

Meeting	Mangawhai Community Park Governance Committee (Extraordinary)
Date	Monday 02 September 2019
Time	1.00 pm
Venue	Kaipara District Council office in Mangawhai – 6 Molesworth Drive, Mangawhai

Open Agenda

Membership

Chair: Councillor Anna Curnow
Members: Maurice Langdon
Deputy Mayor Peter Wethey
Jim Wintle

Lisa Hong, Governance Advisor
lhong@kaipara.govt.nz

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Extraordinary meeting of the
Mangawhai Community Park Governance Committee
Monday 02 September 2019

1 Opening

Pursuant to Clause 22(2), Schedule 7 of the Local Government Act 2002, the Mayor has called an Extraordinary meeting of the Mangawhai Community Park Governance Committee.

1.1 Karakia

1.2 Present

1.3 Apologies

1.4 Confirmation of agenda

The Committee to confirm the Agenda.

1.5 Conflict of interest declaration

Elected members are reminded of the need to be vigilant to stand aside from decision-making when a conflict arises between their role as Councillors and any private or other external interest they might have. It is also considered best practice for those members to the Executive Team attending the meeting to also signal any conflicts that they may have with an item before Council.

2 Public input

3 **Minutes**

3.1 **Confirmation of Open Mangawhai Community Park Governance Committee minutes 15 July 2019**

Governance Advisor **1611.06**

Recommended

That the unconfirmed Open minutes of the Mangawhai Community Park Governance Committee meeting held 15 July 2019 be confirmed as a true and correct record.

Meeting	Mangawhai Community Park Governance Committee
Date	Monday 15 July 2019
Time	Meeting started at 10.00am Meeting closed at 11.51am
Venue	Old Church Building, Mangawhai Community Park – Molesworth Drive Mangawhai
Status	Unconfirmed

Open Minutes

Membership

Chair: Councillor Anna Curnow

Members: Messrs Maurice Langdon and Jim Wintle, Deputy Mayor Peter Wethey

Lisa Hong
Governance Advisor
lhong@kaipra.govt.nz

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Minutes of the Mangawhai Community Park Governance Committee

Monday 15 July 2019, Mangawhai

1 Opening

1.1 Present

Councillor Anna Curnow (Chair), Maurice Langdon, Mayor Jason Smith, Deputy Mayor Peter Wethey and Jim Wintle

In Attendance

Name	Designation	Item(s)
Jim Sephton	General Manager Infrastructure	All
Hamish Watson	Parks and Recreation Manager	All
John Burt	Property and Commercial Advisor	1—3.1
Lisa Hong	Governance Advisor	All (Minute-taker)

1.2 Apologies

Nil.

1.3 Confirmation of Agenda

The Committee confirmed the agenda for meeting held 15 July 2019.

1.4 Conflict of Interest Declaration

Name	Interest
Jim Wintle	Member of the Mangawhai Historic Village Trust

1.5 Deputations and Presentations

Nil.

2 Confirmation of Minutes

2.1 Mangawhai Community Park Governance Committee minutes 15 April 2019

General Manager Governance, Strategy and Democracy **1611.05**

[Secretarial Note: The Chair requested that the Public Excluded minutes be confirmed in Public Excluded session at the end of the meeting (item 5.1).]

Moved Wethey/Wintle

That the Open minutes of the meeting of Mangawhai Community Park Governance Committee held 15 April 2019 be confirmed as a true and correct record.

Carried

3 Decision

3.1 Mangawhai Museum Surrender of Lease

Parks and Recreation Manager 4702.13.06

Moved Wethey/Smith

That the Mangawhai Community Park Governance Committee:

- a) *Approves Option 3 – agrees to put the partial surrender of leased land on hold until an urban landscape design report is completed and work through the conditions with the Museum as part of this process.*
- b) *Requests Staff to proceed with implementing these requirements.*

Carried

3.2 Mangawhai Community Park Urban Landscape Design Plan

Parks and Recreation Manager 4702.13.06

Moved Curnow/Wethey

That the Mangawhai Community Park Governance Committee:

- a) *Requests staff to write a scope of works with cost estimates to create an urban landscape design plan for the Mangawhai Community Park Lot 3 DP 108638 Mangawhai, to be reported back to the Committee for review and approval.*

Carried

4 Information

4.1 Mangawhai Community Park Master Plan Operations Update - April 2019 to June 2019

Parks and Recreation Manager 4702.13.06/OR

[Secretarial Note: Parks and Recreation Manager tabled the Draft Hydrology Report (Stantec Limited, 2019).]

