

18 December 2018 at 7.00 pm

Council Chamber, Argyle Road, Sevenoaks

Despatched: 10.12.18



# Community Infrastructure Levy (CIL) Spending Board

## Membership:

Chairman, Cllr. Edwards-Winser; Vice-Chairman, Cllr. Reay  
Cllrs. Ball, Mrs. Bayley, Brown, Clack, Dyball, Halford, Kelly, Maskell, McArthur,  
McGregor, Parson, Purves and Miss. Stack

## Agenda

There are no fire drills planned. If the fire alarm is activated, which is a continuous siren with a flashing red light, please leave the building immediately, following the fire exit signs.

	Pages	Contact
Apologies for Absence		
Meeting Procedure		
1. <b>Minutes</b> To agree the Minutes of the meeting of the CIL Board held on 8 May 2018 as a correct record.	(Pages 3 - 12)	
2. <b>Declarations of interest or Predetermination</b> Including any interests not already registered.		
3. <b>Declarations of Lobbying</b>		
4. <b>Allocation of Community Infrastructure Levy (CIL) Contributions to Local and Strategic Infrastructure Projects</b>	(Pages 13 - 18)	Simon Taylor Tel: 01732 227134
Application		
A. Edenbridge Public Toilets (Edenbridge Town Council)	(Pages 19 - 32)	
B. Health Pod for Otford Medical Practice (Otford Patient Participation Group)	(Pages 33 - 48)	
C. Disabled Play Equipment (Swanley Town Council)	(Pages 49 - 60)	
D. Edenbridge Hub Development (Kent Community Health NHS Foundation Trust)	(Pages 61 - 76)	

- E. Bat & Ball Community Centre (Sevenoaks Town Council) (Pages 77 - 104)
- F. Fordcombe Village Community Hall (Fordcombe Hall Trust) (Pages 105 - 140)

#### Appendix

- G. Key Considerations & Recommendations (Pages 141 - 144)

#### EXEMPT INFORMATION

At the time of preparing this agenda there were no exempt items. During any such items which may arise the meeting is likely NOT to be open to the public.

If you wish to obtain further factual information on any of the agenda items listed above, please contact the named officer prior to the day of the meeting.

Should you need this agenda or any of the reports in a different format, or have any other queries concerning this agenda or the meeting please contact Democratic Services on 01732 227000 or [democratic.services@sevenoaks.gov.uk](mailto:democratic.services@sevenoaks.gov.uk).

## Extract from Appendix X1 of the Council's Constitution:

**5. Board structure, procedures and speaking protocol**

("Local Member" means a member of the District Council whose ward, in the opinion of the Chairman, is affected by a bid which is to be included on an agenda for consideration by the CIL Spending Board.)

- 5.1 Officers will be invited to introduce a summary of CIL at the beginning of the meeting to include;
- Summary of CIL Legislation
  - Amount of funding available
  - Where CIL receipts have come from
- 5.2 Each bid will then be discussed individually.
- 5.3 Bids will only be debated at the discretion of the Chairman, if it is requested for debate by a Local Member or if there are registered speakers and this must be agreed prior to the meeting.
- 5.4 Those wishing to speak must contact the District Council before 5pm on the day of the Spending Board at the latest. However at the Chairman's discretion, late registration maybe accepted until the start of the meeting. Only one public speaker supporting the application and one against will be permitted.
- 5.5 The company/person/body submitting the Bid will be expected to present their Bid to the Spending Board. Visual aids are allowed by speakers.
- 5.6 At the beginning of the meeting the Chairman will indicate the Bids on which Local Members, the Town or Parish Council, applicants or members of the public have asked to speak, which shall automatically be reserved for debate.
- 5.7 The Chairman will read out the project title.
- 5.8 The officer will introduce the item and lay out the key considerations and summarise the recommendation.
- 5.9 Speakers who have previously registered will be invited to do so by the Chairman in the following order for a maximum of 3 minutes (Local Members will have 4 minutes):
- company/person/body responsible for the Bid
  - A member of the public wishing to speak for the Bid.
  - A member of the public wishing to speak against the Bid
  - The Local Council representative.
  - The Local Member

Notwithstanding the foregoing, the Chairman retains discretion to allow additional speakers as he sees fit.

- 5.10 Speakers will then be asked questions of clarification.

## Supplementary Information

### Extract from Appendix X1 of the Council's Constitution:

- 5.11 Members of the Spending Board will then have an opportunity to ask questions of the officers present.
- 5.12 Discussion of each Bid will then take place.
- 5.13 A decision on each Bid will only be made at the end of the meeting after all the Bids are discussed.
- 5.14 A vote will then be taken on each bid after a motion has been moved (and seconded if necessary). Any motion put forward ~~can only~~ should usually be for one of the following recommendations:
  - Funding for the scheme is recommended for approval
  - Partial funding for the scheme is recommended for approval
  - Funding for the scheme is not recommended for approval on the basis that the other proposed schemes have been given greater priority
  - Funding for the scheme is not recommended for approval on the basis that insufficient evidence has been provided to justify it.
  - Funding for the scheme is not recommended for approval on the basis that the scheme is not considered appropriate for the use of CIL.
- 5.15 A vote will take place and the Chairman will advise the meeting of the result.

**COMMUNITY INFRASTRUCTURE LEVY (CIL) SPENDING BOARD**

Minutes of the meeting held on 8 May 2018 commencing at 7.00 pm

Present: Cllr. Edwards-Winser (Chairman)

Cllrs. Ball, Mrs. Bayley, Brown, Clack, Dyball, Halford, Kelly, Maskell, McArthur, McGregor, Parson and Purves

An apology for absence were received from Cllr. Reay

Cllrs. Dr. Canet, Dickins, Hogarth and Mrs. Hunter were also present.

1. Declarations of interest or Predetermination

There were no additional declarations of interest.

2. Declarations of Lobbying

There were none.

3. Allocation of Community Infrastructure Levy (CIL) Contributions to Local and Strategic Infrastructure Projects

The Chairman explained the procedure that would be followed. It was agreed that all debate would be reserved until all the applications had been heard.

The Planning Officer (Policy) presented a report which advised Members that the first round of bids had been open for 12 weeks from 1 September 2017 to 1 December 2017. Community Infrastructure Levy (CIL) contributions had been collected on qualifying developments and the council had a mandatory responsibility to pass a portion of CIL contributions to Town and Parish Councils where development had occurred within a 6-month period.

Cabinet had agreed that all Parish and Town Councils in the District would receive 25% of CIL contributions collected and would be calculated against the top CIL charging rate, resulting in discretionary 'top up' payments made by the District Council. The council could recover up to 5% of CIL receipts for administration costs. Members were advised that there was a typographical error in the report and the total value of CIL receipts passed to Town and Parish Councils as of the 31 March 2018 was £1.1million.

The process for assessing applications was a two-stage process as set out in the council's Constitution and all bids were judged on merit.

## Agenda Item 1

### Community Infrastructure Levy (CIL) Spending Board - 8 May 2018

#### Application A - Upper Darent Flood Alleviation Scheme

Members were advised that the proposal was for a flood alleviation scheme for the Upper Darent River which sought £29,000.00. The scheme was located along the A25 corridor between Westerham and Sundridge and looked to make a number of improvements and works to reduce the risk of flooding to existing properties along the A25 corridor. It would also mitigate the risk of flooding on the highway. The proposal demonstrated strong economic, social and environmental benefits to the community; partnership working with other organisations' and the majority of project costs secured through match-funding.

The Board was addressed by the following speakers:

Company/person/body responsible for the bid	Peter Waring
For the bid	-
Against the bid	-
Parish Representative	-
Local Member	Cllr. Esler

Members asked questions of the speakers and Officers. Members were advised that £145,000.00 had been allocated from DEFRA following an early funding process and there had been no control over what could be applied for. More than 20 businesses and homes would benefit from the flood alleviation measures and that the main routes into Westerham would also remain accessible. Members were advised by the Officer that planning permission was not listed as a key consideration as not all the works planned to be undertaken would require planning permission. The agreed scoring matrix was used and, in the Officer's view, other areas outweighed the lack of planning permission in place. As a statutory Government body, the Environment Agency had its own permissive powers to carry out works to watercourses under its own jurisdiction without planning permission.

#### Application B - Four Elms Playground (Hever Parish Council)

The application sought £3,000.00 to fund the removal of the existing, underused playground equipment and replace it with new accessible play equipment which would be suitable for 0 - 15 year olds. The scheme would also include renovation of the ground surface for the playground, while also providing additional seating, bins and landscaping. It had been confirmed that planning permission was not required as the works could be carried out under permitted development. The proposal demonstrated strong economic, social and environmental benefits to the community and the majority of project costs secured through different match-funding sources.

Company/person/body responsible for the bid	John Hodson
For the bid	-
Against the bid	-
Parish Representative	-
Local Member	Cllr. Dickins

Members asked questions of the speakers. Members were advised that if additional funding was required this would be met from the Parish Council's revenue account which had not been reflected in the pro forma. The playground would be open for all to use and was situated behind the primary school. Members were advised that £18,000 had been secured and this would provide basic play equipment. However, the additional £3,000 funding would secure additional equipment for those with special educational needs.

#### Application C - Darent Valley Path Enhancements

The proposed scheme requested £255,230.00 and looked to improve the standard of the Darent Valley Path by creating an integrated sustainable transport corridor through the Darent Valley which would provide a viable alternative to car journeys for both visitors and residents. It would make further provision for cyclists to use the path or an alternative parallel route, as well as enhancing routes to local train stations to encourage sustainable travel. Improvements to way-findings and signage were also proposed. The proposal demonstrated strong economic, social and environmental benefits to the community; partnership working with other organisations; majority of project cost secured through different match-funding sources and local support from the community.

Company/person/body responsible for the bid	Rick Bayne
For the bid	-
Against the bid	-
Parish Representative	-
Local Member	Cllr. Esler

Members asked questions of the speakers and officers. Members were advised that the Darent Valley Path Enhancements were a project within its own right that fitted into the wider Darent Valley Landscape Partnership Scheme. The funding applied for would be concentrated on the priority areas. It was not possible to quantify how much the economy would be improved but a latent demand study had been carried out and the potential of improvements were substantial. Some legal changes would be required to make the entire route suitable for cyclists but it was the intention that this would be possible. Accessible access would be put in with some negotiation with the landowners to ensure farm animals were secure and it was hoped audio trails could be introduced.

#### Application D - Swanley Station Improvements (Sevenoaks District Council)

The proposed scheme sought funding for £750,000.00 for the refurbishment of the station building, improvement to the forecourt, the provision of 20 sheltered and secure cycle spaces, provision of a bus and taxi drop off/pick up point, improved signage and implementation of a one-way system. Additionally, it was proposed to improve pedestrian and cycling routes from the Town Centre including assessing the feasibility of an additional footbridge across the railway lines to reduce travel times to and from the station. The proposal demonstrated strong economic, social and environmental benefits to the community; partnership working with other organisations and majority of project cost secured through match-funding.

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Members asked questions of the Officer. Members queried who the Member was who was in support of application as well as who supported the scheme from Swanley Town Council and were advised that it was unknown who had supported it. Members were advised that there had been no secured funding from Network Rail and that if successful, the bid was for the refurbishment of the station. The Legal Advisor informed Members that the decision of whether to approve the money applied for was down to the Board to decide based on the information provided to them.

#### Application E - Bat and Ball Station - Transport and Access Improvements

The proposed scheme requested £258,274 for the refurbishment of the station building to provide a community venue/asset for the community use; improved access to platform 1 of the station; the provision of cycle racks adjacent to both platforms 1 and 2 and enabling access from Otford Road, via the proposed community centre. The proposal demonstrated an identified need for the scheme; strong economic, social and environmental benefits to the community; and the majority of project cost secured through match-funding.

Company/person/body responsible for the bid	Linda Larter
For the bid	Ronnie Lovegrove
Against the bid	-
Parish Representative	Richard Parry
Local Member	-

A document showing the letters of support received was [tabled](#).

Members asked questions of the speakers and were informed that the Heritage Lottery Fund was still to be confirmed, however South East Rail were funding £130,000 and the Town Council maintained Landlord responsibility by a 25-year peppercorn lease.

#### Application F - Rebuild of Sevenoaks Day Centre Nursery

The application sought funding of £100,000 for the replacement of the current modular building on the field of the existing Community Centre at Bat & Ball, North Sevenoaks for the creation of a more modern facility for the Sevenoaks Day Nursery to occupy. Members' attention was brought to the supplementary agenda which advised that following the original submitted pro forma, the works in kind which had been offered by Sevenoaks Town Council for £173,000 had been reduced due the Town Council's development plans being scaled back. The proposal demonstrated an identified need for the scheme; strong economic, social and environmental benefits to the community, partnership working with other organisations and the majority of project cost secured through match-funding.



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Company/person/body responsible for the bid	Hugh Kirby
For the bid	Janet Davis
Against the bid	-
Parish Representative	Linda Larter
Local Member	Cllr. Dr. Canet

There were no questions of the officers of speakers.

Application G - Westerham Public Toilets

The application sought funding for £21,662.00 for the removal of the existing toilets with the associated equipment and fixings to replace with a prefabricated module into the existing shell with the inclusion of a unisex disabled toilet and baby changing facilities within the module. The facilities were passed onto Westerham Town Council by Sevenoaks District Council. No alternative facilities in the town centre were available for residents and tourists to use. No planning permission was required and the site would be managed by Westerham Town Council. The proposal demonstrated strong economic, social and environmental benefits to the community and the majority of project costs had been secured through match-funding.

The Board was addressed by the following speakers:

Company/person/body responsible for the bid	Alan Wesley
For the bid	-
Against the bid	-
Parish Representative	-
Local Member	Cllr. Esler

Members asked questions of the Speakers and it was confirmed that there would be a full drop down changing table facility that would be suitable for disabled users. Town Council reserves would be used if the project could not be funded.

At 21:05 p.m. the Chairman adjourned the meeting for the convenience of Members and Officers. The meeting resumed at 21:15 p.m.

At 21:15 p.m. it was moved by the Chairman and duly seconded that, in accordance with rule 16.1 Part 2 of the Constitution, Members extend the meeting beyond 10.30 p.m. to enable the Committee to complete the business on the agenda.

The Chairman opened the meeting for debate.

Members debated Application A and discussed the recent flooding in Westerham and were supportive of the investment.

Members debated Application B and discussed how the funding that would help achieve the additional items for those with special educational needs.

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Members debated Application C and deliberated the application. It was noted that the funding requested was for path enhancements only and that match-funding had been secured from other organisations. Concerns were expressed at how much funding was being requested and it was discussed whether it would be possible to grant half or less of the requested funding. Members discussed that the path enhancements were part of the wider project and the benefits to the businesses and communities.

Members debated Application D. Concerns were raised that there was a lack of evidence in the pro-forma to show local member support and support from the Town Council. Members expressed concern that the scheme was only for the refurbishment of the station with disabled access being covered by a feasibility study with no formal plans to include it. Some Members thought that although there was no formal evidence in the pro-forma of member support, other areas covered in the submission had provided enough scoring on the matrix for it to be brought forward to the Board. Members discussed the options open to them in regards to the recommendations. Concerns were raised that if the bid was rejected the additional match-funding could be lost. Members discussed the possibility of conditions for the funding and whether Member support, Town Council support and details of Disable Access could be included.

Members debated Application E and discussed the benefits to the community by use of the new rooms being created.

Members debated Application F. Support was expressed for the different groups that the Nursery benefited and the importance of the role of the Nursery in the District.

Members debated Application G and expressed support for the benefits of the project to the communities and disabled users.

The Legal Advisor clarified to Members that partial funds could not be retained subject to proof of works being submitted. However, a legal agreement could be entered into for the organisations who had submitted bids with a time limit for the money to be used, and recovered if not. It was suggested that a five-year period would be a reasonable amount of time. It was confirmed that Parish and Town Councils were already subject to legal agreements.

The Chairman moved recommendations A - G. Recommendations B, E and F were carried as set out in the report. Recommendation A was carried, subject to a legal agreement being entered into for monies to be recovered if not used within the agreed time limit. In light of comments, the Chairman withdrew his motion on recommendation C and the Chairman withdrew his motion with the consent of seconder and the meeting on recommendations D and G.

Councillor Brown moved and it was duly seconded that recommendation C, as set out in the report subject to the amended amount of £101,365.00 be approved.

The motion was put to the vote and it was carried.

Councillor Ball moved and it was duly seconded that recommendation D, as set out in the report with the additional grounds “subject to disabled access detailed as part of the scheme, listed support of at least one local member, views of the Town Council obtained and ongoing arrangements with Network Rail” be approved.

The motion was put to the vote and it was carried.

The Chairman moved and it was duly seconded that it be recommended to Cabinet that in order to reflect the changes requested by Westerham Town Council, (G) the £18,685.00 funding applied for, for scheme “Westerham Public Toilets Refurbishment” be approved on the following grounds:

- i. Strong economic, social and environmental benefits to the community;
- ii. Majority of project cost secured through match-funding.

The motion was put to vote and it was carried.

Resolved: That it be recommended to Cabinet that

A) the £29,000.00 funding applied for, as set out in the report, for scheme “Upper Darent Flood Alleviation Project” be approved on the following grounds:

- i. strong economic, social and environmental benefits to the community
- ii. partnership working with other organisations;
- iii. majority of project cost secured through different match-funding sources.
- iv. a legal agreement be entered into for monies to be recovered if not used within the agreed time limit.

B) the £3,000.00 funding applied for, as set out in the report, for scheme “Four Elms Playground” be approved on the following grounds:

- i. strong economic, social and environmental benefits to the community;
- ii. partnership working with other organisations;

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- iii. majority of project cost secured through different match-funding sources.
- C) the £101,365.00, for the scheme “Darent Valley Path Enhancements” be approved on the following grounds:
- i. strong economic, social and environmental benefits to the community;
  - ii. partnership working with other organisations;
  - iii. majority of project cost secured through different match-funding sources.
- D) the £750,000.00 applied for, as set out in the report for scheme “Swanley Station Improvements” be approved on the following grounds
- i. strong economic, social and environmental benefits to the community;
  - ii. partnership working with other organisations;
  - iii. majority of project cost secured through match-funding.
  - iv. subject to disabled access detailed as part of the scheme, listed support of at least one local member, views of the Town Council obtained and ongoing arrangements with network rail.
- E) the £258,274.00 funding applied for, as set out in the report, for scheme “Bat & Ball Station - Transport and Access Improvements” be approved on the following grounds:
- i. identified need for the scheme;
  - ii. strong economic, social and environmental benefits to the community;
  - iii. majority of project cost secured through match-funding.
- F) the £100,000.00 funding applied for, as set out in the report, for scheme “Rebuild of Sevenoaks Day Centre Nursery” be approved on the following grounds:
- i. identified need for the scheme

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- ii. strong economic, social and environmental benefits to the community
  - iii. partnership working with other organisations
  - iv. majority of project cost secured through match-funding
  - v. a legal agreement be entered into for monies to be recovered if not used within the agreed time limit.
- G) the £18,685.00 funding applied for, for scheme “Westerham Public Toilets Refurbishment” be approved on the following grounds:
- i. strong economic, social and environmental benefits to the community;
  - ii. majority of project cost secured through match-funding.

THE MEETING WAS CONCLUDED AT 10.20 PM

CHAIRMAN

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**ALLOCATION OF COMMUNITY INFRASTRUCTURE LEVY (CIL) CONTRIBUTIONS TO LOCAL AND STRATEGIC INFRASTRUCTURE PROJECTS**

**Community Infrastructure Levy (CIL) Spending Board - 18 December 2018**

Report of	Chief Planning Officer
Status	For Consideration
Also considered by	Cabinet - 10 January 2018
Key Decision	Yes

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**This report supports the Key Aim of** ensuring that Sevenoaks District remains a great place to live, work and visit and that development is supported by the relevant Infrastructure.

**Portfolio Holder** Cllr. Robert Piper

**Contact Officer** Simon Taylor, Ext. 7134

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**Recommendation to the CIL Spending Board:** That the Board consider the report and appendices, and agree the recommendations as set out in paragraph 6 of Appendix H to the report.

**Recommendation to Cabinet:** That Cabinet ratify the recommendations made by the CIL Spending Board as set out in the minutes of the meeting.

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**Introduction and Background**

- 1 Sevenoaks District Council (SDC) adopted their Community Infrastructure Levy (CIL) charging schedule on 18 February 2014 and has been charging on all qualifying development since 4 August 2014. The District's CIL Charging Schedule sets out the charging rates and what development is charged under CIL.
- 2 Since the Council has been charging CIL, there has been a steady income of CIL Receipts resulting in sufficient funds for the CIL Spending Board to allocate to make a meaningful contribution to infrastructure projects in the area.
- 3 An invitation for Bids was sent out to all statutory infrastructure providers and interested parties. The invitation to Bid was open for 5 weeks from 21 October 2018. The invitation to Bid closed on 29 November 2018.

## Agenda Item 4

### Update on CIL Legislation

- 4 Members are advised that there are no updates to the CIL regulations to report on to the CIL Board.

### Update on CIL Contributions

- 5 CIL contributions are collected on qualifying developments. As the Charging Authority, SDC has a mandatory responsibility to pass a proportion of CIL contributions to town and parish councils where development has occurred within a 6-month period. These payment periods are defined as:

- a) **1 April to 30 September** of the given financial year, with payments made to town and parish councils by **28 October**; and
- b) **1 October to 31 March** of the given financial year, with payments made to town and parish councils by **28 April**.

- 6 Under the CIL regulations, town and parish councils are entitled to receive 15% of CIL contributions in their area where there is no neighbourhood plan, and 25% of CIL contributions where there is a neighbourhood plan in place. However, the Council's Cabinet in November 2014 (Minute 50) agreed that all parish and town councils within the District would receive 25% of CIL contributions collected, regardless of charging area and whether a neighbourhood plan is in place. This would be calculated against the top CIL charging rate (£125 per m<sup>2</sup>), resulting in discretionary "top-up" payments made by the District Council.

- 7 This has resulted in over £1.8 million being passed to Parish and Town Councils to date. The most up to date figures in regard to Parish and Town Councils can be found using the Council's interactive tool by using the following link:

[https://www.sevenoaks.gov.uk/info/20075/community\\_infrastrucure\\_levy/285/what\\_is\\_cil\\_and\\_when\\_does\\_it\\_apply](https://www.sevenoaks.gov.uk/info/20075/community_infrastrucure_levy/285/what_is_cil_and_when_does_it_apply)

All information shown on the interactive tool is updated in real-time, meaning that Town and Parish Council, Members and the public are able to see how much CIL is collected within an area and how much is passed to the respective Town or Parish Council within a given period.

- 8 Furthermore, the District Council may apply up to 5% of CIL to administrative expenses incurred by it in connection with CIL. The remaining proportions of CIL receipts collected are retained by the District Council to be allocated by the CIL Spending Board to strategic and/or local infrastructure projects. Cabinet must ratify all recommendations made by the CIL Spending Board, before the allocated sum can be passed to the bidding organisation.

The following table summarises the total value of CIL contributions collected and the amount of contributions available for the CIL Board to allocate. Members should note that the information provided is accurate from the



commencement of CIL up until 30 September 2018, as this was the last payment period to town and parish councils:

<b>Total value of CIL receipts collected by Sevenoaks District Council to date (01.04.2014 - 30.09.2018)</b>	<b>£6,525,213.59</b>
Total value of CIL receipts that have been previously allocated by the CIL Spending Board (to date)	£1,260,324.00
<b>Total value of CIL receipts available for the CIL Board to allocate for local infrastructure projects</b>	<b>£3,115,283.91</b>

- 9 It should be noted that it is not possible to predict when CIL contributions will be collected, as the payments of CIL are dependant on the date of the commencement of development, and any exemptions that the applicant has applied for (i.e. self build, affordable housing, charitable status).

#### Process for Assessing Bids

- 10 The process of assessing applications is made by the Lead Officer using the following two-stage process:

**Stage One:** Bids are discounted from the process either where:

- i) A completed bidding pro-forma has not been submitted;
- ii) The applicant does not have the legal right to carry out the proposed scheme or does not have the support from the statutory authority/provider;
- iii) Schemes that could clearly not be defined as infrastructure to support development.

**Stage Two:** Bids are considered against criteria in order to make a recommendation to the CIL Board. The criteria for the assessment of bids was agreed by Cabinet and refined by Members of the CIL Spending Board in summer 2017. The lead officer assessed the bids in accordance with the criteria and ranked them accordingly. Bids with the highest scores are shortlisted and presented to the Board.

- 11 A summary of the criteria used in Stage Two is included in the CIL governance arrangements and Council's constitution.

