parking area will be undertaken to soften the impact on the immediate environment. The aesthetics of the proposed building are such that it has been designed to be a landmark legacy building providing a powerful visual impact with an intentionally modern façade reflecting the similarly modern design approach of the nearby Marsh Academy.

Crime and Disorder Impact:

New Romney Town Council is obliged to consider the impact on Crime and Disorder in relation to any activity or project in which it is engaged. The design of the proposed building has taken account of crime and disorder and security has, thus, been a key driver in its design.

During the construction phase, it will be the responsibility of the relevant consultant within the appointed and highly qualified Project Management Team to ensure the security of the construction site.

The completed community hall and sports pavilion facility will be protected by monitored CCTV cameras and its position just back from a main thoroughfare and backing onto open field will reduce the risk of secluded areas providing protection for illegal or antisocial activity. The ability to lock down the ground floor pavilion facility whilst the first floor community facility is in use or vice versa will also protect the building and reduce the risk of vandalism or criminal / antisocial activity taking place when areas of the facility are not in use.

Project Management:

Whilst the proposed community hall and sports pavilion is itself a New Romney Town Council project, the Council is aware that its Membership and staff do not have the substantial skills, knowledge and expertise to deliver such a large-scale, multi-million pound project without the assistance of highly qualified and experienced consultants. With that in mind and to ensure the success of this major project, the Town Council has, from the outset, appointed an award-winning local architect (Guy Hollaway Architects) and a well-reputed and highly qualified project management team (Synergy Construction and Property Consultants LLP) to work with the Town Council and guide the project through the design and development stages and to successful completion. This will enable the Council to focus its efforts, in the main, on the areas where its own skillset is best placed – in community consultation and information sharing, liaising with the local planning authority and other consultants and relevant parties and raising the necessary funds to bring the project to fruition.

The new Community Hall and Sports Pavilion will be managed by the Town Council. It is recognised that this will require at least one additional part or full-time post on the caretaking team as well as additional clerical hours and / or a further part time post on the clerical team*. The existing Town Council staff team is a very experienced and well-organised team that has the skills, knowledge and understanding to develop a well-run bookings system with which to promote, market and manage the hiring of the new facility.

*See Management, Organisation and Marketing

CURRENT POSITION

Location and Geographic Access to Services*

*Information extracted from New Romney Coastal Community Team Socio-Economic Plan – MARCH 2017

New Romney is a small town to the south of the Folkestone & Hythe District in Kent. The nearest major towns are Ashford and Folkestone, which serve as the main commercial centres for local residents. Travel to either major town for employment, services and / or leisure takes approximately 30 minutes by car and approximately 60 minutes by public transport – of which there is only a very limited bus service and no rail links. It is surrounded on three sides by open countryside and farmland and neighbouring Romney Marsh villages and on one side by the English Channel.

New Romney contains a High Street shopping area with smaller concentrations of shops and businesses spread around the ward and an industrial estate. The parade of shops is classified as a 'Neighbourhood Parade' and referred to locally as the High Street. The Town is surrounded mainly by residential dwellings extending to the communities of Littlestone-on-Sea and Greatstone on the coast.

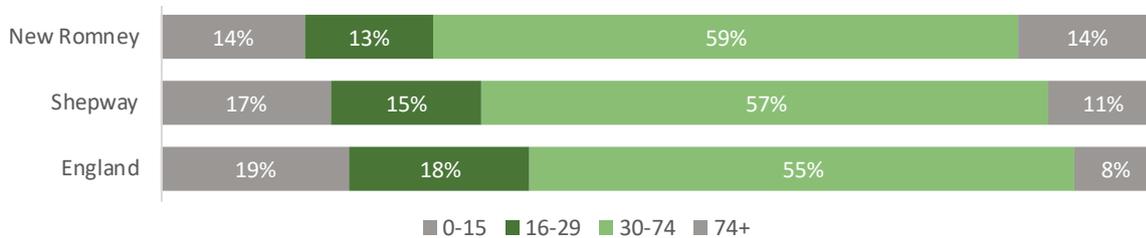
The Town is divided into the two electoral wards of New Romney Town - containing the town centre and New Romney Coast – which includes Littlestone and part of Greatstone.

New Romney is identified in the Local Plan as being the service hub for the Romney Marsh. As such, residents from neighbouring communities visit New Romney for retail, health and education services as well as for sport and recreation and employment.



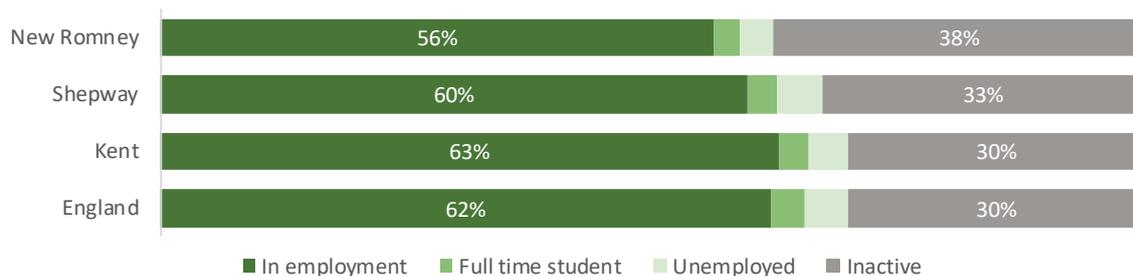
Community Demographics

The resident population in New Romney is 8,000, which has grown 10% in the last 7 years. As at the 2011 census, New Romney had a similar proportion of working age residents (72%) to Shepway and England, although a greater proportion of these are older workers. Overall, the age structure in New Romney has a greater proportion of the population in older age groups compared to Shepway and England.



Representative Age Structure (Source: Census 2011)

As at the 2011 census, New Romney had a higher proportion of inactive residents (38%) compared to averages for Shepway, Kent and England. This is reflected in a smaller proportion of residents in employment (56%).



Economic Activity of Working Age Residents (Source: Census 2011)

The largest employment sectors in New Romney are Education & Health, Hospitality, Leisure & Recreation, and Retail. The strength of the education sector is largely due to the Marsh Academy, which is one of the largest employers on Romney Marsh. Retail has experienced the largest rate of decline (-41%) of all sectors, losing 150 jobs in recent years. In contrast employment in the construction sector has experienced the highest rate of growth at +76% (+65 jobs).

New Romney is heavily dependent on the nuclear sector to sustain its economy. Whilst EDF's Dungeness power station will operate until 2028, the Magnox site is being decommissioned and this has reduced skilled employment opportunities in the area.

Nearly a third of residents in New Romney have no qualifications, higher than the average for Shepway (25%) and England (23%). This can be attributed to the high proportion of older age residents, who on average have lower levels of qualification attainment in the UK.



Educational Attainment (Source: Census 2011)

Gross mean weekly household income estimates are available at the local level. The average household income for New Romney in 2014 was £610, an 8% decrease from 2011.

During the same period, Shepway and Kent have also seen wages stay the same whilst the average earnings in England has increased. The decrease locally and within New Romney could be due to a number of factors, including an ageing workforce (high levels of retirement) or job losses as a result

of the decommissioning of Dungeness A Power Station, which was one of the largest employers in the area.

General Health and Well-being*

*Information extracted from Shepway District Council Ward Plan for New Romney

New Romney has a greater proportion of the population in older age groups compared to Shepway and England. It also has a higher proportion of inactive (unemployed) residents and a lower level of educational attainment than the wider District and National levels. These factors can impact on levels of loneliness, isolation and depression as well as declining physical health.

Acorn customer profiling software can be used to show how far above or below the UK average the New Romney population is (a score of 125 means the proportion within New Romney is 25% higher than the UK average with a score of 100 being the UK average) in terms of various health risks. The following table demonstrates that New Romney residents are at substantially greater risk than the UK average of suffering from high blood pressure or angina and are also more likely to be overweight (with a BMI in excess of 30) albeit that they are less likely to suffer from asthma or diabetes.

Condition	Score
Heart Attack/Angina	145
Blood Pressure	143
BMI>30	112
Diabetes	99
Asthma	88

Health Risks Compared to National Average Score of 100 (Source: Acorn Customer Profiling)

The 2011 Census required people to give a self-assessment on how they feel about their health. 76.1% of New Romney residents indicated they were in good, or very good, health. However, this is a lower percentage than both the wider Shepway District and Kent as a whole. At the other end of the scale, 7% indicated that they felt in bad/very bad health, which is actually higher than at district and county level. There are also a higher proportion of people providing unpaid care in New Romney, which perhaps reflects the larger proportions of older people living in the area or potentially the higher level of unemployment that may preclude a section of the local population from being able to afford to pay for any care that may be required.

The following health indicators indicate the frequency with which people from New Romney access health services for certain conditions or ailments. They have been selected because Shepway varies from the Kent average and they demonstrate that the population of New Romney have some of the greatest risks to health in Shepway, for example:

- Life expectancy at birth for residents of New Romney is lower than at both the district and county level
- The mortality rate for people under 75 from respiratory conditions in New Romney is among the highest in Shepway. Yet, emergency hospital admissions from New Romney for COPD are lower than any other Shepway wards. (Perhaps poor public transport links and poor emergency response times for New Romney are reflected in these statistics.)
- Babies in New Romney get the worst start in Shepway with the lowest prevalence of breast-feeding being evident
- Emergency admissions for falls are significantly higher than in the rest of Shepway – perhaps reflecting the larger proportion of older people living in New Romney

	New Romney	Shepway	Kent
Breastfeeding Prevalence (2012/13)	35.7%	36.4%	39.3%
Emergency Admissions for AMI (heart attack) (2011/12-1013/14)*	105.08	142.09	128.46
Emergency Admissions for COPD (2011/12-2013/14)*	95.08	188.71	211.99
Emergency Admissions for Diabetes (2011/12-2013/14)*	66.79	78.05	77.58
Emergency Admissions for Falls (2011/12-2013/14)*	819.52	751.30	839.00
Emergency Admissions for Over 65s (2011/12-2013/14)*	22,659.36	22,682.60	23,170.16
Under 75 Cancer Mortality (2010-2014)*	122.82	140.22	131.09
Under 75 Circulatory Mortality (2010-2014)*	72.03	77.42	70.31
Under 75 Respiratory Mortality (2010-2014)*	43.51	35.77	16.78
Life Expectancy at Birth (2010-2014)	80.55	81.77	81.73

*Age standardised rate per 100,000 population

General Health and Hospital Admissions (Source: NHS)

Deprivation and Isolation*

*Information extracted from New Romney Coastal Community Team Socio-Economic Plan

Deprivation is measured using lower super output areas (LSOAs) which are small geographies contained within the ward area. Each area is ranked as a percentage in relation to all LSOAs across the UK (<10% = most deprived). There are seven domains of deprivation: income; employment; education, skills and training; health; crime; barriers to housing and services; and living environment. The index of multiple deprivation (IMD) provides an aggregate score for all domains. New Romney consists of four LSOAs (Shepway 012A, 012B, 012C & 012D).

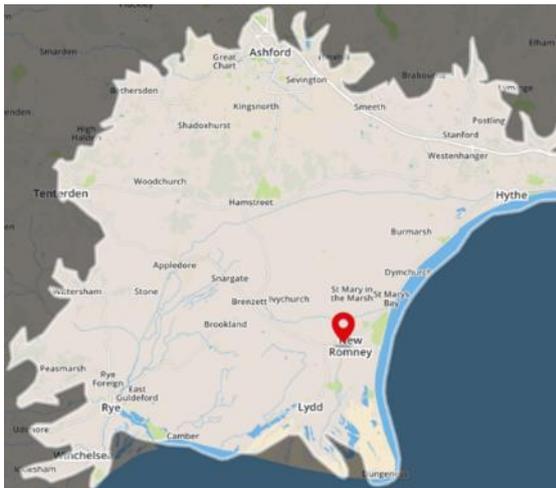
The overall IMD for each LSOA in New Romney is ranked in the 60% least deprived in England, suggesting limited signs of deprivation. Further analysis of each deprivation domain identifies a number of LSOAs that fall into the top 30% deprived in employment and education.

The wider Romney Marsh suffers from pockets of deprivation; relating to employment and education deprivation. The highest levels of deprivation are found in rural areas and Lydd for which New Romney is an important service and amenities hub.

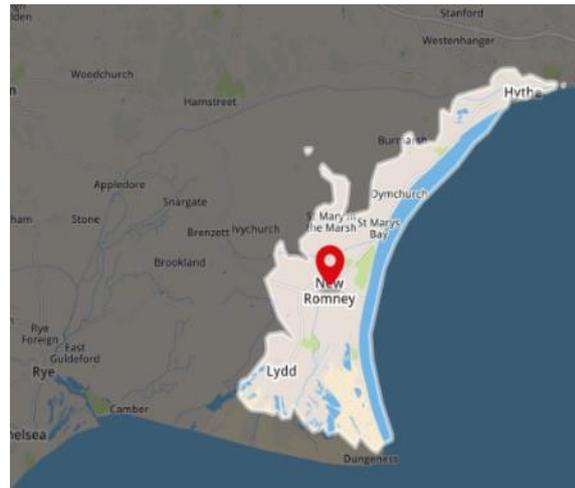
The largest employment sectors in New Romney are Education & Health, Hospitality, Leisure & Recreation, and Retail. The strength of the education sector is largely due to the Marsh Academy, which is one of the largest employers on Romney Marsh. Retail has experienced the largest rate of decline (-41%) of all sectors, losing 150 jobs in recent years. In contrast employment in the construction sector has experienced the highest rate of growth at +76% (+65 jobs).

New Romney is heavily dependent on the nuclear sector to sustain its economy. Whilst EDF's Dungeness power station will operate until 2028, the Magnox site is being decommissioned and this has reduced skilled employment opportunities in the area.

Whilst the large town of Ashford and other much smaller nearby towns such as Hythe and Lydd are accessible within a 30-minute drive, travel via public transport is very limited and services have recently been further reduced, resulting in an increasing reliance on private car travel and a notable sense of isolation.



Travel Time - 1/2hr driving distance



Travel Time - 1 – 2 hrs public transport

Current Community Facilities

Currently, the Town of New Romney has only one, very small, local authority - run (NRTC) community hall in 'The Assembly Rooms', Church Approach, New Romney. It is, in itself, an ageing, Grade II listed building that is very restricted in its use due to its small size and awkward layout which includes steps into the main (small) hall space and a narrow corridor from which the kitchen spaces and toilet facilities are accessed. Whilst there is a ramp to the rear entrance, it is not possible for wheelchair users to access the main hall and due to the age and listed status of the facility, it is not adaptable to meet modern disability requirements. **Whilst it is used by a range of small community groups and occasionally for small civic and private functions, it is not of adequate size to host larger community events such as concerts, larger public meetings, amateur theatre productions nor larger private functions such as wedding receptions.**

There is also a scout hall and the local primary school hall which can both be hired but the scout hall is also small in size and whilst the school hall is larger, neither are environments that are suited to events such as wedding receptions, balls and other formal events.

The Littlestone Golf Club does have an attractive restaurant space that is more suitable for formal dining events. However, this, too, can only cater for approximately 70-80 persons seated and this number is simply not adequate for the average family wedding reception. Similarly, it also substantially restricts the numbers able to attend formal community events.

The Marsh Academy has a large dining space but this is very much styled in the fashion of a school / workplace cafeteria / canteen and is, therefore, again, not ideally suited to formal dining events or events such as wedding receptions. Furthermore, the daily hire charge, if / when the Academy permits its use, is extremely high and, therefore, most likely financially prohibitive to most residents for private hire. The Academy does not have a school hall.

There is also a 'Community Theatre' at the Marsh Academy which can be used for theatre productions. However, whilst the school, itself, does use it for this purpose and further occasional performing arts events / productions are held there by various organisations, the hire cost is, once again, very high – resulting in a lack of regular use for this purpose and, when in use, ticket prices that are often less than affordable within the local community. This does not provide for the ability

to stage theatre productions that are either free or very low cost with the intention that they can be enjoyed by all within the local community.

There is, therefore, a clear need for a purpose-built, state of the art community hall that can accommodate large-scale events as well as smaller activities and which will be made available to the community for a wide range of purposes at an affordable rate.

Current Sports Facilities

The Marsh Academy is home to a gym and leisure centre which is open to the public and provides a range of exercise classes. However, membership is expensive and, therefore, financially prohibitive to many. There is a further small gym in North Street which does not have the same range of equipment but which is considerably cheaper to access. The Academy also houses tennis courts, badminton courts and indoor / outdoor sports pitches which can be hired by the general public when not in use by the school.

Littlestone Golf Club and Littlestone Warren Golf Club cater very well for the local and wider golfing community with a championship standard course being available – for those that can afford membership – as well as a good quality pay and play course. New Romney Bowls club offer local residents who are members of the club opportunities for bowling and socialising throughout the year and has recently installed an all-weather green to improve inclusivity.

