



KOMITI HAPORI AHUREA ME NGĀ RANGAPŪ COMMUNITIES, CULTURE AND PARTNERSHIPS COMMITTEE

19 February 2025

Order Paper for the meeting to be held in the
Council Chambers, 2nd Floor, 30 Laings Road, Lower Hutt,
on:

Wednesday 26 February 2025 commencing at 2:00 pm

The meeting will be livestreamed on Council's You Tube page.

Membership

	Cr K Brown (Chair)
	Cr K Morgan (Deputy Chair)
Mayor C Barry	Cr G Barratt
Cr J Briggs	Deputy Mayor T Lewis
Cr C Parkin	Cr N Shaw
Cr G Tupou	

For the dates and times of Council Meetings please visit www.huttcity.govt.nz

Have your say

You can speak under public comment to items on the agenda to the Mayor and Councillors at this meeting. Please let us know by noon the working day before the meeting. You can do this by emailing DemocraticServicesTeam@huttcity.govt.nz or calling the Democratic Services Team on 04 570 6666 | 0800 HUTT CITY

KOMITI HAPORI AHUREA ME NGĀ RANGAPŪ | COMMUNITIES, CULTURE AND PARTNERSHIPS COMMITTEE

Chair:	Cr Keri Brown
Deputy Chair:	Cr Karen Morgan
Membership:	Mayor Campbell Barry Deputy Mayor Tui Lewis Cr Glenda Barratt Cr Josh Briggs Cr Chris Parkin Cr Naomi Shaw Cr Gabriel Tupou Refer to Council's Standing Orders (SO 31 Provisions for Mana Whenua)
Quorum:	Half of the membership
Meeting cycle:	Meets on an eight-weekly basis or at the requisition of the Chair
Reports to:	Council

OVERVIEW:

This committee assists Council to ensure healthy, vibrant and resilient communities through partnerships and the development and management of relevant plans, strategies and functions.

The committee is aligned with the Neighbourhoods and Communities Directorate and Te Tira Māori.

Its areas of focus are:

- Major neighbourhoods and communities projects
- Arts and culture
- Community funding
- Community development
- City/community safety
- Emergency management
- Housing needs
- Open spaces and places (parks and reserves, sport and recreation, community facilities and hubs)
- Social procurement
- Relationships with the seven marae
- Te Ao Māori
- Treaty partnerships
- Rangtahi | Youth engagement
- Oversight of the Pito-one projects
- Oversight of the Disability Advisory Group (if established)

PURPOSE:

To develop, implement, monitor and review strategies, policies, plans and functions associated with community, social and cultural activities. This includes making the city a desirable, safe and attractive place, providing facilities and recreational opportunities that support quality living and healthy lifestyles, and supporting the cultural well-being of residents.

DELEGATIONS FOR THE COMMITTEE'S AREAS OF FOCUS:

- All powers necessary to perform the committee's responsibilities including the activities outlined below.
- Develop required strategies and policies. **Recommend draft and final versions to Council** for adoption where they have a city-wide or strategic focus.
- Implement, monitor and review strategies and policies.
- Oversee the implementation of major projects provided for in the Long Term Plan (LTP) or Annual Plan.
- Oversee budgetary decisions provided for in the LTP or Annual Plan.
- Advocate for strong relationships with Council's Mana Whenua partners as outlined in the Tākai Here agreements ensuring the outcomes of the committee are in line with the aspirations of the partners.
- Advocate for the best interests of Māori communities in Lower Hutt having regard to the committee's goals.
- Ensure the committee is operating in a way that is consistent with various pieces of legislation that provide for Te Tiriti o Waitangi.
- Oversee the development and implementation of plans and functions associated with community, social and cultural activities.
- Oversee the social/broader outcomes through the delivery of Council's contracts.
- **Recommend to Council** the brief (alignment of projects, opportunity, community engagement) for the Pito-one projects.
- Maintain an overview of work programmes carried out by Council's Neighbourhoods and Communities Directorate.
- Advocate in conjunction with relevant community organisations on matters related to housing needs and the health and social/cultural well-being of communities.
- **Recommend to Council** the acquisition or disposal of assets unless the acquisition or disposal is provided for specifically in the LTP.
- Approve and oversee monitoring around Community Funding Strategy grants.
- Matters arising from the activities of Community Houses, other than those in the Harbour and Wainuiomata Wards, which are delegated to the community boards in those areas.
- Conduct any consultation/engagement processes required on issues before the committee.

- Approve and forward submissions (other than those delegated to the District Plan Review Committee).
- Any other matters delegated to the committee by Council in accordance with approved policies and bylaws.
- The committee has the powers to perform the responsibilities of another committee where it is necessary to make a decision before the next meeting of that other committee. When exercised, the report/minutes of the meeting require a resolution noting that the committee has performed the responsibilities of another committee and the reason/s.
- If a policy or project relates primarily to the responsibilities of the Komiti Hapori Ahurea me ngā Rangapū | Communities, Culture and Partnerships Committee, but aspects require additional decisions by the Komiti Hanganga | Infrastructure and Regulatory Committee and/or Komiti Kaupapa Taiao | Climate Change and Sustainability Committee, then the Komiti Hapori Ahurea me ngā Rangapū | Communities, Culture and Partnerships Committee has the powers to make associated decisions on behalf of those other committees. For the avoidance of doubt, this means that matters do not need to be taken to more than one of those committees for decisions.

Additional Parks and Reserves Delegations:

- Adopt, and agree amendments to, open space or reserve management plans.
- Make any decisions under open space or reserve management plans that are not otherwise delegated.
- Grant leases, licences, rights of way and easements in terms of Council policy for Council owned properties that are either open space under the District Plan or reserve under the Reserves Act 1977. This delegation, except the granting of leases and licences to Council owned community houses/centres in the Harbour and Wainuiomata Wards, is sub-delegated to the community boards in those areas.
- Official naming of parks, reserves and sports grounds within the provisions of Council's Kaupapa Here Tapanga Naming Policy, other than those in the Harbour and Wainuiomata Wards, which are delegated to the community boards in those areas, except where the sites have a high profile, city-wide importance due to their size and location and/or cross ward or community boundaries.
- Removal and/or planting of street trees within the provisions of Council's Operational Guide for Urban Forest Plan, other than those in the Harbour and Wainuiomata Wards, which are delegated to the community boards in those areas.

HUTT CITY COUNCIL

KOMITI HAPORI AHUREA ME NGĀ RANGAPŪ
COMMUNITIES, CULTURE AND PARTNERSHIPS COMMITTEE

Meeting to be held in the Council Chambers,
2nd Floor, 30 Laings Road, Lower Hutt on
Wednesday 26 February 2025 commencing at 2:00 pm.

ORDER PAPER

PUBLIC BUSINESS

1. OPENING FORMALITIES - KARAKIA TIMATANGA

Kia tau ngā manaakitanga a
te mea ngaro
ki runga ki tēnā, ki tēnā o
tātou
Kia mahea te hua
mākihikihi
kia toi te kupu, toi te mana,
toi te aroha, toi te Reo Māori
kia tūturu, ka whakamaua
kia tīna! Tīna! Hui e, Tāiki e!

*Let the strength and life force of
our ancestors
Be with each and every one of us
Freeing our path from obstruction
So that our words, spiritual power,
love, and language are upheld;
Permanently fixed, established and
understood! Forward together!*

2. APOLOGIES

No apologies have been received.

3. PUBLIC COMMENT

Generally up to 30 minutes is set aside for public comment (three minutes per speaker on items appearing on the agenda). Speakers may be asked questions on the matters they raise.

4. CONFLICT OF INTEREST DECLARATIONS

Members are reminded of the need to be vigilant to stand aside from decision making when a conflict arises between their role as a member and any private or other external interest they might have

5. **RECOMMENDATIONS TO TE KAUNIHERA O TE AWA KAIRANGI COUNCIL - 25 March 2025**
- Hutt City Council's Cemeteries Future Focus
- Report No. CCPC2025/1/33 by the Head of Parks and Reserves 8
- CHAIR'S RECOMMENDATION:**
- "That the recommendations contained in the report be endorsed."
6. **WHAKATUPU NGAENGAE**
- Memorandum dated 29 January 2025 by the Project Manager (Naenae) 22
- CHAIR'S RECOMMENDATION:**
- "That the recommendations contained in the memorandum be endorsed."
7. **PROPOSAL FOR GRANTING LONG-TERM LEASES ON RESERVE LAND**
- Report No. CCPC2025/1/34 by the Leasing Coordinator 28
- CHAIR'S RECOMMENDATION:**
- "That the recommendations contained in the report be endorsed."
8. **ASSETS REVIEW - COMMUNITY HALLS**
- Report No. CCPC2025/1/31 by the Head of Assets and Facilities Management 33
- CHAIR'S RECOMMENDATION:**
- "That the recommendations contained in the report be endorsed."
9. **NEIGHBOURHOODS AND COMMUNITIES FOCUS AREA | PROGRAMMING**
- Report No. CCPC2025/1/35 by the Programmes & Innovation Manager 42
- CHAIR'S RECOMMENDATION:**
- "That the recommendations contained in the report be endorsed."

10. INFORMATION ITEMS

a) Neighbourhoods and Communities Director's Report

Report No. CCPC2025/1/32 by the Head of Neighbourhood Hubs and Library Services 54

CHAIR'S RECOMMENDATION:

"That the recommendation contained in the report be endorsed."

b) Communities, Culture and Partnerships Committee Work Programme 2025

Memorandum dated 10 February 2025 by the Democracy Advisor 88

CHAIR'S RECOMMENDATION:

"That the recommendation contained in the memorandum be endorsed."

11. QUESTIONS

With reference to section 32 of Standing Orders, before putting a question a member shall endeavour to obtain the information. Questions shall be concise and in writing and handed to the Chair prior to the commencement of the meeting.

12. CLOSING FORMALITIES - KARAKIA WHAKAMUTUNGA

Mai te tohi rangi, ki te tohu
nuku,

Tiaho I roto, marama I
roto,

Tupu mauri ora ki te whai
ao ki te ao Marama

Haumi e, hui e tāiki e

Of heavenly and terrestrial
blessings may it twinkle and shine
within me and allow my being to
grow out into the work of life and
light

Draw together!

Affirm!

Kate Glanville
SENIOR DEMOCRACY ADVISOR

29 January 2025

Report no: CCPC2025/1/33

Hutt City Council's Cemeteries Future Focus

Purpose of Report

1. To seek guidance from the Communities, Culture and Partnerships Committee, and then Council, on two matters being discussed by the Hutt Valley Services Committee in relation to the provision of cemetery services:
 - a) whether Council wants officers to investigate closer amalgamation of cemetery services with Upper Hutt City Council (UHCC), particularly in respect of fees and charges, with the opportunity to re-set this in the LTP 2027/31; and
 - b) whether Council wishes to continue with its current strategic approach (jointly owning and operating the Akatārawa Cemetery with UHCC, providing for ash interments at Wainuiomata Gardens of Remembrance and second body and ash interments at Taita Cemetery) or direct officers to investigate developing a new cemetery within the Hutt City boundary.

Recommendations

That the Committee recommends that Council:

- (1) receives and notes the information;
- (2) notes potential closer alignment of services with Upper Hutt, and provide guidance to officers which will be relayed to the Hutt Valley Services Committee; and
- (3) notes the information on Council's current strategic direction on the location of cemeteries and provide guidance to officers which will be relayed to the Hutt Valley Services Committee.

For the reasons that these matters are being discussed at the Hutt Valley Services Committee and require direction.

Background

2. Taitā Cemetery and the Wainuiomata Garden of Remembrance are within Hutt City Council boundaries. Taitā Cemetery is closed for first full body interments but still has space for secondary burials in pre-purchased plots (approximately 270). It also has sufficient space available for ash interments for eight years and land that could be developed to provide an additional 13 years of capacity.
3. The Wainuiomata Gardens of Remembrance has recently been subject to an extension, which has created around 250 double ashes plots (500 total). This is sufficient for around 8-10 years at current interment rates. The site, however, has a full development plan, which provides sufficient development space for ash interments for the next 50 years at current cremation rates.
4. Currently Council does not have a cemetery that allows for full body interments within its boundary. All initial full body interments for residents of Lower Hutt are undertaken at Akatārawa Cemetery in Upper Hutt.
5. In 1991 Council purchased land adjoining the Akatārawa Cemetery in Upper Hutt for cemetery purposes. Council land comprises approximately 56 hectares. The UHCC District Plan provides a cemetery to operate on the land purchased by Council.
6. On 27 June 2008, both councils signed an agreement that stated,

“UHCC and HCC have decided that the preferred option is to jointly own and operate one cemetery (the Joint Cemetery), with UHCC retaining responsibility for the day to day operation and management of the Joint Cemetery and reporting to the Hutt Valley Services Committee on the Joint Cemetery on behalf of UHCC and HCC.”
7. It further states. *“This preferred option is the most cost effective for both UHCC and HCC in the long-term. HCC will continue to be fully responsible for the operation, management, and control of the Taitā Cemetery and the Wainuiomata Garden of Remembrance.”*
8. Akatārawa Cemetery, jointly owned by UHCC and Council, has an estimated capacity for five to six years based on current interment trends. The cemetery development in the two proposed stages will provide burial options for 40 years for ashes and 25 years for interments.
9. There is sufficient land at Akatawara Cemetery in stage 3 to extend burial capacity beyond 25 years for full body interments and the initial 40 years for ash interments. Additional development can progress at a later stage as demand determines.
10. The Hutt Valley Services Committee (HVSC) fulfils the Governance role for the Joint Cemetery at Akatārawa under the terms of the existing Agreement.
11. The HVSC is the joint committee referred to in clause 201 of the Local Government (Wellington Region) Reorganisation Order 1989.

