

## Portfolio Holder Decision

**Subject:** Big Community Fund – Appraisals 21 September 2011

**Taken by:** Cllr Mrs Bosley

**Date of decision:**

22/9/11

**Details of Decision:**

Three applications to the Big Community Fund to receive funding as follows:

Hever & Cowden ward - £3,000

Hextable ward - £ 2,000

Ash & New Ash Green ward – £ 2,500

One application, from Otford & Shoreham ward – funding refused

**Documents considered:**

Decision-making forms for Hever & Cowden, Hextable, Otford & Shoreham and Ash & New Ash Green ward applications.

Application forms

**Reasons for Decision:**

It was agreed by Cabinet on 21 July 2011 that £120,000 be allocated to a new grant scheme, entitled the Big Community Fund, from the additional New Homes Bonus Scheme funding. £10,000 would be made available each month for Members to bid for projects to enhance local areas. The first round closed on 5 September 2011 and the four applications received were appraised on 21 September 2011, using an agreed appraisal template and decision-making form. Members present agreed to fund three projects from Hever & Cowden, Hextable and Ash & New Ash Green wards for a total of £7,500. The fourth application, from Otford & Shoreham ward was refused funding for the reasons set out on the Decision-making form.

**Local Member(s), other Portfolio Holders and/or Directors/Heads of Service consulted:**

Members of the Appraisal Panel: Cllrs Mrs Firth, Gaywood, London, Miss Thornton, Walshe

**Signed by Portfolio Holder:**



**Record made by:**



**Date:**

22/9/11



Date of Appraisal Panel 21 09 11

Ward: Garden + Hever

Project: Hever Village Hall

# DECISION-MAKING

The application is for less than the maximum grant of £3,000 or £6,000 if Members from more than one ward are submitting the application.	Please tick <input checked="" type="checkbox"/>
The delivery organisation is eligible – please check para 3 of the Guidelines	Please tick <input checked="" type="checkbox"/>
The Equalities Statement has been returned signed, OR the delivery organisation has confirmed that an equalities policy is in place.	Please tick <input checked="" type="checkbox"/>
Total points allocated to the project (the Panel should recommend approval of the highest scoring applications unless they are concerned that the cost/benefit score is not good enough)	40 75.
The cost/benefit value – this is the amount applied for divided by the total points allocated to the project. The lower this score, the better the VFM.	40
The extent to which equalities issues are supported by this application: The VH is open to everyone in the community	
Any questions that must be answered before a decision is made (only if deferring the decision):	
Any special conditions that should be imposed: subject to 1 further estimate + if not accepting the lower, the reason for doing so. Up to £3000.	
How the outcome of the project will be monitored (performance indicators): That the local Member receives favourable feedback from users Work completed satisfactorily	

Final decision:

☒ Approved

☐ Refused

☐ Deferred pending further info

☐ Deferred pending further allocation of funds

If not approved, please give the reasons for refusal:

Reasons for refusal:

X

If approved, please state total amount approved:

£ up to 3000

Date of Appraisal Panel 21 09 11

Ward: HEXTABLE

Project: Hextable

DECISION-MAKING

The application is for less than the maximum grant of £3,000 or £6,000 if Members from more than one ward are submitting the application.	Please tick <input checked="" type="checkbox"/>
The delivery organisation is eligible - please check para 3 of the Guidelines	Please tick <input checked="" type="checkbox"/>
The Equalities Statement has been returned signed, OR the delivery organisation has confirmed that an equalities policy is in place.	Please tick <input checked="" type="checkbox"/>
Total points allocated to the project (the Panel should recommend approval of the highest scoring applications unless they are concerned that the cost/benefit score is not good enough)	74
The cost/benefit value - this is the amount applied for divided by the total points allocated to the project. The lower this score, the better the VFM.	27.02
The extent to which equalities issues are supported by this application: Parish council has provided equalities statement + village green & open to all.	
Any questions that must be answered before a decision is made (only if deferring the decision): —	
Any special conditions that should be imposed: —	
How the outcome of the project will be monitored (performance indicators): Number of occasions on which it has been used. Able to read card sheets	

Final decision:

☒ Approved

☐ Refused

☐ Deferred pending further info

☐ Deferred pending further allocation of funds

If not approved, please give the reasons for refusal:

Reasons for refusal:

Sub

If approved, please state total amount approved:

