
Executive Decision

Proposed Development of Winstanley Contact Centre

Decision to be taken by: Cllr Sarah Russell

Decision taken on: 16 January 2023

Lead director: Martin Samuels

Useful information

- Ward(s) affected: Aylestone
- Report author(s): Mike Evans, Interim Head of Service, Corporate Parenting
Jonathan Street, Project Manager,
- Author contact details: Mike.evans@leicester.gov.uk and Jonathan.Street@leicester.gov.uk
- Report version number: v4

1. Summary

- 1.1. This report seeks approval to refurbish the Winstanley Centre, which was previously a community centre, and to establish a bespoke contact centre for children in the care of the Local Authority (CLA) and their families.
- 1.2. The building will be suitable for hosting contact arrangements for up to 5 families at any time. On site Contact Service staff and managers will be available to create a safe space for supervising and supporting CLA to have quality time with their birth families.
- 1.3. The designated property is owned by LCC and is currently vacant.
- 1.4. The creation of this contact centre is required due to a change of use of its previous site at Belvoir Drive. That property has been developed into a children's home for children with complex needs under LCC's Placement Sufficiency Strategy.
- 1.5. The proposed development will create a fully accessible building and safe meeting space for vulnerable children in care and their families.
- 1.6. Based on the feasibility study undertaken by Estates and Building Services (EBS) the estimated capital cost to refurbish the Winstanley Centre £685k.
- 1.7. The running costs for the new contact centre are already contained within the Contact Service's revenue budget.

2. Recommended actions / decision

- 2.1 To approve the conversion of the Winstanley Centre on Blackmore Road (which was formerly a community centre) into a new contact centre, for children looked after by the Local Authority and their families.
- 2.2 To approve capital expenditure of £685k for the development works at Winstanley Centre, which will be funded by the Extra Care Schemes policy provision (current balance £4.5m).

3. Scrutiny / stakeholder engagement

- 3.1. Public, stakeholder and planning application consultation will be carried out as appropriate.

4. Background and options with supporting evidence

- 4.1 To develop a bespoke contact centre at the Winstanley Centre, Blackmore Road.
- 4.2 This project will deliver a safe, fully accessible contact centre for children in the care of LCC and their families, where supervision and support can be facilitated by the Contact Service's professional staff.
- 4.3 It would improve the Local Authority's statutory duty to provide such contact arrangements under the Children Act 1989.
- 4.4 The requirement for this centre has arisen due to the conversion of the previous contact centre at Belvoir Drive into a children's home for children with complex needs (now called "Pine Lodge").
- 4.5 Following a search of LCC properties, the Winstanley Centre offers the most viable option, as it provides continuation of the service, in a building which lends itself to conversion to its proposed new purpose, in a suitable location.
- 4.6 Development works are planned for the creation of a fully accessible, safe, secure, and environmentally friendly building, with on-site parking and a secure, external play area.

5 Detailed report

- 5.1 The contact service provides the opportunity for children, who have been removed from their parent's care, to spend time with them and other family members. The service operates from 2 venues, St Andrews (high risk contacts) and previously Belvoir Drive, and additionally provides people to supervise contact in the community where possible.
- 5.2 The service moved from Belvoir drive to facilitate a refurbishment to a single home residential provision which was set up to enable a hospital discharge for a complex young person.

