



# Property

Community Facilities Asset Management Plan

2021-2031

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# 1 Introduction

## 1.1 Aim and Purpose

The purpose of the *Community Facilities Asset Management Plan – Property 2021-2031* is to create a comprehensive single document that summarises and highlights the issues, operational plans and renewal, capital and disposal projects, and improvement requirements for the Property activity. Specifically, this plan aims to:

1. Ensure that the asset management requirements, which includes maintenance and renewal requirements, are appropriately funded, prioritised and scheduled;
2. Form the baseline document to work with Elected Members to identify capital or maintenance requirements to meet the community's needs now and into the future;
3. Plan for the management of assets in a fit for purpose and safe manner;
4. Understand the relationship between physical assets and the role of these assets in the delivery of Levels of Service (LoS) linked to the 10-Year Plan 2021-2031;
5. Align with the vision and strategic goals set out in the *Community Facilities Strategy*.

This plan aims to achieve a 'core' level of asset management sophistication. The Improvement Plan Section of this plan, sets out how we intend to improve our asset management practices for Property specifically.

## 1.2 Plan Structure

This separate Property Asset Management Plan forms part of the *Community Facilities Asset Management Plan – Strategic Summary for 2021-2031* for Manawatu District Council (MDC). The grouping of facilities that make up this plan has changed slightly from the 2018-2028 Property Asset Management Plan to provide Officers, Elected Members and the Community with a comprehensive document that summarises the activity.

This asset management plan should be read in conjunction with the *Community Facilities Asset Management Plan – Strategic Summary 2021-2031*. How this Plan links to the *Strategic Summary* is detailed below:



### **Community Facilities Asset Management Plan - Strategic Summary 2021-2031**

- Provides a summary of Community Facilities activities – Cemeteries, Halls, Leisure and Recreational Facilities, Parks, Reserves and Sportsgrounds, Property and Public Conveniences.
- Describes and highlights the overall Community Facilities Activity demand and levels of service, asset responses, key issues and approaches to improvement.



### **Community Facilities Asset Management Plan – Property**

- Provides specific detail of each Activity.
- Specifically describes and highlights demand, levels of service, asset responses and issues, approaches to development and improvement for the Property Activity.

## 1.3 Summary

The *Community Facilities Asset Management Plan 2021-2031 - Property* includes planning, provision, maintenance, development and operation of the property portfolio across the District.

The portfolio of Council-owned property covers a broad range of buildings and sites which service a large range of activities. These range from commercial activities where the primary purpose is for investment and revenue gathering, to community services where the primary purpose is to provide a service to the public and the rate payers of the District (for example Himatangi Beach Surf Club).

The aim for the Property Activity, as outlined in the *Community Facilities Strategy 2020*, is to:

*Provide social service facilities that deliver a community service or offer a place for any person to go and feel a part of a community.*

## 1.4 Key Risks

The key risks for the Property Activity are identified in the table below. These are the risks that have a post-treatment rating of *Extreme* or *High*. All of the identified risks relating to the Property Activity are detailed in the *Risk Management* section of this Plan.

Risk Description	Risk in relation to Appetite	Further Controls or Treatments Proposed
<b>Council is unable to achieve the potential gain on sale anticipated as a result of property sales, resulting in not achieving financial targets that allows for the repayment of debt.</b>	<b>High</b>	<ul style="list-style-type: none"> <li>Continue to progress options to dispose of sites</li> <li>Progress investigation of other Council administered land considered 'surplus' for disposal within the LTP</li> </ul>

## 1.5 10 Year Plan 2021-2031 Key Projects

The key project for the Property Activity focuses on the disposal of various properties that are no longer required or no longer fit for purpose. These projects are outlined within the Disposal Plan and the Lifecycle section of this Plan.

## 1.6 Key Financial Implications

The key financial impact of this Plan comes from the costs associated with disposal of assets. A number of assets have been identified within the Disposal Plan of this Plan, with budget provisions for these disposals outlined within the Lifecycle Sections of this Plan.

## 1.7 Key Improvement Areas

The next steps resulting from this Asset Management Plan to improve asset management practices are:

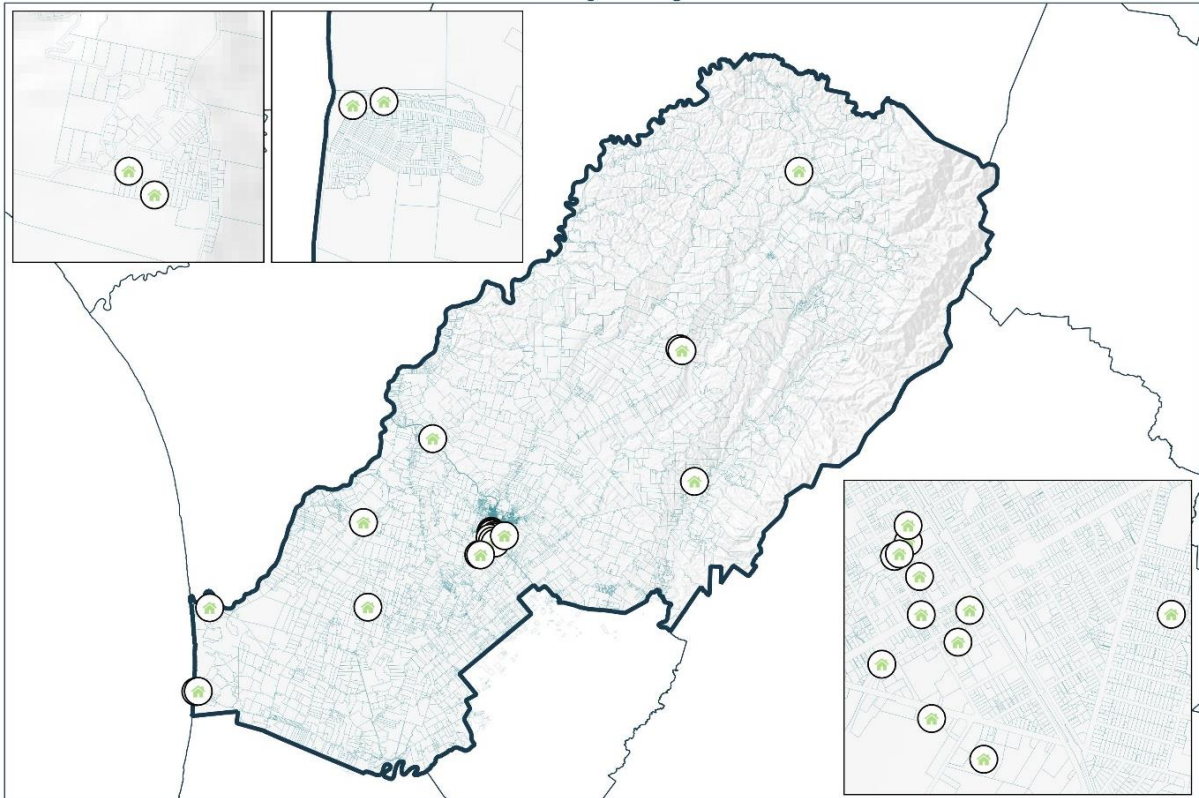
- Implement the actions outlined in the Community Facilities Strategy 2020
- Implement RAMM as the Asset Database for the Property Activity
- Create a schedule of periodic condition assessments to be carried out on assets within the Property Activity
- Conduct a comprehensive review of Levels of Service for the Property Activity
- Develop an Acquisition and Disposal Plan for the Property Activity

## 1.8 Summary of Assets/Scheme or Asset Group

A significant portion of the assets that make up the Property Activity are located within Feilding, while the rest are spread across the District from Rangiwahia Memorial Hall in the North to the Palmerston North Surf Lifesaving Club in the South.

Commercial Property	Community Property	General Property
<ul style="list-style-type: none"> <li>• Feilding Depot</li> <li>• Eyre Street Depot and Carpark</li> <li>• Kimbolton Depot</li> <li>• Regional Archives</li> <li>• South Street/Kawakawa Road Commercial Land</li> <li>• Himatangi Beach Motor Camp</li> <li>• Tangimoana Beach Motor Camp.</li> </ul>	<ul style="list-style-type: none"> <li>• Council Administration Building</li> <li>• Animal Control Building and Compound, Awa Street</li> <li>• Community House, Feilding</li> <li>• Council Native Plant Nursery</li> <li>• Brass Band Building, Feilding</li> <li>• Country Fayre – Pohangina</li> <li>• Feilding Clock Tower</li> <li>• Feilding Community Centre – Te Manawa</li> <li>• Palmerston North Surf Lifesaving Club</li> <li>• Rongotea Community Centre</li> <li>• Rangiwahia Memorial Hall.</li> </ul>	<ul style="list-style-type: none"> <li>• Fergusson Street Carpark</li> <li>• Halcombe Playcentre</li> <li>• Kawakawa Road Lease Block</li> <li>• Kimbolton Playcentre</li> <li>• Pohangina Depot</li> <li>• Red Cross House – 31 Grey Street</li> <li>• Sanson Playcentre</li> <li>• Residential Tenancy – 1269 Pohangina Road.</li> </ul>

A map showing the location of the Districts property assets:



The value of the assets that comprise the Property activity is summarised in the below table. These values are derived from Council’s Insurance Schedule which is reviewed every three years, and do not include land values.

