
Transfer of Half Share of the Legal Interest in the Waterside Centre – Supporting Information

1. Introduction

- 1.1 This paper sets out a proposal to work collaboratively with Berkshire Youth to refurbish the Waterside Centre and allow it to provide a universal offer to the young people of West Berkshire whilst protecting the Council services that are currently provided within it.

2. Background

a) Wharf Regeneration

- 2.1 There has been a long and somewhat chequered history to the plans to redevelop the Wharf in Newbury. The area itself has had a number of uses over time but in 2003 the Council published Newbury 2025: A 20 year Vision for Newbury Town Centre, in which it was cited, “the current open space (car parks on the Wharf) was not seen to be making a positive contribution to the area and the reprovision of the car parking elsewhere was seen to open up the possibility for further development to enhance the cultural and leisure opportunities within the Town Centre.” Opportunities were also seen to exist to enhance the visual connections with Victoria Park that lies on the northern side of the Canal. The Vision also recognised the importance of both the Granary and Cloth Hall in framing any future development of the Wharf area.
- 2.2 Since then the Council has refurbished both the Granary and Cloth Hall. The Market Street redevelopment will see the Bus Station relocated on the Wharf alongside the Library. Improvements have also been made to Victoria Park. However a holistic regeneration of the Wharf area has not taken place albeit not without some considerable effort.
- 2.3 In summary work on the Wharf since 2003 has included the following;
- (1) the creation of a Steering Group through the then Town Centre Partnership which looked at various projects at the Wharf including a hydroelectric scheme, new water basins, a new waterways museum, a community building and the replacement of the Waterside Centre;
 - (2) in 2005 a proposed scheme for the redevelopment of the Wharf was created which was the subject of public consultation late in 2006. This included, as Phase 1;
 - (a) a new water based activity centre near Northcroft Leisure Centre;
 - (b) new riverside apartments on the site of the Waterside Centre;
 - (c) creation of a new Park Pavilion;

Phase 2 which was to follow once Parkway had been completed included;

- (d) one navigable and one non navigable water basin;
- (e) a restaurant and inn alongside Wharf Road and;
- (f) a new public square.

The development (aside from the contribution of land) was to receive no funding from West Berkshire Council.

- (3) In September 2007 the Wharf Regeneration Scheme was brought to the Executive where it was agreed Phase 1 should be progressed with Greenham Common Trust chairing a new Steering Group to take the project forward. This proved problematic and in late 2008 it was agreed to create a new Steering Group chaired by the Council with a view to taking Phase 1 of the project forward in the form of 2 new Park pavilions;
- (4) in May 2009 a formal proposal was brought to the Council's Executive which sought to grant Greenham Common Trust (GCT) a lease to construct two pavilions within Victoria Park. The first was on a smaller scale to that originally envisaged in 2005 with a new adjoining pavilion being constructed closer to the sports based facilities in the Park.

The economic downturn, and concerns regarding the economic business case for constructing the pavilions, led to this proposal being shelved and during 2013 the focus moved away from Victoria Park and back to the Wharf;

- (5) Later that year a project brief was drawn up which revisited once again the regeneration of the whole Wharf area. These proposals included;
 - (i) the remodelling and refurbishment of the Waterside Centre which was triggered in part by the Canoe Club looking to refurbish their own premises which are based at the southern side of the Canal at the Wharf (this was seen as Phase 1).

Phase 2 was seen to include;
 - (ii) the redevelopment of the western section of the Wharf in front of the Library where the theme would be 'water';
 - (iii) the redevelopment of the eastern section of the Wharf where the focus would be on new public realm and enhancement of the Peace Garden;
 - (iv) the construction of one or two pedestrian bridges across the Canal (as originally planned in 2005)

GCT were to take a lead role in both promoting and funding the scheme. It was agreed that a local competition would be held to create a design for the regeneration. This would then be followed by public consultation.