- 5.3 The service delivered from Belvoir Drive moved temporarily to two children's centres, Saffron and Bewcastle. To accommodate this, the children's centres have had to reduce their offer and consequently have been unable to run the following sessions from the centres; stay and play, ante natal groups, learning together groups, and parenting groups. This has prompted concerns from the community about the lack of resource on offer. There is a need therefore to move to an alternative venue to enable these groups to recommence. Additionally, the children's centres have rooms of limited size which restricts the use of these for larger families.
- 5.4 Winstanley Drive was identified as an alternative option and the service feel this meets the needs well and will accommodate the number of contact sessions that are taking place (approximately 7 a day, 5 days a week). Some of these sessions will also double up as a session for a parenting assessment and so the facilities need to account for this. It is considered that the building meets this need, and the location is ideal for accessibility and transportation.
- 5.5 There is no room at the St Andrews Centre to expand the service on that site, or for the services currently delivered from St Andrew's to transfer to the Winstanley site.
- 5.6 The purpose of this project is to provide a safe and secure contact centre on the Winstanley Centre site as a continuation of the services that were previously provided at Belvoir Drive, on average 7 sessions daily (Monday to Friday) of varying duration.
- 5.7 As part of this plan, the Local Authority has identified one of its own buildings: Winstanley Centre, Blackmore Road, as a suitable venue for the new contact centre. Refer to **Appendix 1** for current external and internal views and layout.
- 5.8 This building was originally designed as a community centre with 3 dance studios.
- 5.9 The new design will convert the 3 dance studios into five large family meeting rooms. **(Appendix 2)**. The new building will provide superior facilities to the previous Belvoir Drive Contact Centre which was cramped in comparison.
- 5.10 Estates & Building Services have completed an evaluation of the suitability of the site and presented options for the refurbishment.
- 5.11 Full feasibility studies are required for determining final costs.
- 5.12 The recommended option is for full re-development of the internal and external areas. Work will include:

- 5.12.1 Creation of 5 family meeting rooms from the existing 3 dance studios
 - 5.12.2 Erection of a security fence around the exterior
 - 5.12.3 Creation of parking spaces for 5 vehicles and drop-off / pick up point
 - 5.12.4 Installation of exterior lighting
 - 5.12.5 Creation of low maintenance landscaping
 - 5.12.6 Installation of security and fire alarm systems
 - 5.12.7 Installation of CCTV for exterior and for meeting rooms
 - 5.12.8 Installation of heating / ventilation systems
 - 5.12.9 Installation of wi-fi and technical infrastructure (e.g., corporate network access)
 - 5.12.10 Safe removal and management of asbestos, if relevant
 - 5.12.11 Creation of staff office / work hub
 - 5.12.12 Creation of office / reception desk with access controls for main doors to the centre
 - 5.12.13 WC provision to include accessible facilities and designated children's facilities
 - 5.12.14 Centre design to be fully accessible
 - 5.12.15 Upgrading of outdated kitchen facilities
 - 5.12.16 Creation of a laundry room
 - 5.12.17 Upgrading of lighting throughout
 - 5.12.18 Plastering to ceilings and decorating throughout
 - 5.12.19 Replacing floor coverings, as required
- 5.13 Sustainability measures will be at the heart of the building design and will potentially include the inclusion of a heat pump as replacement for the gas boiler, upgrades to insulation, LED lighting throughout and full double glazing to windows.
- 5.14 If an electric heating system is installed, there is also potential for the installation of solar panels on the roof to further support our carbon reduction ambitions.
- 5.15 The proposal requires a capital investment of £685k. It is proposed that the existing policy provision of £4.5m for adult extra care and children's social care provision funds this. Please refer to the summary below. A full breakdown of estimated costs is at **Appendix 3**.
- 5.16 The lack of realisable cash savings means that the investment is not self-financing.
- 5.17 An indicative project milestones plan has been produced by the Estates and Buildings Service detailing the proposed timescales for the refurbishment. Completion date is estimated to be July 2023. The Project Plan can be found at **Appendix 4**

6 Financial, legal, equalities, climate emergency and other implications

6.1 Financial Implications

6.1.1 The capital cost of this scheme can be funded from the existing £4.5m remaining policy provision for adult extra care and children's social care provision. No additional revenue budget is required.

Paresh Radia –
Principal Accountant, 37 4082

7 Legal Implications

7.1 Legal implications - General

It is understood that the Winstanley Centre is currently held within the Neighbourhood and Community Services portfolio. The use as a children's centre would appear to require the property be transferred into the Social Care portfolio. An internal transfer is a "disposal" in terms of section 123 of the Local Government Act 1972 and the obligation to obtain the best consideration reasonably obtainable in all the circumstance still applies to internal transfers. Further investigation will also be required into the original acquisition power as, in some circumstances, internal transfers would also require secretary of state consent. For example, if the property was originally acquired under housing legislation for housing purposes, secretary of state consent would be required for any proposed alternative use.

