

10 March 2021 at 7.00 pm

This meeting will be held virtually via Zoom,
and livestreamed here:

https://www.youtube.com/channel/UCIT1f_F50fvTzxjZk6Zqn6g

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Community Infrastructure Levy (CIL) Spending Board

Membership:

Chairman, Cllr. Esler; Vice-Chairman, Cllr. Morris
Cllrs. Abraham, Andrews, Barnett, Collins, P. Darrington, Eyre, Fothergill, Grint,
Hogarth, McGregor, Osborne-Jackson, Pender and Purves

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. Minutes To agree the Minutes of the Meeting of the Community Infrastructure Levy (CIL) Spending Board on 9 December 2019.	(Pages 5 - 14)	
2. Declarations of interest or Predetermination Including any interests not already registered		
3. Declarations of Lobbying		
4. Allocation of Community Infrastructure Levy (CIL) Contributions to Local and Strategic Infrastructure Projects	(Pages 15 - 22)	Claire Pamberi, Tel: 017322 27221 Carlyn Kan, Tel: 01732 227264
Applications		
A. Sports Hall and Facilities (Orchards Academy)	(Pages 23 - 48)	

- B. Extension to Kemsing Surgery (NHS Kent and Medway CCG) (Pages 49 - 68)
- C. Otford Road Traffic Scheme (Otford Parish Council) (Pages 69 - 118)
- D. Creation of playing fields and other sports facilities (Trinity School, Weald of Kent Grammar School and Tunbridge Wells Grammar school for Boys) (Pages 119 - 180)
- E. Weald Memorial Hall Maintenance and Renovations (Weald Memorial Hall) (Pages 181 - 220)
- F. Knockholt Village Centre Refurbishment (Knockholt Village Centre Council) (Pages 221 - 246)

Appendices

- G. Key Considerations and Recommendations (Pages 247 - 250)
- H. Appendix H - The Council's Infrastructure Statement (Pages 251 - 274)

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.

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 At the beginning of the meeting the Chairman will move the recommendation and 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.
- 5.2 Officers will be invited to introduce a summary of CIL at the beginning of the meeting to include:
 - Summary of current CIL Legislation
 - Amount of funding available
 - Where CIL receipts have come from
- 5.3 The Chairman will read out each project title.
- 5.4 The officer will introduce the bid then lay out the key considerations and summarise the recommendation for each bid.
- 5.5 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 s/he sees fit.

- 5.6 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.

Supplementary Information

- 5.7 The company/person/body submitting the Bid will be expected to present their Bid to the Spending Board. A bid is likely to be deferred if the Board considers that they reasonably require further information in order to determine it.
- 5.8 Speakers are allowed visual aids (of up to 5 slides).
- 5.9 Members of the Spending Board will then have an opportunity to ask questions of clarification of the Speakers present.
- 5.10 Members of the Spending Board will then have an opportunity to ask questions of the officers present.
- 5.11 Discussion of each Bid will then take place. Any proposed changes shall be treated as an amendment to the motion and voted on accordingly.
- 5.12 A decision on the motion will only be made at the end of the meeting after all the Bids have been discussed. This ensures that every bid is considered and discussed before any decision is made.
- 5.13 The Board can only consider the bid put before them and the details provided by the applicant. This means that the Board cannot amend any details of the bid or the amount of money awarded at the meeting. They can only agree, refuse or defer if they consider more information is needed or that further investigation is required to be carried out in regard to the costs of the project.
- 5.14 Each bid should be given the following considerations during the decision making process:
- Whether sufficient evidence has been provided to demonstrate a strong social, environmental or economic justification for the scheme.
 - Whether sufficient evidence has been provided to demonstrate a strong link between new development and the scheme.
 - Whether sufficient evidence has been submitted to show that the project involves partnership working.
 - Whether the scheme forms part of a planned, local, economic or community strategy to address the need for local or strategic infrastructure.
 - Whether sufficient evidence has been provided to show the clear public benefit to the scheme.

- Whether sufficient evidence has been provided to show that funding has been maximised from other funding sources.
 - Whether there is sufficient certainty that the scheme will be delivered, including considering whether the project has all the necessary permissions in place and evidence has been provided to demonstrate that there are sufficient maintenance arrangements in place.
 - Whether the scheme has local support.
 - Whether the project has already benefited from CIL through the Parish and Town Councils.
 - Whether overall the scheme provides a strong community benefit.
- 5.15 After all the bids have been considered individually and any amendments made, a vote will take place on the motion / substantive motion and the Chairman will advise the meeting of the result.

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COMMUNITY INFRASTRUCTURE LEVY (CIL) SPENDING BOARD

Minutes of the meeting held on 9 December 2019 commencing at 7.00 pm

Present: Cllr. Esler (Chairman)

Cllr. Mrs Morris (Vice Chairman)

Cllrs. Abraham, Andrews, Barnett, Collins, P. Darrington, Eyre, Fothergill, Grint, Osborne-Jackson, Pender and Purves

Apologies for absence were received from Cllrs. Hogarth and McGregor

Cllrs. Dickins, Griffiths and Thornton were also present.

1. Minutes

Resolved: That the Minutes of the Community Infrastructure Levy (CIL) Spending Board meeting held on 18 December 2018 be approved and signed by the Chairman as a correct record.

2. Declarations of interest or Predetermination

Councillor Esler declared that for Application D - Westerham Parking Project, she was the Ward Councillor for the application however she remained open minded.

Cllr Mrs Morris declared that for Application E - Extension to Kemsing Surgery, Application F - Go 2 A Demand Responsive Bus Service as the Ward Councillor for the applications, however she remained open minded.

Councillor Collins declared that for Application B - Bradbourne Lakes Landscape Improvement as the Ward Councillor for the application, but remained open minded.

Councillors Andrews and P. Darrington declared that for Application A - Re-provision of White Oak Leisure Centre (SDC) and Application C - Swanley Transport Interventions as Ward Members for the applications however remained open minded.

Councillor Pender declared that for Application A - Re-provision of White Oak Leisure Centre (SDC) as he had been generally supportive in election material however remained open minded.

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3. Declarations of Lobbying

Councillor Esler advised that she had just received an email to do with Application A - Re-provision of White Oak Leisure Centre. It was noted that all the Board may have received the same email.

4. Swanley Station Improvements

In accordance with Minute 1, Community Infrastructure Levy (CIL) Spending Board - 18 December 2018, Officers had spoken and investigated with the Applicant and other partners, the possibility of disabled access to the north side of Swanley Rail Station.

It was clear from the information provided that due to the change in levels and the cost of that provision the provision to both sides would render the scheme unviable. Members noted the Officer's assessment that without the access for the disabled to the north of the station, the proposal would still provide a project that had strong economic benefits to the community, partnership working with other organisations and that the majority of the project would be secured through match funding, and therefore still met with the original conditions and reasoning given at the meeting on 8 May 2018 (Minute 3 (d)).

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

The Planning Officer (Policy) presented a report which advised Members that bids had been open from 29 July 2019 to 30 September 2019. It was noted that new CIL Regulations had come into force on 1 September 2019, and that there had been a review of governance arrangements and an amendment to the terms of reference of the Board since the last time it had met. Community Infrastructure Levy (CIL) contributions had been collected on qualifying developments a percentage of which had been passed to Parish and Town Councils in the District.

An invitation for Bids had been sent out to all statutory infrastructure providers and interested parties. The process for assessing applications was a two-stage process as set out in the council's Constitution and all bids had been judged on merit.

Application A - Re-provision of White Oak Leisure Centre

The application sought £900,000.00 to fund replacing the existing White Oak Leisure Centre complex with a brand new facility. This was to be re-provided on the current site of the existing leisure centre. It was submitted to the CIL Spending Board that the existing leisure centre was coming to the end of its life given that it was now 53 years old (originally built in 1967).

Officers advised approval as the need for the scheme had been clearly demonstrated and there were a number of social, economic and environmental benefits. The proposal was formally identified in a number of plans and strategies and was supported by the local community. It was noted that the applicant was

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asking for a small amount of funding in comparison to the total project cost, and had not benefited from CIL funding previously.

The Board was addressed by the following speakers:

Company/person/body responsible for the bid	Lesley Bowles, Chief Officer People & Places (SDC)
For the bid	-
Against the bid	-
Parish Representative	-
Local Member	-

Members asked questions of the speaker with particular regard to availability of the financial figures. In response to the various questions, Lesley Bowles confirmed that detailed work had been undertaken, however it would not be prudent to release these figures whilst midway through the procurement process. Appraisals had been carried out of the development sites the capital receipts would be gained from, again these could not be shared due to market competition but they could be confident in an amount exceeding £12,000,000. Final figures would be known in January 2020. If the bid was not successful cuts would need to be made to the design and quality of the finish. The EU tender process was a good process to use and would not be affected by Brexit. Officers advised Members of the difference between the application process for CIL bids and planning permission applications.

Application B - Bradbourne Lakes Landscape Improvement

The application sought £252,400.00 to fund a landscape improvement scheme.

Officers advised refusal as whilst the proposal demonstrated a clear public benefit, it did not maximise all sources of funding and the application did not provide clear economic benefits. It was also deemed that the project was more locally significant, in comparison to other infrastructure projects which were more strategic in nature.

The Board was addressed by the following speakers:

Company/person/body responsible for the bid	Ashley Walmsley, Amenities Officer SDC
For the bid	-
Against the bid	-
Parish Representative	-
Local Member	-

Members took the opportunity to ask questions of the speaker.

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Application C - Swanley Transport Interventions

The application sought £1,000,000.00 to fund a package of measures that would help improve accessibility and connectivity in Swanley and the surrounding villages. Poor connectivity and accessibility had been attributed to traffic congestion on the local and strategic road networks (SRN), which was having significant impacts on business confidence and economic growth opportunities.

Officers advised approval as the proposal demonstrated a clear need and there were a number of social, economic and environmental benefits. The proposal was formally identified in a number of plans and strategies and was supported by the local community. It was noted that the applicant was asking for a comparable amount of funding in comparison to the total project cost, and had not benefited from CIL funding previously. However it was recognised that the applicant was dependent on planning obligations being made available to fund the improvements from development within Swanley.

The Board was addressed by the following speakers:

Company/person/body responsible for the bid	Mark Fitch Sweco (Louise Rowlands KCC to help answer questions)
For the bid	-
Against the bid	-
Parish Representative	-
Local Member	-

Members asked questions of the speaker. He advised that Sweco was a Swedish engineering consultancy company. Both Mark Fitch and Louise Rowlands responded to questions asked. Other sources of funding had not yet been sought but other streams of funding would be bid for as schemes were developed. The proposal was for a wide range of improvement schemes and infrastructure. Without funding these may not take place and with fewer funding less schemes would be looked at. With regards to costings, Members were advised that the money would pay for the high level feasibility designs which would then be subject to more detailed studies.

Application D - Westerham Parking Project

The application sought £59,975.00 to fund the creation of an additional 75 car parking spaces in the town. Officers advised that Westerham Town Council had, since making the bid, reduced their request to £49,975.00.

Officers advised refusal as whilst the proposal demonstrated clear public benefit, the project did not appear to have maximised all sources of funding and the application did not provide clear social benefits for the wider local community. It was also deemed that the project was more locally significant, in comparison to other infrastructure projects which were more strategic in nature.

The Board was addressed by the following speakers:

Company/person/body responsible for the bid	Helen Ogden - Chairman of Westerham Town Council
For the bid	-
Against the bid	-
Parish Representative	-
Local Member	Cllr Maskell

Members asked questions of the speakers. Members were advised that the Town Council were using a further £10,000.00 of their own CIL receipts as it was such a locally popular scheme. The reduced amount of the bid did not change the Officer's recommendations.

Application E - Extension to Kemsing Surgery

The application sought £114,646.00 to fund an extension to the first floor of the Kemsing Surgery, which is a satellite branch of the Otford Medical Practice. The purpose of the extension was to increase capacity for existing residents, as well as future developments which might impact medical services that the surgery currently provided. This would include the provision of five additional clinical rooms, facilities and an extended patient waiting room. The scheme was to be carried out in two phases.

Members were alerted to the typographical error on page 248 of the agenda, and confirmed the correct figure was £114,646.00 not £144,646.00.

Officers advised refusal as whilst the proposal demonstrated a clear public benefit, the project did not maximise all sources of funding and the applicant had not adequately demonstrated that it was working in partnership with other organisations, including the relevant town or parish council, and local Ward Members. It was also deemed that the project was more locally significant, in comparison to other infrastructure projects which were more strategic in nature.

The Board was addressed by the following speakers:

Company/person/body responsible for the bid	Dr Eakins (with Alison Burchell from West Kent CCG present for any questions)
For the bid	-
Against the bid	-
Parish Representative	-
Local Member	-

Members asked questions of the speaker, CCG representative and Officers. The money received from the NHS England Minor Improvement Scheme was a capital contribution and should the service it was granted for cease to be provided within

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15 years, then there was a formula for the local CCG to reclaim a certain percentage of that money. Officers advised that a similar action could be possible as a clause in any legal agreement with the granting of CIL funding. However with regard to funding capital infrastructure, there was no current policy against funding capital assets held by private individuals that would enable the delivery of a scheme.

Application F - go 2 - A Demand Responsive Bus Service

The application sought £71,961.98 to fund an innovative infrastructure project for the provision of a flexible, demand-response 'little bus' public transport scheme. The 'little buses' will be four (4) Ford Transit Tourneo vehicles modified to accommodate passengers with mobility issues and to be fully wheelchair accessible. The scheme will begin with 4 vehicles serving the District. This will be a pilot scheme. The above model means that this scheme will be financially sustainable, with profits reinvested to enlarge the scope of the infrastructure.

Officers advised approval as the proposal demonstrated 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.

The Board was addressed by the following speakers:

Company/person/body responsible for the bid	Austin Blackburn, GoCoach-GoTaxi (Gillian Shepherd-Coates Age UK available for questions)
For the bid	-
Against the bid	-
Parish Representative	-
Local Member	-

Members asked questions of the speaker.

At 9.35 p.m. the Chairman adjourned the meeting for the convenience of all present. The meeting resumed at 9.48 pm.

The Chairman moved that:

- Application A be agreed as set out in the report subject to planning permission
- Application B be approved as set out in the report subject to planning permission
- Application C be refused as there was insufficient evidence of community benefit
- Application D be approved as set out in the report as economic and social benefit had been demonstrated with an identified plan and massive community support for the scheme, subject to a legal agreement
- Application E be approved subject to a legal agreement

- Application F be approved subject to a legal agreement
- And that all such legal agreements be entered into within 6 months of the final decision.

Members commenced debate of the applications before them.

At 10.09 p.m. it was moved by the Chairman that, in accordance with rule 16.1 of Part 2 of the Constitution, Members extend the meeting beyond 10.30 p.m. for as long as was necessary to enable the Committee to complete the business on the agenda. The motion was put to the vote and it was

Resolved: That the meeting be extended past 10.30 p.m. for as long as necessary to enable the Committee to complete the business on the agenda.

Each application was considered and debated as moved by the Chairman.

An amendment to defer a decision on Application A was moved by Councillor Grint, duly seconded, and put to the vote. The motion was lost.

With reference to Application C, Members expressed concern over the lack of readiness and whether other funding sources had been maximised.

Members debated the use of public money to increase the value of a privately owned asset, weighing it against the overall community benefit gained by the proposal. Legal advice was given that it was possible to add a clause to a legal agreement for the extension to the Kemsing Surgery along the same terms as the clawback provision used by the CCG. An amendment to refuse Application E on the grounds already listed within the report was moved by Cllr Eyre, duly seconded and put to the vote. The motion was carried.

The Chairman amended her motion with regards to Application F, adding to the legal agreement a clause stating that the money was ring-fenced for five years, so that if the trial failed within that period the contribution would be returned.

An amendment to refuse Application F was moved by Councillor Abraham, duly seconded, and put to the vote. The motion was lost.

The substantive motion was put to the vote and it was

Resolved: That it be recommended to Cabinet that

A) subject to planning permission in accordance with the terms of the CIL application being granted within 5 years of the decision date, the £900,000.00 funding applied for, as set out in the report for the scheme “Re-provision of White Oak Leisure Centre” be approved on the following grounds

- strong economic, social and environmental benefits to the community;
- the project was identified in an adopted strategy/plan;

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- sufficient evidence had been submitted to demonstrate a strong link between new development and the scheme; and
- there was strong community support of the scheme

if planning permission was not granted in accordance with the above then funding applied for would be refused.

B) subject to planning permission in accordance with the terms of the CIL application being granted within 5 years of the decision date, the £252,400.00 funding applied for, as set out in the report for the scheme “Bradbourne Lakes Landscape Improvement” be approved on the following grounds

- strong social and environmental benefits to the community; and
- strong community support of the scheme

if planning permission was not granted in accordance with the above then funding applied for would be refused.

C) the £1,000,000.00 funding applied for, as set out in the report for scheme “Swanley Transport Interventions” be refused on the following grounds

- the scheme had not clearly demonstrated whether it had maximised funding sources / CIL funding from the relevant town or parish council(s); and
- insufficient evidence of community benefit.

D) i) subject to a legal agreement being signed within 6 months of the decision date, the £49,975.00 funding applied for, as set out in the report for scheme “Westerham Parking Project” be approved on the following grounds

- strong economic, social and environmental benefits to the community;
- the project was identified in an adopted plan; and
- there was strong community support of the scheme.

ii) if the legal agreement was not signed in accordance with the above then funding applied for would be refused for failure to ensure the effective management of CIL funds.

E) the £114,646.00 funding applied for, as set out in the report for scheme “Extension to Kemsing Surgery” be refused on the following grounds

- funding for the scheme was not approved on the basis that other proposed schemes have been given greater priority;

- the requirement for working in partnership had not been clearly demonstrated in the application;
- the scheme had not clearly demonstrated whether it had maximised funding sources / CIL funding from the relevant town or parish council(s).

F) subject to a legal agreement being signed within 6 months of the decision date and a clause added ringfencing the money to be returned if the pilot failed within 5 years, the £71,961.98 funding applied for, as set out in the report for scheme “go 2 - A Demand Responsive Bus Service” be approved on the following grounds

- strong economic, social and environmental benefits to the community;
- the project was identified in an adopted strategy/plan; and
- there was strong community support of the scheme

if the legal agreement was not signed in accordance with the above then funding applied for would be refused for failure to ensure the effective management of CIL funds.

THE MEETING WAS CONCLUDED AT 10.50 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 - 10 March 2021

Report of: Chief Officer - Planning and Regulatory Services

Status: For Consideration

Also considered by: Cabinet - 18 March 2021

Key Decision: Yes

Executive Summary: This report is presented to the CIL Spending Board

It includes the following:

- Introduction and Background to CIL
- Update on CIL process and Legislation
- Information regarding the Infrastructure Funding Statement
- Update on the Infrastructure Delivery Plan
- Update on the CIL Governance
- Update on CIL Contributions
- Consideration of shortlisted bids
- Officers Assessment of the CIL Bids
- Recommendations of Officers

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. Thornton

Contact Officer(s): Claire Pamberi, Ext. 7221, Carlyn Kan, Ext 7264

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 (G)

Recommendation to Cabinet:

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

Reason for recommendation: To ensure the appropriate allocation of CIL funds

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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 CIL.
- 2 Since the last CIL Spending Board in December 2019, there has been a steady income from CIL contributions resulting in sufficient income for the CIL Spending Board to allocate funding again, to make a meaningful contribution to infrastructure projects in the area.
- 3 An invitation for Bids was sent out to all statutory providers and interested parties in September 2020. The invitation to Bid closed on 31 December 2020.

Update on CIL process and Legislation

Deferrals in CIL payments

- 4 In July last year, the Government put in place a number of financial measures to help businesses during the COVID 19 outbreak. They introduced some changes to the CIL legislation to ease the financial burden to developers, to help small and medium sized developers in particular. They gave CIL charging authorities the discretion, for a limited time (in certain prescribed circumstances and if it is considered appropriate), to defer CIL payments, and to not apply late payment interest. There is also discretion over whether to credit interest already charged to developers.
- 5 This came into effect on 22 July 2020, the guidance will remain in place until further notice. A CIL deferral request can be made for any CIL payment due between this date and 31 July 2021 and any CIL payment due prior to this period, which has not been previously paid. The Local Authority has 40 days to consider the request. A request for deferral can be made more than once, provided it is still made within the material period.
- 6 This has resulted in a small reduction on our CIL income as a few requests for deferrals have been made to Sevenoaks District Council.

The White Paper

- 7 As Members are aware the Government produced a White Paper seeking to change the planning system. One element of this was to remove the need for Section 106s and CIL and replace them with an Infrastructure Levy. Sevenoaks District Council made a response to this document in November 2020. No further information has been provided, since then to indicate how the Government would like to take the Infrastructure Levy forward.

Infrastructure Funding Statement

- 8 At the end of December last year, Sevenoaks District Council produced their first Infrastructure Funding Statement. Through this document, the Government asks us to report *“on the infrastructure projects or types of infrastructure that the authority intends to fund wholly or partly by the levy.”*
- 9 It was agreed that the following projects would be considered as priority for CIL money over the next year:
- Specific Highways and Transport Projects
 - Specific Utilities projects
 - Specific Health and Social Care projects
 - Local Infrastructure projects that show a clear public benefit or support a clear local need.
 - Any infrastructure that supports the Council’s ambition to achieve net zero Greenhouse gas emissions by 2030.
 - Rural Broadband projects.
- 10 A full copy of the Council’s Infrastructure Statement can be found in Appendix H

Infrastructure Delivery Plan

- 11 The Sevenoaks District Infrastructure Delivery Plan (IDP) is an evidence base document that supports the Local Plan and its objectives. The IDP provides a summary of the infrastructure required for the District, according to the level of development proposed to meet the District’s needs for housing, employment and retail.
- 12 Currently, as the Local Plan is delayed due to the Judicial review and appeal, it is not considered to be an appropriate time to renew the Infrastructure Delivery Plan. The aim is to carry this out this year.

Pilot

- 13 The Council are currently one of a number of pilot authorities working with the Planning Advisory Service to produce guidance on good governance of developer contributions. Through this PAS are trying to improve the way councils manage money provided to them under the system of developer contributions. This is to ensure that money collected is used to deliver the best outcomes and is done transparently, fairly and in a way that helps communicate the benefit developer contributions can make. Through being one of the pilot councils we will be involved in ‘road-testing’ the guidance, and will subsequently have the opportunity to go through a ‘self-

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assessment' process with PAS and access to resources and lessons from elsewhere as to how we may wish to improve.

- 14 As part of this study, PAS are likely to use our interactive map and also our Governance procedures as good practice for other authorities across the country.

Update on Governance

- 15 Since the last CIL Spending Board, officers did carry out of the CIL Governance in July (2020) and this recommended a number of changes listed below. Since this review we have carried out the following:

A. Clearer guidelines and timescales for monitoring bids after they have been awarded CIL through the CIL Spending Board.

We have now set up a review process where we ask for regular updates from organisations that have been awarded CIL by the Board quarterly. We provide these updates to the Chair and Vice Chair of the CIL Spending Board.

B. We need guidelines in place, to govern how we consider bids that change after money has been awarded.

These guidelines were agreed by the Development and Conservation Advisory Committee and then by Cabinet in July 2020. They are now in place and we ensure that any changes meet the guidelines set out.

C. Updating the CIL Spending Board Chair and Vice Chair quarterly on the money available to spend through the CIL Spending Board and also a synopsis on the current state of the CIL awarded.

This is now happening on a quarterly basis.

D. Clarification is required for officers and the CIL Spending Board as to how to manage bids that are not successful.

We now have a clear guide as to how to manage bids that are not successful and we also have a number template letters to ensure that we are consistent in our approach.

E. The need to make clear in the officer's report to the CIL Spending Board Report, how each bid relates to the priorities of the Infrastructure Delivery Plan.

This is included in this current report

F. Setting up a process to review the Council’s decisions regarding CIL.

A review process is now in place.

Update on CIL Contributions

- 16 As you are aware, CIL contributions are collected on all qualifying developments. A percentage of these receipts are passed to the Town and Parish Councils to spend on infrastructure and/or anything else that is concerned with addressing the demands that development places on an area.
- 17 This has resulted in over £2.7 million being passed to Parish and Town Councils to date.
- 18 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 towards 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.
- 19 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 23rd February 2021.
- 20 Please see below a summary of our income and spending:

Total value of CIL receipts	Amount
Total value of CIL receipts collected by Sevenoaks District Council to date (04.08.2014 - 23.02.2021)	£10,097,076.95
Total value of CIL receipts passed to town and parish councils	£2,783,698.20
Total value of CIL receipts available to the CIL Spending Board (after mandatory obligations) (Total value collected <u>minus</u> the value of receipts passed to the town/parish councils and administration recovery)	£6,609.885.07

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Total value of CIL receipts	Amount
Total value of CIL receipts that have been previously allocated by the CIL Spending Board (to date)	£4,566,061.00
Total value of CIL receipts available for the CIL Spending Board to allocate for local infrastructure projects	£2,043,824.10

Consideration of Shortlisted Bids

- 21 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:

- A completed bidding pro-forma has not been submitted;
- 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;
- Schemes that could clearly not be defined as infrastructure to support development.

- 22 **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 discussed with members of the CIL Spending Board and agreed by the Development and Conservation Advisory Committee and Cabinet in July 2020. In this case the lead officer has assessed the bids in accordance with the criteria agreed and ranked them accordingly. Bids with the highest scores are shortlisted and presented to the Board.

Consideration of Shortlisted Bids

- 23 The following reports set out the shortlisted bids. Each report sets out the application proposal and indicates the strengths and weaknesses of each bid against the key considerations of the Board.
- 24 In line with the CIL Governance, the CIL Spending Board's key considerations will be whether the proposal is for infrastructure that supports development in the area. It should also consider whether there is a community 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 laid out in Appendix G relating to the recommendations.

- 25 The board may also take into account other factors that it considers relevant.
- 26 It is important to note that whilst there is limited CIL funding available for the Board to allocate on this occasion, from the 23rd February 2021 it is understood that there is enough to cover all the projects.

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

Conclusions

That the recommendations laid out in Appendix G are accepted.

Appendices

Appendix A - Application for Sports Hall and Facilities at Orchards Academy, Swanley. (Orchards Academy)

Appendix B - Application for Kemsing Surgery Extension at Kemsing Surgery, Kemsing.

Appendix C - Application for the Otford Traffic Calming Scheme at Otford.

Appendix D - Application for Wilderness Sports and Community Facilities, to serve community and 3 local schools (Kent County Council)

Appendix E - Application to maintain and renovate the Weald Memorial Hall, Weald (Weald Memorial Hall)

Appendix F - Application to refurbish Knockholt Village Centre, Knockholt. (Knockholt Village Centre)

Appendix G - Recommendations

[Appendix H - the Council's Infrastructure Statement](#)

Background Papers

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

CIL Governance Arrangements: Cabinet [June 2017](#), [July 2017](#), [July 2019](#) and [July 2020](#)

Applications removed from the consideration process

[Council Constitution](#)

Richard Morris

Deputy Chief Executive and Chief Officer - Planning and Regulatory Services

Application A

Proposal: Sports Hall and Facilities

Applicant: Orchard Academy

Ward(s): Swanley

RECOMMENDATION: That the **£158,000** applied for, as set out in the report, for scheme “Sports Hall and Facilities” be approved on the following grounds:

Principal Criteria met

- Strong social and economic benefits to the community
- The project is identified in an adopted strategy/plan
- Strong link between new development and the scheme
- Strong community benefits
- Strong community support for the project.

Principal Criteria not met:

- Insufficient evidence has been provided to show that funding has been maximised.
- There is not sufficient evidence to show strong partnership working.
- Insufficient information has been submitted to show that the scheme will be delivered.

Introduction

- 1 CIL money is sought to fund a scheme which aims to improve sports facilities at the Orchards Academy. The aim is to open these improved sports facilities to the local community. This proposal will include increasing the range of sports and physical activities available for the school and the community within the school site and will also involve creating a new entrance so that the public can enter the facilities without having access to the school.
- 2 Orchards Academy are working in partnership with Sevenoaks District Council’s community to team to bring forward this project.

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- 3 The application was received before the application deadline closed on 31st December 2020. This proposal has not been previously considered by the CIL Spending Board.

Description of Proposal

- 4 The proposal is to improve the indoor sports facilities at the school to include the following:

Phase 1

- New sports compliant flooring in the hall.
- Insulation to the walls.
- Ensuring the roof is sufficiently insulated.
- Installation of infrared heating in the hall.
- Enhance lighting to the sports hall to enable a wider range of sports.
- Easy access to the storage area.
- Redesign of the WC/shower/changing rooms which enables facilities to be used for adaptive/inclusive sports and the public.
- Access to the building will be improved to create a direct entrance for hall users from the car park.
- An isolation wall will be installed in the new Hallway to provide additional separation for the rest of the school facilities.

Phase 2

- the re-surfacing of our all-weather hockey pitch which is at the end of its life. This facility is no longer used for formal hockey and as such intend to upgrade it to a 3G long pile AGP (Artificial Grass Pitch). This will enable us to accommodate local formal football and rugby clubs in Swanley as well as provide a venue for athletic training and recreational use.
- They are working with the Football Foundation and Kent FA to progress this part of the project.

- 5 Please note, CIL funding is only being sought to fund phase 1.

- 6 The bid also includes the following information:

“In Winter 2021/22 the existing White Oak Leisure Centre with a 6 court sports hall will close. The replacement centre will have a 2-court hall provision. With Orchards Academy being in such close proximity to White Oak Leisure Centre, and the school and its wider community being key to the White Oak Leisure Centre Project delivering health benefits, the improvements to the school’s hall space have been planned. Existing and

new clubs will be able to use the White Oak Leisure Centre and Orchards Academy hall space. Orchards Academy has developed a Community Use Agreement with Sevenoaks District Council for this purpose”.

Funding

- 7 Orchards Academy has estimated that the total cost of the project to improve the sports hall and make it available to the public is £446,000.
- 8 The Academy have identified the following additional funding sources and grants to support their application to the Board:
 - a. Partnership funding from Sevenoaks District Council (£130,000).
 - b. Orchards Academy Trust (£106,000).
- 9 It should be noted that they have also sought funding from the following groups and are awaiting the outcome of these bids:
 - c. Football Foundation small grants scheme.
 - d. KCC member fund
 - e. Peter Harrison fund
 - f. Swanley Town Council
 - g. Others sources of funding are also being explored.
- 10 Therefore, currently, to meet the funding gap for the full cost of the project, the academy has applied to the Board for £158,000 of CIL funding. This equates to 35% of the total project cost.

Representations and Support

- 11 The application submitted indicates that the applicant is working in partnership with Sevenoaks District Council to deliver the scheme.
- 12 The application is supported by the following local representatives and organisations:
 - Cllr Lesly Dyball - Member for Swanley St Mary's - states that the project will provide a better resource for the community and the school for now and in the future. The project will also assist in achieving the community plan's priorities.
 - Swanley Town Council have submitted their support for the proposal as it will make the schools provision more acceptable to the community. It supports the aims of their neighbourhood plan.
 - The project has 16 emails of support from local residents.

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- Sevenoaks District Access Group - as it will make this local sports provision available to the community and also to the pupils. It will offer a wide range of activities and inclusive opportunities including disability sports.
- Swanley Sports Forum - support the proposal as it will make the schools sports provision more accessible to the community. It will increase the number and range of local sports teams.
- Swanley Netball Club - They have over 100 committed members and they support the project. The new sports hall at the White Oak Leisure centre will not be able to accommodate netball and without these proposed facilities at Orchards Academy they would have to move out of the area to find accommodation to suit their needs.

Lead Officers Appraisal of Bid

Principal Criteria met

- Strong social and economic benefits to the community
- The project is identified in an adopted strategy/plan
- Strong link between new development and the scheme
- Strong community benefits
- Evidence of Partnership working
- Strong community support for the project.

Principal Criteria not met:

- Insufficient evidence has been provided to show that funding has been maximised as not all the project funding is secure.
- Insufficient information has been submitted to show that the scheme will be delivered as planning permission has not been granted.

Appraisal

Strong economic, social and environmental benefits to the community

- 13 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 case as to whether the scheme should receive CIL funding.
- 14 This bid puts forward a strong social benefit, as the project will benefit over 14 clubs and the 549 students at the school. The health benefits of physical activity and exercise are well documented. This project will also be a contributor to the reduction in health inequalities, in an area of high

deprivation. This project will provide good quality facilities for the school and to the public now and for years to come. It will also widen the learning, education and support to all those connected to the Academy. Thus providing a strong social benefit

- 15 Whilst not as strong, the project will also provide an economic benefit, directly through job creation and indirectly by reducing health care costs and reducing crime. Nationally, for every £1 spent on community sport and physical activity, a return on investment of £3.91** is created for individuals and society (***Sport England - Measuring the Social and Economic Impact of Sport in England 2020*). The majority of clubs, benefiting from this project will be run by volunteers. This can also help provide them with new skills and help individuals to get back into employment.
- 16 The proposal will bring a general environmental benefit by improving the appearance of the buildings itself and make the facilities much more energy efficient.

There is sufficient evidence to show strong partnership working.

- 17 There is a formal partnership between Sevenoaks District Council and the Academy. There are also informal partnerships with other bodies and clubs. Therefore, sufficient evidence has been shown that there is partnership working.

The project is identified in an adopted strategy/plan.

- 18 This project is not listed as a priority in the Council's Infrastructure Funding statement (IFS). But it does however provide for a local project which benefits the local community as supported by the IFS.
- 19 The school is identified in the Council's Infrastructure Delivery Plan, which supports the Local Plan as being in an area of growth and not being able to cope with the increase of students numbers caused by the increase of development in the area. Therefore, an increase in sports provision, whilst not providing all the additional school places needed, it will provide additional facilities to support the new and existing school and community.
- 20 The applicant identifies Swanley as an area of regeneration in the Council's Economic Development Strategy 2018-2021, and this project is supported through the priorities of the Sevenoaks District Community Plan 2019-2022.
- 21 It is also supported by the following strategies/plans:
 - The SDC Sports Facility Strategy - which highlights the need to develop Community Use Agreements
 - Local Football Facility Plan.

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- 22 Therefore, after careful consideration, it is considered that there is sufficient evidence to demonstrate that the project is identified in an adopted strategy or plan.

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, including White Oak Leisure project and the regeneration of Swanley.

Sufficient evidence has been provided to show a clear public benefit to the scheme:

- 24 This project is providing a strong benefit for all age groups of the community and supports some of the clubs who lost accommodation through the changes to the White Oak Leisure Centre. There is therefore a clear public benefit to this scheme, provided the community use agreement is in place.

Sufficient evidence has been submitted to show that the scheme will be delivered

- 25 Evidence has been provided to show that there is clear management of the project, as a plan and timescales have been set out. COVID 19 restrictions have delayed the progression of the application. It is noted that Planning permission is still required for some of the work, this is likely to be submitted by the end of January/February 2021.

Strong community support for the project

- 26 The applicant has carried out extensive consultation and has received a large amount of support for the project. This includes from local members, the Town Council, local residents and a number of local sports groups who have all written letters of support. Officers therefore consider that there is strong community support for this project.

Application Considerations - Weakly Performing Criteria

- 27 When carrying out the assessment of this funding application, Officers felt that the application did not perform as strongly against the following criteria:

- Insufficient evidence has been provided to show that funding has been maximised as not all the project funding is secure.

- Insufficient information has been submitted to show that the scheme will be delivered as planning permission has not been granted.

Conclusion

- 28 The Orchards Academy has submitted an application to the CIL Board to consider awarding CIL money towards the improvement of the Sports facilities at the school and open those benefits to the public. In particular there is a need to create a new access to keep the public separate from the rest of the school
- 29 The need for the scheme has been clearly demonstrated and there are a number of social, economic and environmental benefits. The proposal is formally identified in a number of plans and strategies and is supported by the local community. It is noted that the applicant is asking for a small amount of funding in comparison to the total project cost, and has not benefited from CIL funding previously.
- 30 After reviewing the application and subsequent supporting evidence, it is recommended by Officers that £158,000 of CIL funding be approved to support the delivery of the project. It is clearly demonstrated that the scheme provides clear public benefits and approving this bid would provide good value for CIL money applied for, compared to the cost of the overall project.
- 31 As planning permission is not yet in place, it is considered that a condition be placed on the granting of the CIL money that the money only be awarded once the planning permission is in place. A community use agreement is already in place.
- 32 In addition as not all the funding is secure. Members of the Board may also want to consider adding another condition to ensure that all the sources of funding as laid out in Section 11 of the bid pro forma are secured before the money is released.

