

**AGENDA FOR AN ORDINARY MEETING OF THE WAITAKERE COMMUNITY BOARD
TO BE HELD IN THE CIVIC CENTRE, 6 WAIPAREIRA AVENUE, LINCOLN,
WAITAKERE CITY, ON TUESDAY, 4 NOVEMBER 2003,
COMMENCING AT 7.00 PM.**

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1 APOLOGIES



2 CONFIRMATION OF MINUTES

Ordinary - Tuesday, 30 September 2003

RECOMMENDATION

That the minutes of the Ordinary Meeting of the Waitakere Community Board held on Tuesday, 30 September 2003, as circulated, be taken as read and now be confirmed.



3 URGENT BUSINESS

Section 46A(7) and (7A) of the Local Government Official Information and Meetings Act 1987 provides that where an item of business is not on the agenda, it may only be dealt with at the meeting if:

- (i) the item is a minor matter; and
- (ii) the Chairperson has explained at the beginning of the meeting (when open to the public) that the item will be raised for discussion, why the item is not on the agenda, and why it cannot be delayed until a subsequent meeting; and
- (iii) the Board resolves to deal with the item.

No resolution, decision, or recommendation may be made in respect of the item except to refer the item to a subsequent meeting for further discussion.

NOTE: Urgent Business need not be dealt with now and may be delayed until later in the meeting.



4 **PRESENTATIONS**

A **AUCKLAND REGIONAL COUNCIL UPDATES**

Councillors Sandra Coney and Paul Walbran from the Auckland Regional Council may be in attendance to update the Board on Auckland Regional Council activities.

B **150TH ANNIVERSARY OF SWANSON**

Representatives from the Swanson Community will make a presentation to the Board about their plans for celebrating their 150 anniversary of the founding of Swanson.



5 **PUBLIC FORUM**

For guidance of Community Board Members, the Council's Standing Orders have the following provisions in regard to Public Forum.

- (i) Members of the public wishing to address the Board in Public Forum shall furnish their names to the Chairperson at the beginning of the meeting; and
- (ii) The Chairperson shall determine the order of speakers, and allow five minutes for speaking time.
- (iii) Questions by members are to be confined to obtaining information or clarification on matters raised by the speaker.

Section 46A(7A) of the Local Government Official Information and Meetings Act 1987 provides that no resolution, decision, or recommendation may be made in respect of any specific item of business not on the agenda except to refer the items to a subsequent meeting for further discussion. Therefore, no decision may be made on matters raised in Public Forum. However, written reports on matters raised may be requested from the Chief Executive.



6 **CHAIRPERSON'S REPORT**

Personal hi-lights for this month were, firstly my daughter Jo-Anne being 'capped' at the Town Hall with all the relevant pomp and ceremony, and secondly having been nominated by my Community House Management Committee for a position on the National Association for Out of School Care (NAOSCAR) Funding Advisory Committee. I was duly selected as one of only five throughout New Zealand.

SOUTH PIHA SAND DUNE PROJECT

The process established for this project has proved to be successful and after having a debrief with all the stakeholders Councillor Hulse and I have been working on a communication and consultation guideline that can be used for future projects. So as not to duplicate reports see Councillor Hulse's Board Members report.

PROTECTION OF THE WAITAKERE RANGES WORKSHOPS

This is proving to be a very interesting process. There doesn't seem to be any argument whatsoever whether there should be protection. That appears to be unanimous. But there are many conflicting opinions on just how exactly this should be achieved. I applaud Councillors Hulse and Yates who, as Chair and Deputy Chair of the Environmental Management Committee, have attended nearly every public workshop being held so they can hear for themselves the opinions of the people.

I would urge anyone who has not taken part in a workshop who wishes to find out more and have a say, to attend one of the remaining workshops. See the Waitakere City Council website for a list of the remaining workshops.

SWANSON OAKS PARK

I would like to acknowledge Council's initiative (at the Swanson Communities request) in purchasing this strategically placed section several years ago for the communities benefit before it was sold for housing.

A1-A6

This was a long day starting with the 6.30am blessing and finishing with the opening in the evening. Well-done Swanson. See a report and some photos as attached at pages A1 to A6 of the blessing and the opening by Swanson Resident Meredith Youngson.

MCLAREN PARK PROJECT

Congratulations to Caroline and her wonderful band of McLarenites who are taking this project from strength to strength. It's tremendous to see so many of the businesses also getting involved. The Community Board was very pleased to assist this group further with a grant from the Wellbeing Fund for their next talent quest and I look forward to attending this one.

A7

I missed the last very successful one as I was away. A letter of thanks from the McLaren Park Community Project Coordinator is attached at page A7.

I believe we have finally succeeded in Bruce McLaren Road having the last portion of its footpath completed.

WAITAKERE CHRISTMAS FESTIVAL

Yes, thanks to the Waitakere & Portage Licensing Trusts we're again deep in the throws of planning this year's free Christmas Festival for the people of Waitakere. There is an exciting programme of entertainment lined up from 2.00 pm - 10.00 pm. Pio Terrei and Ewen Gilmour will once again be co-hosting the event and as requested after last year we have a less number of performers and longer time slots. So if you missed it this last year don't forget Saturday, 29 November at Parris Park, Oratia (2.00 pm - 10.00 pm).

That's it from me, have a good month.

RECOMMENDATION

That the Chairperson's Report be received.

