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# **PALMERSTON NORTH CITY COUNCIL**

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## **AGENDA**

# **CULTURE & SPORT COMMITTEE**

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**9AM, WEDNESDAY 8 MARCH 2023**

COUNCIL CHAMBER, FIRST FLOOR  
CIVIC ADMINISTRATION BUILDING  
32 THE SQUARE, PALMERSTON NORTH

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# MEMBERS

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**Rachel Bowen (Chair)**  
**Billy Meehan (Deputy Chair)**  
**Grant Smith (The Mayor)**  
**Mark Arnott**  
**Vaughan Dennison**  
**Lew Findlay (QSM)**  
**Roly Fitzgerald**  
**Patrick Handcock (ONZM)**  
**Leonie Hapeta**  
**Debi Marshall-Lobb**  
**William Wood**  
**Kaydee Zabelin**

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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**Waid Crockett**

**Chief Executive | PALMERSTON NORTH CITY COUNCIL**

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# **CULTURE & SPORT COMMITTEE MEETING**

8 March 2023

## **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. Petition: Alteration to Palmerston North Coat of Arms**

Page 7

## REPORTS

**6. Sport Manawatū - Six-month progress report to Palmerston North City Council July to December 2022**

Page 11

Memorandum, presented by Ann-Marie Mori, Policy Analyst and Julie Macdonald, Strategy & Policy Manager.

**7. Annual Sector Lead Report: Community Arts Palmerston North Incorporated (Square Edge Community Arts)**

Page 27

Memorandum, presented by Stephanie Velvin, Community Development Manager.

**8. Annual Sector Lead Report: Creative Sounds Society Incorporated (The Stomach)**

Page 49

Memorandum, presented by Stephanie Velvin, Community Development Manager.

**9. Artificial Football Turf Feasibility Study (Long Term Plan Programme 1906)**

Page 63

Report, presented by Ann-Marie Mori, Policy Analyst.

**10. Victoria Esplanade User Group - Amendments to Terms of Reference**

Page 147

Memorandum, presented by Kathy Dever-Tod, Group Manager - Parks and Logistics and Aaron Phillips, Activities Manager - Parks.



## INFORMATION REPORTS

### 11. **Manawatū Community Athletics Track - Annual Report for 2022** Page 155

Memorandum, presented by Aaron Phillips, Activities Manager - Parks and Kathy Dever-Tod, Group Manager - Parks and Logistics.

### 12. **Committee Work Schedule** Page 167

### 13. **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].



## **PRESENTATION**

**TO:** Culture & Sport Committee

**MEETING DATE:** 8 March 2023

**TITLE:** Petition: Alteration to Palmerston North Coat of Arms

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### **RECOMMENDATION(S) TO CULTURE & SPORT COMMITTEE**

- 1. That the Culture & Sport Committee receive the petition 'Alteration to Palmerston North Coat of Arms' for information.**
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### **SUMMARY**

Warren and Virginia Warbrick, on behalf of THEN - Histories of Pāmutana, will present the petition 'Alteration to Palmerston North Coat of Arms'.

The petition is as follows:

Arms were granted to Palmerston North in 1989, replacing unofficial armorial bearings which had been used by the city since 1885.

The supporters standing either side of the shield symbolise Palmerston North's bicultural foundations, which began with the signing of the deed of sale of the Ahuaturanga Block on 23 July 1864.

The Letters Patent states, "On the dexter side a Māori chief and on the sinister side a European Woman in early to mid-19<sup>th</sup> century domestic working dress".

All representations of the arms since 1989 show the female supporter wearing a boot. Within the past ten years, for reasons unknown and unexplained, her boot has disappeared from official documents holding the coat of arms.

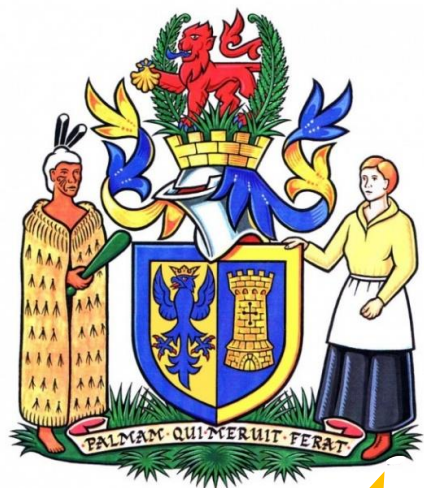
**We request the reinstatement of her boot:**

- 1. Women in 19<sup>th</sup> C working dress wore boots.**
- 2. We need to take care with our cultural and city symbols.**

The petition has been signed by 21 people.

## ATTACHMENTS

1. Petition - Alteration to Palmerston North Coat of Arms [↓](#) 



COAT OF ARMS



COAT OF ARMS POST-2014



## PETITION TO PALMERSTON NORTH CITY COUNCIL BY THEN – HISTORIES OF PĀMUTANA

Feb 2023

Arms were granted to Palmerston North in 1989, replacing unofficial armorial bearings which had been used by the city since 1885.

The supporters standing either side of the shield symbolise Palmerston North's bicultural foundations, which began with the signing of the deed of sale of the Ahuaturanga Block on 23 July 1864.

The Letters Patent states, "On the dexter side a Māori chief and on the sinister side a European Woman in early to mid-19<sup>th</sup> century domestic working dress".

All representations of the arms since 1989 show the female supporter wearing a boot. Within the past ten years, for reasons unknown and unexplained, her boot has disappeared from official documents holding the coat of arms.

**We request the reinstatement of her boot:**

1. Women in 19<sup>th</sup> C working dress wore boots.
2. We need to take care with our cultural and city symbols.



## MEMORANDUM

**TO:** Culture & Sport Committee

**MEETING DATE:** 8 March 2023

**TITLE:** Sport Manawatū - Six-month progress report to Palmerston North City Council July to December 2022

**PRESENTED BY:** Ann-Marie Mori, Policy Analyst and Julie Macdonald, Strategy & Policy Manager

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

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### RECOMMENDATION(S) TO CULTURE & SPORT COMMITTEE

1. That the Committee receive the report titled 'Sport Manawatū – Six-month progress report to Palmerston North City Council July to December 2022' presented to the Culture & Sport Committee on 8 March 2023.
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#### 1. ISSUE

- 1.1 The 2022-25 Funding Agreement with Sport Manawatū requires progress reporting to Council on agreed outcomes at six-monthly and annual intervals.
- 1.2 Attachment 1 is Sport Manawatū's six-month progress report to Council for 1 July to 31 December 2022.

#### 2. BACKGROUND

- 2.1 A new funding agreement and strategic partnership plan with Sport Manawatū was entered into in July 2022 for a three-year term.
- 2.2 The agreed outcomes, based on Council's 2021 strategic direction, are:

Outcome 1: Palmerston North is one of the most active communities in New Zealand.

Outcome 2: Sports events create both social opportunities and economic benefits.

Outcome 3: People have the skills to safely and confidently cycle and walk on our transport network.

- 2.3 To assist with meeting these outcomes, Sport Manawatū administers the Active Communities Fund (outcome 1) and the Sports Event Partnership Fund (outcome 3) on Council's behalf in accordance with the Support and Funding Policy.

### 3. NEXT STEPS

- 3.1 Sport Manawatū will submit its Annual Report for the 2022-23 financial year to Council staff at the end of August 2023. Council will receive this report, with staff's assessment of progress, at the November meeting of the Culture & Sport Committee.

### 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>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 achievement of action/actions in Active Communities	
The action is: Partner with Sport Manawatū to deliver play, active recreation and sport services to meet community outcomes sought by Council including the co-ordination of the Regional Sport Facility Plan, Active Communities and the Sports Event Partnership Funds.	
Carry out regular monitoring and reporting with Sport Manawatū.	
Contribution to strategic direction and to social, economic, environmental and cultural well-being	A strong working relationship with Sport Manawatū is essential in meeting a range of strategic outcomes sought by the Council. The delivery of actions, priorities, and outcomes in the Active Community Plan requires a partnership approach with Sport Manawatū who are well-positioned in the community to deliver relevant activities and services that contribute to social well-being.

### ATTACHMENTS

1. Six-month progress report to Palmerston North City Council 1 July to 31 December 2022 [Download](#) 





# Six-month progress report Palmerston North City Council

01 July to 31 December 2022

1

[sportmanawatu.org.nz](https://sportmanawatu.org.nz)





## EXECUTIVE SUMMARY

The role of Sport Manawātū is to support Palmerston North City Council (Council) to achieve its aspiration of having a connected, vibrant, and thriving city, through the mediums of play, active recreation, and sport.

This report provides an update on our progress over the last six-months to achieve the following high-level outcomes:

**PALMERSTON NORTH IS ONE OF THE MOST ACTIVE COMMUNITIES IN NEW ZEALAND**

**SPORTS EVENTS CREATE BOTH SOCIAL OPPORTUNITIES AND ECONOMIC BENEFITS**

**PEOPLE HAVE THE SKILLS TO SAFELY AND CONFIDENTLY CYCLE AND WALK ON OUR ACTIVE TRANSPORT NETWORK AND SYSTEM**

## 1. PALMERSTON NORTH IS ONE OF THE MOST ACTIVE COMMUNITIES IN NEW ZEALAND

This area focuses on getting our city active using play, active recreation, and sport. Sport Manawātū's role is to strengthen our sector, increase use of parks and open spaces, using insights to assist decisions on facility developments that grow membership and participation opportunities, and empower our community to be active for life. We know that people are generally healthier and happier when they are physically active and that being active contributes to all aspects of hauora.

### a. Using Insights and advice.

Sport Manawātū has employed an in-house Insights and Evaluation specialist who has started work on capturing community attitudes, behaviours, and motivations towards physical activity. A series of questions from the Active NZ survey have been compiled in a google doc form and our team will be looking at using targeted non-Sport Manawātū led events to roll out a sample population survey. The team will be attending several community events over February and March, occupying stands, and capturing survey responses.

#### ***Delivering training, seminars, conferences, and programmes to the sector***

Sport Manawātū hosted its biennial PARS conference with the last conference held in 2020, in previous years the conference has focused on the sport sector. In line with Sport NZ and Sport Manawātū's new strategies, the 2022 conference included aspects of Play, Active Recreation as well as Sport (PARS). The conference was held at the Sport & Rugby Institute at Massey University on 28 October attracting 58 attendees.

#### ***Delivering Insights or supporting targeted activities, events, activations and initiatives aimed at increasing physical activity levels***

Sport Manawātū supported staff from the Awapuni Library following a successful Tū Manawa application, which allowed all the city's libraries to create play-equipment-libraries that lend play equipment to their patrons. Many of the youth that used to go to the library to be on their devices changed their routine to play with the library's equipment before settling in on their devices. The programme commenced 01 August with Awapuni Library commenting:

***"we've been able to incorporate an active element to some of our programming, such as putting a table tennis set out on Friday afternoons for our youth. We've also noticed youth who'd usually hang out on devices pick up equipment and head outside".***

The library staff also commented:

***"The pop up play sessions delivered with Sport Manawātū were a highlight and a great link to the play kits. Those sessions were most successful in Awapuni, Highbury and Ashhurst. Session attendance varied based on weather, but we had 50+ people at some sessions, with requests for repeat events.***

### **Freyberg High School ESOL survival swimming skills programme**

The drownings over the 2021-2022 new year's period had huge impacts across the migrant and refugee communities within Palmerston North and reinforced the need for these communities to have the opportunity to take part in such lessons from a young age. Sport Manawātū collaborated with Freyberg High School, Splash save, Hilton Brown swimming pool and Freyberg Community Pool to make this project possible. Tū Manawa funding was applied for and received by Freyberg High School to overcome participant barriers such as costs, transport, and access while it fostered a sense of belonging for the 35 migrant/refugee youth involved in the project.

The participants learnt backstroke and doggy paddle and were gradually introduced to freestyle. By the end of the 10-weeks, they were swimming the length of the pool flipping from freestyle to backstroke. Everyone WHO ATTENDED REGULARLY was swimming confidently at the end of the 10 weeks.

Programme impact statements included:

***“The whole experience was magic! Because we had the added responsibility of the bus ride, I was mainly with the girls and 2 of my teacher aides were with the boys. That first lesson when Carla was pitching her language to suit ESOL students and they first got into the water, I couldn't keep the smile off my face as I saw my dream unfold before my eyes!”***

***“Seeing the excitement in the girls as we waited for the bus, watching them float for the first time, seeing the girls confident if they slipped unexpectedly underwater, the first time they swam without aids, seeing them swap from front to back.”***

### **Sport Manawātū July school holiday programme in partnership with THINK Hauora**

Sport Manawātū helped coordinate the 12 – 14 July School Holiday Programme in partnership with THINK Hauora, held at the Massey University Recreation Centre. The programme targeted tamariki and rangatahi in the community ranging from 7–15-year-olds. Using a rotational system, each participant had a taste of at least 12 different sport and active recreation activities that are on offer to the community across the 3 days, with the aim of introducing nonparticipants into sport, active recreation, and play. The programme supported 85 children from high deprivation communities to attend covering costs such as transport, registration fees, lunch, and a free T-shirt. The programme was recognised by Recreation Aotearoa and named a finalist (Top 4) for the best recreation event in the country for 2022.

**Watch here: <https://fb.watch/in1tM0LGGO/>**

### **Recognising the contribution of volunteers make to the sector**

Volunteer recognition week to be held in June 18 – 24. We are on track to deliver 200 + Cookie Time Cookies to our volunteers across the city.

### **Holding forums for sector stakeholders and partner organisations (e.g. from health, education, iwi) to collaborate**

Sport Manawātū has been working with iwi groups across the Manawātū region to investigate the desire to re-establish He Oranga Poutama (HoP). HoP is a nationwide initiative funded through Sport NZ which contributes to whānau, hapū, iwi, and Māori wellbeing through physical activity. Applications to administer the fund will be open late February and we will be offering support to secure this programme in our region.

### ***Supporting events and responding to community needs***

We have been building our connections with Rangitāne o Manawatū and other community stakeholders thanks to an invitation to join Ora Kōnnect, a ropū based in Palmerston North comprising Māori health organisations covering the 4412 catchment (Awapuni). Two Sport Manawatū staff were brought into a project collaborating with Te Tihi (Māori health agency that supports seven manawhenua ropu), THINK Hauora, Public Health, Council, Highbury Whānau Centre, and the Manawatū Rugby Union to deliver an initiative involving a Cyclone and Turbos game day event to engage and promote whānau hauora.

## **b. Helping people to be active.**

### ***Administer the Active Communities Fund (for low-income access to physical activity opportunities)***

Established by the Council in 2018, the Active Communities Fund aims to remove financial barriers to enable individuals, families, caregivers, children, and youth the opportunity to be more active, more often. The fund aims to remove barriers to participation through the provision of:

- activity-related costs
- activity-related equipment not provided through a club, school, or activity provider.
- uniforms, clothing, or footwear
- facility fees or event costs
- access to one-on-one or small group coaching
- opportunities that support a life-long love of being physically active
- travel-related costs.

Thirty-one residents have been supported to be active through grants totalling \$6,455.

### ***Help to improve operational processes with sports codes, resolving seasonal overlap conflicts minimise barriers to participation, and improve use of Council facilities***

We have been working with our Regional Sport Organisations (RSO's) and Council staff to broker multi-use agreements between codes, Council's facilities, and sports fields. This has included Sport Manawatū coordinating a user group meeting involving Manawatū Rugby League and Touch Manawatū to address code concerns regarding shared use of Coronation Park.

Sport Manawatū will be involved with assisting Council on its review of the CET Arena masterplan. The review will enable Council to understand future priorities for the facility.

## **c. Providing leadership and supporting a sustainable network of sport and recreation facilities.**

### ***Regional Sport Facility Plan Implementation***

Sport Manawatū continues to fulfil its responsibilities by demonstrating its value in delivering on the Regional Sport Facility Plan Implementation Plan that has been agreed by representatives on the Regional Steering Group. Sport Manawatū is in a unique position to oversee several regional and sub-regional

projects, share valuable learnings that are benefiting the sector long term, and crucially playing our part in making sure every Council dollar is invested wisely for maximum return in benefits to the community.

### ***Undertake a full review of the Regional Sport Facility Plan***

A Project Working Group (PWG) was established, and a Memorandum of Understanding signed for the review of the 2018 Regional Sport Facility Plan back in October. The PWG comprises representatives from Sport NZ, Sport Whanganui, five Territorial Authorities: Horizons, and ECCT. Recreation, Sport, and Leisure consultancy (RSL) have been appointed the consultants to undertake the review with completion expected and endorsed by 30 June 2023.

An induction meeting involving the PWG was held in November to confirm the purpose of the project and get an understanding of any significant issues and opportunities to explore. PWG members were tasked with submitting relevant documentation to the consultant to assist with understanding local plans i.e., asset management plans, strategies and guidance material that would assist with the review. In late November, RSL met one-on-one with representatives from our Councils (an appointed elected member as well as Council officers involved with facilities) to understand the local environment. This was a useful three days, where some common themes began to emerge. Possibly the strongest was the need to activate existing spaces as a priority function.

Sport Readiness surveys were released to relevant codes, clubs and groups and there have been 67 responses to date, seeking info on facility access and utilisation. Sport Manawatū (Southern oversight) and Sport Whanganui (northern oversight) have continued to remind contacts to submit info and have their say. This stage of the review centres on stakeholder engagement and gathering secondary data (*data that is collected by someone other than the primary user*).

RSL will hold a series of workshops to feed back to stakeholders on the emerging themes (February date), discuss the planning approach (decision making process / principles / etc.) and seek additional information from attendees.

The planned approach is:

- Two Iwi based hui,
- Two general workshops (possibly one in Horizons North, one in Horizons South),
- One workshop with an emphasis on Play, and
- One Workshop with an emphasis on Active Recreation.

It is anticipated that Sport Manawatū and Sport Whanganui will agree an approach and co-ordinate these workshops. RSL will facilitate the discussions. Sport Manawatū will continue to keep elected members abreast of developments as the project proceeds through the key project stages of the review.

### **d. Contribute to pre-feasibility or needs assessment work (as required by Council's commitment to the Regional Sports Facilities Plan).**

#### ***Manawatū Gymsports***

Progress on the preliminary feasibility and detailed feasibility assessments for a Gymsports facility in the city remains on track with Visitor Solutions appointed the consultants to progress both preliminary and

detailed feasibility assessments. The project's steering groups comprises representatives from Manawātū Gymsports, Gymnastics NZ, PNCC and Sport Manawātū.

### ***Aquatic facilities review***

Sport Manawātū assisted Council as part of programme #1899 Aquatic facilities and water needs assessment to review the scoping work for the brief and assist in its selection of the consultant to undertake the work. The findings of the review are expected to inform demand and future aquatics facility needs across the city.

### ***Artificial Turf detailed feasibility assessment***

A proposal for an artificial sports turf from the Central Football was presented to Council back in 2010. Investment through the 10 Year Plan was committed for turf design and consenting, and for a contribution towards a development. Sport Manawātū has been involved on the project working group responsible for guiding the detailed feasibility assessment.

### ***Review of the Palmerston North Sections – Manawātū-Whanganui Regional Sport Facility Plan***

The Council endorsed the Regional Sport Facility Plan (RSFP) in 2018 to guide sports facility planning and to coordinate sport and recreation facility provision across the region. The RSFP provides a high-level strategic framework and takes a network-wide approach to facility planning. Recreation, Sport, and Leisure were appointed to carry out the city-specific review which was presented to Council in December. This work involved updating the data from the 2018 RSFP including the facility inventory, demographics, participation rates and trends.

### ***Bowls Detailed Feasibility assessment***

Coordinated by Sport Manawātū with investment from Council, the covered bowling green feasibility work is nearing completion. Unfortunately, the project has experienced several delays however the final report is due for completion February. Preparation of the feasibility assessment has involved:

- Stakeholder engagement.
- Assessment of suitable bowling club sites against selection criteria.
- Case study research of other covered green/bowling centres.
- Planning/consenting research.
- Facility and site costing.
- Funding options and operating model assessment, and
- Helping Bowls Manawātū develop its strategic plan.

The project working group comprises Council, Sport Manawātū, Bowls Manawātū, and Bowls NZ representatives.

### ***Disk Golf expansion***

Sport Manawātū has been assisting a local Disk Golf committee establish a second course in the city. The intention is to create a complimentary course on the western side of the city to that which is located at Linklater Reserve. The Regional Sport Facility Plan key work stages is helping guide the process.

## e. The community understands and values the benefits of play.

This activity area examines our activities that encourage our community to use local parks and reserves for play, active recreation, and sport. We highlight community activations that promote access to safe, affordable, and healthy ways to experience and appreciate nature and our great outdoors.

### ***Play policy implementation***

Sport Manawātū advocated to Ihi Aotearoa Sport New Zealand for PNCC to be selected as one of the first four TAs to be given resourcing for the Local Play Advocate role across Aotearoa New Zealand. This will now enhance the impact we can have at a local level with an increase in time and skillset toward play. Play was included in the Sport Manawātū PARS conference with a specific look at the equity of Play. Attendees were educated on the value of play and by highlighting the inequities of play, we were able to promote future thinking for those in the community to look for and reduce barriers of play.

### ***Support community play champions and initiatives***

We have supported Community Libraries staff through an application for TMAA for a Play Libraries project that allow tamariki and youth within their communities to borrow play equipment when they want to be active. The libraries picked a selection of play equipment (including some that tamariki may not have access to at home) and had available within their library to be used at any time. The initiative has seen tamariki have input into what they would like to see at the library, requesting equipment, giving them a sense of belonging and responsibility to their community.

We have been working with Whakarongo school to case study their Te Rākau a Tu a Rongo project (early Jan), to promote future thinking out in the district and explore opportunities to partner on applications for Tākaro projects across the rohe.

### ***Work with other organisations to achieve better play outcomes***

We have worked with multiple organisations around the rohe to support play opportunities and deliver pop-up plays including Children's University using deprivation as a scale, Best Care Whakapai Hauora, and PNCC Community libraries. These have included engagements with the following schools over 19 – 23 September:

- Te Kura o Wairau,
- Longburn,
- Takaro and
- Riverdale.

We supported PNCC Community libraries with spot prizes for a second distribution of their play postcards (as the first was so popular) to entice more tamariki to get out and play within their community.

We collaborated with Youth space to deliver a rangatahi/tamariki space at the 4412 Pāia free whānau concert organised by Best Care Whakapai Hauora at Raleigh St Reserve. We interacted with the 4412 community to gain insight into how they play and what restricts them from doing this.



### ***Grow a network of play champions in the community***

Existing play champions will be shouldered in the new year and a local play network group will be created to support play opportunities within the rohe. We will continue to use our networks to identify more play champions across the rohe.

### ***Encourage pop-up play opportunities***

Sport Manawātū collaborated with four community libraries across the district to deliver four pop ups:

- Awapuni,
- Ashhurst,
- Te Pātikitiki and
- Roslyn.

The pop-ups were also used as a promotional tool to showcase the project of 'Play Libraries'; where each of these libraries had play equipment available to be borrowed by the tamariki of their community to use on an on-going basis.

### ***Play streets enable and encourage people to play in their streets and neighbourhoods***

A Play Streets Workshop was delivered in August involving Council, Sport NZ and other key play champions from around the district. This workshop highlighted a clear process to work through to develop and implement Play Streets guidelines within the district. Sport Manawātū will continue to support council with developing and promoting Play streets.

### ***Identify and address barriers to play***

We have used the Neighbourhood Play System process with Terrace End school. Through utilising a classroom of Year 4-5 students at Terrace End School we were able to understand the barriers to play within their school and the wider Roslyn community. Through engagement sessions with the class, we got to understand their modes of transport to school, what they enjoy playing with and issues of safety to accessing play opportunities.

We have started working with the new Play lead within Council on the Play Guidelines implementation plan, to help co-design a play programme to provide opportunities for play in Te Marae o Hine - The Square and the city centre.

## 2. SPORTS EVENTS CREATE BOTH SOCIAL OPPORTUNITIES AND ECONOMIC BENEFITS

This outcome area examines how Sport Manawātū has built strategic partnerships with Sport and Recreation Providers, Organisations, and other stakeholders to successfully attract, host, and retain strategically important sporting events which contribute to our city's economy, culture, and wellbeing.

### a. Build strong and collaborative partnerships with event organisers.

A panel comprising representatives from Sport Manawātū, CEDA, and Council was established in July 2019 to jointly make decisions on hosting sporting events in the city. The desired approach has enhanced the administrative process ensuring that funding decisions aligns to the Councils Funding and Support Policy and improves coordination among event funders.

Twenty events have been supported and delivered during the last six-month period. Seven events are scheduled to be delivered in the remaining six-month period including National Secondary School Volleyball, our largest national secondary school event to the city.

We are hoping to be involved (as one of several key stakeholders) to develop a city-wide events strategy. This is to ensure we can support a coordinated way of attracting and retaining events in the city which appeal to a range of core markets and builds valuable event experiences for participants, supporters, and residents alike.

### 3. PEOPLE HAVE THE SKILLS TO SAFELY AND CONFIDENTLY CYCLE AND WALK ON OUR TRANSPORT NETWORK AND SYSTEM

This outcome area details our activities which contribute to more city residents walking, cycling, or using other active transport modes to move around and explore our amazing city. We investigate the impact of cycle skills instruction for school aged children, using events that promote cycling and active transport, including infrastructure designed to get more residents riding a bike and using our city's network system.

#### a. Promote active transport modes (walking and cycling) for recreation and commuting.

##### ***Delivering cycle skills education programmes.***

Sport Manawātū and Council have continued to progress actions within this outcome area relating to becoming a He Waka Kotahi BikeReady national cycle skills region. The He Waka Kotahi BikeReady programme centres on quality standards and measures, which includes spending more instructional time with individual participants. The programme includes an increase in funding that will greatly assist with building local capacity (developing more quality cycle skills instructors and getting more children riding a bike).

Sport Manawātū's focus during the last six months has been recruiting cycle skills staff to deliver on our BikeReady numbers of 660 children. We have delivered Grade 1 to 253 pupils and Grade 2 to 175 pupils. School recruitment has been our focus however we have experienced some challenges with schools dropping out from the programme impacting on our BikeReady number projections.

The Active Transport advisor made two submissions:

- Aokautere Subdivision developments, and
- Reshaping streets plan

#### b. Develop and co-ordinate walking, cycling and active wheels events, initiatives, and activities.

##### ***Walk and Wheels***

Our annual 'Walk and Wheels event is scheduled for last week in March – This has been relabelled to Mini Movin March" to align more with Movin March - run by Wellington Regional Council. The event will help celebrate the benefits of walking, scooting, and biking to school. The event will help us promote alternative ways for whānau of being active together.

We worked with Central Normal School to help them get the best out of their new bikes in July. We offered skills-training and discounts on helmets to Bikes in School schools. Bike On Trust provided free helmets to one school (who responded to the survey).

We have been offering cycling skills instruction to Green Prescription participants while some residents have requested individual help. We have facilitated one E bike course, with three Palmerston North Librarians currently working with us.

Our promotion of cycling and walking related events includes working with Palmerston North City Council Communication and Marketing Team to create opportunities for people to cycle in February as part of the Bike Challenge Aotearoa <https://www.lovetoride.net/nz> (including reaching out to Palmerston North cycling groups). We supported the Gravel and Tar race and the Kids Bike Criterium (part of the Criterium National Championship).

***Developing connections and campaigns with other groups (such as Waka Kotahi, Horizons Regional Council, adjoining Councils, advocacy groups)***

The Active Transport advisor attended the Speaker for Green Drinks meeting in September and providing input to Environment Manawātū stakeholders on Active Transport options.

***Helping to develop School Travel Plans with selected schools***

We coordinated a series of meetings in November involving Council and Massey staff to assist us deliver on school travel plans across the city. We are supporting Winchester Street and Terrace End schools (Bikes in Schools recipient) on developing their travel plans which involves ongoing monitoring.

***Helping implement a Low Carbon Roadmap to reduce citywide emissions***

We have yet to start implementation of the Low Carbon Roadmap in partnership with Council to reduce citywide emissions. We hope to begin this work midyear.



#### CONTACT US

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## MEMORANDUM

**TO:** Culture & Sport Committee

**MEETING DATE:** 8 March 2023

**TITLE:** Annual Sector Lead Report: Community Arts Palmerston North Incorporated (Square Edge Community Arts)

**PRESENTED BY:** Stephanie Velvin, Community Development Manager

**APPROVED BY:** Chris Dyhrberg, Chief Customer Officer

### RECOMMENDATION(S) TO CULTURE & SPORT COMMITTEE

1. That the Committee receive the memorandum titled 'Annual Sector Lead Report: Community Arts Palmerston North Incorporated (Square Edge Community Arts)' presented to the Culture and Sport Committee on 08 March 2023.

### 1. ISSUE

- 1.1 Community Arts Palmerston North Incorporated (trading as Square Edge Community Arts ('SECA')) has delivered its first report (July-December 2022) as a Sector Lead organisation, which is appended to this memorandum.
- 1.2 Reporting to Council is required under the Sector Lead Partnership Agreement structure.
- 1.3 Representatives of Community Arts Palmerston North Incorporated (SECA) are in attendance to present.
- 1.4 Analysis of SECA's performance against agreed activities and outcomes is included in this memorandum below.

### 2. BACKGROUND

- 2.1 On 8 June 2022, Council resolved to engage Community Arts Palmerston North Incorporated (Square Edge Community Arts) as a Sector Lead organisation.
- 2.2 Sector Lead organisations are a trial component of the 2022-2025 Strategic Priority Grants programme, as per Council's resolution of 6 April 2022:

*'that the Chief Executive trial the Sector Lead Partnership agreement using the funding that has already been assigned to organisations through the 2022 allocations from the SPG [Strategic Priority Grant] fund, and report back to*

*Community Development Committee prior to the development of the next 10 year plan'.*

- 2.3 A three-year Partnership Agreement commenced between SECA and the Council in July 2022 accordingly.
- 2.4 The Agreement stipulates that activities funded contribute to the achievement of priorities 1-4 within the Council's Creative and Exciting strategic direction.
- 2.5 Reporting requirements within the Agreement include an annual report to Council covering the activities delivered and outcomes achieved in the preceding period.
- 2.6 To allow for two reports to be received in advance of the 2024-34 Long Term Plan process, and inform the Sector Lead trial, the organisations have been asked to present their first report now covering the first six-months of their contract from 1 July to the end of December 2022, to be followed by another report at the end of second quarter 2023/2024 Financial Year.