Moved Wethey/Langdon

That the Mangawhai Community Park Governance Committee:

- a) *Notes the Parks and Recreation Manager's operations report update on the Mangawhai Community Park Master Plan from April 2019 to June 2019.*
- b) *Notes the Draft Hydrology Report, tabled at the Committee's meeting on 15 July 2019, and requests staff to consult with Stantec prior to discussing implications on current proposed developments.*

Carried

5 Public Excluded Mangawhai Community Park Governance Committee minute items 15 July 2019

The meeting went into Public Excluded session at 11.48am.

Moved Curnow/Wethey

That the public be excluded from the following part of the proceedings of this meeting namely:

- Confirmation of Public Excluded Mangawhai Community Park Governance Committee minutes 15 April 2019.

The general subject matter of each matter to be considered while the public is excluded, the reasons for passing this resolution in relation to each matter and the specific grounds under s48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

General subject of each matter to be considered:	Reason for passing this Resolution	Ground(s) under Section 48(1) for the passing this resolution:
Confirmation of Public Excluded Mangawhai Community Park Governance Committee minutes 15 April 2019	S7(2)(i) to enable any local authority holding the information to carry on without prejudice or disadvantage negotiations (including commercial and industrial negotiations)	S48(1) (a) That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist.

Carried

Closure

The meeting returned to open session at 11.50am.

The meeting closed at 11.51am.

Confirmed

Chair

Kaipara District Council

Dargaville

ⁱ Draft Hydrology Report (Stantec Limited, 2019)

4 **Decision**

Mangawhai Community Park Urban Landscape Design Scope of Works

Meeting: Mangawhai Community Park Governance Committee
Date of meeting: 2 September 2019
Reporting officer: Hamish Watson, Parks and Recreation Manager

Purpose/Ngā whāinga

To provide information to the Mangawhai Community Park Governance Committee (the Committee) so they can make an informed decision on approving an Urban Landscape Design Framework (ULDF) for the Mangawhai Community Park (MCP).

Executive summary/Whakarāpopototanga

Staff have been asked to provide a scope of works and estimated budget costs to the Committee so a decision can be made if they proceed with an urban landscape design plan for the MCP.

Recommendation/Ngā tūtohunga

That the Mangawhai Community Park Governance Committee:

- a) Approves the Scope of works and budget estimate as per attachments B and C
- b) Requests Staff to engage a suitably qualified urban landscape design planner to provide a urban landscape design plan for Mangawhai Community Park.

Context/Horopaki

A Master Plan for the MCP was developed and approved by Council in 2014, since then both Mangawhai and the MCP have experienced rapid growth. The MCP does not provide a level of detail which directs future investment in a way which protects the natural environment or deals with the competing requirements of users in the park. This is having an impact on the connectivity, infrastructure and look and feel of MCP that needs to be addressed.

A report was presented to the Committee on 15 July 2019 to approve an Urban Landscape Design Plan (**Attachment A**), the recommendation out of that was: *“Requests staff to write a scope of works with cost estimates to create an urban landscape design plan for the Mangawhai Community Park Lot 3 DP 108638 Mangawhai, to be reported back to the Committee for review and approval.”*

Discussion/Ngā kōrerorero

Staff have worked with Stellar Projects who have experience in this area, to develop a Scope of Works (**Attachment B**) and a budget estimate to complete the works.

The scope of works will look at Hydrological (making best use of the emerging Mangawhai Catchment Plan), Environmental and Social aspects that are impacting on the Park and its future capabilities. It will provide for the creation of an initial UDLF at an appropriate level of detail which can then be progressively developed as required.

When completed, the UDLF should be taken to Council for adoption so that it can be used as a formal tool to guide the forward works plan and any future developments.

The Committee will be engaged throughout the development of the UDLF as will the community and friends of the Park.

Once the scope of works is confirmed, it will be procured through the Kaipara District Council Procurement Process. This is expected to be either sole select or closed contest depending on the value of works.

Options

Option 1: Approve the Scope of works and budget estimate as per attachments B and C.
This is the recommended option

Option 2: Not approve the scope of works and budget estimate as per attachments B and C.

