

**HASTINGS AND ST LEONARDS SURESTART  
CAPITAL DELIVERY PLAN**

**1. Capital Strategy Task Group appointed by the Partnership Group**

<b>Members:</b>	Veronica Locke –	<i>Programme Manager</i>
	Linda Notts-Wheeler -	<i>Parent</i>
	Mandy Martin -	<i>Manager, CRI (Crime Reduction Initiatives ) Domestic Abuse Project</i>
	Sandra Garner -	<i>Community Partnership Manager, Hastings Borough Council</i>
	Sandra Brace -	<i>Fellowship of St Nicholas</i>
	Helen Evans -	<i>Regional Surveyor, NCH</i>

**2. Capital Projects**

- a) Hastings & St Leonards SureStart Drop-in and offices
- b) Drop-in facility, Christchurch School
- c) Drop-in facility and daycare, Fellowship of St Nicholas

**3. Review of Properties identified within the Service Delivery Plan**

**4. Environmental Impact of the Capital Plan Proposals**

# **Options Paper**

## **RE: Hastings & St Leonards SureStart Capital Delivery Plan**

### **Context**

The Partnership Group made the decision at an early stage that the programme should not spend all of the Capital Grant on one main building, but should instead look at refurbishing several existing community bases. It was also decided that a SureStart office base with possible drop-in facilities for parents be established in Hastings town centre as there were existing facilities in the St Leonards area such as the Fellowship of St Nicholas, but very few accessible venues in the centre. It was also the view that although the SureStart area is wide and covers five square miles, most parents come into Hastings town centre on a fairly regular basis.

Given the huge amount of regeneration money coming into Hastings over the next few years and the newly granted university status of the town, property prices have risen dramatically in the past 6 months and property of all descriptions is very quickly snapped up. This has made it difficult to find suitable town centre premises.

### **Refurbishment**

Two sites have been considered and eliminated:

- the pre-fabricated hut in the grounds of St Mary Star of the Sea
- the garden hut in the grounds of the Fellowship of St Nicholas

St Mary Star of the Sea has a boundary wall which is listed, this would have made access impractical and disability access was not adequate under SureStart standards for the garden hut.

### **Options**

This leaves three projects to be considered for capital expenditure:

- 1) The refurbishment of the first floor of the Fellowship of St Nicholas. This would provide a parents drop-in and a 24-place day care facility. All SureStart capital projects now have to include full day care. The day care facility would be run by the Fellowship of St Nicholas.

The two rooms which will be used for the drop-in currently house showers and bathing facilities which would have to be removed. Access to the first floor would be by lift and disability access via the side door of the ground floor.

<b>Refurbishment of shower rooms:</b>	<b>£ 51,000</b>
<b>Contribution to refurbishment of daycare:</b>	<b>£ 20,000</b>

2) A family drop-in at Christchurch school.

This would entail the construction of a single storey drop-in facility in an area of the playground which is under-used. The Head Teacher has given agreement in principle for the construction to go ahead. The building would be long and narrow and would provide a large communal meeting room, a kitchenette and toilet and baby changing facilities. The area would be used by an Outreach Worker as a drop-in for parents and could possibly be used as a site for the St Leonards Playlink.

<b>Estimated total cost:</b>	<b>£170,000</b>
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3) The SureStart Resource Centre.

This would be a building in the town centre offering office space for the Outreach Workers and the SureStart Programme Manager, Finance Manager and Administrative Assistant. It would also provide rooms for meetings and training, parents' drop-in and kitchen area (see attached schedule).

The cost of a new build, with the assumption that Hastings Borough Council would grant a site to the partnership or grant a long lease would be **£450,000**.

The expenditure on these three options leaves:

- £16,000 for furniture and equipment
- £ 8,000 for contingency
- £30,000 for a play area (see attached summary)

Despite meetings with the Council Planning Department and contacts with Jim Beveridge, Estates Manager, no sites have been made available by the Council, although we are still investigating Waterworks Road (see attached letter).