#### Consideration of Shortlisted Bids

- 12 The following reports set out the shortlisted bids. Each report sets out the application proposal.

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- 13 The CIL spending board's key considerations will be whether there is a public benefit of the proposed scheme for residents in Sevenoaks District and whether the scheme constitutes value for money. In determining this, the spending board will consider the following issues in making its recommendation.
- a) Whether sufficient evidence has been provided to demonstrate a strong social, environmental or economic justification for the scheme.
  - b) Whether sufficient evidence has been provided to demonstrate a strong link between new development and the scheme.
  - c) Whether the scheme forms part of a planned strategy to address the need for infrastructure.
  - d) Whether the CIL contribution will be matched by funding from other sources.
  - e) Whether the use of other funding sources has been maximised.
  - f) Whether there is sufficient certainty that the scheme will be delivered.
  - g) Whether the scheme is supported by at least one of the relevant SDC ward members (note: this will be a prerequisite of a successful funding bid).
  - h) Whether the scheme is supported by the relevant town/parish council.
  - i) Whether evidence has been provided to demonstrate that there are sufficient maintenance arrangements in place.
- 14 The board may also take into account other factors that it considers relevant.
- 15 There is limited CIL funding available and it is unlikely that it will fund all of the infrastructure schemes that are considered necessary to support development. Where it is necessary to choose between schemes that could both be appropriate uses of CIL (i.e. they satisfy all of the considerations set out above), the board will give particular consideration to the public benefit of the schemes for residents in Sevenoaks District and the link between development and the scheme.

### Key Implications

#### Financial

It is the duty of the Council as the Charging Authority to meet its obligations in relation to the CIL Regulations 2010 (and subsequent amendments). There are no financial implications with regards to this report.

### Legal Implications and Risk Assessment Statement

The Council has a duty, as the charging authority, to ensure that the allocation and spending of CIL is in line with the CIL Regulations 2010 (and subsequent amendments). In addition, this report has been drafted in line with the Council's CIL Governance Arrangements.

### Equality Assessment

The decisions recommended through this paper have a remote or low relevance to the substance of the Equality Act. There is no perceived impact on end users.

### **Conclusion**

The Council has been collecting contributions under the Community Infrastructure Levy (CIL) since August 2014, following its adoption in February 2014. Over the last couple of years, the Council is now in a position to allocate the contributions collected to local and/or strategic infrastructure across Sevenoaks District. The report sets out the value of CIL contributions available to the Board to allocate, and sets out the process of how applications to the CIL Board have been assessed in accordance with the CIL governance arrangements.

### **Appendices**

Application A - Edenbridge Public Toilets  
(Edenbridge Town Council)

Application B - Health Pod for Otford Medical  
Practice (Otford Patient Participation Group)

Application C - Disabled Play Equipment (Swanley  
Town Council)

Application D - Edenbridge Hub Development  
(Kent Community Health NHS Foundation Trust)

Application E - Bat & Ball Community Centre  
(Sevenoaks Town Council)

Application F - Fordcombe Village Community  
Hall (Fordcombe Hall Trust)

Appendix G - Key Considerations &  
Recommendations

### **Background Papers**

[Community Infrastructure Levy Regulations 2010  
\(as amended\)](#)

CIL Governance Arrangements (Cabinet [June  
2017](#) and [July 2017](#))

[Council Constitution](#)

## Agenda Item 4

**Richard Morris**

**Chief Planning Officer**

<b>Proposal</b>	Edenbridge Public Toilets
<b>Applicant</b>	Edenbridge Town Council
<b>Ward</b>	Edenbridge South & West

**RECOMMENDATION:** That the **£34,000.00** applied for, as set out in the report, for scheme “Edenbridge Public Toilets” be approved on the following grounds:

- Strong economic, social and environmental benefits to the community;
- Partnership working with other organisations;
- There is sufficient certainty that the scheme will be delivered.
- Need for the scheme is identified in an adopted plan or strategy
- Sufficient evidence has been submitted to demonstrate a strong link between new development and the scheme.

### **Introduction**

- 1 Edenbridge Town Council is one of 31 Town and Parish Councils in Sevenoaks District. It is located in the rural south of the District and shares administrative parish boundaries with Westerham, Hever and Cowden. In addition, it shares the County boundary of Kent with Surrey. It is ranked as one of the larger settlements in the District with a large number of services and facilities available to the community.
- 2 Officers received the application for CIL funding on 31.07.2018. Despite the application being submitted before the official start date for bidding, Officers considered the project as it was considered to be infrastructure and was therefore appropriate to consider.

### **Description of Proposal**

- 3 The project is located at the Market Yard car park, Edenbridge, in the central part of the High Street. The proposal seeks a major refurbishment of the public toilets in the town centre where businesses, residents and visitors can use them. The refurbishment would bring the existing facilities up to modern

standards, improve hygiene standards to increase usage as well as providing a hot water supply to the facility.

- 4 Members of the Board should note that this is a resubmission of a scheme that Edenbridge Town Council submitted to the Board for consideration in May 2018. However, it was not considered at the time, as planning permission was not secured at the time of submission. Therefore officers were concerned, under the key considerations set out in the report that sufficient evidence had to not been supplied to show that the proposed scheme could be delivered. Therefore, this is a resubmission of the scheme and Officers can confirm that planning permission was granted in October 2018.
- 5 Furthermore, the revised submission has also included a revised timetable for the delivery of the project and it expected to be completed in March 2019, subject to the Board and Cabinet approving the bid.

### **Funding**

- 6 Edenbridge Town Council has estimated that the total cost of the refurbishment of the public toilets will be approximately £70,000.
- 7 The Town Council have identified the following additional funding sources and grants to support their application to the Board:
  - Edenbridge Town Council CIL fund: £35,000.00 (it does not have sufficient CIL funds to cover the total cost of the project).
  - Great Stone Bridge Trust: £500.00
  - Eden Valley Chamber of Commerce: £500.00
- 8 To meet the funding gap for the full cost of the project, Edenbridge Town Council has applied to the Board for £34,000.00 of CIL funding.

### **Representations and Support**

- 9 The application made by Edenbridge Town Council states that the following organisations will be working in partnership on the scheme:
  - Great Stone Bridge Trust
  - Eden Valley Chamber of Commerce
- 10 The application is supported by the following local representatives and organisations:
  - Cllr. Margot McArthur (Chairman to Edenbridge Town Council)

- Cllr. John Scholey (SDC Member for Edenbridge North & East)

## Lead Officers Appraisal of Bid

### *Principal Criteria met*

- Strong economic, social and environmental benefits to the community;
- Partnership working with other organisations;
- There is sufficient certainty that the scheme will be delivered.
- Need for the scheme is identified in an adopted plan or strategy
- Sufficient evidence has been submitted to demonstrate a strong link between new development and the scheme.

### *Appraisal*

#### *Strong economic, social and environmental benefits to the community*

- 11 Firstly, the application sets out a number of community benefits to the area, including social, economic and environmental gains. The applicant has demonstrated that the scheme will have significant impacts not just in the local project area but also provide benefits to the wider town.
- 12 It has been identified that a number of visitors to the town will also benefit from the scheme whilst visiting tourist attractions (i.e. the Eden Valley Museum, the W.I Hall and other services and facilities). It is noted that there are no other public toilets in the town centre, and the existing facilities are well used.
- 13 By improving the public toilets, the applicant hopes that the benefits will encourage residents and visitors to spend longer in town, encouraging businesses to be flexible in their opening hours. By encouraging, more visitors to spend more time in the town would help maintain and boost the local economy. There is also a perceived view that the current facilities have a restricted view to the entrance, raising concerns of safety and the potential of crime. The proposal seeks to reduce the perceived risks to public safety and making the facility safer for the community to use. This is particularly important for the elderly and disabled users.
- 14 There are environmental benefits associated to the application. The application describes a number of benefits that can the scheme could bring including improved standards of hygiene from the existing toilets as well as reducing the amount of water used. The visual amenity will also be improved and reflects the character of a rural market town as a local shopping and tourism destination.

Partnership working with other organisations

- 15 Another key criterion for assessing the application is determining how the project will be delivered and whether any additional partners are included in the project delivery.
- 16 There is evidence that the applicant has sought buy in from local organisations and charities to deliver the scheme. While the project will be delivered by Edenbridge Town Council, it has been demonstrated that the project will be supported by the Eden Valley Chamber of Commerce and the Great Stone Bridge Trust.

There is sufficient certainty that the scheme will be delivered.

- 17 As mentioned above Edenbridge Town Council submitted the bid to the Board earlier in the year, but it was not considered as planning permission was not secured at the time. The Town Council has now confirmed that planning permission was granted in October 2018 and the decision notice has been submitted as evidence to support the application.
- 18 In addition to this, the applicant has the legal right to carry out the scheme. They have a project manager in place and a clear time scale for the proposal.
- 19 It is considered that the applicant has submitted sufficient evidence to show that there is certainty that the project will be delivered.

Need for the scheme is identified in an adopted plan or strategy to address the need for infrastructure

- 20 Whilst not specifically mentioned in the Local Plan, as part of the Spatial Vision for the Borough, Edenbridge is recognised as a rural service centre and this policy seeks to ensure that this role is retained, serving the town and surrounding villages with a number of shops, services and employment. This project will be in keeping with this aim.
- 21 Applicants to the CIL Board are asked to demonstrate whether the project is identified as part of any strategy. It has been stated in the applicant's submission that the scheme has been identified in the Town Council's plans for short-/medium-/long-term investment.
- 22 Furthermore, Edenbridge Town Council is currently in the process of producing a Neighbourhood Plan for the area and they have supplied links to online documents to support this as part of their application. Whilst this is still an emerging document, it is clear that there has been extensive consultation over the last couple of years to identify issues that the



Neighbourhood Plan could address. Some of the policy areas that the Neighbourhood Plan is seeking to address include retaining/enhancing community facilities, and also to retain and develop the vitality of the high street. This project whilst not specifically mentioned would support these aims. In addition, Policy INF of this document states that CIL payments received from developers will be used to address infrastructure shortfalls a list of infrastructure priorities are listed in the document. The public toilets are included in this list.

Sufficient evidence has been submitted to demonstrate a strong link between new development and the scheme.

- 23 As part of their submission, the applicant has specifically identified developments in the area that have created a need for this project. They have also identified that this scheme would be “convenient” for the additional residents and visitors to the developments listed.
- 24 The public toilets project has also been identified as one of the priorities for infrastructure spending in the emerging Neighbourhood Plan.
- 25 The applicant has therefore sufficiently identified evidence to demonstrate that there is a strong link between the new development and the project which is seeking funding.
- 26 Therefore, after careful consideration, the need for the scheme has been adequately demonstrated through the application.

Other considerations

Funding of the scheme

- 27 The Council has determined that the purpose of CIL funding is to be a “top-up”, to be used in meeting any funding deficiencies or gaps in order to deliver the project. This funding should only be used for “capital” investment, as opposed to being used for “revenue” spend.
- 28 The applicant has stated that the majority of funding which has been secured for the proposal is from Edenbridge Town Council through committed funding from their own CIL reserves, which have been passed from Sevenoaks District Council. An additional £1000.00 has also been secured from two external organisations. So the money requested will be considered as a top up to existing funding.

**Conclusion**

- 29 The public toilets in Edenbridge are an important asset to the community for residents, visitors and tourists alike, and are very well used. There are no

alternative facilities within the town centre, and have been described as being a “low standard”. The proposal seeks a major refurbishment to the existing public toilets, which requires planning permission. It has been confirmed that planning permission has been granted to carry out the necessary works. There are a number of social, environmental and economic benefits which relate to the proposal. Edenbridge Town Council is primarily delivering the project, with the support of two local organisations. A majority of the funding is being provided from the Town Council’s CIL reserves.

- 30 After reviewing the application and subsequent supporting evidence, it is recommended by Officers that £34,000.00 of CIL funding be approved to support the delivery of the project. As it is considered to provide a clear public benefit and approving this bid would provide good value for the amount of CIL money applied for compared to the cost of the overall project.

**Background Papers**

<b>Appendices</b>	Appendix A1- Original bidding proforma and supporting information
<b>Background Papers</b>	None
<b>Contact Officer</b>	Simon Taylor (ext. 7134)


**Richard Morris**  
**Chief Planning Officer**

Sevenoaks District Council

Community Infrastructure Levy Spending Board

Bid for Funding Pro-forma

Infrastructure Only

	Scheme name:	Edenbridge Public Toilets
	Description of Scheme:	Major refurbishment of town centre toilets to provide modern attractive facilities to comply with current standards, to improve hygiene with the addition of a hot water supply – proposal attached
1	Is this scheme promoted by your organisation in partnership with another organisation (s)?	<p>Yes/No                      YES</p> <p><b>Who is involved in the Partnership.</b>  <b>Organisation Name (s):</b></p> <p>Great Stone Bridge Trust  Eden Valley Chamber of Commerce</p> <p><b>Responsible individuals (s):</b>  Michael Ross/Clive Pearman  Terry Blake</p> <p><b>Signature (s) on behalf of other supporting organisations (s):</b></p>  <p>GSBT  EVCC</p> <p><b>Please provide details of the Agreements you have in place with your partners. Including the % of money guaranteed for the scheme from each organisation.</b>  Email confirming donation towards project attached  Great Stone Bridge Trust Grant (0.7%)  Email confirming donation towards project  Chamber of Commerce Grant (0.7%)</p>

## Agenda Item 4a

2	Is planning permission required for the scheme?	Yes / No                      YES  If yes, has it been applied for?              In progress  If no – please explain why?
	Details of any other consent required (if appropriate (e.g. conservation, Listed Buildings, other Govt Bodies):	Consent required:              Conservation Area  Date applied for / granted: <del>In progress</del> 31 JULY 2018
<u>Need for the Scheme</u>		
3	List of projects or development that result in the need for this scheme:	Additional properties – Weald Cottage 14/03037/FUL Unigate Dairies 15/00369/REM Former Tekram Site 15/00459/MMA Barn Cottage 15/02314/FUL
4	How is the scheme related to these developments (additional information, such as usage forecasts and existing and alternative capacity assessments, can be attached as an appendix):	This scheme would be ‘convenient’ for the additional residents and visiting friends from the above developments when visiting the shops, Museum, W.I. Hall and other facilities in the town. There are no other public toilets and the current facilities are well used.


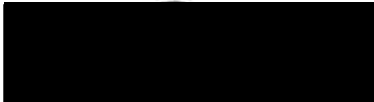
<u>Please provide an explanation of the ‘public benefit’ of the scheme proposed for residents in Sevenoaks District:</u>		
5	Economic	To encourage local residents and visitors to spend longer in the town centre with flexible opening hours  To facilitate operation of a weekly market  To attract a wider range of visitors to the town, including those with disabilities  To reduce maintenance costs to the community
6	Social	Improved convenience for the residents  More flexible opening hours will support improved evening economy and activities  Benefits the whole community  Reconfiguration of entrances improves accessibility especially for elderly and disabled users.

7	Environmental	<p>Improved standards of hygiene with significant reduction in water use</p> <p>Improved visual amenity. Design reflects the historic nature of Edenbridge rural market town as a local shopping and tourism destination.</p> <p>Crime potential reduction by design and improved visibility of entrance</p>
8	<p>Is the need for the scheme identified in any adopted strategy/plan? E.g. Neighbourhood Plan, Work programme of a Statutory Body, Infrastructure Plan (Reg 1,2,3 list). If so, which?</p>	<p>Included in the Edenbridge Town Council Long/Med/Short term plan, and on the CIL requests at Sevenoaks.</p> <p>Policy HLW2 in the emerging Edenbridge Neighbourhood Plan  <a href="http://www.edenbridgetowncouncil.gov.uk/wp-content/uploads/2013/12/Draft-ENP-pre-submission-27-Oct-2017-Version-11.pdf">http://www.edenbridgetowncouncil.gov.uk/wp-content/uploads/2013/12/Draft-ENP-pre-submission-27-Oct-2017-Version-11.pdf</a></p>
<b>Funding</b>		
9	Total project cost:	£ 70,000 ex VAT
10	Funding required from CIL:	£ 34,000
	<p>Identify other funding sources for this project, what contribution they are making and why these can not be used to fund the scheme in its entirety</p>	<p>1) Edenbridge Town Council CIL            £35,000            (ETC doesn't have sufficient funds from CIL to cover the cost of the project)</p>
		<p>2) Great Stone Bridge Trust            £500</p>
		<p>3) Eden Valley Chamber of Commerce            £500</p>
		<p>4)</p>


Agenda Item 4a

		5)
		6)
11	<p>Is this bid for staged payments?</p> <p>Will staged payments be accepted?</p>	<p>Yes/No      No</p> <p>Yes/No      No</p> <p>Details of anticipated funding requirements and timetable: Project will be spade ready on approval of planning permission. Funding required 1st Quarter <del>2018</del> 2019</p>
12	<p>Has a bid(s) for CIL funding been made to relevant town and parish councils?</p>	<p>Bid made: Yes / No    YES</p> <p>Details of bid: Town Council project</p> <p>Decision made: Yes / No    YES</p> <p>Details of decision: Town Council agreed funding of 50% of total project cost. Full Council Meeting 13 November 2017 Item 8.2</p>
13	<p>Would the scheme be fully funded if the CIL contribution is agreed:</p>	<p>Yes / No      YES</p>
14	<p>Has this scheme benefited from CIL funding previously:</p>	<p>Yes / No      NO</p> <p>If Yes; Please provide further justification as to why further CIL funding is required for this project.</p>
	<p><u>Deliverability</u></p>	
15	<p>Does your organisation have the legal right to carry out the proposed scheme?</p>	<p>Yes / No      YES</p> <p>If not, you must attach documentation showing that the statutory provider of this service supports this scheme.</p>

Agenda Item 4a

16	Anticipated start date for delivery of the scheme:	<del>2018</del> March 2019
17	Anticipated finish date for the delivery of the scheme:	<del>2018</del> March 2019
18	Anticipated date when CIL funding will need to be made available:	1 <sup>st</sup> quarter <del>2018</del> 2019
19	Does land need to be purchased to facilitate the scheme:	Yes / No NO  Details:
20	Please provide a consultation plan to let SDC know when they can expect progress reports on the project.	Will advise on the start date, and report on the finish date (anticipated length 10 days for works)
21	Please provide details of the management and timescales of the project.	Town Council's building manager will manage the project (anticipated 10 days length)
22	Has consultation been carried out on the scheme or is any planned?	Carried out / Planned / No Consultation planned YES  Details: Neighbourhood Plan policy to retain/enhance community facilities was supported during its consultation.  <a href="http://www.edenbridgetowncouncil.gov.uk/wp-content/uploads/2013/12/Draft-Consultation-Statement-27-Oct-2017.pdf">http://www.edenbridgetowncouncil.gov.uk/wp-content/uploads/2013/12/Draft-Consultation-Statement-27-Oct-2017.pdf</a>
23	Is a relevant SDC ward member(s) supportive of the scheme?	Yes / No YES  Signature of at least one SDC ward member:  Note - An e-mail from them to <a href="mailto:cil@sevenoaks.gov.uk">cil@sevenoaks.gov.uk</a> would also be sufficient.
24	Is the relevant town/parish council supportive of the scheme?	Yes / No YES  Signature of a town/parish council chairman, clerk or chief executive:  Note - An e-mail from them to <a href="mailto:cil@sevenoaks.gov.uk">cil@sevenoaks.gov.uk</a> would also be sufficient.

## Agenda Item 4a

	<u>Maintenance</u>	
25	Which organisation will be responsible for ongoing maintenance:	Edenbridge Town Council
26	Are funding arrangements in place for maintenance:	Yes / No YES  Details: Edenbridge TC operates a rolling 10 year buildings maintenance plan in which the public toilets are included.
27	Any further comments:	
<b>28</b>	<u>Declaration</u>	
	I am authorised to submit this bid for funding on behalf of the organisation that I represent. At the time of writing, the information contained in this submission (including appendices) is correct and true to the best of my knowledge. If CIL funding is committed and circumstances change prior to the completion of the scheme, the organisation that I represent will notify Sevenoaks District Council. The Council will reserve the right to reconsider the allocation of funding. If CIL funding is committed to the above project then the organisation that I represent commits to providing Sevenoaks District Council with sufficient information to enable it to undertake its reporting requirements under the CIL Regulations 2010 (as amended), or any subsequent relevant regulations.	
	Signature	
	Name	Christine Lane
	Position	Town Clerk
	Organisation	Edenbridge Town Council
	Name, role and contact details of the person that will be attending SDC's CIL Spending Board to support this bid:	To be confirmed when date of Board Meeting known, either Chairman of the Council, District Ward Member, Town Clerk or Buildings Manager.  Contact 01732 865368 townclerk@edenbridgetowncouncil.gov.uk





The Parish/Town Clerk

Direct Dial: 01732 227000, Option 3  
Email: [planning.information@sevenoaks.gov.uk](mailto:planning.information@sevenoaks.gov.uk)  
My Ref: 18/02463/FUL  
Date: 3 October 2018

Dear Sir/Madam

**Town and Country Planning Act 1990**

**Site:** Public Conveniences Market Yard Frant Field

**Development:** To modernise the building by closing the two existing doorways into the lady's and disabled toilets, and to open four new doorways to allow access to new toilet cubicles.

To add additional internal walls to separate the new cubicles.

We have now completed our consideration of this application and has taken into account the comments you made. We have decided on the planning merits that the application should be granted.

You can view a copy of the decision notice and plans for this application by visiting the online planning applications section of our website: [www.sevenoaks.gov.uk/online-applications](http://www.sevenoaks.gov.uk/online-applications). Or by clicking the following link: <http://pa.sevenoaks.gov.uk/online-applications/applicationDetails.do?activeTab=documents&keyVal=PCQN7WBKGFA00>;

Yours sincerely,

Richard Morris,  
Development Manager

Chief Executive: Dr. Pav Ramewal  
Council Offices, Argyle Road, Sevenoaks, Kent TN13 1HG  
Telephone: 01732 227000 DX 30006 Sevenoaks  
Email: [information@sevenoaks.gov.uk](mailto:information@sevenoaks.gov.uk)  
[www.sevenoaks.gov.uk](http://www.sevenoaks.gov.uk)



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<b>Proposal</b>	Otford Medical Practice Health Pod
<b>Applicant</b>	Otford Patient Participation Group
<b>Ward</b>	Otford & Shoreham

**RECOMMENDATION:** That the **£2,500.00** applied for, as set out in the report, for scheme “Otford Medical Practice Health Pod” be approved for the following grounds:

- Strong economic, social and environmental benefits to the community.
- Strong local support for the project.
- The CIL contribution will be matched by funding from other sources.
- That there is sufficient certainty that the scheme will be delivered.

### Introduction

- 1 The Otford Patient Participation Group (OPPG) is an advisory group, formed of patients and medical staff from Otford Medical Practice. The group is affiliated to the National Association for Patient Participation, and works to promote co-operation between the Medical Practice, the patients and the West Kent Clinical Commissioning Group (CCG).
- 2 Officers received the application for CIL funding on 12.09.2018. Members should note that Otford Parish Council on behalf of the OPPG submitted this application for the Board to consider.

### Description of Proposal

- 3 The project is the installation of a “health pod” for the Otford Medical Practice. The pod would include a number of basic medical instruments for patients to measure certain health conditions, including blood pressure, weight, pulse, glucose levels etc. The information is recorded against the patient’s medical record for a GP to view at any time. The Patient participation group state that the “health pod” would reduce the amount of “face time” patients have with GPs for basic check-ups and free up capacity for appointments. This is also supported by the company that install the

device. Whilst they have not provided specific evidence of exactly how it will increase the capacity of the Practice. It is clear that it would encourage a lot of self help without needing to make an appointment with a Doctor.

- 4 It is noted in the application that the OPPG would be looking to install the health pod into the Medical Practice in September/October 2018. Given that the Board is meeting in December 2018, Officers have not received any additional information regarding the future timeline for the project.

### **Funding**

- 5 The OPPG have estimated that the installation of a health pod in the Medical Practice will cost an estimated £8,500.00, which includes the purchase and installation of the facility into the Practice.
- 6 The OPPG have identified the following additional funding sources and grants to support their application to the Board:
  - OPPG fundraising activities: £5,500.00
  - Otford Parish Council: £500.00
- 7 To meet the funding gap for the full cost of the project, the OPPG has applied to the Board for £2,500.00 of CIL funding.

### **Representations and Support**

- 8 The application made by the OPPG states that the project is not being promoted with other organisations. Therefore, it shall be assumed that the OPPG is the only organisation involved in the project.
- 9 The application is supported by the following local representatives and organisations:
  - Cllr. John Edwards-Winser (SDC Member for Otford & Shoreham)
  - Cllr. Nick Rushby (Chairman to Otford Parish Council)

### **Lead Officers Appraisal of Bid**

#### *Principal Criteria met*

- Strong economic, social and environmental benefits to the community.
- Strong local support for the project.
- The CIL contribution will be matched by funding from other sources.

