

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 1461 2011"> <thead> <tr> <th>Item</th> <th>Works Package</th> <th>Phase 1a 2022 - 23</th> <th>Phase 1b 2023 - 24</th> <th>Phase 2 2023 onwards</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Creation of additional clinical space for patients and staff, primary internal reconfiguration including IT displacement, access improvements, and alterations to external areas, Porta Cabin reconfiguration, and M&E and ventilation.</td> <td colspan="2">£1,697,175</td> <td></td> </tr> <tr> <td>2</td> <td>Secondary internal reconfigurations/amendments</td> <td></td> <td></td> <td>£ 145,464</td> </tr> <tr> <td>3</td> <td>Heating and cooling systems</td> <td></td> <td></td> <td>£ 404,801</td> </tr> <tr> <td>4</td> <td>Roof Insulation, Re-Waterproofing and Photovoltaics</td> <td></td> <td></td> <td>£ 468,543</td> </tr> <tr> <td>5</td> <td>External Walls and Windows</td> <td></td> <td></td> <td>£ 430,486</td> </tr> <tr> <td>6</td> <td>Additional external reconfiguration works</td> <td></td> <td></td> <td>£ 33,284</td> </tr> <tr> <td colspan="2">Phase sub-totals</td> <td colspan="2">£1,697,175</td> <td>£ 1,482,578</td> </tr> <tr> <td colspan="2">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
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<p>estimates, supporting quotes, procurement policy).</p>	<p>Table 1 above outlines the separate costings for Phase 1 and Phase 2, based on the priority elements required by the GP.</p> <p>The project will be managed and delivered by NHS Property Services, who will provide quantity surveying, design and project management services. Work will be procured via a competitive open market tender process using experienced professional contractors. Site works and quality control will be overseen by NHS Property Services.</p>
<p>11) Please set out the proposed project delivery plan, including key tasks and milestones (this can be appended to your application). Please include plans and maps where relevant.</p>	<p>The proposed project delivery plan is based on the phasing outlined in Table 1 in section 10 above.</p> <p>Phase 1a: 2022-2023 Phase 1b: 2023-2024 Phase 2: 2023 onwards</p> <p>Phase 1 is the immediate priority works and will therefore be completed first. Phase 2 is reliant on future funding streams.</p>
<p>12) Please specify whether planning permission is required, and if it has already been secured (stating reference number).</p>	<p>Planning Consent will be required for Phase 2 Building Control, Fire approvals, and other relevant requirements will be sought as required</p>
<p>13) Is there any additional information that may support the application?</p>	<p>Please also refer to our letter dated 08.06.2022.</p>

Section C: Financial Summary

Please show in the table below the amount of CIL funding being sought and any other contributions that may have been allocated for this scheme.

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

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

Declaration

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

If Spelthorne Borough Council agrees to release funds for the specified project, these funds will be used exclusively for the purposes described. In such an event, I agree to inform the council's Infrastructure Delivery Coordinator of any material changes to the proposals set out above. When requested, I agree to provide the council with all necessary information required for the purposes of reporting on the progress or otherwise of the identified project. I recognize the council's statutory rights as the designated CIL Charging Authority, which includes provisions to reclaim unspent or misappropriated funds.

Privacy Notice: By signing this form, the applicant agrees to Spelthorne Borough Council checking all supplied information for the purposes of informing decision making. Information about the project may be publicised on the Council website and in public material for publicity purposes. Personal data will not be disclosed without any prior agreement of those concerned, unless required by law. For further information on the Council's privacy policy, please see:

<https://www.spelthorne.gov.uk/article/16811/Spelthorne-Council-Privacy-Notices>

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

Applicant organisation signature

Signed:  _____

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

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

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

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

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

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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]

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