
**Te Pātaka o Rākaihautū Banks Peninsula Community
Board Information Session/Workshop
ATTACHMENTS - UNDER SEPARATE COVER**

Date: Monday 24 June 2024
Time: 10.00 am
Venue: Wairewa Little River Boardroom, 4238 Christchurch
Akaroa Road,
Wairewa Little River

| TABLE OF CONTENTS NGĀ IHIRANGI | PAGE |
|--|-------------|
| 6. Te Pātaka o Rākaikautu Banks Peninsula 2024 Facilities Audit and Better off Funding | |
| A. DRAFT Te Pātaka o Rākaihautū Banks Peninsula Community-Managed Facilities Report - June 2024 | 3 |

Te Pātaka o Rākaihautū Banks Peninsula Community- Managed Facilities Report



Prepared for
Te Pātaka o Rākaihautū
Banks Peninsula Community Board

Christchurch
City Council 

June 2024

Item 6

Attachment A

Note to readers

The council acknowledges the assistance provided by all those individuals who gave up their time to be interviewed, or provided information as part of the present research.

While due care was taken throughout the research process, the council accepts no liability for errors or incorrect statements in the report arising from information supplied during the research process.

Table of Contents

| | | |
|----|---|----|
| 1. | Background | 6 |
| 2. | Approach | 8 |
| 3. | Christchurch City Council facilities across Te Pātaka o Rākaihautū Banks Peninsula Community Board area | 9 |
| | 3.1 The facilities | 9 |
| | 3.2 Summary of findings | 9 |
| | <i>Activation</i> | 10 |
| | <i>Voluntary input</i> | 10 |
| | <i>Physical state of the facilities</i> | 10 |
| | <i>Management systems, practices and legal underpinnings</i> | 10 |
| | <i>Clarity and communication with Council</i> | 11 |
| | <i>Emergency response / preparedness</i> | 11 |
| | <i>Heritage</i> | 11 |
| 4. | Facilities in detail | |
| | Akaroa Coronation Library | 12 |
| | Allandale | 15 |
| | Birdlings Flat | 18 |
| | Diamond Harbour | 21 |
| | Duvauchelle | 24 |
| | Governors Bay | 26 |
| | Kaituna Community Hall | 29 |
| | Le Bons Bay Hall | 32 |
| | Little Akaloa Hall | 36 |
| | Little River Community Centre | 38 |
| | Lyttelton | 41 |
| | Okuti Valley | 45 |
| | Pigeon Bay | 49 |
| | Port Levy | 53 |
| | References | 57 |

Executive Summary

In 2023 Te Pātaka o Rākaihautū Banks Peninsula Community Board approved a grant for an audit of community-managed facilities in the area to assess their current state, value, physical condition, and management systems. The audit was conducted using a mixed methods approach, including interviews, focus groups, and facility visits.

The audit found that the majority of the facilities were highly valued by the communities, providing a sense of heritage, identity, and a space for an emergency response if required. Volunteer input is strong, with facility activation varying depending on the community. Data from this audit has been incorporated into this report.

Banks Peninsula’s community facilities play a crucial role in fostering social connections, offering learning opportunities, and hosting community events. However, some facilities require updates and repairs, and there are variations in management systems and communication with the Council.

Overall, the facilities provide residents with a place to actively participate in community life and feel safe and connected.

The community has identified several key themes requiring attention. Some of these can be addressed through the operational maintenance budget, whilst others will require Long Term Plan or external funding. Other themes will be addressed through capacity building, advocacy and staff support.

The table below provides a summary of the key uses of each facility, its physical state and lists the key priorities for the facility according to the **communities who manage and use them**:

| Name | Physical state | Needs/Priorities/Wants |
|---------------------------------|---------------------------|---|
| Coronation Library (Akaroa) | Excellent | - Better promotion. - Stronger relationship with Akaroa Museum. - Governance training. |
| Allandale Hall | Fair - Works needed | - UV water system checked and any necessary repairs carried out. - Resolution of ventilation issues. - Partial floor replacement. |
| Birdlings Flat Community Centre | Excellent – works needed. | - Designated storage space. - New chairs. - Resolution of drainage issues in kitchen. - South side deck made usable for large events, including wind protection. - Resolution of cleaning and septic tank overflow issues in adjacent public toilets. |

| | | |
|--------------------------------|----------------------|--|
| Diamond Harbour Hall | Good – works needed. | <ul style="list-style-type: none"> - New fire escape access. - Drainage issues resolved. - Lower roof iron replaced. - Prior notification of planned maintenance/repairs. - Support to establish a community emergency hub. |
| Duvauchelle Hall | Excellent | None |
| Governors Bay Community Centre | Excellent | <ul style="list-style-type: none"> - Tinted windows or other suitable window treatments to reduce glare. - Regular cleaning of salt deposits on external windows. |
| Kaituna Hall | Excellent | <ul style="list-style-type: none"> - Better utilisation - Resolution of management and banking issues, with management of the facility being taken over by Council. - External clean of the building. - Regular cleaning of toilets. |
| Le Bons Bay Hall | Very good | <ul style="list-style-type: none"> - Clarity around maintenance schedules and responsibilities including gutter cleaning. - Support to establish a Charitable Trust to manage the hall. - Support to develop a Community Response Plan and Community Hub |
| Little Akaloa | Good – works needed. | <ul style="list-style-type: none"> - Floor repairs/replacement. - Resolution of wastewater issues. - Kitchen upgrade. - Clarification of legal structure and lease status. |
| Little River Community Centre | Good | <ul style="list-style-type: none"> - Toilet upgrade. - Additional storage space. - Clarify legal status of the committee and roles and responsibilities. - Provide governance support and establish a lease. - Clarify ownership and use of spaces. |
| Lyttelton Recreation Centre | Good – works needed. | <ul style="list-style-type: none"> - Wheelchair ramps resurfacing - Sports hall floor resurfacing - Squash court painting and floor renovation - Line markings replaced - Rear exit stairs lichen removed - Gymnasium included in Council floor maintenance schedule - Upgraded heating and cooling system - Contract for Service option explored |
| Okuti Valley Hall | Good – works needed. | <ul style="list-style-type: none"> - Drainage channel cut into path by toilet door. - Urinal replaced - Hole in roof lining of toilets repaired - Perspex fitted to interior windows of toilets - New floor covering extending onto walls installed - Deck replaced - Clarity around CDEM role in an emergency |
| Pigeon Bay Hall | Good – works needed. | <ul style="list-style-type: none"> - Replacement of an aluminium-framed window in the kitchen - Replacement of the wall-mounted bar heater in the supper room - Toilet upgrade - Portico repair - Plain language lease - Maintenance schedule including spouting clean |
| Port Levy Hall | Fair – works needed. | <ul style="list-style-type: none"> - Toilet upgrade - Kitchen upgrade - Walkway upgrade |

Introduction

Community facilities are a core service provided by Christchurch City Council to communities throughout the city and Banks Peninsula. These facilities provide vital opportunities for social connection, learning and a wide array of recreational activities and events for local communities. They contribute in significant and meaningful ways to a range of Council Strategies, including: Toi Ōtautahi – Arts and Creativity; Climate Resilience; Our Heritage, Our Taonga – Heritage; Physical Recreation and Sport; Strengthening Communities Together; and Urban Development. On Banks Peninsula, these benefits are especially important due to the rural setting and geographical isolation of many of the communities, where the amenities and activities available in the city are not readily accessible to local residents.

Community facilities have an important role in delivering the objectives of CCC's Strengthening Communities Together Strategy. This strategy comprises 4 Pillars that contribute to healthy and thriving communities: People, Place, Participation and Preparedness. Local community facilities provide spaces for people to come together to connect, learn and celebrate; to remember their history and celebrate their heritage and identity; to hold public meetings and consultations about important decisions impacting their communities; and to gather to provide support and information to residents during an emergency.

The majority of Council owned community facilities on Banks Peninsula are managed by committees of local volunteers, responsible for the day-to-day running of the facility. Most do not have a legal agreement with Council, but for many years have ensured the ongoing activation and, along with Council, the maintenance of each building. This report details the historic and current use of 14 community managed facilities on Banks Peninsula, providing important information about the building and those who use and maintain it. It provides the stories behind the buildings, as told by the people who care for and promote the use of each facility.

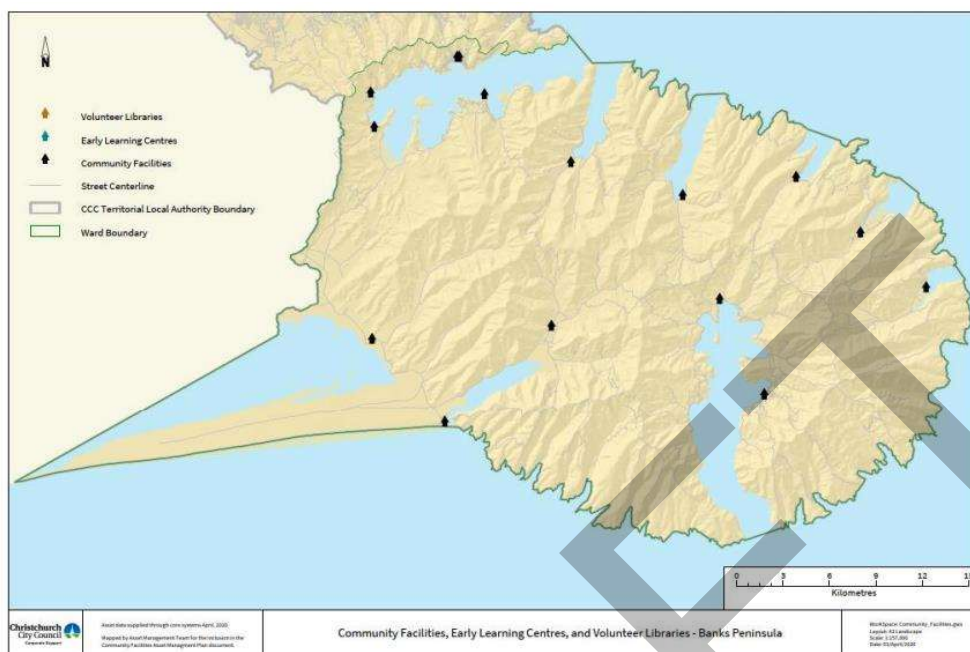
1. Background

In 2020, Christchurch City Council produced *Te Mahere kotui o ngā momo Whare-o-hapori – the Community Facilities Network Plan*, updating a plan developed two years earlier. The plan was developed to inform and guide Council and Community Board decision making over the provision of community facilities during the period 2020-2030, enabling a strategic approach where decisions would be based on increased understanding of the city-wide facility network. Scope included community facilities owned and/or managed by Council including halls, community centres, cottages, volunteer libraries, toy libraries, play centres and the like. The plan was informed by provision of related spaces such as libraries, schools and recreation facilities. Community facilities were considered those spaces where people come together for the same reasons, *“creating excitement and a sense of community through social engagement, shared ownership and shared experiences - creating opportunities to engage”*.

In August 2019, Christchurch City Council substantially expanded the delegated decision-making authority conferred on community boards regarding community facilities, and especially around site selection, facility design, operating arrangements and leases (CCC, 2020). The revised Network Plan noted that *“community boards are best placed to make these decisions at a local level as they are often the closest decision making entity to the communities they represent,”* and better placed to undertake targeted research and stronger community engagement. Community Boards have the delegation to select sites and make decisions on the design of new facilities, alterations to existing facilities and to consider leases and licences of facilities.

The Network Plan mapping of facilities in Banks Peninsula is included as Appendix 1. At the time of writing, Council was putting a *Community Facilities Asset Management Plan* out for consultation, intended to form one component of Council’s LTP planning documents alongside the Activity Plan and Financial Plan. The Asset Management Plan Among acknowledges *“the impact of underinvestment resulting in longer renewal cycles for fit out and equipment, particularly for the Banks Peninsula facilities.”* (p6) as an issue impacting the Council's community facilities portfolio.

It mapped the facilities of Banks Peninsula as follows:



At its meeting on 6 November 2023, the Te Pātaka o Rākaihautū Banks Peninsula Community Board approved a grant from its Better-Off Fund to the Banks Peninsula Community Governance Team for an audit of Banks Peninsula community-managed facilities. The purpose of this research being to provide them with a clear picture of the current state of the community-managed facilities on the Peninsula, including:

- levels and types of activation and the stories that sit behind this
- the value of the facilities and their role in the respective communities (including emergency preparedness and community hub functions)
- the physical state of the buildings - maintenance needs and progress
- management systems, practices and legal underpinnings.

Sarah Wylie was commissioned to undertake this audit. Sarah is a social and community researcher who has undertaken numerous research projects for Christchurch City Council, many relating to community facilities. The audit took place in late January - March 2024.

2. Approach

The audit utilised a mixed methods approach.

In-hand information on each of the facilities was requested from the Christchurch City Council Facilities Team. This was supplemented by review of the Community Facilities Network Plan and in some cases, searches of the Christchurch City Council website focused on each facility. Relevant websites for each facility were also reviewed, where they existed, to gather information which aligned with the scope of the audit.

The researcher visited all but one (Duvauchelle Hall) of the facilities within the Banks Peninsula Board area which are community-managed and for general community use. Interviews and/or focus groups (using a semi-structured format) were conducted kānohi ki te kānohi / face-to-face with facility management and key users of 13 facilities. This provided the researcher with an opportunity to see the facilities first-hand, and gather up-to-date photos of the facilities, with a focus on areas requiring updating or maintenance (see Appendix 3). For Duvauchelle Hall, a representative of the hall management responded to the research questions via email. Draft reports on each facility were circulated to all participants for review. In some cases these draft reports were circulated more widely among their committees. Feedback received led to corrections and/or additional information on each facility being included. In some cases this was an extensive, iterative process. Christchurch City Council staff also provided corrections to information where needed.

3. Christchurch City Council facilities across Te Pātaka o Rākaihautū Banks Peninsula Community Board area

3.1 The facilities

The following community facilities in Banks Peninsula are owned by Christchurch City Council and community-managed:

- Allandale Hall
- Akaroa Coronation Library
- Diamond Harbour Hall
- Duvauchelle Community Hall
- Governors Bay Community Centre
- Kaituna Community Hall
- Le Bons Bay Hall
- Little Akaloa Hall
- Little River Community Centre
- Lyttelton Recreation Centre
- Okuti Valley Hall (under Parks team)
- Pigeon Bay Hall
- Port Levy Community Hall
- Te Mata Hapuku Birdlings Flat Community Centre

There are other community facilities on the Peninsula that were not included in this report. Okains Bay Hall and the Gaiety are not included as a feasibility study has recently been completed for Okains Bay Hall and the Gaiety is not a community managed facility.

3.2 Summary of findings

Activation

The facilities vary in terms of their level and type of activation depending on the nature of the community and the type of building they manage.

The facilities all helped to foster social connection using a range of approaches and activities from the delivery of classes and activities by self-employed tutors, through to management/governance committees taking a purposeful and strategic approach and organising events, activities and volunteering opportunities which directly foster community connection.

