

**Minutes of the VSG PPG Meeting held on  
Wednesday 10<sup>th</sup> December 2025 at 6.30pm Memorial Hall, Farndon.**

**Present:** David Williams (Chair), Esther Sadler-Williams (Vice Chair), Janet Foster (Secretary), Trevor Ferrigno, Suzy Leaman, Edward Rigby, Ian Waddington, Rhianon Wilson, Roy Kerry, Pauline Herd, Marianne Poulton, Sarah Pierce.

**1. Welcome and Apologies**

David welcomed everyone to the meeting, members of the VSG and Laurel Bank PPGs introduced themselves.

Apologies received from: Peter Overmeer, Hilary Wells, Wendy Bell, Sharon Roe.

**2. Approval of Minutes of 12<sup>th</sup> November 2025 and Matters Arising:**

The Minutes of 12<sup>th</sup> November 2025 meeting were approved.

**Matters arising:** A discussion took place about each PPG's differences in relation to meetings. The frequency of meetings differed, with VSG meeting monthly either face to face or on zoom, and Laurel Bank meeting less frequently. It was reported that Laurel Bank meetings were attended by a GP whilst most VSG meetings did not have a GP present with Trevor representing the practice.

Edward reported that a GP would attend meetings on the future, possibly Dr Mark Edney, but this will depend on when and where the meetings take place. Edward can also represent as a Partner. It was suggested that flexibility in timing and location should be considered to accommodate GP and members attendance in the future.

**3. Updates/News from the Practice – Trevor & Edward**

**VSG Updates - Trevor**

- A new GP, Dr Addala has been appointed to 2 sessions at VSG to replace Dr Gillies. Laurel Bank has also appointed to vacant GP sessions.

**Practice Merger Updates - Edward**

General Progress:

- Legal aspects of the merger between VSG and Laurel Bank Surgery are complete, with a commitment to merge on 1st April 2026.
- The merger has been ratified by NHS Cheshire and Merseyside ICB.
- The CQC was notified this week and will review the submitted change to the statement of purpose.
- A CQC visit to Laurel Bank Surgery in Malpas is likely before the merger, with a possible follow-up in spring/summer to ensure compliance.

Operational Integration Planning:

- Workforce modelling is underway to ensure consistent access and room capacity across the three sites; staff roles and work locations are being reviewed as required.
- Conversations have begun to align clinical policies, particularly chronic disease recall and treatment room procedures.
- Access processes are being aligned to ensure effective cover; 'usual GPs' will be assigned on the Village Surgeries Group medical records in the new year.
- In the new year, work will begin on integrating HR systems, creating a single intranet, and combining HR policies and processes.

#### IT and Telephone Systems Integration:

- Two separate clinical systems will operate until technology is merged; target date for the IT systems merger is May 2026.
- Laurel Bank Surgery is working with our telephone provider to identify the best call-handling model prior to IT merger.
- After the IT merger, receptionists at any of the three sites will be able to handle patient queries seamlessly.

#### Tattenhall Premises Development:

- A feasibility study for developing the existing Tattenhall building is complete, requiring up to £5 million in capital investment.
- Approval for this funding would be needed from NHS England; challenges include highways, parking, and confidentiality due to proximity to the roadside.
- Another option is converting the empty RSK building at number one Barbour Square, owned by the Bolesworth Estate.
- A third option—a new build on a proposed Bolesworth housing development—is not being actively explored at this time.
- Expressions of interest for funding are being submitted to the ICB this week; an initial £175,000 to £350,000 is needed to develop either scheme into a full business case.

#### Farndon Premises and Patient Access:

- Negotiations for a new lease with the landlord at the Farndon site have begun.
- Long-term sustainability of the Farndon site is in question due to local housing developments, but securing the current estate for the next five years is essential.
- Post-merger, patients can access any of the three sites for care; some may need to travel for specialist services. Efforts are being made to establish and maintain equitable access.

#### Communications and Website Update:

- Laurel Bank Surgery will put out patient communications in the next few weeks.
- We have agreed to an interview/FAQ format for the PPGs also.
- The Laurel Bank Surgery website has been updated; the old URL (malpassurgery.co.uk) now automatically forwards to the new URL: [www.laurelbanksurgery.co.uk](http://www.laurelbanksurgery.co.uk). Clare from VSG will get involved with website changes focusing on the same message on all homepages.
- The name “Laurel Bank Surgery” was chosen as it is generic and is the existing contracting name.

Queries about the movement of staff across sites were raised, Edward confirmed that patients will see new faces in practices, staff will move around as it will be important for all staff to be familiar with each site, this will then ensure equitable services across all sites. It was highlighted that seeing familiar faces at reception is valued by some patients.

#### **4. Potential Patient Survey – David/Esther:**

Esther has undertaken some work on a draft patient survey, focusing on what is important to patients.

A discussion took place about what information it would be useful to know and what it would be helpful to know before and after the merger. It was decided that it would be valuable to complete this exercise, possibly 6 months after the merger has taken place and the survey would be parked for now and revisited in the new year.

#### **5. Future Meeting Schedule - David**

Further to the discussion earlier in the meeting, it was decided that flexibility will be important moving forward to ensure maximum attendance. Concerns were expressed

about the inclusion of patients that are unable to drive or use Zoom future participation in the PPG.

An AGM of the merged PPG will take place in April 2026, once the merger has taken place.

#### **6. Newsletter – David**

- It was felt that PPG communication with all patients about the merger is now a priority. It was decided that producing a newsletter (possibly a shorter version) that can go out early in the new year would be important. David will contact Sharon to discuss this.
- An interview with Edward is planned, Suzy offered to get involved in understanding what questions need to be asked in the preparation for the interview. It is hoped that the interview can be used in several ways; the practice website, village news publications, MP's website etc.
- Ensuring patients have access to information/updates about the merger was considered an important task in the coming months. The most effective and efficient distribution of information was discussed and a number of suggestions made. David agreed to investigate the possibility and cost of publishing information in My Village News, which is distributed widely across many villages.

#### **7. AOB**

- Tattenhall waiting room notice boards - Esther reported that she has visited the practice with Peter to review the notice boards. All the boards have now been reviewed and re organised into topics. Out of date and irrelevant information has been removed. They plan to return after Christmas to complete this task. The PPG board will need some updated information.
- In closing the meeting, David thanked members for their contributions during the past year and wished everyone a happy Christmas and New Year.

### **DATE OF NEXT MEETING**

**Wednesday 14<sup>th</sup> January 2026  
at 6.30pm, on Zoom.**