REGENERATION STEERING GROUP

NOTICE OF MEETING

Date:	Monday 3 December 2018
Time:	4.00pm – 6.00pm
Venue:	Ruataniwha Kaiapoi Civic Centre Williams Street Kaiapoi

AGENDA

1. APOLOGIES

2. CONFIRMATION OF MINUTES Pg 1 - 6

2.1 **Minutes of the Regeneration Steering Group – 5 November 2018**

RECOMMENDATION

THAT the Regeneration Steering Group:

(a) **Confirms** the circulated minutes of the Regeneration Steering Group meeting, held on 5 November 2018, as a true and accurate record.

3. MATTERS ARISING

4. DEPUTATIONS AND PRESENTATIONS

4.1 Kairaki Leases – Tim Stephenson Pg 7 - 8

5. TE KŌHAKA O TŪHAITARA TRUST UPDATE

6. REPORTS

6.1 Kaiapoi East Community BMX Track – Concept Design Pg 9 - 13
6.2 District Regeneration Communications Report – December 2018 Pg 14 - 18
6.3 Regeneration Steering Group Continuation and Meeting Dates for 2019 Pg 19 - 22
6.4 Kaiapoi East, Sport field Area Development Options Pg 23 - 51

7. CORRESPONDENCE

8. GENERAL

9. NEXT MEETING

The next scheduled meeting of the Regeneration Steering Group is on Monday 4 February 2019 commencing at 4.00pm.

STAFF BRIEFING – (To commence at the conclusion of the meeting)

- Rural Land Uses

INUTES OF A MEETING OF THE REGENERATION STEERING GROUP HELD IN THE RUATANIWHA KAIAPOI CIVIC CENTRE ON MONDAY 5 NOVEMBER 2018 AT 4.00PM

PRESENT:

A Blackie, J Watson, P Redmond, C Greengrass, R Blair, J Meyer, M Pinkham, N Atkinson.

Te Kōhaka o Tūhaitara Trust C McMillan, D Ayers (Mayor), J Palmer (Chief Executive), C Brown (Manager Community and Recreation), D Roxborough (Implementation Project Manager - District Regeneration), C Sargison (Manager Special Projects).

IN ATTENDANCE:

M Flanagan, WDC, F Scales, WDC, G Lake, WDC, S Lodge, WDC.

1. APOLOGIES

An apology was received and sustained from S Stewart and McKay for absence.

An apology was received and sustained from D Ayers and J Palmer for lateness.

Moved: R Blair Seconded: P Redmond

CARRIED

2. CONFIRMATION OF MINUTES

Moved: C Greengrass Seconded: A Blackie

THAT the Regeneration Steering Group:

Confirms as a true and correct record the minutes of a meeting held on Monday I October 2018.

CARRIED

N Atkinson asked if apologies are being received from the Te Ngāi Tūāhuriri representative.

C Sargison will follow this up.

3. MATTERS ARISING

A Blackie noted in regard to the bees club that he has spoken with others who have given a good recommendation for the North Canterbury AA Bees Club.

4. DEPUTATIONS AND PRESENTATIONS

4.1 Reserves Master Plan Submission – S Cairns

A deputation was received from S Cairns in regard to the Reserves Master Plan. S Cairns expressed a number of concerns.

- Removal of the trees.
- Requested that the trees in the BMX area be re-used.
- Requested that the trees in the sports field area be planted now as a wind break.
- No new playground proposed, and raised concerns as to when the NCF and Gray Crescent playgrounds will be updated.
- Building consent for the club rooms on red zone land.

In support of the submission please refer to the attachment in the Kaiapoi Reserves Master Plan report on page 13 of the agenda.

C Greengrass thanked S Cairns for her report and asked if she knew the number for the amount of people that requested that the land stay as it is when the ideas where being put forward for the Recovery Plan.

S Cairns replied she does not know the final number.

J Meyer noted that the submission from S Cairns gives the impression that her belief is that the actual red zone area in a few month's time is going to be stripped of all the trees.

S Cairns replied that some of the trees have been left but noted that replanting needs to start now and there needs to be a shelter belt planted straight away.

A Blackie asked if S Cairns is aware that the major earthworks in the Kaiapoi East area involves raising the level the soil a considerable amount and how does she expect trees to be planted until the earthworks are completed.

S Cairns replied she follows this very well and noted there will be a lot of dust and by getting the trees in now could help reduce some of these issues.

P Redmond thanked S Cairns for her submission and noted her passion for the trees. P Redmond noted from the submission that S Cairns made an offer to relocate the trees and suggested this may be something that can be discussed during the offers report as to whether this is an option or not.

S Cairns replied that some trees where relocated to the Food Forest so this could also be done elsewhere to preserve what we have. S Cairns suggested that Corcoran Reserve could be used as an area to relocate trees to.

P Redmond noted he liked the reference in the submission to picnic areas and feels this has some merit. P Redmond noted there is a Recovery Plan and that the Reserves Master Plan does not reiterate what is in the Recovery Plan. The sports fields are going in as part of the Recovery Plan therefore trees will need to be removed or relocated.

S Cairns noted that trees in the sports field did not get relocated.

C Sargison advised the Reserves Master Plan was put out for consultation and this plan is effectively giving effect to the Government's Recovery Plan. The Recovery Plan is quite detailed in the specificity of the uses of land and has no relation to sports fields and BMX etc. in there. The issue of trees is slightly different from the Reserves Master Plan as a lot of the area is being worked on now.
C Sargison noted the cost of removing all of the trees in that area would have been enormous and whether they would have survived is another matter. It would be very expensive to get a tree company in to move the trees, and this was considered as part of the budget. There is a demand for the proposed uses in the reserves and they will be used, and this will bring different types of activity to Kaiapoi. C Sargison noted the Enabling Works is underway now and the area for the sports fields has already been cleared and they will be clearing the area for the stormwater management area next. The stormwater management area will be developed and replanted with funding from Honda NZ into a native forest.
Once the Reserves Master Plan has been adopted this will enable us to work on seeking other funding sources and income for more planting. C Sargison noted in terms of process that these have been followed appropriately. The Reserves Master Plan does not need to be in place for the Enabling Works to start as the Government Red Zone Recovery Plan specifies the uses of that land.

P Redmond asked if there is any opportunity to have some of the existing trees that remain relocated by a community group.

C Sargison replied that the trees from the sports fields and stormwater management area are being taken out now so there would be no opportunity to have these trees relocated.

J Watson commented that many horticulturalist would say that it is better economically and practically to plant new trees rather than try to replant an old tree. The survival rate would be much easier to manage a shelter belt of trees or a grove of new trees than to go around and replant them as many of them would not survive, especially at this time of the year.

S Cairns acknowledged that this time of the year is very dry but noted she is looking at the time factor.

5. TE KŌHAKA O TŪHAITARA TRUST UPDATE

C McMillian advised the Trust are having discussions with LINZ around the practicalities of land transfer, and there are some technical areas to be discussed. They are working on the concept plan for their Reserves Management Plan.

6. REPORTS

6.1 Kaiapoi Reserves Master Plan – Sarah Lodge (Communications Advisor – District Regeneration), Michelle Flanagan (Landscape Planner – District Regeneration)

M Flanagan advised the report seeks a recommendation from the Regeneration Steering Group for the Kaiapoi-Tuahiwi Community Board to approve the Reserves Master Plan for the Kaiapoi Regeneration Area. The preparation of the Reserves Master Plan has been driven by the Recovery Plan and the land uses and activities within it. The Recovery Plan essentially provided the base blueprint for the new reserves. While the Recovery Plan approved the new reserves and the general recreational activities within them it provided only limited detail on the development. The purpose of the Reserves Master Plan is to guide the development of the reserves in the Kaiapoi East, West and South Regeneration Areas in line with the Recovery Plan. This is essentially the next step in implementing the approved land uses. The draft Reserves Master Plan was approved for consultation at the September Regeneration Steering Group meeting and consultation was undertaken during September and October this year. The consultation actions are outlined in Sections 4.1 and 4.3 of the report. The feedback in full is included as an attachment to the report. Staff have considered the feedback received and the responses are detailed in sections 4 and 5 of the report. The feedback included support for and opposition to the draft Reserves Master Plan. The comments or issues generally fell into two categories, the first was general support for the Reserves Master Plan with comments and requests that can be addressed during detailed design and implementation. Other feedback suggesting seating and picnic areas can also be addressed during implementation. The second category of feedback included comments that fundamentally opposed primarily the sports fields and the consequential loss of trees and local heritage. These comments suggest that additional sports fields were not needed and they did not contribute to the community. The use of the Kaiapoi East Regeneration Area for sports fields and softball diamonds was signalled during the development of the Recovery Plan and included in the approved Recovery Plan. The sports fields and softball diamonds are proposed to cater for future and current district needs. The Kaiapoi Softball Club do not currently have a home. The Northern Bulldogs Rugby League have also advised they require additional fields and cannot provided these at Murphy Park due to space. When the fields are not in

use for organised sport they will be available as an open space for the community. It is acknowledged that to develop sports fields, diamonds and the stormwater wetlands that trees and shrubs would need to be cleared. Staff have tried to keep larger trees around the wetland area, and have also tried to keep some trees around the edges of the sports fields. The trees in the dog park area will be retained, and the in the adjacent mixed-use business area and rural area trees will only be disturbed at this time to form the swale drains. While it is always unfortunate to remove trees there are plans to plant more trees as the reserves develop. The Honda Forest will be developed in and around the stormwater wetland area and will include planting of more than 15,000 native trees and plants. It is proposed more trees will be planted around Cass and Jollie Streets and around the edges of the sports field area. It is important to look at the reserves as a whole rather than isolation. While the trees in the sports field area are being removed it is planned to retain and plant more trees south of Cass Street. The trees in the new reserves along Feldwick Drive have been retained as have the trees in the Mahinga kai area in Kaiapoi South, and over time these areas will see many more trees planted. The Reserves Master Plan also looks at other ways of telling the local stories through our reserves through points of interest, further native planting and use of specific materials. Additional activities for the sport fields where also proposed in the feedback such as a culinary campus, and a Go Kart track. It is considered that both of the activities could be accommodated within the Regeneration Area should a provider wish to take up these opportunities. As mentioned, staff have considered the feedback received and commentary from this is included in the report. Based on the feedback received and the clear direction provided by the Recovery Plan, staff have made no changes to the Reserves Master Plan.

M Pinkham noted in item 4.5 that the Northern Bulldogs do not propose to shift so that mean there is a need for clubrooms.

M Flanagan replied that at this stage the Northern Bulldogs have advised they wish to keep their current clubrooms at Murphy Park.

C Sargison noted the Reserves Master Plan is making space for a club rooms but is not suggesting that the clubrooms be built at this stage. It will happen at a point in time.

P Redmond asked if any response has been received from Piet Oudolf.

A Blackie advised that a formal letter has been sent but not reply has been received at this stage.

Moved: N Atkinson Seconded: A Blackie

THAT the Regeneration Steering Group recommends:

THAT the Kaiapoi- Tuahiwi Community Board:

(a) **Receives** report No. 181011118491.

(b) **Approves** the Reserves Master Plan for the Kaiapoi East Regeneration Areas.

(c) **Notes** that $18.6 million has been allocated for the implementation of the Recovery Plan, and this includes the development of the new reserves in the Kaiapoi Regeneration Areas.

(d) **Notes** that staff will progress with the design and development of the sports fields, softball diamonds, dog park, community BMX track, and stormwater management area, and recreation and ecological linkages without further community consultation.

(e) **Notes** that the Reserves Master Plan will be updated once the new reserve names are adopted.

(f) **Circulates** this report to the Community and Recreation Committee for their information.

CARRIED

6.2 District Regeneration Communications Report – October 2018 – Sarah Lodge - (Communications Advisor – District Regeneration), Duncan Roxborough (Implementation Project Manager – District Regeneration)

D Roxborough noted the key activities to be noted from the report include the communications around the start of the Enabling Works contract. There is a drop-in session being held on Tuesday 6 November from 6pm – 7pm at the Paris for the Weekend café. The contract works will be going until May 2019.

On item 4.10 noting the sponsorship agreement with Honda NZ has now been signed for the establishment of the forest. The media release is still being prepared and this will be coordinated by Honda.

D Roxborough advised there will be presence at the Kaiapoi Christmas Carnival at the council stand by the Regeneration department.

Moved: A Blackie Seconded: J Meyer

THAT the Regeneration Steering Group:

(a) **Receives** report No. 181025125073.

