

Relevant Information from Sure Start Unit Capital Application

PROJECT TITLE: Willingdon Trees Children's Centre (Appendix A)

1. Summary of request

Request for £459,081 as earmarked in the service delivery plan for the construction of a single-storey stand-alone building and an extension to an existing building to provide a Sure Start centre in Willingdon Trees. This amount represents 43% of the programme's total Sure Start capital allocation.

2. About your capital programme

The total amount of capital money available for the Eastbourne Sure Start programme is outlined below in Table 1.

Table 1

a) Budget	Capital total as notified in your cap letter	£1,075,000
	Total funding to date	£1,075,000
c)	Total amount remaining unallocated	£1,075,000

3. About the project you are asking for funding for and the amount

How much existing funding (from the unallocated amount at c) in Table 1 above) are you asking for?

£459,081

An additional Children's Centre capital allocation of £449,000 will make up the remainder bringing the total for the project to £908,081.

4. Details of what you need the money for

Sure Start Children's Centre Development Description

This scheme will comprise two build projects located within the grounds of Oakwood School, separated by only a few yards. The first building, a stand-alone single-storey new build, will accommodate family support and health services, a Childminder Network, links with Job Centre Plus and integrated daycare and education for 26 children 0-3 years old. The second build project is an extension of the school maintained nursery class, which will enable the provision of an integrated care/education facility for 16 children 3-4 years old, who will co-exist alongside the existing 26 sessional early education places already offered by the school.

This site has been chosen because of its close proximity to the school and the links this will present to families in the area and the target 0 to 4 age group. In terms of location, the school is reasonably central to the catchment area. The project will serve the whole of the Eastbourne Sure Start population.

The development site offers tremendous scope for designing and developing a new purpose built facility that fully meets the key requirements of the Sure Start Unit. It is currently very difficult to deliver Sure Start services directly in the community, as the main resource is the Willingdon Trees Community Centre, which only has a main

Relevant Information from Sure Start Unit Capital Application

activity room and a smaller meeting room area, both of which are already widely used by other community groups in the area. There are no neighbouring facilities and so, on occasions, the programme has been unable to deliver services it would like to due to lack of a suitable venue.

The building projects have been designed to enable flexible multi-use space offering the opportunity to develop services in a warm, welcoming and attractive environment. The main scheme will serve two primary functions, ie nursery provision for children 0-3 years, and a family friendly community facility to deliver a range of services including adult education, training, information surgeries, health clinics and other group sessions, thus offering a “one-stop-shop” resource. The core of the multi-use space will be a large open plan activity and information area, and the building will also provide a central base for the Eastbourne Playlink service.

Supporting accommodation will include large linked storage areas and an external play area with play equipment and a safety play surface. In addition, the development includes adult and children’s toilets, a baby changing room, breastfeeding facilities and a pantry/kitchen and laundry area. Ample pram and buggy parking is also provided within the building.

Complementing the Sure Start building, the capital investment plans include a second build project on the school site, ie an extension to the school nursery accommodation to extend the range and availability of nursery provision for children aged 3-4 years.

Development Design and Project Management

The proposed building has been designed in consultation with the local community by a team of architects that have experience in design for early years, childcare and primary health facilities.

The project management of the new development and the Accountable Body status of the Sure Start Children’s Centre programme are currently being assessed by officers of East Sussex County Council Corporate Resources Directorate (Capital Projects) (ESCC CRD) with a view to transferring these responsibilities to the County Council. Eastbourne Downs Primary Care Trust is currently the Accountable Body of the Sure Start Children’s Centre programme, with the project management being provided by the Estates Team for East Sussex Hospitals NHS Trust (ESHT). Wealden Architectural Services (WAS) have been appointed as the project architects.

WAS have now prepared the feasibility study and detailed plans to RIBA Stage D following discussions with members of East Sussex County Council Corporate Resources Directorate (Capital Projects). These are due to be submitted for planning approval shortly.

A formal tendering process will be conducted in accordance with the Standing Financial Instructions of the appropriate Accountable Body with contractors being selected from the East Sussex County Council approved list. The project specification, drawings and contract documentation will be produced for tender in early 2005. Returned tenders will be checked and evaluated by the Accountable Body and recommendations made to the Eastbourne Sure Start Children’s Centre Local Partnership Group.

Once the building contract has been awarded, the project managers (ESCC CRD) will monitor the project at site meetings with the contractor, and progress will be

Relevant Information from Sure Start Unit Capital Application

reported to the Sure Start Children's Centre Local Partnership Group. After the construction phase has been completed, the Eastbourne Sure Start Children's Centre Programme Manager will monitor the delivery of services at the Centre against agreed local and national targets and budget. The Programme Manager will report directly to the local Willingdon Trees Children's Centre Project Group and to the Eastbourne Sure Start Children's Centre Local Partnership Group.

