Edenbridge Town Council

Town Clerk: Caroline Leet

Community Infrastructure Board | 30 November 2026 | Short Agenda (Excludes Confidential Items) | v:1

To Councillors: J **Aldridge**, A **Baker**, S **Compton**, M **Gemmell Smith**, C **Jacques**, A **Layland**, M **McArthur** *(Chair)*, S **McGregor**, A **Read**, M **Stockdale**, J **Streets**, B **Todd**.

Notice is hereby given of a Community Infrastructure Board Committee Meeting to be held in Rickards Hall on 30 November 2026 at 7:30 pm, which Councillors are summonsed to attend.

Town Clerk
25 November 2026

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.

Members are reminded to the Code of Conduct, and Appendix B - Registering interests and non participation.

A dispensation 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, approve and sign the minutes of the Community Infrastructure Board Meeting held on 23 February 2026 (pages 2023-127/1-5).**

Community Infrastructure Board | 23 February 2026 v.1 - Minutes (Pages 2023-127/1-5)

4 **Annual Community Infrastructure Levy (CIL) Return 2025–26 (year-End 31 March 2026)**

Annual CIL Return 2025–26

The Annual CIL Return for the financial year 2025–26 has been completed and submitted to Sevenoaks District Council (SDC) within the required timeframe and published on the Town Council's website (link below).

A copy of the return is attached for Members' information, with a summary of the financial position set out below.

Summary of CIL Receipts and Expenditure 2025–26

	CIL A	CIL B	Total
CIL receipts	£92,588.08	£164,601.02	£257,189.10
CIL expenditure	£8,962.29	£24,859.00	£33,821.29

In addition, the Town Council received a separate CIL award of £110,000 from SDC towards the Pavilion project.

Year-end Financial Position as at 31 March 2026

Description	Amount
CIL funds retained	£376,780.92
Total accumulated interest	£27,102.58
Total Town Council CIL funds	**£403,883.50**
SDC CIL Award – Pavilion	£110,000.00
Total CIL funds held	**£513,883.50**
Less: Town Council CIL project allocations	£402,060.82
Less: SDC CIL Award allocated to Pavilion	£110,000.00
Unallocated CIL balance at year-end	**£1,822.68**

The above figures reflect the position as at 31 March 2026, with subsequent receipts, expenditure and changes to project allocations reported separately as part of this meeting.

Recommendation

Members are asked to receive and note the Annual CIL Return for 2025–26 and the year-end financial position.

Annex 1: 2025-26 Annual Return SDC (click to download).

5 **CIL – Refund to Sevenoaks District Council**

At its March 2026 meeting, Full Council was advised that SDC had requested the repayment of £9,648.03 in CIL funding previously received by the Town Council in April 2024, relating to the development at Bella Vita, 25 High Street (20/00335/FUL).

The repayment arose following confirmation that the applicant would no longer be progressing with the development and had requested a refund of the CIL payment.

Full Council resolved that the amount be deducted from future CIL payments, either in April 2026 or across the April and October 2026 payment runs.

SDC has subsequently confirmed that, following the October 2026 CIL payment run, £3,248.44 has been deducted from the outstanding amount, leaving a balance of £6,399.59 to be refunded to SDC as soon as possible.

This repayment will reduce the overall CIL funds available to the Town Council and will need to be reflected in the CIL financial balances and future funding allocations.

Recommendation

Members are asked to note:

- **the decision of Full Council in March 2026 to approve the repayment of £9,648.03 to Sevenoaks District Council.**
- **that £3,248.44 has been recovered through the October 2026 CIL payment run, leaving an outstanding balance of £6,399.59 to be deducted from the next payment run.**
- **the impact of this repayment on the Town Council's available CIL funds and future project allocations.**

6 **CIL Funding and Receipts – summary 2026–27 (up to November 2026)**

A copy of the full CIL financial spreadsheet is attached for Members' information.

- **Total CIL receipts:** £0.00. Payment 22 (P22), relating to Oxfam, 34 High Street (£3,245.44), was retained by SDC as a credit towards the CIL refund for Bella Vita, 25 High Street (20/00335/FUL).
- **Total interest received:** £7,345.66, with November interest yet to be recorded.
- **Total Town Council CIL awards paid out:** £161,122.50.
- **SDC CIL award:** £110,000 paid towards the Pavilion Heating and Hot Water project.
- **Total CIL funds held:** £250,106.66, of which £240,938.32 is allocated to approved projects.
- **Unallocated CIL funds:** £9,168.34, reducing to **£2,765.78** after allowing for the outstanding Bella Vita CIL refund of £6,402.56.

