**Notes of a Meeting held at Emsworth Community Centre on Tuesday, 23 February 2016 at 2.30 pm**

Present: Elizabeth Kerwood (Head of Communication & Engagement, SEH CCG)

 Lisa Medway (Estates Project Manager, SHE CCG)

 Stephanie Elsy (Chair, Emsworth Forum)

 David Thomas (Chair, Emsworth Forum Health Group)

 Jill Millar (Emsworth Residents Association & Forum Health Group)

 Peter Tier (Friends of Emsworth Community Health & Forum Health Group)

1. It was agreed that Stephanie Elsy would chair the meeting.

 2. **Update from CCG**

 a) **Project Update:** Lisa Medway explained the framework behind the project. A meeting was held on 27 January where the PID for the project was presented to the CCG governing body and was signed off. This is the initiation document to enable them to release funds against the project and it is now possible to move through the development process. Options will now be developed and during this stage planning permission will be sought. A business case will then be presented.

 b) **Service Scope Concept:** CCG will determine and agree the scope of the project with the practice. Every CCG has a Governing Body which determines the threshold within which the CCG can operate. Larger projects require NHS England input but this project does not. The intention is to provide a surgery for a population of between 14,000 and 20,000. A key element of any project is to ensure it is future proofed. The new surgery will definitely not be a like for like replacement. The CCG will agree with the practice a menu of services which might be provided to include core GMS medical services. The anticipated lifespan of the surgery is 30 years.

 c) **Organisations involved**: The project is a NHS Property Services Company project – it is their responsibility to manage the construction of the new surgery and to be the ultimate landlord. They are advertising for a Project Manager but, due to their present restructuring they do not at the moment have sufficient technical capability to draw up the options and it is likely that they will use LIFT to provide the upfront technical services. They will not be using LIFT to finance the project and it is not intended to use any private finance.

 d) **Project Time Scale:** Due to the delays already experienced CCG and Hampshire LIFT are escalating the process. The earliest start date for the building is nine months from now but it is likely to be longer.

 e) **Finance Position**: The cost of the project was originally estimated at £2.2m but is now £4.4m although this is not a like for like figure as it includes VAT and inflation. CCG would meet the rental of the property but any additional expenses would be between the practice and NHS property. Any development costs that are incurred before the scheme goes ahead have to be underwritten by CCG.

3. **Update from Emsworth Forum**

 **a) Neighbourhood Plan Site Policy:** Stephanie Elsy outlined the Forum’s progress with the Neighbourhood Plan which she explained needed to sit under the Local Plan of Havant Borough Council. It will and become part of the statutory planning guidance for the area. As part of this, investigations have been taking place into the possibility of developing a community hub in North Street, possibly including the new surgery and the buildings surrounding it. This was welcomed by Lisa who felt it would be an exciting and very worthwhile project to achieve with the new surgery being part of it.

 b) **Neighbourhood Development Order:** Stephanie produced an outline paper showing that an order can be drawn up by an organisation such as the Emsworth Forum and can grant planning permission for specified developments. This can speed up the process and reduce costs. The Forum would be prepared to formulate such an order should the CCG wish them to do so. There is a DCLG package of technical support that can be applied for but the Forum would not be able to fund any costs above that.

 Lisa said she welcomed the offer and they would certainly consider it at the appropriate time. SE agreed to contact the Forums consultants Aecom to progress this option. SE also agreed to send Lisa the Emsworth Design Statement.

 c) **Health Group Update:** David Thomas reiterated that the Health Group was willing to help in any way which the CCG felt appropriate. They would like to be kept informed of progress and could certainly help with dissemination of information to the public through their various networks. He undertook to contact the chair of the PPG to try to re-establish trust and communication between us.

4. **Public Consultation**

**a) SECG Plans/Timetable:** Elizabeth Kershaw said that she would be working very closely with the doctors to ensure a dialogue with their patients. This is the Practice’s responsibility. There is neither change of service provision nor a substantial location change so it is more a matter of information rather than consultation. She felt public meetings could be counter-productive and it would be better to arrange alternative methods of communication. She stressed that her role was to work with the practice and she hoped to ensure that all members of staff in the practice were consulted and encouraged to express their views on how a new surgery should appear.

 b) **Role and Resources of Community Organisations:** As mentioned in item 4 c) the various organisations which make up the Health Group of the Forum have good outlets for the dissemination of information and would be happy to assist with this. Elizabeth welcomed this and would make use of them when the time was appropriate

5. **Next Steps**: It was agreed that we should continue our dialogue.

6. **Any Other Business:** Lisa mentioned that a question had been raised as to whether the library could be accommodated in the surgery complex. She felt that there was likely to be insufficient space for it. The library lease in Emsworth runs out in 2018 and she understands that HCC is anxious to find a suitable place for a library in Emsworth.

7. **Date of Next Meeting:** It was agreed that the next meeting should take place when the Project Manager has been appointed and Lisa will advise.

David Thomas undertook to draft a short statement of the current position that could be used publicly