- That there is sufficient certainty that the scheme will be delivered.

*Appraisal*

*Strong economic, social and environmental benefits to the community*

- 10 When considering an application for CIL funding from the Board, it must be demonstrated that there are clear social and environmental benefits to the scheme proposed.
- 11 The applicant has set out a number of community benefits that this project can bring to the local community and the wider area. The Otford Medical Practice covers a wide area beyond the village of Otford. This is determined by the location of residents who are on the Practice's patient roll. It is assumed in the application that the installation of a health pod would provide benefits to the NHS locally, by reducing the amount of appointments required for simple medical check-ups. It is assumed that it would increase the capacity of the surgery and allow greater flexibility and convenience for patients to visit the surgery and provide additional medical information.
- 12 There are no perceived environmental impacts of the scheme. It should be noted that only patients that are registered at the Otford Medical Practice would be able to use the health pod, meaning that only those patients will receive the main public benefits.

*Strong local support for the scheme*

- 13 A further key consideration when assessing applications for the CIL Board is to determine whether the scheme has local support from the local community. The applicant has received support in submitting their proposal by one of the local Ward Members, as well as the local Parish Council. It should also be noted that Otford Parish Council, on behalf of the OPPG, submitted the application for consideration and the patient group has raised a large amount of the funds.
- 14 Therefore, it has been clearly demonstrated that the application has strong local support from the community.

*The CIL contribution will be matched by funding from other sources.*

- 15 Another key consideration when assessing applications is the whether the CIL contribution will be matched by funding from other sources. The applicant in this scheme clearly shows that 70% of the funding for the health pod has already been provided by the Patient Participation Group and the Parish Council.

- 16 It is therefore considered that if agreed, the CIL monies in this case would be matched by funding from other sources and would therefore meet this criteria.

*That there is sufficient certainty that the scheme will be delivered.*

- 17 It is also important to consider as part of the assessment of this case as to whether the scheme can be easily delivered if CIL monies are given. It is clear from the evidence provided that the remaining funding is already in place. They have already contacted the company and are aware of the price and cost of installation.
- 18 It has been stated that Egton, the preferred supplier, will conduct the management of installing the health pod. It was also indicated in the application that Otford Medical Practice will be responsible for the ongoing maintenance for the health pod.
- 19 I therefore consider from the information submitted that there is sufficient certainty that it can be delivered and be retained.

*Other considerations*

*Planning Permission*

- 20 An additional consideration of the criteria in which applications are assessed, is whether a proposal has the appropriate consents in place to carry out the project.
- 21 The applicant has confirmed that planning permission is not required as it results in the internal installation of the health pod is required. No structural works to the building of the Otford Medical Practice are foreseen.

*Timescales*

- 22 Members should note that the timescale, which has been outlined in the application, has now passed. The applicant anticipated that the funding and installation of the pod would have taken place in September/October 2018. Since the submission of the application, no further information has been provided on timescales.

**Conclusion**

- 23 Otford Parish Council, on behalf of the Otford Patient Participation Group, have submitted an application to the Board to fund the installation of a “health pod” for Otford Medical Practice. The pod would include a number of basic medical instruments for patients to measure certain health conditions, including blood pressure, weight, pulse, glucose levels etc. The applicant has

demonstrated that there are a number of benefits attached to the scheme and could benefit the wider community as well as the Practice and West Kent Clinical Commissioning Group. The OPPG has secured funding through different sources, including a successful CIL bid to Otford Parish Council. They have also provided evidence to show that there is sufficient funding from other sources and that there is sufficient certainty that the scheme should be delivered.

- 24 After reviewing the application and subsequent supporting evidence, it is recommended by Officers that £2,500.00 of CIL funding be approved to support the delivery of the project. Approving this bid would provide good value for the amount of CIL money applied for compared to the cost of the overall project.

**Appendices** Appendix B1 - Original bidding proforma and supporting information

**Background Papers** None

**Contact Officer** Simon Taylor (ext. 7134)

**Richard Morris**  
**Chief Planning Officer**

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**OTFORD PARISH COUNCIL**

Clerk: Mrs S Palmer  
The School House, 21, High Street, Otford, Sevenoaks, Kent TN14 5PG  
Telephone/answerphone: 01959 524808 Fax: 01959 525298  
Office hours 8.30 to 12.30 Monday to Friday  
Email: clerk@otfordpc.co.uk

10 September 2018

Community Infrastructure Bids  
Planning Policy  
Sevenoaks District Council  
Council Offices  
Argyle Road  
Sevenoaks  
Kent TN13 1HG

Dear Sirs

Re: Bid for Funding

Please find attached a Bid for CIL Funding from the Otford Patient Participation Group. Otford Parish Council supports this application and is pleased to submit it to Sevenoaks District Council on their behalf.

Yours faithfully



Sharon Holt  
Clerk to Otford Parish Council

Sevenoaks District Council

Community Infrastructure Levy Spending Board

Bid for Funding Pro-forma

Infrastructure Only

Scheme name:	Health POD for Otford Medical Practice
Description of Scheme:	The purchase of a health POD for Otford Medical Practice (AMP). The POD will allow patients to check their own blood pressure, weight, pulse etc, which is viewed by GPs and saves valuable face time
Is this scheme promoted by your organisation in partnership with another organisation (s)?	<p><del>Yes</del>/No</p> <p>Who is involved in the Partnership.          Organisation Name (s):          Otford Patient Participation Group</p> <p>Responsible individuals (s):          James Pragnell</p> <p>Signature (s) on behalf of other supporting organisations (s):          N/A</p> <p>Please provide details of the Agreements you have in place with your partners. Including the % of money guaranteed for the scheme from each organisation.          See Funding details on next pages.</p>
Is planning permission required for the scheme?	<p><del>Yes</del> / No</p> <p>If yes, has it been applied for?</p> <p>If no - please explain why? Not required.</p>
Details of any other consent required (if appropriate (e.g. conservation, Listed Buildings, other Govt Bodies):	<p>Consent required:          N/A</p> <p>Date applied for / granted:</p>

<u>Need for the Scheme</u>	
List of projects or development that result in the need for this scheme:	The Health POD is self-contained within OMP. It is needed to improve patient experience and save critical GP face time.
How is the scheme related to these developments (additional information, such as usage forecasts and existing and alternative capacity assessments, can be attached as an appendix):	There are no other projects associated with the scheme.

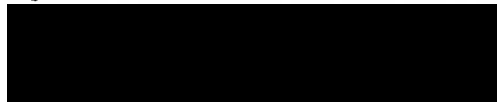

<u>Please provide an explanation of the 'public benefit' of the scheme proposed for residents in Sevenoaks District:</u>	
Economic	The Health POD allows patients to enter information about their lifestyle e.g. smoking, alcohol, exercise, diet, etc. This will encourage patients to improve their lifestyle for the economic benefit of themselves and the NHS.
Social	The Health POD will allow patients to visit the surgery at their convenience without needing at all times to make a GP appointment. The POD is compatible with multiple medical devices and automatically inputs the patient's data into their medical records, thereby saving valuable GP administration time.
Environmental	The Health POD has no impact on the natural environment. However, people are the centre of the environment and it will be OMP's patients who will receive the main public benefit.


## Agenda Item 4b

<p>Is the need for the scheme identified in any adopted strategy/plan? E.g. Neighbourhood Plan, Work programme of a Statutory Body, Infrastructure Plan (Reg 1,2,3 list). If so, which?</p>	<p>No.</p>
<b><u>Funding</u></b>	
Total project cost:	£ 8,198 (estimated) plus minor building costs*
Funding required from CIL:	£ 2,500 * See Further Comments below.
<p>Identify other funding sources for this project, what contribution they are making and why these can not be used to fund the scheme in its entirety</p>	<p>1) £5,500 from Otford Patient Group, raised from individual donations, quiz nights, raffles etc</p>
	<p>2) £500 from Otford Parish Council</p>
	<p>3)</p>
	<p>4)</p>
	<p>5)</p>


	6)
Is this bid for staged payments?	<del>Yes</del> /No
Will staged payments be accepted?	Yes/No stage payments could delay the purchase of the Health PAD. Details of anticipated funding requirements and timetable: The Health PAD is being upgraded and will be available for purchase before the year's end.
Has a bid(s) for CIL funding been made to relevant town and parish councils?	Bid made: <input checked="" type="radio"/> Yes / No Details of bid: Bid of £500 to Offord Parish Council. Decision made: <input checked="" type="radio"/> Yes / No Details of decision: The bid was accepted and a grant of £500 has been made.
Would the scheme be fully funded if the CIL contribution is agreed:	Yes / <del>No</del>
Has this scheme benefited from CIL funding previously:	<del>Yes</del> / No If Yes; Please provide further justification as to why further CIL funding is required for this project.
<b><u>Deliverability</u></b>	
Does your organisation have the legal right to carry out the proposed scheme?	Yes / <del>No</del> If not, you must attach documentation showing that the statutory provider of this service supports this scheme.
Anticipated start date for delivery of the scheme:	September - October 2018
Anticipated finish date for the delivery	September - October 2018

## Agenda Item 4b

of the scheme:	
Anticipated date when CIL funding will need to be made available:	September to October 2018
Does land need to be purchased to facilitate the scheme:	<del>Yes</del> / No Details:
Please provide a consultation plan to let SDC know when they can expect progress reports on the project.	N/A
Please provide details of the management and timescales of the project.	N/A
Has consultation been carried out on the scheme or is any planned?	<del>Carried out / Planned</del> / No Consultation planned Details:  (Note: Results can be attached separately if necessary.)
Is a relevant SDC ward member(s) supportive of the scheme?	Yes / No Signature of at least one SDC ward member:  Note - An e-mail from them to <a href="mailto:cil@sevenoaks.gov.uk">cil@sevenoaks.gov.uk</a> would also be sufficient.
Is the relevant town/parish council supportive of the scheme?	Yes / No Signature of at town/parish council chairman, clerk or chief executive:  Note - An e-mail from them to <a href="mailto:cil@sevenoaks.gov.uk">cil@sevenoaks.gov.uk</a> would also be sufficient.

<u>Maintenance</u>	
Which organisation will be responsible for ongoing maintenance:	Oxford Medical Practice.
Are funding arrangements in place for maintenance:	Yes / <input checked="" type="checkbox"/> Details: OMP will maintain the Health POD after the first year.
Any further comments:	<p></p> <p>We have received a quotation for the Health POD and a description of it from the supplier, Egton Medical Information Systems Ltd. Both are attached to this Form.</p> <p>The quote is for £7,548.00, but as stated in the quote this sum is for indicative pricing only and could be subject to change on release of the product.</p> <p>The quote also states that the annual support costs are still to be finalised. Unofficially, however, we believe that the costs will be in the order of £650.00 per year.</p> <p>The quote includes bespoke cabling costs. However, the practice may need to carry out some minor building work in order to accommodate the Health POD.</p> <p>The total cost of the Health POD will therefore be in the order of £7,548.00 plus say £650.00 for the first year's maintenance costs, which we want to fund on behalf of the practice, plus say £302.00 for minor building work.</p> <p>This gives a total cost of £8,500.00, subject to change on release of the Health POD.</p>

## Agenda Item 4b

<b><u>Declaration</u></b>	
<p>I am authorised to submit this bid for funding on behalf of the organisation that I represent. At the time of writing, the information contained in this submission (including appendices) is correct and true to the best of my knowledge. If CIL funding is committed and circumstances change prior to the completion of the scheme, the organisation that I represent will notify Sevenoaks District Council. The Council will reserve the right to reconsider the allocation of funding. If CIL funding is committed to the above project then the organisation that I represent commits to providing Sevenoaks District Council with sufficient information to enable it to undertake its reporting requirements under the CIL Regulations 2010 (as amended), or any subsequent relevant regulations.</p>	
Signature	
Name	JAMES PRAGNELL
Position	Member responsible for procurement issues
Organisation	Oxford Patient Participation Group
Name, role and contact details of the person that will be attending SDC's CIL Spending Board to support this bid:	





Stafford House, Unit 2 Leathley Road Industrial Estate, Leeds LS10 1BG  
 tel: 0845 124 5245 fax: 0845 124 5246 email: info@egton.net web: www.egton.net

Billing customer:	Otford Medical Practice - 4728	Date:	26/07/2018	Requested By:	Ken Cardinal
Billing address:	Leonard Avenue Otford Sevenoaks England TN14 5RB United Kingdom	Customer no:	4728	Delivery Customer:	Otford Medical Practice - 4728
		Unique ID:	G82125	Delivery Address:	Leonard Avenue Otford Sevenoaks England TN14 5RB United Kingdom
		Quote reference:	47082 26/07/2018 11:05		
		Created by:	Thomas jennings		
		Sales Contact:	Matt Bradley		

Our email: [salesupport@egton.net](mailto:salesupport@egton.net)

## QUOTE

### Description of Goods and Services

Item number	Description	Qty	Unit price	Amount
AAEHPOD	Arrivals Health Pod inc. Kiosk, Self Health Software Installation & Training Scales & Height BP Waiting Room Arm-in  Optional Cabling 2nd Year Support	1.00	£5,640.00	£5,640.00
ACI07102013	Bespoke Cabling Costs 1 x Product Code: AAEHPOD - Health Pod. Note: Product includes Kiosk, Self-Health Software, Installation & Training, Scales & Height unit, BP Waiting Room Arm-In unit. Note: Quote pricing for indicative pricing only and could be subject to change on release of the product, annual support costs still to be finalised.  1 x Product Code: BESPOKE - Cabling. Note: Includes 4 hrs to build equipment and bolt 3 x units to the floor, 1 x Cat5e cable installed between network cabinet and Health POD, 3 Electrical sockets ( 1 Double & 1 Single)	1.00	£650.00	£650.00

VAT No. 927 1492 14  
 Terms: This quote is valid for 30 days.

<b>Net amount</b>	£6,290.00
<b>VAT @ 20.00%</b>	£1,258.00
<b>Grand total</b>	£7,548.00

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**Proposal**      Swanley Park Disabled Play Equipment

**Applicant**     Swanley Town Council

**Ward**            Swanley White Oak

**RECOMMENDATION:** That the £10,000.00 applied for, as set out in the report, for scheme “Swanley Park Disabled Play Equipment” be approved for the following grounds:

- Strong economic, social and environmental benefits to the community
- Strong local support for the scheme.
- The CIL contribution will be matched by funding from other sources.

### **Introduction**

- 1     Swanley Town Council is one of 31 Town and Parish Councils in Sevenoaks District. It is located in the north of the District and shares administrative parish council boundaries with Hextable, Crockenhill, Farningham and Eynsford. Swanley also shares the Kent County boundary with the London Boroughs of Bexley and Bromley, as well as the Greater London Authority area.
- 2     Officers received the application for CIL funding on 04.10.2018.

### **Description of Proposal**

- 3     The project seeks the installation of disabled play equipment in Swanley Park to provide better facilities and opportunities for those with accessibility or disability issues. This follows on from current ongoing improvements to the park following an increase in visitor numbers.
- 4     BEAMs, a local charity that operates in the Swanley area for young disabled people, helped to identify the need for the scheme. Parkhall School (an additional needs school in Swanley), local residents and disabled users also contributed to identifying the need for the scheme.

- 5 Members of the Board should note that this is a resubmission of a scheme that Swanley Town Council submitted to the Board for consideration in May 2018. The original proposal was not considered at the time due to the large amount of funding being sought (more than 80% of the total project cost in CIL funding). Swanley Town Council has reviewed the amount of funding required to complete the project and it has been reduced. Therefore, Officers are satisfied that the project qualifies for “top up” funding.

### **Funding**

- 6 Swanley Town Council have stated that the installation of disabled play equipment in Swanley Park will cost an estimated £25,000.00. It has been confirmed that £15,000.000 of the Town Council’s reserves have been committed to the project, and states that no additional reserves or funding is available.
- 7 To meet the funding gap for the full cost of the project, Swanley Town Council has applied to the Board for £10,000.00 of CIL funding.

### **Representations and Support**

- 8 The application submitted indicates that Swanley Town Council is not working in partnership with any other organisation to deliver the scheme. Therefore, it should be assumed that the Town Council is the sole organisation for the delivery of this scheme.
- 9 The application is supported by the following local representatives and organisations:
- Cllr. John Barnes (SDC Member for Swanley Christchurch & Swanley Village)
  - Cllr. Michael Horwood (Local Member for Swanley Town Council)

### **Lead Officers Appraisal of Bid**

#### *Principal Criteria met*

- Strong economic, social and environmental benefits to the community
- Strong local support for the scheme.
- The CIL contribution will be matched by funding from other sources.

*Appraisal*

*Strong economic, social and environmental benefits to the community*

- 10 When considering an application for CIL funding from the Board, it must be demonstrated that there are clear economic, social and environmental benefits to the scheme proposed. This enhances the sustainability case as to whether the scheme should receive CIL funding.
- 11 The applicant has outlined a number of social, economic and environmental benefits associated to the project. Swanley Park has a substantial number of visitors visiting the park during the summer period, for leisure and recreational purposes. It is used by a mixture of individuals, social clubs and sport groups. The Town Council consider that this project has the potential to increase the potential number of visitors to the park including disabled users. These visitors may also visit the wider area and use other facilities, shops and restaurants etc, which will support the local economy.
- 12 Swanley Town Council also employ around 40 members of staff who are mainly seasonal workers who maintain the park grounds and provide other functions and services. As the patronage of the park increases, there is a perceived requirement to maintain facilities for all visitors and it is considered that this increase in patronage would also ensure the retention of employing local people.
- 13 The provision of adequate facilities for people with disabilities is not only essential in meeting legal requirements but also in promoting community activities and encouraging greater participation in out door activities and healthy life styles. This project would therefore also provide a social benefit to the community.
- 14 The proposal seeks to promote community cohesion and inclusiveness and also has the potential to benefit the local economy. As the proposal seeks to add the play equipment for the disabled to an existing play area rather than creating a new play space to entertain the new facility, the environmental and social benefits are also supported.

*Strong local support for the scheme*

- 15 A further key consideration when assessing applications for the CIL Board is to determine whether the scheme has local support from the local community. The applicant has received support in submitting their proposal by one of the local Ward Members, as well as the support from one Town Council member. It should be noted that the Town Council member is also an SDC Ward member, from a nearby Parish and the Kent County Councillor for Swanley.

- 16 In addition, the scheme was identified by a local charity, a local Additional Needs School and by local residents and disabled users. So it is clear that it is meeting needs identified by local residents, schools and charities.
- 17 Therefore, it has been clearly demonstrated that the application has strong local support from the local community and its representatives.

*The CIL contribution will be matched by funding from other sources.*

- 18 Another key consideration when assessing applications is the whether the CIL contribution will be matched by funding from other sources. Since its previous submission, the applicant has increased the amount of money that is put forward to support the scheme, and therefore 60% of the funding for the project is already been provided..
- 19 It is therefore considered that if agreed, the CIL monies in this case would be matched by funding from other sources and would therefore meet this criteria.

*Other considerations*

*Planning Permission*

- 20 An additional consideration of the criteria in which applications are assessed, is whether a proposal has the appropriate consents in place to carry out the project.
- 21 The applicant has confirmed that they have the legal right to carry out the scheme. It is considered that planning permission for the installation of disabled play equipment to an existing play area may not be required. This is because local authorities benefit from some permitted development rights under the General Development Procedure Order 2015, provided that they meet a certain set of criteria. The Town and Parish Council would however need to confirm this separately.

*Management of the project*

- 22 As part of the application to the Board, it has been highlighted that Swanley Town Council will oversee the management of the project as proposed location for the disabled play equipment is owned by the Town Council. Should CIL funding be granted for the scheme, it is anticipated that the project will take four weeks to complete and should be completed by the end of February 2019. There is however no information submitted in regard to maintenance.

## Conclusion

- 23 Swanley Town Council has submitted an application to the Board to consider funding to install disabled play equipment in Swanley Park. The need for the scheme is demonstrated and there a number of social, economic and environmental benefits. While the proposal has not been formally identified in a plan or strategy, a number of community organisations and charities have worked with Swanley Town Council to identify the need. It is noted that a majority of the funding is coming from the Town Council's reserves and has not benefited from any CIL funding from the CIL Board or from the Town Council. There is strong local support for the scheme.
- 24 After reviewing the application and subsequent supporting evidence, it is recommended by Officers that £10,000.00 of CIL funding be approved to support the delivery of the project, as it will provide a number of benefits to the community for the amount donated by the CIL Board. It would therefore be considered to be good value for money for the amount of CIL money applied for compared to the cost of the overall project.

<b>Appendices</b>	Appendix C1 - Original bidding proforma and supporting information
<b>Background Papers</b>	None
<b>Contact Officer</b>	Simon Taylor (ext. 7134)

**Richard Morris**  
**Chief Planning Officer**

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**SEVENOAKS DISTRICT COUNCIL: COMMUNITY INFRASTRUCTURE LEVY (CIL) SPENDING BOARD**

**BID FOR FUNDING PRO-FORMA (INFRASTRUCTURE ONLY)**

<b>Scheme name:</b>	<b>Disabled Play Equipment</b>
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<b>Description of Scheme:</b>	Provision of additional Disabled Play Equipment
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<b>1</b> Page 55	Is this scheme promoted by your organisation in partnership with another organisation(s)?	<b>No</b> (please delete as appropriate)	
		Organisation Name(s):	Swanley Town Council
		Responsible individuals(s):	Steve Nash CEO
		Signature(s) on behalf of other supporting organisations(s):	
		Please provide details of the Agreements you have in place with your partners. Including the % of money guaranteed for the scheme from each organisation.	N/A

<b>2</b>	Is planning permission required for the scheme?	<b>No</b> (please delete as appropriate)	
		If yes, has it been applied for?	
		If no, please explain why?	
		Consent required	Easement Required

	Details of any other consent required (if appropriate (e.g. conservation, Listed Buildings, other Government bodies):	Date applied for / granted
--	---	----------------------------

**Need for the Scheme**

3	List of projects or development that result in the need for this scheme:	Having increased visitor numbers and provided better access to the park including disabled and baby changing facilities we now need to meet the needs of additional disabled users.
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4	How is the scheme related to these developments (additional information, such as usage forecasts and existing and alternative capacity assessments, can be attached as an appendix):	Swanley Park has an average of 3000 visitors per day during the summer and at weekends along with regular users such as dog walkers, mums walking group, older peoples walking groups, athletics club, rugby club, railway enthusiasts, bird watchers, environmental groups and allotment holders. This is set to increase the ratio of disabled users and we would like to make additional provision in all areas to meet that new demand.
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**Please provide an explanation of the 'public benefit' of the scheme proposed for residents in Sevenoaks District:**

5	Economic	We employ 40 seasonal staff all of whom are recruited locally to provide a range of services. Our success is driven by visitor numbers and we seek to meet the needs of all our current and future users. We are aware of the increase in disabled users compared to 2016/17 and have provided disabled parking spaces, offer a transfer scheme via Golf Kart from parking to activity area and have refurbished the disabled toilet to make the park more disabled friendly.
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6	Social	The provision of adequate facilities for people with disabilities is not only essential in meeting DDA compliance but also promoting community activities and encouraging greater participation in outdoor activities and healthy life styles. Without the provision of such facilities on site visitor numbers would drop significantly and the park would be less attractive to visitors.
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7	Environmental	These pieces of equipment can be fitted to an existing play area and will not affect the loss of other green space within the park.
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8	Is the need for the scheme identified in any adopted strategy/plan? E.g. Neighbourhood Plan, Work programme of a Statutory Body, Infrastructure Plan (Regulation 123 list). If so, which?	This scheme was identified by BEAMS a local charity for young disabled people, Parkhall an Additional Needs School in Swanley and local residents and disabled users.
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Page Pending 57

97	Total Project Cost	<b>£25,000</b>
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10	Funding required from CIL:	<b>£10,000</b>
	Please identify other funding sources for this project, what contribution they are making and why these cannot be used to fund the scheme in its entirety	1) Swanley Town Council budget funding £15,000. No reserves or additional funding available.
		2)
		3)
		4)
		5)
6)		

11	Is this bid for staged payments?	<b>No</b> (please delete as appropriate)
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Agenda Item 4c

Will staged payments be accepted?	<b>No</b> (please delete as appropriate)
Details of anticipated funding requirements and timetable	This will be a complete payment schedule, payment on completion.

