

Kerikeri Domain – Working Group - Meeting Minutes

27 September 2021 @ 10:30am – MS Teams Only

ATTENDEES

- CB Lane Ayr (FNDC - Chair)
- Cllr. Rachel Smith (FNDC)
- Cllr. David Clendon (FNDC)
- CB Dave Hookway-Kopa (FNDC)
- CB Frank Owen (FNDC)

- Jeanette England (FNDC)
- Briar Corbett (FNDC)
- Darren James (FNDC)
- Suzy McCall (FNDC)
- David Clamp (FNDC)
- Benji Potvin (Stellar)
- Natalie Donze (Stellar)
- Tanya Heath (minutes)
- Jane Johnston (Guest)

APOLOGIES

- Sheryl Gavin (FNDC)
- Jed Whittaker (Stellar)
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ATTACHMENTS

KDWG Agenda 27 September 2021.docx

Q) KDWG Meeting 23 August 2021 draft for approval

Provided by Jane Johnston via email while on the call:

- Phase 1_interview.docx
- Targetted survey.docx
- RMP_Mixed use community facility.docx

MEETING MINUTES – 27 SEPTEMBER 2021

1. Welcome & apologies

CHAIR: CB Lane Ayr

Motion 1 - that the apologies (as above) be accepted. All agreed.

2. Previous Meeting Minutes

Motion 2 - that the previous minutes recorded 23 August 2021 be accepted as true and correct

Moved:

Seconded:

Carried

AGENDA ITEMS:

3. Jane Johnston – Survey Structure Update

Update (see attachments listed, circulated via email on 27 Sep 2021)

Jane reviewed the phase 1 interview document and proposed 'stakeholders' interview list with team, and made a number of updates at the suggestion of the various WG members.

The term 'structure' was agreed as the best term to use when referring to the asset as it is the most generic and least prescriptive.

Additionally, WG members suggested using a range of images whilst conducting the interviews which could serve to stimulate ideas.

4. Project & Programme Update

Resource Consent

Approved and conditions met.

Site Update

Skatepark Decommissioning (Construct Northland)

Decommissioning commissioning complete and removed to Moerewa.

Discussion points:

JE asked who is the 'owner' of the skate ramp asset now? If the Community now owns it, there is an Asset disposal form that needs to be completed.

JE asked who would be arranging and / or paying for the reinstallation of the skate ramp (also playground – see below). LA advised his *assumption* was that the Kerikeri Domain project would pay for the decommission and removal of the skate ramp, and that the Community or Community Board would arrange for and cover the reinstallation costs. Dave Crabb has quoted \$15-17K for installation and has agreed (*check*) to direct a team of volunteers to assist.

SM offered to support LA efforts due to FNDC policy regarding sustainable procurement meant that reuse of assets to create a vibrant community.

Cllr. Smith suggested the Community involved (Moerewa for skate ramp) should make a deputation to the Community Board outlining their requirement for funding / support to formalise the process.

Demolition – Basketball Court (TarMac)

- Complete
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Playground

PLAYCO design has been fixed and final drawings in progress. Equipment and associated shade sails have been ordered but will be delayed due to Covid lockdown (likely after Christmas). Civil and Structure procurement documentation underway.

Existing Playground scheduled for removal only after the new one is installed.

JE asked who would be responsible for paying for the decommissioning and removal of the existing playground (presumably the Project), relocation, and installation to chosen new location (Totara North – discussions are underway, details to be confirmed).

LA advised his *assumption* was that the Kerikeri Domain project would pay for the decommission and removal of the playground, and that the Community or Community Board would arrange for and cover the reinstallation costs.

As with the skate ramp, SM offered to support LA efforts due to FNDC policy regarding sustainable procurement meant that reuse of assets to create a vibrant community.

As with the skate ramp, Cllr. Smith suggested the Community involved (potentially Totara North) should make a deputation to the Community Board outlining their requirement for funding / support to formalise the process.

BBQ areas (Urban Effects)

BBQ type and location approved.

Fitness Equipment (PLAYCO)

Working Group agreed to move forward with the more affordable range

Overall Landscape plan

Christine Hawthorn has provided the draft landscape design to the RSA. Integration of the wall design, with the wider landscape design. RSA finalising timelines for the two options. Feedback from Board due later this week.

Benji advised the 'final' overall design drawings are imminent.

Shade Structures (PlayCo)

Playground Shade Sails (over toddler, younger children's areas) to be provided by PlayCo, ordered

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.

Skatepark Construction (Circle D)

Construction commenced. First concrete pours due this week. Dave Crabb is optimistic to be complete by Christmas.

Basketball (Buildflex)

Procurement complete. Local Contractor Buildflex to start construction Early October

Lighting

Construction package completed.

Communications and Engagement Update

Awaiting 3D renders for Playground design before doing next community updates.

Stormwater and drainage works on site are likely to require closure of the 'Bowling Club' carpark for 3-4 days. Continue to work with the Bowling Club to find the least disruptive window for the works.

- Public carpark – communications via FNDC comms (signage). Bowling Club will also share with Bridge Club.

Final package (including drawings) to follow after RSA feedback and 3D playground renders are in work, and should be available prior to the next working group meeting.

