

FULL COUNCIL COMMITTEE
8 JULY 2025
PART I

CIL SPENDING APPLICATIONS – JANUARY 2025

(DoF)

1 Summary

1.1 This report details a request for £390,000 CIL funding but seeks to allocate a total of £315,000 for two infrastructure projects from the first application process of 2025 to support growth in Three Rivers.

1.2 The 2 applications received for funding are:

- £250,000 Batchworth Seat Scouts HQ - Full roof replacement to replace existing roof that has been in situ since the mid 1960's, has outlasted its original design lifespan and is now leaking and deformed. The replacement will conform with safeguarding standards and environmental standards and energy efficiency. Application submitted by Batchworth Sea Scouts.
- £190,000 1st Chorleywood Scouts HQ - Renovation project to renovate the ageing Scout HQ to provide a safe, accessible base for scouting in Chorleywood, with facilities that can be made available to other youth and community groups. The renovation will conform with safeguarding standards, environmental, energy efficiency and hygiene requirements. Application submitted by 1st Chorleywood Scouts.

1.3 In addition, 2 further CIL funding requests were received but were not considered to be eligible for CIL funding. Further details are below at paragraph 3.2.

2 Details

2.1 Three Rivers became a Community Infrastructure Charging Authority on 1 April 2015. CIL is the main way in which the Council now collects contributions from developers for infrastructure provision to support development in the area.

2.2 The Council has the responsibility for spending the CIL on infrastructure needed to support the development of the area, it is primarily a tool to support capital infrastructure. The Council has the opportunity to choose what infrastructure is prioritised in order to support development.

2.3 Since the introduction of the CIL Charging Schedule in April 2015 a total of £14,033,197 has been collected.

2.4 The CIL monies collected are divided into three pots – Main CIL Pot (80%) Neighborhood Pot (15%) and the remaining 5% set aside for the administration and the Exacom software costs to support the CIL in line with the CIL Regulations.

2.5 This report relates only to the Main CIL Pot which, as of 31 March 2025, amounts to £10,405,413. (excludes previously agreed spend). Appendix 1 refers to previously agreed CIL spend which currently amounts to £5,635,868.

2.6 Whilst this is a substantial amount, CIL does not generate enough funds to cover the whole cost of infrastructure needed to support planned development, as such there will be competing demands on the Main Pot from infrastructure providers who used to rely on S106 developer contributions (such as Hertfordshire County Council, NHS and TRDC etc.) going forward.

2.7 What can CIL be spent on?

2.8 Regulation 59 of the CIL Regulations states:

(1) A charging authority **must** apply CIL to funding the provision, improvement, replacement, operation or maintenance of infrastructure *to support the development of its area, and*

(2) A charging authority **may** apply CIL to funding the provision, improvement, replacement, operation or maintenance of infrastructure outside its area where to do so *would support the development of its area.*

2.9 The definition of infrastructure in relation to CIL is set out in section 216(2) of the Planning Act 2008 (as amended by regulation 63 of the Community Infrastructure Levy Regulations);

- a) roads and other transport facilities,
- b) flood defences,
- c) schools and other educational facilities,
- d) medical facilities,
- e) sporting and recreational facilities, and
- f) open spaces

2.10 The Infrastructure List¹ sets out the types of infrastructure that the Council intends will be, or may be, wholly or partly funded by CIL.

- Education
- Strategic and local transport proposals
- Publicly accessible leisure facilities,
- Open Space Provision (including, children play areas and outdoor/indoor sports and leisure facilities, allotments)
- Health Care Facilities
- Other Social and Community Facilities including: - community halls, youth facilities, library services
- Emergency Services

2.11 The inclusion of a project or type of infrastructure on the Infrastructure List does not signify a commitment from the Council to fund (either in whole or in part) the listed project or type of infrastructure.

2.12 The levy cannot be used to fund affordable housing or for any on-going or revenue spend (such as consultancy fees, viability/feasibility studies, staff costs etc.) relating to the provision of infrastructure.

3 Applications for CIL Funds

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

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

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

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

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

3.4 Table 1:

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

3.5 Details

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

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

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

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

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

3.6.3 The current users and beneficiaries of the hall are:

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

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

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

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

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

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

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

- Scouts aged between 10^{1/2} – 14
- Explorers aged between 14-18

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

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

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

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

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

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

In support of the application Chorleywood Scouts have advised,

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

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

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

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

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

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

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

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

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

4. Next Steps

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

5 Future CIL Income

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

6 Options and Reasons for Recommendations

- 6.1 To ensure the delivery of important community infrastructure to support growth and development strategic CIL can be spent anywhere within the district, it is not bound by the area of development where funds are received.
- 6.2 It is proposed the 2 applications detailed are agreed and receive the CIL funding as detailed under section 3.4. If Members do not consider they can fully support these projects alternative funding amounts could be considered.
- 6.3 The applications support the Corporate Framework under the following objectives/priorities:

Three Rivers will be a district:

- Where local infrastructure supports healthy lifestyles and addresses health inequalities
 - That supports and enables sustainable communities
 - That can achieve net carbon zero and be climate resilient
 - Expand our position as a great place to do business
 - To ensure the delivery of important community infrastructure to support sustainable growth.
- 6.4 In both proposals, the improvements of these community facilities and raising the buildings standards would enable them to be used for further community use

7 Policy/Budget Reference and Implications

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

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

- 8.1 None specific.

9 Financial Implications

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

10 Legal Implications

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

11 Risk Management

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

Nature of Risk	Consequence	Suggested Control Measures	Response <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
Projects are not progressed/delivered/ meet specified objectives	Monitoring required, CIL monies are paid on project completion,	Relevant Legal Agreements in place to ensure a level of control remains	Treat	4

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

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

Impact Score
4 (Catastrophic)

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

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

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

12 Recommendation

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

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

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

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

Data Quality

Data sources: Exacom (Planning Obligations Software) Data Checked

by: Jo Welton, Senior CIL Officer

1	Poor	
2	Sufficient	
3	High	X

Background Papers

The Community Infrastructure Regulations (2010) (As amended)

<https://www.legislation.gov.uk/ukdsi/2010/9780111492390/contents>

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

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

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

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

APPENDICES

Appendix 1 – Previous approved Infrastructure Projects

Appendix 2 – Batchworth Sea Scouts EIA

Appendix 3 – Batchworth Sea Scouts Climate & Sustainability

Appendix 4 – Chorleywood Scouts EIA

Appendix 5 – Chorleywood Scouts Climate & Sustainability