

**QLDC Council  
31 January 2019****Report for Agenda Item: 4****Department: Community Services****New reserve licence to the Scout Association of New Zealand (Arrowtown Scouts)****Purpose**

The purpose of this report is to consider granting a new licence to The Scout Association of New Zealand, for the Arrowtown Scouts group 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 The Scout Association of New Zealand, 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	As agreed with Council, typically between 3-9pm on weekdays
Permitted use	Activities associated with scouting and guiding as well as the storage of equipment in secure room for use by Scouts
Insurance	N/A paid by Council
OPEX	N/A paid by Council (excl. cleaning)

Cleaning of venue	Recharge for any one-off special cleans at cost by Council
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 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, and booked through the Council facility booking office</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 Scout Association of New Zealand 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:



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Property Advisor – APL  
Property  
17/01/2019

Reviewed and Authorised by:



Thunes Cloete  
GM Community Services  
17/01/2019

## 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 Arrowtown Scouts is a group operating under the Scout Association of New Zealand entity and formerly held a lease over a Council-owned Skyline garage at Jack Reid Park for use as their clubrooms. The building was demolished to make way for the new Arrowtown Community Sports Facility in 2017. Since then the group has made do without designated clubrooms in Arrowtown.
- 3 The Chief Executive of Council approved notification of the intention to grant a licence on the 24 October 2018.

### **Comment**

- 4 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.
- 5 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.
- 6 Arrowtown Scouts is one of the largest scout groups in the South Island and is run entirely by volunteers. They support 94 youth to live by the Scout Law and Scout Promise, developing themselves and growing their skills to be active contributors to their community, now and in the future. The new shared space will hugely benefit the group and provide a space not only to store their outdoor equipment but provide a meeting space that they can use year-round.
- 7 The Club will utilise the building mainly between 3pm to 9pm on weekdays and occasionally between 9am – 5pm on weekends (as available). It is also intended that when they need the use of Room 3 adjacent to the store room, that this will be organised through the Booking Office at Council and charged at the usual community group rate. Note that access to the store room is now available directly from outside and not through Room 3, via a new external door not shown on the main construction plan (Attachment B).
- 8 The club will have to operate within the applicable resource consents for the building, and not cause undue disturbance to the neighbouring residents.
- 9 The Council also intends to contract cleaning of the whole building but will not include the scout storage room (unless requested). If the scout storage room is to be cleaned, the Council and the licensee would need to agree a set fee to be charged monthly, the same as per the rugby club licence. For other one-off cleans due to functions, the club will be required to pay on a cost basis.
- 10 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 any damage is not wilfully caused.
- 11 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 be

publicly notified calling for submissions. This occurred in November 2018, with no submissions being received.

- 12 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**

- 13 Option 1 To approve granting a new licence to The Scout Association of New Zealand 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:*

- 14 Will increase the use of the reserve and building for recreational activity.
- 15 Will enable the Arrowtown Scouts group to continue to provide the activity for the children in the area over the term of the licence.

#### *Disadvantages:*

- 16 Will limit the use of one room within the building for this activity.
- 17 Will commit Council to having the club on site for at least 3 years.

- 18 Option 2 To decline the licence request by The Scout Association of New Zealand for Arrowtown Scouts.

#### *Advantages:*

- 19 Would not limit the use of one room within the building for this activity.
- 20 Would not commit Council to having the club on site for at least 3 years.

#### *Disadvantages:*

- 21 Would not increase the utilisation of the reserve and building for recreational activity.
- 22 Would not enable the Arrowtown Scouts group to continue to provide the activity for the children in the area over the term of the licence.

- 23 This report recommends **Option 1** for addressing the matter because it will allow an existing 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***

- 24 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**

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

**Financial Implications**

26 The applicant will meet the cost of advertising and drafting of a new licence.

**Council Policies, Strategies and Bylaws**

27 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

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

29 The reserve management plan provides under policy 16.4 for Council to grant a new lease to the Arrowtown Scouts for the now demolished storage garage on Jack Reid Park. There is no provision for a licence in the plan, therefore Council must notify the intention to grant a new licence over the reserve.

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

**Local Government Act 2002 Purpose Provisions**

31 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 Scouts activity 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.