<b>12</b>	Has a bid(s) for CIL funding been made to relevant town and parish councils?	Bid made (please delete as appropriate):	<b>Yes</b>
		Details of bid	Allocated Budget
		Decision made (please delete as appropriate):	Approved
		Details of decision:	From Grounds Maintenance Budget

<b>13</b>	Would the scheme be fully funded if the CIL contribution is agreed?	<b>Yes</b> (please delete as appropriate)
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<b>14</b>	Has this scheme benefited from CIL funding previously?	<b>No</b> (please delete as appropriate)	
		If Yes; Please provide further justification as to why further CIL funding is required for this project.	

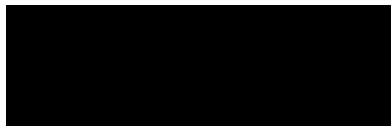
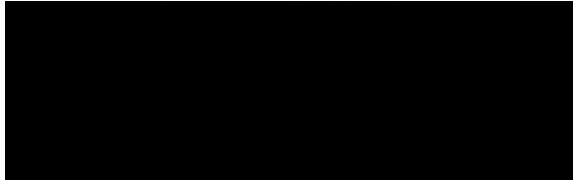
**Deliverability**

<b>15</b>	Does your organisation have the legal right to carry out the proposed scheme?	<b>Yes</b> (please delete as appropriate)  If not, you must attach documentation showing that the statutory provider of this service supports this scheme.
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<b>16</b>	Anticipated start date for delivery of the scheme:	Feb 2019
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<b>17</b>	Anticipated finish date for the delivery of the scheme:	Feb 2019
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<b>18</b>	Anticipated date when CIL funding will need to be made available:	Feb 2019
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19	Does land need to be purchased to facilitate the scheme?	<b>No</b> (please delete as appropriate)
		Please provide details
20	Please provide a consultation plan to let SDC know when they can expect progress reports on the project.	If funding is agreed we will provide the start date and end date
21	Please provide details of the management and timescales of the project.	This project will take less than 4 weeks to complete
22	Has consultation been carried out on the scheme or is any planned?	<b>No consultation planned</b> (please delete as appropriate)
		Please provide details (Note: Results can be attached separately if necessary.) The evidence for this need has been identified through demand and complaints from visitors to the park and the reports from our staff
23	Is a relevant SDC ward member(s) supportive of the scheme?	<b>Yes</b> (please delete as appropriate)
		Signature of at least one SDC ward member (Note: An e-mail from them to <a href="mailto:cil@sevenoaks.gov.uk">cil@sevenoaks.gov.uk</a> would also be sufficient). 
24	Is the relevant town/parish council supportive of the scheme?	<b>Yes</b> (please delete as appropriate)
		Signature of at town/parish council chairman, clerk or chief executive (Note: An e-mail from them to <a href="mailto:cil@sevenoaks.gov.uk">cil@sevenoaks.gov.uk</a> would also be sufficient). 
<b><u>Maintenance</u></b>		
25	Which organisation will be responsible for ongoing maintenance?	Swanley Town Council will be wholly responsible for the on-going maintenance of the park and its facilities.

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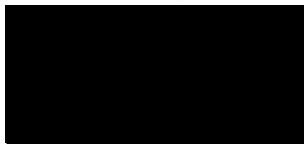
Agenda Item 4c

26	Are funding arrangements in place for maintenance?	<b>Yes</b>	(please delete as appropriate)
		Please provide details	Within existing budgets

27	Please provide any further comments here	<p>Swanley Town Council has no current reserves in place which it could add to this request and is using existing budgets to provide its contribution to the project. Without the support of the CIL board visitors and residents to Swanley Park will have access to only mediocre facilities. But with a relatively small investment we will be able to provide facilities that rival those of the larger boroughs in the vicinity adding to Sevenoaks Tourism strategy of high quality provision and help make Sevenoaks District the visitor centre for Kent.</p>	
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**Declaration**

I am authorised to submit this bid for funding on behalf of the organisation that I represent. At the time of writing, the information contained in this submission (including appendices) is correct and true to the best of my knowledge. If CIL funding is committed and circumstances change prior to the completion of the scheme, the organisation that I represent will notify Sevenoaks District Council. The Council will reserve the right to reconsider the allocation of funding. If CIL funding is committed to the above project then the organisation that I represent commits to providing Sevenoaks District Council with sufficient information to enable it to undertake its reporting requirements under the CIL Regulations 2010 (as amended), or any subsequent relevant regulations.



**Signature**

.....  
Steve Nash

**Name**

.....  
CEO

**Position**

.....

Name, role and contact details of the person that will be attending SDC's CIL Spending Board to support this bid:	
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<b>Proposal</b>	Edenbridge Integrated Health and Wellbeing Centre
<b>Applicant</b>	Kent Community Health NHS Foundation Trust
<b>Wards</b>	Edenbridge North & East Edenbridge South & West

**RECOMMENDATION:** That the **£600,000.00** applied for, as set out in the report, for scheme “Edenbridge Integrated Health and Wellbeing Centre” be approved for the following grounds:

- Strong economic, social and environmental benefits to the community;
- Strong local support for the scheme;
- Partnership working with other organisations;
- The CIL Contribution will be matched funded from other sources; and
- The scheme forms part of a planned strategy to address the need for Infrastructure.

## Introduction

- 1 The Kent Community Health NHS Foundation Trust (KCHFT) is one of the largest NHS community health providers in England, serving a population of approximately 1.4 million people across Kent. The KCHFT provides wide-ranging NHS care for people in the community in a range of settings including within own homes of residents, nursing homes, health clinics, community hospitals, minor injury units, walk in centres and mobile units. Further information on the KCHFT can be found at [www.kentcht.nhs.uk](http://www.kentcht.nhs.uk).
- 2 Officers received the application for CIL funding on 29.10.2018. Members should note that a previous application was made to the first CIL Board but it was not considered due to the lack of information provided.

### Description of Proposal

- 3 KCHFT is proposing to create brand new health and wellbeing centre in Edenbridge. It is proposed the current Medical Practice and services at the Edenbridge War Memorial Hospital are moved into a single integrated building to provide a number of medical and community health services. The creation of an integrated Health and Wellbeing Centre would also look to provide the associated infrastructure to support the development including associated infrastructure with energy centre, car parking and community areas.

### Funding

- 4 The KCHFT have stated that to complete the Health and Wellbeing Centre will cost an estimated £12.5 million. This would include the construction of a new building and associated works, including required infrastructure, parking and community areas. Members should note that this is an indicative cost and is subject to change, once the final scheme has been agreed.
- 5 The KCHFT have identified the following additional funding sources and grants to support their application to the Board:
  - Bids to the Department of Health and Strategic Transformation Plan (STP) Wave 4: circa £13 million
  - Community funding: £250,000.00
  - KCHFT funding: £450,000.00
  - Developer funding: TBC
- 6 Members should note that it is not clear from the application whether the funding streams have been applied for and/or secured. There is also an expectation that developer contributions will contribute toward the delivery of the project but this has not been quantified at present. Further information may be required to determine the current position.
- 7 To enable the project, the KCHFT believe that enabling costs and any groundwork packages will cost an estimated £1.2 million. Therefore, to meet the funding gap the KCHFT have applied for £600,000.00 of CIL funding.

### Representations and Support

- 8 The application made by KCHFT states that the project will be shared with the West Kent Clinical Commissioning Group to deliver the project. There is



- 9 evidence that NHS England will need to support for the proposal, subject to a planning application being made.
- 10 The application is supported by the following local representatives and organisations:
  - Edenbridge Town Council have supported the proposal in principle, which has been minuted in Town Council meetings in 2017 and 2018. It has been supported as part of their submissions to the Local Plan consultation.
  - Cllr. Stuart McGregor (SDC Ward Member for Edenbridge North & East)

### **Lead Officers Appraisal of Bid**

#### *Principal Criteria met*

- Strong economic, social and environmental benefits to the community;
- Strong local support for the scheme;
- Partnership working with other organisations;
- The CIL Contribution will be matched funded from other sources; and
- The scheme forms part of a planned strategy to address the need for Infrastructure.

#### *Appraisal*

##### *Strong economic, social and environmental benefits to the community*

- 11 When considering an application for CIL funding from the Board, it must be demonstrated that there are clear economic, social and environmental benefits to the scheme proposed. This enhances the sustainability case as to whether the scheme should receive CIL funding.
- 12 The proposal is a significant piece of infrastructure that would bring substantial social, economic and environmental benefits to the local community as well as the wider community that the facility would serve. In terms of economic benefits, the proposal seeks to align with the aspirations and ambitions of the Local Plan to create integrated communities, which are served by appropriate infrastructure to support development. There are also aspirations to integrate existing community facilities and services with the new integrated health facility.
- 13 The proposal seeks to be environmentally friending with zero carbon technologies, renewable energy and sustainable urban drainage solutions

being worked into the design. Further consideration will be given when looking at public transport and how the transport network can be enhanced to create more environmental benefits.

- 14 Finally, there are significant social benefits associated with the scheme with the integration of health, social and medical services within one facility including mental health, social services and other community health teams.

Strong local support for the scheme

- 15 A further key consideration when assessing applications for the CIL Board is to determine whether the scheme has local support from the local community.
- 16 The applicant has confirmed that local support has been gathered from both the Edenbridge Town Council and a local Ward Member for Edenbridge. In addition to this, information has been submitted on an extensive public consultation which was held during 2016. The outcome of this local public consultation was support for a new medical/health facility.
- 17 Therefore, it has been clearly demonstrated that the application has strong local support from the local community and its representatives.

Partnership working with other organisations

- 18 Another key criterion for assessing the application is determining how the project will be delivered and whether any additional partners are included in the project delivery.
- 19 There is evidence in the application that the proposal will involve a number of organisations with the KCHFT and the West Kent Clinical Commissioning Group being the key partners to deliver the project. NHS England will also be involved in the delivery of the project as well as NHS Property.
- 20 Therefore, it is clearly demonstrated that there is strong partnership working to facilitate the delivery of this proposal.

The CIL Contribution will be matched funded from other sources.

- 21 The Council has determined that the purpose of CIL funding is to be a “top-up”, to be used in meeting any funding deficiencies or gaps in order to deliver the proposed scheme. To reflect this one of the key criteria used to assess bids is to consider whether the CIL contribution will be matched by funding from other sources.

- 22 The applicant has indicated that there are a number of funding streams that are being looked at including central Government through the Department of Health, as well as capital investment from Community funding and the KCHFT itself. No information has been provided in the application on whether the KCHFT have approached Edenbridge Town Council for CIL funding.
- 23 Members should note however that there is little information to suggest that all the funding streams have been secured, as they are subject to separate bidding processes with each organisation. However it is considered, on balance, that due to the commitment to the scheme, the fact that it is a part of a number of strategies and the clear benefits that this application will provide that the bid should be approved.

*The scheme forms part of a planned strategy to address the need for Infrastructure.*

- 24 As part of their bid, applicants are asked to demonstrate that the project forms part of a planned strategy to address the need for infrastructure. It has been stated in the applicant's submission that the scheme has been identified in the emerging Neighbourhood Plan and is also incorporated into sites under the emerging Local Plan.

*Local Plan position*

- 25 It should be drawn to Members attention that the proposal is also being considered as part of a mixed use allocation in the emerging Local Plan. The Council has been made aware of proposals for the development of a new medical/health facility alongside the potential for a new secondary school and housing development.
- 26 A number of locations for the Health and Wellbeing Centre were submitted during the Council's Call for Sites which included Land east of Four Elms Road, Land at Crouch House Road and Land at Breezehurst Farm. The Council consulted extensively on all sites in Edenbridge during the Draft Local Plan (Regulation 18) consultation, and has concluded that the preferred location for a new medical/health facility is the Land at Four Elms Road, Edenbridge next to the Eden Centre.
- 27 The Council is proposing to take this draft allocation forward into its Pre-Submission Draft of the Local Plan (Regulation 19) consultation. Residents and technical stakeholders will have a further opportunity to comment on the proposals. Further information on the draft allocation can be found in the individual Site Appraisals (see Background Papers).
- 28 Members should note that if the site is formally allocated in the Local Plan following Examination by the Planning Inspector, it does not mean that the

proposal is automatically granted planning permission. The purpose of the allocation is to establish with the principle of development in this location is acceptable. The proposal is then subject to the Development Management process and a separate planning application.

#### Neighbourhood Plan Position

- 29 Edenbridge Town Council is currently in the process of producing a Neighbourhood Plan for the area. There has been extensive consultation over the last couple of years to identify issues that the Neighbourhood Plan could address. One of their main objectives is to support the provision of improved Health Centre/GP Practice facilities in the town. In addition, New Medical Facilities has been accepted as forming a part of Edenbridge Town Council's infrastructure priorities as part of this document.
- 30 In light of this it is therefore considered that the scheme forms part of existing borough wide and local strategies and therefore meets the aims of this criteria.

#### Other considerations

##### *Planning Permission*

- 31 An additional consideration of the criteria in which applications are assessed, is whether a proposal has the appropriate consents in place to carry out the project.
- 32 Given the scale and the type of development proposed, planning permission will need to be granted before any works are carried out. As part of their CIL application, the KCHFT have confirmed that planning permission is currently being sought with anticipation of a planning application to be submitted in Quarter 4 2018. KCHFT have been in contact with Development Management Officers to understand the potential planning requirements to enable such a development in this location.
- 33 Once planning permission is granted, it is expected that the project will take approximately two years to build out, with a completion date of Quarter 4 2020.
- 34 When considering this application for CIL funding, Members of the Board could consider whether the clear merits of the scheme outweigh the absence of planning permission.

*Management of the project*

- 35 While the project is in its early stages, the KCHFT have confirmed that the KCHFT will manage the project and would be integrated into its existing reporting structures with the West Kent Clinical Commissioning Group and Sevenoaks District Council being included. The KCHFT have stated that a Project Manager and Design Team have already been appointed to carry out the proposed work.

**Conclusion**

- 36 The proposal from KCHFT is to provide a new integrated Health and Wellbeing centre in Edenbridge with associated works and infrastructure to support the development, including car parking, community areas and renewable energy centre. The information that has been submitted to the Board demonstrated that there are clear environmental, social and economic benefits to the scheme. The proposal has strong local support from the community and has been identified in the emerging Local Plan. KCHFT has identified a number of funding streams to support the delivery of the project, however there is little information at this stage to confirm whether the funding outlined has been secured. It is clearly demonstrated that there are a number of organisations will be involved in the project and there is a clear management structure in place to ensure the delivery of the Health and Wellbeing Hub.
- 37 After reviewing the application, it is considered that there are clear benefits of the scheme that outweigh some of the concerns in regard to deliverability, and it is therefore recommended by Officers that £600,000.00 of CIL funding be approved to support the delivery of the project. As there is already a considerable amount already put down by other organisations, approving this bid would provide good value for the amount of CIL money applied for compared to the cost of the overall project.

**Appendices** Appendix D1 - Original bidding proforma and supporting information

**Background Papers** [Planning Advisory Committee \(November 2018\) - Appendix 3 2 Local Plan Sites Appraisals - Sites Included](#)

**Contact Officers** Simon Taylor (ext. 7134)

**Richard Morris**  
**Chief Planning Officer**

**SEVENOAKS DISTRICT COUNCIL: COMMUNITY INFRASTRUCTURE LEVY (CIL) SPENDING BOARD**

**BID FOR FUNDING PRO-FORMA (INFRASTRUCTURE ONLY)**

<b>Scheme name:</b>	<b>EDENBRIDGE INTEGRATED HEALTH AND WELL BEING CENTRE</b>
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<b>Description of Scheme:</b>	NEW INTEGRATED BUILDING AND ASSOCIATED WORKS ,INCLUDING INFRASTRUCTURE AND ENERGY CENTRE,PARKING AND COMMUNITY AREAS
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<b>Page 69</b>	Is this scheme promoted by your organisation in partnership with another organisation(s)?	<b>Yes /No</b> (please delete as appropriate)	
		Organisation Name(s):	WK CCG,KCHFT ,EMC
		Responsible individuals(s):	SRO – Natalie Davies – Corporate Services Director Kent Community Health NHS Foundation Trust
		Signature(s) on behalf of other supporting organisations(s):	
		Please provide details of the Agreements you have in place with your partners. Including the % of money guaranteed for the scheme from each organisation.	The project is a shared project as part WK CCG/KCHFT/EMC , funding upto planning application is supported by KCHFT , with a 50% agreed share of costs with WK CCG.

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<b>2</b>	Is planning permission required for the scheme?	(please delete as appropriate)	
		If yes, has it been applied for?	In the process of preparing the application for planning in q4 2018
		If no, please explain why?	
	Details of any other consent required (if appropriate (e.g. conservation, Listed Buildings, other Government bodies):	Consent required	NHS England , and STP support
		Date applied for / granted	Q4 2018

**Need for the Scheme**

<b>Page 70</b>	List of projects or development that result in the need for this scheme:	for bringing forward housing ,education and Healthcare in a sustainable , coherent manner – kent wide LOCAL CAREPLAN, and STP planning
<b>70</b>	How is the scheme related to these developments (additional information, such as usage forecasts and existing and alternative capacity assessments, can be attached as an appendix):	Increasing population locally and nationally ( KCC states show that overall population will increase 23 %) Planning – emerging local plan – site(s) are in the allocations for Edenbridge. STP strategy to have integrated ,hubs and other facilities Edenbridge is identified in the K+M Capital Pipeline

**Please provide an explanation of the ‘public benefit’ of the scheme proposed for residents in Sevenoaks District:**

<b>5</b>	Economic	THE PROJECT is in line with aspirations of the emerging local plan, and will provide employment opportunities and improved connection to other assets in area , possible opportunity to integrate services and community facilities
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6	Social	THE PROJECT aims and principles enshrine social prescribing and connecting other social organisations through sign posting within the centre. It will address aspects of social isolation, connecting health and other agencies through community organisations and local health teams - including encouraging healthy recreational use of the land and giving Edenbridge a signature project as an exemplar of health and well being in action.
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7	Environmental	THE PROJECT is envisaged as a cutting edge, very special circumstances building – it has SUSTAINABILITY at its core. It will address all aspect of environment concern/policy from increased bio diversity, renewable energy production, and a zero emissions aim for the building and its energy in use to be net carbon neutral. The centre will also seek to address local flooding issues with a SUDS system and connectivity with transport systems within the town and beyond.
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Page 71	Is the need for the scheme identified in any adopted strategy/plan? E.g. Neighbourhood Plan, Work programme of a Statutory Body, Infrastructure Plan (Regulation 123 list). If so, which?	The scheme is identified in the Neighbourhood plan being prepared, also incorporated into sites under consideration in the emerging local plan and will feature projects identified in Reg 123 list .
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**Funding**

9	Total Project Cost	<b>£12.5 m +vat circa (final costings to be agreed, VAT position to be finalised)</b>
10	Funding required from CIL:	<b>£ 600,000</b>
	Please identify other funding sources for this project, what contribution they are making and why these can not be used to fund the scheme in its entirety	1) DoH , STP wave 4 bid – circa £13m 2) community £250k 3) KCHFT circa £450k

		4)
		5)
		6)

<b>11</b>	Is this bid for staged payments?	<b>Yes / No-</b> appropriate)	(please delete as
	Will staged payments be accepted?	<b>Yes / No-</b> appropriate)	(please delete as
	Details of anticipated funding requirements and timetable	Project timelines dependant on procurement route and packages of work – anticipate q3 2019 on site, but enabling packages may need funding in q2-4 2019 – overall enabling and ground works circa £1.2 m ( CIL requirement is £600k)	

<b>Page 72</b>	Has a bid(s) for CIL funding been made to relevant town and parish councils?	Bid made (please delete as appropriate):	<b>Yes-/No</b>
		Details of bid	
		Decision made (please delete as appropriate):	
		Details of decision:	

<b>13</b>	Would the scheme be fully funded if the CIL contribution is agreed?	<b>Yes / No-</b> appropriate)	(please delete as
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<b>14</b>	Has this scheme benefited from CIL funding previously?	<b>Yes-/ No</b> appropriate)	(please delete as
		If Yes; Please provide further justification as to why further CIL funding is required for this project.	

**Deliverability**

15	Does your organisation have the legal right to carry out the proposed scheme?	<b>Yes / No-</b> (please delete as appropriate) If not, you must attach documentation showing that the statutory provider of this service supports this scheme.	
16	Anticipated start date for delivery of the scheme:	Start in q3 2019	
17	Anticipated finish date for the delivery of the scheme:	Complete in q4 2020 (back stop date)	
18	Anticipated date when CIL funding will need to be made available:	Q2 -3 2019	
19	Does land need to be purchased to facilitate the scheme?	<b>Yes / No-</b> (please delete as appropriate) Please provide details   Land deal negotiation , offer acceptable	
20	Please provide a consultation plan to let SDC know when they can expect progress reports on the project.	THE PROJECT will have a full reporting structure – with monthly reporting to appropriate bodies including SDC.	
21	Please provide details of the management and timescales of the project.	Project has appointed Project Manager and design team, and will take approximately 2 years to build out	

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<b>22</b>	Has consultation been carried out on the scheme or is any planned?	<b>Carried out / Planned / No consultation planned</b> (please delete as appropriate)	
		Please provide details (Note: Results can be attached separately if necessary.)	Full public consultation was carried out in 2016 with over whelming support locally.

<b>23</b>	Is a relevant SDC ward member(s) supportive of the scheme?	<b>Yes / No-</b> (please delete as appropriate)	
		Signature of at least one SDC ward member (Note: An e-mail from them to <a href="mailto:cil@sevenoaks.gov.uk">cil@sevenoaks.gov.uk</a> would also be sufficient).	Support in principle from Cllr McGregor (SDC ward member)

<b>24</b>	Is the relevant town/parish council supportive of the scheme?	<b>Yes / No-</b> (please delete as appropriate)	
		Signature of at town/parish council chairman, clerk or chief executive (Note: An e-mail from them to <a href="mailto:cil@sevenoaks.gov.uk">cil@sevenoaks.gov.uk</a> would also be sufficient).	Town council has show support for the scheme in principle , and in local plan representation and minuted in Town Council meetings in 2017,2018.

**Maintenance**

<b>25</b>	Which organisation will be responsible for ongoing maintenance?	Kent Community Health NHS foundation Trust
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<b>26</b>	Are funding arrangements in place for maintenance?	<b>Yes / No-</b> (please delete as appropriate)
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		Please provide details	Building ownership will be initially with KCHFT, full maintenance included- depending on procurement route selected
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27	Please provide any further comments here	
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**Declaration**

I am authorised to submit this bid for funding on behalf of the organisation that I represent. At the time of writing, the information contained in this submission (including appendices) is correct and true to the best of my knowledge. If CIL funding is committed and circumstances change prior to the completion of the scheme, the organisation that I represent will notify Sevenoaks District Council. The Council will reserve the right to reconsider the allocation of funding. If CIL funding is committed to the above project then the organisation that I represent commits to providing Sevenoaks District Council with sufficient information to enable it to undertake its reporting requirements under the CIL Regulations 2010 (as amended), or any subsequent relevant regulations.

**Signature**  
Page 75

*CD*  
*Dodd*.....  
.....

**Name**

Carl Dodd  
.....

**Position**

EDENBRIDGE PROJECT/PROGRAMME MANAGER  
.....

Name, role and contact details of the person that will be attending SDC's CIL Spending Board to support this bid:	Carl Dodd, EDENBRIDGE PROJECT/PROGRAMME MANAGER [REDACTED] [REDACTED]
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Agenda Item 4d

## Agenda Item 4d

**Simon Taylor**

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**From:** Cllr McGregor, Stuart <cllr.mcgregor@sevenoaks.gov.uk>  
**Sent:** 24 October 2018 14:09  
**To:** carl dodd  
**Cc:** Cllr Scholey, John  
**Subject:** Re: EDENBRIDGE PROJECT- HEALTH AND WELLBEING CENTRE- CIL APPLICATION.

As per our conversation, I am happy to support in principle. I look forward to receiving the details.

Stuart McGregor  
Edenbridge N&E

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**From:** carl dodd <carl@property-revolutions.co.uk>  
**Sent:** Wednesday, October 24, 2018 12:57:34 PM  
**To:** Cllr McGregor, Stuart  
**Cc:** Cllr Scholey, John; Edenbridge. project (KENT COMMUNITY HEALTH NHS FOUNDATION TRUST)  
**Subject:** EDENBRIDGE PROJECT- HEALTH AND WELLBEING CENTRE- CIL APPLICATION.

Good Afternoon,

Further to our discussion regarding the above Heath and wellbeing centre , we are now looking to apply to SDC for CIL funding for part of the project.( we have a return date of 29<sup>th</sup> October)

As part of this we are looking for your support (in principle ) and to inform SDC of that support – an email response would be ideal.

