

Guidelines for the Paihia Village Green Art & Craft Market (FINAL)

Focus Paihia Community Trust (FPCT) are mandated by the Council to run the Paihia Art and Craft Market (PACM).

They believe that the stall holders make the market. They appreciate the efforts in preparing for each market day and hope for a prosperous season.

Please review the following policies, which are subject to change. Updates will be sent to the email address provided in the application.

ENQUIRIES

Please read these guidelines and direct all enquiries via email to info@focuspaihia.org.nz. If you wish to apply for a stall site refer to the APPLICATION AND CERTIFICATION Section below.

A. GENERAL

- 1) The Paihia Art and Craft Market (The Market) activities are to be compatible with the FNDC Village Green Management Plan.
- 2) Applications for sites open in May and close each year in July. All short listed applications will have products reviewed by a Certification Committee. See Below.
- 3) Prior participation does not guarantee acceptance in the current year's market.

B. OPERATION DAYS

- 1) The Market will only operate when a cruise ship capable of carrying more than 220 passengers is in the Bay of Islands port. Focus Paihia Community Trust has the right to revoke this for special events, i.e. school fairs, community activities, local fundraising activities, Sport Northland events, etc.
- 2) The seasonal pricing and the cruise timetable will be available from the relevant season's booking form. Each cruise ship season is tentatively released in August.
- 3) There will be a maximum of 36 sites on any given ship day.

C. MARKET MANAGEMENT COMMITTEE

- 1) The Paihia Art & Craft Market Management Committee (the management committee) oversees the running of the market. It is made up of one stallholder representative, one Paihia retailer representative and a Focus Paihia Community Trust (FPCT) representative.
- 2) The management committee will make the final decision on stall placement on the green.
- 3) When signing the individual booking form, you are also agreeing to the guidelines and will abide by these while trading on the Paihia Village Green as part of the Market.
- 4) Focus Paihia Community Trust reserves the right to immediately remove any stallholder not abiding by these guidelines. This also applies to any stallholder, (or assistant/helper) involved in any inappropriate behaviour, which may detract from, or upset our customers (and fellow stallholders) experience.

D. APPLICATION AND CERTIFICATION

- 1) All products sold at the Market must be assessed and certified by the Market Certification Committee.
- 2) If you wish to be considered for certification please complete the application process below and email to info@focuspaihia.org.nz.

3) Application Process - you are required to submit:

- Trading name/Stall name.
- Postal address/Actual address.
- Home phone/Mobile phone/Email address.
- At least 6 photographs representative of the items you intend to sell.
- A photograph of your display.
- A brief artist statement including the process of how your product/s are made.

4) Please note that applications will not be considered without the above information being supplied.

5) Only people residing in Northland Districts i.e. Kaipara, Whangarei and the Far North, may apply for a site on market days.

6) **Minimum criteria:**

- Products must be designed and handcrafted by the artist/crafter.
- No imports or resale items will be accepted.
- Product that is commercially formed/produced and then 'finished' by the seller will not be accepted.

7) Applications for the coming season close in July each year.

E. MARKET CERTIFICATION COMMITTEE

1) All products sold at the Market must be assessed and certified by the Market Certification Committee.

2) The Market Certification Committee is made up of two independent, suitably qualified individuals and a representative of FPCT. The stall holder representative and/or site manager may also be in attendance, however can not vote. Each product will be assessed and either approved or rejected, based on the agreed criteria. The outcome will not necessarily be confirmed at the time of assessment but when a decision is made, the relevant person(s) will be contacted on the email address supplied with their application.

3) The Market Certification Committee will give preference to people who offer a quality product, have a professional approach and a customer focused attitude.

4) The Certification process is handled as follows:

The Market Certification Committee meets to examine all of the applications prior to the market season. The committee carefully examines a number of important aspects in each application:

- What is the quality of the product?
- How marketable is the product?
- Does the product meet the minimum criteria as set out in the Market Guidelines?
- Does the product enhance the overall variety of products at the market?
- Is the product compelling?

5) The short listed applicants will be invited to present to the committee. Please note that being invited to present does not guarantee a site on the market.

6) The committee finalises approval of new stall holders or new items from past stallholders and informs the market management committee.

7) The certification Committees' decision will be final and no correspondence shall be entered into.

- 8) Those stall holders who meet the market's criteria and are certified but are not given a fulltime site, will be placed on an alternate list to fill available vacancies that regularly occur throughout the season. The majority of the applications the committee receives meet most of the qualifications. If there was sufficient space and resources everyone certified would be admitted.
- 9) An approved stallholder will be given a pass to hang clearly and prominently on their stall. This must be clearly displayed at all times.
- 10) Current stallholders who wish to have new product approved or new applicants throughout the season will need to wait until a formal assessment. There will be a maximum of two assessments after the initial assessment in any given season.
- 11) Stallholders are to only sell 'certified' product. There are no exceptions. Stallholders may not sell any items not approved or shown in their Market application. Market Management has the right to ask stallholder to remove products.

F. CERTIFICATION CRITERIA

- 1) Products must be designed and handcrafted by the artist/crafter.
- 2) No imports or resale items will be accepted.
- 3) Product that is commercially formed/produced and then 'finished' by the seller will not be accepted.
- 4) Product sold to or in local shops cannot be sold on market days.

Wood: A raw piece of wood turned into a completed product, such as a bowl, plate, piece of jewellery, etc. This can include inlays.

Glass: Taking raw product and hand blowing, slumping or fusing the piece to form a finished product. Includes colouring.

Ceramics: Taking clay and forming a completed product, including hand painting.

Books: Hand crafted, if the book is written by the seller and Commercially printed, provided that it is an isolated item on the Stall, it is acceptable.

Fabric and fibre: There is preference for hand woven and hand dyed pieces. At a minimum, the products can take pre-printed fabric/dyed wool and hand craft it into a finished product. However, workmanship must be to a high standard and the degree of work must satisfy the handcrafted aspect. Stuffing in pillows is accepted.

Photography: Accepted if the picture is taken, printed and mounted by the seller. Canvases and frames can be bought, although there is a preference for self-made frames.

Paintings: Paintings must be completed by hand by the seller. Canvases and frames can be bought, although there is a preference for self-made frames.

Jewellery: The jewellery category is often the most applied for category in many art and craft markets. Market Management has identified three subsets of jewellers: Craft, Artisan, and Mixed. Stall holders will be required to display a sign indicating the category for which they are certified.

- **Craft Jeweller Category:** Jewellers who design their jewellery using beads and/or other components they did not create.
- **Artisan Jeweller Category:** Jewellers who craft the components of the jewellery they design (silversmith, gem cutting, stone tumbling, etc.)
- **Mixed Jeweller Category:** Jewellers who offer jewellery that falls into both categories.

Please note that a bought chain/leather/cord on its own has no handcrafted element, therefore is not allowed to be displayed or sold as an individual item.

Pounamu: Pounamu pieces must be hand crafted and be New Zealand jade/greenstone. Certificate of authenticity and/or origin must be supplied at certification and prominently displayed on stall.

Other: Other items not listed above will be at the discretion of the committee.

