



Community Halls

Community Facility Strategy Sub-Plan

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Action Plan

This action plan summarises the key parts of the Community Halls Sub-plan, the key issues and opportunities, the objectives and the actions. The main body provides the details of this plan.

Key issues and opportunities			
Provision	Levels of Service	Management & Monitoring	
<ul style="list-style-type: none"> Some over provision to be addressed Changing social/community activities and needs Partnerships with other agencies 	<ul style="list-style-type: none"> Most facilities are aging Historical significance to be acknowledged Connection to other amenities Civil Defence Emergency and Welfare Centres where appropriate 	<ul style="list-style-type: none"> A current and detailed inventory of halls Regular maintenance/inspections Centralised management/ coordination of bookings Role of committees and council understood 	
Key objectives			
Provision	Levels of Service	Management & Monitoring	
Appropriate and equitable location and distribution of community halls across the region	Quality community halls that are fit for purpose, safe, accessible and meet legal standards	Centralised community hall bookings, value for money and affordable. Community hall committees have focus and halls are maintained.	
Operational Actions			
Key Action	Partners	Cost (est.)	Timeframe
1. Continuation and increase the quality of Hall Committee annual reports received by Council to support invest/divestment decision process.	Hall Committees	No Cost	2020 onwards
2. Council to request additional details of passively and actively managed activities undertaken at halls to understand the financial and administration constraints and opportunities.	Hall Committees	No Cost	2020-2021
3. Annual hall and Community Committee meeting/workshop continues with an agenda driven by the hall committees, facilitated by council.	Hall Committees	No Cost	2020 onwards
4. Annual Plan project requests process continued.	Hall Committees & Council	No Cost	2020 onwards
5. Community halls assessments (including building condition assessments) completed biennially.	Council	\$20,000	2020 onwards
6. Apply the Halls Policy Guidance when making day to day recommendations on the provision of Community Halls across the network (refer to the Community Toolbox for the Policy Guidance specific to Public Conveniences).	Hall Committees	No Cost	2020 onwards
7. Ensuring an Asset Management Plan remains in place and at its minimum achieves a 'basic' level of advancement. Ideally, the Asset Management Plan will evolve to become of 'intermediate' standard reflecting a continuous improvement of asset management practices across Council.	Council	No Cost	2021-2031
8. Ensuring a forward maintenance and renewal programme of works informing the Long-Term Plan.	Council	TBC	2021-2031

Investment Projects			
Key Action	Partners	Cost (est.)	Timeframe
1. Dispose of the underutilised community halls already identified in the 2018–2028 Long Term Plan	Council	TBC	2021 - 2031
2. Undertake the condition assessment exercise for the community halls identified to be assessed.	Council	\$25,000	2020 - 2021
3. Apply investment framework to proposed community hall upgrade projects that will improve the community outcomes from the halls.	Council	TBC	2021 - 2022
4. Implement a divestment process (Appendix 3 of CFS) for low profile and some medium profile community halls, this may include repurposing or disposal of a community hall.	Council	TBC	2021 - 2022
5. Review current Halls Policy to align with Community Facilities Strategy.	Council	No Cost	2020- 2021



1. Introduction

Manawatū District Council¹ (the Council) provides community halls to support connected and vibrant local communities. Halls physical space assists the community's ability to hold functions, events and undertake activities for personal and professional development such as training courses and programmes, leisure or sporting activities for fitness and well-being. The Manawatū District have some community halls that are well utilised and multi-purpose, for example, the Tangimoana Hall is also the community library. Others are less utilised and are in poor condition.

In recent times, communities have become more transient, urbanised populations and the demand for halls has decreased. It is important that the provision of hall facilities is delivered in a way that remains relevant and of benefit to the changing needs of all member of a community. Like the libraries located in halls, there is an opportunity to increase hall utilisation through increasing the range of other community activities that could occur in these spaces such as social services, arts and cultural and recreational provisions.

Specifically, the contribution that halls make to the Community Facilities Strategy Vision aims to:

'Provide less but higher-quality hall facilities throughout the district that are multipurpose community hubs'.



