

# FULL COUNCIL MEETING

## NOTICE AND AGENDA

You are hereby summoned to a meeting of the Council to be held in the Penn Chamber, Three Rivers House, Northway, Rickmansworth on Tuesday, 8 July 2025 at 7.30 pm

Councillors:

Stephen King (Chair)  
Christopher Alley  
Oliver Cooper  
Stephen Cox  
Harry Davies  
Steve Drury  
Vicky Edwards  
Andrea Fraser  
Elinor Gazzard  
Stephen Giles-Medhurst  
Rue Grewal  
Philip Hearn  
Lisa Hudson  
Khalid Hussain  
Raj Khiroya  
Joan King  
Chris Lloyd  
David Major  
Keith Martin

Tony Humphreys (Vice-Chair)  
Abbas Merali  
Chris Mitchell  
Debbie Morris  
Ian Morris  
Sarah Nemes  
Louise Price  
Kevin Raeburn  
Paul Rainbow  
Reena Ranger  
Ciaran Reed  
Andrew Scarth  
Narinder Sian  
Mike Sims  
Tom Smith  
Cheryl Stungo  
Jon Tankard  
Chris Whately-Smith  
Anne Winter

### 7.7 CIL SPENDING REQUESTS 2024/2025

(Pages 3  
- 60)

1. That Members approve CIL funding for the following schemes detailed in Table 1 of this report and summarised in the table below for 2025/2026:

Applicant & Project Name	Infrastructure	CIL Amount
Batchworth Sea Scouts – Full Roof Replacement	The project is to improve the existing local recreation facility replacing the existing roof of the Batchworth Sea Scouts building to conform with safeguarding standards, environmental, energy efficiency and safety standards.	£125,000
1 <sup>st</sup> Chorleywood Scouts Scout HQ – Renovation Project	The project is to improve and update the existing building Chorleywood Scouts HQ and recreation facilities bringing it back to a usable standard, conforming with safeguarding standards, environmental, energy	£190,000

	efficiency and hygiene requirements.	
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2. The final funding and implementation of the 2 agreed projects is delegated to the Director of Finance, in consultation with the Lead Members for Resources and Planning Policy and Infrastructure, to determine to enable the agreed projects to be progressed and implemented.

**General Enquiries: Please contact the Committee Team at**  
[committeeteam@threerivers.gov.uk](mailto:committeeteam@threerivers.gov.uk)

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*Joanne Wagstaffe, Chief Executive*  
*Friday, 27 June 2025*

## FULL COUNCIL COMMITTEE 8 JULY 2025

### PART I

#### CIL SPENDING APPLICATIONS – JANUARY 2025

(DoF)

#### **1 Summary**

- 1.1 This report details a request for £390,000 CIL funding but seeks to allocate a total of £315,000 for two infrastructure projects from the first application process of 2025 to support growth in Three Rivers.
- 1.2 The 2 applications received for funding are:
- £250,000 Batchworth Seat Scouts HQ - Full roof replacement to replace existing roof that has been in situ since the mid 1960's, has outlasted its original design lifespan and is now leaking and deformed. The replacement will conform with safeguarding standards and environmental standards and energy efficiency. Application submitted by Batchworth Sea Scouts.
  - £190,000 1<sup>st</sup> Chorleywood Scouts HQ - Renovation project to renovate the ageing Scout HQ to provide a safe, accessible base for scouting in Chorleywood, with facilities that can be made available to other youth and community groups. The renovation will conform with safeguarding standards, environmental, energy efficiency and hygiene requirements. Application submitted by 1<sup>st</sup> Chorleywood Scouts.
- 1.3 In addition, 2 further CIL funding requests were received but were not considered to be eligible for CIL funding. Further details are below at paragraph 3.2.

#### **2 Details**

- 2.1 Three Rivers became a Community Infrastructure Charging Authority on 1 April 2015. CIL is the main way in which the Council now collects contributions from developers for infrastructure provision to support development in the area.
- 2.2 The Council has the responsibility for spending the CIL on infrastructure needed to support the development of the area, it is primarily a tool to support capital infrastructure. The Council has the opportunity to choose what infrastructure is prioritised in order to support development.
- 2.3 Since the introduction of the CIL Charging Schedule in April 2015 a total of £14,033,197 has been collected.
- 2.4 The CIL monies collected are divided into three pots – Main CIL Pot (80%) Neighborhood Pot (15%) and the remaining 5% set aside for the administration and the Exacom software costs to support the CIL in line with the CIL Regulations.
- 2.5 This report relates only to the Main CIL Pot which, as of 31 March 2025, amounts to £10,405,413. (excludes previously agreed spend). Appendix 1 refers to previously agreed CIL spend which currently amounts to £5,635,868.
- 2.6 Whilst this is a substantial amount, CIL does not generate enough funds to cover the whole cost of infrastructure needed to support planned development, as such there will be competing demands on the Main Pot from infrastructure providers who used to rely on S106 developer contributions (such as Hertfordshire County Council, NHS and TRDC etc.) going forward.
- 2.7 What can CIL be spent on?**

- 2.8 Regulation 59 of the CIL Regulations states:
- (1) A charging authority **must** apply CIL to funding the provision, improvement, replacement, operation or maintenance of infrastructure *to support the development of its area, and*
- (2) A charging authority **may** apply CIL to funding the provision, improvement, replacement, operation or maintenance of infrastructure outside its area where to do so *would support the development of its area.*
- 2.9 The definition of infrastructure in relation to CIL is set out in section 216(2) of the Planning Act 2008 (as amended by regulation 63 of the Community Infrastructure Levy Regulations);
- a) roads and other transport facilities,
  - b) flood defences,
  - c) schools and other educational facilities,
  - d) medical facilities,
  - e) sporting and recreational facilities, and
  - f) open spaces
- 2.10 The Infrastructure List<sup>1</sup> sets out the types of infrastructure that the Council intends will be, or may be, wholly or partly funded by CIL.
- Education
  - Strategic and local transport proposals
  - Publicly accessible leisure facilities,
  - Open Space Provision (including, children play areas and outdoor/indoor sports and leisure facilities, allotments)
  - Health Care Facilities
  - Other Social and Community Facilities including: - community halls, youth facilities, library services
  - Emergency Services
- 2.11 The inclusion of a project or type of infrastructure on the Infrastructure List does not signify a commitment from the Council to fund (either in whole or in part) the listed project or type of infrastructure.
- 2.12 The levy cannot be used to fund affordable housing or for any on-going or revenue spend (such as consultancy fees, viability/feasibility studies, staff costs etc.) relating to the provision of infrastructure.

### **3 Applications for CIL Funds**

- 3.1 The first CIL application process for 2025 started on the 1 January 2025 and was open for 6 weeks. During the application window 4 CIL applications were received. 3 of these were assessed in line with the Governance arrangements agreed at P& R Committee in March 2025: [governance report \(PDF\)](#). This report details and seeks approval for 2 applications to be progressed, however, details are provided for reference in the next paragraph on the 2 applications not to be progressed.

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<sup>1</sup> Infrastructure List was the Regulation 123 List adopted by the Council but now replaced by the Annual Infrastructure Funding Statement as a result of changes to the CIL Regulations. The Annual Infrastructure Funding Statement is published in December each year on the Council's web site <https://www.threerivers.gov.uk/egcl-page/cil-reports>

3.2 Detail of the 2 unsuccessful applications and the reasons why not progressed:

<b>Applicant &amp; Project Name</b>	<b>Infrastructure</b>	<b>CIL Amount</b>	<b>Reason unsuccessful</b>
Batchworth Community Council	The purchase of Cloisters Community Hall, 2 The Cloisters, Rickmansworth to be utilised for BCC Offices and a community hall.	£595,000.00	<p>The levy is not intended to be spent on the purchase of a building on the open market. Officers therefore confirm this proposal for the purchase of the Cloisters Hall is not eligible for CIL funding</p> <p>CIL monies cannot be used for the use of a building as offices (Parish Offices)</p>
Rickmansworth Sports Club & Rickmansworth Cricket Club Park Road Rickmansworth WD3 1HU	Infrastructure Improvements to provide improved sporting facilities at the club.	£185,021.00	<p>The project did not score the minimum scoring required to progress this project.</p> <p>Further information is required specifically around match funding opportunities and investigation (no current match funding) and information on consultation and other requirements.</p> <p>Information has already been informally provided to applicants regarding the requirements.</p> <p>Officers have suggested they are supportive of the proposed</p>

			works in principle but additional information and match funding is required. Suggested the application is resubmitted in the June 2025.
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3.3 The 2 applications below requested CIL funding for strategic infrastructure projects. The table below provides a brief summary with the full details of each application contained in Appendices 2 to 3 to this report and at **paragraph 3.5**

3.4 Table 1:

Applicant & Project Name	Infrastructure	Total Cost of Project	Additional Funding Identified	CIL Amount	Year funds required
Batchworth Sea Scouts	Full Roof Replacement	£250,000	Batchworth Sea Scouts £50,000	£200,000 requested  Officers recommend £125,000	2025/2026
1st Chorleywood Scouts Scout HQ	Renovation Project for hall.	£296,413	Pineapple Trust - £16,000 – secured  Ethel & Gwynne Morgan Trust £10,000 – secured  Chorleywood Parish Council £2,279.00 - secured  The Dewan Foundation £1,000 - secured  HS2 £72,815 Application in progress- Not currently secured  Garfield Weston Trust £30,000 Application in Progress – Not currently secured  *Available 1st Chorleywood Scout Capital Reserves £27,700	£190,000 Requested  Officers recommend £190,000	2025/2026

### 3.5 Details

The two applications considered are detailed below. An assessment of the applications was undertaken by the Community Infrastructure Officers and Head of Regulatory Services and the CIL Working Groups to determine whether the applications meet the definition of 'infrastructure', meet the requirement to 'support the development' of the area and are included on the Infrastructure Funding List. These applications were all determined to be CIL eligible and scored sufficiently against the agreed eligibility criteria to be progressed.

#### 3.6 **A) Batchworth Sea Scouts - Full Roof Replacement.** To replace the roof of the existing Batchworth and Sea Scouts HQ building.

Batchworth Sea Scouts have applied for £200,000 to replace the existing roof to the building built in the 1960's. The roof has outseen its lifespan and is now failing.

3.6.1 Batchworth Sea Scouts opened in 1968 and the group headquarters is the 'heart and foundation of the Sea Scouts, local community, and beyond'. It has its own boathouse as an integral part of the building which opens directly onto the River Colne. Watersports activities include paddlesports, sailing and powerboating in addition to more traditional Scout skills such as hiking, first aid, cooking, team building, climbing, abseiling, camping, cycling and swimming. The building is now in urgent need of a full roof replacement to ensure it meets the needs of the sports teams and communities using the facility and specifically to meet safeguarding and safety requirements.

3.6.2 Batchworth Sea Scouts has approximately 150 local families involved in the Group, with over 100 volunteers, the eldest being 90 years old. The application confirms, 'They contribute positively to the local community in a number of key ways - a twice-yearly Grand Jumble Sale, the Batchworth Arena weekend during the Canal Boat Rally, and the Santa Sleigh (which raises money for the Peace Hospice in Watford).'

3.6.3 The current users and beneficiaries of the hall are:

- Beavers Turtles aged between 6 – 8
- Beaver Seals - aged between 6 - 8
- Cubs Tempest aged between 8 – 10
- Cubs Warrior aged between 8 - 10
- Scouts Endeavour - aged between 10 – 14
- Scouts Discovery – aged between 10 – 14
- Explorers Bograts – aged between 14 - 18

The building is used on a weekend by a dance class, for around 100 young people, and in the week for scout groups, around 200 young people and 50 adults (detailed above), plus occasional use by the police cadets and other community groups.