- (6) During 2014, work commenced on Phase 1 namely planning the remodelling and refurbishment of the Waterside Centre. The initial concept was that GCT would either purchase or lease for the Council a new building from which the Council services (with the exception of the Activity Team) currently based at the Waterside Centre, would operate. Discussions reached an advanced stage and by February 2015, a report had been prepared for the Newbury Town Centre Task Group recommending that the Council enter into a lease agreement with GCT for a building in the Town Centre. The report also proposed that the Council agreed in principle to transfer land at the Wharf under a long leasehold to GCT to help enact Phase 2 of the Wharf Development.
- (7) The proposed building for Council services fell through and further attempts to secure a building proved very difficult and financially challenging, in what was then a very active local property market. GCT asked for the whole approach to be re-evaluated and, as a result of that, the proposal set out in this Paper has come together.

b) Waterside Centre

2.4 The Waterside Centre was built in the 1960s and has had a number of different occupants since then. West Berkshire Council acquired the building from Berkshire County Council in 1998 when it was being used as a Youth and Community Centre. Since then it has primarily remained a venue for young people and the following Council services currently operate from the building;

- (1) Integrated Youth Support Service (IYSS). The Team provides targeted work with the District's most vulnerable young people primarily focusing on children on the edge of care, those at risk of sexual exploitation, children who go missing, children in care or leaving care, teenage parents, young offenders, those not in education, training or employment and young asylum seekers. There are currently 7 IYSS staff based at the Centre;
- (2) The Youth Activity Team, based at Adventure Dolphin Pangbourne run kayaking, open canoeing, climbing, archery and mountain boarding courses at the Waterside Centre;
- (3) The Edge - a specialist substance misuse service work with young people on a one to one and group work basis receiving referrals from a wide range of sources.

2.5 Connexions (Adviza) used to be based at the Centre but moved to another venue in 2014.

2.6 In addition to the above Council services, some parts of the Centre are also hired out to local organisations and clubs.

2.7 The focus of the Waterside Centre in recent years has increasingly been around providing support to the most vulnerable young people in West Berkshire. As a result, it has (in line with all of the Council's provision for young people) moved away from universal to much more targeted provision.

3. Proposals

3.1 GCT, Berkshire Youth and the Council considered a number of models including setting up a joint entity and delivering the services through the CIC model. This approach would have meant the asset transferred into a CIC established by the parties and the Centre being held in an asset lock. This proposal was not considered to be workable from GCT point of view. After some months of discussion and deliberation we are now in a position to bring forward a proposal for the Executive to endorse. The key elements are;

- (1) Berkshire Youth (a charity and a company) has created a 'special entity' called the BBY Waterside Ltd which will own half share of the freehold of the Waterside Centre with the other half of the freehold to be retained by the Council. The Waterside Centre has been valued at £750k so this will require Berkshire Youth to pay the Council £375k to acquire half share in the Centre;
- (2) Berkshire Youth with funding from the GCT and other partners will refurbish the Centre at their own cost so that it is fit for purpose as a building providing facilities and services to young people. It is currently estimated that this refurbishment will cost between [£250k - £500k]. Details of what is likely to be included is currently under discussion and there is a meeting on the 22nd November in this connection;
- (3) Berkshire Youth will be granted 35 year lease of the Centre on pepper corn rent and it will manage the Centre on a daily basis. The aim is to create a facility which has a greater universal appeal to the young people of Newbury and the surrounding area. Appendix C sets out Berkshire Youth's Vision for the future use of the building;
- (4) the Council will be granted an under lease in order the Council's services as set out in paragraph 2.4 will be retained within the refurbished Waterside centre;
- (5) Appendix D sets out the Heads of Terms (HoTs) of the proposed arrangement. It should be noted that since the HoTs agreed in principle in March 2017 there have been detailed agreements that have been drafted.

4. Conclusion

4.1 Proposals for the redevelopment of the Wharf area have been considered by the Council and its partners for a number of years. Whilst specific projects have been undertaken over this period a holistic regeneration programme has proved undeliverable. Public support (in part) and financial viability have been the main stumbling blocks. In the current financial climate these are likely to remain limiting factors for the foreseeable future.

4.2 The proposal set out in this Paper represents Phase 1 of a two phase proposal. There is no commitment to Phase 2 so the proposal should be seen as another single project which will undoubtedly bring benefit but it sits in isolation from any wider regeneration. As constructed the proposal will realise the Council a capital receipt of £375k whilst ensuring the Council retains an interest in the building.

