

**QLDC Council
31 January 2019****Report for Agenda Item: 5****Department: Community Services****New reserve licence to the Arrowtown Rugby Football Club****Purpose**

The purpose of this report is to consider granting a new licence to the Arrowtown Rugby Football Club, for the use of the Arrowtown Community Sports Facility at Jack Reid Park.

Recommendation

That Council:

1. **Note** the contents of this report;
2. **Approve** a new licence under section 54(1)(b)&(d) of the Reserves Act 1977, to Arrowtown Rugby Football Club, for use of part of the Arrowtown Community Sports Facility located at Jack Reid Park with legal description Section 38 SO Blk VII Shotover SD, subject to the following conditions:

Commencement	TBC
Term	3 years
Renewal	Two further terms of 3 years by agreement of both parties
Rent	Pursuant to Community Facility Funding Policy (\$1 per annum at commencement)
Reviews	At renewal
Operating Hours	(TBC) Tuesday & Thursday 3.00 pm - 9.00pm, Saturday 9.00am – 11.00pm on match days (approximately Feb to Aug)
Permitted use	Rugby training and game day matches. Includes the use of 2 rooms on game day at no charge for the first 10 years, plus 1 use for meetings per month during the season
Special use	2 booking per year of the facility for fundraising and club event purposes, confirmed annually at no charge
Insurance	N/A paid by Council

OPEX	N/A paid by Council (excl. cleaning)
Cleaning of venue	Proposed fee of \$250 per month during rugby season, plus any one-off fee for special use/events
Safety/Suspension	Council to retain ability to suspend the licence for safety purposes
Termination	Council can give 1-year cancellation notice if the land is required for the 'provision of core infrastructure services' (not in the first 3 years)
Other	<p>Licensee to ensure they act in accordance with Council resource consents or designations for the facility</p> <p>Licensee to obtain a club liquor licence, if alcohol is to be sold and consumed onsite</p> <p>Licensee to be provided space for a designated/secure refrigerator in the store room next to the main bar</p> <p>Licensee to ensure that all rubbish be placed in designated rubbish bins onsite post events or training sessions</p> <p>Further requirements for room bookings will be as per the Councils Community Facility Funding Policy or its successors</p>

3. **Agree** to the exercise of the Minister's consent (under delegation from the Minister of Conservation) to the granting of a new licence to the Arrowtown Rugby Football Club for use of part of the Arrowtown Community Sports Facility located at Jack Reid Park with legal description Section 38 SO Blk VII Shotover SD,
4. **Delegate** final licence terms and conditions and signing authority to the General Manager Community Services.

Prepared by:



Daniel Cruickshank
Property Advisor

17/01/2019

Reviewed and Authorised by:



Thunes Cloete
GM Community Services

18/01/2019

Background

- 1 Jack Reid Park is administered by the Council and is classified Recreation Reserve under gazette notice 1982 p 4111. The reserve's legal description is Section 38 SO Blk VII Shotover SD.
- 2 The Arrowtown Rugby and Football Club formerly held a lease over a building at Jack Reid Park for use as their clubrooms and home ground. The building was demolished to make way for the Queenstown Lakes Community Housing Trust's development on Suffolk Street in 2015. Since then the club has made do without designated clubrooms in Arrowtown.
- 3 The club currently has one senior team and about eight junior teams and has over 100 junior players. Their senior's team consistently ranks in the top four of teams competing in the Central Otago competition.
- 4 We understand that the club has been based at Jack Reid Park on and off for over 100 years. The club is currently planning towards its 30-year jubilee since re-establishment of the club in Easter 2019.
- 5 The Chief Executive of Council approved notification of the intention to grant a licence on the 24 October 2018.