Christine Shepherd JP

CHAIRPERSON



7 **COMMITTEE SECRETARY'S REPORT**

Issue	Comments	Reporting Council Officer
<p>Castle Heights Crossing Point between 169-194 Sturges Road, Henderson</p> <p>Board Members Request</p>	<p>Consideration of the installation of a pedestrian refuge has been programmed into the Minor Safety Projects list for the 2003/2004 year. However, this is subject to the availability of funds. (This was a late request).</p>	<p>Reg Cuthers ☎ 836 8000 Ext 8740</p>
<p>Commemorating Waitangi Day Celebrations 6 February 2004</p> <p>Te Taumata Runanga 10 October 2003</p> <p>Resolution No: 3021/2003</p>	<p>Te Taumata Runanga at its meeting held on 10 October 2003 passed the following resolution concerning Waitangi Day celebrations:</p> <p>“<i>Ū That the information be received.</i></p> <ul style="list-style-type: none"> • <i>That Te Taumata Runanga recommends to Council that, subject to funding being made available by the Ministry of Culture and Heritage, it will take the lead to host citywide commemorating Waitangi Day celebrations in February 2004 on or before 6 February 2004.</i> • <i>That it be recommended to Council that four citywide voluntary planning groups be established by the middle of November 2003 consisting of a member from Te Taumata Runanga, a Ward Councillor, a Ward Community Board member, a member from Te Roopu Puawai, a member from the Waitakere Youth Council, a member from the Pacific Island Advisory Board, a member from Te Whanau O Waipareira Trust, a member from each of the Marae of the city and a key designated staff member for administrative support for this project.</i> • <i>That Te Taumata Runanga further recommends to Council that the voluntary planning groups provide to the December 2003 meeting of Te Taumata Runanga a programme around Te Taumata Runanga commemorating Waitangi Day festival that the voluntary planning groups will have organised to be held on or before 6 February 2004.</i>” <p style="text-align: right;"><i>3021/2003</i></p> <p>Subject to Council's adoption of the above recommendations at its meeting to be held on 29 October 2003, the Board is requested to nominate a representative to the city-wide voluntary planning group on the Waitangi Day Celebrations, 6 February 2004.</p> 	<p>Warahi Paki ☎ 836 8000 Ext 8923</p>

Issue	Comments	Reporting Council Officer
<p>Aftercare of the Corban Reserve Closed Landfill Board Members Request</p>	<p>Ongoing landfill gas monitoring has identified landfill gas, which had migrated into buildings on the adjacent electrical substation site. It is proposed to install a gas barrier, this financial year, to prevent the migration of gas off site. URS NZ Limited have been appointed to design the gas barrier required at Corbans Reserve, adjacent to the electrical substation. The design will be finalised by the end of November 2003.</p>	<p>David Nelson ☎ 836 8000 Ext 8770</p>
<p>Update on Piha Toilet Block and Wastewater Upgrade 2 July 2002 Resolution No: 2190/2002</p>	<p>The upgrade of the Piha toilet block together with the wastewater upgrade is progressing, but the completion date has been extended to allow for bad weather. Work is now expected to be completed late November 2003.</p>	<p>Melinda King ☎ 836 8000 Ext 8728</p>
<p>Removal of Power Poles from Kauri Point Sea Cave Board Members Request</p>	<p>An inspection will be carried out by a Waitakere City Council Engineer and an Auckland Regional Council staff member, in order to determine if any consents are required to remove the poles. Assuming that the appropriate consents can be obtained, and that the stability of the bank will not be affected by removing the poles, works to remove the poles will be carried out late in 2003.</p>	<p>Peter Sewell ☎ 836 8000 Ext 8759</p>
<p>Karekare Public Toilet Upgrade 6 May 2003 Resolution No: 872/2003</p>	<p>It is expected that the discharge consent will be publicly notified by the Auckland Regional Council in early November 2003. A further public meeting to develop the toilet block design will be held, once the public submission period for the consent has closed and the likely duration of the consent process is better understood.</p>	<p>Peter Sewell ☎ 836 8000 Ext 8759</p>
<p>Wekatahi / Marawhara Stream Realignment 1 October 2002 Resolution No: 2938/2002</p>	<p>Works to realign the streams were successfully completed in late October 2003. The position of the streams will now be monitored on an ongoing basis to determine the rate at which the streams converge.</p>	<p>Peter Sewell ☎ 836 8000 Ext 8759</p>

Issue	Comments	Reporting Council Officer
<p>Waitakere River Realignment</p>	<p>Physical works to realign the Waitakere River (to prevent erosion of the 4wd access way) were originally carried out in December 2002. The works were reasonably successful and it was August 2003 before the works had to be repeated. However, due to the number of storms and heavy rains experienced since August 2003, the works were carried out again in October 2003 to prevent the access way being eroded further. It is expected that it will be at least another six months before the realignment works have to be repeated again. In early 2004, Parks will review the situation and determine whether or not the regular river realignment works are a suitable long-term solution for the erosion issue. If not, Council will then have to consider a longer-term 'hard engineering' approach, such as the installation of gabion baskets or rock structures. This would require further community consultation and another consent from the Auckland Regional Council.</p>	<p>Peter Sewell  836 8000 Ext 8759</p>
<p>McLaren Park Community Project 9 September 2002 Resolution No: 2766/2002</p>	<p>In partnership with Project Twin Streams the McLaren Park Community Project held a very successful Community Planting Day at the Oratia Esplanade on Saturday, 18 October 2003. The planting day was well attended by local residents who helped to plant over 1500 plants in the reserve alongside the stream. The next McLaren Park Community Project /Twin Streams community event is planned for Serwayne Place on Saturday, 8 November 2003. The McLaren Park Community Project is also working on becoming a legal entity and undertaking after school and school holiday programmes for the area.</p>	<p>Polly O'Brien  836 8000 Ext 8559</p>
<p>Project Twin Streams - Community Board Participation 5 August 2003 Resolution No: 1620/2003</p>	<p>The Lower Oratia Reserve Management Plan Subcommittee has been set up comprising representatives from the Henderson and Waitakere Community Boards. Two further Infrastructure Auckland funding applications, for the Swanson Stream, and for Henderson Creek, will be presented to the Board in October 2003 for a decision. Infrastructure Auckland has already approved funding of \$1.85 million for South Henderson Creek Riparian Planting and \$5.45 million for Swanson Stream Riparian Planting at it's Board Meeting on 17 September 2003. A successful planting day was held on 18 October 2003 involving the Bruce McLaren community.</p>	<p>Tony Miguel  836 8000 Ext 8294</p>

