

Space Youth Centre

Project Brief – Jan 2022

Purpose of this report

We are seeking approval from the Portfolio Holder for Children and Families to proceed with the full bid. Following that approval, we will ensure that regular updates are available to all key stakeholders at agreed points in the project timeline.

Context and Rational

Youth Investment Fund Grant Programme

The Youth Investment Fund (YIF) is made up of £288m capital and up to £80m revenue grants and is funded by the UK Government.

Phase 2 began inviting expressions of interest in September 2022

The Youth Investment Funds aim is to deliver grants for up to 300 facilities in eligible places across England, by 2024/25 that:

- represent positive value for money,
- are environmentally sustainable,
- and enable positive activities for young people aged 11 to 18 (up to 25 for young people with Special Educational Needs and Disabilities)

There are only 10 eligible wards within Warwickshire, all in the north of the county. Abbey Ward is one of those areas and Hatters Space, a WCC (Warwickshire County Council) owned building, has been identified as a potential site for extension to include a new youth centre.

An Expression of Interest has been submitted to the Youth Investment Fund following extensive work by Targeted Youth Support and Development Officers from Children and Families. We are working alongside colleagues from Strategic Asset Management to get to a point where we are ready to submit a full bid. Young people have been extensively involved in the project as key stakeholders contributing to the concepts of the new building and identifying key features and services based on their needs and ambitions.

Business Needs:

- There is a lack of a suitable and accessible venues to deliver core Targeted Youth services and support voluntary sector youth services in Central Nuneaton
- Abbey ward is a key location in the provision and development of youth work, young people's services, and community services to support the council's plan for children and families
- Hatters Space has always been used in youth work delivery in Abbey Ward, however it has high demand for use by several services in children and families, as well as bringing in valuable revenue through use by community groups, charities, and businesses
- Hatters Space is a valuable resource for the Council; however, the building needs modernisation, particularly in concern to reducing energy costs and contributing to the council's net Zero plans

How will the project contribute to the resolution of the business problem?

- Extending Hatters Space site to create a new youth centre to deliver youth work and young people's services, both via WCC Youth work and C&F (Children & Families) services and through voluntary and third sector partners.
- The costs will be met by an external grant and not require Capital funding
- Within the new extension, include on site Solar Power and other sustainable energy measures, that will provide a positive impact on sustainability targets and ongoing energy costs to the site.
- Preserve the existing revenue streams from third sector community use of Hatters Space, alongside continuing to provide an important asset to the community.

Key areas of Alignment with WCC Strategic Plan:

Deliver our Child Friendly Warwickshire strategy - happy, healthy, safe children

- Supporting children and young people to remain happy, healthy, and resilient by promoting physical and mental wellbeing.
- Ensuring children and young people are safe from harm and the most vulnerable are protected.
- Supporting families to make positive changes so that children have better life outcomes
- Supporting young people to be heard, be active citizens and contribute to adult life.
- Providing easy access to local multi agency support for the whole family through the development of Family Hubs

Through education, improve life opportunities for children, young people, and those with special educational needs:

- Supporting children to achieve at all levels of learning; to be well prepared for the future of work and have skills for life.

Tackle climate change, promote biodiversity and deliver on our commitment to Net Zero:

- Becoming a net zero Council by 2030, focusing particularly on our buildings and fleet.
- Supporting the UN Sustainable Development Goals by embedding those areas relevant to us in our Climate Action Plan and tracking our progress.

Project Brief:

Required Provision

Following consultation with Youth Work Staff, Young people, Centre staff and users at Hatters Space and other key stakeholders against the criteria laid out by the YIF Funding guidelines, the key required provision is outlined below

- A multi-use open plan space for universal youth work provision and more targeted provisions
- A private room for 1-2-1 or counselling sessions
- Flexible drop-down spaces for ad hoc administrative working for staff and partners including small groupwork sessions with focussed activity
- An outdoor courtyard area that offers space for physical activity and connection to nature
- A flexible workshop area that permits highly practical activities (such as bike maintenance etc.)
- Integration of these aspects into the existing site at Hatters Space, complementing existing provision, while maintaining autonomy of the building for youth work and related services.

See Appendix 2 for the existing floor layout plus further details of space requirements and integration at the existing site

Timescales

TYS (Targeted Youth Support) aims to bring the full grant application before the YIF panel in early 2023. An outline project schedule has written to anticipate the project timescales, with an estimated duration of 24 months between a successful bid application and project completion.

Funding

The core capital and revenue funding for this project is sought from the YIF capital building fund

Support for planning permission, feasibility and technical & Architectural is available via Strategic assets with the cost becoming repayable from the capital grant should the full application be successful. An outline of construction costs is provided in appendix 4

Additional Site considerations

Development of the centre on the existing site at Hatters Space will require a new reception area. This is proposed through re-locating the existing reception area. Disruption to current user groups that use Hatters Space will be minimised and considered within the overall project schedule.

Environmental Impacts

Following the County Council's declaration of a Climate Change Emergency any redesign will require the consideration of Carbon Neutral build methods to ensure the environmental impacts of delivering and operating the new provision are reduced where possible.

Young People's ambitions for a greener and more sustainable space match the key sentiments of Warwickshire's sustainable Futures strategy:

We want to live and work in buildings that are energy efficient, powered by clean energy sources and connected to nature.

In looking at the Environmental impacts in the concept design for the project brief, the BREEAM Requirements for Local authorities for sustainable development were used as a basis to explore and refine the overlap in ambition and strategy.

- Selecting an existing, well used community centre rather than looking to complete a new build project puts front and centre the benefits of retaining, improving and future proofing existing assets. Hatters Space is around 70 years old, having been a former school repurposed as a youth & community centre in 1963. To support the energy and heating demands of the planned extension, complete replacement of the current Gas heating system of the has been included in the project specification and costing
- In line with this, upgrading and improvements to the existing electrical systems are planned to incorporate on site sustainable energy generation in the form of solar panels to be placed as part of the build
- The concept produced by young people has been heavily influenced by open plan sustainable spaces that use materials that have a reduced environmental impact either in production or are recycles, repurposed or could be reused – including the shipping container outbuildings, steel frame Construction (that can be taken apart and re-used, Meccano was involved in these particular discussions) and overall footprint of the building that could be constructed in a modular way or offsite to reduce energy consumption during the construction process
- The overall shape of the building was influenced not only by looking inviting and more like a house than an office in shape, but incorporates ideas such as windows that collect solar energy in the winter but not heat in the summer and other ideas from buildings that can use methods other than traditional heating systems for maintain environmental comfort
- The green roofs and vertical garden ideas that have been incorporated into the concept focuses both on the connection to nature but also offers new potential for better wastewater management to be explored in the technical design stage.