Several of the facilities provide opportunities for learning and self-care through activities and classes hosted there. In addition, these facilities are commonly a place for the local community to celebrate and have fun through special events – BYO evenings, dinners, quizzes, BBQs and musical events. A wide range of private family functions, including birthdays, weddings and funerals, are held at some facilities, which are made available as a low-cost option to local residents as well as those in the wider Christchurch area.

In some of the more remote communities on Banks Peninsula people live, work and play in the settlement. Therefore, having a local gathering place where they can all come together, in a time-

accessible manner and without having to travel large distances to do so is of considerable value. Community facilities are often the only public space in which the community can gather. In the less remote communities where many residents commute to Christchurch or a local town for work, people strongly value having somewhere local to engage in fitness, recreation and interest groups for themselves and their children. Locally-based community facilities mean that these people do not have to head back into the city at the end of the working day, avoiding travel time, costs and unnecessary carbon emissions.

In summary, most of the facilities in-scope for the community audit provide a place for residents to actively participate in community life, have a strong sense of belonging and identity, and to feel safe and valued.

Voluntary input

Volunteer input is strong, particularly in some of the more isolated rural and coastal communities.

Those activating the facilities appear to be competent and resourceful when it comes to facility maintenance and upgrades and ensuring useability of the facilities in ways that best match community need. There are good examples of the committees behind some of these facilities working cooperatively and collaboratively with Council to enable significant improvements to be made to the facilities with minimal cost to Council. Working bees also act as a key means of bringing the community together, with strong community engagement common.

Physical condition of the facilities

The facilities included are in varying states of repair. Some of the older buildings need updates and repairs, particularly aspects of the toilets, kitchens and floors. Others are newer and require only general upkeep and maintenance. Several have undergone recent refurbishments, and some have been upgraded by local volunteers. One facility is currently closed due to mould and ventilation issues. Buildings that are stated as “earthquake prone” have until 2035 to be brought up to standard. Decisions are still being made around how this will be managed. There is no certainty around the long-term future of these facilities until these decisions are made. This is the same for facilities that are indicated as being at risk due to climate change.

Management systems, practices and legal underpinnings

- Two facilities are governed and managed by Charitable Trusts, whose sole purpose is management of the respective facilities.
- Six community facilities on Banks Peninsula are managed under an Incorporated Society. One recently lost its Incorporated Society status and management is now informal.
- Five facilities are managed by Reserve Committees operating as a subordinate body of the Banks Peninsula Community Board. Reserve Committees work closely with Council staff to produce Triennial Plans for the Reserve, including the facility, with final decision-making sitting with Council staff. The management committee of one of these facilities is currently exploring becoming a Charitable Trust in order to take over management of the building.
- Three facilities have a lease in place between the community-based management and Council, with a fourth under consideration.

- Some committees would prefer a plain language lease, finding their current leases difficult to understand. A one-page document outlining roles and responsibilities and Council contacts for maintenance issues would be of benefit for all groups.
- Governance and management of the majority of the facilities in-scope for the report appeared to be strong.

Communication with Council and Clarity around Roles and Responsibilities

It has been identified that there are some areas where Council staff could improve communication with residents to help them understand their roles and responsibilities. Some of the communities have been supported with training around governance, strategic and financial planning and future activation planning and have found this helpful, while others would benefit from such training to build their governance capacity and competence.

Emergency response / preparedness

Many of the facilities are the only large enough space to play a key role in emergency response for their community. There is a current body of work being undertaken by the local Governance Team and Civil Defence and Emergency Management (CDEM) staff to support communities on Banks Peninsula with community response planning and the establishment of community response hubs.

Heritage and Identity

- One facility has heritage status (Coronation Library - Akaroa).
- Three halls are former schools (Kaituna Hall, Okuti Valley Hall, Port Levy Community Hall), and one a former school hall (Little Akaloa Hall).
- Three of the halls are over 100 years old (Pigeon Bay Settlers Hall, Port Levy Community Hall and Little Akaloa Domain Community Hall).

The majority of the community-managed facilities on Banks Peninsula appear to be strongly valued by their communities and many provide a strong sense of history and community identity to residents.

4. Facilities in detail

Akaroa Coronation Library

| Summary | |
|--|---|
| Heritage | Heritage listed |
| Voluntary input | Strong from limited pool of volunteers |
| Activation | <ul style="list-style-type: none">Strong for social connection, learning, volunteering, sense of place and heritage.Purposeful and strategic |
| Physical state relative to age of facility / use | Excellent |
| Management systems + practices | <ul style="list-style-type: none">5 trustees and 8 volunteers supervise the facility when open. The committee are functional and have good governance capacity.They have undertaken extensive work enhancing the interior of the facility. |
| Emergency preparedness/response role | N/A |
| Community Emergency hub? | N/A |
| Lease | No |
| Legal status | Charitable Trust |
| Role clarity | High level |

Coronation Library is situated at 103 Rue Jolie. Built in 1875, the 85m² building meets 44% of National Building Standards and is rated as an earthquake risk. It is a Heritage New Zealand Category 2 listed heritage building. The facility consists of the main library space, a small “ladies’ room” at the front of the building and another small room housing children’s and non-fiction books, and a kitchen and toilet at the rear of the building. There is a small amount of suburban section at the rear of the building, but this is not accessible to library users.



History

The library was built by the Akaroa Literary and Scientific Institute (founded 1860) on land gifted by the local doctor, Daniel Watkins. It operated as a volunteer library and a place for people to meet. By 1911, extensive repairs were needed to the building and a grant was secured from the government to commemorate the Coronation of King George V, and hence the origin of the name. The facility served as Akaroa’s community library until 1989, when this was relocated to the school grounds and operated by Council on that site. The Coronation Literary Institute was established as an incorporated society in 1998 to continue operating the facility as a volunteer library, working in partnership with Christchurch City Council to keep it well-maintained and operating. The facility houses a growing New Zealand reference and fiction collection as well as fiction and non-fiction books. Sale of second-hand

books (with EFTPOS available for this) helps generate income which contributes to its operations and upkeep. It also contributes to sustainability by keeping books out of landfill. It has continually had a small but dedicated volunteer presence in its operations.

Governance/Management

The current management committee, now the Coronation Literary Institute Charitable Trust, has five trustees, and the two members interviewed for this report described the management structure as thriving, but with an insufficiently large volunteer base: their passion for the facility and its potential is very evident. As well as the five trustees, the library has 8 volunteers who take shifts operating the facility when open. Ideally 2-3 more volunteers would be optimal, but like many community organisations, volunteer procurement is difficult.

Legal Agreement, Roles and Responsibilities

There is no formal legal agreement between the Trust and Council, but do understand their responsibilities, especially since a recent meeting with the Facilities and Activation Manager. They understand that Council is responsible for external repairs and maintenance, while they are responsible for the inside from “carpet to walls”. The Trust covers electricity costs. They recently participated in a Council-run governance workshop and would like further Council support in this area. They recognise the need to succession-plan around office bearer roles within the governance body, and hence the prioritising of attracting volunteers.

Activation

Coronation Library is currently open 5-6 days per week from October through to May, and for long weekends and school holidays year-round. Over the last few years, members have worked hard to activate and promote the library. The main spaces have been refreshed with an emphasis on better connecting with locals and engaging with visitors. Visitors are counted, and in January 2024, 1300 people visited the library. The Trust have worked on better promoting the library to residents and visitors and are seeing user numbers steadily grow. Use of the library by local community members is also growing and the facility is starting to attract a younger demographic.

- The facility operates as an information resource for visitors, a volunteer reference library and second-hand bookshop, and a depository for a significant collection of New Zealand-authored books.
- A local book club use it for monthly meetings through winter, and regular volunteer morning teas are also held.
- In the 2023/24 year it hosted a Coronation event, a book launch, a two-day RAWA writers’ workshop, a meeting of Akaroa District Promotions and various other meetings.
- Use of the facility is through koha. Bookings for the facility can be made through the Akaroa Museum and guidelines are in place for this, with use “by empathetic groups for special occasions”.

Condition of the Facility

The Trust has recently purchased new drapes for the front room, which is used as a children's space, and appropriately furnished this space. They have refurbished the two front rooms, added shelving in the Ladies Room in keeping with the heritage character of the facility, repaired the old Akaroa Borough Council leather board room chairs, revamped a sandwich board promoting the facility, installed a new display cabinet and developed interactive activity zones. They received strong support from local businesses to do this work, with some refusing payment. The Trust would like to see the cleaning of the skylight in the main library space added to Council's regular maintenance schedule, as this is difficult for the volunteers to keep clean. Some floor repairs were undertaken two years ago, but the Trust is unsure of the condition of the floor, which may require further work in the longer term. They reported that Council is currently developing a maintenance plan for the facility.

Emergency Preparedness/Community Hub

The facility does not play a role in the event of emergency. With a creek at the rear of the building, they have had some issues with flooding in the past. The trustees see it as marginal in terms of sea level rise risk. Coronation Library is identified in the 2017 Coastal Hazard Assessment for Christchurch and Banks Peninsula (Tonkin & Taylor) as having potential coastal influence (CCC, 2024).

Needs and Priorities

- Council assistance to better promote the library, and the volunteer opportunities within it.
- The development of a stronger relationship between the library and Akaroa Museum. The Trust would like to be able to utilise the promotion and marketing capacities of the museum and see the two facilities as well-aligned.
- Follow up support on governance training.

Allandale

| Summary | |
|---|--|
| <i>Heritage</i> | Allandale Hall contains the war memorial for residents who served in the World Wars. |
| <i>Voluntary input</i> | Active volunteer base who are wanting to reopen the facility |
| <i>Activation</i> | Active volunteer base who are wanting to reopen the facility |
| <i>Physical state or building</i> | Works needed – floor, ventilation, water quality. Currently closed. |
| <i>Management systems + practices</i> | Governor's Bay Community Association management and Allandale Reserve Committee advice and support |
| <i>Emergency preparedness/response role</i> | If open the community would like to see this be a community hub |
| <i>Community Emergency hub</i> | Formerly |
| <i>Lease</i> | No |
| <i>Legal underpinnings</i> | Banks Peninsula Reserve Committee |
| <i>Role clarity</i> | Good |

The original Allandale Hall at 13 Governors Bay–Teddington Road, is over 120 years old. The original Hall has been added onto on several occasions over the years. It is recorded as meeting 67 % of National Building Standards and is 238 m² in size. It is the only community venue in Allandale–Teddington available for public access and the largest community space in a 10-15 km radius. Living Springs is a large private complex nearby, but it is heavily booked for camps, retreats and conferences. The Hall is currently closed due to issues with mould and ventilation.



History

For people with historic links to the harbour basin, the hall served the upper harbour when transport into town was more difficult: it was a key focal point. It is also the war memorial for this community.

Governance/Management

The Hall is managed by a contractor to the Governor's Bay Community Association who is responsible for the day-to-day running, bookings and cleaning of the Hall. The Allandale Reserve Committee provides advice and support to encourage the activation and upkeep of the hall.

Council maintains the reserve that the Hall sits on.

Legal Agreement/Roles and Responsibilities

There is currently no legal lease agreement with Council. The group have requested and worked with Council staff on a simple “plain English” lease. This was rejected in favour of the standard council lease agreement which the group are not prepared to sign.

Activation

When the facility was in use, it was a popular low-cost venue for:

- weddings, birthdays and funerals. It typically had three weddings booked per month during “wedding season”, serving the harbor basin but also people from the wider Christchurch community and beyond.
- large community fundraisers such as quizzes, school discos and other full school events (Governors Bay Primary School does not have a School Hall).
- When in use, community meetings and fundraisers were able to be held at no cost as long as they cleaned the facility after use as needed.

Self employed tutors are charged \$20/hr, community events with door charges/prepaid tickets \$150/day, private social events such as weddings \$450/day including cleaning, commercial events \$550/day and three-day weekend hires \$750, with \$300 bonds applied for events.

Condition of the Facility

The hall was closed following the Canterbury earthquakes, with earthquake repairs completed in 2017-18. A new kitchen, accessible toilets, large doors opening to a new deck and new wiring were added. The original rimu floors in the hall were also revarnished and the hall painted inside and out. The Reserve Committee were extensively involved with the hall during its earthquake repairs. There is damage to the floor due to excess moisture. Allandale Hall is identified in the 2017 Coastal Hazard Assessment for Christchurch and Banks Peninsula (Tonkin & Taylor) as having potential coastal influence (CCC, 2024).

A notice was issued from Council on 28 November 2022, reporting that air sampling showed elevated fungal spore counts. The hall remained in use but with notices displaying this information, which was also shared via the Governors Bay Community Association website, which handled the bookings for the facility.

In mid-2023, E Coli was detected in the water supply for the facility (which runs from its own well) and it was closed by Council. No further investigations have taken place to date but the cost to resolve and maintain is high with ongoing costs potentially exceeding \$6,000 and install being approximately \$35,000.

Emergency Preparedness/Community Hub

The facility has an array of boxes of Civil Defence equipment but has not been used in that manner for some years, Governors Bay Fire Station and school fulfilling such a role more recently. However, the Committee are keen to make Allandale Hall available as a Community Hub in the event of an emergency, recognising that it is the largest public gathering space in at least a 10-15 kilometre radius and that the Fire Station and school may well be required for other purposes, depending on the nature of the emergency.

Needs and Priorities

- UV water system checked and any necessary repairs carried out
- Resolution of ventilation issues
- Partial floor replacement

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Birdlings Flat

| Summary | |
|-----------------|---|
| Heritage | No |
| Voluntary input | Strong – good number of volunteers, high capacity |

| | |
|---|---|
| <i>Activation</i> | <ul style="list-style-type: none"> • Strong for social connection, physical activity, learning, volunteering • Purposeful and strategic |
| <i>Physical state of building</i> | Excellent |
| <i>Management systems + practices</i> | <ul style="list-style-type: none"> • Birdlings Flat Community Centre has 10 committee members. |
| <i>Emergency preparedness/response role</i> | Yes, a local community response group was established in 2023 |
| <i>Community Emergency hub</i> | Yes – only place for the community to gather |
| <i>Lease</i> | Yes |
| <i>Legal status</i> | Incorporated Society |
| <i>Role clarity</i> | High level |



Te Mata Hapuku Birdlings Flat Community Centre, 157 Poranui Beach Rd was built in 2016, is 145m² in size, and fully compliant with National Building Standards as a new building. The facility comprises a meeting space which opens onto a deck on both the beach and road sides of the building, a kitchen, a consulting room and accessible toilet. It is the only gathering space in the community. The facility is identified in the 2017 Coastal Hazard Assessment for Christchurch and Banks

Peninsula as having potential coastal influence.

History

The facility was developed by local residents, who wanted a community space in which they could come together. The Akaroa/Wairewa Community Board successfully gained some post-earthquake funding and along with the Little River Wairewa Community Trust, advocated to Council for its development. The Trust also sought external funding, project managed the build and the facility sat under their umbrella while it formed its own management body. Once a constitution was developed and Te Mata Hapuku Birdlings Flat Inc. Society was formed, the management of the facility was transferred to this group.