Issue	Comments	Reporting Council Officer
<p>Piha / Karekare and Huia / Cornwallis Local Water Plan</p> <p>Issue from the Environmental Management Committee</p>	<p>Meetings have been held with the Local Water Agenda Groups. It is planned to carry out community consultation in Huia/Cornwallis in November 2003 and in Piha/Karekare in January 2004. Discussions relating to the Assessment of Water Services in these areas have commenced and will be ongoing.</p>	<p>Tony Miguel ☎ 836 8000 Ext 8294</p>
<p>Watercare Waitakere Water Supply Dams</p> <p>Environmental Management Committee 12 August 2003</p> <p>Resolution No: 1709/2003</p>	<p>Watercare is evaluating feedback from stakeholders and preparing technical reports to address these issues. Once this work is completed, it is planned to commence public consultation.</p>	<p>Tony Miguel ☎ 836 8000 Ext 8294</p>

REPORTS PENDING

Subject	Date Requested	Report Due	Reporting Officer
<p>Wekatahi / Marawhara Stream Realignment</p> <p>1 October 2002</p> <p>Resolution No: 2938/2002</p>	<p>October 2002</p>	<p>December 2003</p>	<p>Peter Sewell ☎ 836 8000 Ext 8759</p>
<p>Changing Social And Recreational Needs Of Our Rural Communities</p> <p>3 June 2003</p> <p>Resolution No: 1064/2003</p>	<p>June 2003</p>	<p>June 2004</p>	<p>Polly O'Brien ☎ 836 8000 Ext 8559</p>
<p>Update on the McLaren Park (Henderson South) Community</p>	<p>9 September 2002</p>	<p>December 2003</p>	<p>Polly O'Brien ☎ 836 8000 Ext 8559</p>
<p>Piha Aquatic Risk Report</p> <p>5 August 2003</p> <p>Resolution No: 1616/2003</p>	<p>5 August 2003</p>	<p>December 2003</p>	<p>Warren Ogilvie ☎ 836 8000 Ext 8561</p>
<p>Surf Tower Mid Beach, Piha</p>	<p>September 2003</p>	<p>December 2003</p>	<p>Warren Ogilvie ☎ 836 8000 Ext 8561</p>

REPORTS PENDING			
Subject	Date Requested	Report Due	Reporting Officer
Sand Ladder at Piha Board Members Request	October 2003	December 2003	Warren Ogilvie ☎ 836 8000 Ext 8561
Piha Beach Dunes Planting And Fencing 1 July 2003 Resolution No: 1359/2003	July 2003	December 2003	Warren Ogilvie ☎ 836 8000 Ext 8561
Project Twin Streams - Community Board Participation 5 August 2003 Resolution No: 1620/2003	5 August 2003	December 2003	Tony Miguel ☎ 836 8000 Ext 8294
Watercare Waitakere Water Supply Dams Environmental Management Committee 12 August 2003 Resolution No: 1709/2003	12 August 2003	December 2003	Tony Miguel ☎ 836 8000 Ext 8294
Munroe Bridge Project 'Paremuka Bridge'	June 2003	December 2003	Nabeel Hammad ☎ 836 8000 Ext 8516

RECOMMENDATIONS

1. That the information be received.
2. That a Board representative be nominated to the city-wide voluntary planning group on the celebration of Waitangi Day in February 2004, subject to Council's approval for the establishment of this group.

Report prepared by: Owena Schuster, Committee Secretary.



8 **COMMUNITY BOARD MINOR PARK PROJECTS 2003/2003**

PURPOSE OF THE REPORT

The purpose of this report is to introduce the Community Board Minor Park Projects and to seek decisions from the Waitakere Community Board on the appropriate allocation of budget for the 2003/2004 Financial Year.

BACKGROUND

The Community Facilities and Recreation Committee adopted the idea of a discretionary budget for allocation by the Community Boards for parks capital development projects in December 1999. In the Annual Plan for the 2003/2004 financial year, the Council has allocated a total of \$100,000.00 for this use, to be allocated to each ward on a needs basis. The needs have been calculated based on the current rate of population growth within the ward, and the current population within the ward as a proportion of the City. As a result the fund is to be allocated as follows:

Henderson Ward	\$24,000.00
Massey Ward	\$30,000.00
New Lynn Ward	\$29,000.00
Waitakere Ward	\$17,000.00

A memo was sent to all Community Board members in September requesting project proposals by 11 October for consideration at the November Community Board Meeting. It was outlined to the Board that proposals had also been requested from Resident and Ratepayer groups and the Youth Council.

STRATEGIC CONTEXT

The idea of a discretionary budget for capital projects arose as a result of the work in developing criteria for funding Parks capital works projects. This recognised that there are a number of projects, generally less than \$10,000.00 in cost, which are raised as possible projects through the Annual Plan submissions, Community Board Open Forum and other consultation processes. These projects generally are not able to compete in terms of the Parks Capital Project Criteria, as the current proposed capital programme contains over 100 large projects. Undertaking these small projects, is however an important means of meeting local needs within the community. It is recognised that Community Boards, being the main link between Council and the local community, are the best decision making body to determine the priority for meeting these local needs.

ISSUES

The following principles provide the framework for decision-making regarding the funding of individual projects:

The funds are to be used for Park Development projects - this does not include projects on community buildings, grants to community groups, maintenance or renewal items.

A maximum of \$10,000.00 can be spent on any one project in each financial year.

Projects put forward through the Annual Plan and other consultation processes will be ranked according to the Parks Capital Works Criteria, however the decision as to final priority rests with the Community Board.

POSSIBLE DEVELOPMENT PROJECTS

The discretionary budget allows for the allocation of funds to projects with a value of less than \$10,000.00. The following table outlines the approximate cost of a range of projects that can be undertaken for less than \$10,000.00. These costs are an average in order to give guidance to the Board, and do not take into account site-specific situations and variability.