G. MARKET RELATIONS

- 1) Stall holders should respect one another's space and right to sell their products without intrusion.
- 2) Any stall holders queries, issues or disputes are to be given to the site manager in writing.
- 3) The site manager will resolve the issue or if required take the query to the management committee.
- 4) If a stallholder has suggestions or concerns relating to participants, attendees, or the market, they should notify the management committee.
- 5) Stallholders must keep their crafts and sites to a high standard.
- 6) The management committee has the right to refuse or ban any craft person or craft for any reason the committee deems is inappropriate for the market.

H. STALL OPERATORS

- 1) Sites are not to be shared (i.e., one stallholder per site). This does not include immediate family members who may share a site.
- 2) The stallholder and his/her family members are allowed to sell at the stalls; no agents or resellers. The name listed on the application is considered the stall holder and is responsible for ensuring that all staff are properly trained to know the stallholders artistic process and also the Market's policies.
- 3) Family may assist, but the registrant listed on the application must be the main seller.

I. ACCESS & SET UP

- 1) Vehicle entry to the Green for stallholders will be allowed after 7am on the day. Access to the green will be closed off at 9am sharp, to prevent members of the public from entering and parking.
- 2) Vehicles must be taken off the grounds by 9am. Cars may not be parked beside a stall. No exceptions.
- 3) Stalls must not start to be packed up until 3:45pm, unless prior approval has been granted by the Site Manager.
- 4) No car will be allowed back on the Green before 3.45pm unless there is an emergency. Vehicle access will be locked at 6pm.
- 5) Trailers are either to be removed from the green or kept on the stallholder site and disguised (i.e. used as a table, etc).
- 6) Vendors are responsible for providing their own equipment.
- 7) Sites will be defined when the market is set out at the beginning of the season, but no site will be bigger than 5 meters.
- 8) Gazebos must be 4.5m x 4m, or smaller. Unless otherwise agreed by Market Management.

J. OTHER LOGISTICS

- 1) Village Green entrances and walkways are to be kept clear at all times. There is a "no smoking/no alcohol" bylaw in effect for all reserves.

- 2) Village Green picnic tables and seats are not to be used by site holders. Stalls, including guy ropes, which where possible, must be 2 metres from the park furniture.
- 3) Rubbish and litter is to be removed from the Village Green by site holders at the end of the Market Day and the green must be left in its original state.

K. PAYMENT

- 1) Payment is to be made in advance.
- 2) Options are:
 - One lump sum at the beginning of the season, OR
 - Monthly payments by direct credit/automatic payment to be paid on the first day of each of the months of market.
- 3) All payments must be made by bank transfer. Payments will not be accepted at the market.
- 4) If you are more than 7 days behind in payments you may not be allowed to enter the Village Green until proof of payment can be presented.

L. CANCELLATIONS & SITE RELOCATIONS

- 1) The Market will be open rain or shine.
- 2) No refunds or credits will be given for bad weather, ship cancellation, etc. However if an additional ship is scheduled this day will not be charged.
- 3) Stallholders are required to notify by either email or phone if they will be late or absent 48 hours in advance. Non-compliance with this or repeated absences of more than 3 without proper notice will result in forfeiture of permanent site. No refunds or credits will be given for days missed.
- 4) Market Management has the right and will assign a stall holders' site to another stallholder if the 'regular' stallholder has not arrived.
- 5) If a stall holder is unable to make it on the day, for any reason, they will contact the Site Manager directly.
- 6) Market Management has the authority to move and reassign stallholder sites to enhance or facilitate market operations.
- 7) A permanent stallholder that is unable to complete the season is to give two week's notice.
- 8) Stallholders are expected to stay for the duration of the Market day.

M. DAMAGES

- 1) Focus Paihia Community Trust and the Paihia Arts and Craft Market is not liable for any injury, theft, or damage to either the buyer or seller, or their property, arising from or pertaining to preparation for, or participation in, the Paihia Arts and Craft Market.

N. ONUS & FAILURE TO COMPLY

- 1) The onus to prove this contract is fulfilled is on the stallholder.
- 2) Repeat failure to comply with the guidelines in the above document could result in immediate removal from the Green and termination of your contract.

MEETING: BAY OF ISLANDS-WHANGAROA COMMUNITY BOARD
9 JULY 2014

Name of item: PAIHIA VILLAGE GREEN – ADOPTION OF MARKET GUIDELINES 2014

Author: Sue Hodge - Community Policy Manager

Date of report: 25 June 2014

Document number: A1473241

Executive Summary

The Paihia Village Green is located at the corner of Marsden Road and School Road Paihia. The green is managed in accordance with the Paihia Village Green Management Plan which includes the market guidelines in a schedule.

The day to day management of the Green is undertaken by Focus Paihia and they have developed new market guidelines with their stall holders.

The purpose of this report is to present these guidelines to the Bay of Islands-Whangaroa Community Board for adoption and inclusion in the Paihia Village Green Management Plan.

Recommendation

THAT the Bay of Islands-Whangaroa Community Board recommends to the Community Services and Development Committee that Council adopts the Focus Paihia Village Green market guidelines and amends the Paihia Village Green Management Plan accordingly.

1) Background

The Paihia Village Green is located at the corner of Marsden Road and School Road Paihia. It is the key open space that links the wharf and maritime area with the commercial and car parking areas of Paihia. The Green is often used for events or activities that “add to the festive atmosphere of a seaside resort”.

In 1999 Council adopted the Paihia Village Green Management Plan. The plan provides for a craft market to be held on the green when cruise ships are in the Bay. In 2011 management of the entire Green including the craft market was transferred to Focus Paihia. Focus Paihia retain the income and the Council receives 10% which is received in the Eastern Reserves – rent cost center.

2) Discussion and options

Attached are the new guidelines for the market. The guidelines have been developed to ensure a vibrant and successful market is held on the Village Green on cruise ship days. These guidelines are required to be adopted by the Bay of Islands-Whangaroa Community Board and attached to the management plan.

3) Financial implications and budgetary provision

There are no financial implications from the adoption of the market guidelines.

4) Reason for the recommendation

Focus Paihia have worked collaboratively with market stall holders and the business community to develop market guidelines that will ensure a successful and vibrant market is held on the Village Green on cruise ship days.

Manager: Graham Carman – Acting General Manager - Corporate Services

Attachment 1: Guidelines for the Paihia Village Green Art & Craft Market (Final)-
Document number A1472081

Attachment 2: Paihia Village Green Management Plan - Document number A136477

Compliance schedule:

Full consideration has been given to the provisions of the Local Government Act 2002 S77 in relation to decision making, in particular:

The decision-making process has sought to —

- a) identify all reasonably practicable options for the achievement of the objective of a decision; and
- b) assess those options by considering—
 - i) the benefits and costs of each option in terms of the present and future interests of the district or region; and
 - ii) the extent to which community outcomes would be promoted or achieved in an integrated and efficient manner by each option; and
 - iii) the impact of each option on the local authority's capacity to meet present and future needs in relation to any statutory responsibility of the local authority; and
 - iv) any other matters that, in the opinion of the local authority, are relevant; and
- c) If any of the options identified under paragraph (a) involves a significant decision in relation to land or a body of water, take into account the relationship of Māori and their culture and traditions with their ancestral land, water, sites, waahi tapu, valued flora and fauna, and other taonga.