Option 3: Request staff to refine the Scope of Works to include specific feedback.

Policy and planning implications

If approved an ULDF will help guide the Committee and Council in making decisions for planning and any potential future developments.

Financial implications

All costs associated will need to be funded from the allocated budget.

Risks and mitigations

The ULDF will establish a clear framework which clarifies how land will be used in the MCP. There is a risk that some parties will not be happy with the outcome. This will be mitigated through meaningful engagement.

The UDLF may indicate a change in approach which requires a change to the forwards work programme. This will be mitigated through budgeting and changes to the LTP if required.

Significance and engagement/Hirahira me ngā whakapāpā

The decisions or matters of this report do not trigger the significance criteria outlined in Council's Significance and Engagement Policy, and the public will be informed via agenda on the website.

Next steps/E whaiake nei

Implement agreed actions from the Committee.

Attachments/Ngā tapiritanga

	Title
A	Urban Landscape design report
B	Scope of Works
C	Budget estimate

Hamish Watson 16 August 2019

Mangawhai Community Park Urban Landscape Design Plan

Meeting: Mangawhai Community Park Governance Committee
Date of meeting: 15 July 2019
Reporting officer: Hamish Watson, Parks and Recreation Manager

Purpose/Ngā whāinga

To seek approval from the Mangawhai Community Park Governance Committee (the Committee) for an urban landscape design for the Mangawhai Community Park (MCP).

Executive summary/Whakarāpopototanga

Due to the rapid growth within Mangawhai and the MCP there is a risk that the area of the MCP becomes ineffective in connectivity and the look and feel of MCP will be lost. It is proposed that an Urban Landscape Design Plan (ULDP) be developed to mitigate this risk.

Recommendation/Ngā tūtohunga

That the Mangawhai Community Park Governance Committee:

- a) Approves. Option 1. Staff to write a scope of works to create a urban landscape design for the Mangawhai Community Park Lot 3 DP 108638 Mangawhai in conjunction with agreed parties to form the basis for an agreement and engage a suitably qualified architect.
- b) Requests Staff to write a scope of works and engage a suitably qualified architect and seek costings to come back to the Mangawhai Community Park Governance Committee.

Context/Horopaki

A Master Plan for MCP was developed and approved by Council in 2014, since then both Mangawhai and MCP have experienced rapid growth, this is having an impact on the appearance and Infrastructure within MCP and needs to be addressed.

Discussion/Ngā kōrerorero

The Master Plan was intended to maintain a common look and feel to the MCP whilst recognising that there would be different groups developing and using the park.

Use of the MCP has increased significantly since the Master Plan was developed and there is a risk of it becoming disjointed and not having a feeling of being one combined park. There are also concerns around parking availability and safe access throughout the Park.

An update of the ULDP would allow the risks to be considered and potential solutions identified. These solutions would come back to the Committee prior to being confirmed and funded.

The feeling is the ULDP will be an addendum to the current Master Plan and will be the basis for any future developments and give guidelines to any groups wanting to develop within MCP.

Staff believe this will cost approximately \$20,000 but a scope of works will need to be developed to confirm costs. This will need to come back to the Committee for approval.

Options

- 1 Approves staff to write a scope of works in conjunction with agreed parties and engage a suitably qualified Architect to provide an urban landscape design plan for the frontage of MCP.
- 2 Does not approve recommendations.

Policy and planning implications

This is in alignment with the Master P

Financial implications

All costs associated will need to be funded from the allocated budget.

Risks and mitigations

That the urban landscape design plan highlights a lot of work is required to make MCP a more usable space, staff will need to budget accordingly and look at other funding options to accommodate this if required.

Significance and engagement/Hirahira me ngā whakapāpā

The decisions or matters of this report do not trigger the significance criteria outlined in Council's Significance and Engagement Policy, and the public will be informed via agenda on the website.

Next steps/E whaiake nei

Implement changes as agreed.