Governance Arrangements

Warwickshire County Council standard governance arrangements for construction projects will be utilised and supported by the relevant teams within finance, Children's and families and project management.

Risk Management

The project will adopt standard risk management procedures which are to be continually refined throughout the life of the project due to the dynamic nature of risks and will be managed by exception. The assigned Project Manager will have responsibility for overseeing a project Risk Register.

Building Condition & Feasibility

A feasibility study is going to be commissioned to understand the risks, constraints, and opportunities for the building. If required surveys for building condition and MEP services will be commissioned to identify areas of non-compliance or technical challenge are identified early so that decisions can be made in relation to project scope and budget with any residual unknowns to be clearly noted in the Risk Register.

Other

The emerging design will adopt a Sustainability Strategy and Fire Management Strategy while considering natural ventilation, daylight and lighting requirements and acoustic performance.

The specification in terms of durable materials, Mechanical and Electrical services, surface finishes and colour schemes will be developed further during the design process while ensuring all facilities are DDA compliant and culturally inclusive with full access as prescribed within the Equality Act 2010. Work has been undertaken with young people as key stakeholders to understand specific needs around access and space to provide a welcoming youth centre for all young people.

Future revenue cost implications

Ongoing revenue costs for the building will increase because of the increase in building size. The main areas of increase will be cleaning and maintenance. We are currently unable to accurately estimate any potential increase in costs for electricity, gas, and water as we are hoping to offset a substantial proportion of these costs with the implementation of a new, more efficient heating system and solar panels. A detailed analysis by property services will be created during the project development.

Strategic Assets

The project has received support from the Strategic Assets Team who were instrumental in providing key information around cost, times, and governance. A named representative from Strategic Assets has been allocated to support project development. Given the positive reception of the initial expression of interest by the Youth Investment Fund, funding, and procurement support to further develop the project including planning permission, site surveys and technical building design will be provided by Strategic Asset Management.

Stakeholder Consultation Summary

Early Consultation with Stakeholders has been undertaken to shape the initial proposals and design prior to passing onto professional building design services. This is to ensure a wide range of perspectives were able to influence the key priorities and key business needs.

Key initial stakeholders consulted included the following:

- Leadership and Management in Children and Families, Early Help and Target Youth Support Services

- Internal Children & Families Teams and Third Sector Partners supporting Young People in the Nuneaton Area, such as the House Project & MIND
- The Centre Manager, Staff Team & Key Users of Hatters Space Community Centre
- Targeted Youth Work practitioners

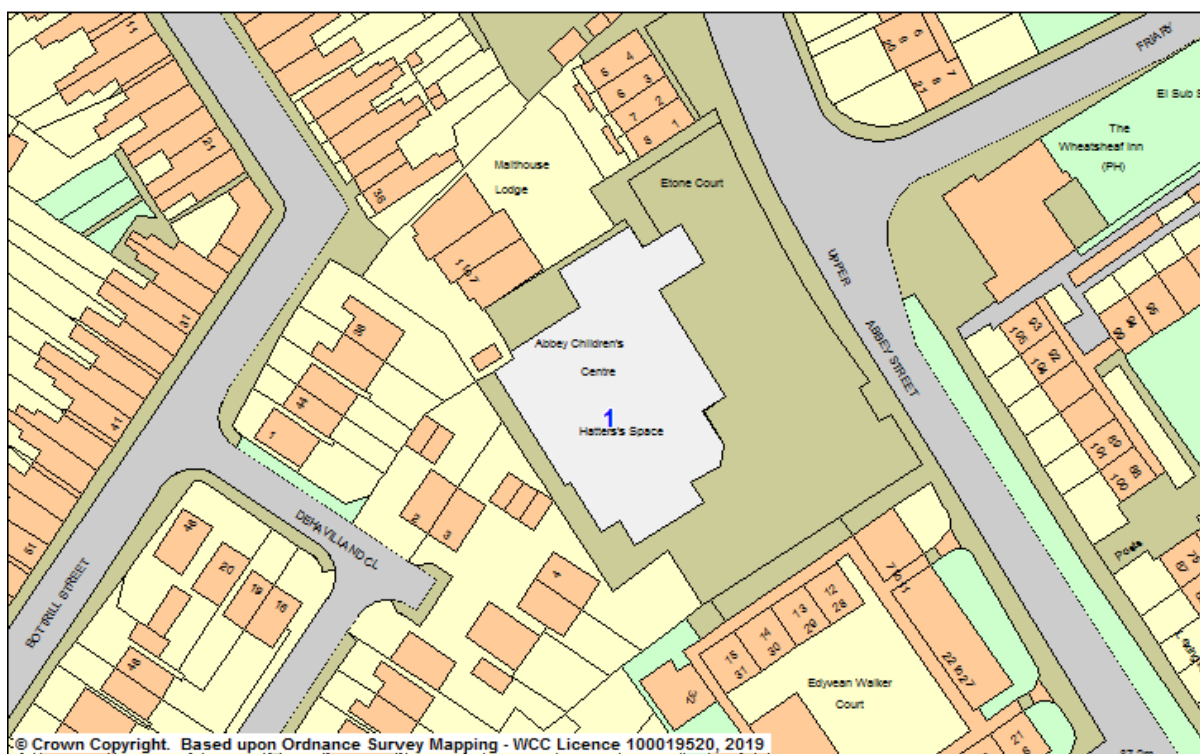
Following project approval from the portfolio holder wider consultation with community & neighbours will be undertaken

Central to the earliest part of stake holder engagement was a longer-term piece of work undertaken with a small group of young people who were already receiving support with TYS – A report from this project is included within the appendices of this report in Appendix 3

Next Steps:

- Approval from DLT
- Approval from Portfolio Holder
- Proceed to procurement of services via Strategic Assets including
 - Architectural & Technical Design Services
 - Project Management
 - Feasibility, Planning permission Support, and site surveys.
- Full Application