3.6.4 In support of the application Batchworth Sea Scouts have advised,

'The intention is to increase the number and frequency of other community groups using the facilities, encouraging people to walk to the HQ as they are the most accessible site in Rickmansworth.

- The upgrade of the hall will provide an attractive facility for special events, including fund-raising events generating much-needed income for the Sea Scouts.
- Renovation of the hall pavilion will provide the facilities for hire to other organisations and more daytime usage being planned.

3.6.5 Additional funding for the project is being provided by the following:

- Batchworth Sea Scouts - £50,000
- 3.6.6 Planning permission is not required for the proposed works.
- 3.6.7 The project is considered to be CIL eligible and deliverable and would support the achievement of the Corporate Framework and Local Plan under the following:
- The Three Rivers Corporate Framework's vision specifies that the Council wants to be a district...
- that is inclusive and where people feel they are welcome, belong and are safe
  - where local infrastructure supports healthy lifestyles and addresses health inequalities
  - that takes action to mitigate and adapt to the climate emergency
  - where local people, organisations and businesses benefit from the prosperity of the district
  - be a great place to live, work and visit
- The objectives:
- support and enable sustainable communities
  - Achieve net carbon zero and be climate resilient
  - Maintain and expand the leisure and cultural offer
  - Policy DM12 – Community, Leisure and Cultural Facilities supporting development within the area
- 3.6.8 In summary, the application supports local leisure facilities and is considered deliverable. Officers are also mindful Batchworth Sea Scouts expects to commence works in Summer 2025.
- 3.6.9 However, whilst the application is for £200,000 the quotes supplied varied considerably in price and not all work was considered to be CIL compliant. Given these circumstances it is considered a contribution to their funding of £125k is offered, which is over 50% of the request and covers work in accordance with compliance for CIL spending.
- 3.7 B) Chorleywood Scouts - Renovation Project.** Complete renovation of existing building and recreation facilities at Chorleywood Scouts HQ.
- Chorleywood Scouts have applied for £190,000 for a complete renovation of the existing building and recreation facilities.
- 3.7.1 The CIL funding would bring the building up to required standards so it can be used again (it is currently not safe to be in use) and hired out to other organisations.
- 3.7.2 The 1st Chorleywood Scouts HQ building, which was built in 1956 and extended in the 1960's, needs refurbishment to bring it back to a useable standard. The hall closed in the summer of 2024 following an inspection that led to the discovery of critical safety issues. The Scouts continue to meet outdoors and 'borrow' other community facilities in the Chorleywood area when availability permits. This has caused restrictions of the activities that can be done and puts a burden on the volunteers and parents as the location varies so often. Because of closure hire requests have to be turned down. The proposed works include improved disabled access and disabled toilet facilities, new kitchen installation, new toilet provision with gendered and unisex facilities, rewiring, fire prevention measures and fire alarm, modern insulation, more efficient water heating and reorganisation of internal areas.
- 3.7.3 The current users are:
- Beavers aged between 6 – 8
  - Cubs aged between 8-10<sup>1/2</sup>



- Scouts aged between 10<sup>1/2</sup> – 14
- Explorers aged between 14-18

Total members of the above approx. 200 young people and 50 adults. Throughout all ages there are a variety of activities.

- Weekend dance classes for approx. 100 attendees
- Occasional use from police cadets
- General community group usage

3.7.4 In support of the application Chorleywood Scouts are constantly fundraising for the project.

Additional funding for the project is being provided by the following:

- Pineapple Trust - £16,000 - secured
- Ethel & Gwynne Morgan Trust £10,000 - Secured
- Chorleywood Parish Council £2,279.00 - Secured
- The Dewan Foundation £1,000 – Secured
- HS2 £72,815 Application in progress – Not secure
- Garfield Weston Trust £30,000 Application in Progress - Not secure
- \*Available 1st Chorleywood Scout Capital Reserves £27,700. For phase 3 of the project of which CIL funding is being requested

3.7.5 The project will support the achievement of the Local Plan and the Corporate Framework under the following:

In support of the application Chorleywood Scouts have advised,

'The project is aligned to policy DM12 of the Local Plan, c – supporting the development and improvement of community facilities, encouraging people to walk or cycle to the facility as it is a level step free walk from the centre of Chorleywood, close to bus stops and the train station. This will increase the number and frequency of community groups using the facility. It is felt the premises is the most accessible site in Chorleywood.

With an increase in housing planned for Chorleywood, the number of young people in the area will likely increase, and the need for facilities for those young people will grow. Chorleywood Scouts intends to improve the facilities so that it can further meet the needs of young people, in a building that is safe, and has the structure to comply with safeguarding requirements in working with groups of young people regardless of gender, additional needs or abilities.'

The Three Rivers Corporate Framework's vision specifies that the council wants to be a district...

- that is inclusive and where people feel they are welcome, belong and are safe
- where local infrastructure supports healthy lifestyles and addresses health inequalities
- that takes action to mitigate and adapt to the climate emergency
- where local people, organisations and businesses benefit from the prosperity of the district
- be a great place to live, work and visit.

The application confirms works to the Scout HQ will address these objectives on several levels, as accessibility will be improved, they will expand the offering of groups to include additional scouting and other youth groups including currently under-supported demographics, ie, those which are not sporty, musical or faith based, and are low cost therefore accessible to all.

In addition, once works are complete it is anticipated the use of the building can be expanded. The premises will be suitable for a day centre, providing support to the elderly, and giving respite to those caring for the elderly at home. The group is in ongoing discussions with a day care centre provider.

The upgrade of the hall and kitchen will provide an attractive facility for special events, including fund-raising events generating much needed income for the group

- The proposed improvements will also ensure that the building is more energy efficient, reducing carbon footprint.

3.7.6 In summary, the application supports local leisure facilities and is considered deliverable in terms of funding and additional funding streams. Not all of the proposed work in the submitted quotes is considered CIL compliant and Officers have had regard to this in assessing the application. However, the requested CIL funding covers the aspects of work which are considered CIL compliant and it is proposed that the full request is granted.

#### **4. Next Steps**

- 4.1 As the CIL Charging Authority it is for the Council to decide how to spend the CIL Main Pot.
- 4.2 A decision needs to be made as to whether CIL funds are allocated to these infrastructure projects and, if so, the amount to be allocated.
- 4.3 Where funding is agreed, a legal agreement will be put in place between TRDC and the infrastructure provider to ensure any allocated CIL funding is spent in the correct way. The infrastructure provider will also be expected to provide information until the scheme has been completed and all CIL funding has been spent. In addition, an annual report will need to provide information on the progress of each scheme that funding has been allocated to. A requirement to submit this information will form part of the legal agreement that the successful applicant is required to sign.
- 4.4 If an applicant does not spend CIL money within five years of receipt or does not spend it as agreed, then the Council may require the applicant to repay some or all of those funds.
- 4.5 Payment will be made in arrears and will exclude VAT. For charities or voluntary organisations staged payments will be considered provided we were in receipt of invoices covering the payment made. These will be customised as appropriate and detailed within the agreement.
- 4.6 Details about planning obligation receipts and anticipated expenditure in relation to CIL and S106 is published in the Infrastructure Funding Statement by the 31 December each year in accordance with Regulation 121A of the CIL Regulations.

#### **5 Future CIL Income**

- 5.1 Up to March 2025 liability notices relating to the 'district pot' for a potential value of £4,287,170. have been issued. These notices are raised following the grant of planning permission and set out what the liable charge would be should work on the development start and no exemptions are applied. The realisation of the remainder of these monies is therefore totally dependent on a developer implementing their planning permission and not benefiting from any exemptions. It is common to have multiple planning permissions on a site, for permission not to be implemented and exemptions to be granted (mainly for self-build). This figure, while informative, should not therefore be treated as a guaranteed future income.
- 5.2 Where a demand notice has been issued, this means that development has commenced, and that CIL is now due for payment. The council's CIL instalment policy allows developers fixed timescales at 60, 120 and 360 days (post-commencement) to pay the amount due. The number of instalments available is dependent on the total amount of CIL due, with higher CIL charges allowing for more time to pay. A further £467,164 is due to be collected relating to the 'district pot' over the next year on developments that have already commenced. Further demand notices may also be issued if other developments commence.

#### **6 Options and Reasons for Recommendations**

- 6.1 To ensure the delivery of important community infrastructure to support growth and development strategic CIL can be spent anywhere within the district, it is not bound by the area of development where funds are received.
- 6.2 It is proposed the 2 applications detailed are agreed and receive the CIL funding as detailed under section 3.4. If Members do not consider they can fully support these projects alternative funding amounts could be considered.
- 6.3 The applications support the Corporate Framework under the following objectives/priorities:
- Three Rivers will be a district:
- Where local infrastructure supports healthy lifestyles and addresses health inequalities
  - That supports and enables sustainable communities
  - That can achieve net carbon zero and be climate resilient
  - Expand our position as a great place to do business
  - To ensure the delivery of important community infrastructure to support sustainable growth.
- 6.4 In both proposals, the improvements of these community facilities and raising the buildings standards would enable them to be used for further community use

## **7 Policy/Budget Reference and Implications**

- 7.1 The recommendations in this report are within the Council's agreed policy and budgets. The relevant policy is entitled Community Infrastructure Funding Statement and was agreed on 24 February 2015.

## **8. Equal Opportunities, Staffing, Environmental, Community Safety, Public Health, Customer Services Centre, Communications & Website and Health & Safety Implications**

- 8.1 None specific.

## **9 Financial Implications**

- 9.1 The commitment of CIL funds of £5,635,868 previously agreed, plus the proposed funding of £315,000 will leave a balance of £4,454,545 in the CIL Main Pot for infrastructure projects going forward.
- 9.2 As with previous CIL applications it is identified that due to delay between application submission (and initial project quotes) and works being implemented, and given the current economic conditions, there could be further pressures on project costs. It is proposed through the recommendation delegation is given to the Director of Finance, in consultation with the Lead Members for Resources and Planning Policy and Infrastructure, to be able to consider any reasonable change to the CIL funding to enable the project to proceed.

## **10 Legal Implications**

- 10.1 The legislation governing the development, adoption and administration of a Community Infrastructure Levy (CIL) is contained within the Planning Act (2008) and the Community Infrastructure Levy Regulations 2010 (as amended).

## **11 Risk Management**

- 11.1 The Council has agreed its risk management strategy which can be found on the website at <http://www.threerivers.gov.uk>. In addition, the risks of the proposals in the report have also been assessed against the Council's duties under Health and Safety legislation relating to employees, visitors and persons affected by our operations. The risk management implications of this report are detailed below.
- 11.2 The subject of this report is covered by Regulatory Services with specific TRDC projects covered in their appropriate service plans. Any risks resulting from this report will be included in the risk register and, if necessary, managed within this/these plan(s).

Nature of Risk	Consequence	Suggested Control Measures	Response (tolerate, treat, terminate, transfer)	Risk Rating (combination of likelihood and impact)
Failure to progress/manage and maintain Community Infrastructure Levy income and expenditure.	Council could be challenged on CIL expenditure	Governance Arrangements	Tolerate	4
Projects are not progressed/delivered/ meet specified objectives	Monitoring required, CIL monies are paid on project completion,	Relevant Legal Agreements in place to ensure a level of control remains	Treat	4

- 11.3 The above risks are scored using the matrix below. The Council has determined its aversion to risk and is prepared to tolerate risks where the combination of impact and likelihood scores 6 or less.