Relationship with existing policies and Community outcomes	The decision of the report is consistent with the Paihia Village Green management plan
Possible implications for the relationship of Maori and their culture and traditions with their ancestral land, water, site, waahi tapu, valued flora and fauna, and other taonga	N/A
Views or preferences of persons likely to be affected by, or to have an interest in the matter, including persons with disabilities	Focus Paihia have sought the views of persons most likely to have an interest
Does the issue, proposal, decision or other matter have a high degree of significance as determined under the Council's Policy #2116?	This decision is of low significance
If the matter has a Community rather than a District wide relevance has the Community Board's views been sought?	The Board's views are being sought in this report
Financial Implications and Budgetary Provision Financial Controller review	Nil The Financial Controller has reviewed this report

Guidelines for the Paihia Village Green Art & Craft Market (FINAL)

Focus Paihia Community Trust (FPCT) are mandated by the Council to run the Paihia Art and Craft Market (PACM).

They believe that the stall holders make the market. They appreciate the efforts in preparing for each market day and hope for a prosperous season.

Please review the following policies, which are subject to change. Updates will be sent to the email address provided in the application.

ENQUIRIES

Please read these guidelines and direct all enquiries via email to info@focuspaihia.org.nz. If you wish to apply for a stall site refer to the APPLICATION AND CERTIFICATION Section below.

A. GENERAL

- 1) The Paihia Art and Craft Market (The Market) activities are to be compatible with the FNDC Village Green Management Plan.
- 2) Applications for sites open in May and close each year in July. All short listed applications will have products reviewed by a Certification Committee. See Below.
- 3) Prior participation does not guarantee acceptance in the current year's market.

B. OPERATION DAYS

- 1) The Market will only operate when a cruise ship capable of carrying more than 220 passengers is in the Bay of Islands port. Focus Paihia Community Trust has the right to revoke this for special events, i.e. school fairs, community activities, local fundraising activities, Sport Northland events, etc.
- 2) The seasonal pricing and the cruise timetable will be available from the relevant season's booking form. Each cruise ship season is tentatively released in August.
- 3) There will be a maximum of 36 sites on any given ship day.

C. MARKET MANAGEMENT COMMITTEE

- 1) The Paihia Art & Craft Market Management Committee (the management committee) oversees the running of the market. It is made up of one stallholder representative, one Paihia retailer representative and a Focus Paihia Community Trust (FPCT) representative.
- 2) The management committee will make the final decision on stall placement on the green.
- 3) When signing the individual booking form, you are also agreeing to the guidelines and will abide by these while trading on the Paihia Village Green as part of the Market.
- 4) Focus Paihia Community Trust reserves the right to immediately remove any stallholder not abiding by these guidelines. This also applies to any stallholder, (or assistant/helper) involved in any inappropriate behaviour, which may detract from, or upset our customers (and fellow stallholders) experience.

D. APPLICATION AND CERTIFICATION

- 1) All products sold at the Market must be assessed and certified by the Market Certification Committee.
- 2) If you wish to be considered for certification please complete the application process below and email to info@focuspaihia.org.nz.

MEETING: COUNCIL – 07 AUGUST 2014

Name of item: PAIHIA VILLAGE GREEN – ADOPTION OF MARKET GUIDELINES 2014

Author: Sue Hodge - Community Policy Manager

Date of report: 25 June 2014

Document number: A1477546

Executive Summary

The Paihia Village Green is located at the corner of Marsden Road and School Road Paihia. The green is managed in accordance with the Paihia Village Green Management Plan which includes the market guidelines in a schedule.

The day to day management of the Green is undertaken by Focus Paihia and they have developed new market guidelines with their stall holders.

The purpose of this report is to present these guidelines to Council for adoption and inclusion in the Paihia Village Green Management Plan. This report was submitted to the 9 July 2014 Bay of Islands-Whangaroa Community Board meeting and the 23 July 2014 Community Services and Development Committee meeting. The Committee makes the following recommendation to Council:

Recommendation

THAT the Far North District Council adopts the Focus Paihia Village Green market guidelines and amends the Paihia Village Green Management Plan accordingly.

1) Background

The Paihia Village Green is located at the corner of Marsden Road and School Road Paihia. It is the key open space that links the wharf and maritime area with the commercial and car parking areas of Paihia. The Green is often used for events or activities that “add to the festive atmosphere of a seaside resort”.

In 1999 Council adopted the Paihia Village Green Management Plan. The plan provides for a craft market to be held on the green when cruise ships are in the Bay. In 2011 management of the entire Green including the craft market was transferred to Focus Paihia. Focus Paihia retain the income and the Council receives 10% which is received in the Eastern Reserves – rent cost center.

2) Discussion and options

Attached are the new guidelines for the market. The guidelines have been developed to ensure a vibrant and successful market is held on the Village Green on cruise ship days. These guidelines are required to be adopted by the Bay of Islands-Whangaroa Community Board and attached to the management plan.

3) Financial implications and budgetary provision

There are no financial implications from the adoption of the market guidelines.

4) Reason for the recommendation

Focus Paihia have worked collaboratively with market stall holders and the business community to develop market guidelines that will ensure a successful and vibrant market is held on the Village Green on cruise ship days.

Manager: Graham Carman – Acting General Manager – Corporate Services

These attachments can be found in the Community Services and Development Committee Agenda dated 23 July 2014:

Attachment 1: Item 4.3: Guidelines for the Paihia Village Green Art & Craft Market
(Final) - Document number A1475583

Attachment 2: Item 4.3: Paihia Village Green Management Plan - Document number
A1475586

Compliance schedule:

Full consideration has been given to the provisions of the Local Government Act 2002 S77 in relation to decision making, in particular:

The decision-making process has sought to —

- a) identify all reasonably practicable options for the achievement of the objective of a decision; and
- b) assess those options by considering—
 - i) the benefits and costs of each option in terms of the present and future interests of the district or region; and
 - ii) the extent to which community outcomes would be promoted or achieved in an integrated and efficient manner by each option; and
 - iii) the impact of each option on the local authority's capacity to meet present and future needs in relation to any statutory responsibility of the local authority; and
 - iv) any other matters that, in the opinion of the local authority, are relevant; and
- c) If any of the options identified under paragraph (a) involves a significant decision in relation to land or a body of water, take into account the relationship of Māori and their culture and traditions with their ancestral land, water, sites, waahi tapu, valued flora and fauna, and other taonga.

Relationship with existing policies and Community outcomes.	The decision of the report is consistent with the Paihia Village Green management plan
Possible implications for the relationship of Maori and their culture and traditions with their ancestral land, water, site, waahi tapu, valued flora and fauna, and other taonga.	N/A
Views or preferences of persons likely to be affected by, or to have an interest in the matter, including persons with disabilities.	Focus Paihia have sought the views of persons most likely to have an interest
Does the issue, proposal, decision or other matter have a high degree of significance as determined under the Council's Policy #2116?	This decision is of low significance
If the matter has a Community rather than a District wide relevance has the Community Board's views been sought?	The Board's views are being sought in this report
Financial Implications and Budgetary Provision. Financial Controller review.	Nil The Financial Controller has reviewed this report

MEETING: BAY OF ISLANDS-WHANGAROA COMMUNITY BOARD - 8
JULY 2014

Name of item: PAIHIA VILLAGE GREEN – ADOPTION OF MARKET
GUIDELINES 2014

Author: Sue Hodge, Community Policy Manager

Date of report: 25 June 2014

Document number: A1472130

Executive Summary

The Paihia Village Green is located at the corner of Marsden Road and School Road Paihia. The green is managed in accordance with the Paihia Village Green Management Plan which includes in a schedule the market guidelines.

