

POLICY AND RESOURCES COMMITTEE

NOTICE AND AGENDA

For a meeting to be held on Monday, 17 July 2023 at 7.30 pm in the Penn Chamber, Three Rivers, Northway, Rickmansworth.

Members of the Policy and Resources Committee:-

Councillors:

Sarah Nelmes (Chair)

Stephen Giles-Medhurst (Vice-Chair) (Planning Policy and Economic Development)

Jon Tankard (Sustainability and Climate Change)

Steve Drury (Community Partnerships)

Paul Rainbow (Public Services)

Keith Martin (Resources)

Chris Lloyd (Leisure)

Philip Hearn

Andrew Scarth (Housing, Public Health and Wellbeing)

Abbas Merali

Stephen Cox

Oliver Cooper

Chris Mitchell

Joanne Wagstaffe, Chief Executive
7 July 2023

The Council welcomes contributions from members of the public on agenda items at the Policy and Resources Committee meetings. Details of the procedure are provided below:

For those wishing to speak:

Members of the public are entitled to register and identify which item(s) they wish to speak on from the published agenda for the meeting. Those who wish to register to speak are asked to register on the night of the meeting from 7pm. Please note that contributions will be limited to one person speaking for and one against each item for not more than three minutes.

In the event of registering your interest to speak on an agenda item but not taking up that right because the item is deferred, you will be given the right to speak on that item at the next meeting of the Committee.

Those wishing to observe the meeting are requested to arrive from 7pm.

In accordance with The Openness of Local Government Bodies Regulations 2014 any matters considered under Part I business only of the meeting may be filmed, recorded, photographed, broadcast or reported via social media by any person.

Recording and reporting the Council's meetings is subject to the law and it is the responsibility of those doing the recording and reporting to ensure compliance. This will include the Human Rights Act, the Data Protection Legislation and the laws of libel and defamation.

1. APOLOGIES FOR ABSENCE

2. MINUTES

(Pages 5
- 14)

To receive the minutes of the Policy and Resources Committee meeting held on 12 June 2023.

3. NOTICE OF OTHER BUSINESS

Items of other business notified under Council Procedure Rule 30 to be announced, together with the special circumstances that justify their consideration as a matter of urgency. The Chair to rule on the admission of such items.

4. DECLARATIONS OF INTEREST

To receive any declarations of interest.

5. COUNCIL TAX SUPPORT FUND 2023

(Pages
15 - 18)

The government notified us on 23 December 2022 that they are providing £100million of additional funding for local authorities to support the most vulnerable households in England. The funding will allow councils to deliver additional support to households already receiving council tax support (also known as council tax reduction) against their 2023/24 Council Tax bill.

The government recognises increases in council tax could be higher from April 2023 than in recent years following the government announcement in the 2022 Autumn Statement, to increase the referendum principles for core council tax to 3% and up to 2% for Adult Social Care.

Three Rivers have been allocated £98,620 under the Council Tax Support Fund 2023.

Although the government are setting out minimum requirements for how this fund will need to be used, any remaining allocation is for local authorities to determine.

6. CIL SPENDING APPLICATION - KING GEORGE V PLAY AREA, SARRATT

(Pages
19 - 42)

The report seeks to allocate a total of £170,000 of CIL funding to local infrastructure projects to support growth in Three Rivers.

7. MAY 2023 ELECTIONS REPORT

(Pages
43 - 46)

To provide the Committee with feedback following the introduction of Voter Identification and the use of Modern Polling at the May 2023 elections.

8. MEMBER TRAINING

(Pages
47 - 52)

The purpose of the report is to provide an annual update on Member Training.

To continue with the 4 mandatory online training modules (Equality and

Diversity, Safeguarding Children, Safeguarding Adults and Prevent) and they be completed on a three yearly basis.

To add two additional online training modules Climate Change and General Data Protection Regulation.

Officers strongly encourage Members to continue with the online mandatory training modules as a way for Members to keep up to date with best practise on these key areas in their role as a Councillor.

9. WORK PROGRAMME

(Pages
53 - 60)

To receive and make any comments on the work programme.

10. OTHER BUSINESS - if approved under item 3 above

11. EXCLUSION OF PRESS AND PUBLIC

If the Committee wishes to consider the remaining item in private, it will be appropriate for a resolution to be passed in the following terms:-

“that under Section 100A of the Local Government Act 1972 the press and public be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined under paragraph 1 to 7 of Part I of Schedule 12A to the Act. It has been decided by the Council that in all the circumstances, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.”

(Note: If other confidential business is approved under item 3, it will also be necessary to specify the class of exempt or confidential information in the additional items.)

12. OTHER BUSINESS - if approved under item 3 above

Livestreaming details

https://teams.microsoft.com/join/19%3ameeting_NmQ2YmM4NDMtNWJmNi00MTFkLWFjMjltMmY0NWVkOTUwMDZi%40thead.v2/0?context=%7B%22Tid%22%3A%2258420664-1284-4d81-9225-35da8165ae7a%22%2C%22Oid%22%3A%22e4bd9f48-5936-485c-82c1-bd8660567ae4%22%2C%22IsBroadcastMeeting%22%3Atrue%2C%22role%22%3A%22a%22%7D&btype=a&role=a

General Enquiries: Please contact the Committee Team at
committeeteam@threerivers.gov.uk

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POLICY AND RESOURCES COMMITTEE

MINUTES

At a meeting of the Policy and Resources Committee held in the Penn Chamber, Three Rivers House, Rickmansworth, on Monday, 12 June 2023 from 7.30 - 9.00 pm

Present:

Councillors:

Sarah Nelmes (Chair)

Stephen Giles-Medhurst (Planning Policy and Economic Development)

Keith Martin (Resources)

Paul Rainbow (Public Services)

Steve Drury (Community Partnerships)

Jon Tankard (Climate Change and Sustainability)

Chris Lloyd (Leisure)

Philip Hearn

Stephen Cox

Chris Mitchell

Andrea Fraser (In place of Abbas Merali)

Ciaran Reed (In place of Oliver Cooper)

Phil Williams (In place of Andrew Scarth)

Officers in Attendance:

Joanne Wagstaffe, Hannah Doney, Marko Kalik, Kimberley Rowley, Josh Sills, Sally Riley, Sarah Haythorpe

PR1/23 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Abbas Merali, Oliver Cooper and Andrew Scarth with the substitutes being Councillors Andrea Fraser, Ciaran Reed and Phil Williams.

PR2/23 MINUTES

The minutes of the Policy and Resources Committee meeting held on 13 March 2023 were confirmed as a correct record and signed by the Chair of the meeting.

PR3/23 NOTICE OF OTHER BUSINESS

The Chair had ruled that the following item of business, which had not been available 5 clear working days before the meeting were of sufficient urgency to be considered by the Committee for the following reasons:

Item 8 – Livestreaming and Virtual/Remote meetings Protocol

To enable a protocol to be agreed for the livestreaming of our meetings.

Item 9 – Substitute Members on Licensing Committee

To enable the Committee to consider details on the legality of substitute members on the licensing committee following Annual Council in May.

PR4/23 DECLARATIONS OF INTEREST

Councillor Sarah Nelmes declared a non-pecuniary interest in agenda item 12 – CIL applications – Mill End Community Centre as a member of the committee and left the meeting during the consideration of the item.

PR5/23 HEALTH AND SAFETY POLICY STATEMENT 2023

The Committee received the Health and Safety Policy Statement for recommendation to Council.

On being put to the Committee the recommendation was declared CARRIED by the Chair the voting being unanimous.

RECOMMEND:

That the Health and Safety Policy Statement be agreed.

PR6/23 CUSTOMER EXPERIENCE STRATEGY 2023-2026

The Head of Customer Experience introduced the report to the Committee which provided details on a new Customer Experience Strategy which had been developed to continue to drive forward the Council's customer experience agenda for the next three years 2023- 2026.

The Head of Customer Experience advised that a number of things happen during the day while responding to calls. The Team that answer calls also manage the Visitor Centre and are responsible for providing admin support across the Council. In order to guarantee answering calls within a fixed period of time it would require significant additional staff resource with around 4-5 additional staff required who would solely focus on answering calls which would have cost implications of around £145,000-£185,000 a year. The peak times of the calls fluctuate but we know when there are peak times therefore ensure that additional staff are answering calls at these times, although it is limited by the number of staff within the team.

Members made the following points:

When a call is received the person who answers the phone tries to do their best to provide an answer without the need to direct the call. We felt it would be more beneficial for someone to be able to answer the enquiry on the first call rather than pass details onto someone else.

All the call statistics are now provided in the Member information bulletin each month setting out percentage of calls answered within a set time.

How many people in the team and how the team resources is allocated.

The call figures for April had significantly improved what was this down to.

People who don't use the internet how do we monitor how they interface with the Council and how they use our services.

In response to the questions the Head of Customer Experience advised that the Team is made up of a Customer Service Manager, two Team Managers, one Senior Representative, four Advance Representatives, 15 Representatives and two apprentices. There are currently two vacancies, but they have been recruited to. The way the service is managed is the two Team Managers manage the call dashboard and there is a rota which is generated each week enabling the team to rotate around so they are able to again experience of working in the Visitor Centre, answering phones and doing specific areas of admin. With regard to the improvement in call statistics it was noted the number of calls received varies throughout the year with April being a generally quieter month although we do constantly refine the details on how we respond to calls and making sure the team is working in a dynamic way. We do encourage people to use the website where possible particularly with the new website. As

part of our surveying, we undertake surveys over the phone and survey people when they come into the Visitor Centre. There are four computers' downstairs and an i-pad to help show people how to use the website. We will also be running a customer interaction survey this year.