CARRIED

6.3 District Regeneration – Implementation Plan Publication – Duncan Roxborough (Implementation Project Manager – District Regeneration), Roxanne Ramsay (Project Administrator – District Regeneration)

D Roxborough advised the purpose of this report is to present the first draft of the Implementation Plan and to seek adoption. The Implementation Plan is a requirement of the Recovery Plan. Its purpose is to set out how we are going to implement the land uses and activities that are outlined in the Recovery Plan. It will be a living document. The plan attached to the report is a front end document that brings together quite a few elements of works, strategies and plans that staff have been working on over the last two years. Some of the strategies that are referred to in the plan have not yet been developed so there is some more ongoing work. The document will be a public document, and once it is approved and our strategic partners have had an opportunity to read the document this will be made available on the council website regeneration page with links to the supporting documents. The next steps are to send to the other implementing parities.

A Blackie noted that the Te Ngāi Tūāhuriri Runanga will need to be included in recommendation (c).

M Pinkham asked that any future versions also include the budget.

D Roxborough noted there is another key plan that will follow this as well which is the Monitoring Plan and this is another requirement of the Recovery Plan. D Roxborough noted that in terms of tracking expenditure this will be included in the Monitoring Plan. The budget information can also be included in the Implementation Plan.

C Sargison advised that a quarterly report is sent to the Audit Committee and the information for Regeneration area can be extracted and included in the Regeneration Steering Group agenda every three months.

Moved: J Watson Seconded: P Redmond

THAT the Regeneration Steering Group recommends:

THAT the Council:

(a) **Receives** report No. 181015119901.

(b) **Approves** the initial draft Implementation Plan.

(c) **Notes** that the initial draft of the plan will be sent to Land Information New Zealand (LINZ) and Te Kōhaka o Tūhaitara Trust (TKTT) for information and comment.

(d) **Notes** the plan will be made publicly available on the website, and at service centres and libraries, once any feedback from LINZ and TKTT has been received.

(e) **Notes** the Implementation Plan will be a 'living' document and will be updated as the implementation programme progresses.

CARRIED

7. CORRESPONDENCE

There was no correspondence.

8. GENERAL

There was no general business.

9. NEXT MEETING

The next scheduled meeting of the Regeneration Steering Group commences at 4.00pm on Monday 3 December 2018 at the Ruataniwha Centre, Kaiapoi.

THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED AT 5.01PM.

Kairaki Leases.

Building Restrictions on Kairaki Regeneration Land.

- The regeneration plan says " *Given the natural hazards of this area, conditions of the land divestment will include* ***prohibiting the construction of permanent structures*** *and the use of the land for industrial and commercial activities…"*

- That came from the TAP report of June 2015. Rightly or wrongly the reason for that was **sea level rise**.
- There is no mention of the type of use, apart from the reference to industrial and commercial.

- **"Permanent Structures**" are the words used.
- The reason clearly is to mitigate the risk of sea level rise which may or may not happen over the next 100 years.
- What does permanent mean? There is no definition in the building Act. In terms of the Building Act the default design life for a buildings is 50 years or more, but many have a design life of less, portacoms for example. It is hard to define what a "permanent" time frame is.

- "**Removable Structures"**.are better words to fulfill the intent of this condition.
- This way if sea level rise, or another disaster, does happen then the structure can be removed.
    - The requirement in the regeneration plan and TAP report are met.
    - Owners knowing this would plan for that.
    - The risk to the council in maintaining infrastructure is mitigated.
    - The risk to the owner's investment is mitigated.

- **Removal time frame**.
    - Sea level rise is a gradual thing, so there will never be any urgency to this.
    - As we all know insurance can take some time to sort out.
    - So within **one year** seems reasonable for insurance reasons.

- **Architectural Design notes.**
    - Meeting the NZBC requirements for building on this land is not a problem - no more than other TC2/ TC3 areas.
    - Designing for removability is not hard either.

- **Clauses**
    - Might be something like. **“** ***Any structure must be removed from the site within one year on termination of the lease, leaving a clear tidy site “***
    - A clause relating to termination if natural hazards cause an imminent risk of injury or loss of amenity.
    - This would also give the Trust the right to insist that the owner leaves a clear and tidy site on any other termination of the lease.

- **Comment on Building regulations.**
    - The **Building Act** is performance based and easily met. The WDC administer the act but can not change it. It is the same nationwide.
    - The **District Plan** is WDC created. But any changes to the district plan in regard to natural hazards would need to be applied district wide. Ecan also have some planning regulations.
    - Outside of that there are no other mechanisms to restrict activity.

Length of Lease, Investment and Social Outcome.

With a **Longer Lease:**

- More options for type of use.
- More investment in the land.:
    - More motivation to care for the land and community.
    - Less easy for people to walk away and abandon things.
    - More involvement with the community with longer term occupiers.
    - Less crime because of occupation (we have been experiencing more recently)
    - More income for the trust.
        - Therefore more money for maintenance.
    - Increased value of the lease in the future and the capital value of the land.
    - Returning capital value to existing residents.
- Leaseholders would need to invest in the ground (services, landscaping) which they would have to be prepared to walk away from. A longer term mitigates this risk.
    - With a removable structure that investment can be taken with them.

A short term lease would have the opposite effect and could well lead to a diminishing spiral. It is hard to imagine any desirable uses or outcomes.

Recommendation

- As long a lease as possible is the best solution.
- 50 years would be a good time .
    - Long enough to see if sea level rise is an issue or not and if it is how that is dealt with.
    - Long enough to spread the risk of investment.

WAIMAKARIRI DISTRICT COUNCIL

REPORT FOR DECISION

FILE NO and TRIM NO:	RGN-05-21 / 181115134608
REPORT TO:	Regeneration Steering Group
DATE OF MEETING:	3 December 2018
FROM:	Kevin Dwyer, Landscape Architect – District Regeneration
SUBJECT:	Kaiapoi East Community BMX track – Concept Design
SIGNED BY: (for Reports to Council, Committees or Boards)	Department Manager / Chief Executive

1. SUMMARY

1.1 This report is to seek the Regeneration Steering Group approval of the proposed concept design, and for staff to progress the design and construction of the Kaiapoi East Community BMX track.

2. RECOMMENDATION

THAT the Regeneration Steering Group:

(a) **Receives** report No. 181115134608.

(b) **Approves** the Concept Design for the BMX track.

(c) **Notes** the concept design will be reviewed by appropriate North Canterbury BMX Club members.

(d) **Approves** staff progressing the detailed design and tendering for construction of the BMX track, with incorporation of any suggestions from the North Canterbury BMX Club review, where these are consistent with the Reserves Master Plan, are minor in nature and do not change the scope, level of service, or budget.

(e) **Notes** that staff will enter into a sole-source contract negotiation with Trent Jones (Trent's Tracks) for the design and construction observation of the BMX track.

(f) **Notes** the preliminary whole project cost estimate is within the budget available.

3. BACKGROUND

3.1 The approved Kaiapoi Regeneration Areas Reserve Masterplan includes the construction of a community BMX track south of Cass Street. This was one of the planned activities outlined in the Waimakariri Residential Red Zone Recovery Plan.

3.2 A community BMX track is typically smaller and less challenging for riders than a competition track. It can be described as a recreational track as opposed to a competition track.

3.3 The BMX track will need to be integrated with the surrounding landscape which includes the proposed Honda Forest and planted swales being constructed as part of the Beswick SMA.

4. ISSUES AND OPTIONS

4.1. Construction of the track requires prior construction of a platform to raise the general level of the area. The platform construction is to be completed as a variation to the Kaiapoi East Enabling works.

4.2. The current programme sees the track construction starting early February.

4.3. Any significant delay in construction of the platform would inevitably delay the start of construction of the track. This is not ideal as the track construction should not take place during the winter months.

4.4. Design and construction of a quality BMX track requires specific knowledge and skills. Availability of suitable track designers and builders is very limited within Canterbury.

4.5. The president of the North Canterbury BMX Club (Aaron Clark) has recommended Trent Jones (Rio BMX Olympian) as suitable for this work. Trent is designing and building a new Nationals standard track in Rangiora for the club in late 2108.

4.6. Trent Jones has provided cost estimates for the design and construction the proposed track. The preliminary concept design (refer to Figure 2.) has been provided pro bono by Trent Jones (trading as Trent's Tracks).

Figure 1. Example of a community (recreational style) track provided by Trent Jones

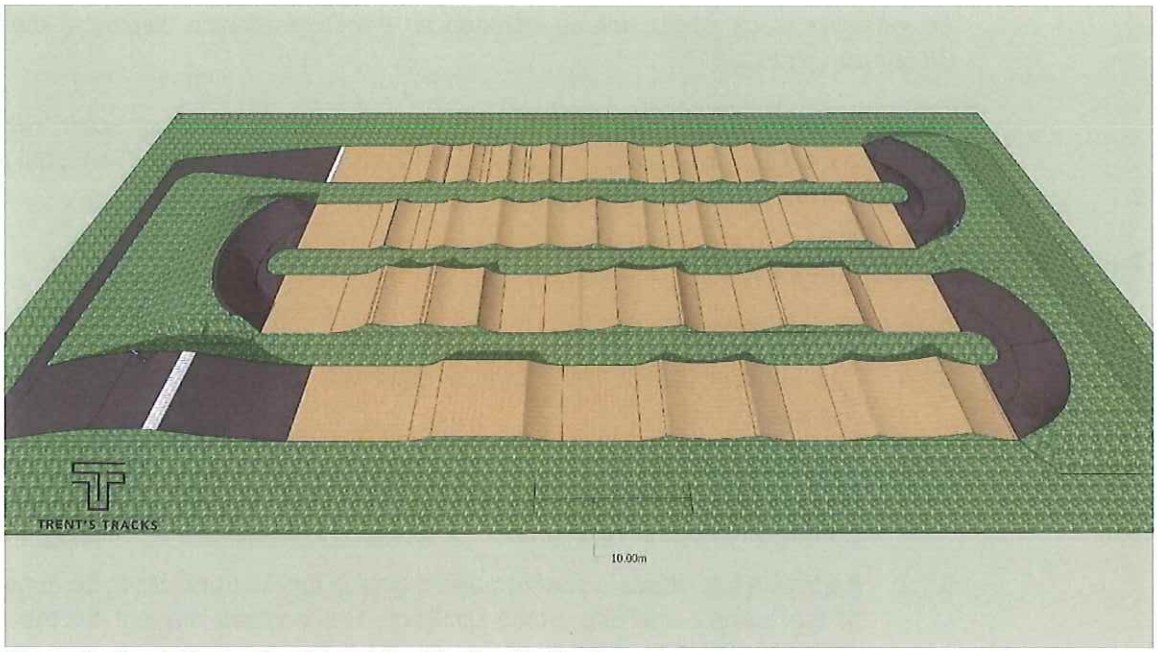


Figure 2. Track Design for Kaiapoi East by Trent's Tracks

4.7. The design provides a recreational style track suitable for 4 bikes. It has been tailored to the desired level of service, budget and space available, and is suitable for use by the general community. The track layout allows for widening for 8 bikes at a later date if required, to bring it to a basic regional style race track standard.

4.8. The track surface is crushed lime chip with asphalt corners, starting mound and linking path. The use of asphalt reduces degradation of the track surface and therefore the level of ongoing maintenance requirements.

4.9. Track lighting has not been included.

4.10. Due to the current availability of Trent, and synergy with the renewal of the North Canterbury Club track, it is proposed to engage Trent's Tracks for the design and construction observation for this project.

4.11. The construction of the track will be procured by inviting 3 suitably selected contractors to price.

4.12. Staff would work with Trent's Tracks to integrate the track design into the surrounding landscape, and provide project management where required for the design, procurement and construction of the track.

4.13. The Management Team have reviewed this report and support the recommendations.

5. COMMUNITY VIEWS

5.1. Groups and Organisations

The concept design will be sent to North Canterbury BMX Club seeking comments on the design.

5.2. **Wider Community**

An indicative track design will be included on the Regeneration display at the Kaiapoi Christmas Carnival 2108.

The proposal for a community BMX track was included in the Waimakariri Residential Recovery Plan and the Kaiapoi Regeneration Areas Reserves Master Plan, both of which had extensive community consultation.

6. IMPLICATIONS AND RISKS

6.1. Financial Implications

6.1.1. The concept design work done to date was undertaken pro-bono by Trent's Tracks.

6.1.2. The budget available is for the BMX project is $310,000. This is included in the District Regeneration programme budget and is funded from the $2M Christchurch Earthquake Appeal Trust grant.

6.1.3. Earthworks to create a platform and drainage for the track are to be done as part of the current enabling works contract. The contract amount for this work is approximately $70,000, based on the contract schedule of rates.