¹Council have a role under the direction of the Local Government Act 2002, to "meet the current and future needs of their communities for good-quality local infrastructure, local public services, and performance of regulatory functions" (Section 3(d)).

2. Goals

To achieve this aim for the Community Hall Sub-Plan, community halls will:

- have a clear rationale as to **why Council provide them** and the **priority actions** across the network to achieve the 30-year vision. Through this Council can effectively plan and budget for developments well in advance.
- be **well utilised** by a variety of users.
- be **accessible** for all abilities.
- be located in areas where **communities remain strong**².
- be **multi-purpose** and good quality spaces that support community needs.
- be in a **condition that meets community expectations** (safe and legal standards with minimal complaints).
- have a **coordinated and effective approach**³ including accurate and up-to-date data and information.
- be supported through **partnerships and collaborative opportunities** with key stakeholders.
- have a network that is considered in a **sustainable way**.
- only have **high and medium profile halls**.



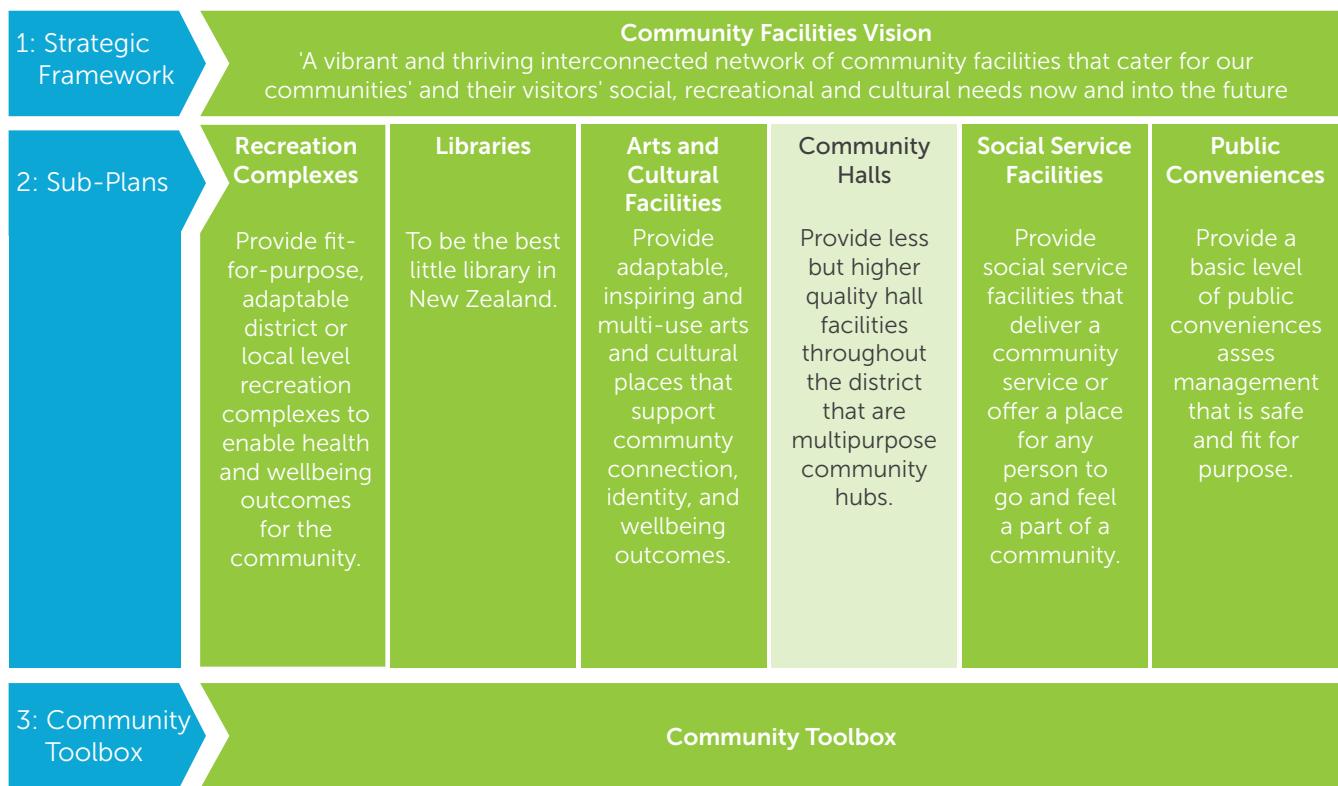
² Meaning there is a sustained population within an identified township area that would use that hall first due to its location.