<b>Very Likely</b> ----- <b>Likelihood</b> ----- <b>Remote</b>	<b>Low</b> 4	<b>High</b> 8	<b>Very High 12</b>	<b>Very High 16</b>
	<b>Low</b> 3	<b>Medium</b> 6	<b>High</b> 9	<b>Very High</b> 12
	<b>Low</b> 2	<b>Low</b> 4	<b>Medium</b> 6	<b>High</b> 8
	<b>Low</b> 1	<b>Low</b> 2	<b>Low</b> 3	<b>Low</b> 4
	<b>Impact</b> Low -----> Unacceptable			

**Impact Score**  
4 (Catastrophic)

**Likelihood Score**  
4 (Very Likely (≥80%))

3 (Critical)	3 (Likely (21-79%))
2 (Significant)	2 (Unlikely (6-20%))
1 (Marginal)	1 (Remote (≤5%))

- 11.4 In the officers' opinion none of the new risks above, were they to come about, would seriously prejudice the achievement of the Strategic Plan and are therefore operational risks. The effectiveness of the management of operational risks is reviewed by the Audit Committee annually.

## 12 Recommendation

- 12.1 That Members approve CIL funding for the following schemes detailed in Table 1 of this report and summarised in the table below for 2025/2026:

Applicant & Project Name	Infrastructure	CIL Amount
Batchworth Sea Scouts - Full Roof Replacement  Appendix 2 and 3	The project is to improve the existing local recreation facility replacing the existing roof of the Batchworth Sea Scouts building to conform with safeguarding standards, environmental, energy efficiency and safety standards.	£125,000
1st Chorleywood Scouts Scout HQ – Renovation Project  Appendix 4 and 5	The project is to improve and update the existing building Chorleywood Scouts HQ and recreation facilities bringing it back to a usable standard, conforming with safeguarding standards, environmental, energy efficiency and hygiene requirements.	£190,000

- (ii) The final funding and implementation of the 2 agreed projects is delegated to the Director of Finance, in consultation with the Lead Members for Resources and Planning Policy and Infrastructure, to determine to enable the agreed projects to be progressed and implemented.

Report prepared by: Kimberley Rowley Head of Regulatory Services and Debbie Wilson, Land and Property Information Manager

### Data Quality

Data sources: Exacom (Planning Obligations Software) Data Checked

by: Jo Welton, Senior CIL Officer

1	Poor	
2	Sufficient	
3	High	X

### Background Papers

The Community Infrastructure Regulations (2010) (As amended)  
<https://www.legislation.gov.uk/ukdsi/2010/9780111492390/contents>

Section 216(2) of the Planning Act 2008 (as amended by regulation 63 of the Community Infrastructure Levy Regulations);

Infrastructure Funding Statement <https://www.threerivers.gov.uk/egcl-page/cil-reports>

Guidance provided by the Department for Levelling Up, Housing and Communities and Ministry of Housing, Communities & Local Government

<https://www.gov.uk/guidance/community-infrastructure-levy#spending-the-levy>

## **APPENDICES**

Appendix 1 – Previous approved Infrastructure Projects

Appendix 2 – Batchworth Sea Scouts EIA

Appendix 3 – Batchworth Sea Scouts Climate & Sustainability

Appendix 4 – Chorleywood Scouts EIA

Appendix 5 – Chorleywood Scouts Climate & Sustainability

TRDC Climate and Sustainability Impact Assessment

Score / Colour Code	Impact and Recommendation
Dark green (4)	Strong positive impacts for sustainability. Recommendation to proceed as is with this aspect.
Light green (3)	Some positive impact for sustainability. Recommendation to further enhance this aspect where possible and proceed.
Yellow (2)	Some possible negative impacts for sustainability. Recommendation to review these aspects and find mitigations where possible.
Red (1)	Considerable inconsistency with the council's sustainability objectives. Strong recommendation to review these aspects and find mitigations.
Grey (0)	Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed.

Guidance for use	Name of project/policy/procurement and date	1st CW Scout HQ - Build Back Better
Please answer all questions from the drop-down options in the 'impact'	Brief description (1-2 sentences):	Refurbishment of HQ building to make accessible for community use with disabled facilities, baby change/accessible facilities, and

Homes, buildings, infrastructure, equipment and energy						Ways to optimise sustainability and work towards net zero carbon:
Question	Impact (select from list)	Score (-1 to 4)	Justification or mitigation	Impact (select from list)	Revised Score (1-4)	
1 What effect will this project have on overall energy use (electricity or other fuels) e.g. in buildings, appliances or machinery?	Strong positive impacts for sustainability. Recommendation to proceed as is with this aspect.	4	Reduced use of electricity through replacing existing light (Inc. CFL) fittings with LEDs, using occupancy sensors to prevent lights being left on. The installation of more toilets and changes to use of the current kitchen gives us the opportunity to move water heaters from the current inefficient gas water heater to modern thermally efficient multipoint-type heaters.	Strong positive impacts for sustainability. Recommendation to proceed as is with this aspect.	4	
2 What effect will this project have on the direct use of fossil fuels such as gas, petrol, diesel, oil?	Strong positive impacts for sustainability. Recommendation to proceed as is with this aspect.	4	Reduced use of gas for heating, by increased insulation to walls and ceilings in areas being scoped. Replacing inefficient wall water heater with high efficiency (insulated) small (multipoint-type) heaters + a modern replacement hot water heating solution for the kitchen usage.  Our realistic position today is that we will need to one of the following options: 1. feasibility for Air-sourced heat pump + suitable thermal water store – though this is expensive and currently under investigation / discussion with CPLM. 2. Electric Mega flow-type eco-cylinder (suitable for heat-pump use, used initially on an electric green energy tariff) for large-volume hot water cylinder (electric heated) – this will likely be our preference (see below). 3. another suitable solution that is significantly more efficient than we currently have – a highly efficient combi-boiler is our backstop (and budgeted) position.  Phase 4 will look at replacing the concrete roof, and at that point solar PV or solar thermal panels + suitable thermal water store will be a good option. Option 2 above is our expected direction, because it would allow us to install a water cylinder that can be electric heated from day 1, but compatible with heat-pump or Solar thermal panels to heat. Options 1 and Phase 4 would then work with the cylinder in option 2 above.  Our backstop (budgeted position) is a combi boiler as a short-term fix if this is not possible (as the cylinder option pricing for option 2 is broadly similar) .	Strong positive impacts for sustainability. Recommendation to proceed as is with this aspect.	4	
3 Does this project further maximise the use of existing building space? E.g. co-locating services; bringing under-used space into use; using buildings out-of-hours	Strong positive impacts for sustainability. Recommendation to proceed as is with this aspect.	4	Poorly used store rooms will be brought in to use to increase toilet facilities. Poorly used store room turned to functional kitchen use with efficient storage. Existing non-useful kitchen turned to disabled wet room and accessible toilet facilities. Existing garage that stores unused trailer and unused other equipment (old Kayaks) will be converted to camp store room to consolidate storage to useful (and efficient) stores rather than the sprawling mass of current inefficiency	Strong positive impacts for sustainability. Recommendation to proceed as is with this aspect.	4	
4 Will any new building constructed or refurbished be highly energy efficient in use? (e.g. high levels of insulation, low energy demand per sq. m., no servicing with fossil fuels such as gas heating, EPC "A" or BREAM "excellent").	Strong positive impacts for sustainability. Recommendation to proceed as is with this aspect.	4	No new buildings, but existing 1970 wall panelling removed and replaced with thermally efficient (insulated) PIR Plasterboard to increase R-value of external walls and ceiling cavities in all areas affected by these plans. We see this as a roadmap for the future for any future renovations (i.e. roof replacement - which isn't in this phase, to increase thermal efficiency).	Strong positive impacts for sustainability. Recommendation to proceed as is with this aspect.	4	
5 Does this make use of sustainable materials / unputs in your project? E.g. re-used or recycled construction materials; timber in place of concrete	Some positive impact for sustainability. Recommendation to further enhance this aspect where possible and proceed.	3	FSC sourced timber will be used. For composite toilet partitions, intention to source HDPE based partitioning (sustainable, made from recycled materials, and further recyclable beyond). The materials used to upgrade to the fire escape route will be considered against this criteria.	Some positive impact for sustainability. Recommendation to further enhance this aspect where possible and proceed.	3	
6 Does this use more sustainable processes in the creation of the project? E.g. modular and off-site construction; use of electrical plant instead of petrol/diesel,	Strong positive impacts for sustainability. Recommendation to proceed as is with this aspect.	4	Unfortunately, with the exception of the washroom panels mentioned above, manufacturing offsite won't be possible due to the project refurbing what already exists (and reuse where possible).All plant used on site (lifts / hoists / access equipment) will be electrical wherever possible.	Strong positive impacts for sustainability. Recommendation to proceed as is with this aspect.	4	

- Ways to optimise sustainability and work towards net zero carbon:
- Insulate buildings to a high standard.
  - Include energy efficiency measures when carrying out refurbishment to deliver improvement in EPC ratings.
  - Replace gas boilers with renewable heating, such as heat pumps. Consider District Heat Networks where appropriate.
  - Construct new buildings to Passivhaus standard.
  - Design and deliver buildings and infrastructure with lower-carbon materials, such as recycled material and timber frames.
  - Use construction methods that reduce overall energy use, such as modular, factory-built components, or use of electrical plant on-site.
  - Install solar panels or other renewable energy generation, and consider including battery storage.
  - Switch to a certified renewable energy provider e.g. utilise power purchase agreements (PPA)
  - Use energy-efficient appliances.
  - Install low-energy LED lighting.
  - Install measures to help manage building energy demand, such as smart meters, timers on lighting, or building management systems.



7	Will this increase the supply of renewable energy? <i>e.g. installing solar panels; switching to a renewable energy tariff</i>	Some positive impact for sustainability. Recommendation to further enhance this aspect where possible and proceed.	3	HQ is in a shady position and currently has a concrete asbestos roof. When the roof can be renewed, PV and solar thermal will be further reconsidered.  Heat pumps (air and borehole ground source) will be considered - noting that the roof insulation and windows will need addressing as part of a wholesale upgrade required to meet the U-values for heat pumps, including heating + pipe sizes.  Even if these are not viable in the near-term, we aspire to replace the roof with a type which improves the ecological aspect - hence would look to consider a living/sedum roof to reduce run-off and stabilise rainfall. The building covers >50% of the plot, hence this is a significant upgrade option.  With energy, we intend to conduct an energy review and would consider renewable energy as long as the increased usage (hiring) of the building supports the additional cost of tariffs.	Some positive impact for sustainability. Recommendation to further enhance this aspect where possible and proceed.	3
8	Do any appliances or electrical equipment to be used have high energy efficiency ratings?	Strong positive impacts for sustainability. Recommendation to proceed as is with this aspect.	4	New kitchen appliances, modern water heating solutions (prefer renewable / green heat sources if found feasible - currently under investigation/discussion with CLPM) will have current/modern spec high efficiency rating. All lighting will be replaced to current modern efficient specifications (all lighting is old/inefficient). Showers will be efficient (heat only water used) as will water heaters.	Strong positive impacts for sustainability. Recommendation to proceed as is with this aspect.	4
Average Score			3.75			3.75

