

# *COMMUNITY FACILITIES PLAN*

*Waitakere City  
2000 to 2010*

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Please contact Waitakere City Council on 839-0400 with any queries relating to this Plan.

## Purpose of the Plan

This Community Facilities Plan sets out how, over the next ten years, the Council will help to provide buildings for the community to use. The steps taken to develop this Plan are outlined in Appendix A.

## What the Plan covers

This Plan covers only one type of community facility – buildings for general community use. This means buildings which are:

- ↳ multipurpose
- ↳ used by more than one group
- ↳ able to be hired by the public on a casual basis
- ↳ community meeting places

In Waitakere City, these types of facilities are mainly provided by the Council, schools, churches, marae and community organisations.



# What Council currently provides

Council provides three types of buildings for general community use:

1. community centres
2. community houses
3. community halls.

The Council provides community space to ensure there are places for people to meet, talk, play, learn - and have fun! A range of different spaces are needed to cater for different activities. Community facilities also help to build community spirit by bringing people together.

## Community Centres

As of June 2000, Waitakere City Council runs six community centres, at Kelston, New Lynn, Glen Eden, Titirangi, Te Atatu South and Te Atatu Peninsula. Community centres provide a range of spaces for meetings, community activities, social events, and programmes and functions for community benefit. These centres are usually located in urban areas, often in or close to shopping centres.

## Community Houses

Community houses are smaller buildings that are used for community activities and events. Located in suburbs, community houses are run by a Management Committee of volunteers from the local community. The Council pays the salary of a part-time Co-ordinator and limited operating costs. Five of the seven community house buildings are owned by the Council (Green Bay, Titirangi, Glen Eden, Te Atatu Peninsula and Ranui); the other two are rented from Community Housing New Zealand (in Henderson and Massey). Note that a comprehensive review of community houses was completed in February 1999; the Community Facilities Plan had several outstanding issues from this review to address. These issues and how they are being addressed are described in Appendix B.

## Community Halls

Community halls are small to medium scale buildings, which are used for community meetings, social events and activities. Many are located in more isolated or outer areas of the City. The Council owns seven of these halls, in Oratia, Massey, Glen Eden, Laingholm, Waiatarua, Herald Island and Waitakere Village. These are leased to and run by independent Management Committees, all of whom are local volunteers. There are a number of other halls in the City which are community or privately owned. All of these community hall providers can apply to the Council for up to \$3,000 each per year, to assist with the maintenance and development costs of their hall. The total fund available is \$25,000 in 2000/2001; contact 839-0400 for more information on how and when to apply for some of these funds.

The map at Appendix C shows the location of the Council provided facilities listed above. Appendix D lists the range of other community facilities provided by the Council and how to find out more about them.

## **Non-Council provision**

In 1999 an audit was undertaken of other groups in Waitakere City that provide buildings or rooms for general community use. This audit revealed a large number of such facilities, many of which were either school halls, or church facilities. Other providers included marae, sports clubs and a range of community organisations.

Groups who provide facilities for the use of the community provide an essential service and major benefits for local communities. This work is often done on a voluntary and unpaid basis, with little public recognition and acknowledgement. Council values this work highly and this Plan outlines how Council supports this work and the groups who do it.

## **Community Facilities Directory**

A public directory of buildings available for community use in Waitakere City is available. Only those who have agreed to list their facility have been included – some providers did not wish to advertise their facility. The directory is listed by suburb. For each listing the provider of the building or room/s is given, along with the number of people it can hold and a contact person. Some groups have provided extra information such as hours available and facilities available (eg toilets, kitchen, bathroom etc).

Please contact 839-0400 to receive a copy. Copies will also be available from local libraries, community centres and Citizen's Advice Bureaux. By August 2000 it will also be available via the Internet.



