

**MINUTES of the Council Meeting of COMMUNITY INFRASTRUCTURE LEVY BOARD, held in Rickards Hall on Monday 21 November 2022, 8.00 pm.**

Present: Cllrs J Aldridge, S Compton, A Damodaran, M Gemmell Smith, V Jennings, A Layland, N Lloyd, M McArthur (Chairman), S McGregor, and A Read.

In attendance: Town Clerk; eight members of the public.

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

Cllr Layland nominated Cllr McArthur; Cllr Gemmell Smith seconded. Members unanimously,

**Resolved:** to re-elect Cllr McArthur as Chair of the CIL Board.

*The Chair opened the meeting and referred to the CIL Guidance and Procedures reminding Members of the order of the meeting.*

**2. TO RECEIVE APOLOGIES FOR ABSENCE**

Apologies for absence were received, noted and accepted from Cllr Baker, Sumner and Todd.

**3. DECLARATIONS OF INTERESTS OR PREDETERMINATION**

*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.*

Cllr Lloyd declared a personal, non-pecuniary interest in item 7.5. Cllr Read declared an interest but non-pecuniary as the Council representative for WI Hall – item 7.5. Cllrs Jennings and Layland both declared a non-pecuniary interest in item 7.6.

**4. TO RECEIVE, ADOPT AND SIGN THE REPORT FROM THE CIL BOARD MEETING HELD ON [28 February 2022](#)**

**Resolved:** that the minutes of the CIL Board meeting held on 28 February 2022, be duly signed by the Chairman as a true and accurate record of the meeting; 9686-9689.

**5. TO RECEIVE AN UPDATE ON THE CIL FUNDING AVAILABLE AND WHERE THE CIL RECEIPTS HAVE COME FROM**

The Chair referred to the Town Clerk's report and the Community Infrastructure Levy (CIL) financial summary attached to the meeting papers. Summary totals and unallocated funds:

Summary				
Total CIL Awards Paid	£	660,016.41	Total CIL Receipts	£ 958,883.45
Total CIL Awards Allocated - waiting to be paid	£	142,466.93	Total interest	£ 2,462.55
<i>Totals</i>	£	<b>802,483.34</b>		£ <b>961,346.00</b>
			<b>£ 158,862.66</b>	

**6. TO AGREE THE ANNUAL RETURN FOR SDC (year-end 31 March 2022)**

Members received the draft CIL Report Annual Return for financial year April 2021-March 2022 for submission to Sevenoaks District Council (SDC); and unanimously,

**Resolved:** the report as an accurate account, and the expenditure and receipts:

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

*20:10 Member of the public joined the meeting*

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

The Medical Practice request was for support towards the costs of moving in to the new Edenbridge Memorial Medical Centre. Medical couches would cost in the region of £765 each (needed 13); couch examination lights £933; phlebotomy chairs £825 (need 2); new desks, chairs, and other necessary equipment.

Members recognised that this bid was separate to the awards for the building of the new medical facility. The Medical Practice provided a service to the community and furnishing with the suitable equipment did meet the criteria for infrastructure. Member supported:

- New medical equipment would help to improve the medical facility for the community and was part of infrastructure improvements for the town
- The infrastructure improvement meets the development needs to provide a better community health and wellbeing medical facility for Edenbridge
- It meets both regulation 8, 59C (a) maintenance of infrastructure, and (b) addresses the demand from development in the area

**Resolved:** to award Edenbridge Medical Centre £25,000 towards the moving costs into the new building, to provide new clinical couches and other associated costs. Payment would be made upon receipt of an invoice in the name of the Edenbridge Medical Practice/Centre for the items purchased in line with the application.

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

The Sports Pavilion is a public building hosting the Rugby and Football teams as well as hiring for events. The metal crittall windows were single glazed and often vandalised. The project was to upgrade the windows and improve security with providing shutters. The main windows and doors had already been identified as needing replacement as part of the Council's 30-year maintenance, and Council (November 2021) had supported replacement aluminium framed windows and doors with shutters.

Members unanimously supported the bid:

- The Pavilion is a well-used community facility; with increased development also increases the use and demand on the facility
- The refurbishment of the Pavilion would be an improvement to the infrastructure facilities, for the increasing users of public facilities and due to the increase of development and visitors to Edenbridge
- There was strong evidence for economic and social benefits
- Environmental benefits would reduce vandalism risks, and improved insulation
- It meets both regulation 8, 59C (a) refurbishment/maintenance of infrastructure, and (b) addresses the demand from development in the area

**Resolved:** CIL funding of up to £85,000 to be awarded for replacement windows and new shutters for the Pavilion. Payment(s) following Council procurement procedures and public tender process (Contract finder). Payment will be upon the provision of invoice approved by Edenbridge Town Council.