Comment

- 6 The Council has recently completed construction of the Arrowtown Community Sports Facility. The building is intended to have a number of different types of community uses, but it is recognised that its construction is due in part to the extensive planning and support from the Arrowtown Community and Sports Centre Incorporated, headed in part by members of the rugby club.
- 7 The Council now wishes to propose a new reserve licence for the key clubs occupying the building, in particular the rugby and scouts clubs. This is to provide them with part exclusive use over their respective corners of the building. In particular the Arrowtown Rugby Football Club provided a financial contribution of \$25k to the building and a significant time investment in the building's planning and fundraising efforts.
- 8 The Club will utilise the building mainly on Saturday between 9.00am to 11.00pm and on Tuesday/Thursday evenings between 3.00pm and 9.00pm. This will be between the months of February and August.
- 9 The club will have to operate within the applicable resource consents for the building, and not cause undue disturbance to the neighbouring residents.
- 10 The Council also intends to contract cleaning of the whole building, and this will include the rugby rooms, at a fee to be confirmed, but in the vicinity of \$250/month during the season. For other one-off cleans due to functions, the club will be required to pay on a cost basis.

- 11 It is intended that all other building costs will be payable by the Council, such as rates, insurance and general repair and maintenance, so long as the damage is not wilfully caused.
- 12 The process of granting a new licence is pursuant to section 54(1)(b) and (d) of the Reserves Act 1977, and these require that the intention to grant a licence is publicly notified calling for submissions. This occurred in November 2018, with one submission being received from the Arrowtown Holiday Park.
- 13 The submission noted that they were comfortable with the proposed terms for the lease, so long as functions did not run later than 11.00pm. This is in line with the recommended licence terms.
- 14 An initial term of 3 years is proposed, with two renewals by agreement of both parties, in line with Council's community lease terms guidance.

Options

- 15 Option 1 To approve granting a new licence to the Arrowtown Rugby and Football Club over part of the Arrowtown Community Sports Facility, located on Section 38 SO Blk VII Shotover SD, subject to the terms and conditions listed above.

Advantages:

- 16 Will increase the utilisation of the reserve and building for recreational activity.
- 17 Will enable the rugby group to continue to provide the activity for children and adults in the area over the term of the licence.

Disadvantages:

- 18 Will limit the use of club room and showers/changing rooms within the building for this activity.
- 19 Will commit Council to having the club on site for at least 3 years.

- 20 Option 2 To decline the licence request by the Arrowtown Rugby Football Club.

Advantages:

- 21 Would not limit the use of club room and showers/changing rooms within the building for this activity.
- 22 Would not commit Council to having the club on site for at least 3 years.

Disadvantages:

- 23 Would not increase the utilisation of the reserve and building for recreational activity.
- 24 Would not enable the rugby group to continue to provide the activity for children and adults in the area over the term of the licence.

25 This report recommends **Option 1** for addressing the matter because it will allow an existing sports club to continue to operate at the reserve and provide suitable facilities for the activity to continue and to grow and develop.

Significance and Engagement

26 This matter is of low significance, as determined by reference to the Council's Significance and Engagement Policy because it does not relate to a reserve that is listed as a strategic Council asset.

Risk

27 This matter related to the operational risk OR011A Decision Making, as documented in the Council's risk register. The risk is classed as moderate.

Financial Implications

28 The applicant will meet the cost of advertising and drafting of any new licence.

Council Policies, Strategies and Bylaws

29 The following Council policies, strategies and bylaws were considered:

- Community Facility Funding Policy 2011
- Community Lease and Licence Terms Resolution of 2016
- Arrowtown – Lake Hayes Reserve Management Plan 2013

30 The recommended option is consistent with the principles set out in the named policy/policies.

31 The reserve management plan provides under policy 16.1 for Council to grant a new lease to the Arrowtown Community Sports Centre Incorporated Trust, but not direction to the Rugby Club. As there is no provision for a licence in the plan, Council must notify the intention to grant a new licence over the reserve.