Thank you in anticipation of your help.

Regards

Carl Dodd

EDENBRIDGE PROJECT/PROGRAMME MANAGER  
EDENBRIDGE HEALTH AND WELL BEING CENTRE

PROPERTY REVOLUTIONS LIMITED  
Stirling House, Cambridge innovation Park,  
WaterbeachCambridge CB25 9PB

St John's Innovation Centre  
Cowley Road, Cambridge  
Cambridgeshire  
CB4 0WS

phone: 07767203655/ 01223 772388  
skype: info-prl  
[privacyGDPR@property-revolutions.co.uk](mailto:privacyGDPR@property-revolutions.co.uk)  
[www.property-revolutions.co.uk](http://www.property-revolutions.co.uk)

Disclaimer:

**Proposal** Bat & Ball Community Centre

**Applicant** Sevenoaks Town Council

**Ward** Sevenoaks Northern

**RECOMMENDATION:** That the **£1,200,000.00** applied for, as set out in the report, for scheme “Bat & Ball Community Centre” be approved for the following grounds:

- Strong economic, social and environmental benefits to the community;
- Strong local support for the project;
- The scheme forms part of a planned strategy to address the need for infrastructure.
- There is sufficient certainty that the scheme will be delivered.

### Introduction

- 1 Sevenoaks Town Council is one of 31 parish/town councils that operate within Sevenoaks District. Sevenoaks Town Council shares its administrative town boundaries with Seal, Sevenoaks Weald, Riverhead, Dunton Green, Otford and Kemsing.
- 2 Officers received the application for CIL funding on 29.10.2018.
- 3 Members should note that Sevenoaks Town Council have previously submitted an application for CIL funding at the last CIL Board in May 2018. The proposal was to refurbish the Bat and Ball station building with associated works to access. The Town Council were successful in their application and secured £258,274.00 of CIL funding.

### Description of Proposal

- 4 The proposal submitted is for alterations and improvements to the existing Sevenoaks (Bat & Ball) community centre. The works include a front, side and link extension and the erection of a cycle and bin store. The project is proposed as there has been an increased demand for high quality community

facilities in the area and as significant growth is planned in the immediate area within the emerging Neighbourhood Development Plan and the Draft Local Plan. Planning permission for these works was approved by Sevenoaks District Council on 8<sup>th</sup> November 2018.

- 5 It is envisaged that the new Bat & Ball Centre will be one of the key projects for the regeneration of the Bat & Ball area and complimenting and interactive with the adjoining station refurbishment.

### **Funding**

- 6 Sevenoaks Town Council have stated in their application that to complete the Bat & Ball Community Centre will cost an estimated £2.7 million. It has been confirmed that a majority of the funding will come from the Town Council's reserves, and the application states that no additional reserves or funding is available.
- 7 Members should also note that, other than the contribution of the Town Council, no other funding streams have been identified in the application.
- 8 To meet the funding gap for the full cost of the project, Sevenoaks Town Council has applied to the Board for £1,200,000.00 of CIL funding.

### **Representations and Support**

- 9 The application submitted indicates that Sevenoaks Town Council is not working in partnership with any other organisation to deliver the scheme. Therefore, it should be assumed that the Town Council is the sole organisation for the delivery of this scheme.
- 10 The application is supported by the following local representatives and organisations:
  - Cllr. Marilyn Canet (SDC Ward Member for Sevenoaks Northern)
  - Cllr. Roderick Hogarth (Mayor of Sevenoaks Town)

### **Lead Officers Appraisal of Bid**

#### *Principal Criteria met*

- Strong economic, social and environmental benefits to the community;
- Strong local support for the scheme;
- The scheme forms part of a planned strategy to address the need for infrastructure.
- There is sufficient certainty that the scheme will be delivered.



*Appraisal*

*Strong economic, social and environmental benefits to the community*

- 11 When considering an application for CIL funding from the Board, it must be demonstrated that there are clear economic, social and environmental benefits to the scheme proposed.
- 12 From the information submitted, it is clear that the redevelopment of the new Bat and Ball centre will be one of the key projects for the regeneration in the area. Evidence submitted with the bid states that the Sevenoaks District Council's Draft Economic Development Strategy states that the continuing growth of the District has to be matched where possible by additional infrastructure to support our communities. It is also submitted that an improvement to the external appearance and perception of the area may increase investor confidence, which could then provide a catalyst for further local investment. Therefore in my view, it has been shown that there are potential economic benefits to the proposed scheme.
- 13 It is also clear from the information submitted that the community centre already acts as a community hub and a number of play groups, organisations, businesses, community groups, dance groups and churches use this facility. Therefore the improvement of the existing facilities would benefit all these community groups. This indicates a clear social benefit to this scheme.
- 14 Whilst it is recognised that there will be environmental improvements to the proposal, due to more efficient methods of construction, more efficient lighting and heating systems and also an improvement to the external appearance, it is considered that there will not be a wider, specific environmental benefit to the proposal.

*Strong local support for the scheme*

- 15 A further key consideration when assessing applications for the CIL Board is to determine whether the scheme has local support from the local community.
- 16 As described above, the application is supported by the ward member for Sevenoaks Northern. The Mayor of Sevenoaks has written a letter of support stating that the redevelopment of this community centre will make Bat and Ball a better place to live, work and visit. It will provide an aesthetic benefit and that the local and wider community is in support of this project.
- 17 Therefore, it has been clearly demonstrated that the application has strong local support from the local community and its representatives.

The scheme forms part of a planned strategy to address the need for infrastructure.

- 18 Applicants to the CIL Board are asked to demonstrate whether the project is identified as part of any strategy. In this case the applicant has indicated that the need for the redevelopment of this site is established in in the Northern Sevenoaks Master plan and the emerging Sevenoaks Neighbourhood Plan. Whilst this has not been informally adopted, it does indicate a local desire to redevelop the site.
- 19 In addition, the site is allocated for mixed use, including a community provision in the Draft Sevenoaks Local Plan and therefore this proposal is in keeping with this aim. The station and wider has also been identified as an area in need of further investment and improvement in the Sevenoaks District Council's Economic Development Strategy. The applicant has also highlighted that the priorities laid out in the Sevenoaks District Council Community Plan 2016 - 2019 also support this project. These include:
- To target, support and deliver activities for adults to increase physical activity and reduce obesity.
  - To support improvements to leisure and sports facilities.
  - To work with local people to provide strong, active and sustainable communities and to make the best of community spaces and facilities.
- 20 This proposal clearly is in keeping with a number of strategies and objectives set out in a number of local and district wide documents. Whilst some of these are emerging, they still indicate a desire to redevelop the centre and the surrounding area and it is therefore considered that this proposal meets this criteria.

There is sufficient certainty that the scheme will be delivered.

- 21 In order to benefit from CIL funding, the applicant is also required to show that there is sufficient certainty that the scheme put forward under the bid will be delivered.
- 22 As mentioned above Sevenoaks Town Council have already sought planning permission for the project proposed. In addition to this, the applicant has the legal right to carry out the scheme. They have a project manager, Architect, quantity surveyor, structural engineer and mechanical services engineer in place. They have also provided a clear time scale for the proposal.
- 23 It is therefore considered that the applicant has submitted sufficient evidence to show that there is certainty that the project will be delivered.

Other considerations

*Planning permission*

- 24 An additional consideration of the criteria in which applications are assessed, is whether a proposal has the appropriate consents in place to carry out the project. As stated above planning permission was granted for the scheme in November 2018 and therefore the relevant consents have been sought in this case.

**Conclusion**

- 25 It is clear that the project provides strong economic, social and environmental benefits to the local and wider community. It is in keeping with a number of local and district wide strategies. The applicant has provided evidence to show that there is local support for the project and also that there is sufficient certainty that the scheme put forward will be delivered.
- 26 After reviewing the application and subsequent supporting evidence, it is recommended by Officers that £1,200,000.00 of CIL funding be approved to support the delivery of the project. Whilst it is understood that this is a significant amount of money, due to the amount of money being put forward by the applicant and also the wider benefits of the project it is considered that funding be approved. Approving this bid would provide good value for CIL money applied for compared to the cost of the overall project.

**Appendices** Appendix E1 - Original bidding proforma and supporting information

**Background Papers** None

**Contact Officer** Simon Taylor (ext. 7134)

**Richard Morris**  
**Chief Planning Officer**

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**SEVENOAKS DISTRICT COUNCIL: COMMUNITY INFRASTRUCTURE LEVY (CIL) SPENDING BOARD**

**BID FOR FUNDING PRO-FORMA (INFRASTRUCTURE ONLY)**

<b>Scheme name:</b>	<b>Bat &amp; Ball Centre</b>
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<b>Description of Scheme:</b>	Community Centre
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<b>1</b> Page 83	Is this scheme promoted by your organisation in partnership with another organisation(s)?	<b>No</b>	
		Organisation Name(s):	Sevenoaks Town Council
		Responsible individuals(s):	Linda Larter
		Signature(s) on behalf of other supporting organisations(s):	N/A
		Please provide details of the Agreements you have in place with your partners. Including the % of money guaranteed for the scheme from each organisation.	N/A

<b>2</b>	Is planning permission required for the scheme?	<b>Yes</b>	
		If yes, has it been applied for?	Yes. Planning Application Ref: 18/02810/FUL Validated: 13 <sup>th</sup> September 2018 Decision Date: 8 <sup>th</sup> November 2018

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		If no, please explain why?	
	Details of any other consent required (if appropriate (e.g. conservation, Listed Buildings, other Government bodies):	Consent required	N/A
		Date applied for / granted	N/A

**Need for the Scheme**

3	<p>List of projects or development that result in the need for this scheme:</p>	<p>There has been significant development in Sevenoaks and surrounding settlements since the original centre was constructed more than 30 years ago resulting in an increased demand for high quality community facilities. There is a general lack of high quality community accommodation within the wider Sevenoaks Area, and the current community centre is used by groups based across (and beyond) the District given the Centre’s convenient location.</p> <p>Significant growth is planned in the immediate area, and is included within the emerging Neighbourhood Development Plan and Draft District Local Plan. Both documents identify development opportunities around Sevenoaks Town including the potential for approximately 1,000 new homes in the immediate area of Northern Sevenoaks, together with a new significant leisure facility.</p> <p>Through the preliminary work on the NDP the Town Council’s Steering Committee identified Northern Sevenoaks as one of the only areas of the town that was suitable for large scale development. It was also seen as an area with untapped potential that was in need of regeneration. It was therefore agreed that a dedicated Masterplan would be prepared for the area.</p> <p>The Masterplan was developed through a series of meetings and workshops with local people and stakeholders, including a formal public consultation which took place in May</p>
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		<p>2017. The views expressed through this process informed the Masterplan and form part of the evidence base of the NDP.</p> <p>The Masterplan was also consulted on as part of the District Council’s Local Plan ‘Issues and Options’ consultation. The Masterplan received overwhelming positive public support through this consultation. 66% of respondents stated that they either ‘strongly supported’ or ‘supported’ the plan (based on responses from 13,654 people).</p>
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4	<p>How is the scheme related to these developments (additional information, such as usage forecasts and existing and alternative capacity assessments, can be attached as an appendix):</p>	<p>The proposed scheme is directly related to the need to cater for a significantly increased local population and demand for community hireable space.</p> <p>In recent years, it has become apparent that many organisations, due to a lack of space and capacity, are having to travel out of the District to find accommodation. This is not sustainable and exacerbates traffic congestion in the Town and the Northern Sevenoaks Area.</p> <p>The new centre will incorporate direct access onto Platform 1 of Bat &amp; Ball station further improving its accessibility and attractiveness to hirers and decreasing car dependence to access the facility.</p>
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**Please provide an explanation of the ‘public benefit’ of the scheme proposed for residents in Sevenoaks District:**

5	Economic	<p>It is envisaged that the new Bat &amp; Ball Centre will be one of the key projects for the regeneration of the Bat &amp; Ball area and complimenting and interactive with the adjoining station refurbishment.</p> <p>The Sevenoaks District Council’s Draft Economic Development Strategy 2018 – 2021, Theme 2 Infrastructure states – the continuing growth of the District has to be matched, where possible, by additional infrastructure to support our communities.</p>
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		<p>In addition to improving local pride, the new Bat &amp; Ball Centre will help to improve the external image and perceptions of the area. This may increase investor confidence which could provide a catalyst for further local investment.</p> <p>The proposed new development and activities will increase footfall in the area.</p>
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<p>6</p> <p>Page 86</p>	<p>Social</p>	<p>The driving vision for the new Bat &amp; Ball Centre is to replace the tired and no longer fit for purpose 30 year old community centre with a facility that will be characterised by being a high quality contemporary building, within accessible and vibrant public realm enabling a lively and eclectic mix of daytime and evening activities.</p> <p>The redevelopment of the Bat &amp; Ball Centre will make the Bat &amp; Ball area a better place to live, work and visit. The project will provide an aesthetic benefit adding architectural fabric and quality of the area. The building will be one that the public will be proud to hold events in from parties, weddings and community functions. The local and wider community is supportive of the project.</p> <p>The current community centre acts as a community hub and even in its current worn condition is a well-used facility enabling the following activities and community meetings to regularly take place:</p> <ul style="list-style-type: none"> <li>• Various play groups</li> <li>• Kent Association for the Blind</li> <li>• Knole U3A</li> <li>• Knole U3A Medieval History</li> <li>• Maidstone &amp; Tunbridge Wells NHS meetings</li> <li>• AA Support Group</li> <li>• Sevenoaks Jitsu</li> <li>• Invicta Karate</li> </ul>
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- NHS Breathing Exercise group
- Plyo Exercise Group
- London Asbestos Support and Awareness Group
- Tea Dances
- Line Dancing
- Pole Dancing
- Sennock Women's Institute
- Sevenoaks District Arts Council
- Knole U3A – Money Management
- Exercise Classes
- The Arts Society Knole
- North West Kent Family History Society
- Sevenoaks Friendship Centre
- Amazing Animals
- Little Kickers
- Prayer Group
- Jivebeat
- Otford Bridge Club
- Sevenoaks & Swanley Together in Europe
- Kent Friendz
- Midland Fine Arts
- Sevenoaks Greater World Christ Spirit Church
- Hollybush Montessori
- PROBUS
- Ingeus
- Playball
- Zumba
- National Childbirth Trust

#### Loneliness

All of these regular activities help to prevent the impact of loneliness on local people which can occur regardless of age and social, economic background.

		<p>Research indicates that loneliness, can be as harmful as smoking 15 cigarettes a day, increase the risk of premature death by 26 per cent, and is associated with higher rates of depression, high blood pressure and dementia.</p> <p>With people living longer, loneliness is becoming a growing problem and putting those effected at an increased risk of needing long term care – heaping pressure on health and social care services.</p>
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<p>7</p> <p style="writing-mode: vertical-rl; transform: rotate(180deg);">Page 88</p>	<p>Environmental</p>	<p>In relation to the decision to refurbish the existing facility rather than a new build the following is noted. “Refurbishment requires fewer materials and therefore less embodied carbon.” <i>Craig Jones PhD, Building Conservation Directory.</i></p> <p>The new facility will be an environmental improvement on the existing – please see details below:</p> <ol style="list-style-type: none"> <li>1. The existing less efficient gas fired heating and hot water system is being removed and replaced with new high-efficiency gas fired heating with good zone controls and well insulated pipework.</li> <li>2. Hot water in the kitchen will be generated instantaneously avoiding the need to keep a cylinder heated all of the time.</li> <li>3. Mechanical ventilation with heat recovery is being added to the hall. This should reduce energy lost in winter through uncontrolled draughts through open windows.</li> <li>4. The large and small halls will be heated using air source heat pumps – these are more ‘carbon-efficient’ than the gas fired system.</li> </ol>
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		<p>The systems proposed for the halls also provide a much quicker response than radiators so the expectation is that the halls will not need to be kept up to temperature while they are not in use and occupants can give them a quick blast of heat as and when required.</p> <ol style="list-style-type: none"> <li>5. The heat pump system also provides summer comfort cooling for periods of peak use in the hot weather and/or when noise issues require windows to be closed.</li> <li>6. Improved lighting controls are proposed so lights are less likely to be on when there is sufficient daylight or if there is nobody present in the space.</li> <li>7. New lighting will be high-efficiency LED.</li> <li>8. New glazing with low U-values and good seals will reduce the heating requirements.</li> <li>9. Sensors in the toilets will shut-off the water supply when they are unoccupied. This helps to avoid water wasted through leaking fittings or through misuse.</li> </ol>
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<p>8</p>	<p>Is the need for the scheme identified in any adopted strategy/plan? E.g. Neighbourhood Plan, Work programme of a Statutory Body, Infrastructure Plan (Regulation 123 list). If so, which?</p>	<p>The need for the redevelopment of the site is established in the Northern Sevenoaks Masterplan and the emerging Sevenoaks Neighbourhood Development Plan. The site is allocated for mixed use, including community provision in the Draft Sevenoaks District Local Plan. The Bat &amp; Ball area is consistently identified as an area in need of regeneration and investment. This regeneration will unlock significant development potential in the area which is promoted in all documents referenced above.</p>
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The station and wider area have been identified as an area in need of further investment and improvement in the **Sevenoaks District Council Economic Development Strategy** which states that “The future development of this site will play a vital role in the prosperity of the town in years to come...”

**Sevenoaks District Council Community Plan Priorities 2016 – 2019**

Priority 1 Reduce health inequalities and improve health and well-being for all...Target, support and deliver activities for adults to increase physical activity and reduce obesity.

Priority 3 Encourage access to health services for all... support improvements to leisure and sports facilities and improve access to open spaces through the Local Plan.

Priority 3 Work with local people to deliver strong, active and sustainable communities ... make the best use of community spaces and facilities... support inclusive arts and community and cultural activities to flourish for all groups.

**Funding**

<b>9</b>	Total Project Cost	<b>£2,713,950*</b>
<b>10</b>	Funding required from CIL:	<b>£1,200,000</b>
	Please identify other funding sources for this project, what contribution they are making and why these cannot be used to fund the scheme in its entirety	<p>1) Sevenoaks Town Council</p> <p>In 2014 Sevenoaks Town Council set out its Community Investment Plan which included the selling of its current site, relocate to the new Bat &amp; Ball Centre investing the proceeds.</p>

		<p>Since that date there have been some developments which have influenced the Community Investment Plan including:</p> <ul style="list-style-type: none"> <li>• Planning and financial viability of developing the Town Council’s current site.</li> <li>• The opportunity to create a Business Hub by retaining the Town Council site.</li> <li>• The opportunity to regenerate a boarded up (30 years) station building and create new access and transport integration for the community.</li> </ul> <p>Due to the above the Town Council will need to borrow some funds towards the new Bat &amp; Ball Centre.</p> <p>If the CIL funding is not agreed, the borrowing would be higher and the specification for the building reduced via Value Engineering*.</p> <p>Quantity Surveyor costings are available for these*. However this information is commercially sensitive as Sevenoaks Town Council are about to tender for the project via the Government Contract Finder website.</p>
		2)
		3)
		4)
		5)
		6)

<b>11</b>	Is this bid for staged payments?	<b>No</b>
	Will staged payments be accepted?	<b>No</b>
	Details of anticipated funding requirements and timetable	

<b>12</b>	Has a bid(s) for CIL funding been made to relevant town and parish councils?	Bid made (please delete as appropriate):	<b>No</b>
		Details of bid	
		Decision made (please delete as appropriate):	
		Details of decision:	

<b>13</b>	Would the scheme be fully funded if the CIL contribution is agreed?	<b>Yes</b>
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<b>14</b>	Has this scheme benefited from CIL funding previously?	<b>No</b>	
		If Yes; Please provide further justification as to why further CIL funding is required for this project.	

**Deliverability**

<b>Page 92</b>	Does your organisation have the legal right to carry out the proposed scheme?	<b>Yes</b>
		If not, you must attach documentation showing that the statutory provider of this service supports this scheme.

<b>16</b>	Anticipated start date for delivery of the scheme:	April 2019
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<b>17</b>	Anticipated finish date for the delivery of the scheme:	September 2020
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<b>18</b>	Anticipated date when CIL funding will need to be made available:	April 2019
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<b>19</b>	Does land need to be purchased to facilitate the scheme?	<b>No</b>
		Please provide details

<b>20</b>	Please provide a consultation plan to let SDC know when they can expect progress reports on the project.	Sevenoaks Town Council reports the progress of its Capital Projects to its Community Infrastructure Committee. Copies of agendas and minutes will be provided to SDC.
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<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Page 93</p>	<p><b>21</b> Please provide details of the management and timescales of the project.</p>	<p><u>Employer / Project Management</u>  Sevenoaks Town Council, Council Offices, Bradbourne Vale Road, Sevenoaks TN13 3QG</p> <p>Sevenoaks Town Council is a medium sized town (parish) council. It has 16 voluntary councillors and a small team of paid staff. The Town Council is a statutory body and is required to meet all relevant legislation for a public authority e.g. finance and transparency.</p> <p>Sevenoaks Town Council has the following accreditations – Local Council Award Scheme, Quality Gold and Investors in People.</p> <p>Sevenoaks Town Council has the following internal Project Management Team who have project managed various schemes.</p> <p>Linda Larter MBE Chief Executive / Town Clerk  Linda has a degree in Local Policy and is a Fellow of the Institute of Local Council Management and has extensive experience in project management and was nominated for an MBE by the Millennium Commission for project management of a capital building project.</p> <p>Hugh D’Alton, Deputy Town Clerk  Hugh has worked for the Town Council for several years and assisted on a variety of projects. He is currently studying for a BSc in Land and Asset Management.</p> <p><u>Architect</u>  Theis &amp;Khan, 11 -13 Lonsdale Gardens, Tunbridge Wells, TN1 1NU</p> <p><u>Quantity Surveyor</u>  Moulton Taggart, 39 -41 North Road, Islington, London N7 9DP</p> <p><u>Structural Engineer</u></p>
--	--	---

Ctp, Suffolk House, 154 High Street, Sevenoaks Tn13 1XE

Mechanical Services Engineer

Freeman Beesley, Victoria House, 125 Queens Road, Brighton BN1 3WB

**Project Timescales**

<b>Stage 2 Concept Design</b>	
Benchmark scheme development	May / June 2018
Submission of scheme for Pre- App	May 2018
Pre – App meeting	June 2018
Pre – App advice received	September 2018
Review costings and Value Engineering	June 2018
<b>Stage 3 Developed Design</b>	
Commission surveys and consultants	July 2018
QS review of costs	July 2018
Submit planning application	September 2018
Planning period	September – November 2018
<b>Stage 4 Technical Design</b>	
Preparation of tender	September – December 2018
Tender period	January – February 2019
Tender review and selection	February – March 2019
<b>Stage 5 Construction</b>	
Work to start on site	April 2019
Completion	July 2020



22	Has consultation been carried out on the scheme or is any planned?	<b>Carried out</b>	
		Please provide details (Note: Results can be attached separately if necessary.)  Consultation carried out to date: <ul style="list-style-type: none"> <li>• Sevenoaks Town Council’s Community Investment Plan 2014 – 2018</li> <li>• Neighbourhood Development Plan, questionnaire to all households (8000)</li> <li>• Key element in Masterplan for Northern Sevenoaks – widely publicised.</li> <li>• Community Centre User Group (Hirers of the current facility meet approximately 4 times per year to discuss any issues and development scheme).</li> <li>• Friends of Bat &amp; Ball Station</li> <li>• Planning Application</li> <li>• Public Meetings</li> <li>• Public Minutes and Reports</li> <li>• Community Centre User Group</li> <li>• Youth Council consultation</li> <li>• School assemblies for 1600 school children</li> <li>• Coverage in local newspaper</li> <li>• Town Crier – Quarterly magazine</li> <li>• Precept leaflet</li> <li>• Bat &amp; Ball Station Building consultation leaflet</li> </ul>	

		<ul style="list-style-type: none"> <li>• Sevenoaks Day Nursery</li> <li>• Neighbouring Business</li> </ul>	
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<b>23</b>	Is a relevant SDC ward member(s) supportive of the scheme?	<b>Yes Cllr Marilyn Canet</b>	
		Signature of at least one SDC ward member (Note: An e-mail from them to <a href="mailto:cil@sevenoaks.gov.uk">cil@sevenoaks.gov.uk</a> would also be sufficient).	Marilyn Canet 18.10.2018

**Sevenoaks Community Centre ---- In support of the CIL application .**

*The Sevenoaks Community Centre is very well used by many clubs, groups and the people in them in the town and beyond .*

*Small children and their parents have fun and exercise, young people do martial arts and dancing. U3A, Arts Societies, Santa meet for talks and tea afterwards. Probus (retired men mostly) meet for lunch and talks.*

*Evenings are busy with Zumba and dancing, and more discussion groups.*

*This facility is very important to the wellbeing of our lively community. The building has served us well and needs to be replaced with an excellent new Community Centre. The proposals /plans for the new Centre will meet the needs of the local and wider community and continue to cater for existing hirers. This new Centre will also help to provide a strong hub for the future residents who will live in the new homes that will be built in this area soon.*

*Improved accessibility to the Bat and Ball railway station and good parking will make this a popular venue. I think that it is important to have a place where many people of any age can meet and share in different activities at reasonable cost. Loneliness and social isolation are becoming and increasing issue for many of our residents. This Centre will provide mental, physical and social activity for any who wish to participate.*

*I would like to offer my complete support to this project.*

Merilyn Canet 18.10.2018

24	Is the relevant town/parish council supportive of the scheme?	<b>Yes</b>	Letter from the Mayor attached.
		Signature of at town/parish council chairman, clerk or chief executive (Note: An e-mail from them to <a href="mailto:cil@sevenoaks.gov.uk">cil@sevenoaks.gov.uk</a> would also be sufficient).	

