

Notice of Meeting:

I hereby give notice that an ordinary Meeting of the Community and Services Committee will be held on:

Date: Thursday 7 June 2018
Time: 9.30am
Meeting Room: Council Chamber
Venue: Municipal Building, Garden Place, Hamilton

Richard Briggs
Chief Executive

Community and Services Committee OPEN AGENDA

Membership

Chairperson	Cr P Southgate
Deputy Chairperson	Deputy Mayor M Gallagher
Members	Mayor A King
	Cr M Bunting
	Cr J R Casson
	Cr S Henry
	Cr D Macpherson
	Cr G Mallett
	Cr A O'Leary
	Cr R Pascoe
	Cr G Taylor
	Cr L Tooman
	Cr R Hamilton

Quorum: A majority of members (including vacancies)

Meeting Frequency: Six weekly

Lee-Ann Jordan
Governance Manager

30 May 2018

Telephone: 07 838 6727
Lee-Ann.Jordan@hcc.govt.nz
www.hamilton.govt.nz

Purpose

The Community and Services Committee is responsible for:

1. Guiding and monitoring the provision of strategic community infrastructure and services to meet the current and future needs of the city and its communities.
2. Governance of recreational, event, and community facilities and amenities.
3. Facilitating community and stakeholder involvement and discussion on community infrastructure, community safety and community wellbeing matters.
4. Ensuring Hamilton is performing to the highest standard in the area of civil defence and emergency management.
5. Funding to benefit the social, cultural, arts and environmental wellbeing of communities in Hamilton.

In addition to the common delegations on page 9, the Community and Services Committee is delegated the following Terms of Reference and powers:

Terms of Reference:

1. To provide direction on strategic priorities and resourcing for community infrastructure aligned to city development and oversight of strategic projects associated with those activities.
2. To develop policy, approve community-related strategies and plans, and monitor their implementation.
3. To receive and consider presentations and reports from stakeholders, government departments, organisations and interest groups on community development and wellbeing issues and opportunities.
4. To monitor Hamilton's social demographics and social climate to assess current and future impacts on the Council and Hamilton communities.
5. To monitor the performance of Hamilton's civil defence and emergency management response against Council's requirements under the Civil Defence Emergency Management Act including:
 - a. implementation of Government requirements;
 - b. contractual service delivery arrangements with the Waikato Regional Group Emergency Management Office
2. To determine the funding priorities for the Community Grants Allocation Committees, in line with the Community Assistance Policy, Long Term Plan and Annual Plan.
3. To determine the priority of Council projects suitable for contestable and philanthropic funding, excluding NZTA funding.
4. To make decisions on event sponsorship applications in accordance with the Event Sponsorship Policy and within the approved budget, and monitor any grants made to external organisations under that policy.
5. To coordinate and make decisions on proposals, applications for external funding, and the distribution of Council funding and funding provided to Council for public art, recreational and community facilities and amenity.

6. To monitor and oversee the delivery of Council's non-financial performance and non-financial key projects, against the Long Term Plan, excluding key performance indicator reporting which is the responsibility of the Finance Committee .

The Committee is delegated the following powers to act:

- Approval of Reserve Management Plans.
- Performing the Council's functions, powers and duties (excluding those matters reserved to the Council by law, by resolution of the Council or as otherwise delegated by Council) under the Burial and Cremation Act and the Reserves Act.
- Approval of purchase or disposal of land for parks and reserves required for designated works or other purposes within the Committee's area of responsibility which exceeds the Chief Executive's delegations and is in accordance with the Annual Plan or Long Term Plan.
- Approval of applications for Council projects suitable for contestable and philanthropic funding.
- Approval or otherwise of event sponsorship applications in compliance with the Event Sponsorship Policy and approved budget.
- Approval of funding for recreational and community facilities and amenities in accordance with the Long Term Plan.
- Approval of public art proposals put forward by the community and/or Council in accordance with the Public Art Development Process and approved budget.

The Committee is delegated the following recommendatory powers:

- The Committee may make recommendations to Council.
- The Committee may make recommendations to other Committees.

Oversight of Policies:

- *Citizens Initiated Referenda Policy*
- *City Honours Policy*
- *Class 4 Gambling Venue Policy*
- *Community Assistance Policy*
- *Community Occupancy Policy*
- *Disability Policy*
- *Dog Control Policy*
- *Event Sponsorship Policy*
- *External Funding Applications Policy*
- *Hamilton City Smoke-Free Environment Policy*
- *International Relations Policy*
- *Naming of Roads, Open Spaces and Council Facilities Policy*
- *Provisional Local Alcohol Policy*
- *Psychoactive Substances (Local Approved Products) Policy*
- *Public Places Policy (cross-over with Finance Committee)*
- *TAB Board Venue Policy*

ITEM	TABLE OF CONTENTS	PAGE
1	Apologies	5
2	Confirmation of Agenda	5
3	Declarations of Interest	5
4	Public Forum	5
5	Confirmation of Community and Services Minutes - 17 April 2018	6
6	General Managers Report	10
7	West Town Belt Masterplan	12
8	Northern Districts Cricket - Proposal for Community Cricket Centre	17
9	Request from Clarence Street Theatre Trust <i>(Recommendation to Council)</i>	42
10	Hamilton Gardens Development Project Update	46
11	Regional Community Facilities Funding Framework	49
12	Event Sponsorship Fund 2018/19 - Applications for Approval	59
13	Community Assistance Policy - Single-Year Community Grant Allocation 2018	63
14	Open Space Provision Policy <i>(Recommendation to Council)</i>	70
15	Neighbourhood and Amenity Reserves Management Plan Review	123

1 Apologies

2 Confirmation of Agenda

The Committee to confirm the agenda.

3 Declaration of Interest

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

4 Public Forum

As per Hamilton City Council's Standing Orders, a period of up to 30 minutes has been set aside for a public forum. Each speaker during the public forum section of this meeting may speak for three minutes or longer at the discretion of the Chair.

Please note that the public forum is to be confined to those items falling within the terms of the reference of this meeting.

Speakers will be put on a Public Forum speaking list on a first come first served basis in the Council Chamber prior to the start of the Meeting. A member of the Council Democracy Team will be available to co-ordinate this. As many speakers as possible will be heard within the allocated time.

If you have any questions regarding Public Forum please contact Democracy by telephoning 07 838 6439.

Council Report

Item 5

Committee: Community and Services Committee
Date: 07 June 2018
Author: Amy Viggers
Authoriser: Becca Brooke
Position: Committee Advisor
Position: Governance Team Leader
Report Name: Confirmation of Community and Services Open Minutes - 17 April 2018

Report Status	<i>Open</i>
----------------------	-------------

Staff Recommendation

That the Committee confirm the Open Minutes of the Community and Services Committee Meeting held on 17 April as a true and correct record.

Attachments

Attachment 1 - Community and Services Open Unconfirmed Minutes - 17 April 2018

Community and Services Committee

OPEN MINUTES

Minutes of a meeting of the Community and Services Committee held in Council Chamber, Municipal Building, Garden Place, Hamilton on Tuesday 17 April 2018 at 9.30am.

PRESENT

Chairperson	Cr P Southgate
Deputy Chairperson	Deputy Mayor M Gallagher
Members	Mayor A King
	Cr M Bunting
	Cr J R Casson
	Cr S Henry
	Cr D Macpherson
	Cr G Mallett
	Cr A O'Leary
	Cr R Pascoe
	Cr G Taylor
	Cr L Tooman
	Cr R Hamilton

In Attendance:	Richard Briggs – Chief Executive
	Lance Vervoort – General Manager Community
	Sean Murray – General Manager Venues, Tourism and Major Events
	Debbie Lascelles – Community Services Manager
	Andy Mannering – Manager Social Development
	Jeff Neems – Communications Advisor
	Natasha Ryan – Key Projects Programme Manager
	Kelvin Powell – City Safe Unit Manager
	Lisa Topcsov – Partnership and Sponsorship Manager
	Sandra Larsen – Community Funding Advisor

Dr Bev Gatenby - Consultant

Governance Staff:	Lee-Ann Jordan – Governance Manager
	Amy Viggers and Claire Guthrie – Committee Advisors

-
- 1. Apologies**
Resolved: (Crs Bunting/Casson)

That the apologies from Cr Pascoe (lateness) and Cr Macpherson (early departure) are accepted.

- 2. Confirmation of Agenda**
Resolved: (Crs Bunting/Casson)

That the agenda is confirmed.

3. Declarations of Interest

No members of the Council declared a Conflict of Interest.

4. Public Forum

- **Neil Tolan (Western Community Centre Manager)** – Spoke to Item 8 (*Community Assistance Policy - Multi-Year Community Grant Allocation 2018-21*). He noted that the Western Community Centre was a recipient of the Multi-Year Community grant. He spoke about the support the Western Community Centre provided to the community.
- **Stephen Drysdale (Citizens Advice Bureau)** – Spoke to Item 8 (*Community Assistance Policy - Multi-Year Community Grant Allocation 2018-21*). He thanked council as a recipient of the multi-year grant and outlined the benefit provided by Citizens Advice Bureau to the community.
- **Peter Humphreys (Hamilton Christian Night Shelter Manager)** – Spoke to Item 8 (*Community Assistance Policy - Multi-Year Community Grant Allocation 2018-21*) and Item 7 (*Service Delivery Review of Community Development Services delivered by Hamilton City Council*). He requested Elected Members consider increasing funding available for community groups.

Deputy Mayor Gallagher joined the meeting (9.33am) during the discussion of the above item.

5. Confirmation of Community and Services Minutes - 27 February 2018

Resolved: (Crs Taylor/Macpherson)

That the Committee confirm the Open Minutes of the Community and Services Committee Meeting held on 27 February 2018 as a true and correct record.

6. General Manager's Report

The General Manager Community spoke to the report and noted that there was an increasing number of projects that could be submitted to the Tourism Infrastructure Fund. Staff responded to questions from Elected Members concerning current criteria Tourism Infrastructure Fund, and how staff were addressing the community safety concerns.

Action: Staff undertook to provide an update on the \$1 million pledge by Donny Trust for river development projects to a future Community and Services Committee meeting.

Action: Staff undertook to organise an Elected Member Briefing to discuss Community Safety.

Resolved: (Crs Macpherson/O'Leary)

That the Community and Services Committee:

- a) receives the report; and
- b) requests staff consider an extension to the scope of projects approved to submit a funding application to the Tourism Infrastructure Fund to include 2017/2018 River development projects; Ferrybank to VOTR Master Plan; CBD- Jetty Upgrade; VOTR to Embassy Park Connection; Museum to Grantham Street Accessible Path; Vegetation Management Plan; Wayfinding Strategy; Riverside Revetment; Municipal Pool Demolition and Grantham Street Carpark; and
- c) requests staff report back recommendations to Council by 10 May 2018 on which projects it will make applications to the Tourism Infrastructure Fund for.

The meeting adjourned 10.53am-11.12am.

7. Service Delivery Review of Community Development Services delivered by Hamilton City Council

The Community Services Manager and Dr Bev Gatenby (consultant) introduced the report. They responded to questions from Elected Members concerning relocation of community staff to the Hamilton City Council municipal building, and was to strengthen the link between Governance, Council and the Community through greater engagement.

Resolved: (Crs O'Leary/Southgate)

That the Community and Services Committee:

- a) approves the status quo, in-house model for the delivery of Community Development Services;
- b) notes that a facilitated workshop will be held for Elected Members to provide information and allow for input into the Community Development Strategy;
- c) notes that management will utilise the recommendations in the Hamilton City Council Community Development Strategy (Attachment 1) to optimise the Community Development service; and
- d) requests staff work with Dr Bev Gatenby to implement the recommendations in HCC Community Development Strategy as set out in Attachment 1 and that regular progress reports are provided to the Community and Services Committee until it is satisfied that Council's Community Development Service has been fully implemented.

Cr Pascoe joined the meeting (11.20am) during the discussion of the above item. He was present when the matter was voted on.

Cr Macpherson left the meeting (11.25am) during the discussion of the above item. He was not present when the matter was voted on.

8. Community Assistance Policy - Multi-Year Community Grant Allocation 2018-21

The Manager Social Development spoke to the report, noting that there were requests for the community funding to be increased by Council's philanthropic partners. Staff responded to questions from Elected Members concerning the recipients of grants.

Resolved: (Crs O'Leary/Henry)

That the Community and Services Committee receives the report.

9. Civil Defence Emergency Management (CDEM) Update

The City Safe Unit Manager took the report as read. He responded to questions from Elected Members concerning Hamilton City Councils CDEM capability assessment rating which had increased to 57%.

Resolved: (Crs Casson/O'Leary)

That the Community and Services Committee receives the report.

The meeting was declared closed at 12.38pm.

Council Report

Committee:	Community and Services Committee	Date:	07 June 2018
Author:	Lance Vervoort	Authoriser:	Lance Vervoort
Position:	General Manager Community	Position:	General Manager Community
Report Name:	General Managers Report		

Report Status	<i>Open</i>
----------------------	-------------

Purpose

1. To seek approval to defer the Community Occupancy Policy Review to September 2018.
2. To seek approval from the Committee to undertake an investigation into the feasibility of shared public library services within the Waikato.
3. To inform the Committee of initial high level outcomes following the Community Profiles Survey.

Staff Recommendation

4. That the Community and services Committee:
 - a) received the report;
 - b) approves the deferral of the Community Occupancy Policy review to September 2018; and
 - c) requests staff partner with WDC to undertake an investigation into the feasibility of shared public library services within the Waikato and that the \$25,000 needed be included on the Risks and Opportunities Register for 2018/19.

Background

5. **Community Occupancy Policy**
6. A resolution of the August 2017 C&S Committee noted that the Community Occupancy Policy was due to be reviewed by February 2018, covering both the prices, and types of organisations covered.
7. Further to the Community Occupancy Policy review briefing held on 30 November 2017, at the request of Elected Members, staff are exploring a tiered rental subsidy model and the inclusion of not-for-profit commercial activities guidelines. This work requires further financial modelling and legal consideration, with the intention to report back to the Community and Services Committee in September 2018. This timing will also assist in ensuring the Policy review is in alignment with the direction of the Sport and Recreation Strategy currently underway.

8. **Community Profiles**

9. The Community Profiles survey was open in March/April to coincide with the NZ Census, and asked respondents to answer a series of questions about their experience of living in Hamilton and within their immediate communities.
10. 1665 responses were received. Survey data will be analysed over the next couple of months in preparation for receiving census data.
11. Some initial high level data of interest include:
- Social isolation,
 - o 82% of respondents have someone that would help them with day to day tasks if they were injured or sick
 - o 53% of respondents have felt isolated during the last 4 weeks.
 - o 31% of respondents feel they do not have enough contact with family that do not live with them.
 - o 37% of respondents feel they do not have enough contact with friends that do not live with them.
 - Perceived safety within respondent's home neighbourhoods,
 - o 96.57% felt very safe, safe, or somewhat safe during the day
 - o 68.05% felt very safe, safe or somewhat safe during the night
12. The ultimate result is detailed information that informs the extensive Community Profiles to be published early next year. www.hamilton.govt.nz/comm-profiles
13. **Waikato District Council Shared Public Library Service Model**
14. Waikato District Council have expressed an interest in investigating a shared public library service model within the Waikato. The proposed first step in this process would be to engage an independent contractor to undertake a study into the feasibility of this approach in the Waikato - testing interest from the local authorities around the region, identifying any opportunities presented by a shared service and outlining any potential barriers to success.
15. This investigation is expected to take up to 3 months to complete. The proposal is for HCC and WDC to partner in leading this investigation and sharing the associated costs which are to be up to \$50,000. Should Council wish to be involved in this investigation then the unbudgeted \$25,000 would need to be covered using the Risks and Opportunities Register.
16. Once the feasibility is completed the findings will be presented to the Community and Services Committee.

Attachments

There are no attachments for this report.

Council Report

Committee:	Community and Services Committee	Date:	07 June 2018
Author:	Jennifer Parlane	Authoriser:	Lance Vervoort
Position:	Parks Planner	Position:	General Manager Community
Report Name:	West Town Belt Masterplan		

Report Status	<i>Open</i>
----------------------	-------------

Purpose

1. To seek direction regarding the preparation of a West Town Belt ('WTB') Masterplan.

Staff Recommendation

2. That the Community and Services Committee:
 - a) receives the report; and
 - b) requests staff prepare a West Town Belt Masterplan to be presented back to the Community and Services Committee in March 2019, noting that this will take into account current specific projects currently in the concept development stage.

Executive Summary

3. At the Council briefing on 17 April 2018, Elected Members indicated general support for a WTB masterplan to be prepared.
4. A masterplan has been identified by Council staff and supported by elected members as the appropriate planning and design tool to guide future decision making for the WTB.
5. A masterplan for the WTB would deliver an overarching spatial framework that:
 - Provides a sound, strategic basis for decision making;
 - Encourages consensus between the Council, stakeholders and the community;
 - Establishes a shared vision that balances the diverse needs of the community; and
 - Sets a clear path about how the vision will be achieved.
6. A final masterplan would be presented to Committee for approval in March 2019.
7. Staff consider the decisions in this report to have medium significance in accordance with the Council's Significance and Engagement Policy and that the recommendations comply with Council's legal requirements.

Background

8. At the 17 April 2018 Elected Member briefing, Elected Members expressed their general support for the preparation of a WTB masterplan.

9. A masterplan would be an effective tool to address the uncertainty around the future use of various facilities as well as coordinate overall management and future use of the multiple parks across the town belt.
10. At present, the following specific projects will be progressed in parallel with the masterplan:
 - Outcomes of the EOI applications for the Stadium Bowling site will be reported at Community and Services Committee 11 September 2018;
 - Future use of Founders Theatre decision is deferred to after the Ten-Year Plan; and
 - Exploration of the Northern Districts Cricket Centre (as discussed at the 22 May 2018 Elected Member briefing).
11. A masterplan could accommodate the above projects.

Context

12. The WTB is located on the city fringe and provides an important green corridor between the Lake Domain and the Waikato River.
13. It is comprised of approximately 36ha of open space zoned land and includes stadia, community facilities and sports clubs, Hamilton West Cemetery, and extensive gully areas.
14. The WTB provides important sport and recreation opportunities for residents and visitors, and provides essential open space amenity and well-being to surrounding urban areas.
15. Balancing the needs of the WTB's organised sporting activities (including stadia) with its less formal, recreational uses and underlying open space purpose, is increasingly important, particularly as the residential growth within central Hamilton continues to rise.
16. Currently, each individual park component of the WTB is used in isolation and managed by a suite of planning documents.
17. There is no singular holistic plan or strategic direction that guides the decision making for the WTB. The absence of an overarching approach risks its open space integrity and community usefulness.

Discussion

18. Given the above issues, a masterplan for the WTB would:
 - Provide a sound, strategic basis for decision making;
 - Encourage consensus between the Council, stakeholders and the community;
 - Establish a shared vision that balances the diverse needs of the community; and
 - Set a clear path about how the vision will be achieved;
19. The WTB masterplan will provide a spatial action plan that directs the activities, uses and desired outcomes of the park space over the next ten to twenty years. The scope of the masterplan will include the following features:
 - A vision and set of outcomes which Council and the community are seeking to achieve and/or contribute to;
 - Site analysis to assess the current state of the town belt and its surrounding environment;
 - The identification of community needs, issues and opportunities;
 - The identification and prioritisation of key projects, opportunities and initiatives;
 - A comprehensive spatial plan/s that map the future of the town belt. This may include a staging and/or action plan; and
 - A set of design principles to guide future development.

20. Community engagement is critical to the success of the masterplan. Engagement with key stakeholders, internal council departments and the wider community will start early and be addressed through targeted consultation processes.
21. This includes engagement with elected members at key decision points during the development of the masterplan.
22. The indicative process and timeframes for the masterplan involves:

i. Identification of community needs and projects through stakeholder engagement	July 2018
ii. Development of a vision, set of objectives and principles through stakeholder engagement (including workshop at Elected Member briefing)	August
iii. Preparation of a draft plan and prioritisation of key projects.	October
iv. Refinement of the draft plan and project prioritisation through stakeholder engagement (including workshop at Elected Member briefing)	October/November
v. Preparation of a final plan	November/December
vi. Final plan presented to Community and Services Committee for approval	March 2019

Options

23. Staff have assessed that there are two reasonable and viable options for the Committee to consider. This assessment reflects the level of significance (see paragraph 31). The options are:
- Option 1 - Recommend that the WTB masterplan is developed by March 2019. This option ensures that Council and the community have a clearly defined strategic approach to the management of open spaces and the delivery of facilities.
 - Option 2 - Do not develop the masterplan. This option would mean that Council and the community would continue to operate without a clearly defined strategic approach, resulting in uncertainty for all parties.
24. Staff recommend option 1.

Financial Considerations

25. This is a regular operating activity funded through the Long Term Plan for Parks and Recreation policy and plan development.
26. The total cost for the development of the masterplan is estimated to be \$35,000. This includes \$30,000 of staff time and additional minor costs near \$5,000 for resourcing associated with the consultation process.

Legal and Policy Considerations

27. Staff confirm that the recommendations of this report complies with the Council's legal and policy requirements.

Cultural Considerations

28. The WTB masterplan will take into account the cultural interests of Hamilton's people and communities.

29. Organisations representing Maaori in Hamilton (Waikato-Tainui and Te Haa o Te Whenua Kirikiriroa) will be involved in the consultation process.

Sustainability Considerations

30. The WTB masterplan supports a number of Council's Sustainability Principles, particularly principle 1 regarding Council's inclusion of environmental, economic, social, and cultural considerations in its decision-making criteria.

Risks

31. If the masterplan is not approved, there is a risk that Council's decision making process around overarching open space provision, community leases and community needs will lack direction.
32. The absence of an overarching approach also risks further fragmentation of WTB and its use to the community.

Significance & Engagement Policy

Significance

33. Staff have considered the key considerations under the Significance and Engagement Policy and have assessed that the recommendation(s) in this report has/have a medium level of significance.

Engagement

34. Given the medium level of significance determined, the engagement level is medium. No engagement is required.
35. However, because of the nature of the project and interest in it, engagement with stakeholders and the community will be undertaken as set out in paragraph 19.

Attachments

Attachment 1 - West Town Belt Masterplan - Attachment 1 - map

Attachment 1.