The combined balance of the Council's two CIL bank and investment accounts is £250,106.66, which reconciles with the CIL financial records.

Members are asked to note the financial update and are invited to raise any questions.

Annex 2: 2026-27 CIL balances up to November 2026 (click to download).

7 **To receive an update on approved CIL funding schemes**

Members are asked to receive and note the following update on previously approved CIL funding allocations, including projects completed, those progressing and outstanding claims.

1. **Projects with Funding Proposed for Release (to be consider under item 8)**

The following projects have remaining CIL allocations which are recommended for release back to the available CIL funds. These will be considered under the following agenda item.

ETC – Promotional Infrastructure for Visit Edenbridge – £6,754.95 remaining. Resolution February 2020 (9324-5.3), reconfirmed 2024. Phase 1 (10 walks leaflets) and Phase 2 (three trails) have been completed. Phase 3, the proposed Walks App, remains outstanding, with the scope and costs yet to be confirmed. It is recommended that the remaining allocation be released, with a new application submitted once the project requirements and costs are established.

ETC – Electric Vehicle Charging Points – £7,500. Resolution October 2021 (9607-7.2). Four electric vehicle charging points have been installed at Market Yard Car Park (MYCP). However, the terms of the scheme have changed, and the Town Council will no longer receive income from the chargers.

Kent Highways – 40mph Buffer Zone – £2,858.45 remaining Resolution February 2022 (9688-5.5). Following the release of part of the unspent allocation in November 2024, the remaining funding was retained for potential white gates. Kent Highways has subsequently advised that there is insufficient space at the proposed locations, but it may be viable to consider white painted Dragons Teeth.

2. **Completed projects**

- **Hever Primary School PTA – Outdoor Classroom and Sensory Area** – £22,000. Resolutions November 2024 (076-7.2) and 2026 (127/04-7.1). Completed November 2026, providing an outdoor classroom environment incorporating an expanded sensory area.
- **Edenbridge Allotment Gardens – Replacement Composting Toilet** – £5,867.99. Resolution 117-8.2. Completed June 2026.
- **Edenbridge Cricket Club – Irrigation System** – £12,000. Resolution 117-8.3. Completed April 2026.
- **WI Hall – Refurbishment and Electrical Works** – £9,587. Resolution 117-8.4. Completed June 2026.
- **ETC – Pavilion Disabled Access Ramps** – £2,800. Resolution 117-8.6. Completed August 2026.
- **ETC – Marsh Green Replacement Playground** – £70,000. Resolution 117-8.8. Completed October 2026.
- **ETC – Church Street Replacement Streetlight** – £6,000. Resolution 117-8.10. Completed February 2026.

3. **Projects Progressing / Outstanding Claims**

ETC – Pavilion Heating, Boilers and Mains Water – £150,000. Resolutions February 2025 (085-7.5) and December 2025 (117-8.7). The heating and new hot water boiler works were completed in September 2026 at a cost of £147,584.90, with professional fees funded separately by ETC. The project has also received £110,000 CIL funding from SDC. The third phase, providing a new mains water connection, is progressing.

Eden Valley Museum – Replacement Display Cabinet Covers – £1,950. Resolution 117-8.1. Approved allocation remains outstanding, pending completion and claim.

ETC – Replacement Streetlight Columns, Cedar Drive and Park Avenue – £40,000. Resolution 117-8.9. UK Power Networks has been instructed and paid. However, additional recabling works are required, delaying the replacement programme. Works are now anticipated to commence in January 2027.

Edenbridge Rugby Club – £8,725. Original resolution 2022, reconfirmed 2026 (127/03-6.1). The previously approved allocation was reconfirmed in 2026. Claim remains outstanding.

ETC – Stangrove Park Bandstand – £22,570. Resolution December 2025 (117/04-8.5). This allocation supplements £72,430 CIL funding awarded by SDC. A planning application has been submitted, supported by professional reports. The deposit for the bandstand has been paid and drawings have been provided. The project is progressing subject to the necessary approvals.

Edenbridge Cricket Club – Car Parking Groundworks – £45,000. Resolution February 2026 (127/05-7.5). A planning application has been submitted. The project remains subject to planning approval.

Recommendation

Members are asked to note the progress of approved CIL funding schemes, including completed projects, outstanding allocations and claims.

8 **CIL – Release of unspent project allocations**

A review of previously approved CIL funding allocations has identified a number of projects which have now been completed, with surplus funding remaining against the original awards.

Members are asked to consider and approve the release of these unspent balances back into the CIL funding pot, making the funds available for reallocation towards future eligible projects.