Berkshire Youth will undertake a major and much needed refurbishment of the building and perhaps most importantly this will lead to a facility that will not only protect the Council services that are currently provided within it but also reopen the facility to a greater number of young people in West Berkshire. The proposal is in line with the Council Strategy 2015-2091.

5. Consultation and Engagement

- 5.1 The proposals have been the subject of extensive discussion between all three interested parties including Berkshire Youth and GCT. There has been some previous consultation on proposals regarding the redevelopment of the Wharf but no on the specific proposal outlined in this paper.

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Appendix B

Equality Impact Assessment - Stage One

We need to ensure that our strategies, policies, functions and services, current and proposed have given due regard to equality and diversity.

Please complete the following questions to determine whether a Stage Two, Equality Impact Assessment is required.

Name of policy, strategy or function:	Waterside Centre
Version and release date of item (if applicable):	
Owner of item being assessed:	Dave Wraight
Name of assessor:	Nick Carter
Date of assessment:	14 th November 2016

Is this a:		Is this:	
Policy	Yes/No	New or proposed	Yes/No
Strategy	Yes/No	Already exists and is being reviewed	Yes/No
Function	Yes/No	Is changing	Yes/No
Service	Yes/No		

1. What are the main aims, objectives and intended outcomes of the policy, strategy function or service and who is likely to benefit from it?	
Aims:	Open the facility to universal use for children and young people.
Objectives:	Refurbishment of the Centre. New provider enabling universal provision.
Outcomes:	Refurbished centre. Centre available to a larger number of young people.
Benefits:	

<p>2. Note which groups may be affected by the policy, strategy, function or service. Consider how they may be affected, whether it is positively or negatively and what sources of information have been used to determine this.</p> <p>(Please demonstrate consideration of all strands – Age, Disability, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion or Belief, Sex and Sexual Orientation.)</p>
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Group Affected	What might be the effect?	Information to support this
None.		
Further Comments relating to the item:		

3. Result	
Are there any aspects of the policy, strategy, function or service, including how it is delivered or accessed, that could contribute to inequality?	Yes/No
Please provide an explanation for your answer: Centre will enable wider participation than currently available. Vulnerable groups using the Centre will be protected.	
Will the policy, strategy, function or service have an adverse impact upon the lives of people, including employees and service users?	Yes/No
Please provide an explanation for your answer: None foreseen at this stage.	

If your answers to question 2 have identified potential adverse impacts and you have answered ‘yes’ to either of the sections at question 3, or you are unsure about the impact, then you should carry out a Stage 2 Equality Impact Assessment.

If a Stage Two Equality Impact Assessment is required, before proceeding you should discuss the scope of the Assessment with service managers in your area. You will also need to refer to the Equality Impact Assessment guidance and Stage Two template.

4. Identify next steps as appropriate:	
Stage Two required	
Owner of Stage Two assessment:	
Timescale for Stage Two assessment:	
Stage Two not required:	

Name:

Date:

Please now forward this completed form to Rachel Craggs, the Principal Policy Officer (Equality and Diversity) for publication on the WBC website.



Waterside Centre

Index

- 1. Introduction**
- 2. Background**
- 3. The Waterside Centre – Our Proposal**
 - 3.1 Key Operational Principles**
 - 3.2 Youth & Community Zone**
 - 3.3 Activity Zone**
- 4. Building Development**
- 5. Governance**
- 6. Management**
- 7. Sustainability**
- 8. Links to wider strategies**
- 9. What is needed now**
- 10. Appendices**

Appendix 1 - Youth Activities Programme Development

Appendix 2 - Draft Budget year 1

1. Introduction

Until recent years, the Waterside Centre has been a facility in the heart of Newbury for its young people. This plan sets out proposals for its reestablishment as a local youth facility, under the operational control of Berkshire Youth, a charity with the sole object of ‘supporting and developing young people through their leisure time activities to help them meet their full potential and become valued members of their communities.’

2. Background

Berkshire Youth (formally Berkshire Association of Clubs for Young People) has been serving the young people of Berkshire, delivering excellent and efficient youth support services for 70 years. Our operation today generates an impressive £2.65 of social value for every £1 it spends. We are proud of this track record and committed to building on it over the coming years to support young people make successful transitions to adulthood.