**Maintenance**

25	Which organisation will be responsible for ongoing maintenance?	Sevenoaks Town Council
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26 Page 97	Are funding arrangements in place for maintenance?	<b>Yes</b>	Sevenoaks Town Council's Revenue Budget – Maintenance and operating costs anticipated to be reduced due to efficiency of planned building.
		Please provide details	

27	Please provide any further comments here	<p>The planned improved Bat &amp; Ball Centre is part of a wider regeneration plan relating to the Masterplan for Northern Sevenoaks.</p> <p>There is a clearly established need for investment to support the delivery of future economic, residential and community developments in the Northern Sevenoaks area.</p> <p>Supporting documents supplied:</p> <ol style="list-style-type: none"><li>1. Plans of proposed Bat &amp; Ball Centre</li><li>2. Supporting letter from Mayor of Sevenoaks</li></ol>
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Agenda Item 4e

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**Declaration**

I am authorised to submit this bid for funding on behalf of the organisation that I represent. At the time of writing, the information contained in this submission (including appendices) is correct and true to the best of my knowledge. If CIL funding is committed and circumstances change prior to the completion of the scheme, the organisation that I represent will notify Sevenoaks District Council. The Council will reserve the right to reconsider the allocation of funding. If CIL funding is committed to the above project then the organisation that I represent commits to providing Sevenoaks District Council with sufficient information to enable it to undertake its reporting requirements under the CIL Regulations 2010 (as amended), or any subsequent relevant regulations.

**Signature**

*L Larter*

**Name**

Linda Larter

**Position**

Town Clerk

Name, role and contact details of the person that will be attending SDC's CIL Spending Board to support this bid:	Linda Larter, Town Clerk <a href="mailto:townclerk@sevenoakstown.gov.uk">townclerk@sevenoakstown.gov.uk</a>
---	--



To: Sevenoaks District Council  
Community Infrastructure Levy Decision Board

26<sup>th</sup> October 2018

Dear Board Members,

**Re: Bat & Ball Centre, Sevenoaks**

Please take this letter as confirmation on behalf of Sevenoaks Town Council that it fully supports the application for Community Infrastructure Levy funding towards the refurbishment of the current community centre to create a new Bat & Ball Centre.

In 2014 Sevenoaks Town Council set out its Community Investment Plan which included the selling of its current site, investing the proceeds in relocating to a new Bat & Ball Centre investing the proceeds.

Since that date there have been some developments which have influenced the Community Investment Plan including:

- Planning and financial viability of developing the Town Council's current site.
- The opportunity to create a Business Hub by retaining the Town Council site.
- The opportunity to regenerate a boarded up (30 years) station building and create new access and transport integration for the community.

The area of Northern Sevenoaks has undergone significant development in the years since the CIL charging schedule was adopted, including a rise in the number of residential units in the area. Development in Sevenoaks and surrounding parishes has also been significant and increased usage of the community centre since it was originally built 30 years ago.

The continued driving vision for the new Bat & Ball Centre is to replace the tired and no longer fit for purpose 30 year old community centre with a facility that will be characterised by being a high quality contemporary building, within accessible and vibrant public realm enabling a lively and eclectic mix of daytime and evening activities.

Town Council Offices  
Bradbourne Vale Road  
Sevenoaks Kent TN13 3QG

tel: 01732 459 953 fax: 01732 742 577  
email: [council@sevenoakstown.gov.uk](mailto:council@sevenoakstown.gov.uk)  
web: [sevenoakstown.gov.uk](http://sevenoakstown.gov.uk)

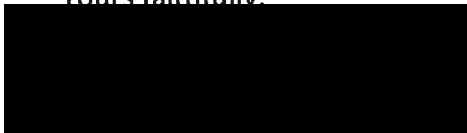


## Agenda Item 4e

The redevelopment of the Bat & Ball Centre will make the Bat & Ball area a better place to live, work and visit. The project will provide an aesthetic benefit adding architectural fabric and quality of the area. The building will be one that the public will be proud to hold events in from parties, weddings and community functions. The local and wider community is supportive of the project.

For these reasons I ask on behalf of Sevenoaks Town Council and the local residents that you consider all of the information contained within the financial bid and look favourably on providing a grant towards the proposals for the Bat & Ball Centre.

Yours faithfully,



Cllr Roderick Hogarth  
Mayor of Sevenoaks



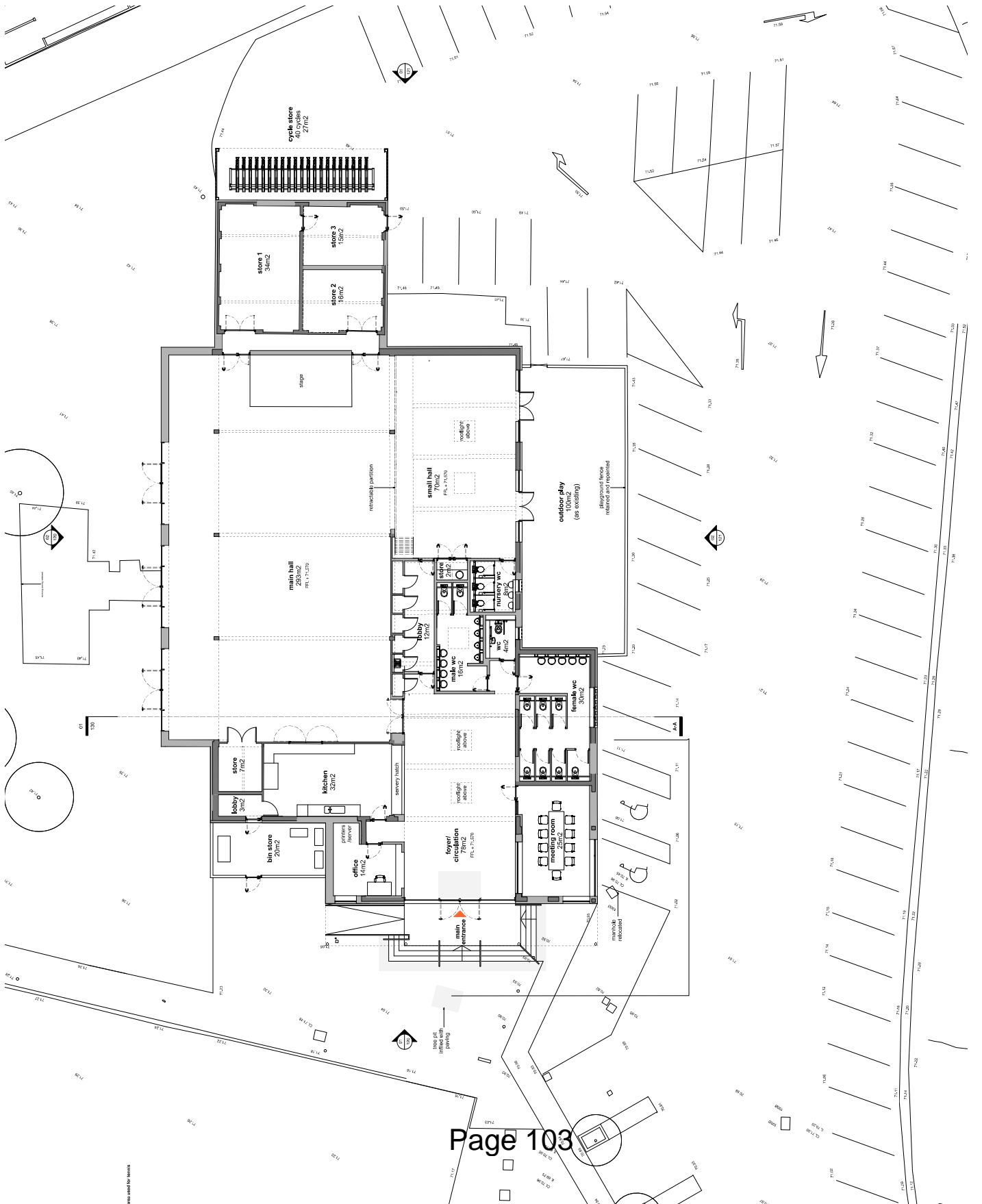
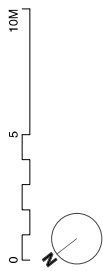




**notes**

Do not scale. To be checked on site and verified with the architect prior to construction. Any discrepancies or uncertainties regarding this drawing should be discussed with the architect prior to construction. Copyright © Theis and Khan Architects Ltd. All rights reserved

**key**



**revision notes**

changes since previous issue:

**planning**

revision	date	comment
p1	29.08.18	issued for comment
p2	04.09.18	issued for planning
p3	13.09.18	issued for planning

**THEIS + KHAN**

11-13 Lockwood Gardens  
London, SE17 1JL  
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+44 (0)20 7600 8094  
mail@thisandkhan.com  
www.thisandkhan.com

bat and ball centre, sevenoaks  
ground floor plan  
**proposed**

scale: 1:100 @ A1  
date: 04.01.17  
drawing number: 1109  
revision: p3

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**Proposal** Fordcombe Village Community Hall

**Applicant** Fordcombe Hall Trust

**Ward** Penshurst & Fordcombe

**RECOMMENDATION:** That the **£185,000** applied for, as set out in the report, for scheme “New Village Hall/Sports Pavilion Project” be approved for the following grounds:

- Strong economic, social and environmental benefits to the community;
- The CIL contribution will be match funded from other sources.
- There is sufficient certainty that the scheme will be delivered.

### Introduction

- 1 Fordcombe Village Hall falls within the Parish of Penshurst. It is located to the south of the District. The Parish is one of 31 that are located within the Sevenoaks District. It shares its border with Leigh and Chiddingstone parishes. It also shares a border to the south with Tunbridge Wells Borough.
- 2 Officers received the application for CIL funding on 29.10.2018.

### Description of Proposal

- 3 The project is to rebuild the existing village hall and to provide additional sports facilities as part of the project. The existing hall is 98 years old and in need of repair. The applicant has stated as part of their submission, that the use of the hall by village groups and individuals has dwindled due to dire facilities and poor access for the less mobile/disabled.
- 4 Due to the amount of work that needs to be done, the Village Hall Action Group have stated that the amount of refurbishment required would be more costly than a new hall and have therefore made the decision to demolish and build a new village hall and sports pavilion. They need to provide ‘a fit for purpose’ community and sports facility as there is no other community facility in the village.

- 5 As part of their bid, the applicant submitted details of the planning application submitted to Sevenoaks District Council (SE/18/01943). This sought consent for the demolition of the existing village hall and sports pavilion and the construction of a replacement village hall and sports pavilion with disabled parking and ramp. It was approved on 24<sup>th</sup> April 2018.

### **Funding**

- 6 The applicant, the New Village Hall Action Group (NVHAG), have stated that the project to replace the existing village hall, allowing 5% contingency is £592,588. They have also sought funding from a variety of sources including from Kent County Council Village Hall scheme, from the Parish Council, fundraising events, Sport England, Lottery fund and also from other small community groups.
- 7 To meet the funding gap for the full cost of the project, the Action Group has applied to the Board for £185,000 of CIL funding.

### **Representations and Support**

- 8 The application submitted indicates that whilst the Action Group is in serious dialogue with a pre-school day car provider, it is not working in a formal partnership with any other organisation to deliver the scheme. Therefore, it should be assumed that the Action Group is the sole organisation for the delivery of this scheme.
- 9 The application is supported by the following local representatives and organisations:
  - Cllr. Susan Coleman (SDC Ward Member for Peshurst, Fordcombe and Chiddingstone)
  - Peshurst Parish Council.

### **Lead Officers Appraisal of Bid**

#### *Principal Criteria met*

- The Strong economic, social and environmental benefits to the community;
- The CIL contribution will be match funded from other sources.
- There is sufficient certainty that the scheme will be delivered.

*Appraisal*

*Strong economic, social and environmental benefits to the community*

- 10 When considering an application for CIL funding from the Board, it must be demonstrated that there are clear economic, social and environmental benefits to the scheme proposed. This enhances the sustainability case as to whether the scheme should receive CIL funding.
- 11 In this case, from the information submitted, it is clear that there are social benefits to this scheme. A new community and sports hall will encourage and nurture social, physical, recreational and sporting activities for all from the young to the elderly and lesson social isolation for those without transport. It also provides the potential for a pre-school with wrap around care for the community. In addition, it also ensures the retention of a number of sports and community clubs which are likely to close without a suitable facility.
- 12 In regard to the economic impact, the scheme would have the potential to improve income for the Village Hall, with more users. Also by providing a pre-school with longer hours, it is considered the project will support mothers in returning to work, which again will provide a benefit locally. Whilst there is not a wider economic benefit, there is clearer some benefit to the hall committee itself and potentially the local community.
- 13 Whilst it is recognised that there will be environmental improvements to the proposal, due to more efficient methods of construction, reducing the need of residents to access facilities by car and better standards for heating and energy consumption and also an improvement to the external appearance, it is considered that there will not be a wider, specific environmental benefit to the proposal.
- 14 On balance however it is recognised that there is a strong local benefit that can be provided by this proposal.

*CIL contribution will be match funded from other sources.*

- 15 The Council has determined that the purpose of CIL funding is to be a “top-up”, to be used in meeting any funding deficiencies or gaps in order to deliver the proposed scheme. To reflect this one of the key criteria used to assess bids is to consider whether the CIL contribution will be matched by funding from other sources.
- 16 The applicant has indicated that there are a number of funding sources in place to support this project at including Kent County Council, the Parish

Council, Sports England, fund raising events, as well as other small charities and people from the village that will donate.

- 17 Members should note however that there is insufficient information to confirm that all the funding streams have been secured, as they are subject to separate bidding processes with independent organisations. However it is considered, on balance, that due to the commitment to the scheme, in that they have a strong project management of the scheme, that they have also met with the relevant bodies and have received positive feedback to indicate that their bids are realistic and that they will cover any shortfall by a loan for social enterprise, that the bid should be approved on this ground.

*There is sufficient certainty that the scheme will be delivered.*

- 18 It is also important to consider as part of the assessment of this case as to whether the scheme can be easily delivered if CIL monies are given. It is clear from the evidence provided that the majority of the remaining funding is already in place. If all the grants are not provided, the applicant is prospected to bridge any shortfall with a loan for social enterprise, to ensure that there is sufficient funding for this project.
- 19 In addition to this, they have already sought and gained planning permission for the scheme and have also had engagement with the local community. It is considered from the information provided that they have fully considered the scope and timing of the works involved. From the information submitted it is clear that the Business and Development Plan has been going on for some years, with the full support of villagers.
- 20 I therefore consider from the information submitted that there is sufficient certainty that it can be delivered and be retained.

*Other considerations*

*Management of the project*

- 21 The applicant has confirmed that the new hall will be managed by the Fordcombe Village Hall Committee and Trustees as with the current hall. The Village Hall is a charitable Organisation, held in Trust for the use of the inhabitants of the village of Fordcombe and surrounding neighbourhood, which will ensure the long term use of the hall for the community.

**Conclusion**

- 22 The proposal to provide a new village hall/sports pavilion project, will help retain and improve a much needed community facility in Fordcombe and will

provide a strong economic, social and environmental benefit to the community.

- 23 The applicant has carried out a considerable amount of work to ensure that an appropriate facility is provided that meets the needs of the community. They have also sought to secure other funding sources for the project in addition to CIL and have also secured planning permission for the works. They have therefore provided sufficient information to show that the scheme is likely to be delivered.
- 24 After reviewing the application and subsequent supporting evidence, it is recommended by Officers that £185,000 of CIL funding be approved to support the delivery of the project. Approving this bid would provide good value for the amount of CIL money applied for compared to the cost of the overall project.

**Appendices** Appendix F1 - Original bidding proforma and supporting information

**Background Papers** None

**Contact Officer** Simon Taylor (ext. 7134)

**Richard Morris**  
**Chief Planning Officer**

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SEVENOAKS DISTRICT COUNCIL: COMMUNITY INFRASTRUCTURE LEVY (CIL) SPENDING BOARD

**BID FOR FUNDING PRO-FORMA (INFRASTRUCTURE ONLY)**

Scheme name:	FORDCOMBE NEW VILLAGE HALL/SPORTS PAVILION PROJECT
<p><b>Description of Scheme:</b></p> <p>Page 111</p>	<p>The current 98 yr old hall is literally falling down (the foundations were poor and there is subsidence), the single skin walls are of poor quality with no insulation, there are single glazed windows and the whole of the premises is of poor quality, worn and shabby, with a configuration which does not meet the needs of the community. We looked at refurbishment but it would literally mean rebuilding it and more costly than a new hall. There are no changing rooms and just one shower room. The use of the hall by village groups and individuals plus other users has dwindled due to the dire facilities and poor access for the less mobile/disabled. We cannot see this slide continue on our watch (e.g. the pre-school closed in August) so we will be organising for this to be demolished in Spring 2019.</p> <p><b>We then need to provide a fit for purpose community and sports facility. There is no other community facility in the village.</b></p> <p><b>The recent planning permission is for:</b> Demolition of existing Village Hall and Sports Pavilion. Construction of replacement Village Hall and Sports Pavilion with disabled parking and ramp.</p>

Agenda Item 4f

<b>1</b>	Is this scheme promoted by your organisation in partnership with another organisation(s)?	<b>We are in serious dialogue with a pre-school wrap around day care provider who has proposed use of the main hall 5 days a week until 5pm.</b>	
		Organisation Name(s):	
		Responsible individuals(s):	
		Signature(s) on behalf of other supporting organisations(s):	
	Please provide details of the Agreements you have in place with your partners. Including the % of money guaranteed for the scheme from each organisation.		

Agenda Item 4f

<b>SE</b> <b>Page 112</b>	Is planning permission required for the scheme?	<b>Yes</b>		
		If yes, has it been applied for?	Yes	
		If no, please explain why?	N/A	
	Details of any other consent required (if appropriate (e.g. conservation, Listed Buildings, other Government bodies):	Consent required	No. We have approved detailed planning permission.	
		Date applied for / granted	Apcn. No. 18/01943/FUL approved 24.8.18	

**Need for the Scheme**

<b>3</b>	List of projects or development that result in the need for this scheme:	<p>A new community &amp; sports hall will be used by a large number of social, educational, and recreational groups, some weekly, some monthly and some regularly throughout the year.</p> <p>Examples of current use of the old hall are: Women’s Institute, Over 60’s, Luncheon Club, Footsteps Dance, Line Dancing, Table Tennis Club, Parish Council meetings, Yoga sessions, Stool ball Club, Cricket Club, Junior Cricket training and Village Events, e.g. Fete &amp; Flower Shows, Pop up Cafes, Music Nights &amp; Quiz Nights, plus private social events including children’s parties.</p> <p>A pre-school was running in the hall until August 2018 which was constrained by the facilities and has sadly now closed, however we are in an exciting dialogue about another one opening in a new hall with pre-school</p>
----------	--	--

		wrap around care. We also have enquiries for new and additional use of a new hall, for Jo Jingles music classes, Gardening for the Mind courses and Wellbeing / Body Mind Spirit events.
--	--	--

4	How is the scheme related to these developments (additional information, such as usage forecasts and existing and alternative capacity assessments, can be attached as an appendix):	The impact of not having a village community centre will have very detrimental effects including social isolation for the vulnerable elderly, no centre for sports and other activities, and no facility for pre-school children and those without transport. Current users have confirmed they will use the new hall and a new pre-school for longer hours will support mothers returning to work and increase the hall's income.
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**Please provide an explanation of the 'public benefit' of the scheme proposed for residents in Sevenoaks District:**

5	Economic	<p><b>Value for Money:</b> Initially it was thought we might be able to build alongside the old hall and then take it down but it was decided that this was just not achievable from available funding sources so, with a concrete plan in place we will be demolishing the old hall in April 2019 and building a new centre on the footprint during the summer months.</p> <p>The District Council was consulted over the plans and environmental impact and recently approved detailed planning permission for the new building and increased (from the current) 3 off road spaces to 7 car parking spaces which includes a disabled parking bay very close to the entrance. There is further informal parking in local roads and on the grassed space around the recreation area.</p> <p>The loss of this important community building would have a direct negative impact on the village sports and groups. They would be unable to meet elsewhere in the village. There would be an impact on the health, mental well being and social cohesion of many residents, so spending will increase in other areas like health care.</p> <p>We are working hard to ensure the new facility provides the best possible value for money.</p> <p><b>This is a once in a lifetime opportunity for the village which we believe is an ideal infrastructure project for CIL funding and publicity.</b></p>

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6	Social	<p><b>A community building (and the surrounding recreational area attached to that building) for the use of the village is vital to the social fabric and infrastructure of the local community.</b></p> <p>The new community and sports hall will encourage and nurture social, physical, recreational, and sporting activities for all, from the very young to the elderly and lessen social isolation for those without transport.</p> <p>We are in a rural location with limited access to public transport. Between Monday to Friday, there are just 6 buses a day to and from Tunbridge Wells and other villages – the last one leaving Tunbridge Wells at 5.08pm, and only 4 buses on Saturday, the last one leaving Tunbridge Wells at 5.45pm. There is only one bus a day to and from Tonbridge which is for school children.</p> <p>Taken from census statistics for 2011, a third of the village population is aged 65+. With the increased growth in the already aging population, the need for suitable types of social events for this age group will also rise. Within the village Age UK has a block of flats, Reeves Court, for the elderly to rent. There is also The Hedge Barton park home, a site of 74 dwellings, for those aged over 50 years. It has no social amenities so there is a degree of social isolation for all those without transport.</p> <p>The exciting prospect of <b>a pre-school with wrap around care</b> will benefit Fordcombe and many others from surrounding villages where there is no such facility. The proposers of the pre-school have consulted the local school and the local community and have had such a good response they feel confident in setting this up in our new hall.</p> <p>We don't want to lose our village cricket club, stoolball club, table tennis club and cricket youth development evening as these will all close without a facility.</p> <p>We'd like to further build on these sporting activities to encourage new ones for the older residents and other physical activities that the new facilities would attract.</p> <p>We hope to attract participants from surrounding villages as well as Fordcombe as helping to encourage a healthy lifestyle is increasingly more important to fitness and positive mental wellbeing for all age groups.</p>
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7	Environmental	The environmental impact of the existing hall falling into disrepair and the grounds being neglected would
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		<p>be considerable for the village including the potential neglect of the children’s dedicated play area within the grounds.</p> <p>The new hall and sports centre, which is visually in keeping with the local area, will enable the upkeep of the recreational areas and encourage more local pedestrian use, and will not have a detrimental impact on the environment.</p> <p>The new hall will meet modern environmental standards for heating, insulation, energy consumption, etc. The current hall has no insulation leading to both heat and noise leakage.</p> <p>The local school, Fordcombe Primary, is keen to forge a partnership with the prospective pre-school and learn from their Forest School approach. The school numbers are dipping slightly so would be boosted by a feeder pre-school – we need to keep all our local facilities thriving. We cannot rule out future housing development in Fordcombe increasing our numbers.</p>
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Page 115	<p>Is the need for the scheme identified in any adopted strategy/plan? E.g. Neighbourhood Plan, Work programme of a Statutory Body, Infrastructure Plan (Regulation 123 list). If so, which?</p>	<p>No, Fordcombe’s need for community facilities has not been a priority to anyone other than Fordcombe. Our village is located roughly twelve miles from Sevenoaks and is a completely separate village from the wealthier and larger Penshurst village nearly 3 miles away, although we are within the Parish of Penshurst.</p> <p>Many years ago, the village bid for lottery funds and was turned down, partly because our postcode (shared with Penshurst and Chiddingstone) indicated we were a ‘wealthy’ area. However we are a small village with a large park home community and several areas of social housing, and our local school has nearly 1 in 10 children eligible for free school meals.</p> <p>Sevenoaks D.C. kindly paid for a kitchen re-fit to the existing hall many years ago.</p> <p>When we approached Head of Communities and Business, Lesley Bowles, much earlier this year, she</p>
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		<p>indicated that Sevenoaks had such a tight budget that probably £10,000 towards the nearly £600,000 needed, would be a contribution from SDC.</p> <p><b>CIL funding is an ideal way to enable Sevenoaks D.C. to help us fund a part of this project to secure its success.</b></p>
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**Funding**

