

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 needs to understand that it is a regulatory requirement for successful applications that the following information is published - name of your organisation, the project name, description, location and funding amount awarded.

Spelthorne Borough Council may use images of projects resulting from the award of CIL funding as part of publicity material. Should you not want images of this project included in any publication please ensure this is included on your application.

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	Studholme Medical Centre 
Organisation address	50 Church Road Ashford TW15 2TU
Name of main contact	
Position of main contact	Practice Manager
Phone number for main contact	
Email address for main contact	
Type of organisation (If a charity, please provide registration number)	NHS GP Practice
Is the organisation able to reclaim VAT?	No

Section B: Project Overview and Strategic Case

Question	Answer
1) Project Title	Studholme Medical Centre Extension
2) Summary of the project proposal	<p>This application is for 47% of project costs To extend the ground floor of the existing Medical Centre to provide 6 new clinical rooms plus another 2 clinical rooms, clinical pharmacy room and nurse treatment room with infection control ancillary rooms and patient WC. The total additional space is circa 226m².</p> <p>The land is already available onsite and does not impact on existing parking spaces or the daily running activities of the Surgery during the</p>

	construction works.
3) Full address of project location	50 Church Road Ashford Middlesex TW15 2TU
4) Project partner/s (if applicable)	n/a
5) How will the proposed project help address the pressures caused by development in the borough?	<p>Studholme health centre was built in 1948, and was expanded in 1992 to create additional clinical rooms.</p> <p>We now have an exciting project to bring modern, state of the art, primary health care facilities to the population of Ashford</p> <p>Currently there are 4 GP Practices within the area of Ashford:</p> <p>Studholme Medical Centre – 16,300 patients</p> <p>Fordbridge Medical Centre – 8,200 patients</p> <p>Stanwell Road medical Centre 10,117 patients</p> <p>Orchard medical Centre – 3,200 patients</p> <p>The Studholme Medical Practice currently employs 50 staff and has a catchment area that spreads across Ashford. The Practice caters for 16,300 registered patients and has seen an increase of 862 newly registered patients in the last 12 months. . The Practice is a member of the SASSE Primary Care Network (PCN). The PCN has 52,000 patients and is a collaboration between Studholme, Sunbury, Shepperton and Upper Halliford practice.</p> <p>Within Ashford there have been several housing developments of varying sizes which have, over a number of years, cumulatively added to the demands and complexity placed upon health care services. In the last 5 years the practice has grown by 5%.The Practice is situated next door to the previous Spelthorne College an 11 acre site which is being developed to accommodate 357 new residential units of mostly affordable family homes and some private homes. Phase 1 of the development has been released with phase 2 and 3 to be completed over the next 12 months. Given our proximity to the development it is reasonable to expect several of those residents to register at our Practice. Spelthorne is noted by the ONS as an area of high population increase based on historically data. 2020/2021 saw the population increase by 3.1% and the predicted grow rate over the next 10yrs is 4% by 2032</p> <p>This project will provide state of the art primary care health care clinical and treatment rooms within Ashford to serve the needs of the Ashford population both now and for the next 10yrs. Not just for our registered patients but for the wider community to support the outreach buddy</p>

