

Agenda

6.30 pm

Monday, 12 December 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

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/community/your-local-area>

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
Harry Boparai, Sunbury Common & Ashford Common
Robert Evans, Stanwell and Stanwell Moor
Sinead Mooney, Staines
Joanne Sexton, Ashford
Denise Turner-Stewart, Staines South and Ashford West
Buddhi Weerasinghe, Lower Sunbury & Halliford (Chairman)

Borough Council Appointed Members

Cllr Clare Barratt, Ashford Common
Cllr Chris Bateson, Staines South
Cllr Malcolm Beecher, Staines
Cllr John Boughtflower, Ashford East (Vice-Chairman)
Cllr Ian Harvey, Sunbury East
Cllr Naz Islam, Ashford Town
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

Those attending for the purpose of reporting on the meeting may use social media or mobile devices in silent mode to send electronic messages about the progress of the public parts of the meeting. **To support this, wifi is available for visitors – please ask for details.**

Anyone is permitted to film, record or take photographs at council meetings. Please liaise with the council officer listed in the agenda prior to the start of the meeting so that those attending the meeting can be made aware of any filming taking place.

Use of mobile devices, including for the purpose of recording or filming a meeting, is subject to no interruptions, distractions or interference being caused to the PA or Induction Loop systems, or any general disturbance to proceedings. The Chairman may ask for mobile devices to be switched off in these circumstances. It is requested that if you are not using your mobile device for any of the activities outlined above, it be switched off or placed in silent mode during the meeting to prevent interruptions and interference with PA and Induction Loop systems.

Thank you for your co-operation

Note: This meeting may be filmed for live or subsequent broadcast - at the start of the meeting the Chairman will confirm if all or part of the meeting is being filmed. The images and sound recording may be used for training purposes within the Council.

Generally the public seating areas are not filmed. However by entering the meeting room and using the public seating area, you are consenting to being filmed and to the possible use of those images and sound recordings for webcasting and/or training purposes.

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 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 DECISION TRACKER (FOR INFORMATION)

(Pages 13 - 16)

To review any outstanding decisions and actions from previous Joint Committee meetings.

5 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.

6 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.

7 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.

8 APPROVAL OF CIL FUNDING FOR VARIOUS PROJECTS (EXECUTIVE FUNCTION FOR DECISION) (Pages 17 - 60)

The CIL Task Group meets regularly to consider bids received, and recommends successful bids to the Joint Committee for approval.

9 FORWARD PROGRAMME (Pages 61 - 62)

Committee members are asked to note the contents of the forward plan.

This page is intentionally left blank

Minutes of the meeting of the
Spelthorne JOINT COMMITTEE
held at 6.30 pm on 18 July 2022
at Goddard Room, 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:

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

Borough / District Members:

- * Cllr John Boughtflower (Vice-Chairman)
- * Cllr Chris Bateson
- * Cllr Malcolm Beecher
- * Cllr Ian Beardsmore
- Cllr Rose Chandler
- * Cllr Ian Harvey
- Cllr Denise Saliagopoulos

* In attendance

40/22 APOLOGIES FOR ABSENCE [Item 1]

Apologies were received from Cllr Attewell, Cllr Chandler, Cllr Todd and Cllr Saliagopoulos.

41/22 MINUTES FROM PREVIOUS MEETING [Item 2]

The minutes of the meeting held on 21 March 2022 were agreed.

42/22 DECLARATIONS OF INTEREST [Item 3]

There were no declarations of interest.

43/22 ECO PARK UPDATE (FOR INFORMATION) [Item 4]

Declarations of Interest: None

Officers attending: None

Petitions, Public Questions/Statements: None

Member discussion – key points:

The chairman read the following statement from Surrey County Council:

'The Council is continuing to engage with Suez over the future of the Eco Park, including the gasifier, which is now operational along with the Anaerobic Digester. The arbitration process between Suez and SCC is also ongoing. A report is being taken to Cabinet on 26 July where an update will be provided in respect of how the future of the Eco Park is being considered as part of the provision of services and infrastructure following the expiry of the current contract in September 2024. The link to this report will be provided to the Committee when papers are published to ensure members receive the latest information.'

There was a discussion about a possible overspend on the EcoPark. It was stated that any overspend would be covered to a large extent by the supplier. The Committee Officer undertook to find out more details.

