



HAVERHILL
TOWN COUNCIL

You are hereby summoned to attend the meeting of Haverhill Town Council to be held in The Studio, Town Hall, High Street, Haverhill, on Tuesday 3rd February 2009 commencing at 7.30 p.m., or immediately following Planning Committee, whichever is the later, for the purpose of transacting the following business

CONSTITUTION: Town Mayor: Cllr. L Ager
Town Councillors: S Bowes, M Byrne, L Carr,
P French, A Gower, P Hanlon,
E McManus, P McManus,
M Marks, Mrs M Martin,
G Price, K Richardson,
A Samuels, A Sisson and
T Woodward

AGENDA

1. **Apologies for Absence**
Please give any apologies to the office by 5.00p.m. of the day of the meeting.
2. **Declaration of Interests**
For Members to declare any interests they may have on items on the agenda.
3. **To confirm Minutes of Meeting held 27th January 2009**
4. **To deal with any urgent matters arising from the Minutes not covered by this agenda**
5. **To Consider The Support Required for Organisations Currently Providing Debt Management/Advice and Counselling in Haverhill**
To receive presentations and consider how the Town Council can best support these organizations during 2009/10.

6. **Budgets 2009/2010**

To agree the budgets and precept for 2009/2010 (attached).

7. **Correspondence**

a) Suffolk NHS – Application for

8. **Closure**

Gordon Mussett

Gordon Mussett
Town Clerk

DATE: 28th January 2009



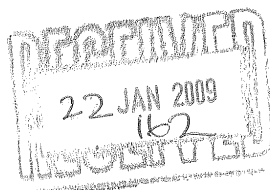
This matter is being dealt with by: Samantha Offord/Anne Tyler
Direct Dial: (01473) 329 132
Direct Fax: (01473) 329074
Email: sam.offord@suffolkpct.nhs.uk or
anne.tyler@suffolkpct.nhs.uk



21 January 2009

CONFIDENTIAL

Mr G Mussett
Town Clerk
Haverhill Town Council
Haverhill Arts Centre
High Street
Haverhill
CB9 8AR



Contractor Services
North Building
PO Box 170
St Clements Hospital
Foxhall Road
IPSWICH
IP3 8LS

Tel: 01473 329000
Fax: 01473 329074

Dear Mr Mussett

THE NATIONAL HEALTH SERVICE (PHARMACEUTICAL SERVICES) 2005, AS AMENDED, NOTIFICATION UNDER REGULATION 23 OF AN APPLICATION FROM TESCO STORES LTD FOR FULL CONSENT FOR INCLUSION IN THE PHARMACEUTICAL LIST AT STATION ROAD, HAVERHILL IN RESPECT OF A PHARMACY TO BE OPEN FOR 100 HOURS PER WEEK

INVITATION TO SUBMIT REPRESENTATIONS BY: 6 MARCH 2009

This is a notification under regulation 23 of an application which has been submitted as an application exempt from the "necessary or desirable" test under regulation 13(1)(b); i.e. a pharmacy which will be open for at least 100 hours per week. The proposed opening hours are set out in section L of the form.

Notwithstanding that exemption from the "necessary or desirable" test is being claimed, the regulations require local interested parties to be notified of the application and if you have any representations you consider relevant or pertinent to the Committee's determination please submit them in writing within 45 days of the date of this letter – i.e. by the deadline stated above. Any representations received will be taken into account when the application is considered and will be made available to the applicant and other parties to the application.

As a condition of exemption from the "necessary or desirable" test the applicant must be in a position to provide, when requested to do so by the PCT, any or all of the following directed services specified by NHS Suffolk for the purposes of regulation 13(3)(b):

- Emergency hormonal contraception service (under PGD)
- Smoking cessation service
- Minor ailments service
- Medicines Use Review
- Needle exchange service
- Monitored methadone/buprenorphine consumption
- Out-of-hours cover

Contractor Services is part of NHS Suffolk, which represents NHS Suffolk



Haverhill is classified uncontrolled (urban) for dispensing purposes.

The full regulations and Department of Health guidance relating to applications for inclusion in a Pharmaceutical List are available from the following NHS website:
<http://www.primarycarecontracting.nhs.uk/88.php>.