### **3. ANNUAL REPORT ANALYSIS**

- 3.1 SECA is an independent charitable trust and receives multiple and diverse sources of funding, including grants from Palmerston North City Council, Creative New Zealand, the Ministry of Social Development, Eastern and Central Community Trust and other funders. SECA work towards meeting several different investment outcomes through its activities and, therefore, their report includes activities that are not solely funded by Council.
- 3.2 SECA was incorporated as Palmerston North Community Arts Council in 1972. In 2004, the Palmerston North Community Arts Council took over management of the Square Edge Creative Centre from the Manawātū Community Arts Centre Trust. Council has supported SECA through a management agreement that allows SECA to retain the surplus revenue from the management of the Square Edge building, and with an operational grant. Over time the grant has increased as services were added including implementation of a new strategic plan and development of new arts events and programmes.
- 3.3 The amount of funding SECA receives through this Sector Lead Partnership Agreement is \$80,000 per annum (plus GST and adjusted for inflation in years two and three).
- 3.4 The current funding agreement activities contribute to the achievement of Goal Two: A creative and exciting city from Council's 2021-31 strategic direction, and align with the following priorities:
  - Priority 1: Create a city that has great places for all people.
  - Priority 2: Celebrate the city's history and diversity and build on the strength of being a city of many cultures and languages.



Priority 3: Be a creative city that nurtures and celebrates the arts.

Priority 4: Develop a national reputation as an exciting city with plenty to do at night and on weekends.

3.5 The agreement also includes that SECA is expected to maintain their strategic leadership role by continuing to demonstrate the characteristics of a sector lead, as stipulated by the Support and Funding Policy 2022, including:

- a. providing capacity-building and support for other community organisations to develop and connect;
- b. delivering the highest level of expertise and highest quality service;
- c. thinking, working and advocating strategically;
- d. having robust strategic and business plans in place.

3.6 Note the Partnership Agreement does not include funding for Art Trail Manawatū, as this is a large event which is funded separately.

3.7 **Table 1: Assessment of agreed activities**

Strategic Alignment	Activity	Comment	Assessment (Not met; developing; or met)
Priorities 1, 3 & 4	Manage the Square Edge Arts Centre building	SECA has managed the Square Edge building to a satisfactory level in this reporting period.  Their Annual Report identifies their contribution to community connection and inclusion by being a safe space that embraces everyone. For example, community collaboration in the design and completion of the outdoor courtyard redevelopment has provided a new public space that everyone can enjoy and participate in maintaining.	Met
Priorities 1, 2, 3 & 4	Develop, run and promote arts programmes, workshops, exhibitions, performances and support	SECA has delivered a range of high-quality activities and programmes in this reporting period.  The recent development of an artist mentoring programme and a youth leadership programme has	Met

	local artists	<p>further expanded SECA's reach to include underserved communities, such as members of migrant and former refugee communities. For example, the Manawatū Afghan community shared their experiences through an exhibition in July-August 2022 as part of a community-led youth leadership programme managed by SECA.</p> <p>SECA has also initiated a series of workshops covering a diverse range of art, with a cost structure that allows those with limited or no funds to fully participate without stigma.</p>	
Priorities 2, 3 & 4	Collaborate with other Arts Sector leaders to develop new initiatives and opportunities	<p>SECA has worked collaboratively with others during this reporting period, including with Centrepont Theatre and Creative Sounds Society Inc. (The Stomach) on cross-sector initiatives including professional development for creatives, supporting the promotion of funding opportunities, and contributed to documents informing Council of community aspirations as part of the 2024-34 Long Term Plan process.</p> <p>Staff view there is further opportunity for SECA in this space to pursue new collaborative initiatives and ideas generated, however note their organisational capacity to do so is limited by financial pressures, with additional time being spent on fund seeking.</p>	Met
Priority 3	Provide capacity-building and support for other community organisations to develop	<p>SECA work with other art organisations in Palmy and across neighbouring regions to create a network that provides artists the opportunity to present their work to audiences in other regions.</p> <p>Support for Manawatū artists includes online promotion through</p>	Developing

	and connect	<p>the artist interviews showcasing the work of every artist involved in Art Trail Manawatū.</p> <p>Similar to above, staff view there is further opportunity for SECA in this space, currently limited by their capacity and resource.</p>	
Priorities 1, 3 & 4	Deliver the highest level of expertise and highest quality service	<p>SECA is performing well in this area.</p> <p>Palmerston North's reputation is enhanced by SECA's involvement in the development of the Coastal Trail and through the Artist Exchange scheme in association with Art Trail Manawatū. Both initiatives link the regional art trails both physically (through the artists themselves) and digitally (through promotion via website and social media channels).</p> <p>As a partner in the Artist in Residence scheme, SECA provide a vital connection to the Palmy creative community and essential support to the visiting artist. This includes the recent Pasifika zine project by literary artist Feana Tu'akoi, in association with Palmy Pasifika students and their families. The zine has since been distributed to libraries and schools around New Zealand.</p>	Met
Priorities 3 & 4	Think, work and advocate strategically	SECA is performing well in this area.	Met
Priorities 3 & 4	Have robust strategic and business plans in place	SECA has satisfactory plans in place.	Met

- 3.8 Alongside an annual report which provides information on the agreed activities, Sector Lead organisations are required to provide six-monthly performance measure data for a range of indicators related to their activities.

- 3.9 The measures are based on a Results Based Accountability approach, where impact of effort is demonstrated by measurement of who is 'better off' as a result of the activities or services, as well as 'how much' of the activity or service was delivered and 'how well' it was delivered.
- 3.10 The performance measure data provides an evidence base to support the information in the annual report.

3.11 **Table 2: Performance measure data for period July 2022 to Dec 2022**

'How much'	Total number of members.	466
	Total number of walk-ins.	107373
	Number of exhibitions held.	17
	Total number of artists exhibiting or engaging with SECA.	324
	Number of workshops delivered.	37
	Number of participants involved in the Artists Mentoring Programme.	7
'How well'	Net Promoter Score.	82.6%
	Percentage of participants completing the Artists Mentoring Programme.	100%
'Better off'	Percentage of members who report feeling better connected to the Palmerston North art community as a result of their SECA membership.	100%
	Percentage of artists report they gained new connections and networks as a result of being profiled by SECA.	100%
	Percentage of artists report they feel more confident to present their work.	100%
	Percentage of artists who return to SECA for another arts opportunity.	39%
	Percentage of participants who report they learnt new skills and knowledge to enhance their artistic development.	100%
	Percentage of participants who report a sense of whanaungatanga as a result of	100%

	being involved in the Artists' Mentoring Programme.	
	Percentage of participants in the Artist Mentoring Programme who report an increase in the sustainability of their artistic career.	100%

#### 4. CONCLUSION

- 4.1 This memorandum has provided background to and comment on the first report of Community Arts Palmerston North Incorporated (trading as Square Edge Community Arts, or SECA), as required by their 2022-2025 Sector Lead Partnership Agreement with Council.
- 4.2 Staff have assessed that Community Arts Palmerston North Incorporated is performing well against their agreed activities across the board, with some areas of further opportunity if capacity allowed.

#### 5. NEXT STEPS

- 5.1 Staff will continue to support Community Arts Palmerston North Incorporated to deliver the wide-ranging activities and initiatives covered by the Partnership Agreement.
- 5.2 Community Arts Palmerston North Incorporated will present its next Annual Report, covering year two of the agreement, early in 2024. Further staff commentary on progress will also be provided at that time.

#### 6. COMPLIANCE AND ADMINISTRATION

Does the Committee have delegated authority to decide?	<b>No</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 3: A Connected and Safe Community	
The recommendations contribute to the achievement of action/actions in Connected Communities	
The action is: Administer grants in line with the community funding policy; Monitor for-purpose organisations contracted or funded by Council against agreed	

outcomes.	
Contribution to strategic direction and to social, economic, environmental and cultural well-being	Sector Lead Organisations contribute to the achievement of Council's strategic direction, particularly Goals 2, 3 and 4, which seek to enhance the social, economic, environmental and cultural wellbeing of the community.

## ATTACHMENTS

1. Annual Sector Lead Report - Community Arts Palmerston North [↓](#)





## SPG SECTOR LEAD REPORT

JULY 2022 – CURRENT



arts — together — transformation



## INTRODUCTION:

### WHO WE ARE

Square Edge Community Arts are a not-for-profit community arts organisation with over 40 years of experience working with and within our community. We are based in the beautiful art deco Square Edge Arts Centre Building on Te Marae o Hine, the Square.

Square Edge are governed by a community board with council representation and have a team of four passionate staff all working part-time hours to manage our arts centre building, galleries, gallery shop, tenancies, venue hire, and a wide array of exhibitions, programmes, and events. We house, host, and offer self-representation and the opportunity to build sustainable incomes to our eclectic, vibrant, colourful and hugely diverse community.

### OUR MAHI

#### Our Creatives

Square Edge encompasses the broadest definition of the arts. Our beautiful three story art deco building houses artists and creatives in many different genre – we have drama and language schools, a voice teacher, picture framer, cabaret performer, voice and nga taonga pūoro artists, painters, art classes, an arts therapist, Māori health practitioners, jewelers, a sign writer, a creative space for people with disabilities, plastic free grocer, florist, pottery studio, sustainable bookstore, café and much more. Our venues host a stream of creatives running and attending workshops, yoga classes, music, theatre, comedy, and dance rehearsals, classes, and performances.





### Exhibitions

Each month Square Edge hosts artists' exhibitions in our three beautiful gallery spaces. Our vision is that our exhibitions reflect our wider community, offering opportunities to an increasingly diverse array of artists, whose narratives, perspectives, cultures, and media offer insight and bring understanding. This may mean that our exhibitions are sometimes challenging for viewers, but the role of good art is to question, challenge, inspire and affirm.



Agitation, activation, advocacy, and education happen in a different way through the arts, but they build awareness effectively. Many of our exhibitions challenge entrenched perspectives, offer self-representation to marginalised and 'unseen' groups, and shake up the status quo. They also inspire and exemplify technical and aesthetic excellence, honour community and cultural narratives, bring in people who may never normally engage with art, and create conversation around difficult discourses.

Generally, each exhibition runs for a four-week period, and is heavily subsidised to enable broad community participation. Square Edge regularly supports exhibiting artists to apply for funding to ensure equitable access to this opportunity.



### Art Trail Manawātū

Each Year Square Edge manages and delivers the huge Art Trail Manawātū event, showcasing over 100 artists in studios and venues across our region, bringing in many thousands of visitors and much needed revenue for our artists. Promoting our region and building sustainable careers for artists, this event has been growing year by year since it was established in 2017.

Our kaupapa for Art Trail Manawātū is that it is a free event – for our artists and the public. This is a deliberate approach to encourage emerging artists to participate, and to ensure the revenue from this event goes to our creatives. In response to Covid and the need to diversify our practice quickly, Art Trail Manawātū now includes yearly in print and online artist profiles, with video studio tours, photographs, and written statements; an art exhibition which showcases artwork from each participant, and a free professional development series of workshops.



Alongside this event we also collaborate with our Coastal Art Trail colleagues in Whanganui and Taranaki to offer an Artist Exchange Programme, with two artists from each region visiting and promoting their trails. Art Trail adds a significant workload to our BAU – with funding requests beginning in February and preparation for the marketing materials and event starting in April each year, leading up to the trail exhibition and weekend in October.

### The Square Shop

Our Square Edge gallery shop offers authentic local artwork for sale, with the intention of building sustainable incomes for our regions' creatives. With over 40 artists represented and regularly promoted, the Square Shop demonstrates the wide variety of mahi that our local creatives undertake.



### Palmerston North Artist in Residence Scheme



The long-standing partnership between Square Edge Community Arts, Palmerston North City Council and Massey University brings talented writers, theatre directors and artists into our region every year. Operating since 2004 the scheme has undergone significant change over the past two years. Both Covid and the loss of the Square Edge apartment have impacted on the activities and timeframes for residents. A new MOU has been agreed upon throughout this period, with community engagement, projects, and self-directed work an ongoing priority.

The current 2022/2023 Summer Shakespeare Artist in Residence is Rhian Firmin, who is directing Romeo and Juliet. Rhian is committed to the idea of Company, of wellbeing and the kaupapa of collaboration.



### Programmes and Initiatives

As a sector-lead organisation Square Edge hold space for and offer guidance and ongoing practical support to many organisations, groups, and individuals. We collaborate to develop new programmes and initiatives and are perceived as the space to ask about and get involved with all things creative. Our reputation as an innovative and supportive space means that we are often asked for advice by other arts organisations across Aotearoa.



In response to community identified needs, we are currently:

- Advising other arts organisations on the process of developing an art trail (we are working with Hutt Arts and Hastings Community Arts this year)
- Offering guidance and support to groups and individuals applying for funding
- Developing an online learning space with both a free artist mentoring programme series and a user pays artists' workshop series. We are working with local artists to develop both of these online offerings, with the support of Local Government and Creative New Zealand funding.
- Running a regional community arts support initiative, supported by Ministry of Social Development Social Cohesion funding, building relationships, and offering PD to smaller community arts organisations like ours across the Manawatū, Horowhenua, Rangitikei, and Tararua regions.

- Running a series of user-pays artist-run workshops that cover skills as diverse as jewelry, making your own hand-woven broom, comic drawing, resin art, pastel drawing, bead weaving and pottery.
- Offering free school holiday workshops for children (we pay our artists but there is no cost to attend)



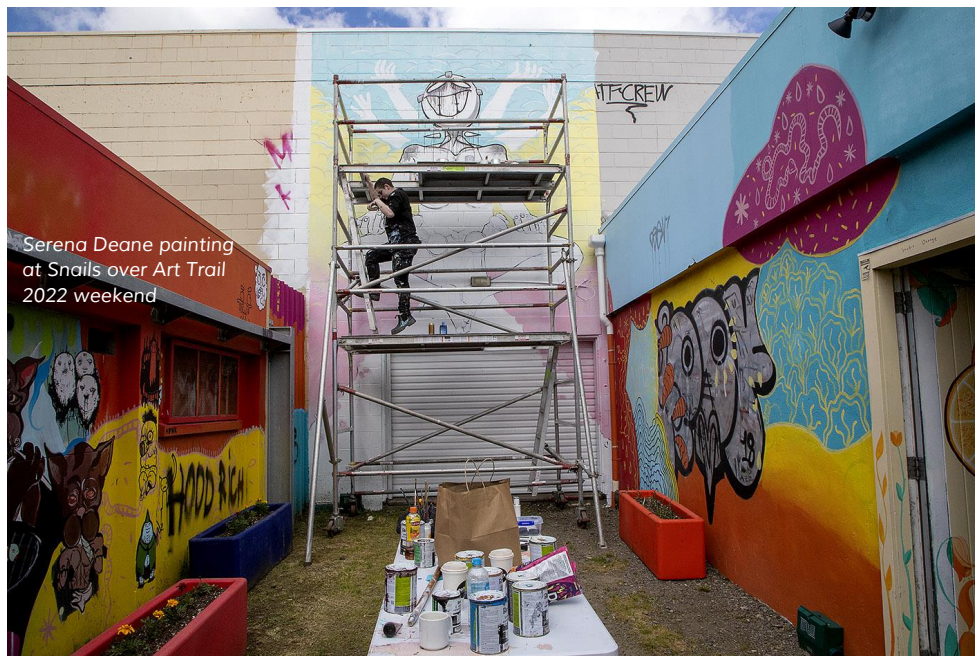
Our mahi is dynamic, people-driven, and at the colourful, expressive, vibrant creative heart of the Palmerston North community.



## CONTRIBUTION TO PNCC OUTCOMES

As an organisation Square Edge strongly supports PNCC's strategic goals for our city.

### Goal 2: A Creative and Exciting City

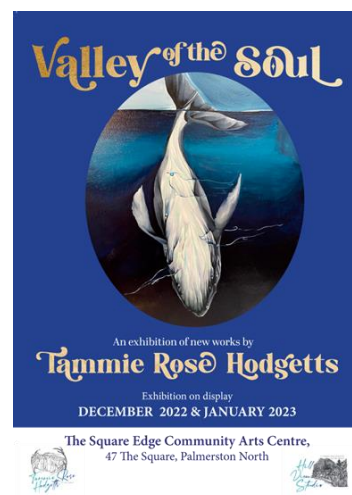


Serena Deane painting  
at Snails over Art Trail  
2022 weekend

With the instigation of our new strategic plan in 2020, and in response to the dynamic change that the Covid 19 pandemic brought, our organisation has rapidly evolved to offer innovative approaches to meet the creative needs of constantly fluctuating environments and community identified gaps.

Over the past six months we have:

- Undertaken Art Trail Manawatū 2022 - with over 100 participants and 24,000 local and out of region visitors From areas including Wellington, Napier, Kapiti Coast, Whanganui, Wairarapa and Taranaki.
- Offered 17 exhibitions, showcasing 124 new artists and groups - 324 artists in total. Exhibitions included individual artists, groups and collectives in media including paint, raranga, print, pastels, woodwork, digital art, and sculpture. Exhibiting artists ranged in age from 15 upwards.
- Provided 37 workshops and several events.
- Supported the Palmerston North Artist in Residence scheme, in partnership with PNCC and



Massey University, developing a new MOU agreement and working to gain sponsorship to sustain this scheme

- Communicated with over 90,000 Social media visitors and 466 members
- Instigated and begun developing an accessible online workshop space and free online artist mentoring programme to improve arts access
- Collaborated with artists and arts organisations from Taranaki, Rangitikei, Manawatū, Horowhenua, Whanganui, Lower Hutt and Havelock North



The Square Edge galleries provide a venue for the robust voices of creatives to express narratives that approach social, cultural, justice, environmental, and political issues visually, offering a unique way into these for over 107,000 visitors that we welcomed into our building over this period.

### **Goal 3: Be a city where everyone feels connected and included**

Our organisation is a public space that offers refuge and connection to many people who sit at the margins in this city. People wander through our galleries, sit quietly in our courtyard gardens, sleep on our couches, play our piano, run up and down the stairs, meet each other in our café, and engage with our warm community of tenants. At Square Edge we embrace difference and that makes our space safe.



Over the past six months we have completed our outdoor courtyard redevelopment project, with the support of Eastern and Central Trust, Environment Network Manawatū, and Menzshed Manawatū. Our Creative Journeys Hub 'Spade Squad' team maintain and add colour and energy to our gardens with the support of our garden coordinator, learning about growing things and interacting with members of the public in positive, conversation-starting ways.

The provision of free workshops encourages connection and community building, and the one-on-one support of our team to encourage individual and community aspirations and build confidence, capacity and skills contributes strongly to this goal.

## SECTOR LEADERSHIP

As a sector lead organisation, we further contribute to our community by demonstrating the following characteristics:

A solid reputation   Innovation   Reliability   Integrity

Warmth and empathy   Respect for diversity

Positive sector influence and support

Encouraging creative risk taking and innovation



**What this looks like in our practice.**

#### **Square Edge**

- Create unique and responsive solutions to enable broad access and participation
- Undertake capacity-building activities for individuals, community and arts organisations to develop skills, find funding and opportunities, and build networks and connections
- Present and manage our organisation, building, programmes, exhibitions, events, workshops, and initiatives professionally and with integrity
- Build robust relationships within our wider region and nationally
- Ensure we are up to date with current best practice, funding, resources and available local community support
- Ask for community feedback, evaluating and analysing the data received, and using this to plan for continual improvement in every aspect of our management
- Offer free skills development and participation opportunities whenever possible
- Create a warm, respectful, and welcoming wairua in our whare
- Initiate new ideas and activities in response to community identified needs
- Think, work, and advocate strategically
- Have robust strategic and business plans in place

## **CHALLENGES & OPPORTUNITIES**

### **FUNDING, STAFF, & SUSTAINABILITY**

With notable decreases in central government funding investment to the creative and community sectors looming, contestable funding sources will be in even higher demand.

As most of our funding at Square Edge is applied for through this process, we are concerned about our ability to sustain our current, successful, management structure and community offerings. To enable equitable access and participation it is critical that we continue to offer opportunities that are cost effective – and this means our organisation (like so many others) are constantly having to apply for funding. The impacts of ongoing financial insecurity on forward planning, organisational and programme growth, staff hours and morale are significant.

Our sector and local government rely on the goodwill of community organisations to undertake demanding, essential, and significantly self-funded community work, which meets the council's strategic goals - without adequate ongoing support. Our staff are highly capable, but very poorly recompensed, even within the not-for-profit sector and the council's acknowledged sector-lead organisations. Retaining staff and maintaining the project, resource, and programme momentum, created through significant recent Covid funding, will impact on organisational stability moving forward.

The difficult financial environment has taken its toll on yet another café tenant in our building, with Antonio's café closing in December 2022. Our Square Edge café brings in many thousands of visitors each month, who in turn support the other small

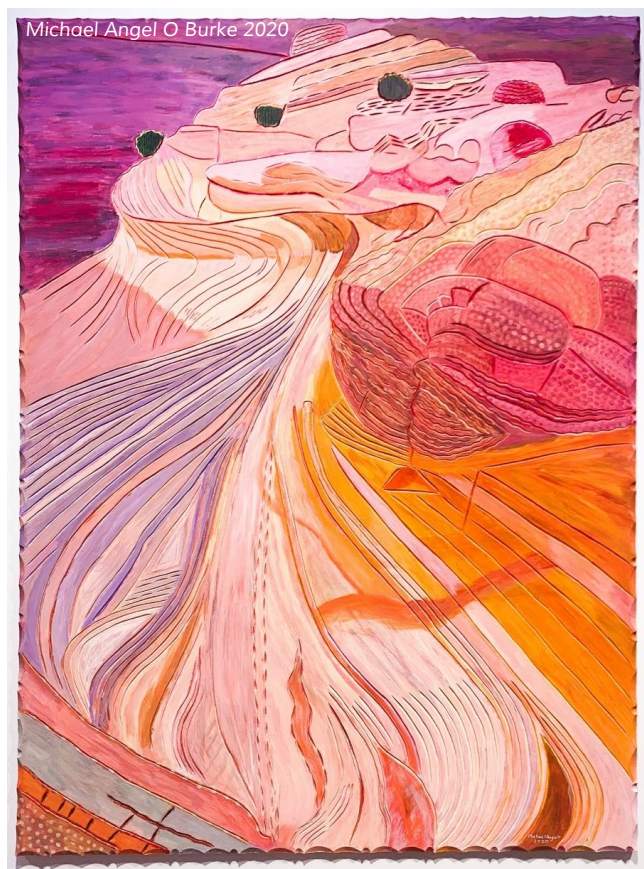
businesses in our building. The loss of income and foot traffic are of concern – but our team are working to reopen this space as soon as possible, in some form.

### RELATIONSHIPS, INITIATIVES, & PROGRAMMES

The impact of limited funding on community organisations affects all our sector-lead organisations, however it also asks us to initiate new and innovative ways of working, and to learn from each other. Covid has demonstrated this process to us very effectively over the past few years. The significant Covid funding we have previously accessed has also enabled robust new programme and initiatives to be created and allowed us to develop online resources for the community which we now continue to build on. We have an established operational framework and core programmes which offer new spaces for extension and adaptation.

Square Edge have worked hard over the past few months to develop new relationships, and to strengthen those we have. Building both our national and regional networks enables some incredible collaboration, offering the capacity to share resources and development, develop joint initiatives and programmes, apply for jointly funded projects, and provide support and advice to each other. The deep desire for connection and collegial support brings rich, diverse, and unique collaborations – which may not necessarily have happened in quite the same way, or with quite the same urgency. We are all now critically aware of each other and the need to connect.

Responding to this new landscape requires us to rapidly develop new skills and a much more holistic approach to how we support ourselves.



## REFLECTIONS & CONCLUSIONS

### Sector insights

While PNCC have invested in an Arts Strategy that clearly denotes the goals we have for arts and culture in Palmerston North, these aspirations do not translate into long-term or consistent financial investment into the sector. Funding for the arts always seems to fall off the budget first. Our alternative within the sector is unstable funding, which is contestable, often short-term and project based. Reliance on this model means we are in a constant and ongoing struggle to maintain core delivery and provide consistent programmes and initiatives to our community.

Creative sector research demonstrates the importance of the arts:

- New Zealanders are more positive than ever about the vital role the arts play in our lives.
- The arts are making a powerful contribution to New Zealanders' wellbeing and are helping us get through COVID-19.
- More New Zealanders appreciate the arts' powerful role in connecting whānau and communities, but access to the arts could be improved.
- The arts are helping more of us explore and build our own sense of identity, as well as growing our connections with other New Zealanders.
- Attendance has declined but participation has held steady, and how we want to experience the arts is changing.

(New Zealanders and the Arts 2020 — Ko Aotearoa me ōna Toi 2020 retrieved from: <https://creativenz.govt.nz/Development-and-resources/Research-and-reports/New-Zealanders-and-the-Arts-2020-Ko-Aotearoa-me-ona-Toi-2020> )

### Reflections on sector leadership

The acknowledgement of our roles as sector-lead organisations respects the significant work our organisations undertake regularly within community. We value the trust and confidence and the financial investment that Palmerston North City Council, our Mayor, Councilors, and council staff have offered along with this title.

While Square Edge are often perceived as a space for the arts – we are also more importantly a welcoming and inclusive space for a highly diverse community – and this is something that our sector lead organisations all have in common. Together we are the beating heart of our community. We work in a space that sits between social and creative leadership, providing a critical informal support network which regularly manages the spillover from our highly pressured local social services – whose long waiting lists can leave highly vulnerable people isolated and disconnected.

Working with community offers many things – laughter, rich narrative, deep connection, and incredible collaboration, but it also brings frustration, long hours, and an abiding sense that we do not have the organisational capacity to meet the growing needs of our community that we hear so clearly every day.

Our organisations are the bridges between the council's strategic goals and the application of these. We understand the pressure of budgets (intimately!), however people are our business and should be the council's priority. The responsibility of implementing the council's strategic goals must be supported effectively – help us to uphold these spaces and our community.



### Conclusion

Our first six months as a 'sector-lead organisation' has provided us with many opportunities to connect with other organisations – learning from each other and building new opportunities for collaboration. The value of this is immense and brings connection and a sense of hope, support, and collegiality that is often difficult to develop in our time pressured environments. We have truly appreciated the interpersonal investment made by council staff into this newly created space.

Square Edge have consolidated our programmes and operations and have developed further new initiatives with enough funding in place to manage BAU over this period, however we are very mindful that this is a fragile and unstable environment that relies on many elements outside of our control. While we are immensely proud of the mahi undertaken, the wairua of our space, and the offerings we make to community, we continue to struggle with the fundamental issues of funding, staff retention, capacity and sustainability.

Developing a space that acknowledges the critical role our community organisations play in upholding local government goals comes with responsibility – for both parties involved. It requires that we clearly communicate what we are up to, and this is not a one-way street. The decisions the council make have significant and long-lasting impacts on the ability of community organisations to survive. Ongoing conversations and consultation with sector-lead organisations can offer real insight into community issues. Please invite us to the table – our experience and knowledge in this space are authentic and grounded in this community, in these people – your constituents.

Thank you for the opportunity to submit this report and for the substantial support council staff, our local city councilors and Mayor Grant Smith offer to our organisation.

**ngā mihi**

**The Square Edge Management Team**

Dr Karen Seccombe | Artistic Director

Jane Humphrey | Business Manager



## MEMORANDUM

**TO:** Culture & Sport Committee

**MEETING DATE:** 8 March 2023

**TITLE:** Annual Sector Lead Report: Creative Sounds Society Incorporated (The Stomach)

**PRESENTED BY:** Stephanie Velvin, Community Development Manager

**APPROVED BY:** Chris Dyhrberg, Chief Customer Officer

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### RECOMMENDATION(S) TO CULTURE & SPORT COMMITTEE

1. That the Committee receive the memorandum titled 'Annual Sector Lead Report: Creative Sounds Society Incorporated (The Stomach)' presented to the Culture & Sport Committee on 8 March 2023.
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#### 1. ISSUE

- 1.1 Creative Sounds Society Incorporated (CSSI) (known as The Stomach) has delivered its first report (July-December 2022) as a Sector Lead organisation, which is appended to this memorandum.
- 1.2 Reporting to Council is required under the Sector Lead Partnership Agreement structure.
- 1.3 Representatives of Creative Sounds are in attendance to present.
- 1.4 Analysis of Creative Sounds' performance against agreed activities and outcomes is included in this memorandum below.

#### 2. BACKGROUND

- 2.1 On 8 June 2022, Council resolved to engage Creative Sounds as a Sector Lead organisation.
- 2.2 Sector Lead organisations are a trial component of the 2022-2025 Strategic Priority Grants programme, as per Council's resolution of 6 April 2022:

*'that the Chief Executive trial the Sector Lead Partnership agreement using the funding that has already been assigned to organisations through the 2022 allocations from the SPG [Strategic Priority Grant] fund, and report back to Community Development Committee prior to the development of the next 10 year plan'.*

- 2.3 A three-year Partnership Agreement commenced between Creative Sounds and the Council in July 2022 accordingly.
- 2.4 The Agreement stipulates that activities funded contribute to the achievement of priorities 1-4 within the Council's Creative and Exciting strategic direction.
- 2.5 Reporting requirements within the Agreement include an annual report to Council covering the activities delivered and outcomes achieved in the preceding period.
- 2.6 To allow for two reports to be received in advance of the 2024-34 Long Term Plan process, and inform the Sector Lead trial, the organisations have been asked to present their first report now covering the first six months of their contract from 1 July to the end of December 2022, to be followed by another report at the end of the second quarter of the 2023/2024 Financial Year.

### 3. ANNUAL REPORT ANALYSIS

- 3.1 Creative Sounds Society Incorporated is an independent charitable trust and receives multiple and diverse sources of funding, including from Palmerston North City Council, Manatū Taonga Ministry of Culture and Heritage, New Zealand Music Commission, Department of Internal Affairs Lottery Grants and other funders. The Stomach works towards meeting several different investment outcomes through its activities and, therefore, their report includes activities that are not solely funded by Council.
- 3.2 Creative Sounds Society has supported the local music community with an all-ages music venue, recording and rehearsal facilities since its incorporation in 1988. Over the past thirty-four years Council has supported Creative Sounds with a lease agreement for the council-owned music studio space, and with an operational grant. Additionally, Creative Sounds has raised significant funding to expand and upgrade the building in partnership with Council.
- 3.3 The amount of funding Creative Sounds receives through this Sector Lead Partnership Agreement is \$110,000 per annum (plus GST and adjusted for inflation in years two and three).
- 3.4 The current funding agreement activities contribute to the achievement of Goal Two: A creative and exciting city from Council's 2021-31 strategic direction and align with the following priorities:
  - Priority 1: Create a city that has great places for all people.
  - Priority 2: Celebrate the city's history and diversity and build on the strength of being a city of many cultures and languages.
  - Priority 3: Be a creative city that nurtures and celebrates the arts.
  - Priority 4: Develop a national reputation as an exciting city with plenty to do at night and on weekends.



3.5 The agreement also stipulates that Creative Sounds are expected to maintain their strategic leadership role within the sector by continuing to demonstrate the characteristics of a sector lead, as stipulated by the Support and Funding Policy 2022, including:

- a. Providing capacity-building and support for other community organisations to develop and connect;
- b. Delivering the highest level of expertise and highest quality service;
- c. Thinking, working and advocating strategically; and
- d. Having robust strategic and business plans in place.

