

Agenda

6.30 pm

Monday, 18 July 2022

Council Offices, Knowle Green, Staines-upon-Thames
TW18 1XB

A link to view the live and recorded webcast of the meeting will be available on the [Spelthorne Joint Committee page](#) on the council's website.



Discussion

- CIL Applications
- Joint Committee appointments

You can get involved in the following ways

Ask a question

If there is something you wish to know about how your council works or what it is doing in your area, you can ask the joint committee a question about it.

Write a question

You can also put your question to the joint committee in writing. The Partnership Committee Officer must receive it a minimum of four working days in advance of the meeting.

Before submitting your question we would encourage you to use the report it function on the [SCC website](#) to get a quicker response to your issue whenever possible.

We will, where possible, endeavour to provide a written response to your question in advance of the meeting.

When you arrive at the meeting let the committee officer (detailed below) know that you are there for the answer to your question. The committee chairman will decide exactly when your answer will be given and may invite you to ask a further question, if needed, at an appropriate time in the meeting.

Attending the Joint Committee meeting

Your Partnership officer is here to help.

Email: gregory.yeoman@surreycc.gov.uk

Sign a petition

If you live, work or study in Surrey and have a local issue of concern, you can petition the joint committee and ask it to consider taking action on your behalf. Petitions should have at least 30 signatures and should be submitted to the Partnership Committee Officer two weeks before the meeting. You will be asked if you wish to outline your key concerns to the committee and will be given three minutes to address the meeting. Your petition may either be discussed at the meeting or alternatively, at the following meeting.

Tel: 07968 832390

Website: <https://www.surreycc.gov.uk/people-and-community/your-local-area>



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This is a meeting in public.

Please contact **Gregory Yeoman** using the above contact details:

- If you would like a copy of this agenda or the attached papers in another format, e.g. large print, Braille, or another language
- If you would like to attend and you have any **additional needs, eg access**
- If you would like to talk about something in today's meeting or have a local initiative or concern

Surrey County Council Appointed Members

Maureen Attewell, Laleham and Shepperton Green
Robert Evans, Stanwell and Stanwell Moor
Sinead Mooney, Staines
Joanne Sexton, Ashford
Alison Todd, Sunbury Common & Ashford Common
Denise Turner-Stewart, Staines South and Ashford West
Buddhi Weerasinghe, Lower Sunbury & Halliford (Chairman)

Borough Council Appointed Members

Cllr Chris Bateson, Staines South
Cllr Ian Beardsmore, Sunbury Common
Cllr Malcolm Beecher, Staines
Cllr John Boughtflower (Vice-chairman), Ashford East
Cllr Rose Chandler, Ashford East
Cllr Ian Harvey, Sunbury East
Cllr Denise Saliagopoulos, Riverside and Laleham

Chief Executive
Spelthorne Borough Council
Daniel Mouawad

Chief Executive
Surrey County Council
Joanna Killian

MOBILE TECHNOLOGY AND FILMING – ACCEPTABLE USE

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If you have any queries regarding this, please contact the representative of the Community Partnerships Team at the meeting.

1 APOLOGIES FOR ABSENCE

To receive any apologies for absence.

2 MINUTES FROM PREVIOUS MEETING

(Pages 7 - 12)

To approve the Minutes of the previous meeting on 21st March 2022 as a correct record.

3 DECLARATIONS OF INTEREST

All Members present are required to declare, at this point in the meeting or as soon as possible thereafter

- (i) Any disclosable pecuniary interests and / or
- (ii) Other interests arising under the Code of Conduct in respect of any item(s) of business being considered at this meeting.

NOTES:

- Members are reminded that they must not participate in any item where they have a disclosable pecuniary interest.
- As well as an interest of the Member, this includes any interest, of which the Member is aware, that relates to the Member's spouse or civil partner (or any person with whom the Member is living as a spouse or civil partner).
- Members with a significant personal interest may participate in the discussion and vote on that matter unless that interest could be reasonably regarded as prejudicial.

- 4 ECO PARK UPDATE (FOR INFORMATION)**
- The Chairman will provide a verbal update on the status of the Eco Park.
- 5 DECISION TRACKER (FOR INFORMATION)** (Pages 13 - 16)
- To review any outstanding decisions and actions from previous Joint Committee meetings.
- 6 PETITIONS**
- To receive any petitions in accordance with Standing Order 14.1. Petitions must be submitted the Partnership Committee Officer at least 14 days before the meeting.
- 7 WRITTEN MEMBER QUESTIONS**
- To receive any written questions from members under Standing Order 13. The deadline for members' questions is 12 noon four working days before the meeting.
- 8 WRITTEN PUBLIC QUESTIONS**
- To answer any questions from residents or businesses within Spelthorne borough area in accordance with Standing Order 14.2. Notice should be given in writing or by email to the Partnership Committee Officer by 12 noon four working days before the meeting.
- 9 APPROVAL OF CIL FUNDING FOR VARIOUS PROJECTS (EXECUTIVE FUNCTION FOR DECISION)** (Pages 17 - 64)
- The CIL Task Group meets regularly to consider bids received, and recommends successful bids to the Joint Committee for approval.
- 10 REPRESENTATION ON TASK GROUPS AND EXTERNAL BODIES (FOR DECISION)** (Pages 65 - 82)
- This report seeks the approval of Joint Committee task group members and the appointment of representatives to external bodies.
- 11 FORWARD PROGRAMME** (Pages 83 - 84)
- Committee members are asked to note the contents of the forward plan and suggest any items for inclusion in future meetings.
- 12 DATE OF NEXT MEETING**

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Minutes of the meeting of the
Spelthorne JOINT COMMITTEE
held at 6.30 pm on 21 March 2022
at Council Chamber, Spelthorne Council Offices, Knowle Green, Staines-
upon-Thames, TW18 1XB.

These minutes are subject to confirmation by the Committee at its next meeting.

Surrey County Council Members:

- * Alison Todd (Vice-Chairman)
- * Maureen Attewell
- Robert Evans
- * Sinead Mooney
- * Joanne Sexton
- Denise Turner-Stewart
- Buddhi Weerasinghe

Borough / District Members:

- * Cllr Lawrence Nichols (Chairman)
- * Cllr Chris Bateson
- Cllr John Boughtflower
- * Cllr Naz Islam
- Cllr Olivia Rybinski
- * Cllr Richard Smith-Ainsley

* In attendance

27/21 APOLOGIES FOR ABSENCE [Item 1]

Apologies were received from Cllr Evans, Cllr Todd, Cllr Weerasinghe and Cllr Rybinski.

28/21 MINUTES FROM PREVIOUS MEETING [Item 2]

The minutes of the meeting held on 22 November 2021 were agreed.

29/21 DECLARATIONS OF INTEREST [Item 3]

There were no declarations of interest.

30/21 DECISION TRACKER (FOR INFORMATION) [Item 4]

The decision tracker was noted.

31/21 ECO PARK UPDATE (FOR INFORMATION) [Item 5]

The chairman gave a short verbal update regarding the status of the EcoPark in Charlton.

The gasifier is yet to receive an Acceptance Certificate from the Independent Certifier. The council and SUEZ have not resolved their contractual

differences and so remain set for arbitration. The arbitration process has now started and is bound by confidentiality. It is a multi-stage process which will culminate in a hearing next July.

32/21 PETITIONS [Item 6]

No petitions were received.

33/21 WRITTEN MEMBER QUESTIONS [Item 7]

No questions were received.

34/21 WRITTEN PUBLIC QUESTIONS [Item 8]

Declarations of Interest: None

Petitions, Public Questions/Statements: Two questions were received by the deadline. The full questions and officer responses were included in the supplementary paper published on 18 March.

Mr McLuskey asked the following supplementary question:
How can the statement made in the response to question 1 match the reality of the two plans that show how much the restoration scheme has changed?

The Chairman stated that the scheme agreed in 2018 is the one that is being monitored and enforced. The County Council officers involved have been clear that enforcement is going to plan.

Cllr Evans (Stanwell and Stanwell Moor) offered to meet Mr McLuskey to go through the issues again. The Committee Officer undertook to provide further background information to the local Member.

It was noted that the Principal Environment enhancement Officer at SCC would be happy to talk to any Spelthorne member about quarry recovery.

35/21 UPDATE OF CIL FUNDING FOR VARIOUS PROJECTS (EXECUTIVE FUNCTION - FOR DECISION) [Item 9]

Declarations of Interest: None

Officers attending: Joanna Ghazaleh, Infrastructure Delivery Coordinator

Petitions, Public Questions/Statements: None

Member discussion – key points:

In response to a question from Cllr Smith-Ainsley (Laleham and Shepperton Green), the officer clarified that money for the A308 (which is not forecast to be completed until 2025/26) would be paid out over the lifetime of the project rather than up-front.

Resolved:

The Joint Committee (Spelthorne):

- (i) Noted the contents of the CIL Progress Report at Annex A.

Reasons for recommendations:

Annex A provides an update on active CIL projects but there are currently no new applications for the Joint Committee to consider.

36/21 HIGHWAYS UPDATE (EXECUTIVE FUNCTION - FOR DECISION) [Item 10]

Declarations of Interest: None

Officer attending: Zena Curry, Highways Engagement and Commissioning Manager, SCC

Petitions, Public Questions/Statements: None

Member discussion – key points:

The Engagement and Commissioning Manager outlined the draft budget report, the funds available for Members and the proposed ITS scheme list (Annex 1). The Stakeholder Engagement Officer had been in touch with County Members to gather their local priorities for expenditure. Additional funds had also been made available county-wide to cover road safety outside schools.

In response to questions from members about items included on the full ITS list (Annex 2), the officer clarified that for 2023/24 the Stakeholder Engagement Officer would be speaking to members from mid-May about which scheme they would like to promote for prioritisation in the context of the new process that is being developed and which would take account of the Greener Futures policy, scheme deliverability, and more engagement across communities. Old schemes still on the ITS list can be reviewed or new ones considered, taking into account how residents' wishes may have changed since old schemes were originally added to the list. Feasibility and design will start from December 2022, for delivery from April 2023 onwards.

The ITS list does not include maintenance projects.

Clarification was given on the elements contributing to the costs of schemes, including full design, supervision, traffic management for safe construction, advertisement of Traffic Regulation Orders, electrical work e.g. Belisha beacons, movement of underground utilities, 'civils' works such as tactile paving, and safety audits. Contracts are benchmarked and compared with similar local authorities, and all are competitively tendered.

It was noted that Sheepwalk could be removed from item 7 in Annex 2 as the issue had now been resolved with the installation of bollards.

A written response would be provided to Cllr Bateson's (Staines South) question about the Buckland School scheme.

Resolved:

The Joint Committee (Spelthorne):

General

- (i) Noted that the Joint Committee's devolved highways budget for capital works in 2022/23 is £609,873, as agreed by Cabinet on 22nd February 2022.
- (ii) Agreed that the devolved capital budget for highway works be used to progress both capital improvement schemes and member capital allocation as detailed in section 1.
- (iii) Authorised that the Highway Engagement & Commissioning Manager in consultation with county members, to be able to reallocate budget to reserve schemes should there be a need to change the programme.
- (iv) Authorised that the Highways Engagement and Commissioning Manager in consultation with county members, be able to allocate any additional funding for schemes, in accordance with any guidance issued surrounding that funding.

Capital Improvement Schemes

- (v) Agreed that the capital improvement schemes allocation for Spelthorne be used to progress the Major Integrated Transport Schemes programme set out in Annex 1.
- (vi) Authorised that the Highways Engagement and Commissioning Manager be able to vire money between the programme of schemes agreed in Annex 1, if required.
- (vii) Agreed that Highways Engagement and Commissioning Manager, in line with the Scheme of Delegation, is able to progress any scheme from the Major Integrated Transport Schemes programme, including consultation and statutory advertisement that may be required under the Road Traffic Regulation Act 1984, for completion of those schemes. Where it is agreed that a scheme will not be progressed, this will be reported back to the appropriate county member.

Member Capital Allocation

- (viii) Noted that, £50,000 is allocated to each divisional member. Up to £15,000 of this could be allocated to minor ITS, or all £50,000 on capital maintenance (recommended option). The schemes are to be agreed by county members in consultation with the Stakeholder Engagement Officer.

Revenue Maintenance

- (ix) Noted that the members will continue to receive a Member Local Highways Fund (revenue) allocation of £7,500 per county member to address highway issues in their division.
- (x) Agreed that revenue works are to be managed by the Highway Maintenance team on behalf of and in consultation with county members.

Reasons for recommendations:

To agree, a programme of highways works in Spelthorne for 2022/23, funded from budgets available to enable schemes and works to progress.

37/21 PARKING REVIEW (EXECUTIVE FUNCTION - FOR DECISION) [Item 11]

Declarations of Interest: None

Officer attending: Jack Roberts, Engineer, Parking Project and Enforcement Team, SCC

Petitions, Public Questions/Statements: None

Member discussion – key points:

The officer reminded members that the recommendations would lead to the advertisement of the proposed new restrictions. There would still be an opportunity for residents to submit comments and objections before the final list of new restrictions is confirmed.

Members welcomed the report and thanked the officer for his hard work in managing the Parking Review process.

Resolved:

The Joint Committee (Spelthorne) agreed:

- (i) the proposed amendments to on-street parking restrictions in Spelthorne as described in this report and shown in detail on drawings in annexes A-G are agreed.
- (ii) the intention of the county council to make an order under the relevant parts of the Road Traffic Regulation Act 1984 to impose the waiting and on street parking restrictions in Spelthorne as shown on the drawings in annexes A-G are advertised and that if no objections are maintained, the orders are made.
- (iii) if there are unresolved objections, they will be dealt with in accordance with the county council's scheme of delegation by the parking and traffic enforcement team manager, in consultation with the chairman/vice chairman of this committee and the appropriate county councillor. An additional member may be invited for comment.

Reasons for recommendations:

It is recommended that the parking restrictions are implemented as detailed in Annexes A-G. They will make a positive impact towards:

- Road safety
- Access for emergency vehicles
- Access for refuse vehicles
- Easing traffic congestion
- Better regulated parking
- Better enforcement
- Better compliance

38/21 FORWARD PROGRAMME [Item 12]

The Forward Plan was noted.

39/21 DATE OF NEXT MEETING [Item 13]

18 July 2022.

Meeting ended at: 7.20 pm

Chairman



SURREY COUNTY COUNCIL

SPELTHORNE BOROUGH COUNCIL

JOINT COMMITTEE (SPELTHORNE)

Spelthorne Joint Committee Decision & Action Tracker

This tracker monitors progress against the decisions and actions that the Joint Committee has made. It is updated before each committee meeting.

