

ORDINARY MEETING

OF

CITY STRATEGY COMMITTEE

AGENDA

Time: 9:30am
Date: Thursday, 7 February 2019
Venue: Committee Room 1
Ground Floor, Council Offices
101 Wakefield Street
Wellington

MEMBERSHIP

Mayor Lester
Councillor Calvert
Councillor Calvi-Freeman
Councillor Dawson
Councillor Day
Councillor Fitzsimons
Councillor Foster
Councillor Free
Councillor Gilbert
Councillor Lee
Councillor Marsh
Councillor Pannett (Chair)
Councillor Sparrow
Councillor Woolf
Councillor Young

NON-VOTING MEMBERS

Te Rūnanga o Toa Rangatira Incorporated
Port Nicholson Block Settlement Trust

Have your say!

You can make a short presentation to the Councillors at this meeting. Please let us know by noon the working day before the meeting. You can do this either by phoning 04-803-8334, emailing public.participation@wcc.govt.nz or writing to Democracy Services, Wellington City Council, PO Box 2199, Wellington, giving your name, phone number, and the issue you would like to talk about.

AREA OF FOCUS

The role of the City Strategy Committee is to set the broad vision and direction of the city, determine specific outcomes that need to be met to deliver on that vision, and set in place the strategies and policies, bylaws and regulations, and work programmes to achieve those goals.

In determining and shaping the strategies, policies, regulations, and work programme of the Council, the Committee takes a holistic approach to ensure there is strong alignment between the objectives and work programmes of the seven strategic areas of Council, including:

- **Environment and Infrastructure** – delivering quality infrastructure to support healthy and sustainable living, protecting biodiversity and transitioning to a low carbon city
- **Economic Development** – promoting the city, attracting talent, keeping the city lively and raising the city's overall prosperity
- **Cultural Wellbeing** – enabling the city's creative communities to thrive, and supporting the city's galleries and museums to entertain and educate residents and visitors
- **Social and Recreation** – providing facilities and recreation opportunities to all to support quality living and healthy lifestyles
- **Urban Development** – making the city an attractive place to live, work and play, protecting its heritage and accommodating for growth
- **Transport** – ensuring people and goods move efficiently to and through the city
- **Governance and Finance** – building trust and confidence in decision-making by keeping residents informed, involved in decision-making, and ensuring residents receive value for money services.

The City Strategy Committee also determines what role the Council should play to achieve its objectives including: Service delivery, Funder, Regulator, Facilitator, Advocate

The City Strategy Committee works closely with the Long-term and Annual Plan Committee to achieve its objectives.

Quorum: 8 members

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1 Meeting Conduct

1.1 Mihi

The Chairperson invites a member of the City Strategy Committee to read the following mihi to open the meeting.

Taiō Pōneke[†] – City Strategy Committee

Te wero

Toitū te marae a Tāne

Toitū te marae a Tangaroa

Toitū te iwi

Taiō Pōneke – kia kakama, kia māia!

Ngāi Tātou o Pōneke, me noho ngātahi

Whāia te aratika

Our challenge

Protect and enhance the realms of the Land and the Waters, and they will sustain and strengthen the People.

City Strategy Committee, be nimble (quick, alert, active, capable) and have courage (be brave, bold, confident)!

People of Wellington, together we decide our way forward.

[†] The te reo name for the City Strategy Committee is a modern contraction from 'Tai o Pōneke' meaning 'the tides of Wellington' – uniting the many inland waterways from our lofty mountains to the shores of the great harbour of Tara and the sea of Raukawa: ki uta, ki tai (from mountain to sea). Like water, we promise to work together with relentless synergy and motion.

1.2 Apologies

The Chairperson invites notice from members of apologies, including apologies for lateness and early departure from the meeting, where leave of absence has not previously been granted.

1.3 Conflict of Interest Declarations

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

1.4 Confirmation of Minutes

The minutes of the meeting held on 13 December 2018 will be put to the City Strategy Committee for confirmation.

1.5 Items not on the Agenda

The Chairperson will give notice of items not on the agenda as follows.

Matters Requiring Urgent Attention as Determined by Resolution of the City Strategy Committee.

The Chairperson shall state to the meeting:

1. The reason why the item is not on the agenda; and
2. The reason why discussion of the item cannot be delayed until a subsequent meeting.

The item may be allowed onto the agenda by resolution of the City Strategy Committee.

Minor Matters relating to the General Business of the City Strategy Committee.

The Chairperson shall state to the meeting that the item will be discussed, but no resolution, decision, or recommendation may be made in respect of the item except to refer it to a subsequent meeting of the City Strategy Committee for further discussion.

1.6 Public Participation

A maximum of 60 minutes is set aside for public participation at the commencement of any meeting of the Council or committee that is open to the public. Under Standing Order 3.23.3 a written, oral or electronic application to address the meeting setting forth the subject, is required to be lodged with the Chief Executive by 12.00 noon of the working day prior to the meeting concerned, and subsequently approved by the Chairperson.

Requests for public participation can be sent by email to public.participation@wcc.govt.nz, by post to Democracy Services, Wellington City Council, PO Box 2199, Wellington, or by phone at 04 803 8334, giving the requester's name, phone number and the issue to be raised.

2. Operational

STORMWATER EASEMENT OVER OPEN SPACE LAND: OPEN SPACE ADJACENT TO 41 VIEW ROAD

Purpose

1. This report seeks committee approval for a stormwater easement over open space land held in a fee simple title under the Land Transfer Act 2017 adjoining 41 View Road, Houghton Bay.

Summary

2. The owners of 41 View Road are subdividing the existing property into 3 lots. The property adjoins Council owned open space land identified as Lyall Bay West (Escarpment). This open space was acquired by Council through transfer from the landowner in 1944 to be Recreation Reserve.
3. It is proposed to install two private stormwater pipes to serve the dwellings in Lot 2 and Lot 3. The stormwater pipe from Lot 2 will run to the south boundary, through Lot 3 and to the public main in the adjacent open space land. The stormwater pipe from Lot 3 will run straight to the public main in the adjacent open space land and be laid in the same trench as the pipe from Lot 2.
4. Upon completion of the work the area will be reinstated to its former condition. The stormwater pipes will be privately owned.
5. The proposed easement will be granted under Section 109 of the Land Transfer Act 2017 and will not require public notification.

Recommendation/s

That the City Strategy Committee:

1. Receives the information.
2. Agrees to grant a stormwater easement in perpetuity over open space land adjoining 41 View Road [being part of Lot 13 DP 13175 held in CRF116422] pursuant to Section 109 of the Land Transfer Act 2017.
3. Notes that any approval to grant the easements (referred to above) is conditional on all related costs being met by the applicants of the proposal.
4. Notes that any work within the easement area has been subject to the relevant bylaw, building and/or resource consent requirements.
5. Notes that the works will proceed in accordance with final Parks, Sport and Recreation agreement to all replanting mitigation plans and park management/work access plans.
6. Authorises the Chief Executive Officer to carry out all steps to effect the easement.

Background

6. The applicant is subdividing the existing property at 41 View Road into 3 lots and has applied for an easement from Council. The existing dwelling in Lot 1 currently uses a soak pit to drain storm water from the property.
7. Two private stormwater pipes to serve Lot 2 and 3 are to be connected to the existing public stormwater main in the open space land. The applicant is in the process of obtaining resource consent for the development.
8. There is no alternative stormwater connection option. Due to steep terrain and stability issues of the two new lots, it is not recommended to have soak pits for these dwellings. Therefore, it is deemed safer to connect the stormwater pipes to the existing main in the open space land.
9. Easements through open space land (that is not legally held as reserve under the Reserves Act) are granted under section 109 of the Land Transfer Act 2017.

Discussion

10. No trees or native vegetation will be removed as a result of the proposal. The area is currently covered in weed species and grass.
11. The single trench for the two pipes will be hand dug and the work will take less than four weeks to complete. Due to the remote location of the open space land, it is not likely that there will be any disturbance to open space users. There will be no new above ground infrastructure within the open space land as a result of the proposal.
12. Public notification is not required as the land is not held under the Reserves Act. The pipes will run under the ground and the stormwater infrastructure will not physically or materially alter the open space land. Public rights with respect to the open space will also not be effected.

Options

13. The Committee can either choose to approve or decline the easements.
14. Declining the easements will have an impact on the development at 41 View Road as the stormwater pipes need to be connected to the existing stormwater structure in the open space land.

Next Actions

15. All legal documentation will be completed to the satisfaction of Council. Officers will ensure that the open space land is reinstated to it's original condition at the conclusion of the works.

Attachments

- Attachment 1. 41 View Road Proposed Development Plan. [↓](#)  Page 11
Attachment 2. 41 View Road Aerial Image. [↓](#)  Page 12

| | |
|------------|---|
| Author | Julia Familton, Recreation and Parks Planner |
| Authoriser | Bec Ramsay, Manager Open Space and Recreation Planning Vikki Muxlow, Acting Manager Parks, Sport and Recreation Barbara McKerrow, Chief Operating Officer |

SUPPORTING INFORMATION

Engagement and Consultation

No public consultation is required as part of the proposal as the open space land will not be physically or materially affected in any permanent way.

Treaty of Waitangi considerations

None.

Financial implications

There are none as the applicant will pay all costs associated with the easement.

Policy and legislative implications

The proposal is broadly consistent with the Council's requirements for a robust stormwater network under the Long Term Plan.

Risks / legal

Council lawyers will prepare the easement document.

Climate Change impact and considerations

None.

