

# FULL COUNCIL MEETING

## NOTICE AND AGENDA

You are hereby summoned to a meeting of the Council to be held in the Penn Chamber, Three Rivers House, Northway, Rickmansworth on Tuesday, 9 July 2024 at 7.30 pm

Councillors:

Raj Khiroya, (Chair)	Abbas Merali
Christopher Alley	Chris Mitchell
Matthew Bedford	Debbie Morris
Sara Bedford	Ian Morris
Oliver Cooper	Sarah Nelmes
Stephen Cox	Louise Price
Harry Davies	Kevin Raeburn
Steve Drury	Reena Ranger
Andrea Fraser	Ciaran Reed
Elinor Gazzard	Andrew Scarth
Stephen Giles-Medhurst	Narinder Sian
Rue Grewal	Tom Smith
Philip Hearn	Jonathan Solomons
Lisa Hudson	Cheryl Stungo
Tony Humphreys, (Vice-Chair)	Jon Tankard
Khalid Hussain	Chris Whately-Smith
Joan King	Anne Winter
Stephen King	
Chris Lloyd	
David Major	
Keith Martin	

**1. APOLOGIES FOR ABSENCE**

To receive any apologies for absence.

**2. MINUTES OF PREVIOUS MEETING**

(Pages 7  
- 16)

To confirm, as being a correct record, the minutes of the meeting of Full Council, held on 20 February 2024 and Annual Council, held on 21 May 2024 and for them to be signed by the Chair.

The minutes of the Full Council meeting, held on 20 February 2024 are to follow.

**3. CHAIR'S ANNOUNCEMENTS**

To receive an update on the Chair's activities since the last meeting.

#### **4. PETITIONS**

To consider any petitions received by the Council under Procedure Rule 18.

#### **5. QUESTIONS FROM THE PUBLIC**

(Pages  
17 - 20)

To receive any questions from the public submitted under Procedure Rule 15 and to note the answers provided.

#### **6. POLICY AND RESOURCES COMMITTEE RECOMMENDATIONS**

To consider any recommendations arising from the meetings of the Policy and Resources Committee held on:

11 March 2024

10 June 2024

##### **6.1 LOCAL DEVELOPMENT SCHEME**

(Pages  
21 - 36)

Recommendation

That the Policy & Resources Committee recommend to Full Council the Local Development Scheme as set out in Appendix 2.

##### **6.2 BUDGET MONITORING REPORT TO 31 JANUARY 2024**

(Pages  
37 - 92)

Recommendation

That the Policy and Resources Committee recommend to Council to:

- i. That the revenue budget virements as set out in appendices 1 to 3 be approved and incorporated into the three-year medium-term financial plan.
- ii. That the revenue budget supplementary estimates as set out in appendices 1 to 3 be approved and incorporated into the three-year medium-term financial plan.
- iii. That the revenue variances to be managed as set out in appendices 1 to 3 be noted.
- iv. That the capital variances as set out in appendices 1 to 3 be approved and incorporated into the three-year medium-term financial plan.

##### **6.3 BUDGET OUTTURN 2023/24**

(Pages  
93 - 140)

Recommendation

That the Policy and Resources Committee recommend to Council:

- i. That the favourable revenue year end variance after carry forwards of £0.419m be noted.
- ii. That the capital year end position as summarised in paragraph 2.11 and Appendix 3 be noted.
- iii. To approve to carry forward the unspent service budgets from 2023/24 to 2024/25 which total £0.277m to enable completion of projects as detailed at Appendix 2.
- iv. To approve the rephasing of capital projects from 2023/24 to 2024/25 detailed at Appendix 4.

**6.4 THREE RIVERS BIODIVERSITY POLICY AND BNG UPDATE** (Pages 141 - 164)

Recommendation

That the Policy and Resources Committee recommend to Full Council;

- i. Note the content of the report.
- ii. Approve the adoption of the Three Rivers Biodiversity Policy.
- iii. Approve the use of the Maple Lodge BNG S106 funding being used on Three Rivers District Council owned land as identified in section 6 (Including: Beechen Wood, Coombe Hill Road open space, Berry Lane & Mead Place).
- iv. Agree in principle for Council owned and maintained land to be considered as potential receptor sites with the final decision on individual receptor sites to be delegated to the Leisure, Climate Change and Community Committee.

**6.5 LEISURE AND NATURAL INFRASTRUCTURE CONTRACTS 2024** (Pages 165 - 176)

Appendix B is PART II because it deals with confidential information in relation to funding agreements and the award of contracts.

Recommendation

That the Policy and Resources Committee recommend to Full Council that:

- i. Where external funding is identified in Appendices A and B that the Director of Finance be authorised to increase budgets in respect of the additional funding received.

**7. LOCAL AREA FORUMS - PROPOSED AMENDMENTS TO TERMS OF REFERENCE AT ARTICLE 10 OF THE CONSTITUTION** (Pages 177 - 214)

At the Annual General Meeting on 21 May 2024 Members indicated a wish to vary the terms of reference of the Local Area Forums which are contained in Article 10 of the Council's constitution. It was proposed the terms of reference are amended to define the names of the forums, the regularity of meetings and the general procedures on how meetings are called, and agendas agreed.

Recommendation

- i) To consider the proposed amendments on local area forums detailed at Annex 1.
- ii) To approve the proposed amendments on local area forums at Annex 1 or propose and approve different amendments on local area forums.

**8. CIL SPENDING REQUESTS 2024/2025** (Pages 215 - 290)

Recommendation

- i. That Members approve CIL funding for the following scheme

detailed in Table 1 of this report and summarised in the table below for 2024/2025:

<b>Applicant &amp; Project Name</b>	<b>Infrastructure</b>
TRDC Leisure Team Pedestrian Bridge Replacement  (Appendix 1)	To replace the bridge due to its structural deterioration remains unchanged.
Beryl Bikes  (Appendix 2)	Croxley Green Bikeshare Extension
Batchworth Depot  (Appendix 3)	Groundworks and Drainage Maintenance within the District
Chorleywood Common Youth Football Club  (Appendix 4)	Refurbishment of Current Pavilion

- ii. The final funding and implementation of the 4 agreed projects is delegated to the Director of Finance, in consultation with the Lead Members for Resources and Planning Policy and Infrastructure to determine to enable the agreed projects to be progressed and implemented.

## **9. LEAD MEMBER REPORTS**

(Pages  
291 -  
304)

To receive written reports from the Lead Members on activities falling within their remit since the last meeting of Full Council.

- Leader's report
- Resources
- General Public Services
- Housing and Public Health
- Infrastructure and Economic Development
- Community Safety and Partnerships
- Leisure
- Sustainability and Climate Change

## **10. QUESTIONS TO THE LEADER AND LEAD MEMBERS**

(Pages  
305 -  
322)

To receive the answers to questions submitted to the Leader and Lead Members.

## **11. REPORTS OF, AND QUESTIONS TO COMMITTEE CHAIRS**

(Pages  
323 -  
328)

To receive written reports from the Chairs of the Audit, Planning, Licencing and Regulatory Services Committees, and any questions of those Chairs.

## 12. MOTIONS

(Pages  
329 -  
332)

To consider any Motions submitted under Council Procedure 11.

### **Note: Exclusion of Public and Press**

If Council wishes to consider any items in private, it will be necessary for the following resolution to be passed:

“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 3 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.”

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

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*Joanne Wagstaffe, Chief Executive*  
*Date Not Specified*

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**THREE RIVERS DISTRICT COUNCIL**  
**Annual Council**  
**Tuesday, 21 May 2024**  
**(7.30 - 8.45 pm)**

**Penn Chamber, Three Rivers House, Rickmansworth**

**Present:** Christopher Alley, Matthew Bedford, Sara Bedford, Oliver Cooper, Stephen Cox, Harry Davies, Andrea Fraser, Elinor Gazzard, Stephen Giles-Medhurst, Rue Grewal, Philip Hearn, Lisa Hudson, Tony Humphreys, Khalid Hussain, Raj Khiroya, Joan King, Stephen King, Chris Lloyd, David Major, Keith Martin, Abbas Merali, Chris Mitchell, Debbie Morris, Ian Morris, Sarah Nelmes, Louise Price, Kevin Raeburn, Reena Ranger, David Raw, Ciaran Reed, Andrew Scarth, Narinder Sian, Tom Smith, Jonathan Solomons, Cheryl Stungo, Jon Tankard, Chris Whately-Smith and Anne Winter

**Apologies:** Steve Drury

**Officers in Attendance:**

Stephen Rix, Head of Legal and Democratic Services  
Joanne Wagstaffe, Chief Executive  
Katharine Simpson, Committee and Electoral Services Manager

**CL1/24 APPOINTMENT OF CHAIR**

It was moved by Councillor Stephen Giles-Medhurst and seconded by Councillor Matthew Bedford that Councillor Raj Khiroya be elected Chair for the ensuing year. There being no further nominations, it was unanimously

**RESOLVED** that Councillor Raj Khiroya be appointed as the Chair of Three Rivers District Council for the 2024/25 municipal year.

Councillor Raj Khiroya made and signed the Declaration of Acceptance of Office of Chair and was invested with the Chair's Chain of Office

**COUNCILLOR KHIROYA IN THE CHAIR**

**CL2/24 APPOINTMENT OF VICE-CHAIR**

It was moved by Councillor Stephen Giles-Medhurst and seconded by Councillor Matthew Bedford that Councillor Tony Humphreys be appointed Deputy Chair for the ensuing year. There being no further nominations, it was unanimously

**RESOLVED** that Councillor Tony Humphreys be appointed Vice-Chair of Three Rivers District Council for the 2024/25 municipal year.

Councillor Tony Humphreys made and signed the Declaration of Acceptance of Office of Deputy Chair and was invested with the Deputy Chair's Chain of Office

**CL3/24 MINUTES OF PREVIOUS MEETING**

A query was raised in relation to the resolution in respect of the polling place review not being fully recorded. It was agreed that approval of the minutes would be deferred to enable this to be clarified.

**CL4/24        DECLARATIONS OF INTEREST**

There were no declarations of interest.

**CL5/24        CHAIR'S ANNOUNCEMENTS**

The Chair thanked Council for the honour of investing him as Chair of the Council for the ensuing municipal year and welcomed newly elected councillors.

**CL6/24        APPOINTMENT OF THE LEADER OF THE COUNCIL**

It was proposed by Councillor Sarah Nelmes, and seconded by Councillor Matthew Bedford, that Councillor Stephen Giles-Medhurst be appointed as the Leader of the Council for the 2024/25 municipal year. There being no other nominations the proposal was agreed by general assent.

**RESOLVED** that Councillor Stephen Giles-Medhurst be appointed as Leader of the Council for the 2024/25 municipal year.

**NOTE**

Councillor Sara Bedford left the room at 19:43

**CL7/24        APPOINTMENT OF THE DEPUTY LEADER OF THE COUNCIL AND LEAD MEMBERS**

Council considered proposed appointments to the positions of Deputy Leader of the Council and Lead Members.

Councillor Stephen Cox moved an amendment to the proposal, that all the tabled names for the positions of Lead Members were to be accepted with the exception of the nomination of Councillor Sara Bedford and that the Majority Group be asked to submit an alternative nomination for the position of Lead Member for Housing and Public Health. The amendment was seconded by Councillor Chris Mitchell and duly debated.

Before the start of the debate, Councillor Keith Martin informed Council that he had an ongoing conduct complaint against Councillor Sara Bedford and as a consequence it would be inappropriate for him to participate in the debate and he left the room for the duration.

In moving his amendment Councillor Stephen Cox expressed the view that the decision was not a party political one and was a considered view based on history, precedence and facts including two complaints with the Group's party head office about the behaviour of the member in question, complaints from officers about the member, the regular submission of questions to Full Council that were hostile in their nature towards the administration, inappropriate and hostile behaviour towards other councillors in public meetings and incidents of bullying behaviour towards other councillors, which the Liberal Democrat group had failed to condemn. Concern was also expressed about the way that Councillor Bedford had claimed that she had chosen to resign as Leader of the Council when in reality she had lost a vote of no confidence and been forced to step down. As a result of these concerns, it was considered unconscionable that someone of this character should be placed in a position of leadership within the council.

Speaking in support of the amendment Councillors Chris Mitchell, Narinder Sian, Ciaran Reed, Joan King and Ian Morris all expressed the view that the allegations covered a



substantial period of time and that by supporting the nomination of Councillor Sara Bedford it would signal to officers and the public that the Council condoned bullying.

The debate having concluded the amendment was put to the vote and lost. The voting was For the amendment 18, Against the amendment 19, abstaining none.

The amendment having fallen, the substantive motion was then debated.

In moving the substantive motion, Councillor Stephen Giles-Medhurst expressed his confidence in the abilities of all the nominated Lead Members to perform the allocated duties to the best of their abilities and that they would respect both officers and members. Any Lead Member not doing so would be held to account.

Speaking against the motion Councillors Stephen Cox, Oliver Cooper, Chris Mitchell and Ciaran Reed all expressed the view that as they did not agree with the appointment of one proposed lead member then it would be inappropriate for them to vote for the proposed Lead Members as a block.

The debate having concluded the substantive motion was put to the vote and carried. The voting was For the proposed appointments 20, Against the proposed appointments 18, Abstaining none.

**RESOLVED** that:

- i. Councillor Matthew Bedford be appointed Deputy Leader of the Council for the 2024/25 municipal year.
- ii. The following be appointed as Lead Members for the 2024/25 municipal year:
  - Councillor Matthew Bedford, Lead Member Resources
  - Councillor Louise Price, Lead Member for Infrastructure and Economic Development
  - Councillor Sarah Nelmes, Lead Member General Public Services
  - Councillor Sara Bedford, Lead Member Housing and Public Health
  - Councillor Chris Lloyd, Lead Member Leisure
  - Councillor Andrew Scarth, Lead Member Community Safety and Partnerships
  - Councillor Jon Tankard, Lead Member Sustainability and Climate Change

NOTE

Councillor Rue Grewal arrived at 19:45

Councillor Keith Martin left the meeting at 19:51

Councillor Sara Bedford returned to the meeting at 20:09

Councillor Reena Ranger left the meeting at 20:11

Councillor Andrew Scarth left the meeting at 20:13

Councillor Keith Martin returned to the meeting at 20:15

## **CL8/24 REVIEW OF POLITICAL PROPORTIONALITY AND ESTABLISHMENT OF COMMITTEES**

The Council was required by law to allocate seats in proportion to the political composition of the Council, with the aggregate membership of all the committees also being proportionate. The Council received a report setting out a proposed scheme of proportionality.

It was moved by Councillor Stephen Giles-Medhurst, seconded by Councillor Matthew Bedford and

**RESOLVED** that:

- (i) the committees as set out at Annex A of the agenda report be appointed with the committee sizes shown; and
- (ii) the scheme of proportionality as set out at Annex A of the agenda report be adopted for the ensuing municipal year.

**NOTE**

Councillors Rue Grewal, Andrea Fraser and Reena Ranger left the meeting at 20:19  
Councillor Narinder Sian left the meeting and then returned at 20:20

**CL9/24 APPOINTMENT OF MEMBERS TO COMMITTEES**

Council considered proposed nominations to the standing committees of the Council. It was also proposed that the General Public Services and Economic Development Committee and the Climate Change, Leisure and Community Committee be renamed to General Public Services, Community Safety and Infrastructure Committee and the Climate Change, Leisure and Housing Committee respectively so that they better reflected the subjects covered by each committees' terms of reference.

It was moved by the Councillor Stephen Giles-Medhurst, seconded by Councillor Matthew Bedford, and

**RESOLVED** that:

- i. The General Public Services and Economic Development Committee and the Climate Change, Leisure and Community Committee be renamed as the General Public Services, Community Safety and Infrastructure Committee and the Climate Change, Leisure and Housing Committee respectively; and
- ii. the membership of the standing committees of the Council for 2024/25 be as follows:

**Policy and Resources Committee**

Councillors Matthew Bedford, Sara Bedford, Oliver Cooper, Stephen Cox, Andrea Fraser, Stephen Giles-Medhurst, Philip Hearn, Chris Lloyd, Chris Mitchell, Sarah Nelmes, Louise Price, Reena Ranger, Andrew Scarth and Jon Tankard.

**Planning Committee**

Councillors Matthew Bedford, Sara Bedford, Harry Davies, Elinor Gazzard, Philip Hearn, Stephen King, Chris Lloyd, Chris Mitchell, Debbie Morris, David Raw, Chris Whately-Smith

**Named substitutes**

Councillors Christopher Alley, Stephen Cox, Andrea Fraser, Stephen Giles-Medhurst, Khalid Hussain, Raj Khuroya, Abbas Merali, Sarah Nelmes, Louise Price and Narinder Sian.

**Licensing Committee**

Councillors Stephen Cox, Harry Davies, Andrea Fraser, Rue Grewal, Tony Humphrey, Raj Khuroya, David Major, Sarah Nelmes, Ciaran Reed, Andrew Scarth and Narinder Sian.

**Regulatory Committee**

Councillors Stephen Cox, Harry Davies, Andrea Fraser, Rue Grewal, Tony Humphrey, Raj Khuroya, David Major, Sarah Nelmes, Ciaran Reed, Andrew Scarth and Narinder Sian.

**General Public Services, Community Safety and Infrastructure Committee**

Councillors Christopher Alley, Oliver Cooper, Steve Drury, Stephen Giles-Medhurst, Lisa Hudson, Joan King, Sarah Nelmes, Louise Price, Kevin Raeburn, Andrew Scarth and Narinder Sian.

**Climate Change, Leisure and Housing Committee**

Councillors Sara Bedford, Andrea Fraser, Stephen King, Chris Lloyd, Jon Tankard, Reena Ranger, Ciaran Reed, Tom Smith, Jonathan Solomons, Cheryl Stungo and Anne Winter.

**Audit Committee**

Councillors Rue Grewal, Lisa Hudson, Tony Humphreys, Khalid Hussain, Raj Khiroya, Keith Martin, Ian Morris, Ciaran Reed, Tom Smith and Jonathan Solomons

**Council Tax Setting Committee**

Councillors Matthew Bedford, Oliver Cooper, Stephen Giles-Medhurst, Philip Hearn and one further Liberal Democrat nominee to be advised if required.

**CL10/24 APPOINTMENT OF THE CHAIRS AND VICE CHAIRS OF THE COMMITTEES OF THE COUNCIL**

Council considered proposed nominations to the positions of Chairs and Vice-Chairs of the committees and sub-committees of the Council.

It was noted that the General Public Services, Community Safety and Infrastructure Committee and the Climate Change, Leisure and Housing Committee would each be co-chaired by their three respective Lead Members.

**RESOLVED** that councillors be appointed to the positions of Chair and Vice-Chair of the committees of the Council as set out below:

**Policy and Resources Committee**

Chair - Councillor Stephen Giles-Medhurst

Vice-chair - Councillor Matthew Bedford

**General Public Services, Community Safety & Infrastructure Committee**

To be co-chaired by the three respective lead members

**Climate Change, Leisure & Housing Committee**

To be co-chaired by the three respective lead members

**Planning Committee**

Chair - Councillor Chris Whatley-Smith

Vice-chair - Councillor Sara Bedford

**Licensing Committee**

Chair - Councillor Harry Davies

Vice-chair - Councillor Tony Humphreys

**Regulatory Services Committee**

Chair - Councillor Harry Davies

Vice-chair - Councillor Tony Humphreys

**Audit Committee**

Chair - Councillor Tony Humphreys

Vice-chair - Councillor Tom Smith

**Constitution Sub-Committee**

Chair - Councillor Stephen Giles-Medhurst

Vice Chair - Councillor Matthew Bedford

**Equalities Sub-Committee**

Chair - Councillor Anne Winter

Vice-Chair - Councillor Kevin Raeburn

**Local Plan Sub-Committee**

Chair - Councillor Stephen Giles-Medhurst

Vice Chair - Councillor Louise Price

**Shareholder and Commercial Ventures Scrutiny Panel**

Chair - Councillor Stephen Giles-Medhurst

Vice-Chair - Councillor Matthew Bedford

**CL11/24 APPOINTMENT OF WORKING GROUPS AND OTHER BODIES OF THE COUNCIL AND THE MEMBERSHIP FOR 2024/25**

Council considered proposed appointments to the Sub-Committees of the Council and other Council bodies for the ensuing municipal year.

**RESOLVED**

- i. that appointments be made to the Sub Committees and other Bodies of the Council as set out below:

**Constitution Sub-Committee**

Councillors Matthew Bedford, Sara Bedford, Oliver Cooper, Stephen Cox, Stephen Giles-Medhurst, Chris Lloyd, Debbie Morris, Louise Price and Narinder Sian

**Equalities Sub-Committee**

Councillors Stephen Cox, Lisa Hudson, Khalid Hussain, Raj Khuroya, Abbas Merali, Kevin Raeburn, Tom Smith A, Cheryl Stungo and Anne Winter

**Local Plan Sub-Committee**

Councillors Christopher Alley, Matthew Bedford, Oliver Cooper, Stephen Cox, Steve Drury, Stephen Giles-Medhurst, Philip Hearn, Chris Mitchell, Sarah Nelmes, Louise Price, and Andrew Scarth.

**Shareholder and Commercial Venture Scrutiny Panel**

Councillors Matthew Bedford, Sara Bedford, Stephen Cox, Stephen Giles-Medhurst, Philip Hearn, Abbas Merali, Chris Mitchell, Sarah Nelmes and Louise Price.

**Three Rivers Community Safety Partnership Board**

Councillor Andrew Scarth

**Three Rivers Local Strategic Partnership**

Councillors Stephen Giles-Medhurst and Andrew Scarth. Substitute Councillor Sarah Nelmes.

**Community Safety Board (Police and Crime Commissioner Board)**

Councillor Andrew Scarth

**Environmental Forum**

Councillors Raj Khuroya, Stephen King, Chris Lloyd, Louise Price, Kevin Raeburn, Cheryl Stungo and Jon Tankard.

Chair – Councillor Jon Tankard

Vice Chair – Councillor Chris Lloyd

**Seniors' Forum**

Councillor Keith Martin

## Youth Council

Councillors Ciaran Reed, Narinder Sian and Jonathan Solomons

- ii. Appointments to the following bodies would be made on an 'as-required' basis:
- Standards Regime
  - Appointments Committee
  - Appeals Committee
  - Investigatory and Disciplinary Committee
  - Internal Complaints Panel
  - Staff Employer Forum

### NOTE

Councillors Andrea Fraser and Reena Ranger returned at 20:25

## **CL12/24 APPOINTMENT OF THE CHAIRS AND VICE CHAIRS FOR EACH OF THE LOCAL AREA FORUMS**

Council considered the proposed appointments to the positions of Chair and Vice-Chair of the Local Area Forums for the ensuing municipal year.

It was proposed that the Local Area Forums' Terms of Reference were revised so that forums were to meet no more than four times a year on dates agreed by the Chair and Vice-Chair and with the consent of the majority of members in that area. In addition the positions of Chairs and Vice-Chairs were to be shared across the political groups. It was noted that these changes would need to be ratified by the Full Council at their next meeting.

### **RESOLVED** that:

- i. the following appointments be made to the Chair and Vice Chair positions on the Local Area Forums

	<u>Chair</u>	<u>Vice Chair</u>
Abbots Langley	Councillor Sara Bedford	Councillor Elinor Gazzard
Chorleywood and Sarratt	Councillor Harry Davies	Councillor Ciaran Reed
Croxley Green	Councillor Steve Drury	Councillor Chris Mitchell
Rickmansworth	Councillor Sarah Nemes	Councillor Debbie Morris
Watford Rural	Councillor Ian Morris	Councillor Andrew Scarth

- ii. The proposed changes to the Forums' terms of reference would be brought to the next meeting of Full Council for consideration.

## **CL13/24 APPOINTMENTS TO OUTSIDE BODIES**

Council considered a report setting out its proposed appointments to Outside Bodies for the 2024/25 municipal year.

It was noted that representation on the Moor Park Mansion Heritage Foundation Trust to be increased from 3 to 4 with one representative from each group to be appointed and one representative from each group would be appointed to the South Oxhey Community Board.

**RESOLVED** that the Council appoints representatives to outside bodies as set out below:

### **East of England Local Government Association**

Councillor Stephen Giles-Medhurst

### **Chilterns Conservation Board**

Councillor Louise Price

**Denham Aerodrome Consultative Committee**

Councillor Raj Khiroya

**Herts Waste Partnership**

Councillor Sarah Nelmes

Councillor Stephen Giles-Medhurst (Substitute)

**LGA General Assembly**

Councillor Stephen Giles-Medhurst

Councillor Matthew Bedford (Substitute)

**Hertfordshire Building Preservation Trust**

Councillor Elinor Gazzard

**Herts County Council Health Scrutiny Committee**

Councillor Tony Humphreys

Substitute vacancy

**Three Rivers Museum Trust**

Councillor Keith Martin

**Moor Park Mansion Heritage Foundation Trust**

Councillor Stephen King

Councillor Reena Ranger

Councillor Narinder Sian

Councillor Andrew Scarth

**New Agreement Traffic Management Act 2004 Adjudication Joint Committee**

Councillor Sarah Nelmes

Substitute vacancy

**Abbots Langley Community Centre Management Committee**

Councillor David Major

**Hertfordshire Police and Crime Scrutiny Committee**

Councillor Andrew Scarth

Substitute vacancy

**Hertfordshire Armed Forces Covenant**

Councillor Sarah Nelmes

**Herts Climate Change and Sustainability Partnership**

Councillor Jon Tankard

Councillor Chris Mitchell

**Herts Growth Board**

Councillor Stephen Giles-Medhurst

Councillor Matthew Bedford (Substitute)

**South West Herts Strategic Planning Members Group**

Councillor Stephen Giles Medhurst

Councillor Louise Price (Substitute)

**Watford and Three Rivers Trust**

Councillor Sara Bedford (Observer)

**South Oxhey Community Board**

Councillor Rue Grewal

Councillor Joan King

Councillor Andrew Scarth

**CL14/24 APPOINTMENT OF AN INDEPENDENT PERSON**

Council considered a report setting out a proposal to appoint a third person to the Council's pool of Independent Persons. The recommendation to appoint Mrs Lucy Richards to the pool of Independent Persons was proposed by Councillor Stephen Giles-Medhurst, seconded by Councillor Matthew Bedford, and carried by general assent.

**RESOLVED** that pursuant to the requirements of the Localism Act 2011 Mrs Lucy Richards is appointed to the position of Independent Person for a four year period ending 31 May 2028.

**NOTE**

Councillor Anne Winter left the meeting at 20:40

Councillor Anne Winter returned at 20:42

**CL15/24 SUMMARY OF DISTRICT ELECTION RESULTS**

Council received and noted a summary of the election results following the District Elections on 2 May 2024.

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## **FULL COUNCIL** Tuesday, 9 July 2024

### **QUESTIONS FROM THE PUBLIC UNDER PROCEDURE RULE 15**

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#### **5a) Question 1 from the Public, Roger Seabourne**

An unprecedented three-party challenge was made during the May 2024 council meeting, to the appointment by the Liberal Democrats of one of their members to the Council's cabinet. The challenge was in respect of concerns about the conduct of that person, including behaviour at Council meetings. What measures have been taken in order to ensure that the behaviour of that individual does not adversely impact on the effective running of the council?

#### **Written response:**

All Members of Council are expected to abide by the Local Government Association model Code of Conduct as detailed in the Council Constitution and at the Annual Council in my acceptance speech as Leader I made that clear and have also reminded all members of my group of this and I hope other group leaders have done the same.

#### **5b) Question 2 from the Public, Stephen Martin**

There have now been two successive council meetings in which allegations of bullying - perpetrated by Liberal Democrat councillor Sara Bedford - have been made. Those allegations have not been denied. What actions have been taken to ensure that bullying does not impact on the effective running of the council, or on the welfare of Three Rivers employees?

#### **Written response:**

There are no allegations of bullying relating to the Councils Code of Conduct and Cllr Sara Bedford that are either being investigated or under consideration. My earlier answer covers the other points.

#### **5c) Question 3 from the Public, Marie-Louise Nolan**

I watched the Annual Council meeting on 21 May online. Under Agenda Item 8 Appointment of the Deputy Leader of the Council and Lead Members, I learned that there had been a number of complaints made in February 2024 about the behaviour of a councillor that were still being investigated and the member concerned was being nominated by the administration for the role of Lead Member for Housing and Public Health. In the ensuing debate members from all opposition parties and the independent councillor expressed their serious misgivings about this

nomination since the investigation into the complaints had not been concluded. Can the Leader of the Council outline the time frame for these investigations being undertaken, by whom or which body these complaints are being considered and, given the nature of the complaints, why was the member nominated by the administration and does the Leader agree with me that all members should abide by Lord Nolan's Seven Standards in Public Life as exemplified in this Council's Members' Code of Conduct?

**Written response:**

I refer to my two previous answers to similar questions.

There are no allegations of bullying relating the Council's Code of Conduct by Cllr Sara Bedford that are either being investigated or under consideration. I expect all Councillors to adhere to this code.

Having watched the video of the Council meeting you will have noticed that I made it clear that the administration lead members are chosen by a democratic will and election of its group members. The lead members put forward by myself were ones elected by the Liberal Democrat Councillors in a secret ballot undertaken by an external administrator following an hustings meeting. The Liberal Democrats operate a democratic party whereby all its positions are open to election and not just by appointment by one person as may happen in other parties.

I will not comment on any other internal party matters that are outside of this Council's remit or its Code of Conduct.

**5d) Question 4 from the Public, Vishal Patel**

As a resident of Oxhey Hall and Hayling Ward, I would like to ask the following question to the full council:

I am concerned by the lack of transparency surrounding the decision to remove the area of South Oxhey Playing Fields that was previously used for recreational cricket. The petition I have submitted, signed by many residents, highlights the value this space holds for people of all ages and backgrounds.

Specifically, I would like to ask why the decision was made to remove the cricket pitch without any prior consultation with the community, and what alternative solutions has the Council considered to address the concerns raised while preserving this valuable community space?

**Written response:**

- All works undertaken on our playing fields are undertaken with proper policy, budget and project approvals in place. In the case of South Oxhey Playfields the works your reference were approved by Council Committee as part of the 2019 - 2024 Management Plan for South Oxhey Playing Fields and undertaken within Council approved Leisure Service budgets.
- The Council holds no records of a cricket pitch or cricket facilities in South Oxhey Playing Fields nor of any use formal or otherwise of the location for organised cricket

- it is worth noting also that under the Councils byelaws, cricket is not permitted except in a designated area for playing cricket.

- All actions taken by officers have been made within the council's policies and procedures and with the required delegations or approvals.
- Officers have made more than reasonable attempts to offer alternative solutions in this matter for you but you have not accepted any of them.

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Three Rivers District Council

# Committee Report

Date 11<sup>th</sup> March 2024

Report Originator	Head of Service sponsor	Date Originated	
Lead Member Name:	Area of Responsibility:		
CMT Date:	20.02.2024		
JLT Date (if applicable):			
REASON FOR REPORT			
Reason	JLT/CMT Feedback for Officer and further instructions		Recommendation to JLT/CMT:
Consultees consulted	Finance Yes/No Date:	Legal Yes/No Date:	Head of Service/Other Yes/No Date:
Consultees to be consulted following CMT before report publication	Chief Executive	Shared Director of Finance	
PROPOSED ROUTE FOR FURTHER APPROVAL			
			Date
Committee: POLICY AND RESOURCES COMMITTEE			11.03.2024
Council (if required)			

**POLICY AND RESOURCES COMMITTEE**  
**11<sup>th</sup> March 2024**

PART I

**Local Development Scheme (LDS)**  
**(EIP)**

**1 Summary**

- 1.1 This report seeks Members' approval of a revised Local Development Scheme (LDS) to bring the Local Plan timetable in line with the Government's transitional arrangements for submitting Local Plans through the current system following the update to the National Planning Policy Framework in December 2023. This change is being proposed to ensure the Local Plan remains on course for 2026 Adoption as currently set out in the Council's extant LDS, dated December 2022 (See Appendix 1).

**2 Details**

- 2.1 The Council is required to prepare and regularly review a Local Development Scheme (LDS) under the Planning and Compulsory Purchase Act 2004 (as amended by the Localism Act 2011).

- 2.2 The LDS sets out the timetable for the Local Plan, setting out when the next stages in the plan process are expected. The updated LDS will set out when we will be undertaking the Regulation 19 pre-submission consultation, when we will be submitting the plan to the Inspectorate for examination, and when we expect the plan to be adopted. The LDS must specify the documents which will comprise the development plan for the area. The LDS must be made available publicly and kept up to date to ensure that local communities and interested parties can keep track of progress. Local planning authorities must also publish the LDS on their websites.<sup>1</sup>
- 2.3 Planning Practice Guidance re-iterates that Local Development Schemes must also be produced in compliance with any data standard for this purpose published by DLUHC and that it is expected to be reviewed and updated at least annually but may need updating more frequently if there are any significant changes in the timescales or the plans being prepared.
- 2.4 The Planning Inspectorate maintains and publishes a list of the overall position for each Local Planning Authority and the date of publication and adoption is based on information provided in Local Development Schemes.
- 2.5 Local Planning Authorities are required to keep the Planning Inspectorate informed about when their plans are to be published, submitted and adopted in order to ensure there are no delays in appointing an Inspector which would delay the examination process.
- 2.6 It must be noted that failure to have an up-to date LDS may result in the Planning Inspector concluding that planning documents are not legally compliant.
- 2.7 This report seeks Members approval of a revised LDS to bring the Local Plan timetable in line with the Government's transitional arrangements for submitting Local Plans through the current system following the update to the National Planning Policy Framework in December 2023. These arrangements set a deadline for submission of plans by 30 June 2025. Plans submitted after this date will be required to meet all the requirements set out in the Levelling Up and Regeneration Act which would cause further delays to the delivery of the plan.
- 2.8 The current LDS (December 2022) sets out the plan submission date as August/September 2025 which is after the submission deadline set out in the transitional arrangements. The updated LDS will move this submission date forward to June 2025 in order to meet the deadline.
- 2.9 The current LDS sets out the Regulation 19 pre-submission consultation will take place in August/September 2024. Officers believe that when taking into account the work that needs to be completed, timing of local elections, the committee timetable, and resourcing issues in the policy team that this is too soon.
- 2.10 It must be noted that when compared with the current LDS, the Regulation 19 consultation date of the proposed LDS is proposed to be pushed back (from August/September 2024 to September/October 2024), however, the submission date is being moved forward (from August/September 2025 to June 2025). The reason for the Regulation 19 consultation date being pushed back is due to the evidence work that still needs to be completed prior to the Regulation 19 consultation. Additionally, there is comparatively less work involved following the Regulation 19 consultation, which allows for the consultation date to be pushed

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<sup>1</sup> Planning Practice Guidance <https://www.gov.uk/guidance/plan-making#evidence-base>

back slightly and the Local Plan still submitted to the Planning Inspectorate before the June 2025 deadline.

- 2.11 Officers originally proposed the Regulation 19 consultation to take place following Full Council at the end of October. This has been discussed with the Lead Member and at JLT. Members have raised concerns that the upcoming general election could potentially derail this timetable and would prefer the consultation to begin in September as this will potentially be before the general election is announced and pre-election period begins (which would delay decisions being made and therefore the Regulation 19 consultation). Officers have raised concerns that they may not be able to meet this earlier date, although Members support additional resources being brought in to help with this work. It is Officers views that any additional resource would be welcomed and needed in order to potentially meet the September deadline.
- 2.12 To alleviate Officers concerns regarding the September 2024 deadline for Regulation 19 Consultation, JLT agreed to providing further resources to the Planning Policy team to assist Officers with completing the required work before the September 2024 deadline. It has been agreed by JLT that the Regulation 19 Consultation will be agreed at the Policy and Resources Committee on 9<sup>th</sup> September 2024 and at a special Full Council on 10<sup>th</sup> September 2024. However, it must be noted that even with additional resources there is a possibility that Officers are unable to complete all the work necessary for the Regulation 19 consultation to be undertaken in September 2024.
- 2.13 Some of the evidence base work being completed prior to Regulation 19 consultation will require external consultants to complete the work to tight deadlines. Officers will manage external partners to ensure the work is completed as promptly as possible, however it should be noted that delays to this work will result in delays to the Regulation 19 consultation as this work needs to feed into the plan.
- 2.14 The planning policy team has lost a couple of experienced members of staff in quick succession which affects the small team's ability to work efficiently. A Senior Planning Officer has been recruited from the Development Management team. However, although they have knowledge and experience in planning they have not worked on the policy side of planning previously. They will therefore require some training before they are fully up to speed. The Planning Officer has also now left the team and we are in the process of recruiting their replacement. At Planning Officer level their replacement will have little or no experience.
- 2.15 Officers have suggested re-engaging the Principal Planning Officer that had been working as a contractor until mid-January prior to the recruitment of a permanent Senior Planning Officer. This will mean they are able to hit the ground running as they are already aware of the work being undertaken and have knowledge of the area. Their hourly rate is £65 per hour (including agency fees) which equates to £2,437 per week. They are available to start from the 4<sup>th</sup> March, so there is a 30 week period from the 4<sup>th</sup> March until the proposed Regulation 19 start date in late September. £2,437 per week over 30 weeks gives a total of £73,110. This is not covered by existing budgets and as such additional monies would need to be made available to cover this additional resource.
- 2.16 The Local Development Scheme takes into consideration the time needed to report to the Local Plan Sub Committee and the current Committee Timetable.

### **3 Options and Reasons for Recommendations**



3.1 The Council is required to prepare and regularly review an LDS under the provisions of the Planning and Compulsory Act 2004 as amended by the Localism Act 2011. An up-to-date LDS is an essential tool for the Council to effectively manage document production and for monitoring to take place.

3.2 Members are recommended to approve the adoption of the revised Local Development Scheme set out in Appendix 2.

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

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

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

None specific.

#### **5 Financial Implications**

5.1 Securing additional resource in the Planning Policy team in order to increase the likelihood of achieving the proposed September Regulation 19 consultation deadline will require additional financial resource of £73,110. This has been agreed to be made available as part of the budget at Full Council on the 20<sup>th</sup> February 2024.

#### **6 Legal Implications**

6.1 The Council is required to prepare and regularly review an LDS under the provisions of the Planning and Compulsory Act 2004 as amended by the Localism Act 2011

#### **7 Communications and Website Implications**

7.1 The LDS will be published on the Council’s web site.

#### **8 Risk and Health & Safety Implications**

8.1 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.

8.2 The subject of this report is covered by the Planning Policy and Conservation service plan. Any risks resulting from this report will be included in the risk register and, if necessary, managed within this plan.

<b>Nature of Risk</b>	<b>Consequence</b>	<b>Suggested Control Measures</b>	<b>Response (tolerate, treat, terminate, transfer)</b>	<b>Risk Rating (combination of likelihood and impact)</b>
Lack of an up-to-date LDS could lead to	Local Plan could be found not to be	Regularly review the LDS	Tolerate	Medium 6

legal challenge	'sound' at examination			
Delay in Local Plan	May lead to uncertainty in the planning process and potential increase in planning appeals and risk of intervention in Local Plan		Tolerate	Medium 6

8.3 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	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
Remote	Impact			
	Low	Unacceptable		

**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%))

8.4 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.

**9 Recommendation**

- 9.1 That the Policy & Resources Committee recommend to Full Council the Local Development Scheme as set out in Appendix 2.

Report prepared by: Aaron Roberts, Senior Planning Policy Officer

## **10 Background Papers**

National Planning Policy Framework (2023)

Planning Practice Guidance

Planning and Compulsory Purchase Act 2004 (as amended by the Localism Act 2011)

Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended)

Local Development Scheme (December 2022)

## **11 APPENDICES**

**Appendix 1: Local Development Scheme (December 2022)**

**Appendix 2: Recommended Local Development Scheme (February 2024)**



# Local Development Scheme

## 2022



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## 1. Introduction

The Planning and Compulsory Purchase Act 2004 (as amended by the Localism Act 2011) introduced the requirement for local planning authorities, such as Three Rivers District Council, to prepare and maintain a Local Development Scheme (LDS).

The LDS is a project plan that sets out the timetable for the production of new or revised Development Plan Documents which will form the Council's Local Plan. This LDS, which supersedes previous versions, sets out a planning work programme for the Council over a three and a half year period to 2026. It will be regularly reviewed to keep it up to date.

### What are the current adopted Development Plan Documents for Three Rivers?

The current Local Plan for Three Rivers consists of the following Development Plan Documents:

- the Core Strategy (adopted October 2011)
- the Development Management Policies LDD (adopted July 2013)
- the Site Allocations LDD (adopted November 2014) and
- Croxley Green Neighbourhood Plan (2018)
- Chorleywood Neighbourhood Plan (2021)

The Minerals and Waste Development Plan Documents are the responsibility of Hertfordshire County Council. The Hertfordshire Minerals Local Plan was adopted in 2007, the Waste Core Strategy and Development Management Policies was adopted in 2012 and Waste Site Allocations DPD was adopted in July 2014.

### What new Development Plan Documents are to be reviewed/prepared?

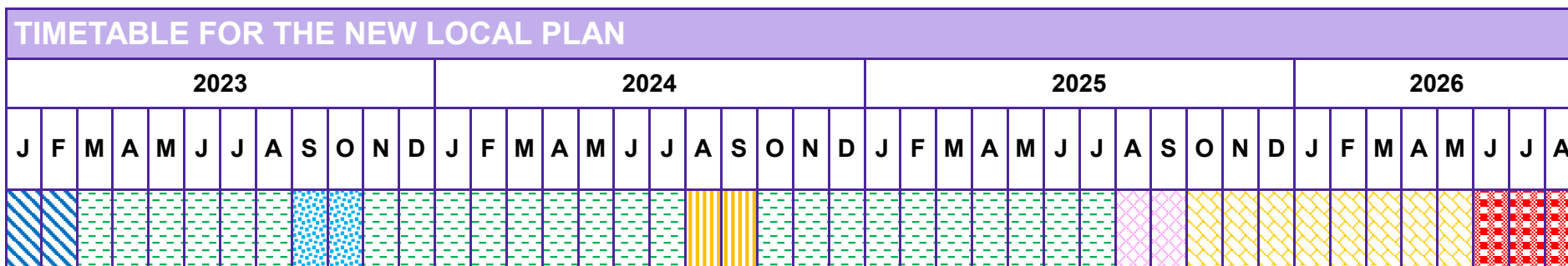
Further information and the provisional 'milestones' for the production of the review of Local Plan that need to be achieved in order to be progressed towards adoption are set out in Appendix 1.

### Joint Strategic Plan

In Spring 2018, Three Rivers, Dacorum, Hertsmere, St Albans and Watford Councils gave formal endorsement to begin work on a Joint Strategic Plan (JSP) for South West Hertfordshire. By working together, the South West Herts Councils will also be in a stronger position to deliver and better fund essential transport, health services and educational facilities that local people want to see alongside new homes and jobs.

Each Council will still be responsible for preparing its own Local Plan but the JSP will provide the platform to consider how the challenges of growth in the wider South West Hertfordshire area can be addressed in the longer term (i.e. to 2050).

# APPENDIX 1



	Preparation
	Consultation—Additional Sites
	Consultation—Our vision for Three Rivers - our preferred Local Plan and housing numbers
	Regulation 19—Publication of Final Draft Plan
	Submission of New Local Plan (Start of Examination Process)
	Examination
	Adoption of New Local Plan

Page 31

Document	Local Plan	Policies Map
Description	Will update the strategic planning policies for the District, allocate land for housing and employment and update Development Management Policies	Will show policy designations and sites with specific allocations
Area	District	District
Publication Date	August/September 2024	Alongside Local Plan
Submission to Secretary of State	August/September 2025	Alongside Local Plan
Adoption	June/July 2026	Alongside Local Plan
Review	Annual Monitoring Report	Alongside Local Plan

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# Local Development Scheme 2024

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# The Local Development Scheme for Three Rivers District

## 1. Introduction

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The LDS is a project plan that sets out the timetable for the production of new or revised Development Plan Documents which will form the Council's Local Plan. This LDS, which supersedes previous versions, sets out a planning work programme for the Council over a three year period to 2026. It will be regularly reviewed to keep it up to date.

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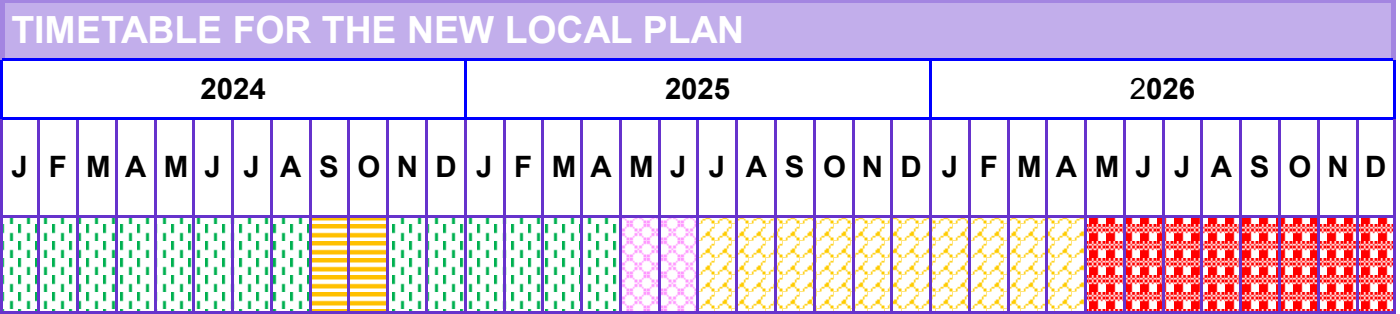
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Each Council will still be responsible for preparing its own Local Plan but the JSP will provide the platform to consider how the challenges of growth in the wider South West Hertfordshire area can be addressed in the longer term (i.e. to 2050).

# APPENDIX 1



	<b>Preparation</b>
	<b>Publication Stage (Regulation 19)</b>
	<b>Submission Stage (Start of Examination Process)</b>
	<b>Examination</b>
	<b>Adoption</b>

Document	Local Plan	Policies Map
Description	Will update the strategic planning policies for the District, allocate land for housing and employment and update Development Management Policies	Will show policy designations and sites with specific allocations
Area	District	District
Publication Date	September / October 2024	Alongside Local Plan
Submission to Secretary of State	May / June 2025	Alongside Local Plan
Adoption	May / June 2026	Alongside Local Plan
Review	Annual Monitoring Report	Alongside Local Plan

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## POLICY AND RESOURCES COMMITTEE

11 March 2024

PART I

### BUDGET MONITORING REPORT TO 31 JANUARY 2024 (DIRECTOR OF FINANCE)

#### Budget Monitoring Summary

- 1.1 Budget monitoring report is a key tool in scrutinising the Council's financial performance and is designed to provide an overview to all relevant stakeholders. It is essential that the council monitors its budgets throughout the year to ensure that it is meeting its strategic objectives within its resource limits and, where necessary, corrective action is taken. A key principle of budgetary control is to align the budget holders' financial responsibilities and their management responsibilities.
- 1.2 This report shows the expected financial position over the three year medium term based on the Council's actual financial performance at the end of period 10 (31 January 2024) set against the latest budget.
- 1.3 **Revenue Summary**
- 1.3.1 The forecast reported as at Period 8 of 2023/24 was £14.579m. This was a variation to budget of £0.334m. The forecast year end position for 2023/24 at Period 10 is estimated to be £14.755m. This is a unfavourable variance of £0.176m.
- 1.3.2 The table below shows how the forecast year end position has been constructed:

Revenue Budget 2023/24	£000
<b>Original Net Revenue Budget</b>	<b>13,754</b>
Carry Forward from 2022/23 (Year end report July 2023)	491
Original Budget Plus Carry Forwards from 2022/23	<b>14,245</b>
Variances previously reported	<b>334</b>
Previous Forecast	<b>14,579</b>
Variances to budget reported at Period 10 ( <i>to be noted</i> )	176
<b>Forecast Total Net Expenditure 2022/23</b>	<b>14,755</b>

1.3.3 The main variances are shown in the table below:

Committee	2023/24 Revenue Account - General Fund Summary							
			(C)	(A)		(B)	(B-A)	(B-C)
	Original Budget	Original Budget Plus 2022/23 Carry Forwards	Latest Budget	Previous Forecast	Net Spend to Date	Latest Forecast	Supplimentary Estimates and Variances	Variation to Latest Budget
	£000	£000	£000	£000	£000	£000	£000	£000
General Public Services & Economic Development	3,886	3,977	4,427	4,738	3,077	5,135	397	708
Climate Change, Leisure & Community	2,442	2,499	2,627	2,691	1,497	2,642	(49)	15
Policy & Resources	5,026	5,369	5,303	5,330	8,329	5,359	28	56
<b>Total Service Budgets</b>	<b>11,354</b>	<b>11,845</b>	<b>12,357</b>	<b>12,759</b>	<b>12,903</b>	<b>13,136</b>	<b>376</b>	<b>779</b>
Corporate Costs (Interest Earned/Paid) and Parish Precepts	2,400	2,400	2,400	1,819	1,410	1,619	(200)	(781)
<b>Net General Fund</b>	<b>13,754</b>	<b>14,245</b>	<b>14,757</b>	<b>14,578</b>	<b>14,313</b>	<b>14,755</b>	<b>176</b>	<b>(2)</b>

1.3.4 The supplementary estimates and variances above includes £194,000 increase in utility bills of which £99,500 relates to the Air Source Heat Pump, £281,000 reduction in expected planning application income and £230,000 reduction in salaries due to vacancies continuing throughout the financial year. Planning income is not expected to increase in the remainder of the financial year, but this figure could change if an unexpected application is received.

#### 1.4 Capital Summary

1.4.1 The latest approved budget for 2023/24 is £19.921m. The forecast Year end position for 2023/24 is now estimated to be £18.914m, which results in a service variation of (£1.007m).

1.4.2 The table below shows how the forecast Year end position has been constructed:

Capital Investment Programme 2022/23	£000
<b>Original Budget</b>	<b>4,602</b>
Rephasing from 2022/23	10,886
Variances Previously Approved	4433
<b>Latest Approved Budget (Council February 2024)</b>	<b>19,921</b>
Variances to budget reported at Period 10 ( <i>to be approved</i> )	(1,007)
<b>Forecast Capital Expenditure 2023/24</b>	<b>18,914</b>

1.4.3 The forecast variances to agreed budget are shown in the table below:

Description	£000
<b>Replacement Bins</b> Rephasing from 2024/25 to 2023/24 required due to increased costs	42
<b>Waste and Recycling Vehicles</b> Rephased into 2024/25 due to delays in lead in times for new vehicles	(554)
<b>Replacement Grounds Maintenance Vehicles</b> Rephased into 2024/25 due to the length of time required to build the vehicles	(264)
<b>Street Lighting Replacement</b> Rephased into 2024/25 as works will not be completed by year end	(30)
<b>ICT – Managed Project Costs</b> £104,033 transferred to Shared Service Replacement Programme and £97,551 rephased into 2024/25 for ongoing projects	(201)
<b>ShS – Managed Replacement Programme</b> Transferred from ICT – Managed Project Costs	104
<b>TRh – Whole Life Costing</b> Rephased into 2024/25 as fuse box will be replaced over Easter	(30)
<b>Others</b>	(74)
<b>Total Capital Variance</b>	<b>(1,007)</b>

## 1.5 Reserves Summary

1.5.1 The potential effect of both the revenue and capital variances upon on each reserve at summary level is shown in the table below. A list of reserve balances is shown at Appendix 7.

Description	Balance at 1 April 2023	Movement	Balance at 31 March 2024
	£000	£000	£000
Capital Reserves	(8,568)	(2,699)	(11,267)
Earmarked Reserves	(14,990)	(366)	(15,356)
Economic Impact Reserve	(1,618)	183	(1,435)
General Fund	(4,967)	1,165	(3,802)
<b>Total</b>	<b>(30,143)</b>	<b>(1,717)</b>	<b>(31,860)</b>

## Details

### 2.1 Revenue Budget

2.1.1 The Council's latest approved services budget (excluding corporate budgets) is £12.357m, the previous Forecast was £12.760m. The forecast year end position is now estimated to be £13.136m which results in a reduction to the forecast of £0.376m.

2.1.2 The table below shows the supplementary estimates and variances to be managed against each Committee. The position of each cost centre and an explanation of the main variances for each committee are set out in the detailed committee monitoring reports at Appendices 1 to 3 and within the Corporate Costs Medium Term Revenue Budget at appendix 4.

<b>Committee</b>	<b>Supplementary Estimates £000</b>	<b>Variances to be managed £000</b>	<b>Total £000</b>
General Public Services and Economic Development	0	397	397
Climate Change, Leisure and Community	0	(38)	(38)
Policy and Resources	0	17	17
<b>Total</b>	<b>0</b>	<b>376</b>	<b>376</b>
Corporate Costs (Interest Earned/ Paid) and Parish Precepts	0	(200)	(200)
<b>Net General Fund</b>	<b>0</b>	<b>176</b>	<b>176</b>

2.1.3 Within appendices 1 to 3, annex B sets out the supplementary estimates, variances to be managed, and budget virements requested for each committee.

2.1.4 The budget virements requested enable effective budget management by ensuring that budgets are aligned to service activity, management responsibilities, and reflect grant income and planned use of reserves. Budget virements must always net to zero across the Council's budget. Policy and Resources Committee is recommended to approve the budget virements at paragraph 10.1.

2.1.5 There are no supplementary estimates requested at the end of Period 10. Supplementary estimates are requested when there is certainty that a budget pressure will arise, and the pressure cannot be managed within the service area. Supplementary estimates are funded by an increase in the contribution from General Balances and if agreed, result in the latest budget being updated to reflect the agreed expenditure. The impact of agreeing the additional budget is taken into account in the General Fund reserves forecast at paragraph 2.2.1. Policy and Resources Committee is recommended to approve the budget virements at paragraph 10.2.

2.1.6 At the end of Period 10, variances to be managed total £0.176m. The Policy and Resources Committee is recommended to note these variances at paragraph 10.3.



## 2.2 Revenue Reserve Position

2.2.1 The effect of all Period 10 variances on the Council's General Fund Reserve over the medium term is shown in the table below:

Movement on General Fund Balance	2023/24				2024/25	2025/26	2026/27
	Original	Latest Budget	Previous Forecast	Latest Forecast	Latest	Latest	Latest
	£000	£000	£000	£000	£000	£000	£000
Balance Brought Forward at 1 April (Surplus)/Deficit for Year	(4,967)	(4,967)	(4,967)	(4,867)	(3,702)	(3,649)	(3,630)
	347	1,350	1,171	1,165	53	19	66
<b>Closing Balance at 31 March</b>	<b>(4,620)</b>	<b>(3,617)</b>	<b>(3,976)</b>	<b>(3,702)</b>	<b>(3,649)</b>	<b>(3,630)</b>	<b>(3,564)</b>

2.2.2 A prudent minimum general fund balance of £2.000m is considered appropriate. The general fund balance is forecast to remain above this minimum level over the medium term.

2.2.3 The Council also has the Economic Impact Reserve which is held to manage the impact of economic fluctuations. The reserve will be used in 2023/24 to fund the shortfall on the SLM management contract income as a result of the impact of COVID-19 on the leisure contract and the reprofiling of the management fee in the following table:

Movement on Economic Impact Reserve	2023/24				2024/25	2025/26	2026/27
	Original	Latest Budget	Previous Forecast	Latest Forecast	Latest	Latest	Latest
	£000	£000	£000	£000	£000	£	£
Balance at 1 April	(1,618)	(1,618)	(1,618)	(1,618)	(1,435)	(1,287)	(1,139)
COVID-19 Impact for Year	0	0	183	183	148	148	0
<b>Closing Balance at 31 March</b>	<b>(1,618)</b>	<b>(1,618)</b>	<b>(1,435)</b>	<b>(1,435)</b>	<b>(1,287)</b>	<b>(1,139)</b>	<b>(1,139)</b>

2.2.4 After taking account of the Economic Impact Reserve, the Council's unrestricted reserves position is forecast to remain above the £2.0m risk assessed level across the MTFP at £4.703m as at 31 March 2027 see Appendix 6.

## 2.3 Investment Portfolio

2.3.1 The Council's Property Investment Board was allocated up to a total of £20.000m in 2017 to invest in acquiring property with a specific remit of achieving a 5% return (yield) on the investment. The table below shows those properties that the Council has acquired, the 2023/24 receivable rent, and the resulting yield.

2.3.2 The total rent due is forecast to be £1.039m which will achieve an average yield of 5.67%, above the 5% target.

2.3.3 The governance of property investments is covered in the Property Investment Strategy.

Investment Property	2023/24 rent £000	Total cost of property £000	Yield %	Comments
Nottingham	(205)	4,469	4.59%	Acquisition of freehold interest located in the city centre of Nottingham let to commercial tenants, for a combined rental of £227,600pa on a 10 year lease from Feb 2018 which is subject to upward only rent reviews in Feb 2023. With effect from the Feb 2023, Barclays Bank Plc rent has been negotiated and agreed at £145,000 pa. This will be to lease end Feb 2028. Due to financial difficulties which a number of high street brands have encountered, one tenant company was under a Company Voluntary Agreement (CVA). Effective from the 2/9/20 to 8/4/2023, paying only a concessionary rent of £12,000 pa as opposed to the contracted rent of £60,000 pa. Property Services have, with effect from the end of the CVA, reverted the rent back to £60,000 pa. A rent challenge has been lodged by the Tenant with TRDC, querying the reversion of rent to the original contracted rent of £60k after the CVA. The tenant is continuing to pay the concessionary rate until a market review is carried out. The projection will be reviewed after the market rent review and backdated to 8 April 2023.
Norwich	(496)	7,169	6.92%	Acquisition of a freehold interest located in the city centre of Norwich. Let to commercial sitting tenants for 20 year lease from December 2007. The rent due wef 21-12-21 was £468,670. The rent is reviewed annually in line with RPI, with a collar and cap arrangement of 3% and 5% respectively. However, the lease requires that every 5th year a market rent review is undertaken. Rent review undertaken and it has been decided to uplift rent wef 21-12-22 by cap rate of 5%. This will result in an annual rental figure of £492103.58
Lincoln Drive (South Oxhey)	(151)	2,740	5.51%	The purchase of a Temporary Accommodation hostel at Lincoln Drive, South Oxhey. This comprises of 20 units with a mixture of 1, 2 and 3 bedrooms. This represents the net rent after the deduction of the management fee payable to Watford Community Housing which includes voids and the provision for bad debts. Management costs have increased wef April 23 by 11%. Rent and bad debt provision remain the same.
The Grapevine	(187)	0	0.00%	A joint venture development with Watford Community Housing on the ex-public house site 'The Grapevine'. Loan facilities provided by TRDC to Three Rivers Homes Ltd comprises of £5.182M with an interest payment plus accrued interest amounting to £187k.
<b>Total</b>	<b>(1,039)</b>	<b>14,378</b>	<b>5.67%</b>	<b>Average Yield</b>

2.4 **Capital Programme**

2.4.1 The Council's capital programme has been designed to support and enhance its core services and priorities. The Council's Medium Term Capital Investment Programme is shown by scheme by each Committee at Annex C in Appendices 1 to 3 and includes variances and commentary from officers.

2.4.2 The latest approved budget is £19.921m. The forecast year end position for capital expenditure by Services at Period 10 is £18.914m. This provides a variance to latest budget of (£1.007m). The Policy and Resources Committee is recommended to approve a revised capital programme budget taking account of the budget variations as set out in appendices 1 to 3 at paragraph 10.4.

2.4.3 The table below shows the 2023/24 original budget, latest budget, forecast year end position, spend to date and variance for Period 10.

Committee	Original Budget £000	Latest Budget £000	Spend to Date £000	Year end Forecast £000	Variance £000
General Public Services & Economic Development	2,368	3,027	1,029	2,494	(533)
Climate Change, Leisure & Community	1,122	1,518	855	1,240	(278)
Policy & Resources	1,112	1,419	449	1,223	(196)
<b>Total Service</b>	<b>4,602</b>	<b>5,964</b>	<b>2,333</b>	<b>4,957</b>	<b>(1,007)</b>
<b>Major Projects:</b>					
South Oxhey Initiative	0	7	0	7	0
Property Investment Board	0	3,607	3,605	3,607	0
Local Authority Housing Fund	0	10,343	85	10,343	0
<b>Total Capital</b>	<b>4,602</b>	<b>19,921</b>	<b>6,023</b>	<b>18,914</b>	<b>(1,007)</b>

2.4.4 As at the end of Period 10, the spend totalled £6.023m and represents 30.23% of the latest budget.

2.4.5 The capital programme is mainly supported by three income streams; capital receipts (derived from the sales of assets), grants and contributions, and the use of reserves. In addition, the Council may prudentially borrow to fund its capital programme. Decisions on borrowing (amount and duration) will be taken when the need arises. Funding of the capital investment programme over the medium term is shown at Appendix 5.

## 2.5 Key Risk Areas

2.5.1 Resources are allocated in the revenue and capital budgets to support the achievement of The Council's corporate plan. The Council's budget is exposed to risks that can potentially impact on service level provision. The key risks highlighted as part of this quarter's monitoring are;

- **Inflation**

The 12 month Consumer Price Index (CPI) was 4.0% for January 2024 and the Retail Price Index (RPI) was 4.9%. Inflation drives costs across the Council's budgets with the most significant impact on pay, fuel and energy costs.

The impact on the Council's budget is set out section 2.6 below.

- **Business Rates & Council Tax**

The cost of living crisis, low economic growth and risk of recession will continue to place pressure on households and businesses throughout 2023/24 and may impact on the collection rates for Council Tax and Business Rates (NNDR - National Non Domestic Rates). The table below shows the impact on collection rates in the first four months of this year:

Fund	P10 2023/24 Target	P10 2023/24 Actual	Difference
Council Tax	81.6%	94.6%	7.00%
Business Rates (NNDR)	82.5%	91.13%	8.63%

As at 31 January, collection rates for both Council Tax and NNDR are ahead of target, however, this reflects the profile of payment plan options such as the payment of Council Tax over 10

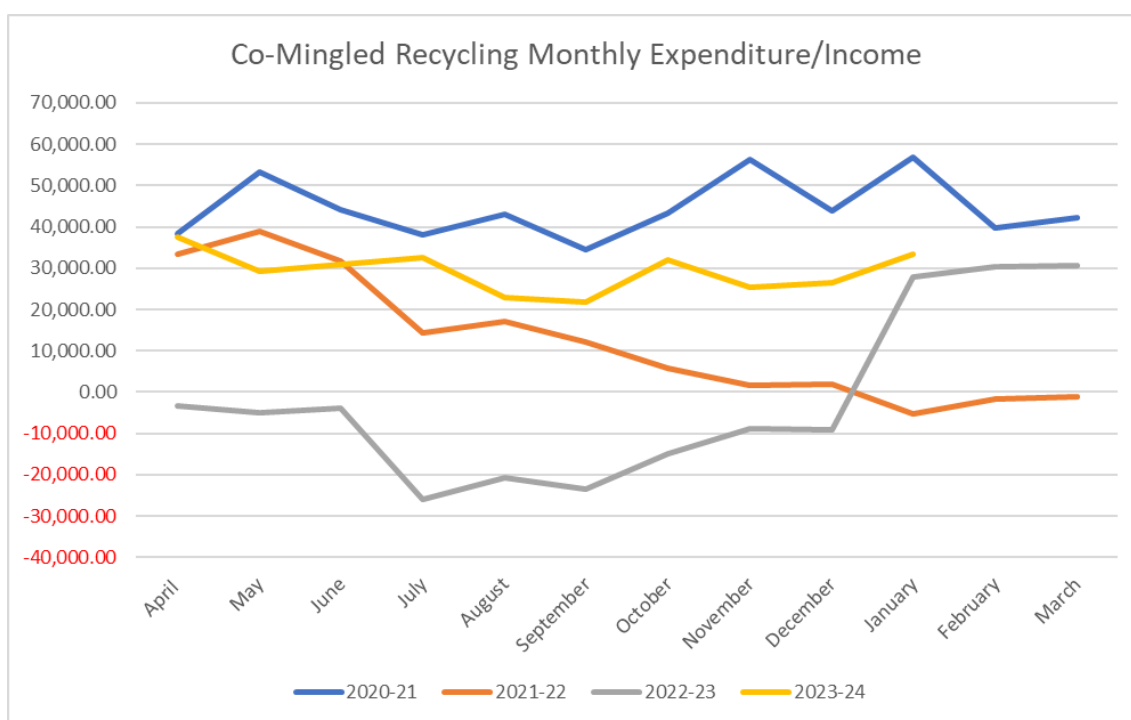
months of the year rather than 12. Year on year, the collection of Council Tax is marginally ahead of the position reported at 31 January when 94.5% (0.1%) of Council Tax and 92.83% (-1.7%) of Business Rates due had been collected.

Any impact on collection rates will feed through the Collection Fund to impact on council spending power in 2024/25 through the Collection Fund surplus or deficit.

- **Recycling Costs**

The Council has a contract for the disposal of recycling. The cost of the contract is variable and is linked to the global commodities market. The price can fluctuate significantly and when demand for recyclable materials is high the Council receives income for the recycling. Currently, the Council faces a cost to dispose of recycling as demand for materials has reduced. Recent economic performance data released from China, where the economy appears to have entered a recession, suggests that demand for recyclable materials could remain low for longer, increasing the cost to the Council.

At present the Council is being prudent in its forecasting and assuming that recyclable income will not recover. The graph below shows the cost of, or the income received for the last 3 years and illustrates how this position can change in year.



- **Interest Rates**

The Bank of England's response to high inflation has been to utilise monetary policy by increasing the Bank of England Base Rate. This has impacted on the cost at which government can borrow and has fed through to the rates at which Councils can borrow from HM Treasury through the Public Works Loans Board (PWLB), rates that can be achieved from deposits with HM Treasury through the Debt Management Office (DMO), local authority to local authority lending and borrowing, and the interest rates offered by banks on current accounts and fixed deposits. The Council's cashflow forecasts indicate that the Council does not have a borrowing requirement during 2023/24. Therefore, the risk to the Council is on the upside, as higher interest rates mean that the Council will be able to generate more income from investing cash balances. The Council's Treasury Management activity is reported to the Audit Committee and the performance against budget is contained within this report in Appendix 4.