Zoe Iliffe Acting Principal Property Lawyer, 37 2180

7.2 Legal implications - Planning

As landowner undertaking any works of alteration/development to the property the Council will be required to ascertain which (if any) consents are needed under the relevant regimes (planning/building control) and to obtain and comply with all consents for the proposed works.

James Felton – Planning Lawyer 37 3671

7.3 Legal implications - Commercial

Any refurbishment works and commissioning activity will require Legal and Procurement teams' engagement to ensure compliance with the Public Contract Regulations 2015 (as amended) and the Authority's standing orders.

7.4 Equalities Implications

When making decisions, the Council must comply with the Public Sector Equality Duty (PSED) (Equality Act 2010) by paying due regard, when carrying out their functions, to the need to eliminate unlawful discrimination, advance equality of opportunity and foster good relations between people who share a 'protected characteristic' and those who do not.

In doing so, the council must consider the possible impact on those who are likely to be affected by the recommendation and their protected characteristics.

Protected groups under the Equality Act 2010 are age, disability, gender re-assignment, pregnancy/maternity, marriage and civil partnership, race, religion or belief, sex and sexual orientation.

If the report recommendation to convert the Winstanley Centre on Blackmore Road into a new contact centre, for children looked after by the Local Authority and their families is agreed it should lead to improved outcomes as those using the centre will be from across a range of protected characteristics. The conversion of the centre will help the local authority to provide a continuous service for children looked after and their families. As stated in the report the building will be accessible and will also need to take into account communication needs, including for those that are deaf/hard of hearing, visually impaired, etc.

Any engagement/consultation carried out as part of the work to develop the building needs to be accessible, fair, and proportionate. Equality considerations need to be embedded in the process of developing the building, in order to demonstrate we are meeting our PSED obligations.

Sukhi Biring, Equalities Officer, 454 417

7.5 Climate Emergency Implications

The council's sites and buildings are the source of around 66% of its greenhouse gas emissions. Following the city council's declaration of a Climate Emergency, and ambition to achieve net zero emissions, capital works to its properties present a vital opportunity to take action on reducing the council's own emissions.

As noted in this report, sustainability measures are already planned to be implemented throughout the redevelopment project. Measures under consideration include the fitting of improved insulation, energy efficient lighting, double glazing, a heat pump and solar PV.

These measures would have the benefit of significantly increasing the energy efficiency of the property and therefore reduce its greenhouse gas emissions, as well as reducing energy bills and making the building more comfortable for users.

Any development will also be required to follow policy CS2 of the Adopted Leicester Core Strategy and relevant building regulations as standard. A toolkit is also being developed to support the achievement of reduced carbon emissions in council capital construction and renovation projects.

Aidan Davis, Sustainability Officer, Ext 37 2284

8 Financial, legal, equalities, climate emergency and other implications

8.1 Local Government Act 1972

8.2 Children Act 1989

9 Summary of appendices

9.1 Appendix 1: Winstanley Centre photos and current configuration

9.2 Appendix 2: Winstanley Centre proposed new configuration as a contact centre

9.3 Appendix 3: EBS full cost estimates

9.4 Appendix 4: Indicative Project Milestones

10. Is this a private report (If so, please indicate the reasons and state why it is not in the public interest to be dealt with publicly)?

No

11. Is this a “key decision”? If so, why?

No, the proposal is an investment by the City Council below £1m.

