

**APPROVED MINUTES (Paper 1):**

**Estates Meeting**

**19 April 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
	Gareth Kenworthy (GK), Director of Finance
	Julie Dandridge (JD), Deputy Director, Head of Primary Care
	Carole Rainsford (CR) – Project Manager, Planned Care
	Catherine Mountford (CM), Director of Governance
	Dr Meenu Paul (MP), Assistant Clinical Director Quality
Apologies	none

		<b>Action</b>
1.	<b>Notes of Last meeting</b> Approved as the Minutes	
2.	<b>Actions Outstanding from last meeting:</b> Paper from Carole Rainsford on Planned Care Estates remains outstanding with increased urgency as there is a new MSK provider with potentially new Estates needs.	
3.	<b>Estimated Revenue consequences of committed OCCG Estates Projects</b> PR presented his Paper briefly and the Group noted the revised figures (including the revised one-off costs including Monitoring Surveyor fee reimbursement for Wantage, now it is a committed project.)	
4.	<b>Hedena Update (Bury Knowles, Wood Farm and Barton)</b> PR explained that a Paper would be produced but that essentially there was a good case for Hedena to expand to take the space to be vacated by OH (DNs and Health Visitors). As these OH services would then move to Wood Farm, but allow Hedena to take a sub let of part of	

	Woodfarm, Hedena would then also take some space at OH. Altogether, there will be more rent to reimburse, but within the £20k to £30k pa range, to be described in the Paper. PR to produce Paper	PR
5.	<b>SOHC - Verbal update</b> PR explained that NHS PS have moved from a position of stating they would be able to provide certain capital works to the Lake Street premises, to stating they can only do this if they find the funding. This could mean the works don't get done, in which case there will be no lease and no significant improvements to the property. PR to update the meeting on progress with NHS PS on this issue	PR
6.	<b>Wantage Project – update</b> PR explained that there was now legal closure (Agreement for lease entered into) and contract with Contractor to undertake the extension/refurbishment. PR to provide regular updates on project progress.	PR
7.	<b>Northgate Project – Dilapidations issues on existing estate</b>  PR explained that there could be significant dilapidations costs coming from the current lease obligations to reinstate and repair, but that these costs would not be known for some time, as the advice the Colleges have had from their appointed Surveyors is to relocate to Northgate before commencing these negotiations. PR to advise on progress	PR
8.	<b>Bicester (Graven Hill) – Verbal Update</b>  PR confirmed that the FCIC meeting on 7 April gave delegated authority to GK/PR to seek to negotiate a revised rent up to the developer's additional request. GK and PR met with Developer online on 8 April and subsequent internal emails are finalising the CCG's position. Bevan Brittan are on standby to provide a revised side letter. GK has been seeking to obtain James Kent's views on the lack of previous Network Contract opt in by the Practices. PR to update the group on progress	PR
9	<b>Didcot update (GWP and Valley Park S106)</b>  A meeting is scheduled for 20 April with PR and Council Officers to discuss the procurement issues that the Council have. JD requested a Briefing Paper ahead of any residents' meeting in May/June. PR to draft one.	PR
10	<b>Kidlington, Diamond Place etc - (Verbal Update)</b> PR asked to produce an Options Paper (including any recently produced Archus Reports) when able to do so.	PR
11	<b>AOB</b>  <b>- ICB ownership of estate</b>	

	<p>Not discussed</p> <p>- <b>Farringdon</b></p> <p>PR will be on site, visiting the Practice on 19 April</p>	
12.	<p><b>Date of Next Meeting - 17 May 2022</b></p> <p><i>Note consideration being given to combining Oxon and Bucks Estates Meetings.</i></p>	