

**Chairperson and Community Board Members**  
PARAPARAUMU/RAUMATI COMMUNITY BOARD

14 JULY 2015

Meeting Status: **Public**

Purpose of Report: For Decision

## **FUTURE USE OF THE KIOSK AT MACLEAN PARK**

### **PURPOSE OF REPORT**

- 1 This report requests a recommendation from the Paraparaumu/Raumati Community Board (the Board) on the preferred future occupation and use of the Kiosk building at Maclean Park, Paraparaumu Beach.

### **DELEGATION**

- 2 The Board has delegated authority to make a recommendation on this matter under Part D paragraph 10.4 of the Kāpiti Coast District Council Governance Structure and Delegations 2013-16 Triennium.

*“Authority to listen, articulate, advise, advocate and make recommendations to Council on any matter of interest or concern to the local community.”*

### **BACKGROUND**

- 3 The Kiosk building in Maclean Park, Paraparaumu Beach sustained fire damage on 3 November 2013. Subsequent repairs were completed in November 2014.
- 4 Kāpiti Island Nature Tours has been a short term tenant in the Kiosk. The lease expires on 31 August 2015.
- 5 The Board has led the process to find the best long term use of the building. This led to the initiation of a public Expression of Interest process which ran from 10 June to 01 July 2015.
- 6 The Board agreed on Kiosk Evaluation Panel consisting of three Paraparaumu/Raumati Community Board members and two members of the community. The panel members were:

- Fiona Vining                      Community Board Chair
- Kathy Spiers                      Community Board Member
- Jonny Best                      Community Board Member
- Dale Evans                      Local resident
- Krystal Wright                      Youth Council Member

- 7 The Board decided on a weighted scoring method to evaluate received Expressions of Interest. The criteria considered included: The amount of community benefit which the respondent can provide; The relative capability, viability and stability of the respondent; The relative operational flexibility of the respondent and their activities; Financial consideration. The associated weightings and factors that were taken into account when evaluating the criteria are attached as Appendix 1.

- 8 At the close of the Expression of Interest period, Council had received three Expressions of Interest as follows:
- Kiosk Community Collective (KCC)
  - Kāpiti Island Nature Tours
  - Paraparaumu Beach Business Association

## ISSUES AND OPTIONS

### Issues

- 9 The following is a brief summary of the three Expressions of Interest received:

#### **A. Kiosk Community Collective (KCC)**

KCC submitted a joint Expression of Interest made up of six groups:

- ASK (A Safe Kāpiti)
- Greypower
- Kāpiti Patrol
- Age Concern
- Disability Information and Equipment Centre
- Neighbourhood Support

Financial and other requested information was supplied but has not been included for the purpose of this report.

#### ***Proposed Use***

KCC propose to use the Kiosk for community use on a daily basis and for the Patrol to use at night. The Kiosk would be manned Monday to Friday 9am to 5pm and longer term on Saturdays and Sundays as required. No single group expects to have exclusive use of the Kiosk at any time.

ASK would have overall responsibility to manage the operations, housing and rostering of personnel at the Kiosk.

#### **A. Community Group Occupation**

- i. Whilst rostered on at the Kiosk, personnel from ASK, the Patrols, Neighbourhood Support, Greypower, Age Concern, Disability Information and Equipment Centre and any volunteer staff would be able to carry out activities and administration specific to their own organisation. They would also be responsible for overseeing the immediate park area and have an open door to the public for any general or tourism enquiries.

#### **B. Tourism Information Centre**

- i. KCC would engage with local commercial operators to allow them the opportunity to advertise their products and services through their leaflets and pamphlets being housed at the Kiosk.

#### **C. A Safe Haven**

- i. If anyone feels unsafe or has concerns they could just pop in to the Kiosk and know that someone with experience would be

there to help them out or point them in the right direction or identify the right service provider.

## **B. Kāpiti Island Nature Tours (KINT)**

John Barrett submitted an Expression of Interest for Kāpiti Island Nature Tours.

Financial and other requested information was supplied but has not been included for the purpose of this report.

### ***Proposed Use***

#### **A. Check-in and bio-security**

- i. Kāpiti Island Nature Tours propose daily use from 8am to 4pm from October to April, and 8am to 3pm from May until September. The primary purpose would be to provide an all weather check-in and bio-security and registration point for daily visitor services to Kāpiti Island for the business of Kāpiti Island Nature Tours.

#### **B. Information Centre**

- i. From approximately 10am each day there would be an information service provided for visitors and tourists seeking general or specific information regarding Kāpiti Island or the District.