Discussion

12. The *Agreement for the Provision of Cemetery Services and Development of Cemetery Land at Akatārawa Cemetery* (the Agreement) describes relationships between the two parties in relation to the “Joint Cemetery” in respect of Governance and reporting; reviews of the Agreement; resolution of disputes; liability and insurance responsibilities; cost allocation; standards of service; land ownership; investment; fees and charges and a range of other necessary relationships to facilitate the smooth running of the service.
13. The Agreement was recently reviewed by Council’s Head of Parks and Reserves and the UHCC Open Spaces and Facilities Manager, according to the requirements of Clause 5 of the Agreement. The assessment results are recorded below in the HVSC minutes of 22 November 2024.
14. The Agreement also allows for the development of the Council land within the Upper Hutt boundary as an extension of Akatārawa Cemetery, and a development plan has been produced.
15. Council makes annual capital contributions to UHCC to facilitate the Development Plan and physical works. The contribution from Council thus far is \$2,201,625 (as of 22 November 2024) with UHCC having contributed \$2,073,375. Expenditure to date is \$866,395.
16. Clause 4.1 of the Agreement states. *“UHCC and HCC will govern the provision by UHCC of Cemetery Services and joint development by UHCC and HCC of the Joint Cemetery through the Hutt Valley Services Committee.”* Clause 4.2 of the Agreement states.
 - a. *“UHCC will manage the day-to-day operation of the Joint Cemetery and provision of Cemetery Services to HCC. UHCC will report to the Hutt Valley Services Committee on behalf of UHCC and HCC at the usual scheduled Committee meetings on activities carried out for the reporting period and any other matters relating to the provision of Cemetery Services by UHCC and joint development by UHCC and HCC of the Joint Cemetery.”*
17. In its Friday, 22 November 2024 meeting, the HVSC resolved.

“That the Hutt Valley Services Committee:

 - 1) *receives the Akatārawa Cemetery Update report;*
 - 2) *notes that officers have completed the review of the Agreement for the Provision of Cemetery Services and Development of Cemetery Land at Akatārawa Cemetery (the Agreement), with no changes to the agreement to be implemented; and*
 - 3) *notes that four items were identified during the review of the Agreement for further discussion:*
 - a) *consideration and determination of whether the Agreement’s apportionment of costs is appropriate, including a review of the responsibility for capital costs compared to the ownership model;*
 - b) *review Clause 36.1(b) Fees and Charges of the Agreement;*
 - c) *whether, upon closure of the Akatārawa Cemetery, it would be an unfair imposition for the ongoing maintenance and enhancement of the cemetery to be the sole responsibility of Upper Hutt City Council; and*

d) whether land in the Hutt City Council jurisdiction should be assessed for a possible future cemetery."

18. And requested the specific actions listed below.

- *To formally respond to issues raised in Daniel Chrisp's written statement tabled at the meeting, with a copy of response to be sent to all members.*
- *Liaise with HCC counterparts to discuss options for equity in fees and charges between the councils, with paper to be presented at next HVSC meeting (7 March 2025), summarising the options.*
- *Liaise with HCC counterparts to produce a brief follow-up report regarding the outcome of the review, outlining the next steps.*
- *Members asked that investigations into future land for cemetery purposes include privately owned land.*
- *Report back via email to all members regarding whether a Quantity Surveyor (QS) has assessed the Detailed Design plans for the extension of the cemetery. (There was confusion at the meeting as to whether the over budget Development Designs had been developed into the Detailed Designs (which were to be submitted for resource consent in early Dec 2024), and whether these consented plans would actually be within budget or not).*

19. It should be noted from the above that the HVSC fulfils the governance role for the Joint Cemetery at Akatāwara under the terms of the existing Agreement.
20. The HVSC is the joint committee referred to in clause 201 of the Local Government (Wellington Region) Reorganisation Order 1989.
21. In its governance role, the HVSC has made a number of requests that require further Council input before an appropriate response can be made back to the HVSC prior to its meeting on 7 March 2025.
22. The Open Spaces and Facilities Manager (UHCC) has responded to bullet points 1 and 5 arising from the meeting of the HVSC on 22 November 2024. These responses are attached in Appendices 1 and 2 of the report.
23. Before giving Council's response to closer alignment in fees and charges between the two councils (bullet point 2), there is a need to gain further direction from Council on whether this closer alignment is supported. The March 7 paper to the HVSC will therefore only provide information and an update on this.
24. The Agreement under Clause 36.5 specifically allows either party to develop new cemeteries within its own City boundaries should they choose to do so.
25. Despite options contained within the Agreement to develop a new cemetery within the boundary of Lower Hutt, Officers are not receiving many queries about this and do not perceive broad community concern or support regarding this. Requests for such are limited to a small niche of the community.
26. Consequently, in terms of resolution (d) (and bullet point 4) arising from the meeting of the HVSC on 22 November 2024, Officers are not currently considering the development of a new cemetery within the Council's

boundaries, with Council having previously resolved to invest in the Akatāwara Cemetery.

27. With this matter now being discussed at the HVSC, there is a need to get further direction from Council on whether officers should proceed in this area of work. That being, *“whether land in the Hutt City Council jurisdiction should be assessed for a possible future cemetery.”* As this is primarily a decision for Council rather than the Shared Services Committee.
28. Bullet point (3) follow-up report will be completed by Council’s Head of Parks and Reserves and the Open Spaces and Facilities Manager (UHCC).
29. The items identified for further discussion (a) and (c) are unresolved and will be the subject of further discussion between the two representatives of councils. This report seeks further direction on (b) and (d). Those being whether Council wishes to align fees and charges and whether it wishes to assess options to locate a new cemetery within the boundaries of Hutt City.

Options

Alignment of fees and charges

30. Council and UHCC have their own fees and charges for the cemetery. In general terms, Council fees are less than those of UHCC. The current fees and charges related to the two councils are attached in Appendix 3 of the report.

Advantages

31. Aligning fees and charges would provide a single rate for persons interred from either jurisdiction at Akatāwara Cemetery.
32. The Agreement under 36.1 states that UHCC will set the required fees and Charges at Akatāwara Cemetery. This would align with Council’s current schedule of fees and charges with the Agreement’s requirements. It will be seen from Appendix 1 attached to the report, that the current fees and charges at Council do not reflect those of UHCC.
33. In general terms, UHCC’s fees and charges are higher than those of Council, which indicates that should Council align its fees and charges with those of UHCC, it is likely to generate more operational revenue.

Disadvantages

34. Should Council seek to align its fees and charges with those of UHCC, it would likely represent an increase in user costs.
35. Aligning fees and charges between the two councils would reduce Council’s flexibility in setting its own fees and charges.
36. Whilst aligning rates for Akatāwara Cemetery might reduce confusion for those people utilising the service, it is likely to compound the issue at those cemeteries managed and maintained by Council (Taitā Cemetery and the Wainuiomata Gardens of Remembrance). Council potentially has different rates between its cemeteries, and Akatāwara Cemetery is managed and administered by UHCC.
37. There are differences in the public/private split of councils, with the Council’s recovery cost currently proposed at 30-33% for the current Long Term Plan. By contrast, UHCC seeks a recovery proportion of 70-85% from Akatāwara Cemetery in its current Long Term Plan.

38. Changes to the public/private split would need to be identified in Council's financial assumptions, and it is unlikely that any changes can be initiated outside the upcoming Long Term Plan (2028-2031).

Whether land in the Hutt City Council jurisdiction should be assessed for a possible future cemetery.

39. It is likely that this matter is outside the remit of the Shared Services Committee, given its governance role is limited to matters that relate to the Joint Cemetery rather than strategic matters relating to establishing a new cemetery within the boundaries of Hutt City.
40. However, this matter has been flagged as an item of interest by a small segment of the community primarily through the Shared Services Committee. As such, officers are seeking guidance from Council on whether it wishes to investigate options for a new cemetery within the jurisdiction of Hutt City or would prefer to maintain the status quo with an emphasis on funding the development of Akatārawa Cemetery.

Advantages

41. Developing a cemetery within the bounds of Hutt City would ensure its residents could be interred within the district.
42. Developing a new cemetery within the district would represent a Level of Service improvement providing more choice for residents.

Disadvantages

40. Developing a cemetery within Hutt City does not align with the strategic plan to develop Akatārawa Cemetery.
43. Both councils have made significant investments in the development of Akatārawa Cemetery in line with the strategic plan.
44. Developing and building a new cemetery within the boundaries of Hutt City would require a significant investment in purchasing land as the cemetery site and additional development funds.
45. The current two-stage development of Akatārawa Cemetery is anticipated to provide sufficient ash interment options for 40 years and 25 years for full body interments. Additional stages would extend this capacity. Opening an additional cemetery within Council's boundary would likely result in oversupply.
46. It is likely that the development of a new cemetery within the boundaries of Hutt City would reduce burial volumes passing through Akatārawa Cemetery and vice-versa. This would likely have a negative impact on the cash flow of both cemeteries.
47. The development of a second cemetery within the boundaries of Hutt City would increase operational income and costs in Hutt City.
48. Developing a new cemetery within the bounds of Hutt City would likely reduce land that could be developed to meet the City's housing needs.
49. If a suitable location should be identified to develop a new cemetery within the boundaries of Hutt City; the purchase would likely need to be under the Public Works Act, given the high value of land for housing purposes.

Climate Change Impact and Considerations

50. The matters addressed in this report have been considered in accordance with the process set out in Council's Climate Change Considerations Guide.
51. There are no specific issues relating to climate change in this report.

Consultation

52. Aligning fees and charges between the two councils will unlikely require additional consultation. Still, given the necessary changes to the public/private split and recovery models, they could not be introduced until the next Long Term Plan round.
53. Developing a new cemetery within the boundaries of Council would likely trigger consultation under Council's Significance Policy.

Legal Considerations

54. There are no specific legal considerations.

Financial Considerations

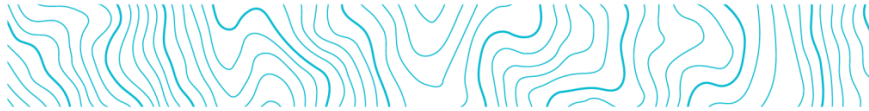
55. Given that Council has not budgeted to develop a new cemetery within the City boundaries, any decision to pursue such a strategy would need to be funded as part of the next Long Term Plan cycle (2028-2031).

Appendices

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1	Appendix 1-3 for Cemeteries Report	15

Author: Arthur Nelson
Head of Parks and Reserves

Approved By: Andrea Blackshaw
Director Neighbourhoods and Communities



Appendix 1: Response to Daniel Chrisp from Open Spaces and Facilities Manager HCC (Bullet Point 1).

Dear Mr Chrisp, thank you for your comments dated 22/11/24 regarding the Akatarawa Cemetery. I would like to respond to some of your comments detailed in your letter.

Point 3.b. As per the report to the Hutt Valley Services Committee (HVSC) , under section 6. c., a review of the responsibility for capital costs compared to the ownership model is considered to be beneficial as the calculation for capital costs do not align with the ownership model. Your comment that Upper Hutt City Council (UHCC) should be paying three quarters (75%) of capital costs when UHCC only has a one quarter undivided share of the fee simple estate, is unlikely to be accepted by Upper Hutt City Council.

Point 3.c. Your reference to UHCC charges being the cheapest in the region is probably true. The cemetery operation is based on the philosophy that income received is to cover operational costs only and is also governed by our Finance and Revenue Policy which states that 75 to 85 % of operational costs will be covered by user charges with 15 to 25% covered by rates funding. It has never been UHCC intention to profit from the cemetery operation. However, this philosophy may be reviewed in the future.

The fact that our fees may indeed be relatively low compared to other cemeteries in the region, is a direct reflection of the efficient operation that is currently in place.

As I mentioned in my report, the recovery of capital costs for this development needs to be reviewed by the two governing bodies, Hutt City Council (HCC) and Upper Hutt City Council, which could be completed as part of the Annual Plan or the next Long-Term Plan.

I can also confirm that due to our Finance and Revenue Policy there is very little opportunity to put aside surplus funds for future capital development.

Your comment in 3.c.i regarding funding arrangements is incorrect. You have quoted the UHCC 75/25 HCC ownership model which refers to the existing Akatarawa Cemetery, not the new development the HCC land ownership model which is UHCC25/75 HCC, therefore your comment is irrelevant.

Regarding 3.c.11. and your comment regarding the QS estimate, the project team is operating to a fixed budget and therefore value engineering the development. The funding for this project will be used and managed to achieve as much of the detailed developed plan as the allocated funding will allow.

Point 4 – The issue of suitable land in Hutt City will be addressed by HCC officers.

Finally , your last query about the involvement of HCC officers in the cemetery development, I can advise that there are three HCC officers involved in this project.

Brett Latimer
Open Spaces and Facilities Manager



Te Kaunihera o Te Awa Kairangi ki Uta | Upper Hutt City Council

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Appendix 2: Response to Hutt Valley Services Committee Regarding Quantity Surveying (Bullet Point 5).

In accordance with the request to report back to all members whether a Quantity Surveyor (QS) has assessed the detailed design plan for the extension of Akatarawa Cemetery. I have provided an explanation as detailed below. I am assuming Democratic services will be able to distribute this statement to all members. Let me know if this is not the case.

With reference to point 22 of the cemetery report presented to the Hutt Valley Services Committee (HVSC) on the 22 November 2024 which stated "A Quantity Survey (QS) review of the Developed design has been provided and the construction estimate (24.10.2024) now sits at \$4,708,760." We proceeded with QS estimate to assist with the tender preparation at the developed design stage as the design was well advanced and very close to the final detailed design. This has resulted in cost savings due to one less QS estimate required. We will only be able to determine if the proposal falls within budget once the project has been tendered.

From an officer's point of view, the QS estimated cost is considered to be conservative and the project will be managed to achieve as much of the detailed developed design as the allocated funding will allow.

