



**PAPAIOEA**  
PALMERSTON  
NORTH  
CITY

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# **PALMERSTON NORTH CITY COUNCIL**

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AGENDA

## **EXTRAORDINARY ARTS, CULTURE & HERITAGE COMMITTEE**

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9AM, WEDNESDAY 29 SEPTEMBER 2021

CONFERENCE & FUNCTION CENTRE  
354 MAIN STREET, PALMERSTON NORTH

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# MEMBERS

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**Rachel Bowen (Chairperson)**

**Brent Barrett (Deputy Chairperson)**

**Grant Smith (The Mayor)**

**Zulfiqar Butt**

**Karen Naylor**

**Renee Dingwall**

**Bruno Petrenas**

**Lorna Johnson**

**Aleisha Rutherford**

**Orphée Mickalad**

AGENDA ITEMS, IF NOT ATTACHED, CAN BE VIEWED AT

[pncc.govt.nz](http://pncc.govt.nz) | Civic Administration Building, 32 The Square

City Library | Ashhurst Community Library | Linton Library

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**Heather Shotter**

**Chief Executive | PALMERSTON NORTH CITY COUNCIL**

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## **EXTRAORDINARY ARTS, CULTURE & HERITAGE COMMITTEE MEETING**

29 September 2021

### **MEETING NOTICE**

Pursuant to Clause 21 of Schedule 7 of the Local Government Act 2002, I hereby requisition an extraordinary meeting of the Council to be held at 9.00am on Wednesday, 29 September 2021 in the Conference & Function Centre, 354 Main Street, Palmerston North, to consider the business stated below.



**MAYOR**

## **ORDER OF BUSINESS**

**1. Apologies**

**2. Notification of Additional Items**

Pursuant to Sections 46A(7) and 46A(7A) of the Local Government Official Information and Meetings Act 1987, to receive the Chairperson's explanation that specified item(s), which do not appear on the Agenda of this meeting and/or the meeting to be held with the public excluded, will be discussed.

Any additions in accordance with Section 46A(7) must be approved by resolution with an explanation as to why they cannot be delayed until a future meeting.

Any additions in accordance with Section 46A(7A) may be received or referred to a subsequent meeting for further discussion. No resolution, decision or recommendation can be made in respect of a minor item.

**3. Declarations of Interest (if any)**

Members are reminded of their duty to give a general notice of any interest of items to be considered on this agenda and the need to declare these interests.

**4. Public Comment**

To receive comments from members of the public on matters specified on this Agenda or, if time permits, on other Committee matters.

(NOTE: If the Committee wishes to consider or discuss any issue raised that is not specified on the Agenda, other than to receive the comment made or refer it to the Chief Executive, then a resolution will need to be made in accordance with clause 2 above.)

**5. Military Heritage Update 2020/21**

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Memorandum, presented by Michael Duindam, Acting City Planning Manager.

**6. 2021/22 Maintenance and Renewal Plans and Budgets for Cultural Facilities**

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Memorandum, presented by Bryce Hosking, Manager - Property.

**7. Update on the City's 150th Celebrations Programme**

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Memorandum, presented by Luke McIndoe, Head of Events and Partnerships.

**8. Exclusion of Public**

To be moved:

“That the public be excluded from the following parts of the proceedings of this meeting listed in the table below.

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under Section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under Section 48(1) for passing this resolution

This resolution is made in reliance on Section 48(1)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by Section 6 or Section 7 of that Act which would be prejudiced by the holding of the whole or the relevant part of the proceedings of the meeting in public as stated in the above table.

Also that the persons listed below be permitted to remain after the public has been excluded for the reasons stated.

*[Add Third Parties]*, because of their knowledge and ability to assist the meeting in speaking to their report/s [or other matters as specified] and answering questions, noting that such person/s will be present at the meeting only for the items that relate to their respective report/s [or matters as specified].



## MEMORANDUM

**TO:** Arts, Culture & Heritage Committee

**MEETING DATE:** 29 September 2021

**TITLE:** Military Heritage Update 2020/21

**PRESENTED BY:** Michael Duindam, Acting City Planning Manager

**APPROVED BY:** David Murphy, Chief Planning Officer

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### RECOMMENDATION(S) TO ARTS, CULTURE & HERITAGE COMMITTEE

1. That the memorandum titled 'Military Heritage Update 2020/21', reported to the Arts, Culture & Heritage Committee on 29 September 2021, be received.
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#### 1. ISSUE

The purpose of this memorandum is to update the Committee on the work that has been completed in the 2020/21 period. This includes the following significant projects:

- Opening and blessing of the redeveloped Memorial Park poppy playground (Stage 2).
- Opening and blessing of the CET Arena / Showgrounds with military heritage themed story telling.

