



Edenbridge Town Council



Town Clerk: Caroline Leet

Community Infrastructure Board | 27 Feb 2023 | 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 27 February 2023 at 7:30 pm, which Councillors are summonsed to attend.

Town Clerk
22 February 2023

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 **To Receive Apologies for Absence**

2 **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

3 **To Receive, Adopt and Sign the Report from The CIL Board Meeting Held on 21 November 2022**

 Community Infrastructure Board | 21 Nov 2022 v.1 | Minutes (Pages 9281 to 9284)

4 **Reports**

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

 Annex 1: 4 Financial Summary.pdf

4.2 **Report to CIL Board 27 February 2023**

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

SDC Infrastructure CIL has requested confirmation that funds received in 2017 and 2018 have been allocated and the money awarded to the projects. This has been confirmed.

CIL projects completed/paid since the last meeting:

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. Completed cost £5,019.43.

Scheme installed February 2023. Question re including white gates/fencing on approach being investigated. Balance of £4,980.57 will go back into CIL unallocated, if not included in 40 mph buffer, and new application will have need to be made for funding.

Edenbridge Town Council: Westways two new lighting columns (award £7,377.25 March 2021 and November 22. Completed.

This project has come in under budget due to a partial refund received from UK Power Networks as the initial location and ground works were unable to be completed and new

positioning of one column. Confirmation of the exact refund is being finalised.

WI Hall: Stage Lighting (awarded £1,650 November 2022). Completed and full payment made.

Letter of thank you was circulated separately.

5 **To Note Applications Received that Did Not Make It Past the Second Validation Stage**

 Confidential Annex 2 (omitted from public documents): CIL Application List Feb 2023

6 **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).

Five Bids were received with only one eligible for consideration. Papers circulated as confidential papers as per the Town Council's CIL guidance and procedures. Cllr McArthur (CIL Board Chair) has validated the applications with the Clerk on 20 February.

The invitation for CIL Bids was published in January on the Council's website and Facebook; closing date 10 February. At the time, the funds available was £5,075.

Current allocated funds available below includes funds returned from the Swan Lane bus shelter, following the February Open Spaces meeting.

Unallocated funds	£ 10,874.90	Same in the CIL Reserves
	Excludes Expected Income	
	£ 2,268.02	

The £2,268.62 is expected by March/April 2023 and not included in the current available funds, £10,874.90.


6.1 **Friends of Hever Primary School - Hever School Sports Pitch/Playground Improvements - £3,000**

 Confidential Annex 3 (omitted from public documents): Hever Bid Form

 Confidential Annex 4 (omitted from public documents): Hever Bid Validation form

 Confidential Annex 5 (omitted from public documents): Hever - Quote

6.2 **Parochial Church Council of Edenbridge - St Paulinus Centre hall floor project - £5,000**

 Confidential Annex 6 (omitted from public documents): St Paulinus Bid Form

 Confidential Annex 7 (omitted from public documents): St Paulinus Validation Form

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

7.1 **All outstanding awards Edenbridge Health and Wellbeing Centre - new facility £100,000**

(resolution January 2019)

This was awarded for payment once the windows were installed. In November CIL Board were advised that the windows have been procured, and order has been placed and are expected to be installed March 2023.

7.2 **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/GPS and reproducing the walks leaflets. £9,890 held in allocated funds.

7.3 **Edenbridge Rugby Club – Pavilion Refurbishment - £8,275**

(resolution February 2022 5.2.)

The Rugby Committee was newly appointed November 2022. Details of the refurbishment schedule and works yet to be confirmed to the Council.

7.4 **Edenbridge Medical Centre: Moving to the new building, costs for new clinical couches and other associated costs - £25,000**

(resolution November 22 7.1.)

Awaiting date for the Medical Centre build to be handed over.

7.5 **Edenbridge Town Council: Recreation Ground (Lingfield Road) Sports Pavilion windows replacement with shutters – £85,000**

(resolution November 2022 7.2.)

Tender process, specification being finalised.

7.6 **To receive a request from Hever Primary School re award for £24,659.72 outdoor improvements longevity project for advance payment**

(resolution November 2002 7.4.)

See attached letter requesting payment prior to completion; and ETC's award confirmation letter with terms of payment.

CIL Funds are public funds which the Council are effectively custodians (CIL guidance notes section 1&2). If funds are not spent within 5-years (4.3) SDC will serve notice for recovery of the funds. SDC can also demand repayment for funds awarded that do not meet the criteria. To protect any unforeseeable circumstances including potential mismanagement, and where a project may not be delivered, the protocol has always been to request an invoice upon completion (and evidence) of the works.

How do Members want to proceed?

8 **Date of Next Meeting**
13 November



Item 7.6

18 February 2023
Edenbridge Town Council
Town Council Offices
Doggetts Barn
72A High Street
Edenbridge
TN8 5AR

Dear Trust Committee,

Edenbridge Community Infrastructure Board (CIL) – Award of grant to Friends of Hever Primary School for outdoor improvements longevity project - £24,659.72

Thank you again for the above CIL award which is much needed by our primary school. As per our application, I am writing to request the funds in advance of the commencement of the build as we do not have the funds as a PTA to purchase the equipment upfront.

Caroline Leet has confirmed the Terms of the payment are as follows: *Payment will be paid by BACS direct to the Friends of Hever School account upon receipt of a copy invoice in the name of Friends of Hever Primary School for the purchase and installation works upon completion of the project. Awards are valid for 5-years from the date the award was made; you have until 21 November 2027.*

We will happily provide a copy of the invoice for the purchase of equipment and installation works, but we will not be able to pay the invoice without the CIL funding. Would it be possible for the funds to be released on production of the invoice, we will then send a receipt immediately on payment so you can see the money has been used for the project requested?

Without the grant funding the PTA turnover is only around £5k, most of this raised in the summer so I hope this is something you will consider.

We are of course happy to hear other proposals of how we can make this work.

Thank you for your time.

Yours Faithfully,

Amy House
Chair for the Friends of Hever School Committee

Friends of Hever School, Hever C Of E Primary School, Hever Road, Hever, Edenbridge, TN8 7NH
Charity number: 287136