Appendices	Original bidding proforma and supporting information
Background Papers	None

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Contact Officer(s)	Claire Pamberi ex 7221/Carlyn Kan ex 7264
Richard Morris	Deputy Chief Executive and Chief Officer - Planning and Regulatory Services

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

BID FOR FUNDING PRO-FORMA (INFRASTRUCTURE ONLY)

Scheme name:	Orchards Academy Community Sports Facilities Project
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<p>Description of Scheme:</p> <p>Page 31</p>	<p>This scheme aims to improve and open the Orchards Academy (OA) sports facilities to the local community, increasing the range of sports and physical activities available for community use within the school site. The current indoor sport facilities were built in 1965 and, apart from improvements to decoration, have not been refurbished since. As such the facilities are currently unsuitable for a number of formal sports due to their condition. This project aims to bring the school facilities to the standards required for community use.</p> <p>The improvements relating to this CIL bid are for the indoor sports facilities and include the installation of new sports compliant flooring in the hall, insulation to the walls, ensuring the roof is sufficiently insulated and installation of infrared heating in the hall. We will enhance the lighting in the sports hall to enable participation in a wider range of sports, bringing new groups of people accessing the sport facilities within the school. An easy to access storage area from the hall will be created to store community/clubs equipment. In addition, the changing facilities will be redesigned to include a unisex accessible shower/WC/changing room which enables the facilities to be used for adaptive/inclusive sports. Existing changing rooms will be refurbished, including showers, to the standards suitable for community use. Access to the building will also be improved to create a direct entrance for hall users from the car park. On top of this an isolation wall will be installed in the hallway to provide an additional separation from the rest of the</p>
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	<p>school facilities, which will enhance school security and improve the user experience.</p> <p>Once this project has been completed a further phase of work will take place. Phase 2 includes the re-surfacing of our all-weather hockey pitch which is at the end of its life. This facility is no longer used for formal hockey and as such intend to upgrade it to a 3G long pile AGP (Artificial Grass Pitch). This will enable us to accommodate local formal football and rugby clubs in Swanley as well as provide a venue for athletic training and recreational use. We are working with the Football Foundation and Kent FA to progress this part of the project.</p> <p>We are seeking CIL funding to support phase 1, the improvements to the indoor facilities.</p>
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Page 32	Is this scheme promoted by your organisation in partnership with another organisation(s)?	Yes	
		Organisation Name(s):	Sevenoaks District Council
		Responsible individuals(s):	Sarah Robson, Chief Officer
		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.	Sevenoaks District Council - Community Use Agreement (CUA) and Funding Agreement - £130K (29% of whole project)

2	Is planning permission required for the scheme?	Yes	
		If yes, has it been applied for?	No
		If no, please explain why?	Planning permission is required due to the removal of the high level opaque sheeting on the halls exterior walls which is being replaced

			by insulated metal profile sheeting. We also propose a new entrance doorway. No further structural changes are being made. Covid 19 restrictions at the school have previously delayed the progression of the application, however, we have commissioned Ridge & Partners to take forward the planning application which will be submitted by end of January / early February 2021.
	If planning permission has been granted – please provide details and a reference number.	N/A	
	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

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Need for the Scheme

	List of projects or development that result in the need for this scheme:	White Oak Leisure Centre project Regeneration of Swanley Swanley Neighbourhood Plan Orchards Academy Condition Report Orchards Academy Satellite Programme
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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):	<u>White Oak Leisure Centre Project</u> In Winter 2021/22 the existing White Oak Leisure Centre with a 6 court sports hall will close. The replacement centre will have a 2-court hall provision. With Orchards Academy being in such close proximity to White Oak Leisure Centre, and the school and its wider community being key to the White Oak Leisure Centre Project delivering health benefits, the improvements to the school's hall space have been
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planned. Existing and new clubs will be able to use the White Oak Leisure Centre and Orchards Academy hall space. Orchards Academy has developed a Community Use Agreement with Sevenoaks District Council for this purpose.

Regeneration of Swanley

Swanley has been identified as an area in need of regeneration (as noted in the Sevenoaks District Council's Economic Development Strategy 2018 – 2021). This can also be seen in the Swanley Master plan study that took place in 2016 which looked at the future regeneration of the area. In addition to this a number of sites have been identified for future housing including the enabling residential development included in the new White Oak Leisure Centre proposal. As a growing community it is essential that provision of a sports hall is maintained in the town to accommodate team and individual sports like netball, basketball, five a side, archery as well as improve opportunities for disability sports in the area.

Swanley Neighbourhood Plan

The new Neighbourhood plan currently being drafted is anticipated to include information from a survey undertaken in 2018, which identified that “the provision of community facilities in Swanley were a concern in relation to indoor sports facilities, community centres and children’s play facilities”*. (*Swanley Town Council – www.swanleytowncouncil.gov.uk/neighbourhood-plan)

Orchards Academy Condition Report

The Condition Data Collection (CDC) from 7 March 2019 highlights the following elements as graded C/Cx (Poor condition or Cx poor condition full replacement) Windows/doors and frames, timber and composite cladding and boarding (some areas of this element are graded D (the worse grade that can be given), ancillary plant (boilers), hot & cold water distribution services, electrical sub-main and luminaries.

Orchards Academy Sport Satellite Programme

		<p>Since 2016 we have developed a variety of satellite sports clubs. We have worked with the SDC Satellite Club Activator for the district and have set up satellite clubs in table tennis, boxing, rugby & roller hockey. As the facilities are currently unable to accommodate the larger clubs, all participants were linked to groups that use other venues further away. This project will therefore meet the need for these clubs to be based at Orchards Academy, therefore providing a more local sustainable pathway from the satellite programme.</p>
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Please provide an explanation of the ‘public benefit’ of the scheme proposed for residents in Sevenoaks District:

<p>5</p> <p style="writing-mode: vertical-rl; transform: rotate(180deg);">Page 35</p>	<p>Economic</p>	<p>Swanley is identified as an area for regeneration in the Sevenoaks District Council’s Economic Development Strategy 2018 – 2021. This project will make a significant contribution to the economic development of Swanley:</p> <p>Sports and physical activity contributes to the national and local economy; directly through job creation and indirectly by reducing healthcare costs and reducing crime. Swanley is home to some of Sevenoaks Districts most deprived wards where the health benefits, and therefore economic benefit, of physical activity are even more apparent. Nationally, for every £1 spent on community sport and physical activity, a return on investment of £3.91** is created for individuals and society (**Sport England – <i>Measuring the Social and Economic Impact of Sport in England 2020</i>).</p> <p>The majority of clubs who will specifically benefit from this project are supported by local volunteers. Volunteering provides the opportunity for people to develop new skills and can be a building block to get individuals back into employment or even advance their career. In addition, volunteering benefits physical and mental health which in itself reduces the pressure on healthcare providers.</p> <p>The ‘not for profit’ nature of this project will see funds reinvested into the facility ensuring sustainability of the amenity going forward. A Community Use Agreement</p>
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		<p>between SDC and Orchards Academy will ensure that the facility is made available for communities now and for future generations to come.</p> <p>Swanley is one of the northern towns with the District and borders onto both Dartford and London Boroughs. It has great transport links being just off the M25 and only a short train journey to London. As such, these improved sport and ancillary facilities can hold sports tournaments that can bring people from Kent and further afield to Swanley. These visitors will create additional revenue for the local economy.</p>
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<p>6</p> <p style="writing-mode: vertical-rl; transform: rotate(180deg);">Page 36</p>	<p>Social</p>	<p>This project will see a facility being provided that is supported by over 14 clubs. It will also benefit 549 students and their parents/carers and families. The health benefits of physical activity and exercise is well documented. Exercise can reduce your risk of major illnesses, such as heart disease, stroke, type 2 diabetes and cancer by up to 50% and lower your risk of early death by up to 30%***. (***)www.nhs.uk/live-well/exercise/exercise-health-benefits/)</p> <p>At the heart of this project is the priority that all sport facilities have, which is to increase capacity for pay and play and overall community access.</p> <p>This project will be a contributor to the reduction in health inequalities in an area of high deprivation (Swanley St Mary and White Oaks fall within the most deprived 20% wards (Lower Super Output Areas LSOA) nationally).</p> <p>The public benefit of this project can be seen not only by the local community that will be able to hire the facility for use but also the school community who are an integral part of Swanley and the White Oak Leisure Centre Project as a whole. As stated on our website (www.orchards-tkat.org) our vision is to ensure that pupils “...make positive contributions to the school community, and where students develop into responsible independent members of society.” This investment will</p>
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		<p>benefit pupils now and in years to come and will provide them with the opportunity to experience a wider range of activities both within the curriculum but also by engaging in sports and clubs outside of school. Harnessing an interest in healthy lifestyles at a young age enables the principles to be taken forward later in life and helps to create a healthier community. It is not only about our students but also our wider school community: our parents/carers; families; staff. From our experience as educators, we know that to provide the best opportunities to our students we should and do have impact on our wider school community. This project to improve the hall facilities and link in with the White Oak Leisure Centre Project and wider Swanley community really will re-inforce and cement our commitment to extending our learning, education and support to all those that are connected to Orchards Academy.</p>
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Page 37	<p>Environmental</p>	<p>The current indoor sport facilities were built in 1965 and as such were not built with the same knowledge and expertise that is available today. This project will see the hall being refurbished to improve the insulation of the walls and roof and the addition of infrared heaters. Infrared heaters are more energy-efficient than other space heaters. Instead of heating the space in a room they directly warm up the objects and people in the room. This reduces heat loss and makes infrared heating panels a highly efficient and effective way to heat a large space such as a sports hall.</p> <p>Orchards Academy is in close proximity to White Oak Leisure Centre where clubs and users of the sports hall will no longer be able to participate in their activity from winter 2021/22. The provision of this facility at Orchards Academy will ensure that travel times and the number of journeys are not increased (which would be the case if clubs had to relocate to other towns across the District). The site is accessible on foot, bike and by bus.</p>
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		<p>In addition, Orchard Academy students and their families, (a high percentage of which live in the local area) can access and use the facilities without the need to travel.</p>
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<p>8</p> <p style="writing-mode: vertical-rl; transform: rotate(180deg);">Page 38</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. If so, which?</p>	<p><u>White Oak Leisure Centre</u> As part of the programmed works to White Oak Leisure Centre which were agreed at a full Council meeting of Sevenoaks District Council on the 21st April 2020, approval was also sought and gained for enhancements to the Orchards Academy sports hall in Swanley to accommodate sports clubs who need a 4 court sports hall.</p> <p><u>SDC Community Plan Priorities 2019-2022</u> In accordance with the SDC Community Plan Priorities 2019-2022, the Council recognises that health is not just about health care. “It is about lifestyle choices, decent housing, social networks and access to leisure and open spaces.” The aim is to introduce further preventative measures for a healthy lifestyle; investment in leisure services and infrastructure is recognised as a key method of achieving this. Investment into Orchards Academy will ensure that there is a sustainable provision of a 4 court hall and 3G pitch going forward. This project supports the following priorities in Sevenoaks Districts Community Plan:</p> <ul style="list-style-type: none"> • “Make it easier for people to travel to key local services and improve infrastructure” – by ensuring the sports provision is maintained in Swanley rather than clubs and users having to travel to neighbouring towns. • “Reduce health inequalities and improve health and wellbeing for all” – by providing a sporting facility in an area of deprivation that will provide initiatives that will impact on obesity, long term health conditions, mental health and physical activity, loneliness and isolation.
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- “Encourage access to health services for all” – by encouraging people with disabilities to take part in sport and volunteering and also supporting the retention of existing sport and leisure.
- “Improves outcomes for children and young people” – by providing a resource that can be used by children and young people not only now but for future generations.
- “Supports people to lead safe, independent and fulfilling lives” – by providing an opportunity for local people to meet and participate in sport together and thus reducing isolation and loneliness.

SDC Sport Facility Strategy 2017 –

This strategy highlights the need to develop additional Community Use Agreements (CUA) to both secure existing, and develop increased opportunities for pay and play usage – particularly for sports halls. As an existing facility that is in poor condition, this project directly supports this aspect of the Strategy. Orchards Academy is committed to providing a facility that is available to the local community that will provide these opportunities whilst also safeguarding the provision for future generations.

There are no other sports halls of this size in the local area. The strategy identifies the need to improve accessibility to provision at a local level, particularly for those without access to a car, who may not be able to travel to other facilities outside the District. Without investment in Orchards Academy, users will need to travel to neighbouring towns like Dartford and Sevenoaks to use their already busy facilities. The Strategy also highlights the need to make better use of all existing facilities, irrespective of provider. It mentions the need to extend access to education sites at evenings and weekends which are currently unavailable. Orchards Academy is

		<p>committed to open the facility to the community in the evenings and weekends as is set out in the CUA with SDC.</p> <p><u>Local Football Facility Plan (LFFP)</u></p> <p>The second phase of our project is to re-surface our all-weather hockey pitch which is at the end of its life. This facility is no longer used for formal hockey and as such intend to upgrade it to a 3G long pile AGP (Artificial Grass Pitch). The LFFP identifies the priority projects for potential investment in Sevenoaks District. Following a period of consultation, a priority project list was drawn up of which Orchards Academy is one of only 4 sites in the District that are earmarked to receive investment to upgrade to 3G.</p>
9	How does the scheme identify with the Council's Infrastructure Delivery Plan (IDP) and its priorities?	The upgrading of the existing facilities of Orchards Academy is identified as an 'education facility' under the Council's Infrastructure Delivery Plan. Appendix A - Schedule of Infrastructure Requirements - identifies that secondary education in Swanley / Hextable is a medium priority.

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Funding

10	Total Project Cost	£446,000
11	<p>Funding required from CIL:</p> <p>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> <p>Please provide the status of each source of funding for example whether it has been formally agreed,</p>	<p>£158,000</p> <p>1) £130,000 - partnership funding from SDC. This funding has been agreed.</p> <p>2) £106,000 - Orchards Academy / TKAT - The trust is planning to provide funding for both the years 2021/22 and 2022/23 for works specifically on the Sports Hall, which will both improve the condition of various elements ie. flat roofing above the shower/changing and toilet areas, also improve the thermal properties of these elements.</p>

<p>whether it has already been paid, whether it has been agreed in principle, if you are waiting for a decision in regard to the funding, or whether you are investigating the source of funding etc.</p>	<p>3) £25,000 - Football Foundation (FF) Small Grant Scheme –The FF have confirmed we are eligible for funding towards the refurbishment of the changing and shower facility and have recommended we submit a bid in January 2021</p> <p>4) £10,000 - Kent Sport Capital Projects Upon consultation and advice from Kent Sports Funding and Partnerships Manager, we will be submitting our application in February 2021 to tie in with the new financial year.</p> <p>5) £10,000 – KCC member fund - This application will be submitted in January 2021.</p> <p>6) £7,000 – Peter Harrison Foundation – Application to be submitted to the April 2021 trustee meeting.</p> <p>7) Swanley Town Council (STC) – An expression of interest was made however due to a lack of funds being available in the Swanley Town Council CIL fund we were unable to submit a bid.</p> <p>8) Sport England – The original funding plan included utilising the Sport England Community Asset Fund. However, following discussions with Sport England it became apparent that due to the Covid 19 pandemic this fund is no longer open to applications such as this. Early indications show that it will be some time before this fund is re-opened, if at all.</p> <p>9) Further sources of funding are currently being investigated and explored.</p>
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12	Is this bid for staged payments?	Yes –3 equal payments
	Will staged payments be accepted?	Yes
	Please provide details of anticipated funding requirements and timetable	It is anticipated that the first payment will be required April 2021, June 2021 with the final due in September 2021.

13	Has a bid(s) for CIL funding been made to relevant town and parish councils?	Bid made (please delete as appropriate):	Yes
		Details of bid	A request to put a funding bid into STC has been made however we have been informed that there are no funds available to be allocated at this time.
		Decision made (please delete as appropriate):	See above
		Details of decision:	See above
	If this bid is being made by a Parish or Town Council and no CIL funds have been contributed by them, please provide an explanation for this.	N/A	

14	Would the scheme be fully funded if the CIL contribution is agreed?	Yes - The project scope can be widened or adjusted to the funding available.
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15	Has this scheme already benefited from CIL funding through the CIL Spending Board?	No	
		If Yes; Please provide further justification as to why further CIL funding is required for this project.	N/A

16	Has this scheme/land/building already benefited from funding from Sevenoaks District Council? Note- this can include grants, section 106s, a Community Fund etc.	Yes.	
		If Yes; Please provide further details of amount and the project involved.	This scheme has benefited from £130,000 funding from SDC. The funding was made available as part of the £20m White Oak

			Leisure Centre project. The White Oak Leisure Centre project received a contribution of £900,000 from CIL funding in December 2019.
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Deliverability

17	Does your organisation have the legal right to carry out the proposed scheme?	Yes	
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18	Anticipated start date for delivery of the scheme:	Planning & pre-construction phases of work will be started in January 2021 with an anticipated construction phase start of May 2021.	
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19	Anticipated finish date for the delivery of the scheme:	The SDC funded element of work, any CIL funded works and first phase of TKAT funded works will be completed by the start of the Autumn Term (September 2021). The second phase of TKAT funded works will be completed a year later (September 2022).	
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20	Anticipated date when CIL funding will need to be made available:	April 2021	
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21	Does land need to be purchased to facilitate the scheme?	No	
		Please provide details	The project consists of the upgrade of existing facilities

22	Please provide a consultation plan to let SDC know when they can expect progress reports on the project.	It is proposed that during the pre-construction phases, updates will be provided at key milestones. These will be, planning approval, appointment of consultant/Project Manager, specification approval, tenders returned and reported, appointment of contractor and pre-start meeting. Once the work starts on site the reports will convert to monthly and will coincide with the monthly progress meetings on site until project completion.	
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23	<p>Please provide details of the management and timescales of the project.</p>	<p>The Client's representative for the scheme will be Justin Culver, who will report directly into the trusts SLT through Steve Dickman (Director of Finance & Operations). TKAT will appoint a consultant through a competitive procurement method to design and manage the project to completion. They will appoint any sub-consultants as necessary to ensure the project is designed and managed appropriately, including any pre-construction surveys and testing. The consultant will manage the tendering process and report on the returned tenders. They will also appoint the contractor on behalf of the trust and manage the construction phase to completion and release of any retained money at the end of defects period (12 months from Practical Completion).</p> <p>The proposed main project timetable (subject to receiving funding), would be;</p> <p>Appoint consultant early February 2021 Tenders out for pricing late March 2021 Appointment of Contractor Mid April 2021 Start of Construction Phase Mid May 2021 Completion of Construction Phase End of August 2021.</p>
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24	<p>Has consultation been carried out on the scheme or is any planned?</p>	<p style="text-align: center;">Yes</p> <table border="1" style="width: 100%;"> <tr> <td style="width: 35%; vertical-align: top;"> <p>Please provide details (Note: Results can be attached separately if necessary.)</p> </td> <td style="width: 65%; vertical-align: top;"> <p>The consultation on this project is ongoing. We are consulting with hirers that are no longer able to use the facilities in their current state. We are also consulting with local sports clubs and groups that will utilise the facility once improved and Swanley Sports Forum (a forum for local clubs to come together to share good practice and ideas).</p> <p>Initial results have shown support from 14 clubs / groups. 64% of which have said the project will enable them to offer more sessions, 57% will be able to expand their</p> </td> </tr> </table>	<p>Please provide details (Note: Results can be attached separately if necessary.)</p>	<p>The consultation on this project is ongoing. We are consulting with hirers that are no longer able to use the facilities in their current state. We are also consulting with local sports clubs and groups that will utilise the facility once improved and Swanley Sports Forum (a forum for local clubs to come together to share good practice and ideas).</p> <p>Initial results have shown support from 14 clubs / groups. 64% of which have said the project will enable them to offer more sessions, 57% will be able to expand their</p>
<p>Please provide details (Note: Results can be attached separately if necessary.)</p>	<p>The consultation on this project is ongoing. We are consulting with hirers that are no longer able to use the facilities in their current state. We are also consulting with local sports clubs and groups that will utilise the facility once improved and Swanley Sports Forum (a forum for local clubs to come together to share good practice and ideas).</p> <p>Initial results have shown support from 14 clubs / groups. 64% of which have said the project will enable them to offer more sessions, 57% will be able to expand their</p>			

			memberships and 78% will be able to expand to become more accessible to all.
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25	Is a relevant SDC ward member(s) supportive of the scheme?	Yes	
		You may provide the signature of an SDC ward member or an email from them to cil@sevenoaks.gov.uk .	An email of support has been provided by Cllr Dyball, Portfolio Holder for People & Places / Ward member St Mary's, Swanley.

26	Is the relevant town/parish council supportive of the scheme?	Yes	
		Signature of a town/parish council chairman, clerk or chief executive (Note: An email from them to cil@sevenoaks.gov.uk would also be sufficient).	An email of support has been provided by Swanley Town Council.

27	Do you have any other local support for the scheme? This can be in the form of businesses, community groups etc.	Yes	
		Please provide details of local support. (Note: An email from a relevant party to cil@sevenoaks.gov.uk would also be sufficient).	<p>We have received confirmation of support from (emails sent directly to CIL inbox):</p> <ul style="list-style-type: none"> ○ Swanley Town Council ○ Swanley Sports Forum ○ Swanley Netball Club ○ Parents of pupils at Orchards Academy <p>Support confirmed from Clubs & Users during consultation (see question 24):</p> <ul style="list-style-type: none"> ○ AFC Green Court ○ NB Tennis ○ Swanley Boxing Club ○ Whiteoak Primetime

			<ul style="list-style-type: none"> ○ Sutton Athletic FC ○ SupaJam ○ Zens FC ○ Swanley Football Club ○ Swanley Netball Club ○ AFC Unity ○ Swanley RFC ○ Swanley Gym Fit ○ Sevenoaks Suns Basketball Club ○ Swanley Oaks Football Club ○ Kent Public Health - Awaiting letter ○ Sevenoaks District Access Group - Awaiting letter
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Maintenance

28	Which organisation will be responsible for ongoing maintenance?	Orchards Academy / TKAT will manage the ongoing maintenance according to our business plan.
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29	Are funding arrangements in place for maintenance?	Yes
		<p>Please provide details</p> <p>A proportion of any revenue received will be set aside for the cyclical replacement or upgrading of elements that will deteriorate with use, such as the hall floor and elements in the toilets/showers. Our Community Use Agreement and Funding Agreement with SDC also outline this process.</p>

30	Please provide any further comments here. This could include if there are any other infrastructure projects that are related to this bid or any that rely on this bid.	
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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 Dickman

Name

.....

Position

Director of Finance and Operations

Further information:

Name, role and contact details of the person that will be the contact for this bid:	Alison Pearce, Business Manager, Orchards Academy (01322 616121)
Name, role and contact details of the person that will be attending SDC's CIL Spending Board to support this bid:	Justin Culver, Asset Program Manager for the Trust [REDACTED]
Name, role and contact details of the person that will be the point of contact and responsible for the Legal Contract:	Belinda Clack, Head of Asset Development for the Trust [REDACTED]
Name, role and contact details of the person that will be legally responsible for receiving the CIL fund*:	Steve Dickman, Director of Finance and Operations for the Trust [REDACTED]
Full company/charity name:	The Kemnal Academies Trust
Registered No:	N/A As an Academy Trust we are an Exempt Charity

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Privacy Notice

The personal data which is collected within this form is reasonably necessary for its public task of processing your application for CIL grant funding. This includes considering whether to grant the application and to ensure the effective management of CIL grant funding if approved.

If your application is unsuccessful then personal information will be retained for a period of 10 years after the application is refused. The personal data shall then be deleted except for any information made public under the Council's other legal obligations (including the Access to Information provisions of the Local Government Act 1972 or the Freedom of Information Act). If your application is successful then your data will be retained for the duration of the project applied for and for the full period in which the contract under which the monies are transferred is enforceable. The personal information will then be deleted, except for any information made public under the Council's other legal obligations. Any information relating to this application which is deleted will be deleted in accordance with the Council's standard record retention practice.

Unless otherwise stated we will generally handle personal information in accordance with the Council's Privacy Policy, which can be found through our website at www.sevenoaks.gov.uk/privacy.

Application B

Proposal: Surgery Extension

Applicant: NHS Kent and Medway CCG

Ward(s): Kemsing

RECOMMENDATION: That the **£117,380** applied for, as set out in the report, for scheme “Extension to Kemsing Surgery” be approved on the following grounds:

Principal Criteria met

- Strong social benefit to the community
- There is evidence to show partnership working
- Sufficient information has been submitted to show that the scheme will be delivered as planning permission has been granted.
- The project is identified in an adopted strategy/plan
- Strong link between new development and the scheme
- Clear public benefit
- Vital community benefits
- There is community support for the project.

Principal Criteria not met:

- Poor evidence has been submitted to show that there is a strong economic and environmental benefit to the community.
- Poor evidence has been provided to show that funding has been maximised as they asking for 61% of the overall total.

Introduction

- 1 CIL money is sought to fund a scheme, which aims to provide a new first floor at the Doctors Surgery in Kemsing.
- 2 Members may recall that £114,646.00 funding was applied for at the last CIL Spending Board (Dec 2019). The project was refused on the following grounds:
 - funding for the scheme was not approved on the basis that other proposed schemes have been given greater priority;

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- the requirement for working in partnership had not been clearly demonstrated in the application;
 - the scheme had not clearly demonstrated whether it had maximised funding sources / CIL funding from the relevant town or parish council(s).
- 3 There were also concerns over who would benefit from the extension if the business was sold off or it stopped being a doctor surgery. These concerns have been addressed in the new submission.
- 4 The application was received before the application deadline closed on 31st December 2020. This proposal has not been previously considered by the CIL Spending Board.

Description of Proposal

- 5 The proposal will include a first floor extension to the Kemsing Branch of the Otford Medical Practice.
- 6 Planning permission for this scheme has already been granted. The delivery of the scheme will take place in 2 phases. The first phase was completed in early 2020 and has created 2 additional clinical rooms.
- 7 The second phase, for which the CIL money will contribute to, will create a further 3 clinical rooms, patient's toilets and extended waiting area. A new patient touchscreen and Jayex display screen/patient call screen will also be installed.
- 8 The first phase was part funded by the partners at the practice and a capital contribution from the NHS England Minor Improvement Grant Scheme (successful bid). The partners will also part fund the second phase and are seeking a capital contribution towards this.
- 9 The NHS CCG predict that the proposed development in the area would result in the need to increase the capacity of the surgery by 22%. Providing the extension, will allow the facilitation of medical services to the local population within the practice catchment area, allowing for the population to continue to see a local GP and maximise medical coverage at a local level.

Funding

- 10 The NHS CCG has estimated that the total cost of the project to extend the Kemsing Medical Practice is £193,000.

- 11 They have identified the following additional funding sources and grants to support their application to the Board:
- a. Kemsing Parish Council (£10, 000) - from CIL. 5.2% of total funding.
 - b. Otford Medical Practice Partners (£65,620) - 34% of total funding.
- 12 Therefore, currently, to meet the funding gap for the full cost of the project, the NHS CCG has applied to the Board for £117,380 of CIL funding. This equates to 61% of the total project cost.

Representations and Support

- 13 The application is supported by the following local representatives and organisations:
- Kemsing Parish Council, who have confirmed in writing that they will donate £10 000 of their CIL money to the project.
 - The Chair of the Otford Medical Practice Patient Participation Group has also written in support.
 - Cllr Gough - Kent County Councillor is also in support of this proposal.

Lead Officers Appraisal of Bid

Principal Criteria met

- Strong social benefit to the community
- There is evidence to show partnership working
- Sufficient information has been submitted to show that the scheme will be delivered as planning permission has been granted.
- The project is identified in an adopted strategy/plan
- Strong link between new development and the scheme
- Clear public benefit
- Vital community benefits
- There is community support for the project.

Principal Criteria not met:

- Poor evidence has been submitted to show that there is a strong economic and environmental benefit to the community.
- Poor evidence has been provided to show that funding has been maximised as they asking for 61% of the overall total.

Appraisal

Strong social and environmental benefits to the community

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- 14 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 case as to whether the scheme should receive CIL funding.
- 15 The proposal would clearly provide a strong social benefit. It will provide vital services for the all the community supporting patients of all ages. The NHS states that “*Augmenting this can only improve social cohesion in the village and surrounding area and maintain ethos and spirit*”.
- 16 The proposal will also provide an environmental benefit, by reducing the need to drive elsewhere to these services.
- 17 The NHS state that this proposal would provide an economic benefit to the community, it will foster community spirit and maintain the attractiveness of the village to current and new residents.

There is sufficient evidence to show strong partnership working.

- 18 There is a formal partnership between the CCG, Kemsing Parish Council and Otford Medical Practice GP Partners through funding.

The project is identified in an adopted strategy/plan.

- 19 This project is listed as a priority in the Council’s Infrastructure Funding statement, which supports the increase in the capacity of Otford Health Services.
- 20 The Council’s Infrastructure Delivery Plan, which identifies that the growth in and around northern Sevenoaks will have an impact on general practice capacity, specifically Otford Medical Practice,
- 21 The need for the scheme is also identified in the current CCG Estates Strategy - which recognises the growth in northern Sevenoaks and the impact of that.

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

- 22 The CCG has reviewed the Sevenoaks District Council Local Plan in order to provide an assessment of housing growth and the practice boundaries that this falls within. The analysis shows that within the Otford Medical Practice boundary there will be an estimated 1000 new houses; this takes into account existing permissions and allocations in the local plan.
- 23 The above includes the proposed developments at Halsted (c 635 dwellings) fall within the boundary of the Otford Medical Practice.

- 24 It is therefore clear that this project will provide infrastructure, which will support new development in its area.

Sufficient evidence has been provided to show a clear public benefit to the scheme:

- 25 This project is providing a vital benefit for all ages of the community. The NHS CCG have shown that this project is providing for a clear need created by the increase of development in the area.

Sufficient evidence has been submitted to show that the scheme will be delivered

- 26 Sufficient evidence has been provided to show that there is clear management of the project, as it is clearly planned with timescales in place. The project already benefits from planning permission.
- 27 The planning permission requires an archaeologist to oversee excavation of the foundation trenches, which is still required to be carried out.

Strong community support for the project

- 28 This bid has received support from the Patient Participation Group.
- 29 Please note - to address the concerns raised by the CIL Spending Board, a formal agreement will be put in place between NHS England, the CCG and the GP contractor, which will set out the terms and conditions of the grant. A condition would be that the premises remain in use for the delivery of NHS services for at least 10 Years (time period informed by value of project) in accordance with the NHS General Medical Services Premises Cost Directions 2013. Should the premises cease to be used for NHS services during this time a proportion of the grant would be repayable.
- 30 It is noted in the CIL Spending Board in December 2019 that questions were raised regarding protection of the CIL funding within a building owned by the Practice. This has been covered as following the meeting last year a template grant agreement was shared with the legal officer at SDC. Officers advised in the meeting last year that a similar action to that described above could be possible as a clause in any legal agreement with the granting of CIL funding.
- 31 In regards to the other areas of concern, the partnerships have now been made more formal and the Parish Council have donated some of their CIL money to the project.

Application Considerations - Weakly Performing Criteria

- 32 When carrying out the assessment of this funding application, Officers felt that the application did not perform as strongly against the following criteria:

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- Poor evidence has been submitted to show that there is a strong economic and environmental benefit to the community.
- Insufficient evidence has been provided to show that funding has been maximised as they asking for 61% of the overall total.

Conclusion

- 33 The NHS CCG have submitted an application to the CIL Board to consider awarding CIL money towards the extension of Kemsing Doctors Surgery to increase its capacity.
- 34 The need for the scheme has been demonstrated and there is a clear social and public benefit to this project. The proposal is identified in the Council's Infrastructure Funding Statement and Infrastructure Delivery Plan. It is noted that the applicant is asking for 61% of the funding in comparison to the total project cost, however the need for this scheme outweighs this. This project has applied for CIL funding previously. The NHS CCG have addressed the reasons for refusal and have submitted a revised bid.
- 35 After reviewing the application and subsequent supporting evidence, it is recommended by Officers that £117,380 of CIL funding be approved to support the delivery of the project. It is clearly demonstrated that the scheme provides clear public benefits and approving this bid would provide good value for CIL money applied for, compared to the cost of the overall project.
- 36 Due to concerns raised at the previous CIL Spending Board, officers recommend that the application enters into a legal agreement to ensure that the applicant spends the CIL money as to what is laid out in the bid and also that a legal agreement is entered into as laid out in paragraph 29 which seeks to ensure that if the property ceases to be used for NHS services that a proportion of the CIL money would be repayable.

Background Papers

Appendices	Original bidding proforma and supporting information
Background Papers	None
Contact Officer(s)	Claire Pamberi ex 7221/Carlyn Kan ex 7264
Richard Morris	Deputy Chief Executive and Chief Officer - Planning and Regulatory Services

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

BID FOR FUNDING PRO-FORMA (INFRASTRUCTURE ONLY)

Scheme name:	Kemsing Surgery Extension
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Description of Scheme:	First floor extension of the Kemsing branch of the Otford Medical Practice
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1 Page 55	Is this scheme promoted by your organisation in partnership with another organisation(s)?	Yes	
		Organisation Name(s):	NHS Kent & Medway CCG
		Responsible individuals(s):	Alison Burchell, Deputy Director of Primary Care – Strategic Planning and Primary Care Estates
		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.	Section 11 of the form details funding from Kemsing Parish Council and Otford Medical Practice GP Partners. This funding is available subject to CIL funding being secured. The CCG holds the budget for re-imbursement of rent; any additional space will increase the rent re-imbursement. This is considered through standard CCG processes. (note point in section 11 regarding abatement).	

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2	Is planning permission required for the scheme?	Yes	
		If yes, has it been applied for?	Yes
		If no, please explain why?	
	If planning permission has been granted – please provide details and a reference number.	18/03389/FUL dated 27/12/2018	
	Details of any other consent required (if appropriate (e.g. conservation, Listed Buildings, other Government bodies):	Consent required	Planning permission requires an archaeologist to oversee excavation of foundation trenches
Date applied for / granted		TBA	

Need for the Scheme

3 Page 56	List of projects or development that result in the need for this scheme:	<p>The CCG has reviewed the Sevenoaks District Council Local Plan in order to provide an assessment of housing growth and the practice boundaries that this falls within. The analysis shows that within the Otford Medical Practice boundary there will be an estimated 1000 new houses; this takes into account existing permissions and allocations in the local plan.</p> <p>The above includes the proposed developments at Halsted (c 635 dwellings) fall within the boundary of the Otford Medical Practice.</p>
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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):	<p>Planned housing developments will mean an increase in population which in turn requires further general medical professional capacity to meet this need. These medical professionals will need premises out of which to operate and the current building is too small to facilitate this anticipated demand.</p> <p>The CCG estimates that the demand over the period resulting from the developments in the area will result in c2400 new patient registrations. To put this into perspective this</p>
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		<p>would be an increase, based on the patient list today, of 22%.</p> <p>Providing the extension will allow the facilitation of medical services to the local population within the practice catchment area, allowing for the population to continue to see a local GP and maximise medical coverage at a local level.</p>
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Please provide an explanation of the ‘public benefit’ of the scheme proposed for residents in Sevenoaks District:

5	Economic	Maintaining GP services locally provides an economic benefit as it enhances the local economy, fosters community spirit and maintains the attractiveness of the village and surrounding area to current and new residents.
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6	Social	The medical practice currently provides vital services supporting patients of all ages in the community. Augmenting this can only improve social cohesion in the village and surrounding area and maintain community ethos and spirit.
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6	Environmental	Providing local services reduces the need to drive in private motor vehicles elsewhere for these services. Kemsing is a rural village and the building to be extended is within walking or cycling distance of most of the populace. Alternative services could only be reached by car.
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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. If so, which?	The current CCG GP Estates Strategy (for West Kent area) recognises the growth in the northern area of Sevenoaks and details the expansion of the branch surgery as a response to this growth. This has also been discussed with SDC and documented as part of the Infrastructure Delivery Plan.
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- The GP partners have confirmed 34% of the funding will be provided which is the standard requirement in line with NHS requirements at this time.
- Kemsing Parish Council support the project and have agreed to provide £10,000 CIL funding towards the total project cost. Email provided.

The above total project costs are estimated (an estimated budget has been provided for the building works) and a full tender would be undertaken once funding secured.

A formal agreement will be put in place between NHS England, the CCG and the GP contractor which will set out the terms and conditions of the grant. A condition would be that the premises remain in use for the delivery of NHS services for at least 10 Years (time period informed by value of project) in accordance with the NHS General Medical Services Premises Cost Directions 2013. Should the premises cease to be used for NHS services during this time a proportion of the grant would be repayable.

The Partners of Otford Medical Practice own the Kemsing Surgery building that they deliver General Medical Services from in line with their GP contract. The CCG pays a notional rent to the practice for this building. The extended building will attract an increased rent to the practice paid to the Practice by the CCG. However 66% of this increased rent will be abated (clawed back/reduced) to the NHS for 10 years after completion of the project mitigating any profit the partners of the Otford Medical Practice would make on the building. The 66% is based on the total of the requested CIL contributions from both SDC and Kemsing Parish Council.

Please note that this scheme was considered at the CIL Spending Board in 2019. The scheme was refused on the basis that the applicant had not adequately demonstrated that it was working in partnership with other organisations, including the relevant town or parish council, and local Ward Members. Support has now been requested and provided

		<p>by the Parish Council.</p> <p>In addition, questions were raised regarding protection of the CIL funding within a building owned by the Practice. This has been covered in the above response and following the meeting last year a template grant agreement was shared with the legal officer at SDC. Officers advised in the meeting last year that a similar action to that described above could be possible as a clause in any legal agreement with the granting of CIL funding.</p>

12	Is this bid for staged payments?	Yes
	Will staged payments be accepted?	Yes
	Please provide details of anticipated funding requirements and timetable	To be agreed – from Autumn 2021

Page 60	Has a bid(s) for CIL funding been made to relevant town and parish councils?	Bid made (please delete as appropriate):	Yes
		Details of bid	To consider funding a contribution to scheme
		Decision made	Yes (April 2020 and confirmed again in Dec 20)
		Details of decision:	Kemsing Parish Council has allocated up to £10,000-00 to their project, subject to SDC confirming that they will fund the Surgery's application with SDC's CIL funds.
	If this bid is being made by a Parish or Town Council and no CIL funds have been contributed by them, please provide an explanation for this.		

14	Would the scheme be fully funded if the CIL contribution is agreed?	Yes
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15	Has this scheme already benefited from CIL funding through the CIL Spending Board?	No
		If Yes; Please provide further

		justification as to why further CIL funding is required for this project.	
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16	Has this scheme/land/building already benefited from funding from Sevenoaks District Council? Note- this can include grants, section 106s, a Community Fund etc.	No	
		If Yes; Please provide further details of amount and the project involved.	

Deliverability

17	Does your organisation have the legal right to carry out the proposed scheme?	Yes (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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18	Anticipated start date for delivery of the scheme:	Autumn 2021
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19	Anticipated finish date for the delivery of the scheme:	Spring 2022
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20	Anticipated date when CIL funding will need to be made available:	Autumn 2021
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21	Does land need to be purchased to facilitate the scheme?	No (please delete as appropriate)
		Please provide details

22	Please provide a consultation plan to let SDC know when they can expect progress reports on the project.	Once the funding has been secured a project plan will be produced; this will include progress reports to the CCG and SDC.
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23	Please provide details of the management and timescales of the project.	The practice has engaged a project manager for the first phase of the extension; the same project manager will remain engaged for the second phase of works. Expected commencement of project, subject to funding, Autumn 2021.	
24	Has consultation been carried out on the scheme or is any planned?	<p>Carried out</p> <p>Please provide details (Note: Results can be attached separately if necessary.)</p>	<p>Local residents had an opportunity to comment as part of planning application and permission 18/03389/FUL</p> <p>In addition we provide updates to our Patient Participation Group; an extension to the existing premises does not require a formal consultation.</p>
25	Is a relevant SDC ward member(s) supportive of the scheme?	<p>Yes</p> <p>You may provide the signature of an SDC ward member or an email from them to cil@sevenoaks.gov.uk.</p>	<p>Cllr Dee Morris</p>
26	Is the relevant town/parish council supportive of the scheme?	<p>Yes and £10,000 CIL funding pledged from Kemsing Parish Coucil.</p> <p>Signature of a town/parish council chairman, clerk or chief executive (Note: An email from them to cil@sevenoaks.gov.uk would also be sufficient).</p>	
27	Do you have any other local support for the scheme? This can be in the form of businesses, community groups etc.	<p>Yes – Practice Patient Participation Group supportive</p> <p>Please provide details of local support. (Note: An email from a relevant party to cil@sevenoaks.gov.uk would also be</p>	

		sufficient).	
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Maintenance

28	Which organisation will be responsible for ongoing maintenance?	The Otford Medical Practice.
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29	Are funding arrangements in place for maintenance?	Yes
		Please provide details

Funding for any ongoing maintenance will be provided year on year from the revenues of the practice.
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30	Please provide any further comments here. This could include if there are any other infrastructure projects that are related to this bid or any that rely on this bid.	The CCG Estates Strategy (West Kent area) takes an overarching assessment of the growth within the Sevenoaks area and in liaison with the practices has outlined the premises priorities required to respond to this growth; these are reviewed on a regular basis and will inform the development of the Kent and Medway CCG GP Estates Strategy in 2021. The proposed extension will provide resilience and sustainability for the Otford Medical Practice and alongside other general practice plans for the wider area.
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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.