Councillor Philip Hearn moved an amendment to the strategy, seconded by Councillor Andrea Fraser as follows to the third bullet point of page 11 of the strategy: "to provide a telephone option for those who do not have access or are unable to use the internet with the aim to answer calls within 5 rings where possible and answer queries as accurately there and then."

On being put to the Committee the amendment was declared LOST by the Chair the voting being 3 For, 10 Against and 0 Abstentions.

Councillor Stephen Giles-Medhurst moved, seconded by Councillor Keith Martin, that the Customer Experience Strategy 2023-2026 be adopted.

On being put to the Committee the motion was declared CARRIED by the Chair the voting being 10 For, 3 Against and 0 Abstentions.

RECOMMEND:

Adoption of the Customer Experience Strategy 2023-2026

PR7/23 DRAFT SARRATT NEIGHBOURHOOD PLAN FOR CONSULTATION

The Head of Planning Policy and Conservation reported that Sarratt Parish Council had formally submitted their Neighbourhood Plan (NP) following their own rounds of consultation. Officers are satisfied that the NP meets all of the legal requirements, and we now have a statutory requirement to consult on the plan for them for a period of six weeks. Officers were seeking agreement from the Committee for the consultation to go out. Following the consultation officers would appoint an examiner and the plan go forward for examination and we can make any modifications following that and the Parish Council can then choose whether they agree to take that plan out for referendum. We would organise the referendum and it would then be brought back to the Committee and Full Council to be adopted and to become part of the Development Plan.

Members raised the following points:

Don't put the NP out with another document just do it on its own.

The entire cost of any referendum would be absorbed by TRDC rather than by the Parish Council

How long are we expecting before we will be in a position to get to the referendum as the Parish Council expectations were to have been at referendum in May 2023?

If we are ready to go out for referendum substantially before May 2024 whether TRDC will hold the referendum out of sequence with the local election.

Was concerned about the delay and the impact this would have on planning appeals for Church Street in Sarratt.

Having a NP in place would not impact on the particular applications being referred to although the emerging plan had been commented on during the process.

Need to weigh up doing the referendum during December and not in May when the other elections are taking up and weigh up the process required, and the costs involved.

The Head of Planning Policy and Conservation we are required to run the referendum and the costs within that. The Council do get some grant funding to assist with the costs. In terms of the timetable, it would depend on whether we get to do the referendum out of sequence or not. Initial talks with Elections had advised it may be possible but will need to clarification on the costs.

Councillor Sarah Nelmes moved, seconded by Councillor Ciaran Reed the recommendations as set out in the officer report.

On being put to the Committee the recommendations were declared CARRIED by the Chair the voting being by general assent.

RESOLVED:

Noted the report and agreed the Sarratt NDP for consultation.

PR8/23 LIVESTREAMING AND VIRTUAL/REMOTE MEETINGS PROTOCOL

Councillor Sarah Nelmes moved, duly seconded, some amendments to the protocol as we now have the new Committee names which will need to be included at Paragraph 2.1 of the document. Following a discussion with the Committee it agreed with the proposer that the amendment should be “all Council public meetings held in the Penn Chamber at Three Rivers House and virtual sub-committee meetings”.

Members made the following points:

Good see we have now implemented this but would have liked to have seen earlier.

Raised points on the provisions for the members of the public who do not wish to be livestreamed but there needs to be transparency for the public on how decisions are made. If they don't wish to be videoed we don't video them but it is reasonable that their voice could still be heard.

Sub-committees are already livestreamed and this will continue.

Councillor Philip Hearn moved the following amendments, duly seconded, to the protocol:

At 4.1 – to replace livestream with video and to remove “for example”

At 4.2 – to replace “and we agreed this request” with “we will seek to make accommodations to allow their voice to be livestreamed but their image to be excluded” and the removal of the third sentence.

After 3 months trial details to be reported in the Members' Information Bulletin.

Officers advised that there was no requirement to change the word livestream to video in point 4.1 and the proposer withdrew this amendment.

On being put to the Committee the amendments and the recommendations were declared CARRIED by the Chair the voting being unanimous.

RESOLVED:

Agreed the protocol provided at Appendix 1 with the amendments above.

Noted that external advisors/consultants and officers will be able to attend meetings remotely. Following 3 months trial, officers will review the remote attendance and consider extending to members of the public wishing to make representation at the meetings on Part I business and report details in the Members' Information Bulletin.

PR9/23 SUBSTITUTE MEMBERS ON LICENSING COMMITTEE

At the Annual Council meeting on 23 May 2023 Members raised concern on a recommendation within the report on appointments to committee that substitute members are not allowed on the Licensing Committee or any sub-committee.

At the meeting Members voted agreement to this but then subsequently rescinded the decision under Rule 22(1a) and voted to allow substitute members on the licensing committee and sub-committee.

The report is being presented to the Committee to advise that under the Licensing Act 2003, ss.6(1), 7(1) and 9(1) substitutes are not lawfully permitted. There is recent case law that confirms substitutes are not permitted: R (Bridgerow Limited) v Cheshire West and Chester Borough Council and another (2014) and MuMu Enterprises (Weston) Limited v North Somerset District Council (2014).

Members raised the following points:

Did we get external Counsel advice to confirm this.

At times it has been difficult to act on any licensing issues where we had to have a sub-committee meeting and wondered if there were enough Members on the Committee to sit on a sub-committee.

Could in future more details be provided on the legal implications on substitute members.

How long had the ruling been in place regarding substitutes and how far back had we checked.

Could we consider extending the number of the members on the committee.

The Chief Executive advised that officers had looked at the legislation. The legislation had been in place for a while but the recent case laws was in 2014 which clarified the situation. At previous Annual Council's we had agreed there would be no substitutes on licensing but we can check this back to 2014 that no substitutes have been on licensing.

Councillor Paul Rainbow moved, seconded by Councillor Chris Lloyd the recommendation as provided in the report.

On being put to the Committee the motion was declared CARRIED by the Chair the voting being unanimous.

RECOMMEND:

To full Council to rescind the decision of full Council made on 23 May 2023 which permitted substitutes to sit on Licensing Committee.

PR10/23 APPOINTMENT TO THE SUB-COMMITTEES OF POLICY AND RESOURCES COMMITTEE

The report also proposes that the Members appointed to them be proportional based on the number of seats each Group has on the Council with the proportionality details provided in Paragraph 2.2 of the report with the Members appointed being:

Constitution (x9): Stephen Giles-Medhurst, Tony Humphreys, Chris Lloyd, Sarah Nelmes, Chris Whately-Smith, Stephen Cox, Oliver Cooper, Debbie Morris, Ciaran Reed

Local Plan (x11): Matthew Bedford, Stephen Giles-Medhurst, Chris Lloyd, Sarah Nelmes, Phil Williams, one member to be advised at the meeting, Stephen Cox, Chris Mitchell, Oliver Cooper, Rue Grewal, Philip Hearn

Equalities (x9): Raj Khuroya, Khalid Hussain, Anne Winter, Kevin Raeburn, Louise Price, Stephen Cox, Rue Grewal, Lisa Hudson, Reena Ranger OBE

Any Member of the Council is able to be appointed as a Member of a sub-committee and any Member can be a substitute.

It is proposed that the Covid-19 Response sub-committee is not re-established.

The Chair advised the name to be advised at the meeting was Councillor Steve Drury onto the Local Plan sub-committee.

Councillor Stephen Giles-Medhurst moved the recommendations, duly seconded, and explained the increased in size for the Local Plan sub-committee.

On being put to the Committee the motion was declared CARRIED the voting being unanimous.

RESOLVED:

That Members appointed to all the sub-committees be proportional based on the number of seats each Group has following the election on 4 May.

The proportionality to be as provided in Paragraph 2.2 of the report with the Members appointed being:

Constitution (x9): Stephen Giles-Medhurst, Tony Humphreys, Chris Lloyd, Sarah Nelmes, Chris Whately-Smith, Stephen Cox, Oliver Cooper, Debbie Morris, Ciaran Reed

Local Plan (x11): Matthew Bedford, Stephen Giles-Medhurst, Chris Lloyd, Sarah Nelmes, Phil Williams, Steve Drury, Stephen Cox, Chris Mitchell, Oliver Cooper, Rue Grewal, Philip Hearn

Equalities (x9): Raj Khuroya, Khalid Hussain, Anne Winter, Kevin Raeburn, Louise Price, Stephen Cox, Rue Grewal, Lisa Hudson, Reena Ranger OBE

That no decision-making powers be delegated to the sub-committees;

That any Member of the Council can be appointed a Member of the sub-committees and all Members can be substitute Members.

To not re-establish the Covid-19 Response sub-committee.

PR11/23 CIL SPENDING APPLICATION - PEDESTRIAN BRIDGE, AQUADROME, RICKMANSWORTH

The report sought to allocate a total of £320,524 of CIL funding to local infrastructure projects to support growth in Three Rivers. The application is for CIL funds towards the costs of replacing the bridge connecting Riverside Drive, Rickmansworth and the Aquadrome, Rickmansworth.

The Head of Regulatory Services reported that the report had been submitted following a review of the condition of the bridge which had concluded it would need to be replaced in the next 5 years. An opportunity had become available to seek external funding towards the cost of that bridge (£1.3m being the cost) to the Department of Transport and can seek up to 75% of the funding and put in an application later this summer. A planning application is due to be

submitted for a replacement bridge as Sustran (Part of the Department of Transport) will not consider applications for funding unless the planning application had received permission. Previously we had asked that the decision be delegated so that additional funds (10%-15%) can be considered for the project and would like to with this application to have that delegation in place and have that added so that the project does not get delayed.