44/22 DECISION TRACKER (FOR INFORMATION) [Item 5]

Declarations of Interest: None

Officers attending: Gregory Yeoman, Partnership Committee Officer, Surrey County Council

Petitions, Public Questions/Statements: None

Member discussion – key points:

Item 2. Cllr Evans asked for more information on what the construction is that is planned, and asked if the residents had been consulted.

Item 4. Cllr Turner-Stewart asked for confirmation that Ashford Road was still included in the speed reduction scheme, with its limit being reduced from 40mph to 30mph.

The Committee Officer would contact the Highways team with the above enquiries.

The Chairman offered to take queries relating to Cllr Todd's Division for the time being.

45/22 PETITIONS [Item 6]

No petitions were received.

46/22 WRITTEN MEMBER QUESTIONS [Item 7]

No Member questions were received.

47/22 WRITTEN PUBLIC QUESTIONS [Item 8]

One Public question had been received from Mrs Sanders of Sunbury-on-Thames regarding CIL balances and forecasts. The question and officer response were published in the agenda pack. Mrs Sanders was not present at the meeting and there was no supplementary question.

48/22 APPROVAL OF CIL FUNDING FOR VARIOUS PROJECTS (EXECUTIVE FUNCTION FOR DECISION) [Item 9]

Declarations of Interest: None

Officers attending: Joanna Ghazaleh, Infrastructure Delivery Coordinator, Spelthorne Borough Council

Petitions, Public Questions/Statements: None

Member discussion – key points:

The officer outlined the two schemes under consideration.

Sunbury NHS Centre

There was support for this application but it was felt that the Centre was underperforming, with comments from residents to members outside this meeting and one member's personal experience at the Centre cited. The comment was made that if the application is passed the funding should come with a requirement for the Centre to improve its level of service.

The cost of some of the individual items listed in the application was challenged, with a request for some more information to be provided. Clarity was also called for on what items listed in the overall application were included in the Phase 1a and 1b works, which is what the application was covering. Without this, it was felt that a decision could not be made and members agreed to defer this until a later meeting pending the officer providing the clarification needed. The officer would schedule a meeting of the CIL Task Group in the first instance.

Football pitch improvements

Members supported this application.

The officer was questioned about the projections shown in Annex 4, which are based on estimates of future receipts from developers. She acknowledged that while deriving the estimates from past trends did involve some risk, this was the approach used by other authorities as well. CIL receipts in 20/21 exceeded £2million, whilst in 21/22 £1.3m was accrued. The timing of the receipts cannot be predicted with 100% accuracy because project delivery can slip.

Overall, the work of the Task Group was commended, with a comprehensive spending package promoted across a variety of projects.

Resolved:

The Joint Committee (Spelthorne) agreed:

- (i) To defer the decision on Strategic CIL funding of £848,587 to the NHS – Sunbury Health Centre (Appendix 1) – to a subsequent meeting pending clarification on the status of transport elements.**
- (i) Strategic CIL funding of £68,050 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.

49/22 REPRESENTATION ON TASK GROUPS AND EXTERNAL BODIES (FOR DECISION) [Item 10]

Declarations of Interest: None

Officers attending: Gregory Yeoman, Community Partnership Officer, Surrey County Council

Petitions, Public Questions/Statements: None

Member discussion – key points:

The officer summarised the report and there was no further discussion.

Resolved:

The Joint Committee (Spelthorne):

- (i) Agreed 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 in Annex 1.
- (ii) Agreed the CIL group membership as set out in the Terms of Reference.
- (iii) Agreed to the discontinuation of the Transport task group – paragraphs 1.2 and 1.3 refer.
- (iv) Noted 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.

50/22 FORWARD PROGRAMME [Item 11]

Declarations of Interest: None

Officers attending: Gregory Yeoman, Partnership Committee Officer, Surrey County Council

Petitions, Public Questions/Statements: None

Member discussion – key points:

Prompted by the very small number of items on the forward plan, there was a discussion about the future of the Joint Committee where Members expressed their dissatisfaction with the idea that the committee might be closed. The committee provided a very good means for both the borough and county councils to meet and discuss key issues, and removing it would be a short-sighted action. Residents, too, would lose an opportunity to bring their concerns to the committee, and these changes, the reasons behind them and their implications had not been adequately discussed.

It was stated that the proposed changes were resident-driven; the existing system had been in place for 20 years and needed refreshing to ensure residents have access to a model that reflects changes in how people communicate and reaches a larger proportion of the Spelthorne population.