Asset	Value
<b>Commercial Property</b>	\$9,433,300
<b>Community Property</b>	\$21,720,600
<b>General Property</b>	\$2,969,000

### 1.8.1 Commercial Property

Commercial properties are those assets where commercial rent or lease rates are charged to the occupier. These are generally industrial depots on fee simple land. The primary activity on the land is generally commercial in nature and the retention of the properties is not critical to the ongoing delivery of Councils services.

### 1.8.2 Community Property

Community properties as those assets that provide a public good or provide a place for community services to the public and community. The rationale for holding community property is that there is community benefit and value in Council retaining ownership of the property rather than disposing of the property for other purposes, or leasing the property back.

### 1.8.3 General Property

General properties are those assets where the rationale for holding the property is land-banking for other future Council development opportunities, or the nature of the property is for purposes other than community or commercial purposes.

## 1.9 Operation of Activity/Scheme or Asset Group Summary

The Property Activity is managed on a day-to-day basis by Manawatū District Council staff, mainly through the Strategic Community Property Advisor role. Council officers provide the overview of the management of any maintenance or facilities contracts, as well as the administration of leases.

### 1.10 Physical Parameters Summary

All of the properties in this plan are owned by Manawatu District Council. No leased buildings or buildings not in Manawatu District Council ownership are considered in this plan. All of the properties are utilised in some way, with use varying from daily occupation to grazing of vacant land.

The earliest built building is the Rongotea Community Centre, with the development of the Council native plant nursery being the newest property assets.

### 1.11 Asset Capacity/Performance Summary

There are generally no demand issues relating to growth for any of the assets within the Property Activity. A shift in the purpose for commercial property and reducing or no levels of service for community and general property, has resulted in a number of properties being identified for disposal within this Plan.

### 1.12 Asset Condition Summary

Facility	Condition Summary
<b>Commercial Property</b>	Condition assessments have been undertaken on a number, but not all, of the assets that make up the Property Activity. They have identified significant amounts of deferred maintenance and renewals on some of these properties. A substantial financial investment would be required from Council to bring these properties up to a fit-for-purpose standard.
<b>Community Property</b>	
<b>General Property</b>	

## 2 Levels of Service

### 2.1 Understanding Customer Expectations

Our customers have differing expectations of Council's Property assets. Generally, these expectations differ in relation to the demographic and location of the customer. However, community expectations in relation to community property only continue to increase.

An in-depth analysis of our customers' expectations is detailed in the *Community Facilities Asset Management Plan – Strategic Summary 2021-2031*.

### 2.2 Community Satisfaction – Annual Residents Survey

An in-depth analysis of the results of Council's annual residents survey, and feedback received through other channels, for the Property Activity is detailed in the *Community Facilities Asset Management Plan – Strategic Summary 2021-2031*.

The results of the 2019/20 survey show that satisfaction with the Property Activity is very consistent, with a satisfaction rating of 95% recorded for the year which is the same as the previous year.

### 2.3 Legislative, Strategic, External and Internal Contexts

This section should be read in conjunction with the *Community Facilities Asset Management Plan – Strategic Summary 2021-2031*, which provides a full description of the legislative, strategic, external and internal contexts under which this plan has been prepared.

How the Property Activity contributes to the wider strategic and corporate goals of the organisation are described more fully in each of the following sections, along with the internal and external strategic context specific to this activity.

#### 2.3.1 Internal Context

This section explains the internal factors that influence the planning and operation of the Property activity.

An in-depth analysis of these internal factors is detailed in the *Community Facilities Asset Management Plan – Strategic Summary 2021-2031*.

##### 2.3.1.1 Council Vision and Outcomes

As part of preparations for the 10-Year Plan 2021-20321 Council has created a vision statement for the Manawatu District. It is a stated desire for the future and helps guide Council with the decisions it needs to make:

**Manawatū District – Proudly provincial.  
A great place to land.**

To support the vision, six Council outcomes that underpin Manawatu District's vision were established. How the Property Activity contributes to one of these six outcomes are described in the below table.

Council Outcome	How Property contributes to Councils outcomes
<b>A prosperous, resilient economy</b>	The Council's Property supports the District's Economic wellbeing through leasing and managing property, and providing access to community property for a range of uses.

##### 2.3.1.2 Community Facilities Strategic Framework

The Community Facilities Strategy acts as a tool to assist decisions on the planning of provision and distribution of community facilities, with the aim of providing a 'fit-for-purpose' network throughout the Manawatū District. The Strategy is split into three parts:

- Part one is the Strategic Framework which sets out the vision and goals for the Community Facilities Activity. This framework also highlights all the points which need to be considered for future investment/divestment in community facilities.
- Part two are the various Sub-Plans which categorise each group of community facilities. These sub-plans set out the aim, goals, objectives and actions specific to that facility type.



- Part three is a Community Toolbox which provides Council and the Community with decision-making guidelines and additional information about the Strategy.

The assets (those that can be applied to the Community Facilities Strategy framework) which make up the Property Activity can be found within the Social Service Facilities sub-plan.

### 2.3.1.3 Community Planning Process

Since 2012, each of the rural communities have also developed Community Plans, to help support their local development and promotion. Many of these plans include desired development for some Council property. No allowance in this plan has been made for the desired development.

### 2.3.2 External Context

This section explains the external factors that influence the planning and operation of the Property activity.

An in-depth analysis of these internal factors is detailed in the *Community Facilities Asset Management Plan – Strategic Summary 2021-2031*.

### 2.3.3 Legislative Context

A full breakdown of the Legislative and Industry Standards context relating to Community Facilities is provided in the *Community Facilities Asset Management Plan – Strategic Summary 2021-2031*.

The specific legislation, regulations and standards driving levels of service for the Property Activity are detailed in the table below.

Legislation	Description	Impact for Service
<b>Building Act 2004</b>	To provide for the regulation of building work to ensure buildings can be used safely, that they contribute to people’s health, wellbeing and physical independence and ensure that work is undertaken in accordance with the building code.	Buildings are constructed in accordance with the Building Code. Provides minimum standards for public safety in relation to buildings. Provides minimum standards for equal accessibility into buildings during times of modifications or improvements. Liability extends to buildings not owned by Council, however on Council land.
<b>Property Law Act 2007</b>	Sets out the requirements for the lease of Council-owned buildings and land	Leases of Council-owned land and buildings must meet the requirements of the Act.
<b>Building (Earthquake Prone Buildings) Amendment Act 2016</b>	Requires that buildings (once identified as earthquake prone) need to be strengthened within seven years for priority buildings or 15 years for non-priority buildings.	Buildings identified as being earthquake prone strengthened or demolished within prescribed time period.
<b>Reserves Act 1977</b>	Sets out the requirements for how Reserve land can be managed	Reserve land needs to be managed in line with the restrictions set out in the Act.
<b>Public Bodies Leases Act 1969</b>	Sets out the law relating to the powers of Public Bodies to lease land.	The Reserves Act 1977 still references the Public Bodies Leases Act 1969 for some forms of Reserve Land which places restrictions on the type and format of lease provided.

## 2.4 Current Levels of Service

The table below lists the current levels of service (as detailed in the 2018-2028 Asset Management Plans) applicable to the assets under the Property Activity.

Level of Service Area	Description
<b>Level of Service Statement</b>	Managing Council's property portfolio and public spaces that provide for social interactions to enhance our community's sense of social connectedness, cultural wellbeing and civic pride. .
<b>Level of Service</b>	<b>You can expect satisfaction with our property facilities</b>
<b>Performance Measure</b>	We will measure this by monitoring the responses to our customer satisfaction survey about overall experience of property assets.
<b>Performance Measure Standard</b>	Years 1-2: 80% of surveyed customers are satisfied with their overall experience of property facilities Years 3-10: 85% of surveyed customers are satisfied with their overall experience of property facilities

### 2.4.1 Activity Performance

The table below shows the achievement against the levels of service within the previous Long-Term Plan.

Measure	Standard	Result
<b>You can expect satisfaction with our property facilities</b>	<b>2018/19</b> We will measure this by monitoring the responses to our customer satisfaction survey about overall experience of property assets – 80% satisfied	<b>Target Met</b> 95% satisfied
	<b>2019/20</b> We will measure this by monitoring the responses to our customer satisfaction survey about overall experience of property assets – 80% satisfied	<b>Target Met</b> 95% satisfied

### 2.4.2 Desired Levels of Service

A review of current Levels of Service for the Property Activity was undertaken in the 2020/21 year. Proposed levels of service for the 2021-2031 Plan are detailed in the table below:

Level of Service Area	Description
<b>Level of Service Statement</b>	We manage, support and administer Council's wide range of property portfolio assets and services.
<b>Level of Service</b>	<b>Well maintained, safe Council-owned buildings and properties</b>
<b>Performance Measure</b>	% of in-use Council-owned buildings and properties are compliant with the relevant safety regulations
<b>Performance Measure Standard</b>	Year 1: 100% Year 2: 100% Year 3: 100% Year 4-10: 100%

## 3 Future Demand

The *Community Facilities Asset Management Plan – Strategic Summary 2021-2031* provides a greater level of detail relating to the demand drivers and trends that will affect the Community Facilities Activity. This section outlines the drivers and trends that will have a direct impact on the Property Activity.