PROJECT TYPE	APPROXIMATE COST
Basketball half court	\$8000.00
Petanque court (single)	\$3000.00
Sealing an existing gravel car park	\$10,000.00 for 10 car parking spaces
10 metre length of path	\$250.00 gravel \$800.00 concrete
Creating/extending a gravel car park	\$6000.00 for 10 car parking spaces
10 metre length of boardwalk	\$3000.00
Set of two swings with bark under surfacing	\$7000.00
Seesaw with bark under surfacing	\$3000.00
Small playground for children under 5 with bark under surfacing	\$10,000.00
Macrocarpa bench seat	\$1000.00
Macrocarpa picnic table	\$2000.00
Town Centre/Urban Seat	\$600.00
Town Centre/Urban picnic table	\$1800.00
Walkway light (by power supply)	\$4000.00
Information Sign	\$3000.00
Park Entrance Sign	\$1500.00
Electric BBQ	\$7000.00
Community Art Project	\$5000.00
Small skate ramp - on existing slab	\$10,000.00
Planting - specimen trees	\$150.00 per tree
Planting - shrubbery	\$500.00 for 10 m ²
Barrier fencing	\$500.00 for 10 metres
Drinking Fountain (by water supply)	\$2500.00
Drainage	\$2000.00 for 10 metres
Standard Rubbish Bin	\$1000.00 per bin
Timber steps & handrail	\$4000.00 for 10 metres

A number of projects have been suggested through the 2003/2004 Annual Plan submissions, Community Board open forum and via written correspondence into Council. Projects have also been received from Residents and Ratepayer Groups and Community Board members. These projects are outlined below with their estimated costs.

PROJECT PROPOSALS

1.0 Huia-Cornwallis Ratepayers and Residents Association

Project	Description	Preliminary Assessed Cost	Recommendation In/Out
Upland Glade Development	Installation of planting, furniture, fencing, path and sign at Upland Glade	\$5,000.00	In

2.0 Western Heights Residents and Ratepayers Association

Project	Description	Preliminary Assessed Cost	Recommendation In/Out
Paremuka Lakeside Swings	Installation of swings beside existing playground at Paremuka Lakeside	\$10,000.00	In

3.0 Community Board Members

Project	Description	Preliminary Assessed Cost	Recommendation In/Out
Hindmarsh Green Drinking Fountain	Installation of drinking fountain at Hindmarsh Green by playground	\$3,000.00	Out

Parks Officer Comments and Recommendations:

The installation of a drinking fountain at Hindmarsh Green is not recommended for allocation of funding because in accordance with parks policy drinking fountains are a low priority for neighbourhood parks and should only be installed at high profile/city wide/sport parks eg. Te Pai Park, where they can be utilised to a maximum level.

4.0 Bethells Community Group

Project	Description	Preliminary Assessed Cost	Recommendation In/Out
Bethells Beach Basketball Halfcourt	Installation of a half court at Bethells Beach	\$5,000.00	In
Bethells Beach Information/Community Board	Installation of a information board at Bethells Beach	\$3,000.00	In

Parks Officer Comments and Recommendations:

Bethells Community Group received part funding of \$5,000.00 from the Community Board last financial year to contribute to the basketball halfcourt installation. The Bethells Community Group undertook consultation with the local community to decide where the half court should be sited, but did not manage to raise the rest of the required funding to proceed with the half court installation and are requesting further funding from the Community Board this year to proceed with the half court project.

5.0 Youth Council

Project	Description	Preliminary Assessed Cost	Recommendation In/Out
Parrs Park- Astro-turf for Hockey players	Installation of an Astro-turf for Hockey players	\$1,000,000.00 (excluding land costs)	Out
Dalmatia Green- Playground and Half court	Installation of a playground and a net for the basketball hoop	\$10,000.00	Out

Parks Officer Comments and Recommendations:

The installation of an Astro-turf Hockey field is not the type of project intended for the purpose of The Community Board Minor Parks Projects and does not fit the criteria ie. projects are required to be less than \$10,000 in cost. Leisure Services are currently in the process of initiating an investigation that will research an appropriate site, an estimate of costs and potential funding sources for the location of a Hockey field in Waitakere City.

The installation of a playground at Dalmatia Green is not recommended for allocation of funding because a playground in good condition already exists at Dalmatia Green. Attaching a net to the existing basketball hoop is also not recommended for allocation of funding because; due to vandalism and wear and tear they do not last very long. The nets require regular replacement resulting in a significant maintenance cost. Consequently Council now does not have any nets attached to basketball hoops.

6.0 Oratia Ratepayers and Residents Association

Project	Description	Preliminary Assessed Cost	Recommendation In/Out
Oratia Cemetery Sign	Replacement of old sign at Oratia Cemetery	\$2,000.00	Out

Parks Officer Comments and Recommendations:

The replacement of the sign at Oratia Cemetery is not recommended for allocation of funding because this project is not the type of project intended for the purpose of The Community Board Minor Parks Projects and does not fit the criteria ie The Cemetery is not on Council land and is not a Council owned asset. The total cost of project proposals received that are recommended for funding allocation amounts to \$23,000.00 and the Waitakere Community Board allocation is only \$17,000.00.

CONCLUSION

The Community Board has been granted a discretionary budget for park capital development projects for allocation towards projects of \$10,000 or less value in parks. This report puts forward and evaluates projects that have been raised through the Council's consultation processes. The decision on the priority for expenditure lies with the Community Board.

RECOMMENDATIONS

1. That the information be received.
2. That the Waitakere Community Board determines the priority for expenditure of the 2003/2004 Community Board Minor Park Projects Budget.

Report prepared by: Katharine Slack, Parks Project Manager.

9 **PROPOSED CONSTRUCTION OF CABINS AND INSTALLATION OF A SECURITY SYSTEM AS PART OF THE PIHA MOTORCAMP**

PURPOSE OF THE REPORT

This report is to seek approval from the Waitakere Community Board for the construction of cabins in the Piha Motor Camp, together with the introduction of an electronic vehicle security system and camp facility controls.

BACKGROUND

The camp manager (as tenant) has a 10-year lease agreement with Waitakere City Council (as landlord) from 10 April 2000, until 10 April 2010, with regards to the motor camp facilities at Piha Domain.