New Romney Football Club, which incorporates a large number of youth and adult teams, together with New Romney Cricket Club, train at Station Road Sports Field, which is owned and managed by the Town Council. These clubs cater for a large number of participants on a regular weekly basis and continue to attract more members. However, facilities at the sports field are in the form of a very small and ageing pavilion which requires substantial investment and updating – not only to simply allow the afore-mentioned sports clubs to function (with provision of toilet, shower and changing facilities) and to keep the building in a safe and watertight condition but also to enable the clubs to continue to succeed and enjoy the resulting progression through the leagues. It is not financially astute to invest in upgrading the existing sports pavilion due to its age and very poor general condition. The facility is reaching the end of its useful life and the Town Council recognises that a new pavilion is now needed and, as was indicated through extensive public consultation, very much desired by the local community, together with a purpose built community hall. A replacement sports pavilion at Station Road Sports Field is, therefore, a top priority - and is noted as such, combined with a much needed community hall facility, within the New Romney Coastal Community Team Socio-Economic Plan (p39). (See Funding Pack Appendix B)

Analysis of Current Local Football Provision

Currently, there are two football pitches at Dennes Lane, Lydd, where Lydd Town FC trains with a total of three adult teams. There is a further single football pitch on The Rype, Lydd, where Marsh Athletic FC trains with a total of four youth teams.

The Marsh Academy, New Romney, has five pitches and Grasshoppers FC (connected to Lydd Town FC) trains on these pitches with a total of ten youth teams.

New Romney FC trains at Station Road Sports Field, where there is currently a total of **four** pitches. The Town football club currently provides for two adult teams and eight youth teams (constrained by the poor changing facilities and small capacity of the existing, ageing sports pavilion). **With the provision of a new sports pavilion facility that will provide male, female and accessible changing provision, together with a revised pitch arrangement that increases the number and range of pitch options to be provided at the Station Road site, capacity for football development will increase** and it is envisaged that over a five year period, New Romney Football Club will be able to increase

provision to accommodate up to twenty-five teams in total (see football development plan) without the need to explore use of other local facilities / pitches that, if used, would impact on the Lydd-based teams.

Motivation for Change

New Romney Town Council is fully committed to the principle of seeking, at every appropriate opportunity, to support and encourage the improvement of the general health and well-being of the Town's residents. It, therefore, strongly supports its local sports teams – most notably, the Town football club, with all of its associated teams, which caters for a large number of local residents, providing local children, teenagers and young adults as well as local adults with opportunity to participate regularly in team sport that engages the participants in healthy exercise whilst developing a sense of teamwork and cooperation and, indeed, community – working together to achieve success. However, the Local Council Sports Pavilion that is home to the club's activities does not meet the needs of a modern, forward-thinking and successful sports club. Nor do the old, tatty and cramped facilities housed there meet the minimum requirements of the Football Association, thereby precluding the club's teams from further progression through the leagues even if further success follows.

Furthermore, the Town Council aims to encourage and develop a stronger sense of community and it is notable that there is no single venue within the Town that can cater for larger-scale community and private functions within an attractive environment at an affordable cost, thereby bringing large groups from the local community together to socialise, learn, be entertained and / or engage in physical activity. Similarly, there is no scope within the Town for encouraging new clubs and organisations to set up groups that would be welcomed by the local community due to the very limited range and size of spaces available for hire.

The Town Council, therefore, identified the need for a purpose-built, state-of-the-art community facility that incorporates modern and spacious sports changing facilities that are accessible for all and meet all the requirements of the Football Association and a large, well-designed community hall and meeting rooms which can cater for a wide range of events (both formal and more informal), clubs and organisations in an attractive, modern environment and which can be made available for private hire at an affordable cost to potential hirers.

New Romney has seen a steady increase in its population over the past 8 years (since the 2011 census) - with in excess of 107 additional homes having been built in the Town over the past 6 years. The FHDC (Folkestone & Hythe District Council) Places and Policies Local Plan (Preferred Option Draft) has identified five strategic locations for housing development in New Romney. It has been estimated that these allocations could provide capacity for up to 600 dwellings in the future. Without the proposed combined community hall and sports pavilion facility, existing community facilities will not meet the needs of the local population and will only continue to provide in terms of sport and leisure provision, clubs and activities on an ever-decreasing scale.

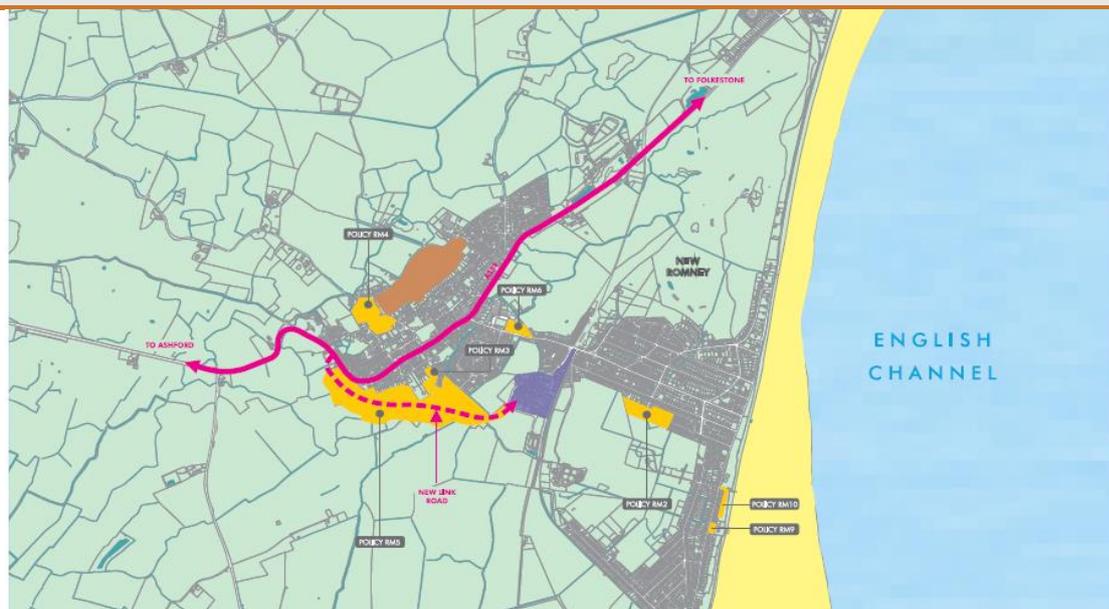
Places and Policies Local Plan – Housing Allocations

Plan Policy	Location	No. of dwellings allocated
RM2	Land off Victoria Road West, Littlestone	70
RM3	Land rear of the Old School House, Church Lane	20
RM4	Land west of Ashford Road	60
RM5	Land to the south of New Romney	400
RM6	Land adjoining The Marsh Academy, Station Road	29 (August 2018 update. Please note: this has now been reallocated as the potential site for a new Health Centre and is immediately opposite the proposed site for the CHSP so the housing numbers may be reduced)
	Total	579

Shepway District Council, Places and Policies Local Plan (Preferred Option) 2016

NB: The above figures do not include the facilitating development referred to within this document.

Potential development Sites in New Romney



New Romney Policy Map



Source: Shepway Places and Policies Local Plan, Preferred Options Draft, 2016

It is essential that, in an area with an ageing population and limited opportunity for adult and youth employment such as New Romney and the surrounding Romney Marsh Towns and Villages, adequate provision is maintained to allow all who wish to participate in a wide range of clubs, organisations, sporting and leisure activities and to engage in social and community gatherings and

attend community events are able to do so – for the sake of reducing social isolation and maintaining and, indeed, improving the general physical and mental health and well-being of the local population.

Options Appraisal

In reaching the conclusion that there is a real need for a purpose-built, state-of-the-art community facility that incorporates modern and spacious sports changing facilities that are accessible for all and meet all the requirements of the Football Association and a large, well-designed community hall and meeting rooms which can cater for a wide range of events (both formal and more informal), clubs and organisations in an attractive, modern environment and which can be made available for private hire at an affordable cost to potential hirers, the Town Council has taken into account other options:

<p>Do Nothing</p>	<p>The existing Sports Pavilion is reaching the end of its useful life. It is small and in generally poor condition and does not have the scope to provide the facilities that will meet the requirements of the Football Association and enable the local football club teams to progress up the leagues or to encourage further expansion and development of local football. The building does not meet legislative requirements for equality and accessibility. To do nothing would result in failure to promote and support engagement in healthy physical activity and improved health and well-being, a failure to support and promote inclusivity and a failure to support and promote local football and other sporting development.</p> <p>The existing Assembly Rooms building is a very old, very small Grade 2 Listed Building in the centre of the Town’s conservation area that is very limited in its uses for community events and activities due to its size and layout. Whilst its condition has been maintained to an adequate standard for continued use, there is little to no scope for internal refurbishment in the lines of re-configuration of its interior to improve its range of uses and no scope for extension – due to its listed status and position in the historic conservation area. The only option, therefore, to provide improved community space is, in fact, to do nothing in terms of the Assembly Rooms itself but, instead, to look elsewhere for such provision. To do nothing at all in terms of improving community space would result in the Town continuing to be left with no facility that can cater for larger-scale community events that serve to bring the community together and improve community cohesion and no facility that can be made available for larger family gatherings at an affordable cost. To do nothing to remedy this would, in fact, result in a failure to support development and improvement of the Town’s community infrastructure and local environment and a failure to support and promote improved community cohesion. It would also result in a failure to develop the Town’s standing as the Community and Service Hub of the wider Romney Marsh.</p>
<p>Refurbish the Existing Sports Pavilion and The Assembly Rooms</p>	<p>As detailed above, there is little to no scope to refurbish the interior of the Assembly Rooms to such extent as could provide a suitable venue to cater for the large-scale events for which there is currently no community provision within the Town. There is scope to re-decorate the Assembly Rooms to a higher standard whereby it could then be promoted for alternative uses, such as wedding ceremonies (noting the period features of the main (small) hall space) – which could then be linked to a new build, state of the art, large events venue for the</p>

	<p>ensuing wedding reception. Other alternative uses, such as small-scale exhibition space, could also be promoted. However, there would still remain the need for a new, larger community facility – as, without it, the result would be as per that above (Do Nothing).</p> <p>Again, as detailed above, whilst it may be possible to substantially renovate the existing sports pavilion, the age and nature of the construction of the building would mean that this would, in itself, incur substantial capital investment. Despite such investment, there would not be scope to incorporate the additional facilities that would be required by the Football Association to enable the club to continue to progress up the leagues with its on-going success and nor would there be scope to adapt the building adequately to meet the full requirements for equality and accessibility. To achieve this would require extension in addition to refurbishment and due to the poor condition of the existing building, this would not be a cost-effective option and it would, in fact, be more financially prudent to demolish and re-build. Therefore, a simple refurbishment of the existing sports pavilion would, again, have the same result as per above (Do Nothing).</p>
<p>Provide a New-Build Sports Pavilion Only</p>	<p>Whilst provision of a new-build sports pavilion would, in fact, achieve the aim of supporting and promoting improved health and well-being, improved inclusivity and continued local football development, it would not resolve the identified need for a large, state of the art community facility which can cater for large-scale community and private family events as well as clubs, groups and organisations and thereby bring members of the community together in a wide range of activities. With no suitable site readily available to the Town Council for a separate new-build community facility without incurring further costs in respect of land purchase and noting the fact that two separate facilities would incur substantial additional capital and on-going costs which would not be financially sustainable, this option would only address one half of the two identified priorities in terms of local need.</p>
<p>Provide a New-Build Sports Pavilion and Community Hall</p>	<p>The Town Council owns the land on which the existing sports pavilion stands. Furthermore, this is a substantial land parcel laid out as a sports field which is primarily used for football but also caters for cricket and can cater for other outdoor sports. The large green space provides for a very attractive vista and the land fronts onto a main thoroughfare, providing easy vehicular and pedestrian access. Taking these points into account, it would seem clear that not only is this the only suitable site for a new sports pavilion – being as this land is the base for the Town’s very successful and ambitious football club as well as its Cricket club – but it would also be the ideal site for a new community hall facility. The location is very central within the parish of New Romney and, in fact, sits nicely within an area that accommodates the Marsh Academy and Community Hub opposite, a local nursery school adjacent and a community clinic alongside that, so with the potential development of a high quality, state of the art community hall and sports pavilion, this project would complete what can be described as the ‘Community Hub of New Romney with a focus on Health and Well-being’, whilst also serving to build on the Town’s status as the service hub of Romney Marsh. Bearing in mind that it is important that any impact on the sports field itself is kept to a minimum, a combined sports pavilion and community hall facility built over two floors would succeed in meeting the two key priorities in terms of community need whilst retaining maximum open space within the Town and, in fact, promoting wider use of that open space,</p>

	<p>in particular, in terms of local football development. It would provide a facility that will, indeed, improve the local community infrastructure and the local environment, making it a better place to live, work and visit. Furthermore, it will support and promote community cohesion and improved health and well-being through engagement in a wide range of community events and activities that will take place there, in particular, through providing capacity for much larger-scale community events. This option requires substantial capital outlay but would provide a 21st century facility that would serve the Town for many generations to come and, with the local football club and the adjacent nursery school providing the basis of a stable, regular income and the ability of the Town Council to offset costs through its precept (as can be demonstrated through the financial projections within this business plan), a sustainable facility that will become the hub of the community.</p>
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Ranking of Options Appraised

The above options have been scored on a scale of 1 to 4 with 1 being the lowest score (ie least beneficial) and 4 being the highest score (ie most beneficial). It can be seen that the option with the highest overall score is for a new-build combined community hall and sports pavilion facility, which reinforces the Town Council’s decision to progress this project.

	Do Nothing	Refurbish Sports Pavilion and Assembly Rooms	New-Build Sports Pavilion	New-Build Combined Sports Pavilion and Community Hall
Cost of Development	4	3	2	1
Ease of Development	4	3	2	1
Opportunity to Involve Local People in Development	1	2	3	4
Most Likely to be Used by Local Community	1	2	2	4
Potential for Long-Term Benefits	1	2	3	4
Opportunity for Diversification of Activities / Future use of Facility	1	1	1	4
Attraction of Facility to External Users	1	2	3	4
Most Likely to Attract Funding	1	2	3	4
Shortest Timescale	4	3	2	1
Lowest Running Costs	4	4	2	1
Total Score:	22	24	23	28

Evidence and Analysis of Need

Consultation 1 (2013):

Following the sale of land owned by the Town Council, consultation took place in 2013 with local residents regarding a Draft Capital Spending Plan, the majority of respondents indicated a desire for a new Community Hall and Sports Pavilion. This project was, therefore, subsequently adopted within the Council's approved Capital Spending Plan.

Consultation 2 (2014):

Later, in 2014, an initial small-scale consultation took place with community Stakeholders with a view to ascertaining the general feeling about such a development and, if positive, what was considered to be essential in ensuring that any new facility would cater for the widest possible needs.

Whilst this was, in the end, a small group of consultees – its setting up was publicised throughout the Town and representatives had been invited from all local clubs, groups and organisations. The Stakeholder Group also included representation from the Town, District and County Councils – all of whom would be involved in such a project at some stage during its development.

Consultation 3 (2015):

The initial feedback from this Stakeholder group was very positive and through the group, an initial 'wishlist' of requirements for the proposed community facility was developed. Public consultation was then undertaken in 2015 (via 10 'drop-boxes' with questionnaires / pens strategically located around the Town and Coast Wards for the Parish), the result of which was that local residents were very much in agreement with the Stakeholder Group's opinions regarding provision within the proposed facility, as follows:

'Proposed Community Hall /Sports Pavilion – Analysis of Response to Initial Public Consultation (August 2015)

	0-18	19-25	26-64	65+	Non Age-Specific	Total
Male	7	7	47	29	1	91
Female	7	14	70	19	1	111
Male with Disability	-	-	4	5	-	9
Female with Disability	1	-	7	7	-	15
Gender un-disclosed	-	-	2	2	4	8
Total	15	21	130	62	6	Total Responses 234

The above data shows that of 234 completed questionnaires received at that time, there was a fairly even split between the genders:

100 Male

126 Female

8 Un-disclosed Gender

There was also a good spread between all age groups:

Under 25yrs: 36
 25-64yrs: 130
 65+ yrs: 62

Of the 234 respondees, 24 considered themselves to have some sort of disability – just over 10% of the total.

The public consultation questionnaire put to the public the key facilities that the Stakeholder Group agreed any new Community Hall / Sports Pavilion should provide. Members of the public were asked to show whether they agreed or disagreed. Responses were as detailed below:

Question	Yes	No	No Strong Opinion
Do you agree with the building of a new Community Hall/Sports Pavilion ?	229 97.9%	5 2.1%	0
If Yes, Please indicate which of the following facilities should be provided:			
General Facilities:			
Large Main Function Hall	210 89.8%	2 0.9%	22 9.3%
Stage for theatre productions/concerts/presentations etc.	165 70.5%	27 11.5%	42 18%
Smaller Meeting/Function Room	186 79.5%	13 5.5%	35 15%
Kitchen	210 89.8%	1 0.4%	23 9.8%
Adequate Storage Space (for tables, chairs, equipment)	213 91%	2 0.9%	19 8.1%
Toilet Facilities	221 94.5%	0 0%	13 5.5%
Ample Parking	211 90.2%	3 1.3%	20 8.5%
Attached Outdoor Play Area	175 74.5%	20 8.5%	39 17%
Fully Disabled Accessible (including hearing loop)	209 89.3%	1 0.4%	24 10.3%
Good Lighting/Adequate Windows	209 89.3%	1 0.4%	24 10.3%
Visual Gallery (ability to display local art)	139 59.4%	42 18%	53 22.6%
Sports Facilities:			
4 x Changing rooms complete with showers and toilets	200 85.5%	7 3%	27 11.5%
2 x Officials' Changing rooms complete with shower/toilet	178	11	45

	76.1%	4.7%	19.2%
<i>Small Officials' Meeting Room/Medical Treatment Room</i>	184 78.7%	9 3.8%	41 17.5%
<i>Storage Space for Sports Equipment</i>	195 83.3%	8 3.4%	31 13.3%
<i>Lockers</i>	185 79%	14 6%	35 15%

It was evident from the above data that public opinion clearly reflected the opinion of the Community Hall / Sports Pavilion Stakeholder Consultation group in respect of the type of provision that should be incorporated into the proposed Community Hall / Sports Pavilion building.

