

SEVENOAKS DISTRICT COUNCIL: COMMUNITY INFRASTRUCTURE LEVY (CIL) SPENDING BOARD

BID FOR FUNDING PRO-FORMA (INFRASTRUCTURE ONLY)

Scheme name:	Kemsing Surgery Extension
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Description of Scheme:	First floor extension of the Kemsing branch of the Otford Medical Practice
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1	Is this scheme promoted by your organisation in partnership with another organisation(s)?	Yes	
		Organisation Name(s):	NHS Kent & Medway CCG
		Responsible individuals(s):	Alison Burchell, Deputy Director of Primary Care – Strategic Planning and Primary Care Estates
		Signature(s) on behalf of other supporting organisations(s):	
	Please provide details of the Agreements you have in place with your partners. Including the % of money guaranteed for the scheme from each organisation.	Section 11 of the form details funding from Kemsing Parish Council and Otford Medical Practice GP Partners. This funding is available subject to CIL funding being secured. The CCG holds the budget for re-imbursment of rent; any additional space will increase the rent re-imbursment. This is considered through standard CCG processes. (note point in section 11 regarding abatement).	

2	Is planning permission required for the scheme?	Yes	
		If yes, has it been applied for?	Yes
		If no, please explain why?	
	If planning permission has been granted – please provide details and a reference number.	18/03389/FUL dated 27/12/2018	
	Details of any other consent required (if appropriate (e.g. conservation, Listed Buildings, other Government bodies):	Consent required	Planning permission requires an archaeologist to oversee excavation of foundation trenches
Date applied for / granted		TBA	

Need for the Scheme

3	List of projects or development that result in the need for this scheme:	<p>The CCG has reviewed the Sevenoaks District Council Local Plan in order to provide an assessment of housing growth and the practice boundaries that this falls within. The analysis shows that within the Otford Medical Practice boundary there will be an estimated 1000 new houses; this takes into account existing permissions and allocations in the local plan.</p> <p>The above includes the proposed developments at Halsted (c 635 dwellings) fall within the boundary of the Otford Medical Practice.</p>
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4	How is the scheme related to these developments (additional information, such as usage forecasts and existing and alternative capacity assessments, can be attached as an appendix):	<p>Planned housing developments will mean an increase in population which in turn requires further general medical professional capacity to meet this need. These medical professionals will need premises out of which to operate and the current building is too small to facilitate this anticipated demand.</p> <p>The CCG estimates that the demand over the period resulting from the developments in the area will result in c2400 new patient registrations. To put this into perspective this</p>
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		<p>would be an increase, based on the patient list today, of 22%.</p> <p>Providing the extension will allow the facilitation of medical services to the local population within the practice catchment area, allowing for the population to continue to see a local GP and maximise medical coverage at a local level.</p>
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Please provide an explanation of the ‘public benefit’ of the scheme proposed for residents in Sevenoaks District:

5	Economic	Maintaining GP services locally provides an economic benefit as it enhances the local economy, fosters community spirit and maintains the attractiveness of the village and surrounding area to current and new residents.
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6	Social	The medical practice currently provides vital services supporting patients of all ages in the community. Augmenting this can only improve social cohesion in the village and surrounding area and maintain community ethos and spirit.
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7	Environmental	Providing local services reduces the need to drive in private motor vehicles elsewhere for these services. Kemsing is a rural village and the building to be extended is within walking or cycling distance of most of the populace. Alternative services could only be reached by car.
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8	Is the need for the scheme identified in any adopted strategy/plan? E.g. Neighbourhood Plan, Work programme of a Statutory Body, Infrastructure Plan. If so, which?	The current CCG GP Estates Strategy (for West Kent area) recognises the growth in the northern area of Sevenoaks and details the expansion of the branch surgery as a response to this growth. This has also been discussed with SDC and documented as part of the Infrastructure Delivery Plan.
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9	How does the scheme identify with the Council's Infrastructure Delivery Plan (IDP) and its priorities?	Yes, included in IDP.

