

26 COMMUNITY FACILITIES: HAGLEY AND FERRYMEAD

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The purpose of this report is to provide an update on the Council's community facilities in the Board's area for the year ended 30 June 2004.

SUMMARY

There are 12 Council owned community facilities in the Hagley and Ferrymead wards made up of nine community centres, two crèches and one toy library. All these facilities have a Management Committee in place which is responsible for health and safety and the day to day running of the facility.

In previous years, the Council's Facility Asset Unit has dealt with any alterations or major building repairs while the Secretariat Unit (through the Hagley/Ferrymead Advocacy Team) maintained a small budget for minor maintenance items. However, during the last financial year, the Facilities Asset Unit has taken on responsibility for all maintenance on the buildings, both external and internal.

A community facilities review commenced at the beginning of this year. The review is being undertaken to enable the Council to establish a clear operational process which recognises its management responsibilities involving both key internal and external stakeholders to meet facility provision while identifying the needs of adjacent neighbourhoods and recognised communities of interest. Paul McOscar from the Community and Recreation Unit, is undertaking this review which is ongoing.

In addition to the above review the Facility Assets Unit is also undertaking a data gathering project on community facilities. The purpose of this project is to get clarity on the roles the management groups undertake in the facilities, and understand what current contracts, lease arrangements and service level agreements are in place in order to be able to identify and qualify current levels of service. The information will be fed into the asset management plan and facilitate an improvement plan for the future.

Despite the above, it has been business as usual with regard to the facilities in the Hagley and Ferrymead wards and the following information regarding the facilities has been provided by the facility management committees through the annual survey process. Minor maintenance and health and safety issues identified during this process have been referred to the appropriate Council staff.

AVEBURY HOUSE

General

Avebury House, a large old family house, is situated at 9 Evelyn Couzins Avenue with Avebury Park at the front and a child's play area at the rear of the property. The facility consists of a two bedroomed flat, two large multi purpose rooms, commercial grade kitchen, laundry, toilet block and parenting room on the ground floor and one large and five medium sized multi purpose rooms on the first floor. Some off street parking is available and there is disability access for all areas located on the ground floor.

Use

The normal working hours of the facility are between 10.00am and 4.00pm, Monday to Friday but the house is available seven days per week from 8.00am to 12 midnight. The facility is used by a large number of community and business groups on a regular basis and is also proving to be a popular venue for private functions.

Current user charges are:

Community groups	\$6 per hour + GST
Non profit business groups	\$8 per hour + GST
Social and business groups	\$10 per hour + GST
Bond	For private functions/weekend use (up to a maximum of \$120.00)

Management

An eight person Management Committee manages Avebury House and is a non profit community trust (Avebury House Community Trust). The Trust employs a Community Development Worker/co-ordinator for 30 hours per week and a part time cleaner for five hours per week. There is a current Management Plan in operation. The Annual General Meeting is held in June. Promotion is by way of community newspapers, posters, open days, City Scene, word of mouth and also the CINCH database. A local newsletter is also produced by the Trust. Part of the co-ordinator's work entails carrying out ongoing community consultation and research into community needs.

Health and Safety

There is an operative Health and Safety Plan in place and no serious accidents or incidents have been reported.

Action

Avebury House is a well cared for and well used facility which appears to be meeting the needs of its local community. No issues have been identified and no changes are suggested.

BROMLEY COMMUNITY CENTRE

General

Bromley Community Centre is located on the corner of Bromley and Maces Roads and is situated on reserve land known as Old Bromley School Reserve. As a result of research undertaken, an upgrade and refurbishment of the Centre has been carried out. The official re-opening of the centre will be held on 18 September from 11.00am – 1.00pm. The Centre consists of a large hall, one large meeting room, two small meeting rooms, kitchen and toilet facilities. Off street parking is available and the facility has disability access and amenities. Minor vandalism (broken windows and graffiti) continue to be a problem.

Use

The normal working hours of the facility are from 9.00am – 2.00pm Monday to Friday and the facility is available for hire outside of these hours. The Bromley Out of School programme operates from the Centre each day from 3.00 to 5.00pm and it is also used during school holidays for Council run holiday programmes. There is a small number of groups which use the Centre on a regular weekly and monthly basis and the facility is also reasonably popular for private functions with six weddings and nine 21sts being held between October 2003 and June 2004.