This Plan bases future demand on the population forecasts provided by Infometrics (August, 2020), Council’s own planning documents and observation of current trends.

### 3.1 Demand Drivers

#### 3.1.1 Population and Demographic Changes

The resident population of the Manawatū District is forecast to increase by 14.2% to 37,320 during the period covered by this 10-Year Plan. The proportion of residents living in the urban area of Feilding is forecast to increase from 54.5% to 57.1% over the same period.

The portion of the population aged over 65 years and older is forecast to increase significantly from approximately 16.5% of the population in 2019 to 21.0% by 2051. Of particular interest is the percentage of the population aged 85 years and over which is also forecast to increase significantly, from 626 in 2019 to 2,684 in 2051.

When compared with national data the Manawatū District is predominantly bi-cultural, that is predominantly European and Maori, although the data does suggest that the proportion of residents identifying as Pacific Peoples or Asian has doubled between 2013 and 2018.

### 3.2 Demand Trends

#### 3.2.1 Shift in Purpose of Commercial Property

Council still holds ownership of a number of properties which are primarily commercial in nature. In some cases, the purpose for which these properties were originally acquired or developed no longer exists. There is no clear rationale for retaining ownership of these properties and a number of them are proposed for disposal within this Plan.

A project has been identified to develop an Acquisition and Disposals Plan for the Community Facilities Activity. This Plan will provide Council with strategic direction when it comes to the acquisition and disposal of Assets within the Community Facilities Activity.

#### 3.2.2 Reducing or No Levels of Use for Some Assets

There are a number of buildings within the Property Activity which receive little or no use in their current form. They are no longer fit for purpose and have had varying levels of maintenance and renewals undertaken on them. A ‘run to failure’ approach has been undertaken on some assets within this Activity.

In some cases, the land is restricted by legislation or may be required for further use., so the options to deal with these seemingly surplus assets is limited.

The Disposal Plan within this Plan outlines how some of these surplus assets will be dealt with.

#### 3.2.3 Earthquake Prone Buildings

On 1 July 2017 the Building (Earthquake Prone Buildings) Amendment Act 2016 was introduced, requiring priority buildings (once identified) to be strengthened or demolished within seven years. Non-priority buildings are required to be strengthened or demolished within 15 years of being identified. For this Plan the only building identified as an earthquake prone priority building is one of the buildings at the Eyre Street Depot. This building is proposed to be demolished within year 1 Plan.

The Council Administration Building has also been identified as being earthquake prone, as it is an *Importance Level 4* building due to its function as a Civil Defence Emergency Operations Centre. A project to strengthen this building was initiated under the previous asset management plan.

### 3.3 Demand Impacts on Assets

The table below shows the demand issues and the asset programme/approach to meet this demand for the Property Activity.

Demand Issue	Description of Demand	Asset programmes/Approach to meet demand
<b>Change in primary purpose for retention of properties</b>	Commercial properties that had a clear Council purpose are not considered core Council business. No clear rationale for retaining ownership with no clear Council demand. Demand from the private sector for opportunities to invest and develop the sites.	Investment is limited to core assets or where replacement is critically required. A comprehensive disposal programme is proposed for a number of commercial properties. Proposed Acquisition and Disposal Plan.
<b>Reducing or no levels of use for some assets</b>	Some buildings receive little or no use, however the land is restricted by legislation or required for future use.	Run to failure of some assets. Future disposal of some assets when they have reached the end of their economic life.
<b>Earthquake-Prone Buildings</b>	From 1 July 2017 The Building (Earthquake Prone Buildings) Amendment Act 2016 was introduced requiring priority buildings (once identified) to be strengthened within seven years (or 15 years if not a priority building). Within this Plan the one of the Eyre Street Depot buildings has been identified as being earthquake-prone.	This building is proposed to be demolished within this Plan.

## 4 Financial Plan

The *Community Facilities Asset Management Plan – Strategic Summary 2021-2031* provides a detailed breakdown of the financial implications of the operational, renewal and development funding requirements for the Community Facilities Activity.

The following sections outline the funding requirements for operational, renewal and development projects for the Property Activity for the *10-Year Plan 2021-2031*.

### 4.1 Operational Funding Requirements

This section outlines the operational funding requirements for the Property Activity. Operational funding is for those activities which are carried out to provide a service by an asset.

#### 4.1.1 New Operational Funding Requirements

This section outlines the new operational funding requirements as a result of consequential operating expenses from the completion of new assets and operating projects.

The figures below do not include any depreciation or finance costs, and are solely the new operating costs for the Property Activity.

New Asset/Opex Funding Requirement	Y1 21/22	Y2 22/23	Y3 23/24	Y4 24/25	Y5 25/26	Y6 26/27	Y7 27/28	Y8 28/29	Y9 29/30	Y10 30/31	Total
<b>Commercial Property</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	<b>\$0</b>
<b>Community Property</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	<b>\$0</b>
<b>General Property</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	<b>\$0</b>
<b>Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

#### 4.1.2 Operational Funding Requirements

This section outlines the operational funding requirements for the Property Activity.

Operational Funding Requirement	Y1 21/22	Y2 22/23	Y3 23/24	Y4 24/25	Y5 25/26	Y6 26/27	Y7 27/28	Y8 28/29	Y9 29/30	Y10 30/31	TOTAL
<b>Commercial Property</b>	\$76,294	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	<b>\$76,294</b>
<b>Community Property</b>	\$0	\$50,875	\$0	\$67,206	\$92,112	\$21,263	\$0	\$18,726	\$0	\$0	<b>\$250,182</b>
<b>General Property</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	<b>\$0</b>
<b>Total</b>	<b>\$76,294</b>	<b>\$50,875</b>	<b>\$0</b>	<b>\$67,206</b>	<b>\$92,112</b>	<b>\$21,063</b>	<b>\$0</b>	<b>\$18,375</b>	<b>\$0</b>	<b>\$0</b>	<b>\$325,925</b>

### 4.2 Renewal Funding Requirements

This section outlines the renewal funding requirements for the Property Activity. Renewal funding is for activities that return the service capability of an asset to that which it had originally provided.

The summary of renewal funding requirements for the Property Activity is detailed in the table below.

Renewal Funding Requirement	Y1 21/22	Y2 22/23	Y3 23/24	Y4 24/25	Y5 25/26	Y6 26/27	Y7 27/28	Y8 28/29	Y9 29/30	Y10 30/31	TOTAL
<b>District-Wide</b>	\$16,517	\$17,313	\$18,140	\$19,036	\$19,965	\$20,909	\$21,950	\$0	\$0	\$0	<b>\$133,830</b>
<b>Commercial Property</b>	\$0	\$0	\$0	\$39,739	\$35,118	\$0	\$0	\$0	\$0	\$47,681	<b>\$122,538</b>
<b>Community Property</b>	\$138,055	\$70,014	\$3,728	\$383,629	\$31,770	\$13,102	\$24,141	\$0	\$0	\$0	<b>\$664,439</b>
<b>General Property</b>	\$25,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	<b>\$25,000</b>
<b>Total</b>	<b>\$179,572</b>	<b>\$87,327</b>	<b>\$21,868</b>	<b>\$442,404</b>	<b>\$86,853</b>	<b>\$34,011</b>	<b>\$46,091</b>	<b>\$0</b>	<b>\$0</b>	<b>\$47,681</b>	<b>\$945,807</b>

### 4.3 Development Funding Requirements

This section outlines the development funding requirements for the Property Activity. Development funding is for activities to provide a higher level of service or a new service that did not exist previously.

The summary of development funding requirements for the Property Activity is detailed in the table below.

Development Funding Requirement	Y1 21/22	Y2 22/23	Y3 23/24	Y4 24/25	Y5 25/26	Y6 26/27	Y7 27/28	Y8 28/29	Y9 29/30	Y10 30/31	Total
<b>Commercial Property</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	<b>\$0</b>
<b>Community Property</b>	\$10,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	<b>\$10,000</b>
<b>General Property</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	<b>\$0</b>
<b>Total</b>	<b>\$10,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$10,000</b>

### 4.4 10 Year Plan Outcomes 2021-2031

An extensive asset management planning exercise was undertaken for the assets within the Property Activity. The aim of the exercise was to determine the operational and capital investment required over the 10-year period of the 2021-2031 10- Year Plan.

In the current economic climate, Council needs to ensure all of its decisions align with the principles outlined within its Financial Strategy. This has resulted in a number of projects within this Property Asset Management Plan not being funded through the 2021-2031 10-Year Plan. These projects have been identified within the Lifecycle section of this Plan. The Financial section of this Plan shows only those projects that will be funded through the 2021-2031 10-Year Plan.

## 5 Risk Management

### 5.1 Risk Context

The purpose of risk management for infrastructure is to document the findings of identification, assessment and treatment of risks associated with providing services for infrastructure.

When identifying the risks associated with the Property activity, the risk appetite of Council has been considered as per Council's Risk Appetite Statement 2020.