It would seem therefore that a new build in the town centre is not probable and that the Capital Task Group should appoint (after commissioning) architects or another appropriate body who would undertake a property search in the area, as well as undertaking a feasibility study on the other two options. Obviously the cost of a town centre property and its refurbishment may preclude the Christchurch School option.

Veronica Locke  
Programme Manager

## **Hastings and St Leonards Resource Centre And SureStart Management Offices**

Due to a number of factors, Hastings has become a property “hotspot” in the South East. It has recently been granted University status and is receiving over £400 million in regeneration money over the next five years. Property has traditionally been cheap compared to the rest of the South East and this has meant that very recently (in the past six months) property speculators and investors have come into the area and the prices of houses have risen dramatically. This has also meant that property is not readily available and is sold very quickly after coming onto the market (an estate agent this week quoted 48 hours as selling time). The consequence of this is that a suitable existing building or redevelopment site for this proposal has yet to be identified. However discussions are in progress with Hastings Borough Council representatives.

The Capital Plan proposal for this requirement is based upon the anticipated accommodation requirements for this part of the service and further details are given in the project description which follows.

### **Play Partnership**

It is proposed that SureStart would make a capital contribution to Play Partnership towards the construction of a new outdoor children’s play area. One possible site is a small triangle of land in the Southwater Renewal area with SureStart contributing money to Regeneration funding to make a small play area for under fives.

Another area under consideration is White Rock Gardens, which is being refurbished by Hastings Borough Council. One of the architect’s designs includes a play area for under fives.

## **HASTINGS & ST. LEONARD'S RESOURCE CENTRE AND SURE START MANAGEMENT OFFICES**

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### **Description and Location**

The Sure Start Delivery Plan includes a requirement for a Drop-in Resource Centre for families to be located within the Hastings and St Leonard's town centre. As discussed in the introductory section of the Plan, the Capital Strategy Task Group is in the process of taking forward discussions and negotiations with members of the Hastings Borough Council Regeneration Task Force and Planning Department concerning identification of a suitable site for these premises. It is thought that due to the nature of sites owned by the Borough Council that may be available in this respect, that the Capital Project might comprise demolition of the existing buildings on the site and the construction of a new purpose built facility. However refurbishment of an existing site may be a possibility, e.g. Waterworks Road. With a five square mile area to cover, funds are stretched and choices will have to be made between refurbishment and new build. Ultimately decisions will have to be made once ongoing discussions regarding a neighbourhood nursery have been concluded.

It is anticipated that the premises would comprise accommodation as set out within the attached schedule which includes information upon the size of rooms and number of persons using the facilities.

It is also anticipated that this building would provide accommodation for the Programme Manager, Admin Support Worker and Finance Manager with a hot-desking facility for outreach workers.

At the present time the Programme Manager and support workers have rented office accommodation in the town centre and it is proposed that this arrangement would be terminated once the new premises were available.

All parents consulted have indicated a wish for a town centre site which they can access as a drop-in facility. Dependent upon negotiations regarding a neighbourhood nursery initiative, the town centre site could incorporate SureStart premises and a nursery. If there is no nursery on site, we would like to have a room available as a drop-in area which could double as a creche area in order that parents can access training either on site or in the town centre.

Once a site has been identified, there will be extensive consultation with parents and children. These will be made up of parents using existing facilities at the Fellowship of St Nicholas, Christchurch School and other community facilities such as Silchester Mews, as well as the 50+ parents we already have on our SureStart database and the Partnership Group members. The Fellowship of St Nicholas have a range of school age children using after school clubs etc, and they are accustomed to being consulted on their views. They would be available to give their views (possibly using photographs as the Fellowship have a very active photography club) as to the facilities they would have liked when they were younger.

Until the building is completed, the Outreach Team will operate from other community settings and will have the option of renting a room in the same premises, on the same floor as the Programme Management Team are currently housed.