The building is being designed with due regard and consideration for the Health and Safety of construction personnel and cleaning personnel who may carry out works in or to the structure at any time.

The project timetable is as follows:

✓ Planning submission	Jan 2005
✓ Planning approval	Mar 2005
✓ Completion of detailed design	Apr 2005
✓ Out to tender	May 2005
✓ Tender returns	July 2005
✓ Start on site	Sep 2005
✓ Construction completion	Mar 2006

Use of Building

The Centre will be open from 8.00am until 6.00pm Monday to Friday and on occasional weekends by arrangement. A breakdown of services to be delivered through the Centre is detailed below:

▪ **Group Work/drop-in sessions**

Health – dietetic and nutritional advice and healthy eating initiatives, dental screenings and oral health promotion, breastfeeding support groups, smoking cessation support, ante and post natal groups, information sessions on health, hygiene and safety, drop-in surgeries with the community clinical psychologist, self-esteem groups, speech and language drop-ins, health visitor drop-ins.

Family Support – targeted group work with “hard-to-reach” groups, parenting support and child development courses, Playlink “Play and Learn” drop-ins, domestic violence support groups, benefits and housing advice surgeries, family drop-ins, dads’ group, young parents’ group, financial planning workshops, English as an Additional Language classes, toy library drop-in.

▪ **Counselling/therapeutic work**

Relate counselling, “Afterthoughts” antenatal counselling and clinical debriefing, therapeutic group work and individual family work with the family therapist.

▪ **Supporting Workless Households**

Capacity building activities for volunteers through the Eastbourne Sure Start Volunteer Bureau, basic skills training for parents and other adult education courses, college taster sessions, job fairs, Job Centre Plus drop-in surgeries, information surgeries on working age benefits and allowances.

▪ **Integrated Early Education and Daycare**

This will be achieved through a co-operative partnership arrangement with the school maintained nursery class and a private daycare provider. Together, the two providers will deliver 68 integrated early education and daycare places for local families as follows:

Relevant Information from Sure Start Unit Capital Application

Building 1	0-2yrs - 6 new full daycare places 2-3yrs - 20 new full daycare places
Building 2	3-5yrs -15 new full daycare places 26 existing sessional early education places

In order to meet the new Children's Centre requirements, and to ensure a more joined-up approach to the delivery of early education, a qualified teacher from the school nursery class will co-ordinate Foundation Stage curriculum activities across both settings and provide training and support to all nursery staff. The QTS will also develop transitional stage activities to support children as they move from the pre-early education facility to the nursery class and then on to the school. In addition, each setting will also be able to draw on the school's existing specialist teaching advice and support, eg early years SEN service, area inclusion team, educational psychology service, foundation stage advisory team and the sensory needs service.

The private provider will be selected through a stringent tendering process, and will need to be able to demonstrate proven ability in delivering flexible, affordable, quality childcare as well as a commitment to partnership working and to the philosophy of the school and the ideals of the Sure Start initiative.

▪ **Other Childcare and Early Education Activities**

Eastbourne Sure Start Mobile Crèche

This consists of a bank of trained childcare workers who will provide flexible crèche facilities on site for children while their parents or carers are engaged in Sure Start activities, eg training courses, parent forums etc.

Childminder Network

Eastbourne Sure Start will work with the EYDCP to develop the Willingdon Trees Accredited Childminding Network to provide a minimum of 18 places, representing 6 childminders with 3 places each, and will provide on-site hot desk facilities, meeting room space and use of other accommodation. Eastbourne Sure Start will also work in partnership with Toys in Motion Toy Library to develop a "Stay, Play and Take Away" weekly drop-in session for childminders.

Library Link Worker

The library link worker will work individually with families and on a group basis to encourage early reading and literacy skills and to promote the attendance of children to a foundation stage setting.

▪ **Other**

Training sessions for community staff (childminders, early years, health etc) in order to share skills and expertise, eg speech and language, oral health promotion, diet and nutrition etc, support for local community groups. The facility will also provide meeting room space for local community groups and for parent forums.

Sure Start PSA and SDA Targets/Children's Centre Core Offer

The proposed delivery of services, when combined with Eastbourne Sure Start's existing home visiting and clinical outreach team, will meet both Sure Start PSA and SDA targets and the Children's Centre required core offer.