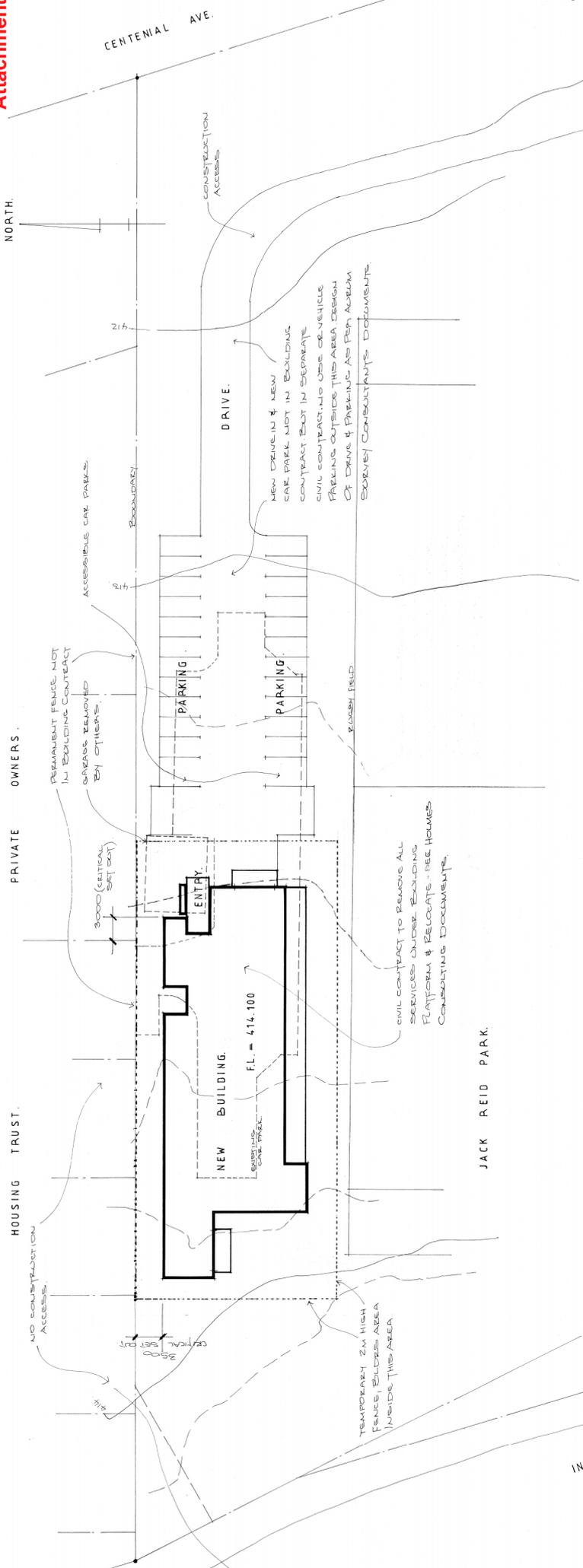
**Consultation: Community Views and Preferences**

32 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.

33 The Council has provided a mechanism for community consultation through the public notification of the intention to grant a lease required by the Reserves Act 1977. There were no submissions received.

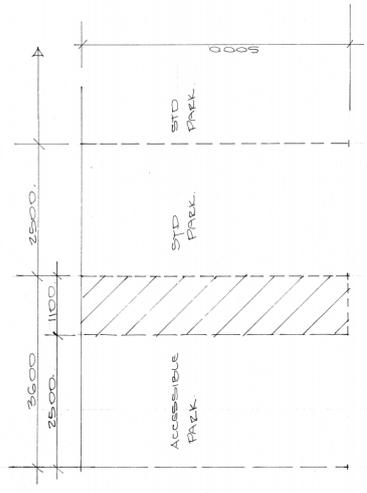
**Attachments**

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



SITE PLAN 1:250

COUNTRY SECTION 38, BLOCK 11,  
 SHOTOWER SOUTH COAST R/H RESISTOR  
 AT 46/31 & LOT 3, DP 1274 IN COMPLETE  
 RESISTOR DTSA/1131 (2.49 HA)