Hamish Watson 27 June 2019

Professional Services Scope

Mangawhai Community Park Comprehensive Development Plan

This professional service fee proposal covers the preparation of a comprehensive development plan for **Mangawhai Community Park**. The purpose of the development plan is to provide concept level designs for each of the development nodes that has been identified within the reserve. This will ensure that the development of the reserve is comprehensive and cohesive and provides a sense of place unique to Mangawhai. The development plans can be used to budget and plan the reserve development over the coming years. The development nodes that have been identified within the reserve include:

- Mangawhai Active Zone
- Museum and Pioneer Village
- Merz Huts
- Golf Club, Bowling Club and Information Centre
- Emergency Services Centre
- Wastecare Site
- Walking / Cycling Track Network including interface/interaction with Sandstone Gully, Wetlands and Pohutukawa

The development plan will be thorough and deliver an optimal design that provides the best whole-of-life solution, is readily constructible, sympathetic to mana whenua, the Local Board, the Governing Body, community, stakeholders and the environment and is safe to build, operate, maintain and decommission.

In summary, the scope of service includes:

- Site investigations and survey for each zone
- Concept design for each zone
- Stakeholder consultation
- Monthly progress reporting
- Risks and issues management

Project Description

Project history

Expected benefits

Design standards

The Consultant shall take account of all relevant plans and reports, relevant and current legislation and engineering standards including but not limited to the following:

- Mangawhai Community Park Master Plan – Mangawhai Community Park Steering Group - November 2014
- Mangawhai Community Park Ecological Survey – Dr Gordon Hosking – November 2012
- Mangawhai Community Park Wetlands Hydrology Assessment - Stantec – 2019
- Kaipara District Plan Operative 2013
- Kaipara District Council Reserves and Open Space Strategy
- Mangawhai Structure Plan

- Kaipara District Council Code of Practice?
 - o Chapter 01: General Requirements, Ch04 Stormwater
 - o Chapter 02: Earthworks & Geotechnical
 - o Chapter 03: Transport
 - o Chapter 05: Water
 - o Chapter 06: Wastewater
 - o Chapter 07: Green Infrastructure and Landscaping.
- Resource Management Act 1991
- National Code of Practice for Utility Operators' Access to Transport Corridors September 2015
 - Relevant AS / NZS Standards
 - Relevant NZTA standards and specifications
 - Relevant utility services provider standards and requirements
 - New Zealand Coastal Policy Statement 2010
 - National guidance documents:
 - o Guidance for local government on preparing for climate change. Ministry for the Environment, (soon to be published)
 - o Coastal Hazards and Climate Change: Guidance for local government. Ministry for the Environment, December 2017. Publication reference number: ME 1341
 - o Climate Change Effects and Impacts Assessment: A guidance manual for local government in New Zealand. Ministry for the Environment 2008. Publication reference number: ME 870
 - o Preparing for Coastal Change: A summary of coastal hazards and climate change for local government. Ministry for the Environment December 2017. Publication reference number: ME 1355
 - o Climate change projections for NZ, June 2016: MFE1247.
- National Environmental Standard (NES) for Assessing and Managing Contaminants in Soil to Protect Human Health
- Health and Safety at Work Act 2015
- Health and Safety at Work (General Risk and Workplace Management) Regulations 2016
- Health and Safety in Employment (Mining Operations and Quarrying Operations) Regulations 2013
- Building Act 2004
- Public Works Act 1981
- Land Transport Management Act 2003
- Local Government Act 2002
- Local Government Act 1974 (Note that a number of sections in this old Act relating to stormwater drainage are still in effect) The Consultant shall ensure that they reference the latest versions of all documents, standards, specifications and legislation. Any deviations to the above standards or legislative requirements shall be brought to the Client's attention and documented in the design reports and drawings.

Safety in design requirements

The principles of safety in design, safety in construction and safety in ongoing operation and maintenance are paramount.

- The Designer and Reviewer should be identified in all reporting and deliverable

documentation

- A document is prepared before any design activity commences, detailing hazards and risks associated with the asset over its life and updated with those identified during the design process. This may take the form of a safety in design risk register and any relevant reports. Risks will include those at further design and investigation stages, construction, end use, during operational and maintenance activities, and during decommissioning or demolition of the asset or product. This is to be prepared separately to Council standard Risks and Issues Register.
- Option consideration and design decision making must include Kaipara District Council as a PCBU, generally by involving the Client Representative, the asset owner/operator and any other relevant stakeholders agreed with the Client Representative
- The Consultant shall also consider cases where design criteria are exceeded and potential consequences
- Design reports shall demonstrate how the whole-of-life asset risk elements have been considered and incorporated into the design, and a safety in design risk register or similar should identify all elimination or minimisation treatments plus any improvement opportunities
- Any risks or residual risks to worker or public safety that cannot be “designed out” shall be identified in reporting, logged in the project risks and issues register and incorporated into the NZS 3910 contract documents for the Contractor’s information and ongoing management and/or in handover documentation to the asset owner as appropriate.

