

CIL FUNDING APPLICATION FORM

PLEASE USE THE CIL POLICY AND FUNDING APPLICATION FORM GUIDE TO ASSIST YOU IN COMPLETING THIS DOCUMENT AND ENSURE YOU COMPLETE THE VALIDITY CHECKLIST ON PAGE 4

Contact and organisation details

1. Applicant organisation	Haslemere Health Centre
2. Name and position of main contact	Dr Phil Ridsdill Smith – GP Partner
3. Applicant contact details (phone no, email and address)	Haslemere Health Centre Church Lane Haslemere Surrey GU27 2BQ 07778 368730
4. Type of organisation If a charity, please provide registration number	NHS GP practice
5. Is the organisation able to reclaim VAT?	No
6. If the organisation is not in the public sector please provide details of the organisation's finances Please include a copy of the most recently audited accounts, including details of unrestricted reserves and latest budget.	It is public sector

PROJECT DETAILS

7. Location of project	Haslemere Health Centre
	Church Lane
	Haslemere Surrey GU27 2BQ

8. Summary of the project proposal

The existing Health Centre was built in 1980 and has not been extended since that time despite a growth in the population and a significant increase in the number of medical staff.

- 1. We need additional clinical rooms and our ambition is to convert the existing Health Education Room into 3 clinical consulting rooms.
 - This will be enabled by moving the administration team that currently work in this and another admin room into new accommodation in the neighbouring hospital building. To modify the Health Education Room will require removal of the partition and existing kitchen in that space, and then subdividing that space into 3 clinical areas with walls and doors. Each room will require computer and phone connections. Each room will require a sink to be fitted as well as radiators and lights to be adjusted to the new configuration. The rooms will need clinical lino flooring and we will also require new signage. The other vacated room does not require refurbishment to convert into a space for staff meetings, breaks and wellbeing.
- 2. We will address the issue of queues forming in the entrance way to the Health Centre by buying a new self-check in service screen and moving it from the current position in the Health Centre Entrance to the waiting room area. This will allow patients that are only checking-in (and do not have any reception related queries) to move straight through to the entrance way without queueing.
- 3. We will convert an existing room to a bespoke prescription clerk room, by refurbishing it, fitting the computer links and creating a hatch for patients.
- 4. We aim to move the waiting room self-monitoring machine into a private space so that it is out of the waiting room. This machine facilitates individuals to come in and check their blood pressure, weight and height, and also asks health related questions about smoking and exercise. This supports patient wellbeing and population health. It is helpful if this machine can be in a private area, rather than just being behind screens.

We are keen to keep all clinical services within the Health Centre building to prevent lone working as well as to minimise the need for an extra reception space.

9. How does the project help address the demands of development in the area. What evidence is there to support this?

Nationally the pressure on primary care appointments has risen and the access to appointments is taking longer. This concern about waiting times is regularly raised within the "Friends and Family" feedback that we get each month from our population.

The capitation fee that the practice gets in revenue to support employing new staff is present but the capital to create the space to place them is more difficult to obtain. In this bid we are applying for a modest sum to enable our existing building to deliver more for our community.

We are now at a stage whereby all existing rooms have a regular assigned employee on every session of the week, and whilst any leave will facilitate occasional use, there is no reliable space we can offer to extra employees. We are employing a new GP this year as well as increasing sessions for other members of staff and we are in need of space for them to consult.

We work closely with our Patient Participation Group who have helped us in providing the patient perspective of accessing our building which is less than ideal. As a result of the Pharmacy by the front door, there is often a queue for that, along with the queue for the main reception desk and there is third area where patients with prescription issues would go to. The self-check-in machine no longer works and needs replacing and this offers an opportunity to take most of the attending patients straight through to the waiting room if we position this in a different place. The new software on the replacement machine also allows patients to check in remotely on their mobile phones if they wish to.

In the creation of more consulting rooms we are mindful that this places more pressure on the waiting room space, as it will be serving more clinicians. For that reason we would like to take the opportunity to move the self-monitoring machine from the waiting room into a secluded area to reduce the space taken up as well as to afford more privacy to the individual using it.