3.6 **Table 1: Assessment of activities**

Strategic Alignment	Activity	Comment	Assessment (Not met; developing; or met)
Priorities 1, 2, 3 & 4	Deliver regular gigs for people of all ages and diverse interests featuring local, national, and international artists who would not otherwise be booked in commercial spaces or tour to this City	Creative Sounds is performing well in this activity; they have resumed a full programme of live events following Covid-19 restrictions and are fully booked.	Met
Priorities 1, 2, 3 & 4	Provide an industry standard, professional style, recording studio of considerable size and flexibility for local musicians of all abilities with a low-cost pricing model	Creative Sounds operate The Stomach facilities to a high standard and continue to work to ensure access barriers are low. Council staff understand there is strong demand for their quality recording facilities from surrounding regions, as well as from local musicians.	Met
Priorities 1, 2, 3 & 4	Provide publicly accessible and affordable, high quality rehearsal spaces and equipment for local	Creative Sounds is performing well in this activity.	Met

	musicians		
Priorities 1, 2, 3	Provide equipment hire, such as vocal PA and backline to support local musicians	This is a successful initiative; the music instrument and backline library established last year has had good use from local musicians and community groups needing to hire instruments or amplifiers for events.	Met
Priority 4	Create and maintain a network of connections to the broader New Zealand music community and industry	Creative Sounds has a strong network of relationships which reflect positively on the organisation and the city.	Met
Priorities 1, 2, 3 & 4	Provide education and mentoring opportunities for local musicians	Creative Sounds has delivered programming in this area. With New Zealand Music Commission support, free professional respect training has been offered to foster a safer and inclusive culture for the music community.	Met
Priorities 1, 2 & 3	Be accessible for people who experience challenges to participation in music, because of age, gender, identity, ethnicity, socio-economic situation, disability or neurodiversity	Creative Sounds is well established as an intentionally inclusive and welcoming organisation / facility, allowing a wide range of groups to express themselves creatively.	Met
Priority 4	Positively promote Palmerston North via the organisation's highly regarded reputation among the New Zealand music community as well as	Creative Sounds is very active in this area. Collaborative work with local and national media ensures a positive profile for the city and the facility is	Met



	through regular engagement with touring artists, and promotion of Palmerston North gigs and local music scene via The Stomach newsletter and other outlets such as local and national media	maintained.	
Priority 3	Provide capacity-building and support for other community organisations to develop and connect	Creative Sounds openly share their expertise, advice and knowledge with other community and music organisations, to the betterment of the sector.	Met
Priorities 1, 3 & 4	Deliver the highest level of expertise and highest quality service	Creative Sounds is delivering to a high level.	Met
Priorities 3 & 4	Think, work and advocate strategically	<p>This area is a strength of Creative Sounds.</p> <p>Recent development of relationships with other Sector Lead groups has been positive; Creative Sounds has been active contributors to this network.</p> <p>Alongside Square Edge Community Arts and the other Sector Lead groups they contributed to development of information to guide Council's Ten-Year Plan deliberations.</p> <p>As indicated in their report, there is further opportunity for Creative Sounds to embed itself as a leading regional arts organisation, if the right support can be</p>	Met

		secured.	
Priorities 3 & 4	Have robust strategic and business plans in place	<p>Satisfactory plans are in place.</p> <p>It is noted that there is an upcoming change in key staff, with the resignation of the organisation manager; Council staff are assured that the Creative Sounds board are underway with recruitment of a new manager.</p>	Met

3.7 Alongside an annual report which provides information on the agreed activities, Sector Lead organisations are required to provide six-monthly performance measure data for a range of indicators related to their activities.

3.8 The measures are based on a Results Based Accountability approach, where impact of effort is demonstrated by measurement of who is 'better off' as a result of the activities or services, as well as 'how much' of the activity or service was delivered and 'how well' it was delivered.

3.9 The performance measure data provides an evidence base to support the information in the annual report.

3.10 **Table 2: Performance measure data for period July 2022 to Dec 2022**

'How much'	Total number of members	300
	Total number of member newsletters sent	5
	Number of users accessing The Stomach or CSSI's services who self-identify as having a disability	80
	Total number of clients who access recording facilities	137
	Number of recording/rehearsal hours	593
	Number of groups/settings engaged with for an education session	16
	Number of education activities delivered	21

	Number of attendees at education activities	147
	Number of events/shows delivered	21
	Number of musicians and technicians engaged in events/shows	165
	Number of attendees at events/shows	700
'How well'	Net Promoter Score	88%
'Better off'	Percentage of members who report feeling better connected to the music community as a result of their involvement with The Stomach and Creative Sounds	72%
	Percentage of clients who report that, as a result of accessing the facilities, they have achieved their musical or self-defined goal	79%
	Percentage of attendees who report that they learnt something new about music as a result of the education activity	84%
	Percentage of musicians/technicians who report feeling more confident about performing for a live audience and/or delivering a show	100%

#### **4. CONCLUSION**

- 4.1 This memorandum has provided background to and comment on the first report of Creative Sounds Society Incorporated (The Stomach) as required by their 2022-2025 Sector Lead Partnership Agreement with Council.
- 4.2 Staff have assessed that Creative Sounds is performing well against their agreed activities across the board. There will be some challenges ahead this year, as post-Covid-19 funding winds up and with key staff changes; however, Council staff are satisfied that Creative Sounds has robust plans, structures and relationships in place to navigate these successfully.

#### **5. NEXT STEPS**

- 5.1 Staff will continue to support Creative Sounds to deliver the wide-ranging activities and initiatives covered by the Partnership Agreement. Staff will ensure extra support is provided when the transition in manager occurs.

- 5.2 Creative Sounds will present its next Annual Report, covering year two of the agreement, early in 2024. Further staff commentary on progress will also be provided at that time.

## 6. 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 3: A Connected and Safe Community	
The recommendations contribute to the achievement of action/actions in Connected Communities	
The action is: Administer grants in line with the community funding policy; Monitor for-purpose organisations contracted or funded by Council against agreed outcomes.	
Contribution to strategic direction and to social, economic, environmental and cultural well-being	Sector Lead Organisations contribute to the achievement of Council's strategic direction, particularly Goals 2, 3 and 4, which seek to enhance the social, economic, environmental and cultural wellbeing of the community.

## ATTACHMENTS

1. Annual Sector Lead Report - Creative Sounds [↓](#) 

## **Creative Sounds Society Inc – The Stomach Sector Lead Report to Palmerston North City Council**

Reporting Period: July 2022 – February 2023

### **Section One: Introduction**

Creative Sounds Society Inc (CSSI) is a non-profit organisation dedicated to the encouragement of creative musical, artistic, and performance activities. We run an all-ages venue, recording studio and rehearsal spaces known as [The Stomach](#) in Palmerston North. Accessibility and affordability are key priorities of Creative Sounds Society. We strive to ensure that all people are able to meaningfully access and engage with musical creativity, regardless of their ability or circumstances. Since 1988 our musical community has worked with the direct support of PNCC to develop and operate Aotearoa New Zealand's leading (and longest-standing) all-ages community music venue and facilities. CSSI has a multi-year Sector Lead agreement with PNCC and rents our premises at 84 Lombard St from PNCC. Together we have invested in improvements, including a rebuild in 2008-2009, that support our activities.

Established in 1988, The Stomach has been a fixture of the Aotearoa music scene for 35 years. Playing host to countless artists, bands, tours, recordings and rehearsals, workshops and much more. Creative Sounds Society continues to embody the original vision, to nurture and provide space and resources for creative music in our community.

### **Section Two: Contribution to PNCC Outcomes**

#### **PNCC Priorities:**

During the last six months our activities have continued to positively contribute to the realisation of the following strategic priorities: Palmerston North City Council has the vision of 'He iti rā, he iti pounamu – Small city benefits, big city ambition' and a goal for Palmerston North to be a creative and exciting city.

#### **Priority 1: Create a city that has great places for all people:**

CSSI ensures that our community are able to access high quality music facilities that are essential to the maintenance of local musical creativity and performance. This includes our publicly available rehearsal studios, community recording studio, and our for-purpose all-ages music venue. We are careful to ensure that barriers to participation such as cost, ability, and age are minimised so that our community can access and actively participate in music activities. CSSI ensures that our facilities at The Stomach are fit-for-purpose and well-resourced with appropriate music instruments and audio equipment to support our community.

**Priority 2: Celebrate the city's history and diversity and build on the strength of being a city of many cultures and languages:**

CSSI supports the cultural and creative diversity of our community through provision of our services and facilities. Our organisation is committed to supporting creativity and self-expression. This takes many forms, including a wide range of participative and performance activities, a wide range of musical genres and musical practices (e.g. recording, live performance, rehearsal, therapy, writing etc), and a wide range of cultures. Our organisation supports community celebrations such as Waitangi Day and Festival of Cultures through provision of backline. We also engage with cultural communities through our services. Examples include rehearsals and recording sessions for cultural groups. Past highlights have included involvement in cultural exchanges, recording kapa haka performances, recording te reo Māori education materials and hosting international independent artists at our venue.

**Priority 3: Be a creative city that nurtures and celebrates the arts:**

CSSI is the only dedicated for-purpose public music organisation in our region. Our non-profit structure ensures that all of our resources, and then some, are directed to supporting creative musical pursuits. Our facilities at The Stomach as well as our services, support and programmed activities enable our community to experience live music, perform to local audiences, create, collaborate, experiment, record, and pursue the art of practicing music. Our regular gigs bring together a diverse community of interest. We work collaboratively with Radio Control 99.4FM, the wider national Student Radio Network, and music media outlets such as UnderTheRadar to promote and celebrate our musicians and artists. We also collaborate with other music venues such as The Globe Theatre and Snails Artist Run Spaces to support diverse programming of musical performances and diverse settings for performances by artists. Collectively these organisations provide the setting for countless local and touring artists to perform live in our city. CSSI also supports external organisations and events through the provision of backline (such as amplifiers and drum sets) to a wide range of music performance settings.

**Priority 4: Develop a national reputation as an exciting city with plenty to do at night and on weekends:**

CSSI operates Aotearoa New Zealand's longest-standing and leading all-ages venue. We host regular gigs (concerts) featuring local and touring independent musical artists of all-ages. The Stomach is held in high regard throughout the national music industry and independent music sector.

During the initial development of central government's response to the Covid-19 crisis we were approached by the New Zealand Music Commission to contribute to the development of national funding initiatives to support all of New Zealand's independent touring artists and established live music venues.

**Sector Lead Organisation**

As a sector lead organisation we further contribute to the arts community by demonstrating the following characteristics of a sector lead:

**Providing capacity-building and support for other community organisations to develop and connect:**

CSSI supports capacity-building for other community organisations through a range of activities.

- We regularly connects artists and promoters to prospective music venues and performance opportunities.
- Our knowledge of local performing artists and music sector professionals is routinely shared with others to support the development of events. This often includes PNCC's own events team.
- Our recording and rehearsal facilities directly support local music educators and community organisations. Schools bands and musicians rehearse at The Stomach and record in the studio. Our rehearsal facilities at The Stomach support participative and therapeutic music activities by community care and social service providers.
- Our venue supports two community drumming organisations, notably including Samba ao Vento who have continued to grow and thrive in their own right as an incorporated society with our support.
- CSSI provides bespoke training opportunities such as applied sound engineering and production workshops that support the upskilling of our local music sector.
- This year and last CSSI has led the provision of 'Professional Respect Training', with the support of a grant from the NZ Music Commission, which upskills music and events professionals to support safe working environments.
- CSSI staff also regularly provide advice regarding funding opportunities and organisational structure to other music organisations.

**Delivering the highest level of expertise and highest quality service:**

CSSI is the only dedicated for-purpose public music organisation in our wider region.

- We operate a professional standard community recording studio fully equipped to support a wide range of recording styles and requirements.
- Our rehearsal studios are fully equipped to support rehearsal, music therapy, and creative pursuits. These are maintained to a high standard by our staff.
- Our music venue is fully equipped to support professional quality production requirements. This enables us to provide a high quality experience to performers and audiences.
- Our venue is equipped to record live performances and is regularly used for this purpose in partnership with Radio Control 99.4FM and NZ on Air.
- Our staff are highly experienced in: audio technology, analogue and digital recording, editing, mixing, mastering, recorded music production, live music production, entertainment technology, music promotion, performing and song writing rights

management and related intellectual property law, event management, event promotion, community development, education and mentoring.

**Thinking, working and advocating strategically:**

CSSI works collaboratively at the local, regional and national scales. This work includes collaborating with:

- Local and regional venues.
- Promoters / music managers.
- Local and regional music educators and schools.
- Local Social and disability service providers.
- Radio Control 99.FM and the national Student Radio Network.
- The national independent Save our Venues association that formed during the first wave of Covid-19.
- National music organisations including: NZ Music Commission, NZ on Air, Rockquest Promotions.
- Arts Access Aotearoa and Manatū Taonga Ministry for Culture & Heritage.

CSSI also actively participates in the local planning space. We regularly contribute to PNCC's planning processes such as the annual plan and ten year plan.

During 2020-2021 we were actively involved in contributing knowledge and ideas to the development of central government's response to Covid-19. This was predominantly through the New Zealand Music Commission which stood-up funding support programmes for music venues, independent artists, and music organisations / businesses adversely affected by restrictions on gatherings during the pandemic.

**Having robust strategic and business plans in place:**

CSSI is governed by a Management Committee of up to twelve members. Together with staff, the Management Committee develops, oversees, and regularly reviews our strategic plan, operational budgets, policies, and funding initiatives. Over the past six years, the society has significantly improved our asset base through a series of capital improvement projects including the refurbishment of our venue, recording studio, rehearsal facilities, and our air conditioning systems. These were largely funded by the Central Energy Trust with other key support at times coming from the New Zealand Music Commission and PNCC. This programme of work has ensured that the society and our facilities at The Stomach are appropriately equipped to support our operational activities and local music community.

### **Section Three: Challenges and Opportunities Ahead**

There are a number of challenges on the horizon for CSSI. With the conclusion of the covid relief support from central government we find ourselves staring down a funding void. There has been some excellent work over the past few years making use of the central government



funding made available in the arts sector and we hope to be able to continue to support these programmes of work going forward. To do so, we will need to find suitable operation funding sources to meet the cost of maintaining our current level of staffing and programme delivery, as well as meet the increasing costs of operating in this high inflationary environment.

As with many not-for-profit organisations, CSSI works with a very tight budget to deliver a wide range of services and initiatives. We are committed to supporting our community but we must also ensure that we look after and retain our people. Staffing costs will continue to be difficult to adequately fund, especially in the face of a deteriorating cost of living situation. Only one of our funding arrangements has provision for CPI adjustment, and we can see that this will be an issue of increasing importance over the short to medium-term future.

The trial Sector Lead scheme is an excellent opportunity for PNCC and CSSI to examine our longstanding partnership. For 35 years now our organisations have worked together to build and support our music and wider arts community. The Sector Lead initiative presents an opportunity to consolidate our successes and refocus our efforts onto further developing CSSI's organisational capacity. Streamlining funding agreements, reporting and communication with PNCC will enable CSSI to focus on what we do best: supporting our community to access music and express their creativity.

Late last year we were pleased to be invited to contribute our perspectives to the early stages of this year's ten year planning process. We'd like to take the opportunity here to reiterate two of our key concerns for PNCC's consideration:

1. Secure and operational funding for arts organisations is essential to enable us to leverage our facilities, assets, knowledge, experience, volunteer commitments to enrich our community.
2. There is an opportunity for PNCC to adopt the best practice Agent of Change principle before inner-city residential and commercial develop becomes disruptive to our city's valuable arts, cultural, and night-time economic activities. We have an opportunity to apply the knowledge and experience from other cities (such as Melbourne, Dunedin, Auckland) to safe-guard our arts and cultural communities before this becomes a significant and costly problem in our city.

Over recent years we have worked with PNCC and our other key funders to examine our role as leading arts organisation in the wider region. Our regular usership comes from as far north as Whanganui and Ruapehu and as far south as Wellington, Kāpiti & Horowhenua. We are conscious that PNCC funding supports our activities in Palmerston North. More recently we have been working alongside PNCC officers and other government and non-government funding agencies to examine how we might best collaborate with other local government authorities from the wider region. We are keen to ensure that there is appropriate acknowledgement and ideally also financial support for the work we do across the wider lower North Island. At this time Lottery Community provides funding that partially supports our

activities and service provision to residents of the surrounding regions.

Lastly, after more than six years in the role, and a decade of involvement in our organisation, our manager Harry Lilley has decided to leave in May to pursue new opportunities abroad. CSSI is currently advertising to fill the role with the hope of a smooth transition and some time to hand-over. We look forward to introducing you to our new manager once the position has been filled.

## **Section Four: Reflections and Conclusion**

CSSI continues to deliver on our strategic goals, applying our skills, experience, resources and funding to great effect in our community. The Stomach remains a nationally respected venue, recognised as a leading example of a community led and council partnered arts organisation. In 2022 we were awarded *He Tohu Kahurangi, i kawea mai ki a koutou nā Te Reo Reka o Aotearoa - Outstanding Achievement Award, brought to you by NZ Music Commission* at the national Student Radio Network Awards.

Our small team of four staff and twelve core volunteers contribute enormously to our local community and the broader New Zealand music sector. In the period from July to December 2022 our community of more than 300 members and several thousand users accessed our community recording studio for 539 hours and our rehearsal spaces for 1160 hours. The Stomach hosted 21 gigs and a wide range of more than 20 education activities from bespoke workshops to one on one mentoring over multiple project days. These along with the countless music releases, success stories and personal goals achieved demonstrate the ongoing engagement of our community with our services and facilities. We look forward to continuing to support our community's wellbeing, along with our young people, our future musicians, artists and creatives in their pursuits.

## **REPORT**

**TO:** Culture & Sport Committee

**MEETING DATE:** 8 March 2023

**TITLE:** Artificial Football Turf Feasibility Study (Long Term Plan Programme 1906)

**PRESENTED BY:** Ann-Marie Mori, Policy Analyst

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

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### **RECOMMENDATION(S) TO COUNCIL**

1. That Council note the feasibility study report found that an artificial football turf is feasible at Massey University, in partnership with Central Football and Massey University, as part of a 'Home for Football' in the Manawatu.
2. That the Chief Executive begin discussions with Massey University and Central Football with a view to form a partnership and further discuss governance, management, level of funding commitment, and ongoing operational considerations.
3. That the Chief Executive report back to the Culture and Sport Committee with the outcome of negotiations and, if appropriate, proposed terms for a formal partnership agreement.

## SUMMARY OF OPTIONS ANALYSIS FOR ARTIFICIAL FOOTBALL TURF FEASIBILITY STUDY

<b>Problem or Opportunity</b>	<p>Council currently has plans to build a new artificial football turf in 2024/25 (Programme 1133). Council agreed to undertake a feasibility study in 2021/22 in response to approaches by Central Football for support. This report concludes that work and makes recommendations for next steps.</p> <p>Presentation of a feasibility study is a critical point in the decision-making process to inform funding decisions on sports facility developments.</p> <p>The Artificial Football Turf Feasibility Study (attached) has concluded that the proposal to build another artificial turf is feasible if it is located at Massey University in partnership with Massey University and Central Football.</p> <p>To make a choice on how the facility proposal should progress from here, an assessment has been carried out using Regional Sports Facility Plan (RSFP) evaluation criteria to further analyse the feasibility study.</p>
<b>OPTION 1: (preferred)</b>	<p><b>That, in line with the feasibility study's recommendation 3, the Chief Executive begins discussions with Massey University and Central Football, with a view to form a partnership and discuss governance and management structures, level of financial and funding commitment, and ongoing operational considerations (as a precursor to negotiating a Memorandum of Understanding).</b></p> <p><b>Following these discussions, that the Chief Executive report back to the Committee with the outcome of negotiations and, if appropriate, proposed terms for a formal partnership agreement.</b></p>
Community Views	There has been considerable engagement with the key parties involved as part of this research.
Benefits	The need for another turf in the City has been demonstrated through this research. Gauging the level of commitment from the key stakeholders on various governance and management aspects will help to confirm feasibility and next steps.
Risks	The parties are unable to make commitments in the proposed timeframe to progress the proposal to MOU stage.
Financial	Staff time. May require some legal input on draft agreements.
<b>OPTION 2:</b>	<b>Council does not progress the football turf facility proposal through the Regional Sports Facility Plan decision-making process.</b>

	<b>This option would mean existing budgets to design, consent and construct another artificial turf on Council land (programme 1133) would be considered through the 2023/24 Annual Plan and 2024/34 Long Term Plan processes rather than as a potential partnership opportunity.</b>
Community Views	A mixed reaction to this option from the community is likely. Central Football and Massey University aspirations will not be met (or may have to be realised without a Council contribution).
Benefits	The need for another turf in the City has been demonstrated through this research. A turf on Council land will benefit the footballing community, and other users, but would not fulfil Central Football's advocacy for a 'home for football'.
Risks	Reputational risks to Council may arise as Central Football has had an indication from Council of a financial contribution towards a turf facility through LTP processes.
Financial	Depending on the priority of this programme through the next LTP process, the delivery of this programme may result in long-term costs for the Council. The external funding component may prove challenging in the current environment.

## RATIONALE FOR THE RECOMMENDATIONS

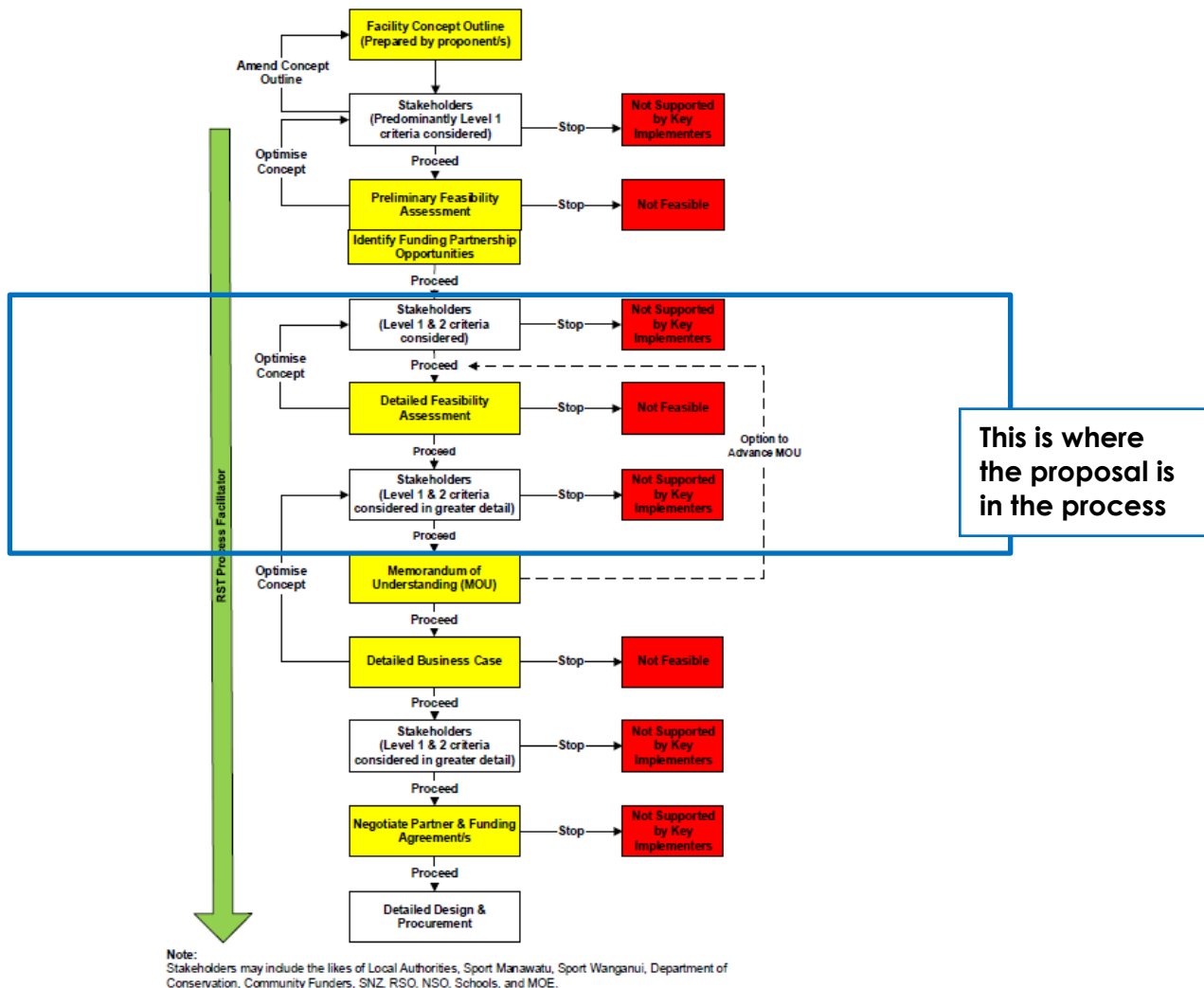
### 1. OVERVIEW OF THE PROBLEM OR OPPORTUNITY

- 1.1 The 2018 Manawatū-Whanganui Regional Sports Facility Plan (RSFP) recommended that a needs analysis and feasibility assessment to investigate the need for, and viability of, multi-code artificial turf/s in Palmerston North be undertaken. The needs assessment was completed in 2020.
- 1.2 Long Term Plan (LTP) Programme 1906 then funded a feasibility study (at a cost of \$35,000) of the provision of an artificial football turf proposed by Central Football as part of a 'Home for Football for the Manawatū' concept. The feasibility study report was prepared by specialist sport and recreation consultants Recreation, Sport, Leisure Consultancy (RSLC) and is included as attachment 1.
- 1.3 The study concluded that the proposal is feasible and recommends a site for an artificial turf at Massey University, in partnership with Massey University and Central Football. The study report makes recommendations for how the proposal should be progressed by Council.
- 1.4 Following the Regional Sports Facility Plan Investment decision-making process, staff have carried out an assessment of the facility proposal described in the feasibility study against criteria (refer to attachment 2 for more detail). Council now needs to determine if there is enough merit in the

proposal to begin negotiating a Memorandum of Understanding (MOU), as recommended by the study report, or pursue other options.

- 1.5 The diagram below shows the steps in the Facility Investment Decision Making process (endorsed by Council in 2018) and outlines the pathways on completion of a detailed feasibility assessment/study.

Figure 5.1: Full Facility Investment Decision Making Process



## 2. BACKGROUND AND PREVIOUS COUNCIL DECISIONS

- 2.1 Demand for an artificial football turf has been expressed by the football community for many years through the Central Football Federation, football's regional sports organisation that covers the Taranaki, Whanganui, Manawātū, Hawkes Bay and Gisborne regions.
- 2.2 Through a submission to Council's 2015-25 Long Term Plan (LTP) Central Football proposed that Council support the development of an artificial turf as part of a concept to develop a 'home for football' in the Manawātū region. A decision to allocate funds for a new turf was made by Council in the

2015-25 LTP in the absence of information from Central Football of the need for an artificial football turf.

- 2.3 Budgets for design and consenting, and a contribution towards building the turf (assuming construction on a Council-owned site), were included in Council's 2018 and 2021 LTPs (through capital programme 1133). The timing of the work has been reprioritised over this period, pending the outcome of the Needs Assessment (completed in 2020) and the Feasibility Study presented in this report.
- 2.4 Since the initial request from Central Football, work has been completed following the steps outlined in the investment decision-making process in the 2018 RSFP. To date, Council has funded all the research required by this process.
- 2.5 Staff note that one multi-code sports turf/pitch was opened at the Central Energy Trust Arena (CETA) in 2019 as part of the delivery of the Arena Master Plan (2017) that proposed side-by-side artificial sports turfs (known as Arena 6). The single CETA multi-code turf was funded through the 2018-28 LTP by programme 1082, which also had an external fundraising requirement. The CETA artificial turf is predominantly used by football for both training and competitions. It has had a high level of use since its installation.
- 2.6 As an outcome of the Artificial Football Turf Feasibility Study, the investment in another artificial turf in the City has been included as a high priority action in the recent review of the Palmerston North sections of the Regional Sport Facility Plan (reported to Council in November 2022). This recommendation is based on the need to increase the capacity of the current sports field network, and, meet training needs for football and other codes that use sports fields.
- 2.7 An artificial football turf positioned within a 'Home for Football', as proposed by Central Football, would meet the definition of a 'sub-regional facility' in the RSFP. A sub-regional facility is one that can draw significant players from across adjacent territorial authority boundaries for competition and training purposes. At a national code level, the New Zealand Football National Facilities Strategy facilities hierarchy seek to create 'regional homes for football', that should include an artificial football turf alongside grass pitches and provide an administration base for locally based Federation staff.

### 3. KEY FINDINGS AND RECOMMENDATIONS OF THE FEASIBILITY STUDY

- 3.1 The key findings from the feasibility study are:
  - There is a shortfall in playable training fields in Palmerston North, particularly for football.
  - There are several options that Council could use to meet the training field shortfall, including developing new soil fields, upgrading existing fields and developing another artificial turf.

- Five sites to locate the turf were initially evaluated; sites at CETA, Freyberg High School and Massey University were shortlisted for further investigation.
- The whole of life costs and the financial impacts on Palmerston North ratepayers would be reduced if another turf is located at a third-party venue rather than on Council land.
- A site at Massey University, within its sports field complex, has been identified as the preferred location for an artificial turf. This site preference is based on many factors including enabling the development of a 'home for football' and achieving the lowest whole-of-life cost for the Council.
- A preliminary cost estimate for the turf and ancillary development costs are \$2,725,500 (see attachment 1 section 4.1).

### 3.2 The feasibility study recommended:

1. Massey University is the preferred location for any additional artificial turf in Palmerston North.
2. Council investigates some of the options outlined in Section 2 of the feasibility study to supplement any additional artificial turf in order to fully meet the current and future demand pressure on sports fields.
3. Council commences discussions with Massey University, and other key stakeholders, to determine the terms on which the turf could be hosted at Massey. These discussions would form the basis of a Memorandum of Understanding to be signed by PNCC, Massey and Central Football. The discussions should encompass:
  - Ownership, governance and management of the turf, including bookings
  - The level of contribution PNCC is prepared to make to maintenance and renewal costs (if any)
  - An appropriate cost recover/affordable user-pays model
  - Guaranteed levels of community access

## 4. DESCRIPTION OF OPTIONS

**Option 1 (preferred): That, in line with the feasibility study's recommendation 3, the Chief Executive begins discussions with Massey University and Central Football with a view to form a partnership and discuss governance and management structures, level of financial and funding commitment, and on-going operational considerations (as a precursor to negotiating an MOU).**

- 4.1 This recommendation would allow Council to explore the readiness of all parties to enter into an agreement to provide a new turf. These discussions would include the expected level of community access and financial commitment (particularly the need for a more specific funding plan).