Agenda Item 4b

Signature:



23-12-2020

Name: Dr Alastair Eakins

Position: Senior Partner, Otford Medical Practice

Signature:



Name: Alison Burchell

Position: Deputy Director of Primary Care – Strategic Planning & Primary Care Estates NHS Kent & Medway CCG

Further information:

Name, role and contact details of the person that will be the contact for this bid:	Dr Alastair Eakins, Otford Medical Practice, Sevenoaks, TN14 5RB Alison Burchell, Deputy Director of Primary Care – Strategic Planning & Primary Care Estates NHS Kent & Medway CCG
Name, role and contact details of the person that will be attending SDC’s CIL Spending Board to support this bid:	Dr Alastair Eakins, GP, Otford Medical Practice Alison Burchell, Deputy Director of Primary Care – Strategic Planning & Primary Care Estates NHS Kent & Medway CCG
Name, role and contact details of the person that will be the point of contact and responsible for the Legal Contract:	Juliet Glanfield, Senior Programme Manager - Infrastructure NHS England and NHS Improvement - South East juliet.glanfield@nhs.net Alison Burchell, NHS Kent and Medway CCG will be the central point of contact for CCG & NHSE.
Name, role and contact details of the person that will be legally	Juliet Glanfield, Senior Programme Manager - Infrastructure

responsible for receiving the CIL fund*:	NHS England and NHS Improvement - South East juliet.glanfield@nhs.net Alison Burchell, NHS West Kent CCG will be the central point of contact for CCG & NHSE.
Full company/charity name:	
Registered No:	

Privacy Notice

The personal data which is collected within this form is reasonably necessary for its public task of processing your application for CIL grant funding. This includes considering whether to grant the application and to ensure the effective management of CIL grant funding if approved.

If your application is unsuccessful then personal information will be retained for a period of 10 years after the application is refused. The personal data shall then be deleted except for any information made public under the Council's other legal obligations (including the Access to Information provisions of the Local Government Act 1972 or the Freedom of Information Act). If your application is successful then your data will be retained for the duration of the project and for the full period in which the contract under which the monies are transferred is enforceable. The personal information will then be deleted, except for any information made public under the Council's other legal obligations. Any information relating to this application which is deleted will be deleted in accordance with the Council's standard record retention practice.

Unless otherwise stated we will generally handle personal information in accordance with the Council's Privacy Policy, which can be found through our website at www.sevenoaks.gov.uk/privacy.

Agenda Item 4b

From: [Kemsing Parish Council](#)
To: [BURCHELL, Alison \(NHS KENT AND MEDWAY CCG\)](#)
Subject: Otford Medical Centre - Kemsing extension
Date: 15 December 2020 12:55:57

Good afternoon Ms. Burchell,

This is to confirm that, in support of allowing Otford Medical Practice to proceed with their application for CIL funding from Sevenoaks District Council (SDC), Kemsing Parish Council has allocated up to £10,000-00 to their project, subject to SDC confirming that they will fund the Surgery's application with SDC's CIL funds.

I trust that you will find this in order.

Kind regards

Yolanda Tredoux (Mrs.)
Clerk & Financial Officer to Kemsing Parish Council
The Clerk's Office, St. Edith Hall
High Street, Kemsing
Sevenoaks, Kent, TN15 6NA
Tel: 01732 762 841
www.kemsingpc.kentparishes.gov.uk

Office Opening Hours:

The office is currently closed until further notice.

We aim to respond to emails as soon as possible and usually within 15 working days.

The information you provide (personal information such as name, address, email address, phone number, organisation) will be processed and stored to enable us to contact you and respond to your correspondence, provide information and/or access our facilities and services. Your personal information may be shared with Parish Councillors (within Kemsing Parish Council), but will not be shared or provided to any other third party. If you do not wish your personal details to be forwarded please state this immediately.

This message originated from outside of NHSmail. Please do not click links or open attachments unless you recognise the sender and know the content is safe.

Carlyn Kan

Subject: FW: OTFORD MEDICAL PRACTICE PATIENT PARTICIPATION GROUP (PPG) SUPPORT FOR KEMSING SURGERY EXTENSION CIL APPLICATION

From: Ken Cardinal [REDACTED]

Sent: 29 December 2020 15:52

To: Planning Comments <planning.comments@sevenoaks.gov.uk>

Cc: ken cardinal [REDACTED]

Subject: OTFORD MEDICAL PRACTICE PATIENT PARTICIPATION GROUP (PPG) SUPPORT FOR KEMSING SURGERY EXTENSION CIL APPLICATION

EXTERNAL EMAIL: Do not click links or open attachments unless you recognize the sender and know the content is safe.

From, Kenneth Cardinal – Chair of Otford Medical Practice Patient Participation Group

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Tel [REDACTED] **e-mail** [REDACTED] [REDACTED] **29th December 2020**

To: Planning Department, cil Applications
Sevenoaks District Council,
Argyle Road,
Sevenoaks,
Kent, TN13 1HG
Telephone: 01732 227000. **Email:** planning.comments@sevenoaks.gov.uk

Subject: - Support for cil Application – Extension to Kemsing Surgery - by the Otford Medical Practice Patient Participation Group (PPG)

Dear, Sir or Madam,

I am Chair of the Otford (which also covers Kemsing, Shoreham and Seal) Medical Practice PPG team and we represent the views of the patients served by the Practice with a patient population, currently standing at more than 11,000, and forecast to grow rapidly in the coming planning period. We thought we should write to let you know that the cil application for the extension of the Kemsing Surgery has the full support of the PPG. Our reasons are summarised below.

1, Patients have consistently, in response to the PPG annual Patient Survey, requested that more appointments be made available at Kemsing. The reason includes difficulties in getting to Otford (limited public transport provision), parking issues at Otford and cost.

2, Large housing developments, planned or in progress, will add to pressures that will require new facilities. The Kent long term plan identifies the area as one of the highest for population growth. Planned housing development in the new Sevenoaks Local Plan would increase pressure on medical services provided in the Otford Medical Practice boundary (circa 1,300 dwellings) which could result in approximately 2,900 patient registrations in the Plan period.

Agenda Item 4b

3, NHS plans envisage the transfer of more medical procedures away from hospitals and into primary care. This will require more facilities in primary care including the provision of capabilities for the increasing use of technology for diagnosis and treatment.

All the above will require a significant investment if proper patient care is to continue to be provided. As we represent OMP patients we believe it is the PPG's responsibility to help make sure that their health is not compromised. We therefore fully support the cil application for the extension of the Kemsing Surgery.

Please let me know if you need more information. Thank you.

Yours faithfully, Kenneth Cardinal – PPG Chair.

Application C

Proposal: Otford Road traffic scheme

Applicant: Otford Parish Council

Ward(s): Otford & Shoreham

RECOMMENDATION: The £49,507.50 applied for, as set out in the report, for scheme “Otford Road traffic scheme” be approved on the following ground:

Principal Criteria met:

- Strong economic, social and environmental benefits to the community
- The project is identified in an adopted strategy/plan
- Strong evidence has been submitted to demonstrate a strong link between new development and the scheme
- Strong local support

Principal Criteria not met:

- Not all consents required to carry out the scheme have been obtained
- Not all funding for the scheme is secure

Introduction

- 1 Otford Parish Council have submitted a traffic-calming scheme for the roads around the centre of Otford. Cllr Roy is the lead officer for this project. Otford Parish Council is one of 31 Town and Parish Councils in Sevenoaks District. It is located in the north of the district sharing its administrative parish boundaries with Dunton Green, Sevenoaks, Kemsing, Halstead and Knockholt.
- 2 The application was received before the application deadline closed on 31st December 2020. This proposal has not been previously considered by the CIL Spending Board.
- 3 **Description of Proposal**
- 4 The proposal is to introduce traffic calming measures in Otford by improving road safety for pedestrians, easing congestion, encouraging active travel and

Agenda Item 4c

sustainable modes of travel. It is proposed for a 20-mile per hour speed limit to be introduced on, or sections of, the following roads: the High Street, Pilgrims Way West, Station Road, Pilgrims Way East and Sevenoaks Road. This would be highlighted with the use of signage and road markings. Other measures to assist with traffic calming include upgrading refuge islands, new refuge islands, new and improved pedestrian crossing points.

Funding

- 5 The applicant, Councillor Roy (on behalf of Otford Parish Council), has estimated that the total cost of the project to implement the traffic calming scheme is £222,003.94.
- 6 The applicant has identified the following additional funding sources and grants to support their application to the Board:
 - Funding to be provided from Otford Parish Council CIL- £41,083.76 - formally agreed.
 - Funding to be provided from Kent County Council LTP fund - £30,000 - formally agreed.
 - Funding to be provided from KCC Member fund - £5,000 -formally agreed.
 - Funding to be provided from projected Otford Parish Council CIL - £39,433.74 - this has not yet been received by Otford PC.
 - Funding to be provided from Otford Parish Council reserves - £43,683.39 - formally agreed.
 - Funding to be provided from KCC LTP and small works budgets- £13,295.55 - formally agreed.
- 7 Therefore, to meet the funding gap for the full cost of the project, the applicant has applied to the Board for £49,507.50 of CIL funding. This equates to 22% of the total project cost.

Representations and Support

- 8 The application submitted indicates that the applicant is working in partnership with KCC Highways and the Otford Society to deliver the scheme.
- 9 The application is supported by the following local representatives and organisations:
 - Cllr John Edwards-Winsor - (Otford & Shoreham Ward member)

- Cllr Roger Gough (KCC county Member for Sevenoaks North and Darent Valley)
- Sir Michael Fallon
- Otford Parish Council
- The Otford Society
- The Otford Historical Society
- Otford Primary school
- St Michael's school

Lead Officers Appraisal of Bid

Principal Criteria met

- Strong social, economic and environmental benefits to the community
- The project is identified in an adopted strategy/plan
- Strong link between new development and the scheme
- Strong local support
- Strong evidence has been submitted to show that the scheme will be delivered

Principal Criteria not met

- Not all consents required to carry out the scheme have been obtained
- Not all funding for the scheme is secure

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 proposal demonstrates a number of social benefits to the community. The traffic calming projects proposed will help to decrease numbers of pedestrian traffic accidents and decrease the likelihood of them occurring. The application form notes that the introduction of 20 mph zones is a particularly effective method of protecting vulnerable road users such as children and cyclists. The introduction of 20 mph zones and reduced traffic volume would create a safer environment for pedestrians that would encourage walking and cycling. There are health benefits to increased physical activity not only physically but also for mental health.

Agenda Item 4c

- 12 The scheme demonstrates strong economic benefits to the community. It is proposed safer streets and less traffic would encourage more people to walk and cycle and so encourage people to buy from local shops. A safer environment would encourage active travel, which would benefit local businesses and high streets. It is noted that walking and cycling rather than driving would save users money as well.
- 13 The project sets out a number of environmental benefits. A reduction of traffic and car journeys would improve the air quality of the area. It is also considered there would be a reduction of pollution and decrease of carbon emissions. The results of a traffic survey of Otford residents showed that they make short car journeys due to lack of safety on the roads. The proposed projects to improve the safety of walkers and cyclists and would help to decrease short car journeys which are particularly harmful for the environment.
- 14 On balance of the information submitted, it is clear there are strong social, economic and environmental benefits to the community resulting from this scheme.

The project is identified in an adopted strategy/plan.

- 15 The project is not specifically listed in the Council's Infrastructure Funding Statement. However, one of the Council's priorities for infrastructure, for the next year, should be to partially fund local community or infrastructure projects that show a clear public benefit or support a clear local need. It is considered that the scheme demonstrates a clear public benefit and evidence has been submitted to demonstrate a local need for improvements for traffic volumes and road safety.
- 16 The Infrastructure Delivery Plan does not refer to the proposed scheme.
- 17 The applicant has identified a number of adopted strategies and plans relating to the scheme. These include KCC Local transport plan, SDC Strategy for transport 2010 to 2026 and Otford Neighbourhood Plan. The identified plans identify the benefits of active travel, reduced congestion and safety of roads.
- 18 Therefore, after careful consideration, there is sufficient evidence to demonstrate that the project is identified in an adopted strategy or plan.

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

- 19 As part of their submission, the applicant has specifically identified developments in the area that have created a need for this project.
- 20 A list of developments within Otford and surrounding areas of Halstead, Knockholt, Badgers Mount, Kemsing and Bat & Ball has been provided. The applicant has identified almost 3000 potential new homes will be developed in Otford in addition to developments in nearby areas. It is considered there will be an increased car use as a result of these developments.
- 21 Therefore, after careful consideration, the need for the scheme has been adequately demonstrated through the submitted application.

Sufficient evidence has been submitted to show that the scheme will be delivered

- 22 Another key criterion for assessing the application is how the project will be delivered.
- 23 The applicant has provided sufficient evidence to demonstrate that the project is likely to be delivered. A consultation plan has been provided outlining project phases and an assigned project manager. Further to this, the applicant has provided details on responsible parties for the design works and construction works. It is clear from the information submitted the applicant has considered how the project will be implemented and managed once implemented. It is however noted that they are still awaiting the outcome of a Traffic regulation order, despite applying in October 2020.

Strong community support for the project

- 24 A further key consideration when assessing applications for the CIL Board is to determine whether the scheme has local support from the local community.
- 25 The applicant has confirmed that local support has been received from the relevant Ward member. Two local schools and two local societies have expressed their support as well. In addition to this, support has been received from Cllr Roger Gough and Sir Michael Fallon.
- 26 The applicant has carried out extensive consultation regarding the scheme. A traffic questionnaire was answered by over half of Otford's households. The results showed the residents supported the proposed works to improve

Agenda Item 4c

road safety. A second consultation took place requesting residents views on proposed traffic plans. Furthermore, members of the community have the opportunity to comment further on the scheme at Otford Parish Council meetings or other methods such as social media.

- 27 Therefore, it has been clearly demonstrated that the application has strong local support from the local community and its representatives.

Application Considerations - Weakly Performing Criteria

- 28 When carrying out the assessment of this funding application, Officers felt that the application did not perform strongly against the following criteria:

- *Not all consents required to carry out the scheme have been obtained*
- *Not all funding for the scheme is secure*

- 29 It is indicated that the second phase would be fully funded with the CIL contribution but the third phase would not be. Appendix F of the supporting information outlines a breakdown of funding for the three phases. This indicates that the projected Otford Parish Council CIL of £39,433.74 would contribute towards funding phase three. It is of note that CIL would only be payable upon commencement of works of the development and so these funds are not secure.

Conclusion

- 30 Councillor Roy, on behalf of Otford Parish Council, has submitted an application to the Board to consider the implementation of a road-calming scheme in Otford. The need for the scheme has been clearly demonstrated and there are a number of social, economic and environmental benefits. The proposal is formally identified in a number of plans and strategies and is supported by the local community. It is noted that the applicant is asking for a small amount of funding in comparison to the total project cost, and has not benefited from CIL funding previously.

- 31 After reviewing the application and subsequent supporting evidence, it is recommended by Officers that £49,507.50 of CIL funding be approved to support the delivery of the project. It is clearly demonstrated that the scheme provides clear public benefits and approving this bid would provide good value for CIL money applied for, compared to the cost of the overall project.

Appendices	Original bidding proforma and supporting information
Background Papers	None
Contact Officer(s)	Claire Pamberi (ex 7221)/Carlyn Kan (ex 7264)
Richard Morris	Deputy Chief Executive and Chief Officer - Planning and Regulatory Services

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From: [Cllr Edwards-Winser, John](#)
To: [CIL Mailbox](#)
Cc: [Cllr Roy, Irene](#); [Nick Rushby](#)
Subject: Otford Traffic Management CIL request
Date: 31 December 2020 17:06:25

I hope that you have received a CIL request from Otford PC for their proposed Traffic Management Scheme - I have counter-signed the hard copy as supporting District Councillor for Otford & Shoreham and this e-mail is to verify that I agree with the proposal.

Regards
John E-W
Chairman & Member for Otford & Shoreham
01959-522503

Agenda Item 4c

From: [Rod Shelton](#)
To: [CIL Mailbox](#)
Cc: [Cllr Roy, Irene](#)
Subject: Support for the Otford Road Traffic Scheme
Date: 31 December 2020 12:39:07

EXTERNAL EMAIL: Do not click links or open attachments unless you recognize the sender and know the content is safe.

I have been asked by our committee to express our whole-hearted support for the Planned Road Traffic Scheme for Otford.

It is long over-due as there have been demands to slow the flow of traffic through the village for very many years.

I am happy to show you minutes from this Society appealing for effective slowing of traffic, dating to 1976! – and it has continued in our minutes ever since.

The prime objective of this society is not only to protect the fabric of our village but to maintain and improve the quality of life for our residents.

The dangers formed by speeding traffic are evidently contrary to this, exacerbated by the presence of our village school in the centre of our village.

Thus we entirely support the present scheme and have included a large part of our latest news-sheet in support of it.

Thank you cllr. Roy for the extensive efforts that you have devoted to bringing this about.

Yours sincerely

Rod Shelton

Chairman



The Otford Society

Your Society - representing residents and businesses in Otford

Rod Shelton, Chairman

Rod Shelton

Tel: [REDACTED]

Mob: [REDACTED]

From: [Rod Shelton](#)
To: [Cll Mailbox](#)
Cc: [Cllr Roy, Irene](#)
Subject: The Otford Society support the Road Traffic Scheme
Date: 31 December 2020 16:01:24

EXTERNAL EMAIL: Do not click links or open attachments unless you recognize the sender and know the content is safe.

The Otford Society is a civil association representing all members of the Otford community. Our objective is not only the protection of the fabric of our village but the improvement of the quality of life for our residents.

There have been demands to slow the flow of traffic through the village for very many years. In fact recently when filing old Society minutes for 1976, it was the lead item in many of the agendas.

It is not surprising therefore that three of our present Management committee are also active members of the Traffic Management Group.

The dangers to our residents created by speeding traffic on narrow roads is self-evident and calls continue to be made for action to be taken.

Thus the Otford Society entirely support the present scheme and have included a large part of our latest news-sheet in support of it.

We should particularly like to express our thanks to Cllr Roy who has led her team through two years of preparation for this moment.

We ask that you provide your support for this important project which will affect the lives of our community for years to come.

Rod Shelton. Chairman



The Otford Society

Your Society - representing residents and businesses in Otford

Rod Shelton, Chairman



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Appendices:

[Appendix A: Traffic Management Report & Strategy](#)

[Appendix B- Overview of Traffic Plans](#)

[Appendix D: Traffic Assessment Fort Halstead A](#)

[Appendix D: Traffic Assessment Fort Halstead B](#)

[Appendix G: Public Consultation](#)

[Appendix H: Professional Consultation Report](#)

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APPENDIX C: Confirmation of Partnership

Otford Traffic Calming Scheme



Nikola.Floodgate@kent.gov.uk

Wed, 25
Sep
2019,
20:25

to cil, me

We are working in partnership with Otford Parish Council.

We have allocated £30,000 of Local Transport Plan 2020/21 funding (available between April 2020 and March 2021) towards highway improvement schemes that promote improved accessibility and traffic management measures.

KCC are supporting Otford Parish Council in their development of an appropriate scheme in the confines of the current public highway.

The scheme intends to improve traffic management and positively impact on the accessibility of the local area for the parish.

If the Parish continue to work with KCC on an acceptable highway solution we are confident that the project has high chances of success.

Kind Regards

Nikola Floodgate | Schemes Planning & Delivery Manager | Highways,
Transportation & Waste | Kent County Council | Ashford Highway Depot, Henwood
Industrial Estate, Javelin Way, Ashford, TN24 8AD | Telephone: 03000 416239 |
Mobile: 07595 090351 | www.kent.gov.uk/highways
[@KentHighways](#)

Please consider the environment before printing this email

Agenda Item 4c

From: Rod Shelton [REDACTED]
Sent: 31 December 2020 16:01
To: CIL Mailbox <cil@sevenoaks.gov.uk>
Cc: Cllr Roy, Irene <cllr.roy@sevenoaks.gov.uk>
Subject: The Otford Society support the Road Traffic Scheme

The Otford Society is a civil association representing all members of the Otford community. Our objective is not only the protection of the fabric of our village but the improvement of the quality of life for our residents.

There have been demands to slow the flow of traffic through the village for very many years. In fact recently when filing old Society minutes for 1976, it was the lead item in many of the agendas.

It is not surprising therefore that three of our present Management committee are also active members of the Traffic Management Group.

The dangers to our residents created by speeding traffic on narrow roads is self-evident and calls continue to be made for action to be taken.

Thus the Otford Society entirely support the present scheme and have included a large part of our latest news-sheet in support of it.

We should particularly like to express our thanks to Cllr Roy who has led her team through two years of preparation for this moment.

We ask that you provide your support for this important project which will affect the lives of our community for years to come.

Rod Shelton. Chairman



The Otford Society

Your Society - representing residents and businesses in Otford

Rod Shelton, Chairman



APPENDIX E – FUNDING SOURCES EXPLORED

RE: Grant Funding



KentConnected@kent.gov.uk

Fri, 23
Aug
2019,
11:30

Dear Councillor Roy,

Thank you for contacting Kent Connected. It is good to hear that collaborative efforts are being made to implement traffic proposals in Otford that would improve road safety, making active and sustainable travel more appealing and accessible within the Parish.

The only current funding streams available through our team are Business and School Travel Grants, providing capital funding to support smarter and more sustainable travel to and from work/school in Kent. This funding can only be spent on a measure within the school or business premises, not on the highway.

The Step Ahead of the Rest Programme, funded through DfT's Access Fund is a three year programme comprising of a number of revenue projects across the county to enable easier access to work and education through active and sustainable travel. The programme is fast approaching its final six months and as such, all funds have been allocated to ongoing projects. Both the Local Sustainable Transport Fund and Safer Roads Fund are offered through DfT. I believe the LSTF was last open for bids in 2015, where KCC was awarded funding to be used to create www.kentconnected.org and our associated app. As far as I am aware, there have not been any subsequent rounds of funding.

Similarly, the Safer Roads Funding was awarded to KCC in order to improve the A252 and A290, with funding allocation for 2019/20 and 2020/20 for the respective projects. I can't see any evidence to suggest that this funding is currently open for new bids, but it may be worth keeping an eye out for future rounds.

The one pot of funding I would suggest looking into is the [Kent Lane Rental Fund](#) as your proposals appear to promote health and safety and congestions management.

Another avenue worth exploring would be Section 106 funding. I will forward your enquiry to my colleagues in KCC Transport and Development who are better placed to investigate this possibility. Planners at Sevenoaks District Council may also be able to explore this option.

I have spoken to Officers in the Schemes Planning and Delivery Team, who have informed me that a formal application for LTP funding has not been made as yet. The designs for Otford are at a very early stage and there are no fully workable scheme proposals that have been put forward, nor fully approved by KCC. We are currently looking at funding for 2020/2021 but there is no guarantee of funding for Parish Council schemes as they would be competing with other locations across Kent, which may be considered more safety critical.

As far as we are aware, the local Member has not made an approach to us in regard to funding any improvements in Otford and no CMG application has been submitted.

Many thanks,
Ben

Ben Bolton | Transport Planner | Transport Innovations | Highways, Transportation and Waste | Kent County Council | 1st Floor Invicta House, Maidstone, ME14 1XX | Internal: 411564 | External: 03000 411564 | www.kent.gov.uk |

Agenda Item 4c

RE: Funding Application

Funding

Rachele Verrier <rachele@kentcf.org.uk>

Tue, 20
Aug
2019,
09:45

to me

Good morning,

Thank you for your enquiry. Having read your message, this would not be the type of project that our donors would support. However, I wish you every success with this project.

Best wishes

Rachèle

Registered Charity: 1084361 Registered Company: 4088589 Registered in England and Wales

Read our updated Privacy Policy

If you have any questions about the data we hold about you, or want to change your preferences, please email admin@kentcf.org.uk. You can withdraw your consent at any time.

Re: Otford - Traffic proposals

Inbox



Nikola.Floodgate@kent.gov.uk

Tue, 13
Aug
2019,
11:17

to me, Geoffrey.Bineham, Emma.Green2

Geoff would be best placed to make the case to 'bid' for LTP 2020/21 funding as he understands the remit of the LTP funds and I'm sure Emma will support. If he needs anything from yourselves I've no doubt he will be back in touch.

The only other funding opportunities that I personally am aware of is part of the £75k county wide pot to 'trial' the use of softer/more physiological traffic calming measures on roads to be 20mph limits on roads where the existing speeds are close to the 24mph existing speeds (up to 28mph) - of course only if all of the other aspects of technical approval are met (as set out in the ETCC paper)

Many thanks

Nikola Floodgate

KentConnected@kent.gov.uk

Wed, 28
Aug
2019,
13:13

RE: Grant Funding



Dear Cllr Roy,

I would recommend the central government website for upcoming funding and of course, I will let you know of anything that I hear of in the meantime.

You may want to investigate the below lottery funding for community lead projects to help mitigate the effects of climate change, but I am unsure as to whether you are eligible:

<https://www.tnlcommunityfund.org.uk/news/press-releases/2019-07-18/100million-national-lottery-climate-action-fund-launched-for-communities-across-the-uk>

With the Section 106 funding, I don't think you can apply directly, only express an interest. I would suggest approaching Sevenoaks District Council Planning Officers for this.

Regarding the LTP funding, I am no expert in this field, but as far as I am aware, the request must come via Cllr Roger Gough.

I hope this helps,

Many thanks,

Ben

Ben Bolton | Transport Planner | Transport Innovations | Highways, Transportation and Waste | Kent County Council | 1st Floor Invicta House, Maidstone, ME14 1XX | Internal: 411564 | External: 03000 411564 | www.kent.gov.uk |

Rethink your commute at www.kentconnected.org | [Join Kent's car sharing scheme](#)

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As at 18.12.20 (IAR)

APPENDIX: F
TRAFFIC MANAGEMENT PROPOSALS
IMPLEMENTATION SCHEDULE & FUNDING

CONSTRUCTION COSTS	Phase 1	Q1 2021	Phase 2	Q3 2021	Phase 3	Q2022/23	Grand Total
(Estimated figures)	High Street	38,787.00	PWE	28,145.00	PWW	60,717.00	
	Station Rd	14,785.00	Sevenoaks Road	11,379.00			
			Shoreham Rd	11,212.00			
Individual phase costs		53,572.00		50,736.00		60,717.00	165,025.00
<u>FUNDING</u>							
Parish CIL funds - total available		18,571.24		22,512.52		0.00	41,083.76
KCC County Member fund		5,000.00		0.00		0.00	5,000.00
KCC LTP funding		30,000.00		0.00		0.00	30,000.00
District CIL*		0.00		28,224.24		21,283.26	49,507.50
Projected Parish CIL funds		0.00		0.00		39,433.74	39,433.74
Total Funding Required Construction		53,571.24		50,736.76		60,717.00	165,025.00
NON INFRASTRUCTURE COSTS							
OPC Direct costs design & surveys							43,683.39
KCC Direct costs design & surveys							13,295.55
Grand Total Design & Construction							222,003.94

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* SDC CIL bid 22.39% of project total

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APPENDIX I

SUPPORT FOR TRAFFIC CALMING SCHEME

From: FALLON, Michael <michael.fallon.mp@parliament.uk>
Sent: 20 September 2019 18:21
To: CIL Mailbox <cil@sevenoaks.gov.uk>
Cc: Cllr Roy, Irene <cilr.roy@sevenoaks.gov.uk>; TALLON, Sarah <TALLONS@parliament.uk>
Subject: Otford Traffic Calming Scheme

To whom it may concern,

I am happy to support the residents of Otford regarding the installation of a 20mph zone and traffic calming measures such as pedestrians crossings in the centre of the village. I have met residents and listened to their concerns on this subject. Many of the elderly residents felt excluded from the heart of the village as they no longer felt safe crossing the road. I am further aware of the amount of work Cllr Roy has been putting into the proposals, with over 50 recommendations produced for improvements to all aspects of traffic management. I would be pleased if my support for these measures can be taken into consideration

Kind regards
Michael Fallon MP

House of Commons | London | SW1A 0AA
Tel 0207 219 6482

From: Roger.Gough@kent.gov.uk <Roger.Gough@kent.gov.uk>
Sent: 24 September 2019 06:27
To: CIL Mailbox <cil@sevenoaks.gov.uk>
Cc: Cllr Roy, Irene <cilr.roy@sevenoaks.gov.uk>
Subject: Otford traffic calming scheme

To: Sevenoaks District Council

I write in support of the Parish Council's bid for CIL funding for traffic calming in Otford. As County Councillor for the area, I am aware that there is very strong support for such initiatives in the community, as was clear from a well-attended village meeting that I took part in late last year, and that extensive work has gone into developing a comprehensive package of measures to enhance safety and the quality of life in the village.

Yours sincerely

Roger Gough
Member for Sevenoaks North and Darent Valley
Cabinet Member for Children, Young People and Education
www.roger-gough.blogspot.co.uk

Agenda Item 4c

Otford Traffic Calming Scheme

Inbox

Nikola.Floodgate@kent.gov.uk

Wed, 25
Sep
2019,
20:25

to cil, me

We are working in partnership with Otford Parish Council.

We have allocated £30,000 of Local Transport Plan 2020/21 funding (available between April 2020 and March 2021) towards highway improvement schemes that promote improved accessibility and traffic management measures.

KCC are supporting Otford Parish Council in their development of an appropriate scheme in the confines of the current public highway.

The scheme intends to improve traffic management and positively impact on the accessibility of the local area for the parish. If the Parish continue to work with KCC on an acceptable highway solution we are confident that the project has high chances of success.

Kind Regards

Nikola Floodgate | Schemes Planning & Delivery Manager | Highways,
Transportation & Waste | Kent County Council | Ashford Highway Depot, Henwood
Industrial Estate, Javelin Way, Ashford, TN24 8AD | Telephone: 03000 416239 |
Mobile: 07595 090351 | www.kent.gov.uk/highways
[@KentHighways](#)



The Otford Society

Your Society - representing residents and businesses in Otford

Rod Shelton, Chairman

From: Rod Shelton [REDACTED]
Sent: 31 December 2020 12:38
To: CIL Mailbox <cil@sevenoaks.gov.uk>
Cc: Cllr Roy, Irene <cllr.roy@sevenoaks.gov.uk>
Subject: Support for the Otford Road Traffic Scheme

I have been asked by our committee to express our whole-hearted support for the Planned Road Traffic Scheme for Otford. It is long over-due as there have been demands to slow the flow of traffic through the village for very many years.

I am happy to show you minutes from this Society appealing for effective slowing of traffic, dating to 1976! – and it has continued in our minutes ever since.

The prime objective of this society is not only to protect the fabric of our village but to maintain and improve the quality of life for our residents.

The dangers formed by speeding traffic are evidently contrary to this, exacerbated by the presence of our village school in the centre of our village.

Thus we entirely support the present scheme and have included a large part of our latest news-sheet in support of it.

Thank you cllr. Roy for the extensive efforts that you have devoted to bringing this about.

Yours sincerely
Rod Shelton
Chairman



Helen Roberts <helen.roberts@otford.kent.sch.uk>

Tue,
17
Sep,
19:15

to cil@sevenoaks.gov.uk, me

We would wholeheartedly support traffic calming in Otford. We now have almost 400 children on roll who have suffered walking to school safety for many years. Some have been hurt by passing cars and lorries driving too quickly past the school. We also have many of our children worried about walking through the village and crossing the road safely due to the speed of the traffic throughout the school day and during the weekends. I believe if we had these measures in place it would encourage more children to walk and therefore reduce the number of cars on the road in general.

Thank you for your consideration

Helen Roberts
Headteacher- Otford Primary School.

Re traffic calming measures In Otford

Jill Aisher <JAisher@stmichaels.kent.sch.uk>

Tue,
17
Sep,
15:43

to cil@sevenoaks.gov.uk, me, Di, Ian

Dear Councillor Taylor,

I'm aware that Irene Roy, the Otford Parish Council and a small group of local residents are pushing to have traffic calming measures in Otford and I wanted you to know that these proposals have the full support of St Michael's Prep.

As an aside to that, we would also be happy to work with the council to encourage traffic to move through our site one way in due course (in off Row Dow and out on Pilgrim's way) but this would necessitate creating an opening from our land on Pilgrim's Way East. As this could solve wider issues, I wanted to put this out there . We are currently not in a position to finance this work.

Could I say thank you for the excellent work resurfacing Pilgrim's Way just before the school year began which has resulted in a much improved road and was done very efficiently.
Bets wishes

Jill

Jill Aisher, Headteacher St Michael's Prep School

Hall & Co <shop@halland.co>

Wed,
18
Sep,
16:35

to cil, me

Dear Simon Taylor,
This is just to confirm that as a local business, the Otford traffic calming scheme has our support.

Kind regards
Amy and Judy Hall

Hall & Co www.Halland.Co
16 High Street, Otford, Sevenoaks, Kent TN14 5PQ

Application D

Proposal: Creation of playing fields and other sports facilities

Applicant: Trinity School, Weald of Kent Grammar School and Tunbridge Wells Grammar school for Boys.

Ward(s): Seal and Weald

RECOMMENDATION: That the **£1,500,000** applied for, as set out in the report, for scheme “Creation of playing fields and other sports facilities” be approved on the following grounds:

Principal Criteria met

- Strong social and environmental benefits to the community
- There is evidence to show partnership working
- The project is identified in an adopted strategy/plan
- Strong link between new development and the scheme
- Clear public benefit
- Strong community benefits
- There is community support for the project.

Principal Criteria not met:

- Insufficient evidence has been submitted to show that there is a strong economic benefit to the community.
- Insufficient evidence has been provided to show that funding has been maximised as not all the project funding is secure.
- Insufficient information has been submitted to show that the scheme will be delivered as planning permission has not been granted.

Introduction

- 1 CIL money is sought to fund a scheme, which aims to provide new playing fields and other sports facilities for the three schools on the Wilderness school site. When these facilities are not in use by the schools, it is proposed that they will be open to the local community. This proposal will include modernising and improving the existing facilities at the schools as well as providing a range of outside facilities.

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- 2 The scheme will also see the retention of existing natural habitats of a variety of flora and fauna, providing educational opportunities on campus.
- 3 The sports facilities will also be offered at a non-profit or no-cost to blind children through the previous owners of the site (Royal Society for Blind Children (RSBC)). It will also allow the three education provisions to provide a wider range of sports for nonselective and grammar school age students who are residents of Sevenoaks District.
- 4 The application was received before the application deadline closed on 31st December 2020. This proposal has not been previously considered by the CIL Spending Board.

Description of Proposal

- 5 The proposal will provide the following:
 - Two 4-court indoor sports halls.
 - Seven MUGA (Multi-Use Games Areas) marked for tennis, netball, basketball, five a side football and other sports.
 - Three all-weather pitches football/hockey/rugby (artificial 3G surface).
 - Levelled grassed areas for use with summer and winter markings, to facilitate:
 - Two grassed football / rugby pitches.
 - Cricket wicket and field
 - 200m athletics track
 - 100m straight sprint track.
 - Two rounders squares.
 - Training squares.
 - Cricket nets
 - Cross country circuit approx. 1.5km
 - Long jump and field athletics areas for javelin, discus & shot.
 - Potential to install new changing facilities for community use
- 6 The proposal has been designed with the community in mind. A joint user agreement will be offered to local sports clubs as well as groups of individuals to hire the sports facilities when they are not in use by the schools.
- 7 The proposal has come around as KCC were alerted to the potential to purchase nine acres of land adjacent to the existing campus boundary. It was determined that the land was suitable to provide the additional sports facilities. It would also enable KCC to consider a full redesign and expansion of their existing facilities. There are no plans to build structures and site will be used for unlit grass playing fields only.

Funding

- 8 Kent County Council has estimated that the total cost of the project to improve the sports hall and make it available to the public is £3,728,144.09.
- 9 They have identified the following additional funding sources and grants to support their application to the Board:
 - KCC Capital Budget (£700,000) - for the purchase of the land on Seal Drive.
 - KCC Capital Budget (£1,528,144.09) - whole project funding for the Grammar school provision.
- 10 It should be noted that they have also sought funding from the following groups and are awaiting the outcome
 - The Football Association in Kent have confirmed that their bid could fit in with the criteria for funding and they have requested a meeting to finalise the grant.
 - Sports England
 - Rugby Football Union
 - The Football Association
 - Kent Cricket Club
 - Kent County Athletics Association.
- 11 Therefore, currently, to meet the funding gap for the full cost of the project, the academy has applied to the Board for £1, 500, 000 of CIL funding. This equates to 40% of the total project cost.

Representations and Support

- 12 The application submitted states that the applicant is working in partnership with Trinity School, Weald of Kent Grammar School, Tunbridge Wells Grammar School for Boys, Wilmot Dixon Construction (Kent Based) and Bond Bryan (Westerham based Architects)
- 13 The application is supported by the following local representatives and organisations:
 - Cllr Claire Shea - Sevenoaks Town Council, Sevenoaks - welcomes the proposal for high quality pitches to underpin the school's sports strategies and to allow local clubs to use them.
 - David Brazier - County Member, Sevenoaks - who is in favour of the proposed development and CIL bid.