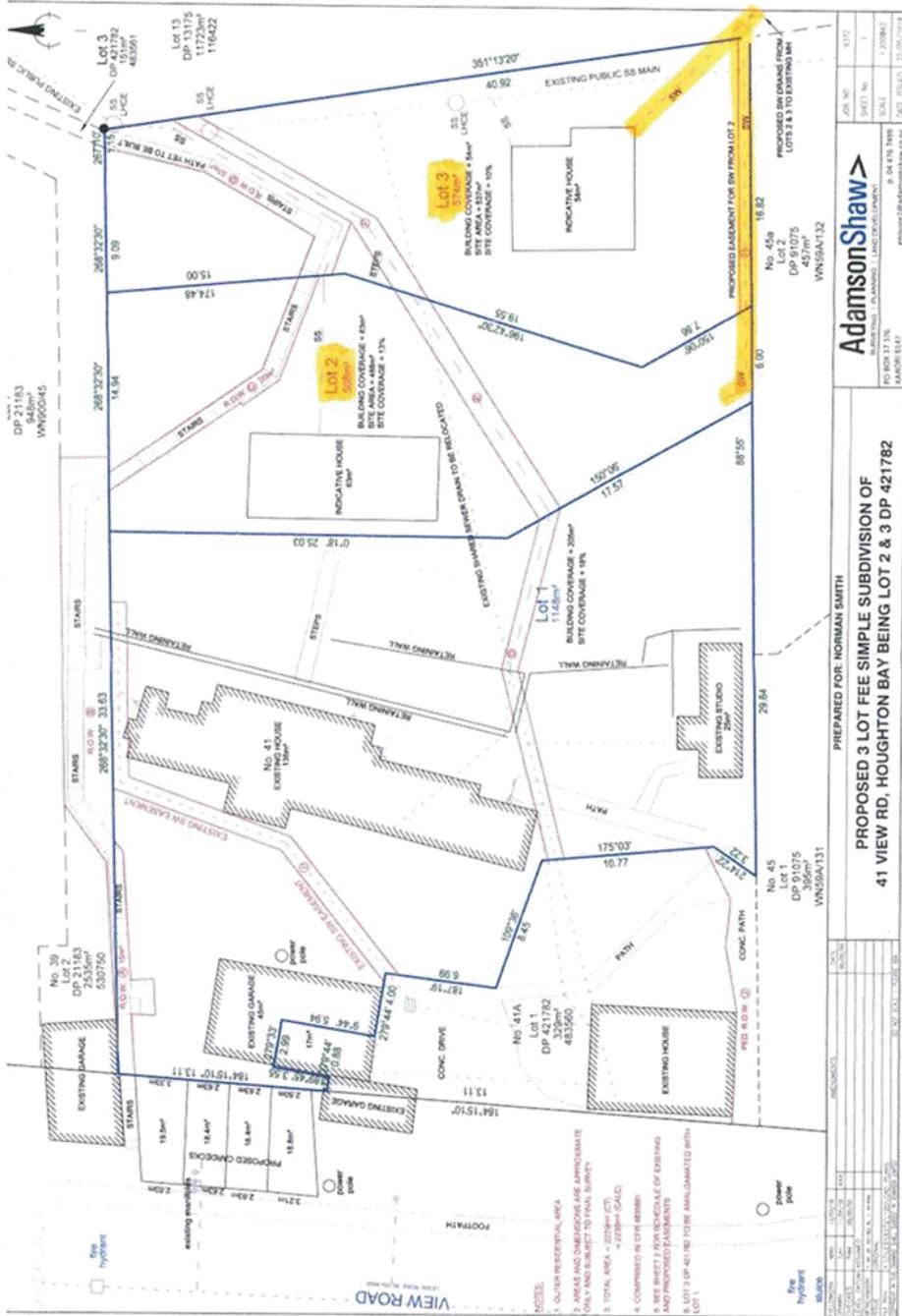
Communications Plan

No public consultation is required.

Health and Safety Impact considered

This will be the responsibility of the applicant and will be part of the temporary access permit that will be issued by the WCC Parks, Sport and Recreation Rangers.

Proposed development plan for 41 View Road



41 View Road aerial



STORMWATER EASEMENT AND WASTEWATER EASEMENT: RESERVE ACCESSWAY ADJACENT TO 90 PERCY DYETT DRIVE.

Purpose

1. This report seeks to obtain Committee approval for a stormwater easement and wastewater easement through land held under the Reserves Act 1977 at the reserve access way adjoining 90 Percy Dyett Drive, Karori.

Summary

2. The owners of 90 Percy Dyett Drive are subdividing the property into eight lots. The property is adjacent to a local purpose reserve access way.
3. It is proposed to install new private stormwater and wastewater pipes to serve the proposed lots and connect them to public mains.
4. New private wastewater pipes for proposed Lots 1 - 8 will connect to a shared pipe that will be laid down the proposed driveway at 90 Percy Dyett Drive. This pipe will then cross through the reserve access way and connect to the existing main in 113-113a Percy Dyett Drive.
5. New private stormwater pipes from Lots 1 – 8 will connect to a shared pipe that will be laid down the proposed driveway and into an onsite stormwater detention structure. This pipe will then run across the reserve access way and connect to the existing main in 113-113a Percy Dyett Drive.
6. Upon completion of the proposed work the reserve area will be reinstated to its former condition. The pipes will be privately owned.
7. The proposed easements will be granted under section 48 of the Reserves Act 1977 (the Act) and will not require public notification. Public notice will be required for any short term temporary closure of the track to allow for the work to be completed.

Recommendation/s

That the City Strategy Committee:

1. Receives the information.
2. Agrees to grant a stormwater easement and wastewater easement in perpetuity over a reserve access way adjoining 90 Percy Dyett Drive [being part of Lot 204 DP 49090] pursuant to section 48 of the Reserves Act 1977.
3. Notes that any approval to grant the easements (referred to above) is conditional on:
 - a. All related costs being met by the applicants of the proposal.
4. Notes that the work within the easement area has been subject to the relevant bylaw, building and/or resource consent requirements.
5. Notes that works will proceed in accordance with final Parks, Sport and Recreation agreement to all replanting mitigation plans and park management/work access plans.
6. Authorises the Chief Executive Easement Officer to carry out all steps to effect the easement.

Background

8. The applicant is subdividing the existing property at 90 Percy Dyett Drive into eight lots and has applied for easements from Council. Wellington City Council records indicate that the existing stormwater and wastewater connections from the current dwelling at the site already cross the reserve access way. These are to be removed and replaced by the new pipes.
9. Private stormwater and wastewater pipes through the reserve access way are to be upgraded and connected to the existing mains in 113-113A Percy Dyett Drive. The applicant is in the process of obtaining resource consent for the development.

Discussion

10. The reserve access way land is approximately three metres wide and contains a narrow, informal track that connects to Karori Park. There are some large trees along the access way and grass cover.
11. A number of wastewater and stormwater route alternatives have been considered. The first alternative was for the pipes to run down the driveway to the Percy Dyett Drive cul-de-sac and then to the existing network within the driveways of 91-107 Percy Dyett Drive. The option has not progressed due to the number of neighbour approvals becoming problematic. This would have also required a longer pipe and greater disruption to surrounding properties.
12. The second alternative was to have the stormwater and wastewater pipes run partially down the driveway and then to the existing network in the front yard of 109 Percy Dyett Drive. Consultation for this alternative was undertaken with Council and concerns were raised about the damage this option could have to the existing Conifer trees within the reserve access way.
13. Officers have worked with the applicant to ensure the route through the reserve access way avoids trees that are located on the boundary. No vegetation will be removed and grass will be reinstated to its former condition.
14. The work will take less than four weeks to complete. There will be no new above ground infrastructure within the reserve access way.
15. Public notification is not required under the Act as all pipes run under the ground and the infrastructure will not physically or materially alter the reserve access in any permanent way. Public rights will also not be effected as a result of the work other than for a short period during construction. Notices will be put up at the site and in Karori Park to ensure members of the public have plenty of notice of any temporary track closure.

Options

16. Declining the easements will have an impact on the development of 90 Percy Dyett Drive as the pipes need to be placed through the reserve access way to be connected to the existing stormwater and wastewater structures in the adjacent property.

Next Actions

17. If the proposed easements are accepted, a survey will be undertaken and construction will begin as soon as possible.
18. All legal documentation will be completed to the satisfaction of Council. Officers will ensure that the reserve access way is reinstated to its original condition at the conclusion of the works.

Attachments

- Attachment 1. 90 Percy Dyett Drive Proposed Development Plan. [↓](#)  Page 17
- Attachment 2. Reserve Accessway Image. [↓](#)  Page 18
- Attachment 3. 90 Percy Dyett Drive Aerial. [↓](#)  Page 19

| | |
|------------|---|
| Author | Julia Familton, Recreation and Parks Planner |
| Authoriser | Bec Ramsay, Manager Open Space and Recreation Planning Vikki Muxlow, Acting Manager Parks, Sport and Recreation Barbara McKerrow, Chief Operating Officer |

SUPPORTING INFORMATION

Engagement and Consultation

No public consultation will be required as part of the proposal as the reserve access way will not be physically or materially affected.

Treaty of Waitangi considerations

None.

Financial implications

There are none as the applicants of both proposals will pay all costs associated with the easement.

Policy and legislative implications

The proposal is broadly consistent with the Council's requirements for a robust stormwater and wastewater network under the Long Term Plan.

Risks / legal

Council lawyers will prepare the easement document.