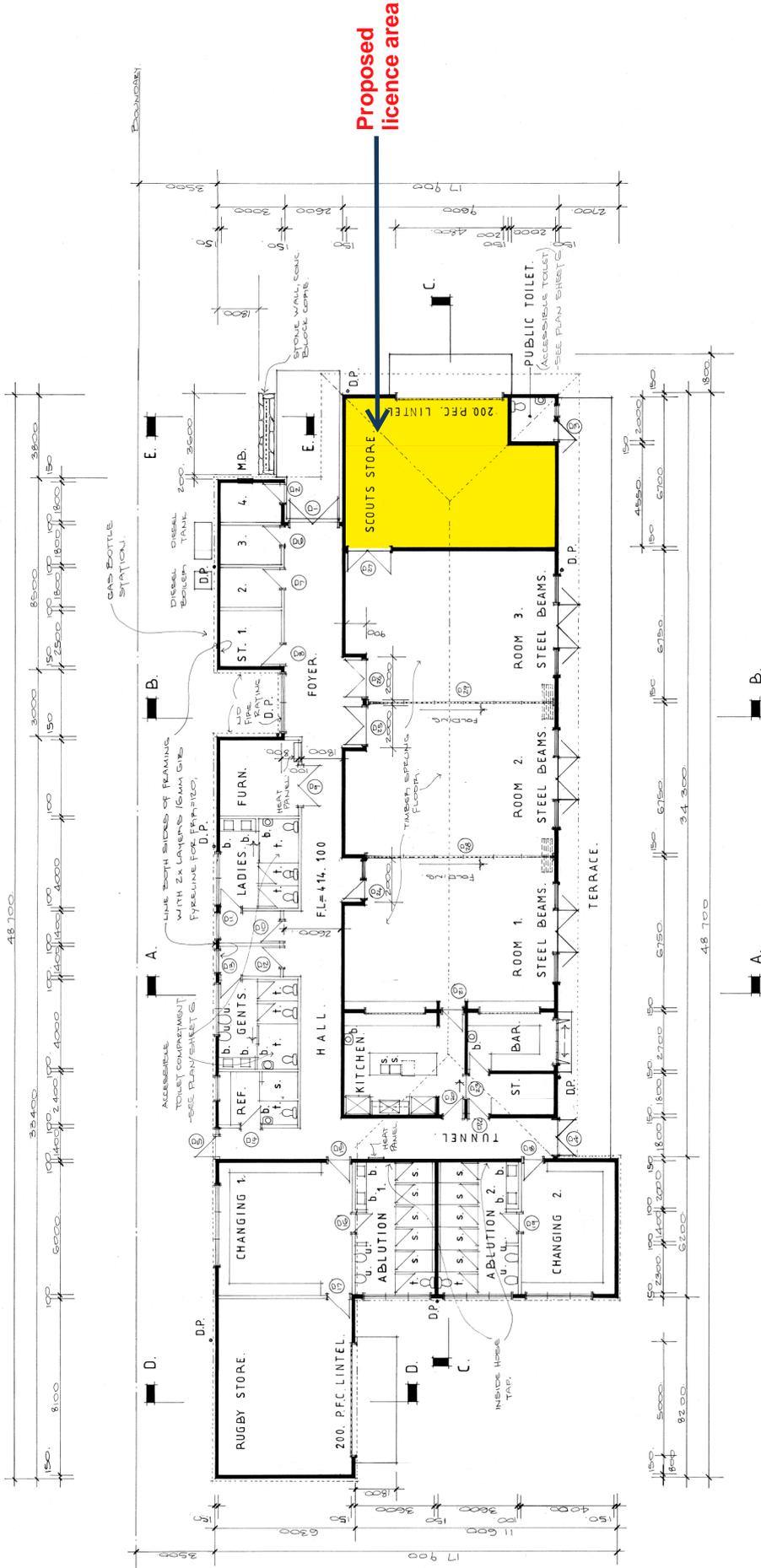
PLAN: ACCESSIBLE CAR PARK. 1:25

INVERNESS CRES.

7 AUGUST 2017.  
18. NOV. 2016.

A.3.

JACK REID PARK-ARRENTOWN



FLOOR PLAN 1-100

FLOOR AREA = 627M<sup>2</sup>

LEGEND:

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

**NEW COMMUNITY BUILDING.**

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

MURRAY BENNETT DESIGN LTD.  
 59 EDINBURGH DRIVE - CROMWELLTOWN  
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7 AUG. 2017  
 18 NOV. 2016