



Edenbridge Town Council



Town Clerk: Caroline Leet

Community Infrastructure Board | 11 Oct 2021 | Full Agenda (Excludes Confidential Items) | v:1

To Councillors: J Aldridge, A Baker, S Compton, A Damodaran, V Jennings, A Layland, N Lloyd, M McArthur (Chair), S McGregor, A Read, P Smith, S Sumner, S Taylor, B Todd.

Notice is hereby given of a Community Infrastructure Board Committee Meeting to be held in Rickards Hall on 11 October 2021 at 7:30 pm, which Councillors are summonsed to attend.

Members of the public are welcome to attend to observe the meeting. Anyone wanting to attend the meeting is asked to preferably confirm with the Town Clerk prior to the meeting in order to comply with Covid-19 safety

Town Clerk
6 October 2021

To assist in the speedy and efficient dispatch of business members wishing to obtain factual information on items included on the Agenda are asked to enquire of the Town Clerk prior to the day of the meeting.

Council Meetings may be recorded. Any person intending to make recordings is advised to notify the Clerk in advance so that appropriate arrangements can be made

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1 **ELECTIONS: Election of Chairman of the CIL Board for the ensuing year**

2 **To Receive Apologies for Absence**

3 **Declarations of Interests or Predetermination**

The disclosure must include the nature of the interest. If an interest becomes apparent to a member during the course of a meeting that has not been disclosed under this item, the member must immediately disclose it.

A declaration has been granted to all members to enable them to discuss matters relating to Land and Buildings the Council owns and Council facilities

4 **To Receive, Adopt and Sign the Report from The CIL Board Meeting Held on 15 March 2021**

https://www.edenbridgetowncouncil.gov.uk/mc-events/cil-board-3/?mc_id=623

5 **To Receive an Update on The CIL Funding Available and Where the CIL Receipts Have Come From**

[Annex 1: CIL Financial Summary.pdf](#)

6 **To Agree the Annual Return for SDC**

Each year, an annual return has to be submitted to SDC with the receipts, and CIL expenditure. These are published also on the Council's website, here.

Annual return 2020/21	Payment A	Payment B	Total
Expenditure	£20,054.00	£118,666.35	£138,720.35
Receipts	£20,920.40	£37,191.82	£58,112.22

The expenditure for Payment A and B is allocated as per the Regulations 2013 regulation 8, 59C. (See page 3&4 of CIL guidance.) For 2020/21 the WI Toilet Refurbishment was A (provision, improvement, replacement); the outdoor Gym and games wall was B; and the awards to the Cricket Club B (anything else that is concerned with addressing the demands that development places on an area).


Do Members agree to the allocation of expenditure to payments A and B, or would members like to allocate some of the outdoor gym and games facility project to A (this project met A &B)?


7 **To Consider Applications for Funding from The Edenbridge Town Council's CIL Fund**

Representation(s) will be received from the company/person/body submitting the Bid; (CIL Board Meeting Procedures and Speaking Protocol are published with the CIL guidelines and procedures on the Town Council's website).


The invitation for CIL Bids was published on the council's website and Facebook, and in the Edenbridge Magazine.


7.1 **Edenbridge Memorial Health and Wellbeing Centre (£100,000)**

 Confidential Annex 2 (omitted from public documents): CIL PF Health Centre.pdf

 Annex 3: CIL Validation Health Centre.pdf

7.2 **Edenbridge Town Council: Provide a local contribution towards Electric Car Charging Points via KSTS for up to three of the car parks in Edenbridge – contribution towards scheme of up £7,500**

 Confidential Annex 4 (omitted from public documents): CIL PF Electric Vehicle Chargers.pdf

 Annex 5: CIL Validation Electric Vehicle Chargers.pdf

8 **To Receive an Update of Approved CIL Funding Schemes Awaiting Payment**

8.1 **Sevenoaks District Council: All Weather pitch replacement – £10,000 – resolution December 2017 8.1.1**

The offer of a £10k contribution towards replacing the all-weather pitch at the leisure centre is valid until 31 December 2021.

8.2 **Edenbridge Health and Wellbeing Centre – new facility £100,000 – resolution January 2019**

This offer is time limited to four years, up to January 2023. The Medical Centre Trust hope to complete the tender phase this and have the building work underway in 2021.

