

To: CEO office

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Asset Manager District Facilities  
Team Leader District Facilities Operations  
Team Leader Legal Services  
Property Officer  
HSW Advisor

13 Jan 22

## **Cherry Park House RFS 4089926 response**

### **Recommendations**

1. The following recommendations should be actioned and assigned:
  - a. Immediately undertake a Building Warrant of Fitness assessment of Cherry Park House.  
**Action: DF operations**
  - b. Complete an option analysis for the user group community and present to the Community Board.  
**Action: DF Asset Management**
  - c. Enter into a lease with Cherry Park Committee. Or;
  - d. Categorise Cherry Park House as a Hall and manage under the FNDC Community Hall Policy 2016.

### **Action: Legal and Property Team**

### **Background**

2. Following the Bay of Islands Community Board Committee meeting held on 2 Dec 21, an RFS was submitted by an Elected Member requesting information<sup>1</sup> ongoing management and sustainment of Cherry Park House. Additionally, a condition assessment of the building was undertaken in Mar 21<sup>2</sup>.
3. The Long-Term Plan has apportioned \$500k between FY24 and FY27 for the renewal of Building structure, internal fitout and carparking.

### **User community**

4. Cherry Park house is classified by FNDC as a Community Centre. It currently offers a home for 22 groups and association and is managed by the Cherry Park House Committee. There are circa 250 members which utilise the facility for approximately 2000hrs per year; this equates, on average, Cherry Park House being in use 6-7 hrs a day, 6 days a week.
5. The user groups are predominately focused on Arts and Culture, but Cherry Park House also homes several support groups and the Kerikeri Croquet Club.

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<sup>1</sup> Notice of Motion Cherry Park House Resolution 2021/115

<sup>2</sup> Cherry Park House Condition Assessment, Objective Reference fA559266

## Purpose

6. The purpose of the visit was to determine suitability of the facility, in its current state, to support the user groups and undertake a general visual inspection of the facility.

## Findings

7. On 11 Jan 22, Asset Manager District Facilities met with BOI Community Board Deputy Chairr and Cherry Park House Chair at Cherry Park House
8. **Building.** The building, roof and internal fit out of the building is materially good of block construction which rendered and cladding finish. It was noted that given the age of the building the likelihood that soffits and cladding may contain Asbestos Containing Material (ACM). Theft has resulted in loss of sump pump and gas califont/bottles from the exterior of the building. The
9. **Upper floor.** The upper floor contains a photography booth, kitchen, several preparation areas, toilets, meeting room and garage. It was noted that storage for various materials and chemicals was not appropriate and the garage area acted as a store and was at capacity.
10. **Basement.** The basement area homes the majority of the pottery activities, it contains a pottery room and Kiln room. The basement area is susceptible to flooding and is serviced by a manually operated sump pump to pump out flood water.
11. **Utilities.** Electric, heating and water was all onsite and operable. Gas was missing due to the theft of the califont and bottles. It was noted that the internal electrical consumer unit was old and likely to contain ACM. Additionally, most of the lighting was of incandescent type.
12. **Accessibility.** There are ramps installed to both the front a rear entrance, with the rear access serviced by an accessible park. Internally no other building facilities are accessible, and the basement floor can only be accessed by a steep stairwell.

## Safety Systems

13. **Kiln Room.** The room is protected by a fire suppression system, serviceability of the system is unknown.
14. **Smoke.** Domestic smoke alarm systems are installed in some of the areas.
15. **Fire egress.** There is only one designed fire escape. Egress from the basement room is via a window.
16. **Fire Fighting equipment.** No firefighting equipment was observed.
17. **Ventilation.** There was no designated air handing system observed in the Kiln room and/or Photography room. It is assumed chemicals are used in the development of photographs which would require a Local Exhaust Ventilation (LEV) system.

## Immediate actions

18. FNDC to undertake a BWOFF of the facilities and work with the committee to ensure all emergency evacuation plans are in place.
19. Cherry Park House user groups to identify all hazards associated with the activities undertaken within the facility and implement Administrative controls to mitigate risks identified.
20. FNDC to enter into a lease with Cherry Park House Committee or operate the facility in accordance with the FNDC Community Hall Policy 2016.

## Future option analysis

21. FNDC Asset Manager to undertake an option analysis, considering the following:

- a. Continued sustainment and investment in Cherry Park House.
- b. Relocation of Cherry Park House user group to an existing facility.
- c. Relocation of Cherry Park House user group to a new location/site.
- d. Assess suitability of Cherry Park House for the user groups requirements.

22. Once the analysis has taken place a report will be presented to the Community board with the aspiration to have an initial paper by no later than May 22 BOI Community Board Committee Meeting.

### **Summery**

23. Cherry Park House is at capacity and is unable to sustain further growth. The existing facility whilst structurally sound and in good condition is not ideally suited to the activities being undertaken by the user groups. The BWOF is an immediate concern and should be undertaken with urgency. Further analysis will determine options for consideration by the Community board and Council and will be presented at a future Community Board Committee Meeting.

Darren James  
Asset Manager District Facilities