The day to day management of the green is undertaken by Focus Paihia and they have developed new market guidelines with their stall holders.

The purpose of this report is to present these guidelines to the Board for adoption and inclusion in the Paihia Village Green management Plan.

Recommendation

THAT Bay of Islands-Whangaroa Community Board recommends that the Council adopts the Focus Paihia Village Green market guidelines and amends the Paihia Village Green Management Plan accordingly.

1) Background

The Paihia Village Green is located at the corner of Marsden Road and School Road Paihia. It is the key open space that links the wharf and maritime area with the commercial and car parking areas of Paihia. The green is often used for events or activities that "add to the festive atmosphere of a seaside resort".

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2) Discussion and options

Attached are the new guidelines for the market. The guidelines have been developed to ensure a vibrant and successful market is held on the Village Green on cruise ship days. These guidelines are required to be adopted by the Board and attached to the management plan.

3) Financial implications and budgetary provision

There are no financial implications from the adoption of the market guidelines.

4) Reason for the recommendation

Focus Paihia have worked collaboratively with market stall holders and the business community to develop market guidelines that will ensure a successful and vibrant market is held on the Village Green on cruise ship days.

Manager: Name - General Manager

Attachment 1: Paihia Village Green market guidelines - Document number A1472081

Attachment 2: Paihia Village Green Management Plan - Document number A136477

Compliance schedule:

Full consideration has been given to the provisions of the Local Government Act 2002 S77 in relation to decision making, in particular:

The decision-making process has sought to —

- a) identify all reasonably practicable options for the achievement of the objective of a decision; and
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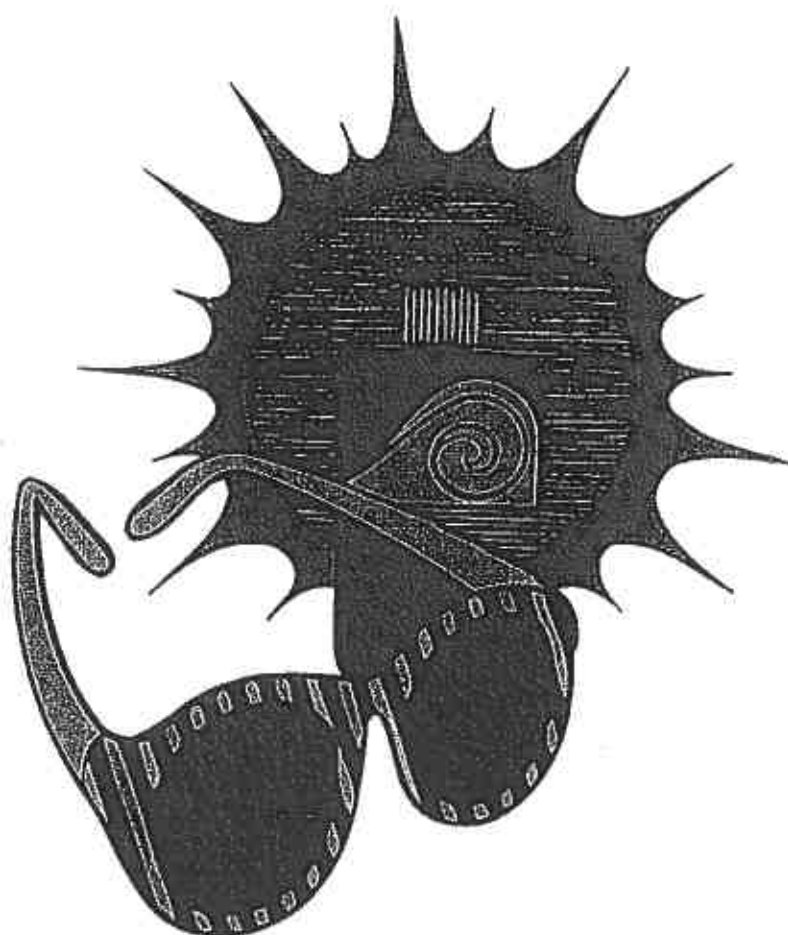
Relationship with existing policies and Community outcomes	The decision of the report is consistent with the Paihia Village Green management plan.
Possible implications for the relationship of Maori and their culture and traditions with their ancestral land, water, site, waahi tapu, valued flora and fauna, and other taonga	N/A
Views or preferences of persons likely to be affected by, or to have an interest in the matter, including persons with disabilities.	Focus Paihia have sought the views of persons most likely to have an interest.
Does the issue, proposal, decision or other matter have a high degree of significance as determined under the Council's policy 2116?	Tis decision is low significance
If the matter has a Community rather than a District wide relevance has the Community Board's views been sought?	The Board's views are being sought in this report
Financial Implications and Budgetary Provision. Financial Controller review	

NOTES:

- i) The compliance schedule needs to be completed to provide evidence that the relevant matters have been considered.
- ii) If any of these matters are of more than minor significance e.g. the proposal requires consultation as it affects a sector of the community, or has significance for Maori etc, this should be explained in a specific paragraph within the body of the report in addition to the 4 headings provided.
- iii) The reports are to be approved via Objective and do not need to have the manager's signature.
- iv) If the attachments are generated by the author please add the word "Attachment" and the number, in bold, at the top right hand corner of each of the documents to be attached.
- v) The font throughout a report is to be Arial pt 11, and text in headers or footers should be Arial pt 9.
- vi) Headings are to be numbered with numerals followed by a close bracket. If further bullets are required roman numerals should be used. Alpha bullets should be used only when listing various options and bullet points should be avoided.
- vii) Paragraphs should be separated with pt 6 spacing, above and below. Not with an enter space. – Each new section should be identified with an 'enter' space. Each new heading should also be identified with a 'bottom page border' to signal a new section in your report.
- viii) Where possible, pages should be formatted as portrait rather than landscape, and colour should only be used where absolutely necessary to save any printing costs and prevent large file sizes.
- ix) All text should be aligned to the left margin following the report template's example.
- x) All reports must be reviewed by the Financial Controller to correctly assess Financial Implications and Budgetary Provision.

Lastly – Please remember that reports should be clear and concise. If you need help writing or formatting a report please feel free to contact the Advisory Services Team

PAIHIA VILLAGE GREEN MANAGEMENT PLAN



Contents:

1. Main Issues for the Village Green

2. Background

- a. Location
- b. Area
- c. Access
- d. History
- e. Classification/Zoning
- f. Surrounding Land Use
- g. Relationship to other Reserves
- h. Site Characteristics
- i. Landforms/Features
- j. Present Use

3. Specific Management Issues

4. General Management Objectives

Landscape

- a. Vegetation
- b. Noxious and Undesirable Plants
- c. Noxious Animals
- d. Archaeological Sites
- e. Cultural Values

Public and Recreation Use

- a. General
- b. Allocation of land for passive and active recreational use
- c. Dogs
- d. Commercial Activity
- e. Ancillary liquor licence
- f. Vehicle access
- g. Interpretation and signage
- h. Park Furniture
- i. Lighting
- j. Utility Services
- k. Vandalism
- l. Boundaries and fences
- m. Adjacent Land Use

5. Review Procedure

6. Maps and Plans

7. Schedule 1

- a. Fees
- b. Booking Forms
- c. Site Layout

MAIN ISSUES FOR THE VILLAGE GREEN

The Village Green is a key open green space that links the wharf and maritime area into the commercial and parking areas of Paihia.