Current user charges are:

Bromley community groups	\$5 per hour
Other groups	\$15 per hour
Children	\$2.50 per hour
Social groups	\$150.00 per session
Bond	A bond of \$200 applies to social groups.

Management

The Centre is managed by a four person Management Committee which is a registered incorporated society. The Centre employs a community worker for 25 hours per week. Currently the cleaning of the facility is carried out by the community worker but the Management Committee is looking at employing a cleaner for a set number of hours per week. A research project has been carried out in the last 12 months and the results of this were reported to the Board at an informal briefing on 16 June 2004. There is no Management Plan in place at the moment but this is expected to be completed in the near future. The Annual General Meeting is held in September. The facility is promoted by the use of a flyer and advertising in the Bromley Bulletin and local newspapers.

Health and Safety

The facility has an operative Health and Safety plan and no major accidents or incidents have been reported. As a result of a recent visit to the facility some items were identified as potential health and safety issues. These are being followed up with the Management Committee and Council staff.

Action

The Centre is well cared for and with the completion of the refurbishment, it is expected that there will be an increase in the number of groups wanting to use the Centre. No changes are suggested other than the management committee being encouraged to produce an annual management plan.

HEATHCOTE VALLEY COMMUNITY CENTRE

General

The Heathcote Valley Community Centre is located at 45 Bridle Path Road and is situated on the Heathcote Domain. The Centre consists of a large hall, a small meeting room, kitchen and toilet block. At the north end of the building there is an outdoor play area which is used by the Playcentre. There is off street parking available and the facility has disability access/amenities although it is considered that the access is not satisfactory. This is being followed up with Facility Assets Unit.

Use

The principal user of the facility is the Heathcote Valley Playcentre which operates from 8.30am – 12.30pm, Monday to Friday. There is only one other regular weekly user and in the past 12 months the hall has been used on only five occasions for private functions.

The current user charges are:

Meetings and Sports Events	Hire	Bond
Committee Room	\$10.00	\$10.00
Changing Room and Shower	\$20.00	\$10.00
Hall (off peak time)	\$30.00	\$15.00
Social Events		
Monday to Friday morning/afternoon	\$40.00	\$250.00
Sunday to Thursday evening	\$75.00	\$250.00
Saturday/Sunday morning	\$50.00	\$250.00
Saturday/Sunday afternoon	\$60.00	\$250.00
Friday/Saturday evening	\$125.00	\$250.00
Community Groups and organisations	1/3 discount on hire fee	Nil

Management Committee

The Management Committee is the same as the principal user of the Centre, ie committee members of the Heathcote Valley Playcentre. The Playcentre employs a supervisor for 20 hours per week, a co-ordinator for nine hours per week and a cleaner for five hours per week. There is no Management Plan in place but the Playcentre group has indicated a desire to continue operating in the Centre long term. The Centre is not actively promoted and anecdotal evidence suggests that other potential users of the hall are discouraged. The Heathcote Valley Playcentre Annual General Meeting is held in September.

Health and Safety

The Heathcote Valley Playcentre has an operative Health and Safety plan with only minor accidents involving children at the Playcentre. During a recent visit to the facility it was noted that there was a First Aid box available for the Playcentre group but other users of the facility could not access this.

Action

In consultation with the Facility Assets Unit and in conjunction with current reviews being undertaken to investigate and determine the viability of facilities throughout the city it is suggested that:

1. The management of this facility revert back to the Council.
2. A lease agreement be drawn up with the principal user of the facility, ie the Heathcote Valley Playcentre.

LINWOOD COMMUNITY ARTS CENTRE

General

The Linwood Community Arts Centre (LCAC) is a non-profit organisation that is a bicultural project of Te Whare Roimata Trust. The facility opened as the LCAC in 1997 and is located on the corner of Worcester Street and Stanmore Road in the former Linwood Library building. The building is listed as a heritage building (1 rating) and consists of a main hall, a number of workshop/activity areas, a kitchen, office and toilets. Off street parking is available and the facility has disability access and amenities.