#### 2. BACKGROUND

In June 2018 the Arts, Culture and Heritage Committee passed the following resolution:

- That the Chief Executive provide an annual progress report on the development of a Military Heritage Theme across Council Programmes to Arts, Culture & Heritage from June 2019.

The Arts, Culture & Heritage Committee also recommended next steps for work to be advanced, including:

- Commence work with the Palmerston North Defence Heritage Advisory Group (PNDHAG) on a military heritage trail.
- Alert Council staff on the availability of the GIS as an input into the programme planning.

The Arts and Heritage Plan (2021) includes the following action:

*'Provide an annual progress report on military heritage themed Council run programmes to the Arts, Culture & Heritage Committee'.*

Section 3 below outlines the military heritage themed activities that were undertaken in the 2020-2021 period.

**3. MILITARY HERITAGE THEMED ACTIVITIES 2020-2021**

<b>ACTIVITY TYPE</b>
<b>Meetings</b>
<ul style="list-style-type: none"> <li>• Representation on PNDHAG</li> <li>• Quarterly progress update meetings between PNCC Planning and PNHDAG Chair</li> </ul>
<b>Plaques</b>
<ul style="list-style-type: none"> <li>• Purchased new Historic Places plaque for installation on Café Cuba (Former Soldiers Club site of military significance)</li> </ul>
<b>Local History Week: 2-8 November 2020</b>
<ul style="list-style-type: none"> <li>• Bus trip to Linton Military Camp – 4<sup>th</sup> November <ul style="list-style-type: none"> <li>○ Included visit to Engineer Corps Memorial Centre</li> <li>○ Bus tour of the camp</li> </ul> </li> </ul>
<b>Displays</b>
<ul style="list-style-type: none"> <li>• WWII display on second floor and mezzanine floor of the library during ANZAC period</li> <li>• Awapuni Military Camp display on the mezzanine floor during LHW – involved audio/video and display boards</li> <li>• Display banners for ANZAC Day and Armistice Day functions</li> <li>• Created display boards on the history of Awapuni Military Camp</li> <li>• Created display boards of those who died in the South African War, WWII and subsequent conflicts (in addition to that held for WWI) – erected for 2021 ANZAC Day commemoration in Te Marae o Hine.</li> <li>• Created display board on the history of Linton Military Camp – for installation at the Linton Camp end of He Ara Kotahi.</li> </ul>



<p><b>Content Creation - Acquisition of military archives</b></p> <ul style="list-style-type: none"> <li>Documented sites of military significance in Palmerston North through photographs (David Lupton, photographer) – for Manawatū Heritage.</li> </ul>
<p><b>Presentations and Lectures</b></p> <ul style="list-style-type: none"> <li>Hiroshima commemoration event 6/8/2020</li> <li>Ian McGibbon - Armistice Day (Korean War) evening event 11/11/2020</li> <li>Barry O'Sullivan (Military Uniforms) presentation 15/4/2021</li> <li>Leanne Hickman / George Kereama (Military History of Palmerston North) - evening presentation 29/6/2021</li> <li>Venue / promotion for midday monthly military history presentations, co-hosted by PNCL and ECMC/ RNZE CT</li> </ul>
<p><b>Military Themed Events</b></p> <ul style="list-style-type: none"> <li>Victory in the Pacific (VJ Day) flag raising - 15/8/20</li> <li>Armistice Day 11/11/20</li> <li>Anzac Day services including the 150<sup>th</sup> Charter Parade on 25/4/21 this year.</li> </ul> <p>Other events were planned but not delivered due to COVID 19 restrictions and Defence Force capacity at MIQ, eg. Battle of the Bridges (secondary school competition)</p>
<p><b>Parks and Reserves</b></p> <ul style="list-style-type: none"> <li>Opening of the redeveloped Memorial Park poppy playground (Stage 2)</li> <li>Support to the Palmerston North RSA for the NZ remembrance army service grave restoration project</li> <li>Opening of the CET Arena/ Showgrounds with military heritage themed story telling</li> <li>Original Memorial Park flagpole refurbished</li> <li>Stakeholder workshops for redevelopment of Te Motu o Poutoa ANZAC Park (Military heritage input)</li> <li>Cuba Street Redevelopment Project             <ul style="list-style-type: none"> <li>In the construction of the next stage of the Cuba Street redevelopment a provision will be made for the future inclusion of recognition of military heritage.</li> </ul> </li> </ul>