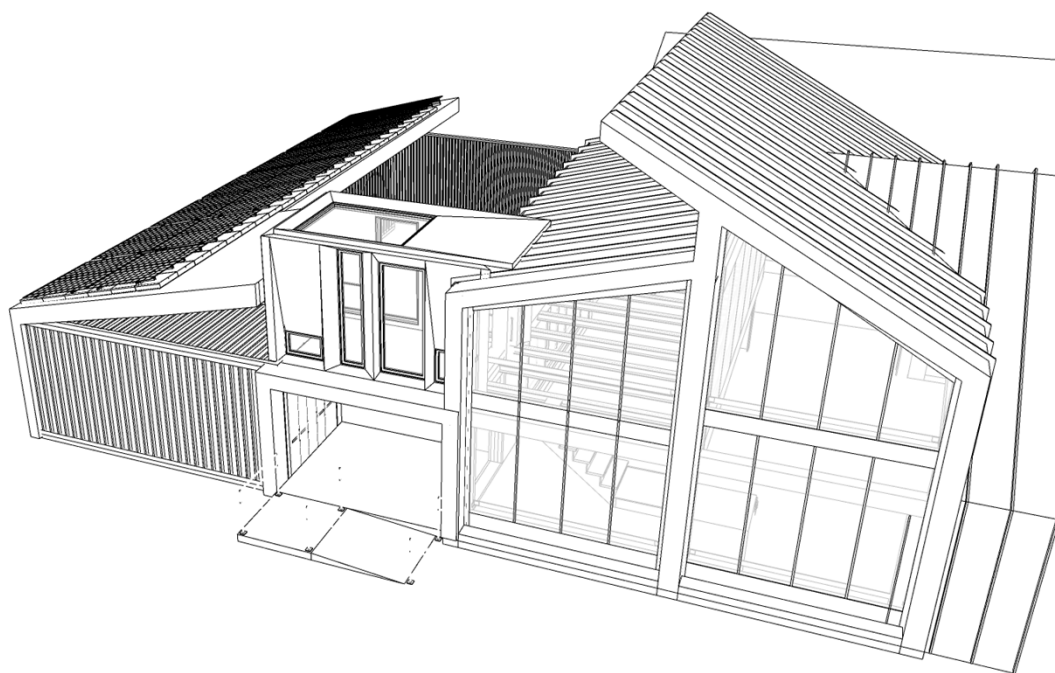
Appendix 1 - Location and Site Plan



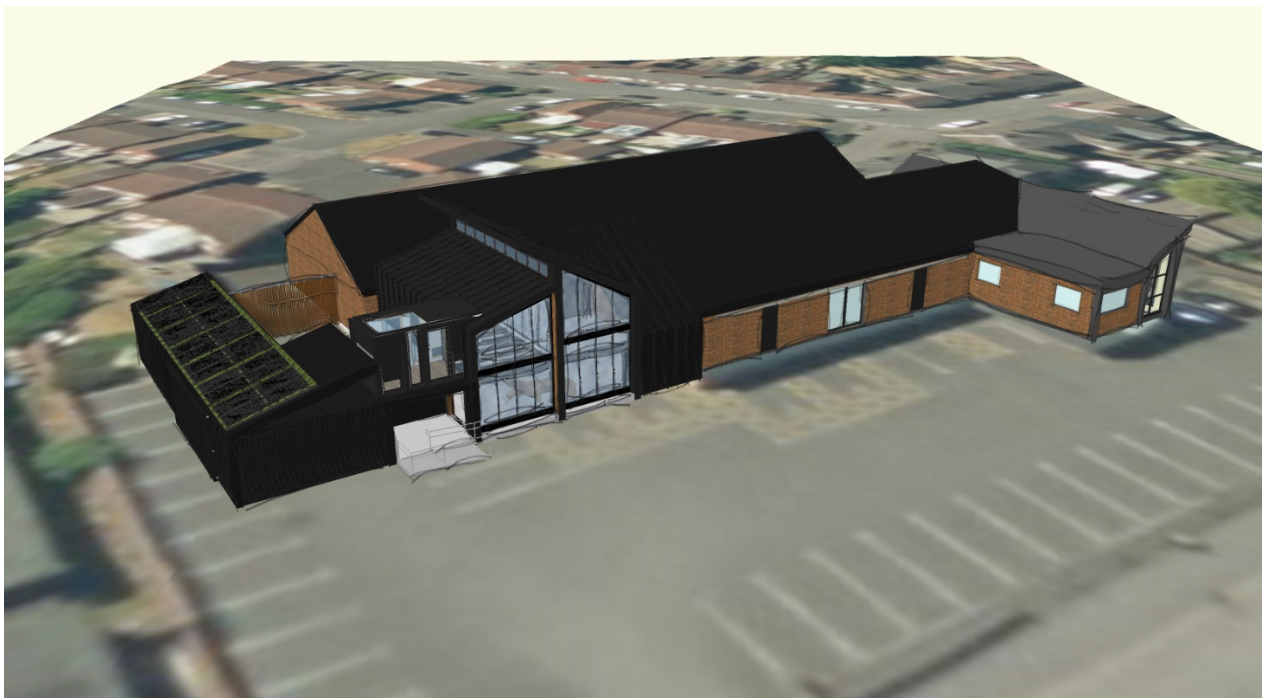
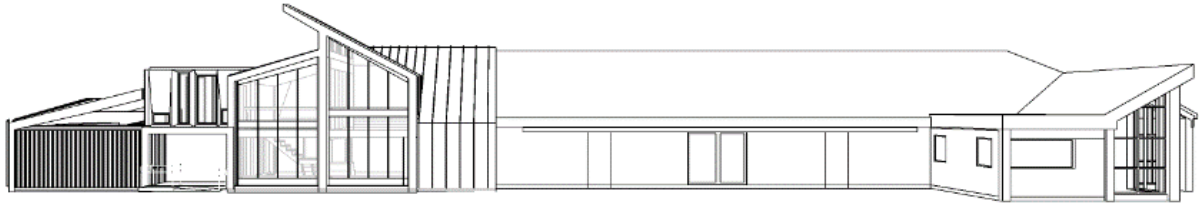
Appendix 2 – Proposed New Youth Space

Concept – Designed in Partnership with local Young People:

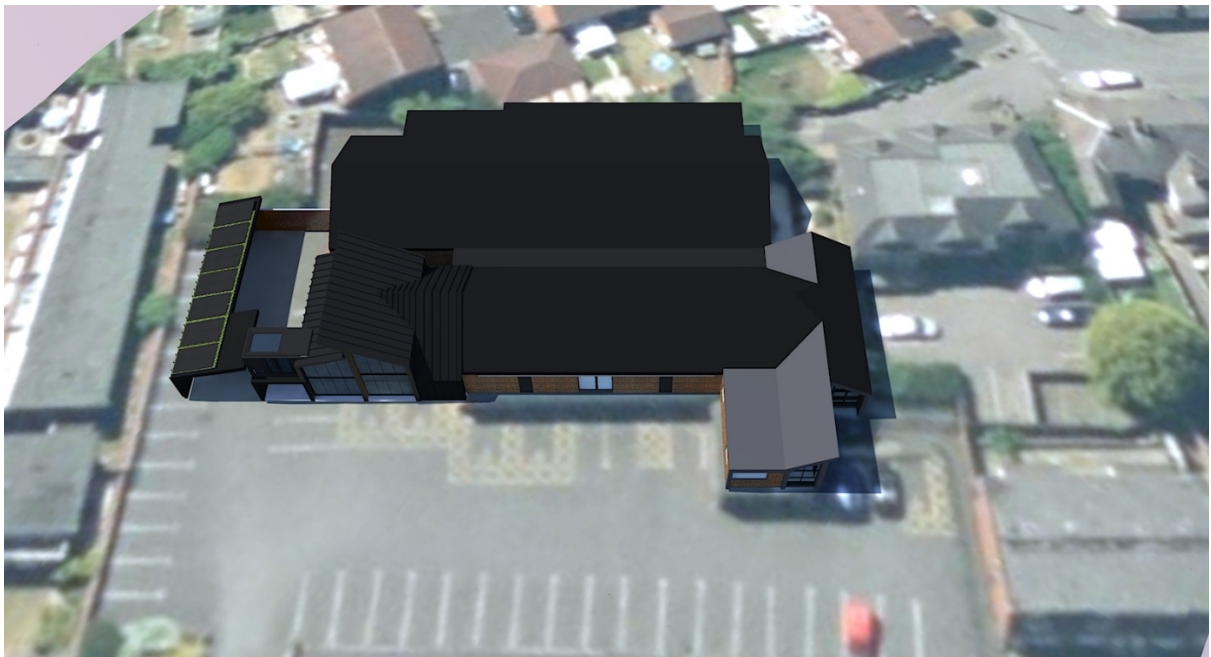
1. The overall concept for the new youth building



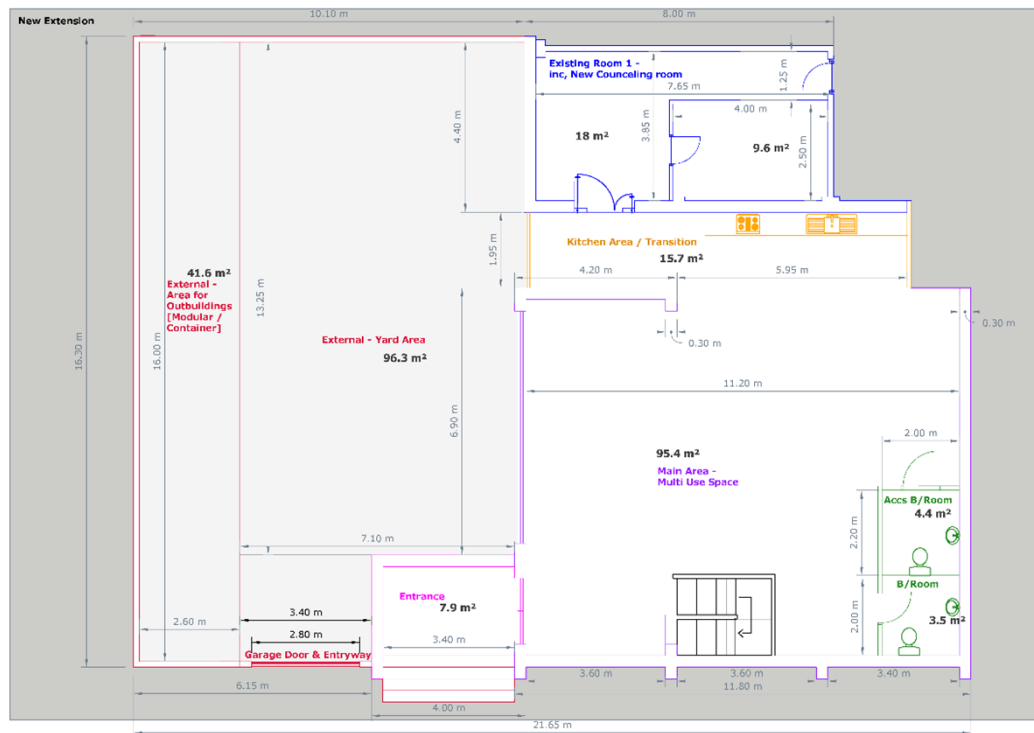
2. Shown in relation to the existing building



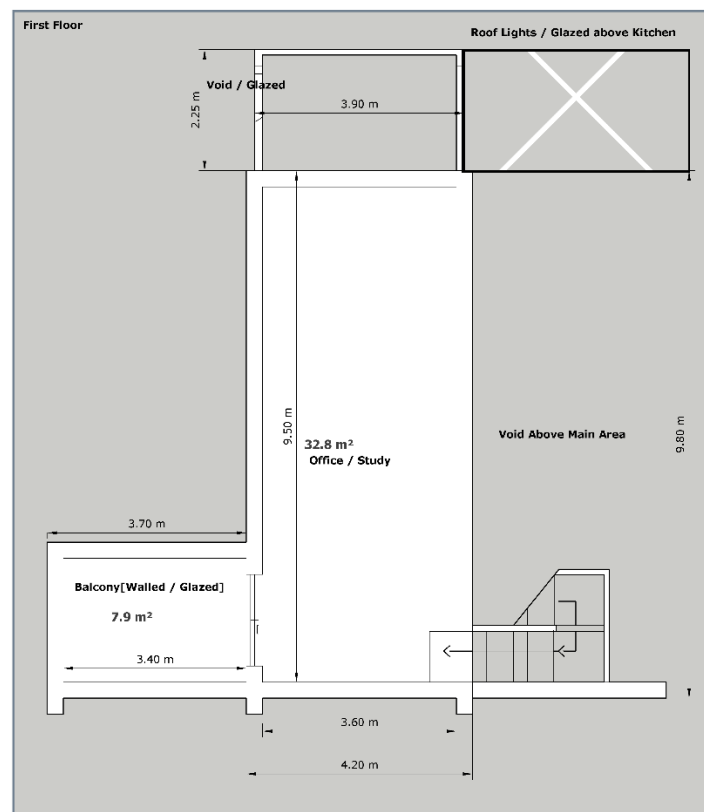
3. In relation to Existing Building – Aerial Photography Perspective



Proposed Floorplan



4. Ground Floor - Main building and Exterior Spaces



5. First Floor Area

Proposed Specifications in consultation with young people

Flexible multi Use Space:



The main area should provide a bright, open plan multi use activity area connecting all other areas. It should be suitable for many uses including youth clubs, projects, and meetings. It needs to have a kitchen area and kitchen table like things because that's the first place we usually end up in other people's houses. Social spaces can be big but spaces that make you feel safe are just as important for some people so they can get involved in the first place with a group and a utility area with things such as laundry/washing and storage for life skills projects. Two unisex single

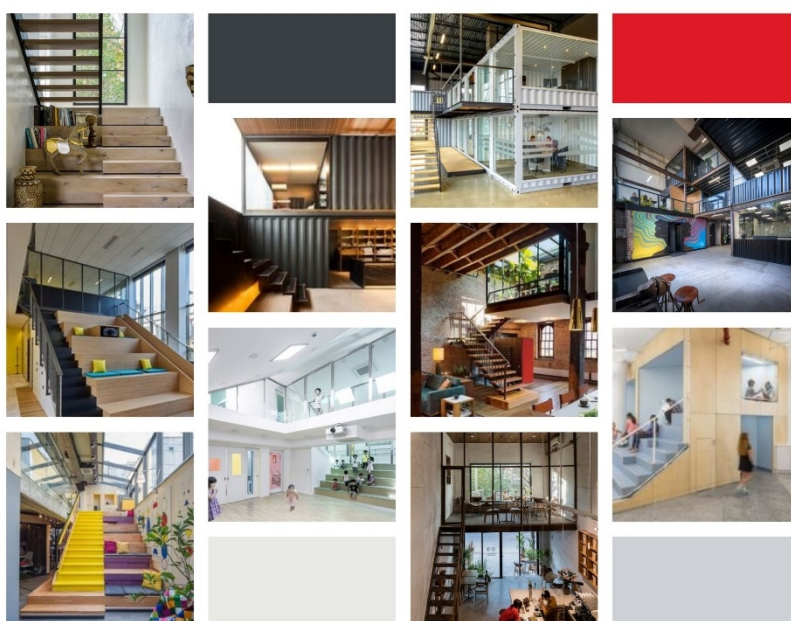
occupant bathrooms, one of which is accessible and should include a shower / wet room capability for homeless young people. And, if we can move all the furniture around this will provide flexibility to change the space to suit the activities taking place.

Private 1-2-1 Space:

Lots of organisations want to work with us (young people) and give 1-2-1 support for all sorts of things, especially counselling for mental health but a lot of the time it's in the wrong place. Not everyone can feel comfortable sitting in a room with two chairs and a box of tissues. Some people are different and can't make eye contact and need to do something to be even able to take part. 1-2-1 Spaces and rooms should be comfy and private but also be fit for all sorts of uses like messy crafts or practical projects as well as counselling or 1-2-1 work.

Dropdown / Group Spaces:

We should be able to have a big space and space for groups at the same time but so the youth workers can still see what's going on. And spaces that can be used for admin, but an office is too formal. If the only suitable spaces are upstairs, then it's going to be hard for people in wheelchairs so there should be a space up and down too for this. The internet and Wi-Fi are important alongside space to get involved in new challenges.

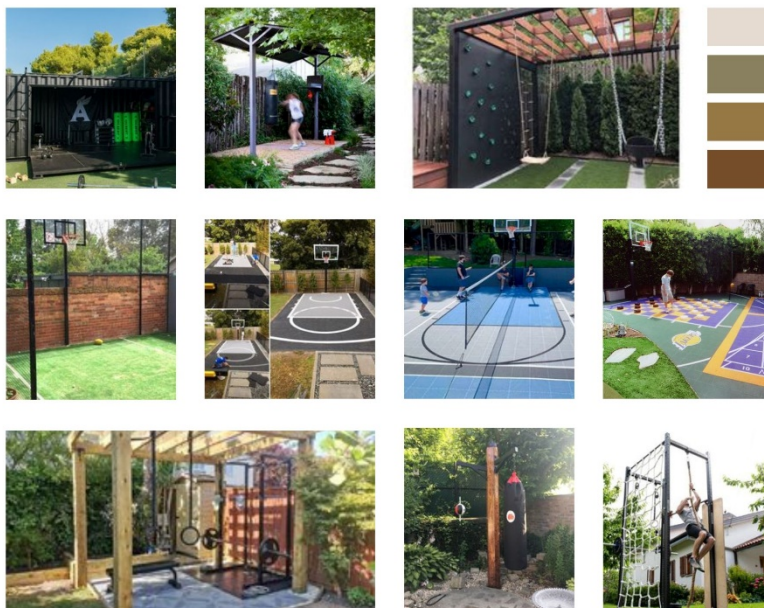


Enclosed Courtyard / External Space:



Nature and having some room to go outside is really important – not just for sport but also to chill out and relax or try new things. We really like the plants that go up the wall because Hatter's space is pretty dull (apart from the weeds). It's good for your mental health and would feel safe in a youth club