Winstanley Centre
External View



Winstanley Centre
Internal View



ROOM 6
To be converted
into 2 family
rooms & corridor
to back garden



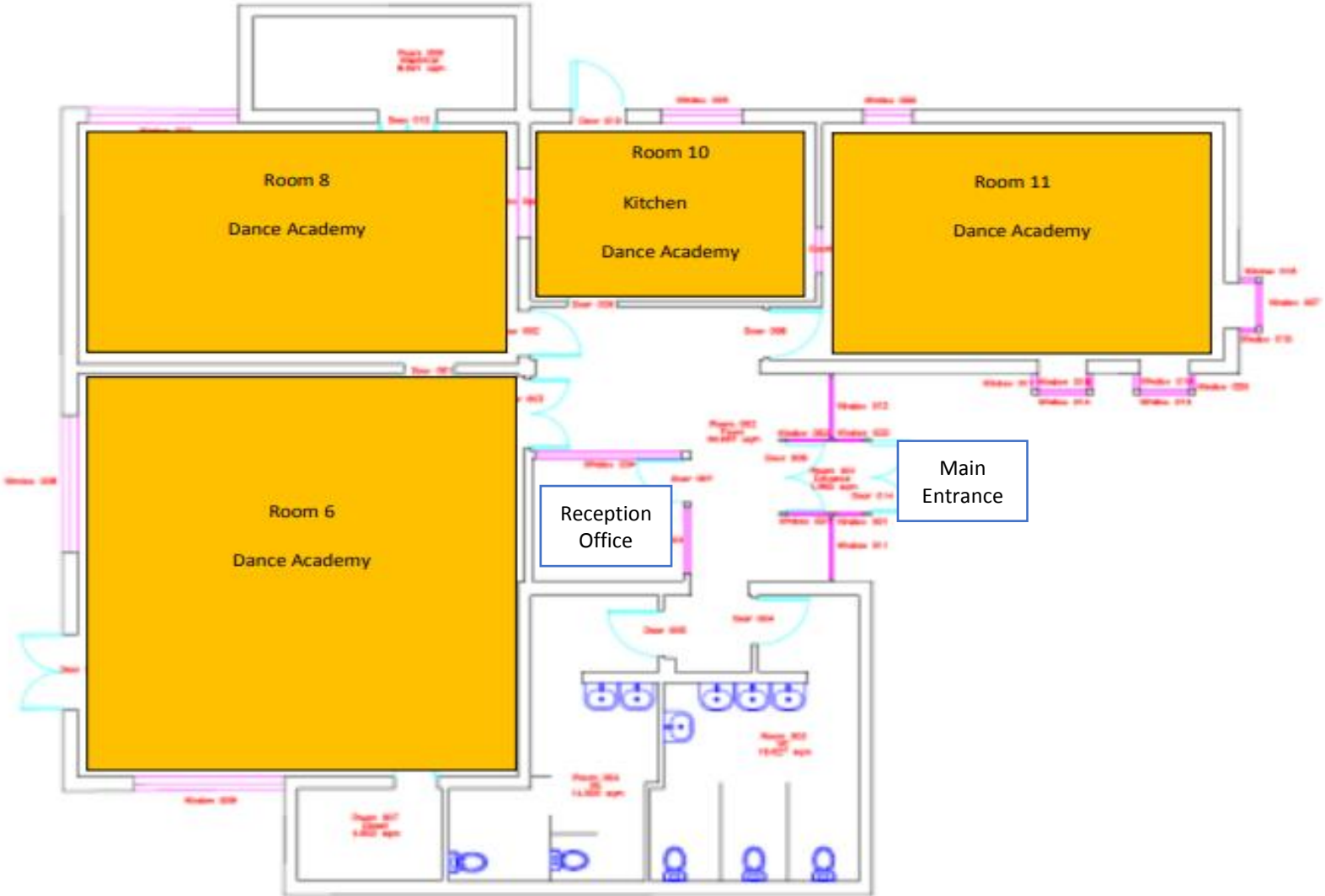
ROOM 8
To be converted
into 2 family
rooms



