



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	Three Rivers District Council, three Rivers House, Northway, Rickmansworth, WD3 1RL
Name and position of main contact	Emma Sheridan, Associate Director for Customer and Community
Applicant contact details (phone number, email and address)	Emma.sheridan@ThreeRivers.gov.uk 01923- 777349
Type of organisation (If a charity, please provide registration number)	Local Government
Describe your organisation's main purpose and regular activities	Provision of Waste and Recycling Services and Grounds Maintenance within the District
Is the organisation able to reclaim VAT?	Yes

Section B: Project Overview					
Project Title	Batchworth Depot Groundworks and Drainage				
Summary of the project proposal	<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>				
Estimated project cost (including breakdown of the overall cost and what the CIL funding requested will cover)	<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	
	Total	£466,400	
Full address of project location	Batchworth Depot Harefield Road Rickmansworth WD3 1LU		
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 & 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>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>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>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>Planning permission has been granted for the enabling works to the site. Planning application numbers 21/1170/FUL and 23/1560/FUL</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>The proposal to make necessary infrastructure improvements to the depot links to a number of local strategies and policies:</p> <p><u>Corporate Framework</u></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"> Local infrastructure supports healthy lifestyles and addresses health inequalities: waste and recycling collection is critical to environmental and public health of our residents

- 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>Would the community support the project? 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>Please outline how the project will demonstrate value for money 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>Would the project lead to any income generation? 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	£466,400	
Please provide a detailed breakdown of the costs for the project	Please see table above which gives a full breakdown.	TOTAL COST (with contingency) £466,400
Please provide a detailed summary of the total CIL funding required, including phasing	£456,400 Works to be carried out summer 2024	TOTAL CIL REQUIRED (with contingency) £456,400
How much funding does the project currently have?	£10,000	Current Council Capital Budgets
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?	0	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?

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: _____