Completed Projects – Unspent CIL Allocations

Project	Date Approved	Date Completed	Funds to Release
ETC – Tourism	February 2020	March 2026	£6,754.95
ETC – Pavilion Disabled Access	1 December 2025	August 2026	£330.00
Edenbridge Allotments – Compostable Toilet	1 December 2025	June 2026	£495.03
Edenbridge Cricket Club – Irrigation System	1 December 2025	April 2026	£541.26
ETC – Church Street Streetlight	1 December 2025	February 2026	£79.00
ETC – Marsh Green Playground	1 December 2025	October 2026	£20.70
Subtotal			**£8,220.94**

Additional Funding Release

Kent Highways 40mph Buffer Zone: A balance of £2,858.12 had been retained as part of the safety measures and the potential installation of additional white gates at other proposed locations. Kent Highways has subsequently advised that there is insufficient space to accommodate these installations. However, a suggestion of dragons teeth at the main access points to the town could be considered so members may want to hold this funding as part of the safety scheme.

Electric Vehicle Charging Points: In 2023 the charging points were installed at MYCP. However, following a change to the funding arrangements, the costs were met by KSTS, meaning the Town Council's allocated CIL contribution was no longer required. The £7,500 can therefore also be released back into the CIL funding pot.

Updated Financial Implications

The total funds available for release are now: £15,720.94; or £18,579.06 if the buffer zone funds were also released.

Future reallocation of funds - Members are reminded of the five-year requirement relating to the expenditure of CIL receipts. The Town Council has complied with its reporting obligations, with expenditure and allocations recorded through its Annual CIL Returns.

However, given that some of the funding being released relates to CIL receipts received in earlier years, it is recommended that, as a precautionary measure, any future allocations using these returned funds should be prioritised for projects capable of being delivered and the funding spent within 12 months. This approach would help minimise any uncertainty regarding

future CIL reporting and ensure that the funds continue to be used effectively for eligible local infrastructure projects.

Recommendation

Members are asked to:

1. **Note the completion of the projects and the associated unspent CIL balances.**
2. **Approve the release of £15,720.94 in unspent and no longer required project allocations back into the unallocated CIL funding pot, making these funds available for future eligible projects.**
3. **Confirm the £2.858.12 for the safety and buffer zone highways project to be held until Kent Highways confirmation of suitability for dragons teeth, and reported at the next CIL Board meeting.**
4. **Agree that any future allocations from these released funds should be prioritised for projects capable of completion and expenditure within 12 months.**

9 **CIL – Future funding and proposed changes to Developer Contributions, and Local Government Reorganisation impact**

At its September 2026 meeting, Full Council considered SDC consultation on its proposed revised Community Infrastructure Levy (CIL) Charging Schedule.

Under the proposals, residential developments of 10 or more dwellings would no longer be subject to CIL, with developer contributions towards infrastructure instead secured through Section 106 agreements.

Members expressed significant concern regarding the potential loss of CIL income directly available to town and parish councils, particularly given the substantial housing allocations proposed for Edenbridge through the emerging Local Plan.

Full Council resolved to work collaboratively with the other three town councils within Sevenoaks District to submit a robust response objecting to the proposals and highlighting the importance of retaining locally controlled infrastructure funding.

Potential Impact on Edenbridge

The emerging Sevenoaks Local Plan proposes significant residential development across Edenbridge. However, should the revised CIL Charging Schedule be adopted, the majority of these larger developments would no longer generate CIL receipts for the Town Council.

Whilst infrastructure contributions may instead be secured through Section 106 and Section 278 agreements, these are generally linked to specific development impacts and infrastructure requirements, rather than providing the Town Council with a locally controlled funding stream.

Historically, CIL has enabled the Town Council to support a wide range of community infrastructure projects, including improvements to playgrounds, buildings, public facilities and other local assets.

The potential loss of this funding would therefore have significant implications for the Council's ability to deliver future infrastructure improvements and maintain and enhance existing community facilities.

Existing and Future Developments

There is also uncertainty regarding CIL contributions from developments which already have planning permission but have not yet commenced or been completed.

Of particular relevance is the approved development of 340 dwellings off Four Elms Road, from which the Town Council would currently anticipate receiving CIL contributions.

However, the level and timing of any future receipts will depend on the applicable CIL arrangements, the commencement and phasing of development, and the outcome and implementation of SDC's proposed revised Charging Schedule.

At this stage, it is not possible to confirm what CIL income, if any, the Town Council may receive from this development.

Local Government Reorganisation

The CIL Board previously considered the potential implications of Local Government Reorganisation at its February 2026 meeting.

Whilst the statutory entitlement of parish and town councils to a neighbourhood proportion of CIL remains unchanged, the future approach to CIL charging and distribution under a new unitary authority remains uncertain.