³ On how our halls are being booked, serviced, managed, planned for and developed.

3. How this Sub-Plan Fits

This Community Halls Sub-Plan is one of six created as part of the Community Facilities Strategy. The sub-plans are guided by the Strategic Framework and are supported through the Community Toolbox⁴.

This Sub-Plan is a way for Council and the community to understand the community hall network and how it is intended for development over the next 30 years. It will assist Council to make decisions on planning community halls provision and distribution.



⁴ Provides decision making guidelines and other background information that inform the key priorities and actions in this Sub Plan.



4. Scope

The Community Halls Network has been broken into three tiers⁵ (Table 1). The scope of this Sub-Plan relates to 'Tier 1' community halls that Council own (Table 2). This includes the physical facility itself, any council owned land that the facility is located on and ancillary facilities within/at the hall. Tier 2 and 3 halls are included to capture the number of community halls that contribute to the network as a whole.

Table 1 - Tiers for community halls

Tier 1	Council owned community halls (for example Apiti Hall).	Council owned
Tier 2	Council have a vested interest (including Council owned land) and/or there is a potential future risk that Council may contribute greater financial assistance to the hall (for example Tangimoana Hall).	Council vested interest
Tier 3	Community Halls owned by another organisation (for example Mt Biggs Community Hall).	No Council vested interest

Halls that are located on private land or are associated with activities outside of Council jurisdiction such as school halls sit outside the scope of this plan with regard to management and direct decision-making influence.

Te Kawau Recreation Centre⁶ and the Feilding Civic Centre⁷ have been captured in other Community Facilities Sub Plans as a part of this Strategy.

5. Current Community Hall Network Provision and Distribution

Fit for purpose

The type and placement of community halls within the network will impact people's ability to access the opportunities and benefits that a community hall provides. For example, a place for people in the community to meet, attend events and socially connect. Gaps in provision create unequal access to facilities and oversupply is an inefficient use of public money and unaffordable to the community. Therefore, it is important to have an appropriate and equitable network of halls for current and future community need.

⁵ Facilities identified within the three tiers can use the Strategy and Investment Framework to make decisions on recreation complexes provision and distribution.

^{6/7} Can be found in the Recreation Facilities Sub Plan

Demand

The demand for community halls is driven by a range of factors including but not limited to:

- The population of the area
- The motivation of the people in that community
- The type of activities that are located nearby to that community hall.

Provision

There is currently an oversupply of community halls in the district. There are 16 'communities' that have been identified in the Manawatū District⁸ and there are 28 halls in the total network.

Table 2 below identifies the current network provision which has been split into the three tiers (as explained in Section 4 above). These have been categorised into three hierarchies (high, medium and low profiles) that identify the nature of facilities within a specific tier (see Section 6 below for more detail).

Table 2 - Community halls network (tier and hierarchy)