### **Cost Analysis**

Figures contained within the costing analysis for the Hastings and St Leonard's Family Resource Centre are based upon information obtained from the Building Cost Information Service Tender Price Index with allowances for fitting out and building fixtures, together with demolition costs and percentage uplifts for location and site factors.

The budget capital cost for this part of the Plan does not include the purchase price for the site on the assumption that a successful outcome to the current and on-going discussion with the Borough Council would result in a site, their ownership being transferred to Sure Start or the granting of a long lease for the site only at a peppercorn rent.

### **Project Procurement Strategy**

Once a potential site has been identified, it is anticipated that a detailed feasibility study would be undertaken by a firm of architects working in conjunction with engineers to procure a geotechnical site survey and an investigation of any land contamination issue.

It is anticipated that the redevelopment of the site would involve the appointment of a full professional team to include an architectural practice appointed as the lead consultant, electrical and mechanical service engineers, structural engineers, quantity surveyor, planning supervisor.

The professional team would be co-ordinated and managed as the architectural practice as the lead consultant and the overall process of procurement would be overseen by the NCH Regional Surveyor on behalf of the Capital Strategy Task Group.

It is envisaged that construction work would be subject to a competitive tendering process. However, at this stage we would reserve the position with respect to the type and nature of the contract as it is considered that this will be dependant upon the ultimate conditions of the identified site and the extent of the redevelopment work required to produce the proposed facility. With regard to the time scale for procurement of this facility it is anticipated that once a potential site has been identified, the total delivery period would be approximately 92 weeks.

<b>SCHEDULE OF ACCOMMODATION</b>		
<b>Room Function</b>	<b>Number of users</b>	<b>Floor Area m sq.</b>
Entrance/reception	1	8
Café area/drop-in	10 adults, 14 children	56
Kitchen – non-food	N/A	12
Programme Manager's Office	1	11
Administration & Finance Worker's Office	2	19
Outreach Worker's Office	6	39
Interview/Counselling Room	2	12
Training/Meeting Room	20	25
Children's Toilets and Baby Changing	3	12
Visitor/Staff Toilets	4	16
Plant	4	16
Cleaner's Storage	N/A	5
Other Storage	N/A	2
Buggy Storage	N/A	10
	N/A	8
	Net internal floor area	251
	+ 20% circulation area	48
	<b>Gross internal floor area – SAY</b>	<b>300</b>

**NOTES:**

Does not include on-site car parking or outdoor play provision

## **CHRISTCHURCH SCHOOL - FAMILY DROP-IN FACILITY**

### **Description and Location**

Christchurch School is a Church of England Primary School. The school is situated within its own grounds which comprise a triangular shaped site bounded by Tower Road, St Peters Road and Woodland Vale Road. The site itself is at a reduced level to the street level and the existing buildings on the site are modern and purpose built. It has a private driveway for vehicular and pedestrian access alike.

The school Head Teacher has given in principle agreement for Sure Start to construct a single storey drop-in facility adjacent to the school buildings in an area of the playground which is currently under utilised. The area identified is irregular in shape and would result in a narrow building with an anticipated approximate area of 94 sq.m. with construction of an adjacent covered way between the Sure Start building and the exterior wall of the main school building, providing access between the two areas of the playground.

It is anticipated that the accommodation would comprise a large communal room for the delivery of services by outreach workers with a kitchenette for making drinks and with accessible shared sanitary facilities suitable for adults, children, and baby changing.

This drop-in service would be available to children under four and their families living in the area. It is envisaged that some of these children will have older siblings already attending the school and that many of the under fours will attend the school in the future. The aim of the drop-in service would be to provide a meeting point for parents and their children. The Outreach Worker would identify needs and match services accordingly. It is possible that this site could be used by one of the proposed Playlink schemes. An additional benefit would be that children and parents would become accustomed to being on the school site. It would be possible to run preparation for school groups in partnership with Christchurch school. The building of this facility would seem to be a suitable investment as the long term future of the site is for the use of children (i.e. as a school).