Public opinion in favour of the various aspects of provision fell in every case between 70% and 98% agreement, except in the case of providing a visual gallery, which had a lower percentage of agreement of just below 60%.

It was, therefore, noted that, if the Town Council was to seek ways of reducing costs due to limited funds being available, it would be prudent to look at which aspects of provision were most important to members of the local community and to aim to consider cutting any items that appeared to be less important. However, it was evident from the above data that all of the suggested areas of provision were important in the opinion of the local population sampled and it would, therefore, be important to try to incorporate as many as possible of the suggested areas of provision into any new build. In the case of making provision for some sort of visual gallery, it was noted that this would not necessarily, in fact, attract any additional costs as it could be as simple as retaining an area of clear wall space for displaying hanging art works and this may be something that members of the public did not quite recognise when voicing their opinion in respect of a visual gallery.

In addition to areas of provision detailed above and in regards to which members of the public were consulted, several responses included additional suggestions which would, in fact, be important to include but which had been overlooked and some further suggestions which would be worthy of consideration at such time as any designs for the proposed building were being sought, perhaps as optional extras, should the budget allow, for instance.

Suggestions that were deemed at that time to be important to consider were as follows:

Baby-Changing Facilities – this is in fact an important facility, which should not be overlooked. However, it may be sensible to consider a separate baby changing area as opposed to inclusion in a disabled toilet facility or ladies toilet facility as this does cause an element of exclusion.

Size of main hall should be of adequate dimensions to incorporate such activities as larger private functions, including larger-scale wedding receptions and parties and larger audiences for amateur theatre productions / indoor concerts and any such activities as may need a larger indoor space – such as indoor archery.

Adequate sound-proofing in respect of the main hall.

External security lighting / CCTV

Suggestions that were deemed at that time to be worthy of some consideration, should budget allow, were as follows:

Veranda / Outdoor viewing area – for spectators of outdoor sports

Bar – stocked or un-stocked: this would require serious consideration as a stocked bar would incur a large on-tail of costs due to the necessity of an employed steward and licensing etc as well as purchase of stock, whereas an un-stocked bar facility would enable hirers to serve alcohol subject to obtaining any necessary licence if intending to sell and would not incur the afore-mentioned on-going costs.

Provision of a range of outdoor amenity seating (benches / picnic benches) and cycle racks

Screening facilities / theatrical lighting bar

Large entrance porch to accommodate visitors waiting for entry in inclement weather

Provision of wi-fi access

It was also deemed at that time to be important to note that the existing Maude sports pavilion was so-named, due to having been gifted to the Town of New Romney by the Maude family. Any new building that would result in the demolition of the existing Maude Pavilion should potentially incorporate the Maude name into its title.

Furthermore, should any new building result in the demolition of the existing Community Hall in Station Road, the memorial stones embedded in the external walls should be salvaged and incorporated into the exterior or interior walls of the new building.

Within responses received through public consultation, it was evident that the Seashells Nursery, which currently tenants the existing Community Hall, was a much-valued Community resource and should not be omitted from being able to use the new facility or, alternatively, should be able to continue to exist in its current location. If it was possible to avoid building on the location of the current Community Hall building, this would be the best solution for retaining the nursery provision as it would not raise all the difficulties for the nursery that would be involved in using a building which must also be made available to other users to ensure that it remains financially viable, whereas the current building was still in a very serviceable condition and provides the nursery with the exclusive use that it really requires to run its business effectively.'

Consultation 4 (2016):

Having clearly evidenced the desire for such a project and the scope of its required provision, further large-scale public consultation was then undertaken in 2016 to reinforce evidence of this desire and need and for potential usage. Consultation was undertaken by questionnaire delivered via Royal Mail door to door to every address in the TN28 postcode together with a postage paid reply envelope for the return of responses to the Town Hall. This method of consultation resulted in a much higher response rate, the result of this was an overwhelming desire for the project to be progressed and clear evidence of need and potential use, as follows:

'Community Hall / Sports Pavilion Large-Scale Consultation - Analysis of Responses (December 2016)

Q1) Do you think that you will use the proposed new Community Hall / Sports Pavilion once it is built?

TOTAL RESPONSES TO Q1 = 1422

	U18YRS	18-25YRS	26-65YRS	66+YRS	TOTAL YES / NO	TOTAL YES / NO IF INCORRECTLY COMPLETED RESPONSES INCLUDED
YES	97	42	404	367	910 YES = 87%	(1197 YES = 84%)
NO	8	7	65	57	137 NO = 13%	(221 NO = 16%)

DISABLED?	136 RESPONDEES
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INCORRECTLY COMPLETED	U18YRS	18-25YRS	26-65YRS	66+YRS	No Age Group Indicated
YES	1	7	44	51	184
NO	1	3	12	12	56

ABUSIVE RESPONSES (DISCOUNTED)	U18YRS	18-25YRS	26-65YRS	66+YRS
YES				
NO			4	

Q2) How do you think you will use the proposed new Community Hall / Sports Pavilion once it is built? (Tick all that apply*)

	U18YRS	18-25YRS	26-65YRS	66+YRS	TOTAL / % OF RESPONSES	TOTAL IF INCORRECTLY COMPLETED RESPONSES INCLUDED
FAMILY PARTY	75	32	231	111	449 = 49%	613 = 51%
WEDDING RECEPTION	41	25	122	42	230 = 25%	318 = 27%
PRIVATE FUNCTION	55	30	224	221	530 = 58%	672 = 56%
FOOTBALL MATCH	44	17	61	31	153 = 17%	226 = 19%
FOOTBALL PRACTICE	45	14	50	15	124 = 14%	183 = 15%
CRICKET MATCH	17	11	29	23	80 = 9%	127 = 11%
CRICKET PRACTICE	18	9	23	11	61 = 7%	95 = 8%
CONCERT PERFORMANCE	54	24	237	201	516 = 57%	680 = 57%
PANTOMIME	73	17	224	150	464 = 51%	588 = 49%
ATTEND A CLUB / GROUP	73	22	265	204	564 = 62%	723 = 60%
COFFEE MORNING	16	10	172	178	376 = 41%	519 = 43%
CRAFT FAIR	29	16	241	214	500 = 55%	676 = 56%
TABLE SALE	24	15	206	191	436 = 48%	601 = 50%
COMMUNITY MEETING	23	11	197	195	426 = 47%	560 = 47%
SOCIAL EVENT	46	32	286	207	571 = 63%	736 = 61%
FUNDRAISER EVENT	42	23	240	159	464 = 51%	611 = 51%

INCORRECTLY COMPLETED	U18YRS	18-25YRS	26-65YRS	66+YRS	No Age Group Indicated	TOTAL
FAMILY PARTY	0	6	28	17	113	164
WEDDING RECEPTION	0	6	18	10	54	88
PRIVATE FUNCTION	0	6	27	19	90	142
FOOTBALL MATCH	1	5	12	7	48	73
FOOTBALL PRACTICE	0	4	5	6	44	59
CRICKET MATCH	0	2	8	6	31	47
CRICKET PRACTICE	0	1	2	4	27	34
CONCERT PERFORMANCE	1	5	29	34	95	164
PANTOMIME	1	4	20	21	78	124
ATTEND A CLUB / GROUP	0	4	23	32	100	159
COFFEE MORNING	1	2	23	34	83	143
CRAFT FAIR	0	3	32	37	104	176
TABLE SALE	0	2	28	33	102	165
COMMUNITY MEETING	0	2	18	33	81	134
SOCIAL EVENT	2	5	30	25	103	165
FUNDRAISER EVENT	1	4	24	31	87	147

Q3) IF any of the following activities could be made available at the proposed new community hall / sports pavilion, which do you think you would be likely to participate in? (Tick all that apply*)

	U18YRS	18-25YRS	26-65YRS	66+YRS	TOTAL	TOTAL IF INCORRECTLY COMPLETED RESPONSES INCLUDED
JUDO	31	9	28	7	65	72
TAI CHI / YOGA	20	12	132	86	250*	289*
INDOOR ARCHERY	37	16	107	55	215*	248*
INDOOR CURLING	23	8	64	51	146*	169*
DISABILITY SPORTS	6	4	7	14	31	46
BRIDGE / WHIST CLUB	5	2	31	49	87	108*
BALLROOM DANCING	12	7	112	87	218*	248*
BALLET	24	3	14	10	49	51
FENCING	24	9	34	14	79	87
WRESTLING	17	3	11	7	38	41
PACK HOLIDAY VENUE	19	3	18	17	57	66
KIDS' HOLIDAY CLUBS	66	5	55	23	149*	166*
DISABILITY SOCIAL CLUBS	11	5	22	41	79	92
COMMUNITY CHOIR	10	6	68	54	138*	167*

INCORRECTLY COMPLETED	U18YRS	18-25YRS	26-65YRS	66+YRS	No Age Group Indicated	TOTAL
JUDO	1	1	2	3	0	7
TAI CHI / YOGA	1	2	18	11	7	39
INDOOR ARCHERY	0	0	13	14	6	33
INDOOR CURLING	0	0	7	15	1	23
DISABILITY SPORTS	1	1	5	5	3	15
BRIDGE / WHIST CLUB	0	0	4	6	11	21
BALLROOM DANCING	0	0	12	13	5	30
BALLET	0	0	1	1	0	2
FENCING	0	0	6	1	1	8
WRESTLING	0	0	2	1	0	3
PACK HOLIDAY VENUE	1	0	2	3	3	9
KIDS' HOLIDAY CLUBS	2	0	5	3	7	17
DISABILITY SOCIAL CLUBS	0	1	5	6	1	13
COMMUNITY CHOIR	0	0	8	12	9	29

Supplementary Question:

How do you think you will use the proposed new community hall / sports pavilion once it is built – other uses**?

ALL RESPONSES	U18YRS	18-25YRS	26-65YRS	66+YRS	No Age Group Indicated	TOTAL
Music Groups / Lessons / Rehearsals	-	-	2	5	1	8
Gymnastics / Fitness Classes	1	1	19	6	3	30*
Indoor Ball Games inc Badminton, Tennis, Table Tennis	-	-	18	11	-	29*
Exhibitions/Talks /Presentations inc Art, History, Photography	-	-	5	2	1	8
Health Education and Adult Education Classes	-	-	20	15	1	36*
Film Club / Community Cinema	-	-	5	1	1	7
Amateur Dramatics Group	1	-	5	1	1	8

** NB: The above table indicates a range of further uses that members of the public would like to see made available at the new facility - if possible - and represents data collected from ALL responses, including both correctly and incorrectly completed pro-forma.

Further suggestions were made. However, each of the additional suggested uses totalled less than or equal to 5 and have not, therefore, been recorded in the above table as they could not be perceived as being widely desired uses

It was evident from the collated data above that there was an overwhelmingly positive response to the proposal that the Town Council progress the development of a new community hall and sports pavilion for use primarily by clubs, organisations and individual members of the public resident in New Romney but also, being the Service Hub for Romney Marsh, also by clubs, organisations and individuals resident within the wider Romney Marsh.

Some important points were again raised by consultees that it was deemed should be taken into consideration as the Community Hall / Sports Pavilion project progresses, as detailed below:

- The design should take into account any anti-vandal measures that can be incorporated to reduce the risk of not only vandalism to the new facility but also of anti-social behaviour taking place within the vicinity of the new facility.
- The design should incorporate accessibility measures in order that it can be available for all groups and individuals.
- Adequate parking provision should be allowed for within any design in order that there is adequate facility to cater for larger-scale events without impacting on traffic accessibility via Station Road.
- A bar facility should be included to provide an income generator and a facility for individuals to serve beverages for private functions.
- Use of the new community hall and sports pavilion should not be dominated by football- it should be available for use by everyone.'

It is important to note from responses to Question 2 regarding desired use of the proposed facility that whilst the local football and cricket clubs will, of course, form the 'bread and butter income' for the new facility – along with the adjacent nursery school facility - the desire of local residents is for community and private use of the new facility to be freely available. It is clear, therefore, that a strong focus must be placed on ensuring that the community hall space is adequate to meet the needs of the local community and made available for use by all. This is an element of the project that has been considered seriously not only within the design process but also within the development of the relevant business plan for the project.

The outcome of the Community Hall and Sports Pavilion Consultation in 2016 was that there is overwhelming evidence of need and desire for this proposed facility.

In light of the positive response to public consultations, the Town Council is, therefore, confident that it has the support and, indeed, the mandate of the local community to progress this project through to completion.

Consultation 5 (2018):

Further well-publicised consultation took place in the form of a series of public engagement events which took place in May 2018, involving presentations and question/answer sessions for stakeholders and local residents over a three-day period. All participants were able to meet with members of the Design Team and engage with them on a one to one basis.

Consultation 6 (2018):

An expansive consultation was then distributed to 4200 properties via Royal Mail with all local residents and businesses will take place during August & September 2018 to assess ongoing support, encourage local private and business donations and to seek endorsement of the Council's intention to apply for a Public Works Loan in the event of any funding shortfall. The pack included: Summary document, Consultation re Public Works Loan, Comments Form, Inactivity Questionnaire and Voluntary Sponsorship or Donation Form.

December 2018 update:

The results of the extensive consultation that took place in August/September 2018 have been collated. The results confirmed that there is local support for the Public Works Loan and the project as a whole. Further detailed analysis can be found below:

Funding Consultation August/September 2018 Responses

Information was provided to local residents to reiterate the basic project outline and to explain the potential financial impact of taking out a Public Works Loan Board loan to finance any funding shortfall in respect of the proposed Community Hall and Sports Pavilion (which is intended to be sited at the frontage of Station Road Sports Field) should it not be possible to fund the project fully within the relevant funding window through enabling development, Town Council Capital ring-fenced for this project and grant funding.

Local Residents were then asked to indicate their agreement – or otherwise – to the Town Council taking out a PWLB Loan by ticking ONE of the options below:

YES – I agree that the Council should take out a PWLB loan to ensure that local residents are provided with a much needed and much desired, state of the art, new community hall and sports pavilion

NO - I do not agree that the Council should take out a PWLB loan to ensure that local residents are provided with a much needed and much desired, state of the art, new community hall and sports pavilion

TOTAL RESPONSES TO THE QUESTION RECEIVED = 314 Papers / 332 Individuals*

**Whereby two or more names were clearly listed on any response, these were counted as individual responses.*

A further 14 papers / 15 individuals indicated a response to the consultation but were received after the 17/09/2018 deadline (but by the end of the week commencing 17/09/18).

	Age Not Indicated	18-25YRS	26-65YRS	66+YRS	<u>TOTAL YES / NO</u>	TOTAL YES / NO IF LATE RESPONSES HAD BEEN INCLUDED
YES	56	-	74	84	214 YES = 64.5%	(227 YES = 65.4%)
NO	47	-	31	40	118 NO = 35.5%	(120 NO = 34.6%)

DISABLED?	43 RESPONDEES
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NB: A further 20 Papers / 21 individuals returned the questionnaire but did not indicate ANY response at all to the question. These have, therefore, been discounted.

SUMMARY:

It is evident from the collated data above that there was a clearly positive response to the proposal that the Town Council should proceed to secure a Public Works Loan Board loan to ensure the completion of the Community Hall and Sports Pavilion project should it be necessary to do so.

The ratio of 64.5% to 35.5% is, in fact, approximately 2:1 in favour of taking this action.

Had the small number of late responses also been included in the count, the ratio in favour of this action would, in fact, have further increased slightly. Those responses were not, in fact, included in the final count (and are only shown for illustrative purposes and completeness of the consultation analysis), since it is a necessary requirement that consultation is for a defined period in order that the results represent a true outcome, despite any potential postal delays or suchlike that may have affected responses being received by the published deadline.

CONCLUSION:

Submission of an application for a PWLB loan was previously agreed, in principle, by resolution of the Town Council - subject to a positive response to public consultation. In light of the positive response to consultation in respect of this matter, as detailed above, the Town Council can now progress towards submission of an application, subject to necessity and noting that any final draw down should be confirmed following an agreed funding window within which grant funding is to be sought.

Next steps will be for the Town Clerk to liaise with KALC and the DCLG to confirm the process going forward and the required resolution wording. Once this information is available, the Town Council can formalise and finalise this matter.

General Comments received alongside the afore-mentioned consultation were analysed and it was noted that the greatest level of comments received showed that this project is viewed as a 'much needed facility, excellent addition to the town and long overdue'.

A Health and Well-being Questionnaire was also issued to all local residents in August/September 2018 and it was evident from the responses received that whilst it would appear that more people in the local area participate in some sort of physical activity than do not, at least one third of local residents (if the data is extrapolated out) probably do not participate in any kind of physical activity at the moment.

Furthermore, it would appear that over half of local residents (if the data is extrapolated out) do not participate in any sort of social activity.

This would suggest that there is clear room for improving the physical and mental well-being of local residents through provision of a new community facility that caters for a wide range of clubs, organisations and activities as well as the simple activity of bringing family and friends together socially (private hire). The development of a new community hall with sports changing facilities below (sports pavilion) is such that can be used to work towards the aim of improving local health and well-being both through social prescribing (see comments from the Chair of the South Kent Coast Clinical Commissioning Group (above)) and general participation alongside the simple aim of widening the choices of local activities available to participate in as well as providing a high quality, modern and affordable function space that the area currently lacks.