6.1.4. The preliminary cost estimate for construction of the track is $205,000, which includes a 30% contingency sum.

Available budget for the BMX project	$310,000
Cost Estimates	
Platform earthworks (under the enabling works contract)	$70,000
Detailed design and construction observation	$15,000
Track construction estimate (including 30% construction contingency)	$205,000
Internal council costs estimate	$20,000
Total Cost Estimate	**$310,000**

6.2. Community Implications

6.2.1. The Reserves Master Plan includes the development of a community BMX track south of Cass Street. Council communications have stated that the intention is to have the track completed by mid-2019 and therefore public expectation is for this to happen

6.2.2. The BMX track will be a significant asset for the community and will enhance community health and wellbeing.

6.3. Risk Management

6.3.1. Construction of the platform for the track, done as part of the Enabling Works Contract, will be prioritised so that it should be finished by the end of January. This would make the site available to the BMX contractor by early February.

6.3.2. The total project cost estimate includes a construction contingency of $47,000.

6.4. Health and Safety

6.4.1. An approved Health and Safety Plan will be required for the Contract works. Council will be auditing compliance with this plan.

6.4.2. Track construction will utilise mobile plant requiring specific health and safety procedures to manage. This includes restricting public access onto the site, during and after work hours.

Truck access may require a Temporary Traffic Management Plan.

6.4.3. Because the site will drain to swales connected to the Beswick Stormwater Management Area, surface water runoff may need to be managed during construction in terms of flow and sediment load.

Dust may need to be controlled subject to weather conditions.

7. CONTEXT

7.1. Policy

This matter is not a matter of significance in terms of the Council's Significance and Engagement Policy.

7.2. Legislation

Greater Christchurch Regeneration Act (2016)

Construction Contracts Act 2002, S9: carrying out construction work in New Zealand.

Health and Safety at Work Act 2005, S37: Duty of PCBU who manages or controls workplace.

Reserves Act 1977

7.3. Community Outcomes

- Public spaces and facilities are plentiful, accessible and high quality.

7.4. Delegations

The Regeneration Steering Group has the delegated authority to approve the concept design for the Kaiapoi Community BMX track.

WAIMAKARIRI DISTRICT COUNCIL

REPORT FOR INFORMATION

FILE NO and TRIM NO:	181119135328
REPORT TO:	Regeneration Steering Group
DATE OF MEETING:	3 December 2018
FROM:	Sarah Lodge, Communications Advisor – District Regeneration Duncan Roxborough - Implementation Project Manager, District Regeneration
SUBJECT:	District Regeneration Communications Report December 2018
SIGNED BY: **(for Reports to Council, Committees or Boards)**	Department Manager / Chief Executive

1. SUMMARY

1.1 This report provides a monthly update to the Regeneration Steering Group on the communications and engagement activities undertaken by the District Regeneration team during November 2018.

2. RECOMMENDATION

THAT the Regeneration Steering Group

(a) **Receives** report No. 181119135328.

3. BACKGROUND

3.1 The Waimakariri Residential Red Zone Recovery Plan was approved in December 2016. Participation in Recovery Plan implementation is being undertaken at a number of levels; district, local, strategic and operational, and involves varying communications and engagement activities with the intention of meeting Crown, Council and community outcomes.

4. ISSUES AND OPTIONS

4.1. A community drop-in information session was held on the evening of November 6th at Paris for the Weekend café. Nine members of the public attended. People appreciated the opportunity to speak to staff and elected representatives directly, with any questions they had about the Enabling works contract or the regeneration projects in general. The attendees were given information to take away and several signed up for the Regeneration e-newsletter.

4.2. Concerns have been raised about the public walking across the Enabling Works project construction site; in response we have published 2 half-page advertisements in the Kaiapoi Advocate detailing the extent of the works along with a map outlining the construction site. The same message has gone out via Waimakariri District Council facebook page. This ad has also been made into 3 x A1 sized corflute signs to be affixed to the enabling works site boundary fence.

4.3. The council website has been updated to reflect the current progress of the Regeneration projects.

4.4. The Regeneration e-newsletter for November 2018 was distributed on the 27 November 2018.

4.5. Creation of the next regeneration update video is underway and focusses on the Kaiapoi East Enabling Works. This video will be released in the first week of December.

4.6. The Raven Quay / Williams Street public signboard has been updated and is now on display. It details the short-term projects timeline, and includes information on the dog parks, BMX track, terraces, the Honda forest and the wetlands.

4.7. Additional project information boards are planned to be displayed on the relevant enabling works site fences in December.

4.8. The October 2018 Waimakariri Recovery Plan Implementation Update report has been sent to the Minister for Greater Christchurch Regeneration. There will be one more update report issued before the end of the calendar year.

4.9. The Regeneration Communication and Engagement plan for 2019 has been reviewed and updated by the Regeneration team. This plan sets out the key communications and engagement activities planned for the next year, including the proposed topics for the public sign-board updates and video updates.

4.10. The Regeneration projects short-term timeline has been reviewed by the Regeneration team and an update has been uploaded on to the council website.

4.11. The Communication and Engagement Strategic Project communications plan has been updated and reviewed by the new Communications Manager Alistair Gray.

4.12. The Management Team have reviewed this report and support the recommendations.

5. COMMUNITY VIEWS

5.1. Groups and Organisations

Information has been provided to relevant groups and organisations directly affected by the implementation of the Recovery Plan.

5.2. Wider Community

The wider community have been provided with information about the implementation of the Recovery Plan.

6. IMPLICATIONS AND RISKS

6.1. Financial Implications – not applicable

6.2. Community Implications

Informing the community is the primary purpose of the communications and engagement items 4.1 - 4.12 of this report.

6.3. Risk Management – not applicable

6.4. Health and Safety

The considerations of health and safety are applicable and will be addressed in the enabling works project communications item 4.2 and 4.7 of this report.

7. CONTEXT

7.1. Policy

This matter is not a matter significance in terms of the Council's Significance and Engagement Policy.

7.2. Legislation

The Greater Christchurch Regeneration Act, 2016.

7.3. Community Outcomes

There are wide ranging opportunities for people to contribute to the decision making that affects our District.

- The Council makes information about its plans and activities readily available.
- Public spaces and facilities are plentiful, accessible and high quality.
- There is a wide variety of public places and spaces to meet people's needs.
- There are wide-ranging opportunities for people to enjoy the outdoors.

7.4. Delegations

7.4.1. In accordance with their Terms of Reference, the Regeneration Steering Group has a key role of ensuring the effective flow of information and the implementation of the Recovery Plan.

WAIMAKARIRI DISTRICT COUNCIL

REPORT FOR DECISION

FILE NO and TRIM NO:	RGN-02-01 / 181024124235
REPORT TO:	Regeneration Steering Group
DATE OF MEETING:	3 December 2018
FROM:	Roxanne Ramsay, Project Administrator – District Regeneration Duncan Roxborough, Implementation Project Manager – District Regeneration
SUBJECT:	Regeneration Steering Group Continuation and Meeting Dates for 2019
SIGNED BY: **(for Reports to Council, Committees or Boards)**	Department Manager / Chief Executive

1. SUMMARY

1.1 This report is seeking to extend the term of the Regeneration Steering Group until the end of the current Council term and to confirm the meeting dates for the Regeneration Steering Group for 2019. The dates are based on meeting each month generally on the first Monday of the month, at 4pm in the Ruataniwha Kaiapoi Civic Centre, Kaiapoi.

Attachments:

i. Regeneration Steering Group Terms of Reference (Trim 16112913269)

2. RECOMMENDATION

THAT the Regeneration Steering Group recommends:

THAT the Council:

(a) **Receives** report No. 181024124235.

(b) **Approves** the extension of the term of the current Regeneration Steering Group to the end of September 2019, with no other changes to the Terms of Reference.

(c) **Approves** the meeting schedule for 2019 as per Section 3.2, commencing at 4pm, in the Ruataniwha Kaiapoi Civic Centre of the Kaiapoi Service Centre.

3. BACKGROUND

3.1 During 2017 and 2018 the Regeneration Steering Group met on a monthly timetable at 4pm.

3.2 The Terms of Reference for the Regeneration Steering Group and the establishment report to Council from the Kaiapoi-Tuahiwi Community Board (Trim 16112913237) indicated a functional duration of the Steering Group from 2017 until December 2018, with the need and make-up of the group to be reviewed in light of implementation progress annually thereafter.

3.3 At the same time the Council disestablished the Kaiapoi Riverbanks Steering Group and the remaining roles of the Riverbanks Steering Group were incorporated into the Terms of Reference of the Regeneration Steering Group.

4. ISSUES AND OPTIONS

4.1. Implementation works are ongoing and if the Regeneration Steering Group are to provide ongoing Governance of the Implementation programme then the term of the Steering Group function will need to be extended. It is suggested that the make-up of the group is unchanged but the term of the current Steering Group appointment is extended to the end of September 2019 (prior to the 2019 Local Government elections).

4.2. Recommended meeting dates for 2019 are as follows:

Monday 4 February 2019	Monday 1 July 2019
Monday 4 March 2019	Monday 5 August 2019
Monday 1 April 2019	Monday 2 September 2019
Monday 6 May 2019	Monday 30 September 2019
Monday 10 June 2019	

4.3. Noting the first meeting for 2019 is scheduled for Monday 4 February 2019 which will fall in the same week as Waitangi Day on Wednesday 6 February 2019.

4.4. Noting the first Monday in June 2019 will fall on Queen's birthday with this meeting being scheduled for Monday 10 June.

4.5. Due to the elections being held there will be no meeting scheduled for October, however there are two meetings scheduled for September to enable matters to be cleared up for the new term.

4.6. An option available to the Council could include holding Regeneration Steering Group meetings at different times to those recommended. However this course of action is not recommended as the current meeting frequency and timing has proven to work over the initial term of the Steering Group as it aligns with the meeting schedules for both the Kaiapoi Tuahiwi Community Board and the Council.

4.7. Another option is to not continue with the Regeneration Steering Group and transfer the functions of the Steering Group to either the Council or the Kaiapoi Tuahiwi Community Board. This is not recommended, as the key advantage of the Regeneration Steering Group, is the wider membership with representatives from Ecan, Te Kokaha o Tuhaitara Trust and the Runanga as well as the Mayor and the Chief Executive.

4.8. Note that the incoming Council will determine the Committee Structure and Steering Groups that it wishes to operate during its term.

4.9. The Management Team have reviewed this report and support the recommendations.

5. COMMUNITY VIEWS

5.1. Groups and Organisations

5.1.1. The established pattern of the Regeneration Steering Group meetings has generally worked well for members, taking into account other community

commitments and the timing of Kaiapoi Tuahiwi Community Board and Council meetings..

5.2. **Wider Community**

5.2.1. The Regeneration Steering Group meetings schedule and agendas will made public through the usual process and will be published on the Regeneration website page.

5.2.2. Community views were not sought. We are not aware of any adverse comments from the public on meeting times.

6. IMPLICATIONS AND RISKS

6.1. **Financial Implications**

6.1.1. All meetings are serviced from existing Council budgets. Meeting venues are generally Council owned assets and are not charged.

6.2. **Community Implications**

6.2.1. The Regeneration Steering Group meetings are advertised on the Council website and at Service Centres on in-house television screens. The Regeneration Steering Group agendas and meeting minutes are also published on the Council website and members or the community are welcome to attend the open meeting sessions.

6.3. **Risk Management**

6.3.1. The Regeneration Steering Group are to provide a regular project overview to the Council, Kaiapoi-Tuahiwi Community Board or relevant Council Committee, and the Crown (if required) reporting on milestones, programme, budget, issues and risk.

6.4. **Health and Safety**

6.4.1. This report has no health and safety implications.

7. CONTEXT

7.1. **Policy**

This matter is not a matter of significance in terms of the Council's Significance and Engagement Policy.

7.2. **Legislation**

7.2.1. Local Government Act 2002 Schedule 7 Clause 19 – A local authority must hold the meetings that are necessary for the good government of its region or district.

7.2.2. Meetings must be called and conducted in accordance with Local Government Official Information and Meetings Act 1987 (LGOIMA) and the standing orders of the local authority.

7.3. **Community Outcomes**

- There are wide ranging opportunities for people to contribute to the decision-making by local, regional and national organisations that affect our District.

7.4. Delegations

- The Regeneration Steering Group has the delegated authority to set its meeting dates. The proposed meeting dates for 2019 follow the same pattern as previous years.

- The Regeneration Steering Group are to provide advice and recommendations to the Kaiapoi-Tuahiwi Community Board and Waimakariri District Council on key decisions relating to the implementation of the Waimakariri Residential Red Zone Recovery Plan.

WAIMAKARIRI DISTRICT COUNCIL

TERMS OF REFERENCE

REGENERATION STEERING GROUP

1. PURPOSE

The purpose of the Regeneration Steering Group (RSG) is to provide advice and recommendations to the Kaiapoi - Tuahiwi Community Board and Waimakariri District Council on key decisions relating to the implementation of the Waimakariri Residential Red Zone Recovery Plan.