Use

LCAC supports people from the eastern inner city and surrounding suburbs by offering access, participation and experimentation in the arts in an inclusive, low-cost manner. The normal hours for the gallery are Monday, Tuesday, Wednesday and Friday from 12 noon to 4.00pm, Thursday from 12 noon to 6.00pm and Saturday from 10.30am – 1.00pm. It is also available for hire outside of these hours. The main use of this facility is as an art gallery and the regular users of the Centre are art related groups, eg life drawing, papier-mache, tango, weaving, etc.

The current user charges are:

All users	\$5.00 per hour
Gallery hire	\$60.00 per week
Bond	\$10.00 for key holders

Management

A seven person Management Committee manages the Centre through the Te Whare Roimata Trust. The Centre employs two co-ordinators for a total of 45 hours per week. There is also an ACE worker funded by Work and Income New Zealand and volunteers who assist. A Management Plan is in place and the Centre is promoted through local newspapers, school newsletters, posters and radio (Plains FM). The Annual General Meeting is held in September.

Health and Safety

The Centre has an operative Health and Safety Plan in place and no accidents or incidents have been reported in the last 12 months. Staff are following up on appropriate signage for one of the fire exits.

Action

The Centre is well cared for, well utilised and appears to be meeting the needs of the local arts community with no changes suggested.

LINWOOD COMMUNITY RESOURCE CENTRE

General

The Linwood Community Resource Centre is at 332 Linwood Avenue. The building was formerly a dwelling used by the Council's Parks Unit and has nine rooms. The Centre operates on a community development model to encourage local initiatives and community development. Community development workers at the Centre offer support and advice to a variety of groups and individuals. The Centre also operates a large community garden at the rear of the premises. There is no off street parking available. The facility has disability access and amenities.

Use

The normal working hours of the Centre are 9.00am – 5.00pm, Monday to Thursday and 9.00am – 4.00pm on Fridays. The Centre is also available for hire outside of these hours and is definitely in the high use category with a large number of groups using the Centre on a weekly and monthly basis. It is also used as a drop in centre with approximately 15 people making use of the Centre each day. There are also a large number of one off users. Because of the amount of daily use, it is considered the facility is overdue for renovating, and would be improved considerably with some interior painting.

The current user charges are:

Community groups	\$20.00 per half day
Social groups	\$20.00 per half day

No bond is charged.

Management

A nine person Management Committee, representative of the groups that use the Centre, manages the Centre. A community development worker employed by Anglican Care oversees the day-to-day administration of the Centre. The Centre employs a co-ordinator for 35 hours per week, a Maori community support worker for 30 hours per week and a computer tutor on contract for 16 hours per term, three times per year. The Centre is promoted using free advertising in local newspapers, local public noticeboards, letter box drops, websites, network meetings, newsletters and by participating in local community events and open days. The Centre has an operational Management Plan and the Annual General Meeting is held in July.

Health and Safety

There is an operative Health and Safety Plan and only one minor accident has been reported in the last 12 months. The co-ordinator reports that there is a particularly bad fly problem throughout the year which could be lessened with the installation of a flyscreen at the back door of the building.

Action

The Centre is well used and supported by the local community and no changes are suggested. However Facility Assets Unit have been requested to investigate a timeframe for painting the interior of the house.

PHILLIPSTOWN COMMUNITY CENTRE

General

The Phillipstown Community Centre is at 21A Nursery Road in part of the Phillipstown School grounds. There is a licence to occupy between the Council and the Ministry of Education. The Centre is a purpose designed and built community facility which has three meeting rooms, two offices, a kitchen and toilet facilities. There is off street parking available and disability access and amenities although the toilets do not have grab rails.

Use

The normal working hours of the Centre are 8.30am – 5.30pm, Monday to Friday with a Before School Programme running each day from 8.00 – 9.00am and an After School Programme running from 3.00 to 5.30pm each day. The Centre also runs holiday programmes during school holidays for children and youth. There are a small number of regular weekly and monthly users of the facility and it is also available for hire by casual groups and people when it is not being used by community groups.