## **C. Paraparaumu Beach Business Association**

Martin Halliday submitted an Expression of Interest on behalf of the Paraparaumu Beach Business Association.

Not all of the criteria requested was addressed as the EOI was not a formal plan for use of the kiosk but more an expression of interest in its development.

## **CONSIDERATIONS**

### **Panel Recommendations**

- 10 Below in italic script is a verbatim record of a) the recommendations and b) other matters raised for noting that the Kiosk Evaluation Panel has agreed they wanted presented to the Board. (Note the headings for each cluster of comments have been inserted by staff for clarity.)

#### Panel's Recommendation regarding preferred Tenant

- 10.1 *“Having considered the expressions of interest, the panel unanimously recommends that KCDC negotiate with the Kiosk Community Collective (“KCC”) with an aim that in the long term, they will be the head tenant for a lease of the kiosk.*
- 10.2 *When considering the expressions of interest the panel considered that the proposal by KCC represented a higher level of community benefit. This is because the proposal allows for use of the kiosk for a number of different community groups and for more hours each day. KCC also indicated an openness to working with other community groups.*

- 10.3 *As KCC has indicated that they are willing to work with other groups, we recommend that KCDC requests that KCC looks at whether they could work with Kapiti Island Nature Tours ("KINT"). If KCC advises that they cannot/will not work with KCC we would still consider KCC as our preferred head tenant, but we would note our disappointment.*
- 10.4 *The panel acknowledged that the proposal from KINT also provided for community benefit, but felt that this benefit was more specific to the tourism/business community rather than the community as a whole. The panel acknowledges the proposal by KINT to provide an information service. If KCC were to withdraw their expression of interest, our recommendation to KCDC would be to negotiate with KINT.*

Panel's Recommendation regarding the preferred Tenant having a formal structure with other users of the Kiosk and support to be provided by Kāpiti Coast District Council

- 10.5 *We recommend that in the long term, there is a formal structure for KCC that provides for KCC to manage use between the various users of the kiosk so that KCDC does not need to be involved in kiosk management. While we believe it would be best if KCC is a separate legal entity we acknowledge that it may be necessary to make interim arrangements, such as having ASK as the head tenant in the meantime with an appropriate Memorandum of Understanding. We recommend that KCDC provides appropriate support in setting up an appropriate structure, either through the KCDC's business advisor service or by facilitating contact between other groups whose members may have expertise to assist such as rotary or the chamber of commerce.*

Panel's Recommendation regarding installing broadband services

- 10.6 *We recommend that KCDC support KCC in installing broadband at KCC's cost.*

Other related matters raised by the Panel

- 10.7 *Other matters that the panel has noted, that would not be included in the lease that the panel wishes to draw to the attention of the Paraparaumu/Raumati Community Board ("PRCB") and KCDC are:*
- 10.7.1 *The panel would also like to see KCC engage with youth as the primary users of Maclean Park. We would like KCC to engage with the Youth Council so that youth get to put their views forward.*
- 10.7.2 *We believe that it would be appropriate for the PRCB to be kept updating as to how these arrangements work and would like to suggest a dialogue with PRCB would be appropriate. We would encourage KCC to report to PRCB quarterly for the first year and annually after that.*
- 10.8 *The panel would like to remind KCDC of PRCB's submission to the Long Term Plan regarding providing water to the kiosk.*
- 10.9 *The panel also noted that bio-security for Kapiti Island is an important issue for all of Kapiti. We are concerned about the current arrangements for taking tourists to Kapiti Island without appropriate bio-security facilities. We would like KCDC to assist with this situation. In particular we recommend that KCDC put pressure on the Department of Conservation to make appropriate arrangements for all three Kapiti Island tour operators. We are disappointed in the current approach of the boating club. We note that as Kapiti Island is our*

*key tourist attraction, conducting bio-security in the boating club car park does not present Kapiti well to tourists”.*

### Next Steps

- 11 The Board needs to consider the above information from the panel with a view to determining whether or not they wish to accept the recommendations on a preferred tenant and any other associated matters that the panel has raised. These recommendations will go through to the next meeting of the Economic and Community Development Committee.

### Policy considerations

- 12 There are no policy implications associated with this recommendation.

### Legal considerations

- 13 As the land on which the Kiosk is located is a Recreation Reserve under the Reserves Act 1977, any proposed activity must comply with those uses allowed under the Act and the current Maclean Park Management Plan. The intended use of the preferred tenant does comply.
- 14 Lease documentation will be drafted and will be reviewed by the Council’s Legal Advisor before being presented for signing.