What became evident from the data received is that the key elements for encouraging greater participation of local residents in any **physical activity** are: affordability; local facilities; nice, modern facilities. The Town Council aims to provide all of these elements within the proposed new Community Hall and Sports Pavilion.

Furthermore, it also became evident from the data received that the key elements for encouraging greater participation of local residents in **social activity** are: attractive, modern amenities with a café / catering facilities; a variety of clubs, organisations and activities being on offer; local, easy to access facilities. Affordability was not so high on the list in respect of social participation, however, it still contributes to making such activities more accessible to all. Once again, the provision of attractive, modern community facilities that are local and easy to access and which can contribute to social interaction by including a catering kitchen and a bar so that food and drinks can be served are all accounted for within the aims of the Town Council in the development of this Community Hall and Sports Pavilion project. This indicates that the Town Council has, indeed, been working very much in line with the needs of the local community.

Summary of Public Engagement

There has been on-going engagement with the local community over the past 5 years and the response has been overwhelmingly positive and supportive of this project.

It is clear from the collated data that there was strong evidence of need and desire for the proposed development of a new Community Hall and Sports Pavilion. The new facility would bridge the gap in local amenity provision and there was a clear indication that the proposed building would be well used.

Stage One: Following creation of a draft Capital Spending Plan (2013) that identified development of Community Hall and Sports Pavilion as a priority a public consultation took place and the Capital Spending Plan was duly adopted as a direct result of feedback.

Stage Two: A Stakeholder Group was established (2014) involving representatives of local groups and organisations and several meetings took place to discuss the project

Stage Three: Stakeholder Group identified 'wish list' by potential user groups of facilities desired and additional elements for consideration

Stage Four: (2015) Small-Scale Public Consultation (234 responses) confirmed majority agreement with 'wish list' identified at stage one

Stage Five: (2016) Large-Scale Public Consultation (questionnaire distributed to every address within the TN28 postcode and 1422 responses received) identified continued public desire for this project (87% of responses proffered positive support) and evidenced a wide range of usage potential

Stage Six: (April 2018) Guy Hollaway Architects presentation to Stakeholders (including Nursery, Football Club and New Romney Coastal Community Team) held.

Stage Seven: (May 2018) The Design Team presented updated designs and overall scheme to Stakeholder Group and a 2 day public awareness and consultation event was held to update and engage with local residents

Stage Eight: (August/September 2018) A detailed consultation pack containing multiple questionnaires distributed via Royal Mail to all residents and businesses in the area.

NEW ROMNEY SOCIO-ECONOMIC PLAN

In 2017, New Romney Town Council secured grant funding from the DCLG and Magnox for the development of a Socio-Economic Plan (See Funding Pack Appendix B) that would form a firm foundation for regeneration of the area over the next 20 years. A New Romney Coastal Community Team (NRCCT) was formed which brought together a range of existing and emerging groups that have demonstrated their intention to promote and enhance the cultural and socio-economic characteristics of New Romney and its rural hinterland. The new forum was tasked with creating a strategic vision for the town. Its mission statement is:

'New Romney will be a stronger and more dynamic hub of Romney Marsh; promoting and using its strategic location and unique range of shops, services and attractions to increase investment. It will provide a vibrant focal point for those living, working and visiting the area.'

To that end, four key themes were developed:

- Community and Service
- Tourism and Heritage
- Culture and Leisure and
- Business and Enterprise

The NRCCT worked to develop a Visionary Plan bringing together a range of knowledge and skills from representatives from the Town and District local authorities, the local business community, local schools, charities and other organisations. A full SWOT analysis was undertaken by the NRCCT as well as by students from the local Marsh Academy since it was felt important to involve local youth as they are the future of the Town.

Detailed research was then undertaken and having established the four themes, several projects were put forward for development. A public awareness event was held to raise awareness of the development of the Plan and to encourage engagement with the local community. A total of 62 projects were included in the Plan and these were categorised as Quick Visible Wins, Short, Medium and Longer Term projects. Of those projects, a few were identified as a 'Priority Projects'.

Importantly, **the new Community Hall and Sports Pavilion was earmarked as a key project for development to provide a '21st Century leisure and a central community hub for all residents to use and enjoy.'** It was felt that there was a need to create a strong social community hub with flexibility for a wide range of uses, particularly as the area has been designated as a growth area for the District with significant housing development being planned over the next few years.

Following its most recent meeting, in January 2019, the New Romney Coastal Community Team has issued a letter of support for this long-awaited new amenity, recognising its potential positive impact on the Socio-Economic framework of the Town.

For a full copy of the New Romney Socio-Economic Plan – please refer to Appendix B of the Funding Pack

LINKS WITH WIDER STRATEGIES

- **The English Football Association Strategic Plan 2016-20 and Kent Football Association Targets 2015-19**
 - Sustain and improve the quantity and quality of pitches and facilities throughout Kent:* This project will provide new, state of the art facilities in the form of a brand new pavilion, incorporating team and officials' changing, toilets and showers, lockers and medical room – all to the Football Association's required standards as well as a first floor community hall and rooms with bar and kitchen facilities and a glass-fronted viewing balcony where players and fans can socialise and / or watch games in progress. In addition to this, the project includes the reorganisation of the available open space to incorporate an additional youth football pitch – making provision for continued increasing participation in football.
 - Increase and sustain player participation in all categories – male, female (in particular), youth, adult, able-bodied and disabled – providing flexible, inclusive and accessible playing opportunities for all:* The accompanying Football Development Plan identifies how this objective can be achieved.
 - Develop better players through increasing numbers of coaches qualified to FA Youth Module 3 level:* The accompanying Football Development Plan identifies how this objective can be achieved
 - Improve match day experience by increasing numbers of qualified referees:* The accompanying Football Development Plan identifies how this objective can be achieved.
 - Increasing numbers of volunteers to support increased participation in football:* The accompanying Football Development Plan identifies how this objective can be achieved.
 - Better reflect the demographics of Kent by encouraging a more inclusive football workforce:* The accompanying Football Development Plan identifies how this objective can be achieved.
 - *Improving club administration by promoting innovative online processes:* The accompanying Football Development Plan (See Appendix 1) identifies how this objective can be achieved.
- **HM Government's Sporting Future: A New Strategy for an Active Nation and Associated Strategies – Sport England: Towards an Active Nation and Kent and Medway Sports Board: Towards an Active County**
 - Overall Outcomes of HM Government's Sporting Future: A New Strategy for an Active Nation (2015) aim to improve Physical Well-being; Mental Well-Being; Individual Development; Social and Community Development and Economic Development:* This project will provide new, state of the art facilities that will enable groups of all ages and abilities, able-bodied and disabled, to come together and participate in a wide range of social, physical, entertainment and learning activities in a variety of situations that will foster improved social cohesion and understanding of the needs of others, improved physical and mental well-being through greater participation in physical and social activity and reduced isolation through participation in clubs and groups. It will also provide some opportunity for

additional employment in respect of the management and day to day running of the proposed facility - which will support local economic development.

- Objectives for Sport England's Towards an Active Nation aim to ensure that more people from every background regularly and meaningfully engage in sport and physical activity and developing a more productive, sustainable and responsible sport sector by, amongst other targets, encouraging inactive people to become active and to develop more resilient habits, developing more positive attitudes among young people and encouraging more diverse volunteers as well as developing a more demand-led sport sector that welcomes everyone and increasing diversity in leadership – thereby feeding into the afore-mentioned overall outcomes of the National Strategy: The accompanying Football Development Plan (Appendix 1) identifies how these objectives can be achieved through local football development that will be itself achievable with the new state of the art sports provision that this project will afford the local community, together with the provision of an additional youth football pitch that is to be facilitated within this project.

-Similarly, Objectives for Kent and Medway Sports Board's Towards an Active County also aim to increase participation in sport and support inactive people in becoming active, providing opportunities for children and young people to become active and addressing inequalities in sport by encouraging more diverse participation, volunteering and leadership as well as improving facilities: This project will provide new, state of the art sports facilities that will encourage greater participation in sport and support improved diversity with new provision for girls and women as well as disabled and older people to access the facilities. The accompanying Football Development Plan (Appendix 1) also identifies how these objectives can be achieved through local football development that will be itself achievable with the new state of the art sports provision that this project will afford the local community, together with the provision of an additional youth football pitch that is to be facilitated within this project.

- **Public Health England: Strategic Plan for the next four years – Better Outcomes by 2020**
-Improving health and well-being and reducing inequalities: This project will provide new, state of the art community facilities that will enable groups of all ages and abilities, able-bodied and disabled, to come together and participate in a wide range of social, physical, entertainment and learning activities in a variety of situations that will foster improved social cohesion and understanding of the needs of others, improved physical and mental well-being through greater participation in physical and social activity and reduced isolation through participation in clubs and groups. It will also provide some opportunity for additional employment in respect of the management and day to day running of the proposed facility - which will support local economic development – noting that improvements in economic prosperity support improvements in closing the health gap, since employment in itself supports improved general health and mental well-being. Further, this project will provide new, state of the art sports facilities that will encourage greater participation in sport and support improved diversity in participation with new provision for girls and women as well as disabled and older people to access the facilities. The accompanying Football Development Plan (See Appendix 1) also identifies how these objectives can be achieved through local football development that will be itself achievable with the new state of the art sports provision that this project will afford the local community, together with the provision of an additional youth football pitch that is to be facilitated within this project.
- **Kent Forum: Vision for Kent 2012-2022**
- To grow the economy; to tackle disadvantage; to put citizens in control: Not only will this project provide for some additional employment, going forward, in terms of the

management and general day to day running of the proposed facility but it will also serve to deliver improved local infrastructure that is essential to New Romney and the wider Romney Marsh, particularly in light of New Romney's role as the identified Service Hub for Romney Marsh. This facility will form the focus of the Community and Footballing Hub of New Romney and the wider Romney Marsh. Since the facility will be owned and managed by the Town Council, it will be made available to all at an affordable cost to private hirers and clubs and organisations alike, supported by the good financial management of the Town Council itself and the Town Council's annual precept and thereby tackling disadvantage in terms of access and provision. This project has been based, from the start, on public consultation and feedback and will continue to progress on that basis right through to completion. Public feedback will remain important to the Town Council once the facility is open to the community and in this way, this project has and will continue, going forward, to put members of the local community in control.

- **Kent County Council Strategic Statement 2015-2020: Increasing Opportunities, Improving Outcomes**

- Children and young people get the best start in life and have better physical and mental health; Older and vulnerable residents are safe and supported through feeling socially included; Communities feel the benefits of economic growth by being [in work,] healthy and enjoying a good quality of life through greater social, cultural and sporting opportunities: As per Vision for Kent 2012-2022 above, in terms of meeting the objectives of KCC Strategic Statement 2015-2020, not only will this project provide for some additional employment, going forward, in terms of the management and general day to day running of the proposed facility but it will also serve to deliver improved local infrastructure – in terms of community provision - that is essential to New Romney and the wider Romney Marsh, particularly in light of New Romney's role as the identified Service Hub for Romney Marsh. This facility will also form the focus of the Community, Footballing and Sporting Hub of New Romney and the wider Romney Marsh. Since the facility will be owned and managed by the Town Council, it will be made available to all at an affordable cost to private hirers and clubs and organisations alike, supported by the good financial management of the Town Council itself and the Town Council's annual precept and thereby tackling disadvantage in terms of access and provision. This project has been based, from the start, on public consultation and feedback and will continue to progress on that basis right through to completion. Public feedback will remain important to the Town Council once the facility is open to the community and in this way, this project has and will continue, going forward, to put members of the local community in control.

- **Shepway District Council Corporate Plan 2013-18: Investing for the next generation**

- Boost the local economy; listen to local people support an attractive and vibrant place to live; deliver value for money: In line with these objectives, this project will serve to deliver improved local infrastructure – in terms of community provision - that is essential to New Romney and the wider Romney Marsh, particularly in light of New Romney's role as the identified Service Hub for Romney Marsh. This will not only serve to improve the local economy but also, through the innovative design and sensitive landscaping that is central to this project and the purpose of the facility as a focal point for social, community and sporting activity, it will also serve to support the development of New Romney as an attractive and vibrant place to live. This facility will form the focus of what will be the Community, Footballing and Sporting Hub of New Romney and the wider Romney Marsh. Since the facility will be owned and managed by the Town Council, it will be made available to all at an affordable cost to private hirers and clubs and organisations alike, supported by the good financial management of the Town Council itself and the Town Council's annual

precept and thereby tackling disadvantage in terms of access and provision and providing good value for money to local residents. This project has been based, from the start, on public consultation and feedback and will continue to progress on that basis right through to completion. Public feedback will remain important to the Town Council once the facility is open to the community and in this way, this project has and will continue, going forward, to listen to the needs of local people.

- **Shepway District Council Core Strategy**

-New Romney, incorporating Littlestone on Sea, is identified within Shepway District Council's Core Strategy as a Strategic Town and as the Service Hub for Romney Marsh. According to Core Strategy Policy SS1: District Spatial Strategy, 'the strategic growth of New Romney is also supported to allow the market town to fulfil its potential to sustainably provide for the bulk of [housing,] community infrastructure [and commercial needs] of the Romney Marsh.' As the identified Service Hub for Romney Marsh, the District Council Core Strategy recognises the need to improve the Town's overall infrastructure to provide not only for residents of New Romney but also for residents of the wider Romney Marsh area. This project will serve to deliver improved local infrastructure – in terms of much-needed and much-desired community and sports provision - that is essential to New Romney and the wider Romney Marsh in order to support improvements in social cohesion and general health and well-being of local residents, particularly in light of New Romney's role as the identified Service Hub for Romney Marsh. This project will serve to improve the local economy by way of improving local infrastructure and to some extent providing some extra employment going forward but, through the innovative design and sensitive landscaping that is central to this project and the intended purpose of the facility as a focal point for social, community and sporting activity, it will also serve to support the development of New Romney as an attractive and vibrant place to live. Central to the Service Hub of Romney Marsh, this facility will form the focus of what will be the Community, Footballing and Sporting Hub of New Romney and the wider Romney Marsh.

- **English Football Association Strategic Plan 2016-2020**

-Increasing female participation in football to achieve a doubling of female player base; Flexible, inclusive and accessible playing opportunities for everyone: This project will provide new, state of the art sports facilities that will encourage greater participation in sport and support improved diversity in participation with new provision for girls and women as well as disabled and older people to access the facilities. The accompanying Football Development Plan (Appendix 1) also identifies how these objectives can be achieved through local football development that will be itself achievable with the new state of the art sports provision that this project will afford the local community, together with the provision of an additional youth football pitch that is to be facilitated within this project which will not only increase accessibility to football for children and young people in general but, within that section of the community, to young girls.

- **Kent Football Association Targets for 2015-19**

- Sustain and increase participation levels, including female and disabled participation; Develop better players through increase in qualified coaches; enhance match day experience with 90% of matches being refereed by qualified referees; increase inclusion and diversity in the volunteering / workforce to better reflect Kent demographics: The accompanying Football Development Plan (See Appendix 1) identifies how these objectives can be achieved through local football development that will be itself achievable with the new state of the art sports provision and additional youth football pitch that this project will afford the local community.

LOCAL FOOTBALL DEVELOPMENT DEMAND

This project will lead to sustained participation in adult football in New Romney and the wider Romney Marsh through ability to build on successes and progress through the leagues with new state of the art facilities that meet all requirements of the Football Association, increased participation in female football through new women's and girls' football provision, increased accessibility to football participation for all through new disability football provision and new state of the art facilities that meet all equality and disability requirements and increased participation in youth football through addition of at least one further youth football pitch as part of this project. See appended Football Development Plan (Appendix 1).

PLANNED FOOTBALL DEVELOPMENT GOALS FOR THE PROJECT IDENTIFIED FROM THE NEED ANALYSIS

See appended Football Development Plan (Appendix 1)

PLANNED FACILITIES

New Romney Town Council is planning a state of the art, combined community hall and sports pavilion, built over two floors and designed by award-winning local architect team, Guy Holloway and Associates, to be a statement building at the heart of what will then form the community, health and well-being hub of New Romney. The building will be a large, well-equipped, multi-purpose building to cater for a wide range of clubs and organisations as well as private hire and to provide a wide range of activities and events, including large-scale community and private family events, whilst also providing modern sports changing facilities that meet the requirements of the Football Association and enable long-term football development in New Romney. The building will cost approximately £4,000,000.00 (inc VAT, professional fees and refurbishment of the adjacent nursery school building) and will provide:

- Ground floor team and officials' changing rooms, medical room and circulation space fitted with toilets, showers, benches and lockers – all to meet the requirements of the football association as a minimum. Other ground floor rooms include an office and reception area, plant room, cleaning cupboard, externally accessible DDA compliant toilet.
- A large, all-purpose first floor hall that is suitable for shows, concerts, presentation evenings, dances, parties, weddings, conferences and lectures as well as exercise classes, children's activity clubs and so on. It will have removable staging and will be fully equipped with tables and seating, all of which can be stored away when not in use. The hall will have two flexible dividers to enable multiple consecutive use by different hirers, groups or organisations and optimise potential revenue streams.
- There will be a first-floor bar which, it is envisaged, will be accessible to at least two segments of the main hall when divided for multiple use. There will also be a well-equipped fitted kitchen with a servery and access in to the large main hall.
- On the first floor, there will also be two independently accessible meeting rooms which can be hired by smaller groups or for meetings – which will be of particular interest to those groups that do not need to pay for hire of a substantially larger space and have no need for the bar or kitchen facilities.
- There will also be a furniture store and several smaller storage spaces which can be used by groups hiring the facility as well as toilets and baby changing facilities.
- At first floor level, there will be a large glass fronted viewing balcony from where it will be possible to enjoy watching a football or cricket match or other outdoor sports.