The current user charges are:

All groups \$5.00 per hour
No bond is charged.

Management

A five person Management Committee, representing the user groups and community, operates the Centre. The Centre employs a community worker for 35 hours per week, an After School Programme supervisor for 25 hours per week, an After School Programme Assistant Supervisor for 17.5 hours per week and a cleaner for two hours per week. There is a Management Plan in place and the Centre is promoted in the local school newsletter and local community newspapers, by networking meetings and word of mouth. The Annual General Meeting is held in September/October.

Health and Safety

The Centre has an operative Health and Safety Plan and no accidents or incidents have been reported over the last 12 months. During a recent visit to the facility, a lack of storage was highlighted as a health and safety problem as recreation equipment, a barbecue and a gas bottle were being stored in office space. This is currently being addressed through the Facility Assets Unit.

Action

The facility is well cared for and appears to be meeting the needs of the local community with no changes suggested.

RICHMOND NEIGHBOURHOOD COTTAGE

General

Richmond Neighbourhood Cottage is a small facility situated at 78 London Street, adjacent to the Richmond Village Green. It consists of one medium sized room, two small rooms, a kitchen, toilet facilities and storage area. There is a small amount of off street parking at the rear of the building and the facility has disability access and amenities. Because of the size of the cottage, it is ideally suited for groups involving children.

Use

The cottage is only open as required by user groups, the main users being Richmond Creche and Plunket. The crèche operates three mornings a week from 9.00am to 12 noon. Plunket operates from one of the small rooms any time from 8.30am to late afternoon, five days a week and other plunket related groups use the facility on a weekly basis. There is one other weekly user. Monthly users are the Creche Committee and the local Residents' Association Committee (Richmond Neighbourhood Cottage Inc). A maximum of three one off users have hired the facility in the last 12 months.

Current user charges are:

All groups \$5 per hour
No bond is charged.

Management

A nine person Management Committee manages the cottage. The Management Committee is the Richmond Neighbourhood Cottage Inc, the local residents' association. The two entities act as one, ie there is only one monthly meeting, one annual general meeting and one set of accounts to cover both the Management Committee of the cottage and the Richmond Neighbourhood Cottage Inc. The Annual General Meeting takes place in September or October.

There is an informal Management Plan in place and the only promotion of the facility is through the CINCH database. Through the annual questionnaire process, the Chairperson and Secretary of the Management Committee have indicated a desire to step aside saying the cottage requires a much younger and more energetic committee to run the facility.

Health and Safety

The Management Committee does not have an operative Health and Safety plan and the Committee has been advised that this is one of their responsibilities. A couple of minor issues were identified during a recent visit and these are being followed up.

Action

The cottage is in good repair and well looked after. However because of the limitations regarding size and use of the facility it is suggested that (in consultation with the Facility Assets Unit and in conjunction with current reviews being undertaken to investigate and determine the viability of facilities throughout the city):

1. Management of the cottage revert back to the Council.
2. A lease agreement be negotiated with Plunket or the Richmond Crèche.
3. The facility be actively promoted as a suitable venue for children's activities.

SUMNER COMMUNITY CENTRE

General

The Sumner Community Centre is situated on the corner of Wakefield Avenue and Nayland Street and is a listed heritage building. The building consists of a foyer, large hall and stage, supper room, kitchen and toilets downstairs. Upstairs at the front of the building is a meeting room and storage areas and upstairs at the rear of the building there are a number of small storage areas. There is no off street parking and although people with disabilities have access to the toilets there are no grab rails or appropriate signage in place.

Use

The Centre opens as user groups require and the principle user is the Sumner Theatrical group with all available space being used for associated storage, ie wardrobe and equipment. Local groups use the Centre on a weekly basis for indoor bowls, badminton, dance classes, yoga and keep fit classes. The hall is used for private functions but there is no indication of the level of one off users in the questionnaire. The Sumner Theatrical Group, Sumner Residents' Association and Sumner Community Centre Committee also use the Centre for their monthly meetings.

The current user charges are:

All groups \$8 per hour

No bond is charged for community groups. A bond of up to \$150.00 is charged depending on the group/function being held.