10. What evidence is there of support from the community

The feedback from our Friends and Family test is received on a monthly basis and is 95% positive but of the negative comments that we get, most of them are around the waiting times for appointments. We would like to address this.



The issues of the front entrance have been brought to us by our Patient Participation Group and in providing this solution, they are in support of our plans (see attached).

The waiting room size has been raised by the Surrey Heartlands ICB (our health authority) as they are concerned that the additional consulting rooms will stretch the utilisation of the waiting room beyond the available capacity.

11. Proposed timescales for the project, to include any deadline or circumstance which would require funding within a specific period of time

We need to complete this work at the earliest opportunity as we have a new doctors starting in August 24. We do need the funding to achieve this and we will not be able to proceed until we have secured approval of funding.

The new administration space will become free at the end of July so we hope to convert the room in August.

There is staff annual leave during the summer months but by October the whole team will be working around and we will have inadequate amounts of space

12. Do you need planning permission to carry out the works?	No
13. If planning permission is required is it in place to carry out the works?	n/a
If so, please provide the application number	
14. What is the relationship between the applicant and the land/property ownership where the project is taking place?	The property is owned by NHS property services and is leased as a Total Internal Repairing lease. The landlord is aware of the proposed changes and supports them
i.e. freehold/long lease/short lease /lease term? Please provide evidence.	

FUNDING DETAILS

15. Estimated project cost	£50,000

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

	Amount	Detail
CIL funding sought	£36,000	As above
Any other Local authority contribution eg WBC and/or SCC	nil	
Practice contribution	£1,769	There will be additional costs such as cabling and furnishing (desks, blinds etc).
		The practice has also made payments I respect of arranging the legalities of the lease of the new Outpatient annexe and arranging the transfer of the existing staff to the outpatient annexe.
		We anticipate the total contribution made by the practice to around £10,000.
Total cost	£37,968	Recent quote on both phases but not including check in
		AD quote - AD quote - Haslemere Health C(Haslemere Health C)

2. Older quote which awaits update in line with inflation:



AI - Haslemere Health Centre secon

Will need to add VAT and does not include first phase

3. Check in desk



Haslemere Helath Centre check in.pdf

17. Detail of additional sources of funding available

The Haslemere Health Centre Partnership will put forward £10,000 towards these improvements to the building.

As previously indicated we are unable to get capital for improvement of the building, and it does not belong to us. Money spent in capital projects is money that cannot be spent on the wages of the clinicians that we employ.

18. Why is CIL funding being sought? Please provide details of sources of funding already considered or applications made for funding

CIL funding is being sought because this application relates to expansion of local services for an increasing population. Without this injection of money the current services available to our population reduce as the population increases.

The improvements support the health of our population by reducing waiting times as we employ more clinicians.

The self-monitoring machine encourages wellbeing by providing valuable feedback to patients to understand their blood pressure and BMI without requiring an appointment with the GP. They help us to understand our population better by entering these health details directly on patient notes, which in turn allows us to offer relevant groups of individuals the opportunities for health improvement as services are set up for weight management, exercise and smoking cessation.

Increased space facilitates the social wellbeing of our population as the additional space permits us to utilise our social prescriber within the building. The social prescriber navigates patients to local services, volunteering opportunities and social connections.

The additional space helps the wellbeing of our staff because presently we only have a small coffee and lunch room which only caters for 6 of our 56 staff. This means that many of our staff have to eat at their desks or go off site to have time out from work. We are a RCGP accredited Active Practice and we have regular yoga sessions in the lunch break for our staff members, but at the present time these have to occur in the waiting room. This plan will free up an additional room which could be used to allow more privacy for these classes. NHS Property Services as our landlord is unable to offer funding to enable these works, but has refurbished the Outpatient Annexe, which was is a state of disrepair, in order to facilitate the lease of the rooms to us. Surrey Heartlands ICB will pay the ongoing cost of the lease of the new administration rooms in the Outpatient Annexe but have indicated that they are not able to fund the changes to the existing Health Centre Building. The Haslemere Hospital League of Friends have indicated that they are unable to use the charitable funding which has been given to the hospital for use in the Health Centre, We have previously submitted a significantly bigger application for

19. Please indicate whether the organisation has previously received CIL or other funding sources from either Haslemere Town Council and/or Waverley Borough Council. If yes, provide amounts and timings

We have previously submitted a significantly bigger application for renovation of the whole of the Haslemere Hospital Outpatient annexe building as a joint bid with NHS PS and Surrey Heartlands ICB in 2022 to Waverley Borough Council. It was declined.