8.3 **Edenbridge Town Council: Promotional Infrastructure for Visit Edenbridge – up to £12,000 – resolution February 2020 5.3**

The new tourism site was launched May 2021; cost £2,030. The next phase is to look at the walks app and reproducing the walks leaflets

8.4 **Edenbridge Town Council: Portable Speed indicator Device (SID) – up to £12,000 – resolution September 2020 5.1**

Three sites have been approved by KCC Highways: Mill Hill near Portland Vets; Crouch House Road; and Swan Lane near Swan Ridge. The posts should be installed in October and the SID delivered for use.

Quoted costs for the 3 approved sites and SID £7,678.24 (expected). Not all of the CIL approved funding will be used, and therefore returned to the general CIL fund once the invoice has been received and paid.

8.5 **Edenbridge Cricket Club: Artificial Pitch - £12,000 – resolution March 2021 5.1**

Preferred supplier being finalised and will hopefully be installed during the close season, preferably before it gets too wet. It was decided against proceeding during the season

8.6 **Edenbridge Town Council: Recreation Ground (Lingfield Road) Playground extension, refurbishment and upgrade - up to £160,000 – resolution March 2021 5.2**

The project went out to tender 23 August, closes 18 October. It is hoped a tender can be awarded in 2021, with a view for the project delivery spring 2022.

8.7 **Edenbridge Town Council: Blossom Park Skate Park to add low-level items for beginners/inexperienced riders at Blossoms Park skate ramps - up to £27,000 – resolution March 2021 5.3**

Open Spaces Committee has overseen the details for this. The work has been commissioned for the improvements and additional ramps and work is expected by spring 2022.

8.8 **Edenbridge Town Council: To provide two new street light columns at Westways - £5,000 – resolution March 2021 5.5**

Have yet to consult with the residents of Westways; and still need Highways response as they have the permitted development.

8.9 **Edenbridge Town Council: To provide a wooden bus shelter for Swan Lane near Swan Ridge - £5,200 - resolution March 2021 5.6**

Kent Highways has since come back and said that the available space currently is not sufficient to meet highways regulations and does not meet the Accessibility requirements under the Equalities Act 2010. Open Spaces Committee has requested investigation of landownership to the rear of the proposed site.

9 **Date of Next Meeting**
2022 date to be confirmed

- Annex 1 | CIL Financial Summary.pdf -

FINANCIAL SUMMARY
CIL (as at 05 October 21)

INCOME

Date received	Comments	CIL Receipts
17/10/2016		£ 41,746.88
19/05/2017		£ 36.00
27/10/2017		£ 11,391.87
27/04/2018		£ 6,753.13
26/10/2018	St Johns Way & High St	£ 383,954.89
26/04/2019	Skeynes Road	£ 2,168.75
28/10/2019	Cedar Dr/St Johns Way	£ 306,568.47
24/04/2020		£ 3,791.81 ✓
23/10/2020		£ 54,320.41 ✓
28/10/2021		£ 47,621.79

EXPENDITURE

CIL BID Awards	Date paid	Award to	Comments
£ 20,816.66		Paid	Securing Sites ETC Open Spaces
£ 10,290.00	29/03/2019	ETC Public Toilets	
£ 23,928.00	25/05/2019	ETC Public Toilets	
£ 36,138.00	17/07/2019	ETC Public Toilets	
-£ 3,988.00	01/09/2019		ETC transfer of VAT (RDF)
-£ 6,023.00	01/09/2019		ETC transfer of VAT (RDF)
£ 5,962.80	05/08/2019	ETC Blossoms Park defences	Blossoms rail & gate
-£ 993.80	01/11/2019		ETC transfer of VAT (HC)
£ 35,000.00	19/12/2019	Spitals Cross Playground	July 2019 Council
£ 12,168.08	13/03/2020	ETC Public Toilets	
£ 10,059.00	04/05/2020	Cricket Club v	
£ 25,000.00	07/05/2020	Cricket Club v	
-£ 2,028.00		VAT received May 2020	ETC transfer of VAT (RDF)
£ 40,000.00		Mar-20 Recent CIL Application Re Spitals Cross PG	
£ 20,054.00	Paid June 2020	WI hall - toilet refurb v	
£ 10,776.00	paid 17/09/20	Cricket Club - parking area v	
£ 72,500.00	vnet 14.09/20.10/25	up to £73k Outdoor Gym&MUG; (GROSS -= 87,000. £14,500 to receive VAT)	
£ 331.35	Dec-20	bin for outdoor gym - yet to be on Edge	
£ 2,030.00	Jun-21	Tourism Website	
£ 15,000.00	Sep-21	Stangrove Park playground fencing	