West Town Belt Masterplan extent



Attachment 1

Item 7

Council Report

Item 8

Committee: Community and Services Committee

Date: 07 June 2018

Author: Sean Murray

Authoriser: Sean Murray

Position: General Manager Venues, Tourism and Major Events

Position: General Manager Venues, Tourism and Major Events

Report Name: Northern Districts Cricket - Proposal for Community Cricket Centre

Report Status	<i>Open</i>
----------------------	-------------

Purpose

1. To seek the Committee's approval for Northern Districts Cricket to proceed with a capital infrastructure project to develop and build a Community Cricket Centre at Circus Park adjacent to Seddon Park.

Staff Recommendation

2. That the Community and Services Committee:
 - a) receives the report;
 - b) approves the Community Cricket Centre development proposal on the basis that it is done at no cost to Council on a fully compliant basis; and
 - c) delegates the Chief Executive be authorised to enter into an agreement with Northern Districts Cricket accordingly.

Executive Summary

3. Council received a presentation at a briefing on 22 May 2018 from Northern Districts Cricket (NDC) and requested that staff report back seeking formal approval of the proposed development.

Background

4. NDC presented at a Council Briefing on 22 May 2018 on a proposed Community Cricket Centre to be located on Circus Park (next to Seddon Park between Seddon Road and Tristram St). The proposal included office space for NDC along with indoor and outdoor training facilities. Currently there is a shortage of training facilities for cricket meaning that women's and community cricket are unable to access quality facilities. A copy of their presentation is attached.
5. The proposal provided for the relocation of the existing outdoor practice wicket enclosure to facilitate the development of a new arrival plaza and improved gate entry to Seddon Park.
6. The proposal also included closing Bryce St between Seddon Road and Tristram Street to allow additional space for this development and to improve connectivity through the West Town Belt (WTB).

7. Council expressed their support of the proposal in principle, on the basis that NDCA would fully fund the development and that a formal agreement would be agreed between NDCA and Council.
8. The proposed development would also require several formal Council processes to be followed including resource consent, building consent and the closure of Bryce St between Seddon Road and Tristram Street.
9. NDC would look to fund the project through a mix of funding streams including direct funding, sponsorship, donors, trust funding, development partners and central and local government funding (where available). Should a suitable naming rights sponsor be secured for Seddon Park then it is anticipated that this funding could be used to help fund venue related works.
10. The Concept Development Plan for Seddon Park approved in 2011 includes provision for an indoor cricket training facility on Circus Park.
11. While it would be preferable to complete the WTB Masterplan prior to confirming support of this proposal, given that Seddon Park already has a strong sport and recreation focus and that the proposal aligns with the purpose of developing the WTB Masterplan, it is appropriate for Council to progress this opportunity with NDC in parallel with development of the WTB Masterplan.

Significance

12. Staff considered the following factors under the Significance and Engagement Policy:
The level of financial consequences of the proposal or decision required.
13. Staff have considered the key considerations under the Significance and Engagement Policy and have assessed that the recommendations in this report have a low level of significance.

Engagement

14. Given the low level of significance determined, the engagement level is low. No engagement is required in relation to the recommendation.

Financial Considerations

15. There is no cost to Council under this proposal other than staff time required to work with NDC as they develop the proposal.
16. The proposed development does not impact upon ongoing maintenance and renewal funding allocated for Seddon Park.

Options

17. There are four potential options that Council could consider:
 - *Option 1 - Council could choose to endorse the proposal now allowing NDC to continue with planning around this project.*
 - *Option 2 - Council could choose to delay endorsing this project until completion of the WTB Masterplan.*
 - *Option 3 - Council could choose to fund in part or whole the development and take the lead on the project.*
 - *Option 4 - Council could choose not to endorse this proposal and retain the status quo.*
18. Staff are recommending Option 1 - that council approve the proposal now and allow planning for it to continue in parallel with the development of the WTB Masterplan.

Risks

19. Staff have assessed and believe there are no risks in approving the recommendation, noting that the proposed development is still subject to several compliance requirements.
20. If Council chose not to approve the recommendation then a potential risk is the lost opportunity for providing improved facilities for cricket in Hamilton and that other cities may offer these facilities instead.
21. As this project was presented to a public briefing there is a reputational risk to Council if the proposal does not proceed. This may affect Council's ability to enter into private-public partnerships with other parties in the future.

Attachments

Attachment 1 - Presentation from Northern District Cricket on Proposed Community Cricket Centre
May 2018

A Home for Northern Districts Cricket





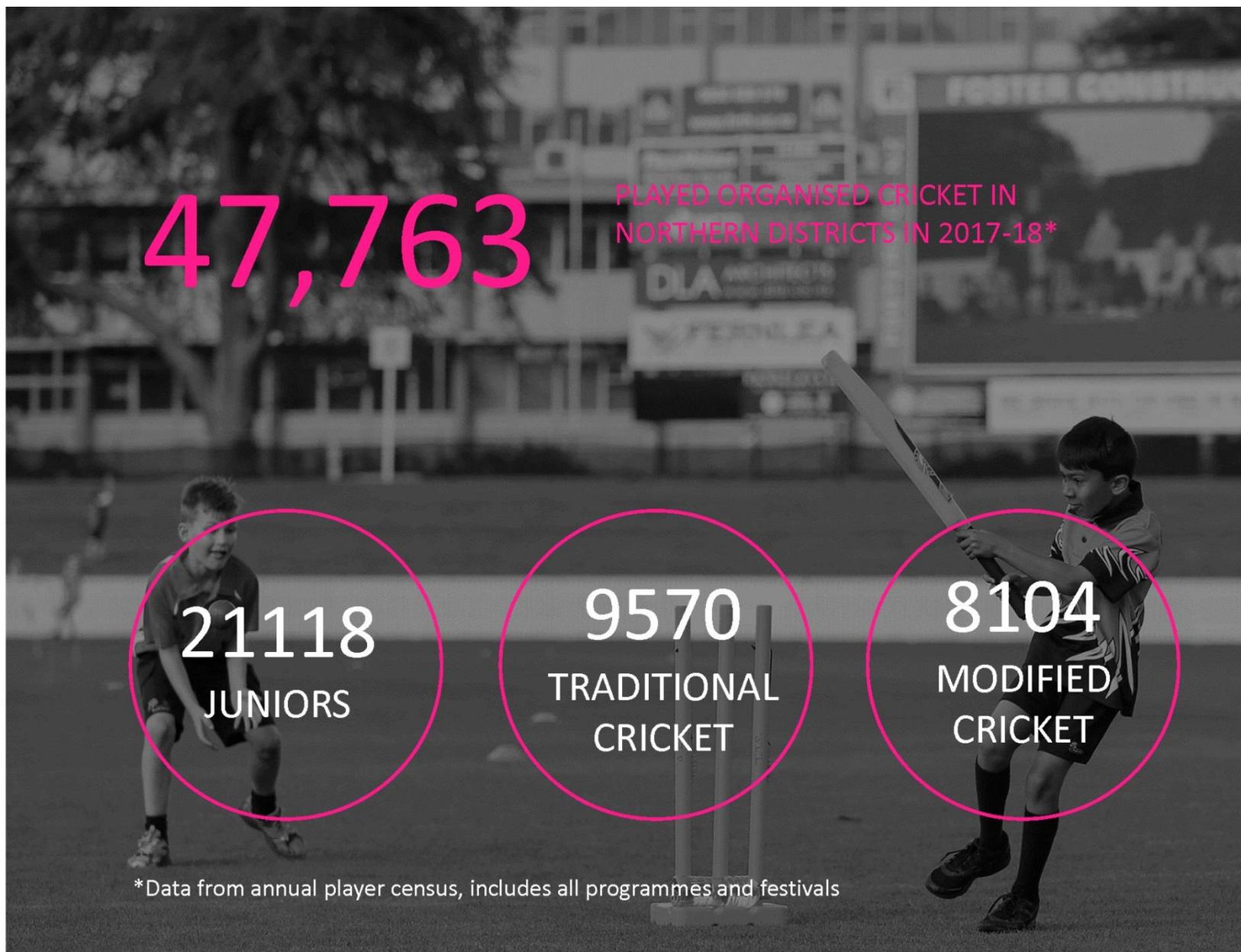
WE COVER A LARGE AREA

Cricket is fully entrenched into our kiwi way of living.

At Northern Districts we are committed to growing and developing the game of cricket so that it is relevant, inclusive and entertaining for all fans and players.

Having a first class training facility will support the growth of the game across our region.







Why a Community Cricket Centre

- Northern Spirit currently unable to gain grass wicket practice sessions
- A growing Northern Premier League has limited training opportunities
- Pathway teams with no first class training facilities
- International cricket warrant of fitness a major hurdle
- Knights only access to grass wicket training is at Bay Oval, St.Pauls or when playing matches at Seddon Park
- Current Indoor training facility at Seddon Park is unsuitable for first class and limited for community use
- Indoor training mostly carried out at 3 lane Waikato University centre and Bay Oval indoor centre. Both commercially operated.
- Disjointed program of teams training remotely to administration
- Opportunity to further highlight Seddon Park and maximise the world renowned ND cricket programs



NORTHERN DISTRICTS CRICKET

Admin, Indoor Wickets & Fan Zone

CONCEPT DESIGN | May 2018

chowhill
LISTEN DESIGN SUCCEED

Item 8

Attachment 1

Admin, Indoor Wickets & Fan Zone CONCEPTS



NORTHERN DISTRICTS CRICKET

ABOUT THIS PROJECT

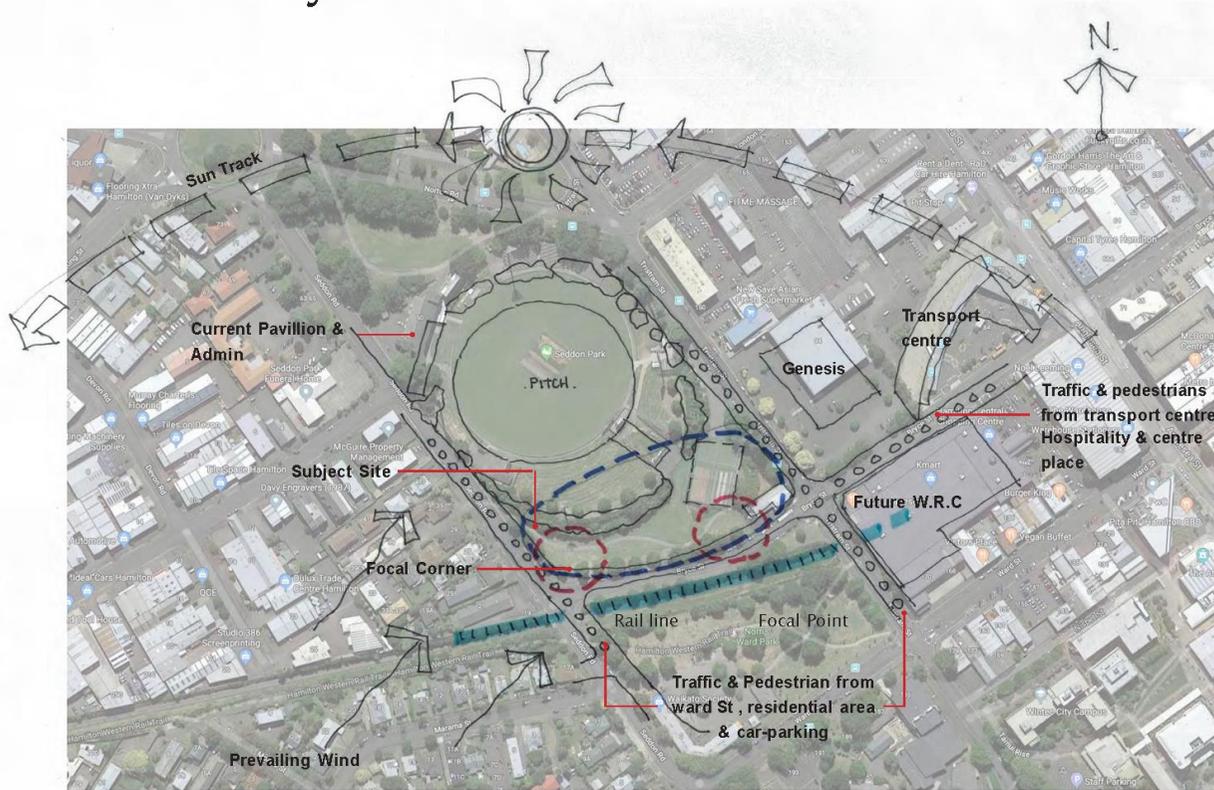
Northern Districts Cricket wish to explore options for a new building including Office space and indoor wickets, Fan Zone Development & additional outdoor cricket wickets.

- New building including Office space, possible cafe & Indoor Cricket nets
- Fan Zone area to accommodate welcoming entry into Seddon Park , area for food vendors, children's activities, bands & public facilities
- Level entry into stadium by re-contouring land
- Provide a facility that has two outdoor cricket nets, either by retaining existing cricket nets and building a additional one or by building two new nets

The purpose of the Concept Feasibility Phase is to identify the preferred site plan, budget, and presentation to Hamilton City Council

DESIGN CONCEPT

Site Context Analysis



DESIGN CONCEPT

Pedestrian Street Options



Paint the street

Or



Pave street, landscape and provide street furniture

Or



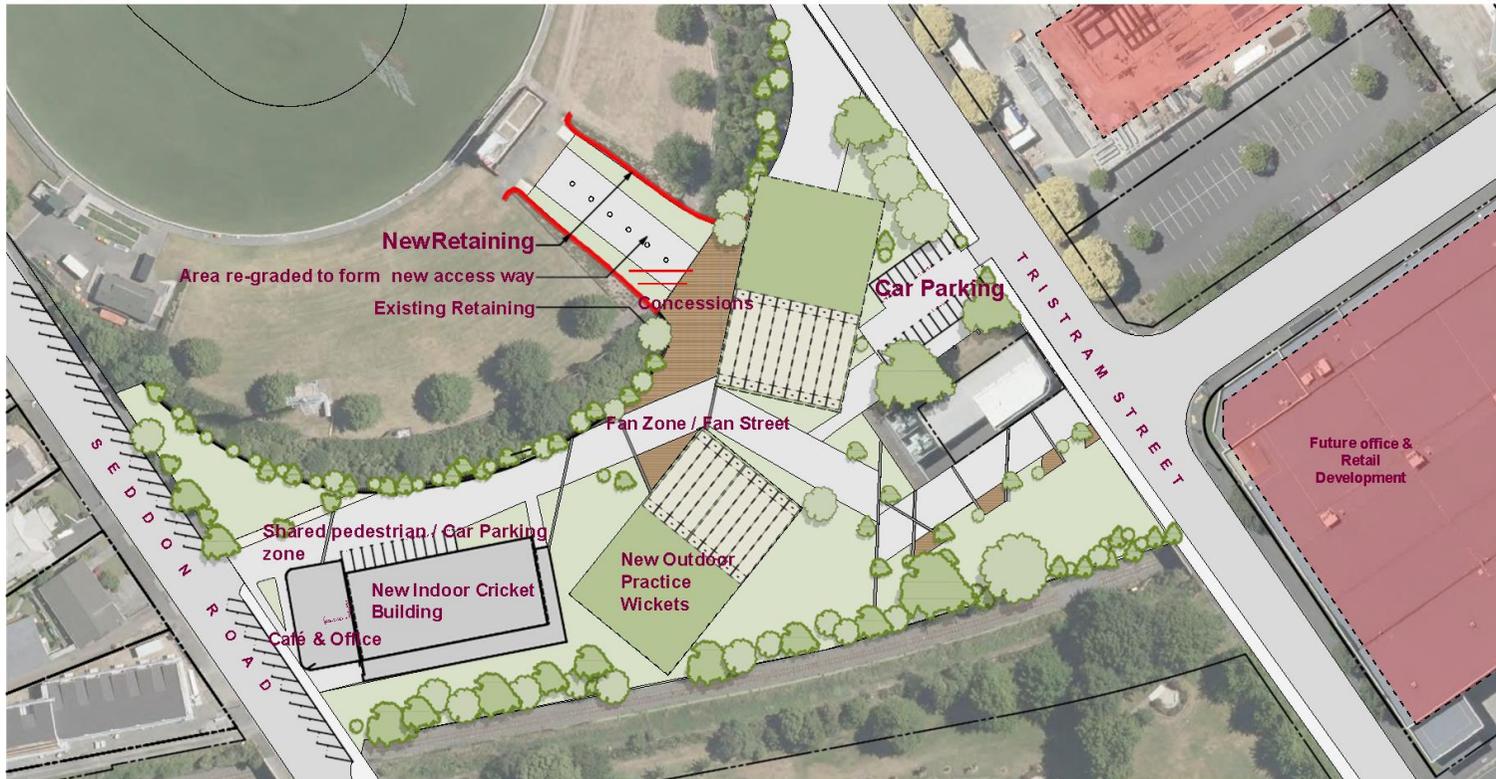
Street art along closed road surface



DESIGN CONCEPT

Site Plan - Opt|01

Base Functional Scope:
Utilize Bryce Street & Retain Existing Outdoor Cricket Nets









DESIGN CONCEPT

Site Plan - Opt|02

Base Functional Scope:
Utilize Bryce Street & build two new nets to allow Fan Zone to have activating with Tristram Street



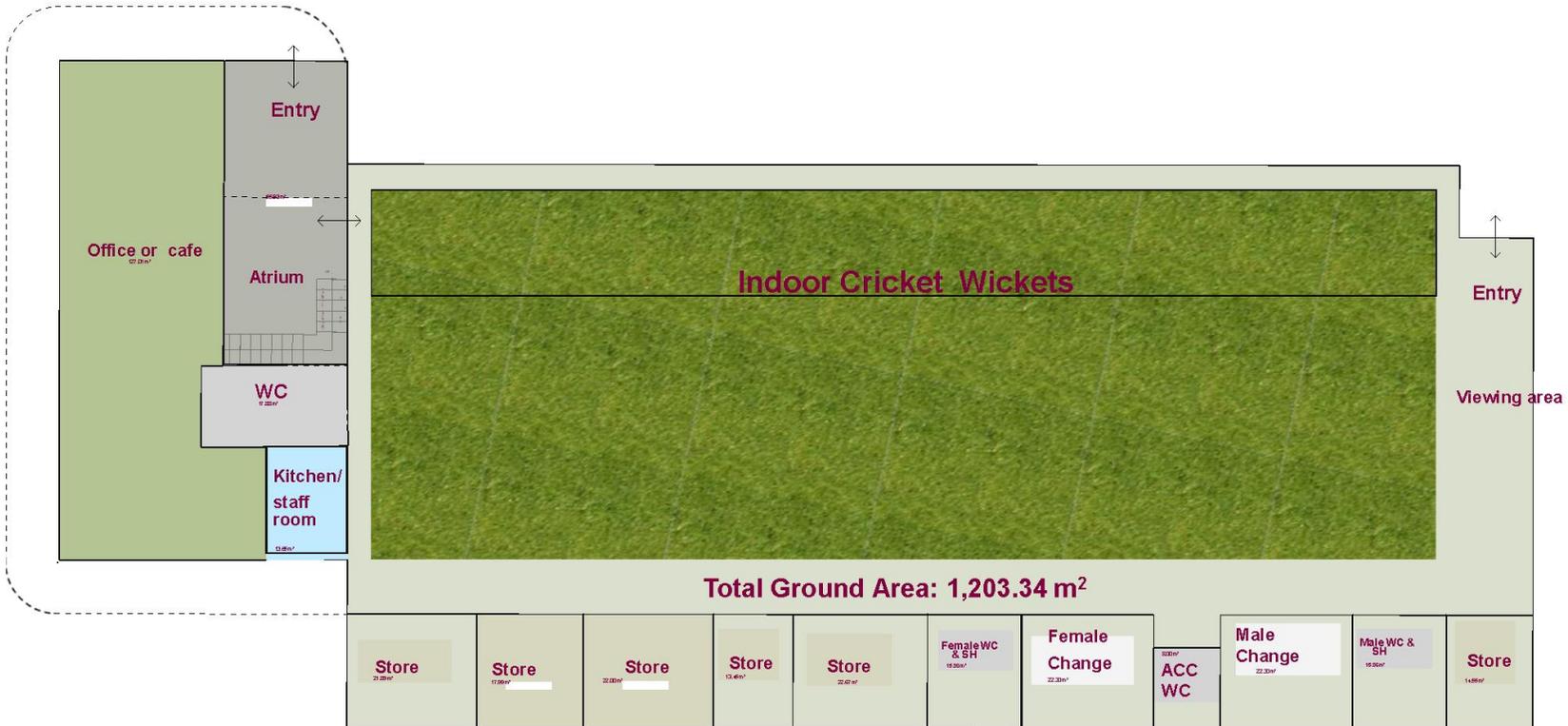






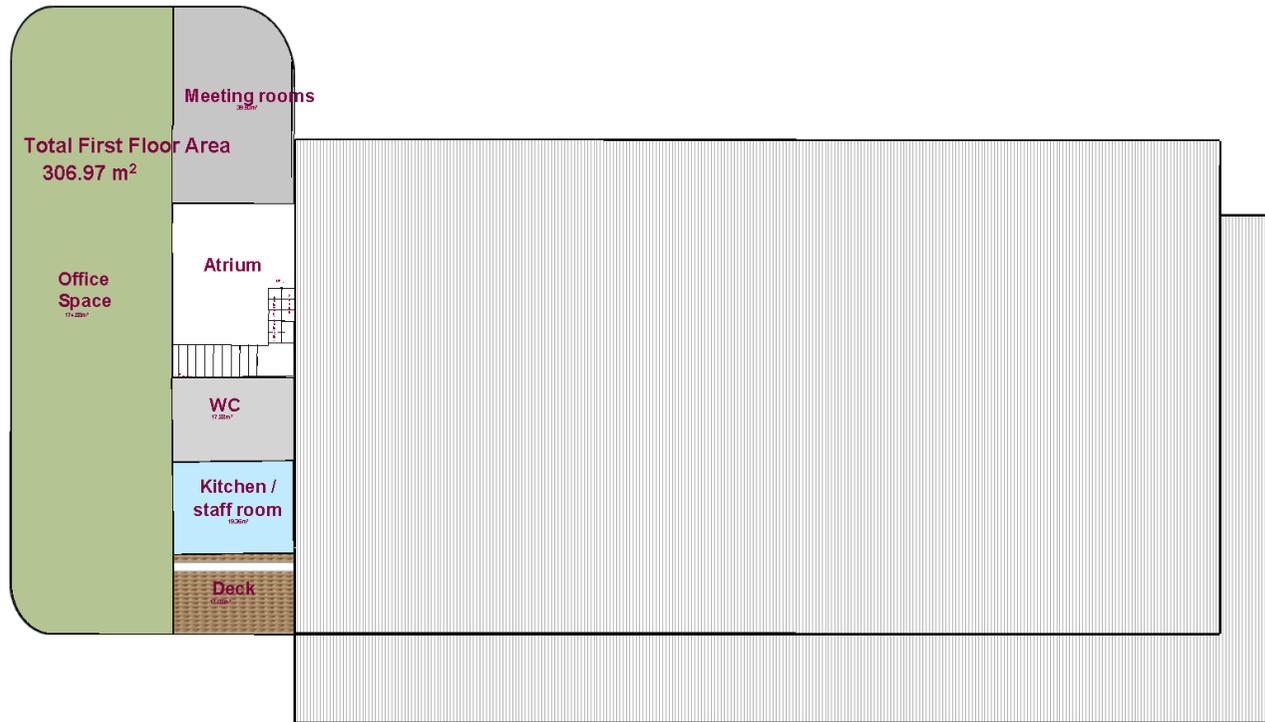
DESIGN CONCEPT

Concept Zonal Floor Plan



DESIGN CONCEPT

Concept Zonal Floor Plan



Finances

ADMIN, INDOOR WICKETS & FAN ZONE					
NORTHERN DISTRICTS CRICKET OPTION 1					
PRELIMINARY ESTIMATE					
DEVELOPMENT DETAILS		AREA	UNIT		
			M2		
Building Area		1510.08m2			
External Works		5315m2			
BUILDING - TOTAL GFA		1510.08M2			
Indoor Cricket Building & Stores		988.63m2			
Office / Café Ground Floor		214.48m2			
Office / Café First Floor		306.97m2			
Outdoor Practice Wickets (Excluded)		m2			
ESTIMATED DESIGN & CONSTRUCTION COSTS		AREA	UNIT	RATE	TOTAL
BUILDINGS (BASELINE COSTS)					
Indoor Cricket Building & Stores		988.63m2		\$ 1,300.00	\$ 1,285,219.00
Office / Café Ground Floor		214.48m2		\$ 2,400.00	\$ 514,752.00
Office / Café First Floor		306.97m2		\$ 2,400.00	\$ 736,728.00
Outdoor Practice Wickets (Excluded)		0m2		\$	-
BUILDINGS (EXTRA VALUE COSTS)					
					\$ -
					\$ -
EXTERNAL WORKS					
Pavement		5315m2		\$ 175.00	\$ 930,125.00
Drainage		1ls		\$ 220,000.00	\$ 220,000.00
Landscaping		1ls		\$ 20,000.00	\$ 20,000.00
ESTIMATED CONSTRUCTION COSTS					\$ 3,706,824.00
Design Fees					\$ 259,477.68
Building Consent Fees					\$ 37,068.24
ESTIMATED DESIGN & CONSTRUCTION COSTS					\$ 4,003,369.92
OTHER DEVELOPMENT COSTS		AREA	UNIT	RATE	TOTAL
Land					Excluded
Resource Consent					Excluded
Development Contributions					Excluded
Finance					Excluded
Legal Fees					Excluded
TOTAL DEVELOPMENT COSTS					\$ 4,003,369.92