	<p>services that we offer like a community complex wound management clinic. This facility will reduce the waiting time for patients and provides “right time” care to avoid the escalation and subsequent complications resulting from patients having to wait longer than ideal to receive treatment. It is well documented that early intervention within wound care management avoids longer term health care problems and costs with improved patient outcomes.</p> <p>It addresses the needs of a growing population and the needs of an aging population who require greater health care input and it provides a desirable and pleasant work space to attract health care professionals in a competitive workforce market place.</p>
<p>6) What problem is the project addressing, and what are the expected outcomes?</p>	<p>Ageing Population with Increasing Health Care Needs 18.1% of the Spelthorne population is over the age of 65 years old and this percentage is growing as patients live longer. Patients under the age of 64yrs see their GP approximately 5 times/yr on average however over the age of 65yrs this doubles to 10 times/yr. The level of significant health care problems (comorbidities) and health care needs and complexity significantly increases over the age of 65yrs and this requires more extensive healthcare facilities to be able to cope and plan for this demand.</p> <p>This facility will address those needs by providing the clinical space needed to run health care management clinics such as frailty assessment, diabetic annual review, COPD annual reviews, 24hr heart monitoring, etc which are services needed by the elderly. In addition it will provide an attractive space for patients and staff helping us to attract and recruit the clinical resources we need to meet the needs of elderly patients now and in the years to come.</p> <p>Increase In Social Care Housing There is a greater governmental emphasizes on social care and affordable housing. The majority of the Spelthorne College development, which is next door to our Surgery, is social care housing. There is a wealth of data that correlates social economic circumstances with greater health care needs. Often low income family’s diet and life style is not conducive to maintaining good health and the level of chronic conditions like diabetes, obesity and asthma is higher than within the general population. This is further exacerbated by higher levels of alcohol consumption, social unrest, depression, mental health issues and smoking.</p> <p>For example, in the last 3yrs, as new developments are being occupied, we have seen an increase in the number of patients with diabetes grow from 907 to 1110 an increase of 203 patients. Each of these patients require an annual diabetic review, medication checks, blood tests etc which are all required to be conducted in appropriate facilities. Diabetes</p>

is noted as a health concern of modern times with patients becoming diabetic at a younger age with a link to diet and social economic status.

This requires a health care facility that can cope with such increasing demand and serve the needs of our patients. Our proposal addresses this by providing professional clinical space and treatment rooms for caring for the needs of such patients.

Professional Environment and Recruitment

The facility will provide a modern and desirable environment to enable us to attract and retain health care staff in a competitive work force space. In addition, we want to be able to provide a welcoming space for patients to feel comfortable to attend.

Based on BMA patient per doctor ratios, with this new facility, our Practice could comfortably grow to accommodate new patients but just as importantly to also provide the care for the growing number of elderly high need patients and those from a lower social economic background.

We currently have 11 doctors and this facility will enable us to recruit extra staff as part of our multi disciplinary team. Funding via the NHS PCN ARRS scheme will allow us to recruit two new clinical pharmacists, 2 practice based paramedics and 2 mental health practitioners as well as 2 new Practice based GP's.

Support and treatment for patients with mental health issues is of huge public concern and an area where current services are stretched and waiting times long. This facility will allow us to initially bring onboard 2 PCN mental practitioners dedicated to supporting and treating the mental health care needs of the Spelthorne population. Our vision would be to grow this service further under the NHS GPimhs so that Studholme can be a centre of excellence in supporting primary care mental health care needs.

The NHS requirement is that all patients should be given direction on the day of their call to a Practice and not be asked to call back later for an appointment and that all patients should be able to book a routine appointment within 2 weeks.

Our vision is to enable patients to be able to see a clinician for a routine appointment within 1 week of contacting us and this facility provides the space to support staff levels to fulfil this vision.

Service expansion

The new Studholme developed is designed to future proof local GP services for the next 10 yrs with an additional 6 new clinical rooms, 2 further clinical rooms and a well equipped nursing room with infection control facility.

We want to expand our services to provide care not only for Ashford

	<p>residents but for the broader Spelthorne community under the primary care buddy scheme</p> <p><u>Complex wound care</u> Studholme already run a complex wound management service however our vision, once the new facility is completed, is to expand this service to cater for not only Studholme patients but to be accessible to all Spelthorne residents Monday to Friday from 8am to 4pm.</p> <p>Studholme is in the heart of Ashford and can provide a convenient and local service to residents avoiding the need to travel to the hospital or the walk in centre both of which are located on the outskirts of Ashford town.</p> <p>Several practices cannot provide wound care services in the required time frame and current services are struggling to meet demand. It is well documented that a delay in wound care management leads to further patient deterioration with poorer outcomes, increased health care costs and costs to society due to longer recovering times .</p> <p>Our vision, within this new facility, is to be able to provide complex wound care appointment or intervention within 48hrs of the patient contacting us or being referred to us.</p> <p><u>GP based Clinical Pharmacy</u> This new facility will allow us to provide improved levels of care by being able to better utilize the skills of our current staff.</p> <p>The new facility would provide a physical area for our clinical pharmacy team to provide early intervention to patients as a single cohesive team providing joined up care and support for our GP's and multi disciplinary team. For example we have 4 clinical pharmacists and 3 pharmacy technicians who will be able to provide face to face chronic disease patient reviews like Asthma, COPD , diabetes rather than in a virtual environment.</p> <p>This expanded clinical pharmacist service frees up GP time to be able to see more complex patients with complex health care needs.</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</p>