ROOM 11
To be converted
into 1 family
room

APPENDIX 1

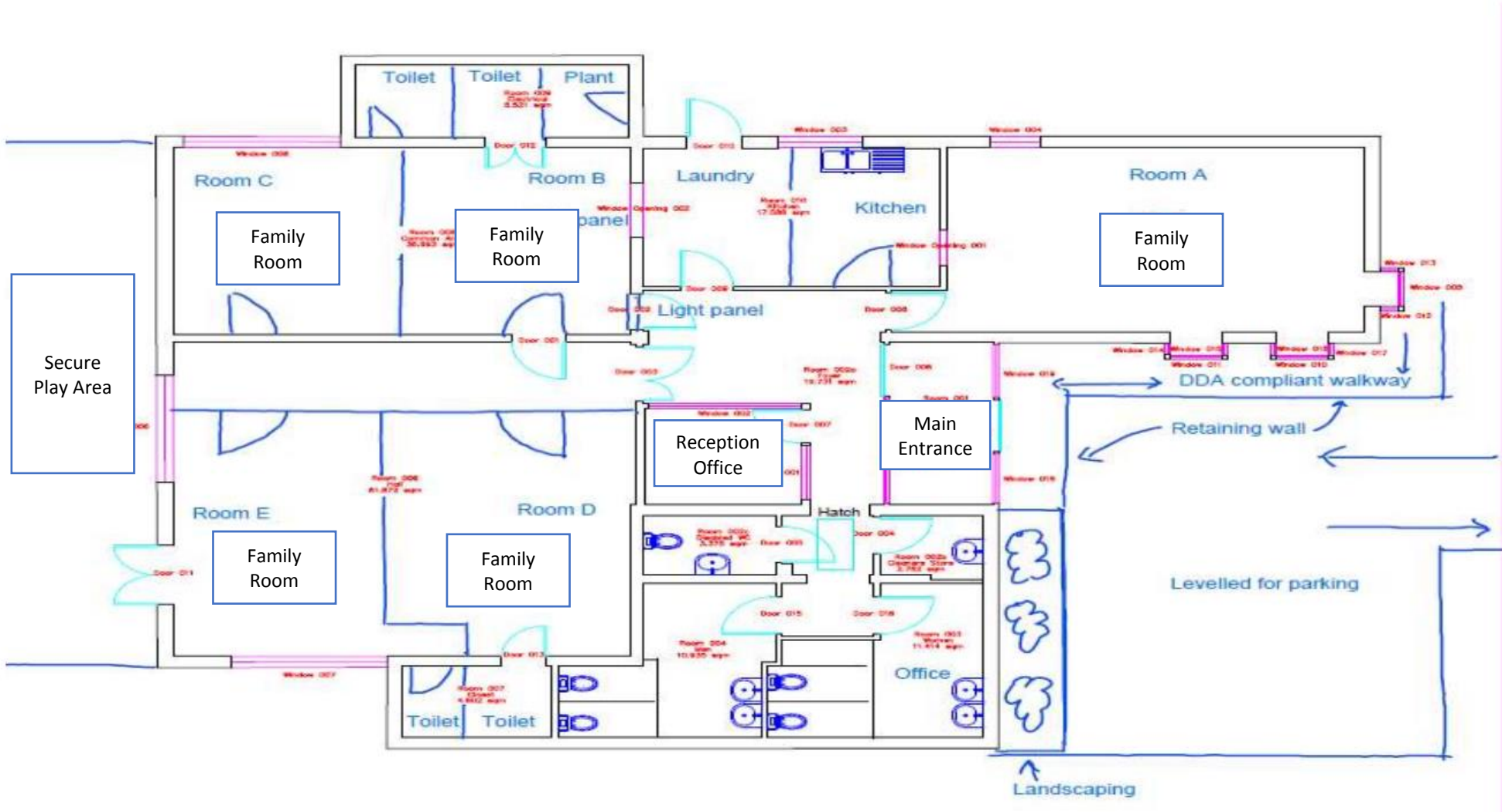
Winstanley Centre, Current Configuration