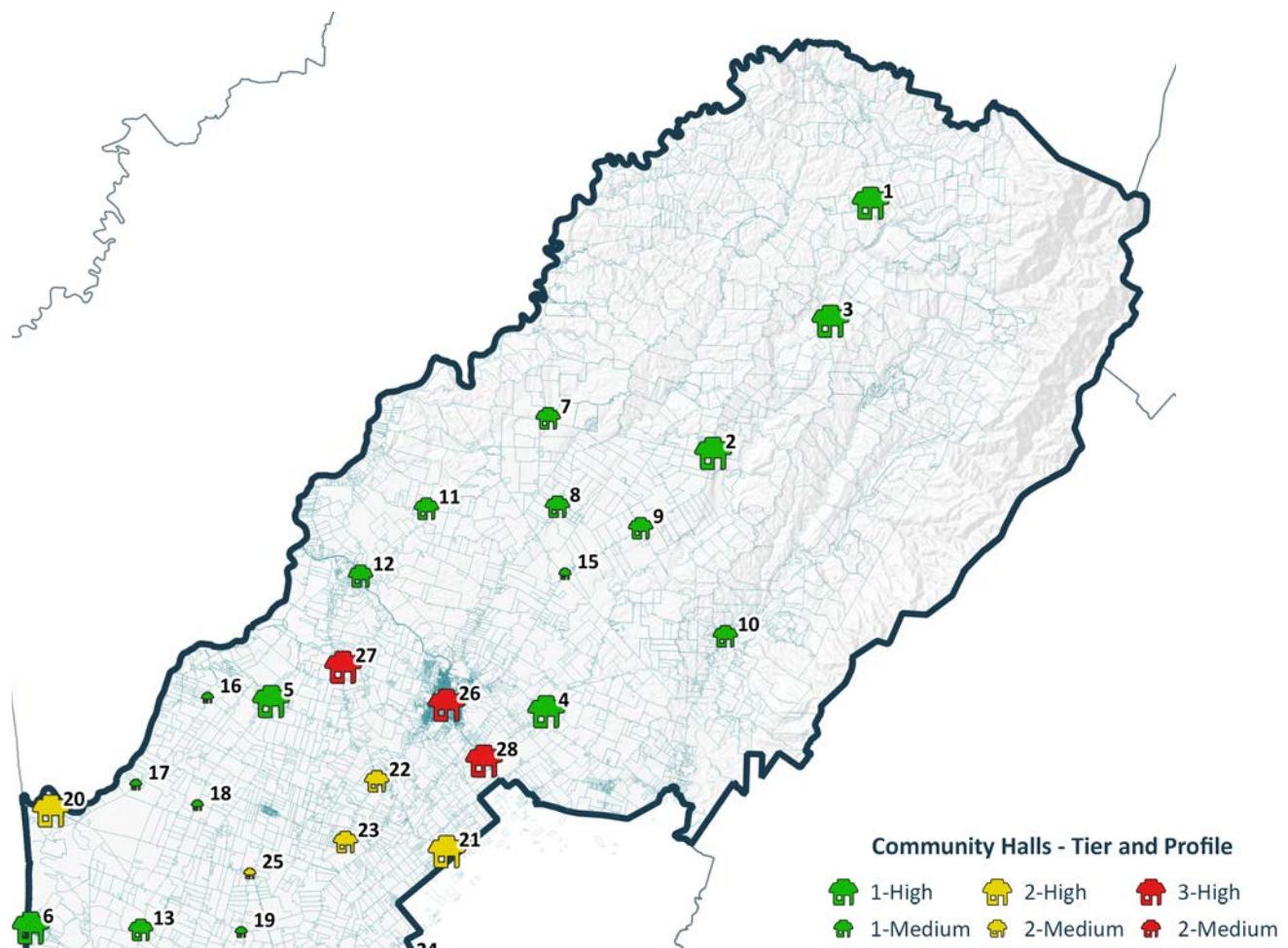
Community Halls Network	High Profile	Medium Profile	Low Profile
Tier 1	<ul style="list-style-type: none">• Apiti• Colyton• Himatangi Beach• Kimbolton• Rangiwahia• Sanson	<ul style="list-style-type: none">• Beaconsfield Memorial Hall• Cheltenham• Halcombe Memorial Hall• Kiwitea• Oroua Downs• Pohangina• Rangiotu• Stanway• Waituna West	<ul style="list-style-type: none">• Clydesdale• Carnavan Hall• Ohakea• Taikorea (land only)
Tier 2	<ul style="list-style-type: none">• Tangimoana• Newbury	<ul style="list-style-type: none">• Awahuri• Longburn• Kopane	<ul style="list-style-type: none">• Glen Oroua
Tier 3	<ul style="list-style-type: none">• Mt Biggs• Te Arakura/Taonui• Caledonia Society Hall		

Distribution

There is more than sufficient spatial distribution of community halls in the district

⁸ Environmental Scan (2020)