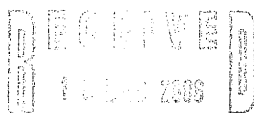
Yours sincerely

A handwritten signature in black ink, appearing to read 'A. Tyler', with a long horizontal stroke extending to the right.

Anne Tyler
Contractor Services Manager

Enc

Contractor services/pharmacy/exempt/100 Hour – Tesco, Haverhill/Notification jan 2009



Ref: PP/JSF
12th December 2008

Mrs Samantha Offord
Contractor Services Manager
Suffolk Practitioners Services Unit
North Building
PO Box 170
St Clements
Foxhall Road
Ipswich
IP3 8LS

PO Box 266
Cirrus House C
Shire Park
Welwyn Garden City
Herts
AL7 1SQ

Tel: 01707 298331
Fax: 01707 297318

Dear Mrs Offord

APPLICATION TO PROVIDE PHARMACEUTICAL SERVICES - TESCO SUPERSTORE,
STATION ROAD, HAVERHILL, SUFFOLK.

Please find enclosed a 100 hour exemption application for inclusion in the pharmaceutical list at our new Tesco Superstore, Station Road, Haverhill.

We have lodged our Fitness to Practice declaration with our home PCT. The contact is Mr Jackson, Pharmacy Support Unit, Charter House, Parkway, Welwyn Garden City, Herts, AL8 6JL.

Yours sincerely
For and on behalf of
TESCO STORES LIMITED

Paul Pilkington
Pharmacy Operations Manager



**APPLICATION FOR INCLUSION IN A PHARMACEUTICAL LIST
OR INCLUSION IN A LIST IN RESPECT OF DIFFERENT
SERVICES OR PREMISES**

SECTION A

APPLICATION TO: Suffolk PCT

For cross-border minor relocations only:

..... Primary Care Trust*

* Primary Care Trust where premises are to be located

SECTION B

For non-exemption applications only:

This is an application for: preliminary consent ☐ full consent ☒

We have already been granted preliminary consent Yes ☐ No ☐

Date of consent:.....

SECTION C

APPLICATION FOR:

- | | | |
|---|------------------------------------|-------------------------------------|
| A | New premises | <input checked="" type="checkbox"/> |
| B | Additional premises | <input type="checkbox"/> |
| C | Relocation | <input type="checkbox"/> |
| D | Cross-border relocation | <input type="checkbox"/> |
| E | Minor relocation over 500m | <input type="checkbox"/> |
| F | Cross-border relocation over 500m* | <input type="checkbox"/> |
| G | Change of ownership | <input type="checkbox"/> |
| H | Additional Services | <input type="checkbox"/> |
| I | Removal from existing premises | <input type="checkbox"/> |

Exemptions

- | | |
|---|-------------------------------------|
| Out of town shopping centres over 15,000 sq m | <input type="checkbox"/> |
| Opening over 100 hrs a week | <input checked="" type="checkbox"/> |
| One stop primary care centres | |
| Wholly internet/mail-order | <input type="checkbox"/> |
| Minor relocation under 500m* | <input type="checkbox"/> |
| Cross border minor relocation under 500m* | <input type="checkbox"/> |

We are already on the PCT's pharmaceutical list Yes ☒ No ☐

*in same neighbourhood



SECTION D

DETAILS OF PHARMACY (for A-F and exemptions (except for wholly internet/mail-order only))
NAME* AND ADDRESS OF NEW PHARMACY

Tesco Superstore
Station Road
Haverhill
Suffolk

NAME OF SUPERINTENDENT PHARMACIST* Penny Beck

* where known at the time of the application

These premises are:

| | | | |
|-------------------------------|-------------------------------------|-----------------------|--------------------------|
| Already constructed | <input type="checkbox"/> | Under negotiation | <input type="checkbox"/> |
| Already in my/our possession* | <input checked="" type="checkbox"/> | Registered with RPSGB | <input type="checkbox"/> |
| Not in our possession yet | <input type="checkbox"/> | | |

Please indicate which apply

RPSGB Reg No TBC

Company Reg No: 519500

- by rental, leasehold or freehold

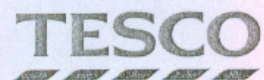
For non-exemption applicants only (except minor relocations under 500m):

PROPOSED OPENING HOURS – please specify

| Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
|--------|---------|-----------|----------|--------|----------|--------|
| | | | | | | |