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- Cllr Clayton - Local Member for Sevenoaks Eastern Ward - supports the scheme as it will provide a welcome increase in facilities for the schools and will help meet the objectives of Sevenoaks Town Sports Strategy.

14 The following clubs have given their support:

- Sevenoaks Hockey Club
- Hockey Club Knole Park
- Dunton Green Football Club
- Charlton Athletic Community Trust

15 One hundred letters of support have also been sent in from individuals in the community.

Lead Officers Appraisal of Bid

Principal Criteria met

- Strong social and environmental benefits to the community
- There is evidence to show partnership working
- The project is identified in an adopted strategy/plan
- Strong link between new development and the scheme
- Clear public benefit
- Strong community benefits
- There is community support for the project.

Principal Criteria not met:

- Insufficient evidence has been submitted to show that there is a strong economic benefit to the community.
- Insufficient evidence has been provided to show that funding has been maximised as not all the project funding is secure.
- Insufficient information has been submitted to show that the scheme will be delivered as planning permission has not been granted.

Appraisal

Strong social and environmental benefits to the community

16 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 case as to whether the scheme should receive CIL funding.

- 17 This bid puts forward shows a strong social benefit, as the project will benefit pupils of all three schools and also the local community and clubs, provided it remains available for the community to use. The Department for Education (DFE) Department for Digital, Culture, Media and Sport (DCMS), and Department for Health and Social Care (DHSC) co-authored the '[School Sport and Activity Action Plan](#)'. This explained the importance that the Government sets on the participation of young people in sports and physical activity both in school and outside. The provision of these facilities will therefore provide an important benefit to the students and also the community.
- 18 Data from Sport England's '[Active Lives Children and Young People survey](#)' show that only 17.5% of children meet the Chief Medical Officers' guidance for how much activity children should be doing (at least 60 minutes every day). So this project will help students and the community to work towards this.
- 19 The proposal will also include a good environmental benefit, by the retention and enhancements of existing habitats. Depending on the location of the pitches, KCC proposed to undertake to enhance the habitat areas of the site in a way that enhances the education and community benefit.
- 20 The proposal would provide an economic benefit to the school and would enhance the overall economy of the area.

There is sufficient evidence to show strong partnership working.

- 21 There is a formal partnership between the schools, a local developer and architect.

The project is identified in an adopted strategy/plan.

- 22 This project is not specifically listed as a priority in the Council's Infrastructure Funding statement. It is clearly a project which will provide a local benefit. The school is identified in the Council's Infrastructure Delivery Plan, which supports the Local Plan as being in an area of growth. In this document KCC state that they will not be able to cope with the increase of students caused by the increase of development in the area and will need to increase places in the school. Therefore, an increase in sports provision, whilst not providing all the additional school places needed, it will provide additional facilities to support this increase.
- 23 The number of dwellings has increased in the area e.g. Ryewood, leading to an increased demand for school places. KCC is also conscious of new developments in the area coming through in the new Local Plan. Of particular relevance is the Northern Sevenoaks Masterplan and the area

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around the Tarmac Quarry, which have the potential to provide 600 new homes. These sports facilities will provide an offer to the new residents, through this project.

- 24 This project is also taking into account the increase in forms of entry to the schools, increasing the intake. The forecasts for the schools provision making can be found in the Kent Commission Plan.
- 25 The need for the scheme is identified in the following documents:
- Playing pitch strategy - KCC
 - Sevenoaks Local Plan - Core Strategy and Allocations and Development Management plan
 - National Planning Policy Framework
 - Open Space, Sport and Recreation study.
 - Joint Health and Well being strategy.

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

- 22 As part of their submission, the applicant has specifically identified the following developments that have created a need for this project:
- Ryewood
 - Northern Sevenoaks Masterplan, in particular the Tarmac site.

- 22 KCC also state that the development areas of Fort Halstead, Dunton Green and Borke Hill will need sporting facilities that are provided by this project.

Sufficient evidence has been provided to show a clear public benefit to the scheme:

- 23 This project is providing a strong public benefit for the three schools, for Blind Children and also for all age groups of the community.

Sufficient evidence has been submitted to show that the scheme will be delivered

- 24 Sufficient evidence has been provided to show that there is clear management of the project, as it is clearly planned with timescales in place.
- 25 However it is recognised that planning permission has not been granted for the scheme. KCC have informed us that have held pre-application meetings with planners on 17th December 2020. They will be holding a virtual consultation event at the beginning of the year. They will then amend the application taking into consideration the results of the consultation.

- 26 The reason they have not submitted an application is that the purchase of the land was only concluded in September. They sought an early opinion from planners to reduce the light pollution. They have also met with Parish and Town Councils to explain the design.

Strong community support for the project

- 27 This bid has received a lot of support from the community, with over 100 emails. It has also received support from some of the Town Council, Sevenoaks District Council and Kent County Council members.
- 28 Please note - whilst issues have been raised in regard to the Green Belt and light pollution, through consultations, these issues will be addressed at the planning applications stage and should not influence whether CIL money be granted or not.

Application Considerations - Weakly Performing Criteria

- 29 When carrying out the assessment of this funding application, Officers felt that the application did not perform as strongly against the following criteria:
- Insufficient evidence has been submitted to show that there is a strong economic benefit to the community.
 - Insufficient evidence has been provided to show that funding has been maximised as not all the project funding is secure.
 - Insufficient information has been submitted to show that the scheme will be delivered as planning permission has not been granted.

Conclusion

- 30 Kent County Council have submitted an application to the CIL Board to consider awarding CIL money towards the creation of playing fields and other sports facilities to be used by the 3 schools on the Wilderness school site. When not in use by the schools, it will be open to the public.
- 31 The need for the scheme has been demonstrated and there are a number of social and environmental benefits. The proposal is identified in a number of plans and strategies and is supported by the local community. It is noted that

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the applicant is asking for 40% of the funding in comparison to the total project cost, and has not benefited from CIL funding previously.

- 32 After reviewing the application and subsequent supporting evidence, it is recommended by Officers that £1,500,000 of CIL funding be approved to support the delivery of the project. It is clearly demonstrated that the scheme provides clear public benefits and approving this bid would provide good value for CIL money applied for, compared to the cost of the overall project.
- 33 As planning permission is not yet in place it is considered that a condition be placed on the granting of the CIL money that the money only be awarded once the planning permission is in place. As a community use agreement does not appear to be in place, officers would also recommend that a condition is also put in place to ensure that this is place before the CIL money can be released.
- 34 In addition as not all the funding is secure. Members of the Board may also want to consider adding another condition to ensure that all the sources of funding as laid out in Section 11 of the bid pro forma are secured before the money is released.

Appendices	Original bidding proforma and supporting information
Background Papers	None
Contact Officer(s)	Claire Pamberi ex 7221/Carlyn Kan ex 7264
Richard Morris	Deputy Chief Executive and Chief Officer - Planning and Regulatory Services

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

BID FOR FUNDING PRO-FORMA (INFRASTRUCTURE ONLY)

Scheme name:	Creation of new sports and habitat facilities in Sevenoaks, for schools and the wider community.
---------------------	--

<p>Description of Scheme:</p> <p style="writing-mode: vertical-rl; transform: rotate(180deg);">Page 103</p>	<p>This scheme will see the creation of new playing fields and other sports facilities on the campus occupied by Trinity School, the Weald of Kent Grammar School satellite provision and the Tunbridge Wells Grammar School for Boys satellite provision. It will also substantially augment, modernise and improve the existing sports facilities on the campus. The new sports offer will extend the ability of all three education provisions to provide a wider range of sports for non-selective and Grammar secondary school age students who are resident in Sevenoaks District.</p> <p>The new facilities will also be available to local sports clubs, teams, groups and individuals for hire in the evenings and at weekends, when not used by the schools, with all revenues being used to maintain and refurbish the facilities and any surplus being used for the benefit of extending the education of the students.</p> <p>The scheme will also see the retention of existing natural habitats for a variety of fauna and flora, providing education opportunities for students on the campus.</p> <p>Sporting facilities will also be offered at no-profit or no-cost to blind children through the auspices of the previous owners of the site, the Royal Society for Blind</p>
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[Children \(RSBC\)](#). This continues the proud tradition of this part of Sevenoaks providing services for blind children.

Background

KCC has created an education campus on the old Wilderness site offering six forms of entry (FE) of non-selective education and six forms of selective (Grammar) education. This is a fulfilment of the long-standing KCC policy to establish Grammar provision in Sevenoaks district to alleviate the need for eligible Sevenoaks boys and girls to travel out of the district to receive a Grammar education.

The site design indicated that there was just sufficient land to provide adequate sports facilities for 12FE, but it was understood and accepted that there would have to be very close integration of sports and physical education curricula across the three users.

In late 2019, KCC were alerted to the potential to purchase nine acres of land that lay adjacent to the existing campus boundary (see Appendix 1). KCC undertook a preliminary survey and determined that the land was suitable for the creation of additional existing sports facilities. Furthermore, the additional facilities made possible by the acquisition of this land would enable KCC to consider a full redesign and expansion of the existing facilities on the campus. There are no plans to build any structures on this new land; it will be for unlit grassed playing fields only.

At this point, KCC Officers met with SDC Officers at a regular ‘Duty to Consult’ meeting and raised the possibility of applying for CIL funding to support this expanded offer.

The purchase was through a closed bid process, with the result that KCC won and purchased the land as freehold.

Sports Offer

As part of the build for the boy's grammar provision, KCC is intending to redesign the entire sports offer to the three schools.

The acquisition of the land will enable KCC to greatly improve and increase the sports offer to the three users and create huge opportunities for community sports use out of school hours, with a total proposed offer of:

- Two 4-court indoor sports halls.
- Seven MUGA (Multi-Use Games Areas) marked for tennis, netball, basketball, five a side football and other sports.
- Three all-weather pitches football/hockey/rugby (artificial 3G surface).
- Levelled grassed areas for use with summer and winter markings, to facilitate:
 - Two grassed football / rugby pitches.
 - Cricket wicket and field
 - 200m athletics track
 - 100m straight sprint track.
 - Two rounders squares.
- Training squares.
- Cricket nets
- Cross country circuit approx. 1.5km
- Long jump and field athletics areas for javelin, discus & shot.
- Potential to install new changing facilities for community use

All of which would be available for community hire when not in use by the schools.

See Appendix 2 – School Pitch Statement for more information about the external facilities that will be created.

See Appendix 3 for a visual overview of the external sports provision. Note that this is the offer that can be provided if funding is secured.

All sports facilities will be fully accessible according to the provisions in the Equality Act 2010.

Community Facilities

The project has been designed with the community very much in mind as a significant user. Integrated within the schools Joint User Agreements will be an offer to local sports clubs as well as groups of individuals, to hire the sports facilities at any time when they are not in use by the schools. This is likely to mean during school holidays, weekends, and evenings. All charges would be invested into the maintenance and development of the sports facilities.

Habitat, Forest School and Ecology

KCC believes that the woodland adds to the education offer from the three schools, so in addition to the sports offer, KCC will preserve the existing habitat areas.

Our feasibility study indicates that the site is a habitat, or potential habitat for many types of flora and fauna, but of particular note, Turtle Dove, Twite, Yellow Dovetail, Lapwing, bats and amphibians. These would be of tremendous interest to [Forest School pedagogy](#), and as study material for biology and humanities students.

KCC and the schools would seek to preserve these habitats and where practicable, implement further action to enhance and create new habitats.

The abundant, established woodland, particularly in the western edge and the central copse, provide excellent opportunity for Forest School teaching. Forest School is a specialised learning approach that sits within, and complements, the wider context of outdoor and woodland education. It has a holistic, sensory, and structured approach and is frequently seen as being of special benefit to children with disabilities and those whose learning is challenged in other ways. More information can be found at [Forest School Teaching](#).

There are trees benefitting from 'Tree Preservation Orders' on the site. KCC would not seek to get a TPO reviewed, unless it was a danger, or diseased. As part of a detailed survey, KCC will appoint an Arboriculturist to advise.

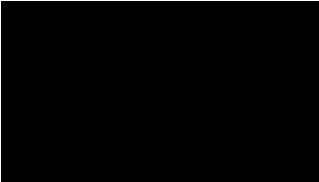
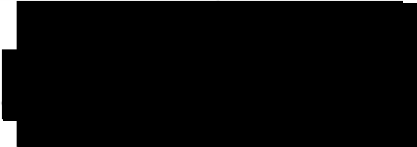
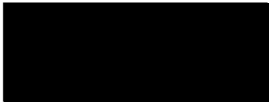
In addition to our intentions above, KCC has a [policy](#) of planting at least one tree for any tree that it has to remove. In October 2019, KCC committed to plant a new tree for every person in Kent, which totals just over 1.5 million new trees.

RSBC Sport

The local history of provision of care and teaching for blind and partially sighted children at Dorton House, is one that KCC would like to perpetuate. To this end, the three schools would be willing, by prior arrangement, to make available such sports or forest school facilities that might be of use to the RSBC as part of their Health and Well-being Club programme.

The RSBC have expressed an interest in working with us to make sporting facilities more blind-friendly.

1	Is this scheme promoted by your organisation in partnership with another organisation(s)?	(please delete as appropriate)	
		<p>Yes</p> <p>Organisation Name(s):</p> <ul style="list-style-type: none"> • Trinity School. • Weald of Kent Grammar School. • Tunbridge Wells Grammar School for Boys. • Wilmott Dixon Construction (Kent based building contractor) • Bond Bryan (Westerham based Architects) <p>We have also received letters of support from several Sevenoaks-based and local sports clubs:</p> <ul style="list-style-type: none"> • Sevenoaks Hockey Club • Hockey Club Knole Park • Dunton Green Football Club • Charlton Athletic Community Trust <p>We have written to the following sporting bodies requesting assistance with funding or support:</p> <ul style="list-style-type: none"> • Royal Society for Blind Children, tom.pey@rsbc.org.uk • Sport England, Jo.Edwards@sportengland.com • Rugby Football Union, RickBruin@RFU.com • The Football Association, lee.suter@kentfa.com • Kent Cricket Club, communityadmin.kent@ecb.co.uk • Kent County Athletics Association, secretary@kcaa.org.uk 	
		Responsible individuals(s):	Matt Pawson, Headteacher Trinity School. Liz Bone, Headteacher Weald of Kent Grammar School.

		<p>Amanda Simpson, Headteacher at Tunbridge Wells Grammar School for Boys. Wilmott Dixon, David Ryan, Design Coordinator Bond Bryan, Christina Burnie, Architect</p>
	<p>Signature(s) on behalf of other supporting organisations(s):</p>	<p><i>[electronically signed]</i></p> <p> <i>Amanda Simpson, Headteacher at Tunbridge Wells Grammar School for Boys</i></p> <p> <i>Matt Pawson, Headteacher, Trinity School</i></p> <p> <i>Liz Bone, Headteacher Weald of Kent Grammar School</i></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.</p>	<p>The three education provisions on site will be primary users and responsible for facilities management under a joint agreement.</p> <p>There will be a Shared Use Agreement between the three education provisions on site, that outlines the relationship between the parties. None of the schools are required to contribute financially to the capital project.</p>

			The RSBC will not be formal partners, but the Shared Use Agreement will reference the needs and access requirements of the society.
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2	Is planning permission required for the scheme?	Yes (please delete as appropriate)	
		If yes, has it been applied for?	<p>Kent County Council is the planning authority.</p> <p>Planning consent has now been granted for all new school buildings on the site. The reconfiguration and augmentation of the external sports facilities will be subject to a separate planning application. Due to the topography, a small element of levelling may be required in places on the new land, to achieve the 1:100 minimum gradient for sports pitches.</p> <p>Kent County Council fully accepts that the grant of CIL funding from Sevenoaks District Council, would be dependent on planning permission being given for this project to proceed as described in this bid.</p> <p>KCC held a formal Pre-Application Meeting with KCC Planners on 17th December 2020.</p> <p>We will hold our Public Consultations in early January 2021, subject to results from our outstanding surveys being received. Due to the current COVID-19 pandemic, we will be holding an online event, with the plans being</p>

made available on the Tunbridge Wells Grammar School for Boys website for one week. Feedback can be returned to us via a form on the website. We will carry out a letter drop to local residents to advertise the Public Consultation in advance.

Feedback from the Public Consultation will be reviewed and we will implement any necessary changes to the plans following this review. We then plan to submit our Planning Application at the end of January.

The reason that this planning permission has not yet been sought is that KCC were only notified of the potential to purchase additional land twelve months ago, and the purchase of the land was only concluded in September this year. However, we have sought early opinion from planners and the opinion is that, subject to pitch lighting being of the required standard to reduce intrusion and light pollution, planning permission is likely to be granted.

As stated earlier, the finished project will provide for three all-weather sports pitches, with modern artificial playing surfaces, appropriate for the sports to be played on them.

The artificial pitches will have lighting. We are particularly aware of the concerns from local residents and have held discussions with Parish and District Councillors to explain the designs.

The lighting design has been adapted to ensure that light pollution and light spill have been minimised by taking the following into account.

- The scheme comprises full LED lighting technology which incorporates advanced directional optics with no upward lighting and minimises light spill from around the sports pitches.
- The sports lighting columns are located so that the optics are pointing inwards and downwards to limit light spill.
- The existing road lighting along the A25 (Seal Road) has given precedence to locate the pitch to the northern side to reduce any impact in this area. It has been noted among the design team that it may be a more contentious issue if moved further south, not only due to cost uplift of groundworks and protected woodland, but of neighbouring southern properties, where currently dark.
- The design of the lighting has been undertaken in a manner to meet the light obtrusion limitations stated within the relevant standards and guidance in order to avoid any detriment to local amenity and wildlife. This is demonstrated by the 'isolux' lines showing the limited extent of any overspill lighting to wooded areas or beyond the site boundary (refer to the last page, site plan, of the lighting report).

- The lighting fixtures closest to the fence have back shields fitted to mitigate any backlight into the surrounding areas.
- The LED technology provides good colour rendering, colour temperature and is UV free which is foraging bat-friendly.

The lighting has been designed to adhere to the national guidance in the following resources:

- Sport England: Artificial sports lighting design guide 2012
- BS EN 12193:2007 (Sports Lighting)
- CIBSE LG4 Class II (Sports Lighting)
- CIBSE LG6 2016 (Lighting guide for the exterior environment)
- BS 5489-1:2013 Code of practice for the design of road lighting
- ILP Guidance for the reduction of obtrusive light 01/2020
- DfE Output Specification 2020

Finally, the issue of planting sympathetic evergreen trees as screening to the northern boundary is being considered and will be assessed from a biodiversity consideration. Funding for this would likely be dependent on the success of this bid.

		If no, please explain why?	
	If planning permission has been granted – please provide details and a reference number.		
	Details of any other consent required (if appropriate (e.g. conservation, Listed Buildings, other Government bodies):	Consent required	The site is adjacent to a Conservation Area, within Greenbelt, by Ancient Woodland and contains a TPO tree area. All consultations with necessary bodies will take place through the planning application, as is usual.
		Date applied for / granted	Planning application to go to KCC in January 2021.

Need for the Scheme

<p>3 Page 114</p>	<p>List of projects or development that result in the need for this scheme:</p>	<p>Building project to create 3FE of secondary provision on the Sevenoaks Secondary Campus for a boy’s grammar provision and the recent expansion of Trinity School from 4 forms of entry to 6 forms of entry.</p> <p>The number of new dwellings in Sevenoaks District has increased demand for school places as well as wider sporting facilities. Many developments, such as Ryewood on the old Cold Storage Depot, are nearing completion or completed, and KCC has increased the primary and secondary school provision in that area. Such provision needs to include an increased sports offer.</p> <p>KCC is also very conscious of the areas of future development that would benefit from new sports facilities. The proposed Sevenoaks District Local Plan describes a need for significant numbers of new housing, with several sites that were put forward in the last call for sites, being progressed. Of particular relevance is the Northern Sevenoaks Masterplan and the area around the Tarmac quarry, which looks to provide more than 600 new homes, all well within walking distance of the</p>
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		<p>proposed sporting facilities. The project would provide these new residents with modern, all-weather surfaces and grassed pitches.</p> <p>More widely across Sevenoaks, but within easy reach of the Campus by public transport, are the development areas of Fort Halstead, Dunton Green, Broke Hill. Should these developments be progressed, they will need sporting facilities, such as those on offer in this project.</p>
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<p>4</p> <p style="writing-mode: vertical-rl; transform: rotate(180deg);">Page 115</p>	<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 establishment of new sports facilities is linked to the project to build a provision on the campus to accommodate three forms of entry of boy's grammar provision (90 boys per year group, total of 450 boys) and the recent expansion of Trinity school to 6 forms of entry.</p> <p>Historically, the original Wilderness site accommodated at its height, 8FE of secondary provision. The establishment of a 3FE boys grammar provision will now see the campus accommodate up to 12FE. Whilst the existing sports facilities have been shown to be sufficient for 12FE, the creation of additional sports facilities will extend the sports and environmental offer to students who are resident in Sevenoaks District, and create much needed community sports provision for the local community.</p> <p>The forecasts for the school provision decision making can be found in the Kent Commissioning Plan</p>
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Please provide an explanation of the 'public benefit' of the scheme proposed for residents in Sevenoaks District:

5	Economic	The primary beneficiary would be the three secondary school provisions although the project will greatly augment the sports offer to Sevenoaks residents that will enhance the overall economy of the area.
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6	Social	<p>The acquisition and subsequent development of land that is directly adjacent to the existing campus, facilitates the creation of new sports facilities, the upgrade of existing sports facilities, the retention of habitat areas and the offer of such facilities to the Royal School for Blind Children.</p> <p>The primary beneficiaries of this project are the three education provisions sited on Seal Hollow Road, Sevenoaks. These are: Trinity School, the Weald of Kent Grammar School satellite and the Tunbridge Wells School for Boys satellite. Additionally, the local community will have access to a huge new range of sporting facilities, which would be made available outside of school hours, which could include weekends.</p> <p>There is wider support for this sort of project. In July 2019, the Department for Education (DfE), Department for Digital, Culture, Media and Sport (DCMS), and Department for Health and Social Care (DHSC) co-authored the 'School Sport and Activity Action Plan'</p> <p>This plan explained the importance that the government sets on the participation of young people in sports and physical activity, both in school and outside. From the plan:</p> <p><i>“Sport has also been identified by the Department for Education as one of the five foundations for building character, helping young people develop resilience, determination and self-belief, and instilling values and virtues such as friendship</i></p>
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and fair play. It can help children and young people to connect with their peers, tackling loneliness and social isolation and building stronger communities.”

Data from Sport England’s [‘Active Lives Children and Young People survey’](#) show that only 17.5% of children meet the Chief Medical Officers’ guidance for how much activity children should be doing (at least 60 minutes every day), and stubborn inequalities remain, with groups being identified as less active. Nationally, these groups include, children from some Black, Asian and Minority Ethnic (BAME) groups, children from poorer backgrounds, and girls. The provision of more sports facilities for school and community use would therefore have a beneficial effect on increasing levels of physical activity as well as addressing inclusion and equality issues.

The creation of new sports facilities is an outcome that is closely linked to the KCC determination to provide Sevenoaks residents with a Grammar education provision. This is a long-term aim of Kent County Council, originating from 29 March 2012, where the council determined to pursue proposals to establish boy’s and girl’s selective provision in Sevenoaks District. The Council Meeting minutes can be seen using [this link](#). One of the driving factors to this decision was a petition from 2620 Sevenoaks residents requesting that KCC “provide a local grammar education for local boys and girls”. The original petition can be viewed [here](#).

Subsequent consultations and public meetings confirmed that the opinion of Sevenoaks residents has not changed. The most recent consultation provided an extremely robust engagement, with 457 returns received, mostly from parents and prospective parents who are resident in Sevenoaks. The returns provided an overwhelming majority in favour of the proposal, at 89.7%.

		<p>The new boy's provision from Tunbridge Wells Grammar School for Boys completes the Sevenoaks secondary education offer, now providing five separate schools or provisions. This comprises, Grammar places for boys and girls, a co-educational faith school, and two non-selective co-educational schools. This new facility massively enhances the sports provision for Sevenoaks children who attend three of these provisions and schools.</p>
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<p>7</p> <p style="writing-mode: vertical-rl; transform: rotate(180deg);">Page 118</p>	<p>Environmental</p>	<p>The project will see a retention and enhancement of existing habitats. Kent County Council is committed to maintenance of the environment</p> <p>This project will maintain the habitat areas of several uncommon species of flora and fauna, to the benefit of the wider local area. Ecology, reptile and botanical surveys have been carried out to ascertain the existing habitat areas.</p> <p>The Ecology survey recommends enhancements such as hedgehog nesting boxes, bird boxes, bat boxes, owl boxes and planting hedges that are dormouse friendly, all of which would add to a Forest School curriculum. Depending on location of pitches, surveys of the nearby ponds will be needed prior to planning. KCC undertake to enhance the habitat areas in a way that provides education and community benefit, but without disturbing an area that has remained largely undisturbed by human intrusion for many years.</p> <p>The reptile survey recommends localised translocation involving fencing prior to any works to the site. KCC would undertake this work in consultation with relevant expertise.</p> <p>The botanical survey indicates that the area to the south west is the main area of any interest and this should be retained and protected i.e., no new path should be made to transverse this area. It is recommended that at least part of the site could</p>
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		<p>be managed to maintain the habitat for biodiversity as an educational resource. Woodland, trees and hedges should be 'retained where possible'.</p> <p>It is KCCs intention to apply all the survey recommendations, and to impact the environment as little as possible.</p>
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<p>8</p> <p style="writing-mode: vertical-rl; transform: rotate(180deg);">Page 119</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. If so, which?</p>	<p>The need for new sports pitches and facilities for schools, local communities and services for disabled people is referenced in many documents at a district, county, and national level.</p> <p><u>1. Playing Pitch Strategy - Full Analysis</u></p> <p>Para: 1.1.4. The Council is committed to providing sports provision that meets the needs of its residents and local clubs. The Council also has an obligation to assess planning applications with a complete evidence base and make decisions that benefit the local residents of the Sevenoaks District.</p> <p><u>2. Sevenoaks Local Plan, Core Strategy, adopted February 2011 Key Issues</u></p> <p>3. Conserving and enhancing the high quality of the natural and built environment 10. Ensuring services and facilities are provided and maintained to meet the needs of the community.</p> <p><u>3. National Planning Policy Framework</u></p> <p>NPPF sets out the requirement of local authorities to establish and provide adequate and proper leisure facilities to meet local needs. Paragraphs 73 and 74 outline the planning policies for the provision and protection of sport and recreation facilities.</p>
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“Access to high quality open spaces and opportunities for sport and recreation can make an important contribution to the health and well-being of communities.”

[4. Sevenoaks District Council Allocations and Development Management Plan \(Adopted February 2015\)](#)

Policy GI 1 – Green Infrastructure and New Development. Proposals will be permitted where opportunities for provision of additional Green Infrastructure have been fully considered and would be provided, where justified, by the character of the area or the need for open space.

[5. Open Space, Sport and Recreation Study 2009 \(PMP\)](#)

A well-planned sports facility with level, well-drained and good quality surfaces. Good quality ancillary accommodation should be provided suitable to the size and location of the site. This could include changing facilities, toilets, car parking, litter and dog-fouling bins. Facilities for young people should be provided where appropriate.

[6. Joint Health and Wellbeing Strategy 2019-22 \(JHWS\)](#)

Objective 2.1:

Give people access to opportunities to increase their physical activity at leisure facilities and within communities

Objective 5:

Support the retention of existing outdoor leisure activities and wider community sport opportunities across the District

		<p>Support active lifestyles and better access to green and open spaces for outdoor recreation and sports.</p> <p><u>7. Kent Commissioning Plan</u></p> <p>The Kent Commissioning Plan is a five-year rolling plan that provides forecasts for the expected demand for primary, secondary and special school places. It is produced annually, taking advantage of the very latest census, and forecast data.</p>
9	How does the scheme identify with the Council's Infrastructure Delivery Plan (IDP) and its priorities?	<p>The scheme delivers on three of the categories listed in Chapter 2 - DEFINITION OF INFRASTRUCTURE. The categories are: Education, Community Facilities and Blue Green infrastructure.</p> <p>This scheme would provide additional sporting and leisure facilities for the proposed development at Sevenoaks Quarry, being only 300 metres from the site.</p>

Funding

10	Total Project Cost	<p>Total Project Cost £3,728,144.09</p> <p>Cost Summary (Full cost plan is at Appendix 4)</p> <p>Site Preparation Works £488,320.00</p> <p>Roads, Paths, Pavings and Surfacing £1,452,286.75</p> <p>Soft Landscaping, Planting and Irrigation Systems £195,555.00</p> <p>Fencing, Railings and Walls £247,865.00</p> <p>External Fixtures £175,000.00</p> <p>External Drainage £144,920.00</p>
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	<p>External Services £170,000.00</p> <p>Minor Building Works and Ancillary Buildings £10,000.00</p> <p>Contingency (5%) £144,197.34</p> <p>External Works Total cost £3,028,144.09</p> <p>Land Cost incl. legal, survey & purchase costs (already paid by KCC) £700,000</p>
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<p>11</p> <p style="writing-mode: vertical-rl; transform: rotate(180deg);">Page 122</p>	<p>Funding required from CIL:</p>	<p>£1,500,000</p> <p>i. this figure reduces if any funding is subsequently agreed by the sources identified at, 11.3, 11.4 or 13 below; which we are actively pursuing.</p> <p>ii. this figure is 40% of the total project cost.</p>
	<p>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> <p>Please provide the status of each source of funding for example whether it has been formally agreed, whether it has already been paid, whether it has been agreed in principle, if you are waiting for a decision in regard to the funding, or whether you are investigating the source of funding etc.</p>	<p>1) KCC Capital Budget £700,000 for the freehold purchase of the land on Seal Drive.</p> <p>2) KCC Capital Budget £1,528,144.09 has been committed for the external works from the Capital budget. This funding is incorporated into the whole project funding for the establishment of a 3FE Grammar provision for Boys in Sevenoaks.</p> <p>With the acquisition of the land, and subsequent plans for development, the project costs are forecast to exceed the funding amount agreed by the Cabinet Member.</p>

		3) The Football Association in Kent has confirmed that our bid could fit within their criteria for funding, and have met with the Football Foundation on our behalf. They have suggested a meeting to finalise what funding could be granted in the new year.
		(4) Sport England, Rugby Football Union, The Football Association, Kent Cricket Club and Kent County Athletics Association have all been approached as potential sources of funding. No decisions have yet been received.
		5)
		6)

12	Is this bid for staged payments?	No	(please delete as appropriate)
	Will staged payments be accepted?	Yes	(please delete as appropriate)
	Please provide details of anticipated funding requirements and timetable	See appendix 4 for details of anticipated funding requirements. Payment of funding can be staged or delayed until project completion.	

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	Has a bid(s) for CIL funding been made to relevant town and parish councils?	Bid made (please delete as appropriate):	<p>The Mayor for Sevenoaks has been approached for funding from the Sevenoaks Town Council CIL fund. This will be discussed at the next council meeting.</p> <p>The Seal Parish Council for CIL has been approached for funding from their Parish CIL fund. No response has been received.</p>
		Details of bid	KCC has applied directly to the Mayor of Sevenoaks and Seal Parish Council secretary, attaching a copy of the information in this bid.

Agenda Item 4d

		Decision made (please delete as appropriate):	Sevenoaks Town Council has said that our request would be tabled for the next council meeting, which would be after the 31 December. No decision received yet from Seal Parish Council.
		Details of decision:	NA
	If this bid is being made by a Parish or Town Council and no CIL funds have been contributed by them, please provide an explanation for this.	NA	NA

14	Would the scheme be fully funded if the CIL contribution is agreed?	Yes	(please delete as appropriate)
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15	Has this scheme already benefited from CIL funding through the CIL Spending Board?	No (please delete as appropriate)	
		If Yes; Please provide further justification as to why further CIL funding is required for this project.	

16	Has this scheme/land/building already benefited from funding from Sevenoaks District Council? Note- this can include grants, section 106, a Community Fund etc.	No (please delete as appropriate)	
		If Yes; Please provide further details of amount and the project involved.	

Deliverability

17	Does your organisation have the legal right to carry out the proposed scheme?	Yes	(please delete as appropriate)
		If not, you must attach documentation showing that the statutory provider of this service supports this scheme.	

18	Anticipated start date for delivery of the scheme:	<p>The application process for planning permission will be initiated in December 2020. Planning permission decision would be expected in May 2021.</p> <p>Dependant on the award of planning permission, the project is scheduled to start in June/July 2021.</p>
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19	Anticipated finish date for the delivery of the scheme:	<p>All external works are projected to be completed by the end November 2021, unless site abnormalities materialise.</p> <p>New grassed sports pitches take some time to seed and bed in and it is likely that such pitches will be unavailable for a further six months. However, during this time the all-weather pitches will be in use for the schools and the community.</p>
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20	Anticipated date when CIL funding will need to be made available:	1 June 2021
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21	Does land need to be purchased to facilitate the scheme?	Yes (please delete as appropriate)	
		Please provide details	As described above, additional land has already been purchased by KCC to facilitate this project. The cost, plus associated purchase costs came to £700,000, which is included as part of the project cost

22	Please provide a consultation plan to let SDC know when they can expect progress reports on the project.	<p>December 2020 – Public Consultation and Proposed Design</p> <p>January 2021 – Planning Application</p> <p>April 2021 – Planning Application Status and Sport England Consultation</p> <p>May 2021 – Planning Approval</p> <p>June/July 2021 – Pre-Commencement Conditions and Status</p> <p>August 2021 – Project Commencement</p>
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Agenda Item 4d

		Monthly Progress Reports on Site Progress thereafter to November 2021
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23	Please provide details of the management and timescales of the project.	See Appendix 5
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24	Has consultation been carried out on the scheme or is any planned?	Carried out and Planned (please delete as appropriate)	
		Please provide details (Note: Results can be attached separately if necessary.)	As described above, extensive consultations have been carried out as part of the establishment of the Boy's Grammar provision. Future consultations will be integrated with the KCC planning application process.

25	Is a relevant SDC ward member(s) supportive of the scheme?	Yes (please delete as appropriate)	
		You may provide the signature of an SDC ward member or an email from them to cil@sevenoaks.gov.uk .	Cllr Tony Clayton, Sevenoaks Eastern Cllr Penny Cole, Hartley & Hodsoil Street

26	Is the relevant town/parish council supportive of the scheme?	Yes (please delete as appropriate)	
		Signature of a town/parish council chairman, clerk or chief executive (Note: An email from them to cil@sevenoaks.gov.uk would also be sufficient).	<ul style="list-style-type: none"> • Mayor of Sevenoaks, Councillor Nicholas Busvine • Cllr Claire Shea, Sevenoaks Town Council

27	Do you have any other local support for the scheme? This can be in the form of businesses, community groups etc.	Yes	(please delete as appropriate)
		Please provide details of local support. (Note: An email from a relevant party to cil@sevenoaks.gov.uk would also be sufficient).	<ul style="list-style-type: none"> • Laura Trott MP • Sir Michael Fallon • Cllr Roger Gough, KCC Member for Sevenoaks North & Darent Valley, Leader of KCC. • Cllr Margaret Crabtree, KCC Member for Sevenoaks Town. • Cllr David Brazier, KCC Member for Sevenoaks Rural North East. • Cllr Nick Chard, KCC Member for Sevenoaks West. • Michael Ward, Head of Football and Sports Development, Charlton Athletic Community Trust. • Darren Maddison, Vice President, Sevenoaks Hockey Club. • Kathie Foster, Secretary, Dunton Green Football Club. • Ruth Bingham, Chair, Hockey Club Knole Park.

Maintenance

28	Which organisation will be responsible for ongoing maintenance?	The three schools will establish a Shared Use Committee to manage all maintenance issues, including repair and upkeep, line marking, grass cutting and grounds management.
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29	Are funding arrangements in place for maintenance?	Yes	(please delete as appropriate)
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		Please provide details	The three schools will agree a mechanism for funding maintenance between them, as part of the Shared Use Agreement.
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30	Please provide any further comments here. This could include if there are any other infrastructure projects that are related to this bid or any that rely on this bid.	
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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.