20. Is there a related revenue spend (i.e. day-to-day running costs) associated with the project? How will this be addressed? And who will be responsible for it?

No. This is covered by Surrey Heartlands ICB

VALIDITY CHECKLIST

Criteria	Tick to confirm
The project is of benefit to residents of the Council's electoral area	х
You hold a bank account in the name of the organisation applying, not an individual	Х

This application is accompanied by either the latest audited financial report or, where this does not exist, a forecast budget of income and expenditure relating to the grant application, together with latest budget.	n/a
This application is accompanied by 3 quotes for the work you are wanting done	Х
2 quotes attached at prenset – have tried repeatedly to get a third quote but struggling with timescale. We would be very happy to have a further interest party quote on our behalf	
The application is not for a project already completed	х
The application is not for ongoing costs for a project	х
The application is not for annual maintenance or repair	х
The application is not a project promoting a political party	х
The application is not for a project that conflicts with existing Town Council policies	Х
The application is not for VAT that you can recover	Х
The funds are not to contribute to a surplus for charitable distribution or to increase your organisation's reserves	х
You consent to acknowledge HTC's contribution in your marketing / promotional material	Х

Section E: Declaration

When you have completed the application please sign this declaration and submit the application form as directed.

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

If Haslemere Town 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 Haslemere Town Council via the Deputy Town Clerk of any material changes to the proposals set out above. When requested, I agree to provide Haslemere Town Council with all necessary information required for the purposes of reporting on the progress or otherwise of the identified project. I recognise Haslemere Town Council's statutory rights as the designated provider of these CIL funds, which includes provisions to reclaim unspent or misappropriated funds.

Privacy Notice: By signing this form, the applicant agrees to Haslemere Town Council checking all supplied information for the purposes of informing decision making. The information on this form will be stored in the Town Council's filing system and summarised in the Council's accounting system for the sole purpose of fund processing, analysis and accounting. Information about the project may be publicised on Haslemere Town Council's website and in public material for publicity purposes. Personal data will not be disclosed without prior agreement of those concerned, unless required by law. For further information on the Council's privacy policy, please see: www.haslemeretc.org

Signed: Dr Phil Ridsdill Smith, Senior GP Partner	
Organisation: Haslemere Health Centre	
Date: 13/8/24	
All organisations involved with the application will need to sign and date the form.	
Signed:	
Organisation:	
Date:	

Letter of support for bid from PPG

To whom it may concern

I am writing as Chairman of Haslemere Health Centre Patient Participation Group a letter of support for their application for premises funding.

We are aware that the current space in the Health Centre is insufficient for the size of our practice population. When the health centre was built in 1980, it served a population of 9000 residents. The population has now doubled to approaching 19,000 and there are further new housing developments approaching completion.

The practice over the last decade has expanded the internal clinical space and is now at capacity for the useable rooms in the original building footprint.

Haslemere's demography is of a higher proportion of older people with more complex needs than the national average. Appointments for older people are often face-to-face and are longer appointments and transport can be an issue so local care in a good quality setting is important.

The vision that primary care has at its heart is for active collaboration between wider teams of healthcare professionals and the people they care for. This has taken place through Primary Care Networks and whilst the salaries for the roles is funded, the premises for them to work from Is not funded or supplied. To enable team working to happen, the practice will need additional clinical space for the wider team to function.

An approach by Haslemere Health Centre, in collaboration with NHS Property Services, last year for CIL funding for a same day access centre in the old Outpatient annexe was unsuccessful and the needs is now urgent .