2. MEMBERSHIP

- Mayor
- Council Portfolio Holder – Kaiapoi Regeneration (Chair)
- Kaiapoi-Tuahiwi Community Board (full Board)
- Kaiapoi-Woodend Ward Councillors
- Te Ngāi Tūāhuriri Rūnanga (representative (s))
- Te Kohaka o Tūhaitara Trust (representative)
- Environment Canterbury (representative)
- Chief Executive
- Manager, Community & Recreation
- Implementation Programme Manager, District Regeneration

3. ROLE

The members of the RSG will engage in a positive and collaborative manner to enable the efficient and effective implementation of the Recovery Plan. This includes (but is not limited to) the following roles:

- Govern the District Regeneration programme;
- Make recommendations to the Kaiapoi-Tuahiwi Community Board, Council or Council Committees, and oversee the implementation of Board, Council or Council Committee decisions;
- Lead and support community and partner engagement;
- Strategic level decision making and guidance, in accordance with the Decision Framework;
- Make recommendations to Council regarding the division of the overall budget for specific projects;
- Recommend any material changes to the Implementation Strategy;
- Review and monitor overall progress (including budget tracking);

TERMS OF REFERENCE

REGENERATION STEERING GROUP

- Provide a regular project overview to the Council, Kaiapoi-Tuahiwi Community Board or relevant Council Committee, and the Crown (if required) reporting on milestones, programme, budget, issues and risk;
- Provide recommendations on key documents where necessary, including but not limited to:
    - Implementation Strategy
    - Participation Strategy
    - Reports or briefings to Council, Council Committees or Boards
- Recommend approval of master plans, concept plans, and strategies
- Participate in design and planning workshops;

Members have a key role to ensure the effective flow of information between member organisations and the Steering Group.

4. MEETING FREQUENCY

The RSG shall meet every four weeks or when requested to do so for urgent matters, or matters relating to the purpose of the RSG.

A quorum is considered to be 50 percent of members.

5. ADMINISTRATION

The agenda and minutes for the RSG meeting will be prepared by the Core Project Team Project Administrator. The agenda and minutes will be filed in TRIM and distributed to all members. The agenda for the meeting shall generally be as follows:

1. Introductions / Apologies
2. Previous Minutes
3. Implementation Programme Manager Report (milestones, programme, issues, budget, risk)
4. Community participation review
5. Reports to Council, Committee or Community Board
6. General Business

6. DURATION

The RSG will function until December 2018. The need and make-up of the group will be reviewed in light of implementation progress annually thereafter.

WAIMAKARIRI DISTRICT COUNCIL

REPORT FOR DECISION

FILE NO and TRIM NO:	RGN-05-12 /181012119151
REPORT TO:	Regeneration Steering Group
DATE OF MEETING:	3 December 2018
FROM:	Michelle Flanagan, Landscape Planner – District Regeneration
SUBJECT:	Kaiapoi East, sport field area development options.
SIGNED BY: (for Reports to Council, Committees or Boards)	Department Manager / Chief Executive

1. SUMMARY

1.1 The purpose of this report is to set out the options for the development of the new sport field area in the Kaiapoi East sport and recreation reserve. It considers the following matters:

- Playing fields (including irrigation)
- Softball diamonds
- Buildings (toilets/changing rooms, storage, clubrooms)
- Field lighting
- Car parking
- Pathways
- Park furniture

1.1. A Regeneration budget of $2,700,000 has been allocated for the development of the sport field area. This is separate to the $1,000,000 contribution to the enabling site works which form a foundation for the sport field area development. The preliminary cost estimates for the recommended development options included in this report are within the allocated Regeneration budget.

Attachments:

i. Reserve Master Plan for Kaiapoi East (180823095941, Sheet 15)
ii. Conceptual toilet/changing room/clubroom layout (181108131659)
iii Clubroom funding and ownership assessment (181108131649)

2. RECOMMENDATION

THAT the Regeneration Steering Group recommends:

THAT the Community and Recreation Committee:

(a) **Receives** report No. 181012119151

(b) **Approves** the development of two senior grass fields with subsoil drainage and slit draining with preliminary cost estimate of $395,000.

(c) **Approves** the development of two softball diamonds with an artificial diamond and grass outfield with a preliminary cost estimate of $520,000.

(d) **Approves** the development of two changing rooms and three public toilets with a preliminary cost estimate of $565,000.

(e) **Approves** the relocation of key user storage containers to the reserve with some external improvements for amenity purposes with a preliminary cost estimate of $20,000.

(f) **Approves** Council not providing clubrooms at the reserve for exclusive use by the key users.

(g) **Approves** staff undertaking a business case, in partnership with key users to consider the potential for a combined community facility/clubrooms at the reserve.

(h) **Approves** staging the development of the car park at the reserve with a preliminary cost estimate of $457,000.

(i) **Approves** the development of the path network with a preliminary cost estimate of $176,000.

(j) **Approves** the installation of park furniture with a preliminary cost estimate of $100,000.

(k) **Notes** that key user clubs will be responsible for providing field lighting in the sport field area.

(l) **Notes** that the Regeneration budget allocation for development of the sport field area is $2,700,000. This is separate to the $1,000,000 currently allocated for the enabling site works that form the foundation for the sports fields and diamonds.

(m) **Notes** that the preliminary cost estimate for the recommended sport field area development options (within this report) is within the Regeneration budget allocation.

(n) **Notes** that the preliminary cost estimate will be refined in the next stage of the design process.

3. BACKGROUND

3.1 The Waimakariri Residential Red Zone Recovery Plan (Recovery Plan) includes a new sport and recreation reserve in the Kaiapoi East Regeneration Area. Council are now working towards implementing this approved land use.

3.2 The new reserve centres on Cass Street, which will be closed from the entrance of the reserve through to Jollie Street[1][2]. North of Cass Street, the approximate 10 hectares of reserve will contain the sport fields and softball diamonds. South of Cass Street, the approximate 8.4 hectares will contain a stormwater management area (including extensive native planting), community BMX track and dog park.

4. ISSUES AND OPTIONS

4.1. This report focuses on development options for the sport field area north of Cass Street. It outlines and considers development options for:

- Playing fields
- Softball diamonds
- Buildings (toilets/changing rooms, storage, clubrooms)
- Field lighting

[1] Confirmed by Council, 5 September 2017, 171104119816

[2] While the road is physically closed, the road corridor remains (i.e. it is still legal road).

- Car parking
- Pathways
- Park furniture

Key users of the sport field area

4.2. The Kaiapoi Softball Club and the Northern Bulldogs Rugby League Club (NBRLC) have been identified as the two key users of the proposed sport and recreation reserve.

4.3. Softball

4.3.1. The Kaiapoi Softball Club do not have a home ground and are currently based at Kaiapoi Park on Smith Street (sharing with the Kaiapoi Rugby Club). The Softball Club have confirmed their intent to be based at the new sport reserve and their willingness to be part of a code-sharing arrangement at the reserve[3].

4.3.2. The softball season runs from October through to March. On a home club day, the Kaiapoi Softball Club have advised that they can have approximately 720 players throughout the day. The club plays competition games Friday and Monday evenings and on Saturday and Sunday. There are additional training evenings during the week.

4.4. Rugby League

4.4.1. Council invited the NBRLC to relocate from their current home at Murphy Park to the new sport and recreation reserve. The Club have advised that they require additional fields, and there is insufficient space to provide these at Murphy Park. In addition, Murphy Park is bounded on two sides by the Kaiapoi River, and located on the river-side of the Environment Canterbury stopbank. Therefore, future sea-level rise could affect the Kaiapoi River and the effective use of Murphy Park. The NBRLC have confirmed that they wish to remain at Murphy Park, but would like to use the fields at the new sport ground[4]. The key drivers for remaining at Murphy Park appear to be:

- The club have worked hard to re-establish themselves at Murphy Park post-earthquake, including developing clubrooms.
- The club does not want to commit to significant debt in the future.
- The Murphy Park fields drain well (given their riverside location).
- Murphy Park is the traditional home of the Club (since 1958) and they value the atmosphere at the park.

4.4.2. The rugby league season runs from April to August (pre-season training often commences in February). On a home club day there can be 134 players on site. At a recent tournament at the NBRLC drew approximately 6,000 spectators/supporters. Competition games are played on a Saturday and Sunday (womens competition), with training on weekday evenings.

3.3 Rugby

4.4.3. During consultation on the Reserves Master Plan a member of the Kaiapoi Rugby Club contacted Council wanting to know how their club could be considered for use of the new fields. The member identified that at the current time they did not require additional field space, however may require additional space in the future. No written feedback or comment was received from the club confirming this.

[3] Letter received 21 March 2018, 180403034554

[4] Letter received 25 June 2018, 180625070074

Facility Layout

4.5. The Reserves Master Plan shows the following key assets for the sport and recreation reserve (refer Attachment i):

4.6. North of Cass Street:

- Two senior rugby league fields (120m x 68m)(grass turf)
- One intermediate (or mod) field (grass turf)
- Four junior rugby league fields (grass turf)
- Two softball diamonds (artificial diamond with grass turf outfield)
- Car parking area
- Space for changing room/toilets
- Pathways and earth embankments.

4.7. South of Cass Street:

- Dog park
- Community BMX track
- Stormwater management area (wetland) with extensive native planting (Honda Forest)
- Pathways.

This report concerns the sport assets generally north of Cass Street.

Playing fields

4.8. Field provision

4.8.1. Given that the NBRLC have elected to remain at Murphy Park, it is proposed that only the two senior fields will be constructed at this stage. Should the junior/mod field area be required in the future, this could be developed then. It is noted that the current site works contract prepares the junior/mod field area to approximately 80% complete.

4.8.2. Preliminary discussions with the NBRLC indicate that the field immediately north of the car park area would likely be the number one (game) field. The field to the east of the car park (adjacent to the softball diamonds) would be the number two (training) field. Field lighting would be required for the training field (the club would be responsible for providing this).

4.9. Field options

4.9.1. Staff have worked with New Zealand Sports Turf Institute (NZSTI) on the design of the proposed sports fields. NZSTI have provided a feasibility study for the development of new sports fields, which identifies seven different sport field options (refer Table 1)[5].

[5] Kaiapoi Eastern Sports field Development 180803087696

Table 1: Sport field options for Kaiapoi East

OPTION		FIELD TYPE
1	Basic	Soil based field
2	Low LOS	Soil based field + subsoil drainage
3	Mod LOS (a)	Soil based field + subsoil drainage + gravel banding
4	Mod LOS (b)	Soil based field + subsoil drainage + sand banding
5	High LOS (a)	Soil based field + subsoil drainage + slit draining
6	High LOS (b)	Soil based field + subsoil drainage + slit draining + sand topdressing
7	Sand carpet	Full sand carpet

1 Subsoiling, laser levelling, preparing seed bed and sowing, grass establishment.
2 Network of lateral drains at 5-20m centres and main drains.
3 Injecting 10-25mm wide gravel bands, at 400-800mm centres, to a depth of 250mm.
4 Injecting 10-20mm wide sand bands, at 260mm centres, to a depth of 200mm
5 Installing narrow slit drains, 50mm wide at 1-2m centres, to a depth of 250-300mm. The slit drains are backfilled with differing depths of gravel and sand. Gravel in the slit drains interlinks with the gravel in the lateral drains.
6 Establishing a narrow sand carpet (25mm in depth) by spreading an initial 15mm depth of sand prior to sowing and two applications of 5mm top dressed sand during the grow-in.
7 Construction of a 50-100mm sand layer into which the grass is established.

4.10. Preliminary cost estimate – playing fields

4.10.1. NZSTI also provided a preliminary cost estimate (for construction) for each of the sport field options for the Kaiapoi East sport fields.

Table 2: Preliminary costs estimates for Kaiapoi East sport field options.

OPTION	Soil based field ($/ha)	Subsoil drains ($/ha)		Gravel banding ($/ha)	Sand banding ($/ha)	Slit draining ($/ha)	Sand topdressing ($/ha)	Total cost Estimate ($/ha)[1]	Playing hours/week in winter
1 - Basic	75,000							150,000	
2 - Low LOS	75,000	20,000						190,000	2-4
3 - Mod LOS (a)	75,000	20,000		32,000				254,000	<6
4 - Mod LOS (b)	75,000	20,000			25,000			240,000	<6
5 - High LOS (a)	75,000	20,000				45,000		280,000	5-12
6 - High LOS (b)	75,000	20,000				45,000	75,000	430,000	5-12
7 - Sand carpet								700,000	5-12

Note:

- A portion of the subsoil drains is included in the enabling site works package (this is in addition to the above $/ha).
- These figures do not include infrastructure services, design fees, contingency, cost escalation, and GST.
- The total per hectare approximates the total cost estimate per field. The Total Cost Estimate is for two fields.
- Management and maintenance costs are additional to the construction costs

4.10.2. In addition to the preliminary cost estimate for the playing fields ($280,000), funding will also be required for irrigation and providing a power connection for field lighting. A preliminary cost estimate of $85,000 has been identified for irrigation, although this excludes the drilling of a new water supply well if required. A preliminary cost estimate of $30,000 has been identified for the provision of a power connection.

