

Minutes of the Meeting of Community Infrastructure Board held in Rickards Hall on 23 February 2026 at 7:30 pm

Present: Cllrs. Jon Aldridge, Angela Baker, Carey Jacques, Alan Layland, Margot McArthur (*Chair*),
Stuart McGregor, Angela Read, Jeff Streets, Bob Todd
In attendance: Town Clerk; five Members of the Public; and no press.
19:30 Meeting opened.

1 To receive apologies for absence

Apologies were received noted, and accepted from Cllrs Compton, Cummings, Gemmel Smith, Stockdale and Sumner.

2 Declarations of Interests or Predetermination

None. Later in the meeting Cllrs Layland and McGregor declared an interest in item 4 as a trustee and Council representative of the Museum.

3 To receive, approve and sign the minutes of the Community Infrastructure Board Meeting held on 1 December 2025 (pages 2023-117/1-7).

Resolved: that the minutes of the CIL Board meeting be signed by the Chair as a true and accurate record, held on 01 December 2025 (pages 2023-117/1-7).

4 To receive an update on the CIL funding and receipts

Members noted the current CIL summary for 2025-26 (up to 31 December 2025):

- Total receipts received: £257,189.10 (from British Legion - 13 High Street, Farmstead Drive, 4 Ridge Way and Jewson)
- Total interest: £7,306.26
- Total CIL awards paid out: £26,194.00
- Balance: £409,823.86 of which £352,688.11 was allocated to other approved projects
- Unallocated CIL funds balance £57,135.75

The two CIL bank/investment accounts has a total of £409,823.86. The December meeting reported that £200k would be transferred from the Barclay CIL to CCLA account which has a higher interest return. This is in the process of being done, and should appear in the February statements.

There were no questions.

5 CIL Funding and Local Government Reorganisation impact

Comments in sector seminars and inter authority meetings have suggested that Community Infrastructure Levy (CIL) might be centralised or redistributed under reorganisation. However, research does not support this and does not appear in official publications. To provide more clarity on whether the move to unitary authorities affects parish and town councils' entitlement to receive CIL funding, and to set out potential local implications for the Sevenoaks area, below sets out the national position and the local risks for Sevenoaks parish and town councils.

CIL funding to parish and town councils, there is no evidence to indicate CIL is being removed under local government reorganisation; and no government policy, White Paper, parliamentary briefing or legislation indicates that the neighbourhood portion of CIL will stop being passed down following unitarisation.

Legislation governing CIL payments to parishes

Community Infrastructure Levy Regulations 2010 (as amended) sets out the legally binding rules requiring charging authorities (district or unitary) to pass a share of CIL to parish and town councils. They specify:

- 15% neighbourhood portion

- 25% where a made Neighbourhood Plan exists
- A statutory duty for the charging authority to transfer these funds

Localism Act 2011 created the wider neighbourhood planning system and established the principle that communities should benefit directly from development. While it does not set CIL percentages itself, it is the Act that introduced the policy intention for a meaningful community share of developer contributions.

Together, these two frameworks explain both the legal duty and the community empowerment policy. This legislation remains in force and is not altered by local government reorganisation; Regulations 59A–59F (link below):

- The duty to pass funds
- How much is passed
- Spending powers
- Payment timings
- Reporting and recovery
- Arrangements where no parish exists

Parish and town councils remain unchanged under unitarisation

Local government restructuring affects county and district tiers only. Parish and town councils continue as the lowest tier of government, with no proposed changes to their powers or existence.

- No national proposal to change CIL distribution rules.
- All reorganisation documentation focuses on governance, boundaries and service delivery. Not developer contributions.

However, Sevenoaks-specific considerations:

1. Sevenoaks' current 25% for all parishes is discretionary. SDC Council currently pays 25% CIL to all parishes, regardless of Neighbourhood Plan status. This is more generous than the statutory minimum and is a local policy choice. A future unitary authority would not be required to continue this enhanced rate and may revert to the statutory minimum (15% or 25% only where a Plan exists).
2. Some other districts do not consistently pass on CIL at all in Kent. Charging authorities practices vary with some that do not pass CIL to parishes, contrary to the spirit of national guidance, and sometimes due to differing interpretations or legacy practices.

It was currently unknown which model a new unitary authority would adopt, meaning Sevenoaks parishes could see reduced CIL income after the move to the new unitary authorities structure.

These risks arise from local variation, not from national legislation.

Summary

National law continues to protect parish and town councils' entitlement to a neighbourhood share of CIL under the CIL Regulations 2010. The Localism Act 2011 provides the policy foundation for this community benefit. Any risk to CIL income in Sevenoaks arises solely from potential changes to local discretionary policy once a new unitary authority has established its policies and practices across the county. At this stage, it is not yet known the approach the new unitary authority will adopt.