- The building will be equipped with a lift and will be fully compliant with equality and disability legislation.
- The first floor will also be accessible by an interior staircase as well as an alternative external spiral staircase that will enable sports players to access the balcony area from the pitches.
- Car Parking facilities will provide for approximately 40-50 vehicles
- Cycle racks will also be provided to encourage 'active' / 'green' transportation and support improved health and well-being, whilst also benefitting the local environment by encouraging reduced use of motor vehicles

KEY PROJECT PARTNERS AND SUMMARY

New Romney Town Council; New Romney Football Club; New Romney Cricket Club; Baby Seashells Nursery; Shepway Sports Trust.

New Romney Town Council and New Romney Football Club will draw on the expertise of the Kent Football Association and the English Football Association as required in order to ensure the successful development of football in New Romney and the wider Romney Marsh, with the aim of developing New Romney as the footballing Hub of Romney Marsh through the Town's local football club and with the benefit of this new, state of the art sports (and community) facility that is to be provided and managed by the Town Council. The Town Council will also be working closely with New Romney Cricket Club to ensure that the needs of the cricket club are also met in order that the long term continuation – and potential development - of cricket in the Town at this venue is fully accounted for. It will also link this project to the sports development policies of Kent County Council and Folkestone & Hythe District Council, as well as to the policies within the District Council Core Strategy that identify New Romney as the Service Hub for the Romney Marsh and, consequently, the need for improved community infrastructure - such as is to be provided through this project. New Romney Town Council will also collaborate with Shepway Sports Trust, which has evidenced its support for this project via a letter of endorsement – with a view to developing partnership working. The Chairman of the Trust recently wrote that they *'are excited by the prospect of working with this new facility to deliver further sporting opportunities and excellence for the District.'*

The Town Council will also be working very closely with Baby Seashells Nursery to ensure that any impact on this important community service due to the development of the new sports and community facility is minimised. It aims to ensure that, in the longer term, the nursery will benefit in terms of an uplift to the nursery building that will bring it up to standard and assist in enabling this older building to blend in with the new adjacent facility. This will improve the overall appearance of the site as a whole, thereby also minimising the impact on the existing built and open space environment that forms the project site and enhancing the finished environment, thus ensuring that the objective of developing New Romney as a vibrant and attractive place to live will be achieved.

MANAGEMENT AND ORGANISATION

Management Structure:

New Romney Town Council consists of 16 Members, all of whom have a democratic say in the business of the Council. It runs in accordance with its adopted Standing Orders and Financial Regulations (appended hereto – see Appendix 2) and in accordance with all relevant statutory provisions. The Council runs on a Committee Structure whereby Four Standing Committees – with the exception of some limited delegated authority - generally make recommendations to Full Council with any final decisions being corporate. Within this committee structure, a Project Steering Group has been appointed to progress this project through the development phase (Terms of Reference appended hereto – see Appendix 3). The Project Steering Group reports to Full Council and has

limited delegated authority to ensure the project's smooth progress through to fruition – supported by and in regular consultation with appointed key professionals, including Synergy Construction and Property Consultants LLP Project Management Team and Guy Hollaway Architects. However, all major decisions are made by Full Council.

Town Council Clerical Staff, under the leadership of the Town Clerk – who reports to the Town Council via its Personnel Panel in respect of all personnel related matters, are currently responsible for the day to day running of all existing facilities, reporting on a monthly basis to the Council directly or via one of its Committees as appropriate. On completion of the development phase of this project, the resulting Community Facility will also be managed on a day to day basis by the Town Council's Clerical Staff, noting the need to expand the clerical team to deal with the resulting additional workload in respect of bookings and invoicing etc. The Town Council, as a corporate body, will retain the overall responsibility for the running of the new facility and will review routine working practices and procedures regularly and consider any need to adapt and improve – as is currently the case for all other amenities.

The existing Town Council Caretaking Team is managed by the Town Clerk, who reports to the Council's Personnel Panel in respect of all personnel related matters. The Town Clerk will also manage any additional members of the caretaking team that are appointed as a result of this project.

Reporting Procedures:

The Town Clerk and Council Committee Clerks report all relevant matters to Council via the aforementioned hierarchy as appropriate. The Project Steering Group reports the progress of this project directly to Full Council on a monthly basis. On completion of the development phase of this project, all staffing matters relating to staffing of the new facility will be reported to the Council by the Town Clerk via its Personnel Panel – as is currently the case. All matters relating to the running and maintenance of the facility will be reported to the Council by members of the Clerical team via the aforementioned committee hierarchy. Appointed members of the caretaking team will be expected – as is currently the case – to report any maintenance or health and safety issues to the Town Clerk as they arise.

New Romney Football Club will be responsible for delivering the programmes / activities as have been set out in the Football Delivery Plan (See Appendix 1) and for meeting the objectives as are also detailed therein. The Football Club will also be responsible for reporting progress in respect of the Football Delivery Plan to the Town Council on a regular (quarterly) basis.

The Town Council will report progress in terms of delivery of the project build and in terms of the Football Delivery Plan to relevant funders (as may be required by specific funders) and will continue to engage with its stakeholder group and the wider public.

Health and Safety:

New Romney Town Council has a general Health and Safety Policy (appended hereto – see Appendix 4). It also has risk assessments that relate to the variety of business that the Council undertakes. There are currently risk assessments in place in respect of Use of Public Buildings and Use of Public Open Spaces. All risk assessments are reviewed annually and, on completion of this project, the aforementioned risk assessments will be reviewed and updated as may be required to reflect the new facilities.

CDM (Construction, Design and Management) Regulations will cover the construction period in respect of this project and all contractors involved will be required to produce written CDM statements as well as their Health and Safety Policy and Insurance Policy (Minimum £5million). New Romney Town Council has £10million Public Liability Insurance cover in place.

Safeguarding and Child Protection:

New Romney Town Council has adopted a Safeguarding Policy by which all Members and Staff must abide (copy available on request). Any Club, Society or Organisation hiring this facility will be required to provide a copy of its Child Protection Policy where relevant.

Equal Opportunities:

As a Statutory Authority, New Romney Town Council has a statutory obligation to ensure that its business and operations are conducted in a manner so that they are available to all, in accordance with its Equality Statement (appended hereto – see Appendix 5). As this new facility will be a public building, it will be available to all users, regardless of status.

Staffing Requirements:

It is envisaged that an additional member of staff will be required to join the Town Council's Clerical Team within the first 12 months of the opening of the Community Hall and Sports Pavilion in order to deal with bookings and related clerical tasks. It is estimated that 6 to 8 additional hours per week will be required in the first instance, leading to up to 10 to 12 hours in the longer term as take-up in bookings increases. An additional staff member will also be required to join the Council's caretaking team which, it is envisaged, will be a full-time post (potentially combined Steward / Caretaker / Cleaner in the first instance). As bookings increase, a second member of this team will be required with the necessity to separate the role of Steward from the role of Caretaker/Cleaner.

See Financial Plan: Five Year Income / Expenditure projections and Source of Revenue Funding for Staff.

Training and Staff Development Needs:

All appointed contractors are expected to use fully trained and suitably qualified persons to carry out the tasks for which they have been appointed by the Council. Contractors are requested to provide evidence of Public and Employer's Liability insurance, where relevant, and all required CDM evidence.

All Town Council Staff are subject to an annual appraisal process, through which any training needs are identified and addressed. Any new staff members appointed as a result of this project will also be subject to the appraisal process. Members of the Council Caretaking Team are provided with routine health and safety training and any new caretaking staff will also receive relevant in-house or external training, as appropriate.

The Football Development Plan (Appendix 1) sets out training proposals in respect of football coaches and officials.

Legal & Technical:

Ownership – Freehold

The entire area of land known as Station Road Sports Field and Land to Rear of Station Road Sports Field is owned Freehold by New Romney Town Council, including the area of land on which the existing Maude Pavilion and Old Community Hall (Baby Seashells Nursery) currently stand – Land Registry K815301 (details appended hereto – see Appendix 6).

Marketing Plan:

The Town Council will actively market the new Community Hall and Sports Pavilion via its website and Facebook Page, Town Council noticeboards and a new leaflet/brochure which will provide all details of the facilities on offer together with the pricing structure. Copies of the leaflet/brochure will be placed at strategic locations around the Town and wider Romney Marsh area. The Town Council will also aim to utilise the various tourism websites that help to promote the area and its

amenities. The official opening of the new facility will be widely publicised through local and regional media in order to kick-start bookings.

New Romney Football Club will be responsible for marketing the footballing activities that are available as set out in the Football Development Plan (See Appendix 1).

Maintenance Plan Outline / Sinking Fund Projections:

The Town Council has in place an existing Rolling Maintenance Plan which covers all routine maintenance of buildings over a six-year rolling programme. The Rolling Maintenance Plan (appended hereto – see Appendix 7) – which informs the annual budgeting process - will be extended to take account of the new facility on completion. The Town Council operates via its annual revenue budget and ring-fenced Reserve Funds. A new Facilities Management Reserve Fund has already been established in light of this project, with an initial contribution of £10,000.00 (2018-19 precept allocation) and a subsequent contribution of £5,000.00 (2019-20 precept allocation) having been allocated to this fund to defray the cost of managing and maintaining the Community Hall / Sports Pavilion Facility going forward.

Measuring the Success of the Project:

- Provision of a new, state of the art community hall and sports pavilion for use by local clubs, groups, organisations, businesses and members of the community.
- Provision of one additional youth football pitch.
- Increased football participation, increased number of qualified coaches and increased number of qualified referees reported to New Romney Town Council by New Romney Football Club – to be evidenced over a period of 5 years
- Increased participation in a range of sporting and physical activities over a period of 5 years
- Booking of community hall spaces increasing towards capacity over a period of 5 years – reported to New Romney Town Council via routine monthly Clerks reports.
- Variety of community activities and private hire functions evidenced over a period of 5 years
- Varied user demographics evidenced via data gathered through booking questionnaire
- Increase in Partnership Working Opportunities achieved through collaboration with third party organisations

FINANCIAL PLAN

Funding Breakdown for Capital / Revenue Project Costs:

See Cost Plan 7 appended hereto (Appendix 8) for detailed elemental cost breakdown.

Consultant Appointments and Fees:

See appended spreadsheet detailing all consultant and other relevant professional fees (Appendix 9).

VAT:

New Romney Town Council, having taken appropriate professional advice, will be applying for VAT registration, more specifically, for the status of 'Opting to Tax' in order that VAT can be reclaimed in respect of all capital elements of this project. The impact of this is that the Town Council be required to charge for all supplies at the standard VAT rate in the future.

Partnership / Third Party Funding Sources & Evidence: (See Appendix 10)

Funding Source	Funding Potential	Evidence of Funding Applied For / Received
New Romney Town Council Reserve Funds	£630,000.00 + £20,000.00 (EOY 2017/2018) + £8,000.00 (legal fees transfer) £30,000.00 (2018-19) £30,000.00 (2019-20) £15,000.00 (2018-19 U/S allocation) £2,310.00 (Planning Fee Allocation) Local donations - £2,135.00 TOTAL - £737,445.00	Schedule of NRTC Reserve Fund Balances. Funding confirmed
NRTC Capital Income (Facilitating Development)	Circa £1.9 million (subject to caveats and planning consents & conditions)	Copy communications re conditional contract of sale and summary of land valuations
Roger De Haan Charitable Trust	Up to £100,000.00	Application submitted and pending evaluation by Trustees
Kent County Council	Up to £5,000,00	Ward Grant
Sport England / National Lottery	Up to £50,000.00	Applications to be submitted following Planning Submission
Football Foundation	NIL	Meeting with FA – June 2018 - n/a – project too large & FF anti – mixed usage
Magnox (fixtures and fittings)	Up to maximum £10,000	Discussions ongoing. Informal confirmation to support IT & Data systems equipment (PCs,, Monitors, TV display screens, switch panel and structured cabling, electronic white boards etc
Local Businesses / Organisations / Individuals (fixtures and fittings)	Up to £10,000.00 +	<i>Request for private donations or business sponsorship made via August 2018 major consultations. Some expressions of intent already received – 24.08.18 New Reserve Fund set up and £2,135.00 already received from local supporters</i>
PWLB Loan	£500,000.00 - £1,000,000.00	Response to Consultation in August/September 2018 confirmed support for a PWLB loan to address any potential shortfall in funding Minute Ref: 737/2018-19(xii)and(xiii)

VAT Deduction	-20% in re construction and other costs (approx. £550,000.00 to -£660,000.00)	Professional advice received – letter of advice available. Up to £664,000.00 (Cost Plan 7-17/12/18)
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Financial Risk Assessment:

Scoring: 1=Low / 2= Medium / 3=High

Risk	Impact	Probability	Mitigation measures to reduce likelihood of negative impact
Grant Funding not secured	2	2	The project has been well developed with the support of a highly qualified professional architectural and project management team. The presence of a detailed Business Plan will assist in making the case for relevant grant funding applications. Attendance at any appropriate funding workshops and use of any available funding mentor will be taken up to support the application process. NRTC to contribute a substantial percentage of the required sum and financial contingency plan established.
Loss of Capital Income from enabling development	3	1	Highly qualified architect and specialist planning consultant appointed to support project through planning application stage; planning consent in re enabling land ensures availability of development land for sale.
Capital Grants have onerous grant conditions or difficult timescales attached	2	1	Ensure any conditions of grant funding are built into the programme of development and funding strategies.
Construction delays leading to loss of grant	2	1	Careful monitoring and management by highly qualified Project Management Team. Continuous dialogue with funders and financial contingency plan established.
Cost overrun	2	1	Highly qualified Project Management, incorporating Chartered Quantity Surveyor who will have estimated costs and who will be responsible for ensuring the budget remains on target. A contingency sum in the amount of £133,240 has been built in to the overall project budget to assist in meeting any unforeseen construction costs.
Underuse of facility / Project is not economically sustainable	3	1	Public consultation has evidenced a demand for this new facility. New Romney Town Council has undertaken a detailed income and expenditure analysis and, as a service-led organisation, intends to meet any shortfall through the drawing down of its precept. The Town Council will actively market the new facility via a range of methods as detailed in the Marketing Plan to increase bookings and engage users.

Impact of Brexit With Deal	2	2	Continuous monitoring of programme schedule, cost plan and supply chains by appointed Project Management Team and other appointed consultants and contractor(s).
Impact of Brexit Without Deal	3	3	As above and continuous review of project elements to limit potential cost increases.

Planning Consents:

Planning Consent is currently being sought.

Programme of Work:

See appended Spreadsheet for detailed Programme of Work (Appendix 11).

Procurement Route:

Procurement will be undertaken in accordance with the Town Council's Standing Orders and Financial Regulations and the provisions of the European Union Public Sector Procurement Rules. Opportunity to tender will be published on the national Contract Finder website as per statutory requirement as a Local Authority.

Source of Revenue Funding for Staff:

This is to be drawn down via the Town Council's Precept. Established staffing will manage the day to day progress of the project through the development phase – with all specialist matters being dealt with by the Council's appointed Professional Consultants (Project Management Team, Architect, Planning Consultant) for which a budget has been established and costs accounted for within the overall project costs. Additional staffing costs upon completion of the new facility will have been accounted for within the Town Council's stringent annual budgeting process which leads to the setting of the precept.

Capital Interest is currently set aside to cover the cost of additional clerical hours required in progressing this project along with an identified provision within the Council's annual Personnel Budget to a maximum total budgeted amount of £10,000.00 in respect of 2018-19.

A Staffing Provision Reserve Fund has been established to cover any additional staffing costs that may be incurred mid-financial year and prior to completion of the development phase. £3,000.00 has been allocated to date (2019-20 precept allocation).

Projected Programme of Use:

See Football Development Plan (Appendix 1) for projected Programme of use in respect of football participation.

See appended Spreadsheet for projected Programme of Use (Appendix 12) in respect of general hire of the Community Hall and Sports Pavilion Spaces.

Pricing Policy:

The initial pricing structure (appended hereto – see Appendix 13) takes into account other similar facilities within the wider District with a Community focus and aims to reflect the envisaged

combined usages of the ground floor sports pavilion facilities and the first floor community hall and meeting room spaces. Any income deficit, most notably in the early stages of use, will be funded via the Town Council precept.

Current Income and Expenditure and Five Year Income / Expenditure Projections:

An income and expenditure spreadsheet in respect of the Station Road site as a whole (Station Road Community and Sports Hub) for the last three financial years is appended hereto (See Appendix 14). These figures include all activities carried out on the site.

Further appended hereto is a spreadsheet detailing income and expenditure projected over 5 years (See Appendix15) in respect of the afore-mentioned site (now referred to as Station Road Community and Sports Hub), incorporating the new Community Hall and Sports Pavilion facility. New Romney Town Council will meet the revenue deficit and capital and interest repayments on borrowing.