4.11. Recommended option – playing fields

4.11.1. Selection of the recommended field option is based on cost, balanced against the desired performance and expected usage.

4.11.2. The option recommended by NZSTI is the High LOS (b) option - Soil based field + subsoil drainage + slit draining + sand topdressing. This has an estimated cost of $215,000 per hectare ($430,000 for the two senior fields). This would enable 5-12 playing hours per week on the fields.

4.11.3. The option recommended by NZSTI exceeds the Regeneration budget allocation for sport field construction. After discussions with the Community and Green Space Manager the recommended option for the sports fields is the High LOS (a) - soil based field + subsoil drainage + slit draining. While the NZSTI estimates that this would give approximately 6 playing hours per week, it is felt that this is a conservative estimate and additional playing hours would be possible.

4.11.4. Note that a sand topdressing could be added at a later date (to get to the High LOS (b) option). It is considered that the current expected use of the proposed fields does not justify this.

Softball diamonds

4.12. Diamond provision

4.12.1. Softball New Zealand have prepared a National Facilities Plan (2018). This Plan identifies a facilities hierarchy with four levels:

- Olympic - Ability to host Olympic level competitions
- International - Ability to host international competitions
- National - Ability to host national and regional representative tournaments
- Association - Ability to host local and association competitions

4.12.2. It is proposed that the facility in Kaiapoi East will be an Association level facility. The National Facilities Plan sets out the following asset provision for an Association facility[6]:

- At least two diamonds.
- Warm up area adjacent to main diamond/s.
- Light towers with adequate illumination if night games are to be played.
- Two dugouts/player seating on each field with entrance to the playing field.
- Basic scoreboard preferable.
- Backstop fencing 7.62m - 9.14m from home plate.
- Minimum 76.2m outfield (males) and 67.06m (females).
- Pitching blocks and pitching mats for each diamond.

4.12.3. Preliminary discussions with the Kaiapoi Softball Club indicate that they would use two softball diamonds for senior matches and would mark out grass diamonds across the fields for junior games. The Club also indicated that an area for a future third senior diamond would be desirable in the future. There is insufficient room to accommodate this at the reserve (largely due to the surface drainage network on site); however, this could be accommodated in the rural area to the east, or on the Memorial Gardens area to the south prior to its development (development is not expected within the next 25 years).

[6] New Zealand Softball National Facilities Plan 2018, p.39.

4.13. Diamond options

4.13.1. Staff have identified three options for softball diamonds:

- Option 1: All turf diamond and outfield.
- Option 2: Artificial diamond and turf outfield; and
- Option 3: Artificial diamond and artificial outfield.

4.14. Preliminary cost estimate – softball diamonds

4.14.1. This preliminary cost estimate (for Options 2 and 3) is based on a project recently completed in Christchurch.

Table 3: Preliminary costs estimates for Kaiapoi East sport field options.

Option	Diamond ($/diamond)[1]	Outfield ($/diamond)[1]	Fencing ($/diamond)[1]	Drainage ($/diamond)[1]	Subtotal ($/diamond)
1	20,000	30,000	120,000	20,000	190,000
2	60,000	60,000	120,000	20,000	260,000
3	880,000		120,000	20,000	1,020,000

Notes:

- These figures do not include infrastructure services, design fees, contingency, cost escalation, and GST.
- The fencing is the behind diamond protective fencing. This is necessary for safe operation of the diamond. The fencing estimate does not include any outfield fencing (either permanent or temporary).

4.15. Recommended option – softball diamonds

4.15.1. The following asset is recommended for the softball diamonds:

- Two softball diamonds with artificial diamond and turf outfield.
- Diamonds to be constructed to an Association level.
- Diamond fencing provided to Diamond #1 and Diamond #2.
- Permanent outfield fencing on Diamond #1 (to be supplied by key user).
- Temporary outfield fencing on Diamond #2 (to be supplied by key user).
- Field lighting for Diamonds #1 and #2 (to be supplied by key user, Council will provide a power supply).

Changing room/toilet

4.16. The provision of changing rooms and toilets at the new sport and recreation reserve is considered necessary for the effective functioning of the reserve. Current facility design indicates that the following amenities are required.

- Four player changing rooms
- One officials changing room
- Seventeen showers (four per change room, one for officials room)
- Nine toilets for sport use (two per change room, one for officials, at least one per change room to be accessible)
- Three toilets for public use (at least one to be accessible)
- Two toilets for future clubrooms (both to be accessible)
- Fourteen basins (located with toilets)
- Two storage facilities

Recreation Sport Leisure Consultancy has confirmed that the above facilities would be appropriate at the new sport and recreation reserve.

4.17. A conceptual layout plan is include at Attachment ii. This plan is intended only to assist with facility sizing and asset provision, and generating preliminary cost estimates.

4.18. There are three options for the provision of facilities at the sport and recreation reserve; minimum construction, staged construction (Option 2) or full construction (Option 3).

4.19. Option 1, minimum construction includes three public toilets (with at least one to be accessible).

4.20. Option 2, staged construction includes:

- Two player changing rooms
- One officials changing room
- Nine showers
- Five toilets for sport use (two per change room, one for officials, at least one per change room to be accessible)
- Three toilets for public use (at least one to be accessible)
- Eight basins (located with toilets)
- Two storage areas

It is considered that these would be the minimum facilities required for the operation of the sport and recreation reserve.

4.21. Option 3, full construction includes the full complement of facilities listed in Section 4.16.

4.22. Preliminary cost estimate – changing room/toilet

4.22.1. A high-level preliminary cost estimate for the changing room/toilets is based on a per square metre rate for construction of approximately $4,000[7].

Table 4: Changing room/toilet – preliminary cost estimate

OPTION	PRELIMINARY COST ESTIMATE
Option 1 (minimum facility)	$90,000
Option 2 (staged construction)	$565,000
Option 3 (full construction)	$935,000

Note - These figures do not include ground remediation, infrastructure services, design fees, contingency, cost escalation, and GST.

[7] The preliminary cost estimates are based on advice from AECOM (181026125686).

4.23. Recommended option – Changing room/toilet

4.23.1. Option 2, staged construction is recommended for the changing room/toilet at the sport and recreation reserve. This would include the following asset:

- Two player changing rooms
- One officials changing room
- Nine showers
- Five toilets for sport use (two per change room, one for officials, at least one per change room to be accessible)
- Three toilets for public use (at least one to be accessible)
- Eight basins (located with toilets)
- Two storage areas

4.23.2. Given that there is only one key user who has committed to being based at the reserve, it is considered that staged construction of the changing room/toilet facility is appropriate. The planning and design of the changing room/toilets would need to take into consideration the addition of asset in the future (e.g. two additional changing rooms).

Storage

4.24. Storage is an important facility required by sport clubs. Storage is used for field, playing and training equipment, and needs to be close to the playing area, easy to access, secure and dry.

4.25. Currently, the NBRLC has three twenty-foot containers (each container is approximately 6m x 2.5m, giving a total floor area of 45m^2) at Murphy Park. The Kaiapoi Softball Club currently uses a forty-foot container for storage (12m x 2.5m, giving a total floor area of 30m^2).

4.26. There are a number of options for the provision of storage space at the new sport and recreation reserve:

- Option 1 – Integrate with the proposed changing rooms/toilet facilities (some allowance for storage is made in the changing room/toilet conceptual layout (approximately 30m^2)).
- Option 2 – Allocate space for the sport clubs to relocate their existing containers to the new reserve.
- Option 3 – Allocate space for the clubs to provide purpose built storage buildings at the new reserve.
- Option 4 – Council provides purpose built storage building at the new reserve.

4.27. Each of the storage options has a number of advantages and disadvantages as follows:

Table 6: Storage – option assessment

OPTION	ADVANTAGES	DISADVANTAGES
Option 1 – Integrate with changing rooms/toilets	• Single storage building on the reserve. • Council controls the size and amenity of the new building.	• Cost of construction will fall to Council. • Given cost constraints, storage provided is unlikely to be enough for clubs. • Potential additional storage likely to be required (e.g. container).
Option 2 – Relocate existing club containers.	• Could locate containers near playing area. • Clubs already have access to containers. • No cost to Council for container (relocation costs likely to fall to Council). • No costs for building foundations.	• Multiple building structures across reserve. • Containers are not visually appealing, could detract from new reserve. Some external improvement works required. Cost of this may potentially fall to Council. • Containers are often viewed as a short-term or temporary option.
Option 3 – Clubs to provide a purpose built storage building (s).	• Could locate new building(s) near playing area. • No cost to Council for buildings.	• Potentially multiple buildings across reserve. • Sport clubs unlikely to be able to afford new storage buildings, could potentially look to Council to fund. • Council would need to control the size and amenity of any buildings.
Option 4 – Council provides a purpose built storage building.	• Clubs could share storage space. Fewer buildings/structures on reserve. • Could locate new building near playing area. • Council would control the size and amenity of any new building.	• Costs for building fall to Council.

4.28. Preliminary cost estimate - storage

4.28.1. The preliminary cost estimate for the provision of storage is as follows:

Table 7: Storage – preliminary cost estimate

OPTION	PRELIMINARY COST ESTIMATE
Option 1	Costed as part of toilet/changing room construction
Option 2	$20,000 (for potential external improvements and relocations)
Option 3	Costs fall to key user clubs
Option 4	$50,000

Note:

- Council would be responsible for assisting the clubs to obtain building and resource consents. This could potentially include engineered foundation design if required. .

4.29. Recommended option - Storage

4.29.1. The following provision of storage is recommended (a combination of Option 1 and 2 above):

- Provide some storage as part of the changing room/toilet construction (e.g. small storage area integrated into the building).
- Work with key users to relocate existing club storage containers to the reserve. This could include:
  - Identifying an appropriate location at the reserve.
  - Potentially providing some hard fill as a foundation for the containers
  - Undertaking potential external works to ensure the containers do not detract from the amenity of the reserve.

Physical provision of clubrooms

4.30. Clubrooms are the social spaces associated with code or club use of sport and recreation reserves. Clubrooms may contain kitchen and bar facilities, function space(s), and space to display memorabilia. They are important for the successful operation of the club or code, and essentially give the code/club a home. They can also be an important revenue source for the code/club.

4.31. This section looks at the physical provision of clubrooms. The following section considers potential funding and ownership models.

4.32. Council policy S-CP 0725 covers 'Council's role in the provision of community facilities'. The purpose of this policy is to provide a consistent basis for the Council's involvement in providing new (or upgrading existing) community facilities. Under the policy, sport pavilions are included as a community facility. The policy describes sport pavilions as buildings that "*are primarily designed to provide changing and toilet facilities to support those sports codes that use Council sports grounds for active forms of recreation. Pavilions may also incorporate function or meeting rooms for use by the club/s using the sports-ground*".

4.33. The policy states that Council's role in new sports pavilion development is through forming partnerships with local sport clubs. Through these partnerships, Council may provide funding for external access toilets and changing rooms, parking facilities and security arrangements (Section 4.1.3 of S-CP0725). The policy notes that "*it is the responsibility of the club/s using the pavilions to provide meeting or function spaces with catering and bar facilities as required*" (Section 4.1.3 of S-CP0725).

4.34. In the recreation sector, the sharing of clubrooms by codes/clubs is preferred for the following reasons:

- Higher quality facilities often result (pooled funding)
- Increased membership
- Improved financial health for the clubs
- Shared administration and management tasks/costs
- More efficient use of resources; and
- More sustainable in the long term

4.35. At the new sport and recreation reserve, this is currently problematic with the NBRLC electing to remain at Murphy Park. This would see the Kaiapoi Softball Club looking to potentially develop a clubroom facility on their own. This poses challenges in terms of raising sufficient funds, and would see any clubroom facility potentially unused during the off-season.

4.36. A preliminary cost estimate was sought for an approximate 200m^2 of clubroom space that could be integrated with a toilet/changing room facility (refer Attachment ii). The preliminary cost estimate for this would be $650,000. At a high level, this could be split into approximately $500,000 for the shell and $150,000 for fit out. The size of the clubroom area could be increased at a cost of approximately $3,250/m^2.