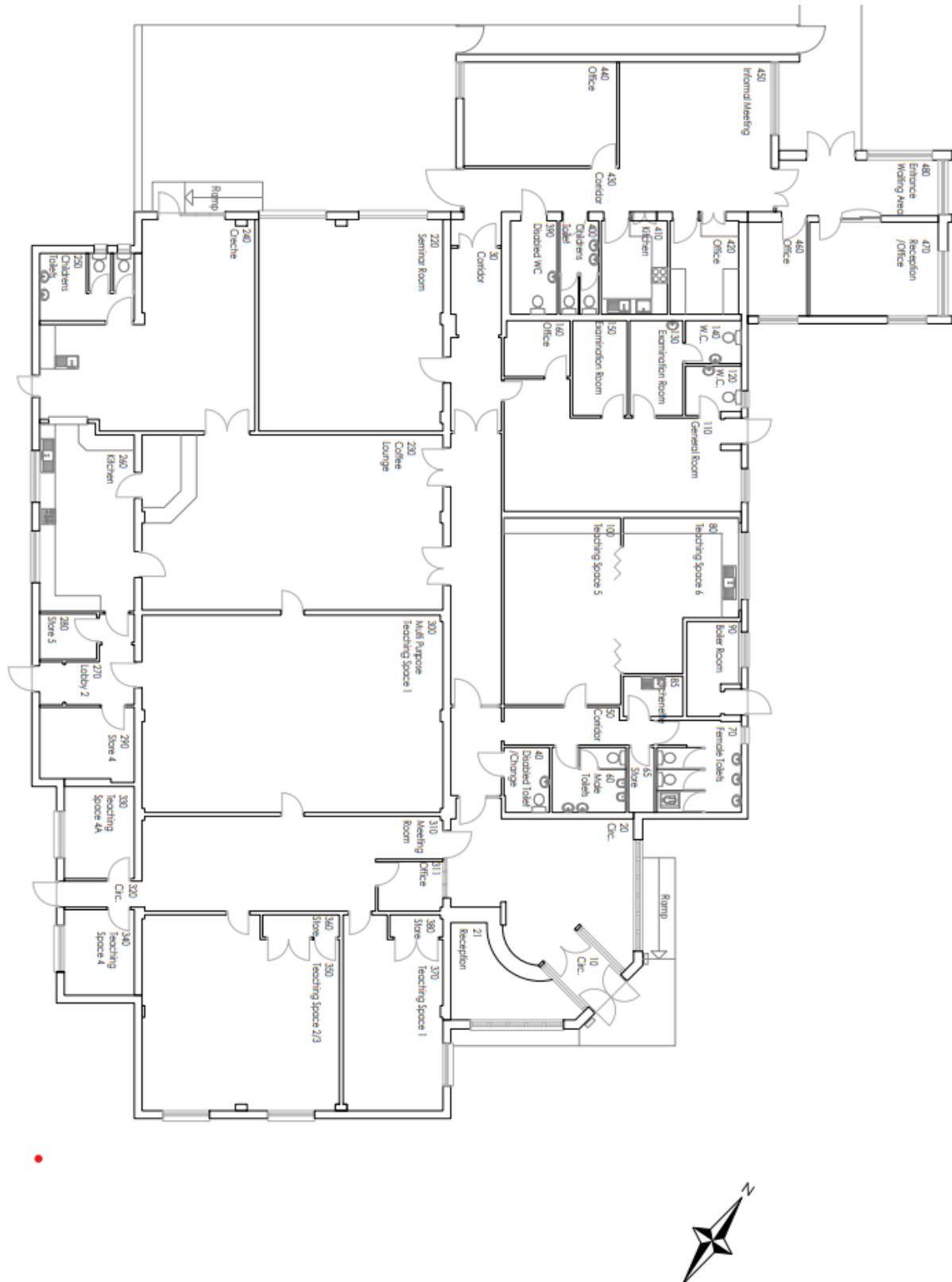
Workshop & Activity Space:



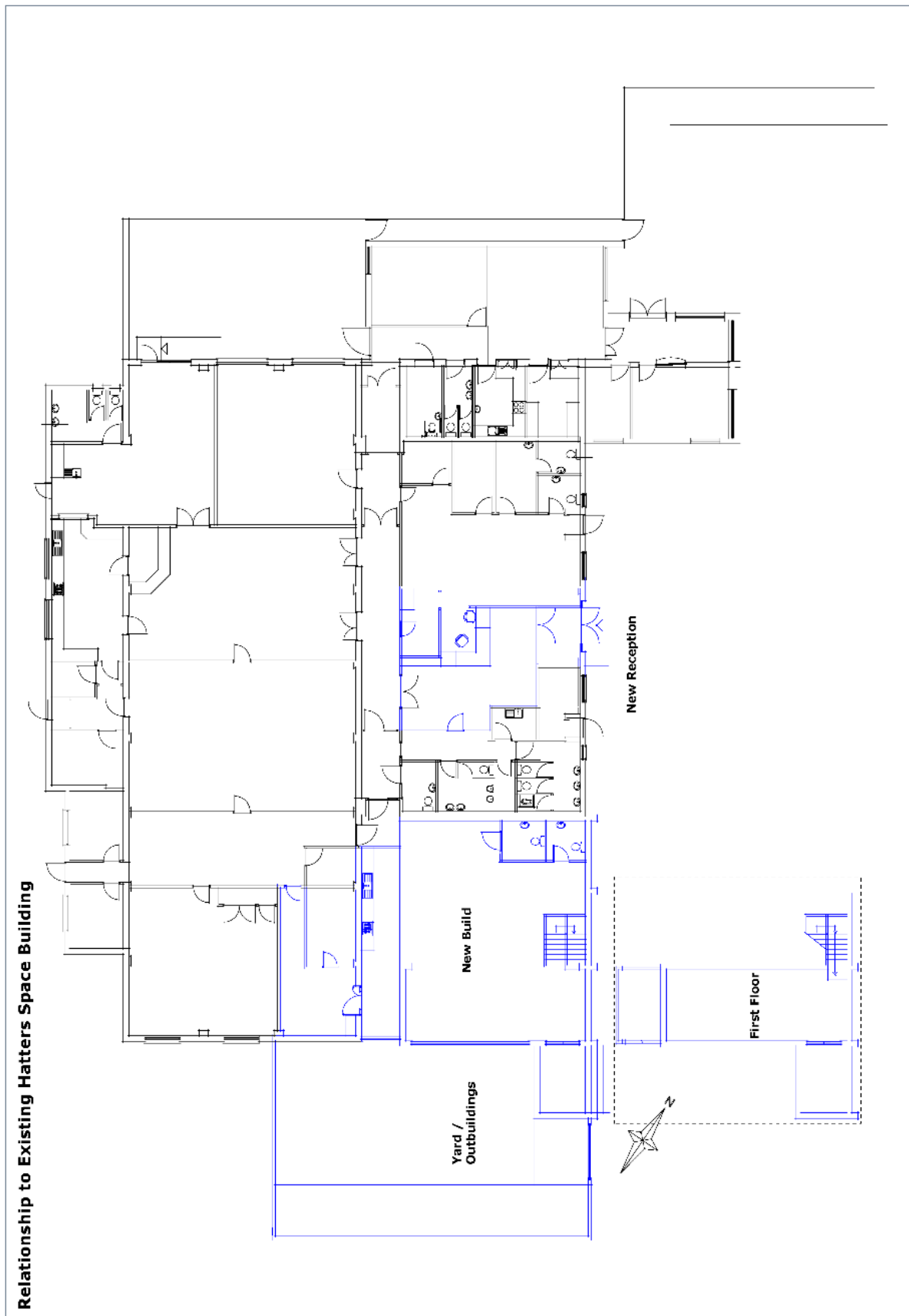
We need workshops for our bike projects and practical stuff where we can make a mess but not get rained on. An area for sport and activities too- It doesn't need to be massive cause not every activity is a group game. We didn't want one big pitch or hall taking up all the space cause not everyone likes team games like football, but everyone can enjoy physical activity if it's in the right place with the right people.