### **Cost Analysis**

The Capital budget costs for this accommodation have been based on the Building Cost Information Service Tender Price Index based upon the area of the building with allowances for fitting out and other fixtures. The construction cost also includes estimated allowances for the construction of special foundations and retaining wall conditions due to the nature of the site as described above, and site and location factors which again reflect the site circumstances.

We have also considered the fact that the special site conditions may require a larger than normally anticipated role for the consulting engineers appointed to the project and hence this is reflected in the allowance for professional fees of 17% of the construction costs.

### **Project Procurement Strategy**

Although the accommodation to be provided in respect of this facility is of a relatively straightforward nature, because of the shape and location of the site, in our opinion the situation will require innovative design and much technical input in terms of engineering. As a result, it is anticipated that a full professional team would be appointed along identical lines as described for the procurement process in respect of the Hastings and St Leonard's Family Resource Centre.

### **TIME SCALE FOR CHRISTCHURCH FAMILY DROP -IN**

- Appoint consultants for detailed feasibility works – 4 weeks
- Learn feasibility work and reporting – 6 weeks
- Review and decision making - 4 weeks
- Invitation of fee proposals and appointment of professional team - 4 weeks
- Outline design preparation and consultation – 8 weeks
- Detailed design period and review – 12 weeks
- Tender preparation, invitation and tendering period – 10 weeks
- Tender review and contractual appointment – 4 weeks
- Lead in time – 4 weeks
- On site redevelopment period – 26 weeks

**Total Number of Weeks – 82 weeks**

## CHRISTCHURCH SCHOOL DROP-IN

<b>BUDGET CAPITAL COSTS</b>	<b>Total</b>	<b>Years For Expenditure</b>	
		<b>2002</b>	<b>2003</b>
Legal Fees	800		
Feasibility Study	1,500		
Site Investigations	2,500		
Site Purchase Cost	0		
<b><u>Construction Work</u></b>			
Drop-in Building Works	141,000		
External Works	Included		
Building Regulations	1,145		
Professional Fees @ 17% Building Cost	23,970		
Planning (190/70 sq metres)	190		
	<b><u>166,305</u></b>		
Contingency @ 5%	8,315		
	<b><u>174,620</u></b>		
SAY	<b><u>175,000</u></b>		

## **FELLOWSHIP OF ST. NICHOLAS – FAMILY DROP-IN FACILITY**

### **Description and Location**

The Fellowship of St. Nicholas Church Organisation own the freehold of a detached period building set within its own grounds with access from London Road, Hastings, from which they currently operate community services.

The Fellowship Director has agreed to the proposal for Sure Start to have access to two rooms on the first floor of the property for the purpose of providing a family drop-in facility. It is intended that this service would be operated at various set times within the week and would accommodate a maximum of 16 adults and children combined, including staff.

The accommodation that has been offered by the Fellowship is currently vacant but has previously been used as showering and bathing facilities in a large room 6.8m x 4.1m which is where the service would be delivered, with an adjacent small room of approximately 3.5m x 2.4m which would be converted to a kitchen area for the making of drinks during the hours of the service. A breakdown of the capital costs required for the conversion works to render this accommodation suitable for use as the drop in facility and kitchen is attached.

There are two WC facilities situated immediately in the vicinity of the proposed drop-in room with a fully accessible toilet located on the ground floor.

Due to the nature of the property being on a sloping site, disabled access can be provided directly from the exterior to the first floor or via the ground floor and accessible lift.

### **Procurement Strategy**

At the present stage we have not conducted advance negotiations with the Fellowship. However, we understand that premises would be made available to Sure Start under a lease or licence agreement for the payment of a peppercorn rent.