Funding

Trusts – Gaming and Trust Waikato

Sponsorship

Donors

ND funding

NZC

HCC – Land, Naming Rights, Works

Development partners – Sport minded organisations

Central Government Schemes – Provincial Growth Fund



Council Report

Committee:	Community and Services Committee	Date:	07 June 2018
Author:	Sean Murray	Authoriser:	Sean Murray
Position:	General Manager Venues, Tourism and Major Events	Position:	General Manager Venues, Tourism and Major Events
Report Name:	Request from Clarence Street Theatre Trust		

Report Status	<i>Open</i>
----------------------	-------------

Purpose

- To inform the Committee that earthquake strengthening works at Clarence Street Theatre have been completed under budget; approve the completion of the Deed of Gift and recommend to Council the approval of surplus funds to the Clarence Street Theatre Trust.

Staff Recommendation *(Recommendation to Council)*

- That the Committee:
 - receives the report;
 - approves the completion of the gift to Clarence Street Theatre due to earthquake strengthening works being completed to the required standard by changing the revocation period to 30 June 2018 in the Deed of Gift; and
 - recommends to Council that unbudgeted funds of \$28,615.88 + GST be approved for payment to the Clarence Street Theatre Trust towards roof repairs.

Executive Summary

- On 30 June 2015, Council entered into a Deed of Gift with Rights of Revocation arrangement with Clarence Street Theatre Trust (CSTT). This included payment of the lesser of 20% or up to \$150,000 plus GST for earthquake strengthening works required to bring Clarence Street Theatre (CST) up to the required standard.
- In September 2017, by way of committee resolution the revocation period was extended from 30 June 2018 to 31 December 2019 and Council also approved payment of up to \$150,000 + GST.
- CSTT have completed the works and supplied the necessary evidence to support the work completed to bring CST up to 34% of National Building Standards to Council management. The amount claimed was \$121,384.12 + GST.
- CSTT have formally requested in writing that the Deed of Gift is now completed by ending the revocation period on 30 June 2018 and that the remainder of the unbudgeted funds for earthquake strengthening work (\$28,615.88 + GST) be approved as a further gift to complete roof repairs at CST. The use of the surplus funds for this purpose requires a recommendation to Council.

Background

7. On 30 June 2015, Council entered into a Deed of Gift with Rights of Revocation arrangement with the CSTT. This included payment of the lesser of 20% or up to \$150,000 plus GST for earthquake strengthening works required to bring Clarence Street Theatre (CST) up to the required standard.
8. In September 2017, by way of committee resolution the revocation period was extended from 30 June 2018 to 31 December 2019. Under the same resolution, it approved the payment of up to \$150,000 plus GST to CSTT to undertake earthquake strengthening of the theatre, with all works to have been completed by December 2018. The amount was placed on Council's Risk and Opportunities register for the 2017/18 financial year as an unbudgeted item.
9. CSTT have completed the works and supplied the necessary evidence to support the work completed to bring the building up to 34% of National Building Standards to Council management. The amount claimed was \$121,384.12 + GST and payment has been made.
10. CSTT have formally requested in writing the completion of gifting of CST now that works have been completed and management recommend this takes place noting that under the Deed of Gift, the CSTT acknowledged it had inspected the property and made its own enquiries as to its condition and/or suitability for its purpose, and agreed to receive the property on an as, where is basis on the settlement date. For the gifting to be complete, the revocation period must be changed back to 30 June 2018 in the Deed of Gift.
11. In addition to the gift being completed, CSTT have also formally requested the remainder of the unbudgeted funds for earthquake strengthening work (\$28,615.88 + GST) be gifted for use to complete roof repairs at CST.
12. The roof repairs are required to the back of house areas used by Drury Lane Dance Studio and Hamilton Operatic Society Inc. CSTT have advised this work has been quoted at over \$30,000 and they will cover any additional cost above the surplus amount, should this be approved to them. They also propose using Foster Maintain to complete the works. Foster is familiar with the site and requirements.
13. The written request from CSTT is attached as attachment one.

Discussion

Options

- *Option A: Approve the surplus earthquake strengthening funds for roof repairs at CST*
 - *Option B: Do not approve the surplus earthquake strengthening funds for roof repairs at CST*
14. Staff recommend option A. However, in doing so Council is reminded that under the terms of the original Deed of Gift, CSTT received the building with full knowledge of its condition. Council holds no further responsibility for the building condition and further maintenance beyond the maximum of \$150,000 for the seismic strengthening work that has now been completed.

Financial Considerations

15. The full amount of the item in Risk and Opportunities in 2017/18 is \$150,000. Council has paid out \$121,384.12 for the earthquake strengthen work as per the resolution from the Community and Services Committee on 19 September 2017. This amount is unbudgeted but an explainable cost to Council.

Significance & Engagement Policy

Item 9

Significance

16. Staff considered the following factors under the Significance and Engagement Policy:
The level of financial consequences of the proposal or decision required.
17. Based on these factors, staff have assessed that the recommendation to approve payment of the unbudgeted surplus funds have low significance.

Attachments

Attachment 1 - Letter from Clarence Street Theatre Trust dated 15 May 2018

CLARENCE ST THEATRE

59 Clarence Street
PO Box 314
Hamilton 3240
New Zealand
P / +64 7 834 1023
E / info@clarencetheatre.co.nz
www.clarencetheatre.co.nz

Sean Murray
General Manager | Venues, Tourism and Major Events Group
Hamilton City Council
Mob: +64 21 912 772
Email: sean.murray@hcc.govt.nz

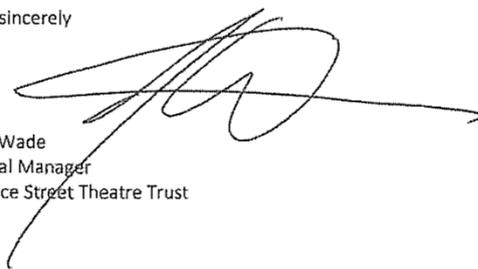
Tuesday 15 May 2018

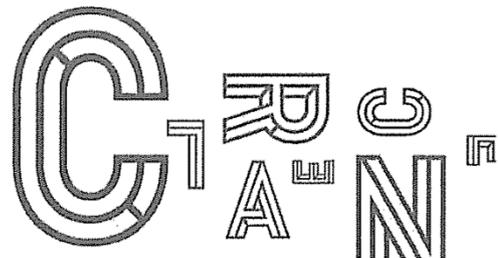
Dear Sean

1. We are thrilled to report that our earthquake strengthening work is now completed and we have received a pass from the building inspection. The certificate will be issued in due course from Hamilton City Council.
2. We can confirm that we are satisfied with the work undertaken by all the professionals involved in the project.
3. We confirm that we have received advice from BCD Group that Clarence St Theatre now sits overall at 34% of the Earthquake Standards Building code as required by law and as recommended to obtain from Hamilton City Council.
4. As per your request 4th April 2018 we have supplied the requested documentation and evidence of the work undertaken.
5. As per the meeting of the Community and Services Committee held in Council Chamber, Municipal Building, Garden Place, Hamilton on Tuesday 19 September 2017 at 9.30am Clarence Street Theatre Trust We were granted by the elected members \$150,000.00 + GST to be used specifically for this strengthening work. There is a surplus of \$28,615.88 +GST.
6. As we understand the full \$150,000 +GST would have been budgeted to be utilised. Due to this we formally request that this surplus be attributed to the replacement of Clarence St Theatre's back of house roofs which have leaked for many years. These areas are of highest use for Drury Lane and Hamilton Operatic Society Inc. We will cover any additional cost above this amount. The information we have received is that the total cost of the roofs replacement will be greater than \$30,000.00 +GST. We would request that Foster Maintain complete this work as they are familiar with the site and requirements.
7. We would further request that the gift of Clarence St Theatre be completed to Clarence Street Theatre Trust now that all matters have been resolved and we have fulfilled our obligations as requested.

We look forward to finalising things as quickly as possible.

Yours sincerely


Jason Wade
General Manager
Clarence Street Theatre Trust



Council Report

Committee: Community and Services Committee
Date: 07 June 2018
Author: Helen Paki
Authoriser: Lance Vervoort
Position: Business Manager Community
Position: General Manager Community
Report Name: Hamilton Gardens Development Project Update

Report Status	<i>Open</i>
Report Status	<i>Open</i>

Purpose

- To inform the Committee on the final stages of the Hamilton Gardens Development Project including timeframes for when new gardens will be open to the public.

Staff Recommendation

- That the Community and Services Committee receives the report.

Background

- Background
- Hamilton Gardens Strategic Plan was developed in 2014 and The Hamilton Gardens Development Project was approved at the 4 March 2014 Council meeting. The project includes the completion of five themed gardens, courtyards, a destination playground, public toilets, carpark, jetty and improvements to the Pavilion, over four years from 2014/15.
- The five themed gardens included in the project are as follows:
 - Tudor Garden (completed and opened in 2015)
 - Concept Garden (completed and opened in 2018)
 - Mansfield Garden
 - Surrealist Garden
 - Picturesque Garden
- The project is scheduled to be completed in June 2018, although there is a period of some months before the Mansfield, Picturesque and Surrealist Gardens can open to the public due to plant growth requirements. The Waikato Museum will feature complementary exhibitions alongside the Mansfield and Picturesque Garden openings.
- The total project cost is \$7.2m. The full external funding target of \$4.8m was achieved in 2017/18. Friends of Hamilton Gardens and the Hamilton Gardens Development Trust continue to fundraise towards enhancements, sculptural elements and various other projects at the gardens.

8. At the February 2017 Community and Services Committee, the Committee resolved to formally acknowledge the significant contribution being made from ratepayers, community, funding agencies and philanthropists towards completion of the Hamilton Gardens Development Project.

Discussion

9. New Milestones Achieved
10. The Destination Playground was opened in December 2016 and is continuing to be very popular with the public. A Changing Places accessible bathroom was completed in early 2018 as a part of the toilet facility next to the playground.
11. The staff administration area has been relocated to the what was the 'Rotary' room and a new smaller area is available next to this as a public meeting space (Huddleston Room). This has improved the area for staff who were previously working in a very tight space, and has enabled reconfiguring of the information and retail spaces as the first stage of an improved visitor centre.
12. The Concept Garden, inspired by two Maori Whakatauki, was opened in February 2018 along with the Braithwaite Court featuring an oversized steampunk airship sculpture. This court provides a connection from the Kitchen garden through to the Concept Garden.
13. Implementation
14. The final stages of the work programme is on track for completion by the end of June 2018. There have been some issues with the jetty construction as securing contractors and working around water levels has been complex, but these have been successfully worked through and the jetty work is on schedule for a June 2018 completion, providing there are no further issues.
15. While the physical works for all gardens are planned for completion by the end of June 2018, they will require time for planting growth before they can be opened. Planned opening dates are as follows (specific date and event details to be confirmed):
- Mansfield Garden – October/November 2018
 - Picturesque Garden – October 2019 (although some planned events will be able to be held in this Garden prior e.g. the 'Magic Flute' Opera planned as part of February 2019 Arts Festival)
 - Surrealist Garden – February 2020.
16. Overall, this project has been well managed to budget, time and scope. This is largely due to a strong governance structure, particularly in the first two years of the project and effective project management. The project has benefited from clear strategic vision, an experienced project management team, a successful external funding programme and partnership with the Friends of the Hamilton Gardens, Hamilton Gardens Development Trust and the wider community.
17. Engagement and Promotion
18. Hamilton Gardens is consistently rated #1 on Trip Advisor of the 72 things to do in Hamilton with a satisfaction rating of 99%. Engagement across online channels continues to be high with a 44% increase in website views since 2014. There are significant ongoing increases in Facebook followers and Instagram views.

19. Facebook daily reach was 5.6 million in 2017 and post engagement sits at 10% - versus an industry acceptable standard of 1%. Reviews across Google and Facebook sit at a steady 4.7 and 4.5 respectively. Reach through media mentions in April 2018 reached an estimated 4.7 million people. This included social media influences and newspaper articles.

Financial Considerations

20. The Development Project has been made possible through a targeted rate funded by Hamilton City ratepayers as well as external funding from funding agencies, donors and sponsors.
21. The Council has funded one-third of the Development Project costs of \$7.239m with a targeted contribution of \$10 (GST exclusive) per rateable Separately Used or Inhabited part of a Property (SUIP) over four years from 2014/15.
22. Projected expenditure for 2017/18 is \$2.655m bringing the total project expenditure to \$7.239m. The external funding component of this project is \$4.8m and the targeted rate contribution to the Development Project is \$2.4m.

23.

Figures represented in \$000s	2014/15	2015/16	2016/17	2017/18	Total Years Budget
Actual	142	2,352	2,090	1,545	6,129*
Projected	-	-	-	1,110	1,110

Risks

24. There are no known risks associated with this matter.

Attachments

There are no attachments for this report.

Council Report

Item 11

Committee: Community and Services Committee
Date: 07 June 2018
Author: Helen Paki
Authoriser: Lance Vervoort
Position: Business Manager Community
Position: General Manager Community
Report Name: Regional Community Facilities Funding Framework

Report Status	<i>Open</i>
----------------------	-------------

Purpose

1. To seek adoption of the Regional Community Facilities Funding Framework to guide investment in regional community facilities.

Staff Recommendation

2. That the Community and Services Committee adopts the Community Facilities Funding Framework.

Background

3. The Community Facilities Funding Framework has been developed by Waikato Regional Council under the guidance of the Mayoral Forum and in collaboration with local authorities in the Waikato. The framework provides clear guidelines that enable decisions about co-funding of regional and sub-regional facilities.
4. The Waikato Mayoral Forum endorsed the Community Facilities Funding Framework (the Framework) on 11 September 2017.
5. Sport Waikato, Creative Waikato, Trust Waikato and WEL Energy Trust have indicated that they support working in partnership with local government to develop and fund community facilities.
6. The Waikato Mayoral Forum has invited all councils to adopt the Community Facilities Funding Framework to provide a commitment to using the Framework to guide decisions about funding of sub-regional and regional community facilities.

Discussion

7. The purpose of the Framework is to enable local authorities in the Waikato region to make strategic investments in sub-regional and regional community sports, recreation, arts and cultural facilities. In addition to helping councils work better together, the Framework will help develop partnerships and leverage funding from central government, community funders and other philanthropic organisations.

8. The Mayoral Forum is establishing a forum to prioritise community facilities identified in the Waikato Plan, Waikato Regional Sports Facilities Plan, Waikato Regional Creative Facilities and the regional cycle trail network business case. All councils in the region will be represented on the forum and Community funders, Ministry for Education, Sport Waikato and Creative Waikato will also be invited as forum members.
9. A number of Councils including, Waikato District Council, Waipa District Council, Waitomo District Council, South Waikato District Council and Hauraki District Council have adopted the Framework. Most of the other councils in the region have expressed support for the Framework but are yet to formally adopt.
10. Hamilton City Council has several initiatives proposed in its Draft 2018-28 10-Year Plan that may be a fit for the Regional Facilities Fund including a grant contribution to a new Indoor Recreation Centre and the Regional Performing Arts theatre.

Options

11. Staff have assessed that there are 2 options for the Committee to consider as follows:
 - Option 1 – Adopt the Framework
 - Option 2 – Do not adopt the Framework
12. Staff recommend option 1 to ensure Council is positioned to apply to the Regional Facilities Fund for relevant projects.

Financial Considerations

13. The framework has no direct financial consequences outside of funding included in the 10-Year Plan. Projects that are assessed using the framework will be subject to decisions by Council in discussions with the Funding Forum and the financial impacts of those projects would be considered at that time.

Risks

14. There are no known risks with adopting the framework.

Significance & Engagement Policy

15. Staff have assessed that a decision in accordance with the recommendation has low significance. Engagement with key stakeholders has been undertaken in preparation of the Framework and no further consultation is considered necessary.

Attachments

Attachment 1 - Regional Community Facilities Funding Framework - FINAL

Community Facilities Funding Framework

Contents

1	Purpose of the Community Facilities Funding Framework	2
2	Definitions	2
3	Scope of Community Facilities Funding Framework.....	2
3.1	What can be funded.....	2
3.2	Who is eligible to apply for funding	3
3.3	What will not be funded	3
4	Partnership approach.....	3
5	Process to assess and decide on project proposals	4
5.1	Lodging a proposal	4
5.2	Assessment	4
5.3	Decision making	5
5.4	Local, sub-regional and regional community facilities.....	5
5.5	Quantum of local government funding.....	6
5.6	Funding mechanisms.....	7
6	Review of the Community Facilities Funding Framework.....	8

1 Purpose of the Community Facilities Funding Framework

The purpose of the Community Facilities Funding Framework (“the Framework”) is to enable local authorities in the Waikato region to make collective, strategic investments in new community facilities so that communities benefit from these investments now and into the future by:

- a. developing partnerships and leveraging funding from central government, community funders and other funders beyond local authorities;
- b. supporting aligned delivery of facilities to broader communities than just those defined by local authority boundaries;
- c. enabling a more financially robust delivery mechanism for local authorities in delivering community infrastructure;
- d. ensuring community facilities receive support from each local authority commensurate with the level of benefit to each authority’s community now and into the future; and
- e. identifying, analysing and funding sports, recreation, arts and culture facilities for the region on a prioritised basis over time using a robust funding framework.

The Framework therefore delivers on Waikato Plan action 1.5.1:

“1.5.1 Top priorities for regional facilities: Work with lead agencies to identify the most important sports, recreation, arts and culture investment opportunities for the region, and agree on a selection ranking and funding process to deliver these in a prioritised way”.

The Framework will also be a significant step towards meeting Key action 6 of the Waikato Plan “Encourage development of a nationally significant cycling and walking experience”.

2 Definitions

Community facilities - All community sports, recreation, arts and cultural facilities.

Contributing local authorities - Those local authorities from which beneficiaries are drawn for a proposed community facility.

Project provider - Any organisation or agency, public or private, developing a community facility within the Waikato region which is a legal entity with a track record that satisfies the contributing local authorities. Potential project providers include local authorities, iwi, central government, trusts, private organisations or a joint venture.

3 Scope of Community Facilities Funding Framework

3.1 What can be funded

Contributing local authorities will consider making capital and operational contributions to projects that have a viable business case to develop a new community facility that is located in the Waikato region where beneficiaries span more than one local authority boundary.

3.2 Who is eligible to apply for funding

Any project provider is eligible to have a proposal considered for funding provided funding is not excluded by clause 3.3.

3.3 What will not be funded

3.3.1 Significant adverse impacts

Where it is determined at the time of assessment that any project would have significant adverse impacts on economic, environmental, social or cultural outcomes, the project will not be eligible for funding, regardless of the positive impacts.

3.3.2 Retrospective funding

Retrospective funding will not be provided.

No project expenses or costs will be reimbursed that were incurred before an agreement on the terms and conditions on which funding support will be provided is agreed between the project provider and contributing local authorities. This includes repayment of debt.

Proposals may be made for components of projects that have begun where components can be isolated into stand-alone projects. The benefit of the project will be assessed on the basis of the scope included in the project proposal.

4 Partnership approach

Partnerships with other funders will be sought for the construction and ongoing maintenance of community facilities covered under this Framework. This will help ensure aligned and strategic investments are made. It is expected that central government will contribute using this Framework to facilities owned and operated by government departments (including the Ministry of Education), national sporting bodies and so on. Other funders may include iwi, community trusts and private organisations.

Project providers are encouraged to identify potential facilities to contributing local authorities early in the development process to enable aligned analysis, prioritisation, funding and delivery of facilities.