The Health Centre team have developed a new proposal, which is smaller in ambition and is lower cost and quicker to institute. This would involve moving 7 administration staff from the current building into a unused hospital building which would need to be renovated, and using the vacated space which would be subdivided into 4 clinical rooms.

The Haslemere Health Centre Patient Participate this proposal and support the use of the Council Infrastructure Funding, which has come about because of the increased development in our area, to support this vital infrastructure for our local population as we recognise that the health care team will be compromised in their ability to provide care without it.

Yours faithfully

Rose Parry

Chair Haslemere Health Centre PPG

AGL Construction

CONSTRUCTION & MAINTENANCE

15 West Close, Fernhurst, Surrey, GU27 3JR

Alex Dummer

Mobile: 07788434104

17th July 2024

Dear Steph (Haslemere Health Centre)

Quotation below:

- Supply and fit new coded door lock to existing door.
- Remove existing glass and make a new secure hatch door with a shelf.
- Sand both doors and apply the necessary coats of varnish
- Rub down door frames and skirting and apply a gloss finish
- Remove shelves and any old data points
- Fill any holes & cracks
- Sand down filler ready for paint
- Apply the necessary coats of paint to the ceiling
- Apply the necessary coats of paint to the walls
- Fit new skirting where missing
- Remove old carpet and supply and fit new hard wearing carpet colour TBC
- Supply all materials
- Remove waste

Total £3500.00

Any questions please don't hesitate to contact me,

Regards

Alex

AGL Construction

CONSTRUCTION & MAINTENANCE

15 West Close, Fernhurst, Surrey, GU27 3JR

Alex Dummer

Mobile: 07788434104

05th June 2024

Dear Kate (Haslemere Health Centre)

Quotation below:

- Dismantle old kitchen & dividing wall
- Take up all carpet floor tiles and kitchen flooring
- Construct stud work to divide the room into 3 Consultation rooms
- Supply new radiator with covers and a basin area in each room with a thermostatic safety heat valve
- Reuse existing light fittings where possible
- Supply 3 double sockets and cat 5 cable's in each room near desk area
- Supply a single socket near bed area
- 3 new doors with linings with new hinges and door furniture
- Insulate the necessary walls with acoustic insulation
- Plasterboard studwork
- Plaster all necessary area's
- Paint all walls, ceilings and woodwork with the necessary coats
- Remove doorway into the reception area to install a hall area
- Remove door at the HCA area and create a bigger opening
- In room CE01 remove glass to create a secure hatch in the existing door with a shelf
- Remove and dispose of all waste materials.

Total £ 33710.00

Not quoted for

- Moving smoke alarms or any work to do with the alarm system
- I haven't allowed for any flooring in the 3 consultation rooms, hall area and the HCA room

Any questions please don't hesitate to contact me,

Regards

Alex



Al & Co Robins Cottage Iping Lane West Sussex GU29 0PJ +447974195191 alex_kemp@hotmail.com

Dr Highams

Haslemere Health centre Church Lane, Haslemere West Sussex GU27 2BQ alexhigham@doctors.org.uk Date: 12/07/2023

Contact: Alex Kemp

QUOTE FOR WORKS:

Health Centre

Preliminary Costs

- Preliminary costs
 - Site supervision for duration of contract (recommend 4 hrs per week of the contract) (4.00 day(s))
 - General builder (allowance to set up and clear site) (4.00 day(s))
 - Labourer (allowance to set up and clear site) (4.00 day(s))
 - Portaloo hire (1.00 week(s))
 - 20ft x 8ft steel canteen (2.00 week(s))
 - 10ft x 8ft steel store (2.00 week(s))
 - General rubbish skips (6 yard) (2.00 units)
 - GROUP SUB-TOTAL:

£5,379.00

£5,379.00

Demolition

- Demolition
 - Remove stud partition (6.00 m2)
 - Skips 6 yard (1.00 units)
 - GROUP SUB-TOTAL:

£465.00

£465.00

Internal Stud Walls / Dormer Walls

- 12m x 2.5m Internal Stud Wall Insulation: 100mm-celotex-insulation / Timber: 44x75
 - 44mm x 75mm (101.50 m)
 - Construct timber Stud wall/Partition/dormer cheek (30.00 m2)