### **7.3 Edenbridge Town Council: To provide two new street light columns at Westways, application is for additional funding - £2,377.25**

Following support for the scheme by Council and the CIL Board (March 2021), Members noted that due to unforeseeable issues incurred by UK Power Networks the CIL Board was

asked to consider additional funding. Members unanimously supported the application on the basis that:

- there is insufficient lighting on a road that had become a main pedestrian access to the new housing estate
- the need had been assessed by Streetlights who confirmed two new streetlights were needed to bring the road up to the same standard as the estate
- the Open Spaces Committee had supported the proposals and need
- there was a clear economic and social benefit
- it meets both regulation 8, 59C (a) provision of infrastructure, and (b) addresses the demand from development in the area

**Resolved:** CIL funding of a further £2,377.25 to be awarded for the two new streetlights along Westways project. Payment(s) made on the provision of invoices approved by Edenbridge Town Council.

**7.4 Friends of Hever Primary School: Hever School outdoor improvements longevity project - £24,659.72**

A presentation outlined how the school aimed to create a functionality and all-weather usable outdoor area for children to have a safe to play area, encourage creative play, exercise, develop gross motor skills and build physical strength. The area had been designed to be engaging, interactive and help children with special educational needs (SEN). Currently, 130 of 155 pupils are Edenbridge residents (85%). The school had 25% SEN pupils. Fundraising had so far achieved £15k and the request was to complete the cost of the project.

Members supported the bid to provide new play and development equipment and outdoor improvements:

- 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 benefits to the children
- Would provide an infrastructure improvement for education and school facility, for Edenbridge children
- The equipment chosen had sourced environmentally materials
- 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 £24,659.72 towards its outdoor improvements longevity 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 and installation.

**7.5 WI Hall: To upgrade the existing stage lighting system at Edenbridge WI Hall - £16,750**

The Bid was presented summarising the need to replace the existing 30/35-year-old stage lighting. Several hirers supported the request as the lighting did not work or meet current regulations and was expensive to run.

It was noted that the WI Hall had raised some funds towards the project and the bid was to complete funds needed. Members unanimously supported the bid:

- The WI Hall was a well-used community facility; and with increased development, increases the use and demand on the facility
- The infrastructure improvement meets the development needs to provide a better community facility for Edenbridge
- Evidenced strong social benefits
- Evidenced strong economic benefit with modern lighting
- it meets both regulation 8, 59C (a) maintenance of infrastructure, and (b) addresses the demand from development in the area

**Resolved:** to award £16,750 to allow for new stage lighting at the WI Hall. Payment would be made direct to the WI Hall upon receipt of the invoice payable to the WI Hall for the completed works of the purchase and installation of the new stage lighting.

**7.6 Citizens Advice Bureau (CAB) Edenbridge & Westerham: Recruitment and training for at least six additional volunteers - £5,000**

Prior to considering the bids, Members noted that pre-advice had been sought from SDC regarding the validity of the application. SDC had advised that there needed to be a correlation between new development and the service being provided, with more information supplied so they consider the case further.

*20:43 Eight Members of the Public left the meeting; Cllr Baker joined the meeting*

**8. TO RECEIVE AN UPDATE OF APPROVED CIL FUNDING SCHEMES AWAITING PAYMENT:**

Items 8.1 to 8.7 were noted as reported in the Town Clerk's report. Four of the schemes were progressing, with one being under budget; one was yet to receive details of when the works would commence; and updates on two were as follows:

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

Members noted the award offer was time limited to four-years, up to January 2023. The work for The Medical Centre was well underway, and it had been advised that the It was unfortunate the project was delayed, but the development progress was very much underway, and the handover date of the building was expected to be October 2023.

**Resolved:** In view that CIL funds had to be spent within five-years, Members unanimously, to extend the offer time for a further year (up to the 5-year limit). Conditions of payment remained.

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

Members noted since the bid was made, Kent Highways had advised that the available space currently was not sufficient to meet highways regulations and Accessibility requirements under the Equalities Act 2010. The Open Spaces Committee would receive an update and consider the viability of pursuing further.

Members noted that the total awards resolved under item 7, £153,786.97, and the revised unallocated funds were £5,075.69. Funds likely not to be used could return £10,180, plus further CIL receipts of £2,269.62. The projected unallocated total for 31 March was £17,525.88.

In view of the lower fund level, and that Bids can either be awarded in full, declined or deferred, Members asked full Council to consider if a fund limit should be considered before inviting future Bids.

**9. DATE OF NEXT MEETING – 27 February 2023**

Meeting closed 20:54