4.2 The assessment of the proposal against the RSFP's key principles and criteria has shown that:

- There is good alignment with the RSFP principles, especially partnerships and collaboration. As the proposal's specific details are worked through with the partnering organisations, more assessment against the principles of RSFP will be required.
- The proposal displays a strong degree of alignment with NZ Football's National Facility Plan and Central Football's Strategic Plan. A good degree of alignment with other planning documents, including Council's Active Communities Plan, has been identified.
- Based on the outcome of this feasibility study, the investment in another artificial turf in the City has been included as a high priority action in the recent review of the Palmerston North sections of the Regional Sport Facility Plan (reported to Council in November 2022).
- The proposed facility will provide for the projected needs of the football and wider sporting community within the City and Manawātū region.
- Central Football, as the proponent organisation for the facility, demonstrates good governance, management and operational structures. Some financial information, and membership trends still need to be confirmed.

4.3 Further commentary in relation to how the proposal has been evaluated is contained in attachment 2.

**Option 2: The Council does not progress the football turf facility proposal through the RSFP decision-making process.**

**This option would mean the existing budgets to design, consent and construct another artificial turf on Council land (programme 1133) would be considered through the 2023/24 Annual Plan and 2024/34 LTP processes rather than as a potential partnership opportunity.**

4.4 Exploring a partnered facility option (versus building on Council land) and moving the proposal through the RSFP process steps since 2018 have impacted on momentum. A considerable amount of time has elapsed since the original approach from Central Football to the Council to support the proposal, and the receipt of this feasibility study. This, along with shifting the timing of programme budgets, has impacted on progress.

4.5 Council support for this proposal has been indicated for several years in successive LTPs, and this has potentially raised expectations from stakeholders that this investment will eventuate. However, the proposal has been evaluated during challenging times, including the Covid-19 pandemic and considerable economic uncertainty for all stakeholders.

4.6 This option presents an opportunity to reflect on the facility proposal in the current environment, and potentially explore other options to meet the

identified needs for football (including exploration of the other options outlined in recommendation 2 of the feasibility study).

## 5. ANALYSIS OF OPTIONS

5.1 To assess the options four criteria have been developed. These test each option against strategic alignment/consistency, level of stakeholder support for the option, the financial impact for each and how easily the option can be implemented.

5.2 This table summarises the options and makes an assessment (high, medium or low degree) against each criterion:

Option	Strategic alignment/consistency	Stakeholder Level of support	Financial impact	Ease of implementation
1. Begin discussions with Massey University and Central Football with the view to forming a partnership.	High	High	Low	Medium
2. Do not progress the turf facility proposal through the RSFP decision-making process; decide on the future of programme 1133 through the 2023/24 Annual Budget and/or LTP processes.	High	Low	Low	High

5.3 Based on this analysis, Option 1 is preferred.

## 6. FINANCIAL IMPLICATIONS

6.1 Over the last five years, Council has funded the research and investigative work (technical assessment of sites, financial assessment, needs assessment and feasibility study) for this facility proposal at a total cost of approximately \$75,000 (excluding staff time).

6.2 The current assumption in the 2021-31 LTP is a capital cost of \$2,158,698 for a new turf funded through both a Council contribution and other grants and subsidies in 2024/25.

6.3 Council has budgeted for design and consenting costs of \$199,000 in 2023/24 (programme 1133). In a partnered facility scenario, the design and consenting costs would normally fall to the landowner. If a partnership is

formed, and the turf is located at Massey, then this cost would need to be converted to operational rather than capital expenditure.

- 6.4 The ongoing operational impacts of a partnered facility need further exploration and any maintenance or renewal costs will need to be budgeted for by Council and other parties in either option scenario.
- 6.5 Budget assumptions for capital investments for other partnered facilities in the past have typically used a third Council/third proponent group/third externally fund-raised funding model. This approach is discussed in Section 4 of the Feasibility Study, with further commentary in Appendix 11. Based on a \$2,725,500 capital build cost, a third share split would amount to \$908,500.
- 6.6 Massey University has indicated that while it can contribute land, it is not able to contribute to the cost of the development of a turf facility on campus. Massey has also indicated that the maintenance and renewal costs would be met through user charges and any shortfall would need to be met by Central Football through external fundraising.
- 6.7 Central Football has indicated that it will lead the fundraising effort if the turf is based at Massey but would not take that role if another site is selected. The funding provision initially made by Council in 2015 was based on Central Football accessing funding from international governing body, FIFA. A funding commitment from FIFA has since been confirmed as unavailable.
- 6.8 Should Council decide to proceed with further planning and construction of a new turf in partnership with other parties, LTP programme 1133 will need to be replaced with a new 2024-34 LTP operational grant programme. While previous reports on the financial aspects of this proposal have indicated Council's contribution be capped at \$550,000, it is potentially unrealistic for the partners involved to raise the balance amount (approximately \$2.2 million). This aspect needs further exploration through the discussions proposed on the need for a funding plan.

## 7. KEY STAKEHOLDER FEEDBACK

- 7.1 Central Football supports the study's recommendation that an artificial turf be sited at Massey University. Central Football staff note that the organisation appreciated being involved in the study's consultation process and indicated a willingness to continue involvement and assist with the next steps of the project.
- 7.2 Massey University staff involved in the proposal expressed 'excitement' for the site at the University to be considered 'the preferred location', however, also appreciate that there is still a considerable amount of work to do to see any turf facility being completed. They note that due to the other community facilities on campus already (the hockey turf and athletics track), there is synergy in having a football turf located there.

- 7.3 Other parties considered as part of the site selection process have also been provided an update on the feasibility study work.

## 8. CONCLUSION

- 8.1 The RSFP investment decision-making process provides this facility proposal with a framework to guide next steps and inform future funding decisions.
- 8.2 The study concluded that the proposal is feasible and recommends a site for an artificial turf at Massey University in partnership with Massey University and Central Football. Recommendations include Council beginning discussions with Massey University, and other key stakeholders, to determine the potential terms of a MOU.
- 8.3 Following discussions, should the Council and partners not be able to advance the proposal, the Artificial Football Turf Feasibility Study indicates that other options could be explored to contribute to meeting current and future demands on sports fields (Section 2 of the feasibility study). Any other options identified may also require further resources.

## 9. NEXT ACTIONS

- 9.1 Should Option 1 be adopted, next steps will be:
- Discussions with key partners/stakeholders as described.
  - Report back to the Committee with proposed terms for the Memorandum of Understanding based on the guidance provided by the Artificial Football Turf Feasibility Study.

## 10. OUTLINE OF COMMUNITY ENGAGEMENT PROCESS



- 10.1 No wider community engagement is planned at this stage.

## COMPLIANCE AND ADMINISTRATION

Does the Committee have delegated authority to decide?	Yes
Are the decisions significant?	No
If they are significant do, they affect land or a body of water?	No
Can this decision only be made through a 10 Year Plan?	No
Does this decision require consultation through the Special Consultative procedure?	No
Is there funding in the current Annual Plan for these actions?	Yes
Are the recommendations inconsistent with any of Council's policies or plans?	No
The recommendations contribute to Goal 2: A Creative and Exciting City	
The recommendations contribute to the achievement of action/actions in Active	

Communities	
The action is: Plan and build an artificial football turf	
Contribution to strategic direction and to social, economic, environmental and cultural well-being	The preparation of a feasibility study concluded another step to progress decision-making for an artificial football turf proposal as part of a 'Home for Football' in the Manawatū region. This research, guided by the RSFP investment decision-making process, informs Council's decision-making processes. It relates social well-being and Council's goal of being a more active community.

## ATTACHMENTS

1. Palmerston North City Council Artificial Turf Feasibility Study by RSLC [↓](#) 
2. Assessment of Feasibility Study against Regional Sport Facility Plan criteria [↓](#) 



# Palmerston North City Council Artificial Turf Feasibility Study

September 2022

# Document Info & Acknowledgements

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## Acknowledgements

### Project Steering Group

Ann-Marie Mori and Aaron Phillips, Palmerston North City Council  
Brad Cassidy, Sport Manawātū

### With Thanks To

Central Football, Central Energy Trust Arena Manawātū, Cornerstone Christian School, Freyberg High School, Manukura School and Massey University

## Disclaimer

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## Executive Summary

Palmerston North City Council (PNCC) has commissioned this report to understand if it is feasible to develop a second multi-use artificial sports turf in Palmerston North and, if so, where that turf should be located. This report follows on from a "Artificial Turf Needs Assessment" in 2020 that confirmed demand for an additional multi-use artificial turf in Palmerston North.

### Key findings:

- There is a shortfall in playable training fields in Palmerston North, particularly for football.
- There are a number of options that could be used by PNCC to meet the training field shortfall, including developing new soil fields, upgrading existing fields and developing an artificial turf.
- An artificial turf provides the greatest carrying capacity of all the options: equivalent to 6 soil/grass training fields.
- One additional artificial turf is insufficient to meet all of the additional demand, either current or future, for access to training fields. Therefore, PNCC will also need to consider some of the other options discussed in this report to increase supply.
- An evaluation process was developed and applied to five sites across Palmerston North. As a result, two sites were discounted from consideration, leaving Central Energy Trust Arena (CETA) Freyberg High School (Freyberg) and Massey University as sites to investigate further.
- A further evaluation process was developed to consider the shortlisted sites.
- Consideration of the whole of life costs indicate that financial impacts on the rate payers of Palmerston North are reduced if the artificial turf is located at a third party owned venue. Refer
- Following consideration of criteria and cost to ratepayers, Massey is the preferred site for any future artificial turf. There were several factors that led to Massey being the preferred site:
  - Provide Central Football the best opportunity to develop a "home of football" for Central Football in Palmerston North.
  - Achieve the lowest whole of life cost for PNCC
  - It has a proven track record to host community use facilities (such as hockey and athletics) and has an existing relationship with PNCC in relation to those.
  - There are affordable amenities on site that are available to support both any proposed artificial turf and football in general.
  - Affordable accommodation is available onsite if sports host any school competitions or offer training camps.
  - Upgrades that will be made in 2023 for the FIFA Women's World Cup will enhance the overall offering for football at Massey.

### Recommendations:

It is recommended that:

1. Massey University is the preferred location for any additional artificial turf in Palmerston North to:
2. PNCC also investigate some of the other options listed in Section 2 to supplement any additional artificial turf, to fully meet the current and future demand pressure on sports fields.
3. PNCC commence discussions with Massey University in the first instance (Central Football, Sport Manawatū and other potential users should be involved when appropriate) to determine the terms on which the turf could be hosted at Massey. These discussions would

form the basis of a Memorandum of Understanding to be signed by PNCC, Massey and Central Football. The discussions should encompass:

- Ownership, governance and management of the turf, including bookings.
- The level of contribution PNCC is prepared to make to maintenance and renewal costs (if any).
- An appropriate cost recovery/ affordable user pays model.
- Guaranteed levels of community access.

# 1. Introduction

## 1.1 Purpose of Report

Recreation Sport and Leisure Consultancy (RSL) has been contracted by Palmerston North City Council (PNCC) to undertake a feasibility study assessing the potential to develop a further artificial sports turf in Palmerston North. Based on analysis provided in the previously completed needs assessment in 2020 football has the largest undersupply of access to training fields however any additional future artificial turf would be available to a wide range of users.

## 1.2 Scope and Methodology

This report takes an objective, evidence-based approach to assessing the viability of an additional artificial sports turf in Palmerston North. The agreed scope and methodology included:

- A review of previous relevant reports, which encompass need, options to meet need and previously considered site options.
- Assessment of a range of possible sites for an artificial sports turf.
- A high-level assessment of the wider environmental impacts of an artificial sports surface.
- Consideration of whole of life cost comparisons with non-artificial options (natural turfs).
- Provision of high-level capital and operating costs.

During the process of development PNCC staff have provided feedback, advice and additional information as it has been needed.

## 1.3 Out of Scope

- A detailed assessment of sports participation and demographic trends as they relate to the provision of sports fields.
- An assessment of the supply and demand of sports fields to understand current and future needs.

These pieces of work formed part of the Financial Assessment of the Proposed Artificial Football Surface undertaken in 2019 and the Artificial Turf Needs Assessment undertaken in 2020.

## 1.4 Background

PNCC has an extensive network of sports fields across the city available to a number of both summer and winter codes. These are accessed by Palmerston North residents and those from neighbouring territorial authorities that travel to compete in Palmerston North. While mostly grass fields, some used by football have a hybrid mix of grass turf and artificial turf in heavy wear goal mouth areas. There is one artificial multi-use sports turf in Palmerston North. This is located at Central Energy Trust Arena Manawātū (CETA) and opened in 2019, primarily but not exclusively used by football in the winter sports season and a number of other codes in the summer. Hockey has sufficient capacity for its current and future needs, with exclusive access to three artificial hockey specific turfs.

Central Football has been lobbying PNCC, for a number of years for access to more artificial turf space in the city to:

- Meet a shortfall in training specific fields.
- Access to the same quality/type of fields that their competition train and play on, on a regular basis.

- A true 'home of football' in Palmerston North that would allow for year round football, from performance level through to community level competition, training and development<sup>1</sup>.

The artificial turf at CETA has 85% football use, with 70% of that taken up by the neighbouring Marist Football Club.<sup>2</sup> Central Football is looking for an alternative artificial turf to meet the needs of other football users, particularly for practices and training.

Since 2017 PNCC has been considering the option for a second multi-use artificial sports turf in Palmerston North, primarily to meet the undersupply of training fields for football in the winter, but wider use in the summer. This has involved consideration of possible locations for such a turf, the financial implications this would have on the City Council as the only party currently indicating an investment in the project, and whether there was an identified need for a second artificial sports turf. Reports relevant to this consideration are referred to throughout this Feasibility Study. Excerpts from those reports are included in this report in the appendices and where relevant have been updated to note changed circumstances. Some of the changed circumstances are financial, others relate to proposed locations for the turf placement. The process followed by PNCC aligns with the investment decision-making framework outlined in the Manawatu-Whanganui Regional Sports Facility Plan 2018, which was endorsed by PNCC's Sport and Recreation Committee and approved by Council in August 2018. Full details of the process undertaken to date are set out in Appendix One.

The Needs Assessment undertaken in 2020, and referred to the PNCC Sport and Recreation Committee in October 2020, confirmed the need for an artificial turf. The Sport and Recreation Committee resolved to receive the report and refer the proposal to undertake a feasibility study around the artificial turf to the 10 Year Plan 2021-31 process. A budget for the preparation of the feasibility study was confirmed in year 1 of the 10 Year plan. Following that confirmation, PNCC contracted RSLC to consider the feasibility of the development of another artificial sports turf and where it would best be located.

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<sup>1</sup> Identified as a missing component in the region in the 2016 Update of the New Zealand Football Facilities Strategy.

<sup>2</sup> Source – CETA booking data

## 2. Evidence of Need and Options to Meet Need

### 2.1 Evidence of Need

A needs assessment<sup>3</sup> commissioned by PNCC in 2020 found there was sufficient need to support further investigation of the development of another artificial sports field in the city. This was based both on population projections and current levels of participation and future demand of sports fields in Palmerston North. The greatest need was identified for training by winter codes, which are most affected by adverse winter weather conditions, making the grounds unplayable or unable to be used for training during the week to protect them for weekend competition games. The predominance of heavy clay soils in the City also exacerbates the ground conditions.

The needs assessment found that football has the greatest shortfall in access to playable training fields per week:

- Football – 133 to 164 hours
- Rugby – 33 to 105 hours
- Rugby League – 14 to 27 hours

Both winter and summer codes were consulted during this process. While summer codes would have access to any new artificial turf, along with any other interested community users, the needs assessment found that the summer codes were all well catered for. The summer codes did not have any unmet demand for access to sports fields, and suffered little disruption to competition and training through adverse weather and ground conditions.

While COVID-19 has had a negative impact on some traditional field team sports<sup>4</sup>, data provided by the codes over the last two years indicates rugby is the only winter sport in Palmerston North that has seen a marked decrease in participation numbers. Football has remained relatively stable and rugby league has virtually doubled. While it will be important to monitor the on-going impact of COVID year on year, there is nothing to suggest that it will adversely impact on the already demonstrated need, particularly by football, for access to a new artificial turf.

For more detail on the evidence of need, refer to Appendix Two.

### 2.2 Options to Meet Need

The 2020 Needs Assessment identified a number of options that could be implemented to increase the capacity of the sports field network, particularly in relation to winter training undersupply.

Options included:

- Reallocation of existing fields (particularly if hockey moved junior games off Manawaroa Park to the new Massey turf). This has since been implemented.
- Converting some of the competition fields that are already being used for training into dedicated training fields (dependent upon flood lighting).
- Upgrades of existing competition and training fields to increase their capacity.
- Conversion of soil-based fields to sand-based fields.
- Development of hybrid fields.

<sup>3</sup> Artificial Turf Needs Assessment June 2020, RSLC

<sup>4</sup> Sport NZ Active NZ Changes in Participation, The New Zealand Participation Survey 2021, released June 2022

- Development of additional soil fields
- Development of additional artificial turf/s.

For more detail on the options to meet need, refer to Appendix Three.

### Artificial Turf

Artificial turf for sports fields has been in existence since the 1960s and grown in popularity in New Zealand in the last 20 years. Hockey was an early adopter with most hockey in New Zealand now being played on artificial surfaces. Other local authorities in New Zealand have seen artificial surfaces as the most effective option for maximising playing time. Auckland Council (and its predecessors) has invested heavily in a large number of artificial turfs for sports codes. Wellington City Council has also converted a number of existing, under-performing soil-based fields to artificial turf.

Technology has evolved from the early turfs that were developed. The turfs currently available have a longer pile depth than the original turfs, reducing risk of abrasions. The pile is also complemented by rubber and sand based infills and shock pads. Natural, environmentally friendly infills are now being manufactured and have been included in the costing from NZSTI for the turf proposed for PNCC. This technology is approved by both FIFA and World Rugby and enables the surface to be compared favourably to natural playing surfaces.

For more information about the environmental impacts of artificial turf including potential carbon emissions, micro-plastics, water usage and disposal of the surface carpet at the end of its useful life, refer to Appendix Four.

### 2.3 Recommended Way Forward

A range of options could be used to increase the carrying capacity of the current sports field network in Palmerston North. However, options that focus on upgrading existing surfaces will not address issues created by season overlaps and therefore competing use of fields by different seasonal codes. Nor, will they provide access to similar quality playing surfaces that competitors can access in other parts of the country. The latter issue is more relevant to football than the other two codes that continue to predominantly play on grass.

Development of another artificial turf is the preferred option to gain the most training capacity effectively taking the following into account:

- If only training capacity is considered, Monday to Thursday, one artificial turf provides the capacity of six soil based turf.
- Palmerston North's predominantly clay based soil composition
- Wetter winters and an Increasing number of major weather events
- Pressures on land required for housing development around the city
- Pressures on existing horizontal infrastructure if improvements are made to drainage on a large number of fields

While an additional artificial turf would provide the greatest increase in capacity on any one field, PNCC would need to supplement the artificial turf with some of the other options listed above to fully meet the current and future demand pressure on sports fields.

## 3. Site Options for Turf Location

### 3.1 Sites Previously Considered

In 2018 PNCC commissioned a preliminary feasibility study (largely focussed on technical feasibility) and cost assessment of five sites across the city for the location of an artificial football turf:<sup>5</sup>

- Ashhurst Domain
- Central Energy Trust Arena
- Cornerstone Christian School
- Freyberg High School
- Massey University

The sites at Cornerstone Christian School and Freyberg High School were deemed unsatisfactory for development.

A summary of the 2018 Sports Surface Design & Management assessment of each previously considered site is set out in Appendix Five.

### 3.2 Sites Currently Under Consideration

The following sites have been considered as part of this detailed feasibility study:

- CETA - PNCC owned. The same site as that considered in 2018, located beside the existing artificial turf.
- Cornerstone Christian School - Third party owned. A different site to that considered in 2018. The currently proposed site is further north than the previously considered site and is an existing playing field that is both drained and grassed and is located closer to Cornerstone School.
- Freyberg High School – Third party owned. A different site to that considered in 2018. The currently proposed site is closer to Freyberg High School and Vautier Park.
- Massey University – Third party owned. The same site as that considered in 2018, near the artificial hockey turf.
- Manukura School – Third party owned. At Massey University but is a separate site to that proposed by Massey University.<sup>6</sup>

Ashhurst Domain was considered in 2018, but despite its apparent suitability has been discounted from consideration as it:

- Would not align with PNCC's goal to recognise CETA as the City's main Council owned multi-sport hub for organised community sport and semi-professional sport and recreation activities in Palmerston North.<sup>7</sup>

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<sup>5</sup> Sports Surface Design & Management, August 2018

<sup>6</sup> This is a new school development. Completion was originally forecast for 2024, but this may now be 2025 based on anticipated resource shortages.

<sup>7</sup> Active Communities Plan 2021-31.



- Is considered by Central Football to be too far from the city for most potential users. Noting the high demand for any new turf will be to fulfil weekday, predominantly evening, training needs.

Massey University, Cornerstone, Manukura and Freyberg Schools were considered because they do align with PNCC's strategic goal to form partnerships with other organisations/facility providers to increase participation. Massey is an existing sports hub and proposed new sites at Manukura and Freyberg are close to existing hubs.

### 3.3 Short-listing Criteria

Criteria were developed to assess the list of sites currently under consideration to refine site investigations. These criteria were developed in conjunction with PNCC officers and Central Football personnel. They were largely based on the assessment criteria applied to the 2018 CETA and Massey proposals to host an additional artificial multi-use turf. Details of the criteria are set out in Appendix Six.

Table 3.1 provides a high level 'traffic light' snapshot of the suitability of the proposed sites as assessed by the criteria.

**Table 3.1 Suitability of Proposed Sites**

Venue	Size	Location	Ownership	Topography	Other Infrastructure	Sports Hub Potential	Historic and Current Use
CET Arena	Green	Green	Green	Green	Green	Green	Green
Cornerstone Christian School	Orange	Green	Green	Orange	Orange	Red	Green
Freyberg High School	Green	Green	Green	Green	Orange	Orange	Green
Massey University	Green	Green	Green	Green	Green	Green	Green
Manukura School	Red	Green	Orange	Orange	Red	Orange	Orange

Key:

Red = Does not meet identified criteria

Orange – Partially meets identified criteria

Green – Fully meets identified criteria

### 3.4 Short-listed Sites

On application of the short-listing criteria, three sites satisfied either all or most of the criteria:

- CETA
- Freyberg High School
- Massey University

Proximity to, but lack of direct access to horizontal infrastructure was the key difference with the Freyberg High School site compared to the Massey and CETA. A description of the three short listed sites is set out in Appendix Seven.

### 3.5 Identifying a Preferred Site

To identify the preferred site further in-depth criteria were applied to each site. Appendix Eight provides detail of these criteria and how each facility stands up to the criteria. All three sites have

both pros and cons. The site owners/managers all have experience of developing and maintaining an artificial turf:

- CETA is the only one that has a comparable turf on site.
- Massey artificial turf is used solely for hockey.
- Freyberg turf is used for tennis and netball.

Massey and Freyberg were both involved in fundraising for the development of their respective turfs. All three have experience of community accessed facilities on site, for Massey the athletics track and artificial hockey turf and for Freyberg, the Freyberg Community Pool.<sup>8</sup>

### 3.6 Recommendations on a Preferred Site

Of the three sites considered, PNCC's Venues Palmerston North team, as manager of CETA, and Massey University are on a par with each other in terms of planning for the proposed turf and are experienced facility managers. Both PNCC through CETA's Masterplan, and Massey have given significant consideration and planning over a number of years towards this project, with both having submitted detailed proposals in 2018. They both have experience with hosting multiple community accessed and PNCC funded, and in CETA's case owned, facilities on site and have an existing and operational sports hub.

Freyberg HS has not committed the same level of planning and consideration as Massey and CETA and is more at the conceptual stage of preparation. The Freyberg High School site is a well-located central site that sits behind the classroom blocks on a raised platform above Vautier Park. Location on school grounds and close to other schools could lead to greater use of any proposed turf during off-peak times. The area has a social demographic that could benefit from access to such a facility. It is also nearby to other well utilised sports venues – Freyberg Community Pool and Vautier and Skoglund Parks which are both multi-sport sites. However, unlike CETA and Massey, Freyberg School does not currently operate as a community sports facility therefore, Freyberg may still require resource consenting for increased traffic impact, parking and lighting associated with a turf construction. The absence of easily accessible supporting amenities such as changing, and meeting rooms and storage make it less attractive as a home of football.

Following consideration of all three sites, Massey is recommended as the preferred location to host any additional artificial turf for the following reasons:

- It is an existing sports hub
- It has a proven track record to host community use facilities (hockey and athletics) and has an existing relationship with PNCC in relation to those.
- There are affordable amenities on site that are available to support both any proposed artificial turf and football in general.
- Affordable accommodation is available onsite if sports host any school competitions or runs training or development camps.
- While further from the city centre (7km) than the other two sites, it is easily accessible by car and public transport. There are also connecting walking and cycling tracks and good parking on site.
- Upgrades that will be made in 2023 for the FIFA Women's World Cup will enhance the overall offering for football (and other sports using those spaces) at Massey.

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<sup>8</sup> All of these sports facilities have had PNCC investment in development and on-going operational support.

- Central Football personnel are located onsite, have secure tenure and a good working relationship with Massey personnel.
- A willingness to foster the sport of football and work with Central Football to shape Massey as the 'home' of football in Palmerston North<sup>9</sup>.
- The whole of life cost to PNCC as the principal funder and the impact on PNCC rate payers is lower if the turf is hosted at a third-party site. Refer to Section 4 for more detail.

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<sup>9</sup> Central Football has a year by year lease agreement with Massey University for the current administrative space on campus. Both parties have signalled an interest in this agreement remaining in place for the long term.

## 4. Financial and Operational Considerations

This section outlines the various financial considerations associated with the development, maintenance and replacement of an additional artificial turf. The cost of the turf, the funding model to meet the cost of the turf, cost recovery from the use of the turf to meet maintenance and replacement costs and the financial implications to PNCC (as likely principal funder) and Palmerston North rate payers.

### 4.1 Preliminary Capital Cost

The NZ Sports Turf Institute has provided details of the cost of the most environmentally friendly and commonly installed type of artificial turf by New Zealand local authorities. This is for a community, multi-purpose use and is recommended for general public use of 60+ hours per week. Central Football are aware of this type of turf and are comfortable with it for use for football.

A detailed breakdown of the components of the costs are set out in Appendix Nine and the cost of comparison projects in Appendix 10.

Table 4.1 Preliminary Turf Cost Estimates

Component	\$NZD Cost
<b>Pitch Cost</b> (Excludes site assessments, including geotechnical and other consents, professional fees and development contributions, if any).	\$ 2,167,750
<b>Ancillary Cost</b> (includes fencing, lighting, posts/ goals, player shelters, entrance/access ways) <sup>10</sup> .	\$557,750
<b>Total turf and ancillary costs</b>	<b>\$2,725,500</b>
<b>Annual Maintenance Cost</b> (excludes electricity and insurance) <sup>11</sup> .	\$28,000
<b>Renewal and Replacement Cost</b> (based on 10-year life expectancy on synthetic surface).	\$ 1,086,750

### 4.2 The Funding Model

#### 4.2.1 PNCC Contribution

PNCC's 2021-31 LTP had originally earmarked funding in 2022/23 (\$190,000) for design and consenting and further funding (\$1.1m) in 2023/24 for the development of an artificial football turf. The funding was pushed out by one year in the 2022/23 Annual Budget on the basis that PNCC is awaiting the results of this feasibility study. On that basis the development fund would be pushed out into 2024/25. This will either be as capital funding if the turf is developed on PNCC land, or an operational grant to a third party if the turf is developed on non-PNCC owned land. Assuming the turf costs \$2.7m that amounts to 41% of the proposed cost of the artificial. Council's usual contribution is one-third of the overall cost. Any savings made through existing amenities such as lighting and fencing will increase the percentage of PNCC's investment in the turf. This is more than the 33% minimum contribution required by Lotteries before they will consider an application to the Community Facility Fund.

<sup>10</sup> Existing fencing at CETA and lighting at both Massey and CETA would reduce costs.

<sup>11</sup> Maintenance costs for the existing artificial turf at CETA are around \$12,000 per annum. So likely to be cost savings.

#### 4.2.2 Other Funding

At this stage there are no other confirmed funders.

Massey, like many universities in New Zealand has been hard hit by the impacts of COVID and with border restrictions, the ability to host the lucrative overseas student market. As a result of this, Massey has indicated it would make land available for the development. However, it is not in a position to contribute to the cost of development of any additional artificial turf at Massey. The FIFA funds that had been in the mix in Massey's 2018 proposal are no longer available and the government funds that will be available in 2023 must be used for improvements to support the Women's World Cup in 2023.

Central Football does not have immediate funds on hand but has indicated it is prepared to take the lead in raising independent funding to supplement PNCC's proposed \$1.1m contribution if any additional turf is located at Massey. The same offer was not made in relation to CETA or Freyberg. This could include a bank loan in Central Football's name, although this may depend on who owns the facility. While not able to contribute to the cost of development, Massey anticipates that maintenance and 50% of renewal costs could / would be derived by user charges for use of the artificial turf.<sup>12</sup> If not, any shortfall would need to be secured by Central Football through external fundraising.

If located at CETA it is likely PNCC would be responsible for raising any shortfall in funding. If located at Freyberg, Freyberg HS has indicated it would lead the drive for external funding.

If located at either Massey or Freyberg, the respective landowners would make the land available for the development subject to an agreed Memorandum of Understanding with at least PNCC and Central Football on terms yet to be negotiated. This should be along the lines of the Memorandum of Understanding PNCC, Hockey Manawātū and Massey University signed in 2017 in relation to the artificial hockey turf at Massey.

#### 4.2.3 Potential Funding Mix

The 2019 Financial Assessment of the Proposed Artificial Football Surface considered the mix of third-party funders.<sup>13</sup>

This consists of:

- Traditional funding sources such as gaming/ energy trusts, and lotteries for reasonably substantial grants and philanthropic trusts, local businesses and individuals for smaller contributions.
- Alternative funding sources such as naming and other lower tier sponsors, crowd funding and player levies.

More detail on the potential funding mix is set out in Appendix 11.

### 4.3 Proposed Fees and Charges

The level of user hire charges depends on the asset owner's policies on user charges and/ or what is agreed to and documented in a Memorandum of Understanding regarding turf. For example, Auckland Council does not charge for the use of sports fields, grass or artificial, while some other owners will charge a fee that reflects the level of user-pays cost recovery the owner is attempting to achieve.

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<sup>12</sup> Jacob Oram, Sport Advancement Manager, Massey University, Palmerston North Campus

<sup>13</sup> RSLC August 2019

Regardless of which site is selected for the proposed artificial turf a user fee should be implemented to allow recovery of some of the costs involved in maintaining and renewing the turf. This could range from a universal fee that all users pay, as is the case at Selwyn's new Foster Park artificial turf<sup>14</sup>, or a fee that allows for maintenance and replacement costs to be covered by users in peak times, providing free use in off peak times.

Individual clubs are usually responsible for the capital and operating costs of any floodlights that may be used for evening trainings. If any additional artificial turf development is developed as a venue for all clubs and codes to use, the cost of erecting flood lighting cannot be passed on to a single club and could either be included in the overall capital cost or passed on to Central Football as the main user.