Pre-commencement liaison with Kaipara District Council staff

Stellar Projects will liaise with Kaipara District Council staff and determine the roles and responsibilities of the project team prior to the commencement of the investigation and design efforts. This meeting is to include, but not be limited to, establishing an overall plan of action, an understanding of the project requirements, the scope of the works to be undertaken, together with any prioritising and forward planning of the work

Work Programme

Monthly reporting

Risks and Issues management

Stellar Projects will identify risks to the successful design, construction and operation of the project, plus any risks identified for the decommissioning or demolition of the asset which are influenced by the design. We will develop and maintain a Risks and Issues Register to record and track how these risks and issues will be mitigated and managed throughout the life of the project including how residual risks are transitioned through the design, construction and operational phases of the project.

Risks may include, but are not limited to, the following:

- Existing underground and overhead services
- Works on, or adjacent to, a water body
- Works in, or proximate, to a coastal or stream environment with high ecological significance
- Significant trees
- Works in, or proximate, to reserve areas containing kauri die back disease
- Geotechnical constraints

- All other settlement effects due to groundwater diversions / dewatering
- All other settlement effects including those from vibration and as a result of soil volume loss in tunnelling operations
- Construction methodology and constructability
- Access constraints
- Contaminated land – see the National Environmental Standard (NES) for Assessing and Managing Contaminants in Soil to Protect Human Health
- Cost of reinstatement in built-up areas
- Works proximate to structures or areas of historical and/or cultural significance
- Works proximate to schools or other areas of high public use or amenity, particularly considering the vulnerability of young and elderly
- Legal constraints
- High political, public or media interest
- Stakeholder interest both internal and external
- Resource consents
- Building consents
- Property owner and occupier right-of-entry approvals
- Availability of suitable resources to undertake safe and cost effective construction, maintenance and operation, and demolition.

Stellar Projects will review and update the Risks and Issues Register on a regular basis and report any new or significant risks and issues as part of the monthly reporting requirements. This Risks and Issues Register shall be appended to the Monthly Report. Under the 2015 H&S at Work Act, the Consultant may choose to report all risks associated with the safety in design process separately from other project risks.

Stakeholder consultation

In conjunction with Kaipara DC, Stellar Projects will prepare and maintain a Stakeholder Communication Plan. The level of detail of the Stakeholder Communication Plan, roles and responsibilities and the nature of consultation required should be tailored to suit the nature, scale and risk of the project. Where appropriate, the Stakeholder Communications Plan should follow the International Association for Public Participation (IAP2) format and should, as a minimum, include the following:

- A list of all internal and external stakeholders including but not limited to:

Local Boards
Community interest groups
Iwi
Affected property owners and tenants
Affected business owners
Other utility providers

- The reasons for consultation e.g. statutory requirement, safety in design, for information only or written approval required
- The type of consultation required e.g. Inform, Consult, Involve, Collaborate or Empower
- Who will carry out the consultation?
- When or at what stages is consultation required?

The Client will be responsible for Council Parks and Local Board consultation unless otherwise specified or agreed in the Stakeholder Communications Plan. All consultation and stakeholder management for which the Consultant is responsible shall be undertaken by a person suitably qualified and experienced to do so. The responsible person should have a good understanding of the difference between affected party requirements under the Resource Management Act 1991 and right-of-entry approvals under the Local Government Act 2002 and the Public Works Act 1981.

All formal notifications and correspondence shall use the approved Council templates and must be signed by the Client. All interactions with stakeholders shall be recorded and updated in the Stakeholder Communications Plan. Where feedback from any stakeholder poses a risk to the project, this must be reported immediately to the Client.

Planning assessment and identification of consents

The Consultant or nominated Planner is to prepare a planning assessment, under the Kaipara District Plan Operative 2013, of the site against the proposed works. This planning assessment is to consider the proposed works and outline the permitted, restricted, or non-compliant activities. Activity considerations should include, but not limited to, parks infrastructure, tree drip-lines, tree removal, stormwater, water quality, recreational trails, and impervious surface area. Additionally, the Consultant or nominated Planner is to prepare an outline of the required specialist reports, consents and approvals required and give a summary of the steps required to acquire approval.

