



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

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

Sarratt Parish Council, Parish Office, Sarratt Village Hall, The Green, Sarratt, Hertfordshire, WD3 6AS

Name and position of main contact

Chair of Sarratt Parish Council - Sarah Dobson
Project Manager / KGV Management Trustee - Tom Shurville
Clerk to the Council - Lena Mortimer

Applicant contact details (phone number, email and address)	Sarah Dobson: sarah.dobson@sarrattparishcouncil.gov.uk / 07881 500488 Tom Shurville: tom@distinctly.co / 07837 264002 Lena Mortimer: clerk@sarrattparishcouncil.gov.uk / 01923 262025
Type of organisation (If a charity, please provide registration number)	Sarratt Parish Council is the Custodian Trustee and registered owner of the recreation ground and playing fields registered with the Charity Commission as King George's Field, Sarratt (Charity Number 266708)
Describe your organisation's main purpose and regular activities	Our role as the Parish Council includes maintaining and improving the land and buildings at the King George V Playing Fields (KGV) Sarratt for the benefit of the local and wider community. Regular users of the KGV pavilion include the local football clubs (adult and youth teams), cricket, tennis and indoor bowls clubs plus Childcare activities and Children's Summer Camps.
Is the organisation able to reclaim VAT?	Yes

Section B: Project Overview

Project Title	KGV Pavilion Extension and Refurbishment
Summary of the project proposal	The project is to improve the existing local multiple sport and recreation facilities by upgrading the KGV pavilion to conform with safeguarding standards, environmental, energy efficiency and hygiene requirements. The improvements will increase usage of the pavilion and sports field by providing the required facilities for the expanding female youth football teams. It will also ensure the pavilion is accessible to all by installing facilities to cater for disabled users. In addition to the above benefits the improvements will increase the attractiveness of the playing fields and pavilion to a wider range of users and so generate increased income for the KGV Charity that can be reinvested in the facilities, thus making the facilities more sustainable in the long term.

The project entails:

- Modernising and extending the size, number and design of the changing rooms, originally built in 1976, to meet modern standards required by both the Football Association and the Lawn Tennis Association.
- The new layout will have 4 separate changing areas enabling segregation of males and females and adults and under 18s. The addition of individual shower cubicles further meets safeguarding standards
- Addition of a disabled toilet and shower facility (currently none exist).
- Having separate changing facilities for match officials and umpires to accommodate both males and females.
- Modernising the kitchen/bar area to provide adequate services for individual clubs and catering for special events which will generate additional revenue streams for the Clubs and the KGV Charity.
- Increased storage to accommodate equipment required for the Sarratt Rebels Youth Football Club, which require additional space following the recent and increasing growth in both boys and girls teams.

In addition, the project will also benefit the facilities by:

- Removing quantities of asbestos material from the property as identified by a specialist survey and the restoration of the fabric, including upgrading the loft insulation standards above the ceilings.
- Total re-wiring the electrical installation of the building so it is compliant with current safety regulations.
- Replacement of single-glazed windows and doors to double-glazed panels to improve the energy efficiency and security of the building.
- A new floor surface
- The fire safety installations will be updated to meet current standards.

<p>Estimated project cost (including breakdown of the overall cost and what the CIL funding requested will cover)</p>	<p>The primary project to upgrade the changing facilities, storage facilities and kitchen/bar area in accordance with planning approval 23/1534/FUL will cost ca. £300k (obtained from three estimates from local building companies) plus a further £95K for additional work to make the adjoining hall area safer and more energy efficient, resulting in a total upgrade cost for the pavilion of £395K (exclusive of VAT). See accompanying estimates ranging from £271k to £396k excluding VAT. Currently our preference is for the proposals put forward by either Hipgrave or Prestige, which are the most comprehensive quotes. Both are also well known reputable local firms.</p> <p>The need for the additional urgent work to the pavilion hall area and veranda became apparent following the results of both an asbestos survey and an electrical installation survey undertaken for the whole building as a preliminary phase of the changing rooms project. The estimated additional cost of £95K is required for the removal of hazardous materials and the restoration of the fabric, including upgrading the loft insulation standards above the ceilings, a new floor surface, rewiring of the electrical circuits and installing energy efficient lighting, plus replacing single glazed windows with new double glazed energy efficient versions and new access doors with safety glass.</p> <p>The project already has confirmed funds from Sarratt Parish Council (£10k) and the KGV Charity (£10k)</p> <p>CIL funding is therefore sought to cover the remaining £375k. However we continue to actively pursue other funding sources such as the Football Foundation and other grant bodies such as the Bernard Sunley Trust and to raise funds through club associations, local community appeals and events. Unfortunately an approach to the HS2 Community & Environment funding for “off route” locations, was not successful, despite Hertfordshire appearing to be eligible for applications being in the category of an area that has received less funds than others.</p>
<p>Full address of project location</p>	<p>King George V Playing Fields, George V Way, Sarratt, WD3 6AU</p>