Contributing local authorities will take a 'no surprises' approach with other contributing local authorities so that strategic and aligned debate and planning can occur.

Contributing local authorities will work with project providers, any independent experts appointed by contributing local authorities and other potential funders through the development, assessment and implementation process. Contributing local authorities will decide on a case by case basis whether parties other than the proponent of the project and funding partners will be involved in the development, assessment and implementation process, determined by their material contribution to each project or their particular expertise.

5 Process to assess and decide on project proposals

5.1 Lodging a proposal

1. Project providers should work with all contributing local authorities to develop proposals to ensure relevant information is provided to contributing local authorities for assessment.
2. A proposal may be lodged with the local authority in which the planned facility is located at any time and this local authority will call together all contributing local authorities to start the assessment process.
3. No proposal will be accepted without an accompanying viable business case supporting the proposal.
4. A proposal does not need to take a prescribed form but it must identify:
 - a. Location, purpose, scope and operational details;
 - b. Area of benefit;
 - c. Financial model to ensure long term sustainability;
 - d. Form of financial support sought;
 - e. Matters set out in clause 5.4; and
 - f. Matters set out in clause 5.5.
5. More information about a proposal may be sought by contributing local authorities to ensure a robust assessment can be made.

5.2 Assessment

1. Contributing local authorities will work collaboratively to assess project proposals.
2. Contributing local authority staff will administer the assessment process. The lead authority will be determined by contributing local authorities on a case by case basis. Staff will also undertake work as required to support assessment of proposals by any independent experts and recommendations by contributing local authorities.
3. Contributing local authorities will use clause 5.4 of the Framework to guide proportionality of funding between contributing local authorities.
4. Contributing local authorities will use clause 5.5 of the Framework to guide the quantum of local government investment, if it is determined that investment is merited.
5. Independent expertise may be sought by contributing local authorities to help provide due diligence on a proposal. Contributing local authorities will determine how this expertise is sought on a case by case basis. Costs of contributing local authorities obtaining this advice will be negotiated with the project provider. Any independent experts will assess proposals against the Framework and make recommendations to contributing local authorities:
 - a. Whether to fund CAPEX and/or OPEX of the project;
 - b. How much the project should receive;
 - c. Comments about any ownership interest;
 - d. The type of funding (e.g. grant or loan); and

- e. Conditions that should be attached to funding.
6. The collaborative group will seek to agree in principle on funding arrangements and make joint recommendations to each contributing local authority.

5.3 Decision making

1. Local authorities will consider investing in facilities on a case-by-case basis. Investment in any facility is at the discretion of each local authority.
2. Local authorities will make all final decisions on the funding of projects by individual Council resolution. This includes:
 - i. Whether the project(s) will be funded;
 - ii. How much each project will receive;
 - iii. Any ownership interest;
 - iv. The type of funding (e.g. grant or loan);
 - v. How funding will be raised by the local authority, eg. general, targeted or differential rates , UAGC, return on investment funds, loan; and
 - vi. Conditions attached to funding.
3. If a local authority decides to support a project with funding, it will issue a formal offer setting out the terms and conditions for funding to successful projects. This offer will include funding dates, milestones, accountability mechanisms, key performance indicators and evaluation requirements.

5.4 Local, sub-regional and regional community facilities

1. The decision about whether a facility is local, sub-regional or regional will be determined by evidence of how benefit accrues to the community.
2. Where beneficiaries of a community facility would be drawn from the community of one local authority, funding of the facility would fall outside the scope of this Framework.
3. Where beneficiaries of a community facility would be drawn from the communities of more than one territorial authority but not all, a facility will be considered as a sub-regional facility. Contributing local authorities will be expected to provide funding. Benefit, and therefore proportional funding from contributing local authorities, will be determined by considering:
 - i. where potential beneficiaries are located;
 - ii. population in close proximity to facility; and
 - iii. broader economic and strategic considerations.
4. For a community facility to be considered regional, the facility needs to:
 - i. be part of a national programme and accompanied by central government funding; and/or
 - ii. have potential beneficiaries drawn from the majority of territorial authorities; and/or
 - iii. provide significant benefit to the regional community.

Waikato Regional Council will be expected to provide funding towards a regional facility. Benefit, and therefore the funding model used by the regional council and any other contributing local authorities, will be determined by considering:

- i. where potential beneficiaries are located;
- ii. population in close proximity to facility; and
- iii. broader economic and strategic considerations.

5.5 Quantum of local government funding

In determining the total quantum of local government funding for any project and proportionality of funding between contributing local authorities, contributing local authorities will consider the criteria set out below. Each criterion will be weighted to reflect contributing local authorities' priorities on a case by case basis.

Criteria

- i. Strategic alignment – sub-regional, regional and national:
 - a. the extent to which the project is aligned with strategic sub-regional, regional and/or national direction¹;
 - b. the extent to which the project complements the vision of other organisations in the sub-region and/or region; and
 - c. the extent to which the project aligns with the users' needs;
- ii. Projected needs of the community within the core catchment area, now and into the future;
- iii. Extent and type of community benefit for each contributing local authority, now and into the future;
- iv. The priority of the facility, relative to other community facilities;
- v. Return on capital and operational investment;
- vi. Level of risk;
- vii. Potential for operational and/or capital partnerships between multiple stakeholders;
- viii. Level of funding from other funders, including other contributing local authorities;
- ix. Ownership mechanisms;
- x. The intended life of the facility;
- xi. Optimisation of the facility network;
- xii. Operational sustainability;

¹ As provided through relevant documents including, but not limited to, the Waikato Plan, Waikato Regional Sports Facilities Plan, Waikato Regional Creative Facilities and the regional cycle trail network business case.

- xiii. The extent to which the project provider demonstrates the capacity and capability to undertake the project;
- xiv. The extent to which the project is inter-dependent with other projects;
- xv. The consequence of not funding the project; and
- xvi. The relative priority of the facility when considered alongside other council works and services.

5.6 Funding mechanisms

Contributing local authorities may fund community facilities through different mechanisms. Once the characteristics of the facility and the needs of a project provider are known, a decision will be made on the funding mechanism(s). All parties will need to agree on the mechanism(s).

In general terms, there are four mechanisms that contributing local authorities may use:

- i. Grant – a direct grant by the contributing local authorities to the project provider, which may have conditions attached;
- ii. Loan – a loan by the contributing local authorities to the project provider, which is to be repaid at some specified, future date, with an interest rate specified by the contributing local authorities;
- iii. Equity – an equity investment in the project by contributing local authorities on condition of sufficient capital expenditure committed to the project and a satisfactory business plan and risk assessment and suitable governance arrangements; and
- iv. Underwrite – a direct grant by contributing local authorities to the project provider that will only be drawn upon in full or in part if necessary to meet agreed financial obligations.

More than one mechanism may be used to fund any particular project and the choice and conditions will reflect:

- i. the risk for contributing local authorities associated with the project;
- ii. the ownership model of the facility; and
- iii. the level of community benefit.

6 Review of the Community Facilities Funding Framework

The Framework will be reviewed at the start of each triennium. The operational component of the Framework will be reviewed annually.

The purpose of the three yearly review is to evaluate the efficiency and effectiveness of the Framework, funding process and funding decisions made. The review will include, but not be limited to the following matters:

- i. the extent to which the Framework has been equitable for contributing local authorities;
- ii. the extent to which the Framework enabled contributing local authorities to work together to fund facilities;
- iii. the extent to which funding has improved community outcomes;
- iv. the extent to which the Framework has assisted parties to undertake projects that have benefited the community; and
- v. how successful the Framework has been in attracting additional investment to facilities funding in the region.

The annual review of the operational component of the Framework will include, but not be limited to, the following matters:

- i. ensuring core catchment areas (now and into the future) and contributing local authorities can be identified;
- ii. ensuring criteria are useful to assess the benefits and impacts of projects;
- iii. ensuring there is fairness in the assessment process across eligible projects;
- iv. ensuring contributing local authorities are able to clearly and easily identify projects that provide the greatest value in respect to the Framework criteria; and
- v. ensuring the process is not so difficult that opportunities provided by the Framework are not taken up by project providers or local authorities.

Council Report

Item 12

Committee: Community and Services Committee

Date: 07 June 2018

Author: Jennie Lavis

Authoriser: Sean Murray

Position: Executive Assistant Venues, Tourism and Major Events

Position: General Manager Venues, Tourism and Major Events

Report Name: Event Sponsorship Fund 2018/19 - Applications for Approval

Report Status	<i>Open</i>
----------------------	-------------

Purpose

1. To recommend applications to the Event Sponsorship fund for approval by the Community and Services Committee for the 2018/19 financial year.
2. As per the Terms of Reference, the Committee is delegated “approval or otherwise for event sponsorship applications in compliance with the [Event Sponsorship Policy](#) and approved budget”.

Staff Recommendation

3. That the Committee receives the management recommendations for the following Event Sponsorship applications for funding from the 2018/19 Event Sponsorship Fund and:
 - a) Approves the following applications:
 - o NZ Bridge Incorporated for the NZ National Bridge Congress 2018 for \$10,000;
 - o NZ Federation of Dance Teachers for the NZ Open Dance Championships 2018 for \$10,000;
 - o Waikato Rowing Club Incorporated for the Waikato 100 2018 for \$5,000;
 - o Classic Events Limited for the Round the Bridges 2018 for \$5,000;
 - o Waikato Bay of Plenty Athletics for the North Island Colgate Games 2019 for \$5,000;
 - o Hamilton Summer Festival Foundation for the Hamilton Gardens Arts Festival 2019 for \$130,000;
 - o Balloons over Waikato Trust for the Balloon over Waikato 2019 for \$80,000;
 - o Waikato Badminton Association for the Waikato International 2019 for \$5,000; and
 - o Te Ohu Whakaita for the Matariki ki Waikato 2019 for \$30,000.

- b) Declines the following applications:
- Waikato Food Inc for The Matariki Dish Challenge 2018 for \$12,000;
 - Rag Doll Events for the 2018 Battlegrounds NZ for \$11,421.90;
 - Showing Waikato Limited for the Waikato A&P Show 2018 for \$50,000;
 - Draw Inc Charitable Trust for Boon Street Art Festival 2019 for \$30,000; and
 - Community Development Trust for HAKA 2019 for \$50,000
- c) Approves the remaining funds of \$72,346 from the 2018/19 Event Sponsorship Fund are redirected to the Event Leverage Fund to be managed by the General Manager Venues, Tourism and Major Events to support incremental promotion and activity around events.

Executive Summary

4. The funding round for the 2018/19 Event Sponsorship Fund opened on 16 April 2018 and closed on 14 May 2018. This was advertised with a media release and associated website information. The fund remains highly contestable and at the close of the round, 14 sponsorship applications had been received with total funding requested \$549,702.
5. Applications were assessed against the criteria in compliance with Council's Event Sponsorship Policy to collectively assess and determine applications for approval by the Committee. The full applications and the recommendations for funding are contained in this report.

Approval Recommendations – Event Sponsorship Fund 2018/19

6. The total budget of the 2018/19 Event Sponsorship Fund is \$384,346. The total available balance of the fund is \$352,346 as funding for two events (National Leisure Marching 2019 \$12,000 and National Masters Hockey 2019 \$20,000) was approved by this Committee last year.
7. The General Manager has recommended event sponsorship applications for funding from the 2018/19 event sponsorship fund, as detailed below:
 - nine applications for funding in 2018/19, with a total funding amount of \$280,000 from a total budget of \$352,346. Refer to the table under paragraph 9.
8. This is seen as fair representation of Council investment in line with the intent of the Event Sponsorship Policy - to focus on larger event opportunities where exposure reaches beyond Hamilton, delivers high profile coverage and attracts visitors to the city.

9.

2018/19 EVENT SPONSORSHIP FUND APPLICATIONS AND RECCOMENDATIONS FOR APPROVAL				
EVENT NAME	EVENT DATE	EVENT APPLICANT	\$ REQUESTED	\$ RECOMMID
The Matariki Dish Challenge	15 June - 24 July 2018	Waikato Food Incorporated	\$12,000	\$0
2018 Battlegrounds NZ	14-Jul-18	Rag Doll Events	\$11,422	\$0
NZ National Bridge Congress	28 Sept - 6 Oct 2018	NZ Bridge Inc	\$25,000	\$10,000
NZ Open Dance Championship	20-21 October 2018	NZ Federation of Dance Teachers	\$10,000	\$10,000
Waikato A&P Show 2018	26-28 October 2018	Showing Waikato Limited	\$50,000	\$0
Waikato 100 2018	3-Nov-18	Waikato Rowing Club	\$7,000	\$5,000
Round the Bridges 2018	18-Nov-18	Classic Events Limited	\$10,000	\$5,000
North Island Colgate Games 2019	4-6 January 2019	WBOP Athletics	\$5,000	\$5,000
HGAF 2019	20 Feb - 3 Mar 2019	Hamilton Summer Festival Foundation	\$150,000	\$130,000
Boon Street Art Festival 2019	8-10 March 2019	Draw Inc	\$30,000	\$0
HAKA 2019	9-15 March 2019	Community Development Trust	\$50,000	\$0
Balloons Over Waikato 2019	20-24 March 2019	Balloons over Waikato Trust	\$80,000	\$80,000
Waikato International	28-31 March 2019	Waikato Badminton Association Inc	\$10,000	\$5,000
Matariki ki Waikato 2019	15 June - 30 June 2019	Te Ohu Whakaita	\$99,280	\$30,000
TOTAL OF ALL APPLICATIONS RECEIVED			\$549,702	
TOTAL OPENING BALANCE OF 2018/19 EVENT SPONSORSHIP FUND				\$384,346
LESS EVENTS ALREADY CONFRIMED FOR FY 2018/19 IN 2017				\$32,000
LESS GM RECCOMENDATIONS FOR 2018/19 FUNDING				\$280,000
BALANCE TO BE REDIRECTED TO EVENT LEVERAGE BUDGET 2018/19				\$72,346
TOTAL BALANCE				\$0

Item 1

10. As in previous years, the unallocated balance of the 2018/19 fund (\$72,346) is requested to be redirected to the Event Leverage fund to be managed by the General Manager Venues, Tourism and Major Events for support of other events during the year that may warrant short notice support by Council.

Summary - Review of Event Sponsorship Fund 2017/18

11. In 2017/18, the Event Sponsorship fund budget was \$384,346.

12. In August 2017, this Committee approved the following event sponsorship funding applications via management recommendation:

EVENT NAME	EVENT DATE	APPLICANT	\$ APPROVED
Hamilton Christmas Events	Dec/Jan 18	Hamilton Christmas Trust	\$70,000
Hamilton Gardens Arts Festival	Feb 2018	Hamilton Summer Festival Foundation	\$130,000
NZ Track & Field Championships	Mar 2018	Athletics NZ	\$35,000
Balloons over Waikato	Mar 2018	Balloons over Waikato Trust	\$75,000
NZ Marching Championship	Mar 2018	Marching Waikato Association	\$25,000
TOTAL			\$355,000
TOTAL OPENING BALANCE OF 2017/18 EVENT SPONSORSHIP FUND			\$384,346
LESS APPROVED RECOMMENDATIONS FOR 2017/18 FUNDING			\$355,000
BALANCE APPROVED FOR REDIRECT TO EVENT LEVERAGE FUND			\$49,346
TOTAL BALANCE			\$0

13. All these events took place and applicants have complied with event objectives and sponsorship agreement terms in place.

Legal and Policy Considerations

14. The Council is not legislatively required to provide event sponsorship funding. However, the Local Government Act 2002 anticipates sponsorship as an activity of local government.
15. Section 5 (1) of the Local Government Act 2002 provides a definition for the term 'activity':
- Activity means a good or service provided by, or on behalf of, a local authority or a council-controlled organisation, and includes;
 - a. the provision of facilities and amenities, and
 - b. the making of grants, and
 - c. the performance or regulatory and other government functions.

Risk

16. All applicants to the Event Sponsorship Fund have been kept informed throughout the process and were notified of the management recommendation to mitigate any potential risk; however, there is still an element of risk that some applicants will not be happy with the outcome of the funding decisions. Immediately following the meeting, all applicants will be notified of the Committee recommendation.

Attachments

Attachment 1 - List of Applications with Management Recommendation - 2018/19 Event Sponsorship Fund *(Under Separate Cover)*

Council Report

Item 13

Committee: Community and Services Committee
Date: 07 June 2018
Author: Andy Mannering
Authoriser: Lance Vervoort
Position: Social Development Manager
Position: General Manager Community
Report Name: Community Assistance Policy - Single-Year Community Grant Allocation 2018

Report Status	<i>Open</i>
----------------------	-------------

Report Status	<i>Open</i>
----------------------	-------------

Purpose

1. To inform the Committee on the Single-Year Community Grant allocation outcome for the 2017/18 financial year.

Staff Recommendation

2. That the Community and Services Committee receives the report.

Executive Summary

3. Hamilton City Council's Single-Year Community Grant supports not-for-profit community organisations that deliver services, programmes and activities that benefit the social, cultural, arts and environmental wellbeing of communities in Hamilton.
4. The Single-Year Community Grant has an allocation amount of \$292,000 for the 2017/18 financial year.
5. The External Allocation Committee (comprising of two Elected Members and five community representatives) have delegated authority to allocate the funding on behalf of the Council.
6. The Single-Year Community Grant Allocation Committee approved a total of \$292,000 to 80 community organisations.
7. Staff consider the matters in this report to have medium significance in accordance with Hamilton City Council's Significance and Engagement Policy and that the recommendations comply with the Council's legal requirements.

Background

8. The [Community Assistance Policy](#) was adopted by Council at the 31 October 2017 Community and Services Committee ([Agenda](#), [Minutes](#)).

9. The renewed Policy outlines the criteria and guidelines of all Council contestable grants that are administered by the Community and Social Development team within the Community Services Unit. The amount of funding allocated in accordance with the policy is for the 2018/19, 2019/20 and 2020/21 financial years. The amount of funding available through the Single-Year Community Grant during the 2018/19 financial year is \$260,000.
10. The amount allocated for the Single-Year Community Grant for 2017/18 was set at the 20 August 2015 Finance Committee meeting ([Agenda](#), [Minutes](#)). During the meeting, it was resolved that:
 - The unallocated amount of \$32,000 be moved to the Single-Year Community Grant for the funding years 2015/16, 2016/17 and 2017/18, increasing the Single-Year Community Grant to a total of \$292,000 per annum.
11. All applications for funding are managed through the SmartyGrants online funding application system.
12. The funding application round was advertised for a one-month period, opening from 1 February 2018 until 5pm 1 March 2018.
13. One hundred and forty-three (143) applications were received with a total funding request amount of \$884,951. This was an increase from 2016/17 of one hundred and thirty (130) applications requesting \$596,611.
14. The Allocation Committee consisted of seven voting members, including two elected members, Councillors Southgate and Casson, and representatives from community organisations.
15. Each application was assessed against the funding criteria set out in the Policy, prior to the committee meeting.
16. The Allocation Committee convened on 28-29 March 2018 to assess, discuss and determine the successful applicants.

Discussion

17. The Allocation Committee have requested that the Council consider the ongoing level of investment in community grants as part of the 10-year plan process.
18. The Allocation Committee would recommend to the Council to include inflation adjustment to the Community Grants allocated by Council under the Community Assistance Policy, as this has not occurred since 2007.

19. The following table shows the number of applications received, the amount requested and the amount funded by the primary purpose of each organisation.

	Number Received	Amount Requested	Number Approved	Number Declined	Amount funded
Total number of applications	143	884,950	80	63	292,000
Arts and Culture	20	109,948	16	4	63,950
Sport and Rec	13	91,253	8	5	22,300
Education	13	75,916	6	7	21,050
Health	23	152,686	14	9	54,200
Social Service (includes scouts and emergency services)	46	271,809	23	23	86,100
Environment	1	1,400	1	0	1,400
Animal Welfare	1	8,000	0	1	0
Community Development	6	34,922	3	3	8,000
Civic and Advocacy (includes ethnic groups)	10	52,588	4	6	13,500
Volunteerism	1	8,000	1	0	7,000
Religion (includes youth programmes)	8	73,428	3	5	12,000
Business	1	5,000	1	0	2,500

Council fees and charges

20. The Allocation Committee approved applications for twelve organisations whose project costs included amounts that will be returned to Council through fees and charges for Council facilities.
21. These applications were approved by the Allocation Committee as it is recognised that organisations can choose any location to hold their events and activities, of which Council Facilities are potential options.
22. A single application was received to help a local sports club pay field hire fees. The Allocation Committee approved the application, though it was noted that they would expect a significant number of clubs to apply in the 2018/19 round, unless an alternative mechanism was available.

Applications received by new organisations

23. The Community Assistance Policy when adopted in October 2017 included changes to who may apply to the Single-Year Community Grant. Previously organisations with an annual income over \$750,000 and applicants not registered with Charities Services were ineligible to apply. These eligibility changes allowed many new organisations to apply to this round.

24. Forty-one (41) applications were received by organisations that have previously not applied to the Single-Year Community Grant. Of these seventeen were approved.

Unsuccessful applications

25. The below table outlines the number of applicants declined by reason.

Reasons applications declined:	
Income over \$500,000	20
Fit to criteria not as close a fit compared to other applications	21
Access to other resources	4
Too new (operating less than 12 months)	1
Unclear on how the project would benefit Hamiltonians	1
Governance conflict	1
Transfer to the event fund	3
Incomplete - lack of financial information	8
Incomplete - previous accountability not completed	4

Financial Considerations

26. The 2015-25 10-Year Plan budget has \$1,160,000 per annum to be distributed via the Community Assistance Policy.
27. 2015/16, 2016/17 and 2017/18 committed \$868,000 per annum to 27 Community Organisations via the Multi-Year Community Grant, leaving \$292,000 to be allocated annually through the Single-Year Community Grant.
28. The 2015-25 10-Year Plan outlines that Council grants will be used effectively, meaning that at least \$3 worth of services will be leveraged for every \$1 of community grant funding provided. The below table shows the amount of funding leveraged from the Community Assistance Funding provided by Council during the 2017/18 financial year.

Grant	\$ Amount Allocated	\$ Total Project Cost	\$ Leveraged for Council Contribution
Multi-Year Community Grant	\$868,000	\$12,960,000	\$14.93
Single-Year Community Grant	\$292,000	\$4,316,108	\$14.78
Total	\$1,160,000	\$17,276,108	\$14.89

Risks

29. All applicants have been notified of the funding decisions. There is still an element of risk as staff have had numerous conversations with organisations that have not been happy with the outcome of their application.