Members raised the following points:

How had it come about that we now needed to replace the bridge following the recent repairs and the cost implications.

There were no climate risks included particularly around flood.

Clarify the additional funds and contingencies and the delegation for this.

The bridge is very crucial and integral for the use of the Aquadrome.

When we review our Governance arrangements for CIL we look at the point systems and how many points each project is given.

It was advised there is no project overspend what was being asked for was contingency funding.

The Head of Regulatory Services advised that the project was being run by the property and leisure team and works had been undertaken recently but we need to have a longer term plan. The team went out to consultants, through a full procurement exercise, to get a report underway. The planning application will have the level detail associated with having a replacement bridge. The engineering consultants, who are independent of the Department of Transport, will provide feedback on taking this forward and had looked at a business plan on how you replace the bridge and what you need to do. To get the funding it has been a certain width to accommodate active travel. If we don't get the funding agreed, we will need to consider if this is still the right bridge or can we narrow it although it would still be a significant cost. The additional funding would depend on how much grant funding would be received, high inflation and having some contingency funding due to any work not taking place until next year. The delegation was being provided to not delay the project.

Councillor Stephen Giles-Medhurst moved, seconded by Councillor Sarah Nelmes, with the amendment on the delegation and contingency funding of (10-15%) be included. The bridge was in need of being replaced and we had the opportunity now to apply for the Department of Transport funding.

Councillor Stephen Cox, duly seconded, proposed an amendment that the increase be up to 15%. The proposer accepted the amendment.

On being put to the Committee the motion was declared CARRIED by the Chair the voting being unanimous.

RECOMMEND:

Pedestrian Bridge, Aquadrome, Rickmansworth

The recommendation is that Members approve CIL funding for the following schemes detailed in Table 1 of this report and summarised in the table below for 2023/2024:

Applicant & Project Name	Infrastructure
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Three Rivers District Council <u>Rickmansworth Aquadrome Pedestrian Bridge replacement</u>	Replacement of existing pedestrian bridge from Riverside Drive
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Any request for additional monies for this specific project is delegated to the Director of Finance, in consultation with the Lead Members, to determine having regard to the economic context and timescales for implementation, and who would consider an increase of up to 15% of the total CIL monies agreed.

That regular reporting on the project be made.

PR12/23 CIL SPENDING APPLICATIONS – MILL END COMMUNITY CENTRE

Councillor Sarah Nelmes left the meeting.

Councillor Stephen Giles-Medhurst Vice-Chair in the Chair

The Head of Regulatory Services advised that the report seeks to allocate a total of £9,000 of CIL funding from Rickmansworth Unparished area funds for a local infrastructure project to provide a replacement roof.

Councillor Chris Lloyd moved, duly seconded, the recommendation as set out in the report.

On being put to the Committee the motion was declared CARRIED by the Vice-Chair in the Chair the voting being unanimous.

RECOMMEND:

approve CIL funding for the following schemes detailed in Table 1 of this report and summarised in the table below:

Table 1.

Applicant & Project Name	Infrastructure	Total Cost	CIL Amount	Year required	funds
Mill End & District Community Association	Replacement Roof	£20,000.	£5,000.	2023	
	Electrical Works	£4,000.	£4,000.	2023	
			TOTAL: £9,000		

And any changes to the scheme proposals or variation of the financial requirements by up to 25% of the agreed commitment to be delegated to the Associate Director to determine in consultation with the Lead Member.

Councillor Sarah Nelmes returned to the meeting.

PR13/23 SUMMARY OF THE FINANCIAL YEAR END POSITION FOR 2022/23

Councillor Sarah Nelmes proposed, seconded by Councillor Keith Martin, the recommendations as set out in the report.

The Lead Member for Resources went through each of the recommendations to the Committee.

Members made the following comments:

Rationale for the monies to be carried forward and not put into general reserves?

The Head of Finance advised that we know that plans are in place to spend the money and it is simpler to do it through a carry forward mechanism.

On being put to the Committee the motion was declared CARRIED by the Chair the voting being 10 For, 0 Against and 3 Abstentions.

RECOMMEND:

That the favourable revenue year end variance after carry forwards of £138,356 to be noted.

That the capital year end position as summarised in paragraph 2.6 and Appendix 3 be noted.

To approve to carry forward the unspent service budgets from 2022/23 to 2023/24 which total £490,772 to enable completion of projects as detailed at Appendix 2.

To approve the rephasing of capital projects from 2022/23 to 2023/24 which total £10,885,484 as detailed at Appendix 4.

To approve the creation of a new Commercial Risk earmarked reserve to manage financial risk associated with commercial ventures.

PR14/23 WORK PROGRAMME

The Committee consider the work programme.

It was agreed to add into the work programme an application for CIL funding from Sarratt Parish Council for the July meeting.

RESOLVED:

That subject to the amendment above the work programme be agreed.

Chair

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POLICY AND RESOURCES COMMITTEE – 17 JULY 2023

PART I

5. COUNCIL TAX SUPPORT FUND 2023 (DoF)

1 Summary

- 1.1 The government notified us on 23 December 2022 that they are providing £100million of additional funding for local authorities to support the most vulnerable households in England. The funding will allow councils to deliver additional support to households already receiving council tax support (also known as council tax reduction) against their 2023/24 Council Tax bill.
- 1.2 The government recognises increases in council tax could be higher from April 2023 than in recent years following the government announcement in the 2022 Autumn Statement, to increase the referendum principles for core council tax to 3% and up to 2% for Adult Social Care.
- 1.3 Three Rivers have been allocated £98,620 under the Council Tax Support Fund 2023.
- 1.4 Although the government are setting out minimum requirements for how this fund will need to be used, any remaining allocation is for local authorities to determine.

2 Details

- 2.1 This report sets out our proposals for how best to utilise this fund.
 - 2.1.1 The government expects local authorities to use most of their funding allocations (£98,620 for Three Rivers) to reduce bills for current working age and pension age Local Council Tax Support (LCTS) claimants by up to £25.00 against the 2023/24 financial year (mandatory element). Councils can use their remaining allocation as they see fit to support vulnerable households with council tax bills.
 - 2.1.2 The government recognises that council tax increases set by local authorities may mean some individuals may struggle to meet council tax payments. The government expects that billing authorities will use their grant allocation to fund further reductions in the council tax liability of individuals receiving LCTS who have an outstanding liability, by up to £25.00.
 - 2.1.3 This reduction applies to the 2023/24 year and for those LCTS households that have an outstanding council tax liability. This means that those households in receipt of 100% support would not qualify as they don't have a liability to pay council tax.
 - 2.1.4 The government requires councils to deliver this funding using their discretionary powers under s13A(1)(c) of the Local Government Finance Act 1992. This means that we will need to agree a local policy for determining our scheme.
 - 2.1.5 The government does not expect that recipients of LCTS will need to make a separate claim for a reduction under this scheme. The billing authority should assess who is eligible and automatically apply the discount.

- 2.1.6 It is for local authorities to decide how to treat households that become eligible for LCTS during the financial year.
- 2.1.7 Local authorities will be required to maintain a record of support provided either through the main scheme or under the discretionary element. We will be required to provide quarterly returns to The Department for Levelling Up, Housing & Communities.

3 Options and Reasons for Recommendations

- 3.1.1 Like most schemes we've administered on behalf of government there are two elements:

- Main part – based on government criteria (up to £25)
- Discretionary part – for local councils to determine.

- 3.2 **Main Scheme.** Based on modelling undertaken on current caseload the cost of providing up to £25.00 under the government criteria part of the scheme would be approximately £32,028.

- 3.2.1 This would leave £66,592 of funding available for the discretionary scheme.

- 3.3 **Discretionary Scheme.** Funding available approximately £66,592.

Provide up to a further £25 support to eligible households in receipt of LCTS which in total would provide up to £50 of Council Tax Support 2023 Funding. This would cost approximately £30,780.

Retain 25% (£16,648) to support households who become eligible for LCTS during the financial year 2023/24 (by awarding £50.00)

Use the remainder of the funding (£19,164 or less if more is needed to support households who become eligible for LCTS during 2023/24)) for s13a requests from households experiencing exceptional financial hardship. Section 13A(1)(c) of the Local Government Finance Act 2012 gives the council additional discretionary powers to reduce the amount of Council Tax payable individuals. Such requests will be considered under our general s13a policy. Applications would not be limited to just those in receipt of LCTS and there would be no limit on the amount of the award.

There is an expectation by government that the majority of the funding will be used to reduce bills for all current working and pension age CTR claimants. Remaining funds will be used to ensure those households who are not in receipt of CTR on 01 April 2023, but later become entitled within the financial year 23/24, are awarded a payment in line with the main and the discretionary parts of the fund. Households who may not be in receipt of CTR but are considered to be economically vulnerable following assessment by the Revenues Team may also be considered for a payment from the fund subject to available funds.

4 Financial Implications

- 4.1 The financial details are contained within the report and scheme costs are being met from Government funding.