**4. NEXT STEPS**

Explore further opportunities to incorporate the military heritage theme across Council projects and activities, including planned actions such as:

- Reinststate and install Memorial Park Flagpole
- Nga Toa O Manawatū – Bronze Soldier Sculpture along the Manawatū River Pathway near Linton Military Camp
- Design of the Heroes Walk (for Memorial Park redevelopment) that will celebrate WW2 volunteers and servicemen and women.
- Poppy Places signage on buildings and sites of significance
- Decision required regarding continuing the dawn and civic ANZAC day services
- Listing of Military Heritage memorials in the District Plan (Update)
- Update Spatial Database to include heritage layer and military heritage aspects
- Investigate options for a broader Heritage Advisory Panel

**5. COMPLIANCE AND ADMINISTRATION**

Does the Committee have delegated authority to decide? If Yes quote relevant clause(s) from Delegations Manual		<b>Yes</b>
Are the decisions significant?		<b>No</b>
If they are significant do they affect land or a body of water?		<b>No</b>
Can this decision only be made through a 10 Year Plan?		<b>No</b>
Does this decision require consultation through the Special Consultative procedure?		<b>No</b>
Is there funding in the current Annual Plan for these actions?		<b>No</b>
Are the recommendations inconsistent with any of Council's policies or plans?		<b>No</b>
The recommendations contribute to Goal 2: A Creative and Exciting City		
The recommendations contribute to the achievement of action/actions in Arts and Heritage		
The action is: Provide an annual progress report on military heritage themed Council run programmes to the Arts, Culture and Heritage Committee		
Contribution to strategic direction and to social, economic, environmental	The recommendation contributes to fulfilling the action of raising awareness of cultural heritage through the delivery of Council activities, because it demonstrates the projects that have been undertaken in relation to the military heritage of the city.	

and cultural well-being	
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**ATTACHMENTS**

Nil



## MEMORANDUM

**TO:** Arts, Culture & Heritage Committee

**MEETING DATE:** 29 September 2021

**TITLE:** 2021/22 Maintenance and Renewal Plans and Budgets for Cultural Facilities

**PRESENTED BY:** Bryce Hosking, Manager - Property

**APPROVED BY:** Sarah Sinclair, Chief Infrastructure Officer

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### RECOMMENDATION(S) TO ARTS, CULTURE & HERITAGE COMMITTEE

1. That the memorandum titled '2021/22 Maintenance and Renewal Plans and Budgets for Cultural Facilities' presented to the Arts, Culture & Heritage Committee on 29 September 2021 be received for information.
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#### 1. ISSUE

- 1.1 The Arts, Culture and Heritage Committee Meeting on 11 June 2018 resolved:  
*'That the Chief Executive be instructed to present annual maintenance and renewal plans and budgets for the cultural facilities to the Arts, Culture and Heritage Committee, excluding the Central Library.'*
- 1.2 This report addresses this resolution.

#### 2. BACKGROUND

- 2.1 The buildings that sit in the Cultural Facilities portfolio include:
  - The Globe Theatre;
  - The Regent Theatre;
  - Square Edge Building;
  - Te Manawa and the Art Gallery;
  - Creative Sounds;
  - Caccia Birch; and
  - Central Library Building.
- 2.2 There is a clear and consistent demarcation for who is financially responsible for outgoings across the cultural facilities portfolio; Council or the Tenant/CCO. This allows for both parties to plan and budget for the outgoings which are their responsibility.

- 2.3 Most of the building maintenance and renewals are the responsibility of Council as the Landlord and are undertaken by the Property Division.
- 2.4 The Property Division works with the various Tenants/ CCO's to plan and prioritise Council's capital renewal works and planned preventative maintenance each year. The planning and prioritisation of works are undertaken at both a facility-by-facility level and at a portfolio level to ensure the best use of available funds.
- 2.5 Capital renewal works are delivered within the cultural facilities portfolio via Programme 213 – Cultural Facilities – Renewals, whereas the maintenance is undertaken through Council's operational maintenance budgets.
- 2.6 The resolution in Clause 1.1 excludes the Central Library. Therefore this report does not discuss the renewals to be undertaken within the Central Library Building. For clarity, capital renewal works in the Central Library building are undertaken through Programme 1775 – Central Library – Renewals.