<b>9</b>	Total Project Cost	<p>£564,370 excluding contingency which might include removal of areas of low grade asbestos in the roof. VAT is not applicable to the construction of new village halls.</p> <p>A 5% contingency added to the total is <b>£592,588.</b></p>
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Page 116

Page 116	Funding required from CIL:	<b>£185,000</b>	<b>£</b>
	Please identify other funding sources for this project, what contribution they are making and why these cannot be used to fund the scheme in its entirety	1) KCC Village Hall Scheme - bid for £50,000 (max £50k)	50,000
		2) Penshurst & Fordcombe Parish Council - £20,000 (£5,000 over the past 4 years)	20,000
		3) Sevenoaks D.C. £10,000 - max available for this project	10,000
		4) Village fundraising events including the Annual Fete & Flower Show - £46,000 - anticipating £55,000 by Spring 2019	55,000
		5) Sport England - max £50k so will hope for £35,000. Have consulted Kent Sport & a rep visited the hall and thought this was realistic	35,000
		6) Kent Sport - £10,000 if Kent wide significance so bidding for £4,000	4,000
		7) Lottery Fund - partnerships with village organisations & pre-school £25,000	25,000
		8) Small bids to charities concerned with community support projects as follows: Garfield Weston Foundation £5,000 Gatwick Foundation Fund £5,000 Henry Smith Charity £5,000 Rank Foundation £5,000 Stuart Halbert Foundation £8,000	32,000

	Morrisons £5,000	
	KCC Combined Members Grant (for equipment)	2,000
	Village donors who will match fund up to £175,000 including gift aid once the project starts, making village funding account for more than a third of the total funding which demonstrates the village's commitment to this project.	175,000
	<b>TOTAL:</b>	<b>£593,000</b>

11	Is this bid for staged payments?	<b>No</b> - however there will be stage payments made as the works progress so this can be possible.
	Will staged payments be accepted?	<b>Yes - as above</b>
	Details of anticipated funding requirements and timetable	Please see section 21 for timetable for works. We would prefer to have the total sum but as stage payments will be made during the few months of building works, it's possible to make a schedule of stage payments from this grant.

page 117	Has a bid(s) for CIL funding been made to relevant town and parish councils?	Bid made (please delete as appropriate):	<b>No</b> - we were unaware that such a scheme existed until a few days ago but we have had support from the Parish council of £5,000 a year for the past 4 years towards our building fund.
		Details of bid	
		Decision made (please delete as appropriate):	
		Details of decision:	

13	Would the scheme be fully funded if the CIL contribution is agreed?	<b>Yes - provided all grants are obtained but we are prepared to bridge any shortfall with a loan for social enterprise as this scheme is a once in a lifetime for the village and has to be actioned.</b>
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14	Has this scheme benefited from CIL funding previously?	<b>No</b>
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**Deliverability**

15	Does your organisation have the legal right to carry out the proposed scheme?	Yes
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16	Anticipated start date for delivery of the scheme:	April 2019
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17	Anticipated finish date for the delivery of the scheme:	November 2019
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18	Anticipated date when CIL funding will need to be made available:	From Apr/May 2019
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19	Does land need to be purchased to facilitate the scheme?	No
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Page 118	Please provide a consultation plan to let SDC know when they can expect progress reports on the project.	We are happy to provide monthly progress reports from April 2019 until completion of the project or as you advise. We have two members of the Action Group within the Village Hall committee who have extensive experience of buildings project management. We have made use of the skills and knowledge of our Action Group members and will continue to do so until completion of the project including a post project evaluation.
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21	Please provide details of the management and timescales of the project.	<p><b>The scope and timing of works:</b></p> <p>The cost will include Project planning and Management including the requirements of the Construction, Design and management Regulations, including undertaking Principal Designer and contractors roles.</p> <ol style="list-style-type: none"> <li>1. February 2019 – Preparation of detailed architectural, structural, civil, mechanical and electrical design work for Construction and Building Regulation purposes.</li> <li>2. March 2019 - Preparation of the site ready for construction including construction of temporary sites access. This will involve fencing the site in its</li> </ol>
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Agenda Item 4f



		<p>entirety and providing warning signs in accordance with Health and Safety Executive requirements.</p> <p>3. April 2019 - Demolition of the existing building.</p> <p>4. May to September 2019 - Construction of the new building.</p> <p>5. October 2019 - Construction of the new car park.</p> <p>6. October/November 2019 - Construction of external works and landscaping in accordance with the planning permission for the site.</p>
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<p>22</p> <p style="writing-mode: vertical-rl; transform: rotate(180deg);">Page 119</p>	<p>Has consultation been carried out on the scheme or is any planned?</p>	<p><b>Carried out.</b></p> <p>Please provide details</p> <p>Engagement with the local community was sought as to whether they would support the project at a village meeting on 17<sup>th</sup> March 2014. All attendees, with one exception, agreed support.</p> <p>Consultation was then undertaken regarding the requirements for current and future users of the hall for a new, energy efficient building, more suited to current and future needs.</p> <p>Questionnaires were completed by all the main users to seek information on their requirements and individuals were also encouraged to do this at village meetings. This provided a key input to establish the broad principles of the project.</p> <p>The main points raised were that there was frustration over only group being able to use it at a time so there should be two halls (one large hall for village or social events and one small hall for smaller groups) and they should both have well</p>
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Page 120			<p>equipped modern kitchens, access to toilets and be able to be concurrently used without disturbing each other. Storage areas needed to be more accessible. Improved access was needed for those less mobile, or with buggies, including the ability for the disabled to park close to the entrance. Finally, for sports groups there should be showers and changing facilities – currently there are no dedicated changing areas and just one shower.</p> <p>Community inputs continued to be promoted, through consultation, publicity and public meetings, as the final design of the building was gradually formulated.</p> <p>Full information as to progress being made as the building is constructed will also be provided using various methods, including social media (a Facebook Page &amp; website for the project).</p>
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20	Is a relevant SDC ward member(s) supportive of the scheme?	<b>Yes</b>	
		Signature of at least one SDC ward member (Note: An e-mail from them to <a href="mailto:cil@sevenoaks.gov.uk">cil@sevenoaks.gov.uk</a> would also be sufficient).	Provided.

24	Is the relevant town/parish council supportive of the scheme?	<b>Yes</b>	
		Signature of at town/parish council chairman, clerk or chief executive (Note: An e-mail from them to <a href="mailto:cil@sevenoaks.gov.uk">cil@sevenoaks.gov.uk</a> would also be sufficient).	Provided.

**Maintenance**

25	Which organisation will be responsible for ongoing maintenance?	<p>Fordcombe Village Hall Committee &amp; Trustees (as with the current hall)</p> <p>The hall and surrounding land was gifted to the ownership of the Official Custodian of Charities so that the land and building will be safe from other development in perpetuity.</p> <p>The Fordcombe Village Hall is a registered charity (Number 235361), and is managed through a Village Hall Committee of 10 persons, with 3 Trustees (Tom Rimmer, Brent Gebbie, and Fraser Greenshields) who monitor the work of the Committee. The Committee and Trustees are all unpaid volunteers.</p> <p>The Village Hall is a charitable organisation, held in Trust for the use of the inhabitants of the village of Fordcombe and the surrounding neighbourhood. It actively recognises and values equality and diversity – welcoming individuals and groups without distinction of age, gender, gender reassignment, sexual orientation, marital status, race, nationality, ethnic origin, colour, religion or belief, ability or disability.</p>
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Page 121	Are funding arrangements in place for maintenance?	<b>Yes</b>	
		Please provide details	<p>Income until last year exceeded expenditure (including maintenance). Last year, with falling bookings, we used approx. £1,000 from our contingency fund towards running costs and we have now lost the pre-school income. However, the original hall was built just after the 1<sup>st</sup> World War as a Memorial Hall and our <b>Annual Fordcombe Fete</b> was first started in 1946 by the British Legion after World War II had ended, to raise money to financially support the hall.</p> <p>Around £5,000 has been raised each year in the past few years from the Fete but this has gone into the new hall fund and once this is built it will revert to helping with running costs, improvements etc. for the new hall and keeping hiring costs for local groups low. This cushion will ensure we are financially viable even if we only have current users to start with.</p> <p>However, with the new pre-school and other anticipated income we will be able</p>

Agenda Item 4f

			to set aside a larger contingency fund and make further improvements to the grounds around the hall.
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27	Please provide any further comments here	<p>We hope we have clearly demonstrated the pressing and essential need for this capital project.</p> <p>We are a small village but this why we need help and our needs are no less pressing than for larger communities in Sevenoaks.</p> <p>We have demonstrated that this gives <b>strong economic, social and environmental benefits</b> to the entire Fordcombe community &amp; undoubtedly others within Sevenoaks area will also be users.</p> <p>We have demonstrated partnership working with other organisations for use of the new hall, particularly a new wrap around pre-school facility which will work closely with the local school and will enable mothers to return to work, thus having a wider beneficial effect on the economy.</p> <p>The majority of the project cost is and will be actively secured through different match-funding sources including village fundraising.</p> <p>We may appear to some to be in an affluent area but Fordcombe School currently has almost 1 in 10 (9.2%) children eligible for free school meals.</p>	Agenda Item 4f
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**Declaration**

I am authorised to submit this bid for funding on behalf of the organisation that I represent. At the time of writing, the information contained in this submission (including appendices) is correct and true to the best of my knowledge. If CIL funding is committed and circumstances change prior to the completion of the scheme, the organisation that I represent will notify Sevenoaks District Council. The Council will reserve the right to reconsider the allocation of funding. If CIL funding is committed to the above project then the organisation that I represent commits to providing Sevenoaks District Council with sufficient information to enable it to undertake its reporting requirements under the CIL Regulations 2010 (as amended), or any subsequent relevant regulations.

**Signature**

*Elaine Barnett*

**Name**

Elaine Barnett

**Position**

Chair, New Village Hall Action Group (sub division of the Fordcombe Village Hall Committee)

Name, role and contact details of the person that will be attending SDC's CIL Spending Board to support this bid:

Elaine Barnett – Chair, New Village Hall Action Group (sub division of the Fordcombe Village Hall Committee)  
Email [elainepbarnett@gmail.com](mailto:elainepbarnett@gmail.com)  
Phone 01892 740512 (ansafone if not available)

## Agenda Item 4f

Sevenoaks District Council,  
Community Infrastructure Levy (CIL) Spending Board

29<sup>th</sup> October 2018

Dear Board Members,

### **CIL APPLICATION - FORDCOMBE VILLAGE'S NEW HALL PROJECT**

I am acting on behalf of the Village Hall Committee (as Chair of our Action for a new Hall Group) because I am responsible for grant applications to achieve funding for a new Hall & Sports Pavilion within the village.

I attach an application, the recent letter granting detailed planning permission and a copy of the plans, plus our Business and Development Plan.

You will see from the attached Business and Development Plan that this project has been ongoing for several years, with the full support of villagers. However in the past 8 weeks, since obtaining planning permission for a smaller scale project than originally intended, we were finally able to obtain quotes for the works and look in detail at grants/funding sources.

Two major factors in the decision to demolish the existing hall and build on the footprint, rather than try and build alongside then demolish the old hall, was the expense attached to this because the National Lottery had suddenly ceased to fund capital projects including village halls and the fact that the use of the hall was starting to dwindle due to the poor access, layout and facilities.

I had drawn up a list of possible sources of funding, and earlier this year had already approached Sports Kent, Sevenoaks D.C. and the Parish Council (who have been supporting us for the past 4 years in this project). Despite an amazing amount of general fundraising and support from so many villagers with funding, we were now faced with a shortfall. I was then informed a few days ago about CIL and the opportunity to bid for funds.

If this bid for funds is granted it will build on our already firm funding foundation, help us to obtain the remainder of match funding and will ensure the project's success. The prospect of not having a community centre and sports facility was the reason why 17 of us volunteered over 4 years ago to form an Action Group to make this happen. We have utilised our own skills to keep costs down, only paying for professional help when it was necessary. We have two within our group who have buildings project management experience so we will be able to monitor this project from start to finish and provide monthly progress reports.

Penshurst Parish Council and Cllr Coleman have emailed/written to you in full support of our project.

For many years we have been a member of ACRE and received advice and support from them with regard to the changes needed to our constitution before we could proceed with the project, which we actioned 2 years ago.

Very kind regards,

Elaine Barnett (Mrs)

**Simon Taylor**

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**From:** penshurst.pc@gmail.com  
**Sent:** 29 October 2018 10:50  
**To:** CIL Mailbox  
**Cc:** 'Elaine Barnett'  
**Subject:** Fordcombe Community & Sports Hall

**Categories:** Blue category

Dear Sirs

Please accept this email as confirmation of full support for the above project in the ward of Fordcombe which is part of Penshurst Parish.

The Parish Council has been allocating funds towards this project during recent years and I can confirm will have £20,000 in the accounts earmarked specifically for the new facility.

It is hoped that the Parish Council will also be in a position to add to this sum during the 2019-2020 financial year.

Taking the above statement into account we trust this shows the level of support that the Parish Council has for this important and worthwhile project.

For and on behalf of Penshurst Parish Council

*E M DÍVALL (Mrs)*

Parish Clerk/  
Administrative Officer

## Agenda Item 4f

### Simon Taylor

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**From:** Cllr Coleman, Susan  
**Sent:** 28 October 2018 23:06  
**To:** CIL Mailbox  
**Subject:** New village hall in Fordcombe

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

**Categories:** Blue category

To whom it may concern,

I am delighted to support an application for funding for a new village hall in Fordcombe. It is an essential part of the community serving all ages from young children to the elderly. The young rely on it for a pre school [ which has temporarily had to close until the re-build is complete] and the elderly for community lunches and also a venue for Age UK who provide support to combat loneliness and teach exercises to maintain stamina, fitness and fall prevention.

Yours faithfully  
Sue Coleman  
district Councillor.

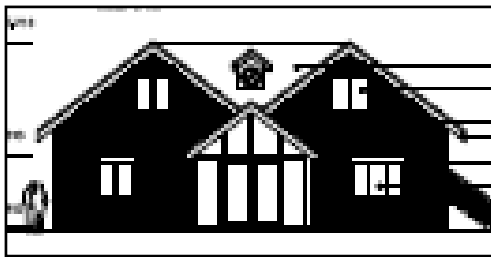


FORDCOMBE'S NEW COMMUNITY HALL & SPORTS PAVILION

1921 MEMORIAL VILLAGE HALL BUILT



2019 NEW COMMUNITY HALL & SPORTS PAVILION



Fordcombe Community Hall/Sports Pavilion  
Business and Development Plan

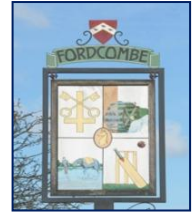


TRUSTEES, VILLAGE HALL COMMITTEE & ACTION GROUP - October 2018

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3	Why a Community & Sports Pavilion is Vital to our Village
4	Evolving the Proposals to Meet the Needs of Current and Future Users
5	Planning Permission
6	Affordability of New Hall - Maintenance & Projected Income
7	Funding Opportunities
8-9	Business Plan



**INTRODUCTION - A NEW COMMUNITY HALL/SPORTS PAVILION FOR FORDCOMBE VILLAGE**

The hall and surrounding land was gifted to the ownership of the Official Custodian of Charities so that the land and building will be safe from other development in perpetuity. The Fordcombe Village Hall is a registered charity (Number 235361), and is managed through a Village Hall Committee of 10 persons, with 3 Trustees (Tom Rimmer, Brent Gebbie and Fraser Greenshields) who monitor the work of the Committee. The Committee and Trustees are all unpaid volunteers.

The Village Hall is a charitable organisation, held in Trust for the use of the inhabitants of the village of Fordcombe and the surrounding neighbourhood. It actively recognises and values equality and diversity – welcoming individuals and groups without distinction of age, gender, gender reassignment, sexual orientation, marital status, race, nationality, ethnic origin, colour, religion or belief, ability or disability.

Its use is for meetings, education, recreation and leisure occupations with the object of improving the conditions of life in the above area of benefit - promoting and facilitating community spirit to those individuals and organisations linked to the village. In the 2001 Census the population was 521, in the 2011 Census it had risen to 559. There are approximately 370 households.

The hall has served the community well but the condition of the building, reaching its centenary, its poor foundations and construction, and the facilities it provides are totally inadequate for meeting current needs or those of the future population. There has been a gradual decline in the use of the current hall due to the outdated facilities and difficulty in access.

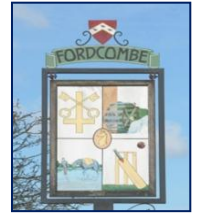
**Consultation:** After talking to user groups and local people, the Trustees and Village Hall Committee held a village meeting to seek a mandate to provide a new hall and supporting facilities, rather than spend increasing sums of money on expensive repairs to maintain a building which would still be totally inadequate for current and future requirements. The vote was overwhelmingly positive and efforts to fundraise have been ongoing and will continue until the new community hall is erected.

**AIM:** We need to provide a fit for purpose community centre which enables more activities and encourages more users, not just now but well into the future. The new community and sports hall will encourage and nurture social, physical and sporting activities for all, from the very young to the elderly and lessen social isolation for those without transport.

**Trustees:** Tom Rimmer, Brent Gebbie, Fraser Greenshields

**Chair, Village Hall Committee:** John Morrison

**Chair, Action Group (Committee Sub Division):** Elaine Barnett

**FORDCOMBE'S NEW COMMUNITY HALL & SPORTS PAVILION****WHY A COMMUNITY & SPORTS HALL IS VITAL TO OUR VILLAGE COMMUNITY**

Fordcombe is a village within the parish of Penshurst in the Sevenoaks District of Kent, England. The village is located five miles (8 km) west of the outskirts of Tunbridge Wells, nearly twelve miles from Sevenoaks and is a completely separate village from Penshurst nearly 3 miles away.

The existing hall has served the community well but the condition of the building, reaching its centenary, its poor foundations and construction, and the facilities it provides are totally inadequate for meeting current needs or those of the future population. **We will demolish this hall in April 2019.**

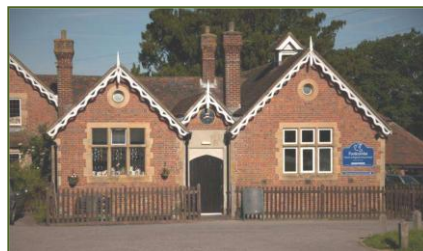
**A building (and surrounding external area attached to that building) for the use of the village is vital to the social fabric of the local community.**

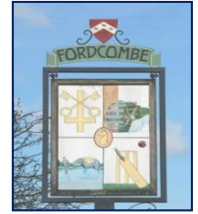
A community and sports hall is a vital local meeting point and aids social cohesion to village life. It provides premises for locals and others of all ages and backgrounds to meet, be entertained, keep fit and form friendships. There is no longer a village shop but having a village hall is as important as having a pub, a church, and a school at the heart of the community. Fordcombe has the benefit of enjoying all these other facilities.

A new community & sports hall will be used by a large number of social, educational, and recreational groups, some weekly, some monthly and some not quite so regularly. Examples of current use of the old hall are: Women's Institute, Over 60's, Luncheon Club, Footsteps Dance, Line Dancing, Table Tennis Club, Parish Council meetings, Yoga sessions, Private social events including children's parties, Stool ball Club, Cricket Club, Junior Cricket training and Village Events e.g. Fete & Flower Shows, Pop up Cafes, Music Nights & Quiz Nights. A pre-school was running in the hall until August 2018 and we are in an exciting dialogue about another one opening in a new hall. We also have enquiries for additional use of the hall, for Jo Jingles music classes, Gardening for the Mind courses and Wellbeing / Body Mind Spirit events.

**Impact on Key Local Need:** The impact of not having a village community centre will have very detrimental effects including social isolation for the vulnerable elderly, no centre for sports and other activities, and no facility for pre-school children and those without transport.

However, the huge amount of work that has gone into this current scheme, from the community generally and the Action Group, has meant we believe this aspiration will become a reality within the next year with your help and support.



**EVOLVING THE PROPOSALS TO MEET THE NEEDS OF CURRENT & FUTURE USERS WITH COMMUNITY INVOLVEMENT**

**Community Support:** Further engagement with the local community was sought as to the requirements for current and future users of the hall for a new, energy efficient building, more suited to current and future needs.

Questionnaires were completed by all the main users to seek information on their requirements and individuals were also encouraged to do this at village meetings. This provided a key input to establish the broad principles of the project. The main points were that there was frustration over only group being able to use it at a time so there should be two halls (one large hall for village or social events and one small hall for smaller groups) and they should both have well equipped modern kitchens, access to toilets and be able to be concurrently used without disturbing each other. Storage areas needed to be more accessible. Improved access was needed for those less mobile or with buggies including the ability for the disabled to park close to the entrance. Finally, for sports groups there should be showers and changing facilities – currently no dedicated changing areas and just one shower.

**Community Involvement:** Community inputs have continued to be promoted, through consultation, publicity and public meetings, as the final design of the building was gradually formulated. Full information as to progress being made as the building is constructed will also be provided using various methods, including social media. Facebook Page <https://www.facebook.com/fordcombevillagehallproject/>

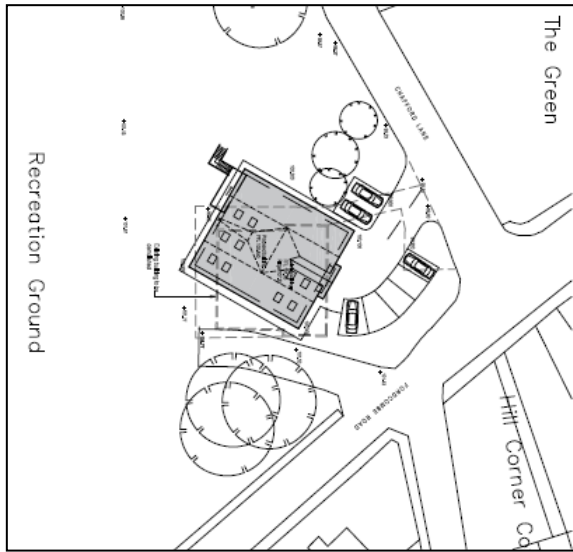
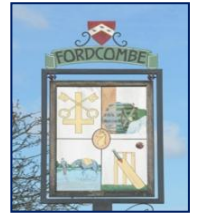
**Evaluation of the project will involve all user groups.** A post investment evaluation will not only consider the benefits to the users through their experience but also the financial indicators such as the running cost and rental return.

**An enhanced new facility will not only attract new users but also retain existing ones to ensure a sustainable future for the building and improve the overall quality of life within the village.**

In light of an increasing population and pressures for new homes in the south east of England, we also cannot assume that there will be no future residential development in Fordcombe.

FORDCOMBE'S NEW COMMUNITY HALL & SPORTS PAVILION

PLANNING PERMISSION



**Value for Money:** Initially it was thought we might be able to build alongside the old hall and then take it down but it was decided that this was just unaffordable so, with a concrete plan in place we will be demolishing the old hall in April 2019 and building a new centre on the footprint during the summer months.

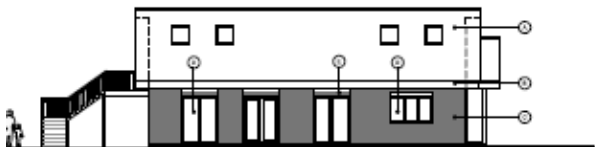
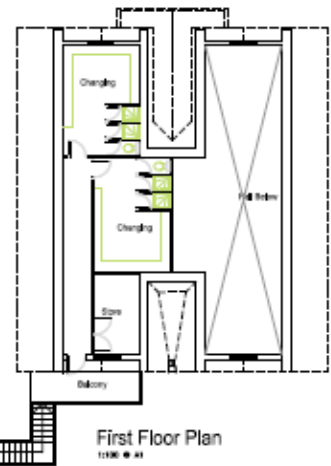
The District Council was consulted over the plans and environmental impact and has now approved detailed planning permission for the new building and increasing from the current 3 off road spaces to 7 car parking spaces which includes a disabled parking bay very close to the entrance.

There is further informal parking in local roads and on the area around the recreation area.