Proposed Reconfiguration to Hatters Space Existing Building

Existing Floor Plan

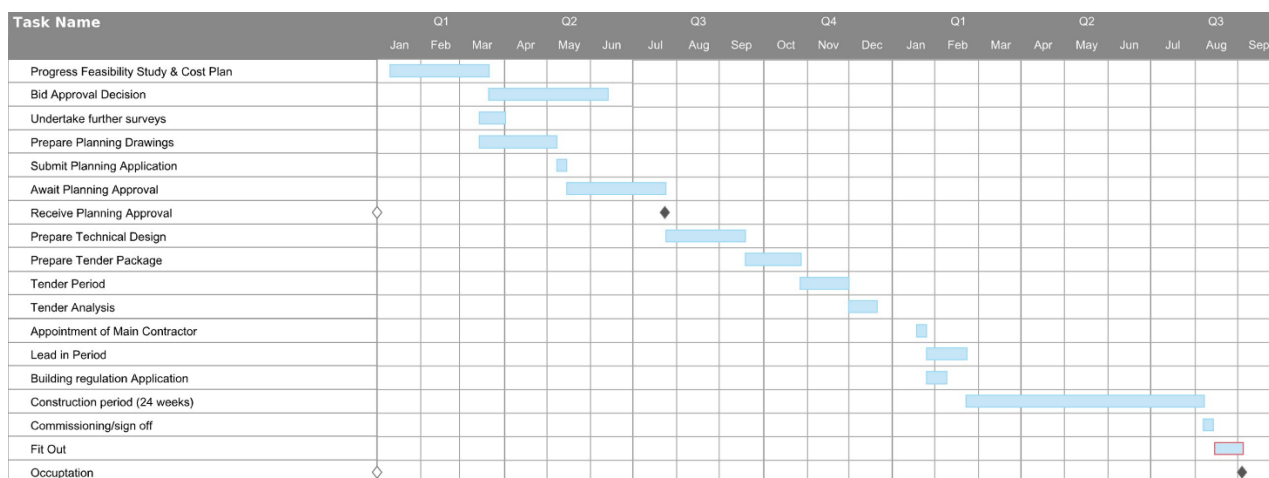


Proposed new Floor Plan



Appendix 3 – Timeline & Costings

1. Approximate Project Timeline



2. Build Summary Costs & Detail

Hatters Space Community Centre UPRN 1157		DATE: 28/09/2022 Rev 1
Statement of Cost Project Costs Summary		
ITEM	SUMMARY COSTS	COST £
1	Youth Centre New Build Extension	£596,250.16
2	Teaching Space 1	£15,686.00
3	External Workshop	£120,175.00
4	New Reception	£55,217.25
5	Existing Building Improvements	£176,214.50
6	External Works	£5,439.50
7	Construction Costs	£968,982.41
8	Professional Fees - Project Management, Design, CDM, Cost Control, Structural Engineer, and Planning @ 15%	£145,347.36
9	Contingency @ 10%	£111,432.98
10	Tender & Construction inflation; 3Q22 - 3Q23 @ 5%	£61,288.14
11	Total Cost excluding VAT	£1,287,050.89
Exclusions:		
11.1	Value added tax & Capital allowances/grants- Specialist advice should be sought	
11.2	Other development/project costs	
11.3	Asbestos	
11.4	Upgrading of service capacity (assumed existing is sufficient to	
11.5	Any unknown planning requirements - additional parking,	
11.6	Any loose fixtures and fittings and non-fixed classroom	
11.7	Decanting existing classrooms	
11.8	Any temporary classrooms/reception units whilst the	
11.9	Sport England requirements	
11.1	AV/IT requirements	
11.11	Highways alterations/278/parking alterations etc	
11.12	No drainage provided to workshop only small power and lighting	

Statement of Cost - Construction	DATE: 28/09/2022 Rev 1			
BUILDING WORKS	QUANTITY	UNIT	RATE	COSTS
YOUTH CENTRE NEW BUILD EXTENSION				
Demolition of existing reception building and ramp	70	m2	£ 200.00	£14,000
New youth centre comprising of a two-storey building with central staircase, entrance lobby and ramped entrance - concrete pad foundations - steel framed building - pitched standing seam steel roof with internal sloped plasterboard finishes - Floor to ceiling height glazing to front and side elevations and plastered wall finishes to masonry walls - mechanical ventilation to internal spaces (WC & Kitchenette.) - extend heating system - extend ICT / server systems - access control to entrance lobby - luxury vinyl hygienic floor finishes -	192	m2	£ 2,382.00	£457,344
Main Contractors preliminaries	15%		£471,344	£70,702
Main Contractors overheads and profits	10%		£542,046	£54,205
New Build Sub Total				£596,250
Teaching Space 1				
Redecoration	80	m2	£ 15.00	£1,200
Plaster repairs	1	nr	£ 500.00	£500
Flooring	30	m2	£ 40.00	£1,200
New ceiling grid and tiles	30	m2	£ 60.00	£1,800
New partition to create small room	1	nr	£ 3,700.00	£3,700
Lighting & small power	1	nr	£ 2,000.00	£2,000
New doorway into extension	1	nr	£ 2,000.00	£2,000
Main Contractors preliminaries	15%		£12,400	£1,860
Main Contractors overheads and profits	10%		£14,260	£1,426
Teaching Space 1 Sub Total				£15,686
WORKSHOP				
Suitable hardstanding including subbase including drainage channel	100	m2	£ 160.00	£16,000
Steel shipping container 12m x 2.5m with electric roller shutter door	1	nr	£ 25,000.00	£25,000
Installation of 18KW solar panels split between container roof and new build roof.	1	nr	£ 30,000.00	£30,000
Roller shutter door and frame between steel container and entrance lobby	1	nr	£ 8,500.00	£8,500
Side gate and fence to restrict access to rear of building	1	nr	£ 2,500.00	£2,500
Lighting & small power	1	nr	£ 3,000.00	£3,000
Service connections and diversions; foul & surface water drainage, electric, gas & water services all within vicinity of extension area that require diverting	1	PS	£ 10,000.00	£10,000
Main Contractors preliminaries	15%		£95,000	£14,250
Main Contractors overheads and profits	10%		£109,250	£10,925