5 Equal Opportunities Implications

5.1 Impact Assessment, low risk.

6 Recommendation

6.1 That the main and discretionary schemes as outlined in part 3 of the report are agreed.

Report prepared by: Jane Walker, Head of Revenue and Benefits,
jane.walker@threeivers.gov.uk

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POLICY AND RESOURCES COMMITTEE – 17 JULY 2023

PART I – NOT DELEGATED

6. CIL SPENDING APPLICATIONS – King George V Play Area, Sarratt

1 Summary

- 1.1 The report seeks to allocate a total of £170,000 of CIL funding to local infrastructure projects to support growth in Three Rivers.

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 £10,199,690 has been collected.
- 2.4 The CIL monies collected are divided into three pots – Main CIL Pot (70/80%) Neighbourhood Pot (15/25%) 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 19 June 2023, amounts to £7,989,706 (excludes previously agreed spend)
- 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 List¹ 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 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 We have received an application for CIL funds from Sarratt Parish Council to replace and update the children's play area at King George V playing fields in Sarratt. The land is owned by the Parish and the original play area/equipment was provided by TRDC in 1975. The original equipment has been replaced intermittently with new equipment over the years, however, the majority of the equipment now in situ is end of life and is incurring increasing maintenance costs. The annual safety reports (RoSPA) have identified failings over the past few years, for example the swings and climbing frame are no longer compliant and the floor surface needs replacing. The increasing costs of maintenance are uneconomical.

3.2 The current equipment is geared to younger primary school age children. The Parish have consulted with the local community and it has been expressed that this facility is updated/replaced to cater for a broader age range. The proposed new multi activity playground would provide facilities for all ages of children and teenagers.

3.3 Sarratt Parish Council have confirmed they would welcome the advice and guidance from Three Rivers Leisure Dept. regarding the proposals before

¹ 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>

submitting a planning application to the Council. Signage would be erected that detailed TRDC contributed towards the cost of the new play facilities.

3.4 Potential Match Funding

Sarratt Parish Council has approached various organisations regarding potential match funding, however none of these enquiries has currently led to a positive response, although one application to the National Lottery is pending. If successful the grant offered will be in the region of £10k.

3.5 Focus has been on the smaller funding streams (up to £10k) given their eligibility criteria, albeit a number of funding requests is likely to lead to delays in the project implementation and further complexities in project administration.

3.6 If the National Lottery funding bid is successful (expected decision October 2023) or other funding sources Officers consider this additional money would enable further works to be carried out on site in the form of benches, landscaping, bins, and the possibility of an additional piece of play equipment or alternatively support any further increase in project costs.

3.7 The table below provides a brief summary with the full details contained in Appendix 1 to this report. Whilst £176k was initially sought SPC have recently received a further £6k of CIL income and have confirmed this will be contributed towards the project reducing the requested amount to £170k.

Table 1.

Applicant & Project Name	Infrastructure	Total Cost	Additional Funding	CIL Amount	Year funds required
Sarratt Parish Council King Georges Field, Sarratt (Appendix 1)	Replacement of children's play area with a multi-activity site	£184,000	Sarratt Parish Council £14,000	£170,000	2023/2024

3.8 An assessment of the application has been undertaken by the Community Infrastructure Officer and the Head of Regulatory Services 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 List. The assessment is contained in Section H of the applications in Appendices 1.

3.9 In summary, the assessment determined that the application meets the above requirements.

3.10 Next Steps

3.11 As the CIL Charging Authority it is for the Council to decide how to spend the CIL Main Pot.

3.12 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.

- 3.13 Where funding is agreed, a legal agreement will be put in place between TRDC and Sarratt Parish Council 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
- 3.14 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.
- 3.15 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.

4 Future CIL Income

- 4.1 Up to 19 June 2023, liability notices for a potential value of £2,698,468 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 a permission not to be implemented and exemptions to be granted (mainly for self-build). This figure, while informative, should not therefore be treated as guaranteed future income.
- 4.2 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 £1,898,313. is due to be collected over the next year on developments that have already commenced. Further demand notices may also be issued if other developments commence.

5 Options and Reasons for Recommendations

- 5.1 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. CIL receipts for the Sarratt area are limited, however, King George V Playing Fields is visited by the wider community making this an important recreational site. It is the only public open space with children's play equipment within the Sarratt area.
- 5.2 The Open Space Sport and Recreation Study (2018) is part of the evidence for the Local Plan which identifies areas for improvement/provision to support development in the District. This Study recognises the importance of quality open space and benefits of play in terms of healthy, active lifestyles, social inclusion and interaction between children and recognised back in 2018 that King George V playing fields could be improved.
- 5.3 The report identifies that the quality and value threshold for open space provision for children and young people is set to a minimum of 65%, however, King George V

Playing Fields score was 51% back in 2018 so will undoubtedly be lower now. The importance of play and of children's rights to play in their local communities is essential.

5.4 Additionally, the Corporate Framework 2023-26 identifies the need for sustainable communities. To support and enable sustainable communities Three Rivers DC will improve the wellbeing of our residents by '*reducing health inequalities and maintain and, where possible expand our leisure and cultural offer.*' The proposals to improve the play area in Sarratt accords with this corporate objective.

5.5 The current equipment is failing and needs to be replaced. Without the financial assistance from the Community Infrastructure Levy it is most likely the project can not progress and definitely not a project of the proposed scale which would serve the wider community.

6 Policy/Budget Reference and Implications

6.1 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.

7 Equal Opportunities, Staffing, Environmental, Community Safety, Public Health, Customer Services Centre, Communications & Website, Risk Management and Health & Safety Implications

7.1 None specific.

8 Financial Implications

8.1 The commitment of CIL funds of £2,403,877 previously agreed, plus £170,000 will leave a balance of £5,415,829 in the CIL Main Pot for infrastructure projects going forward. This funding is held within the Council's Capital Grants and Contributions Reserve and must be spent within the terms of the CIL regulations as set out above. It should be noted that a further application for the sum of £320,524 is being considered and if agreed the balance will be reduced to £5,095,305.

8.2 As with previous CIL applications it is recommended to allow an amount for contingency given the current market conditions and timescales which can lapse between quotes and implementation. This contingency amount will be delegated to the Director of Finance in discussions with the Lead Member to agree if requested. It is recommended that a 10% uplift of cost be put in place should the updated quotation prove to be more expensive under delegated decision (equating to £17,000).

9 Legal Implications

9.1 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). Risk and Health & Safety Implications

10 Risk Management

10.1 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

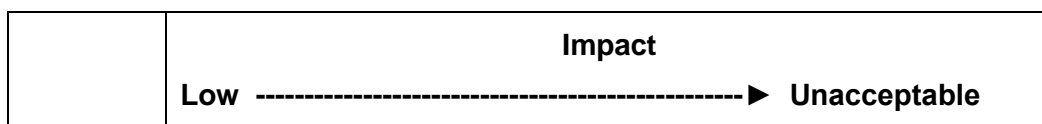
Safety legislation relating to employees, visitors and persons affected by our operations. The risk management implications of this report are detailed below.

- 10.2 The subject of this report is covered by Regulatory Services. 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 <i>(tolerate, treat, terminate, transfer)</i>	Risk Rating <i>(combination of likelihood and impact)</i>
Failure to progress/manage and maintain Community Infrastructure Levy income and expenditure.	Council could be challenged on CIL expenditure	Governance Arrangements	Tolerate	4
Sarratt Parish Council unable to replace play area	Failure to provide local play facilities for their and wider community	Maintain equipment, reduce scale of project, signpost alternative funding	Tolerate	6

- 10.3 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.

Very Likely Remote ↓ Likelihood	Low 4	High 8	Very High 12	Very High 16
	Low 3	Medium 6	High 9	Very High 12
	Low 2	Low 4	Medium 6	High 8
	Low 1	Low 2	Low 3	Low 4



Impact Score

- 4 (Catastrophic)
- 3 (Critical)
- 2 (Significant)
- 1 (Marginal)

Likelihood Score

- 4 (Very Likely (≥80%))
- 3 (Likely (21-79%))
- 2 (Unlikely (6-20%))
- 1 (Remote (≤5%))

10.4 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.

11 Recommendation

11.1 That Members approve CIL funding for the following scheme detailed in Table 1 of this report and summarised in the table below for 2023/2024:

Applicant & Project Name	Infrastructure	CIL Amount
Sarratt Parish Council King Georges Field, Sarratt	Replacement of children’s play area with a multi-activity site	£170,000.

11.2 As per item 8.2 of the report any request for additional monies for this specific project is delegated to the Director of Finance, in consultation with the Lead Member, to determine having regard to the economic context and timescales for implementation and would consider an increase of up to 10% of the total CIL monies agreed.

Report prepared by: Kimberley Rowley, Head of Regulatory Services

Data Quality

Data sources: Exacom (Planning Obligations Software)

Data checked by: Debbie Wilson, CIL Officer

1	Poor	
2	Sufficient	

3	High	X
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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 King George V Sports Playing Fields – CIL Spending Request



COMMUNITY INFRASTRUCTURE LEVY FUNDING REQUEST

Applications are invited for strategic infrastructure projects to be considered for Community Infrastructure Levy (CIL) funding.

To bid for CIL funding, you will need to fill out the following application form and submit relevant supporting material, as necessary. Please ensure the information you provide is correct and complete to the best of your knowledge.

Please send your completed application to:

Email: cil@threerivers.gov.uk

Address: Community Infrastructure Levy Officer, Three Rivers District Council, Three Rivers House, Northway, Rickmansworth, Herts. WD3 1RL

Please Note

Failure to answer all the questions on this form could impact upon the success of your application.

