Relevant Information from Sure Start Unit Capital Application

PROJECT TITLE: Shinewater Children's Centre (Appendix A)

1. Summary of Programme request

Request for £425,445 as earmarked in the service delivery plan for the construction of a single-storey stand-alone building to provide a Sure Start Children's Centre in Shinewater. This amount represents 40% 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?

£425,445

4. Details of what you need the money for

Sure Start Children's Centre Development Description
This project consists of a stand-alone single-storey new build within the grounds of Shinewater Primary School, and will serve the whole of the Shinewater Sure Start Children's Centre population. 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 5 age group. In terms of location, the school is reasonably central to the catchment area and is situated within a hub of community facilities. These include, as well as the school itself, a new Neighbourhood Nursery, a health centre, the community centre, the local shop and the Shaftesbury Centre (a voluntary organisation that provides space and services for the local community).

The development site therefore offers tremendous scope for designing and developing a new purpose built facility that fully meets the key requirements of the Sure Start Unit whilst also offering opportunities to link in with other community initiatives supported by East Sussex County Council, Eastbourne Downs Primary Care Trust and Eastbourne Borough Council. It is currently very difficult to deliver Sure Start Children's Centre services directly in the community, as the main resource is the Sports and Community Centre, which is already heavily used. Services sometimes have to be provided outside of the area, eg in neighbouring church halls, and, on occasions, the programme has been unable to deliver an activity at all due to lack of a suitable venue.

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The building has been designed to offer flexible multi-use space that gives the opportunity to develop services in a warm, welcoming and attractive environment. The core space within the building is a large multifunction room designed to accommodate up to 40 people. This will be used for a combination of services including Eastbourne Sure Start Children's Centre children and family services, further education, training, information surgeries, health clinics and other group sessions, thus offering a "one-stop-shop" for drop-in facilities. The room has large linked storage areas and also has links to an external play area with play equipment and a safety all–weather play surface.

This main open plan room is complemented by a bookable training/meeting room for up to 15 people (which could also be used for a small crèche) and an office/interview room. Support accommodation includes adult and children's toilets, a baby change room and a pantry/kitchen area. Ample pram and buggy parking is also provided within the building.

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 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 East Sussex County Council's 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 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 Shinewater 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 Children's Centre 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 arrangement with the school maintained nursery class and the neighbouring Meadows Neighbourhood Nursery. Meadows Nursery – which is situated just yards away from the school – will work in partnership with the school nursery class to provide seamless integrated early education and daycare for local families. Both providers have a strong history in delivering services that meet the needs of their local community. Meadows now has four nurseries in areas of significant deprivation across the town and has established an excellent reputation for providing affordable, flexible and high quality childcare. Substantial investment is also made in its workforce, and in fact it was recently merited with the Investors In People award. The school has also worked hard to achieve a valuable presence in the community and as such a variety of measures have been developed to support local families, including after-school care for children, basic skills classes for parents and a wide range of health improving measures.

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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. In addition, the QTS will 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. Meadows Nursery 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.

Collectively, the two facilities will deliver combined daycare and early education as follows:

Meadows Neighbourhood Nursery	0-2yrs - 10 new full daycare places 2-3yrs - 20 new full daycare places 3-5yrs - 30 new full daycare places
Shinewater School Nursery Class	3-5yrs - 26 existing sessional early education places

In order to further increase parents' capacity either by way of personal development or as a progression route into the childcare sector, Meadows Nursery also facilitates and delivers a range of training courses specifically targeted at parents. These include NVQ levels 2 and 3 in early years, education and care, management training for childcare workers, a 12-week basic childcare orientation course, and first aid and food hygiene training.

- **Other Childcare and Early Education Activities**

Eastbourne Sure Start Children's Centre 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 Children's Centre will work with the EYDCP to develop the Shinewater 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 Children's Centre 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.