Historically, in West Berkshire, we secured the building of Adventure Dolphin through the support of Mr Dolphin; we secured and developed the youth offers in Kintbury, Hungerford, Yattendon, Fords Farm, and a further 23 community based youth projects across the area. It was the agreement by the Newbury Boys Club (was part of the original Berkshire Youth History) to surrender a lease on the land which enabled Newbury to build the existing Waterside centre.

In recent years there have been substantial cuts in statutory sector (particularly local authority) funding for youth service, with a marked shift away from a universal offer, which is now largely left to sports clubs, uniformed and spiritual organisations. As a result, young people who cannot access this more commercial/formal offer are not adequately provided for. This is where youth clubs and Berkshire Youth come in, providing safe environments in which they can explore new ideas, activities and opportunities. Berkshire Youth aims to do this by building on local agendas, responding to the needs of young people and communities, offering support to local partners and direct provision as appropriate.

The Directors of Berkshire Youth recognise the importance of supporting communities to provide a robust youth offer, which is relevant and practical for delivery to young people. Since its formation, Berkshire Youth has been true to its charitable object to support the development of young people through leisure time activities. Over 70 years successive directors have not strayed from this objective as Berkshire Youth see that positive engagement in out of school activities provides young people with the support and skills essential to becoming successful, fulfilled members of society.

- The directors of Berkshire Youth are conscious that Newbury lacks town centre youth facilities and are keen to establish one.
- WBC Strategies all indicate a youth based waterside activity centre in the Town Centre is essential to the well- being of Newbury.
- WBC Adventure Dolphin requires a Newbury base to run water based activity and would benefit from improved facilities.

- The Waterside Centre has in the past very successfully hosted a wide range of well attended events for young people, including the use of a climbing wall and stage and sound systems
- The reestablishment of the Waterside Centre as a venue for youth based activities could be the starting point for the upgrading of the whole Newbury Wharf area and the creation of a cultural quarter.

3. The Waterside Centre – Our Proposal

The Waterside Centre will be re-established as a building and brand, focussed on the Youth Community and outdoor activities.

The refurbishment of the Waterside Centre will provide a two-storey town centre location with social area, kitchen, and theatre, meeting rooms, dance studio, sports hall, climbing wall and access to river-based activities. The existing location is convenient for the town centre and Victoria Park and has direct access to suitable river/canal frontage.

The Centre would be gifted by WBC to the Greenham Common Community Trust in return for a commitment to spend capital on the building. The building would then be leased to Berkshire Youth for a notional rent. Berkshire Youth would manage the refurbishment and be responsible for the day to day operation of the Centre. GCCT would be responsible for the building and retain responsibility for structural building maintenance. Berkshire Youth would set up a management board and associated steering group that would include young people. The centre would incorporate two core zones – a Youth & Community Zone and an Activity Zone.

The development of the centre will provide a serious offer for the young people of the area and will clearly demonstrate the community's desire to support young people. It will meet the social needs of young people offering a place to meet for informal social gathering, with access to a range of sports, arts and activities which could offer a "life changing opportunity" to the young people of Newbury and the surrounding area. We want the Waterside Centre to "Be Great" "Be a place to meet" "Be a place of change".

The centre will operate a social enterprise model, providing young people with opportunities to develop the skills they will need for future employment and community involvement: as leaders in management, instructors, dance and sports leaders, administrators, cooks, cleaners, drama and arts teachers, maintenance and caretakers. Involvement with town centre businesses might be a possibility to broaden this offer.

To successfully support young people, the centre will need to run and manage a provision, which is constantly adapting to reflect young people's changing needs and interest. Appendix 1 provides an outline of the philosophy/rationale and the activities associated with this approach.

3.1 Key Operational Principles :

The Waterside Centre will:

- Provide a safe neutral place for all young people in the centre of Newbury
- Be open seven days a week with a recognition that weekends are the most important

- Develop partnerships which provide significant access to other local services
- Create a place for the development of social enterprise.
- Attract young people from across Newbury
- Promote activities that add to the health, well-being and fitness of all young people
- Be inclusive of all young people and families
- Be a neutral location for all communities
- Work proactively with all young people ensuring those with physical, social and emotional issues, or those who are at risk of exclusion are enabled to have access.
- Operate clear safeguarding and inclusivity policies ensuring all young people are safe from harm.
- Offer appropriate challenge and adventure to all young people.