Risk appetite is the level of risk we are willing to accept in the pursuit of our outcomes and objectives. Our aim is to consider all options to respond to risk appropriately and make informed decisions that are most likely to result in successful delivery whilst also providing an acceptable level of value for money.

The acceptance of risk is subject to ensuring that all potential benefits and costs are fully understood and that appropriate measures to manage risk are established before decisions are made.

The key risks relating to the Cemeteries activity are summarised in the table below. It includes the risk assessment, controls and treatments identified. The risks were developed during a workshop with Community Facilities team members.

## 5.2 Risk Assessment Matrix

Risk Description	Controls or Treatment			Current Controls or Treatments	After Controls or Treatment			Post Treatment Score Low, Guarded, Moderate, High or Extreme	Proposed Risk Control/Treatment method Either: avoid, transfer or mitigate	Further Controls or Treatments Proposed
	Likelihood (1-Rare 5- Certain)	Consequence (1-16) Either 1, 2, 4, 8, 16	Raw Score Low, Guarded, Moderate, High or Extreme		Likelihood (1-Rare 5- Certain)	Consequence (1-16) Either 1, 2, 4, 8, 16	Post control or treatment rating			
<p><b>Issue: Unknown amounts or location of Asbestos in Property Assets</b></p> <p><b>Risk:</b></p> <ul style="list-style-type: none"> <li>Some negative publicity or damage to Councils reputation at a regional level, potential for serious political questions</li> <li>Inability to operate within financial targets</li> <li>Longer term disruption to delivery of some activities</li> <li>Breach resulting in legal action.</li> </ul>	5	16	80	<ul style="list-style-type: none"> <li>Development and implementation of Asbestos Management System and site-specific assessments</li> </ul>	3	4	12	Moderate	Mitigate	<ul style="list-style-type: none"> <li>Implement asbestos management system</li> <li>Prioritise asbestos testing at those buildings where key projects have been proposed</li> <li>Progress asbestos testing across those sites identified within the Asbestos Management System</li> </ul>
<p><b>Issue: Deferred renewal and upgrade at some locations across the activity, requiring considerable investment to bring the activity up to a fit for purpose standard</b></p> <p><b>Risk:</b></p> <ul style="list-style-type: none"> <li>Failure to achieve service levels from failures</li> <li>Some negative publicity or damage to Councils reputation at a regional level, potential for serious political questions</li> <li>Inability to operate within financial targets</li> <li>Breach resulting in legal action</li> </ul>	5	4	20	<ul style="list-style-type: none"> <li>AM improvement practices</li> <li>Identify priorities and opportunities for rationalisation.</li> <li>Purposefully plan to run some assets to failure</li> </ul>	3	4	12	Moderate	Mitigate	<ul style="list-style-type: none"> <li>Budget for statutory investigations when identifying land and/or buildings surplus</li> <li>Budget for demolition of buildings deemed unsafe</li> </ul>
<p><b>Issue: Unknown contractual obligations, as a result of a lack of original and version control of leases/agreements, with a number of expired leases.</b></p> <p><b>Risk:</b></p> <ul style="list-style-type: none"> <li>Failure to achieve service levels from failures</li> <li>Some negative publicity or damage to Councils reputation at a regional level, potential for serious political questions</li> <li>Inability to operate within financial targets</li> </ul>	5	2	10	<ul style="list-style-type: none"> <li>High risk/high value lease issues properties are being resolved with greatest priority</li> <li>Leases are being confirmed and schedule updated as they are identified</li> </ul>	5	2	10	Moderate	Mitigate	<ul style="list-style-type: none"> <li>Continue to priorities properties with high risk/high value</li> <li>Consider additional short-term resource to drive reduction of risk.</li> <li>Progress discussions with Land Information New Zealand regarding acquisition of land leased by Council comprising a car park on Aorangi Street and the Halcombe Domain</li> </ul>
<p><b>Issue: Council is unable to achieve the potential gain on sale anticipated as a result of property sales, resulting in not achieving financial targets that allows for the repayment of debt.</b></p> <p><b>Risk:</b></p> <ul style="list-style-type: none"> <li>Some negative publicity or damage to Councils reputation at a regional level, potential for serious political questions</li> <li>Inability to operate within financial targets</li> </ul>	5	4	20	<ul style="list-style-type: none"> <li>Key risk relates to sale of land within the Special Development Zone, 139 South Street (Feilding Depot) and 40 Bowen Street (Archives Central) where sale is proposed to offset debt.</li> <li>Currently working through options to dispose of sites</li> <li>More conservative approach to disposal values in future and current Asset Management Plans.</li> </ul>	5	4	20	High	Mitigate	<ul style="list-style-type: none"> <li>Continue to progress options to dispose of sites</li> <li>Progress investigation of other Council administered land considered 'surplus' for disposal within the 10-Year Plan</li> </ul>



## 6 Routine Operations and Maintenance Plan

Routine maintenance is the regular ongoing work that is necessary to keep assets operating. This also includes instances where portions of the asset fail and immediate repair is required to make the asset operational again.

### 6.1 Operations Plan

The table below outlines how Council's Property Activity is operated, from the day-to-day management of the assets within the Property Activity to the strategic and asset management responsibilities.

	Day to Day Management	Strategic and Asset Management	Programme Management	Operational Tasks and Duties	Customer and Administrative Functions
<b>Commercial, Community &amp; General Property</b>	The day-to-day management of the Property Activity is managed in house by Council staff, mostly through the Strategic Community Property Advisor role.	The strategic overview of the Property activity is provided by the General Manager – Community and Strategy and the Community Facilities Manager. The Community Facilities Manager has the overall asset management responsibility for the activity to support the Asset Manager in the effective operation of the activity.	<i>Programme management is not applicable to the Property Activity.</i>	The undertaking of day to day operational tasks and duties such as cleaning, inspections and minor maintenance is undertaken either by the lessees or by Council staff or contractors, dependent on the location. Unplanned maintenance is undertaken as a result of contractor, staff inspections or the leasee. Most maintenance is generally reactive in nature, with a minor level of planned maintenance undertaken.	Customer and administrative functions relating to the leasing of Council-owned property is managed through the lease and the Strategic Community Property Advisor role.

#### 6.1.1 Community Facilities Strategy Operational Actions

The *Community Facilities Strategy 2020* includes six sub-plans which categorise community facilities into groups. These sub-plans include an action plan to ensure Council continues to effectively manager and deliver the facilities within that group.

The *Social Services* sub-plan lists the following operational actions for the assets covered by the Property Activity:

Operation Actions – Social Service Facilities			
Key Action	Partners	Cost (est.)	Timeframe
Annual reports to be completed to understand and proactively plan financial forecasting for Social Service facilities where Council has a vested interest.		No Cost	2020-2021
Continue provision of Te Manawa Services.	Te Manawa	TBC	2020 Onwards
Continue to work with Maori agencies to provide the services for people in need.		No Cost	2020 Onwards

Upgrade and project requests such as funding continues through guidance by the Community Facilities Strategy – Social Services sub-plan.		No Cost	2020 Onwards
Regular condition assessments completed for health, safety and legal requirements.		No Cost	2021-2031
Apply the Policy Guidance when making day-to-day recommendations on the provision of Social Service facilities across the network (refer to the Community Toolbox for the Policy Guidance specific to Social Services)		No Cost	2021-2031
Develop and annual survey to understand trends in the type of users, what spaces and needs people have from a Social Service facility, issues or barriers, satisfaction with existing spaces and how they could best be delivered.		No Cost	2020 Onwards
Develop monitoring forms for staff to complete a review for quality control of facilities and undertake regular utilisation checks (i.e. count customers) in Social Service spaces to determine utilisation and share information between agencies, to help with funding and evidence of demand for services.		No Cost	2021 Onwards
Ensure a forward programme of works informs the 10 Year Plan for Social Service facilities.		No Cost	2021-2031
Provide training to staff on accurate and timely reporting expectations for consistent and reliable information (up-to-date data online).		No cost	2021-2021
The Community Development Strategy's Wellbeing Framework has been considered in decision making process and implementation.		No cost	2021-2031

### 6.1.2 Summary of Future Operational Costs

The total cost of the proposed operational projects over the 10 years of this Plan is \$325,925. The table below summarises the operational costs associated with the assets within the Property Activity. A summary of the operational costs for each category can be found in the Financial Section of this Plan. A full breakdown of the proposed operational projects for each category can be found within the Lifecycle Section.

Facility	Summary of Future Operational Costs
<b>Commercial Property</b>	The operational costs within the Commercial Property Activity relates to the demolition of the Eyre Street Depot buildings.
<b>Community Property</b>	The operational costs within the Community Property Activity relate to the Feilding Clock Tower, Council Administration Building, Palmerston North Surf Lifesaving Club and Feilding Community Centre – Te Manawa. The projects at the Feilding Community Centre – Te Manawa have been identified through a condition assessment undertaken in June 2020.
<b>General Property</b>	There are no operational costs within the General Property Activity.

### 6.1.3 District-wide Operational Projects

The following proposed operational projects have been identified for Property across the District.