- Decisions and actions will be marked as **'open'**, where work to implement the decision is ongoing by the Joint Committee.
- When decisions are reported to the committee as **'complete'**, they will also be marked as **'closed'**. The Committee will then be asked to agree to remove these items from the tracker. For some decisions the Committee and public will be able to monitor the progress through Surrey County Council website. A link to the webpage will be included on the item when marked as complete.
- Decisions may also be **'closed'** if further progress is not possible at this time, even though the action is not yet complete. An explanation will be included in the comment section. In this case, the action can remain on the tracker should the Committee request.

	Meeting Date	Decision	Status (Open / Closed)	Officer	Comment or Update
1	30 Nov 2020	<u>Petition 1</u> To write to the Leader of Hounslow Council to establish available funding/resources for the Ashford to Bedfont Lakes pedestrian and cycle facilities on Clockhouse Lane.	Closed	Spelthorne Borough Council (SBC) Leader	8/11/21 - Meeting with LB Hounslow took place on Tuesday 19 th October 2021. See item 5 below. Recommend remove from list.
2	30 Nov 2020	<u>Petition 2: Road Safety Changes to Long Lane, Stanwell.</u> Work with agencies to look at and address the situation.	OPEN	Highways Engagement and Commissioning mgr (E&CM)	28/2/22 – Feasibility near completion.
3	30 Nov 2020	<u>Petition 3: Road safety improvements to Laleham Road (Commercial Road and Wheatsheaf Lane)</u> Include a scheme for a pedestrian crossing on the list for prioritisation on future schemes.	OPEN	E&CM	28/2/22 – Detailed design complete for a pedestrian refuge island on Laleham Road (south of Carlyle Road). Construction to be programmed for 2022/23
4	30 Nov 2020	Ashford Road speed limit restrictions included in the feasibility study for Laleham Village proposed 20mph scheme.	OPEN	E&CM	28/2/22 – Feasibility near completion.
5	09 March 2021	Clockhouse Lane suggested improvements. AHM to investigate land ownership issues relating to construction of a safer road layout.	OPEN	E&CM	28/2/22 – Feasibility in progress – now to include investigations for traffic signals solutions.

6	28 July 2021	Advertisement of a legal order for a 20mph speed limit in Stratton Road and associate roads in Lwr Sunbury.	OPEN	E&CM	28/2/22 – In progress, TRO, to be advertised imminently.
7	28 July 2021	Installation of appropriate signs and road markings, to enable buses to proceed straight ahead from the nearside lane of London Road, on its approach to Kingston Road from the Crooked Billet.	OPEN	E&CM	28/2/21 – In progress. No requirement for TRO. Signs and road markings to be installed early 2022.
8	22 November 2021	Refer traffic light concerns at Staines Rd W./School Rd/Ashford Rd junction to road safety audit team	OPEN	E&CM	28/2/22 - Road Safety Audit Stage 3 completed January 2022. A package of works to address raised issues to be completed imminently.
9	21 March 2022	To supply additional background information about the Cemex quarry in Stanwell to the local Member.	Closed	Partnership Committee Officer	Information provided 22/3/22. Recommend remove from list.
10	21 March 2022	To provide written response to Cllr Bateson re Buckland School scheme.	Closed	E&CM	Information provided March 2022. Recommend remove from list.
11	21 March 2022	Advertisement of the intention to publish TROs for the proposed parking restrictions from the most recent 21/22 Parking Review.	Open	Parking Engineer	30/6/22 – advertisement is expected in summer 2022.

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JOINT COMMITTEE (SPELTHORNE)

DATE: 18 JULY 2022

LEAD OFFICER: JOANNA GHAZALEH, INFRASTRUCTURE DELIVERY COORDINATOR, SBC

SUBJECT: APPROVAL OF CIL FUNDING – VARIOUS PROJECTS
CIL PROGRESS REPORT

DIVISIONS: ALL

SUMMARY OF ISSUE:

The CIL Task Group met on 21 June 2022, and subsequently with representatives from the NHS on the 30 June 2022 to discuss a Strategic CIL Bid for Sunbury Health Centre. The amount of CIL requested is £848,587, and the scheme is recommended to the Joint Committee for approval.

On 21 June 2022 the CIL Task Group also discussed an internal bid from the Council's Leisure department for various football pitches across the Borough. It was agreed the bid, for £68,050, would be recommended to the Joint Committee for approval.

The total amount of CIL to consider at this meeting is £916,637.

RECOMMENDATIONS:

The Joint Committee (Spelthorne) is asked to agree that

- (i) Strategic CIL funding of £848,587 is agreed to the NHS – Sunbury Health Centre (Appendix 1).
- (i) Strategic CIL funding of £68,050 is agreed to Spelthorne Borough Council (Leisure) - Grass football pitch improvements (Appendix 2).

REASONS FOR RECOMMENDATIONS:

The Community Infrastructure Levy (CIL) Regulations require the Council to use CIL towards funding the provision, improvement, replacement, operation or maintenance of infrastructure required to support the development of its area. The above applications have been considered in context of existing and upcoming development within Spelthorne. The above schemes meet the general criteria to be considered for CIL funding, and it is recommended funding is granted.

1. INTRODUCTION AND BACKGROUND

- 1.1 The CIL Task Group meets to consider bids for Strategic CIL funding. Bids considered to meet both Spelthorne's strategic objectives, as well as the general CIL criteria, are recommended to the Spelthorne Joint Committee for approval. The Joint Committee is the decision-making body with regards to CIL Strategic Funding.

- 1.2 A bid for Sunbury Health Centre was first considered in May 2021, however at the time Members chose not to recommend the bid for approval due to further information on the scheme being required.
- 1.3 In June 2022 an amended bid for the Sunbury Health Centre was received. The CIL Task Group met with the NHS representatives on 30 June 2022. The outcome of the meeting was to recommend this scheme for approval now Members have received satisfactory responses and clarification from the NHS on particular aspects of the project.
- 1.4 The Infrastructure Delivery Plan (IDP) identifies healthcare as one of the infrastructure priorities for Spelthorne. The amended scheme for Sunbury Health Centre aims to future-proof the facility, and takes into account not only current deficiencies, but the population growth and demand over the coming years.
- 1.5 The bid for football pitch improvements across the Borough is also being recommended for approval.
- 1.6 This bid was originally received as a Local CIL bid, however, on consideration it was agreed the funding would be best placed under Strategic CIL as the scheme is Borough-wide and in line with the Council's Playing Pitch Strategy.

2. ANALYSIS

- 2.1 The CIL Regulations require the Council to use CIL towards funding the provision, improvement, replacement, operation or maintenance of infrastructure required to support the development of its area.
- 2.2 As an evidence base for the upcoming Local Plan, the Infrastructure Delivery Plan (IDP) was published in May 2022. The document details existing, and required infrastructure across the Borough, and highlights existing and/or potential funding gaps.
- 2.3 The IDP identifies the Borough's infrastructure requirements and is used as a tool to inform how CIL should be allocated, and where S106 obligations should be secured.
- 2.4 Both funding toward healthcare and towards outdoors leisure facilities were identified in the IDP as an area with a potential funding gap.
- 2.5 The two recommended bids have been considered in context of existing and upcoming development within Spelthorne. Both schemes meet the general criteria and are appropriate for CIL funding, and it is recommended funding is granted.

3. OPTIONS

NHS – Sunbury Health Centre (Appendix 1)

- 3.1 This bid is for a programme of works to Sunbury Health Centre to facilitate population growth in Spelthorne and provide better patient care for residents now and in the future.

- 3.2 The total patient population managed from Sunbury Health Centre is currently c19,500. The practice has seen a sustained growth of nearly 6% since 2016 and with ONS local population forecast this is set to grow by a further 5% to 2030.
- 3.3 The internal reconfiguration which includes the conversion and remodelling of existing ground floor administrative space to create clinical rooms, and the subdivision of existing large clinical space to create an additional 4 clinical rooms, will allow for an additional 480 clinical appointments per week.
- 3.4 Reassurance has been given from the NHS that the 480 additional appointments per week will be funded and resourced directly from the service provider.
- 3.5 During the meeting on 30 June, between the CIL Task Group and the NHS, it was made explicitly clear that CIL funding is only paid upon completion and construction sign off. This was understood by the NHS and they were able to confirm that CIL payment on completion would not have a negative impact on their cash flow.
- 3.6 It was further understood that the proposed works would cause no, or very minimal, disruption to primary care services.
- 3.7 In conclusion, the CIL Task Group were satisfied with the clarification received from the NHS on some of the finer points of the proposal. The CIL Task Group recognise the importance of allocating CIL towards key infrastructure projects to support growth in Spelthorne.
- 3.8 The total amount of CIL requested for this scheme is £848,587, and the scheme is recommended for approval.

Spelthorne Borough Council (Leisure) - Grass football pitch improvements (Appendix 2)

- 3.9 This bid is towards a project to make improvements to Local Authority owned, community accessible grass football pitches within Spelthorne to ensure sufficient good quality pitches are available to meet the boroughs needs.
- 3.10 The Spelthorne Playing Pitch Strategy (2019) assessed the quality of and the supply and demand for all community accessible football pitches in the borough. The strategy identified that there is currently a deficit for most types/sizes of football pitches in the borough and that this deficit is likely to increase with the expected rise in population in the coming years.
- 3.11 The Playing Pitch Strategy acknowledges that without improvement and /or enhanced maintenance there is a possibility that pitches may be lost. Poor pitches are more likely to be taken out of action decreasing the number available and increasing the deficit.
- 3.12 The Playing Pitch Strategy highlighted there are currently not enough pitches to meet demand, and based on projected population growth, there will be a further increase in demand. Some of the suggestions to meet this demand include reinstating un-used and disused pitches such as Cedars Recreation Ground, Staines Park and Laleham Park. Additionally, the strategy suggests improving existing grass pitch carrying capacity.

3.13 Pitch locations are as follows;

- Ashford Recreation Ground
- Bishop Duppas Recreation Ground
- Cedars Recreation Ground
- Kenyngton Recreation Ground
- Laleham Park
- Lammas Recreation Ground
- Littleton Recreation Ground
- Long Lane Recreation Ground
- Shepperton Recreation Ground

The cost per pitch is detailed in the document 'Estimated cost per pitch' - (Appendix 3)

3.14 This bid was initially received as a Local CIL bid. Following discussions with the Local CIL Spending Boards and the CIL Task Group, it was decided the bid would be better funded through Strategic CIL as the project is in line with a strategic Council policy.

3.15 In conclusion, the CIL Task Group were satisfied the project is essential to maintain outdoor recreational facilities across the Borough.

3.16 The total amount of CIL requested for this scheme is £68,050, and the scheme is recommended for approval.

4. CONSULTATIONS

4.1 There is no requirement for consultation for the allocation of Strategic CIL funding.

5. FINANCIAL AND VALUE FOR MONEY IMPLICATION

5.1 The fundamental purpose of CIL is to support infrastructure required as a result of growth in an area. The schemes recommended above meet these criteria. They are scheme which will benefit the current, and future residents of the Borough.

5.2 Forecasting has been undertaken to ensure the Council has sufficient CIL funds to commit the requested amount of money to each scheme. It has been confirmed that the Council can commit to funding the above schemes whilst maintaining a £1 million reserve. Please see CIL Progress Report (Appendix 4) for projections and charts.

5.3 Where schemes are only partially reliant on CIL funding, it is understood that the remaining amount has been secured through alternative sources.

5.4 As CIL funding is used towards on capital projects, it is understood any revenue costs have been secured through alternative sources.

6. EQUALITIES AND DIVERSITY IMPLICATIONS

6.1 The supported projects recommended for CIL funding would bring a number of benefits with regards to equalities and diversity across the Borough.

- 6.2 The two recommended projects would create enhanced local facilities for the residents of Spelthorne, regardless of their demographic.
- 6.3 One of the recommended schemes focuses on healthcare provision in the Borough. By increasing capacity and improving the facilities at Sunbury Health Group, the number of appointments per week can be significantly increased, therefore benefitting the local community.
- 6.4 The improvements to the playing pitches, identified as a need in the Playing Pitch Strategy, will improve the quality of outdoor leisure facilities, and in turn should lead to an increase in demand for usage. Furthermore, this scheme promotes access to leisure facilities, in turn encouraging an active and healthy lifestyle.

7. LOCALISM

- 7.1 The proposed improvements to the Sunbury Health Centre will allow an increase on 480 additional clinical appointments per week. Confirmation from the NHS has been received with regards to funding and resourcing these additional appointments. This is a significant increase to appointments and therefore will have a positive impact on those who use this facility.
- 7.2 The improvements to the playing pitches, identified as a need in the Playing Pitch Strategy, will improve the quality of outdoor leisure facilities, and in turn should lead to an increase in demand for usage. Furthermore, this scheme promotes access to leisure facilities, in turn encouraging an active and healthy lifestyle.

8. OTHER IMPLICATIONS

Area assessed:	Direct Implications:
Crime and Disorder	No significant implications arising from this report
Sustainability (including Climate Change and Carbon Emissions)	No significant implications arising from this report
Corporate Parenting/Looked After Children	No significant implications arising from this report
Safeguarding responsibilities for vulnerable children and adults	No significant implications arising from this report
Public Health	Set out below

8.1 Public Health implications

The proposed improvements to the Sunbury Health Centre will allow an increase on 480 additional clinical appointments per week. Confirmation from the NHS has been received with regards to funding and resourcing these additional appointments. This is a significant increase to appointments and therefore will have a positive impact on those who use this facility.

The improvements to the playing pitches, identified as a need in the Playing Pitch Strategy, will improve the quality of outdoor leisure facilities, and in turn should lead to an increase in demand for usage. Furthermore, this scheme

promotes access to leisure facilities, in turn encouraging an active and healthy lifestyle.

9. CONCLUSION AND RECOMMENDATIONS

- 9.1 The purpose of CIL is to fund infrastructure required as a result of growth. The Council is aware of current infrastructure requirements through its active engagement with keys infrastructure providers, particularly highlighted by the Infrastructure Delivery Plan (IDP) and Local Plan, which focus on growth in the Borough over a 15-year period.
- 9.2 Both healthcare and green infrastructure have been identified in the IDP as areas where funding gaps exist, and therefore CIL funding is appropriate.
- 9.3 In conclusion, it is recommended that the Joint Committee approves a total funding of £916,637 for the following schemes and amounts:
- 9.4 NHS – Sunbury Health Centre (£848,587)
- 9.5 Spelthorne Borough Council (Leisure) - Grass football pitch improvements (£68,050)

10. WHAT HAPPENS NEXT

- 10.1 Following approval from the Joint Committee, award letters will be sent to applicants to make them aware of the outcome.
- 10.2 All Strategic CIL funding will be subject to a legal agreement. Following approval from the Joint Committee, work on the agreement will commence.
- 10.3 The Council will expect to be provided with an estimated completion date of the project, the date at which funds will be transferred.
- 10.4 All projects awarded CIL funding are expected to commence within 12 months of the award date. This will be set out in the legal agreement.