## Principles underlying Council provision

As well as providing buildings, Council wants to make sure that these buildings are:

- ▮ easy to use, especially for people with disabilities
- ▮ low cost and affordable
- ▮ safe
- ▮ catering for a wide range of needs and communities of interest
- ▮ child and youth friendly
- ▮ accessible
- ▮ well used
- ▮ local centres for communities across the City



# What Council does

## *Provide and fund community buildings*

The Council directly owns and operates community centres, and provides funding for community houses and halls, some of which are Council owned (but run by people in the community). The Council will continue in this role, as outlined in this Plan.

## *Support other providers*

Council supports the provision of community buildings through a range of methods as set out in Council's Community Assistance Policy. Council's contributions take the form of:

- ✦ grants
- ✦ rental subsidies
- ✦ rates relief
- ✦ resource consent fee waivers

For more information on the above contact 839-0400 and ask for a copy of Council's Community Assistance Policy and brochure.

Other forms of support that Council provides include:

- ✦ discounted fees and charges for facilities
- ✦ advice, information and networking opportunities
- ✦ provision of the Community Facilities Directory
- ✦ provision of land for community buildings

## *Partner other groups*

The Council provides and/or supports some community facilities through partnership arrangements with schools and community groups. For example, in the past Council has contributed funding for school halls, which are also available for general community use. The Council has also provided land for community buildings. As the City's population grows and demand increases, it is likely that partnership arrangements will become more and more common in the provision of community facilities.

## *Advocate*

The Council will continue to advocate with and on behalf of the community to meet their needs for facilities. For example, the Council can assist the voluntary sector to gain funding to provide their services, which may include funding for rental costs or other accommodation costs.



## Strategies and Actions

To meet the aims of this Plan the Council will pursue the following strategies.

### *Develop Community Buildings as Part of Town Centre and Neighbourhood Development Programmes*

- ② Development of new community buildings and options for existing ones will be considered alongside:
  - ▶ town centre development programmes – currently underway in Henderson, New Lynn, Te Atatu Peninsula and Glen Eden
  - ▶ development of new parks and reserves in the City
  - ▶ development of new schools and other major facilities in the City (for example the new school planned for the Sturges Road area and the redevelopment of Corban's Estate in Henderson)
  - ▶ development of neighbourhoods or smaller village areas, such as Ranui
  - ▶ development of high growth areas such as Hobsonville and West Harbour
  - ▶ initiatives to support retail centres and people's use of public transport
  
- ② The Council's support for new community facilities will depend on the extent that they support it's Urban Villages Strategy. Safety and access issues, including disability access, will be incorporated in the concept and design stages of new facilities.

### *Develop and Improve the Current Provision of Buildings*

**For the next five years, the Council will focus on improving its current community centres, houses and halls.** This may mean selling or changing the use of some of these buildings. The Community Facilities Asset Management Plan will identify priorities for upgrades and improvements, which will include health and safety and disability access issues. All major decisions regarding facilities, including upgrade work, will be subject to confirmation by Council through each year's Annual Plan process. Specific strategies include the following.

- ② Develop a comprehensive Community Facilities Asset Management Plan, which will show in detail how Council will manage its community facilities over a 20 year period. This Plan will:
  - ▶ establish standards of service for Council owned community facilities
  - ▶ set and monitor performance targets for management
  - ▶ ensure disability access for new and existing facilities
  - ▶ recommend budgets for facility development, renewals and maintenance
  - ▶ set up a process for reviewing and revising the Asset Management Plan



- ② Undertake a detailed assessment of options for the future of each Council owned community centre, in the following order of priority:
  - ↳ Ceramco Park (Glen Eden)
  - ↳ Kelston
  - ↳ Te Atatu Peninsula
  - ↳ Te Atatu South
  
- ② A new Community Centre for New Lynn is being built as part of the New Lynn town centre redevelopment. Similarly, the Titirangi Community Centre (War Memorial Hall) may be affected by the current process underway to relocate the activities of the Titirangi Community House. Council decisions on both of these facilities are expected by August 2000.
  