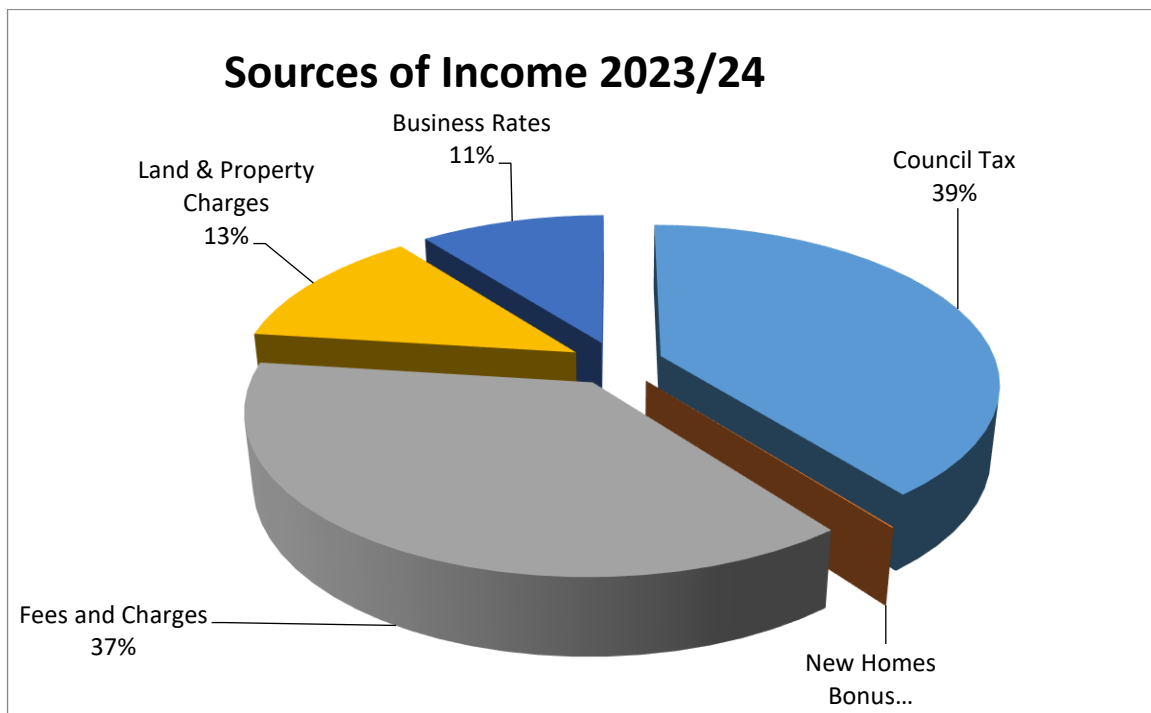
2.5.2 The Council's overall key financial risk matrix is shown at Appendix 7. These are reported and monitored and reviewed by the Council's Audit Committee on a quarterly basis. The latest matrix was presented to the Audit Committee on 30 November 2023.

## 2.6 Impact of inflation

2.6.1 Utility costs remain a concern, £194,000 of variances to be managed have been reported at 31 January, with £99,500 of this sum due to the cost of electricity for the Air Source Heat Pump that was installed March 2023. As far as possible, services will be expected to absorb increased costs by managing other expenditure.

## 2.7 Council Income

2.7.1 The chart below shows the amount of income for each source as a percentage of total income.



2.7.2 Particular income generating items can fluctuate depending on the economic climate, popularity and affordability. The main risks that are considered the most critical and their financial position are shown in the table below. It should be noted that the income receivable from the Planning Services and Parking Enforcement are not linear and are subject to peaks and troughs throughout the financial year.

2.7.3 Environmental Services, trade waste is invoiced to customers half yearly in April and October and garden waste for existing customers is charged for in one instalment at the beginning of the financial year.

2.7.4 Garage rents are charged on a weekly basis and most are collected by a monthly direct debit. Licensing income relates licences which are issued on a three or five year basis.

Service	Income Stream	2023/24 Original Budget £	2023/24 Latest Budget £	2023/24 Actual to date £	2023/24 Year end Forecast £	2023/24 Variance £
Regulatory Services	Application Fees	(696,420)	(696,420)	(360,657)	(400,000)	296,420
	Licenses	(200,260)	(200,260)	(157,999)	(176,260)	27,000
Parking	Penalty Charge Notices	(115,000)	(115,000)	(110,312)	(115,000)	0
	Pay and Display	(220,000)	(220,000)	(181,831)	(220,000)	0
Environmental Protection	Trade Refuse	(826,650)	(826,650)	(811,857)	(826,650)	0
	Garden Waste	(1,463,200)	(1,463,200)	(1,466,204)	(1,463,200)	0
	Clinical Waste	(113,850)	(113,850)	(113,493)	(113,850)	0
	Cemeteries	(222,673)	(222,673)	(219,928)	(298,423)	(75,750)
Property Services	Garages	(976,830)	(976,830)	(801,494)	(976,830)	0
	Shops	(210,000)	(210,000)	(177,718)	(210,000)	0
	Investment Properties	(890,089)	(929,794)	(877,279)	(929,794)	0

2.7.5 Further details on the Council's key budget indicators for revenue service income streams (including volumes and trends) are shown in the detailed Committee Monitoring Reports at Appendices 1 to 3.

## 2.8 Debtors (invoicing)

2.8.1 The Council charges its customers for various services by raising debtor invoices. If the debt remains outstanding, then a variety of recovery methods are employed including rearranging the payment terms, stopping the provision of the service or pursuing the debt through the legal recovery process.

2.8.2 As at the end of Period 10 (January), the total outstanding debt was £0.561m. This is equivalent to 2.2% of total budgeted income of £25.500m. Debts less than one month old total £0.108m (19.25% of total debt) and it is considered that this sum will be recovered. Outstanding debt over a year old is £0.093m (16.57% of the total debt) which mainly relate to unpaid rent on Temporary Accommodation. The Council's debt recovery team will continue to chase these debts and initiate payment plans (instalments) wherever possible.

2.8.3 The table below shows a summary of the outstanding debt by the three main aged categories.

Aged debt	Services	Under 1 Month	Over 1 Month to year	Over a year	Total
Committee		£	£	£	£
General Public Services & Economic Development	Housing, Public Health and Wellbeing	7,706	9,872	55,713	<b>73,291</b>
	Economic Development and Planning Policy	0	2,413	7,463	<b>9,876</b>
	Public Services	9,967	48,522	3,340	<b>61,829</b>
Climate Change, Leisure & Community	Community Partnerships	350	107,763	1,805	<b>109,918</b>
	Leisure	8,612	3,931	79	<b>12,622</b>
	Sustainability & Climate	0	0	0	<b>0</b>
Policy & Resources	Resources	81,123	163,271	24,103	<b>268,497</b>
	Leader	0	24,742	220	<b>24,962</b>
<b>Total</b>		<b>107,758</b>	<b>360,514</b>	<b>92,723</b>	<b>560,995</b>

## 2.9 Treasury Management

2.9.1 The Council has managed its cash flows and adhered to its Treasury Management policy during the period to 31 January. The interest earned on the investments made by the Council supports the funding of the services it provides. The Council set an original budget of £0.290m on short-term investment interest for 2023/24, this was revised to £0.850m at Period 8 and is being revised to £1.150m at Period 10. The Bank of England base interest rate was 4.25% on 1st April 2023, and was subsequently increased by 0.25% in May, 0.50% in June and 0.25% in August 2023. The base rate was therefore 5.25% at the end of the period.

## 2.10 Staff Vacancy Monitoring

2.10.1 A major risk of non-delivery of service is where key staff leave the Council's employ and there is a delay or difficulty in recruiting suitable candidates to fill the vacant post. The table below summarises the level of vacancies at the end of January 2024 with a detailed analysis by service within appendices 1 to 3.

Committee	No of Vacancies
General Public Services & Economic Development	7
Climate Change, Leisure & Community	1
Policy & Resources	2
<b>Total</b>	<b>10</b>

2.10.2 The percentage of vacant posts at the end of the second quarter is 3.62% when compared against the total number of 362 Council posts. In some cases, vacant posts will be covered by agency staff to ensure service delivery.

## Options and Reasons for Recommendations

3.1 The recommendations below enable the Committee to make recommendations to Council to agree the allocation of financial resources to delivery Council services.

## Policy/Budget Reference and Implications

- 4.1 In accordance with the Council's Constitution and Financial Procedure Rules, if the recommendations are accepted, this will amend the Council's budgets for 2023/24, and over the MTFP.
- 4.2 There are no substantial changes to Council policy resulting from this report.

## Financial Implications

- 5.1 The following revenue and capital variations have been identified for all service committees at 31 January 2024:

Variance	2023/24 £	2024/25 £	2025/26 £	2026/27 £
Revenue - (Favourable)/ Unfavourable	176,731	0	0	0
Capital - Increase / (Decrease)	(1,007,146)	1,005,146	0	0

- 5.2 The explanations relating to these variations are set out in the main body of this report and supporting appendices.

## Legal Implications

- 6.1 There are no legal implications directly arising from this report.

## Equal Opportunities Implications

- 7.1 Relevance Test

Has a relevance test been completed for Equality Impact?	No
Did the relevance test conclude a full impact assessment was required?	No

## Staffing, Environmental, Community Safety, Public Health, Customer Services Centre, Communications and Website Implications

- 8.1 There are no relevant implications directly arising from this report.

## Risk and Health & Safety Implications

- 9.1 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.
- 9.2 The Financial and Budgetary risks are set out in Appendix 8 and are also reported to each meeting of the Audit Committee. FIN07, which captures the risk that the medium term financial position worsens, is also reported within the Council's Strategic Risk Register.
- 9.3 The risks set out in Appendix 8 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.



## Recommendation

To Council:

- 10.1 That the revenue budget virements as set out in appendices 1 to 3 be approved and incorporated into the three-year medium-term financial plan.
- 10.2 That the revenue budget supplementary estimates as set out in appendices 1 to 3 be approved and incorporated into the three-year medium-term financial plan.
- 10.3 That the revenue variances to be managed as set out in appendices 1 to 3 be noted.
- 10.4 That the capital variances as set out in appendices 1 to 3 be approved and incorporated into the three-year medium-term financial plan.

## Data Quality

Data sources:

Council's financial ledger

Data checked by:

Sally Riley, Finance Business Partner

Data rating:

1	Poor	
2	Sufficient	
3	High	✓

## Background Papers

Budget papers to Council – February 2024

P6 Budget Management Report – Policy and Resources Committee 13 November 2023

P4 Budget Management Report – Policy and Resources Committee 11 September 2023

## **APPENDICES / ATTACHMENTS**

- Appendix 1 General Public Services and Economic Development Committee Detailed Monitoring Report
  - Annex A - Medium term revenue budget by service
  - Annex B - Explanations of revenue variances reported this Period
  - Annex C - Medium term capital investment programme
  - Annex D - Explanations of capital variances reported this Period
  - Annex E – Key Income Streams
- Appendix 2 Climate Change, Leisure and Community Committee Detailed Monitoring Report
  - Annex A - Medium term revenue budget by service
  - Annex B - Explanations of revenue variances reported this Period
  - Annex C - Medium term capital investment programme
  - Annex D - Explanations of capital variances reported this Period
- Appendix 3 Policy and Resources Committee Detailed Monitoring Report
  - Annex A - Medium term revenue budget by service
  - Annex B - Explanations of revenue variances reported this Period
  - Annex C - Medium term capital investment programme
  - Annex D - Explanations of capital variances reported this Period
  - Annex E – Key Income Streams
- Appendix 4 Corporate Costs Medium Term Revenue Budget
- Appendix 5 Funding the capital programme
- Appendix 6 Medium Term Financial Plan 2023-2027
- Appendix 7 Reserves Forecast 2023/24
- Appendix 8 Budgetary Risks

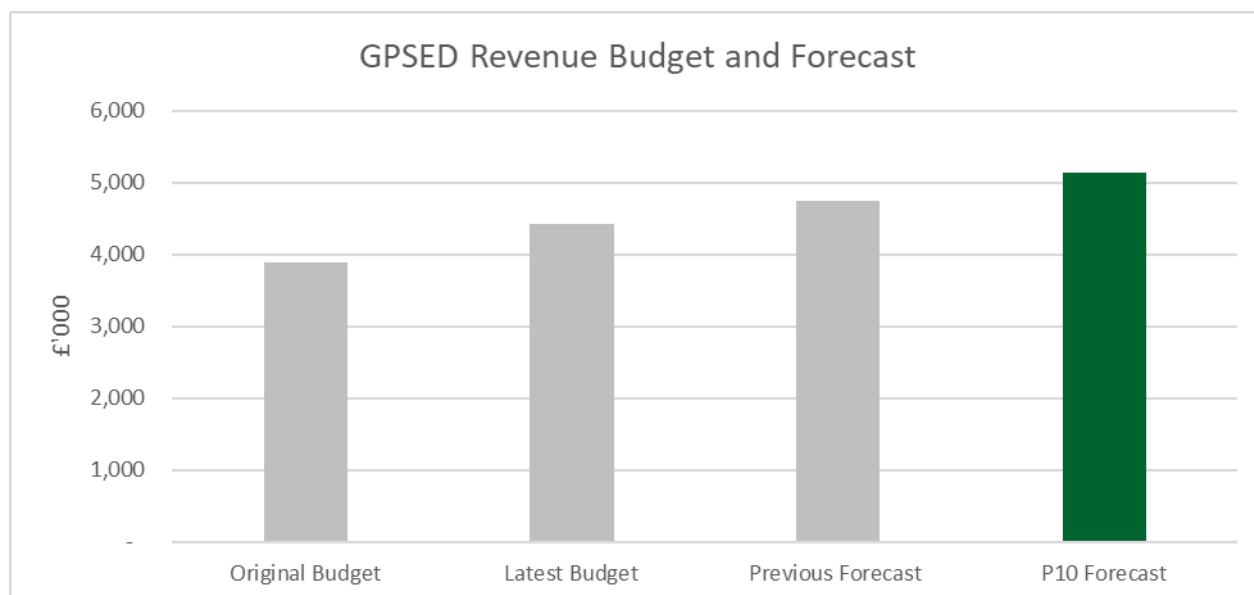
## General Public Services and Economic Development Committee Detailed Monitoring Report

### Overview

1. This appendix sets out the detailed financial monitoring position for budgets within the scope of the General Public Services and Economic Development (GPSED) Committee. The forecast is based on the position as at Period 10 which covers the period from 1 December 2023 to 31 January 2024.

### Revenue

2. The previous forecast reported at Period 8 was net expenditure of £4.739m. This was a variation to budget of £0.311m. The latest forecast position at Period 10 is £5.136m. This is an unfavourable variance of £0.397m. The detailed revenue budgets and MTFP forecast is set out in Annex A.



Service Area	Original Budget £000	Original Budget Plus 2022/23 Carry Forwards £000		Latest Budget £000	Previous Forecast £000	Latest Forecast £000	Variation to Previous Forecast £000	Variation to Latest Budget £000
Housing	395	395		428	364	330	(35)	(99)
Economic Development and Planning Policy	752	792		718	748	1,199	451	481
Public Services	2,740	2,791		3,281	3,626	3,607	(19)	325
<b>Total</b>	<b>3,887</b>	<b>3,978</b>		<b>4,428</b>	<b>4,739</b>	<b>5,136</b>	<b>397</b>	<b>708</b>

3. Annex B sets out the main variations to budget.

### 4. Income Streams

The key income streams are detailed in Annex E. All are currently on target to achieve budget income levels in 2023/24.

### Capital Investment Programme

5. The latest capital investment programme for 2023/24 is £3.027m. A favourable variation of (£0.533m) is reported.
6. Detailed Capital budgets and explanation of key variations are set out in Annex C and Annex D respectively.

**Staff Vacancy Monitoring**

7. A major risk of non-delivery of service is where key staff leave the Council's employ and there is a delay or difficulty in recruiting suitable candidates to fill the vacant post.

8. The following table sets out the vacancies as at 31 January 2024.

Department	Job Title	Comments	Total
Economic and Sustainable Development	Planning Officer	Currently advertised	1.00
Regulatory Services	Senior Transport Planner	Not currently advertised	1.00
Development Management	Planning Officer	Currently advertised	1.00
Environmental Protection	Grounds Maintenance Trainee Operative	Subject to restructure	1.00
	Loader X2	Recently advertised	2.00
Residential Environmental Health	Housing Enforcement Officer	Not currently advertised	1.00
<b>Total General Public Services &amp; Economic Development</b>			<b>7.00</b>

Annex A  
GPSED Committee Medium Term Revenue Budget Service

General Public Services and Economic Development											
Housing, Public Health and Wellbeing	Original Budget 2023/24	Original Budget Plus 2022/23 Carry Forwards	Latest Budget 2023/24	Previous Forecast 2023/24	Spend to Date	Latest Forecast 2023/24	Variance @ P10	Forecast 2024/25	Forecast 2025/26	Forecast 2026/27	Officer Comments
	£		£	£	£	£	£	£	£	£	
Housing Services Needs	501,198	501,198	526,026	526,026	483,505	503,946	(22,080)	523,344	537,286	560,671	Variance includes revised employee estimates which takes into account vacancies and changes in pay elements.
Rent Deposit Guarantee Scheme	5,110	5,110	5,110	2,110	0	2,110	0	5,110	5,110	5,110	Demand led service
Homelessness General Fund	(176,770)	(176,770)	(176,770)	(237,870)	(598,418)	(237,870)	0	(177,620)	(157,620)	(157,620)	Budget will be spent, actuals include grant monies received
Housing Associations	(5,000)	(5,000)	(5,000)	(5,000)	(2,500)	(5,000)	0	(5,000)	(5,000)	(5,000)	Income will be received by year end
Refugees	0	0	0	0	13,260	0	0	0	0	0	Transfer from reserves at year end
Env Health - Residential Team	70,097	70,097	79,097	79,097	55,211	66,647	(12,450)	77,427	77,427	77,427	Variance includes revised employee estimates which takes into account vacancies and changes in pay elements.
Public Health	0	0	0	0	(124,432)	0	0	0	0	0	
<b>Total</b>	<b>394,635</b>	<b>394,635</b>	<b>428,463</b>	<b>364,363</b>	<b>(173,374)</b>	<b>329,833</b>	<b>(34,530)</b>	<b>423,261</b>	<b>457,203</b>	<b>480,588</b>	

Economic Development and Planning Policy	Original Budget 2023/24	Original Budget Plus 2022/23 Carry Forwards	Latest Budget 2023/24	Previous Forecast 2023/24	Spend to Date	Latest Forecast 2023/24	Variance @ P10	Forecast 2024/25	Forecast 2025/26	Forecast 2026/27	Officer Comments
	£	£	£	£	£	£	£	£	£	£	
Land & Property Info Section	6,987	6,987	2,151	34,051	29,424	54,231	20,180	(10,497)	(6,716)	13,986	Reduction in Search income of £24,050 due to current economy, housing market, cost of living. Slightly offset by an increase in income of £3,870 due to increase in applications for Property Naming. Income and expenditure budgets of £24,000 required for ringfenced LLC Transition Grant
Street Naming & Numbering	7,130	7,130	7,130	7,130	7,660	7,820	690	7,130	7,130	7,130	increased budget required due to increased demand for replacement name plates
Development Management	263,664	274,664	267,094	265,594	406,754	598,652	333,058	110,943	118,752	91,665	Variance includes revised employee estimates which takes into account vacancies and changes in pay elements. Increased costs of £34,000 due to consultancy support and £50,000 due to legal fees on appeals and applications, predominantly for the Sarratt housing planning appeal. Reduction in income of £296,420 for Planning Applications fees due to the number and scale of planning applications received, offset by £15,252 of increased income expected on pre application submissions
Director Community & Env Servs	130,211	130,211	0	0	0	0	0	0	0	0	
Development Plans	298,293	326,793	351,357	351,357	365,254	448,512	97,155	324,504	325,925	327,800	Variance includes revised employee estimates which takes into account vacancies and changes in pay elements. Agency Staff employed. Increase of £10,000 required for District Plan budget to cover additional Local Plan evidence. Income budgets of £4,000 for Publications and £1,000 for Training Course Fees will not be achieved this year as these services are no longer requested. Income and expenditure budget of £7,500 to spend money from Neighbourhood Plans earmarked reserves
Hertfordshire Building Control	(4,323)	(4,323)	37,500	37,500	28,482	37,500	0	37,500	37,500	37,500	Budget will be spent
HS2 Planning	0	0	0	0	(2,304)	0	0	0	0	0	Income received from HS2
GIS Officer	50,161	50,161	52,609	52,609	43,525	52,609	0	53,999	53,999	53,999	Budget will be spent
<b>Total</b>	<b>752,123</b>	<b>791,623</b>	<b>717,841</b>	<b>748,241</b>	<b>878,795</b>	<b>1,199,324</b>	<b>451,083</b>	<b>523,579</b>	<b>536,590</b>	<b>532,080</b>	

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GPSED Committee Medium Term Revenue Budget Service cont.

Public Services	Original Budget 2023/24	Original Budget Plus 2022/23 Carry Forwards	Latest Budget 2023/24	Previous Forecast 2023/24	Spend to Date	Latest Forecast 2023/24	Variance @ P10	Forecast 2024/25	Forecast 2025/26	Forecast 2026/27	Officer Comments
	£	£	£	£	£	£	£	£	£	£	
Decriminalised Parking Enf	92,369	137,087	236,633	236,633	26,583	196,148	(40,485)	209,165	209,165	169,165	Variance includes revised employee estimates which takes into account vacancies and changes in pay elements. Agency Staff employed
Car Parking-Maintenance	96,690	96,690	110,466	127,466	123,092	127,466	0	110,466	110,466	110,466	Budget will be spent
Dial A Ride	40,000	40,000	40,000	40,000	40,000	40,000	0	40,000	40,000	40,000	Budget will be spent
Sustainable Travel Schemes	1,500	8,000	8,000	8,000	2,826	8,000	0	1,500	1,500	1,500	Budget will be spent
Associate Director Customer & Community	0	0	89,450	89,450	71,153	81,230	(8,220)	92,826	96,205	96,205	Variance includes revised employee estimates which takes into account vacancies and changes in pay elements.
Refuse Domestic	(23,370)	(23,370)	(22,390)	(22,390)	(27,767)	(22,390)	0	(26,220)	(26,220)	(26,220)	Income and Expenditure budgets of £13,425 to purchase new bins for new developments
Refuse Trade	(37,465)	(37,465)	(150,667)	(150,667)	(371,631)	(147,322)	3,345	(231,882)	(231,882)	(231,882)	Variance includes revised employee estimates which takes into account vacancies and changes in pay elements.
Refuse Buses Fund	93,359	93,359	101,762	101,762	101,769	101,762	0	101,762	101,762	101,762	Budget will be spent
Recycling General	750	750	750	750	(7,808)	750	0	750	750	750	Budget will be spent
Garden Waste	(595,543)	(595,543)	(536,866)	(536,866)	(945,539)	(536,866)	0	(656,986)	(656,436)	(656,436)	Income is received at the beginning of the financial year and expenditure against the income is made throughout the year. Budget will be spent
Clinical Waste	(31,678)	(31,678)	(28,621)	(28,621)	(65,289)	(28,621)	0	(38,596)	(38,596)	(38,596)	Budget will be spent
Recycling Kerbside	(318,613)	(318,613)	(318,613)	9,930	8,560	9,930	0	(318,613)	(318,613)	(318,613)	Budget will be spent
Abandoned Vehicles	250	250	250	250	290	250	0	250	250	250	Demand led service
Public Conveniences	3,600	3,600	3,600	3,600	2,400	3,600	0	3,600	3,600	3,600	Budget will be spent
Hertfordshire Fly Tipping	0	0	0	0	6,658	0	0	0	0	0	Transfer to be actioned from Fly Tipping earmarked reserves at year end
Environmental Protection	389,553	389,553	374,846	374,846	339,595	378,986	4,140	375,550	376,267	376,267	Variance includes revised employee estimates which takes into account vacancies and changes in pay elements.
Depot-Batchworth	35,380	35,380	35,380	34,380	42,248	45,360	10,980	34,380	34,380	34,380	Increase in Repairs & Maintenance budget of £3,000 for drainage works due to flooding, Electricity budget of £5,500 due to increased supplier costs and Rates budget of £2,480 due to increase in NNDR, although we are awaiting a revaluation.
Waste Management	2,360,909	2,360,909	2,661,870	2,661,870	2,494,562	2,661,870	0	2,560,250	2,560,250	2,560,250	Budget will be spent
Street Cleansing	632,375	632,375	675,540	675,540	530,278	686,535	10,995	676,721	676,721	676,721	Variance includes revised employee estimates which takes into account vacancies and changes in pay elements.
<b>Total</b>	<b>2,740,066</b>	<b>2,791,284</b>	<b>3,281,390</b>	<b>3,625,933</b>	<b>2,371,980</b>	<b>3,606,688</b>	<b>(19,245)</b>	<b>2,934,923</b>	<b>2,939,569</b>	<b>2,899,569</b>	
<b>Total General Public Services and Economic Development</b>	<b>3,886,824</b>	<b>3,977,542</b>	<b>4,427,694</b>	<b>4,738,537</b>	<b>3,077,401</b>	<b>5,135,845</b>	<b>397,308</b>	<b>3,881,763</b>	<b>3,933,362</b>	<b>3,912,237</b>	

Annex B

GPSED Committee Explanations of revenue supplementary estimates, variances to be managed and virements reported this Period

Variances to be managed

General Public Services and Economic Development			
Description	Main Group Heading	Details of Outturn Variances to Latest Approved Budget	2023/24 £
Land & Property Info Section	Income	Reduction in Search income of £24,050 due to current economy, housing market, cost of living. Slightly offset by an Increase in income of £3,870 due to increase in applications for Property Naming	20,180
Development Management	Employees	Variance includes revised employee estimates which takes into account vacancies and changes in pay elements.	(32,110)
	Supplies and Services	Increased costs of £34,000 due to consultancy support and £50,000 due to legal fees on appeals and applications, predominantly for the Sarratt housing planning appeal	84,000
	Income	Reduction in income of £296,420 for Planning Applications fees due to the number and scale of planning applications received, offset by £15,252 of increased income expected on pre application submissions	281,168
Development Plans	Employees	Variance includes revised employee estimates which takes into account vacancies and changes in pay elements. Agency Staff employed	82,155
	Supplies and Services	Increase of £10,000 required for District Plan budget to cover additional Local Plan evidence	10,000
	Income	Income budgets of £4,000 for Publications and £1,000 for Training Course Fees will not be achieved this year as these services are no longer requested	5,000
Street Naming & Numbering	Premises	increased budget required due to increased demand for replacement name plates	690
<b>Total Economic Development &amp; Planning Policy</b>			<b>451,083</b>
Description	Main Group Heading	Details of Outturn Variances to Latest Approved Budget	2023/24 £
Housing Service Needs	Employees	Variance includes revised employee estimates which takes into account vacancies and changes in pay elements.	(22,080)
Env Health - Residential Team	Employees	Variance includes revised employee estimates which takes into account vacancies and changes in pay elements. Agency Staff employed	(12,450)
<b>Total Housing Public Health and Wellbeing</b>			<b>(34,530)</b>

Variations to be managed Cont.

Description	Main Group Heading	Details of Outturn Variances to Latest Approved Budget	2023/24 £
Decriminalised Parking Enf Spa	Employees	Variance includes revised employee estimates which takes into account vacancies and changes in pay elements. Agency Staff employed	(40,485)
Associate Director Customer & Community	Employees	Variance includes revised employee estimates which takes into account vacancies and changes in pay elements.	(8,220)
Trade Refuse	Employees	Variance includes revised employee estimates which takes into account vacancies and changes in pay elements.	3,345
Environmental Protection	Employees	Variance includes revised employee estimates which takes into account vacancies and changes in pay elements.	4,140
Depot-Batchworth	Supplies and Services	Increase in Repairs & Maintenance budget of £3,000 for drainage works due to flooding, Electricity budget of £5,500 due to increased supplier costs and Rates budget of £2,480 due to increase in NNDR, although we are awaiting a revaluation.	10,980
Street Cleansing	Employees	Variance includes revised employee estimates which takes into account vacancies and changes in pay elements.	10,995
<b>Total Public Services</b>			<b>(19,245)</b>
<b>Total General Public Services and Economic Development</b>			<b>397,308</b>



Virements

General Public Services and Economic Development			
Description	Main Group Heading	Details of Outturn Variances to Latest Approved Budget	2023/24 £
Development Plans	Supplies and Services	To spend money transferred from Neighbourhood Plans earmarked reserves	7,500
	Income	Transfer from Neighbourhood Plans earmarked reserves	(7,500)
Land & Property Info Section	Supplies and Services	To spend ringfenced LLC Transition Grant	24,000
	Income	Receipt of ringfenced LLC Transition Grant	(24,000)
<b>Total Economic Development and Planning Policy</b>			<b>0</b>
Description	Main Group Heading	Details of Outturn Variances to Latest Approved Budget	2023/24 £
Refuse Domestic	Supplies and Services	To purchase bins for new developments	13,425
	Income	Income expected due to cost of bins for new developments	(13,425)
<b>Total Public Services</b>			<b>0</b>
<b>Total General Public Services and Economic Development</b>			<b>0</b>

Annex C  
GPSED Medium term capital investment programme

General Public Services & Economic Development												
Housing, Public Health & Wellbeing	Original Budget 2023/24 £	Latest Budget 2023/24 £	P10 Spend To Date £	Forecast Outturn 2023/24 £	Variance £	Latest Budget 2024/25 £	Proposed 2024/25 £	Latest Budget 2025/26 £	Proposed 2025/26 £	Latest Budget 2026/27 £	Proposed 2026/27 £	Comments
Disabled Facilities Grant	586,000	780,325	480,470	780,325	0	586,000	586,000	586,000	586,000	586,000	586,000	Budget will be spent
Home Repairs Assistance	2,000	2,000	0	0	(2,000)	2,000	2,000	2,000	2,000	2,000	2,000	Demand Led service, no applications received to date, budget not required this financial year
<b>Sub-total Housing, Public Health &amp; Wellbeing</b>	<b>588,000</b>	<b>782,325</b>	<b>480,470</b>	<b>780,325</b>	<b>(2,000)</b>	<b>588,000</b>	<b>588,000</b>	<b>588,000</b>	<b>588,000</b>	<b>588,000</b>	<b>588,000</b>	
Public Services												
Public Services	Original Budget 2023/24 £	Latest Budget 2023/24 £	P10 Spend To Date £	Forecast Outturn 2023/24 £	Variance £	Latest Budget 2024/25 £	Proposed 2024/25 £	Latest Budget 2025/26 £	Proposed 2025/26 £	Latest Budget 2026/27 £	Proposed 2026/27 £	Comments
Cycle Schemes	20,000	24,564	7,172	24,564	0	0	0	0	0	0	0	Remaining monies committed to the Beryl Bikes pilot project
Disabled Parking Bays	2,500	2,500	2,136	2,500	0	2,500	2,500	2,500	2,500	2,500	2,500	Budget will be spent - Further invoice expected for outstanding work.
Waste Plant & Equipment	25,000	40,610	11,479	40,610	0	25,000	25,000	25,000	25,000	25,000	25,000	Budget will be spent
Waste Services Depot	0	133,541	64,952	133,541	0	0	0	0	0	0	0	Budget will be spent. A bid of £400k is being made to CIL for drainage works
EV Charging Points	460,000	460,000	0	460,000	0	0	0	0	0	0	0	There are ongoing discussions regarding an EV charging scheme in some of the Council's car parks and a potential to secure some external funding towards the costs. Discussions have been lengthened by the high costs of a power supply to the proposed charging infrastructure due to absence of an adequate electrical supply to many of our car parks. A report is going to GPSED committee in March 2024. An update will be provided at year end.
Controlled Parking	50,000	161,234	53,779	161,234	0	0	0	0	0	0	0	Budget will be spent
Car Parking Bay & Verge Protection	95,000	102,482	0	102,482	0	0	0	0	0	0	0	Remaining monies committed to School Mead parking bay scheme - planning permission currently being sought
Highways Enhancement	30,062	30,062	0	30,062	0	0	0	0	0	0	0	Remaining monies committed to street furniture and cycle project
Replacement Bins	115,000	92,190	100,187	135,000	42,810	115,000	72,190	115,000	115,000	115,000	115,000	£42,810 Rephased from 2024/25 to 2023/24 due to increased cost for bins
Bus Shelters	0	51,594	51,594	51,594	0	0	0	0	0	0	0	Budget fully spent
Waste & Recycling Vehicles	858,000	993,413	226,849	439,398	(554,015)	800,000	1,354,015	800,000	800,000	800,000	800,000	Procurement of vehicles underway. £554,015 rephased to 2024/25 due to delays in lead in times for new vehicles.
Retail Parades	30,000	28,200	0	28,200	0	0	0	0	0	0	0	Remaining monies committed to the Beryl Bike project
Car Park Restoration	35,000	41,001	0	21,001	(20,000)	270,000	290,000	35,000	35,000	35,000	35,000	£20,000 rephased to 2024/25. Identified works to 2 Car parks - may not be completed until early Spring.
Estates, Paths & Roads	20,000	20,000	10,564	20,000	0	20,000	20,000	20,000	20,000	20,000	20,000	Budget will be spent
Energy Performance Certificate	2,300	0	0	0	0	0	0	0	0	0	0	
TRDC Footpaths & Alleyways	25,000	56,335	14,973	56,335	0	25,000	25,000	25,000	25,000	25,000	25,000	Surveys continue across the district which will identify works required.
GIS	0	0	0	0	0	13,500	13,500	0	0	0	0	
Transport and Infrastructure	0	0	0	0	0	199,344	199,344	204,000	204,000	204,000	204,000	
<b>Sub-total Public Services</b>	<b>1,767,862</b>	<b>2,237,726</b>	<b>543,685</b>	<b>1,706,521</b>	<b>(531,205)</b>	<b>1,470,344</b>	<b>2,001,549</b>	<b>1,226,500</b>	<b>1,226,500</b>	<b>1,226,500</b>	<b>1,226,500</b>	
Economic Development & Planning Policy												
Economic Development & Planning Policy	Original Budget 2023/24 £	Latest Budget 2023/24 £	P10 Spend To Date £	Forecast Outturn 2023/24 £	Variance £	Latest Budget 2024/25 £	Proposed 2024/25 £	Latest Budget 2025/26 £	Proposed 2025/26 £	Latest Budget 2026/27 £	Proposed 2026/27 £	Comments
Princes Trust-Business Start-up	10,000	0	0	0	0	0	0	0	0	0	0	
Listed Building Grants	2,500	2,500	0	2,500	0	2,500	2,500	2,500	2,500	2,500	2,500	Demand Led service, no applications received to date
Integration of Firmstep to uniform Licensing applications	0	4,775	4,775	4,775	0	0	0	0	0	0	0	Budget fully spent
<b>Sub-total Economic Development &amp; Planning Policy</b>	<b>12,500</b>	<b>7,275</b>	<b>4,775</b>	<b>7,275</b>	<b>0</b>	<b>2,500</b>	<b>2,500</b>	<b>2,500</b>	<b>2,500</b>	<b>2,500</b>	<b>2,500</b>	
<b>Total General Public Services &amp; Economic Development</b>	<b>2,368,362</b>	<b>3,027,326</b>	<b>1,028,930</b>	<b>2,494,121</b>	<b>(533,205)</b>	<b>2,060,844</b>	<b>2,592,049</b>	<b>1,817,000</b>	<b>1,817,000</b>	<b>1,817,000</b>	<b>1,817,000</b>	

Annex D

GPSED Explanations of capital variances reported this Period

Description	Details of Outturn Variances to Latest Approved Budget	2023/24 £	2024/25 £
<b>General Public Services &amp; Economic development</b>			
Home Repairs Assistance	Budget not required this financial year	(2,000)	0
Replacement Bins	£42,810 Rephased from 2024/25 to 2023/24 due to increased cost for bins	42,810	(42,810)
Waste & Recycling Vehicles	Procurement of vehicles underway. £554,015 rephased to 2024/25 due to delays in lead in times for new vehicles.	(554,015)	554,015
Car Park Restoration	£20,000 rephased to 2024/25. Identified works to 2 Car parks - may not be completed until early Spring.	(20,000)	20,000
<b>Total General Public Services &amp; Economic Development</b>		<b>(533,205)</b>	<b>531,205</b>

## Annex E GPSED Key Income Streams

Regulatory Services									
Car Park Enforcement	Month	2020/21		2021/22		2022/23		2023/24	
Penalty Charge Notices (PCNs)		£	Volume	£	Volume	£	Volume	£	Volume
	April	(950)	2	(2,190)	80	(7,700)	176	(5,410)	114
	May	(1,905)	3	(5,008)	133	(7,955)	153	(8,830)	135
	June	(2,155)	10	(5,360)	124	(6,960)	144	(8,180)	152
	July	(2,363)	98	(7,916)	167	(7,386)	113	(10,735)	248
	August	(4,115)	138	(8,878)	233	(6,814)	122	(13,495)	289
	September	(8,839)	238	(12,555)	252	(6,134)	114	(11,650)	236
	October	(12,331)	353	(10,444)	219	(9,526)	249	(13,707)	247
	November	(8,964)	108	(10,585)	230	(9,118)	194	(13,715)	219
	December	(7,416)	93	(9,834)	230	(7,845)	134	(11,725)	212
	January	(3,033)	4	(8,800)	149	(8,913)	154	(12,865)	316
	February	(1,951)	9	(8,614)	231	(9,020)	172		
	March	(2,057)	17	(10,828)	190	(10,329)	135		
	<b>Total</b>	<b>(56,079)</b>	<b>1,073</b>	<b>(101,012)</b>	<b>2,238</b>	<b>(97,700)</b>	<b>1,860</b>	<b>(110,312)</b>	<b>2,168</b>

**Comments:** The Original budget for 2023/24 is £115,000. The charging structure is based on the severity of the contravention. The charge relating to a serious contravention is £70 and payable within 28-days (reduced to £35 if paid within 14 days). The charge relating to a less serious contravention is £50 payable within 28 days (reduced to £25 if paid within 14-days). Residents are charged on a zonal basis. The no of PCN's issued can reduce due to greater parking compliance.

Car Park Enforcement	Month	2020/21		2021/22		2022/23		2023/24	
Pay & Display Tickets		£	Volume	£	Volume	£	Volume	£	Volume
	April	(23)	5	(9,551)	5,128	(11,910)	7,037	(15,346)	8,197
	May	(20)	8	(10,442)	5,577	(12,841)	7,097	(17,473)	8,412
	June	(1,967)	1279	(12,675)	6,513	(15,058)	7,062	(17,912)	9,036
	July	(8,069)	4523	(11,677)	6,653	(13,121)	7,362	(17,937)	9,271
	August	(10,408)	6,149	(11,136)	6,198	(13,742)	7,326	(16,564)	8,531
	September	(12,002)	6,653	(12,418)	6,789	(14,086)	7,387	(17,540)	9,075
	October	(13,292)	6,925	(13,466)	7,308	(14,702)	7,878	(18,978)	9,450
	November	(7,433)	10,031	(14,253)	7,582	(14,587)	7,411	(19,091)	9,633
	December	(8,184)	4,033	(14,857)	7,638	(17,110)	8,354	(20,515)	10,337
	January	(12)	1	(10,425)	6,486	(16,778)	7,573	(20,475)	9,612
	February	(131)	40	(12,966)	7,309	(14,471)	7,823		
	March	(273)	385	(17,041)	7,813	(19,225)	9,882		
	<b>Total</b>	<b>(61,814)</b>	<b>40,032</b>	<b>(150,907)</b>	<b>80,994</b>	<b>(177,631)</b>	<b>92,192</b>	<b>(181,831)</b>	<b>91,554</b>

**Comments:** The Original budget for 2023/24 is £220,000. There are different charging regimes for different car parks within the district. However most pay & display car parks in Rickmansworth operate the following regulations - Monday - Friday, 8.30am - 6.30pm max stay up to 24 Hours - charge £4 with the first hour being free.

Development Management	Month	2020/21		2021/22		2022/23		2023/24	
Application Fees		£	Volume	£	Volume	£	Volume	£	Volume
	April	(38,159)	132	(37,925)	202	(389,072)	121	(31,355)	111
	May	(81,876)	109	(44,506)	200	(59,995)	162	(57,426)	138
	June	(41,283)	143	(40,347)	177	(41,122)	123	(73,723)	122
	July	(32,903)	138	(35,900)	152	(56,630)	129	(23,579)	125
	August	(35,997)	142	(58,240)	153	(27,451)	144	(42,914)	137
	September	(90,374)	160	(24,763)	145	(53,870)	111	(28,687)	133
	October	(29,374)	155	(26,477)	135	(141,962)	125	(32,577)	137
	November	(30,543)	170	(34,623)	133	(51,317)	136	(32,047)	120
	December	(67,640)	149	(53,134)	136	(65,353)	119	(21,107)	96
	January	(30,515)	158	(39,467)	106	(21,090)	131	(17,242)	104
	February	(32,295)	155	(39,530)	108	(56,956)	116		
	March	(55,165)	221	(91,250)	172	(34,930)	163		
	<b>Total</b>	<b>(566,124)</b>	<b>1,832</b>	<b>(526,162)</b>	<b>1,819</b>	<b>(999,748)</b>	<b>1,580</b>	<b>(360,657)</b>	<b>1,223</b>

**Comments:** The Original budget for 2023/24 is £696,420. There are a number of different charging levels dependent on the type & size of the proposed area. The table of current fees for each type can be found on the Councils website.

**GPSED Key Income Streams Cont.**

<b>Waste Management</b>									
Trade Refuse	Month	2020/21		2021/22		2022/23		2023/24	
Contract fees		£	Volume	£	Volume	£	Volume	£	Volume
	April	(280,745)	866	(342,837)	989	(374,524)	925	(408,151)	900
	May	417		(23,082)		(2,105)	929	2,040	897
	June	(20,476)		(3,124)		(297)	930	200	879
	July	(10,195)		(2,934)		(328)	930	1,007	882
	August	(2,013)		(235)		(1,417)	920	(3,049)	871
	September	(1,827)		(869)		(1,221)	925	(1,635)	872
	October	(347,427)		(362,664)		(376,644)	926	(402,130)	873
	November	6,383		2,382		(7,399)	920	464	867
	December	(751)		(6,135)		(738)	908	337	860
	January	5,463		(1,064)		(2,476)	916	(940)	867
	February	(2,020)		(1,213)		(1,298)	917		
	March	(8,782)		(8,966)		(5,356)	913		
	<b>Total</b>	<b>(661,973)</b>		<b>622</b>		<b>(750,741)</b>	<b>989</b>	<b>(773,803)</b>	<b>913</b>

**Comments:** The original 2023/24 budget is £826,650. Customers are invoiced twice a year in April and October. Income can fluctuate depending on the size of the bin collected and customers reducing their bin size and using the recycling service.

<b>Garden Waste</b>									
Bin Charges	Month	2020/21		2021/22		2022/23		2023/24	
		£	Volume	£	Volume	£	Volume	£	Volume
	April	(875,957)	20,314	(1,047,033)	21,524	(1,173,068)	21,649	(1,392,490)	21,254
	May	(66,976)	1,435	(19,620)	529	(18,910)	405	(31,450)	516
	June	(23,477)	469	(19,239)	331	(17,232)	237	(17,754)	273
	July	(10,812)	243	(13,244)	256	(8,724)	163	(6,786)	107
	August	(6,029)	131	(7,939)	190	(5,778)	96	(7,494)	111
	September	(4,295)	105	(4,834)	93	(3,129)	49	(4,346)	56
	October	(2,456)	85	(2,291)	75	(2,480)	80	(3,254)	89
	November	(2,186)	65	(1,341)	51	(1,589)	51	(1,781)	50
	December	(925)	28	(539)	20	(324)	14	(645)	16
	January	(830)	28	(743)	31	(956)	26	(204)	15
	February	0	0	0	0	0	0		
	March	0	0	0	0	0	10		
	<b>Total</b>	<b>(993,943)</b>	<b>22,903</b>	<b>(1,116,822)</b>	<b>23,100</b>	<b>(1,232,190)</b>	<b>22,780</b>	<b>(1,466,204)</b>	<b>22,487</b>

**Comments:** The original 2023/24 budget is £1,463,200. The standard charges for 2023/24 are £60 for the first bin and £105 each for a second or third bin. Customers in receipt of certain benefits pay a concession fee of £50 for the first bin.

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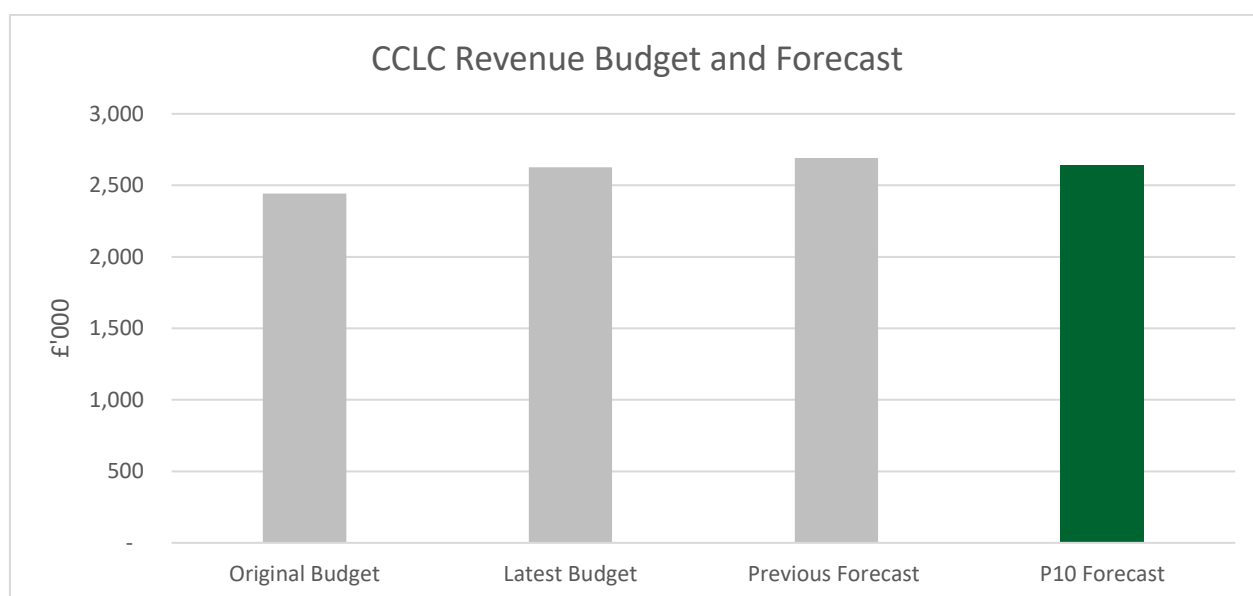
## Climate change, Leisure and Community Committee Detailed Monitoring Report

### Overview

1. This appendix sets out the detailed financial monitoring position for budgets within the scope of the Climate Change, Leisure and Community (CCLC) Committee. The forecast is based on the position as at Period 10 which covers the period from 1 December 2023 to 31 January 2024.

### Revenue

2. The previous forecast reported at Period 8 was net expenditure of £2.691m. This was a variation to budget of £0.064m. The latest forecast position at Period 10 is £2.642m. This is a favourable variance of (£0.049m). The detailed revenue budgets and MTFP forecast is set out in Annex A.



Service Area	Original Budget £000	Original Budget Plus 2022/23 Carry Forwards		Latest Budget £000	Previous Forecast £000	Latest Forecast £000	Variation to Previous Forecast £000	Variation to Latest Budget £000
		£000	£000					
Community Partnerships	958	970	970	976	1,000	1,012	12	37
Leisure	1,158	1,158	1,158	1,273	1,301	1,305	4	31
Sustainability and Climate	325	371	371	378	391	325	(66)	(53)
<b>Total</b>	<b>2,442</b>	<b>2,499</b>	<b>2,499</b>	<b>2,627</b>	<b>2,691</b>	<b>2,642</b>	<b>(49)</b>	<b>15</b>

3. Annex B sets out the main variations to budget.

### Capital Investment Programme

4. The latest capital investment programme for 2023/24 is £1.518m. A favourable variation of (£0.278m) is reported.
5. Detailed Capital budgets and explanation of key variations are set out in Annex C and Annex D respectively.

**Staff Vacancy Monitoring**

6. A major risk of non-delivery of service is where key staff leave the Council's employ and there is a delay or difficulty in recruiting suitable candidates to fill the vacant post.
7. The following table sets out the vacancies as at 31 January 2024.

Department	Job Title	Comments	Total
Landscape (Tree Unit)	Tree and Landscape Officer	Not currently advertised	1.00
<b>Total Climate Change, Leisure &amp; Community</b>			<b>1.00</b>



Annex A  
CCLC Committee Medium Term Revenue Budget Service

Climate Change, Leisure and Community											
Community Partnerships	Original Budget 2023/24	Original Budget Plus 2022/23 Carry Forwards	Latest Budget 2023/24	Previous Forecast 2023/24	Spend to Date	Latest Forecast 2023/24	Variance @ P10	Forecast 2024/25	Forecast 2025/26	Forecast 2026/27	Officer Comments
	£	£	£	£	£	£	£	£	£	£	
Citizens Advice Bureaux	303,340	303,340	303,340	303,340	194,468	303,340	0	288,340	288,340	288,340	Budget will be spent
Community Development	4,500	4,500	4,500	4,500	(61,392)	4,500	0	4,500	4,500	4,500	Budget will be spent
Community Safety	217,274	228,774	241,846	241,846	265,637	272,211	30,365	307,487	312,468	316,398	Variance includes revised employee estimates which takes into account vacancies and changes in pay elements.
Community Partnerships	209,387	209,387	208,384	208,384	167,971	200,264	(8,120)	211,042	212,418	212,418	Variance includes revised employee estimates which takes into account vacancies and changes in pay elements. £11,500 budget transferred to Communications for Engagement HQ Have your say platform
Env Health - Commercial Team	209,790	209,790	209,790	209,790	194,970	199,790	(10,000)	209,790	209,790	209,790	Full budget not required for this financial year.
Licensing	(66,261)	(66,261)	(59,343)	(32,923)	(44,995)	(32,923)	0	(66,585)	(66,585)	(66,585)	Budget will be spent
Community & Leisure Grant	80,000	80,000	67,000	65,000	64,500	65,000	0	67,500	67,500	67,500	Budget will be spent
<b>Total</b>	<b>958,030</b>	<b>969,530</b>	<b>975,517</b>	<b>999,937</b>	<b>781,159</b>	<b>1,012,182</b>	<b>12,245</b>	<b>1,022,074</b>	<b>1,028,431</b>	<b>1,032,361</b>	

Leisure											
Leisure	Original Budget 2023/24	Original Budget Plus 2022/23 Carry Forwards	Latest Budget 2023/24	Previous Forecast 2023/24	Spend to Date	Latest Forecast 2023/24	Variance @ P10	Forecast 2024/25	Forecast 2025/26	Forecast 2026/27	Officer Comments
	£	£	£	£	£	£	£	£	£	£	
Leavesden Country Park	0	0	0	0	520	0	0	0	0	0	S106 funded expenditure will be transferred at year end
Community Arts	11,400	11,400	17,900	17,900	5,709	12,050	(5,850)	11,400	11,400	11,400	Increased income from art activities
Watersmeet	5,406	5,406	29,980	29,980	(138,845)	58,680	28,700	26,393	27,439	28,502	Increase in Electricity budget due to increased supplier costs
Leavesden Ymca	(35,000)	(35,000)	(35,000)	(35,000)	(38,210)	(35,000)	0	(35,000)	(35,000)	(35,000)	Income is received quarterly.
Oxhey Hall	(3,000)	(3,000)	(3,000)	(3,000)	(3,013)	(3,000)	0	(3,000)	(3,000)	(3,000)	Income is received quarterly.
Museum	(700)	(700)	(700)	(700)	(700)	(700)	0	(700)	(700)	(700)	Budget met
Playing Fields & Open Spaces	97,731	97,731	97,731	97,731	74,474	163,231	65,500	93,981	93,981	93,981	Increase in budgets required of £14,500 for Gas, £11,500 for Electricity and £17,500 for Water Rates due to increased supplier costs and backdated bills. Reduction in income of £22,000 due to decrease in football pitch hire. We are currently negotiating with Mill End Bowls Club in order for the club to take over maintenance in exchange for a Capital payment of less than a years cost.
Play Rangers	56,495	56,495	60,860	60,860	49,815	62,295	1,435	56,484	56,484	56,484	Variance includes revised employee estimates which takes into account vacancies and changes in pay elements.
Comm Parks & Sust Project	24,200	24,200	24,200	24,200	20,102	24,200	0	24,200	24,200	24,200	Budget will be spent
Aquadrome	16,550	16,550	44,615	71,735	69,215	92,735	21,000	39,615	39,615	39,615	Increase in budgets required of £15,000 for Electricity and £6,000 due to increased supplier costs
Leisure Venues	(479,640)	(479,640)	(479,640)	(479,640)	(412,643)	(479,640)	0	(509,893)	(509,893)	(509,893)	Budget will be spent
Leisure Development	519,504	519,504	555,333	555,333	407,273	491,963	(63,370)	557,807	560,235	561,419	Variance includes revised employee estimates which takes into account vacancies and changes in pay elements.
Play Development - Play schemes	42,940	42,940	42,940	42,940	32,338	42,940	0	34,843	34,843	34,843	Budget will be spent
Sports Devel-Sports Projects	45,550	45,550	52,050	52,050	30,534	44,550	(7,500)	48,135	48,135	48,135	Increased income from sport and physical activity sessions
Leisure & Community Services	121,355	121,355	36,184	36,184	31,515	39,574	3,390	36,087	36,087	36,087	Variance includes revised employee estimates which takes into account vacancies and changes in pay elements.
Grounds Maintenance	735,553	735,553	829,973	829,973	629,120	791,043	(38,930)	840,028	840,028	840,028	Variance includes revised employee estimates which takes into account vacancies and changes in pay elements.
<b>Total</b>	<b>1,158,344</b>	<b>1,158,344</b>	<b>1,273,426</b>	<b>1,300,546</b>	<b>757,204</b>	<b>1,304,921</b>	<b>4,375</b>	<b>1,220,380</b>	<b>1,223,854</b>	<b>1,226,101</b>	

## CCLC Committee Medium Term Revenue Budget Service cont.

Sustainability and Climate	Original Budget 2023/24	Original Budget Plus 2022/23 Carry Forwards	Latest Budget 2023/24	Previous Forecast 2023/24	Spend to Date	Latest Forecast 2023/24	Variance @ P10	Forecast 2024/25	Forecast 2025/26	Forecast 2026/27	Officer Comments
	£	£	£	£	£	£	£	£	£	£	
Energy Efficiency	19,500	19,500	19,500	14,500	100	14,500	0	9,500	9,500	9,500	Budget will be spent
Sustainability Projects	3,000	3,000	3,000	3,000	0	3,000	0	78,000	103,000	128,000	Budget will be spent
Corporate Climate Change	98,085	144,154	147,507	147,507	(143,363)	147,507	0	102,262	102,262	102,262	Income and Expenditure budgets of £54,355 required for Ringfenced Social Housing Decarbonisation Fund Wave 2.
Innovate UK	0	0	0	0	38,751	0	0	0	0	0	Innovate UK Grant claimed retrospectively as per grant conditions
Pest Control	80,755	80,755	80,755	80,755	79,981	80,755	0	12,755	12,755	12,755	Budget will be spent
Environmental Maintenance	25,970	25,970	25,970	43,970	33,354	43,970	0	25,970	25,970	25,970	Budget will be spent
Animal Control	62,305	62,305	65,295	65,295	55,223	65,295	0	64,490	64,490	64,490	Budget will be spent
Cemeteries	(208,623)	(208,623)	(208,623)	(208,623)	(206,953)	(274,573)	(65,950)	(228,193)	(228,193)	(228,193)	Increase in income expected from Burial Fees, Burial Rights Fees and Memorial Fees of £75,750, offset by an Increase in budgets required of £1,800 for Water Rates and £8,000 for Memorial Stone Management due to statutory memorial testing
Parks And Landscapes	244,360	244,360	244,360	244,360	101,751	244,360	0	243,760	243,760	243,760	Income and Expenditure budgets of £23,604 required for Ringfenced Countrywide Stewardship Grant.
<b>Total</b>	<b>325,352</b>	<b>371,421</b>	<b>377,764</b>	<b>390,764</b>	<b>(41,156)</b>	<b>324,814</b>	<b>(65,950)</b>	<b>308,544</b>	<b>333,544</b>	<b>358,544</b>	
<b>Total Climate Change, Leisure and Community</b>	<b>2,441,726</b>	<b>2,499,295</b>	<b>2,626,707</b>	<b>2,691,247</b>	<b>1,497,207</b>	<b>2,641,917</b>	<b>(49,330)</b>	<b>2,550,998</b>	<b>2,585,829</b>	<b>2,617,006</b>	

## Annex B

## CCLC Committee Explanations of revenue supplementary estimates, variances to be managed and virements reported this Period

## Variances to be managed

Climate Change, Leisure and Community			
Description	Main Group Heading	Details of Outturn Variances to Latest Approved Budget	2023/24 £
Cemeteries	Premises	Increase in budgets required of £1,800 for Water Rates and £8,000 for Memorial Stone Management due to statutory memorial testing	9,800
	Income	Increased income from Burial Fees, Burial Rights Fees and Memorial Fees	(75,750)
<b>Total Sustainability and Climate</b>			<b>(65,950)</b>
Description	Main Group Heading	Details of Outturn Variances to Latest Approved Budget	2023/24 £
Community Arts	Income	Increased income from art activities	(5,850)
Watersmeet	Premises	Increase in Electricity budget due to increased supplier costs	28,700
Playing Fields & Open Spaces	Premises	Increase in budgets required of £14,500 for Gas, £11,500 for Electricity and £17,500 for Water Rates due to increased supplier costs and backdated bills	43,500
	Income	Reduction in income due to decrease in football pitch hire	22,000
Play Rangers	Employees	Variance includes revised employee estimates which takes into account vacancies and changes in pay elements.	1,435
Quadrome	Premises	Increase in budgets required of £15,000 for Electricity and £6,000 due to increased supplier costs	21,000
Leisure Development	Employees	Variance includes revised employee estimates which takes into account vacancies and changes in pay elements.	(63,370)
Sports Devel - Sports Projects	Income	Increased income from sport and physical activity sessions	(7,500)
Leisure & Community Services	Employees	Variance includes revised employee estimates which takes into account vacancies and changes in pay elements.	3,390
Grounds Maintenance	Employees	Variance includes revised employee estimates which takes into account vacancies and changes in pay elements.	(38,930)
<b>Total Leisure</b>			<b>4,375</b>
Description	Main Group Heading	Details of Outturn Variances to Latest Approved Budget	2023/24 £
Community Safety	Employees	Variance includes revised employee estimates which takes into account vacancies and changes in pay elements.	30,365
Community Partnerships	Employees	Variance includes revised employee estimates which takes into account vacancies and changes in pay elements.	3,380
Env Health - Commercial Team	Third Party Payments	Full budget not required for this financial year.	(10,000)
<b>Total Community Partnerships</b>			<b>23,745</b>
<b>Total Climate Change, Leisure and Community</b>			<b>(37,830)</b>

## Virements

Climate Change, Leisure and Community			
Description	Main Group Heading	Details of Outturn Variances to Latest Approved Budget	2023/24 £
Community Partnerships	Supplies and Services	Budget transferred to Communications for Engagement HQ Have your say platform	(11,500)
<b>Total Community Partnerships</b>			<b>(11,500)</b>
Description	Main Group Heading	Details of Outturn Variances to Latest Approved Budget	2023/24 £
Corporate Climate Change	Supplies and Services	To Spend Social Housing Decarbonisation Fund Grant	54,355
	Income	Receipt of Social Housing Decarbonisation Fund Grant	(54,355)
Trees and Landscapes	Supplies and Services	To Spend Countrywide Stewardship Grant	23,604
	Income	Receipt of Countrywide Stewardship Grant	(23,604)
<b>Total Sustainability and Climate</b>			<b>0</b>
<b>Total Climate Change, Leisure and community</b>			<b>(11,500)</b>

Annex C  
CCLC Medium term capital investment programme

Climate Change, Leisure & Community												
Community Partnerships	Original Budget 2023/24 £	Latest Budget 2023/24 £	P10 Spend To Date £	Forecast Outturn 2023/24 £	Variance £	Latest Budget 2024/25 £	Proposed 2024/25 £	Latest Budget 2025/26 £	Proposed 2025/26 £	Latest Budget 2026/27 £	Proposed 2026/27 £	Comments
Capital Grants & Loans	0	0	0	0	0	20,000	20,000	20,000	20,000	20,000	20,000	
Community CCTV	6,000	6,000	0	0	(6,000)	6,000	12,000	6,000	6,000	6,000	6,000	Budget rephased to 2024/25 for planned new cameras
<b>Sub-total Community Partnerships</b>	<b>6,000</b>	<b>6,000</b>	<b>0</b>	<b>0</b>	<b>(6,000)</b>	<b>26,000</b>	<b>32,000</b>	<b>26,000</b>	<b>26,000</b>	<b>26,000</b>	<b>26,000</b>	
Leisure	Original Budget 2023/24 £	Latest Budget 2023/24 £	P10 Spend To Date £	Forecast Outturn 2023/24 £	Variance £	Latest Budget 2024/25 £	Proposed 2024/25 £	Latest Budget 2025/26 £	Proposed 2025/26 £	Latest Budget 2026/27 £	Proposed 2026/27 £	Comments
Denham Way MUGA	0	30,000	30,450	30,000	0	0	0	0	0	0	0	Project Complete
Barton Way MUGA	0	2,449	2,248	2,449	0	0	0	0	0	0	0	Project Complete
Aquadrome	22,500	0	0	0	0	0	0	0	0	0	0	
Aquadrome Bridge Replacement	0	0	0	0	0	320,524	320,524	0	0	0	0	Project due to commence 2024/25
Leavesden Country Park Gate	0	191,256	26,367	191,256	0	0	0	0	0	0	0	Budget will be spent
Watersmeet Electrical	23,000	26,234	23,870	26,234	0	144,100	144,100	0	0	0	0	Budget will be spent
South Oxhey Playing Fields	468,750	506,498	483,170	506,498	0	0	0	0	0	0	0	Project complete - retention to be paid following 6 months defects inspection
Watersmeet Projector	80,000	80,000	56,117	80,000	0	0	0	0	0	0	0	Budget will be spent
Scotsbridge-Chess Habitat	8,190	8,190	0	0	(8,190)	0	8,190	0	0	0	0	Budget to be re-phased to 2024/25 - Project being led by Countryside Management Service
Open Space Access Improvements	60,000	75,390	35,196	75,390	0	60,000	60,000	60,000	60,000	60,000	60,000	Budget will be spent
Improve Play Area-Future Schemes	115,000	20,680	7,661	20,680	0	120,000	120,000	120,000	120,000	120,000	120,000	Budget will be spent
Aquadrome-Whole Life Costing	11,000	11,000	6,886	11,000	0	11,000	11,000	11,000	11,000	11,000	11,000	Budget will be fully spent - New pumps likely to be required
Replacement Ground Maintenance Vehicles	264,000	264,000	0	0	(264,000)	540,000	804,000	540,000	540,000	540,000	540,000	Budget rephased to 2024/25 due to the length of time required to build the vehicles
Watersmeet-Whole Life Costing	20,000	20,000	17,049	20,000	0	20,000	20,000	20,000	20,000	20,000	20,000	Budget will be spent
Pavilions-Whole Life Costing	11,000	11,000	5,332	11,000	0	11,000	11,000	11,000	11,000	11,000	11,000	Budget will be fully spent - Works at King George V
Outdoor Fitness Zones	27,200	160,532	160,532	160,532	0	0	0	0	0	0	0	Project Complete
Feamey Mead Play Area	0	50,000	0	50,000	0	0	0	0	0	0	0	Awaiting Planning Permission
Lincoln Drive Play Area	0	50,000	0	50,000	0	0	0	0	0	0	0	Awaiting Planning Permission
<b>Sub-total Leisure</b>	<b>1,110,640</b>	<b>1,507,229</b>	<b>854,878</b>	<b>1,235,039</b>	<b>(272,190)</b>	<b>1,226,624</b>	<b>1,498,814</b>	<b>762,000</b>	<b>762,000</b>	<b>762,000</b>	<b>762,000</b>	
Sustainability & Climate	Original Budget 2023/24 £	Latest Budget 2023/24 £	P10 Spend To Date £	Forecast Outturn 2023/24 £	Variance £	Latest Budget 2024/25 £	Proposed 2024/25 £	Latest Budget 2025/26 £	Proposed 2025/26 £	Latest Budget 2026/27 £	Proposed 2026/27 £	Comments
Cemetery-Whole Life Costing	5,000	5,000	170	5,000	0	5,000	5,000	5,000	5,000	5,000	5,000	Budget will be spent - new toilets Woodcock Hill
<b>Sub-total Sustainability &amp; Climate</b>	<b>5,000</b>	<b>5,000</b>	<b>170</b>	<b>5,000</b>	<b>0</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>	
<b>Total Climate Change, Leisure &amp; Community</b>	<b>1,121,640</b>	<b>1,518,229</b>	<b>855,048</b>	<b>1,240,039</b>	<b>(278,190)</b>	<b>1,257,624</b>	<b>1,535,814</b>	<b>793,000</b>	<b>793,000</b>	<b>793,000</b>	<b>793,000</b>	

Annex D

CCLC Explanations of capital variances reported this Period

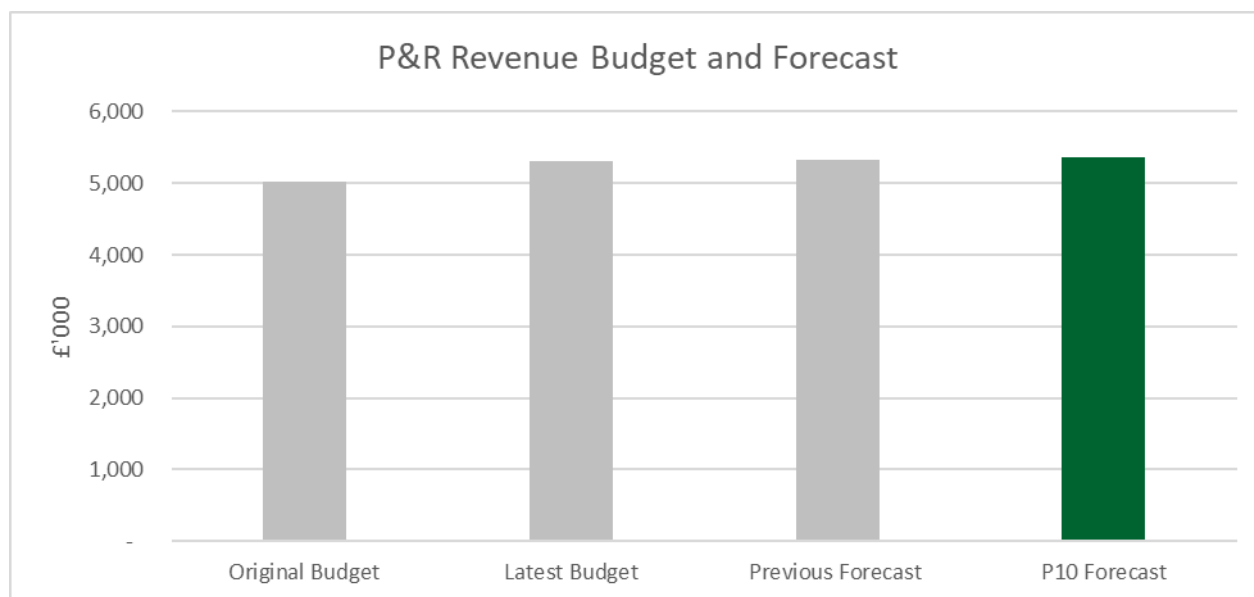
Description	Details of Outturn Variances to Latest Approved Budget	2023/24 £	2024/25 £
<b>Climate Change, Leisure &amp; Community</b>			
Community CCTV	Budget rephased to 2024/25 for planned new cameras	(6,000)	6,000
Scotsbridge-Chess Habitat	Budget to be re-phased to 2024/25 - Project being led by Countryside Management Service	(8,190)	8,190
Replacement Ground Maintenance Vehicles	Budget rephased to 2024/25 due to the length of time required to build the vehicles	(264,000)	264,000
<b>Total Climate Change, Leisure &amp; Community</b>		<b>(278,190)</b>	<b>278,190</b>

## Policy and Resources Committee Detailed Monitoring Report

- This appendix sets out the detailed financial monitoring position for budgets within the scope of the Policy and Resources (P&R) Committee for the 2023/24 financial year. The forecast is based on the position as at Period 10 which covers the period from 1 December 2023 to 31 January 2024.