David Clamp shared the most recent (Aug 2021) Social Procurement dashboard with the WG and talked through the positive broader outcomes of the projects.

John Tiota has provided proposal for street art (street tagging with positive language) that could be incorporated into the Skatepark and Basketball courts. Natalie shared an example on the screen. \$8K in 4 different areas. WG generally supportive of incorporating local art works into the Domain with the following comments

- Budget does not allow for 'nice to have' items like this. Funding could be requested via the Community Board and via the Annual Plan process about to start.
- Consider other cultural groups & community artists

Some discussion around a recent press story about the relocation of the skate ramp to Moerewa which resulted in a small number of negative comments about Moerewa receiving Kerikeri's 'cast offs'. The WG generally agreed that we should not shy away from providing updates or celebrating good news stories for fear of offending someone in the community. In this case, there were a greater number of positive comments via FB.

A reminder that when it comes to external communications, the project team will provide the content and check accuracy, but DClamp should approve prior to distribution.

5. General Discussion / AOB

Budget - \$3M

Elected Members of the working group requested a formal budget update as soon as possible.

High level update from Benji - 3 main elements (playground, basketball court, skate park) committed to. Balance of the budget held back until we are confident, we have enough to complete the 3 main elements.

Discussion points:

- WG expressed concern that we have an agreement with MBIE regarding delivery items, and we need to make sure we honour the agreement.
 - Civil Works could still unearth unforeseen issues below the surface. Have not been able to locate drawings to confirm how far below ground level the previous works went. Project team is trying to be cautious, and not commit any further funds until the extent of the civil works is known.
 - WG expressed concern that pathways, plantings, furniture, water fountains have been communicated as deliverables – so would be very concerned if any of these were removed from the scope.
 - JE - Annual Plan process is about to kick off this week. This would be the vehicle for any 'nice to haves' that the budget will not cover. RS indicated we need to know what we are asking for. So, we need to know the values now. Project team to provide a detailed budget breakdown to assist with this process.
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LA – requested (again) a set of current drawings acceptable for sharing with the public be made available to the WG

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.

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)

ACTIONS:

1.	<u>General</u> <ul style="list-style-type: none"> Stellar 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). 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 	Stellar
2.	<u>Playground</u> (JW and LS) – include following elements in final design: <ul style="list-style-type: none"> Stellar to advise WG when existing playground is scheduled for removal once known. JE, D Clamp, BP and CB member (as requested by LA) to discuss & Agree the Asset Disposal Form for the playground (if appropriate). Subsequent to the above items, LA to seek clarification around the ownership of the playground and confirm who will be responsible for paying for the reinstallation in Totara North If appropriate, CB member (LA) to discuss next steps with communities regarding submission of deputation to CBs for installation 	BP/JW JE / DClamp / Stellar/LA LA LA
3.	<u>Fitness Equipment</u> <ul style="list-style-type: none"> CB members to investigate other alternatives (Rotary - LA) and / or funding (Placemaking -DHK) for equipment and report back 	LA/DHK
4.	<u>Landscape Plan</u> to be updated to incorporate missing elements, remove those no longer needed, and incorporate other design aspects (currently on hold) <ul style="list-style-type: none"> LA to provide Plaque details to ND Check RSA wall progress Drinking Fountains Rubbish Bins BBQs Exercise stations 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) 	LA ND JJ
5.	<u>Skatepark</u> <ul style="list-style-type: none"> Community Board to submit a funding request for the relocation and installation of the skate ramp through the Annual Plan process JE, D Clamp, BP and CB member (as requested by LA) to discuss/agree the Asset Disposal Form for the Skate Ramp Subsequent to the above item, LA to seek clarification around the ownership of the skate ramp and confirm who will be responsible for paying for the reinstallation in Simson Park CB member (LA) to discuss next steps with communities regarding submission of deputation to CBs for installation 	LA JE / DClamp / Stellar/LA LA LA

6.	<u>Toilets</u> <ul style="list-style-type: none"> LA continues to investigate other funding options and report back JE to investigate Unbudgeted Operational funds for painting the existing toilet block and report back to WG JE to investigate pricing to update/upgrade fixtures / fittings though there is currently no funding available JE to liaise with her team regarding when the footpath is scheduled for an upgrade and report back 	LA JE JE JE
7.	<u>Feasibility Study/Structure Survey</u> <ul style="list-style-type: none"> Working Group members to review and provide additional contacts for stakeholder list provided by JJ 	WG
8.	Communications <ul style="list-style-type: none"> Comms team to arrange Media release once overall landscape plan incorporating all the elements is available (on hold) <ul style="list-style-type: none"> Also use on 'Skrim' Comms team to post on FB regarding current status of project with particular focus on construction activity Stellar to discuss comms alignment with Dave Crabb 	BC/ND BC/ND ND
9.	Future agenda items (suggested) <ul style="list-style-type: none"> Landscape Plan <ul style="list-style-type: none"> Entrance Area - brief for Ngati Rehia and / or Ngapuhi Including RSA Wall 	ND

Next meeting date: 8 November 2021 @ 10:30am

Meeting Venue: MS Teams

Covid level permitting - FNDC KKE, Lvl 2 – Tane Mahuta mtg rm

Meeting closed: 12:22pm