Attachments

Attachment 1 - Single-Year Community Grant (2017-18) - Successful Applicants

Single-Year Community Grant (2017/18)

The Hamilton City Council "Single-Year Community Grant" of \$292,000 per annum was allocated via an External Allocation Committee in March 2018. A total of 143 applications were received in this funding round, requesting \$884,950.59 of which 80 were successful, allocating a total of \$292,000.

Organisation Name	Purpose of the Grant	Amount Granted
Hamilton Combined Christian Foodbank Trust	Operational and Administrative Expenses	\$8,000.00
Waikato Community Broadcasting Charitable Trust (t/a Free FM)	Operational and programme development costs	\$8,000.00
Hamilton Operatic Society	Set and equipment storage sort out	\$7,700.00
Birthright (Waikato) Te Whanautanga Tika	Operating costs	\$7,000.00
Draw Inc Charitable Trust	Boon Street Art Festival	\$7,000.00
Endometriosis Waikato (T/A Insight Endometriosis)	2018 programme costs	\$7,000.00
Families Autism Support Trust	Support for ABA therapy in Hamilton Schools	\$7,000.00
Te Rautini Trust	Awaken Youth programme	\$7,000.00
Volunteering Waikato	Wages for the Projects and Events Co-ordinator	\$7,000.00
Waikato Society of Arts Inc.	Operating costs	\$7,000.00
Brain Injury Waikato Inc	Liaison Officer wages	\$6,000.00
Chapel Hill Community Church	24-7 Youthwork in Rototuna High School	\$6,000.00
Enrich+ Spectrum Energy	Operating costs	\$6,000.00
Hamilton Budgeting Advisory Trust	Operating and Administrative costs	\$6,000.00
Pasifika by Nature Trust	2018 Pasifika By Nature Festival	\$6,000.00
Sistema Waikato	Sistema Waikato 2018 Programme	\$6,000.00
The Taiohi Toa Trust	C.A.C.T.U.S - Combined Adolescent Challenge Training Unit & Support	\$6,000.00
Young Workers Resource Centre	Operating costs	\$6,000.00
Melville Hall Society Inc	Upgrade of the Melville Community Hall	\$5,000.00
Orchestras Central Trust	Operating costs	\$5,000.00
Asthma & Respiratory Services (Waikato) Inc	Rent costs	\$4,500.00
Catholic Family Support Services	Operating Costs	\$4,500.00
Desert Spring Ministries Trust	Operating costs	\$4,500.00
Parent to Parent Waikato	Regional Coordinator wages, programme and operating costs in Hamilton	\$4,500.00
Rainbow Chinese Community Centre Charitable Trust	Operating and programme costs	\$4,500.00
Smart Waikato Trust	Website development - Job Board	\$4,500.00
Sons Of Boxing Inc	Boxing equipment	\$4,500.00
Waikato Hispano Latino Cultural Charitable Trust	Festival, language classes and operating costs	\$4,500.00
Community Law Waikato	Migrant and Refugee Advocate	\$4,000.00
Hamilton Methodist Social Services	Art and Craft Class	\$4,000.00

Waikato Institute for Leisure & Sport Studies Trust Board	Wages	\$4,000.00
Life Education Trust Hamilton	2018 programme and operating costs	\$3,500.00
The Parkinsonism Society of NZ Inc. Waikato Branch ("Parkinson's Waikato")	Community Educator salary and operating costs	\$3,500.00
Arts for Health Community Trust	Wages	\$3,000.00
CanTeen, the New Zealand Organisation Supporting Young People Living with Cancer Inc.	Operating costs of Waikato Service	\$3,000.00
Diabetes New Zealand Waikato Branch	Field Officer wages for Hamilton service	\$3,000.00
Dinsdale Playcentre	Play equipment	\$3,000.00
Diversity Counselling New Zealand	Venue Hire & Office Rent	\$3,000.00
Dress for Success Hamilton Trust	Rent and Salaries	\$3,000.00
Epilepsy Waikato Charitable Trust	Education Resources	\$3,000.00
Hamilton BMX Club Incorporated	Operating and Administrative costs	\$3,000.00
Parents of Vision Impaired NZ Inc	Parent Information and Advocacy Support Seminar	\$3,000.00
Rosetown Community Services Trust	Kiwi Life Programme	\$3,000.00
Spiralz Rhythmics of Hamilton Incorporated	Coach education and salary support costs	\$3,000.00
Sri Balaji Temple Trust	Archgola Canopy	\$3,000.00
Sri Lanka Friendship Society Waikato Inc	Children's Development Program and New Year Celebration	\$3,000.00
St Mark's Anglican Parish, Nawton.	Tuesday After-school club and Friday Youth Group	\$3,000.00
Toughlove Waikato Trust	Parent development conference	\$3,000.00
Waikato Family Centre Trust	Operating costs	\$3,000.00
Waikato Queer Youth Trust	Operating costs	\$3,000.00
Waikato Regional Volleyball Association	Social Volleyball	\$3,000.00
St John's (Hamilton) Foundation	The Gully Native Forest Restoration Project	\$2,700.00
Hamilton Central Business Association	Winter Wonderland in Garden Place	\$2,500.00
Hamilton Chinese Golden Age Society	Administration, event and celebration costs	\$2,500.00
Muscular Dystrophy Northern	Fieldworker Service - Hamilton	\$2,500.00
Positive Change Programmes Charitable Trust	Anger Management & Conflict Resolution workshops in Hamilton	\$2,500.00
Prison Care Ministries	Mileage Costs	\$2,500.00
Streetworks Charitable Trust	Contractor's wages and equipment/resource costs	\$2,500.00
Cystic Fibrosis Association of New Zealand Waikato Branch	Sterilising equipment	\$2,200.00
Angel Casts Charitable Trust	Operating costs	\$2,000.00
Frankton Rugby Sports Inc	Club fields lease cost	\$2,000.00
Heart Kids Waikato	Operating costs for 2018 Hamilton Service	\$2,000.00
Music Moves Me Trust	Music therapy at two Hamilton Resthomes	\$2,000.00
Pregnancy Counselling Services - Hamilton Branch	Advertising, phone, room hire, baby clothes and equipment	\$2,000.00
The CARE COMMUNITY Trust	Raglan time-out Weekends for cancer patients and their support person	\$2,000.00

Waikato Area Girls' Brigade	Leadership Training	\$2,000.00
Waikato Japanese Community Trust	Operating and programme costs	\$2,000.00
The Dyslexia Association of Waikato	Conference subsidy for staff development and resources for public education	\$1,850.00
Waikato Society of Potters.	Wages for Teacher	\$1,800.00
Scouts NZ - Hillcrest Group	Insurance	\$1,600.00
Stroke Foundation Hamilton	Telephone and Internet costs	\$1,500.00
Mangaiti Gully Restoration Trust	Tree Felling	\$1,400.00
Kidz Korner Toy Library	Bags, containers and administration costs	\$1,250.00
Hamilton Tulip Festival Trust	Festival Costs	\$1,100.00
Waikato Community School of Music (formerly Hamilton Community Centre of Music)	Informal Concert 2018	\$1,100.00
Hamilton East Community Trust	Administration and operating costs	\$1,000.00
Hamilton Playbox Rep Society Inc	Theatre Challenge costs	\$1,000.00
Hamilton Toy Box Toy library	Librarian's wages and Operating cost	\$1,000.00
Waikato Badminton Association Inc.	Coaching (approved), shuttle and venue hire (declined)	\$1,000.00
Melville United Football Club	Football in Schools - Administration and Equipment costs (approved) Coaching costs (declined)	\$800.00

Council Report

Committee:	Community and Services Committee	Date:	07 June 2018
Author:	Jamie Sirl	Authoriser:	Lance Vervoort
Position:	Planner	Position:	General Manager Community
Report Name:	Open Space Provision Policy		

Report Status	<i>Open</i>
----------------------	-------------

Purpose

1. To seek the Committee's recommendation for the Council to approve the Open Space Provision Policy.

Staff Recommendation *(Recommendation to Council)*

2. That the Community and Services Committee:
 - a) receives the report;
 - b) considers the feedback received and the staff analysis of feedback; and
 - c) recommends the Council approve the Open Spaces Provision Policy.

Executive Summary

3. An Open Space Provision Policy (policy) provides strategic direction on how Council will ensure the delivery of a high-quality open space network to meet the needs of current and future residents.
4. A draft policy has been developed to guide the Council's investment and decision-making on open space provision, and provide transparency on how Council will ensure the delivery of a high-quality open space network, in meeting it's obligations of the Local Government Act 2002.
5. The draft policy was approved for public consultation at the Community and Services Committee meeting on [27 February 2018](#).
6. Feedback was sought from the public and key stakeholders over four weeks (5 March to 1 April 2018).
7. Feedback was generally in support of the policy, with some minor changes to the policy suggested.
8. Staff recommend the Community and Services Committee recommend the policy to Council for adoption.
9. Staff consider the decision in this report has a low significance and that the recommendations comply with the Council's legal requirements.

Background and Discussion

10. Feedback was sought from the public and key stakeholders over four weeks (5 March to 1 April 2018).
11. The community were advised of the opportunity to provide feedback using Council's standard tools including City News, Council's website and Have Your Say consultation page, and social media.
12. Those on Council's development community contact list were emailed and encouraged to provide feedback.
13. Iwi representatives (Waikato-Tainui and Te Haa O Te Whenua O Kirikiriroa) were invited to provide feedback on the draft policy.
14. Informal consultation with internal and external stakeholders took place. This included discussions with Sport Waikato and Waikato Regional Council.
15. A total of 26 responses were received. Full copies of all feedback are accessible online [here](#).
16. The table below provides a summary of respondents and feedback:

Number of responses	Total of 26 submissions including: <ul style="list-style-type: none"> • 21 from individuals; and • 3 from organisations/groups. • 2 from development community and related practitioners
Organisations/groups who provided feedback	<ul style="list-style-type: none"> • Hamilton Central Business Association • Ministry of Education • Hamilton East Community Trust
Development community	<ul style="list-style-type: none"> • The Base Te Awa Limited • One individual developer

17. Overall, feedback was supportive of the policy and the Council's commitment to open space provision outlined in the policy. In particular, the majority supported the proposed distribution and proximity targets for open space provision.
18. Key themes on why the draft policy was supported include:
 - Open space provision encourages active lifestyles/physical activity and contributes to general health and wellbeing of residents.
 - Open space provision contributes to a liveable city/quality of life.
 - Importance of accessibility to open space as section sizes reduce due to intensification.
 - Well-distributed parks can reduce traffic generation, particularly around organised sports.
 - Locally accessible open space promotes local ownership and an improved sense of community.
 - Importance of natural areas for ecological and recreation function.

19. Feedback also included suggested changes or disagreement with specific detail in the policy. Staff have summarised this feedback and provided comment to the points raised (detailed in Attachment 1). Suggestions included:
 - Inclusion of land area per person measures.
 - Reduction in new open space provision due to maintenance costs.
 - Stronger reference to open space role as part of transportation network.
 - Minor revisions to remove potential uncertainty.
20. Staff have revised the draft policy following the feedback received, and attached a tracked changed version highlighting the changes (Attachment 2) as well as a clean final policy for adoption (Attachment 3).
21. Key changes include:
 - Including stronger reference to the role of open space as part of the transportation network.
 - removing the word 'generally' in Schedule 2 provision guidelines to provide greater certainty when particularly open space is required.
 - Minor changes to remove any confusion around the relationship of the Policy with the District Plan and Resource Management Act (1991) process.
22. Staff have also made minor, un-substantive changes to simplify the Policy where appropriate.

Options

23. Staff have assessed that there are two reasonable and viable options for the Committee to consider. This assessment reflects the level of significance (see paragraph 35). The options are:
 - Option 1 – Recommend the Policy for adoption. This option ensures that Council has a clearly defined approach to open space provision, investment and decision-making that responds to growth.
 - Option 2 – Do not adopt the Policy. This option would mean that Council and staff continue to operate without a clearly defined approach and would result in uncertainty for developers around Council's expectations for open space provision.
24. Staff recommend option 1.

Financial Considerations

25. This is a regular operating activity funded through the Long Term Plan for Parks and Recreation policy development.
26. The total cost for the development of the policy to date is \$20,000. \$15,000 of this is staff time. \$5,000 is for legal costs. No additional costs are expected.

Legal and Policy Considerations

27. Staff confirm that the recommendations of this report complies with the Council's legal and policy requirements.

Cultural Considerations

28. Organisations representing Maaori in Hamilton (Waikato-Tainui and Te Haa o te whenua Kirikiriroa) were given notice of the proposed policy and an opportunity to provide feedback. No feedback was received.

Sustainability Considerations

29. The policy supports the Council's Sustainability Principle 11. Particularly Council's focus on the protection and restoration of Hamilton's native biodiversity.

Risks

30. There is a risk of having a lack of direction on Council's approach to open space provision if the policy is not approved.

Significance & Engagement Policy

Significance

31. Staff have considered the key considerations under the Significance and Engagement Policy and have assessed that the matter(s) in this report has/have a low level of significance.

Engagement

32. Public consultation and stakeholder engagement has been undertaken.

Attachments

Attachment 1 - Summary of feedback suggesting changes

Attachment 2 - Open Space Provision Policy - tracked changes version

Attachment 3 - Open Space Provision Policy - Clean final

Attachment 1: Open spaces Provision Policy – summary of detailed feedback and staff comment	
Feedback (# respondents)	Staff comment
Include land area per person targets (3)	<p>Land area per capita measure for open space provision is considered an inadequate measure to ensure a good quality open space network as the city grows. The policy takes a network approach focusing on the delivery of a high-quality network of open space.</p> <p>For example, it is more important that neighbourhood parks are well-distributed, accessible, and well-configured. Land requirements for sport fields and facilities should be informed by demand, not based on a generic land per capita measure.</p>
Proximity not an appropriate measure (1)	<p>Parks do need to offer a range of opportunities and activities, however there is a wide body of academic research which establishes a strong correlation between proximity to open space and rates of physical activity and use of open space.</p> <p>Walking catchments of 500m from existing parks ensure good distribution when considering the location and need for new parks.</p>
Cost of acquisition and on-going maintenance should be considered (1)	<p>This provision targets are generally consistent with current level of service across the city, and does not present a significant increase in maintenance costs (per capita).</p> <p>Funding for reserve provision and on-going maintenance is considered by Elected Members as part of the 10-Year Plan process where priorities for funding are weighed up.</p>
No further Community Parks should be provided as they are poorly utilised and costly (3)	<p>The direction of the policy is to move away from large parks that provide a singular function, and provide parks that are multifunctional, flexible and adaptable community/sports parks. This approach is considered the most efficient approach to providing for the current and future needs of the community.</p> <p>Large parks do require a land area, with land value having increased significantly in Hamilton. This applies to all land purchase required for Council infrastructure, and is not an issue that is isolated to park provision.</p>
The provision of sports fields and facilities should fall to relevant user groups (1)	In performing its role, Council must have particular regard to the contribution of reserve land and other recreational facilities as a core service to its communities (LGA 2002 s11A(e)).
Network approach should be applied for sports field and facility provision(1)	<p>That is the intended direction of this policy.</p> <p>Any proposal to dispose of reserve land requires public consultation.</p>
Sub-regional approach recommended for Destination Park provision (1)	A sub-regional approach to funding
Stronger references to open space supporting the overall accessibility	Staff support this as an additional principle '8.e. supports the overall accessibility and transportation strategy of the city'.

& transportation strategy of the city (1)	
Housing affordability not considered by the policy, potentially inconsistent with the National Policy Statement on Urban Development Capacity 2016 (1)	The policy is not inconsistent with the NPS-UDS as the NPS-UDC explicitly acknowledges the need for 'other infrastructure' including open space (refer PA2, p. 11). The general level of provision included in the policy is considered to be adequate, not excessive.
Higher density developments should pay more towards open space provision (1)	Out of scope. Development Contributions are dealt with in the Council's Development Contribution Policy, in accordance with the Local Government Act 2002.
Provide for urban farming/community gardens (2)	Community Gardens on existing open space are enabled through the Community Gardens on Park Guidelines.
Use of words such as generally create uncertainty (1)	Staff agree removal of word 'generally' from the provision targets in the Open Space Provision Guidelines (Schedule 2, page 3) provides greater certainty on the provision of civic spaces and pocket parks. Minor rewording of the relevant sections of the Policy will ensure greater clarity and certainty.

First adopted:	
Revision dates/version:	Version 1
Next review date:	
Engagement required:	Special Consultative Procedure is not required (Part 2, Subpart 1, 5D(2) of the Act)
Document Number	D-2671669
Associated documents:	
Sponsor/Group:	General Manager Community

~~Draft~~ Open Space Provision Policy

Purpose and scope

- To guide the Council in its strategic planning and investment decisions on open space provision.
- To guide the Council in its decision-making processes regarding opportunities to acquire, or dispose of, open space.
- To guide ~~the development and assessment of~~ open space provisions in ~~urban development~~ plans and policies, or specific ~~urban~~ development projects.
- ~~To outline the Council's funding mechanism for open space delivery.~~

Principles

- ~~5.4.~~ The Council's open space provision will consider the needs of current and future residents.
- ~~6.5.~~ The Council's strategic planning and investment decisions will be well-informed and respond to growth and demand;
- ~~7.6.~~ The Council will apply consistent decision-making regarding requirements on the development community to set aside land for open space;
- ~~8.7.~~ The Council will enable the delivery of a high-quality open spaces network that:
- Is well-distributed and well-connected to service communities and catchments;
 - Is functional and designed to support ~~the community's~~ sport, ~~and recreation,~~ ~~at and~~ ~~physical activity~~ needs;
 - Protects, maintains and enhances ecosystems, culture and heritage values; and
 - Responds to local contexts.
- ~~9.8.~~ The Council will work to partner with other open space providers such as schools and tertiary education providers on opportunities to efficiently deliver open space.
- ~~10.9.~~ The Council will ensure open space provision is funded fairly and equitably between the development community, and ratepayers.

Definitions

Definition	Detail
Existing urban area	The area within Hamilton where urban development has occurred.
Greenfield area	Undeveloped rural land within Hamilton where urban development has yet to occur.
Hamilton	The jurisdictional area of Hamilton City Council.
LGA	Local Government Act 2002.

Open Space	<p>Council owned and/or administered land set aside primarily for recreation, sports, nature conservation, passive outdoor enjoyment and public gatherings. This includes public parks, gardens, reserves, Waikato River esplanade and gully network, and publicly owned forecourts and squares. This includes open space land that is leased.</p> <p>For the purpose for this policy “open space” does not include:</p> <ul style="list-style-type: none"> • Cemeteries • Council facilities e.g. Stadiums, Claudelands Event Centre, Zoo and Museum. • Pedestrian access-ways (road to road) • Green infrastructure – land that primarily accommodates public utilities, for the most part stormwater management and treatment facilities that mimics a natural environment.
Urban development plans	Exercises that identify the location and integration of various land use e.g. Master Plans, Structure Plans, District Plan Changes, Open Space Network Plans, Subdivision Concept Plans.
The Council	Hamilton City Council
Walking distance	Walkable catchment measured from any publicly accessible park entry, along the publicly accessible walking route. Cover the actual distance walked, not the linear (aerial) distance.

Background

~~11.10.~~ The LGA specifies reserves, recreational and community amenities as core services the Council should have particular regard to in performing its role.

~~12.11.~~ The provision of open space provides our communities with places to take part in active (both informal and organised) and passive recreational activities.

~~13.12.~~ Open space ~~also~~ provides for biodiversity protection and enhancement opportunities which contribute to the Council’s role in giving effect to the Waikato Regional Policy Statement and the Vision and Strategy for the Waikato River.

~~14.13.~~ Hamilton’s open space network provides for a range of functions outlined in Schedule 2 of the policy.

~~15.14.~~ Hamilton’s residential areas are expanding to the existing city boundaries, into Rototuna, Peacocke, Ruakaura and Rotokauri growth cells. It is also anticipated the city’s boundary will be extended to incorporate new greenfield land.

~~16.15.~~ As new residential areas are developed, clear open space provision guidelines help ensure open space needs of residents are met, and that open space provision is appropriate and adequate.

Policy

~~17.16.~~ The policy applies to open space provision in Hamilton’s existing urban area and greenfield areas.

~~18.17.~~ The Council will make decisions in relation to open space (strategic planning and investment, ~~urban development planning, and~~ acquisition ~~and~~ disposal of open space) in accordance with the requirements set out in Schedule 1 of the policy, and the requirements of those additional schedules where referenced, in Schedule 1.

19.18. The Council will seek to recover the costs of providing open space associated with growth through development contribution charges in accordance with Council's Development Contributions Policy and the LGA.

20.19. In contexts where development contributions for the provision of open space do not apply, the Council will determine whether there is an appropriate alternative funding mechanism to deliver open space in accordance with the process set out in Schedule 4 of the policy.

21.20. Where the provision of open space requires the Council to purchase land, this will be subject to available budget approved by the Council.

22.21. The Council will only consider disposal of open space land when it has been clearly established the land is surplus, and disposal would result in a clear benefit to the wider open space network and the open space needs of Hamilton residents.

23.22. Any proposed disposal of land will follow relevant council and legislative process including the Reserves Act 1977, and LGA.

24.23. The Council's decision making under this policy will be made in accordance with the requirements of Part 6 of the LGA.

Monitoring and implementation

25.24. Implementation of the policy will be monitored by the General Manager Community.

26.25. The policy will be reviewed in response to any issues that may arise, every three years, at the request of the Council or in response to changed legislative and statutory requirements (whichever occurs first).

SCHEDULE 1 – APPLYING THE POLICY

Who uses the policy and what is its intended use?

User	Intended use
Development community and related practitioners	<ul style="list-style-type: none"> To inform preparation of master plans, concept plans and urban development <u>subdivision plans for development</u>. To understand the Council's expectation for open space provision as part of urban development.
The Council and the Council staff	<ul style="list-style-type: none"> To inform strategic planning and <u>to</u> guide the Council's investment and funding decision-making. To inform preparation of urban development plans and policies <u>and</u>. To <u>guide</u> assessment of acquisition and disposal of land for open space.

Applying the policy

Development community and related practitioners	
When	Process
Determining open space requirements what type, how much and where	<ul style="list-style-type: none"> Identify the <u>Council's</u> requirements for open space using Schedule 2. Illustrate integration with the existing open space network, and where relevant, provides for open space in accordance with this policy. Proposals will be assessed against Schedule 3. Design assessed against Open Space Configuration Design Guidelines set out in Schedule 5.