- ② Investigate community and private sector interest in managing community centres by:
  - ↳ publicly calling for expressions of interest
  - ↳ monitoring the experience with the Massey Leisure facility (currently run under contract by the YMCA)
  - ↳ assessing other Councils' experience
  
- ② Investigate the features of each community centre, including how they can attract different sectors of the community, and promote the centre accordingly. For example, look at promoting the larger community centres at Kelston and Te Atatu Peninsula to Pacific communities for meetings and functions, attract students to Te Atatu Peninsula Centre through a relationship with the nearby library, etc.
  
- ② Complete work already underway to address issues relating to Titirangi, Massey, Te Atatu Peninsula and Henderson (Waipareira) Community Houses. See Appendix B for a description of these processes. At any stage the Council can decide to alter the level of funding supplied to one or more houses via the Annual Plan process. Note however that Council has an ongoing commitment to support community houses via the Community Houses Review (adopted in February 1999). If a decision is made to discontinue funding to any community house, the option of redirecting that funding into similar services in the same area should be considered, taking into account the needs in the area and other services available nearby.
  
- ② Work with the Management Committees of Council owned community halls to establish plans for the future of those halls, with Waitakere Domain Hall being the first priority. This is because there is a Reserve Management Plan soon to be underway for the reserve on which that Hall is sited.
  
- ② Develop and extend current methods of measuring satisfaction with Council provided and supported community centres, houses and halls. These measures are to include people's perception of whether these facilities provide value for money and whether they are affordable and accessible.

## *Maximise use of Council supported community buildings*

- ② Take steps to increase the use of community centres and development of programmes within centres. This includes developing relationships and a referral system with other community facility providers. This will be achieved partly by freeing up community centre co-ordinators by developing a centralised booking system.
- ② Ensure that Council supported facilities keep their use as open as possible (ie avoid 'capture' by one or more groups as far as possible), and take steps to identify and respond to local needs.

## *Develop a marketing and promotion plan for community facilities*

The focus of the marketing and promotion plan will be on community centres, with discussions held with community houses and community halls as to their desired level of involvement in terms of joint promotion and profiling.

- ② Gain a clear ongoing understanding of who uses community centres, houses, halls and other similar facilities via user profiles and monitoring.
- ② Develop a plan to increase usage by current users.
- ② Develop strategies for attracting new users.
- ② Assist community houses and halls with their planning and promotion of their facility.
- ② Undertake joint promotion of Council and non-Council run community facilities.
- ② As part of the marketing and promotion plan, be clear about the differences between various types of facilities and reflect this in the naming or 'branding' of Council supported facilities.
- ② Develop information and signs in a range of languages where appropriate.



## *Develop a wider range of funding sources*

- Ⓢ Develop a formula for charging financial contributions for community facilities. This would mean charging developers a fee to contribute to any community facilities that may be needed as a result of their development (similar to reserve contributions for parks).
- Ⓢ Look at incorporating private tenants and sponsorship and partnership arrangements with commercial users, alongside options developed for each community centre.
- Ⓢ Fees and charges for community centres will be reviewed on a three yearly basis or earlier if required. Note that open access and affordability are key to Council's provision of facilities. It is desirable that the Council's level of subsidy for community centres will remain static or decrease over time due to increased use, rather than increases in fees and charges.

## *Develop Council support for other providers of community facilities*

- Ⓢ The Council will provide the following support for community halls.
  - ↳ Limited financial assistance through the Halls Fund (\$25,000 in 2000/2001). The Council will contact halls each year, inviting them to apply for funding for maintenance or activities. Clear guidelines for the use of funds are available. Note that halls are also able to apply for one or more of the community assistance methods provided by Council (ie grants, rate relief and resource consent fee waivers). The level of the Halls Fund will be set through the Annual Plan process each year.
  - ↳ Joint promotion of community halls alongside other Council supported facilities (if they wish, halls can also be in the Community Facilities Directory).
  - ↳ Advice and information on how to obtain assistance from other sources and on how to increase the use of the hall.