### Financial considerations

- 15 Due to the community benefit derived from the Kiosk Community Collective activities and the nature of the building, there is no rental consideration. On-going routine maintenance costs will be met from the current Maclean Park budget.

### Tāngata whenua considerations

- 16 There are no known issues for consideration relating to iwi or the Treaty of Waitangi issues.

## **SIGNIFICANCE AND ENGAGEMENT**

### Degree of significance

- 17 This matter has a low level of significance under Council policy.

### Consultation already undertaken

- 18 Multiple meetings and consultation has been undertaken to gain an understanding of the community wishes for the future use of the Kiosk, primarily by the Paraparaumu/Raumati Community Board. The three key meetings were the initial consultation at the Paraparaumu Beach market and two Kiosk-specific public meetings in February 2014 and March 2015. Feedback was also gathered from members of the public who visited the Kiosk on 29 November 2014, the day it was officially reopened after the repairs were completed.

## Engagement planning

- 19 If the recommendation from the Board is accepted by the Economic and Community Development Committee then the Reserves Act 1977 requires a one month notification period.

## Publicity

- 20 A media advisory will be sent out regarding the decision made by the Board and outlining the next steps in the process.

## RECOMMENDATIONS

- 21 That the Paraparaumu/Raumati Community Board notes the considerations of the Kiosk Evaluation Panel in italic script in paragraphs 10.1 – 10.9 of this report (CS-15-1633) and approves the following recommendations be made in a staff report to the Economic and Community Development Committee:
- 21.1 That Kāpiti Coast District Council negotiate with the Kiosk Community Collective with a view to them being the head tenant for the Maclean Park Kiosk lease. The terms and conditions of the lease will be determined through a future lease negotiation process. This will include requiring a formal structure for the Kiosk Community Collective that provides for them to manage use between the various users of the kiosk to ensure that Council does not need to be involved in management of the groups.
  - 21.2 That the Kiosk Community Collective is requested to consider whether they could work with Kāpiti Island Nature Tours. If the Kiosk Community Collective advises that they are unable to work with Kāpiti Island Nature Tours the lease discussions will continue with Kiosk Community Collective as the preferred head tenant.
  - 21.3 That Kāpiti Coast District Council provides appropriate support in setting up an appropriate structure, either through the Kāpiti Coast District Councils business advisor service or by facilitating contact between other groups whose members may have expertise to assist, such as Rotary or the Chamber of Commerce.
  - 21.4 That Kāpiti Coast District Council supports the Kiosk Community Collective in installing broadband at the cost of the Kiosk Community Collective.
  - 21.5 That if Kiosk Community Collective withdraws their Expression of Interest, Kāpiti Coast District Council will continue negotiations with Kāpiti Island Nature Tours.

- 22 That once the lease is formalised the Paraparaumu/Raumati Community Board discuss how best to progress the other related matters raised by the Kiosk Evaluation Panel with the tenant(s).

<b>Report prepared by</b>	<b>Approved for submission</b>	<b>Approved for submission</b>
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<b>Parks and Recreation Manager</b>	<b>Group Manager Corporate Services</b>	<b>Acting Group Manager Community Services</b>

**Attachments:**

**Appendix 1 - Kiosk Evaluation Panel – Criteria, Weightings and Factors**

## Appendix 1

Kiosk Evaluation Panel	
Criteria	Weighting
The amount of community benefit which the respondent can provide	75%
The relative capability, viability and stability of the respondent	10%
The relative operational flexibility of the respondent and their activities	10%
Financial consideration	10%

Factors taken into account when evaluating the criteria were:

### **The amount of community benefit which the respondent can provide**

- Can the applicant demonstrate that their activity provides benefit to the wider community;
- Verifiable outcomes will receive greater consideration than or unconfirmed benefits;
- What outcomes do you expect to achieve through your occupation of the Kiosk.

### **The relative capability, viability and stability of the respondent**

- The historical and future stability of the organisation, both financially and operationally;
- Is the respondent capable of consistently providing the proposed activities;
- Is the respondent able to exist without external help or support for the duration of the agreement;
- Does the respondent expect Council contributions or are they reliant on others to support the continuation of their activities.

### **The relative operational flexibility of the respondent and their activities**

- The ability of the respondent to work with others, or adapt to situations which may present themselves during the course of any occupation.

### **Financial consideration**

- Concession fee (if any) proposed to be paid to Council in respect of the occupation.

### **Other criteria considered relevant by the Council**

- Any other criteria which the panel considers relevant may be discussed in relation to the above factors to cover situations not completely covered by factors 1-4.