The officer undertook to pass the comments on to the Cabinet Member.

A request was made to add Greener Future for Surrey to the forward plan.

51/22 DATE OF NEXT MEETING [Item 12]

Currently 21 November 2022 although an earlier meeting is expected to accommodate the deferred CIL decision from Item 9 above.

Meeting ended at: 7.39 pm

Chairman

This page is intentionally left blank



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 2: Road Safety Changes to Long Lane, Stanwell.</u> Work with agencies to look at and address the situation.	OPEN	Highways Engagement and Commissioning mngr (E&CM)	Aug 22 – detailed design near completion. (See Item 11 as well) Dec 22 – detailed design submitted for independent road safety audit.
2	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.	Closed	E&CM	Aug 22 – construction complete. Recommend remove from list.
3	30 Nov 2020	Ashford Road speed limit restrictions included in the feasibility study for Laleham Village proposed 20mph scheme.	Closed	E&CM	Aug 22 – Ashford Road speed limit restrictions included; detailed design near completion. (See Item 12 as well) Recommend remove from list.
4	09 March 2021	Clockhouse Lane suggested improvements. AHM to investigate land ownership issues relating to construction of a safer road layout.	OPEN	E&CM	Dec 22 – land ownership investigation near completion.

5	28 July 2021	Advertisement of a legal order for a 20mph speed limit in Stratton Road and associate roads in Lwr Sunbury.	Closed	E&CM	Dec 22 – order advertised. Responses to be assessed. Recommend remove from list.
6	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	Dec 22 – installation 2022/23.
7	22 November 2021	Refer traffic light concerns at Staines Rd W./School Rd/Ashford Rd junction to road safety audit team	Closed	E&CM	Aug 22 – traffic light concerns at Staines Rd W./School Rd/Ashford Rd junction raised to road safety audit team Recommend remove from list.
8	21 March 2022	Advertisement of the intention to publish TROs for the proposed parking restrictions from the most recent 21/22 Parking Review.	Closed	Parking Engineer	30/11/22 – advertisement was between 14 Oct and 11 Nov 2022. Recommend remove from list.
9	18 July 2022	Circulate Eco Park report link to committee members	Closed	PCO	Link: Part 1 Cabinet Report July 2022.pdf (surreycc.gov.uk) Recommend remove from list.
10	18 July 2022	To report any potential overspend on the EcoPark	Open	PCO	1/9/22 – awaiting response from officer.
11	18 July 2022	Decision Tracker Item 1 above – more detail required on what construction is planned and level of public consultation	Closed	E&CM	Dec 22 – detailed design includes for reinstatement of the width restriction. Recommend remove from list.

12	18 July 2022	Decision Tracker Item 3 above – confirmation requested that Ashford Road is still included in the speed reduction scheme.	Closed	E&CM	<p>22/7/22 - A full speed limit assessment has been carried out along the 40mph section of Ashford Road, using speed data collected in September 2021 and May 2022. At three separate locations, the combined average speed of vehicles along Ashford Road was 39mph, 40mph and 37mph.</p> <p>Surrey County Council's Setting Local Speed Limits policy dictates for a change from an urban 40mph speed limit to 30mph speed limit (<i>using signs alone</i>) the combined measured speed must be 35mph or less. Therefore, the request for a 30mph Speed Limit along Ashford Road cannot be supported. Surrey Highways will continue to monitor the speeds on Ashford Road.</p> <p>Recommend remove from list.</p>
13	18 July 2022	Forward Members' comments regarding the future of the Joint Committee to the Cabinet Member	Closed	PCO	<p>Comments forwarded 27th July.</p> <p>Recommend remove from list.</p>



JOINT COMMITTEE (SPELTHORNE)

DATE: 12 DECEMBER 2022

LEAD OFFICER: JOANNA GHAZALEH

SUBJECT: APPROVAL OF CIL FUNDING – VARIOUS

DIVISION/S: ALL

SUMMARY OF ISSUE:

Two bids for Strategic CIL funding are being recommended to the Joint Committee for approval following consideration by the CIL Task Group on 15 November 2022.

A CIL bid for £59,963.88 towards an Electric Public Engagement Vehicle was submitted by Surrey Police in November 2022 (Appendix 1). Following consideration by the CIL Task Group, this bid is recommended to the Joint Committee for approval.