Climate Change impact and considerations

None.

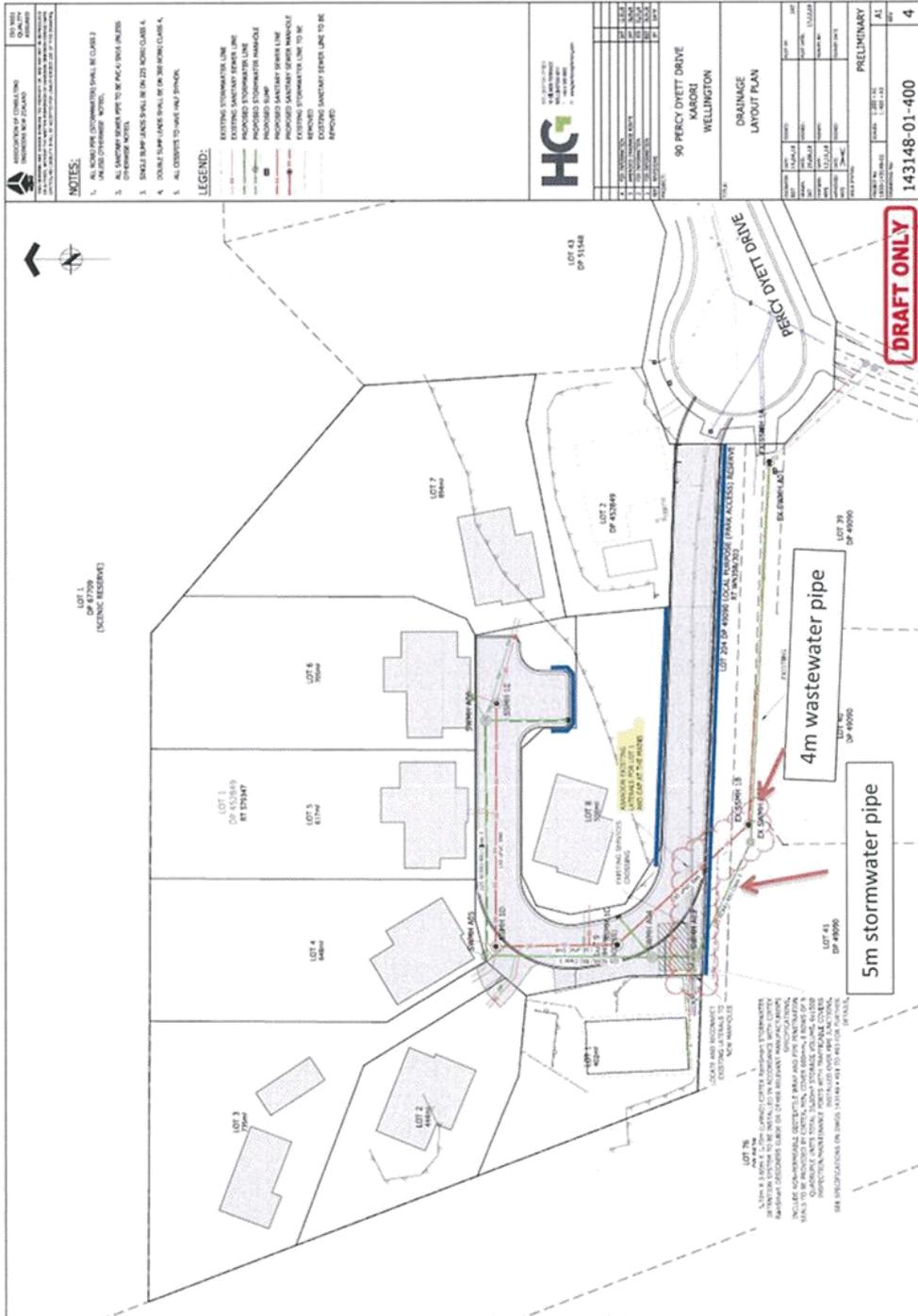
Communications Plan

No public consultation is required.

Health and Safety Impact considered

This will be the responsibility of the applicant and will be addressed in the reserve access permit.

90 Percy Dyett Drive Plan



Proposed stormwater and wastewater pipes



90 Percy Dyett Drive Aerial Image



NEW LEASE FOR THE WELLINGTON REGION HOCKEY STADIUM TRUST UNDER THE WELLINGTON TOWN BELT ACT 2016: EXISTING LEASE

Purpose

1. This report requests the City Strategy Committee approval for Officers to publicly consult on granting a new lease to the Wellington Region Hockey Stadium Trust (WRHST).

Summary

2. The *Leases Policy for Community and Recreation Groups* (available at <https://wellington.govt.nz/your-council/plans-policies-and-bylaws/policies/leases-policy-for-community-and-recreational-groups>) sets out the Council's role in granting leases on Council-owned land and/or buildings.
3. Section 17 of the *Wellington Town Belt Act (WTBA) 2016* (available at <http://www.legislation.govt.nz/act/local/2016/0001/25.0/whole.html>) permits the Council to grant leases in respect of the Wellington Town Belt.
4. The proposed lease is a continuation of an existing occupancy.
5. The proposed lease terms and conditions set out in this paper are based on Officers' assessment of the Club's application using the seven Assessment Criteria in the Leases Policy, the WTBA and the Wellington Town Belt Management Plan (available at <https://wellington.govt.nz/your-council/plans-policies-and-bylaws/policies/wellington-town-belt-management-plan>).
6. Based on Officers' assessment, it is recommended that under the Wellington Town Belt Act 2016:
 - a new premises lease be approved to the Wellington Region Hockey Stadium Trust (WRHST) for a ten year term with one renewal term of ten years
 - a new sublease for Sporting Edge Limited be approved for a three year term
 - a new sublease for Jason Neilson be approved for a three year term.
7. This report seeks Committee approval to carry out public consultation on granting the proposed lease and subleases.

Recommendation/s

That the City Strategy Committee:

1. Receives the information.
2. Approves Officers to publicly consult on granting a new premises lease to the Wellington Region Hockey Stadium Trust (WRHST) for a ten year term with one renewal term of ten years and two subleases for Sporting Edge Limited and Wellington Hockey, each for a term of three years, under the Wellington Town Belt Act 2016. The land is legally described as Section 1 Survey Office Plan 474197 containing 31.6008 hectares more or less.

3. Notes that approval to grant the lease to the Wellington Region Hockey Stadium Trust (WRHST) on Wellington Town Belt is conditional on:
 - a. Appropriate iwi consultation;
 - b. Public consultation as required under section 16 of the Wellington Town Belt Act 2016;
 - c. No sustained objections resulting from the above consultation and notification; and
 - d. Legal and advertising costs being met by the lessee (where applicable).

Background

The Wellington Hockey Region Stadium Trust (WHRST)

4. The Wellington Hockey Region Stadium Trust (WHRST – **The Trust**) was formed in 1985. The Trust works in partnership with the Wellington Hockey Association (**WHA**) to manage the turfs and facilities at the National Hockey Stadium (NHS) at Mt Albert, Wellington. The Trust and WHA also manage the turf at Elsdon, Porirua; the turf and pavilion at Fraser Park, Lower Hutt; and the turf at Maidstone Park, Upper Hutt.
5. Hockey has been situated at Mt Albert since the late 1960s. In 1968 there was a proposal to develop an area of the Town Belt to the east of Russell Terrace to accommodate three full size hockey fields. In 1971, the first lease commenced with the Council and the Wellington Women's Hockey Association.
6. The land is part of the Wellington Town Belt, held under the WTBA, and is legally described as Section 1 Survey Office Plan 474197 containing 31.6008 hectares more or less (**Attachment 1** provides the site map).
7. The premises lease will incorporate the following arrangements:
 - a. a lease for the 465m² Council-owned pavilion and entrance way
 - b. a lease for the land upon which the Trust has erected its administration pavilion and connecting bridge (200m²) and changing rooms (69.5m²)
 - c. dileneation of the licenced areas for the dugouts, signs, goals, scoreboards, grandstand and practice turf (554.7m²).
8. The previous lease expired on 31 August 2017 and was for a term of ten years.
9. The Trust is the head lessee and it works in partnership with the Wellington Hockey Association (WHA) to promote and develop hockey in the Wellington region. The Trust is responsible for the assets stewardship – providing quality turfs and facilities, while the WHA manage the daily operations.
10. In January 2018, the Trust submitted an application for a new lease. Council Officers assessed the application using the criteria in section 7 of the *Leases Policy for Recreation and Community Groups* and the provisions of the WTBA and the Wellington Town Belt Management Plan (the **WTBMP**).
11. Based on Officers' assessment of the Trust's application it is recommended that the Committee approve a ten year lease, with a ten year right of renewal.
12. This term is being recommended as the Trust is managing its assets and investment in the turfs prudently and it is projected that participation in hockey will continue to grow. Additionally, these are the only hockey facilities and turfs in Wellington and are a National Hockey facility.
13. It is a requirement of the WTBA that subleases are also publically consulted and approved by the Council.

14. The WHA wishes to have a sublease with J Neilson Catering (the **Caterer**) to promote and manage the supply of food and beverage to players, officials and guests at the hockey stadium. The Caterer has safely operated from the site since 2016 with no issue. Based on Officers' assessment it is recommended that the Committee approve the sublease for a term of three years.
15. The WHA also wishes to have a sublease with Sporting Edge Limited (**Sporting Edge**) for the provision of a pro-shop at the hockey stadium serving players, officials and guests. Sporting Edge has operated from the site since 2018 without incident. Based on Officers' assessment it is recommended that the Committee approve the sublease for a term of three years.