SUB-TOTALS: £ 858,354.00

£ 327,021.09

Interest Received

03/06/2019- 31/03/21	£ 1,449.91
Mar-21	£ 16.67 difference
07/06/2021	£ 11.76
Apr-Aug 21	£ 13.25 ccla

ALLOCATED FUNDS: A or B/or both

Amount	Allocation	Project/Item	Agreed	Expires (5years)
£ 100,000.00		NHS Kent/Medical Centre	Pay when windows are ready to go in	Jan-23
£ 10,000.00		Sencio - All weather pitch	Agreed Dec 2017	Dec-21
£ 9,970.00	A	up to £12k tourism website - 2,030 paid 06/21	Agreed Feb 2020	
£ 12,000.00		Portable SID res Feb 2020	Est actual £7,700	Agreed Feb 2020
£ 12,000.00		Edenbridge Cricket Club Artificial Pitch	Agreed 15/03/21	
£ 160,000.00		ETC Recreation Ground playground	Agreed 15/03/21	
£ 27,000.00		ETC Blossoms Park Skate Park	Agreed 15/03/21	
£ 5,000.00		ETC Westways lighting	Agreed 15/03/21	
£ 5,200.00		ETC Swan Lane bus shelter	Agreed 15/03/21	

£ 1,491.59

£ 341,170.00 sub total

SDC CIL GRANTS RECEIVED

12/04/2019	Public Toilets	£ 34,000.00	B
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TOTALS £ 893,845.59

£ 668,191.09

Summary

Received	£846,182.12
Spent	£327,021.09
	£519,161.03 *

Unallocated funds £ 225,654.50

CIL Fund (balance sheet)
£ 566,824.50 *

- Annex 1 | CIL Financial Summary.pdf -

FINANCIAL SUMMARY
CIL (as at 05 October 21)

INCOME		Of which			Annual return expenditure			Receipts			
Date received	Comments	CIL Receipts	Payment A	Payment B	Year	Payment A	Payment B	total	Payment A	Payment B	total
17/10/2016		£ 41,746.88	£ 15,029.55	£ 26,717.33	2016/2017			£ -	£ 15,029.55	£ 26,717.33	£ 41,746.88
19/05/2017		£ 36.00	£ 14.05	£ 21.95	2017/18			£ -	£ 4,101.07	£ 7,290.81	£ 11,391.88
27/10/2017		£ 11,391.87	£ 4,101.07	£ 7,290.81	2018/2019	£ 12,131.60	£ 18,975.06	£ 31,106.66	£ 140,895.03	£ 249,848.99	£ 390,744.02
27/04/2018		£ 6,753.13	£ 2,657.22	£ 4,095.91	2019/2020	£ 66,547.03	£ 107,617.05	£ 174,164.08	£ 111,145.40	£ 231,591.82	£ 342,737.22
12/04/2019	SDC CIL Public Toilets	£ 34,000.00		£ 34,000.00	2020/2021 to be submitted	£ 20,054.00	£ 118,666.35	£ 138,720.35	£ 20,920.40	£ 37,191.82	£ 58,112.22
26/10/2018	St Johns Way & High St	£ 383,954.89	£ 138,223.76	£ 245,731.13							
26/04/2019	Skeynes Road	£ 2,168.75	£ 780.75	£ 1,338.00							
28/10/2019	P9 Cedar Dr/St Johns Way	£ 306,568.47	£ 110,364.65	£ 196,203.82							
24/04/2020	P10	£ 3,791.81	£ 1,365.05	£ 2,426.76							
23/10/2020	P11	£ 54,320.41	£ 19,555.35	£ 34,765.06							
28/10/2021	P13 - St JW & 92 High St	£ 47,621.79	£ 17,143.84	£ 30,477.95							
Totals			£ 309,235.29	£ 583,068.72		£ 98,732.63	£ 245,258.46		£ 292,091.45	£ 552,640.77	
TOTALS Receipts:		£ 892,354.00									

Edenbridge Town Council

COMMUNITY INFRASTRUCTURE LEVY (CIL) - BID VALIDATION FORM

SCHEME NAME:	Edenbridge Memorial Health and Wellbeing Centre
ORGANISATION NAME:	Kent Community Health Foundation NHS Trust (KCHFT)
IS THIS A PARTNERSHIP SCHEME AND IF SO WHO ARE THE OTHER PARTNERS:	YES / NO 1) 2) 3)
TOTAL COST OF PROJECT:	£13.5m
TOTAL AMOUNT OF BID FOR CIL FUNDING:	£100,000
HOW IS THE TOTAL SCHEME EXPECTED TO BE FUNDED:	£11m developer, £1m Hospital site sale, £300k from KCHFT, CIL funds
Does it meet the criteria below and therefore eligible for consideration:	YES / NO