Figure 1 - Distribution of community halls



#no	Tier	Profile	Valuation	Name	#no	Tier	Profile	Valuation	Name
1	1	High	13810/20100	Rangiwahia	15	1	Low	13830/36300	Cheltenham
2	1	High	13830/13400	Kimbolton	16	1	Low	14130/12000	Ohakea
3	1	High	13860/09300	Apiti	17	1	Low	14220/02100	Clydesdale
4	1	High	14020/05800	Colyton	18	1	Low	14250/05300	Carnarvon Hall
5	1	High	14130/06405A	Sanson	19	1	Low	14280/04600	Taikorea Hall (land only)
6	1	High	14300/02100	Himatangi Beach Events Centre	20	2	High	14230/09601	Tangimoana
7	1	Medium	13830/23301	Waituna West	21	2	High	14420/11401	Newbury
8	1	Medium	13830/30300	Beaconsfield Memorial Hall	22	2	Medium	14190/11000	Awahuri
9	1	Medium	13830/40500	Kiwitea	23	2	Medium	14250/17300	Kopane
10	1	Medium	13860/65100	Pohangina	24	2	Medium	14430/09400	Longburn
11	1	Medium	13990/08500	Stanway	25	2	Low	14250/08700	Glen Oroua
12	1	Medium	13990/29300	Halcombe Memorial Hall	26	3	High	14081/42900	Caledonian Society
13	1	Medium	14220/29100	Oroua Downs	27	3	High	14160/12800	Mt Biggs
14	1	Medium	14280/18900	Rangiotu	28	3	High	14410/00200	Te Arakura/Taonui

6. Hierarchy of Community Halls

The hierarchy of community halls guides Council's decisions around the appropriate level of planning, operation and investment for halls throughout the district. For example, the right type and quality of the facility for its location. The high, medium and low facility profiles detailed in Table 3 help explain the nature of facilities within each tier group (as identified in Table 2). Attachment 1 of this Sub-Plan provides the criteria for each hierarchy profile. In this way, Council and community can easily understand the expectations to be met for a given facility.

Both the Hierarchy Profiles and Attachment 1 criteria help to categorise current and future provision and distribution of a range of different recreation complexes.

Table 3 - Hierarchy for the nature of community halls

High Profile	Medium Profile	Low Profile
High profile community halls will have a high-level annual utilisation, demonstration of strong historical significance, have a strong hall committee, high condition assessment results, be located or connected to other complimentary community facilities/activities and have service potential for the community.	Medium profile community halls will have a medium-level annual utilisation, a functioning hall committee, adequate condition assessment results, and may be connected to other complimentary facilities/activities.	Low profile community halls will have a low-level annual utilisation, have little historical significance, will not meet condition standards and may not be connected to other complimentary facilities/activities. A process to either repurpose or decommission a facility will be strongly considered.

7. Key Issues and Opportunities for Community Halls

The issues and opportunities presented in this section have shaped the outcomes for this Sub-Plan including the Actions and Objectives specific to this facility group. This section has been informed and developed following ongoing discussion with relevant Council staff members, an online public survey, key stakeholder interviews, document analysis and online research.

Provision and Distribution

Interests and priorities have changed, and halls typically have low utilisation	Historically, halls were placed in locations that served a particular community need. Since then, the interests and priorities of people and communities have changed, and today many halls typically have low utilisation.
Review the network and prioritise halls	There is an opportunity to review the network and prioritise halls that still play an active role in the community. Oversupply, including low-profile halls in the network, could be relocated, repurposed or disposed of to ensure the network remains economically viable, of high quality, community halls are fit for purpose and are in the right location for Manawatū residents.
Multi-agency/partnership approach	There is an opportunity to allow for a multi-agency/partnership approach ⁹ to ensure community halls provide the right spaces in the right location to meet the current and future community need.