Brett Latimer
Open Spaces and Facilities Manager



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Appendix 3: Fees and Charges Comparison HCC and UHCC

Plot purchase and maintenance	Hutt City fees and charges 2024/25	UHCC fees and charges 2024/25	UHCC \$ difference	UHCC % difference	Comments
Child (1 to 12 years)	\$798.00	\$1,200.00	\$402.00	50.38%	
Infant (under 1 year)	\$176.00	Still born - no charge			
Ashes	\$715.00	\$733.00	\$18.00	2.52%	
Ashes garden, Taitā and Wainuiomata	\$1,155.00	\$1,187.00	\$32.00	2.77%	
Memorial tree plots, Block 18	\$1,160.00	\$1,612.00	\$452.00	38.97%	
Ponga trail, Block 19	\$930.00	NA			
Out of district fee - \$930.00 Applies to all plot purchases where the deceased has lived outside the city for the last five or more years					
Interment fees	Hutt City fees and charges	UHCC fees and charges	UHCC \$ difference	UHCC % difference	Comments
Adult	\$968.00	\$1,030.00	\$62.00	6.02%	

Child (1 to 12 years)	\$627.00	\$415.00	-\$212.00	-51.08%	
Infant (under 1 year)	\$176.00	\$175.00	-\$1.00	-0.57%	
Ashes	\$132.00	\$133.00	\$1.00	0.75%	
RSA Veterans	Hutt City fees and charges	UHCC fees and charges	UHCC \$ difference	UHCC % difference	Comments
Burial plot purchase	Free	Free	No Charge		
Burial interment fee	\$968.00	\$1,030.00	\$62.00	6.02%	
Ashes plot purchase	Free	Free	No Charge		
Ashes interment fee	\$132.00	\$133.00	\$1.00	0.75%	
Ashes interment (memorial wall)	\$132.00	NA			
Disinterments and re-interments	Hutt City fees and charges	UHCC fees and charges	UHCC \$ difference	UHCC % difference	Comments
Burial (body)	Price on enquiry	\$1,123.00			

Ashes	Price on enquiry	\$93.00					
Special fees and charges	Hutt City fees and charges	UHCC fees and charges	UHCC \$ difference	UHCC % difference	Comments		
Note: Re-interments are to be charged as for interment fees.							
Outside district fees	\$1,298.00	\$1,440.00	\$142.00	9.86%			
Outside district fee children under 12	\$1,138.00	\$1,168.00	\$30.00	2.57%			
Outside district fee RSA	\$1,298.00	\$1,326.00	\$28.00	2.11%			
Outside district fee ashes	\$930.00	\$960.00	\$30.00	3.13%			
Casket larger than standard	\$286.00	\$293.00	\$7.00	2.39%			
Extra depth (90cm)	\$231.00	\$150.00	-\$81.00	-54.00%			
Weekend interment - casket	\$495.00	\$295.00	-\$200.00	-67.80%			
Weekend interment - ashes	\$242.00	\$121.00	-\$121.00	-100.00%			
Plaque/Memorial fees	\$97.00	\$35.00	-\$62.00	-177%			
Plot cancellation fee	\$63.00						

Transfer of exclusive right	\$63.00						
Breaking of concrete	Actual cost						
Search fee: Per entry (up to 30 minutes)	\$29.00						



TO: Chair and Members
Communities, Culture and Partnerships Committee

FROM: Andrew Quinn

DATE: 29 January 2025

SUBJECT: WHAKATUPU NGAENGAE

Purpose of Memorandum

1. To provide an update to the Committee on the progress and management of the Whakatupu Ngaengae Project (pool and town centre development) since the last update on 13 November 2024.

Recommendations

That the Committee:

- (1) receives and notes the information; and
- (2) notes the following progress that has been made on the Whakatupu Ngaengae project in the period November 2024 to January 2025:
 - (a) Te Ngaengae Pool + Fitness opened to the public on 4 December 2024 following a dawn blessing by mana whenua, supported by community leaders, staff and students from local schools;
 - (b) The project being within the financial allocation of \$68M budget and the project team are in the process of closing out the project financials; and
 - (b) Works to the Walter Mildenhall Park has started on time and a small ground-breaking ceremony is scheduled for 7 February 2025.

Te Ngaengae Pool + Fitness

2. Te Ngaengae Pool + Fitness opened on Wednesday 4 December 2024, led by mana whenua representatives, community members, council staff, teachers and students of all nine local schools.
3. The celebration included a kapa-haka performance by school children from Naenae schools, speeches from Ministers Hipkins and Bishop, Mayor Barry and Naenae Community Advisory Group chair Lyn Bareta.
4. A community celebration day was held on Saturday 7 December again attracting large crowds to the pool. Entry over the first weekend was by coloured wristbands giving free entry to three swim sessions for around 2,000 people over the weekend. In late November the pool received its Green Star Five Certification.

5. Both pools and gym are both operating well, and any teething problems are being resolved as they arise led by project team and Main Contractor Apollo Projects. These relate to the operation of the access-controlled gates at reception, water pressure in the leisure pool for wash down and in general some anti-social behaviour in the initial period leading up to Christmas.
6. Pictures of the opening ceremony and community celebrations are attached as Appendix 1 to this report
7. Officers are also under-taking a lessons learned exercise as part of the project close-out which will also come back to this Committee.
8. Officers are currently considering a number of awards that the project could be entered for.
9. The first reporting of attendance and financial information on the new facility will take place at Q 3, however early indications are that attendance numbers has been very good, in particular for the children's pool.

Transition to Council-led operations

10. Major refurbishment of the Huia Main and Children Pools is underway, and the work is expected to take up to eight months. Recruitment of new staff has been timed to coincide with its re-opening, although some will be drawn from the staff currently working at Te Ngaengae Pool + Fitness. The Huia closedown was communicated to all impacted pool users and the public prior to its closure.
11. Prior to the opening of Te Ngaengae Pool + Fitness, staff from the Aquatics and Facilities teams received the necessary site safety inductions, and the fit-out of key areas was completed in time for the grand opening. This included gym equipment, furniture, reception desk, inflatables and various pool-side operational equipment. It is pleasing to note that all fit-out was completed on time and on budget thanks to great collaboration between officers and senior pool staff.
12. The test days that were arranged enabled pool staff to get an early feel for the pool before going live. The community groups that attended ranged from local schools, scout groups and special interest groups such as water polo club.
13. The transition to new Envibe software system greatly improves our customer interface and service delivery. The new system vastly improves the administration and delivery of Swim classes and, at Naenae, allow auto gate access to the pool and Fitness Suite when utilising membership and concession cards. This is something staff would look to replicate in Huia and Stokes Valley.

Walter Mildenhall Park

14. Following an extensive tender process, the contract to carry out the conversion of public open space to a playful landscape has begun. Contractor Sierra Delta Civil Ltd was awarded the contract and works are already underway.
15. The agreed tender price was favourable and so the project team, together with the Naenae Community Advisory Group (CAG) have been keen to explore how to best to deploy some of these surplus funds.
16. Officers have recently met with the Naenae CAG to discuss the scope of enhancements they would like to see. Currently this extends to a larger BBQ shelter and a few additional features for the enclosed play-space. Both are items that were strongly favoured during the community engagement.
17. The next step for the team is to create a design brief and source some concept designs for the whare kai which would be shared with the CAG and a recommendation to proceed would come to this committee in April 2025. Importantly, any additional items will need to be agreed by the Parks and Reserves team to ensure they can be managed within future operating budgets which are constrained.
18. In the meantime the CAG will continue to raise funds for the enhancements. This together with the surplus from the tender process and the budget for the BBQ shelter/whare kai amounts to \$250,000.

Risk

19. The Pool is on track to come in under the CAPEX budget of \$68M and to draw down the full contribution of Crown Infrastructure Partners of \$27M, which came through the Infrastructure Reference Group Fund. In the last report, reserves were considered adequate to manage residual risks for the pool contract.
20. The remaining funds for the Naenae Spatial Plan are sufficient to cover the cost of the build for Walter Mildenhall Park, including contingencies. The enhancements previously discussed will be covered by community donations and surplus from the tender process.

Financial considerations

21. There are several items and sub-projects discussed for the Pool that are not within scope. Once the final project cost is known, if there is any underspend a report will be considered by Council to determine whether this is taken as a saving or is spent on projects on the waiting list which include adding solar panels and/or a spa pool, noting there is unlikely to be sufficient underspend to fully-fund either.

Legal Considerations

22. There are no legal considerations to report.

Appendices

No.	Title	Page
1↓	Pictures of the community day and opening ceremony	26

Author: Andrew Quinn
Project Manager (Naenae)

Approved By: Andrea Blackshaw
Director Neighbourhoods and Communities

07 February 2025

Report no: CCPC2025/1/34

Proposal for Granting Long-Term Leases On Reserve Land

Purpose of Report

1. This report seeks the Committee's agreement to grant the Sea Cadets Association New Zealand (SCANZ) and the Lions Club Lower Hutt Charitable Trust (Lions Club) Mini Golf long-term leases for the use of reserve land to continue organisation activities.

Recommendations

That the Committee:

- (1) notes and receives the content of this report; and
- (2) approves the granting of long-term leases to Sea Cadets Association New Zealand and the Lions Club Lower Hutt Charitable Trust.

For the reason that granting these leases would provide continued charitable and non-profit activities on Council land.

Background

2. Both SCANZ and the Lions Club have utilised long term lease agreements in the past with Council and are now seeking a new agreement as each lease have reached the final expiration that occurred in 2024.

Sea Cadets Association New Zealand- Petone Foreshore

3. SCANZ is the national parent organisation for Navy Cadets within New Zealand, and their building on the Petone Foreshore is the headquarters for the Training Ship Tamatoa (TS Tamatoa).
4. The club, formed in 1941, have been training on the current site for over 50 years and includes a Navy Cadet Unit, Air Training Corps Cadet Unit and junior Tamatoa Dolphins unit for younger members.

5. The map below shows the location of the organisation on 160 Petone Foreshore (in red).



6. Organisation operations including the training of Cadets. These Cadets include local youth, typically aged from 12-18 years old, and parade on site. Adult Cadets have the option to work towards becoming a Commissioned Cadet Officer.
7. The image below is the front façade of the training building.



Lions Club of Lower Hutt Charitable Trust-Avalon Park

8. The Lions Club of Lower Hutt (Host) Charitable Trust is a registered charity and has operated the 18-hole mini golf facility at Avalon Park for over 35 years. Profits from the operation are given in full to various local charities around the Hutt Valley and Wellington City.
9. The facility is manned entirely by volunteers and assisted by local businesses. This includes having a volunteer in the kiosk (the small building on site), gardeners, lawn mowers, and maintenance volunteers.
10. Approximately 5,000 golf games are played each year and help provide an affordable pastime for a variety of users.
11. The map below shows the location of the grounds on Fairway Drive at Avalon Park (in red).



12. The image below is of the mini-golf grounds in the park.



Discussion

13. Table 1 below highlights the primary details of each proposed lease.

Lessee	Legal Description	Purpose	Initial Term
Sea Cadets Association New Zealand (SCANZ)	Land lease Lot 1-2 Deposited Plan 69217 at 160 The Esplanade known as the Petone Foreshore (Reserve) Lease area approximately 410m ² more or less	Providing teaching and training facilities to the youth of the region and for sailing activities related to SCANZ.	6 years with two possible rights of renewal
Lions Club of Lower Hutt (Host) Charitable Trust	Land and building lease Lot 5 Deposited Plan 518424 known as Avalon Park (Recreation Reserve). Lease area approximately 2,000m ² more or less	Operation of 18 hole mini-golf facility	12 years with two possible rights of renewal

Table 1: Proposed Lease Terms for each applicant

14. Regarding fees and charges, the Lions Club will be charged based on the registered charity formula, and SCANZ as a non-profit organisation from current pricing that came out of the Long-Term Plan 2024-2034.
15. Officers propose the SCANZ lease be set at 6 years initially given the location on the Petone Foreshore and the known changes and challenges for this area in coming years due to climate change and infrastructure development.

Options

16. Approve granting of the proposed long-term leases (recommended).
17. Not approve either lease, however, accept a shorter initial term.

Climate Change Impact and Considerations

18. The matters addressed in this report have been considered in accordance with the process set out in Council's Climate Change Considerations Guide. The shorter lease for SCANZ takes into account climate change impacts on Petone Foreshore.

Consultation

19. In accordance with section 119 of the Reserves Act 1977, Council has provided public notice on its intention to grant the long-term leases.

Legal Considerations

20. Under section 54 of the Reserves Act 1977 and section 303 of the Local Government Act, Council, as the territorial authority, may enter into a private lease agreement over Council owned land.

Financial Considerations

21. Other than officer time for processing the applications, there are no other predicted budget implications.

Appendices

There are no appendices for this report.

Author: Nicole Peurifoy
Leasing Coordinator

Reviewed By: Arthur Nelson
Head of Parks and Reserves

Approved By: Andrea Blackshaw
Director Neighbourhoods and Communities

10 February 2025
Report no: CCPC2025/1/31

Assets Review - Community Halls

Purpose

1. This report seeks approval for a proposed approach and high-level plan for future management of Council's eight Community Halls and similar facilities, aligned with the Assets Review principles.
2. As part of the Assets Review it was agreed that activity would be aligned with the new approach as opportunities arise, and that any matters requiring decisions would be brought to the Community, Culture and Partnership Committee for approval.

Recommendations

That the Committee:

- (1) receives and notes the information in this report;
- (2) notes the financial challenges Council faces in managing built and green assets into the future;
- (3) notes the approach agreed by Council as part of the Assets Review, including optimisation of spaces and increased cost recovery, which was consulted on as part of the current Long term Plan;
- (4) Notes this paper proposes aligning management of Community Halls with this approach;
- (5) notes community groups impacted by this proposed change have been advised and will be supported with advice to adjust their operating and funding models during a two-year transition; and
- (6) approves option (a) - align the management of community halls with the Assets Review to address the budget shortfall.

Background

3. During the development of budgets for the Draft Long Term Plan (LTP) 2023/27, a shortfall of \$35.9M was identified in budgets supporting Asset Management Plans for Council's built and green assets (excluding operational costs).