PROPOSED CONTRACTUAL HOURS – please specify (minimum 40 hours per week unless proposing fewer)

| Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
|--------|---------|-----------|----------|--------|----------|--------|
| | | | | | | |



SECTION E

PERSONS ALREADY ON PHARMACEUTICAL LIST

NAME* AND ADDRESS OF PHARMACY

Tesco Instore Pharmacy
Woodhall Business Park
Springlands
Sudbury CO10 1GY

OPENING HOURS – please specify

| Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| 8.00am to 10.30pm | 6.30am to 10.30pm | 6.30am to 10.30pm | 6.30am to 10.30pm | 6.30am to 10.30pm | 6.30am to 10.00pm | 10.00am to 4.00pm |

CONTRACTUAL HOURS – please specify (minimum 40 hours per week unless proposing fewer)

| Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| 8.00am to 10.30pm | 6.30am to 10.30pm | 6.30am to 10.30pm | 6.30am to 10.30pm | 6.30am to 10.30pm | 6.30am to 10.00pm | 10.00am to 4.00pm |

NAME OF SUPERINTENDENT PHARMACIST Penny Beck

SECTION F

ESSENTIAL SERVICES FROM THIS PHARMACY

| | Available | Proposed |
|--|--------------------------|----------|
| Clinical governance and CPD | <input type="checkbox"/> | √ |
| Dispensing (inc. repeat dispensing and electronic prescribing and compliance aids required under the Disability Discrimination Act | <input type="checkbox"/> | √ |
| Disposal of unwanted medicines | <input type="checkbox"/> | √ |
| Promotion of healthy lifestyles | <input type="checkbox"/> | √ |
| Sign-posting patients to other NHS services | <input type="checkbox"/> | √ |
| Support for self-care | <input type="checkbox"/> | √ |

ADVANCED SERVICES FROM THIS PHARMACY

| | Available | Proposed | Applicant Accredited |
|----------------------|--------------------------|----------|--------------------------|
| Medicines Use Review | <input type="checkbox"/> | √ | <input type="checkbox"/> |

I can confirm that our pharmacists will have completed the required training for accreditation.
I confirm that we will have an identified dedicated consultation area, which is a clearly designated area where pharmacist and patient can sit down together and talk at normal speaking volumes without being overheard by customers or other pharmacy staff. Our premises are open for PCT inspection to confirm accreditation.

Signature

I attach a copy of the floor plan where available

Yes √

No ☐

Pharmacy highlighted Green and consultation area within highlighted Yellow



SERVICES FROM THIS PHARMACY (LOCAL ENHANCED)

| | Available | Proposed | In PhS Needs Assessment |
|--|--------------------------|--------------------------|--------------------------|
| Minor ailment schemes | <input type="checkbox"/> | √ | <input type="checkbox"/> |
| Palliative Care Services | <input type="checkbox"/> | √ | <input type="checkbox"/> |
| Supervised Administration | <input type="checkbox"/> | √ | <input type="checkbox"/> |
| Needle and Syringe Exchange Service | <input type="checkbox"/> | √ | <input type="checkbox"/> |
| Stop Smoking | <input type="checkbox"/> | √ | <input type="checkbox"/> |
| Prescriber support services (practice based) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Supplementary prescribing | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Patient group direction service | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Care Home Service | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Home Delivery Service | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Medicines assessment and compliance support | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Head lice management service | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Gluten free food supply service | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Anticoagulant monitoring | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Language access services/patient advocacy | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Emergency hormonal contraception | <input type="checkbox"/> | √ | <input type="checkbox"/> |
| Out of hours services | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Services to schools | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Screening services | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Medication review | <input type="checkbox"/> | √ | <input type="checkbox"/> |
| Disease specific medicines management | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Specialist drugs service | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Other – please specify | | | |

Emergency hormonal contraception will be offered in line with the PCT Patient Group Directive.

Any other directed services required by the PCT for a 100 hour exemption application will also be provided where commissioned

I confirm that our pharmacists will be available to complete the training required by the PCT for accreditation to provide the above locally enhanced services.

I confirm that we will provide these in accordance with the relevant national guidelines or standards, from premises suitable for the purpose, using the appropriate or necessary equipment.