100mm Celotex insulation (30,00 m2) Install 100mm insulation between stude (30.00 m2) GROUP SUB-TOTAL: £1.876.62 £1,876.62 Joinery Joinery 132mm door lining and stop set softwood (4.00 units) MDF primed chamfered architrave 18mm x 69mm x 4200 (10.00 units) Fix architrave (40.00 m) MDF primed chamfered skirting 18mm x 150mm x 3000 (17.00 units) Fix skirting (50.00 m) Install softwood door lining (4.00 each) GROUP SUB-TOTAL: £1.887.45 Joinery 4 Panel Primed Woodgrain Internal Fire Door (4.00 units) Performance Ball Bearing Brass Hinge - 100 x 75 x 3mm - Satin Chrome - Pair (4.00 units) Altro Heavy Duty Tubular Latch - 78mm Case - 57mm Backset - Satin Stainless (4.00 units) Hang fire door and fit furniture (4.00 each) GROUP SUB-TOTAL: £1,594.20 £3,481.65 Plastering / Rendering 12m x 2.5m Internal Stud Wall - Insulation: 100mm-celotex-insulation / Timber: 44x75 Knauf Plasterboard Square Edge - 12.5mm X 1,2m X 2,4m (60,00 m2) British Gypsum Thistle Multi Finish Plaster - 25kg 10m2 (60.00 m2) Plasterboarding (60.00 m2) Plaster scrim and set plasterboard (60.00 m2) GROUP SUB-TOTAL: £2,664.90 £2,664.90 Plumbing & Heating Plumbing and heating Radiator w/ valves and pipes (4.00 units) Install radiator w/ valves and pipes (4.00 each) Install cloak room suite including pipework (Does not include supply of suite) (4.00 units) Pipework hot and cold per storey (1.00 stories) **GROUP SUB-TOTAL:** £7,875.00 £7,875.00 **Electrics** Electrics 2 gang 13a switched outlet (12.00 units) Install 2 gang 13a switched outlet (12.00 each) slave telephone/data socket (4.00 units) Install slave telephone/data socket (4.00 units) 1 gang 2 way light switch (5.00 units) Install 1 gang 2 way light switch (5.00 units) fixed fire rated led downlight white 6w 220-240v (15,00 units) Install led downlight (15.00 units) optical smoke alarm mains (1.00 units) Install smoke detector (1.00 units) heat alarm mains (1.00 units)

Install heat alarms (1.00 units)

GROUP SUB-TOTAL:

£5,731.06

£5,731.06

Finishes

- Finishing
 - BAL WP1 Waterproofing Kit 4.5m2 (1.00 units)
 - & Lay waterproofing kit (2.00 m2)
 - Lay ceramic/porcelain tiles including grout and adhesive (Does not include supply of tiles) (2.00 m2)
 - **® GROUP SUB-TOTAL:**

£236.88

£236.88

Painting & Decorating

- 12m x 2.5m Internal Stud Wall Insulation: 100mm-celotex-insulation / Timber: 44x75
 - Base coat + 2 coat finish to walls/ceilings (60.00 m2)
 - GROUP SUB-TOTAL:

£1,125.00

£1,125.00

Provisional Sums

Hospital Vinyl flooring (1.00 units) Sinks (3.00 units)

£3,800.00

£2,100.00

£5,900.00

Grand Total:

£34,735.11

All prices are subject to VAT at the current rate except new build projects which are zero rated for VAT

JOB NOTES:

INSURANCE:

Foundations have been priced to the depths shown on the drawings, final depth will be decided by building control and extra costs may be incurred if foundations are required to be deeper.

Bathroom suites, wall and floor tiles/finishes are supplied by the client unless otherwise stated.

This estimate is valid for three months.

ADDITIONAL NOTES:

All workmanship & materials shall apply to the British Standard Specification & current codes of practice.