Project partner (if applicable)	Selected building contractor.
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Section C: Strategic Case	
<p>Why is CIL funding being sought and who are the likely beneficiaries of the project? Please provide usage details where appropriate</p> <p><small>Please refer to CIL Scoring Criteria Guidance under: Delivering Growth & Community Support</small></p>	<p>The pavilion, built in the 1970's, was last refurbished in the late 80s is now in urgent need of an upgrade to ensure it meets the needs of the sports teams and communities now using the facility, and specifically to meet safeguarding and safety requirements. As owners of the KGV playing fields and pavilion, Sarratt Parish Council does not have sufficient funds to pay for the work required (Precept for the 2024/25 financial year = £108,337.00, total funds in bank at time of writing including the 2024/25 precept and reserves = £156,682.24). Similarly the KGV Charity holds funds of ca. £17K. As such funding is sought from the TRDC CIL funds and from other funding bodies to enable the project.</p> <p>The current users and beneficiaries of the pavilion are:</p> <ul style="list-style-type: none"> ● Sarratt Rebels Youth Football Club - consisting of 12 junior teams, both male and female. Players aged between 6 - 18. There are ca. 200 players in total. The new facilities, particularly the changing rooms, will enable the club to continue to grow their female membership. ● Sarratt Football Club - Two mens teams. Ca. 80+ players, aged between 16 - 48. Players are from Sarratt and the wider TRDC district and surrounding areas such as Watford and Hemel. ● Sarratt Tennis Club: Adults - 83 (47 male, 36 female), Juniors, under 17's - 14 (10 male, 4 female) ● Sarratt Bowls Clubs - ca.20 people, typically of age 60+ ● Sarratt 'Mums and Toddlers' group - attended by ca. 15 families and up to 30 young children ● Children's School Holiday Clubs - circa 240 children each school holiday ● The public at special events with up to 60 persons attending. <p>The Tennis Club and both football clubs participate in leagues and tournaments with clubs outside the immediate area who would benefit from the new pavilion facilities when they play fixtures / matches at the KGV playing fields.</p>

<p>How does the project help address the demands of development in the area. What evidence is there to support this?</p> <p>Please refer to CIL Scoring Criteria Guidance under: Delivering Growth & Environment</p>	<p>The project is of public benefit by improving local multi-sports and recreation facilities which addresses the overdue needs of existing clubs, plus local householders needs as identified in the 2018 Parish Survey, and highlighted in the almost completed Sarratt Neighbourhood Plan as a valuable community asset.</p> <p>When completed it will also be an attractive facility along with the recreation field and new playground recently installed.</p> <p>We are also mindful of the recently approved planning applications (on Appeal) for over 100 new homes in Sarratt as put forward by the Burlington Property Group and Clovercourt, all on nearby Church Lane. Many of these homes will be affordable dwellings attracting young families who will benefit from the use of the upgraded pavilion, sports clubs and facilities at the KGV Playing Fields.</p>
<p>Do you have planning permission in place to carry out the works? If so, please provide the application number</p> <p>Please refer to CIL Scoring Criteria Guidance under: Deliverability</p>	<p>Yes, planning permission has been granted.</p> <p>23/1534/FUL</p> <p>https://www3.threerivers.gov.uk/online-applications/applicationDetails.do?activeTab=neighbourComments&keyVal=S0M2JXQFH0100</p>
<p>Please provide details of any supporting policy from the Local Plan</p> <p>Please refer to CIL Scoring Criteria Guidance under: Delivering Growth</p>	<p>This project aligns with the TRDC Local Plan and in particular the following TRDC objectives, policies and strategies:</p> <p>Sport & Physical Activity Strategy: Supporting Healthy Lifestyles and Infrastructure; Safeguarding Children, Young People & Adults Policy; Inclusivity; Community Strategy; Climate Emergency & Sustainability Strategy, and and will contribute to the wider Hertfordshire County strategies.</p>
<p>Would the community support the project?</p> <p>Please refer to CIL Scoring Criteria Guidance under: Community Support</p>	<p>Yes: There are many supportive comments from the community recorded on the TRDC Planning Portal during the consultation process for the recently approved planning application 23/1534/FUL.</p> <p>In addition, we have conducted an online survey to assess support for the new pavilion proposals. To date</p>