Workshop Sub Total				£120,175
NEW RECEPTION WITHIN EXISTING TEACHING SPACE 5 & 6				
Strip out	1	nr	£ 1,100.00	£1,100
Redecoration	100	m2	£ 15.00	£1,500
Plaster repairs	1	nr	£ 1,000.00	£1,000
Flooring	60	m2	£ 40.00	£2,400
New ceiling grid and tiles	60	m2	£ 60.00	£3,600
Lighting & power & access control	1	nr	£ 3,800.00	£3,800
New radiators and adaption to heating system	1	nr	£ 2,250.00	£2,250
New reception desk & screen	1	nr	£ 12,000.00	£12,000
New draught lobby including removal of window and masonry to create new entrance	1	nr	£ 8,000.00	£8,000
New external ramp and handrails	1	nr	£ 6,000.00	£6,000
New fire rated window into corridor	1	nr	£ 2,000.00	£2,000
Main Contractors preliminaries	15%		£43,650	£6,548
Main Contractors overheads and profits	10%		£50,198	£5,020
New Reception Sub Total				£55,217
EXISTING BUILDING IMPROVEMENTS				
Redecoration of existing teaching spaces and communal areas	750	m2	£ 15.00	£11,250
New fire doors off circulation corridor	19	nr	£ 950.00	£18,050
Fire alarm, CCTV, and electrical distribution upgrades	1	nr	£ 10,000.00	£10,000
Replacement of main boilers which are life expired	1	nr	£ 100,000.00	£100,000
Main Contractors preliminaries	15%		£139,300	£20,895
Main Contractors overheads and profits	10%		£160,195	£16,020
Existing Building Sub Total				£176,215
EXTERNALS				
New external PIR lighting to fire escape routes and new entrance lobby	1	nr	£ 2,500.00	£2,500
Reconfigure line marking to parking spaces	1	nr	£ 1,800.00	£1,800
Main Contractors preliminaries	15%		£4,300	£645
Main Contractors overheads and profits	10%		£4,945	£495
Externals Sub Total				£5,440
CONSTRUCTION TOTAL				£968,982

Appendix 4 – Stakeholder Project Report with Young People

I need more space

Putting young people at the Heart of this project

Authentic engagement and inclusion of young people in consultation processes, particularly in unearthing and understanding the needs and views of those most in need of support services, can be problematic when only approached for short term work or using sessional approach to consultation.

To truly enable young people's voice to be heard as part of this project, a longer-term piece of work was agreed that would offer young people the support, development and positive relationships needed to negotiate the barriers to give a genuine opportunity for them to influence the direction of this project.

This engagement was well supported and resources by TYS and worked Jointly with the Quality & Impact Teams development officers and took the form of a small group of young people coming together as a group.

The project began by inviting young people already engaged with TYS support to get directly involved with the work of finishing a refurbishment project of an existing room used for youth work delivery in Hatters Space, which included both elements of designing and picking final finishes such as paint colours, flooring, and furnishings and practical work, including learning how to gloss skirting boards and assemble furniture in order to cultivate a sense of ownership and self-efficacy for participants. The group met weekly between September and December 2022.

The project engaged young people with a diverse set of challenges including disability, social isolation, poor mental health, and dis-engagement from education. All the participants had previously only received 1-2-1 support with a youth worker and moving into a group environment was also an achievement for many of the participants.

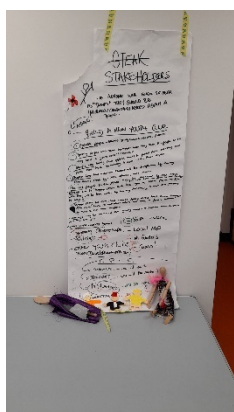
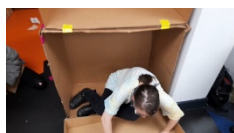
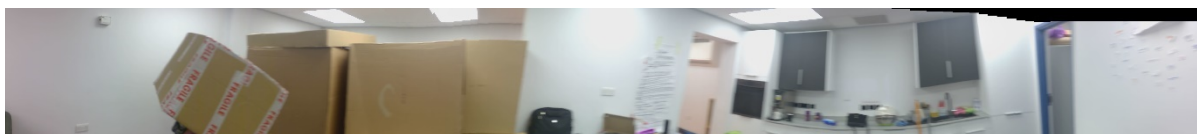
The young people began taking the lead on aspects of the sessions, including making arguments for tea-time meals to be provided to increase group cohesion and reduce hunger, which was agreed, and meals cooked by young people became a regular feature of the sessions. Including everybody in these meals became important to the group, who worked hard to understand each other's needs to make it accessible for everyone – up to and including re-arranging the tables and chairs set out for dining so an autistic group member could dine at the table while sitting in the doorway of the store cupboard to feel safe and secure enough to join the group at the table.

Building on opportunities like this with the group was instrumental to nurture their sense of ownership and understand the importance and value their lived experiences and needs would bring to influencing the design of a youth centre. As their confidence developed, even prior to beginning work proper on the New Build consultation, the group had already reached a consensus that, while awesome – their new space wasn't big enough for all the young people in the area who needed it and had begun hatching plans to give *“Warwickshire County Council a good talking to about that”*

As such, when presented with the opportunity to get involved with designing an idea for the building itself was offered, it was seized upon by the group. In producing the plans included with the project

brief, a huge amount was contributed by our young people though a diverse range of activities, often led by the young people themselves, to conceptualise the space they wanted and needed.

These activities included (but not limited to):



- Building Cardboard box dens to illustrate and appreciate safe spaces for neurodivergent young people
- Setting up, maintaining, and contributing to Pinterest boards that captured their ideas for the use of space, style of building, décor, and aesthetics
- Running a group chat to co-ordinate sessions and activities
- Getting involved with the project management side of things by identifying Key stakeholders for the project, and making finger puppets to represent the Key Stakeholders
- Creating artwork that represented young people's need for Space
- Producing Lists of ideas for resources, activities, projects and initiatives that could happen in the building once complete to understand what needed including in designs
- Writing statements for the full YIF application
- Getting directly involved in realising the designs by using 3D modelling software, which included some previous, uniquely creative drafts of the concepts such as versions that included a large dinosaur population added to the carpark, a Roof Nando's, NEON Pink exteriors and a beanbag of approximately 30ft in diameter in the exterior space.

The group has now finished meeting regularly after the design work and contribution to the application has been completed, however many still wish to be engaged with the overall project moving forwards in whatever opportunities are available. Positive progress by group members outside of the project has also been evident, including members who have re-engaged with education, mental health support services or finding the confidence to engage with positive social activities.

The plans that form the concept and outline of this proposal demonstrates the creativity, inclusivity, ambitiousness, and passion young people can bring to shaping the world around them when we truly invest in providing them with right opportunity, resources, time, support, and space.

