



Proposed Memorial Park Amenities Facility and Clubs Taihape Facilities

Design Brief

February 2019

1 Context

1.1 Introduction

This document sets out the approach for preparing a design for a new amenities building, consisting of changing rooms, showers, toilets and storage, to support activities and events held on Memorial Park, Taihape. In addition to new amenities facilities, the design will also include the provision of space(s) for indoor (social) activities, administration, storage and support of hard court-based recreational activities.

The desire for more accessible, lower maintenance and more versatile amenities facilities became apparent as part of the Taihape Town Centre Plan process, in particular the Memorial Park Future Development project carried out by Peter Shore, Purple Dot Solutions, in 2015-16. In addition, Clubs Taihape have a vision for the development of facilities on the Park that support social and recreational activities. Rangitikei District Council (RDC) and Clubs Taihape (CT) have agreed to work together to explore the development of facilities that fulfil the needs of both organisations and maximise value for the investment required.

RDC has committed funding to progress the project and CT have funding available for the project. It is expected that additional funding (i.e. fundraising) will be required. Ideally, construction of the facility will start in 2019.

Purpose and Objectives

The purpose for this project is to engage a suitably qualified/experienced person/organisation to work with RDC, CT, and stakeholders to prepare a design incorporating:

- A functional and flexible amenities facility that meets the needs of park users, involved in passive/active and independent/organised recreational pursuits.
- A functional and flexible facility that provides for indoor social and recreational activities, and supports the administration and delivery of adjoining court-based sport and recreational activities.

RDC and CT have agreed that, in principle, a single 2-storey building or two adjoining single level buildings may deliver the outcomes sought by each party. The parties also agree that any development, whether combined or separate must be so designed and constructed as to represent excellent value for money, enable cost-effective management, be energy efficient and sustainable, and integrate well with the surrounding environment.

There is an assumption that a single 2-storey building designed to meet the needs/expectations of RDC and CT is likely to deliver greater value for money, and this project brief has been prepared on that basis.

The primary objective is:

1. To develop a design concept for a facility (as defined in Section 2 below) that:
 - Represents excellent value for money by maximising the efficient use of space (e.g. flexible partitioning), and systems (e.g. heating/ventilation/swipe keys);

- Reflects the current and likely future needs of the community, users, CT and Council;
- Is realistic given likely funding constraints, yet provides a basis for Council, CT and community/user groups to engage with potential funders;
- Offers a building design that is safe, functional, aesthetically pleasing, reflects sustainable building design principles and integrates well with the environment; and,
- Is supported by accurate costings to enable RDC and CT to estimate the likely funding implications.

1.2 Stakeholders

The primary stakeholders¹ in the project are:

Stakeholder	Role and interest
Rangitikei District Council (RDC)	Owner, potential manager and funder of the new building(s). Responsible for ensuring the best use of resources, overall project management and that the new building design meets community and Council needs, and is affordable.
Clubs Taihape (CT)	Funder and potential manager of the new building(s)
Memorial Park User Group	Management group consisting of representatives of key park users e.g. Rugby, Netball, Tennis, Equestrian, Shearing, Squash, Swim Centre, Taihape Community Development Trust, Taihape Area School, and Mokai Patea Services. Interested in ensuring that the design meets user needs.
Taihape Community Board	Advocate for the Community. Interested in ensuring that the design of new Centre meets community needs and reflects a facility of which the town can be proud.

Scope

The scope of the project covers the following:

1. Development of a design concept with associated floor layout(s) and site design(s);
2. Provision of robust cost estimates on an elemental basis.

2 Memorial Park Amenities and Community Activities Building (ACAB)

2.1 Introduction

This section sets out the strategic context for the design of the ACAB and outlines the key features to be incorporated in the design proposal.

¹ RDC/CT will coordinate/facilitate stakeholder engagement

2.2 Strategic Context

The Memorial Park Future Development Plan identified that there was “overwhelming and justifiable” support for further development. It identified that: development of a council-managed amenities building could enhance Taihape’s ability to host groups and events on the park and help sustain the needs of current users more effectively. Consequently, RDC has committed to the development of a new amenity facilities to support current and future Park activities.

Clubs Taihape have, for a number of years, wanted to develop a facility on Memorial Park using residual funds from the winding up of the O’Taihape Club. The concept being a facility that provided for the social and recreational needs of a number of clubs that didn’t have suitable facilities of their own. Such a facility was also seen as serving the wider community for meetings, social events, etc.

2.3 Design Elements

Memorial Park users include:

- Annual events include: Taihape Gumboot Day; Whanau Sports Day; Taihape to Napier Cycle Ride; A&P Show; Equestrian - Show Jumping, and Dressage;
- Rugby;
- Shearing;
- Swim Centre;
- Squash;
- Netball;
- Tennis;
- Cricket;
- Taihape Area School – during lunch breaks etc as well as for one off events such as athletics;
- Freedom Campers and day visitors; and
- Runners/Walkers.

Another Council project - the Hautapu River Parks, incorporating Papakai Reserve and Memorial Park Reserve - is expected to connect Taihape’s natural features (Redwood trees, Native reserves, and Hautapu River), and activities, and strengthen its prominence, offering further opportunities e.g. mountain biking, walking and horse riding tracks.

