

# Kerikeri Domain – Working Group - Meeting Minutes

23 August 2021 @ 10:30am – MS Teams Only

## ATTENDEES

- CB Lane Ayr (Chair)
- Cllr. Rachel Smith (FNDC)
- Jane Johnston (Guest)
- Tanya Heath (minutes)
- Briar Corbett (FNDC)
- Cllr. David Clendon (FNDC)
- David Clamp (FNDC)

- CB Dave Hookway-Kopa
- Suzy McCall (FNDC)
- Jeanette England (FNDC)
- Jane Johnston (Guest)
- Jed Whittaker (Stellar)
- Benji Potvin (Stellar)
- Natalie Donze (Stellar)

## APOLOGIES

- Sheryl Gavin (FNDC)
- CB Frank Owen

## ATTACHMENTS

210823\_Kerikeri Domain Working Group.pdf

Kerikeri Domain CE Update 23082021.ppt

## MEETING MINUTES – 23 AUGUST 2021

### 1. Welcome & apologies

**CHAIR:** CB Lane Ayr

**Motion 1 - that the apologies be accepted. All agreed.**

### 2. Previous Meeting Minutes

**Motion 2 - that the previous minutes recorded 09 August 2021 be accepted as true and correct**

JE requested action item 6 be updated to the following:

6.	Future Meeting agenda items: <ul style="list-style-type: none"> <li>• Community Board to submit a funding request for the relocation and installation of the skate ramp through the Annual Plan process</li> </ul>	LA
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**Moved:**

**Seconded:**

**Carried**

## AGENDA ITEMS:

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### 3. Jane Johnston – Feasibility for a Structure on the Domain

#### Update (moved to after the Site / Project Update)

Proposal circulated to the WG. No feedback received so far.

Adjusted timelines to reflect the later start date of 23 August 2021. May require further updates depending on how long the current Covid lockdown lasts.

JJ requested a list of stakeholders and any past consultation relevant to a structure on the Domain.

*Action: Stellar (ND) to provide relevant stakeholder communications, drawings etc to JJ*

### 4. Project & Programme Update

#### Resource Consent

No Update

#### Site Update – effective 18 August 2021, all works on hold due to Covid Level 4 Lockdown

##### Skatepark Decommissioning (Construct Northland)

- Decommissioning had commenced, but now on hold until further notice
- Ramps were scheduled for removal (and transfer to Moerewa) on 18 Aug, and will be rescheduled once site works can commence (Level 3, assuming FNDC approval)

##### Fencing

- Additional fencing was due to be installed 18 Aug, but now on hold until further notice

##### Demolition – Basketball Court

- Demolition contract awarded to local contractor TarMac, on hold until further notice

##### Discussion

- Special conditions / clauses relating to future and/or on-going Covid 19 lockdown and levels are included in the various contracts to minimise the cost risk (where possible) to FNDC

*Action: Stellar to check if contractors intend to claim for demob/remob, loss of earnings and / or extension of time. While unlikely to be significant, there may be some implication to the budget for WG to consider*

*Action: Stellar (BP) to prepare notification to MBIE regarding impact of Level 4 Lockdown*

*Action: Stellar (BP/JW) to contact Lisa Jordan (ITF) to make arrangements for when contractors return to site, specially do with Covid Level HSW restrictions*

#### Playground

PLAYCO refined the design based on previous WG feedback. JW presented updated drawings to the group (see attachments). Please refer to drawings.

##### Discussion

- Moved footprint towards the green area of the Domain due to concern regarding potential remaining foundation of the old structure. DClamp advised the contractor was instructed to remove foundations to 750mls below surface.
  - Climbing holds have been added to the mound
  - Equipment has been spaced according to HSW requirements regarding fall zones etc
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*Action: JW to arrange for contractor to check for old foundation once mobilised to site*

*Action: JW – assuming foundation have been removed, move the footprint nearer the road and toilets per the original location.*

*Action: JW to request further info from PlayCo regarding whether there is further opportunity for climbing on other aspects of the playground (dual purpose play)*

## BBQ areas

Urban effects supplying northland BBQ contracts so consistency in product selection, maintenance, spares etc. See presentation for images.

See also Shade Structures

## Fitness Equipment

Overall Landscape Plan shows the fitness equipment distributed at intervals around the perimeter path. The WG agreed they liked this format. See presentation for options 1 / 2 images.

- Option 2 – not preferred due to expense, complicated (metal) structure harder to maintain, more likely to be damaged or vandalised, aimed at younger users who already have a play space, basketball court and skatepark
- Option 1 – preferred by the WG members. However, concerns were raised regarding the amount of wood in these structures and the resulting maintenance and vandalism issues.
- WG agreed that the Fitness Equipment needs to be useable for our older community as much of the rest of the Domain works are focussed on the younger community
- Budget for Fitness Equipment is just \$15K, with potentially \$5K of that going to foundations / installation

*Action: DHK to circulate photos of fitness equipment for consideration.*

*Action: CB members to investigate other alternatives (Rotary?) and / or funding (Placemaking) for equipment and report back*

## Overall Landscape plan

See presentation final slide for draft overall landscape plan.