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Signature



Name

David Adams

Position

Interim Director of Education, Children, Young People and Education, KCC

Further information:

Name, role and contact details of the person that will be the contact for this bid:	Ian Watts, Area Education Officer for Sevenoaks, Dartford and Gravesham, Worrall House, Kings Hill, Kent ME19 4AE.
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	lan.watts@kent.gov.uk 03000 414302 and 07919 212062 Or: David Hart, Area Schools Organisation Officer for Sevenoaks, Dartford and Gravesham, Worrall House, Kings Hill, Kent ME19 4AE. david.hart@kent.gov.uk 03000 410195
Name, role and contact details of the person that will be attending SDC's CIL Spending Board to support this bid:	Ian Watts, as above
Name, role and contact details of the person that will be the point of contact and responsible for the Legal Contract:	Rebecca Spore, Director of Infrastructure, KCC Strategic and Corporate Services County Hall, Maidstone, Kent, ME14 1XQ rebecca.spore@kent.gov.uk 03000 416716 and Mob: 07717 853533
Name, role and contact details of the person that will be legally responsible for receiving the CIL fund*:	Rebecca Spore, as above
Full company/charity name:	Kent County Council, County Hall, Maidstone, Kent, ME14 1XQ
Registered No:	

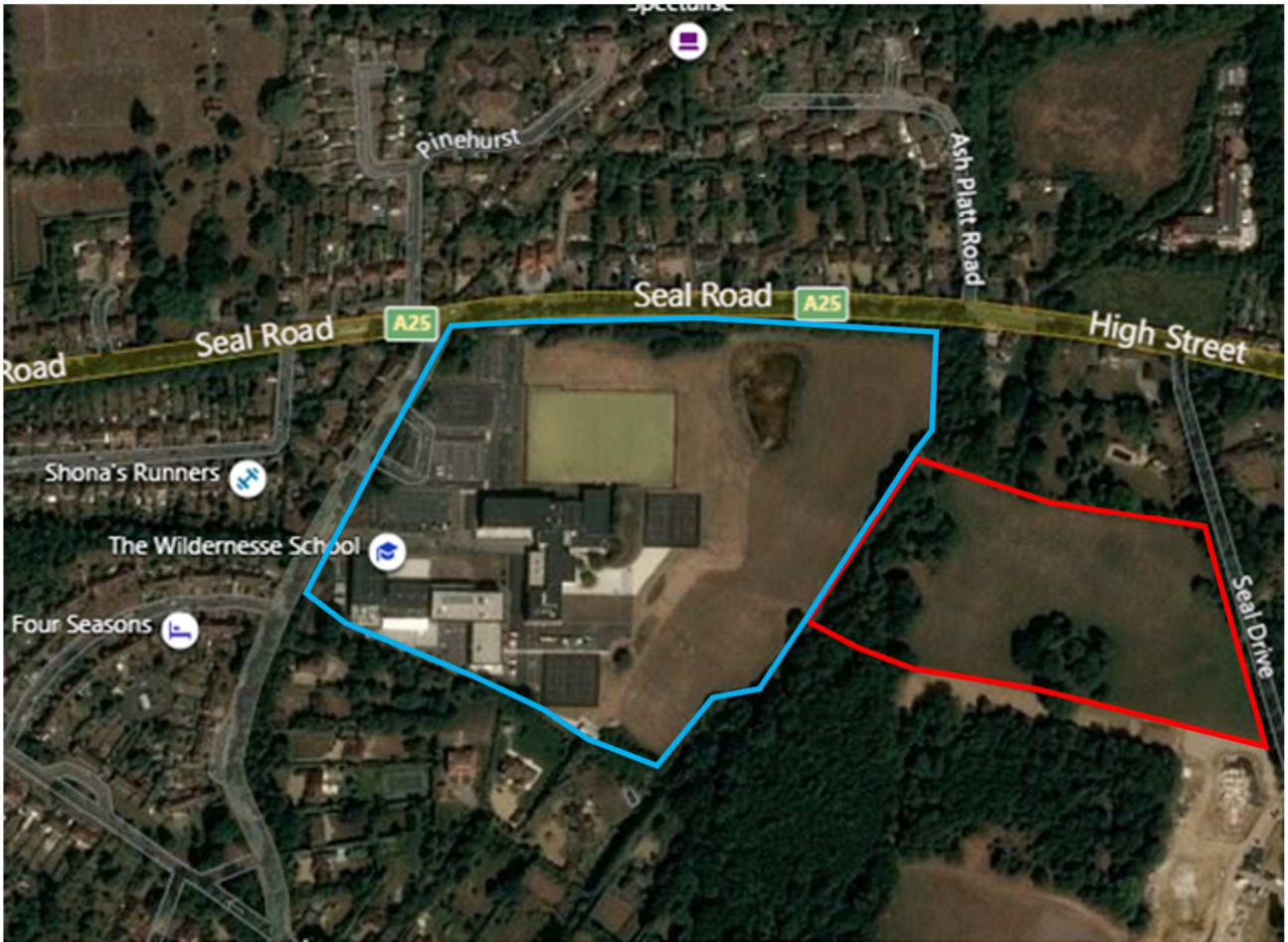
Privacy Notice



The personal data which is collected within this form is reasonably necessary for its public task of processing your application for CIL grant funding. This includes considering whether to grant the application and to ensure the effective management of CIL grant funding if approved.

If your application is unsuccessful then personal information will be retained for a period of 10 years after the application is refused. The personal data shall then be deleted except for any information made public under the Council's other legal obligations (including the Access to Information provisions of the Local Government Act 1972 or the Freedom of Information Act). If your application is successful then your data will be retained for the duration of the project applied for and for the full period in which the contract under which the monies are transferred is enforceable. The personal information will then be deleted, except for any information made public under the Council's other legal obligations. Any information relating to this application which is deleted will be deleted in accordance with the Council's standard record retention practice.

Unless otherwise stated we will generally handle personal information in accordance with the Council's Privacy Policy, which can be found through our website at www.sevenoaks.gov.uk/privacy.

Appendix 1 – RSBC land on Seal Hollow Road (approximate boundaries)



-  Existing school boundary
-  Boundary of RSBC land

Appendix 2 – Sports Provision Statement

B

B O N D B R Y A N

Project Name	Sevenoaks Campus
File Ref	SGAE-BBA-XX-XX-RP-A-0004-S2-P02
Description	The Site: Pitch statement
Date	2020-10-02
BB Project No	19222

1.0 Introduction

The Wilderness site has been designed to accommodate three schools; Trinity Free School, WoK Grammar Annex and a Boys Grammar Annex. The area guidance set out in BB103 has been used in determining the area analysis on the following pages.

2.0 Existing Site Layout

2.1 Grass Pitches

The main sports pitches are located to the East of the site. A rugby pitch and a football pitch have been provided. A 400m running track and a rounders pitch can be marked out across the two football pitches if required.

Grass Pitch 1 - 90.0m x 54.0m

Grass Pitch 2 - 96.0m x 57.0m Running track - 400m (non-compliant)

2.2 Hard surface pitches

The existing floodlit all-weather pitch (AWP) is to be retained and re-used as part of this development.

Two 2-Tennis court sized MUGA courts have been provided. These are located to the East of both existing Schools. These will accommodate 1 basketball/netball courts each. An additional court will be added to the Trinity MUGA courts as part of their current expansion.

- Existing AWP - 90.0m x 54.0m
- WoK 2-Court MUGA - 35.0m x 35.0m
- Trinity 3-court MUGA – 35.0m x 52.5m

The existing Sports Centre, changing rooms and associated internal sports facilities are retained within the Grammar Annex. Direct access from the Sports Centre to the playing fields means that the Sports Centre and the external pitches can potentially be open to the public when the Grammar Annexe is closed.

As part of the design development, access to the playing fields from the plateau that the school buildings sit on must be considered. Vehicular access for maintenance and emergency services must be provided alongside pedestrian access that makes sufficient allowance for users with limited mobility or those who need to use a wheelchair.

3.0 Proposed Site Layout

Due to Trinity Free School's 2FE expansion, the original site provision from the 2014 approval will fall short of recommendations following the TWGSfB extension. In order to mitigate this, KCC have purchased a portion of land adjacent to the Wilderness site (shown in blue on the below map), which would be used to provide additional sports provision for all three schools.

REPORT PITCH STATEMENT



The table below sets out the recommended site area for a new 3FE school as well as the BB103 site area for the proposed pupil population of the site (2400). These figures are then compared, in the right-hand side of the table, to the proposed design for the site including the adjacent land now within the ownership of KCC.

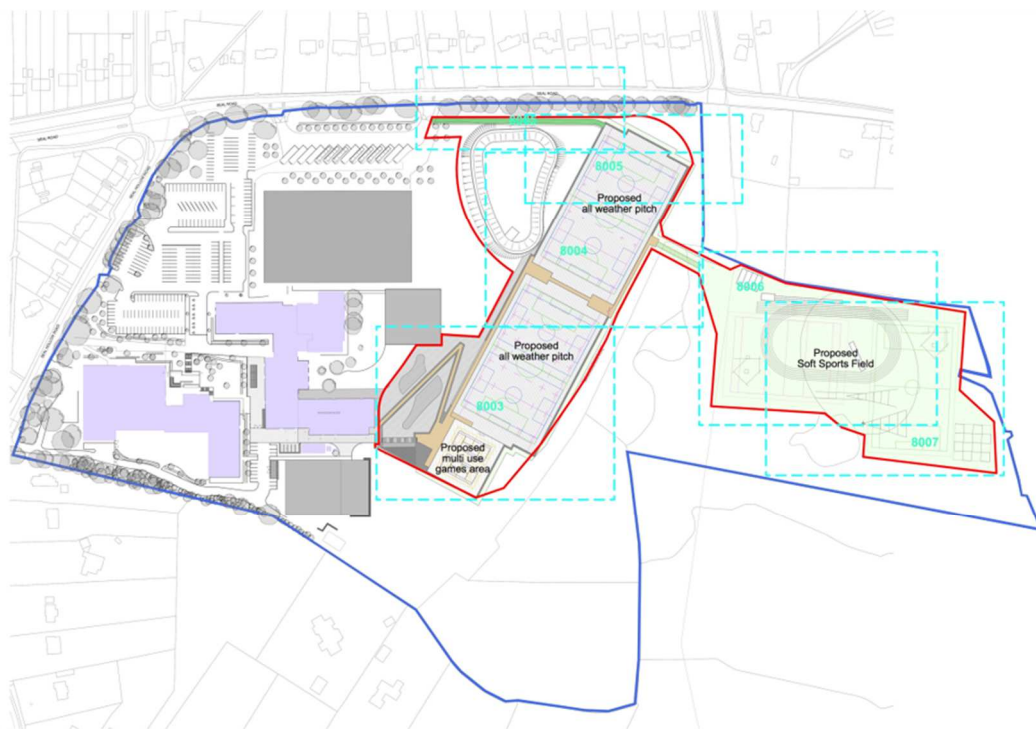
Site Area Schedule				Proposed				
Recommended Minimum Site Areas Wilderness Site (12FE + 600 6th form)	Recommended (BB103) at Pupil Numbers (N)		Wilderness Site Existing	Wilderness Proposed			Variance m2 from BB103 (12FE+6F0)	
	630	2400		Change	Total	Adjacent land		
1. Soft Outdoor PE Area	6000 + 35N	28050	90000	36,007	18,588	54,595	12000	-23,405
2. Hard outdoor PE Area	400 + 1.5N	1345	4000	3,361	1,944	5,305	0	1,305
3. Soft Informal and Social Area	600 + 2N	1860	5400	1,349			12000	7,949
4. Hard Informal and Social Area	200 + 1N	830	2600	2,963	0		0	363
5. Habitat Area	0.5N	315	1200	33,041			16630	48,471
Float	800 + 5N	3950	12800	32,507				
Net Site Area	8000 + 45N	36350	116000					
Non-net Site Area	2000 + 5N	5150	14000					
Gross Site Area (Min)	9000 + 50N	40500	129000	118,400.0	118,400		34,460	23,860

The information within the table demonstrates that the overall site is 23,860m² larger than the BB103 requirement for a 2,400 pupil population on this site. However, due to the nature of the site, large areas will be classed as 'Habitat' and 'informal'. Whilst these areas will enhance the site and have the potential to support the curriculum, the resultant areas designated for soft PE fall short of the BB103 recommendation by 23,405m², which is the equivalent of one 3G pitch (104x61 double counted as 3G).

4.0 Current Design Proposal

4.1 PE Spaces

REPORT PITCH STATEMENT



Under the current design the site will be provided with:

- 2no 4-court sports halls
- 7no MUGA (Multi-Use Games Area)
- 3no AWP (All Weather Pitch: 2no. rugby/ football, 1no. hockey/ football)
- Grass pitches for use with summer and winter markings

The shared use agreement of the external facilities has yet to be determined between the parties. With careful planning, outstanding facilities can be made available to each of the School's pupil populations, whilst also providing the local community with a valuable resource.

4.2 All-Weather Pitch (3G) Design and Specification

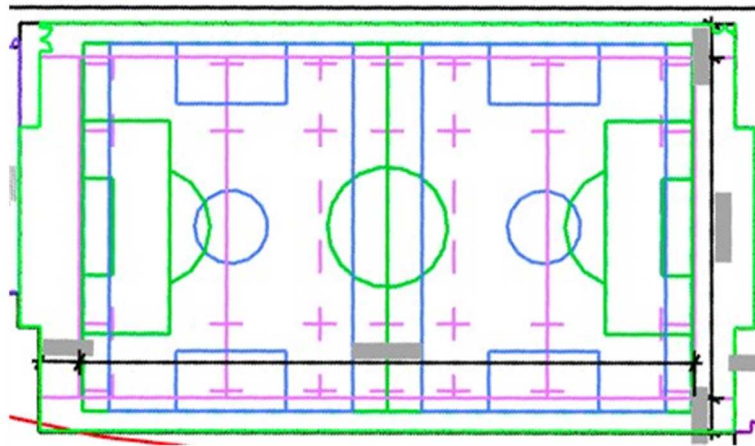
To ensure the best possible facilities are provided at the Wilderness site, the design strives to address the provision of soft informal PE space. The surface of the existing AWP is reaching the end of its lifespan and is to be refurbished. The current grass pitches are not playable all year round due to ground conditions and localised flooding. By replacing these grass pitches with AWP, year-round use can be ensured.

'Third generation or 3G artificial grass pitches are recognised as durable, safe, year-round playing surfaces, able to withstand intensive use and all kinds of weather. They mean more people can benefit from all the associated social and health benefits of physical activity.' Sport England Statement

Due to constraints of the site, including topography, protected land (ancient woodland) and sustainable drainage features, the proposed width of any new 3G pitch will be limited to 61m. Two 3G pitches have been shown measuring 104m x 61m each. The proposed specification of these pitches will be put forward in conjunction with a pitch specialist from Slatter Group. A long pile 3G (65mm with shock pad) is likely to be the preferred rubber crumb type pitch that is suitable for both Rugby Union and Football. The ambition is to achieve accreditation for the AWP's to club standard for RFU and FA to enable these facilities to be let to the

REPORT PITCH STATEMENT

public. This is essential to allow the School's to raise the funds to be able to maintain the pitches. These pitches will be floodlit.



Rugby

Sport England guidance for a club standard Senior 7/10/15-a-side pitch measures 154m x 80m, including in-goal areas and run-off but excluding any spectator area.

The SAPCA (Sports and Play Construction Association) recommendation for rugby is stated as:

'The International Rugby Board (IRB) states that the length and breadth of the playing area are to be as near as possible to the dimensions illustrated [](A maximum length of 100.0 m and width of 70.0 m). In addition, a minimum 5.0 m run-off at the sides and ends are required. The recommended size for training pitches is 55.0 by 36.5 m with a minimum 3.0 m run-off.'

The constraints on the site prevent a full-sized rugby pitch being provided, however each new 3G will provide a pitch with over-run measuring 104m x 61m. Consultation with the RFU is outstanding and feedback received will be incorporated into the final design.

Football

The new 3G pitches are also to be used for football. The pre-planning consultation via Sport England with the Football Foundation/ FA advised that a pitch area of 91m x 55m and 97m x 61m (including run offs) should be provided that are FA compliant for U15s/ 16s youth 11v11, whilst providing the 3m run off all the way around the pitch. The pitches should also have goal recesses.

4.1 Adjacent Land Layout

The adjacent land to the East of the Wildernesse Site now forms part of the land accessible to the Schools on the site and will contribute to meeting the BB103 area guidance for external spaces. The site is currently natural grassland and is intended to provide seasonal grass pitches to support the main site offering. The following will be achieved via minimal intervention including re-grading and mowing:

Summer

- Athletics track 200m x 6 lane
- Athletics track 100m x 6 lane
- 1 no Javelin
- 1 no Shot putt/ discus
- 2 no Rounders
- 4 no Cricket nets
- 1 no Cricket wicket with associated outfield
- 1 no double long jump

Winter

- 1 no Football 88m x 56m O/A
- 1 no Rugby 70m x 43m O/A
- 1no 4x4 grid 24 x24m

REPORT PITCH STATEMENT

requires 74m², 2 x 3FE requires 148m² and 6FE requires 144m², each scenario is adequately provided within the accommodation.

However, TWGSfB would like to see additional changing facilities provided under the current scheme. A number of options have been explored to provide additional changing within or adjacent to the main building. These have proved costly. As a result, a potential option has been raised to convert the maintenance shed to the South of the site to pitch level changing. In order to establish if this existing building is suitable a short feasibility study would need to be carried out to ascertain if this approach would meet the spatial and budgetary constraints. Please refer to Section 7.0 below for information required.

5.0 Planning

Development of the Wildernesse Site and the newly purchased land, as described above, will require planning consent. Pre-application advice has been sought via the local Planning Authority and initial consultation with Sport England undertaken. The site is considered to constitute playing field, or land last used as playing field, therefore Sport England advises that this proposal would require statutory consultation, under the terms of the Town and Country Planning (Development Management Procedure) (England) Order 2015, at the formal planning application stage.

Sport England considers proposals affecting playing fields in light of the National Planning Policy Framework (NPPF) (in particular Para. 97) and against its own playing fields policy, which states:

'Sport England will oppose the granting of planning permission for any development which would lead to the loss of, or would prejudice the use of:

- all or any part of a playing field, or
- land which has been used as a playing field and remains undeveloped, or
- land allocated for use as a playing field

unless, in the judgement of Sport England, the development as a whole meets with one or more of five specific exceptions.'

Replacement of the existing grass pitches with an engineered solution will mean that the proposed development would meet Exceptions E4 or E5 classification of Sport England's policy. Purchase of the adjacent land will also count towards mitigation measures for habitat lost on site.

6.0 Community Use

Provision of such exceptional sporting facilities will be an asset to the Schools on site but will also offer much needed sporting facilities to the local community. Within the feedback from the initial consultation with Sport England the case officer references the local Councils' playing pitch strategy and Local Football Facilities Plan (LFFP), which both demonstrate the need for additional 3G Football Turf Pitches within the Local Authority Area. Importantly letting the new 3G pitches will be a crucial part of the School's business case for maintaining such high-quality facilities.

As such, the design must meet a number of standards to ensure that the community needs are met in addition to the educational needs of the Schools. Advice received via the local planning authority stipulates that these pitches must be floodlit and that they must be independently accredited by FIFA and the RFU. Additional work will be required to ascertain the process for accreditation and the local appetite for lettings.

7.0 Next Steps

This report, read in conjunction with the associated drawings, represents a body of work carried out to date to explore the potential to enhance the external sporting provision at the Wildernesse Site. In order to progress the design and construct the facilities within the Contract programme additional work will need to be undertaken:

Information required

- 7.1 RFU feedback
- 7.2 Confirmation of scope of works of land transferred from Kier contract
- 7.3 Confirmation of party responsible for applying for FA and RFU accreditation
- 7.4 Surveys

Agenda Item 4d

REPORT PITCH STATEMENT

- 7.4.1 Localised **tree survey** to include the border of the ancient woodland adjacent to the new 3G pitches (to 20m depth), the proposed route for the new connecting footpath and the northern boundary of the adjacent land.
- 7.4.2 **Ecology** – Habitat management enhancement plan for grassland and ancient woodland. Recommendations include hedgehog nest boxes, bird boxes, bat boxes, owl boxes. NB reptile relocation and a hand search for hedgehogs are both advised prior to works starting on site.
- 7.4.3 Potential to **survey ponds** to the east of the site for great crested newts (carried out prior to planning)
- 7.4.4 **SI** to bank on main site to ascertain type of construction for accessible path
- 7.4.5 **Archaeology watching brief** as advised by desktop survey (awaiting feedback from KCC Archaeology)
- 7.5 Reports and Assessments
 - 7.5.1 Lighting assessment
 - 7.5.2 Background noise assessment
 - 7.5.3 Highways statement to support community use
 - 7.5.4 Design and Access Statement
 - 7.5.5 Statement of Community Use
- 7.6 Parker's Shed Conversion Feasibility
 - 7.6.1 Measured building survey
 - 7.6.2 Utilities survey
 - 7.6.3 Intrusive structural investigation

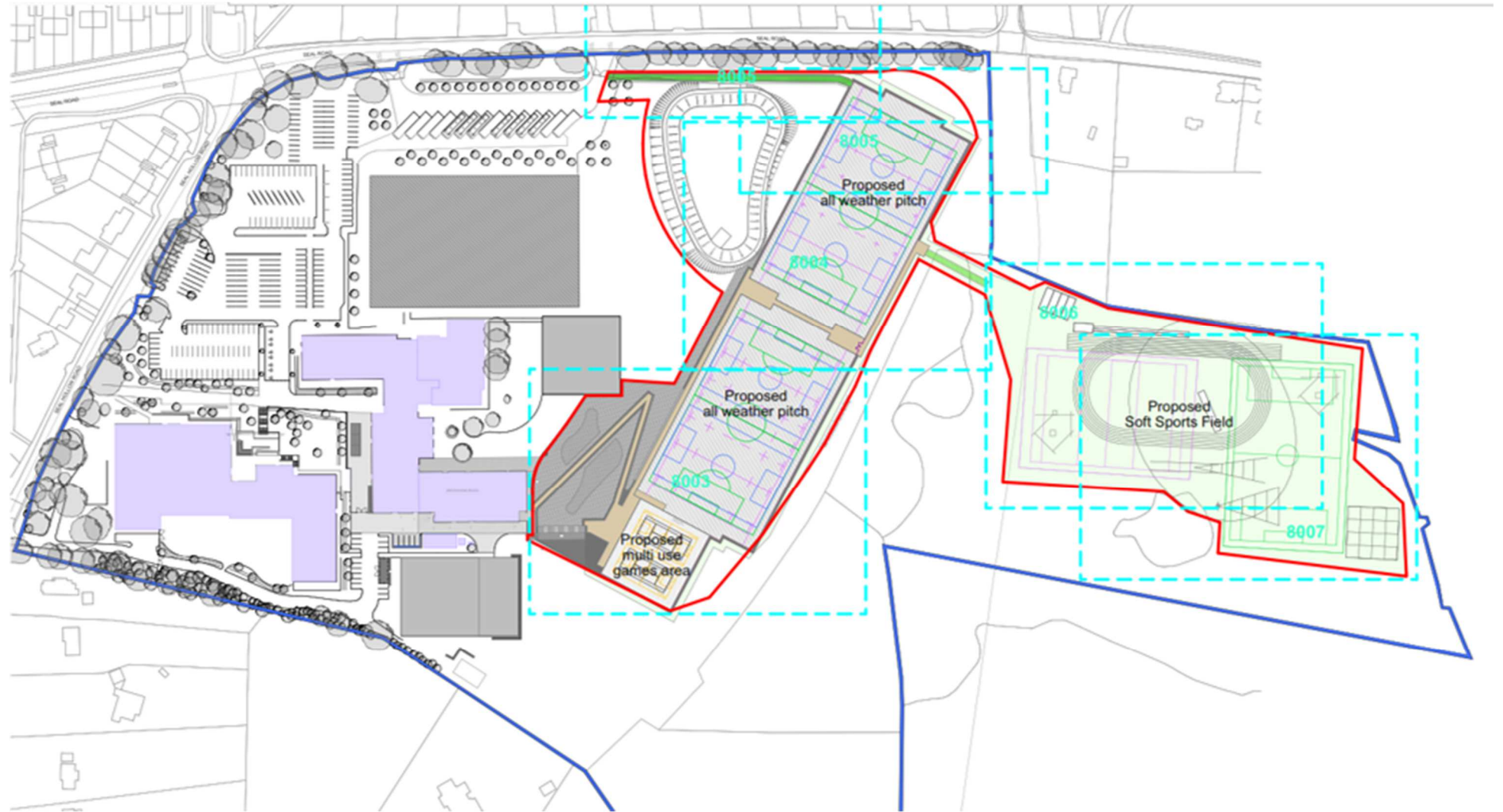
The above information is required in order to prepare the design for a planning submission targeted for November 2020 or January 2021 (TBC). This would need to be preceded by a Public Consultation event.

An instruction will be required to proceed with the design including engagement of the wider design team, which may incur additional design fees.

8.0 References

- Sport England, 'Comparative Sizes of Sports Pitches & Courts (OUTDOOR)', September 2015 Update
- Sport England, 'Artificial Grass Pitch Layouts, Kitbag AGP Rugby Union'
- Sport England, 'Artificial Surfaces for Outdoor Sports Design Guidance Note'
- Sport England, 'Selecting the Right Artificial Surface'
- Sport England, 'A sporting Future for the Playing Fields of England', Planning Policy Statement
- SAPCA, 'The SAPCA Code of Practice for the Construction and Maintenance of Synthetic Turf Sports Pitches', January 2009
- <http://www.thefa.com/football-rules-governance/lawsandrules/laws/football-11-11/law-1---the-field-of-play>
- The FA, 'The FA Guide to Pitch and Goalpost Dimensions'
- FA Artificial Pitch Guideline, http://www.thefa.com/GetIntoFootball/Facilities/Artificial_Pitches
- England Rugby Area Facility Manager, Rick Bruin (rickbruin@rfu.com)
- Slatter Group, Jason Douglas (WDC supply chain partner)

Appendix 3 – External Pitch Layout



Agenda Item 4d
Appendix 4 – Detailed External Costings



External Works Review	Rev 01
ELEMENTAL BREAKDOWN - COST PLAN	08/10/2020

8.0 - External Works

Cost centre	Element	Qty	Unit	Rate	Cost
8.1	Site Preparation Works				488,320.00
8.1.1	Site Clearance				
	All Works Areas	15,840	m ²	8.00	126,720.00
8.1.2	Preparatory Groundworks				
	Proposed All Weather Pitch	15,840	m ²	2.00	31,680.00
	Cut & Fill; PROVISIONAL	15,840	m ²	10.00	158,400.00
	Cut & Fill; To New Land; PROVISIONAL	17,152	m ²	10.00	171,520.00
8.2	Roads, Paths, Pavings and Surfacing				1,452,286.75
8.2.1	Roads, Paths and Pavings				-
	Footpath, including Ramp				
	Excavate	338	m ³	7.00	2,362.50
	Disposal	338	m ³	40.00	13,500.00
	Herbicide & Membrane	1,350	m ²	10.00	13,500.00
	Granular Fill	338	m ³	65.00	21,937.50
	Edging	855	m	20.00	17,100.00
	New Macadam surface	1,350	m ²	75.00	101,250.00
	Grasscrete				
	Excavate	71	m ³	7.00	498.75
	Disposal	71	m ³	40.00	2,850.00
	Herbicide & Membrane	475	m ²	10.00	4,750.00
	Grass Crete structure	475	m ²	65.00	30,875.00
	Infill	475	m ²	25.00	11,875.00
	Seeding	475	m ²	10.00	4,750.00
8.2.2	Special Surfacing and Pavings				1,227,038.00
	Proposed All Weather Pitch				
	Excavate	3,260	m ³	7.00	22,820.00
	Disposal	3,260	m ³	40.00	130,400.00
	Herbicide & Membrane	13,040	m ²	10.00	130,400.00
	Granular Fill	3,260	m ³	65.00	211,900.00
	Edging	684	m	20.00	13,680.00
	Rubber Shockpad	13,040	m ²	10.00	130,400.00
	Surface	13,040	m ²	17.50	228,200.00
	Sand/Rubber crumb infill	13,040	Nr	7.50	97,800.00
	Line Marking - Football (In carpet)	2	Nr	2,000.00	4,000.00
	Line Marking - Rugby (In carpet)	2	Nr	3,500.00	7,000.00



External Works Review ELEMENTAL BREAKDOWN - COST PLAN

Rev 01
08/10/2020

8.0 - External Works

Cost centre	Element	Qty	Unit	Rate	Cost
8.2.2	Special Surfacing and Pavings (Cont.)				
	Proposed MUGA				
	Excavate	363	m ³	7.00	2,541.00
	Disposal	363	m ³	40.00	14,520.00
	Herbicide & Membrane	1,452	m ²	10.00	14,520.00
	Granular Fill	363	m ³	10.00	3,630.00
	Edging	153	m	65.00	23,595.00
	Blinding	153	m ²	20.00	3,050.00
	Blinding	1,452	m ²	36.00	52,272.00
	New Macadam surface	1,452	Nr	95.00	137,940.00
	Line Marking	1		2,000.00	2,000.00
8.3	Soft Landscaping, Planting and Irrigation Systems				195,555.00
8.3.1	Seeding and Turfing				
	Grading	2,827	m ²	25.00	70,675.00
	Topsoil & Grading where noted	3,568	m ²	25.00	89,200.00
	Seeding	3,568	m ²	10.00	35,680.00
8.3.2	External Planting	-	Item	-	-
8.3.3	Irrigation Systems	-	Item	-	-
8.4	Fencing, Railings and Walls				247,865.00
8.4.1	Fencing and Railings				
	Proposed All Weather Pitch	684	m	185.00	126,540.00
	Proposed MUGA	153	m	150.00	22,875.00
	Generally; Allowance	200	m	120.00	24,000.00
	Provision for Gates; Allowance	10	Nr	1,150.00	11,500.00
8.4.2	Walls and Screens	-	Item	-	-
8.4.3	Retaining Walls				
	Gabion Retaining Wall; PROVISIONAL	100	m	250.00	25,000.00
8.4.4	Barriers and Guardrails				
	Formation of Concrete Steps; PROVISIONAL	55	m	500.00	27,500.00
	Handrails to same	110	m	95.00	10,450.00
8.5	External Fixtures				175,000.00
8.5.1	Site/ Street Furniture and Equipment				
	Equipment; AWP	2	Nr	12,500.00	25,000.00
	Equipment; MUGA	1	Nr	7,500.00	7,500.00
	Cricket Nets; 4nr; PROVISIONAL	1	PS	60,000.00	60,000.00
	Long Jump Pit & Markings; PROVISIONAL	1	PS	75,000.00	75,000.00
	Sports Markings to 'New Land'	1	PS	7,500.00	7,500.00
8.5.2	Ornamental Features				



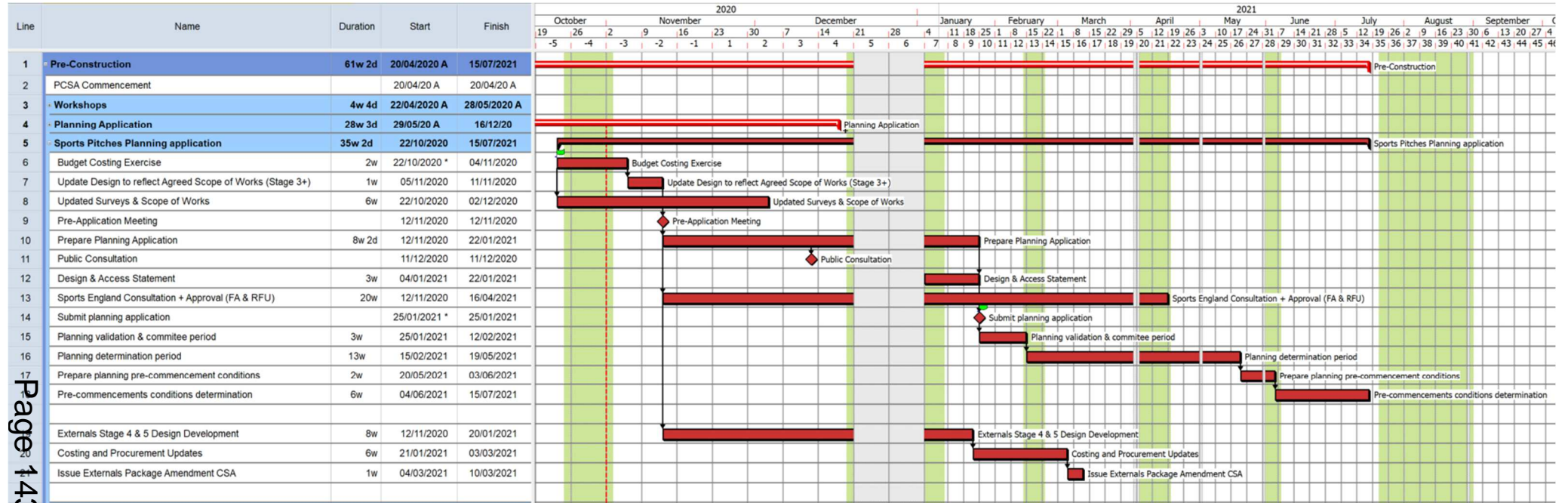
**External Works Review
ELEMENTAL BREAKDOWN - COST PLAN**

Rev 01
08/10/2020

8.0 - External Works

Cost centre	Element	Qty	Unit	Rate	Cost
8.6	External Drainage				144,920.00
8.6.1	Surface Water and Foul Water Drainage				
	Proposed All Weather Pitch; PROVISIONAL	13,040	m ²	10.00	130,400.00
	Proposed MUGA; PROVISIONAL	1,452	m ²	10.00	14,520.00
8.6.2	Ancillary Drainage Systems				
8.6.3	External Chemical, Toxic and Industrial Liquid Waste Drainage				
8.6.4	Land Drainage				
8.7	External Services				170,000.00
8.7.1	Water Mains Supply	-	Item	-	-
8.7.2	Electricity Mains Supply (diversion of existing electric	-	Item	-	-
8.7.3	External Transformation Devices	-	Item	-	-
8.7.4	Electricity Distribution to External Plant and Equipment				
	Electrical connections to Floodlight; PROVISION	200	m	100.00	20,000.00
8.7.5	Gas Mains Supply	-	Item	-	-
8.7.6	Telecommunications and other Communication Syst	-	Item	-	-
8.7.7	External Fuel Storage and Piped Distribution System	-	Item	-	-
8.7.8	External Security Systems	-	Item	-	-
8.7.9	External/ Street Lighting Systems				
	Floodlighting to AWP (Only)	2	Nr	75,000.00	150,000.00
8.7.10	Local/ District Heating Installation	-	Item	-	-
8.7.11	Builder's Work in Connection With External Services	-	Item	-	-
8.8	Minor Building Works and Ancillary Buildings				10,000.00
8.8.1	Minor Building Works				
	Provision for alterations to existing Fencing	1	PS	10,000.00	10,000.00
8.8.2	Ancillary Buildings and Structures	-	Item	-	-
8.8.3	Underpinning to External Site Boundary Walls	-	Item	-	-
SUMMARY					
8.1	Site Preparation Works				488,320.00
8.2	Roads, Paths, Pavings and Surfacing				1,452,286.75
8.3	Soft Landscaping, Planting and Irrigation Systems				195,555.00
8.4	Fencing, Railings and Walls				247,865.00
8.5	External Fixtures				175,000.00
8.6	External Drainage				144,920.00
8.7	External Services				170,000.00
8.8	Minor Building Works and Ancillary Buildings				10,000.00
	Contingency (Generally)			5.0%	144,197.34
GRAND TOTAL					3,028,144.09

Appendix 5 – Project Programme



A total of 145 emails of support have been received for the project. The large majority of these have come from parents whose children attend the schools. These emails can be summarised as below:

- Importance of sport and physical activity for physical and mental wellbeing
- In light of COVID-19, importance of staying fit and health is reiterated
- Current sport facilities on the schools sites are limited
- Extra leisure facilities will help meet future demands from extension of boys grammar school at Trinity site
- Support for community use of facilities
- Would be welcomed by sports club, could hire for use on the weekends

Agenda Item 4d

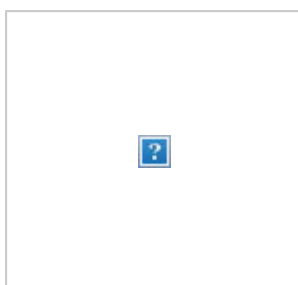
From: [Michael Ward](#)
To: [Barker-Platt Mrs J](#)
Cc: [CIL Mailbox](#); david.hart@kent.gov.uk; [Stephen Camacho](#)
Subject: RE: CIL Bid for New Sports Facilities on the Sevenoaks Campus
Date: 19 November 2020 11:33:04

Dear J Barker-Platt,

Thanks for your e mail regarding your potential development on the Weald Sevenoaks site. Charlton Athletic Community Trust have delivered community football activity for the past 20 years in Sevenoaks and have used the sand based AstroTurf at Trinity School for a large proportion of this time. We regularly engage with over 100 young boys and girls for school holiday courses, and recently sold out our October courses delivering safe COVID-19 secure football courses, and we planning for further courses in the future.

We would support any development to improve the grounds at Weald and would be willing to provide any supporting documents. We have delivered community activity for over 26 years and there is more we can do in the West Kent area, the proposed plans would be an excellent base to enhance our delivery further and support the community in Sevenoaks.

Thanks and good luck,



Michael Ward

**Head of Football and Sports Development
Charlton Athletic Community Trust**

t. 020 8850 2866 m. 07983550679

e. Michael.Ward@cact.org.uk

w. www.cact.org.uk

a. CAFC Training Ground, Sparrows Lane, New Eltham SE9 2JR



Charlton Athletic Community Trust is a registered charity in England and Wales (1096222)

From: Barker-Platt Mrs J <JBarker-Platt@wealdgs.org>
Sent: 18 November 2020 17:42
To: Michael Ward <michael.ward@cact.org.uk>
Subject: FW: CIL Bid for New Sports Facilities on the Sevenoaks Campus

From: [Cllr Clayton, Tony](#)
To: [CIL Mailbox](#)
Cc: Ian.Watts@kent.gov.uk; ann.drury@kent.gov.uk; [Cllr Purves, Elizabeth](#); [Cllr Canet, Marilyn](#); [Cllr Collins, Irene](#)
Subject: KCC Sports Infrastructure bid for Trinity / Weald of Kent / Tunbridge Wells Boys Grammar and Community use
Date: 22 December 2020 13:09:40

Dear Carlyn Kan

As a local member for Sevenoaks Eastern ward I have been asked to support this scheme for CIL funding

It will make a big contribution towards sports capacity for the three schools on site, which are currently under real pressure. It will also provide a welcome increase in facilities for the local community, and help meet the objectives of Sevenoaks Town sports strategy. I would very much like to support this use of CIL funds, matched by Kent County Council. It needs to be recognised that the project will have significant impact on the surrounding community, part of which which I represent, because it will increase traffic outside school hours, intensify use of the site, and make it much more of a 7 day a week operation.

It is important that the new facilities are sufficiently well funded to ensure that the following conditions are met

- containing the impact of floodlights on neighbouring houses in Seal Road, perhaps by adding evergreen trees to the boundary tree belt

- a proper traffic management and parking plan, which includes weekends since this will now be a 7 day a week facility for community use, and so impact on Seal Hollow Road, Hillingdon Ave and The Crescent needs to be contained

- action to ensure the the bus / coach depot safe; at present the layout requires all buses / coaches to reverse on school premises which means it has to be supervised in use. As the new facilities are to be a centre for sight impaired sports out of hours this requires a permanent solution, in which coaches do not have to reverse.

- action to reduce traffic speeds in nearby roads, especially Hillingdon Avenue, The Crescent and Seal Hollow Road, so that sport users can walk and cycle safely to the site at all times when it is in use

Best wishes

Cllr Tony Clayton
Sevenoaks Eastern

P.S. I am writing separately, on behalf of local residents, to Kent Highways about the parking and road crossing changes proposed for Seal Hollow Road, The Crescent and Hillingdon Avenue

Agenda Item 4d

From: [Cllr Cole, Penny](#)
To: [CIL Mailbox](#)
Subject: KCC CIL Funding Bid for the Sevenoaks Schools
Date: 30 November 2020 18:41:42

Hello

I have been sent details of Kent County Council's bid for sports provision on new land acquired from the RSBC. Having considered the information and details of the bid, I would like to support the proposed development and the bid for CIL funding.