The proposed facility will therefore cater for adult and youth teams, individuals, schools, social groups, festivals, events and campers.

The attached map identifies the location of the proposed facility, and the space constraints that need to be considered as part of the design process.

The building design is required to meet Building Act/Code requirements e.g. access, fire safety.

Amenity Facilities

The following attributes/elements are to be reflected in the design proposal for the amenity facilities (ground floor):

- a. Minimum of four (individual team) changing rooms – two main playing fields = four teams; Key points are: changing accommodation should be big enough to accommodate the largest number of players likely to use the room, including reserves and coaches; generally the minimum area is calculated at 1m² per person, with each player needing 500mm bench length at a depth of 450mm; layouts must provide flexibility for different proportions of male/female use; communal changing rooms could be combined with single team units with interconnecting doors providing flexible allocation of space; direct entry into changing rooms; all changing areas need to be fitted with sight screens to deny views in; Fittings to include: benches, mirrors, notice/white boards in home rooms, coat hooks, clothes storage lockers.
- b. Officials changing room; Key points are: the building should contain a self-contained changing room for officials; generally one Field = 3 officials, minimum of two officials changing rooms; this room/s could double up as a first aid/treatment room; If room doubles as a first aid, allow for medical supplies cabinet.
- c. Toilets – ideally one toilet and basin in each changing room, with a disabled access suite in the vicinity of the officials changing room/first aid suite. Note: additional toilets are available as public toilets.
- d. Showers – Each changing unit requires its own showers (with timers) located as far as possible from changing entrances and toilets to minimise water migration and to separate mud and moisture; allow for a minimum of one shower per four players in each changing room; allow for individual cubicles with sufficient space for dry-off areas.
- e. Cleaners store – A lockable cupboard or storeroom with shelving and a bucket sink is the minimum provision required.
- f. Public toilets – designed/located so as to be readily accessible on a 24 hour basis should the need arise; direct entry into toilet cubicle; unisex; one disabled access with baby changing table and coin/token/card operated shower suitable for freedom campers; stainless steel fixtures.
- g. Storage – for material/equipment; roller door access; pedestrian door; approximately 25m².

Community Activities Facilities

The following attributes/elements are to be reflected in the design proposal for the community activities facilities (mostly upper floor):

- a. Lounge area – capable of accommodating 150 persons seated at tables; space for a grand piano (mobile), 2 pool tables and/or a full size snooker table; view of

courts/playing fields; outside viewing area; multi-purpose space capable of being used as open plan or as separate rooms through use of dividers.

- b. Toilets – sufficient to accommodate events with 150 people;
- c. Cleaners space/room – storage and sink
- d. Kitchen/bar/associated storage – size and fit out sufficient to serve events with 150 attendees.
- e. Tuckshop (ground floor court side) – small kiosk space for serving court events/activities
- f. Administration Room (ground floor court side) – for event management, coordination/oversight.
- g. Storage area(s) (ground floor court side and field side) – lockable for use by different Park user groups

These elements will need to be tested through the design process, and may need to be further refined or changed as a result. It is likely that through stakeholder engagement other elements will be identified during the design process. These will need to be considered and evaluated against the design objectives, and, as a result, may be appropriately reflected in the final design concept proposal.

3 Timeline

Phase	Key Milestone	Timeframe	Responsibility
1 – Concept Design	Design Brief proposals submitted to RDC	By 22 March 2019	Proposal Submitters
	Proposals evaluated & appointment confirmed	By 12 April 2019	RDC/CT
	Final Concept design and costings submitted	By 31 May 2019	Appointed Consultant
	Decision whether or not to proceed with proposal	June 2019	RDC/CT
2 – Detailed Design & Funding	Undertake fundraising ² Complete detailed design	July – December 2019	RDC/CT/Community
3 – Tender, Contract Award & Construction	Prepare tender documents & initiate tender process Evaluate Tenders & Award contract Commence Construction	January 2020 onwards	RDC

Note: Timeframes listed above are indicative only.

4 Process

The appointed consultant will work with RDC and CT, and stakeholder representatives as appropriate, to identify and test needs, manage expectations through identification/consideration of pragmatic and innovative options and recommend final design solutions.

A more detailed process/timeline, including key milestones leading up to the submission of the design proposal and costings, will be agreed with the appointed consultant.

² Subject to Lotteries Committee funding application timeframes

5 Personnel/Resourcing requirements

The people or groups involved with this project are outlined below along with their role and accountabilities:

Role	Appointee	Purpose
Project Sponsor	Ross McNeil – Chief Executive, RDC	Represents and reports to the Council, and arranges the resourcing needed to support this project.
Project Manager	Gaylene Prince	Ensure that this project is delivered in accordance with the provisions/requirements of this project brief, and Council expectations.
Clubs Taihape Representative	TBC	Represents the interests of Clubs Taihape
Community Advocacy Group	Taihape Ward Councillors; Chair Taihape Community Board, representatives of Clubs Taihape	Represents the Taihape community; provides input into design requirements and articulates the community funding expectation.
Other community/user groups	To be determined	Represents external organisation(s); input into design requirements



Figure 1: Proposed new building – Two Story Building



Figure 2: Proposed new building – Two Single Story Buildings