### Discussion

JW advised that the mound near where any proposed structure (currently a security concern) would be will be moved to allow for the pathway and lighting. Whilst no budget had specifically been allocated for this, it would fall under the overall landscape plan.

JJ suggested that Our Kerikeri and or Vision Kerikeri (or other interested community groups) could potentially assist with this. Since she will be talking to the in the future regarding the Feasibility Study for the structure, she could discuss with them and report back to the WG.

*Action: JJ to discuss with these groups and report back.*

## Shade Structures

Playground Shade Sails (over toddler, younger children's areas) to be provided by PlayCo, which makes sense given they can easily incorporate into the Playground design

- Canvas shade sails will be removed in winter for maintenance

BBQ & Basketball/Skatepark areas, colour steel, all weather (shade in summer, shelter from rain), are permanent

- Concern raised regarding rainfall run off onto the ground.
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*Action: JW to look into location / surface and drainage options*

*Action: DClamp to request any drawings or documentation pertaining to utilities / drains from the previous structure from Tanya Proctor*

## Skatepark Construction

Circle D Construction (Dave Crabb) awarded contract to start Mid-September

## Basketball

Local Contractor Buildflex to start construction Early October

## Lighting

Draft lighting package received and reviewed. Extra light pole to bowling car park introduced as requested.

## Communications and Engagement Update

ND presented Kerikeri Domain CE Update 23082021.ppt, please refer to presentation for details

### Discussion

- Stellar to keep stakeholders up to date with developments by email
- Stellar to provide support to JJs Structure Feasibility Study
- BBQ - Rangitahi were well-informed on the project, and appeared to have received more information than WG members in some cases (from Dave Crabb). WE need to ensure everyone is repeating the same messaging with regard to timelines
- Reminder that the Proctor Library team is keen to be involved in on-going communications

*Action: ND to arrange updated overall landscape / concept designs to be added to 'skrim'*

*Action: TH to share Kerikeri Domain CE Update 23082021.ppt with WG via minutes*

*Action: Stellar (ND) to discuss comms messaging with Dave Crabb*

## 5. General Discussion / AOB

LA – requested a set of current drawings acceptable for sharing with the public be made available to the WG

LA – asked about the Entranceway (and by extension the RSA wall), Nat advised these had been on hold while other elements were

LA – still looking into whether there might be other funding options for the new toilet module. In the meantime, asked if we might be able to give the current toilet block a refresh. JE advised she would need to liaise with her team regarding potential Unbudgeted Operational funds and would get back to the WG (no guarantees). If we can secure some funding, we could potentially paint the existing toilet block.

It was also noted that now we do not have the new toilet module as part of this project, we do need to ensure that users of the Domain can get access to the existing public toilets via a path. The path to the public toilets is currently not up to the minimum standards for disabled (particularly Wheelchair bound) access

The current public toilet itself meets the minimum requirements for disabled access, but no more.

RS – requested a budget update at the next WG meeting, including MBIE funding and deliverables and how we are tracking against the budget. As well as any contingency and unbudgeted items, so we can consider priorities and identify if we need to secure alternative funding

JE – now we are getting to a stage where we are moving from design to construction, requested a list of new assets (e.g park benches, bins, drinking fountains, BBQs)

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Action: Stellar (ND) to share full set of most recent drawings / images (incl JJ)

Action: Stellar (ND) to provide a status update on the Entranceway (and RSA wall) at next meeting

Action: JE to investigate Unbudgeted Operational funds for painting the existing toilet block and report back to WG

Action: JE to investigate pricing to update/upgrade fixtures / fittings though there is currently no funding available

Action: JE to liaise with her team regarding when the current footpath is scheduled for an upgrade and report back.