The Council and the Council staff	
When	Process
Planning for open space provision as the city grows	<ul style="list-style-type: none"> Open space provision as the city grows will be guided by requirements for open space set out in Schedule 2 The planning for open space network will inform the development of the Council's 10-Year Plan.
Council investment and funding decision-making	<ul style="list-style-type: none"> The priorities and considerations set out in Schedule 4 provide a framework for funding decisions, particularly on one-off opportunities to purchase land for open space.
Preparing urban development plans and policies	<ul style="list-style-type: none"> The principles of the Policy inform planning and policy development where relevant to open space provision Plan development will be guided by requirements for open space set out in Schedule 2 from an early concept planning stage, and reflect Open Space Configuration Design Guidelines set out in Schedule 5, where relevant.
Assessing opportunities to acquire land for open space	<ul style="list-style-type: none"> Opportunities assessed as set out in Schedule 3. To assess quality of land for open space purposes, assess against Open Space Configuration Design Guidelines set out in Schedule 5. Schedule 4 will guide determining prioritisation of an acquisition opportunity, and for any funding requirements.
Assessing requests for the sale of existing open space.	<ul style="list-style-type: none"> The disposal of existing open space will be assessed against Schedule 3. Any disposal of open space is required to follow relevant process as prescribed by the LGA or Reserves Act.

SCHEDULE 2 – OPEN SPACE PROVISION GUIDELINES

Purpose

These guidelines provide metrics establishing a base level of functionality and associated land provision needed for a high-quality open space network.

The development of the guidelines has been informed by current provision levels across the city, best practice guidance and benchmarking against other New Zealand cities.

Where the District Plan, or any of the Council's strategies or plans provides direction on open space provision, this policy should be used to further validate and clarify the open space provision requirements.

Table and Key

The following table sets out open space by park type and function to:

- establish the anticipated size, features, and distribution of future open spaces in greenfield areas
- guide assessment of the adequacy of open space provision in existing urban areas

Key

Term	Meaning	Considerations when using the guidelines
Type	The type of open space.	
Function	The key deliverable each open space provides for the required function/s.	
Size	The size of each open space including any typical or minimum size.	<ul style="list-style-type: none"> • The size of each open space will vary and be informed by the intended functionality of the park. • Minimum sizes (where applicable) must be met, unless: <ul style="list-style-type: none"> ○ The reduction in size is necessary, minor and does not impact functionality. ○ to ensure optimal configuration and useability • Any increase in minimum size should be relatively minor (e.g. <10%). • Where multiple functions are required within an open space area, the total area will be informed by a design illustrating the various functions can be provided without being detrimental to any other function, particularly the primary function.

Provision target	The provision of open space required to establish a base-level of open space for a high-quality open space network.	<ul style="list-style-type: none"> Quantitative measures for some types of open space are provided For those determined by local context the guidelines provide direction on the matters that require consideration when determining open space provision requirements. The distribution of neighbourhood and community parks is based on a walking distance. To understand any requirement for neighbourhood or community park provision for greenfield development (where street layout and off-road connections are yet to be established), the following distances apply: 									
<table border="1"> <thead> <tr> <th></th> <th>Walking distance</th> <th>As a radial distance</th> </tr> </thead> <tbody> <tr> <td>Neighbourhood Park</td> <td>500m</td> <td>375m</td> </tr> <tr> <td>Community Park</td> <td>1500m</td> <td>1125m</td> </tr> </tbody> </table>				Walking distance	As a radial distance	Neighbourhood Park	500m	375m	Community Park	1500m	1125m
	Walking distance	As a radial distance									
Neighbourhood Park	500m	375m									
Community Park	1500m	1125m									
Further considerations in lieu of provision target	Matters to be considered where an open space does not outline a specific provision target or size requirement.										
Location	The areas of the city where particular types of open space are anticipated to be provided (by land use e.g. residential).										
Indicative features	The features and amenities typically found in each type of open space.										

Provision guidelines table

Type	Function	Size	Provision target	Further considerations in lieu of provision target	Location	Indicative features
Pocket Park	Small informal recreation and socialising spaces which cater to nearby residents, and improve connectivity and visual amenity of residential neighbourhoods	Typically between 0.1 to 0.3ha	<p>No provision target</p> <ul style="list-style-type: none"> • Generally only provided as part of resource consent by voluntary agreement at no cost to the Council; <u>or provided by Council where appropriate.</u> • In addition to requirements for neighbourhood parks 	<ul style="list-style-type: none"> • Is there a greater level of residential density anticipated that justifies the provision of a pocket park? 	<ul style="list-style-type: none"> • Residential areas, particularly those areas identified for increased residential density (excludes large lot >2000m² residential developments) • Central City 	<ul style="list-style-type: none"> • Trees, landscaping and gardens • Furniture including seating and bins • Hard surface and/or lawn areas <p><u>Examples</u></p> <ul style="list-style-type: none"> • Junction Park • Cobblestone Park, Wellington
Civic Spaces	Spaces for meeting, socialising, play and events	Size dependent on context Minimum of 0.1ha	<p>No provision target</p> <ul style="list-style-type: none"> • Provided as part of resource consent by voluntary agreement at no cost to the Council; or provided by Council where appropriate. <u>Generally only provided as part of private development by voluntary agreement at no</u> 	<ul style="list-style-type: none"> • Is public space required in addition to an existing or proposed retail/commercial area? • Does the size and scale respond appropriately to the scale of the context? 	<ul style="list-style-type: none"> • Central City, and suburban town/retail centres • Proximate to main civic amenities/destinations 	<ul style="list-style-type: none"> • Trees, landscaping and gardens • Furniture including seating and bins • Hard surfaced urban space • May provide for public art and play features <p><u>Examples</u></p> <ul style="list-style-type: none"> • Garden Place • Embassy Park (Riff Raff) • Federal Square, Auckland • Lumsden Green, Auckland

Type	Function	Size	Provision target	Further considerations in lieu of provision target	Location	Indicative features
			<p>cost to Council</p> <ul style="list-style-type: none"> In addition to requirements for neighbourhood parks 			
Neighbourhood Park	<p>Basic informal recreation and socialising space within easy walking distance for surrounding residents</p> <p>Improve connectivity and visual amenity of residential neighbourhoods</p>	0.5ha	Minimum of one park within 500m walking distance of all residential households	N/A	<ul style="list-style-type: none"> Residential areas (excludes large lot >2000m² residential developments) 	<ul style="list-style-type: none"> Trees, landscaping and gardens Provide basic facilities and furniture including seating, bins and walkways Minimum flat 30m by 30m kick-around play space May provide basic playgrounds/play features. <p><u>Examples</u></p> <ul style="list-style-type: none"> Moonlight Drive Reserve
Community Park	Larger multi-function parks that provide informal recreation, socialising and event space for the wider community	<p>Minimum size of 3ha</p> <p>Between 7-10ha in size when providing for sports fields</p>	One park within 1500m walking distance of all residential households	N/A	<ul style="list-style-type: none"> Residential areas (excludes large lot >2000m² residential developments) 	<ul style="list-style-type: none"> Trees, landscaping and gardens. Provide multiple facilities and furniture including toilets, picnic and BBQ areas, seating, bins and walkways. Multiple flat 30m by 30m kick-around play spaces. Outdoor space for

Type	Function	Size	Provision target	Further considerations in lieu of provision target	Location	Indicative features
	<p>Can also accommodate sports fields and facilities for organised recreation</p> <p>Provides a neighbourhood park function to surrounding residents</p>					<p>community events.</p> <ul style="list-style-type: none"> • Sports fields and facilities for organised recreation. • Car parking where required. • May provide bespoke destination playgrounds/play features, skate spaces or hardcourts • Potential location for community facilities <p><u>Examples</u></p> <ul style="list-style-type: none"> • Days Park • Melville Park • Steele Park • Claudelands Park
Sport fields and facilities	Provide for organised sport for local and city-wide communities.	Usually a minimum additional 4ha required in conjunction with a community park	<p>Land area required for sport fields and facilities will be determined by demand projections based on population projections, <u>sport and recreation trends, and participation numbers.</u></p> <ul style="list-style-type: none"> • Minimum 4 full-sized fields per park is considered an 	<ul style="list-style-type: none"> • What are the number of dwellings, population or demand projections resulting from the proposed development? • Is there existing provision of land for sports fields and facilities to meet any 	<p>Residential areas (excludes large lot >2000m2 residential developments</p> <p>Sports fields and facilities in greenfield areas are proposed to be provided as part of community parks or destination parks, not as standalone parks</p>	<ul style="list-style-type: none"> • Sports fields and facilities for organised recreation • May include floodlighting <p><u>Examples</u></p> <ul style="list-style-type: none"> • Jansen Park • Galloway Park

Type	Function	Size	Provision target	Further considerations in lieu of provision target	Location	Indicative features
			efficient and optimal outcome for field distribution across the city	demand resulting from the demand proposed development?		
Destination Park	<p>Provide a unique experience not found elsewhere within the open space network, with values, features and facilities that attract a large number of users</p> <p>A range of high-quality recreational and community facilities and activities serving City residents and visitors</p> <p>May provide a neighbourhood</p>	Variable	<p>No provision target</p> <ul style="list-style-type: none"> Determined by local context and character 	<ul style="list-style-type: none"> Is there a unique landscape feature, or an opportunity to provide a unique park experience in an area of the city where there are no Destination Parks? 	<p>Residential areas (excludes large lot >2000m² residential developments)</p> <p>Location of future destination parks in growth areas will be identified as part of structure plan or master planning processes</p> <p>Delivery of any additional destination parks within the existing urban area will involve the development of existing open space identified through the network planning process</p>	<ul style="list-style-type: none"> Trees, landscaping and gardens Provide facilities and furniture including picnic and BBQ areas, seating, bins and walkways Outdoor space for community events Car parking May provide large-scale play features, skate spaces and hardcourts Specialised sport and recreation facilities Potential location for community facilities Distinct natural, heritage or cultural features <p><u>Examples</u></p> <ul style="list-style-type: none"> Hamilton Gardens Ferrybank Hamilton Lake Domain

Type	Function	Size	Provision target	Further considerations in lieu of provision target	Location	Indicative features
	<p>park and/or community park function to surrounding residents</p> <p>Provide for community-based recreational needs, as well as preserving unique landscapes and open spaces</p>					
Natural Area	Open space for preservation of significant natural resources, enhancement of biodiversity values, remnant landscapes, open space, and visual aesthetics/ buffering	Variable	<p>No provision target</p> <ul style="list-style-type: none"> Council will only look to acquire natural areas of high ecological and biodiversity value, and where acquisition improves the connectivity of the open space network 	<ul style="list-style-type: none"> Is there significant natural, ecological or biodiversity value? Does it include a strategic component of the city's existing or anticipated network of natural area? Is there significant cultural or historic value? 	<p>Identified at the time of master plan and structure plan preparation, and subdivision.</p> <p>Existing District Plan provisions identify areas of ecological significance, which may benefit from public ownership</p>	<ul style="list-style-type: none"> Generally restored or remnant native vegetation Provide basic facilities and furniture including seating, bins and walkways May provide interpretation signage <p><u>Examples</u></p> <ul style="list-style-type: none"> Gully networks Managakotukutuku Kirikiroa Te Awa o Katapaki Whatukoruru Pa site

Type	Function	Size	Provision target	Further considerations in lieu of provision target	Location	Indicative features
	Does not provide neighbourhood park function, but may connect to neighbourhood park					
<p>Linear park and park connections</p> <p>Esplanade Reserve</p>	<p>Provide for connected networks of open space and access to riparian margins</p> <p>Provide active transport corridors for off-road walking and cycling networks</p> <p>Enable management of natural hazards, and the protection of the natural character of riparian margin</p>	<p>Variable</p> <ul style="list-style-type: none"> • Generally minimum 20m in width • Park connections that provide access to parks are to be a minimum 5m in width 	<p>No provision target</p> <ul style="list-style-type: none"> • Provision depends on characteristics of an area • A minimum 20m wide esplanade reserve along rivers, lakes and streams in accordance with Resource Management Act 1991 provisions • Land in addition to the minimum 20m width will be considered as part of network plans, and will be determined by local context 	<p>Any deviation from the 20m requirement along qualifying rivers, lakes and streams – including any proposed reduction or necessary increase – will be considered to ensure adequate access and ability to give effect to the intended function of the esplanade reserve. Council retains discretion as to whether any dispensation on the 20m requirement is supported</p>	<p>All areas of the city where applicable</p>	<ul style="list-style-type: none"> • Trees, landscaping and gardens • Provide basic facilities and furniture including seating, bins and walkways • May provide interpretation signage • May provide play features <p><u>Examples</u></p> <ul style="list-style-type: none"> • Waikato River Esplanade • Lake Rotoroa Esplanade

Type	Function	Size	Provision target	Further considerations in lieu of provision target	Location	Indicative features
	Can act as greenbelt or buffer between different land use activities					

SCHEDULE 3 – OPEN SPACE PROVISION ASSESSMENT CRITERIA

Purpose

Guide the Council's assessment and decision making in a consistent manner which reflects the principles of the policy.

Application

1. Assessment criteria – preparation of urban development plans

The following table outlines how opportunities will be assessed:

Assessment criteria	Consideration
Quantity of open space	<ul style="list-style-type: none"> Do the plans show the proposed open space network, including types, location, and size of each open space (clearly identifying area allocated by primary function)? Does the proposal adequately provide for open space in accordance with the Provision Guidelines in Schedule 2?? Is land required to meet a provision target, identified need based population trends and demographics of the community, or in response to the local character of the subject site?
Quality of open space	<ul style="list-style-type: none"> Does any proposed open space adequately reflect the Open Space Configuration Design Guidelines set out in Schedule 5?
Delivery of open space	<ul style="list-style-type: none"> What is the proposed approach to funding and implementation? Are there any other open space providers the Council can partner with?

2. Assessment criteria – opportunities to acquire land for open space

The following is to inform the Council's decision-making on opportunities arising to acquire land for open space provision. This includes the assessment of open space provision requirements of subdivision developments received by the Council in its regulatory role.

The following table outlines how opportunities will be assessed:

Assessment criteria	Consideration
Quantity of open space Is open space required to meet an existing or forecast demand?	<ul style="list-style-type: none"> Does the proposal adequately provide for open space in accordance with the Provision Guidelines in Schedule 2? Is land required to meet a provision target, identified need based population trends and demographics of the community, or in response to the local character of the subject site? Is the land identified in the District Plan, Structure plan, or any other Council strategy or plan?

	<ul style="list-style-type: none"> • Is land required to address a gap in the open space network plan (as identified by the Council)? • Does the land improve connectivity and accessibility of open space in the existing urban area? • Would the land improve or enhance the open space network over and above provision targets, or an identified need based population trends and demographics of the community?
Quality of open space Does the open space meet the required functionality?	<ul style="list-style-type: none"> • Does any proposed open space adequately reflect the Open Space Configuration Design Guidelines set out in Schedule 5? • Does the land allow for optimally located, configured and well-designed open spaces as directed by the Open Space Configuration Guidelines set out in Schedule 5? • Are there any flooding, erosion or geotechnical issues that may impact the development and on-going management and maintenance of the proposed open space? • Is there existing or planned non-park infrastructure that may impact the functionality of the park? • How does the open space contribute towards improving biodiversity/ecosystem connectivity?
Delivery of open space Cost to council, and available budget	<ul style="list-style-type: none"> • What is the proposed approach to funding and implementation? • Are there any other open space providers Council can partner with? • Is there available budget within the Council's 10-Year Plan, or will the land be delivered through an alternative mechanism? • What is the cost to the Council (including staff time) of acquisition? • What are the on-going costs for owning and maintaining the open space?

3. Assessment criteria – requests to dispose of open space land

The Council is required to comply with a number of legislative requirements (including consultation requirements) that apply to the sale of open space land and assets, which will determine the process prior to any Council decision to dispose of open space.

When proposals to dispose of existing open space are received, the Council will consider whether:

- The land is surplus? Does it currently or could it in future provide an open space function to meet the needs of the community?
- The land is held under the Reserves Act 1977, and whether it is included in a management plan approved under the Act.

- Disposal of the land would adversely affect the function, or configuration of an existing open space, or the wider open space network?
- Disposal would result in a clear benefit to the wider open space network and the communities open space needs, including any opportunity to utilise any proceeds of sale to improve open space provision?
- There would be any financial benefit to the community of disposing of the land, including the cost of the disposal process?

Proposals to dispose of land clearly identifying the merits of disposal based on the above considerations, will be presented to elected members for decision-making.

SCHEDULE 4 – COUNCIL FUNDING AND INVESTMENT

Purpose

Outline how the Council's strategic investment and funding decisions for open space provision will be guided by this policy, as a framework to inform funding priorities.

1. Priorities for open space investment and funding

The Council's decision-making regarding open space provision will be prioritised differently for existing urban areas, and greenfield areas. This is mainly due to challenges in providing additional land for open space in existing urban areas including cost of land, small lot sizes, and fragmented ownership.

When considering open space investment and funding the Council will prioritise the following:

Area of city	Priorities
Existing urban area	<ul style="list-style-type: none"> a. Improvement of the existing open space network before considering purchase of additional land. b. Optimise existing open space through reconfiguration, upgrades and development c. Improve accessibility and connectivity to existing open space through alterations to the surrounding pedestrian network. d. Utilise green infrastructure (such as stormwater management areas) to provide open space functionality. e. Establish agreements with other open space providers such as schools and universities to formalise shared public use. f. Efficiently manage and use existing open space and facilities, particularly for organised sport, through working with user groups on how they use open space.
Greenfield	<ul style="list-style-type: none"> a. Provide open space land to respond to demand associated with growth, and ensure open space is developed as residential neighbourhoods are established. b. Seek opportunities to leverage investment in open space with the other Council and non-council infrastructure, and community facilities.

2. Council purchase of land

Where the provision of open space requires the Council to purchase land, this will be subject to available budget as approved by the Council.

Following the Council's delegation for land purchase, any open space provision requiring Council funding will be presented to Elected Members, or the Chief Executive, for approval.

When considering opportunities to purchase land requiring Council funding, the Council's decision-making will be informed by the following:

Criteria	Priority
Land required to meet a provision target, or identified population-based trends and demographics of the community.	High
Land identified in the District Plan, a Structure Plan, or any other Council strategy or plan.	High
Land required to address a gap in the open space network plan (as identified by the Council).	High
Land that improves connectivity and accessibility of open space in the existing urban area	Medium
Land that would improve or enhance the open space network over and above provision targets, or an identified need based on population and demographics trends in the community.	Low

3. How the Council fund open space provision

The following table outlines the mechanisms the Council use to deliver open space:

Funding mechanism	Use
Development Contributions	<ul style="list-style-type: none"> a. The Council will seek to largely recover the costs of providing open space associated with growth through development contribution charges, in alignment with the reserve contribution provisions in Council's Development Contributions Policy and the Local Government Act 2002. b. Council will require the relevant development contribution for reserves as a cash contribution, as opposed to land, however will consider land in lieu of a contribution when the land adequately provides for an identified need in accordance with this policy. c. This approach to funding open space land acquisition and development helps to ensure the costs of open space provision equitably fall to those who cause and benefit from open space provision. It also allows for those land owners who provide land benefitting the wider community to be fairly compensated.
Financial contributions	<ul style="list-style-type: none"> d. In accordance with the Resource Management Act (1991) financial contributions will be considered in situations where development contributions for the same purpose do not apply, and the vesting of land is required to mitigate adverse effects from the development. Particularly relevant where the vesting of land to protect natural resources is required to mitigate adverse effects from development.

<p>Private developer agreements</p>	<p>e. Council will also consider alternative funding mechanisms such as private developer agreements, particularly in relation to large scale developments, to deliver optimal open space outcomes for the community.</p>
<p>Gifting</p>	<p>f. Offers of gifting of land for open space will be considered against the Schedule 2 Assessment Criteria.</p>
<p>Rates</p>	<p>g. Due to cause and benefit assumptions of open space provision, there is generally a component of funding for land purchase and development attributed to a general rate.</p>
<p>Proceeds from the disposal of reserve land</p>	<p>h. Any proceeds from the disposal of open space will be used to fund improvements to the open space network in accordance with relevant legislative obligations.</p>

SCHEDULE 5 – OPEN SPACE CONFIGURATION DESIGN GUIDELINES

These Open Space Configuration Design Guidelines have been prepared as a schedule of the Open Space Provision Policy to provide direction to the Council and the development community (and any related practitioners) when embarking on the initial concept design for open spaces. [When looking at subdivision layout refer to the Subdivision Guidelines Design Guidelines in the Hamilton City Council Operative District Plan, and read with these guidelines.](#)

These Guidelines focus on the location and configuration of open space to meet the requirements of the specific open space functions provided as part of the network as outlined in the Provision Guidelines. These Guidelines are not intended as comprehensive open space design guidelines; the finer details around technical specifications and species etc, will be worked through at the detailed design stage.

The Guidelines are separated into two sections:

- The first section identifies the qualities that should be demonstrated across all open spaces regardless of function, although there will be varying levels to which they apply.
- The second section identifies the key elements required to the delivery each specific open space function.

The Council's Parks and Recreation unit is responsible for approving the design and development of new parks.

1. Key design considerations for all open spaces

The following location, configuration and design considerations should be demonstrated across all open spaces.

General Considerations	Details
Safety	<ul style="list-style-type: none"> - Adherence to Crime Prevention Through Environmental Design (CPTED) principles (Refer Ministry for the Environment's National guidelines for crime prevention through environmental design in New Zealand). - Safety of all users (i.e. access to, internal configuration, slope) - Public/private interface designed to achieve good definition of open space while maintaining surveillance and interaction - Spaces foster good internal visibility - Location of/ability to accommodate internal infrastructure (e.g. lighting, seating, play spaces etc)
Connectivity	<ul style="list-style-type: none"> - Internal circulation and movement of users - Connection to broader open space network - Visual connections - Access to multiple transport options - Avoids barriers to pedestrian access - Integration with green infrastructure (such as stormwater management areas) where appropriate
Context/Character	<ul style="list-style-type: none"> - Responds to the character of the site and surrounding local context - Creates a sense of place and identity - Recognise any significant historic, archaeological and ecological values - Takes advantage of views - Preserves significant trees, vegetation and other natural ecosystems

	- Topography appropriate to function
Environment	- Incorporation of low impact urban design principles - Protection from or minimisation of climate conditions (e.g. windy, exposed sites, or access to sunlight) - Enable protection and enhancement of significant natural features and significant natural areas
Amenity	- Amenity landscaping - Facilitate passive and active recreation
Functionality	- Open spaces should be configured to meet their intended functions - Able to accommodate intended features and facilities (such as play spaces, sports fields, car parking)
Accessibility	- All open spaces should provide optimal accessibility for all users.