4. In response Council agreed to:
 - a) budget \$30.9M for appropriate maintenance and renewals of core assets at current service levels; and
 - b) make significant changes to the management of other assets, and the management of assets overall, to address the remaining shortfall.
5. The agreed changes to asset management were:
 - a) optimisation of existing assets (more sharing/hubbing, improved booking system);
 - b) greater cost recovery from existing assets (to better align with Revenue and Finance Policy guidance – ensuring the actual cost is better reflected, and that costs are fairly shared between ratepayers and the groups/communities benefitting from the asset);
 - c) divestment of assets (re-purpose, gift, sell, demolish); and
 - d) strategic future investment.
6. It was agreed as assets come up for significant renewals or leases expire, current arrangements will be reviewed to understand:
 - a) community benefit;
 - b) the context of the asset in a neighbourhood setting; and
 - c) whether there is an opportunity to better optimise the asset or hub activities in line with the objectives of the Asset Review.

Progress to date

7. In the LTP 2023/24 Council agreed to:
 - a) increased fees and charges for hiring spaces in Council-managed facilities;
 - b) increase charges for existing leases and licences for buildings (as they come up for renewal) - up to 30%, but not beyond the 19% cost recovery mark; and
 - c) increase charges for leases for land by up to 30% (as they come up for renewal), but not beyond the 19% cost recovery mark; adjust the settings in the Private Use of Hutt City Council land policy to enact this.
8. A cross-Council Assets Oversight Group has been established to implement the approach, and a register has been established to manage stakeholder engagement regarding optimisation of assets and divestment opportunities. Divestment conversations are underway regarding two buildings on Fraser Park and Hardwick Smith Lounge.

9. As officers identify further opportunities to implement the new approach and address the budget shortfall, these are being brought forward to this committee for decisions.

Further opportunities – Community Halls

10. Council provides and maintains eight community halls in the city as part of its portfolio of community facilities.
11. Two of the Halls are leased to an anchor tenant, and the other six are bookable venues managed by Council Officers. Two of the six bookable venues also have a partner occupying part of the building and a preferable financial arrangement. Council also provides additional bookable spaces across other Council owned assets and one non-Council owned asset.
12. The community as a whole benefits from the activation of these sites, these assets are mainly funded by general rates, with fees and charges set at a level which reflects type of usage.
13. Council's Revenue and Finance Policy determines the targeted cost recovery for this activity to be 'low' for operational costs, which is 0-19%. This means fees and charges for community halls do not have a minimum set level to enable cost recovery.
14. Overall, the Community Hall assets are in average condition. This is based on the scores from the individual components as reviewed in the condition assessment reports. These buildings average at 2.9 (average); 1 being good and 5 being bad.
15. There are several factors including the majority of buildings built in the 50s and 60s coming up for renewal at the same time and renewal and replacement of existing assets not being prioritised in previous years, meaning some of our stocks are in poor condition and will require significant investment in the coming years. It will be critical that this investment represents good value for money in terms of halls being optimised and an appropriate cost recovery.
16. An example of this is Hardwick-Smith Lounge which was closed in July 2021 due to black mold issues. Due to ongoing leaks resulting in visible signs of mold, a specialist inspector recommended closure of this site until remedial work could be undertaken.
17. The total hours booked in community halls in 2023/24 (12,822) were 20% higher than the previous year with the biggest increases in Eastbourne and Wainuiomata Halls.
18. The number of bookings per hall is evenly spread with Belmont accounting for 25% of total bookings and Wainuiomata 14%, although Wainuiomata accounts for the most hours - 28% of the whole.

19. In seeking alignment with the new approach to managing assets, the following has been considered:
- a) community halls are currently well below the rate of cost recovery outlined in the Revenue and Finance Policy;
 - b) historic leases/agreements contain unique clauses and/or Key Performance Indicators which create a lot of administrative and management work with potentially low to nil cost recovery;
 - c) historic leases/agreements are inconsistent which means some groups/communities are getting higher levels of individual benefit than others;
 - d) where fees are determined by usage, where information is not proactively provided some may be contributing less than agreed; and
 - e) while usage varies, generally, our community halls could be better optimised. The new booking system which came online at the end of 2024 (Bookable) provides the opportunity to do this, with customers able to view all available spaces and book through a more user-friendly and responsive interface.
20. As at the end of 2024, Halls with bespoke historic arrangements were returning significantly less revenue to Council, as detailed below. The five halls not listed here (listed in Appendix 1 attached to the report) return a total of \$121,835pa in revenue (2023), averaging \$24,000 each. The three halls listed below with bespoke arrangements returned \$2753 (Eastbourne), \$3000 (Epuni) and \$100 (Maungaraki).

<p>Eastbourne Community</p>	<p>Eastbourne Sports & Services Club Inc (ESSC) have exclusive use of the upstairs area and use the hall for storage of cricket nets and equipment. Bookings are only for downstairs (the sports/rec area and associated ground floor areas). These are managed via Council. ESSC have free bookings and agreed to pay an annual contribution of \$4,000 to Council, however this has not been collected in recent years. Revenue from all other venue hire goes to Council.</p> <p>ESSC have the majority of bookings as back up for their sports training so the majority of time the hall is booked but not used, and not available for others to book.</p> <p>While bookings are high (900 23/24) revenue is low (\$2753) due to the number of free bookings.</p>
<p>Epuni Hall</p>	<p>The hall is leased to Lower Hutt Musical Theatre who pay \$3,000pa to Council and keep all revenue to fund their own activities. They manage bookings through a phone number on their website and Council has no visibility of usage, although anecdotally it is lower than other halls and availability is limited. The lease has expired and is being rolled over on a month-by-month basis to enable this re-set. HVMT expressed concern about losing the income.</p>

Maungaraki Community Hall	<p>The hall is leased to the Maungaraki Residents Association who manage bookings.</p> <p>The historic lease has rent at \$100pa or 50% of revenue - whichever is higher. Does not appear to have been enforced in recent years and they pay \$100pa. The lease has expired and is being rolled over on a month-by-month basis to enable this re-set. They have requested to have their rent subsidised fully, due to the services they offer to the community.</p>
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21. These bespoke arrangements provide significant benefit to particular groups, and limit Council's ability to optimise or recover cost. Bookings would be better optimised if the halls were managed by Council through Bookable. Previously, when there was no centralised digital system, there was less disadvantage in having the venues booked manually through other organisations. The new system gives Council the opportunity to make its spaces more accessible across the community.
22. To align these halls to the Assets Review, they would be managed by Council, with all revenue coming to Council to improve cost recovery. The incumbent organisations could still book as much time as they require and could still play a part in managing facilities if they choose to. However, they would have to pay for this and would not receive income from revenue, so this would have a significant impact.
23. These groups are being consulted, and their feedback will be reported at the February meeting. They will also have the opportunity to talk in Public Speaking.
24. Any changes could be phased over two years to give these groups time to adjust their operating models. It is likely these groups will be unhappy with the change and they may feel it affects their viability. They currently use the income for community purposes, which might cease. This needs to be balanced against the need for Council to achieve better cost recovery from assets to off-set the budget shortfall, and to ensure consistency in the way it supports community groups.
25. The operational aspects of any changes need to be considered to ensure they are not significantly increasing cost or complexity of service delivery and meet health and safety requirements. This would be part of ongoing conversations with these groups.
26. Additionally, there are other community assets which are similar in nature to community halls which should be aligned in the same way. These will be included in future reports to this Committee.

Options

27. The Committee has the option to:

- a) Seek to align the management of community halls with the Assets Review to address the budget shortfall and progress as outlined above. (recommended); or
- b) Stay with the status quo and do not take this opportunity to address the budget shortfall for assets, noting this will require additional rates funding.

Financial implications

28. If the recommended option (a) above is supported, this will increase cost recovery on these community assets and help to offset the budget shortfall. If the three halls returned a similar cost recovery to the average across the group this could be an additional \$65kpa. There will be a negative financial impact for the three community groups involved.

Legal Considerations

29. There are no legal considerations to report. Leases are legal contracts, and any changes need to be carried out within the bounds of existing agreements.

Climate change implications

30. The matters addressed in this report have been considered in accordance with the process set out in Council's Climate Change Considerations Guide.

31. Climate change and environmental impacts are considered within the asset management plans identifying opportunities to improve environmental outcomes, eg conversion of heating sources at our buildings from gas to electricity.

32. Environmental impacts are also considered on a case-by-case basis as work is undertaken on buildings and other assets.

Next steps

33. If the Committee approves this change, conversations will continue with the impacted groups. This would include how the changes could be phased, if there are operational implications. Officers propose the management of bookings be made immediately to optimise bookings, with the potential for some revenue to be shared over the first two years to support the groups to transition. (2025/26 and 2026/27)

Appendices

No.	Title	Page
1↓	Appendix 1 - Additional Community Halls information	40

Author: Alannah Laban
Head of Assets and Facilities Management

Approved By: Andrea Blackshaw
Director Neighbourhoods and Communities

Report no: CCPC2025/1/35

Neighbourhoods and Communities Focus Area | Programming

Purpose of Report

1. This report provides an update on Council's approach to delivering community activities that contribute to wellbeing. In 2022, Council adopted a new Neighbourhoods and Communities approach, marking a significant strategic shift from multiple teams independently planning and delivering activities to a single, coordinated, and strategically aligned programme focused on specific outcomes.
2. The report also reviews programming data from Solus, presents case studies demonstrating impact, and identifies opportunities for improvement and future priorities.

Recommendations

That the Committee:

- (1) notes progress in transitioning to a coordinated, strategically aligned programme of activities to support community wellbeing;
- (2) notes the Solus database now provides insights into programme participation, supports evidence-based decision-making for programming, and presents opportunities to expand Solus towards a singular view of Council's community activities;
- (3) notes the Annual Plan KPI to deliver at least 3000 events has already been exceeded at the end of Q2; and
- (4) notes the upcoming Q3 and Q4 programming, including Matariki, Pasifika Language Weeks, and Youth Week, which will support underrepresented categories and incorporate sustainability elements.

Background

3. The adoption of the current approach to Neighbourhoods and Communities (2022) included a significant shift to the provision of activities to support wellbeing (programmes). Previously, multiple Council teams planned and delivered programmes with little co-ordination or alignment. While they were generally of good quality and aligned to the outcomes sought by each

business area, there was some duplication and there were gaps in programming around some of Council's broader priorities.

4. The strategic shift aimed to create one co-ordinated and strategically aligned programme of activities across Council, targeting specific outcomes. This aimed to ensure activity and resource were optimised and efficient, and that all activities support the priority outcomes of Council and community.
5. The initial, and current, focus areas are:
 - Education, employment and training (focus on literacy)
 - Health – physical and mental health (including kai resilience)
 - Safety and Resilience
 - Arts and Culture (including heritage)
 - Inclusion and Diversity
 - Environment and Sustainability
 - Active citizenship
6. Programming also responds to priority areas in the Rautaki Māori Strategy and targets the Communities of Interest identified in the N and C approach - Rangatahi, Seniors, LGBTQIA+, Disabled people, Migrant and Ethnic communities, Kai, Arts, and Pasifika.
7. The Programmes and Innovation (P&I) function oversees and co-ordinates programming and seeks opportunities to partner with others and innovate in alignment with the focus areas.
8. Council now delivers around 5000 programmes annually, the majority enabled and hosted by Neighbourhood Hubs. As well as seeking better co-ordination and alignment the new approach is making a shift to more community-led activity, seeking to partner with others seeking the same outcomes who can deliver both in Council's spaces and others.
9. Recent investment in the Solus library app enabling events functionality has provided a database that centralises programming data, enabling better coordination, analysis, and reporting. Previously data across 5000 activities had to be captured manually.
10. The Solus-powered [‘What’s on’](#) launched last year provides a digital, searchable one-stop shop for anyone wanting to find events happening in our city. Solus data provides an overview of programming and enables analysis of things including where there may be gaps in provision and which events are resonating with each community.

11. The Annual Plan KPIs includes a target of delivering 3000 activities for the year, which will be well-exceeded this year. Two other targets are for the number of digital literacy (target 100) and early literacy (target 800) programmes which are expected to exceed their targets. These were set before centralised data capture was possible and targets for the next Long Term Plan will be better informed.
12. Council's Te Herenga Kairangi Outcome includes an outcome around ensuring promotion of physical activities to hapori Māori through activities and communication. In Q 2 2025, Council's Rec Sport & Play team worked with Kī-o-rahi ki te Upoko o te Ika to enable sportsground access and funding through Nuku Ora (Tu Manawa Activation Aotearoa Fund), to deliver a sports module targeted at Rangatahi in Wainui. The module saw participation from 18 teams, categorized into Kura, Whānau, and Taniwha, over a six-week period. Looking ahead to Q3, the initiative aims to expand by offering the module in Pito-one, enabling Hutt-based whānau to participate.
13. Reporting progress against the broad social and cultural outcomes Council is targeting through these activities can be challenging as Council is just one contributor and impact may depend on several factors and take several years. Officers, working with the Chair of the Communities Culture and Partnership Committee, have developed a reporting template designed to demonstrate impact and provide qualitative evidence to inform the future direction of this work. This is based on the Results Based Accountability method in use in central government. Examples of these are attached to the Director's Report for the February meeting of this Committee. Below are two case studies on recent programming.

Case Study: Summer Activation Programme

14. The Summer Activation Programme demonstrates how coordinated efforts across teams can effectively deliver to Council's broader outcomes. Council usually provides a range of activities during the summer holiday break. This year the programme has focused on activating spaces in the city centre, to support the outcome of encouraging people into the CBD, particularly as city redevelopment activity starts to get underway. Three public spaces – Dowse Square, Daly Street, and Anzac Lawn – were selected as activity hubs based on suitability for planned events. Specific teams were allocated to lead activities in these spaces. For example, the Recreation, Sport & Play team organised fitness activities such as Xtreme Hip Hop at Dowse Square, which was selected for its practicality. Community groups were also enabled to deliver activities in these spaces.

15. The programme includes over 25 events from November to March, covering a range of focus areas such as cultural engagement, wellbeing, creative expression, and support for local businesses. Events included:
- A Lunar New Year celebration showcasing Vietnamese traditions at Te Mako Naenae Community Centre
 - A Multicultural Summer Fun Day at Anzac Lawn
 - Recreation, Sport & Play Pilots (Netball clinic, Flag, Ki-o-Rahi) in Wainuiomata and Kōraunui
 - Pasifika Night Market at Dowse Square
 - Ura HIIT at Dowse Square
 - Xtreme Hip Hop “Welly Step” at Dowse Square
16. More events are ahead going through to the end of March include Children’s Chinese New Year at War Memorial Library and Afrika Bazaar at Hillary Court in Naenae.