The following table outlines two different scenarios for a proposed user fee structure based on the estimated maintenance and renewal costs. The final costs need to be considered and agreed on during negotiations for a memorandum of understanding in relation to the turf.

**Table 4.2: Proposed user fee structure**

	Proposed User Fee Recovery Rate	Amount to be Recovered Per Annum	Proposed Average Hourly Turf Hire Charge (break even for 1,063 hours/year <sup>15</sup> )	Proposed Average Hourly Turf Hire Charge (break even for 1,375 hours/year)
Scenario One	50% maintenance / 50% replacement	\$69,100	\$65	\$51
Scenario Two	100% maintenance / 50% replacement	\$83,200	\$78	\$61

These charges are based on a number of assumptions:

- Codes pay 50% of renewals through turf hire.
- The recovery rate of annual maintenance costs ranges from 50% to 100%.
- The turf is hired for 1,063 or 1,375 hours per year. This requires an average of either 22 hours (medium use) or 29 hours (high use) per week for a 48-week year (noting that it is likely this will fluctuate during the year and there will be more hours of turf hire during the winter sports season)<sup>16</sup>.
- The more free use of the turf, the higher the user charge will need to be for other user groups to subsidise this use.

#### 4.4 Potential Financial Impact

Regardless of which site is chosen as the preferred site to develop the artificial turf, PNCC would be a part investor into the development either as capital expenditure, if CETA is chosen, or as an operating grant, if a non-PNCC/ third party owned site is chosen. At this stage \$1.1m has been earmarked for 2024/25, but this could change depending on PNCC's other financial commitments and priorities, either being pushed out to future years or taken off the table completely. With this in mind it is important to consider what financial impact this investment may have on the rate payers of Palmerston North both in the short- and long-term.

Set out below are financial assessments on the impact on rates of either a PNCC owned turf (CETA) or a PNCC contribution to a third-party turf (as is the case at Massey and Freyberg).

##### 4.4.1 Current Financial Impact Scenarios

The following financial assumptions were used to calculate the impact on rates:

- The total capital cost for the turf alone is \$2.2m.

<sup>14</sup> \$34.50 per hour, inclusive of lights and changing rooms, to all users both off peak and at peak times.

<sup>15</sup> Medium and high use rates of use for artificial turf identified by Sport NZ.

<sup>16</sup> CETA's average bookings for 2020-2022 were 1,175 hours per year.

- Additional capital costs could be up to \$560,000, although there will be savings at both Massey (some lighting already in place) and CETA options (some lighting and fencing already in place).
- In either scenario PNCC has already signalled a potential commitment of \$1.1m, either through a capital contribution or operational grant.
- Renewal of the turf is required every 11th year, at a cost of approximately \$1.1m
- PNCC would contribute 90% of renewal costs for the CETA scenario and 50% of renewal costs for the other two third-party scenarios.
- For the purposes of this report, operating and maintenance costs are the same for all of the proposed sites
- Three different scenarios have been considered regarding operating costs.
  - Scenario one: PNCC responsible for operating costs at CETA. The calculation has been made on the basis that PNCC retains any revenue from user fees.
  - Scenario two: PNCC not responsible for the operating costs at 3<sup>rd</sup> party owned venue.<sup>17</sup>. This calculation has been made on the basis that revenue from user fees is retained to offset maintenance and replacement costs.
  - Scenario three: PNCC responsible for 50% of operating costs at 3<sup>rd</sup> party owned venue. This calculation has been made on the basis that revenue from user fees is retained to offset maintenance and replacement costs.

Refer to Appendix 12 for detailed breakdown of impact on rates and 10-year cost to PNCC.

Table 4.3 Whole of Life Costs to PNCC and impact on rates

	Impact on Rates	10 year cost to PNCC
Scenario One – PNCC turf at CETA. Responsible for all operating costs and renewals. Operating revenue retained by PNCC.	0.1% 2024 to 2031 / 0.2% 2032/33	\$1.738m
Scenario Two – PNCC grant toward turf. No contribution to operating costs. A 50% contribution from PNCC toward renewals.	No impact 2025 to 2031 / 0.1% impact 2024, 2032 and 2033	\$1.467m
Scenario Three -PNCC grant toward turf. 50% contribution toward operating costs and renewals.	No impact 2025 to 2031 / 0.1% impact 2024, 2032 and 2033	\$1.617m

#### 4.5 Operational Considerations

If located at CETA, the turf:

- Would be managed by PNCC's Venues Palmerston North.
- Maintained by PNCC grounds staff.
- The centralised booking system in place at CETA, would be extended to include bookings for any additional artificial.

If located at Massey, the turf:

- Would be managed on a day-to-day basis by Central Football who would be responsible for bookings.
- Would be overseen by a steering group or advisory committee along the lines as that in place to oversee the athletics track and artificial hockey turf.

<sup>17</sup> This is comparable to the arrangement for the artificial hockey turf located at Massey.

- Massey grounds staff would maintain the turf.

Freyberg has yet to consider how any proposed artificial turf would be managed. Maintenance would likely be by an external contractor.



## 5. Conclusions and Recommendations

### 5.1 Conclusions

Other than retaining the status quo, the various options referred to in this report would all give a level of increased access for winter sports codes, particularly to meet the shortfall in the network for training. The development of an additional artificial turf is the option that would provide the highest level of increased access to training space and increased service level offerings for competition.

The need has been primarily identified for football, however it is intended that this turf would be developed to be used by a range of users. COVID has had some impact on overall participation across New Zealand, particularly by young people in traditional team sports, impact on the number of participants in the Manawātū region has been minimal.

CETA, Massey University and Freyberg High School were the short listed sites considered. Neither Massey University nor Freyberg HS is in a position to make a financial contribution to the cost of turf development. In both cases they would make the land available, subject to an agreed Memorandum of Understanding along the lines of the athletics track and hockey turf at Massey University. As a result of this, there would be a reliance on securing external third-party funding to supplement the \$1.1m currently earmarked in PNCC's long term plan for 2024/25. Placement at either Massey or Freyberg would have less long-term impact on the rate payers of Palmerston North than location at CETA.

While keen to partner with PNCC, the possibility of an artificial turf being located at Freyberg is very much in the early concept phase. Because of access issues to the turf during school hours and supporting amenities such as changing rooms, toilets, meeting rooms and storage at any time, location at Freyberg HS is unlikely to support Central Football's goal to have a 'home' of Central Football' in Palmerston North. All of these supporting components for a turf are already available to Central Football at Massey at an affordable cost.

Massey has undertaken a considerable amount of planning towards hosting the turf, having submitted a proposal in 2018 and participated in all considerations since then. In addition to this it:

- Already has a good working relationship with Central Football which could give potential funders confidence in their investment
- Central Football staff are already on site.
- An upcoming legacy programme associated with the 2023 Women's World Cup, to be led by Massey as training venue host, would help Central Football develop the game in Palmerston North, particularly for women and girls, key target audiences identified by Central Football.

Without a change in policy settings in regard to pricing, CETA is viewed as an expensive venue for hire and is therefore not conducive to be the 'home' of Central Football in Palmerston North.

The financial contributions considered and the relative whole of life cost for each option is outlined in table 5.1.

**Table 5.1 Financial Considerations at Different Sites**

	PNCC CETA Option	3 <sup>rd</sup> Party Venue	3 <sup>rd</sup> Party Venue
Description	Located at CETA. Owned and operated by PNCC. PNCC contribute 90% of renewals costs.	Located at 3 <sup>rd</sup> party site. PNCC make an operational grant and	Located at 3 <sup>rd</sup> party site. PNCC make an operational grant and support 50% of renewals

	PNCC CETA Option	3 <sup>rd</sup> Party Venue	3 <sup>rd</sup> Party Venue
		support 50% of renewals and operating costs	but make no contribution to operating costs
PNCC portion of Whole of Life Cost (10 years)	\$1.738m	\$1.617m	\$1.467m

PNCC needs to determine whether the potential 10-year cost saving by investment in a turf at Massey University compared with CETA or another Council owned/ controlled site) is worth relinquishing the certainty of community use PNCC can gain through ownership.

The capital cost is estimated at \$2.73m (\$2.17m pitch, \$557k ancillary costs). There may be some savings because of the existing infrastructure. Replacement costs are estimated at around \$1.1m, which would be the same for all three proposed sites. PNCC may be in a position to negotiate what share of operating costs and renewal costs are shared with Massey in return for a community use agreement.

## 5.2 Recommendations

We recommend:

4. Massey University as the preferred location for any additional artificial turf in Palmerston North to:
  - Gain the most training capacity effectively.
  - Provide Central Football the opportunity to develop a “home of football” for Central Football in Palmerston North and the wider Manawātū region
  - Achieve the lowest whole of life cost for PNCC and therefore impact on rate payers
5. Consideration also be given by PNCC to some of the other options listed in Section 2 to supplement any additional artificial turf to fully meet the current and future demand pressure on sports fields.
6. PNCC commence discussions with Massey University in the first instance (Central Football, Sport Manawātū and other potential users should be involved when appropriate) to determine the terms on which the turf could be hosted at Massey. These discussions would form the basis of a Memorandum of Understanding to be signed by PNCC, Massey and Central Football. The discussions should encompass:
  - Ownership, governance and management of the turf, including bookings.
  - The level of contribution PNCC is prepared to make to maintenance and renewal costs (if any).
  - An appropriate cost recovery/ affordable user pays model.
  - Guaranteed levels of community access.

## Appendix One - Timeline of Proposed Artificial Football Turf<sup>18</sup>

- An artificial football turf was first mooted by Central Football in 2010 as part of a regional or national talent centre proposal.
- Various iterations of Central Football's proposal were considered between 2013 and 2015 with several possible turf sites scoped by Council that included some Council parks, schools and university options.
- Financial support from NZ Football (via their international governing body, FIFA and the 'Football First Fund') was a feature of Central Football's initial approaches to the Council. It was understood that Central Football would still need to apply for funding through a Business Case to access FIFA funds to contribute to the turf.
- Central Football subsequently made a submission through the LTP process in 2015 for an artificial turf to be developed in Palmerston North.
- In 2015 the Council agreed to include a new capital programmes in the 2015/25 10 Year Plan that allocated \$83,000 in the 2019/20 year for design and consenting, and \$1,623,000 allocated for construction in the 2020/21 year - subject to part external funding.
- In 2016 the Council published the Recreation Needs Assessment (RNA) and this concluded that:
  - *There is a good level of provision of grounds for winter and summer field sports to meet existing and future use. However, fields have varying durability and capacity due to poor drainage. Overall demand for field sports is increasing, but there will be plenty of spare capacity to accommodate growth over the next 10 years with programmes planned to improve drainage and to develop two new artificial turfs.*
  - *Next steps for the Council are to decide on the location for (two) artificial turfs*
  - *Football clubs in Palmerston North are dissatisfied with the quality and durability of football field playing surfaces. Game cancellations impact strongly on the quality of the football season because the season is just 20 weeks, and there is limited ability to reschedule cancelled games due to other demand on the fields. Currently the top-level football teams travel to play in Wellington where artificial turf surfaces provide a more reliable and higher quality game and playing surface. Central Football would like artificial Tiger Turf to provide a more reliable quality playing surface for local games, and for regional and national tournaments.*
- In 2017 Central Football presented a submission to the 2017/18 Annual Budget (previously called the Annual Plan) to ask Council if they would consider funding the project earlier than indicated in the 10 Year Plan. At this time Central Football indicated a preference to locate the turf at Massey University.
- Council recommended to 'seek to bring forward the Artificial Football Turf request for information process into the 2017/18 year'. Council officers understand that during deliberations of Central Football's submission that Councilors were seeking direction on the options in terms of location and potential partnership arrangements.
- Council officers have commenced this work and liaised with Central Football regarding their needs. Some reporting to the Sport and Recreation Committee regarding the process to select the site, as well as further consideration of the financial aspects of the turf were undertaken.
- Council's 10 Year Plan 2018-28 was adopted on 25 June 2018. Within this plan Council has a new vision for Palmerston North: Small city benefits, big city ambition.
- Through the 10 Year Plan process the funding for the project (programme #1133 – artificial football field) was reconsidered and provision has been made for:
  - \$83,000 for design and consenting in 2019/20
  - \$1,670,000 for construction in 2021/22 (subject to part external funding)

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<sup>18</sup> Source PNCC

- PNCC staff undertook a site assessment exercise before commissioning an independent technical preliminary feasibility and cost assessment for an artificial turf looking at 5 potential sites was undertaken in July 2018.
- PNCC called for proposals to host the turf in August 2018.
- Massey University and CETA submitted proposals in September 2018.
- A turf placement assessment process was developed by PNCC with the help of Sport NZ. The two proposals were evaluated using that assessment process in February 2019.
- A financial assessment of the proposed artificial football turf was undertaken in 2019 considering the two proposals to host the turf. That report delivered in August 2019 identified that there was little independent evidence of need for a second turf at that point. The PNCC 2016 Recreation Needs Assessment was reliant on code feedback. No independent needs analysis and feasibility studies had been undertaken. This work would be important to support funding applications and align with the decision making process with that promoted in the 2018 Manawatū – Whanganui Regional Sport facility Plan and by 3<sup>rd</sup> party investors.
- Following receipt of the financial assessment of the 2 proposals in September 2019, PNCC deferred a decision on the preferred turf location until after an independent needs assessment and feasibility study had been completed in line with the investment decision-making framework in the 2018 Manawatū-Whanganui Regional Sport facility Plan.
- An independent needs assessment was undertaken in 2020. This confirmed there was a need for a second artificial turf, particularly to support the shortfall of training facilities for football.
- This led to the current independent feasibility study being undertaken through 10 year plan programme #1906 – Sports fields/artificial turf detailed feasibility assessment in 2021/22.

## Appendix Two - Evidence of Need

A needs assessment<sup>19</sup> commissioned by PNCC in 2020 found there was sufficient need to support further investigation of the development of another artificial sports field in the city. This was based both on population projections and current levels of participation and future demand of sports fields in Palmerston North. Particularly, for training by winter codes, which are most affected by adverse winter weather conditions, making the grounds unplayable or unable to be used for training during the week to protect them for weekend competition games. The predominance of heavy clay soils in the City also exacerbates the ground conditions. Summer codes were considered in the needs assessment, and would have access to any new artificial turf, along with any other interested community users. However, the needs assessment found that the summer codes were all well catered for, did not have any unmet demand for access to sports fields, and suffered little disruption to competition and training through adverse weather and ground conditions.

### Demographic Data

According to the 2020 provisional population projections provided by Infometrics, for the period 2018 to 2048 the city is predicted to grow by a total of 27,503 people or 917 people on average per annum.

Potential users of any artificial turf development usually fall within the 5-49 age-group, although with a healthy, active aging population this could change and extend more into the 50-65 age group over time. The 15-49 age group is projected to grow at a steady rate and continue to hold the largest proportion of the population over the next 30 years, with an overall growth of over 16,000 people in the 5-49 year age group from 2013 to 2043. This indicates that there would be an on-going supply of potential users of any artificial turf development in the area. This may also be enhanced by increasing numbers participating in masters' sport, modified versions of the game and increased efforts through a number of codes to encourage diversity and inclusion. Women and girls are seen by many codes as an opportunity to grow participation.

### Team Number Projections

During the needs assessment process winter sports codes were asked to predict the increase in team numbers in 2030 against team numbers in 2020. The table below indicates both the codes' predictions and what the possible increase in team numbers could be if the prediction was based entirely on projected population growth in the 5-49 age group. Some of the codes' predictions exceeded what could be possible by considering population growth alone. The codes suggested an explanation for this is the strategies they have in place to modify their offerings and efforts to increase inclusion and diversity. Regardless of the measure of prediction used, there are predicted increases in team numbers in all codes.

Based on participation trends since 2016 rugby's predictions seem to be unrealistic, whereas football and rugby league's predictions are both relatively conservative.

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<sup>19</sup> Artificial Turf Needs Assessment June 2020, RSLC

Table A2.1 Additional Team Number Predictions for 2030

Code	Team No. Increase (Code Prediction)	Team No. Increase (Based on Population Growth only)
Football	24	52
Rugby	79	25
Rugby League	5	6

### Sports Field Capacity

The needs assessment found that sports field capacity in the city is made up of<sup>20</sup>

- An average of 4-5 hours per week per field for dedicated training (generally weekday use, requiring lighting per field).
- An average of 5 hours per week for other fields, these may be a combination of training/competition or dedicated competition use (generally weekend use).

Based on total current field availability to each of the winter codes:

- Football has access to 16 hrs for dedicated training fields<sup>21</sup> and 115 hrs for a mix of competition/training or dedicated competition fields per week.
- Rugby has access to 28 hrs for dedicated training fields and 140 hrs for a mix of competition/training or dedicated competition fields per week.
- Rugby League has access to 4 hrs for dedicated training fields and 15 hrs for a mix of competition/training or dedicated competition fields per week.

Based on both current and predicted team numbers all three codes have access to an adequate supply of competition fields on a weekly basis, assuming they are not closed or unplayable because of wet weather and poor drainage. However, there is an undersupply of dedicated training fields for all three codes. This results in them using some competition fields for training and competition, moving indoors for strength training in gyms, courts or the green room at the Sport and Rugby Institute, or foregoing training altogether to protect the fields for competition. The shortfall in access to training fields per week ranges from:<sup>22</sup>

- Football – 133 to 164 hours
- Rugby – 33 to 105 hours
- Rugby League – 14 to 27 hours

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<sup>20</sup> Advice provided by PNCC officers

<sup>21</sup> This is calculated on the number of lit dedicated training fields.

<sup>22</sup> This range takes into account three different scenarios which are set out in detail on p22 of the Needs Assessment

Table A2.2 Sports Field Supply and Demand - Scenario Testing

Current Field Requirements	Participation trend	Week day capacity (hours)	Weekend capacity (hours)	Weekday hours required	Weekend hours required	Weekday shortfall / surplus	Weekend shortfall / surplus
Football		16	265	155	136	-139	129
Rugby Union		28	210	111	88	-83	122
Rugby League		4	30	18	29	-14	1
Total		48	505	284	253	-236	252
Scenario one - Code participation rates in line with population growth							
Football	+15.80%	16	265	180	158	-164	107
Rugby Union	+15.80%	28	210	128	94	-100	116
Rugby League	+15.80%	4	30	21	18	-17	12
Total		48	505	329	270	-281	235
Scenario two - Code participation rates in line with past 5 years							
Football	-0.83%	16	265	129	113	-113	152
Rugby Union	-3.90%	28	210	61	45	-33	165
Rugby League	+3.34%	4	30	27	23	-23	7
Total		48	505	217	181	-169	324
Scenario three - Code participation rates as predicted by codes							
Football	+1.40%	16	265	164	143	-148	122
Rugby Union	+83%	28	210	133	100	-105	110
Rugby League	+12%	4	30	31	29	-27	1
Total		48	505	328	272	-280	233

- Note: The Arena artificial turf has added approximately 55 hours per week of capacity to the network

### The Impacts of COVID-19 (COVID) on Participation Numbers

In the recently released Active NZ Changes in Participation Report,<sup>23</sup> Sport NZ noted that COVID had impacted on the levels of participation for both young people and adults. Notable changes were a decrease in traditional team sport participation and increase in more active recreation activities

<sup>23</sup> Sport NZ Active NZ Changes in Participation, The New Zealand Participation Survey 2021, released June 2022

undertaken on an individual basis. Certainly periods of lockdown will have curtailed opportunities for people to congregate and play team sport, but even once lifted there may well be an aversion to congregate in groups and participate in contact sports. What it has done, is create a growing awareness, particularly in adults, in the value of being active as a way to enhance wellbeing.

From a national perspective field sports like football, rugby and touch saw a 2% decrease in participation in young people (5-17 years) in 2021 compared to 2019. Cricket saw a 1% decrease and hockey remained at the same level. Levels of participation in both football and rugby remained the same in adults (18+) from 2019 into 2021.

From a regional perspective overall levels of participation (in all forms of physical activity) in young people in Manawātū decreased from 93% in 2019 to 89% in 2021, while participation levels for adults increased from 65% in 2019 to 68% in 2021. This may be a reflection of the type of activity undertaken, with more young people participating in team sports which were disrupted by COVID and adults increasingly choosing to participate in individual active recreation, rather than competitive team sports.

Data provided by the codes over the last two years indicates rugby has seen a marked decrease in participation numbers, football has remained relatively stable and rugby league has virtually doubled. While it will be important to monitor the on-going impact of COVID year on year, there is nothing to suggest that it will adversely impact on the already demonstrated need, particularly by football, for access to a new artificial turf.



## Appendix Three - Options to Meet Needs

In the 2020 Needs Assessment a number of options were identified that could be implemented to increase the capacity of the sports field network, particularly in relation to winter training undersupply.

Options included:

- Reallocation of existing fields (particularly if hockey moved junior games off Manawaroa Park to the new Massey turf). This has since been implemented.
- Converting some of the competition fields that are already being used for training into dedicated training fields (dependent upon flood lighting).
- Upgrades of existing competition and training fields to increase their capacity.
- Conversion of soil-based fields to sand-based fields.
- Development of hybrid fields.
- Development of additional soil fields
- Development of additional artificial turf/s.

A range of options could occur to increase the carrying capacity of the current sports field network in Palmerston North. Options that focus on upgrading existing surfaces will not address issues created by season overlaps and therefore competing use of fields by different seasonal codes. Nor will they provide access to similar quality playing surfaces that competitors can access in other parts of the country. The latter issue is more relevant to football than the other two codes that continue to predominantly play on grass.

Also, options that focus on upgrading existing grass soil fields or even developing new soil fields may only go part way to address carrying capacity issues. Palmerston North has largely clay based soil which is problematic when wet. This is why Palmerston North fields have a poor carrying capacity when compared to other areas of New Zealand.

Any options involving existing sports fields need to be approached with caution and good consultation across PNCC activities and priorities. One of the solutions to address a land shortfall for housing development to meet Palmerston North's increasing growth may see existing underutilised sports fields being used for greenfield housing development in popular growth areas in the future and sports fields relocated to the urban edge.<sup>24</sup>

While an additional artificial turf will go some way to address disruptions caused by adverse weather conditions and undersupply issues around training, it will not address all of them. PNCC should also consider some of the other options to fully address the undersupply that is set out in Table 2.2 in Appendix Two. These options are set out below in more detail.

### Maintain the Status Quo

This would see the same level of service that is being provided now and in the future. Identified needs would remain to be unmet. There would continue to be an identified shortfall in access to quality training areas. Codes will continue to compromise the delivery of their sports.

As other regions continue to develop artificial surfaces it is conceivable that these other regions would be more likely to host senior level competitive games and age group tournaments.

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<sup>24</sup> Housing Capacity Assessment Report, June 2021

This option would see annual operating costs remaining the same. Arguably, with this approach, football in particular would have to limit the number of teams to better suit the fields' capacity which would have a negative impact on participation levels in Palmerston North and curb the growth of what is the most popular winter field sport for young people.<sup>25</sup> The existing maintenance regime has not resolved drainage issues, so continued use, even at current participation levels, will further deteriorate the fields if there are no additional maintenance inputs.

### Increase the Quality of Existing Fields

This would require the implementation of an improvement programme for the existing sports field network, which would have asset management planning implications and long term planning (LTP) programming as well as financial implications on associated budgets.. Upgrades to a number of sports fields across the network would help go some way to meet the identified shortfall in capacity and may appease the users who seem dissatisfied with PNCC's current level of service, but is unlikely to fully meet the identified shortfall and won't address Central Football's desire to train and play on the same type of surface that their competitors have access to..

There are a wide range of upgrades that could be implemented across the network (i.e. increased levels of drainage). What improvements were made at all or some of the sports fields would determine the additional level of capacity within the network.

To increase the capacity of current sports fields to cater for the identified 100+-hour shortfall in access to playable mid-week training grounds, which in winter need lights, upgrades to a significant number of natural grass sports fields would be required.

This option would require some fields currently reserved for competition also being made available for training, which may continue to be problematic if winter months continue to be wetter than they have in the past and there are more major weather events (as anticipated with climate change).

Annual operating costs would increase across all upgraded fields as capacity increases.

This option would require additional investment in floodlights (currently a responsibility of the domiciled clubs) as more fields became available to use for training purposes. Conversely, there is little value in only upgrading flood lights at grounds if the underlying ground conditions cannot support an increase in capacity.

### Convert Some Existing Soil-based Fields to Sand Carpets

Sand based sports fields can provide a greater carrying capacity than soil-based fields. The most common option of sand-based fields in New Zealand is a slit drain sand carpet system. "This system uses a network of primary drains (subsoil lateral drains connecting into a main drain) with the addition of secondary drainage which is typically closer spaces with narrow slit drains. Once installed the entire playing surface is topped with a sand layer<sup>26</sup>."

Memorial Park is an example of a sand-based sports field in Palmerston North.

Sand carpet surfaces require specialist servicing, additional irrigation and maintenance costs.

Research from Sport NZ shows the carrying capacity of sand-based fields to range between 4-25 hours per week (with a medium use of approximately 16 hours per week).<sup>27</sup>As an example sand-based fields in Christchurch have a carrying capacity of 10 to 12 hours per week.

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<sup>25</sup> Sport NZ Active NZ Survey 2021: Changes in Participation

<sup>26</sup> Sport NZ (Dec 2019) Sports Field Guidance Document) P 14

<sup>27</sup> Sport NZ (Dec 2019) Sports Field Guidance Document) P 27

Some fields currently reserved for competition would need to be made available for training, given the existing training fields are already operating at a reasonably high capacity level.

This would require a lesser number of fields to be upgraded than the option to upgrade existing fields.

This is similar to the previous option as it would require a reasonable number of existing fields to receive investment (i.e. to be converted to sand-based fields) in order to achieve required capacity.

### Introduce More Hybrid Technology into Existing Fields

A relatively recent new advancement is the development of hybrid fields, where artificial fibres are blended with natural sports turf to create a more robust surface. Some sports fields in New Zealand are adopting this technology<sup>28</sup>. PNCC was an early adopter of this technology by placing hybrid turf in high wear football field goal mouths (at Skoglund and Memorial Parks) and could consider placing more of them on existing fields.

Feedback from existing hybrid developments indicates more specialised technical support is required to maintain these surfaces, along with additional irrigation, leading to higher levels of annual operating costs than natural sports fields.

### Development of Additional Soil Fields

PNCC would need to develop more than 20 new soil fields to meet the current weekday shortfall, this would be problematic from both a cost and acquisition perspective as that amounts to a lot of land that is already in short supply to meet the needs of Palmerston North's burgeoning population and would place additional pressure on Palmerston North's horizontal infrastructure to deal with additional drainage. There would also be environmental issues associated with increased fertiliser use and carbon emissions from mowing. By comparison one artificial turf usually has the same carrying capacity as 6 soil fields. However, because of soil type and conditions in Palmerston North one artificial turf would have the carrying capacity of 9 soil fields.

### Develop a Further Artificial Turf

This option would provide the greatest capacity for a sports field and at a cost per hour of use that is reasonably comparable to other types of sports fields. With wetter winters and more frequent major weather events, the main advantage of this is the turf can be used for both training and competition regardless of weather conditions and the surface is guaranteed to be true. This will reduce cancellations of practice and/or games. It also provides consistent quality of playing surface which encourages skill development.

While seemingly requiring the largest outlay of capital, this is not the case when compared with the number of new soil fields that would need to be developed to secure the same carrying capacity as one artificial turf. An artificial turf provides the largest amount of capacity compared to any of the other options as well as being the best response to issues caused by inclement weather.

As has been seen at CETA, user groups have adapted well to the extension of hours of accessible use, utilising the turf at non-traditional times to maximise the benefits it brings. This demonstrates that usage can be achieved at very high levels. In 2020/21 the turf at CETA was booked for approximately 1220 hours and for approximately 1130 hours in 2021/22 (approximately 22-23.5 hours / week). As at CETA, it is anticipated there will be a level of use outside of the 25 week winter sports season.

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<sup>28</sup> Nixon Park, Auckland, has a full hybrid turf and Yarrow Stadium in Taranaki is developing one.

## Summary of Options

When assessing the various options, the higher estimate provided by NZSTI has been used. Table 3.1 summarises the options that have been presented sourced from Sport NZ's Sports Field Development Guide 2019. The range of costs has been included.

**Table A3.1 Sport Field Development Options over a 30-year lifespan<sup>29</sup>**

	Option One: Upgrade existing (or develop new) soil-based field	Option Two: Convert to sand- based field	Option Three: Hybrid Technology	Option Four: Artificial Turf
Pros	Increase capacity of an existing sports field.	Increase capacity of an existing sports field.	Can target high wear areas with hybrid technology.	Best carrying capacity.  Best intensive use of available space.  Guaranteed use, regardless of weather.
Cons	Continued low carrying capacity compared with other options.  Significant number of new or upgraded fields required to create the capacity advantages of some other options	A number of sports fields required to be upgraded to meet needs.	Increased irrigation in summer months. Won't resolve existing drainage issues if restrict hybrid to goals mouths.	Higher capital cost.  Some wider environmental concerns regarding the makeup of, and disposal of, non-biodegradable components of the turf.
Capital Costs (per full sized field) <sup>30</sup>	\$170,000	\$520,000 - \$750,000	\$800,000 - \$1.1m	\$1.9m - \$2.2m <sup>31</sup> .
Operating Costs (over 30 year period)	\$300,000 - \$750,000	\$600,000 - \$1.35m	\$600,000 - \$1.35m	\$450,000 - \$1.2m
Renewals	\$50,000	\$250,000	\$500,000	\$1.1m
Disposals (at the end of turf life)			\$100,000	\$100,000
Cost – Totals	\$520,000 - \$970,000	\$1.4m - \$2.4	\$2m - \$3.05	\$3.6m - \$4.6m
Approx. Hours of Use <sup>32</sup> (winter) <sup>33</sup>	217	400	750	1063
Hours of Play over 30 years	6,510	12,000	22,500	31,890
Approx. Cost Per Hour of Play <sup>34</sup>	\$80 - \$149	\$117 - \$200	\$89 - \$136	\$113 - \$144

<sup>29</sup> This table was developed in 2020 and as part of the Needs Assessment and has been updated to include the range of costs and most recent advice from NZSTI (May 2022).

<sup>30</sup> Excludes consent and professional fees which can range from \$30k (soil-based) to \$300k (artificial), and lighting costs which could be up to \$500k

<sup>31</sup> Plus additional costs for fencing to protect the turf when not in use, which is not required at other types of fields

<sup>32</sup> Using the medium range for a 25 week period.

<sup>33</sup> Taken from Sport New Zealand (Dec 2019) Guidance Document for Sports Field Development p.28. Hours will vary depending on soil & climatic conditions.

<sup>34</sup> Assuming average whole of life costs for a full-size field. Note: No discount factor has been included in these figures. Taken from Sport New Zealand (Dec 2019) Guidance Document for Sports Field Development p.28 Note:

The options presented in the table are based on guidance from Sport New Zealand on sports field developments. The facts presented are based on averages of a range of fields across New Zealand. It is likely that all prices will have increased due to the current rate of inflation and supply chain issues created internationally by COVID. The following table looks at the whole of life cost per field type to gain the same level of capacity as an additional artificial turf.