First stage validation	Comments	
Is the form completed correctly?	YES / NO	
Does the applicant organisation have the legal right to carry out the proposed scheme or the support from the statutory provider?	YES / NO	
Does the scheme support development by funding the provision, improvement, replacement, operation or maintenance of infrastructure? (see item 4.5 in guidance notes regulation 8 59c)	YES / NO	<i>A - the provision, improvement, replacement, operation or maintenance of infrastructure</i> A & B <i>B - anything else that is concerned with addressing the demands that development places on an area.</i>
How does it meet the above (tick box)? <i>The levy can be used to increase the capacity of existing infrastructure or to repair failing existing infrastructure, if that is necessary to support development.</i> <i>The levy must be spent on infrastructure proposals. The government has provided a wide definition of what can be considered infrastructure (https://www.gov.uk/guidance/community-infrastructure-levy#spending-the-levy). However, outside of this town and parish councils receiving CIL money will be able to decide how to spend their percentage of money collected.</i>	<ul style="list-style-type: none"> • Transport schemes other than site-specific access improvements <input type="checkbox"/> • Road and Transport Facilities <input type="checkbox"/> • Flood defence schemes <input type="checkbox"/> • Water quality schemes <input type="checkbox"/> • School and Educational Facilities <input type="checkbox"/> • Health, medical and social care facilities <input type="checkbox"/> • Police and emergency services facilities <input type="checkbox"/> • Community facilities <input type="checkbox"/> • Sporting and recreational facilities <input type="checkbox"/> • Cultural facilities <input type="checkbox"/> • Communications infrastructure <input type="checkbox"/> • Blue-Green infrastructure new and improved areas of open space) other than site-specific improvements or mitigation measures <input type="checkbox"/> • Community safety facilities <input type="checkbox"/> • Other <input type="checkbox"/> specify 	

Second stage validation – the need for the scheme (see guidance notes 5.2 and 6.1)		Score 1 -5 with 5 being the strongest	Comments 5
Does the scheme benefit Edenbridge?	YES / NO	5	
Does the scheme support neighbouring areas? <i>(CIL does need to support development within the Edenbridge area)</i>	YES / NO	5	
Does the scheme support any local key infrastructure projects?	YES / NO	5	ETC Forward Plan infrastructure <input type="checkbox"/> <input checked="" type="checkbox"/> no IWP – projects are identified Local Plan.
Under regulation 59C , how does this project meet A or B? <small>(A)the provision, improvement, replacement, operation or maintenance of infrastructure; or (B)anything else that is concerned with addressing the demands that development places on an area</small>	A / B	5	
Is there public benefit?	YES / NO	5	
Is there clear project management?	YES / NO	5	
Economic benefit	YES / NO	5	
Social benefit	YES / NO	5	
Environmental benefit	YES / NO	5	
Other benefit?	YES / NO	5	
Is there a strong community benefit?	YES / NO	5	
Are there the necessary permissions in place?	YES / NO	5	
Does the scheme have local support?	YES / NO	5	

Schemes that have consistently score below 2 are unlikely to qualify for funding

Other considerations (see guidance notes 5.2 and 6.1)		Comments
Has the scheme already benefited from CIL funding (ETC, SDC or other authority)	YES / NO	ETC - £100k SDC - £600k
Has consultation for the scheme taken place?	YES / NO / NA	
Is there a maintenance plan in place?	YES / NO / NA	
Is there a link between new development and the scheme?	YES / NO	Yes – need bigger facility

Date received:30 August 2021..... **For CIL Board meeting on:**11/October/2021.....

Name of Councillor supporting the application:Cllr Alan Layland.....

Validated by: Town Clerk and Cllr McArthur..... **(Chair of the CIL Board), on Date:** ...06.10.21.....