3.2 Youth and Community zone

- Training and personal development in partnership with agencies and private sector sponsors
- Events aimed at young people – concerts etc.
- Studio activities dance, exercise, arts etc.
- Community hire of facility for arts/classes etc.
- Café and communal area
- Gathering and social space for young people

3.3 Activity Zone

- Dedicated Climbing wall provision
- Re-establishing the relationship with Newbury Canoe Club and the development of Canoeing for life
- Gym facilities for use by young people, canoeists and climbers
- Event area and changing facilities available for major sporting events such as the NCC Waterside series and Devises to Westminster canoe race. Future use might include cycling, running groups, Carnival, Crafty Raft etc.
- A retained base for Adventure Dolphin activities which could include equipment storage and office facility

The attached 'Waterside Centre – potential uses plan' contains an outline of how this zoning would work in practice.

4. Building development

Key to the success of this venture will be the refurbishment and rebranding of the building. It is essential that young people are part of this process and have significant input. It is also clear that a capital commitment is required to upgrade the building and to make it a desirable and attractive place for young people. We believe this can be achieved with imaginative design and cooperation between those using the building.

5. Governance

Berkshire Youth recognises the importance of leadership and support in the early development of this type of youth facility. However, the directors of Berkshire Youth also appreciate that for the centre to be exceptional and thrive, it must be autonomous and have the ability to make independent decisions essential to the local community needs. As such the Waterside Centre would be established as an independent charity with local trustee's representative of the user groups and local stakeholders. Berkshire Youth would remain the umbrella partner with the Waterside Centre, utilising established networks and management systems to enable the development of an independent youth focussed facility.

Berkshire Youth has been recognised by the charity Commission for our outstanding Governance. We intend to apply this same level of rigour to the creation of new governance arrangements at the Waterside Centre

6. Management

Berkshire Youth intends to implement a robust plan for the management of the centre alongside the development of a local management board, who will be representative of the young people from the local area and selected groups of stakeholders. Berkshire Youth are committed to engaging with young people at all stages of the Waterside development to ensure that the centre is fit for purpose and continues to offer services and opportunities relevant to the needs of the users.

Berkshire Youth recognises that we will have to employ new staff to manage and run the Waterside Centre. Currently we consider it essential to have one full time Youth Worker/Manager with support from a Caretaker. Berkshire Youth would be looking to create a strong volunteer network of both young people and adults who can support the programme backed up by sessional and specialist instructors. Berkshire Youth recognise the responsibility for safety and would employ/invest in volunteers and staff who have achieved recognised and relevant qualifications.

The monitoring and evaluation of staff and young volunteers will be both qualitative and quantitative drawing from the following sources:

A young person's learning and progress through engagement with the centre will be evidenced in a number of ways including:

- Observations and recording
- Individual action plans and reviews
- Portfolios recording young people progress

Transfer of Half Share of the Legal Interest in the Waterside Centre – Supporting Information

- Displays
- Case studies
- Press cuttings and publicity

Staff monitoring and evaluations will take place as follows

- Sessional monitoring
- Termly reports from workers
- Management supervision and workers' reports
- Young people's evaluations
- Reports from internal observations
- Internal and external comparisons (best value)
- Staff development plans and KPI's
- Programme plans

We will develop a swipe card system for all of the members of the centre which will enable the staff to create a story profile for each user and adapt/develop offers appropriate to usage and engagement.

Young people as users and managers will be essential to the monitoring and development of a good quality youth offer through regular evaluation and tests of the project.

7. Sustainability

To deliver our ambitious vision, we need to diversify and extend the funding base. This means both exploring new sources of funding and securing increased or longer-term funding from existing funders. Our aim is to put in place a sustainable and diverse funding base that enables us to increase our impact, including increasing the proportion of funding that is unrestricted.