In view of the relatively straightforward nature of the conversion of works which would be required to the existing rooms in order to make them suitable for use as a drop-in facility, it is not anticipated that a full team of a building professionals would need to be appointed to manage this project. It is therefore proposed that a Chartered Building Surveying practice would be employed to design and specify construction works required, to invite competitive tenders and to administer the contract and oversee construction work. It is also anticipated that a firm of building services engineers would need to be involved in terms of the work required to the buildings existing hot water and heating systems and electrical and fire safety systems that would result from the conversion project.

In view of the estimated value of the conversion works, it is proposed that a contract would be let under the JCT Form of Agreement for Minor Building Works or JCT Intermediate Form of Contract, subject to the complexity of the mechanical services installation works and the advice of the Building Surveyors appointed in connection with the project.

The work of these professionals would be co-ordinated and managed by the NCH Regional Surveyor on behalf of the Capital Strategy Task Group.

It is anticipated that the brief for the professionals would be drafted by the NCH Regional Surveyor with input from members of the Capital Strategy Task Group and that all members of the Group would be involved in reviewing the design and specification for the work.

With regard to the project procurement time scale, it is anticipated that this would involve a period of 30 weeks from formal agreement being reached with the Fellowship of St Nicholas Organisation.

The contribution of SureStart funding towards the refurbishment of these facilities would contribute to the plans which the Fellowship have for converting the first floor of their premises for full daycare and this would increase the provision in the SureStart area. The drop-in facilities would be used in the same way as those described for Christchurch school and would be facilitated initially by an Outreach worker. The service would be matched to the needs of parents living in the area.

Consultation with parents has identified the Fellowship building as a friendly facility which they feel very comfortable in using. There may be a possibility of developing a garden area into a children's playground. Parents and children already involved in the Fellowship of St Nicholas would be available to provide their ideas regarding the details of the refurbishment.

## FELLOWSHIP OF ST NICHOLAS DROP-IN

<b><u>BUDGET CAPITAL COSTS</u></b>	<b>Total</b>	<b>Years For Expenditure</b>	
		<b>2002</b>	<b>2003</b>
Legal Fees	400		
Feasibility Study	800		
Site Investigation	500		
Purchase Cost	0		
<b><u>Construction Work</u></b>			
Building Adaptation Work	40,000		
External Works			
Building Regulations	800		
Professional Fees @ 15% Building Cost	6,000		
Planning			
	<b><u>48,500</u></b>		
Contingency @ 5%	2,425		
	<b><u>50,925</u></b>		
SAY	<b><u>51,000</u></b>		

**BUDGET CAPITAL COSTS SUMMARY PAGE**

Hastings and St Leonards RC	450,000
Christchurch Drop-in	175,000
Fellowship of St Nicholas	51,000
Loose Furniture and Equipment	16,000
Possible additional contribution to the Fellowship for refurbishment for daycare	20,000
Set aside for play area, possible contribution to the fun bus	30,000
Contingency	8,000
<b>TOTAL</b>	<b><u>750,000</u></b>

## **REVIEW OF PROPERTIES/SITES IDENTIFIED WITHIN THE SERVICE DELIVERY PLAN**

### **New Development at Silchester Mews**

This community facility is now up and running. Links have been made with SureStart and it is hoped that it will be available for use by members of the Outreach team.

### **The Southwater Community Centre**

Continues to be available to SureStart. However, it is not anticipated that the proposal to deliver part of the service from these premises will require input of capital finance, hence it has not been considered further in terms of the Capital Plan.

### **Xtrax Young Peoples Centre**

Continues to be available to SureStart but as above, it is not anticipated that this proposal will require the input of Capital Finance.

### **Christchurch School**

Proposals comprise the construction of a new single storey building within the curtilage of the existing school grounds to accommodate a family drop-in centre. This proposal has been taken forward and included within the Capital Plan. However a detailed feasibility study has yet to be undertaken.

