



## Martinborough Town Hall Working Group

Minutes  
20 February 2013

**Present:** Cr Max Stevens (Chairperson), Ian Cresswell (until 8:15pm), Winifred Bull, Adi McMaster, Pam Colenso, Ro Griffiths, Malcolm Blown and Victoria Read (from 7:00pm).

**In attendance:** Suzanne Clark (Committee Secretary).

**Conduct of Business:** The meeting was held in the South Wairarapa District Council Chambers at 19 Kitchener Street, Martinborough between 6:30pm and 8:20pm.

### 1. APOLOGIES

*MTHWG RESOLVED (MTHWG2013/01)* to receive apologies from David Kershaw and Cr Julie Riddell.

*(Moved Cr Stevens/Seconded Colenso)*

*Carried*

### 2. MINUTES/FINANCES

#### 2.1 MTHWG Minutes for confirmation

*MTHWG RESOLVED (MTHWG2013/02)* that the minutes of the Martinborough Town Hall Working Group meeting held on the 6 December 2012 be received and confirmed as a true and correct record.

*(Moved Griffiths/Seconded Colenso)*

*Carried*

#### 2.2 Matters Arising

There were no matters arising.

#### 2.3 Action Items From Previous Meeting

The Working Group reviewed the action items.

*MTHWG NOTED:*

1. Action 7: Follow-up outstanding MTHWG finance actions; Cr Stevens

## 2.4 Finances

The Working Group discussed funds raised by the community for the Martinborough Town Hall but had not been handed over. The Working Group agreed that until these funds were handed over then available funds were as per the account managed by Council.

## 3. MTHWG TERMS OF REFERENCE

It was noted that once the refurbishment and strengthening of the Town Hall started a committee/community/Council liaison person would be required to oversee and make decisions on issues that arise.

The Working Group discussed the proposed timeline and agreed that timeframes were indicative and that local fundraising could start anytime, however Trusts would require building plans and other information.

Cr Stevens undertook to invite Michelle Grant from Eastern Consulting to the next meeting.

The Working Group agreed that Mary Smith and Leah Hawkins should be invited to join the Working Group.

*MTHWG RESOLVED (MTHWG2013/03)* to adopt the structure diagram and proposed timeline and that these be attached to the TOR and submitted to Council for adoption.

*(Moved Griffiths/Seconded Read)*

*Carried*

## 4. APPOINTMENT OF SUBGROUPS

The Working Group agreed to create the following subgroups. Members were asked to consider which groups they would like to be involved with and members of the community could be invited to join these groups. Subgroups would report to the Working Group.

<b>Subgroup</b>	<b>Working Group Membership</b> (as at 20 Feb 13)	<b>Community Membership</b> (TBC)
Building and Planning	Victoria Read, Malcolm Blown, Adi McMaster Ro Griffiths	Nick Allan
Communication	Winifred Bull	Lisa Cornelissen
Fundraising/Activities	Ian Cresswell	Leah Hawkins
Grant Applications	Pam Colenso, Ro Griffiths, Cr Julie Riddell	

## 5. BRAINSTORMING

Cr Stevens presented the brainstorming session summation.

The Working Group agreed that a project brief for architects be written from the brainstorming summation which invited the submission of concept plans. Victoria Read with assistance from the building and planning subgroup undertook to do this task.

*MTHWG RESOLVED (MTHWG2013/04)* to accept the brainstorming session prioritisation of building functions, implementation steps and the order in which they have been recorded.

*(Moved Cr Stevens/Seconded Blown)*

*Carried*

*MTHWG RESOLVED (MTHWG2013/05)* that the preferred architect would be a lateral thinker with proven ability to modernise large buildings to a budget while still remaining sensitive to heritage features.

*(Moved Griffiths/Seconded Blown)*

*Carried*

*MTHWG RESOLVED (MTHWG2013/06)* that reasonable expenses (including childcare) associated with writing a project brief for potential architects be reimbursed by the Working Group.