Travel						
Question		Impact	Score (0-4)	Justification or mitigation	Impact (select from list)	Revised Score (0-4)
9	Reducing travel: what effect will this project have on overall vehicle use?	Strong positive impacts for sustainability. Recommendation to proceed as is with this aspect.	4	<p>The upgrade of kitchen, halls and toilet facilities will mean the building is suitable for local community use. The building will be the only central Chorleywood building with these facilities - hence walking distance from all local housing and the underground station. This will reduce vehicle travel as currently users using similar facilities in Chorleywood are using halls outer edge of the village (further away, less accessible), which naturally people tend to drive to.</p> <p>The plan for better toilet and shower facilities is that other Scout groups can use it as a base for Chiltern Hills and London weekends, reducing their need for vehicles to be used when travelling into London, due to the locality to the LUL station. Our survey (nationally to other Scout Groups) on this has confirmed that this will be a popular use case of the building.</p>	Strong positive impacts for sustainability. Recommendation to proceed as is with this aspect.	4
10	Will this project use petrol or diesel vehicles or EV, hybrid?	Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed.	0	N/A	Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed.	0
11	Will this support people to use active or low-carbon transport? <i>E.g. cycling, walking, switching to electric transport</i>	Strong positive impacts for sustainability. Recommendation to proceed as is with this aspect.	4	<p>Central Chorleywood location - cannot be emphasised enough - walkable from everywhere within the village, unlike all other current halls in Chorleywood (which are on the edge, or up steep hills), and where most people currently drive to.</p> <p>Sleep over facilities in the hall will encourage groups to explore the local area (on foot) as Chorleywood has many amazing walks (Chess valley, Chilterns, etc.). Installation of a Bike Rack will encourage local cycling over motor use. Charging points for e-bikes is currently aspirational, but if demand is there - we would support this. Better lighting around the building will make foot use safer</p>	Strong positive impacts for sustainability. Recommendation to proceed as is with this aspect.	4
12	Will it be easily accessible for all by foot, bike, or public transport, including for disabled people?	Strong positive impacts for sustainability. Recommendation to proceed as is with this aspect.	4	Yes - step-free access to the site from all public transport. The only current challenge is the site itself where the entrance and building is not accessible (step access). The renovations will allow wheelchair users access via flat and step-free methods.	Strong positive impacts for sustainability. Recommendation to proceed as is with this aspect.	4
13	Has the project taken steps to reduce traffic? <i>Using e-cargo bikes; timing activities or deliveries to be outside peak congestion times</i>	Strong positive impacts for sustainability. Recommendation to proceed as is with this aspect.	4	Bike rack - to encourage bike usage to reduce traffic. Allowing more use of faculties during the day will reduce pressure on other high traffic and congestion areas in Chorleywood such as the memorial hall. Central location (again) - all reduce traffic in the village by providing a much needed central community facility.	Strong positive impacts for sustainability. Recommendation to proceed as is with this aspect.	4
Average Score			4.00			4.00

Goods and Consumption					
Question		Impact	Score (0-4)	Justification or mitigation	Revised Score (0-4)

Ways to optimise sustainability and work towards net zero carbon:
- Reduce the need to travel e.g. through remote meetings, or rationalising routes and rounds. - Share vehicles or substitute different modes of travel, rather than procuring new fleet. - Specify electric, hybrid, or most fuel efficient vehicles for new fleet or for services involving transport. - Support users and staff to walk, cycle, or use public transport e.g. with cycle parking, training, incentives. - Use zero-emission deliveries - Model and mitigate the project's effect on traffic and congestion e.g. retiming the service or deliveries
Ways to optimise sustainability and work towards net zero carbon:



14	Has this project considered ways to reuse existing goods and materials to the greatest extent possible, before acquiring newly manufactured ones?	Strong positive impacts for sustainability. Recommendation to proceed as is with this aspect.	4	As this project is a refurb, the upgrade of existing walls, floors is embedded. The project has been designed with the minimal removal (supported by the plans). Kitchen & washroom doors, timber, partitions and equipment will be reused where viable. Timber from existing racking will be re-used for racking out the garage store where viable. Scouts are great at re-use and minimising waste.	Strong positive impacts for sustainability. Recommendation to proceed as is with this aspect.	4
15	Does it reduce reliance on buying newly manufactured goods? <i>E.g. repair and re-use; sharing and lending goods between services or people; leasing or product-as-a-service rather than ownership</i>	Strong positive impacts for sustainability. Recommendation to proceed as is with this aspect.	4	The works are focused around an adaptive reuse proposal for the existing building. This will reuse the existing structure so avoiding carbon and the use of lots of new materials.	Strong positive impacts for sustainability. Recommendation to proceed as is with this aspect.	4
16	Does it use products and resources that are re-used, recycled, or renewable?	Strong positive impacts for sustainability. Recommendation to proceed as is with this aspect.	4	We have focussed on using recycled washroom partitioning where possible and FSC timber for renewable and sustainable sources.	Strong positive impacts for sustainability. Recommendation to proceed as is with this aspect.	4
17	Does it enable others to make sustainable choices within their lifestyles, or engage people about this?	Strong positive impacts for sustainability. Recommendation to proceed as is with this aspect.	4	Inherently the more flexible and attractive we make the building (attractive, to needs - not just cosmetics), the more attractive the building will become to local groups. Being in the heart of the village (unlike ALL other meeting places) means this will be the most central (and shortest distance) to get to for most people. This encourages walking/cycling as a lifestyle choice and keeps engagement with the village.	Strong positive impacts for sustainability. Recommendation to proceed as is with this aspect.	4
18	Is there a plan to reduce waste sent to landfill in manufacture?	Strong positive impacts for sustainability. Recommendation to proceed as is with this aspect.	4	Only the minimum will be sent to landfill - licenced waste carriers will be used (which will sort contents of skips). Plasterboard disposal will be via plaster recycling methods. Reuse will reduce landfill. Contractors will be vetted on including material separation in their methodology. Scout volunteers will assist with environmental disposal or reuse of recyclable materials rather than going to landfill.	Strong positive impacts for sustainability. Recommendation to proceed as is with this aspect.	4
19	Is the material used able to be re-used, re-purposed, or recycled at end of its life?	Some positive impact for sustainability. Recommendation to further enhance this aspect where possible and proceed.	3	All timber will be reusable. Composite recycled material (i.e. intended toilet partitions) would have further life.	Some positive impact for sustainability. Recommendation to further enhance this aspect where possible and proceed.	3
20	Has it taken steps to ensure any food it offers is more sustainable? <i>E.g. less and high-quality (high welfare) meat and dairy; minimises food waste; seasonal produce; locally sourced.</i>	Some positive impact for sustainability. Recommendation to further enhance this aspect where possible and proceed.	3	The upgrade of the kitchen will allow greater preparation area - and allow more use of base ingredients rather than the current need to take shortcuts due to lack of food hygiene safe prep space. Groups using the building will be encouraged and championed to also do so.	Some positive impact for sustainability. Recommendation to further enhance this aspect where possible and proceed.	3
Average Score			3.71			3.71

- Procure goods through sharing, leasing, or product-as-a-service models rather than ownership.  
- Use pre-owned and reconditioned goods, and reduce reliance on procuring new goods.  
- Use recycled materials, and procure items that can be reconditioned or recycled at end-of-life.  
- Use lifecycle costing in business cases to capture the full cost of operation, repair and disposal of an item.  
- Ensure meat and dairy is high-quality, high-welfare.  
- Design waste, including food waste, out of business models e.g. separating (and composting) food waste; replacing single-use items with reusable items.  
- Use contact points with residents, community groups and businesses to engage and enable them to adopt low-waste, low-carbon behaviours.

Ecology						
Question		Impact	Score (0-4)	Justification or mitigation	Impact (select from list)	Revised Score (0-4)
21	What effect does this project have on total area of non-amenity green/blue space? (Amenity green space = playing fields, play areas, sporting lakes etc. Non-amenity= e.g. woodland, grassland, wetland, gardens, lakes, rivers, ponds etc.)	Strong positive impacts for sustainability. Recommendation to proceed as is with this aspect.	4	<p>The project increases the quantity of non-amenity space by reducing clutter and increasing storage for items currently stored outside. The building will flow to the outdoor space better, making it accessible and more attractive.</p> <p>Our aspiration in a future phase is to replace concrete roof with a living roof in the medium-term to reduce hard surfaces and therefore affecting the rainfall run-off by softening &gt;50% of the plot area.</p>	Strong positive impacts for sustainability. Recommendation to proceed as is with this aspect.	4
22	Does the project create more habitat for nature? E.g. native plants, trees, and flowers	Strong positive impacts for sustainability. Recommendation to proceed as is with this aspect.	4	<p>We intend to add swift boxes, bat boxes and bug boxes as part of the program with the Scouting sections. It's a great way to demonstrate and energise the young people to learn and practice by doing - in a practical way that is relevant to the nature on the doorstep.</p> <p>The increased non-amenity space will allow Scout groups to grow vegetables in micro plots around the back yard. This in turn should increase nature (bugs/bees).</p>	Strong positive impacts for sustainability. Recommendation to proceed as is with this aspect.	4
23	Does it make changes to existing habitats and have a negative impact on nature? <i>E.g. use of pesticides, reduced extent and variety of plants, planting non-native species</i>	Strong positive impacts for sustainability. Recommendation to proceed as is with this aspect.	4	Not in a negative way at all - only positive.	Strong positive impacts for sustainability. Recommendation to proceed as is with this aspect.	4
24	Does it help people understand the value of biodiversity, and encourage residents to support it in their private and community spaces?	Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed.	0	Certainly if we can realise the living roof it will - but as that's not part of this phase - it can only score zero.	Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed.	0
Average Score			4			4
Adaptation						
Question		Impact	Score (0-4)	Justification or mitigation	Impact (select from list)	Revised Score (0-4)

**Ways to optimise sustainability and work towards net zero carbon:  
(Seek advice from Landscapes Team if required)**

- Avoid converting green space to hard surfacing.  
- Use underutilised space for planting, such as green roofs and walls.  
- Plant native plants and perennials, rather than non-native ornamental species, to encourage biodiversity.  
- Reduce trimming of grass and hedges, and avoid use of synthetic pesticides.  
- Provide space for animals e.g. long grass areas, bird boxes, bat boxes, 'insect hotels', ponds, hedgehog hides and passages, log piles  
- Consider the ecological impacts from manufacture and use of procured goods, e.g. water pollution; water consumption; land use change for farming; pesticide use; organic/regenerative farming methods