Discussion

16. The Council assesses any application for a new lease on Town Belt under the requirements of the:
 - Wellington Town Belt Act (WTBA) 2016
 - Wellington Town Belt Management Plan 2017 (Management Plan)
 - Leases Policy for Community and Recreation Groups 2012
17. The WTBA permits the Council to grant leases in respect of the Wellington Town Belt, and sets out requirements and limits. There is a particular emphasis on limiting built infrastructure within the Town Belt to only that which is necessary, and appropriately used. This enables appropriate protection of the open space and natural values of the Town Belt as intended in the original Deed, and articulated in the WTBA and Management Plan.
18. Under the Leases Policy, new leases are considered against seven criteria:
 - a. Strategic fit;
 - b. Group's organisation structure;
 - c. Membership sustainability;
 - d. Financial and maintenance obligations;
 - e. Optimal use of resources;
 - f. Environmental impact; and
 - g. Demonstrated need from the community.
19. The information submitted by the groups was assessed as performing satisfactorily under each of these above criteria:

A. Strategic fit – *The group's purpose and activities must be consistent with the Council's strategic direction to promote healthy lifestyles and build strong communities.*
20. The WRHST, as head lessee, supports the Wellington Hockey Association (WHA) to achieve its goals to promote and develop hockey in the Wellington region. The Trust is responsible for asset stewardship including strategic planning and overseeing asset maintenance of hockey facilities. While the WHA manage the daily operations of the turfs and facilities.
21. The purpose of the Trust is to provide quality turfs and facilities to meet the needs of hockey. The WHA's vision is to have more children and adults enjoying the hockey experience in the Wellington region.

22. The Wellington region that the Trust and WHA encompasses is Lower Hutt, Upper Hutt, Porirua and Wairarapa. Kapiti is not included in the region.
23. The WHA provide turfs, facilities and competition leagues for 15 hockey clubs and 31 schools throughout the Wellington region.
24. The winter competitions are held during Terms 2 and 3 and are available for all affiliated members. In the summer season the WHA runs casual competitions such as 'Renegade' and '6-a-side' available for a participation fee, rather than the affiliation fee.
25. The National Hockey Stadium (NHS) has three turfs and, with the exception of Kapiti, they are the only water-based turfs in the Wellington Region. Therefore the turfs at Mt Albert are prioritised for high level competitive hockey. Community and reserve grade hockey is able to access the turfs during off-peak times.

B. Group's organisation structure – *The group must be an incorporated society or trust.*

26. The WRHST is a Charitable Trust which leases the hockey facilities from WCC that WHA operates for hockey players in the Wellington region. The Trust is governed by a Board of seven Trustees who meet a minimum of four times per year.
27. The Trust has a Management Contract with WHA which sets out the roles and responsibilities of each group with respect to the ongoing planning, provision, management and operation of the turfs and facilities.

C. Membership sustainability – *The group must be sustainable in terms of membership and/or users of the services for the term of the lease.*

28. In 2018, the Wellington Hockey membership and participant base was 5757. This figure represents the whole Wellington region and cannot be differentiated to each Hockey turf location. Of this 5757, 4331 are affiliated members playing in the winter season and 1426 are casual participants accessing the turfs in the summer competitions.
29. Of the 5757 members, 3935 are senior members and 1822 are junior members.
30. Hockey has seen player growth of 15% in the last three years and this trend is projected to continue.
31. In 2017, 494 volunteer coaches and umpires were involved in hockey's competitions and 424 of these attended development workshops facilitated by WHA.

D. Financial and maintenance obligations – *The group must be in a financial position to fulfil its lease obligations for the term of the lease, including but not exclusive to rent, insurance and building and grounds maintenance.*

Financial

32. The Trust's income for year end 31 December 2017 was \$1,225,059, less expenditure of \$949,103 and depreciation of \$130,058, resulting in a net profit of \$145,898. The Trust's net assets are \$2,758,574 with \$350,895 cash in bank.
33. In 2017, the Trust contributed \$800,000 +GST to the construction of the third turf and \$66,623 +GST to the dugouts and goals.
34. In 2017, the Trust received \$1,025,518 in Cash Flow, made up of \$771,812 from donations, fundraising and grants, \$194,294 from the WHA (including a \$60k capital payment and \$134,294 lease payment), and \$10,828 of interest.
35. The capital payment is used to fund future turf replacements and new facilities. The Trust operates from a 25-year Capital Plan (**Attachment 3** refers) which sets out the forecasted costs (renewals/new facilities). This plan sets the basis for capital payments

that are paid by WHA. This plan is predicated on the assumption that the Trust will fund a third of its capital expenditure with the remaining two-thirds being funded by Councils, grant providers and commercial partnerships.

36. The bulk of the Trust's annual income in 2017 was received from grants for the contribution to the new turf, representing just over 83% of total income.
37. The Trust's lease fee is currently \$670.20 +GST, and is due for a rent review in November 2019. The Trust also pays a maintenance fee for the premises area of 465m², which is \$16,451.25 +GST.
38. With the addition of the new changing rooms and the practice turf to the leased/licenced area the new total area to be charged is 1289.2m² and the lease fee will increase to \$1137.98 +GST.
39. The Trust is also invoiced for the turf "hireage" fee, currently calculated at \$31,487 +GST per turf annually. Representing 20% of the cost of operating the sportsfields, with 80% being covered by ratepayers, provided for under the Revenue and Finance Policy 2018.
40. The revenue streams for Wellington Hockey Association (2017) included:
 - a. Sponsorship/grants \$475,056
 - b. Facilities income \$366,055 (turf fees)
 - c. Affiliation fees \$266,142
 - d. High performance income \$206,238
 - e. Representative income \$137,647
 - f. Events/competition \$ 73,627
 - g. Community hockey \$ 30,538
 - h. Other \$ 18,115

TOTAL \$1,573,417

Maintenance

41. The Trust submitted an asset management plan detailing the renewal costs of all assets up until 2023.
42. Future turf renewals are accounted for in the Trust's 23-year Capital Plan.
43. Council Officers and WHA representatives meet quarterly to discuss maintenance and operational issues.
44. WHA carries out 2-monthly inspections of the turfs for lifting and wear & tear, and 3-monthly inspections for turf markings. The Council undertakes deep grooming and weed control/spraying of the turfs biannually.

E. Optimal use of resources – *The land and/or buildings must be utilised to the fullest extent practicable.*

45. As alluded to above, the NHS has the only water-based turfs in the Wellington region and accordingly competitive hockey is prioritised.
46. During the winter season, the facilities are used Mondays to Fridays 4-9pm and weekends 8am-9pm. In summer they are used Mondays-Thursdays 4:30-9pm and school holidays.
47. Hockey New Zealand recommends an optimal ratio of 600-850 hockey players per turf, in 2015 the ratio was 977 and the two turfs were at 94% capacity. The third turf was built in 2017 to sustain and grow participation within the sport. In 2017, the three turfs are now used at approximately 84% capacity based on a 54 hour playing week.

48. Hockey New Zealand recommends a 54 hour playing week to ensure the turfs can be sustained for at least ten years.
49. Unique to other sports, Wellington Hockey does not have a traditional club “facility” structure. Most hockey clubs do not have facilities, and hockey trainings and matches are played on turfs managed by Wellington Hockey centrally.

F. Environmental impact – *The activity cannot have the potential to adversely affect open space values or other legitimate activities.*

50. The lease does not propose any new buildings or facilities. As the turfs are the only water-based turfs in the Wellington region, they cannot be open for general public access.
51. The hockey stadium promotes opportunities for Wellingtonians to participate in hockey and enjoy the Town Belt surrounds. The use of the land by the Trust complies with the purpose of the Town Belt to provide a public recreation ground for the inhabitants of Wellington.
52. The Trust will work with the Council on a signage plan to ensure current and any future signage is compliant with the Wellington Town Belt Management Plan.

G. Demonstrated need from the community – *There must be demonstrated support and need within the community for the activity.*

53. Wellington Hockey manages four venues across the region: NHS (3 turfs), Elsdon (1 turf), Lower Hutt (1 turf) and Maidstone (1turf).
54. As above, the number of hockey players in Wellington is continuing to increase.
55. The Trust contributed \$866,623 (excl GST) to the new third turf, goals and dugouts.
56. Wellington Hockey also runs programmes to develop the volunteer coaches, officials and administrators. In 2017, 424 volunteer coaches and umpires attended the development workshops.

Conclusion

57. On the basis of the above assessment, the following terms are recommended:
 - a. Ten year lease, with one renewal term of ten years.
 - b. Notes that this term is being recommended as the Trust is managing its assets and investments prudently and it is projected that participation in hockey will continue to grow.
 - c. Notes that the new lease will include the following Special Provisions:
 - i. The Trust owns and is responsible for the repairs and maintenance of the goals, dugouts, scoreboards, grandstand, the internet connection (Chorus), signs and the practice turf (as well as the surrounding fencing).
 - ii. The Council owns and will maintain the three turfs, seats and lighting.
 - iii. The Council is responsible for rubbish collection and repairs to surrounding pavements and fences.
 - iv. The Trust will replace floodlight bulbs and pay electricity costs. The maximum flood lighting levels will be designed at 500 lux.
 - v. The Trust will pay 50% of water costs for all three turfs.
 - vi. The Trust will provide an agreed signage plan for approval prior to any sign being erected.

- d. Approval of the subleases with J Neilson Catering and Sporting Edge Limited, each for a term of three years.

