

## SURREY HEARTLANDS CCG

### NORTH & WEST GUILDFORD PRIMARY CARE ESTATE DEVELOPMENT PROGRAMME

### STAKEHOLDER REFERENCE GROUP

### NOTES

<b>Date</b>	<b>Tuesday 19<sup>th</sup> October 2021</b>	<b>Time</b>	<b>11am-12noon</b>
<b>Venue</b>	<b>Microsoft Teams Call</b>		

#### Members/ Attendees

<b>Name</b>	<b>Position</b>	<b>Organisation</b>	<b>Attended (✓) Apologies (A)</b>
Lyn Reynolds (LR)	Programme Director	Surrey Heartlands CCG	✓
Sam McCumiskey (SMc)	Managing Director	GB Partners	✓
Neil Orpwood (NO)	Architect	HLM Architects	✓
Jo Lang (JL)	Deputy Head of Communications	Surrey Heartlands CCG	✓
Jane Williams (JW)	Director of Integrated Delivery	Surrey Heartlands CCG	✓
Jamie Forsyth (JF)	Commissioning Support Manager	Surrey Heartlands CCG	A
Jane Fielding (JF)	Member	St Catherine's Village Association	✓
Nic Allen (NA)	Exec member	Guildford Society	✓
Julia McShane (JM)	Councillor	Guildford Borough Council	✓
Sam Hutchison (SH)		Guildford borough Council	A
Nick Markwick (NM)	Co-Chair	Surrey Coalition of Disabled People	✓
Yasmin Broome (YB)	Involvement Co-ordinator	Surrey Coalition of Disabled People	✓
Robin Forward (RF)	Practice Manager	Guildowns Group Practice	✓
Shahzad Firoz (SF)	Practice Manager	Woodbridge Hill Surgery	✓
Samantha Botsford (SB)		Healthwatch	✓
Nigel Heslop (NH)	PPG Chair	Guildowns Group Practice	✓
Amanda Cool (AC)	PPG Chair	Woodbridge Hill Surgery	A
Phelim Brady (PB)	NG Estates Board Chair	Surrey Heartlands CCG	✓

**Freedom of Information:** Those present at the meeting should be aware that their name will be listed in the agenda and action notes of this meeting, which may be released to members of the public on request under Freedom of Information requirements.

1.	<b>Welcome &amp; Introductions</b>	<b>Action</b>
	LR welcomed everyone to the meeting and introductions were made. Agreement was gained from members to record the meeting for the purposes of the notes.	
2.	<b>Declarations of Interest</b>	
	No declarations were made.	
3.	<b>Draft TOR/Role of the Group</b>	
	<p>The draft ToRs were reviewed and discussed. Concern was raised regarding the SRG name (North Guildford) and suggestion that this was not representative of the scope of change/patient impact. It was confirmed that the name is representative and conducive to the local Primary Care Network. It was agreed that the name should be amended to North &amp; West Guildford SRG.</p> <p><b>Action: Amend name/area and page 3 item c) to include 'consultation'</b></p>	LR
4.	<b>Programme Update</b>	
	<p>LR presented the latest highlight report which is revised and circulated to the Project Board on a weekly basis.</p> <p>A comment was raised regarding the two potential preferred sites contained within the report and whether this decision had been made already. LR confirmed that the report reflects the last discussion held pre-pandemic, following the site option appraisal. It is intended to review the sites to ensure all options/opportunities are up to date. This will be discussed further as the programme progresses.</p>	
5.	<b>Site Update</b>	
	<p>NO presented the latest Google My Map which is a tool being used to help plot and identify particular or specific aspects/landmarks. NO also outlined the A3 divide and access issues.</p> <p>NA expressed concern regarding the amount of planned housing developments and requested that all developments are taken into consideration, which NO acknowledged, although delivery of the master plan is a way off yet but it will be taken into consideration.</p> <p>Concern was also raised regarding patient access particularly from the South/Southwest area and limited transport options and whether two sites plus retaining Wodelands is required/should be considered. JMc outlined that community transport is available to patients. It was suggested that a transport analysis is required, which was acknowledged.</p> <p><b>Action: LR to email members the link to Google My Maps</b></p> <p><i>Post meeting note: It is not for this group to agree the financial viability on the number of sites/practices going forwards. It can feedback concerns</i></p>	LR

	<i>regarding any potential changes that will impact patients. The group's role is to support the co-production of the engagement and communication plan for any proposed plans.</i>	
<b>6.</b>	<b>Stakeholder Mapping</b>	
	JL presented the draft stakeholder mapping document, which does still have gaps. Members were asked to support the development and further population of the list with relevant community leads, ethnic, hard to reach groups etc. <b>Action: All members to review/amend/update the stakeholder map list</b>	<b>ALL</b>
<b>7.</b>	<b>Next Steps</b>	
	<ul style="list-style-type: none"> <li>• NO has a meeting with GBC Planning team next week and will continue to develop/refresh the site options</li> <li>• Stakeholder meetings planned to continue potential service(s)/scope within the new build(s).</li> <li>• SRG to review the stakeholder list at its next meeting</li> </ul>	
<b>8.</b>	<b>AOB/Date of Next meeting</b>	
	Members confirmed that this day/time is suitable and the group to meet in 1 months' time <b>DONM: Tuesday 23<sup>rd</sup> Nov 11-12:00 noon</b>	