ORIGINALLY SUBMITTED TO TRDC ON 13 FEBRUARY 2023 – NOW UPDATED IN JUNE 2023 TO REFLECT PROGRESS SINCE THAT DATE

Section A: Applicant Contact Information	
Name and address of your organisation	Sarratt Parish Council (SPC) Parish Office, Village Hall, The Green, Sarratt, Rickmansworth, WD3 6AS
Name and position of main contact(s)	Sarah Dobson, Chair, Sarratt Parish Council Michael Lowry, Lead Councillor for Policy & Resources, Sarratt Parish Council
Applicant contact details (phone number, email and address)	Sarah.Dobson@sarrattparishcouncil.gov.uk 07881 500488 Michael.Lowry@sarrattparishcouncil.gov.uk 07917 262263 Parish Office, Village Hall, The Green, Sarratt, Rickmansworth, WD3 6AS
Type of organisation (If a charity, please provide registration number)	Parish Council. SPC is also the Custodian Trustee of King George's Field, Sarratt, which is a registered charity. Charity Number 266708. As such SPC holds the legal title to the playing fields, and the pavilion and playground located there, which this application relates to.
Describe your organisation's main purpose and regular activities	Sarratt Parish includes the village of Sarratt and the neighbouring hamlets of Sarratt Bottom, Belsize, Buck's Hill, Chandler's Cross and Micklefield Green. SPC comprises of 9 volunteer Councillors and 2 employees – the Parish Clerk and Parish Warden, both of whom are part-time. SPC has a long-established tradition of opting to be independent of any political party affiliation. The Council's objective is to make the best decisions for the Parish to ensure the community continues to thrive and meet the needs of its residents, including the KGV recreation & sports field and children's play area. SPC receives an annual budget (Precept) from Three Rivers District Council (TRDC) of ca. £100K. This is used to fund the Council's activities to maintain the environment (woodlands, common land, greens, footpaths and allotments); sustainability initiatives; support the administration of the Parish Office, its policies and procedures; and the Council's work on planning and highway matters. No other funding is received from TRDC.
Is the organisation able to reclaim VAT?	Yes

Section B: Project Overview	
Project Title	Replacement of the existing play equipment and surfaces in the KGV playground.
Summary of the project proposal	<p>The project is to replace the majority of the existing play equipment in the playground at the KGV Playing Fields in Sarratt, which is owned and maintained by SPC. This is a mixture of equipment installed in: 1992 (log climbing frame with slide); 1999 (swings); 2009 (galleon activity frame); and 2020 (new climbing frame). Pictures of the equipment are included at the end of this document. The equipment installed in 1992 and 2009 was part funded by TRDC. This equipment together with the swings installed in 1999 is now in a poor state of repair. As is the surface of the playground installed in 1999. A ROSPA inspection is commissioned each year, the latest report being May 2023. For the last few years ROSPA has reported failings in the equipment. This has necessitated increasing levels of annual maintenance / repairs and the associated cost which SPC has funded. Furthermore, ROSPA has advised the climbing frame installed in 1992 and the swings installed in 1999 are no longer compliant with current safety standards.</p> <p>In addition, the existing playground equipment is very much geared towards primary school children, not older secondary school children. In late 2020, SPC received a letter from a 14 year old boy in the Parish asking for a small skate park to be added to the existing playground to provide something for teenagers to do in the village. He cited in his letter that at present there were no facilities for teenagers in the village, and with only a limited bus service to Croxley and no bus service to Chorleywood, parents needed to drive their teenagers to facilities outside of the Parish and it would be great if teenagers had a facility in Sarratt village they could walk to.</p> <p>SPC therefore undertook a tender process with 3 playground equipment suppliers and conducted a public consultation in the Parish on the idea of a skate park for teenagers in 2021. As a result of the public feedback received, combined with the findings of the annual ROSPA reports, SPC concluded that actually the best solution was to replace the playground equipment installed from 1992 – 2009 with more modern and safe equipment that appealed to children of all ages (from toddlers through to teenagers). The new climbing frame installed in 2020 would remain and be incorporated into the new playground. This would create a new and exciting play area for children aged 2-18 that children could walk to, saving their parents having to drive them to other facilities in Chorleywood, Croxley and Watford, with the added benefit of reducing transport and emissions. We also have a 100+ strong Sarratt Rebels youth football team that has members from across the District, with parents bringing them and other siblings to the KGV Playing Fields on a Saturday and Sunday who use the playground while their brother / sister is playing football.</p>

<p>Estimated project cost (including breakdown of the overall cost and what the CIL funding requested will cover)</p>	<p>The project capital costs for the first year are estimated at £180,000. A breakdown of the first year capital investment, and the maintenance costs for the following 4 years has been outlined in Section D at the end of this document. On-going annual maintenance costs will be reviewed each year, and at the end of this period.</p> <p>The capital investment for the purchase and installation of the new playground and play equipment is based on a quote from Caloo dated September 2022 and used for this CIL application which was originally submitted in February 2023. As it is now June 2023, we have updated this application following a meeting with Kimberley Rowley and Debbie Wilson, to include progress since February and other relevant information. In particular we are conscious that Caloo will more than likely need to revise their estimate and the 'like for like' cost may well have increased since they provided their quotation last September. We have asked Caloo if their original quotation still stands, or whether they will need to apply an increase and we kindly request TRDC take this into consideration when reviewing this funding application.</p>
<p>Full address of project location</p>	<p>King George V Playing Fields, George V Way, Sarratt, Rickmansworth, WD3 6AU</p>
<p>Project partner (if applicable)</p>	<p>Caloo – playground equipment supplier and installer. New playground and new play equipment proposals and a draft quotation was received in September 2022. https://www.caloo.co.uk</p> <p>Caloo work with many District and Parish Councils including Three Rivers – Cassiobridge Play Area (2019).</p>

Section C: Strategic Case	
How does the project help address the demands of development in the area. What evidence is there to support this?	The KGV playing fields where the playground is located is in the heart of Sarratt Village and the only recreation area in the Parish. It is used by residents, as a communal space to meet and play, and by others from across the District visiting Sarratt, or attending sporting activities and other events on the playing fields. A new multi-activity playground would meet the current need for a leisure facility for children of all ages, including teenagers, for whom there is currently no provision in the Parish, with the older style and limited range of the existing playground equipment geared towards younger primary school aged children. The lack of leisure facilities for teenagers in Sarratt was highlighted by Parishioners in the Sarratt Parish Survey in 2018 and referenced in the Sarratt Neighbourhood Plan. New play equipment will also address the risk areas and non-compliance to current safety standards highlighted in the recent ROSPA reports. The newer, safer equipment will also reduce the annual costs currently incurred by SPC to maintain this play equipment and ensure it remains safe to use.
Do you have planning permission in place to carry out the works? If so, please provide the application number	We intend to check with the TRDC Planning Officers if the proposed footprint and layout of the new playground requires planning permission once we know we have sufficient funding for the project to go ahead. We would also appreciate the advice of the TRDC Leisure Team on the designs and plans for the new playground proposals.
Why is CIL funding being sought and who are the likely beneficiaries of the project?	Replacement of the children's play area is outside the capital budget of SPC. SPC's annual budget (Precept) is only ca. £100k - £106,213 for 2023/24. Beneficiaries of the new playground will include local Sarratt children from toddlers to teenagers, and their families, and visiting children from surrounding areas. It also reduces the need for parents to drive their children, particularly teenagers for whom there is no leisure facility in the Parish, to playgrounds in Croxley and Chorleywood with the added benefit of reducing transport and emissions. New equipment will also be less costly for SPC to maintain going forwards.
Would the community support the project?	Feedback from parishioners via the 2018 Parish Survey and the skate park consultation in 2021 demonstrated the community is supportive of a new playground, that in addition includes facilities for teenagers. SPC is working with both the Sarratt and Chipperfield Community Foundation and the KGV Management Trustees on community engagement. We are planning to consult residents again, once funding is secured, on the proposed design for the playground, and the play equipment it contains for their feedback on whether the type of play equipment proposed will appeal to children in the Parish. A copy of the initial design concept has been submitted to TRDC.
Would the project lead to any income generation?	There will be no increase of income generated from the project, other than potentially indirect income to the Village Shop (a CIC) and local pubs by families using the new playground. The primary purpose of the new playground is to address a social and leisure facility need within the Sarratt local community.

<p>Please provide details of any supporting policy from the Local Plan</p>	<p>Extract from Sarratt's draft Neighbourhood plan: "Community facilities provide an integral role in the maintenance of a small community, the loss of which could trigger the decline of such a community".</p> <p>SPC has a long history of providing and sustaining community facilities, including the Holy Cross church built in the 12th century, the KGV Playing Fields established as a charity in the early 20th century, that include a pavilion and the existing playground, plus a large Village Green, along with three extensive woodland areas all owned and managed by the Parish Council and funded solely from the Precept.</p> <p>Sarratt Neighbourhood Plan will shortly go out for consultation at the District level before submission to the External Examiner.</p>
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Section D: Financial information

Please show in the table below the amount of CIL funding being sought and any other contributions that may have been allocated for this Scheme. See also the detailed table in Section F below.