**3. CAPITAL RENEWAL AND MAINTENANCE WORKS PLANNED FOR 2021/22**

3.1 Below is an overview of the capital renewal works planned for 2021/22:

<b>Facility</b>	<b>Planned Renewal Projects</b>	<b>Project Budget (excl. GST)</b>
The Globe	<ul style="list-style-type: none"> <li>• Performer's Bathroom Upgrades</li> </ul>	\$140,000
The Regent Theatre	<ul style="list-style-type: none"> <li>• Stage Fly System Infrastructure</li> </ul>	\$50,000
Square Edge Building	<ul style="list-style-type: none"> <li>• Fire Safety Upgrades</li> </ul>	\$400,000
Te Manawa/ Art Gallery	<ul style="list-style-type: none"> <li>• Roof Renewals (part)</li> <li>• 2nd Floor Carpet Replacement</li> </ul>	\$120,000 \$50,000
Caccia Birch House	<ul style="list-style-type: none"> <li>• Carpark Upgrade</li> <li>• House Elevator Pump Renewal</li> </ul>	\$50,000 \$20,000
Creative Sounds	<ul style="list-style-type: none"> <li>• Studio Air-Con Improvements</li> </ul>	\$20,000
<b>Total</b>		<b>\$850,000</b>

3.2 Below is an overview of the repairs and maintenance works planned for 2021/22:

Facility	Planned Maintenance Projects
The Globe	<ul style="list-style-type: none"> <li>• Regular building clean and paint touch ups</li> <li>• Air-con servicing and maintenance</li> <li>• Gas appliance servicing and maintenance</li> </ul>
The Regent Theatre	<ul style="list-style-type: none"> <li>• Specialist heritage repaint of auditorium wall</li> <li>• Minor roof repairs and maintenance</li> </ul>
Square Edge Building	<ul style="list-style-type: none"> <li>• Plumbing/ drainage improvements in Courtyard</li> <li>• Floodlighting maintenance in Courtyard</li> <li>• Courtyard roller door maintenance</li> </ul>
Te Manawa/ Art Gallery	<ul style="list-style-type: none"> <li>• Minor roof repairs and maintenance</li> <li>• Regular building clean and paint touch ups</li> <li>• Exterior weathertightness maintenance and painting of Totaranui House</li> </ul>
Creative Sounds	<ul style="list-style-type: none"> <li>• Drainage and ventilation maintenance</li> <li>• Minor floor structure maintenance</li> </ul>
Caccia Birch House	<ul style="list-style-type: none"> <li>• Regular building clean and paint touch ups</li> </ul>

3.3 Please note the above works is only the planned and maintenance items of significance identified by the Property Division in conjunction with the various CCOs. Any regular servicing will be undertaken over and above this as required, and there is a small allowance for reactive works.

3.4 Also note any works that are being undertaken by the Tenant/ CCO is not included in the above and is over and above the above works.

**4. NEXT STEPS**

4.1 Undertake the maintenance and renewal works throughout the cultural facilities portfolio as planned.

**5. COMPLIANCE AND ADMINISTRATION**

Does the Committee have delegated authority to decide?	<b>Yes</b>
Are the decisions significant?	<b>No</b>
If they are significant do, they affect land or a body of water?	<b>No</b>
Can this decision only be made through a 10 Year Plan?	<b>No</b>
Does this decision require consultation through the Special Consultative procedure?	<b>No</b>
Is there funding in the current Annual Plan for these actions?	<b>Yes</b>
Are the recommendations inconsistent with any of Council's policies or plans?	<b>No</b>
The recommendations contribute to Goal 2: A Creative and Exciting City	
The recommendations contribute to the outcomes of the Creative and Liveable Strategy	
The recommendations contribute to the achievement of action/ actions in the Arts Plan	
The action is: Develop plans for the seismic strengthening and enhancing the city's existing arts and culture buildings to achieve the Council's aspirations and meet the community's needs.	
Contribution to strategic direction and to social, economic, environmental and cultural well-being	A robust renewals programme and facilities management model will help ensure the city's existing arts and culture buildings are achieving the Council's aspirations and meet the community's needs.