Case Study: Multicultural Summer Fun Day

17. The **Multicultural Summer Fun Day** was held on Tuesday, 14 January 2025, at Anzac Lawn in the Gardens outside War Memorial Library. This free event engaged a diverse range of community members through cultural and recreational activities.
18. The event provided an opportunity for the public to participate in activities that promoted cultural awareness and community engagement. It also served as a platform for Council to work collaboratively with community organisations, supporting Council’s objectives of inclusivity and alignment with strategic priorities.
19. The event featured cultural activities, such as Filipino Bamboo Dancing, Lion Dance workshops, and Colombian cultural games, alongside interactive activities like henna art, bubble stations, and outdoor sports. Attendees were also encouraged to bring and share their own cultural games, fostering participation and community-led interaction. Delivered in collaboration with organisations like ChangeMakers Resettlement Forum and Kaibosh, the event supported Council’s objectives of inclusivity and partnership-building.



Once the programme has been completed there will be an analysis of data and insights to inform future planning.

Programming Insights from Data Analysis

20. The recent introduction of SOLUS with its events functionality provides both an internal tool for data analysis and a public-facing resource, enabling residents to explore "What's On" in Lower Hutt. Through its public interface, users can browse events by date, location, or category, providing easy access to over 5,000 programmes annually. Internally, Solus enables the Council to track trends, identify programming gaps, and align activities with strategic goals.
21. While it is early days in terms of data collection, Solus is starting to provide valuable insights to inform programming.

22. The data shows that during Q1 (July–September 2024) and Q2 (October–December 2024), 3,966 programmes were delivered, exceeding the annual target of 3,000 by the end of Q2. Of these programmes, 148 were digital literacy programmes, also exceeding the target of 100 by the end of Q2. 788 early literacy programmes have been delivered, due to reach the target of 800 by Q3. Attendance figures demonstrate strong community engagement, with 19,391 attendees in Q1 and 41,487 attendees in Q2. Figure 2 illustrates attendance trends across key hubs, highlighting Walter Nash Centre as the highest-performing site due to large-scale events like Rail EX.
23. Programme offerings and attendance patterns vary significantly across hubs, reflecting differing local needs. For example, Kōraunui hub leads in programme offerings and report higher engagement, while smaller hubs such as Moerā show lower participation rates alongside fewer programmes. The number of programmes and attendance numbers also vary due to site size, staffing capacity and catchment area. This highlights the importance of aligning programme offerings with local needs and ensuring balanced resource allocation across locations.

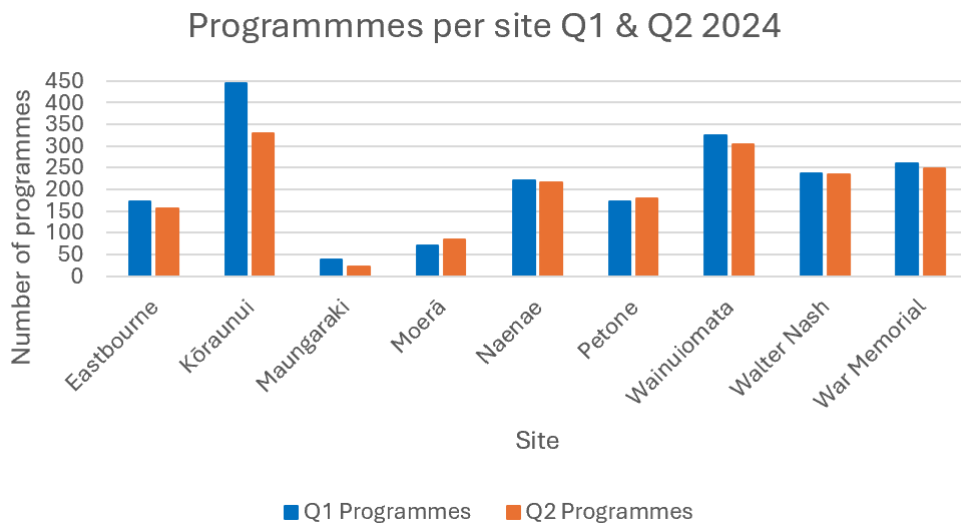


Figure 1: Programmes per site for Q1 & Q2 2024

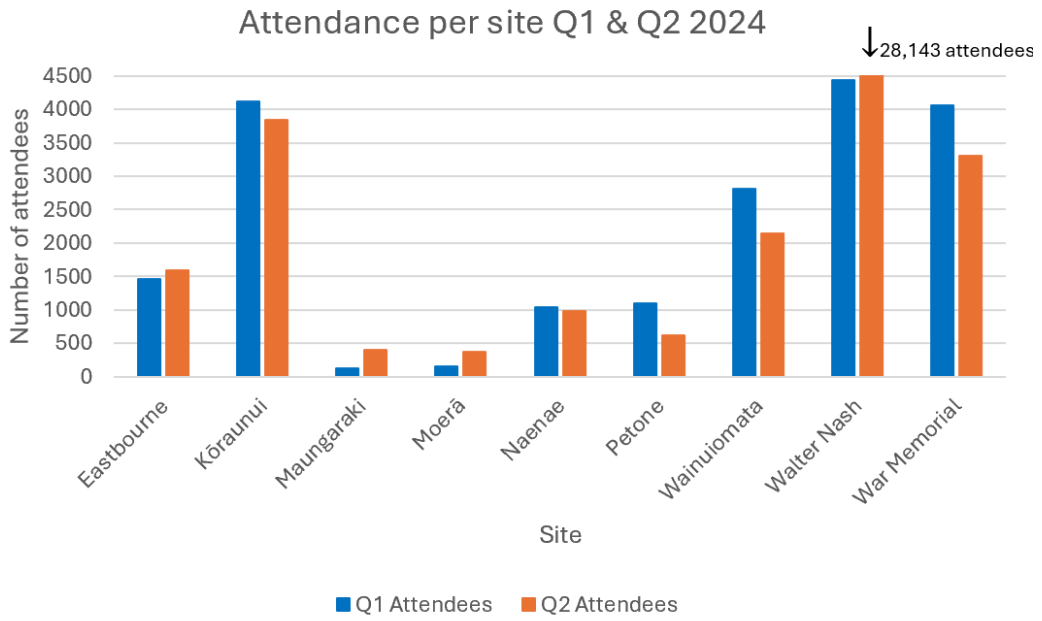


Figure 2: Attendance and Participation per site Q1 & Q2 2024

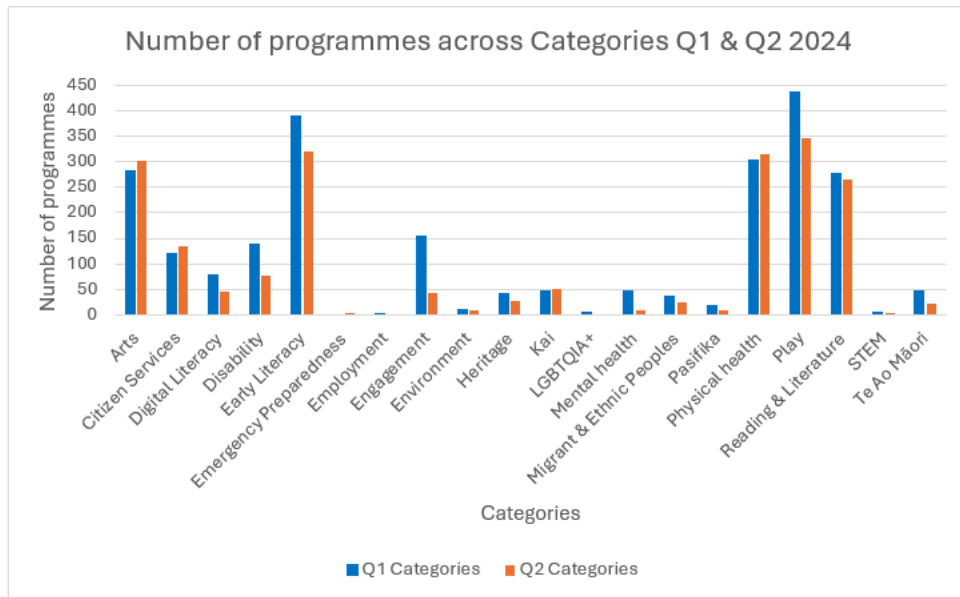


Figure 3: Programmes across categories Q1 & Q2 2024

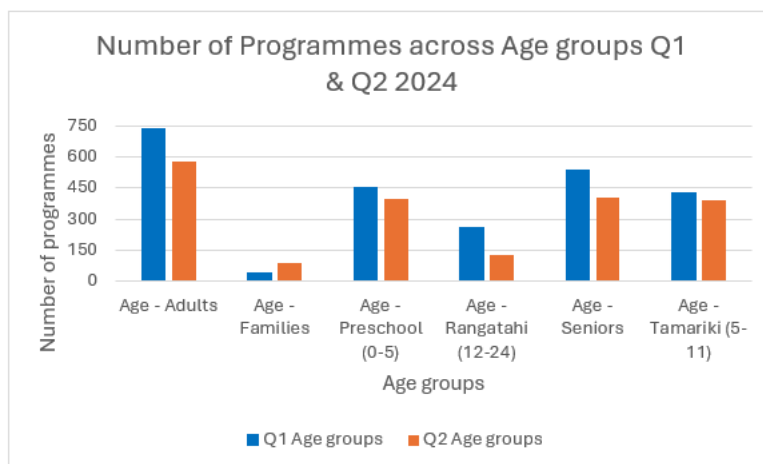


Figure 4: Programmes across age groups Q1 & Q2 2024

24. Analysis of Solus data indicates that Early literacy, Play, Reading & Literature, Physical Health and Arts remain the most frequently delivered categories, with consistently high attendance across sites. These sorts of activities have been part of Council's core services over time and continue to be popular. There is a consistent demand for children's programming, with programmes such as Baby Bounce and Storytime which are delivered consistently at all sites and demonstrate strong engagement through attendance numbers. Digital literacy programmes such as Digital Steps are also well-attended, though their delivery varies across sites to meet local needs. Social connection and physical health initiatives are frequently attended and remain a core part of the programming schedule.
25. Appendix 1 attached to the report shows how the categories align with the Focus Areas.
26. Data from Solus highlights opportunities for increased offerings and improvement. While attendance and participation rates remain strong overall, gaps persist in categories such as rangatahi engagement, LGBTQIA+ programming and environmental sustainability initiatives, presenting opportunities for future growth. Targeted strategies, such as partnerships with external organisations and community facilitators, are being developed to address these gaps. For example, the new Moerā Hub is piloting a 60-day programme in collaboration with youth organisations like Voice of Aroha and Vibe to better engage rangatahi. Expanding efforts in underrepresented areas will be a priority for the Programmes and Innovation team in the coming quarters.
27. While these numbers reflect strong community engagement, it is important to prioritise quality over quantity, recognising that a few well-designed programmes can have a greater impact than a larger number of less targeted initiatives. Evaluating the effectiveness and impact of the programmes that we deliver is key.

Forecasted programmes for Q3 and Q4

28. A total of 1,957 programmes are currently forecasted for the remainder of the year, primarily reflecting regular programmes already entered into Solus. Major events, such as Easter, Anzac commemorations, Music Month, NZ Sign Language Week, Pink Shirt Day, Youth Week, Pasifika Language Weeks, Refugee Week, and Matariki provide a further opportunity for additional activities.
29. Sustainability elements will be embedded into upcoming events like Matariki and Youth Week to align with the Council's Climate Action Pathway. The P&I team is also exploring collaborations with environmental organisations to deliver targeted sustainability-focused programming.

Options

30. There are no options available as this is a noting report.

Next steps

31. Future priorities include:
 - developing initiatives for underrepresented areas, such as Rangatahi, Migrant and Ethnic communities, and Sustainability-related programmes.
 - implementing feedback mechanisms to capture participant input and align programme offerings with community priorities.
 - expanding efforts to amplify underrepresented voices by creating platforms for engagement and supporting communities to take a lead in shaping Council programming and initiatives.
 - strengthening our focus on delivering better outcomes for Māori by working more directly with communities, exploring further actions, and progressing in partnership with Te Tira Māori (TTM).
 - integrate the Solus database into wider council teams and the community, establishing a centralised platform for programmes and events across the city.

Climate Change Impact and Considerations

32. The matters addressed in this report have been considered in accordance with the process set out in Council's Climate Change Considerations Guide.
33. Sustainability continues to be a main area of focus, and officers will look to align any work in this space with actions in the Lower Hutt Climate Action Pathway.

Consultation

34. Officers have held hui with sector leaders and maintained ongoing kōrero to inform the development of this report. Officers will keep engaging with partners to review and inform our approach and ensure it remains fit for purpose.

Legal Considerations

35. There are no legal considerations.

Financial Considerations

36. There is no budget implications.

Appendices

No.	Title	Page
1↓	Table aligning Focus Areas to Solus Categories	52

Author: Lauren Coe
Programmes & Innovation Manager

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Reviewed By: Adrienne Moor
Head of Connected Communities

Approved By: Andrea Blackshaw
Director Neighbourhoods and Communities

Report no: CCPC2025/1/32

Neighbourhoods and Communities Director's Report

1. To update the Committee on work across the Neighbourhoods and Communities team.

Recommendation

That the Committee receives and notes the information.