It provides an opportunity for passive recreation as well as special one-off commercial or non-commercial activities that add to the holiday or festive atmosphere of a seaside resort.

The Village Green is an important focal point for community activities e.g. carol singing, Christmas parade, and children's holiday programs.

The issues, which need to be addressed, are:

1. What is the future "look" or "vision" for the Village Green?
2. What activities should be allowed on the Village Green?
3. Where/Who will the first point of contact for potential users of the Village Green?
4. The need for a booking system for the Village Green
5. What will the fees/charges for use of the Village Green be?
6. How to link the Village Green to the Mary Williams House, commercial area, maritime area and car parking area?

BACKGROUND:

Location:

The Village Green is located at the corner of Marsden Road and School Road, Paihia. The northwestern boundaries border the New Zealand Post Development and the Mary Williams House property on Williams Road. The southern boundary borders the Williams Road car park and School Road. The northeastern boundary borders Marsden Road.

Area:

The land is fee-simple and is comprised of Lots 3, 4, 5 DP 57340 and Lot 1 and Pt 27 DP 11040 and contains 6827m². The property comprises of five separate titles all held together as one Valuation assessment 225-131-00.

Access

While the property has good pedestrian access from all boundaries, these access points are not always well defined e.g. access from Williams Road car park or from Mary Williams House property. Vehicle access is limited to service vehicles and the entrance point is chained off to the general public.

History:

In 1967 the land was sold to the Northland Harbour Board and in 1992 a statute vested its ownership in the Far North District Council. The condition of sale was that the land remains as open space.

Classification/Zoning

The land is zoned Recreation 2 under the Far North District Transitional Plan – Bay of Islands Section. The land has a proposed zoning of Recreation under the Proposed Far North District Plan. The property has no classification under the Reserves Act 1977.

Surrounding Land Use:

The New Zealand Post property and the Williams Road Car park are zoned Commercial 2. The New Zealand Post property is fully developed with a number of retail outlets. The complex has a covered walkway that leads people to and from Williams Road to the Village Green.

While the Mary Williams property is currently fee-simple it is proposed to classify this a Local Purpose (Community Building) Reserve.

Relationship to other Reserves:

The Village Green has a strong historical connection with the Mary Williams House property. Currently there is little connection to this property although Landscape plans have been prepared which better link and encourage movement between the sites.

Across the road is a small headland known as Flagstaff Hill or Maiki Point. While this is not seen as linked to the Village Green when on the hill you look right down on the Green and feel connected.

SITE CHARACTERISTICS

Landforms/Features:

The Village Green is relatively flat and even area approximately 3.0m above sea level. It is predominantly open green space that is mowed to a park like standard. There is a small stream that passes through the property running parallel with School Road. There is some landscaping of the stream area and some seating provided. While there is no theme to the plantings they are of a low growing nature that enhances the openness of the reserve.

The southern part of the property has a small stand of native bush that includes nikau, puhutukawa and various under growth. Here there is a small pedestrian bridge that links the Village Green to the Williams Road car park. As the stream is piped under the car park there are two very large storm water pipes that exit into the stream and these are an eye sore.

Present Use:

The Green is currently managed by the Paihia War Memorial Hall Committee and is used for a number of activities. When cruise ships come into the bay or on summer weekends the local Art and Craft Society hire the Green and display various arts and crafts for sale. The community hold Carols by Candle light and other similar activities. For many years the areas was traditionally used for New Years Eve celebrations. The majority of visitors come to walk, picnic or generally relax in the open environment.

SPECIFIC MANAGEMENT ISSUES:

1. All bookings and payments will now be made through the Bay of Islands Information Office. A sign will be erected on the Village Green directing all enquiries to the Information Office and providing a contact phone number.
2. Existing activities will remain and any activities compatible with the Village Green Management Plan will be approved by the Information Services Administration Co-ordinator.
3. Any activities not compatible with the Village Green Management Plan must be approved by Council.
4. The fees and charges and booking sheets and layout plan are attached as Schedule 1 of the Village Green Management Plan.
5. Prepare a landscape plan that will enhance the landscape character of the reserve and improve pedestrian linkages.
6. Identify the survey boundaries.

GENERAL MANAGEMENT OBJECTIVES

To manage the reserve for recreation and the physical welfare and enjoyment of the public with an emphasis on quality development and maintenance practices.

Landscape

Objective

To maintain and where practicable, enhance the landscape character of the reserve.

Policies

1. There should be a balance between planted areas and areas of open space taking into account the various functions of the reserve.
2. The landscape design of the reserve should develop and enhance the general locality.
3. Where possible the natural features of the reserve shall be retained and incorporated into the locality.
4. An approved landscape plan should form the basis of any future development in the reserve.
5. Clubs and organisations that use the reserve are required to gain the prior consent of Council before affecting changes to the landscape.

Vegetation

Objective

To develop and maintain planting on the reserve that enhances the general environment and which meets its functional requirements.

Policies

1. Consideration should be given to the provision of shelter from wind shade from the sun and food and shelter for birds.
2. Species planted in the reserve should reflect the existing planting in the locality.
3. Planting adjacent to public use areas should take into account the safety of park users.
4. Any trees to be removed should be subject to Council's Tree Removal Policy and the approval of the Works and Facilities Manager.

5. Any planting programme shall be designed so as not to detrimentally affect adjoining residents.
6. Trees shall be maintained in accordance with the standards and techniques of approved arboriculture practice.
7. Adjoining property owners shall be discouraged from planting on reserve land as this practice appears to make the area an extension of private property and can discourage public access.

Noxious and Undesirable Plants

All noxious plants will be controlled in compliance with the Northland Regional Council District Noxious Plants Programme or the Pest Management Strategies of the Northland Region.

Wildlife and Habitats

Objectives

To ensure the preservation and general well being of the wildlife of the reserve.

Policies

1. Wildlife and the wildlife habitat shall be protected and where possible enhanced by every practical means.
2. When new plantings are proposed they should take into account the establishment of berry and nectar producing species to encourage a large and more varied bird population.

Noxious Animals

Objective

To minimise the numbers and impact of noxious animals.

Policies

1. Where noxious animals such as rabbits and opossums become a problem, Council will undertake to control their numbers by methods appropriate to the environment in which the reserve is located.

Archaeological Sites

Objective

To preserve and protect areas and sites of historic significance and archaeological interest in accordance with the Historic Places Act 1993 and the Conservation Act 1987 and the Resource Management Act 1991.

Policies

1. Where relevant all developments and maintenance work in the Reserve will take into account archaeological features.
2. No earthmoving, constructions, removal or planting of trees shall take place in areas of known archaeological features without prior authority of the NZ Historic Places Trust as required under Section 10 of the Historic Places Act 1993.

Cultural Values

Objective

To consult with Tangata Whenua with regard to the management and development of the reserve.

Policies

1. It is recognised that there is a Maori view of the land and the relationship of people to the land. To the Tangata Whenua the spiritual and physical qualities of the land are inseparable and it is not appropriate to attempt to define these values in this document except to say that they are recognised and respected.

PUBLIC AND RECREATION USE

General

Objective

To provide recreational and educational opportunities that are appropriate to the zoning of the reserve and to encourage the public to make appropriate use of the reserve and available facilities.

