



Edenbridge Town Council



Town Clerk: Caroline Leet

Community Infrastructure Board | 21 Nov 2022 | Full Agenda (Excludes Confidential Items) | v:1

To Councillors: J Aldridge, A Baker, S Compton, A Damodaran, M Gemmell Smith, 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 21 November 2022 at 8:00 pm, which Councillors are summonsed to attend.

Town Clerk
16 November 2022

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

Agenda

In view of the confidential nature of agenda items 7, 7.1, 7.2, 7.3, 7.4, 7.5 and 7.6 to be discussed, the Chairman will move that the press and public be excluded from the Chamber. Public Bodies (admission to meetings) Act 1960 and the Local Government Act 1972 s100 and 102.

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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 28 February 2022**

 Community Infrastructure Board | 28 Feb 2022 v.1 | Minutes (Pages 9686 to 9689)

5 **Reports**

5.1 **Report to CIL Board 21 November 2022**

The CIL Guidance and Procedures are available on the Council's website.

CIL funds received and payable to parish and town councils by SDC are available to view on its website.

For information

Update on CIL matters

CIL interest: Following the February meeting where SDC's response was reported clarifying the query with interest from CIL funds, this has now been adjusted in the CIL Funds accounts as of 14 November. £2,462.55 total interest has been moved into the CIL General Fund, from Council General Reserves.

CIL projects completed/paid since the last meeting:

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: Works were completed April 2022, final invoice £23,929.00.

Edenbridge Cricket Club: Artificial Pitch - £12,000 – resolution March 2021: Work completed June 2022, final invoice £9154.80.

Friends of Hever Primary School – Shepherds Hut for school - £8,600 – resolution February 2022: Completed June 2022. Councillors attended an opening ceremony.

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

upgrade – Additions to scheme - £14,250 (up to) February 2022: Project was completed Summer 2022.

- The CIL award for the project was £174,250. The total invoice was £173,787.21 plus a bin (to be paid).

- However, £2,857.14 was held back for access reinstatement which was not necessary as the ground was not damaged during the works, and there is no evidence of this required, so this was challenged.

- Total paid to date £170,930.07, plus cost of bin

- Open Spaces November 2022 supported an additional second bin for the scheme

Edenbridge Town Council: Recreation Ground (Lingfield Road) New Access path - £5,000

- **resolution February 2022:** Completed summer 2022; total cost £4,980.

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


Building works started May 2022, once the foundations were in, payment was made October 2022. (This was the second of two applications.)

<https://www.edenbridgetowncouncil.gov.uk/meetings/committees/cil-board/>

<https://app.powerbi.com/view?r=eyJrIjoiMTQxNWRINGltNzQ4YS00YTc5LTg4NzQtYzYzMDVhZWFiIiwidCI6ImZjMDc5YWJkLWMyNjgtNGM1Ny1hZDY4LTU4YTFiOWU1NTk4OCJ9>

5.2 To Receive an Update on The CIL Funding Available and Where the CIL Receipts Have Come From (up to 14 November 2022)

see attached (Excel and PDF copy attached).

 Annex 1: 5 Financial Summary.pdf

6 To Agree the Annual Return for SDC (year-End 31 March 20XX)

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. When reconciling the payments since 2016, it was noted that the VAT for the public toilets had been included in the 2019/20 return. This has been corrected on the overall balance sheet and full return.

Annual Return 2021/22	Payment A	Payment B	Total
Expenditure	£10,633.53	£15,000.00	£25,633.53
Receipts	£17,143.84	£30,477.95	£47,621.79

The 2021/22 return proposes:

Payment A (provision, improvement, replacement)

- £2,030.00 – New Tourism website visitededenbridge (only eligible for A)
- £8,603.53 – Speed Indicator Device


Payment B (anything else that is concerned with addressing the demands that development places on an area)


- £15,000 – Stangrove Park Playground new railings

Do Members agree to the allocation of expenditure to payments A and B, or would members like to allocate some of the Speed Indicator Device and Stangrove Park railings across both

A&B (both projects met A &B)

Do Members approve the full complete Annual Return for 2021/22, as attached?

 Annex 2: 6 CIL Report.pdf

 Annex 3: 6 Financial Summary.pdf

In view of the confidential nature of agenda items 7, 7.1, 7.2, 7.3, 7.4, 7.5 and 7.6 to be discussed, the Chairman will move that the press and public be excluded from the Chamber. Public Bodies (admission to meetings) Act 1960 and the Local Government Act 1972 s100 and 102.