4.37. Four potential options for the physical provision of clubrooms have been identified:

Table 8: Clubroom Options

CLUBROOM OPTIONS		KEY ADVANTAGES	KEY DISADVANTAGES
Option 1	Do nothing; make no provision for clubrooms at the new reserve.	No expenditure from Council on clubroom facilities.	• Clubs do not have a social space to build culture and support their use of the reserve. • Reserve may not be used to its full potential • Viability of key user clubs potentially affected – no funding source.
Option 2	Build a fully integrated clubrooms/changing room/toilet facility.	• Integrated, purpose built facility to complement the new sport and recreation reserve. • Cost savings potentially achieved through integrated construction. • Clubs have a social space to build culture and support their use of the reserve. • Reserve likely to be used to its full potential. • Viability of key user clubs enhanced.	Council would likely be required to fund at least a portion of the clubroom construction (potentially directly or through loans/grants to key user clubs etc.).
Option 2a	Build only the shell with internal fit out by the key user clubs.	• Some (limited) cost savings to Council. • Clubs make a contribution and take some responsibility for the clubrooms.	• Significant costs still fall to Council for clubroom construction. • Clubs may not progress with the fit-out due to cost constraints.

Option 3	Plan for the construction of clubrooms as a future extension of the changing rooms/toilets.	No cost to Council in the short-term for clubrooms. Some potential savings through planning for future clubrooms.	Council funding still required for clubroom construction (e.g. future foundations or engineering to enable a second storey). Timeframe for completion would be dependent on club funding. This would be particularly difficult if left to a single club.
Option 4	Relocate the current NBRLC clubrooms from Murphy Park.	NBRLC could potentially have a presence at the new reserve in the short-term. Re-use of an existing facility. Rugby league and softball could share the facility.	Council would likely be required to fund the relocation of the building (potential for some contribution from the key user clubs). Existing clubrooms would likely sit separate from the changing room/toilet facility. Landscaping could integrate the two structures however. Is the existing clubrooms a suitable facility for the new reserve for the long-term?

4.38. Relocation of the NBRLC clubrooms from Murphy Park

4.38.1. Staff requested feasibility and preliminary cost estimate from WSP Opus on the potential to relocate the existing NBRLC clubrooms from Murphy Park. This report states:

- Additional strengthening for seismic and wind loadings would be required.
- Normal shipping containers are made from corten steel and are typically used from 10-20 years. If the shipping containers are not made from corten steel the lifespan would be less and additional durability/weather protection may be required
- There may be key risks around durability of structure and weathertightness.
- A Technical Category 3 foundation solution would be required due to the poor ground conditions at the reserve.
- There is the potential that the foundation platform may need to be raised to accommodate the flood risk[8].

4.38.2. The preliminary cost estimate for relocating the building is $575,750. This would include the following:

- Building relocation ($430,250)
- Professional fees, building consent, contingency ($145,500)

4.38.3. The above preliminary cost estimate excludes any ground remediation, dealing with contaminated materials, raising of the foundation platform and any furniture, fixtures and equipment. It also excludes remediation works at Murphy Park and the relocation of the external storage containers.

4.38.4. The report from WSP Opus recommends the following next steps should the relocation of the existing clubrooms be the preferred option:

- Undertake a preliminary design review, geotechnical/site investigation and costing update.
- Procure a contractor or early contractor involvement.
- Undertake detailed design updates for building consent.

[8] The potential requirement to raise the foundation platform would be common across all building options.

4.38.5. Should relocating the clubrooms be deemed a desirable option, further discussion would be needed with the NBRLC who at this stage have indicated their desire to remain at Murphy Park.

4.38.6. There are also a number of other issues to consider including:

- Who pays for any ground remediation works or specific foundation design/construction at the reserve?
- Who pays for the relocation of the building and any upgrades needed?
- Is the existing clubrooms suitable for dual use by rugby league and softball, and possibly other clubs/codes?
- What is the whole of life cost/lifespan of the building?
- The flexibility of the building for the future.
- The consent requirements in terms of relocating a second-hand building to the reserve (building and resource consent).

4.39. Recommended option – clubroom provision

4.39.1. In accordance with Council Policy S-CP 0725, 'Council's role in the provision of community facilities'; should the sports pavilion at the new sport and recreation reserve be for exclusive club/code use, then Council would generally not provide or contribute to clubrooms.` Council would provide toilets and changing rooms to enable effective use of the reserve.

4.39.2. However, Policy S-CP 0725 also states that "if a sports pavilion is made available for wider community use on a regular basis and continuing wider use is evident, then the Council may consider a contribution to meeting, kitchen or function spaces in sports pavilions" (Section 4.1.3). The consideration of a contribution by Council under this policy is dependent on thirteen criteria, which broadly look at:

- The multi-functionality of the facility
- The availability/suitability of other space locally
- The social, economic and cultural benefits to the community
- Any community or third party financial contributions; and
- The suitability of the facility for wider community use.

4.39.3. It is recommended that the potential for clubrooms at the new sport and recreation reserve to be a community facility should be explored. A Community Facilities Report[9] prepared for Council in 2017 notes that growth in the key activity area of Kaiapoi "*may justify additional facilities or community hubs, where none exist currently*" (p.16). This report also notes that there is community meeting space in the Ruataniwha Kaiapoi Civic Centre, and in the Kaiapoi Community Centre, although the latter space is very small.

4.39.4. Should it be considered in the future that additional community space is required in Kaiapoi for community and recreation activities, a multi-use space at the reserve could be combined with any clubrooms. The Kaiapoi Softball Club have also expressed their willingness for a clubroom facility to be available for community use.

4.39.5. It is recommended that a business case be prepared to consider the development of a community facility space at the sport and recreation reserve. Should the business case support a community facility/clubroom, Council could consider making a contribution to the funding of this in accordance with Policy S-CP 0725. It is important to note that any funding would be subject to future Long Term Plan processes as no funds have been allocated for this in the Regeneration or Green Space budgets.

[9] Waimakariri District Council Community Facilities Report, October 2017 (171017112201)

4.39.6. As the Kaiapoi Softball Club are the only key user looking to base themselves at the reserve at this time (as the NBRLC have elected to remain at Murphy Park), it is considered that the absence of a clubroom facility does not prevent effective use of the reserve. The provision of a toilet/changing facilities would enable the Club to adequately establish at the reserve. In addition, it is considered that it would be a challenge for the softball club, as a single club/code, to provide clubroom facilities without funding support from Council (or other third parties). Therefore, it is recommended that the provision of a clubroom facility be subject to further discussion with current and potentially future users during the preparation of a business case for wider community use.

Clubroom – funding and ownership models

4.40. In addition to the actual physical provision of a clubroom, there are also options for the potential funding and management model. The appropriate model will be influenced by whether the facility is exclusively for sport club/code use, or whether it operates as a multi-use community space. The following options have been identified as potential clubroom funding and ownership models:

Option 1: Small clubroom owned and maintained by Council but used exclusively by key users (e.g. Loburn Domain, Ashley Rugby Club).

Option 2: Individual club/code owns and manages clubrooms.

Option 3: Key user clubs/codes co-own, use, and manage clubrooms (e.g. Milton Memorial Park, Rangiora Croquet Club, Rangiora Table Bowls Club).

Option 4: Trust or legal entity owns and manages a facility, individual clubs are affiliated (e.g. Southbrook Park, Southbrook Community Sports Trust).

Option 5: Council owns and manages a larger multi-use facility (e.g. Woodend Community Centre).

Option 6: Council owns a larger multi-use facility, managed by third party (e.g. Coldstream Reserve, North Canterbury Sport and Recreation Trust).

As assessment of the advantages and disadvantages of these options is included in Attachment iii.

4.41. It is important to note that regardless of which option is preferred, Council would need to provide changing rooms and public toilets at the sport and recreation reserve. Council would also potentially need to assist with the building consent and resource consent processes (in accordance with Policy S-CP 0725) for any facility.

4.42. Of the identified funding and ownership models above, Options 2, 3, and 4 are considered consistent with the current Council policy (S-CP 0725). Under these options the key clubroom users are responsible for their provision. Council partners by providing changing rooms, public toilets and car parking. Options 1, 5, and 6 would see Council as the provider of clubrooms, which is not considered consistent with the current policy (if they are for exclusive sport club/code use).

4.43. Options 5, and 6, and to some extend Option 4; provide an opportunity to look at whether there are other local community, sport, recreation and/or hobby groups that could broaden the use of the clubroom facility, potentially creating a hub. This would have benefits in terms of increasing the funding pool, providing accommodation for local groups, and could maximise the use of the facility, making it more sustainable. As outlined in section 8.34 above, should the clubroom be considered a necessary community facility, there is the potential for a Council funding contribution under Policy S-CP 0725 (subject to the criteria in the policy and futureLong Term Plan processes).

4.44. If creating a sports hub was an option Council wished to explore, staff would need to work with the known key users, and existing contacts potentially (e.g. North Canterbury Sport and Recreation Trust) and potentially call for public expressions of interest to identify parties that may wish to be part of a hub. Council would also need to lead the establishment of the hub model.

4.45. Recommended option – clubroom funding and ownership model

4.45.1. As mentioned in section 4.3.1, the Kaiapoi Softball Club are the only key user currently confirmed to be based at the reserve, and it will be a challenge as a single club to provide clubroom facilities. In addition, single club use of a building is also inefficient given that during weekdays, in the off-season the facility will be largely unused.

4.45.2. A clubroom facility at the sport and recreation reserve provides a real opportunity to create a multi-use space for varied community and recreation activities (a hub). Therefore, it is recommended that the provision of a clubroom facility be subject to further discussion with current and potentially future users during the preparation of a business case for wider community use. The outcome of this business case will provide some direction on the potential clubroom funding and ownership model.

Field lighting

4.46. Council typically does not fund field lighting as it has a direct and exclusive benefit to the sport club. The Kaiapoi Softball Club have indicated they wish to light both the diamonds, and the NBRLC would potentially light one playing field (the training field). It is expected that the clubs would fund and install any field lighting themselves. Any field lighting would need to meet the requirements of the Waimakariri District Plan, particularly regarding light spill.

4.47. A power supply for future field lighting will be available at the sports grounds for the clubs. Lighting design may also need to be considered during the construction of the sports fields/diamonds to avoid conflicts with services, drainage and pathways. A provision for this is included in the preliminary cost estimate.

4.48. The recommended option for field light is for the key user clubs to provide this as required. Council will make a power supply available to support this.

Car parking

4.49. On-site car parking

4.49.1. A car park is proposed on the sport and recreation reserve at the termination of Cass Street. It is intended that this car park would be available to sport field/diamond users, users of the dog park and community BMX track, and general reserve users. This car park would be gated and locked at night time.

4.49.2. The Waimakariri District Plan sets out the following minimum on-site parking requirements for land uses (Rule 30.6.1.34 (Table 30.8)):

Table 9: Minimum parking requirements from the District Plan.

ACTIVITY	PARKING SPACES TO BE PROVIDED	LOADING SPACES TO BE PROVIDED	CYCLE PARKING
Places of assembly (includes club houses on sports grounds)	10 spaces per 100 m^2 net floor area	1 per 1000 m^2 net floor area	2 short term parks, plus 1 per 1000m^2 gross floor area
Sporting grounds, playing fields.	25 spaces per hectare used for the activity		3 short term parks, plus 3 additional short term parks per hectare used for the activity.

4.49.3. When applied to the sport and recreation reserve this would require the following on-site parking:

Table 10: On-site parking requirements.

ACTIVITY	AREA	PARKING REQUIRED
Club house	500m^2	50 parking spaces 1 loading space 3 cycle parks
Sport field area	8 hectares (80000m^2)	200 parking spaces 27 cycle parks
TOTAL		250 parking spaces 1 loading space 2 bus parks 30 cycle parks.

4.49.4. The design of the reserve car park is currently with Abley transportation consultants for concept design. The Reserves Master Plan shows an area of approximately 0.9 hectares set aside for car parking. Based on a nominal 25m^2 per car this would equate to approximately 250 spaces (with area for manoeuvring and landscaping) with additional loading and bus manoeuvring.

4.50. Preliminary cost estimate – car parking

Table 11: Car parking - preliminary cost estimate

OPTION	LEVEL OF SERVICE	PRELIMINARY COST ESTIMATE
Option 1 - Sealed	• 250 parking spaces • Loading space • A bus-drop-off zone • A general drop-off zone • 30 cycle parks	$1,100,000
Option 2 - Unsealed	• 250 parking spaces • Loading space • A bus-drop-off zone • A general drop-off zone • 30 cycle parks	$738,000
Option 3 – Staged and sealed	• 100 parking spaces • Loading space • A bus-drop-off zone • A general drop-off zone • 30 cycle parks	$457,000

Note:

- Sealed (asphalt) car park is costed at $150/m^2$
- Unsealed carpark is costed at $100/m^2$

4.51. Recommended option – on-site car parking

4.51.1. Based on the Waimakariri District Plan, and potential usage of the sport and recreation reserve, providing 250 parking spaces on site is considered appropriate. It is comparable with Southbrook Park, where approximately 200 spaces are provided; Kaiapoi Park, where approximately 150 spaces are provided; and Kendall Park, where approximately 225 spaces are provided.