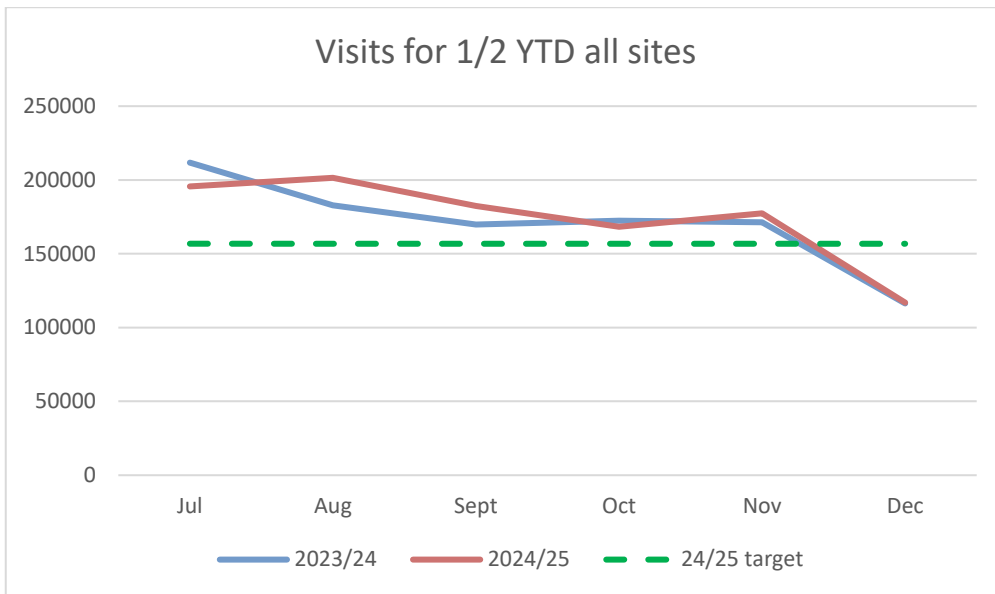
Highlights

2. The warmer months have seen an increase in outdoor activity both in community programmes and delivery of the Parks and Reserves work programme.
3. This includes the completion of the new southern ash garden at Wainuiomata Gardens of Remembrance, several playground renewals and the first projects in the sportsfields drainage programme.
4. At the end of last year officers worked alongside communities to deliver various community events including the Stokes Valley Christmas Parade, Naenae Community Celebration, Moerā Christmas Party and Christmas N Da Hood (Pomare). And in January our Summer Programme has seen good numbers, as has the new Te Ngaengae Pool.
5. In December Council welcomed a new Head of Connected Communities, Adrienne Moor. Adrienne has lived in Lower Hutt for more than 20 years, with whakapapa links to Ngāti Awa, Ngāi Tūhoe and Te Āti Awa. She has significant central government experience including at Department of Internal Affairs, Stats NZ and Inland Revenue. Elected Members will have the chance to meet Adrienne at the upcoming meeting.
6. In this Director's Report officers are piloting a new way of reporting on how the work of the Neighbourhoods and Communities team connects to the broad social and cultural outcomes Council is targeting. Reporting progress and impact on high-level outcomes can be challenging as Council is just one contributor and impact may depend on several factors and take several years. Officers, working with the Chair of the Communities Culture and Partnership Committee, have developed a reporting template designed to demonstrate impact and provide qualitative evidence to inform the future direction of this work. This is based on the Results Based Accountability

method in use in central government. Examples of these are attached to this report and officers are keen for any feedback.

Neighbourhood Hubs

- 7. Visits to our Neighbourhood Hubs remain steady. For Q2 October - December 2024 visits were 1% higher than last year, and 1.6% below target. The significant but seasonal drop in December is attributed to the Christmas shutdown when most sites are closed.
- 8. For the half YTD July - December visits are 2% higher than last year and 11% higher than target. 8/9 sites exceeded their targets, with the exception of Walter Nash Stadium, which had its courts closed for nine 9 days for resurfacing.



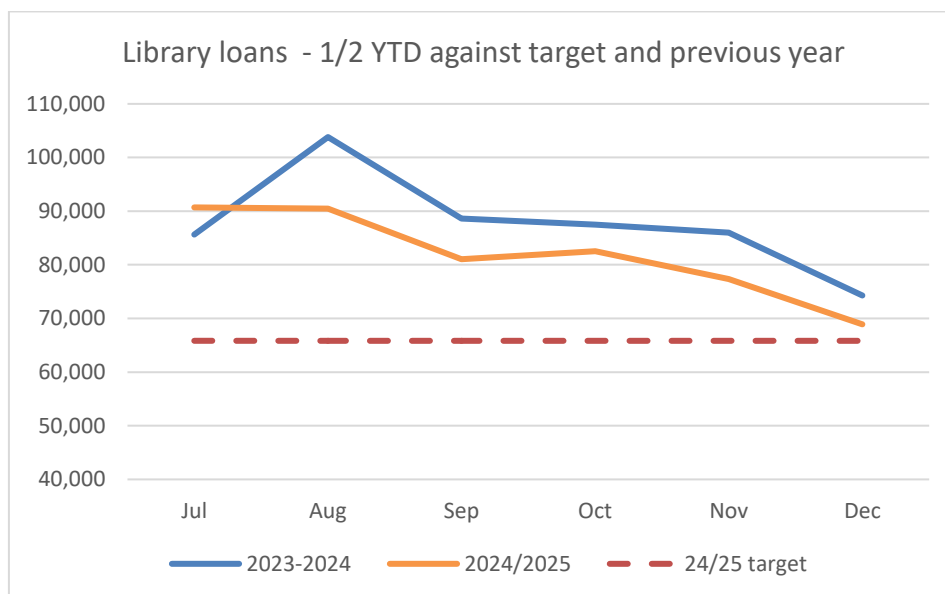
Community Halls

9. The implementation of the new fees and charges schedule, along with the launch of the Bookable online bookings tool, appears to be having the desired impact. A comparison of community hall bookings from January – March 2024 to November – December 2024 shows positive trends:

Charging Categories	Jan - Mar 24	Nov - Dec 24	Analysis
No Charge 100% discount	54%	32%	Historical arrangements are being revisited and fewer bookings are being made without charge, contributing towards the Council's goal of generating greater cost recovery from these assets.
Community rate 50% discount	44%	44%	No change
Individual Benefit 20% discount		21%	A new category. It includes private events, such as birthdays, and faith-based bookings, such as churches.
Commercial full rate	2%	3%	Slight increase.

Library Services

10. Library loans for Q2 are 16% above target but 8% lower than last year. For the first half YTD total loans are 24% above target but 7% less than last year.
11. Digital loans have continued to rise in popularity, increasing 16% compared to last year and now comprising 23% of total loans for the first half of the year, up from 19% last year. This growth makes the online 'digital' library our second busiest site, but still trails behind War Memorial in terms of library loans.
12. The rising cost of living and its impact on discretionary spending may be driving the increased use of streaming video services and eBooks through the library. This shift is also reflected in the reduced loan income from our rental collection, which is now about half of what it typically is.



SMART Library Collective

13. The SMART (Sharing and Managing a Region Together) Libraries network is set to expand again with Wellington City and Upper Hutt Libraries set to join within the next 12 months. The network was established in 2010 as a collaboration among libraries in the Wellington Region, including Hutt City, Porirua City, Masterton District and WelTec. The network adopted the Spydus library management system, enabling shared resources and improved services.
14. The SMART network enhances service delivery by allowing patrons to search a unified catalogue, reserve items from any location, and access a combined collection of approximately 600,000 items. Over time, it expanded to include Kāpiti Coast District, South Wairarapa and more recently Maungaraki School as a branch of Hutt City.
15. This expansion will create the Wellington region collective, as originally envisaged by Hutt City back in 2010, increasing available resources and accessibility to ratepayers.

ESOL partners

16. In November, a group of around 55 adult ESOL learners visited the War Memorial Library as part of an initiative to introduce migrants and former refugees to local library services. For many attendees, this was their first visit to a library in New Zealand.

**Neighbourhoods**

17. At the end of last year, officers supported and enabled multiple community events on the same day – the Stokes Valley Christmas Parade, Naenae Community Celebration and Moerā Christmas Party. Christmas N Da Hood (Pōmare) was originally scheduled too, but later postponed, adding to the challenge. Leading up to the events, officers facilitate community engagement, coordinated Council's overall involvement and support event organisers in the successful running of these events.

*Epuni*

18. Kāinga Ora's largest regional project, the Epuni Development, is now open and revolutionising community living in Lower Hutt. Setting a new benchmark for community living this initiative provides 134 energy-efficient homes and vital wrap-around support services for residents. Council's Community Facilitators have supported connections with key Communities of Interest (such Migrant communities), as well key providers, such as Takiri Mai Te Ata and Kōkiri Marae.

Moerā

19. Due to bad weather in December the completion and opening of the new Moerā Hub was delayed. A soft opening is now scheduled for mid-February with a community celebration day on 1 March. Works include the upgrading of the existing toilet facility and relaying hard surfaces to further enhance the reserve.
20. Dedicated programming to drive Rangatahi connection and engagement will run every Thursday from 3:00-5:00 in the new Moerā Hub, once it is up and operational. The first 60 days will feature activation led by community partners such as Youth Inspire, VIBE, Zealandia and Tūhura Tech.



Wainuiomata

21. *Ngahere Korowai - Wainuiomata Marae*: Wainuiomata Marae is harnessing crowdfunding to progress Ngahere Korowai (Beautiful Cloak of Forest). With support of the Council the community has raised \$10,000 for this project, to turn a swamp area into a vibrant 80m² urban forest. The project's impact will be multifaceted across Te Taiao, Community Engagement and Cultural Heritage. Earthworks and soil preparation will begin in February, with planting scheduled for May-June.

Eastbourne

Summer Play Day

22. The Eastbourne Summer Play Day took place on 14 December 2024 at Bishop Park, providing an opportunity for families to come together for a day of activities, cultural performances, and community connection. The event was supported by several Council teams and aimed to activate spaces, encourage participation, and create a welcoming environment for all ages. The event highlighted Council's shift to community-led activity with local organisations playing an active role in its delivery. Attendance numbers and feedback indicate strong interest in similar events in Eastbourne.



Rangatahi

23. Officers are working to amplify Rangatahi voices for the 2025 Residents Satisfaction Survey through facilitating workshops in kura, guiding Rangatahi through their submissions and answering pātai. Workshops are confirmed for Sacred Heart College, Naenae College, Hutt Valley High and Taitā College with 20+ participants anticipated from each school which would double last year's Rangatahi participation.
24. The first of the Kōraunui Streetball initiatives was held at Speldhurst Park in early 2025, drawing in over 60 Rangatahi with 40 signing up. A safe environment for Rangatahi where they felt seen and heard, this initiative is a credit to the relationship building with Rangatahi in the Kōraunui community, being led by Pou Tiaki Duane Hauaki.

Pasifika

25. Te Awakairangi Pasifika Night Market was developed to provide a space for the Pasifika community, stallholders and wider community to connect. The market served as a platform for small businesses and helped to build connections across diverse communities in the Hutt. The event was led by PACIFICA INC Hutt Valley Branch and supported by Council through funding, venue provision, promotion, and logistical coordination. Stallholders, community groups, and Victoria University volunteers also participated. Māori Wardens collaborated with Councillor Gabriel Tupou, to provide on-site support, strengthening engagement between Pasifika and Mana Whenua.





Ethnic Communities Engagement

26. As Lower Hutt's population becomes increasingly diverse, ensuring ethnic communities have opportunities to contribute to long-term city planning is essential. The Our City 2055 Ethnic Communities Engagement provided a platform for participants to share perspectives on the city's future. The hui was organised by Welcoming Communities and the City Strategy team, inviting ethnic communities to participate in discussions about future planning. The event aimed to build trust, encourage participation, and ensure that Council's long-term strategies reflect the needs of all residents.



Seniors

Mrs Merry's Christmas Concert – A Kaumātua-Led Storytelling Event

27. Mrs Merry's Christmas Concert was a storytelling and performance event held at War Memorial Library, led by Geraldine Brophy alongside Sheree Freeman of Hikoikoi Kaumātua Rōpū. Kaumātua and the wider community joined to highlight storytelling as an intergenerational tradition. The event helped to strengthen kaumātua engagement, providing a platform to share and reflect on storytelling traditions and fostered intergenerational connections, with tamariki actively engaging with kaumātua through shared storytelling. Council supported the event through providing the venue, assisting with event preparations and facilitating community engagement.



Disability

28. The Foundation for Equity and Research New Zealand (FERNZ) provided funding at the beginning of 2024 to set up disability community action groups (CAG) in Hutt Valley. The Hutt Valley CAG is engaging with Council Officers to discuss issues faced by disabled people:

- **Mobility parking enforcement:** Participants sought clarification on mobility parking enforcement, misuse of mobility parking spaces and leniency where mobility spaces are unsuitable for their vehicles. They have now been connected with Council's parking services manager, who will be attending their meeting next year.
- **Wheelchair mats at Days Bay beach:** Participants reported a few minor issues with placement of the well-used wheelchair mats at Days Bay, which have been rectified by the Parks and Reserves team.



Beach mats on Days Bay beach

Health

Everybody Dance Now – Supporting Inclusive Dance Fitness

29. Everybody Dance Now is a dance fitness programme designed to provide an inclusive and enjoyable movement experience for disabled people. With weekly attendance ranging from 50 to 70 participants, the programme has become an important community initiative, noting the declining availability of accessible dance activities in Lower Hutt. Council has supported this initiative through securing venues and providing funding and administrative support.

Healthy Families Hutt Valley initiatives

30. Healthy Families Hutt Valley (HFHV) has been working to develop scoping documents for initiatives in the areas of Kai and Physical Activity, initially identifying 10 potential initiatives. These were presented to the HFHV Strategic Leadership Group (SLG), who have selected four key initiatives to be progressed:

- Wheels in Motion – Promoting active transport to school through cycling.
- Cull to Plate – Supporting deer culling as a sustainable food source.
- Ruku Kai Moana – Encouraging diving and gathering of kaimoana.
- Reimagining Physical Activity – Expanding opportunities for movement beyond traditional structured sports.