Policies

1. The reserve will be open to visitors 24 hours a day except in extraordinary circumstances.

2. Recreational activities that are casual, non-commercial and which do not compromise the enjoyment of other park visitors nor adversely affect the environment are permitted as of right on the reserve.
3. Activities that do not meet the above criteria require the permission of Council

Allocation of land and facilities for passive and active recreational use

Objective

To provide an equitable distribution of the land between active and passive recreational users relative to the district scheme zoning.

Policies

1. The right of park visitors to gain recreational enjoyment from the reserve shall be maintained in balance with the use of the reserve by structured activities.
2. When not required for structured activities the Village Green will be available for general recreational use.
3. Council shall annually review the use of the Village Green and the allocation of such land to various user groups or individuals to ensure that the interest of all park users is maintained.
4. The Village Green shall be maintained in a suitable condition relative to the requirements of Council's Town Maintenance Contract.

Dogs

Objective

To keep the use of the reserve by dogs under control.

Policies

1. Dogs are permitted in the reserve provided they are under the owners control at all times. Removal of faeces is the responsibility of the owner.
2. Dogs and their owners shall comply with the relevant Council by-laws.

Dogs shall be excluded from habitat areas.

Commercial Activity

Objective

To permit commercial activity where appropriate.

Policies

1. All commercial activity on the reserve will be subject to Council approval.
2. Temporary advertising displays may be permitted where they are associated with an approved commercial or other activity of limited duration with the approval of Council.

Ancillary liquor licence

Objective

To ensure that the granting of ancillary liquor licences to events does not detract from the primary purpose of the park as an area for the outdoor recreation and enjoyment of the general public.

Policies

1. The use of Village Green for social purposes shall be ancillary to the principal purpose of the park i.e. outdoor recreation.
2. The environmental impact of increased traffic and parking demand and other factors which may be associated with ancillary use of facilities shall be carefully assessed in considering any application for an ancillary liquor licence.
3. The hours of operation for the sale and consumption of liquor shall be those laid down by the Liquor Licensing Authority.

Vehicle access

Objective

To provide motor vehicle access and parking in response to the needs of reserve users within limitations set to maintain the natural qualities of the reserve.

Policies

1. Council vehicles and other vehicles authorised by Council shall have access to these parts of the reserve where their use is necessary.
2. Temporary parking on areas other than those normally used for parking may, with the approval of Council, be permitted for special events.

3. Physical controls on vehicle movements such as barriers, fences, bollard and speed constraints shall be constructed where appropriate.
4. The above policies shall apply equally to motor cycles.

Interpretation and signage

Objective

To provide suitable interpretation and signage in appropriate locations.

Policies

1. Interpretive features should form part of an integrated information system for the reserve.
2. Where appropriate on-site information shall be supplemented with hand held and other information as considered relevant.
3. Signs shall be of a robust design sensitive to the nature of the surrounding area.
4. The number of signs shall be kept to a minimum necessary to provide information about the features and facilities of the reserve and to help promote appropriate use as well as safety and enjoyment.
5. Signs shall be located so as not to become dominant features and not to detract from the reserves scenic qualities.

Park furniture (excluding signs)

Objective

To provide sufficient seats, lights and litter bins of a design appropriate to the reserve.

Policies

1. All park furniture shall be of a design appropriate to their surroundings.
2. Seating facilities should be placed in key locations and have regard to orientation to the sun, shelter from the wind and be clearly visible to the public.
3. Litter bins of an appropriate design should be located where litter could become a problem.
4. Where necessary, paths shall be lit for night use, and the design of such lights should be in scale and character with the reserve.

Lighting

Objective

To provide lighting to facilitate night time use of and access through the reserve where appropriate.

Policies

1. Lighting and night-time use of floodlights shall comply with the requirements of the District Plan.
2. Any new proposals for lights shall require the approval of Council.
3. Cables for light fixtures will be underground.
4. All outdoor lighting will be maintained to the relevant N.Z. Safety Standards at all times.

Utility services

Objective

1. To provide services to the facilities in the park.
2. To minimise the impact of utility services.

Policies

1. The full cost of the provision or upgrading of services will be the responsibility of the user.
2. Where possible utility services should be placed underground.
3. The placement of such services underground should be carefully sited with regard to existing features such as trees.
4. Where possible sites other than reserves should be sought for utility services.

Vandalism

Objective

To minimise the opportunities for vandalism by positive control wherever possible.

Policies

1. Low impact controls such as vehicle barriers, low walls and other aspects of design and layout shall be used to reduce opportunities for vandalism.
2. Regulatory signage shall be kept to a minimum.

Boundaries and fences

Objectives

To encourage a satisfactory transition between the reserve and adjoining properties.

Policies

1. Where necessary, boundaries of the park will be defined in an environmentally sensitive manner.
2. To strive for boundary treatments which meet the needs of adjoining occupants as well as park users.
3. The transition between roads and reserves will be such that the reserve makes a positive visual contribution to the urban environment.
4. Where boundaries are not clear, the survey pegs shall be located and the legal boundaries of the park clearly defined.

Adjacent land use

Objective

To develop and maintain the reserve in a manner which respects the adjacent land use.

Policies

1. Where considered necessary, Council will liaise with adjacent landowners with regard to proposed or existing activities on reserves.

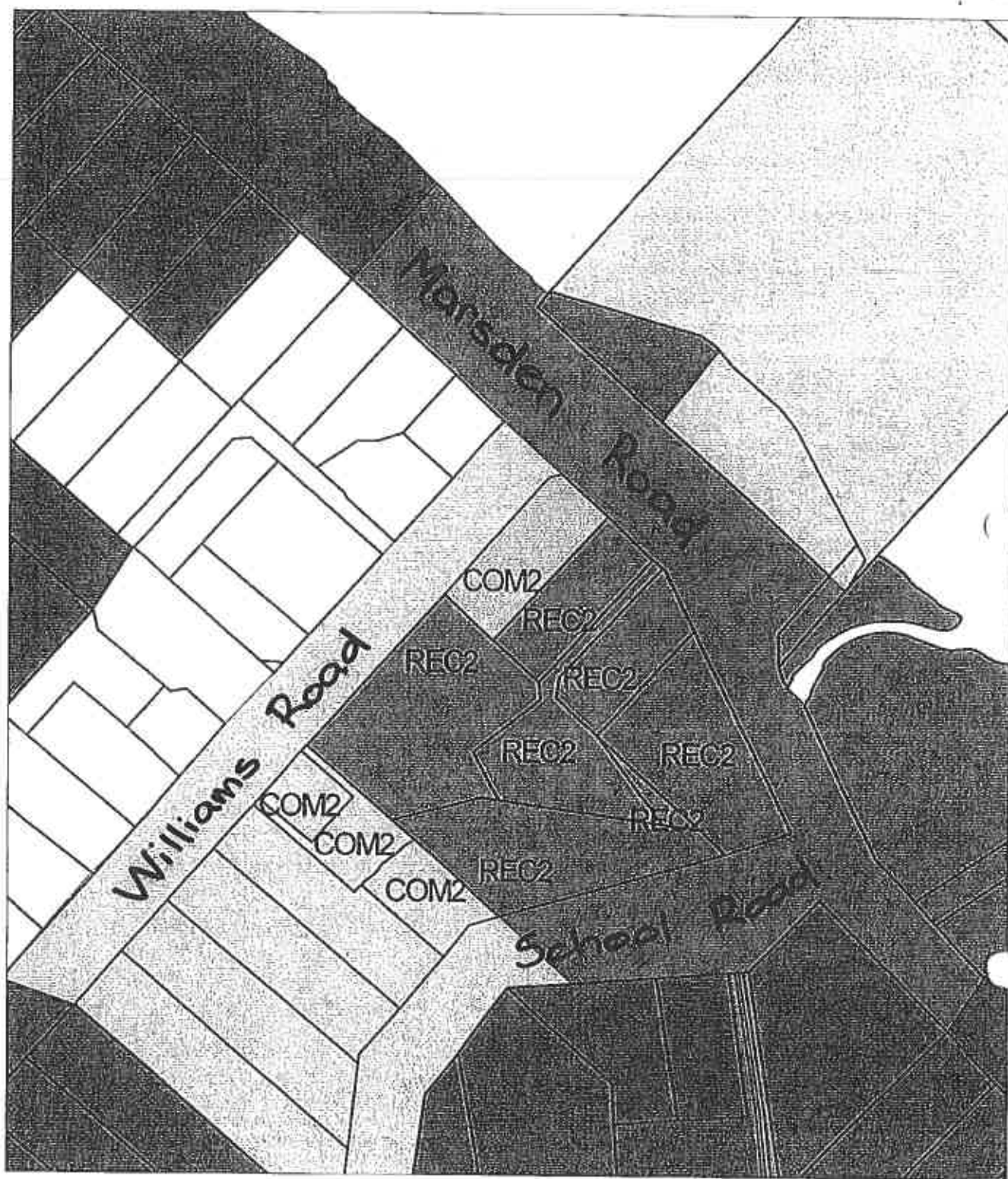
MANAGEMENT PLAN REVIEW PROCESS:

If a management plan is to be effective and remain usable future changes must be recognised and accommodated.

A plan change will be initiated for any of the following reasons:

1. Any proposed new use activity facility or development that is not provided for in the plan and is consistent with the management philosophy and objectives of this plan.
2. Any statutory or legislative change which would render this plan inoperable or illegal.
3. Any major change in recreation needs or any other factor that Council sees as warranting a change to the plan.

The Village Green Management Plan will be reviewed every five years if necessary. The scale of fees and charges will be reviewed yearly.



Property Location: WILLIAMS ROAD PAIHIA

Property Area:



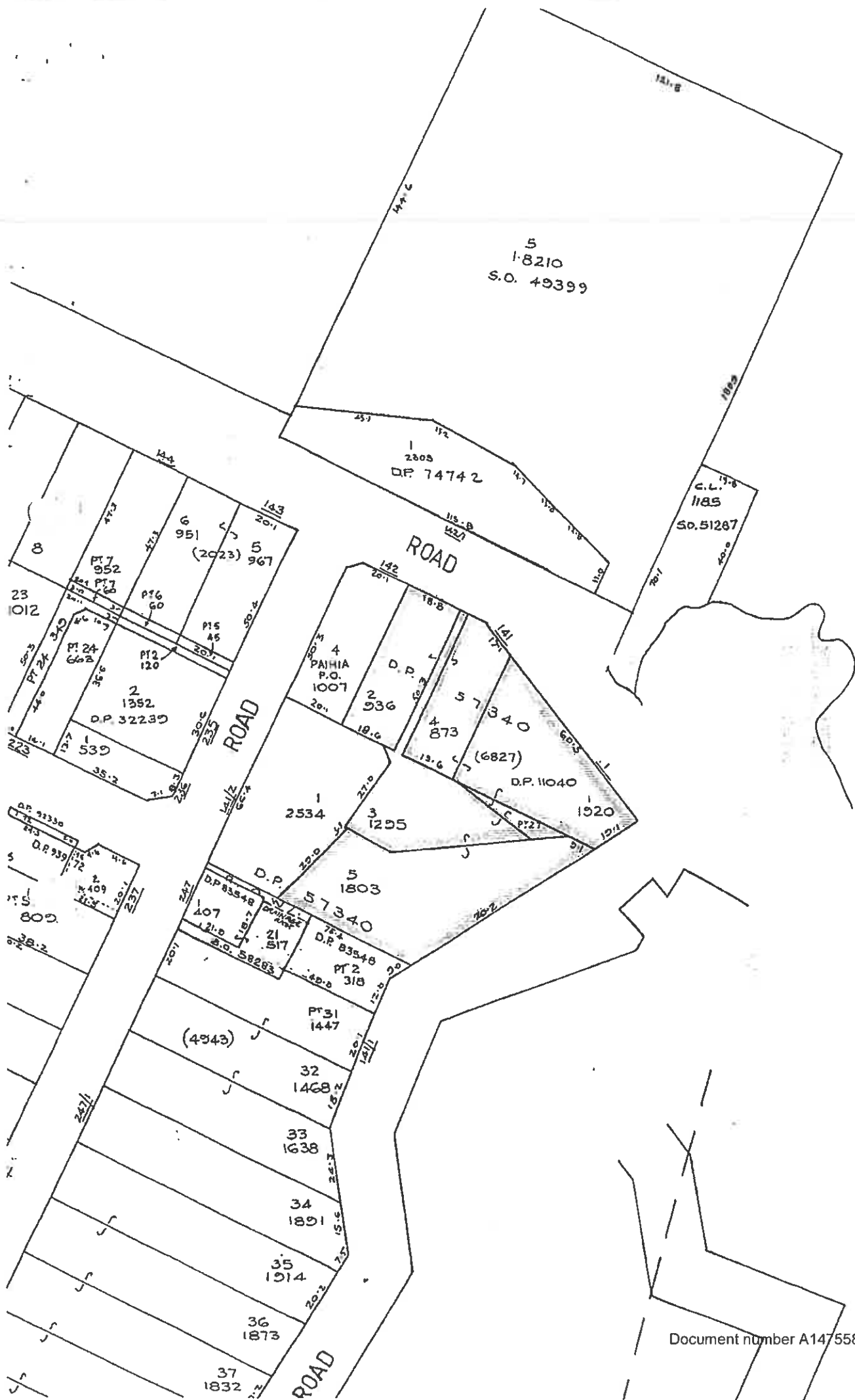
Far North District Council

PROPERTY INQUIRY

This map is for illustration purposes only and is not necessarily accurate to surveying, engineering or orthographic standards. While every effort has been made to ensure correctness and timeliness of the information presented, Far North District Council assumes no responsibility for errors or omissions.

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Document number A-475586 Date: 25/11/99



Schedule 1

Fees and Charges

Paihia Village Green

Fees can be paid directly to the Bay of Islands Information Centre, The Wharf, Marsden Road, Paihia

Telephone: 09-4027345

Stall holders/Exhibitors (per site space)

Resident of the Far North District Council	\$10.00 Inc GST
Non- Resident	\$20.00 Inc GST

Hire of entire Village Green	By negotiation with Council
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Community Activities e.g. Carols by Candlelight	Free
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Council will review these fees annually in conjunction with the Village Green Management Plan.