APPENDIX 2

Winstanley Centre, Proposed New Configuration

UNDERSTANDING OF THE PROPOSED SITE LAYOUT BASED ON BRIEF RECEIVED (to be checked and correctly drawn up by Architect)



APPENDIX 3**Estimated Project Costs
Summary**

OPTION	AREA	TOTAL
1	Internal - refurbish all rooms to current specification	£226,000.00*
2	External - Front entrance, landscaping and windows	£111,300.00*
3	External - Rear play area	£50,000.00*
4	All internal and external works	£685,000.00

APPENDIX 3

Estimated Project Costs Detailed Report

PROJECT COSTS

The next step to obtain a greater understanding of the buildings current condition and any additional works can be obtained by undertaking feasibility studies. EBS have obtained the following quotes for consideration.

Survey	Company	Quote	Remarks	Contact
Topographical Survey	Castle Survey	£495.00		Paul Jackson Info@castlesurveys.co.uk
	3D Surveyscan	£300.00		Paul Gray accounts@3dsurveyscan.co.uk
M&E Condition Survey	CPW	£2,800.00	To carry out a visual survey and write an M&E report on condition of services with photographs and recommendations.	John Hauton John.Hauton@cpwp.com
Architectural Support	A+G Architects	£1,850.00	Feasibility study stage.	Alan Filby afilby@aandgarchitects.com
CCTV Drainage Survey	Castle Survey			Paul Jackson Info@castlesurveys.co.uk
	County Drains	£720.00		Martin Braithwaite Martin@countyd rains.co.uk
Arboricultural (Tree Survey)	FPCR	£1,330.00	Estimate from EBS	
Ecological Phase 1 Survey	FPCR	£1,050.00	Estimate from EBS	
Roof leak inspection	Provisional allowance	£2,000.00	Estimate from EBS	
	Total	£10,245.00		

The organisation and management of these surveys and progression through design can be conducted by EBS for the following fee:

		TOTAL
RIBA STAGE 0-1	Strategic Definition / Preparation and Briefing	£11,014.00
RIBA STAGE 2	Concept Design	

APPENDIX 3

FULL DEVELOPMENT COST ESTIMATE

		Qty	Unit	Rate (£)	Total (£)	Notes
1	Winstanley					
1	General Building					
1.1	Allowance Repair External Walls, Clean External Walls and Decorate	1	item	30,000.00	30,000	
1.2	Allowance Replace Current Windows with New Windows (100%) 9 Windows 2 Doors	1	item	18,000.00	18,000	
1.3	Allowance CCTV to all rooms (no.) and externally requiring (no.)	12	nr	500.00	6,000	
1.4	Allowance Upgrade with plaster ceilings and paint throughout	210	m ²	43.00	9,000	Spons 3.3.1 Plaster to soffits 12.5 Gyproc Board and skim 37.50 with decoration 5.20
1.5	Allowance Upgrade lighting throughout	210	m ²	195.00	41,000	Spons 5.8.1 School Secondary
1.6	Allowance IT facilities -including corporate network & Wi- Fi	1	item	7,500.00	7,500.00	
1.7	Allowance Redecoration throughout	670	m ²	23.00	15,400	
1.8	Allowance Blinds to be fitted to the windows (8 windows)	8	nr	350.00	2,800.00	
1.9	Allowance Fire system: replace sounder with one with a voice alert sounder	1	item	3,000.00	3,000.00	
1.10	Allowance Assess heating/ventilation system (Provisional Sum)	1	item	5,000.00	5,000.00	
2	Internal Building					
2.1	Room 001					
2.1.1	Allowance Controls required to doors as follows:	1	nr	850.00	900	
2.1.2	Allowance Clean existing barrier matting	1	item	500.00	500	
2.2	Room 002a					
2.2.1	Allowance Removal of carpets and tiles	20	m ²	25.00	500	
2.2.2	Allowance Replacement floor covering to be non-slip vinyl	20	m ²	45.00	900	
2.3	Room 011 – To be Family / Teenagers Room					
2.3.1	Allowance Removal of carpets and tiles	36	m ²	25.00	900	
2.3.2	Allowance Replacement floor covering to be timber effect non-slip vinyl	36	m ²	45.00	1,600	
2.3.3	Allowance Block up hatch to adjacent Kitchen (Room 010)	1	item	500.00	500	
2.3.4	Allowance Replace broken glazing to windows which are to be retained with suitable safety / secure glazing	1	item	2,000.00	2,000	
2.3.5	Allowance Provide manifestation to windows to enable looking out but not looking in	1	item	200.00	200	
2.3.6	Allowance for TV on wall	1	item	750.00	800	including electrical and aerial work
2.4	Room 010 – Existing Kitchen					
2.4.1	Allowance for splitting room in two for creation of small Kitchen and Laundry Room, reduce window opening size to suit new configuration	15	m ²	75.00	1,100	softwood stud comprising 100 mm x 38 mm softwood studs at 600 mm centres; head and sole plates; 12.5 mm thick plasterboard each side; tape and fill joints; emulsion finish
2.4.2	Allowance floor covering to both halves to be non-slip vinyl	17	m ²	45.00	800	
2.4.3	Allowance for Maglock required for fire exit door	1	item	450.00	500	
2.4.4	Allowance for creation of Kitchen including fridge, microwave, cooker with hob, steriliser, kettle for boiling water, sink unit	1	item	3,000.00	3,000	
2.4.5	Allowance for creation of Laundry Room including washing machine, tumble drier (can be stacked), storage, larder unit, sink unit	1	item	3,000.00	3,000	