### **St Mary Star of the Sea School**

The original proposal with respect to service delivery from this site involved bringing back into use an existing modular classroom set away from the main school buildings. However further enquiries made of the Local Authority revealed that they were unhappy with proposals to form a dedicated entrance for the use of SureStart visitors, and the requirement for a new main drainage connection that would affect a Listed wall. In addition the school PTA had recently commenced investment into the construction of a nature trail which surrounded the modular building on three sides. In view of this position the decision has been made to set this proposal aside and pursue other alternatives.

### **Doctor's Surgery in Warrior Square**

It may be possible to use a community room in the new premises which are being built however the former doctor's surgery has already been purchased.

### **Fellowship of St Nicholas**

The original plan for this site used an existing timber framed, pavilion type structure detached from the main premises. However, upon further examination, it became clear that there were restrictions on accessibility to this building. As a result, an alternative proposal to locate a SureStart family drop-in on the first floor of the Fellowship's main building has been included within the Plan. This location can be accessed externally via ramps and internally via a lift, and it is equipped with accessible WC facilities. The input of capital finance will be required to convert the existing accommodation suitable for the purposes of SureStart.

## **ENVIRONMENTAL IMPACT OF THE CAPITAL PLAN PROPOSALS**

The plan for the delivery of Sure Start Services within the Hastings and St Leonard's area is based upon a multi-site strategy such that services can be delivered within the areas of the local communities which they serve, hence minimising transportation issues for service users who it is anticipated would normally be able to walk to access the service delivery accommodation. Notwithstanding the above, it is anticipated that there would be availability to existing on-site car parking with respect to the Christchurch School and the Fellowship of St Nicholas Centre for Sure Start staff and outreach workers with on street parking available within the immediate vicinity available as an alternative.

With respect to the proposals for the Hastings and St Leonard's Family Resource Centre, all of the sites currently under consideration through discussions with Hastings Borough Council are by virtue of their location within the town centre, at brownfield sites which already have redundant existing buildings upon them or have been cleared where previous buildings have become obsolete.

Once a suitable site has been identified, it will be practical to ascertain whether any of the existing buildings that remain on the site can be recycled for the use by Sure Start and thereby limit the environmental impact of demolition and new construction work. With regard to the Christchurch School site and the Fellowship of St Nicholas, where construction activities will be taking place within occupied properties/sites, it is recognised that consideration will need to be given in order to minimise the environmental and health and safety impact of the construction works within acceptable limits in terms of the existing occupiers and users of those premises. With regard to the design and construction of the new buildings, as discussed it is anticipated that architectural input will be used for both the Christchurch School site and the Hastings and St Leonard's Resource Centre in order that the design of the new building is appropriate and in accordance with the nature and design of the surrounding buildings and environment. Reference is made elsewhere to compliance with current Building Regulations and approved documents. However, in addition it is proposed that the buildings would be focussed on energy efficiency in terms of anticipated revisions to part L of the Building Regulations and Bream Assessments ??

## **DESIGN CRITERIA**

The brief given to all members of the professional teams involved with the design, specification and construction of accommodation will include compliance with all statutory requirements and with particular emphasis to the following Acts and or subsequent and current amendments –

- Children Act 1989, Guidance and Regulations Volume 2
- Food Hygiene Regulations
- Town And Country Planning Act 1990 ?
- Building Regulations 2000 and Approved Documents
- Management of Health & Safety at Work Regulations 1992
- Construction Design and Management Regulations 1994
- Fire Precaution Workplace Regulations 1997
- Disability and Discrimination Act 1995

With regard to service user consultation regarding the Capital Projects, this group is already represented on the Capital Strategy Task Group and is aware of the Plan proposals.

It is hoped that we will be able to increase the number of service users within the Capital Strategy Task Group and that this group would have input into the selection and appointment of all consultants appointed to the Capital Programme.

However, from review of the above in each case detailed feasibility work has yet to be undertaken. It is anticipated that consultation with a wider group of service users would be undertaken by means of presentation of seminars/workshops at the following stages.

- Information available post feasibility
- Outline design
- Detailed design and specification