**Aro Valley Community Centre upgrade Steering Group meeting notes**

**14 August 2017**

Attending: Hilary Unwin, Rachel Griffiths, Carlos Gonzales, Teresa Gianos, Christopher May (WCC Procurement)

Apologies: Luke Allen, John Tocker, Anne Cunningham, Jenny Rains

1. Draft brief document

* WCC Parks Sport and Recreation feedback
	+ Connections to park: ok with concept of inside/outside connections. Concerns if we move the building to Aro Street, it would compromise the size and quality of the park green space.
	+ Also want more feedback/options on playground: is it in the right place, can it be smaller, where could other play equipment be placed as part of site planning
* Steering Group approved Enquiry by Design Report /Brief; Jenny Rains to sign authorisation to proceed

2. Work scope/ updates

* JTB – Teresa to notify, proceed to concepts
* Anne Cunningham
	+ Agreed to continue with support, to be funded by WCC as community advocacy (opex not capex).
	+ proceed with residency for concepts, include review of how we have arrived here (values and ideas).
	+ proceed with survey for accommodation brief, to include Krissy and Sarah for contacts with hall users
	+ Scope needs adjustment: adjust number of workshops for future phases, include social contract discussion,
	+ add in conversation with neighbours
	+ offer choices for workshops, daytimes, evenings weekends
	+ need multiple feedback options, if people aren’t able to attend in person, including on-line; T to discuss with Anne possible options
* Land Survey done, expected delivery today
* Engineers – expecting 4 proposals next Monday
* Resource Consent, Carlos to send through contact, Teresa to get another possible from Strathmore project
* Asbestos testing – property led action not expected for some time. We will action independently. Chris May to assist.

3. Budget update

* No spend yet in this budget year

4. Programme

* Update timing, John Tocker to do
* planning for next workshop
	+ Teresa to confirm with JTB for concept designs mid-September
	+ Hilary to check for hall and Anne Cunningham availability

5. Communications update

* Publish project summary and background documents- with AVCC web team, overdue
* Draft Communications plan distributed, group to review and feedback before next Steering Group meeting. Please send through thoughts on objectives, target audiences, key messages etc. Teresa to check with Anne for input.

6. Other items arising

* Arts project, CAPEX or seek other funding? Group supported idea of external funding, with advice for AVCC staff on what and how.
* Proceed with arts/history component, with historians and activists from the community. Mentioned again a possible stream theme. Could AVCC host a GM on history and possible reflection for a community art project? Hilary to discuss with AVCC.
* Preschool, Teresa to schedule catch up with preschool and Hilary for update

Next Meeting

September 11, 2017