Category	Project Description	Criticality (high/med/low)	Consequence if not completed (high/med/low)	Estimated cost of project (Excl GST)	Desired time of Project (1 to 20 years)
<b>Property Activity</b>	<i>Full asbestos survey's on properties where asbestos has been identified or is suspected – <b>NOT FUNDED</b></i>	<i>High</i>	<i>High</i>	<i>\$3,000 PA</i>	<i>1-10</i>
<b>Property Activity</b>	<i>Development of an Acquisition and Disposal Strategy – <b>NOT FUNDED</b></i>	<i>High</i>	<i>High</i>	<i>\$5,000</i>	<i>1, 2</i>
<b>Property Activity</b>	<i>Development of a Public Arts Plan- <b>NOT FUNDED</b></i>	<i>Med</i>	<i>Med</i>	<i>\$50,000</i>	<i>2</i>

## 6.2 Maintenance Plan

This section covers the approach and strategy to the maintenance of Council's Property.

### 6.2.1 Maintenance Strategy

Three categories of maintenance are performed on Properties as outlined in the table below.

Maintenance Aspect	
<b>Reactive Maintenance</b>	Repair of assets required to correct faults identified by lessees, staff inspections or notification from facility users. This has been the predominant maintenance approach with these facilities in the past.
<b>Routine Maintenance</b>	Routine maintenance predominantly relates to cleaning services and is organised by the leasee or Council staff.
<b>Planned Maintenance</b>	Also defined as preventative or programmed maintenance. Typical work includes repainting of external surfaces, repainting and redecoration of interiors, and minor repairs and replacement of building components that are failing or will fail but do not require immediate repair. The programme and priority for work is based on condition inspections and reporting. This is to monitor asset condition, identify emerging risks, and identify the need for maintenance and repair work, both current and predicted future failure.

### 6.2.2 Maintenance Approach

Category	
<b>Commercial Property</b>	Historically, there has not been a clear or documented strategy on the maintenance of the assets within the Property Activity. The general approach has been to do the bare minimum to keep the asset going, with some assets having a 'run-to-failure' approach. None of the assets have a planned/preventative maintenance plan in place.
<b>Community Property</b>	
<b>General Property</b>	

## 7 Renewal Plan

Renewal expenditure is major work which does not increase the assets design capacity but restores, rehabilitates, replaces or renews an existing asset to its original capacity.

### 7.1 Identification of Renewals

Renewal works are identified through requests for maintenance and condition assessments

Conducting condition assessments enables assets to be renewed prior to failure and reduces the risk of increased maintenance costs and reactive tasks. The Improvement Plan of this Plan proposes that periodic condition assessments should be carried out on all assets within the Community Facilities Activity to inform planned/preventative maintenance plans, which will ensure the assets are well maintained.

### 7.2 Districtwide Renewal projects

The following proposed renewal projects have been identified for Property across the District.

Asset Description	Estimated Remaining life (years)	Consequence if not renewed (high/med/low)	Estimated cost of renewal (Excl GST)	Desired time of Renewal (1 to 20 years)
District-Wide Property Renewals	-	Med	\$16,517	1
District-Wide Property Renewals	-	Med	\$17,313	2
District-Wide Property Renewals	-	Med	\$18,140	3
District-Wide Property Renewals	-	Med	\$19,036	4
District-Wide Property Renewals	-	Med	\$19,965	5
District-Wide Property Renewals	-	Med	\$20,909	6
District-Wide Property Renewals	-	Med	\$21,950	7

### 7.3 Summary of Renewal Project Costs

The total cost of the proposed renewals for the assets within the Property Activity over the ten years of this plan is \$945,807. This is made up of significant renewal projects at the Council Administration Building, Feilding Community Centre – Te Manawa and Palmerston North Surf Lifesaving Club.

A summary of the renewal costs for each category can be found in the Financial Section of this Plan. A full breakdown of the renewal project costs for each category can be found within the Lifecycle Section.

## 8 Development Plan

Development is the acquisition or creation of new assets that did not previously exist or works which will upgrade or improve an existing asset beyond its existing capacity. New assets may result from growth, demand, social or environmental needs, or be donated to/vested in Council.

### 8.1 District Wide Development Plans

The following desired development projects have been identified for the Property Activity across the District.

Development Description	Increased level of service (%)	Response to growth demand (%)	Includes component of renewal (%)	Desired time of Development (1 to 20 years)	Estimated cost of development (Excl GST)	Estimated other capital income (grants not Council)
	These three percentages should add up to 100%					
<b>There are no District-Wide development projects identified within this Plan</b>						

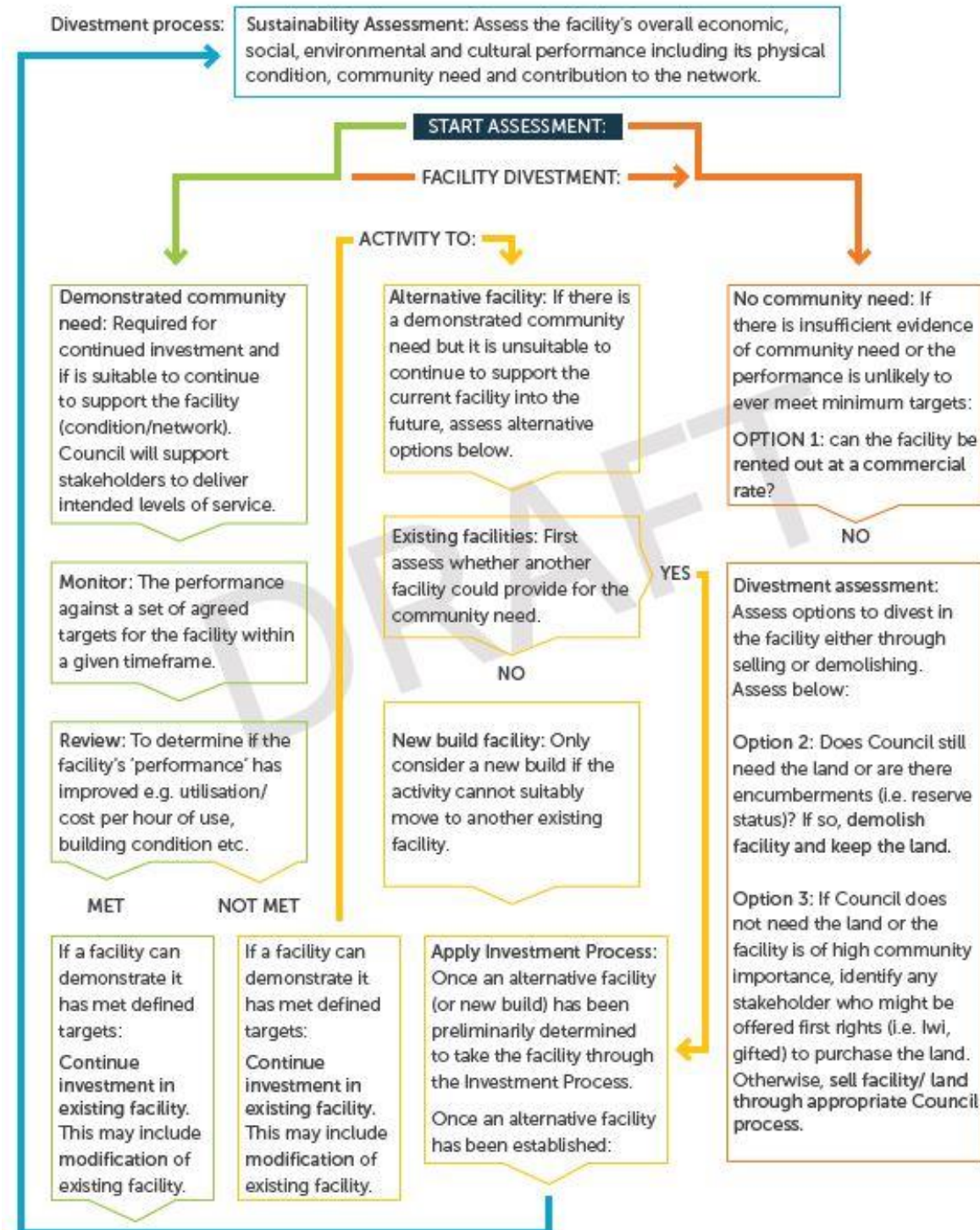
### 8.2 Summary of Key Development Projects Costs

The only development project proposed for this Plan is the addition of a ramp and deck to the County Fayre building at a cost of \$10,000.

## 9 Disposal Plan

Disposal is any activity associated with the disposal of a decommissioned asset, including sale, demolition or relocation.