Contact Officer:

Joanna Ghazaleh, Infrastructure Delivery Coordinator, Strategic Planning
Email – j.ghazaleh@spelthorne.gov.uk Phone – 01784 444278

Ann Biggs, Strategic Planning Manager, Strategic Planning
Email – a.biggs@spelthorne.gov.uk Phone - 01784 448619

Consulted:

CIL Task Group Members
Councillor John Boughtflower
Councillor Robert Noble
Councillor Buddhi Weerasinghe
Councillor Vivienne Leighton
Councillor Naz Islam
Councillor Tom Fidler
Councillor Malcolm Beecher

Group Head Regeneration & Growth – Heather Morgan
Strategic Planning Manager – Ann Biggs
Infrastructure Delivery Co-ordinator– Joanna Ghazaleh

Annexes:

Appendix 1 – NHS Sunbury Health Centre Bid
Appendix 2 – SBC (Leisure) Playing Pitch Bid
Appendix 3 – Estimated Cost Per Site
Appendix 4 – CIL Progress Report

Sources/background papers:

N/A

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CIL Strategic Funding Application Form and Guidance Notes for Applicants

SPELTHORNE BOROUGH COUNCIL



Spelthorne Takes Shape

Guidance notes

What is CIL and how is it allocated

The Community Infrastructure Levy (CIL) allows the council to raise funds from some forms of new development to help fund the infrastructure needed to mitigate the impacts of new development. CIL funds are used for either local infrastructure or infrastructure of wider strategic benefit to the borough. The council has been collecting CIL since April 2015.

An initial 5% of CIL funds collected is retained by the council for administration purposes and 15% of the funds are allocated in local areas to infrastructure projects which are required in the communities where development took place.

Strategic CIL

The remaining 80% of CIL funds are allocated towards strategic borough-wide infrastructure, such as school expansions, CCG identified priorities, or highway schemes to support and enable growth.

Strategic CIL funds will also be allocated based on funding priorities identified during the Local Plan process and set out in the forthcoming Infrastructure Delivery Plan (IDP).

What is not eligible for CIL funding

- Projects that have commenced prior to an application being submitted
- Ongoing revenue costs for a project
- Annual maintenance or repair
- Projects promoting a political party
- Projects that conflict with existing council policies
- VAT that you can recover

Payment of CIL funds if awarded

Successful projects must be able to commence within the twelve months following the award and acceptance of the terms and conditions. Where relevant, the CIL funding will be conditional upon the applicant obtaining any necessary building regulations and/or planning permission and any other consents or permissions as may be required.

Payment will be made after completion of the project to the satisfaction of Spelthorne Borough Council and after submission of verifiable invoices. The original invoices/receipts need to be submitted to the council as proof of expenditure. You must have a bank account in the name of your organisation into which the council will pay the funding.

The CIL funding is a one-off payment and will not result in any future revenue commitment by the council. Any maintenance responsibility, revenue liability or ongoing future funding related to the application lies with the Applicant.

The assessment process is competitive and not all applications will be funded. There is no right of appeal against the decision.

Publicity

The applicant will need to agree to publicise the support of Spelthorne Borough Council and the council reserves the right to use images of the project resulting from the award of the CIL funding as part of any publicity material that it may wish.

Completing the application form

To discuss a potential project or for further guidance, please contact the Strategic Planning Team on 01784 444 278 or email cil@spelthorne.gov.uk.

Please submit the completed application form and supporting evidence via email to cil@spelthorne.gov.uk

Please read the CIL Strategic Funding Application Form – Guidance Notes before completing this form.

This form must be used for all applications for Community Infrastructure Levy (CIL) funds. This includes projects decided by Spelthorne Borough Council or the Spelthorne Joint Committee.

Evidence for all bids must be supported by clear and robust information. All the following questions must be answered. You are welcome to seek further guidance on the likely eligibility of a project and information required from the Borough Council by contacting the Strategic Planning Team on 01784 444 278 or email cil@spelthorne.gov.uk .

Please return completed application forms and supporting information to: cil@spelthorne.gov.uk .

Please Note

Failure to answer all the questions on this form could impact upon the consideration and success of your application.

Application Form

Section A: Applicant Contact Information

Question	Answer
Organisation name	NHS Property Services
Organisation address	10 South Colonnade, London, Canary Wharf, E14 4PU
Name of main contact	Ricky Ching
Position of main contact	Senior Associate Town Planner
Phone number for main contact	020 3934 0519
Email address for main contact	ricky.ching@property.nhs.uk
Type of organisation (If a charity, please provide registration number)	NHS
Is the organisation able to reclaim VAT?	No

Section B: Project Overview and Strategic Case

Question	Answer
1) Project Title	Sunbury Health Centre
2) Summary of the project proposal	<p>Programme of works to Sunbury Health Centre to facilitate population growth in Spelthorne and provide better patient care for residents now and in the future.</p> <p>The project will result in an increase of clinical space for staff and patients. The works includes a strategy to decant personnel while construction takes place, mechanical/ electrical and ventilation systems, reconfiguration to external elements of building and works to the roof to ensure the building is watertight. These works would improve the building significantly, enhancing space utilisation, increasing its lifespan, energy efficiency, and rendering the building up to date with health construction guidelines.</p>
3) Full address of project location	Green Street, Sunbury-on-Thames TW16 6RH
4) Project partner/s (if applicable)	NHS Property Services, Surrey Heartlands CCG, Sunbury Group Practice

<p>5) How will the proposed project help address the pressures caused by development in the borough?</p>	<p>The total patient population managed from Sunbury Health Centre is currently c19,500. The practice has seen a sustained growth of nearly 6% since 2016 and with ONS local population forecast this is set to grow by a further 5% to 2030.</p> <p>The CCG, Sunbury Group Practice and NHS Property Services have worked in partnership to develop a programme of works to the building that will support the provision of primary care in the local area for the short and longer term. The project will directly increase clinical space for staff and patients to support development in the borough. Alongside this, the improvement to the building will enhance enhancing space utilisation, increasing its useful life for the future, improve energy efficiency, and help render the building up to do date with current health construction guidelines. This will ensure the needs of residents are fully met now and assist with accommodating growth for the future.</p>
<p>6) What problem is the project addressing, and what are the expected outcomes?</p>	<p>The existing facilities are no longer fit for purpose, with the increase in population having created significant stress on the facilities, and future growth likely to worsen the capacity issues. To establish a solution, the CCG, Sunbury Group Practice and NHS Property Services undertook further engagement with their project partners about the future of the building.</p> <p>Following the initial CIL Bid in April 2021, a project team has been established, and inspections at the property have been taking place. The surveys and assessments carried out by the construction managers and quantify surveyors in the project team has allowed an extensive refurbishment programme required for the building to be established. This would include the increase of clinical space for staff and patients, a strategy to decant personnel while construction takes place, works to the roof to ensure the building is watertight, mechanical/ electrical and ventilation systems, and reconfiguration to external elements of building.</p> <p>The works to improve the building will be substantial and be delivered over a programmed period. It is currently proposed that alterations to Sunbury Health Centre will be phased, reflecting the immediate priorities of the General Practice first.</p> <p>Table 1: Capital works package and phasing</p>

Item	Works Package	Phase 1a 2022 - 23	Phase 1b 2023 - 24	Phase 2 2023 onwards
1	Creation of additional clinical space for patients and staff, primary internal reconfiguration including IT displacement, access improvements, and alterations to external areas, Porta Cabin reconfiguration, and M&E and ventilation.	£1,697,175		
2	Secondary internal reconfigurations/amendments			£ 145,464
3	Heating and cooling systems			£ 404,801
4	Roof Insulation, Re-Waterproofing and Photovoltaics			£ 468,543
5	External Walls and Windows			£ 430,486
6	Additional external reconfiguration works			£ 33,284
	Phase sub-totals	£1,697,175		£ 1,482,578
	Total			£ 3,179,753

*Phase 1a and Phase 1b is the focus of this CIL bid

The current focus of our CIL bid will refer to Phase 1a and 1b only, and this phase will consist of the following works:

Creation of additional clinical space for patients and staff

The practice currently has 19,500 patients and employs circa 60 staff. Staff numbers are increasing as it develops its multi-disciplinary team both directly and through the Primary Care Network ("PCN") scheme. In addition, more patient services such as physiotherapy are being considered and developed from the site which require additional clinical space. The internal reconfiguration which includes the conversion and remodelling of existing ground floor administrative space to create clinical rooms, and the subdivision of existing large clinical space to create an additional 4 clinical rooms will allow for an additional 480 clinical appointments per week.

Primary internal reconfiguration including IT displacement, access improvements, and alterations to external areas

The existing data cabinetry and infrastructure would be amalgamated into the existing comms room, thereby integrating all IT infrastructure into one dedicated room allowing for the creation of more desk space and improving the existing working environment for staff. The access improvements which include, but are not limited to, new sliding doors with automatic openers and a ramp will ensure that the practice is inclusive for all patients and staff, and the proposed works to the rear entrance will allow the practice to operate a one-way system thereby de-risking the centre when dealing with airborne diseases such as Covid-19.

As part of the external works, a new ambulance bay would be formed, ensuring that emergency services have ease of access to the surgery, and the new sheltered cycle rack and EV charging points will encourage sustainable transport. The internal reconfigurations will facilitate effective use of clinical space, including works such as increasing the size of the existing room allowing for more patients to be accommodated inside, modification and reconfigurations of back of house operations and layouts which provides further operational space which will enable and support the

	<p>healthcare providers with their operational day-to-day functions. The renewing of floor and wall coverings to improve infection control and the replacement of lighting to improve illumination levels and efficiency.</p> <p><u>Porta Cabin reconfiguration</u></p> <p>To allow the works within the main building to take place, the existing porta cabin administration space will require new partitions and doors to accommodate the existing staff that will be displaced. These works will need to be undertaken prior to the other works undertaken in Phase 1, allowing the surgery to continue normal operation whilst the improvements are undertaken.</p> <p><u>Mechanical and ventilation works</u></p> <p>New ventilation equipment which will provide greater air flow/ air circulation within the building, this provides two-fold important benefits such as compliance with the HTM/ HBN (healthcare construction guidelines and best practice notes issued by the Department of Health), it also contributes as part of a wider de-risking of the entire health centre for staff and patients when dealing with air borne diseases such as Covid-19 because there is insufficient mechanical ventilation at present.</p> <p>The phases of works will improve the building significantly, enhancing space utilisation, increasing its lifespan, energy efficiency, and rendering the building up to date with health construction guidelines. These works are intended to support the provision of primary care in the local area for the short and longer term. The plans will facilitate population growth in Spelthorne and provide better patient care for residents now and in the future.</p>
<p>7) Please provide details of any supporting council policy, strategy, programme, action plan, etc.</p>	<p>Local Plan policy supports the provision of infrastructure, with Policy ID1 of the emerging Local Plan (2022-2037) outlining that the Council will work with infrastructure providers, developers and other key stakeholders to support the delivery of the infrastructure necessary to enable the development set out in the Local Plan.</p> <p>The Infrastructure Delivery Plan (2022-2037) recognizes that additional capital cost in the region of £21.2 - £21.6 million will be required over the next 15 years towards healthcare provision to account for the population increase caused by new housing in the Local Plan. It further notes that funding gaps will vary between 34-67% on a project by project basis and that that a program of works will be required at Sunbury Health Centre.</p>
<p>8) Why is strategic CIL</p>	<p>The project team has explored and currently have no access to capital funds for the full programme of works. Under the current</p>

<p>funding being sought? What other sources of funding have been considered and applied for? Please specify which elements of the project, the funding secured is required to deliver.</p>	<p>spending review, the NHS does not have other capital funding routes at disposal.</p> <p>As CIL can be used to mitigate the collective impact of development on an area, strategic CIL was identified as a means of funding the proposed works at Sunbury Health Centre.</p> <p>As a result of the collaboration between the CCG, the Sunbury Group Practice, and NHS Property Services, the project team have now received assurances for the priority works on Phase 1a and 1b to be supported on a match funding basis if the council were to provide equivalent CIL funding. The team considers this to be a significant milestone, and an opportunity to unlock this project.</p> <p>A CIL allocation of £848,587 from the council, will be matched by £848,587 resulting in almost £1.7m of improvements works to the health centre to benefit the local area in Spelthorne. This allocation of CIL funds for Phase 1 will also give positive momentum for Phase 2, allowing the NHS to support ways to deliver the full works programme at the Sunbury Health Centre in the coming years.</p> <p>Should CIL funding not be allocated to the proposed development, the match funding will not be available from alternative sources. A meaningful level of works could not be carried out and likely result in higher costs in the future. The delivery of this works programme would be jeopardised.</p>																																													
<p>9) Is there a related revenue spend associated with the project once it is complete, and if so, how will this be addressed?</p>	<p>This application is for capital costs only, any related revenue costs, such as the provision of additional staff to address additional capacity/ patients, or related rent reimbursement is intended to be secured through the CCG.</p>																																													
<p>10) Please set out the detailed breakdown of the estimated project cost and provide supporting costing documentation (e.g. planned spend profile, project cost</p>	<p>Please see table attached full project cost prepared by Oander for NHS Property Services.</p> <table border="1" data-bbox="496 1697 1474 2018"> <thead> <tr> <th>Item</th> <th>Works Package</th> <th>Phase 1a 2022 - 23</th> <th>Phase 1b 2023 - 24</th> <th>Phase 2 2023 onwards</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Creation of additional clinical space for patients and staff, primary internal reconfiguration including IT displacement, access improvements, and alterations to external areas, Porta Cabin reconfiguration, and M&E and ventilation.</td> <td colspan="2">£1,697,175</td> <td></td> </tr> <tr> <td>2</td> <td>Secondary internal reconfigurations/amendments</td> <td></td> <td></td> <td>£ 145,464</td> </tr> <tr> <td>3</td> <td>Heating and cooling systems</td> <td></td> <td></td> <td>£ 404,801</td> </tr> <tr> <td>4</td> <td>Roof Insulation, Re-Waterproofing and Photovoltaics</td> <td></td> <td></td> <td>£ 468,543</td> </tr> <tr> <td>5</td> <td>External Walls and Windows</td> <td></td> <td></td> <td>£ 430,486</td> </tr> <tr> <td>6</td> <td>Additional external reconfiguration works</td> <td></td> <td></td> <td>£ 33,284</td> </tr> <tr> <td colspan="2">Phase sub-totals</td> <td>£1,697,175</td> <td></td> <td>£ 1,482,578</td> </tr> <tr> <td colspan="2">Total</td> <td></td> <td></td> <td>£ 3,179,753</td> </tr> </tbody> </table> <p>*Phase 1a and Phase 1b is the focus of this CIL bid</p>	Item	Works Package	Phase 1a 2022 - 23	Phase 1b 2023 - 24	Phase 2 2023 onwards	1	Creation of additional clinical space for patients and staff, primary internal reconfiguration including IT displacement, access improvements, and alterations to external areas, Porta Cabin reconfiguration, and M&E and ventilation.	£1,697,175			2	Secondary internal reconfigurations/amendments			£ 145,464	3	Heating and cooling systems			£ 404,801	4	Roof Insulation, Re-Waterproofing and Photovoltaics			£ 468,543	5	External Walls and Windows			£ 430,486	6	Additional external reconfiguration works			£ 33,284	Phase sub-totals		£1,697,175		£ 1,482,578	Total				£ 3,179,753
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<p>estimates, supporting quotes, procurement policy).</p>	<p>Table 1 above outlines the separate costings for Phase 1 and Phase 2, based on the priority elements required by the GP.</p> <p>The project will be managed and delivered by NHS Property Services, who will provide quantity surveying, design and project management services. Work will be procured via a competitive open market tender process using experienced professional contractors. Site works and quality control will be overseen by NHS Property Services.</p>
<p>11) Please set out the proposed project delivery plan, including key tasks and milestones (this can be appended to your application). Please include plans and maps where relevant.</p>	<p>The proposed project delivery plan is based on the phasing outlined in Table 1 in section 10 above.</p> <p>Phase 1a: 2022-2023 Phase 1b: 2023-2024 Phase 2: 2023 onwards</p> <p>Phase 1 is the immediate priority works and will therefore be completed first. Phase 2 is reliant on future funding streams.</p>
<p>12) Please specify whether planning permission is required, and if it has already been secured (stating reference number).</p>	<p>Planning Consent will be required for Phase 2 Building Control, Fire approvals, and other relevant requirements will be sought as required</p>
<p>13) Is there any additional information that may support the application?</p>	<p>Please also refer to our letter dated 08.06.2022.</p>