Staff have received a recent enquiry from the Sumner Toy Library which is looking for a more permanent place to operate from. They had approached the Sumner Community Centre but it is our understanding that they were turned down because of issues around storage.

Management

An 8 – 10 person Management Committee, made up of representatives of user groups and the local community, manages the Centre. There is no Management Plan currently in place but discussions have been held and there is an intention to develop a plan. The Centre employs a custodian/cleaner for six hours per week. The facility is promoted by advertising in the Bay Harbour News, on community noticeboards and by letter writing to local groups and societies. The Annual General Meeting is held in March.

Health and Safety

The Management Committee does not have an operative Health and Safety plan in place. A Health and Safety plan has been sent to the Committee and they have been advised of the necessity for regular health and safety checks. One or two minor concerns were highlighted during a recent visit to the facility and these are being followed up.

Action

The facility is well cared for and in good condition. In consultation with the Facility Assets Unit and in conjunction with current reviews being undertaken to investigate and determine the viability of facilities throughout the city it is suggested that:

1. Investigation/research be undertaken to clarify whether the Sumner Community Centre facility is meeting the needs of the local community.
2. Alternative storage options be investigated for the Sumner Theatrical Group in order to free up space for current and/or potential user groups.
3. The Management Committee be encouraged to develop a Management Plan for the facility.

WOOLSTON COMMUNITY CENTRE

General

The Woolston Community Centre is located in Woolston Park, Ferry Road and was built specifically as a community centre. It has one main meeting room, a kitchen, an office and toilets. There is no off street parking available and there is disability access and amenities.

Use

The normal working hours of this facility are between 9.00am and 12 noon, Monday to Friday. A craft group use it weekly on Fridays from 12 noon – 3pm, and afternoon tea is held every second Thursday between 2 and 4.30pm. There is a very small number of regular users but there is quite a large number of one off users during the year. A school Holiday Programme operates from the Centre during the second week of the school holidays.

The current user charges are:

Community groups	\$5 per hour
Weekly groups	\$10 per hour
Social groups	\$60 for first 5 hours, thereafter \$10 per hour

A bond of \$100.00 is charged for social functions.

Management

An eight person Management Committee manages the Centre. The Management Committee is the Woolston Community Association Inc, which is the local residents' association. The Centre employs a co-ordinator for 15 hours per week and the co-ordinator also carries out the cleaning duties at the Centre. The two entities act as one, ie there is only one monthly meeting, one annual general meeting and one set of accounts to cover both the Management Committee of the Centre and the Woolston Community Association Inc (residents' association). There is no Management Plan and the Annual General Meeting is held in May each year. Promotion of the facility is through local newspapers, posters, letterbox drops, school newsletters and local groups and services.

Through the annual survey process, the Management Committee has raised concerns regarding:

- Small size of facility
- Lack of off street parking
- Lack of handicapped parking
- Coldness of building (not well sited for sun)
- Condition of plastic window panes

A number of small maintenance items were identified when we visited the facility recently and these are being followed up.

Health and Safety

The facility has an operative Health and Safety Plan and no serious accidents or incidents have been reported in the past 12 months. One or two minor concerns were identified recently and these are being followed up. There are some issues around storage in the office. These could be addressed with the addition of some shelving.

Action

It is suggested that staff continue to monitor the use of this facility, and assist the Management Committee with the development of usage until outcomes of the scheduled research in the Woolston area give clarity and direction around the needs of the Woolston community.

NEW BEGINNINGS PRESCHOOL

General

The New Beginnings Preschool (formerly Linwood Community Childcare Centre) is situated at 136 Aldwins Road. It is a purpose built childcare facility with various areas designated for the children's differing ages and activities. The current Education Review Office report is held on file. The Preschool is being extensively renovated at the moment and has received an allocation of \$40,000 from Council to assist with this improvement project.

Use

The normal hours for the preschool are from 8.30am to 3.30pm Monday to Friday. A staff meeting is held every Monday afternoon from 3.30 – 4.30pm and every second Tuesday from 3.30 – 5.00pm.