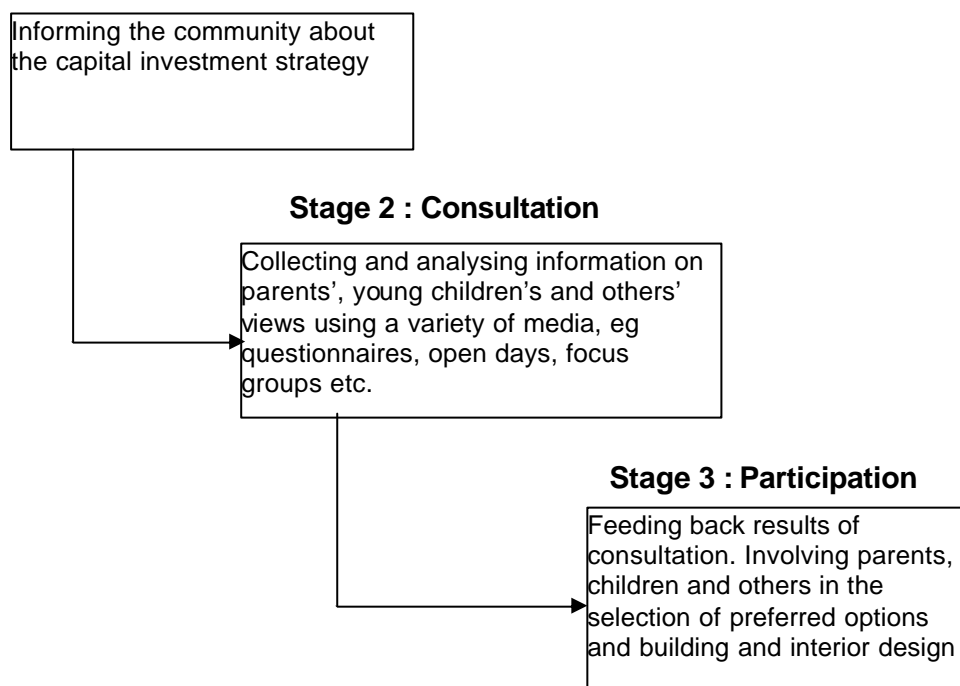
Consultation

Consultation for this project has been on-going since November 2001. Eastbourne

Relevant Information from Sure Start Unit Capital Application

Sure Start is concerned to make best use of the capital available in accordance with the expressed views of parents in the Sure Start area and wholly believes that participation is essential if we are to create new buildings that meet the needs of today's families and young children, as well as the needs of future generations. A consultation strategy was drawn up to ensure we had defined mechanisms for enabling parents, young children, practitioners and the local community to play a key role in determining the shape and progress of our capital investment plans. This strategy, managed by the capital projects team, consists of three distinct steps:

Stage 1 : Communication



Stage 1

A broad range of communication media were used to inform the local community, and especially parents, about the Sure Start capital investment strategy. Articles were included in the local press and flyers and information leaflets were widely distributed across the Sure Start catchment area. "Word of mouth" was also a successful medium, with staff and other professionals keeping parents up-to-date with progress.

Stage 2

The capital projects team established a consultation working group to oversee a number of planning and consultation events, which took place on the following dates:

13 February 2002
24 February 2003
27 June 2003
28 June 2003
11 August 2003
6 July 2004
22 November 2004

These planning and consultation events took place at various times of the day and week (including evenings and weekends) in order to attract as wide an audience as possible, and were used to discuss and determine:

Relevant Information from Sure Start Unit Capital Application

- The preferred site
- Management arrangements
- How services would be delivered
- Operational hours
- Who would use the building

Out of three potential site options, the school has been determined as the preferred site. Once built, the Sure Start Children's Centre will be owned and maintained by East Sussex County Council with day-to-day centre management carried out by a Children's Centre Manager. The Children's Centre Manager is managed by East Sussex County Council and will report directly to the Sure Start Children's Centre Local Partnership Group which is made up of local practitioners, parents and stakeholders. As well as the Sure Start programme, the building will be used to deliver services from a range of organisations, including Willingdon Trees Playlink, the school, health visitors and Toys In Motion Toy Library.

Robust consultation was also carried out to determine what new services should be established in the community and what existing services could be re-shaped. The Eastbourne and County Health Care Clinical Effectiveness Department led an audit to ascertain the needs and views of families with children under the age of four (or expecting a child) living in the catchment area. A questionnaire was developed which was used by a wide range of front line professionals as an interview schedule with their clients on a one-to-one basis. In addition, family fun days and parent focus groups were organised to generate further consultation.