The three schools on the campus are used by a number of pupils living in the Hartley area and as such would benefit from first class sporting facilities. The completed sports facilities will be a huge step forward for the schools and local people, creating a revenue stream, and will counter the current perception that playing fields are only ever sold off for housing.

I hope you will find the County Council's bid favourable and worthy of CIL funding.

Kind regards.

Penny

Sevenoaks District Cllr Mrs Penny Cole
Member for Hartley & Hodsoll Street
[07540 668751](tel:07540668751)

From: david.hart@kent.gov.uk
To: [CIL Mailbox](#)
Cc: [Carlyn Kan](#)
Subject: Fw: Trinity/ Weald of Kent school site sports proposal
Date: 10 December 2020 09:05:17

EXTERNAL EMAIL: Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Carlyn,

Please see attached response from Councillor Claire Shea,

Best regards,

David Hart | Area Schools Organisation Officer, North Kent
Education & Young People's Services | Kent County Council
Worrall House | 30 Kings Hill Avenue | Kings Hill | Kent | ME19 4AN | +44 3000
410195

From: Councillor Shea <cllr.shea@sevenoakstown.gov.uk>
Sent: 08 December 2020 11:47
To: Ian Watts - CY EPA <Ian.Watts@kent.gov.uk>; David Hart - CY EPA <david.hart@kent.gov.uk>
Cc: Cllr Clayton, Tony <cllr.clayton@sevenoaks.gov.uk>
Subject: Trinity/ Weald of Kent school site sports proposal

Dear Ian and David

Thank you for your time today to discuss the proposals for the new sports facilities at the secondary schools site on Seal Hollow Road. I welcome the proposal for high quality pitches to underpin the schools' sports strategies and designed to standards to allow local clubs to be able to use them widely, including those top flight clubs such as Sevenoaks Hockey Club and Knole Park Hockey Club.

I was reassured to hear about the design of the lighting scheme for the pitches ensuring minimal light pollution for neighbouring homes and look forward to seeing more detailed design solutions on the management of lighting to ensure the lights are lit only as needed. As we discussed, the tree bank which affords the best protection to neighbours from lighting is currently largely deciduous, and if funding allowed for the insertion of some evergreen screening plants, that would also be very welcome.

I look forward to watching the scheme progress for the benefit of the schools and the town as a whole.

Kind regards

Claire

Cllr Claire Shea

Agenda Item 4d

Northern Ward, Sevenoaks

You may have provided Sevenoaks Town Council and associated companies with some personal data relating to you. Under the General Data Protection Regulations, we as the data controller in respect of that personal data are required to provide you with a set of specific information about how we will use, hold and retain this data as well as making you aware of various rights that you have. For more information please view our full Privacy Notice:

https://www.sevenoakstown.gov.uk/_UserFiles/Files/GDPR/Privacy%20Notice.pdf

From: david.hart@kent.gov.uk
To: [CIL Mailbox](#)
Cc: Ian.Watts@kent.gov.uk
Subject: wilderness campus
Date: 12 November 2020 07:26:58

From: Nick Chard - MEM <Nick.Chard@kent.gov.uk>
Sent: 11 November 2020 16:01
To: Ian Watts - CY EPA <Ian.Watts@kent.gov.uk>
Subject: wilderness

Dear Sir,

I'm aware of Kent County Council's CIL bid for sports provision on land acquired from the old Dorton House site.

The three school campus is a great asset for Sevenoaks and the proposed additional sports facilities will enhance this asset.

I hope you are able to concur that this bid is worthy of CIL funding.

Yours

Nick Chard

KCC Member for Sevenoaks West

For details on how I will use your information please click [here](#) for my privacy notice

Agenda Item 4d

From: Margaret.Crabtree@kent.gov.uk
To: Ian.Watts@kent.gov.uk; [CIL Mailbox](#)
Subject: Kent County Council Community Infrastructure Levy Bid for a school and community sports project
Date: 27 November 2020 17:36:44

EXTERNAL EMAIL: Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Mr Watts

I am writing to confirm that I am delighted to support the Kent County Council Community Levy Bid for a school and community sports project on the Wildernesse Schools site which will greatly enhance the sporting facilities for the pupils at the schools as well as for the wider community. There will also be a very important health and wellbeing benefit for all concerned.

Margaret Crabtree
Kent County Council Member for Sevenoaks Town
Deputy Cabinet Member for Finance

The information you have provided will be held and used by me to respond to your enquiry as a Kent County Council Elected Member. I may share your information with relevant KCC departments, District/Town Councillors, other public authorities and MPs to provide a response to your query. I rely upon the legal bases of 'processing is necessary for the performance of a task carried out in the public interest' and 'processing is necessary for reasons of substantial public interest' (elected representative responding to requests). Your information will be held no longer than is necessary to respond to your enquiry and address any issues you have raised – after this period, it will be securely destroyed.

From: David.Brazier@kent.gov.uk
To: [CIL Mailbox](#)
Cc: Jan.Watts@kent.gov.uk
Subject: KCC CIL bid for a school and community project
Date: 10 November 2020 16:02:55

Dear Sirs

I have been sent details of Kent County Council's bid for sports provision on new land acquired from the RSBC. Having considered the information and details of the bid, I find myself wholly in favour of the proposed development and the bid for CIL funding.

The three schools on the campus are a great asset to the town of Sevenoaks and have only been wanting the land on which to provide first class sports facilities. That this land has been secured creates a splendid opportunity to construct those facilities, not only for the schools but also the wider community. It is rewarding to see that the ecology of the land is to be preserved so far as is possible, providing a valuable asset for environmental studies.

The completed sports facilities will be a huge step forward for the schools and local people, creating a revenue stream, and will counter the current perception that playing fields are only ever sold off for housing.

I hope you will find the County Council's bid favourable and worthy of CIL funding.

Best wishes

David Brazier
County Member, Sevenoaks Rural North East
Kent County Council

16 November 2020

Email: ann.drury@kent.gov.uk
Ian.Watts@kent.gov.uk

Ian Watts
Area Education Officer for North Kent
Kent County Council
30 Kings Hill Avenue
Kings Hill West Malling
ME19 4AE

Dear Mr Watts

Kent County Council Community Infrastructure Levy Bid for school and community project

As Mayor of Sevenoaks I was very interested to read the information about the bid from Kent County Council for Community Infrastructure Levy funding for a project to create new sporting facilities and enhance existing sports provision on the Sevenoaks Education Campus, Seal Hollow Road.

Sevenoaks Town Council supports additional sports provision for the benefit of the community and has a policy within its Sports Strategy that if sports provision is provided within schools and available for the community provision, the facilities should conform to the Sports Governing Bodies requirements enabling public use.

I hope your bid is successful and look forward to the future sporting facilities available to residents.

Yours sincerely

Councillor Nicholas Busvine OBE
Mayor of Sevenoaks

Town Council Offices
Bradbourne Vale Road
Sevenoaks Kent TN13 3QG

tel: 01732 459 953 fax: 01732 742 577
email: council@sevenoakstown.gov.uk
web: sevenoakstown.gov.uk

From: [Kathleen Foster](#)
To: [CIL Mailbox](#)
Cc: david.hart@kent.gov.uk
Subject: CIL Bid for New Sports Facilities on the Sevenoaks Campus
Date: 19 November 2020 15:18:20

Dear Madam,

I would like to add my support to the proposed development of sports facilities in Sevenoaks. The project to create new playing fields and other sports facilities on the campus occupied by Trinity School, the Weald of Kent Grammar School satellite provision, and the Tunbridge Wells Grammar School for Boys satellite provision will provide local clubs, such as ours, with the facilities they need. Winter training in particular is very important to us.

Yours faithfully

Kathie Foster
Secretary
Dunton Green FC



December 29, 2020

Dear Cllr

Kent County Council Community Infrastructure Levy Bid for a school and community sports project

On behalf of Sevenoaks Hockey Club, I wish to provide support of Kent County Council's application to the Sevenoaks District Council's Community Infrastructure Levy Spending Board for funding to support the creation of new playing fields and other sports facilities on the campus occupied by Trinity School, the Weald of Kent Grammar School and the Tunbridge Wells Grammar School for Boys satellite provision.

As one of the largest sports clubs in Sevenoaks with in excess of 1,000 members (ca. 700 juniors and 300 senior) run entirely on a voluntary basis, we provide hockey to people of all ages and abilities. We continue to experience increasing demand from across the community. However, as Sevenoaks District Council is very aware, we face an acute shortage of facilities in particular a lack of hockey pitches.

Though the primary beneficiary of the project will be the three secondary schools, the scheme will greatly augment the sports offer to Sevenoaks residents encouraging the participation in sports and physical activity with obvious benefits to health and wellbeing of all.

Sevenoaks Hockey Club has a strategic plan to compete in the England Hockey Premier Division for both Men's and Ladies Hockey. Both teams currently compete in Division One South, the league below the Premier Division. Although the Men's team competed in the Premier Division for two seasons recently, it has become apparent that the facilities currently available to the Club are a restriction and a barrier to long term sustainability at this level.

I and our membership strongly encourage you to support Kent County Council's CIL application.

Yours sincerely,

A large black rectangular redaction box covering the signature of Amanda Manuel.

Amanda Manuel
Chair

cc: cil@sevenoaks.gov.uk

Application E

Proposal: Weald Memorial Hall maintenance and renovations

Applicant: Weald Memorial Hall

Ward(s): Seal and Weald

RECOMMENDATION: That the **£15,000** applied for, as set out in the report, for scheme “Weald Memorial Hall maintenance and renovations” be approved on the following grounds:

- Strong economic, social and environmental benefits to the community;
- There is strong community support of the scheme.
- Clear community benefit
- There is sufficient certainty the scheme will be delivered.

Principal criteria not met:

- Insufficient evidence has been provided to show that funding has been maximised.
- Insufficient evidence to show strong partnership working.
- The project is not identified in an adopted strategy/plan.

Introduction

- 1 Weald Memorial Hall falls within the Parish of Sevenoaks Weald. The parish is one of the 31 that are located within the Sevenoaks District. It is located in the south of the district sharing its administrative parish boundaries with Brasted, Sevenoaks and Leigh. It also shares a border to the east with Tonbridge and Malling Borough Council.
- 2 The application was received before the application deadline closed on 31st December 2020. This proposal has not been previously considered by the CIL Spending Board.

Description of Proposal

- 3 The proposal is to provide maintenance and renovations to the village hall. This entails replacing original windows with energy efficient double-glazed windows, replacement of front entrance double doors, enhanced insulation and interior updating and redecorating.

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Funding

- 4 The applicant, Weald Memorial Hall, has estimated that the total cost of the project to carry out maintenance and renovations to the hall is £30,000.
- 5 The applicant has identified the following additional funding sources and grants to support their application to the Board:
 - Funding to be provided from Weald Parish Council - £15,000
- 6 Therefore, to meet the funding gap for the full cost of the project, Weald Memorial Hall, has applied to the Board for £15,000 of CIL funding. This equates 50% of the total project cost.

Representations and Support

- 7 The application submitted indicates that the applicant is working in partnership with Weald Parish Council to deliver the scheme.
- 8 The application is supported by the following local representatives and organisations:
 - Weald Parish Council
 - Weald Horticultural Society
 - Weald News
 - Weald History Group
 - Women of Weald
 - Baby Explorers

Lead Officers Appraisal of Bid

Principal Criteria met

- Strong social, economic and environmental benefits to the community.
- Strong local support for the scheme.
- Clear community benefits.
- There is sufficient certainty the scheme will be delivered.

Principal Criteria not met

- Insufficient evidence has been provided to show that funding has been maximised.
- Insufficient evidence to show strong partnership working.
- Insufficient evidence has been submitted to show that this scheme is part of an existing strategy or plan.

Appraisal

Strong economic, social and environmental benefits to the community

- 9 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.
- 10 The proposal demonstrates clear social benefits to the community. The hall is a vital location serving as a base for a number of local groups and societies in addition to events for residents. The proposed works would ensure that the hall could continue to be used sufficiently by the public. The applicant has noted there is reduced bus services in Weald further reiterating the importance of a local base for social activities.
- 11 The application form states that several local businesses hire the hall regularly. This helps to support local employment and so contributes to the economic benefits to the community. It is considered that the economic benefits are localised in nature and there will not be a wider economic benefit to the proposal.
- 12 The applicant has stated the hall is one of the few local meeting places for residents, which reduces the need to travel outside the village. In addition to this, there is reduced bus services and so residents are more likely to travel by car when leaving the village. The proposed double-glazed windows and enhanced insulation will improve the hall's energy efficiency. It is considered that the environmental benefits are localised in nature and there will not be a wider environmental benefit to the proposal.
- 13 On balance of the information submitted, it is clear there is strong local benefits to the community resulting from this scheme.

The project is identified in an adopted strategy/plan.

- 14 Whilst this project is not listed as a priority in the Infrastructure Funding Statement. However, this document does state that one of the Council's priorities for infrastructure, for the next year, should be to partially fund local community or infrastructure projects that show a clear public benefit or support a clear local need. It is considered that the scheme demonstrates a clear public benefit and supports the local need for a village hall.

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- 15 The applicant has advised works to the village hall will be included as part of the evolving Village Design Statement. This is currently on hold due to COVID-19 pandemic and the delay of Sevenoaks District Council Local Plan. Although this has not been completed, it is of note that works to the village hall have been identified to be of importance to the village.
- 16 The Infrastructure Delivery Plan does not refer to the proposed scheme.
- 17 Therefore, after careful consideration, there is sufficient evidence to demonstrate that the project is identified in an adopted strategy or plan, but it does not perform strongly under this criteria as other than the IFS insufficient evidence has been submitted to show it is part of any other plan/strategy.

Strong community support for the project

- 18 A further key consideration when assessing applications for the CIL Board is to determine whether the scheme has local support from the local community.
- 19 The applicant has confirmed that local support has been received from Weald Parish Council. In addition to this, emails of support have been provided from five community groups that use the hall.
- 20 The application form shows that Weald Parish Council carried out a village consultation where the hall was identified to be of vital significance to the village.
- 21 Therefore, it has been clearly demonstrated that the application has strong local support from the local community and its representatives.

Sufficient evidence has been provided to show that this will provide a strong community benefit.

- 22 The applicant has set out a number of community benefits the scheme can bring to the community. The hall provides a location for activities, programmes and events to take place. It is of particular significance to residents who cannot or do not wish to travel outside of the village. There is also an increasing number of young families in Weald who would benefit from activities of their local hall. Information of the usage statistics for the first 12 weeks of 2020 has also been provided. This states that 119 events took place during this period ranging from fitness classes to social activities.

It is considered that the village hall is a vital building to support the community and the community groups.

Sufficient information has been submitted to show that the scheme will be delivered

- 23 It is important in the assessment of the bid to consider the likelihood of the scheme being delivered if the CIL monies are granted.
- 24 The application form has not demonstrated a project plan is in place. The applicant has advised the project timeline will be looked into once funding is in place.
- 25 However, the proposed works are not of large magnitude and the applicant has shown the timings of the scheme have been considered. The applicant notes that each individual project should have a short time frame, approximately less than a week. Planning permission is not required for the proposed works. In addition to this, the applicant has the legal right to carry out the scheme.
- 26 On balance of the information submitted, it is reasonable to conclude that the scheme is likely to be delivered.

Application Considerations - Weakly Performing Criteria

- 27 When carrying out the assessment of this funding application, Officers felt that the application did not perform strongly against the following criteria:

There is not sufficient evidence to show strong partnership working.

- 28 Another key criterion for assessing the application is whether any partnership working is included in the project delivery.
- 29 The application form does not indicate that the applicant will be working in any formal partnership with organisations to deliver the project. However, it is indicated the applicant will be working with the Weald Parish Council to deliver the project. Furthermore, the Parish Council have agreed to commit CIL funds to the project. It is also indicated that there is a great deal of support from local groups.

Insufficient evidence has been provided to show that funding has been maximised.

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- 30 The applicant has shown the funding will be coming from Weald Parish Council's CIL funds. It is not shown on the application form whether other sources of funding have been applied for. While it is positive to see that funding has been agreed by the Parish Council, it is not clearly demonstrated whether any other funding sources have been maximised to meet the project cost in full.

Conclusion

- 31 Weald Memorial Hall has submitted an application to the Board to consider the proposed maintenance and renovation works to the village hall. It is clear there are a number of social, economic and environmental benefits to the local community. In addition to this, the scheme is identified in adopted plans and supported by the local community. The applicant has not benefitted from CIL funding previously.
- 32 After reviewing the application and subsequent supporting evidence, it is recommended by Officers that £15,000 of CIL funding be approved to support the delivery of the project. It is clearly demonstrated that the scheme provides public benefits to the community. Approving this bid would provide good value for CIL money applied for, compared to the cost of the overall project.

Background Papers

Appendices	Original bidding proforma and supporting information
Background Papers	None
Contact Officer(s)	Claire Pamberi ex 7221/Carlyn Kan ex 7264
Richard Morris	Deputy Chief Executive and Chief Officer - Planning and Regulatory Services

View Response

Response Details

From	Weald Memorial Hall (John Parker)
Date	Started: 27 Nov 2020 18:36. Last modified: 30 Dec 2020 15:44
Status	Complete
Email Address	[REDACTED]
Title	Mr.
Firstname	John
Surname	Parker
Company / Organisation Name	Weald Memorial Hall
Position / Role in organisation	Chairman
Address 1	[REDACTED]
Address 2	[REDACTED]
Address - Town	[REDACTED]
Address - County	[REDACTED]
Postcode	[REDACTED]
Telephone Number	[REDACTED]
Which consultations would you like to be	CIL Charging Schedule

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told about?

Which
Neighbourhood
Plans would you like
to be told about?

Sevenoaks Weald Parish Council

Internal
Categorisation

==uncategorised==

Response ID #870012

Visibility Unknown.

Thank you for expressing your interest in applying for CIL funding.

The purpose of CIL is to provide financial assistance to deliver local and/or strategic infrastructure projects across Sevenoaks District to support development and mitigate any adverse impacts from it.

Before continuing with your application, we would advise that you answer all questions as fully as you can. This will help the CIL Spending Board to better understand your proposal for your funding application.

If you still require further assistance and guidance, please do not hesitate to contact the Planning Policy team on 01732 227000 or please email cil@sevenoaks.gov.uk.

Privacy Notice

The personal data which is collected within this form is reasonably necessary for its public task of processing your application for CIL grant funding. This includes considering whether to grant the application and to ensure the effective management of CIL grant funding if approved.

If your application is unsuccessful then personal information will be retained for a period of 10 years after the application is refused. The personal data shall then be deleted except for any information made public under the Council's other legal obligations (including the Access to Information provisions of the Local Government Act 1972 or the Freedom of Information Act). If your application is successful then your data will be retained for the duration of the project applied for and for the full period in which the contract under which the monies are transferred is enforceable. The personal information will then be deleted, except for any information made public under the Council's other legal obligations. Any information relating to this application which is deleted will be deleted in accordance with the Council's standard record retention practice.

Unless otherwise stated we will generally handle personal information in accordance with the Council's Privacy Policy, which can be found through our website at www.sevenoaks.gov.uk/privacy.

Section 1 - Project Details

Please answer all questions as fully as possible. If you wish to supply additional information and attachments to support your bid, you can add these in "Section 6 - Supporting Information".

Scheme Name

Weald Memorial Village Hall

Description of the Scheme

Provide needed maintenance and renovations as laid out in the January

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2019 Building Survey Report in order to provide a safe and functional village Hall for Weald and the surrounding community and to extend the life of the building. Specific projects to be undertaken include replacing original windows with energy efficient double-glazed windows; replacement of front entrance double doors with improved security; enhanced insulation to improve energy efficiency; interior updating and redecorating.

Is this scheme promoted by your organisation in partnership with another organisation(s)?

Yes

No

If you answered YES please provide the following details:

- Organisation Name(s)
- Responsible individuals(s)
- Signature(s) on behalf of other supporting organisations(s)
- Details of the Agreements you have in place with your partners. Including the % of money guaranteed for the scheme from each organisation.

Weald Parish Council

John Caird, Town Clerk

Is planning permission required for the scheme?

Yes

No

If YES, has this been applied for?

If NO, please explain why?

Replacing original windows and doors and redecorating does not require planning permission.

If planning permission has been granted – please details and a reference number.

«No response»

Please provide details of any other consent required (if appropriate (e.g. conservation, Listed Buildings, other Government bodies), including the date it was applied for/granted:

«No response»

Section 2 - Need for the Scheme

Please answer all questions as fully as possible. If you wish to supply additional information and attachments to support your bid, you can add these in "Section 6 - Supporting Information".

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List of projects or development that result in the need for this scheme:

Providing excellent services to enhance lifestyle choices and meet the needs of our residents as outlined in The Council Plan. The Hall hosts a number of fitness and pilates groups promoting healthier lifestyles. Local groups including the Weald History Group and the Horticultural Society provide regular opportunities for important social gatherings and learning.

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 Memorial Village Hall has been a cornerstone of Weald Village and the surrounding since 1958 and will remain an important venue to provide critical community services to support well-being in a time of unprecedented uncertainty.

(Please see appendix A for historical usage statistics). Covid has reinforced the importance and need for the Memorial Village Hall to provide a welcoming and important meeting place for cultural, social, educational and fitness activities.

Please provide an explanation of the 'public benefit' of the scheme proposed for residents in Sevenoaks District, in terms of:

- Economic
- Social
- Environmental

Economic

The Hall generates income used primarily for upkeep and maintenance and to provide local programmes and events. The Hall provides a local and cost-effective venue for many village organisations, enabling groups to form and flourish, creating a stronger sense of community and inclusion.

Several local businesses hire the Hall on a regular basis thereby supporting local employment in the Sevenoaks area.

It is important to ensure the building has proper security as there was a break in in the past where vandals caused noticeable damage resulting in increased concern from the trustees about providing a safe and secure facility to avoid costly damage and theft.

Social

The memorial Hall is a critical venue for the community, providing activities, programmes and events. It is an important centre for many who are unable or unwilling to travel outside the village thus providing a much-needed primary point of social activities. The Hall hosts various exercise classes, supporting the well-being and health of all residents of all ages. The Hall hosts over 200 private events annually including many children's birthday parties, providing an important link between the Weald Primary School and the community. The new Chairman and committee have ambitious plans for the Hall. Owing to the Covid pandemic there will be a desire for elderly residents to stay in their homes longer and delay moving to care homes if at all possible. In addition, we have an increasing number of young families in Weald who will benefit from their local Hall, obviating the need for travel. This makes the need for a functional, vibrant and multipurpose village Hall all the more important.

With reduced bus services in Weald, having a more self-sufficient community revolving around the Memorial Hall, particularly for the elderly and those with young families, is a necessary and important goal.

The Hall sits at the edge of the Village Green and adjacent to the Children's Play Area and Memorial Hall Field. As the building is now over 60 years old, the Trustees and the Parish Council are committed to updating the Memorial Hall as it is one of the central features of Weald in meeting changing needs of our residents and those in the surrounding vicinity.

Environmental

It is important to improve the energy efficiency of the Hall as the building

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still has the original inefficient windows from 1958 in addition to a lack of appropriate insulation under the floor and in the roof space. Additionally, the Memorial Hall provides one of the very few local meeting places for all residents, reducing the need for travel and supporting the wellbeing of our community. With reduced bus services, people are more likely to travel by car if leaving the village. Providing local services and opportunities has the added benefit of reducing local car travel.

Is the need for the scheme identified in any adopted strategy/plan? E.g. Neighbourhood Plan, Work programme of a Statutory Body, Infrastructure Plan. If so, which?

The Memorial Hall is the centrepiece of Weald Village and a critical meeting point for all residents. As such, the importance of keeping the Hall functioning, safe and attractive as a preferred venue for social engagements is key to long term village planning. The importance of the Village Hall was clearly identified in a recent public consultation process conducted by the Parish Council.

How does the scheme identify with the Council's Infrastructure Delivery Plan (IDP) and its priorities?

As part of the Sevenoaks District Infrastructure Delivery Plan, having community facilities to support the needs of existing residents and any future growth is key to achieving sustainable communities.

Section 3 - Funding

Please answer all questions as fully as possible. If you wish to supply additional information and attachments to support your bid, you can add these in

"Section 6 - Supporting Information".

Total Project Cost

£30,000

Funding required from CIL:

£15,000

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.

Please provide the status of each source of funding for example whether it has been formally agreed, whether it has already been paid, whether it has been agreed in principle, if you are waiting for a decision in regard to the funding, or whether you are investigating the source of funding etc.

1) Weald Parish Council has agreed to provide up to £15,000 in immediate funding in order to ensure the Hall remains safe and in operable condition. This funding has been agreed and will be made available upon the success of this application to the CIL. It is important to note that the Parish Council's proposed participation represents 30% of its annual precept and has to be funded against other village priorities, such as the traffic management project.

Is this bid for staged payments?

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Yes

No

Will staged payments be accepted?

Yes

No

Please provide details of anticipated funding requirements and timetable

Funding requirements are dependent upon the outside contractors scheduling. Most contractors require up to 50% upfront payments with the balance upon completion. We would like to proceed as soon as possible in order to conduct work while the Hall is closed due to Coronavirus Tier 4 status. Each of the individual projects should take less than one week but it is presently not clear if they can be done simultaneously or in stages.

Has a bid(s) for CIL funding been made to relevant town and parish councils?

Yes

No

If YES, please provide the following details:

- Details of bid

- Decision made; and
- Details of decision

«No response»

If this bid is being made by a Parish or Town Council and no CIL funds have been contributed by them, please provide an explanation for this.

n/a

Would the scheme be fully funded if the CIL contribution is agreed?

- Yes
- No

Has this scheme already benefited from CIL funding through the CIL Spending Board?

- Yes
- No

If YES, please provide further justification as to why further CIL funding is required for this project.

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n/a

Has this scheme/land/building already benefited from funding from Sevenoaks District Council?

Note - this can include grants, section 106s, a Community Fund etc.

Yes

No

If YES, please provide further details of amount and the project involved.

«No response»

Section 4 - Deliverability

Please answer all questions as fully as possible. If you wish to supply additional information and attachments to support your bid, you can add these in "Section 6 - Supporting Information".

Does your organisation have the legal right to carry out the proposed scheme?

Yes

No

If not, you must attach documentation showing that the statutory provider of this service supports this scheme.

«No files»

Anticipated start date for delivery of the scheme

February 2021 or as soon as possible thereafter. Our goal is to complete the work during the imposed lockdown period where possible as the Hall is currently closed so there will be no business interruption caused by the proposed work.

Anticipated finish date for the delivery of the scheme:

April 30th or as soon as possible thereafter. Replacing the windows will be the most significant project and the present quotes suggest the work will take 3-4 days. However, we would plan for a two week window depending on weather and unforeseen circumstances that arise with contractors. This would then apply to the other key projects (doors, redecorating).

Anticipated date when CIL funding will need to be made available:

February 2021 or as soon as possible thereafter

Does land need to be purchased to facilitate the scheme?

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Yes

No

If YES, please provide details

«No response»

Please provide a consultation plan to let SDC know when they can expect progress reports on the project.

The Memorial Hall Trustees commissioned a Building Survey in January 2019 and are working through the most serious defects that need to be repaired, replaced or investigated. Currently, these defects compromise the structural integrity of the property or impairs the intended function of the building element. Once the funding is confirmed the Committee will create a more detailed project timeline plan as we confirm the individual contractors that will execute the work. Throughout the proposed work, the Committee will provide weekly updates on progress to the Parish Council and the CIL Spending Board.

Please provide details of the management and timescales of the project.

As there will be 3 or 4 separate contractors, three Trustees / Committee members will be responsible for individually managing the suppliers. Each individual project should last less than a week but it is currently uncertain if projects can run concurrently, depending on contractor availability and whether multiple projects can be executed simultaneously. The Trustees have secured competitive bids for the windows and doors and broad estimates for the redecorating and insulation work. Final contractors to be

selected upon approved funding.

Has consultation been carried out on the scheme or is any planned?

- Carried out
- Planned
- No consultation planned

Please provide details (Note - results can be attached separately if necessary)

The Weald Parish Council recently conducted a broader village consultation process and the Memorial Hall was clearly identified to be vitally important to the Village. The Chairman of the Memorial Hall has been in regular contact with Parish Council. The Parish Council is fully supportive of this initiative to bring the Hall up to an updated functional level as we are replacing original windows and doors and redecorating for the first time in many years. This will be the first phase of what will be a more ambitious plan for the Memorial Hall driven by the new Chairman and fully supported by the Parish Council as part of the evolving Village Design Statement (currently on hold due to the coronavirus pandemic and Sevenoaks District Council's own local plan, with which our statement needs to be consistent).

Is a relevant SDC ward member(s) supportive of the scheme?

You may provide the signature of an SDC ward member or an email from them to cil@sevenoaks.gov.uk.

- Yes

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No

Is the relevant town/parish council supportive of the scheme?

Signature of a town/parish council chairman, clerk or chief executive (Note: An email from them to cil@sevenoaks.gov.uk would also be sufficient).

Yes

No

Do you have any other local support for the scheme?

This can be in the form of businesses, community groups etc.

Yes

No

Please provide details of local support. (Note: An email from a relevant party to cil@sevenoaks.gov.uk would also be sufficient).

Appendix B – Emails from Users supporting our plan

Copies of Emails received from Hall users. These have been forwarded by email to CIL@sevenoaks.gov.uk

Judy Whiddett

Re: Memorial Hall

To: john.parker@weald.org.uk

Good afternoon John

As I am chairman of the Weald Horticultural Society Richard Gidman has asked me if I could email you with some information to reinforce your application to SDC.

The WHS was formed in 1908 and so has been using the Weald Memorial Hall ever since the building was first opened. We currently have about 180 members and use the hall regularly. We have 4 Shows a year, in the hall, when members, their friends and other villagers come to admire the society's produce. We have 3 talks, during the winter months, our AGM and the Annual Dinner and all these take place in the hall. Our equipment (for Shows, outdoor events and advertising) is all stored in the loft there.

The Weald Memorial Hall is invaluable to our society and indeed to the whole village community and I know that any refurbishment would be greatly appreciated by everyone.

If you want any more information, John, please let me know.

Judy Whiddett

Sent from my iPad

[REDACTED]

[REDACTED]

[REDACTED]

29th December 2020

John Parker

Chairman of the Trustees

Weald Memorial Hall

Dear John

I'm writing to you to add my voice to others who are supporting the Memorial Hall Trustees proposal to enhance the Hall making it an up-to-date warmer, more attractive, fit-for-purpose venue.

For the past five years I have written a newsletter for the village called 'Weald News' and much of what I write about takes place in the Memorial Hall or on the adjacent village Green; the list of activities and events is a long one.

Ever since its construction in the late 1950s, the Hall has been a focus for all kinds of village activity from individual events such as classical concerts, parties and wakes, fundraisers, quizzes, children's discos and other Christian Aid Week events, 10K & Fun Run Registration, as well as a wide variety of exercise classes and group meetings such as Soup & Scrabble, Baby Massage, Women of Weald, Weald Horticultural Society, Weald Brownies, Bee Keepers Society and more.

The Hall often marks milestones in the village's history. For instance, it was the venue for the launch of the Weald history book, 'The Changing Face of Weald', the focus for events marking the centenary of the Great War and an acknowledgement of the young men from the village who did not return. It was also used as a temporary shop when our last village shop closed its doors and was pivotal in keeping going a vital service to villagers before the Community Shop moved into its permanent home.

In addition to village use, the Hall is also used by other local groups. The acoustic is particularly good so it has been booked as a venue for practise by Kent Opera, the Sevenoaks Symphony Orchestra and a number of professional chamber groups. Members of the chamber group, CIRRUS, were particularly impressed and when their leader, David Burrowes, was changing his piano he offered the Trustees the chance to buy his Broadwood Boudoir Grand. CIRRUS played the first classical dinner concert in the Hall using the piano and, following several further concerts enthusiastically supported by villagers, the piano was paid for.

It is important to the life of the village, to the future of the activities and events taking place in the Hall, to modernise it and bring it up-to-date. Please add my voice of support to others you will have received.

Yours

Susan

Susan Gidman

Designer and Editor, Weald News

President, Women of Weald

----- Original Message -----

From: Sheralyn Silvester [REDACTED]

To: Bookings Weald Memorial Hall <bookings@wealdmemorialhall.org.uk>

Date: 30/12/2020 12:05

Subject: Re: URGENT HELP PLEASE!!! - UPGRADE OF WEALD MEMORIAL HALL

I am a regular user of the hall on a Wednesday morning.

I teach PIYO which does have people at the beginning standing around in poses, I often have to put the heating on, and this obviously takes time to heat and we are often part way through the class before it warms up.

Double glazed windows and roof insulation would make a huge difference to the early morning classes such as mine, and I expect those attending in the Evening as well.

My clients are residents in Weald, and the hall is a vital facility to them all.

I hope to continue using the hall going forward, and any improvements such as insulation and better widows would be appreciated.

Sheralyn Silvester

PIYO instructor

Section 5 - Maintenance

Please answer all questions as fully as possible. If you wish to supply additional information and attachments to support your bid, you can add these in "Section 6 - Supporting Information".

Which organisation will be responsible for ongoing maintenance?

Weald Memorial Hall Trustees and Committee

Are funding arrangements in place for maintenance?

Yes

No

Please provide details

The Memorial Hall generates annual income from renting the facilities to various village groups which collectively cover the annual maintenance and running costs for the Hall under normal circumstances. The Memorial Hall retains the support of the Weald Parish Council should it be required due to revenue shortfalls from the Covid situation. We also continue to identify alternative sources of external funds if needed.

Please provide any further comments here.

This could include if there are any other infrastructure projects that are related to this bid or any that rely on this bid.

«No response»

Section 6 - Supporting Information

You can provide any supporting documents for your application here.

Please note that you are only able to upload a maximum of 10 documents.

If you do not wish to provide any additional documents, please go to the next section.

 Usage Statistics Q1 2020.xlsx

Section 7 - Declaration and Further Information

Please read the following declaration and provide the additional information required.

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

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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.

- On behalf of my organisation, I agree to the Declaration as stated above
- On behalf of my organisation, I do not agree to the Declaration as stated above

Please provide the following additional information

Name, role and contact details of the person that will be the contact for this bid:

John Parker, Chairman-Weald Memorial Hall.
Memorialhallchairman@icloud.com . [REDACTED]

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

Please note that if a representative does not attend the CIL Spending Board, your bid is likely to be referred to a committee that they can attend.

John Parker, Chairman-Weald Memorial Hall.
Memorialhallchairman@icloud.com . [REDACTED]

James Hinchey, Treasurer-Weald Memorial Hall.
[REDACTED] [REDACTED]

Name, role and contact details of the person that will be the point of contact and responsible for the Legal Contract:

John Parker, Chairman – Weald Memorial Hall
Memorialhallchairman@icloud.com . [REDACTED]

Name, role and contact details of the person that will be legally responsible for receiving the CIL funds

James Hinchey, Treasurer-Weald Memorial Hall.
[REDACTED]

Full company/charity name

Weald Memorial Village Hall

Registered No:

Registered Charity Number: 1142263

Privacy Notice

The personal data which is collected within this form is reasonably necessary for its public task of processing your application for CIL grant funding. This includes considering whether to grant the application and to ensure the effective management of CIL grant funding if approved.

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If your application is unsuccessful then personal information will be retained for a period of 10 years after the application is refused. The personal data shall then be deleted except for any information made public under the Council's other legal obligations (including the Access to Information provisions of the Local Government Act 1972 or the Freedom of Information Act). If your application is successful then your data will be retained for the duration of the project applied for and for the full period in which the contract under which the monies are transferred is enforceable. The personal information will then be deleted, except for any information made public under the Council's other legal obligations. Any information relating to this application which is deleted will be deleted in accordance with the Council's standard record retention practice.

Unless otherwise stated we will generally handle personal information in accordance with the Council's Privacy Policy, which can be found through our website at www.sevenoaks.gov.uk/privacy.

Application Complete

Thank you for your application to the CIL Spending Board for CIL funding.

Your application will now be reviewed and assessed by Officers. If any part of your application requires further information or clarification, you will be contacted with the details you have provided.

You will be notified as soon as possible as to whether your application has been successful and to be considered by the CIL Spending Board.

Please click the "Finish" button to complete and submit your CIL funding application.

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Agenda Item 4e

From: john.parker
To: [CIL Mailbox](mailto:CIL_Mailbox)
Subject: Fwd: URGENT HELP PLEASE!!! - UPGRADE OF WEALD MEMORIAL HALL
Date: 31 December 2020 12:08:05

EXTERNAL EMAIL: Do not click links or open attachments unless you recognize the sender and know the content is safe.

Please see below additional emails from users of the Hall to support our CIL application.

Kind regards,

John

John Parker
memorialhallchairman@icloud.com

----- Original Message -----

From: Maureen carter [REDACTED]
To: Bookings Weald Memorial Hall
<bookings@wealdmemorialhall.org.uk>
Date: 30/12/2020 17:01
Subject: Re: URGENT HELP PLEASE!!! - UPGRADE OF WEALD MEMORIAL HALL

The Weald Memorial Hall is a focus for residents of Weald and including many people in the surrounding area.

The art group has been a thriving and well supported group since the early 1900's. Some members coming from its early days as a group started as an outpost for the Sevenoaks Adult Education Art Classes around 1993. There are at least 6 members from that time who still belong, and are now regular members as it functions as an art group that encourages and enthuses new members, while more experienced members work on developing ideas and helping and encouraging new artists.

All the societies and groups are well supported and there is a great appreciation of all the facilities in and around the village green. From outdoor use of the village green for the school's sports days and exhibitions, the Running for Charity days, and many other activities for which the Hall is vital for it's facilities and nourishment needed.

Now there is an exchapel shop manned by mostly volunteers every week day by the Green making it even more an attractive venue for folk to want to be in and enjoy.

Sincerely. Maureen Carter.

From: [john.parker](#)
To: [CIL Mailbox](#)
Subject: Fwd: Weald village hall
Date: 31 December 2020 18:34:56

EXTERNAL EMAIL: Do not click links or open attachments unless you recognize the sender and know the content is safe.

Another email supporting our CIL application

Regards,

John

John Parker
Chairman Memorial Hall
[REDACTED]

Begin forwarded message:

From: "Kate (Baby & Toddler Explorers)" <kate@babyexplorers.com>
Date: 31 December 2020 at 17:13:58 GMT
To: [REDACTED]
Subject: Weald village hall

To whole it may concern

As a regular hall hirer at the Weald Memorial Village Hall I know the huge importance of having such a venue for people to be able to attend. I run baby classes for new parents and babies aged up to 12months and these social and educational gatherings are a huge support to local parents and the community.