Section C: Financial Summary

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.

Funding Source	Amount	Detail
CIL funding sought	£848,587	Phase 1a and 1b
Infrastructure provider contribution	£848,587	Match-funding
Third party contribution		
Total cost of project	£1,697,175	Phase 1a and 1b

When you have completed the application, please read and sign the declaration below and submit the application form as directed.

Declaration

To the best of my knowledge the information I have provided on this application form is correct.

If Spelthorne Borough 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 recognize 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 Spelthorne Borough Council checking all supplied information for the purposes of informing decision making. 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.spelthorne.gov.uk/article/16811/Spelthorne-Council-Privacy-Notices>

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

Applicant organisation signature

Signed: Ricky Ching _____

Organisation: NHS Property Services _____

Date: 09.06.2022 _____

Supporting organisation signature (if applicable)

Signed: _____

Organisation: Surrey Heartlands CCG _____

Date: _____

Activity	Qty	UoM	Rate	Total
Roof				
PLEASE NOTE: the roof works only apply to the lower roof section i.e. that above the ground floor.				
Allowance to strip off the existing bitumen and prepare the surface to install new insulation and roof.	650	m2	5.00	3,250.00
Assumed the existing substrate (ply or similar) is sufficient and does not require replacement.	650	m2	5.00	3,250.00
Allowance to install a new single ply waterproofing system; laid directly on top of new insulation; which is assumed it following existing falls.	650	m2	165.00	107,250.00
Extra over allowance for pedestrian walk way / anti slip treatment within the roof.	1	item	5,000.00	5,000.00
Extra over allowance for installing / modifying the existing roof lights to install light tubes.	1	item	10,000.00	10,000.00
Nominal allowance for rigid; 100mm insulation laid to existing falls.	650	m2	75.00	48,750.00
Extra over allowance for localised reinforcements / fixing points for the PV and/or any other item placed on the roof structure.	1	item	7,000.00	7,000.00
Nominal allowance to modifications to down pipes / gutters and down pipes.	1	item	4,000.00	4,000.00
Nominal allowance to replace the existing facias around the perimeter of the building.	136	m	55.00	7,480.00
Nominal allowance for man safe and/or fixing system to provide safe and suitable access whilst on the roof.	1	item	4,000.00	4,000.00
Roof Works Sub-Total				199,980.00
First Floor				
<u>Modifications and Adjustments</u>				
Demolition of the existing partition which served the meeting room; office and store to provide once large office. It is assumed that the partition is non structural.	1	item	3,000.00	3,000.00
Allowance for new ceiling within the Office following the demolition of the partitions / walls for uniformity.	27	m2	65.00	1,755.00
Omission of the glazed partition within the former meeting room partition and re-build with a new drylining / plaster boarded stud partition.	1	item	1,450.00	1,450.00
Omission of the glazed partition within the practice manager partition and re-build with a new drylining / plaster boarded stud partition.	1	item	1,450.00	1,450.00
Allowance to demolish and remove the existing stair balustrade; interim door located at the half landing and formation of a new, balustrade, handrail etc	1	item	7,500.00	7,500.00
Extra over for the formation of the handrail; balustrade uprights etc	1	item	7,500.00	7,500.00
Remove existing door; infill and make good accordingly.	1	item	750.00	750.00
Remove existing window; infill and make good accordingly.	1	item	1,650.00	1,650.00
Extra over allowance for the door; assumed uPVC or similar; assumed single leave	1	item	3,000.00	3,000.00
<u>WCs</u>				
Allowance to refresh the two WCs on the first floor including new sanitaryware; mirrors; boxings in etc.	2	nr	3,250.00	6,500.00
<u>Flooring</u>				
Allowance to strip out all existing flooring; treat existing floor (latex and/or similar); and install new carpet tiles throughout inclusive of threshold strips	115	m2	65.00	7,475.00
Extra over allowance for additional making good following the demolition of the wall.	1	item	1,500.00	1,500.00

Allowance to strip out all existing flooring; treat existing floor (latex and/or similar); and install new carpet tiles throughout inclusive of threshold strips to form new flooring to the carpet to the stairs.	1	item	2,000.00	2,000.00
<u>Decoration</u>				
Allowance to for decoration throughout the first floor; to include all walls; ceilings and wood work accordingly. Works includes making good accordingly.	1	item	40.00	5,750.00
Extra over allowance for additional making good due to the demolition and lining of the walls.	1	item	40.00	2,000.00
<u>Fixtures and Fittings</u>				
Allowance for new staff kitchenette within the breakout space; assumed Howdens or similar. Arrangement / confirmation to remain as is to accommodate services / connection points.	1	item	8,000.00	8,000.00
Allowance to remove and make good the kitchenette / sink within the office, make good the wall and decorate.	1	item	500.00	500.00
Allowance for new window blinds accordingly; these are not black out blinds, but to replace the existing warn and tired blinds.	1	item	3,500.00	3,500.00
First Floor Sub-Total				65,280.00

Ground Floor				
<u>Re-Purposing Rooms</u>				
Changing administrative space to new clinical space; works to include general re-fresh (decoration); flooring (included elsewhere); installation of new IPS + Sink; Standard Clinical Storage (base unit and wall mounted unit)	2	nr	6,250.00	12,500.00
Extra Over Examination Light	2	nr	2,050.00	4,100.00
<u>Modification and Alternations</u>				
General Item; allowance to off strip out the various rooms with loose fixtures and fittings generally.	1	item	5,000.00	5,000.00
General Item; nominal allowance for works required by the structural engineer to accommodate the modifications / reconfiguration; extent unknown.	1	item	10,000.00	10,000.00
General Item; nominal allowance for asbestos removal during the course of the works; full extent unknown.	1	item	10,000.00	10,000.00
<u>Formation of New Consulting Room (within Health Education Room)</u>				
Formation of new door opening; assumed simple structural opening with lintel and making good either side.	1	nr	650.00	650.00
Formation of new partition to divide and form the Consulting room within the Health Education Room; assumed to be constructed from drylining / partition construction.	13	m2	125.00	1,575.00
Allowance for new suspended ceiling within the consulting room generally.	17	m2	60.00	1,020.00
Allowance for new single leaf door; with corresponding door lining; ironmongery etc.	1	Nr	1,650.00	1,650.00
Allowance to fit out the room with corresponding cupboards (base and wall unit) and examination light.	1	item	8,300.00	8,300.00
<u>Formation of New Consulting / Phlebotomy Room</u>				
Allowance for stripping out and/or demolition of the existing adjoining walls / doors etc.	1	item	750.00	750.00
Formation of new partition to divide and form the Consulting room within the Health Education Room adjacent to the smaller room s(i.e. kitchen, store etc); assumed to be constructed from drylining / partition construction.	13	m2	125.00	1,575.00
Allowance for new suspended ceiling within the consulting room generally.	19	m2	60.00	1,140.00
Allowance for new single leaf door; with corresponding door lining; ironmongery etc.	1	nr	1,650.00	1,650.00
Allowance to fit out the room with corresponding cupboards (base and wall unit) and examination light.	1	item	8,300.00	8,300.00
<u>Formation of New Consulting Room (formed from multiple smaller rooms off Health Education Room)</u>				
Allowance for stripping out and/or demolition of the various walls and doors; along with strip out of the kitchen etc.	1	item	650.00	650.00
Formation of new partitions construction; assumed to be constructed from drylining / partition construction.	6	m2	125.00	750.00
Extra over allowance to remove the existing door and infill accordingly to close off the room.	1	item	750.00	750.00
Allowance for new suspended ceiling within the consulting room generally.	21	m2	60.00	1,260.00
Allowance for new single leaf door; with corresponding door lining; ironmongery etc.	1	nr	1,650.00	1,650.00
Allowance to fit out the room with corresponding cupboards (base and wall unit) and examination light.	1	item	8,300.00	8,300.00

<u>Formation of new Lobby off Waiting Room</u>				
Formation of new partitions construction; assumed to be constructed from drylining / partition construction.	8	m2	125.00	1,050.00
Allowance for new suspended ceiling within the consulting room generally.	3	m2	60.00	180.00
Allowance for new single leaf door; with corresponding door lining; ironmongery etc.	1	nr	1,650.00	1,650.00

<u>Waiting Room and Entrance Corridor / Lobby</u>				
Demolition of the existing partitions to provide / extend the existing waiting area.	1	item	2,150.00	2,150.00
Allowance for new suspended ceiling within the waiting room.	64	m2	60.00	3,840.00
<u>Main Entrance</u>				
Demolition of the existing WC and Community Area partitions; along with stripping out the WC etc to form a new WC and waiting area / entrance route to the waiting room.	1	item	2,500.00	2,500.00
Formation of new drylining partition to form new WC; works include studs, plasterboard and preparation to enable the wall to be decorated.	13	m2	125.00	1,620.00
Extra over for single leaf; DDA compliant door	1	item	1,650.00	1,650.00
Allowance for new ceiling within the WC; adjacent waiting area and area at the bottom of the stairs.	19	m2	60.00	1,134.00
Allowance to fit out the WC with IPS; Sanitaryware; toilet roll holders etc	1	item	3,500.00	3,500.00
Allowance to form new opening within building fabric; including structural works to accommodate a new; automatic sliding door.	1	item	2,000.00	2,000.00
Allowance for new automatic sliding door to provide an entrance between lobby / porch and main building.	1	item	6,500.00	6,500.00
<u>Lobby / Porch Building</u>				
Strip out and clear the existing lobby.	1	item	1,850.00	1,850.00
Line all the internal walls with insulation to form a suitable cavity / liner and stud out with a plasterboard finish; with a skim coat.	50	m2	195.00	9,828.00
Extra over allowance for infilling former doors with brickwork and decorating accordingly to match.	3	nr	650.00	1,950.00
Allowance for new suspended ceiling throughout	47	m2	60.00	2,820.00
Allowance for forming three new windows.	3	nr	1,050.00	3,150.00
Allowance to insulate and adjust the floor levels	47	m2	185.00	8,695.00
Allowance to construct drylined partitions to form new paramedic room and room.	14	m2	125.00	1,770.00
Allowance for new internal doors to service the office and paramedic room.	2	nr	1,650.00	3,300.00
Formation of new opening and associated works to accommodate a new automatic sliding entrance door.	1	item	2,000.00	2,000.00
Allowance for new; sliding entrance door.	1	item	6,500.00	6,500.00
Allowance to form new external ramp to provide suitable and safe access into the building; extent of the ramp unknown at present.	15	m2	215.00	3,225.00
<u>Other Modifications and Alterations</u>				
Treatment Room 00/12; strip out and demolition of existing opening to enable and form / install a new door which is a leaf and half.	1	nr	1,850.00	1,850.00
Nurses Rooms 00/30 + 00/33 - existing doors to be removed and stripped out; with the opening to be infilled with plasterboard ready to receive decoration.	2	nr	750.00	1,500.00
Nurses Room (adjacent to Room 00/25 + 00/28);existing doors to be removed and stripped out; with the opening to be infilled with plasterboard ready to receive decoration.	2	nr	750.00	1,500.00
Additional allowance to demolish the existing partition wall between room 00/26 + 00/27 to form large nurses room.	1	item	1,250.00	1,250.00
Extra over for new ceiling throughout.	16	m2	60.00	960.00
Extra over for additional making good accordingly.	1	item	650.00	650.00

<u>Portacabin Works</u>					
Formation of new partitions within the portacabin; assumed drylined construction up to the underside of the ceilings to avoid extensive ceiling modifications / new ceiling.	31	m2	125.00	3,840.00	
Extra over allowance for new internal doors; single leaf	3	nr	1,650.00	4,950.00	
<u>Rear Entrance / Exist Doors</u>					
Allowance to provide new metal / aluminium doors; which have PIR / automatic openers and are full glazed. Doors to be single leaf and power assisted openers.	2	nr	5,500.00	11,000.00	
<u>Toilet / WC Facilities</u>					
Allowance to refresh the WCs on the ground floor including new sanitaryware; mirrors; boxings in etc.	2	nr	2,500.00	5,000.00	
<u>Corridor Ceiling</u>					
Allowance to install a new suspended ceiling throughout the corridor; including necessary bulk heads; new LED day light fittings and enclosing services.	250	m2	107.50	26,875.00	
<u>Internal Door Ironmongery</u>					
Allowance to change all the internal doors to new doors	45	nr	1,650.00	74,250.00	
<u>Wayfinding and Branding</u>					
Allowance to develop a branding and improved wayfinding strategy for the site.	1	nr	2,650.00	2,650.00	
<u>Soft Flooring</u>					
Allowance for new vinyl flooring throughout the ground floor; inclusive of stripping out and removing the existing. Works include capped and coved skirtings.	790	m2	65.00	51,350.00	
<u>Decoration</u>					
Allowance to for decoration throughout the first floor; to include all walls; ceilings and wood work accordingly. Works includes making good accordingly.	1	item	23,700.00	23,700.00	
Extra over allowance to accommodate additional making good following demolition; strip out and/or other modifications.	1	item	3,000.00	3,000.00	
			Ground Floor Sub-Total	368,757.00	