Council support for other providers of community space includes:

- ↳ community assistance methods such as grants and rate relief
- ↳ direct funding or a loan, via the Annual Plan process each year
- Ⓢ Where Council does decide to provide funding to a community facility provider (eg a school hall), the level of support will depend in part on the level of community use of that facility.
- Ⓢ The Council is regularly approached by community organisations with requests for support in providing new facilities, either in the form of land or funding. A clear process and strategy for responding to such requests will be developed and publicised.



## *Identify and respond to current and future needs for buildings for community use*

- ② The community facilities audit indicated a satisfactory number of small to medium scale community buildings in the City. Many however are old and need upgrading. Future needs for this type of facility can be planned for based on projected population growth and new growth areas in the City. The areas where a building for general community use are likely to be required in the medium to longer term are:

- ▤ Sturges
- ▤ Birdwood
- ▤ Hobsonville
- ▤ West Harbour

Appendix E shows these high growth areas. The Council's approach is to address these needs alongside town centre and neighbourhood development programmes. The general approach will be one of joint planning and partnership with other parties, and will focus on opportunities for clustering facilities together, co-location (eg combining a community centre with a library or leisure facility), and other methods which support the Council's urban development strategies.

- ② Opportunities for "land banking" for future community facilities will be drawn from the development of a financial contributions formula for community facilities in 2000/2001. This work will look at what community facility needs are in different areas of the City, and how much of that need is caused by population growth and new development. Community facility needs in Massey North are to be given first priority.
- ② There are a lack of large meeting spaces, performance spaces and arts venues, events spaces, and venues for large cultural and social gatherings for over 400 people in the City. Opportunities for developing these bigger venues will be investigated as a priority as part of the Henderson Project, development of Corban's Estate and town centre development projects.
- ② Undertake detailed needs assessment and development plans as part of revitalisation programmes (currently Ranui, Glen Eden and Te Atatu Peninsula).
- ② Research how the needs of Maori, Pacific Island, Asian and other ethnic communities can best be met via current and future facilities.
- ② Research the needs of other groups (ie preschool, youth, elderly, families).
- ② Explore the possibility of a social services centre in Henderson.
- ② Identify the possibility of greater shared use of Council buildings currently leased to community groups, via greater monitoring of their use, referral and encouraging leaseholders to maximise use of their facility. This may be achieved in part through offering incentives such as rental reductions.
- ② Review use of land and buildings leased to community groups so that future lease arrangements meet local needs.

**The strategies above will be carried out by the following.**

### ***Community Facilities Directory***

This directory will list details of facilities available for community use or hire in the City, where the providers of the facility have given their consent to do so. Council will update the directory regularly, which will be available in hard copy and via the Internet, through Council's website.

### ***Development programmes***

Integrate community needs assessments with the Council's town centre and neighbourhood development programmes.

### ***Satisfaction surveys and monitoring***

Regular satisfaction surveys and other evaluation of community centres will be undertaken regularly. Evaluation of community house operations occurs as part of each house's contract. Advice will be offered to those who run Council owned halls as to how to best identify and respond to local needs. Increased Council staff support will be dedicated to monitoring usage of facilities and supporting increased use.

### ***Asset management planning***

A comprehensive and detailed Asset Management Plan for Council provided community facilities will be developed by October 2000. This plan will state what levels of service are expected, set out a renewal and maintenance programme, outline what capital improvements are needed and any expenditure required.