We have identified four fundraising priorities, which will be our focus over the next three years, and in which we are committed to invest. These are:

- a. Bid writing (for grants and/or contracts from a wide range of sources) including the statutory sector, trusts and foundations, Big Lottery, Housing Associations etc.
- b. Extending existing philanthropic giving in West Berkshire for youth support services by developing networks through our President, Patron, Trustees, staff and others connected to Berkshire Youth and our partners.
- c. Developing corporate/business funding (in cash and in kind) of various forms including sponsorship, donations, use of facilities, volunteering etc, building on the networks referred to above.
- d. Developing and launching a capital/revenue appeal for the Waterside Centre youth club development.

At this stage a full business plan has yet to be developed however the experience of Berkshire Youth, running other similar sized centres (The Wayz in Bracknell, The Britwell Youth and Community Project in Slough as two examples) provides some confidence that the following income streams can be developed to provide a core budget sufficient to run the Waterside Centre:

- Community hire of facilities
- Climbing wall operation

- hire of the space and facilities
- Annual Town and council Grants
- Training and sponsorship contributions
- Canoe coaching and training programme
- Youth concerts, events etc.
- Café income
- Gym income
- Grant income for specific programmes and activities

Key to the success of the Centre will be the provision of an entrepreneurial full time manager who will be the driving force behind events programmes and partner activities. Core funding for this post will need to be found within a likely core budget of circa £90k pa.

8. Links to wider strategies

- Investing in children and young people
- Being healthier
- Promoting safer and stronger communities
- Maintaining economic prosperity
- Providing safe places for young people to go and things to do.
- Newbury Vision

9. What is needed now

- WBC agreement in principle to this concept
- Current building operating costs
- Any relocation costs/issues for operations currently in the building
- A detailed breakdown of current Adventure Dolphin Newbury based activities and costs and a projection of what they would like to do with better facilities
- Building concept design and outline refurbishment budgets

Appendix 1 – Youth Activity programme development

The charts below identify positive programmes appropriate to known patterns of teen development.

Cognitive development

Age 13 to 15	Age 16 to 18	A Waterside response
Begin abstract thinking, many have deficient problem solving, analytical thinking and writing	Begin to develop critical thinking and reasoning skills, they want to think out their own decisions, they are more concerned about issues	Provide a programme of challenge suitable for stages of life, Music, skill, sport, technology
Young people learn by doing, They expand their knowledge, experience and competence, through achievement	A need for new experiences can manipulate complex situation and lives (Home, School, Jobs etc,)	Train core staff and mentors to help young people become the person they want to be
Boys and Girls may begin to fail at school	Creation of an identity and future plan begins	Provide a link into the value of education, create community link with employers and employees
Parents start to have less influence	Parent conflict starts to reduce	Provide space for family activity programmes on one of events

Social development

Age 13 to 15	Age 16 to 18	A Waterside response
Friendship and romance are more important than cliques and crowds	Highest degree of independence	Create opportunities for responsibility
Realisation that others may have a point of view, that they also start to define themselves	Co-operation and communication increases, the quest for identity takes on a form of exploration and experimentation	Provide forum for self-expression
Peer pressure is at a peak	Young people are obsessed about their appearance, want to distinguish themselves out from the crowd	Provide a safe place with staff that can support and challenge
Same gender groups start to socialise together,	Large groups of acquaintances with small intimate circle of friends	Provide social areas and activities which facilitate friendship groups

Physical development

Age 13 to 15	Age 16 to 18	A Waterside response
Lifelong physical fitness habits begin to develop, motor skills increase	Learning how to take and manage appropriate risk	Provide challenge and range of experience to help inform exercise choices,
Clumsiness develops due to rapid physical growth, very aware of their own shape and size and that of those around them	Physical size and shape is apparent between boys and girls	Provide a range of activities suitable for all shapes sizes and interest
Many begin to experiment with drink, drugs etc but also look new foods and drink	Increased appetite, with possible appearance of eating disorders	Provide a great place to eat meet and socialise, safe from harm and positive about youth and individual image

Emotional development

Age 13 to 15	Age 16 to 18	A Waterside response
They crave freedom, and need privacy	Worry about their adult life increases	Create hangout areas and safe place to discuss issues and concern and quiet place to reflect
Rapid hormone and body changes lead to self – esteem and confidence issues	Self-coping mechanism are being created and stress management skills are being adapted	Provide programme of skills workshops, sharing future thoughts and solutions, regular speakers
Need independence, yet structure and limits	Never outgrow the need for parents love, care and respect	Provide guidance and security a place for reflection and challenge and reward
Need praise and approval	Develop and real sense of identity	Celebrate Youth