Next Actions

- 58. If the recommendations in this report are accepted, the following will occur:
 - a. Public consultation of the proposed lease as required under the Wellington Town Belt Act 2016;
 - b. The outcome of consultation will be reported back to Committee, if necessary;
 - c. The Committee's recommendations will be referred to the Council for approval; and
 - d. If the Council approves the lease, the lease document will be negotiated, drafted and signed.
- 59. Approval to grant the lease on Wellington Town Belt is conditional on:
 - a. Appropriate iwi consultation;
 - b. Public consultation as required under section 16 of the Wellington Town Belt Act 2016;
 - c. No sustained objections resulting from the above consultation and notification; and
 - d. Legal and advertising costs being met by the lessee (where applicable).

Attachments

- Attachment 1. Wellington Hockey - leased area   Page 29
- Attachment 2. WRHST 25 year Capital Plan   Page 31

| | |
|------------|---|
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| Authoriser | Vikki Muxlow, Acting Manager Parks, Sport and Recreation Barbara McKerrow, Chief Operating Officer |

SUPPORTING INFORMATION

Engagement and Consultation

Public consultation will be undertaken as required under section 16 of the *Wellington Town Belt Act* and section 6 of the *Leases Policy for Community and Recreation Groups*.

All submissions received will be taken into account and, if necessary, objections will be feedback to Committee.

Treaty of Waitangi considerations

There are no Treaty of Waitangi considerations.

Financial implications

There are no significant financial considerations.

Policy and legislative implications

The recommendations in this report are consistent with relevant Council Policy – the *Leases Policy for Community and Recreation Groups* and legislation – the *Wellington Town Belt Act*.

Risks / legal

The proposal will be subject to the Wellington Town Belt Act.

Climate Change impact and considerations

There are no specific climate change impacts and considerations.

Communications Plan

Not applicable.

Health and Safety Impact considered

The lease work is entirely administrative and is a normal function of Council Officers.

| | Lease / Loan Costs | | | | | | | | Renewals (Capital) | | | | New Turf (Capital) | Other Capital | Total Capital Expense (1/3 Hockey) | Audit Fees, Insurance expense (no depreciation) | Other expenses | Porirua Loan | Interest received | Total Trust Expense (Lease, 1/3 Capital, Audit Fees, Insurance, Loan) | Total WHA Payment (Trust / Funder contribution not included) | Bank Balance |
|------|--------------------|--------------|------------------|--------------|----------------|----------------|-------------------------|-------------------|--------------------|------------|------------|-----------|--------------------|---------------|---------------------------------------|---|----------------|--------------|-------------------|--|---|--------------|
| | NHS1 - Lease | NHS2 - Lease | NHS Ground Lease | NHS3 - Lease | Fraser - Lease | Elsdon - Lease | WCC NHS Maintenance Fee | Maidstone - Lease | Fraser | Fraser 2 | Elsdon | Maidstone | | | | | | | | | | |
| 2017 | \$ 29,987 | \$ 29,987 | \$ 670 | \$ 14,993 | \$ 1,110 | \$ 407 | \$ 11,008 | \$ 12,048 | \$ - | \$ - | \$ - | \$ - | \$ 517,834 | \$ - | \$ 31,782 | \$ - | \$ 37,111 | \$ -16,959 | \$ 669,978 | \$ 214,840 | \$ 232,499 | |
| 2018 | \$ 31,186 | \$ 31,186 | \$ 670 | \$ 31,186 | \$ 1,110 | \$ 407 | \$ 16,451 | \$ 12,070 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 30,541 | \$ - | \$ 39,311 | \$ -6,000 | \$ 188,119 | \$ 260,870 | \$ 305,250 | |
| 2019 | \$ 32,434 | \$ 32,434 | \$ 670 | \$ 32,433 | \$ 1,110 | \$ 407 | \$ 16,451 | \$ 12,553 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 31,591 | \$ - | \$ 39,311 | \$ -9,000 | \$ 190,394 | \$ 263,145 | \$ 378,001 | |
| 2020 | \$ 32,434 | \$ 32,434 | \$ 670 | \$ 32,434 | \$ 1,110 | \$ 407 | \$ 16,451 | \$ 12,553 | \$ 550,000 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 31,591 | \$ - | \$ 39,311 | \$ -15,120 | \$ 367,608 | \$ 259,275 | \$ 269,668 | |
| 2021 | \$ 32,434 | \$ 32,434 | \$ 670 | \$ 32,434 | \$ 1,110 | \$ 407 | \$ 16,451 | \$ 13,000 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 31,591 | \$ - | \$ 39,311 | \$ -10,787 | \$ 189,055 | \$ 264,055 | \$ 344,668 | |
| 2022 | \$ 32,434 | \$ 32,434 | \$ 670 | \$ 32,434 | \$ 1,110 | \$ 407 | \$ 16,451 | \$ 30,000 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 31,591 | \$ - | \$ 39,311 | \$ -13,787 | \$ 203,055 | \$ 278,055 | \$ 419,668 | |
| 2023 | \$ 32,434 | \$ 32,434 | \$ 670 | \$ 32,434 | \$ 1,110 | \$ 407 | \$ 16,451 | \$ 30,000 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 31,591 | \$ - | \$ 2,644 | \$ -16,787 | \$ 163,388 | \$ 238,388 | \$ 494,668 | |
| 2024 | \$ 32,434 | \$ 32,434 | \$ 670 | \$ 32,434 | \$ 1,110 | \$ 407 | \$ 16,451 | \$ 30,000 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 31,591 | \$ - | \$ 2,644 | \$ -19,787 | \$ 160,388 | \$ 235,388 | \$ 569,668 | |
| 2025 | \$ 32,434 | \$ 32,434 | \$ 670 | \$ 32,434 | \$ 1,110 | \$ 407 | \$ 16,451 | \$ 30,000 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 31,591 | \$ - | \$ 2,644 | \$ -22,787 | \$ 157,388 | \$ 232,388 | \$ 644,668 | |
| 2026 | \$ 32,434 | \$ 32,434 | \$ 670 | \$ 32,434 | \$ 1,110 | \$ 407 | \$ 16,451 | \$ 30,000 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 31,591 | \$ - | \$ 2,644 | \$ -25,787 | \$ 154,388 | \$ 229,388 | \$ 719,668 | |
| 2027 | \$ 32,434 | \$ 32,434 | \$ 670 | \$ 32,434 | \$ 1,110 | \$ 407 | \$ 16,451 | \$ 30,000 | \$ - | \$ - | \$ 380,000 | \$ - | \$ - | \$ 126,667 | \$ 31,591 | \$ - | \$ 2,644 | \$ -28,787 | \$ 278,055 | \$ 226,388 | \$ 668,001 | |
| 2028 | \$ 32,434 | \$ 32,434 | \$ 670 | \$ 32,434 | \$ 1,110 | \$ 407 | \$ 16,451 | \$ 30,000 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 31,591 | \$ - | \$ 2,644 | \$ -26,720 | \$ 153,455 | \$ 228,455 | \$ 743,001 | |
| 2029 | \$ 32,434 | \$ 32,434 | \$ 670 | \$ 32,434 | \$ 1,110 | \$ 407 | \$ 16,451 | \$ 30,000 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 31,591 | \$ - | \$ 2,644 | \$ -29,720 | \$ 150,455 | \$ 225,455 | \$ 818,001 | |
| 2030 | \$ 32,434 | \$ 32,434 | \$ 670 | \$ 32,434 | \$ 1,110 | \$ 407 | \$ 16,451 | \$ 30,000 | \$ 280,000 | \$ - | \$ - | \$ - | \$ - | \$ 93,333 | \$ 31,591 | \$ - | \$ 2,644 | \$ -32,720 | \$ 240,788 | \$ 222,455 | \$ 799,668 | |
| 2031 | \$ 32,434 | \$ 32,434 | \$ 670 | \$ 32,434 | \$ 1,110 | \$ 407 | \$ 16,451 | \$ 30,000 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 31,591 | \$ - | \$ 2,644 | \$ -31,987 | \$ 148,188 | \$ 223,188 | \$ 874,668 | |
| 2032 | \$ 32,434 | \$ 32,434 | \$ 670 | \$ 32,434 | \$ 1,110 | \$ 407 | \$ 16,451 | \$ 30,000 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 31,591 | \$ - | \$ 2,644 | \$ -34,987 | \$ 145,188 | \$ 220,188 | \$ 949,668 | |
| 2033 | \$ 32,434 | \$ 32,434 | \$ 670 | \$ 32,434 | \$ 1,110 | \$ 407 | \$ 16,451 | \$ 30,000 | \$ - | \$ 280,000 | \$ - | \$ - | \$ - | \$ 93,333 | \$ 31,591 | \$ - | \$ 2,220 | \$ -37,987 | \$ 235,098 | \$ 216,764 | \$ 931,334 | |
| 2034 | \$ 32,434 | \$ 32,434 | \$ 670 | \$ 32,434 | \$ 1,110 | \$ 407 | \$ 16,451 | \$ 30,000 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 31,591 | \$ - | \$ - | \$ -37,253 | \$ 140,278 | \$ 215,278 | \$ 1,006,334 | |
| 2035 | \$ 32,434 | \$ 32,434 | \$ 670 | \$ 32,434 | \$ 1,110 | \$ 407 | \$ 16,451 | \$ 30,000 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 31,591 | \$ - | \$ - | \$ -40,253 | \$ 137,278 | \$ 212,278 | \$ 1,081,334 | |
| 2036 | \$ 32,434 | \$ 32,434 | \$ 670 | \$ 32,434 | \$ 1,110 | \$ 407 | \$ 16,451 | \$ 30,000 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 31,591 | \$ - | \$ - | \$ -43,253 | \$ 134,278 | \$ 209,278 | \$ 1,156,334 | |
| 2037 | \$ 32,434 | \$ 32,434 | \$ 670 | \$ 32,434 | \$ 1,110 | \$ 407 | \$ 16,451 | \$ 30,000 | \$ - | \$ - | \$ 280,000 | \$ - | \$ - | \$ 93,333 | \$ 31,591 | \$ - | \$ - | \$ -46,253 | \$ 224,611 | \$ 206,278 | \$ 1,138,001 | |
| 2038 | \$ 32,434 | \$ 32,434 | \$ 670 | \$ 32,434 | \$ 1,110 | \$ 407 | \$ 16,451 | \$ 24,000 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 31,591 | \$ - | \$ - | \$ -45,520 | \$ 126,011 | \$ 201,011 | \$ 1,213,001 | |
| 2039 | \$ 32,434 | \$ 32,434 | \$ 670 | \$ 32,434 | \$ 1,110 | \$ 407 | \$ 16,451 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 31,591 | \$ - | \$ - | \$ -48,520 | \$ 99,011 | \$ 174,011 | \$ 1,288,001 | |
| 2040 | \$ 32,434 | \$ 32,434 | \$ 670 | \$ 32,434 | \$ 1,110 | \$ 407 | \$ 16,451 | \$ - | \$ 350,000 | \$ - | \$ - | \$ - | \$ - | \$ 116,667 | \$ 31,591 | \$ - | \$ - | \$ -51,520 | \$ 212,678 | \$ 171,011 | \$ 1,246,334 | |