The camp manager wishes to upgrade the facilities with the introduction of:

- a. six cabins;
- b. a vehicle security gate, with electronic tag access;
- c. an electronic tag system to control the use of camp facilities by camp users, such as showers, kitchen and laundry; and
- d. kitchen porch extensions.

Cabins

A8-A11

It is proposed to locate six cabins, near the kitchen, details are outlined in the attachments at pages A8 to A11.

The exterior cladding would be constructed from macrocarpa wood and the roof would be corrugated iron. The roof colour would be green, and the wood cladding would have a green wood stain applied to it.

Vehicle Security

It is proposed to install a vehicle security gate, on an access way toward the campsites. It would not impede pedestrians, but would control vehicle entry to camp users only, who would be issued with electronic access tags upon registration at the camp office. The barrier gate would not interfere with vehicle movement through the Piha Domain towards the Bowling Club car park.

It has been recognised for many years that there are problems relating to security and previously, Council paid for a security firm to patrol the area during the peak holiday season.

Camp Facility Control

At the time of registration, camp users would be issued with an electronic access tag that would permit access to the showers, kitchen and laundry. The electronic tag would allow a number of showers corresponding to the number of nights the camper is registered to stay. This will control water usage and vandalism by non-camp users, and improve the security of assets and consumables in the kitchen. Currently shower access is controlled by the use of tokens.

Access to the public toilets will remain open, and the use of the outdoor shower will not be impeded for the public. This is stipulated in the terms of the lease agreement. The Camp manager has made a presentation on these changes, to the Piha Residents and Ratepayers Association. There was no recommendation from the Association.

STRATEGIC CONTEXT

The proposed improvements are aligned with Council's objectives for the Three Waters to minimise water and wastewater and with its objectives around strong communities to provide leisure facilities and services that people enjoy. It also takes into regard goal two of the West Coast Plan to ensure built structures are in keeping with their surrounding environs. Provision was made in the Piha Reserves Management Plan 1999 for the possible addition of a small number of relocatable cabins in the campgrounds.

ISSUES

Under the terms of the lease, "the tenant shall have the right to place up to six relocatable cabins without toilets on the property at the tenants own expense provided that the tenant shall obtain the landlord's written consent to the design and the placement of the cabins on the property. The cabins shall remain the property of the tenant and shall be removed by the tenant at the end of this lease."

In regards to approval for alterations and additions, and who owns them at the end of the lease, the lease states:

- Clause 8.5 " the tenant shall neither make nor allow to be made any alterations or additions to any part of the premises without first producing to the landlord on every occasion plans and specifications and obtaining the written consent of the landlord for that purpose. If the landlord shall authorise any additions and alterations the tenant will at the tenant's own expense if required by the landlord at the time of authorisation, at the end of the term, reinstate the premises. The tenant will promptly discharge and procure the withdrawal of any liens requisitions or charges of which notice may be given to the tenant or the landlord in respect of any work carried out by the tenant. Further, the tenant shall not erect any buildings without the prior written consent of the Minister of Conservation and the landlord."
- Clause 8.6 "the tenant not being in breach may at any time before and will if required by the landlord at the end or earlier termination of the lease remove all the tenant fixtures and fittings and make good at the tenants own expense all resulting damage..."

The lease states that the toilets and outdoor coldwater shower on the property shall remain available to the public without charge every day of the week between the hours of 7.00 am and 10.00 pm.

The Piha Reserves Management Plan, adopted September 1999, outlines the following in respect to cabins:

- Section 7.5, p 44, on reserve development plans- "Piha camp ground- The Piha camping ground will remain on Piha Domain, however provision is made for the possible addition of a small number of relocatable cabins."
- Section 6.2, p 24, management objectives and policies- leases and commercial activities; "a number of different management options have been trialled in the past in order to try and improve the financial viability of the camp ground with little success. This management plan suggests that allowing development of additional facilities, such as cabins and a games room would increase the viability of the campground by attracting a greater usage and extending the use of the campground during the winter season. It is important to note however that any development of facilities such as cabins would need to be in keeping with the objectives and policies of this plan relating to issues such as landscape and design of buildings and that no increase in the area utilised by the camp ground on the Domain for camping or effluent disposal is acceptable."

A system, which improves the efficiency of water use and wastewater discharge is supported by the Parks section. The wastewater system at Piha Domain has a maximum capacity, and any improvement in the efficiency of this system will lessen the chance of a system failure. Council has resource consent from the Auckland Regional Council to uptake a certain volume of water at the Piha Domain and any reduction in the water usage is supported.

RESOURCES

The only Council resources required, would be for a Parks officer to consult further with the Camp Manager prior to the installation of the assets.

CONCLUSION

The proposal by the Piha Camp Manager for improvements is supported. The installation of cabins would require approval from the Department of Conservation.

RECOMMENDATIONS:

1. That the information be received.
2. That the installation of six cabins at Piha Domain be approved.
3. That the installation of a vehicle security gate into the camp ground at Piha Domain be approved.
4. That the installation of a security system for the use of showers, kitchen, and laundry, by registered camp users be approved.

Report prepared by: Warren Ogilvie, Senior Planner, Parks.



10 WAITAKERE CENTRAL LIBRARY DEVELOPED DESIGN

PURPOSE OF THE REPORT

The purpose of this report is to update the Board on the development of the Waitakere Central Library and surrounds, including, the associated UNITEC campus expansion

BACKGROUND

The design for the Waitakere Central Library commenced on 3 April 2003. The preliminary design was presented to the Council meeting of 23 July 2003 and at that meeting it was resolved:

- “2. *That the preliminary design for the Waitakere Library be approved as a basis for further design development.*”

1516/2003

At the presentation, the Council raised a number of issues and identified aspects of the design which they wished to see amended. Following that meeting, the design was presented to all the Community Boards, the Taumata Runanga, and the Pacific Island Advisory Board. In addition a number of workshops have been held with the Henderson Community Board and a workshop has been held with the local Henderson Businesses regarding the preliminary design. A deputation was also made to the City Development Committee by the landowner of the 357 Arcade which abuts the site.

