



## Claygate Parish Council CIL Funding Application Form

### caring for Claygate Village

15% of money received through the Community Infrastructure Levy, collected by Elmbridge Borough Council (EBC) from development in Claygate, is paid to Claygate Parish Council. Any CIL monies due are confirmed by EBC at the end of 6 month periods ending in March and September and paid to Claygate Parish Council shortly thereafter. The funds are available to spend on local projects in Claygate. As set out in the CIL Regulations, this local proportion of CIL should be used for:

- The provision, improvement, replacement, operation or maintenance of infrastructure; or
- Anything else that is concerned with addressing the demands that development places on an area

The definition of infrastructure is broad and includes amongst other items:

- Roads and other transport infrastructure
- Schools and other educational facilities
- Medical facilities
- Open spaces
- Sporting and recreational facilities
- Flood defences

Please read the Claygate Parish Council CIL funding application form guidance notes before completing this form. To discuss a potential project, or for further guidance, please contact the Parish Clerk at [clerk@claygateparishcouncil.gov.uk](mailto:clerk@claygateparishcouncil.gov.uk) on 01372 467000.

Please note that if an external organisation has been granted CIL funds for a project it may not apply for further CIL funding, regardless of the project, until twelve months have elapsed since the previous award was granted.

CIL applications will be considered at full meetings of Claygate Parish Council – there are 6 meetings per year and dates of meetings are available on the Claygate Parish Council website – [www.claygateparishcouncil.gov.uk](http://www.claygateparishcouncil.gov.uk) and on the noticeboards at the Village Hall, Church Road and Boots on Hare Lane.

Please return the completed application forms and supporting information to:  
[clerk@claygateparishcouncil.gov.uk](mailto:clerk@claygateparishcouncil.gov.uk) at least 2 weeks prior to a meeting of the full Claygate Parish Council

# Claygate Parish Council CIL Funding Application Form

<b>1. Applicant organisation</b>	Capelfield Surgery
<b>2. Name and position of main contact</b>	Dr Hannah Davidson GP Partner



<b>3. Applicant contact details (phone no, email and address)</b>	01372 462 501 / 07989 744831 <a href="mailto:Hannah.davidson2@nhs.net">Hannah.davidson2@nhs.net</a>  Capelfield Surgery Elm Road Claygate KT10 0EH
<b>4. Type of organisation</b>  <b>If a charity, please provide registration number</b>	GP Surgery – Medical facility providing NHS services to local community
<b>5. Is the organisation able to reclaim VAT?</b>	No
<b>6. Location of project</b>	Capelfield Surgery, Elm Road, Claygate KT10 0EH



<p><b>7. Summary of the project proposal</b></p>	<p>Request for £5k for medical equipment to furnish newly constructed clinical room at Capelfield Surgery.</p> <p>Items needed:</p> <ul style="list-style-type: none"> <li>- Clinical examination couch</li> <li>- Wall mounted examination light</li> <li>- Stainless steel nursing procedure trolley</li> <li>- Clinical scales</li> <li>- Wall mounted height chart</li> <li>- Under counter medical fridge</li> <li>- Otoscope &amp; ophthalmoscope</li> <li>- Thermometer</li> <li>- Wall mounted manual blood pressure machine</li> <li>- 3 patient chairs</li> <li>- Towel dispenser</li> </ul> <p>Recent internal renovation of back office/reception and construction of a new clinical room funded by Surrey Heartlands Integrated Care Board. No provision for new equipment included in the cost of the build.</p>
<p><b>8. Estimated project cost</b></p> <p><b>Up to £500 – One Quote requested</b></p> <p><b>£500 - £1500 – Two Quotes requested</b></p> <p><b>£1500 + Three quotes requested</b></p>	<p>Estimated cost of £5000 dependent on suppliers &amp; seasonal discounts available</p> <p>Henry Schein quote – £4853.07</p> <p>Medisave quote - £9157.97</p> <p>Midmeds quote - £5408.56</p>



**9. Please show in the table the amount of CIL funding being sought and any other contributions that may have been allocated for this scheme**

	<b>Amount</b>	<b>Detail</b>
<b>CIL funding sought</b>	£5000	
<b>Any other Local authority contribution eg EBC and/or SCC</b>	0	
<b>Third party contribution</b>	0	
<b>Total cost</b>	£5000	

<p><b>10. Detail of additional sources of funding available</b></p>	<p>Friends of Capelfield</p>
<p><b>11. Why is CIL funding being sought? Please provide details of sources of funding already considered or applications made for funding</b></p>	<p>Friends of Capelfield (patient participation group) charity have limited funds available – we would like to access their funds to decorate the waiting room and corridor which is left in a state of disrepair after the building works and not covered by the ICB building renovation reimbursement. Cost of redecoration would be c£5000. Should CIL funding be successful we could equip the new clinical room using funding from CIL and redecorate the waiting room/corridor using funding support from Friends of Capelfield.</p>