Levels of Service

Aging and deteriorating	Many community hall facilities are aging and deteriorating that can result in safety and legal issues.
Need to provide safe emergency locations for the community. Community halls provide an opportunity to act as a CAEC.	With increased intense weather events throughout New Zealand, the need to provide safe emergency locations for the community is important. Currently, Te Kawau Rec Centre - Rongotea is the only designated Civil Defence Centre ¹⁰ in the Manawatū District Council area. Communities can select buildings to act as places to meet in a time of an emergency as a Community Activated Emergency Centre (CAEC). Community halls provide an opportunity to act as a CAEC due to the ancillary facility they often provide (such as a kitchen and generator) and their ability to host large numbers of people.

⁹ In particular, complimentary community facilities, activities and services such as Marae, schools, clubs, churches or tourism destinations provide opportunities to partner with those who have similar needs and aspirations for the community.

¹⁰ Due to building compliance regulations required for a civil defence or recovery centre, the Council cannot explicitly state a hall as a designated Civil Defence Centre unless a detailed building assessment confirming the building meets the construction standard requirements is carried out.

Management & Monitoring

Good decision making on how the future use or disposal of halls are managed

Limited maintenance or repairs undertaken, provide basic beautification and maintenance to hall facilities

Lack of accurate and up-to-date information

Better condition when situated near to other complimentary community facilities

Implementing the network hierarchy of community halls

Best use

Limited succession planning to bring on new hall committee members

Centralised and automated management systems

Poorly maintained community halls can reduce the overall amenity of a township and surrounding rural environment. There is an opportunity to increase the amenity while honouring the past significance of these buildings through **good decision making on how the future use or disposal of halls are managed**.

Some community hall buildings have had **limited maintenance or repairs undertaken** over the years, leaving them tired and run down. This deters communities from being proud of their hall facilities and reduces their utilisation. Halls with high community value and where an identified community need is present, there is an opportunity to provide basic beautification and maintenance to hall facilities.

There is a lack of accurate and up-to-date information on how all community halls are used and managed.

Community halls appear to be in a better visual condition when situated near to **other complimentary community facilities** such as schools or churches. Not only could this be an opportunity to manage facilities together and create a safer, more pleasant community precinct's, but it is a chance to more effectively utilise shared spaces.

Implementing the network hierarchy of community halls will help Council rationalise management and investment decisions of ageing and deteriorating facilities.

Council may identify the **best use** of the building and/or site would be to sell.

Hall committees are responsible for the day to day administration and management of their respective halls. With **limited succession planning to bring on new hall committee members**, many hall committees stagnate or drop to a single member in the committee.

Initiatives to create **centralised and automated management systems** provide opportunity. For example, an easy to use online booking system would provide accurate, up-to-date information to the community and Council on how halls are accessed and used. It would also take the pressure off hall committee members and free up their energy and time to be spent on activating hall spaces and other tasks.

Consider how passively and actively managed activities at halls operate

Provide basic low-cost camping facilities

Consider how passively managed (i.e. taking a booking e.g. indoor bowls) and actively managed (i.e. coordinating activity e.g. hosting a refreshments base for a cycling event) activities at halls could be investigated to understand the financial and administrative constraints on Council and communities and identify opportunities.

An opportunity for community hall facilities to **provide basic low-cost camping facilities** could be an option for some halls and their communities.



8. Objectives

Objectives are set in concrete statements that help to achieve goals. The goals listed direct the future of library facilities and the objectives below provide the tangible measure of progress to address the issues and opportunities discussed in order to reach the goals and achieve the vision of the Community Facilities Strategy.

Provision

- a. Any investment decision to the halls network will fill a gap in provision or deal with oversupply in an appropriate and equitable manner.
- b. Any new build or upgrade to existing hall facilities will demonstrate its support for existing or future community needs.
- c. The right number of hall facilities will be located in the right place for those who need them and where the population can support utilisation.
- d. Hall facilities are available for all members of the community to access regardless of socio-economic status, age or physical and intellectual abilities.
- e. Provision of flexible spaces within the hall facility to ensure they remain adaptable for current as well as future needs and usage.

Levels of Service

- a. The network of community halls facilities is the right quality for their location, utilisation and they will meet community expectations.
- b. The network of community halls will be fit for purpose community spaces that facilitate and enhance social capital in the community. Halls are welcoming and healthy places, where people feel comfortable, connected and included.
- c. The network of community halls are safe, accessible and meet legal standards.
- d. Hall facilities are developed with environmental, social and cultural consideration.