Funding

10	Total Project Cost	£193,000 (inc VAT)
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11	Funding required from CIL:	£117,380 (inc VAT) – 60.8% of total funding
	Please identify other funding sources for this project, what contribution they are making and why these can not be used to fund the scheme in its entirety.	1) Kemsing Parish Council - £10,000 CIL funding – 5.2% of total funding
		2) Otford Medical Practice GP Partners - £65,620 (inc VAT) – 34% of total funding
		3)
		4)
Please provide the status of each source of funding for example whether it has been formally agreed, whether it has already been paid, whether it has been agreed in principle, if you are waiting for a decision in regard to the funding, or whether you are investigating the source of funding etc.	5)	
		<p>Planning permission for this total scheme has been granted to Otford Medical Practice although delivery of the scheme will take place in 2 phases. The first phase was completed in early 2020 and has created 2 additional clinical rooms and the second phase will create a further 3 clinical rooms, patient's toilets and extended waiting area. A new patient touchscreen and Jayex display screen/patient call screen will also be installed. The first phase was part funded by the partners at the practice and a capital contribution from the NHS England Minor Improvement Grant Scheme (successful bid). The partners will also part fund the second phase and are seeking a capital contribution towards this.</p> <p>As detailed above the planned housing developments will mean an increase in population which in turn requires further general medical professional capacity to meet this need. A CIL bid is being made for this reason for 60.8% of the overall project costs.</p>

- The GP partners have confirmed 34% of the funding will be provided which is the standard requirement in line with NHS requirements at this time.
- Kemsing Parish Council support the project and have agreed to provide £10,000 CIL funding towards the total project cost. Email provided.

The above total project costs are estimated (an estimated budget has been provided for the building works) and a full tender would be undertaken once funding secured.

A formal agreement will be put in place between NHS England, the CCG and the GP contractor which will set out the terms and conditions of the grant. A condition would be that the premises remain in use for the delivery of NHS services for at least 10 Years (time period informed by value of project) in accordance with the NHS General Medical Services Premises Cost Directions 2013. Should the premises cease to be used for NHS services during this time a proportion of the grant would be repayable.

The Partners of Otford Medical Practice own the Kemsing Surgery building that they deliver General Medical Services from in line with their GP contract. The CCG pays a notional rent to the practice for this building. The extended building will attract an increased rent to the practice paid to the Practice by the CCG. However 66% of this increased rent will be abated (clawed back/reduced) to the NHS for 10 years after completion of the project mitigating any profit the partners of the Otford Medical Practice would make on the building. The 66% is based on the total of the requested CIL contributions from both SDC and Kemsing Parish Council.

Please note that this scheme was considered at the CIL Spending Board in 2019. The scheme was refused on the basis that the applicant had not adequately demonstrated that it was working in partnership with other organisations, including the relevant town or parish council, and local Ward Members. Support has now been requested and provided

		by the Parish Council. In addition, questions were raised regarding protection of the CIL funding within a building owned by the Practice. This has been covered in the above response and following the meeting last year a template grant agreement was shared with the legal officer at SDC. Officers advised in the meeting last year that a similar action to that described above could be possible as a clause in any legal agreement with the granting of CIL funding.

12	Is this bid for staged payments?	Yes
	Will staged payments be accepted?	Yes
	Please provide details of anticipated funding requirements and timetable	To be agreed – from Autumn 2021

13	Has a bid(s) for CIL funding been made to relevant town and parish councils?	Bid made (please delete as appropriate):	Yes
		Details of bid	To consider funding a contribution to scheme
		Decision made	Yes (April 2020 and confirmed again in Dec 20)
		Details of decision:	Kemsing Parish Council has allocated up to £10,000-00 to their project, subject to SDC confirming that they will fund the Surgery's application with SDC's CIL funds.
	If this bid is being made by a Parish or Town Council and no CIL funds have been contributed by them, please provide an explanation for this.		

14	Would the scheme be fully funded if the CIL contribution is agreed?	Yes
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15	Has this scheme already benefited from CIL funding through the CIL Spending Board?	No
		If Yes; Please provide further

		justification as to why further CIL funding is required for this project.	
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16	Has this scheme/land/building already benefited from funding from Sevenoaks District Council? Note- this can include grants, section 106s, a Community Fund etc.	No	
		If Yes; Please provide further details of amount and the project involved.	

Deliverability

17	Does your organisation have the legal right to carry out the proposed scheme?	Yes	(please delete as appropriate)
		If not, you must attach documentation showing that the statutory provider of this service supports this scheme.	