	Amount	Detail
Please indicate total cost of project	£184,000	This comprises Capital Expenditure of £180,000 FY23/24 and Revenue Expenditure for maintaining the play area of £4,000 in total over 4 years.
Please provide a detailed breakdown of the costs for the project	Year 1 - £180,000 Years 2 to 5 - £4,000	Capital Expenditure in the first year is estimated at £180,000 for the purchase and installation of the new playground and play equipment. Thereafter there is an allowance for maintenance costs of £1,000 per annum, for the next 4 years (£4,000).
Please provide a detailed summary of the total CIL funding required, including phasing	£170,000,	Total CIL Capital expenditure in the 1st year of £170,000 is requested from TRDC. We also kindly request TRDC take into consideration the fact the 'like for like' cost for the project may have increased since the original quotation was received in September 2022.
How much funding does the project currently have?	£10,000	The balance of £10,000 for purchase and installation of the new playground and play equipment will come from SPC's CIL monies held in reserves, which currently stand at £10,277.
Are there any revenue costs (i.e. day-today running costs, maintenance cost) associated with the project and if so how will they be funded and has that funding been secured?	Maintenance costs for 4 years will be £4,000	Annual Revenue expenditure for maintenance costs of £1,000 for the new playground's equipment upkeep will be included SPC's annual budget from 24/25 onwards.

Please indicate in the table below the source of additional funding that has been secured/ is being sought.				
Source	Amount	Conditions Attached	Use by Date	Funding Confirmed
Sarratt Parish Council	£10,000	Use of retained CIL funds	March 2024	Yes
National Lottery	£10,000	Not yet known	30 September 2024	No – we expect to hear the outcome of our application by end September 2023

Additional notes on funding:

Since originally submitting this application in February, SPC has been researching additional funding sources. This has included:

- Applying for a larger sum from the National Lottery Fund. However, this takes many, many months to secure, with no guarantee of success, we therefore decided to apply to their <£10K Community Fund.
- Cemex (owners of the land fill site at Chandlers Cross, within the Parish) – whilst they do make grants to local community projects these need to demonstrate the project will reduce carbon emissions, improve energy efficiency etc, which we cannot claim a new playground achieves.
- HS2 – to apply to HS2 for a Community Grant we need to evidence residents are impacted by HS2, which we cannot justify in Sarratt, unlike Maple Cross and parts of Chorleywood.
- Sports England / PlayQuest – unfortunately they do not fund replacement equipment which this project is seeking to do.
- Garfield Weston Foundation – applicants need to be a Registered Charity which SPC is not, the same is true of several other funding bodies.
- A variety of other funding bodies such as Tescos, Morrisons – unfortunately they only offer grants for much smaller sums, typically less than £1,500. So, to apply for these would result in multiple applications which is not feasible in terms of time and effort.

Does the CIL funding help secure the release of additional funding?	Yes	Yes
	No	

Section E: Delivery Timescales

What is the delivery timescale for the project?

It is anticipated that if CIL funding can be confirmed this project will commence in Autumn 2023 and be finished by Spring 2024. Once installed SPC will install a plaque in the playground to thank those organisations that helped fund the project. This is the case with the climbing frame installed in December 2020, which is not being replaced and will be incorporated into the new play area. This was made possible by a donation from a local resident whose daughter died in her early 20's and a plaque is mounted on the climbing frame in her memory.

Maintenance will be carried out by the Parish Warden and community volunteers (as is the case today), where the work is small and within their capabilities. More substantial maintenance work will be carried out by SPC's contractors or specialist suppliers.

Section F: Additional Information

Is there any additional information that may support the application? Analysis of estimated project costs.

Capital Implication	Current Year 2023/2024		Future Years per annum over 4 years
King George V (KGV)	£'s		£'s
Capital Expenditure			
KGV Grounds			KGV Grounds annual maintenance
Replacement of playground and play equipment	£180,000.00*		undertaken by SPC budget
	£180,000		
TRDC Contribution	£170,000		
Sarratt Parish Council Contribution	£10,000 (uses the entire SPC CIL funds)		
Revenue Expenditure			
TRDC Contribution	£0.00	4 yrs	£0.00
Sarratt Parish Council Contribution (Annual Maintenance)		4 yrs	£4,000.00
Net Capital Commitment			
TRDC Contribution	£170,000.00		£0.00
Sarratt Parish Council Contribution	£10,000.00		£4,000.00
Totals	£180,000.00		£4,000.00
Total Project Costs	£184,000		

* Detailed analysis of the type of playground equipment and costs of installation can be provided from Caloo that SPC are currently working with.

Section G: Declaration

When you have completed the application, please sign this declaration and submit the application form as directed

To the best of my knowledge the information I have provided on this application form is correct.

If Three Rivers District Council agrees to release funds for the specified project, these funds will be used exclusively for the purposes described. In such an event, I agree to inform the Council's Infrastructure Delivery Coordinator of any material changes to the proposals set out above. When requested, I agree to provide the Council with all necessary information required for the purposes of reporting on the progress or otherwise of the identified project. I recognise the Council's statutory rights as the designated CIL Charging Authority, which includes provisions to reclaim unspent or misappropriated funds. Privacy Notice: By signing this form, the applicant agrees to Three Rivers District Council checking all supplied information for the purposes of informing decision making. The information on this form will be stored in the Council's Infrastructure Spending Board manual filling system and summarised in the Council's ICT system for the sole purpose of fund processing, analysis and accounting. Information about the project may be publicised on the Council website and in public material for publicity purposes. Personal data will not be disclosed without any prior agreement of those concerned, unless required by law. For further information on the Council's privacy policy, please see: <https://www.threerivers.gov.uk/egcl-page/privacy-notice>

Signed: Michael Leary (Lead Councillor Policy + Resources)

Organisation: Surrey Parish Council

Date: 13th February 2023

All organisations involved with the application will need to sign and date the form.

Signed: _____

Organisation: _____

Date: _____

Photographs attached for additional information below from latest ROSPA Report 2023;

Sarratt King George V playground equipment; ROSPA Report photographs

Climbing Frame and slide installed in 1992:



Galleon installed in 2009:



Swings installed in 1999:



New climbing frame installed in December 2020 – will be retained and incorporated into the new playground.



Original surface from 1999:



Section H: Officer Comments/Recommendation April 2023

King George V Playing Fields

Regulation 59 (1) of the CIL Regulations state that CIL can be spent on the provision, improvement, replacement, operation or maintenance of infrastructure/ to increase the capacity of existing infrastructure or to repair failing infrastructure if that is necessary to support development.

The Regulation 123 List (which was approved by Council following the independent examination of the CIL Charging Schedule) sets out the types of infrastructure that CIL will be spent on and includes open spaces, play areas, and sports and leisure facilities. Although the Regulation 123 List was superseded (in 2020) by the Infrastructure Funding Statement it still provides the Council's approach.

Strategic CIL can be spent anywhere within the district, it is not bound by the area of development where funds are received. CIL receipts for the Sarratt area are limited, however, King George V Playing Fields is visited by the wider community making this an important recreational site. It is the only public open space with children's play equipment within the Sarratt area and the equipment was originally erected in 1975. Although there has been various upgrades since then it only caters for primary school aged children. The current equipment is failing and requires increased levels of maintenance each year to ensure the apparatus is safe to use. This is in effect false economy.

The Open Space Sport and Recreation Study (2018) is part of the evidence for the Local Plan which identifies areas for improvement/provision to support development in the District.

The most up to date OSSR 2018 identifies the quality criteria for open space of which two points are:

- Equipment and facilities, e.g. adequacy and maintenance of provision such as seating, bins, toilets, etc.
- Maintenance and cleanliness, e.g. condition of general landscape & features

and the value criteria for open space:

- Amenity benefits and a sense of place, e.g., attractive places that are safe and well maintained; helping to create specific neighbourhoods and landmarks

The quality and value threshold for open space provision for children and young people is set to a minimum of 65%, however, King George V Playing Fields score was 51% back in 2018 so will undoubtedly be lower now. (Table 7.4 of the report refers)

Additionally, Section 7.5 of the report (Value) states:

- It is also important to recognise the benefits of play in terms of healthy, active lifestyles, social inclusion and interaction between children plus its developmental and educational value. The importance of play and of children's rights to play in their local communities is essential.

The Corporate Framework 2023-26 identifies the need for sustainable communities. To support and enable sustainable communities Three Rivers DC will:

- Improve the wellbeing of our residents by reducing Health Inequalities and bringing health services into the heart of the communities
- Maintain and, where possible expand our leisure and cultural offer

The equipment has served its purpose and it's now time to reinvest with a new multi-activity playground for children of all ages and younger teenagers within and around Sarratt. The replacement and upgrade would be in keeping with the high standard set by TRDC.

Recommendation:

The total cost of the project is stated as being £184,000. Sarratt Parish Council are to provide £14,000. from their CIL receipts leaving the balance of £170,000. to be provided from Three Rivers DC.

The infrastructure meets the legal definition and new/improved facilities relate to the development within TRDC.

CIL monies of £170,000. can be used for the following:

- Replacement of existing children's play equipment with new multi activity playground for children of all ages and younger teenagers.

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POLICY AND RESOURCES COMMITTEE - 17 JULY 2023

PART I - DELEGATED

7. MAY 2023 ELECTIONS REPORT (ADSPH)

1 Summary

- 1.1 To provide the Committee with feedback following the introduction of Voter Identification and the use of Modern Polling at the May 2023 elections.

2 Details

- 2.1 The introduction of the Elections Act 2022 created additional responsibilities on the Council regarding the administration of elections in 2023.
- 2.2 Electors were required to show photo identification (ID) in order for them to vote in the elections held on 4 May 2023. These were the first elections in Great Britain where this requirement was in place.
- 2.3 For those voters without suitable photo ID, they could apply for a Voter Authority Certificate (VAC) prior to polling day.
- 2.4 The Electoral Commission have released their interim analysis of the changes which provides information about how the new voter ID requirement was implemented and how voters found taking part. They anticipate that their full report will be released in September 2023. The interim analysis can be found on their website [here](#).