Management & Monitoring

- a. Consistent, centralised and automated booking service for community hall facilities is implemented.
- b. A consistent and well-developed maintenance and inspections process is continuously in place.
- c. Community hall facilities are value for money and affordable for the community.
- d. Community hall facilities are provided based on robust information, balanced and transparent decision making.
- e. Community hall committees and Council staff continuously seek solutions for increased utilisation, flexibility and adaptive future use to meet the changing needs of the community through annual reporting from committee members.
- f. Community halls are maintained and sustained through well planned, proactive, financial forecasting and that operate with environmental stewardship.

- g. Planning and provision will be streamlined and standardised for simplification purposes and transparency.
- h. Partnership and community organisations will commit to aspects of this Community Hall sub- plan to help deliver and achieve the goals and vision of the Community Facilities Strategy.
- i. The Community Development Strategy's Wellbeing Framework will be considered in decision making process and implementation.

Note: all objectives are bound by the timeframe of this strategy which is 30 years unless specified otherwise

9. Decision Making Approach for Community Halls

The following approach should be taken to determining the future of community halls across the Manawatū network.

- Apply community hall assessment criteria (developed) to community halls including obtaining all necessary information to fill in the information required to make decisions.
- Monitor progress and usage as per the divestment process in this Strategy.
- Review after a set period of time to make informed decisions with up-to-date data and information on the future of low profile community halls.

Proposed decision-making approach:

	High Profile¹² - to be retained	Medium Profile - to be assessed	Low Profile – to be disposed as per LTP
Tier 1	<ul style="list-style-type: none"> • Apiti Hall • Colyton Hall • Himatangi Beach • Kimbolton Hall • Rangiwahia Hall • Sanson Hall • Newbury Hall 	<ul style="list-style-type: none"> • Beaconsfield Memorial Hall • Cheltenham Hall • Halcombe Memorial Hall • Kiwitea Hall • Oroua Downs Hall • Pohangina Hall • Rangiotu Hall • Stanway Hall • Waituna West Hall 	<ul style="list-style-type: none"> • Clydesdale Hall • Carnavan Hall • Ohakea

¹²These halls have been through a high-level assessment against the investment framework

10. Monitoring and Review

Successful implementation of the Community Facilities Strategy – Community Halls Sub-Plan will be achieved through continuous monitoring of its performance. It is important that regular review of the plans effectiveness takes place and refinements made to the plan, as new information comes to hand.

The Action Plan section outlines important monitoring requirements as a priority of this plan which further emphasises the importance of this process, particularly in relation to making decisions about the future of the network (including new builds, and rationalisation of facilities).

Initially this plan will be reviewed in one year (March 2021), and every three years thereafter.



Attachment 1: Criteria for Hierarchy Profile's

High Profile	Medium Profile	Low Profile
<p>High profile community halls will have a high-level annual utilisation, demonstration of strong historical significance, have a strong hall committee, high condition assessment results, be located or connected to other complimentary community facilities/activities and have service potential for the community.</p> <ul style="list-style-type: none"> • Halls with high annual occupancy • Halls with strong hall committees over the previous 5+ years • Halls with high condition assessment results • Halls with connection to other facilities/stakeholders • Halls that meet Community Activated Emergency Centre (CAEC) standards • May be a memorial hall 	<p>Medium profile community halls will have a medium-level annual utilisation, a functioning hall committee, adequate condition assessment results, and may be connected to other complimentary facilities/activities.</p> <ul style="list-style-type: none"> • Halls with moderate annual occupancy • Halls with adequate hall committees • Halls with adequate condition assessment results • Halls with connection to other facilities/stakeholders • May be a memorial hall 	<p>Low profile community halls will have a low-level annual utilisation, have little historical significance, will not meet condition standards and may not be connected to other complimentary facilities/activities. A process to either repurpose or decommission a facility will be strongly considered.</p> <ul style="list-style-type: none"> • Halls with low annual occupancy • Halls with limited hall committees • Halls with inadequate condition assessment results



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