Mrs S Ashdown Haslemere Health Centre Church Lane Haslemere Surrey GU27 2PQ

19 th August 2024

Ref: CE02/3/4

Dear Stephanie,

Please see the estimate for the proposed works to the above address for rooms CE02/3/4 and HCA no costs have been allowed for the ECG and CE01 rooms. We will require 4 spaces to the top of the carpark to set up a site storage/ drop off area. Access will be via the back entrance. All figures plus vat. All waste to be cleared on completion

Site set up and preliminaries £ 1,800.00.

Block up 2 doorways and decorate £ 610.00.

Take out existing kitchen and all flooring £ 675.00.

Enlarge the opening to the HCA room and plaster £ 480.00.

Create new insulated studwork partitions to suit revised layout, Soundboard, and plaster. Skirtings and architraves to match \pm 6,510.00.

Pc sum to connect new back inlet gullies externally to the existing foul drain sewer to take the sinks to CE02/3, CE04 to use the old kitchen waste outlet \pm 900.00.

Pc sum for the electrics based on 10 double sockets, 3 telephone points, 5 light switches and 16 spots \pm 4,000.00.

Pc sum for the plumbing works to include £ 1600.00 for the three sink units and rads to suit the new layout £ 3,800.00.

Supply and fit 3 fire doors to match £ 1,245.00

Decorate all affected areas £ 4,800.00.

Pc sum new hospital grade flooring £ 4,900.00

Total £ 29,720.00+ Vat

If you have any questions regarding the tender, please feel free to contact me

Yours sincerely

Ian Bush

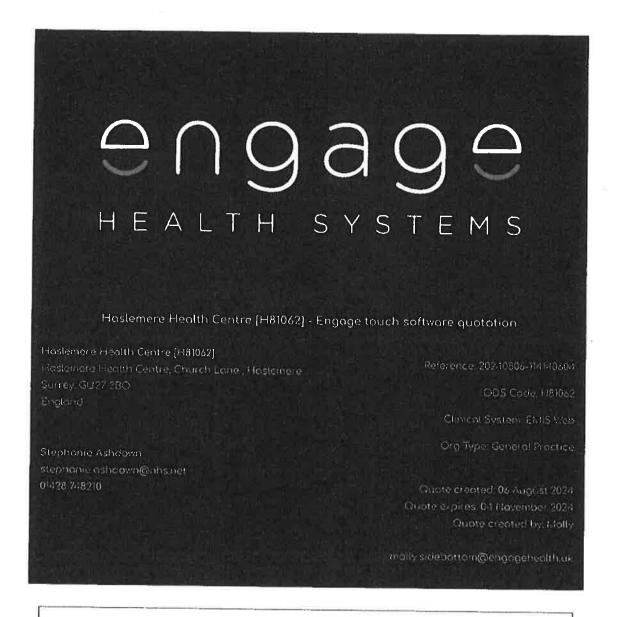
Ian Bush

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Directors - Ian Bush & Karl
Cuthbertson
Registered Office - 44
Weycombe Road,
Haslemere,

Surrey GU27 1EQ

t: 01428 654715





Thank you so much for taking the time to explore Engage Touch. Please review the pricing below. If you'd like to proceed, please select verify to sign which will take you through the steps to e-sign and confirm your order. When this has been completed a member of our team will be in touch to arrange the set up.

Item & Description	Unit Price	Quantity	Total
Remote installation of Engage Touch software	E180.00	ſij "	£180.00
Remote (re)installation of Engage Touch software			

Doc ID; b91e2412c98091c837cfe6e71218630294bccbc0

tem & Description	Unit Price	Quantity	Total
Engage Touch Annual Licence Fee Engage Touch Annual Software Licence	£328.00 / year	31	£328.00 / year
Annual Fee for Engage Touch Integration (Web)	£61.21 / year	ï	£0,00 / year after 100% discount
Annual Fee for Engage Touch Integration (Web)			arter louns discount
		Total	£508.00

Signature

Before you sign this quote, an email must be sent to you to verify your identity. Find your profile below to request a verification email.

Stephanie Ashdown	
stephanie.ashdown@nhs.net	Stephanie Ashdown
Molly Sidebottom molly.sidebottom@engagehealth.uk	Molly Sidebottom

Questions? Contact me



Molly Sidebottom
molly.sidebottom@engagehealth,uk

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