**Ways to optimise sustainability and work towards net zero carbon:**

25	Does any planned project, construction or building use include measures to conserve water?	Strong positive impacts for sustainability. Recommendation to proceed as is with this aspect.	4	Internally the washrooms, and kitchens will all use also low flow sanitaryware. Showers will be efficient electric-type which only heat the water they use, but will be limited in power to limit both energy use and therefore hot water flow. This will reduce water consumption in the building.  Rainwater will be collected for irrigation for the scouts allotment (micro plot) use mentioned above.  See above for aspirations on living roof to replace the concrete roof in the medium term.	Strong positive impacts for sustainability. Recommendation to proceed as is with this aspect.	4
26	Does the project , consider how to sustainably protect people from extreme weather?	Strong positive impacts for sustainability. Recommendation to proceed as is with this aspect.	4	The building ramped front will include Aco Drains which will be used to a soakaway. Rainwater will be confirmed to use soakaways, not main drains. The building naturally is good with extreme heat - but this will be further improved with increased insulation.	Strong positive impacts for sustainability. Recommendation to proceed as is with this aspect.	4
27	Has any planned building work or infrastructure considered how to mitigate flood risk? <i>E.g. Sustainable Drainage Systems (SuDS); de-paving areas; green roofs</i>	Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed.	0	Unfortunately not possible within the current project phase (the changes are mostly internal), but will be seriously considered for the future - see Sedum/Living roof aspiration to reduce the overall hard surface of the entire plot by >50%. But to answer the question directly - for this phase the score is zero.	Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed.	0
28	Does any planned infrastructure or building work increase the overall footprint of hard surfacing? (as opposed to green or permeable surfacing)	Strong positive impacts for sustainability. Recommendation to proceed as is with this aspect.	4	Current shingle area (12 sqm) will unfortunately need to be upgraded to hard surfacing due to upgrading fire exit (for wheelchair exit), but this will be mitigated by use of at minimum, drainage to soakaway locally, or preferably a permeable solution (permeable pavers are an option). Net change to runoff = zero. Permeable solutions will be further investigated in the detailed planning phase.	Strong positive impacts for sustainability. Recommendation to proceed as is with this aspect.	4
29	Has the project considered its own resilience to future extreme heat, flood risk, or water shortage?	Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed.	0	The building is currently a cool building even in heatwaves. The increase in insulation will only reinforce this and keep the interior cool. This is inherent in the existing building and will be retained - so isn't really a key consideration going forwards - hence neutral score of Zero.	Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed.	0
Average Score			4.0			4.00
Engagement and Influence						
Question		Impact	Score (0-4)	Justification or mitigation	Impact (select from list)	Revised Score (0-4)
30	Does this project raise awareness and understanding of the climate and ecological emergency, and the steps that people can take?	Some positive impact for sustainability. Recommendation to further enhance this aspect where possible and proceed.	3	The project will raise awareness and understanding of the climate and ecological emergency as it will be a perfect example of how a building can be sensitively retro fitted and reused and become a community asset accessible to all. The users of the building currently ranges mostly from 5-18, but the plan will be to enable it from 0-100+. Young children will be able to learn about reusing and repurposing, about energy usage, re-use and sustainable materials, rain water collection. The building will also have a new lease of life that can be enjoyed and used by many generations to come that will keep illustrating the benefits of low energy design and adaptive reuse.	Some positive impact for sustainability. Recommendation to further enhance this aspect where possible and proceed.	3
Average Score			3			3
Total Overall Average Score			3.74			3.7

Now assessment is complete copy and paste box into your business case, committee report. (under environmental implications 6). Whole assessment can be an appendix. Procurement tenders are expected to submit complete report with application.

Climate and Sustainability Impact Assessment Summary	
Homes, buildings, infrastructure, equipment and energy	3.75
Travel	4.00
Goods and Consumption	3.71
Ecology	3.71
Adaptation	4.00
Engagement and Influence	3
Total Overall Average Score	3.7

- Install water-saving devices in taps, showers and toilets
- Re-use grey water in new developments
- Capture and re-use rainwater where possible e.g. water butts for use in car washing, watering garden, toilets
- Ensure all new building or refurbishment (especially of homes) models and mitigates future overheating risk, with adequate ventilation and shading
- Avoid increasing areas of hard surfacing.
- Convert hard surfacing to green and permeable surfacing where possible, and install Sustainable Drainage systems (SUDS).
- Plant drought-tolerant plants and mulch landscapes to avoid water loss through evaporation.

**Ways to optimise sustainability and work towards net zero carbon:**  
- 'Make every contact count', by using contact points with residents, businesses and community groups to promote understanding of the climate emergency.

## CIL - Short Equality Impact and Outcome Assessment (EIA)

EIAs make services better for everyone and support value for money by getting services or projects right first time.

EIAs enable us to consider all the information about a project from an equalities perspective and then action plan to get the best outcomes for staff and service-users<sup>1</sup>. They analyse how you might impact differently on different groups<sup>2</sup>

They help us make good decisions and evidence how we have reached these decisions.<sup>3</sup>

See end notes for full guidance. For further support or advice please contact the Strategy and Partnerships Team at Three Rivers District Council.

### Equality Impact and Outcomes Assessment (EIA) Template

First, consider whether you need to complete a full EIA, or this template<sup>4</sup>

<b>Title</b> <sup>5</sup>	Chorleywood Scout HQ renovation project	<b>ID No</b> <sup>6</sup>	
<b>Organisation</b> <sup>7</sup>	1 <sup>st</sup> Chorleywood Scouts		
<b>Focus of EIA</b> <sup>8</sup>	<p>The Scouts aim to be able to provide access to scouting, encompassing personal life skills, teamwork and outdoor education for all young people in the local area regardless of race, gender or ability.</p> <p>Our current building has been found not to be fit for purpose, and has had to have urgent removal of Asbestos, and electrical safety work carried out. Further upgrades are required to make it usable for future generations of young people. The building is a 2 storey structure built in stages by the local community in the 1950's, with extensions in the 1960s and 1970s. There are 2 halls, side rooms, storage and a garage, and it is situated a short level walk from the village centre. It is under utilised due to the poor toilet facilities, kitchen and access; the facilities do not meet current safeguarding standards for provision of toilets for groups of young people, and the building does not meet current fire regulations. We only have one toilet that is unisex, and one toilet as accessible (though not fully accessible in line with current standards).</p> <p>Our focus is:</p> <ul style="list-style-type: none"> <li>the improvement of toilet facilities, segregating under and over 18's, providing girls' and boys' facilities as well as some unisex toilets, and provision of modern accessible toilet facilities and baby changing;</li> <li>provision of a larger accessible kitchen for teaching and potential hirers; and</li> </ul>		



	<ul style="list-style-type: none"> <li>● improved disabled access.</li> </ul> <p>This will allow us to encourage a more diverse range of people, including those with disabilities, to feel fully welcome in our scouting sections. We will also be able to invite scouts from outside the area (with a range of needs) to use the HQ for access to the Chiltern Hills and into London. We can also increase the provision offered to other community groups such as Mission Employable, providing them with a potential training space for the interns (young adults with learning difficulties).</p>
<b>Assessment of overall impacts and any further recommendations <sup>9</sup></b>	
<p>At the moment the building does not cater well for those with additional needs, and we have safeguarding concerns around the existing layout of the toilets: the building currently has toilets that are too small (concerns on circulation space and adult/child mixing) and only one other toilet, which is not suitable for disabled, all adults, and unisex (addressing the protected characteristics of gender).</p> <p>The new layout will mean these concerns are addressed on the ground floor in terms of accessibility (2 toilets – covering unisex, doubling the facilities, disabled, wet room, baby change, etc), and the upper floor toilets will be enlarged and improved to provide a male, female, and 3x unisex facilities – allowing the building to address disabled, babies, privacy, unisex, and to allow segregation of under and over 18s (a key Scouting safeguarding criteria).</p> <p>However at present we will not be able to provide access for the mobility impaired to the upper floors of the building, and will be looking at ways we may be able to address this in the next phase (see below).</p>	
<b>Potential Issues</b>	<b>Mitigating Actions</b>
<p>Currently, the access from the road is too steep for wheelchairs, and the parking does not allow a wheelchair user to exit a vehicle and have a disabled-friendly route to the building.</p> <p>Currently there is a large lip at the front door to access the building, although we have a ramp that goes over this, we have found the layout of the entrance means that it is difficult to enter for those in a wheelchair or with limited mobility.</p>	<p>The access to the building will be addressed with a wheelchair ramp from the pavement, allowing level exit from vehicles, and a compliant access to the building.</p> <p>The front door is budgeted to be replaced, removing the lip that makes access challenging.</p>

<p>There is a short steep ramp into the lower hall from the entrance hall, which is not the correct angle for a wheelchair, and presents issues for those who use a walker or other mobility aids - assistance is generally required to navigate the ramp. The direction in which the doors open makes access harder.</p>	<p>The doors to the lower hall will be moved to allow for a longer, less steep ramp to be installed into the hall. The doors will be reversed to allow for this extended ramp to be usable by disabled users. This means we will have to change/improve the location of doors from the hall to the outdoors, as the main fire escape and the fire door layout changes to allow for the less steep ramp.</p>
<p>There is currently one toilet on the lower floor, however it does not meet (or get close to) current guidelines for disabled use, and is not laid out correctly. There is no facility for baby change and the doorway is not wide enough. The existing toilet door opens out into the entrance hall, and opens on to the kitchen door, blocking access to the kitchen – which is a significant risk to both disabled users and kitchen users. We do not have any additional toilets on the ground floor which is also an issue for disabled, unisex use, and segregating adults and young people (safeguarding).</p>	<p>The change in fire doors allows the hall user count to remain, the fire exit arrangements to be improved / made safer, and the disabled provision to be addressed.</p>
<p>There is currently one toilet on the lower floor, however it does not meet (or get close to) current guidelines for disabled use, and is not laid out correctly. There is no facility for baby change and the doorway is not wide enough. The existing toilet door opens out into the entrance hall, and opens on to the kitchen door, blocking access to the kitchen – which is a significant risk to both disabled users and kitchen users. We do not have any additional toilets on the ground floor which is also an issue for disabled, unisex use, and segregating adults and young people (safeguarding).</p>	<p>Rearranging the stores and re-siting the kitchen to the rear of the building will allow us to create 2 unisex accessible toilets with baby changing facilities in one and a full disabled wet room in the other, on the ground floor. We need to move the kitchen to enable this.</p>
<p>The kitchen is not large enough to allow anyone using mobility aids to access it (door is too narrow), and the layout does not allow for more than 2-3 people to be present at any one time. The close proximity of working with each other when using the kitchen causes safety concerns, and increases stress to some of the more anxious young people causing them to not want to take part in activities. The width and</p>	<p>We will then be able to create under and over 18 M&amp;F toilet and shower facilities in the upper floors, alongside 3x unisex toilets (individual toilets opening onto main corridors). This will improve and resolve safeguarding in terms of segregation for toilet facilities for under and over 18s, and will allow facilities for those who prefer to use unisex toilets.</p>
<p>The kitchen is not large enough to allow anyone using mobility aids to access it (door is too narrow), and the layout does not allow for more than 2-3 people to be present at any one time. The close proximity of working with each other when using the kitchen causes safety concerns, and increases stress to some of the more anxious young people causing them to not want to take part in activities. The width and</p>	<p>The need to move the kitchen is an enabler for accessibility. The need to meet Building Control requirements enforces accessibility compliance. The proposed area is more than twice the floor area of the existing kitchen – and is a blank canvas – therefore can be designed for the required usage.</p>

<p>location of the existing door means it is not possible to access the kitchen if the user needs assistance with mobility.</p> <p>The upper hall is not, and will not be, accessible (during these phases) for wheelchair users due to the stairs that access the 1<sup>st</sup> floor. We have considered a lift, but concerns about ongoing maintenance requirements (discussions with existing facilities that have lifts) and the cost of installation have meant this is not currently part of our proposals. We will look to see if there are any other options to address this issue – i.e. ramps or stair lifts.</p> <p>Our current first floor toilet layout means we do not have a unisex toilet available - the only gender neutral or unisex toilet is the accessible toilet on the ground floor. We now have transgender cubs and scouts attending, and it is causing issues for them that we cannot provide them with a unisex toilet alongside the male and female toilets.</p>	<p>The building, once Phase 3 has been delivered, will mean both ground and 1<sup>st</sup> floor can be available for all users. Those on the first floor will have access to the full facilities, except for wheelchair access. Hence the primary mitigation is scheduling and flexibility – i.e. an activity that requires wheelchair accessibility uses the lower floor, and those that don't will use the upper floor. The changing of the stairs at the rear of the building will be to current regulations – i.e. will be suitable for stairlifts (subject to surveys) – hence whilst not in our Phase 3 plans, the accessibility options to the first floor will be improved by this work – we intend to consult mobility companies for different options for first floor accessibility, and options other than a lift may be a better overall solution.</p> <p>As detailed above, the provision for suitable facilities for different genders and preferences will be addressed with 1 unisex toilet at the front on the first floor, 2x unisex toilets (baby change + disabled wetroom) on the ground floor front, and 2x unisex toilets on the first floor rear in addition to male and female toilets/washing facilities. This meets the flexibility required for the building for the future.</p>
<b>Actions Planned</b> <sup>10</sup>	
<p>We need to create more access to the building as laid out in the mitigations section, providing 5x unisex toilets (addressing disabled, wheelchair, baby change, unisex / gender neutral), and segregating under and over 18s' toilet facilities. A larger kitchen will mean that an accessible learning space for cooking can be created.</p> <p>Final design to be assessed with regard to accessibility to the upper floors for those with mobility problems.</p>	

Keep accessibility under review at every stage of the project implementation.