Mechanical and Electrical Works				
Data				
Relocation of the existing data provision from the office to the unallocated room.				
Re-wire of data	1	item	40,455.00	40,455.00
Allowance for air conditioning to the new comms room.	1	item	5,000.00	5,000.00
Allowance for modifying and/or adjusting the incoming M3 line	1	item	1,000.00	1,000.00
Mechanical				
Heating and Cooling - VRF - to propose heating and colling via 41 split units.	41	nr	6,707.32	275,000.00
Ventilation - provision of one, single AHU to provide ventilation to various rooms	1	item	350,000.00	350,000.00
Domestic Services and/or other adjustments	1	item	20,000.00	20,000.00
Electrical				
PV Panels	650	m2	93.00	60,450.00
Electrical Modifications to accommodate the revised layout	1	item	75,000.00	75,000.00
Mechanical and Electrical Sub-Total				826,905.00
External Wall Treatments				
Allowance to undertaken and provide an external wall insulation and render finish; following the principles of the Weber Walling system; consisting of insulation; render and finishing.	491	m2	219.00	107,616.60
Extra over allowance for forming reveals; around openings and any other aspect to the external façade to provide a uniform and consist finish.	1	item	6,000.00	6,000.00
Allowance for new glazed windows throughout the building				
Ground Floor	84	m2	1,050.00	87,729.60
First Floor	33	m2	1,050.00	34,440.00
Extra over for triple glazing to enhance the thermal performance.	116	m2	30.00	3,490.56
External Wall Treatments Sub-Total				239,276.76

External and Entrance				
Allowance for new sheltered bicycle rack including foundations and concrete slab.	1	nr	15,000.00	15,000.00
Allowance for bollards around the grass verge (with the large tree trunk in the centre) including foundations and the like.	4	nr	550.00	2,200.00
Allowance for formation of ambulance bay; assumed nominal allocation with excavation within soft ground; specific location unknown.	1	item	7,500.00	7,500.00
Allowance for EV Charging Points				
2 nr Car Chargers	2	nr	5,000.00	10,000.00
1 nr Volt / Current Balancer	1	nr	6,500.00	6,500.00
Ducting; cabling etc	1	item	7,500.00	7,500.00
Allowance to form new hardstanding area for plant along with corresponding access path. Assumed to be of asphalt construction.	75	m2	70.00	5,250.00
Extra over for site clearance / preparation.	1	item	750.00	750.00
Extra over for formation of several steps.	1	item	1,000.00	1,000.00
Allowance for modifying the existing ramp; extent unknown.	1	item	2,750.00	2,750.00
Allowance to remove tree stump; grind out and top up topsoil at the front of the property.	1	item	750.00	750.00
Allowance to clear, trim and lop the trees and vegetation at the rear of the building.	1	item	500.00	500.00
Allowance for relocation of the bin store; assumed timber type structure; size and location unknown at present.	1	item	7,500.00	7,500.00
External and Entrance Works Sub-Total				67,200.00
Sub-Total				£ 1,767,398.76
Preliminaries @ 7.5%				£ 132,554.91
Sub-Total				£ 1,899,953.67
Contractors OH&P @ 5%				£ 94,997.68
Sub-Total				£ 1,994,951.35
Allowance for Out of Hours Works @ 5%				£ 99,747.57
Risk / Contingency @ 10%				£ 209,469.89
Sub-Total				£ 2,304,168.81
Consultant Fees @ 15%				£ 345,625.32
Net Construction Total				£ 2,649,794.13
VAT @ 20%				£ 529,958.83
Gross Project Total				£ 3,179,752.96

Joanna Ghazaleh
Infrastructure Delivery Coordinator
Spelthorne Borough Council
Council Offices
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TW18 1XB

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Guildford Road
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0300 5611 555

www.surreyheartlandsccg.nhs.uk

J.Ghazaleh@spelthorne.gov.uk

BY EMAIL ONLY

08 June 2022

Dear Joanna,

RE: Sunbury Health Centre – Community Infrastructure Levy bid response

I write further to the Community Infrastructure Levy (“CIL”) application on 2 April 2021, and our most recent correspondence from 20 October 2021, where I provided additional evidence and an updated CIL request.

Surrey Heartlands Clinical Commissioning Group (“CCG”) have since undertaken further engagement with the Sunbury Health Centre Practice and NHS Property Services about the future of the building. A project team has been established, and inspections at the property have been taking place. A programme of works for the building has been developed by the project team, and these works is intended to support the provision of primary care in the local area for the short and longer term. The plans will facilitate population growth in Spelthorne and provide better patient care for residents now and in the future.

The surveys and assessments carried out by the construction managers and quantify surveyors in the project team has allowed an extensive refurbishment programme required for the building to be established. This would include the increase of clinical space for staff and patients, a strategy to decant personnel while construction takes place, works to the roof to ensure the building is watertight, mechanical/ electrical and ventilation systems, and reconfiguration to external elements of building. These works would improve the building significantly, enhancing space utilisation, increasing its lifespan, energy efficiency, and rendering the building up to do date with health construction guidelines.

The works to improve the building will be substantial and be delivered over a programmed period. It is currently proposed that alterations to Sunbury Health Centre will be phased, reflecting the immediate priorities of the practice first.

Table 1 outlines the estimated capital costs and the phases.

Table 1: Capital works package and phasing

Item	Works Package	Phase 1a 2022 - 23	Phase 1b 2023 - 24	Phase 2 2023 onwards
1	Creation of additional clinical space for patients and staff, primary internal reconfiguration including IT displacement, access improvements, and alterations to external areas, Porta Cabin reconfiguration, and M&E and ventilation.	£1,697,175		
2	Secondary internal reconfigurations/amendments			£ 145,464
3	Heating and cooling systems			£ 404,801
4	Roof Insulation, Re-Waterproofing and Photovoltaics			£ 468,543
5	External Walls and Windows			£ 430,486
6	Additional external reconfiguration works			£ 33,284
Phase sub-totals		£1,697,175		£ 1,482,578
Total				£ 3,179,753

*Phase 1a and Phase 1b is the focus of this CIL bid

The current focus of our CIL bid will refer to Phase 1 (a and b) only, and this phase will consist of the following works:

Creation of additional clinical space for patients and staff

The practice currently has 19,500 patients and employs circa 60 staff. Staff numbers are increasing as it develops its multi-disciplinary team both directly and through the Primary Care Network (“PCN”) scheme. In addition, more patient services such as physiotherapy are being considered and developed from the site which require additional clinical space. The internal reconfiguration which includes the conversion and remodelling of existing ground floor administrative space to create clinical rooms, and the subdivision of existing large clinical space to create an additional 4 clinical rooms will allow for an additional 480 clinical appointments per week.

Primary internal reconfiguration including IT displacement, access improvements, and alterations to external areas

The existing data cabinetry and infrastructure would be amalgamated into the existing comms room, thereby integrating all IT infrastructure into one dedicated room allowing for the creation of more desk space and improving the existing working environment for staff. The access improvements which include, but are not limited to, new sliding doors with automatic openers and a ramp will ensure that the practice is inclusive for all patients and staff, and the proposed works to the rear entrance will allow the practice to operate a one-way system thereby de-risking the centre when dealing with airborne diseases such as Covid-19.

As part of the external works, a new ambulance bay would be formed, ensuring that emergency services have ease of access to the surgery, and the new sheltered cycle rack and EV charging points will encourage sustainable transport. The internal reconfigurations will facilitate effective use of clinical space, including works such as increasing the size of the existing room allowing for more patients to be accommodated inside, modification and reconfigurations of back of house operations and layouts which provides further operational space which will enable and support the healthcare providers with their operational day-to-day functions. The renewing of floor and wall coverings to improve infection control and the replacement of lighting to improve illumination levels and efficiency.

Porta Cabin reconfiguration

To allow the works within the main building to take place, the existing porta cabin administration space will require new partitions and doors to accommodate the existing staff that will be displaced. These works will need to be undertaken prior to the other works undertaken in Phase 1, allowing the surgery to continue normal operation whilst the improvements are undertaken.

Mechanical and ventilation works

New ventilation equipment which will provide greater air flow/ air circulation within the building, this provides two-fold important benefits such as compliance with the HTM/ HBN (healthcare construction guidelines and best practice notes issued by the Department of Health), it also contributes as part of a wider de-risking of the entire health centre for staff and patients when dealing with air borne diseases such as Covid-19 because there is insufficient mechanical ventilation at present.

CIL bid allocation request: Phase 1

The CCG has worked in partnership with the GP practice and NHS Property Services to find solutions that will enable this important programme of works to take place at the Sunbury Health Centre. The programme of works to the building will be significant, but it is also vital to ensure the needs of residents are fully met now, and to accommodate growth for the future. The council's Infrastructure Delivery Plan (2022) recognises the importance of the health centre to residents in the area, and that a programme of works will be required to be undertaken to the building.

The cost of Phase 1a and Phase 1b equates to £1,697,175 which includes a contingency of 20%; reflecting a 10% allowance for risk, 5% allowance for inflation and 5% for design development risk. The project team is committed to finding ways to support this full programme of works, and have received assurances to help deliver the priority works of Phase 1 on a match funding basis if the council were to provide CIL funding. The team considers this to be a significant milestone, and an opportunity to unlock this project. The CCG therefore respectfully **requests that a CIL bid allocation of £848,587** is provided for the Sunbury Health Centre Phase 1 works. This CIL bid would enable and provide certainty to the delivery of the prioritised Phase 1 of the programme. This will also give positive momentum for Phase 2, allowing the NHS to support ways to deliver the full works programme at the Sunbury Health Centre in the coming years.

Thank you for considering our request for CIL funds. Please feel free to contact us if you require any further clarification, additional information or have any other questions.

I look forward to hearing from you.

Yours sincerely

Jules Wilmshurst-Smith

Jules Wilmshurst-Smith

Head of Estates - Surrey Heartlands CCG

CC: Sunbury Health Centre Practice - richardfryer@nhs.net

NHS Property Services - ricky.ching@property.nhs.uk

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CIL Local Funding Application Form

SPELTHORNE BOROUGH COUNCIL



Spelthorne Takes Shape

Please read the CIL Local Funding Application Form – Guidance Notes before completing this form.

To discuss a potential project, or for further guidance, please contact the Strategic Planning Team on 01784 444 278 or email cil@spelthorne.gov.uk .

Please return completed application forms and supporting information to:
cil@spelthorne.gov.uk .

Application Form

Question	Response						
1. Applicant organization	Spelthorne Borough Council – Leisure & Community Development						
2. Name and position of main contact	Mary Holdaway (Wed – Fri) Active Lifestyle & Wellbeing Manager and Claire Moore (Mon – Wed) Leisure Facilities and Projects Manager						
3. Applicant contact details (phone number, email and address)	01784 446261 (Mary) m.holdaway@spelthorne.gov.uk 01784 446452 (Claire) c.moore@spelthorne.gov.uk						
4. Type of organization If a charity, please provide registration number	Local authority						
5. Is the organization able to reclaim VAT?	Yes						
6. Project name	Grass football pitch improvements						
7. Address of project (including postcode)	Council owned pitches in Spelthorne including: <table border="1" data-bbox="424 1767 1385 1989"> <tbody> <tr> <td>Ashford Recreation Ground</td> <td>Rosary Gardens, Ashford, TW15 1BX</td> </tr> <tr> <td>Bishop Duppas Recreation Ground</td> <td>Walton Bridge Road, Shepperton, TW17 8NR</td> </tr> <tr> <td>Cedars Recreation Ground</td> <td>Green Street, Sunbury-on-Thames, TW16 6QQ</td> </tr> </tbody> </table>	Ashford Recreation Ground	Rosary Gardens, Ashford, TW15 1BX	Bishop Duppas Recreation Ground	Walton Bridge Road, Shepperton, TW17 8NR	Cedars Recreation Ground	Green Street, Sunbury-on-Thames, TW16 6QQ
Ashford Recreation Ground	Rosary Gardens, Ashford, TW15 1BX						
Bishop Duppas Recreation Ground	Walton Bridge Road, Shepperton, TW17 8NR						
Cedars Recreation Ground	Green Street, Sunbury-on-Thames, TW16 6QQ						