### Revenue

- The previous forecast reported at Period 8 was net expenditure of £5.330m. This was a variation to budget of £0.027m. The latest forecast position at Period 10 is £5.359m. This is an unfavourable variance of £0.029m. The detailed revenue budgets and MTFP forecast is set out in Annex A.



Service Area	Original Budget £000	Original Budget Plus		Latest Budget £000	Previous Forecast £000	Latest Forecast £000	Variation to Previous Forecast £000	Variation to Latest Budget £000
		2022/23 Carry Forwards £000						
Resources and Leader	7,090	7,433		7,575	7,422	7,453	31	(122)
Garages and Shops	(1,169)	(1,169)		(1,162)	(1,162)	(1,164)	(2)	(2)
Investment Properties	(890)	(890)		(930)	(930)	(930)	0	0
Vacancy Provision	(180)	(180)		(180)	0	0	0	180
Salary Contingency	175	175		0	0	0	0	0
<b>Total</b>	<b>5,026</b>	<b>5,369</b>		<b>5,303</b>	<b>5,330</b>	<b>5,359</b>	<b>29</b>	<b>56</b>

- Annex B sets out the main variations to budget.

### Income Streams

- The key income streams are detailed in Annex E. All are currently on target to achieve budget income levels in 2023/24.

### Capital Investment Programme

- The latest capital investment budget for 2023/24 is £15.376m. A favourable variation of (£1.007m) is reported.
- Detailed Capital budgets and explanation of key variations are set out in Annex C and Annex D respectively.

**Staff Vacancy Monitoring**

7. A major risk of non-delivery of service is where key staff leave the Council's employ and there is a delay or difficulty in recruiting suitable candidates to fill the vacant post.
8. The following table sets out the vacancies by service as at 31 January 2024.

Department	Job Title	Comments	Total
Legal & Committee	Senior Committee Manager	Covered by an Interim	1.00
	Committee & Web Officer	Not currently advertised	1.00
<b>Total P&amp;R</b>			<b>2.00</b>



Annex A  
P&R Committee Medium Term Revenue Budget Service

Policy & Resources											
Resources	Original Budget 2023/24	Original Budget Plus 2022/23 Carry Forwards	Latest Budget 2023/24	Previous Forecast 2023/24	Spend to Date	Latest Forecast 2023/24	Variance @ P10	Forecast 2024/25	Forecast 2025/26	Forecast 2026/27	Officer Comments
	£	£	£	£	£	£	£	£	£	£	
Corporate Management	150,680	212,980	212,980	242,980	127,141	262,480	19,500	150,680	150,680	150,680	Increase in budget required of £8,000 for Bank Charges and £11,500 for Credit/Debit Card Commission due to increase in transactions
Major Incident Planning	106,833	106,833	110,329	110,329	77,139	110,329	0	113,107	113,904	114,728	Budget will be spent
UK Shared Prosperity Fund	0	0	0	0	(133,359)	0	0	0	0	0	Budget will be spent
West Herts Crematorium	0	0	0	0	682,808	0	0	0	0	0	All spend will be recharged to West Herts Crematorium
Miscellaneous Income & Expend	(114,910)	(114,910)	(341,500)	(341,500)	(694,755)	(341,500)	0	(341,500)	(341,500)	(341,500)	Budget will be spent
Non Distributed Costs	255,000	255,000	55,000	55,000	3,470	55,000	0	57,000	59,000	59,000	Budget will be spent
Director Of Finance	66,703	66,703	90,322	90,322	71,046	90,322	0	128,735	132,966	132,965	Budget will be spent
Miscellaneous Properties	(77,433)	(77,433)	(69,518)	(129,518)	(167,830)	(116,018)	13,500	(77,208)	(77,208)	(77,208)	£11,535 Increase in rates budget and £1,965 Transfer budget from Garages & Shops Maintenance to facilitate payment of rates for Furtherfield Units D-J as property is empty.
Office Services	214,810	214,810	198,810	184,810	111,643	184,810	0	192,810	190,810	190,810	Budget will be spent
Asset Management - Property Services	411,755	419,755	701,445	700,645	566,160	704,240	3,595	798,627	878,502	879,784	Variance includes revised employee estimates which takes into account vacancies and changes in pay elements. Agency Staff employed
Finance Services	487,002	487,002	556,216	556,216	632,415	539,261	(16,955)	440,080	435,772	439,212	Variance includes revised employee estimates which takes into account vacancies and changes in pay elements. Shared Service income reduced due to the revised employees estimates
Council Tax Collection	387,937	387,937	398,603	378,603	525,247	341,296	(37,307)	329,467	330,179	330,880	Variance includes revised employee estimates which takes into account vacancies and changes in pay elements. Shared Service income reduced due to the revised employees estimates
Benefits & Allowances	748,587	748,587	781,131	735,131	1,007,728	744,628	9,497	681,913	685,248	687,432	Variance includes revised employee estimates which takes into account vacancies and changes in pay elements. Agency Staff employed. Shared Service income increased due to the revised employees estimates
NNDR	58,898	58,898	61,241	61,241	57,879	61,241	0	60,005	60,005	60,006	Budget will be spent
Revs & Bens Management	39,453	39,453	42,152	42,152	58,400	42,152	0	41,970	41,969	41,970	Budget will be spent
Fraud	81,149	81,149	86,746	86,746	111,538	86,746	0	86,746	86,746	86,746	Budget will be spent
Garages & Shops Maintenance	(1,169,030)	(1,169,030)	(1,162,030)	(1,162,030)	(975,806)	(1,163,995)	(1,965)	(1,300,150)	(1,300,150)	(1,300,150)	£1,965 Transfer budget to Miscellaneous Properties to facilitate payment of rates for Furtherfield Units D-J as property is empty
Chief Executive	204,612	354,612	363,754	363,754	145,177	359,689	(4,065)	213,754	213,754	213,754	Income and Expenditure budgets of £67,800 required for Ringfenced Economic Growth Fund. Variance includes revised employee estimates which takes into account vacancies and changes in pay elements.

P&R Committee Medium Term Revenue Budget Service cont.

Resources	Original Budget 2023/24	Original Budget Plus 2022/23 Carry Forwards	Latest Budget 2023/24	Previous Forecast 2023/24	Spend to Date	Latest Forecast 2023/24	Variance @ P8	Forecast 2024/25	Forecast 2025/26	Forecast 2026/27	Officer Comments
	£	£	£	£	£	£	£	£	£	£	
Investment Properties	(890,089)	(890,089)	(929,794)	(929,794)	(810,240)	(929,794)	0	(950,499)	(982,225)	(982,225)	Budget will be spent
Performance Mgt & Scrutiny	50,903	50,903	53,835	53,835	33,249	42,840	(10,995)	53,849	53,849	53,849	Variance includes revised employee estimates which takes into account vacancies and changes in pay elements.
Debt Recovery	233,506	233,506	244,158	244,158	273,000	244,158	0	226,406	223,403	224,810	Budget will be spent
Associate Director Strategy, Partnerships & Housing	100,609	100,609	105,252	105,252	87,942	105,252	0	109,178	113,107	113,107	Budget will be spent
Three Rivers House	359,260	359,260	359,260	359,260	378,533	485,798	126,538	359,260	359,260	359,260	Increase in budgets required of £40,038 for NNDR, although we are awaiting a revaluation following additional space being let out. £93,000 increase in electricity budget required due to increase in supplier charge and additional costs due to the air source heat pump and police use of the lower ground floor 24/7, offset by a reduction in Gas budget of £6,500
Prasing House	(10,140)	(10,140)	(10,140)	(10,140)	16,278	(3,250)	6,890	(10,140)	(10,140)	(10,140)	Increase required in Electricity budget due to supplier increase in price charged and historic bills
Oxney Drive	10,250	10,250	10,250	10,250	8,645	10,250	0	10,250	10,250	10,250	Budget will be spent
Wimbledon	(200,000)	(200,000)	(200,000)	(200,000)	(821,997)	(200,000)	0	(200,000)	(500,000)	(500,000)	
Officers' Standby	6,140	6,140	6,140	6,140	6,140	6,140	0	6,140	6,140	6,140	Budget fully spent
Vacancy Provision	(180,000)	(180,000)	(180,000)	0	0	0	0	(180,000)	(180,000)	(180,000)	Vacancy saving achieved for 2023/24
Finance Client	21,108	21,108	3,713	3,713	85,386	5,833	2,120	14,898	14,906	14,919	Variance includes revised employee estimates which takes into account vacancies and changes in pay elements.
Business App Maintenance	257,875	257,875	257,875	257,875	220,967	257,875	0	257,875	257,875	257,875	Budget will be spent
ICT Client	721,551	755,551	717,377	683,377	435,893	683,377	0	683,377	683,377	683,377	Budget will be spent
Internal Audit Client	55,968	55,968	55,968	56,688	57,294	56,688	0	55,968	55,968	55,968	Budget will be spent
Council Tax Client	(126,879)	(126,879)	(126,879)	(126,879)	0	(126,879)	0	(126,879)	(126,879)	(126,879)	Budget will be spent
Benefits Client	(470,660)	(470,660)	(470,660)	(470,660)	3,924,820	(470,660)	0	(470,660)	(470,660)	(470,660)	This holds the housing benefits payments and recovery from DWP and further grants from DWP relating to the provision of benefits. There is timing difference between payments made to claimants and income received from Government.
Nndr Cost Of Collection	(107,090)	(107,090)	(107,090)	(107,090)	0	(107,090)	0	(107,090)	(107,090)	(107,090)	This is received at year end
Fraud Client	2,690	2,690	2,690	2,690	2,018	2,690	0	2,690	2,690	2,690	Budget will be spent
Insurances	373,220	373,220	489,995	489,995	502,913	489,995	0	373,220	373,220	373,220	Budget will be spent
Debt Recovery Client Acc	(6,140)	(6,140)	(6,140)	(6,140)	(1,500)	(6,140)	0	(6,140)	(6,140)	(6,140)	Budget will be spent
Benefits New Burden	0	0	0	0	(62,590)	0	0	0	0	0	Actioned at year end
Benefits DHP	0	0	0	0	(266,966)	0	0	0	0	0	Actioned at year end
Benefits Non Hra	1,020	1,020	1,020	1,020	(285,286)	1,020	0	1,020	1,020	1,020	Actioned at year end
HR Client	334,113	334,113	334,113	334,113	209,693	334,113	0	334,113	334,113	334,113	Budget will be spent
Salary Contingency	175,000	175,000	0	0	0	0	0	712,285	905,378	1,124,612	2023/24 Pay Award applied .
<b>Total</b>	<b>2,564,261</b>	<b>2,818,561</b>	<b>2,696,624</b>	<b>2,732,544</b>	<b>6,200,233</b>	<b>2,842,897</b>	<b>110,353</b>	<b>2,725,157</b>	<b>2,672,099</b>	<b>2,901,185</b>	

P&R Committee Medium Term Revenue Budget Service cont.

Leader	Original Budget 2023/24	Original Budget Plus 2022/23 Carry Forwards	Latest Budget 2023/24	Previous Forecast 2023/24	Spend to Date	Latest Forecast 2023/24	Variance @ P10	Forecast 2024/25	Forecast 2025/26	Forecast 2026/27	Officer Comments
	£	£	£	£	£	£	£	£	£	£	
Register Of Electors	36,800	36,800	36,800	36,800	27,172	36,800	0	36,800	36,800	36,800	Budget will be spent
District Elections	76,320	76,320	76,320	76,320	144,851	76,320	0	76,320	76,320	76,320	Awaiting recharges of Parish elections
Customer Service Centre	876,087	876,087	934,618	934,618	663,667	812,713	(121,905)	949,303	959,124	961,784	Variance includes revised employee estimates which takes into account vacancies and changes in pay elements.
Democratic Representation	307,838	307,838	321,766	321,516	271,305	327,316	5,800	321,516	321,516	321,516	Increase in budget required for subscriptions
Customer Contact Programme	6,000	80,635	80,635	80,635	35,653	80,635	0	6,000	68,453	68,453	Budget will be spent
Customer Experience	87,324	87,324	91,532	91,532	76,050	91,532	0	95,468	99,401	99,401	Budget will be spent
Communication	322,645	336,195	334,664	334,664	242,757	351,219	16,555	324,697	324,697	324,697	Variance includes revised employee estimates which takes into account vacancies and changes in pay elements. £11,500 budget transferred from Community Partnerships for Engagement HQ Have your say platform
Legal Practice	407,881	407,881	402,147	401,647	346,486	401,647	0	402,049	402,698	403,363	Budget will be spent
Committee Administration	194,741	194,741	204,551	196,551	151,741	176,031	(20,520)	207,249	209,217	211,181	Variance includes revised employee estimates which takes into account vacancies and changes in pay elements. Agency Staff employed
Elections & Electoral Regn	146,326	146,326	123,293	123,293	160,729	161,763	38,470	125,815	127,783	129,747	Variance includes revised employee estimates which takes into account vacancies and changes in pay elements. Agency Staff employed
Parish Elections	0	0	0	0	(4,386)	0	0	0	0	0	
Referendums	0	0	0	0	(150)	0	0	0	0	0	
Police Commissioner Election	0	0	0	0	13,347	0	0	0	0	0	May 2021 Election claim currently with Cabinet Office
<b>Total</b>	<b>2,461,962</b>	<b>2,550,147</b>	<b>2,606,326</b>	<b>2,597,576</b>	<b>2,129,222</b>	<b>2,515,976</b>	<b>(81,600)</b>	<b>2,545,217</b>	<b>2,626,009</b>	<b>2,633,262</b>	
<b>Total Policy and Resources</b>	<b>5,026,223</b>	<b>5,368,708</b>	<b>5,302,950</b>	<b>5,330,120</b>	<b>8,329,455</b>	<b>5,358,873</b>	<b>28,753</b>	<b>5,270,374</b>	<b>5,298,108</b>	<b>5,534,447</b>	

Parish Elections

## Annex B

P&R Committee Explanations of revenue supplementary estimates, variances to be managed and virements reported this Period  
Variances

Policy and Resources			
Description	Main Group Heading	Details of Outturn Variances to Latest Approved Budget	2023/24 £
Corporate Management	Supplies and Services	Increase in budget required of £8,000 for Bank Charges and £11,500 for Credit/Debit Card Commission due to increase in transactions	19,500
Miscellaneous Properties	Premises	Increase in rates budget required due to rates for Furtherfield Units D-J as property is empty	11,535
Asset Management - Property	Employees	Variance includes revised employee estimates which takes into account vacancies and changes in pay elements. Agency Staff employed	3,595
Finance Services	Employees	Variance includes revised employee estimates which takes into account vacancies and changes in pay elements.	(42,390)
	Income	Shared Service income reduced due to the revised employees estimates	25,435
Council Tax Collection	Employees	Variance includes revised employee estimates which takes into account vacancies and changes in pay elements.	(95,565)
	Income	Shared Service income reduced due to the revised employees estimates	58,258
Benefits & Allowances	Employees	Variance includes revised employee estimates which takes into account vacancies and changes in pay elements. Agency Staff employed	22,085
	Income	Shared Service income increased due to the revised employees estimates	(12,588)
Chief Executive	Employees	Variance includes revised employee estimates which takes into account vacancies and changes in pay elements.	(4,065)
Performance Mgt & Scrutiny	Employees	Variance includes revised employee estimates which takes into account vacancies and changes in pay elements.	(10,995)
Three Rivers House	Premises	Increase in budgets required of £40,038 for NNDR, although we are awaiting a revaluation following additional space being let out. £93,000 increase in electricity budget required due to increase in supplier charge and additional costs due to the air source heat pump and police use of the lower ground floor 24/7, offset by a reduction in Gas budget of £6,500	126,538
Basing House	Premises	Increase required in Electricity budget due to supplier increase in price charged and historic bills	6,890
Finance Client	Employees	Variance includes revised employee estimates which takes into account vacancies and changes in pay elements.	2,120
<b>Total Resources</b>			<b>110,353</b>

## Variances Cont.

Description	Main Group Heading	Details of Outturn Variances to Latest Approved Budget	2023/24 £
Customer Service Centre	Employees	Variance includes revised employee estimates which takes into account vacancies and changes in pay elements.	(121,905)
Communication	Employees	Variance includes revised employee estimates which takes into account vacancies and changes in pay elements.	5,055
Democratic Representation	Employees	Increase in budget required for subscriptions	5,800
Committee Administration	Employees	Variance includes revised employee estimates which takes into account vacancies and changes in pay elements. Agency Staff employed	(20,520)
Elections & Electoral Regn	Employees	Variance includes revised employee estimates which takes into account vacancies and changes in pay elements. Agency Staff employed	38,470
<b>Total Leader</b>			<b>(93,100)</b>
<b>Total Policy and Resources</b>			<b>17,253</b>

P&R Committee Explanations of revenue supplementary estimates, variances to be managed and virements reported this Period cont.

Virements

Policy & Resources			
Description	Main Group Heading	Details of Outturn Variances to Latest Approved Budget	2023/24 £
Communications	Supplies and Services	Budget transferred from Community Partnerships for Engagement HQ Have your say platform	11,500
<b>Total Leader</b>			<b>11,500</b>
Description	Main Group Heading	Details of Outturn Variances to Latest Approved Budget	2023/24 £
Chief Executive	Supplies and Services	To Spend Economic Growth Fund Allocation	67,800
	Income	Receipt of Economic Growth Fund Allocation	(67,800)
Miscellaneous Properties	Premises	Transfer budget from Garages & Shops Maintenance to facilitate payment of rates for Furtherfield Units D-J as property is empty	1,965
Garages & Shops Maintenance	Premises	Transfer budget to Miscellaneous Properties to facilitate payment of rates for Furtherfield Units D-J as property is empty	(1,965)
<b>Total Resources</b>			<b>0</b>
<b>Total Policy and Resources</b>			<b>11,500</b>

Annex C  
P&R Medium term capital investment programme

Policy & Resources												
Leader & Resources	Original Budget 2023/24 £	Latest Budget 2023/24 £	P10 Spend To Date £	Forecast Outturn 2023/24 £	Variance £	Latest Budget 2024/25 £	Proposed 2024/25 £	Latest Budget 2025/26 £	Proposed 2025/26 £	Latest Budget 2026/27 £	Proposed 2026/27 £	Comments
Professional Fees-Internal	157,590	157,590	0	157,590	0	157,590	157,590	157,590	157,590	157,590	157,590	Actioned at year end
Election Equipment	6,000	14,510	14,345	14,510	0	6,000	6,000	6,000	6,000	6,000	6,000	Budget will be spent
Street Lighting Replacement	0	126,735	42,275	96,735	(30,000)	0	30,000	0	0	0	0	£30,000 rephased into 2024/25 as works will not be completed by year end. Original budget allowed for replacement batteries in year 3
Members' IT Equipment	79,210	31,306	31,306	31,306	0	0	0	0	0	48,780	48,780	All equipment now purchased and distributed, no further spend expected this financial year or until 2027/28 or 2028/29
Rickmansworth Work Hub	28,606	28,606	25,406	25,406	(3,200)	0	3,200	0	0	0	0	£3,200 rephased into 2024/25 as roofing works will take place early 2024/25
ICT-Managed Project Costs	330,000	330,000	0	128,416	(201,584)	240,000	337,551	60,000	60,000	60,000	60,000	£104,033 Budget transferred to Shared Service Hardware Replacement Programme and £97,551 rephased into 2024/25 for ongoing projects
ShS-Hardware Replace Prog	0	0	0	104,033	104,033	0	0	40,000	40,000	40,000	40,000	Budget transferred from ICT Managed Service Project Costs
Garage Improvements	150,000	142,709	22,314	142,709	0	150,000	150,000	150,000	150,000	150,000	150,000	Budget will be spent
ICT Website Development	14,870	14,870	8,725	14,870	0	0	0	0	0	0	0	Budget will be spent
ICT Hardware Replacement Prog	66,200	59,584	3,850	59,584	0	114,824	114,824	45,000	45,000	45,000	45,000	Budget will be spent
T&M Whole Life Costing	170,000	392,907	264,760	362,907	(30,000)	305,000	335,000	170,000	170,000	170,000	170,000	£30,000 rephased into 2024/25 as fuse boards will be replaced over Easter
Leasing House-Whole Life Costing	90,000	59,830	17,924	44,830	(15,000)	60,000	75,000	60,000	60,000	60,000	60,000	£15,000 rephased into 2024/25 as roofing works will take place in the spring
Business Application Upgrade	20,000	20,000	0	0	(20,000)	20,000	40,000	90,000	90,000	90,000	90,000	Budget rephased into 2024/25 for ongoing projects
The Rivers House Transformation	0	15,585	0	15,585	0	0	0	0	0	0	0	Budget will be spent - Additional requirements in Visitor Centre
Property Information System	0	24,481	17,801	24,481	0	0	0	0	0	0	0	Budget will be spent
<b>Sub-total Leader &amp; Resources</b>	<b>1,112,476</b>	<b>1,418,713</b>	<b>448,706</b>	<b>1,222,962</b>	<b>(195,751)</b>	<b>1,053,414</b>	<b>1,249,165</b>	<b>778,590</b>	<b>778,590</b>	<b>827,370</b>	<b>827,370</b>	
Major Projects												
Major Projects	Original Budget 2023/24 £	Latest Budget 2023/24 £	P10 Spend To Date £	Forecast Outturn 2023/24 £	Variance £	Latest Budget 2024/25 £	Proposed 2024/25 £	Latest Budget 2025/26 £	Proposed 2025/26 £	Latest Budget 2026/27 £	Proposed 2026/27 £	Comments
South Oxhey Initiative	0	6,934	0	6,934	0	0	0	0	0	0	0	Budget will be spent
South Oxhey Initiative	0	0	0	0	0	0	0	0	0	0	0	
Property Investment Board	0	3,607,038	3,605,111	3,607,038	0	0	0	0	0	0	0	Budget will be spent
Local Authority Housing Fund	0	10,343,225	85,500	10,343,225	0	0	0	0	0	0	0	Full Council have approved the transfer of 3 garage sites for development of 16 new build properties and the acquisition of the remaining 8 properties is ongoing.
<b>Sub-total Major Projects</b>	<b>0</b>	<b>13,957,197</b>	<b>3,690,611</b>	<b>13,957,197</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Total Policy &amp; Resources</b>	<b>1,112,476</b>	<b>15,375,910</b>	<b>4,139,317</b>	<b>15,180,159</b>	<b>(195,751)</b>	<b>1,053,414</b>	<b>1,249,165</b>	<b>778,590</b>	<b>778,590</b>	<b>827,370</b>	<b>827,370</b>	

**Annex D**  
**P&R Explanations of capital variances reported this Period**

Description	Details of Outturn Variances to Latest Approved Budget	2023/24 £	2024/25 £
<b>Policy &amp; Resources</b>			
Street Lighting Replacement	£30,000 rephased into 2024/25 as works will not be completed by year end. Original budget allowed for replacement batteries in year 3	(30,000)	30,000
Rickmansworth Work Hub	£3,200 rephased into 2024/25 as roofing works will take place early 2024/25	(3,200)	3,200
ICT-Managed Project Costs	£104,033 Budget transferred to Shared Service Hardware Replacement Programme and £97,551 rephased into 2024/25 for ongoing projects	(201,584)	97,551
ShS-Hardware Replace Prog	Budget transferred from ICT Managed Service Project Costs	104,033	0
TRH Whole Life Costing	£30,000 rephased into 2024/25 as fuse boards will be replaced over Easter	(30,000)	30,000
Basing House-Whole Life Costing	£15,000 rephased into 2024/25 as roofing works will take place in the spring	(15,000)	15,000
Business Application Upgrade	Budget rephased into 2024/25 for ongoing projects	(20,000)	20,000
<b>Total Policy &amp; Resources</b>		<b>(195,751)</b>	<b>195,751</b>



**Annex E**  
**P&R Key Income Streams**

<b>Garages and Shops</b>									
<b>Garages</b>	<b>Month</b>	<b>2020/21</b>		<b>2021/22</b>		<b>2022/23</b>		<b>2023/24</b>	
<b>Rent</b>		<b>£</b>	<b>Volume</b>	<b>£</b>	<b>Volume</b>	<b>£</b>	<b>Volume</b>	<b>£</b>	<b>Volume</b>
	April	(74,513)	11%	(67,120)	18%	(76,062)	17%	(79,962)	18%
	May	(53,698)	13%	(84,598)	18%	(74,883)	17%	(70,669)	16%
	June	(107,919)	14%	(67,303)	18%	(75,841)	16%	(80,973)	16%
	July	(71,117)	16%	(68,901)	17%	(76,597)	16%	(82,085)	14%
	August	(70,223)	15%	(85,572)	17%	(72,188)	16%	(81,588)	14%
	September	(87,870)	15%	(66,891)	18%	(74,631)	16%	(81,247)	14%
	October	(70,789)	15%	(67,979)	17%	(75,002)	16%	(82,104)	14%
	November	(88,099)	15%	(86,494)	16%	(73,282)	15%	(80,289)	14%
	December	(70,203)	16%	(69,289)	17%	(74,000)	16%	(82,367)	11%
	January	(69,758)	16%	(87,711)	17%	(75,231)	16%	(80,210)	9%
	February	(69,793)	17%	(69,601)	16%	(74,914)	18%		
	March	(86,210)	17%	(69,067)	17%	(72,721)	17%		
	<b>Total</b>	<b>(920,190)</b>		<b>(890,526)</b>		<b>(895,352)</b>		<b>(801,494)</b>	
<p><b>Comments:</b> The original budget for 2023/24 is £976,830. Lower level applied to those in the more difficult to let areas. There are currently 1,116 rentable garages. The void percentage is based on the rentable stock only. With effect from 1st December 2023 the number of garges has reduced from 1116 to 1056 due to the development of garage sites Downer Drive, Pollards and The Queens Drive</p>									
<b>Shops</b>	<b>Month</b>	<b>2020/21</b>		<b>2021/22</b>		<b>2022/23</b>		<b>2023/24</b>	
<b>Rent</b>		<b>£</b>	<b>Volume</b>	<b>£</b>	<b>Volume</b>	<b>£</b>	<b>Volume</b>	<b>£</b>	<b>Volume</b>
	April	(66,330)	n/a	(46,828)	n/a	(46,495)	n/a	(39,495)	n/a
	May	31,706	n/a	0	n/a	0	n/a	0	n/a
	June	(38,627)	n/a	(30,853)	n/a	(37,853)	n/a	(37,853)	n/a
	July	(9,727)	n/a	(15,250)	n/a	(8,250)	n/a	(8,250)	n/a
	August	0	n/a	0	n/a	0	n/a	0	n/a
	September	(38,245)	n/a	(38,245)	n/a	(38,244)	n/a	(31,244)	n/a
	October	(10,796)	n/a	(8,250)	n/a	(8,250)	n/a	(14,773)	n/a
	November	2,546	n/a	0	n/a	0	n/a	0	n/a
	December	(37,853)	n/a	(37,853)	n/a	(37,853)	n/a	(37,853)	n/a
	January	(8,250)	n/a	(8,250)	n/a	(8,250)	n/a	(8,250)	n/a
	February	0	n/a	0	n/a	0	n/a		
	March		n/a	0	n/a	(7,000)	n/a		
	<b>Total</b>	<b>(175,576)</b>		<b>(185,528)</b>	<b>0</b>	<b>(192,195)</b>	<b>0</b>	<b>(177,718)</b>	<b>0</b>
<p><b>Comments:</b> The original 2023/24 budget is £210,000. There are 20 shops in the district which are predominantly let as self repairing leases. Each shop rent is negotiated at the best market rate taking into consideration local factors regarding usage, availability, affordability and community benefit.</p>									

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Corporate costs Medium Term Revenue Budget

Corporate Costs	Original Budget 2023/24	Original Budget Plus 2022/23 Carry Forwards	Latest Budget 2023/24	Previous Forecast 2023/24	Spend to Date	Latest Forecast 2023/24	Variance @ P10	Forecast 2024/25	Forecast 2025/26	Forecast 2026/27	Officer Comments
	£	£	£		£	£	£	£	£	£	
Interest Earned	(670,000)	(670,000)	(670,000)	(1,174,191)	(1,069,345)	(1,374,191)	(200,000)	(760,000)	(660,000)	(660,000)	Increased income due to current interest rates
Interest Paid	682,989	682,989	682,989	606,256	93,030	606,256	0	715,606	755,266	741,766	Budget will be spent
Parish Precepts	2,386,783	2,386,783	2,386,783	2,386,783	2,386,783	2,386,783	0	2,434,520	2,483,220	2,483,220	Paid half yearly in April & September
<b>Total Corporate Costs</b>	<b>2,399,772</b>	<b>2,399,772</b>	<b>2,399,772</b>	<b>1,818,848</b>	<b>1,410,468</b>	<b>1,618,848</b>	<b>(200,000)</b>	<b>2,390,126</b>	<b>2,578,486</b>	<b>2,564,986</b>	

## Funding the Capital Investment Programme

## CAPITAL INVESTMENT PROGRAMME 2023-2027 - FUNDING

Capital Programme	2023/24			2024/25	2025/26	2026/27
	Original Budget	Latest Budget	Outturn Forecast at P10	Forecast	Forecast	Forecast
	£	£	£	£	£	£
<b>Balance Brought Forward</b>						
Govt Grants: Disabled Facility Grants	(1,063,531)	(1,063,531)	(1,121,582)	(1,179,633)	(1,179,633)	(1,179,633)
Section 106 Contributions	(1,489,612)	(1,489,612)	(1,489,612)	(1,539,656)	(1,539,656)	(1,539,656)
Capital Receipts Reserve	0	0	0	0	0	0
Future Capital Expenditure Reserve	0	0	0	0	0	0
New Homes Bonus Reserve	(222,787)	(222,787)	(222,787)	0	0	0
<b>Total Funding Brought Forward</b>	<b>(2,775,930)</b>	<b>(2,775,930)</b>	<b>(2,833,981)</b>	<b>(2,719,289)</b>	<b>(2,719,289)</b>	<b>(2,719,289)</b>
<b>Generated in the Year</b>						
Govt Grants: Disabled Facility Grants	(586,000)	(723,315)	(723,315)	(586,000)	(586,000)	(586,000)
Section 106 Contributions	0	(265,832)	(265,832)	0	0	0
Capital Receipts Reserve	(1,100,000)	(1,100,000)	(1,100,000)	(1,000,000)	(1,000,000)	(1,000,000)
Future Capital Expenditure Reserve	0	0	0	0	0	0
New Homes Bonus Reserve	(110,247)	(110,247)	(110,247)	(100,025)	(95,000)	(95,000)
<b>Total Generated</b>	<b>(1,796,247)</b>	<b>(2,199,394)</b>	<b>(2,199,394)</b>	<b>(1,686,025)</b>	<b>(1,681,000)</b>	<b>(1,681,000)</b>
<b>Use of Funding</b>						
Govt Grants: Disabled Facility Grants	586,000	665,264	665,264	586,000	586,000	586,000
Section 106 Contributions	0	215,788	215,788	0	0	0
CIL Contributions	929,779	929,779	929,779	320,524	0	0
Capital Receipts Reserve	1,100,000	1,100,000	1,100,000	1,000,000	1,000,000	1,000,000
Local Authority Housing Fund	0	4,491,613	4,491,613	0	0	0
Future Capital Expenditure Reserve	0	0	0	0	0	0
New Homes Bonus Reserve	333,034	333,034	333,034	100,025	95,000	95,000
Borrowing	1,653,665	12,185,987	11,178,841	3,370,479	1,707,590	1,756,370
<b>Total Use of Funding</b>	<b>4,602,478</b>	<b>19,921,465</b>	<b>18,914,319</b>	<b>5,377,028</b>	<b>3,388,590</b>	<b>3,437,370</b>
<b>Balance Carried Forward</b>						
Govt Grants: Disabled Facility Grants	(1,063,531)	(1,121,582)	(1,179,633)	(1,179,633)	(1,179,633)	(1,179,633)
Section 106 Contributions	(1,489,612)	(1,539,656)	(1,539,656)	(1,539,656)	(1,539,656)	(1,539,656)
Capital Receipts Reserve	0	0	0	0	0	0
Future Capital Expenditure Reserve	0	0	0	0	0	0
New Homes Bonus Reserve	0	0	0	0	0	0
<b>Total Funding Carried Forward</b>	<b>(2,553,143)</b>	<b>(2,661,238)</b>	<b>(2,719,289)</b>	<b>(2,719,289)</b>	<b>(2,719,289)</b>	<b>(2,719,289)</b>
<b>Total Expenditure Capital Investment Programme</b>	<b>4,602,478</b>	<b>19,921,465</b>	<b>18,914,319</b>	<b>5,377,028</b>	<b>3,388,590</b>	<b>3,437,370</b>

## Medium Term Financial Plan 2023-2026

Funding	2023/2024					2024/25	2025/26	2026/27
	Original	Original Budget plus Carry Forwards from 2022/23	Latest Budget	Previous Forecast	Latest Forecast	Forecast	Forecast	Forecast
Council Tax Base (No.)	39,545.20	39,545.20	39,545.20	39,545.20	39,545.20	39,850.80	40,249.30	40,651.80
<b>Council Tax Base Increase (%)</b>	0.00	0.00	0.00	0.00	0.00	0.77	0.99	0.99
Band D Council Tax (£)	194.55	194.55	194.55	194.55	194.55	200.37	206.36	212.53
<b>Council Tax Increase - TRDC (%)</b>	0.00	0.00	0.00	0.00	0.00	2.99	2.99	2.99
Council Tax (£)	(7,693,519)	(7,693,519)	(7,693,519)	(7,693,519)	(7,693,519)	(7,984,905)	(8,305,846)	(8,639,727)
Parish Precepts (£)	(2,386,783)	(2,386,783)	(2,386,783)	(2,386,783)	(2,386,783)	(2,500,591)	(2,500,591)	(2,500,591)
<b>Total Taxation (£)</b>	<b>(10,080,302)</b>	<b>(10,080,302)</b>	<b>(10,080,302)</b>	<b>(10,080,302)</b>	<b>(10,080,302)</b>	<b>(10,485,496)</b>	<b>(10,806,437)</b>	<b>(11,140,318)</b>
Business Rates (£)	(2,679,928)	(2,679,928)	(2,679,928)	(2,679,928)	(2,679,928)	(2,818,907)	(2,795,000)	(2,795,000)
Collection Fund Surplus (£)	(44,341)	(44,341)	(44,341)	(44,341)	(44,341)	84,870	0	0
New Homes Bonus Grant (£)	(18,480)	(18,480)	(18,480)	(18,480)	(18,480)	(100,025)	(95,000)	(95,000)
Government Funding (£)	(534,444)	(534,444)	(534,444)	(534,444)	(534,444)	(589,041)	(500,000)	(500,000)
Dividend (£)	(50,000)	(50,000)	(50,000)	(50,000)	(50,000)	(50,000)	(50,000)	(50,000)
<b>Total Grant Funding (£)</b>	<b>(3,327,193)</b>	<b>(3,327,193)</b>	<b>(3,327,193)</b>	<b>(3,327,193)</b>	<b>(3,327,193)</b>	<b>(3,473,103)</b>	<b>(3,440,000)</b>	<b>(3,440,000)</b>
<b>Total Taxation &amp; Grant Funding (£)</b>	<b>(13,407,495)</b>	<b>(13,407,495)</b>	<b>(13,407,495)</b>	<b>(13,407,495)</b>	<b>(13,407,495)</b>	<b>(13,958,598)</b>	<b>(14,246,437)</b>	<b>(14,580,318)</b>
Financial Statement - Summary	2023/2024					2024/25	2025/26	2026/27
	Original	Original Budget plus Carry Forwards from 2022/23	Latest Budget	Previous Forecast	Latest Forecast	Forecast	Forecast	Forecast
	£		£		£	£	£	£
<b>Committee - Net Cost Of Services</b>								
General Public Services and Economic Development	3,886,824	3,977,542	4,427,694	4,738,537	4,738,537	3,881,763	3,933,362	3,912,237
Climate Change, Leisure and Community	2,441,726	2,499,295	2,626,707	2,691,247	2,691,247	2,550,998	2,585,829	2,617,006
Policy and Resources	5,026,223	5,368,708	5,302,950	5,330,120	5,330,120	5,270,374	5,298,108	5,534,447
<b>Period 10 Variances</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>376,731</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Sub-Total</b>	<b>11,354,773</b>	<b>11,845,545</b>	<b>12,357,351</b>	<b>12,759,904</b>	<b>13,136,635</b>	<b>11,703,135</b>	<b>11,817,299</b>	<b>12,063,690</b>
<b>Other</b>								
Parish Precepts	2,386,783	2,386,783	2,386,783	2,386,783	2,386,783	2,500,591	2,500,591	2,500,591
Interest Payable & Borrowing costs	682,989	682,989	682,989	606,256	606,256	715,606	755,266	741,766
Interest Received	(670,000)	(670,000)	(670,000)	(1,174,191)	(1,174,191)	(760,000)	(660,000)	(660,000)
<b>Period 10 Variances</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(200,000)</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Sub-Total</b>	<b>2,399,772</b>	<b>2,399,772</b>	<b>2,399,772</b>	<b>1,818,848</b>	<b>1,618,848</b>	<b>2,456,197</b>	<b>2,595,857</b>	<b>2,582,357</b>
<b>Net Expenditure</b>	<b>13,754,545</b>	<b>14,245,317</b>	<b>14,757,123</b>	<b>14,578,752</b>	<b>14,755,483</b>	<b>14,159,332</b>	<b>14,413,156</b>	<b>14,646,047</b>
<b>Income from Council Tax, Government Grants &amp; Business Rates</b>	<b>(13,407,495)</b>	<b>(13,407,495)</b>	<b>(13,407,495)</b>	<b>(13,407,495)</b>	<b>(13,407,495)</b>	<b>(13,958,598)</b>	<b>(14,246,437)</b>	<b>(14,580,318)</b>
<b>(Surplus)/Deficit Before Use of Earmarked Reserves</b>	<b>347,050</b>	<b>837,822</b>	<b>1,349,628</b>	<b>1,171,257</b>	<b>1,347,988</b>	<b>200,734</b>	<b>166,719</b>	<b>65,729</b>
<b>Planned Use of Reserves:</b>								
Economic Impact Reserve	0	0	0	0	(182,840)	(147,587)	(147,587)	0
<b>(Surplus) / Deficit to be funded from General Balances</b>	<b>347,050</b>	<b>837,822</b>	<b>1,349,628</b>	<b>1,171,257</b>	<b>1,165,148</b>	<b>53,147</b>	<b>19,132</b>	<b>65,729</b>
Movement on General Fund Balance	2023/24					2024/25	2025/26	2026/27
	Original	Original Budget plus Carry Forwards from 2022/23	Latest Budget	Previous Forecast	Latest Forecast	Latest	Latest	Latest
	£		£		£	£	£	£
Balance Brought Forward at 1 April	(4,966,958)	(4,966,958)	(4,966,958)	(4,966,958)	(4,866,958)	(3,701,810)	(3,648,663)	(3,629,531)
Revenue Budget (Surplus)/Deficit for Year	347,050	837,822	1,349,628	1,171,257	1,165,148	53,147	19,132	65,729
<b>Closing Balance at 31 March</b>	<b>(4,619,908)</b>	<b>(4,129,136)</b>	<b>(3,617,330)</b>	<b>(3,795,701)</b>	<b>(3,701,810)</b>	<b>(3,648,663)</b>	<b>(3,629,531)</b>	<b>(3,563,802)</b>
Movement on Economic Impact	2023/24					2024/25	2025/26	2026/27
	Original	Original Budget plus Carry Forwards from 2022/23	Latest Budget	Previous Forecast	Latest Forecast	Latest	Latest	Latest
	£		£		£	£	£	£
Balance Brought Forward at 1 April	(1,617,617)	(1,617,617)	(1,617,617)	(1,617,617)	(1,617,617)	(1,434,777)	(1,287,190)	(1,139,603)
COVID-19 Impact for Year	0	0	0	0	182,840	147,587	147,587	0
<b>Closing Balance at 31 March</b>	<b>(1,617,617)</b>	<b>(1,617,617)</b>	<b>(1,617,617)</b>	<b>(1,617,617)</b>	<b>(1,434,777)</b>	<b>(1,287,190)</b>	<b>(1,139,603)</b>	<b>(1,139,603)</b>
Total Reserves Impact	2023/24					2024/25	2025/26	2026/27
	Original	Original Budget plus Carry Forwards from 2022/23	Latest Budget	Previous Forecast	Latest Forecast	Latest	Latest	Latest
	£		£		£	£	£	£
Balance Brought Forward at 1 April	(6,584,575)	(6,584,575)	(6,584,575)	(6,584,575)	(6,484,575)	(5,136,587)	(4,935,853)	(4,769,134)
Impact for Year	347,050	837,822	1,349,628	1,171,257	1,347,988	200,734	166,719	65,729
<b>Closing Balance at 31 March</b>	<b>(6,237,525)</b>	<b>(5,746,753)</b>	<b>(5,234,947)</b>	<b>(5,413,318)</b>	<b>(5,136,587)</b>	<b>(4,935,853)</b>	<b>(4,769,134)</b>	<b>(4,703,405)</b>
<b>Total Reserves</b>	<b>(6,237,525)</b>	<b>(5,746,753)</b>	<b>(5,234,947)</b>	<b>(5,413,318)</b>	<b>(5,136,587)</b>	<b>(4,935,853)</b>	<b>(4,769,134)</b>	<b>(4,703,405)</b>

## Reserves Forecast 2023/24

Category	Opening Balance 01/04/2023 £	Net Movement in Year £	Closing Balance 31/03/2024 £	Purpose
<b>General Reserves</b>				
General Fund	(4,966,958)	1,165,148	(3,801,810)	Working balance to support the Council's revenue services. £2M is a suggested prudent minimum
Economic Impact (EIR)	(1,617,617)	182,840	(1,434,777)	To support the funding of unexpected/unplanned Council expenditure as a result of fluctuations in the economy.
<b>Total Revenue</b>	<b>(6,584,575)</b>	<b>1,347,988</b>	<b>(5,236,587)</b>	
<b>Capital Reserves</b>				
Community Infrastructure Levy (CIL)	(7,472,714)	(1,645,690)	(9,118,404)	Developers contributions towards Infrastructure
Capital Receipts	0	(42,446)	(42,446)	Generated from sale of Council assets
Grants & Contributions	(1,095,321)	(1,011,545)	(2,106,866)	Disabled Facility Grants and other contributions
Reserve for Capital expenditure	0	0	0	Reserve set aside for supporting capital expenditure
<b>Total Capital</b>	<b>(8,568,035)</b>	<b>(2,699,681)</b>	<b>(11,267,716)</b>	
<b>Other Earmarked Reserves</b>				
New Homes Bonus	(222,787)	0	(222,787)	Government grant set aside for supporting capital expenditure
Section 106	(1,489,612)	(265,741)	(1,755,353)	Developers contributions towards facilities
Leavesden Hospital Open Space	(769,124)	0	(769,124)	To maintain open space on the ex hospital site
Abbots Langley - Horsefield	(809,667)	0	(809,667)	Developers contributions towards maintenance of site
Environmental Maintenance Plant	(123,595)	0	(123,595)	Reserve to fund expenditure on plant & machinery
Building Control	(243,290)	0	(243,290)	To provide against future losses and/or borrowing against Hertfordshire Building Control Ltd
Commercial Risk Reserve	(6,948,354)	0	(6,948,354)	To manage timing of cashflows and risks in relation to commercial ventures
Collection Fund Reserve	(3,059,242)	0	(3,059,242)	To manage timing differences on the Collection Fund
HB Equalisation	(79,356)	0	(79,356)	To provide against future deficits on the Housing Benefit account
Grants & Contributions	(1,244,951)	0	(1,244,951)	Revenue Grants earmarked for use in future years
Planning Reserve	0	(100,000)	(100,000)	To allow for conservation area appraisals, the local plan timetable to be accelerated and other planning advice
<b>Total Other</b>	<b>(14,989,978)</b>	<b>(365,741)</b>	<b>(15,355,719)</b>	
<b>Total All</b>	<b>(30,142,588)</b>	<b>(1,717,434)</b>	<b>(31,860,022)</b>	

Budgetary Risks

Date risk added to register	Risk ref	Risk owner	Category	Risk description	Comment	Likelihood score (inherent)	Impact score (inherent)	Inherent risk score	Risk controls	Risk control owners	Likelihood score (residual)	Impact score (residual)	Residual risk score	Risk direction	Action plan	Action plan owners	Action plan completion dates
Sep-15	FIN07	Director of Finance	Strategic	The Medium term financial position worsens.	In that the general fund balance falls below the minimum prudent threshold and capital funding is insufficient to meet the capital programme. This appears as item no.8 in the Council's strategic risk register.	4	4	16	The Council has a robust financial management framework which includes regular budget monitoring reports to committees; Budgetary and Financial Risk Register reviewed and updated as part of the budget monitoring process; identification of budgetary pressure when reviewing the medium term financial plan during the budget setting process; Audited Statement of Accounts, including Annual Governance Statement. Currently the 2019/20 annual accounts are awaiting sign off from the external auditors and 2020/21 annual accounts are well progressed.	Head of Finance	3	2	6	→	Regular budget monitoring reports to committees; Budgetary and Financial Risk Register reviewed and updated as part of the budget monitoring process; identification of budgetary pressure when reviewing the medium term financial plan during the budget setting process which includes a risk assessment for the prudent level of general balances and an assessment of financial resilience with reference to the CIPFA Financial resilience index.	Heads of Service/ Head of Finance	Continuous
Apr-06	FIN08	Director of Finance	Budgetary	The pay award exceeds estimates included in the MTFP resulting in unplanned and unsustainable use of reserves.	The Council's 3 year Medium term Financial Strategy includes forecast pay awards for the next three years. The 2023-24 pay award has now been agreed at the level included in the current budget monitoring. Inflation is beginning to come down reducing pressure on next years	3	3	9	Maintain reserves to guard against risk. Early identification of new pressures through Budget Monitoring.	Head of Finance	3	2	6	↓	The Council's 3 year Medium term Financial Strategy includes forecast pay awards for the next three years. The Council maintains reserves to guard against risk including setting a prudent minimum level for general balances. Early identification of new pressures through Budget Monitoring enable the Council to take steps to bring the budget back into balance.	Head of Finance	Continuous
Apr-06	FIN09	Director of Finance	Budgetary	Other inflationary increases exceed estimates included in the MTFP resulting in unplanned and unsustainable use of reserves.	Other than contractual agreements, budgets are cash limited where possible and budget managers are expected to manage increases within existing budgets.	3	3	9	Monitor future inflation projections. Actively manage budgets to contain inflation. Maintain reserves.	Service Heads/Head of Finance	3	2	6	→	Monitor future inflation projections. Actively manage budgets and contracts to contain inflation. The Council maintains reserves to guard against risk including setting a prudent minimum level for general balances. Early identification of new pressures through Budget Monitoring enable the Council to take steps to bring the budget back into balance.	Head of Finance	Continuous
Jan-15	FIN10	Director of Finance	Budgetary	Interest rates increase or decrease resulting in significant variations in estimated interest income (investments) or interest expense (borrowing)	The Council remains cash positive so is experiencing a short term benefit from higher interest rates. Over the longer term rates are expected to come down allowing the Council to borrow for future capital projects.	3	2	6	The Council has a Treasury Management Strategy which is reviewed annually. The Council is looking to lend out over a longer period to maximised the benefit from temporary higher rates..	Head of Finance	3	2	6	→	The Audit Committee receives two reports per year on Treasury Management activity and interest income and expenditure is monitored through the Budget Monitoring Report.	PIB	Continuous

Date risk added to register	Risk ref	Risk owner	Category	Risk description	Comment	Likelihood score (inherent)	Impact score (inherent)	Inherent risk score	Risk controls	Risk control owners	Likelihood score (residual)	Impact score (residual)	Residual risk score	Risk direction	Action plan	Action plan owners	Action plan completion dates
Apr-06	FIN11	Director of Finance	Budgetary	Inaccurate estimates of fees and charges income and / or estimates of cost of delivering chargeable services result in budgetary pressure.	A budget pressure is created due to income shortfalls or increased expenditure	3	2	6	Budget levels realistically set and closely scrutinised	Service Heads/Head of Finance	2	2	4	→	Fees and charges, including and surplus or loss are monitored through budget monitoring with key income streams reported to CMT.	Service Heads	Continuous
Apr-06	FIN12	Director of Finance	Budgetary	The Council loses the ability to recover VAT as a result of exceeding the partial exemption threshold resulting in budgetary pressure.	If the council's expenditure on functions for which it receives income that is exempt for VAT purposes exceeds 5% of its total variable expenditure, then the Council may lose its ability to recover VAT on all of its exempt inputs. This is mitigated by close monitoring of exempt supplies and prudent VAT planning. The Council elects to tax on development schemes.	2	4	8	VAT Planning and opt to tax on schemes. VAT advisers employed.	Head of Finance	1	4	4	→	Partial Exemption Review is undertaken annually with support provided by the Council's external tax advisors, PS Tax. The Council continue to opt to tax land where appropriate.	Head of Finance	Continuous
Dec-13	FIN13	Director of Finance	Budgetary	The estimated cost reductions and additional income gains set out in the MTFP are not achieved resulting in an unplanned and unsustainable use of reserves.	Savings identified and included in the budget will be monitored as part of the budget monitoring process. See fees and charges above. MTFP agreed for next three years.	2	3	6	Service Heads to take responsibility for achieving savings. Budget monitoring to highlight any issues to allow corrective action to be taken.	Service Heads/Head of Finance	2	2	4	→	Budget process to clearly identify savings to be achieved and ensure clarity over responsibility over delivery. Savings to be challenged.	Head of Finance	Continuous
Apr-06	FIN14	Director of Finance	Budgetary	The Council is faced with potential litigation and other employment related risks	The Council has no material outstanding litigation cases.	2	3	6	Council procedures are adhered to	Solicitor to the Council	1	3	3	→	Adherence to council procedures to be monitored and procedures maintained.	Solicitor to the Council	ongoing



Date risk added to register	Risk ref	Risk owner	Category	Risk description	Comment	Likelihood score (inherent)	Impact score (inherent)	Inherent risk score	Risk controls	Risk control owners	Likelihood score (residual)	Impact score (residual)	Residual risk score	Risk direction	Action plan	Action plan owners	Action plan completion dates
Dec-13	FIN18	Director of Finance	Budgetary	Business Rates Retention fluctuates impacting on the amount of funding received by the Council.	From April 2020 the system was due to be subject to reset and increase to 75% retention resulting in a loss of growth. This has been further postponed to 2025/26. However, the significant revaluations for 2023 introduce additional risk of appeals which could result in a reduction to income.	3	4	12	Maintain reserves against risk.	Head of Finance	3	3	9	→	Hertfordshire CFOs continue to work with LG Futures to assess the impact on individual Councils in Hertfordshire and the impact on the ability to create a business rate pool for 2024/25. The scale of appeals is still unknown but this is likely to become clearer over the next 24 months as transitional relief reduces for businesses impacted by the increases in rateable value.	Director of Finance	Continuous
Jul-16	FIN20	Director of Finance	Budgetary	Failure of ICT systems	The Council's integrated Financial Management System (FMS) is held on an ICT platform. If this were to fail then potentially there will be a loss of functionality occurring during any downtime.	3	2	6	System migrated to latest version. Payments system updated.	Head of Finance	1	2	2	→	Monitor reliability	Head of Finance	Continuous
Apr-18	FIN21	Director of Finance	Budgetary	Property Investment	The Property Investment Board manage its property portfolio in order to secure additional income to support its general fund.	2	3	6	Portfolio to be actively managed to maintain income levels. Income to be reviewed regularly when MTFP is updated.	Head of Property Services	1	3	3	→	PIB to assume responsibility for ongoing oversight.	Head of Property Services	Continuous
Sep-18	FIN23	Director of Finance	Budgetary	Commercial Investment	The Council has limited options to further improve self sustainability through commercial investment following changes to the the Prudential Code for Capital Finance and changes to PWLB borrowing regulations. Currently there is a	3	2	6	Oversight mechanisms to be put in place to ensure oversight by PIB or similar mechanism. Council to determine approach to risk and level of income dependency within budget.	Head of Finance	2	2	4	→	Monitor new developments. Investments overseen by the cross party Shareholder and Commercial Ventures Panel.	Head of Property Services	Continuous
Nov-19	FIN 24	Director of Finance	Service	Loss of Key Personnel	As the Council becomes more complex in its financial arrangements, key skills become more important.	3	4	12	Improve depth of skills and knowledge. Bring in temporary additional resources as necessary.	Head of Finance	1	3	3	→	Following a revision of job descriptions, minor amendments to the structure, and a successful recruitment campaign during 2022/23, the Finance team is currently fully staffed. All staff have an annual Personal Development Review which contains smart objectives including objectives related to career development and identification of training needs and opportunities.	Chief Executive/ Director of Finance	Continuous

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**FULL COUNCIL**  
Tuesday, 9 July 2024

**RECOMMENDATIONS FROM THE POLICY AND RESOURCES COMMITTEE,  
10 June 2024**

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**6c) Budget Outturn 2023/24**

Recommendation

That the Policy and Resources Committee recommend to Council:

- i. That the favourable revenue year end variance after carry forwards of £0.419m be noted.
- ii. That the capital year end position as summarised in paragraph 2.11 and Appendix 3 be noted.
- iii. To approve to carry forward the unspent service budgets from 2023/24 to 2024/25 which total £0.277m to enable completion of projects as detailed at Appendix 2.
- iv. To approve the rephasing of capital projects from 2023/24 to 2024/25 detailed at Appendix 4.

**6d) Three Rivers Biodiversity Policy and BNG Update**

Recommendation

That the Policy and Resources Committee recommend to Full Council;

- i. Note the content of the report.
- ii. Approve the adoption of the Three Rivers Biodiversity Policy.
- iii. Approve the use of the Maple Lodge BNG S106 funding being used on Three Rivers District Council owned land as identified in section 6 (Including: Beechen Wood, Coombe Hill Road open space, Berry Lane & Mead Place).
- iv. Agree in principle for Council owned and maintained land to be considered as potential receptor sites with the final decision on individual receptor sites to be delegated to the Leisure, Climate Change and Community Committee.

**6e) Leisure and Natural Infrastructure Contracts 2024**

Appendix B is PART II because it deals with confidential information in relation to funding agreements and the award of contracts.

Recommendation

That the Policy and Resources Committee recommend to Full Council that:

- i. Where external funding is identified in Appendices A and B that the Director of Finance be authorised to increase budgets in respect of the additional funding received.

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Three Rivers District Council

**Policy & Resources  
Committee  
Budget Outturn Report  
2023/24**

10<sup>th</sup> June 2024

**PART I**

**BUDGET OUTTURN 2023/2024**  
**(DoF)**

**1 Summary**

- 1.1 This report sets out the financial position for the year ending 31 March 2024 for the Council's revenue and capital budgets. The following recommendations are included in the report:
- to carry forward to 2024/25 certain unspent revenue budgets and;
  - to rephase those capital budgets that require completion in 2024/25
- 1.2 The report focuses on the variation between the latest agreed budget and the final expenditure and income for the financial year. An underspend of £0.696m is reported before carry forward requests which will be returned to the Council's General Fund.
- 1.3 However, this underspend should be viewed in the context of budget changes agreed during the year. The latest agreed budget was £0.512m higher than the original budget agreed in January 2023, after allowing for carry forwards from 2022/23. During the year the budget was amended to reflect cost pressures primarily arising from the impact of persistently high inflation. This cost pressure included the agreed pay award and increased supplier costs for utilities. Further detail on the budget changes agreed during the year can be found in the Budget Management Reports to Policy and Resources Committee (see background papers listed below).
- 1.4 The underspend of £0.696m reported against the latest budget represents the impact of management actions taken during the year to manage cost pressures in light of the wider economic environment. The Council has especially benefitted from consistently high interest rate levels during the year to the value of £1.1m.
- 1.5 The original budget included a planned contribution from the General Fund of £0.164m. After allowing for carry forwards from 2022/23 of £0.491m, the contribution required was £0.655m. The underspend against the latest budget allows for a contribution to the General Fund, excluding the impact of carry forwards, of £0.184. After allowing for carry forwards from 2022/23, the final draw down on reserves will be £0.471M.
- 1.6 If carry forwards from 2023/24 are approved, these will result in an additional drawdown of £0.277m on top of the £0.053m planned for 2024/25.
- 1.7 In addition to the drawdown of general there is a contribution from the Economic Impact Reserve remaining at £0.183m in relation to the re-phasing of the SLM contract.
- 1.8 As a result of the outturn, the General Fund Reserve balance stand at £4.496m at the end of the year with the balance on Economic Impact Reserve being £1.435m at year end. This gives total unearmarked reserves of £5.931m at 31<sup>st</sup> March 2024.

1.9 The above position excludes the year end entries relating to the Collection Fund and Housing Benefit payments with the Housing Benefit Reserve and Collection Fund Reserve being used to manage timing differences between payments to and from government and the transactions recognised within the accounts.

1.10 The Year End position presented in this report is unaudited and may be subject to change. The Council's accounts for 2023/24 will be audited by Azets LLP during 2024/25.

## 2 Details

### Revenue

2.1 The 2023/24 budget as approved by Council on 20 February 2024 was £13.755m. Following carry forwards from 2022/23, the revised budget including carry forwards was £14.245m. The period 10 (end of January) budget management report was presented to this Committee at its meeting on 11 March 2024. The report showed a unfavourable variance of £0.510m, making the latest approved budget for 2023/24 £14.757m with a revised forecast of £14.755m. This report compares the year end position to the latest budget.

2.2 The year end position is a net direct cost of services of £14.061m which represents a favourable variance of £0.696m when compared to the latest budget.

2.3 Officers are requesting to carry forward £0.277m to enable projects to be completed in 2024/25. Appendix 2 details each carry forward request.

2.4 After taking into account the carry forward requests, there is a favourable balance of £0.419m that will be returned to reserves.

2.5 The table below summarises the variance for each committee:

Climate Change, Leisure and Community	Original Budget £000	Original Budget Plus 2022/23 Carry Forwards £000	Latest Budget £000	Previous Forecast £000	Actual Spend	Variation to Latest Budget £000	Variation to Forecast £000
Community Partnerships	958	970	964	1,012	1,028	64	16
Leisure	1,158	1,158	1,273	1,305	1,136	(138)	(169)
Sustainability and Climate	325	371	378	325	229	(149)	(96)
<b>Total</b>	<b>2,442</b>	<b>2,499</b>	<b>2,615</b>	<b>2,642</b>	<b>2,393</b>	<b>(222)</b>	<b>(249)</b>

General Public Services and Economic Development	Original Budget £000	Original Budget Plus 2022/23 Carry Forwards £000	Latest Budget £000	Previous Forecast £000	Actual Spend	Variation to Latest Budget £000	Variation to Forecast £000
Housing	395	395	428	330	332	(97)	2
Economic Development and Planning Policy	752	792	718	1,199	1,233	515	34
Public Services	2,740	2,791	3,281	3,607	3,381	100	(225)
<b>Total</b>	<b>3,887</b>	<b>3,978</b>	<b>4,428</b>	<b>5,136</b>	<b>4,946</b>	<b>518</b>	<b>(190)</b>

Policy and Resources	Original Budget £000	Original Budget Plus 2022/23 Carry Forwards £000	Latest Budget £000	Previous Forecast £000	Actual Spend	Variation to Latest Budget £000	Variation to Forecast £000
Resources and Leader	7,090	7,433	7,588	7,453	7,492	(96)	40
Garages and Shops	(1,169)	(1,169)	(1,164)	(1,164)	(1,119)	45	45
Investment Properties	(890)	(890)	(930)	(930)	(847)	83	83
Vacancy Provision	(180)	(180)	(180)	0	0	180	0
Salary Contingency	175	175	0	0	0	0	0
<b>Total</b>	<b>5,026</b>	<b>5,369</b>	<b>5,314</b>	<b>5,359</b>	<b>5,527</b>	<b>212</b>	<b>168</b>

Corporate Costs	Original Budget £000	Original Budget Plus 2022/23 Carry Forwards £000	Latest Budget £000	Previous Forecast £000	Actual Spend	Variation to Latest Budget £000	Variation to Forecast £000
Corporate Costs	2,400	2,400	2,400	1,619	1,195	(1,204)	(423)
<b>Total</b>	<b>2,400</b>	<b>2,400</b>	<b>2,400</b>	<b>1,619</b>	<b>1,195</b>	<b>(1,204)</b>	<b>(423)</b>

<b>Total Net Expenditure</b>	<b>13,755</b>	<b>14,245</b>	<b>14,757</b>	<b>14,755</b>	<b>14,061</b>	<b>(696)</b>	<b>(694)</b>
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- 2.6 The details of all the variances by individual service are shown in Appendix 1.
- 2.7 Within the Climate Change, Leisure and Community Committee, key variances are:
- An underspend on climate change and sustainability projects due to slippage of projects into 2024/25. Carry forwards have been requested.
  - Tree works that had to be postponed in February due to bad weather that are now expected to occur in 2024/25. Carry forwards have been requested.
  - Leisure venues
  - Playing fields.
- 2.8 Key variances within the General Public Services and Economic Development Committee were:
- Additional costs of Repairs and Maintenance on vehicles offset by unspent contingencies on other budgets.
  - Additional recycling income received towards the end of the year.
  - The cost of planning appeals and a reduction in major planning application fees.
  - Underspend on Pay & Display machine maintenance and consultancy work that is now expected to occur in 2024/25. Carry forwards have been requested.
- 2.9 Within the Policy and Resources Committee, key variances were:
- A variance on Corporate Management Costs as a result of additional audit fees being charged in 2023/24 relating to prior years statement of accounts audit. A refund is expected in 2024/25 in relation to work not carried out on the 2020/21 and subsequent accounting periods.
  - A £100k variance in miscellaneous income and expenditure relating to unallocated efficiency savings that are achieved within individual budget headings during the year.
  - An underspend within the Chief Executive's cost centre on organisational development which is requested to be carried forward in 2024/25.
- 2.10 Within Corporate Costs, the Council has especially benefitted from consistently high interest rate levels during the year to the value of £1.1m. Local Authority to Local Authority lending rates reached 7% at the end of 2023/24.

## **Capital**

- 2.11 The revised 2023/24 budget for the capital programme as approved by Council on 20 February 2024 was £20.023m and a forecast outturn of £19.921m. The period 10 (end of January) budget management report was presented to this Committee at its meeting on 13 March 2023 which showed a forecast of £18.914m which once approved by Council will form the updated budget for 2023/24.



2.12 The actual spend at 31 March 2024 was £11.282m which represents an underspend of £7.632m when compared to the latest approved budget. Officers are requesting to rephase £7.527m to complete projects in 2024/25.

2.13 Appendix 3 shows the analysis of the capital programme year end position by Committee and over the medium term. The table below shows an analysis of the variance.

Reason	£000
Net (Under)/ Overspend	105
Rephasing	(7,527)
<b>Net Variance</b>	<b>(7,632)</b>

2.14 A full list of those projects requesting rephasing with the reason for the request is at Appendix 4.

2.15 The most significant variation relates to the budget related to the delivery of Local Authority Housing Fund properties. The Council has acquired a single property in Sarratt and 11 properties in South Oxhey. The Council has committed to developing a further 16 properties on three former garage sites through Three Rivers Homes Ltd. The funding agreement is currently being finalised and the funding will be drawn down in 2024/25.

2.16 Appendix 5 shows the funding of the programme over the medium term. Capital expenditure totalling £19.730m is planned for the period 2024/25 to 2026/27 and built into the medium term financial plan.

### 3 Reserves

3.1 The table below summarises the position on unearmarked reserves at year end.

	2023/24	2024/25	2025/26	2026/27
<b>Movement on General Fund Balance</b>	<b>Outurn</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>
Balance Brought Forward at 1 April	(4,967)	(4,496)	(4,166)	(4,147)
Revenue Budget (Surplus)/Deficit for Year	471	53	19	66
Carry Forwards		277		
<b>Closing Balance at 31 March</b>	<b>(4,496)</b>	<b>(4,166)</b>	<b>(4,147)</b>	<b>(4,081)</b>
	2023/24	2024/25	2025/26	2026/27
<b>Movement on Economic Impact</b>	<b>Outurn</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>
Balance Brought Forward at 1 April	(1,618)	(1,435)	(1,287)	(1,140)
COVID-19 Impact for Year	183	148	147	0
<b>Closing Balance at 31 March</b>	<b>(1,435)</b>	<b>(1,287)</b>	<b>(1,140)</b>	<b>(1,140)</b>
	2023/24	2024/25	2025/26	2026/27
<b>Total Reserves Impact</b>	<b>Outurn</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>
Balance Brought Forward at 1 April	(6,585)	(5,931)	(5,452)	(5,286)
Impact for Year	654	478	166	66
<b>Total Reserves at 31 March</b>	<b>(5,931)</b>	<b>(5,452)</b>	<b>(5,286)</b>	<b>(5,221)</b>

### 4 Options and Reasons for Recommendations

4.1 The recommendations below enable the Committee to make recommendations to Council concerning their budget.

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

5.1 The recommendations in this report are within the Council's agreed policy but not within agreed budgets. An overall increase requiring the use of the Council's balances must be approved by Council.

## **6 Financial Implications**

6.1 The financial implications are set out within the report.

## **7 Legal Implications**

7.1 None specific.

## **8 Staffing Implications**

8.1 None specific.

## **9 Equal Opportunities Implications**

9.1 An EQIA is prepared for when the budget set. The budget monitoring reports monitor performance against the approved budget. An additional EQIA is only required if the budget position necessitates actions that may have an impact upon the original assessment.

## **10 Climate Change and Sustainability Implications**

10.1 The climate change and sustainability implications are prepared for when the budget set. The budget monitoring reports monitor performance against the approved budget. An additional assessment is only required if the budget position necessitates actions that may have an impact upon the original assessment.