Parents were greatly concerned by the lack of childcare. Currently there are no full daycare places and only a handful of childminder places in the area, and parents wishing to enter into further education or to return to work highlighted lack of affordable and flexible childcare as a major barrier.

People also remarked on the lack of community facilities, and felt there was nowhere where families could meet up with one another. Most of the children living in the catchment area will eventually go on to attend the local primary school – ie Oakwood - and parents were keen to develop links with the school before their child started, as they felt this would enable a smoother transition into statutory education. They were interested in discussions that had taken place regarding possible integrated family support services on the school site, and said they would be happy for such a facility to be sited there, as they felt the school to be a happy and welcoming place.

Many parents said they felt very isolated, and often didn't know where to go for advice and support. They indicated they wanted more drop-in opportunities that would help reduce their own isolation by providing a meeting place to meet up with others, and would also provide the opportunity for their children to mix with their peer group. Parents said they would like more information on health issues that affect them and their families, and for this information to be easily available in their local community in a child friendly environment. Counselling support, advice on child behaviour management and access to further education were also given a high priority by parents.

Relevant Information from Sure Start Unit Capital Application

Sustainability

Revenue costs are estimated as follows:

Total Floor Area of Willingdon Trees Scheme (m²) 436.2

Total Floor Area of Willingdon Trees Scheme (square feet) 4,695

<u>Service</u>	<u>Rate</u>	<u>Cost</u>
Rates	2.1	£9,860
Energy & Water	1.2	£5,634
Waste Disposal	0.1	£470
Insurance		£4,175
Housekeeping	1	£4,695
Telephone (inc. IT links)		£4,500
Security / Alarms		£350
Maintenance - B&E	0.8	£3,756
Maintenance – Internal	0.4	£1,878
Maintenance – External	0.3	£1,409
Maintenance - Sinking fund		£2,000
Window Cleaning		£250
Hard / Soft Landscape		£800
Caretaking		£2,500
<u>Revenue Total</u>		<u>£42,277</u>

These costs will partly be met from the Eastbourne Sure Start revenue budget. However, income will also be generated through rental charges to Eastbourne Playlink and the nursery provider. Income will also be raised through booking fees for the meeting and activity room, and through small charges that may be made to parents to participate in certain activities.

Bookings will be co-ordinated centrally through the Eastbourne Sure Start Office Manager, who will also be responsible for the day-to-day site management issues.

Management and Ownership

Eastbourne Sure Start Children's Centre's Accountable Body is currently Eastbourne Downs Primary Care Trust. However discussions are currently taking place regarding the transfer of accountability for this project to East Sussex County Council, in order to meet the requirements of the Sure Start Unit.

The Accountable Body must ensure it complies with the Sure Start Unit's 'claw back' guidance with regard to the new Children's Centre and must also ensure that only Sure Start 'type' activities are operated from the new development during the claw back period of 25 years. This means activities which are designed to give the best possible start in life to children and families in deprived areas.

The day-to-day financial management will be the responsibility of the Eastbourne Sure Start Children's Centre finance and monitoring officer, who oversees all of the programme's financial controls. All financial procedures will adhere to the appropriate accountable body's Standing Financial Instructions.

Relevant Information from Sure Start Unit Capital Application

Table 4 – breakdown of cost

	Costs £	Area m2
Total budget for Project at current or forecast price level (eg 2Q2003 or 4Q2004)		
Stand alone New Building (substructure, superstructure, fixed furniture & equipment)	549,906	
New Extension (substructure, superstructure, fixed furniture & equipment)	80,500	
Adaptation to existing building	12,500	
Repairs to existing building	Nil	
External Services (drainage, electrical and mechanical, etc)	23,500	
External works (landscaping, fencing, car park, play area, paths, etc) if part of the building contract	83,250	
Demolition	Nil	
Temporary Accommodation	Nil	
Security	13,650	
Other building cost	Nil	
Total build cost	763,306	
Professional fees (not more than 15% of total build cost)	72,000	
Land costs	Nil	
Statutory fees	5,275	
Loose furniture and equipment (specify)	50,000	
Fixed outdoor play equipment (including fixing costs)	15,000	
Signage (including Logo)	2,500	
External works (Landscaping, play areas, etc) if <u>not</u> part of the building contract	Nil	
VAT on all costs above @ 17.5% as applicable*	Nil	
Total project cost at current or forecast price level (eg 2Q2003 or 4Q2004)	908,081	
Sure Start contribution (if less than 100%)	459,081	
Balance to be funded from other sources (see details)	449,000	

*VAT regulations vary; for example land purchase can or cannot be liable to VAT, depending on the circumstances.