PAIHIA VILLAGE GREEN BOOKING CONDITIONS AND PROCEDURES FOR CRAFT MARKET DAYS

1. Exhibitors activities compatible with the Village Green Management Plan must also comply with the following conditions:-
 - Goods must be made by the craft person selling them
 - Goods sold to local shops cannot be sold on market days
 - Only people residing Warkworth North may apply for a site on market days. Priority will be given to those in the Far North District area.
 - No food is to be sold on market days.
2. Bookings for market days will be taken at the Bay of Islands Information Centre from the first day of the month for the following month.
3. A discount of 10% will be given to group bookings of 6 exhibitors or more.
4. Entry to the Village Green on market days for confirmed site holders will be allowed after 7am on the day. Vehicle access will be locked at 6.30pm.
5. Village Green entrance and walk ways are to be kept clear at all times.
6. Village Green picnic tables and seats are not to be used by site holders. Stalls, including guy ropes, must be 2 metres from park furniture.
7. Vehicles and trailers are to be taken off the grounds after unpacking unless they have a disabled sticker showing.
8. Rubbish and litter is to be removed from the Village Green by site holders at the end of the market day and the Green must be left in its original state.
9. Refunds for cancellations or alterations of bookings are at the discretion of the Bay of Islands Information Centre.

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1 October 2000

Addendum to Booking Conditions and Procedures for Paihia Village Green, Craft Market Days

10. Craft Market days are primarily for the purpose of local crafts people displaying and selling their wares on days when Cruise Ships visit, weekends and public holidays when weather permits. "Local" is intended to be Paihia's community of interest eg. Haruru Falls, Waitangi, Opua, Russell etc.
11. Activities are to be of a passive recreational nature allowing provision for working displays.
12. Craft Market Days will exclude normal trading weekdays and Special Events ie. School Fairs, Summer Festival activities, Lions, Rotary, local fundraising activities etc.
13. The Bay of Islands Information Centre reserves the right to designate specific sites to individuals and groups where consideration needs to be given to special needs, types of crafts, number of sites booked and nature of activities.

Adopted by Keriari Community Board 5 Oct 2000

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INDIVIDUAL BOOKING FORM PAIHIA VILLAGE GREEN CRAFT MARKET DAYS

Name: _____

Address: _____

Phone No. _____

Paihia Arts and Crafts Society Member ☐ Yes☐ NoFees/charges for exhibitors

- Resident of Far North District \$10.00 per site per day
- Non resident of Far North District \$20.00 per site per day

please tick

☐☐

Date(s) required : _____

Type of Activity _____

Site No's (refer plan attached) _____

signed

In signing this form I have read and agreed to comply with the attached Paihia Village Green, Booking Conditions and Procedures, for Craft Market days.

Please complete and return with payment to the Bay of Islands Information Centre, Paihia Wharf, Marsden Road, Paihia

Office use : _____

Date payment received _____

Amount received _____

Received by _____

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19:34

PAIHIA INFORMATION CENTER → 64 09 4028536

NO.010

**GROUP BOOKING FORM
PAIHIA VILLAGE GREEN
CRAFT MARKET DAYS**

Group Representative Name: _____

Address : _____

Phone No. _____

Fees/charges for exhibitors

Residents of the Far North District \$10.00 per site per day ☐ No. _____

Non residents of the Far North District \$20.00 per site per day ☐ No. _____

Group bookings (6 or more exhibitors) 10 % discount ☐

Date(s) required : _____

Types of Activities _____

Site No's (refer plan attached) _____

_____ signed (by group representative)

In signing this form we have read and agreed to comply with the attached Paihia Village Green, Booking Conditions and Procedures, for Craft Market days.

Please complete and return with payment to the Bay of Islands Information Centre, Paihia Wharf, Marsden Road, Paihia

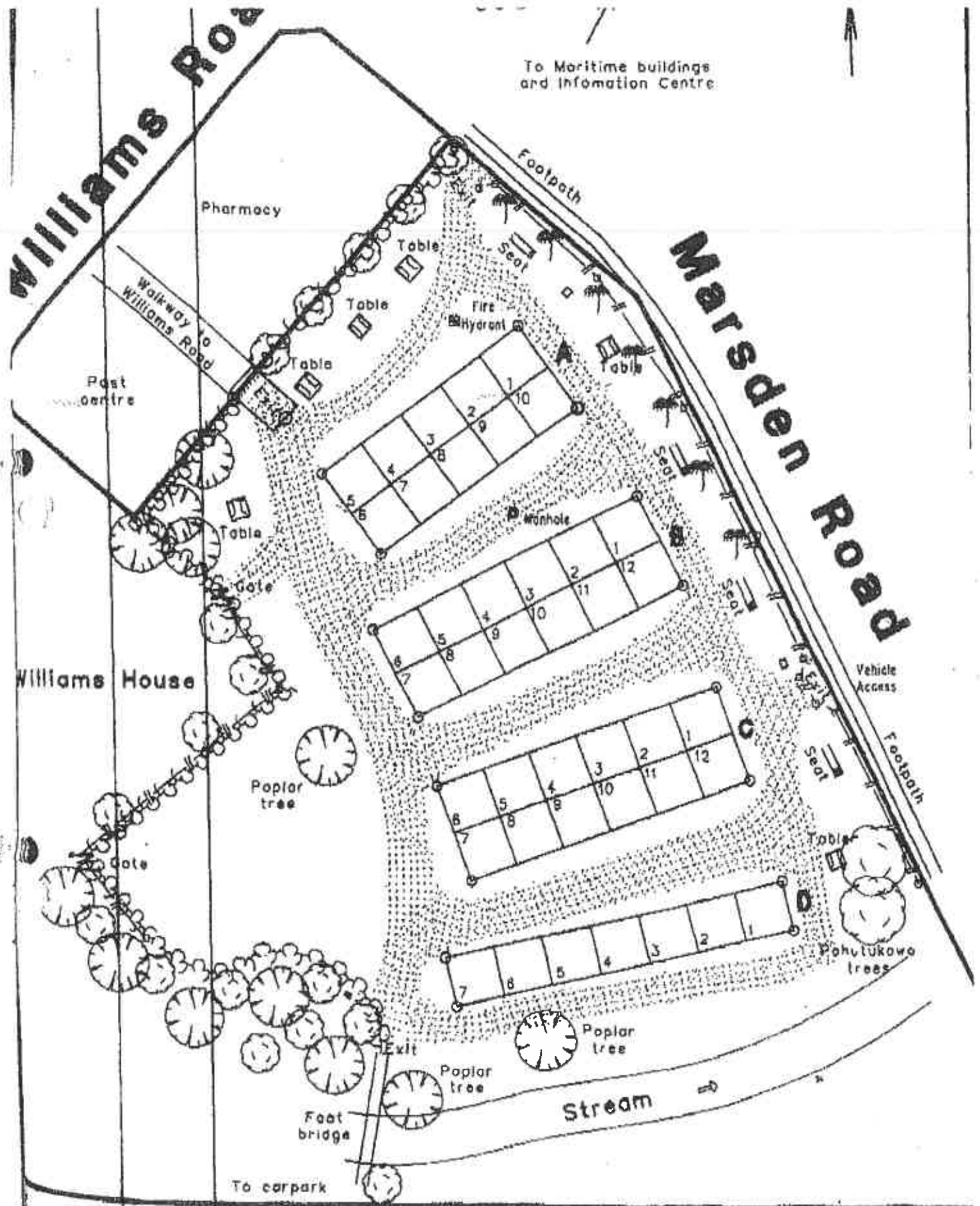
Office use :

Date payment received _____

Amount received _____

Document number A1475586

adopted 6/4/2000



Palhia Village Green

Scale 1 : 500

adopted 6/4/2000

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