£ 2000

Date of Appraisal Panel 21 09 11

Ward: Otford

Project: Otford highway gates

# DECISION-MAKING

The application is for less than the maximum grant of £3,000 or £6,000 if Members from more than one ward are submitting the application.	Please tick <input checked="" type="checkbox"/>
The delivery organisation is eligible – please check para 3 of the Guidelines	Please tick <input checked="" type="checkbox"/>
The Equalities Statement has been returned signed, OR the delivery organisation has confirmed that an equalities policy is in place.	Please tick <input checked="" type="checkbox"/>
Total points allocated to the project (the Panel should recommend approval of the highest scoring applications unless they are concerned that the cost/benefit score is not good enough)	7.2
The cost/benefit value – this is the amount applied for divided by the total points allocated to the project. The lower this score, the better the VFM.	750
The extent to which equalities issues are supported by this application: Could have a positive impact to enable disabled people to cross the road but could impede wheelchair users or biding.	
Any questions that must be answered before a decision is made (only if deferring the decision): —	
Any special conditions that should be imposed:	
How the outcome of the project will be monitored (performance indicators):	

Final decision:

☐ Approved

☒ Refused

☐ Deferred pending further info

☐ Deferred pending further allocation of funds

If not approved, please give the reasons for refusal:

Reasons for refusal:

- Insufficient evidence that the project will meet the required need
- No. Indication that Highway Authority suggests <sup>the scheme</sup> will maintain in the future
- No. Clarification <sup>re</sup> planning consent & impact on conservation area
- No. Clarification <sup>re</sup> road narrowing

If approved, please state total amount approved:

£ NIL

AX

Date of Appraisal Panel 21 09 11

Ward: Ash + New Ash Green

Project: N/A Village Centre

#### DECISION-MAKING

The application is for less than the maximum grant of £3,000 or £6,000 if Members from more than one ward are submitting the application.	Please tick <input checked="" type="checkbox"/>
The delivery organisation is eligible - please check para 3 of the Guidelines	Please tick <input checked="" type="checkbox"/>
The Equalities Statement has been returned signed, OR the delivery organisation has confirmed that an equalities policy is in place.	Please tick <input checked="" type="checkbox"/>
Total points allocated to the project (the Panel should recommend approval of the highest scoring applications unless they are concerned that the cost/benefit score is not good enough)	72
The cost/benefit value - this is the amount applied for divided by the total points allocated to the project. The lower this score, the better the VFM.	34.7
The extent to which equalities issues are supported by this application: The centre is available to all community groups more	
Any questions that must be answered before a decision is made (only if deferring the decision): —	
Any special conditions that should be imposed: 2 estimates	
How the outcome of the project will be monitored (performance indicators): Local Member reporting tangible feedback. User satisfaction Improve Refreshment scheme - agreed.	

Final decision:

☒ Approved

☐ Refused

☐ Deferred pending further info

☐ Deferred pending further allocation of funds

If not approved, please give the reasons for refusal:

Reasons for refusal:

N/A

If approved, please state total amount approved:

£ 2,500

Sevenoaks District Council

Big Community Fund

Application form

- 1 Name of ward: Hever (of Cowden and Hever)
- 2 Name of Member: Gerry Ryan
- 3 Name of delivery organisation: Hever Village Hall  
Address of delivery organisation: (Rag Charity 302763)  
Hever Road TN8 7NH  
Name of the main contact who will be accountable for the delivery of the project:  
Gerry Ryan  
Telephone number of main contact: 01732-864168
- 4 Description of Project:  
Replacement of windows with double glazed  
uPVC units.
- 5 Total project cost: £ 3,250 incl. VAT  
How will the money be spent?  
See attached Quotation  
Contributions from other funders if applicable:  
Village Hall Funds / Donations  
Hever Parish Council  
Amount requested from the SDC Big Community fund:  
£ 3,000

6 Your community

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

Consultation with Trustees/Local Residents also  
Hever Parish Council & Hever Residents Association

7 What is the need for the project?

The existing frames are rotten and are <sup>too</sup> expensive  
to maintain.

8 Long term benefits

Please comment on the lasting effects of the project: To secure future use  
of the Village Hall for benefit of the community.