EIA sign-off: (for the EIA to be final an email must be sent from the relevant people agreeing it or this section must be signed)

**Name of the person completing the EIA: Sarah Wright, Trustee and Group Lead Volunteer**

**Date:**

21/02/25

## Guidance end-notes

<sup>1</sup> The following principles, drawn from case law, explain what we must do to fulfil our duties under the Equality Act:

- Knowledge: everyone working for the council must be aware of our equality duties and apply them appropriately in their work.
- Timeliness: the duty applies at the time of considering policy options and/or before a final decision is taken – not afterwards.
- Real Consideration: the duty must be an integral and rigorous part of your decision-making and influence the process.

Sufficient Information: you must assess what information you have and what is needed to give proper consideration.

- No delegation: the council is responsible for ensuring that any contracted services which provide services on our behalf can comply with the duty, are required in contracts to comply with it, and do comply in practice. It is a duty that cannot be delegated.
- Review: the equality duty is a continuing duty. It applies when a policy is developed/agreed, and when it is implemented/reviewed.
- Proper Record Keeping: to show that we have fulfilled our duties we must keep records of the process, and the impacts identified.

NB: Filling out this EIA in itself does not meet the requirements of the equality duty. All the requirements above must be fulfilled or the EIA (and any decision based on it) may be open to challenge. Properly used, an EIA can be a tool to help us comply with our equality duty and as a record that to demonstrate that we have done so.

## <sup>2</sup> Our duties in the Equality Act 2010

As a council, we have a legal duty (under the Equality Act 2010) to show that we have identified and considered the impact and potential impact of our activities on all people with 'protected characteristics' (age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex, sexual orientation, and marriage and civil partnership).

The level of detail of this consideration will depend on what you are assessing, who it might affect, those groups' vulnerability, and how serious any potential impacts might be. We use this EIA template to complete this process and evidence our consideration.

The following are the duties in the Act. You must give 'due regard' (pay conscious attention) to the need to:

- avoid, reduce or minimise negative impact (if you identify unlawful discrimination, including victimisation and harassment, you must stop the action and take advice immediately).



- promote equality of opportunity. This means the need to: – Remove or minimise disadvantages suffered by equality groups – Take steps to meet the needs of equality groups – Encourage equality groups to participate in public life or any other activity where participation is disproportionately low – Consider if there is a need to treat disabled people differently, including more favourable treatment where necessary
- foster good relations between people who share a protected characteristic and those who do not. This means: – Tackle prejudice – Promote understanding

### <sup>3</sup> EIAs are always proportionate to:

- The size of the service or scope of the policy/strategy
- The resources involved
- The numbers of people affected
- The size of the likely impact
- The vulnerability of the people affected

The greater the potential adverse impact of the proposed policy on a protected group (e.g. disabled people), the more vulnerable the group in the context being considered, the more thorough and demanding the process required by the Act will be.

### <sup>4</sup> When to complete an EIA:

- When planning or developing a new service, policy or strategy
- When reviewing an existing service, policy or strategy
- When ending or substantially changing a service, policy or strategy
- When there is an important change in the service, policy or strategy, or in the city (eg: a change in population), or at a national level (eg: a change of legislation)

Assessment of equality impact can be evidenced as part of the process of reviewing or needs assessment or strategy development or consultation or planning. It does not have to be on this template but must be documented. Wherever possible, build the EIA into your usual planning/review processes.

**Do you need to complete a full EIA?** Consider:

- Is the project likely to be relevant to any people because of their protected characteristics?
- How many people is it likely to affect?
- How significant are its impacts?
- Does it relate to an area where there are known inequalities?

How vulnerable are the people (potentially) affected? If there are potential impacts on people but you decide not to complete an EIA it is usually sensible to document, why.

<sup>5</sup> **Title of EIA:** This should clearly explain what project you are proposing

<sup>6</sup> **ID no:** The unique reference for this EIA. This will be added by Three Rivers District Council

<sup>7</sup> **Organisation:** The name of the organisation submitting the EIA for assessment.

<sup>8</sup> **Focus of EIA:** A summary of your proposals. Please use plain English and write any acronyms in full first time - eg: 'Equality Impact Assessment (EIA)'

This section should explain what you are assessing:

- What are the main aims or purpose of the project?
- Who implements, carries out or delivers the project? Please state where this is more than one body and where other organisations deliver under procurement or partnership arrangements.
- How does it fit with other local services?
- Who is affected by the project, or by how it is delivered? Who are the service users, groups, or communities?
- What outcomes do you want to achieve, why and for whom? Eg: what do you want to provide, what changes or improvements, and what should the benefits be? • What do existing or previous inspections of the policy, practice, service or function tell you?

The Act requires us to make these clear.

<sup>9</sup> **Assessment of overall impacts and any further recommendations**

- Make a frank and realistic assessment of the overall extent to which the negative impacts can be reduced or avoided by the mitigating measures. Explain what positive impacts will result from the actions and how you can make the most of these.

- Countervailing considerations: These may include the reasons behind the formulation of the policy, the benefits it is expected to deliver, budget reductions, the need to avert a graver crisis by introducing a policy now and not later, and so on. The weight of these factors in favour of implementing the policy must then be measured against the weight of any evidence as to the potential negative equality impacts of the policy,
- Are there any further recommendations? Is further engagement needed? Is more research or monitoring needed? Does there need to be a change in the proposal itself?

<sup>10</sup> **Action Planning:** The Equality Duty is an ongoing duty: policies must be kept under review, continuing to give 'due regard' to the duty. If an assessment of a broad proposal leads to more specific proposals, then further equality assessment and consultation are needed.

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## TRDC Climate and Sustainability Impact Ass

Score / Colour Code
Dark green (4)
Light green (3)
Yellow (2)
Red (1)
Grey (0)

### Guidance for Use:

Please answer all questions from the drop-down options in the 'Impact' column (C), including 'Not applicable' as needed.

Please email your completed copy of the form to [CIL@threerivers.gov.uk](mailto:CIL@threerivers.gov.uk)

Key to the colour coding of answers can be found at the top of the page.

Homes, buildings, infrastructure, equipment and energy	
Question	
1	What effect will this project have on overall energy use (electricity or other fuels) e.g. in buildings, appliances or machinery?
2	What effect will this project have on the direct use of fossil fuels such as gas, petrol, diesel, oil?
3	Does this project further maximise the use of existing building space? <i>E.g. co-locating services; bringing under-used space into use; using buildings out-of-hours</i>
4	Will any new building constructed or refurbished be highly energy efficient in use? <i>E.g. high levels of insulation, low energy demand per sq. m., no servicing with fossil fuels such as gas heating, EPC "A" or BREAM "excellent"</i>
5	Does this make use of sustainable materials / inputs in your project? <i>E.g. re-used or recycled construction materials, timber in place of concrete</i>
6	Does this use more sustainable processes in the creation of the project? <i>E.g. modular and off-site construction; use of electrical plant instead of petrol/diesel</i>

7	Will this increase the supply of renewable energy? <i>e.g. installing solar panels; switching to a renewable energy tariff</i>
8	Do any appliances or electrical equipment to be used have high energy efficiency ratings?
	<b>Average Score</b>

## Travel

### Question

9	Reducing travel: what effect will this project have on overall vehicle use?
10	Will this project use petrol or diesel vehicles?
11	Will this project support people to use active or low-carbon transport? <i>E.g. cycling, walking, switching to electric transport</i>
12	Will this project be easily accessible for all by foot, bike, or public transport, including for disabled people?
13	Has the project taken steps to reduce traffic? <i>E.g. Using e-cargo bikes; timing activities or deliveries to be outside peak congestion times</i>
	<b>Average Score</b>

## Goods and Consumption

### Question

14	Has this project considered ways to re-use existing goods and materials to the greatest extent possible, before acquiring newly manufactured ones?
15	Does the project reduce reliance on buying newly manufactured goods? <i>E.g. repair and re-use; sharing and lending goods between services or people, leasing or product-as-a-service rather than ownership</i>

16	Does the project use products and resources that are re-used, recycled, or renewable?
17	Does the project enable others to make sustainable choices within their lifestyles, or engage people about this?
18	Does the project have a plan to reduce waste sent to landfill in manufacture?
19	Will the material(s) used on the project be able to be re-used, re-purposed, or recycled at end of its life?
20	Has the project taken steps to ensure any food offered or consumed is more sustainable? <i>E.g. less and high-quality (high welfare) meat and dairy, minimise food waste, seasonal and locally sourced produce.</i>
	<b>Average Score</b>
<b>Ecology</b>	
<b>Question</b>	
21	What effect does this project have on total area of non-amenity green/blue space? (Amenity green space = playing fields, play areas, sporting lakes etc. Non-amenity= e.g. woodland, grassland, wetland, gardens, lakes, rivers, ponds etc.)
22	Does the project create more habitat for nature? <i>E.g. planting native plants, trees, and flowers, creation of ponds or wetlands, provision of bird or bat boxes, installation of log piles or insect hotels</i>
23	Does the project make changes to existing habitats or have a negative impact on biodiversity? <i>E.g. use of pesticides, reduced extent and variety of plants, planting non-native species, light pollution, noise pollution, water pollution, disturbance to habitat, soil erosion, fragmentation of habitat</i>
24	Does the project help people understand the value of biodiversity, and encourage residents to support it in their private and community spaces?
	<b>Average Score</b>
<b>Adaptation</b>	
<b>Question</b>	
25	Does any planned project, construction or building include measures to conserve water? <i>E.g. low-flow taps and showerheads, water-efficient devices</i>

26	Does the project consider how to protect people from the effects of extreme weather? <i>E.g. including shading to prevent overheating</i>
27	Has any planned building work or infrastructure on the project considered how to mitigate flood risk? <i>E.g. implementing Sustainable Drainage Systems (SuDS), de-paving areas, installing green roofs</i>
28	Does any planned building work or infrastructure on the project increase the total surface area covered by hard surfacing (as opposed to green or permeable surfacing)?
29	Has the project considered its own resilience to extreme heat, flooding, or drought resulting from climate change?
<b>Average Score</b>	
<b>Engagement and Influence</b>	
<b>Question</b>	
30	Does this project raise awareness and understanding of the climate and ecological emergency, and the steps that people can take to mitigate and adapt to these?
<b>Average Score</b>	
Total Overall Average Score	

*Now the assessment is complete, please include a copy of the completed form by email to Joanna.Hew*

<b>Climate and Sustainability Impact Assessment Summary</b>
Homes, buildings, infrastructure, equipment and energy
Travel
Goods and Consumption
Ecology
Adaptation
Engagement and Influence
<b>Total Overall Average Score</b>



## Assessment

### Impact and Recommendation

Strong positive impacts for sustainability. Recommendation to proceed as is with this aspect.
Some positive impact for sustainability. Recommendation to further enhance this aspect where possible and proceed.
Some possible negative impacts for sustainability. Recommendation to review this aspect.
<b>Considerable inconsistency with the council's sustainability objectives. Stop the project.</b>
Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed.