The CIL Task Group met with representatives from the NHS on a number of occasions throughout 2022 to discuss a Strategic CIL Bid for Sunbury Health Centre. The original CIL bid (Appendix 2) was considered by the Joint Committee in July, but was put on hold pending further information relating to the sustainable transport options within the bid.

The bid has now been revised to exclude all sustainable transport options. The amended amount requested is £811,525.24 (Appendix 3) and the scheme is recommended to the Joint Committee for approval.

RECOMMENDATIONS:

The Joint Committee (Spelthorne) is asked to agree that

- (i) Strategic CIL funding of £59,963.88 is agreed to Surrey Police towards an Electric Public Engagement Vehicle.
- (ii) Strategic CIL funding of £811,525.24 is agreed to the NHS towards Sunbury Health Centre.

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 the 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

www.surreycc.gov.uk/spelthorne

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 an Electric Public Engagement Van was received from Surrey Police in early November and discussed by the CIL Task Group on 15 November 2022. It was decided to recommend this bid for £59,963.88 to the Joint Committee for approval.
- 1.3 A bid for Sunbury Health Centre was considered by the Joint Committee on 18 July 2022. Members required further information specifically with regards to the sustainable transport options, and therefore the bid was placed on hold pending further information from the NHS.
- 1.4 On 16 August 2022 the CIL Task Group met with representatives of the NHS to discuss the transport options. It was decided that all sustainable transport options would be removed from the bid. This gives a revised figure of £811,525.24 being recommended to the Joint Committee for approval.
- 1.5 The Infrastructure Delivery Plan (IDP) identifies both policing and healthcare as the infrastructure priorities for Spelthorne.
- 1.6 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.
- 1.7 With regards to Surrey Police, public engagement is a key priority for the Force and local policing teams. The provision of a public engagement van will vastly increase public visibility within the borough and provide advantages, from increased officer efficiency, to improved visibility of the force in the local community.

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 Funding toward both policing and healthcare are identified in the IDP as areas where funding gaps exist.
- 2.5 These bids have been considered in the context of existing and upcoming development within Spelthorne. The schemes meet the general criteria and are appropriate for CIL funding, therefore it is recommended funding is granted.

3. OPTIONS

Surrey Police – Public Engagement Van (Appendix 1)

- 3.1 This project seeks funding towards a new (fully electric) public engagement van to be used for a variety of police engagement purposes and during operational policing.
- 3.2 According to Surrey Police, crime and reported incidents have been steadily increasing following the lifting of Covid restrictions and as a key strategy to resolve this upwards trend the government are recruiting 20,000 officers nationally
- 3.3 Public engagement is a key priority for the Force and their local policing teams. The provision of a public engagement van will vastly increase public visibility within the borough and provide advantages, from increased officer efficiency, to improved visibility of the force in the local community.
- 3.4 The multi-use vehicle will enable officers to engage with the local communities across the borough and vastly increase day-to-day visibility of the force, protecting vulnerable people and helping our residents feel safe in their community.
- 3.5 The total amount of CIL requested for this scheme is £59,963.88 and the scheme is recommended for approval.

NHS – Sunbury Health Centre (Appendix 2)

- 3.6 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.
- 3.7 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.
- 3.8 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.
- 3.9 Reassurance has been given from the NHS that the 480 additional appointments per week will be funded and resourced directly from the service provider.
- 3.10 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.
- 3.11 It was further understood that the proposed works would cause no, or very minimal, disruption to primary care services.

3.12 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.

3.13 The total amount of CIL requested for this scheme is £811,525.24 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 schemes 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.

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 capital projects, it is understood any revenue costs have been secured through alternative sources.

6. EQUALITIES AND DIVERSITY IMPLICATIONS

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

6.2 The Surrey Police scheme will increase police visibility across the Borough, thereby building public confidence and providing reassurance of the tackling of crime and improvements to safety in Spelthorne.

6.3 The NHS scheme would create enhanced local facilities for the residents of Spelthorne, regardless of their demographic.

6.4 By increasing capacity and improving the facilities at Sunbury Health Group, the number of appointments per week can be significantly increased, thereby benefitting the local community.

7. LOCALISM

7.1 The multi-use vehicle will enable officers to engage with the local communities across the borough and vastly increase day-to-day visibility of the force, protecting vulnerable people and helping our residents feel safe in their community. Furthermore, the vehicle is electric and therefore in line with the Borough's Green Agenda.