Governance/Management

The Hall Committee currently has 10 members. The committee has a bookings officer role that is rotated on a 3-monthly basis. There is also an Events Committee, comprising members of the Hall Committee and other Birdlings Flat residents. Activities at the centre are promoted via the Little River Wairewa Community Trust newsletter and facebook page as well as locally.

The committee are looking at developing a marketing strategy to try and attract more commercial and government agency users of the space, which is well-suited to team building activities, workshops and wānanga, family group conferences and other small community meetings, especially now that wifi is available.

Legal Agreement, Roles and Responsibilities

The committee have a lease with Council for the facility. They are very clear about their role and that of Council and understand what they can and cannot do within the facility, their responsibilities and those of Council. They have a point of contact in relation to the lease agreement.

Activation

The committee delivers a range of events, and connections are being formed through these.

Activities include:

- Annual Quiz Night hall fundraiser
- Annual Bigger Better Birdlings Garage Sale hall fundraiser
- Annual Mid-winter community Christmas dinner
- Christmas Grotto
- Matariki got Tamariki
- Annual Steam Punk events
- Weekly table tennis
- Monthly Soup and a Bun
- Monthly board and card games
- Twice weekly community walks
- Monthly "Sharing our Stories" community talks
- Private functions including birthdays and Christmas events
- Table tennis evenings
- Art classes
- Monthly Kahikura Kaumatua
- Rongoa sessions
- Māori traditional music sessions

Hireage rates for the facility are \$10/hr for private functions, community fundraisers and events, \$15/hr for small businesses and organisations under 20 employees, \$25/hr for larger organisations and businesses, with special rates for multiple day and weekend bookings, while Birdlings Flat residents can access the facility at no cost for community events.

Condition of the Building

Te Mata Hapuku Birdlings Flat Community Centre is in excellent condition. The building was repainted two years ago by Council. There are public toilets adjacent to the facilities that are only cleaned twice a week and would benefit from more regular cleaning. The septic tank periodically overflows into the playground beside the community centre and the committee would like to see it emptied more regularly, particularly as Birdlings Flat has seen a strong and steady rise in visitor numbers over the past few years due to increased publicity around the quality of fishing on its beach, gemstone finds, and the visibility of the aurora Australis from the beach. This work is currently being investigated and costed by Council staff.

The committee has identified that the outdoor heat pump unit has not been treated with anti-corrosion treatment which should be done on a regular basis given its coastal location. They are also concerned that the sink-to-septic tank connection may have an issue, with the sink slow to drain, and the issue not relating to blockage of the S-bend. The committee are also keen to secure funding to upgrade their chairs, which were acquired second-hand and are in a poor state of repair.

The committee would like to see the deck on the sea side of the building extended with some permanent wind protection and coverage added and doors that open out so that this space can be utilised alongside the indoor space. Without wind protection the deck is often unusable.

The facility has very little storage, and the smaller meeting room, which was originally intended as a consulting room for mobile health professionals ends up being used for this purpose. The facility needs dedicated storage space so that it can be activated as originally intended.

Emergency Preparedness/Community Hub

A Community Response Plan has been developed by a community committee with support from CDEM and is now in place. The community facility will act as a community hub within the context of this plan. The hall committee have applied for Community Board funding for emergency hub equipment appropriate to this use and a comprehensive first aid kit.

Needs and Priorities

- Designated storage space
- New chairs
- Resolution of drainage issues in kitchen
- South side deck made usable for large events, including wind protection.
- Resolution of cleaning and septic tank overflow issues in adjacent public toilets.

Diamond Harbour

| Summary | |
|--------------------------------------|---|
| Heritage | No |
| Voluntary input | Strong |
| Activation | Strong for social connection, physical activity, learning, enjoyment and volunteering. |
| Physical state of building | Some enhancements needed to paths, drainage and fire escape |
| Management systems + practices | Diamond Harbour Community Centre has 10 committee members, and the committee is functional. |
| Emergency preparedness/response role | Yes |
| Community hub | Yes |

| | |
|--------------|----------------------|
| Lease | Yes |
| Legal status | Incorporated Society |
| Role clarity | High level |

Diamond Harbour Hall, Community Centre and Library was built in 1954 and was rated in the facilities network plan as in good–fair condition. The facility is 960m² and comprises several bookable spaces – a hall with stage and wooden floor with badminton court marked out, and two carpeted meeting rooms: the Green Room which is larger in size and a smaller Committee Room. The facility has a well-equipped kitchen and modern toilet facilities including an accessible toilet and shower. The building meets 45% of the National Building Standard and is identified as an earthquake risk. Besides the hall and community centre, Diamond Harbour has two other community facilities - St Andrews Church Hall and the former Scout Hall which is operated as an arts and crafts venue.



History

Governance/Management

The facility is managed by Diamond Harbour Community Association, a 10-member committee which meets monthly. While there are some issues with volunteer recruitment, the committee is strong. Bookings are made online for the facility via the diamondharbour.info website. A volunteer garden group meets monthly to maintain the grounds of both the hall and adjacent Stoddart Cottage.

Legal Agreement, Roles and Responsibilities

Diamond Harbour Community Association, an Incorporated Society, have a lease in place with Council for the facility. They are very clear on their responsibilities and obligations under this lease. Christchurch City Council undertake the maintenance of the fabric of the building, while the committee manage bookings, promotion of the facility, interior cleaning and some garden maintenance.

Activation

Users of the facility mostly come from Port Levy-Teddington and the eastern side of the harbour, but with the ferry, they were also aware that some of the participants in the groups held at the hall also came from Lyttelton. Demand for the facility has steadily increased over time.

The following groups regularly use the facility:

- Diamond Harbour Historic Association (meets monthly)
- Diamond Harbour Community Association (meets monthly)

- Community Hub / Resilience Team (meets monthly)
- Diamond Harbour Reserves Committee (meets monthly)
- Bridge Club (meets weekly)
- Karate (weekly)
- Harbour Dance Group (meets 3 times per week)
- Diamond Harbour Garden Club (meets monthly)
- Tai Chi (two providers – two sessions weekly)
- Physiotherapist books out one of the smaller rooms one-two days per week (daytime)
- Camera Club (monthly)
- Diamond Harbour Singers (weekly)
- Harbour Church (weekly)
- Unravel Dance (weekly)
- Badminton Club (weekly)
- The hall is used for the end-of-year production of Diamond Harbour School, regularly for quizzes, and hosts the Diamond Harbour ANZAC service each year.
- It is the site of the Diamond Harbour polling booth for central government elections and hosts Meet the Candidate events and large community consultations.
- It is used at times for funerals and large family gatherings.

Hireage charges were last reviewed in October 2020 and are about to be revised. The current charges have different rates for community groups and self-employed tutors, community functions, private functions and commercial and corporate events. The committee are moving to fixed hourly rates, with the rate per hour increased by \$1 over 2020 rates.

Condition of the Building

The committee sees the priorities for further work as being repair of drainage and concrete paving at the front of the building, with the area not draining properly in rain, and concrete paving down the hill driveway cracked and posing a trip hazard.

They are also keen to have a new fire exit installed via double doors leading onto a balcony adjoining that of the rugby club which is an attached building. The existing fire exit from the Green Room leads down some very steep and shallow stairs that are not easy to use for older people or anyone with a mobility limitation. This work has been costed by Council and is being considered for action in 2024. The committee are also keen to have acoustic panels added to the hall to extend the range of uses for the hall space, and improved signage to help with wayfinding. They have raised funds to install solar panels to the hall as part of their effort to become more resilient as a facility, but the panels cannot be fitted until some roofing iron is replaced by Council.

Emergency Preparedness/Community Hub

The local Emergency Response Group is separate to the Diamond Harbour Community Association but has a representative on it. This group would like to have a Memorandum of Understanding in place with Council regarding use of the facility in the event of an emergency. The committee would like clarity on what would need to happen for the facility to be used as a community hub for residents in the event of an emergency. They would like to have a water tank installed so that coupled with solar panels, it could offer a resilient community space in the event of an emergency.

Needs/Priorities

- New fire escape access
- Drainage issues resolved
- Roof iron replaced so that solar panels can be installed
- Prior notification of planned maintenance/repair work
- Support to establish a community emergency hub

Duvauchelle

| Summary | |
|--------------------------------------|--------------------------------------|
| Heritage | No |
| Voluntary input | Limited |
| Activation | Infrequent community use |
| Physical state of building | Excellent |
| Management systems + practices | Managed by CCC staff at Holiday Park |
| Emergency preparedness/response role | No |
| Community Emergency hub | No |
| Lease | No |
| Legal status | Reserve Committee |

| | |
|--------------|------------|
| Role clarity | High level |
|--------------|------------|

Duvauchelle Hall, 6039 Christchurch Akaroa Road was built in 1940 and was rated in 2020 as in fair condition. It meets 67% of National Building Standards. The building is 177 m² in size and consists of a wooden-floored hall, a carpeted meeting/supper room and kitchen and toilets, with a capacity of 120.

A fire extinguisher check is undertaken annually by Council (June) at a cost of \$1360, and Building WOF and IQP monthly and annual checks are also scheduled, at an annual cost of \$1,130.

To the community of Duvauchelle, the hall is a place they can hold community and public meetings, where polling occurs for elections and a space that the community can hire out for private functions. The community also has a building at the Duvauchelle Golf Club and these buildings are available for hire. The hall by the Duvauchelle Reserve Committee (which operates in the same manner as other Reserve Committees) which also manages the local camping ground. Day-to-day management of the hall (bookings, arranging maintenance, cleaning etc.) is administered by Council staff employed to manage the Duvauchelle Holiday Park. This system is seen as working very well. The Reserve Committee are clear on their roles and responsibilities as are the council staff at the Holiday Park.

The hall is used for Duvauchelle Gym, for the Reserves Committee monthly meetings and for regular meetings of the Duvauchelle Show committee. The Committee estimates that it is in use for 20-30 hours per week, presumably with the bulk of this use being for the gym, the equipment of which a member of the committee monitors. The committee see the biggest barrier to its activation as people not knowing about it. The hall has a very limited digital footprint. It is not discoverable through Google search of “Duvauchelle Hall” but does have a CINCH listing under halls for hire.

The fee structure is managed by Council staff at the Holiday Park. According to CINCH, non-profit / community users pay \$8/hr, \$30/half-day or \$60/day, self-employed tutors \$10/hr, \$40/half-day and \$80 / full-day, with higher rates for private social events, community events with door sales, commercial users and also high charges if users wish to secure the whole complex.

It underwent earthquake remediation and reopened in 2013. No maintenance needs were highlighted.

The facility is identified in the 2017 Coastal Hazard Assessment for Christchurch and Banks Peninsula (Tonkin & Taylor) as having potential coastal influence (CCC, 2024), so does not play a role in earthquake but could provide temporary accommodation in the event of other emergencies. While close to the sea, it is built up off the ground.

Governors Bay

| Summary | |
|---|---|
| <i>Heritage</i> | No |
| <i>Voluntary input</i> | Strong |
| <i>Activation</i> | Strong for physical activity, learning, moderate for social connection |
| <i>Physical state of building</i> | Excellent |
| <i>Management systems + practices</i> | Governors Bay have a strong committee, and utilise a paid manager for the facility, 2 hours per week. |
| <i>Emergency preparedness/response role</i> | No |
| <i>Community Emergency hub</i> | Yes – only place for community to gather, but very small |
| <i>Lease</i> | No |
| <i>Legal status</i> | Incorporated society |
| <i>Role clarity</i> | High level |



Governors Bay Community Centre, Cresswell Avenue was built in 2016 and is fully compliant with National Building Standards. The 175m² facility consists of a main hall, small kitchen and a small meeting room used for storage. Toilets adjoining a covered walkway outside also function as the public toilets for Governors Bay. There are no other similar facilities in Governor's Bay and the facility manager fields a lot of requests for venue hire that they cannot accommodate due to the

small size of the building. The local hotel does have a room available for rent but it is more costly than the community facilities and not suitable for many activities.

History

The facility was built in 2016 following the loss of the previous facility in the 2011 earthquakes.

Governance/Management

The facility is managed by the Governors Bay Community Association, a legal entity with a healthy membership in place, and which holds monthly meetings, with minutes available on their website, www.governorsbay.nz. It employs a facility manager for two hours per week (plus voluntary input) to manage bookings and ensure the cleaning of the Community Centre – this is undertaken by hirers themselves or by the facility manager depending on use, and to liaise with Council as appropriate regarding maintenance. This person also performed the same role for Allandale Hall when it was operational.

Legal Agreement, Roles and Responsibilities

There is no lease in place between Council and Governors Bay Community Association for management of the community centre, and this is the group's preferred approach unless a lease was very much tailored to this facility and written in plain English. The facility manager is very clear on her role and has a close working relationship with a member of the Facilities team at Council.

Activation

The facility is the place in Governors Bay for after school activities for children, and a range of classes for adults. It is the central gathering place for the community outside of the local hotel. Families from Governors Bay typically have parents who work in Christchurch, and after school hours they tend to want to stay local rather than travel back to the city: they strongly value being able to access activities for their children locally, and indeed for themselves. Activities in the centre include:

- dance classes two afternoons per week
- two different Pilates classes
- a weekly yoga class
- a monthly garden club meeting
- Regular bookings are in place Mondays, Tuesdays and Fridays.
- The facility is also used by Governors Bay School 3-4 times per month
- and for a range of one-off events such as birthday parties, family gatherings, and wakes
- It is available for workshops and retreats, community meetings and consultations, and as the polling booth for central government elections.
- It is routinely activated for 16 hours per week.
- Most weekends there is a full day booking in place for one purpose or another.

Bookings are made via an online booking form on the Governors Bay community website, and can also be made via email or phone. All users sign a hireage agreement.

Hireage rates are as follows:

- Community Service use is at no cost (meetings that benefit the local community, e.g. PTA, GBCA, Jetty Trust, Bird Safe)
- \$20 Self-employed tutor (per hour)
- \$100 Private social events, family functions (per day)
- \$125 Commercial events – hire by corporates, government and seminars (per day)
- \$75 Community events with door charges or prepaid tickets
- \$250 Weekend hire (Friday night to Sunday night) e.g. weddings
- There is a \$300 Bond for events – refunded subject to condition of the facility after the event.

Condition of the Building

The building is in excellent condition, with Council being responsible for the external repairs and maintenance and the Community Association taking care of internal cleaning.

There is no programmed cleaning of the windows, and these are prone to salt deposits. A local company has recently cleaned these at no cost. The committee are currently working to get the windows tinted on the east side of the hall to preserve the floor from sun damage and make the facility more useable as it is very bright inside during daytime classes.

Emergency Response/Community Hub

The facility has not been used in the event of emergency, with the school filling this role. The facility sits high on the hill, so sea level rise is not a concern, while fires pose a greater threat to Governors Bay, and the community has recently been impacted in this way during the recent Port Hills fires.