APPENDIX 3

FULL DEVELOPMENT COST ESTIMATE (Cont.)

	Qty	Unit	Rate (£)	Total (£)	Notes
Winstanley					
Room 008					
Allowance for the room to be split in two to create 2nr contact rooms	18	m ²	90.00	1,600	130 mm thick partition; 70 mm steel studs at 600 mm centres generally; with 2 layers 15 mm Soundbloc board each side;
Allowance for the floor covering to be carpet tiles	37	m ²	40.00	1,500	
Room 009 – Existing Plant Room					
Allowance to create new external door opening to enable independent access to plant	1	nr	800.00	800	
Allowance to split the room to create wc for contact rooms inc creation of two doors into contact rooms	1	item	1,750.00	1,800	
Allowance for creation of WC room	2	nr	3,500.00	7,000	Drainage is unknown
Room 006					
Allowance for room to be split to create 2nr contact rooms and corridor access to all 4nr contact rooms and fire exit	55	m ²	90.00	5,000	130 mm thick partition; 70 mm steel studs at 600 mm centres generally; with 2 layers 15 mm Soundbloc board each side;
Allowance to install carpet tiles for floor covering	68	m ²	40.00	2,700	
Allowance to create new access to external space to rear of building	1	item	1,500.00	1,500	
Room 007					
Allowance for splitting room into 2 and creating 2nr children's wc linked to both contact room(s).	2	nr	3,500.00	7,000	Drainage is unknown



APPENDIX 3

FULL DEVELOPMENT COST ESTIMATE (Cont.)