<b>Name of project/policy/procurement and date:</b>	
<b>Brief description (1-2 sentences):</b>	

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Impact (select from list)	Score (-1 to 4)
Strong positive impacts for sustainability. Recommendation to proceed as is with this aspect.	4
Some positive impact for sustainability. Recommendation to further enhance this aspect where possible and proceed.	3
Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed.	0
Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed.	0
Some positive impact for sustainability. Recommendation to further enhance this aspect where possible and proceed.	3
Some positive impact for sustainability. Recommendation to further enhance this aspect where possible and proceed.	3

Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed.	0
<b>Some positive impact for sustainability. Recommendation to further enhance this aspect where possible and proceed.</b>	3
	<b>3.20</b>

Impact	Score (0-4)
Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed.	0
<b>Some possible negative impacts for sustainability. Recommendation to review these aspects and find mitigations where possible.</b>	2
Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed.	0
Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed.	0
Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed.	0
	<b>2.00</b>

Impact	Score (0-4)
Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed.	0
<b>Some possible negative impacts for sustainability. Recommendation to review these aspects and find mitigations where possible.</b>	2

Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed.	0
Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed.	0
Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed.	0
Some positive impact for sustainability. Recommendation to further enhance this aspect where possible and proceed.	3
Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed.	0
	<b>2.50</b>

Impact	Score (0-4)
Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed.	0
Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed.	0
Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed.	0
Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed.	0
	<b>#DIV/0!</b>

Impact	Score (0-4)
Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed.	0

Some positive impact for sustainability. Recommendation to further enhance this aspect where possible and proceed.	3
Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed.	0
Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed.	0
Some positive impact for sustainability. Recommendation to further enhance this aspect where possible and proceed.	3
	<b>3.0</b>

Impact	Score (0-4)
Some positive impact for sustainability. Recommendation to further enhance this aspect where possible and proceed.	3
	<b>3</b>
	<b>2.74</b>

Assessment as part of your CIL application, and  
[mitson@threerivers.gov.uk](mailto:mitson@threerivers.gov.uk)

3.33
2.00
2.50
2.50
3.00
3
<b>2.8</b>

th this aspect.

is aspect where possible and proceed.

these aspects and find mitigations where possible.

**strong recommendation to review these aspects and find mitigations.**

achieved in this area, but otherwise proceed.

### Full Roof Replacement (Batchworth Sea Scouts)

6th February, 2025

The main roof of our Scout HQ on Riverside Drive is a flat roof which has been in service since the mid-1960s. It has outlasted its original design lifespan, but has started to leak and deform requiring full replacement with modern materials to ensure we can continue as a Group.

Justification or mitigation	Impact (select from list)	Revised Score (1-4)
The new roof with modern building materials and insulation will significantly reduce electricity usage for heating the building due to greater heat retention.	Strong positive impacts for sustainability. Recommendation to proceed as is with this aspect.	4
Electricity is used to heat the building. Some of this will have come from burning fossil fuels, so using less will reduce use	Some positive impact for sustainability. Recommendation to further enhance this aspect where possible and proceed.	3
N/A	Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed.	0
N/A	Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed.	0
We are able to reuse the existing metal roof beams in the building. We are also using standard vs custom building materials for the project.	Some positive impact for sustainability. Recommendation to further enhance this aspect where possible and proceed.	3
The roof design uses modular components that come ready for installation on site.	Strong positive impacts for sustainability. Recommendation to proceed as is with this aspect.	4

The roof does not have the strength to carry solar panels however once complete we will look for a wall mounted solution around the top perimeter.	Some positive impact for sustainability. Recommendation to further enhance this aspect where possible and proceed.	3
We are in the process of updating the heaters with energy efficient Infra-red units ( <a href="https://www.tlc-direct.co.uk/Products/BNHN330B">https://www.tlc-direct.co.uk/Products/BNHN330B</a> )	Some positive impact for sustainability. Recommendation to further enhance this aspect where possible and proceed.	3
		<b>3.33</b>

Justification or mitigation	Impact (select from list)	Revised Score (0-4)
N/A	Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed.	0
The contractors will need to use vehicles to visit the site. Delivery vehicles will need to be used for bringing in the replacement roof materials.	Some possible negative impacts for sustainability. Recommendation to review these aspects and find mitigations where possible.	2
N/A	Recommendation to consider how benefits could be achieved in this area, but otherwise proceed.	0
N/A	Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed.	0
N/A	Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed.	0
		<b>2.00</b>

Justification or mitigation	Impact (select from list)	Revised Score (0-4)
We are able to reuse the existing metal roof beams in the building. We are also using standard vs custom building materials for the project.	Some positive impact for sustainability. Recommendation to further enhance this aspect where possible and proceed.	3
We will need to secure new materials for the project, this is unavoidable.	Some possible negative impacts for sustainability. Recommendation to review these aspects and find mitigations where possible.	2

N/A	Neutral or not applicable. Recommendation to consider how benefits could be achieved in this	0
N/A	Recommendation to consider how benefits could be achieved in this area, but otherwise proceed.	0
The old roof material will need to be disposed of.	Some possible negative impacts for sustainability. Recommendation to review these aspects and find	2
The new roof outer layer should last approximately 25 years, and be replaced in future and not the entire roof structure.	Some positive impact for sustainability. Recommendation to further enhance this aspect where	3
N/A	Neutral or not applicable. Recommendation to consider how benefits could be achieved in this	0
		<b>2.50</b>

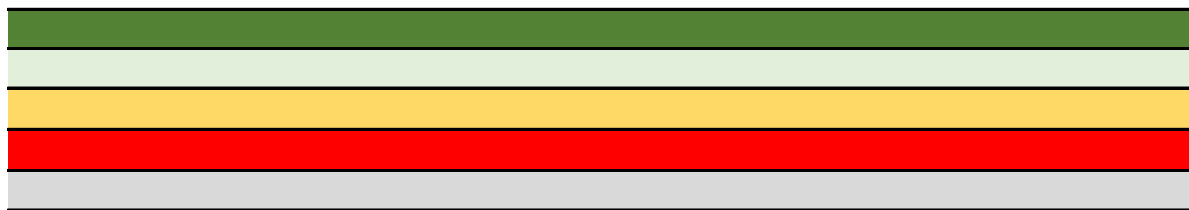
Justification or mitigation	Impact (select from list)	Revised Score (0-4)
N/A	Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed.	0
N/A	Neutral or not applicable. Recommendation to consider how benefits could be achieved in this	0
N/A	Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed.	0
N/A	Recommendation to consider how benefits could be achieved in this area, but otherwise proceed.	0
		<b>#DIV/0!</b>

Justification or mitigation	Impact (select from list)	Revised Score (0-4)
N/A	Neutral or not applicable. Recommendation to consider how benefits could be achieved in this	0

The new roof will have modern materials and provide both insulation during cold weather and heat protection when hot.	Some positive impact for sustainability. Recommendation to further enhance this aspect where	3
N/A	Neutral or not applicable. Recommendation to consider how benefits could be achieved in this	0
N/A	Neutral or not applicable. Recommendation to consider how benefits could be achieved in this	0
The new roof will be made from modern materials with greater resistance to heavy precipitation and extreme heat.	Some positive impact for sustainability. Recommendation to further enhance this aspect where	3
		<b>3.00</b>

Justification or mitigation	Impact (select from list)	Revised Score (0-4)
The project will provide a new modern roof with better insulation that we can use to educate our young people to the effects of climate change.	Some positive impact for sustainability. Recommendation to further enhance this aspect where possible and proceed.	3
		<b>3</b>
		<b>2.8</b>





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**Ways to optimise sustainability and work towards net-zero carbon:**

- Insulate buildings to a high standard.
- Include energy efficiency measures when carrying out refurbishment to deliver imprc
- Replace gas boilers with renewable heating, such as heat pumps. Consider District H
- Construct new buildings to Passivhaus standard.
- Design and deliver buildings and infrastructure with lower-carbon materials, such as frames.
- Use construction methods that reduce overall energy use, such as modular, factory-electrical plant on-site.
- Install solar panels or other renewable energy generation, and consider including ba
- Switch to a certified renewable energy provider e.g. utilise power purchase agreeme
- Use energy-efficient appliances.
- Install low-energy (LED) lighting.
- Install measures to help manage building energy demand, such as smart meters, tir management systems.

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### **Ways to optimise sustainability and work towards net-zero carbon:**

- Reduce the need to travel e.g. through remote meetings, or rationalising routes and
- Share vehicles or substitute different modes of travel, rather than procuring new fleet
- Specify electric, hybrid, or most fuel efficient vehicles for new fleet or for services inv
- Support users and staff to walk, cycle, or use public transport e.g. with cycle parking
- Use zero-emission deliveries
- Model and mitigate the project's effect on traffic and congestion e.g. re-timing the se

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### **Ways to optimise sustainability and work towards net-zero carbon:**

- Procure goods through sharing, leasing, or product-as-a-service models rather than
- Use pre-owned and reconditioned goods, and reduce reliance on procuring new goo
- Use recycled materials, and procure items that can be reconditioned or recycled at e
- Use lifecycle costing in business cases to capture the full cost of operation, repair ar
- Ensure meat and dairy is high-quality, high-welfare, if procured or consumed.
- Choose seasonal and locally sourced produce, and plant-rich meals.
- Design waste, including food waste, out of business models e.g. separating (and cor
- single-use items with reusable items.
- Use contact points with residents, community groups and businesses to engage and

low-carbon behaviours.

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**Ways to optimise sustainability and work towards net-zero carbon:**

- Avoid converting green space to hard surfacing.
- Use underutilised space for planting, such as green roofs and walls.
- Plant native plants and perennials, rather than non-native ornamental species, to en
- Reduce trimming of grass and hedges, and avoid use of synthetic pesticides.
- Provide space for animals e.g. long grass areas, bird boxes, bat boxes, 'insect hotels', passages, log piles
- Consider the ecological impacts from manufacture and use of procured goods, e.g. land use change for farming; pesticide use; organic/regenerative farming methods

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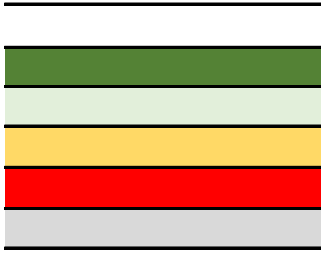
**Ways to optimise sustainability and work towards net-zero carbon:**

- Install water-saving devices in taps, showers and toilets
- Re-use grey water in new developments
- Capture and re-use rainwater where possible e.g. water butts for use in car washing,
- Ensure all new building or refurbishment (especially of homes) models and mitigates adequate ventilation and shading

- Avoid increasing areas of hard surfacing.
- Convert hard surfacing to green and permeable surfacing where possible, and install SuDS).
- Plant drought-tolerant plants and mulch landscapes to avoid water loss through evaporation.

**Ways to optimise sustainability and work towards net-zero carbon:**

- 'Make every contact count' by using contact points with residents, businesses and community to build understanding of the climate and ecological emergencies.



ovement in EPC ratings.  
Heat Networks where appropriate.

recycled material and timber

built components, or use of

tery storage.  
nts (PPA)

ers on lighting, or building

rounds.  
t.  
volving transport.  
l, training, incentives.  
ervice or deliveries

ownership.  
ods.  
end-of-life.  
nd disposal of an item.

mposting) food waste; replacing  
l enable them to adopt low-waste,

courage biodiversity.  
s', ponds, hedgehog hides and  
water pollution; water consumption;

watering garden, toilets  
; future overheating risk, with

I Sustainable Drainage systems  
oration.

ommunity groups to promote



## Equality Impact and Outcome Assessment (EIA) Template

EIAs make services better for everyone and support value for money by getting services right first time.

