



Minutes

Mayfield & Five Ashes Combined Medical & Community Centre Project Management Team Meeting

Thursday 25th February 2021, 14:00-15:00 - Microsoft Teams

Project Management Team

Gill Cameron-Waller	Strategic Projects Manager, WDC
Charles Hawkeswood	Property Development Surveyor, WDC
Kyle Simpson	Strategic Projects Officer, WDC
Chris Lilly	Chair of Finance & General Purposes Committee Mayfield & Five Ashes Parish Council

Invited Attendees

Louise Goatcher	Manager Primary Care Contracts - Sussex East Sussex CCG
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Minutes

Architect Update

- Subject to due diligence and finalising contractual terms, the project team have come to an agreement that Roberts Limbrick are the preferred choice to be appointed as the project architects.
- An inception meeting will be held in early April, subject to formalising the appointment.

ACTION:

- **KS to set up a Sharepoint site to share documents with the project management team.**
- **WDC to draft agenda for architect inception meeting.**

Employers Agent

- The Employer's Agent will perform cost consultancy duties for the concept design stage and will manage the tender process for appointing the contractors, as well as overseeing the construction stage of the project.
- The estimated cost for this work is over £50k and therefore, to comply with WDC procurement rules, the project team will need to go out for an open tender, or alternatively run a mini competition via the South East Consortium Framework.
- The Employer's Agent is anticipated to be in place by mid-late May.

Project Programme

- The project programme is currently on track in terms of appointing consultants.

- One of the first tasks for the architects will be to review and update the existing project programme. The architects have indicated in their submission that they will be able to meet the project programme.
- The design and specification for the medical centre element of the project will need to be approved by the CCG. The CCG will also liaise with the District Valuer to establish an appropriate rental value for the medical centre.

ACTION:

- **LG to share the programme of CCG Committee meetings and report deadlines so they can be factored into the project programme.**

Project Finances

- The project management team agreed Mayfield and Wealden would split the cost of seeking advice on the VAT issues relating to the project. A quotation for £4050.00 + VAT was provided late last year.
- Mayfield require a financial schedule to inform how much money they need to draw down from the PWLB. The drawdown takes place at 6 monthly intervals.

ACTION: WDC to proceed with obtaining VAT advice and discuss the preferred payments process with internal finance colleagues.

Engagement with CCG/GPs

- WDC have discussed the architect's brief with the GPs and it is broadly in line with their requirements.
- The CCG will need to undertake patient consultation to get feedback on the proposal for a new facility.

ACTION: LG to contact the GPs to ensure they have advice from an external surveyor.

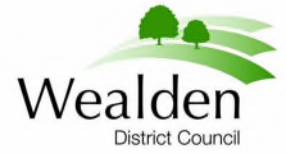
Communications

- Mayfield & Five Ashes Parish Council produce a monthly newsletter on the 15th of each month. This includes a brief update on the project.
- Mayfield residents are expecting a village feedback session on three different design proposals.
- The CCG would like to be cc'd in any proposed external communications so they are aware of what is in the public domain when they go out to patient consultation.

Legal Agreements

- Now the project is beginning to incur expenditure, a development agreement between Mayfield & Five Ashes Parish Council and Wealden District Council will need to be put in place.

ACTION: WDC to initiate drafting development agreement by WDC Legal Services.



Scheduled dates for next meetings

Project Sponsor Board	June 22 nd 2021	10:00-11:30
Project Management Team	April 29 th 2021	14:00 -15:00

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