With improvements made to the hall it would be a more comfortable, welcoming space for our parents and other hirers and I'm sure only increase the use of the hall by local residents.

Kind Regards,

Kate Firman
Baby Explorers (hirer of the hall on a Wednesday)

www.babyexplorers.com

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From: [john.parker](#)
To: [CIL Mailbox](#)
Subject: RENNOVATIONS OF WEALD MEMORIAL HALL - support emails from community
Date: 31 December 2020 12:06:59

EXTERNAL EMAIL: Do not click links or open attachments unless you recognize the sender and know the content is safe.

Please see below additional emails from users of the Hall to support our CIL application.

Kind regards,

John

John Parker
memorialhallchairman@icloud.com
[REDACTED]

John Parker
[REDACTED]

----- Original Message -----

From: [REDACTED]
To: Bookings Weald Memorial Hall
<bookings@wealdmemorialhall.org.uk>
Date: 30/12/2020 16:59
Subject: Re: URGENT HELP PLEASE!!! - UPGRADE OF WEALD MEMORIAL HALL

Dear John,

I asked Pauline as Chair of WOW for her comments :

“The Memorial Hall provides a lifeline to many of Weald's older ladies as it provides a meeting place each month for the Women of Weald members.

However it would be even more appreciated if they could take off their coats in the winter months and relax in comfort with their friends

Pauline Taylor, WOW”

Sheila (Turley)

From: john.parker
To: [CIL Mailbox](mailto:CIL_Mailbox)
Subject: RENOVATIONS OF WEALD MEMORIAL HALL
Date: 31 December 2020 12:08:51

EXTERNAL EMAIL: Do not click links or open attachments unless you recognize the sender and know the content is safe.

Please see below additional emails from users of the Hall to support our CIL application.

Kind regards,

John

John Parker
memorialhallchairman@icloud.com

----- Original Message -----

From: [REDACTED]
To: Bookings Weald Memorial Hall
<bookings@wealdmemorialhall.org.uk>, John Parker
[REDACTED]
Date: 30/12/2020 17:40
Subject: Re: URGENT HELP PLEASE!!! - UPGRADE OF WEALD MEMORIAL HALL

The Weald History Group came up with a 'group' answer :

Weald History Group

Weald Memorial Hall is a vital community building for this Society because:

1. It is the only village amenity that is suitable for our meetings and talks
2. The membership of the Society is predominantly made up of older people who need a local facility, and is within walking distance for many.
3. There is not another community building that is suitable in hosting our exhibitions.
4. It is a meeting place that is, not only, convenient but also a safe meeting place.
5. It enables village community inter-action and thereby helps to confront the serious issue of loneliness
6. This Village Hall is the fulcrum of life and activities in Weald, relating to the history of the village.
7. Our members use this hall by being members of other societies and groups and it is a place that is hired by villagers celebrating important events and anniversaries. These include personal milestones as well as the recent remembrance events relating to the two World Wars (the hall was built in memory of those villagers who did not return from the Second

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World War in order to provide a village meeting place for residents of Weald)

Thanks

Sheila (Turley)

From: [Susan.Gidman](#)
To: [CIL Mailbox](#)
Subject: Support for CIL application by Weald Memorial Hall Trustees
Date: 30 December 2020 10:49:53

EXTERNAL EMAIL: Do not click links or open attachments unless you recognize the sender and know the content is safe.

Below is a copy of a letter I have sent to John Parker as the Chairman of the Weald Memorial Hall Trustees.



29th December 2020

John Parker
Chairman of the Trustees
Weald Memorial Hall

Dear *John*

I'm writing to you to add my voice to others who are supporting the Memorial Hall Trustees proposal to enhance the Hall making it an up-to-date warmer, more attractive, fit-for-purpose venue.

For the past five years I have written a newsletter for the village called 'Weald News' and much of what I write about takes place in the Memorial Hall or on the adjacent village Green; the list of activities and events is a long one.

Ever since its construction in the late 1950s, the Hall has been a focus for all kinds of village activity from individual events such as classical concerts, parties and wakes, fundraisers, quizzes, children's discos and other Christian Aid Week events, 10K & Fun Run Registration, as well as a wide variety of exercise classes and group meetings such as Soup & Scrabble, Baby Massage, Women of Weald, Weald Horticultural Society, Weald Brownies, Bee Keepers Society and more.

The Hall often marks milestones in the village's history. For instance, it was the venue for the launch of the Weald history book, 'The Changing Face of Weald', the focus for events marking the centenary of the Great War and an acknowledgement of the young men from the village who did not return. It was also used as a temporary shop when our last village shop closed its doors and was pivotal in keeping going a vital service to villagers before the Community Shop moved into its permanent home.

In addition to village use, the Hall is also used by other local groups. The acoustic is particularly good so it has been booked as a venue for practise by Kent Opera, the Sevenoaks Symphony Orchestra and a number of professional chamber groups. Members of the chamber group, CIRRUS, were particularly impressed and when their leader, David Burrowes, was changing his piano he offered the Trustees the chance to buy his Broadwood Boudoir Grand. CIRRUS played the first classical dinner concert in the Hall using the piano and, following several further concerts enthusiastically supported by villagers, the piano was paid for. The Hall has been used as a polling station for many years as the venue for local and national elections.

It is important to the life of the village, to the future of the activities and events taking place in the Hall, to modernise it and bring it up-to-date. Please add my voice of support to others you will have received.

Yours

Susan
Susan.Gidman

Designer and Editor, Weald News
President, Women of Weald

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Concert facilitator

Weald Parish Council

31st December, 2020

Sevenoaks District Council

Community Infrastructure Levy (CIL) Spending Board

Bid for Funding from Weald Memorial Village Hall

Weald Parish Council fully supports Weald Memorial Village Hall's Bid for Funding and will itself contribute £15,000 towards the development of the Scheme detailed in the Hall's application to the CIL Spending Board.

Weald's Memorial Hall play a vital role in the life of our village and the Parish Council is proud to support the planned renovation of our Hall.

Best Regards,

John Caird

Clerk

Event Type	Total	Weekly Usage First 12 weeks of 2020											
		1	2	3	4	5	6	7	8	9	10	11	12
Pilates	21		2	2	2	2	2	1	2	2	2	2	2
Private Event	50	4	2	3	4	5	4	2	7	5	4	5	5
Fitsteps	11		1	1	1	1	1	1	1	1	1	1	1
Wow-Keep Fit	11	1	1	1	1	1	1		1	1	1	1	1
Wow-Art	6		1		1	1	1		1		1		
Sound Right Phonics	10		1	1	1	1	1	1	1	1	1	1	
7Oaks Beekeepers	5		1					2			1	1	
Weald Horticultural Society	1				1								
Weald History Group	2								1				1
Wow	2						1			1			
Total number of events	119	5	9	8	11	11	11	7	14	11	11	11	10

*PreCovid the Memorial Hall forecasts for 2020 were for over 500 events, including over 200 private events (birthdays, anniversaries, private dinners, etc.). Keeping in mind the current condition of the hall, we believe the opportunity is much greater as needed improvements are made.

Application F

Proposal: Knockholt Village Centre Refurbishment

Applicant: Knockholt Village Centre Council

Ward(s): Halstead, Knockholt and Badgers Mount

RECOMMENDATION: That the **£200,000** applied for, as set out in the report, for scheme “Knockholt Village Centre Refurbishment” be refused on the following grounds:

- Funding for the scheme is not approved on the basis that other proposed schemes have been given greater priority;

Principal Criteria not met:

- Insufficient evidence has been submitted to justify economic need.
- Insufficient evidence to show strong partnership working.
- Insufficient evidence has been provided to show that funding has been maximised.

Introduction

- 1 Knockholt Village Centre falls within the Parish of Knockholt. The parish is one of the 31 that are located within the Sevenoaks District. It is located to the north of the district sharing its administrative parish boundaries with Chevening, Dunton Green and Otford. It also shares a border to the west with London Borough of Bromley. The proposal is for a refurbishment of the Village Centre which serves this Parish.
- 2 The application was received before the application deadline closed on 31st December 2020. This proposal has not been previously considered by the CIL Spending Board.

Description of Proposal

- 3 The proposal is to refurbish the Knockholt Village Centre and redevelop the Eastern end of the existing building to incorporate an additional community hall.

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- 4 The new facilities will offer an additional community hall to address the demand of village groups. The refurbishment works include kitchen refurbishment, re-roofing of the entire premises, disabled toilet facilities and improving the heating and ventilation. The refurbishment works will enable for the current layout of Knockholt Village Centre to be amended to incorporate the provision of a pre-school nursery and for historical records and heritage archives and community-based library to be located in the centre.

Funding

- 5 Knockholt Village Centre Council, the applicant, has estimated that the total cost of the project to carry out the refurbishment and redevelopment works will cost £350,000.
- 6 Knockholt Village Centre Council have identified the following additional funding sources and grants to support their application to the Board:
 - Funding provided from Knockholt Parish Council - £100,000
 - Funding provided from Knockholt Village Centre Council - £50,000
- 7 It should be noted the applicant has submitted bids for funding from other sources including Kent County Council. There is a tentative funding bid to be submitted to Enover. The applicant also has a membership to a scheme run by Brevio Organisation to identify potential funding sources. No potential funding sources have been identified by this yet.
- 8 Therefore, to meet the funding gap for the full cost of the project, the applicant has applied to the Board for £200,000 of CIL funding. This equates to 57% of the total project cost.

Representations and Support

- 9 The application submitted indicates that the applicant is working in partnership with Knockholt Parish Council to deliver the scheme.
- 10 The application is supported by the following local representatives and organisations:
 - Cllr Gary Williamson (SDC Ward member for Halstead, Knockholt & Badgers Mount)
 - Knockholt Parish Council

- Knockholt Rainbow Pre-School
- Knockholt Books
- Knockholt Society
- Knockholt Horticultural Society

Lead Officers Appraisal of Bid

Principal Criteria met

- Strong social benefit to the community.
- The project is identified in an adopted strategy/plan.
- There is sufficient certainty the scheme will be delivered.
- Strong community benefits.
- Strong local support for the scheme.

Principal Criteria not met:

- Insufficient evidence has been submitted to justify economic need.
- Insufficient evidence to show strong partnership working.
- Insufficient evidence has been provided to show that funding has been maximised.

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 demonstrates clear social benefits to the community. The centre is a significant hub for social activity serving as a base for local groups and societies. The proposed works would enable the centre to continue to serve this function and an additional hall would support further growth. The provision of disabled toilet facilities will facilitate the use the centre for people who are disabled improving the inclusivity of the centre.
- 13 The environmental benefits of the scheme include insulation and double-glazed windows that will improve the centre's energy efficiency. It is considered that the environmental benefits are localised in nature and there will not be wider environmental benefits to the proposal.

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- 14 On balance of the information submitted, it is clear there is strong local benefits to the community resulting from this scheme.

The project is identified in an adopted strategy/plan

- 15 This project is not listed as a priority in the Council's Infrastructure Funding Statement. However this does state that one of the Council's priorities for infrastructure, for the next year, should be to partially fund local community or infrastructure projects that show a clear public benefit or support a clear local need. It is considered that the scheme demonstrates a clear public benefit and supports the local need for a village centre.
- 16 The Infrastructure Delivery Plan does not refer to the proposed scheme.
- 17 Therefore, after careful consideration, there is sufficient evidence to demonstrate that the project is identified in an adopted strategy or plan, although it does not specifically mention in a particular document.

Sufficient evidence has been provided to show that this will provide a strong community benefit.

- 18 The applicant has supplied a number of community benefits the scheme can bring to the community. The centre is a vital location for local activities for all age groups to take place. The addition of a new community hall and amendment to the current hall's layout would enable continued use of the centre and support the growth of groups and societies. It is further noted that the provision of the pre-school would provide a convenient location for its users. The application form states that Knockholt has poor transport connections and insufficient broadband and mobile phone coverage. This further reiterates the importance of a local social hub for residents.

Strong community support for the project

- 19 A further key consideration when assessing applications for the CIL Board is to determine whether the scheme has local support from the local community.
- 20 The applicant has confirmed that local support has been received from Knockholt Parish Council and the relevant SDC Ward member Cllr Gary Williamson. In addition to this, emails of support have been provided from

four community groups that use the hall and a local pre-school.

- 21 The application form shows that the applicant carried out a consultation where support for the centre and its refurbishment was expressed.
- 22 Therefore, it has been clearly demonstrated that the application has strong local support from the local community and its representatives.

Sufficient evidence has been submitted to show that the scheme will be delivered

- 23 It is important in the assessment of the bid to consider the likelihood of the scheme being delivered if the CIL monies are granted.
- 24 The application form shows that bi-monthly progress reports will be provided throughout the project's duration. Planning permission was granted for the proposed works on 23 March 2018. It is noted this will expire shortly. However, the principle of the works has been deemed acceptable by the grant of planning permission and so this is not a significant concern. In addition to this, the applicant has the legal right to carry out the scheme.
- 25 On balance of the information submitted, it is reasonable to conclude that the scheme is likely to be delivered.

Application Considerations - Weakly Performing Criteria

- 26 When carrying out the assessment of this funding application, Officers felt that the application did not perform strongly against the following criteria:

There is not sufficient evidence to show strong partnership working

- 27 Another key criterion for assessing the application is how the project will be delivered and whether any partnership working is included in the project delivery.
- 28 The application form does not indicate that the applicant will be working in any formal partnership with organisations to deliver the project. However, it is indicated the applicant will be working with the Knockholt Parish Council to deliver the project. Furthermore, the Parish Council have agreed for up to £100,000 Public Works Loan to contribute towards the project costs. It is also indicated that there is a great deal of support from local groups.

Insufficient evidence has been provided to show that funding has been maximised.

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- 29 The majority of money required to fund a project should not come from monies granted at CIL Spending Board. The CIL monies should only be used to “top-up” a project’s costs. The CIL funding for the proposed scheme would amount to over half of the scheme’s costs.
- 30 The application form shows the funding will be coming from the applicant’s funds and a public works loan from Knockholt Parish Council. It is noted that the applicant has sought funding from other sources that have not been agreed. The application form does not indicate bids for CIL funding has been made to the relevant town and parish council(s). Furthermore, the information supplied on the application form does not indicate that all the sources of funding are secure.
- 31 While it is positive to see that Knockholt Parish Council has agreed funding by Public Works loan and the applicant will be using their own funds, it is not clearly demonstrated whether CIL funding from relevant town and parish council(s) have been maximised to meet the project cost in full.

Insufficient evidence has been provided to show the economic need for the scheme

- 32 The applicant has stated a number of potential economic benefits in relation to the scheme. However, these are limited to the centre and are similarly associated to the environmental benefits, such as reduced running costs as a result of improved insulation and windows. It is considered that the economic benefits are localised in nature and there will not be a wider economic benefits to the proposal.

Other proposed schemes put forward to the Board have been given greater priority

- 33 A total of 6 schemes have been put forward to the Board for funding for the current CIL Spending Board. Whilst the scheme provides a significant piece of local infrastructure, there have been other schemes put forward that are considered to be of greater strategic importance and offer more value for the amount of CIL requested.

Conclusion

- 34 Knockholt Village Centre Council has submitted an application to the Board to consider the proposed additional village hall, refurbishments and renovations to the existing community hall. It is clear there are strong social benefits to

the local community. In addition to this, the scheme is identified in adopted plans and supported by the local community. The applicant has not benefitted from CIL funding previously.

35 After reviewing the application and subsequent supporting evidence, it is recommended by Officers that £200,000 of CIL funding be refused. Although it is clearly demonstrated that the scheme provides public benefits and would be a piece of significant local infrastructure; the scheme has not demonstrated strong economic benefits and over half of the overall costs would come from CIL funding. Further to this, it is considered the other proposed projects provide infrastructure of strategic importance and offer more value for the amount of CIL requested.

Appendices Original bidding proforma and supporting information

Background Papers None

Contact Officer(s) Claire Pamberi ex 7221/Carlyn Kan ex 7264

Richard Morris Deputy Chief Executive and Chief Officer - Planning and Regulatory Services

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

BID FOR FUNDING PRO-FORMA (INFRASTRUCTURE ONLY)

Scheme name:	Knockholt Village Centre Refurbishment
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Description of Scheme:	Refurbishment of Knockholt Village Centre to incorporate re-roofing of entire premises and redevelopment of Eastern end of the building to incorporate Community hall and associated facilities (including provision for pre-school and other associated and community facilities). Provision of disabled toilet. Kitchen refurbishment.
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1	Is this scheme promoted by your organisation in partnership with another organisation(s)?	Yes	(please delete as appropriate)
		Organisation Name(s):	Knockholt Parish Council
		Responsible individual(s):	Cllr Graham Brookes, Chairman KPC
		Signature(s) on behalf of other supporting organisations(s):	Graham Brookes
	Please provide details of the Agreements you have in place with your partners. Including the % of money guaranteed for the scheme from each organisation.		Agreement is for up to £100000 to be funded by the Parish Council by way of a Public Works Loan.

2	Is planning permission required for the scheme?	Yes	(please delete as appropriate)
		If yes, has it been applied for?	Yes, granted

	If no, please explain why?	
If planning permission has been granted – please provide details and a reference number.	18/00334/FUL	
Details of any other consent required (if appropriate (e.g. conservation, Listed Buildings, other Government bodies):	Consent required	None
	Date applied for / granted	

Need for the Scheme

3	List of projects or development that result in the need for this scheme:	There are several components giving rise to the need for this overall refurbishment: <ul style="list-style-type: none"> i) The necessity to re-roof the entire premises owing to deterioration over many years. ii) To bring back into use the Eastern end of the premises (Previously Knockholt Club – a ‘working Men’s club’) which is in need of total internal redesign and refitting to make it useable. iii) To provide additional support for community groups by the provision of a small community hall and further rooms. iv) To incorporate provision for the Knockholt pre-school (currently in temporary accommodation). This entails appropriate toilet and kitchen facilities. v) To help offset the difficulties caused to less-mobile members of the community by the removal of bus services and the absence of reliable mobile phone services (e.g. to house the recently created Knockholt Books scheme providing valuable Community support.) vi) To house the historical records accumulated over decades by the Knockholt Society. These are currently stored in the loft of a private house and are not accessible easily. vii) To provide toilet facilities for the disabled. viii) To update the main hall kitchen facilities to a standard expected by users today. ix) To provide facilities for a wider range of community groups and thus generate increased income.
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	<p>x) To update insulation, heating and ventilation to the level expected and to reduce running costs. The improved heating and ventilation will result in significantly reduced carbon emissions due to modern boiler technology and enhanced insulation.</p> <p>xi) To improve daylight and heating to the main hall to attract more users.</p>
--	---

<p>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):</p>	<p>A comprehensive questionnaire sent to every household in the village in 2019 resulted in near-unanimous support for the retention of the Knockholt Village Centre and the consequent necessary refurbishment as listed in the previous section. Pre-Covid19, there was a growing use of the one hall and rooms which led to clash of bookings on occasion. This use included potential use by NHS and for growing numbers of Wedding and Birthday parties. Nevertheless, there was frequent criticism of the existing kitchen and toilet facilities, lack of daylight in the hall and the inability to support a pre-school.</p> <p>The results from the questionnaires indicated support for many different community activities.</p> <p>Village Hall Open days have been held with active participation from hall users, clubs and societies which were successful and resulted in support from participants and attendees.</p>
--	--

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

<p>5 Economic</p>	<p>The continued use and resultant income depend on the building remaining useable and on the improved facilities outlined above. The development of the Eastern end will extend facilities to provide additional income. The changes to the building incorporate more modern heating, windows and insulation to reduce the current running costs which currently are becoming prohibitively expensive due to the age of the installations.</p>
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<p>6 Social</p>	<p>The scheme incorporates provision for Knockholt pre-school which is currently housed in temporary 'huts' in the car park of a garden centre and which has time limited planning permission. An additional Community hall will be provided to meet a strong demand for</p>
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	<p>use by village groups. Other changes include provision for the Knockholt Book Scheme to be housed on a permanent basis and for a permanent home for the historical records and heritage archive accumulated by the Knockholt Society. The Parish Room will continue to be available for use by Knockholt Parish Council. Major facilities for Amateur Dramatics will continue. A separate toilet will be provided for use by the disabled.</p>
<p>7 Environmental</p>	<p>As above, the present boiler will necessarily be replaced, double glazing installed and wall insulation where feasible. All of this will reduce running costs for the building to allow hire of the facilities to be provided at a cost acceptable to Users. Daylight for the main hall will be improved.</p>
<p>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. If so, which?</p>	<p>The Knockholt Village Centre is a long-established community facility which is supported wholeheartedly by the Parish Council and by Villagers as evidenced by the questionnaire results referenced above.</p>
<p>9 How does the scheme identify with the Council's Infrastructure Delivery Plan (IDP) and its priorities?</p>	<p>Knockholt has very poor transport connections, bad Broadband and appalling mobile phone coverage, hence there is an increased level of social isolation which can be partially alleviated by an improved 'social hub' in the form of an improved Village Centre.</p> <p>Knockholt has always had a strong sense of community and, thereby, social inclusivity with the Village Centre playing a pivotal role in a variety of events ranging from charitable fundraising opera evenings and quizzes, through our traditional Carnival (one of very few in Kent to retain a parade) to a selection of clubs for all age groups. The full age spectrum is covered by Mother & Toddler Group, Youth Club and the Evergreen / Senior Citizens group. An art club and the KATS amateur dramatic society offering, <i>inter alia</i>, a traditional Pantomime encouraging all ages to participate. The Horticultural Society holds Summer and Autumn traditional shows each year as befits a semi-rural community as well as regular club evenings and other events.</p>

	<p>Healthy activities are promoted via the thriving sports clubs associated with the hall which cover football, cricket, bowls and tennis. Wider use is made of the Centre to support cycling clubs from the London area along with use as a refreshment post for marathons and walks using the nearby North Downs Way.</p> <p>There are exercise classes including keep-fit and Pilates held regularly for a range of ages. Tennis tuition is provided. Band practices take place regularly.</p> <p>Our Knockholt heritage archive is curated by the Knockholt Society and room is to be made available to support this important educational and community resource. The recently opened, volunteer run Knockholt Books is a significant addition to local amenities at a time when town libraries are cutting back and the recent Covid lockdowns have highlighted the community benefits of having our own facility.</p> <p>An essential part of Village life, supporting all sectors of the community. The facilities provided during the Covid19 pandemic have shown the need for the improved Community support which will be provided. (particularly evidenced by the Knockholt Book and puzzle scheme providing access in an area where the old and infirm find it increasingly difficult to access such facilities. Knockholt bus services do not allow easy access to SDC library facilities and other services.)</p> <p>The additional Community facilities could be available to sectors of the Health Service again to offset the difficulties caused by the very limited bus services).</p> <p>This proposed improvement to Knockholt Village Centre places KVCC in a better position to meet an inevitable increase in demand resulting from the major housing developments at Fort Halstead for, e.g. youth groups and health care.</p>
--	--

Funding

<p>10</p>	<p>Total Project Cost</p> <p>£350,000</p>
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<p>11 Funding required from CL:</p> <p>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> <p>Please provide the status of each source of funding for example whether it has been formally agreed, whether it has already been paid, whether it has been agreed in principle, if you are waiting for a decision in regard to the funding, or whether you are investigating the source of funding etc.</p>	<p>£200,000</p> <p>1) Knockholt Parish Council £100,000</p> <p>2) KVCC Funds £50,000 Available with increasing difficulty in the current financial environment</p> <p>3) (application to KCC for other aspects eg fitting out of Kitchen £30,000) Not agreed</p> <p>4) (possible application to Enover for other aspects of fitting out £30000)</p> <p>5) Membership of a scheme run by the Brevio Organisation to identify potential funding sources. Nothing yet identified.</p> <p>Please note that many other tentative funding applications (eg Lottery Fund) have failed in the past seemingly because of the perception of Sevenoaks as a rich, well-funded area.</p>
<p>12 Is this bid for staged payments? Will staged payments be accepted? Please provide details of anticipated funding requirements and timetable</p>	<p>No (please delete as appropriate)</p> <p>Yes (please delete as appropriate)</p> <p>Split between 2nd and third quarters 2021</p>
<p>13 Has a bid(s) for CIL funding been made to relevant town and parish councils?</p> <p>If this bid is being made by a Parish or Town Council and no CIL funds have been contributed by them, please provide an explanation for this.</p>	<p>Bid made (please delete as appropriate): N/A</p> <p>Details of bid</p> <p>Decision made (please delete as appropriate):</p> <p>Details of decision:</p>
<p>14 Would the scheme be fully funded if the CIL contribution is agreed?</p>	<p>Yes (please delete as appropriate)</p>

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15	Has this scheme already benefited from CIL funding through the CIL Spending Board?	No	(please delete as appropriate)
		If Yes; Please provide further justification as to why further CIL funding is required for this project.	

16	Has this scheme/land/building already benefited from funding from Sevenoaks District Council? Note- this can include grants, section 106s, a Community Fund etc.	No	(please delete as appropriate)
		If Yes; Please provide further details of amount and the project involved.	

Deliverability

17	Does your organisation have the legal right to carry out the proposed scheme?	Yes	(please delete as appropriate)
		If not, you must attach documentation showing that the statutory provider of this service supports this scheme.	

18	Anticipated start date for delivery of the scheme:	Immediately funds available
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19	Anticipated finish date for the delivery of the scheme:	9 months from start				
20	Anticipated date when CIL funding will need to be made available:	2 nd Quarter 2021				
21	Does land need to be purchased to facilitate the scheme?	<table border="1"> <tr> <td data-bbox="1129 1585 1169 1641">No</td> <td data-bbox="1129 1641 1217 2132">(please delete as appropriate)</td> </tr> <tr> <td colspan="2" data-bbox="1129 2132 1217 2132">Please provide details</td> </tr> </table>	No	(please delete as appropriate)	Please provide details	
No	(please delete as appropriate)					
Please provide details						
22	Please provide a consultation plan to let SDC know when they can expect progress reports on the project.	Bi-Monthly progress reports will be provided throughout the duration of the project.				
23	Please provide details of the management and timescales of the project.	The project as a whole will take approximately 9 months to complete. Management of the scheme will be overlooked by the KVCC House Committee and representatives of Knockholt Parish Council. Immediate supervision will be provided by Mr Richard Edmondson in conjunction with a professional architect.				
24	Has consultation been carried out on the scheme or is any planned?	<table border="1"> <tr> <td data-bbox="523 734 722 1462"> Carried out (please delete as appropriate) Please provide details (Note: Results can be attached separately if necessary.) </td> <td data-bbox="523 1462 762 2132"> Questionnaire to every household in the village as detailed above. Open days held at the village centre. Village showcases incorporating participation by most hall users. </td> </tr> </table>	Carried out (please delete as appropriate) Please provide details (Note: Results can be attached separately if necessary.)	Questionnaire to every household in the village as detailed above. Open days held at the village centre. Village showcases incorporating participation by most hall users.		
Carried out (please delete as appropriate) Please provide details (Note: Results can be attached separately if necessary.)	Questionnaire to every household in the village as detailed above. Open days held at the village centre. Village showcases incorporating participation by most hall users.					
25	Is a relevant SDC ward member(s) supportive of the scheme?	<table border="1"> <tr> <td data-bbox="323 454 443 1462"> Yes You may provide the signature of an SDC ward member or an email from them to cil@sevenoaks.gov.uk. </td> <td data-bbox="323 1462 483 2132"> <p style="text-align: center;">(please delete as appropriate)</p> Mr Gary Williamson </td> </tr> </table>	Yes You may provide the signature of an SDC ward member or an email from them to cil@sevenoaks.gov.uk .	<p style="text-align: center;">(please delete as appropriate)</p> Mr Gary Williamson		
Yes You may provide the signature of an SDC ward member or an email from them to cil@sevenoaks.gov.uk .	<p style="text-align: center;">(please delete as appropriate)</p> Mr Gary Williamson					
26		<table border="1"> <tr> <td data-bbox="167 235 207 291">Yes</td> <td data-bbox="167 291 207 2132">(please delete as appropriate)</td> </tr> </table>	Yes	(please delete as appropriate)		
Yes	(please delete as appropriate)					

Is the relevant town/parish council supportive of the scheme?	Signature of a town/parish council chairman, clerk or chief executive (Note: An email from them to cl@sevenoaks.gov.uk would also be sufficient).	Mr Graham Brookes, Chairman Knockholt Parish Council
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27 Do you have any other local support for the scheme? This can be in the form of businesses, community groups etc.	Yes As detailed in Section 4 as well as the current users of the present facilities. Please provide details of local support. (Note: An email from a relevant party to cl@sevenoaks.gov.uk would also be sufficient).	Knockholt Rainbow Pre-School Knockholt Books Knockholt Society Knockholt Horticultural Society
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Maintenance

28 Which organisation will be responsible for ongoing maintenance?	KVCC
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29 Are funding arrangements in place for maintenance?	Yes Please provide details	(please delete as appropriate) Provided from income from hiring and 'savings' fund
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30 Please provide any further comments here. This could include if there are any other infrastructure projects that are related to this bid or any that rely on this bid.	
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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

Barry Page

Name

Barry Page

Position

Treasurer, KVCC

Further information:

Name, role and contact details of the person that will be the contact for this bid:	Barry Page [REDACTED]
Name, role and contact details of the person that will be attending SDC's CIL Spending Board to support this bid:	Barry Page Treasurer, [REDACTED] Richard Edmondson KVCC Refurbishment Chairman, Nicholas Manton KPC Representative
Name, role and contact details of the person that will be the point of contact and responsible for the Legal Contract:	Barry Page Treasurer, [REDACTED]
Name, role and contact details of the person that will be legally responsible for receiving the CIL fund*:	Barry Page Treasurer, [REDACTED]
Full company/charity name:	Knockholt Village Centre Council
Registered No:	Charity No. 265789

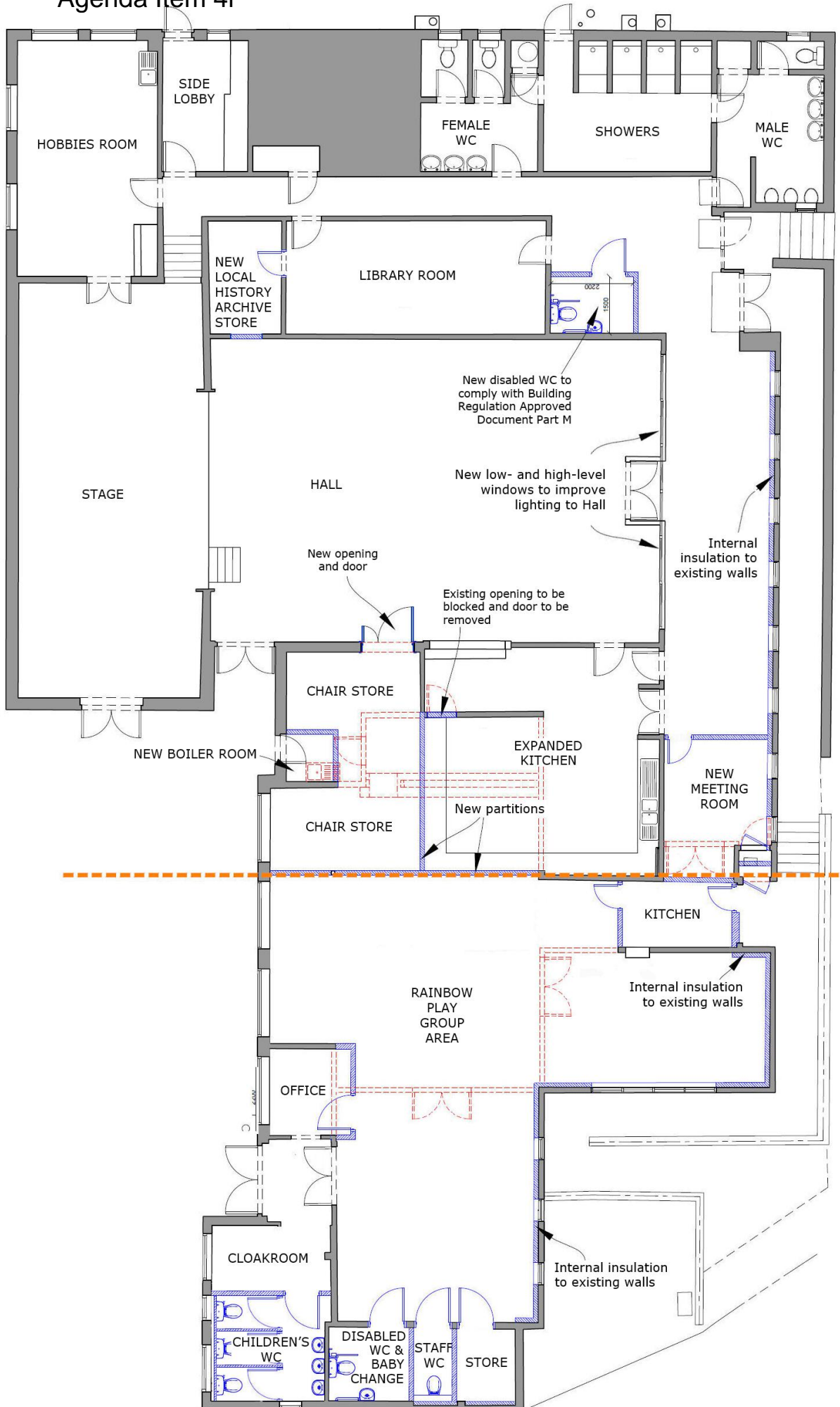
Privacy Notice

The personal data which is collected within this form is reasonably necessary for its public task of processing your application for CIL grant funding. This includes considering whether to grant the application and to ensure the effective management of CIL grant funding if approved.

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If your application is unsuccessful then personal information will be retained for a period of 10 years after the application is refused. The personal data shall then be deleted except for any information made public under the Council's other legal obligations (including the Access to Information provisions of the Local Government Act 1972 or the Freedom of Information Act). If your application is successful then your data will be retained for the duration of the project applied for and for the full period in which the contract under which the monies are transferred is enforceable. The personal information will then be deleted, except for any information made public under the Council's other legal obligations. Any information relating to this application which is deleted will be deleted in accordance with the Council's standard record retention practice.

Unless otherwise stated we will generally handle personal information in accordance with the Council's Privacy Policy, which can be found through our website at www.sevenoaks.gov.uk/privacy.

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From: [Tony Slinn](#)
To: [CIL Mailbox](#)
Subject: Community Infrastructure Levy application made by the Knockholt Village Centre Committee
Date: 07 December 2020 17:13:46
Importance: High

EXTERNAL EMAIL: Do not click links or open attachments unless you recognize the sender and know the content is safe.



Antony J Slinn
Chairman, The Knockholt Society



07 December 2020

**Community Infrastructure Levy Dept.,
Sevenoaks District Council
Council Offices, Argyle Rd
Sevenoaks TN13 1HG**

Sent by email to: cil@sevenoaks.gov.uk

Dear Sir/Madam

I write on behalf of the Knockholt Society in support of the Community Infrastructure Levy (CIL) application made by the Knockholt Village Centre Committee (KVCC) in order to renovate and update the Village Centre.

The Centre is at the heart of village life and, like almost all of our numerous clubs and social organisations, the Society bases its activities around the Centre. We have been concerned for some time, however, by the deteriorating condition of the building, which is badly in need of repair and renovation to both bring it up to today's standards and cut the increasing costs that old and outdated equipment—eg: the central heating system, single-glazed windows—inevitably incur.

Over many years the Society has become the curator of Knockholt's history and has collated a significant, and in some cases unique, number of documents. These include photographs of village life, clubs, organisations and characters dating to 1870. While these have been digitised (and are available as a DVD), the originals are irreplaceable.

At the moment, all these documents are stored in my loft—which doesn't make them easily accessible!

For some years, the Society and KVCC have looked at ways to securely store them at the Village Centre where everyone in the village can have access to them. If successful, KVCC's CIL application provides the perfect opportunity to make this happen and the Society has asked that renovation plans for the Centre include an area where our—and indeed other important village documents—can be stored with access for all.

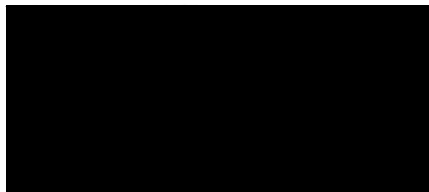
Knockholt has a rich history. During World War II, for example, it was a 'Station Y', one

Agenda Item 4f

of the many set up across Britain that tracked enemy radio nets, logging every letter and figure. The messages were then couriered to Bletchley Park (Station X) to be deciphered. Other buildings close by were also involved in secret activities that played a significant role in the design of equipment used during the war.

It is important for the future that we have a documented history of the village so future generations can understand the important role Knockholt had in the past. The Society thus totally supports KVCC's CIL application to renovate and modernise this key facility.

Yours sincerely,



From: [Karen](#)
To: [CIL Mailbox](#)
Cc: treasurer@knockholtvillagecentre.org.uk
Subject: Knockholt Village Centre
Date: 08 December 2020 18:13:19

EXTERNAL EMAIL: Do not click links or open attachments unless you recognize the sender and know the content is safe.

Knockholt Amateur Theatre Society (KATS) at Knockholt Village Centre

Dear Sir or Madam

I am writing in support of the Knockholt Village Centre's CIL funding application.

KATS has been an active society in the village since 1946 and is wholly reliant on the facilities in the main hall for all of our regular rehearsals and productions. We are fully embedded in the Centre; for instance, we have purchased, installed and maintained our fixed stage sound and lighting systems in the hall for many years now. Once restrictions are lifted we hope to back in the Village Centre to put on a show to cheer up our regular audiences as quickly as we can.

We do hope that you will look favourably on the Centre's bid for support from CIL. We are acutely aware that without the hall hire income from clubs and societies such as ours the Centre struggles financially and our absence for so long has been of concern.

Yours faithfully,

Karen Burchett
Chairman

KATS
Registered Charity no. 294634

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From: [Raymond Picot](#)
To: [CIL Mailbox](#)
Subject: CIL application - Knockholt Village Centre
Date: 12 January 2021 20:11:28

EXTERNAL EMAIL: Do not click links or open attachments unless you recognize the sender and know the content is safe.

