

**APPROVED MINUTES (Paper 1):**

**Estates Meeting**

**15 February 2022, 08:30– 9:45 MS Teams**

<b>Present:</b>	Peter Redman (PR), Estates and Development Manager
	Jo Cogswell (JC) – Director of Transformation
	Helen Delaitre (HD) – LMC Primary Care Director
	Dr Meenu Paul (MP), Assistant Clinical Director Quality
	Julie Dandridge (JD), Deputy Director, Head of Primary Care
	Carole Rainsford (CR) – Project Manager, Planned Care
<b>Apologies</b>	Julie–Anne Howe (JAH), Senior Commissioning Manager
	Gareth Kenworthy (GK), Director of Finance
	Catherine Mountford (CM), Director of Governance

		<b>Action</b>
1.	<b>Notes of Last meeting</b> Approved as a correct record (subject to revision of wording around item on SOHC from October).	
2.	<b>Actions Outstanding from last meeting:</b> Other actions generally covered in this meeting with the exception of a paper still required regarding Planned Care’s estates requirements which CR intends to submit in March.	<b>CR</b>
3.	<b>Banbury PCNs revised Estates Options – Paper 2</b> PR discussed his Paper briefly. It was agreed that Archus should be instructed to provide Health Space Planning and advice on current utilisation (to include future workforce and staffing planning) as well as an Options analysis and a comment on the ability of the current estate to be fit for purpose.	<b>PR</b>
4.	<b>OCCG PCN Projects – revised schedule – Paper 3</b>  This Paper was briefly presented and a conversation ensued regarding which of the projects mentioned were considered as essential (mentioned in our Estates Strategy) vs non-essential. On further reflection, it was considered that provided a column could be created	

	<p>alluding to this, the spreadsheet served as a useful guide of what is happening in terms of PCN activity around Estates and what should be prioritised. HD pointed out that from a PCN perspective, none of these projects are likely to be considered non-essential, given the lack of investment in primary care across the county over the last 20 years. The guide will also be very useful, as PR explained, given that the CHP data-gathering exercise will culminate on Friday with the data being uploaded to SHAPE, with SHAPE training being offered to both CCG and PCN personnel, (with the latter being able to create a case for estate alteration).. PR to update the spreadsheet on a regular basis.</p>	PR
5.	<p><b>Wantage Practices - Verbal update</b> PR explained that Assura now consider the proposed 4 March Planning Committee (instead of one in mid-January), to be acceptable. The project should be commenced in the Spring.</p>	
6.	<p><b>White Horse Practice Farringdon – PID for additional space for PCN staff</b> PR explained that the PID will be presented at the March meeting. The proposed project is a move of admin space in their existing premises (4 years left on the lease) to serviced offices very close by at the Farringdon Business Park to allow clinical space to increase at the existing premises PR to add to agenda for March meeting</p>	PR
7.	<p><b>Bicester (Graven Hill) – Verbal Update</b> PR explained that Assura want to have legal close in mid-April, this means that PR to instruct Bevan Brittan asap to undertake the side letter between the CCG and the Practices to ensure the reduced rent reimbursement is provided until the list size reaches 45k</p>	PR
8	<p><b>Didcot – GWP and Valley Park - (Verbal Update)</b></p> <p><u>Valley Park</u> PR explained that the Council are unable to change the S106 Agreement draft such that the 4 payments of capital spread over a long period within the lifetime of the VP development will remain. OCCG's Solicitor has asked that the Council record the CCG's view on their Planning Portal to the effect that whilst the CCG welcomes the future capital, having it on 4 payments spread over a long period of time renders its effectiveness as very low in terms of the deliverability of a new facility, as the 3PD method of procurement will not lend itself to these staggered payments</p> <p><u>GWP</u> PR reiterated that there could be a challenge with the amount of car parking but that as Assura have now provided some indicative plans and are undertaking a traffic Report, and a Planning pre-app, they are hopeful that there will be enough information available for the public engagement that the CCG would like to undertake in mid April. PR to advise of progress at the next meeting.</p>	PR

	It was also agreed that PR should take up the Practice Manager's invitation to meet at the District Centre near the GWP site to see if there is anything can be done to provide WMC with additional capacity in the short term. PR also to report back following a site meeting TBC.	
9	<p><b>Kidlington, Diamond Place etc - (Verbal Update)</b> PR stated there had been no progress on Kidlington premises but would ask the Parish for an update. Regarding Diamond Place, there are a number of steps that the University of Oxford need to undertake before the Diamond Place development can go ahead. Notwithstanding that, the Practice still consider Diamond Place as their preferred future location. PR to periodically update</p>	
10	<p><b>AOB –</b></p> <p><b>ICB Estate-owning powers –</b> This was discussed again - the consensus appeared to be that there were distinct advantages for the ICS in being able to direct the strategic direction of the Estate through ownership but that this would obviously come at a financial cost. Discussions to be had with other system partners on this issue and whether Estates Teams within these system partners can assist.</p> <p><b>SOHC</b> PR confirmed that the Practice had expressed an interest in purchasing a nearby property that was for sale and that JD and PR were due to meet the Practice the following week. NHS PS though had offered to provide the Practice with a TIR lease and potentially do some renewal work to the existing Health Centre (such as a new roof and new windows) – this could well encourage the Practice to stay at the existing site in Lake Street. PR to update at the next meeting.</p> <p><b>Thame –</b> PR explained that Rycote Practice had indicated an interest in purchasing an Annex building at Thame Hospital (owned by BHT) and that he had forwarded this request to the Assistant Commercial Director of BHT for comment. PR to update at the next meeting.</p>	<p><b>PR</b></p> <p><b>PR</b></p>
11.	<p><b>Date of Next Meeting - 15 March 2022</b> <i>Note consideration being given to combining Oxon and Bucks Estates Meetings.</i></p>	