9 The impact of your project

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

Feedback from Hall Users/Local community

10 Ongoing costs

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

The project will reduce maintenance costs which are  
met from Village Hall funds

11 Supporting statement from the sponsoring Local Member:

Signed  (sponsoring Local Member)

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

Signed ..... (Local Member) } N/A  
Signed ..... (Local Member)

13 Declaration by project delivery organisation:

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

Signed  Date 7th Aug 2011



Sevenoaks District Council

Big Community Fund

Application form

Sevenoaks District Council Community Services Department			
31 AUG 2011			
CSD	LEISURE	HSG	COMM
EHO	ENV SERVICES	ADMIN	

- 1 Name of ward: Hextable
- 2 Name of Member: Dee Morris
- 3 Name of delivery organisation: Hextable Parish Council

Address of delivery organisation:

Parish Council Offices,  
College Rad,  
Hextable,  
BR8 7LT

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

Tracy Lane, Parish Clerk

Telephone number of main contact: 01322 668530 (9.30am - 3pm)

- 4 Description of Project:

Supply of Electricity to the Village Green for community events and Christmas lights.

- 5 Total project cost: £ 6,000

How will the money be spent?

The Parish Council would pay UK Power Networks for the ground work which is £3,000 plus £2,000 to Stenic Electrics to link and terminate to a secure box plus £1,000 for the purchase of lockable sockets, lights, connection and test costs.

Contributions from other funders if applicable:

£2,500

The Parish Council would fund the remaining £1,000

Amount requested from the SDC Big Community fund:

£ 2,500

**6 Your community**

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

It is more the local community involved us. Hextable Residents' Association approached the Parish a while ago and the parish clerk consulted with the District Councillors and the County Councillor regarding a possible grant to supply electricity to the Village Green. Quotes were obtained but the cost was far more than expected. This proposal has been discussed by the Residents' Association with other organisations in the village who use the Village Green for events and they are also keen to support the application, such as Hexara, The Heritage Society, the churches and W.I.x2.

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

A need was identified over the years at various events held annually by local clubs and organisations as well as one off special events on the Village Green, when the lack of electricity has been a problem.

A generator has been used on occasions and sometimes a cable with rubber matting covering the cable run across the main road but neither is satisfactory.

Hextable has a strong community spirit and it would be good to support residents by enabling better use of the Village Green.

This request was first made in 2002 to Swanley Town Council when the Village was organising a fete but refused, so the need is not recent.

**8 Long term benefits**

Please comment on the lasting effects of the project:

An electricity supply, once connected, would be available for all organisations to use for generations to come.

**9 The impact of your project**

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

If we could read the words on the carol sheet at the 'Carols on the Village Green' service in December then we would know it has been a success! This annual event is held on the Green and everyone does their best by torch light. We would be able to have music to accompany the

Carols and if there was light and music it may also encourage residents, if the weather is not too bad, to stay and have a mince pie to promote a community spirit.

The village has numerous events during the year by various clubs and organisations and electricity would be such an asset in many ways. The village even had a 800 years birthday party a couple of years ago on the Green which went on best part of the day. As the Green is in the middle of the village at the cross roads residents would like to have a christmas tree and possibly lights. The Green runs along the main road connecting Dartford to Swanley so the success of the project would be very visible.

The Residents' Association has a May Fair, Beating the Bounds as well as Carols. A 'Village Picnic' is planned for the green next year as it is the Queen's Diamond Jubilee and electricity would help to extend the type of facilities provided.

Hexara have Fun Days and the W.I. have fairs etc. An Emergency Services Day is being planned for next spring.

An electricity supply would benefit the whole village and beyond and have a very positive impact.

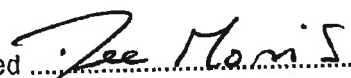
**10 Ongoing costs**

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

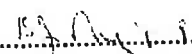
The Parish Council would pay the maintenance and the electricity bill although this may be charged to some organisations depending on the event.

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

This has been a long standing project discussed by village groups over the years and it would be absolutely great to be able to connect to an electricity supply for events. Also a Christmas tree would be possible which would give a positive visual impact. The Parish Council was only created three years ago with no transfer of any Reserves so the required Reserves are still being established, therefore parish finances do not allow for such a big expense at this time.

Signed  (sponsoring Local Member)


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

Signed  (Local Member)

Signed ..... (Local Member)

**13 Declaration by project delivery organisation:**

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

Signed  Date 30/8/11

## **HEXTABLE PARISH COUNCIL**

### **EQUALITY POLICY**

#### **1. BACKGROUND**

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

#### **2. COUNCIL'S COMMITMENT**

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

The Council will Endeavour to:-

- Eliminate discrimination, harassment and victimisation.