Table A3.2 Comparison of costs to achieve the same level of carrying capacity by field type<sup>35</sup>

	Soil based field	Sand based field	Hybrid Field	Artificial Turf
Medium hours of use per field type per year	217	400	750	1063
Number of fields required to provide the same number of hours as one artificial turf	10	3	2	1
Total Whole of Life Cost (excludes cost of land)	\$5.2m - \$9.7m	\$4.2 - \$7.2	\$4.0m - \$6.1m	\$3.6m - \$4.6m

If only training capacity is considered, Monday to Thursday, then the ratio of soil based to artificial is 6 fields to one artificial turf.

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We believe there is an error in the original document when calculating the cost of play for artificial turfs. While all other turf options used a medium usage projection to calculate cost per hour, the artificial turf column used high usage projections. This ultimately sees an increase in the cost per hour in this document.

<sup>35</sup> In all cases this excludes the cost of land acquisition.

## Appendix Four - Environmental Considerations<sup>36</sup>

PNCC recognises the issues associated with climate change and has an Eco-City Strategy and Climate Change Plan 2021-2031 in place that has a goal to reduce greenhouse gas emissions by 30% by 2031. Therefore, it is important to understand any wider environmental factors which may occur as a result of the development of an artificial turf. These wider factors include potential carbon emissions, micro-plastics, water usage and disposal of the surface carpet at the end of its useful life.

When comparing carbon emissions of natural turf with those of artificial turf a key consideration is the amount of embodied emissions contained in each over the expected lifetime. That is, once installed, the artificial turf does not emit carbon on an on-going basis. However, the total embodied emissions divided out over the expected lifespan calculates the equivalent of annual emissions from the surface.

Embodied emissions: Artificial turf versus natural turf			
Field Type	Embodied emissions, kg of CO <sub>2</sub> -e/m <sup>2</sup> /year	Embodied emissions, kg of CO <sub>2</sub> -e/10 000m <sup>2</sup> field/year	Carbon sequestered annually, kg of CO <sub>2</sub> -e/ 10 000m <sup>2</sup> field / year
Artificial turf	29	290 000	0
Natural turf	0.97	9700	7519

Note the following:

1. CO<sub>2</sub>-e = carbon dioxide equivalents
2. The amounts for the artificial turf area are based on an assumed 10-year lifespan of the artificial turf, shock pad and performance infill. The embodied emissions in the base are small in comparison and spread over a much longer lifespan (there is no reason why a well-constructed base won't last at least 50 years).
3. The amounts for the natural turf are based on the assumption that it is a high performance sand carpet type of field and an assumed 10 year lifespan. However, with good maintenance a sand carpet field will last much longer than that (20 plus years / indefinite). A traditional soil based field would be less.
4. Assuming area of field is 10 000m<sup>2</sup> (1.0ha) in each case.
5. Natural turf fields will sequester some carbon annually due to plant growth products ultimately being stored in the rootzone in the form of organic matter.

### Discussion

From the data it is clear that an artificial turf field is responsible for a much greater volume of CO<sub>2</sub> equivalent emissions than a natural turf field. An artificial turf has a massive amount of embodied emissions and sequesters no carbon annually.

Conversely, a natural turf has much less embodied emissions and will also sequester some carbon each year as a consequence of natural growth.

<sup>36</sup> Source: NZ Sports Turf Institute

### Maintenance emissions

Both natural and artificial turf surfaces require regular maintenance that produces emissions. Correct management is required on artificial surfaces to ensure that the planned life span is achieved (this is very important as it directly influences the annualized embodied emissions).

On natural turf surfaces it is essential to keep the field useable.

On artificial turf the most significant requirement and source of maintenance emissions is regular brushing. On a heavily used field this should be done weekly.

On natural turf, the most significant requirement and source of maintenance emissions is regular mowing. On a well-maintained field, this should be done weekly.

Each of these practices will be completed using a similar sized power plant (e.g. small tractor) and width of operation. Hence given the same frequency of operations, the emissions from these most significant maintenance operations in each case, will be very similar.

There will be little else in addition on an artificial turf surface. However, the additional (in addition to regular mowing) maintenance requirements on a natural turf surface would result in an estimated 1.5 times additional maintenance emissions on a natural turf surface.

To put this in perspective, it is estimated that the emissions from mowing a 1.0ha natural turf field is well under 500kg of CO<sub>2</sub>-e/year. Hence by far the biggest issue to consider is the embodied emissions in artificial turfs.

### Environmental impacts – whole of life

#### Embodied emissions

From above, perhaps the most significant environmental impact of an artificial turf is the embodied emissions which are large (much bigger than for a natural turf field). As mentioned above, correct maintenance is very important in this respect because it will ensure that the life span of the artificial turf is at least as long as planned and hopefully significantly longer. This is important because extending the life of the artificial turf reduces the annual amount of emissions (the embodied emissions are set in stone when the turf is installed but the equivalent annual amount is reduced by extending the life of the turf).

#### Choice of shock pad

Major environmental impact will be the embodied emissions in the artificial turf carpet, the performance infill and the underlying shock pad. There are also embodied emissions in the underlying base but these are regarded as negligible because in total they are only about 10% of what is contained in the artificial turf carpet, the performance infill and the underlying shock pad but most importantly they will be spread over a much longer time frame. There is no reason why the base shouldn't last 50 years – it would simply be re-used through multiple artificial turf carpet / performance infill / shock pad renewals

A poured in situ shock pad will have a lower whole of life environmental effect than a carpet type shock pad because a good poured in situ shock pad will be able to be reused a number of times (just the artificial turf carpet and the performance infill replaced when the carpet is renewed). Carpet type shock pads tend to be replaced each time a renewal of the surface is done.

#### Maintenance emissions

Annually there will be emissions from maintenance practices, but these are relatively small. Extending the life span of the artificial turf through correct maintenance practices will have a much greater environmental benefit than reducing maintenance emissions through reduced



maintenance. There is potential to reduce maintenance emissions by using renewable energy (electric) powered vehicles.

#### Micro-plastics

Artificial turfs incorporate and produce micro-plastics that can end up in the environment. Perhaps the most obvious example of this is where infill particles are washed or carried off the surface and end up in stormwater or wastewater systems (see photo below showing loss of crumb rubber into surrounding areas and ultimately stormwater grates).

In addition, infill material and the artificial turf fibres break down over time from normal “wear and tear” to produce even smaller micro-plastic which also have the potential to enter the environment through various means (including washing down through the profile into the underlying drainage system).

The design and construction of the artificial turf will need to account for this. Specifically, there is a requirement for effective containing bunds / kerbs and drainage water collection and filtration systems.



#### End of life disposal

The carpet and shock pad need to be disposed of at the end of life when the artificial turf is replaced. At this stage there is minimal potential for recycling in New Zealand (although some of the infill may be able to be recycled and re-used).

Often carpets are re-cycled into other uses such as to stabilize stock races on dairy farms or earthworks on mountain bike tracks. However, the obvious disadvantage with that is that it means they are likely to be left there permanently. The better alternative may be to send the used carpet and shock pad straight to landfill.



#### Reduced fertiliser, pesticide and water use

Compared to a natural turf surface, an artificial surface will require the use of no fertilisers and very little pesticide (some pesticide may need to be applied to control moss and algae).

Most artificial turfs in New Zealand don't have irrigation systems and hence use no water for irrigation. High performance natural turf (sand) fields must have irrigation and use large amounts of water.

#### Impact of Climate change

The potential impact of climate change appears to be minor at this stage except in relation to the large embodied emissions in artificial turf surfaces.

#### Embodied emissions

As detailed previously, artificial turfs have large embodied emissions - much higher than natural turf surfaces. Hence local or national government policies in relation to climate change initiatives could have an impact on the use of such technology.

#### Warmer temperatures

Climate change resulting in higher summer temperatures will in turn effect the potential use of artificial turf surfaces at times. Under extreme summer heat, these surfaces are too hot to use during the day.

#### More extreme weather / sea level rise

More extreme weather and river level rise associated with climate change is particularly relevant to low lying sites close to the sea and /or rivers and streams.

## Appendix Five - Potential Sites Previously Considered for Artificial Turf Location

In 2018 PNCC commissioned a preliminary feasibility study (largely focussed on technical feasibility) and cost assessment of 5 sites across the city for the location of an artificial football turf:<sup>37</sup>

- Ashhurst Domain
- Central Energy Trust Arena
- Cornerstone Christian School
- Freyberg High School
- Massey University

### Previous Evaluation of Potential Sites

An Artificial Turf Feasibility Scoring System (ATFSS) was applied to each site to determine its potential to have a FIFA accredited artificial turf football field developed on it. Visits were made to each site. The objective of the site visits was to assess the feasibility of each site in relation to its potential to have a FIFA accredited artificial turf football field developed on-site.

The report focused on the following:

- The physical feasibility of each of the site options to deliver a football specific FIFA level artificial turf playing surface.
- Identification of any likely constraints and risks for construction at each site. These were factored into recommended contingency allowances.
- Preliminary estimate of the cost of construction at each location, detailing any variances between sites.

### Ashhurst Domain

As a dedicated recreational space<sup>38</sup>, already the home of 5 football fields, plus a lit training area and changing rooms, it was noted as being unlikely to require further investigation of the soil profile.<sup>39</sup> There are existing storm water drains and any excess water could be drained onto the wetland area to the east of the site. The site is screened from surrounding residential and/or commercial zones, but some trees may need to be removed to provide adequate space for an artificial turf.

Located 14.6km from Palmerston North CBD, it has easy accessibility from a number of populations and townships in the region. However its situation outside of Palmerston North City and some distance from the bulk of its Palmerston North-based playing population has been raised as a negative by Central Football, although it is often used as a tournament base, as it is centrally located in the Federation.

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<sup>37</sup> Sports Surface Design & Management, August 2018

<sup>38</sup> The only site currently zoned for recreational use – R15.4.3.2

<sup>39</sup> P14 IBID

#### **CETA**

The site is 1.4km from the CBD and sits alongside CETA's existing multi-use artificial sports turf. As a result lighting is already in place and there is access to storm water, sewer and water. Geotech and PSI investigations were carried out before the development of the adjacent artificial site and would be of relevance to this site.

#### **Cornerstone Christian School**

The proposed site is currently a 'brown field' located on the Mihaere Drive industrial estate, 5.5km from the CBD.

The site is currently used as a dumping ground for aggregate and other 'civil' construction/demolition material. One side of the site interfaces with residential development. All other sides have an industrial interface.

The site has existing access to storm water, sewer and water. The site was originally used as farmland which means there may be some background contamination. It is currently zoned industrial, however, all activities are permitted in this zone as long as they are able to demonstrate compliance with performance standards.

#### **Freyberg High School**

The site is in the grounds of the high school, within a recessed area between two large grassed/partially grassed embankments and is 3km from the CBD. There is no immediate interface with residential development. There are significant geotechnical issues likely to prohibit development. Installation is unlikely to proceed without notified consent. The proposed site is designated for educational purposes (the underlying zone is residential).

The site has previously been used as a quarry, which means further investigation under NES regulations is likely to be unnecessary. The school has sewer and water connections but there are limited storm water services available.

#### **Massey University**

The site is 7km from the CBD and forms part of the university's sports hub facility. It is currently being used for rugby. The site is zoned 'institutional' so developing the site would likely be a 'permitted use.'

Storm water, sewer and water are all available. Geotech work was undertaken before the development of the artificial hockey turf on an adjacent site and will likely be applicable to this site.

## Appendix Five (continued) - Summary of Assessments of Turf Sites

Table A5.1: A summary of Sports Surface Design & Management assessment of each potential site (July 2018)

ASTFF Assessment	Ashhurst	CET Arena	Cornerstone School	Freyberg High School	Massey University
Overall grade	2	2	0	5	2
Suitability description	Above average quality	Above average quality	Unacceptable quality	Low quality	Above average quality
Further attention required	Nothing noted	The site is suitable but requires further investigation as there is underlying soil instability and will require significant ground remediation	<ul style="list-style-type: none"> <li>Significant geotech issues</li> <li>Very high water table</li> <li>Unlikely to proceed without notified consent</li> <li>No public stormwater connection/significant capacity or soakage issues</li> </ul>	<ul style="list-style-type: none"> <li>Significant geotech issues</li> <li>Unlikely to proceed without notified consent</li> <li>Inadequate area for proposed field layout</li> </ul>	The site is suitable but requires further investigation as there is underlying soil instability and will require significant ground remediation
Interpretation in terms of ease of construction	With minor modifications will provide a good construction platform	With minor modifications will provide a good construction platform	Limited scope for artificial turf development	Limited scope for artificial turf development	With minor modifications will provide a good construction platform
Interpretation in terms of site suitability	Has all the infrastructure present but requires minor modification or replacement	Has all the infrastructure present but requires minor modification or replacement	No potential for suitable supporting infrastructure	Limited suitable supporting infrastructure	Has all the infrastructure present but requires minor modification or replacement
Interpretation in terms of overall development viability	The site is suitable	Suitable but requires further investigation	Cost likely to be prohibitive	Unlikely to warrant further investigation	Suitable but requires further investigation
Distance to CBD	14.6km	1.4km	5.5km	3km	7km

## Appendix Six - Sites Currently Under Consideration and Short-Listing Criteria

The following section identifies the sites now under consideration as part of this detailed feasibility study and determines a short-list of suitable fields. Some of these sites were considered in previously, others were not.

Despite its apparent suitability, Ashhurst Domain has been discounted from the following consideration as it would not align with PNCC's goal to recognise CETA as the City's main Council owned multi-sport hub for organised community sport and semi-professional sport and recreation activities in Palmerston North.<sup>40</sup> Also it was considered by Central Football to be too far from the city for most potential users, noting the high for any new turf to fulfil weekday, predominantly evening, training needs. Massey University, Cornerstone, Manukura and Freyberg Schools were considered because they do align with PNCC's strategic goal to form partnerships with other organisations/facility providers to increase participation. Massey is an existing sports hub and proposed new sites at Manukura and Freyberg are close to existing hubs.

Council owned site:

- CETA, as earlier proposed, located beside the existing artificial turf.

Third party sites identified as potential locations:

- Cornerstone Christian School approached the PNCC to be considered as the site for an artificial turf (a different site was considered and discounted in the earlier investigation (see Section 4.1) because of it was of unacceptable quality that would potentially make the cost of development prohibitive). The currently proposed site is further north than the previously considered site and is an existing playing field that is both drained and grassed and is located closer to Cornerstone School).
- Freyberg High School (a different site was considered and discounted in the earlier investigation (see Section 4.1) because it was of low quality. The currently proposed site is closer to Freyberg High School and Vautier Park).
- Massey University, as earlier proposed, on an existing Sport and Rugby Institute field near the artificial hockey turf.
- Manukura School (the site is situated within the grounds of Massey University, but is a separate site to the site proposed by Massey University).<sup>41</sup>

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<sup>40</sup> Active Communities Plan 2021-31.

<sup>41</sup> This is a new school development. Completion was originally forecast for 2024, but this may now be 2025 based on anticipated resource shortages.

## Short-listing Criteria

The following criteria were developed to assess the list of sites to refine site investigations. These criteria were developed in conjunction with PNCC officers and Central Football personnel:

### Size of site

Large enough for:

- A full-sized artificial turf<sup>42</sup> and warm up area.
- Car parking / changing facilities.
- Additional 3-5 grass turfs with potential to convert to artificial if expansion is ever required.

### Location of site

A site that is:

- On or near main transport routes (preferably including public transport and cycle routes).
- Easily accessible to the CBD/City Centre where many evening users will travel from for training.
- Close to:
  - Medical support
  - Educational institutions which can provide users in off-peak hours.
  - Affordable accommodation

### Land Ownership

Land that can be "freely used" either because it is:

- Council owned, or
- Owned by 3rd parties who are prepared to enter a memorandum of understanding regarding long term use

### Topography of Site

The shape and contours of the site minimise the amount of site works required.

### Site Use History

Previous land use is not likely to trigger any significant remediation of the site.

### Existing Supporting Infrastructure

Facilities exist on site that would support the intensive use of an artificial turf:

- Change rooms
- Floodlights
- Car parking
- Horizontal infrastructure such as:
  - Water
  - Sewer
  - Stormwater
  - Power

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<sup>42</sup> A full-size football field is 130m x 80m, this includes the requirement for a safety zone around the actual playing surface. Actual playing surface 120m x 70m with a 5m buffer around the perimeter.

- o Telecommunications

Potential to Develop Sport and Recreation Hubs

Proximity and easy accessibility to other sports facilities that may allow multi-user groups who could share facilities to create efficiencies and critical mass:

- Stadia
- Clubrooms
- Gymnasias (for indoor training and futsal which has historically been run indoors by Central Football in Palmerston North)

Current Use Agreements

There are no agreements already in place that may limit further development in the short to medium term.

A detailed assessment of the currently proposed sites against agreed high-level short-listing criteria is set out in Appendix 3.

Table A6.1 provides a high level 'traffic light' snapshot of the suitability of the proposed sites as assessed by the criteria above.

Table A6.1 Suitability of Proposed Sites

Venue	Size	Location	Ownership	Topography	Other Infrastructure	Sports Hub Potential	Historic and Current Use
CET Arena	Green	Green	Green	Green	Green	Green	Green
Cornerstone Christian School	Orange	Green	Green	Orange	Orange	Red	Green
Freyberg High School	Green	Green	Green	Green	Orange	Orange	Green
Massey University	Green	Green	Green	Green	Green	Green	Green
Manukura School	Red	Green	Orange	Orange	Red	Orange	Orange

Key:  
 Red = Does not meet identified criteria  
 Orange – Partially meets identified criteria  
 Green – Fully meets identified criteria

Short-listed Sites

On application of the short-listing criteria, three sites satisfied either all or most of the criteria.

- CETA
- Freyberg High School
- Massey University

Proximity to, but lack of direct access to horizontal infrastructure was the key difference with the Freyberg High School site compared to the Massey and CETA.

## Appendix Seven - Description of Short Listed Sites

### CETA

#### General Description of Site

The proposed site for the turf is adjacent to Palmerston North's only other multi-use artificial sports turf. The site is close to the central city and a number of schools. It is within a short walk of a main bus route and easily accessible by foot, bike or car. There are 250 car parks on site, as well as on street parking in the streets surrounding the complex. There are additional fields for training/competition. Changing rooms and toilets are all within a short walk to the proposed site. There is reasonable space for spectators and CETA owns its own temporary seating that can be made available when required. Warm up space would be available at each end of the turf.



#### Financial Considerations

PNCC has identified an allocation of \$1.1m in its 2021-31 long term plan for the development of an artificial turf. This contribution will need to be supplemented by external funding from third-party funders such as Lotteries, NZCT, Lion Foundation, local sponsorships and user pays contributions to meet the shortfall in development and replacement costs.

#### Existing Infrastructure

The proposed location is an existing sport and recreation hub, with existing floodlights and parking and should not require additional resource consents. Location at CETA would provide some development savings as there has already been geotech work done on the adjacent site when the first artificial turf was developed, so there are unlikely to be any major concerns with the proposed site.

#### Operational and Governance Considerations

A PNCC owned facility marketed by PNCC as 'the sports capital of the region', CETA is managed by Venues Palmerston North, a division of PNCC that sits within PNCC's Customer Unit. If located at CETA, PNCC would be responsible for the development, management (by Venues Palmerston North), maintenance and replacement of the turf.

PNCC staff already have the experience and equipment required to maintain a new artificial turf. There is a centralised booking system in place that could easily include an additional artificial.



## Massey University

### General Description of Site

The proposed turf at Massey turf would be part of an existing sports hub that includes the athletics track, the artificial hockey turf, the Sport and Rec institute, Massey Recreation Centre and a number of grass playing fields that could be used for additional training and competition.

The site, while 7.5km from the central city, is within short walking distance of a bus route and easily accessible by bike and car. There is adequate space for spectators and/or temporary seating, which Massey owns. Some storage space is available close by. The site is not close to residential properties.



### Existing Infrastructure

There are some existing light towers and geo-tech work was undertaken for the originally proposed hockey turf, which adjoins the proposed turf site so there may be some potential cost savings. There are 1000 car parks within 200m of the proposed site.

### Financial Considerations

PNCC has identified an allocation of 1.1m in its 2021-31 long term plan for the development of a turf. This would therefore need to be supplemented by additional funds. Unfortunately due to the impacts of Covid-19 Massey University is no longer in a position to contribute to the cost of development as it had indicated in its proposal from 2018. Any shortfall will need to be secured by Massey University working with Central Football (CF). CF has indicated a willingness to champion the drive to source additional funds for a Massey-based turf and Massey has indicated it would provide endorsement for funding applications. Central Football envisages some third party grants, sponsorship and naming rights being in the mix to make up the funding shortfall.

Massey anticipates that maintenance and 50% of renewal costs will be derived through user charges for the use of the turf.

### Operational and Governance Considerations

While Massey would own the land, ownership of the facility would need to be negotiated by PNCC with Massey.

Massey has proposed

- It would manage the maintenance of the turf, the cost of which would be covered by fees paid to use the turf.

- That CF would manage the bookings for the turf which CF has indicated it is comfortable with.
- That a steering group or advisory committee is established to govern the turf, consisting of representatives from PNCC (both elected members and staff) and Central Football. Other relevant stakeholders like Sport Manawatu and potential users could also sit on the steering group.

#### Other considerations

Central Football views Massey as the best location to develop a 'home of football' in Palmerston North. Central Football already has staff located on site, a good working relationship with Massey and has access to the range of facilities that Massey has to offer (many free of charge), including affordable accommodation at the SRI and hostel accommodation (outside term time) for use by attendees at tournaments or training camps.

Massey is one of 15 sites currently being considered to be one of the 12 sites to be a host training ground for the 2023 FIFA Women's World Cup. Its proximity to Wellington makes it a likely contender for this role, which won't officially be known until early October 2022. Even if unsuccessful Massey will have access to government funds to undertake pitch and lighting upgrades, new dugouts, fixed and portable goals. Some of these upgrades will be available for any artificial turf should it be located at Massey and would enhance the overall offering for football at Massey. In addition to this Massey will be working closely with Central Football, amongst others, including PNCC, to develop a legacy programme that will commence during the World Cup and extend beyond that. This will give Central Football in partnership with Massey an opportunity to embed a football culture across Palmerston North and raise Massey's profile as a potential home of football for Palmerston North and the wider Manawatu.

Massey has continued to show interest throughout this feasibility study to host an additional artificial turf and is currently going through a process to formalise that interest.

## Freyberg High School

### General Description of Site

The site is 3km to the city centre, within a short walk to a bus route and within an easy walk, bike or car journey to the city. The proposed site is a green field that will need fencing and lighting. It has no existing storage per se, although some storage may be available at Freyberg High School.

### Existing Infrastructure

The proposed location is situated away from residential properties and it is surrounded by another school and existing sport and recreation facilities, so it is hoped there will not be concerns about floodlighting, however this has yet to be tested and resource consents may still be necessary, particularly as the site has only been used by the school during daylight in the past.



It is unclear if the site is large enough to have warm up areas at each end of the turf, but the school is happy for teams to warm up on its existing playing field which is adjacent to the school and its existing artificial turf that is primarily used for netball and tennis. There is limited space for spectators along the sides of the field. There wouldn't be any space available for spectators at each end of the turf. Any temporary seating required would need to be hired when needed.

The logistics of how access to storage and changing rooms in the school gym after hours would need to be negotiated with the school, but are likely to incur additional cost. While there was a suggestion the changing rooms at Freyberg Community Pool could be used, this facility is already well used and unlikely to meet the needs to support the turf. There is car parking available at the school. This would only be accessible outside school hours.

While there is car parking at Vautier Park as Vautier Park is already well used by netball in winter, car parking, particularly on Saturday mornings and during tournaments at Vautier Park may be limited to nearby streets.

### Financial Considerations

As with the other two short listed site options, PNCC has allocated \$1.1m in the 2021-2031 LTP as a contribution toward this project. No other financial information has been provided at this stage.

### Operational and Governance Considerations

Freyberg High School is very keen to host an artificial turf on its land. It sees the advantages of being located in close proximity to Vautier and Skoglund Parks and also Freyberg Community Pool. It has undertaken geotech work and has held preliminary talks with Netball Manawatu and Red Sox FC which use adjacent sites.

Freyberg HS intends to inform the Ministry of Education, as the land owner, as a courtesy of its plan to develop the artificial turf. It does not believe it is necessary to seek permission from the Ministry,

as the Ministry historically defers to Boards of Trustees around such decisions. The school does not anticipate MoE will contribute to the cost of the development as it has not contributed to the cost of other developments at the school.

#### Other considerations

The school has yet to address many aspects of the development of a new turf such as;

- about raising funds to meet the shortfall in development cost,
- ongoing maintenance and replacement costs,
- governance and management of the turf,
- user fees
- the logistics of access during or outside school hours.
- 
- On this basis the state of readiness for the project is significantly further behind that of either Massey or CETA.

Freyberg HS has indicated it is keen for this project to progress and is willing to discuss the project further with PNCC. The school is not keen to see the turf captured/controlled by CF, so that may not sit well with CF's plan to position this next artificial turf as the 'home of football' in Palmerston North.

## Appendix Eight - Application of Criteria for Selecting Preferred Site

Table A8: Selection Criteria for Preferred site

Criteria	CET Arena	Freyberg High School	Massey University
Size available for field	135.7m x 75.9	Big enough for a FIFA approved site, not sure about additional warm up space.	140m x 77m available to be developed. Playing area 100m x 70.
Availability of warm-up area (grass or artificial)	Adjacent artificial (although realistically unlikely to be available), full size grass laying field and large grass training area. Potential for 17.7m of artificial turf at each end of pitch (behind goals)	Small artificial turf on the Ross Intermediate School side of the school. The artificial turf sits between Freyberg HS buildings and the grass sports field. This would be available outside of school hours.	Number of close by grass playing fields. Potential for 20m of artificial turf at each end of the pitch (behind goals)
Access to other fields for training/competition	4 full size playing fields (including new turf – will be 2 artificials)	Lower grass turf between proposed site and Skoglund Park and the grass school sports field on the Ross Intermediate side of the school (both available outside of school hours, both unlit). The fields at Skoglund Park.	3 dedicated football fields, but up to 11 fields that could be used for large tournaments. 8 football/rugby fields are lit. Selected as a training venue for the 2023 Women's World Cup.
Access to affordable changing room and toilet facilities	22 changing rooms located in the precinct, but these already have high use but other CET Arena users And are charged out for both use and cleaning	No changing facilities or toilets on site. Short walk to Vautier and Skoglund Parks and Freyberg Community Pool. Outside school hours may be able to access changing/toilet facilities in the school gymnasium at a cost.	12 existing changing rooms within 400m of the site for players and officials, but these already have high use by Massey students and staff available for use at no cost, but will be a fee for cleaning. 2 further changing rooms planned for construction adjacent to the hockey turf and can be used by football when not in use by hockey

Criteria	CET Arena	Freyberg High School	Massey University
Car parking	250 on-site car parks directly adjacent to site, overflow parking open area on Cuba Dt. On street parking nearby.	No dedicated car parks, but parking available at both Vautier and Skoglund Parks	Orchard Rd car park has space for just under 1000 cars and is 200m away from the site. Events car park can be opened on request for tournaments or events. Can hold 150 cars and 15 buses. Sport & Rec Institute has space for 50 cars.
Lighting	Existing 400 lux modern LED floodlighting	No lighting on site. Full installation will be required. May require consent.	Site currently floodlit by 4 light columns. Towers. Would need 4 more. Proposing 200 lux.
Secure site	Some fencing already in place. Site will be fully fenced and only accessible with permission	Existing fence along western slope of the site.	24 hr campus security. Turf would also be fenced, gated and locked when not in use.
Access to clubrooms/meeting space/kitchen	Precinct has 3 different stadia that have meeting space available for booking	No clubrooms on site, but within close proximity to both Vautier and Skoglund Park facilities. Meeting rooms and commercial kitchen available within the school building.	No clubroom as such but SRI available for meetings, functions and gatherings (holds over 300). Once built can share clubroom with hockey.
Disability accessible	Fully accessible to turf and supporting facilities	Fully Accessible to turf and supporting facilities	Fully Accessible to turf and supporting facilities, including gym and accommodation.
Space for spectator seating	500 seats could be positioned along one side of the turf and 1000 at the north-west end. CET Arena owns its own temporary seating.	Limited space for temporary seating around the turf. Temporary seating would need to be brought in.	Adequate space for temporary seating. Massey owns its own temporary seating.
Availability of storage	Some storage space available on the back fields	No existing storage space on site. Limited storage space potentially available at Freyberg High School.	5 storage options within 400m of the site.

Criteria	CET Arena	Freyberg High School	Massey University
Potential for good visibility and profile	The turf won't be visible from the road but the venue itself is. The venue already has good profile.	Not visible from the road. But the proximity to the school and other sports parks means already some level of profile	Not visible from the road, but will be well sign posted. The sports facilities at Massey already have a good profile.
Access to medical and media facilities	A first aid/medical room are located within 20m of the site at the ground level of the grandstand. Media facilities can be provided on either levels 2 or 4 of the grandstand.	No medical or media facilities on site.	2 medical facilities on campus within 200m of the site. Conference room at the SRI can be used as a media facility and there will be space in the proposed hockey clubrooms for media.
Suitable ground conditions	Due to proximity to existing artificial turf unlikely to be any geotech issues	Geotech report doesn't identify any significant issues. Considers suitable to support shallow foundations such as pad or strip foundations. Recommends setback distance of 6m from the eastern slope and 2.5m from the northern slope.	Due to proximity to artificial hockey turf unlikely to be any geotech issues
Consent requirements	Some residential properties nearby but unlikely as existing use. Currently used as sports precinct with lights	May require consents to support light installation and increased parking demand. Some residential properties nearby but they are not backing on to the site and face away from the site.	No residential properties nearby. Also unlikely as existing use. Currently used as sports precinct with lights
Access to roading network, public transport, walkways and cycleways	Easily accessible by car, bike or on foot. Within short walk of bus routes	Easily accessible by car, bike or on foot. Bus access along both Featherstone St and Tremaine Ave.	Access to bus stops and SH 57 within 400m. Easily accessible by car, bike or on foot.
Access to other sports facilities such as gym for indoor training and futsal	Indoor facilities available but already well utilised.	School gymnasium potentially available for use outside school hours. Freyberg Community Pool close by, but already well utilised.	4 gyms within 400m of site. Indoor artificial turf training space 50m x 20m. Indoor facilities are already well utilised during semester, better availability outside of academic year.