	project basis
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>CIL funding is being sought to support the health care needs of the residents of Ashford and the broader Spelthorne area via the primary care buddy system where patients can be referred into our practice for their care needs.</p> <p>Our vision is to make the Practice a centre of excellence and pride in the community which provides first class health care provision in a timely manner. We want this project to be a landmark of what can be achieved when the council and local health service work in partnership to improve services.</p> <p>Project cost is estimated at £1,328,880 The NHS contribution will be £701,819, comprising of an NHS grant of £250,000 and a GP Practice contribution of £451,819.</p> <p>The Practice therefore seeks a CIL grant of 47% of the overall scheme of £627,061.</p> <p>An application has been made to the ICB for £250,000 in accordance with NHSE Capital Grant processes.</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>Yes, the ICB will meet increased recurrent revenue for new space generated under this scheme and specifically rent, rates, water, and clinical waste. These costs are evaluated independently by the VOA/District Valuer to ensure value for money and rent is abated in accordance with NHS regulations for all non-practice funding. In addition, a contractual obligation is required on the practice to continue to make the building available for Primary Care Services, for the period of the abatement, which on this basis would be for a 15 year period.</p> <p>All other premises operating costs will be met by the GP Practice.</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	

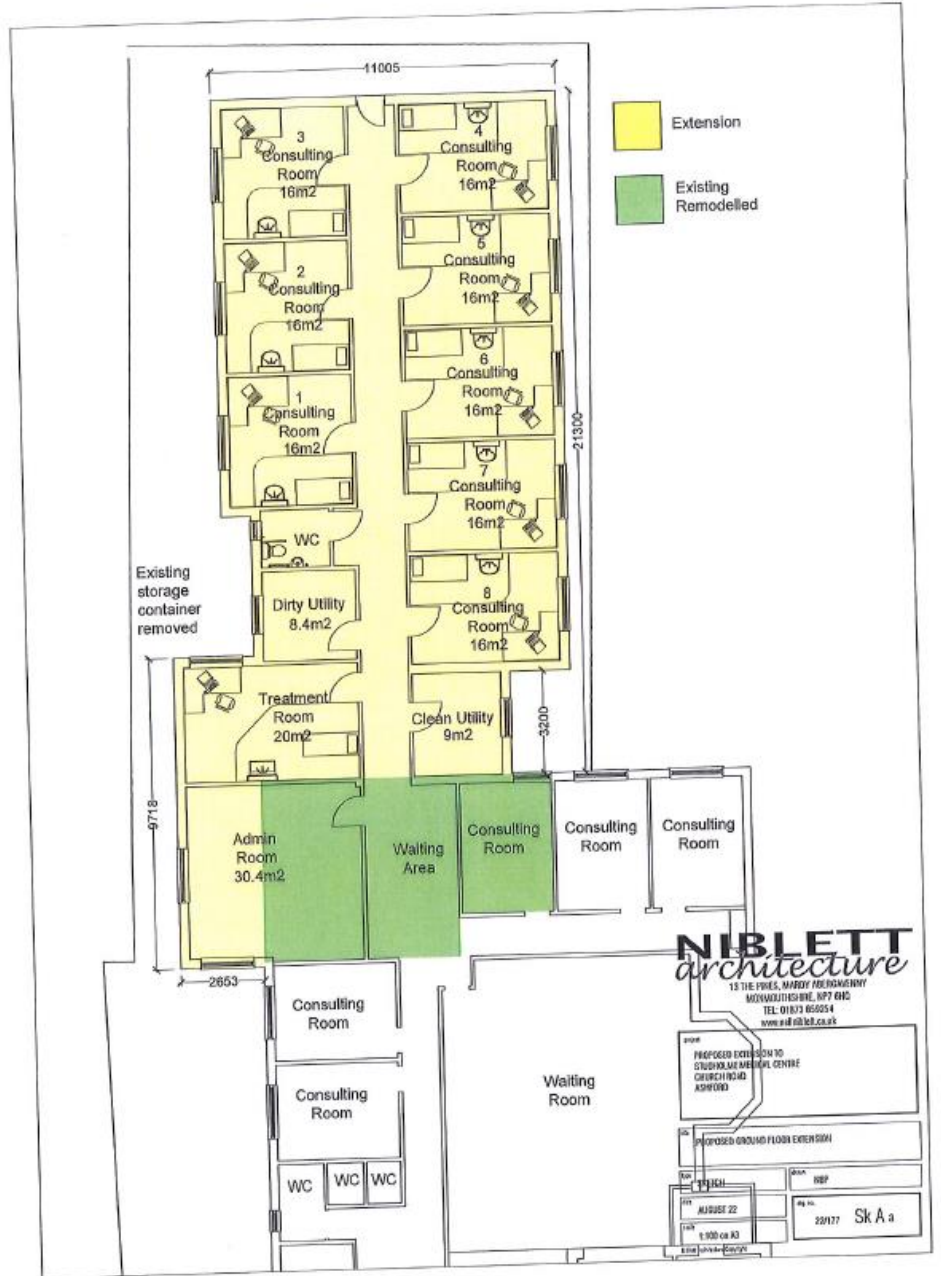
quotes, procurement policy).	STUDHOLME MEDICAL CENTRE				
	ASHFORD				
	Project costs				
	Extension cost	226m2	at £4100/m2		£926,600.00
	Internal alterations		say		£30,000.00
	Contingency		say		£23,400.00
	VAT				£196,000.00
	Professional Fees	13%			£127,400.00
	VAT				£25,480.00
				Total	£1,328,880.00
	These costs are for guidance only and subject to detailed design, local planning and NHSE approval, clients' requirements and specification and competitive tender.				
	Build costs are based on RICS BCIS data and for works to commence on site April 2023.				