Members need to note and consider:

- Statutory CIL neighbourhood funding remains unchanged at national level.
- Local discretion in Sevenoaks (universal 25%) is vulnerable under unitarisation.
- Variation across Kent means CIL income may decrease after the full move to unitary authorities.
- Parishes without a Neighbourhood Plan may reduce from 25% to 15%.
- Members should continue planning, but factor in potential future reductions.

Members noted that the position of CIL contributions to the town for the time being remained unchanged, but that under Reorganisation and the new unitary authority CIL will most likely be reduced to the statutory minimum percentage of 15% (without a Neighbourhood Plan). It was also noted that two of the four district councils which Sevenoaks was likely to form a unitary authority

with currently do not charge CIL opting to remain with the section 106 agreements. S106s are more focussed on infrastructure whereas CIL creates a pot of funding local areas can direct the infrastructure funding. Going forward the Town Council will be receiving less CIL contributions.

6 To receive an update of approved CIL Funding Schemes

Members noted the following:

Edenbridge Town Council Promotional Infrastructure for Visit Edenbridge – balance £7,765 (resolution February 2020 9324 5.3 £12,000 reconfirmed commitment from funds 2024): Phase 1 - 10 walks leaflets completed; Phase 2 - three trails, almost completed; Phase 3 - Walks App outstanding. Remaining balance £7,765. It was expected to be able to release some of the above award will be released back to CIL funds.

Edenbridge Town Council: Contribution towards Electric Car Charging Points via KSTS for Edenbridge – £7,500 (October 2021 9607 7.2.): EVCs installed MYCP x 4. Terms of the EVCs has changed with the Council not receiving an income from these.

Kent Highways - 40mph buffer zone - (resolution February 2022 9688-5.5): November 2024 it was agreed to release some of the unspent funding back to CIL, leaving £2,858.45.

Hever PTA Primary School - outdoor classroom £10,000(resolution November 2024 076-7.2): An update was provided by email in December advising that they remained committed to creating an outdoor classroom environment, but due to unforeseen circumstances and now slightly more space available the area has been redesigned bringing the classroom forward and incorporating an expanded sensory area around it. A second application has been received (agenda item 5.1) for further funding.

Edenbridge Town Council - Pavilion heating, boilers and water,£100,000 (resolution February 2025 085-7.5) & further £50,000 (resolution December 2025 117-8.7): The project for the heating, new boilers, and mains water is progressing. The tender had been awarded, works started 23 February, and planned completion late week 20 April. SDC has also supported with £110k, and ETC has funded professional fees. A further award of £50k to progress with the mains water connection was agreed December meeting. The tender documentation is currently being prepared.

Awarded at the December 2025 meeting:

- Eden Valley Museum - replacement covers for display cabinets, £1,950 (resolution 117-8.1)
- Edenbridge Allotment Gardens - replacement composting toilet, £5,867.99 (resolution 117-8.2)
- Edenbridge Cricket Club - irrigation system, £12,000 (resolution 117-8.3)
- WI Hall - refurbishment and electricals, £9,587 (resolution 117-8.4)
- Edenbridge Town Council - Pavilion disable access ramps, £2,800 (resolution 117-8.6)
- Edenbridge Town Council - new replacement Playground Marsh Green, £70,000 (resolution 8.8)
- Edenbridge Town Council - replacement streetlight columns Cedar Drive and Park Avenue,£40,000 (resolution 8.9)
- Edenbridge Town Council - new streetlight Church Street, £6,000 (resolution 8.10)

Recent claims: WI Hall - part payment, £4,485 toward electrical works and refurbishment works.

Members had no questions.

6.1 Edenbridge Rugby Club – Confirmation of CIL Award (£8,725 resolution 2022)

*The Chairman proposed at this point to move agenda Item 6.1 to be included with item 7 so as to provide an opportunity for Club representatives to make representation. Members **agreed** unanimously and resolved to bring forwards agenda item 6.1 Edenbridge Rugby Club to item 7. Details are minuted subsequently (item 6.1).*

In February 2022 (resolution 9687-5.2), the CIL Board awarded the Rugby Club £8,275 towards the refurbishment of the Pavilion to improve facilities for users and the wider community. The original application stated: "The club plan to expand use of its facilities to all sections of the community and is seeking to decorate and refurbish to provide a better environment for all."

Representation was received from two representatives of the Club's new committee. The focus remains to ensure the Pavilion is both fit for purpose and a welcoming venue for our wider Edenbridge community. It was the intention to commence enhancements to the internal areas of the Pavilion starting in May 2026 following the boiler works, which had just started. There were several areas that need addressing including full replacement of all lighting to LED but this would potentially need to be in a further phase and there were also some key compliance issues to address, for example, installation of a fire alarm system which will be costly. However, despite finances, the Club was committed to continue with the refurbishment proposal, including improvements to the kitchen, toilets, bar area and electrical provision within the main hall, with a focus on improving hygiene, compliance, accessibility and overall usability of the Pavilion.