The *Community Facilities Strategy 2020* outlines a divestment process for Community Facilities which are no longer sustainable. This process provides a transparent, robust approach to assess whether a facility should be divested. A flow diagram of the process is featured below:



## 9.1 Disposal Schedule

The table below shows those assets within the Property Activity that have been identified for disposal and the desired timing:

Facility	Location	Desired Timing of Disposal
<b>Brass Band Building - Removal of Building</b>	6 Council Place, Feilding	1
<b>Community House, Feilding - Removal of Building</b>	131 Manchester Street, Feilding	1
<b>Eyre Street Depot - Demolition of Buildings</b>	10 Eyre Street, Feilding	1
<b>Feilding Depot</b>	139 South Street, Feilding	1
<b>Regional Archives</b>	40 Bowen Street, Feilding	1
<b>South Street/Kawakawa Road Commercial Land</b>	South Street and Kawakawa Road, Feilding	1-10
<b>Red Cross House, Feilding - Removal of Building</b>	31 Grey Street, Feilding	2
<b>Kimbolton Depot</b>	45 Edwards Street, Kimbolton	3-4
<b>Residential Tenancy: 1269 Pohangina Road</b>	1269 Pohangina Road, Pohangina	Unknown
<b>Pohangina Depot - Removal of Buildings</b>	Finnis Road, Pohangina	Unknown
<b>Sanson Playcentre</b>	2A Phillips Street, Sanson	Unknown

The three properties with unknown timing for disposal each have different circumstances:

- The property at 1269 Pohangina Road will be disposed of once the current tenant vacates the property.
- Council owns the land at 2A Phillips Street while the building is owned by the Sanson Playcentre. Once the Playcentre has decided on the future of the building Council can move to dispose of the land.
- The buildings at the Pohangina Depot are currently occupied by a bee keeper and honey distributor. Ideally these buildings would be sold to the occupier with Council retaining ownership of the reserve land they are situated on.

A large number of Commercial Properties are being considered for disposal as part of this Plan, recognising that the property serves no primary purpose as a Council Asset.

## 10 Improvement Plan

### 10.1 Improvement Plan

The full Improvement Plan for the Community Facilities Activity is detailed within the *Community Facilities Asset Management Plan: Strategic Summary*. This section outlines the future improvements for this Plan and the planning process, to ensure effective asset management and informed decision making.

Task	Responsibility	Resources Required	Timeline
Implementation of Community Facilities Strategy to provide strategic direction on provision of Property	Community Facilities Manager and Parks & Property Team Leader	Staff Time, within existing budgets	2021-2024
Implement RAMM as asset management database for assets within the Property Activity	Community Facilities Manager and Parks & Property Team Leader	Staff Time, within existing budgets	2021-2024
Carry-out periodic condition assessments on the assets within the Property Activity to provide accurate condition data.	Parks & Property Team Leader	Third Party Building Inspector, additional budget provision	2021-2024
Conduct comprehensive review of Levels of Service for the Property Activity to ensure community expectations are being met	Community Facilities Manager and Parks & Property Team Leader	Staff Time, within existing budgets	2022/2023
Development of Acquisition and Disposal Plan to provide strategic direction on the acquisition and disposal of assets within the Property Activity	Strategic Community Property Advisor and Asset Management & Compliance Coordinator	Staff Time; Third Party Consultant, additional budget provision	2021/2022

### 10.2 Monitoring and Review Procedures

The table below describes the tasks involved in the monitoring and review of the *Community Facilities Asset Management Plan: Property*. These tasks seek to align this Plan with Council policy and community needs, as well as bring the Plan to the appropriate level of advancement.

Frequency	Monitoring/Review Task
<b>Ongoing</b>	Asset management plan data updated on a continual basis as operations, maintenance and renewals are carried out or new assets are created.
<b>Annually</b>	Internal review of the asset management plan including renewal projections and valuation. Customer satisfaction surveys carried out and customer complaints register analysed.
<b>Three-yearly</b>	Formal review of the asset management plan prior to the review of the 10-Year Plan, strategic plan and funding and financial policies. External audit of the asset management plan.
<b>Six-yearly</b>	Formal level of service review carried out in line with the wider community outcomes consultation.



# 11 Lifecycle Plans

The following separate Lifecycle Plans have been developed:

Section	Category
11.1	Commercial Property
11.2	Community Property
11.3	General Property

## 11.1 Commercial Property Lifecycle Plan



### 11.1.1 Summary

Commercial Property	Location	Status
<b>Feilding Depot</b>	139 South Street, Feilding	Freehold, three leases in place
<b>Eyre Street Depot and Carpark</b>	10 Eyre Street, Feilding	Freehold, gentleman's lease arrangement in place, used primarily for car parking
<b>Kimbolton Depot</b>	45 Edwards Street, Kimbolton	Freehold, with two lessee's occupying sites
<b>Regional Archives</b>	40 Bowen Street, Feilding	Freehold, lessee occupying building
<b>South Street/Kawakawa Commercial Land</b>	South Street and Kawakawa Road Feilding	Freehold – for sale
<b>Himatangi Beach Motor Camp</b>	30 Koputara Road Himatangi Beach	Coastal Reserve, leasee occupying site
<b>Tangimoana Beach Motor Camp</b>	11 Kuku Street, Tangimoana	Recreation Reserve, leasee occupying site

### 11.1.2 Asset Description

#### Feilding Depot

The 139 South Street Depot was originally a Council depot, acting as the base of the Districts Local Authority Trading Enterprise. The depot was built in 1984 and significantly altered in 1995. It houses a 680m<sup>2</sup> building located on a 2.7330ha site on South Street. The building is separated for use by two organisations. Both sides include offices, meeting rooms, kitchens and lunch rooms, and have shared access to changing rooms, toilets, showers and storage rooms. Outbuildings consist of 350m<sup>2</sup> of secured sheds, a 294m<sup>2</sup> implement shed and a 480m<sup>2</sup> vehicle/machinery shed.

The site is now leased to Councils Open Space Contractor, Fire and Emergency New Zealand and Te Runanga o Raukawa. The balance of the site is used by Council as a store and grounds for the operation of the open space management contract.

The site has a current market valuation of \$1.95 million as of July 2017.

#### Eyre Street Depot and Carpark

The Eyre Street site has two buildings thought to be built in 1952, a store (previously the Trading Post) and a workshop, located on a 0.1806m<sup>2</sup> site on Eyre Street, Feilding. The workshop is occupied by way of a 'gentleman's agreement' as a workshop/storage room. The Eyre Street 'long building' is occupied by Manchester House also on a 'gentleman's agreement'. Both buildings are unreinforced masonry. The workshop building has been identified as being earthquake-prone and is identified for demolition within this Plan.

#### **Kimbolton Depot**

Kimbolton Depot was built in 1978, a 352m<sup>2</sup> office/shed/workshop and additional outbuildings located on a 0.6854ha site on Edward Street, Kimbolton. Kiwitea Rural Water Scheme occupies some of the property, however there is no lease in place or revenue being received. This will need to be addressed.

The balance of the land is leased to Darryl Mortimer. He has given notice but no final date. We will be proposing a staged handover to a new tenant who is ready to move onto the site.

#### **Regional Archives**

Built in 1971 The Regional Archives Building is a 1440m<sup>2</sup> two-storey concrete building located on a Council-owned 0.1430ha site at 40 Bowen Street, and part of 38 Bowen Street, Feilding. Referred to as the Old Coach House, it was previously owned by the Historic Vehicles Collection Trust and operated as a transportation museum. When the Trust relocated to new premises, Council purchased the Old Coach House for a Regional Archive Facility. The construction from museum to archive was undertaken in 2012. It now holds the records of the Manawatu, Rangitikei, Horowhenua and Tararua District Councils and Horizons Regional Council.

#### **South Street/Kawakawa Road Commercial Land**

This land was purchased from the Manfeild Park Trust to offset debt. At the time of purchase a number of planning covenants were put in place as part of a plan change. The planning rules have made development of the site and any subsequent sale overly restrictive.

Council had intended that this land would be sold in full in the first five years of the 2015 Long Term Plan. To date, one sale has been completed with a further offer being considered. A review of the planning rules is proposed to see the site become more attractive for sale.

#### **Himatangi Beach Motor Camp**

The Himatangi Beach Motor Camp is located on recreation reserve at 30 Koputara Road. A long-term lease is in place for the land only, Council owns no built assets on the site.

#### **Tangimoana Beach Motor Camp**

The Tangimoana Beach Motor Camp is located on recreation reserve at 11 Kuku Street. The site requires a large amount of development with the lease on the site being formalised in the 2017 year. During 2020 an expression of interest process commenced.

### **11.1.3 Demand**

Usage demand is not measured for the Commercial Property activity.

### **11.1.4 Key Issues and Threats**

The key issues and threats specific to Commercial Property are detailed below:

<b>Issue/Threat</b>	<b>Consequence and likelihood (high/med/low)</b>	<b>Treatment</b>
<b>Disposal of South Street/Kawakawa Road Land</b> Council had anticipated the disposal in full of the South Street/Kawakawa Road Lands in the first year of the 2015-25 Long Term Plan. To date only one portion of the lands have been sold.	<b>High</b>	Funding provision is available and time should be prioritised to see this matter resolved

### 11.1.5 Operations Plan

This section outlines the operational projects and new operational funding required for the successful implementation of this Plan for commercial property.

#### 11.1.5.1 New Operational Funding Requirements

These are the new operational funding requirements identified for commercial property. They are the result of increased levels of operational maintenance identified in this plan to respond to demand and/or to meet the desired levels of service, or as a result of consequential operational expenditure as a result of development.

The values provided below are not inclusive of depreciation or any funding costs such as interest.