NEW LEASES FOR EXISTING LESSEES UNDER THE WELLINGTON TOWN BELT ACT 2016

Purpose

1. This report asks the City Strategy Committee approval for Officers to publicly consult on granting new leases to:
 - Wade Street Community Tennis Club Incorporated
 - Wellington Smallbore Rifle Association Incorporated
 - Innermost Gardens Incorporated

Summary

2. The *Leases Policy for Community and Recreation Groups (the Leases Policy)* (available at <https://wellington.govt.nz/your-council/plans-policies-and-bylaws/policies/leases-policy-for-community-and-recreational-groups>) sets out the Council's role in granting leases on Council-owned land and/or buildings.
3. Section 17 of the *Wellington Town Belt Act (WTBA) 2016* (available at <http://www.legislation.govt.nz/act/local/2016/0001/25.0/whole.html>) permits the Council to grant leases in respect of the Wellington Town Belt.
4. The proposed leases are a continuation of an existing occupancy for each of the Clubs.
5. The proposed lease terms and conditions set out in this paper are based on Officers' assessment of the Clubs' applications using the seven Assessment Criteria in the Leases Policy, the WTBA and the Wellington Town Belt Management Plan (the **Management Plan**) (available at <https://wellington.govt.nz/your-council/plans-policies-and-bylaws/policies/wellington-town-belt-management-plan>).
6. Based on Officers' assessment, it is recommended that under the Wellington Town Belt Act 2016:
 - a new ground lease be approved for the Wade Street Community Tennis Club Incorporated for a ten year term, with one renewal term of ten years;
 - a new ground lease be approved for the Wellington Smallbore Rifle Association Incorporated for a ten year term, with one renewal term of ten years; and
 - a new premises lease be approved for Innermost Gardens Incorporated for a five year term, with one renewal term of five years.
7. This report seeks Committee approval to carry out public consultation on granting the proposed leases.

Recommendation/s

That the City Strategy Committee:

1. Receives the information.
2. Approves Officers to publicly consult on granting a new ground lease for a ten year term with one renewal term of ten years to the Wade Street Community Tennis Club Incorporated. The land at Te Ahumairangi Hill is contained in part of the Wellington Town Belt and legally described as Part Lot 1 Deposited Plan 8709 in Computer Freehold Register WN12D/1439.
3. Approves Officers to publicly consult on granting a new ground lease for a ten year

term with one renewal term of ten years to the Wellington Smallbore Rifle Association Incorporated. The land at Mt Albert Park is contained in part of the Wellington Town Belt and legally described as Part Lot 1 on Deposited Plan 8754 and contained in Computer Freehold Registers WN19B/861 and WN47B/502.

4. Approves Officers to publicly consult on granting a new premises lease, which includes the licence terms, for the garden for a five year term with one renewal term of five years to the Innermost Gardens Incorporated. The premises and garden at 141 Elizabeth Street, Mt Victoria is contained in part of the Wellington Town Belt and legally described as Part Lot 1, Deposited Plan 33290 and contained in Computer Freehold Register WN10A/1025.
5. Notes that approval to grant the leases on Wellington Town Belt is conditional on:
 - a. Appropriate iwi consultation;
 - b. Public consultation as required under section 16 of the Wellington Town Belt Act 2016;
 - c. No sustained objections resulting from the above consultation and notification; and
 - d. Legal and advertising costs being met by the lessee (where applicable).

Background

Wade Street Community Tennis Club Incorporated ('the Tennis Club')

8. The Tennis Club has owned a single community tennis court which is situated on land at Te Ahumairangi Hill since 1963.
9. The land is part of the Wellington Town Belt, held under the WTBA, and is legally described as Part Lot 1 Deposited Plan 8709 in Computer Freehold Register WN12D/1439.
10. The leased area is approximately 700m² (**Attachment 1** refers), and rent is \$819.40 (exclusive GST) per annum.
11. The previous lease expired on 31 March 2018 and was for a term of ten years.
12. In August 2018, the Tennis Club submitted an application for a new lease. Council Officers assessed the application using the criteria in section 7 of the *Leases Policy for Recreation and Community Groups* and the provisions of the WTBA and the Wellington Town Belt Management Plan (the **Management Plan**).
13. Based on Officers' assessment of the Tennis Club's application, it is recommended that the Committee approve a lease for a ten year term, with one renewal term of ten years. The recommended term is because the Tennis Club has kept the court well-maintained and is financially healthy.

The Wellington Smallbore Rifle Association Incorporated ('the Rifle Association')

14. The Rifle Association has owned and occupied the building, which is situated on land at Mount Albert Park since 1976.
15. The land is part of the Wellington Town Belt, held under the WTBA, and is legally described as Part Lot 1 on Deposited Plan 8754 and contained in Computer Freehold Registers WN19B/861 and WN47B/502.
16. The leased area measures approximately 533m² (**Attachment 2** refers), and rent is \$734.60 (exclusive GST) per annum.

17. The previous lease expired on 19 November 2018 and was for a term of ten years.
18. In June 2018, the Rifle Association submitted an application for a new lease. Council Officers assessed the application using the criteria in section 7 of the *Leases Policy for Recreation and Community Groups* and the provisions of the WTBA and the Wellington Town Belt Management Plan (the **Management Plan**).
19. Based on Officers' assessment of the Rifle Association's application, it is recommended that the Committee approve a lease for a ten year term, with one renewal term of ten years. The recommended term is because the Rifle Association has continued to maintain its assets and investments, and it supports the growth of the sport as the site currently caters for all five rifle clubs in Wellington.

Innermost Gardens Incorporated ('Innermost Gardens')

20. Innermost Gardens has occupied the premises and gardens at 141 Elizabeth Street, Mount Victoria since 2013.
21. The land is part of the Wellington Town Belt, held under the WTBA and is legally described as Part Lot 1, Deposited Plan 33290 and contained in Computer Freehold Register WN10A/1025.
22. Innermost Gardens previously had a premises lease for the old Bandoliers Marching Club building. The area is approximately 186m² and the rent is \$305.04 (exclusive GST) per annum, and a maintenance fee of \$6,571.16 (exclusive GST) per annum. Innermost Gardens also previously had a licence for the gardens and to keep beehives. The area is approximately 2,924.4 m² for a peppercorn rental (**Attachment 3** refers). The premises lease will incorporate the licenced area.
23. The previous lease expired on 18 June 2018 and licence expired on 25 May 2018. Both were for a five year term, with one renewal term of five years.
24. In July 2018, the Club submitted an application for a new lease. Council Officers assessed the application using the criteria in section 7 of the *Leases Policy for Recreation and Community Groups* and the provisions of the WTBA and the Wellington Town Belt Management Plan (the **Management Plan**).
25. Based on Officers' assessment of the Club's application, it is recommended that the Committee approve a five year lease, with one five year renewal. This term is in accordance with the Council's Guidelines for Community Gardens (available at <https://wellington.govt.nz/services/community-and-culture/community-gardens>).

Discussion

26. The Council assesses any application for a new lease on Town Belt under the requirements of the:
 - Wellington Town Belt Act (WTBA) 2016
 - Wellington Town Belt Management Plan 2017 (Management Plan)
 - Leases Policy for Community and Recreation Groups 2012
27. The WTBA permits the Council to grant leases in respect of the Wellington Town Belt, and sets out requirements and limits. There is a particular emphasis on limiting built infrastructure within the Town Belt to only that which is necessary, and appropriately used. This enables appropriate protection of the open space and natural values of the

Town Belt as intended in the original Deed, and articulated in the WTBA and Management Plan.