Criteria	CET Arena	Freyberg High School	Massey University
Proposed availability for access (times)	<p>Central Football time: 3.30pm -10 Mon – Fri 7am – 10pm Weekends</p> <p>Community time: 7am – 3.30pm Mon - Fri</p>	Outside of school hours.	<p>MUFC time: 6.30pm – 8.30pm 2 x per week Central Football time: 3.30pm – 10pm on those days not used by MUFC Friday 3.30pm to Sunday 10pm Community time: 6.30am – 3.30pm Mon – Fri</p> <p>In reality the proposed availability for anyone in employment who plays football other than MUFC is limited.</p> <p>Massey has since clarified that they would leave the booking management to Central Football. This would enable other users to book the turf through Central Football who would determine the allocation of prime peak time evening bookings.</p>
Use requirements	None. Council owned. Managed by Venues Palmerston North part of PNCC's Customer Unit.	Ministry of Education owned. Will require MoU for use.	MoU for use required. Have existing MoU for the athletics facility at Massey so unlikely to be an issue.
Club capture	Marist FC are the primary users of the existing artificial (60% of overall use, 75% of football use). Unlikely they would need to extend use to new artificial and user agreement with Marist FC could address this.	Red Sox FC are close by and can view the field from their clubrooms. As was the case with Marist at CET Arena, it is likely they would be the primary user of the site.	Massey University FC is based at Massey University. Central Football's Operations Manager is their treasurer. Massey's original proposal was for MUFC to have access 6.30pm to 8.30pm each day which is prime training time and would exclude other potential football users. They have since reviewed that and agreed MUFC would only need primetime access on 2 nights per week.



Criteria	CET Arena	Freyberg High School	Massey University
Central Football preference to develop a 'home of football'	No Central Football relationship. Primarily a venue for hire. Costs for access to ancillary facilities like changing rooms and lights make it expensive to use. Venues PN will manage bookings. Good relationship with Marist FC who are affiliated members of Central Football	Central Football mentioned Skoglund Park in passing as potential site. Not suggested as a serious option for them though because of club capture concerns. Not keen on Freyberg HS because of access limitations with it being on school grounds. Freyberg HS not keen to see Central Football capture either.	Notwithstanding any shortcomings at Massey, this is Central Football's preferred option, they already have staff working out of Massey, have a good relationship with Massey, will be able to manage bookings themselves (assuming PNCC is agreeable to this) and have easy access to resources/facilities that Massey has to offer, including on site accommodation. CF National Women's League side based at Massey. With Massey to be a host training ground for the 2023 Women's World Football Cup they will be working closely with Central Football, NZF, PNCC and schools to implement a legacy programme at Massey to encourage growth of the game in Palmerston North. This would further enhance Massey as the 'home of football'.
Ability to maintain	Have necessary equipment and trained staff	Have no experience at artificial turf maintenance. Currently contract external operators to maintain the Freyberg netball/tennis artificial.	Would need to purchase necessary equipment. Staff maintaining the artificial hockey turf will need additional training.

### Recommendations on a Preferred Site

Venue	Readiness plan to proceed to development	Affordable access to supporting amenities	Adequate space	Existing lighting	Hubbing Potential	Proximity to playing population
CET Arena		Cost to access lights and changing rooms can cost up to \$275 per game.				Central to city, schools close by
Freyberg High School	Done geotech work but more at concept stage	Reliant on school and other nearby parks	Not a lot of space for spectators/ warm up.	Nothing on site		Schools close by
Massey University				Some lighting in place. Improvements coming in 2023		Not as close as other 2 sites

Key:

Red = Does not meet identified criteria

Orange – Partially meets identified criteria

Green – Fully meets identified criteria

Of the three sites considered, PNCC's Venues Palmerston North team, as manager of CETA, and Massey University are on a par with each other in terms of planning for the proposed turf, and are experienced facility managers. Both PNCC through CETA's Masterplan, and Massey have given significant consideration and planning over a number of years towards this project, with both having submitted detailed proposals in 2018. They both have experience with hosting multiple community accessed and PNCC funded, and in CETA's case owned, facilities on site and have an existing and operational sports hub.

Freyberg HS has not committed the same level of planning and consideration as Massey and CETA and is more at the conceptual stage of preparation. The Freyberg High School site is a well located central site that sits behind the classroom blocks on a raised platform above Vautier Park. Location on school grounds and close to other schools could lead to greater use of any proposed turf during off-peak times. The area has a social demographic that could benefit from access to such a facility. It is also nearby to other well utilised sports venues – Freyberg Community Pool and Vautier and Skoglund Parks which are both multi-sport sites<sup>43</sup>. However unlike CETA and Massey, Freyberg School does not currently operate as a community sports facility, therefore Freyberg may still require resource consenting for increased traffic impact, parking and lighting associated with a turf construction. The absence of easily accessible supporting amenities such as changing and meeting rooms and storage make it less attractive as a home of football.

On this basis Massey and CETA stand out above Freyberg as the more likely sites for the proposed turf and Massey above CETA. The factors that put Massey ahead of seat are:

- The affordable amenities that are available to support both any proposed turf and football in general.

<sup>43</sup> During stakeholder discussions there may be renewed interest on this area being a sports hub. It is understood a master planning exercise was previously completed by PNCC outlining a potential sports hub in this area.

- Upgrades that will be made for the 2023 FIFA Women's World Cup that will enhance the offering for football at Massey.
- Already established relationship it has with Central Football, with Central Football staff located on site.
- A willingness to foster the sport of football and work with Central Football to shape Massey as the 'home' of football in Palmerston North.
- Strength of the relationship with Central Football could be helpful in the fund-raising process.
- Placement of any additional turf on a third party owned site reduces the impact on PNCC rate payers.

## Appendix Nine - Preliminary Cost Estimates

Estimated budgets for artificial turf installation

### Summary of installation costs

\$NZD Installation cost	\$NZD Replacement cost	Option summary
\$ 2,725,500	\$ 1,086,750	Community, multipurpose system; in-situ shock pad; EPDM infill

\* This turf is the most commonly installed system on recent Council field installations around New Zealand.

- System designed for community, multipurpose use - recommended for general public use, capable of 60+ hours
- Shock pad - In-situ ELT + PU binder
- Infill- EPDM (most environmentally friendly)
- Costings do not include allowances for resource and building consents, professional fees and site testing other than that stated below

Installation Costs		
Component	\$NZD Cost	Notes
<b>Pitch Costs</b>		
Design, site investigation, geotechnical, survey	\$ 28,750	
Site establishment, documentation and project management	\$ 143,750	
Bulk earthworks	\$ 80,500	Assumes good ground, no contamination, 250-300mm topsoil to remain on site
Stormwater drainage	\$ 189,750	Assume network capacity with no additional impact of flow from development. Outlet within 50m
Pavement construction	\$ 322,000	250mm pavement based on minimum CBR 8%
Concrete kerbing and footpaths	\$ 143,750	Assume 2000mm footpath around perimeter
Reinstatement, topsoil etc.	\$ 23,000	
Water supply, drinking fountains, etc.	\$ 11,500	
Artificial turf and shock pad	\$ 862,500	Based on 10,000m <sup>2</sup> installation area
World Rugby testing ongoing for 10 years (4 x tests)	\$ 69,000	
Extra for EPDM virgin infill	\$ 253,000	
Supply of drag brushes for routine maintenance, ball roll ramp	\$ 11,500	
Supply of suitable tractor for brushing	\$ 28,750	25hp tractor or similar
<b>Pitch Subtotal</b>	<b>\$ 2,167,750</b>	

Ancillary Costs		
Fencing	\$ 253,000	Includes 6m fences behind goals, spectator fencing, gates, perimeter security fence
Lighting	\$ 230,000	200 Lux, six pole design
Equipment	\$51,750	13.5m rugby posts, portable football goals, player shelters
Entrances / access	\$ 23,000	Additional allowance for concrete entrance ways etc.
Ancillary Costs Subtotal	\$ 557,750	
TOTAL COST FOR FIELD	\$ 2,725,500	

Replacement Costs (based on 10-year life expectancy on synthetic surface)		
Component	\$NZD Cost	Notes
Pitch Costs		
Removal and repurposing of existing synthetic surface	\$ 115,000	Based on costs for recently completed projects
Shock pad rectification	\$ 28,750	Allow for minor repairs of shock pad if damaged during removal
Synthetic surface installation	\$ 690,000	
Extra for EPDM virgin infill	\$ 253,000	Sustainable infill.
Pitch Subtotal	\$ 1,086,750	

## Appendix 10 - Comparison Projects

It is useful to consider some comparison turfs that have been developed in New Zealand to identify any key findings.

Artificial turfs for sports fields have been in existence since the 1960s and grown in popularity in New Zealand in the last 20 years. Hockey was an early adopter with most hockey in New Zealand now being played on artificial surfaces. Other local authorities in New Zealand have seen artificial surfaces as the most effective option for maximising playing time. Auckland Council (and its predecessors) have invested heavily in a large number of artificial turfs for sports codes. Wellington City Council has also converted a number of existing, under-performing soil-based fields to artificial turf.

Technology has evolved from the early turfs that were developed. The third-generation (3G) turfs currently available have a longer pile depth than the original turfs, reducing risk of abrasions. The pile is also complemented by rubber and sand based infills and shock pads. Natural, environmentally friendly infills are now being manufactured and have been included in the costing from NZSTI for the turf proposed by PNCC. This technology is approved by both FIFA and World Rugby and enables the surface to be compared favourably to natural playing surfaces. Table 10.1 outlines several comparison turfs.

**Table 10.1 Comparison Artificial Turfs**

Facility (constructed)	Capital Cost	Operating Cost	Hire Fees
Seddon Fields, Auckland (2013) – being resurfaced 2022	\$2.4m	Unknown	Free use
William Green, Auckland (2019)	\$2.2m	Unknown	Free use
Logan Park, Dunedin (2019)	\$3.9m (Two turfs)	\$20-30k / annum (estimated)	\$60 / hour
Manawatu Arena (2019)	\$1.5m <sup>44</sup>	\$12k / annum	Adults - \$40/hr <sup>45</sup> Schools - \$25 per/hr
Foster Park, Rolleston (2022)	\$4.3m <sup>46</sup>	\$20-30k / annum (estimated)	Flat fee \$34.50 incl. changing rooms and lights

As the table highlights capital costs for an artificial turf developed in New Zealand in the last few years sits within the \$2.2m-\$2.4m range. However, recent NZSTI advice suggests that these prices are no longer realistic. Their most recent price estimates are set out in Appendix 6. The estimates range from \$2.47 - \$2.74m.

Key learnings to arise from previous developments include:

- Having robust user policies in place to ensure equitable access. Often a turf is developed on a site where a club is already domiciled. This leads to a perception that the turf has been developed for that specific user group. This is a potential risk for all three short-listed sites in this study.

<sup>44</sup> Manawatu Arena capital cost excludes fencing and floodlighting which were already present and able to be re-used.

<sup>45</sup> Separate and additional charges for change facilities and lighting, all-inclusive cost up to \$240 per hr.

<sup>46</sup> This development was for 2 artificial turfs, one specifically for hockey and one multi-use. On this basis there would have been some economies of scale building them at the same time.

- Ensure a user policy is in place that outlines a fair and transparent system for booking time on the turf.
- If developed on council land then council should own and retain control of the floodlights, to reduce capture.
- A code's ability to pay reasonable costs for turf hire may change over time. Ensure everyone understands the financial implications before committing to the development of additional turf/s.

## Appendix 11 - Potential Funding Mix

The 2019 Financial Assessment of the Proposed Artificial Football Surface considered the mix of third-party funders.<sup>47</sup>

This consists of:

Traditional funding sources such as gaming/ energy trusts, and lotteries for reasonably substantial grants and philanthropic trusts, local businesses and individuals for smaller contributions.

Alternative funding sources such as naming and other lower tier sponsors, crowd funding and player levies.

### Traditional Funding Sources

Other than councils, Lotteries, Community and Gaming Trusts are the biggest funders of community facilities throughout New Zealand. Smaller contributions can be secured through philanthropic trusts, local businesses and private individuals. The funding pool of all potential funders is over-subscribed.<sup>48</sup> While the Central Energy Trust (CET) was not adversely affected by COVID, the inability for gamblers to access gaming machines during COVID lockdowns and following gathering restrictions has had an impact on the level of funding available to Class 4 Gaming Trusts, placing even greater pressure on the already over-subscribed funds. Wise investment by CET has seen its funding pool increased, although it is still over-subscribed.

Gaming trusts will generally only fund in the communities they have outlets in and to the level of profits they have made in those communities. With a sinking-lid policy on gaming machines being adopted by some councils around the country the pool of money available for funding in those areas is also reducing, making it even harder to access this type of funding. PNCC currently has a capped number of gaming machines<sup>49</sup> rather than a sinking-lid policy. However, PNCC's Class 4 Gaming Venue Policy is now 5 years old, so if a sinking lid policy is adopted following the upcoming review of the gaming machine policy over time, this would likely impact on the level of funds available for the wider community and this project. This could impact on any application within the community, regardless of whether the application was being made by PNCC or others.

### Alternative Funding Sources

Given the scale of funding required and the recent funding of projects by the larger funders it is likely a comprehensive fundraising plan will be required. This would need to be implemented to maximise funds raised from within the community. This funding plan could consider:

- a. Naming rights sponsor for the turf – Provided existing sponsorship arrangements allow this, then the turf may be an attractive proposition for a sponsor
- b. Crowd funding – This is an increasingly popular practice of funding a project by raising small amounts of money from many people<sup>50</sup>
- c. Other tiers of sponsorship - This would allow the community the opportunity to sponsor or feel ownership toward the project. There are a number of successful examples of this strategy throughout New Zealand. For example:

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<sup>47</sup> RSLC August 2019

<sup>48</sup> Lotteries estimate the Community Facilities Fund is 2.5 times over-subscribed.

<sup>49</sup> Capped at 347. PNCC Class 4 Gaming Venue Policy.

<sup>50</sup> Boosted, PledgeMe, Kickstarter NZ, Givealittle



- I. Sponsoring seats to support the refurbishment/earthquake strengthening of the Embassy Theatre in Wellington
  - II. Purchasing a brick to support the development of the New Brighton Pier in Christchurch
  - III. Purchasing a plaque to support the development of the Omihi Hall in Canterbury
  - IV. Purchasing metal grape leaves to support the development of the Moutere Hills Community Centre in Nelson
- d. A levy on the active Central Football – Manawatū players. Central Football has considered this and in Massey's 2018 proposal there was reference to Central Football introducing a \$10 player levy as a contribution towards the turf. While it was proposed this be directed towards maintenance costs and a renewal plan, the amount of the levy could be increased and / or re-directed towards the capital cost of the project.

A newer alternative funding model is the opportunity to lease to buy an artificial turf. A New Zealand based supplier and installer of synthetic turf is offering a leasing arrangement whereby the supplier take responsibility for all costs in relation to an artificial turf they install, including on-going maintenance and management of the turf. The lessee then pays an annual fee that ranges from \$120,000 - \$300,000 per annum depending on requirements. Revenue from advertising and/ or sponsorship, can be used to off-set annual costs. Auckland Council has investigated this approach and believes it would be better off financially using this model over the life of the turf.<sup>51</sup> It should be noted that Auckland Council fully fund any artificial turf developments. This type of arrangement (lease to buy) would shift the costs from being capital expenditure to operating expenditure.

The proposed funding model, if the turf is located at Massey, will involve:

- Third party external funding
- Naming rights – high level sponsorship
- Lower-level sponsorship
- Potentially a bank loan taken out by Central Football or a cash injection on the completion of the sale of the Central Football land in Taranaki.

## What Funders are Looking For

### Value for Money

Funders are all looking for what they call 'value for money' which equates to a high level of community use.<sup>52</sup> With a shortfall in access to training fields for football alone, community use for a 22 week period could sit at over 400 hours. While investors prefer to see multi-use of facilities they invest in, investment by Lotteries of \$500,000 and ECCT of \$200,000 in the artificial hockey turf at Massey's Palmerston North campus confirms they will invest in single purpose facilities, but they are likely to look more favourably on a multi-purpose facility as it provides a better opportunity for higher community use.<sup>53</sup> While football is proposed to be the principal user of the turf during winter, there will still be time available for other community users in both winter and particularly summer.

### Evidence of Need

All funders are looking for evidence of need for a facility, most would prefer this to come from a 'needs analysis' prepared by an experienced independent consultant <sup>54</sup> which includes:

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<sup>51</sup> Kris Bird, Auckland Council

<sup>52</sup> Neil Attapattu, Eastern and Central Community Trust

<sup>53</sup> Waione Te Paa, Lion Foundation

<sup>54</sup> Lotteries and NZCT

- Wide community consultation not just the proposed primary user
- Current and projected participation statistics
- Consideration of what alternative venues are available and what state they are in
- Strategic alignment with Long Term Plans, Master Plans, other council documents, sports code specific Facilities Strategies, Regional Facilities Strategies

This has been undertaken and is available to support any funding applications for this project.

### The Feasibility of the Project

Again, funders prefer an independent feasibility study to be undertaken, once a need has been identified<sup>55</sup>. This would include:

- The level of confirmed funding at the time of the application
- The amount of further funding sought and the likelihood of securing it
- The ability of the applicant to maintain and ultimately replace the asset demonstrated through detailed income and expenditure projections and previous experience

This is the purpose of this report and will be available to support any funding applications.

### Funding History

The level and timing of previous funding at the same venue or in the same community<sup>56</sup> may impact on a funder considering new applications for the same site. When the Financial Assessment was undertaken in 2019 that was an issue for both Massey and particularly CETA; they had both recently received funding for artificial turf development, multi-use and hockey respectively. Three years on funders have not expressed the same concern and would be open to funding applications.<sup>57</sup>

### Applicant's Viability

Funders will consider the financial viability/sustainability of organisations they fund to ensure the asset they fund will be maintained and renewed appropriately to protect the value of the asset. In respect of this project the likely applicants would be PNCC, Central Football or Freyberg HS. In each case the organisations have a track record of borrowing and repaying loans.

Again to ensure the continued availability of the asset for its intended use as a community facility, funders prefer to fund landowners. However, they will consider third party applicants if there is evidence of a long term lease/management/governance arrangement. All things that should form part of a memorandum of understanding between at least PNCC and Central Football and either Massey or Freyberg HS if they are the preferred location.

### Funders' Preferences

Support of both national and regional sport organisations and landowners will enhance any application to independent funders. New Zealand Football (NZF) has deferred to Central Football regarding the placement of the turf, but the NZF facilities plan certainly supports the development of a home of football in the Central Football region. Central Football has expressed a desire to have the turf located at Massey and a commitment to lead the funding drive at that location. Massey has in turn committed to endorse any such applications for funding by Central Football for placement of

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<sup>55</sup> Facility Investment Decision Making Process, Manawatu-Whanganui Regional Sport Facility Plan 2018

<sup>56</sup> Ben Hodges, NZCT

<sup>57</sup> ECT and NZCT

the turf at Massey. Central Football has not made that commitment for fund raising at the other proposed sites.

# Appendix 12 - Impact on Rates and 10 Year Cost to PNCC

Table 1 Impact on rates (2024-2033) if turf located at CETA58 - PNCC retain revenue and are responsible for operating costs and renewals

Scenario One (CET Arena)	Cost	2024	2025	2026	2027	2028
Capital Cost <sup>59</sup>	\$1,100,000	\$18,700	\$131,600	\$131,600	\$131,600	\$131,600
Operating revenue/year <sup>60</sup>	-\$42,520	-\$42,520	-\$42,520	-\$42,520	-\$42,520	-\$42,520
Operating costs /year	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000
PNCC Contribution to renewals	\$990,000	\$0	\$0	\$0	\$0	\$0
Rates income (Annual Budget 2022/23)		-\$115,369,943	-\$129,531,256	-\$145,055,352	-\$163,851,890	-\$176,620,933
Rates impact %		0.0%	0.1%	0.1%	0.1%	0.1%
		2029	2030	2031	2032	2033
Capital Cost		\$131,600	\$131,600	\$131,600	\$131,600	\$131,600
Operating revenue/year <sup>61</sup>		-\$42,520	-\$42,520	-\$42,520	-\$42,520	-\$42,520
Operating costs p/year		\$30,000	\$30,000	\$30,000	\$30,000	\$30,000
PNCC Contribution to renewals		\$0	\$0	\$0	\$330,000	\$330,000
Rates income (Annual Budget 2022/23)		-\$187,463,047	-\$195,262,703	-\$200,469,586	-\$206,288,074	-\$209,446,602
Rates impact %		0.1%	0.1%	0.1%	0.2%	0.2%

In this scenario there is a 0.1% impact on rates from 2024 to 2031. This increases to 0.2% in 2032 and 2033. The total ten year cost for option one to PNCC is \$1.738m

<sup>58</sup> Source PNCC

<sup>59</sup> All scenarios assume an initial contribution from PNCC of \$1.1m toward development costs, either as a capital cost if CETA or via a grant to the landowner.

<sup>60</sup> Based on the existing CETA hire rate of \$40/hour

<sup>61</sup> Based on the existing CETA hire rate of \$40/hour

**Table 2 Impact on rates (2024-2033) if turf located at 3<sup>rd</sup> party owned venue – PNCC provide grant toward development, no operating subsidy and 50% renewals contribution**

Scenario Three	Cost	2024	2025	2026	2027	2028
Capital Contribution Grant	\$1,100,000	\$1,100,000	\$0	\$0	\$0	\$0
Operating costs p/year	\$0	\$0	\$0	\$0	\$0	\$0
PNCC Contribution to renewals	\$550,000	\$0	\$0	\$0	\$0	\$0
Rates income (Annual Budget 2022/23)		-\$115,369,943	\$129,531,256	-\$145,055,352	-\$163,851,890	-\$176,620,933
Rates impact %		1.0%	0.0%	0.0%	0.0%	0.0%
		2029	2030	2031	2032	2033
Capital Contribution Grant	\$0	\$0	\$0	\$0	\$0	\$0
Operating costs p/year	\$0	\$0	\$0	\$0	\$0	\$0
PNCC Contribution to renewals	\$550,000	\$0	\$0	\$0	\$183,333	\$183,333
Rates income (Annual Budget 2022/23)		-\$187,463,047	-\$195,262,703	-\$200,469,586	-\$206,288,074	-\$209,446,602
Rates impact %		0.0%	0.0%	0.0%	0.1%	0.1%

The total ten year cost for scenario two to PNCC is \$1.467m

**Table 3 Impact on rates (2024-2033) if turf located at 3<sup>rd</sup> party owned venue – PNCC provide grant toward development, 50% operating subsidy and 50% renewals contribution**

Scenario Two	Cost	2024	2025	2026	2027	2028
Capital Contribution Grant	\$1,100,000	\$1,100,000	\$0	\$0	\$0	\$0
Operating costs p/year	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000
PNCC Contribution to renewals	\$550,000	\$0	\$0	\$0	\$0	\$0
Rates income (Annual Budget 2022/23)		-\$115,369,943	-\$129,531,256	-\$145,055,352	-\$163,851,890	-\$176,620,933
Rates impact %		1.0%	0.0%	0.0%	0.0%	0.0%
		2029	2030	2031	2032	2033
Capital Contribution Grant	\$0	\$0	\$0	\$0	\$0	\$0
Operating costs p/year	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000
PNCC Contribution to renewals	\$550,000	\$0	\$0	\$0	\$183,333	\$183,333
Rates income (Annual Budget 2022/23)		-\$187,463,047	-\$195,262,703	-\$200,469,586	-\$206,288,074	-\$209,446,602
Rates impact %		0.0%	0.0%	0.0%	0.1%	0.1%

The total ten year cost for scenario three to PNCC is \$1.617m.

In both the second and third scenarios there is no impact on rates for the years 2025 to 2031, but a 0.1% impact in 2024, 2032 and 2033.

## Appendix 13 – Secondary Data Review

### PNCC Active Communities Plan 2021 – 31

The Active Communities Plan (the Plan) confirms the overall vision for Palmerston North of 'small city benefits, big city ambition', with 5 supporting goals to achieve this. The Plan primarily contributes to the goal of 'a creative and exciting city' (the Goal). The Plan describes Council's activities for the first three years of the 10 year plan.

Three of the five priorities for the Goal are relevant to this project:

- Create a city that has great places for all people
- Develop a national reputation as an exciting city with plenty to do at night and on weekends
- Be one of the most active communities in New Zealand.

Levels of service promote provision of accessible and well maintained sports fields and partnerships with external recreation organisations and facility providers.

The Plan also acknowledges how the actions of this Plan also contribute to the achievement of the Healthy communities Plan and Connected Communities Strategy.

Of the five measures for the Plan, 4 are relevant for this project:

- Increase in use of parks, sports fields (and playgrounds)
- Increase in satisfaction of council's sport and recreation facilities
- Increase in the use of Central Energy Trust Arena
- Increase in participation rates in sport and recreation

Investigations into a site for an artificial football turf over the last two years are referred to in the broader context of overall sports field provision and mention is made of the need for more suitable training facilities for some outdoor sports codes. CET Arena is identified as the city's main multi-purpose hub for organised community and semi-professional sport and recreation activities.

Completion in 2021/22 of a detailed feasibility assessment for training and competition requirements for outdoor sports codes, including further consideration of an artificial football turf (as required by Council's commitment to the Regional Sports Facilities plan), is referred to under the new and one-off action section. This is also budgeted for in the City's 10 year plan.

### PNCC 10 Year Plan 2021 – 2031

Identifies the specific actions and budget allocations for each item over the next 10 years. Funding for the feasibility assessment has been allocated for 2021/2022.

An artificial football field has been identified as a major programme item under section 3 of the Infrastructure Strategy for 2022-24. The cost is estimated to be \$2.1 – 2.2m. There are two expected principal options to be considered by Council:

- Contribution; or
- Fully fund

### Sport New Zealand - Sports Field Guidance Document (2019)

Sport New Zealand has produced this guidance document to assist a wide range of providers, including local authorities, schools and sports club to assess their sport field requirements and make appropriate sports field development decisions.

This document identified a four-stage process to help address issues and provide guidance on decision making regarding the upgrading or development of sports fields.

### The Sports Field Decision Making Process

The sports field decision making process is captured within the following four stages.

#### Stage 1. Needs Analysis

Establish what you have, and what you need.

#### Stage 2. Sports Field Options

Understand your level of service expectations.

#### Stage 3. Cost Analysis

Understand your budgetary constraints.

#### Stage 4. The Way Forward and Where to Find Advice

**"When making the sports field decision it is crucial to assess sports field demand, levels of proposed use, maintenance and management in order to balance risk against demand" (Sheppard, 2008)**

### Artificial Turfs

In reference to artificial turfs this report covers site-specific and environment factors going into detail around the; topography, climate, soil type, heat factors and players health, water availability, trees, landfill sites, design, construction, operation, maintenance/replacement and decommissioning.

It states that the continued development of artificial surfaces has meant that the current third generation (3G) artificial surfaces perform similarly to natural turf. However, artificial turf is still considered a recent development for winter sport in New Zealand (except for hockey) and little is known on the lifespan and maintenance costs here. The main advantage of artificial sports fields over natural grass fields is that they can withstand much higher levels of use.

The report also goes into detail around play safety and states that it is important to consider the changes that occur to artificial turf over time, such as the compaction of infill, loss and displacement of infill and the flattening of fibres, and initiate measures to prevent these situations from occurring.

In conclusion this document states that good design needs to be based on a sound understanding of the current trends and practices, developments in the sport and leisure industry and lessons learnt from previous projects. Evaluating the results from the needs analysis, sports field options, cost analysis and gaining qualified advice will ensure an informed sports field decision is achieved.

### New Zealand Football National Facilities Strategy Update (2016)

The following highlights key points from the New Zealand Football National Strategy in relation to the football nationally as well as specifically for Central Football (includes Manawatū, Whanganui, Taranaki, Hawkes Bay and Gisborne).

#### Nationally

- Nationally demand for football is increasing overall, reflecting a range of trends including population growth, increasing junior player numbers and, wider ethnic diversity.

#### Central Football

- In 2013 the Central Football Region 'playing age' population was 209,400 and overall is projected to decrease by 14,510 to 194,890 in 2043. However, there is a 9% increase projected in the Palmerston North City Council area.
- While there was a 9.1% increase in winter membership from 2010-2015, a decrease is projected from 13,187 in 2013 to 12,882 in 2043.

Feedback from Central Football was that overall football is fairly well catered for with the supply of football pitches. However, the key facility issue are:

- A perceived need for artificial surfaces in the Federation to compete with other Federations
- Some geographic areas having no sports parks with a large number of football pitches to allow for larger events and tournaments
- Limited progress and support for the development of 'football hubs, across the region that would allow for a large number of fields to be located on one site to allow for all year round football, from performance level through to community level competition, training and development.

Issues/Opportunities identified by Central Football:

- The need for 'sub-regional hubs to provide for player development and coach/referee education
- More artificial pitches (the Manawatū region was identified):
  - To link with sub-regional hub requirements
  - Assist with the delivery of outdoor futsal
  - Support all year round pitches for summer football season (performance, community and social)
- An associated floodlighting plan was also considered a priority





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Author: Richard Lindsay, Deb Hurdle, Anna Lindsay  
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## POST-FEASIBILITY STUDY ASSESSMENT AGAINST MANAWATŪ-WHANGANUI REGIONAL SPORT FACILITY PLAN CRITERIA – INVESTMENT DECISION-MAKING PROCESS

LEVEL ONE/GATEWAY CRITERIA:	COMMENT
<b>Strategic alignment</b> - the degree of alignment a facility or proposed facility has with national, regional and local plans and strategies, such as code specific national facility plans and those concerned with urban planning, infrastructure development, tourism / economic development, and transport networks.	<p>The proposal displays a strong degree of alignment with NZ Football's National Facility Plan and Central Football's Strategic Plan. A good degree of alignment exists with other planning documents, including Council's Active Communities Plan.</p> <p>Based on the outcome of this feasibility study, the investment in another artificial turf in the City has been included as a high priority action in the recent review of the Palmerston North sections of the Regional Sport Facility Plan (reported to Council in November 2022).</p>
<b>Matching need within City/region</b> - the degree to which any existing or proposed facility matches the projected needs of the community within its core catchment area. In the case of facilities with wide utilisation (such as aquatics facilities) this involves consideration of all potential and existing users from general recreational users through to organised sports codes (memberships).	<p>As outlined in the 2020 Needs Assessment, an artificial turf would service the following key areas of need:</p> <ul style="list-style-type: none"> <li>• Training – including on floodlit venues allowing play in evenings and without damaging playing surfaces (often used for competition)</li> <li>• Community competition – enabling consistent play of competition games</li> <li>• Performance e.g. representative teams gaining experience on surfaces provided in other parts of the country</li> <li>• Increased service level expectation</li> </ul> <p>In the Manawātū region, the multi-code turf at CET Arena is currently the only one in the Federation's area and the Manawatu-Whanganui region. A turf is planned in Taranaki – at the Tūparikino Active Community Hub - with football being one of the first codes understood to benefit through the build of an artificial turf. It is noted that the sportsfield at New Plymouth's Yarrow Stadium has also been upgraded to a hybrid turf allowing for both rugby and football codes. A turf surface is also in the planning stages at Park Island in Napier.</p> <p>In other major centres regions in the Federation, such as Gisborne and Whanganui, no artificial turf projects are planned although general sports park developments that improve outcomes for football are proposed.</p>

LEVEL ONE/GATEWAY CRITERIA:	COMMENT
<b>Assessment of proponent organisation</b> - the track record and ability of the proponent organisation. This can be assessed through an independent review of an organisation's governance, management, operations (including financial viability), and membership levels.	<p>Central Football, as the proponent organisation for the facility, demonstrates good governance, management and operational structures. It has a dedicated staff member for 'special projects' and this project is reflected in its operational planning.</p> <p>The Federation's 2022/23 Annual Report is due to be published shortly. From the 2021 Annual Report, the proceeds of the sale of land the Federation purchased in Taranaki for a home for football it that region will show on their accounts from 2024. More assessment on its financial position needs to be carried out.</p>
LEVEL TWO CRITERIA:	
The potential for operational and/or capital partnerships between multiple stakeholders.	The proposal will involve multiple stakeholders as it would be a partnered facility with Massey University as the landowner, Central Football the proponent organisation, (potential operator and key beneficiary) and the Council as a potential funding party. Contributions from external funding partners (e.g. Trusts, sponsors) will also be required to complete the project.
The degree to which a facility or proposed facility compliments (avoids duplication) / optimises the existing or proposed facility network, and builds on the Manawatu-Whanganui region's strengths.	<p>The proposed facility will address the need for additional playable surfaces mainly during the winter season when there is more likelihood of disruption to training and competition schedules. It will provide another option to grass sports fields that tend to get too wet to train or play on in the colder, wetter months. While there is a turf at CETA this proposed facility would operate differently in terms of access and management.</p> <p>Currently there are no other similar quality artificial turfs outside the City in other parts of the region although it is acknowledged that there are some school turf facilities, and indoor venues, offering training opportunities over the football season.</p>
The degree to which demand exceeds supply (once all existing facilities are being run at an optimal operational level) and the facility or proposed facility is capable of meeting the identified gap.	The key facility demand is for playable training fields during winter or wet conditions. The CETA artificial turf has limited capacity for week-day training requirements so an additional turf in the City will increase the supply of surfaces available for training needs.
The degree to which the existing or proposed facility is operationally sustainable (taking a whole of lifecycle	This aspect has been covered in the feasibility study in section 4.4.1 but requires further analysis as part of further discussion or in the Business Case stage.