New Asset/Opex Funding Requirement	Y1 21/22	Y2 22/23	Y3 23/24	Y4 24/25	Y5 25/26	Y6 26/27	Y7 27/28	Y8 28/29	Y9 29/30	Y10 30/31
<b>No new operational funding is required for this Plan</b>										

#### 11.1.5.2 Operational Projects

The following proposed operational projects have been identified for commercial property. These projects have either been identified as a result of identifying extraordinary planned maintenance or are projects required for the future planning of these assets.

Location	Project Description	Criticality (high/med/low)	Consequence if not completed (high/med/low)	Estimated cost of project (Excl GST)	Desired time of Project (1 to 20 years)
<b>No operational projects have been identified within this Plan</b>					

### 11.1.6 Renewal Plan

Renewal plans provide for the renewal of all or part of an asset, which increases the life of an asset or replaces the asset at the end of its lifecycle.

The proposed renewal plan for commercial property is detailed in the table below:

Location	Project Description	Estimated Remaining life (years)	Consequence if not renewed (high/med/low)	Estimated cost of renewal (Excl GST)	Desired time of Renewal (1 to 20 years)
<b>Eyre Street Depot</b>	Reseal depot carpark	4	Med	\$39,739	4
<b>Eyre Street Carpark</b>	Reseal northern carpark	5	Med	\$35,118	5
<b>Eyre Street Depot</b>	Reseal depot carpark	10	Med	\$47,681	10

### 11.1.7 Development Plan

The proposed development plan for commercial property is detailed in the table below.

Location	Development Description	Increased level of service (%)	Response to growth demand (%)	Includes component of renewal (%)	Desired time of Development (1 to 20 years)	Estimated cost of development (Excl GST)	Estimated other capital income (grants not Council)
		These three percentages should add up to 100%					
<b>No development projects have been identified within this Plan</b>							

### 11.1.8 Disposal Plan

Disposal includes any activity associated with the disposal of a decommissioned asset, including sale, demolition or relocation. The table below shows those assets within the commercial property category that have been identified for disposal and the desired timing of this disposal.

Disposal Description	Estimated cost of disposal (Excl GST)	Desired time of disposal (1 to 20 years)
<b>Eyre Street Depot</b> – Demolition of Buildings at 10 Eyre Street (noting presence of asbestos)	\$76,294	1
<b>South Street/Kawakawa Road Commercial Land</b> – Continued sale of Council-owned land along South Street and Kawakawa Road, Feilding	\$113,109	1-10

## 11.2 Community Property Lifecycle Plan



### 11.2.1 Summary

Community Property	Location	Status
<b>Council Administration Building</b>	135 Manchester Street, Feilding	Council owned and operated
<b>Animal Control Building and Compound, Awa Street</b>	16 Awa Street, Feilding	Council owned and operated
<b>Community House, Feilding</b>	131 Manchester Street, Feilding	Leased to Feilding Literacy – periodic tenure
<b>Council Native Plant Nursery</b>	208 Kawakawa Road, Feilding	Council owned and operated
<b>Brass Band Building, Feilding</b>	6 Council Place, Feilding	Owned by Feilding Brass Inc on Council-owned land
<b>County Fayre - Pohangina</b>	976 Finnis Road, Pohangina	Council owned and lease to Country Fayre.
<b>Feilding Clock Tower</b>	Manchester Square, Feilding	Council owned and operated
<b>Feilding Community Centre - Te Manawa</b>	21 Stafford Street, Feilding	Council owned. Leased to Te Manawa Services.
<b>Palmerston North Lifesaving Club Building</b>	4 Koputara Road, Himatangi Beach	Council owned building, leased to Surf Lifesaving Club.
<b>Rongotea Community Centre</b>	11 Douglas Square, Rongotea	Council owned. Historical agreement with users.
<b>Rangiwahia Memorial Hall</b>	2522 Rangiwahia Road, Rangiwahia	Council owned and leased to Rangiwahia Playgroup

### 11.2.2 Asset Description

#### **Council Administration Building**

Built in 1993, a 2,100m<sup>2</sup> brick building located on a 0.4700ha site on Manchester Street, Feilding. The building consists of offices, reception area, Council chambers, meeting/function rooms, emergency operations centre, file and archive rooms, storage rooms, laboratory, kitchens, bathrooms, toilets, shower room, nurses' station, cleaner's room, generator and boiler room, garden and courtyard.

#### **Animal Control Building and Compound**

Comprised of a small office with shower and toilet, and an upgraded pound building which is kept under camera surveillance. The pound buildings are managed and operated by the Animal Control Team.

### **Community House, Feilding**

Built in 1948, a 110<sup>2</sup> roughcast building located on a 0.1244ha site on Manchester Street, Feilding. The building consists of offices, meeting rooms, kitchen and toilets. A detached garage on the site is used as an additional meeting/training room. Community House is leased to Literacy Feilding, an incorporated society that provides literacy training for adults, and Sport Manawatu, a charitable trust that promotes sport and leisure activities.

### **Council Native Plant Nursery**

In 2014 Council began the construction of a native plant nursery with the purpose of growing eco-sourced native plantings primarily for the Feilding Waste Water Treatment Plant. This is situated on 2.66Ha of council-owned land, with a number of buildings and structures on site comprising of a 160m<sup>2</sup> potting shed, 55m<sup>2</sup> Office block and a 1020m<sup>2</sup> plastic covered tunnel/ propagation house.

### **Brass Band Building**

Built in 1972 and located at 6 Council Place, Feilding the approximately 280m<sup>2</sup> building is owned by Feilding Brass Inc. on Council-owned land.

### **County Fayre – Pohangina**

Situated in the Old Pohangina County Council Building in the Pohangina Village on Finnish Road (off Pohangina Road), County Fayre is a community initiative to preserve valley history and support community projects. There is an extensive gallery of historic photographs and Roll of Honour, with local crafts. The footprint of the building is approx. 250m<sup>2</sup> with a fire proof safe within the building.

### **Feilding Clock Tower**

Built in 1999, a 25m<sup>2</sup> concrete and Hinuera stone tower housing a 1902 clock located on a roundabout in the centre of Manchester Square, Feilding. The clock tower is a local icon, maintained by Council, for the benefit of the community.

### **Feilding Community Centre – Te Manawa**

Built in 1907, a 400m<sup>2</sup> brick and plaster building located on a 0.1133ha site on the corner of Stafford and Fergusson Streets. The building consists of offices, meeting rooms, kitchen, storage rooms and toilets. It is New Zealand's first community centre, held as a Local Purpose Reserve and registered as a Category I Historic Place with the New Zealand Historic Places Trust. The Feilding Community Centre is leased to Te Manawa Services, a charitable trust providing family support services.

### **Palmerston North Lifesaving Club Building**

A two-story structure on the beach front of Himatangi Beach, which was rebuilt in 2013 by the Palmerston North Surf lifesaving club. The ground floor acts as storage for the Surf lifesaving equipment. The top floor contains a kitchen and lounge with accommodation for 16.

### **Rongotea Community Centre**

Built in 1908, a 116m<sup>2</sup> timber building located on a 0.1012ha site on Douglas Square. The building consists of a library area, office, meeting room, kitchen and toilets. There is a 77m<sup>2</sup> pottery room also located on the site, separate to the main building. The building serves as a community centre and library. It was formerly the BNZ Building and is registered as a Category II Historic Place with the New Zealand Historic Places Trust. The community centre is operated by a local management committee.

### **Rangiwahia Memorial Hall**

Built in 1947, Rangiwahia Memorial Hall is a 408m<sup>2</sup> roughcast building located on a 0.0850ha site on State Highway 56, Rangiwahia. The building is used solely by the Rangiwahia Playgroup and consists of playrooms, meeting room, kitchen and toilets.

#### **11.2.3 Demand**

There is no expected significant increase in demand for Community Property.

#### **11.2.4 Key Issues and Threats**

The key issues and threats specific to Community Property are detailed below:

Issue/Threat	Consequence and likelihood (high/med/low)	Treatment
<p><b>Council Administration Building Earthquake Prone</b></p> <p>This building is earthquake prone, placing significant risks to business continuity and staff safety in the event of a large earthquake. The Council Administration Building as an Emergency operating centre is required to be 67% of an Importance Level 4</p>	<p><b>High</b></p>	<p>A project to earthquake strengthen this building was started prior to the adoption of this Plan</p>



## 11.2.5 Operations Plan

This section outlines the operational projects and new operational funding required for the successful implementation of this Plan for community property.

### 11.2.5.1 New Operational Funding Requirements

These are the new operational funding requirements identified for community property. They are the result of increased levels of operational maintenance identified in this plan to respond to demand and/or to meet the desired levels of service, or as a result of consequential operational expenditure as a result of development.

The values provided below are not inclusive of depreciation or any funding costs such as interest.

New Asset/Opex Funding Requirement	Y1 21/22	Y2 22/23	Y3 23/24	Y4 24/25	Y5 25/26	Y6 26/27	Y7 27/28	Y8 28/29	Y9 29/30	Y10 30/31
<b>No new operational funding is required for this Plan</b>										

### 11.2.5.2 Operational Projects

The following proposed operational projects have been identified for commercial property. These projects have either been identified as a result of identifying extraordinary planned maintenance or are projects required for the future planning of these assets.