	Kenyngton Recreation Ground	Bryony Way, Sunbury-on-Thames, TW16 7RH
	Laleham Park	Shepperton Road and Thames Side, TW18 1SS
	Lammas Recreation Ground	Wraysbury Road, Staines-upon-Thames, TW18 4XZ
	Littleton Recreation Ground	Laleham Road, Littleton, TW17 0JS
	Long Lane Recreation Ground	Cambria Gardens, Stanwell, TW19 7ER
	Shepperton Recreation Ground	Glebeland Gardens, Shepperton, TW17 9DH
8. Summary of the project proposal	This project will make improvements to Local Authority owned, community accessible grass football pitches within Spelthorne to ensure sufficient good quality pitches are available to meet the boroughs needs.	
9. Estimated project cost (including detailed breakdown of the overall cost and what the CIL funding requested will cover) Please provide quotes for the work/project. If specialist/be spoke area, where only one or two quotes are available, please add details within this section.	<p>At time of writing the Council is through to the second round of the Football Foundations local pitch improvement programme pilot. As part of this Pitch Power pitch assessments have been undertaken by the Council's grounds team and the Grounds Maintenance Association in partnership with the Football Foundation. These have been completed and assessment reports are being carried out. Once these are complete, we will be provided with a performance quality standard and exact recommendations for improvements to individual pitches. This will enable full costs to be obtained. Based on the existing grass pitch maintenance programme for clubs, the usual sum for enhancements of an 11 aside pitch is approximately £15,000. For 9 v 9 pitches it's approximately £12,000 and for smaller mini pitches it is £9,000. Spelthorne Borough Council have 19 pitches of varying sizes (12 11-aside, 2 9-aside and 5 mini). Twelve of these pitches are currently marked, one is available for booking and there is demand for an additional four. Based on these figures the estimated cost of the project could be up to £234,000.</p> <p>12 x £15,000 2 x £12,000 5 x £9,000 Total £249,000</p> <p>Until the pitch power assessment reports have been completed and the recommendations for each individual pitch are obtained, we are unable to say exactly what the costs will be for each pitch or each bit of work, however, items likely to be included in the costs are contractor works e.g levelling, slitting, scarification and decompaction and the purchasing materials and equipment such as seed, fertiliser or a soil sampler.</p> <p>Quotes to follow once the performance quality standard scores and</p>	

	recommendations have been received.		
10. Please show in the table the amount of CIL funding being sought and any other contributions that may have been allocated for this scheme	Contribution type	Amount	Detail
	CIL funding sought	£68,050	Each pitch will require individual works and any amount would be useful as it would allow some works to go ahead.
	Local authority contribution	£14,000	From Grounds maintenance budgets
	Third party contribution	TBC Could be up to £166950	Football Foundation
	Total cost of project	£249,000	
11. Detail of additional sources of funding available	An application has been submitted to the Football Foundation Local authority grass pitch improvement fund. The Council have been selected to be part of the pilot programme having made a successful expression of interest. Based on previous pitch improvement funds for clubs and other funding pots from the Football foundation a contribution from the Football Foundation could equate to approx. 67% of the total cost of the project.		
12. Why is CIL funding being sought? Please provide details of sources of funding already considered or applications made for funding	<p>CIL is being sort to help improve the quality of Council owned community accessible football pitches in the borough and help ensure there are sufficient good quality pitches to meet the borough's needs. The Spelthorne playing pitch strategy, undertaken in 2019, assessed the quality of and the supply and demand for all community accessible football pitches in the borough. This assessment included all pitches owned and maintained by the Council as well as those in community ownership. The strategy identified that there is currently a deficit for most types/sizes of football pitches in the borough and that this deficit is likely to increase with the expected rise in population in the coming years. The playing pitch strategy and the football facilities plan, undertaken in the same year by the Football Foundation, both recognize that improvements are required to a number of the pitches in the borough to help ensure good quality pitches are available. 5 pitches in the borough have previously rated poor and several others were on the lower end of standard. The playing pitch strategy acknowledges that without improvement /enhanced maintenance those pitches on the lower end of standard will end up in a poor state. Poor pitches are more likely to be taken out of action decreasing the number available and increasing the deficit. Spelthorne Borough Council are in the 2nd round of the Football Foundations Local Authority Grass Pitch Improvement Fund Pilot and are hopeful of receiving some funding towards improving a number of the grass pitches in Spelthorne. The Football Foundation / FA have already made an investment in training Spelthorne staff</p>		

	<p>to undertake pitch inspections. We are aware that if successful in receiving funding from the pitch improvement fund then further funding will still be required for the project. Not all the work for the project needs to be completed at once. Any contributions from CIL would help towards work required. Different pitches will have different requirements and will be prioritized in partnership with the FA and Football Foundation.</p>
<p>13. Please indicate whether the organization has previously received CIL or other funding sources from Spelthorne Borough Council. If yes, provide amounts and timings</p>	<p>We are an internal department so have received other funding but not for this specific project.</p>
<p>14. How does the project help address the demands of development in the area. What evidence is there to support this?</p>	<p>A Playing Pitch Strategy for the borough was undertaken in 2019 and a local football facility plan for Spelthorne was also developed by the Football Foundation in May that year. These documents demonstrate that the facilities in Spelthorne have been well analysed, and they provide clear evidence of a strategic need for improved grass playing pitch provision in the Borough. The playing pitch strategy is available on the Council's website https://www.spelthorne.gov.uk/article/17519/Playing-Pitch-Strategy and the football facilities plan is available at https://footballfoundation.org.uk/local-plans.</p> <p>The playing pitch strategy supports SBC's Local Plan and the underpinning Infrastructure Delivery Plan required to support future housing developments. The strategy identified that there is currently a deficit for most types/sizes of football pitches in the borough and that this deficit is likely to increase with the expected rise in population in the coming years.</p> <p>The playing pitch strategy and the football facilities plan both recognize that improvements are required to a number of the pitches in the borough to help ensure good quality pitches are available. 5 pitches in the borough have previously rated poor and several others were on the lower end of standard. The playing pitch strategy acknowledges that without improvement /enhanced maintenance those pitches on the lower end of standard will end up in a poor state. Poor pitches are more likely to be taken out of</p>

	<p>action decreasing the number available thus increasing the pitch deficit. Poor pitches are also more likely to lead to a decline in football participation and activity levels.</p> <p>Spelthorne's Corporate Plan prioritises Community Wellbeing, Recovery and Service Delivery. One of the elements is to prioritise healthy communities which pitch improvements would support. Additionally, the Health & Wellbeing Strategy for Spelthorne prioritizes People, Place and Community, with maximizing the use of parks and open spaces a focus area.</p> <p>Our vision for Spelthorne is that there is a good supply of high-quality playing pitches to meet the sporting needs of local communities. Our playing pitch strategy action plan shows a commitment to addressing the issues raised in the strategy to help ensure that this vision is met. Improving football provision in the borough will also help increase participation in physical activity. We see this as particularly important as part of our Covid recovery. CIL funding will help to enable us to improve the quality of the borough's pitches, helping to boost participation in football and increase physical activity locally.</p>
<p>15. What evidence is there of support from the community</p>	<p>A club survey was undertaken as part of the Playing Pitch Strategy. The survey was circulated by Middlesex FA to all FA-affiliated football clubs in Spelthorne. A number of clubs responded, collectively representing 111 teams, or 74.6% of all the 149 affiliated teams in the Borough.</p> <p>We have also received contact from clubs regarding existing pitches and additional pitch set up (Lammas / Laleham) and regularly liaise with Middlesex FA who in turn liaise with clubs in the borough.</p>
<p>16. Proposed timescales for the project</p>	<p>Once we receive the scores and recommendations from the pitch assessment reports, we will be in a position to undertake the required work subject to funding. If successful with funding from the Football Foundation, then we work with them to identify a programme of works. Where possible, the aim would be to undertake some work during close season ready for the new football season in September. Other work will continue beyond then and will continue beyond 2022. Depending on the nature of the work identified it may be that some work needs to be repeated over a period of time to obtain the best result.</p>
<p>17. Is there a related revenue spend (i.e., day-to-day running</p>	<p>There will be ongoing pitch maintenance costs which will be covered by the Council's grounds maintenance budget. Improvement work to pitches should help reduce the ongoing maintenance required and help reduce costs.</p>

<p>costs) associated with the project? How will this be addressed?</p>	
<p>18. If the organization is not in the public sector please provide details of the organization's finances</p> <p>Please include a copy of the most recently audited accounts, including details of unrestricted reserves</p>	<p>N/A public sector organisation</p>
<p>19. Is planning permission required to carry out the works?</p> <p>If so, please provide the application number or stage the project is in within the planning permission process</p>	<p>No</p>

CIL Funding Application Form requirements – application checklist:

- Guidance notes for the application form has been read
- Competitive quotes for work provided (These are to follow)
- Audited accounts (where relevant) provided N/A

Declaration


When you have completed the application form, please read and sign the declaration below 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 Spelthorne Borough Council agrees to release funds for the specified project, these funds will be used exclusively for the purposes described in this application form and as agreed by the Local Spending Board. 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 recognize 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 Spelthorne Borough Council checking all supplied information for the purposes of informing decision making. The information on this form will be stored in the Council's Strategic Planning electronic filing system and summarized in the Council's ICT system for the sole purpose of fund processing, analysis and accounting. Information about the project may be publicized 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.spelthorne.gov.uk/article/16811/Spelthorne-Council-Privacy-Notices>

Signed: _____ 

Organization: _____ Spelthorne Borough Council

Date: _____ 30/3/22 _____

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

Signed: _____

Organization: _____

Date: _____

Names of Site	Full Address of Site	Number/Breakdown of Pitches at Site	Estimated Total Cost	Requested CIL amount
Ashford Recreation Ground	Rosary Gardens, Ashford, TW15 1BX	1 x Adult pitch	£15,000	£4,050
Bishop Duppas Recreation Ground	Walton Bridge Road, Shepperton, TW17 8NR	1 x Adult pitch	£15,000	£4,050
Cedars Recreation Ground	Green Street, Sunbury-on-Thames, TW16 6QQ	1 x Adult pitch	£15,000	£4,050
Kenyngton Recreation Ground	Bryony Way, Sunbury-on-Thames, TW16 7RH	2 x Adult pitch, 1 x 9v9, 1 x mini 7v7	£51,000	£13,770
Laleham Park	Shepperton Road and Thames Side, TW18 1SS	2 x youth 11v11, 2 x 7v7, 2 x 5v5	£66,000	£17,640
Lammas Recreation Ground	Wraysbury Road, Staines-upon-Thames, TW18 4XZ	1 x youth 11v11, 1 x youth 9v9	27,000	£7,290
Littleton Recreation Ground	Laleham Road, Littleton, TW17 0JS	1 x Adult pitch	£15,000	£4,050
Long Lane Recreation Ground	Cambria Gardens, Stanwell, TW19 7ER	2 x Adult Pitches	£30,000	£9,100
Shepperton Recreation Ground	Glebeland Gardens, Shepperton, TW17 9DH	Youth 11v11 pitch	£15,000	£4,050
		Total Cost	£249,000	£68,050

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CIL Progress Report to the Joint Committee – 18 July 2022

*This report is based on CIL figures as of 01 July 2022

Current Balance of CIL Account

The current balance of the CIL account is £7,619,297.71. This takes into account CIL spending, but not CIL commitments. A further breakdown is provided in the table below to show the split between Admin, Local and Strategic.

	Admin (5%)	Local (15%)	Strategic (80%)	OVERALL TOTAL
Collected	£420,226.20	£1,260,678.59	£6,723,619.13	£8,404,523.91
Spent	£420,226	£0.00	£365,000	£785,226
Balance	£0.00	£1,260,678.59	£6,358,619.13	£7,619,297.71

CIL Commitments

There have been a number of Strategic CIL commitments made totalling £6,191,760, however yet to be paid. This is because CIL is transferred on completion.

Below sets out the commitments made at the Joint Committee meetings in March and November 2021.

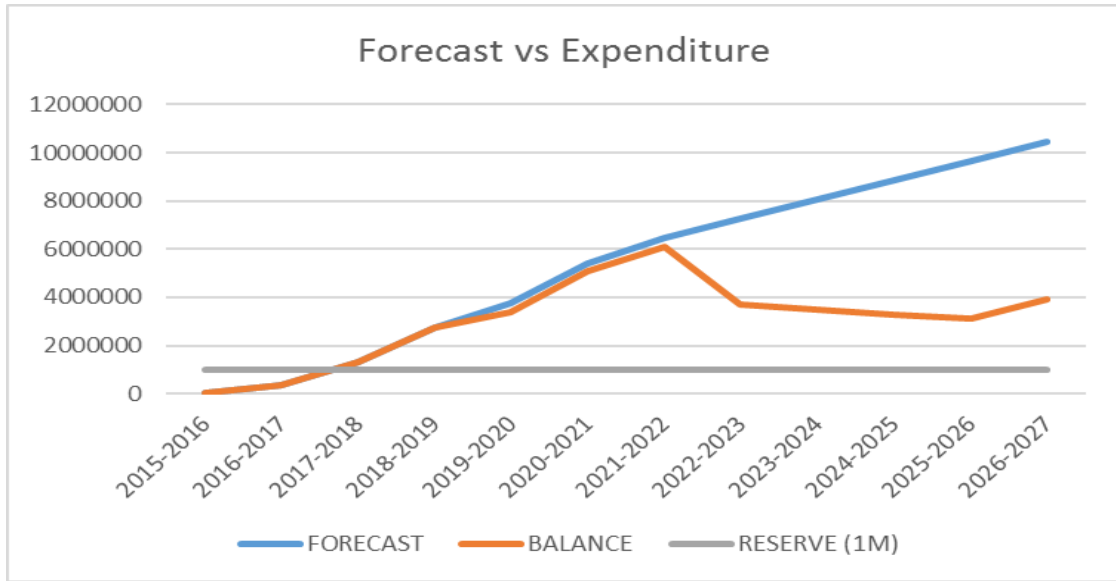
- £5,000,000 towards the A308 Improvements Highways Package
- £610,000 towards the installation of outdoor gyms equipment (10 locations)
- £110,000 towards the replacement of automated restriction bollards on Staines High Street
- £400,000 towards the expansion of Bishop Wand School
- £71,760 towards the reconfiguration of Staines Health Centre

These schemes will be paid over the upcoming years, once completed.

CIL Projections

The collection of CIL is ongoing and is based on development within the Borough. Large scales developments will continue to be the key source of CIL income. However, the accumulation of CIL charges on smaller schemes still has a significant impact towards the overall CIL amount accrued. Prudent calculations, factoring in exemptions and relief, has estimated a CIL income of £1million per annum. It has also been agreed in the CIL Terms of Reference that a reserve of £1million will be maintained with regards to Strategic CIL.

The following chart illustrates the estimated Strategic CIL income, as well as the balance following payment of the CIL commitments over the coming years. The chart demonstrates the £1m reserve can still be maintained with current commitments in mind.