LEVEL ONE/GATEWAY CRITERIA:	COMMENT
approach which looks at operational and maintenance costs throughout the facility's life).	
The return on investment (measured in terms of community benefit) that the facility, or proposed facility, can generate.	The wider community benefits need to be further explored with the stakeholders. The key benefit at this stage is in terms of providing more capacity for training.
The ability of the facility, or proposed facility, to reflect international and national best practice in its location, design and subsequent operation.	The sporting hub at Massey University provides several facilities to high specification and capable of hosting national level fixtures. Co-locating sports facilities in this way is seen as best practice and enables providers, clubs and community groups to maximise resources, and potentially share costs and services through partnership arrangements. It would be a positive expansion and location within the existing facility network. Facility design can include consideration of latest technologies, and environmental awareness. The operation of these types of partnered facilities are worked out through a MoU or similar agreement.
The ability of the facility, or proposed facility, to progress the competitive sporting objectives of the Manawatu-Whanganui region and wider New Zealand society	Enhanced training facilities can contribute to competitive results. Central Football has aspirations in terms of player development pathways and good facilities are required as part of this. The 2023 FIFA Women's World Cup finals will be held in Australia and New Zealand from 20 July to 20 August. Interest / popularity of football is anticipated to rise following this global event – particularly the women's game.



## MEMORANDUM

**TO:** Culture & Sport Committee

**MEETING DATE:** 8 March 2023

**TITLE:** Victoria Esplanade User Group - Amendments to Terms of Reference

**PRESENTED BY:** Kathy Dever-Tod, Group Manager - Parks and Logistics and Aaron Phillips, Activities Manager - Parks

**APPROVED BY:** Bryce Hosking, Acting Chief Infrastructure Officer

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### RECOMMENDATION(S) TO COUNCIL

1. That Council approve amendments to the 2018 Victoria Esplanade User Group Terms of Reference, as detailed in Attachment 1 of this report.
- 

#### 1. ISSUE

- 1.1 The membership section of the Terms of Reference for the Victoria Esplanade User Group is out of date and requires amendment.

#### 2. BACKGROUND

- 2.1 Council approved a Victoria Esplanade User Group Terms of Reference in December 2018 in conjunction with adopting the Victoria Esplanade Masterplan.
- 2.2 User Group membership currently includes one Councillor, Council staff, user groups, stakeholders and tenants of the Victoria Esplanade.

##### Membership changes

- 2.3 The Terms of Reference needs to be updated to incorporate a few membership changes. The changes, and the reason for them, are outlined below:
  - In November 2022, Council appointed two Councillors to the User Group. The 2018 Terms of Reference only provides for one Councillor appointed by the Mayor.
  - The Council Officer position of Parks Manager has changed to Group Manager – Parks and Logistics.
  - The Council Officer position of Senior Parks Planner has changed to Activities Manager – Parks.

- The Manawatū Bonsai club have been supporting Council in its care and planning for display of Council's bonsai collection. Provision needs to be made for the Lions Club to have representation on the user group.
- The Lions Club of Middle Districts raised funds and constructed the mini golf course in the playground in 2022. Provision needs to be made for the Lions Club to have representation on the user group.

#### Meeting organisation and reporting

- 2.4 It is recommended that Clauses 5 and 6 of the Terms of Reference be amended to make Council Officers responsible for organising, chairing and reporting on the forum rather than a selected chairperson from the wider membership. The change is recommended because:
- The wider membership, and particularly the groups that regularly attend the forum, are largely volunteers with extensive existing commitments. There is low interest in taking on the additional responsibilities of organising, chairing and reporting on the meetings.
  - Council Officers have been filling the chairperson role and responsibilities to the satisfaction of the forum membership, including taking and circulating minutes.
- 2.5 The Terms of Reference with proposed changes, highlighted in tracked change text, are contained in Attachment 1.
- 2.6 The proposed amendments to the Terms of Reference have been circulated to the existing User Group membership for their feedback.

### **3. NEXT STEPS**

- 3.1 Incorporate the changes to the Terms of Reference.
- 3.2 Circulate the 2023 Victoria Esplanade User Group Terms of Reference to the User Group membership, including the two Councillor appointments.
- 3.3 Invite the Lions Club of Middle Districts to nominate a representative to the User Group.

### **4. COMPLIANCE AND ADMINISTRATION**

Does the Committee have delegated authority to decide?	<b>No</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 1: An Innovative and Growing City		
The recommendations contribute to the achievement of action/actions in Active Communities		
The action is: Provide and maintain city reserves, local reserves, sportsfields, Central Energy Trust Arena, aquatic facilities, walkways, shared paths, sport and recreation facilities		
Contribution to strategic direction and to social, economic, environmental and cultural well-being	Updating the Victoria Esplanade User Group Terms of Reference for currency, including the membership provisions, ensures that stakeholder organisations can nominate a representative to the User Group and participate in discussions on aspects of the development, events and operations of the Victoria Esplanade.	

## ATTACHMENTS

1. Victoria Esplanade User Group Terms of Reference [↓](#) 





# VICTORIA ESPLANADE

## USER GROUP TERMS OF REFERENCE

# VICTORIA ESPLANADE USER GROUP TERMS OF REFERENCE

1. The name of the group shall be the 'Victoria Esplanade User Group' (VEUG).
2. The purpose of VEUG shall be to provide recommendations to the Palmerston North City Council (PNCC) ~~Parks Manager~~Group Manager - Parks and Logistics on the implementation of the Masterplan including:
  - a. Proposed capital projects (both new and renewal).
  - b. Proposed events (where more than 50 people are expected).
  - c. Proposed leases or any formal or informal rights to occupy land for a period longer than 3 days.
  - d. Day to day issues and opportunities which may benefit from the perspective of key stakeholders.
  - e. Membership of the User Group.
3. The VEUG shall meet quarterly or such other frequency as VEUG decide is appropriate to consider matters arising.
4. The membership of the group shall include a representative (or nominee) of the following parties:
 

<ol style="list-style-type: none"> <li>a. <del>PNCC Parks</del> <del>Manager</del><u>Group</u> <del>Manager - Parks and</del> <del>Logistics</del></li> <li>b. <del>PNCC Senior</del> <del>Planner</del><u>Activities</u> <del>Manager - Parks</del></li> <li>c. <del>Two</del> PNCC Councillors <del>(as selected by the</del> <del>Mayor)</del></li> <li>d. Rangitāne Iwi</li> <li>e. Esplanade Scenic Railway</li> <li>f. Victoria Esplanade Cafe</li> <li>g. Central Energy Trust Wildbase Recovery</li> <li>h. Orchid Society</li> <li>i. Rose Society</li> </ol>	<ol style="list-style-type: none"> <li>j. Camellia Society</li> <li>k. Croquet Club</li> <li>l. Forest &amp; Bird</li> <li>m. Environment Network Manawatu</li> <li>n. Lions Club</li> <li>o. Holiday Park Management</li> <li>p. CLM (Lido)</li> <li>q. Manawatu Striders</li> <li>r. Sport Manawatu</li> <li>s. <del>Manawatu Chinese</del> Association</li> <li>t. <del>Manawatu Bonsai</del></li> <li><del>S.U.</del> <u>Lions Club of Middle</u> <u>Districts (Mini golf)</u></li> </ol>
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5. The ~~first~~ forum shall be organised and chaired by PNCC. ~~At the forum the next chairperson will be selected and they will take responsibility for organising and running the next forum. (This will involve doing an agenda and arranging a suitable date, time, venue and sending out invites prior and then chairing the forum and selecting the next chair. Chairs for each forum will be done on a rotating basis).~~

6. All recommendations made by the VEUG at the forum shall be recorded by the ~~chair~~ and referred to the ~~PNCC Parks Manager~~Group Manager Parks and Logistics ~~in writing for consideration within 5 working days (only necessary if he/she or their nominee is not present at the forum to record them directly).~~



## MEMORANDUM

**TO:** Culture & Sport Committee

**MEETING DATE:** 8 March 2023

**TITLE:** Manawatū Community Athletics Track - Annual Report for 2022

**PRESENTED BY:** Aaron Phillips, Activities Manager - Parks and Kathy Dever-Tod, Group Manager - Parks and Logistics

**APPROVED BY:** Bryce Hosking, Acting Chief Infrastructure Officer

### RECOMMENDATION(S) TO CULTURE & SPORT COMMITTEE

1. That the Committee receive the Manawatū Community Athletics Track Annual Report for 2022, of 8 March 2022 presented to the Culture & Sport Committee.

#### 1. ISSUE

- 1.1 The Manawatū Community Athletics Track was established on Massey University's Turitea Campus in 2001 as a partnership between the athletics community, Massey University and the Palmerston North City Council (PNCC).
- 1.2 This memorandum provides commentary on the 2022 Annual Report from the Advisory Committee.

#### 2. BACKGROUND

- 2.1 The facility operated under a Memorandum of Understanding (MOU) which was formed in 2000. The 2000 MOU was reviewed and updated in 2021.
- 2.2 Under the MOU an Advisory Committee oversees the track governance with appointments from Massey University, PNCC and Palmerston North Athletic and Harrier Club (PNA&HC).
- 2.3 In 2022 Palmerston North City Council was represented by Councillor Bruno Petrenas and the Activities Manager – Parks, Aaron Phillips.
- 2.4 The Council contributes \$78,900 + GST per year towards both the maintenance and renewals of the track. Massey University provides day-to-day facility administration, management, maintenance and security services, as well as sharing in maintenance and renewal costs. The PNA&HC provides track and field equipment and often assists with events and schools use.

2.5 The 2022 Annual Report (Attachment One):

- Notes the disruptions from Covid-19. This was particularly evident in the secondary school use, down from 13 to 3 bookings and a reduction in visits of over 5,000, compared to 2021.
- Acknowledges the contributions of all the parties and especially Massey University and PNA&HC in operating the Athletics Track for the benefit of the community. A special mention of former Councillor Petrenas is made.
- Shows that during the year 677 bookings were made with an estimated 16,235 uses of the track.

2.6 Figures One and Two plot the trends for the estimated number of booked users (excluding casual use) and the number of bookings:

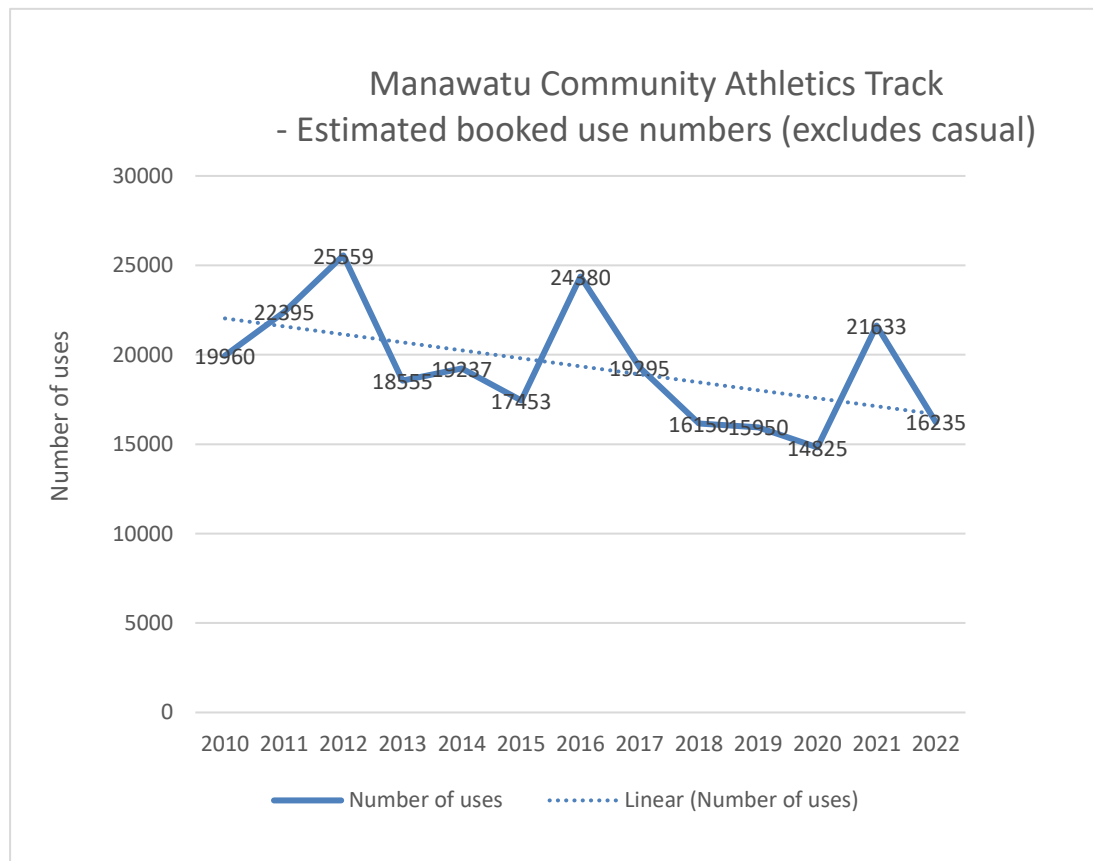
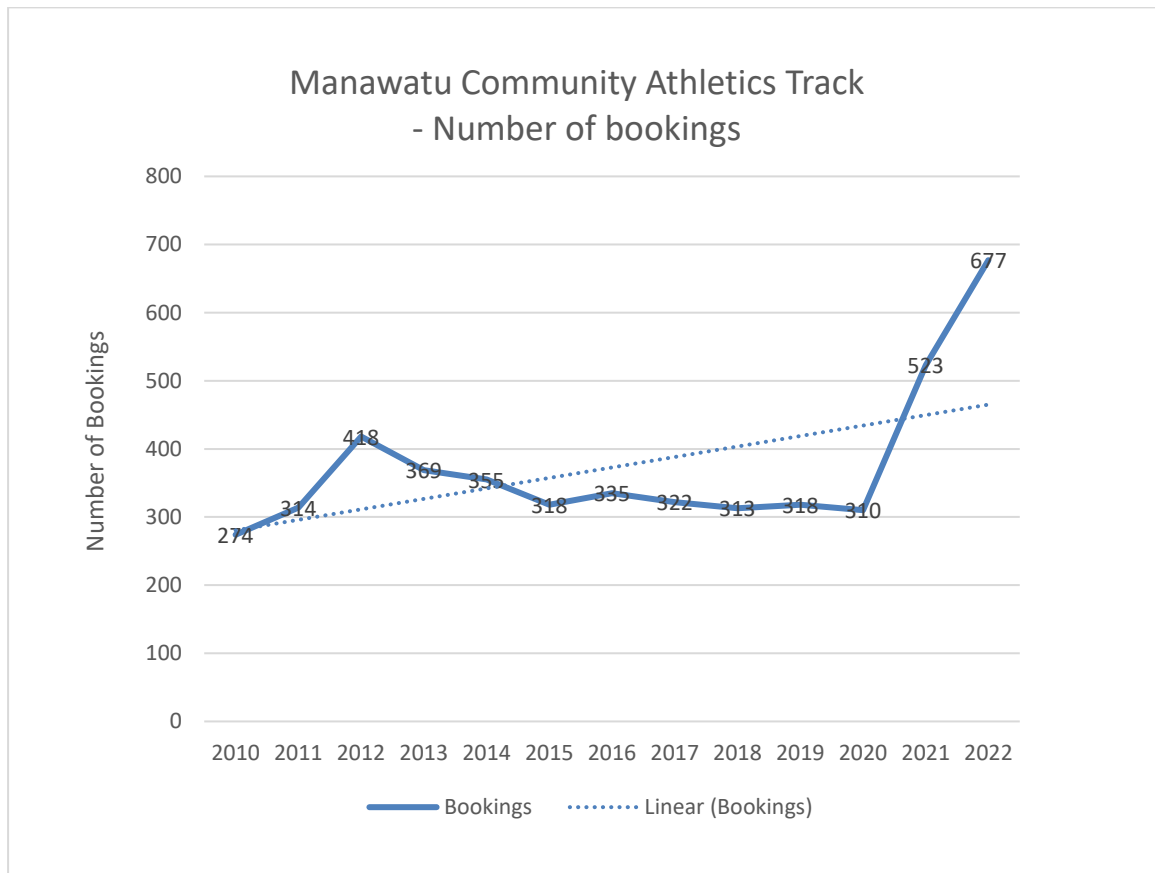


Figure One: Estimated use numbers





*Figure Two: Booking numbers*

- 2.7 The booking officer advises that increase in bookings in 2022 was due to an increase in the athletic club bookings for trainings.
- 2.8 The decrease in the number of uses was due to the reduction in the high school bookings due to Covid-19 restrictions. The number of high school bookings were 3 in 2022, compared to 13 in 2021, and the estimated number of users was 5,723 uses lower than in 2021.
- 2.9 No statistics are available on casual community use.
- 2.10 While not covered in the report it is noteworthy that Massey University had been successful in securing the Manawatu Community Athletics Track as the venue for the January 2023 Colgate Games. Unfortunately, the decision was made to relocate the event due to the number of large events on in the city at the same time and the shortage of accommodation.
- 2.11 The ongoing commitment of key athletics club volunteers is noted by Council representatives on the Advisory Committee. Their care and passion for the club and the track facilities is central to the community use experienced at the Track.

### 3. NEXT STEPS

- 3.1 Thank the Advisory Committee for their efforts, and those of their respective organisations, in providing this facility for the Palmerston North and wider Manawatu communities.

### 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>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 achievement of action/actions in Active Communities	
The action is: Enable long-term community access to the Massey Community Athletics Track and hockey turf facilities	
Contribution to strategic direction and to social, economic, environmental and cultural well-being	The Manawātū Community Athletics Track provides the only high-quality specialised athletics surface and facilities in the Manawātū. It provides athletics opportunities for sport and recreation.

### ATTACHMENTS

1. Manawātū Community Athletics Track Annual Report 2022 [↓](#) 

# MANAWATU COMMUNITY ATHLETICS TRACK

## ANNUAL REPORT 2022

*Prepared by the  
Manawatu Community Athletics Track Advisory Committee*



### **Contents:**

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4. Maintenance Report	5
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## EXECUTIVE SUMMARY

This is the 21<sup>st</sup> annual report provided by the Manawatu Community Athletics Track (MCAT) Advisory Committee to the Palmerston North City Council (PNCC) and Massey University (Massey). Provision of this report is part of the requirement of the Memorandum of Understanding for the Advisory Committee to formally report to both the PNCC and Massey.

Unfortunately, for the third calendar year in a row, 2022 was affected by COVID-related postponements, cancellations, and disruptions. Thankfully these issues were limited to the start of the year and by winter New Zealand was operating at something close to normal for the first time in two years. During the periods of COVID restrictions in the first few months of 2022, credit must go to all User Groups, the Palmerston North Athletic and Harriers Club (PNAHC), as well as Massey's Grounds and Recreation staff for being diligent around COVID traffic light protocols.

Notable 2022 achievements include the development of an asset stocktake and renewal plan, and the successful presentation to Council of recent MCAT news, activities, and usage. 2022 Also saw a change in MCAT Advisory Committee members. To increase diversity on the Committee, Vanessa Story and Esther Rush were welcomed as User Group and Massey University representatives respectively. Thank you to Ron Werner (Massey) and Jordan Peters (User Group) for their efforts as previous Committee members. A special mention to Bruno Petrenas who will no longer sit on the Committee as the elected PNCC representative. Thank you very much to Mr Petrenas for his contribution over many years to the development and improvement of the MCAT.

Looking towards 2023, noteworthy actions include fundraising for a utility vehicle that will assist with the transportation of large equipment (e.g., high jump mats), a re-evaluation of fees associated with using the MCAT (specifically with regards to cleaning and power), and the welcoming of Councillor Billy Meehan on to the Advisory Committee.

Finally, I'd like to thank all the MCAT Advisory Committee members for their time and effort through another turbulent year. The ongoing commitment of this group, as well as the continued support of all community stakeholders, ensures that the MCAT maintains its reputation as a valued community recreation facility in the Manawatu.

### Jacob Oram

*Massey University – Sport Advancement Manager*

*Manawatu Community Athletics Track Advisory Committee – Chairperson*



## PALMERSTON NORTH ATHLETIC AND HARRIERS CLUB REPORT

The 2021/22 season was a challenging one. The Covid Pandemic saw major disruption. Club activities were suspended from 18/08/21 to 18/09/21 then again from 18/10/21 to 01/11/21. Many events were cancelled including the NZSS, MISS and NISS competitions. Others needed to be drastically modified.

The Central Teams competition required a new format with pods of fewer than 100 athletes. Throws, Sprints/Hurdles/Jumps and Distance events were run as three separate pods. National Track and Field was able to proceed but was extended to four days with U18/U20 on the first two days and Seniors day 3 and 4.

Some individual athlete highlights included Kimberley and Angus Lyver competing in the Oceania Championships, with Angus gaining a silver in the long jump. We also had success in the harrier season, notably Nelson Doolan winning bronze in the M20 National Road Championship, with Dale McMillan and Vanessa Story (now Hodge) getting silver. Nelson Doolan also was the bronze medallist in the M20 Half Marathon. One of the highlights of our year were the successes of Hamish Kerr, a former club member with a bronze at the World Indoor and gold at the Com Games.

I was so impressed by how our athletes coped with Covid. They took disappointments from cancelled events in their stride, keeping positive and continuing to train even when there were no events for them. Many found training and the company of their peers more important than competition.

Many thanks to the committee and helpers. Welcome to the new and younger members elected at the AGM.

My thanks go to Jacob Oram and the Massey staff for their continued support and to Bruno Petrenas for his stint on the MCAT committee.

**George McConachy**

*Palmerston North Athletic and Harrier Club*



## COMMUNITY AND SCHOOLS REPORT

The beginning of 2022 took another dive for the use of the Athletics Track for many secondary schools and events related. Due to Covid-19 number restrictions, the Manawātū Inter-Secondary School Athletics Championships were cancelled which effected a huge number of secondary school students from across the 15 schools that take part.

‘Athletics week’ is a week in March that takes place every year for the four big schools of Manawātū; Awatapu College, Freyberg High School, Palmerston North Boys’ High School and Palmerston North Girls’ High School to hold their athletics day on one of these days of the week at the track. Unfortunately, many schools had to cancel or move their Athletics days back to their own school fields in order to adhere to the Covid guidelines.

The athletics track is a great facility with plenty of space to hold so many students in one area. The sunshades at the top of the hill help with providing extra protection from the sun which is important in March when it is only just starting to cool down. The equipment is well looked after and having the use of the technology in the Control Room is great for the schools who know how to use it and makes life a whole lot easier for officials at MISSA.

We will be looking forward to being back in full force again in 2023 to make use of this amazing facility, with an addition of the North Island Secondary School Championships being hosted at the Massey Athletics track also.

**Emma Carey**

*Sport Manawatu – Regional Sport Advisor (Secondary Schools)*



## MAINTENANCE REPORT

The Massey University Facilities Management Team manage the ongoing planned and response maintenance at the track. Much of the work continues to be planned / routine maintenance and scheduled programs with relatively few unplanned maintenance issues.

### Cleaning

Daily routine cleaning of facility, refilling of the consumables as well as special cleans for large event with larger numbers.

### Grounds Maintenance

Mowing of Arena and spectator banking. Fertiliser program, weed control, top dressing, Verti draining, reseeded, motor blowing paths and hard surfaces, waste management. The long jump pit sand was topped during the year with the surplus held in storage. Finally, wind break hedge trimming, and shrubbery pruning was carried out.

The benefits of the gravel banding of central arena continues to make a difference to the drainage of the field allowing better access to the arena for sports usage and grounds maintenance operations. The last 2 winters have seen football use it throughout their season not only for training but also games allowing for greater participation and use of the lighting assets, with athletics able to piggyback off their bookings. With the use of the Massey University Sports Institute for the FIFA Women's Football World Cup this will put extra pressure on the floodlit training facilities on campus.

### Electrical Works

Portable Appliance on electrical equipment and fire extinguisher testing. The PA system continues to present minor issues which are serviced on an ongoing basis

### Plumbing and Irrigation works

Repairs and adjustment to the infield irrigation and sprinkler heads.

### Miscellaneous

During the year the portable shelters suffered damage during the winter storms and repairs were undertaken. To reduce unauthorised parking, signs were installed informing users that the parking in the vicinity was for Equestrian and Track users only.

### Gary Mack

*Facilities Management – Massey University*



## BOOKINGS & USER STATISTICS 2021

### *Bookings per Month 2022*

January	53
February	58
March	55
April	16
May	45
June	44
July	45
August	27
September	22
October	49
November	64
December	49
<b>Total</b>	<b>677</b>

### *Users per Month 2022 (approx.)*

January	1,170
February	1,350
March	2,500
April	950
May	900
June	850
July	540
August	550
September	440
October	1,280
November	4,605
December	1,100
<b>Total</b>	<b>16,235</b>



**2022 User Group Bookings**

Athletic Clubs	564
High Schools	3
Intermediate Schools	2
Primary Schools	16
Special Olympics	14
Massey Clubs	78
<b>Total</b>	<b>677</b>

**2022 User Group Participants (approx.)**

Athletic Clubs	7,770
High Schools	1,600
Intermediate Schools	1,440
Primary Schools	2,575
Special Olympics	450
Massey Clubs	2,400
<b>Total</b>	<b>16,235</b>



## COMMITTEE WORK SCHEDULE

TO: Culture & Sport Committee

MEETING DATE: 8 March 2023

TITLE: Committee Work Schedule

### RECOMMENDATION TO CULTURE & SPORT COMMITTEE

1. That the Culture & Sport Committee receive its Work Schedule dated March 2023.

COMMITTEE WORK SCHEDULE – MARCH 2023					
Item No.	Estimated Report Date	Subject	Officer Responsible	Current Position	Date of Instruction/ Clause number
1.	March 2023	Artificial Football Turf feasibility assessment – update for Programme 1906	Chief Planning Officer		17 August 2022 Clause 23-22
2.	March 2023	Annual Sector Lead Report (Square Edge and The Stomach)	Chief Customer Officer		Terms of Reference
3.	March April 2023	Update on the Artist in Residence Scheme accommodation	Chief Customer Officer	Delayed until information available at the request of the Chair	10 August 2022 Clause 19
4.	March April 2023	Covered Bowling Green feasibility study - update for Programme 1891	Chief Planning Officer/Chief Infrastructure Officer	Delayed due to illness	17 August 2022 Clause 23-22
5.	April 2023	Six Month	Assistant		Terms of

		Performance Report - Te Manawa, The Globe and The Regent	Chief Executive		Reference
6.	April 2023	Draft Statement of Intent 2023-2026 - Te Manawa, The Globe and The Regent	Assistant Chief Executive		Terms of Reference
7.	June 2023	Annual report from PN Public Sculpture Trust	Assistance Chief Executive		Council 29 April 2019 Clause 36.4
8.	June 2023	Final Statement of Intent 2023-26 - Te Manawa, The Globe and The Regent	Assistant Chief Executive		Terms of Reference
9.	June 2023	Feasibility of siting a Chinese Garden within the Victoria Esplanade	Chief Infrastructure Officer		Committee of Council 9 June 2021 Clause 28.29-21
10.	June 2023	Annual progress report on the development of heritage themes, including military heritage, across Council programmes	Chief Planning Officer		10 August 2022 Clause 17.2
11.	June 2023	Report to identify and assess ongoing funding arrangement options for PN Public Sculpture Trust, and options for public input to inform the Trust's planning of type and location of future installations	Chief Customer Officer		10 August 2022 Clause 14.2

12.	September 2023	Annual report on Maintenance and Renewal Plans and Budgets for Cultural Facilities	Chief Infrastructure Officer		25 June 2018 Clause 19.2
13.	September 2023	Play Policy Annual Implementation Monitoring Report	Chief Customer Officer		14 April 2021 Clause 12-21
14.	November 2023	Annual Report: Sport Manawatū 2022/2023 to Palmerston North City Council	Chief Planning Officer		Terms of Reference
15.	November 2023	Aquatic Facilities – Feasibility Study	Chief Planning Officer		17 August 2022 Clause 23-22
16.	November 2023	Annual Report 2022-2023 - Te Manawa, The Globe and The Regent	Assistant Chief Executive		Terms of Reference
17.	June 2024	Development of conservation plan for Caccia Birch House and property, costed and included in the CBH Masterplan programme of work for 2023/24	Chief Infrastructure Officer		Council 2 June 2021 Clause 50.5-21
18.	June 2025	Review of in-house service delivery of Caccia Birch House	Chief Customer Officer		Council 2 June 2021 Clause 50.7-21
19.	TBC	Tree Policy	Chief Infrastructure Officer/Chief Planning Officer		

**ATTACHMENTS**

NIL