Needs and Priorities

- Regular cleaning of salt deposits on external windows
- Tinted windows or other suitable window treatments to reduce glare

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Kaituna Valley

| Summary | |
|---|--|
| <i>Heritage</i> | Kaituna Hall was for a very short time in the 1930s a school, and stored the local school bus before being repurposed as a hall. |
| <i>Voluntary input</i> | Limited |
| <i>Activation</i> | Red Cross activities support social connection, helping others |
| <i>Physical state of building</i> | Excellent |
| <i>Management systems + practices</i> | <ul style="list-style-type: none"> Reserve Committee do not have up-to-date banking systems in place. While they have an account, they do not have facility to withdraw from the account due to lack of updated practices needed for compliance with anti-money laundering legislation. Limited effort to activate the facility, in part because they cannot take and refund bonds unless paid in cash. The Chair is difficult to make contact with |
| <i>Emergency preparedness/response role</i> | No |
| <i>Community Emergency hub</i> | Yes, the only place for community to gather |
| <i>Lease</i> | No |
| <i>Legal status</i> | Kaituna Valley operate as a Reserve Committee |
| <i>Role clarity</i> | Demonstrable lack of clarity around their roles and responsibilities regarding maintenance |



Kaituna Hall, 2531 Christchurch Akaroa Road was built in 1930, It is 160m² in size and rated in 2020 by CCC as in good condition. It fully meets National Building Standards following extensive renovations within the last few years. It comprises a large hall and kitchen, with toilets to the rear of the building.

History

The hall is located on the Ataahua Domain adjacent to State Highway 75 near the entry into Kaituna Valley. It was built originally as a school until 1939 when the school closed, and its use shifted to first

housing the school bus and then as a hall (added onto in the 1940s). Ataahua Domain used to be the home of a cricket club, with its own sports pavilion which is still in place. Originally there was a Kaituna Hall Committee and a Reserve Board, but the two bodies merged in 1978 as Ataahua Reserve Board. Management of the facility was taken over by the Borough Council in 1983 and merged into Christchurch City Council in 2006.

Governance/Management

The hall is currently managed by the Ataahua Reserve Committee, although this is in the process of being handed over to Council under the Terms of Reference for all Peninsula Reserve Committees who are no longer able to operate bank accounts or handle finances for Council owned facilities on reserves. The Reserve Committee has 6 members and has been unable to recruit new members in recent years due to the small and aging population of Kaituna Valley.

Legal Agreement, Roles and Responsibilities

There is no lease in place for the building. Up until the time of the Canterbury earthquakes, working bees were held and the Reserve Committee undertook projects such as painting of the facility. Since then, Council have undertaken all maintenance, mown the grounds, and upgraded the facilities. The Board is not a legal entity and has had trouble deciding what to do about this. Their preference is not to become a legal entity and they prefer to leave Council to maintain the facility.

Activation

The community of Kaituna Valley has changed significantly over the past few decades. Especially in recent years, many of the farms have been sold to a large corporation, which holds 5,843 hectares of farmland in the area. Their workforce tends to socialise together, and because of this the community feels like it has shrunk dramatically. Traditionally, the hall was a place for locals to hold birthdays, weddings, funerals and other functions, but changes in the community have seen demand drop off, and the hall has not been used in this way for some time. While the public toilets by the cricket building are reportedly quite well-used, the hall itself, while in a very good state of repair, is very under-utilised. In the past year, the hall has hosted only 7 functions as far as the committee were aware. Events in the past year were:

- 5 Meetings of the local Red Cross Branch
- A community Christmas dinner put on for the local community by the Red Cross branch which attracted 86 attendees
- Annual three-day dog trial competition.
-

Hireage is at the Chair's discretion when he takes the bookings. The Red Cross paid \$40 to hire the facility for the Christmas party and pay a token amount to use the hall for their meetings. Activation of the hall occurs on a less than monthly basis, and some months it is not used at all. The committee cannot see this changing, just reflecting a lack of population and sense of community.

Condition of the Building

Council has completed extensive refurbishment of the hall in recent years. A heat pump has been installed, a new kitchen fitted, the timber floor of the hall was sanded back, the building painted inside and out, LED lighting installed throughout, the roof and spouting replaced, and a new water tank installed. There is some clarity needed regarding ongoing maintenance.

Emergency Preparedness/Community Hub

Prior to the refurbishment, there was a Civil Defence box at the hall, but this was removed during renovations. The committee understand the hall could be taken over by Council in the event of an emergency. They do not have emergency response plans in place and do not play such a role.

Needs and Priorities

- Resolution of management and banking issues, with management of the facility being taken over by Council
- External clean of the building
- Regular cleaning of toilets

DRAFT

Le Bons Bay

| Summary | |
|---|---|
| <i>Heritage</i> | Le Bons Bay Hall was built by local property owners and while not a very old building, replaced another facility also developed by the local community. The building is constructed from locally milled timber. |
| <i>Voluntary input</i> | Strong |
| <i>Activation</i> | <ul style="list-style-type: none"> • Strong for social connection, volunteering • Purposeful and strategic |
| <i>Physical state of building</i> | Very good |
| <i>Management systems + practices</i> | Le Bons Hall has a strong committee in place. They have good community support for maintenance and enhancement of the facility. |
| <i>Emergency preparedness/response role</i> | Yes, - keen to get solar panels and back-up batteries fitted to increase capacity to respond in emergency. |
| <i>Community Emergency hub</i> | Yes – only place for the community to gather |
| <i>Lease</i> | No |
| <i>Legal status</i> | Reserve Committee |
| <i>Role clarity</i> | Good |

Le Bons Bay Hall, 962 Le Bons Bay Road, overlooking the Le Bons domain was built in 1980, is 160m² in size and rated in 2020 by CCC as in good condition. The building meets 46% of National Building Standards and is rated as an earthquake risk. It comprises a hard floor hall, with adjacent kitchen and toilet, disabled-accessible toilets and a storeroom. The hall is the only sizeable community facility in Le Bons Bay, the Peace Memorial Library, being a very small heritage-listed building built in 1919.



History

The facility was built by local residents and bach owners, with the existing building a replacement for one originally built by locals using a government DOC grant made in the 1890s. The old pavilion was relocated to the property of a local artist around 1979. The facility, which is built from locally milled timber, overlooks a grassy reserve that formerly hosted a cricket club until the 1990s, and is now utilised for an annual bay cricket match, New Year's Day celebrations, school trips, car rallies, picnics and the like. To the side there are tennis courts, built in 1959. Both the reserve's grass area and tennis courts were also developed by local residents, with Akaroa Borough Council allowing them to take

shingle from their quarries for the development, and locals providing the labour to clear and level the land.

Governance/Management

Le Bons Bay Community Centre is managed by the Le Bons Bay Reserve Committee, which currently has 8 members. The committee is very active and hands-on in the maintenance of the facility and the surrounding reserve. The committee operates under the Banks Peninsula Reserve Committee Terms of Reference and consult the Reserve Committees Handbook and Council staff on operational matters.

Previously the committee has held its own bank account, and managed finances for the hall, with surplus money in the bank being used for maintenance and repairs as required. This is no longer allowed under current Reserve Committee Terms of Reference. The committee very much value the autonomy to manage and maintain the facility and are exploring establishing a Charitable Trust to continue managing all aspects of the hall.

Legal Agreement, Roles and Responsibilities

There is no lease in place between Council and the Reserve Committee, but the Trust, once registered, will hold a lease for the building. The committee feel very clear on what their responsibilities are, with committee members doing the cleaning, washing down the facility, clearing up damage when it happens, rodent control, hiring out the facility and ensuring that hall users comply with rules of use for the hall and the reserve.

Activation

The facility mostly serves the local population and people connected to the bay. Bach owners are an integral part of the local community, with many families owning baches there over several generations. With increased digital connectivity in recent years, the bay has seen a change in its population composition with more residents working from home. Overall, the facility has a relatively low level of activation, but fulfils a key community need, with any other facility some distance away and not connected with this distinct community.

In the recent past, two committee members have milled wood from trees which required removal, had these processed into fence batons and sold them back to local farmers as a fundraiser. The wider community regularly joins in as needed to undertake repair work and general maintenance.

The facility is used for:

- celebrations of impending births, funerals, weddings and family celebrations
- election polling and candidate pop-ups
- an annual mid-winter dinner for the community
- a pre-Christmas barbeque
- meetings
- arts and craft workshops
- conservation initiatives
- FENZ trainings
- a local choir that meets on an ad hoc basis.
- It is also used by several musical groups for concerts, which draw people from Le Bons as well as the surrounding bays.

- It supports the running of the New Year's Day sports day at the reserve and the annual cricket match.

Bookings are charged at different rates depending on the use. The fire brigade are not charged, given that the relationship between the committee and the fire service is very two-way. Weddings are charged at \$400-600, while some other users are asked to pay a koha. Bookings are taken by one of the committee members by phone.

Condition of the Building

Both the exterior and interior of the facility have been painted in recent years by Council and the building itself is now in good shape. The driveway has also been resurfaced in 2024. The committee has paid for smoke alarms to be installed by a local electrician, who provided them at cost and no labour charge, with placement advice provided by FENZ. They also pay FENZ to do regular checks on the fire extinguisher.

Staff are currently working to supply an update to date maintenance schedule. They would like to agree on a maintenance budget with Council each year and manage maintenance and repairs themselves. The committee prefers to use local tradespeople, many of whom donate services for free or at markedly reduced rates, making maintenance costs much lower than they would be if Council managed these. However, the recent interior painting of the hall was undertaken by a local tradesperson, with Council paying for and managing this work.

The committee believes that cleaning of guttering should be on a Council maintenance schedule but were not aware of this happening. While one of the members has cleared the gutters as needed in the past, now aged in his 80s, he no longer feels able to work at height. Cleaning the guttering is important as the rear spouting is the source for the potable water tank.

Emergency Preparedness/Community Hub

To the community of Le Bons Bay, the hall is its emergency response hub since the school closed and is now unusable due to flooding risk. It is the hub of the community and the only facility of useable size in the bay.

Le Bons Bay has experienced snow-ins, landslip-related road closures and flooding, with incidences of major flooding in recent years. A local FENZ specialist has been working with key members of the community around climate resilience and sea level rise and the committee has expressed interest in working with CDEM staff to develop a Community Response Plan and establish a Community Hub at the hall. The facility is identified in the 2017 Coastal Hazard Assessment for Christchurch and Banks Peninsula (Tonkin & Taylor) as having potential coastal influence (CCC, 2024).

Needs and Priorities

- Clarity around maintenance schedules and responsibilities including gutter cleaning
- Support to establish a Charitable Trust to manage the hall
- Support to develop a Community Response Plan and Community Hub

Little Akaloa

| Summary | |
|---|--|
| <i>Heritage</i> | Little Akaloa Hall was the former school hall, and was relocated to its present site |
| <i>Voluntary input</i> | Limited |
| <i>Activation</i> | Some activation for social connection, helping others |
| <i>Physical state of building</i> | Some enhancements needed |
| <i>Management systems + practices</i> | Reserve Committee whose office holders do not reside in the bay. Day to day management by ex-members of the committee |
| <i>Emergency preparedness/response role</i> | No – however Council staff have met with the group regarding setting up an emergency plan. |
| <i>Community Emergency hub</i> | Yes – only place for community to gather |
| <i>Lease</i> | No |
| <i>Legal status</i> | Reserve Committee |
| <i>Role clarity</i> | Poor for day-to-day managers, unknown for office holders. The two people interviewed are not on the committee and the office holders did not respond to requests for an interview. |

Little Akaloa Domain Community Hall, 584 Little Akaloa Road is a small 87m² hall that was rated in 2020 by CCC as in fair condition. According to Council records, it meets 100% of National Building



Standards after earthquake repairs were completed. The building has a management plan in place around asbestos in the building. The hall consists of a wooden floor hall with alcove to the side housing a piano and pool table, and a large but basic kitchen (not rodent proof) at the rear of the building. The hall is serviced by a separate concrete block toilet block which sits above it on the hillside.

History

The hall was built in 1920 as the original school hall for Little Akaloa and relocated to the reserve when the school closed in the late 1980s. Until around 7 years ago when it folded, Little Akaloa Tennis Club operated from the Pavilion: there are two tennis courts, one of which is Astro-turf and one a hard court. The courts are still well-used by locals, and one has a basketball hoop mounted.

Governance/Management

The hall is managed by the Little Akaloa Reserve Committee, a 12-member committee two-thirds of whom are bach-holders and one third locals. A local couple whom the researcher met with, keep an eye on the facility and contact the Reserve Committee if an urgent maintenance issue arises. They have been involved with the facility for around 12 years.

Legal agreement, Roles and Responsibilities

The Reserve Committee is known to want to support wider amenities within the Bay but is currently only able to operate within the Terms of Reference of a reserve committee. They have until October this year to work through options and decide how to move forward. They are unable to continue to handle money as a reserve committee.

Activation

The facility currently has limited use. There are no regular classes or community activities at the hall, and it would be used on less than a weekly basis. Those interviewed did not see potential for further activation of the facility, feeling that people tend to socialise with smaller sectors of the community rather than as a bay, and come to Little Akaloa to get away from things.

- 1-2 weddings per year, most commonly for people from the wider Banks Peninsula area.
- public meetings, with a recent example being a meeting to establish a water committee.
- An annual Christmas dinner is hosted for the community at the hall by a well-known chef and local bach-holder.
- A group of local men meet during the winter to play pool in the hall, and to gather in the pavilion.
- The hall is free for locals to use, and charged at \$100/day for other bookings, banked to the Reserve Committee's account.

Condition of the Building

The hall was brought up to 100% of National Building Standards following the 2011 earthquakes repairs completed alongside replacing the roofing iron, relining the interior, and repainting the interior.

The floor is impacted by borer. The kitchen sink drains under the hall and is apparently not connected to a wastewater pipe. The kitchen is in need of upgrading. Local residents undertake minor repairs as needed.

Emergency Preparedness/Community Hub

The facility is the sole community gathering place for Little Akaloa. It has not played a role in an emergency but could do in the future. The facility is identified in the 2017 Coastal Hazard Assessment for Christchurch and Banks Peninsula (Tonkin & Taylor) as having potential coastal influence (CCC, 2024).