Childcare fees are \$2.65 per hour.

The preschool caters for 39 children. There are 31 over two's and eight under two's currently enrolled.

Management

A six person Management Committee manages the preschool and employs a head teacher, six teaching staff, two part time teachers, an administrator, an assistant supervisor and a support staff member. A cleaner is also employed for seven hours per week. There is a Management Plan in place and the preschool is promoted at Eastgate Mall during Parenting Week. The Annual General Meeting is held in July.

As reported last year, the preschool is still involved in a research project through to June 2006 which looks at "strengthening relationships within our community of learners (child, teacher, parent) of the preschool and how this may link with the community of Linwood".

Health and Safety

The preschool has an operational Health and Safety Plan, carrying out checks on a monthly basis and forwarding copies to the Council three monthly. A small number of minor accidents was recorded during the past 12 months. The Preschool is also subject to conditions imposed by the Education Review Office.

During a recent visit to the preschool, it was considered that there were a number of potential health and safety conflicts, some of which may have been exacerbated because of the redevelopment work being carried out.

Action

It is suggested that the Council and Facility Assets Unit continue to support this facility as a preschool facility and a further visit be undertaken when the current redevelopment project is completed.

WOOLSTON COMMUNITY PRESCHOOL

General

The Woolston Community Preschool is situated at 52 Glenroy Street. It is a purpose built facility with various inside areas set aside for children's ages and activities. The current Education Review Office report (unconfirmed) is held on file. For some time preschool staff have been asking the Council to provide some shade for the children, either in the form of a verandah along the front of the building or from the use of canvas "sails". However, they have received funding from another source which will be put towards the provision of a shaded area for children.

Use

The normal working hours of the preschool are from 8.00am to 3.30pm, Monday to Friday.

Childcare fees are \$10.15 per three-hour session.

Management

A nine person Management Committee manages the preschool. The preschool also employs a total of seven teachers, with the day to day running of the preschool being undertaken by the supervisor. A cleaner is employed each day for approximately two hours. There is an operational Management Plan in place and posters in the community promote the preschool. The Annual General Meeting is held in June. Research into community needs is carried out by surveying the parents/users of the preschool.

A small number of minor maintenance issues were identified on a recent visit to the preschool and these are being followed up with the Facility Assets Unit.

Health and Safety

The preschool has an operative Health and Safety Plan and no accidents or incidents have been reported during the last 12 months.

Action

The Council and Facility Assets Unit continue to support this facility as a preschool facility.

LINWOOD COMMUNITY TOY LIBRARY

General

The Linwood Community Toy Library is at 332 Linwood Avenue and is housed in a small relocatable (garage type) building on the grounds of the Linwood Community Resource Centre.

Use

The toy library is open fortnightly on Wednesdays between 6.00 and 7.30pm and on Saturdays between 10.00am and 12 noon. The toy library is the sole user of the building. The annual subscription to be a member of the toy library is \$25.00 per family or \$50.00 per family if unable to do some volunteer work.

Management

A five person Management Committee manages the library, which is a registered incorporated society. The toy library is staffed and cleaned by volunteers. There is no Management Plan in place and the toy library is promoted by letterbox drops, newspaper advertisements and brochures which are available at locations such as plunket rooms, kindergartens and doctors' rooms. Research into community needs has been carried out in the last 12 months under the format of a survey. The Management Committee pays an annual rental of \$150.00 to the Linwood Community Resource Centre.

During a recent visit to the toy library, the lack of space was again raised and they would like to expand.

Health and Safety

The toy library has an operative Health and Safety plan and no accidents or incidents were reported during the year.

Action

The Linwood Community Toy Library is well patronised and is fulfilling a community need. It is suggested that:

1. The Facility Assets Unit be asked to identify whether the Linwood Community Toy Library is a facility in its own right or whether it is a tenant of the Linwood Community Resource Centre.

2. Consideration be given to including the toy library in the aquatic facility development proposal.

Staff

- Recommendation:**
1. That the information be received.
 2. That the Board endorse staff progressing the actions identified for each facility using a community development approach.

Chairperson's

Recommendation: Not seen by the Chairperson.