EIAs enable us to consider all the information about a service, policy or strategy from an equalities perspective and then action plan to get the best outcomes for staff and service-users<sup>1</sup>. They analyse how all our work as a council might impact differently on different groups<sup>2</sup>

They help us make good decisions and evidence how we have reached these decisions.<sup>3</sup>

See end notes for full guidance. For further support or advice please contact the Community Partnerships Team

### Equality Impact and Outcomes Assessment (EIA) Template

First, consider whether you need to complete an EIA, or if there is another way to evidence assessment of impacts, or that an EIA is not needed<sup>4</sup>

<b>Title<sup>5</sup></b>	Batchworth Sea Scouts - Full Roof Replacement	<b>ID No<sup>6</sup></b>				
<b>Team/Service<sup>7</sup></b>	The Scout Association & Batchworth Sea Scouts					
<b>Focus of EIA<sup>8</sup></b>	We strictly follow the Scout Association policy on Equality Diversity and Inclusion – <a href="https://www.scouts.org.uk/about-us/policy/equality-diversity-and-inclusion-policy/">https://www.scouts.org.uk/about-us/policy/equality-diversity-and-inclusion-policy/</a> Scouts is committed to encouraging and promoting diversity and inclusion in our workplace and services to members. This reflects our values of respect, belief, care, cooperation and integrity, where everyone should be treated with dignity at all time. Scouts will take every possible step to tackle all forms of discrimination, inequality, and unfair treatment, whether it's intentional or unintentional, direct or indirect. Scouts is committed to making sure that all employees have equal access to opportunities and to removing all barriers to inclusion in the workplace.					
<b>Assessment of overall impacts and any further recommendations<sup>9</sup></b>						
As a Group we focus on being fully inclusive for anyone wishing to join. We ensure that we do not discriminate on Disability, Gender (including gender identity), Race, Age, Religion /belief and Sexual orientation. The Group has made provisions for wheelchair users with a modular access ramp and disabled toilet. We ensure every child has an opportunity to take part in all activities and that none are precluded to do so with funding available to help low-income families. We are in the process of establishing a bursary to make this more widely available to the community. We make good use of BLYM (Bury Lake Young Mariners) which also provides the option to make use of CVSS who provide sailing and katanuung for disabled people.						

Potential Issues	Mitigating Actions
<p>We recognise that financial support for low-income families can be a sensitive subject. We want to improve the way this is done at Batchworth Sea Scouts.</p>	<p>Establish a bursary fund and determine a target for the percentage of young people that join the Group with full financial support for membership fees through to activity costs such as summer camp expeditions.</p>
Actions Planned <sup>10</sup>	
<p>We plan to discuss the establishment of the Batchworth Bursary Fund, its implementation and administration, and finally it's promotion to the wider community. Meeting 11th February, 2025.</p>	

EIA sign-off: (for the EIA to be final an email must sent from the relevant people agreeing it or this section must be signed)

**Equality Impact Assessment officer:**



Richard Patterson  
Group Trustee Chairman

**Date:** 11/02/2025

**Equalities Lead Officer:**

**Date:**

## Guidance end-notes

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<sup>1</sup> The following principles, drawn from case law, explain what we must do to fulfil our duties under the Equality Act:

- Knowledge: everyone working for the council must be aware of our equality duties and apply them appropriately in their work.
- Timeliness: the duty applies at the time of considering policy options and/or before a final decision is taken – not afterwards.
- Real Consideration: the duty must be an integral and rigorous part of your decision-making and influence the process.
- Sufficient Information: you must assess what information you have and what is needed to give proper consideration.
- No delegation: the council is responsible for ensuring that any contracted services which provide services on our behalf can comply with the duty, are required in contracts to comply with it, and do comply in practice. It is a duty that cannot be delegated.
- Review: the equality duty is a continuing duty. It applies when a policy is developed/agreed, and when it is implemented/reviewed.
- Proper Record Keeping: to show that we have fulfilled our duties we must keep records of the process and the impacts identified.

NB: Filling out this EIA in itself does not meet the requirements of the equality duty. All the requirements above must be fulfilled or the EIA (and any decision based on it) may be open to challenge. Properly used, an EIA can be a tool to help us comply with our equality duty and as a record that to demonstrate that we have done so.

## <sup>2</sup> Our duties in the Equality Act 2010

As a council, we have a legal duty (under the Equality Act 2010) to show that we have identified and considered the impact and potential impact of our activities on all people with 'protected characteristics' (age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex, sexual orientation, and marriage and civil partnership).

This applies to policies, services (including commissioned services), and our employees. The level of detail of this consideration will depend on what you are assessing, who it might affect, those groups' vulnerability, and how serious any potential impacts might be. We use this EIA template to complete this process and evidence our consideration

The following are the duties in the Act. You must give 'due regard' (pay conscious attention) to the need to:

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- avoid, reduce or minimise negative impact (if you identify unlawful discrimination, including victimisation and harassment, you must stop the action and take advice immediately).
  - promote equality of opportunity. This means the need to: – Remove or minimise disadvantages suffered by equality groups – Take steps to meet the needs of equality groups – Encourage equality groups to participate in public life or any other activity where participation is disproportionately low – Consider if there is a need to treat disabled people differently, including more favourable treatment where necessary
  - foster good relations between people who share a protected characteristic and those who do not. This means: – Tackle prejudice – Promote understanding

### <sup>3</sup> EIAs are always proportionate to:

- The size of the service or scope of the policy/strategy
- The resources involved
- The numbers of people affected
- The size of the likely impact
- The vulnerability of the people affected

The greater the potential adverse impact of the proposed policy on a protected group (e.g. disabled people), the more vulnerable the group in the context being considered, the more thorough and demanding the process required by the Act will be.

### <sup>4</sup> When to complete an EIA:

- When planning or developing a new service, policy or strategy
- When reviewing an existing service, policy or strategy
- When ending or substantially changing a service, policy or strategy
- When there is an important change in the service, policy or strategy, or in the city (e.g.: a change in population), or at a national level (e.g.: a change of legislation)

Assessment of equality impact can be evidenced as part of the process of reviewing or needs assessment or strategy development or consultation or planning. It does not have to be on this template, but must be documented. Wherever possible, build the EIA into your usual planning/review processes.

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**Do you need to complete an EIA?** Consider:

- Is the policy, decision or service likely to be relevant to any people because of their protected characteristics?
- How many people is it likely to affect?
- How significant are its impacts?
- Does it relate to an area where there are known inequalities?

How vulnerable are the people (potentially) affected? If there are potential impacts on people but you decide not to complete an EIA it is usually sensible to document why.

<sup>5</sup> **Title of EIA:** This should clearly explain what service / policy / strategy / change you are assessing

<sup>6</sup> **ID no:** The unique reference for this EIA. This will be added by Community Partnerships

<sup>7</sup> **Team/Service:** Main team responsible for the policy, practice, service or function being assessed

<sup>8</sup> **Focus of EIA:** A member of the public should have a good understanding of the policy or service and any proposals after reading this section. Please use plain English and write any acronyms in full first time - e.g.: 'Equality Impact Assessment (EIA)'

This section should explain what you are assessing:

- What are the main aims or purpose of the policy, practice, service or function?
- Who implements, carries out or delivers the policy, practice, service or function? Please state where this is more than one person/team/body and where other organisations deliver under procurement or partnership arrangements.
- How does it fit with other services?
- Who is affected by the policy, practice, service or function, or by how it is delivered? Who are the external and internal serviceusers, groups, or communities?
- What outcomes do you want to achieve, why and for whom? e.g.: what do you want to provide, what changes or improvements, and what should the benefits be? • What do existing or previous inspections of the policy, practice, service or function tell you?
- What is the reason for the proposal or change (financial, service, legal etc)? The Act requires us to make these clear.

<sup>9</sup> **Assessment of overall impacts and any further recommendations**

- Make a frank and realistic assessment of the overall extent to which the negative impacts can be reduced or avoided by the mitigating measures. Explain what positive impacts will result from the actions and how you can make the most of these.

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- Countervailing considerations: These may include the reasons behind the formulation of the policy, the benefits it is expected to deliver, budget reductions, the need to avert a graver crisis by introducing a policy now and not later, and so on. The weight of these factors in favour of implementing the policy must then be measured against the weight of any evidence as to the potential negative equality impacts of the policy,
  - Are there any further recommendations? Is further engagement needed? Is more research or monitoring needed? Does there need to be a change in the proposal itself?

<sup>10</sup> **Action Planning:** The Equality Duty is an ongoing duty: policies must be kept under review, continuing to give 'due regard' to the duty. If an assessment of a broad proposal leads to more specific proposals, then further equality assessment and consultation are needed.



## **Approved Infrastructure Projects Three Rivers District Council**

Financial Year	Approved at Full Council	Bid Ref	Project Description	Regulation 123 / IFS Compliant	CIL Funds Allocated	Project Started	CIL Funds Released	Project Complete
2021/22	22.02.22	TR01	Denham Way Playing Fields Refurbishmen t of Outdoor Leisure Facilities	Yes	£347,000.00	Yes	Yes	Yes
2021/22	22.02.22	TR02	South Oxhey Playing Fields	Yes	£375,000.00	Yes	Yes	Yes

			Refurbishment of existing and installation of new facilities					
2021/22	22.02.22	TR03	Permanent enlargement of Breakspeare School	Yes	£901,574.00	No	No	No
2022/23	12.07.22	TR04	Barton Way refurbishment of Multi Use Games Area (MUGA)	Yes	£29,979.00	Yes	Yes	Yes
2022/23	18.10.22	TR05	Electric Vehicle Charging Points	Yes	£460,000.00	Yes	No	No



			(Throughout District)					
2022/23	18.10.22	TR06	Grand Union Canal Towpath Upgrade – Phase 6	Yes	£109,824.00	Yes	Yes	Yes
2022/23	13.12.22	TR07	Cost Uplift re Bid Ref:TR02 - South Oxhey Playing Fields Refurbishment of existing and installation of new facilities	Yes	£93,750.00	Yes	Yes	Yes
2022/23	13.12.22	TR08	Cost Uplift re Bid Ref:TR01 - Denham Way Playing Fields Refurbishment of Outdoor	Yes	£86,750.00	Yes	Yes	Yes

			Leisure Facilities					
2023/24	11.07.23	TR09	Aquadrome Pedestrian Bridge	Yes	£320,524.00	Yes	No	No
2023/24	25.07.23	TR10	King George V Playing Fields – Multi Purpose Play Area	Yes	£153,717.50*	Yes	Yes	Yes
2023/24	09.07.24	TR11	Aquadrome Pedestrian Bridge	Yes	£817,231.00	No	No	No
2023/24	09.07.24	TR12	Batchworth Depot	Yes	£456,400.00	Yes	No	No
2023/24	09.07.24	TR13	Beryl Bike Scheme	Yes	£45,000.00	Yes	Yes	Yes

2023/24	09.07.24	TR14	Chorleywood Youth Football Club	Yes	£185,903.00	No	No	No
2024/25	10.12.24	TR15	King George V Pavilion, Sarratt	Yes	£200,000.00	No	No	No
2024/25	10.12.24	TR16	CCTV Cameras – Three Rivers District	Yes	£76,716.00	Yes	No	No
2024/25	10.12.24	TR17	Croxley Green Library	Yes	£10,500.00	No	No	No
2024/25	10.12.24	TR18	Oxhey Jets Football Club	Yes	£966,000.00	No	No	No
Total					£5,635,868.50			

\*CIL Funding amount for King George V Playing Fields reduced from £184,461.00 to £153,717.50. Project cost was less than originally budgeted for.

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