Needs and Priorities

- Clarification of legal structure and lease status
- Floor repairs/replacement
- Resolution of wastewater issues
- Kitchen upgrade

Little River

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|----------------|
| Summary |
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|---|---|
| <i>Heritage</i> | No |
| <i>Voluntary input</i> | Limited |
| <i>Activation</i> | Strong for social connection, physical activity, learning |
| <i>Physical state of building</i> | Good |
| <i>Management systems + practices</i> | Little River Community Centre apparently has a committee, but they do not meet in practice. The facility is managed by one person, assisted in hall cleaning by a whānau member, also a committee member. |
| <i>Emergency preparedness/response role</i> | Yes - via association and proximity to FENZ – FENZ-led. A local group is currently working on a Community Response Plan. |
| <i>Community Emergency hub</i> | Yes, planning for this is underway |
| <i>Lease</i> | No |
| <i>Legal status</i> | The Committee was previously an Inc Soc but was removed from the register in 2023 |
| <i>Role clarity</i> | Good in relation to maintenance, poor in relation to governance |

Little River Fire Station Community Centre, 40 Western Valley Road is 360m² and was opened in March 1984 and rated in 2020 by CCC as in fair condition. The facility is 67% compliant with National Building Standards and comprises a large wooden floor gym with an under-sized basketball court and marked badminton courts. The circus arts user has had aerial apparatus fitted from the roof. The facility has two toilet areas, with disability accessible toilets off the foyer. There is a well-appointed kitchen and a meeting room which sit between the gymnasium and the fire station which is part of the whole facility. The Little River Rugby Clubrooms are also located in the Awa Iti Reserve and can accommodate a range of uses. This facility complements the community centre as it caters for smaller groups. There are smaller meeting rooms available for hire at the Christchurch City Council Service Centre located in the centre of the Little River township.



Governance/Management

The Little River Community Centre is reportedly managed by a hall committee with 11 members, but in practice, the committee does not meet formally, and the Chair is the decisionmaker for the facility. The committee was an Incorporated Society from around 2008, however it was removed from the register in 2023 due to failure to provide annual financial reports.

Legal Agreement, Roles and Responsibilities

The committee does not have a lease with Council and understand that they are responsible for its day-to-day operation and cleaning, while Council

maintains the building. Ownership of the kitchen and meeting room is unclear to the community centre committee, but they assume 50:50 ownership with FENZ. The kitchen and meeting room have shared use between the Community Centre users and the fire service, but this is negotiated on a case by case basis. The meeting room serves as a social space and training space for the Fire Brigade and is rarely used by the public.

The committee take responsibility for cleaning the hall (a committee member does this on a voluntary basis and is given an annual koha as recognition of this). A recent move to using a ride-on mower has reduced the quality of this work, so one of the local retired volunteer firemen now mows it. The Fire Brigade run an annual working bee in spring and clean down the exterior of the building. Council are responsible for repairs as the committee understands it. The committee is satisfied with the arrangement between them and Council regarding the facility however there is a lack of accountability for the management of the hall which needs to be addressed.

Activation

To the Little River community, the centre is its community hub, and the facility is well-utilised, although this has not always been the case with community use increasing steadily since the early 2000s. Most of the activities held at the centre serve the local community, with some attracting visitors from outside the area.

- Pilates
- Circus art classes
- Yoga classes
- Badminton group
- Ju Jitsu
- Dance classes
- Fire brigade cadets
- Private functions
- Little River School uses the facility when it is available (especially in winter)
- Annual ANZAC service
- Annual A and P show

Bookings are administered by the community centre committee Chair, taken by phone. The committee tries to keep costs low for users, charging \$5-10 per hour depending on the user. The school pays \$1,000 per year annually to have access to the hall when not in use.

Condition of the Building

The building is in good condition. Around 2008 the kitchen and supper room were renovated, and the former supper room was turned into a private room for the sole use of the Fire Brigade. The following maintenance is scheduled for the facility by Council: biennial HVAC maintenance, monthly fire system maintenance, annual fire extinguisher check and annual building WOF check.

The building needs additional storage due to the quantity of equipment used by the sport and recreation groups that use it, as well as tables and chairs needed for larger functions. As a result, equipment is often stored in the kitchen, resulting in a fire exit being blocked. A container owned by the local A&P Show located at the back of the building is used for some storage, but a permanent solution to this problem is needed.

Emergency Preparedness/Community Hub

The facility plays a key role in the event of emergency: there is no other suitable gathering place, and with the fire station co-located, it makes sense for the facility to be the emergency hub for the Little

River community. The facility has played this role through numerous floods and road closures due to slips. There is enthusiasm in the community to develop a Community Response Plan, and a group is currently working with CDEM to develop this plan and a community hub at the centre.

Needs and Priorities

- Clarify legal status of the committee and roles and responsibilities.
- provide governance support and establish a lease
- Clarify ownership and use of spaces
- Additional storage space
- Toilet upgrade

DRAFT

Mānawa Kawhiu Lyttelton Recreation Centre

| Summary | |
|---|---|
| <i>Heritage</i> | - |
| <i>Voluntary input</i> | Strong |
| <i>Activation</i> | Strong for social connection, physical activity, learning, volunteering |
| <i>Physical state of building</i> | Some enhancements needed |
| <i>Management systems + practices</i> | Lyttelton Recreation Centre has a strong Trust in place, good role clarity and a strategic plan in place. It has a paid coordinator. |
| <i>Emergency preparedness/response role</i> | Yes – need clarity of role. |
| <i>Community Emergency hub</i> | Yes |
| <i>Lease</i> | A Partnership Agreement has been prepared by Council with the Trust overseeing Mānawa Kawhiu Lyttelton Recreation Centre, but this is yet to be signed. |
| <i>Legal status</i> | Charitable Trust |
| <i>Role clarity</i> | High level |

Lyttelton Recreation Centre, 25 Winchester Street is 245m² in size, was built in 1980, and opened in October 1985 adjoining the Trinity Hall, formerly an Anglican church building opened in February 1964 before being acquired by Lyttelton Borough Council. It was rated in 2020 by CCC as in fair condition, and assessed as 67% compliant with National Building Standards.

The facility comprises a sports hall with under-sized basketball court, futsal and volleyball courts marked out, and high-quality hoops and futsal nets recently installed. The sports hall is served by a kitchen. The adjacent basement toilets/changing facilities are currently used as storage and the only accessible toilet is upstairs. Another larger kitchen is located near the Trinity Hall. There are two squash courts and a mezzanine area used for table tennis & pool. Upstairs, there is a well-appointed disability accessible toilet/shower, and very large toilet and shower facilities.

History

When operating under Lyttelton Borough Council prior to the council amalgamation, the centre employed a Recreation Officer who also managed the Lyttelton swimming pool. The facility was built as a recreation centre and operated similarly under the Borough Council and then post-amalgamation, with the Council recreation worker always acting as a facilitator of recreation rather than a provider of activities – the spaces within the buildings have always been used by a range of groups and providers to deliver activities.

Since the Canterbury earthquakes, Christchurch City Council staff have occupied part of the facility, in a space that was previously two adjoining meeting rooms. Plunket were given a 15-year lease to occupy the reception area's offices that previously housed the recreation officer/facility manager adjacent to the foyer of the building. Currently the Manager uses an open space in the foyer as the workspace, although this space is not secure.

After the 2011 earthquakes and after assessing the capacity and strengths of local groups, the Banks Peninsula Community Governance Team approached Project Lyttelton, a non-profit grassroots organisation committed to building a sustainable, connected community, to see if they were interested in helping to improve the usage of the facility. Project Lyttelton felt that there were sufficient links to their overarching aims of connecting community and improving wellbeing and made the decision to apply for a grant from the Christchurch City Council's Resilience Partnership Fund. In October 2017 Project Lyttelton was allocated funding for two years to achieve this brief. In November 2017 the Lyttelton Recreation Centre Activation Project was initiated. Project Lyttelton described their role as temporary caretakers of the Centre whilst another model for wider community ownership was explored and developed. A trust was later formed to oversee community management of the facility – "Lyttelton Recreation Centre Trust". Project Lyttelton stood aside once this was formed, with a period of transition. The facility has recently been renamed Mānawa Kawhiu Lyttelton Recreation Centre, as part of a focus on bringing more connection between the community and the facility, increasing inclusiveness of the facility and recognising it as more than bricks and mortar.

Governance/Management

The Lyttelton Recreation Centre Trust has seven board members and meets monthly. Governance capacity of the group is strong. Volunteer input comes in the form of trustee input, which they believe is more sustainable than using community volunteers. The trust is strongly focused on striving to increase physical activity for all ages. With full access to all spaces within the facility, they are keen to grow the range of local groups meeting at the facility and playing a stronger role in fostering connection and wellbeing in their community.

The day-to-day management of the trust is by a manager, employed for 40 hours per week. With the resignation of the current manager, the trust is looking to recruit someone new for the role. In the meantime, the facility is being managed by a combination of part-time managers and volunteer trustee input.

Legal Agreement, Roles and Responsibilities

The Trust has a Partnership Agreement with Christchurch City Council, but this has not yet been signed. The document does, however, set out the roles and responsibilities of the Trust and of Council in relation to maintenance and operating costs, and these are used by the Trust as their guide. They are very clear on what their role is in relation to the facility and where Council's role lies. The trust would like to have more control over some things, such as hiring local building contractors, but they follow the roles/responsibilities as set out. For day-to-day and emergency needs, the manager has found Council facilities staff very responsive, with prompt action occurring for those things requiring urgent attention.

Activation

To the community of Lyttelton, the centre provides good access a wide range of recreational activities without having to drive through the tunnel to the city. Many of the classes are delivered by self-employed tutors, the majority of whom live locally. The facility has a lot of regular bookings and is activated for more than 40 hours per week. It has two squash courts which are operated through an online booking system, Pay to Play, as is the sports hall for people wanting to play basketball or other sports. Trinity Hall is more suited to dance classes, yoga, etc. and the mezzanine is used for table tennis. The sports hall and Trinity hall both have sound systems in place.

Currently the Trinity Hall is activated six days per week

- Ballet classes
- Te reo Māori classes
- Strength and balance
- Tai Chi
- Relaxation yoga
- Jikyojutsu
- Ballet flow
- Yoga
- Craft sessions

The sports hall is used for a range of activities and is available for Pay to Play bookings

- Martial arts
- Indoor football
- Catchball
- Youth group
- Lyttel Tumblers
- Dance fitness
- Basketball
- Futsall
- Squash
- Volleyball

The facility also hosts other events such as

- Birthday parties and funerals
- Tournaments and competitions
- Craft events

The squash courts are hired at \$2.50 / 15 minutes and the sports hall at \$7:50 per 15 minutes for basketball etc. For community classes, they tend to offer the first one or two rent-free so a tutor can prove demand before committing to regular hire, and then charge self-employed tutors \$35/hour, following Christchurch City Council rates.

Condition of the Building

The centre is in very good condition, but the trust has identified several issues that require attention. The floor in the sports hall gymnasium space requires resurfacing as the varnish is damaged in places and some water damage is evident at the eastern edge of the hall. The Trust would like this resurfaced before the damage progresses and becomes more costly. The floor of the gym is not in the CCC maintenance rotation for gymnasium floors, and they would like it to be included. The Trust would also like the marking lines replaced with those of their most popular sports.

Wheelchair ramps at the front and rear of the building have a grippy surface that is worn and in need of re-application. Some of the wood on the rear ramp appears damaged. The Trust would like to have maintenance of the ramps on the maintenance plan, given that these are strongly tied to ensuring health and safety of facility users. The ramp at the rear of the building is an emergency exit. The stairs at the rear of the building, also an emergency exit, are in quite a poor state and the Trust are concerned that the lichen could be slippery in winter.

The squash court is unsuitable for competition use due to the state of the floor but is still a popular practice venue. The court needs repainting, but ideally the floor would also be renovated.

There is no cooling system for the facility, and it gets very hot in summer. Likewise, the heating system is very old and costly and inefficient to operate. Parts for repair are no longer available. An upgraded heating and cooling system is in the Trust's Strategic Plan as a priority.

The Trust wish to convert the existing very large toilet, changing and shower facilities upstairs into a community gym, and to upgrade another toilet space downstairs on the level of the sports hall to a disability-accessible toilet/shower. This will make the space much more user-friendly for people with disabilities. A business case and strategic plan for the gym are being developed with assistance from Council staff.

Overall, the Trust would like to work to get more local groups meeting at the facility, such as a women's group, craft groups, preschool music groups and children's discos.

Emergency Preparedness/Community Hub

The Lyttelton Community Centre is used in case of emergency as a refuge for people who live in Lyttelton, and Civil Defence have access to the building for this use. With two kitchens, toilets and shower facilities, the facility can meet emergency needs well, and did so in the Canterbury earthquakes. With the growing risk of fire in the Port Hills as a result of climate change, they are keen to strengthen capacity in the event of emergency. They are not at risk of sea level rise, sitting quite high up on the hill.

Needs and Priorities

- Sports hall floor resurfacing
- Wheelchair ramps resurfacing
- Squash court painting and floor renovation
- Line markings replaced
- Rear exit stairs lichen removed
- Gymnasium included in Council floor maintenance schedule
- Upgraded heating and cooling system
- Contract for Service option explored

Okuti Valley

| Summary | |
|---|---|
| <i>Heritage</i> | Okuti Valley Hall is the former local school, and holds significance to those with longstanding ties to the area. |
| <i>Voluntary input</i> | Strong – high capacity |
| <i>Activation</i> | <ul style="list-style-type: none"> • Strong for social connection, physical activity, learning, volunteering • Purposeful and strategic |
| <i>Physical state of building</i> | Some enhancements needed - toilets |
| <i>Management systems + practices</i> | Okuti Valley Hall has strong governance in place, a clearly articulated strategic plan focused on community connection and facility enhancement and activation, and a high level of clarity regarding their role and that of Council. |
| <i>Emergency preparedness/response role</i> | Yes, Community Response Plan currently being developed |
| <i>Community Emergency hub</i> | Yes – only place for community to gather |
| <i>Lease</i> | No |
| <i>Legal status</i> | Incorporated Society |
| <i>Role clarity</i> | High level |



Okuti Valley Hall, 173 Okuti Valley Road is a facility of the Parks team of Council. It meets 39% of National Building Standard and has a moderate earthquake risk. It comprises the former classroom space, an adjacent storeroom and recently refurbished kitchen (90m²). To the side there is an external toilet block with storage for cleaning supplies (around 20 m²). The facility has a partially enclosed deck which looks onto the grass reserve. There is an adjacent tennis court, with a small pavilion and an old bowling clubroom that is now used as a Trap Library.

History

The hall is the former Okuti Valley School, built sometime between 1900 and 1924 after the site was identified for a school in the 1890s. The school closed in the 1980s, at which time the building was offered to the community. The Little River Bowling and Croquet Club originally secured the facility, opening as such in December 1989, and operating through the 1990s and early 2000s. In 2009, its use changed with formation by the community of the Okuti Valley Recreation and Sports Club. Members pay a small annual subscription which allows them access to the facility and a collection of sport and recreational equipment (table tennis table, tennis racquets, bats, balls, board games etc) within it when not in other use.

Governance/Management

Okuti Valley Recreation and Sports Club is an Incorporated Society. Its committee has 8 members and meets on a two-monthly basis. The committee have a strategic plan in place, for which the community was consulted. The committee are committed to the facility being fit-for-purpose.

Legal Agreement, Roles and Responsibilities

The society do not have a lease in place with Council for the facility. They are getting clearer about their roles and responsibilities and those of Council over time and are aware that Council is responsible for the facility as a core asset. Parks advise that daily maintenance is the responsibility of the community group, and reactive and capex works are carried out by Council. The Okuti Valley Recreation and Sports Club committee work hard to operate to a high standard, and the Chair and Treasurer recently took part in sessions held by the Little River Wairewa Community Trust around recent changes to the Incorporated Societies legislation.