## *Annual action plans*

A detailed Action Plan will set out what aspects of this overall plan will be implemented each financial year (July to June). Actions that are expected to be completed by August 2000 are:

- ✦ Resolution on the relocation of the activities of Titirangi Community House (with possible implications for Titirangi Community Centre – the War Memorial Hall)
- ✦ Develop monitoring mechanisms for community halls
- ✦ Council decision on the design and location of the New Lynn Community Centre
- ✦ Review of satisfaction and performance measures for community facilities

## **Financial Implications**

No significant increase in Council expenditure is proposed for 2000/2001. However, more staff time will be dedicated to:

- ✦ maximising use of community facilities
- ✦ promoting facilities
- ✦ developing linkages and referral among facilities
- ✦ identifying facility needs
- ✦ responding to requests for assistance and support
- ✦ monitoring usage, awareness and perception of Council supported facilities

The detailed asset management plan for community centres, houses and halls that are Council owned will provide costings for ongoing maintenance costs, upgrades and capital works. Major new facilities will be budgeted as part of development programmes (such as the New Lynn community centre) or projects such as the development of Corban's Estate. The asset management plan will also provide detailed cost estimates for the next 10 years as part of the Council's Long Term Financial Strategy.

Any major capital expenditure will be subject to decisions made as part of the Annual Plan process, where Council sets its level of income and expenditure for each year.



## Action Plan for 2000/2001















Action	Timeframe
Develop a marketing and promotion plan for community facilities	August 2000
Implement a centralised booking system for community centres	By August 2000
Explore options for a social services centre in Henderson as part of the Henderson project	October 2000
Develop and complete the detailed Community Facilities Asset Management Plan	By October 2000
Assess options for the future of Waitakere Domain Hall	By December 2000
Develop a clear process for responding to community requests for Council assistance in supporting or developing community facilities	By March 2001
Recommend a land banking strategy and action plan for community facilities	March 2001
Develop options for and recommend a preferred option for the development of: <ul style="list-style-type: none"> <li>▣ Ceramco Park Community Centre (linked with the Glen Eden Revitalisation programme)</li> <li>▣ Te Atatu Peninsula Community Centre (linked with TAP revitalisation programme)</li> <li>▣ Kelston Community Centre</li> </ul>	By April 2001
Begin community facility needs analysis, beginning with Massey	Ongoing
Develop a financial contributions formula for community facilities	By July 2001
Continue discussions with schools on co-location/sharing of community facilities as part of the Waitakere Education Project	Ongoing
Assess opportunities for providing large meeting and venue spaces	Ongoing

Progress on each annual Action Plan will be reported to Council in July each year.



## Appendix A

### How This Plan Was Developed

Action	Timeframe
<ul style="list-style-type: none"> <li>  Purpose and scope of the Review signed off by the Community Facilities and Recreation Committee         </li> </ul>	24 March, 1999
<ul style="list-style-type: none"> <li>  Review introduced to Te Taumata Runanga (Council's Standing Maori Committee), the Pacific Islands Advisory Board and Community Boards         </li> </ul>	March 1999
<ul style="list-style-type: none"> <li>  Audit undertaken of existing multipurpose community facilities in Waitakere City, or facilities with space for general community use and hire         </li> </ul>	April 1999, completed in July 2000 with the production of the Community Facilities Directory
<ul style="list-style-type: none"> <li>  Survey of 95% of households via Waitakere City Newsletter, on awareness, use, likes and dislikes of Council's provision of community centres, houses and halls. Almost 700 responses received         </li> </ul>	May 1999
<ul style="list-style-type: none"> <li>  Survey of schools as to what space and facilities for hire they provide, and willingness to be in the Community Facilities Directory         </li> </ul>	May/June 1999
<ul style="list-style-type: none"> <li>  Survey of churches as to what space and facilities for hire they provide, and willingness to be in the Community Facilities Directory         </li> </ul>	May/June 1999
<ul style="list-style-type: none"> <li>  Analysis of other Councils' policy and practice         </li> </ul>	February to June 1999
<ul style="list-style-type: none"> <li>  Analysis of population projections, changing demographic demands, future growth areas and pressures         </li> </ul>	June 1999
<ul style="list-style-type: none"> <li>  Meetings with community centre co-ordinators, and some community houses and halls         </li> </ul>	March to September 1999
<ul style="list-style-type: none"> <li>  Issues taken to Te Taumata Runanga (Council's Standing Maori Committee), the Pacific Islands Advisory Board and Community Boards         </li> </ul>	September 1999
<ul style="list-style-type: none"> <li>  Phone Survey of 100 Maori residents – taken to Taumata Runanga November 1999         </li> </ul>	October 1999
<ul style="list-style-type: none"> <li>  Draft Community Facilities Plan taken to Community Facilities and Recreation Committee, Community Boards and Te Taumata Runanga         </li> </ul>	December 1999
<ul style="list-style-type: none"> <li>  Public comment and feedback period on draft Community Facilities Plan         </li> </ul>	February 7 to March 10, 2000
<ul style="list-style-type: none"> <li>  Adoption of Community Facilities Plan         </li> </ul>	April 2000