Community Infrastructure Levy Dept.,
Sevenoaks District Council
Council Offices, Argyle Rd
Sevenoaks TN13 1HG

12 January 2021

Dear Sirs

Knockholt Books is a community library permanently based at the Village Centre, providing a free service for all ages of residents in and around the village. It was started by a group of volunteers under the banner of the community support group Knockholt Help, through an on-line appeal for books and jigsaw puzzles to support residents during the first COVID-19 lockdown.

The residents donated all the books and puzzles we received, which were collated digitally and circulated each week through our local on-line service, Knockholt Grapevine, for distribution or collection at the Village Centre. Our selection of books grew weekly through continued donations and we were eventually able to allow residents to view them inside the Centre on tables temporarily located in the foyer. Even after the nearby town public libraries had reopened, the level of support we received remained consistent, no doubt attracted to the relative ease of access.

Responding to popular request for us to be given a permanent facility, the Village Centre committee offered us the former Library Room (the old public library annexe was closed many years ago due to cuts in funding). This was fitted out with new bookshelves through generous funding from the Parish Council, along with some units from SDC, surplus to their requirements. The new library was opened at the beginning of September 2020, and the following month our MP, Laura Trott, conducted the official opening; she commented enthusiastically on our initiative and well stocked resource.

In our new setting our volunteers provide a friendly and knowledgeable welcome to all users. Our large range of books, both fiction and factual, for all ages, continues to grow, alongside the continued popularity of jigsaw puzzles, all available at no charge. An additional benefit is educational resource material which benefits students. With poor transport links to the nearest town public libraries, we have become an attractive option also for residents of nearby villages. It is also evident that we have achieved a social dimension to our service, which we look forward to enhancing through a regular meeting place with hot drinks served through a new kitchen. When Rainbow Pre-School relocate to the Centre, we shall be able to co-ordinate with them our respective collections of books for younger children.

Knockholt Books strongly supports the application for the CIL Grant to enable the refurbishment of Knockholt Village Centre which, in turn, will allow the continuation of our valued service to the Community.

Kind regards

CLlr Raymond Picot
Lead Volunteer, Knockholt Books
Rivendell,
Pound Lane,
Knockholt Kent TN14 7NE
Tel: [REDACTED]
Email: [REDACTED]

From: [J ROBERTS](#)
To: [CIL Mailbox](#)
Subject: Knockholt Village Centre - cil Funding Application
Date: 21 December 2020 10:21:34

EXTERNAL EMAIL: Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Sevenoaks cil

I write on behalf of Knockholt Horticultural Society (KHS) in support of the KVCC application for funding in respect of the Knockholt village centre refurbishment.

KHS is we believe the oldest social society in Knockholt having been founded in 1889, the membership of which has risen gradually over recent years to a current level of 100 members.

The village centre is an essential asset enabling the continuation of the Society. We use the centre regularly for our annual Summer & Autumn Shows (usually attended by 70/80 people), our AGM, Quiz Night and 'ad hoc' talks, lectures and demonstrations.

As a Charity we regularly hold fund raising events and in recognition of the importance of the village centre to our Society we contribute a proportion of funds raised to the village centre maintenance fund alongside our charitable beneficiaries.

The village centre is a vital community asset and we urge your support by approving the grant application to enable future generations to benefit from the use of the building as we have.

Many thanks

Clwyd Roberts
Chairman
Knockholt Horticultural Society

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From: [Rainbow Pre-school](#)
To: [CIL Mailbox](#)
Subject: Knockholt Village Centre Council CIL application
Date: 09 December 2020 23:24:33

EXTERNAL EMAIL: Do not click links or open attachments unless you recognize the sender and know the content is safe.

This e-mail is to support Knockholt Village Centre Council's application for funding to refurbish the Village Centre building. It has always been the intention that Rainbow Pre-school (soon to be operating as Super Stars Pre-school) would operate from the Village Centre when we were asked to move from St Katharine's School to release the porta cabin we occupied there.

There are a number of reasons why Rainbow Pre-school supports this application

Rainbow Pre-school has been part of the local community for over 40 years providing childcare to a 'Good' standard as stated in our last Ofsted report and supporting many local events such as the Horticultural Society shows and Knockholt carnival as well as putting on our own funding events. Operating from Knockholt Village Centre keeps us as part of the local community. Also the majority of our staff live in the locality, so we provide local employment opportunities and in the past have taken on apprentices.

Rainbow Pre-school presently operates from a porta cabin at Coolings Green & Pleasant and only have temporary planning permission which expires in November 2023, so needs to have a more permanent home. The porta cabin is also beginning to show its age having recently had huge external repairs done and now the interior needs to be updated in the near future.

The central location of the Village Centre and the fact there is plenty of parking available means access is good for parents.

It will also improve our finances as the move to the Village Centre will give us the opportunity to offer additional wrap around care such as breakfast and after school clubs and holiday clubs. We could also offer the classroom for training purposes. The larger size of the room means we would be able to offer more places too.

Being able to offer more places also means we can respond to any likely growth in places required due to new housing developments and the fact that other local pre-schools have closed due to the financial impact of COVID-19.

Yours faithfully
Sandra Burgess
Manager

Appendix G

Recommendations

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.
 - Whether sufficient evidence has been provided to demonstrate a strong social, environmental or economic justification for the scheme.
 - Whether sufficient evidence has been provided to demonstrate a strong link between new development and the scheme.
 - Whether sufficient evidence has been submitted to show that the project involves partnership working.
 - Whether the scheme forms part of a planned, local, economic or community strategy to address the need for local or strategic infrastructure.
 - Whether sufficient evidence has been provided to show the clear public benefit to the scheme.
 - Whether sufficient evidence has been provided to show that other sources of funding have been maximised.
 - Whether there is sufficient certainty that the scheme will be delivered, including considering whether the project has all the necessary permissions in place and evidence has been provided to demonstrate that there are sufficient maintenance arrangements in place.
 - Whether the scheme has local support.
 - Whether the project has already benefited from CIL funding through the CIL Spending Board or the Parish and Town Councils.
 - Whether overall the scheme provides benefit to the community as a whole.
- 2 The board may also take into account other factors that it considers relevant.
- 3 As members are aware on this occasion there is limited CIL funding available for the Board to allocate on this occasion, however from 23rd February 2021 there is now enough to cover all the projects. The Board however still needs to be convinced that each project is an appropriate use of CIL money and that it is infrastructure supports development in their area and represents good value for money.

Types of recommendation:

- 4 The board may make the following recommendations to Cabinet for it to ratify:
 - A. Funding for the scheme is approved subject to a legal agreement being entered into. If no legal agreement is entered into, within 6 months the bid will be reported back to the CIL Spending Board to be reconsidered.
 - B. Funding for the scheme is secured and set aside for this project. The funding will be paid upon the completion of a legal agreement and when planning permission is granted for the project. If planning permission is not granted, the bid will be reported back to the CIL Spending Board to be reconsidered.
 - C. Funding for the scheme is secured and set aside for this project. The funding will be paid upon the completion of a legal agreement and when all the funding sources laid out in the submission documents have been secured. If not all the funding is secured, within 1 year, the bid will be reported back to the CIL Spending Board to be reconsidered.
 - D. Funding for the scheme is not approved on the basis that other proposed schemes have been given greater priority.
 - E. Funding for the scheme is not approved on the basis that insufficient evidence has been provided to justify it.
 - F. A decision of the provision of funding a scheme is deferred. It is considered that further evidence is required to fully show the benefits of the scheme.
 - G. A decision of the provision of funding for a scheme is deferred. It is considered that further evidence is required to indicate whether the project is viable.
- 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 Within each report, Officers have made a recommendation to approve or refuse funding for each individual project put forward. This is purely to reflect whether they meet the criteria by which Officers assess the bids under.
- 7 However, it should be noted that Members have the option to arrive at a different conclusion from the Officer's recommendations in each individual report. Members are reminded of the types of recommendations which are available to them, as set out in paragraph 5 of this Appendix.
- 8 That it be recommended to Cabinet that:
 - A. The £158, 000 applied for, as set out in the report, for sports hall and facilities at the Orchards Academy sports and Hall facilities at Swanley be approved on the following grounds:
 - Strong social and economic benefits to the community
 - The project is identified in an adopted strategy/plan
 - Strong link between new development and the scheme
 - Strong community benefits
 - Strong community support for the project.
 - B. The £117, 380 applied for, as set out in the report, for scheme "Kemsing Surgery Extension" be approved on the following grounds:
 - Strong social benefit to the community
 - There is evidence to show partnership working
 - Sufficient information has been submitted to show that the scheme will be delivered as planning permission has been granted.
 - The project is identified in an adopted strategy/plan
 - Strong link between new development and the scheme
 - Clear public benefit
 - Vital community benefits
 - There is community support for the project.
 - C. The £49,507.50 applied for, as set out in the report, for scheme "Otford Road traffic scheme" be approved on the following ground:
 - Strong economic, social and environmental benefits to the community
 - The project is identified in an adopted strategy/plan

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- Strong evidence has been submitted to demonstrate a strong link between new development and the scheme
- Strong local support

D. The £1,500 000 applied for, as set out in the report, for scheme “Creation of playing fields and other sports facilities” be approved on the following ground:

- Strong social and environmental benefits to the community
- There is evidence to show partnership working
- The project is identified in an adopted strategy/plan
- Strong link between new development and the scheme
- Clear public benefit
- Strong community benefits
- There is community support for the project.

E. The £15,000 applied for, as set out in the report, for scheme “Weald Memorial Hall maintenance and renovations” be approved on the following ground:

- Strong economic, social and environmental benefits to the community;
- There is strong community support of the scheme.
- Clear community benefit
- There is sufficient certainty the scheme will be delivered.

F. The £200, 000 applied for, as set out in the report, for scheme “Refurbishment of Knockholt Village Centre” be refused on the following ground:

- Funding for the scheme is not approved on the basis that other proposed schemes have been given greater priority;

Principal Criteria not met:

- Insufficient evidence has been submitted to justify economic need.
- Insufficient evidence to show strong partnership working.
- Insufficient evidence has been provided to show that funding has been maximised.

Infrastructure Funding Statement

April 2019 – March 2020



Produced December 2020

Contents

1.0 Introduction

2.0 CIL

3.0 Planning Obligations

4.0 Community Infrastructure Levy Report

5.0 CIL Infrastructure Expenditure 2019/20

6.0 Other infrastructure funded by CIL in 2019/20

7.0 Other CIL expenditure in 2019/20

8.0 Other CIL expenditure relevant to CIL regulation 59E and 59F

9.0 CIL Receipts retained (allocated and unallocated)

10.0 The (CIL) Infrastructure List

11.0 Planning Obligations (Section 106)

12.0 Section 106 Infrastructure expenditure in 2019/20

13.0 Other expenditure of Section 106 Receipts in 2019/20

14.0 Section 106 receipts retained (allocated and unallocated)

15.0 Section 278 Agreements Report

16.0 Conclusion

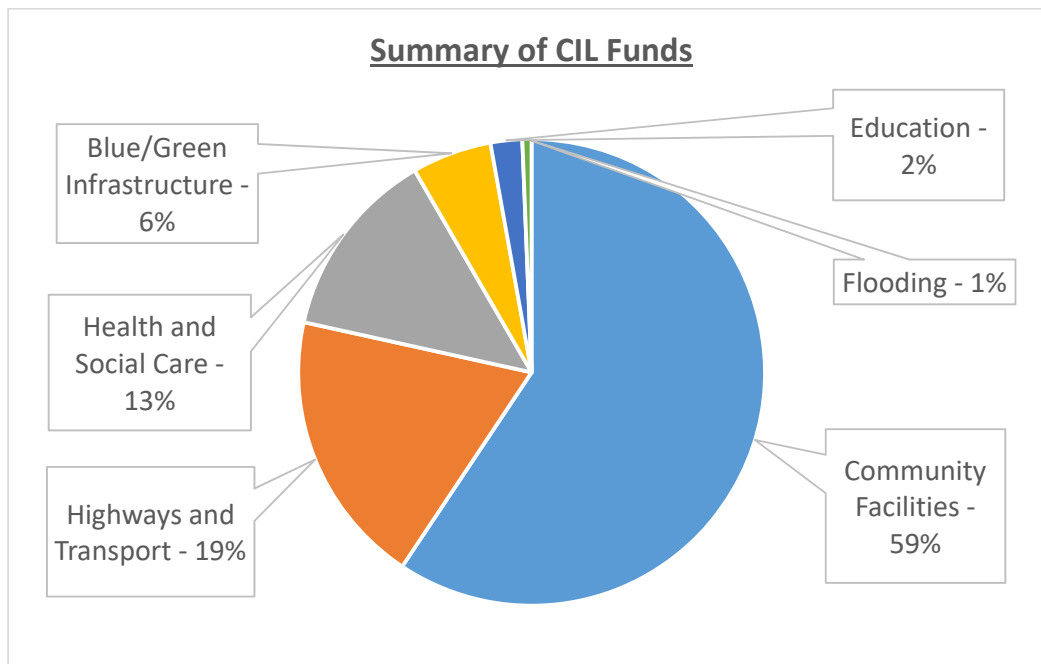
Contents

1. Introduction

- 1.1 This Infrastructure Funding Statement (IFS) is an annual report, required by Paragraph 9 of The Community Infrastructure Levy (Amendment) (England) (No 2) Regulations 2019. Its aim is to provide a structure for Local Authorities to report on monetary and non-monetary contributions sought and received from developers for the provision of infrastructure to support development in their area. This IFS, looks at the monetary and non-monetary contributions sought and received in the Sevenoaks District.
- 1.2 The report covers the financial year between 1st April 2019 and 31st March 2020.
- 1.3 In particular, this report will include the following:
 - Details of the previous financial year on the Community Infrastructure Levy;
 - Details on the of the previous financial year on section 106 planning obligations;
 - Details of the infrastructure projects or types of infrastructure that the authority intends to fund wholly or partly by the levy (excluding the neighbourhood portion).

2.0 CIL

- 2.1 Sevenoaks District Council has been a CIL (Community Infrastructure Levy) charging authority since 4th August 2014. From this date until December 2020, the Council have collected just over £9.3 million of CIL contributions.
- 2.2 CIL is a set charge, based on the new floorspace of residential (C3 use Class) development, on supermarkets and superstores and also retail warehousing, within the Sevenoaks District. The charge is set to help fund the infrastructure needed to address the cumulative impact of development across our area. Our CIL Charging schedule, in line with the CIL regulations is set at a rate aimed to strike an appropriate balance between:
- The desirability of funding from CIL (in whole or part) the actual and expected total cost of infrastructure required to support development of its area, taking into account other actual and expected sources of funding and;
 - The potential effects (taken as a whole) of the imposition of CIL on the economic viability of development across its area.
- 2.3 With this in mind, there are 2 different charges for residential development across our District. Some areas charge 125 sq metres and others 75 sq metres to ensure that the development will still be viable.
- 2.4 Full details of our CIL charging schedule is available on our website, using the following link: [CIL Charging schedule](#)
- 2.5 Sevenoaks District Council have used their CIL monies to fund the *“the provision, improvement, replacement, operation or maintenance of infrastructure to support the development of the area”*. The Spending of CIL monies is awarded through the Council's CIL Spending Board. The CIL Spending Board was set up to consider bids for Community Infrastructure (CIL) funding. The Board comprises of 15 elected Members of the District Council, who are chosen according to political proportionality rules.
- 2.6 More details as to the Governance of the Spending of CIL and the CIL Spending Board can be found in the Council's Constitution. Please use the following link:
- [Council's Constitution](#)
- 2.7 Looking historically at the CIL Spend since 2014, Sevenoaks District Council have awarded CIL to the following different categories of infrastructure projects though the CIL Spending Board:

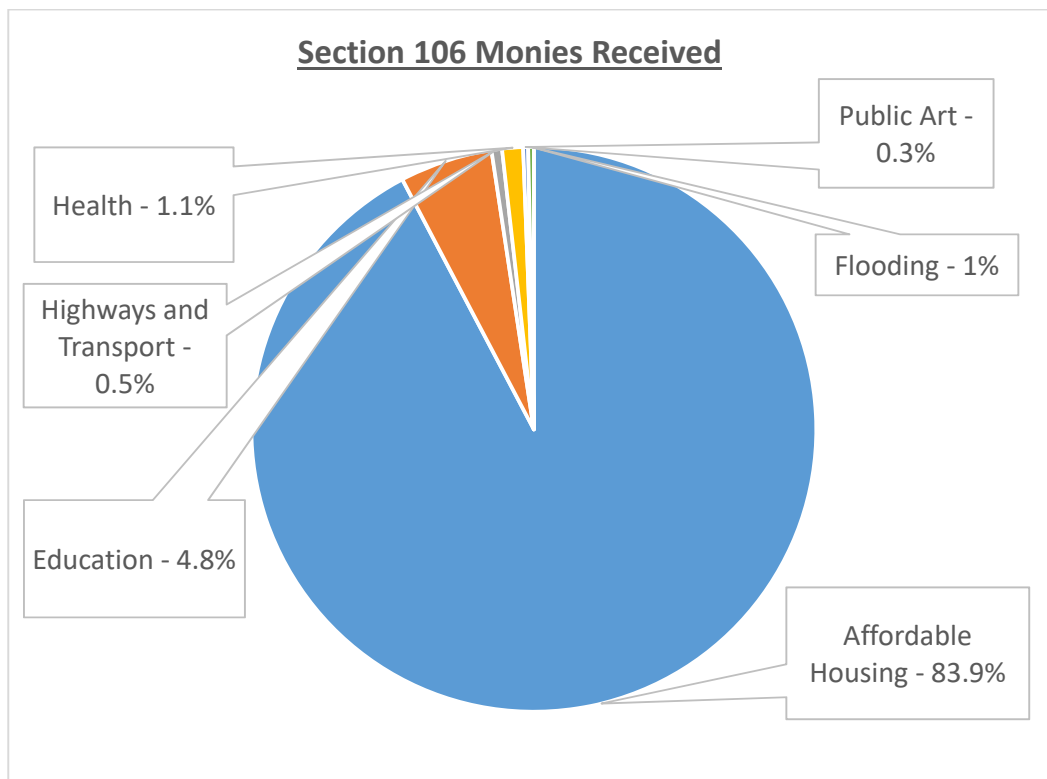


- 2.8 SDC has also spent up to 5% on the administration of CIL.
- 2.9 There is also a neighbourhood portion of CIL, which is also allowed to fund local infrastructure but can also fund *'anything else that is concerned with addressing the demands that development places on an area.'*
- 2.10 Under the current CIL Legislation, a CIL Charging Authority must pass 15% of local receipts to the Parish or Town Council for the area where the CIL liable development takes place, rising to 25% if the Parish or Town has a neighbourhood plan in place.
- 2.11 In November 2015, the Council's Cabinet resolved that all Town and Parish Councils should receive the equivalent of 25% of the 125 sq m residential CIL rate when chargeable development takes place in their area. This amount will be paid whether the CIL charge for the area is £75 per sq m or £125 per sq m. This has resulted in just under £3 million being passed to the relevant Town and Parish Councils across our District since CIL has been introduced.

3.0 Planning Obligations

3.1 Section 106 of the Town and Country Planning Act 1990 enables a Local Planning Authority to enter into a legal agreement (Planning Obligation) to mitigate the impact of a specific development, to make it acceptable in planning terms. Since the introduction of CIL, Sevenoaks District Council have agreed a number of such agreements, to secure some monetary and some non-monetary contributions which are site specific. In particular Sevenoaks District Council has sought to secure a proportion of affordable housing from residential developments agreeing the amount and tenure through a legal agreement or a monetary contribution to secure or improve the capacity of affordable housing off site.

3.2 Looking historically at some of the contributions through Section 106s Agreements, looking at a period between 2011 and 2016 (as we have the best data over this period) we have secured the following:



4.0 Community Infrastructure Levy Report

- 4.1 In line with Legislation, a CIL charge is payable within 60 days of commencement of development. Sevenoaks District Council does not have an instalments policy.
- 4.2 The CIL Demand sets out the whole sum payable. It is important to note that the CIL Demand Notices issued during a particular year do not necessarily equate to the CIL sums likely to be received during that year, as it can take up to two years to be paid. In addition, developments can be altered through further planning permissions over time, often resulting in revised Demand Notices needing to be issued. To clarify, any such re-issued Notices are not double-counted in this report; if a Demand Notice is issued and then re-issued in the same reporting year, only the re-issued Notice would be included within the figure for CIL invoiced during the year.
- 4.3 **Headline figures:**

CIL invoiced (set out in Demand Notices) in 2019/20	<u>£1,291,638.80</u>
CIL receipts received in 2019/20	<u>£1,800,382.80</u>
CIL receipts that CIL regulations 59E and 59F applied to	<u>£0</u>
CIL expenditure in 2019/20	<u>£2,972,714.49</u>

5.0 CIL Infrastructure Expenditure 2019/20

- 5.1 Since 2018 the Sevenoaks District CIL Spending Board awarded CIL money to a number of projects. The following projects received their money in the 2019/20 financial year:
- Station Improvements - £750,000.
Sevenoaks District Council part funded a project, working with National Rail and the Council to refurbish the station building at Swanley. This project included the provision of sheltered and secure cycle spaces, a bus and taxi drop off/pick up point, improved signage and implementing a one-way system. Additionally, it is also included proposals to improve pedestrian and cycling routes from the Town Centre.

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- Otford health pod - £2500
The Council's CIL Spending Board awarded money to the Otford Patient Participation Group for a new health pod within the surgery at Otford. This Pod allowed patients to check their own blood pressure, weight, pulse etc, which could be reviewed by GPs and saved valuable face time.
- Fordcombe Village Community Hall - £185 000
Money was awarded to the Village Hall Committee in Fordcombe to replace their run down village hall with a larger Hall and Sports Pavilion.

Before:



Current:



- Darent Valley Path enhancements - £101, 365.
Here, SDC awarded CIL to the Kent Downs AONB, working with the Darent Valley Landscape partnership towards a project which sought improve the standard of the Darent Valley path. The project aimed to create an integrated sustainable transport corridor through the Darent Valley providing a viable alternative to the car for residents and visitors.
- Bat & Ball Community Centre - £1, 200, 000
Money was awarded to fund the redevelopment of the Bat and Ball Community Centre in Sevenoaks. This project provides an improved facility for the local community used by many clubs and groups.



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- Swanley Disabled Play Equipment - £10,000
This money was awarded to Swanley Town Council to provide additional play equipment for the disabled. The play equipment was fitted into the existing play area and included a swing and a roundabout and was DDA compliant.
- Edenbridge Public Toilets – £34, 000
Edenbridge Town Council were awarded money towards the refurbishment of town centre toilets to provide modern attractive facilities to comply with current standards, to improve hygiene with the addition of hot water supply.
- Sevenoaks Day Nursery – £100,000
The CIL Spending Board awarded money towards a project that replaced the nursery's existing modular down buildings to allow the nursery to continue to provide low cost day care for working parents who resided in the Sevenoaks Area.

6.0 Other infrastructure funded by CIL in 2019/20

6.1 As you are aware, Sevenoaks District made the decision to equalise CIL payments to Parish and Town Councils across the District. The amount below is therefore the equalisation amount given by Sevenoaks District Council to the Town and Parish Councils in addition to that required through Regulation 59A or 59B of the Legislation. This also includes CIL awarded to Parish and Town Councils through the CIL Spending Board.

Infrastructure Project/Type	CIL amount spent
Parish & Town Council CIL – Equalisation	£319, 791.97
Parish and Town Council CIL – through the CIL Spending Board	£2, 382, 865
Total	£2, 702,656.97

Parish/Town Council	CIL amount provided
Parish & Town Council CIL passed under regulation 59A or 59B	£ 270,057.47

7.0 Other CIL expenditure in 2019/20

- 7.1 Sevenoaks District Council did not borrow any money during or before this period. Therefore, there is no infrastructure provided through borrowing and no repayments to declare.
- 7.2 Sevenoaks District Council spent the following on administrative expenses in 2018/20 and the amount expressed as a percentage of the total CIL received in 2019/20:

CIL spent on Administration	Percentage of total CIL received
£26,966.14	1.50%

8.0 Other CIL expenditure relevant to CIL regulation 59E and 59F

- 8.1 These Regulations refer to where we have had to serve Notice and demand a recovery of CIL. Sevenoaks District Council have not had to do this so the money recovered = £0.
- 8.2 Therefore the infrastructure to which CIL receipts to which 59E and 59F applied have been allocated or spent = £0
- 8.3 See table below for more details:

	Summary Details of CIL expenditure relevant to CIL regulation 59E and 59F	CIL Amount
j)	summary details of the receipt and expenditure of CIL to which regulation 59E or 59F applied during the reported year including—	
(i)	the total CIL receipts that regulations 59E and 59F applied to;	None
(ii)	the items of infrastructure to which the CIL receipts to which regulations 59E and 59F applied have been allocated or spent,	None

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	Summary Details of CIL expenditure relevant to CIL regulation 59E and 59F	CIL Amount
	and the amount of expenditure allocated or spent on each item;	
k)	summary details of any notices served in accordance with regulation 59E, including;	
(i)	the total value of CIL receipts requested from each parish council;	None
(ii)	any funds not yet recovered from each parish council at the end of the reported year;	None
l)	summary details of any notices served in accordance with regulation 59E, including—	
(i)	CIL receipts for the reported year retained at the end of the reported year other than those to which regulation 59E or 59F applied;	None
(ii)	CIL receipts from previous years retained at the end of the reported year other than those to which regulation 59E or 59F applied;	None
(iii)	CIL receipts for the reported year to which regulation 59E or 59F applied retained at the end of the reported year;	None
(iv)	CIL receipts from previous years to which regulation 59E or 59F applied retained at the end of the reported year.	None

9.0 CIL Receipts retained (allocated and unallocated)

- 9.1 Sevenoaks District Council allocate CIL funds through their CIL Spending Board. Some projects are awarded CIL straight away but with most, the CIL Spending Board will require a legal agreement to be entered into or the Board may put a condition on the awarding of CIL. So not all the money will be spent in the same year as it is allocated.
- 9.2 The total amount of CIL receipts, received prior to 2019/20, which had been allocated (to an infrastructure project or item), but not spent, by the end of 2019/20 is **£1,841,375**
- 9.3 The total amount of CIL receipts, collected by the authority, or by another person on its behalf, before the reported year and which have been allocated in the reported year is **£1,274, 336.98**
- 9.4 The total amount of CIL receipts, received prior to 2019/20, which had not been allocated (to an infrastructure project or item) by the end of 2019/20: **£1,362,282.72**
- 9.5 The total amount of CIL receipts, whenever collected including 2019/20, which were allocated (whether allocated prior to or during 2019/20) but not spent during 2019: **£1,202,375**
- 9.6 Summary details of the infrastructure projects or items to which CIL receipts, whenever collected including 2019/20, have been allocated (but not spent) and the amount allocated to each item:

Infrastructure Project/Type	CIL amount allocated
Bradbourne Lakes landscape improvements. (Blue/Green infrastructure) This is a project lead by Sevenoaks District Council. The project has been delayed due to Covid.	£252,400
Westerham parking project (Highways & Transport). This project is lead by Westerham Town Council.	£49,975
Redevelopment of the White Oak Leisure Centre (Community Facilities). This project is lead by Sevenoaks District Council .	£900,000
<u>Total:</u>	<u>£1,202,375</u>

10.0 The (CIL) Infrastructure List

10.1 In accordance with Regulation 121A (a) requires the infrastructure funding statement to include:

“a statement of the infrastructure projects or types of infrastructure which the charging authority intends will be, or may be, wholly or partly funded by CIL (other than CIL to which regulation 59E or 59F applies) (“the infrastructure list”)”

10.2 In considering the Sevenoaks District Council’s priorities for CIL Spending, we looked at what we had spent CIL on in the past, we looked at the priorities already adopted by the CIL Spending Board and also considered what projects had been identified as priorities in the Council’s Infrastructure Delivery Plan. You can see all this evidence provided in a report to the Council’s Cabinet using the following link: [Infrastructure Delivery Plan Cabinet Report](#)

10.3 Looking at all the evidence, Sevenoaks District Council agreed a set of criteria that infrastructure projects should be prioritised for funding if they meet them. They are laid out below:

- The projects fall within the infrastructure types/projects identified by Sevenoaks District Council. Provided in the above report (link in paragraph 9.2)
- The projects have been identified in our Infrastructure Delivery Plan. This ensures that the infrastructure prioritised supports the Local Plan.
- The projects clearly relate to proposed or allocated development in the Local Plan. There is therefore a strong link between development and the proposed project.
- That there is a strong social, environmental or economic justification for the scheme.
- That the scheme addresses a clear local need for infrastructure.
- That the specific projects have not received CIL previously.
- The scheme has support from infrastructure providers.
- That it will be expected to be delivered within the next 5 years.
- That it is identified as having a critical or high need where the project has to be delivered prior to any development to support it.
- Where it is likely that the infrastructure project can be delivered within the plan period as there are little or no issues with funding or landownership.
- Where there is a clear plan as to how the project would be fully funded.

Infrastructure Delivery Plan Priorities

10.4 With these criteria in mind, it has been agreed that the following projects are considered as a priority for funding for the next year:

10.5 Highways and Transport

- Swanley Transport Improvement Measures
- Junction 3 M25 Swanley – improvements required to address increased capacity and accessibility for pedestrians
- Improvements to bus services in and around Swanley
- Junction improvements to Bat & Ball
- Edenbridge Junction improvements
- Edenbridge – sustainable transport improvements

Note - This supports the preferred development strategy laid out in the Local Plan which seeks to focus growth in existing settlements, including at higher densities.

10.6 Utilities

- Badgers Mount water supply upgrades
- Swanley supply water upgrades

10.7 Health and Social care

1. CIL funding is provided to deliver the additional capacity required in the next 6 – 10 years to health services in the following areas:
 - Northern Sevenoaks Health
 - Swanley,
 - Hextable,
 - Farningham,
 - New Ash Green,
 - Hartley,
 - Fawkham,
 - South Darent
2. Expansion of GP Practices in the Sevenoaks Urban Area (Time scale 11- 15 years)
3. To increase the capacity of Otford Health Services (related to Fort Halstead) (Timescale 6 – 10 years).

Note - This again supports the preferred development strategy laid out in the Local Plan which seeks to focus growth in existing settlements, including at higher densities and provides infrastructure to support allocated sites.

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10.8 Affordable Housing:

The first priority should always be for developers to provide affordable units on site to and work with Housing Providers to identify the right number, size and tenure. However, when a financial contribution is sought through a section 106, it will be ring fenced and the priority will be to use the money to meet the Council's affordable housing objectives. The provision of affordable housing through monetary and non-monetary ways will therefore be spent using the following criteria (as laid out in the Council's Supplementary Planning Guidance: Affordable Housing):

- Provision of new affordable housing in the District via a Registered Provider of social housing (including adding to provision on development sites, new standalone schemes and existing property purchase);
- Initiatives to make better use of the existing stock (including tackling under occupation and fuel poverty where it enables better use to be made of the stock);
- Managing future needs for affordable housing, including homelessness prevention and benefit advisory services;
- Assisting those in housing need to access low cost home ownership;
- Supporting the development of rural exception sites to meet rural housing needs (for fully or partially exempted Parishes only as set out in Section 17 Housing Act 1996, Housing (Right to Acquire or Enfranchise) (Designated Rural Areas in the South East) 1997 Order.

Apart from the provision of rural housing, funds will be used to meet affordable housing in a flexible way where it can be used most effectively across the District.

10.09 Local Infrastructure

Looking at the criteria that have been agreed to assess the bids put to the CIL Spending Board, as well as the large strategic projects, there is a clear aim by the Council to support local community projects. These local projects include those submitted by infrastructure bodies and also those submitted by Parish and Town Councils or local community groups who put forward projects to benefit their local community.

Whilst not listing any specific projects, in addition to the above, it is suggested that one of the Council's priorities for infrastructure, for the next year, should be to partially fund local community or infrastructure projects that show a clear public benefit or support a clear local need. Therefore, this means that CIL priorities will not only be made with reference to the Local Plan. If a local

body comes forward with a worthy CIL application the Board must be free to consider it as long as it is of community or local benefit, it supports new development in their area and is infrastructure.

Whilst community projects or infrastructure to address flooding issues have not been identified above as being a priority, any local project that provides evidence to show that it addresses a clear community need or provides a clear community benefit will be considered a priority. This could include the provision of community, flood or education (inc. nurseries etc.) infrastructure.

10.10 Net Zero

The leader of Sevenoaks District Council brought a report to Full Council on 19th November 2019. The report set out a clear ambition for the Council to achieve net zero greenhouse gas emissions by 2030. The Cabinet working group which was set up to oversee and lead on this ambition agreed that the Council would be a “community leader” and encourage low carbon measures across the District through education, best practice, incentives, policy and opportunities.

It is therefore suggested, following on from this Council’s clear ambition and the desire to be community leaders, that over the next year any infrastructure projects which clearly support our ambition to achieve net zero greenhouse emissions should be considered as a priority to receive CIL funding

10.11 Broadband

In looking at the requirements in the Local Plan, and also in light of the current Covid situation, there is a clear need in this District for improvements to our rural broadband. It is recognised that some areas have poor connection.

Currently there is a clear switch in the community to people working from home, therefore, increasing the need for an improvement in broadband services. In addition, this is expected to lead to a reduction in car journeys and encourage job growth in rural areas. Therefore, any infrastructure proposals that seek to improve existing rural broadband services or propose new broadband infrastructure in rural areas will also be considered as a priority.

11.0 Planning Obligations (Section 106)

11.01 Sevenoaks District Council do still negotiate and agree Section 106s but as we are a CIL Charging Authority, the Legal Agreements tend to be more site specific and secure infrastructure for the site or agree other conditions, that without them the development would not be acceptable.

11.02 Headline Figures:

Monetary Contributions

Total money to be provided through planning obligations agreed in 2019/20	<u>£92,055.90</u>
Total money received through planning obligations (whenever agreed) in 2019/20	<u>£1,048,720.46</u>
Total money , received through planning obligations (whenever agreed), spent in 2019/20	<u>£2,928,353.49</u>
Total money , received through planning obligations (whenever agreed), retained at the end of 2019/20 (excluding “commuted sums” for longer term maintenance).	<u>£5,079,487.21</u>
Total money , received through planning obligations (whenever agreed), retained at the end of 2019/20 as “commuted sums” for longer term maintenance.	<u>£5,079,487.21</u>

Non-Monetary Contributions

Total number of affordable housing units to be provided through planning obligations agreed in 2019/20	<u>22</u>
Total number of school places for pupils to be provided through planning obligations agreed in 2019/20	<u>0</u>

12.0 Section 106 Infrastructure expenditure in 2019/20

12.1 As Sevenoaks District Council is a CIL Charging Authority, Section 106s mainly secure affordable housing on specific sites. Over this financial year, in addition to affordable housing, we have secured some community facilities, medical facilities to increase the capacity at Doctor's surgeries due to new development and an increase of population in their area. As we have a number of Air Quality Improvement Areas in the District we have also secured funding towards monitoring and projects to improve air quality in these areas.



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12.2 Please see below a summary of the infrastructure and projects funded by Planning Obligations in 2019/20:

Infrastructure Project/Type	Planning Obligation receipts spent
Affordable housing	£2,685,449.82
Community facilities- Dunton Green community project	£52,112.44
Community facilities -Horton Kirby & South Darenth Parish Council project	£ 9,469.81
Community facilities total	£61,582.25
Medical facilities- Amherst Medical Practice:	£119,500
Medical facilities: South Park Medical	£40,980
Medical facilities total- transferred to NHS	£160,480
Air quality towards Greatness	£6370.08
Air quality towards Bat & Ball	£9,384.54
Air quality facilities	£2644.80
Air quality total	£18,399.42
Police contribution- transferred to Kent Police	£2442
Non affordable housing total:	£242,903.67
<u>Total:</u>	<u>£2,928,353.49</u>

13.0 Other expenditure of Section 106 Receipts in 2019/20

13.1 Sevenoaks District Council have not spent in 2019/20 anything on repaying money borrowed. They therefore owe no repayments or need to pay any interest. They therefore cannot provide details of the items of infrastructure which that money was used to provide (wholly or in part).

Infrastructure item	Planning obligation spent repaying money borrowed
NA	£0

13.2 Total amount of money, received through planning obligations (whenever agreed and money received), spent in 2019/20 in respect of monitoring (including the preparation of the section 106 report for this Infrastructure Funding Statement) in relation to the delivery of planning obligations: £300

14.0 Section 106 receipts retained (allocated and unallocated)

14.1 The total amount of money, received through planning obligations prior to 2019/20, *which had not been allocated* (to an infrastructure project or item) by the end of 2019/20: £4,744,685.03

14.2 The total amount of money, received under any planning obligation in any year, *which had been allocated* (to an infrastructure project or type) for spending by the end of 2019/20 but which had not been spent: £334,802.18

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14.3 Summary details of the infrastructure projects or items to which receipts from planning obligations, whenever collected including 2019/20, have been allocated (but not spent) and the amount allocated to each item:

Infrastructure Project/Type	Planning Obligation receipts allocated
Review of viability assessments (Affordable Housing)	£5,000
Energy efficiency/hard to treat homes 2 (Affordable Housing)	£12,000
Hard to treat homes 1 (Affordable Housing)	£461.76
Mobile homes energy pilot 2 (Affordable Housing)	£6,105.46
Older persons' housing stock and needs analysis revised - 13 (2018/19) (Affordable Housing)	£6,420.00
PSL Offer to LandLords 18 (2018/19) (Affordable Housing)	£39,382.10
Hospital Discharge Packs 21 (2018/19) (Affordable Housing)	£249.56
Quercus Housing - Gladedale House acquisition 25(2018/19) (For the provision of Affordable Housing)	£265,183.30
<u>Total</u>	<u>£334,802.18</u>

15.0 Section 278 Agreements Report

The matters which may be included in the section 106 report for each reported year are:

a)	summary details of any funding or provision of infrastructure which is to be provided through a highway agreement under section 278 of the Highways Act 1980 which was entered into during the reported year,	£98,815	This provided for new entrances and Junctions
b)	summary details of any funding or provision of infrastructure under a highway agreement which was provided during the reported year.	£11,475.94	Edenbridge High Street project (traffic calming and/or environmental enhancements).

16.0 Conclusion

- 16.1 It is hoped that this report provides a clear presentation of the monetary and non-monetary provisions that Sevenoaks District Council has sought, secured, allocated or spent over the financial year of 2019/20.
- 16.2 The Council will continue to monitor and review its infrastructure needs and priorities, for the next financial year.

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