Activation

The aims of the society are to provide a hub for social connection, community education and wellbeing, welcoming newcomers, being financially viable, keeping the facility well-maintained and continuing to enhance it, and supporting and encouraging new activities. Members of the committee proactively approach newcomers to the community to let them know about the club/facility, and to invite them along to activities, purposefully engaging with them. The recreation and sports club hold a quarterly community function that is always well-attended. Many visitors, including rest home / older peoples groups visit the reserve for lunches and use the toilet facilities.

- Autumn harvest events
- Summer garden events
- Christmas functions
- Matariki event
- The Little River Trap Library operates from the old bowling club
- Regular men's gatherings are held in the bowling club.
- Yoga classes
- Music lessons
- Croquet.
- Community events such as weddings and birthday celebrations
- Workshops
- Business strategic planning sessions,
- Courses and retreats.
- Foraging courses
- Upcoming fruit tree pruning workshop

For hireage, non-profit community groups are charged \$10/hr, while commercial businesses and private celebrations are charged \$30/hr plus a \$50 non-refundable deposit. Bookings are made via a Google form sent via email from one of the committee members. Preference is given to locals for private bookings for celebrations, and the committee are careful about who hires the facility to prevent damage: they would not for example hire it to a group of young people from Christchurch for a party. They have sound curfews in place for those who hire it.

Condition of the Building

The facility's exterior has recently been repainted and a new roof and spouting fitted. The committee had the hall space recarpeted, and upgraded the kitchen, installing a new stove. The committee shared the cost of a new heat pump with Council and Council paid for a new fence between the reserve and the road, while local residents removed the old one.

Grounds are maintained by Council. The toilets are advertised as public toilets by Council but are cleaned by the community themselves. The committee hold regular working bees at the hall and reserve which are well-attended by locals, and routine cleaning is undertaken by the committee. Carpets are cleaned regularly. Hall users are generally very good at cleaning up after use, and the facility is in a good state. Their current focus is on getting the facility in great shape, with enhancements to the toilet block, and then they intend shifting their focus to activating the facility much more strongly. They plan to develop an annual maintenance schedule for the facility.

The highest priority in terms of current maintenance needs is the toilet block. Rain comes in under the door, damaging the wall and the committee want to have a drainage channel cut into the path to prevent this. Rain also comes in from under perspex windows above the toilets, again damaging the plaster. The committee want to have Perspex fitted to the interior of the windows to weatherproof these, the floor ground and a new vinyl/plastic flooring material fitted in the toilet block which extends part-way up the walls to cover the damaged wall lining and waterproof it for the future. They also want the old urinal replaced with a wall mounted one. The committee have a contractor organised to undertake the work but need to get a commitment from Council to fund this. The toilets are in workable condition as they are, with the works intended to preserve the facility from future damage. There is a hole in the roof lining of the toilet block above the corridor a couple of metres beyond the entrance which is from previous damage before the roof was replaced.

The decking at the front of the building is splitting and damaged from the sun, and the committee are seeking funding from Council to replace this.

Emergency Preparedness/Community Hub

The biggest risks to Okuti Valley are identified by the committee as earthquake and fire. In the event of fire, they expect that the road could be closed, cutting it off from Little River. The committee could play a role in an emergency by providing a gathering point for locals to come together and support each other, but also a space from which localised emergency responses could be coordinated. They also have flat space on which a helicopter can land. There is a list of all residents' phone numbers to use in the event of an emergency, to contact people and identify needs. The committee also wants to build an inventory of which locals have what equipment/skills in the event of a major disaster. The Chair attended an emergency preparedness meeting held in Little River in 2023 but was unclear of the role of CDEM from the information provided.

Needs and Priorities

- Drainage channel cut into path by toilet door
- Perspex fitted to interior windows of toilets
- New floor covering extending onto walls installed
- Urinal replaced
- Hole in roof lining of toilets repaired
- Deck replaced

- Clarity around CDEM role in an emergency

DRAFT

Pigeon Bay

| Summary | |
|---|---|
| <i>Heritage</i> | Pigeon Bay Settlers hall is over 100 years old, and built and managed by locals through the generations, holds strong significance to the community and to families with historic ties to the bay. It is an impressive facility with real heritage charm. |
| <i>Voluntary input</i> | Strong – high capacity |
| <i>Activation</i> | <ul style="list-style-type: none"> • Strong for social connection, physical activity, learning, volunteering • Purposeful and strategic |
| <i>Physical state of building</i> | Some enhancements needed |
| <i>Management systems + practices</i> | Strong governance in place, a clearly articulated strategic plan focused on community connection and facility enhancement and activation. |
| <i>Emergency preparedness/response role</i> | Yes |
| <i>Community Emergency hub</i> | Yes – only place for community to gather |
| <i>Lease</i> | Pigeon Bay Hall's management are in the process of considering a lease arrangement, but want this to be in plain English, and specific to their facility. |
| <i>Legal status</i> | Incorporated Society |
| <i>Role clarity</i> | High level |



Pigeon Bay Hall, 40 Wharf Road is 381m² and was opened by Sir Heaton Rhodes in 1921 on land donated by the Hay family and funded and built by local volunteers. It was rated in 2020 by CCCas in poor condition. It meets 29% of National Building Standards and is rated as earthquake prone. The building comprises a main hall, a supper room, kitchen, toilets and side storage rooms. The hall has a large, partially enclosed veranda/portico facing onto the road, which has a lending library, produce swap and the bay's post boxes.

History

Starting with six people who promised to contribute 400 pounds over a five-year period towards the hall and the nearby war memorial, the subscription list for the hall fund grew until eventually every ratepayer in the district ended up contributing to the project, with donations also coming from further afield. The hall is timber-framed, stucco-clad with a corrugated iron roof and concrete perimeter wall and piles. When built, it was one of the largest country halls in Canterbury. It has a sprung floor (with the springs reused from a hall in Christchurch destroyed by fire) and its key purpose as a dance hall is obvious in the design of the main hall area, with built in seating along the sides. The centenary of the hall was celebrated in 2021 with a gathering of over 120 guests and a weekend of events, including a dance, that were reported in detail in The Akaroa Mail.

Governance/Management

In recent years the structure of the committee has been informal, but a new Incorporated Society was established in 2024. The committee has 9 members, with a former Community Board member as Chair. It meets at least quarterly. A Community Board representative sits on the committee with non-voting rights.

A committee member takes bookings for the hall via email and phone. The hall also has a Facebook page heavily focused on promoting the venue and activating use. This has a promotional video sharing the church and the hall and the potential of the two amenities for weddings and other occasions (<https://www.facebook.com/pigeonbayhall/videos/640390057817089>).

Legal Agreement, Roles and Responsibilities

There is no lease in place for the hall. The committee has recently been seeking greater clarity around the responsibilities of the committee and those of Council and are considering entering into either a lease agreement or MoU with Council, with the committee's preference being a plain language lease agreement. For now, the committee feel clear about their role - they know that their responsibility is the interior of the building while Council maintains the exterior.

The hall is supported by strong volunteer input from the committee but also the wider community. Working bees are well attended, with people banding together to dust and remove cobwebs, maintain the garden, clean, undertake repairs and to build, repair and make things that are needed.

Activation

The hall has a large, partially enclosed veranda / portico facing onto the road, which has a lending library, produce swap and the bay's post boxes. Just inside, there is a drop-off and pick-up area for New Zealand Post and courier parcels, and because of these different uses, it is a place where locals come and go on a regular basis – a natural bumping space, and the only place that facilitates connection across the Pigeon Bay community.

Activities in the hall include;

- Weekly yoga classes
- Book club
- Reserve Management Committee and hall committee meetings

- Pigeon Bay Social Club bi-monthly BYO get-together
- Industry meetings for farmers from the bay and surrounding area
- ECAN and Council community consultations
- FENZ training for local volunteers
- Election polling
- Court Theatre outreach programmes
- Concerts
- 2-3 weddings per year
- Birthdays and funerals

Use of the hall for government/local government, corporate and private purposes is charged at \$250/half day for the hall and \$300 full day, and \$50/half day and \$100/full day for the meeting room.

Condition of the Building

As an older building, the Pigeon Bay Settler's Hall requires regular upkeep and maintenance. In recent years, Council has replaced the roof and removed asbestos, upgraded the stormwater system by the kitchen and made electrical improvements as needed. The committee recently installed a Dynamix sound system in the main hall and upgraded the kitchen using near-new cabinetry donated locally and redeveloped using a combination of reduced-fee local trades and volunteer labour. Council assisted with the removal and replacement of the rear wall and stormwater upgrade. When Pigeon Bay School closed, their remaining funds were transferred from the school to the committee, and these have slowly been spent as needs have arisen. The group also acquired the former school lawnmower.

The facility has an annual fire extinguisher check in Council's programmed maintenance schedule, along with fortnightly lawn mowing and external grounds maintenance. The committee would like Council to assist them in developing a maintenance plan for the facility, taking the heritage value of the building into account, and giving them clarity over what is required, when, and how often. They would like to see cleaning of the spouting included in this.

The committee understands that strengthening/bracing of the building will address the earthquake prone rating and would like to see this done.

The following maintenance priorities have been identified by the committee:

- Replacement of an aluminium-framed window in the kitchen with a wooden-framed one in keeping with the rest of the building.
- Upgrading of the two toilets and one urinal which are not adequate for the hall's capacity. The committee are keen to partner with Council to source external funding for this.
- Some trimming of trees to west of hall.
- Repair damage to some of the portico structure at the front of the building.

Emergency Preparedness/Community Hub

Pigeon Bay has a FENZ rural fire brigade with 10-12 members. Storm and heavy rain events pose the biggest emergency threat to the community. There is a community response group in place, with wardens for each road in the bay and a phone tree currently being compiled. The hall is suitable to act as a community hub during an emergency if needed. It has flat land adjacent for helicopters to land, and a recently installed large potable water tank. The hall has been used in this capacity in the past. While there are two roads out of the bay, the committee is aware that in a large emergency event,

the community could be cut off for some time. The hall would play a key role in such an event, supported by the resourcefulness and resilience of the local population particularly the farming community. The facility is identified in the 2017 Coastal Hazard Assessment for Christchurch and Banks Peninsula as having potential coastal influence.

Needs and Priorities

- Plain language lease
- Maintenance schedule including spouting clean
- Replacement of an aluminium-framed window in the kitchen
- Toilet upgrade
- Portico repair

Port Levy

| Summary | |
|----------|---|
| Heritage | At over 150 years old it is Council’s oldest community facility. It carries a strong history for those residents and descendants of former residents who were educated at the school or had family members who attended the school. |

| | |
|--|--|
| Voluntary input | Strong – high capacity |
| Activation | <ul style="list-style-type: none">• Strong for social connection, physical activity, learning, volunteering• Purposeful and strategic |
| Physical state relative to age of facility / use | Some enhancements needed |
| Management systems + practices | <ul style="list-style-type: none">• Port Levy Hall has 7 members on its committee, and they are functional with a strong strategic focus |
| Emergency preparedness/response role | Yes |
| Community Emergency hub | Yes |
| Lease | Yes |
| Legal status | Incorporated Society |
| Role clarity | High |



Port Levy Community Hall, 1708 Western Valley Road is 107m² in size and was built in 1870 – identified in the Draft Community Facilities Asset Management Plan (CCC, 2024) as the oldest Council community facility. It was rated in 2020 by CCC as in fair condition. Meeting 16% of National Building Standards, the building is rated as earthquake prone. Port Levy Community Hall is identified in the 2017 Coastal Hazard Assessment for Christchurch and Banks Peninsula as having potential coastal influence.

The facility comprises a single room built more than 150 years ago, along with a toilet block and small kitchen dating from the 1950s or 60s, and a small swimming pool and changing sheds, dating from the same time. There are tennis courts adjacent to the field at the rear of the building. Port Levy is also home to Tūtehuarewa marae, Te Runanga o Koukourarata, which has a whare kai, whare wānanga and ablution facilities.

History

Built in 1870, the building is the old Port Levy School. It was passed from Department of Education ownership into Crown ownership when the school closed in the 1970s. When the Crown looked to sell it off in the early 2000s, it was offered to Te Runanga o Koukourarata, but they did not have a use for it, so the Port Levy Residents Association purchased it, along with the adjacent schoolhouse. They sold the house to fund the purchase, along with a grant from Council, made conditional on Council owning

the facility and the Residents Association managing it. Before this, in the big snow of 1992, the building acted as the emergency hub for Port Levy.

Governance/Management

The facility is managed by the Port Levy Residents Association, and Incorporated Society with seven members. As well as a chair, treasurer and secretary, there is an events coordinator and a communications role, ensuring the facility is activated and operates to its fullest extent. The group is currently in the process of updating its constitution to comply with changes to charitable organisation legislation.

Legal Agreement, Roles and Responsibilities

A lease has been in place with Council since the early 2000s. The Residents Association is clear on their responsibilities and those of Council, with their responsibilities being anything internal to the building that is not permanent, including cleaning the facility, taking bookings and activating the space, interior décor etc., as well as maintaining the grounds, and Council being responsible for maintaining the exterior of the building, water blasting it and undertaking fire checks.

Activation

The community centre has not always played a strong role for the wider community. For the last five years, the Residents Association has had an events coordinator role in place and the efforts of this person have contributed to considerable activation of the facility. The Port Levy Residents Association have worked hard to develop the hall's interior into an intimate space to support social gatherings, drawing the community of the bay together, with a BYO bar area, bar leaners, displays of historic memorabilia and a book exchange library. A BBQ and marquee are put to good use in summer. Every second Friday evening throughout the year, many people from the local community come together for a BYO catch up, and this was described as having a very warm feel to it. Since very purposefully activating the facility, it has filled an important role in encouraging social connection in the community and the committee do not anticipate this changing.

The Port Levy Community Centre's events engage the whole community, including some of the people strongly connected to the marae. Events are promoted to locals via an extensive email list, which includes most residents.

- Fortnightly BYO Fridays, the committee runs
- regular film nights,
- quiz nights,
- music evenings with live bands,
- barbeques, a
- Christmas buffet and party following carols at the church. Some of its events are quite large in scale, and its recent summer barbeque had 100 people attend for a spit roast and live band.
- Weddings and birthday parties
- Sporting events
- Camps

Bookings are made via email, and a contract for hire is required to be signed. \$100 per hire plus bond is charged for larger events, generating a small profit which pays for power costs and helps them to run the smaller free events.

Condition of the building

Before the 2011 earthquakes there was a plan to upgrade the toilets, the walkway to the toilets and the kitchen, but this plan was not implemented post-quake. The interior is an inviting and attractive space due to the efforts of the committee.