New Romney Football Club in association with New Romney Cricket Club currently hires the existing Sports Pavilion at a substantially beneficial rate in exchange for its on-going maintenance of the Station Road Sports Field to the existing high standard. The Town Football Club will continue to benefit from a substantially reduced hire rate in respect of the new facility (albeit that hire of the new facility will be managed on a new per event/ per meeting bookings system as opposed to the current 364 day hire agreement in respect of the old pavilion) in exchange for continued responsibility for maintenance of the sports field to the existing high standard by the Football Club. (See pricing policy appended hereto – Appendix 13)

Income:

Income from the Baby Seashells Nursery which is situated on the Station Road Community and Sports Hub site has been extrapolated to the year 2020/2021 (by the end of which it is estimated that the building could commence trading) from the present financial year using a 2% uplift year on year as a conservative estimate.

25% discount in re hire fees has been applied to all projected bookings in respect of New Romney Cricket Club – providing grant funding in kind in respect of the Town Club.

25% discount in re hire fees has been applied to all projected bookings in respect of New Romney Football Club - providing grant funding in kind in respect of the Town Club together with a further allowance in the amount of a further 50% discount in respect of sports pavilion only to reflect the Football Club retaining responsibility for grounds maintenance of the Sports Field.

The increase in projected income from football hire reflects the potential small additional income from use of the upper floor Community facilities as part of the bookings - at a token additional £1.00 per hour on match days only and at 25% for other social bookings by the football club - as well as the addition of an extra youth football pitch which will draw in further membership and increase usage.

There is currently no direct income from New Romney Cricket Club as this is an associate member of New Romney Football Club which hires the existing facilities. The projected increase in income from cricket is, therefore, reflective of the fact that the Cricket Club will, going forward, hire the facility directly from the Town Council.

Income generated from the first floor Community Hall facility has been conservatively estimated but it is anticipated that it could be derived from a wide range of sources, including private hire for weddings, parties and suchlike, indoor concerts and other large-scale community events, hire by

clubs, societies and organisations, use for exhibitions, conferences and presentation evenings and so on. The planned 40 to 50 space car park, together with the location of the facility and views over open green space will undoubtedly make this a very attractive venue.

Expenditure:

Current expenditure is limited to routine building maintenance in accordance with the Town Council's Rolling Maintenance Programme and minimal grounds maintenance work, including herbiciding and tree works. This expenditure has been extrapolated to the year 2020/2021 (by the end of which it is estimated that the building could commence trading) using a 3% cost of living uplift year on year.

The chief expenditure on completion of the project build and opening of the Community Hall and Sports Pavilion building will become required staffing costs. Based on the minimum living wage of £10.00 per hour (which is intended to become a national standard), it is estimated that one full-time member of staff will cost in the region of £25,000.00 per annum inclusive of statutory contributions and staff calculations are based on this assumption. Additional costs in terms of business rates and utilities relating to the new building will also be incurred and projected costs have been extrapolated from existing charges relating to similar facilities combined with use of a standard formula with a 3% cost of living uplift applied year on year.

Sustainability of Project:

Station Road Sports Field has been used for the playing of football and cricket over many decades and its sustainability as a recreation resource is based on this historic backdrop and the on-going commitment of New Romney Town Council to continue to provide and improve its public open spaces, leisure and community facilities.

The new Community Hall and Sports Pavilion, via the planning process, will conform to up-to-date building regulations, including disability access requirements. The building will be constructed to BREEAM (Building Research Establishment Environmental Assessment Method) certification standard, ensuring that it is energy efficient and low-maintenance. The aim is to achieve BREEAM rating of 'very good'. The internal layout of changing rooms and provision of ancillary accommodation in respect of the ground floor Sports Pavilion will be compliant with all Football Association requirements. The Sports Pavilion and Community Hall building will be situated immediately adjacent the existing match-standard football pitch. The new building will be economically sustained via its own direct income and income from the Station Road site as a whole (Station Road Community and Sports Hub) and via the Town Council's Precept and any resulting deficits will be managed as previously stated.

The following safeguards will be employed to ensure sustainability:

- Regular reporting to the Town Council and analysis by the Town Council of marketing, bookings and income via reporting procedures/hierarchy as previously detailed above
- Booking questionnaire and feedback form for completion by hirers to ensure facility continues to meet the needs of users
- On-going annual accounting of income and expenditure through the Town Council's stringent annual budgeting process
- Production of an annual evaluation and report to external funders if required

E&OE

All figures used herein are current estimates.

Please note: References in this document to Shepway District Council also mean Folkestone & Hythe District Council following the Council's change of name in April 2018

APPENDICES

Appendix 1: Football Development Plan

Available on request

Appendix 2: Council Standing Orders and Financial Regulations

Available on request

Appendix 3: Project Steering Group Terms of Reference



Appendix 1(iii)(a)

NEW ROMNEY TOWN COUNCIL



Community Hall and Sports Pavilion

Steering Group

Terms of Reference

1. The Community Hall and Sports Pavilion Steering Group shall act as an advisory working party, liaising directly with the Town Council's Town Clerk (Proper Officer) and / or Deputy Town Clerk, all appointed Professionals and all relevant Outside Bodies regarding the progress of the Community Hall and Sports Pavilion Project and reporting directly to Full Council on a regular basis.
2. Membership of the Community Hall and Sports Pavilion Steering Group shall comprise: Councillor Mrs Rolfe, Councillor Tillson, **Councillor Rodriguez and Councillor Thomas** - working together with the Town Clerk and Deputy Town Clerk (New Romney Town Council Capital Projects Team). The term of membership of the Steering Group shall be for the duration of the build project, except in such circumstance as any of the afore-mentioned Councillors no longer wish to stand on this Steering Group or are no longer Members of the Town Council, in which case a replacement Steering Group Member shall be appointed by Full Council at the recommendation of the Town Clerk.
3. The Community Hall and Sports Pavilion Steering Group shall liaise regularly with the Proper Officer, who shall, by resolution of the Council, have specific delegated authority to make all day to day operational decisions and undertake all actions required to progress the provision of a new Community Hall and Sports Pavilion for New Romney, having first consulted with at least

two of the **four** named Councillor Members of the Steering Group in order that a considered decision is always made.

4. The Steering Group shall undertake the following:
 - (i) Sourcing possible avenues of grant funding and investigating opportunities for alternative fund-raising activities
 - (ii) Preparing and publishing public consultation questionnaires as necessary
 - (iii) Drawing up tender and / or quotation specifications
 - (iv) Analysing, scoring and making recommendations to Full Council in respect of quotations / tenders for professional services appointments and building design
 - (v) Liaising with the local Planning Authority and preparing relevant planning applications to be brought to the attention of Full Council for approval.
 - (vi) Liaising with any appointed Project Manager, Contractors and any other relevant Bodies and resolving any day to day operational issues / matters arising during the course of the project (which will not affect any agreed budget, including contingency).
 - (vii) Developing an appropriate and relevant business plan for approval by Full Council

5. Routine operational actions / decisions to be undertaken by the Proper Officer in consultation with the Steering Group shall include but are not restricted to:
 - (i) Completing and submitting grant funding applications
 - (ii) Approving purchase of goods or services within the budget (and any agreed contingency) that is set and reviewed from time to time by the Town Council for the purpose of building a new Community Hall and Sports Pavilion and approving purchase of goods or services which may occur as the result of matters arising during the course of the project up to a maximum amount of £5,000 and for which adequate previously approved contingency budget remains.
 - (iii) Taking any appropriate action in regard to prepared tender / quotation specifications.
 - (iv) Liaising with the local Planning Authority and preparing and submitting relevant planning applications, following approval by Full Council.
 - (v) Liaising with any appointed Project Manager, Contractors and any other relevant Bodies and resolving any issues / matters arising during the course of the project (within any agreed budget, including contingency – and noting point 5(ii) above).
 - (vi) Taking decisions regarding purchase and installation of fixtures and fittings within any agreed budget (including contingency) for same.
 - (vii) To approve payment of all relevant invoices, once received, having first checked that all is in order.
 - (viii) To undertake any such action as may be deemed necessary to ensure the satisfactory completion of the Community Hall and Sports Pavilion Project.

6. Any and all of the actions / decisions identified in point 5 above shall be taken by the Town Clerk / Proper Officer of the Council (or Deputy Town Clerk in her absence), who shall have separate delegated authority to do so, in consultation with at least two Councillor Members of the Steering Group, in order that progress is not hampered.
7. The Steering Group shall bring to the attention of the Town Council any legal documents or other documents which are required to be sealed and / or signed on behalf of the Town Council by resolution
8. The Steering Group shall bring to the attention of the Town Council any matters which may have a negative financial impact for which no budget or contingency has been previously approved or which is in excess of £5,000 whether or not any previously approved budget or contingency fund remains.
9. To report regularly to Full Council regarding progress of the Community Hall and Sports Pavilion Project
10. To report regularly to the Community Hall and Sports pavilion Stakeholder Consultation Group

Approved by Full Council: 7th September 2015

Last Reviewed: 8TH April 2019

Appendix 4: Town Council Health and Safety Policy



Appendix 2(ii) (e)



NEW ROMNEY TOWN COUNCIL

HEALTH AND SAFETY POLICY STATEMENT

1. GENERAL STATEMENT OF INTENT

It is the policy of New Romney Town Council to provide and maintain safe and healthy working conditions within its premises and to provide suitable and safe working conditions for all the Council Staff to carry out their duties as laid down in their respective contracts of employment.

It is the policy of New Romney Town Council to provide such equipment, systems of work, information, training and supervision as is required to ensure the safe running of the council to establish and maintain, as far as is reasonably practicable, safe means of access to and egress from the Council Buildings, as laid down in the present and future policies adopted by New Romney Town Council.

It is the policy of New Romney Town Council to provide and maintain, as far as is reasonably practicable, safe, healthy and hygienic recreational areas and play equipment, allotments and boat hut sites.

It is also the policy of New Romney Town Council to ensure, as far as is reasonably practicable, the health and safety of other people who may be affected by Council activities, even if they are not directly involved in those activities.

The organisation of the Council, allocation of duties and responsibilities for health and safety, together with any particular arrangements put in place to implement this general Policy Statement, will be itemised in subsequent sections of the Policy Document.

This Policy Document will be reviewed annually by the Finance and General Purposes Committee to ensure compliance with any current legislation that is relevant and report back to Full Council. It will be further amended immediately following any changes within the Council organisational structure having a direct bearing on any part of this document.

2. ORGANISATION

The organisation of the New Romney Town Council consists of the Chairperson of the Council, Deputy Chairperson, 14 Town Councillors, the Town Clerk, Deputy Town Clerk, Administration Personnel and Cleaning/Caretaking Personnel.

The Councillors are also members of several Committees, dealing with separate Council business, which report back to Full Council for ratification of decisions taken at regular intervals. These Committees are :

Planning Committee

Amenities Committee

Finance and General Purposes Committee

Personnel Panel

and any other such Committees and/or Sub-Committees/Working Groups that the Council may choose to appoint.

During normal working hours the Town Clerk, or, out of hours, the Chairman of the Council, shall:-

- (a) be the focal point for day to day references on safety and give advice or indicate sources of advice;
- (b) co-ordinate the implementation of safety procedures;
- (c) maintain contact with outside agencies able to offer expert advice;
- (d) ensure that accidents are recorded and reported, if necessary, to the Health and Safety Executive.

All employees and volunteer helpers have the responsibility to co-operate with the Council in the implementation of this Policy Document to achieve a healthy and safe workplace and to take reasonable care of themselves and others who may be affected by their actions, either directly or indirectly, as laid down in Sections 7 and 8 of the Health and Safety at Work Act (1974).

Council Staff shall be responsible for ensuring that the working conditions within their own offices or areas of work are safe and that any perceived danger is dealt with promptly by one or more of the following:-

- (a) correcting the situation;
- (b) removing the perceived danger;
- (c) removing personnel from the perceived danger;
- (d) reporting the risk/danger to the Chairman of the Council;
- (e) limiting the risk/danger.

Staff are expected to observe standards of dress and behaviour consistent with safety and hygiene.

Any health and safety problem that is either not immediately remedied, or could be a re-occurring problem, **must** be reported to the appropriate person **and** recorded in the Health and Safety Record Book situated in the Town Clerk's Office.

All contractors will be approached by either the Town Clerk or Deputy Town Clerk of the relevant Committee regarding the work to be carried out and the safety implications of such work. Risk assessments for all hazardous substances shall be lodged with the Council prior to any work starting on any site owned by the Council. All contractors shall work within the confines of the Health and Safety at Work Act, COSHH Regulations and any other legislation appertaining to the work being carried out.

All contractors must have Public Liability insurance and be qualified to carry out the work they are contracted to do. The Town Clerk / Deputy Town Clerk shall have the authority to have any person failing to comply with this Policy Document removed from the premises.

3. GENERAL ARRANGEMENTS

(i) First Aid and Accident Procedures

First Aid boxes are located within the following Council Buildings:-

Town Hall

Assembly Rooms

There is **NO** medically trained member of staff employed by the Council.

Simple abrasions, grazes and other **minor** injuries will be dealt with by the Administrative Staff. All First Aid boxes are stocked as per most recent guidelines.

Any accident felt to be more serious will be reported to the Town Clerk or Deputy Town Clerk, who will take the required steps.

All accidents will be recorded on the appropriate accident form which may be sent to the Health and Safety Executive.

The address and telephone number of the nearest Doctor and Accident and Emergency Department will be displayed in all Public Buildings.

All persons dealing with First Aid treatment shall wear the protective gloves provided.

All serious accidents shall be investigated promptly by the Town Clerk or Deputy Town Clerk. If circumstances dictate, then external investigators shall also be called in as appropriate.

Suggestions by any member of staff to improve standards of health and safety are welcomed by the Council.

(ii) **Fire Safety**

On suspecting a fire has broken out everyone will evacuate the buildings without waiting to collect personal belongings. Where it is safe to do so, staff will be responsible for ensuring that the doors and windows within their office or work area are closed before leaving. All personnel will leave by the quickest, safest route – this would normally be by the room's external door.

An annual inspection will be made of all Fire Exits and Fire Extinguishers, and a record of inspections kept in the Town Hall.

Fire Drill instructions will be on display in all of the Town Council Buildings, with the exception of Town Hall House whilst tenanted, the Maude Pavilion, which is leased to New Romney Sports Club and the Community Hall, which is leased to Baby Seashells Nursery.

Regular testing will be made of the Assembly Rooms fire alarm system.

(iii) **Chemical Safety**

All chemicals with a COSHH class label used or stored on the Council's premises shall be so used, stored and disposed of in accordance with the COSHH Regulations and any other relevant legislation in force at the time.

The Council's Nominated Officer under the COSHH Regulations is the Town Clerk.

All substances with a COSHH class label will be kept in a secure cupboard store which will be kept locked by a member of staff or other ancillary helper. Safety Data Sheets are to be kept at both the Town Hall and the Assembly Rooms for quick reference.

If new products are required Safety Data Sheets shall be sought and the product(s) used in accordance with the relevant town Council risk assessment.

Protective clothing is available at both the Town Hall and the Assembly Rooms and will be worn as specified when such substances are being used or handled. Staff, other than maintenance or cleaning staff, may only use substances with a COSHH class label when trained in their use, have seen the Safety Data Sheet and have access to the correct Personal Protective Equipment (PPE). Maintenance and Cleaning Staff are responsible for reporting any requirement for additional or replacement PPE.

Any changes in work practice to be documented and the Finance and General Purposes Committee informed.

Any incident involving hazardous substances will be reported to the Town Clerk and Safety Officer immediately.

Contractors using hazardous substances will lodge with the Town Clerk copies of any written assessments and a copy of the inventory of substances brought onto Council premises. This will be done before work commences. These documents will be stored in the Town Hall with the Council's own COSHH records.

(iv) **Management of Asbestos**

The Town Council will be responsible for control procedures concerning the removal of any asbestos or asbestos-related product from its buildings or lands, in liaison with the Environmental Health Department of Shepway District Council and be responsible for registering any asbestos-related product within its buildings or on its lands.

(v) **Housekeeping and Premises**

It is the responsibility of all staff to ensure that free access to Council premises is maintained at all times for Emergency Services and that the Fire Exits are not blocked.

All play equipment on Council property is to be inspected on a regular basis by an approved authority and all recommendations made for improvements to the facilities be implemented as soon as possible within time and budget constraints.

All portable electrical appliances (those not permanently wired to the mains) shall be annually tested in accordance with the Electricity at Work Regulations (1989). The Town Clerk will ensure that all donated equipment is safe and where appropriate seek specialist advice that this is so. All electrical circuits within the Town Hall, Town Hall House, Assembly Rooms, Maude Pavilion and Community Hall will be tested on a yearly basis.

Trees, shrubs and vegetation within the garden of the Town Hall, or within the perimeters of Recreational Grounds or within the cartilage of the Assembly Rooms and the Community Hall are to be inspected and maintained on a regular basis.

General waste shall be disposed of in the sacks provided, and left for collection by Shepway District Council or one of their agents, recycling waste products where possible.

There will be regular testing of staff panic buttons and the security/alarm system.

(vi) **Lone Working**

In respect of Caretaking Staff, lone working is a key element of the role. For that reason, a mobile phone is provided for the added security of those staff.

In respect of Administrative Staff, when it is necessary to undertake lone working at the Town Hall during normal office hours, front and rear doors will be bolted to avoid unexpected entry by persons other than Town Council Staff.

Meetings with contractors, members of the public or representatives from outside bodies held at the Town Hall will be attended by two members of staff where possible and, when this is not possible, the meeting room door will remain open for the duration of the meeting.

Site Meetings with contractors, Members of the Public or representatives from outside bodies will be, without exception, attended by two members of staff.