ANTICIPATED START & COMPLETION DATE FOR DELIVERY OF THE SCHEME:	START DATE: Autumn 2021 COMPLETION DATE: Winter 2022
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Edenbridge Town Council

COMMUNITY INFRASTRUCTURE LEVY (CIL) - BID VALIDATION FORM

SCHEME NAME:	Provide a local contribution towards Electric Car Charging Points via KSTS for up to three of the car parks in Edenbridge.
ORGANISATION NAME:	Edenbridge Town Council
IS THIS A PARTNERSHIP SCHEME AND IF SO WHO ARE THE OTHER PARTNERS:	YES / NO 1) 2) 3)
TOTAL COST OF PROJECT:	£12k per site est
TOTAL AMOUNT OF BID FOR CIL FUNDING:	£7,500 (up to)
HOW IS THE TOTAL SCHEME EXPECTED TO BE FUNDED:	KCC/KSTS with town council contribution
Does it meet the criteria below and therefore eligible for consideration:	YES / NO

First stage validation		Comments
Is the form completed correctly?	YES / NO	
Does the applicant organisation have the legal right to carry out the proposed scheme or the support from the statutory provider?	YES / NO	
Does the scheme support development by funding the provision, improvement, replacement, operation or maintenance of infrastructure? (see item 4.5 in guidance notes regulation 8 59c)	YES / NO	A - the provision, improvement, replacement, operation or maintenance of infrastructure A B - anything else that is concerned with addressing the demands that development places on an area.
How does it meet the above (tick box)? <i>The levy can be used to increase the capacity of existing infrastructure or to repair failing existing infrastructure, if that is necessary to support development.</i> <i>The levy must be spent on infrastructure proposals. The government has provided a wide definition of what can be considered infrastructure (https://www.gov.uk/guidance/community-infrastructure-levy#spending-the-levy). However, outside of this town and parish councils receiving CIL money will be able to decide how to spend their percentage of money collected.</i>	<ul style="list-style-type: none"> · Transport schemes other than site-specific access improvements <input type="checkbox"/> · Road and Transport Facilities <input type="checkbox"/> · Flood defence schemes <input type="checkbox"/> · Water quality schemes <input type="checkbox"/> · School and Educational Facilities <input type="checkbox"/> · Health, medical and social care facilities <input type="checkbox"/> · Police and emergency services facilities <input type="checkbox"/> · Community facilities <input type="checkbox"/> · Sporting and recreational facilities <input type="checkbox"/> · Cultural facilities <input type="checkbox"/> · Communications infrastructure <input type="checkbox"/> · Blue-Green infrastructure new and improved areas of open space) other than site-specific improvements or mitigation measures <input type="checkbox"/> · Community safety facilities <input type="checkbox"/> · Other <input type="checkbox"/> specify 	

Second stage validation – the need for the scheme (see guidance notes 5.2 and 6.1)		Score 1 -5 with 5 being the strongest	Comments
Does the scheme benefit Edenbridge?	YES / NO	5	
Does the scheme support neighbouring areas? <i>(CIL does need to support development within the Edenbridge area)</i>	YES / NO	3	People coming in to area
Does the scheme support any local key infrastructure projects?	YES / NO	4	ETC Forward Plan infrastructure <input type="checkbox"/> <input checked="" type="checkbox"/> <i>no IWP – projects are identified Local Plan.</i>
Under regulation 59C , how does this project meet A or B? <small>(A)the provision, improvement, replacement, operation or maintenance of infrastructure; or (B)anything else that is concerned with addressing the demands that development places on an area</small>	A / B	5	
Is there public benefit?	YES / NO	4	
Is there clear project management?	YES / NO	5	
Economic benefit	YES / NO	5	
Social benefit	YES / NO	5	
Environmental benefit	YES / NO	5	
Other benefit?	YES / NO		
Is there a strong community benefit?	YES / NO	4	
Are there the necessary permissions in place?	YES / NO	5	
Does the scheme have local support?	YES / NO	3	

Schemes that have consistently score below 2 are unlikely to qualify for funding

Other considerations (see guidance notes 5.2 and 6.1)		Comments
Has the scheme already benefited from CIL funding (ETC, SDC or other authority)	YES / NO	
Has consultation for the scheme taken place?	YES / NO / NA	
Is there a maintenance plan in place?	YES / NO / NA	
Is there a link between new development and the scheme?	YES / NO	Growing demand

Date received:September 2021..... For CIL Board meeting on:11/October/2021.....

Name of Councillor supporting the application:Cllr Jon Aldridge.....

Validated by: Town Clerk and Cllr McArthur..... (Chair of the CIL Board), on Date: ...06.10.21.....

ANTICIPATED START & COMPLETION DATE FOR DELIVERY OF THE SCHEME:	START DATE: Autumn 2021 COMPLETION DATE: Winter 2022
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