28. Under the Leases Policy, new leases are considered against seven criteria:
- Strategic fit;
 - Group's organisation structure;
 - Membership sustainability;
 - Financial and maintenance obligations;
 - Optimal use of resources;
 - Environmental impact; and
 - Demonstrated need from the community.
29. The information submitted by each Club was assessed as performing satisfactorily under each of these above criteria:

Wade Street Community Tennis Club Incorporated ('the Tennis Club')

A. Strategic fit – *The group's purpose and activities must be consistent with the Council's strategic direction to promote healthy lifestyles and build strong communities.*

30. The Tennis Club provide and maintain a community tennis court for anyone who wants to join to play tennis.

B. Group's organisation structure – *The group must be an incorporated society or Trust.*

31. The Tennis Club has been an incorporated society since 1963 and is governed by a President and Secretary. All members are welcome to attend the AGM and due to the Tennis Club being a single tennis court without facilities, it is rare for other meetings to be called.

C. Membership sustainability – *The group must be sustainable in terms of membership and/or users of the services for the term of the lease.*

32. In 2018 the membership of the Tennis Club remained stable with 70 members (60 Senior members and 10 Junior members). The membership has grown slightly since 2011. Most of the members join through word of mouth, or in response to fliers which the Tennis Club delivers periodically to local residents.

D. Financial and maintenance obligations – *The group must be in a financial position to fulfil its lease obligations for the term of the lease, including but not exclusive to rent, insurance and building and grounds maintenance.*

Financial

33. The Tennis Club receives its income largely from membership fees and accumulated savings. At the year end July 31 2017, the Tennis Club had an operating surplus of \$2,420 and accumulated savings of \$34,983. These savings are used for future maintenance works as required.

Maintenance

34. There are no buildings or facilities onsite, only a single tennis court. In 2011, the court was resurfaced and will not need resurfacing for another 10 years. The Tennis Club also re-fenced the court in 2016/2017 and is looking to replace the nets in the next three years.

E. Optimal use of resources – *The land and/or buildings must be utilised to the fullest extent practicable.*

35. As mentioned above, the Tennis Club manages a single court without any facilities. All members have a key to access the court, and can access it at anytime.
36. Due to its location and exposure to weather and wind, the court is less likely to be used in the winter months.

F. Environmental impact – *The activity cannot have the potential to adversely affect open space values or other legitimate activities.*

37. The court is accessed by existing paths and it is surrounded by slowly regenerating bush. The Tennis Club members also plant shrubs around the court to minimise water runoff and erosion.
38. There are no buildings on the site and no further development or occupation of open space is proposed.

G. Demonstrated need from the community – *There must be demonstrated support and need within the community for the activity.*

39. The nearest tennis courts are in Thorndon which is too far for some of the members to walk to. The costs to join the Thorndon Squash and Tennis Club are also higher.
40. The Tennis Club maintains the court and is utilised particularly by local residents. Membership is open to everyone.
41. The Tennis Club plans to continue to attract new members with periodic leafletting and word of mouth. As it is a single tennis court with no facilities, they do not plan to enter into competitions or coaching activities.

Conclusion

42. On the basis of the above assessment, the following terms are recommended:
 - a. Wade Street Community Tennis Club – ten year lease, with one renewal term of ten years. The recommended term is because the Tennis Club has kept the court well-maintained and is financially healthy.

Wellington Smallbore Rifle Association Incorporated ('the Rifle Association')

A. Strategic fit – *The group's purpose and activities must be consistent with the Council's strategic direction to promote healthy lifestyles and build strong communities.*

43. The Rifle Association enables existing and new shooters to safely enjoy the sport of target shooting through coaching, training, competitions and firearms safety. The Rifle Association consists of five Rifle Clubs including; Aotea Miniature Rifle Club, Brooklyn Smallbore Rifle Club, Melrose Smallbore Rifle Club, South Wellington Smallbore Rifle Club and Wellington Central Smallbore Rifle Club.
44. While the Brooklyn Smallbore Rifle Club (Brooklyn SRC) currently uses the range at the Rifle Association, it owns a building located at Bell Road, Brooklyn, with a Town Belt ground lease with the Council which expires in June 2021. The Brooklyn SRC has never used this site since purchasing it in 2011 due to planned renovations. However, a new ground lease in 2021 is not likely as the site will be required by Wellington Water for the proposed reservoir to be constructed on Bell Road.
45. The Brooklyn SRC members are currently working with Council Officers to find solutions for a permanent site. It is Brooklyn SRC's preference to have its own building

so it has flexibility and can provide for its growth and development. However, it is the Council's preference that all rifle clubs continue to share the premises at Mount Albert because of the current Leases Policy position to facilitate clubs sharing due to the shortage of current facilities and the high bar to construct new buildings on Reserve or Town Belt land. Accordingly Council Officers are working with the Wellington Smallbore Rifle Association Incorporated, to carry out a needs assessment for the sport which will inform these ongoing conversations and decision-making.

B. Group's organisation structure – *The group must be an incorporated society or Trust.*

46. Membership consists of Affiliated Members, Associate Members and Life Members. Affiliated Members are shooters who are members of the five Smallbore Rifle Clubs affiliated with the Rifle Association as stated above. 40% of the Rifle Association's membership is made up of Brooklyn SRC.
47. The Rifle Association is an incorporated society which is governed by an Executive Committee of eight members who meet every 4-6 weeks. The Executive Committee organise all financials, statutory duties, health and safety and maintenance; as well as sport and club promotional activities, competitions and fundraisers. The Committee members are elected each year.

C. Membership sustainability – *The group must be sustainable in terms of membership and/or users of the services for the term of the lease.*

48. The Rifle Association recognised that its membership numbers were declining in 2013 due to a number of retiring members. To increase members, the Rifle Association promoted the sport more with secondary schools, Scouts and Army Service Cadet Training groups. As a result, the Rifle Association has seen membership grow 35% to over 100 members, and a strong pipeline is developing for the Junior Development Squad that competes internationally for New Zealand.
49. To continue to increase its membership the Association is:
 - assisting and encouraging member Clubs to run introduction 'Give-it-a-Go' evenings
 - improving the website and social media platforms
 - offering training courses, specialist coaching and inviting expert speakers on key shooting topics to improve existing members skills and enjoyment
 - supporting secondary school groups by facilitating training, competitions and opportunities to attend Rifle Association events and courses, encouraging them to be 'the next generation of shooters'.
50. The Rifle Association has an open membership policy and all members of the public are welcome to join. All new members are given a good grounding in firearms safety and the safe handling of rifles. All shooting is supervised by range officers. New members are allocated a coach, generally a senior member of the club, who in most cases is a qualified coach.

D. Financial and maintenance obligations – *The group must be in a financial position to fulfil its lease obligations for the term of the lease, including but not exclusive to rent, insurance and building and grounds maintenance.*

Financial

51. The Rifle Association's income for year end 31 December 2017 was \$32,114, an increase from \$25,973 in 2016. Its net operating surplus was \$7,345.
52. The Rifle Association's range rental for the associated clubs brought in 47% of the Rifle Association's income with other sources of income from affiliation fees and Club registrations, competitions and fundraisers.

Maintenance

53. The Rifle Association submitted a detailed five year Asset Maintenance and Asset Management Plan.
54. Last year the Rifle Association upgraded emergency lighting and their alarm system, as well as carrying out routine cleaning and general maintenance. In early 2019 the Rifle Association is looking to refurbish the toilets, replace target boards in the range and carry out cleaning and general maintenance.
55. Future maintenance projects include kitchen upgrades, external cladding maintenance and external painting, as well as replacing the roof in 2023.

E. Optimal use of resources – *The land and/or buildings must be utilised to the fullest extent practicable.*

56. As stated above, the range is used by the following five Rifle Clubs: Aotea Miniature Rifle Club, Brooklyn Smallbore Rifle Club, Melrose Smallbore Rifle Club, South Wellington Smallbore Rifle Club and Wellington Central Smallbore Rifle Club. Each Rifle Club have a different allocated night to use the range however, members are free to join different Clubs on different nights.
57. A number of Colleges also use the range under supervision of the Rifle Association members including; Scots and Queen Margaret Colleges, Newlands College and Wellington High School in the afternoons/evenings.
58. The Army Service Cadet Training groups also use the Rifle Association on Saturday and Sunday mornings.
59. The Rifle Association also hosts a number of competitions including:
 - two Open Championships annually, a competition which attracts competitors throughout New Zealand
 - the Wellington and Hutt Valley schools annual team competitions
 - the annual Target Shooting Secondary Schools Teams comp every 4 years
 - the grounds are also one of 13 venues for the annual Target Shooting New Zealand indoor championships.
60. The Clubroom is also available to individual groups to hire the range for social 'give it a go' shooting events that are organised and supervised by Association Members/Clubs.
61. Due to the design of the building being for a rifle range, it is not practical for sharing with other activities. The range is also used each afternoon and night of the week. The Rifle Association have been considering hosting a retired members meeting in the mornings.

F. Environmental impact – *The activity cannot have the potential to adversely affect open space values or other legitimate activities.*

62. The Rifle Association is an existing recreational activity referenced in the Management Plan and therefore in line with the WTBA. It is an existing building and no further development proposed, as such has minimal effects on the surrounding Town Belt.
63. The Rifle Association provides a safe and secure environment led by experienced firearms handlers, to learn to handle and use firearms safely. Each new participant is provided training on firearms safety, and provided one to one coaching.
64. Members also learn and participate in the sport of target shooting and have the opportunity to participate in local and national competitions.