Clerks attending meetings of the Town Council or its Committees not be left alone in the building following the conclusion of the meeting but will be accompanied by the relevant Chairman or nominated Member until such time as both have exited the building and the building has been locked.

(vii) **Working at Height**

No Council employee shall use a ladder for any purpose or a set of safety steps of greater than three steps if working alone. For use of safety steps which exceed three steps, a second competent person must remain at the base of the steps.

Alternatively, a work platform or podium with safety rails may be used for lone working at height to a maximum platform height of six feet. When working at height the risk assessment which shall first have been undertaken shall be adhered to.

(viii) **Manual Handling**

Manual handling is one of the most common causes of injury at work and causes over a third of all workplace injuries which include work related Musculoskeletal Disorders (MSDs) such as upper and lower limb pain/disorders, joint and repetitive strain injuries of various.

If manual handling of heavy items can be avoided then it should be. In instances when manual handling cannot be avoided, employees shall take necessary steps to avoid injury to themselves and to others.

Where necessary, staff shall mitigate the risk of injury by using equipment to assist, if available (eg. Trolley).

Where manual handling is essential and cannot be done using wheeled trollies or other equipment, it shall be carried out in accordance with the relevant risk assessment which shall first have been undertaken.

(ix) Working with Power Tools

All portable power tools, including petrol garden tools, shall be used only by trained personnel with extreme care, using relevant PPE (Personal Protection Equipment), as necessary, and in accordance with the relevant risk assessment which shall first have been undertaken.

All portable power tools, including petrol garden tools are subject to regular maintenance and checks.

(x) Duties as Landlord to Any Tenants of Town Hall House, Maude Pavilion and Community Hall

As a provider of residential accommodation in the form of Town Hall House, the Town Council will be aware of its responsibilities under the approved Code of Practice with regard to Legionnaires' Disease, and of its responsibilities with regard to Landlord's Gas Safety Records, regular servicing and maintenance of fire extinguishers (Town Hall House only*) and any other requirements that become known to the Council.

* Under the Terms and Conditions of the 364 day tenancy agreements in respect of Community Hall and Maude Pavilion, responsibility for fire safety and fire safety equipment has been formally transferred to the respective tenants.

(xi) Insurance

The New Romney Town Council will undertake to provide adequate insurance cover for its buildings and lands, and for Public Liability. The Town Council will undertake to comply with any stipulations or risk assessment requirements as recommended by its Insurance Company.

4. REFERENCES

- (i) Health and Safety at Work etc. Act (1974)
- (ii) Control of Substances Hazardous to Health Regulations (1988)
- (iii) Electricity at Work Regulations (1989)
- (iv) Reporting of Injuries, Disease and Dangerous Occurrences Regulations (1985)
- (v) Disability and Discrimination Act (1995)

- (vi) Essentials of Health and Safety at Work – HSE 2003
- (vii) Any other such relevant legislation that comes into force from time to time.

NOTES

1. The Chairman = Mayor of the Time
2. Safety Officer = During office hours the Town Clerk, or, in her absence the Deputy Town Clerk, is the Safety Officer of the Town Council.

Recommended by F&GP Committee: 23/11/2009
Ratified: 07/12/2009
Last Reviewed and Amended: 8th April 2019

Appendix 5: Town Council Equality Statement



Appendix 4(iii)(a)



NEW ROMNEY TOWN COUNCIL EQUALITY INFORMATION

Introduction

New Romney Town Council recognises that it functions at a fundamental level of democracy and that its services affect, both directly and indirectly, the lives of all those who work for the Council and all those who visit the Council's various landholdings and properties. The Town Council will seek to ensure that no-one is disadvantaged by the application of other conditions or requirements which cannot be shown to be justified. In doing so, the Council will strive to work within its resources and the appropriate legislative framework.

The Town Council acknowledges that it has a role in the pursuit of opportunity for all and it seeks to work within the context of the Equality Act 2010.

The Town Council acknowledges that certain groups and individuals within society are discriminated against and wishes to declare its commitment to working towards equality in employment and via the delivery of its services. In particular, the Council will work to combat discrimination and to ensure that prospective and present employees and those who may use or wish to use any of its services are not treated less favourably on the following grounds, which are the identified Protected Characteristics as identified in the Equality Act.

The Protected Characteristics are:

- Age
- Disability

- Gender Reassignment
- Race
- Religion or Belief
- Sex
- Sexual Orientation
- Marriage and Civil Partnership
- Pregnancy and Maternity

Age

Individuals of any age or apparent age are protected from discrimination. Less favourable treatment of a person because of age is not lawful. From 6th April 2011, retirement of an employee by the employer constitutes age discrimination unless it can be justified as a proportionate means of achieving a legitimate aim. There are some key exemptions: minimum wage levels, benefits of service provisions - such as holiday entitlement and statutory redundancy pay.

Disability

Section 6 and Schedule 1 to the 2010 Act relates - a person is disabled if they have a physical or mental impairment which has a substantial and long-term adverse effect on their ability to carry out normal day to day activities (for example using a telephone, walking, lifting, and reading). An impairment is long-term if :

- it has lasted for at least 12 months,
- it is likely to last for at least 12 months, or
- it is likely to last for the rest of the life of the person affected.

The Equality Act 2010 (Disability) Regulations 2010 (the 2010 Regulations), issued pursuant to the 2010 Act came into force on 1 October 2010. The 2010 Regulations confirm that those certified as blind, severely sight impaired, partially sighted, or sight impaired by a consultant ophthalmologist will be deemed to have a disability. They also confirm that persons with cancer, HIV infection or multiple sclerosis are deemed to have a disability.

The 2010 Regulations confirm a number of exemptions of groups of people who do not fall within the category of disabled. These include, for example, people suffering from an addiction to alcohol or nicotine. Notably pursuant to section 13(3) of the 2010 Act, if a person (e.g. an employer or a service provider) treats a disabled person **more favourably** than a non-disabled person, this does not constitute direct discrimination.

The Equality Act 2010 protects disabled persons from discrimination; this includes a duty on employers to make reasonable workplace adjustments to prevent disabled employees and job applicants from being placed at a disadvantage compared to non-disabled people. An example of a reasonable adjustment may be a special type of chair for a disabled employee with a back condition.

The Town Council, as the Employer, has a duty to make reasonable adjustments but can decline to make adjustments that it considers to be unreasonable, viz:

- Will the proposed adjustment resolve the problem?
- Is it a practical solution?
- How much will the overall cost be in making the change and is it affordable?

These reasonable adjustments may include some of the following:

- Making adjustments to premises.

For example, structural or other physical changes such as: widening a doorway, providing a ramp or moving furniture for a wheelchair user; relocating light switches, door handles or shelves for someone who has difficulty in reaching; providing appropriate contrast in décor to help the safe mobility of a visually impaired person.

- Altering the person's working hours.

This could, for example, include allowing the disabled person to work flexible hours to enable additional breaks to overcome fatigue arising from the disability, or changing the disabled person's hours to fit with the availability of a carer.

- Allowing the person to be absent during working hours for rehabilitation, assessment or treatment.

For example, if a person were to become disabled, the employer might have to allow the person more time off during work than would be allowed to nondisabled employees to receive physiotherapy or psychoanalysis or undertake employment rehabilitation.

- Acquiring or modifying equipment.

For example, an employer might have to provide special equipment (such as an adapted keyboard for a visually impaired person or someone with arthritis), or an adapted telephone for someone with a hearing impairment.

- Providing supervision.

For example, this could involve the provision of a support worker, or help from a colleague, in appropriate circumstances, for someone whose disability leads to uncertainty or lack of confidence.

Gender Reassignment

Re Section 7 of the Act, gender reassignment is a protected characteristic that applies to a transsexual person who is proposing to undergo, is undergoing or has undergone a process (or part of a process) to change their sex (by physiological or other attributes of sex).

Section 16 of the 2010 Act provides that it is discrimination against transsexuals to treat them less favourably for being absent from work because they propose to undergo, are undergoing or have undergone gender reassignment than they would be treated if they were absent because they were ill or injured.

Race Equality

The Town Council has a general duty to:

- eliminate unlawful racial discrimination.
- promote equality of opportunity.
- promote good race relations between people of different racial groups.

Religion or Belief

Section 10(1) of the Act refers. It does not make reference to a particular religion but it also relates to a lack of religion. The Act does mean that people's faith must be taken account of so that they can for example wear signs of their faith and not be expected to act in contradiction to their beliefs. The belief must be:

- genuinely held.
- a belief - not simply a viewpoint or opinion.
- relevant to weighty and substantial aspect of human life and behaviour.
- able to attain a certain level of cogency, seriousness, cohesion and importance.
- worthy of respect in a democratic society, not incompatible with human dignity and not in conflict with the fundamental rights of others.

Sex

(i) A reference to a person who has a particular protected characteristic is a reference to a man or to a woman.

(ii) A reference to persons who share a protected characteristic is a reference to persons of the same sex.

An example is that to discriminate against a breast feeding woman is unlawful and she could breast-feed in the Council Chamber and in Council meetings.

Sexual Orientation

Section 12 of the Act protects a person's sexual orientation towards:

(i) People of the same sex as him or her (ie a gay man or a lesbian).

(ii) People of the opposite sex from him or her.

(iii) People of both sexes

Marriage & Civil Partnership

Section 8 of the 2010 Act affords protection to people who have or share the characteristics of being married or being a civil partner. By contrast, a person who is engaged, a divorcee or a person whose civil partnership has been dissolved are not protected under the 2010 Act.

Pregnancy & Maternity

S17 of the Act deals with the treatment of pregnant people in non-work situations and covers the period of her actual pregnancy and for the ensuing period of 26 weeks commencing on the day of delivery. Notwithstanding other employment provisions which attach to pregnancy and maternity via a leave etc, S18 confirms that a person discriminates against a woman if, in the protected period as identified above, he/she treats her unfavourably because of:

- the pregnancy
- illness suffered as a result
- the exercising of her rights to compulsory, ordinary or additional maternity leave.

Public Sector Equality Duty

Section 149 of the 2010 Act, which came into force on 5 April 2011, imposes on public authorities (which as specified in Schedule 19 includes principal authorities, parish councils and parish meetings without a separate parish council and, in Wales, community councils) in the exercise of their functions, a duty to take into account:

- the need to eliminate discrimination and harassment, victimisation and any other conduct that is prohibited by or under the Act.
- to advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it.

- to foster good relations between those who share protected characteristics and those who do not.

The protected characteristics of marriage and civil partnership are not covered by the provisions of Section 149.

Equal Opportunity

New Romney Town Council is committed to achieving equality of opportunity both for those who use its services and for the employees who provide them.

Equal opportunities, fairness in the workplace and providing good quality services to the local community are all inter-linked. It is recognised that individuals and groups continue to be unfairly discriminated against and it is the Town Council's responsibility to promote good community relations, equality of opportunity and to tackle unlawful discrimination in all of its forms.

This new and comprehensive statement is to demonstrate the Town Council's whole-hearted commitment to action in tackling inequality. Such action is the responsibility of members and all employees of the Town Council.

Commitment

- To provide services that are equally accessible to all people, as far as is reasonably practicable, free from prejudice and discrimination and sensitive to the needs of all sections of the community.
- Value people and their differences and enable all employees to achieve their full potential, creating vitality within our organisation and the services we deliver.
- Seek to influence the work and contribution of partner organisations from all sectors by ensuring that equality issues and considerations are fully taken into account when developing strategies.
- Work actively towards eliminating all forms of discrimination, both of a direct and indirect nature.
- Seek to encourage partnership and participation in the development and application of council policy and practices.

Policy into Practice

- Ensure that all policies and practices are in line with relevant employment legislation, anti-discrimination legislation and good practice guidelines.
- Integrate equality of opportunity into all aspects of local authority activity.
- Recruit and value a workforce that reflects the make-up of the community.
- Ensure all employees/members understand the values and expectations of the Council and the standards of behaviour that are expected from each of them.
- Make clear the action an employee who feels unfairly treated may take.
- Provide training to relevant employees / members so that they can actively put this policy into practice.
- Provide, where practicable, equal access to all service users and potential service users according to need.

- Give people who use or might use Council services the opportunity to influence the way their needs are met.
- Seek to influence partner organisations in a collective commitment to equality of opportunity.
- Ensure that the Council has policies that result in services sensitive to the needs of all sections of the community.
- Refer to socio-economic data to ensure compliance with the policy, where appropriate.
- Review and evaluate the effectiveness of policy and practice on a regular basis as determined by law.
- Develop a complaints procedure in dealing with alleged contraventions.

In **employment** the aim is to provide a non discriminatory working environment where discrimination, harassment or bullying is unacceptable and which will not be tolerated. Employment policies, procedures and practices will promote equality of opportunity and all decisions regarding recruitment, selection, training, promotion and career management will be based solely on objective and job related requirements.

In **access to services** the aim is to ensure that all those who receive a service from the Council or wish to use a Council service can do so without fear of discrimination or disadvantage.

All people are entitled to be treated fairly, in a consistent manner and with dignity and respect.

Employees & Recruitment

- 1 The Town Council shall provide an environment free from discrimination and harassment and it recognises the contribution made by staff from all backgrounds including from those within the above Protected Groups.
- 2 The Town Council will take account of the provisions of the Equality Act 2010 when recruiting staff. Section 60 of the 2010 Act relates to the recruitment process and specifically covers the enquiries that can be made **before** employment. An employer is not permitted to ask questions about a job applicant's health before offering work or, where not in a position to offer work, before including the applicant in a pool of applicants from whom the employer intends (when in a position to do so) to select a person to whom to offer work. If an employer does ask health questions before a job is offered and subsequently does not offer the person a job, the burden of proof will be on the employer to prove that there was no discrimination. An applicant cannot bring an action solely on the grounds that a prohibited question on health was asked. However the Commission for Equality on Human Rights (CEHR) has powers under the Equality Act 2006 to enforce a breach of these provisions.
3. Advertisements for recruitment will not request applicants from a particular age range; neither will application forms request dates of birth or other age related details.
4. All application forms shall state that the Town Council encourages applications from all, including those from the Protected Groups.
5. In order not to discriminate against younger people, all application material will emphasise the importance of skills and potential, as well as experience.

6. The Town Council will ensure that there is no age discrimination in relation to the dismissal of staff.
7. Any age discrimination shown to staff by other Staff Members, the Public or by Council Members will be treated as a serious offence.
8. A job description and person specification must be drawn up for every vacancy and be provided to all prospective employees. Person and job specifications shall be strictly limited to those requirements which are necessary for the effective performance of the job.
9. Information about job vacancies must be made available to all sections of the community (except in situations where, in line with relevant employment legislation and the Council's Employment Policy, external advertising of vacancies is restricted).

Service Provisions to the Public

1. All Members of the Public will be treated fairly and consistently.
2. All services shall be provided without unlawful discrimination, harassment or victimisation.
3. Those using Town Council properties and facilities will be afforded all possible assistance so as to ensure that they can access these, with special attention being given to those who find it difficult to access facilities on the grounds of their age or disability or other Protected Characteristic.
4. All application forms – including Conditions of Use forms - made to the Town Council shall state that the Town Council will treat all applications equitably and take due consideration of those with Protected Characteristics.
5. All licence and/or lease agreements (including rental / hire agreements) shall refer to this Equality Information statement.

Training and Development Opportunities

1. The Town Council is committed to ensuring equality of opportunity in the development of both its staff and councillors.
2. All employees / members will be supported to undertake the training and development which they need to help them achieve and maintain a high standard of performance and will be given encouragement and support to achieve their full potential.
3. Where employees / members with disabilities undertake training and development, appropriate arrangements will be made as necessary to ensure that all opportunities are equally accessible.

10th April 2017

Issue 2: April 2017 Approved: 10th April 2017

Last Reviewed: 8th April 2019

Appendix 6: Land Registry Title Plan K815301



This is a print of the view of the title plan obtained from Land Registry showing the state of the title plan on 29 July 2016 at 13:04:22. This title plan shows the general position, not the exact line, of the boundaries. It may be subject to distortions in scale. Measurements scaled from this plan may not match measurements between the same points on the ground.

This title is dealt with by Land Registry, Nottingham Office.