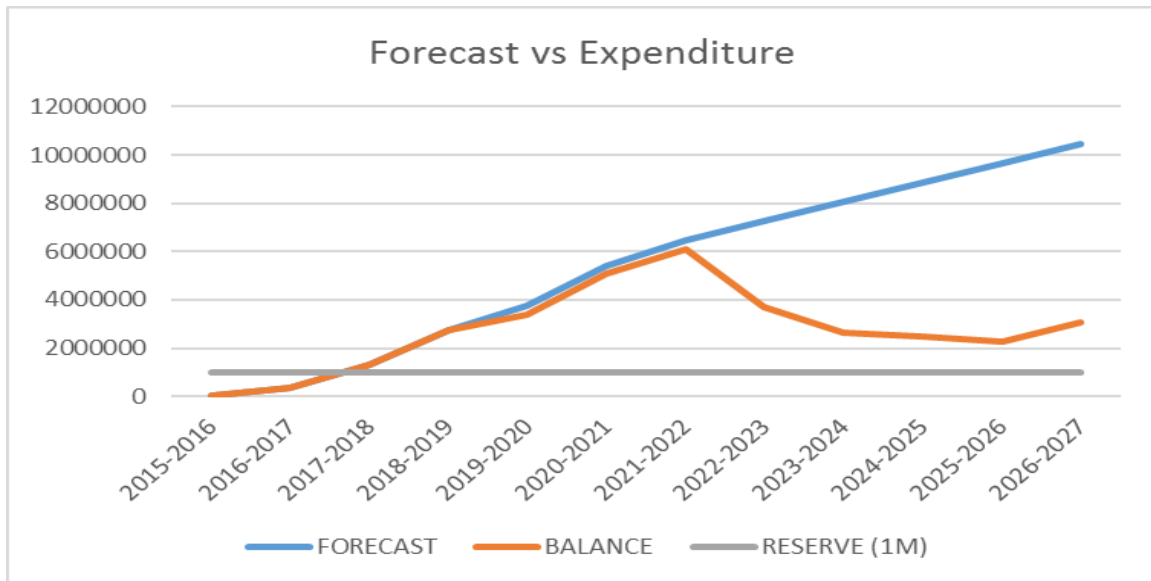


Joint Committee recommendations – July 2022

There are two schemes being recommended for approval to the Joint Committee, totalling £916,637. Scheme details as follows –

- NHS – Sunbury Health Centre (£848,587)
- Spelthorne Borough Council (Leisure) - Grass football pitch improvements (£68,050)

Should both schemes be approved, the Council would still be able to maintain the £1m reserve as demonstrated in the following graph –



Next Steps

Officers will continue to actively engage with key infrastructure providers to mitigate funding gaps identified in the IDP. These gaps can potentially be funded through either CIL or S106 obligations.

As some infrastructure providers have larger funding gaps than others, for example the NHS, Officers will also focus on securing S106 contributions on site specific development.

The Infrastructure Advisory Group (IAG) will continue to invite infrastructure providers to engage with us in a formal setting every three months. These meetings are key for collaborative working particularly in terms of the IDP and emerging Local Plan.

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JOINT COMMITTEE (SPELTHORNE)

DATE: 18 JULY 2022

LEAD OFFICER: GREGORY YEOMAN, PARTNERSHIP COMMITTEE OFFICER

SUBJECT: REPRESENTATION ON TASK GROUPS AND EXTERNAL BODIES

DIVISION: ALL

SUMMARY OF ISSUE

This report seeks the approval of Joint Committee task group members and the appointment of representatives to external bodies.

RECOMMENDATIONS

The Joint Committee (Spelthorne) is asked:

- (i) To agree the continuation of the Joint Committee's CIL task group for the year 2022/23 as set out in section 2.2 of this report and the Terms of Reference as set out on Annex 1.
- (ii) To agree the CIL group membership as set out in the Terms of Reference.
- (iii) To agree to the discontinuation of the Transport task group – paragraphs 1.2 and 1.3 refer.
- (iv) To note the Terms of Reference of the external bodies in Annex 1, and membership set out in section 2.3 of the report.

REASONS FOR RECOMMENDATIONS

The report proposes Joint Committee task group membership for the forthcoming year to enable the provision of informed advice and recommendations to the Committee on subjects within the Committee's remit. The appointment of councillors of the Joint Committee to external bodies enables the committee's representation on, and input to, such bodies.

1. INTRODUCTION AND BACKGROUND

- 1.1 Joint Committee task groups are usually established at the start of each municipal year. Membership of each task group is nominated and decided by councillors of the Joint Committee. Representation on external bodies is similarly decided and is reviewed and agreed by committee members annually.

The proposed membership and terms of reference for the committee's task groups are contained in Annex 1 of this report. The committee is requested to make appointments to the external bodies and task groups, as detailed in paragraphs 2.1 to 2.12 of this report.

- 1.2 In February 2022 the SCC Cabinet agreed to transfer the Highways and Parking executive functions from the local and joint committees. A consequence of this is that the areas that the joint committee Transport Task Group would concentrate on are no longer in the committee's remit.
- 1.3 Working Group discussions relating to those functions no longer within the Joint Committee's remit will in future be covered by officer/Member meetings led by the engagement leads in eg Highways, Place Making, Major Projects etc. Borough members and officers will be invited as appropriate along with other relevant stakeholders. This approach is already used in some areas eg to address traffic issues in Oxshott, and traffic reduction in Ewell Village.

2. ANALYSIS

- 2.1 The Committee is asked to consider appointing members to the following groups:

2.2 Joint Committee Task group

2.21 Community Infrastructure Levy (CIL) Task Group

- 2.22 This is run by Spelthorne Borough Council and contains

- The Leader of Spelthorne Borough Council
- The appointed Surrey County Council representative for the Spelthorne Joint Committee
- The Chair and Vice Chair of Spelthorne's Environment and Sustainability Committee
- The Chairs of each of the five Local Spending Boards

The Chair of the Task Group will be the chair of the Spelthorne Joint Committee sitting at that time.

County Council Officers are called as required.

2.3 External bodies

2.31 Spelthorne Safer Stronger Partnership Board (Community Safety Partnership)

Spelthorne Safer Stronger Partnership Board (SSSP) is a statutory Board. It is chaired by the Deputy Chief Executive of Spelthorne Borough Council and meets quarterly.

- 2.32 The SCC divisional member who is either chairman or vice-chairman of the Joint Committee is a member of the SSSP; for 2022/23 this is Cllr Weerasinghe.

- 2.33 **Spelthorne Health and Wellbeing Strategic Group** The Strategic Group meets quarterly and is chaired by the Spelthorne Borough Council Group Head for Community Wellbeing in conjunction with the Spelthorne Borough Council portfolio holder for Community Wellbeing.

2.34 A Surrey County Council Divisional member sits on the Group. The appointment is for the lifetime of the current Council (2021-2025); the incumbent is Cllr Attewell.

3. OPTIONS:

- 3.1 The committee can confirm the task groups and the corresponding terms of reference as set out in the report. Alternatively, it can establish new task groups, dispense with previous task groups or amend Terms of Reference to reflect changing needs (such as to expand membership). If a new task group is established, provisional terms of reference should be agreed.
- 3.2 The committee can either make the appointments to external bodies, as set out within the report, amend these appointments or choose not to make the appointment.

4. CONSULTATIONS:

- 4.1 Joint committee member views are being sought on the nominations for representatives on external bodies and on the membership of joint committee task groups.

5. FINANCIAL AND VALUE FOR MONEY IMPLICATIONS:

- 5.1 None.

6. EQUALITIES AND DIVERSITY IMPLICATIONS:

- 6.1 There are no direct equalities or diversity implications. However, through its membership of external bodies, both councils can help to ensure that local services are accessible to harder to reach groups.

7. LOCALISM:

- 7.1 Membership of task groups and representation on external bodies allows local councillors to consider, recommend and influence policies and services in response to local residents' needs.

8. OTHER IMPLICATIONS:

Area assessed:	Direct Implications:
Crime and Disorder	Set out below
Sustainability (including Climate Change and Carbon Emissions)	No significant implications.
Corporate Parenting/Looked After Children	No significant implications.
Safeguarding responsibilities for vulnerable children and adults	No significant implications.
Public Health	No significant implications

8.1 Crime and Disorder implications

The county council's membership of local CSPs helps ensure the achievement of its community safety priorities.

9. CONCLUSION AND RECOMMENDATIONS:

- 9.1 The Committee is asked to consider the membership and status of Task Groups and appointments to outside bodies.

10. WHAT HAPPENS NEXT:

- 10.1 The relevant bodies and officers supporting Task Groups will be notified of the names of those members appointed.

Contact Officer:

Gregory Yeoman, Partnership Committee Officer, Telephone 07968 832390

Consulted:

Joint committee members.

Annexes:

Annex 1 – Terms of Reference

Sources/background papers:

February 2022 report to Cabinet: Local and Joint Committee Highways Functions
<https://mycouncil.surreycc.gov.uk/documents/s84467/Cabinet%20Report%20LC%20JC%20Highway%20Functions%20Final.pdf>

SPELTHORNE JOINT COMMITTEE: 18 JULY 2022

Item 10 Representation on Joint Committee Partnerships, External Bodies and Task Groups 2022-23

ANNEX 1

SPELTHORNE JOINT COMMITTEE TASK GROUPS: TERMS OF REFERENCE

GENERAL

1. The Joint Committee will annually (at the first formal meeting after the beginning of the municipal year):
 - review the operation of any Task Groups which have been in place over the previous year
 - agree which Task Groups to establish for the current year
 - determine the membership of each Task Group.
2. Task Groups exist to advise the Joint Committee and will:
 - unless otherwise agreed, meet in private
 - unless otherwise agreed, treat as confidential any documentation made available for discussion
 - develop an annual work programme
 - formally record actions.
3. Members of Task Groups will be given an opportunity at each meeting to declare relevant personal or prejudicial interests.
4. Recommendations to the Joint Committee will be supported by a summary of the reasoning behind a Task Group's position and reflect any professional advice of officers.

COMMUNITY INFRASTRUCTURE LEVY (CIL) TASK GROUP

Terms of Reference

1. Remit

The Task Group is a Councillor/Officer group set up to work jointly and collaboratively to advise the Spelthorne Joint Committee on CIL generally and make recommendations on bids for CIL monies allocated to it by the Borough Council.

2. Membership of Task Group

The Community Infrastructure Levy (CIL) Task Group comprises:

- The Leader of Spelthorne Borough Council
- The appointed Surrey County Council representative for the Spelthorne Joint Committee
- The Chair and Vice Chair of Spelthorne's Environment and Sustainability Committee
- The Chairs of each of the five Local Spending Boards

Meetings of the Task Group will be also be attended by relevant officers from the two authorities. The Chair of the Task Group will be the chair of the Spelthorne Joint Committee sitting at that time.

For Spelthorne Borough Council the following officer representation will apply:

- Strategic Planning Manager
- Local Plans Manager and/or Principal Planning Officer (Policy)
- Infrastructure Delivery Co-ordinator

For Surrey County Council the following Officer areas would be represented as required, depending on the bids under consideration:

- Spatial Planning
- Transport Policy
- Infrastructure Agreements
- School Commissioning

The Task Group will reserve the right to draw in representatives from other Borough and County service areas as required to assist it in its work.

3. Meetings

As required to advise the Joint Committee and ensure effective and timely allocation of CIL monies.

4. Objectives

The Task Group objectives are:

- To ensure overall programming of infrastructure projects agreed by the Joint Committee.
- To advise and recommend to the Joint Committee schemes that will have maximum benefits to the community.
- To monitor receipts and expenditure of CIL monies, including the maintenance of reserves in the fund of approximately £1 million

The Task Group will be responsible for:

- Recommending projects to the Joint Committee which require CIL funding from resources allocated to it, following assessment in accordance with the agreed criteria.
- Regular monitoring and reporting to the Joint Committee on the delivery of projects including revisions to timescales and expenditure.
- Reporting to the Joint Committee after completion of each project.
- Identification of other current and future infrastructure expenditure and funding streams.

5. Output

Regular project progress updates to the Joint Committee on CIL priorities and funding of projects.

SPELTHORNE STRONGER SAFER PARTNERSHIP BOARD
(Community Safety Partnership)

Terms of Reference

1. Introduction
2. Membership
3. Vision and objectives
4. Partnership Plan

5. Meetings
6. Appointment of a Chair and Vice Chair
7. Decision making procedures
8. Resources
9. Financial matters
10. Risk Management
11. Monitoring and evaluating performance
12. Information sharing protocol
13. Complaints
14. Review
15. Signatories
16. Contact details

1. Introduction

1.1 Every Council in England and Wales has a duty under the Crime & Disorder Act 1998 to establish in partnership with other key agencies a Community Safety Partnership (CSP). In Spelthorne the CSP is known as the Spelthorne Safer Stronger Partnership (SSSP).

1.2 Partnership working to reduce crime, disorder and anti-social behaviour is important because tackling crime cannot simply be a matter for the police; it is for key agencies, organisations and most importantly communities working together to make a positive difference.

2. Membership

2.1 Some partners have a statutory duty to deliver on the Crime & Disorder Act 1998 and these are:

- Surrey Police
- Surrey Police Authority
- Spelthorne Borough Council
- Surrey County Council
- Surrey Fire Authority
- North-West Surrey Clinical Commissioning Group
- Surrey & Sussex Probation Service

2.2 The SSSP Board holds responsibility for ensuring the delivery of the 3 year Community Safety Strategy; it includes a range of agencies and organisations in addition to the statutory partners. Full membership of the Board consists of:

- (a) The Borough Council's Chief Executive
- (b) The Borough Council's Community Safety Manager
- (c) The Surrey Police Neighbourhood Superintendent and/or Police Neighbourhood Inspector
- (d) Spelthorne Police & Crime Commissioner Panel Representative
- (e) The Surrey Fire and Rescue Service Borough Manager
- (f) North-West Surrey Clinical Commissioning Group
- (g) The Surrey & Sussex Probation Service Manager
- (h) The Borough Council's Cabinet Member for Community Safety

- (i) The County Council Joint Committee Divisional Member who is either Chairman or Vice Chairman of the Joint Committee
- (j) The Surrey County Council Community Safety Officer - Spelthorne
- (k) A2 Dominion Housing Association

Other Officers and representatives of Partners Agencies may attend as and when appropriate.

The Spelthorne Borough Council elected member with responsibility for community safety must be a member of the SSSP Board.

2.3 The SSSP can appoint such other sub-groups or action groups as it decides to determine some particular aspect of its work after considering a report on the matter. It may delegate authority for action to such sub-groups but in any event they must report back to the full SSSP on all aspects of their work.

2.4 Each member will be asked to 'sign up' to this partnership agreement that will be documented as acceptance of the terms and conditions of this agreement.

The Community Safety Manager on a 1-1 basis as necessary will address non-compliance by individual agencies. If the matter cannot be resolved in this way the chairman will be asked to intervene.

3. Vision and Objectives

The vision for SSSP is the creation of a safe and stronger borough through the reduction of crime, disorder and anti-social behaviour; engaging and empowering our communities; and improving confidence and providing greater reassurance for all those who live and work in the borough.

Objectives and actions to deliver the vision will be set and reviewed annually.

4. Partnership Plan

The SSSP will produce a three year rolling plan to tackle the priorities identified in the Strategic Assessment. This plan will be prepared by the Community Safety Manager for ratification by the SSSP and council and will be revised annually.

The Partnership Plan will outline how each of the partners will support the delivery of the priorities including the resources that will be needed.

The Partnership Plan will contain information on how the partners' performance will be measured and reported back to the wider community. A summary of the Plan will be produced and will be made available on the partnership web site.

The delivery of the Partnership Plan will be managed by SSSP Board members.

5. Meetings

Each of the representatives of the statutory partner agencies identified in paragraph 2.2 is expected to attend the Partnership Board meetings. If through unavoidable circumstances they are unable to attend they will identify an alternative

representative and that this person is of an appropriate level to allow them to make decisions and respond on behalf of their organisation.