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

Confidential item omitted from public papers.

7.1 **[CONFIDENTIAL] Edenbridge Medical Centre**

Confidential item omitted from public papers.

7.2 **[CONFIDENTIAL] Edenbridge Town Council - Recreation Ground Sports Pavilion**

Confidential item omitted from public papers.

7.3 **[CONFIDENTIAL] Edenbridge Town Council - Westways light column**

Confidential item omitted from public papers.

7.4 **[CONFIDENTIAL] Friends of Hever Primary School - outdoor improvements longevity project**

Confidential item omitted from public papers.

7.5 **[CONFIDENTIAL] WI Hall - Upgrade Lighting**

Confidential item omitted from public papers.

7.6 **[CONFIDENTIAL] Citizens Advice Bureau (CAB) Edenbridge & Westerham - Training [Awaiting further information]**

Confidential item omitted from public papers.

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

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

This offer is time limited to four years, up to January 2023 – resolution conditions say: payment made on the provision of a copy of the invoice approved by the Quantity Surveyor containing the installation of exterior windows and doors and by a visual check being carried out. This offer to be time limited to four years (January 2023).....

The work for The Medical Centre is well underway. We are advised that the windows have been procured, and order has been placed and are expected to be installed March 2023. It was unfortunate the project as a whole was delayed, but the development progress is very much underway, and the handover date of the building is expected to be October 2023.

CIL awards can be allowed up to 5-years.

In view of the delayed start of the build project, and that work has very much started and the order for the windows has been placed (an invoice for this can be provided), do Members support recommendation to full Council to extend the award until October 2023?

8.2 **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 plus a further £80 for amendments. The next phase is to look at the walks app and reproducing the walks leaflets.

£9,890 held in allocated funds.

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

Work has started on the project. However, due to connection issues, it was delayed. Open Spaces November 2022 received an update and confirmed the additional works. Further CIL Bid has been made (agenda item 7.3)

8.4 **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 and County Councillor have taken this up with KCC.

8.5 **Edenbridge Town Council: Road Safety measure - Main Road, Hilders Lane and Hillcrest Road junction - To create a 40-mph buffer on the approach to Edenbridge towards Homestead Road junction - £10,000 – February 2022**

An initial payment of £2,500 was made for the consultation. The next phase is to finalise the design and implementation, the final invoice cost is £2,519.43. Total cost for the 40mph buffer zone £5,019.43, with a remainder of £4,980.57 that will go back into CIL unallocated

8.6 **Edenbridge Town Council: Provide a local contribution towards Electric Vehicle Charging (EVC) Points via KSTS for up to three of the car parks in Edenbridge – contribution towards scheme of up £7,500 – resolution October 2021 (7.2)**

Following Open Spaces Committee November 2022, it was agreed to support the proposal from Kent Smarter Travel Scheme (KSTS) for 4 x 7kw EVCs for Market Yard car park. Town Council contribution is yet to be finalised.

8.7 **Edenbridge Rugby Club – Pavilion Refurbishment - £8,275 – resolution February 2022 5.2.**

The Rugby Committee has had a new Committee appointed November 2022. Details of the refurbishment schedule and works yet to be confirmed to the Council. A Pavilion Manager has been appointed to help oversee this project.

9 **Date of Next Meeting**

Item 6

CIL Report

Parish/Town Council Edenbridge Town Council

This report is to be completed in line with the following legislation:

Regulation 121B of the Community Infrastructure Levy Regulations 2010 (as amended)

Section 151 of the Local Government Act 1972

Accounts and Audit (England) Regulations 2011.

For Financial year – April ...2021..... - March ...2022.....

1. The Total CIL Receipts for the reported year:

A*	B*	Total
17,143.84	30,447.95	47,621.79

2. The total CIL expenditure for the financial year:

A*	B*	Total
10,633.53	15,000.00	25,633.53

3. Items (projects) that CIL has been applied to for this financial year:

A*	B*
Tourism Website	Stangrove Park Playground railings
Speed Indicator Device	

4. The amount of CIL expenditure on each Item:

Infrastructure Project	Year	Amount Spent under A*	Amount Spent under B*	Total Amount Spent
Tourism website	June 2021	2,030.00		2,030.00
Stangrove Park Playground Railings	September 2021		15,000.00	15,000.00
Speed Indicator Device	January 2022	8,603.53		8,603.53