Modern Polling

- 2.5 The Council had previously taken the decision to use Modern Polling to help facilitate the introduction of voter ID. Feedback received from Presiding Officers was positive. They felt that the use of the iPad aided in the process once the staff had got used to using it. We have also received positive feedback from some Agents regarding the use of Modern Polling.
- 2.6 We are aware of the additional forms that would have been necessary for polling station staff to complete had we not had the use of Modern Polling. It is clear that had we relied on paper for the elections this year it would have been much more complicated for Presiding Officers. The Association for Electoral Administrators (AEA) stated that "these new forms have been added to an already significant amount of documentation Presiding Officers (POs) are required to fill out and return". After the election the AEA reported that many of their members that used paper forms reported that POs felt overwhelmed by the paperwork and the time taken to complete it throughout polling day and at the close of poll.
- 2.7 Polling Station Inspectors were on hand all day to deal with any issues if they arose, with IT support available at Three Rivers House. Learning from this year, we will ensure that Inspectors have spare chargers with them in future.
- 2.8 The close of poll went very smoothly with Presiding Officers submitting their Ballot Paper Accounts electronically, meaning that staff at Three Rivers House were able to action these immediately.

2.9 A member of staff from Modern Polling was onsite at Three Rivers House for the day who commented on how efficient and effective the return of ballot boxes was, which is thanks to our Depot and Facilities staff.

Voter ID statistics

2.10 There was a total of 68,236 electorate eligible to vote in person in the election in May 2023. Of that electorate there were 208 people that arrived at the polling station without suitable ID. Of those 208, 138 people later returned with suitable ID and were issued with a ballot paper. Therefore, there were 70 people who applied for but were not issued with a ballot paper. A table with this information can be seen below.

Total number of electors who were eligible to vote in person at the polling stations	68236
Data	Number
Total number of polling station electors who applied for, but at least initially were not issued with, a ballot paper	208
Total number of polling station electors who were not issued with a ballot paper, who later returned with accepted ID and were issued with a ballot paper	138
Number of polling station electors who applied for but were not issued with a ballot paper by close of poll	70
Contextual information	
Total number of electors who were eligible to vote in person at the polling stations	68236
Total number of voters issued with a ballot paper at polling stations	14662
Percentage of electors eligible to vote in person at the polling stations who voted	21.5%
Proportions - of those who tried to vote in a polling station	
Percentage that attended the polling station and were able to vote on 4 May	99.5%
Percentage who applied for but were refused a ballot paper by the close of poll	0.5%
Percentage of electors who applied for, but were initially refused, a ballot paper	1.4%
Of the electors initially refused a ballot paper, the percentage who later returned with accepted ID and were issued with a ballot paper	66.3%

2.11

2.12 There is various data that we are not permitted to share publicly but was required as part of our return to central Government. However, we are able to provide ward level data regarding the number of people that were initially turned away, the number that returned and then the total number of electors unable to vote that had requested to do so.

WARD	Total number of polling station electors who applied for, but at least initially were not issued with, a ballot paper	Total number of polling station electors who were not issued with a ballot paper, who later returned with accepted ID and were issued with a ballot paper	Number of polling station electors who applied for but were not issued with a ballot paper by close of poll
Abbots Langley and Bedmond	9	9	0
Carpenders Park	14	9	5
Chorleywood North and Sarratt	23	12	11
Chorleywood South and Maple Cross	22	12	10
Dickinsons	27	23	4
Durrants	8	4	4
Gade Valley	11	7	4
Leavesden	18	14	4
Moor Park and Eastbury	20	11	9
Oxhey Hall and Hayling	30	21	9
Penn and Mill End	5	3	2
Rickmansworth Town	5	3	2
South Oxhey	16	10	6
TOTAL	208	138	70

2.13

Postal votes

2.14 As is usual practice, we pay for a Royal Mail 'sweep' at the end of polling day. This consists of them checking their sorting office and then delivering to us prior to the close of poll, usually approximately 21:45.

2.15 However, we do always receive some postal votes after polling day. This year we received 141 returned envelopes. It should be noted that this may not necessarily equate to the same number of votes as we do not open the envelopes, so we do not know if the required postal vote statement and ballot paper were included or if signatures match.

2.16 It is assumed that of the 141 of late postal votes returned, some will be due to late posting by the voter and some due to Royal Mail postal issues.

2.17 There were several issues with Royal Mail this year which will be raised with their dedicated elections team.

The Count

2.18 This year we changed how we operated the Count. We opted for verifying and counting all 13 district wards at the same time. Due to the space available, the only way this was possible was to have smaller count teams. Feedback on this has generally been positive, although it is noted that because the count teams are smaller, there is a smaller viewing space for observers which can become congested.

2.19 Feedback received from the BBC correspondent at the Count was that it was the best one she had attended.

3 Options and Reasons for Recommendations

3.1 Committee is asked to note the report.

4 Policy/Budget Reference and Implications

4.1 The recommendations in this report are within the Council’s agreed policy and budgets.

5 Financial, Legal, Equal Opportunities, Communications and Website, Staffing, Environmental, Community Safety, Public Health, Customer Services Centre, Risk Management and Health & Safety Implications

5.1 None specific.

6 Recommendation

6.1 That the Committee are asked to note the report.

Report prepared by: Kimberley Grout, Associate Director, Strategy, Partnerships and Housing

Data Quality

Data sources: Modern Polling VIDEF report

Data checked by: Kimberley Grout, Associate Director, Strategy, Partnerships and Housing

Data rating:

1	Poor	
2	Sufficient	X
3	High	

POLICY AND RESOURCES COMMITTEE – 17 JULY 2023

PART I

8. MEMBER TRAINING (ADL&DS)

1. Description

- 1.1 The purpose of the report is to provide an annual update on Member Training.
 - 1.1.1 To continue with the 4 mandatory online training modules (Equality and Diversity, Safeguarding Children, Safeguarding Adults and Prevent) and they be completed on a three yearly basis.
 - 1.1.2 To add two additional online training modules Climate Change and General Data Protection Regulation.
 - 1.1.3 Officers strongly encourage Members to continue with the online mandatory training modules as a way for Members to keep up to date with best practise on these key areas in their role as a Councillor.

2. Summary of Main Points

- 2.1 In 2023 Mandatory Member training has been organised as follows:

Licensing Committees, Licensing Act 2003: 13 June 2023 provided by Counsel with the Deputy Monitoring Officer and Lead Licensing Officer providing an additional training session on 22 June 2023.

Planning Training: Provided by an external planning consultant for all Planning Committee Members and Named Substitute Members on 16 and 24 May 2023.

- 2.2 The above training is mandatory under the Terms of Reference of the Committees.
- 2.3 This year, Members were able to attend either in person or remotely. Requests have been by Members as to whether the mandatory Committee training can be provided through online training modules with a certificate provided on completion (similar to the online training modules). The Committee are asked to consider whether this should be taken forward as a proposal given the importance of the training and that it is mandatory and ensuring there is engagement in the training.
- 2.4 Code of Conduct training for newly elected Councillors has been completed and was organised through an external consultant virtually on 19 June 2023 with an additional session provided to one Councillor by the Monitoring Officer. One newly Elected Councillor did not attend the training.
- 2.5 Newly Elected Councillors were invited to attend the Council's Member induction (with all 6 attending) and also the LGA webinar organised especially for newly Elected Councillors. We are currently review the format of this training and information provided to ensure that this best meets the needs of new members.
- 2.6 Members are also asked to provide details to the Committee team of any outside training they attended which has not been organised by the Council. This may have been training received as a County Councillor, Parish Councillor, as a Member of a Community Organisation or as a Member of an Outside body.

- 2.7 All Members of the Audit Committee are invited to attend pre meeting training before each meeting on areas of responsibility within their terms of reference.
- 2.8 The Leader and Deputy Leader attend the LGA Annual Conference each year.
- 2.9 Training and development is important for all Councillors both those who are new and to the more established. Induction for new councillors enables them to be effective in their roles and learn about the specific requirements of local governance and to protect the Council from legal challenge, particularly in relation to regulatory decision making.

3. Delivery of non-mandatory training 2023/24

- 3.1 It is proposed that all non-mandatory training to be available through the LGA and the LGA online modules.
- 3.2 Group Leaders will be provided with details on the LGA Leadership programme. Mentors can be organised for newly elected Councillors and other Councillors through the LGA..

4. Local Government Association (LGA) Training Provision

New councillor e-learning platform

- 4.1 In response to the continued need to deliver many of the LGA's Councillor development programmes through virtual means, the LGA has a Councillor e-learning platform.
- 4.2 Self-registration is available on [the new e-learning platform](#). This allows Councillors to register without needing to manually email the LGA to gain access. It is designed to provide a more up to date learning experience, and the new platform enables you to create a bespoke learning programme, choosing the modules most relevant to the needs of Councillors, from deepening knowledge of local government to the essential leadership skills needed to work effectively with communities. For more information, please visit the [website](#) or email: elarning@local.gov.uk

5. Options/Reasons for Recommendations

The Committee are asked to consider the following options/recommendations:

- 5.1 To agree to the Member Training for 2023/24.
- 5.2 That the Chief Executive have delegated authority to:
- 5.3 Authorise attendance at LGA Leadership and other LGA courses in consultation with the relevant Group Leader.
- 5.4 Authorise attendance at other external training courses which are not free in consultation with the relevant Group Leader where there are exceptional circumstances.
- 5.5 To continue with the 4 mandatory online training modules (Equality and Diversity, Safeguarding Children, Safeguarding Adults and Prevent) and they be completed on a three yearly basis.