32 This matter is not included in the 10-Year Plan/Annual Plan and has no impact on it.

Local Government Act 2002 Purpose Provisions

33 The recommended option:

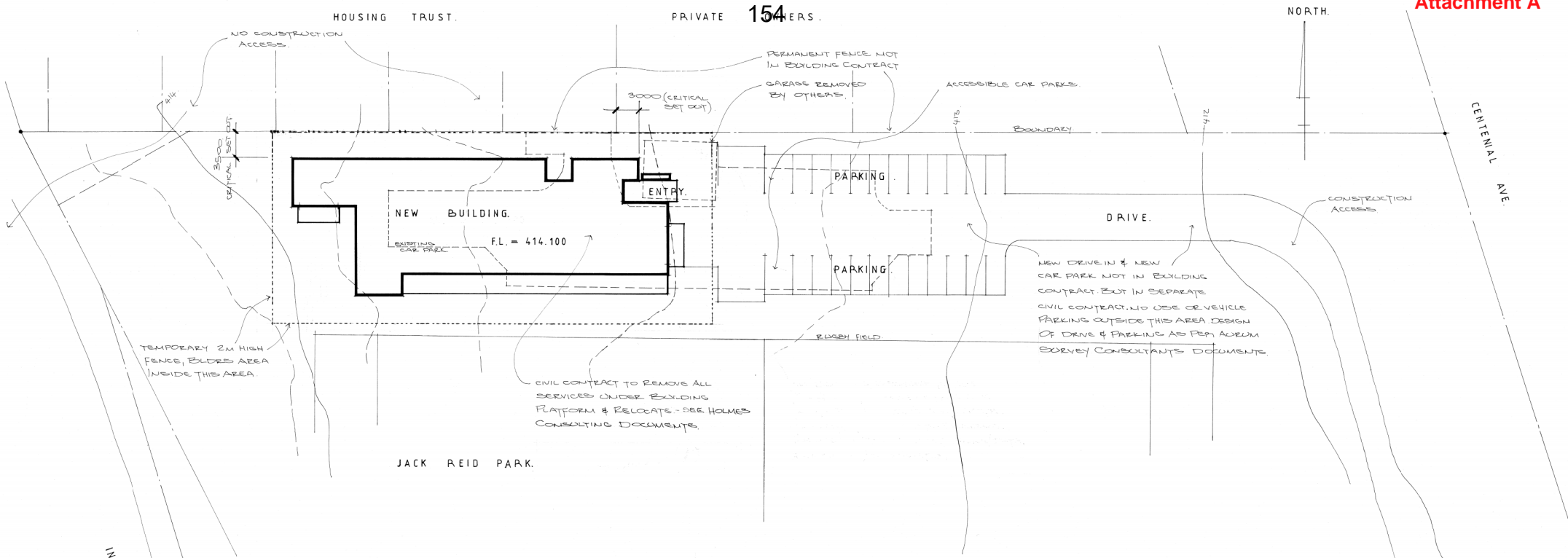
- Will help meet the current and future needs of communities for good-quality local infrastructure, local public services, and performance of regulatory functions in a way that is most cost-effective for households and businesses by enabling the rugby club to continue to operate from the reserve and building;
- Can be implemented through current funding under the 10-Year Plan and Annual Plan;
- Is consistent with the Council's plans and policies; and
- Would not alter significantly the intended level of service provision for any significant activity undertaken by or on behalf of the Council, or transfer the ownership or control of a strategic asset to or from the Council.

Consultation: Community Views and Preferences

- 34 The persons who are affected by or interested in this matter are predominantly the users of the reserve and the residents and ratepayers of the Queenstown Lakes District community.
- 35 The Council will provide a mechanism for community consultation through the public notification of the intention to grant a lease required by the Reserves Act 1977. No submissions were received.