## **Appendix B**

# **Community House Review Issues and Work Underway to Resolve Them**

The Community Houses Review (adopted February 1999), forwarded several issues to the Community Facilities Review for resolution. They are:

- ② That Massey Community House is relocated, possibly to the Moire Road Reserve, with a view to providing more community based activities and services.
- ② That the feasibility of providing community house facilities in or adjacent to the Te Atatu Peninsula Community Centre be included in the review of community facilities (with involvement of the House Management Committee).
- ② That the Titirangi War Memorial Hall is modified to include the community house, with funding from rental of the current community house.

The process occurring for these community houses as outlined below.

### **Massey Community House**

Massey Community House will stay where it is until the work on community facility needs in Massey has been completed, unless a viable relocation options emerges beforehand.

### **Te Atatu Peninsula Community House**

A similar transitional plan has been developed for this House, with a focus on identifying local needs, networking with organisations in the area, and developing services that could assist the local community. The new Management Committee requires ongoing support to put appropriate processes in place to raise the profile and use of the House. The House will not relocate with the Community Centre in the medium term.

### **Titirangi Community House**

Titirangi Community House has an ongoing history of good service provision, management and operation, but in the last few years has been declining in use due to parking, visibility and access issues. In response Council decided to relocate the activities of the House to a more suitable site. A feasibility study and public consultation have taken place to establish the best site. A decision is expected in July/August 2000 on where the activities of the house will relocate to. A preliminary timeline reveals that construction could start in April 2001 and take four months to complete.

## Appendix D

### Community Facilities Provided by Waitakere City Council

- 🌀 **Library Facilities**  
*(Library Development Strategy 1998)*
- 🌀 **Community Houses**  
*(Community Houses Review 1999)*
- 🌀 **Community Centres**
- 🌀 **Community Halls**
- 🌀 **Parks**  
*(Parks Strategy 1999)*
- 🌀 **Playgrounds**  
*(Playgrounds Plan 1998)*
- 🌀 **Netball and Basketball Courts**
- 🌀 **Tui Glen Reserve Motor Camp**  
*(Reserve Management Plan underway)*
- 🌀 **Public Toilets and changing rooms**
- 🌀 **Tennis Courts**
- 🌀 **Citizen's Advice Bureaux**  
*(CABx Review 1998)*
- 🌀 **Leisure facilities, eg:**  
Massey Leisure facility  
Henderson Recreation Centre  
Henderson Aquatic Centre
- 🌀 **Range of building leased to community groups e.g. sports club and childcare centres**  
*(Lease Policy 1998)*  
*(Lease Register 1998)*
- 🌀 **Skateboard facilities**
- 🌀 **Lopdell House Art Gallery**
- 🌀 **Heritage Buildings**
- 🌀 **Cycle and Walkways**
- 🌀 **Petanque courts**
- 🌀 **Corban's Estate**

~ Please contact 839-0400 for further information on any of these facilities ~