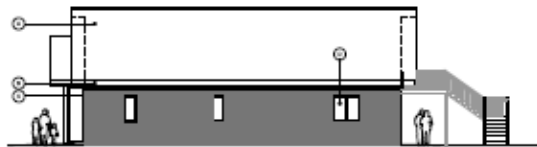
The footprint of the new building is slightly larger than the old building in order to meet the needs of the users and this building will comprise:

**Ground Floor:** A communal Reception area with access to toilets, a disabled toilet and a shower, self contained large and small halls with their own kitchen and a communal storage area.

**First Floor:** There are stairs from the outside to the upstairs area which comprises changing rooms and showers and a balcony plus further storage area.



West Elevation  
1:100 @ A1



East Elevation  
1:100 @ A1



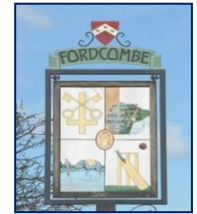
North Elevation  
1:100 @ A1



South Elevation  
1:100 @ A1

**NEW HALL – USES AND LIKELY EFFECTIVENESS**

**Feasibility:** From the outset of this project careful consideration has been given to the need to ensure that once the new hall has been constructed, it can ‘pay its way’, with income received for the use of the facilities exceeding operating and maintenance costs.



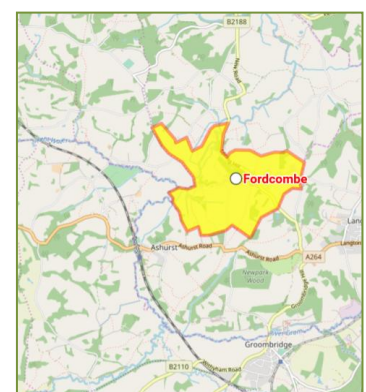
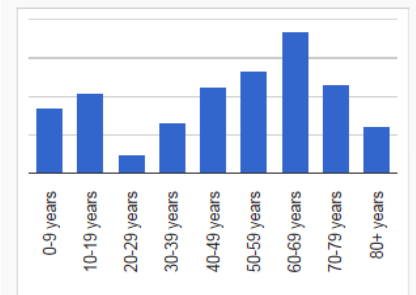
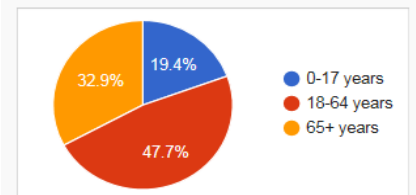
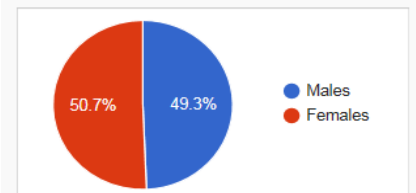
**Effectiveness:** This assumption has been based on the fact that a requirement of the new hall has been that it should be a much more usable and appealing space which will attract additional users. As the new building will provide modern, attractive facilities, it will undoubtedly appeal to a wider audience, comprising both existing and new users as we have already seen by interested parties contacting us. By having two halls, concurrent events could be held and the smaller hall would be ideal for smaller groups. For certain community events, e.g. the Village Fete and Flower Show, the whole building can be used.

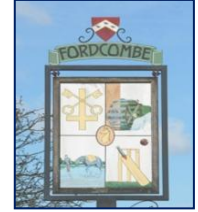
**Value for Money:** Besides the demand for social and business activities, it is considered that an increase in physical recreational activities could play a very important part in the future of the hall, e.g. more dance/exercise classes and sports clubs wanting changing rooms and showers.

**In addition, a third of our population is aged 65+ years so with the increased growth in the already aging population, the need for suitable types of social events for this age group will also rise.** Age UK has a block of flats in the village, Reeves Court, for the elderly to rent. The Hedge Barton park home site of 74 dwellings in the village, for those over 50 years, has no social amenities so there is a degree of social isolation for all those without transport as buses are almost non-existent. Many attend our current fundraising Sunday Tea & Cake afternoons.

**Public Transport in Fordcombe:** We are in a rural location. Monday to Friday, there are just 6 buses a day to and from Tunbridge Wells and other villages – the last one leaving Tunbridge Wells at 5.08pm and 4 buses on Saturday, the last one leaving Tunbridge Wells at 5.45pm. There is only one bus a day to and from Tonbridge for school children.

**Further Population Figures:**



**FORDCOMBE'S NEW COMMUNITY HALL & SPORTS PAVILION****FUNDING OPPORTUNITIES - WE NEED A TOTAL OF £600,000 (incl contingency)**

A number of successful fund raising events meant there was sufficient money available to fund the first stage of the project which was the preparation of detailed plans and their submission for planning permission which is now granted.

**Community Involvement:** After deducting the expenses for obtaining planning permission, we currently have raised an amazing £46,000 over the past 3 to 4 years from our fundraising efforts. **This is a once in a lifetime project.** We are not like surrounding wealthier villages and have four areas of social housing, a large Park Home site and various rows of small cottages as well as some larger properties.

**The funding for the construction of the hall will need to be secured before it can proceed but we are confident of success, as without support, there will be no community facility at all in our village.**

**Grant Funding:**

For the past three years there has been a dedicated Council Tax Precept, initiated by the Parish Council which has raised £5,000 each year so will reach a total of £20,000 by 2019.

Sevenoaks Council say they are able to consider a grant of £10,000 subject to the production of various documents/an application.

Kent Village Hall Scheme - up to £50,000 towards capital costs.

Various Sports Bodies – a total of £33,000

**A spread sheet setting out the various applications for grants is available – some of these are underway or about to receive applications and, if successful, we will reach our total of £600,000.**

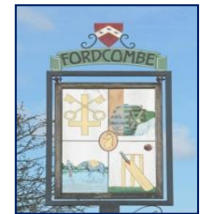
We have also been seeking personal and corporate donations which we feel will be significant within the village for this exciting once in a lifetime project.

- **2018 - 19**

**Apply for grants available within this financial year and continue village fundraising efforts.**

- **2019 - 20**

**Apply for further grants if necessary and invite donations in order to complete the build in Autumn 2019, supply appropriate fixtures and fittings and complete the small car park and necessary landscaping.**



**BUSINESS PLAN**

**A hall is essential to community life - there are no other community facilities in the village.**

Being a charity, there is no requirement to have a profit element in our finances, only a need for it to be able to generate sufficient income to pay for the costs of insurance, heating, lighting, cleaning etc. and maintaining the building and external areas, with some monies held in reserve for a 'rainy day fund'.

In considering the future situation regarding income and operating costs, certain assumptions have been made, but we also have the continued support of the Fete and Flower Show which passes most of the money raised each year to the village hall (currently supporting the new hall fund).

The size of the current premises and the available accommodation continually limit what activities can take place and is becoming a constraint with hirers and there is an inability to run concurrent or overlapping activities with another hirer. By providing a new hall, it is anticipated that the uplift in usage (and hence income) could be in the order of at least 10% for the first year, rising to 15% in year 2 and 20% in year 3. Should the proposed new pre-school wrap around care go ahead until 5pm Monday to Friday, this will be a significant increase in income.

**Statistics from our year end accounts:**

**Income from current use of the hall:** £8,137.50 from village organisations & £3,246.31 from private hirings, village tote etc. **TOTAL: £11,383.81**

**Expenditure (£) TOTAL: £12,005.33**

Cleaning costs	5,562.49
ACRK subs	40.00
Insurance & security	1,449.06
New equipment	0.00
Water & Sewage	428.24
Gas	2,201.15
Boiler service contract	306.46
Postage & Admin	20.00
Electricity	451.85
Council Tax/Rates	344.88
Fire Prevention	311.04
Repairs & maintenance	419.40
Performing Rights Licence	173.17
Electrical Inspections	177.59
Deposits returned	120.00
Fundraising costs	0.00

This past year was the first year that expenditure exceeded income so it was increasing apparent that action was needed. For over 70 years until 3 years ago, the hall received an annual donation from the



**FORDCOMBE'S NEW COMMUNITY HALL & SPORTS PAVILION**

Fete and Flower Show committee towards the upkeep of the hall and to enable hiring costs for village groups be kept low, but this has been going into the new hall fund. Once the hall is completed the Fete income each year will resume. This is in the region of around £4,000 to £5,000 depending on the money raised on the day.

From this, you will see that we will be financially viable but we know with an up to date facility we will see more village participation and use. **We cannot let the old hall die on our watch - we need to provide a new hall.**

When income rises sufficiently it will enable further improvements – e.g. we would like to introduce an online booking system and install grass reinforcement grids on part of the recreation area so that cars can park in all weathers.

**CONSTRUCTION**

We intend to monitor rather than try and manage the project so a decision will be made to choose a firm from the 4 tenders submitted and this firm will be responsible for all the works. This will mean sub contractors being used and we will encourage local trades persons to participate.

We have 2 professional persons in the Action Group with buildings project management experience (one retired) who will have the time and commitment to keep a close eye on the works from start to finish.

**The scope and timing of works:**

The cost will include Project planning and Management including the requirements of the Construction, Design and management Regulations, including undertaking Principal Designer and contractors roles.

1. February 2019 – Preparation of detailed architectural, structural, civil, mechanical and electrical design work for Construction and Building Regulation purposes.
2. March 2019 - Preparation of the site ready for construction including construction of temporary sites access. This will involve fencing the site in its entirety and providing warning signs in accordance with Health and Safety Executive requirements.
3. April 2019 - Demolition of the existing building.
4. May to September 2019 - Construction of the new building.
5. October 2019 - Construction of the new car park.
6. October/November 2019 - Construction of external works and landscaping in accordance with the planning permission for the site.

There will be a mobile classroom with toilet facilities located as close to the village centre as possible during the construction work so that some small groups can still meet during this period. It is being at very low cost but we have a contingency fund to meet this cost.

**PLEASE MAKE AN INCREDIBLE DIFFERENCE TO OUR LIVES AND SUPPORT THIS PROJECT.**

Mr John Morrison  
C/O Mr Nick Weaver  
Summersales Barn  
Blackham  
Tunbridge Wells  
TN3 9TS

Application Number: 18/01943/FUL

**TOWN AND COUNTRY PLANNING ACT 1990**

**Town and Country Planning (Development Management Procedure) (England)  
Order 2015 (as amended)**

**Grant of planning permission**

**Site :** Fordcombe Village Hall Spring Hill Fordcombe KENT TN3 ORT  
**Development :** Demolition of existing Village Hall and Sports Pavilion. Construction of replacement Village Hall and Sports Pavilion with disabled parking and ramp.

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Sevenoaks District Council, as the local planning authority has **granted planning permission** for the above development,

SUBJECT TO THE CONDITIONS set out below:

1) The development hereby permitted shall be begun before the expiration of three years from the date of this permission.

In pursuance of section 91 of the Town and Country Planning Act 1990.

2) The development hereby permitted shall be carried out in accordance with the following approved plans: 01, 02, 03 Rev.A, 43571/13 Rev.D

For the avoidance of doubt and in the interests of proper planning.

3) The materials to be used in the construction of the development shall be those indicated on the approved plan 03 Rev.A.

To ensure that the appearance of the development is in harmony with the existing character of the area as supported by Policy EN1 of the Sevenoaks Allocations and Development Management Plan. The Local Planning Authority is satisfied that it is fundamental to the development permitted to address this issue before development commences and that without this safeguard planning permission should not be granted.

Chief Executive: Dr. Pav Ramewal  
Council Offices, Argyle Road, Sevenoaks, Kent TN13 1HG  
Telephone: 01732 227000 DX 30006 Sevenoaks  
Email: [information@sevenoaks.gov.uk](mailto:information@sevenoaks.gov.uk)  
[www.sevenoaks.gov.uk](http://www.sevenoaks.gov.uk)

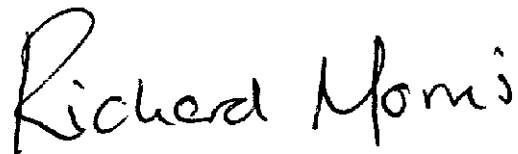
4) No development shall be carried out on the land until full details of soft landscape works have been submitted to and approved in writing by the Council. Those details shall include:-full details of tree protection measures in accordance with BS5837:2012;- planting plans (identifying existing planting, plants to be retained and new planting);-a schedule of new plants (noting species, size of stock at time of planting and proposed number/densities); and-a programme of implementation.The development shall be carried out in accordance with the approved details.

To safeguard the appearance of the area as supported by policy EN1 of the Sevenoaks Allocations and Development Management Plan. The Local Planning Authority is satisfied that it is fundamental to the development permitted to address this issue before development commences and that without this safeguard planning permission should not be granted.

5) If within a period of five years from the completion of the development, any of the trees or plants that form part of the approved details of soft landscaping die, are removed or become seriously damaged or diseased then they shall be replaced in the next planting season with others of similar size and species.

To safeguard the visual appearance of the area as supported by policy EN1 of the Sevenoaks Allocations and Development Management Plan.

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**Richard Morris**  
Chief Planning Officer

**Dated:** 24 August 2018

### Notes for the applicant

#### Conditions

If permission has been granted you will see that it may be subject to a number of planning conditions. They are an integral part of our decision on your application and are important because they describe how we require you to carry out the approved work or operate the premises. It is YOUR responsibility to comply fully with them. Please pay particular attention to those conditions which have to be met before work commences, such as obtaining approval for the siting and levels of buildings and the protection of trees on the site. If you do not comply with all the conditions in full this may invalidate the permission.

Further information about how to comply with planning conditions can be found at:  
[https://www.planningportal.co.uk/info/200126/applications/60/consent\\_types/12](https://www.planningportal.co.uk/info/200126/applications/60/consent_types/12)

Please note that there is a right of appeal against a planning condition. Further information can be found at:

## Agenda Item 4f

[https://www.planningportal.co.uk/info/200207/appeals/108/types\\_of\\_appeal](https://www.planningportal.co.uk/info/200207/appeals/108/types_of_appeal)

### **Community Infrastructure Levy (CIL)**

This proposal may be liable for the Community Infrastructure Levy (CIL). This may be payable to the District Council, as the local collecting authority, on commencement of application 18/01943/FUL.

If CIL is liable, we will contact all relevant interested parties once we have issued a decision notice and serve them with a liability notice. This will identify the parties, the scale of liability, how it was calculated, when it will be due for payment and the opportunities to claim relief. Should you wish to claim relief from CIL you must make an application to us before any work starts on site. There is no automatic exemption from the CIL and it is not possible to make a retrospective claim once work has started.

Any party liable to pay CIL must assume liability before any work starts; they must provide us with a valid [Commencement Notice](#). If this is not provided we can impose surcharges and require immediate payment.

Please email [planning.information@sevenoaks.gov.uk](mailto:planning.information@sevenoaks.gov.uk) quoting 18/01943/FUL if you have any questions about CIL, before work commences.

### **National Planning Policy Framework**

In dealing with this application we have implemented the requirements in the National Planning Policy Framework to work with the applicant/agent in a positive, proactive and creative way by offering a pre-application advice service; as appropriate updating applicants/agents of any issues that may arise in the processing of their application and where possible and if applicable suggesting solutions to secure a successful outcome. We have considered the application in light of our statutory policies in our development plan as set out in the officer's report.

### **Building Control**

This permission relates to planning permission. Applicants are advised to contact our Building Control service on 01732 227376 for further information on whether it is necessary for permission to be given under the building regulations.



**SCALE FOR PLANNING PURPOSES**  
 Note  
 Use figured dimensions only.  
 All dimensions are to be checked on site prior to construction. The contractor shall be responsible for any discrepancies between the drawings and the site conditions. The contractor shall be responsible for any discrepancies between the drawings and the site conditions. The contractor shall be responsible for any discrepancies between the drawings and the site conditions.

# Agenda Item 4f

Revisions	Rev	Description	By	Date
	-	First Issue	RB	23.05.18
	A	Drafting amendments	B.B	25.06.18

Project  
 Fordcombe Village Hall Committee

Drawing Title  
 Fordcombe Village Hall  
 Proposed Floor Plans  
 and Elevations

**Civils**  
 Construction & Property Solutions  
 3 Winton Park, Winton, Southampton, SO9 4NR, UK  
 Tel: 01252 876203 Fax: 01252 876201

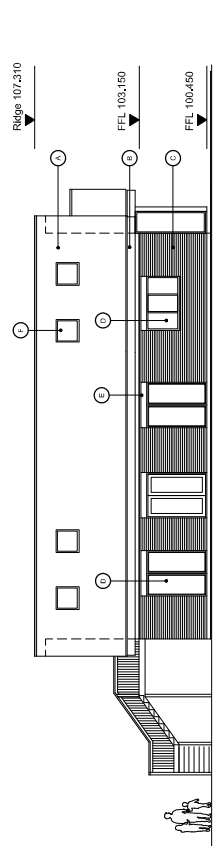
Scale  
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Date  
 May 2018

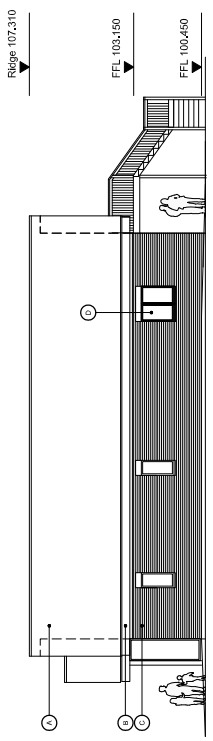
Drawing No  
**03**

Rev  
**A**

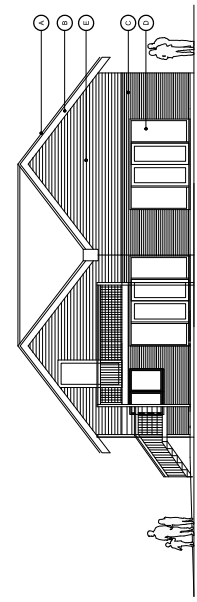
- A Natural slate effect fibrous cement roof tiles
- B Powder coated aluminium windows and glazed doors
- C Red stock mill boarding from Froshfield Lane Brickworks
- D Powder coated aluminium windows and glazed doors
- E Natural Oak shiplap timber cladding to selected external walls
- F Velux rooflights



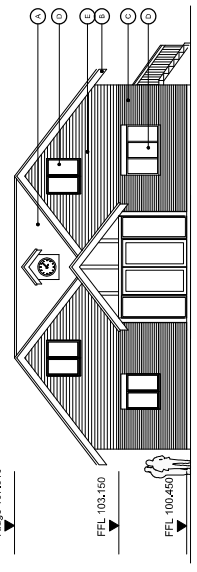
**West Elevation**  
 1:100 @ A1



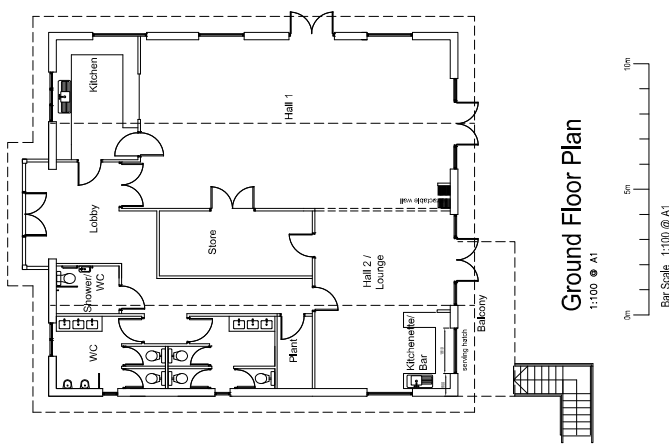
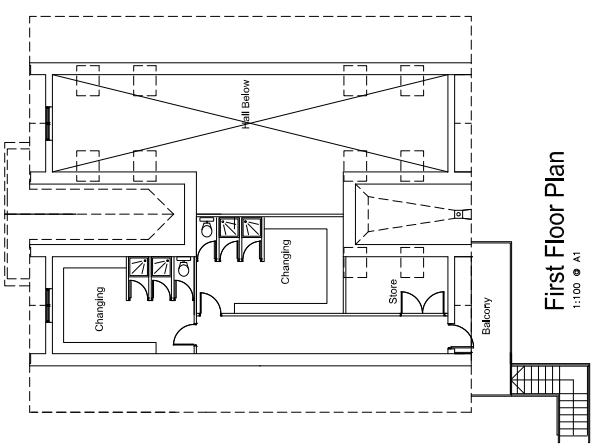
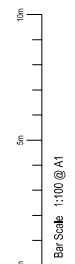
**East Elevation**  
 1:100 @ A1



**North Elevation**  
 1:100 @ A1



**South Elevation**  
 1:100 @ A1



### Key considerations

- 1 The CIL spending board's key considerations will be whether there is a public benefit of the proposed scheme for residents in Sevenoaks District and whether the scheme constitutes value for money. In determining this, the spending board will consider the following issues in making its recommendation.
  - a) Whether sufficient evidence has been provided to demonstrate a strong social, environmental or economic justification for the scheme.
  - b) Whether sufficient evidence has been provided to demonstrate a strong link between new development and the scheme.
  - c) Whether the scheme forms part of a planned strategy to address the need for infrastructure.
  - d) Whether the CIL contribution will be matched by funding from other sources.
  - e) Whether the use of other funding sources has been maximised.
  - f) Whether there is sufficient certainty that the scheme will be delivered.
  - g) Whether the scheme is supported by at least one of the relevant SDC ward members (note: this will be a prerequisite of a successful funding bid).
  - h) Whether the scheme is supported by the relevant town/parish council.
  - i) Whether evidence has been provided to demonstrate that there are sufficient maintenance arrangements in place.
- 2 The board may also take into account other factors that it considers relevant.
- 3 Limited CIL funding is available and it is unlikely that it will fund all of the infrastructure schemes that are considered necessary to support development. Where it is necessary to choose between schemes that could both be appropriate uses of CIL (i.e. they satisfy all of the considerations set out above), the board will give particular consideration to the public benefit of the schemes for residents in Sevenoaks District and the link between development and the scheme.

### Types of recommendation:

- 4 The board may make the following recommendations to Cabinet for it to ratify:
  - a) Funding for the scheme is approved.

- b) Funding for the scheme is not approved on the basis that other proposed schemes have been given greater priority.
  - c) Funding for the scheme is not approved on the basis that insufficient evidence has been provided to justify it.
  - d) Funding for the scheme is not approved on the basis that the scheme is not considered to be an appropriate use of CIL.
- 5 These recommendations should give bidders an indication of whether they should consider bidding for this scheme again and what additional information, if anything, should be provided with any resubmission.

### Recommendations to the CIL Spending Board

6 That it be recommended to Cabinet that:

A. The £34,000.00 applied for, as set out in the report, for scheme “Edenbridge Public Toilets” be approved on the following grounds:

- i. Strong economic, social and environmental benefits to the community;
- ii. Partnership working with other organisations;
- iii. There is sufficient certainty that the scheme will be delivered;
- iv. Need for the scheme is identified in an adopted plan or strategy; and
- v. Sufficient evidence has been submitted to demonstrate a strong link between new development and the scheme.

B. The £2,500.00 applied for, as set out in the report, for scheme “Otford Medical Practice Health Pod” be approved for the following grounds:

- i. Strong economic, social and environmental benefits to the community;
- ii. Strong local support for the project;
- iii. The CIL contribution will be matched by funding from other sources; and



- iv. That there is sufficient certainty that the scheme will be delivered.
- C. The £10,000.00 applied for, as set out in the report, for scheme “Swanley Park Disabled Play Equipment” be approved for the following grounds:
- i. Strong economic, social and environmental benefits to the community;
  - ii. Strong local support for the project; and
  - iii. The CIL contribution will be matched by funding from other sources.
- D. The £600,000.00 applied for, as set out in the report, for scheme “Edenbridge Integrated Health and Wellbeing Centre” be approved for the following grounds:
- i. Strong economic, social and environmental benefits to the community;
  - ii. Strong local support for the project;
  - iii. Partnership working with other organisations;
  - iv. The CIL Contribution will be matched funded from other sources; and
  - v. The scheme forms part of a planned strategy to address the need for Infrastructure.
- E. The £1,200,000.00 applied for, as set out in the report, for scheme “Bat & Ball Community Centre” be approved for the following grounds:
- i. Strong economic, social and environmental benefits to the community;
  - ii. Strong local support for the project;
  - iii. The scheme forms part of a planned strategy to address the need for Infrastructure.

iv. There is sufficient certainty that the scheme will be delivered

F. The £185,000 applied for, as set out in the report, for scheme “New Village Hall/Sports Pavilion Project” be approved for the following grounds:

- i. Strong economic, social and environmental benefits to the community;
- ii. The CIL Contribution will be matched funded from other sources; and
- iii. There is sufficient certainty that the scheme will be delivered.