4.51.2. However, the preliminary estimated cost of this (refer Table 11 above) exceeds the allocated provision in the Regeneration budget. The estimated cost could be reduced by choosing to provide an unsealed surface, however it is likely this reduced level of service would be considered unacceptable by reserve users.

4.51.3. Therefore, it is recommended that the provision of the on-site car parking at the reserve be staged (Option 3). It is considered that the initial short-fall in on-site car parking would be accommodated by on-street parking proposed on Cass Street, Charles Street and Jollie Street, and the existing parking on Feldwick Drive. In addition, the initial parking demand will be reduced through the NBRLC electing to remain based at Murphy Park. The additional parking at the reserve could be provided at a later date once demand increases (this is accommodated in the Reserves Master Plan). Future budget provision for this would be subject to Council's Long Term Plan processes.

4.51.4. Both rugby league and softball advise that at tournament times, additional parking may be required. There is the potential to offer over-flow parking for events on the rural area to the east or the Memorial Gardens area to the south if necessary.

This would be most suitable for use during the summer softball season when ground conditions are better.

4.52. On-street parking

4.52.1. As well as the car park in the sport and recreation reserve, on-street car parking is proposed on Cass Street (east of Jones Street), Charles Street (east of Jones Street), and Jollie Street. Feldwick Drive also provides on-street parking along the northern boundary of the sport and recreation reserve.

4.52.2. Abley transportation consultants are currently working on concept designs for Cass Street (east of Jones Street), Charles Street (east of Jones Street), and Jollie Street. Their brief includes looking at how on-street parking can be accommodated. At this stage, it is unknown how many parking spaces will be provided as part of the street designs.

4.52.3. It is likely that users of the dog park will park primarily on Charles Street with overflow onto Jollie Street. It is likely that users of the softball diamonds will potentially park on Jollie Street as this is reasonably close to the diamonds. It is envisaged that the accessways to the private properties at 65a Cass Street and 10 Feldwick Drive will be gated to prevent reserve users accessing this for parking.

4.53. Recommended option – on-street car parking

4.53.1. It is recommended that on-street parking be provided on Cass Street (east of Jones Street), Charles Street (east of Jones Street), and Jollie Street during the rebuild of these roads.

Pathways

4.54. Walking and cycle paths are a key part of the sport and recreation reserve development. Two types of paths are proposed through the reserve, a shared walking/cycling path (sealed at 3.0m wide) and a foot path (sealed at 1.5m wide). The paths provide links through and around the sport and recreation reserve (north of Cass Street). There will be additional pathways (south of Cass Street) through the stormwater wetland area, BMX track area and dog park. Funding for the pathways south of Cass Street will come from a different Regeneration budget allocation and are not included in the preliminary cost estimate.

Table 12: Pathways - preliminary cost estimate

PATH TYPE	LOCATION	APPROXIMATE AREA (LENGTH X WIDTH)	PRELIMINARY COST ESTIMATE
Shared walking/cycling path – 3.0m wide, sealed.	Linking Feldwick Drive shared path with the reserve carpark and toilets/changing rooms (North-south direction)	840m^2	$63,000
	Linking the reserve entrance/carpark area with Cass Street (East-west direction)	510m^2	$38,000
Foot path 1.5m wide, sealed	Along the eastern boundary of the reserve linking Feldwick Drive with Cass Street (1.5m wide).	1000m^2	$75,000
TOTAL			**$176,000**

Notes:

- Sealed (asphalt) path is costed at $75/m^2

4.55. Recommended Option – pathways

4.55.1. It is recommended that a sealed shared walking and cycling path (at 3.0m wide) be provided from Feldwick Drive to Cass Street, and along Cass Street to the reserve entrance.

Park furniture

4.56. Park furniture is an important part of parks. It supports the use of the reserve and caters to the needs of reserve users. Park furniture can include the following asset types:

- Seating
- Picnic tables
- Drinking fountains
- Rubbish bins
- Standard signage (i.e. not interpretive signage)
- Shade structures
- Bollards
- Fitness equipment; and
- Earth mounds (for spectator viewing).

4.57. The Reserves Master Plan outlines the provision of park furniture in the sport and recreation reserve and this is consistent with the Green Space Activity Management Plan (with regard to the level of service).

4.58. Preliminary cost estimate – park furniture

Table 13: Park furniture - preliminary cost estimate

PARK FURNITURE	QUANTITY	PRELIMINARY COST ESTIMATE
Seating	6	$15,000
Picnic tables	2	$12,000
Drinking fountain	2	$14,000
Rubbish bins	4	$12,000
Standard park signage	Lump sum	$10,000
Fitness equipment	5	$50,000
Bollard barriers	400	$12,000
Earth mounds	Lump sum	$25,000
TOTAL		**$150,000**

4.59. Recommended option – park furniture

4.59.1. It is recommended that the following park furniture be provided in the sport and recreation reserve:

- Seating
- Picnic tables
- Drinking fountain
- Rubbish bins
- Standard park signage
- Bollard barriers; and
- Earth mounds

4.59.2. The preliminary cost estimate for the above park furniture is $100,000.

4.59.3. It is recommended that the fitness equipment be provided in a staged manner in the future from Green Space budgets.

4.60. The Management Team have reviewed this report and support the recommendations.

5. COMMUNITY VIEWS

5.1. Groups and Organisations

5.1.1. Staff have been working with the Kaiapoi Softball Club and NBRLC during the development and planning of the sport field area. This will continue during the detailed design and construction phases of the project.

5.2. Wider Community

5.2.1. Significant community engagement was undertaken during the preparation of the Recovery Plan, and the reserve land uses and activities discussed in this report give effect to the Recovery Plan. Similarly, the Reserves Master Plan provides further detail on the development of the sport and recreation reserve (both north and south of Cass Street) and was subject to community consultation in September/October this year. This master plan gives effect to the Recovery Plan.

6. IMPLICATIONS AND RISKS

6.1. Financial Implications

6.1.1. A provisional allocation of $2,700,000 has been made for the development of the sports field area (generally north of Cass Street) from the Regeneration budget. A separate $1,000,000 from this budget has been allocated to the enabling site works package currently underway. These enabling works are the foundation of the sports field development.

6.1.2. The preliminary cost estimate for development of the sports fields, in line with the recommended options included in this report, is as follows:

Table 13 – Overall preliminary cost estimate

ASSET	PRELIMINARY COST ESTIMATE
Playing fields	$395,000
Softball diamonds	$520,000
Toilets/changing rooms	$565,000
Storage	$20,000
Car parking	$456,000
Pathways	$176,000
Park furniture	$100,000
SUB-TOTAL	$2,232,000
Allowance for design fees, and consents (10%)	$223,000
Contingency allowance (10%)	$245.000
TOTAL	$2,700,000
REGENERATION BUDGET	$2,700,000

6.1.3. The overall preliminary cost estimate is within the Regeneration budget allocation.

6.2. Community Implications

6.2.1. Both the Recovery Plan and the Reserve Master Plan outline the development of the sport and recreation reserve (north of Cass Street). There is a community expectation that the proposed assets, signalled by these plans, are provided in the short-term.

6.2.2. The development of the sport field area is a key aspect of the Recovery Plan and will contribute to the wellbeing of Kaiapoi.

6.3. Risk Management

6.3.1. The development of the sport field area is consistent with the reserve land uses and activities approved in the Recovery Plan.

6.3.2. The preliminary cost estimates included in this report exclude the following:

- Design fees (internal and external to Council) and resource and/or building consent costs (these are included as a separate line item).
- Any land remediation works.

- The provision of supporting infrastructure costs.
- Escalation

There is the potential that the above items could have additional budget implications. To address this, a standard contingency is included in the preliminary cost estimate.

6.4. **Health and Safety**

6.4.1. Future development of the sport field area will follow all relevant Council policies, procedures and guidelines relating to Health and Safety.

7. CONTEXT

7.1. **Policy**

This matter is not a matter of significance in terms of the Council's Significance and Engagement Policy.

7.2. **Legislation**

7.2.1. Greater Christchurch Regeneration Act, 2016

The development of the sport field area is consistent with the Waimakariri Residential Red Zone Recovery Plan, approved under the Greater Christchurch Regeneration Act in December 2016.

7.2.2. Reserves Act, 1977:

The development of the sport field area is consistent with the anticipated use of Recreation Reserves under the Act (Section 17), and the Reserves Master Plan.

7.2.3. Resource Management Act, 1991:

Resource consent will be sought, if required, during the development of the sport field area.

7.2.4. Building Act, 2004:

Building consent will be sought, if required, during the implementation of the development of the sport field area.

7.3. **Community Outcomes**

7.3.1. The following Community Outcomes are considered relevant:

- There are wide ranging opportunities for people to contribute to the decision making that effects our District
- There is a safe environment for all
- There is a healthy and sustainable environment for all
- There are areas of significant indigenous vegetation and habitats for indigenous fauna
- The community's cultures, arts and heritage are conserved and celebrated
- Public spaces and facilities are plentiful, accessible and high quality
- The distinctive character of our takiwā - towns, villages and rural areas is maintained

7.4. **Delegations**

7.4.1. In accordance with their Terms of Reference, the Regeneration Steering Group can make recommendations on key documents and strategies and budgets.

Scale 1:4000 @A3

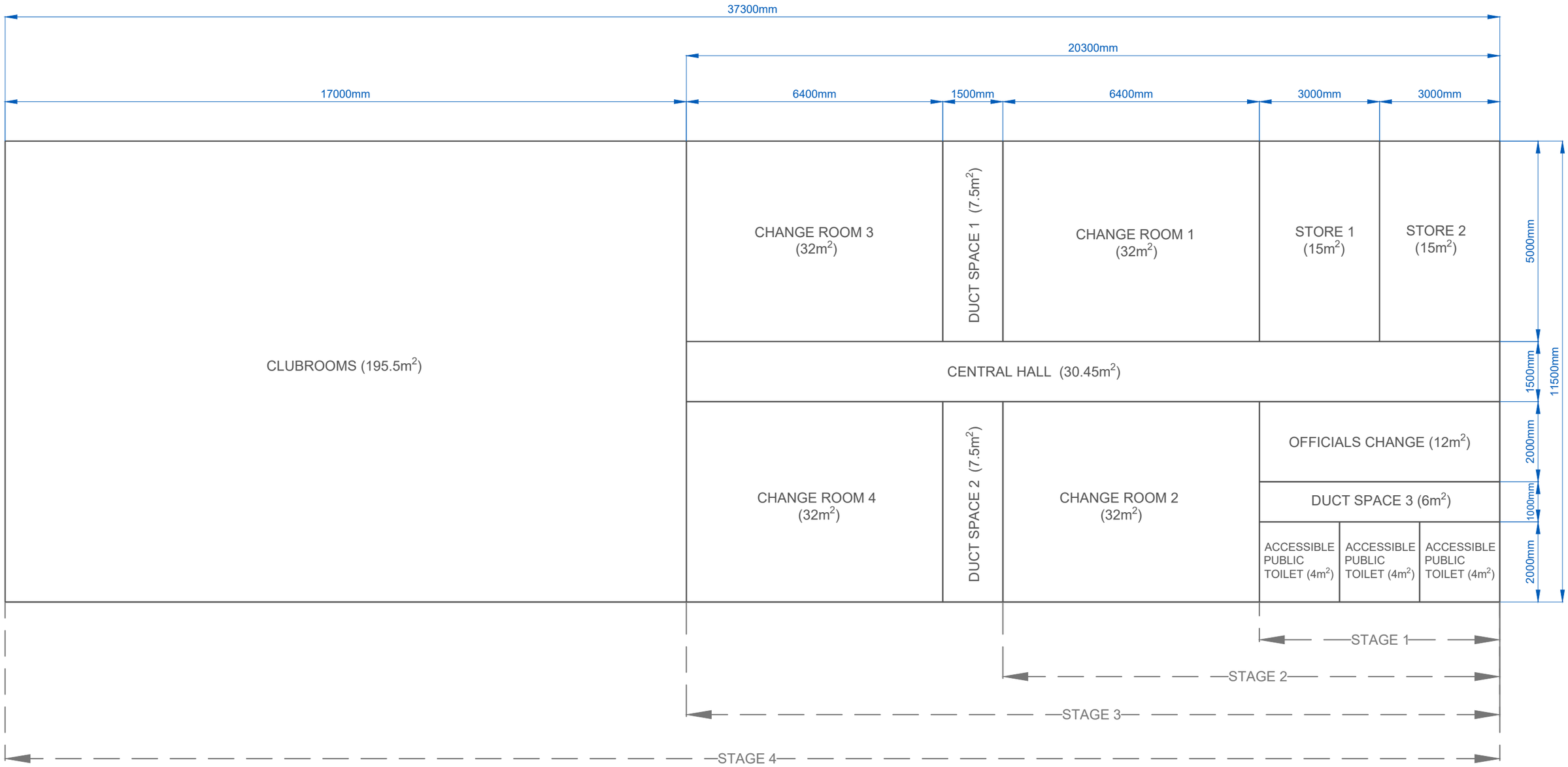
0m 50m 100m 200m

Key:

- New reserve
- Mixed-use business
- Rural
- Existing trees
- Proposed trees and gardens
- Points of interest
- Swale drains
- Future key pedestrian link

Key activities & features

1. Sports fields & softball diamonds
2. Car parking
3. Toilets & changing rooms
4a. Proposed shared walking/cycling path
4b. Existing shared walking/cycling path
5. Space for outdoor events
6. Beswick stormwater area
7. Dog park
8. Community BMX track
9. Historic railway station precinct
10. Maritime heritage precinct
11. Boat trailer parking
12. Petanque court & jetty
13. Pump station lookout
14. Children's cycle training track
15. Playground renewal
16. Stormwater drain
17. Feldwick stormwater area
18. Future Memorial Gardens



CLUBROOMS
2 X ACCESSIBLE TOILET
2 X BASIN (WITH TOILET)

CHANGE ROOM FACILITIES
1 X ACCESSIBLE TOILET
1 X TOILET
4 X SHOWERS
1 X TUB
2 X BASIN (WITH TOILETS)

OFFICIALS CHANGE ROOM
1 X ACCESSIBLE TOILET
1 X SHOWER
1 X BASIN (WITH TOILET)

TOTAL CLUBROOMS AREA = 195.5 m^2
TOTAL CHANGING ROOMS/TOILET AREA = 233.45m^2
TOTAL AREA = 428.95m^2

DRAFT - THIS IS NOT COUNCIL POLICY

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WAIMAKARIRI DISTRICT COUNCIL

ISSUE	AMENDMENT	DRAWN	CHKD	APPD	DATE
A	Draft for discussion	MF	XXX	XXX	14.09.18

SCALE 1:100 (A3)

SHEET TITLE: Kaiapoi East sport and recreation reserve

PROJECT TITLE: Conceptual facilities layout

PLAN No. 0019

ISSUE A

SHEET 1 of 1

KAIAPOI EAST SPORTS FIELDS - CHANGING ROOM/TOILET/CLUBROOM OPTIONS.

PHYSICAL PROVISION

OPTION	DETAIL (S/B = softball, R/L = rugby league)	WHERE COSTS MIGHT FALL	PRO	CON	ISSUES
Staged (or modular) construction of public toilets and changing rooms. Stage 1	• Stage 1 – cater for S/B and part use by R/L (facilities at Murphy Park to remain). • 2 x player changing room, 1 x officials changing room • 9 x showers (4/change room, 1 for umpires) • 5 x pans for sport use (2/change room, 1 for umpires) • 3 x pans for public use (1 x accessible, 2 x standard) • Storage space for each code.	Council	• Asset tailored to immediate expected use. • Short-term cost saving for Council. • Design/construction would enable the addition of future stages as required.	• Economies of scale in construction not realised. • If R/L later chose to relocate to Kaiapoi East there will be a second construction period (provision of funding for this?). • Funding may not be available later for Stage 2 development.	• Council may come under pressure to upgrade Murphy Park facilities. • R/L unlikely to use Murphy Park facilities, as these will be inferior to new facilities – could result in a need to expand facilities at Kaiapoi East in the short-term. • Will need to consider how the facility could best integrate with future clubrooms.
Full changing room/toilet construction (Stand-alone facility, no clubrooms) Stage 2	• Stage 2 – cater for S/B and R/L. • 4 x player changing room, 1 x officials changing room • 17 x showers (4/change room, 1 for umpires) • 9 x pans for sport use (2/change room, 1 for umpires) • 3 x pans for public use (1 x accessible, 2 x standard) • 2 x pans for clubrooms (2 x accessible) • Storage space for each code.	Council	• Full changing room/toilet facility in place (catering for immediate use and future growth). • Potential economics of scale. • Single construction period.	• Full cost outlay for Council in the short-term.	Will need to consider how the facility could best integrate with future clubrooms.
Relocate NBRL temporary clubrooms to site and make permanent.	• Integrate with Stage 2 changing room/ toilet construction. • Dismantle, transport and reassemble clubrooms (including foundations). • Remediate site at Murphy Park.	• Council for toilets/changing rooms. • Council for building/resource consents. • Council for foundations and infrastructure servicing (?). • S/B to contribute to relocation. • R/L have indicated no funds for relocation. • Support from external funding agencies (?)	• Potential cost savings over a new build. • Would encourage R/L to utilise new grounds – avoids duplication of facilities at Murphy Park.	• Building will need upgrading to a permanent standard. • Appropriateness of a reusing a temporary, second-hand building. • Significant work required to improve exterior of building. • Potentially not appropriate for wider community use.	• Cost effectiveness or 'value' in moving the building unknown. Feasibility report needed from an appropriate consultant. • Suitability for use unknown (size, internal spaces, storage availability, life span, aesthetics). • S/B have not committed to funding any relocation option. • Likely to be perceived as a 'second-hand' solution for Kaiapoi. • If the temporary clubrooms remains at Murphy Park, upgrading to a permanent standard will be required for ongoing use.
Clubrooms for softball use only (stand- alone).	For example a port-a-com located near softball diamonds. Stage 1 toilets/changing room still required.	• Council for toilets/changing room. • Council for building/resource consents. • Council for foundations and infrastructure servicing (?). • S/B (for building). • Support from external funding agencies (to assist S/B) (?).	• S/B have a space for club gatherings and storage. • Council investment reduced in the short-term.	• Small building may not be fit for purpose in the long-term. • Shared use of facilities rather than individual clubrooms preferred. • Clubrooms unused during off-season. • Clustering of buildings/facilities preferred. • Potential infrastructure servicing at multiple points (power, water etc.).	• Could potentially lead to a number of small buildings (associated with various clubs) at the reserve. This is not desirable from a serving perspective, as well as taking up open space.

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				• Unlikely to be appropriate for wider community use.	
Council constructs a clubroom 'shell' as part of the changing room/toilets construction. Fit out by primary users (R/L and S/B).	E.g. addition to full changing room/toilets	• Council (for changing rooms, toilets (Stage 1 and/or 2) • Council for clubroom shell. • S/B and R/L for fit out of clubrooms. • Council for building/resource consents. • Council for foundations and infrastructure servicing (?).	• Clubroom space would be fit for purpose. • Council does not fund clubroom fit out. • External funding agencies may be able to assist R/L and S/B (?). • Clubroom space could be made available for community use.	• Inconsistent with current Council policy. • No Council funding currently available for this option. • Timing for fit out unknown –would depend on R/L and S/B and the funding available to the clubs.	• Equity issues – defining the contribution of each club. • Equity issues may be raised by other sport clubs. • Will R/L still wish to maintain a clubroom at Murphy Park? If not, who pays for removal of this structure?
Council constructs changing rooms, toilets and clubrooms (including full fit out).		• Council for all capital costs. • Users may contribute to operational costs.	• Council has full control of the facility that is built. • Clubroom space would be fit for purpose. • Could cater for multiple sport and community uses (via Council's booking system).	• Inconsistent with current Council policy. • No Council funding currently available for this option.	• Equity issues – defining the contribution of each club. • Equity issues may be raised by other sport clubs.

Assumptions:

- All options require building consent and potentially resource consent.
- All buildings will required site specific, engineer designed foundations (to TC3 Level).
- All buildings will require infrastructure servicing.

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NEW CLUBROOM MODEL OPTIONS (FOR KAIAPOI EAST)

Funding and Ownership

FUNDING/OWNERSHIP MODEL (S/B = softball, R/L = rugby league)	WHERE COSTS MIGHT FALL	Pro	Con	Issues (note for all options there is currently no Council funding available for clubrooms)
• Small clubroom owned and maintained by Council but used exclusively by key users (e.g. S/B and R/L) • Key users may be involved in the day-to-day management of the building (e.g. booking) • Council provides toilets/changing rooms (including public toilets). E.g. Loburn Domain (Ashley Rugby Club) Kendall Park (Waimakariri United).	• Council for building and resource consents, infrastructure services, and construction. • Council for toilets and changing rooms (construction and maintenance). • Council for on-going management and maintenance of clubrooms.	• Council only provides toilets/changing rooms (including public toilets). • Clubs could fully establish at the reserve in the short-term.	• Costs to Council for construction, management and maintenance. • May not be fit for purpose in the long-term. • Small size potentially excludes wider community use. • Does not meet current Council policy.	
• Individual club/code owns and manages clubrooms, used by all sport clubs. • Non-owning clubs/codes may need to lease/hire space off head club. • Council issues a licence to occupy/lease at the reserve for the building. • Council provides toilets/changing rooms (including public toilets).	• Owning club/code for clubroom building construction, maintenance and management. • Council for building and resource consents, infrastructure services. • Council for toilets and changing rooms (construction and maintenance). • Council could potentially contribute funds if there is to be community use of the building.	• Council only provides toilets/changing rooms (including public toilets). • Limited costs to Council for clubrooms (both capital and operational expenditure). • Council may have access to the building for community use. • Consistent with Council policy SC-0725*.	• All risk and responsibility for clubrooms sits with a single club/code. • Non-owning clubs/codes have no sense of ownership, and are subject to an ongoing good relationship with the owning club/code. • Non-owning clubs/code may not gain the facilities/space they need.	• Council may be asked to contribute funding (e.g. either via a grant or via a loan). • Council would likely need to manage internal relationships between clubs/codes. • Council would need to negotiate for community use.
• Key user clubs/codes co-own, use, and manage clubrooms. • Council issues a licence to occupy/lease at the reserve for the building. E.g. Rangiora Table Bowls and Rangiora Croquet Club (at Milton Memorial Park)	• Shared between clubs/codes for clubroom construction and management. • Council for building and resource consents, infrastructure services. • Council for toilets and changing rooms (construction and maintenance). • Council could potentially contribute funds for community use.	• Council only provides toilets/changing rooms (including public toilets). • Limited costs to Council for clubrooms (both capital and operational expenditure). • Council may have access to the building for community use. • Consistent with Council policy SC-0725*.	• All risk and responsibility for clubrooms sits with a single club/code.	• Council may be asked to contribute funding (e.g. either via a grant or via a loan). • Council may need to manage internal relationships between clubs. • Council would need to negotiate for community use.
• Trust or legal entity owns a facility, individual clubs are affiliated (sport hub or sportsville model). • Council issues a lease/licence to occupy for the building. E.g. Southbrook Community Sports Trust (at Southbrook Park) Mandeville Sports Club (at Mandeville Domain)	• Trust or legal entity for clubroom construction, maintenance and management. • Council for building and resource consents, infrastructure services. • Council for toilets and changing rooms (construction and maintenance). • Council could potentially contribute funds for community use.	• Sharing of administrative and facility management costs. • Likely to be a more sustainable model in the long-term. • A number of parties could contribute financially to the construction and management of the facility. • A small contribution by individual clubs gives access to greater facilities.	• Reconciling the needs and wants of multiple clubs in a single clubroom facility. It is likely Council would need to lead this. • Identifying clubs and establishing the trust or legal entity takes time.	• Council would need to call for registrations of interest for potential users of the facility, manage the establishment of the trust or legal entity, and likely manage relationships between clubs. • Established clubs may not be open to innovative ownership models and view them as requiring a surrender of identity.
Council owns and manages a larger multi-use clubroom facility.	• Council for construction, maintenance and management of clubrooms. • Council for building and resource consents, infrastructure services. • Council for toilets and changing rooms (construction and maintenance). • Facility users could contribute via a hire/lease agreement.	• Better facilities for sport club and community use. • Better facilities create opportunities for regional code competitions. • The larger clubrooms may enable Council to generate some income (e.g. hiring out clubrooms, space for complementary commercial activities).	• Significant costs for construction, management and maintenance sit with Council (for clubrooms, toilets and changing rooms).	

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Council owns a larger multi-use clubrooms, managed by third party. E.g. Hockey Turf at Coldstrean Reserve (managed by North Canterbury Sport and Recreation Trust).	• Council for construction and maintenance, although the third party could contribute to fit out costs. • Management costs fall to third party (potentially a contribution from Council). • Users of the facility could contribute via a hire /lease agreement.	• Better facilities for sport club and community use. • Better facilities create opportunities for regional code competitions. • Third party works to get maximum sporting and community use of the facility. • The larger clubrooms may enable Council to generate some income (e.g. hiring out clubrooms).	• Some management and maintenance could be devolved to the third party, albeit potentially at a cost to Council).	

*Council policy relates to S-CP 0725 Council's Role In The Provision Of Community Facilities

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