	<p>there have been 179 completions of this survey from members of the sports clubs, local residents and others. Of the 179 responses, 175 (97.7%) are supportive, with 3 'undecided', and one opposed - although no comment was made as to why they were opposed to the project. Accompanying this document is a summary of the survey results together with a list of the many positive comments made in support of the pavilion refurbishment.</p> <p>Sarratt Parish Council, the KGV Management Trustees / Committee, and the associated KGV members clubs and associations, plus the Sarratt & Chipperfield Community Foundation, are in full agreement with, and support this project.</p>
<p>Please outline how the project will demonstrate value for money</p> <p>Please refer to CIL Scoring Criteria Guidance under Project cost</p>	<p>We are undertaking a complete refurbishment of the pavilion and combining a number of different elements of work into one project, rather than adopting a more costly piecemeal approach to the different improvements required.</p> <p>These include</p> <ul style="list-style-type: none">- Upgrading the changing rooms to modern standards and to meet safeguarding and accessibility requirements, and creation of a more attractive facility, will attract more club members and users of the pavilion.- Replacing the rotten frames of single glazed windows and doors with new double glazed windows and doors, which will improve the energy efficiency of the building.- Re-wiring the building so it meets current safety standards.- Removal of all asbestos from the building.- Improving the insulation of the building and installing energy efficient lighting.- Upgrading fire safety standards to meet current regulations.

Would the project lead to any income generation?

Please refer to CIL Scoring Criteria

Guidance under: Project Cost

Yes

- The new pavilion changing facilities will be much more attractive and safer for club members to use, encouraging greater membership of the member clubs.
- The separate changing area for males and females will allow Sarratt Rebels and the Tennis Club to attract more women/girls to participate in sport and also improve their membership revenue.
- The upgrade of the hall and kitchen will create a more modern, attractive facility for special events, including fund-raising events, to generate much needed income for the KGV Charity and member clubs.
- The new kitchen facilities will also enable the KGV members clubs and associations to be in a better position to sell refreshments to their members, vastly increasing an existing revenue stream.

In addition, Sarratt Village Hall is currently at maximum capacity and requests have been received by the KGV Management Trustees from other organisations, including the local Scout Group, Youth Club and Keep fit classes to use the KGV pavilion. It is recognised that Planning Permission may be required to extend the multifunctional use of the pavilion's sport and recreation facilities to additional local organisations, but if possible, the refurbishment of the pavilion would create an attractive, fit-for-purpose building for other organisations that would generate further income for the KGV Charity that could be reinvested in the facilities at the KGV Playing Fields.

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	£395,000	£300K for the pavilion extension, refurbishment of the changing rooms and additional storage £95K for work to bring the pavilion up to current standards (including asbestos removal and the restoration of the fabric including upgrading the loft insulation standards above the ceilings; a new floor surface; rewiring of the electrical circuits and installing energy efficient lighting; plus replacing single glazed windows with new double glazed energy efficient versions and new access doors with safety glass).
Please provide a detailed breakdown of the costs for the project	Please see quotes attached	
Please provide a detailed summary of the total CIL funding required, including phasing	Please see quotes attached	CIL funding of £375k assuming bids from other funding sources are not successful. We are expecting some form of phased payment plan from the building contractors - mostly likely a certain percentage up front before the building work commences, an interim payment, and then a final payment on completion of the works. The exact details are still to be finalised.
How much funding does the project currently have?	£20K	From the KGV Charity, and Sarratt Parish Council.