	Qty	Unit	Rate (£)	Total (£)	Notes
Winstanley					
Room 005 (existing office/reception)					
Allowance for Office space for 2nr staff including strip out of toilets and closing off of drains.	1	item	2,500.00	2,500	
Allowance to contain controls to front entrance doors	1	item	1,500.00	1,500	
Allowance for Intercom with front entrance	1	item	1,000.00	1,000	
Allowance To contain CCTV screens / controls	1	item	5,000.00	5,000	
Allowance for panic alarms	1	item	3,000.00	3,000	
Allowance for police panic alarm	1	item	2,000.00	2,000	
Allowance for frosting film to glazing where appropriate	1	item	150.00	200	
Allowance for a worktop for workspaces	1	item	500.00	500	
Allowance to move doorway to enable workspace to have improved sight of entrance	1	item	500.00	500	
Room 002c – Disabled Toilet					
Allowance for making good and decorate including strip out f tiles and lay new vinyl non slip flornew floor	1	item	4,000.00	4,000	
Allowance for ensure door and fittings are functional	1	item	250.00	300	
Room 004 – Existing Toilets					
Allowance for refurbish as necessary ensuring two male ./ female clearly designated	1	item	3,250.00	3,300	
Allowance for making good and decorate	1	item	800.00	800	
Allowance for roof leak investigation and making good	1	item	10,000.00	10,000	
Room 003 – Existing Toilets					
Allowance for take out existing toilets, whbs, cubicles etc	1	item	500.00	500	
Allowance for reconfigure to create office space suitable for 4nr staff	1	item	2,000.00	2,000	
Allowance for need 1nr pc, docking stations, bench / worktop style desk space	1	item	1,000.00	1,000	
Allowance for floor covering to be wood effect non-slip vinyl	1	item	1,500.00	1,500	



APPENDIX 3

FULL DEVELOPMENT COST ESTIMATE (Cont.)

	Qty	Unit	Rate (£)	Total (£)	Notes
Winstanley					
Externals					
Allowance for security fencing around 1.8m high	526	m	40.00	21,000	Spons 8.4.1 Timber Fencing
Allowance for external lighting required	1	item	750.00	800	
Allowance to create 5 space car park plus taxi drop-off to front of building level the area remove trees	1	item	25,000.00	25,000	
Allowance for low maintenance planting	1	item	500.00	500	
Allowance for the creation of secure play area with rubberised tarmac	1	item	10,000.00	10,000	Spons 8.5 Playground Equip Swing1925, Slide 2250, Climbing Frame 1475 Safety Surfacing 16.7 * 216m2 = 3610
Other Items					
Allowance Security (panic buttons) & burglar alarm systems	1	item	15,000.00	15,000	
Allowance Intercom system in all 4 contact rooms linked to reception office	1	item	7,500.00	7,500	
Allowance Play equipment	1	item	50,000.00	50,000	
Allowance Asbestos Removal (To be firmed up following Type 3 R&D survey)	1	item	45,000.00	45,000	
SUB-TOTAL:					398,000
Main Contractor Prelims	15%	%	59,700.00	59,700	
Main Contractor OH&P	8%	%	31,840.00	31,800	
Contingency on Construction	10%	%	48,950.00	49,000	
Surveys	4%	%	15,920.00	15,900	
Design and Professional Fees	12%	%	47,760.00	47,800	
EBS Fees	10%	%	39,800.00	39,800	
Contingency on Surveys and Design	10%	%	10,348.00	10,300	
Future Inflation (BCI and TPI)	5%	%	32,615.90	32,600	
SUB-TOTAL:					287,000
TOTAL (ROUNDED):					685,000



ESTATES & BUILDING SERVICES | MAJOR CAPITAL PROJECTS

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APPENDIX 4

Indicative Project Schedule

The following is a high-level overview of the timeframe for the full development works, however this is a basis for discussion based on the final Option chosen.

RIBA STAGE	Winstanley Centre - Indicative Schedule	2022						2023											
		July	August	September	October	November	December	January	February	March	April	May	June	July	August	September	October	November	December
0 - 1	Review Client Brief	█																	
	Obtain costings to conduct feasibility studies (Topography, Arbocultural, M&E, Architectural, CCTV, Drainage Survey, Ecological)		█																
	Instruction to proceed or conduct alternative site assessment			█															
	Proceed with feasibility studies and review outcome (timeframe subject to consultant availability)			█	█														
2	Prepare concept design for pre-app (Architectural concept incorporating external areas namely parking and rear play area)			█	█														
	Submit pre-planning app (currently taking circa 8+ weeks)					█													
	Decision on future project funding from Board Required						█												
3 - 4	Planning submission and decision (taking 8+ weeks)						█	█											
5	Tender pack and detail design							█	█										
	Tender submission and management									█									
6	Contract Period										█	█							
7	Handover												█						