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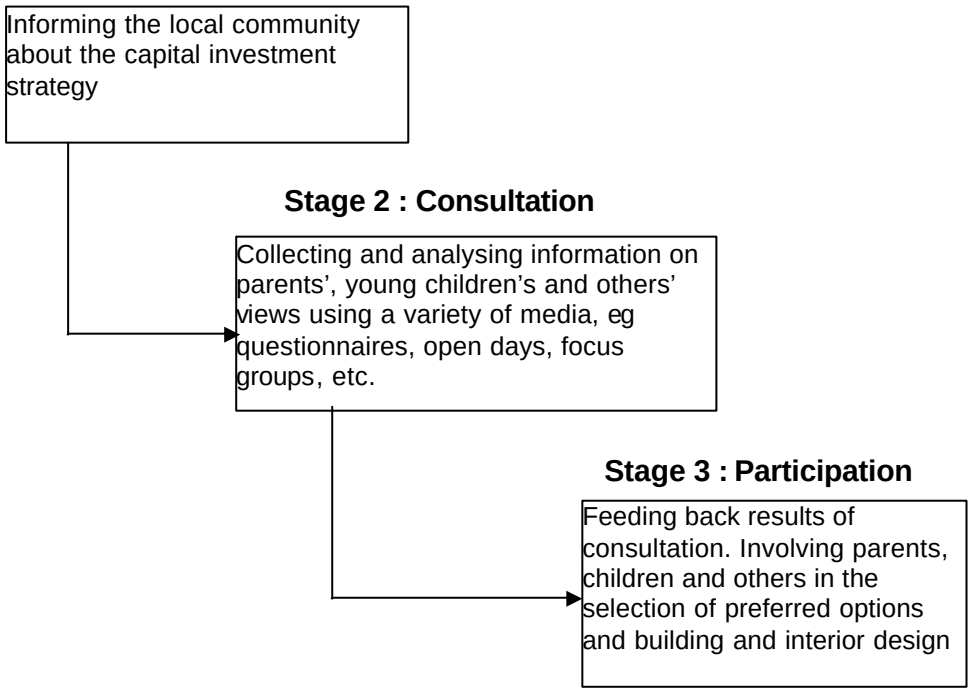
Sure Start PSA and SDA Targets/Children's Centre Core Offer
The proposed delivery of services, when combined with Eastbourne Sure Start Children's Centre's existing home visiting and clinical outreach team, will meet both Sure Start PSA and SDA targets and the Children's Centre required core offer.

Consultation
Consultation for this project has been on-going since November 2001. Eastbourne Sure Start Children's Centre 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:

11 February 2002
26 February 2003
4 July 2003

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5 July	2003
4 May	2004
20 July	2004
4 August	2004

These planning 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:

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

Out of the three original site options, the school was finally 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 Children's Centre programme, the building will be used to deliver services from a range of organisations, including Shinewater Playlink, the school, health visitors and North Langney 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 commented on the lack of community facilities, and said they would like a purpose-built building dedicated for the use of families with young children. This would ideally provide a safe and welcoming venue where parents could meet up with one another all year round while their children played. Various opportunities for parents could also be provided, eg training courses, IT access, health clinics or counselling services. Opportunities for family drop-ins and easier access to information and support were especially highlighted as being important.

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Sustainability
Revenue costs are estimated as follows:

Total Floor Area of Shinewater Scheme (m^2)		185
Total Floor Area of Shinewater Scheme (square feet)		1,991
Service	**Rate**	**Cost**
Rates	2.1	£4,182
Energy & Water	1.2	£2,390
Waste Disposal	0.1	£199
Insurance		£2,175
Housekeeping	1	£1,991
Telephone (inc. IT links)		£2,500
Security / Alarms		£250
Maintenance - B&E	0.8	£1,593
Maintenance – Internal	0.4	£797
Maintenance – External	0.3	£597
Maintenance - Sinking fund		£1,000
Window cleaning		£150
Hard / Soft Landscape		£300
Caretaking		£1,500
	Revenue Total	**£19,624**

These costs will be met from the Eastbourne Sure Start Children's Centre revenue budget, although some income will be generated through booking fees for the meeting and activity room and through small charges that may be made to parents to participate in certain activities.

Booking will be co-ordinated centrally through the Eastbourne Sure Start Children's Centre 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.

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Table 4 – breakdown of cost

	Costs £	Area m2
Total budget for Project at current or forecast price level (e g 2Q2003 or 4Q2004)		
Stand alone New Building (substructure, superstructure, fixed furniture & equipment)	252,500	
New Extension (substructure, superstructure, fixed furniture & equipment)	Nil	
Adaptation to existing building	Nil	
Repairs to existing building	Nil	
External Services (drainage, electrical and mechanical, etc)	24,250	
External works (landscaping, fencing, car park, play area, paths, etc) if part of the building contract	81,500	
Demolition	Nil	
Temporary Accommodation	Nil	
Security	6,750	
Other building cost	Nil	
Total build cost	**365,000**	
Professional fees (not more than 15% of total build cost)	33,500	
Land costs	Nil	
Statutory fees	2,745	
Loose furniture and equipment (specify)	16,250	
Fixed outdoor play equipment (including fixing costs)	5,450	
Signage (including Logo)	2,500	
External works (Landscaping, play areas, etc) if not 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)	**425,445**	
Sure Start contribution (if less than 100%)	N/A	
Balance to be funded from other sources (see details)	N/A	

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

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