2. Key design considerations by open space function

The following key design considerations by function are supplementary to those above.

Pocket Parks

Pocket parks provide small informal recreation and socialising spaces which serve their immediate population.

- Appropriate in central city, and residential areas – particularly those identified for greater residential density than the general residential zone
- Configuration is relatively evenly proportioned e.g. avoiding long skinny spaces
- Access to sunlight, and configured to optimise sunlight through orientation of space
- Minimum two road frontages
- Essential good passive surveillance is achieved due to the size of the open space
- Located where high pedestrian activity is anticipated
- Topography should be flat

Civic Spaces

Civic spaces are public environments which leverage off surrounding activities and destinations such as retail/commercial centres, and community hubs.

- Located in Hamilton's central city, and suburban retail centres
- Configuration is relatively evenly proportioned e.g. avoiding long skinny spaces
- Co-located with retail and community facilities/activity
- Open configuration to provide for flexible use of space
- Access to sunlight, and configured to optimise sunlight through orientation of space
- Active edges with adjacent properties (e.g. retail/commercial activity opening up to the space.

Neighbourhood Parks

Neighbourhood Parks provide basic informal recreation and socialising spaces within easy walking distance for surrounding residents, while improving connectivity and visual amenity of residential neighbourhoods.

- Centrally located within residential development and or the natural point of congregation
- Location avoids access barriers – e.g. major roads with no pedestrian crossing.
- Minimum two road frontages

- Flat topography
- Minimum of one flat 30m by 30m “kick around” play space.
- Avoid narrow access points
- Adjoin natural areas where possible and appropriate
- Optimises natural features/characteristics
- Interface with adjacent residential properties enables good passive surveillance



Poor outcome with poor road frontage, zero passive surveillance from public space, and limited narrow entrance points.



This example demonstrates excellent road frontage, and internal and external connectivity.

Community Parks

Community Parks are larger multi-functional open spaces providing informal recreation, socialising and event space for the wider community while providing a neighbourhood function to its surrounding residents. They can also accommodate sports fields and facilities for organised recreation.

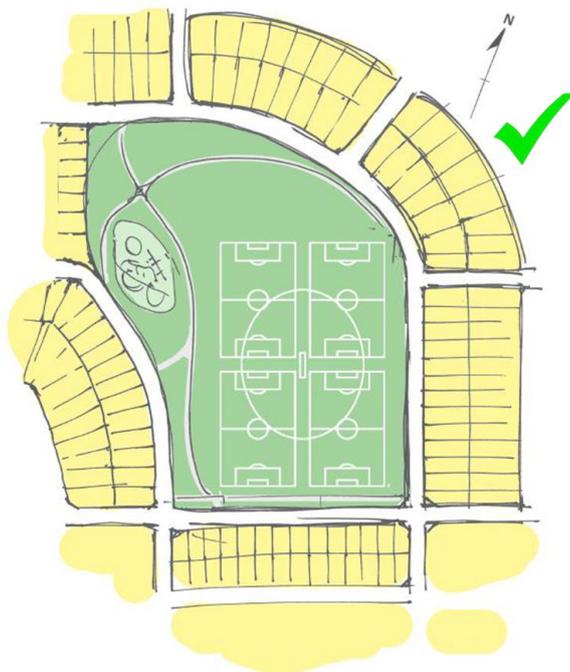
- Provided within residential areas and collocated with community nodes/suburban centres where appropriate
- Size and shape capable of accommodating user groups with a variety of spatial needs
- Minimum two road frontages
- Mostly flat with opportunities for slight variation in terrain, provided that multiple flat kick-around spaces are achievable.
- Integration with natural features including gullies and the river where possible
- Outdoor space capable of accommodating community events

Sports Fields and Facilities

Sports fields and facilities provide for the organised sporting needs of the local and city-wide communities of Hamilton.

- Sports fields and facilities in greenfield areas to be provided as part of community parks or destination parks, as opposed to parks entirely dedicated to a sports park function with multifunctionality and adaptability as key functions.
- Land area required for sports fields and facilities will be determined by demand **analysis** projections **and feasibility assessments.**
- Parks with a sports field function are to be configured to efficiently accommodate the field and facility requirements
- Generally a minimum of four fields per park to ensure efficient distribution and on-going management of fields across the network
- Sports fields are appropriately oriented in relation to sunlight

- Generally flat topography, prior to any modification, to enable cost-efficient development of fields.



This indicative example demonstrates good configuration of sports fields in relation to sunlight, in an efficient layout, where the remainder of the open space could provide for a community function.

Destination Parks

Destination parks provide a unique experience not found elsewhere within the open space network. They provide a range of high quality recreational facilities/activities while preserving unique landscapes and open spaces. Destination parks may also provide a neighbourhood and /or community park function to surrounding residents.

- Should be considered where there are existing landscape and natural features which have cultural or historic value and offer recreational opportunities unique to the city.
- The size, shape and layout of destination open spaces should be configured to capture the value of the area
- Maximise road frontage

Natural Areas

Natural open spaces are set aside for the preservation of significant natural resources, remnant landscapes, open space and visual aesthetics/buffering.

- Configured to adequately capture the naturally significant area, including areas requiring future restoration and management.
- Provides a high degree of pedestrian permeability
- Much of Hamilton's natural area is gully, which require open space buffers along the top of their banks to prevent privatisation of gully edges and improve:
 - Public surveillance
 - legibility
 - Improve access
- This can also be achieved through aligning the road network with gullies



Poor accessibility and public surveillance of reserve due to privatisation of reserve boundary.



Good example of public buffer provided along the top of gully to ensure it is a legible, accessible environment.

Esplanade Reserve

Esplanade reserves facilitate provision of public access, management of natural hazards, and the protection of the natural character of riparian margins.

- A minimum 20m wide esplanade reserve along river, lakes and streams required in accordance with Resource Management Act and District Plan
- Further land, additional to the 20m where considered appropriate/necessary

Linear Parks and Park Connections

Provide contiguous networks of open space and buffering between incompatible land uses.

- Linear parks generally a minimum of 20m in width.
- Park connections provide access points to and between larger open spaces and are a minimum 5m in width.

First adopted:	
Revision dates/version:	Version 1
Next review date:	
Engagement required:	Special Consultative Procedure is not required (Part 2, Subpart 1, 5D(2) of the Act)
Document Number	D-2671669
Associated documents:	
Sponsor/Group:	General Manager Community

Open Space Provision Policy

Purpose and scope

1. To guide the Council in its strategic planning and investment decisions on open space provision.
2. To guide the Council in its decision-making processes regarding opportunities to acquire, or dispose of, open space.
3. To guide open space provision in plans and policies, or specific development projects.

Principles

4. The Council's open space provision will consider the needs of current and future residents.
5. The Council's strategic planning and investment decisions will be well-informed and respond to growth and demand;
6. The Council will apply consistent decision-making regarding requirements on the development community to set aside land for open space;
7. The Council will enable the delivery of a high-quality open spaces network that:
 - a. Is well-distributed and well-connected to service communities and catchments;
 - b. Is functional and designed to support the community's sport, recreation, and physical activity needs;
 - c. Protects, maintains and enhances ecosystems, culture and heritage values; and
 - d. Responds to local contexts.
8. The Council will work to partner with other open space providers such as schools and tertiary education providers on opportunities to efficiently deliver open space.
9. The Council will ensure open space provision is funded fairly and equitably between the development community, and ratepayers.

Definitions

Definition	Detail
Existing urban area	The area within Hamilton where urban development has occurred.
Greenfield area	Undeveloped rural land within Hamilton where urban development has yet to occur.
Hamilton	The jurisdictional area of Hamilton City Council.
LGA	Local Government Act 2002.
Open Space	Council owned and/or administered land set aside primarily for recreation, sports, nature conservation, passive outdoor enjoyment and public gatherings. This includes public parks, gardens, reserves, Waikato River esplanade and gully network, and publicly owned forecourts and squares. This includes open space land that is leased.

	<p>For the purpose for this policy “open space” does not include:</p> <ul style="list-style-type: none"> • Cemeteries • Council facilities e.g. Stadiums, Claudelands Event Centre, Zoo and Museum. • Pedestrian access-ways (road to road) • Green infrastructure – land that primarily accommodates public utilities, for the most part stormwater management and treatment facilities that mimics a natural environment.
The Council	Hamilton City Council
Walking distance	Walkable catchment measured from any publicly accessible park entry, along the publicly accessible walking route. Cover the actual distance walked, not the linear (aerial) distance.

Background

10. The LGA specifies reserves, recreational and community amenities as core services the Council should have particular regard to in performing its role.
11. The provision of open space provides our communities with places to take part in active (both informal and organised) and passive recreational activities.
12. Open space provides for biodiversity protection and enhancement opportunities which contribute to the Council’s role in giving effect to the Waikato Regional Policy Statement and the Vision and Strategy for the Waikato River.
13. Hamilton’s open space network provides for a range of functions outlined in Schedule 2 of the policy.
14. Hamilton’s residential areas are expanding to the existing city boundaries, into Rototuna, Peacocke, Ruakaura and Rotokauri growth cells. It is also anticipated the city’s boundary will be extended to incorporate new greenfield land.
15. As new residential areas are developed, clear open space provision guidelines help ensure open space needs of residents are met, and that open space provision is appropriate and adequate.

Policy

16. The policy applies to open space provision in Hamilton’s existing urban area and greenfield areas.
17. The Council will make decisions in relation to open space (strategic planning and investment, , and acquisition or disposal of open space) in accordance with the requirements set out in Schedule 1 of the policy, and the requirements of those additional schedules where referenced, in Schedule 1.
18. The Council will seek to recover the costs of providing open space associated with growth through development contribution charges in accordance with Council’s Development Contributions Policy and the LGA.
19. In contexts where development contributions for the provision of open space do not apply, the Council will determine whether there is an appropriate alternative funding mechanism to deliver open space in accordance with the process set out in Schedule 4 of the policy.
20. Where the provision of open space requires the Council to purchase land, this will be subject to available budget approved by the Council.
21. The Council will only consider disposal of open space land when it has been clearly established the land is surplus, and disposal would result in a clear benefit to the wider open space network and the open space needs of Hamilton residents.

22. Any proposed disposal of land will follow relevant council and legislative process including the Reserves Act 1977, and LGA.
23. The Council's decision making under this policy will be made in accordance with the requirements of Part 6 of the LGA.

Monitoring and implementation

24. Implementation of the policy will be monitored by the General Manager Community.
25. The policy will be reviewed in response to any issues that may arise, every three years, at the request of the Council or in response to changed legislative and statutory requirements (whichever occurs first).

SCHEDULE 1 – APPLYING THE POLICY

Who uses the policy and what is its intended use?

User	Intended use
Development community and related practitioners	<ul style="list-style-type: none"> To inform preparation of master plans, concept plans and subdivision plans for development. To understand the Council's expectation for open space provision as part of development.
The Council and the Council staff	<ul style="list-style-type: none"> To inform strategic planning and guide the Council's investment and funding decision-making. To inform preparation of plans and policies. To guide assessment of acquisition and disposal of land for open space.

Applying the policy

Development community and related practitioners	
When	Process
Determining open space requirements what type, how much and where	<ul style="list-style-type: none"> Identify the Council's requirements for open space using Schedule 2. Illustrate integration with the existing open space network, and where relevant, provides for open space in accordance with this policy. Proposals will be assessed against Schedule 3. Design assessed against Open Space Configuration Design Guidelines set out in Schedule 5.

The Council and the Council staff	
When	Process
Planning for open space provision as the city grows	<ul style="list-style-type: none"> Open space provision as the city grows will be guided by requirements for open space set out in Schedule 2. The planning for open space network will inform the development of the Council's 10-Year Plan.
Council investment and funding decision-making	<ul style="list-style-type: none"> The priorities and considerations set out in Schedule 4 provide a framework for funding decisions, particularly on one-off opportunities to purchase land for open space.
Preparing plans and policies	<ul style="list-style-type: none"> The principles of the Policy inform plan and policy development where relevant to open space provision.
Assessing opportunities to acquire land for open space	<ul style="list-style-type: none"> Opportunities assessed as set out in Schedule 3. To assess quality of land for open space purposes, assess against Open Space Configuration Design Guidelines set out in Schedule 5. Schedule 4 will guide determining prioritisation of an acquisition opportunity, and for any funding requirements.
Assessing requests for the sale of existing open space.	<ul style="list-style-type: none"> The disposal of existing open space will be assessed against Schedule 3. Any disposal of open space is required to follow relevant process as prescribed by the LGA or Reserves Act.

SCHEDULE 2 – OPEN SPACE PROVISION GUIDELINES

Purpose

These guidelines provide metrics establishing a base level of functionality and associated land provision needed for a high-quality open space network.

The development of the guidelines has been informed by current provision levels across the city, best practice guidance and benchmarking against other New Zealand cities.

Where the District Plan, or any of the Council's strategies or plans provides direction on open space provision, this policy should be used to further validate and clarify the open space provision requirements.

Table and Key

The following table sets out open space by park type and function to:

- establish the anticipated size, features, and distribution of future open spaces in greenfield areas
- guide assessment of the adequacy of open space provision in existing urban areas

Key

Term	Meaning	Considerations when using the guidelines
Type	The type of open space.	
Function	The key deliverable each open space provides for the required function/s.	
Size	The size of each open space including any typical or minimum size.	<ul style="list-style-type: none"> • The size of each open space will vary and be informed by the intended functionality of the park. • Minimum sizes (where applicable) must be met, unless: <ul style="list-style-type: none"> ○ The reduction in size is necessary, minor and does not impact functionality. ○ to ensure optimal configuration and useability • Any increase in minimum size should be relatively minor (e.g. <10%). • Where multiple functions are required within an open space area, the total area will be informed by a design illustrating the various functions can be provided without being detrimental to any other function, particularly the primary function.

Provision target	The provision of open space required to establish a base-level of open space for a high-quality open space network.	<ul style="list-style-type: none"> Quantitative measures for some types of open space are provided For those determined by local context the guidelines provide direction on the matters that require consideration when determining open space provision requirements. The distribution of neighbourhood and community parks is based on a walking distance. To understand any requirement for neighbourhood or community park provision for greenfield development (where street layout and off-road connections are yet to be established), the following distances apply: 									
<table border="1"> <thead> <tr> <th></th> <th>Walking distance</th> <th>As a radial distance</th> </tr> </thead> <tbody> <tr> <td>Neighbourhood Park</td> <td>500m</td> <td>375m</td> </tr> <tr> <td>Community Park</td> <td>1500m</td> <td>1125m</td> </tr> </tbody> </table>				Walking distance	As a radial distance	Neighbourhood Park	500m	375m	Community Park	1500m	1125m
	Walking distance	As a radial distance									
Neighbourhood Park	500m	375m									
Community Park	1500m	1125m									
Further considerations in lieu of provision target	Matters to be considered where an open space does not outline a specific provision target or size requirement.										
Location	The areas of the city where particular types of open space are anticipated to be provided (by land use e.g. residential).										
Indicative features	The features and amenities typically found in each type of open space.										

Provision guidelines table

Type	Function	Size	Provision target	Further considerations in lieu of provision target	Location	Indicative features
Pocket Park	Small informal recreation and socialising spaces which cater to nearby residents, and improve connectivity and visual amenity of residential neighbourhoods	Typically between 0.1 to 0.3ha	<p>No provision target</p> <ul style="list-style-type: none"> • Provided as part of resource consent by voluntary agreement at no cost to the Council; or provided by Council where appropriate. • In addition to requirements for neighbourhood parks 	<ul style="list-style-type: none"> • Is there a greater level of residential density anticipated that justifies the provision of a pocket park? 	<ul style="list-style-type: none"> • Residential areas, particularly those areas identified for increased residential density (excludes large lot >2000m² residential developments) • Central City 	<ul style="list-style-type: none"> • Trees, landscaping and gardens • Furniture including seating and bins • Hard surface and/or lawn areas <p><u>Examples</u></p> <ul style="list-style-type: none"> • Junction Park • Cobblestone Park, Wellington
Civic Spaces	Spaces for meeting, socialising, play and events	Size dependent on context Minimum of 0.1ha	<p>No provision target</p> <ul style="list-style-type: none"> • Provided as part of resource consent by voluntary agreement at no cost to the Council; or provided by Council where appropriate. • In addition to requirements for neighbourhood parks 	<ul style="list-style-type: none"> • Is public space required in addition to an existing or proposed retail/commercial area? • Does the size and scale respond appropriately to the scale of the context? 	<ul style="list-style-type: none"> • Central City, and suburban town/retail centres • Proximate to main civic amenities/destinations 	<ul style="list-style-type: none"> • Trees, landscaping and gardens • Furniture including seating and bins • Hard surfaced urban space • May provide for public art and play features <p><u>Examples</u></p> <ul style="list-style-type: none"> • Garden Place • Embassy Park (Riff Raff) • Federal Square, Auckland • Lumsden Green, Auckland

Type	Function	Size	Provision target	Further considerations in lieu of provision target	Location	Indicative features
Neighbourhood Park	<p>Basic informal recreation and socialising space within easy walking distance for surrounding residents</p> <p>Improve connectivity and visual amenity of residential neighbourhoods</p>	0.5ha	Minimum of one park within 500m walking distance of all residential households	N/A	<ul style="list-style-type: none"> Residential areas (excludes large lot >2000m² residential developments) 	<ul style="list-style-type: none"> Trees, landscaping and gardens Provide basic facilities and furniture including seating, bins and walkways Minimum flat 30m by 30m kick-around play space May provide basic playgrounds/play features. <p><u>Examples</u></p> <ul style="list-style-type: none"> Moonlight Drive Reserve
Community Park	<p>Larger multi-function parks that provide informal recreation, socialising and event space for the wider community</p> <p>Can also accommodate sports fields and facilities for organised recreation</p>	<p>Minimum size of 3ha</p> <p>Between 7-10ha in size when providing for sports fields</p>	One park within 1500m walking distance of all residential households	N/A	<ul style="list-style-type: none"> Residential areas (excludes large lot >2000m² residential developments) 	<ul style="list-style-type: none"> Trees, landscaping and gardens. Provide multiple facilities and furniture including toilets, picnic and BBQ areas, seating, bins and walkways. Multiple flat 30m by 30m kick-around play spaces. Outdoor space for community events. Sports fields and facilities for organised recreation. Car parking where required. May provide bespoke

Type	Function	Size	Provision target	Further considerations in lieu of provision target	Location	Indicative features
	Provides a neighbourhood park function to surrounding residents					destination playgrounds/play features, skate spaces or hardcourts <ul style="list-style-type: none"> Potential location for community facilities <p><u>Examples</u></p> <ul style="list-style-type: none"> Days Park Melville Park Steele Park Claudlands Park
Sport fields and facilities	Provide for organised sport for local and city-wide communities.	Usually a minimum additional 4ha required in conjunction with a community park	Land area required for sport fields and facilities will be determined by demand projections based on population projections, sport and recreation trends, and participation numbers. <ul style="list-style-type: none"> Minimum 4 full-sized fields per park is considered an efficient and optimal outcome for field distribution across the city 	<ul style="list-style-type: none"> What are the number of dwellings, population or demand projections resulting from the proposed development? Is there existing provision of land for sports fields and facilities to meet any demand resulting from the demand proposed development? 	Residential areas (excludes large lot >2000m ² residential developments Sports fields and facilities in greenfield areas are proposed to be provided as part of community parks or destination parks, not as standalone parks	<ul style="list-style-type: none"> Sports fields and facilities for organised recreation May include floodlighting <p><u>Examples</u></p> <ul style="list-style-type: none"> Jansen Park Galloway Park

Type	Function	Size	Provision target	Further considerations in lieu of provision target	Location	Indicative features
Destination Park	<p>Provide a unique experience not found elsewhere within the open space network, with values, features and facilities that attract a large number of users</p> <p>A range of high-quality recreational and community facilities and activities serving City residents and visitors</p> <p>May provide a neighbourhood park and/or community park function to surrounding residents</p>	Variable	<p>No provision target</p> <ul style="list-style-type: none"> Determined by local context and character 	<ul style="list-style-type: none"> Is there a unique landscape feature, or an opportunity to provide a unique park experience in an area of the city where there are no Destination Parks? 	<p>Residential areas (excludes large lot >2000m² residential developments)</p> <p>Location of future destination parks in growth areas will be identified as part of structure plan or master planning processes</p> <p>Delivery of any additional destination parks within the existing urban area will involve the development of existing open space identified through the network planning process</p>	<ul style="list-style-type: none"> Trees, landscaping and gardens Provide facilities and furniture including picnic and BBQ areas, seating, bins and walkways Outdoor space for community events Car parking May provide large-scale play features, skate spaces and hardcourts Specialised sport and recreation facilities Potential location for community facilities Distinct natural, heritage or cultural features <p><u>Examples</u></p> <ul style="list-style-type: none"> Hamilton Gardens Ferrybank Hamilton Lake Domain

Type	Function	Size	Provision target	Further considerations in lieu of provision target	Location	Indicative features
	Provide for community-based recreational needs, as well as preserving unique landscapes and open spaces					
Natural Area	Open space for preservation of significant natural resources, enhancement of biodiversity values, remnant landscapes, open space, and visual aesthetics/ buffering Does not provide neighbourhood park function, but may connect to	Variable	No provision target <ul style="list-style-type: none"> Council will only look to acquire natural areas of high ecological and biodiversity value, and where acquisition improves the connectivity of the open space network 	<ul style="list-style-type: none"> Is there significant natural, ecological or biodiversity value? Does it include a strategic component of the city's existing or anticipated network of natural area? Is there significant cultural or historic value? 	<p>Identified at the time of master plan and structure plan preparation, and subdivision.</p> <p>Existing District Plan provisions identify areas of ecological significance, which may benefit from public ownership</p>	<ul style="list-style-type: none"> Generally restored or remnant native vegetation Provide basic facilities and furniture including seating, bins and walkways May provide interpretation signage <p><u>Examples</u> Gully networks</p> <ul style="list-style-type: none"> Managakotukutuku Kirikiroa Te Awa o Katapaki Whatukoruru Pa site

Type	Function	Size	Provision target	Further considerations in lieu of provision target	Location	Indicative features
	neighbourhood park					
Linear park and park connections	Provide for connected networks of open space and access to riparian margins	Variable <ul style="list-style-type: none"> Generally minimum 20m in width 	No provision target <ul style="list-style-type: none"> Provision depends on characteristics of an area 	Any deviation from the 20m requirement along qualifying rivers, lakes and streams – including any proposed reduction or necessary increase – will be considered to ensure adequate access and ability to give effect to the intended function of the esplanade reserve. Council retains discretion as to whether any dispensation on the 20m requirement is supported	All areas of the city where applicable	<ul style="list-style-type: none"> Trees, landscaping and gardens Provide basic facilities and furniture including seating, bins and walkways May provide interpretation signage May provide play features <p><u>Examples</u></p> <ul style="list-style-type: none"> Waikato River Esplanade Lake Rotoroa Esplanade
Esplanade Reserve	<p>Provide active transport corridors for off-road walking and cycling</p> <p>Enable management of natural hazards, and the protection of the natural character of riparian margin</p> <p>Can act as greenbelt or buffer between different land use activities</p>	<ul style="list-style-type: none"> Park connections that provide access to parks are to be a minimum 5m in width 	<ul style="list-style-type: none"> A minimum 20m wide esplanade reserve along rivers, lakes and streams in accordance with Resource Management Act 1991 provisions Land in addition to the minimum 20m width will be considered as part of network plans, and will be determined by local context 			

SCHEDULE 3 – OPEN SPACE PROVISION ASSESSMENT CRITERIA

Purpose

Guide the Council's assessment and decision making in a consistent manner which reflects the principles of the policy.

