

3. NORTH NEW BRIGHTON WAR MEMORIAL COMMUNITY CENTRE USE

Officers responsible Community and Recreation Manager Facility Assets Manager	Authors Natalie Dally - Community Development Adviser, DDI 941-5326 Kathrine Hilton - Strategic Property Analyst, DDI 941-8889 Bill Binns - Property Services Officer, DDI 941-8504
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The purpose of this report is to seek approval from the Council for a Request for Proposals document that will invite proposals for the operation of a community café in the North New Brighton Community Centre.

BACKGROUND

At the Burwood/Pegasus Community Board meeting on 17 November 2003, the Board resolved (as one of three resolutions):

"1. *That the Board support the concept and intent of the Community Connection Nga Ngaru Trust proposal for the North New Brighton Community Centre and the Trust having the exclusive use of the first floor kitchen of the Centre to enable the community cafe proposal to proceed, subject to:*

- *The Trust providing a business plan to be approved by the Community Board.*
- *The business plan including community utilisation of the first floor.*
- *Further consultation with the community following receipt of the business plan."*

Following on from this resolution, staff looked further into the proposition for "exclusive use" of the kitchen space in the community centre. The original proposal for use of the facility by the Community Connection Nga Ngaru Trust was believed to have been as a regular user group. This meant a licence would be the most appropriate form of agreement to enter into. After clarification from the group and with Community Board support for exclusive use of the first floor kitchen of the centre, a lease is now seen as the appropriate arrangement.

REQUEST FOR PROPOSAL

Current Council property process on sale or relinquishment of "property rights" requires that all options for use of a building or space be considered. This is achieved through a Request for Proposal process.

Staff from the Facility Assets and Community and Recreation Units have developed a Request for Proposals for the operation of a community café in the North New Brighton Community Centre (attached). The guidelines and expectations in the Request for Proposals are based on available information regarding community and Board visions for the community centre and standard Council property practices.

The Requests for Proposals identifies the vision for the centre, current user group information (type of activity and times they operate), proposed activities to be encouraged, community outcomes and the fact that any cafe proposal (if accepted) will trigger a resource consent process. Given the nature of the project the contact person in the first instance for the proposal is the Community Development Adviser.

The Requests For Proposals invites proposers to present solutions to issues previously raised by staff, the community, user groups and Board members alike by:

- Offering proposers the opportunity to present and explore ways that a community café may be provided for the community.
- Ensuring that everyone has the opportunity to make a proposal for the space and to get the best use of it for benefit of the community.
- Providing a process that is transparent and which may mitigate any opposition that can be raised when dealing unilaterally with one party.
- Allowing the proposed community cafe use to be considered in light of the interests of commercial businesses/lessees; for example, the café in the New Brighton Pier/Library building.
- Putting the onus on the proposer to provide information and finances for any upgrades to any space beyond the tender plans.

- Allowing open and impartial evaluation of all proposals received.
- Allowing evaluation to take into consideration benefits and effects on the local and wider community, current and future user groups and the role of the facility in the community.

In seeking Requests for Proposals it is envisaged that a proposal that best fits in with the vision for the community centre, with the least disruption to current user groups, giving the best result for the entire community (locally and city-wide) will have the opportunity to be presented and be progressed.

Ideally the Request for Proposals document would be released once the tender for refurbishment has been awarded and work has been scheduled to proceed. Negotiations and subsequent decisions around the tender contract may impact on the Requests for Proposals process. If tenders are over budget the project may be deferred, staged or reduced in the quality or scope of work that is able to go ahead. Further Council funding is not believed to be an option. A report on this aspect of the project is being completed and this aspect needs to be given thought when considering a release date for the document.

Board Consideration Consultation

The Burwood/Pegasus Community Board resolved:

1. *That the Board's resolution of 17 November 2003 concerning the Community Connection Nga Ngaru Trust's proposal for exclusive use of part of the North New Brighton War Memorial Community Centre be revoked pursuant to Standing Order 2.18.17.*
2. *That the Board recommend to the Property and Major Projects Committee that the Request for Proposals document be approved as being appropriate for seeking proposals to operate a community café in the refurbished North New Brighton War Memorial Community Centre.*
3. *That the Board recommend to the Property and Major Projects Committee that the Request for Proposals document be released following the award of a building contract to refurbish the North New Brighton War Memorial Community Centre.*
4. *That the Board recommend to the Property and Major Projects Committee that the tenders for the refurbishment be let and work proceed as soon as possible on priority work up to the budget provision.*
5. *That the following addition (in bold italics) be made to the Request for Proposals document:*

"10.0 REQUEST FOR PROPOSAL PROCESS

"Lodging of Proposals

(g) Rent - A base rental to be charged by the Council is estimated to be \$150 per square metre plus GST and outgoings. (Dependent on the level of community development initiative provided for the NNBWMCC, the Community Board has the power to make a grant available to assist the running of a community café. The Council can offer a rental subsidy from the City Council via the Service Centre in line with standard practice for non-profit community providers.)"

6. *That all proposals received in response to the Request for Proposals be referred to the Board for consideration.*

The Committee supported the proposal subject to the removal of the words "not for profit" from the document.

Recommendation:

1. That the Council approve the document seeking proposals to operate a community café in the refurbished North New Brighton War Memorial Community Centre.
2. That the Request for Proposals document be released following the award of a building contract to refurbish the North New Brighton War Memorial Community Centre.
3. That the responses be reviewed and considered by the Property and Major Projects Committee and copied to the Burwood/Pegasus Community Board.