## **11 Community Safety Implications**

11.1 None specific.

## **12 Public Health implications**

12.1 None specific.

## **13 Customer Services Centre Implications**

13.1 None specific.

## **14 Communications and Website Implications**

14.1 The information contained within this report will form part of the published Statement of Accounts for 2023/24.

## **15 Risk and Health & Safety Implications**

15.1 There are no risks to the Council in agreeing the recommendations.

15.2 Key financial and budgetary risks are shown at Appendix 6. A review of these risks is a standing item on the Audit Committee agenda.

- 15.3 During 2023/24, the Budget Management Reports to Policy and Resources Committee have included information on the impact of inflation on the Council's budget.
- 15.4 The most significant risk to the budget is the pay award for 2024/25. An update on the estimated financial impact in 2024/25 will be included in the Budget Management in September. It is likely that the pay negotiations will be protracted, and the final position will remain unknown well into the financial year. The ongoing impact will be managed through the Service and Budget Planning process for 2024/25 to 2026/27.

## 16 Recommendation

The Policy and Resources Committee recommend to Council:

- That the favourable revenue year end variance after carry forwards of £0.419m be noted.
- That the capital year end position as summarised in paragraph 2.11 and Appendix 3 be noted.
- To approve to carry forward the unspent service budgets from 2023/24 to 2024/25 which total £0.277m to enable completion of projects as detailed at Appendix 2.
- To approve the rephasing of capital projects from 2023/24 to 2024/25 detailed at Appendix 4.

Report prepared by: Alison Scott – Director of Finance

Report Checked by: Laura Renner – Assistant Finance Business Partner

### Background Papers

Liberal Democrat budget proposal and recommendations 21 February 2023

Budget Management report Period 10 (March 2024)

Budget Management report Period 8 (January 2024)

Budget Management report Period 6 (November 2023)

Budget Management report Period 4 (September 2023)

## APPENDICES

Appendix 1 Outturn by Service 2023/24

Appendix 2 Carry forward requests into 2024/25

Appendix 3 Capital Programme 2023/24-2026/27

Appendix 4 List of capital schemes to be rephased to 2024/25

Appendix 5 Capital Funding 2022/23 – 2025/26

Appendix 6 Key Financial Risks

## Outturn by Service 2023/24

General Public Services and Economic Development								
Housing, Public Health and Wellbeing	Original Budget 2023/24	Original Budget Plus 2022/23 Carry Forwards	Latest Budget 2023/24	Previous Forecast 2023/24	Actuals 2023/24	Variation to Latest Budget	Variation to Forecast	Officer Comments
	£		£	£	£	£	£	
Housing Services Needs	501,198	501,198	526,026	503,946	501,011	(25,015)	(2,935)	Underspend offset by overspend on Residential Environmental Health
Rent Deposit Guarantee Scheme	5,110	5,110	5,110	2,110	0	(5,110)	(2,110)	Underspend offset by overspend on Residential Environmental Health
Homelessness General Fund	(176,770)	(176,770)	(176,770)	(237,870)	(242,209)	(65,439)	(4,339)	Underspend offset by overspend on Residential Environmental Health
Housing Associations	(5,000)	(5,000)	(5,000)	(5,000)	(5,000)	0	0	
Refugees	0	0	0	0	(0)	(0)	(0)	
Env Health - Residential Team	70,097	70,097	79,097	66,647	77,905	(1,192)	11,258	Overspend offset by underspends in other housing codes.
Public Health	0	0	0	0	143	143	143	
<b>Total</b>	<b>394,635</b>	<b>394,635</b>	<b>428,463</b>	<b>329,833</b>	<b>331,850</b>	<b>(96,613)</b>	<b>2,017</b>	

Economic Development and Planning Policy	Original Budget 2023/24	Original Budget Plus 2022/23 Carry Forwards	Latest Budget 2023/24	Forecast 2023/24	Actuals 2023/24	Variation to Latest Budget	Variance to Forecast	Officer Comments
	£	£	£	£	£	£	£	
Land & Property Info Section	6,987	6,987	2,151	54,231	52,264	50,113	(1,967)	Minor variation to forecast
Street Naming & Numbering	7,130	7,130	7,130	7,820	9,168	2,038	1,348	Minor variation to forecast
Development Management	263,664	274,664	267,094	598,652	649,500	382,406	50,848	Cost of Planning Appeals and general reduction in number of major applications. 2024/25 expected to recover.
Director Community & Env Servs	130,211	130,211	0	0	0	0	0	
Development Plans	298,293	326,793	351,357	448,512	443,814	92,457	(4,698)	Minor variation to forecast
Hertfordshire Building Control	(4,323)	(4,323)	37,500	37,500	28,871	(8,629)	(8,629)	Reflects new arrangements for LA1.
HS2 Planning	0	0	0	0	(2,845)	(2,845)	(2,845)	Minor variation
GIS Officer	50,161	50,161	52,609	52,609	52,234	(375)	(375)	Minor variation
<b>Total</b>	<b>752,123</b>	<b>791,623</b>	<b>717,841</b>	<b>1,199,324</b>	<b>1,233,006</b>	<b>515,165</b>	<b>33,682</b>	

Public Services	Original Budget 2023/24	Original Budget Plus 2022/23 Carry Forwards	Latest Budget 2023/24	Forecast 2023/24	Actuals 2023/24	Variation to Latest Budget	Variance to Forecast	Officer Comments
	£	£	£	£	£	£	£	
Decriminalised Parking Enf	92,369	137,087	236,633	196,148	88,194	(148,439)	(107,954)	P&D machine maintenance underspend, however, new machines to be installed with new schemes and additional costs will be incurred. Professional fees - consultancy underspend, however ongoing consultancy required in absence of permanent officer and ongoing parking review and EV consultancy for the project in car parks
Car Parking-Maintenance	96,690	96,690	110,466	127,466	123,350	12,884	(4,116)	Minor variation
Dial A Ride	40,000	40,000	40,000	40,000	40,000	0	0	
Sustainable Travel Schemes	1,500	8,000	8,000	8,000	2,826	(5,174)	(5,174)	Carry forward requested to 2024/25 to complete schemes.
Associate Director Customer & Community	0	0	89,450	81,230	80,960	(8,490)	(270)	Minor variation to forecast
Refuse Domestic	(23,370)	(23,370)	(22,390)	(22,390)	(17,773)	4,617	4,617	Increased Repairs and Maintenance on vehicles pending procurement of new fleet - when offset against transport contingencies in other codes overall this comes within budget
Refuse Trade	(37,465)	(37,465)	(150,667)	(147,322)	(110,466)	40,201	36,856	Increased Repairs and Maintenance on vehicles pending procurement of new fleet - when offset against transport contingencies in other codes overall this comes within budget
Better Buses Fund	93,359	93,359	101,762	101,762	101,769	7	7	Minor variation
Recycling General	750	750	750	750	(6,226)	(6,976)	(6,976)	Underspend offset by increased Repairs and Maintenance.
Garden Waste	(595,543)	(595,543)	(536,866)	(536,866)	(505,698)	31,168	31,168	Increased Repairs and Maintenance on vehicles pending procurement of new fleet - when offset against transport contingencies in other codes overall this comes within budget
Clinical Waste	(31,678)	(31,678)	(28,621)	(28,621)	(32,251)	(3,630)	(3,630)	Underspend offset by increased Repairs and Maintenance.
Recycling Kerbside	(318,613)	(318,613)	(318,613)	9,930	(120,132)	198,481	(130,062)	Improvement in Recycling gate fees at end of year.
Abandoned Vehicles	250	250	250	250	340	90	90	Minor variation
Public Conveniences	3,600	3,600	3,600	3,600	2,400	(1,200)	(1,200)	Minor variation
Hertfordshire Fly Tipping	0	0	0	0	0	0	0	
Environmental Protection	389,553	389,553	374,846	378,986	365,153	(9,693)	(13,833)	Contingency unspent used to offset R&M
Depot-Batchworth	35,380	35,380	35,380	45,360	46,992	11,612	1,632	Additional utility costs
Waste Management	2,360,909	2,360,909	2,661,870	2,661,870	2,679,506	17,636	17,636	Increased agency costs that was budgeted for as a result of long term sickness absence
Street Cleansing	632,375	632,375	675,540	686,535	642,252	(33,288)	(44,283)	Contingency not spent, offset by increased Repairs and Maintenance.
<b>Total</b>	<b>2,740,066</b>	<b>2,791,284</b>	<b>3,281,390</b>	<b>3,606,688</b>	<b>3,381,196</b>	<b>99,806</b>	<b>(225,492)</b>	
<b>Total General Public Services and Economic Development</b>	<b>3,886,824</b>	<b>3,977,542</b>	<b>4,427,694</b>	<b>5,135,845</b>	<b>4,946,052</b>	<b>518,358</b>	<b>(189,793)</b>	

Climate Change, Leisure and Community								
Community Partnerships	Original Budget 2023/24	Original Budget Plus 2022/23 Carry Forwards	Latest Budget 2023/24	Forecast 2023/24	Actuals 2023/24	Variation to Latest Budget	Variance to Forecast	Officer Comments
	£	£	£	£	£	£	£	
Citizens Advice Bureaux	303,340	303,340	303,340	303,340	285,640	(17,700)	(17,700)	Grant budget included for accomodation but not charged - saving in 2024/25 onwards
Community Development	4,500	4,500	4,500	4,500	(8,518)	(13,018)	(13,018)	Grant income received in year.
Community Safety	217,274	228,774	241,846	272,211	318,722	76,876	46,511	PCSO additional costs
Community Partnerships	209,387	209,387	196,884	200,264	200,956	4,072	692	Minor variation
Env Health - Commercial Team	209,790	209,790	209,790	199,790	195,238	(14,552)	(4,552)	Budget for prosecutions not fully spent
Licensing	(66,261)	(66,261)	(59,343)	(32,923)	(28,722)	30,621	4,201	Additional activity at year end.
Community & Leisure Grant	80,000	80,000	67,000	65,000	64,999	(2,001)	(1)	Minor variation
<b>Total</b>	<b>958,030</b>	<b>969,530</b>	<b>964,017</b>	<b>1,012,182</b>	<b>1,028,315</b>	<b>64,298</b>	<b>16,133</b>	

Leisure	Original Budget 2023/24	Original Budget Plus 2022/23 Carry Forwards	Latest Budget 2023/24	Forecast 2023/24	Actuals 2023/24	Variation to Latest Budget	Variance to Forecast	Officer Comments
	£	£	£	£	£	£	£	
Leavesden Country Park	0	0	0	0	0	0	0	
Community Arts	11,400	11,400	17,900	12,050	12,209	(5,691)	159	Minor variation
Watersmeet	5,406	5,406	29,980	58,680	60,680	30,700	2,000	Minor variation
Leavesden Ymca	(35,000)	(35,000)	(35,000)	(35,000)	(38,210)	(3,210)	(3,210)	Minor variation
Oxhey Hall	(3,000)	(3,000)	(3,000)	(3,000)	(3,013)	(13)	(13)	Minor variation
Museum	(700)	(700)	(700)	(700)	(700)	0	0	
Playing Fields & Open Spaces	97,731	97,731	97,731	163,231	119,432	21,701	(43,799)	Variation in play equipment and fencing spend due to reduced staffing capacity in the grounds maintenance team. Variation in vandalism budget due to a reduction in damage.
Play Rangers	56,495	56,495	60,860	62,295	58,170	(2,690)	(4,125)	Additional income received from school based sessions.
Comm Parks & Sust Project	24,200	24,200	24,200	24,200	20,134	(4,066)	(4,066)	The current Natural Infrastructure Programme Manager delivered activities when in their previous role as Community Biodiversity Officer.
Aquadrome	16,550	16,550	44,615	92,735	106,110	61,495	13,375	Replacement main entrance vehicle gate due to criminal damage and works to the main pump on site.
Leisure Venues	(479,640)	(479,640)	(479,640)	(479,640)	(572,310)	(92,670)	(92,670)	Use of £8,000 grant money on free gym and free swim. Impact of applying indexing to SLM management fee for 2023/24 and 2 prior years.
Leisure Development	519,504	519,504	555,333	491,963	489,858	(65,475)	(2,105)	Minor variation
Play Development - Play schemes	42,940	42,940	42,940	42,940	35,244	(7,696)	(7,696)	Increased income from summer and Easter playschemes
Sports Devel-Sports Projects	45,550	45,550	52,050	44,550	49,685	(2,365)	5,135	Increased charges for Shape Up programme and room hire costs for activity programmes.
Leisure & Community Services	121,355	121,355	36,184	39,574	33,676	(2,508)	(5,898)	Retirement of Head of Service, produced in year salary saving.
Grounds Maintenance	735,553	735,553	829,973	791,043	764,650	(65,323)	(26,393)	Contingency not spent, offset by increased Repairs and Maintenance.
<b>Total</b>	<b>1,158,344</b>	<b>1,158,344</b>	<b>1,273,426</b>	<b>1,304,921</b>	<b>1,135,616</b>	<b>(137,810)</b>	<b>(169,305)</b>	

Sustainability and Climate	Original Budget 2023/24	Original Budget Plus 2022/23 Carry Forwards	Latest Budget 2023/24	Forecast 2023/24	Actuals 2023/24	Variation to Latest Budget	Variance to Forecast	Officer Comments
	£	£	£	£	£	£	£	
Energy Efficiency	19,500	19,500	19,500	14,500	100	(19,400)	(14,400)	Uncertainties over national criteria for ECO4 delayed/hindered planned spend in 23/24 - currently 25 applications are being assessed - this carry over will fund @14 of them and support residents currently in fuel poverty
Sustainability Projects	3,000	3,000	3,000	3,000	3,000	0	0	
Corporate Climate Change	98,085	144,154	147,507	147,507	100,298	(47,209)	(47,209)	Budget required for projects which will be delivered in 2024/25
Innovate UK	0	0	0	0	(0)	(0)	(0)	
Pest Control	80,755	80,755	80,755	80,755	79,981	(774)	(774)	Minor variation
Environmental Maintenance	25,970	25,970	25,970	43,970	39,919	13,949	(4,051)	Contingency not spent, offset by increased Repairs and Maintenance.
Animal Control	62,305	62,305	65,295	65,295	65,437	142	142	Minor variation
Cemeteries	(208,623)	(208,623)	(208,623)	(274,573)	(267,431)	(58,808)	7,142	Cost of statutory memorial testing
Trees And Landscapes	244,360	244,360	244,360	244,360	207,819	(36,541)	(36,541)	Tree works that were due to be undertaken by the end of February but due to the weather they have been unable to access the sites and with the earlier spring this year we are not able to do the works in March for risk of interrupting the bird nesting season. Carry forward requested
<b>Total</b>	<b>325,352</b>	<b>371,421</b>	<b>377,764</b>	<b>324,814</b>	<b>229,122</b>	<b>(148,642)</b>	<b>(95,692)</b>	
<b>Total Climate Change, Leisure and Community</b>	<b>2,441,726</b>	<b>2,499,295</b>	<b>2,615,207</b>	<b>2,641,917</b>	<b>2,393,053</b>	<b>(222,154)</b>	<b>(248,864)</b>	

Policy & Resources									
Resources	Original Budget 2023/24	Original Budget Plus 2022/23 Carry Forwards	Latest Budget 2023/24	Forecast 2023/24	Actuals 2023/24	Variation to Latest Budget	Variance to Forecast	Officer Comments	
	£	£	£	£	£	£	£		
Corporate Management	150,680	212,980	212,980	262,480	380,001	167,021	117,521	Reallocation between Corporate Management and Non Distributed costs in year. Additional audit fees in year - refund expected to offset in 2024/25 to reflect work not carried out.	
Major Incident Planning	106,833	106,833	110,329	110,329	96,915	(13,414)	(13,414)	Reduced expenditure at year end to bring within budget.	
UK Shared Prosperity Fund	0	0	0	0	(0)	(0)	(0)		
West Herts Crematorium	0	0	0	0	0	0	0		
Miscellaneous Income & Expend	(114,910)	(114,910)	(341,500)	(341,500)	(14,583)	326,917	326,917	Projected charges to the Capital Programme that have been funded by New Homes Bonus. £100k unallocated efficiency savings budgeted and achieved on other headings during the year.	
Non Distributed Costs	255,000	255,000	55,000	55,000	55,764	764	764	Reallocation between Corporate Management and Non Distributed costs in year.	
Director Of Finance	66,703	66,703	90,322	90,322	90,625	303	303	Minor variation	
Miscellaneous Properties	(77,433)	(77,433)	(67,553)	(116,018)	(227,104)	(159,551)	(111,086)	Transfer £1,965 from 1260 Garages & Shops maintenance to facilitate payment of rates for Furtherfield Units D-J as property is empty	
Office Services	214,810	214,810	198,810	184,810	141,622	(57,188)	(43,188)	£12k down on copying costs, £7k underspend on security costs, £9k less on postage costs, £3k less on mobile phone costs, £18k more in internal charges.	
Asset Management - Property Services	411,755	419,755	701,445	704,240	689,164	(12,281)	(15,076)	£13k on professional fees, £3k software & hardware purchases	
Finance Services	487,002	487,002	556,216	539,261	465,045	(91,171)	(74,216)	Delay to e-Fin upgrade and saving in Head of Finance costs charged to Three Rivers as a result in the change in s.151 arrangements in year.	
Council Tax Collection	387,937	387,937	398,603	341,296	340,640	(57,963)	(656)	Additional costs in Benefits and Allowances offset by savings in other headings within Revenues and Benefits	
Benefits & Allowances	748,587	748,587	781,131	744,628	763,086	(18,045)	18,458	Additional costs in Benefits and Allowances offset by savings in other headings within Revenues and Benefits	
NNDR	58,898	58,898	61,241	61,241	48,833	(12,408)	(12,408)	Additional costs in Benefits and Allowances offset by savings in other headings within Revenues and Benefits	
Revs & Bens Management	39,453	39,453	42,152	42,152	41,989	(163)	(163)	Additional costs in Benefits and Allowances offset by savings in other headings within Revenues and Benefits	
Fraud	81,149	81,149	86,746	86,746	83,024	(3,722)	(3,722)	Savings in non staffing costs.	
Garages & Shops Maintenance	(1,169,030)	(1,169,030)	(1,163,995)	(1,163,995)	(1,118,572)	45,423	45,423	Lower than expected costs at year end.	
Chief Executive	204,612	354,612	363,754	359,689	260,328	(103,426)	(99,361)	Organisational development budget only partly spent in year, carry forward request for balance.	



Resources	Original Budget 2023/24	Original Budget Plus 2022/23 Carry Forwards	Latest Budget 2023/24	Forecast 2023/24	Actuals 2023/24	Variance to Budget	Variance to Forecast	Officer Comments
	£	£	£	£	£	£	£	
Investment Properties	(890,089)	(890,089)	(929,794)	(929,794)	(847,077)	82,717	82,717	Impact of Jigsaw CVA (now expired). Rent review under way with back rent due in 20024/25 elating to 2023/24.
Performance Mgt & Scrutiny	50,903	50,903	53,835	42,840	43,579	(10,256)	739	Minor variation
Debt Recovery	233,506	233,506	244,158	244,158	202,151	(42,007)	(42,007)	Vacancies during latter part of year.
Associate Director Strategy, Partnerships & Housing	100,609	100,609	105,252	105,252	105,604	352	352	Minor variation
Three Rivers House	359,260	359,260	359,260	485,798	372,206	12,946	(113,592)	£107k additional income from Police plus minor variations.
Basing House	(10,140)	(10,140)	(10,140)	(3,250)	(9,352)	788	(6,102)	R&M lower cost than expected.
Oxhey Drive	10,250	10,250	10,250	10,250	8,645	(1,605)	(1,605)	R&M lower cost than expected.
Wimbledon	(200,000)	(200,000)	(200,000)	(200,000)	(200,000)	0	0	
Officers' Standby	6,140	6,140	6,140	6,140	6,140	0	0	
Vacancy Provision	(180,000)	(180,000)	(180,000)	0	0	180,000	0	
Finance Client	21,108	21,108	3,713	5,833	19,400	15,687	13,567	Delay to e-Fin upgrade.
Business App Maintenance	257,875	257,875	257,875	257,875	234,195	(23,680)	(23,680)	Delay to e-Fin upgrade
ICT Client	721,551	755,551	717,377	683,377	788,599	71,222	105,222	Additional cost of Cyber Security investment during year.
Internal Audit Client	55,968	55,968	55,968	56,688	55,508	(460)	(1,180)	Minor variation
Council Tax Client	(126,879)	(126,879)	(126,879)	(126,879)	(126,879)	0	0	Final Collection Fund and Housing Benefit entries being completed. Balanced against earmarked reserves.
Benefits Client	(470,660)	(470,660)	(470,660)	(470,660)	(470,660)	0	0	Final Collection Fund and Housing Benefit entries being completed. Balanced against earmarked reserves.
Nndr Cost Of Collection	(107,090)	(107,090)	(107,090)	(107,090)	(107,090)	0	0	Final Collection Fund and Housing Benefit entries being completed. Balanced against earmarked reserves.
Fraud Client	2,690	2,690	2,690	2,690	3,012	322	322	Minor variation
Insurances	373,220	373,220	489,995	489,995	467,407	(22,589)	(22,589)	Small saving on insurance costs as a result of re-tendering.
Debt Recovery Client Acc	(6,140)	(6,140)	(6,140)	(6,140)	(1,525)	4,615	4,615	Offset by underspend in Debt Recovery
Benefits New Burden	0	0	0	0	0	0	0	
Benefits DHP	0	0	0	0	0	0	0	Final Collection Fund and Housing Benefit entries being completed. Balanced against earmarked reserves.
Benefits Non Hra	1,020	1,020	1,020	1,020	1,020	0	0	Final Collection Fund and Housing Benefit entries being completed. Balanced against earmarked reserves.
HR Client	334,113	334,113	334,113	334,113	367,249	33,135	33,135	Additional cost due to ongoing vacancy.
Salary Contingency	175,000	175,000	0	0	0	0	0	
<b>Total</b>	<b>2,564,261</b>	<b>2,818,561</b>	<b>2,696,624</b>	<b>2,842,897</b>	<b>3,008,908</b>	<b>312,284</b>	<b>166,011</b>	

Leader	Original Budget 2023/24 £	Original Budget Plus 2022/23 Carry Forwards £	Latest Budget 2023/24 £	Forecast 2023/24 £	Actuals 2023/24 £	Variation to Latest Budget £	Variance to Forecast £	Officer Comments
Register Of Electors	36,800	36,800	36,800	36,800	27,210	(9,590)	(9,590)	Offset against District Elections costs
District Elections	76,320	76,320	76,320	76,320	152,272	75,952	75,952	Additional costs of elections - delivery of poll cards, hire of rooms, postage and printing & stationary. Offset by underspends on Register of Electors , and parish elections recharge.
Customer Service Centre	876,087	876,087	934,618	812,713	815,376	(119,242)	2,663	Minor variation
Democratic Representation	307,838	307,838	321,766	327,316	325,866	4,100	(1,450)	Minor variation
Customer Contact Programme	6,000	80,635	80,635	80,635	35,653	(44,982)	(44,982)	Carry-forward request to pay for final year of Granicus development.
Customer Experience	87,324	87,324	91,532	91,532	91,323	(209)	(209)	Minor variation
Communication	322,645	336,195	346,164	351,219	320,518	(25,646)	(30,701)	Saving in salary costs
Legal Practice	407,881	407,881	402,147	401,647	411,811	9,664	10,164	Additional costs of temporary staff in year.
Committee Administration	194,741	194,741	204,551	176,031	187,342	(17,209)	11,311	Additional costs of temporary staff in year.
Elections & Electoral Regn	146,326	146,326	123,293	161,763	151,943	28,650	(9,821)	Overspend not as high as projected.
Parish Elections	0	0	0	0	(1,554)	(1,554)	(1,554)	Offset against District Elections costs
Referendums	0	0	0	0	(150)	(150)	(150)	Offset against District Elections costs
Police Commissioner Election	0	0	0	0	0	0	0	
<b>Total</b>	<b>2,461,962</b>	<b>2,550,147</b>	<b>2,617,826</b>	<b>2,515,976</b>	<b>2,517,610</b>	<b>(100,216)</b>	<b>1,634</b>	
<b>Total Policy and Resources</b>	<b>5,026,223</b>	<b>5,368,708</b>	<b>5,314,450</b>	<b>5,358,873</b>	<b>5,526,518</b>	<b>212,067</b>	<b>167,644</b>	
<b>Total All Committees</b>	<b>11,354,773</b>	<b>11,845,545</b>	<b>12,357,351</b>	<b>13,136,635</b>	<b>12,865,622</b>	<b>508,271</b>	<b>(271,013)</b>	
Corporate Costs	Original Budget 2023/24 £	Original Budget Plus 2022/23 Carry Forwards £	Latest Budget 2023/24 £	Forecast 2023/24 £	Actuals 2023/24 £	Variation to Latest Budget £	Variance to Forecast £	Officer Comments
Interest Earned	(670,000)	(670,000)	(670,000)	(1,374,191)	(1,806,111)	(1,136,111)	(431,920)	LA to LA lending moved up to 7% at year end. Rates have not come down as expected.
Interest Paid	682,989	682,989	682,989	606,256	614,729	(68,260)	8,473	Contra of higher interest rates saving on interest earned.
Parish Precepts	2,386,783	2,386,783	2,386,783	2,386,783	2,386,783	0	0	
<b>Total Corporate Costs</b>	<b>2,399,772</b>	<b>2,399,772</b>	<b>2,399,772</b>	<b>1,618,848</b>	<b>1,195,401</b>	<b>(1,204,371)</b>	<b>(423,447)</b>	
<b>Grand Total</b>	<b>13,754,545</b>	<b>14,245,317</b>	<b>14,757,123</b>	<b>14,755,483</b>	<b>14,061,024</b>	<b>(696,100)</b>	<b>(694,460)</b>	

Carry forward requests into 2024/25

Cost Centre Description	Cost Centre Code	Reason for Carry Forward Request	Amount Excluding VAT £		(Underspend)
		<b>CARRY OVER FROM 2023/24 to 2024/25</b>			
Chief Executive	1261	Ongoing Organisational Development in 2024/25	100,000	100,000	-103,426
Corporate Climate Change	1240	Budget required for Building action plan which will be delivered in 2024/25	6,630		
Corporate Climate Change	1240	Carbon Neutral Scheme Budget required for use in 2024/25	7,305		
Corporate Climate Change	1240	Climate Change budget required for use in 2024/25	33,274	47,209	-47,209
Energy efficiency	1228	Uncertainties over national criteria for ECO4 delayed/hindered planned spend in 23/24 - currently 25 applications are being assessed - this carry over will fund @14 of them and support residents currently in fuel poverty	14,400	14,400	-19,400
Customer contact programme	1221	To pay for final year on contract for Granicus along with development	41,055	41,055	-44,982
Community Development	1216	To fund the Active Watford and Three Rivers, Watford FC Charitable Trust project helping to improve health and wellbeing of residents.	7,500	7,500	-13,018
Trees and Landscapes	1471	We had tree works that were due to be undertaken by the end of February but due to the weather they have been unable to access the sites and with the earlier spring this year we are not able to do the works in March for risk of interrupting the bird nesting season. As such we've had to move the works to autumn 2024, which is the next time that we are allowed to undertake such works. This carry forward includes an uplift for work due to the delay as the original quote is now out of date.	9,680		
Trees and Landscapes	1471	We had tree works that were due to be undertaken by the end of February but due to the weather they have been unable to access the sites and with the earlier spring this year we are not able to do the works in March for risk of interrupting the bird nesting season. As such we've had to move the works to autumn 2024, which is the next time that we are allowed to undertake such works. This carry forward includes an uplift for work due to the delay as the original quote is now out of date.	9,474	19,154	-36,541
Sustainable Travel Schemes	1408	Monies remaining and these are the only budgets available for sustainable transport maintenance	5,174	5,174	-5,174
Decriminalised Parking	1400	P&D machine maintenance underspend, however, new machines to be installed with new schemes and additional costs will be incurred.	29,370		
Decriminalised Parking	1400	Professional fees - consultancy underspend, however ongoing consultancy required in absence of permanent officer and ongoing parking review and EV consultancy for the project in car parks	12,705	42,075	-148,439
			276,567	276,567	-418,189

## Capital Programme 2023/24-2026/27

General Public Services & Economic Development										
Housing, Public Health & Wellbeing	Original Budget 2023/24 £	Latest Budget 2023/24 £	Outturn	Outturn to Latest Budget Variance £	Budget 2024/25 £	Rephasing from 2023/24	Latest Budget 2024/25 £	Forecast 2025/26 £	Forecast 2026/27 £	Comments
Disabled Facilities Grant	586,000	780,325	575,850.76	(204,474)	586,000	204,474	790,474	586,000	586,000	Rephasing required as works agreed in 2023/24 will now be delivered in 2024/25. Funded by Disabled Facilities Grant
Home Repairs Assistance	2,000	0	0.00	0	2,000	0	2,000	2,000	2,000	
<b>Sub-total Housing, Public Health &amp; Wellbeing</b>	<b>588,000</b>	<b>780,325</b>	<b>575,850.76</b>	<b>(204,474)</b>	<b>588,000</b>	<b>204,474</b>	<b>792,474</b>	<b>588,000</b>	<b>588,000</b>	
Public Services	Original Budget 2023/24 £	Latest Budget 2023/24 £	Outturn	Outturn to Latest Budget Variance £	Budget 2024/25 £	Rephasing from 2023/24	Latest Budget 2024/25 £	Forecast 2025/26 £	Forecast 2026/27 £	Comments
Cycle Schemes	20,000	24,564	7,171.74	(17,392)	0		0	0	0	Rephased into 2024/25 7626 as Beryl Bikes project Total: £45,000 - awaiting contract sign off and then can raise PO. HCC Highways licences outstanding
Disabled Parking Bays	2,500	2,500	2,413.67	(86)	2,500		2,500	2,500	2,500	
Waste Plant & Equipment	25,000	40,610	31,098.12	(9,512)	25,000	9,500	34,500	25,000	25,000	Rephased into 2024/25 due to the delay in the delivery of equipment
Waste Services Depot	0	133,541	261,281.55	127,741	0		0	0	0	
EV Charging Points	460,000	460,000	0.00	(460,000)	0	460,000	460,000	0	0	Rephased into 2024/25 as awaiting external funding. Scheme to commence 24/25
Controlled Parking	50,000	161,234	78,911.79	(82,322)	0	82,322	82,322	0	0	Rephased into 2024/25 due to vacancy in team schemes not progressed as anticipated, consultants now on board to progress schemes in 23/24 and beyond. Schemes ongoing.
Parking Bay & Verge Protection	95,000	102,482	175.42	(102,307)	0		0	0	0	Rephased into 2024/25 7626 as awaiting planning permission for works. Application pending. Works commissioned/PO raised.
Highways Enhancement	30,062	30,062	2,430.77	(27,631)	0		0	0	0	Rephased into 2024/25 7626 as consultants engaged in a study on High Elms Lane. To be completed. PO raised.
Replacement Bins	115,000	135,000	142,824.66	7,825	72,190	1,075	73,265	115,000	115,000	Rephased into 2024/25 due to budget rephased at P10 into 2023/24 not fully utilised. Part funded by Weekly Food Collections Capital Grant.
Bus Shelters	0	51,994	51,593.58	(400)	0		0	0	0	
Waste & Recycling Vehicles	858,000	439,398	226,849.00	(212,549)	1,354,015	212,549	1,566,564	800,000	800,000	Rephased into 2024/25 due to the delay in the delivery of a vehicle
Retail Parades	30,000	28,200	610.00	(27,590)	0		0	0	0	Rephased into 2024/25 7626 as Beryl Bikes project Total: £45,000 - awaiting contract sign off and then can raise PO. HCC Highways licences outstanding
Car Park Restoration	35,000	21,001	492.24	(20,509)	290,000	20,509	310,509	35,000	35,000	Rephased into 2024/35 as monies received as part of the business case means that a programme has been created. Denham Way already programmed in for April. Budget was not sufficient to allow these works to be carried out 23/4
Estates, Paths & Roads	20,000	20,000	14,272.35	(5,728)	20,000	5,728	25,728	20,000	20,000	Rephased into 2024/25 as Inspections have now been completed by an external contractor that has enabled TRDC to complete a programme of works due to commence 24/25
Energy Performance Certificate	2,300	0	0.00	0	0		0	0	0	
TRDC Footpaths & Alleyways	25,000	56,335	27,977.83	(28,357)	25,000	18,387	43,387	25,000	25,000	Rephased into 2024/25 as Inspections have now been completed by an external contractor that has enabled TRDC to complete a programme of works due to commence 24/25
GIS	0	0	0.00	0	13,500		13,500	0	0	
Transport and Infrastructure	0	0	0.00	0	199,344	166,039	365,383	204,000	204,000	
<b>Sub-total Public Services</b>	<b>1,767,862</b>	<b>1,706,921</b>	<b>848,102.72</b>	<b>(858,818)</b>	<b>2,001,549</b>	<b>976,109</b>	<b>2,977,658</b>	<b>1,226,500</b>	<b>1,226,500</b>	

Leisure	Original Budget 2023/24 £	Latest Budget 2023/24 £	Outturn	Outturn to Latest Budget Variance	Budget 2024/25 £	Rephasing from 2023/24	Latest Budget 2024/25 £	Forecast 2025/26 £	Forecast 2026/27 £	Comments
Denham Way MUGA	0	30,000	30,450	450	0		0	0	0	
Barton Way MUGA	0	2,449	2,912	463	0		0	0	0	
Aquadrome	22,500	0	0	0	0		0	0	0	
Aquadrome Bridge Replacement	0	0	0	0	320,524		320,524	0	0	
Leavesden Country Park Gate	0	191,256	26,367	(164,889)	0	164,889	164,889	0	0	Rephased into 2024/25 for the completion of the project. Funded by S106.
Watersmeet Electrical	23,000	26,234	23,870	(2,364)	144,100		144,100	0	0	
South Oxhey Playing Fields	468,750	506,498	508,818	2,320	0		0	0	0	
Watersmeet Projector	80,000	80,000	57,873	(22,127)	0		0	0	0	
Scotsbridge-Chess Habitat	8,190	0	0	0	8,190		8,190	0	0	
Open Space Access Improvements	60,000	75,390	39,444	(35,946)	60,000	35,946	95,946	60,000	60,000	Rephased into 2024/25 for pathway works at the Aquadrome
Improve Play Area-Future Schemes	115,000	20,680	18,304	(2,376)	120,000	12,650	132,650	120,000	120,000	Rephased into 2024/25 for future play area capital programme. Part funded by S106.
Aquadrome-Whole Life Costing	11,000	11,000	6,980	(4,020)	11,000	4,020	15,020	11,000	11,000	Rephased into 2024/25 as extensive plans are in play with the site, awaiting clarification of required works that will not impact the projects
Replacement Ground Maintenance Vehicles	264,000	0	0	0	804,000		804,000	540,000	540,000	
Watersmeet-Whole Life Costing	20,000	20,000	18,472	(1,528)	20,000		20,000	20,000	20,000	
Pavilions-Whole Life Costing	11,000	11,000	5,332	(5,668)	11,000	5,668	16,668	11,000	11,000	Rephased into 2024/25 as portacabin for King George V Pavilion will not be delivered until April 2024.
Outdoor Fitness Zones	27,200	160,532	160,532	(0)	0		0	0	0	
Fearnley Mead Play Area	0	50,000	0	(50,000)	0	50,000	50,000	0	0	Rephased into 2024/25 for the completion of the project.
Lincoln Drive Play Area	0	50,000	0	(50,000)	0	50,000	50,000	0	0	Rephased into 2024/25 for the completion of the project.
<b>Sub-total Leisure</b>	<b>1,110,640</b>	<b>1,235,039</b>	<b>899,353.23</b>	<b>(335,686)</b>	<b>1,498,814</b>	<b>323,173</b>	<b>1,821,987</b>	<b>762,000</b>	<b>762,000</b>	
<b>Sustainability &amp; Climate</b>										
	Original Budget 2023/24 £	Latest Budget 2023/24 £	Outturn	Outturn to Latest Budget Variance	Budget 2024/25 £	Rephasing from 2023/24	Latest Budget 2024/25 £	Forecast 2025/26 £	Forecast 2026/27 £	Comments
Cemetery-Whole Life Costing	5,000	5,000	170.00	(4,830)	5,000	4,830	9,830	5,000	5,000	Rephased into 2024/25 as new fences required at Woodcock Hill a combination of 2 years budgets needed to carry out the new instalation to the boundary with the houses.
<b>Sub-total Sustainability &amp; Climate</b>	<b>5,000</b>	<b>5,000</b>	<b>170.00</b>	<b>(4,830)</b>	<b>5,000</b>	<b>4,830</b>	<b>9,830</b>	<b>5,000</b>	<b>5,000</b>	
<b>Total Climate Change, Leisure &amp; Community</b>	<b>1,121,640</b>	<b>1,240,039</b>	<b>899,523.23</b>	<b>(340,516)</b>	<b>1,535,814</b>	<b>328,003</b>	<b>1,863,817</b>	<b>793,000</b>	<b>793,000</b>	

Policy & Resources										
Leader & Resources	Original Budget 2023/24 £	Latest Budget 2023/24 £	Outturn	Outturn to Latest Budget Variance £	Budget 2024/25 £	Rephasing from 2023/24	Latest Budget 2024/25 £	Forecast 2025/26 £	Forecast 2026/27 £	Comments
Professional Fees-Internal	157,590	157,590	0.00	(157,590)	157,590		157,590	157,590	157,590	Charged to NHB element of capital funding so within Revenue Account
Election Equipment	6,000	14,510	14,345.00	(165)	6,000		6,000	6,000	6,000	
Street Lighting Replacement	0	96,735	44,749.85	(51,985)	30,000	51,985	81,985	0	0	Rephasing into 2024/25 This project is ongoing. The majority of works have been completed Phase 5 & 6 to be carried out by July 2024
West Herts Crematorium	0	0	40,000.00	40,000	0		0	0	0	
Members' IT Equipment	79,210	31,306	31,306.22	0	0		0	0	48,780	
Rickmansworth Work Hub	28,606	25,406	25,406.00	0	3,200		3,200	0	0	
ICT-Managed Project Costs	330,000	128,416	47,333.26	(81,083)	337,551		337,551	60,000	60,000	
ShS-Hardware Replace Prog	0	104,033	104,033.90	1	0		0	40,000	40,000	
Garage Improvements	150,000	142,709	144,299.34	1,590	150,000	(1,590)	148,410	150,000	150,000	
ICT Website Development	14,870	14,870	0.00	(14,870)	0	14,870	14,870	0	0	Rephased into 2024/25 for project work to improve the platform
ICT Hardware Replacement Prog	66,200	59,584	54,846.14	(4,738)	114,824		114,824	45,000	45,000	
TRH Whole Life Costing	170,000	362,907	270,479.61	(92,427)	335,000	92,427	427,427	170,000	170,000	Rephasing required as UPS Battery Replacement April 2024, Rentention for Air Source Heat Pump. Replacement Air Handling Unit to be carried out in October 2024 ( Requires combined budgets from 2 years)
Basing House-Whole Life Costing	90,000	44,830	45,455.00	625	75,000		75,000	60,000	60,000	
Business Application Upgrade	20,000	0	0.00	0	40,000		40,000	90,000	90,000	
Three Rivers House Transformation	0	15,585	0.00	(15,585)	0	15,585	15,585	0	0	Rephasing into 2024/25 as once the new branding has been developed budget will be required for updating items to reflect the changes.
Property Information System	0	24,481	26,517.49	2,036	0		0	0	0	
<b>Sub-total Leader &amp; Resources</b>	<b>1,112,476</b>	<b>1,222,962</b>	<b>848,771.81</b>	<b>(374,190)</b>	<b>1,249,165</b>	<b>173,277</b>	<b>1,422,442</b>	<b>778,590</b>	<b>827,370</b>	
Major Projects										
Major Projects	Original Budget 2023/24 £	Latest Budget 2023/24 £	Outturn	Outturn to Latest Budget Variance £	Budget 2024/25 £	Rephasing from 2023/24	Latest Budget 2024/25 £	Forecast 2025/26 £	Forecast 2026/27 £	Comments
South Oxhey Initiative	0	6,934	0.00	(6,934)	0		0	0	0	
Property Investment Board	0	3,607,038	3,607,033.88	(4)	0		0	0	0	
Local Authority Housing Fund	0	10,343,225	4,498,200.00	(5,845,025)	0	5,845,025	5,845,025	0	0	
<b>Sub-total Major Projects</b>	<b>0</b>	<b>13,957,197</b>	<b>8,105,233.88</b>	<b>(5,851,963)</b>	<b>0</b>	<b>5,845,025</b>	<b>5,845,025</b>	<b>0</b>	<b>0</b>	
<b>Total Policy &amp; Resources</b>	<b>1,112,476</b>	<b>15,180,159</b>	<b>8,954,005.69</b>	<b>(6,226,153)</b>	<b>1,249,165</b>	<b>6,018,302</b>	<b>7,267,467</b>	<b>778,590</b>	<b>827,370</b>	
<b>Total Capital Programme</b>	<b>4,602,478</b>	<b>18,914,719</b>	<b>11,282,257.40</b>	<b>(7,632,462)</b>	<b>5,377,028</b>	<b>7,526,888</b>	<b>12,903,916</b>	<b>3,388,590</b>	<b>3,437,370</b>	

## List of capital schemes to be rephased to 2024/25

Scheme	£	Comment
Open Space Access Improvements	35,946	Rephasing required for pathway works at the Aquadrome
Fearney Mead Play Area	50,000	Rephasing for play area project
Lincoln Drive Play Area	50,000	Rephasing for play area project
Improve Play Area-Future Schemes	12,650	Rephasing required for works to be completed in 2024/25.
Leavesden Country Park Gate	164,889	Rephasing for Leavesden Country Park replacement gate (S106 funded)
Waste Plant & Equipment	9,500	Rephasing required as delivery of equipment not possible in 2023/24
Replacement Bins	1,075	Rephasing required as budget rephasing from 2024/25 at P10 not fully utilised
Waste & Recycling Vehicles	212,549	Rephasing required due to supplier delays
Cycle Schemes	17,392	Rephasing required as Beryl Bikes project Total: £45,000 - awaiting contract sign off and then can raise PO. HCC Highways licences outstanding
EV Charging Port	460,000	Rephasing required as awaiting external funding. Scheme to commence 24/25
Controlled Parking	82,322	Rephasing required due to vacancy in team schemes not progressed as anticipated, consultants now on board to progress schemes in 23/24. IHED decision in Jan 2023 to extend the 2 year parking programme to a 3 year programme
Parking Bay & Verge Protection	102,307	Rephasing required awaiting planning permission for works. Application pending. Works commissioned/PO raised
Highway Enhancements	18,750	Rephasing required ac consultants engaged in a study on High Elms Lane. To be completed. PO raised.
Retail Parades	27,590	Rephasing required as Beryl Bikes project Total: £45,000 - awaiting contract sign off and then can raise PO. HCC Highways licences outstanding
Car Park Restoration	20,509	Rephasing as monies received as part of the business case means that a programme has been created. Denham Way already programmed in for April . Budget was not sufficient to allow these works to be carried out 23/24

Scheme	£	Comment
TRDC Footpaths & Alleyways	18,387	Rephased into 2024/25 as Inspections have now been completed by an external contractor that has enabled TRDC to complete a programme of works due to commence 24/25
Disabled Facilities Grant	204,474	Rephasing required as demand led service
ICT Website Development	14,870	Rephasing required as agreed project work to improve platform for 2024/25
Street Lighting Replacement	51,985	Rephasing required as this project is ongoing. The majority of works have been completed Phase 5 & 6 to be carried out by July 2024
Garage Improvements	(1,590)	Rephasing from 2024/25 to 2023/24 due to overspend
Estates, Footpaths & Roads	5,728	Rephased into 2024/25 as Inspections have now been completed by an external contractor that has enabled TRDC to complete a programme of works due to commence 24/25
TRH Whole Life Costing	92,427	Rephasing required as UPS Battery Replacement April 2024, Retention for Air Source Heat Pump. Replacement Air Handling Unit to be carried out in October 2024 ( Requires combined budgets from 2 years)
Aquadrome Whole Life Costing	4,020	Rephasing required as extensive plans are in play with the site, awaiting clarification of required works that will not impact the projects
Pavillions Whole Life Costing	5,668	Rephaseing required as portacabin for King George V Pavilion will not be delivered until April 2024
Cemetery Whole Life Costing	4,830	Rephasing required as new fences required at Woodcock Hill a combination of 2 years budgets needed to carry out the new instalation to the boundary with the houses.
Three Rivers House Transformation	15,585	Rephasing reqired as once the new branding has been developed budget will be required for updating items to reflect the changes.
Local Authority Housing Fund	5,845,025	Rephasing required in order to deliver the new housing as part of the LAHF delivery of the Garage Sites
<b>Total</b>	<b>7,526,888</b>	



## Capital Funding 2022/23 – 2025/26


Capital Programme	Original Budget	Latest Budget	Outturn	Forecast	Forecast	Forecast
	£	£	£	£	£	£
<b>Balance Brought Forward</b>						
Govt Grants: Disabled Facility Grants	(1,063,531)	(1,063,531)	(1,121,582)	(1,269,046)	(1,064,572)	(1,064,572)
Section 106 Contributions	(1,489,612)	(1,489,612)	(1,134,479)	(1,535,703)	(1,370,814)	(1,370,814)
CIL Contributions	(6,194,685)	(6,194,685)	(6,194,685)	(7,575,459)	(7,254,935)	(7,254,935)
Capital Receipts Reserve	0	0	0	0	(100,000)	(100,000)
LAHF	0	0	0	(2,256,000)	0	0
Future Capital Expenditure Reserve	0	0	0	0	0	0
New Homes Bonus Reserve	(222,787)	(222,787)	(2,395,311)	(2,239,626)	(2,249,848)	(2,249,848)
<b>Total Funding Brought Forward</b>	<b>(8,970,615)</b>	<b>(8,970,615)</b>	<b>(10,846,057)</b>	<b>(14,875,834)</b>	<b>(12,040,169)</b>	<b>(12,040,169)</b>
<b>Generated in the Year</b>						
Govt Grants: Disabled Facility Grants	(586,000)	(723,315)	(723,315)	(586,000)	(586,000)	(586,000)
Section 106 Contributions	0	(265,832)	(455,133)	0	0	0
CIL Contributions	0	0	(1,850,553)	0	0	0
Capital Receipts Reserve	(1,100,000)	(1,100,000)	(1,199,762)	(1,100,000)	(1,000,000)	(1,000,000)
LAHF	0	(4,648,253)	(4,648,253)	0	0	0
Future Capital Expenditure Reserve	0	0	0	0	0	0
New Homes Bonus Reserve	(110,247)	(110,247)	0	(110,247)	(95,000)	(95,000)
<b>Total Generated</b>	<b>(1,796,247)</b>	<b>(6,847,647)</b>	<b>(8,877,016)</b>	<b>(1,796,247)</b>	<b>(1,681,000)</b>	<b>(1,681,000)</b>
<b>Use of Funding</b>						
Govt Grants: Disabled Facility Grants	586,000	665,264	575,851	790,474	586,000	586,000
Section 106 Contributions	0	100,000	53,909	164,889	0	0
CIL Contributions	722,000	613,553	469,779	320,524	0	0
Capital Receipts Reserve	1,100,000	1,100,000	1,199,762	1,000,000	1,000,000	1,000,000
LAHF	0	4,648,253	2,392,253	2,256,000	0	0
Future Capital Expenditure Reserve	0	0	0	0	0	0
New Homes Bonus Reserve	333,034	333,034	155,685	100,025	95,000	95,000
Borrowing	1,861,444	11,454,615	6,435,019	8,272,004	1,707,590	1,756,370
<b>Total Use of Funding</b>	<b>4,602,478</b>	<b>18,914,719</b>	<b>11,282,257</b>	<b>12,903,916</b>	<b>3,388,590</b>	<b>3,437,370</b>
<b>Balance Carried Forward</b>						
Govt Grants: Disabled Facility Grants	(1,063,531)	(1,121,582)	(1,269,046)	(1,064,572)	(1,064,572)	(1,064,572)
Section 106 Contributions	(1,489,612)	(1,655,444)	(1,535,703)	(1,370,814)	(1,370,814)	(1,370,814)
CIL Contributions	(5,472,685)	(5,581,132)	(7,575,459)	(7,254,935)	(7,254,935)	(7,254,935)
Capital Receipts Reserve	0	0	0	(100,000)	(100,000)	(100,000)
LAHF	0	0	(2,256,000)	0	0	0
Future Capital Expenditure Reserve	0	0	0	0	0	0
New Homes Bonus Reserve	0	0	(2,239,626)	(2,249,848)	(2,249,848)	(2,249,848)
<b>Total Funding Carried Forward</b>	<b>(8,025,828)</b>	<b>(8,358,158)</b>	<b>(14,875,834)</b>	<b>(12,040,169)</b>	<b>(12,040,169)</b>	<b>(12,040,169)</b>
<b>South Oxhey Initiative</b>						
Balance Brought Forward	0	0	0	0	0	0
Generated in the Year (Land Receipts)	(6,354,279)	(6,354,279)	(6,354,279)	0	0	0
Repayment of Borrowing	6,354,279	6,354,279	6,354,279	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Expenditure Capital Investment Programme</b>	<b>4,602,478</b>	<b>18,914,719</b>	<b>11,282,257</b>	<b>12,903,916</b>	<b>3,388,590</b>	<b>3,437,370</b>

Key Financial Risks

Date risk added to register	Risk ref	Risk owner	Category	Risk description	Comment	Likelihood score (inherent)	Impact score (inherent)	Inherent risk score	Risk controls	Risk control owners	Likelihood score (residual)	Impact score (residual)	Residual risk score	Risk direction	Action plan	Action plan owners	Action plan completion dates
Sep-15	FIN07	Director of Finance	Strategic	The Medium term financial position worsens.	In that the general fund balance falls below the minimum prudent threshold and capital funding is insufficient to meet the capital programme. This appears as item no.8 in the Council's strategic risk register.	4	4	16	The Council has a robust financial management framework which includes regular budget monitoring reports to committees; Budgetary and Financial Risk Register reviewed and updated as part of the budget monitoring process; identification of budgetary pressure when reviewing the medium term financial plan during the budget setting process; Audited Statement of Accounts, including Annual Governance Statement. Currently the accounts are subject to cross system delays, however Azets have started work on the 2023/24 audit.	Director of Finance	3	2	6	→	2024/25 Budget has been agreed with a significant contingency for the pay award and other inflation. Regular budget monitoring reports to committees; Budgetary and Financial Risk Register reviewed and updated as part of the budget monitoring process; identification of budgetary pressure when reviewing the medium term financial plan during the budget setting process which includes a risk assessment for the prudent level of general balances and an assessment of financial resilience with reference to the CIPFA Financial resilience index.	Heads of Service/ Director of Finance	Continuous
Apr-06	FIN08	Director of Finance	Budgetary	The pay award exceeds estimates included in the MTFP resulting in unplanned and unsustainable use of reserves.	The Council's 3 year Medium term Financial Strategy includes forecast pay awards for the next three years. The 2024-25 pay offer has been made by employers at a level that will not put pressure on the contingency. Inflation is beginning to come down reducing pressure on next years increase.	3	3	9	Maintain reserves to guard against risk. Early identification of new pressures through Budget Monitoring.	Director of Finance	3	2	6	→	The Council's 3 year Medium term Financial Strategy includes forecast pay awards for the next three years. The Council maintains reserves to guard against risk including setting a prudent minimum level for general balances. Early identification of new pressures through Budget Monitoring enable the Council to take steps to bring the budget back into balance.	Director of Finance	Continuous
Apr-06	FIN09	Director of Finance	Budgetary	Other inflationary increases exceed estimates included in the MTFP resulting in unplanned and unsustainable use of reserves.	Other than contractual agreements, budgets are cash limited where possible and budget managers are expected to manage increases within existing budgets.	2	3	6	Monitor future inflation projections. Actively manage budgets to contain inflation. Maintain reserves.	Service Heads/ Director of Finance	2	2	4	↓	Monitor future inflation projections. Actively manage budgets and contracts to contain inflation. The Council maintains reserves to guard against risk including setting a prudent minimum level for general balances. Early identification of new pressures through Budget Monitoring enable the Council to take steps to bring the budget back into balance.	Director of Finance	Continuous

Jan-15	FIN10	Director of Finance	Budgetary	Interest rates increase or decrease resulting in significant variations in estimated interest income (investments) or interest expense (borrowing)	The Council remains cash positive so is experiencing a short term benefit from higher interest rates. Over the longer term rates are expected to come down allowing the Council to borrow for future capital projects.	3	2	6	The Council has a Treasury Management Strategy which is reviewed annually. The Council has lent out over a longer period to maximised the benefit from temporary higher rates. With investment in LAHF schemes cash balances are expected to fall but remain positive..	Director of Finance	3	2	6	→	The Audit Committee receives two reports per year on Treasury Management activity and interest income and expenditure is monitored through the Budget Monitoring Report.	PIB	Continuous
Apr-06	FIN11	Director of Finance	Budgetary	Inaccurate estimates of fees and charges income and / or estimates of cost of delivering chargeable services result in budgetary pressure.	A budget pressure is created due to income shortfalls or increased expenditure	3	2	6	Budget levels realistically set and closely scrutinised	Service Heads/ Director of Finance	2	2	4	→	Fees and charges, including and surplus or loss are monitored through budget monitoring with key income streams reported to CMT.	Director of Finance	Continuous
Apr-06	FIN12	Director of Finance	Budgetary	The Council loses the ability to recover VAT as a result of exceeding the partial exemption threshold resulting in budgetary pressure.	If the council's expenditure on functions for which it receives income that is exempt for VAT purposes exceeds 5% of its total vat-able expenditure, then the Council may lose its ability to recover VAT on all of its exempt inputs. This is mitigated by close monitoring of exempt supplies and prudent VAT planning. The Council elects to tax on development schemes.	2	4	8	VAT Planning and opt to tax on schemes. VAT advisers employed.	Director of Finance	1	4	4	→	Partial Exemption Review is undertaken annually with support provided by the Council's external tax advisors, PS Tax. The Council continue to opt to tax land where appropriate.	Director of Finance	Continuous
Dec-13	FIN13	Director of Finance	Budgetary	The estimated cost reductions and additional income gains set out in the MTFP are not achieved resulting in an unplanned and unsustainable use of reserves.	Savings identified and included in the budget will be monitored as part of the budget monitoring process. See fees and charges above. MTFP agreed for next three years.	2	3	6	Service Heads to take responsibility for achieving savings. Budget monitoring to highlight any issues to allow corrective action to be taken.	Service Heads/ Director of Finance	2	2	4	→	Budget process to clearly identify savings to be achieved and ensure clarity over responsibility over delivery. Savings to be challenged.	Director of Finance	Continuous

Apr-06	FIN14	Director of Finance	Budgetary	The Council is faced with potential litigation and other employment related risks	The Council has no material outstanding litigation cases.	2	3	6	Council procedures are adhered to	Solicitor to the Council	1	3	3	➡	Adherence to council procedures to be monitored and procedures maintained.	Solicitor to the Council	ongoing
Dec-13	FIN18	Director of Finance	Budgetary	Business Rates Retention fluctuates impacting on the amount of funding received by the Council.	From April 2020 the system was due to be subject to reset and increase to 75% retention resulting in a loss of growth. This has been further postponed to 2025/26. However, the significant revaluations for 2023 introduce additional risk of appeals which could result in a reduction to income. The Government has announced relief for the Creative Industries but the appeal risk remains.	3	4	12	Maintain reserves against risk. Ensure prudent provision for appeals.	Director of Finance	3	3	9	➡	Hertfordshire CFOs continue to work with LG Futures to assess the impact on individual Councils in Hertfordshire and the impact on the ability to create a business rate pool for future years. The scale of appeals is still unknown but this is likely to become clearer over the next 24 months as transitional relief reduces for businesses impacted by the increases in rateable value. Three Rivers is outside of the pool for 2024/25.	Director of Finance	Continuous
Jul-16	FIN20	Director of Finance	Budgetary	Failure of ICT systems	The Council's integrated Financial Management System (FMS) is held on an ICT platform. If this were to fail then potentially there will be a loss of functionality occurring during any downtime.	3	2	6	System migrated to latest version. Payments system updated.	Service Heads/ Director of Finance	1	2	2	➡	Monitor reliability	Head of Finance	Continuous
Mar-18	FIN21	Director of Finance	Budgetary	Property Investment	The Property Investment Board manage its property portfolio in order to secure additional income to support its general fund.	2	3	6	Portfolio to be actively managed to maintain income levels. Income to be reviewed regularly when MTFP is updated.	Head of Property Services	1	3	3	➡	PIB to assume responsibility for ongoing oversight.	Head of Property Services	Continuous
Sep-18	FIN23	Director of Finance	Budgetary	Commercial Investment	The Council has limited options to further improve self sustainability through commercial investment following changes to the the Prudential Code for Capital Finance and changes to PWLB borrowing regulations. Currently there is a	3	2	6	Oversight mechanisms to be put in place to ensure oversight by PIB or similar mechanism. Council to determine approach to risk and level of income dependency within budget.	Director of Finance	2	2	4	➡	Monitor new developments. Investments overseen by the cross party Shareholder and Commercial Ventures Panel.	Head of Property Services	Continuous

Nov-19	FIN 24	Director of Finance	Service	Loss of Key Personnel	As the Council becomes more complex in its financial arrangements, key skills become more important.	3	4	12	Improve depth of skills and knowledge. Bring in temporary additional resources as necessary.	Head of Finance	2	3	6	 Whilst the Finance team is currently fully staffed, pressures are continuing to increase in the external market. All staff have an annual Personal Development Review which contains smart objectives including objectives related to career development and identification of training needs and opportunities.	Chief Executive/ Director of Finance	Continuous
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## Short Equality Impact and Outcome Assessment (EIA) Template **DRAFT FOR DISCUSSION**

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

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

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

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

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

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

<b>Title</b> <sup>5</sup>		<b>ID No</b> <sup>6</sup>	
<b>Team/Service</b> <sup>7</sup>			
<b>Focus of EIA</b> <sup>8</sup>			
<b>Assessment of overall impacts and any further recommendations</b> <sup>9</sup>			

Potential Issues	Mitigating Actions
<b>Actions Planned</b> <sup>10</sup>	

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

**Equality Impact Assessment officer:**

**Date:**

**Equalities Lead Officer:**

**Date:**

## Guidance end-notes

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

This section should explain what you are assessing:

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

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

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

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

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

# Equality Impact and Outcome Assessment (EIA)

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

EIAs enable us to consider all the information about a service, policy or strategy from an equalities perspective and then action plan to get the best outcomes for staff and service-users<sup>1</sup>.

They analyse how all our work as a council might impact differently on different groups<sup>2</sup>.

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

*See end notes for full guidance.*

**For further support or advice please contact Community Partnerships**

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

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

<b>Title of EIA<sup>5</sup></b>		<b>ID No.<sup>6</sup></b>	
<b>Team/Service <sup>7</sup></b>			
<b>Focus of EIA<sup>8</sup></b>			

## 2. Update on previous EIA and outcomes of previous actions <sup>9</sup>

<b>What actions did you plan last time?</b> (List them from the previous EIA)	<b>What improved as a result?</b> What outcomes have these actions achieved?	<b>What <u>further</u> actions do you need to take?</b> (add these to the Action plan below)



### 3. Review of information, equality analysis and potential actions

Protected characteristics groups from the Equality Act 2010	What do you know <sup>10</sup> ? Summary of data about your service-users and/or staff	What do people tell you <sup>11</sup> ? Summary of service-user and/or staff feedback	What does this mean <sup>12</sup> ? Impacts identified from data and feedback (actual and potential)	What can you do <sup>13</sup> ? All potential actions to: <ul style="list-style-type: none"> <li>• advance equality of opportunity,</li> <li>• eliminate discrimination, and</li> <li>• foster good relations</li> </ul>
Age <sup>14</sup>				
Disability <sup>15</sup>				
Gender reassignment <sup>16</sup>				
Pregnancy and maternity <sup>17</sup>				
Race/ethnicity <sup>18</sup> Including migrants, refugees and asylum seekers				
Religion or belief <sup>19</sup>				
Sex/Gender <sup>20</sup>				

<b>Protected characteristics groups from the Equality Act 2010</b>	<b>What do you know<sup>10</sup>?</b> Summary of data about your service-users and/or staff	<b>What do people tell you<sup>11</sup>?</b> Summary of service-user and/or staff feedback	<b>What does this mean<sup>12</sup>?</b> Impacts identified from data and feedback (actual and potential)	<b>What can you do<sup>13</sup>?</b> All potential actions to: <ul style="list-style-type: none"> <li>• advance equality of opportunity,</li> <li>• eliminate discrimination, and</li> <li>• foster good relations</li> </ul>
<b>Sexual orientation<sup>21</sup></b>				
<b>Marriage and civil partnership<sup>22</sup></b>				
<b>Community Cohesion<sup>23</sup></b>				
<b>Other relevant groups<sup>24</sup></b>				
<b>Cumulative impact<sup>25</sup></b>				
<b>Assessment of overall impacts and any further recommendations<sup>26</sup></b>				

**4. List detailed data and/or community feedback that informed your EIA**

<b>Title</b> (of data, research or engagement)	<b>Date</b>	<b>Gaps in data</b>	<b>Actions to fill these gaps: who else do you need to engage with?</b> (add these to the Action Plan below, with a timeframe)

## 5. Prioritised Action Plan<sup>27</sup>

Impact identified and group(s) affected	Action planned (Action Owner)	Expected outcome	Measure of success	Timeframe
NB: These actions must now be transferred to service plans and/or PDRs and monitored to ensure they achieve the outcomes identified.				

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### EIA sign-off:

Staff member competing Equality Impact Assessment:

Date:

Head of Service

Date:

TRDC Equality lead:

Date:

## Guidance end-notes

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

If there are potential impacts on people but you decide not to complete an EIA it is usually sensible to document why.

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

<sup>6</sup> **ID no:** The unique reference for this EIA.

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

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

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This section should explain what you are assessing:

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

<sup>9</sup> **Previous actions:** If there is no previous EIA or this assessment is of a new service, then simply write 'not applicable'.

<sup>10</sup> **Data:** Make sure you have enough data to inform your EIA.

- What data relevant to the impact on protected groups of the policy/decision/service is available?<sup>10</sup>
- What further evidence is needed and how can you get it? (Eg: further research or engagement with the affected groups).
- What do you already know about needs, access and outcomes? Focus on each of the protected characteristics in turn. Eg: who uses the service? Who doesn't and why? Are there differences in outcomes? Why?
- Have there been any important demographic changes or trends locally? What might they mean for the service or function?
- Does data/monitoring show that any policies or practices create particular problems or difficulties for any groups?
- Do any equality objectives already exist? What is current performance like against them?
- Is the service having a positive or negative effect on particular people in the community, or particular groups or communities?
- Use local sources of data (eg: JSNA: and Herts Insight <https://www.hertfordshire.gov.uk/microsites/herts-insight/home.aspx> ) and national ones where they are relevant.

<sup>11</sup> **Engagement:** You must engage appropriately with those likely to be affected to fulfil the equality duty.

- What do people tell you about the services?
- Are there patterns or differences in what people from different groups tell you?
- What information or data will you need from communities?
- How should people be consulted? Consider:
  - (a) consult when proposals are still at a formative stage;
  - (b) explain what is proposed and why, to allow intelligent consideration and response;
  - (c) allow enough time for consultation;
  - (d) make sure what people tell you is properly considered in the final decision.

- 
- Try to consult in ways that ensure all perspectives can be considered.
  - Identify any gaps in who has been consulted and identify ways to address this.

<sup>12</sup> Your EIA must get to grips fully and properly with actual and potential impacts.

- The equality duty does not stop decisions or changes, but means we must conscientiously and deliberately confront the anticipated impacts on people.
- Be realistic: don't exaggerate speculative risks and negative impacts.
- Be detailed and specific so decision-makers have a concrete sense of potential effects. Instead of "the policy is likely to disadvantage older women", say how many or what percentage are likely to be affected, how, and to what extent.
- Questions to ask when assessing impacts depend on the context. Examples:
  - Are one or more protected groups affected differently and/or disadvantaged? How, and to what extent?
  - Is there evidence of higher/lower uptake among different groups? Which, and to what extent?
  - If there are likely to be different impacts on different groups, is that consistent with the overall objective?
  - If there is negative differential impact, how can you minimise that while taking into account your overall aims
  - Do the effects amount to unlawful discrimination? If so the plan must be modified.
  - Does the proposal advance equality of opportunity and/or foster good relations? If not, could it?

<sup>13</sup> Consider all three aims of the Act: removing barriers, and also identifying positive actions we can take.

- Where you have identified impacts you must state what actions will be taken to remove, reduce or avoid any negative impacts and maximise any positive impacts or advance equality of opportunity.
- Be specific and detailed and explain how far these actions are expected to improve the negative impacts.
- If mitigating measures are contemplated, explain clearly what the measures are, and the extent to which they can be expected to reduce / remove the adverse effects identified.
- An EIA which has attempted to airbrush the facts is an EIA that is vulnerable to challenge.

<sup>14</sup> **Age:** People of all ages

<sup>15</sup> **Disability:** A person is disabled if they have a physical or mental impairment which has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities. The definition includes: sensory impairments, impairments with fluctuating or recurring effects, progressive, organ specific, developmental, learning difficulties, mental health conditions and mental illnesses, produced by injury to the body or brain. Persons with cancer, multiple sclerosis or HIV infection are all now deemed to be disabled persons from the point of diagnosis.

<sup>16</sup> **Gender Reassignment:** In the Act a transgender person is someone who proposes to, starts or has completed a process to change his or her gender. A person does not need to be under medical supervision to be protected

<sup>17</sup> **Pregnancy and Maternity:** Protection is during pregnancy and any statutory maternity leave to which the woman is entitled.



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<sup>18</sup> **Race/Ethnicity:** This includes ethnic or national origins, colour or nationality, and includes refugees and migrants, and Gypsies and Travellers. Refugees and migrants means people whose intention is to stay in the UK for at least twelve months (excluding visitors, short term students or tourists). This definition includes asylum seekers; voluntary and involuntary migrants; people who are undocumented; and the children of migrants, even if they were born in the UK.

<sup>19</sup> **Religion and Belief:** Religion includes any religion with a clear structure and belief system. Belief means any religious or philosophical belief. The Act also covers lack of religion or belief.

<sup>20</sup> **Sex/Gender:** Males and Females are covered under the Act. The Equality Act has some exceptions that allow employers or organisations to discriminate because of your sex

<sup>21</sup> **Sexual Orientation:** Whether a person's sexual attraction is towards their own sex, the opposite sex or to both sexes. There are a small number of circumstances when being treated differently due to sexual orientation is lawful.

<sup>22</sup> **Marriage and Civil Partnership:** Only in relation to due regard to the need to eliminate discrimination.

<sup>23</sup> **Community Cohesion:** What must happen in all communities to enable different groups of people to get on well together.