- 7.2 The proposed improvements to the Sunbury Health Centre will allow an increase of 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 in appointments and therefore will have a positive impact on those who use this facility.

8. OTHER IMPLICATIONS

Area assessed:	Direct Implications:
Crime and Disorder	Set out below
Sustainability (including Climate Change and Carbon Emissions)	Set out below
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 Crime and Disorder

The Surrey Police bid has a direct impact on Crime and Disorder in the Borough. The engagement van will boost police visibility across Spelthorne and therefore will have a positive impact on the reduction of crime and disorder.

8.2 Sustainability

The Surrey Police bid is for an electric vehicle. This type of vehicle creates significantly less pollution in comparison with biofuelled counterparts. This type of vehicle is appropriate and in line with the Borough's Green Agenda.

8.3 Public Health implications

The proposed improvements to the Sunbury Health Centre will allow an increase of 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.

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 key 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 Policing and Healthcare have been identified in the IDP as areas where a funding gap exist, and therefore CIL funding is appropriate.

9.3 In conclusion, it is recommended that the Joint Committee approves the following schemes and amounts:

- Surrey Police Electric Public Engagement Vehicle - £59,963.88
- NHS Sunbury Health Centre - £811,525.24
- **Total Strategic CIL to approve - £871,489.12**

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 Ian Beardsmore
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 – Surrey Police Electric Public Engagement Van
Appendix 2 – NHS Sunbury Health Centre Bid (Original)
Appendix 3 – NHS Updated CIL Request Amount

Sources/background papers:

N/A

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	Surrey Police
Organisation address	Staines Police Station, 22 Kingston Road, Staines, TW18 4LQ
Name of main contact	[REDACTED]
Position of main contact	[REDACTED]
Phone number for main contact	[REDACTED]
Email address for main contact	[REDACTED]
Type of organisation (If a charity, please provide registration number)	Public sector / Emergency service provider
Is the organisation able to reclaim VAT?	Yes

Section B: Project Overview and Strategic Case

Question	Answer
1) Project Title	New public engagement (electric) vehicle
2) Summary of the project proposal	<p>This project seeks funding towards a new (fully electric) public engagement van.</p> <p>This will be a high sided vehicle (Ford E-Transit) liveried with a Safer Neighbourhood Team engagement design including the Surrey Police / Spelthorne BC crest. This will be used for a variety of police engagement purposes and during operational policing.</p>
3) Full address of project location	Staines Police Station, 22 Kingston Road, Staines, TW18 4LQ
4) Project partner/s (if applicable)	N/A
5) How will the proposed project help address the pressures caused by development in the	Spelthorne and the majority of other Surrey Local Authorities are undergoing major strategic housing growth which is resulting in significant increases in the demand placed on all public services and infrastructure.

<p>borough?</p>	<p>Crime and reported incidents have been steadily increasing following the lifting of Covid restrictions and a key strategy to resolve this upwards trend the government are recruiting 20,000 officers nationally. Our high establishment has increased our ability to conduct frontline policing and engage with new residents and communities.</p> <p>Surrey Police recognise that maintaining confidence in local policing is essential in our efforts to reducing crime and creating safe and accessible communities for new and existing residents. Research has shown that this happens where the police understand the issues that affect the community and where they are going something about these issues. Public engagement is a key priority for the Force and our local policing teams.</p> <p>The provision of a public engagement van will vastly increase public visibility within the borough and provide advantages, from increased officer efficiency, to improved visibility of the force in the local community.</p> <p>The multi-use vehicle will enable officers to engage with the local communities across the borough and vastly increase day-to-day visibility of the force, protecting vulnerable people and helping our residents feel safe in their community.</p>
<p>6) What problem is the project addressing, and what are the expected outcomes?</p>	<p>As a Force, we have faced significant financial challenges. A large restructure in 2016 (PIYN) required us to take hard stock of how we do business, to considerably reduce demand. Part of this challenge was a need to focus on 'core policing', which was at times at the expense of other engagement based activities. Some of this unnegotiable belt-tightening inevitably affected our confidence and satisfaction figures, due to our vastly reduced presence at high footfall events, where we had been previously been seen by so many.</p> <p>Now the dust of the PIYN project has settled we have rightly refreshed our approach to levels of engagement, by gradually increasing our activities following the funding settlement and council tax uplift awarded by the government.</p> <p>Community engagement for the Police Force comes in many forms and includes:</p>

- Public meeting attendance – attending Neighbourhood watch and other local meeting;
- Effective use of social media – online panels, promoting where we will be the community;
- Fetes, fairs and events – Engaging with residents face-to-face to promote community safety and awareness of policing;
- Ride London and other large events – becoming an exemplary borough for public engagement;
- Street-Surgeries and Meet-the-Beat events.