Throughout the process input into the design has been received from internal stakeholders and appointed advisors (Iwi representatives, lead artists, quantity surveyor) with coordination from a joint Project Control Group assisted by an independent project manager.

Councillors from Waitakere City Council and UNITEC have also formed an Elected Members working party to advise staff on this project and other matters relating to Waitakere City's and UNITEC's partnership.

This process of communication and receiving comment, have led to a progression of the development to the point where the developed design phase is now complete.

STRATEGIC CONTEXT

The Waitakere Library/UNITEC campus development is one of a number of projects that support the Henderson 20 Year Strategic Plan (1995) and the Henderson Town Centre Concept Plan (2002).

The principles of the Henderson 20 Year Strategic Plan are to:

- Encourage mixed use development and improve the quality of the built environment.
- Develop the streams and the green networks and improve the leisure facilities.
- Improve public transport, road and walking linkages.
- Encourage a range of economic activities to sustain a robust economy in an adaptable innovative and dynamic way.

The Henderson Town Centre Concept Plan was produced to guide the future development of Henderson in a planned and co-ordinated way to ensure that Henderson consolidates its critical position as a key working environment and local employer, furthering Council's key objectives in creating a sustainable city.

This plan identified specific economic strategies for Henderson's revitalisation and identified three key redevelopment clusters including a Business/Community/Education cluster in the Trading Place / Ratanui Street area. The requirements to make the Business/Community/Education cluster successful were identified as:

- Combining community facilities, business development and tertiary education in the most integrated way possible.
- Offering high quality, safe, vibrant public spaces and amenities facilitating a mixture of uses that encourages the development of a 24hr life area that extends the commercial trading viability of the town centre.
- Being easily accessible by car to assist trade.
- Having a new road and bridge link from Edmonton Road.
- Offering sufficient parking to replace the existing provision and providing more for new uses.
- Maintaining good access from the mall.
- Having an integrated civic library and tertiary education development.

The preliminary design meets the strategic goals of these two plans.

UNITEC has long been aware that a large proportion of its students come from Waitakere, and many more Waitakere citizens were not accessing tertiary education. Planning for the establishment a UNITEC presence in Waitakere City has been progressing for many years with significant recent progress with the opening of their Henderson campus in 2001 and signing a Memorandum of Understanding with Waitakere City Council in 2002 that identifies ways in which both organisations can work together in the future.

ISSUES

Progression of the Design to Developed Design

The developed design is a significant progression from the preliminary design as presented to the two Councils. This has been both in response to the comments made, in order to improve the functionality of the library building and to minimise the visual impact of the car parking building. Specifically the design has been progressed as follows:

- elongation of the library building to give a greater floor print to maximise functionality - the building now fronts a substantial portion of the length of Waitakere Lane and has reduced in height from four to three stories with the bulk of the public library component on the first two floors;
- sleeving the car parking building behind the library and adjacent to the right of way access to the Great North Road properties;
- sleeving the bottom of the car parking building as it fronts the Great North Road entry plaza with the Citizen's Advice Bureaux - providing both a separate and slightly private address for the Citizen's Advice Bureaux as well as good linkages with the adjacent library and public space;
- providing the main pedestrian entry and exit point from the car parking building out into the Great North Road entry plaza;
- providing for a lecture theatre and associated reception areas in the Trading Place end of the UNITEC building - designed in such a way that it can be operated separate from the rest of the facility and therefore be used for other than UNITEC requirements;
- providing three public spaces within the development – a Library courtyard, the Ratanui Plaza and the Great North Road entry plaza;
- providing for narrow laned 2 way traffic along Waitakere Lane in order to slow traffic and provide better access into the development;
- Developing detailed arts opportunities and proposals in both the open space and buildings;
- Developing detailed sustainability opportunities associated with all three buildings and the open space areas;

identifying the materials proposed for use on each of the buildings and in the open space.

RESOURCES

The budget for the Waitakere Central Library has been allocated over three years within the Long Term Council Community Plan for a total cost of \$11.8 million.

CONCLUSION

The Developed Design phase of the Waitakere Central Library has been completed, on time and to budget, while incorporating significant change as a result of feedback received on the project.

RECOMMENDATION

That the information be received.

Report prepared by: Lois Easton, Group Manager: City Development Projects.



11 RAIL STATIONS UPGRADE

PURPOSE OF THE REPORT

The purpose of this report is to inform the Waitakere Community Board of work which Auckland Regional Transport Network Limited is currently undertaking in developing concept designs for rail stations and to propose a programme of stakeholder consultation for stations to be included in the first application to Infrastructure Auckland for funding.

BACKGROUND

Auckland Regional Transport Network Limited is currently developing concept plans for extended platforms and upgraded stations on the regional rail network. Within Waitakere City, this work will include all stations except Henderson and Waitakere. Henderson station is currently being developed through a separate process, with Architects developing detailed designs for the station. Auckland Regional Transport Network Limited does not hold the lease for Waitakere station, but is currently negotiating with the Crown regarding this. Once obtained, a decision will need to be made over how to progress Waitakere station in line with the services to be provided.

Joint workshops between staff from Waitakere City Council and Auckland Regional Transport Network Limited have been held to gather information on all stations. Council staff have obtained specialist advice in relation to a number of the stations including Sunnyvale.

Once concept designs have been developed, Auckland Regional Transport Network Limited intends to apply to Infrastructure Auckland to fund these stations. The Council would join in these applications to include park and ride facilities, access ways and related infrastructure in order to identify a Council contribution and maximise the availability of funding.

Auckland Regional Transport Network Limited intends to lodge its first funding application in February 2004, with a second application in April 2004, followed by a subsequent application in mid-late 2004. Prior to lodging the funding applications, community consultation will need to have been undertaken regarding the stations in the application. Auckland Regional Transport Network Limited has requested that Council prioritise the stations likely to be included in the first application.