18	Anticipated start date for delivery of the scheme:	Autumn 2021
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19	Anticipated finish date for the delivery of the scheme:	Spring 2022
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20	Anticipated date when CIL funding will need to be made available:	Autumn 2021
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21	Does land need to be purchased to facilitate the scheme?	No	(please delete as appropriate)
		Please provide details	

22	Please provide a consultation plan to let SDC know when they can expect progress reports on the project.	Once the funding has been secured a project plan will be produced; this will include progress reports to the CCG and SDC.
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23	Please provide details of the management and timescales of the project.	The practice has engaged a project manager for the first phase of the extension; the same project manager will remain engaged for the second phase of works. Expected commencement of project, subject to funding, Autumn 2021.	
24	Has consultation been carried out on the scheme or is any planned?	<p>Carried out</p> <p>Please provide details (Note: Results can be attached separately if necessary.)</p>	<p>Local residents had an opportunity to comment as part of planning application and permission 18/03389/FUL</p> <p>In addition we provide updates to our Patient Participation Group; an extension to the existing premises does not require a formal consultation.</p>
25	Is a relevant SDC ward member(s) supportive of the scheme?	<p>Yes</p> <p>You may provide the signature of an SDC ward member or an email from them to cil@sevenoaks.gov.uk.</p>	<p>Cllr Dee Morris</p>
26	Is the relevant town/parish council supportive of the scheme?	<p>Yes and £10,000 CIL funding pledged from Kemsing Parish Coucil.</p> <p>Signature of a town/parish council chairman, clerk or chief executive (Note: An email from them to cil@sevenoaks.gov.uk would also be sufficient).</p>	 <p>Oxford Medical Centre - Kemsing ext</p>
27	Do you have any other local support for the scheme? This can be in the form of businesses, community groups etc.	<p>Yes – Practice Patient Participation Group supportive</p> <p>Please provide details of local support. (Note: An email from a relevant party to cil@sevenoaks.gov.uk would also be</p>	

		sufficient).	
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Maintenance

28	Which organisation will be responsible for ongoing maintenance?	The Otford Medical Practice.
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29	Are funding arrangements in place for maintenance?	Yes
		Please provide details

Funding for any ongoing maintenance will be provided year on year from the revenues of the practice.
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30	Please provide any further comments here. This could include if there are any other infrastructure projects that are related to this bid or any that rely on this bid.	The CCG Estates Strategy (West Kent area) takes an overarching assessment of the growth within the Sevenoaks area and in liaison with the practices has outlined the premises priorities required to respond to this growth; these are reviewed on a regular basis and will inform the development of the Kent and Medway CCG GP Estates Strategy in 2021. The proposed extension will provide resilience and sustainability for the Otford Medical Practice and alongside other general practice plans for the wider area.
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Declaration

I am authorised to submit this bid for funding on behalf of the organisation that I represent. At the time of writing, the information contained in this submission (including appendices) is correct and true to the best of my knowledge. If CIL funding is committed and circumstances change prior to the completion of the scheme, the organisation that I represent will notify Sevenoaks District Council. The Council will reserve the right to reconsider the allocation of funding. If CIL funding is committed to the above project then the organisation that I represent commits to providing Sevenoaks District Council with sufficient information to enable it to undertake its reporting requirements under the CIL Regulations 2010 (as amended), or any subsequent relevant regulations.

Signature:



23-12-2020

Name: Dr Alastair Eakins

Position: Senior Partner, Otford Medical Practice

Signature:



Name: Alison Burchell

Position: Deputy Director of Primary Care – Strategic Planning & Primary Care Estates NHS Kent & Medway CCG

Further information:

Name, role and contact details of the person that will be the contact for this bid:	Dr Alastair Eakins, Otford Medical Practice, Sevenoaks, TN14 5RB Alison Burchell, Deputy Director of Primary Care – Strategic Planning & Primary Care Estates NHS Kent & Medway CCG
Name, role and contact details of the person that will be attending SDC’s CIL Spending Board to support this bid:	Dr Alastair Eakins, GP, Otford Medical Practice Alison Burchell, Deputy Director of Primary Care – Strategic Planning & Primary Care Estates NHS Kent & Medway CCG
Name, role and contact details of the person that will be the point of contact and responsible for the Legal Contract:	Juliet Glanfield, Senior Programme Manager - Infrastructure NHS England and NHS Improvement - South East juliet.glanfield@nhs.net Alison Burchell, NHS Kent and Medway CCG will be the central point of contact for CCG & NHSE.
Name, role and contact details of the person that will be legally	Juliet Glanfield, Senior Programme Manager - Infrastructure

responsible for receiving the CIL fund*:	NHS England and NHS Improvement - South East juliet.glanfield@nhs.net Alison Burchell, NHS West Kent CCG will be the central point of contact for CCG & NHSE.
Full company/charity name:	
Registered No:	

Privacy Notice

The personal data which is collected within this form is reasonably necessary for its public task of processing your application for CIL grant funding. This includes considering whether to grant the application and to ensure the effective management of CIL grant funding if approved.