G. Demonstrated need from the community – *There must be demonstrated support and need within the community for the activity.*

65. The Rifle Association has been operating for over 100 years, and has been in the current premises since 1976. As mentioned above, the Rifle Association includes five other Wellington Rifle Clubs, and has established relationships with nine Wellington Secondary Schools, four Army Service Cadet Training groups and Wellington Scout groups with a total membership of over 100 members.

Conclusion

66. On the basis of the above assessment, the following terms are recommended:
 - a. Wellington Smallbore Rifle Association Incorporated - ten year lease, with one renewal term of ten years. The recommended term is because the Rifle Association has continued to maintain its assets and investments, and it supports the growth of the sport as the site currently caters for all five rifle clubs in Wellington.
 - b. Notes that the new lease will include the following Special Provisions:
 - i. The Lessee will work with Council Officers to commission a needs assessment for the sport to ensure ongoing financial and club membership sustainability.

Innermost Gardens Incorporated (“Innermost Gardens”)

A. Strategic fit – *The group’s purpose and activities must be consistent with the Council’s strategic direction to promote healthy lifestyles and build strong communities.*

67. Innermost Gardens is a not-for-profit, charitable trust and describe its purpose as being for “community hands in the soil”, demonstrating urban permaculture in action and to facilitate sustainable urban food networks. On the site there are two bee hives, composting, community allotments, orchards, living sculptures and children’s gardens.
68. A number of events are regularly run by Innermost Gardens including community dinners, free workshops and gardening events to encourage the community to be more involved with gardening and permaculture.
69. The hall is also hired to groups with activities which complement the gardens such as yoga and meditation.

B. Group's organisation structure – *The group must be an incorporated society or Trust.*

70. Innermost Gardens has been a registered incorporated society since 2007. It has a Committee with ten members including; Chairman, Secretary, Treasurer and Project Coordinator who meet once a month. Some of their Committee such as the Chairman have worked with Innermost Gardens since 2007.

C. Membership sustainability – *The group must be sustainable in terms of membership and/or users of the services for the term of the lease.*

71. Due to Innermost Gardens primarily being a community garden, it has a different membership structure to traditional clubs. The Gardens has a core membership of ten members who also form the Committee, with a larger number of members of the community (1000 in 2017-18) who attended events, or projects.

D. Financial and maintenance obligations – *The group must be in a financial position to fulfil its lease obligations for the term of the lease, including but not exclusive to rent, insurance and building and grounds maintenance.*

Financial

72. Innermost Garden's rent is \$305.04 (exclusive GST) per annum, and it also pays a maintenance fee of \$6571.16 (exclusive GST). In 2017, Innermost Garden's applied for hardship in accordance with the *Leases Policy for Recreation and Community Groups*. However, in 2018 it was able to pay the full maintenance fee.
73. Most of Innermost Garden's income comes from rentals of the premises, fundraising and garden plot rental. At the year end 31 March 2018, Innermost Gardens had a gross profit of \$16,462 and a net profit of \$2,849. This is an increase from a gross profit of \$9,922 and a net profit of \$(286) in 2015.

Maintenance

74. Innermost Gardens has a premises lease and pays a maintenance fee for insurance and the upkeep of the building.
75. As mentioned above, Innermost Gardens also has a licence for the community gardens which they maintain including creating public pathways, orchards and composting services.

E. Optimal use of resources – *The land and/or buildings must be utilised to the fullest extent practicable.*

76. The community gardens are open to encourage the community to engage and interact with gardening and permaculture. The community can participate through different ways such as; maintaining allotments, orchards, composting and/or different projects such as; creating pathways, children's gardens and planting.
77. The hall is well utilised by groups who hire it for activities such as yoga and meditation which engage with and enjoy the peace and quiet of the surrounding gardens.

F. Environmental impact – *The activity cannot have the potential to adversely affect open space values or other legitimate activities.*

78. Innermost Gardens manages a community garden and orchards which are open to the public to walk through and enjoy, maintaining the open-space and recreational role of the Town Belt.
79. There is no further development or occupation of open space proposed.

80. Previously onsite was two acres of toxic (DDT soil toxification) and disused land which Innermost Gardens members have converted into a healthy urban production space, completing the ecological role of the Town Belt.
81. Innermost Gardens also educate and engage people to participate in permaculture and composting.
82. In 2018 members planted 250 native trees onsite in a swamp garden project, to restore an area which previously had drainage issues.

G. Demonstrated need from the community – *There must be demonstrated support and need within the community for the activity.*

83. Innermost Gardens collaborate with the Mt Vic Hub for community events including quarterly garden dinners and neighbours day events. They also run free workshops on gardening and permaculture for members.
84. Twenty four gardening days are held per year which are supervised gardening events that introduce casual gardeners to gardening for enjoyment, experience and the opportunity to take home a harvest.
85. The hall is available for community use, and is used to host activities including yoga groups, meditation, dancing, mental health, autism and dementia disease support groups. Each of these activities utilise the hall because of the surrounding gardens.
86. Currently the Gardens have composting available onsite for members of the public to bring their household compost. The Gardens receive 100kgs of compost per week and, using a hot compost system, convert this into soil for the gardens.
87. Events for children are held to educate them about nature in the Town Belt, including 'birds, bees, trees, creepy crawlies and everything else that lives and breathes in our forests'.
88. Two beehives are also kept at the Gardens with the bees being natural pollinators for the gardens. The honey products are donated to women's refuge and help the BEEPLE collective to develop professional schools and jobs for community folk.

Conclusion

89. On the basis of the above assessment, the following terms are recommended:
 - a. Innermost Gardens Incorporated – five year lease, with one renewal term of five years in accordance with the *Council's Guidelines for Community Gardens*.
 - b. Notes that the new premises lease will delineate the licenced areas, and contain the following Special Provisions:
 - i. The Lessee will allow other community groups to use the Premises when the Lessee is not occupying the Premises.
 - ii. The Lessee may conduct environmental education from the Premises but only where it supports and complements the primary role and purpose of the Town Belt and fits within the definition of recreation in the Management Plan.
 - iii. The Lessee acknowledges that formal education programmes leading to qualifications are prohibited.

- iv. The Lessee will ensure that all activities run from the Premises whether it is by the Lessee or another community group, are consistent with the Town Belt Management Plan.
- v. The community gardens and orchards must retain their public character.
- c. The Lessees will report to the Council annually on the following:
 - i. Membership numbers and usage rates;
 - ii. How the land and/or buildings are used;
 - iii. Financial information;
 - iv. Maintenance and upgrades to Land and/or Buildings;
 - v. Health and safety information;
 - vi. Confirmation of building compliance and insurance.

Next Actions

90. If the recommendations in this report are accepted, the following will occur:
- a. Public consultation of the proposed lease as required under the Wellington Town Belt Act 2016;
 - b. The outcome of consultation will be reported back to Committee, if necessary;
 - c. The Committee's recommendations will be referred to the Council for approval; and
 - d. If the Council approves the lease, the lease document will be negotiated, drafted and signed.
91. Approval to grant the lease on Wellington Town Belt is conditional on:
- a. Appropriate iwi consultation;
 - b. Public consultation as required under section 16 of the Wellington Town Belt Act 2016;
 - c. No sustained objections resulting from the above consultation and notification; and
 - d. Legal and advertising costs being met by the lessee (where applicable).

Attachments

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|---------------|--|---------|
| Attachment 1. | Aerial map Wade Street Community Tennis Club Incorporated ↓  | Page 46 |
| Attachment 2. | Aerial map Wellington Smallbore Rifle Association Incorporated ↓  | Page 47 |
| Attachment 3. | Aerial map Innermost Gardens Incorporated ↓  | Page 48 |

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|------------|---|
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| Authoriser | Vikki Muxlow, Acting Manager Parks, Sport and Recreation Barbara McKerrow, Chief Operating Officer |

SUPPORTING INFORMATION

Engagement and Consultation

Public consultation will be undertaken as required under section 16 of the *Wellington Town Belt Act* and section 6 of the *Leases Policy for Community and Recreation Groups*.

All submissions received will be taken into account.

Treaty of Waitangi considerations

There are no Treaty of Waitangi considerations.

Financial implications

There are no significant financial considerations.

Policy and legislative implications

The recommendations in this report are consistent with relevant Council Policy – the *Leases Policy for Community and Recreation Groups* and legislation – the *Wellington Town Belt Act*.

Risks / legal

The proposal will be subject to the Wellington Town Belt Act.

Climate Change impact and considerations

There are no specific climate change impacts and considerations.

Communications Plan

Not applicable.

Health and Safety Impact considered

The lease work is entirely administrative and is a normal function of Council Officers.

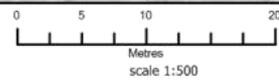
The Rifle Association have strict health and safety, and firearms safety processes in place. The Association is also affiliated with Target Shooting New Zealand.



WCC, AAM

Wade Street Community Tennis Club Incorporated
Leased Area

Property boundaries, 20m Contours, road names, rail lines, address & tide points sourced from Land Information NZ. Crown Copyright reserved. Property boundaries accuracy: +/- 1m in urban areas, +/- 30m in rural areas. Census data sourced from Statistics NZ. Postcodes sourced from NZ Post. Assets, contours, water and drainage information shown is approximate and must not be used for detailed engineering design. Other data has been compiled from a variety of sources and its accuracy may vary, but is generally +/- 1m.



MAP PRODUCED BY:
 Wellington City Council
 101 Wakefield Street
 WELLINGTON, NZ

ORIGINAL MAP SIZE: A4
 AUTHOR: presto2j
 DATE: 16/01/2019

Absolutely Positively
Wellington City Council
 Me Heke Ki Pōneke

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