

Townlands Community Group
Notes of Meeting held on 18 November 2009, 18:30 – 20:00
Maurice Tate Room, Townlands Hospital, Henley

Present: Ian Reissmann (Chair) (IR)
 Tony Burrage, Project Manager (TB)
 Alan Kilham, Procurement Manager (AK)
 Nigel Spawton, GBS Architects (NS)
 Cathryn Bullimore, Communications Manager (CB)
 Louise Carlisle, Project Administrator (LC)

No	Item	Action
1	Welcome and introductions IR welcomed everybody to the meeting and introduced the panel.	
2	Apologies Apologies were received from Catherine Mountford.	
3	Minutes from the last meeting These were accepted as a true record of the meeting held on 19 August 2009.	
4	Public Question Time The floor was then opened up to the public for questions. The following is a record of those questions; <i>Q) The residents of Clarence Road would like to discuss the hospital fence.</i> A) (IR) Noted the request and asked that it be discussed under item 7 of the agenda. <i>Q) As Project Manager what hat do you wear? Are you from the PCT or an independent consultant?</i> A) (TB) I am employed by the PCT. Originally I was the Project Manager to procure the new Health Centre in Banbury which opened in October. The PCT then asked me to deliver this procurement project. <i>Q) What is happening with the A&E service?</i> A) (TB) Our explicit aim is to re-provide all the services currently on the Townlands site. <i>Q) There seems to be a lot of Managers involved in the process. Does the Architect have any design input?</i> A) (NS) I'm not contracted to design the final building, that will be left to the architect appointed by the successful bidder. My role will be to provide a planning framework in which I will set out heights of buildings, important features to be retained.	

The project has been delayed by 2 months due to dialogue with South Oxfordshire District Council to make sure what is possible and not possible to put on the site.

Q) How much liaison has there been with the County Council and Social Services.

A) (TB) When we took the project on Catherine Mountford and I met with representatives at County Hall to talk about opportunities on this site and a representative from Social Services sits on the Project Group.

Q) 6 months ago we were told that there was a 2 month delay on the project related to planning and talks with South Oxfordshire District Council – what's the latest?

A) (TB) accepted that the date for signing the contract was originally May 2010 and Henley Town Council were certainly very keen for us to work to this date. However, the site planning framework, crucial to avoid delays in the future and financial modelling needed to be absolutely clear. Be assured that the PCT is still absolutely committed to the re-provision and that resources are available.

When you build new buildings, in my experience you need more money. The PCT recognises this and have built it in as a risk. You may have heard in the press yesterday that the PCT has to save £240 million over the next 3 years, starting from April 2011. The acting Chief Executive, Matthew Tait, previously the Director of Finance, is still committed and the PCT is clear in its strategy that community care is very much a solution not a problem.

Anna Robinson, Director of Strategy at South Oxfordshire District Council has sat on the steering group for some time and NS & I have met with her to discuss what planners want. We have also met with the Major Planning Team and have a contract with them to provide pre-planning guidance.

Q) Planning is going to be a major issue isn't it?

A) (TB) Absolutely, we need to build relationships with the local authority/ies to engage with them about highways access in particular.

Q) Is NS going to be involved in that process too?

A) (NS) Yes, it's critical to the scheme as there is going to be both housing and healthcare elements.

Q) Will there be a continuation of services whilst the building is going on?

A) (TB) One of the proposals in 2005 was to re-provide the bedded services at the back of the site which if agreed this time around would be straight forward. However, it is dependant on the solutions put forward for instance if it was to be put where the car park currently is then we need to think about it carefully. The procurement asks for solutions on this site and other possible sites, but in my personal view this is unlikely to happen.