Application

1. Assessment criteria – preparation of urban development plans

The following table outlines how opportunities will be assessed:

Assessment criteria	Consideration
Quantity of open space	<ul style="list-style-type: none"> Do the plans show the proposed open space network, including types, location, and size of each open space (clearly identifying area allocated by primary function)? Does the proposal adequately provide for open space in accordance with the Provision Guidelines in Schedule 2?? Is land required to meet a provision target, identified need based population trends and demographics of the community, or in response to the local character of the subject site?
Quality of open space	<ul style="list-style-type: none"> Does any proposed open space adequately reflect the Open Space Configuration Design Guidelines set out in Schedule 5?
Delivery of open space	<ul style="list-style-type: none"> What is the proposed approach to funding and implementation? Are there any other open space providers the Council can partner with?

2. Assessment criteria – opportunities to acquire land for open space

The following is to inform the Council's decision-making on opportunities arising to acquire land for open space provision. This includes the assessment of open space provision requirements of subdivision developments received by the Council in its regulatory role.

The following table outlines how opportunities will be assessed:

Assessment criteria	Consideration
Quantity of open space Is open space required to meet an existing or forecast demand?	<ul style="list-style-type: none"> Does the proposal adequately provide for open space in accordance with the Provision Guidelines in Schedule 2? Is land required to meet a provision target, identified need based population trends and demographics of the community, or in response to the local character of the subject site? Is the land identified in the District Plan, Structure plan, or any other Council strategy or plan?

	<ul style="list-style-type: none"> • Is land required to address a gap in the open space network plan (as identified by the Council)? • Does the land improve connectivity and accessibility of open space in the existing urban area? • Would the land improve or enhance the open space network over and above provision targets, or an identified need based population trends and demographics of the community?
<p>Quality of open space Does the open space meet the required functionality?</p>	<ul style="list-style-type: none"> • Does any proposed open space adequately reflect the Open Space Configuration Design Guidelines set out in Schedule 5? • Does the land allow for optimally located, configured and well-designed open spaces as directed by the Open Space Configuration Guidelines set out in Schedule 5? • Are there any flooding, erosion or geotechnical issues that may impact the development and on-going management and maintenance of the proposed open space? • Is there existing or planned non-park infrastructure that may impact the functionality of the park? • How does the open space contribute towards improving biodiversity/ecosystem connectivity?
<p>Delivery of open space Cost to council, and available budget</p>	<ul style="list-style-type: none"> • What is the proposed approach to funding and implementation? • Are there any other open space providers Council can partner with? • Is there available budget within the Council's 10-Year Plan, or will the land be delivered through an alternative mechanism? • What is the cost to the Council (including staff time) of acquisition? • What are the on-going costs for owning and maintaining the open space?

3. Assessment criteria – requests to dispose of open space land

The Council is required to comply with a number of legislative requirements (including consultation requirements) that apply to the sale of open space land and assets, which will determine the process prior to any Council decision to dispose of open space.

When proposals to dispose of existing open space are received, the Council will consider whether:

- The land is surplus? Does it currently or could it in future provide an open space function to meet the needs of the community?
- The land is held under the Reserves Act 1977, and whether it is included in a management plan approved under the Act.

- Disposal of the land would adversely affect the function, or configuration of an existing open space, or the wider open space network?
- Disposal would result in a clear benefit to the wider open space network and the communities open space needs, including any opportunity to utilise any proceeds of sale to improve open space provision?
- There would be any financial benefit to the community of disposing of the land, including the cost of the disposal process?

Proposals to dispose of land clearly identifying the merits of disposal based on the above considerations, will be presented to elected members for decision-making.

SCHEDULE 4 – COUNCIL FUNDING AND INVESTMENT

Purpose

Outline how the Council's strategic investment and funding decisions for open space provision will be guided by this policy, as a framework to inform funding priorities.

1. Priorities for open space investment and funding

The Council's decision-making regarding open space provision will be prioritised differently for existing urban areas, and greenfield areas. This is mainly due to challenges in providing additional land for open space in existing urban areas including cost of land, small lot sizes, and fragmented ownership.

When considering open space investment and funding the Council will prioritise the following:

Area of city	Priorities
Existing urban area	<ul style="list-style-type: none"> a. Improvement of the existing open space network before considering purchase of additional land. b. Optimise existing open space through reconfiguration, upgrades and development c. Improve accessibility and connectivity to existing open space through alterations to the surrounding pedestrian network. d. Utilise green infrastructure (such as stormwater management areas) to provide open space functionality. e. Establish agreements with other open space providers such as schools and universities to formalise shared public use. f. Efficiently manage and use existing open space and facilities, particularly for organised sport, through working with user groups on how they use open space.
Greenfield	<ul style="list-style-type: none"> a. Provide open space land to respond to demand associated with growth, and ensure open space is developed as residential neighbourhoods are established. b. Seek opportunities to leverage investment in open space with the other Council and non-council infrastructure, and community facilities.

2. Council purchase of land

Where the provision of open space requires the Council to purchase land, this will be subject to available budget as approved by the Council.

Following the Council's delegation for land purchase, any open space provision requiring Council funding will be presented to Elected Members, or the Chief Executive, for approval.

When considering opportunities to purchase land requiring Council funding, the Council's decision-making will be informed by the following:

Criteria	Priority
Land required to meet a provision target, or identified population-based trends and demographics of the community.	High
Land identified in the District Plan, a Structure Plan, or any other Council strategy or plan.	High
Land required to address a gap in the open space network plan (as identified by the Council).	High
Land that improves connectivity and accessibility of open space in the existing urban area	Medium
Land that would improve or enhance the open space network over and above provision targets, or an identified need based on population and demographics trends in the community.	Low

3. How the Council fund open space provision

The following table outlines the mechanisms the Council use to deliver open space:

Funding mechanism	Use
Development Contributions	<ul style="list-style-type: none"> a. The Council will seek to largely recover the costs of providing open space associated with growth through development contribution charges, in alignment with the reserve contribution provisions in Council's Development Contributions Policy and the Local Government Act 2002. b. Council will require the relevant development contribution for reserves as a cash contribution, as opposed to land, however will consider land in lieu of a contribution when the land adequately provides for an identified need in accordance with this policy. c. This approach to funding open space land acquisition and development helps to ensure the costs of open space provision equitably fall to those who cause and benefit from open space provision. It also allows for those land owners who provide land benefitting the wider community to be fairly compensated.
Financial contributions	<ul style="list-style-type: none"> d. In accordance with the Resource Management Act (1991) financial contributions will be considered in situations where development contributions for the same purpose do not apply, and the vesting of land is required to mitigate adverse effects from the development. Particularly relevant where the vesting of land to protect natural resources is required to mitigate adverse effects from development.

Private developer agreements	e. Council will also consider alternative funding mechanisms such as private developer agreements, particularly in relation to large scale developments, to deliver optimal open space outcomes for the community.
Gifting	f. Offers of gifting of land for open space will be considered against the Schedule 2 Assessment Criteria.
Rates	g. Due to cause and benefit assumptions of open space provision, there is generally a component of funding for land purchase and development attributed to a general rate.
Proceeds from the disposal of reserve land	h. Any proceeds from the disposal of open space will be used to fund improvements to the open space network in accordance with relevant legislative obligations.

SCHEDULE 5 – OPEN SPACE CONFIGURATION DESIGN GUIDELINES

These Open Space Configuration Design Guidelines have been prepared as a schedule of the Open Space Provision Policy to provide direction to the Council and the development community (and any related practitioners) when embarking on the initial concept design for open spaces. When looking at subdivision layout refer to the Subdivision Guidelines Design Guidelines in the Hamilton City Council Operative District Plan, and read with these guidelines.

These Guidelines focus on the location and configuration of open space to meet the requirements of the specific open space functions provided as part of the network as outlined in the Provision Guidelines. These Guidelines are not intended as comprehensive open space design guidelines; the finer details around technical specifications and species etc, will be worked through at the detailed design stage.

The Guidelines are separated into two sections:

- The first section identifies the qualities that should be demonstrated across all open spaces regardless of function, although there will be varying levels to which they apply.
- The second section identifies the key elements required to the delivery each specific open space function.

The Council's Parks and Recreation unit is responsible for approving the design and development of new parks.

1. Key design considerations for all open spaces

The following location, configuration and design considerations should be demonstrated across all open spaces.

General Considerations	Details
Safety	<ul style="list-style-type: none"> - Adherence to Crime Prevention Through Environmental Design (CPTED) principles (Refer Ministry for the Environment's <i>National guidelines for crime prevention through environmental design in New Zealand</i>). - Safety of all users (i.e. access to, internal configuration, slope) - Public/private interface designed to achieve good definition of open space while maintaining surveillance and interaction - Spaces foster good internal visibility - Location of/ability to accommodate internal infrastructure (e.g. lighting, seating, play spaces etc)
Connectivity	<ul style="list-style-type: none"> - Internal circulation and movement of users - Connection to broader open space network - Visual connections - Access to multiple transport options - Avoids barriers to pedestrian access - Integration with green infrastructure (such as stormwater management areas) where appropriate
Context/Character	<ul style="list-style-type: none"> - Responds to the character of the site and surrounding local context - Creates a sense of place and identity - Recognise any significant historic, archaeological and ecological values - Takes advantage of views - Preserves significant trees, vegetation and other natural ecosystems

Environment	<ul style="list-style-type: none"> - Topography appropriate to function - Incorporation of low impact urban design principles - Protection from or minimisation of climate conditions (e.g. windy, exposed sites, or access to sunlight) - Enable protection and enhancement of significant natural features and significant natural areas
Amenity	<ul style="list-style-type: none"> - Amenity landscaping - Facilitate passive and active recreation
Functionality	<ul style="list-style-type: none"> - Open spaces should be configured to meet their intended functions - Able to accommodate intended features and facilities (such as play spaces, sports fields, car parking)
Accessibility	<ul style="list-style-type: none"> - All open spaces should provide optimal accessibility for all users.

2. Key design considerations by open space function

The following key design considerations by function are supplementary to those above.

Pocket Parks

Pocket parks provide small informal recreation and socialising spaces which serve their immediate population.

- Appropriate in central city, and residential areas – particularly those identified for greater residential density than the general residential zone
- Configuration is relatively evenly proportioned e.g. avoiding long skinny spaces
- Access to sunlight, and configured to optimise sunlight through orientation of space
- Minimum two road frontages
- Essential good passive surveillance is achieved due to the size of the open space
- Located where high pedestrian activity is anticipated
- Topography should be flat

Civic Spaces

Civic spaces are public environments which leverage off surrounding activities and destinations such as retail/commercial centres, and community hubs.

- Located in Hamilton's central city, and suburban retail centres
- Configuration is relatively evenly proportioned e.g. avoiding long skinny spaces
- Co-located with retail and community facilities/activity
- Open configuration to provide for flexible use of space
- Access to sunlight, and configured to optimise sunlight through orientation of space
- Active edges with adjacent properties (e.g. retail/commercial activity opening up to the space.

Neighbourhood Parks

Neighbourhood Parks provide basic informal recreation and socialising spaces within easy walking distance for surrounding residents, while improving connectivity and visual amenity of residential neighbourhoods.

- Centrally located within residential development and or the natural point of congregation
- Location avoids access barriers – e.g. major roads with no pedestrian crossing.
- Minimum two road frontages

- Flat topography
- Minimum of one flat 30m by 30m “kick around” play space.
- Avoid narrow access points
- Adjoin natural areas where possible and appropriate
- Optimises natural features/characteristics
- Interface with adjacent residential properties enables good passive surveillance



Poor outcome with poor road frontage, zero passive surveillance from public space, and limited narrow entrance points.



This example demonstrates excellent road frontage, and internal and external connectivity.

Community Parks

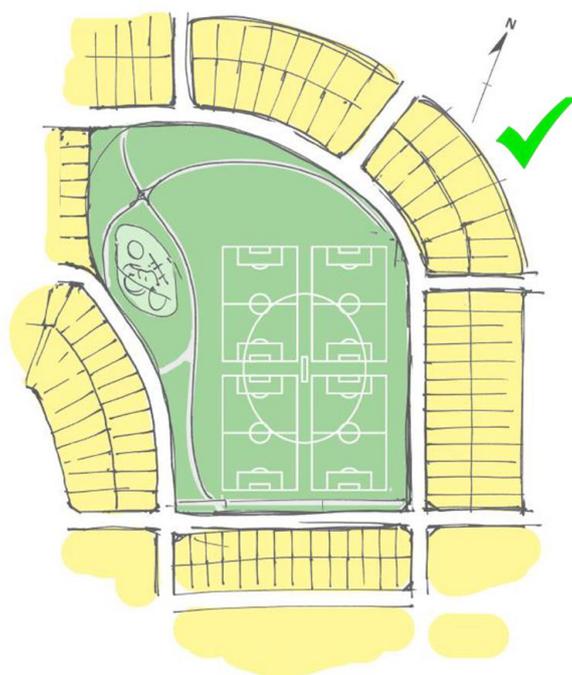
Community Parks are larger multi-functional open spaces providing informal recreation, socialising and event space for the wider community while providing a neighbourhood function to its surrounding residents. They can also accommodate sports fields and facilities for organised recreation.

- Provided within residential areas and collocated with community nodes/suburban centres where appropriate
- Size and shape capable of accommodating user groups with a variety of spatial needs
- Minimum two road frontages
- Mostly flat with opportunities for slight variation in terrain, provided that multiple flat kick-around spaces are achievable.
- Integration with natural features including gullies and the river where possible
- Outdoor space capable of accommodating community events

Sports Fields and Facilities

Sports fields and facilities provide for the organised sporting needs of the local and city-wide communities of Hamilton.

- Sports fields and facilities in greenfield areas to be provided as part of community parks or destination parks, with multifunctionality and adaptability as key functions.
- Land area required for sports fields and facilities will be determined by demand projections and feasibility assessments.
- Parks with a sports field function are to be configured to efficiently accommodate the field and facility requirements
- Generally a minimum of four fields per park to ensure efficient distribution and on-going management of fields across the network
- Sports fields are appropriately oriented in relation to sunlight
- Generally flat topography, prior to any modification, to enable cost-efficient development of fields.



This indicative example demonstrates good configuration of sports fields in relation to sunlight, in an efficient layout, where the remainder of the open space could provide for a community function.

Destination Parks

Destination parks provide a unique experience not found elsewhere within the open space network. They provide a range of high quality recreational facilities/activities while preserving unique landscapes and open spaces. Destination parks may also provide a neighbourhood and /or community park function to surrounding residents.

- Should be considered where there are existing landscape and natural features which have cultural or historic value and offer recreational opportunities unique to the city.
- The size, shape and layout of destination open spaces should be configured to capture the value of the area
- Maximise road frontage

Natural Areas

Natural open spaces are set aside for the preservation of significant natural resources, remnant landscapes, open space and visual aesthetics/buffering.

- Configured to adequately capture the naturally significant area, including areas requiring future restoration and management.
- Provides a high degree of pedestrian permeability
- Much of Hamilton's natural area is gully, which require open space buffers along the top of their banks to prevent privatisation of gully edges and improve:
 - Public surveillance
 - legibility
 - Improve access
- This can also be achieved through aligning the road network with gullies



Poor accessibility and public surveillance of reserve due to privatisation of reserve boundary.



Good example of public buffer provided along the top of gully to ensure it is a legible, accessible environment.

Esplanade Reserve

Esplanade reserves facilitate provision of public access, management of natural hazards, and the protection of the natural character of riparian margins.

- A minimum 20m wide esplanade reserve along river, lakes and streams required in accordance with Resource Management Act and District Plan
- Further land, additional to the 20m where considered appropriate/necessary

Linear Parks and Park Connections

Provide contiguous networks of open space and buffering between incompatible land uses.

- Linear parks generally a minimum of 20m in width.
- Park connections provide access points to and between larger open spaces and are a minimum 5m in width.

Council Report

Item 15

Committee: Community and Services Committee

Date: 07 June 2018

Author: Sean Stirling

Authoriser: Lance Vervoort

Position: Planner

Position: General Manager Community

Report Name: Neighbourhood and Amenity Reserves Management Plan Review

Report Status	<i>Open</i>
----------------------	-------------

Purpose

1. To seek Committee approval to review the Neighbourhood and Amenity Reserves Management Plan 2007 (the Management Plan).

Staff Recommendation

2. That the Community and Services Committee:
 - a) receives the report;
 - b) approves the review of the Neighbourhood and Amenity Reserves Management Plan 2007 following the process as prescribed in the Reserves Act (1977); and
 - c) approves the preparation of a draft Neighbourhood Reserves Management Plan prior to public notice and consultation in accordance with section 41(5A) of the Reserves Act (1977). [Option 1]

Executive Summary

3. The Management Plan is due for review.
4. The Review is required to include 23 new reserves, update to align with the Council's current plans and policies, and declutter/simplify the plan.
5. Staff recommend Option 1 – Commence preparation of a draft Management Plan to be presented to the Community and Services Committee (Committee) for approval to notify for public consultation.
6. Staff consider the decision in this report to have a low significance and that the recommendations comply with the Council's legal requirements.

Background

7. Hamilton's Neighbourhood and Amenity reserves consist of the small parks in the city which provide for local informal recreation and contribute to the visual amenity of residential neighbourhoods.
8. Neighbourhood and Amenity reserves are classified under the Reserves Act 1977 (the Act) for recreation purposes and amenity purposes.

9. Preparation of management plans are a requirement of the Act, to provide for and ensure the use, enjoyment, maintenance, protection, and guide future development of the reserves.
10. A Neighbourhood and Amenity Reserve Management Plan was first approved by the Council in 2002, with one subsequent minor review in 2007 to update references to other related Council plans and policies and to update concept plans.
11. Reviewing the plan will ensure adaption to changing circumstances and a plan that reflects community preferences for the management and development of reserves.

Discussion and Process

12. The objectives of the proposed review are to:
 - Include 23 Neighbourhood and Amenity reserves acquired since the last review;
 - Update the management plan to align with the Council’s current plans and policies;
 - Simplify and improve readability of the Management Plan.
13. The preparation and review of a reserve management plan is required to follow consultation provisions outlined in section 41 of the Act:
 - One month pre-drafting public consultation undertaken at the Council’s discretion;
 - Mandatory two-month public consultation period once a draft Management Plan has been approved by the Committee;
14. The proposed process meets the Section 41 requirements as below:.

Proposed Management Plan Review Process
1. Review approved by Community and Services Committee (Committee)
2. Key principles workshopped at Elected Member Briefing
3. Draft management plan prepared
4. Draft plan presented to Committee for approval to notify for public consultation
5. Public notification that a draft plan is available for written submissions (two-month period)
6. Hearings & deliberation if submitters wish to speak to their submission
7. Final plan presented to Committee for approval

Options

15. Staff have assessed that there are three reasonable and viable options for the Committee to consider. This assessment reflects the level of significance (see paragraph 21). The options are:
 - **Option 1 (Recommended option): Prepare a draft plan seeking public feedback over the required two-month period**
 This option involves:
 - Committee approval to review Management Plan;
 - Targeted engagement undertaken with key community stakeholders;

- Development of draft plan for approval to publicly consult for mandatory two-month period.
- **Option 2: Seek public feedback prior to the preparation of a draft plan, and publicly consult on a draft plan over the required two-month period**

This option involves:

- Committee approval to review management plan;
- Undertake optional 1 month public consultation along with targeted engagement with key community stakeholders;
- Development of draft plan for approval to publicly consult for mandatory two-month period.
- **Option 3: Don't review the Management Plan (status quo).**

This option involves:

- The Committee not providing approval to review management plan.

16. Staff recommend Option 1 for the following reasons:

- A review of the Management Plan is required to include 23 reserves, along with an update and simplification of its content.
- A single two-month period of public consultation is considered the most efficient and effective method for capturing the community's views on the management of Neighbourhood and Amenity reserves.

Financial Considerations

17. The proposed review will be undertaken by staff within existing operational budgets. The approximate cost of undertaking the review is:

- | | |
|---|-------------|
| ● Option 1 (Recommended Option): | \$10,000.00 |
| ● Option 2: | \$13,000.00 |
| ● Option 3: | Nil |

Legal and Policy Considerations

18. Staff confirm that all the options comply with the Council's legal and policy requirements.

Cultural Considerations

19. Staff will consult with Waikato-Tainui and Te Haa o te whenua o Kirikiriroa on the preparation of a draft management plan.

Risks

20. There are no known risks associated with the decisions required for this matter.

Significance & Engagement Policy

Significance

21. Staff have considered the key considerations under the Significance and Engagement Policy and have assessed that the recommendation(s) in this report has/have a low level of significance.

Engagement

22. There is a statutory requirement to consult as per legislation outlined below.
 - Public consultation prior to the preparation of a draft is optional depending on the context, in accordance with the processes outlined in section 41(5A) the Act, however this does not preclude engagement with key stakeholders during preparation of a draft plan.
 - Consultation will involve a suite of communication tools including use of social media, friendly website URL, and direct engagement with stakeholders.

Attachments

There are no attachments for this report.