This introduces a further longer-term risk to future CIL income, particularly as SDC currently operates a discretionary policy of distributing 25% of CIL receipts to all parish and town councils.

Financial Implications

The combined uncertainty surrounding SDC's proposed Charging Schedule and Local Government Reorganisation makes it increasingly difficult to forecast future CIL receipts.

Should the proposed changes be implemented, the Town Council could receive substantially less CIL funding despite the significant scale of development proposed for Edenbridge.

This would place greater reliance on existing CIL balances, alternative external funding opportunities and the Council's own financial resources to deliver future infrastructure projects.

It is therefore important that the CIL Board remains mindful of these potential changes when considering future funding commitments and the allocation of available CIL reserves.

Recommendation

Members are asked to note the following:

1. **The response authorised by Full Council to SDC's consultation on the proposed revised CIL Charging Schedule and the potential implications for Edenbridge.**
2. **The uncertainty surrounding future CIL receipts, including those anticipated from the approved development off Four Elms Road.**
3. **The potential longer-term implications of Local Government Reorganisation for CIL funding.**

10 **CIL Funding – allocation no longer permitted outside of parish**

Following discussions with the other three town councils within Sevenoaks District, it has become apparent that there are differences in how neighbourhood CIL funding is administered and allocated. For example, Swanley Town Council does not invite applications from community organisations for infrastructure projects, and none of the other town councils currently award CIL funding towards projects outside their respective parish boundaries.

Edenbridge Town Council has historically understood that neighbourhood CIL funding should be used to support infrastructure and other measures addressing the demands arising from development within the parish, rather than necessarily being restricted to projects physically located within its boundary. This has included previous awards to Hever Primary School, which serves a significant number of Edenbridge children.

The Town Council has always sought confirmation from SDC regarding the eligibility of proposed awards before committing funding, including those made towards Hever Primary School.

Following a recent enquiry regarding a community facility outside Edenbridge which is used by town residents, clarification was sought from SDC. Having obtained further legal advice, SDC has confirmed that its current interpretation of Regulation 59C is that parish CIL funding should generally be applied to projects within the relevant parish or town council's administrative area.

SDC acknowledged that the previous Hever Primary School awards reflected its interpretation of the regulations at that time, but advised that future applications for infrastructure outside the parish should generally be considered through the District Council's CIL Spending Board rather than funded directly by the Town Council.

This represents a change from the advice previously provided to the Town Council and has implications for future applications, particularly where Edenbridge residents rely upon infrastructure and community facilities outside the parish to meet needs arising from development.

Members are asked to note SDC's clarification and that future CIL applications will be assessed in accordance with its current guidance.

11 **Review of CIL funding guidance and future allocation priorities**

In light of recent clarification from SDC regarding the use of neighbourhood CIL funds, potential changes to future CIL allocations, and the uncertainties arising from local government reorganisation, Members are invited to consider whether the Town Council's current CIL funding guidance and allocation priorities should be reviewed.

The Town Council has always welcomed the opportunity to support local community organisations through its CIL funding, recognising the important contribution their facilities and services make to the town and its residents. However, with the changing CIL landscape, uncertainty surrounding future funding, and increasing financial pressures on the Town Council and its precept, it would be prudent to consider whether the current funding arrangements remain appropriate.

Any review could include consideration of whether CIL funding should continue to be open to applications from community organisations or whether greater priority should be given to Town Council infrastructure projects and assets. No changes are proposed at this stage; Members are simply being invited to consider whether a review would be beneficial.

Members are asked to consider whether they wish Officers to undertake a review of the current CIL funding guidance and allocation arrangements, with proposals brought back to the CIL Board for further consideration and any proposed changes recommended to Full Council for ratification.

12 **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).

Subject to item above, total unallocated funds £18,486.72 (or £21,344.84 with Highways release). Total funding requested across three applications £16,800.

https://www.edenbridgetowncouncil.gov.uk/wp-content/uploads/2025/08/cil-guidance-and-procedures.pdf

12.1 **Edenbridge Allotment Gardens Association - Entrance Gates - £3,300**

How do members want to proceed?

Annex 3 Confidential annex is omitted from public papers

12.2 **Edenbridge Town Council - replacement handrails at old Police Station garden - up to £3,500**

How do members want to proceed?

Annex 4 Confidential annex is omitted from public papers

12.3 **Farmstead Centre - Essential facilities and equipment project - £10,000**

How do members want to proceed?

Annex 5 Confidential annex is omitted from public papers

13 **Date of Next Meeting - 12 April 2027 (tbc)**