<sup>24</sup> **Other relevant groups:** eg: Carers, people experiencing domestic and/or sexual violence, substance misusers, homeless people, looked after children, ex-armed forces personnel, people on the Autistic spectrum etc

<sup>25</sup> **Cumulative Impact:** This is an impact that appears when you consider services or activities together. A change or activity in one area may create an impact somewhere else

<sup>26</sup> **Assessment of overall impacts and any further recommendations**

- Make a frank and realistic assessment of the overall extent to which the negative impacts can be reduced or avoided by the mitigating measures. Explain what positive impacts will result from the actions and how you can make the most of these.
- Countervailing considerations: These may include the reasons behind the formulation of the policy, the benefits it is expected to deliver, budget reductions, the need to avert a graver crisis by introducing a policy now and not later, and so on. The weight of these factors in favour of implementing the policy must then be measured against the weight of any evidence as to the potential negative equality impacts of the policy.
- Are there any further recommendations? Is further engagement needed? Is more research or monitoring needed? Does there need to be a change in the proposal itself?

<sup>27</sup> **Action Planning:** The Equality Duty is an ongoing duty: policies must be kept under review, continuing to give 'due regard' to the duty. If an assessment of a broad proposal leads to more specific proposals, then further equality assessment and consultation are needed.

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# TRDC Climate and Sustainability Impact Assessment

This toolkit is a self-assessment to help officers think about how their policies, projects, procurements, commissioning and services can align with Three Rivers' Climate Emergency and Sustainability Strategy. It also supports report authors to draft the environmental implications section on decision reports, and procurement strategy reports.

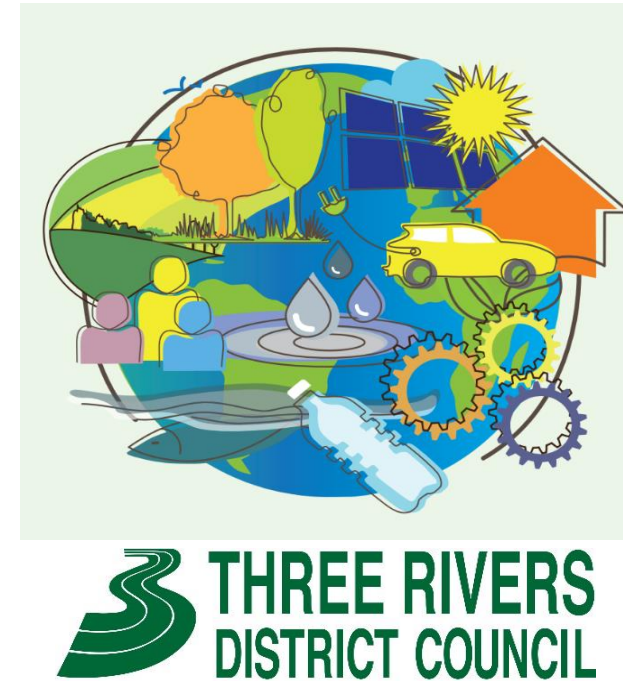
## How to use the tool

The self-assessment is intended to help officers reflect critically on their project or service's environmental impact. It is a reflective tool, not a framework for approving or rejecting a decision, so it will work best if each question is considered honestly and carefully.

We envision this tool will be used early in the design of a project/policy/procurement to identify areas where environmental harms can be mitigated, and environmental benefits enhanced. If you would like advice, please discuss with your Head of Service, and contact the Climate and Sustainability Team if necessary.

Once you are happy that your proposal is optimised, then complete this form, and copy the results in each section in to your decision report (committee/synopsis report) where applicable.

The next tab presents a set of questions about the proposal on a range of sustainability criteria. Each answer is colour-coded to indicate its environmental impact as below:



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

Once you've selected your answer in the "Impact" column (C), then give the relevant score in the "Score" column (E). Higher scores indicate more sustainable proposals.

These questions should be considered for services, goods and projects we procure as well as those we deliver directly. Delivery models, specifications and tender evaluation should be shaped to ensure our contractors are aligned with our sustainability and net-zero commitments.

Against each area, the assessment presents prompts to highlight best practice suggestions and enable consideration of how negative impacts could be lessened on a project.

***This assessment was inspired by Jim Cunningham at Hammersmith and Fulham Council and developed by officers of Three Rivers District Council.***

**Version                      Date**

1

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Three Rivers District Council

# Three Rivers Biodiversity Policy & Biodiversity Net Gain Update

Date: 10.06.24

Report Originator Jess Hodges, Adam Ralton, Claire Westwood, Marko Kalik	Head of Service sponsor Charlotte Gomes & Kimberley Rowley	Date Originated 25.04.2024	
Lead Member Name:	Area of Responsibility:		
CMT Date: 30.04.24			
JLT Date (if applicable): 09.05.24			
REASON FOR REPORT			
Reason	JLT/CMT Feedback for Officer and further instructions		Recommendation to JLT/CMT:
Consultees consulted	Finance Yes Date:24.4.24	Legal Yes Date:24.4.24	Head of Service Yes Date:24.4.24
Consultees to be consulted following CMT before report publication	Chief Executive	Shared Director of Finance	
PROPOSED ROUTE FOR FURTHER APPROVAL			
			Date
Committee: Policy and Resources Committee			10 June 2024
Council (if required)			

**POLICY AND RESOURCES COMMITTEE  
10 JUNE 2024**

**Three Rivers Biodiversity Policy and Biodiversity Net Gain Update  
(Director of Finance and Associate Director for Customer and Community)**

**1 Summary**

- 1.1 The purpose of this report is to outline the updated legislative duties of the Council under the Environment Act including: strengthened biodiversity duty and Biodiversity Net Gain.
- 1.2 The report recommends approval of the Three Rivers Biodiversity Policy, along with agreement on how and where to use the S106 Maple Lodge budget and an agreement in principle for Three Rivers to consider council land that could be a receptor site for off-site biodiversity net gains.

**2 Context of Environment Act 2021**

- 2.1 The Environment Act (the Act) received Royal Assent on 9<sup>th</sup> November 2021 to operate as the UK's new framework of environmental protection following the UK leaving the European Union. The Act strengthens the duty of public bodies to conserve and enhance biodiversity for example through Biodiversity Net Gain and Local Nature Recovery Strategies.

2.1.1 BNG is required under a statutory framework introduced by Schedule 7A of the Town and Country Planning Act 1990 (inserted by the Environment Act 2021). Its aim is to ensure that biodiversity is in a quantifiably better state post development by a minimum of 10%. The net gain in biodiversity can be created within the development site or on a donor site which then must be maintained for a minimum of 30 years. BNG applies to all development with some exceptions in place for example householder applications.

2.2 The act also strengthened the Biodiversity Duty on public authorities to conserve and enhance biodiversity. Public authorities were required to complete a first consideration for action that could be taken to benefit biodiversity by 1<sup>st</sup> January 2024 ([link to Three Rivers first consideration](#)). Following this, public authorities should review internal and external policies that impact biodiversity and then submit periodic reports.

### **3 Strengthened Biodiversity Duty**

3.1 Section 102 of the Environment Act 2021 strengthens the duty on local authorities to consider what they can do to conserve and enhance biodiversity in England. This action will contribute to the achievement of national goals and targets for biodiversity as set out in the Environmental Improvement Plan, 2023.

3.2 As a local planning authority, the council will publish a biodiversity report detailing how the council is helping to improve the environment. The reports must include:

- A summary of the action taken within the previous period to comply with the duty.
- Actions taken to meet biodiversity net gain obligations.
- Details of biodiversity net gains resulting (or expected) from approved gain plans.
- Plans to comply with the duty and biodiversity net gain obligations in the next reporting period.

3.3 The first report should be completed before the 1<sup>st</sup> January 2026 and following this reports must be completed within 5 years of the previous report.

### **4 Three Rivers Biodiversity Policy**

4.1 To comply with the strengthened biodiversity duty the council are required to review internal policies and procedures that could affect biodiversity.

4.2 The Three Rivers Biodiversity Policy is a new document for the council consolidating and aligning all council and local documents that have a focus on biodiversity.

4.3 This policy has been developed as an “umbrella policy” to set out the way in which the Council will manage and monitor Biodiversity across the district. It should be read in conjunction with the Council’s other policies, including the Three Rivers Local Plan Policies, Three Rivers Nature Recovery Strategy, Three Rivers Tree Strategy and the Three Rivers Climate Emergency and Sustainability Strategy.

4.4 Action plans of the relevant strategies will monitor and assess progress against their individual timelines. Each strategy will go through a periodic review process reporting progress on previous actions and setting new targets to benefit biodiversity.

4.5 The Biodiversity Policy will be reviewed in alignment with the production of strengthened biodiversity duty reports. These will be communicated throughout the council via the members information bulletin.

## 5 Biodiversity Net Gain Details

### Local Plan link to BNG

5.1 Policy relating to biodiversity is currently set out in Policy DM6 Biodiversity, Trees, Woodlands, Watercourses and Landscaping of the Development Management Policies Local Development Document (2013). This policy was adopted prior to BNG becoming a legal requirement. As such, there is no requirement for BNG in the policy. The policy states that “*development should result in no net loss of biodiversity value across the District as a whole.*”

5.2 The policy goes on to set out requirements in more detail:

*“Development must conserve, enhance and, where appropriate, restore biodiversity through:*

- *Protecting habitats and species identified for retention*
- *Providing compensation for the loss of any habitats*
- *Providing for the management of habitats and species*
- *Maintaining the integrity of important networks of natural habitats, and*
- *Enhancing existing habitats and networks of habitats and providing roosting, nesting and feeding opportunities for rare and protected species.*

*Linked habitats are important in allowing species to adapt and respond to circumstances. Development must not result in fragmentation or isolation of wildlife habitats and should seek opportunities for habitat connectivity with the wider landscape.”*

5.3 The policy also considers specific requirements for trees, woodlands and landscaping that goes beyond biodiversity requirements.

5.4 BNG is covered in the Environment Act and supporting regulations and therefore the lack of reference to BNG in existing policy is not an issue. Development proposals required to provide at least 10% BNG are required to do so whether or not there is a local plan policy in place. The gain is calculated using the Government’s approved BNG metric. This is a spreadsheet that considers the location of the site, its existing baseline condition, and proposed condition based on habitat creation and enhancements proposed. It also considers off-site habitat creation where necessary, to calculate whether there is a net gain overall, and the amount of that gain.

5.5 Following the Regulation 18 consultation on the draft Local Plan in 2021 an updated ‘Biodiversity, Trees, Woodlands and Landscaping’ policy was agreed by the Local Plan Sub Committee in March 2022. This policy update incorporated the legal requirement for 10% BNG.

5.6 The Local Plan Sub-Committee will be considering any further amendments to Local Plan policies in the summer, and the ‘Biodiversity, Trees, Woodlands and Landscaping’ policy will be reviewed as part of this process.

5.7 It should be noted that BNG is a legal requirement and there isn’t a need to repeat what is already set out in law and government guidance, however, emerging Local Plan policies allow us to set out any local priorities and strategies that we would



require developers to take into account in delivering BNG. For example, locally important habitats are addressed in the draft 'Biodiversity, Trees, Woodlands and Landscaping' policy.

- 5.8 Hertfordshire County Council are preparing a Green Infrastructure Strategy and Local Nature Recovery Strategies (LNRS) which will help to target offsite BNG delivery and determine the 'strategic significance' score that is part of the biodiversity metric.
- 5.9 As such, a locally specific policy can help to ensure that BNG contributes to wider nature recovery plans in addition to local objectives. It can help ensure the right habitats are provided in the right places.
- 5.10 A consideration of planning policy could be going further than the 10% BNG. Officers would caution against this, as requiring more onerous BNG targets could result in other policy areas being affected. The most likely of these would be affordable housing for which it is acknowledged there is an ongoing pressing need in the district. Core Strategy Policy CP4 (affordable housing) makes it clear that in assessing affordable housing requirements, the financial viability of a scheme will be a relevant consideration in determining the amount, type and tenure mix of such provision. Any BNG targets going beyond 10% would need to be supported by appropriate evidence, including that the approach will be viable. The impact on viability of asking for more than 10% BNG is being tested through the Whole Plan Viability Study.
- 5.11 Hertfordshire County Council are still working on the LNRS, and this is unlikely to be ready in time to be fed into the Local Plan policy, therefore it may be more practical to prepare a separate BNG Supplementary Planning Document (SPD) following adoption of the Local Plan.

## **Planning Process**

### **Validation Requirements**

- 5.12 BNG now applies to most new major and non-major development under the Town and Country Planning Act.
- 5.13 Where applicants consider that the development would not be subject to the general biodiversity gain requirements, Article 7 of The Town and Country Planning (Development Management Procedure) (England) Order 2015 has been amended to require that the applicant must provide a statement as part of the planning application setting out why they believe this is the case.
- 5.14 The planning application form includes space for this statement. An applicant would be expected in this statement to set out what exemption(s) or transitional provision(s) apply to the development. In some cases, the exemption or transitional provision will be evident as they relate to the type of permission: the planning application form for household development already includes a pre-populated statement. In other cases, evidence may need to be provided.
- 5.15 Where development would be subject to the general biodiversity gain condition, the application must be accompanied by minimum information set out in Article 7 of The Town and Country Planning (Development Management Procedure) (England) Order 2015:
- a statement as to whether the applicant believes that planning permission, if granted, would be subject to the biodiversity gain condition;

- the pre-development biodiversity value of the onsite habitat on the date of application (or an earlier date) including the completed metric calculation tool used showing the calculations, the publication date and version of the biodiversity metric used to calculate that value;
- where the applicant wishes to use an earlier date, the proposed earlier date and the reasons for proposing that date;
- a statement confirming whether the biodiversity value of the onsite habitat is lower on the date of application (or an earlier date) because of the carrying on of activities ('degradation') in which case the value is to be taken as immediately before the carrying on of the activities, and if degradation has taken place supporting evidence of this;
- a description of any irreplaceable habitat (as set out in column 1 of the Schedule to the Biodiversity Gain Requirements (Irreplaceable Habitat) Regulations [2024]) on the land to which the application relates, that exists on the date of application, (or an earlier date); and
- a plan, drawn to an identified scale which must show the direction of North, showing onsite habitat existing on the date of application (or and earlier date), including any irreplaceable habitat.

5.16 If this information has not been provided, the Local Planning Authority (LPA) will be unable to validate the application.

5.17 Officers will need to consider the submitted information. It is anticipated support in assessing BNG will be provided by HCC LEADS but at this time, it is not known which applications Herts LEADS will have capacity to review and at what stage in the planning process. This information is currently being awaited.

5.18 It is also important to note that the changes brought about by Biodiversity Gain do not change the current planning application validation requirements or planning considerations relating to broader ecological considerations in respect of ensuring protection of protected species. These remain relevant, with the BNG considerations an addition.

#### **Procedure following the grant of the planning permission (i.e. the Biodiversity Gain Condition)**

5.19 Schedule 14 of the Environment Act 2021 amended the Town and Country Planning Act to set out that every planning permission granted for the development of land in England shall be deemed to have been granted subject to the condition that the development may not be begun unless a biodiversity gain plan has been submitted to the LPA, and the LPA has approved that plan.

5.20 The legislation sets out the matters the Biodiversity Gain Plan must specify. These include the pre- and post-development biodiversity value of the site, any registered offsite biodiversity gain or credits relied upon, and information about the steps taken to minimise the adverse effect of the development on the biodiversity of the onsite habitat and any other habitat.

5.21 The plan would be submitted to the LPA using the existing mechanism for the submission of details pursuant to planning conditions and would attract the same fee and 8-week target decision date, with the fee refundable if no decision is made within 12 weeks.

5.22 The LPA must approve the plan if satisfied that the pre- and post-development biodiversity values are as specified in the plan, that any off-site gain is correctly allocated, that any credits have been purchased and that the biodiversity gain objective (biodiversity value attributable to the development exceeds the pre-

development biodiversity value of the onsite habitat) is met. There is a right to appeal if the plan is not approved. At this time, whilst the full extent of input by Herts LEADS is unknown, it is anticipated that Officers will be wholly reliant on Herts LEADS to provide advice/guidance in respect of whether the submitted information is acceptable or not. Should HCC LEADS not be able to provide this service, we would need to procure advice from an ecologist and the use of additional external consultants is likely to be costly.

- 5.23 In addition to dealing with information submitted pursuant to the BNG condition, there may also be a requirement for a S106 agreement to be entered into where a development is required to secure significant on-site habitat enhancements. Any gains, and the necessary habitat management plans, along with monitoring requirements, must be secured for 30 years.

### **BNG S106 Agreements**

- 5.24 BNG S106 agreements are entirely separate to S106 agreements which secure other heads of terms which are necessary to make the development subject of a planning application acceptable. Under a BNG S106, a land manager can sign an obligation with the LPA to commit to creating or enhancing habitats and managing those habitats for at least 30 years. Online planning guidance sets out that there are two types of legal agreement for BNG, the first is a S106 planning obligation and the second a conservation covenant. A Conservation Covenant is an agreement between landowners and a 'responsible body' (allocated by DEFRA, there are currently only five in the country). The land manager would need to provide detailed information on biodiversity habitat enhancements for the site, and the actions to be taken, and this can be provided and secured in the form of a Habitat Management and Monitoring Plan.
- 5.25 Obligations must be executed as a deed. LPAs are responsible for monitoring such agreements and enforcing to ensure the landowner meets their obligations and would register the obligation as a local land charge. Once land is secured for the creation/enhancement of habitats under this method, the land manager would then be able to sell the gains they have agreed to achieve in the form of units to developers.
- 5.26 The LPA will need to formulate a monitoring regime for such sites, to ensure they deliver what they have agreed to deliver. This is expected to rely on extensive input by ecologists as well as planners. It will be possible to charge for this and a new monitoring fee will need to be considered as an addition to our existing S106 Monitoring Charges (<https://www.threerivers.gov.uk/services/planning/section-106-agreement#Monitoring%20Charge%20for%20S106%20Agreements>)

### **TRDC Receptor Land**

- 5.27 As a landowner Three Rivers have the potential for Council land to be a receptor site or habitat bank, meaning that developers requiring off-site BNG units could utilise Three Rivers land to deliver their BNG. To be eligible for this, the Council would need to assess the current condition of proposed land through a UKHab survey and condition assessment and register the land with DEFRA and Natural England as a biodiversity gain site. A legal agreement would then need to be in place to secure the land through either a S106 agreement or a conservation covenant. This would then make the council responsible for achieving the net gain and maintaining it for a minimum of 30 years.
- 5.28 The costs relating to creating the habitat improvements, maintaining the habitat for 30 years and the subsequent monitoring would be covered within the legal

agreement and fee for the biodiversity units paid by the developer who requires the offsite units to comply with their BNG. The cost per unit is market driven and would be set by the council to incorporate habitat creation, maintenance, and monitoring in addition to the administration.

- 5.29 Officers will bring proposals to the Climate Change, Leisure and Community Committee as and when opportunities for Three Rivers land to be used as a receptor site for a final decision.

## **6 Maple Lodge Section 106**

- 6.1 A planning obligation was linked to the planning permission (LPA ref. 21/0573/FUL) for Maple Lodge for a biodiversity net gain contribution to be paid to the council on the commencement date (Appeal reference - APP/P1940/W/21/3289305). The total amount for the contribution, including indexation is £160,221. The council then have the discretion to use the contribution for habitat creation and enhancement on council owned land or pay the contribution to a third party to deliver locally.

- 6.2 Note: This planning permission was granted prior to Biodiversity Net Gain becoming mandatory, therefore, the process for this situation will differ.

- 6.3 The biodiversity net gain contribution should provide an area of species rich grassland in a location within proximity of the site which in the opinion of the council will deliver 11.9 biodiversity units (as per the Natural England biodiversity metric 2.0) and then manage and maintain this for 25 years.

- 6.4 If the council does not provide an area of species rich grassland within proximity of the site to the value of 11.0 biodiversity units (or arrange a third party to do this) within 5 years of receipt of payment, then the funds must be repaid to the owner.

- 6.5 Officers have identified grassland sites in proximity to the development site with the potential for ecological improvement. The next steps would be for these sites to be surveyed to gain a baseline of the habitat type, size and condition using the metric 2.0 to understand what would need to happen to deliver the biodiversity net gain. The sites being considered include: Beechen Wood, Coombe Hill Road, and Berry Lane & Mead Place. These three sites are currently being considered, once the ecological baseline surveys have been completed for each site there will be greater understanding of how much land will be required in order to create the 11.9 units.

- 6.6 Throughout the process, officers will ensure to keep the public informed through social media and the councils website.

## **7 Options and Reasons for Recommendations**

- 7.1 The purpose of this report is to outline the updated legislative duties of the Council under the strengthened Biodiversity Duty as part of the updated Environment Act. The report also provides some guidance on how BNG will be handled as part of the planning application process, including initial identification of potential future resource implications in terms of the specialist input required for such applications and future sites.

- 7.2 The report recommends approval of the Three Rivers Biodiversity Policy, along with agreement on how and where to use the S106 Maple Lodge budget and an agreement in principle for Three Rivers to consider having receptor sites.

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

- 8.1 The recommendations at points 18.1 and 18.3 in this report are within the Council's agreed policy and budgets.
- 8.2 The recommendations in this report relate to the achievement of the following objectives of the Corporate Framework 2023 – 2026:
  - 8.2.1 where people have access to good quality housing
  - 8.2.2 where local infrastructure supports healthy lifestyles and addresses health inequalities
  - 8.2.3 that takes action to mitigate and adapt to the climate emergency
  - 8.2.4 where local people, organisations and businesses benefit from the prosperity of the district
- 8.3 The impact of the recommendations on this/these performance indicator(s) is:
  - 8.3.1 The Council will comply with the obligations of current legislation – the Environment Act, 2021
  - 8.3.2 Developers will be able to operate within the District
  - 8.3.3 Biodiversity will benefit by 10%, there will be no net loss
- 8.4 The recommendations at points 18.2, 18.4 and 18.5 in this report are not within the Council's agreed policies. The report recommends the adoption of a new policy, along with an agreement in principle for the Council to be a receptor for BNG.

## **9 Financial Implications**

- 9.1 At this current time there are no financial implications to the Council in agreeing the recommendations outlined in the report at section 18.
- 9.2 Initially, implementation will be managed within existing staffing resources and through charging a monitoring fee, to be agreed as part of the Council's Fees and Charges setting process. Should additional resources be required this will be brought forward as part of the normal budget process.
- 9.3 TRDC are in receipt of new burdens payments from Central Government as a result of the implications of BNG on Council resource. Initial payments since 21/22 have been for the implementation of BNG with the payments of approx. £26k in each of the last two years being paid retrospectively once we had evidenced the work that had been undertaken to implement BNG. Around 50% of the monies received has been paid to HCC (as replicated by other Herts LAs) for their setting up of a new service to support the planning application process with the remaining paid for Officer resource.
- 9.4 In 2024/25 the Government has committed a further new burdens payment of £26k, again to be paid at year end once Officers have demonstrated how this money has been used to implement the BNG requirements. It has not been confirmed how long the Government will continue with BNG new burdens payments.

## **10 Legal Implications**

- 10.1 On-site gains may be secured by legal agreement, planning condition or conservation covenant (it would be for the LPA to determine the appropriate mechanism having regard to paragraphs 56-57 of the NPPF. Also the significance

of the site enhancements will be a relevant factor), off-site gains will necessarily be secured by Section 106 or a Conservation Covenant. The Council may also be approached by landowners in the District who are looking to provide biodiversity units by creating a habitat bank and selling them to developers in respect of developments which may be within and outside the district. The provision of such land-banks would need to be secured by Section 106. The Council would (irrespective of who the BNG units provided “belong” to), be the enforcing authority in the event of identified breaches of the Section 106. The Council may also in due course decide to become a provider itself, thereby promoting the delivery of BNG locally and that will require legal work. BNG units purchased within the district will attract a higher weighting so this could prove to be a popular option. There is also scope for developers to buy BNG credits via a national credit scheme to be run by Natural England. The attractiveness and future take-up of such schemes will have an effect on workloads.

- 10.2 It should also be noted that habitat enhancements delivering BNG will be required to be maintained for 30 years. Notwithstanding the use of a planning condition, the monitoring costs of that obligation will need be secured by Section 106 in any event (planning conditions cannot require the payment of money).

## **11 Equal Opportunities Implications**

- 11.1 The content of the report are dictated by legislative requirements and there a no negative impacts from an equalities and diversity perspective.

## **12 Staffing Implications**

- 12.1 The implementation of the Biodiversity Net Gain regulations are likely to have an impact within the development management, local plan and natural infrastructure teams with the need for input into planning applications within the required timescales and monitoring of s106 agreements.
- 12.2 Existing staff are likely to require additional training in order to be able to deal with the biodiversity element of planning applications. Herts LEADS are proposing a consultation service to provide resilience and consistency, any additional costs for this service will be reported through the usual budget process.
- 12.3 If the council makes sites available as receptor sites, depending upon the demand and our ability to absorb this demand, there may be an impact on the resources of the natural infrastructure team.
- 12.4 S106 monitoring fees will allow additional short-term resource to be brought in if required to support monitoring and enforcement of sites. If there is a longer-term impact on staffing resources this will be brought forward through the usual budget process.

## **13 Environmental Implications**

- 13.1 The adoption and implementation of the Three Rivers Biodiversity Policy will help ensure the Council’s parks, open spaces, woodlands and nature reserves are managed to the highest environmental standards.
- 13.2 The various strands of the Policy will ensure that the natural world is protected within the District and is maintained and enhanced while delivering co-benefits for climate change mitigation and adaptation in-line with the Council’s Climate Emergency and Sustainability Strategy.

## **14 Public Health implications**

- 14.1 A body of evidence is growing which explains the benefit people can experience from contact with the natural world; for example, increased prominence of social prescribing by clinicians for walking or gardening to alleviate symptoms.

<https://www.gov.uk/government/publications/state-of-the-environment/state-of-the-environment-health-people-and-the-environment>

- 14.2 Trees and greenery may boost lifespan, this has been studied for 8 years by Harvard researchers and published in April Environmental Health Perspectives.

<https://health.usnews.com/wellness/articles/2016-12-09/the-many-health-benefits-of-trees>

## 15 Communications and Website Implications

- 15.1 The relevant pages on the Three Rivers District Council website will be updated with all of the necessary information.

- 15.2 Additional communications will be considered as and when required as part of the Biodiversity Net Gain process.

- 15.3 Members will be kept updated via the Members Information Bulletin of any amendments or changes.

## 16 Community Safety/Customer Services Centre Implications

- 16.1 None-specific.

## 17 Risk and Health & Safety Implications

- 17.1 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.

- 17.2 The subject of this report is covered by the Leisure and Natural Infrastructure Service Plan, Regulatory Services Service Plan, the Planning Policy and Conservation Service Plan and the Legal Elections and Democratic Services Service Plan. Any risks resulting from this report will be included in the risk register and, if necessary, managed within this/these plans.

Nature of Risk	Consequence	Suggested Control Measures	Response (tolerate, treat, terminate, transfer)	Risk Rating (combination of likelihood and impact)
The Council fails in its duties under the Environment Act.	Government intervention	Completion of the Biodiversity Duty Reports	Treat	3
The Council is unable to meet the legislative	Government intervention	Completion of the Biodiversity Duty Reports.	Treat	3

targets of the Act.		Implementation of BNG through the Planning process.		
Increased workload of Officers across the Council to deliver the requirements.	Staff unable to deliver legislative duties	Officers to monitor the impact and provide reports in due course.  Cost recovery for specific aspects of BNG to be included as part of Fees and Charges.	Treat	3
Negative public perception from the Council in protecting and enhancing biodiversity.	Increase in complaints, negative press, damage to reputation	Completion of the Biodiversity Duty Reports.  Implementation of BNG through the Planning process.	Treat	3
Negative Public Perception should the Council fail to fulfil its obligations under the Maple Lodge S106 Agreement	Increase in complaints, negative press, damage to reputation	Completion of the Biodiversity Duty Reports.  Communications to the public on proposals and plans for the implementation of the BNG S106.  Implementation of BNG through the Planning process.	Treat	6
Failure to monitor BNG and enforce as appropriate.	Legislative duties not met by LPA or by developers/developments.	Officers to monitor the impact of BNG and monitoring and ensure that cost recovery where appropriate is effective and put towards necessary resourcing	Treat	3

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

<b>Very Likely</b> Likelihood	<b>Low</b> 4	<b>High</b> 8	<b>Very High</b> 12	<b>Very High</b> 16
	<b>Low</b> 3	<b>Medium</b> 6	<b>High</b> 9	<b>Very High</b> 12
	<b>Low</b> 2	<b>Low</b> 4	<b>Medium</b> 6	<b>High</b> 8



	<b>Low</b> 1	<b>Low</b> 2	<b>Low</b> 3	<b>Low</b> 4
	<b>Impact</b>			

**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%))

17.4 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.

**18 Recommendation**

That the Policy and Resources Committee recommend to Full Council.

18.1 Note the content of the report.

18.2 Approve the adoption of the Three Rivers Biodiversity Policy.

18.3 Approve the use of the Maple Lodge BNG S106 funding being used on Three Rivers District Council owned land as identified in section 6 (Including: Beechen Wood, Coombe Hill Road open space, Berry Lane & Mead Place).

18.4 Agree in principle for Council owned and maintained land to be considered as potential receptor sites with the final decision on individual receptor sites to be delegated to the Leisure, Climate Change and Community Committee.

Report prepared by:

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- Adam Ralton, Development Management Team Leader
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**APPENDICES**

**APPENDIX A: Three Rivers Biodiversity Policy**



Three Rivers District Council

# Draft Three Rivers Biodiversity Policy

April 2024

# Three Rivers Biodiversity Policy

This policy has been developed as an “umbrella policy” to set out the way in which the Council will manage and monitor Biodiversity across the district. It should be read in conjunction with the Council’s other policies outlined in section 4, including the Three Rivers Local Plan Policies, Three Rivers Nature Recovery Strategy Three Rivers Tree Strategy and the Three Rivers Climate Emergency and Sustainability Strategy.

## 1. Introduction

The state of nature in the UK has been declining at a rapid rate in the last century, due to habitat loss or fragmentation, intensification of agriculture and climate change to name a few. In response to this issue the UK Government published its 25 Year Environment Plan in 2018, with an ambition to improve the environment within a generation. In 2023, this plan was revised, creating the Environmental Improvement Plan, which set out the following targets:

“By 2030, the government has committed to:

- halt the decline in species abundance.
- protect 30% of UK land.

By 2042, the government has committed to:

- increase species abundance by at least 10% from 2030, surpassing 2022 levels.
- restore or create at least 500,000 ha of a range of wildlife rich habitats.
- reduce the risk of species extinction.
- restore 75% of our one million hectares of terrestrial and freshwater protected sites to favourable condition, securing their wildlife value for the long term.”

It is hoped that, by taking the above actions, nature will be restored, and environmental pollution will be reduced. At a local level, the Three Rivers Biodiversity Policy seeks to consolidate and align all council and local documents that protect, enhance, and improve biodiversity to ensure clarity and a consistency of approach.

## 2. Principles & Purpose

Three Rivers District encompasses an area of approximately 89 km<sup>2</sup> (34 square miles) formed of a complex mix of landscapes and habitats both urban and rural, woodland, grassland, wetland, and freshwater habitats. A total of 77% of the district is designated Metropolitan Green Belt, aiming to limit urban sprawl into rural areas by preventing inappropriate development.

Throughout the District there are a range of protected sites for nature including Sites of Special Scientific Interest, Local Nature Reserves, local wildlife sites and the Chilterns National Landscape. However, the protection and enhancement of the natural world cannot only take place within these protected areas, the connectivity of

habitats is just as vital as the quality of the habitat. Therefore, opportunities for biodiversity to thrive also must be considered within smaller open spaces, for example streets, gardens and hedges.

The Corporate Framework, adopted in 2023, sets out the vision for the Council which includes:

***“We want Three Rivers to be a district that takes action to mitigate and adapt to the climate emergency.”***

This element of the vision directly correlates to the protection and enhancement of the natural environment within the district. In 2019, the Council declared a Climate Emergency, acknowledging that mitigation alone is not sufficient, adaptability and resilience are equally critical to the future of the district. The benefits of increasing and protecting biodiversity are therefore two-fold as the natural world can prosper while also sequestering carbon, increasing shading, and filtering pollutants out of the environment.

### 3. Legislation & Obligations

A suite of legislation on the topic of biodiversity applies in the UK. Some of the most prominent legislation is highlighted below.

*This list is not exhaustive, is subject to change and expansion, the Council will endeavour to ensure all legislative obligations are fulfilled.*

#### Environment Act

The Environment Act sets out measures to ensure that there are no gaps in environmental governance following the UK’s exit from the European Union (EU), where previously environmental law and policy had been derived from the EU. Within the Act, Part 6 relates to Nature & Biodiversity and Part 7 covers Conservation Covenants. The elements of the Act most relevant to this policy include:

##### **Biodiversity Net Gain (BNG)**

BNG is an approach to development aiming to leave biodiversity in a quantifiably better state than it previously was. In England, BNG is now mandatory under Schedule 7A of the Town and Country Planning Act 1990 (as inserted by Schedule 14 of the Environment Act 2021). Therefore, unless an exemption applies, developers must now deliver a 10% net gain in biodiversity, meaning that development will result in an increase in biodiversity (quality/quantity) than there was before.

##### **Local Nature Recovery Strategies**

Section 104 of the Environment Act introduces Local Nature Recovery Strategies covering the entirety of England they set priorities for nature recovery and geographically specific actions. Three Rivers will be covered by Hertfordshire County Council, who are the responsible authority for the strategy area. As a District within the strategy area the Council are obligated to provide information as requested and agree and deliver according to the strategy.

### **Conservation Covenants**

Introduced by part 7 of the Environment Act, conservation covenants are legal agreements between a landowner and designated responsible body. The covenant must be both for the public good with a conservation purpose. Conservation covenants must have aim to conserve either the natural environment or archaeological, architectural, artistic, cultural, or historic interest.

### **Strengthened Biodiversity Duty**

Section 102 of the Environment Act strengthens the duty of local authorities on the topic of biodiversity as originally laid out in the Natural Environment and Rural Communities Act ("the NERC Act"). This strengthened biodiversity duty requires local authorities and local planning authorities to make a first consideration, determine relevant policies and objectives and submit reports periodically. The reports summarise actions taken in the previous period, plans for the coming reporting period and a summary of biodiversity net gain actions, gains, and plans.

## **Town & Country Planning Act**

The Town and Country Planning Act 1990, provides the legal framework for the planning system in England and Wales. It concerns spatial and development planning at both a local and national scale. Some examples of issues covered within the Act are:

- Responsibilities of the local planning authority
- Control of Development (for example planning permission, determination of applications and appeals)
- Enforcement of planning legislation
- Local Plan preparation

In addition, the Act also includes tree protection, in the form of Tree Preservation Orders (TPOs).

## **Wildlife & Countryside Act**

The primary legislation protecting the natural world in Great Britain is the Wildlife and Countryside Act 1981 covering plants, animals, and habitats. Formed of four parts and broken down in 17 schedules as an overview, the act covers:

- Wildlife, its protection and preventing the introduction of non-native species;
- Nature conservation and establishment of protected designated areas;
- Public rights of way; and
- Other miscellaneous provisions.

The Act has since been amended and supplemented by several additional pieces of legislation all to protect the natural world. Each protected area has a its own relevant legislation which supports the protection of land; for Sites of Special Scientific

Interest this is the Wildlife and Countryside Act 1981 whereas for Local Nature Reserves it is the National Parks and Access to the Countryside Act 1949.

There are five Sites of Special Scientific Interest and nine Local Nature Reserves within the district.

## 4. Three Rivers District Council's Relevant Associated Policies

### Three Rivers Development Management Policies

This document (adopted in 2013) details the Council's policies for development in the district and how they should be applied in the assessment and determination of planning applications.

Within the Development Management Policies is:  
DM6 Biodiversity, Trees, Woodlands, Watercourses and Landscaping.

The policy sets out requirements that "Development must conserve, enhance and, where appropriate, restore biodiversity through:

- i. Protecting habitats and species identified for retention.
- ii. Providing compensation for the loss of any habitats.
- iii. Providing for the management of habitats and species.
- iv. Maintaining the integrity of important networks of natural habitats, and
- v. Enhancing existing habitats and networks of habitats and providing roosting, nesting, and feeding opportunities for rare and protected species.

Linked habitats are important in allowing species to adapt and respond to circumstances. Development must not result in fragmentation or isolation of wildlife habitats and should seek opportunities for habitat connectivity with the wider landscape."

### Three Rivers Nature Recovery Strategy

Written in 2022, the Three Rivers Nature Recovery Strategy addresses the authority's approach to nature conservation, habitat management and enhancement in response to the ecological emergency that accompanies the climate emergency currently being faced. The strategy identifies and prioritises actions the council can take to benefit biodiversity.

### Three Rivers Tree Strategy

The Three Rivers Tree Strategy, written in 2022, assesses the council's roles and responsibilities as a landowner, regulator, and advocate for trees. The value of trees, woodlands and hedges as wildlife corridors is highlighted within the strategy facilitating wildlife to move between habitats.

### Three Rivers Climate Emergency & Sustainability Strategy

The Three Rivers Climate Emergency & Sustainability Strategy, 2023 updated from 2021 to reflect changes at international, national, and local level, to policy,

technology, and experience. The strategy focuses on what the council and its partners are doing and plan to do within the parameters of the current legal, financial, regulatory, and technological frameworks, under which we must operate to deliver substantial carbon emission reductions. Within the strategy multiple actions reinforce the value of the natural world to the adaptation, mitigation and resilience required of the district to reduce the impact of climate change.

### Three Rivers Corporate Framework

The Council's Corporate Framework, was adopted in 2023, with an objective to "take action to mitigate and adapt to the climate emergency."

In 2019, the council declared a climate emergency and committed to achieving net-zero emissions by 2030 for our own emissions and to inspire and enable the district by 2045.

### Three Rivers Procurement Strategy

Within the Environmental Procurement section there is an emphasis on "Minimising biodiversity and ecological damage" ensuring that services and products procured by the Council have a net zero biodiversity impact or a net gain.

## 5. Other Relevant Associated Policies

### National Planning Policy Framework

The National Planning Policy Framework (NPPF) sets out the government's planning policies for England and how these should be applied. It provides a framework which guides the local preparation of plans for sustainable development, including housing. The sections which relate to this Biodiversity Policy, are broadly as follows:

- **13. Protecting Green Belt land**

The main aims of Green Belt policy are to prevent unrestricted sprawl of large built-up areas and assist in safeguarding the countryside from encroachment. Therefore, applications which could harm the green belt should not be approved (except in special circumstances). The extent of Green Belts is set through England, new areas can only be established, or the area altered under exceptional circumstances.

- **15. Conserving and enhancing the natural environment**

The framework acknowledges that both planning decisions and policies enhance the natural and local environment. With consideration to habitats and biodiversity, plans should identify locations of local wildlife-rich habitats and the wider ecological networks acknowledging the value of connectivity. More specifically, the principles are:

- If harm to biodiversity resulting from development cannot be avoided, then it must be adequately mitigated.
- Development that is likely to adversely impact a Site of Special Scientific Interest (SSSI) should not be permitted.



- Development that results in the loss or damage to an irreplaceable habitat (e.g. ancient woodland) should be refused.
- A development where the primary objective is to conserve or enhance biodiversity should be supported.

## Hertfordshire's Local Nature Recovery Strategy

<https://www.hertfordshire.gov.uk/about-the-council/how-the-council-works/partnerships/herts-nature-recovery-partnership/hertfordshire-nature-recovery-partnership.aspx#LNRS>

As per Section 104 of the Environment Act, Hertfordshire the County Council has been designated the responsible authority and have formed the Hertfordshire Nature Recovery Partnership to produce the Local Nature Recovery Strategy for the area. Three Rivers, along with the other districts and boroughs will contribute to the strategy.

“The Local Nature Recovery Strategy (LNRS) will:

- Map areas of habitat across Hertfordshire
- Agree on local biodiversity priorities.
- Identify where practical action would be most beneficial to create, enhance or recover habitat.”

## Other Local policies:

- Chilterns National Landscape Management Plan, Chilterns Conservation Board  
<https://www.chilterns.org.uk/what-we-do/future-proofing-the-chilterns/management-plan/>
- Wilder Futures: Creating a wilder Hertfordshire and Middlesex by 2030, Herts & Middlesex Wildlife Trust  
[https://www.hertswildlifetrust.org.uk/sites/default/files/2022-02/J029225%20HMWT%20Wilder%202030%20Strategy%20Update\\_DIGITAL.pdf](https://www.hertswildlifetrust.org.uk/sites/default/files/2022-02/J029225%20HMWT%20Wilder%202030%20Strategy%20Update_DIGITAL.pdf)
- Hertfordshire Minerals and Waste Local Plan 2040: Policy 15 Biodiversity & Geodiversity, Hertfordshire County Council  
<https://www.hertfordshire.gov.uk/media-library/documents/waste/mwlp/core-document-library/policy-evidence-requests/evr-15-biodiversity-and-geodiversity-june-2022.pdf>
- Strategic Action Plan for Biodiversity 2023, Hertfordshire Climate Change and Sustainability Partnership  
<https://www.hccsp.org.uk/media/documents/hccsp-strategic-action-plan-for-biodiversity-2023.pdf>
- Environmental Improvement Plan 2023, HM Government  
<https://assets.publishing.service.gov.uk/media/64a6d9c1c531eb000c64ffa/environmental-improvement-plan-2023.pdf>

## 6. Monitoring Arrangements

Action plans within the relevant policies outlined within section 4 will monitor and assess local progress against the agreed targets and objectives. These actions and objectives of the individual policies will be reported against at the review of the each policy.

This policy will be reviewed in alignment with the submission of Strengthened Biodiversity Duty reports, with the first review due to take place in Autumn/Winter 2025.

## Glossary of Terms

### **Biodiversity**

Biological diversity, the variety of plant and animal life in the world or in a particular habitat, a high level of which is usually considered to be important and desirable.

### **Biodiversity Net Gain (BNG)**

An approach to development, and/or land management, that aims to leave the natural environment in a measurably better state than it was beforehand

### **Chilterns National Landscape**

The Chilterns is one of forty-six national landscapes. A National Landscape, formerly an 'Area of Outstanding Natural Beauty (AONB)' is a formal designation for an area of land that is of national importance for its natural beauty. National Landscapes have the same level of landscape quality and the same level of protection as our National Parks.

### **Climate Change Adaptation**

Adjustments made to natural or human systems in response to the actual or anticipated impacts of climate change, to mitigate harm or exploit beneficial opportunities.

### **Climate Change Mitigation**

Action to reduce the impact of human activity on the climate system, primarily through reducing greenhouse gas emissions.

### **Green Infrastructure**

A network of multi-functional green and blue spaces and other natural features, urban and rural, which can deliver a wide range of environmental, economic, health and wellbeing benefits for nature, climate, local and wider communities, and prosperity.

### **Habitat Fragmentation**

Fragmentation happens when parts of a habitat are destroyed, leaving behind smaller unconnected areas

### **Irreplaceable Habitat**

Habitats which would be technically very difficult (or take a very significant time) to restore, recreate or replace once destroyed, considering their age, uniqueness, species diversity or rarity. They include ancient woodland, ancient and veteran trees, blanket bog, limestone pavement, sand dunes, salt marsh and lowland fen.

### **Natural Flood Management**

Managing flood and coastal erosion risk by protecting, restoring, and emulating the natural 'regulating' function of catchments, rivers, floodplains, and coasts.

### **Open Space**

All open space of public value, including not just land, but also areas of water which offer important opportunities for sport and recreation and can act as a visual amenity.

### **Sequestration**

A natural or artificial process by which carbon dioxide is removed from the atmosphere and held in solid or liquid form.

### **Wildlife Corridor**

Areas of habitat connecting wildlife populations.

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Three Rivers District Council

# Leisure and Natural Infrastructure Contracts and Funding Agreements - Committee Report

Date: June and July 2024

**POLICY AND RESOURCES COMMITTEE  
(10 JUNE 2024)**

**FULL COUNCIL  
(9 JULY 2024)**

PART I and PART II (Appendix B)

**Leisure and Natural Infrastructure Contracts and Funding Agreements 2024  
(Associate Director for Customer and Community)**

**1 Summary**

- 1.1 The report seeks approval to award and enter into a number of contracts and enter into funding agreements for the financial year 2024/25 for Leisure and Natural Infrastructure.
- 1.2 Appendix B is PART II because it deals with confidential information in relation to funding agreements and the award of contracts.

**2 Details**

- 2.1 To enable Officers to deliver a number of Council agreed projects and/or enter into funding agreements necessary for those projects to progress, they need access to a range of services, products and specialists within the Leisure and Natural Environment field.
- 2.2 All services, products and specialists are procured by the Council, following the Council's Contracts Procedure Rules and Procurement Strategy.
- 2.3 In addition, Officers will continue to submit funding applications to a range of organisations in order to secure finance for these projects, including, but not limited to the National Lottery Heritage Fund. No contracts will be entered into unless there is sufficient, approved, budget in place for them.
- 2.4 Officers have identified a number of projects and potential funding agreements that will need to be entered into during the 2024/25 financial year (Appendix A). Approval is required from the, Policy and Resources Committee and Full Council for these contracts to be formally awarded.

**3 Options and Reasons for Recommendations**

- 3.1 To recommend approval and delegated authority to award the contracts and enter into funding agreements for the various products, services and specialists as identified within Appendix A and Appendix B (PART II).

**4 Policy/Budget Reference and Implications**

- 4.1 The recommendations in this report are within the Council's agreed budgets.

4.2 The recommendations support the implementation of the various projects to deliver against approved actions in service plans including through securing of additional, external funding.

4.3 The recommendations in this report relate to and support the achievement of the following objectives within the Corporate Framework 2023 – 2026:

- Expand our position as a great place to do business
- Support and enable sustainable communities

## **5 Financial Implications**

5.1 Within Appendix A, the funding source for each project is identified, whether it be Council funded or funded from external sources. Contracts for projects will only be awarded subject to securing funding and entering into agreements to deliver those projects.

5.2 Council funded projects are already approved as part of the Medium-Term Financial Plan, Annual Budget and Service Plans.

## **6 Legal Implications**

6.1 Under the Council Constitution, Committee approval is required to enter into any contracts above the value of £25,000.

6.2 All proposed contracts for goods, services and works to be procured and completed in accordance with the Council's constitution and Contracts Procedure Rules and any other permissions obtained (for example planning) where required.

## **7 Equal Opportunities Implications**

7.1 Each project will undertake an independent impact assessment as part of the overall project plan.

7.2 Tenders will also include an assessment of the contractor's commitment to equalities and diversity in line with the Council procurement policies.

## **8 Climate Change and Sustainability Implications**

8.1 Each project will undertake an independent climate change and sustainability impact assessment as part of the overall project plan.

## **9 Staffing Implications**

9.1 All projects and funding awards will be delivered by existing staff within the Leisure and Natural Infrastructure Service.

## 10 Public Health and Environmental implications

- 10.1 A number of the projects identified within Appendix A will have a positive impact on the physical and mental health and wellbeing of the local community and on the local environment and biodiversity of the district.

## 11 Communications and Website Implications

- 11.1 Good news stories will be circulated and shared via the Communications team, including across a range of social media channels.

## 12 Customer Services Centre Implications and Community Safety Implications

- 12.1 None Specific

## 13 Risk and Health & Safety Implications

- 13.1 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.
- 13.2 The subject of this report is covered by the Leisure and Natural Infrastructure 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	Risk Rating
Contract failure	Inability to deliver externally funded project or agreed project as part of the Council's capital programme	Contract properly tendered and awarded through recognised framework or via open tender with robust contract management in place to monitor through contract life	Tolerate	1
Unable to deliver against the externally funded projects	Inability to draw down external grant award	Award the contracts as recommended	Treat	1
Unable to deliver projects identified within Management Plans and Capital Programme	Loss of funding for the Council Reputational risk and negative feedback from the local community	Award the contracts and enter into funding agreements as recommended	Treat	1



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

**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%))

13.3 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.

**14 Recommendation**

That the Policy and Resources Committee recommend to Full Council that:

14.1 Where external funding is identified in Appendices A and B that the Director of Finance be authorised to increase budgets in respect of the additional funding received.

14.2 That the Director of Finance, in consultation with the Leader and Portfolio Holder, be authorised to approve the Council entering into the contracts and the funding agreements listed in Appendix A and Appendix B to this report which are those of a value of £25,000 and above, subject to compliance with the Council’s Contracts Procedure Rules (as amended from time to time),

Report prepared by: Charlotte Gomes, Head of Leisure and Natural Infrastructure

## **APPENDICES**

Appendix A – Contracts and Potential Funding Agreements for Leisure and Natural Infrastructure.

Appendix B – PART II



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**Appendix A** – Contracts and Potential Funding Agreements for Leisure and Natural Infrastructure.

<b>Contract Name</b>	<b>Contract Description</b>	<b>Supplier Name</b>	<b>Contract Period</b>	<b>Contract Value</b>	<b>Works or Funding?</b>	<b>TRDC or External Funding</b>
Ebury Play Area	To replace the existing play equipment in the play area	TBC	March 2024 - March 2025	£60,000	Works	TRDC - Capital
Eastbury Play Area	To replace the existing play equipment in the play area	TBC	March 2024 - March 2025	£60,000	Works	TRDC - Capital
National Lottery Heritage Fund	Funding for the Natural Heritage Networks	National Lottery Heritage Fund	February 2024 - October 2025	£161,691	Funding	External - National Lottery
Aquadrome Bridge	To replace the existing Pedestrian Bridge	TBC	August 2024 - March 2025	£900,000	Works	TRDC - CIL
Landscaping Aquadrome Bridge	Hard Landscape to area after bridge completion	TBC	January 2025- March 2025	<£200,000	Works	TRDC - CIL
Aquadrome Hydrology Survey	Conduct Aquadrome site wide survey	JBA Consulting	April 1 2024- December 31 2024	£84,417	Works	External - National Lottery
Ash Die Back works	Tree safety works to fell and prune affected trees	TBC	Augus 2024 to March 2025	£25,000	Works	TRDC - Revenue
Hedgerow Restoration	UKSPF Hedgerow restoration at Romily Drive and Beechen Wood	TBC	To March 31 2025	£25,000	Works	External - UKSPF
PV Panels at William Penn	Additional PV panels on William Penn Leisure Centre	TBC	April 2024 to March 2025	£152,800	Works	External - Sport England
Oxhey Woods	Path works to London Loop	TBC	April 2024 to March 2025	£50,000	Works	External - UKSPF
BNG Projects	Any works relating to the implementation of BNG work.	TBC	April 2024 – March 2026	TBC	Works	External - New Burdens Funding from Central Government and cost recovery

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By virtue of paragraph(s) 3 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

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## Committee Report

Report Originator: Stephen Rix	Head of Service sponsor: Stephen Rix	Date Originated: 11 June 2024
Lead Member Name: Cllr Stephen Giles-Medhurst	Area of Responsibility: Constitution	
CMT Date:	NA	
JLT Date:	NA	
<b>SYNOPSIS PURPOSE</b>		
Reason	JLT/CMT Feedback for Officer and further instructions	Decision required from CMT
Proposed amendments to the constitution on local area forums	NA	NA
<b>IF APPLICABLE, PROPOSED ROUTE FOR FURTHER APPROVAL</b>		
		Date
Committee		NA
Council (if required)		9 July 2024

### FULL COUNCIL – 9 JULY 2024

#### PART I

#### Local Area Forums - Proposed Amendments to Terms of Reference at Article 10 of the Constitution

##### (ADLD)

#### 1. Summary

At the Annual General Meeting on 21 May 2024 Members indicated a wish to vary the terms of reference of the Local Area Forums which are contained in Article 10 of the Council's constitution. It was proposed the terms of reference are amended to define the names of the forums, the regularity of meetings and the general procedures on how meetings are called, and agendas agreed.

#### 2. Details

The proposed amendments are shown in track changes in Annex 1 at page 2/21 (numbering as used in the constitution).

### **3. Options and Reasons for Recommendation**

The options are to either approve the proposed amendments detailed in Annex 1, propose different wording or make no change.

### **4. Policy/Budget Reference and Implications**

There are no direct policy or budget implications.

### **5. Financial Implications**

There are no direct financial implications.

### **6. Legal Implications**

There are no direct legal implications. Full Council has discretion on the terms of reference for the Local Area Forums.

### **7. Staffing Implications**

There are no direct staffing implications.

### **8. Equal Opportunities Implications**

There are no direct equal opportunities implications.

### **9. Climate Change and Sustainability Implications**

There are no direct climate or sustainability implications.

### **10. Communications and Website Implications**

If proposed amendments to Article 10 are approved the constitution website page will be updated.

### **11. Risk and Health & Safety Implications**

There are no risk or health & safety implications.

### **12. Recommendation**

- i) To consider the proposed amendments on local area forums detailed at Annex 1.
- ii) To approve the proposed amendments on local area forums at Annex 1 or propose and approve different amendments on local area forums.

Report prepared by: Stephen Rix, Associate Director Legal & Democratic Services  
(Monitoring Officer)

**Data Quality**

Data sources: NA

Data checked by:

Stephen Rix

Data rating:

<b>1</b>	<b>Poor</b>	
<b>2</b>	<b>Sufficient</b>	<b>X</b>
<b>3</b>	<b>High</b>	

**Background Papers**

None

**Appendices**

Annex 1 – Proposed Amendments to Article 10 on Local Area Forums

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Amended June 2024

**Part 2**  
**Articles of the Constitution**

## **Article 1 – The Constitution**

1.01 This part of the Constitution contains the remits of the Council, Committees, Sub-Committees and Panels. The Scheme of Delegation to Officers is contained in Part 3 of the Constitution. Appointments to Committees are made at the Annual Council Meeting or, when a vacancy occurs, at the next available meeting of the Council. The Leader of the Council can attend all the Service Committees as of right but has no vote (not being a Member of those Committees).

### **1.02 Powers of the Council**

The Council will exercise all its powers and duties in accordance with the law and this Constitution.

### **1.03 The Constitution**

This Constitution, and all its appendices, is the Constitution of the Three Rivers District Council.

### **1.04 Purpose of the Constitution**

The Council exists to serve the people who live and work in the District of Three Rivers. The Council has set itself a long-held guiding vision that *“Three Rivers should be a prosperous, safe and healthy place where people want and are able to live and work.”* The enactment of this vision is set out in the Council’s Plans and strategies.

The purpose of the Constitution for Three Rivers District Council then is to:

1. enable the Council to provide clear leadership to all its communities in partnership with citizens, businesses and other organisations able to contribute;
2. facilitate and encourage the active involvement of all citizens in the process of local authority decision making;
3. help councillors represent all their constituents more effectively;
4. enable decisions to be taken efficiently and effectively;
5. create a powerful and effective means of holding decision-makers to public account;
6. ensure that no one will review or scrutinise a decision in which they were directly involved;
7. ensure that those responsible for decision making are clearly identifiable to local people and that they explain the reasons for decisions; and
8. provide a means of improving the delivery of services to all parts of the community.

*Part 2 – Articles of the Constitution*

1.05 **Interpretation and Review of the Constitution**

Where the Constitution permits the Council to choose between different courses of action, the Council will always choose that option which it thinks is closest to the greatest number of the purposes stated above, provided it is within its resources.

The Council will monitor and evaluate the operation of the Constitution as set out in Article 15.

## **Article 2 – Members of The Council**

### **2.01 Composition and Eligibility**

- (a) **Composition.** The Council will comprise 39 members, otherwise called councillors. One or more councillors will be elected by the Local Government voters of each ward in accordance with The Local Government, England The Three Rivers (Electoral Changes) Order 2014 SI 2014 No 243.
- (b) **Eligibility.** Only registered voters of the district or those living or working there will be eligible to hold the office of councillor.

### **2.02 Election and Terms of Councillors**

**Election and Terms:** The ordinary election of a third of all Councillors will be held on the first Thursday in May in each year beginning in 2015, except that in 2017 and every fourth year after there will be no regular election. The terms of office of Councillors will be four years starting on the fourth day after being elected and finishing on the fourth day after the date of the regular election four years later.

### **2.03 Roles and Functions of all Councillors**

- (a) **Key roles.** All councillors will:
  - (i) collectively be the ultimate policy-makers and carry out a number of strategic and corporate management functions;
  - (ii) contribute to the good governance of the area and actively encourage community participation and citizen involvement in decision making;
  - (iii) effectively represent the interests of their ward and its constituents;
  - (iv) respond to constituents' enquiries and representations, fairly and impartially;
  - (v) participate in the governance and management of the Council; and
  - (vi) maintain the highest standards of conduct and ethics.
- (b) **Rights and duties**
  - (i) Councillors will have such rights of access to such documents, information, land and buildings of the Council as are necessary for the proper discharge of their functions and in accordance with the law.
  - (ii) Councillors will not make public information which is confidential or exempt without the consent of the Council or divulge



*Part 2 – Articles of the Constitution*

information given in confidence to anyone other than a councillor or officer entitled to know it.

- (iii) For these purposes, “confidential” and “exempt” information are defined in the Access to Information Procedure Rules in Part 4 of this Constitution.

2.04 **Conduct**

Councillors will at all times observe the Members’ Code of Conduct and the Protocol on Member/Officer Relations set out in Part 5 of this Constitution.

2.05 **Allowances**

Councillors will be entitled to receive allowances in accordance with the Members’ Allowances Scheme set out in Part 6 of this Constitution.

## **Article 3 – Citizens and The Council**

### **3.01 Citizens' rights**

Citizens have the following rights. Their rights to information and to participate are explained in more detail in the Access to Information Procedure Rules in Part 4 of this Constitution:

- (a) **Voting and Petitions.** An individual over 18 who lives in the District and is qualified to be on the Register of Electors as a Local Government elector is entitled to vote for a Candidate at a Local Election. To register you have to contact the Electoral Registration Officer and ask to be placed on the register at the property in which you reside. An annual audit of voters is carried out by all Councils. You can apply for a postal vote at any time.

Citizens on the Register of Electors for the area have the right to vote and sign a Petition either electronically or in print to request a referendum for an elected Mayor form of Constitution.

- (b) **Information.** Citizens have the right to:
- (i) attend meetings of the Council and its committees except where confidential or exempt information is likely to be disclosed, and the meeting is therefore held in private;
  - (ii) see reports and background papers, and any records of decisions made by the Council and its committees; and
  - (iii) inspect the Council's accounts and make their views known to the external auditor.
- (c) **Participation.** Citizens have the right to participate at Council and Committee meetings and contribute by invitation to investigations by Committees. Council Procedure Rules 16 and 36(C) set out the procedure.
- (d) **Compliments, Comments and Complaints.** Citizens have the right to compliment, comment or complain to the Council under its adopted scheme. Citizens also have the right to complain to:
- (i) the Local Government Ombudsman after using the Council's own complaints scheme;
  - (ii) the Monitoring Officer about a breach of the Members' Code of Conduct.

### **3.02 Citizens' Responsibilities**

Citizens must not be violent, abusing or threatening to councillors or officers and must not wilfully harm things owned by the Council, councillors or officers.

## **Article 4 – The Full Council**

Some functions can only be carried out by the Council as defined by the Local Authorities (Committee System) (England) Regulations 2012. Other functions can be carried out by the Council or may be discharged through Committees. In addition the Council may delegate decision making to Officers except where a function is expressly reserved to the Council for decision.

### **4.01 Meanings**

#### **(a) Policy Framework**

The policy framework means the following plans and strategies:-

- Community Strategy;
- The Council's Strategic Plan;
- Crime and Disorder Reduction Strategy;
- Plans and strategies which together comprise the Local Plan including draft policies and proposals in association therewith;
- Licensing Authority Policy Statement;
- Policies made under the Gambling Act;
- Asset Management Plan;
- Statement of Pay Policy.

#### **(b) Budget**

The budget includes the allocation of financial resources to different services and projects, proposed contingency funds and balances, the council tax base, setting the council tax in relation to the district and parish council budgets, council tax support scheme and the setting of virement limits.

### **4.02 Only the Council will exercise the following functions:**

#### **(a) Financial Matters**

--duty to make arrangements for proper administration of financial affairs under Section 151 of the Local Government Act 1972;

- reports under Section 114 Local Government Finance Act 1988;
- consideration of a report of the District Auditor in the public interest;
- the appointment of a Council Tax Setting Committee under section 67 of the Local Government Finance Act 1992 to carry out the functions under sections 30 and 31 of that Act.

#### **(b) Constitutional Matters**

- adopting any significant changes to the Council Constitution (other than variations to the scheme of delegation which may be approved by Committees within their remits and minor and consequential changes

*Part 2 – Articles of the Constitution*

to the Constitution which are delegated to the Chief Executive and Monitoring Officer) (see Scheme of Delegation);

- approving or adopting the policy framework, the budget and any application to the Secretary of State in respect of any Housing Land Transfer;
  - considering Ombudsman reports and deciding upon action to be taken where there has been a finding of maladministration with injustice and the report has been rejected by the Head of Paid Service;
  - making payments or providing other benefits in cases of maladministration under section 92 of the Local Government Act 2000;
  - making decisions on the Council's political management framework;
- making or amending Council Procedural Rules and Financial and Contract Procedural Rules;
- designating, making, or confirming the appointments or dismissal of the proper officers including Head of the Paid Service, Monitoring Officer, S151 Officer and any other first tier appointments in accordance with the Officer Employment Procedure Rules;
  - reports of the Head of Paid Service under Section 4 of the Local Government and Housing Act 1989;
  - scheme of delegation in the event of the need to assign or reassign a relevant function;
  - the acceptance on behalf of another Authority of a function of that Authority;
  - appointment of Panels and other Committees of the Council and determination of their terms of reference, composition, number of Members, terms of office, and any area of the District in which their operation is limited.

(c) **Electoral Matters**

- (i) duty to appoint an Electoral Registration Officer;
- (ii) duty to appoint a Returning Officer for Local Government elections;
- (iii) duty to declare vacancy in office in certain cases;
- (iv) to receive reports of the Returning Officer;
- (v) functions in relation to parishes and parish councils;
- (vi) power to dissolve small parish councils;
- (vii) power to make orders for grouping parishes, dissolving groups and separating parishes from groups;

*Part 2 – Articles of the Constitution*

- (viii) power to submit proposals to the Secretary of State for an order under Section 10 (Pilot schemes for local elections in England and Wales) of the Representation of the Peoples Act 2000.

(d) **Legislative Matters**

- all other matters which, by law, must be reserved to Council;
- any Local Act functions;
- approval of local lotteries;
- changing the name of the area;
- designation of land as a litter control area under Section 90 of the Environmental Protection Act 1990;
- making, amending, revoking, re-enacting or adopting bylaws and promoting or opposing the making of local legislation or personal Bills;
- Monitoring Officer reports under the provisions of Section 5 of the Local Government and Housing Act 1989.

(e) **Members**

- adopting an allowances scheme under Article 2.05;
- appointing an independent panel on members' allowances;
- election of the Chair and the Vice-Chair of the Council;
- appointing representatives to outside bodies;
- appointing the Leader, the Deputy Leader (to be the Vice-Chair of the Policy and Resources Committee)
- appointing the Lead Members who shall be the Chairs and Vice-Chairs of the two Service Committees:-
  - General Public Services, Community Safety and Infrastructure Committee
  - Climate Change, Leisure and Housing Committee
- (see Article 7)
- the Lead Members being for
  - Infrastructure and Economic Development
  - Resources
  - Community Safety and Partnerships
  - Housing & Public Health
  - Sustainability and Climate Change
  - General Public Services
  - Leisure
- overall responsibility for standards and ethics including -

*Part 2 – Articles of the Constitution*

- Resolution adopting new Codes of Conduct for Members and officers and appointment of the Independent Persons.

(f) **Staff**

- determination of terms and conditions affecting staff generally;
- approving the Annual Senior Officer Pay Policy Statement;
- procedures for dismissal policy;
- functions relating to local government pensions.

4.03 **Council Meetings**

There are three types of Council meeting:

- (a) the annual meeting;
- (b) ordinary meetings;
- (c) extraordinary meetings

and they will be conducted in accordance with the Council Procedure Rules in Part 4 of this Constitution.

4.04 **Responsibility for Functions**

The Council will maintain the tables in Part 3 of this Constitution setting out the responsibilities for the Council's functions.

Note: For the avoidance of doubt the Full Council retains ultimate responsibility for the actions and decisions of all its Committees and also retains the ability to exercise all its powers whether or not they have been delegated to a Committee or Officer

However, the Council shall not overrule a power that has been delegated without first ensuring that such a step is in the best interest of the Council or its residents. The Council's ability to exercise its powers will not override or supersede any decision or action already taken by a Committee or Officer acting under delegated authority which has been enacted.

Further to the above, the Council can only overturn a delegated decision under the following exceptional circumstances (this list is not exclusive):

- The Monitoring Officer has deemed the decision *ultra vires*
- or
- The decision has not been enacted
  - No contracts have been exchanged
  - Any five Members, within five working days of the decision having been taken, write to the Monitoring Officer or Chief Executive.

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Discussion and decisions on Policy shall not go to Council unless legally required to do so and are only to be dealt with by the Policy and Resources Committee.

## **Article 5 – Chairing the Council**

### **5.01 Role and Function of the Chair**

The Chair of Council and in their absence, the Vice-Chair, will have the following roles and functions:

The Chair will be elected by the Council annually in accordance with the agreed method of election approved by the Council. The Chair will have the following responsibilities:

1. to uphold and promote the purposes of the Constitution, and to interpret the Constitution when necessary;
2. to preside over the meetings of the Council so that its business can be carried out efficiently and with regard to the rights of Councillors and the interests of the community;
3. to ensure that the Council meeting is a forum for the debate of matters of concern to the local community;
4. to promote public involvement in the Council's activities;
5. to be the conscience of the Council; and
6. to attend such civic and ceremonial functions as the Council as they determine appropriate.

### **5.02 Scheme for the Election of the Chair**

The Scheme for the Election of the Chair of the Council is contained in the Appendices to this Constitution.



## **Article 6 – Policy and Resources Committee**

### **6.01 Introduction**

The Policy Development and Review functions are undertaken by the Policy and Resources Committee.

### **6.02 Terms of Reference**

#### **Policy and Resources Committee**

- (i) To set and co-ordinate all policy for itself and the service and other committees which have been delegated by Council:-
- (ii) To review and scrutinise the policies made or proposed to be made by the Council and to recommend appropriately to the Council:
  - (a) whether any new policies are required;
  - (b) whether any existing policies are no longer required;
  - (c) whether any changes are required to any existing policies;
  - (d) whether any action is required to make the policies more effective.
- (iii) To consider any matters which affect the Council's administrative area or the inhabitants of that area and to make recommendations or reports to the Council.
- (iv) To allocate resources to the other Committees to enable the Council functions to take place.
- (v) To be responsible for the following areas of concern and to review performance against the previous year's plans of the services within its remit:
  - Audit and Fraud including Audit Recommendations
  - Commercial Estate management
  - Committee/Member support
  - Communication
  - Customer Services Centre
  - Electoral registration and elections
  - Land and Property (PFM) and Office Services
  - Legal
  - Policy/Corporate support
  - Purchasing/procurement
  - Rent Account
  - Services provided jointly with other Local Authorities:

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- (Accountancy, Treasury, Income and Payments
- Benefits – Housing Benefit, Council Tax Benefit, discretionary NNDR relief
- Collection of Council Tax, National Non-Domestic Rate
- To undertake an annual review of the Council Tax Support Scheme and make recommendations to Council
- Information and Communications Technology
- Human Resources and Training)
- Themes / Strands allocated from the Council's Strategic Plan
- Resources and Finance including the development of Budget recommendations to Council
- Asset Management
- Major Projects
- Local Plan
- Community Infrastructure Levy
- Right to Build Register
- Requests for implementation of Public Spaces Protection Orders under the Anti-Social Behaviour, Crime and Policing Act 2014.
- to authorise the purchase of property for investment.