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

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

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

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

- The Council will monitor views and take into account customer views

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

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

- That staff will be consulted and their contribution valued in the

- information and promotion of equality of access to Council services

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

#### **3. EMPLOYMENT**

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

Sevenoaks District Council

Big Community Fund

Application form

1 Name of ward: Otford & Shoreham

2 Name of Member: Cllr Lowe & Cllr Edwards-Winsor

3 Name of delivery organisation: ~~The Otford Parish Plan Highways and Walkways Group~~  
OTFORD PARISH COUNCIL

Address of delivery organisation: ~~c/o Tanglewood, Shoreham Road~~

~~Otford Sevenoaks Kent TN14 5RW~~ 92 HIGH STREET, OTFORD, KENT

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

~~Jeff Lee~~ ~~ROSS SHELTON~~ Cllr J. EDWARDS - WINSOR

01459 524808 or ~~01459 525225~~ or ~~jeff.lee@waitrose.com~~ or ~~ross.s@otfordparishcouncil.co.uk~~

Telephone number of main contact: ~~01459 525225~~ or ~~jeff.lee@waitrose.com~~

4 Description of Project:

Aim is to install "gateways" at entrance points to Otford, initially on the village boundaries on Shoreham Road (A225) and Pilgrims Way West and later, funds permitting, on A225 Sevenoaks Road south of Bubblestone Road and Pilgrims Way East. Precise locations subject to KHS/SDC safety and land ownership survey. Each gateway will consist of white simulated fencing (each 2m x 1.5m approx) on both sides of the road, carrying the village name and other text such as "Welcome" and the speed limit and possibly a "Thank you" message on the rear and so visible to traffic leaving Otford. Road markings may also feature.

5 Total project cost: £ Initial estimates from 3 possible suppliers indicate a cost of £1500 approx per pair of gates, therefore £3000 for two pairs and £6000 for four. This is our best figure to include manufacture, materials and in some cases installation but without signage. Detailed quotations to be sought prior to order. The Pilgrims Way East Installation might well be on a smaller scale given the narrowness of the road.

How will the money be spent? Manufacture and installation of gateways as described above.

Contributions from other funders if applicable:

£1500 from County Councillors Members Highways Fund for one gateway - this funding is almost certain

£500 from Otford Society - this funding has been requested and we are hopeful we will get it,

£500 from the Fete Committee (again this has been requested and we are hopeful we will receive it) and £500 from Otford Parish Council all of this will be enough for one gateway

We are hoping to receive £1500 from KCC (Local Members Highway Fund) and £1500 from SDC so that we can install three gateways straight away and then raise the money for the last one.

Amount requested from the SDC Big Community fund:

£ 1500 for one gateway. We would then have funding for three gateways.

**6 Your community**

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

YES. Parish Plan committee and Parish Council. The Parish Plan consultation indicated strong support from the whole village to try and slow down traffic to help pedestrians from children walking/cycling to school to the elderly.

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

To try and slow down the traffic to make the roads safer and encourage more people to walk around the village. In many places the A225 has no pavements and cars are travelling very fast putting people off walking. If more people walked it would ease parking problems and be better for the environment and the village.

**8 Long term benefits**

Please comment on the lasting effects of the project:

More people walking, fewer people parking around the schools (Otford has three primary schools) and other places including the Parish Council car park. Better for the environment and be healthier for people to walk. Benefits are: Environmental, health and to ease parking congestion and free the village up to make it easier to drive through for those that need to.

**9 The impact of your project**

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

By checking the speed of cars through 'Speed Watch' to see if average speeds have reduced, to see if there is a noticeable drop in the number of parked cars outside schools and shops, to

too if more children are walking to school through anecdotal evidence and surveys through the schools.

10 **Ongoing costs**

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

The Otford Parish Plan Highways and Walkways Group together with the Parish Council will project manage the gateways and KHS will maintain them when they are maintaining the roads generally.

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

Otford suffers from a terrible speeding problem due to the fact that the A225 cuts through the village. When people are travelling on the A225 at legal speeds of up to 60 mph it is not always clear that they have entered a village and don't always slow down. As a result people are scared to walk along these roads as we have no pavements and pedestrians feel very vulnerable walking so close to fast moving vehicles. I have canvassed/delivered these roads and know how scary it feels. As a result people use their cars even for short trips to the shops or school which is not good for their health, the environment or parking congestion in the village. We hope that the gateways will make it obvious to motorists that they are driving through a village and slow them down which will encourage local people to walk instead of drive improving the quality of lives in the village. This aim has huge public support across the village that was evident in the Parish Plan consultation.