[Appendix 7: Town Council Rolling Maintenance Plan](#)

Available on request

[Appendix 8: Current Cost Plan](#)

See separate electronic file

[Appendix 9: Schedule of Consultant Appointments and Fees](#)

Available on request

[Appendix 10: Evidence of Third Party Funding Sources](#)

Available on request

[Appendix 11: Current Programme of Work](#)

Available on request

[Appendix 12: Projected Programme of Use](#)

Available on request

Appendix 13: Provisional Hire Charges/ Pricing Policy

PROJECTED HIRE CHARGES – PER HOUR -- FOR COMMUNITY HALL AND SPORTS PAVILION

Year 1 charges Based on 2018--19 charges for similar facilities with a community focus

	SPORTS PAVILION / PITCHES	MEETING ROOM	HALL 1 (WITH SMALL BAR)	HALL 2 (WITH SMALL BAR AND KITCHEN)	HALL 3 (LARGE HALL WITH FULL BAR AND KITCHEN)
NOT FOR PROFIT ORGANISATIONS	N/A	£6.00	£9.00	£11.25	£15.00
STANDARD RATE	£12.00	£8.00	£12.00	£15.00	£20.00
CRICKET CLUB PREFERENTIAL RATE	£9.00 (--25%)	£6.00 (--25%)	£9.00 (--25%)	£11.25 (--25%)	£15.00 (--25%)
FOOTBALL CLUB PREFERENTIAL RATE	£3.00 (--25% / --50%)	£6.00 (--25%)	£9.00 (--25%)	£11.25 (--25%)	£15.00 (--25%)

Projected **Year 3 charges** based on annual 3% uplift x 2 years

	SPORTS PAVILION / PITCHES	MEETING ROOM	HALL 1 (WITH SMALL BAR)	HALL 2 (WITH SMALL BAR AND KITCHEN)	HALL 3 (LARGE HALL WITH FULL BAR AND KITCHEN)
NOT FOR PROFIT ORGANISATIONS	N/A	£6.37	£9.55	£11.94	£15.91
STANDARD RATE	£12.73	£8.49	£12.73	£15.91	£21.22
CRICKET CLUB PREFERENTIAL RATE	£9.54 (--25%)	£6.37 (--25%)	£9.55 (--25%)	£11.94 (--25%)	£15.91 (--25%)
FOOTBALL CLUB PREFERENTIAL RATE	£3.18 (--25% / --50%)	£6.37 (--25%)	£9.55 (--25%)	£11.94 (--25%)	£15.91 (--25%)

Projected **Year 5 charges** based on annual 3% uplift x 2 years from Year 3

	SPORTS PAVILION / PITCHES	MEETING ROOM	HALL 1 (WITH SMALL BAR)	HALL 2 (WITH SMALL BAR AND KITCHEN)	HALL 3 (LARGE HALL WITH FULL BAR AND KITCHEN)
NOT FOR PROFIT ORGANISATIONS	N/A	£6.76	£10.13	£12.67	£16.88
STANDARD RATE	£13.51	£9.01	£13.51	£16.88	£22.51
CRICKET CLUB PREFERENTIAL RATE	£10.13 (--25%)	£6.76 (--25%)	£10.13 (--25%)	£12.67 (--25%)	£16.88 (--25%)
FOOTBALL CLUB PREFERENTIAL RATE	£3.37 (--25% / --50%)	£6.76 (--25%)	£10.13 (--25%)	£12.67 (--25%)	£16.88 (--25%)

In order to set a 'reasonable' initial charging rate for the proposed Community Hall and Sports Pavilion, the charges for other similar community--focussed facilities were investigated – including, for instance, Hythe Sports Pavilion, St. Mary's Bay Village Hall, Newchurch Village Hall, Benenden Village Hall as well as the Town Council's own Assembly Rooms. Size and facility comparisons were made and charges set accordingly. It must be noted that all figures are provisional estimates based on expected usage at opening date and, therefore, subject to review and amendment as necessary.

It has been further noted that some similar facilities also incur an additional one-off cleaning/caretaking fee (Hythe Sports Pavilion, for instance has a £26.00 additional charge over and above the hourly rate) and due to the associated personnel costs, it is intended that such a charge be applied to relevant bookings (ie, parties, weddings, table fairs and other events that use the main hall spaces together with kitchen and/or bar facilities or are otherwise likely to involve additional cleaning) and such a charge be set at £25.00 per booking in respect of partial hall space (partitioned segment of hall) and £35.00 per booking in respect of the whole hall space.

Refundable deposits will also be applied to the afore-mentioned category of bookings. However, such deposits do not form part of the facility's income and expenditure, since, by their very nature, they will, under normal circumstances, be fully refunded following inspection of the building.

NB: 25% discount on use of sports pavilion and any hall spaces has been applied to New Romney Cricket Club and New Romney Football Club as a preferential rate for local sports club use; noting that use of the sports pavilion will form a solid basis of regular income.

An additional 50% discount on use of the sports pavilion only has been applied to New Romney Football Club in respect of grounds maintenance provision being undertaken by the Football Club, without which the Town Council would incur further substantial costs.

In respect of MATCH DAYS ONLY, a token £1.00 additional charge has been applied in respect of use of either the small hall space/ small bar (assuming changes to bar layout will result in access to bar being available in the smaller hall space) or meeting room by New Romney Football Club or New Romney Cricket Club to facilitate social inclusion.

The proposed discounted rates for New Romney Football Club are representative of a 'reasonable' uplift on current club out-goings which include business rates, utilities and rent* in the approximate total amount of £3,200.00 per annum. These rates, therefore, result in approximate out-goings of £3,500.00 per annum (rent only -- noting that all other charges will be then absorbed into the new rent charges).

* The current rent charge in respect of the existing sports pavilion has been set at a rate that reflects the routine grounds maintenance work that is undertaken by the Football Club on behalf of the Council, without which would incur a substantial additional charge to the Council.

Appendix 14: Historic Income and Expenditure (3 years)

Available on request

Appendix 15: Projected Income and Expenditure

Available on request

Appendix 16: Letters of Support

Letter of Support from Damian Collins MP for Folkestone & Hythe Constituency

DAMIAN COLLINS MP



HOUSE OF COMMONS

LONDON SW1A 0AA

Councillor Patricia Rolfe - Deputy Mayor of New Romney
New Romney Town Council
Town Hall
High Street
New Romney
Kent TN28 8BT

Dear *Patricia*

Community Benefit of proposed New Romney Community Hall and Sports Pavilion

I am pleased to hear of the progress of the above project and write to confirm my strong support for its development and implementation. From the information, I have received, it is clear that the new facility will deliver a much needed new addition to the local infrastructure which will have a positive community benefit both within the town of New Romney and across the rural Marsh hinterland the Town serves.

The development of 'social prescribing' networks is high on the list of new government objectives that aim to provide new ways to support Primary Care delivery across England. **Social prescribing** is a way of linking patients in primary care with sources of support within the local community. It provides GPs with a non-medical referral option that can operate alongside existing treatments to improve health and well-being. As such, the proposed new Community Hall and Sports Facility would support the local health service providers.

From the information received, I believe that the new facility will provide a key element within the proposed new 'Health and Wellbeing' hub of the town. The benefits of physical activity are well documented and improving the range of, and accessibility to sporting facilities is important. However, there is strong evidence that mental wellbeing can also be enhanced by tackling social and rural isolation (often centred in areas of deprivation) through the development of social centres where community groups and organisations can meet and socialise.

I would lend my support to seeking assurances from Folkestone and Hythe District Council offices and members that they will do what they can to support this project. Furthermore, I support the aim to secure its delivery by ensuring that when District Council Planning officers and members assess the linked facilitating development within the planning process, all possible funding sources can be channeled into the project thus securing its implementation for the long term benefit of the local Marsh community.

Please use this letter to evidence my support both for your future grant funding bids and to accompany your forthcoming planning application.

Yours sincerely

Damian Collins

020 7219 7072 · damian.collins.mp@parliament.uk · www.damiancollins.com

Paul Carter CBE Leader of the Council



Cllr Patricia Rolfe
Deputy Mayor of New Romney
New Romney Town Council
Town Hall
High Street
New Romney TN28 8BT

County Hall
Maidstone
Kent ME14 1XQ
Tel: 03000 410009

09 January 2019

Dear *Patricia,*

Thank you for your email of 27 November outlining the work being undertaken on the new Community Hall and Sports Pavilion, I apologise for the delay in responding.

I read your email with interest, the project sounds like it would be a most positive addition to your community and I have a great deal of admiration and respect for Guy Holloway, he is a highly talented architect.

Health and wellbeing is vital to a better future for all Kent residents and therefore the co-terminosity of this Community Hall and Sports Pavilion with the proposed new health centre as well as the Marsh Academy sounds like an inspired piece of thinking.

I fully support this project and look forward to seeing the lasting impact of this development in the not to distant future.

Yours sincerely,

Paul Carter, CBE
Leader of Kent County Council

paul.carter@kent.gov.uk

18-1396

THE RT. HON. LORD HOWARD OF LYMPNE CH QC

Councillor Patricia Rolfe
Deputy Mayor of New Romney
New Romney Town Council
Town Hall
High Street
New Romney
Kent TN28 8BT



13th December 2018

Dear Patricia

Community Benefit of proposed New Romney Community Hall & Sports Pavilion

I am pleased to hear of the progress of the above project and write to confirm my strong support for its development and implementation. From the information I have received, it is clear that the new facility will deliver a much needed new addition to the local infrastructure which will have a positive community benefit both within the town of New Romney and across the rural Marsh hinterland the Town serves.

The development of 'social prescribing' networks is high on the list of new government objectives that aim to provide new ways to support Primary Care delivery across England. Social prescribing is a way of linking patients in primary care with sources of support within the local community. It provides GP's with a non-medical referral option that can operate alongside existing treatments to improve health and well-being. As such, the proposed new Community Hall and Sports Facility would support the local health service providers.

From the information received, I believe that the new facility will provide a key element within the proposed new 'Health and Wellbeing' hub of the town. The benefits of physical activity are well documented and improving the range of, and accessibility to sporting facilities is important. However, there is strong rural isolation (often centred in areas of deprivation) through the development of social centres where community groups and organisations can meet and socialise.

I would lend my support to seeing assurances from Folkestone and Hythe District Council offices and members that they will do what they can to support this project. Furthermore, I support the aim to secure its delivery by ensuring that when District Council Planning officers and members assess the linked sources can be channelled into the project thus securing its implementation for the long term benefit of the local Marsh community.

Please use this letter to evidence my support both for your future grant funding bids and to accompany your forthcoming planning application.

*With our wishes
for success
Richard*

The Rt Hon the Lord Howard of Lympne CH QC

HOUSE OF LORDS, LONDON SW1A 0PW
House of Lords Telephone: 020 7219 3964 Office Telephone: 01883 713249
Email: howardm@parliament.uk

Letter of Support from Clinical Chair of South Kent Coast Clinical Commissioning Group

NHS
South Kent Coast
Clinical Commissioning Group

Dover Council Offices
White Cliffs Business Park
DOVER
Kent
CT16 3PJ

**FROM THE OFFICE OF
THE CLINICAL CHAIR**

T: 03000 424700
E: jonathan.bryant@nhs.net

Councillor Mrs P S Rolfe
Deputy Mayor
New Romney Town Council
Town Hall
High Street
New Romney

27th January 2019

Dear Patricia,

Endorsement of proposed New Romney Community Hall and Sports Pavilion.

A key addition to the local Health Services infrastructure.

Thank you for providing an update on the progress of the above project and I write to confirm my strong support for its development and implementation. From the information I have received, it is clear that the new facility will deliver a much needed new addition to the local infrastructure which will have a positive community benefit both within the town of New Romney and across the rural Marsh hinterland the town serves.

The development of 'social prescribing' networks is high on the list of government objectives that aim to provide new ways to support Primary Care delivery across the UK. Social prescribing is a way of linking patients in primary care with various sources of support within the local community. It provides GPs with a non-medical referral option that can operate in parallel with and alongside existing treatments to improve health and well-being. As such, the proposed new Community Hall and Sports Facility would support the local health service providers. The South Kent Coast Clinical Commissioning Group has, over the past 3 years, worked closely with representatives of New Romney Town Council, aiming to improve the local Primary Care delivery model within the area. It welcomes the support of the Town Council and views the development of this proposed new facility as a key part of the long term plans in place for the area

From the information received, it is clear that the new facility will provide a positive element within the proposed new 'Health and Wellbeing' hub of the town. As you are aware we have successfully applied for £1.56 million of Government STP funding to help develop a new Primary Care health hub on a site adjacent to the Marsh Academy, and opposite the proposed new Community Hall and Sports Pavilion. Hence, a positive and holistic approach is being taken to develop and improve the local Health services infrastructure. The benefits of physical activity are well documented and improving the range of, and accessibility to sporting facilities is important. However, there is strong evidence that mental wellbeing can also be enhanced by tackling social

and rural isolation (often centred in areas of deprivation) through the development of social centres where individuals, community groups and organisations can meet and socialise.

In an extract from 'Social Prescribing in General Practice: adding meaning to medicine'- Br J Gen Pract. 2009 Jun 1; 59(563): 454-456.

– Janet Brandling and William House wrote:

Social prescribing has been shown to help some individuals and is an option we should embrace. But can it also help society? On the face of it, empowering our communities to attend to some of our more intransigent health problems seems to be an obvious approach and is in line with stated government policy, including joint projects between health and social care. Building social capital and community cohesion is health-generating and so may help to create a virtuous circle. We could even take social prescribing to mean treating society as the patient for whom we prescribe. This requires a shift in medical culture towards a closer identification with the public health of the local community.

Delivering health care and supporting patients whose health problems may have been created or even worsened by a range of socio-economic factors is a challenge that is magnified within the Primary Care delivery system.

Coastal and Rural areas face particular and additional pressures so any addition to the local infrastructure in New Romney where the local health services have been operating at or above capacity, and that will help support GP's and their patients is to be commended.

I would lend my support to seeking assurances from Folkestone and Hythe District Council offices and members that they will do what they can to support this project.

Going forward, I hope that you can use this letter to support your project's future grant funding applications and to accompany your planning application as evidence of my CCG's support for this much needed new facility.

With kind regards.

Yours sincerely,



Dr Jonathan Bryant
Clinical Chair
NHS South Kent Coast
Clinical Commissioning Group

Letter of Support from Chairman of Shepway Sports Trust



Three Hills Sports Park
Cheriton Rd
Folkestone
CT19 5JU
Telephone: 01303 764262
www.shepwaysportstrust.org

25th January 2019

To whom it may concern,

We have been made aware of a forthcoming planning application for a new sports pavilion in New Romney and I have been fortunate to have been shown the exciting designs for the scheme.

On behalf of the Shepway Sports Trust I would like to offer my full support to the scheme, which will provide a wonderful new state of the art of facility for New Romney and the wider district of Folkestone and Hythe. The Marsh area does not currently have many sporting facilities and with the new facility being located near to the Marsh Academy it will mean so many more children and adults can access high quality sport without the barriers of travel.

I would be happy to share with you further the work of the Shepway Sports Trust and how we are excited by the prospect of working with this new facility to deliver further sporting opportunities and excellence for the district.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'T Minter', is written over a light green wavy background.

Trevor Minter
Chairman
Shepway Sports Trust

Cinque Port Town of New Romney



Mrs. C. Newcombe
Town Clerk
and
Responsible Financial Officer

Town Clerk's Office,
Town Hall,
New Romney,
Kent TN28 8BT

Tel: New Romney 01797 362348

Mrs Catherine Newcombe
Town Clerk and Responsible Financial Officer
New Romney Town Council
Town Hall
High Street
NEW ROMNEY
Kent
TN28 8BT



28th January 2019

Our Ref: NRCCT-LetterofSupport-CHSP-NRTC

Dear Catherine

New Romney Coastal Community Team's endorsement of proposed New Romney Community Hall and Sports Pavilion.

I write to advise that the New Romney Coastal Community Team (NRCCCT), at its meeting on 11th January 2019, received a presentation concerning progress being made on the proposed New Romney Community Hall and Sports Pavilion (CHSP). Members were very encouraged by the ongoing development of this much desired and needed new amenity. As you are aware, the project is a key 'Priority Project' within the New Romney Socio-Economic Plan ('the Plan') that was overseen by NRCCT following its formation, and fully endorsed by the Department for Communities and Local Government in 2017.

The NRCCT remains well supported from public and private sector with representation from New Romney Town Council, Folkestone & Hythe District Council, Magnox, The Marsh Academy, St Nicholas Primary Academy, Romney Marsh Partnership, New Romney Bowls Club, Romney Marsh Visitor Centre, JAM, Romney, Hythe & Dymchurch Light Railway, Love New Romney and others. Through its membership, NRCCT has already delivered some notable 'early wins' and is working collaboratively to support various organisations in bringing some of the larger projects – such as your proposed new building – to fruition.

NRCCT members all agreed that the Team's strong support for the ongoing development and implementation of the CHSP should be evidenced by a letter of support. From the information they received, it is clear that the new facility will deliver a much needed new addition to the local infrastructure which will have a positive and indeed, significant community benefit both within the town of New Romney and across the rural Marsh hinterland the town serves.

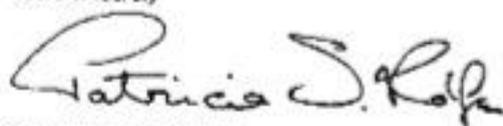
Contact by telephone: Monday & Wednesday 8.30 - 4.30, Friday 8.30 - 3.30
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It is also evident that the new building will enhance the local healthcare infrastructure as plans are being developed to create a 'Health & Wellbeing' community hub within the Town for the benefit of residents both within New Romney and across the Romney Marsh. The new building will provide a key element within those plans, by offering opportunities for social prescribing—thus supporting health service providers and local clinicians in being able to offer non-clinical options for patient care. It will complement plans to develop a new health centre adjacent to the Marsh Academy and it is pleasing to see that a holistic approach is being taken to improve the local infrastructure for the benefit of the local community.

NRCCT lends its support to seeking assurances from Folkestone and Hythe District Council officers and members that they will do what they can to support this project. Furthermore, it endorses the aim to secure its delivery by ensuring that when District Council Planning officers and members assess the linked facilitating development within the planning process, all possible funding sources can be channelled into the project thus securing its implementation for the long term benefit of the local Marsh community.

Going forward, I hope that you can use this letter to support your project's future grant funding applications and to accompany your planning application as evidence of both my and NRCCT's support for this much needed, and indeed, long awaited new facility.

Yours sincerely



Councillor Patricia Rolfe
Chairman of New Romney Coastal Community Team

Our Vision for New Romney's Future:

"New Romney will be a stronger and more dynamic hub of Romney Marsh; promoting and using its strategic location and unique range of shops, services and attractions to increase investment. It will provide a vibrant focal point for those living, working and visiting the area."