Creating a real programme around the needs of young people is vital. Our aim is to ensure that all the user groups of the Waterside Centre have a youth friendly yet challenging (what is the next level) experience. For example:

- Indoor climbing wall to outdoor cliff to expeditions
- Canoe lessons to competence to competition/expedition
- Computer user to IT/developers to promoter of products
- Art participant to producer to exhibitor
- Skills development to production to resale
- Dance member to performer to artist

Transfer of Half Share of the Legal Interest in the Waterside Centre – Supporting Information

All the activities at the centre should have a purpose and focus: a coffee bar is for socialising but the centre should be for engagement in activity. This could be dance groups/classes, arts classes, canoeing, climbing, outdoor activities, fitness groups.

Appendix 2 – Draft Budget Year 1

		<u>The Waterside</u>		
<u>Draft budget</u>				
	<u>INCOME</u>	<u>unrestricted</u>	<u>restricted</u>	<u>total</u>
<u>BUILDING</u>				
Grants/ Contracts			50000.00	50000.00
Building lettings		25000.00		25000.00
DONATIONS		15000.00		15000.00
<u>ADMINISTRATION</u>				
BANK INTEREST		50.00		50.00
<u>PROGRAMME</u>				
SUBSCRIPTIONS		1000.00		1000.00
ACTIVITIES		5000.00		5000.00
COFFEE BAR		4000.00		4000.00
DAY CAMPS		14000.00		14000.00
GRANTS			10000.00	10000.00
FUNDRAISING		5000.00		5000.00
TRAINING		3600.00		3600.00
	TOTAL	<u>72650.00</u>	<u>60000.00</u>	<u>132650.00</u>
<u>EXPENDITURE</u>		<u>unrestricted</u>	<u>restricted</u>	<u>total</u>
<u>BUILDING</u>				
ELECTRICITY & GAS		10800.00		10800.00
CLEANING		7500.00		7500.00
Waste collection		1000.00		1000.00
Maintenance		6000.00		6000.00
WATER RATES		1000.00		1000.00
RENT/RATES		6300.00		6300.00
EQUIPMENT		2500.00		2500.00
SECURITY		1500.00		1500.00
<u>ADMINISTRATION</u>				0.00
CLERICAL ASST		11400.00		11400.00
TELEVISION/Sat etc		2500.00		2500.00
PRINTING/STAT		2000.00		2000.00
INSURANCE		3400.00		3400.00
AFFILIATIONS		500.00		500.00
TELEPHONE/BROADBAND		2000		2000.00
I T/ EQUIPMENT		10000.00		10000.00
<u>PROGRAMME</u>				
LEADERS		30000.00		30000.00

Transfer of Half Share of the Legal Interest in the Waterside Centre – Supporting Information

EQUIPMENT		1500.00		1500.00
SESSIONS & ACTIVITIES		15000.00		15000.00
COFFEE BAR		2400.00		2400.00
DAY CAMPS		10000.00		10000.00
TRAVEL		1000.00		1000.00
TRAINING		3000.00		3000.00
FUND RAISING		500.00		500.00
				0.00
<u>MISCELLANEOUS</u>				0.00
AUDIT		500.00		500.00
SUNDRY		500.00		500.00
				0.00
TOTAL expenditure		132800.00	0.00	132800.00
Total income		72650.00	60000.00	132650.00
EXCESS INCOME/EXPENDITURE		<u>-60150.00</u>	<u>60000.00</u>	<u>-150.00</u>

Appendix D

Head of Terms

Waterside Building, Newbury Proposed Heads of Terms for ownership and lease March 2017

1. Building ownership

1.1 The Parties

1. West Berkshire Council
2. Berkshire Youth

1.2 Shares

The building is to be owned in equal shares

1.3 Corporate entity

A special purpose vehicle to be set up to “hold” the property owned by the parties (Newco) in the form of a UK company limited by shares with an appropriate shareholder agreement reflecting the responsibilities and rights of the parties.