The partnership agreement will act as the constitution for the Spelthorne Safer Stronger Partnership.

6. Appointment of a Chair and Vice Chair and Responsibilities

6.1 The SSSP will appoint a Chair (and a Vice Chair to act as deputy). They should have the necessary skills and knowledge to ensure the following aspects are delivered. The key functions of the Chair (and Vice Chair) will be to ensure that:

- The SSSP Board reaches clear decisions.
- Each member of the SSSP has clear responsibilities in relation to the delivery of the Partnership Plan.
- There are clear lines of accountability within the SSSP and back to individual partner agencies.
- The SSSP actively manages performance, understands current performance, sets robust delivery targets and monitors and evaluates results.
- The SSSP engages appropriately with the community, for example, communicating its activities and decisions in an accessible manner.

6.2 The Chair (and Vice Chair) shall be elected for three years, i.e. the proposed period of the Community Safety Action Plan and will act as the lead spokes people for the Partnership. It is the agency that is elected to the Chair or Vice Chair and not the person; so if there is a change in post, the replacement will be automatically appointed to the position on the Board that their predecessor held.

6.3 Subject to 6.2 above, should the Chair vacate the position outside of the elected period the Vice Chair will be offered the position in the first instance. If they choose not to accept this position s/he can still remain as the Vice Chair for the remainder of their term if they wish. In this instance the SSSP would be required to elect a replacement from the current membership. Anyone (including the Vice Chair) taking the Chair's role under these circumstances will stay in the position for the remainder of the vacating Chair's term only.

6.4 Subject to 6.2 above, should the Vice Chair vacate his/her position outside of the elected period the SSSP would be required to elect a replacement from the current membership. Anyone taking this position will remain in the position for the remainder of the vacating Vice Chair's term only.

6.5 If a member of the CSP decides to give a 'vote of no confidence' about either the Chair or the Vice Chair they must formally request that the Community Safety Manager puts forward a motion to undertake a secret ballot of the SSSP. The majority outcome being the deciding factor in the matter and the decision will be recorded within the minutes of the appropriate meeting. Should a 'vote of no confidence' go through about either the Chair or the Vice Chair, they will be asked to step down immediately and a replacement duly elected in accordance with the above. It will be at the discretion of the SSSP during the ballot whether the person being asked to step down is invited to remain as a SSSP member.

7. Decision Making Procedures

The SSSP as the management group will adhere to the following decision-making process:

- All issues requiring a decision by the SSSP will be itemised as agenda items at the first available meeting.
- Each representative will, in the event of a vote, have one vote each. Decisions on funding that require a vote shall be the preserve of the statutory partners, see 2.1.
- The Chairperson of the SSSP has the deciding vote in the event of a tie.
- For voting purposes at least 4 of the 'responsible authorities' (statutory partners) must be represented at the meeting.
- For a motion to be carried there is requirement that 50%+ of those present agree with the motion proposed.
- All decisions will be recorded in the minutes of the meeting. A summary of the meeting will also be published on the council web site for public information.

8. Resources

Resources will be identified on an annual basis and will be allocated as a result of the priorities identified by the annual Strategic Assessments.

9. Financial Matters

The SSSP manages the funding decision making process on behalf of the partnership and the following applies:

- The SSSP will identify resources to enable them to deliver on the actions identified within the Partnership Plan on an annual basis.
- The Partnership will receive a budget summary report at each meeting.
- The SSSP will identify four representatives from those that make up the 'responsible authorities' membership to approve funding spend. This should always meet the objectives of the action plan.
- All capital assets purchased on behalf of the Partnership will remain the property the Partnership.
- All capital assets belonging to the Partnership cannot be sold or transferred by any of the individual partners without full agreement of the funding panel of the SSSP.
- The Spelthorne Borough Council Community Safety Manager will be responsible for the Funding audit trail.
- All projects and activities commissioned by the SSSP will be evaluated to ensure that limited resources are spent in the most appropriate way to ensure 'value for money'. Representation will be taken from those agencies which allocate specific funds.

10. Risk Management

The potential for failing to deliver on the Partnership Plan is increased if the Board does not manage the following risks:

- Lack of sufficient partnership funding support.
- Failure to retain partnership posts.
- Liability in relation to the data protection legislation.
- Lack of partnership commitment.
- Failure to meet the equality and diversity obligations.

The above risks will be reviewed as part of an annual health-check of this Partnership Agreement.

11. Monitoring and Evaluating Performance

The Partnership Board will routinely monitor its performance against its Partnership Plan in the following ways:

- A standardised template based on the agreed priority actions will be developed and reported upon quarterly.
- IQanta and Police Performance management systems will be used to update the SSSP as to performance over time and against peers.
- Performance will be a standing item at each SSSP meeting.

12. Information Sharing Protocol

The SSSP is signed up to the Surrey wide information sharing protocol.

13. Complaints

Any partner, organisation or community representative wishing to make a complaint about the work of the Partnership or a decision made on behalf of the Partnership should, in the first instance, put forward their complaint in writing to the Community Safety Manager at Spelthorne Borough Council. If the matter cannot be resolved at this stage, the Community Safety Manager will refer it onto the Chairperson of the SSSP for appropriate action.

14. Review

Annual Assessments of the Partnership Plan will be undertaken every year in the form of a Strategic Assessment to help identify the key crime and disorder priorities for the year.

The Strategic Assessment will be used to compile the Partnership Plan and identify the priorities that need to be referred to the County Strategy Group. It will include an assessment on the extent to which the previous year's work was implemented.

Annually the SSSP will conduct a 'health check' in relation to the make-up of the partnership and the content of this Agreement. This will provide an insight into the strengths & weaknesses of the Partnership and its ability to deliver on the Plan.

15. Signatures

This Agreement must be signed by each member of the SSSP as a representative of their own organisation/service.

As the signatory representing my organisation I agree to abide by the terms and conditions within this Partnership Agreement:

(a) Organisation: Chief Executive of Spelthorne Borough Council

Position:

Print Name:

Signed: _____

Date: _____

(b) Organisation: Spelthorne Borough Council Community Safety Manager

Position: _____

Print Name: _____

Signed: _____

Date: _____

(c) Organisation: The Surrey Police Chief Superintendent, as Divisional Commander

Position: _____

Print Name: _____

Signed: _____

Date: _____

(d) Organisation: The Police Neighbourhood Superintendent and/or Police Neighbourhood Inspector

Position: _____

Print Name: _____

Signed: _____

Date: _____

(e) Organisation: Surrey Police & Crime Commissioner Panel Representative

Position: _____

Print Name: _____

Signed: _____

Date: _____

(f) Organisation: Surrey Fire & Rescue Service

Position: _____

Print Name: _____

Signed: _____

Date: _____

(g) Organisation: North-West Surrey Clinical Commissioning Group

Position: _____

Print Name: _____

Signed: _____

Date: _____

(h) Organisation: Surrey & Sussex Probation Service

Position: _____

Print Name: _____

Signed: _____

Date: _____

(i) Organisation: The Borough Council's Cabinet Member for Community Safety

Position: _____

Print Name: _____

Signed: _____

Date: _____

(j) Organisation: The County Council Joint Committee Divisional Member who is

either Chairman or Vice Chairman of the Joint Committee

Position: _____

Print Name: _____

Signed: _____

Date: _____

(k) Organisation: Surrey County Council Community Safety Officer - Spelthorne

Position: _____

Print Name: _____

Signed: _____

Date: _____

(l) Organisation: A2 Dominion Housing Association

Position: _____

Print Name: _____

Signed: _____

Date: _____

16. Contact details

For further information on the Spelthorne Safer Stronger Partnership please contact the Community Safety Manager, Spelthorne Borough Council, Knowle Green, Staines-upon-Thames TW18 1XB. Tel: 01784 444224.

SPELTHORNE HEALTH AND WELLBEING STRATEGIC GROUP

Membership, Terms of Reference and Operating Arrangements

1. PURPOSE

The purpose of the group is to improve the Health and Wellbeing in Spelthorne. The group will discuss and determine the Health & Wellbeing priorities for Spelthorne with targets and performance reviews outlined in the Spelthorne Health & Wellbeing Strategy. The group will raise awareness and communicate Health & Wellbeing information in Spelthorne. The group will report to the Joint Committee of Spelthorne Borough Council and Surrey County Council.

2. MEMBERSHIP

- (a) Spelthorne Borough Council including the Portfolio Holder and Group Head for Community Wellbeing, and representatives from Leisure Services, Community Development and Independent Living.
- (b) Surrey County Council representatives including a local councillor and representatives from Adult Social Care and Children's Services.
- (c) A public health representative from Surrey County Council.
- (d) A representative from North West Surrey Clinical Commissioning Group
- (e) A representative from one of the third sector community care borough wide forums or groups (for carers, children with disabilities, mental health, older people, adults with physical and sensory disabilities, and adults with learning disabilities – Appendix 1).
- (f) Other members from relevant organisations will be invited where appropriate and dependant on topical projects. These may include Surrey and Borders Partnership NHS Foundation Trust, or Ashford & St Peter's Hospital's NHS Trust

Members commit to attending meetings or to ensure that they send a representative at an appropriate level if they are unable to attend a meeting.

3. TERMS OF REFERENCE

The responsibilities of the Health and Wellbeing Strategic Group are:

- (a) To oversee progress towards the Spelthorne priorities as outlined in the Spelthorne Health & Wellbeing Strategy and to identify any new priorities that should be addressed. The group will report to the Spelthorne Joint Committee.
- (b) To develop an action plan for the Health and Wellbeing Strategy outlining clear targets; to be monitored quarterly and reviewed annually. Produce criteria to enable performance as red/amber/green.
- (c) To oversee the Spelthorne Health & Wellbeing Networking Group.

- (d) To consider any issues raised by the Spelthorne Health & Wellbeing Networking Group and to determine what needs to be done to resolve these issues.
- (e) To provide an opportunity for the sharing of relevant information between agencies.
- (f) To link to other local, partnership groups as appropriate e.g. the Youth Task Group.

(These responsibilities are underpinned by a statement of principles on equalities (shown in Appendix 2) to ensure that the work of the group pays due regard to issues of discrimination, equality of opportunity and the promotion of good relations between people from different backgrounds.

4. OPERATING PROCEDURES

(a) Support

Administrative support will be carried out by Spelthorne Borough Council.

(b) Chairman

The Chairman will be the Spelthorne Borough Council Group Head for Community Wellbeing in conjunction with the portfolio holder for Community Wellbeing. If this is not possible, the Chairman will rotate on an annual basis between the representatives from Surrey County Council, North West Surrey Clinical Commissioning Group and Spelthorne Borough Council. The Chairman will be responsible for reporting to the Spelthorne Joint Committee.

The Chairman will be supported by a Vice-Chairman and Co-ordinator; ideally they should be from a different partner organisation. Together they will be responsible for the operation of the theme group, its delivery of the action plan and reporting on progress to the Spelthorne Joint Committee.

(c) Frequency of meetings

The Health and Wellbeing Strategic Group shall meet at least quarterly.

(d) Reporting to the community

The Group will feed back to the networking group on its activities and to the community through this group as well as ad hoc communications such as press releases issued by partner organisations.

(e) Decision making

The Group will seek to operate by consensus.

5. LIFETIME OF THE GROUP

The Group is not time limited and will seek to evolve according to the needs of the community and partner organisations.

APPENDIX 1

Roles of Forums and Groups in Spelthorne Health & Wellbeing Strategic Group

1. To identify the unmet need of local people for health and wellbeing.
2. To assess the effectiveness of existing services in meeting local need and make proposals for improvements or variation in service delivery.
3. To identify gaps and unmet needs in services, and to ensure that development proposals and recommendations are made to Spelthorne Health and Wellbeing Network Group.
4. To receive relevant consultation documents, commenting back to relevant organisations and to the Spelthorne Health and Wellbeing Network Group, as appropriate.
5. To provide a focal point for multi-agency debate with users and carers on health and wellbeing, with a view to improving communications, information sharing, evaluation, identifying best practice, service development and funding issues.
6. To actively engage in a range of methods of consultation with users and carers working, where possible, toward their full participation in Forums, and the appointment of service users as Forum Chairmen.
7. To take part in any sub-groups or task focused groups as necessary.
8. To encourage full membership of all sections of the community, as set out in the Equality Act 2010. All members are given equal status and access.
9. To ensure essential representation by the Chairman or nominated representative at Spelthorne Health and Wellbeing Networking Group.
10. To receive feedback from and report to Spelthorne Health and Wellbeing Networking Group via the Chairman or nominated representative.
11. To review Terms of Reference when necessary.

APPENDIX 2

Spelthorne Health & Wellbeing Strategic Group Equalities Statement

Spelthorne Health and Wellbeing Strategic Group will work together to ensure that any decisions or actions it takes have due regard to age, gender, ethnicity, disability, sexual orientation, religious belief and that no one is discriminated against unlawfully or unfairly.

Spelthorne Health and Wellbeing Strategic Group is committed to:

- Promoting equality of opportunity for all, and recognising and valuing the diversity of the Spelthorne community.

- Promoting good relations between people from different backgrounds through its work.
- Listening to and understanding the needs of all people in Spelthorne.

This commitment builds on that of each individual partner organisation and their responsibilities under the relevant equalities legislation for promoting equality of opportunity in policy development, service provision, training and employment. Members will continue to assess Spelthorne Borough Council policies and functions according to their own procedures and, where concerns arise, will raise these with the rest of the Group.

Through this commitment, the Group aims to encourage diverse and equal representation of all communities in Spelthorne. Within the Group, it is the responsibility of each individual member to respect and value differences between themselves and other members.

Joint Committee (Spelthorne) - Forward Plan

Details of future meetings			
<p>This forward plan sets out the anticipated reports for future meetings. The forward plan will be used in preparation for the next committee meeting. However, this is a flexible forward plan and all items are subject to change.</p>			
Decision Tracker	To review progress on previous decisions and decide the next steps	Partnership Committee Officer	ALL
Forward Programme	Review the Forward Programme and consider further themes for Member briefings	Partnership Committee Officer	ALL
Community Infrastructure Levy (CIL)	To update members on existing CIL projects, new proposals and available funding.	SBC Strategic Planning	ALL
Eco-Park Update	To receive the latest information regarding operation of the Eco-Park	Chairman	ALL
Scheduled items.			

Suggested items.

Flooding / River Thames Scheme	Flood alleviation and riparian ownership (information item)	SCC/SBC/EA	
SCC's tree-planting programme and its effect on air quality		SCC	

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