Action: JW to arrange for contractors to provide JE with on-going maintenance costs (incl but not limited to BBQs, Shade Sails etc)

Action: Stellar (BP) to provide JE with a list of assets for her team to include in AP budget

## ACTIONS:

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1.	<u>General</u> <ul style="list-style-type: none"><li>ND to arrange a full set of drawings for WG members, should include the overall Landscape Design (with all 'sundry' items – see item 3), Skatepark, Basketball Court, Playground, Entranceway (including RSA wall).</li><li>JW to arrange for contractors to provide JE with on-going maintenance costs (incl but not limited to BBQs, Shade Sails etc)</li><li>Action: Stellar (BP) to provide JE with a list of assets for her team to include in AP budget</li></ul>	<b>Stellar / ND</b>
2.	<u>Covid / Site Update</u> <ul style="list-style-type: none"><li>Stellar to check if contractors intend to claim for demob/remob, loss of earnings and / or extension of time</li><li>Stellar (BP) to prepare notification to MBIE regarding impact of Level 4 Lockdown</li><li>Stellar (BP/JW) to contact Lisa Jordan (ITF) to make arrangements for when contractors return to site, specially do with Covid Level HSW restrictions</li></ul>	<b>JW</b>  <b>BP</b>  <b>BP</b>
2.	<u>Playground</u> (JW and LS) – include following elements in final design: <ul style="list-style-type: none"><li>JW to get further commentary from PlayCo regarding additional climbing opportunities incorporated into other equipment</li><li>JW to arrange for contractor to check for old foundation once mobilised to site</li><li>Assuming foundations have been removed, move the footprint nearer the road and toilets per the original location.</li></ul>	<b>JW</b>
4	<u>Fitness Equipment</u> <ul style="list-style-type: none"><li>DHK to circulate photos of fitness equipment for consideration.</li><li>CB members to investigate other alternatives (Rotary - LA) and / or funding (Placemaking -DHK ) for equipment and report back</li></ul>	<b>DHK</b> <b>LA/DHK</b>
3.	<u>Landscape Plan</u> to be updated to incorporate missing elements, remove those no longer needed, and incorporate other design aspects <ul style="list-style-type: none"><li>LA to provide Plaque details to ND</li><li>Check RSA wall progress</li><li>Drinking Fountains</li></ul>	<b>LA</b> <b>ND</b>

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	<ul style="list-style-type: none"> <li>• Rubbish Bins</li> <li>• BBQs</li> <li>• Exercise stations</li> <li>• Removal of mound (near MacDonalds?) a priority. JJ to raise with community groups like Our Kerikeri or Vision Kerikeri to gauge interest in assisting with removal of topsoil (and / or other maintenance like gardening etc)</li> </ul>	<b>JJ</b>
	<u>Shade Structures</u> <ul style="list-style-type: none"> <li>• JW to investigate drainage options (and location in terms of hard surface, grass surface) of Shade structures to ensure rainfall / drainage is adequate</li> <li>• DClamp to request any drawings or information available (from Tanya Proctor) regarding the utilities from the previous structure with a view to seeing if any can be reused</li> </ul>	<b>JW</b>  <b>DClamp</b>
<b>4.</b>	<b>Skatepark</b> <ul style="list-style-type: none"> <li>• Demo – currently on hold, pending restart at Covid Level 3 (TBC)</li> </ul>	
<b>5.</b>	<b>Disability Toilets</b> <ul style="list-style-type: none"> <li>• LA continues to investigate other funding options and report back</li> <li>• JE to investigate Unbudgeted Operational funds for painting the existing toilet block and report back to WG</li> <li>• JE to investigate pricing to update/upgrade fixtures / fittings though there is currently no funding available</li> <li>• JE to liaise with her team regarding when the footpath is scheduled for an upgrade and report back</li> </ul>	<b>LA</b>  <b>JE</b>
<b>6.</b>	<b>Reuse Playground equipment – CB to discuss at next CB Meeting</b>	<b>LA</b>
<b>8.</b>	<u>Feasibility Study</u> <ul style="list-style-type: none"> <li>• ND to arrange stakeholder info, relevant past consultation info and current drawings for JJ</li> </ul>	<b>ND</b>
<b>9.</b>	<b>Communications</b> <ul style="list-style-type: none"> <li>• Comms team to arrange Media release once overall landscape plan incorporating all the elements is available <ul style="list-style-type: none"> <li>◦ Also use on 'Skrim'</li> </ul> </li> <li>• Comms team to post on FB regarding current status of project with particular focus on construction activity</li> <li>• Stellar to discuss comms alignment with Dave Crabb</li> </ul>	<b>BC/ND</b>  <b>BC/ND</b>  <b>ND</b>
<b>10.</b>	<b>Future agenda items</b> <ul style="list-style-type: none"> <li>• Entrance Area - brief for Ngati Rehia and / or Ngapuhi <ul style="list-style-type: none"> <li>◦ Including RSA Wall</li> </ul> </li> <li>• Community Board to submit a funding request for the relocation and installation of the skate ramp through the Annual Plan process</li> <li>• CB members to discuss 'reuse' of Playground equipment at next CB meeting and report back to WG</li> </ul>	<b>ND</b>  <b>LA</b>  <b>LA</b>

**Next meeting date:** 27 September 2021 @ 10:30am

**Meeting Venue:** FNDC KKE, Lvl 2 – Tane Mahuta meeting room

**Meeting closed:** 11:40am