	<p>Project costs have been prepared by Niblett Architecture who are experienced GP Premises advisors using the Royal Institution of Chartered Surveyors (RICS) Building Cost Index Service (BCIS). These costs are based upon the scheme design as prepared for planning permission.</p> <p>Upon receipt of funding approval detailed plans, specifications and schedules of work will be prepared and issued to contractors via a selective tendering procedure. All works will be in accordance with Dept of Health HBM guidance and NHSE premise cost directions and Valuation Office requirements.</p> <p>It is a condition of any NHSE funding that a competitive tendering procedure is adopted.</p> <p>All tenders will be analysed and a tender report prepared.</p> <p>A JCT Minor Works Contract will be entered into which will provide for monthly valuations based upon works completed on site. These will be certified for payment by Niblett Architecture. Any cost variations will be subject to the usual cost checks and quotations and Architects Instructions.</p>				
	11) Please set out the proposed project delivery plan, including key tasks and milestones (this can be	<p>Secure funding and NHS approvals Nov 23</p> <p>Bid for potential construction suppliers Dec/Jan 23/24</p> <p>Finalise Bids and select construction supplier Feb 24</p> <p>Begin ground works/construction March 24</p>			

appended to your application). Please include plans and maps where relevant.

Construction complete Dec 24

Open new facility for patients Jan 25

Please see attached Surveyor feasibility study



12) Please specify whether planning permission is required, and if it has already been secured (stating reference number).	Yes – planning permission has been granted by Spelthorne Council under reference 22/01567/FUL.
13) Spelthorne Borough Council may use images of projects resulting from the award of CIL funding as part of publicity material. Should you not want images of this project included in any publication please state here.	The Practice would be happy to provide pre/post-project images, subject to patient privacy and confidentiality matters.
14) Is there any additional information that may support the application?	The Practice would like to arrange an opening ceremony once the building works are officially opened and we would be delighted if members of Spelthorne Council were available to join the opening ceremony.

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	£627,061	
Infrastructure provider contribution	£451,819	GP Practice Funded
Third party contribution	250,000	NHSE/I

Total cost of project	£1,328,880	
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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: Studholme Medical Centre_____

Date: 26th June 2023_____

Supporting organisation signature (if applicable)

Signed: _____

Organisation: _____

Date: _____