



## 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	Hertfordshire County Council Farnham House, Six Hills Way, Stevenage, SG1 2ST
Name and position of main contact	Sarah McLaughlin Head of Growth & Infrastructure
Applicant contact details (phone number, email and address)	<a href="mailto:Sarah.McLaughlin@hertfordshire.gov.uk">Sarah.McLaughlin@hertfordshire.gov.uk</a> 07812 324626 Hertfordshire County Council, Farnham House, Six Hills Way, Stevenage, SG1 2ST
Type of organisation (If a charity, please provide registration number)	County Council
Describe your organisation's main purpose and regular activities	Hertfordshire County Council's responsibilities include statutory provision for education, highways, sustainable transport, adult social care, fire and rescue, libraries, youth services and waste disposal.
Is the organisation able to reclaim VAT?	Yes

Section B: Project Overview	
Project Title	Reconfiguration of the Young Adult Area and Local Studies Area at Croxley Green Library
Summary of the project proposal	The library will be reconfigured to move the local studies section to an area better suited for this material. This will then free up space for a more extensive, more appropriate configuration of the young adult area, enhancing its functionality and the range of activities that can be delivered to this age group, increasing the capacity of the internal area without necessitating significant construction works.
Estimated project cost (including breakdown of the overall cost and what the CIL funding requested will cover)	Total project approx. £24,845 £14,345 to be funded from held S106 contributions Seeking £10,500 from TRDC CIL Fund  See Section D for further details of costs.
Full address of project location	Croxley Green Library, Barton Way, Croxley Green WD3 3HB
Project partner (if applicable)	N/A

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>Please refer to CIL Scoring Criteria Guidance under: Delivering Growth &amp; Community Support</p>	<p>The 10-year Library Strategy: My Place 2022-2032 positions libraries at the heart of the community and one of its themes is Libraries as My Place to Connect. The young adult area needs more capacity to meet the needs of additional library users as it is restricted by its location in the wrong area of the library and is too small for the delivery of events for this age group. Feedback from Youth Volunteers is that young adults want a space where they can come to relax and study, and this is not currently possible in the current configuration. Moving the local studies material means that all the elements of the local studies collection, for example maps, books and photographs, can be consolidated in one area of the library along with powered study benches for people wanting to use this collection.</p>
<p>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 &amp; Environment</p>	<p>The project will increase capacity for young adults by relocating this section to an area with more space for shelves, stock and furniture. Issues of young adult stock at Croxley Green is higher than libraries of a similar size (as evidenced by Stock Performance Indicators 2023-24) so by adding more stock we can increase the choice of titles available to select from. The shelving will be flexible so that it can be moved to create an area for events and activities.</p> <p>11% of the registered borrowers at Croxley Green Library are aged between 13-24 (the target age for My Voice Volunteering) and the changes proposed would directly benefit these residents.</p> <p>Customers wishing to use local studies material will also find it easier to access the collection if all the materials are consolidated to a single area in the library with additional space to make best use of the collection.</p>
<p>Do you have planning permission in place to carry out the works? If so, please provide the application number Please refer to CIL Scoring Criteria Guidance under: Deliverability</p>	<p>N/A Planning permission is not required to implement the project.</p>
<p>Please provide details of any supporting policy from the Local Plan Please refer to CIL Scoring Criteria Guidance under: Delivering Growth</p>	<p>The most recently published TRDC IDP requires updating but supports the provision of enhanced stock and facilities at existing libraries. As the emerging Local Plan progresses, HCC will work with TRDC to ensure content of the HCC's Inspiring Libraries Strategy are included within the updated IDP being proposed to support the Local Plan and HCC will continue to promote enhancements of existing libraries to provide additional capacity to the service.</p>
<p>Would the community support the project? Please refer to CIL Scoring Criteria Guidance under: Community Support</p>	<p>This project will benefit young adults and anyone interested in the local history of the area. Creating a more attractive area for young adults will encourage greater use and give this age group a place to meet in the community. We anticipate that the community would support the project as it would provide a space for young people in the community. With more young people using the service, this could lead to an increase in volunteers through the My</p>

	<p>Voice Youth Volunteering programme – this is an opportunity for young volunteers to co-create activities for their peers, thereby increasing use and expanding the number of young volunteers supporting library initiatives eg Summer Reading Challenge Volunteers. There would also be increased signposting opportunities for young people eg mental health, sexual health.</p>
<p>Please outline how the project will demonstrate value for money <small>Please refer to CIL Scoring Criteria Guidance under Project cost</small></p>	<p>The project will utilise the Eastern Shires Procurement Organisation (ESPO) framework for the furniture elements of the project to ensure cost-effectiveness. The benefit of using the ESPO framework is that the suppliers must meet competitive pricing requirements to be included within the framework. The project will use a combination of Section 106 and CIL funding ensuring the scheme is fully funded by developer contributions and will create a fully flexible space for young adults so that the available space can be used as efficiently as possible.</p>
<p>Would the project lead to any income generation? <small>Please refer to CIL Scoring Criteria Guidance under: Project Cost</small></p>	<p>N/A</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 ENSURE THE AMOUNT BEING SOUGHT FROM TRDC CIL EXCLUDES VAT**

Please refer to CIL Scoring Criteria Guidance under: Project Cost

	Amount	Detail
Please indicate total cost of project	£24,845	
Please provide a detailed breakdown of the costs for the project	£15,000 £4,845 £5,000	Furniture Internal building works and fitting Additional stock and equipment
Please provide a detailed summary of the total CIL funding required, including phasing	£10,500	Required at the start of the project so furniture orders can be placed for the project. Delivery of the project will be in one phase in 2025.
How much funding does the project currently have?	£14,345	This funding is from S106 contributions the county council has collected and holds for expenditure on Library Services (as specified by individual clauses within S106 legal agreements).
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?	N/A	The project will not affect the running costs of the library which will remain budgeted for by HCC.

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
S106 Developer Contributions	£14,345	None	26 October 2025	Yes

Does the CIL funding help secure the release of additional funding?

**No**

## Section E: Delivery Timescales

What is the delivery timescale for the project?

Please refer to CIL Scoring Criteria Guidance under: Deliverability

We anticipate delivering the project in 2025. The lead in time for furniture is likely to be 12 weeks from order to delivery. Once work starts on site, we would expect the project to take approximately 3 weeks to deliver.

## Section F: Additional Information

Is there any additional information that may support the application?

N/A

## 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: \_\_\_\_\_, Head of Growth and Infrastructure, Hertfordshire County Council

Organisation: Hertfordshire County Council

Date: 12 July 2024

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

Signed: \_\_\_\_\_

Organisation: \_\_\_\_\_

Date: \_\_\_\_\_