5. Details of any Recovery Notices Received:

(Note- this is where Sevenoaks District Council (SDC) has served a notice on your Council in the following situation:

- a) The money received from SDC has not been spent with 5 years of receipt; or
- b) The money has not been spent correctly (under the definitions sent out in your Notice of Payment letter).

i) The total value of CIL receipts subject to Notices served during the financial year:

A*	B*	Total
N/A	N/A	N/A

ii) The total value of CIL receipts subject to a Notice served during the financial year that have not yet been paid to SDC:

A*	B*	Total
N/A	N/A	N/A

6. The total amount of CIL receipts for the reported year **retained** at the end of the year:

A*	B*	Total
161,453.44	395,276.02	556,729.46
		Plus interest since 2019 to 31/03/22 1,534.10

7. CIL receipts from previous years **retained** at the end of the reported year:

Year	CIL Amount Retained for A*	CIL Amount Retained for B*	Total CIL Amount Retained
2021/22	17,143.84	30477.95	47,621.79
2020/21	20,920.40	37,191.82	58,112.22
2019/20	111,145.40	231,591.82	342,737.22
2018/19	12,243.80	96,044.43	108,288.23
2017/18	0	0	0
2016/17	0	0	0

8. Items (projects) that have been committed to for the next financial year:

A*	B*
Tourism £9,970 Skate Park £7k Hever School £8,600 Medical Centre £50k x2 Electric Car Charging £3,750 2022/23 awarded Hever School & skate park	Skate Park £20k Rec Playground Cricket artificial pitch £12k Medical Centre £50k x2 Westways Streetlighting £5k Bus Shelter £7.5k Electric Car Charging Traffic calming 40mph buffer zone Main Road £10k Electric Car Charging £3,750 2022/23 awarded 100k medical centre plus other grants

In accordance with regulation 121B of the Community Infrastructure Levy Regulations 2010 (as amended) you must:

- Publish this report on your website on or before 31st December following the reported year.
- Or ask us to display on SDC's website if you do not have one.
- Send a copy of the report to the Charging Authority (SDC) no later than 31st December of each year for the financial year ending in March that year. (As noted in the original CIL letter sent to you, we would ask that this information be provided by the end of November for the financial year ending in March each year to ensure that it can be used as part of SDC's Report on CIL spending and especially if you wish SDC to publish the information on your behalf).

Please be aware that any false reporting will be dealt with in line with the above Legislation.

Please sign this document below to confirm who has provided the above information and that it is correct.

Signed..... Name.....

Position.....

Yours Sincerely

Richard Morris
Chief Planning Officer

Key:

A* = Proportions of CIL receipts as laid out in Section 59A of the CIL Regulations where SDC has a duty to pay you

B* = The equalisation of CIL receipts paid at the discretion of the Sevenoaks District Council Cabinet, to ensure you receive 25% of the total CIL receipts received.

Item 6

FINANCIAL SUMMARY
CIL (as at 14 November 2022)

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	£ -	£ -	£ -	£ 4,101.06	£ 7,290.81	£ 11,391.87
27/10/2017		£ 11,391.87	£ 4,101.06	£ 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	£ 58,469.68	£ 80,250.67	£ 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	✓ 2021/2022 to be submitted	£ 10,633.53	£ 15,000.00	£ 25,633.53	£ 17,143.84	£ 30,477.95	£ 47,621.79
26/04/2019	Skeynes Road	£ 2,168.75	£ 780.75	£ 1,388.00	✓ correction to 2019/20 when Public toilets recorded with	£ -	£ 34,000.08	£ 34,000.08			
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			£ 309,235.28	£ 583,118.72		£ 147,781.84	£ 187,842.70	£ 335,624.54	£ 309,235.28	£ 583,118.72	£ 892,354.00
									£ 161,453.44	£ 395,276.02	£ 556,729.46
											Total unspent in bank
TOTALS Receipts:		£ 892,354.00									£ 499,682.13
Funds received 2022/23					Annual Return 2020/21	Payment A	Payment B	total			C/O 21/22
21/04/2022	P14 - Apex, E.Police, PkAv	£ 14,508.58	£ 5,223.08	£ 9,285.50	Expenditure	£ 10,633.53	£ 15,000.00	£ 25,633.53			
20/10/2022	P15 - Tony's; Star Inn	£ 52,020.87	£ 18,727.51	£ 33,293.36	Receipts	£ 17,143.84	£ 30,477.95	£ 47,621.79	£ -		