Aro Valley Community Centre upgrade Steering Group

Meeting notes 9 October 2017

1. Concept design and residency
* 20 hours of on-site feedback, plans on display. Overall:
	+ good variety, attendance and discussions
	+ 54 interviews + notes from several more. Anne to get final visitor numbers from Sarah
	+ community connection to project
	+ affirming priorities
	+ valuable feedback to add to next phase
* Comments recorded in spreadsheet, sorted into categories
* Overview of themes
	+ spatial/site: circulation, basketball court, playground, pavilion, outdoors
	+ architecture: form, materials, position
	+ centre: deck, facilities, hall, kitchen, meeting room/whanau/foyer space, staff office
* Action: JTB and AC to further analyse interview feedback and prepare summary findings
* Action: Per JTB, QS, engineer and design team to explore and consider options:
	+ Do nothing, minimum upgrade works only to the existing building
	+ build new, in 3 different locations (Aro St and park, courts, current site)
	+ reuse existing, variations on minor relocation & extension of the existing building
	+ options for pavilion, current offices, portacom
	+ include costs for construction, demolition, any plan changes, changes to boundaries, sound insulation
* Constraints, make visible
* 3 weeks to plan for next phase, plus 1 week to sort engagement
1. Work scope/ updates
* QS, in process, to forward concept plans and scope per above
* Wellington Water, water resilience programme, identified Aro Valley as a potential source of ground water to be used if water systems are disabled in an emergency. Investigations include a seismic survey, drilling an investigation bore, 72 hours water test. To be delivered this financial year. Teresa to meet with WW reps on site to further investigate possible water bore sites.
1. Comms and Engagement update
* Draft Engagement Plan (draft circulated) to include
	+ What have we done to get people engaged
	+ why are we using these methods, what are they for
	+ what should we include going forward, co-creation options
	+ user groups
* To be included in Communications plan
	+ summary, synthesis to date. Note that all info gathered to date forms the brief, including priorities
	+ Draft timeline, what stages we influence outcomes, next steps
	+ reverse brief to tie the people and early workshops with the concept plans, or strategic summary (proposal to indicate best way)
	+ comms for events
	+ on-line presence, including plans, Loomio option as possible (can we put the residency questions on-line?)
	+ website review
	+ regular project updates
	+ Neighbours comms
	+ How to address media questions
	+ FAQs
	+ constraints summary (draft circulated). Teresa to re-send for comments and additions
	+ possible dedicated email for project
	+ make governance and engagement transparent –on-going action
	+ Action – Anne to prepare joint proposal for Engagement and Comms Plan for consideration, WCC advocacy funding