|  |  |
| --- | --- |
|  |  |

Aro Valley Community Centre upgrade Steering Group meeting notes

26 February 2018

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

Apologies: Hilary Unwin, Brent Efford, Jenny Rains

Discussion Items

1. Meeting notes from 12 February – approved for posting on AVCC website
2. Preliminary plan progress

AVCC committee feedback, key items that need further consideration/explanation:

* Bunker - more information to relay to community on decisions for the bunker. Costs would be significant for structure and reuse. Storage/shed/workshop would be preferred use. Communications to discuss history/meaning and possible ways to recognise the importance, risks, feasibility, constraints, costs, impact on other aspects of the project, requirements (fire, accessibility, structural). Action: JTB to clarify cost from QS(RLB).
* Landscape and open space - Action: concepts from landscape architect to reflect community input.
* Aro Street options - Action: comms to include technical reports summary (constraints, services, QS) and design exploration.
* Pathway through the site – shared space solutions needed with circulation calming and landscape design; explore relocation for preschool main entry.
* Character – forms and materials. Detail/examples needed on materials for presentation and testing at next stage – JTB.
* Hall facilities - AV, lighting needs. These features to be included, with specifications introduced at later design phases.
* Vehicle access - clarify what is proposed and why (landscape, gateways, limited use, management).
1. Landscape architect appointment

Dan Males from Local Landscape Collective engaged. Budget authorised by Jenny Rains for design service. Steering Group members invited to meet 2 March for briefing. Working towards concepts for further testing with community.

1. Communications and Engagement update

Engagement - discussed next feedback session for after fair. Wanted: engineered designs and costs update, so may be later than March.

Communications - comms advisor to work with AC to summarise design status, FAQs prior to 10 March. AC suggested story of value of community centres (AVCC to draft). TG to follow up with comms person.

1. Consultant scope updates

Contracts updated for next phases of design.

1. Programme/Next steps
* WCC leader briefing - rescheduling to suit Councillors
* Report back to community by 10 March - Aro Fair
* Plan presentation and session facilitating community feedback – tentative dates needed mid-late March
* Programme - JTB needs 2-1/2 months for design documentation
1. Wellington Water, water bore update

TG followed up with WW. There was an incident with drilling, thus taking longer than expected. They will clear the site for the fair and return 2-3 after to finish pressure testing.

1. Actions

|  |  |
| --- | --- |
| Meeting notes posted at AVCC website for 12 Feb meeting | TG to forward; Lexi to post |
| Bunker feasibility | JTB to contact RLB for costs of bunker strengthening, refurb as storage, reuse as usable space, plus comparison costs for building new.  |
| Landscape architect  | Steering Group and JTB to meet with LOCAL, 2 March. |
| Project update, including sum up from September engagement, technical constraints, bunker, Aro St | TG, AC and comms advisor to progress; AVCC to post prior to 10 March; invite comms advisor to next Steering Group |
| Prepare latest design materials for community  | JTB, AC, landscape architect, comms advisor before 10 March |
| Engagement event  | AVCC/Lexi to propose available dates in mid/late March, AC to draft content |

1. Next Meetings
* 12 March
* 9 April
* 14 May
* 11 June

Aro Valley Community Centre upgrade Steering Group meeting notes

12 March 2018

Attending: Luke Allen, Hilary Unwin, Carlos Gonzales, Anne Cunningham, John Tocker, Sam Van Zoelen, Daniela Butterfield, Jane Black, Teresa Gianos

Apologies: Daniela Butterfield, Brent Efford, Jenny Rains, Lexi Taylor

1. Meeting notes from 26 February – pending. TG to action.

2. .Items from last meeting

Pavilion cost estimates, rough values:

Repair roof/seismic strengthening only = $300k - $400k

Repair + upgrade to storage = $350k - $450k

Repair + upgrade for occupation = $450k - $550k

New build storage space $2,500/m2, $250k for 100m2

3. Landscape Architect introduction

Dan Males overviewed posters from fair; themes of green, together, vibrant, and play.

4. Water bore update

Drilling to resume in 2-3 weeks, followed by water pressure tests. TG to get detailed information for water treatment plant, minimum design needs from WW.

5. Consultant status and timelines

* Architect – updated programme by JTB allows for further community and technical input, and keeping momentum to retain budget. Developed design-July. Detailed design - October 2018. Building consent and tender - November/December 2018. Construction start -February 2019.
* Landscape architecture – concepts due 9/10 April. TG suggested earlier deadline to allow review prior to community meeting date. To be presented as layers of concepts, with big picture items and smaller interventions for community–led work. DM to involve user groups to inform design, share with the group as designs evolve, prior to GM.
* Engineering – due 26 March
* QS - 2 weeks after engineering and landscape designs, estimated for end of April
* Resource Consent – awaiting endorsement
* Asbestos tests – in progress
* Tender for contract - can do early invites, at time of detailed design. JB to follow up with Procurement.

6.Communications and Engagement

* Communications drafts – done and pending final review by WCC/AVCC. TG to circulate. AVCC to post on web pages within the week.
* Fair display, overall positive feedback. Issues raised:
	+ Bunker, Aroness (designs reflecting history, forms and materials ?s), Palmer street, landscape, Aston Towers concerns, who are the designers
* WCC leader briefing – Jenny Rains to schedule for April
* April engagement
	+ Preliminary design testing session purposes:
		- Update where we are
		- What’s done
		- Which items we have agency over
		- General weighting , from ‘yes/but’ conversations
	+ 2nd stage, another session once technical information in, adjustments for cost constraints
	+ need dates for 2 sessions in April and mid May - AVCC
	+ need details for purpose of each session and what will happen at each -AC
	+ Potential to use focus groups following GM to further inform designs
* Specific stakeholder updates needed
	+ Preschool – AVCC to set up meeting with Helen Baxter. TG to send previous requests to Hilary.
	+ Aston Towers and surrounding neighbours – AVCC to scope
	+ WCC Parks Sport and Recreation, Property teams –TG
	+ Other: suggest AVCC to print out preliminary plans and display on notice board.
1. Actions

|  |  |
| --- | --- |
| Meeting notes  | TG to finish and forward to Steering Group for next meeting |
| Water bore | TG to follow up with WW on bore details |
| Landscape architecture | Landscape concepts circulated to group, designs by 9 April |
| Communications | TG, AC and comms advisor to progress |
| Procurement | JB to follow up about tender timing |
| Engagement  | AVCC/Lexi to propose available dates in mid April, another date in mid-May, AC to draft purpose and content |
| Stakeholder updates | AVCC to set up meetings with preschool, Aston Towers. TG to update PSR and Property |

1. Next Meetings
* 9 April
* 30 April (optional, if needed)
* 14 May
* 11 June