	<p><i>Q) Re-provision of services – are they subject to KPIs and how robustly are they put forward to bidders?</i></p> <p>A) (TB) Ann Nash has been appointed and there is a service specification currently managed by the PCT with their provider arm - Community Health Oxfordshire (CHO). CHO is being separated from the main PCT and working to contracts with a PIs in. Ann is working with the Clinical Workstream group to agree the specification, make it more robust where necessary and work with GPs to look at other specifications. These will go into the Invitation to Participate in dialogue (ITPD).</p> <p><i>Q) Is the hospital manager here in this room and are staff being informed?</i></p> <p>A) (TB) The hospital is represented here tonight by Fiona Manning who runs the bedded care ward at the hospital. I do hold regular bi-monthly meetings with all the staff at Townlands to keep them informed.</p> <p><i>Q) Is the entrance and exit still going to be via York and Clarence Road?</i></p> <p>A) (IR) This will be addressed under Item 6 of the agenda.</p> <p><i>Q) Interested in the mention of future-proofing - how can this be done by selling some of the land for housing. With an increasing aged population I can't see what provision has been made for them. I'm thinking particularly around nursing home provision.</i></p> <p>A) (NS) In my area of design work I regularly seeing estate being sold off. It is important that we all recognise that we are looking at the provision of services as opposed to buildings.</p> <p>Tony Burrage stated that the Clinical Workstream group are thinking about other service models, for example a day hospital so the use of beds declines and people are cared for in their own homes. The PCT needs to think about working with Oxfordshire County Council about nursing home beds.</p>	
5	<p>Project Update</p> <ul style="list-style-type: none"> • Tony Burrage gave an update on the project to date. The key points were; <ul style="list-style-type: none"> ○ <u>Timeline</u> – a timeline showing the key stages over the next 12 months was circulated and TB gave more detail as to what was involved. TB felt that the risks to the timeline were around the process of procurement and planning. ○ <u>Population figures</u> – TB working with South Oxfordshire District Council to get figures further ahead than 2016 and is also looking at activity data/ patient flows. ○ <u>Procurement process</u> – There are currently 3 opportunities to bid for i.e. to provide bedded services and the building, provision of ambulatory care in separate building or to bid for both together. ○ In summing up TB acknowledged that a number of attempts had been made to re-provide the services before, but felt that the project had made considerable progress and the ongoing dialogue with the planners at South Oxfordshire District Council the project will deliver. 	

6	<p>Update from Nigel Spawton</p> <ul style="list-style-type: none"> • NS didn't have any detailed plans to show, but is hoping that by January he will be coming up with a planning framework document which will consist of a site drawing and additional notes for the PCT to provide to bidders as part of the ITPD. ○ Next week NS will be producing a footprint drawing which will show how the services will sit comfortably on the site. ○ A number of surveys including archaeological, listed buildings, ground investigation, environmental, drainage, bats and newts, air quality and traffic will be carried out on behalf of the PCT. ○ South Oxfordshire District Council would like the north of the site to be retained which would include 3 buildings and surrounding open space. ○ A short period of questions/thoughts – key issue was entry to/from site 	
7	<p>Working with residents around Townlands Hospital</p> <ul style="list-style-type: none"> • The residents of York Place/Clarence Road raised concerns about the erection of a fence that suddenly appeared overnight without consultation. They were further angered to find out that planning permission should have been sought, but wasn't. They sought clarification as to whether the PCT would be seeking retrospective planning permission. ○ It was explained that the Hospital Manager and Ward staff were concerned that people were able to look into the ward at night. The Hospital Management Team in conjunction with Estates went ahead without consultation and after the publicity the PCT established that planning permission should have been sought. The PCT have learnt lessons from this. ○ IR stated that he had spoken to staff and there was a very real need for the fence to be erected and it was intended to protect the dignity of patients. However, he acknowledged that the proper processes had not been followed. ○ CB stated that lessons had been learnt and the strength of feeling from residents had served as a valuable lesson and that the PCT wanted to examine with residents a way of communicating with them directly and offering them that option. ○ The residents asked if the PCT would be seeking retrospective planning permission. CB stated that she didn't know, but will find out and get back to the residents. ○ TB assured the residents that a clear process around communicating about the building works would be put in place when the re-development work started and that it would be adhered to. IR said that as a representative on the Steering Group he would ensure that this happens. 	CB
8	<p>Communications update</p> <ul style="list-style-type: none"> • CB explained that the PCT's aim was to gauge what the community thinks about the project and its processes through various forums and that by the end of the month an online blog/forum would be set up for everyone to participate in. ○ An invitation has been received from the PBC Consortium (a public and patient involvement group) to their next meeting on 21 January 2010, 6pm – 9pm in the Main Council Chamber at the Town Hall. CB invited everyone present to attend the meeting. 	