Our premises are open for PCT inspection to confirm accreditation

Signature

Offord Sam (5PT) Suffolk PCT

From: Pilkington, Paul [Paul.Pilkington@uk.tesco.com]
Sent: 07 January 2009 07:51
To: Tyler Anne (5PT) Suffolk PCT
Subject: RE: Tesco Superstore, Station Road, Haverhill - pharmacy application

Anne, the map will follow by post.

On the local enhanced services page we state " Any other directed services required by the PCT for a 100 hour exemption application will also be provided where commissioned "

Hence in answer to your question on out of hours services yes if it is commissioned.

Cheers Paul

From: Tyler Anne (5PT) Suffolk PCT [mailto:Anne.Tyler@suffolkpct.nhs.uk]
Sent: 05 January 2009 16:03
To: Pilkington, Paul
Cc: Offord Sam (5PT) Suffolk PCT; Thorne David
Subject: Tesco Superstore, Station Road, Haverhill - pharmacy application

Hi Paul

Could you please provide a map to show the location of the proposed pharmacy for the application detailed above.


Also on checking through the application you have not stated on the local enhanced services page of your application that you propose to cover out of hours services. This is a requirement of NHS Suffolk for exempt 100 hour pharmacies. I attach a copy of NHS Suffolk's requirements document for your information. Please advise whether you propose to provide this service.

Thanks

Anne Tyler

Contractor Services Manager

Anglia Support Partnership (working on behalf of Suffolk, Norfolk, Cambridgeshire, Great Yarmouth and Waveney, and Peterborough Primary Care Trusts) anne.tyler@suffolkpct.nhs.uk | Tel 01473 329132 | Fax 01473 329074 | c/o North Building, P O Box 170, St Clements, Foxhall Road, Ipswich, IP3 8LS

 **Save Paper - Do you really need to print this e-mail?**

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Any views expressed in this message are those of the individual sender, except where the sender specifies and with authority, states them to be the views of Anglia Support Partnership.

07/01/2009



SECTION L

EXEMPTIONS

For all applicants for exemptions:

PROPOSED OPENING HOURS – please specify

| Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| 8.00am to 10.30pm | 6.30am to 10.30pm | 6.30am to 10.30pm | 6.30am to 10.30pm | 6.30am to 10.30pm | 6.30am to 10.00pm | 10.00am to 4.00pm |

PROPOSED CONTRACTUAL HOURS – please specify (minimum 40 hours per week unless proposing fewer)

| Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| 8.00am to 10.30pm | 6.30am to 10.30pm | 6.30am to 10.30pm | 6.30am to 10.30pm | 6.30am to 10.30pm | 6.30am to 10.00pm | 10.00am to 4.00pm |

1. Shopping developments over 15,000 sq m gross floor space

NAME OF SHOPPING DEVELOPMENT

IS THIS DEVELOPMENT LISTED ON THE DH WEBSITE? Yes ☐ No ☐

If not, is there

LOCAL AUTHORITY PLANNING PERMISSION? Yes ☐ No ☐

Please explain why you consider that this development should be exempt

2. Pharmacies intending to open more than 100 hours a week

We will initially employ 108 to 110 pharmacist and 117 assistant hours, these will be a combination of full and part time people. This will give flexibility to cover breaks, holiday and sickness. The turnover of the pharmacy in relation to its staffing needs will be reviewed 3 times a year, and additional hours added to the pharmacy in line with turnover growth.

A daily record of which pharmacists have worked and the hours they have worked will be maintained, to ensure compliance with opening hours. This will be available for the PCT to inspect.



SECTION M

All exemptions

I wish to apply for this exemption for the following reasons - there is great demand from our customers to be able to provide a pharmacy service for them

SECTION N


All exemptions

DECLARATION

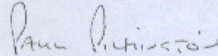
We undertake that if our application for exemption is accepted, we will provide the pharmaceutical services specified above at the premises specified above as outlined in the exemption.

We undertake to provide services at the hours specified in Section L. I understand that failure to do so consistently and regularly could lead to the withdrawal of the right to provide NHS services.

We understand that approval for this exemption application will be withdrawn if we are not be able to provide pharmaceutical services or if we fail, without good cause to provide those services consistently and regularly, once the application has been granted.

SIGNATURE  DATE 12/12/08

ON BEHALF OF



POSITION

Pharmacy Operations Manager

COMPANY

Tesco Stores Ltd

REGISTERED OFFICE

Tesco House,
Delamare Road,
Cheshunt,
Hertfordshire.
EN8 9SL