Aro Valley Community Centre upgrade Steering Group meeting notes

12 February 2018

Attending: Luke Allen, Carlos Gonzales, Anne Cunningham, John Tocker, Sam Van Zoelen, Jane Black, Teresa Gianos, Lexi Taylor

Apologies: Hilary Unwin, Brent Efford, Daniela Butterfield, Jenny Rains

1. Meeting notes from 11 December – approved for posting on AVCC site
2. Steering Group appointment by AVCC – Daniela Butterfield. Clarification that members of AVCC committees and related WCC staff are welcome to regularly/as needed attend steering group meetings
3. Presentation feedback summary and preliminary plans

Reviewed proposals, what’s changed, design responses to feedback.

Preliminary design is based on Concept 1 – retain and expand existing CC – with the following components:

-Hall space is the same, plus added overflow area that can be opened to the hall

-Kitchen proposed larger and connected to all spaces, needs refinement

-Storage x2, one with exterior access for outdoor equipment, cargo bike; may need refinement, additional shed space

-Toilets reduced

-Office location shifted, to be refined with staff and AVCC

-External courtyard added, for temporary activation/flexible use, potential location for xmas trees. Concerns about possible noise impact

-Main rooflines remain the same – proposed lean-to with additions at side, to be tested with community

-How much existing building fabric retained?

* extensions, new windows means substantial changes to external walls
* re-clad solution, allows for rain screen, insulation
* idea to test with community: exterior graphics/art
* ? what happens to material from existing building as this has been raised in engagement

-Safety provisions: covered areas in plain view, square off building at rear for no hidden corners; additional Safety in Design session with engineers will review more details

Edit for JTB: dash existing walls on prelim plans - possible overlay

Landscape architect needed at this stage, given equal importance of outside and open space use. Possible Mark Newdick/Dan Males as they were part of JTB’s proposal.

* TG and Jane Black to progress this week.
* Landscape background and what is needed to include conversations with AVCC and Anne Cunningham.
1. Comms and Engagement update

Aim to have summary from concept stage engagement in 2-3 weeks for publication online. To include original drawings, photos, summary notes for story so far. Comms advisor to produce with Anne’s support. TG and AC to follow up

Plan on 4 weeks to present back: preliminary design, structural engineering, QS, landscape, comms pack beforehand, available online

Activity for community endorsement in community meeting format, proposed outline from AC.

* AC to develop questions and facilitate event
* AVCC and WCC to host
* With presentation by architect
* Need potential dates in about 4-6 weeks.
* Presentation of materials to be available before and at the Fair – 10 March.
1. Consultant scope updates
* Engineer – structural engineering for new design to be progressed now
* QS – to re-engage along with engineer solutions for presentation back to community in March
* Resource Consent – follow up with latest design and check timing
* Asbestos testing – to occur in 2 weeks, results to follow in a month
1. Programme/Next steps
* Report back to community – 2-3 weeks
* preliminary plan focus groups/testing – ongoing February
* WCC leader briefing 26 February
* Preliminary plan available to community – around 10 March
* Plan presentation to community – 4-5 weeks
* Detailed design by 30 June
1. Budget update – on track with spending/budget this FY
2. Wellington Water water bore - no update, contact Teresa for more info if needed

Actions

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| Meeting notes posted at AVCC website | TG to forward, Lexi to post, by 23 February |
| Steering Group composition | Teresa to forward TOR to new participants, by 17 February |
| Landscape architect  | WCC to discuss further with JTB and arrange this week; AVCC and AC have a conversation with landscape architect as part of brief |
| Project update, including sum up from September engagement | TG, AC and comms advisor to progress; AVCC to post, 2-3 weeks |
| Preliminary plan focus groups/testing ideas | AVCC and JTB to organise for kitchen, storage, staff office in the next month; testing ideas possible with Steering Group at next meeting |
| Consultant Scope updates | Jane Black to contact consultants with update, and re-scope with JTB;Carlos to liaise with Lexi and preschool for access for asbestos testing |
| Prepare latest design materials for community  | JTB, AC, landscape architect, comms advisor before 10 March |
| Engagement event  | AVCC/Lexi to propose available dates in 4-5 weeks, AC to plan scope, WCC/AVCC hosts, JTB to attend and present |
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1. Next meetings
* 26 February confirmed, Teresa to send invite
* 12 March
* 28/29 March (Wed/Thursday before Easter), tentative dates if needed
* 9 April
* 14 May
* 11 June