Recreation, Sport & Play

31. In this quarter the Recreation, Sport and Play team supported the following community activities to Support Wellbeing in Naenae, Eastbourne, Kōraunui, Wainuiomata and Hutt Central.
32. Case studies for the Pasifika Night Market, Ethnic/ Migrant Hui, Kaumatua Story Telling, FERNZ CAG, Everybody Dance Now and Streetball are attached as Appendix 1 to the report.
- **Pickleball:** Council provided equipment to support the start of the community Pickleball competition at the Wainuiomata Hub. This runs on Wednesdays from 6 – 7.30pm. This programme is open to the community and at no cost.
 - **Netball:** Council assisted two community groups, Matauranga of Kī-o-rahi ki te Upoko o te Ika a Maui and Ulalei Wainuiomata Netball Club, with funding received from Nuku Ora’s Tu Manawa Activation Aotearoa Fund to pilot satellite leagues/clinics this summer. These initiatives were well attended by the community and will resume in Quarter 3.

- **Tamariki Flag Football League:** Council collaborated with Stokes Valley Rugby Club to pilot a flag football league for tamariki aged 5-18 years. The league was well attended by the community, with many parents praising the free participation for tamariki and expressing a desire for its continuation. This league was supported with funding from Nuku Ora and will resume in Quarter 3.
- **Streetball:** Kickstarted Season 3 of Streetball, collaborating with Tihei Rangatahi Naenae and two kura, Wainuiomata Intermediate and Muritai School, to deliver this basketball-based afterschool programme for tamariki. This was the first time we co-delivered this programme with external partners, and it will resume in Quarter 3 when schools start back for the year.
- **Play Box at Marianas Café at War Memorial Library:** As part of the summer programme provided a play box filled with sports equipment and outdoor play activities to activate the Anzac lawn at War Memorial Library. This will encourage people in the community to get outdoors and active while visiting the cafe and library.

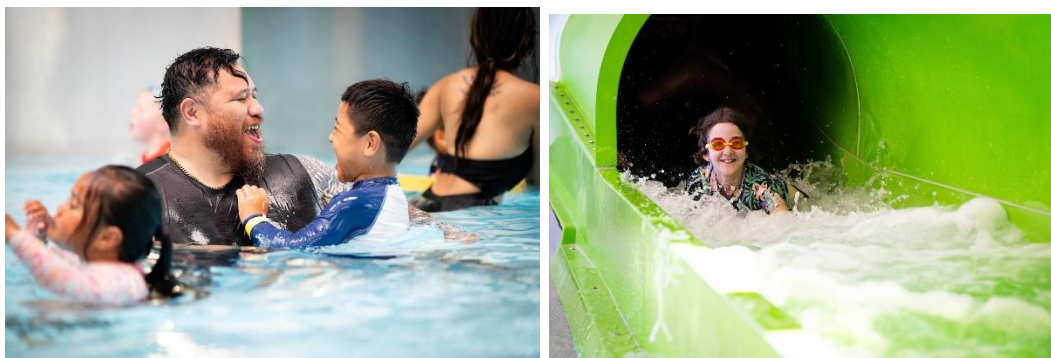
Community Climate Action Fund

33. The first funding round saw a total of \$52,043 allocated across five successful applicants:
 - Free Ride Charitable Trust
 - He Pūawai Trust
 - Stokes Valley Kai
 - Taitā Kindergarten
 - Voice of Aroha
34. These initiatives will have a strongly positive impact on the community. They will make cycling more accessible by offering free or subsidized bikes, hands-on workshops, and an e-bike library.
35. At the same time, they'll strengthen Wainuiomata's local kai network by supporting education hubs and food gardens, helping communities grow and share their own food.
36. A new fridge/freezer will also be introduced to redirect surplus supermarket food to local food banks, reducing waste and ensuring more people have access to fresh food.
37. On top of that, garden upgrades will improve composting, irrigation, and waste management, creating a more sustainable environment.
38. Driving long-term change, a leadership programme will empower ethnic leaders from refugee and migrant backgrounds to take action on climate issues within their communities.

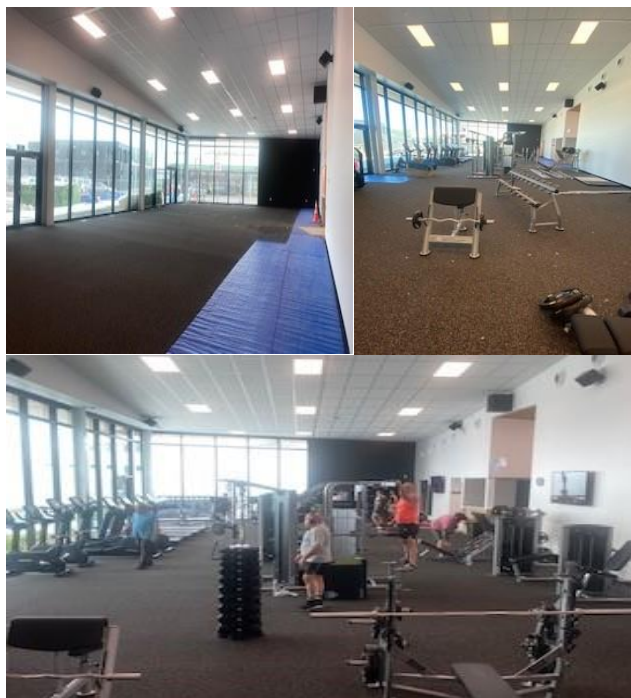
39. Together, these projects will foster inclusivity, sustainability and resilience.

Aquatics

40. The Te Ngaengae Pool opening was a big success on all fronts. There have been tens of thousands of people through the doors so far and the community have loved having their pool back.



41. There have been a few teething issues, as expected with a new facility, and the team are working hard to iron these out. There have also been a few incidences of vandalism, theft and anti-social behaviour. Additionally, feedback was received from some participants in aqua fitness classes that they find the 'step off' at the bottom of the ramp in the main pool too high. The ramp is designed for wheelchair 'swim-off' access. The issue has been for users who are walking and not confident in deep water. Options to resolve this are being sought.
42. As part of the Te Ngaengae set up and training, Alex Calwell, an Aquatic Training specialist was brought in to run a 'red zone' training session for staff across the pool network. This training covered a lot of lifeguarding techniques and culminated in several super-realistic emergency scenarios for staff to practice response times and techniques. The experience of lifeguarding in an emergency was hugely valuable for the team and this combined with the higher tempo at Te Ngaengae demonstrate that there has been a noticeable lift in the standard of lifeguarding.
43. Te Ngaengae Fitness suite is also going well, members are enjoying the new facility, the new equipment and space. Fitness Instructors have been very proactive recruiting and inducting members.
44. In less than two months 550 new members have signed up which is keeping us on track for increased revenue targets. The gym has been busy with some Huia members returning to their old stomping grounds as well.



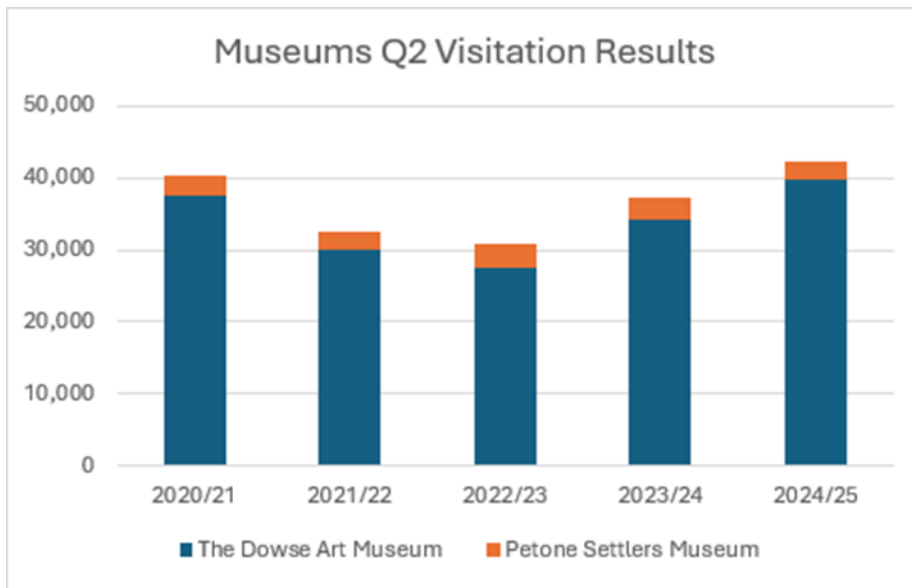
45. Stokes Valley has largely maintained its numbers since Te Ngaengae opened. It was busy at the end of last year with schools, sports teams and school patrol visiting. The team had a float in the Christmas parade and hosted an end of year Christmas party for the community. The School Holidays hosted a daily Fun Zone which was popular.
46. New work at Stokes Valley has seen a chlorination / PH system installed which cuts out staff having to manually regulate the levels which saves a lot of time.
47. The summer pools have been a lot quieter over the Christmas break with very cool temperatures contributing to lower numbers. This is reflected in Q 2 performance reporting. More data and insights will be provided at the end of the summer season.
48. The main pool at Huia has been handed over to Naylor Love who are coordinating the refurbishment. They have reviewed the workplan which and anticipate that they will be on site until October.

Arts and Culture

Museums Visitation

49. Total Q2 visitation is 42,330, up by 12% on the same period in the previous financial year. This is the highest Q2 result since 19/20 financial year (pre-covid) and shows an upward trend in total visitation.
50. While Petone Settlers Museum visitation is less for the same quarter than the previous two financial years, possibly due to the weather, The Dowse's visitation is the highest it's been since 2019/20.

51. 100% of those surveyed would recommend The Dowse to others and 66% say The Dowse is the reason they came to the Hutt which is up 2% on last quarter.



Programmes

52. In Q2 Arts & Culture opened 4 new exhibitions at The Dowse and 1 new display at Petone Settlers Museum.
53. As part of the ongoing temporary display programme at Petone Settlers Museum we installed a new exhibition featuring 8 dioramas created by local maker Nanette Levette. Each one depicts a scenes based on memories of growing up in Aotearoa New Zealand.



54. In November Council opened 4 exhibitions at The Dowse:

- *Whenua Whatu: Māori Ceramics from The Dowse Collection* exploring some of the influential connections across uku (clay) practice from our collection.
- *Hanna Shim: Pillow Garden* highlighting the soft sculptures of one of our up and coming Korean-Aotearoa artists
- *cab-sous vide: Abigail Aroha Jensen* by one of our emerging Māori artists and utilising our lift as another gallery space
- *Night Blindness: Yhonnie Scarce* showcasing the practice of one of Australia's most influential Indigenous artists and looking at the history and impact of nuclear testing in that country.



(artist Yhonnie Scarce being interviewed live on Breakfast Television prior to her exhibition opening)

55. In conjunction with the Derek Jarman exhibition The Bluest Ball event was hosted at The Dowse and connected local Hutt Valley LGBTQIA+ groups with others in their communities. Working alongside Ova Collective and Te Whare Kahukura o Te Awa Kairangi our team delivered a ball that was vibrant, inclusive and for many Hutt locals their first opportunity to connect with the ballroom scene. Feedback from the event was overwhelmingly positive and the spirit of the event was captured well in this comment in The Post from one of the attendees: *"I have been to drag balls in London, Paris and Berlin, but this was something completely different."* The crowd was predominantly Māori and Pasifika, with over 250 people in attendance. Proceeds from the event were donated back to a local LGBT youth organisation.



56. Educators continue to do great work inside and outside of Council galleries. This quarter 2,586 students attended programmes that support their curriculum learning through the content on display at our museums. The team designed and built updates for the popular Toi Hut family space. Arts Access Aotearoa attended a tour and gave wonderful feedback about the welcoming environment, current programmes and processes and resources available to support people with access needs in our museums. This quarter Council's Art & Culture team are continuing to work alongside accessibility communities to make our offerings more visible. 120 students from St Michael's School Taitā took part in our outreach in schools programme to build relationships with our team and create art for their school.



Partnerships

57. As previously reported Arts & Culture opened the exhibition Derek Jarman: Delphinium Days in September. This was a partnership with City Gallery Wellington and Experience Wellington. To connect this important exhibition to arts and LGBTQIA+ audiences our team worked in collaboration with many groups and institutions for this project including Te Papa Tongarewa, Michael Lett Gallery, Gus Fisher Gallery, The British Council. And delivered community led programmes alongside the Burnett Foundation, Ova Collective, Positive Speakers Bureau and Te Whare Kahukura o Te Awa Kairangi - Hutt Valley Rainbow Hub.
58. Through the Dowse Foundation Council have also entered into a new partnership with Tuatara to supply product for upcoming events.

Collections

59. Arts & Culture have established regular tours of our collection to give our communities access to our back of house areas and team expertise. This quarter 60 people have attended our small group tours. We have also hosted numerous national and international visitors in our collection store which has directly resulted in two projects featuring Dowse collections being shown in Germany in the next quarter.
60. The Petone Settlers Museum Collections have received generous support of approx. 70k from Lotteries to assist us in employing additional staff to inventory, pack and help move the collection from Petone Hub to The Dowse.

Boulcott Memorial

61. The project is progressing well. Points of interest:
- All kaipūrākau from Ngāti Rangatahi, Almon Boulcott's descendants, Te Ātiawa, Ngāti Toa Rangatira and Ngāti Hāua have been met with regarding brainstorm options.
 - It has been identified through this process that a Māori graphic designer needs to be part of the project to ensure all of the feedback is consolidated appropriately
 - Representatives from Boulcott School and Summerset Retirement Village have been met with to talk through the project. Both have been positive about the approach and the project as a whole. Two more groups have also confirmed they would like to meet.
 - Draft brief has been completed
 - Internal HCC relationships established to ensure project progresses in a timely manner and using correct process

Workplan (Draft)

Kaipurākau hui – reengagement with Stage 2	August - September 2024	Complete
Visitor goals and project parameters confirmed	August - September 2024	Complete
Kaipurākau hui - open brainstorm visual ideas/ artist input/ digital solutions	October - November 2024	Complete
Residential Community and internal council engagement	October - November 2024	Underway
Graphic Designer contracted	December - January 2025	Underway
Concept/approach sign-off	February-March 2025	Underway
Scope delivery, get quotes and begin design work	March 2025	
Kaipurākau check-in on progress	April 2025	
Residential Community and internal council check-in on progress	April 2025	
Final installation	April - June 2025	

Parks and Reserves*Operational Delivery*

62. A combination of several issues led to maintenance of Council’s Cemeteries unfortunately not meeting expectations over the Christmas break. The service provider advised this was due to several issues being rapid grass growth arising from the wet and warm Christmas weather; a reduction in staffing over the Christmas period; and an imbalance in the existing maintenance schedules (insufficient cover). By way of resolving the matter the service provider (Downer) has reviewed its operating schedule and made a number of changes including revising their schedules, adjusting staffing levels of the holiday break, prioritizing edging and trimming that uphold visual standards and improving internal audit processes as well as reporting to Council.