*(Moved Cr Stevens/Seconded Griffiths)*

*Carried*

*MTHWG NOTED:*

Action 8: Ascertain interest from potential partners (e.g. Martinborough Plunket, Martinborough Toy Library) for sharing space within a refurbished Town Hall; Cr Stevens

Action 9: Identify preferred architects to be invited to make a concept plan submission; Planning & Building Subgroup

Action 10: Forward contact details for Mary Smith and Leah Hawkins to the Committee Secretary; Cr Stevens



## Martinborough Town Hall Working Group

**Minutes**  
**20 March 2013**

**Present:** Cr Max Stevens (Chairperson), Malcolm Blown, Winifred Bull, Jim Clark, Pam Colenso, Ian Cresswell (until 7:45pm), Ro Griffiths, Adi McMaster, Victoria Read, Cr Julie Riddell and Mary Smith.

**In Attendance:** Michelle Grant, Eastern Consulting Ltd (until 7:20pm) and Suzanne Clark (Committee Secretary).

**Conduct of Business:** The meeting was held in the South Wairarapa District Council Chambers at 19 Kitchener Street, Martinborough between 6:30pm and 8:25pm.

### 1. APOLOGIES

*MTHWG RESOLVED (MTHWG2013/07) to receive apologies from David Kershaw.*

*(Moved Cr Stevens/Seconded Colenso)*

*Carried*

### 2. Q&A WITH MICHELE GRANT, EASTERN CONSULTING LTD

Mrs Grant provided background on the Requirements for the Seismic Improvement of the Martinborough Town Hall Report. The works detailed in the report are intended to strengthen all areas of the Hall to no less than 70% of the New Building Code.

Mrs Grant advised that post-tensioning of the unreinforced masonry walls could be undertaken as a stage one project and the steel frame support work as a stage two project. It was noted that the brick wall behind the stage area was not in good condition, whereas the main hall had received some strengthening work in 1997.

Mrs Grant advised that buildings in Christchurch with strengthening as proposed for the Town Hall performed well, whereas buildings with unreinforced masonry, parapets and facades caused death and injury from debris falling outside of the building.

Mrs Grant advised that any refurbishment that reduced the weight of the bricks, provided an extra place for connecting the post-tensioning system to the walls or reduced inner plane rocking was generally good from a structural point of view.

### 3. MINUTES/FINANCES

#### 3.1 MTHWG Minutes for Confirmation

*MTHWG RESOLVED (MTHWG2013/08) that the minutes of the Martinborough Town Hall Working Group meeting held on the 20 February 2013 be received and confirmed as a true and correct record.*

*(Moved Cresswell/Seconded McMaster)*

*Carried*

### **3.2 Matters Arising**

There were no matters arising.

### **3.3 Action Items From Previous Meeting**

The Working Group reviewed the action items and updates were provided. Cr Stevens undertook to contact the national Plunket office to discuss the possibility of housing Plunket in a multi use Town Hall facility. The Working Group agreed to progress writing of a brief for architects based on shared facility rooms regardless of the final occupants.

### **3.4 Finances**

*MTHWG NOTED:*

1. Action 14: Invite Paul Crimp to the next Working Group meeting to discuss GST and interest on the Town Hall account; Cr Stevens

## **4. SUBGROUPS MEMBERSHIP AND UPDATE**

### **4.1 Building and Planning**

Mrs Read had sourced templates for writing an architects brief and for running a concept plan competition and was now ready to start writing.

A preliminary list of architects had been selected for receiving the written brief and invitation to submit concept plans and cost estimate as part of the concept plan competition.

Mrs Read advised that the role of an architect was to manage a project and that it was unlikely an architect would want to relinquish this role for a large project. The Working Group agreed that a project liaison not a project manager was required in order to liaise with the community, architect, and building contractor.

### **4.2 Communication**

Mrs Bull reported that articles on the Martinborough Town Hall refurbishment had been published in the Martinborough Star and the Wairarapa Times Age. Mrs Bull requested information be made available to her so communications could continue.

### **4.3 Fundraising/Activities**

Mrs Smith advised that she would like to join the fundraising subgroup. Wider promotion of the Hall was discussed as well as rebooking successful concert performances.

*MTHWG NOTED:*

1. Action 15: Ascertain interest from the Wellington Ukulele Orchestra for performing in the Martinborough Town Hall; Ian Cresswell