	<ul style="list-style-type: none"> ○ CB has also been invited along to the January meeting of the Henley Youth Council ○ It was asked if the minutes from this group were available online. CB reported that they are not currently, but that they will be on the PCT website as soon as the blog/forum section is set up. 	CB
9	<p>AOB</p> <ul style="list-style-type: none"> • IR reported that this group reports into the full project group via a number of people present including Dr Peter Ashby as a clinical rep and Pat Solomons and himself as community reps. However, Pat Solomons has had to resign her position and a new representative needed to be found. ○ IR proposed that Dave Smewing (DS) be voted in as the new member as he had been previously involved with the Townlands re-development project and sits on the Procurement, Estates and Finance (PEF) sub-group. DS introduced himself and gave some background to his project experience. ○ IR formally nominated him, Dr Peter Ashby endorsed his nomination and a vote by show of hands took place. It was agreed that Dave Smewing will represent this group on the Townlands Project Group. 	
10	<p>Closing remarks and public questions</p> <p>The floor was then opened up to the public for further questions. The following is a record of those questions;</p> <p><i>Q) There seems to be a lot of 'ifs'. I would imagine that there is already a template, but you seem to be doing a new one and there is no guarantee that it will work.</i></p> <p>A) (TB) The existing service provision is template that we would expect bidders to go for. This site is complex and if we were looking at an open field it would be less difficult. AK stated that bids for the bedded care solution would have extensive expertise across the country, so have extra skills that will help.</p> <p><i>Q) When will an outline ITPD be available and will the public be able to see it?</i></p> <p>A) (AK) The document will be ready in mid-January and there will still be time for feedback. IR stated that the document would be discussed at the next meeting.</p> <p><i>Q) What experience does the PCT team have with third party contracts?</i></p> <p>A) (TB) The PCT is using a variety of external specialists i.e. Alan Kilham, Procurement, Tony Burrage, Project Management, Nigel Spawton, Architecture and Ann Nash, Clinical who all have experience of drawing up contracts that have worked/not worked. The bedded care contract is a standard contract that the Department of Health insist we use.</p> <p><i>Q) Have the PCT done a PFI deal?</i></p> <p>A) No, this is a smaller project so won't be done under a PFI deal.</p> <p><i>Q) How will you utilise GPs in the new project especially with the move towards GPs carrying out minor surgery etc?</i></p>	

	<p>A) (PA) The PCT are working with Peter Ashby and other clinicians to look at the service specification. PA explained that the concept of Darzi clinics is to provide a local medical unit. There is already one in the North of the County. The Henley project has limits as the budget is only for re-provision of services any additional funding forthcoming in the future may go towards new services, but we can't say at the moment.</p> <p><i>Q) What will happen to the mental health services on the site where the lease has run out?</i></p> <p>A) (TB) The mental health portacabin sits outside of this procurement exercise. We are currently in a debate with the mental health unit as the planning permission for the current building has expired and it would be opportune for mental health to deliver services on site.</p> <p><i>Q) What will you do about consulting residents near the site about access traffic issues etc?</i></p> <p>A) (NS) Residents will be fully consulted and there are a number of channels through which they can comment including:</p> <ul style="list-style-type: none"> o Formally through the planning department at SODC o Directly to the PCT through the Townlands Community Group. o In late 2010/early 2011 with the developer direct <p>NS stated that it was very important for comments to be received at the next meeting once he has drawn up some options as bidders will be marked on community engagement. This group needs to come up with ideas on how they should do this bearing in mind that we can't have all bidders in the same room at the same time.</p> <p><i>Q) No mention of cost. What amount is going to be spent and how will you exercise cost control?</i></p> <p>A) TB reported that financial modelling is being carried out and discussions held with the District Valuer. The land for the health facility will be separate to the debate/release of surplus land on the north side of the site.</p> <p>AK stated that the PCT needed to be able to demonstrate value for money and that it wasn't a capital project as indicated in the Henley Standard as the PCT will retain the land and the building will be leased back to the PCT.</p> <p><i>Q) I suggest that at a future meeting it would be helpful for a senior representative from the planning department at South Oxfordshire District Council to attend to discuss the planning system.</i></p> <p>A) TB reported that dialogue with the planners at SODC is ongoing now to ensure that our application goes smoothly. Paula Fox has been asked to attend this meeting, but she was concerned about potential conflicts of interest. TB will enquire again about someone from planning attending.</p>	TB
11	<p>Date of next meeting Wednesday 27 January, 7.30pm – 9.00pm, Council Chamber, Town Hall</p>	