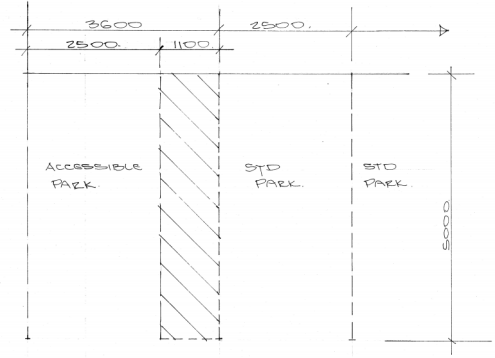
Attachments

- A Jack Reid Park – Site plan
- B Plan of proposed licence area



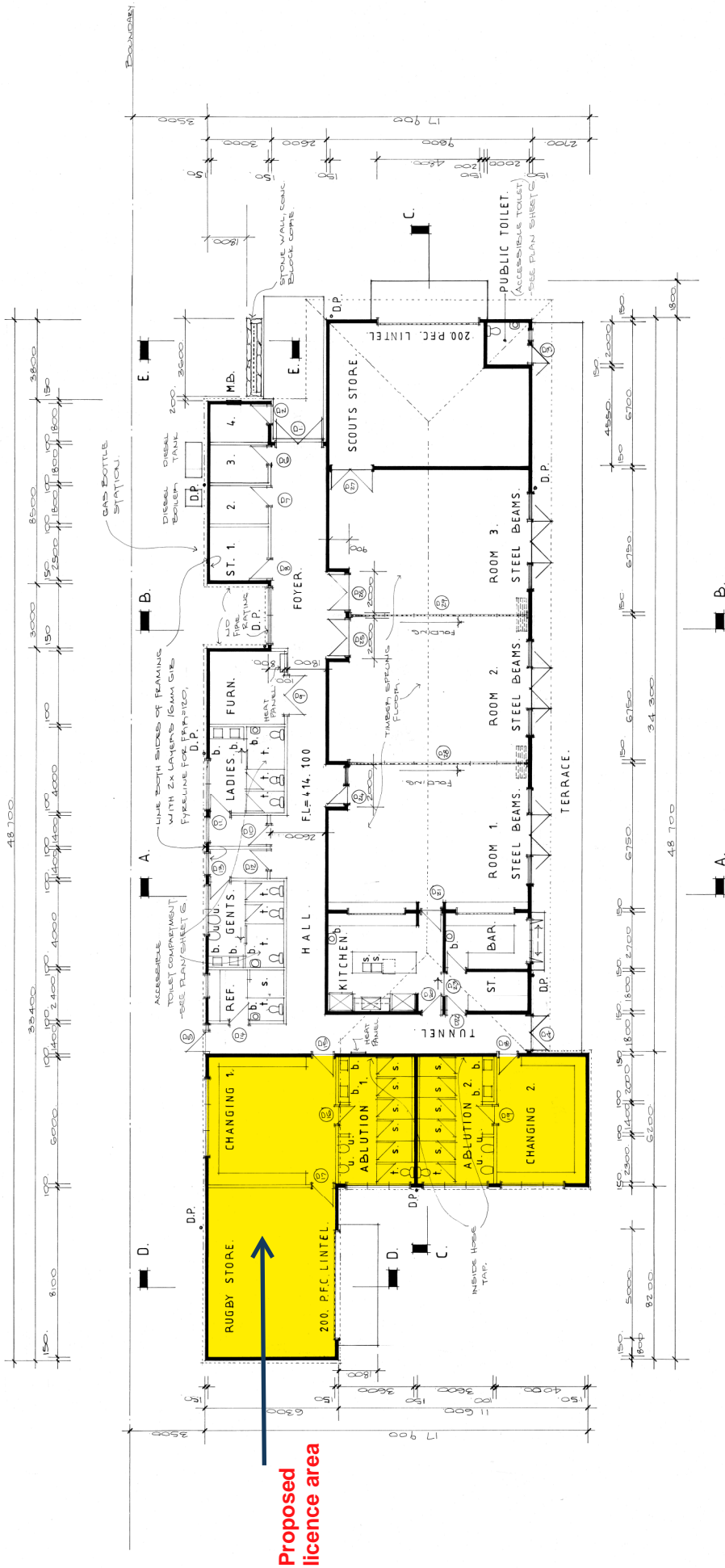
SITE PLAN. 1:250.

COUNTRY SECTION 38, BLOCK V11,
 SHOT OVER SD IN COMPUTER F/H REGISTER
 OF 46/31 & LOT 3, DP1274 IN COMPUTER
 REGISTER OTSA/1131 (2.49 Ha).



PLAN: ACCESSIBLE CAR PARK. 1:25

7. AUGUST 2017.
 18. NOV. 2016.



Proposed licence area

FLOOR PLAN 1-100

FLOOR AREA = 627M²

LEGEND:

- 100x50 LVL H1Z STUDS @ 400
- 150x50 LVL H1Z STUDS @ 400

NEW COMMUNITY BUILDING

JACK REID PAREL - AROWNTOWN
 FOR: AROWNTOWN COMMUNITY & SPORTS CENTRE TRUST INC.

MURRAY BENNETT DESIGN LTD.
 59 EDINBURGH DRIVE - CROOKSTOWN
 PH: (03) 4425795, CELL: 021-425-751

7 AUG. 2017
 18 NOV. 2016