6.03 **Membership**

- (i) Membership of the Committee will be determined in accordance with political balance rules under Section 15 to 17 of the Local Government and Housing Act 1989 and in accordance with methods of appointment set out in Council.
- (ii) The Leader of the Council shall Chair this Committee. The Leader shall be the Lead Member for the Local Plan. All the Lead Members designated as such by Council are *de facto* Members of this Committee.

6.04 **Lead Member for Resources**

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	<p><b>Lead Member Resources</b> Finance Audit Revenues &amp; Benefits Assets Policy &amp; Corporate Support ICT Procurement &amp; Contracts</p>
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## **Article 7 – Service Committees**

7.01 There are two Service Committees. They are General Public Services, Community Safety and Infrastructure and Climate Change, Leisure and Housing.

7.02 Their functions are:

- (i) To make all decisions in respect of their areas of responsibility (as set out in the tables below) provided these are within their allocated budgets and agreed policies.
- (ii) To consider any matter referred to them by the Council or the Policy and Resources Committee and recommend or report to the Council or the Policy and Resources Committee accordingly.
- (iii) To review performance against the previous year's plans of the services within their remit:
- (iv) To consider any matter identified by the Policy and Resources Committee for consideration within their remit.
- (v) To determine an annual Work Plan.
- (vi) To liaise and seek views of the local community and other interested parties in relation to the above matters.
- (vii) To consider any submitted Community or Councillor Calls for Action.

7.03 **Scope of Services within Service Committees' Remit**

The Council will appoint the Service Committees set out in the left-hand column of the table below to discharge the functions set out in the right-hand column of the same table.

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<b>Service Committees</b>	<b>Services Included</b>
Climate Change, Leisure and Housing	<p>Themes / Strands allocated from the Council's Strategic Plan Reporting on allocated service plans</p> <p><b>Lead Member for Sustainability and Climate Change</b> Sustainability, climate change and energy efficiency Woodlands Tree Protection Air pollution and noise pollution Animal and pest control Cemeteries and crematorium Environmental Forum.</p> <p><b>Lead Member for Leisure</b> Leisure development and facilities Open spaces Play areas and play development Sports development and facilities Arts development and facilities Leisure grants Leisure based health programmes.</p> <p><b>Lead Member for Housing and Public Health</b> Housing Policy Homelessness and Housing Advice Housing and Disabled Facilities Grants Management of Traveller sites Private Housing and Houses in Multiple Occupation Residential Environmental Health Temporary accommodation Public Health Strategy Wellbeing Strategy</p>

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<p>General Public Services, Community Safety and Infrastructure Committee</p>	<p>Themes / Strands allocated from the Council's Strategic Plan Reporting on allocated service plans</p> <p><b>Local Plan Lead</b></p> <p><b>Lead member Infrastructure and Economic Development</b> Economic Development Regeneration Infrastructure Town &amp; village town centre improvement Brownfield Register Building Control Conservation areas and local listing Community Infrastructure Levy Development Management policy Heritage Land Charges Land Drainage Listed Buildings Neighbourhood Planning Right to Build Register Rickmansworth Town Project Board</p> <p><b>Lead Member for General Public Services</b> Refuse &amp; Recycling Highways Transport Cycling Parking</p> <p><b>Lead Member for Community Safety</b> Community Safety:</p> <ul style="list-style-type: none"> <li>• To review or scrutinise decisions made, or other action taken, in connection with the discharge by the responsible authorities of their crime and disorder functions (it is the Crime and Disorder Committee for the purposes of the Police and Justices Act 2006);</li> <li>• To make reports or recommendations to the Council with respect to the discharge of those functions;</li> <li>• The Committee will be able to co-opt members from the Responsible Authorities (the Community Safety Partnership) should it wish to when reviewing certain projects/decisions.</li> </ul> <p>(We are required by law to have a scrutiny committee to carry out this function) Disease Control Food Inspection Health and Safety Health and social care Licensing activities covered by the Licensing Acts Licensing and Regulatory activities outside the Licensing Acts Public Spaces Protection Orders Traveller incursions</p>
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7.04 **Proceedings of Service Committees**

The Committees will conduct their proceedings in accordance with the Council Procedure Rules as set out in Part 4 of this Constitution.

7.05. **Membership**

- (i) Membership of the Committees will be determined in accordance with political balance rules under Section 15 to 17 of the Local Government and Housing Act 1989 and in accordance with methods of appointment set out in Council.
- (ii) There will be three Presiding Members of each Service Committee appointed from the Lead Members designated as such by Full Council. The Chairs of the Service Committees will be split between the three Presiding Members in accordance with their areas of Special Responsibility with the other acting as the Vice-Chair when they are not in the Chair.
- (iii) Substitute Members are permitted in accordance with Council Procedure Rule 28.

## **Article 8 – Regulatory and Other Committees**

### **8.01 Regulatory and Other Committees**

The Council will appoint the committees set out in the left-hand column of the table Responsibility for Council Functions in Part 3 of this Constitution to discharge the functions described in column 3 of that table.



## **Article 9 – The Standards Regime**

9.01 In accordance with the Localism Act 2011, the Council will establish a Panel of at least three Members to deal with complaints against Members of the District Council or a parish council in respect of breaches of the Code of Conduct. The Council's detailed arrangements for handling standards complaints are contained in Part 4 titled 'Member Code of Conduct Complaint Procedure Rules.'

### **9.02 Composition**

The Panel will consist of at least three Group Leaders or their nominated representatives.

9.03 In summary, the following stages make up the full complaints process with a complaint only moving on to the next stage if the criteria is met as detailed in the Member Code of Conduct Complaint Procedure Rules at Part 4.

- Stage 1 - Initial jurisdiction test by Monitoring Officer.
- Stage 2 - Initial assessment of complaint by the Monitoring Officer in consultation with the Independent Person appointed by the Council.
- Stage 3 - Monitoring Officer seeks informal resolution and/or full investigation of complaint.
- Stage 4 - If a formal Standards Hearing is required, a Panel of at least 3 Members comprising Group Leaders or their nominated representatives will be appointed to consider a report from the Investigating Officer and determine the complaint. If the complaint involves a Parish Councillor, an elected representative of the relevant Parish Council being the Chair or nominated representative will be added to the membership of the Panel. In accordance with the statutory provision, the Panel will consult the Independent Person before it determines the complaint.

## Article 10 – Area Arrangements

### 10.01 Local Area Forums

The Council has appointed [the following](#) five area forums, one for each of the District's parished areas and one for the unparished area:

[Chorleywood and Sarratt](#)  
[Rickmansworth](#)  
[Croxley Green](#)  
[Watford Rural](#)  
[Abbots Langley](#)

#### Terms of Reference

Each Local Area Forum is a consultative/advisory meeting which itself has no decision-making powers. Its dual purpose is to provide an opportunity for the public to raise matters of concern and interest and to express their views and to provide the Council with a platform to explain its position, policies and plans.

#### Composition/Membership

The Chair and the Vice-Chair of the Forums are elected at Annual Council. The particular Ward Councillors appointed to each Forum are those that represent the relevant Wards within each parished (or unparished) area. Council Officers attend meetings as warranted by agenda items but officer attendance is kept to a minimum in order to maintain the emphasis on direct interaction between the public and Councillors.

#### Regularity of Meetings

~~A maximum of four meetings per municipal year to be held at such dates to be agreed by either the Chair and Vice-Chair on consultation with members for the area, or by an absolute majority of members for the area. The meeting date must be agreed at least 10 days in advance. The calling of meetings is left to the discretion of the Chair and there is no minimum number of meetings per year, nor is there a set venue.~~

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#### General Procedures

~~The agenda is to be agreed by either the Chair and Vice-Chair on consultation with members for the area, or by an absolute majority of members for the area. It is the responsibility of the Chair and fellow Ward Members to formulate the agenda for a meeting.~~ Agendas should be despatched [at least 10 days](#) ~~approximately two weeks~~ in advance of the meeting.

There are no formal notes of the meeting: Members might note any actions they have agreed to pursue, but these are not distributed.

The following procedures are also practised at the meetings:-

- The Chair introduces themselves at the start of the meeting and asks the Ward and County Councillors in attendance to do likewise.

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- The Chair explains the purpose of the various papers distributed at the meeting.

**Publicity**

A wide range of methods of advertising meetings may be employed including the following:-

- Direct e-mail to interested parties/organisations
- *Three Rivers Times* and Website
- Local noticeboards (arranged via Council staff)
- Community newsletters and posters.

## **Article 11 – Joint Arrangements**

### **11.01 Arrangements to Promote Well Being**

The Council, in order to promote the economic, social or environmental well-being of its area, may:

- (a) enter into arrangements or agreements with any person or body;
- (b) co-operate with, or facilitate or co-ordinate the activities of, any person or body; and
- (c) exercise on behalf of that person or body any functions of that person or body.

### **11.02 Joint Arrangements**

- (a) The Council may establish joint arrangements with one or more local authorities and/or their executives to exercise any functions in any of the participating authorities, or to advise the Council. Such arrangements may involve the appointment of a joint committee or advisory panel with these other local authorities.
- (b) Details of any joint arrangements including any delegations to joint committees will be found in the Council's Scheme of Delegations in Part 3 of this Constitution.

### **11.03 Access to Information**

The Access to Information Procedure Rules in Part 4 of this Constitution apply.

### **11.04 Delegation to and from Other Local Authorities**

- (a) The Council may delegate functions to another local authority or the executive of another local authority.
- (b) The decision whether or not to accept such a delegation from another local authority shall be reserved to the Council meeting.

### **11.05 Contracting Out under the Deregulation and Contracting Out Act 1994**

The Council and/or one of its Committees may contract out to another body or organisation functions which may be exercised by an officer within any legislative constraints.

## Article 12 – Officers

### 12.01 Management Structure

- (a) **General.** The full Council authorises the engagement of such staff (referred to as officers) as it considers necessary to carry out its functions.
- (b) **Chief Officers.** The full Council will engage persons for the following posts, who will be designated chief officers:

Post	Functions and Areas of Responsibility
Chief Executive	<p>To lead the Senior Leadership Team and Corporate Management Team and assume overall responsibility for corporate and operational management of the Council including the provision of impartial professional advice to all parts of the political management structures.</p> <p>Together with the monitoring officer, responsibility for a system of record keeping for all the Council's decisions.</p> <p>Representing the Council on partnership and external bodies (as required by statute or the Council).</p> <p><b>Corporate and Advisory Role:</b> To serve as a member of the Corporate Management Board and contribute to the corporate management of the Council including the provision of impartial professional advice to all parts of the political management structure.</p> <p>To have a general power of competence in cases of urgency or emergency.</p>
Director of Finance	<p><b>Corporate and Advisory Role:</b> To serve as a member of the Senior Leadership Team and Corporate Management Team and contribute to the corporate management of the Council including the provision of impartial professional advice to all parts of the political management structure.</p> <p><b>Service Role:</b> Strategic oversight of corporate services within the Lead Authority Agreement, currently</p> <ul style="list-style-type: none"> <li>• To contribute to the Corporate Management of the Council</li> <li>• Finance and Accountancy;</li> <li>• Revenues and Benefits</li> <li>• Customer Contact Programme</li> <li>• Procurement</li> </ul>

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<b>Post</b>	<b>Functions and Areas of Responsibility</b>
	<p>Direct operational management responsibility for the following service areas:-</p> <ul style="list-style-type: none"> <li>• Finance and Accountancy,</li> <li>• Revenues and Benefits</li> <li>• Development Control</li> <li>• The Local Plan</li> <li>• Local Land Charges</li> <li>• Building Control</li> <li>• Control and Maintenance of Car Parking</li> <li>• Commercial Environmental Health</li> <li>• Property and Facilities Management</li> </ul>
Associate Director Legal & Democratic Services (Monitoring Officer)	<p><b>Corporate and Advisory Role:</b> To serve as a member of the Senior Leadership Team and Corporate Management Team and contribute to the corporate management of the Council including the provision of impartial professional advice to all parts of the political management structure.</p> <p><b>Service Role:</b> Direct operational management responsibility for the following service areas:-</p> <ul style="list-style-type: none"> <li>• Legal</li> <li>• Democratic Services including Committee and Election Services</li> </ul> <ul style="list-style-type: none"> <li>• As Monitoring Officer:</li> <li>• (a) Maintaining the Constitution.</li> <li>• (b) Ensuring lawfulness and procedural fairness of decision making.</li> <li>• (c) Overseeing the Standards Regime.</li> <li>• (d) Conducting investigations</li> </ul>

- (c) **Head of paid service, monitoring officer and chief financial officer.**  
The Council will designate the following posts as shown:

<b>Post</b>	<b>Designation</b>
Chief Executive	Head of Paid Service
Associate Director Legal & Democratic Services	Monitoring Officer
Director of Finance	Chief Finance Officer

Such posts will have the functions described in Article 12.02–12.04 below.

The head of paid service, monitoring officer and chief finance officer may nominate a member of staff as a deputy to act in their absence or illness. The following nominations have been made:

<b>Post</b>	<b>Designation</b>
Chief Officer(s) (to be nominated by the Chief Executive as and when required)	Deputy Head of Paid Service
Principal Lawyer (Property)	Deputy Monitoring Officer

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Head of Finance	Deputy Chief Finance Officer
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- (d) **Structure.** The head of paid service will determine and publicise a description of the overall departmental structure of the Council showing the management structure and deployment of officers. This is set out at Part 7 of this Constitution.

12.02 **Functions of the Head of Paid Service**

- (a) **Discharge of functions by the Council.** The head of paid service will report to full Council on the manner in which the discharge of the Council's functions is co-ordinated, the number and grade of officers required for the discharge of functions and the organisation of officers.
- (b) **Restrictions on functions.** The Head of Paid Service may not be the monitoring officer but may hold the post of chief finance officer if a qualified accountant.

12.03 **Functions of the Monitoring Officer**

- (a) **Maintaining the Constitution.** The Monitoring Officer will maintain an up-to-date version of the Constitution and will ensure that it is widely available for consultation by members, staff and the public.
- (b) **Ensuring lawfulness and procedural fairness of decision making.** After consulting with the Head of Paid Service and Chief Finance Officer, the monitoring officer will report to the full Council if they consider that any proposal, decision or omission would give rise to unlawfulness or if any decision or omission has given rise to maladministration. Such a report will have the effect of stopping the proposal or decision being implemented until the report has been considered.
- (c) **Overseeing the Standards Regime.** The monitoring officer will contribute to the promotion and maintenance of high standards of conduct overseeing and supporting the Standards Regime.
- (d) **Conducting investigations.** The monitoring officer will conduct investigations into relevant complaints and make reports or recommendations in respect of them to the Panel and/or the Council.
- (f) **Proper officer for access to information.**
- (g) **Providing advice.** The Monitoring Officer will provide advice on the scope of powers and authority to take decisions, maladministration, financial impropriety, probity and budget and policy framework issues to all Councillors.
- (h) **Restrictions on posts.** The Monitoring Officer cannot be the Chief Finance Officer or the Head of Paid Service.

12.04 **Functions of the Chief Finance Officer**

- (a) **Ensuring lawfulness and financial prudence of decision making.** After consulting with the head of paid service and the monitoring officer,

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the chief finance officer will report to the full Council and the Council's external auditor if they consider that any proposal, decision or course of action will involve incurring unlawful expenditure, or is unlawful and is likely to cause a loss or deficiency or if the Council is about to enter an item of account unlawfully.

- (b) **Administration of financial affairs.** The chief finance officer will have responsibility for the administration of the financial affairs of the Council.
- (c) **Contributing to corporate management.** The chief finance officer will contribute to the corporate management of the Council, in particular through the provision of professional financial advice.
- (d) **Providing advice.** The chief finance officer will provide advice on the scope of powers and authority to take decisions, maladministration, financial impropriety, probity and budget and policy framework issues to all councillors and will support and advise councillors and officers in their respective roles.
- (e) **Give financial information.** The chief finance officer will provide financial information to the media, members of the public and the community.

12.05 **Duty to Provide Necessary Resources to the Head of Paid Service, Monitoring Officer and Chief Finance Officer**

The Council will provide the Head of Paid Service, Monitoring Officer and Chief Finance Officer with necessary resources to allow their duties to be performed.

12.06 **Conduct**

Officers will comply with the Officers' Code of Conduct and the Protocol on Officer/Member Relations set out in Part 5 of this Constitution.

12.07 **Employment**

The recruitment, selection and dismissal of officers will comply with the Officer Employment Procedure Rules set out in Part 4 of this Constitution.



## **Article 13 – Decision making**

### **13.01 Responsibility for Decision making**

The Council will issue and keep up to date a record of what part of the Council or individual has responsibility for particular types of decisions or decisions relating to particular areas or functions. This record is set out in Part 3 of this Constitution.

### **13.02 Principles of Decision making**

All decisions of the Council will be made in accordance with the following principles:

- (a) The action must be in proportion to the desired outcome;
- (b) There should be due consultation and the taking of professional advice from officers;
- (c) There should be respect for human rights;
- (d) There should be a presumption in favour of openness;
- (e) There should be clarity of aims and desired outcomes;
- (f) There should be legality; and
- (g) There action should be in accordance with the key aims and objectives of the Council, meaning that where more than one decision is available to achieve a desired outcome, the Council will make the decision which is most likely to advance the Council's key aims and objectives, provided it is within its resources.

The reports presented to Council or Committees will explain what options were considered and give the reasons for the decision and the recommendation. A record of decisions made will be taken.

### **13.03 Types of Decision**

Decisions reserved to full Council. Decisions relating to the functions listed in Article 4.02 will be made by the full Council and not delegated.

### **13.04 Decision making by the Full Council**

Subject to Article 13.06, the Council meeting will follow the Council Procedure Rules set out in Part 4 of this Constitution when considering any matter.

### **13.05 Decision making by Committees and Sub-Committees established by the Council**

All the Committees will follow the Procedures Rules set out in Part 4 of this Constitution when considering any matter.

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13.06 **Decision making by Council Bodies Acting as Tribunals**

The Council, a councillor or an officer acting as a tribunal or in a quasi-judicial manner or determining/considering (other than for the purposes of giving advice) the civil rights and obligations or the criminal responsibility of any person will follow a proper procedure which accords with the requirements of natural justice and the right to a fair trial contained in Article 6 of the European Convention on Human Rights.

## **Article 14 – Finance, Contracts and Legal Matters**

### **14.01 Financial Management**

The management of the Council's financial affairs will be conducted in accordance with the Financial Procedure Rules set out in Part 4 of this Constitution.

### **14.02 Contracts**

Every contract made by the Council will comply with the Contracts Procedure Rules set out in Part 4 of this Constitution.

### **14.03 Legal Proceedings**

The Chief Legal Officer (or, with the Chief Legal Officer's prior written authorisation, a Principal Lawyer), is authorised to institute, defend or participate in any legal proceedings in any case where such action is necessary to give effect to decisions of the Council or in any case where the Chief Legal Officer considers that such action is necessary to protect the Council's interests.

### **14.04 Authentication of Documents**

Where any document will be a necessary step in legal proceedings on behalf of the Council, it shall be signed by the Chief Executive unless any enactment otherwise requires or authorises, or the Council otherwise authorises some other person through the scheme of delegation to officers (as contained in Part 3 of this Constitution), or the Council gives the necessary authority to some other person for the purposes of such proceedings.

### **14.05 Common Seal of the Council**

The Common Seal of the Council will be kept in a safe place in the custody of the Chief Legal Officer. A decision of the Council, or of any part of it, will be sufficient authority for sealing any document necessary to give effect to the decision. The Common Seal will be affixed to those documents which in the opinion of the Chief Legal Officer should be sealed. The affixing of the Common Seal will be attested by the Chief Executive, Director of Finance, Director of Community and Environmental Services or the Chief Legal Officer.

Any of the following officers are also authorised to attest the seal:  
A Principal Solicitor, Principal Lawyer of the Council, Emergency Planning and Risk Manager

## **Article 15 – Review and Revision of the Constitution**

### **15.01 Duty to Monitor and Review the Constitution**

The Monitoring Officer will monitor and review the operation of the Constitution to ensure that the aims and principles of the Constitution are given full effect.

#### **Protocol for Monitoring and Review of Constitution by Monitoring Officer**

##### **Terms of Reference for Committees**

A key role for the Monitoring Officer is to be aware of the strengths and weaknesses of the Constitution adopted by the Council, and to make recommendations for ways in which it could be amended in order better to achieve the purposes set out in Article 1. In undertaking this task the Monitoring Officer may:

1. observe meetings of different parts of the member and officer structure;
2. undertake an audit trail of a sample of decisions;
3. record and analyse issues raised with themselves by members, officers, the public and other relevant stakeholders; and
4. compare practices in this authority with those in other comparable authorities, or national examples of best practice.

### **15.02 Changes to the Constitution**

- (a) **Approval** Changes to the constitution will only be approved by the full Council after consideration of the proposal by the Monitoring Officer.
- (b) **Change from a Committee system to a Leader and Cabinet form of Executive or to a Mayoral form of Executive.** The Council must take reasonable steps to consult with local electors and other interested persons in the area when drawing up proposals and must hold a binding referendum in accordance with legislation.

## **Article 16 – Suspension, Interpretation and Publication of the Constitution**

### **16.01 Suspension of the Constitution**

- (a) **Limit to suspension.** The Articles of this Constitution may not be suspended. The Rules specified below may be suspended by the full Council to the extent permitted within those Rules and the law.
- (b) **Procedure to suspend.** A motion to suspend any rules will not be moved without notice unless at least two-thirds of the whole number of Councillors are present. The extent and duration of suspension will be in proportion to the result to be achieved, taking account of the purposes of the Constitution set out in Article 1.
- (c) **Rules capable of suspension.** The following Rules may be suspended in accordance with Article 16.01:
- Council Procedure Rules
  - Financial Procedure Rules
  - Contracts Procedure Rules

### **16.02 Interpretation**

The ruling of the Chair of the Council as to the construction or application of this Constitution or as to any proceedings of the Council shall not be challenged at any meeting of the Council. Such interpretation will have regard to the purposes of this Constitution contained in Article 1.

### **16.03 Publication**

- (a) The Committee Team will give a copy of this Constitution to each member of the authority upon delivery to themselves of that individual's declaration of acceptance of office on the member first being elected to the Council.
- (b) The Committee Team will ensure that one copy is available for inspection at the Council offices, or can be viewed online at [www.threerivers.gov.uk](http://www.threerivers.gov.uk) and can be purchased by members of the local press and the public on payment of a reasonable fee.

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# Agenda Item 8

Report Originator	Head of Service sponsor	Date Originated
Kimberley Rowley	Alison Scott	22 March 2024
Lead Member Name:	Area of Responsibility:	
Matthew Bedford	Lead Member for Infrastructure and Planning Policy	
CMT Date:	2 April 2024/14 May 2024	
JLT Date (if applicable):	15 April 2024	
REASON FOR REPORT		
Reason	JLT/CMT Feedback for Officer and further instructions	Recommendation to JLT/CMT:
Consultees consulted	Finance Yes Date:	Legal Yes/No Date:
Consultees to be consulted following CMT before report publication	Chief Executive	Shared Director of Finance
		Head of Service Yes Date: 22/04/24
PROPOSED ROUTE FOR FURTHER APPROVAL		
		Date
Committee		10 June 2024
Council (if required)		9 July 2024

## POLICY AND RESOURCES COMMITTEE

10 JUNE 2024

### PART I

#### CIL SPENDING APPLICATIONS – JANUARY TO JUNE 2024

(DoF)

#### 1 Summary

1.1 This report seeks to allocate a total of £1,504,534 of CIL funding for four infrastructure projects from the first application process in 2024 to support growth in Three Rivers.

1.2 These 4 applications for funding are:

£817,231 - To replace the bridge due to its structural deterioration at Rickmansworth Aquadrome (submitted by Three Rivers Leisure)

£45,000 - For purchase and installation of Beryl Bike as part of Croxley Green Bikeshare Extension (submitted Regional Operations Manager Smidsy LTD T/A Beryl)

£456,400 - For Batchworth Depot Groundworks and Drainage (submitted by Three Rivers Director for Customer and Community)

£185,903 - For Chorleywood Common Youth Football Club (submitted by Chorleywood Common Youth Football Club (CCYFC)) for refurbishment of Pavilion.

## 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 £12,715,050 has been collected.

2.4 The CIL monies collected are divided into three pots – Main CIL Pot (80%) Neighborhood Pot (15%) and the remaining 5% set aside for the administration and the Exacom software costs to support the CIL in line with the CIL Regulations.

2.5 This report relates only to the Main CIL Pot which, as of 6 April 2024 amounts to £6,904,829 (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 List<sup>1</sup> sets out the types of infrastructure that the Council intends will be, or may be, wholly or partly funded by CIL.

- Education
- Strategic and local transport proposals
- Publicly accessible leisure facilities,
- Open Space Provision (including, children play areas and outdoor/indoor sports and leisure facilities, allotments)
- Health Care Facilities
- Other Social and Community Facilities including: - community halls, youth facilities, library services
- Emergency Services

2.11 The inclusion of a project or type of infrastructure on the Infrastructure List does not signify a commitment from the Council to fund (either in whole or in part) the listed project or type of infrastructure.

2.12 The levy cannot be used to fund affordable housing or for any on-going or revenue spend (such as consultancy fees, viability/feasibility studies, staff costs etc.) relating to the provision of infrastructure.

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

3.1 The CIL application process for 2024 started on the 1 January 2024 and was open for 6 weeks. During the application window, 7 CIL applications were received. These were assessed in line with the Governance arrangements agreed at P& R Committee in March 2023: [governance report](#) . This report details and seeks approval for the 4 applications to be progressed, however, details are provided for reference in the next paragraph on the 3 applications not progressed.

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

3.2 Detail of the other 3 applications and reasons why not progressed:

<b>Applicant &amp; Project Name</b>	<b>Infrastructure</b>	<b>CIL Amount</b>	<b>Reason unsuccessful</b>
Oxhey Jets Football Club	Oxhey Jets new 4G football pitch	£500,000	Application is unclear on extent of works being applied for/application lacks detail. Concern about details of lease and lack of clarity over future responsibility for this asset.
South Oxhey Flood Alleviation Scheme (HCC)	This project's main objective is to reduce flood risk to properties within South Oxhey.	£40,000	Project is not CIL compliant. It is not for physical infrastructure.
Cloisters Community Hall	The purchase of Cloisters Community Hall	£795,000	Application failed to meet threshold for progressing.

3.3 The 4 applications below all requested CIL funding for strategic infrastructure projects. The table below provides a brief summary with the full details of each application contained in Appendices 1 to 4 to this report and at **paragraph 3.5**

3.4 Table 1:

Applicant & Project Name	Infrastructure	Total Cost of Project	Additional Funding Identified	CIL Amount	Year funds required
Three Rivers DC  Rickmansworth Aquadrome Pedestrian Bridge Replacement  Frogmore Lane Rickmansworth WD3 1NB (Appendix 1)	Replacement of pedestrian bridge	£1,147,755	£330,524 comprising of:  £320,524 Already approved from previous CIL application (P&R June 2023)  £10,000 UKSPF contribution	£817,231	2024/25
Beryl CC  Beryl Bikes  Croxley Green  (Appendix 2)	Croxley Green Bikeshare Extension – 15 ebikes at 5 parking locations	£45,000		£45,000	2024/25
Three Rivers DC  Batchworth Depot Groundworks and Drainage  Harefield Road Rickmansworth (Appendix 3)	Groundworks, new drainage system, and re surfacing of site	£466,400	£10,000 comprising of: Property Capital Budget £5,000 (Secured)  Grounds Capital Budget £5,000 (Secured)	£456,400	2024/25
Chorleywood Common Youth Football Club  Pavilion Lady Ela Drive, Chorleywood         (Appendix 4)	Refurbishment of existing pavilion	£265,903	£80,000 comprising of:  Football Foundation (Application in progress) £25,000  Howden's Game Changer (Application submitted) £10,000  Personal Donation from TJ (Will be paid in February) £20,000  Business Contribution (Approached, not yet Secured) £5,000  Member Crowdfunding (Will	£185,903	2024/25

			launch in Spring. These funds will be used to enhance fit out) £10,000  Club Reserves (Secured) £10,000		
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### 3.5 Details

#### 3.5.1 **A) Replace the bridge due to its structural deterioration at Rickmansworth Aquadrome:**

Three Rivers Leisure Department have applied for £817,231 to replace the bridge due to its structural deterioration at Rickmansworth Aquadrome.

3.5.2 In late 2022/early 2023 Officers had initial positive meetings with Sustrans (custodians of the National Cycle Network, which the bridge is part of) who confirmed the replacement bridge project would be eligible for Department of Transport (DfT) Active Travel funding. This would be subject to securing 25% match funding, having planning approval, meeting Sustrans design criteria and ensuring all survey work was completed e.g. tree surveys, EA Flood Risk Permit.

3.5.3 In June 2023 CIL funding was awarded at the Policy and Resources Committee for £320,524 as a 25% contribution to the Rickmansworth Aquadrome Pedestrian Bridge Replacement. Planning approval was subsequently granted on the 19 October 2023. This was for a 4m wide, shared use bridge. Additional funding from UKSPF 2024/25 of £10,000 is also to be used (by 31 March 2025).

3.5.4 Following completion of the tasks required; Officers arranged a meeting with Sustrans to establish next steps. At that meeting Sustrans informed Officers that the Active Travel budget had been significantly reduced and there was a lot of uncertainty surrounding funding for 2024/25 financial year. The funding for 2023/24 had only been agreed in November 2023.

3.5.5 Sustrans have made it clear that there are 2 risks to the Active Travel programme:

- They expect the budget to be significantly reduced from £25m per year to approximately £5m per year. This funding is for all projects on the National Cycle Network across England.
- Timelines remain very uncertain. Previously timelines for funding have followed the process of starting the longlisting process in the Summer with projects submitted to DfT in February for approval to release funds for delivery in the following financial year. However, this year has been very different and funding for Tranche 7 for delivery in FY23/24, which was expected to be confirmed in Spring has still not been signed off. The timelines for funding Tranche 8 (delivery in FY24/25) will be impacted by this.

3.5.6 Sustrans have recently confirmed that funding would not be possible for autumn/winter 2024/25 and they could not confirm funding for 2025/26 due to the risks identified above.

3.5.7 As reported in the CIL application to Policy and Resources Committee 12 June 2023, seeking 25% of the funding, "*if the DfT were not able to fund the replacement bridge, a replacement bridge remains the preferred option however a narrower bridge will be considered and proposed*". The bridge specification would no longer be required to meet the LTN/120 guidelines and therefore a narrower bridge would be installed at a lower cost. A 3m wide bridge would be more than sufficient in this area and would still be double the existing size (1.5m), allowing for the planned shared usage for pedestrian and cyclists.

3.5.8 This has led to the submission of a further CIL application for the additional funding required for a 3m wide bridge.

3.5.9 Background:

The need to replace the bridge due to its structural deterioration remains unchanged. At the time of the first funding application, it was expected the bridge needed to be replaced within the next 2 – 5 years. A year on, this replacement will be within the next 1-4 years.

3.5.10 Currently there is no allocation of budget within the Council's MTFP to 2025/26 to facilitate this and it is assumed that over this period ongoing maintenance will be sufficient to keep the bridge in use. However, the recent survey has highlighted that the condition of the bridge may require more significant capital works to repair or replace the bridge within the Council's MTFP period.

3.5.11 By installing a 3m wide bridge, there is still the opportunity to improve the current overall condition of the entrance. The condition is poor, with narrow, deteriorating paths, no directional or welcome signs, poor seating and a lack of any sense of arrival. There is an opportunity to enhance this entrance so that it not only meets health and safety requirements, future proofs the accessibility but becomes an attractive, well-designed entrance offering the residents and visitors so much more.

3.5.12 Planning permission had been secured for the 4m bridge but this is to be revised for a smaller bridge (3m). A current planning application is pending. Any build needs to occur during the autumn/winter months due to wildlife protection and the Aquadrome being at its quietest. Project installation is still planned for Autumn/winter 2024/25, however, this is still dependent on the procurement process being completed and securing the additional funding required.

3.5.13 The project will support the achievement of the Corporate Framework under the following:

Three Rivers will be a district:

- where local infrastructure supports healthy lifestyles and addresses health inequalities
- that supports and enables sustainable communities
- that can achieve net carbon zero and be climate resilient

This project will enhance and improve the local infrastructure, supporting sustainable transport links and health lifestyles.

3.5.14 **B) Beryl Bikes Croxley Green Bikeshare Extension**

Smidsy Ltd TA Beryl have applied for £45,000 for Beryl Bikes as part of Croxley Green Bikeshare Extension.

3.5.15 The CIL funding would provide 15 ebikes and 5 parking locations across Croxley Green linked to the existing Watford Beryl Bikeshare scheme. There is no additional funding for this pilot project.

3.5.16 Whilst this project was agreed in December 2023 at Policy & Resources Committee the report and recommendation referenced CIL funding would be sought. This recommendation was agreed.

3.5.17 A core objective of the new Corporate Framework is to achieve carbon net zero and be climate resilient. The proposal to introduce Beryl Bikes to Croxley Green as a pilot scheme which will help achieve this overarching objective. The bikes will be available to all residents (over 16), businesses and visitors for a low cost thus providing greater options for travel which encourage a switch from car use, but also provide more flexibility to those who cannot afford car travel. The outcome for the Council and the

District is to make substantive reductions in carbon emissions which will help improve air quality in Croxley Green.

3.5.18 Beneficiaries are the residents of Croxley Green to enable an alternative to car / bus travel to move about Croxley Green and into Watford, reducing traffic & pollution. Public consultation was conducted for the 5 sites around the village (exact locations to be determined depending on land availability/ownership etc): 1. The Green/All Saints, 2. Baldwins Lane North, 3. Baldwins Lane South, 4. Croxley Library, 5. Croxley Station/Watford Road.

3.5.19 The aim of this scheme is to maximise equality and inclusion, which is a co-benefit for tackling emissions because everyone, no matter what their protected characteristic maybe, is critical in tackling the climate emergency. An increase in cycling will lead to further co-benefits of improving health and wellbeing, and mobility and access to work and leisure.

3.5.20 The project will support the achievement of the Corporate Framework under the following:

- Supports healthy lifestyles
- That takes action to mitigate and adapt to the climate emergency
- Expand our position as a great place to do business
- Achieve net carbon zero and be climate resilient

3.5.21 **C) Batchworth Depot Groundworks and Drainage at Batchworth Depot.**

Three Rivers Batchworth Depot have applied for £456,400 for depot groundworks and drainage.

3.5.22 The depot site is approximately 0.63 hectares (1.5 acres) and has a frontage along Harefield Road. The site contains the Council's compound used to store the council's operational vehicles, a vehicle maintenance workshop and service yard together with a staff office and mess room facility. Within the yard is the Thames Water pumping station, on land owned by them and an area which is leased to Plantec who provide under contract maintenance services for the council waste and recycling fleet. In May 2022, the Batchworth depot site benefited from a new office building and in February 2024 a new workshop was installed to support the maintenance of TRDC vehicles.

3.5.23 The reconfiguration of the site with the provision of new buildings combined with recent severe weather events has highlighted significant issues with drainage and the surface of the yard. It is imperative that the site is fully functional to continue to provide its statutory services for all those who live, work in, and visit the district and to comply with the requirements for the Council's operator's licence. Should the site be flooded the waste services vehicles would be unable to operate causing significant fall in services and potential health and safety issues.

3.5.24 CIL funding is being sought for works as the current depot infrastructure is nearing the end of its structural lifespan. There is a need to upgrade lighting and ducting infrastructure at the depot such that it is ready for future improvements linked to the Council's net carbon zero ambitions for council operations. In addition, as a consequence of weather events over this year's winter which have caused severe flooding to the depot yard, significant drainage works, and full site resurfacing are now required to ensure the depot can continue to provide an effective operational hub for the Councils Waste and Recycling fleet.

3.5.25 The beneficiaries of these works will be the 100 plus TRDC staff working from the depot who will benefit from a safer and fit for purpose work environment and all residents of Three Rivers who will benefit from the continuation of a functioning, fit for

purpose waste and recycling collection service capable of servicing both existing communities and those that arise from future development.

- 3.5.26 Currently there is no allocation of budget within the Council's MTFP to 2025/26 to facilitate these works and it is considered likely that without investment the site will continue to deteriorate, and the risk of closure, potholes, contamination, or flooding will be increased. The works are too vast for general maintenance to achieve the necessary improvements. By investing in the required improvements, the long-term future of the site and the services provided will be protected and future proof for many years.
- 3.5.27 Additional funding for the project will come from - Property capital budgets (£5,000) and Grounds capital budgets (£5,000).
- 3.5.28 The works can be carried out immediately on approval of the funding. Planning permission has been granted for the works. 41 neighbours were consulted with no objections received.
- 3.5.29 The project will support the achievement of the Corporate Framework under the following:
- Local infrastructure supports healthy lifestyles and addresses health inequalities
  - Support and enable sustainable communities
  - Achieve net carbon zero and be climate resilient
  - Manage a well- run council that delivers efficient and effective services
  - Provide and nurture an attractive environment for sustainable business and green jobs
  - Physical environments that are clean, green and safe

3.5.30 **D) Refurbishment of Current Pavilion at Chorleywood Common Youth Football Club (CCYFC)**

Chorleywood Common Youth Football Club have applied for £185,903 for the refurbishment of their pavilion.

- 3.5.31 The current pavilion was built in phases over 20 years ago, and is now in a state of disrepair, tired and no longer fit for purpose. When originally built the Club only offered football to boys; it now also provides football for girls and all adults. The pavilion needs refurbishing, updating and internal layout changes to increase the building's community utility. Additionally, it needs updating to better cater for female members. The project also allows for a new revenue flow from the club, safeguarding its financial sustainability. As well as delivering revenue through a retail cafe at the weekend, the building would be more attractive to and available for use by other community groups.
- 3.5.32 Run by volunteers, the club provides football and football related activities for all ages, abilities and genders, with 47 teams, including 10 girls' sides and male and female adult teams. There are CCYFC players playing most days and nights of the week. Additionally, they provide the opportunity for young players to become coaches and referees.
- 3.5.33 Additional funding of £80,000 for the project is being provided by the following:
- Football Foundation £25,000
- Howden's Game Changer £10,000 (for a new kitchen) to be used by end of 2024
- Personal Donation from TJ £20,000



Business Contribution £5,000 donation not yet secured.

Member Crowdfunding £10,000

3.5.34 CCYFC have been in discussion with Development Management and planning permission is in the process of being sought for the works, an application is expected shortly. An online petition run by the club seeking support for the refurbishment project resulted in 575 positive responses:

3.5.35 The project will support the achievement of the Corporate Framework under the following:

- A great place to live, work and visit
- Maintain and expand our leisure and cultural offer
- where local infrastructure supports healthy lifestyles and addresses health inequalities
- that supports and enables sustainable communities

3.5.36 An assessment of the applications has been undertaken by the Community Infrastructure Officers and Head of Regulatory Services, and the CIL Working Groups to determine whether the applications meet the definition of 'infrastructure', meet the requirement to 'support the development' of the area and are included on the Infrastructure List. These applications were all determined to be CIL compliant and meet the above requirements.

#### **4 Next Steps**

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

4.2 A decision needs to be made as to whether CIL funds are allocated to these infrastructure projects and, if so, the amount to be allocated.

4.3 Where funding is agreed, a legal agreement will be put in place between TRDC and the infrastructure provider to ensure any allocated CIL funding is spent in the correct way. The infrastructure provider will also be expected to provide information until the scheme has been completed and all CIL funding has been spent. In addition an annual report will need to provide information on the progress of each scheme that funding has been allocated to. A requirement to submit this information will form part of the legal agreement that the successful applicant is required to sign.

4.4 If an applicant does not spend CIL money within five years of receipt or does not spend it as agreed, then the Council may require the applicant to repay some or all of those funds.

4.5 Details about planning obligation receipts and anticipated expenditure in relation to CIL and S106 is published in the Infrastructure Funding Statement by the 31 December each year in accordance with Regulation 121A of the CIL Regulations.

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

5.1 Up to April 2024 liability notices relating to the 'district pot' for a potential value of £2,822,312 have been issued. These notices are raised following the grant of planning permission and set out what the liable charge would be should work on the development start and no exemptions are applied. The realisation of the remainder of these monies is therefore totally dependent on a developer implementing their

planning permission and not benefiting from any exemptions. It is common to have multiple planning permissions on a site, for permission not to be implemented and exemptions to be granted (mainly for self-build). This figure, while informative, should not therefore be treated as a guaranteed future income.

- 5.2 Where a demand notice has been issued, this means that development has commenced, and that CIL is now due for payment. The council's CIL instalment policy allows developers fixed timescales at 60, 120 and 360 days (post-commencement) to pay the amount due. The number of instalments available is dependent on the total amount of CIL due, with higher CIL charges allowing for more time to pay. A further £501,702 is due to be collected relating to the 'district pot' over the next year on developments that have already commenced. Further demand notices may also be issued if other developments commence.

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

- 6.1 To ensure the delivery of important community infrastructure to support growth and development strategic CIL can be spent anywhere within the district, it is not bound by the area of development where funds are received.
- 6.2 It is proposed the 4 applications detailed are agreed and receive the CIL funding requested.
- 6.3 The applications support the Corporate Framework under the following objectives/priorities:

Three Rivers will be a district:

- where local infrastructure supports healthy lifestyles and addresses health inequalities
- that supports and enables sustainable communities
- that can achieve net carbon zero and be climate resilient
- Expand our position as a great place to do business
- To ensure the delivery of important community infrastructure to support growth and development.
- To maintain our position as a top recycling authority in England

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

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

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

- 8.1 None specific.

## **9 Financial Implications**

- 9.1 The commitment of CIL funds of £2,908,862 previously agreed, plus the proposed £1,504,534 will leave a balance of £5,400,295 in the CIL Main Pot for infrastructure projects going forward.

- 9.2 The CIL funds committed in relation to the pedestrian bridge, Aquadrome, Beryl bikes scheme, and the Batchworth depot will mean that £1,318,631 will not need to be committed from the Capital Budget to deliver the infrastructure.
- 9.3 As with previous CIL applications it is identified that due to delay between application submission (and initial project quotes) and works being implemented, and given the current economic conditions, there could be further pressures on project costs. It is proposed through the recommendation delegation is given to the Director of Finance, in consultation with the Lead Members for Resources and Planning Policy and Infrastructure to be able to consider any reasonable change to the CIL funding to enable the project to proceed.

## 10 Legal Implications

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

## 11 Risk Management

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

Nature of Risk	Consequence	Suggested Control Measures	Response <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
TRDC unable to replace pedestrian bridge	Existing bridge being permanently closed because of potential danger to the public	Continued maintenance of existing bridge as far as possible. Continue to identify alternative funding	Treat	9

		sources.		
Croxley Green Bikeshare Extension does not go ahead	Lack of support for active travel and climate agenda priorities, negative PR	Investigate alternative schemes, identify alternative funding sources	Tolerate	4
Groundworks, new drainage system, and re surfacing of site at Batchworth depot does not go ahead	Depot not able to operate, refuse not collected	Investigate alternative schemes, identify alternative funding sources	Treat	9
Refurbishment of existing pavilion, not able to proceed	Failure to provide local facilities for their teams and wider community	Maintain current building reduce scale of project, signpost alternative funding	Tolerate	6

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

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

**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%))

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

**12 Recommendation**

- 12.1 That Members approve CIL funding for the following scheme detailed in Table 1 of this report and summarised in the table below for 2024/2025:

<b>Applicant &amp; Project Name</b>	<b>Infrastructure</b>	<b>CIL Amount</b>
TRDC Leisure Team Pedestrian Bridge Replacement  (Appendix 1)	To replace the bridge due to its structural deterioration remains unchanged.	£817,231
Beryl Bikes  (Appendix 2)	Croxley Green Bikeshare Extension	£45,000
Batchworth Depot  (Appendix 3)	Groundworks and Drainage Maintenance within the District	£456,400
Chorleywood Common Youth Football Club  (Appendix 4)	Refurbishment of Current Pavilion	£185,903

- (ii) The final funding and implementation of the 4 agreed projects is delegated to the Director of Finance, in consultation with the Lead Members for Resources and Planning Policy and Infrastructure to determine to enable the agreed projects to be progressed and implemented.

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

### Data Quality

Data sources: Exacom (Planning Obligations Software)

Data checked by: Jo Welton, Senior CIL Officer

1	Poor	
2	Sufficient	
3	High	X

### Background Papers

The Community Infrastructure Regulations (2010) (As amended)

<https://www.legislation.gov.uk/ukdsi/2010/9780111492390/contents>

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

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

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

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

### APPENDICES

Appendix 1 Rickmansworth Aquadrome Pedestrian Bridge Replacement

Appendix 2 Beryl Bikes

Appendix 3 Batchworth Depot Groundworks and Drainage

Appendix 4 Chorleywood Common Youth Football Club



## 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.

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**Email:** [cil@threerivers.gov.uk](mailto: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.

<b>Bid Reference (Internal Reference):</b>	
<b>Section A: Applicant Contact Information</b>	
<b>Name and address of your organisation</b>	Three Rivers District Council, three Rivers House, Northway, Rickmansworth, WD3 1RL
<b>Name and position of main contact</b>	Charlotte Gomes. Head of Leisure and Natural Infrastructure
<b>Applicant contact details (phone number, email and address)</b>	Charlotte.Gomes@ThreeRivers.gov.uk 01923- 776611
<b>Type of organisation (If a charity, please provide registration number)</b>	Local Government
<b>Describe your organisation's main purpose and regular activities</b>	Provision of open spaces, leisure facilities and services
<b>Is the organisation able to reclaim VAT?</b>	Yes



Section B: Project Overview	
<b>Project Title</b>	Rickmansworth Aquadrome Pedestrian Bridge Replacement
<b>Summary of the project proposal</b>	<p>In June 2023, CIL funding was awarded at Policy and Resources committee for £320,524 as a 25% contribution to the Rickmansworth Aquadrome Pedestrian Bridge Replacement. Planning approval was subsequently granted on the 19 October 2023. This was for a 4m wide, shared use bridge.</p> <p><i>Please note, this would not be a “segregated” bridge for pedestrians and cyclists. For the bridge to be “segregated” the bridge would need to be at least 5.5m wide.</i></p> <p>Officers had initial positive meetings with Sustrans (custodians of the National Cycle Network, which the bridge is part of) who confirmed the replacement bridge project would be eligible for Department of Transport (DfT) Active Travel funding. This would be subject to securing 25% match funding, having planning approval, meeting Sustrans design criteria and ensuring all survey work was completed e.g. tree surveys, EA Flood Risk Permit.</p> <p>Following completion of the tasks required, Officers arranged a meeting with Sustrans to establish next steps. At that meeting Sustrans informed Officers that the Active Travel budget had been significantly reduced and there was a lot of uncertainty surrounding funding for 2024/25 financial year. The funding for 2023/24 had only been agreed in November 2023.</p> <p>Sustrans have made it clear that there are 2 risks to the Active Travel programme:</p> <ul style="list-style-type: none"> <li>• They expect the budget to be significantly reduced from £25m per year to approximately £5m per year. This funding is for all projects on the National Cycle Network across England.</li> <li>• Timelines remain very uncertain. Previously timelines for funding have followed the process of starting the longlisting process in the Summer with projects submitted to DfT in February for approval to release funds for delivery in the following financial year. However, this year has been very different and funding for Tranche 7 for delivery in FY23/24, which was expected to be confirmed in Spring has still not been signed off. The timelines for funding Tranche 8 (delivery in FY24/25) will be impacted by this.</li> </ul> <p>They have confirmed that funding would not be possible for autumn/winter 2024/25 and could not confirm funding for 2025/26 due to the risks identified above.</p> <p>As reported in the CIL application to Policy and Resources Committee 12 June 2023, seeking 25% of the funding, <i>“if the DfT were not able to fund the replacement bridge, a replacement bridge remains the preferred option however a narrower bridge will be considered and proposed”</i>.</p>

	<p>The bridge specification would no longer be required to meet the LTN/120 guidelines and therefore a narrower bridge could be installed at a lower cost. Officers recommend a 3m wide bridge would be more than sufficient in this area and would still be double the existing size (1.5m), allowing for the planned shared usage for pedestrian and cyclists.</p> <p>Officers are mindful of this large request and will continue to seek all other avenues of funding until final submission of the CIL application.</p> <p><u>Background:</u> The need to replace the bridge due to its structural deterioration remains unchanged. At the time of the first funding application, it was expected the bridge needed to be replaced within the next 2 – 5 years. A year on, this replacement will be within the next 1-4 years.</p> <p>Currently there is no allocation of budget within the Council's MTFP to 2025/26 to facilitate this and it is assumed that over this period ongoing maintenance will be sufficient to keep the bridge in use. However, the recent survey has highlighted that the condition of the bridge may require more significant capital works to repair or replace the bridge within the Council's MTFP period.</p> <p>By installing a 3m wide bridge, there is still the opportunity to improve the current over all condition of the entrance. The condition is poor, with narrow, deteriorating paths, no directional or welcome signs, poor seating and a lack of any sense of arrival. There is an opportunity to enhance this entrance so that it not only meets health and safety requirements, future proofs the accessibility but becomes an attractive, well-designed entrance offering the residents and visitors so much more.</p> <p>Planning permission had been secured for the 4m bridge and any build needs to occur during the autumn/winter months due to wildlife protection and the Aquadrome being at its quietest. Project installation is still planned for Autumn/winter 2024/25, however this is still dependent on the procurement process being completed and securing the additional funding required.</p>
<p><b>Estimated project cost (including breakdown of the overall cost and what the CIL funding requested will cover)</b></p>	<p>Estimated costs for a 3m wide bridge, still considers hard landscaped improvements/necessities to the Riverside Drive entrance, as well as the area immediately on leaving the bridge on the lake side.</p> <p>Improvements/necessities will still include a wider splay for the entrance/exit of the bridge, improved signage and interpretation, wider pathways on the Riverside Drive side of the bridge and enhanced seating on both sides.</p>

	<b>Estimated full cost of bridge with contingency</b>	<b>Received to date from CIL 2023/24</b>	<b>UKSPF contribution confirmed</b>	<b>Requested from CIL</b>
Full replacement and installation of a new 3m wide bridge in steel	<b>£1,147,755</b>	<b>£320,524</b>	<b>£10,000</b>	<b>£817,231</b>

This design and revised costs have regard to the following:

- Reduced impact on existing trees
- Minimise disruption to the wider Aquadrome site and the footprint
- Extended life expectancy of the bridge with steel construction
- Improve the overall sight lines and accessibility of the Aquadrome
- Minimise impact on existing facilities, with less excavation work (there is the potential to utilise existing footings, subject to surveying)
- Contingencies relating to any requirements as outlined in the Aquadrome Asbestos Management Plan, including the safe removal and disposal of any identified asbestos during the works.
- Reduced impact on the play area
- Opportunity to create attractive screening around the water ski club compound
- Reduced maintenance costs with a new bridge structure
- External funding can potentially be secured to deliver the project
- The design meets all standard design criteria but no longer meet Sustrans (LTN1/20 standard) due to reduced width
- Relocating the storage containers

**Full address of project location**

Rickmansworth Aquadrome  
Frogmore Lane  
Rickmansworth  
WD3 1NB

**Project partner (if applicable)**

The pedestrian bridge plays an important role in the connectivity of the site.

It remains part of the National Cycle Network and as such Sustrans acknowledge the need to replace the bridge for a fit for purpose one within their programme of works. Regardless of funding stream issues with

	DfT/Sustrans, we will continue to work in partnership with them regarding the project, also with Countryside Management who have been instrumental in the Management Plan.
--	--

Section C: Strategic Case	
<p><b>Why is CIL funding being sought and who are the likely beneficiaries of the project? Please provide usage details where appropriate</b></p> <p><small>Please refer to CIL Scoring Criteria Guidance under: Delivering Growth &amp; Community Support</small></p>	<p>Due to Sustrans position of unsecured funding from the DfT in either this or the following financial year, additional funding needs to be sought.</p> <p>The risk of the DfT not being able to fund the replacement bridge was previously highlighted, and a replacement 3m wide bridge remains the preferred option.</p> <p>The beneficiaries to improving the infrastructure are the residents and visitors – in their thousands. It also has the possibility to enhance the footfall into the town centre and its shops, and to offer the gateway into the Colne Valley Regional Park and the canal tow path. This in turn offers residents and visitors a greatly improved access point into these areas. A replacement bridge is at the heart of the site's infrastructure.</p>
<p><b>How does the project help address the demands of development in the area. What evidence is there to support this?</b></p> <p><small>Please refer to CIL Scoring Criteria Guidance under: Delivering Growth &amp; Environment</small></p>	<p>The Aquadrome is a very popular destination for the local community and visitors. The bridge is one of the primary connections and arrival points into the site. In its current state, it is not fit for purpose, and presents a poor-quality entrance to one of the Council's key open spaces.</p> <p>The Rickmansworth Aquadrome Bridge is a busy, well used sustainable transport link between the Aquadrome and the wider Rickmansworth area. It forms part of Route 6 of the National Cycle Network (NCN) connecting the Aquadrome and wider Rickmansworth Town area (and beyond), including the popular Aquadrome play area. It is also used frequently by local families and school children walking between the west of Rickmansworth to the local primary school on the east of the Aquadrome.</p> <p>The Riverside Drive entrance is also highlighted as the northern gateway to the Colne Valley Regional Park and is seen as a strategic walking and cycling route into the wider Colne Valley and the canal towpath.</p>
<p><b>Do you have planning permission in place to carry out the works? If so, please provide the application number</b></p> <p><small>Please refer to CIL Scoring Criteria Guidance under: Deliverability</small></p>	<p>Planning for the 4m bridge was granted on the 19 October 2023 – this included all relevant survey work as required.</p> <p>As this design has changed from 4m to 3m, Officers will be submitting a new planning application as a minor material amendment, which has an 8 week timescale. It is anticipated this will be submitted in February 2024.</p>
<p><b>Please provide details of any supporting policy from the Local Plan</b></p>	<p>The proposal to replace the pedestrian bridge and by so doing, improve the connectivity of the site supports many local strategies and policies:</p> <p><u>Corporate Framework</u></p>

It will support the achievement of the Corporate Framework under the following objectives:

Three Rivers will be a district:

- where local infrastructure supports healthy lifestyles and addresses health inequalities
- that supports and enables sustainable communities
- that can achieve net carbon zero and be climate resilient

This project will enhance and improve the local infrastructure, supporting sustainable transport links and health lifestyles

**Responsive, responsible, local leadership:**

**•Promote greater collaboration between organisations across and beyond the district**

This project aims to work in partnership with Sustrans to secure funding from the Department of Transport for a replacement bridge – the preferred option for this business case identified in Additional Information.

**A great place to do business:**

**•Develop and raise the profile of our local cultural and wider visitor economy**

Rickmansworth Aquadrome is a key visitor attraction to the Three Rivers District as identified by the visitor observation study. Enhancements to the sustainable transport link across the River Colne will support the movement of people and visitors between the Aquadrome and the wider Rickmansworth Town Centre.

**Sustainable communities:**

- **Physical environments that are clean green and safe are a critical factor in the sustainability of our communities.**
- **We will continue our ambitious work to ensure that the Rickmansworth Aquadrome has a sustainable future which balances the needs of the community with those of the natural environment.**
- **Maintain and, where possible, expand our leisure and cultural offer**

This project will enhance sustainable transport links within the district, along with improved access to the Aquadrome from the Riverside Drive entrance. It further supports the aspirations of the Rickmansworth Aquadrome Management Plan to “facilitate the design and implementation of sustainable, low carbon, infrastructure”

**With reference to the achievement of performance indicators:**

- CP02/EP16 - Satisfaction with Parks and Open Spaces – investing and improving the Riverside Drive gateway to the Aquadrome and replacing the existing bridge will likely increase satisfaction with the Aquadrome as a busy and well used Local Nature Reserve.
- LL39 - To Maintain Accreditation with Green Flag – Green Flag assessment considers how welcoming a place is to the local visitor and improvements to the entrance and bridge will support the scoring in this area for achieving Green Flag.

•LL39 – Number of new trees planted by TRDC Trees and Landscapes Officers – consideration will be given to the opportunity for tree planting within the landscape plans to the entrance of the new bridge structure.

The Rickmansworth Aquadrome Management Plan 2022-27

Replacing the bridge will support the key priorities and themes within the Management Plan:

Over the next five years, the key priorities for the Aquadrome include:

- enriching biodiversity and sustainability
- improving accessibility throughout the site**
- managing the risks of flooding
- creating a site identity

This new 5 year plan is an opportunity to protect and enhance nature, alongside creating a green haven for the community so that wellbeing can be promoted.

The Aquadrome project is the practical application of the Management Plan and will look to deliver through a series of themes of:

- Habitat
- Connectivity**
- Visitor Experience**

Colne and Crane Valleys Green Infrastructure Strategy

Replacing the bridge will support the key focus on improving the green infrastructure and connections within the Colne Valley Regional Park:

The Colne and Crane Valleys Green Infrastructure Strategy sets out how developers, local authorities, and statutory bodies design planning proposals and inform their planning and mitigation obligations. It has a particular focus on improving the green infrastructure already in existence – including the Grand Union Canal – **and improving connections within the Colne Valley Regional Park.**

The vision in the Green Infrastructure Strategy ‘is for the Colne and Crane valleys to be a valued, connected network of open spaces for nature, recreation and wellbeing by 2050.’

They state this strategy is necessary to ensure that there is greater investment in green infrastructure which will yield the following benefits:

- **boosting health and well-being through active leisure and lifestyles;**
- **promoting recreation within a natural living environment;**
- **promoting active travel;**
- natural water management to reduce flooding;
- protecting precious water resources;
- improving air quality;

	<ul style="list-style-type: none"> <li>• providing carbon sequestration;</li> <li>• enhancing biodiversity and ecological resilience;</li> <li>• fostering community cohesion;</li> <li>• <b>improving quality of life</b></li> </ul> <p><u>Hertfordshire County Council Active Travel Strategy</u></p> <p>Replacing the bridge will support the ambition to increase the numbers of people walking and cycling in Hertfordshire:</p> <p>The Hertfordshire County Council Active Travel Strategy sets out how the County Council and its partners will identify, deliver and promote interventions to increase the numbers of people walking and cycling in Hertfordshire. Key objectives include enhancing economic growth, improving public health, improving quality of life, and reducing carbon emissions.</p> <p>The Strategy includes a list of key toolkit interventions that could overcome the barrier to active travel within the County. Recommendations that this project can help deliver on includes:</p> <ul style="list-style-type: none"> <li>• <b>Developing a cycle network that directly links key destinations in urban areas (in conjunction with the National Cycle network being developed by Sustrans);</b></li> <li>• <b>Provide easily accessible information to the public on existing walking and cycling infrastructure and alternative routes. This should preferably be self service online;</b></li> <li>• <b>Develop and promote use of off road recreation/parkland routes;</b></li> <li>• <b>Encourage promotion of canal paths for Active Travel;</b></li> <li>• Provide cycle hire facilities where they are likely to be used;</li> <li>• <b>Clear, accurate and robust route signage for walking and cycle routes (Signings with timings to access by walking/cycling maps);</b></li> <li>• Secure and accessible public cycle parking;</li> </ul> <p>Installation of facilities for cycle storage, including showers, lockers and secure covered storage areas at employers, schools and key public destinations.</p>
<p><b>Would the community support the project?</b></p> <p>Please refer to CIL Scoring Criteria Guidance under: Community Support</p>	<p>The community are aware of the poor condition of the bridge and have recently tolerated bridge closures for repairs with no complaints. As a team we now have experience of managing a bridge closure to minimise disruption. A further delay in the essential work may cause unease in the community, however.</p> <p>The current width of the bridge is 1.5m and with a low height restriction, making it a difficult shared pathway and carries risk at times with the heavy footfall. A new bridge including enhancements to the entrance and off lake side will be welcomed. The plans show that it is sympathetically designed to enhance the site and improve the visitor experience.</p>



<p><b>Please outline how the project will demonstrate value for money</b></p> <p>Please refer to CIL Scoring Criteria Guidance under Project cost</p>	<p>This project will be tendered through the Councils procurement processes. The weightings within the tender will assess value for money, with quality assessed against price. More than 1 tender will be sought.</p> <p>Initial quotes have already been obtained as part of the project scoping process.</p>
<p><b>Would the project lead to any income generation?</b></p> <p>Please refer to CIL Scoring Criteria Guidance under: Project Cost</p>	<p>Replacing the bridge would not lead to any income generation directly, however through the wider project and demonstrating a high quality sustainable transport link and improving a local community asset, will support the main project's application to the National Lottery Heritage Fund.</p> <p>£10,000 from the UK Shared Prosperity Fund has already been obtained.</p>

**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**

Please refer to CIL Scoring Criteria Guidance under: Project Cost

	Amount	Detail
Please indicate total cost of project	<b>£1,147,755</b>	3m wide, including a 25% contingency budget towards the build costs.
Please provide a detailed breakdown of the costs for the project	<b>£1,147,755</b>	<b>TOTAL COST (with contingency)</b>
Please provide a detailed summary of the total CIL funding required, including phasing	<b>£817,231</b>	<b>TOTAL CIL REQUIRED (with contingency)</b>
How much funding does the project currently have?	£320,524 £10,000	Previously awarded CIL funding in support of our application to the DfT UK Shared Prosperity Fund
Are there any revenue costs ( i.e. day-to-day running costs, maintenance cost) associated with the project and if so how will they be funded and has that funding been secured?	Maintenance is ongoing within several Services including Grounds Maintenance, Properties and Trees and Landscapes budgets.	

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
CIL funding 2023/24	£320,524			Yes
UKSPF 2024/25	£10,000		31/3/2025	Yes

Does the CIL funding help secure the release of additional funding?	Yes	
	No	No
Replacing the bridge would not lead to any income generation directly, however through the wider project and demonstrating a high quality sustainable transport link and improving a local community asset, will support the main project's application to the National Lottery Heritage Fund.		

## Page 20/22 Section E: Delivery and on Going Maintenance

<p>What is the delivery timescale for the project?</p> <p>Please refer to CIL Scoring Criteria Guidance under: Deliverability</p> <p>Officers are working towards the following outline 2024 timetable, should the application to CIL be approved:</p> <ul style="list-style-type: none"> <li>• CIL application submitted: by 12 February 2024</li> <li>• Planning application documentation developed: 30 January 2024 – 15 February 2024</li> <li>• Submit planning application: Friday 16 February 2024</li> <li>• Planning Committee: 18 April 2024</li> <li>• CIL application decision: 10 June 2024</li> <li>• Procurement commencement: 4 March 2024</li> <li>• Procurement closing date: 19 April 2024</li> <li>• Tender assessment: 22 April – 10 May 2024</li> <li>• Tender award: 11 June 2024</li> <li>• Construction period: 4 November: 31 January 2025</li> </ul>
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## Section F: Additional Information


<p>Is there any additional information that may support the application?</p> <ol style="list-style-type: none"> <li>1. The Bridge Feasibility study, undertaken by consultancy firm "AHR" to assess the bridge replacement.</li> </ol>
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## 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: 

Organisation: Three Rivers District Council \_\_\_\_\_

Date: 08/02/24

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

Signed: \_\_\_\_\_

Organisation: \_\_\_\_\_

Date: \_\_\_\_\_

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## 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.

**Email:** [cil@threerivers.gov.uk](mailto: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.

### **Bid Reference (Internal Reference):**

### **Section A: Applicant Contact Information**

**Name and address of your organisation**

**Smidsy LTD T/A Beryl ,**

**Name and position of main contact**

**Ash Trowe - Regional Operations Manager**

**Applicant contact details  
(phone number, email and address)**

**07930 671722**

**[ash.trowe@beryl.cc](mailto:ash.trowe@beryl.cc)**

**Unit B1B Vale Ind Park , Tolpits Lane, Watford , WD18 9QP**

**Type of organisation (If a  
charity, please provide  
registration number)**

**Bikeshare provider**

**Describe your organisation's main purpose and regular activities**

**Providing Bikeshare solutions to Local Authorities across the UK**

**Is the organisation able to reclaim VAT?**

**Yes**

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## **Section B: Project Overview**

**Project Title**

**Croxley Green Bikeshare Extension**

**Summary of the project  
proposal**

**To provide 15 ebikes and 5 parking locations across Croxley Green linked to the existing Watford Beryl Bikehare scheme.**

**Estimated project cost  
(including breakdown of the overall cost and what the CIL  
funding requested will cover)**

**Project cost £45,000 for 15 ebikes, 5 linepainted bays & assoc management &  
mobilisation costs.**

**Full address of project location**

**Croxley Green (5 locations around the village)**

**Project partner (if applicable)**

**N/A**

## **Section C: Strategic Case**

**Why is CIL funding being sought  
and who are the likely  
beneficiaries of the project?  
Please provide usage details  
where appropriate**

Please refer to CIL Scoring Criteria Guidance under:  
Delivering Growth & Community Support

**How does the project help  
address the demands of  
development in the area. What  
evidence is there to support this?**

Please refer to CIL Scoring Criteria Guidance  
under: Delivering Growth & Environment

**Beneficiaries are the residents of Croxley Green to enable an alternative to car / bus travel to move about  
Croxley Green and into Watford, reducing traffic & pollution.**

**BY introducing a means of active travel into the district, it will pave the way for improvements in cycle &  
walking infrastructure.**

**Evidence of support - (attached map highlighting local requests for beryl bays), also through stakeholder  
meetings with the current scheme in Watford the request to extend the scheme into TRDC area has been  
raised with TRDC council member requests . High usage of the bays along the border between WBC &**

TRDC highlight the appetite for TRDC (Croxley Green) residents to have access to the scheme. Popular bay currently in Croxley Business Park / new bay in Watford Business Park & Watford Junction would also give direct access to CG residents on a commuting level to reduce car journeys.

**Do you have planning permission in place to carry out the works?**

N/A

**If so, please provide the application number**

Please refer to CIL Scoring Criteria Guidance under: Deliverability

**Please provide details of any supporting policy from the Local Plan**

Please refer to CIL Scoring Criteria Guidance under: Delivering Growth

**Would the community support the project?**

Yes

Please refer to CIL Scoring Criteria Guidance under: Community Support

**Please outline how the project will demonstrate value for money**

Reducing congestion and the pressure on the existing infrastructure network

Please refer to CIL Scoring Criteria Guidance under Project cost

**Would the project lead to any income generation?**

No

Please refer to CIL Scoring Criteria Guidance under: Project Cost



## 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

Please refer to CIL Scoring Criteria Guidance under: Project Cost

	Amount	Detail
Please indicate total cost of project	£45,000	
Please provide a detailed breakdown of the costs for the project	£45,000	For 15 ebikes, 5 linemarked bays, management & mobilisation costs
Please provide a detailed summary of the total CIL funding required, including phasing	As Above	
How much funding does the project currently have?	Zero	
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?	No, running costs are arrived from the hire of the bikeshare bikes.	