If your application is unsuccessful then personal information will be retained for a period of 10 years after the application is refused. The personal data shall then be deleted except for any information made public under the Council's other legal obligations (including the Access to Information provisions of the Local Government Act 1972 or the Freedom of Information Act). If your application is successful then your data will be retained for the duration of the project applied for and for the full period in which the contract under which the monies are transferred is enforceable. The personal information will then be deleted, except for any information made public under the Council's other legal obligations. Any information relating to this application which is deleted will be deleted in accordance with the Council's standard record retention practice.

Unless otherwise stated we will generally handle personal information in accordance with the Council's Privacy Policy, which can be found through our website at www.sevenoaks.gov.uk/privacy.

From: [Kemsing Parish Council](#)
To: [BURCHELL, Alison \(NHS KENT AND MEDWAY CCG\)](#)
Subject: Otford Medical Centre - Kemsing extension
Date: 15 December 2020 12:55:57

Good afternoon Ms. Burchell,

This is to confirm that, in support of allowing Otford Medical Practice to proceed with their application for CIL funding from Sevenoaks District Council (SDC), Kemsing Parish Council has allocated up to £10,000-00 to their project, subject to SDC confirming that they will fund the Surgery's application with SDC's CIL funds.

I trust that you will find this in order.

Kind regards

Yolanda Tredoux (Mrs.)
Clerk & Financial Officer to Kemsing Parish Council
The Clerk's Office, St. Edith Hall
High Street, Kemsing
Sevenoaks, Kent, TN15 6NA
Tel: 01732 762 841
www.kemsingpc.kentparishes.gov.uk

Office Opening Hours:

The office is currently closed until further notice.

We aim to respond to emails as soon as possible and usually within 15 working days.

The information you provide (personal information such as name, address, email address, phone number, organisation) will be processed and stored to enable us to contact you and respond to your correspondence, provide information and/or access our facilities and services. Your personal information may be shared with Parish Councillors (within Kemsing Parish Council), but will not be shared or provided to any other third party. If you do not wish your personal details to be forwarded please state this immediately.

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Carlyn Kan

Subject: FW: OTFORD MEDICAL PRACTICE PATIENT PARTICIPATION GROUP (PPG) SUPPORT FOR KEMSING SURGERY EXTENSION CIL APPLICATION

From: Ken Cardinal [REDACTED]

Sent: 29 December 2020 15:52

To: Planning Comments <planning.comments@sevenoaks.gov.uk>

Cc: ken cardinal [REDACTED]

Subject: OTFORD MEDICAL PRACTICE PATIENT PARTICIPATION GROUP (PPG) SUPPORT FOR KEMSING SURGERY EXTENSION CIL APPLICATION

EXTERNAL EMAIL: Do not click links or open attachments unless you recognize the sender and know the content is safe.

From, Kenneth Cardinal – Chair of Otford Medical Practice Patient Participation Group

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Tel [REDACTED] **e-mail** [REDACTED] [REDACTED] **29th December 2020**

To: Planning Department, cil Applications
Sevenoaks District Council,
Argyle Road,
Sevenoaks,
Kent, TN13 1HG
Telephone: 01732 227000. **Email:** planning.comments@sevenoaks.gov.uk

Subject: - Support for cil Application – Extension to Kemsing Surgery - by the Otford Medical Practice Patient Participation Group (PPG)

Dear, Sir or Madam,

I am Chair of the Otford (which also covers Kemsing, Shoreham and Seal) Medical Practice PPG team and we represent the views of the patients served by the Practice with a patient population, currently standing at more than 11,000, and forecast to grow rapidly in the coming planning period. We thought we should write to let you know that the cil application for the extension of the Kemsing Surgery has the full support of the PPG. Our reasons are summarised below.

1, Patients have consistently, in response to the PPG annual Patient Survey, requested that more appointments be made available at Kemsing. The reason includes difficulties in getting to Otford (limited public transport provision), parking issues at Otford and cost.

2, Large housing developments, planned or in progress, will add to pressures that will require new facilities. The Kent long term plan identifies the area as one of the highest for population growth. Planned housing development in the new Sevenoaks Local Plan would increase pressure on medical services provided in the Otford Medical Practice boundary (circa 1,300 dwellings) which could result in approximately 2,900 patient registrations in the Plan period.

3, NHS plans envisage the transfer of more medical procedures away from hospitals and into primary care. This will require more facilities in primary care including the provision of capabilities for the increasing use of technology for diagnosis and treatment.

All the above will require a significant investment if proper patient care is to continue to be provided. As we represent OMP patients we believe it is the PPG's responsibility to help make sure that their health is not compromised. We therefore fully support the cil application for the extension of the Kemsing Surgery.

Please let me know if you need more information. Thank you.

Yours faithfully, Kenneth Cardinal – PPG Chair.