**ATTACHMENTS**

Nil



## MEMORANDUM

**TO:** Arts, Culture & Heritage Committee

**MEETING DATE:** 29 September 2021

**TITLE:** Update on the City's 150th Celebrations Programme

**PRESENTED BY:** Luke McIndoe, Head of Events and Partnerships

**APPROVED BY:** Sheryl Bryant, Assistant Chief Executive

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### RECOMMENDATION(S) TO ARTS, CULTURE & HERITAGE COMMITTEE

1. That the memorandum titled 'Update on the City's 150<sup>th</sup> Celebrations Programme', presented to the Arts, Culture & Heritage Committee on 29 September 2021, be received for information.
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#### 1. ISSUE

This memorandum reports on the progress of plans for the sesquicentennial (150<sup>th</sup>) year to the Arts, Culture & Heritage Committee.

#### 2. BACKGROUND

In 2021, Palmerston North City celebrates 150 years, a significant milestone for any city in New Zealand. Although the founding of Palmerston North was not centred around any one day or one event, the 100<sup>th</sup> was celebrated in 1971. As a result, in 2021, we are celebrating the city's 150<sup>th</sup> year.

Council activities delivered or in progress are:

- Start and end of the 150<sup>th</sup> year – New Year's Eve (December 2020)

150<sup>th</sup> Tohu (logo) projected onto the large stage at the start of the year to launch the year. The end of year event will feature a 'through the ages' musical tribute throughout the event. Musical Theatre groups will be able to perform songs from the whole 150-year period.

- A city and business stakeholder event (June)

This event was established as a business networking and engagement opportunity for city stakeholders and Palmerston North based businesses. A bespoke, curated history of the lesser known stories and key sectors of the city was developed and delivered by a professional MC. 316 guests attended this event at The Regent on Broadway on 25<sup>th</sup> June and enjoyed a menu of locally inspired and sourced food and beverages. Council funding was

reduced on this event thanks to additional external sponsorship from key city council partners. Approximately \$20,000 of sponsorship was utilised to offset operational funding. This event was mildly impacted by Covid-19 alert level changes with approximately 20 guests unable to attend.

- A community event: Palmy 150<sup>th</sup> Explore Esplanade Day (March)

A ceremonial cake cutting and activation for residents as well as a heritage talk about The Esplanade was delivered as an additional element at this premiere event in the annual event calendar.

- Arena opening (April)

Impacted by weather and Covid-19 alert levels, this was reduced to a ceremonial opening and blessing, therefore 150<sup>th</sup> elements were not explicitly delivered in a public facing event.

- City installations and lighting projections (ongoing)

A proposed water feature for projection is awaiting parts for delivery from Europe. The project has been delayed so in the interim, the projection elements have been included at a number of other events including Anzac Day and the Matariki Puanga festival.

- The community event seed fund (ongoing)

Twenty-one seed funded events (grants of \$350-\$2,000) have been approved by the Steering Committee. Due to additional sponsorship funding, a total of \$28,000.00 grant funding has been approved. Approved events cover a broad spectrum of arts, cultural and sporting events. \$8,000.00 of funding was sourced from external sponsorship. Centrepont's legacy project 'The Complete History of Palmerston North (abridged)' was also commissioned with seed funding. Other recipients include Papaioea Pasifika Trust, Green Hub, Manawatunes and Manawatu Rose Society.

- Legacy activation: The Palmerston North Monopoly Board Game (October)

Designs are in the final stage of approval with expected delivery in the final quarter of 2021. All sales will be available through the iSite. This board will be a limited edition and a complementary product 'Top Trumps' will also be available at a lower price point.

### 3. NEXT STEPS

Council officers will continue the 150<sup>th</sup> Celebration Programme under the guidance of the 150<sup>th</sup> Steering Committee. This will primarily involve administration of the seed fund.

**4. COMPLIANCE AND ADMINISTRATION**

Does the Committee have delegated authority to decide?	<b>Yes</b>
Are the decisions significant?	<b>No</b>
If they are significant do they affect land or a body of water?	<b>No</b>
Can this decision only be made through a 10 Year Plan?	<b>No</b>
Does this decision require consultation through the Special Consultative procedure?	<b>No</b>
Is there funding in the current Annual Plan for these actions?	<b>No</b>
Are the recommendations inconsistent with any of Council's policies or plans?	<b>No</b>
The recommendations contribute to Goal 2: A Creative and Exciting City	
The recommendations contribute to the achievement of action/actions in Arts and Heritage	
The action is: Council co-ordinates the delivery of the city's community and commemorative events and initiatives so Palmerston North has a full events calendar that caters well for different sectors of the city's population.	
Contribution to strategic direction and to social, economic, environmental and cultural well-being	

**ATTACHMENTS**

Nil