The facility has a number of current maintenance issues. A heat pump was installed before the facility re-opened after the Canterbury earthquakes, replacing a pot belly stove. This was installed incorrectly so that the heat pump slopes away from its drain when used in AC mode, with water spilling out onto the switchboard. Some of the windows do not open. The men's toilets are inadequate, with the toilet pan being the original child's toilet from when the building was a school and there is evident leakage around the toilet. This work was completed by the community 6-8 months ago, using funds secured from the Cressy Trust. The roof paint is in poor condition, with some damage to the roofing iron and paint at the rear of the hall exterior is also in poor condition.

The Association would like to see upgrades of the walkway, the kitchen and the men's toilets included in Council facilities budgets.

There are several large trees that slope towards the hall on Council owned land over the road from the facility that would pose a risk if they fell. The committee would like to see these removed or cut back. There is also a grassed area at the back of the hall that is not mown due to its slope but requires maintenance.

Emergency Preparedness/Community Hub

The Port Levy Residents Association has a phone tree in place for emergencies, and are connected with the Diamond Harbour emergency preparedness group. If an emergency occurs, the Diamond Harbour group activates the phone tree. The hall would act as a base in the event of an emergency in the same way as it has in the past. Being a rural community, the residents are resilient, but may well need a place to gather in the event of a large-scale emergency. Port Levy Community Hall is identified in the 2017 Coastal Hazard Assessment for Christchurch and Banks Peninsula as having potential coastal influence.

References

Christchurch City Council (2020) *Te Mahere kotui o ngā momo Whare-o-hapori Community Facilities Network Plan*. Christchurch City Council

<https://ccc.govt.nz/assets/Documents/The-Council/Plans-Strategies-Policies-Bylaws/Plans/Community-Facilities-Network-Plan.pdf>

Christchurch City Council (2024) *Draft Community Facilities Asset Management Plan*, CCC
Heritage New Zealand Pouhere Taonga website *Gaiety Hall* <https://www.heritage.org.nz/list-details/1719/Gaiety%20Hall>

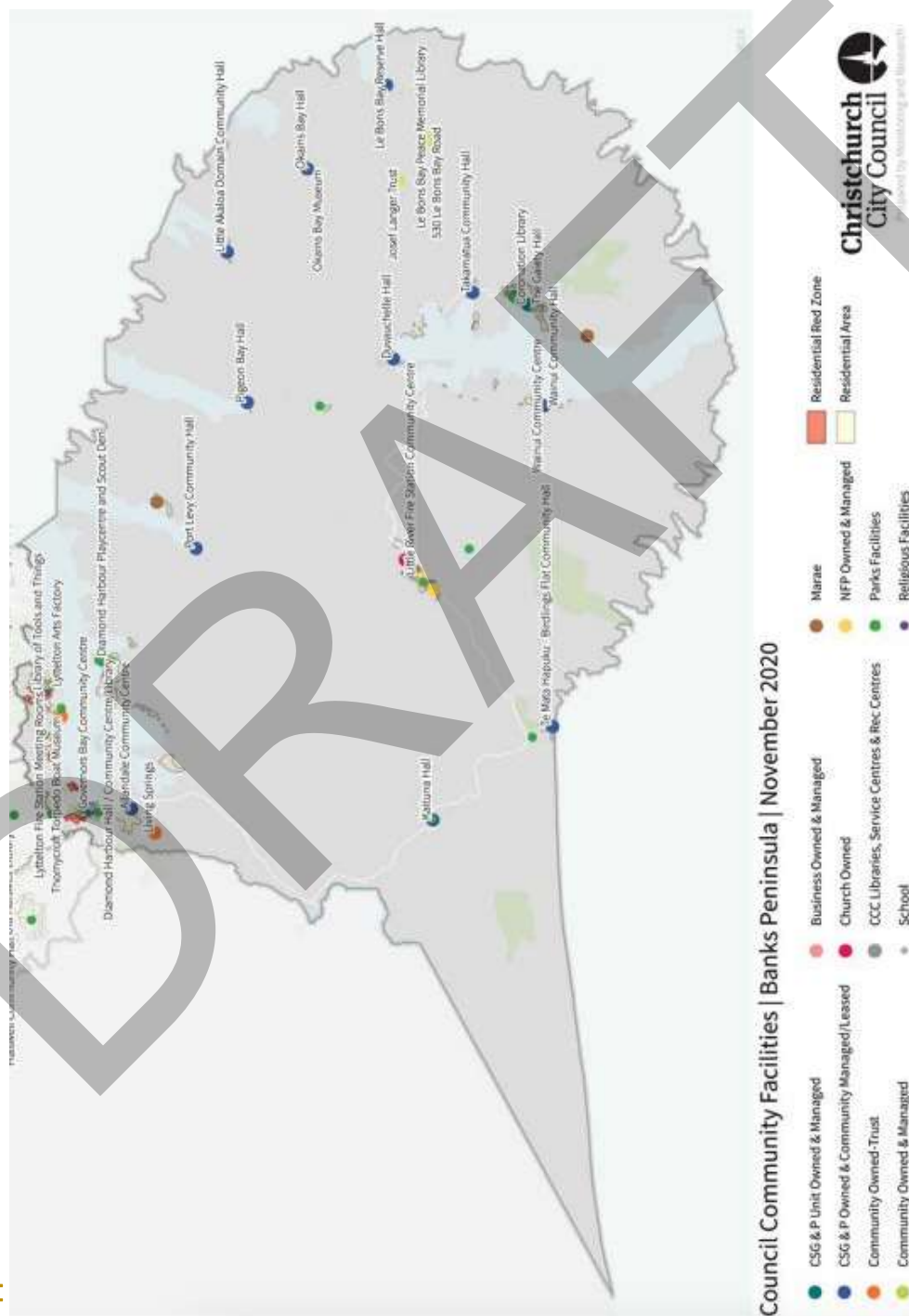
Tonkin & Taylor (2017) *Coastal Hazard Assessment for Christchurch and Banks Peninsula (2017)*.
Prepared for Christchurch City Council, October 2017.
<https://www.ccc.govt.nz/assets/Documents/Environment/Land/Costal-Hazards/2017-Coastal-Hazards-Report.pdf>

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Item 6

Attachment A

Appendix 1



Appendix 2

Gaiety Hall hireage charges

Main Theatre

- \$17.00 per hour for not-for-profit community groups where the booking is for community benefit and does not charge attendees.
- \$32.00 per hour for not-for-profit community groups where the booking is for a community group and charges fees or takes payment.
- \$86.00 per hour for commercial, business, private or celebration hire. This includes auctions, meetings, birthdays, weddings, private events, funerals etc.
- \$578.00 weekend hire: Extended event hire for private or celebration events, available from:
 - Friday 6pm to midnight.
 - Saturday 8am to midnight.
 - Sunday 8am to 2pm.
- \$578.00 daily rate: Extended event hire for commercial or business events, available from 8am to midnight on weekdays only, excluding public holidays.

Supper room (no charge if hired with the main theatre)

- \$17.00 per hour for not-for-profit community groups where the booking is for community benefit and does not charge attendees.
- \$32.00 per hour for not-for-profit community groups where the booking is for a community group and charges fees or takes payment.
- \$86.00 per hour for commercial, business, private or celebration hire. This includes auctions, meetings, birthdays, weddings, private events, funerals etc.

General fees

- \$189.00 cleaning charge will be invoiced to the hirer if the venue is not left fit for purpose. Additional cleaning charges may apply if required.
- \$55.00 replacement charge for lost or damaged keys/access cards.

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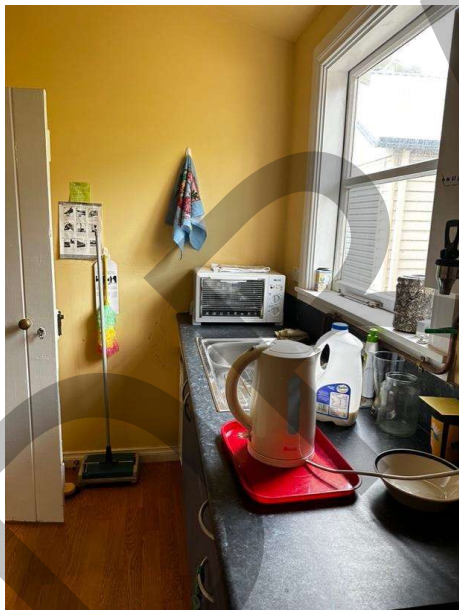
General fees

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Appendix 3 – Additional information for each facility

Coronation Library - Akaroa



Allandale



Birdlings Flat



It's time to talk about our Playground—Tuesday 12th December

Over the last couple of years there have been conversations within the community by parents, children, teenagers and grandparents that it would be great to develop and enhance our playground. The Christchurch City Council requires that such a project be community led. The Birdlings Flat Community Hall Committee undertook to gather background information relevant to this possible development. The official title of the land that the Community Hall and the current playground are on is "Birdlings Flat Community Reserve" described as Local/Community Park. The boundaries of the reserve are outlined below.

There are no easements or legal roads listed on the title. The playground was established in 1975 with the installation of the swing set and the seesaw. In 2011 the climbing structure was installed followed by the slide in 2017. I understand also, at the time of building the hall, a half basketball court was proposed but did not eventuate. The Council has indicated that some Council funding is available for some new seating and picnic tables. The swing set and seesaw are due to be replaced in the next three years or so. There are other funders we can apply to for funding the future development of the Community Reserve.

| Park | |
|------------------------|----------------------------------|
| Park ID | 1205 |
| Park Name | Birdlings Flat Community Reserve |
| Park Type | Local/Community Park |
| Description | |
| Area | 2610.30 |
| Perimeter | 263.40 |
| SAP Internal Reference | IF701000000000020277 |
| Functional Location | PRK_3655 |

Zoom to ***

Council advises the next step is to hold a community consultation meeting to gauge the interest of the Birdlings Flat community in further developing the Birdlings Flat Community Reserve. This meeting will be held on **Tuesday 12 December at 7pm at our Community Hall**. The meeting will be facilitated by Jane Harrison Council Community Development Advisor.

Do come along and bring your thoughts and ideas. ~Patsy

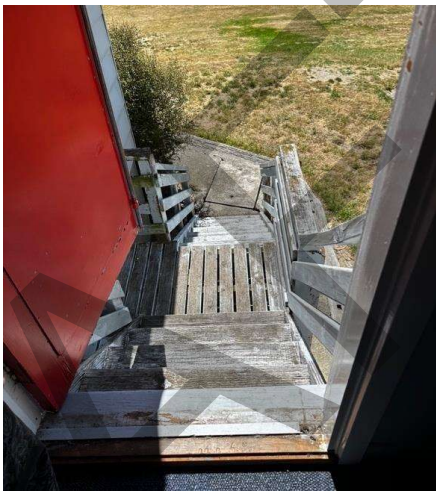
Diamond Harbour

Diamond Harbour Community Hall charges – October 2020 + photos

| | Community groups plus Self-employed tutors | Community function | Private Function | Commercial events/seminar/corporate events |
|--|--|--|---|--|
| Examples of hall and Green Room users -> | <ol style="list-style-type: none"> 1. Taichi 2. DH Singers 3. Historical Society 4. Camera club 5. Gardening club 6. yoga 7. Ballet 8. Soccer skills 9. Kick boxing 10. Child's birthday party | <ol style="list-style-type: none"> 1. Quiz 2. School production 3. LPC 4. CCC 5. Ecan | <ol style="list-style-type: none"> 1. Wedding 2. Adult birthday party | Presentations |
| Hall | Up to 2 hours - \$20 | Quiz - \$80 | Evening - \$300 plus bond of \$400 | Half day - \$250 |
| | More than 2 hours and up to 1/2 day - \$30 | School production - \$35 per day for rehearsals plus \$80 each day for productions | 1/2 day \$150 | |
| | Whole day - \$60 | | Whole day - \$300 | Whole day - \$500 |
| | Whole day + evening - \$80 | | Whole day + evening - \$600 | Whole day + evening - \$750 |
| Green Room | Up to 2 hours - \$15 | Up to 2 hours - \$25 | | |
| | 1/2 day - \$30 | 1/2 day - \$40 | 1/2 day - \$100 | 1/2 day - \$160 |
| | Whole day - \$60 | Whole day - \$70 | Whole day - \$200 | Whole day - \$320 |
| | Whole day + evening - \$80 | Whole day + evening - \$120 | Whole day + evening - \$300 | Whole day + evening - \$480 |
| Committee Room | Up to 2 hours - \$10 | Up to 2 hours - \$20 | | |
| | 1/2 day - \$20 | 1/2 day - \$30 | | |
| | Whole day - \$50 | Whole day - \$60 | | |
| | Whole day + evening - \$60 | Whole day + evening - \$110 | | |

Trestle tables for hire = \$5 Chairs for hire = \$2



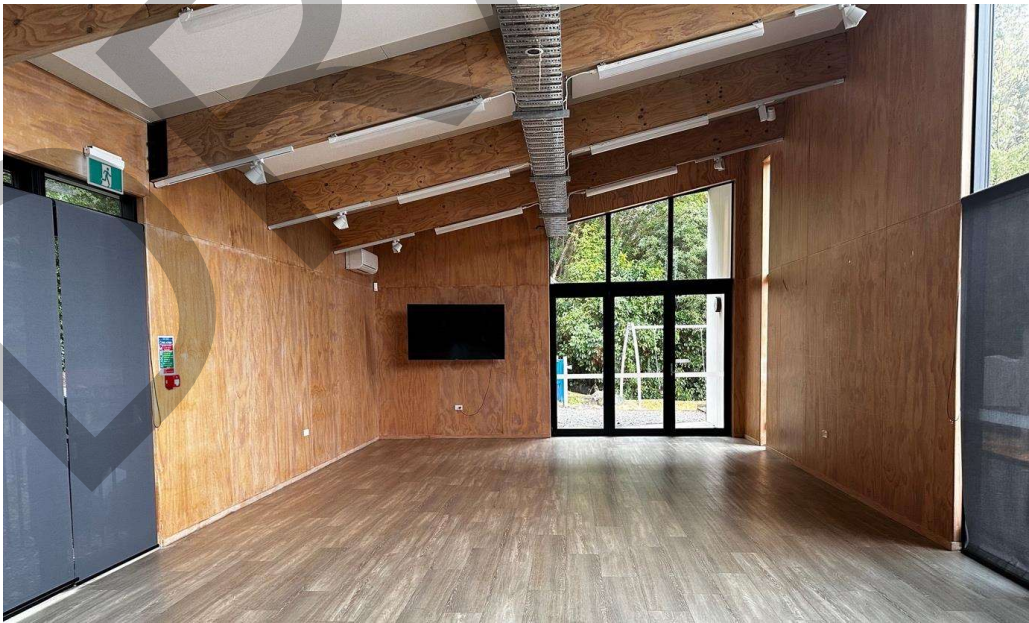
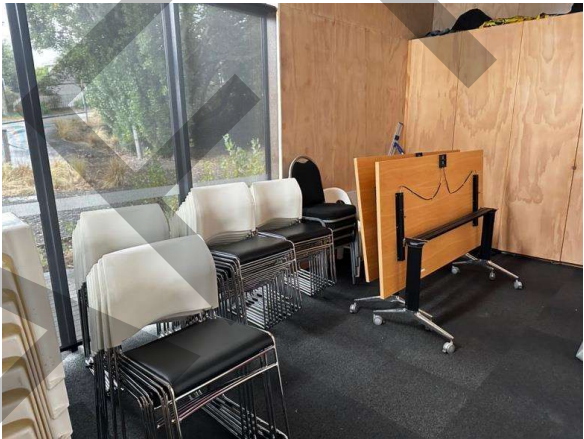