Investigations

Survey

Geotech

Preparation of Development / Concept Plans

Draft Concept Plan with Cost Estimate

Stellar Projects will evaluate the results and recommendations received during the investigation and initial consultation phase and produce draft concept designs for each development node. The plan or plans will offer design direction for the following aspects of the reserve development:

- Access into, and movement through, the reserve for pedestrians, cycles and vehicles. Providing pedestrian linkages to the neighbouring community
- Various types of path, hierarchy of paths – Materials
- Park interface with Molesworth Drive and Thelma Road – Street frontage
- Existing facility enhancement and connectivity
- Proposed future activities / facilities
- Signage - directional and interpretive for street frontage, activity zones, reserve features, paths and tracks
- Car parking for activity zones
- Drainage

- Existing vegetation management / enhancement and new planting
- Furniture and fixtures
- Identify any required structures, extent of retaining walls, boardwalk or other structures, approximate grade on slopes, contouring, limits of disturbance, preliminary cut and fill extents, and any other necessary details to convey the extent of the proposed works.

The draft concept will be a clear and rendered graphic plan with a scaled arrangement of the design programme components, including but not limited to:

Pathways

Track / path design

Accessible paths

Connectivity

Safety

Vehicle Access Roads

Safe

Slow

Attractive/ low impact

Bike Tracks

Directional and Interpretive Signage

The concept plan should consider wayfinding signage that promotes this walking and cycling connection. The size, font, and general graphics should be in accordance with Kaipara District Councils signage design standards. The concept plan should consider the optimum locations for the signs.

Landscaping

Proposed landscape plant materials should consider native indigenous species that protect against erosion and promote natural habitat. Plant selections should be low maintenance, requiring little support for establishment and upkeep. Where grass is to be installed, gradient and any edges should consider the requirements of the maintenance crew in mowing.

Sustainability Principles

The lead designer is to incorporate sustainability principles to the extent possible at this preliminary phase, such as:

- Reducing waste and reusing materials
 - Embrace new technologies and alternative products
 - The use of permeable hard surfaces
- Water sensitive design
- Building assets that are resilient to climate change
 - Low carbon, or carbon neutral opportunities

Designing of Safe Environments (CPTED)

All designs should take into account the principles of Crime Prevention Through Environmental Design (CPTED), to create places that are safe for users and deter property damage. The principles of CPTED seek to reduce crime through creating a physical environment that makes it more difficult to commit crime. Including principles such as natural surveillance, access control, territorial control and maintenance.

Disability Awareness

The concept design should strengthen and develop access to the reserve for people with disabilities by creating a “barrier free” physical environment which will be achieved by planning or implementing accessible paths and facilities wherever possible.

Safety in design

Health and safety of the park users, management and maintenance personnel should be considered at the Concept Stage, the Design shall demonstrate:

- The option selection process has considered the risks to health and safety (multi-criteria decision analysis) through the life and use of the asset, including identifying where any additional health and safety risks might be introduced by the new or altered asset.
- Those internal stakeholders have been involved in the identification and selection process. A Multi-Criteria Decision Analysis is required to demonstrate considerations involved in option selection, which should include an option-by-option assessment of safety implications through construction, operation and maintenance, and decommissioning or demolition.

A Safety in Design Risk Assessment Register is required to identify current risk exposure in construction operation, maintenance and decommissioning, plus the proposed risk treatment or improvement opportunity for the preferred option.

Client Review

Once the draft concept has been prepared it will be reviewed with the Client and any applicable personnel, such as maintenance staff and the asset management team in a joint meeting. We will provide any applicable graphics, quotes, or product specifications, as required. The review is intended to re-establish outcomes and costs and select the viable design options to be presented to the local board and governance group for direction.

Final Concept Plan with Cost Estimate

Once consultation is complete, we can advance to the final concept. This will be provided to the Client with a high-level cost estimate reflective of the expected design, consenting and physical works, including but not limited to any demolition, earthworks, roads, pathway construction, signage, structures and proposed landscaping materials.

The high-level cost estimates for each node can be used by Kaipara DC for forward planning and budgeting.