1.4 Aim

To own the building in order to facilitate the provision of a youth centre with similarly relevant ancillary Council uses, leased to and managed by Berkshire Youth

1.5 Payment

Party 1. will transfer the building into Newco and in return party 2. will pay a sum of £375,000 to Party 1. for their share in Newco

1.6 Use

For the sole use of Berkshire Youth as a youth centre or such other community uses as the landlord agrees subject to an area to be agreed for Party 1’s ongoing occupation of the building. Any agreed occupation by Party 1. will be at a peppercorn but subject to apportioned running costs/service charge and property rates if applicable.

1.7 Management

The building will be managed by Berkshire Youth and responsibility for overseeing the operation of the building to be vested in a joint management committee to be formed comprising representatives of The Parties in equal numbers.

1.8 Disposal

Should the building become surplus to the needs of Berkshire Youth and no other alternative community based occupier/operator can be found with a viable operational plan within 6 months then it will be sold at the then market value based on an appropriate exposure to the market and the proceeds distributed between the parties based on their then shareholdings in Newco

1.9 Sale by one party

Should one party wish to dispose of their share in Newco then it will be offered to the other parties at a price established as existing use value

1.10 Dispute resolution

Any dispute between the parties to be referred to the proposed joint management committee and failing a satisfactory solution being found then to an agreed independent third party

1.11 Costs

Each party to be responsible for their own costs incurred in the transaction.

1.12 Conditions

This transaction is subject to the following conditions:

1. Title of the building being free of any encumbrances
2. Planning consent being forthcoming for the proposed use
3. Building survey
4. Board approval or equivalent of the parties
5. Contract

2. Agreement for lease and occupational lease to Berkshire Youth

An agreement for lease will be signed with Berkshire Youth. This will become an occupational lease upon completion of the agreed refurbishment works on the following terms:

2.1 Landlord

Newco

2.2 Tenant

Berkshire Youth

2.3 Refurbishment works

An agreed refurbishment programme to be the responsibility of the Tenant with grant funding provided by Greenham Common Trust (subject to their Board approval) Bradfield Peckham and other organisations

2.4 Term

35 years

2.5 The property

The Waterside building to be identified with a plan of the building and the site

2.6 Rental

A peppercorn

2.7 Management Agreement

A management agreement for operation of the building will be agreed with Berkshire Youth

2.8 Alienation

The lease cannot be assigned unless an assignee is found that can operate the same or similar services to Berkshire Youth, subletting of part subject to landlord's approval with the majority of the building operated in line with the user clause. The maximum floor area of sublet space to be agreed

2.9 Sub tenant rental

Any rental received by the tenant from third parties to be spent on the operation and maintenance of the Waterside building. The tenant to produce annual audited accounts relating to their operation of the building for the proposed joint management committee

2.10 Sub tenancy to West Berkshire Council

A tenancy will be agreed at nil rent with the Council relating to their occupation of the building by the Integrated Youth Support Service and the maximum area required is to be for three desks. This tenancy will be upon terms that give the Council satisfactory security of tenure provisions and a reasonable notice period if the tenancy is to be brought to an end, in line with the head lease to Berkshire Youth. Any additional occupation of the building by the Council will be subject to separate agreement between the parties and at an appropriate rental with an apportionment of running costs.

2.11 Termination

Tenant's break clauses every five years – Berkshire Youth to give 12 months' notice
Landlord break at any time, upon the same notice period, only capable of being operated should the management agreement not be fulfilled by Berkshire Youth

2.12 Repairing liabilities

These are tenant's responsibility

2.13 Insurance

To be insured by West Berkshire Council and recovered from the Tenant

2.14 Rent Reviews

N/A

2.15 Use

For the sole use of Berkshire Youth or such other community uses as the landlord agrees

2.16 Naming

The building will be branded as agreed with the landlord

2.17 Signage

To be agreed with the landlord, subject to planning

2.18 Planning

A youth centre as referred to under current planning regulations

2.19 Occupational costs

There will be 100% charitable relief from rates but utilities and any other costs to be the responsibility of Berkshire Youth.

2.20 Legal costs

Each party to be responsible for their own legal costs

2.21 Conditions

These terms are subject to the following conditions:

1. Board or equivalent approval of each party
2. Contract