<p><b>12. Please indicate whether the organisation has previously received CIL or other funding sources from either Claygate Parish Council and/or Elmbridge Borough Council. If yes, provide amounts and timings</b></p>	<p>Yes - £3025 in Dec 2021 for accessibility improvement works. Funding was matched by Friends of Capelfield. Money was used to re-paint car parking lines, create a designated disabled parking bay and install bollards around the pavement to improve patient safety.</p>
<p><b>13. How does the project help address the demands of development in the area. What evidence is there to support this?</b></p>	<p>Capelfield Surgery provides NHS services to 7800 patients in Claygate. Although patient numbers have not changed, patient demand increases annually; alongside more care being moved away from hospitals into the community. Our current patient online demand is 3x higher than the national average although our NHS funding is reduced due to levels of affluence (Carr Hill formula).</p> <p>We currently have 8 clinical rooms which are in use every morning Mon-Fri. An additional clinical room will allow us to expand our current offering for nursing provision (limited to mornings due to lab collection times), reduce waiting times for appointments and expand our training capacity for student doctors and nurses (currently too many students for placements available).</p> <p>Our appointments are fully booked every day. Our routine waiting time for a nurse appointment is 1 week; GP appointment 10-14 days; blood tests 2 weeks; respiratory nurse 3 weeks. We currently do not have space to increase our nursing or GP provision. An equipped clinical room would allow us to expand our current service offering.</p>



<p><b>14. What evidence is there of support from the community</b></p>	<p>National GP Survey 2025 results show 55% patients were offered a choice of time or day when making their last appointment – an equipped clinical room would allow us to improve access and flexibility of appointments. Full results viewable at <a href="#">GP Patient Survey</a></p> <p>Our patient participation group (Friends of Capelfield) act as a sounding board between the surgery and the local population. They are strongly supportive of equipping the new clinical room.</p>
<p><b>15. How does this project help mitigate climate change?</b></p>	<p>Our current waiting time for blood tests is 2 weeks – you can get a quicker/earlier test at Kingston Hospital. This involves patients driving or taking public transport to the hospital. Improving access by expanding our service will reduce the distance people have to travel to access that service and therefore reduce impact on the local environment.</p>
<p><b>16. Proposed timescales for the project</b></p>	<p>Clinical room is currently being constructed and due completion by end of March 2026. New equipment would be needed from start of April 2026 or until funding is available to equip the room. Clinical room cannot be used until equipped.</p>
<p><b>17. Is there a related revenue spend (i.e. day-to-day running costs) associated with the project? How will this be addressed?</b></p>	<p>Negligible - future PAT testing and calibration will be covered by annual maintenance running costs of the practice.</p>



<p><b>18. If the organisation is not in the public sector please provide details of the organisation's finances</b></p> <p><b>Please include a copy of the most recently audited accounts, including details of unrestricted reserves</b></p>	<p>Latest copy of accounts enclosed.</p>
<p><b>19. Do you need planning permission to carry out the works?</b></p>	<p>No</p>
<p><b>20. If planning permission is required is it in place to carry out the works? If so, please provide the application number</b></p>	<p>n/a</p>




## Section E: Declaration

When you have completed the application, please sign this declaration and submit the application form as directed.

To the best of my knowledge the information I have provided on this application form is correct.

If Claygate Parish Council agrees to release funds for the specified project, these funds will be used exclusively for the purposes described. In such an event, I agree to inform Claygate Parish Council via the Parish Clerk of any material changes to the proposals set out above. When requested, I agree to provide Claygate Parish Council with all necessary information required for the purposes of reporting on the progress or otherwise of the identified project. I recognise the Parish Council's statutory rights as the designated provider of these CIL funds, which includes provisions to reclaim unspent or misappropriated funds.

Privacy Notice: By signing this form, the applicant agrees to Claygate Parish Council checking all supplied information for the purposes of informing decision making. The information on this form will be stored in the Parish Council's filing system and summarised in the Council's accounting system for the sole purpose of fund processing, analysis and accounting. Information about the project may be publicised on Claygate Parish Council's website and in public material for publicity purposes. Personal data will not be disclosed without any prior agreement of those concerned, unless required by law. For further information on the Council's privacy policy, please see: [www.claygateparishcouncil.gov.uk](http://www.claygateparishcouncil.gov.uk). Statutory Information, then Privacy Policy.

Signed:  \_\_\_\_\_ Dr Hannah Davidson

Organisation: Capelfield Surgery \_\_\_\_\_

Date: 24.2.2026 \_\_\_\_\_

All organisations involved with the application will need to sign and date the form.

Signed: \_\_\_\_\_

Organisation: \_\_\_\_\_

Date: \_\_\_\_\_

Adopted March 2021