<p>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?</p>	<p>No - apart from electricity and water supplies for the contractors, as the pavilion will be closed during construction ?</p>	<p>There are no other revenue costs associated with the project. The project will be managed by a Project Manager (Tom Shurville) and a subcommittee of the KGV Management Trustees, including the Chair of Sarratt Parish Council, all of whom are volunteers.</p>
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<p>Please indicate in the table below the source of additional funding that has been secured/ is being sought.</p>				
Source	Amount	Conditions Attached	Use by Date	Funding Confirmed
KGV Charity	£10K	None	N/A	Yes
Sarratt Parish Council	£10K	None	N/A	Yes
Sarratt & Chipperfield Community Foundation	£5K			Declined
Football Foundation	Up to £25k	None	N/A	No
Chiltern Water Society	Not eligible			
HS2 Community & Environment - off route locations	Project outlined and advice sought on potential and level of an HS2 grant.	Yes	2025	<i>Declined but Groundwork Trust provided some alternative organisations to approach for a grant.</i>
Lottery Fund	Up to £20K			No
Bernard Sunley Trust	Up to £15K			No

Howdens Game Changer Programme	New kitchen (circa £10k)	No	Funds to be used within 6 months of award	No
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Does the CIL funding help secure the release of additional funding?	Yes	From the Football Foundation - although they describe themselves as “ a funder of last resort”. We have been in dialogue with them and hopeful to get some monies from them.
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Section E: Delivery and On-Going Maintenance

What is the delivery timescale for the project? [Please refer to CIL Scoring Criteria Guidance under: Deliverability](#)

Delivery

Work will start in April 2025, with the aim of being completed by September 2025, ahead of the 2025/2026 football season.

We are conscious that most building contractors require staged payments - often a percentage of the quote paid before building works commence, an interim payment, and a final payment on completion of the works. We are working to get clarification from the building contractors who have quoted for the project on any staged payments they propose, but we would endeavor to push payment of monies due towards the back-end / completion of the project.

Ongoing Maintenance

Current maintenance of the 48 year old pavilion is undertaken by local volunteers and tradespeople in conjunction with the KGV Management Committee that spends on average £9K per year on pavilion maintenance and servicing costs (electricity/gas/water). This £9K spend constitutes 80% of the income obtained from the annual subscriptions of member clubs using the pavilion and the annual grant of £5,000 from Sarratt Parish Council. On completion of the new facilities, we expect ongoing maintenance to be considerably lower as the building will be newer and require less repairs - potentially around £3-4K per annum, possibly less.

We would also like to raise the issue of VAT payable on the building contractor's invoices: Should TRDC support funding of this project we respectfully ask TRDC to provide funding inclusive of VAT, simply because neither Sarratt Parish Council nor the KGV Charity have sufficient funds to pay the VAT element of the building contractor's invoices if any grants provided were exclusive of VAT. We would however return the VAT element paid by TRDC back to TRDC following reclamation of this from HMRC in the quarter following payment of the building contractor's invoice. Which is what Sarratt Parish Council has done with the TRDC grant for the new playground in Sarratt, and indeed Sarratt Parish Council pro-actively approached TRDC to suggest the HMRC VAT refund was transferred back to the TRDC account.

Section F: Additional Information

Is there any additional information that may support the application?

We believe the works to upgrade the pavilion will create a new, modern, safe, accessible facility that meets the requirements of the current member clubs and users, and also creates a facility that encourages growth amongst the member clubs, bringing benefits to more people in the community, and generating more income that can be reinvested in the facility. We therefore hope TRDC considers our application favorably and is able to support this project.

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: Chair, Sarratt Parish Council _____

Date: 10/07/2024 _____

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

T. Shurville

Signed: _____

Organisation: KGV Management Trustees and Project Manager of the KGV Pavilion project _____

Date: 10/07/2024 _____