5.6 To add two additional online training modules Climate Change and General Data Protection Regulation.

5.7 To consider the points raised in Point 2.3 with regard to the delivery of the mandatory training.

6 Budget/Financial Implications

6.1 Members will be aware there are budgetary constraints and some training requests may have to be carried over to the following year.

6.2 The current Member training budget is £5,000 per annum.

7 Policy/Budget Implications

7.1 The recommendations in this report are within the Council's agreed policy and budget.

8. Legal Implications

8.1 Annual Planning, Licensing and Regulatory Services is mandatory to all existing Members on these Committees, any newly appointed Committee Members and any named substitute Members (excluding Licensing Committee where no substitute Members are allowed).

8.2 Mandatory Code of Conduct training for the newly Elected Councillors.

8.3 Training and development is important for all Councillors both those who are new and to the more established. Induction for new councillors is crucial to enable them to be effective in their roles and learn about the specific requirements of local governance and to protect the Council from legal challenge, particularly in relation to regulatory decision making.

9. Staffing implications

9.1 The Committee Team organise all the Member training for Members and work with the HR Team to provide Members with access to the iLearn system and provide any assistance required with completing the mandatory modules. Currently there are 4 mandatory online training modules.

10. Environmental Implications

10.1 Where possible and in line with the Council's climate change strategy a number of the training sessions are organised virtually or as hybrid event and only those which benefit from being face to face are held in this way.

11. Community Safety, Customer Services Centre, Website Implications

13.1 None specific.

14. Risk Management Implications

14.1 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

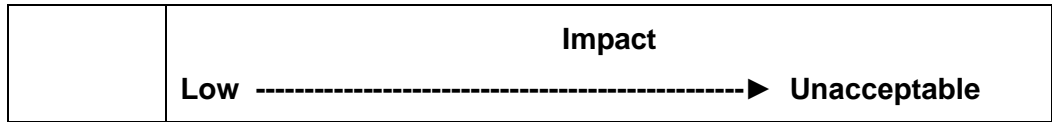
Safety legislation relating to employees, visitors and persons affected by our operations. The risk management implications of this report are detailed below.

- 14.2 The subject of this report is covered by the Committee Team service plan. 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 <i>(tolerate, treat, terminate, transfer)</i>	Risk Rating <i>(combination of likelihood and impact)</i>
Insufficient Members of the Planning (named substitute members), Licensing and Regulatory Services Committee not received the mandatory training to be able to sit on the Committees	The meetings would not be quorate	Treat	Ensure that the at least a quorate of the committee has received the mandatory training to enable the meeting to take place.	2:2

- 14.3 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.

Very Likely Remote ↓ Likelihood	Low 4	High 8	Very High 12	Very High 16
	Low 3	Medium 6	High 9	Very High 12
	Low 2	Low 4	Medium 6	High 8
	Low 1	Low 2	Low 3	Low 4



Impact Score	Likelihood Score
4 (Catastrophic)	4 (Very Likely (≥80%))
3 (Critical)	3 (Likely (21-79%))
2 (Significant)	2 (Unlikely (6-20%))
1 (Marginal)	1 (Remote (≤5%))

14.4 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.

15. Recommendations

The Committee are asked to consider the following options/recommendations:

- 15.1 That the Chief Executive have delegated authority to:
- 15.2 Authorise attendance at LGA Leadership and other LGA courses in consultation with the relevant Group Leader.
- 15.3 Authorise attendance at other external training courses which are not free in consultation with the relevant Group Leader where there are exceptional circumstances.
- 15.4 To continue with the 4 mandatory online training modules (Equality and Diversity, Safeguarding Children, Safeguarding Adults and Prevent) and they be completed on a three yearly basis.
- 15.5 To add two additional online training modules Climate Change and General Data Protection Regulation.
- 15.6 To consider the points raised in Point 2.3 with regard to the delivery of the mandatory training.

Report prepared by Sarah Haythorpe, Principal Committee Manager.

Data Quality – Sufficient

Background Papers: Report to P&R Committee – July 2022 report.

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POLICY AND RESOURCES COMMITTEE – 17 JULY 2023

PART I - DELEGATED

9. WORK PROGRAMME (CED)

1. Summary

1.1 To agree the Committee's work programme.

2. Details

2.1 Attached, as an appendix to this report, is the Committee's work programme.

2.2 The work programme includes information to Members on the purpose of the item being considered, how the work will be completed, the responsible officer and the outcome expected.

2.3 The work programme is presented for consideration to enable the Committee to make any changes it feels necessary, to review whether reports should remain on the work programme and to provide Members with updated information on future meetings.

3. Policy/Budget Implications

3.1 The recommendations in this report are within the Council's agreed policy and budgets.

4. Financial, Legal, Staffing, Environmental, Community Safety, Customer Services Centre, Website and Risk Management Implications

4.1 None specific to this report.

5. Recommendation

5.1 That the Committee agrees the items included in the work programme.

Report prepared by Sarah Haythorpe, Principal Committee Manager

Background Papers

Policy and Resources Committee Minutes

APPENDICES / ATTACHMENTS

Appendix A - Committee Work Programme

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POLICY AND RESOURCES COMMITTEE - WORK PROGRAMME

No.	Item to be considered	Link to Strategic Plan	Date of Next Meeting	Purpose of the Report	How the work will be done	Responsible Officer	Outcome Expected
1.	Performance Report		Reported via MIB	Performance report update	Written Report	Performance and Projects Manager	Report to note, this will be reported via the Members' Information Bulletin
2.	Member Training		17 July 2023	To receive a report	Written report	Principal Committee Manager	To consider any recommendations
3.	Wreath laying protocol		17 July 2023	To receive a report	Written report	Committee Team	To consider the protocol
4.	CIL application – King George V Playing Fields, Sarratt		17 July 2023	To receive a report	Written report	Committee Team	To consider the application and make a recommendation to Council
5.	Budget Monitoring Report (Period 4)		11 September 2023	To receive a report	Written report	Head of Finance/ Finance Business Partner	To make recommendations to Council
6.	Calendar of meetings 2025/26		11 September 2023	To receive a report	Written report	Principal Committee Manager	To recommend the calendar to Council
7.	South West Herts Joint Strategic Plan		11 September 2023	To receive a report on the vision for agreement post consultation.	Written report	Head of Planning Policy and Conservation	To make recommendations to Council

APPENDIX A

No.	Item to be considered	Link to Strategic Plan	Date of Next Meeting	Purpose of the Report	How the work will be done	Responsible Officer	Outcome Expected
8.	Financial planning 2024-2027		11 September 2023	To receive a report	Written Report	Director of Finance/Head of Community Partnerships	To consider the recommendations
9.	Consultation document for next Local Plan consultation due.		11 September 2023	To receive a report	Written report	Head of Planning Policy and Conservation	To consider the recommendations (may need to have extra P&R if need to be completed in time for full Council)
10.	Street Trading Policy following consultation		11 September 2023	To receive a report	Written report	Head of Regulatory Services	To consider the recommendations
11.	Housing Delivery Test Action plan		11 September 2023	To receive a report	Written report	Head of Planning Policy and Conservation	To consider any recommendations
12.	Budget Management Period 6 including impact of inflation		13 November 2023	To receive a report	Written report	Director of Finance/Head of Finance/	To receive a report

APPENDIX A

No.	Item to be considered	Link to Strategic Plan	Date of Next Meeting	Purpose of the Report	How the work will be done	Responsible Officer	Outcome Expected
13.	Business Rate Pooling 2024/25		4 December 2023	Written Report to seek approval to enter into a business rates pool with Hertfordshire County Council (HCC) and a number of other districts within the County for 2023/24.		Director of Finance/Head of Finance	To recommend to Council.
14.	Review of Strategic Risks		4 December 2023	Written Report	Written Report	Emergency Planning and Risks Manager	To consider the recommendations
15.	Draft Corporate Framework 2024-27 Draft Service Plans 2024-27		November/ December 2023	To receive a report	Written report	Director of Finance/Head of Finance/Head of Community Partnerships	To receive a report
16.	Financial Planning 2024-2027		January 2024	To receive a report	Written Report	DoF and Service Heads	To recommend the budget to Council
17.	P10 Budget Monitoring Report		March 2024	To receive a report	Written report	Finance Business Partner	To make any recommendations to Council
18	Public space protection order report following public consultation		January 2025	To receive a report following the public consultation	Written Report	Head of Community Services	To make a recommendation to Council

No.	Item to be considered	Link to Strategic Plan	Date of Next Meeting	Purpose of the Report	How the work will be done	Responsible Officer	Outcome Expected
19	Community Infrastructure Levy (CIL) once the Government have reviewed CIL		<p><i>CIL will still be reviewed alongside the Local Plan but only at the point where policies and sites have been formally agreed as CIL has to be based on the effects of the policies and relate to the allocated sites.</i></p> <p><i>It is currently anticipated that a report will be due in 2025. This of course depends on the progress on the Local Plan.</i></p>	To receive a report	Written report	DCES/Head of Planning Policy and Projects	To consider any recommendations
20	Article 4 Direction		Tbc – date in 2023	To receive a report	Written report	Head of Planning Policy and Conservation	To consider any recommendations
21	Parking Management Policies/Parking Infrastructure Plan		Date to be confirmed	To receive a report	Written report	Head of Regulatory Services/Senior Transport Officer	To consider recommendations

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