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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
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Yes

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

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## Section E: Delivery and on Going Maintenance

What is the delivery timescale for the project? - **Spring 2024**

Please refer to CIL Scoring Criteria Guidance under: Deliverability

## Section F: Additional Information

Is there any additional information that may support the application?

**Licence Agreements required.** (template example attached with this application)

Beryl put in place between private landowners and Beryl. This is filled out with images of each site, the space concerned is outlined in red, and contact details added - before being signed off.

We use the same document between a highways authority and Beryl. Where there are multiple sites agreed over a period of time we may add a linked schedule document to be updated each time a new site is agreed upon. For example; this has been the method for licensing locations in Watford which are situated on HCC land. We do not experience issues with this.

In terms of cost, We expect private landowners to enter into an agreement for a site with us free of any legal fees. However, the highways authority may seek to reclaim costs of this nature from the local authority.

We would expect sites on Three Rivers District Council land to come under permitted development for the scheme and as such no licence would be required. Though sites will generally be subject to consultation and officer approval, if a licence between Beryl & TRDC is required then the same template can be used.

## 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: \_\_\_Ash Trowe\_\_\_\_\_

Organisation: \_\_\_\_\_Smidsy Ltd T/A Beryl\_\_\_\_\_

Date: \_\_\_\_\_16/01/24\_\_\_\_\_

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

Signed: \_\_\_\_\_

Organisation: \_\_\_\_\_

Date: \_\_\_\_\_



## 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.

P  
209  
253

**Email:** [cil@threerivers.gov.uk](mailto: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.

**Bid Reference (Internal Reference):****Section A: Applicant Contact Information**

<b>Name and address of your organisation</b>	Three Rivers District Council, three Rivers House, Northway, Rickmansworth, WD3 1RL
<b>Name and position of main contact</b>	Emma Sheridan, Associate Director for Customer and Community
<b>Applicant contact details (phone number, email and address)</b>	Emma.sheridan@ThreeRivers.gov.uk 01923- 777349
<b>Type of organisation (If a charity, please provide registration number)</b>	Local Government
<b>Describe your organisation's main purpose and regular activities</b>	Provision of Waste and Recycling Services and Grounds Maintenance within the District
<b>Is the organisation able to reclaim VAT?</b>	Yes

Section B: Project Overview					
<b>Project Title</b>	Batchworth Depot Groundworks and Drainage				
<b>Summary of the project proposal</b>	<p>In May 2022, the Batchworth depot site benefited from a new office building and in February 2024 a new workshop was installed to support the maintenance of TRDC vehicles. The site is approximately 0.63 hectares (1.5) acres) and has a frontage along Harefield Road. The site contains the Council's compound used to store the council's operational vehicles, a vehicle maintenance workshop and service yard together with a staff office and mess room facility. Within the yard is the Thames water pumping station, on land owned by them and an area which is leased to Plantec who provide under contract maintenance services for the council waste and recycling fleet.</p> <p>TRDC have used Capital monies to provide the additional accommodation. The reconfiguration combined with recent severe weather events has highlighted significant issues with drainage and the surface of the yard. It is imperative that the site is fully functional to continue to provide its statutory services for all those who live, work in and visit the district and to comply with the requirements for the Council's operator's licence. Should the site be flooded the waste services vehicles would be unable to operate causing significant fall in services and potential health and safety issues.</p> <p>Officers have carried out flood risk and contamination surveys and have been working with the environmental agency to ensure compliance is maintained.</p> <p>Currently there is no allocation of budget within the Council's MTFP to 2025/26 to facilitate these works and it is considered likely that without investment the site will continue to deteriorate, and the risk of closure, potholes, contamination or flooding will be increased. The works are too vast for general maintenance to achieve the necessary improvements. By investing in the required improvements, the long-term future of the site and the services provided will be protected and future proof for many years.</p> <p>These works can be carried out immediately on approval of the funding.</p>				
<b>Estimated project cost (including breakdown of the overall cost and what the CIL funding requested will cover)</b>	<p>Estimated costs for drainage improvements, site conditions and associated groundworks to address all the issues are £466,400. TRDC will contribute £10,000 from existing capital budgets.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Works Required</th> <th style="width: 50%;">Costs</th> </tr> </thead> <tbody> <tr> <td>West Side works to increase security and enhance lighting provision. Lights will be solar where possible or energy efficient LED. Minor ducting will be required. Ladder racking will be erected around the perimeter</td> <td style="text-align: center; vertical-align: middle;">£70,000</td> </tr> </tbody> </table>	Works Required	Costs	West Side works to increase security and enhance lighting provision. Lights will be solar where possible or energy efficient LED. Minor ducting will be required. Ladder racking will be erected around the perimeter	£70,000
Works Required	Costs				
West Side works to increase security and enhance lighting provision. Lights will be solar where possible or energy efficient LED. Minor ducting will be required. Ladder racking will be erected around the perimeter	£70,000				

	of the west side to reduce the need for excessive digging.		
	The yard has recently been prone to flooding. The drains have been cleared and surveys have been carried out to identify improvements in drainage to ensure better flow and ensure that TRDC are compliant with contamination measures (e.g. Interceptors) due to the proximity to the Canal. This will futureproof the drainage on the site for many years	£100,000	
	Workshop enabling works groundworks and meter cabinet	£20,000	
	Mandatory uplift April 2024 (RPI)	£24,000	
	Enabling Works for Workshop – UKPN & Electrical Supply	£20,000.00 Estimated	
	Re surfacing West side. As the larger vehicles are parked on the West side of the site a more robust surface is required.	£110,000.00 Estimated	
	Re surfacing East Side - This is where the office is situated and will include re lining the parking area.	£80,000	
	Contingency @ 10%	£42,400	
	<b>Total</b>	<b>£466,400</b>	
<b>Full address of project location</b>	Batchworth Depot Harefield Road Rickmansworth WD3 1LU		
<b>Project partner (if applicable)</b>	N/A		



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Section C: Strategic Case	
<p><b>Why is CIL funding being sought and who are the likely beneficiaries of the project? Please provide usage details where appropriate</b></p> <p>Please refer to CIL Scoring Criteria Guidance under: Delivering Growth &amp; Community Support</p>	<p>CIL funding is being sought for these works as the current depot infrastructure is nearing the end of its structural lifespan. There is a need to upgrade the CCTV, Lighting and ducting infrastructure at the depot such that it is ready for future improvements linked to the Council's net carbon zero ambitions for council operations. In addition, as a consequence of weather events over this year's winter which have caused severe flooding to the depot yard, significant drainage works and full site resurfacing are now required to ensure the depot can continue to provide an effective operational hub for the Councils Waste and Recycling fleet.</p> <p>The beneficiaries of these works will be the 100 plus TRDC staff working from the depot who will benefit from a safer and fit for purpose work environment and all residents of Three Rivers who will benefit from the continuation of a functioning, fit for purpose waste and recycling collection service capable of servicing both existing communities and those that arise from future development.</p>
<p><b>How does the project help address the demands of development in the area. What evidence is there to support this?</b></p> <p>Please refer to CIL Scoring Criteria Guidance under: Delivering Growth &amp; Environment</p>	<p>With each new development within the district additional burden is placed on the council waste and recycling services which are a statutory service required to service the new developments and well as maintaining provision for existing homes and businesses and this strain is felt on the infrastructural assets as much as the service itself.</p> <p>The project will enable TRDC (Three Rivers District Council) to continue to provide the excellent level of service to TRDC residents.</p>
<p><b>Do you have planning permission in place to carry out the works? If so, please provide the application number</b></p> <p>Please refer to CIL Scoring Criteria Guidance under: Deliverability</p>	<p>Planning permission has been granted for the enabling works to the site. Planning application numbers 21/1170/FUL and 23/1560/FUL</p>
<p><b>Please provide details of any supporting policy from the Local Plan</b></p> <p>Please refer to CIL Scoring Criteria Guidance under: Delivering Growth</p>	<p>The proposal to make necessary infrastructure improvements to the depot links to a number of local strategies and policies:</p> <p><b><u>Corporate Framework</u></b></p> <p>The works for which funding is requested will support the achievement of the Corporate Framework under the following objectives:</p> <ul style="list-style-type: none"> <li>Local infrastructure supports healthy lifestyles and addresses health inequalities: waste and recycling collection is critical to environmental and public health of our residents</li> </ul>

- Support and enable sustainable communities: Three Rivers is consistently a top authority nationally for its recycling collection service, these works are essential to the retention of that placing
- Achieve net carbon zero and be climate resilient – the electrical and ducting works are critical to getting the depot ready for any potential future carbon neutral fleet development, without the works any shift to a greater electrification of the fleet will be impossible

**Responsive, responsible, local leadership:**

- Manage a well- run council that delivers efficient and effective services, prioritising our statutory services: This works will ensure the continuation of and future proofing of the infrastructure related to a core statutory service provided by the council for the whole district.
- Make responsible budget decisions that protect our core public services : the service provided by the depot are core, everyday public services that deliver for every single resident in Three Rivers, investment now in the infrastructure will protect it for years to come and prevent service failure in the short- medium term.

**A great place to do business:**

- Provide and nurture an attractive environment for sustainable business and green jobs: The depot is the work place of over one third of the council’s staff working in an important sustainable business work area providing “green” jobs for local people from entry to management level. In order to encourage positive recruitment and retention it is important that a safe and functioning work environment is maintained that is able to support the ongoing development and business needs of this sustainable service.

**Sustainable communities:**

- Physical environments that are clean, green and safe are a critical factor in the sustainability of our communities: a comprehensive and well run waste and recycling service with the infrastructure it needs to operate efficiently on a daily basis is a fundamentally basic requirement for the achievement of clean, green and safe physical environments across the district.

**Net Carbon Zero & Climate Resilient**

- Progress towards a net carbon zero council estate; Design and implement sustainable low carbon infrastructure; Maintain our position as a top recycling authority in England  
The achievement of the above Council corporate objectives as set out in the Corporate framework are not possible without a fit for purpose waste and recycling depot from which to run these core services.

<p><b>Would the community support the project?</b> Please refer to CIL Scoring Criteria Guidance under: Community Support</p>	<p>The community currently benefit from a resilient and reliable service for waste collection and grounds maintenance and would support ensuring the site is made future proof to ensure the teams continue to provide the excellent level of service.</p>
<p><b>Please outline how the project will demonstrate value for money</b> Please refer to CIL Scoring Criteria Guidance under Project cost</p>	<p>The procurement will be carried out within the councils' procurement guidelines to ensure value for money. Initial quotes have already been obtained as part of the project scoping process.</p>
<p><b>Would the project lead to any income generation?</b> Please refer to CIL Scoring Criteria Guidance under: Project Cost</p>	<p>Improved conditions will ensure the service continues to run and provide the current level of service. The garden waste and trade waste services which operate from the depot are important income streams for the council.</p>

## 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

Please refer to CIL Scoring Criteria Guidance under: Project Cost

	Amount	Detail
Please indicate total cost of project	<b>£466,400</b>	
Please provide a detailed breakdown of the costs for the project	<b>Please see table above which gives a full breakdown.</b>	<b>TOTAL COST (with contingency) £466,400</b>
Please provide a detailed summary of the total CIL funding required, including phasing	<b>£456,400 Works to be carried out summer 2024</b>	<b>TOTAL CIL REQUIRED (with contingency) £456,400</b>
How much funding does the project currently have?	<b>£10,000</b>	<b>Current Council Capital Budgets</b>
Are there any revenue costs ( i.e. day-to-day running costs, maintenance cost) associated with the project and if so how will they be funded and has that funding been secured?	<b>0</b>	Revenue operational costs for the depot are already contained with a number of pre-existing council service budgets.

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
Property Capital	£5,000	None	April 2025	Yes
Grounds Capital	£5,000	None	April 2025	Yes

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

### Section E: Delivery and on Going Maintenance

What is the delivery timescale for the project?  
Please refer to CIL Scoring Criteria Guidance under: Deliverability  
 Officers are working towards the following outline 2024 timetable, should the application to CIL be approved:

- CIL application submitted: by 12 February 2024
- Planning application has already been submitted and approved
- CIL application decision: 10 June 2024
- Contract will be awarded: June 2024
- Construction period: July- August 2024
- Quarterly checks will be carried out by the TRDC surveyor on both the surface and the drains. All works will be carried out by an accredited contractor and works guaranteed for 12 months.
- Staff based at the depot will carry out weekly visual inspections and alert the TRDC Surveyor of any concerns.
- Lighting will be checked every 6 months as part of the regular maintenance programme.

### Section F: Additional Information

Is there any additional information that may support the application?

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## 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: Emma Sheridan

Organisation: Three Rivers District Council

Date: 12/02/24

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

Signed: \_\_\_\_\_

Organisation: \_\_\_\_\_

Date: \_\_\_\_\_



## 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.

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**Email:** [cil@threerivers.gov.uk](mailto: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.

Bid Reference (Internal Reference):	
Section A: Applicant Contact Information	
<b>Name and address of your organisation</b>	Chorleywood Common Youth Football Club (CCYFC) Lady Ela Drive, Chorleywood, WD3 5SL Please note that this is not a postal address
<b>Name and position of main contact</b>	Sam Gervaise-Jones, Chairman
<b>Applicant contact details (phone number, email and address)</b>	Beech Hill, Berry Lane, Chorleywood WD3 5EY  <a href="mailto:Chairman@ccyfc.net">Chairman@ccyfc.net</a>  07785 713582
<b>Type of organisation (If a charity, please provide registration number)</b>	Charity 297411
<b>Describe your organisation's main purpose and regular activities</b>	<p>As a club, our mission is to unite and enrich the lives of our local community, providing a welcoming, safe and inclusive environment for boys, girls, parents, family and coaches to have fun, to grow as people, and to bond as teams through football.</p> <p>Run by volunteers, we provide football and football related activities for all ages, abilities and genders, with 47 teams, including 10 girls sides and male and female adult teams . There are CCYFC players playing most days and nights of the week. Additionally we provide the opportunity for our young players to become coaches and referees</p> <p>Inclusivity and accessibility, for all abilities, is a key part of our club culture and an area of continued focus. Ultimately, we are here to enrich the lives of our local community through football</p>



<b>Is the organisation able to reclaim VAT?</b>	No. Most or all of our income is not VAT Chargeable
<b>Section B: Project Overview</b>	
<b>Project Title</b>	Chorleywood Common Youth Football Club - Refurbishment of Current Pavilion
<b>Summary of the project proposal</b>	<p>The current pavilion was built in phases over 20 years ago, and is now in a state of disrepair, tired and no longer fit for purpose. When originally built the Club only offered football to boys; it now also provides football for girls and all adults. The pavilion needs refurbishing, updating and internal layout changes to increase the building's community utility. Additionally it needs updating to better cater for our female members.</p> <p>The project also allows for a new revenue flow from the club, safeguarding it's financial sustainability. As well as delivering revenue through a retail cafe at the weekend, the building would be more attractive to and available for use by other community groups.</p>
<b>Estimated project cost including breakdown of the overall cost and what the CIL funding requested will cover)</b>	<p>Total Project cost is £265,903,000, including contingency and professional fees</p> <p>A more detailed scope of work and cost breakdown is attached in Appendices A &amp; B</p> <p>CCYFC are seeking a contribution of £185,903 from CIL funds</p> <p><i>Further detail can be found in section 6 of the Supplementary Information below</i></p>
<b>Full address of project location</b>	Chorleywood Common Youth Football Club (CCYFC) Lady Ela Drive, Chorleywood, WD3 5SL
<b>Project partner (if applicable)</b>	Not applicable

Section C: Strategic Case	
<p><b>Why is CIL funding being sought and who are the likely beneficiaries of the project? Please provide usage details where appropriate</b></p> <p><small>Please refer to CIL Scoring Criteria Guidance under: Delivering Growth &amp; Community Support</small></p>	<p>As a volunteer organisation, CCYFC simply does not have the funds to complete this project without CIL funding.</p> <p>The most immediate beneficiaries will be those playing and attending matches at the weekends. On a typical weekend this is approximately 500 players and 300 adults. Approximately 40% of these are not from Chorleywood (ie the opposition teams, often from other part of the Three Rivers District).</p> <p>Additionally the design will be suitable for other groups to use and hire.</p> <p><i>Further information can be found in Sections 1, 2, 4 &amp; 5 of the Supplementary Information below</i></p>
<p><b>How does the project help address the demands of development in the area. What evidence is there to support this?</b></p> <p><small>Please refer to CIL Scoring Criteria Guidance under: Delivering Growth &amp; Environment</small></p>	<p>CCYFC is currently unable to meet the demand for football from the local community. The current building is also not an attractive place to be and is only really suitable as storage. The current pavilion does not drive revenue and in fact is a drain on resources. Additionally it is not well suited for young female players, nor spectators who have a disability.</p> <p>A new pavilion would make the club more attractive, increase the utility of the building, encourage more people to volunteer and increase revenues, allowing some roles to be paid, where appropriate. This would help to drive capacity to add new teams.</p> <p><i>Further information can be found in Sections 1, 2, &amp; 3 of the Supplementary Information below</i></p>
<p><b>Do you have planning permission in place to carry out the works? If so, please provide the application number</b></p> <p><small>Please refer to CIL Scoring Criteria Guidance under: Deliverability</small></p>	<p>No, planning permission is not required We are refurbishing the existing building with no fundamental alterations or additions.</p> <p><i>Further information can be found in Sections 9, 10 &amp; 11 of the Supplementary Information below</i></p>
<p><b>Please provide details of any supporting policy from the Local Plan</b></p> <p><small>Please refer to CIL Scoring Criteria Guidance under: Delivering Growth</small></p>	<p>The 2019 Playing Pitch Strategy (PPS) identified the site as having a poor playing surface and poor ancillary facilities. These were rated as ‘poor and borderline fit for purpose’</p> <p>Refurbishment of the club pavilion was identified as one of the key projects in Three Rivers Local Football Facility Plan, published in 2019. See section 2 in ‘Supplementary Information’ below.</p> <p><i>Further information can be found in Sections 1, &amp; 2 of the Supplementary Information below</i></p>

<p><b>Would the community support the project?</b></p> <p>Please refer to CIL Scoring Criteria Guidance under: Community Support</p>	<p>Last week we created a google form to be completed to allow people to express their support of the project, effectively an online petition. Despite only being in circulation for 6 days, 575 people responded in support of the project.</p> <p>Interestingly, less than 50% of the respondents live in Chorleywood. Another 25% live in Rickmansworth, the remainder largely in other towns and villages within Three Rivers, demonstrating that there is support for the project throughout the Three Rivers District.</p> <p>The support indicated by the petition also came from people outside of the club, with 18% of the respondents having no connection with the club.</p> <p><i>Further information can be found in Sections 4 &amp; 5 of the Supplementary Information below</i></p>
<p><b>Please outline how the project will demonstrate value for money</b></p> <p>Please refer to CIL Scoring Criteria Guidance under Project cost</p>	<p>We have a detailed scope of works to allow us to cost the project by professionals in the building trade. We will go to a full competitive tender process once this application has been submitted. This will include inviting members of the club that have the requisite skills and business experience and it is hoped that these members will provide free or discounted prices to reflect the volunteer nature of the club.</p> <p><i>Further information can be found in Sections 6, 7 &amp; 8 of the Supplementary Information below</i></p>
<p><b>Would the project lead to any income generation?</b></p> <p>Please refer to CIL Scoring Criteria Guidance under: Project Cost</p>	<p>The new commercial kitchen should generate £15-20k profit per annum for the club (the current kitchen does not provide any income)</p> <p>Additionally the internal reconfiguration to create a larger, more appealing communal space should be attractive for community groups to hire out, providing a community asset and further incremental revenue.</p> <p><i>Further information can be found in Sections 6, 7 &amp; 8 of the Supplementary Information below</i></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

Please refer to CIL Scoring Criteria Guidance under: Project Cost Further information can be found in Sections 6, 7 & 8 of the Supplementary Information below

	Amount	Detail
Please indicate total cost of project	<b>£265,903.00</b>	<b>See cost breakdown in Appendix B</b>
Please provide a detailed breakdown of the costs for the project	<b>£265,903.00</b>	<b>See cost breakdown in Appendix B</b>
Please provide a detailed summary of the total CIL funding required, including phasing	<b>£185,903.00</b>	<b>The work will start in June, completing the roof and cladding by the start of the football season in September and the internals shortly afterwards. Consequently funds would be required in one phase, at the beginning of June.</b>
How much funding does the project currently have?	<b>£10,000 from club reserves</b>	<b>An application for a free kitchen from the Howden's Game Changer programme has been submitted. An application will be made for a grant from the Football Foundation by the end of February Businesses have also been approached and we will undertake fundraising within the membership</b>
Are there any revenue costs ( i.e. day-to-day running costs,0k maintenance cost) associated with the project and if so how will they be funded and has that funding been secured?	<b>£3,000 pa</b>	<b>We will set aside 20% of the increased revenue for maintenance and appoint a volunteer facilities manager</b>

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
Football Foundation	£25,000	Must be football based	End 2024	Application in process
Howden's Game Changer	£10,000	Needs to be installed in 2024	End 2024	Application submitted
Personal Donation From TJ	£20,000	None	None	Will be paid in February
Business Contribution	£5,000	None	None	Approached, not yet secured
Member Crowdfunding	£10,000	None	None	Will launch in Spring. These funds will be used to enhance fit out
Club Reserves	£10,000	None	None	Money available now

Page 269	Does the CIL funding help secure the release of additional funding?	Yes	Yes, the Football Foundation money, and the ability to utilise any award from the Howden's Game Changer programme will be dependent on CIL contributions. Additionally we will not be able to secure funding from members if the fundamental refurbishment is not financed

Section E: Delivery and on Going Maintenance
<p>What is the delivery timescale for the project?  <small>Please refer to CIL Scoring Criteria Guidance under: Deliverability</small></p> <p>Subject to funding approval, the plan is to start the build in June (see project plan in Appendix C)</p> <p>Ongoing maintenance will be delivered by a volunteer facilities manager, supported by a sink fund derived from 20% of each year's additional revenue. It is envisaged there will be little maintenance required in the first 5 years, allowing a sizeable fund to be built up.</p> <p><i>Further information can be found in Sections 9, 10 &amp; 11 of the Supplementary Information below</i></p>

## Section F: Additional Information

Is there any additional information that may support the application? *Please see the Supplementary Information below*

This is a fairly straightforward project. The primary risk is one of timing. We will not be able to contract with builders until we receive approval or otherwise of this application, and consequently there is a risk that the identified builders will be engaged on other work. Should this happen we may miss the close season window and lose any Howden's award as a consequence. The earlier a decision is made on the application the lower the risk

## 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: Sam- Gervaise-Jones, Chairman

Organisation: Chorleywood Common Youth Football Club

Date: 12<sup>th</sup> February 2024

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

Signed: Not applicable

Organisation: \_\_\_\_\_

Date: \_\_\_\_\_

## Supplementary Information

The numbering and headings below refer to the various sections of the CIL Bid Scoring Criteria Document

### 1 Will the Project Contribute to the Delivery of the Infrastructure Funding List?

The club's aspiration is to use the CIL funding to refurbish the pavilion into a modern facility. One capable of meeting the ambitions and growth of the club.

The project contributes to a number of infrastructure types approved for funding by the CIL fund. Most obviously Open Space Provision, Outdoor and Indoor Leisure Facilities. Additionally a reconfigured pavilion with a larger communal area would support education of junior football coaches and referees. It would also provide a social and community space that can be hired by other community organisations.

The need for this refurbishment has been identified in a number of Three Rivers' documents:

The **2019 Playing Pitch Strategy (PPS) Strategy and Assessment Report** conducted a supply-and-demand assessment of playing pitch and other outdoor sports facilities in Three Rivers in accordance with Sport England's PPS Guidance and is used as part of the evidence base to support the Local Plan. It identifies that the site is overplayed and has a poor-quality ancillary offering.

The ancillary facility rating is influenced by the type of amenities which are available on a site accompanied by their quality. The ancillary facilities at CCYFC were rated 'poor' and 'borderline fit for purpose.'

TRDC's **2019 Local Facility Football Plan** identified a refurbished pavilion as its 2<sup>nd</sup> priority. (see <https://localplans.footballfoundation.org.uk/local-authorities-index/three-rivers/three-rivers-local-football-facility-plan/#tab-section-introduction>) Screenshots of the key pages, 6 and 8, can be found in Appendix D

### 2 Does the Project Link to the Three Rivers District Council Corporate Framework?

The project has extremely strong links to TRDC's corporate framework. In particular it encourages and rewards local leadership through the 200+ volunteers at CCYFC.

Three Rivers wants to be a district 'where local infrastructure supports healthy lifestyles and addresses health inequalities'. CCYFC supports this through our players, referees and coaches range, who range from 4 to 60 years of age. This project enhances the capability of CCYFC to support this objective as well as enhancing its financial sustainability.

CCYFC have also regularly partnered with TRDC to expand the leisure offer in the district. Working with Ryan Watson, Sports Development Officer, we introduced girls football to the club in 2016 and women's football in 2022. We now have more than 150 female players. We also worked with TRDC to introduce a Futsal league.

### 3 Does the Project Support the Aims and Targets of the Council’s Climate Strategy?

The current pavilion is more than 20 years old and has no insulation. We will retain and recycle what we can, such as the roof rafters and look to dispose of material as environmentally responsibly as possible.

The refurbishment will use modern heat and insulation efficient materials and will represent a step change in environmental efficiency. We will also investigate the practicality of installing Solar Thermal panels on the roof. Please see the scope of works in Appendix A.

More detail can be found in our Climate and Sustainability Tool submission in a separate document.

### 4 Is There evidence of a Public Benefit of the Project?

CCYFC took part in a Football Association engagement to measure the social and economic impact of the club. This was undertaken by an independent body (Portas Consulting) and showed that CCYFC delivers £1.6 million of social value every year. This includes 72,000 hours of social interaction for its 837 youth players, 75 adult players and 272 volunteers. The summary slide from this engagement can be found in Appendix E.

Additionally CCYFC is more than just a football club, it is a pillar of the local community, providing football based activities for almost 1,000 people. All are welcome, regardless of age, gender, ability or location. We also have provision for low income families. Despite the club’s name, barely 50% of our members live in Chorleywood.

CCYFC have a track record of delivering. The club were a project partner of the 3G pitch delivered at St Clement Danes School and committed to increased ‘Football Outcomes’ as part of that project. We have taken advantage of these new facilities by starting a male adult team in 2021, with more than 40 local players having represented the club. In 2022 we started Women’s recreational football, and more than 50 women have taken part in these sessions. Additionally we also use the facility to deliver further, evening sessions, of our Soccer School for younger and improving players, widening our ability to cater for all abilities.

### 5 Is There Evidence the Local Community Support the Project?

We had 575 positive responses to our online petition, with some fantastically positive comments. Interestingly more than half the respondents were not from Chorleywood, showing widespread support for the project across Three Rivers and beyond. Additionally 17% of the supporters have no current connection with the club.

A further analysis of the responses can be found in Appendix F



## 6 Is the Project Value for Money?

Over the last 5 years the club have considered various options to address the state of the pavilion, including engaging architects to draw up initial plans. These all suggested knocking down the current pavilion and completely rebuilding it, possibly on another part of the site. Initial costing of these options approached seven figures.

Further consideration brought us to the realisation that most of our current objectives could be achieved by a more modest refurbishment of the current building, which is the proposal of this submission.

We have developed cost estimates for the work (see Appendix B) allowing us to create an overall project budget of £265,903.00 .The tight timelines for the CIL submission – our fault- has precluded us from getting competitive quotes. However as can be seen from the project plan in Appendix C, this will be completed in April.

## 7 Does the project have or unlock additional funding from other sources?

The club is seeking funds from a number of sources as listed below. However given the scale of the request, without this CIL application being approved the project will not happen. This may also put at risk other sources of funding, especially the Howden’s Game Changer Application.

Page 273

<i>Howden’s Game Changer</i>	£10k	Howdens are investing £1m per annum by providing free kitchen to grassroots sports clubs. CCYFC submitted its application on 31 <sup>st</sup> January (see Appendix G) and expects a decision in April. This is a yearly programme, and any grant needs to be ‘spent’ in 2024.
<i>Football Foundation</i>	£25k	The Football Foundation (FF) provides small grants throughout the year with a relatively quick turnaround. The FF is focusing its larger grants on playing surfaces, primarily 3G pitches, so the likelihood of success in securing a bigger sum from them is low at this time. It should be noted the FF have already funded a 3G pitch recently in TRDC at St Clement Danes School, with whom CCYFC is the partner club.
<i>Donation from TJ</i>	£20k	These funds have been promised in March. See email in Appendix I
<i>Local Businesses</i>	£5k	In the current economic climate we are not confident in securing larger sums from local businesses.
<i>Club Reserves</i>	£10K	Money allocated and already available.
<i>Member Crowdfunding</i>	£10k	We plan to pursue a crowdfunding exercise primarily to pay for fit out (tables/chairs etc). That way our members get the quality they are prepared to pay for.

Delivery of this project will also create a revenue generating facility for the club. The plan is to seek a local café provider as a partner to operate the café at the weekends, with the club taking a share of revenues. These discussions have already begun. In addition the pavilion will be significantly more attractive for hire by other community groups and individuals, for example community groups and birthday parties.

## 8 What is the Status of this Extra Funding?

<i>Howden's Game Changer</i>	Application submitted; decision due in April.
<i>Football Foundation</i>	Application will be submitted by End of February, decision expected in April.
<i>Personal Donation TJ</i>	Will be paid in March 2024
<i>Local Businesses</i>	Ongoing.
<i>Club Reserves</i>	Available now.
<i>Member Crowdfunding</i>	We will commence the crowdfunding project if we get approval of the CIL monies

## 9 What Evidence is There to Suggest the Project is Deliverable?

CCYFC lease the site on which the pavilion is sited from Three Rivers District Council; the current lease runs to 2046. We have received outline approval from Chris Glover, Estate Surveyor Three Rivers District Council, for the replacement of the kitchen, which is predicated on this refurbishment project (See Appendix H)

The project is fairly straightforward. Many members at the club have skills that we can utilise. In fact our ability to turn this application around in such a short timeframe (less than two weeks) was because we were able to call on the services of an architect, a builder and a project manager among others.

Our project manager has produced a detailed project plan (see Appendix C). Whilst the timescales are tight and there exists some risks, it is inherently achievable.

Planning permission is not required and whilst the club would prefer the bulk of the building work to be completed during the close season, if the timescale slips slightly the build can continue into the Autumn.

## 10 What is the Delivery Timescale for the Project?

Given the expected timescales for approval of this CIL application, work would commence almost immediately. In the meantime we will undertake low cost preparatory works, such as clearing out the current rooms.

If this CIL funding is approved but we were unsuccessful in securing some of the planned funds from other sources (eg Howden's Game Changer and Football Foundation grant) we would still progress with the project and investigate additional sources of funds. We could also phase the project (eg roof replacement and external cladding first) to provide time to secure these additional funds.

A delay in approval of CIL funding may put at risk our ability to secure builders, delaying delivery of the project.

## 11 Have Details Been Given as To How Ongoing Maintenance Will Be Provided for And the Identification Of The Responsible Party For The Maintenance?

We will appoint a part time Facilities Manager and we will place 20% of the additional revenues received each year as a result of the refurbished pavilion into a sink fund to pay for ongoing maintenance of the building. Once complete, in the early years the maintenance costs of the building should be relatively low, allowing the fund to build up use in later years.

**NICK WILLSON ARCHITECTS**

**CCYFC Club House,  
Chorleywood Common.**

**Tender scope of works.**

**February 2024.**

**1. New Roof finishes:**

- Existing roof tiles to be carefully removed and stored for recycling.
- Membrane/felt and battens to be removed.
- Timber roof rafters reviewed for soundness and checked by engineer. Small areas of rot etc to be made good.
- New 200mm thick rockwool/Ecotherm roof insulation for a ventilated roof to be installed between rafters. OR above ceiling level.
- New Tyvek or similar breather membrane across the whole roof.
- New 38mm x 38mm tanalised battens to be fixed to rafters.
- New Grey Marley roof tiles with roof vents.
- Roof to drain into soakaway, water butts. TBC.
- New black metal RWP and gullies.

**2. New wall cladding:**

- Existing rotten timber cladding to exterior to be removed safely and recycled.
- Battens and breather paper removed.
- Block wall inspected for repairs and made good.
- New 100mm thick rigid PIR wall insulation such as Xtratherm to be fixed to block walls.  
(We can look at seconds: <https://www.secondsandco.co.uk/>)
- Tanalised/treated timber battens with Tyvek house guard membrane.
- Battens and counter battens to allow 25mm ventilated cavity.
- New vertical timber cladding such as Thermowood, galvanised screws.
- 150mm upstand to be retained and painted black with waterproof paint.
- Allow for roof overhang soffit and boards to form sides of windows.
- New kitchen hatch to be formed in external wall and clad in Thermowood.
- Covered entrance area vertical salting to match cladding.

**3. New external windows/doors:**

- Existing windows and doors removed.
- New openings formed as per drawings. Allow for making good of opening, new steel or timber flitch beam supports and posts.
- Allow for double glazed powder coated aluminium framed sliding doors and casement windows.
- New black [power coated aluminium cills.

G2 Hoxton Works, 128 Hoxton Street, London N1 6SH. T: 0207 012 1674 [www.nickwillsonarchitects.com](http://www.nickwillsonarchitects.com)

**NICK WILLSON ARCHITECTS**

**3. New external store area:**

- Roof finishes and structure to over sail and extend over external area.
- New timber slatted wall cladding, enclosure with 100 x 50mm black metal support frame behind.
- New timber slatted doors with metal framing behind. Lockable with bolts
- Gravel/pebbled floor finish to external storage.

**5. Internal alterations:**

- Walls removed to create new café/common room area. SE to confirm structural solution.
- New floor finishes. Existing board removed and new wooden floor laid. Existing sub strata to be confirmed.
- New ceilings throughout. MR plasterboard in wet areas and kitchen, painted plywood/plasterboard in common areas.
- Walls to be made good and painted block internally where; possible. New studs to be 100 x 50mm C24 timber at 400 c/c with 12.5mm plasterboard.
- Walls to new shower, WC block to be made good, and built to plans. Wedi, tile backer board or 18mm WBP plywood with white 100 x 100 tiled finish.
- Floors to be repaired, made good and tiled.
- New Part M shower and WC to be built with finishes as above.
- Allow for sanitaryware, tiles, painting, and skirting.
- Doors to be ply for paint solid doors. Doors from corridors and to café area to be FD30s.
- Allow for escape signage, door handles, stops, and hinges.
- Kitchen as per drawings including all appliances, extract, and counters.

**6. Lighting/electrics:**

- Allow for new IP rated spots in the wet areas.
- Spotlights or ceiling lights in the common area, kitchen lights.
- External overhang, entrance to have round external IP rated lights.
- Electrics DCB check and new if required.
- Sockets and smoke alarms, heat detectors
- CCTV and alarms.

**7. Heating:**

- Electric boiler to be agreed.
- HW tank and solar thermal panels for hot water TBC.
- Radiators to main rooms.

**8. External areas:**

- New paved areas to front of building. 38mm thick concrete pavements.
- Ramped access to building entrance in paved slabs.





CCYFC  
 THE PAVILLION  
 LADY ELA DRIVE  
 CHORLEYWOOD  
 WD3 5SL

31<sup>st</sup> January 2024

Dear Sirs,

**Re: CCYFC – Clubhouse refurbishment budget costings**

Thank you for your valued enquiry for the above project and we have pleasure in advising our budget tender costs for the works at the above site in the sum of **£255,903.75 inc VAT** at the standard rate. Our costs are based upon the information provided at the time of tender and is broken down as follows.

• Strip existing roof and dispose	£5,400.00
• Allowance for minor repairs to roof structure	£6,000.00
• New roof - grey marley roof tiles	£50,400.00
• Metal RW goods	£1,200.00
• Strip existing external cladding and dispose	£2,400.00
• Allowance for minor repairs to wall structure	£6,000.00
• New thermowood cladding system inc 100mm insulation	£30,000.00
• Remove and dispose existing windows and doors	£2,400.00
• Supply and install new inc any structural alterations	£21,000.00
• New external store area	£9,000.00
• Strip out all existing internal walls and finishes	£3,000.00
• Reconfigure walls to suit new layout	£6,000.00
• New floor finishes	£10,260.00
• New ceilings inc finishes	£15,390.00
• Wall finishes	£6,000.00
• New wc's, showers, cubicles etc	£18,000.00
• Internal doors and signage	£3,600.00
• Kitchen	£6,000.00
• Electrical works inc lighting	£12,000.00
• New plumbing and radiators	£6,000.00
• External works inc paving etc	£6,000.00
• Professional fees	£12,000.00
• Contingency	£17,853.75
• <b>Total Budget</b>	<b>£255,903.75</b>

**Head Office**  
 Blue Court, Church Lane, Kings  
 Langley, Hertfordshire WD4 8JP

✉ info@gpflewis.co.uk  
 🌐 www.gpflewis.co.uk  
 ☎ 0845 257 3612

**London Office**  
 3<sup>rd</sup> Floor, Twenty Baltic, 16-22 Baltic  
 Street East, Clerkenwell EC1Y 0UL

Registered in England. No. 05991387



- We have assumed a **17 week on site period**.
- Once the full scope of works has been defined and agreed we shall revise our site durations accordingly.
- All works to be undertaken during normal working hours
- We have assumed that all power and water will be provided free issue.
- We have assumed free parking on site.
- Terms and conditions to be agreed.
- Our tender includes VAT.
- We have assumed free un-interrupted access to all areas where we are undertaking the works albeit works areas are to be phased.
- We have only allowed for items as priced within our pricing schedule.
- We have assumed that we can have a site compound adjacent to our working area for the duration of our works. On site welfare facilities will be utilised.
- No allowance for asbestos or the removal of any contaminated waste.
- Our Tender will remain open for a period of 90 days from the above date.

We are extremely keen to secure this project and would welcome the opportunity to review our submission in a post tender interview. This would provide us with an opportunity to explain our interpretation of the project in detail and discuss further cost value engineering proposals should it be deemed necessary.

We hope we have interpreted your requirements correctly and that our tender is of interest. If you have any queries or you would like to discuss anything further please contact me directly.

Yours Faithfully,

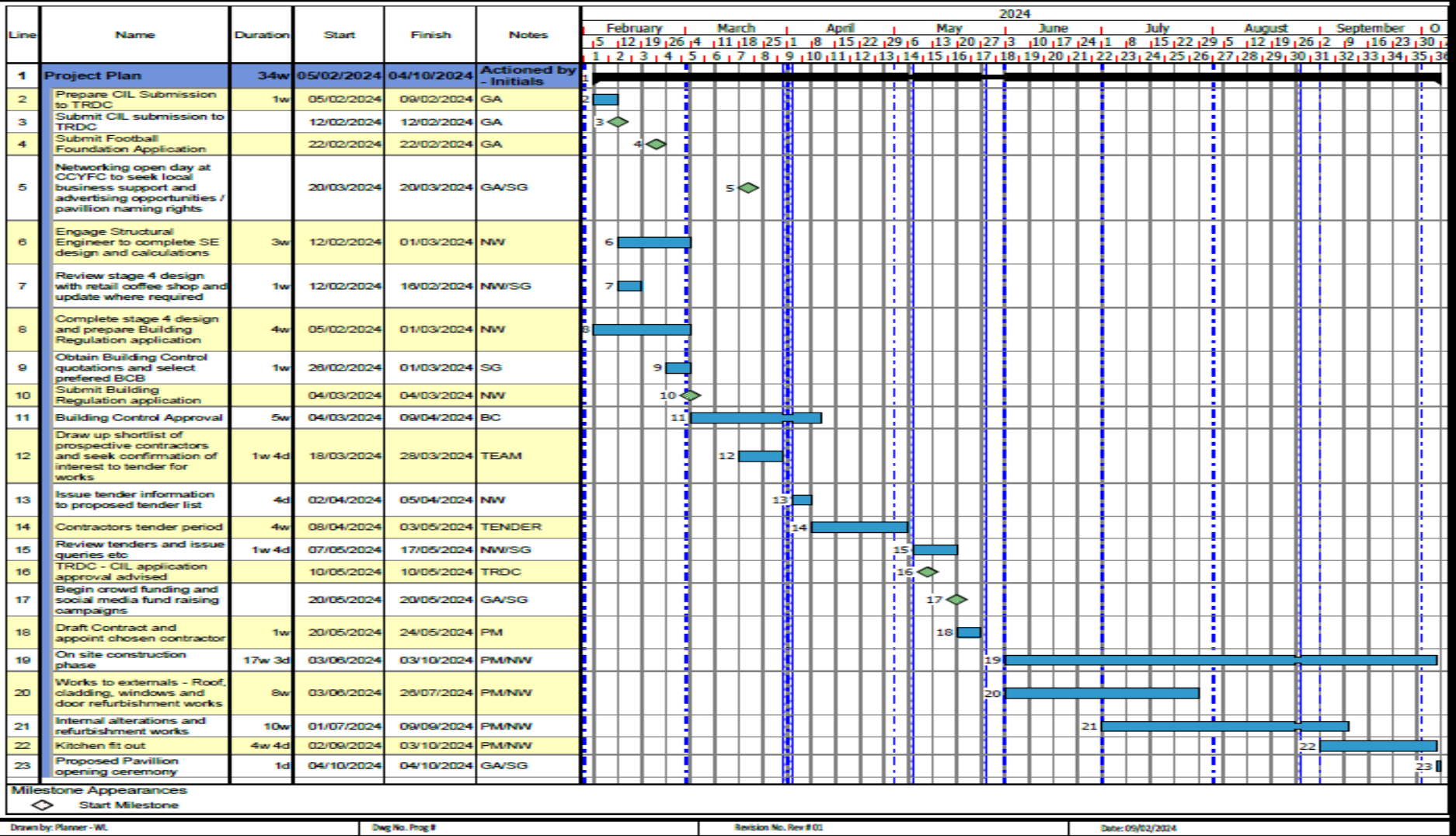
**Wesley Lever**  
**Contract Manager**  
**GPF Lewis plc**



### CCYFC Pavillion Project - Overall Project Plan

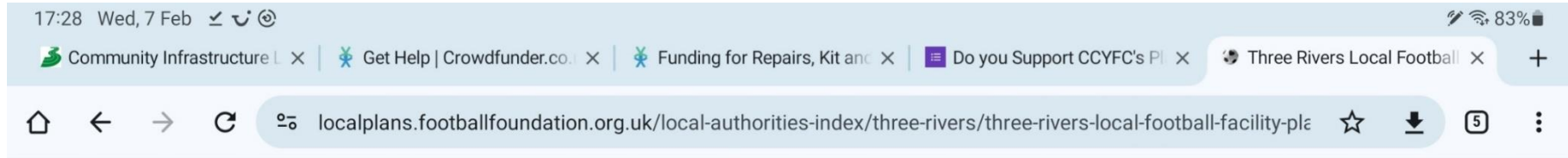


CCYFC



Appendix D – Three Rivers Local Facility Football Plan (Selected Pages)

Below are the key pages from Three Rivers’ Local Football Facility Plan. The full document may be found here: see <https://localplans.footballfoundation.org.uk/local-authorities-index/three-rivers/three-rivers-local-football-facility-plan/#tab-section-introduction>



PREV

Changing room pavilions / clubhouses - 6 OF 9 PAGES

NEXT

**LOCATION**

CHORLEYWOOD FOOTBALL CLUB  
Chenies Road, Chorleywood,  
Rickmansworth, Hertfordshire, WD3 5LY

**FACILITIES**

Natural grass pitch improvements (3)  
Refurbish Changing Pavilion (1)

**OWNER**

Football club

**DELIVERABILITY SCORE**

Medium (2/4)

**NFFS OUTCOME SCORE**

2.3/4

**OVERALL SCORE**

55% (6.6/12)

**NOTES**

A dedicated football site for Chorleywood Common FC. The site has 3 x full size pitch equivalents and is extensively utilised throughout the affiliated football season. The 2019 PPS identifies that the site is overplayed and has a poor quality ancillary offering .

Site user: Chorleywood Common - 32 x teams

Rationale:

- The site can deliver against a range of football outcomes
- Opportunity to reduce PPS football shortfalls



# Appendix A: Priority project list

This list sets out all priority projects for potential investment. Each has been scored against two principal factors: deliverability and outcomes (quality, inclusivity, sustainability, engagement and usage).

The list will be used flexibly; project 'rating' does not determine the exact order in which it will progress to a funding application to the Football Foundation as many factors influence this. The process for moving a project from this list and into the 'pre-application stage' will be managed by the Football Foundation.

Expand all | Collapse all

1 ST CLEMENT DANES SCHOOL



4 CHORLEYWOOD COMMON FC





## Overall, our club generates £1.6m in social value every year



837 youth players

Engagement with Chorleywood Common Youth F.C. provides a range of benefits to different individuals



272 volunteers, 14 paid staff

**72k** Hours of social interaction

**£42k** Player wellbeing value

**£244k** Value generated from club volunteering hours



75 adult players

**£5k** Value of facilities accessible to the local area

This translates to value generated for society



**£607k** Total economic value



**£126k** Total health value



**£26k** Total social value



**£845k** Total wellbeing value

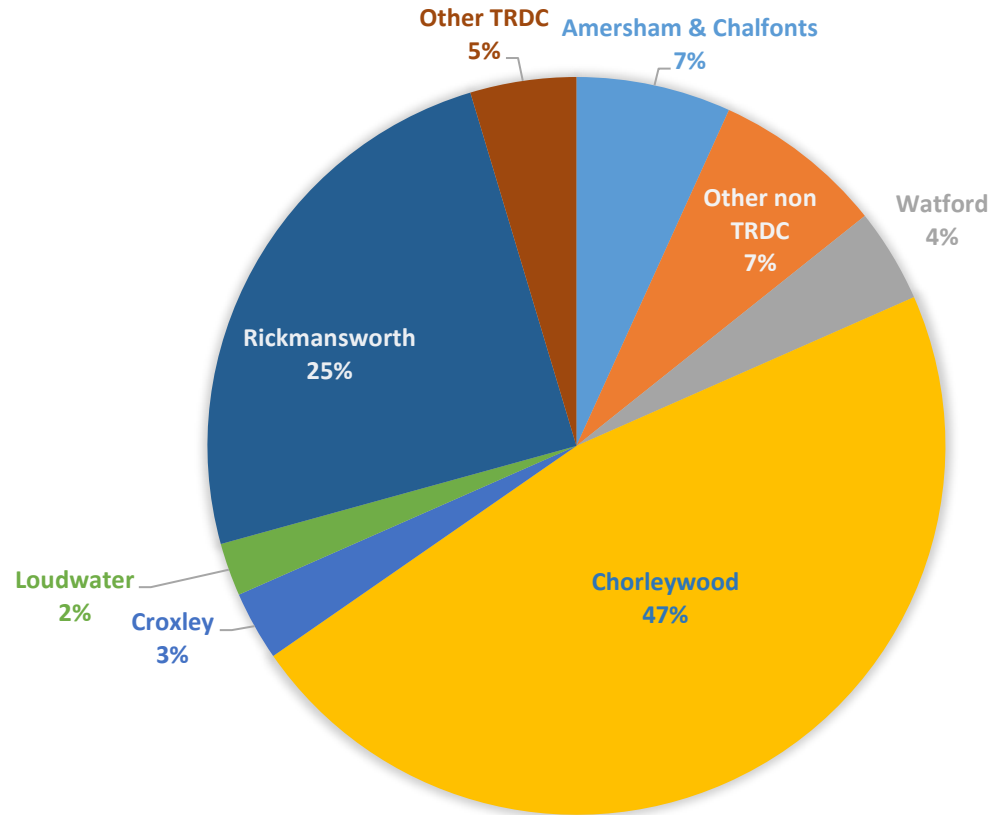


## Appendix F – Results of Online Petition

Despite running for less than a week, 575 people completed our online petition in support of our Pavilion Refurbishment.

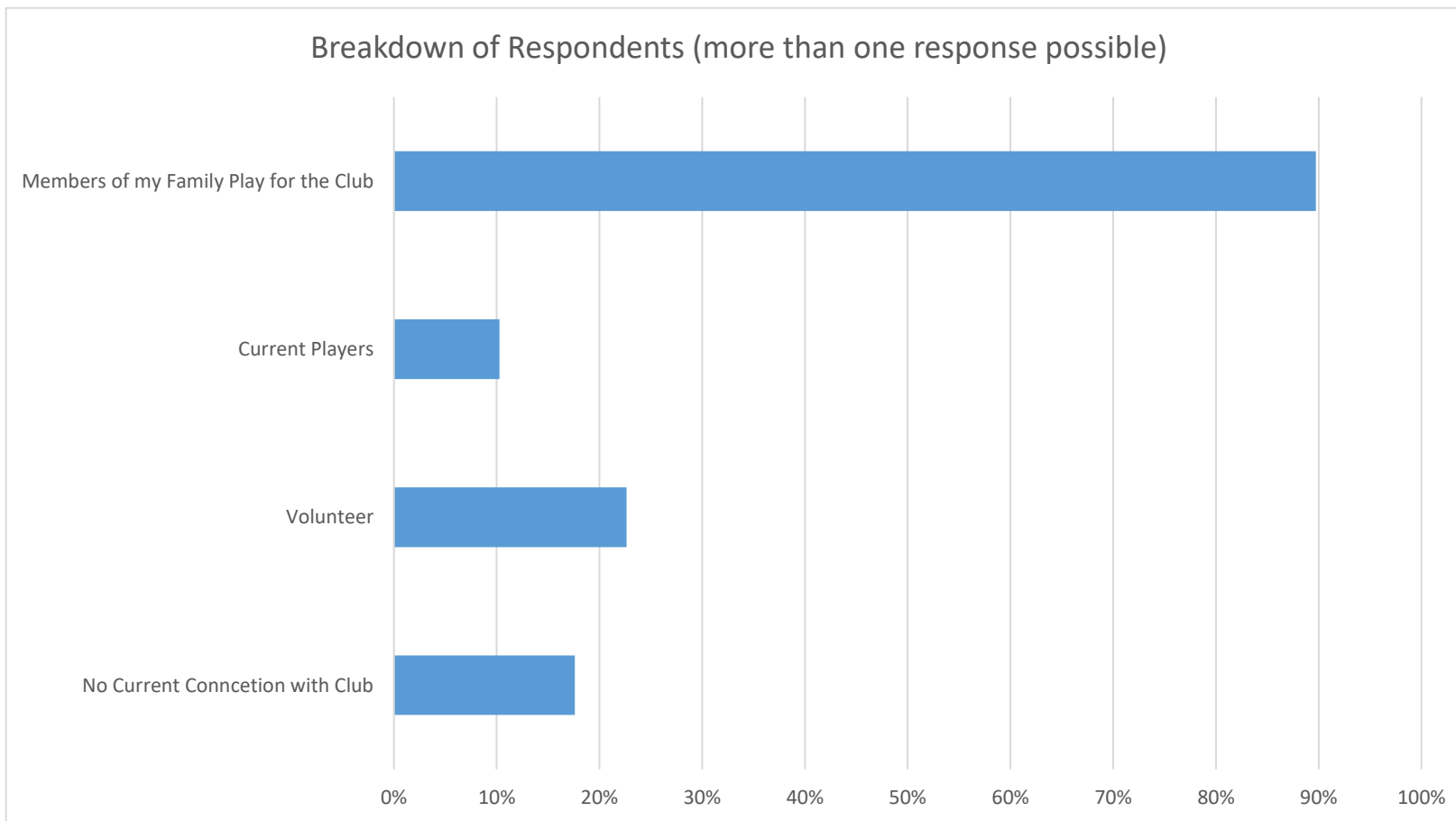
The majority of respondents were from towns and villages outside of Chorleywood:

### LOCATIONS OF PETITION RESPONDENTS



## Appendix F – Results of Online Petition (Continued)

Whilst the petition was only circulated amongst our members, a significant proportion have no current connection to the club, demonstrating wide public support for the project.







Guy Allen <264guy@gmail.com>

**RE: Howden's Game Changer Application**

1 message

Howdens <howdens@footballfoundation.org.uk>  
To: Guy Allen <guy@allen5.com>

30 January 2024 at 20:16

Hi Guy

Thank you for the email. I can see on our system that your form has been submitted with all the documents, so this will now go forward for assessment with a decision in April. Nothing further to do at the moment but please note that during the assessment period (Feb-Mar) the Grant Manager assigned to your application may contact you directly with any additional questions they may have as part of the assessment.

If you have any further queries, please contact me via this Howdens email address.

Regards

Murray

**Murray Fishlock**

Head of Grant Assessment

M: 07710 855137

E: [murray.fishlock@footballfoundation.org.uk](mailto:murray.fishlock@footballfoundation.org.uk) W: [www.footballfoundation.org.uk](http://www.footballfoundation.org.uk)

The Football Foundation

Wembley Stadium | Wembley | London | HA9 0WS



The Football Foundation values our relationship with you and takes your rights to privacy seriously. Please check our [Privacy Statement](#) for more details.







Guy Allen <264guy@gmail.com>

---

**RE: Catch Up**

1 message

---

**Christopher Glover** <Christopher.Glover@threeivers.gov.uk>  
To: Guy Allen <guy@allen5.com>

30 January 2024 at 18:23

**Strictly Without Prejudice and Subject to Contract**

Hi Guy,

Three Rivers District Council is happy to agree to the principle of this request.

This is subject to agreement and grant of the necessary Licence to Alter required as per the lease agreement, together with any such formal permissions as may be required.

Kind regards,

Christopher Glover

Estate Surveyor

Three Rivers District Council

[www.threerivers.gov.uk](http://www.threerivers.gov.uk)

---

**From:** Guy Allen <guy@allen5.com>  
**Sent:** Tuesday, January 30, 2024 10:59 AM  
**To:** Christopher Glover <Christopher.Glover@ThreeRivers.gov.uk>  
**Cc:** Ryan Watson <ryan.watson@threeivers.gov.uk>  
**Subject:** Re: Catch Up

Thanks Christopher



Guy Allen <264guy@gmail.com>

---

**CCYFC - refurbishment of clubhouse at Chorleywood House**

1 message

---

Neil Rowley <NRowley@savills.com>

12 February 2024 at 13:42

To: Guy Allen <guy@allen5.com>

Cc: "paul@quattroukltd.co.uk" <paul@quattroukltd.co.uk>

Dear Guy,

Thank you for taking the time to explain CCYFC's plans for refurbishing the clubhouse at Chorleywood House.

Tommy and CCYFC have long been in discussion about creating new football pitches for CCYFC on Tommy's land west of Green Street. This was mostly contingent on Tommy gaining planning permission for residential development on his land east of Green Street. For various reasons, Tommy was advised to withdraw his recent planning applications which he understands has delayed the potential delivery of football pitches at Green Street. Accordingly, CCYFC now needs to refurbish the existing pavilion at Chorleywood House. In the light of these delays and as a gesture of goodwill, Tommy would like to make a personal donation of £20,000 towards the refurbishment of the clubhouse. I understand that you will need the payment by the end of March and perhaps we could discuss how we arrange this.

We plan to submit new planning applications for residential development in March 2024. These are likely to be determined by a public inquiry in early 2025.

It is hoped that planning permission for the revised golf course and football pitches west of Green Street will be granted in Spring/early Summer 2024.

For the avoidance of doubt there are no other liabilities between Tommy and CCYFC (either way) other than the existing agreement to provide football pitches west of Green Street if planning permission is granted for the housing.

As always, Tommy sends the best of wishes to all at CCYFC. We hope that this contribution will enable the prompt refurbishment of the clubhouse. We also hope to work together on Green Street as the proposals take shape. I suggest we meet again once planning permission is granted for the sports pitches (hopefully in the next few months).

Kind Regards

Neil.

Neil Rowley BA Hons, MRTPI

Director

Planning

Savills, 33 Margaret Street, London, W1G 0JD

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## **FULL COUNCIL** Tuesday, 9 July 2024

### **LEADER AND LEAD MEMBER REPORTS**

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#### **Report from the Leader of the Council, Councillor Stephen Giles-Medhurst**

**Well, none of us expected a General Election to be called the day after I was elected Council Leader! It's resulted along with numerous hot issues such a hectic and sometimes stressful few weeks and meant some of my plans to meet more of our wonderful staff will have to wait until after 4<sup>th</sup> July. However, this outlines some of the things I have carried out on your behalf as Leader.**

I have had numerous meetings with our lead officers and their teams, learning a number of things I had not realised our Council actually did!

Also, I have walked round some of TRH including the Customer Centre introducing myself, spoke with our new Dog Warden and volunteers tending the Rose Graden.

I have asked for one-to-one meetings with the Chief Inspector, Head of the Fire Service, each of the housing Associations heads to be set up. A meeting with all the Parish Chairs and Clerks is being set up for 11th July to re-engage with them. This is an area that has let slip on the past.

I was great to meet with John Elliot of Oxhey Jets and discuss their issues and concerns their HCC lease and Community Infrastructure Bid. As a result, a full briefing note and joint statement was prepared and sent to you all. The Council continues to work closely to ensure that HCC does the right thing to retain the Jets at its home.

I have engaged with the acting Chief Executive of HCC on a number of issues not least Rickmansworth Park School and will soon be meeting the new CE of HCC.

I have seen a report on Complaints and Compliments – it was positive about our communications but stressed the need for more communications on changes to waste collections.

The Three Rivers Biodiversity Plan was received that outlined the Councils obligations and the Biodiversity Net Gain. It was considered pushing beyond the required 10% net gain might result in less affordable housing.

I have been delighted at the success of the Council in securing government funds (Local Authority Housing Fund) that has enabled the purchase of 11 more properties to add to stock in due course. We continue to bid for more funding in this area.

A report on the Residents Survey for 2023/24 showed that overall satisfaction and perception of value for money for Three Rivers was up.

The Draft EV charging Strategy will go to Committee now in July and ward and Parsh Councils will be consulted on locations. Additional funding was received from Central Government to support our budget allocation.

A review of shared Services is underway (shared mainly with Watford). We are questioning some of the costs, especially on HR support.

As you will have seen I sent a video to staff and our web page, along with an intro email and a Thank You one. I hope to continue to do these as issues come up as we should all appreciate their work.

I have written a forward for Herts Pride, 50<sup>th</sup> Anniversary events and other publications due to go out.

I have agreed a further license agreement for Sustainable Three Rivers to cultivate and grow produce in the Community Garden at Three Rivers house.

I have again chased up HCC re the delay in getting approval for the Beryl Bike locations.

Finally, most recently this Council has been let down by the Royal Mail over the delivery of postal votes for the Rickmansworth Town Council in the by election. The RM had “lost over 1,000 ballot packs” that they had collected from the printers. Once RM had confirmed that the packs were not in their offices, the Council set about getting the packs reissued. A small group of canvassers, which included some staff spent most of Saturday 29th June hand delivering the postal votes that had not already been re-issued to residents who called saying they had to have them before the holidays. I thank the canvassers and officers again for stepping up and going above and beyond as well as acting so quickly.

### **Local Plan**

With the GE in July the time pressure for getting to the special Council in September has eased we could now go to an October full Council and still get it submitted next February. As a result, officers are far more confident if getting all the detailed required evidence to support our plan as being “watertight” but of course the new government might change the rules again!

The Batchworth Neighborhood Plan will go out to consultation in July. Officers are to provide more supporting evidence for the Sarratt Neighborhood Plan.

Stephen Giles-Medhurst

### **Report from the Lead Member for Resources, Councillor Matthew Bedford**

The financial outturn for the last financial year (to 31 March 2024) are on the Agenda for this meeting for approval by the Council. The overall Revenue position shows a significant improvement on the latest forecast, driven mainly by increased interest income as a result of higher interest rates than forecast.

Members may be aware that the outgoing government had proposed a so-called ‘backstop’ to address the backlog in auditing Local Authority accounts, which is affecting almost all councils including this one. However, the announcement of the General Election means that the ‘backstop’ has not been enacted and we are back in limbo, awaiting a new government to be formed and to clarify what it intends to do.

The Council has completed returns for the first two phases of the Local Authority Housing Fund (LAHF), as a result of which we are looking to purchase two additional properties. We have also been allocated funding for a further two properties under the third tranche of funding; we have bid for 9 properties under this tranche but decisions are on hold pending the General Election.

### **Report from the Lead Member for General Public Services, Councillor Sarah Nemes**

Officers are proceeding with various parking schemes, with the Ricky West one moving forward very shortly and others to follow close behind, papers will come to cttee shortly. It is disappointing that there are still issues with County regarding the siting of Beryl bike sites but, again, officers are working hard to solve these issues so that we can progress the long worked for trial.

We have now received the analysis from HCC in response to the LCWIP consultation. We will be looking at those in the near future, again with a paper to come to committee.

With regards to waste, I was very pleased to attend as a speaker the national 'Let's Recycle' Conference last month, I was speaking on the challenges of the introduction of food waste collection, a service that will be new for many authorities although we have done it for some time for domestic food waste. The challenge for us will be the new requirement for trade food waste collection, there are as yet many unknowns as to the possible number of sites, the possible weight and volume of that waste, and the lead time for the purchase of the necessary equipment, and indeed the cost. It is also very unclear if the appropriate level of new burdens funding will be forthcoming from the government. Work on this is ongoing.

I am meeting with Herts Waste Partnership, our disposal authority, later this month.

### **Report of the Lead Member for Housing and Public Health, Councillor Sara Bedford**

The cost of living crisis is continuing to affect the demand for social housing, with a total of 66 households in temporary accommodation. Many are in the council's own accommodation at Lincoln Drive and The Bury, but six are housed in out of district in nightly lets. As we go to print, there are three voids in our own temporary accommodation, so those households should be housed in those properties soon. Work has commenced on a small play area at Lincoln Drive.

There is a total of 1451 households on the Housing Needs Register, which is steadily increasing. It is important to note that many are in lower bands, or may not qualify for social housing, but the council does not verify at the point of application, but on offer of a property.

The department have undergone successful Temporary Accommodation and Health and Safety Audits. I'd like to thank the officers for this. It is time-consuming work to prepare for, but it provides reassurance to residents and the council.

The services delivered through Healthy Hubs had temporarily reduced due to staff vacancies. There was some cover from within the council, but a new Health Engagement Officer has started at the council and will be relaunching the Healthy Hubs over the summer.

Abbots Langley Healthy Hub ceased operating in the Community Hub in School Mead and will be opening soon in two rooms inside the Citizens Advice Service in Abbots Langley. This should improve footfall to the hub and encourage better support on issues that impact on health and wellbeing.

Four local GPs are engaging with the Place Based Health Inequalities work, which will involve offering early intervention and prevention support to patients living in areas of financial deprivation. So far this has operated in South Oxhey, but will be adding some to the deprived LSOAs (Lower Super Output Areas) in Abbots Langley.

### **Report of the Lead Member for Infrastructure and Economic Development, Councillor Louise Price**

I would like to thank Officers, particularly Kimberley Rowley, Marko Kalik and Justin Wingfield, for their help in preparing this report.

### **Watford to Croxley Link**

Work continues with Hertfordshire County Council, Watford Borough Council and other major stakeholders to progress proposals for this Sustainable Travel corridor. Further stakeholder engagement and surveys are due soon. The intention is to be in a position to be ready to progress proposals when, and if, funding becomes available.

### **Economic Development: Rickmansworth High Street Grant**

TRDC Officers have been working with officers from the Herts Growth Board and their chosen partner, the Save Our High Streets organisation, to secure the receipt of a £5,000 grant to support the High Street. Officers have been working with Batchworth Community Council and the Rickmansworth Town Team to support the relatively new Traders Association.

### **Development Management:**

- In April, National data was released on Development Management performance on planning applications and appeals for 23/24. This was circulated to all Members for information. The Development Management team determined over 1240 applications during the last financial year. 95% of planning applications were determined by planning officers, with the remaining 5% determined by the Planning Committee. Around half the applications dealt with relate to works to alter or extend existing houses. Performance against other local and national performance indicators remains good.
- During the last financial year, 51 planning appeals were determined. Of those, 12 were allowed, and the remainder dismissed. Each appeal requires defending, either by the Planning Officer putting forward a detailed initial assessment, or by rebutting an appellant's grounds for appeal via a written report, verbally as part of an informal hearing or through giving evidence at a public inquiry.
- In June 2024, all Members were invited to, and 17 attended, a session relating to making defensible planning decisions, delivered by the Planning Advisory Service as a result of TRDC's planning department being threatened by the Department for Levelling Up, Housing and Communities (DLUHC) with being designated for major planning applications. The number of major planning applications allowed at appeal exceeds the Government's targets, leading to a risk that TRDC's decision making powers in respect of major planning applications could be weakened, with applicants given the opportunity to apply directly to the Secretary of State for major planning applications and bypassing the local decision making processes. Following a response to this threat being issued to DLUHC, TRDC has received confirmation that it will not be designated but will continue to be monitored. Officers continue to monitor this situation.
- Officers are currently consulting on an amended local validation checklist. The National Planning Policy Framework sets out that local planning authorities must publish a local validation checklist for planning applications and review it frequently. The validation checklist sets out what information is required to accompany a planning application, with requirements varying depending on the nature/scale of the proposal and depending on any specific site constraints. Development Management have recently reviewed their validation list and are currently undertaking a 4-week consultation (until 15 July 2024). The main proposed changes to the validation checklist are: Updated references to the NPPF throughout; Updates in relation to monitoring fees for Section 106 Agreements; and added reference to Biodiversity Net Gain (BNG) requirements. At the end of the consultation period, Development

Management will review responses before publishing the adopted validation checklist later this summer.

- Officers have responded to two Government consultations seeking to make various changes to the planning system and continue to work hard to keep up with changes to planning legislation and the planning regime, including the need for most developments to achieve a Net Gain in Biodiversity.

### **Planning Enforcement:**

- In terms of planning enforcement, Officers continue to investigate many alleged breaches of planning control. This calendar year the council has issued 8 notices to date, with many others likely to be issued in the next month (in 23/24 21 notices were issued, which included enforcement notices and planning contravention notices).
- There are 7 ongoing enforcement related appeals (one is a public inquiry scheduled for November 2024).
- In April, the corporate Geographic Information System software was upgraded. This has allowed us to increase the number of users (from 22 to 55 and still growing) and means more access to GIS data which is becoming increasingly important for decision making across the council, and for presenting information to the public, for example the location of disabled parking bays or of dog waste bins.

### **CIL Window**

The second application process for CIL funding requests is currently open (opened 1 June 2024) and will remain open for 6 weeks. Any CIL funding request applications received will be considered once the application window is closed, and in accordance with agreed arrangements and applications, will be reported to a future Policy and Resources Committee and Full Council.