Mating Worms Stokes Valley.

63. Parks and Reserves has recently completed a cleaning and repaint of the 'Mating Worms' sculpture at Stokes Valley Roundabout. Future maintenance will require an anti-moss application every three years and a complete repaint every ten years.
64. The sculpture was created by Guy Ngan and constructed by Greg Ross. It consists of two twisting concrete casts painted white and was commissioned in 2011 by E Tu Awakairangi Hutt Public Trust. It was valued at \$100,000 in 2019 which would represent a current day cost of around \$130,000.



Projects

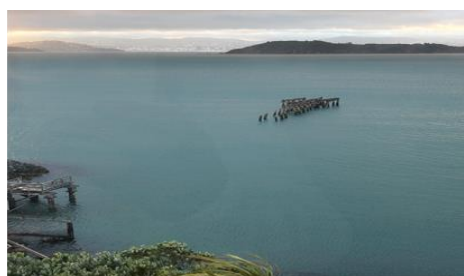
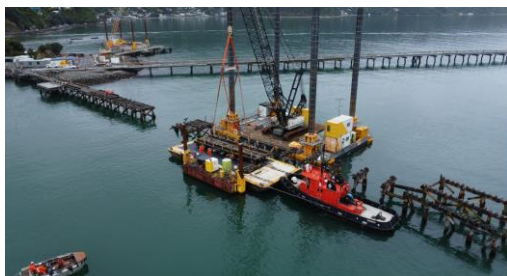
Skatepark at Motutawa Avalon Park

65. The Skate Park at Motutawa Avalon Park funded by NZ Transport Agency Waka Kotahi as part of the Melling Transport Improvements was completed prior to the Christmas holidays and has been well-used over the holiday break. It was due to officially open on Saturday 8 February with a very successful community celebration.
66. Some planting and other landscape works is still to be completed in autumn and officers are currently looking at improving the existing toilets. These works will likely be delivered in the current financial year yet further improving user experience at the new skate park.



Point Howard Wharf Demolition

67. The demolition of Point Howard Wharf has continued at pace and is currently on track. Completion of the demolition process is currently considered to be March/ April 2025.
68. The demolition of the wharf has been a challenge for the team due to how deteriorated the structure, particularly the piles are. Many piles have rotted due to the harsh sea environment, and some piles were completely missing along the wharf. The instability of the wharf was exacerbated by strong winds.
69. Given the unstable condition of the wharf a huge effort was put in to strengthen it using a mixture of pile jackets and steel beams to make it safe for workers to access.
70. So far approximately 225 ton of concrete has been removed. The concrete is crushed to various sizes and recycled as fill. Any steel reinforcing within the concrete is removed by a magnet during crushing, melted down and reused.
71. Approximately 150 tons of timber has been removed from site so far, with around 50% going to be processed and recycled.



72. The removing of piles began in early December and is close to completion. There remains a small section of piles at the head of the wharf and the section connected to the seawall as shown in the below photo.
73. The budget is on track currently and the additional work that is required for the remediation of the leak has been estimated to cost \$70k. This should not exceed the allocated budget.

74. The oil industries have a project underway to relocate the pipes attached to the seawall at the start of the wharf. This work has contributed to a slight delay.
75. The development of Korora Sanctuary is underway as required for the issue of the wildlife permit.

Reserves Investment Strategy projects - Hashimoto Memorial Walkway, Riddiford Gardens

76. The Hashimoto Memorial Walkway was opened in 2009 at Riddiford Gardens to commemorate Hutt City's relationship with its sister city Minoh and its then Mayor Takashi Hashimoto.
77. The current Mayor of Minoh visited the Hashimoto walkway on Monday 3 February 2025 which undertook a refurbishment over the last 6 months.
78. This included planting 15 new *Prunus x yedoensis* 'Awanui' along the stream to replace the trees blown over and damaged in the December 2023 storms. Replacing the lime pathway with a sealed asphalt path in keeping with the other pathways throughout the park. And renewal of the exterior coat on both sets of bridges.



79. Benches were re-slatted and repainted. A new hand railing was installed on the existing steps and a new bezel beam seat has been installed overlooking the pond on the lawn. All paint is matching red to best reflect the red style of the Minoh Park bridge.



Playgrounds

80. Playground standards as with many other standards change with time with the obvious intention of keeping children safe. Council has a renewals budget of around \$220,000 pa.
81. The focus of the work programme is primarily on bringing playgrounds up to standard rather than new development. Recent work includes Speldhurst Playground, Parkway Senior Playground, Bishop Park Playground, Trafalgar Square and Stockdale Street. Below are some of the before and after images.

Speldhurst playground Before

After



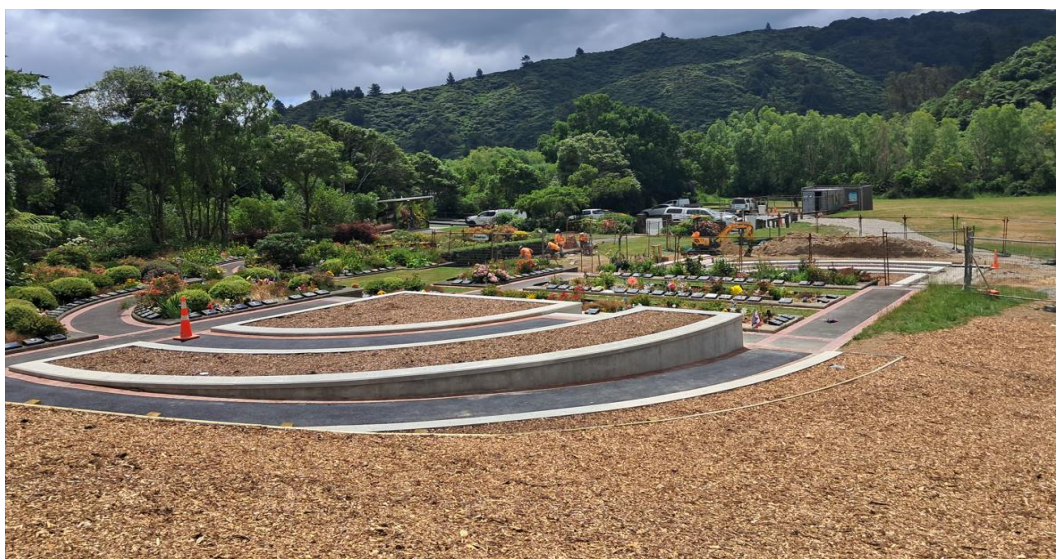
Parkway Before*After**Bishop Park Before**After*

Cemeteries

Wainuiomata Gardens of Remembrance

82. The construction of the new southern ash garden has been successfully completed. The plots are open for purchases and subsequent interments.
83. There are some outstanding works on the northern garden which is still fenced off as there is still paving to be completed due to supplier delays. This will not affect cemetery services or bookings.

Wainuiomata Gardens of Remembrance Southern Garden



Sportsfield Renewals Programme

Richard Prouse

84. The primary drainage identified to improve Richard Prouse Park has been installed by Council's Sportsfield contractor Mexted. It is anticipated this will result in a significant improvement of the playability of the surface moving forward and consequently result in better access for a longer period for users.
85. The works have been completed as part of the \$10M Sportsfield Renewals project identified and funded through the 2024-2034 Long Term Plan. The drainage tracks will be regrassed when weather conditions allow.



Primary Drainage Hutt Park

86. The first phase of several phases of work over the next three years has commenced on Hutt Park. This initial phase will see the installation of primary drainage with subsequent phases to install a sand-based hybrid pitch.

Hutt Park Drainage -Trenching



Te Whiti Pathway works

87. Works on the extension to Te Whiti Park pathway are advanced with the majority of concrete work having been completed. Grass edges will be reinstated when weather conditions allow.



Delaney Park Footpath Connection

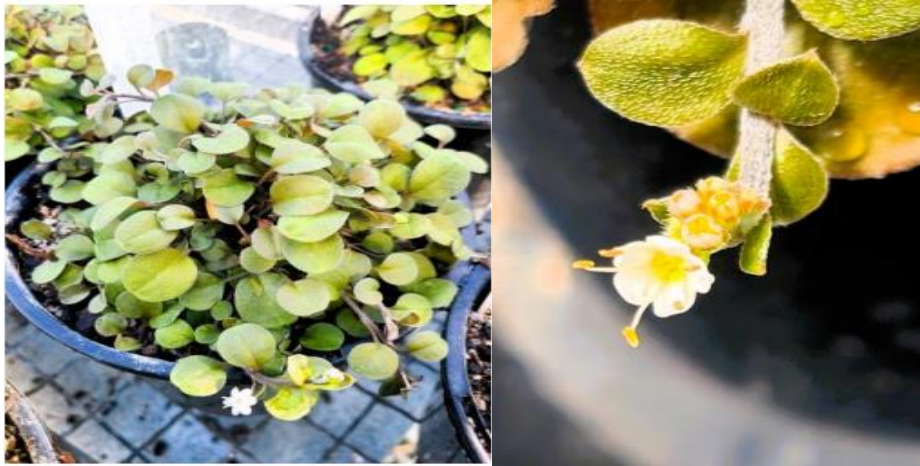
88. The aged gravel track linking Speldhurst path with Delaney sports park has been replaced with a tidy asphalt footpath in January 2025.
89. This will improve ease of access for those with mobility issues, and also compliment the rest of the park as it ties in with the Speldhurst children's bike track.
90. As per other areas the grass sward will be reinstated as soon as weather conditions improve for the purpose of seeding/turfing.



Conservation

91. Hutt City Council in partnership with Downer Greenspace Limited are playing a crucial role in the preservation and restoration of *Myosotis petiolata*, contributing to the protection of this rare and ecologically significant plant. Our involvement includes plant propagation, which is key to ensuring the long-term survival of this unique species.
92. On Tuesday 21 January 2025, John Van Den Hoeven and Cliff Keilty (Downers Greenspace) attended a meeting with the Department of Conservation (DOC) Hawke's Bay in Napier.
93. The meeting stemmed from a discovery made in 2022 by Andrew Fleming of Rayonier Forestry, the owner of a block of land in Hawke's Bay. Andrew identified a *Myosotis petiolata* growing on his property which was the only known specimen of this plant species in existence. Shortly after, a second specimen was found on the other side of the same rock outcrop.
94. This remarkable find highlighted the plant's critical conservation status, being on the verge of extinction. Andrew promptly notified DOC, which began collecting seeds and cuttings from the plants and initiated a small-scale propagation project.
95. Recognising the urgency, DOC established a broader conservation project and invited Percy Scenic Reserve to join, given Cliff and John's expertise in alpine plants including 16 species of *Myosotis*.
96. DOC distributed propagated plants to Percy Scenic Reserve, Otari-Wilton's Bush in Wellington, and Hawke's Bay Plant Nursery. Percy Scenic Reserve initially received seven plants.
97. At Percy Scenic Reserve, we have successfully propagated around 60 plants from the original seven received last year. The goal is to produce 500 plants annually for the next four years, aiming for a total of 2,000 robust, flowering plants reintroduced into the wild. Once achieved, the species can be removed from the threatened plants list.
98. Three of our plants and 15 from Hawke's Bay have flowered – marking the first successful flowering of this species in cultivation.

Flowering Myosotis petiolata on 22 January 2025 at Percy Scenic Reserve.



99. This collaboration, on behalf of Council and Downer NZ, represents a fantastic opportunity to contribute to the preservation of this unique species while forging valuable connections with conservation groups across the country.

100. Since 1999, Percy Scenic Reserve and Otari-Wilton's Bush have maintained specimens in their alpine collections. Recently, we've begun propagating these plants from seed with the goal of reintroducing them into their natural habitat. These projects highlight Percy Scenic Reserve's vital role in preserving New Zealand's unique plant species and demonstrate Council's/Downer's commitment to working collaboratively on conservation initiatives

Appendices

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Author: Joann Ransom, Head of Neighbourhood Hubs and Library Services

Author: Karl Chitham, Head of Arts and Culture

Author: Arthur Nelson, Head of Parks and Reserves

Author: Adrienne Moor, Head of Connected Communities

Author: Iain Brown, Head of Aquatics

Approved By: Andrea Blackshaw, Director Neighbourhoods and Communities



TO: Chair and Members
Communities, Culture and Partnerships Committee

FROM: Vanessa Gilmour

DATE: 10 February 2025

SUBJECT: COMMUNITIES, CULTURE AND PARTNERSHIPS
COMMITTEE WORK PROGRAMME 2025

Purpose of Memorandum

1. To provide the Communities Culture and Partnerships Committee (the Committee) with a Forward Programme of work planned for 2025.

Recommendation

That the Forward Programme 2025 for the Communities, Culture and Partnerships Committee be received and noted.

Background

2. The Terms of Reference for the Committee require the Committee to develop, implement, monitor and review strategies, policies, plans and functions associated with community, social and cultural activities. This includes making the city a desirable, safe and attractive place, providing facilities and recreational opportunities that support quality living and healthy lifestyles, and supporting the cultural wellbeing of residents.
3. The Forward Programme for 2025 provides a planning tool for both members and officers to coordinate programmes of work for the year. The programme is attached as Appendix 1 to the report.

Executive Summary

4. The Forward Programme is a working document and is subject to change on a regular basis.

Appendices

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Author: Vanessa Gilmour, Democracy Advisor

Reviewed By: Kate Glanville, Senior Democracy Advisor

Approved By: Kathryn Stannard, Head of Democratic Services