Members had received a copy of the programme of works and costs, and although noting some time had passed since the original award, Members unanimously:

Resolved: the refurbishment works set out remained consistent with the original funding purpose and CIL award criteria, and were satisfied to reconfirm the award of £8,275 on the same grounds.

- The expansion to the town with new development required better community and sports facilities.
- The refurbishment of the Pavilion would be an improvement to the infrastructure facilities for the increasing users of public facilities from the increase of development and visitors to Edenbridge.
- There was strong evidence for economic and social benefits.
- Environmental benefits would allow people to stay local with good facilities.
- It meets both regulation 8, 59C (a) refurbishment of infrastructure, and (b) addresses the demand from development in the area.

Payment would be made direct to the Rugby Club upon receipt of an invoice once the work had completed.

7 To consider applications for funding from the Edenbridge Town Council's CIL Fund

Representations were received from the bidders for each bid. Members discussed each application in the order as listed on the agenda before voting on each.

7.1 Hever Primary School - Outdoor Classroom and Wellbeing Space - additional funding £12,000

An update on the Outdoor Classroom and Wellbeing Space for Hever Primary School was received. The application presented in November 2024 to create an outdoor classroom/sensory space at Hever Church of England Primary School remained very much an active project with £7,800 additional funding secured from Great Stone Bridge Trust, GACT, and fundraising activities at the school. However, last summer a beautiful oak tree had to be removed on safety grounds, this was a prominent feature of the playground providing both shade and interest. This has completely changed the playground landscape, but also created an opportunity to reimagine the area and make some changes to previous planning.

The school was committed to creating an outdoor classroom environment for the reasons given in the initial application, however with more space the redesigned classroom had incorporated an expanded sensory area around it. This had increased the budget, hence the request for further funding of £12k towards the total budget costs of £38,435. It was hoped to be able to commence with the project early spring. With the increase in SEN children, of which 95% of those children come from Edenbridge, this facility is essential to help provide a sensory learning environment.

Members supported the bid on the same grounds as the previous award, to provide a new and improved outdoor classroom and wellbeing space:

- There was clear evidence that the majority children attending the school were Edenbridge residents, and that this was the result of the demands from increased development and the need for educational facilities.
- There were strong social and well-being benefits to the children.
- Would provide an infrastructure improvement for education and school facility, for Edenbridge children.

- It meets both regulation 8, 59C (a) provision of infrastructure, and (b) addresses the demand from development in the area.

Resolved: to award Friends of Hever Primary School £12,000 towards its new outdoor classroom and wellbeing space project. Payment would be made once work had started and upon receipt of an invoice in the name of the Friends of Hever Primary School for the purchase of the items and installation.

7.2 Edenbridge Cricket Club - Enhanced car park with disability access - £45,000

Representation was received from the Cricket Club outlining the need to improve and expand the existing car parking facilities as well as to provide access and disability parking spaces. The existing car park area at Blossoms Park provided just 7 spaces, the area beyond the gate currently consists for plastic grasscrete mats under the grass which accommodates up to 20 vehicles. However, with the topography and wet nature of the area this becomes very muddy easily, and does not cope well with consistent vehicle use. The Club had been working with consultants to find solution and consider expansion to the area, and believe they have a suitable solutions to provide stable year-round all-weather surface. This scheme will replace the current car park with a more robust solution using interlocking cellular permeable paving grid system. This is designed to be installed onto well prepared area and provides a sub-base of gravel, Geotextile for filtration, a bedding layer, CellPave with 25mm ground spike, and soil and grass infill. The proposal will also extend the parking area to create at least 45 parking spaces. The project is not cheap, with the estimated costs at £200 per sqm.

The proposal is mindful that Blossoms Park sits in the conservation area and will require planning application and approval. The Club had discussed this with the Council and the Open Spaces Committee confirmed support for the project at its January meeting.

Members discussed at length the suitability of this for Blossoms Park mindful of the winter wet conditions, but noted that planning approval was required. The project was supported, but with two year limit to deliver.

- Blossoms Park and the Cricket Club are well used facilities which does require improved parking provision.
- Will create improve disability access and parking provision.
- The parking design accommodates environmentally sustainable solutions.
- The infrastructure improvement meets the development needs to provide a better community facility for Edenbridge.
- Evidence of strong social and fitness benefits, and economic benefit to the Club.
- Meets both regulation 8, 59C (a) maintenance of infrastructure, and (b) addresses the demand from development in the area.

Resolved: to award Edenbridge Cricket Club up to £45,000 for installation of an improved and enhanced parking area with disability parking provision at Blossoms Park Cricket area. This is agreed on the terms of an approved planning application, completion within two-years of the date of this letter, and payment would be made only upon purchase and completion of the works, and receipt of an invoice in the name of the Edenbridge Cricket Club.

8 Date of Next Meeting

30 November 2026, subject to funding available and other CIL business.

20:25 Meeting closed.