While Sunnyvale Station falls within Henderson Community Board's jurisdiction, it is on the boundary of the Waitakere ward and when developed as a park and ride station will cater for a large number of Waitakere ward residents, therefore this station is also being reported to the Waitakere Community Board. A similar process was used with Ranui Signature Station, which provides for residents of both the Massey and Waitakere wards.

ISSUES

Auckland Regional Transport Network Limited's station development programme is intended to be staged from 2003 to 2006 in accordance with the Rail Business Plan. This is to ensure that stations are developed to take advantage of the completion of the double tracking.

The first and second funding applications would envisage station development and surrounding infrastructure, including park and ride facilities, to be constructed in 2004/2005. If the double tracking proceeds in stages – to New Lynn, to Henderson, and to Swanson - then it may be appropriate that stations along those sections are developed on a similar timeframe.

Further considerations are:

- The time required to develop concept plans. Some stations are more complex than others and concept plans may not be developed by mid November to meet the timetables for the first funding application. As part of developing the concept designs for each station there will be opportunities for political involvement.
- The extent of consultation that is required with relevant communities. Auckland Regional Transport Network Limited proposes that it will lead the consultation on the concept plans with community groups, using the networks developed by the Council. This is intended to take place in November and December. Some stations may involve issues that will require a longer process. An option may be to conduct a second stage of consultation to identify requirements for the station surrounds, but this is not preferred.
- The need for station development at various sites. For example, there is a strong demand for additional park and ride at Swanson and better access is needed at Sturges station.

It is proposed that both Henderson and Sunnyvale stations are included in the February 2004 applications for the following reasons:

- Henderson Station - It is critical to link the station development with the civic centre development. A concept design for the Henderson station has already been developed as part of the Henderson Hub project and detailed design is currently being undertaken. It is important that funding for a 21st century station at Henderson is secured as soon as possible so as to ensure that station development occurs in tandem with the Henderson Hub development.
- Sunnyvale Station - Sunnyvale station is in poor condition, lacks adequate surveillance and access and has been the subject of Annual Plan submissions over recent years. The station is located within the McLaren Park Community Project, whose coordinator has shown interest in being involved in the development of the station. Council is in the process of purchasing land near the station for both a park and ride and to facilitate the Twin Streams Project. This land purchase will be completed prior to lodging of the Infrastructure Auckland funding application. Council has proposed funding in the 2004/2005 Annual Plan for development of this park and ride facility.

Sunnyvale Station

A May 2003 survey of Sunnyvale Station users showed rapid patronage growth with a more than doubling of station usage since 1997, to 388 daily boardings and alightings. The station currently suffers from poor surveillance and a small walking catchment as much of the surrounding area within the 1 in 100 year flood plain. Therefore Sunnyvale station has been identified as an important station for park and ride, providing for a large catchment including the Sunnyvale, Glen Eden, Henderson Valley and the Waitakere Ranges. It has the benefit of providing a park and ride facility on a main transport route leading to Henderson, yet outside the town centre.

Sunnyvale Station was the subject of a number of Annual Plan submissions, both in the 2003/2004 and earlier plans. Key issues raised by the public included providing adequate pedestrian access and ensuring sufficient quality park and ride facility.

While no overall concept plans for the station have yet been developed, a concept plan for the park and ride facility was developed in late 2002. This was the basis for the Council's decision to purchase the identified site in June 2003. This purchase is likely to be finalised later this year and funding is budgeted in the Long Term Council Community Plan in 2004/2005 for development of the park and ride site. The site will allow for approximately 200 spaces.

Preliminary engineering work indicates that the station would be best retained in its current location. Relocation to the other side of Seymour Road would result in the station being on a curve and disabled access being difficult to achieve. In addition, the station is currently used by a number of Bruce McLaren Intermediate students and relocation would move the station further from this school.

Key issues for discussion as part of developing concepts for this station include key pedestrian linkages and how to improve the safety of the station, particularly with improved passive surveillance.

Officers have met the McLaren Park Community Project leader who has shown keen interest in working alongside Council officers in planning and consultation around this station.

Consultation Plans

It is proposed that developed concept plans be consulted on with the community to get feedback on the following:

- Any issues relating to the concept plan that need to be resolved.
- Any modifications or improvements that would still satisfy technical requirements from a rail operations perspective and the regional fit in terms of branding and theming.
- Any implementation issues.
- Requirements relating to the station surrounds such as toilets, access, parking or drop-off facilities.

Given that the Henderson station is an integral part of the Henderson Hub, consultation on Henderson station will be limited to information provision and access issues outside of the immediate precinct. This station is one component of a major development and any changes to this run the risk of having negative flow-on effects.

It is proposed that consultation with the community be focussed through key community networks. The table below lists groups who are likely to be interested in assisting in developing concepts for Sunnyvale station and should be contacted. It is proposed that this list, as amended by the City Development Committee and Community Boards be the basis for community consultation over Sunnyvale station. This would be held out as joint consultation by the Council and Auckland Regional Transport Network Limited, with local ward Councillors and Community Board members having a lead role. The consultation targeting the following community groups would commence in November 2004 and be completed by February 2004.

Sunnyvale Station
Henderson Community Board
Waitakere Community Board
McLaren Park Residents and Ratepayers Association
Sunnyvale Residents and Ratepayers Association
Oratia Residents and Ratepayers Association
Hoani Waititi Marae & Kura
Station users
Bruce McLaren Intermediate

CONCLUSION

Auckland Regional Transport Network Limited is currently developing concept plans for stations within Waitakere City. Henderson and Sunnyvale stations would be appropriate for Council Officers to focus on for inclusion in the first round of Infrastructure Auckland funding. It would be appropriate that Waitakere Community Board be involved in consultation regarding the Sunnyvale station given that this station will provide for Waitakere ward residents.

RECOMMENDATION

That the information be received.

Report prepared by: Glenda Lock, Project Manager: Transport.