Consultation

Consultation - Stakeholder Communication Plan

In conjunction with the Client, the Consultant shall prepare and maintain a Stakeholder Communication Plan. The level of detail of the Stakeholder Communication Plan, roles and responsibilities and the nature of consultation required should be tailored to suit the nature, scale and risk of the project. Where appropriate, the Stakeholder Communications Plan should follow the International Association for Public Participation (IAP2) format and should, as a minimum, include the following:

- The type of consultation required e.g. Inform, Consult, Involve, Collaborate or Empower, and the suggested technique for conducting engagement
 - o The reasons for consultation e.g. statutory requirement, safety in design, for information only or written approval required
 - o Describe appropriate process as participatory workshops, focus groups, presentations, or interviews
 - o Identify roles and responsibilities; Who will carry out the consultation?
 - o When or at what stages is consultation required?
- A list of all internal and external stakeholders including but not limited to:
 - o Council Stormwater Operations
 - o Council Stormwater Planning
 - o Council Community Facilities Department
 - o Waste care
 - o Auckland Transport
 - o The NZ Transport Agency
 - o Affected property owners and tenants
 - o Business owners
 - o Community interest groups
 - o Other utility providers

Kaipara District Council will be responsible for co-ordinating Community Facilities and Local Board consultation meetings unless otherwise specified or agreed in the Stakeholder Communications Plan. The consultant will be required to attend these meetings and document the outcomes.

Consultation – Engagement with Residents and Stakeholders

Consultation – Iwi

Consultation – Local Board

Gavin Dawson

From: Claire Bodmin <claire.b@stellarprojects.co.nz>
Sent: Tuesday, 27 August 2019 11:13 AM
To: Hamish Watson
Subject: Mangawhai Community Park

Hi Hamish

I had a really helpful chat with my manager Peter Everett. We reviewed the Master Plan document and the 2015 – 25 works programme for the reserve. He noted that due to the size of the park and the extent of the facilities that KDC could end up spending quite a chunk of your capital works budget on investigation, design, consent etc, as opposed to gaining some quick wins for the community.

In regard to professional services costs, these are usually between 8 – 15% of the construction cost with the higher percentage for lower budget projects. Based on the projected budget over the next 5 - 6 years (670k) you could say the design PS will cost around 80 - 100k. My recommendation would be to complete the design component of the project over the next 2 years to provide some guidance for forward planning and budgeting but if budget is restricted, then we can break it up into small pieces.

The way we manage the PS will need to be based on Council's priorities and budget. The way forward could be to refine the Masterplan, prioritise the zones for development (1 or 2) and provide the cohesion for the entire reserve through wayfinding and interpretive signage and some design standards to roll out across the reserve as the development progresses over the years. For example design for paths and tracks, vehicle access / service lanes, entrance nodes off Molesworth Drive, materials and planting.

To provide you with a detailed scope and cost breakdown I will need to complete a site visit, to see what has been completed to date and the extent of the areas requiring design. It would be really helpful to know what areas council are most keen to develop, then we can focus our energy on those areas and provide more detail in regard to the required scope of works. Based on the 2015 – 25 works programme it looks like there is a desire for:

- a network of service lanes to be incorporated
- development / upgrade of the walkway between the bowling club and museum
- formalisation and development of carparks and entrances
- installation of some public toilets?
- Signage

Let me know if this is sufficient information for you to proceed with your report and please call to discuss if you need to.

I would really like to get out to site to complete the scoping exercise but I might not be able to do this until next week as I have a couple of deliverables due this week.

Kind Regards

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5 **Public Excluded Mangawhai Community Park Governance Committee agenda 02 September 2019**

Recommended

That the public be excluded from the following part of the proceedings of this meeting namely:

- *Confirmation of Public Excluded Mangawhai Community Park Governance Committee minutes 15 July 2019.*

The general subject matter of each matter to be considered while the public is excluded, the reasons for passing this resolution in relation to each matter and the specific grounds under s48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

General subject of each matter to be considered:	Reason for passing this Resolution	Ground(s) under Section 48(1) for the passing this resolution:
Confirmation of Public Excluded Mangawhai Community Park Governance Committee minutes 15 July 2019	Part 1, Section 7(2)(i) to enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	S48(1) (a) That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist.

6 Open Mangawhai Community Park Governance Committee agenda 02 September 2019

Closure

Kaipara District Council
Dargaville