Fire exit – Green room

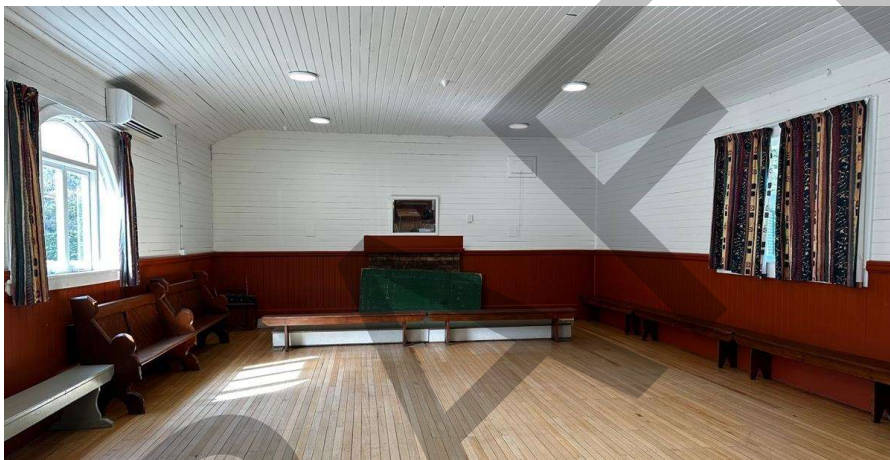


Area with drainage issues – front of building

Governors Bay



Kaituna Valley



Le Bons Bay



Little Akaloa
Toilets



Kitchen



Hall



Pavilion

Little River



Lyttelton

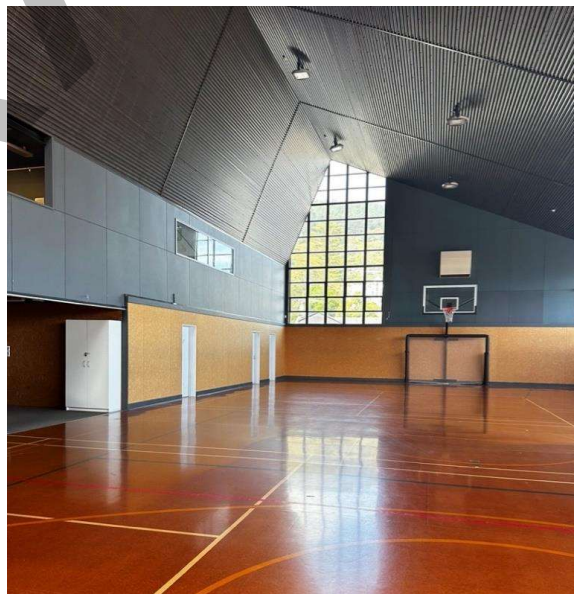
Larger kitchen



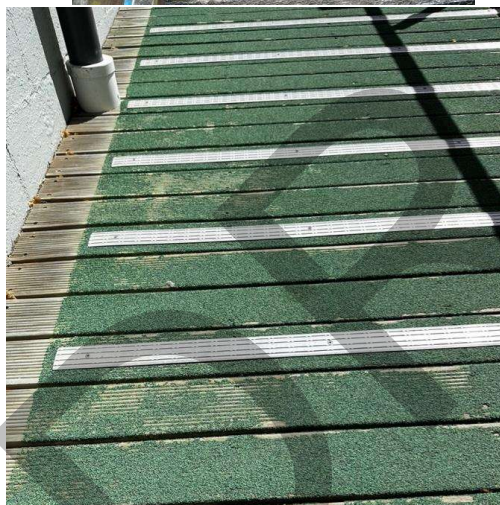
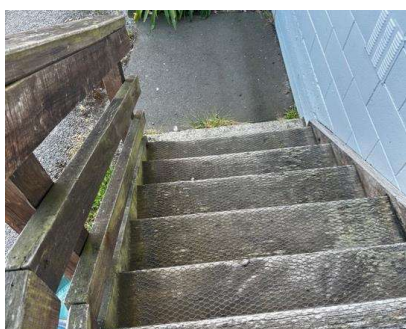
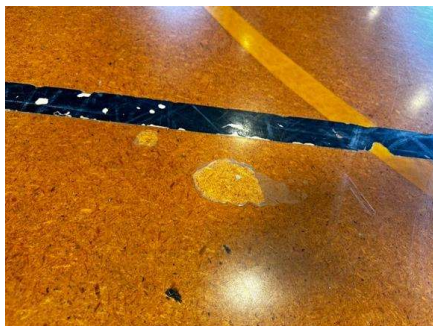
Room used as Trust office



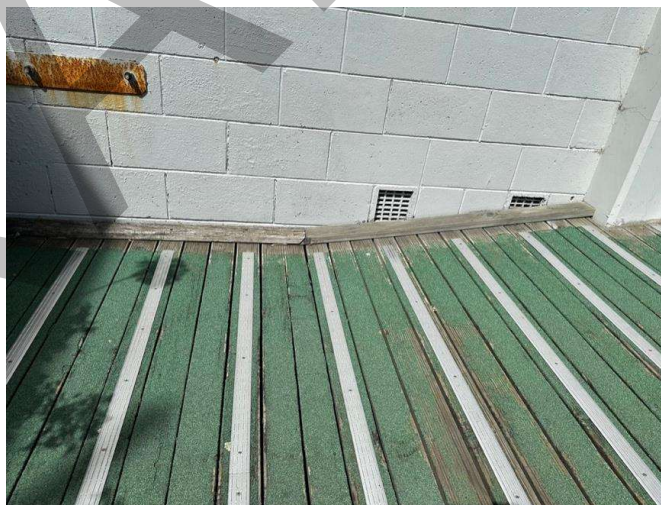
Trinity hall



Sports hall

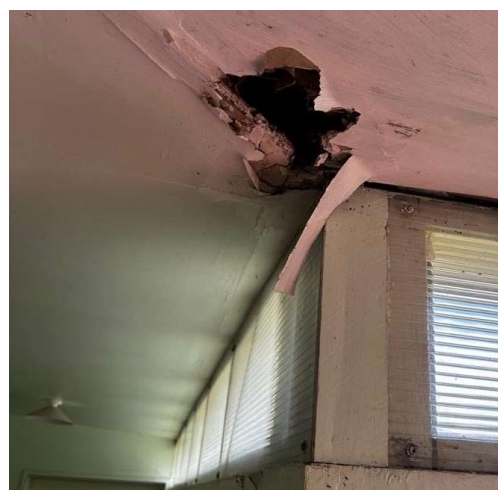
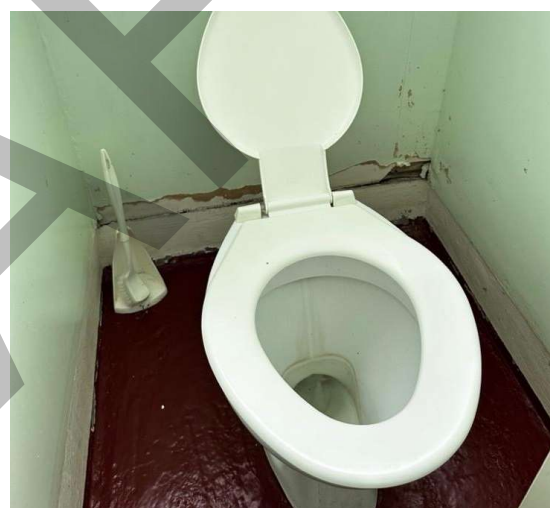


Front ramp



Rear ramp

Okuti Valley

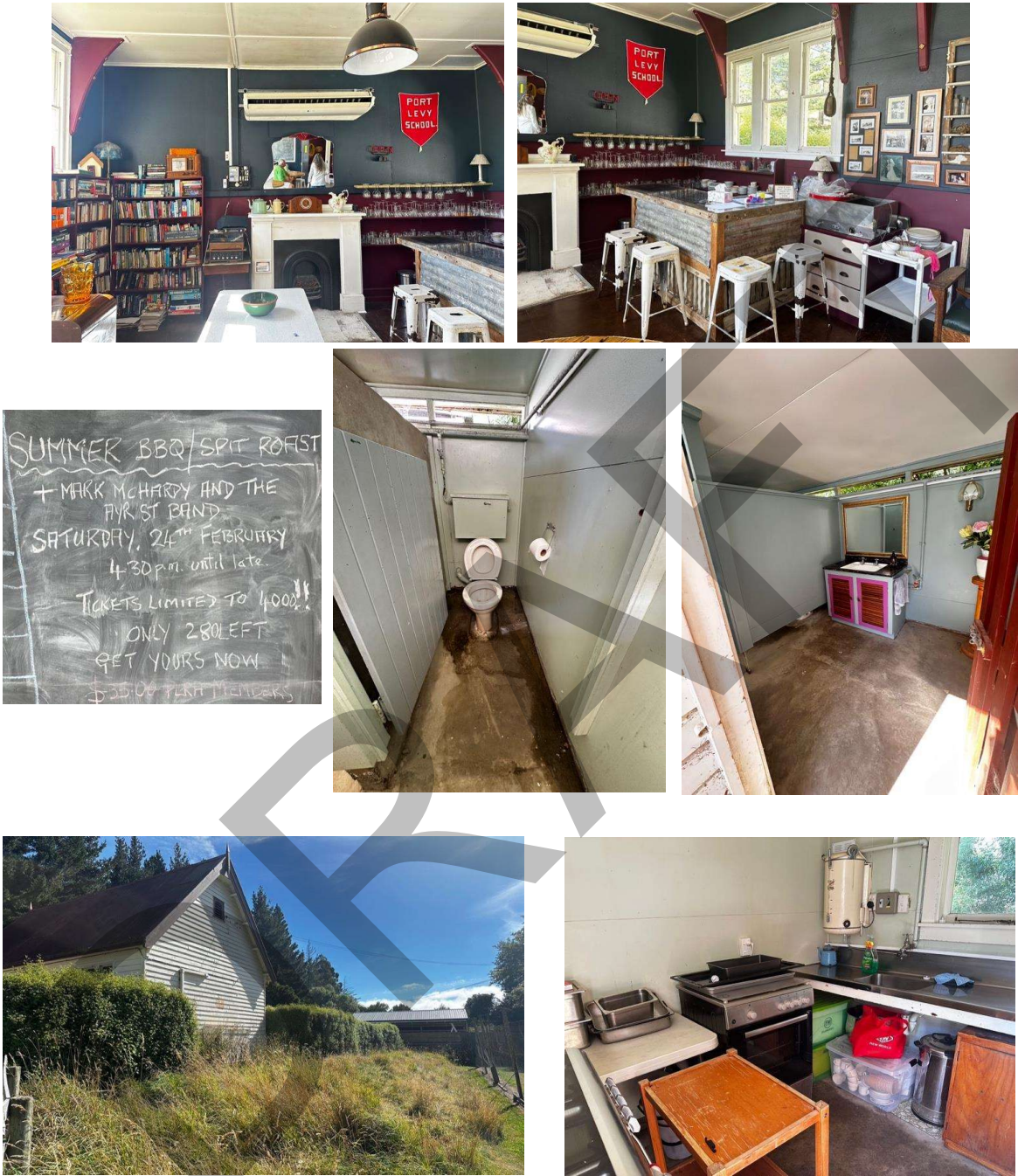


Pigeon Bay





Port Levy



Appendix 4 - Sustainability

To try and inform Council's Sustainability Assessment of the facility, the representatives for each facility were asked to give a rating on a 5-point scale where 1 is very low and 5 is very high for a range of statements. Subjective ratings for all facilities for which key community stakeholders were interviewed, made by those interviewed are presented in the following table. It was the observation of the researcher that these were at times influenced by a lack of role clarity.

| Sustainability Attribute | Facility -rating from 1 (very low) to 5 (very high) | | | | | | | | | | | | | |
|--|--|---------------------------|---|-----------------------------|---|--------------------------------|-----------------|-------------------------------------|------------------|--------------------|-------------------------------|-----------------|--------------------------|-------------------|
| | Mānawa Kawhiu Lyttelton Recreation Centre | Dunachelle Community Hall | Te Mata Hapuku Birdings Flat Community Centre | Coronation Library - Akaroa | Diamond Harbour Community Centre + Hall | Governors Bay Community Centre | Allendale Hall | Kaituna Community Hall ¹ | Le Bons Bay Hall | Little Akaloa Hall | Little River Community Centre | Pigeon Bay Hall | Port Levy Community Hall | Okuri Valley Hall |
| How much of a community need the facility addresses or meets | 3 ² | 4 | 5 | 5 | 5 | 5 | 3 | 5 | 5 | 5 | 4 | 5 | 5 | 4 |
| The location in terms of closeness and accessibility of other facilities | 5 | 3 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 4 | 5 | 5 | 4 |
| How fit for purpose the facility is | 3 ³ | 4 | 3 ⁴ | 5 | 4 | 4 | 5 | 5 | 5 | 5 | 5 | 4 | 3 | 4 |
| The role the facility does or would play in an emergency | 5 | 4 | 5 | 1 | 5 | 5 | 3 | 3 | 5 | 5 | 5 | 5 | 4 ⁵ | 3 |
| How accessible the facility is | 3 | 4 | 5 | 5 | 3 ⁶ | 5 | 5 | 4 | 5 ⁷ | 5 | 5 | 4 | 4 ⁸ | 5 |
| The quality of the amenities in terms of stage of life and wear and tear | 5 | 3 | 5 | 3 | 5 | 4 | 5 | 5 | 4 | 5 | 4 | 4 | 3 ⁹ | 4 |
| The overall physical condition of the facility | 5 | 3 | 5 | 3 ¹⁰ | 5 | 5 | 5 ¹¹ | 5 | 5 | 5 | 4 | 4 | 3 | 5 |

¹ Self-ratings: do not align with qualitative feedback. Very low use facility serving very small, ageing population

² Hampered by lack of access to all spaces within facility

³ Basketball court too small for competition, a lot of unuseable space

⁴ Too small and inadequate storage to accommodate growing usage

⁵ No independent power generator

⁶ Due to concrete paving needing resurfacing – otherwise 5

⁷ Difficult road access on busy bend of SH75, limited signage, no ramp and step access into building and into toilets

⁸ Good parking but not wheelchair accessible

⁹ Would rate hall 4 and toilets and kitchen 2

¹⁰ Floor is in need of repair / replacement in the longer term

¹¹ Except floor and water issues

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