Signed  (sponsoring Local Member)

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


Signed  (Local Member)

Signed ..... (Local Member)

13 **Declaration by project delivery organisation:**

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

Signed  Date 31-05-11





### **Performance monitoring**

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

### **Submitting completed application forms**

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

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



Sevenoaks District Council

Big Community Fund

Application form

- 1      **Name of ward:**    *Ash and New Ash Green*
- 2      **Name of Member:**    Mrs C Clark
- 3      **Name of delivery organisation:**    New Ash Green Village Trust

**Address of delivery organisation:**

New Ash Green Village Trust, C/o 19 Red Hill Wood, New Ash Green, Longfield, Kent,  
DA3 8QH

**Name of the main contact who will be accountable for the delivery of the project:**  
Mrs S Heads

**Telephone number of main contact:**    020 8467 5544

- 4      **Description of Project:**

To make urgent repairs to the New Ash Green Youth Centre:

1. to the roof to prevent water ingress and maintain the integrity of the building .
2. to replace rotted doors and window frames which have deteriorated to such an extent that some cannot be opened.

This work is an essential pre-requisite to further work to modernise and refurbish the 40 year old building

- 5      **Total project cost:**    £ 2955

**How will the money be spent?**

**Replacement of:**

Missing/damaged roof slates	£192
Stolen lead window flashing	£468
Rotted window/door frames and redecoration	£2295

<b>Total</b>	<b>£2955</b>
--------------	--------------

**Contributions from other funders if applicable:**

:

Amount requested from the SDC Big Community fund:

£ 2955

**6 Your community**

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

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

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

The roof repairs are necessary to prevent water ingress which is causing damage and damp inside the building. Door and window frames must be replaced/repared because their present condition prevents some from being opened.

Without the work, the building will deteriorate, the refurbishment would not be sustainable and the use of the building (and therefore the Trust's income and future viability) would decline, leaving a vital community facility at risk.

**8 Long term benefits**

Please comment on the lasting effects of the project:

The building fabric will be protected and kept in a fit state for further refurbishment work. Better use can be made of the premises, e.g. direct access through the main building doors to an outdoor children's activity area will be assured.

**9 The impact of your project**

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

The criteria for judging the success of the project will be

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

**10 Ongoing costs**

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

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

11

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

The Centre is operated by the Trust on a full repairing lease until 2077. The building has a large hall, kitchen/meeting area and a smaller room which are used by over 700 people weekly (equivalent to over 10% of the population of the ward) for regular activities from toddler and pre-school groups, through youth clubs and dance/drama classes to Senior Citizen lunches. Most of the regular users live within walking distance of the Centre and many could not attend these events if they were not so easily accessible. The premises are also available for hire by members of the community. It is very important that the building is maintained in good condition to ensure that it remains attractive as a community resource for all existing and potential users. The repairs described in this application are a vital first step in a longer term refurbishment scheme which would not be feasible if the premises are not basically sound. This work is necessary to update the building in order that it meets the present-day expectations of users from all sectors of the community.

Signed Carol Clarke (sponsoring Local Member)

12

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

Signed London J. Clark (Local Member)

Signed A. D. P. \* (Local Member)

13

**Declaration by project delivery organisation:**

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

Signed [Signature] Date 04-09-2011

\* Declaration of Interest as Trustee and  
Chairman of New Ash Green Village Trust

The New Ash Green Village Trust  
c/o 19 Redhill Wood  
New Ash Green  
Longfield, Kent  
DA3 8HQ

Simon Davies  
Partnership & Project Officer  
Community & Planning Services Department  
Council Offices, Argyle Road  
Sevenoaks, Kent  
TN13 1GP

2 September, 2011

Dear Mr Davies,

**Big Community Fund grant application**

Enclosed is an application for a grant to carry out essential repairs to the fabric of the New Ash Green Youth Centre. With it are a signed Equal Opportunities Statement and a copy of the Trust's most recent accounts.

Yours sincerely

A handwritten signature in black ink, appearing to be 'Susan Heads', written over the 'Yours sincerely' text.

Susan Heads  
Chair, New Ash Green Village Trust