The use of social media is assisting the Force and will be important to best utilise our new public engagement van. By highlighting that we will be at a certain location at a certain time, we often get good attendances and associated feedback. This methodology can also be useful on a short-notice or even spontaneous basis, should an incident occur within a neighbourhood that causes concern or increases the fear of one's local safety.

By having a bespoke, fit for purpose van we can continue to grow this area of the business to ensure we increase or visible presence by attending pre-advertised locations in key areas. We would also be able to deploy the van and staff should a serious incident occur to offer a platform for people to air their concerns and to reciprocate with reassuring messages of how we will manage the issue.

While we have the current use of Police cars to achieve these objectives, an appropriate liveried van would make it clear as to why we were at a location, rather than the potential misconception that a Police car was present on business and 'not to be disturbed or approached'.

Divisionally, our current priorities are burglary, hate crime, domestic violence and serious violence. The van would also be useful to support our commitment in these areas by:

Burglary

- Attending repeat/series location for burglary to offer tailored preventative advice using our Design out Crime Officer (DOCO).
- Registering customers with Selecta DNA property marking.
- A preventative, visible presence.

	<p><u>Hate Crime</u></p> <ul style="list-style-type: none"> • The ability to attend locations susceptible to Hate Crime (Mosques etc.) to offer advice, reassurance and support, as well as signposting victims to support networks. <p><u>Domestic Violence</u></p> <ul style="list-style-type: none"> • A private location, away from the home for victims, or concerned family members to attend and again be advised and reassured in the same manner as our Hate Crime victims. <p><u>Serious Violence</u></p> <ul style="list-style-type: none"> • To spontaneously deploy in the event of a serious violence crime, such as a knife crime to reassure our local communities. • To highlight the risks of carrying knives in areas that have suffered issues of this nature. Parental education around ensuring that they have an awareness of what their children are up to on social media, where they are going and what they may be carrying has proven to be a very valuable way to mitigate the level of local knife possession. • In a preventative capacity, should there be youths in these key areas, who may be carrying weapons.
<p>7) Please provide details of any supporting council policy, strategy, programme, action plan, etc.</p>	<p>Objective 9 of the adopted Spelthorne Core Strategy is to ‘Ensure necessary infrastructure and service are provided – It is important that provision of infrastructure and services keeps pace with the changing requirements of the Borough and any deficiencies in provision are met. Strategic policy SP5 (Meeting Community Needs) also states that the council will ensure provision is made for services and facilities to meet the needs of the community.</p> <p>The National Planning Policy Framework also underpins the WBC Local Plan. Chapter 8 of the NPPF (Promoting healthy and safe communities) states that planning policies should create place which.. b) are safe and accessible, so that crime and disorder, and the fear of crime, do not undermine the quality of life or community cohesion.</p> <p>The project will improve public safety and confidence within the general public and is supported by local and national planning policy guidance.</p>

<p>8) Why is strategic CIL 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>£25,000 – secured from Surrey Police (Joint Transport Service); £10,000 – secured from Surrey Police and Crime Commissions Community Safety Fund. <u>£53,963.88 – sought from Spelthorne BC CIL</u></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>	<table border="1" data-bbox="603 674 1423 864"> <thead> <tr> <th>Revenue expenses</th> <th>Fuel</th> <th>Maintenance</th> <th>Other (mobile ANPR)</th> </tr> </thead> <tbody> <tr> <td>Per year</td> <td></td> <td></td> <td>-</td> </tr> <tr> <td>Lifetime</td> <td></td> <td></td> <td>£10,000</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>There are a number of existing electric charging points at the Police station and we are in the process installing more. The vehicle would be serviced annually at the Crawley Down service centre or the Stonebridge vehicle workshop.</p>	Revenue expenses	Fuel	Maintenance	Other (mobile ANPR)	Per year			-	Lifetime			£10,000				
Revenue expenses	Fuel	Maintenance	Other (mobile ANPR)														
Per year			-														
Lifetime			£10,000														
<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 estimates, supporting quotes, procurement policy).</p>	<p><u>Ford E-Transit</u></p> <ul style="list-style-type: none"> £42,685.88 – base cost of vehicle (+VAT) <p><u>Conversion to engagement van</u></p> <ul style="list-style-type: none"> £46,278.00 – conversion costs (+VAT) 																
<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>	<ul style="list-style-type: none"> October 2022 - Project submitted to Spelthorne BC CIL funding; Feb 2023 – Project approved by councillors / final spending board; March 2023 – Base vehicle ordered from Ford; July 2023 – Vehicle delivered to Surrey Police; September 2023 – Vehicle conversion completed by Cartright vehicle conversions; October 2024 – Final livery completed at CD Service centre and vehicle operational. 																
<p>12) Please specify whether planning</p>	<p>N/A</p>																

