**Aro Valley upgrade Steering Group Meeting Notes**

**26 June 2017**

Attending: Luke Allen, Hilary Unwin, Teresa Gianos, Iona Pannett, Brian Dawson

Apologies: Rachel Griffiths, Carlos Gonzales, Jenny Rains, Carrie Guthrie

1. Community design process
* Sum up from June workshops

-Positive feedback with helpful small group discussions

-Request to invite John Tocker to next meeting for report back and next steps -What are the timeframes and what do they aim to produce for brief?

* Continue with Anne Cunningham for guidance

-Teresa to discuss with Jenny and Anne, ask for proposal to include:

Continuing support for participation process; share overview of community with JTB; allow for continuity, visibility and recognise risks; continuing communication channels with WCC and AVCC

1. Budget and services
* Land survey programmed for July; surveyor unable to complete in June due to high demand and bad weather
* Asbestos studies, on priority list with Property team
1. Communications
* Project summary and documents - AVCC to publish on-line by end of July, capacity to add as info becomes available
* Loomio online presence

-Talk again with Loomio about creating a platform for discussion, may allow for greater reach for projects and programme.

-Next meeting: ask architects if Loomio an appropriate discussion forum for design, testing ideas.

-Maybe value in possible extension of community resilience group, social issues

-Needs admin support. Loomio provide training and support for facilitators/moderators. Provide to Sarah Child and Anne Cunningham as primary, possibles: Krissy, Hilary, request to add in WCC staff involved in place-based projects if there is ability to do that. WCC can fund.

* Forward Comms

-Communications Plan: Teresa to prepare outline with WCC Comms team

-Still to progress Film for Change highlights video

1. Other items arising
* Preschool options – Teresa highlighted history of the community space/former CAB offices, ECE policy as constraint, to discuss further
* Building location acoustic studies in 2006, concerns about noise limits
* Councillors appreciate project appears on track, will not attend regular Steering Group operational meetings at this point. Group to keep in touch regarding project status, if major concerns arise, and to schedule briefing session for wider Strategy Committee at some point, aligned with Comms strategy.

**Aro Valley upgrade Steering Group Meeting Notes**

**3 July 2017**

Attending: Luke Allen, Hilary Unwin, Teresa Gianos, John Tocker, Anne Cunningham

Apologies: Rachel Griffiths, Carlos Gonzales

1. Debrief from design charrettes
* Good feedback, Enquiry By Design worked well
* Numbers less than expected, risk if we are not reaching. All to keep aware and evaluate for next stages
* Gap - accommodation guide/brief. Need more discussion with hall users. Possible follow up with questionnaire, residency on site, direct contact to make a record and report.
1. Report/brief from JTB from June workshops
* Report and draft brief by 30 June - done by JTB, to be circulated

-Mapped raw feedback in peoples own words, then into categories: building, site, activity

-Cross tally with early engagement results? Anne to look through

* Review drafts - Steering group please feed comments to Teresa, T to circulate further at WCC
* Approval by Steering Group, how? To meet again in two weeks
1. Forward programme, what to expect and possible timeframes for community input
* Draft Programme presented by JTB
* Early stages: concepts, confirm boundaries, parking required, District Plan provisions, geotechnical and structural consultants
* Later stages:
	+ Preliminary design presented to the community, 3D designs, walk through available
	+ Developed design, possible stage for artist commissions
	+ Detailed design, not much change from developed design. Community info update and change management, initiation of artist projects, working bees, interim programming (what to do during closure)
* Suggestion: artist involvement, programme and possible community art project incorporated into site; highlighting Aro people
* To discuss further: level and type of consultation for later phases
* Questions:
	+ CAPEX, can work start before June 2018?
	+ Get input into concept stage as well?
	+ When do we programme cost planning?
1. Councillors, what phase do we brief? Still TBD
2. Loomio on-line engagement tool
* Concerns with questionnaire-based tools, limiting, not qualitative, maybe not for people-focused Aro
1. Steering Group meetings, how often do we need to meet with consultants?
* Monthly, to be invited to regular Steering Group meetings
1. Contract considerations/variations, JTB
* Timing changes
* PM scope and cost, John to send through
1. Anne Cunningham– facilitator role through developed design, mediation
* To include social discourse, art extension
1. Other resource needs (plans, acoustic study, etc)
* Teresa supplied JTB with past plans and documents
* Drainage plan, to be supplied by surveyor
* Follow up with Guy Scoon for other needs

Next meeting: 17 July 2017

No quorum, no notes available