### **Report of the Lead Member for Community Safety and Partnerships, Councillor Andrew Scarth**

#### **Community Safety report**

The new Prevent Duty was introduced in September 2023 and has been incorporated into our new Prevent Delivery Plan. This includes ensuring council's and communities do not facilitate venue hire of a building or space for extremists or extremist views and ensuring staff have regular training and awareness of Prevent.

The Youth Violence Awareness Event took place earlier in the year whereby over 200 school children and their families attended Watersmeet to listen to arrange of presenters on the risks and support surrounding crime and county lines.

The council also arranged in partnership with the Police self-defence training for professionals working with Domestic Abuse perpetrators.

The Youth Action Panel continues to provide the platform for the No More Service – The No More Service provides one to one support for young people at risk of serious violence. The countrywide project has been supported by Three Rivers District Council since 2017, funding has been secured for both 2024 and 2025.

We recently undertook a safeguarding self – assessment with Hertfordshire County Council and received excellent feedback on awareness, training and good structures as well as good work around Domestic Abuse and Violence Against Women and Girls.

### **Partnerships report**

The Community Raffle led by Watford and Three Rivers Trust has launched and tickets are available, online only, until 15<sup>th</sup> July. 24 prizes have been donated by local businesses. Community Forums have been taking place in neighbourhood across the district. Issues raised by community groups include digital illiteracy, demand on foodbanks, accessing services, and volunteer capacity.

£50,000 of the Household Support Fund has been allocated to Three Rivers District Council to support residents with food and fuel costs until the end of September. Funding will be distributed to local organisations already supporting residents.

Staff engagement initiatives have taken place for Stephen Lawrence Day (22<sup>nd</sup> April), Deaf Awareness Week (6<sup>th</sup> May – 12<sup>th</sup> May) and Refugee Awareness Week (17<sup>th</sup> – 23<sup>rd</sup> June). Further engagement is planned for Roma Holocaust Memorial Day and Pride.

### **Report of the Lead Member for Leisure, Councillor Chris Lloyd**

#### **Watersmeet Report**

##### Panto:

- 2024 pantomime of Jack and the Bean stalk is now on sale. We currently have 5076 reserved tickets which is the local schools who have been booking, and 640 sold tickets. Panto VIP night to be Friday 13 December @ 6:30pm. I have bought my tickets.

##### Other

- Watersmeet Tour for Councillors – Three councillors enjoyed a tour of Watersmeet on Monday 10 June. During their visit, councillors were invited to have a go on the lighting desk and use pyrotechnics. The tour was concluded with a presentation and 'meet the team' session in the Colne Room.
- Replacement of electrical infrastructure tender is currently live and due to close on 5 July, with works due to be carried out in August.
- Christmas Market will be on Saturday 16 November.
- Membership Scheme - Currently we have 47 memberships sold. These are: 21 joint and 26 singles. <https://www.watersmeet.co.uk/watersmeet.co.uk/membership>
- Link to the website - <https://www.watersmeet.co.uk/>
- 2025 will be the 50th anniversary of Watersmeet.

#### **Leisure Report**

- **Rickmansworth Park School** – Hire of Grounds Agreement - we have been advised by HCC that the school wish to terminate the agreement for the additional amenity cut to the lower section of the park that had been requested by the school . To date,



this has not been confirmed directly from the school and we await their written request to end the agreement. We believe that the School will use the area at the top of the park, which the council already cuts as amenity space although they will of course continue to have full access to the park just like any other member of the public. Given that use of this area will not result in any additional grounds work the schools use of the area for lessons would, as has always been the case, be a no cost to the school. Lines have, as they have always been, be painted for Sports Day free of charge.

- **3G Pitch at South Oxhey** – Three Rivers staff have been working with Oxhey Jets. Members should have received an update or will receive after Full Council

Saturday 18<sup>th</sup> May attended Chorleywood Youth Football Tournament (and helped with the Parking)

Three Rivers and Watford Sports Partnership Awards evening at Watersmeet on Monday 17<sup>th</sup> June . I did not attend due to pre-election period.

I attended Herts Sports Partnership sports day on Friday 5<sup>th</sup> July.

Since last Report I have volunteered at 3 Adult parkruns and 2 Junior Parkruns in Three Rivers. [The benefits of parkrun | parkrun UK Blog](#)

### **Leisure Capital Programme**

- **Leavesden Country Park – Entrance Widening** – Works have started on site with normal vehicle access remaining. Works have taken place to re-site the Green Flag Award flagpole and prepare the roadway for the road widening. New higher kerbs have been installed along the entrance and the new pier caps have been installed on top of the pillars. Ward Councillors and Stakeholders are being kept updated as the project progresses.
- **Lincoln Drive play space** – the design has been shared with Colnbrook and St Joseph's School, with the project due to start at the end of June 2024.
- **Lincoln Drive Temporary Accommodation Outdoor Space Project** – work is underway to enhance this outdoor space for children and young people.
- **Fearney Mead play space** – work will commence on site once the work at Lincoln Drive has been completed.
- **Eastbury and Ebury Play Areas** – Public consultation has now been completed and the final reports will be circulated to Ward Councillors by the end of June, along with an updated timetable of works.

### **Leisure Services**

- **Playscheme** – The Council has been successful in securing full HAPpy funding of £9,000 to support children on free school meals attending the playscheme. This will also include the provision of a hot meal at lunch time.
- **Play Rangers** – since the introduction of the annual membership scheme, there have been 158 registrations. The summer programme is now in place and details on days, times and locations are detailed on the Three Rivers website – there will be two new sites, including Chorleywood House Estate and Baldwins Lane playing fields.
- **Cultural Strategy** - Public consultation and asset mapping will take place this summer to inform the development of the draft strategy.

- **Active Parks** - started on 17 June with classes being delivered across the district including Yoga in the Park, Pilates in the Park, Tai Chi in the Park and Strength and Conditioning in the Park
- **Croxley SK8 Jam** – annual skate jam is being planned. Preferred date is Saturday 3 August. Officers are working closely with ABS Skateboarding and Croxley Green Parish Council who wish to sponsor the prizes at the event.

### **Open Spaces - Management**

- **South Oxhey Playing Fields** being updated for 2024 – 2029. The updated Management Plan will be presented to the October CCLC Committee meeting.
- Next financial years management plans will be Croxley Common Moor and the Withey Beds.
- **Pasture / Conservation Grazing** – this is now underway and includes:
  - **Croxley Common Moor** – Sussex Cattle - on site until approx. December 2024
  - **The Horses' Field, Leavesden Country Park** – Red Devons - on site until approx. September 2024
  - **Withey Beds** – Dexters - on site until approx. December 2024
  - **Chorleywood House Estate** – Red Devons - on site until approx. September 2024
- Note the grazing timetable is approximate as the Grazier may opt to amend how long they are on site for, for the cattle's welfare.

### **Aquadrome Programme**

#### **Pedestrian Bridge**

- Tender has been awarded to Beaver Bridges for Principal Contractor of the works.
- Works due to commence in November 2024 and aim to be completed by early 2025.
- A comms plan will be in place around these works including press release, notifications on site, storyboard and keeping Ward Councillors and Stakeholders updated.

#### **Baseline Studies**

- The Hydrological study of the site is underway, with expected completion by late 2024.
- Ecological surveys have been commissioned and will be conducted over the next few months – these are due to be completed by Autumn 2024
- Visitor Observations were undertaken last week and will provide a snapshot on the numbers and types of visitors using the site.
- 

### **Report of the Lead Member for Sustainability and Climate Change, Councillor Jon Tankard**

#### **INTRODUCTION**

**Embodied Carbon (the carbon held in the structure, by construction methods and materials).**

- **Current – 1200kgCO2e/m2**

- 2025 requirement – 800kgCO<sub>2</sub>e/m<sup>2</sup>
- 2030 requirement – 625kgCO<sub>2</sub>e/m<sup>2</sup>

So that means that a 3 bed 4 person dwelling, built today under the Space Standards requirements with a floor area of 84m<sup>2</sup>, is responsible for releasing just over **100 tonnes** of Carbon into the atmosphere. In 2030 it needs to release about **52 tonnes** of carbon. Almost a 50% reduction.

#### **Operational Energy (incoming energy required in the day to day usage).**

- Current – 120kwh/m<sup>2</sup>/y
- 2025 requirement – 60kwh/m<sup>2</sup>/y
- 2030 requirement – 35kwh/m<sup>2</sup>/y

So that means that a 3 bed 4 person dwelling, built today under the Space Standards requirements with a floor area of 84m<sup>2</sup>, has an incoming energy requirement of **10,080 kw** of energy, but by 2030, that requirement has to drop to **2,940kw**.

#### **Potable Water (water required in the day to day living).**

- Current – 125l/p/day
- 2025 requirement – 95l/p/day
- 2030 requirement – 75l/p/day

So that means that the same 3 bed 4 person dwelling, has an incoming water requirement of **182,500 litres** of water per year, by 2030, that requirement has to drop to **109,500 litres** of water per year.

The above give basic calculations to carbon reduction based on embodied carbon (which current regulations do not incorporate).

Back in 2006 the Code for Sustainable Homes (CSH) was a UK government initiative aimed at improving the sustainability of new homes. It provided a comprehensive framework for assessing and rating the environmental impact of residential buildings, focusing on energy and water efficiency, materials, waste management, and occupant health and well-being with Code 6 (highest rating and zero Carbon), being a required standard in 2016. However, in 2015, the UK government withdrew the Code, integrating some but not all of its requirements into the Building Regulations.

Under the CSH scheme, individual districts were enabled to bring forward the program and demand a higher standard for new homes ahead of schedule, but since the scrapping there has been a void of guidance whilst awaiting for either a new nationwide government direction or a devolution of power to allow us as a district to realise our own direction.

The implementation of the Future Homes Standard, initially set for 2020, was delayed and has still not come into effect. This delay means that the higher standards for energy efficiency and sustainability in new homes will not come into force as soon as originally planned, potentially resulting in several more years of suboptimal construction practices. The National Audit Office, The Committee on Climate Change as well as many industry experts and environmental groups have all criticised the government for not doing enough to ensure that new homes are built to be energy efficient.

Arguably it is clear that the industry does need a strong government lead, countrywide strategy would enable achievable standards, standardize construction solutions, strengthen local economies and make Britain a far easier country to build low carbon solutions.

## **SUSTAINABILITY, CLIMATE CHANGE AD ENERGY EFFICIENCY**

### **SHDF (Social Housing Decarbonisation Fund) Wave 2**

- Works on-site expected to start in June. Awaiting outcome of spend reconciliation exercise
- DESNZ may seek to clawback unspent funds from FY23/24

### **ECO4/GBIS scheme with E.ON**

- E.ON now focusing on the delivery of GBIS (fully funded cavity wall insulation)
- To-date (ECO delivery only): 4 homes at survey stage, 10 homes instructed to install, 22 installations completed.
- Of the 22 properties upgraded under E.ON's ECO4 scheme to-date:
  - 62 measures installed in total (average of 3 measures per property)
  - Homes upgraded from an EPC E rating to an EPC C rating on average (18 SAP point improvement on average per home)
  - £593,716 total ECO funding spend (£26,987 per property on average)
  - Approximately 37.53 tonnes CO<sub>2</sub>/year saved in total (or 1.7tCO<sub>2</sub> per home annually).

A mailout to approx. 2,000 homes will be undertaken directly by E.ON to promote the new GBIS funding for cavity wall insulation in June.

- The mailout will target properties with eligible EPC ratings and unfilled cavity walls in wards that haven't recently received communication from E.ON on ECO4. E.ON are simultaneously employing social media advertising of the GBIS funding on a national basis which TRDC will support with our own social media posts.. (This mailout was meant to occur in mid-May but E.ON had a technical issue with application software which had to be resolved before letters could be sent.)

### **Fast Followers project(s)**

- **Transition Streets:**
  - Townfield (Rickmansworth) group will complete final session on 5<sup>th</sup> June. Final session will be photographed and filmed to collate case-study material that can be used to promote Transition Streets and generate further leads.
  - Seeking to attend Local Area Forums and other in-person engagement opportunities to promote Transition Streets, however general election may postpone the LAFs scheduled for June
- **Community Energy:**
  - HCC are compiling an FAQ document for schools who wish to use community energy for solar. We are engaging with the St Albans Diocese to explore the opportunity on faith schools and churches in Three Rivers.
  - GUCE have re-engaged with Maple Cross JUMI School now that governance is form HCC is clearer.
  - Press release regarding CEF funding award withheld until Grant Agreement documents completed between GUCE and Net Zero Hub (funding body).
  - GUCE have completed procurement for the legal contractor and technical consultant, so as soon as the grant award documents are finalised, project will start.
  - Car parks being investigated are:

- Community Way Car Park, Croxley
    - Rickmansworth Aquadrome car park
    - South Oxhey Leisure Centre Car Park
    - William Penn Leisure Centre/King George V Car Park
    - Causeway House Car Park
    - Rickmansworth multi story
    - Three Rivers House Rose Garden
  - Rickmansworth Golf Club/Fairway Inn: GUCE are arranging solar surveys to assess viability.
  - Initial feasibility into the potential of a Community Energy scheme within the Gade Valley utilizing bore hole water extraction. Early days and we are working with Dacorum Council under the management of GUCE into the viability of this potential.
- **The Retrofit One Stop Shop:**
    - Continuing to deliver remaining free retrofit surveys to “hard to treat” archetypes. Once all free surveys are delivered, project will focus on overcoming barriers to retrofit in relation to Planning, Installers, and Finance, and will also start planning to scale the service beyond the Fast Followers scheme which ends in June 2025.
    - To-date: 96 registrations, 94 surveys booked, 83 surveys completed, 74 free retrofit plans issued (out of 100 available).

#### **Green Finance:**

Green Finance report for core council buildings is almost complete - outstanding items are:

- Assessing feasibility of using Kensa capital funding model for the installation of a ground source heat pump on the William Penn site, as securing funding for an ASHP may be too difficult.
- Cavity wall insulation quotations for Three Rivers House and Watersmeet

#### **Carbon Offsetting:**

A draft strategy has been prepared, it and the associated report are being reviewed by officers with the aim of being presented to CMT, then JLT at the end of June.

#### **Great Big Green Week:**

- A comprehensive programme of events commences 9<sup>th</sup> June.
- The programme is here: [GBGW PROGRAMME OF EVENTS \(greenwatford.uk\)](https://www.greenwatford.uk).
- Our flagship event – Eco Homes and Gardens takes place at Croxley Danes school on 15<sup>th</sup> June 10am –1.00pm.

#### **Behaviour Change: Waste**

- ‘Sustainable Families’ is coming soon – this will be tying together the confident continence, sustainable periods, and reusable nappy schemes.
- 3 blocks in South Oxhey have been picked for a trial to increase food waste recycling collection. An enforcement officer will be working with the crews to capture more data on the current collections before the pilot begins later this year.

### **Swimming Pool Support Fund**

- TRDC has been awarded £152,800 for solar panels at William Penn.
- Discussions are taking place with SLM to arrange implementation.
- Local MP Gagan Mohindra has requested to visit the centre in relation to the funding. This visit will take place after the local elections.

## **WOODLAND AND TREE PROTECTION**

### **TRDC Tree Management**

#### **Tree Protection**

- Revocation of Tree Preservation Order 560, 92 Long Lane, Mill End – Cllr Seaborne has requested that TPO560 is revoked. The TPO previously protected tree T1 Whitebeam, but which the Council gave permission to be felled in 2006. This was the only tree protected by the TPO, so it is no longer required. A report will be prepared for consideration by Planning Committee recommending that the TPO is revoked. No update at present.

#### **TRDC Tree management**

- Ash Die Back – Following inspection of high-risk locations, estimates for works have been obtained and an action plan has been prepared. There is a £25,000 annual budget for works, which Officers are targeting towards areas of highest risk. High risk areas of Ash Die Back will be surveyed later in the year, and a decision made on the priority for safety works. No update at present.
- Oak processionary moth – A joint policy on OPM is being developed with other Councils in Hertfordshire, CMS are leading on the project. HCC have developed a brief to produce OPM guidance for Councils in Hertfordshire and aim to appoint a consultant to produce the guidance later this year. No update at present.

#### **Staffing**

- The new Trees and Woodlands Apprentice has started work with the Council. Blue Jenkins is currently studying a level 2 in Arboriculture and will begin studying for level 4 in September. The post will initially be for 2 years.

## **BIODIVERSITY**

### **Chorleywood House Estate – River Chess:**

No update since last briefing, options appraisal is still scheduled to take place this summer.

### **Rickmansworth Aquadrome Project**

- **Pedestrian Bridge** - The CIL application for a 3m wide bridge will be decided on 10 June 2024. This amendment to the bridge's width, will require approval from the planning committee – this has been submitted for consideration. The 3m wide bridge

(rather than 4m), will reduce the cost and still allows cyclists to share the space with pedestrians.

- **AMP funding** – The funding has now been received by TRDC and appropriate press sent out. We are, however, still awaiting any formal grant paperwork.
- **Recovery and Resilience funding (National Lottery - £161,691.00 grant)**
  - A programme of activity took place in the Easter holiday - two successful events ran on site, which gave people the first taste of our engagement programme. Despite the poor weather, attendances and feedback were very positive ( **Mindfulness in Nature walk – 7 adults engaged**, Photography Walk – 12 adults engaged.) An activity feedback survey has been sent to all participants and plans are underway for further activity in May/June and the summer holiday. **What type of people were these?**
  - Surveys have started on site for riparian mammals, bats, beetles and other invertebrates and a habitat study.
- **Hydrological Study**- Progressing well, timings will be dependent on the release of the upper Colne model from the EA.
- **NLHF main application**- HLF have issued their new guidance and officers have begun work on the development bid. The Hydrological Study and the biodiversity surveys required to inform the larger Heritage bid, require an extended observation and reporting period as such it is now anticipated that the HLF application will be submitted in February 2025.
- **Fishing Swims** - preliminary surveys are being commissioned of the swims to inform the improvement works and their costings as outlined within the approved Aquadrome Management Plan, Action Plan.
- **Funding** – Officers are continuing to explore other funding sources for the Aquadrome Project and are currently considering applying to the Water Restoration Fund, which has a deadline of June and a delivery start date of July. An update on this will be provided in due course.

## **AIR AND NOISE POLLUTION**

- No significant issues at present

## **CEMETERIES AND CREMATORIUMS**

- **Ground Collapse:** The grounds team are experiencing issues with ground collapse when digging new graves at Woodcock Hill cemetery (Section P). Consideration is being given as to whether this a localised issue, caused by the persistent wet weather or a wider problem. This may have impacts in the longer term on the number of available plots at this location.

- **Aesthetics of temporary memorials:** Some issues are being dealt with in relation to complaints regarding the nature and aesthetic of temporary memorials at the graves of families who are from the Travelling Community following a recent burial.

**ENVIRONMENTAL FORUM AND WATER PARTNERSHIP**

<b>Future Reports</b>	<b>Committee</b>	<b>Date of Meeting</b>
Biodiversity Policy	P&R	June 2024
Draft Carbon Offsetting Strategy	CCHC	October 2024
Update on Climate Action Plan	CCHC	October 2024

<b>Key Meetings</b>	<b>Date of Meeting</b>
Full Council	04/06/2024



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## **FULL COUNCIL** Tuesday, 9 July 2024

### **QUESTIONS TO LEADER OF THE COUNCIL AND LEAD MEMBERS UNDER PROCEDURE RULE 14**

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#### **10a) Question to the Leader of the Council, Councillor Stephen Giles-Medhurst, from Councillor Keith Martin**

Public criticisms of TRDC Officers have recently been made by district councillors. The most recent examples involved Cllr Fraser concerning the vape shop in Rickmansworth High Street, and Cllr Cooper during the 10 June Policy & Resources Committee meeting. Does the Leader of the Council agree with me that the:

1. the public criticism of Officers, whom Cllrs Fraser and Cooper know cannot defend themselves, demeans those making such statements?
2. in the "apologising for leaving an international celebrations early" spirit set by the recently deposed prime minister, Cllrs Fraser and Cooper should be invited to publicly apologise to Officers for the public criticism they both made? I am sure Officers would both welcome such public apologies and as Rishi Sunak asked the British people to do, magnanimously accept them.

On behalf of all on the Liberal Democrat benches, would the Leader of the Council congratulate Cllr Merali for his skill and tenacity in both securing and fighting a seat at last week's general election? Perhaps the Leader of the Council might ask Cllr Merali to give some much-needed advice to the leader of his group, who despite several attempts to be nominated for a parliamentary seat met with no success?

#### **Written response:**

I totally agree, I found as I said the leaflet naming Cllr Fraser and claiming that this Council Officers had failed to take legal action on the a VAPE shop in Rickmansworth when in fact not only had they taken action but had acted above and beyond what was required to get further signage changes and indeed had kept the said Cllr fully informed was totally disrespectful. Indeed, this could be considered a breach of the Code of Conduct in terms of respect for local authority employees.

The same goes for the last Policy and Resource's Committee when a Councillor called out a senior officer claiming they did not know the law and the responsibilities of this authority over rivers and challenged the said officer when they explained that the responsibility rested with the County Council as the lead flood authority.

The fact that the said Councillor then claimed that the Council had blocked doing anything on this when in fact they knew it was neither TRDC responsibility and indeed they had voted for the recommendation accepting what was not the Council responsibility but claimed otherwise in a publication, thus misleading thousands of residents is disgraceful but typical of that party locally and nationally.

**10b) Question to the Leader of the Council, Councillor Stephen Giles-Medhurst, from Councillor Harry Davies**

Given the recent government inspector's appeal decision in Sarratt that overruled the views of this Council and residents in allowing a Green Belt development that would cause harm what is his view of what should be done next?

**Written response:**

Like others I was very disappointed at the appeal decisions speciously as the inspector agreed with this Council and residents that harm would be caused to the Green Belt.

As you know we are progressing with our Local Plan with a much lower housing number than the outgoing government set us and are and will vigorously oppose unacceptable Green Belt developments where harm, as in this case, can be demonstrated, irrespective of whatever policies the new government brings in.

**10c) Question to the Leader of the Council, Councillor Stephen Giles-Medhurst, from Councillor Chris Mitchell**

Following the Annual Council meeting, where it is clear that a member of your cabinet has allegations against them for bullying, what are you doing to ensure that other members and staff are protected from a person who could well carry bullying behaviour.

**Written response:**

As per the public questions I have already answered this and made clear in face to face meetings to all senior staff and others I have spoken to that I expect all Councillors to adhere to the Code of Conduct and would expect any issues or concerns to be brought to my personal attention or indeed that of other party leaders if it's a member of their group.

**10d) Question to the Leader of the Council, Councillor Stephen Giles-Medhurst, from Councillor Chris Mitchell**

Please confirm your commitment for the administration to discuss with the group leaders on how to improve the Full council meetings. At the moment they are not serving the useful purpose in the time available, with them rarely covering the agendas and especially getting to the motions.

**Written response:**

As I made clear in emails to group leaders and personally following 21st May Council meeting, I want to have an informal meeting of Group leaders and Deputies to go through where there might be agreement on a way forward on improving Full Council meetings so the agenda and motion can be covered. Unfortunately, the calling of the General Election has put back that proposal as I would not have expected me to hold a meeting of that nature during the GE would have been welcomed. I hope we can now set a date to do so for mid-July.

**10e) Question to the Leader of the Council, Councillor Stephen Giles-Medhurst, from Councillor Stephen Cox**

Further to my motion seeking at the Annual Meeting of this council in May 2024 that this council declined the appointment of Councillor Sara Bedford as a Lead Member:

Will he confirm or deny the following:

- A. Councillor Sara Bedford lost a vote of no confidence at a group meeting in 2020, but failed to mention this salient fact at the meeting of the Full Council the following week and failed to mention the vote of no confidence in any subsequent article they penned or were quoted in in the Watford Observer, thereby misleading this council and members of the public
- B. This council has received a number of complaints about her in respect of the Councillors' Code of Conduct
- C. That last year at least one complaint was upheld requiring her to apologise for her behaviour in this chamber
- D. That at Full Council in February 2023, Councillor Sara Bedford rose from her seat on the backbench of the Liberal Democrat group while former Councillor Roger Seabourne was speaking, moved forward and stood between yourself and the then Council Leader and angrily berated you both, whilst swearing and that this action exhibited bullying behaviour
- E. That Councillor Sara Bedford has asked inimical questions of the administration after she was instructed not to do so and what view you took of every question asked of the administration in public by Councillor Sara Bedford in the last municipal year 2023-2024
- F. Whether Councillor Sara Bedford has your full, total, and unwavering confidence as a Lead Member of the present administration, or whether it would be better for her, this authority and the residents we serve that they should resign their position forthwith
- G. Whether it is correct that former Councillor Roger Seabourne is still owed apologies from Councillor Sara Bedford for slurs on his character
- H. Has there been any written or verbal indication ever brought to your attention that one or more officers are concerned about Councillor Sara Bedford's conduct towards them and if so, when was it brought to your attention and what if anything have you done about it

**Written response:**

This question is nothing but a personal attack on the said Councillor and relates to a number of matters that are not related to the business of this Council but a matter for the Liberal Democrat Party and I will not comment further on those.

Because of Data Protection (personal information) I cannot make comments on the other questions raised. I have already explained the democratic process that the Liberal Democrat Party goes through in choosing its office holders and lead members and they are not my personal appointments but those of my group.

**10f) Question to the Leader of the Council, Councillor Stephen Giles-Medhurst, from Councillor Jonathon Solomons**

Could you confirm how ward councillors are invited to their relevant Local Area Forums?

**Written response:**

All ward Councillors for each Area Forums invited to each Area Forum and the Committee Team are responsible for and send out invites to all Councillors for all Area Forums.

**10g) Questions to the Leader of the Council, Councillor Stephen Giles-Medhurst, from Councillor Cheryl Stungo**

What is the latest status concerning the Red Cross building in Barton Way and how does that affect the Welcome Club?

**Written response:**

The agreement to the surrender of the British Red Cross' lease has been exchanged. The British Red Cross has served notice on the Welcome Club, requesting that they vacate the premises on or before 13<sup>th</sup> September 2024. The British Red Cross is required as under the terms of the original lease to provide for accommodation for the Welcome Club. This Council has offered support, although it has no responsibility for it, to the Watford & Three Rivers Trust which manages the Welcome Club (on behalf of the BRC) and to will assist with any plan or proposal for the future relocation of the Welcome Club.

As already informed members, the Council recently received an offer to purchase the property from Croxley Green Parish Council. The Council has commissioned an independent valuation and will consider the officer against the valuation advice it receives.

In the meantime, the Council will continue to review its proposals for new residential units and new community facility/ sauce on this site.

**10h) Question to the Leader of the Council, Councillor Stephen Giles-Medhurst, from Councillor Ciaran Reed**

Given the amount of negative publicity over Cllr Bedford's involvement in this authority, will she be added to a risk register as a reputational risk to this authority?

**Written response:**

No

**10i) Question to the Leader of the Council, Councillor Stephen Giles-Medhurst, from Councillor Philip Hearn**

A lot of residents in Chorleywood seem to have been told that a proposal in the draft Local Plan for 190 homes on Chorleywood Station Car Park will 'never go ahead' even if it is in the final Local Plan. Can the Lead Member clarify if they agree with such statements?

**Written response:**

Only sites that are suitable, available, and achievable will be included in the local plan. In determining a site's suitability, the council assesses the site's physical and environmental constraints. To be available, the site's landowner must agree to its inclusion in the plan. Achievability is based on the site's viability. The final decisions on which sites will be included in the local plan have not yet been made, with the sites being considered through the committee process over the summer/autumn. Any sites considered undeliverable would not be included in the Regulation 19 consultation.

Following submission of the Local Plan to the Inspectorate, the plan will be rigorously tested and any sites considered undeliverable by the Inspector would be removed.

**10j) Question to the Leader of the Council, Councillor Stephen Giles-Medhurst, from Councillor Oliver Cooper**

Cllr Giles-Medhurst posted on social media on 12<sup>th</sup> June that the Government had "relaxed the rules on advertising". This is not true of the Control of Advertisement Regulations, which have not been substantively amended since 2007 except regarding flags, so what was he referring to?

**Written response:**

I was referring to the Change to Class E in 2020 that meant that no planning required permission for any change of use from one type of business to another – in this case a VAPE shop.

The fascia containing 'Yellow Express' and other text and images (including flags) is 'deemed consent' via Schedule 3 Part 1, Class 5 (flags are consented by Schedule 1) and no consent was thus required from this Council due to the relaxations.

**10k) Question to the Leader of the Council, Councillor Stephen Giles-Medhurst, from Councillor Oliver Cooper**

Three Rivers District Council adopted the Moderngov website a year ago. Yet it is still the only district council in Hertfordshire to both not allow the use of a Search Document function and not upload council decisions to the website. As a result, people are unreasonably required to know precisely which meeting and item any given issue was raised and to guess what decisions have been taken. When will these functions be updated and used?

**Written response:**

The Committee Team recognise that Issue Manager is not currently being used to its full potential and work is underway to identify those areas which can be developed further and implemented to improve the openness and transparency of the Council's decision-making processes. This work had initially been planned to start early in 2024, with a review of what was required going forward, however the need to focus on the delivery of the elections, both

local and the unplanned Parliamentary General Election has resulted in delay to this piece of work.

**10l) Question to the Leader of the Council, Councillor Stephen Giles-Medhurst, from Councillor Oliver Cooper**

The Batchworth Neighbourhood Plan was submitted Three Rivers on 19<sup>th</sup> January. It was due to be considered at the Policy & Resources Committee meeting on 11<sup>th</sup> March. However, the Leader told Cllr Cooper at that meeting that it had not been submitted to Three Rivers. That was not true. Does the Lead Member accept that the then-Leader misled the committee and that this has delayed the adoption of the Batchworth Neighbourhood Plan?

**Written response:**

No, the Batchworth Neighbourhood Plan was not due to be considered at the March Policy and Resources Committee. Batchworth Community Council had expressed a wish that the plan was considered in March but were informed by Three Rivers officers that they would not have time to review the plan and meet the lead in times for the March Policy & Resources Committee. It was therefore proposed by officers that it would go to the following Policy & Resources Committee in June.

**10m) Question to the Leader of the Council, Councillor Stephen Giles-Medhurst, from Councillor Ian Morris**

Can the Leader, in his capacity of the local plan lead confirm if there are not any plans for a high-rise development at Delta Gain? Additionally, considering that the Council's new local plan prohibits housing on Oxhey Lane and Little Oxhey Lane, what is their opinion on the County Council's insistence on allocating a site for a new secondary school on Oxhey Lane, opposite Carpenders Avenue?

**Written response:**

Kebbell House and land to rear of Delta Gain was a site included in the Council's latest Local Plan Regulation 18 consultation, as such it is still under consideration for inclusion in the Local Plan. No decisions have yet been made on which sites will be included in the draft Local Plan the Council plans to submit to the Planning Inspectorate for examination. Details such as building heights will be considered at the planning application stage rather than the Local Plan site allocation stage.

However, the draft policies of the Local Plan made it clear that new developments must respect and match in with the environment of the existing area. The neighboring flats here are low rise whereas high-rise is considered as being 12 or more stories. I also understand that the promoters of the site have issued inductive drawings showing a low-rise scheme. It was misleading in the extreme for a local political party to out a leaflet before May's election saying there were plans for a high-rise development at Delta Gain (when fact the site is at Kebbell House), and I understand they were asked to withdraw that statement by the Kebbell.

Hertfordshire County Council has said that there is an identified need for a secondary school in the Carpenders Park area and have purchased, some years back, the said site in Oxhey Lane for such a school. TRDC will need to consider this and if it outweighs the potential harm to the Green Belt and if it includes it in its Local Plan. It is however clear that the HCC are insisting on it from the comments received so far from them. It may be, this was based on this Council, or indeed the government inspector allocating the other sites in Carpenders Park for housing which of course as the members know this Council has opposed.

As above, the final decisions have not yet been made regarding this matter and it will be considered at the Local Plan Sub-Committee over the summer.

**10n) Questions to the Lead Member for Resources, Councillor Matthew Bedford, from Councillor Kevin Raeburn**

Would the lead member for Resources tell us how successful or not the Council has been in leveraging in external funding in the last year to support the hard work the Council does for our residents?

**Written response:**

Key grants for 2023/24 were:

Homelessness	£633k
UK Shared Prosperity Fund	£189k
Decarbonisation Grant	£1,497k
Total grants, excluding Revenues and Benefits	£3,077k

**10o) Questions to the Lead Member for Resources, Councillor Matthew Bedford, from Councillor Stephen King**

Given that the appeal against listing the Pavilion in Green Lane as an Asset Of Community Value (ACV) has been lost, does the Lead Member agree with me that the pressure this Labour Group brought to bear, alongside the parish council and efforts of local residents' in persuading this authority to list it as an ACV has been rightly rewarded?

**Written response:**

As Councillor Cox has indicated, the Council has, for a second time, recently defended its decision to list the Pavilion as an Asset of Community Value at the Lands Tribunal. The judgement found that the Council had acted in correctly and accordance with the guidance regarding its consideration of the nomination submitted by Watford Rural Parish Council in October 2021.

The Council is pleased that the judge dismissed the appeal and endorsed the decision to list the Pavilion as an Asset of Community Value.

**10p) Questions to the Lead Member for General Public Services, Councillor Sarah Nelmes, from Councillor Chris Lloyd**

Could the Lead member explain why it's taking Herts County Council so long to sign off the agreed locations of the much wanted and welcomed Berly Bike locations in Croxley?

**Written response:**

Following HCC highways concerns a review of site layouts and of a specific location had to be undertaken. The sites are now agreed and the sites are subject to a licence agreement with HCC. This is currently with the HCC legal team.

**10q) Questions to the Lead Member for General Public Services, Councillor Sarah Nelmes, from Councillor Chris Lloyd**

As you know Three Rivers Council is getting the blame for Herts County Council rerouting the 322 due to safety concerns in the High Street. What is the latest position?

**Written response:**

The 322 bus service was formally diverted away from the High Street from 14th April. This means buses towards Watford will stop only at the Station (no change to the other direction). This was a decision taken by the bus operator given the number of incidents that have occurred on the junction of High Street/Station Road and the risk to the public and staff as well as the damage to vehicles. There are ongoing discussions between the operator, HCC and TRDC.

**10r) Questions to the Lead Member for General Public Services, Councillor Sarah Nelmes, from Councillor Stephen Giles-Medhurst**

Can you let me know if a as promised in the May by the Conservative candidate in Rickmansworth Town that a " has a plan for more parking in Money Hill Parade and a car park" has

- 1) been submitted to the Council,
- 2) Has any costings been done or provided and
- 3) where such a car park might be?

**Written response:**

Officers have not received any suggestions for additional parking locations from Councillors or any other interested party.

**10s) Questions to the Lead Member for General Public Services, Councillor Sarah Nelmes, from Councillor Narinder Sian**

Question Beryl Bikes update. Please update us on the progress for implementing the Beryl Bike scheme into Croxley Green.



**Written response:**

Following HCC highways concerns a review of site layouts and of a specific location had to be undertaken. The sites are now agreed and the sites are subject to a licence agreement with HCC. This is currently with their legal team. The final contract is nearing completion and circulation. It is expected the scheme will be launched later this summer but this is subject to HCC legal team timescales.

**10t) Questions to the Lead Member for General Public Services, Councillor Sarah Nelmes, from Councillor Chris Mitchell**

Please confirm that we research what other councils do to enforce parking restrictions on dropped kerbs, so we can follow best practice.

**Written response:**

The current guidance on enforcement of dropped kerbs was introduced around 2018 and is utilised on our behalf by Hertsmere BC, our parking enforcement provider. The guidance has been devised in response to understanding the circumstances when any dropped kerb challenges are successful and in line with the available good practice at the time of issue. Officers are currently reviewing other LA practices and guidance, as well as its own data on dropped kerb enforcement and PCNs, to identify if any changes are required.

**10u) Questions to the Lead Member for General Public Services, Councillor Sarah Nelmes, from Councillor Joan King**

What progress has been made regarding the complaints made to this council via South Oxhey's councillors regarding the on-going problems of litter and dumping afflicting flats in Otley Way and also at Forfar House, Filton House and Erskine House and what discussions has this authority had with Thrive Homes regarding making the communal bin storage areas more secure at these locations?

**Written response:**

Following an on-site visit by the Waste and Environment Manager to Forfar, Filton and Eskine House at the end of May and joint visit between the manager concerned and a representative from Thrive was arranged for May 29th. At this meeting Thrive were instructed to undertake the following short term actions;

- Remove all waste and bulky items from inside and around bin enclosures
- Litter pick surrounding area
- Consider a further leaflet drop to residents
- Consider signage re fly tipping or responsible disposal of waste
- Commence regular inspections

Since this visit TRDC officers have had no further reports of excess waste on site.

Thrive were also asked to consider the following longer term measures;

- Consideration given to installing new bins stores with fobbed access
- Re purposing of the green to a car park to assist with access (Forfar and Filton).
- Relocation of the bin store to the newly created car park.
- Relocation of bin store to the drying area (Erskine)

Despite TRDC officers following up twice, Thrive have yet to respond.

TRDC Officers have designed refreshed signage and have asked Thrive to place them at these locations and in addition TRDC officers have ordered new and clear signage to be placed on the recycling bins.

With regards Otley way whilst historically there have had issues around contamination and excess/bulk waste (mainly Excess bulky waste) officers have only had one issue raised recently, which was a large fly tip in the car park for Denton House. This was reported by the collection crew and cleared quickly by Thrive.

**10v) Questions to the Lead Member for General Public Services, Councillor Sarah Nelmes, from Councillor Philip Hearn**

Can the Lead Member advise as to why the proposed parking scheme for Greenbury Close Chorleywood has been shelved when other schemes further from Chorleywood Station are moving forward?

**Written response:**

As you are aware, as you attended discussions with officers and other local councillors, following the initial consultation on draft design plans in December 2022 the decision was taken not to progress proposals in certain streets due to a lack of public support, this included Greenbury Close.

**10w) Questions to the Lead Member for General Public Services, Councillor Sarah Nelmes, from Councillor Lisa Hudson**

Has the Council analysed the benefits of changing parking on Moneyhill Parade to angled parking?

**Written response:**

Yes. This was an initial piece of work but was considered unviable and cost prohibitive.

**10x) Questions to the Lead Member for Housing and Public Health, Councillor Sara Bedford, from Councillor Chris Mitchell**

Please confirm the latest position on the social housing obtained under the housing fund from Central Government and how many refugee families we plan to house.

**Written response:**

The Local Authority Housing Fund (LAHF) is a capital fund provided by Central Government that is designed to support local authorities in England to obtain housing for those who are unable to find settled accommodation on resettlement schemes. The Council were successful in obtaining funding under Round One and Round Two of the LAHF and this funding will provide 28 properties in total. 24 of these properties will be used for resettlement purposes, with the remaining four, as per conditions of the LAHF, to be used for temporary accommodation. It is important to note that once these properties are used for their initial resettlement use, the properties will be available to be used by the Council as general needs accommodation and will contribute to the overall affordable housing provision available within the district. Whilst the Council progress development of a portion of these properties within the district in partnership with Watford Community Housing (WCH), the Council have now completed the purchase of 11 three-bedroom properties within South Oxhey for use as resettlement properties and a two-bedroom property in Sarratt, for use as temporary accommodation.

**10y) Questions to the Lead Member for General Public Services, Councillor Sara Bedford, from Councillor Ian Morris**

While it's currently summer, I believe in early planning. To best support our elderly residents this coming winter, I'd like to request information on available programmes. This includes details on heating cost assistance schemes, health hub activities, and any other resources that could benefit them. Therefore, would it be possible for officers to provide a comprehensive report on these support services by the October Full Council meeting? This will allow us to proactively share this information with residents ahead of winter.

**Written response:**

We would be happy to provide a report in the members information bulletin on Winter Support including the Household Fund, Healthy Hub Activities, Warm Spaces, Watford and Three Rivers Trust support and other initiatives that may be developed in the coming months to ensure that they can be promoted by members with residents ahead of the winter.

**10z) Questions to the Lead Member for Community Safety and Partnerships, Councillor Andrew Scarth, from Councillor Narinder Sian**

Please ask the seniors champion if it would be possible to distribute literature from the Croxley Parish council and other community groups at the Seniors forum. Specifically, about events the parish council do for seniors – the bus service etc.

**Written response:**

The Committee Team will liaise with the Seniors Champion regarding distribution of literature of future events at Croxley Parish Council and other community groups at the Seniors Forums throughout the year.

**10aa) Questions to the Lead Member for Community Safety and Partnerships, Councillor Andrew Scarth, from Councillor Cheryl Stungo**

Do we do anything to support the support the 10 to 15 age group in Three Rivers.

**Written response:**

Hertfordshire County Council predominantly lead the work supporting this age group and is catered through their programme - <https://www.servicesforyoungpeople.org/support-for-young-people/youth-projects-in-your-area/three-rivers-projects/>

Three Rivers District Council offers the following to support the 10-15 age group in Three Rivers:

Freely Accessible outdoor leisure facility provision, including:

- Skate Parks
- Parkour
- Tennis Courts
- Table Tennis tables
- Multi-Use Games Areas (MUGAs)
- Outdoor Fitness Zones
- Play Areas – equipment included to cater for the older age range.

Activity Sessions including:

- Regular Play Ranger outdoor activity sessions for 5 – 11 year olds
- Holiday Playschemes up to the age of 11 years
- Junior Netball for 10 – 16 year olds
- Tai Chi – all ages welcome
- Free Swim and Free Gym at leisure venues during the Easter and summer holidays
- One-off activity sessions, including:
  - Storyboard art workshops for 9-12 years
- Photography walks
- Nature in Clay workshops

Through the Three Rivers ACE (Accessible Childcare for All) Scheme, Three Rivers District Council provide support to families with the cost of holiday provision through the year by partnering with other organisations, including:

- Let Me Play (William Penn Leisure Centre) - for 5 - 12 years
- JAG (South Oxhey Leisure Centre) - for 5 – 11 years
- Dynamic Ducks (Mill End/Rickmansworth) – for 5 - 11 years
- Junior Playmakers (South Oxhey) - 4 – 12 years

Three Rivers District Council established “Youthy” for 8-11 years olds, based at William Penn Leisure Centre. This is now managed and run by Everyone Active.

Three Rivers District Council is also the Vice Chair for the “Three Rivers Youth Strategy Partnership”, and member of the Three Rivers, Watford and Hertsmere Families First Partnership meeting. The Youth Strategy Partnership has an action plan based on feedback

from young people on issues they would like addressed by the partnership and feeds into the Local Strategic Partnership.

The No More Service is partially funded by Three Rivers District Council – this project provides support for young people aged 11 to 21 with one to one support if they are involved or vulnerable to becoming involved in crime.

The council also employs a Family Intervention Worker who is attached to the Watford and Three Rivers Intensive Family Support Team. They provide support to the whole family and bring together multidisciplinary teams to ensure all needs are supported.

The Youth Council also provides an opportunity for young people to get involved in democracy and work together on current issues, which is facilitated by the council.

**10bb) Questions to the Lead Member for Community Safety and Partnerships, Councillor Andrew Scarth, from Councillor Philip Hearn**

I understand from the Policy and Resources meeting on June 10th that new CCTV equipment is being purchased by this council. Can the Lead Member advise as to when residents of Chestnut Avenue, Chorleywood will find out if they will be getting the CCTV they petitioned for?

**Written response:**

As previously stated at Full Council on 12 December 2023. Residents have been sent details following the petition for CCTV as to how to submit a request for temporary CCTV. There is a specific redeployment form that needs to be completed asking for the redeployment and it must have a Community Safety Board Sponsor. This should be sent to the Community Safety Team. Requests are assessed by the board against the need/priority of locations. We then need to establish if a camera can be moved and contact Herts CCTV to establish if there is a viable lamppost for the camera to be moved to in the requested area. If there is a camera that can be moved and a viable place for it to be moved to a consultation letter will be sent to all the properties in the area asking for any opposition to the camera being placed there. This lasts for 14 days. If there is no opposition, a HCCTV Deployment form will be completed and send to HCCTV. If there is no viable lamppost, there is a further cost to the redeployment to enable to the move.

**10cc) Questions to the Lead Member for Resources, Councillor Chris Lloyd, from Councillor Jonathon Solomons**

I was genuinely surprised to read Councillor Sian's recent public comment that:

“Far too many of our community spaces have been handed over to developers, converted to flats or privatised”

Could you please clarify how many community spaces have been handed over to developers, converted to flats or privatised?

**Written response:**

To my knowledge, the only site which was formerly owned by TRDC and was a community facility meeting the criteria of the question is the former Crescent Club at Hallows Crescent in South Oxhey, which was developed as part of the South Oxhey Central development.

**10dd) Questions to the Lead Member for Resources, Councillor Chris Lloyd, from Councillor Jonathon Solomons**

TRDC has recently installed the first ever council owned dog exercise area in South Oxhey. Can the Lead member please let me know how successful this facility has been, especially for dog owners wishing to train their dogs?

**Written response:**

Officers have received positive anecdotal feedback from the dog trainer that supported the site open day that it was a great provision for dog training in particular recall off the lead. Further the provision of the Dog Enrichment Area has ensured that officers are no longer seeing anti-social dog related behaviour on the multi-use games area which is considered a huge success. There has been anecdotal feedback that users of the facility are very happy with it made both in person to grounds maintenance operatives and other officers when on site and posted on various local Facebooks posts. All dog bins are being used correctly and there has not been a need to litter pick the site for any waste.

Officers will be carrying out a post-installation survey with the local community in the Autumn and will have more feedback on the dog enrichment area once this has been completed.

**10ee) Questions to the Lead Member for Resources, Councillor Chris Lloyd, from Councillor Philip Hearn**

Can the Lead Member advise as to whether the grass by the Tennis Courts at Chorleywood House Estate can be used for parking for the Chorleywood Common Youth Football Club annual tournament?

**Written response:**

The area in question is managed as a wildflower meadow as per the Chorleywood House Estate Management Plan (2023) following the adoption of the Alternative Grassland Management initiative (2022) to support the Council motion to increase the amount of grassland managed for biodiversity in this case through a cut and lift regime in the District:

([http://ricvmgapp1/documents/s4447/Chorleywood%20House%20Estate%205%20Year%20Management%20Plans.pdf?LO\\$=1](http://ricvmgapp1/documents/s4447/Chorleywood%20House%20Estate%205%20Year%20Management%20Plans.pdf?LO$=1) page 67)

and within the District's alternative grassland management map:

(<https://experience.arcgis.com/experience/bcfc3b65cfe44d14814e9b1b8656a649/>).

A large number of cars driving over this meadow in Spring could be catastrophic to the health of the meadow for the rest of the season. The Council aim to create a healthy and resilient wildflower meadow supporting a diverse plant and invertebrate community;

however, the impact of cars driving over grassland vegetation has been proven to reduce the vegetation cover and species present due to compaction and disturbance.

The Council worked with the Football Club to identify alternative provision, which included the Grounds Maintenance team offering their services to clear an area within North Hill Farm to make the field accessible for parking.

Three Rivers District Council worked tirelessly during the week to help support the Football Club, this was despite only being made aware of the event 4 days prior.

Chorleywood Common Football Club expressed their extreme gratitude to all Officers involved for their support post the event.

**10ff) Questions to the Lead Member for Resources, Councillor Chris Lloyd, from Councillor Christopher Alley**

Has Three Rivers District Council assessed whether it will face charges for dilapidations due to the state that it will return the Sir James Altham 3G pitch to Hertfordshire County Council? And if so, how much are they estimated at?

**Written response:**

The current status of the 3G pitch and the dilapidations arising as part of Council's exit from the Sir James Altham site are yet to be agreed. As Members may be aware, Hertfordshire County Council have previously asked the Council to consider the early surrender of its lease, in order to allow the County Council to progress its redevelopment plans for the site. As such the settlement of any obligations will form part of those discussions.

**10gg) Questions to the Lead Member for Resources, Councillor Chris Lloyd, from Councillor Lisa Hudson**

What did Three Rivers District Council pull out of a meeting with Rickmansworth Park School where Hertfordshire County Council were offering to cover the cost of mowing the ground for sports day and other lessons they have been holding on the ground for free since 1977?

**Written response:**

A meeting was arranged to be held, at TRDCs request on 4th June and this meeting was cancelled by Hertfordshire County Council. The reason provided was that county council officers were meeting with OFSTED. No costs have ever been proposed for the cutting of grass for the school sports day, nor for the lane markings that are provided by this council annually for that event, nor for any other school activities where they are held on areas of the park which are amenity cut as standard. No offer has been made by HCC to cover the costs associated with the additional grass cutting that was specifically requested by the school for a specific non amenity cut area of the park.

**10hh) Questions to the Lead Member for Resources, Councillor Chris Lloyd, from Councillor Ian Morris**

Will Three Rivers be providing the fantastic Play Rangers scheme this summer? If so, can the Lead Member provide all Councillors details of where they will be and how can we help promote this to our local families?

**Written response:**

Yes. The Play Rangers will be working throughout the district for 5 weeks during the summer holidays. We have two new fantastic locations to add to the programme (Chorleywood House Estate and Baldwins Lane Playing Fields). You can view the timetable here: Play Rangers | Three Rivers District Council. Officers will also email the Lead member with a pdf version of the timetable to send to all Councillors so they can share with local families.

**10ii) Questions to the Lead Member for Resources, Councillor Chris Lloyd, from Councillor Ian Morris**

Could the relevant person dealing with the pitch at Oxhey Jets update on where we are at? They say the amount quoted for repairs is a quarter of the amount that is claimed to be required.

**Written response:**

It is unclear as to which pitch your question refers. If we assume you are referring to the 3G (MUGA) pitch, this is not an Oxhey Jets pitch, but a general use 3G football pitch. The Council, in consultation with Everyone Active took the reluctant decision to close this pitch on health & safety grounds, following extensive and sustained vandalism. The Council obtained a quote which indicated that the repair (effectively the replacement) of the 3G pitch would cost £70,000.

A link to the Joint Statement released by TRDC & Oxhey Jets Football Club can be found here: <https://www.threerivers.gov.uk/services/leisure-parks-culture/leisure-venues/sir-james-altham-3g>

**10jj) Questions to the Lead Member for Sustainability and Climate Change, from Councillor Ian Morris**

Our district boast three beautiful rivers, a testament to its natural beauty. Many of us hold fond memories of paddling in these very waters as children. While the Council doesn't directly control river quality, it's concerning if they are not safe for our children to enjoy. Can the lead confirm that the state of the rivers in our district do not pose any risk to those wishing to play in them? If the answer is anything other than yes, I propose we collectively express our dissatisfaction with the rivers' condition to the responsible parties. I'm happy to work jointly with any parties to draft a motion to formally request action on this issue.

**Written response:**

The river system is by nature incredibly dynamic thus making it difficult to ever deem it "safe" to enter. When accessing any inland water in the UK care should be taken as the Rivers Trust declare very few inland bathing waters in the UK. Bathing waters are categorised as



'excellent', 'good', 'sufficient' or 'poor' based on bacteria levels. The impact of sewage discharge and other forms of pollution would make it very difficult for the rivers locally to achieve a good status. The Council has very little to no control over water quality as this is impacted by many private operations. The main contributor to poor water quality is often understood to be the water companies. The council are working on multiple river restoration projects which aim to improve the overall health of the river focusing on water flow, habitat health and educating local people on the health and value of our rivers.

### **10kk) Questions to the Lead Member for Sustainability and Climate Change, from Councillor Ian Morris**

I am sure our residents who use the Aquadrome will welcome the news that Three Rivers has secured 500k grant to enhance biodiversity and accessibility at Rickmansworth Aquadrome. Could the Lead Member please explain what changes our residents can expect to see at the Aquadrome and how were they able to secure the grant?

#### **Written response:**

In October 2022, the Leisure, Environment and Community Committee approved a new Management Plan for the Aquadrome – this is an aspirational management plan, subject to securing additional funding. Details on the management plan can be viewed here:

<https://cdn.threerivers.gov.uk/files/2023/03/d3f6b1d0-b9e6-11ed-82c5-4fb253619d22-Aquadrome%20Management%20Plan%202022-27%20FINAL.pdf>

Three Rivers District Council has therefore applied for funding to support the implementation of the management plan and as highlighted, were successful in securing £510,463 from the HS2 Colne Valley Regional Park Panel. The Panel is an independent panel that secured funding during the HS2 bill process, through petitioning. More information on the Panel can be found here: <https://www.gov.uk/government/collections/hs2-colne-valley-regional-park-panel>

The Council was required to submit a detailed application and present to the Panel, demonstrating how the proposal aligned to the Panel's AMP (Additional Mitigation Plan) Projects. The proposal for this funding focused primarily on the north-west corner of the Aquadrome.

The Panel then voted on the project, which was unanimously supported by all members of the Panel.

A significant part of this project includes the commissioning of a Hydrological Study of the site. This will inform all future work to ensure that the site can continue to operate effectively as a flood plain. This is currently in progress.

Once the report and associated recommendations have been completed, the following will be delivered as part of the project over a period of time on a phased approach:

- Habitat enhancements to the Wet Woodland, north-west corner of Bury Lake and southern bank of the River Colne.
- Accessibility enhancements to include a new boardwalk, pathway works, access gates and seating.

- Visitor Experience enhancements through new and improved interpretation, waymarking and signage

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**FULL COUNCIL**  
Tuesday, 9 July 2024

**WRITTEN REPORTS FROM AND QUESTIONS TO CHAIRS OF AUDIT,  
PLANNING, LICENSING AND REGULATORY SERVICES COMMITTEES UNDER  
COUNCIL PROCEDURE RULE 14**

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**Report from the Chair of Planning Committee, Councillor Chris Whately-Smith**

**A well attended training session took place during June including a case study.**

We have received notification that an appeal has been lodged against the refusal of application 23/1068/OUT for a data centre off Bedmond Rd, Abbots Langley. The appeal is likely to proceed as a public inquiry but has not 'started' yet so we don't have further details of dates etc yet.

Below is a list of major planning applications pending.

**Major Planning Applications pending consideration at 12 June 2024**

Reference	Address	Proposal	Target Decision Date	Expected Decision Level	Officer
22/0989/AOD	Scotsbridge House Scots Hill Croxley Green Rickmansworth Hertfordshire WD3 3BB	Approval of Details: Demolition of offices and erection of new development of 59 flats with underground parking and associated access. (Reserved matters application containing details of appearance and landscaping pursuant to Condition 1 attached to Outline Planning Permission 21/1680/OUT)	Agreed Extension TBC	Committee – date TBC	David Heighton
22/1945/FUL	Land To The East Of Langleybury Lane And Including Langleybury House Estate Langleybury Lane Langleybury Hertfordshire	Hybrid application for the creation of a Film Hub to include detailed approval for demolition of a number of existing buildings including children's farm buildings and change of use of Mansion House and Aisled Barn for filming and the construction of a cafe within the Walled Garden, new car parking area to north of site, alterations to existing access points along Langleybury Lane, change of use of the L Shaped Barn (to multi purpose use including cycle hub, showers and vehicle storage) and change of use of ground floor of the existing Laundry to reception facility, together with outline planning approval (matters reserved: Scale, Layout, Appearance and Landscaping) for change of use of site to a Film Hub to include Craft Workshop buildings, Sound Stages, Support Workshops, Production Offices, Backlots, Film and Television Training Facility Building, Offices, Ancillary Buildings, parking areas and relocation of Langleybury Children's Farm including new farm buildings. Alterations to existing cycle path and pedestrian network within the site, to include provision of a new pedestrian/cycle access within the site to the A41.	Agreed Extension 28.06.2024	Committee date TBC	Suzanne O'Brien
23/2037/FUL	Kytes Drive, Garston, Hertfordshire	Demolition of existing bungalows and other dwellings, the erection of 63 no. x 2 storey dwellings and the erection of an 3 storey apartment building comprising 71 dwellings, the creation of 2 dwellings within an existing building, with associated car parking, landscaping, removal of a protected tree and ancillary development along with Listed Building Consent to retain Kytes House for 10 dwellings.  NB. Cross boundary application, majority of site falling within WBC area.	Agreed Extension 28.06.2024	Delegated	Lauren Edwards

Reference	Address	Proposal	Target Decision Date	Expected Decision Level	Officer
24/0476/OUT	Land East Of Green Street And North Of Orchard Drive Green Street Chorleywood Hertfordshire	Outline Application: Comprehensive development of the Site, delivering up to 300 no. residential dwellings (Use Class C3), associated access, and supporting amenity space, landscaping, green infrastructure and sustainable drainage systems (all matters reserved except for access).	16.07.2024	Committee – Date TBC	Adam Ralton
24/0538/OUT	Land East Of Green Street And North Of Orchard Drive Green Street Chorleywood Hertfordshire	Outline Application: Demolition of the existing farm building and comprehensive development of the Site, delivering up to 675 no. residential dwellings (Use Class C3), a new two-form entry primary school, associated access, and supporting amenity space, landscaping, green infrastructure and sustainable drainage systems (all matters reserved except for access).	29.07.2024	Committee – Date TBC	Adam Ralton
24/0608/FUL	Millworks Home Park Mill Link Kings Langley Hertfordshire	Variation of Condition 1 (plan numbers) pursuant to planning permission 20/1858/AOD to include conversion of internal cycle store to residents lounge and addition of external cycle store.	16.07.2024	Delegated	Scott Volker
24/0518/FUL	Land To Rear Of Croxley House Little Green Lane Croxy Green Hertfordshire	Change of use of land to horticulture and equestrian use including erection of a single potting enclosure, two poly tunnels, hay store and four mobile stables.	17.07.2024	Committee – July 2024 target	Claire Wilson
24/0620/FUL	Drake House Homestead Road Rickmansworth Hertfordshire WD3 1FW	Removal of Condition 2 (PD Rights - Development to be used solely for purposes included in Class B1) of planning permission 14/1294/FUL.	17.07.2024	Committee – 20 June 2024	Tom Norris
24/0666/RSP	Langleybury House And Estate Hertfordshire Kings Langley	Variation of Condition 1 (Temporary Permission) pursuant to planning permission 20/1697/RSP (Retrospective: Temporary change of use of the site and buildings to film studios, erection of sound studio building and engineering operations including formation of hardstanding and levels changes and associated works with the	24.07.2024	Delegated	Suzanne O'Brien

Reference	Address	Proposal	Target Decision Date	Expected Decision Level	Officer
	WD4 8RW	change of use including film sets, storage compounds, marquees and lighting (temporary permission of period of three years)) to extend the temporary permission for a further 36 months.			
24/0788/AOD	Former Little Furze Junior Mixed Infants School Gosforth Lane South Oxhey Hertfordshire	Approval of Details: Details pursuant to Condition 1 of Planning Permission 21/1271/OUT comprising layout, scale, appearance and landscaping of the residential development (70 dwellings) including associated parking, landscaping, infrastructure and ancillary works.	15.08.2024	Delegated	Claire Westwood
24/0803/OUT	The Island Church Street Rickmansworth Hertfordshire WD3 1JJ	Outline application: Demolition of existing dwelling and construction of 2no. four storey blocks to create 95no. residential flats with associated ancillary development including alterations to existing bridge, access, parking and landscaping works (appearance, landscaping, layout and scale as reserved matters)	04.09.2024	Committee – Date TBC	Scott Volker

Councillor Chris Whately-Smith

25 June 24

**11a) Questions to the Chair of Planning Committee, Councillor Chris Whately-Smith, from Councillor Oliver Cooper**

Has the council issued any Discontinuance Notices for deemed Advertisement Consents? If so, when was the last one?

**Written response:**

No Discontinuance Notices have been issued.

**11b) Questions to the Chair of Planning Committee, Councillor Chris Whately-Smith, from Councillor Oliver Cooper**

The scaffolding and poorly-maintained wrap on Rickmansworth High Street, opposite the Council's offices, has been a constant eyesore in Rickmansworth for the last year. Has Three Rivers considered issuing a Section 215 Improvement Notice requiring the landowner to fix its appearance?

**Written response:**

Following the receipt of a Councillor complaint in late May/early June 2024 the owner was contacted and has recently made some minor improvements to the scaffolding cover. Officers communicated to the Councillor on 6 June 2024 that the owner would be happy to make improvements and had apologised for its condition. Works have been on-going at this site for a few years and the final element (additional floor) is close to being substantially complete.

**11c) Questions to the Chair of Planning Committee, Councillor Chris Whately-Smith, from Councillor Oliver Cooper**

Does the Chair recognise the danger posed to Three Rivers District Council by the council changing the wording of a development description from the one provided by the applicant?

**Written response:**

When planning applications are received, the applicant (whether a professional agent or a householder) are required to provide a description of the works. As part of our validation process, Officers review those descriptions and where Officers consider they are not fully reflective of the extent of works proposed, make changes. Changes are always notified to the agent/applicant. There is no danger or risk posed to TRDC by changing the wording.

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## **FULL COUNCIL** Tuesday, 9 July 2024

### **MOTIONS UNDER COUNCIL PROCEDURE RULE 11**

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#### **Motion 1**

**Councillor Stephen Giles-Medhurst, seconded by Councillor Chris Lloyd, to move under notice duly given as follows:**

Council recognises the importance and significance of Oxhey Jets Football Club (OJFC) not only for South Oxhey but the wider Three Rivers community.

Council reaffirms its commitment to retain OJEC on its current site and the continued support from Three Rivers Council in that endeavour and thanks TRDC officers for their hard work in supporting OJFC.

Council agrees that TRDC will continue to press HCC for clarity on their future intentions for the now closed 3g pitch, grassed areas and woodland area which falls outside of the lease negotiations with Oxhey Jets.

Council is of the view strategic planning of this site should be for the benefit of South Oxhey residents by enhancing its leisure provision and notes that the emerging local plan protects that area for such use.

#### **Motion 2**

**Councillor Chris Lloyd, seconded by Councillor Anne Winter, to move under notice duly given as follows:**

Council notes with concern;

1. The increased use of vaping products by children in the UK. Recent data from the ASH Smokefree GB Youth Survey 2022 found that the prevalence of vaping amongst 11-18 year olds is increasing – from 4% in 2021 to 8.6% in 2022 – and a significant number of children buy these vaping products directly from newsagents or supermarkets.
2. The increased number of local authorities who have recently had to take enforcement activity against shops illegally selling vaping products to youngsters.
3. The marketing of certain vaping products – with bright coloured packaging and flavours such as bubble gum – that might appeal to children.
4. The significant increase in availability of disposable and single-use vaping products which are cheaper and easier for children to access.
5. The high volume of single use vapes being disposed of in general waste.
6. An increase in fires at UK waste plants due to damaged and highly flammable batteries and the increased costs this causes.

7. The delay in the Government bringing forward legislation to act on the outcomes of last year's consultation on smoking and vaping.

Council acknowledges the role vaping products may play in aiding adults to stop smoking, and that vaping products carry a small fraction of the risk, and exposure to toxins, that are associated with cigarettes. However, vaping is not risk free; particularly for those who have never smoked. Vaping products contain nicotine and research shows that most children who use them have never smoked.

Council recognises the Local Government Association has raised concerns about the sale of vaping products to children. Council calls for vaping products to be regulated in a similar way as tobacco products, with plain packaging and a requirement for products to be kept out of sight behind shop counters.

Council calls for legislation to be brought forward in the current parliamentary session to:

1. Ensure vaping products are in plain packaging and kept out of sight behind the counter.
2. Make age-of-sale signage on vaping products mandatory.
3. Ban free samples of vaping products being given out to people of any age.
4. Ban the sale of single-use vaping products in the UK.

Council commits to not allowing sale of vaping products in any Three Rivers District Council run premises.

Council therefore instructs the Chief Executive to write to both the Secretary of State for Health and Social Care and Secretary of State for Environment, to express the Council's demand for the greater regulation of vaping products detailed in this motion and ban on the sale of single-use vapes.

### **Motion 3**

**Councillor Stephen Giles-Medhurst, seconded by Councillor Sara Bedford, to move under notice duly given as follows:**

Council notes the issues faced by residents on new housing developments, where unadopted roads leave residents at the mercy of residual landowners, especially as regards street lighting, signage and general maintenance, as well as additional service fees on top of Council Tax payments.

Council therefore calls upon Hertfordshire County Council alleviate this burden on local residents and ensure more roads built to adoptable standards are adopted across the District and instructs the Chief Executive to write to both the Chief Executive and Leader of Hert County Council.

Council notes the issues faced by residents on new housing developments, where unadopted roads leave residents at the mercy of residual landowners, especially as regards street lighting, signage and general maintenance, as well as additional service fees on top of Council Tax payments.

Council therefore calls upon Hertfordshire County Council alleviate this extra "tax" burden on local residents and roads built to adoptable standards across the District and instructs the Chief Executive to write to both the Chief Executive and Leader of Hert County Council requesting that Herts County Council reviews its current policy that leaves some residents at a disadvantage and subject to the whims of residual landowners.

#### **Motion 4**

**Councillor Jon Tankard, seconded by Councillor Chris Lloyd, to move under notice duly given as follows:**

Council notes the twin threats to our rivers from the Conservative government's failure to act on sewage discharges by privatised water companies, together with the recent pronouncement by the Secretary of State for Levelling Up, Housing and Communities of the government's intention to remove regulations regarding nutrient neutrality.

Council believes that both Conservative policies will add to the pollution of our precious waterways, seas and oceans and the habitats that depend on them.

Council further believes that extensive building in our Green Belt is also a threat to local habitats, and that whilst the Secretary of State for Levelling Up, Housing and Communities has brought forward this plan to amend the Levelling Up and Regeneration Bill, he has not sought to introduce an amendment to change the Standard Methodology or enable Local Planning Authorities to safeguard Green Belt land.

Council therefore calls for:

1. The immediate end to the threats to our waterways by a commitment to keep rules on nutrient neutrality and the retention of the entire Habitats' Directive.
2. A speeding up of the Environment Agency's largest ever criminal investigation into potential widespread breaches of environmental permit conditions at wastewater treatment works by all water and sewerage companies.
3. A reduction in the amount of sewage which can legally be discharged into waterways and the sea.
4. Changes to the National Planning Policy Framework, backed by primary legislation to enable the safeguarding of valuable Green Belt land.

Council therefore calls for the Chief Executive to write to the Secretary of State for Levelling Up, Housing and Communities, and the Secretary of State for the Environment, Food and Rural Affairs stating the council's views on these matters.

#### **Motion 5**

**Councillor Stephen Cox, seconded by Councillors Oliver Cooper and Councillor Chris Mitchell, to move under notice duly given as follows:**

Further to the Annual General Meeting where all non-administration councillors voted not to support the appointment of Councillor Sara Bedford as Lead Member for Housing and Public Health, these councillors remain convinced that many colleagues were forced to vote against their conscience and accordingly this matter must be revisited as a matter of great urgency.

1. This Council requires the immediate resignation of Councillor Sara Bedford as a Lead Member.

If Cllr Sara Bedford will not resign:

2. This Council adheres to the democratic will of this chamber and immediately removes Councillor Sara Bedford from office as a Lead Member.
3. That a replacement Lead Member is nominated by the Liberal Democrat Group from that group.