permission is required, and if it has already been secured (stating reference number).	
13) Is there any additional information that may support the application?	Additional supporting information attached

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	£59,963.88	
Infrastructure provider contribution	£10,000 (confirmed)	Surrey PCC community grant
Sussex & Surrey Police Joint Transport Service	£25,000	External sponsor
Total cost of project	£94,963.88	(excluding VAT)

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:  _____

Organisation: Surrey Police

Date: 07/11/2022 _____

Supporting organisation signature (if applicable)

Signed: _____

Organisation: _____

Date: _____

This page is intentionally left blank

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	[REDACTED]
Name of main contact	[REDACTED]
Position of main contact	[REDACTED]
Phone number for main contact	[REDACTED]
Email address for main contact	[REDACTED]
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></td> <td>Phase sub-totals</td> <td colspan="2">£1,697,175</td> <td>£ 1,482,578</td> </tr> <tr> <td></td> <td>Total</td> <td colspan="2"></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
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																																										

<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:  _____

Organisation: NHS Property Services _____

Date: 09.06.2022 _____

Supporting organisation signature (if applicable)

Signed: _____

Organisation: Surrey Heartlands CCG _____

Date: _____

NHS Property Services Sunbury Health Centre		May 2022			
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>	8	m2	125.00	1,050.00
Formation of new partitions construction; assumed to be constructed from drylining / partition construction.				
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

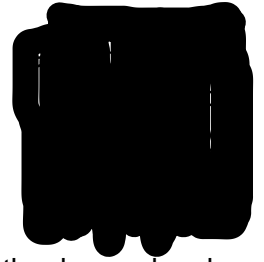
<u>Waiting Room and Entrance Corridor / Lobby</u>				
Demolition of the existing partitions to provide / extend the existing waiting area.	1	item	2,150.00	2,150.00
Allowance for new suspended ceiling within the waiting room.	64	m2	60.00	3,840.00
<u>Main Entrance</u>				
Demolition of the existing WC 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
Knowle Green
Staines
TW18 1XB



www.surreyheartlandscg.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

[Redacted signature]

[Redacted name]

[Redacted title]

CC: Sunbury Health Centre Practice [Redacted]

NHS Property Services - [Redacted]

This page is intentionally left blank

Construction Cost Estimate (November 22)

Sunbury Health Centre

External Bike Rack, Electrical Charging Points and Bollards	Qty	UoM	Rate	Sub-total	Totals
Allowance for new sheltered bicycle rack including foundations and concrete slab.	1	nr	15,000.00	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	£ 2,200.00
Allowance for EV Charging Points					
2 nr Car Chargers	2	nr	5,000.00	10,000.00	£ 10,000.00
1 nr Volt / Current Balancer	1	nr	6,500.00	6,500.00	£ 6,500.00
Ducting; cabling etc	1	item	7,500.00	7,500.00	£ 7,500.00
Preliminaries, Contractors OH&P, Allowance for Out of Hours Works, Risk/ Contingency, Consultant Fees, and VAT					£ 32,923.52
				Total	£ 74,123.52
				<i>Match-fund amount</i>	£ 37,061.76
				CIL Bid amount	£ 811,525.24

This page is intentionally left blank

Joint Committee (Spelthorne) - Forward Plan

Details of future meetings			
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.			
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	
Green Futures for Surrey		SCC	
SCC's tree-planting programme and its effect on air quality		SCC	

This page is intentionally left blank