12 BOARD MEMBERS' REPORTS

CR HULSE

I refer below to the set of guidelines referred to in the Chairman's report as a result of the dune consultation in Piha. It became clear that a set of consultation guidelines for future projects like this would be useful. These guidelines were drawn up during a debriefing meeting with the community and council staff and are included in my report for the information of the board and for your comment. I would propose that these be adopted in a more formal way once comment and input from the staff have been received.

Other Issues

The Ranges workshops continue to be well attended and we have about 6 more to attend well into November. Thanks to the members who have attended these meetings in their areas. Councillor Yates, Councillor Presland and I, as the Council representatives on the political liaison group, appreciate your support. We have attended all the meetings between us and are getting a clear idea of the community issues and community views.

Communication/Consultation Guidelines For Community Projects

Formation of the Group:

- Involve as many key 'affected people/groups' as possible.
- Identify as many of the key stakeholders as possible in consultation with the local resident and ratepayers group. This could be the directly affected landowners, local service groups or environmental groups etc.
- Biggest challenge can often be getting people involved at the outset. It is a good idea to lobby known affected parties to get them involved early.
- Vital to have Council officers and Community Board support and to have them involved at a practical level.
- Together with the community identify key representatives from the key community groups who are able to attend meetings on an ongoing basis. Continuity is key to success in this area.
- Community convener is a very effective way to ensure good community links are maintained.
- Community mandated process must be established at the very outset. It is critical that the process is well understood and endorsed.

Modus Operandi

- Very important that every step of the process is recorded for transparency and accountability. This builds trust.
- Depending on the scale or complexity of the project it is advisable to take notes rather than minutes as minutes are less flexible, but in certain cases may be required.
- Level of formality and meeting procedure need to be decided by each group as they are formed.
- A clear scoping document needs to be formed that draws together the requirements of the consultation, the timeframe that the process will work to, the outcomes sought by the process (not the "answers", but the requirements for the process to reach a set of recommendations).
- Decisions should ideally be made by consensus.

Monitoring Subgroup

- Where appropriate a monitoring group should be established.
- The role of the group will be decided by the wider group but generally is available to "keep an eye on" works being undertaken and to act as 'on the spot contacts'.
- It is crucial to have a good understanding between the Council officers responsible for the project and the monitoring group and to have the role of the group clearly understood by all parties.
- The community convener should be kept well updated on the work of the monitoring group and ensure that all information comes back to the larger group.
- Invite observations/feedback from interested parties as the project progresses.
- Monitors should not have to take a directive role but as observers to report back to Council officers and the community convener via an agreed process.
- Monitors, or maybe a better term is liaison people, have an interactive role with community members/residents/visitors.
- Contractors must follow instructions **only** from Council officers.
- Re 'liaison person doing monitoring job' -
- empowered to **help** the project using natural skills
- don't make too restrictive that people don't want to be involved – must be flexible.

Council Role

- Support the Community Board during the process and refer any issues to the Board for clarification, as they are in close contact with the community.
- Council need to allow budget for communication and advocacy during the project.
- Council staff need to be included in planning the consultation process right from the start.
- Where appropriate a technical or specialist person on board for advice and recommendations may assist the project.
- Use the community as a barometer and be prepared to extend or contract timeframes as required by the community where practical.
- Make all information available to assist the project.
- Manage the relationship with contractors effectively. Clearly Council is responsible for instructing the contractors, and everyone needs to understand and accept this.
- Council staff must make clear to the community group what those instructions to the contractor are and ensure that these are followed. The monitoring /liaison people are available to alert staff to any diversion from those instructions but must work through agreed communication channels to deal with these problems.
- Council will also need to alert the community group to any proposed changes to the contract and ensure that this is well understood and appropriate.

Publicity and Communication

- Seek advice early from the Resident and Ratepayers Group on the best way to disseminate information in their community.
- Very important to gain active participation.
- Key places for display of information in the community need to be used.
- Ensure that enough time is allowed between meetings or site visits to inform people of the next steps.
- Misinformation needs to be dealt with effectively and swiftly and flyers in letterboxes are very effective

Reporting

- Group liaison persons reported back to own groups - used notes from working group.
- Clear note taking and information dissemination are vital ingredients of successful communication and will build trust in the process.

WAITAKERE COMMUNITY BOARD APPOINTMENTS

OUTSIDE ORGANISATIONS	APPOINTMENT
Auckland Region Community Boards' Association Executive Committee	Christine Shepherd
Corban Reserve Workers Memorial Workshops	David Hallett
Footpath Construction: Budget Allocation	Kevin Healy
Friends of Arataki Trust	Kevin Healy
Glen Eden Citizen Advice Bureau	Betty Hanson
Keep Waitakere Beautiful	Christine Shepherd
Huia/Cornwallis Local Water Agenda Steering Group	Diane Goodley (Alternate: Rob Taylor)
Indoor Youth Facility Project Team	Christine Shepherd
McLaren Park Community Project Steering Group	Christine Shepherd Diane Goodley
Piha/Karekare Local Water Agenda Steering Group	Betty Hanson (Alternate: Rob Taylor)
Piha/Karekare Stormwater Liaison Group	Betty Hanson
Summerland Drive proposed Community Facility Project Advisory Group	Christine Shepherd
The Weed free Waitakere Trust	Diane Goodley
West Coast Plan Liaison Group	Betty Hanson
Waitakere Ward Weed Control (Working Party)	Diane Goodley
COUNCIL COMMITTEES	
Community Sport Fund Allocation Subcommittee	David Hallett (Alternate: Diane Goodley)
Lower Oratia Stream Reserves Management Plan Subcommittee	Kevin Healy Diane Goodley
Hearings Committee	Rob Taylor (Alternate: Diane Goodley)
Kay Road Balefill Site Management Committee	David Hallett
WORKING GROUPS	
Glen Eden Library Working Party	Betty Hanson
Project Twin Streams	Kevin Healy
Wai Care Programme	Betty Hanson and Rob Taylor
Wellbeing Fund Working Party	Diane Goodley

RECOMMENDATION

That the Board Member's Report be received.