Location	Project Description	Criticality (high/med/low)	Consequence if not completed (high/med/low)	Estimated cost of project (Excl GST)	Desired time of Project (1 to 20 years)
<b>Feilding Clock Tower</b>	Full exterior repaint and maintenance of the clock mechanism	Med	Med	\$18,018	2
<b>Palmerston North Surf Lifesaving Club</b>	Exterior repaint	Med	Med	\$32,857	2
<b>Feilding Community Centre – Te Manawa</b>	Exterior repaint	Med	Med	\$33,603	4
<b>Country Fayre – Pohangina</b>	Exterior repaint	Med	Med	\$33,603	4
<b><i>Council Administration Building</i></b>	<i>Sealing of carparks around administration building – NOT FUNDED</i>	<i>Med</i>	<i>Med</i>	<i>\$15,000</i>	<i>4</i>
<b>Brassband Building</b>	Operational grant for the purchase of the brassband building	High	High	\$92,112	5
<b>Feilding Clock Tower</b>	Full exterior repaint and maintenance of the clock mechanism	Med	Med	\$12,994	6

<b>Palmerston North Surf Lifesaving Club</b>	Corrosion treatment to steel stairwell on beach front	Med	Med	\$8,269	6
<b>Palmerston North Surf Lifesaving Club</b>	Corrosion treatment to corroding steel works	Med	Med	\$18,726	8
<b>Council Administration Building</b>	<i>Repaint of office exteriors – NOT FUNDED</i>	<i>Low</i>	<i>Med</i>	<i>\$21,000</i>	<i>9</i>
<b>Rangiwahia Memorial Hall</b>	<i>Full asbestos survey – NOT FUNDED</i>	<i>High</i>	<i>High</i>	<i>\$500</i>	<i>4</i>
<b>Feilding Community Centre – Te Manawa</b>	<i>Pest control – borer (as per condition assessment June 2020) – NOT FUNDED</i>	<i>Med</i>	<i>Med</i>	<i>\$5,000</i>	<i>4</i>

### 11.2.6 Renewal Plan

Renewal plans provide for the renewal of all or part of an asset, which increases the life of an asset or replaces the asset at the end of its lifecycle.

The proposed renewal plan for community property is detailed in the table below:

Location	Project Description	Estimated Remaining life (years)	Consequence if not renewed (high/med/low)	Estimated cost of renewal (Excl GST)	Desired time of Renewal (1 to 20 years)
<b>Feilding Community Centre – Te Manawa</b>	Cosmetic renewals to ensure correct functioning of facilities (e.g. plumbing, electrical etc.) (as per condition assessment June 2020)	0	Med	\$30,415	1
<b>Council Administration Building</b>	Security system renewal	1	High	\$77,475	1
<b>Council Administration Building</b>	Significant repaint of office interiors	1	Med	\$26,806	1
<b>Council Administration Building</b>	Renewal of battery's Uninterrupted power supply (UPS)	1	High	\$3,359	1
<b>Rongotea Community Centre</b>	Replacement of failing exterior cladding	3	High	\$8,657	2

<b>Palmerston North Surf Lifesaving Club</b>	Replacement of carpet	2	Low	\$11,542	2
<b>Feilding Community Centre - Te Manawa</b>	Renewals (including head flashings over entrance) to ensure weathertightness of building (as per condition assessment June 2020)	3	High	\$49,815	2
<b>Council Administration Building</b>	Renewal of battery's Uninterrupted power supply (UPS	1	High	\$3,728	3
<b>Palmerston North Surf Lifesaving Club</b>	Roof flashing replacement	3	Med	\$63,454	4
<b>Council Administration Building</b>	HVAC replacement programme - Year 4	3	High	\$320,175	4
<b>Rangiwahia Memorial Hall</b>	<i>Roof replacement - NOT FUNDED</i>	<i>2</i>	<i>High</i>	<i>\$20,000</i>	<i>4</i>
<b>Rangiwahia Memorial Hall</b>	<i>Renewals to ensure weathertightness of building (as per condition assessment June 2020) - NOT FUNDED</i>	<i>0</i>	<i>High</i>	<i>\$12,000</i>	<i>4</i>
<b>Rangiwahia Memorial Hall</b>	<i>Cosmetic renewals to ensure correct functioning of facilities (e.g. plumbing, electrical etc.) (as per condition assessment June 2020) - NOT FUNDED</i>	<i>0</i>	<i>High</i>	<i>\$13,000</i>	<i>4</i>
<b>Council Administration Building</b>	Renewal of battery's Uninterrupted power supply (UPS	1	High	\$4,144	5
<b>Animal Control Building and Compound, Awa Street</b>	Replace heat pump in office	5	Med	\$5,525	5
<b>Council Administration Building</b>	Replacement of security cameras	7	High	\$22,101	5
<b>Council Administration Building</b>	Replacement of Autogate motors and electronics	7	High	\$7,279	6
<b>Council Administration Building</b>	HVAC replacement programme - Year 6	5	High	\$5,823	6
<b>Council Administration Building</b>	Renewal of battery's Uninterrupted power supply (UPS	1	High	\$4,613	7

<b>Animal Control Building and Compound, Awa Street</b>	Replace resin wall and floor protection in kennel area	6	Low	\$7,688	7
<b>Council Administration Building</b>	HVAC replacement programme – Year 7	6	High	\$11,840	7
<b>Council Administration Building</b>	<i>HVAC replacement programme – Year 8 – NOT FUNDED</i>	7	High	\$41,250	8
<b>Council Administration Building</b>	<i>HVAC replacement programme – Year 9 – NOT FUNDEED</i>	8	High	\$56,700	9

### 11.2.7 Development Plan

The proposed development plan for community property is detailed in the table below.

Location	Development Description	Increased level of service (%)	Response to growth demand (%)	Includes component of renewal (%)	Desired time of Development (1 to 20 years)	Estimated cost of development (Excl GST)	Estimated other capital income (grants not Council)
		These three percentages should add up to 100%					
<b>Council Administration Building</b>	<i>Data Storage Increase - Increase in data storage capacity due to increased number of security cameras – NOT FUNDED</i>	100%			1	\$25,000	
<b>County Fayre</b>	<b>Ramp and Deck</b> – install new ramp and deck	100%			1	\$10,310	

### 11.2.8 Disposal Plan

Disposal includes any activity associated with the disposal of a decommissioned asset, including sale, demolition or relocation. The table below shows those assets within the community property category that have been identified for disposal and the desired timing of this disposal.

Disposal Description	Estimated cost of disposal (Excl GST)	Desired time of disposal (1 to 20 years)
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## 11.3 General Property Lifecycle Plan



### 11.3.1 Summary

General Property	Location	Status
<b>Fergusson Street Carpark</b>	2 Warwick Street, Feilding	Freehold, available for car parking
<b>Halcombe Playcentre</b>	77 Willoughby Street, Halcombe	Freehold, lease in place
<b>Kawakawa Road Lease Block</b>	208 Kawakawa Road, Feilding	Freehold, lease in place, future for other Council purposes
<b>Kimbolton Playcentre</b>	4 Lind Street, Kimbolton	Freehold, leased for play centre purposes
<b>Pohangina Depot</b>	976 Finnis Road, Pohangina	Leased building on recreation reserve
<b>Red Cross House - 31 Grey Street</b>	31 Grey Street, Feilding	Freehold property, leased to Red Cross
<b>Sanson Playcentre - Land</b>	2A Phillips Street, Sanson	Freehold, Council-owned land, building owned by Sanson Playcentre
<b>Residential Tenancy - 1269 Pohangina Road</b>	1269 Pohangina Road, Pohangina	Tenanted property on recreation reserve, unable to be disposed of.

### 11.3.2 Asset Description

#### **Fergusson Street Carpark**

Located on the western end of Fergusson Street, this is a 2500m<sup>2</sup> car park housing approximately 66 carparks in central Feilding, to service shopping patrons and the public for overflow events at Manfeild.

#### **Halcombe Playcentre**

Located at 77 Willoughby Street, Halcombe on a 0.1204ha section. The building is owned by Halcombe Playcentre with Council retaining ownership of the land. A lease is in place for the occupancy of the land by the Halcombe Playcentre in perpetuity.

#### **Kawakawa Road/Gordon Lease**

This piece of land has been acquired for future provisions of an overland storm water retention pond as part of Fielding's storm water capacity. Comprised of two titles with a total land area of 26.73Ha, currently leased to Mr Ross Gordon for stock grazing.

#### **Kimbolton Play centre**

Built in the 1960's, a 177m<sup>2</sup> timber building located on a 0.0914ha site on Lind Street, Kimbolton. The building consists of playrooms, a meeting room, kitchen and toilets. It is currently leased by the Ruahine Kindergarten association as a play centre.

#### **Pohangina Depot**

A 103m<sup>2</sup> reserve located on Pohangina and Finnis Roads. The site consists of a 256m<sup>2</sup> building (built in 1893 - formerly the Pohangina County Council office) housing tea rooms, craft shop, library and Council's civil defence post. The implement sheds and outbuildings are the operational base for a honey distributor. The Pohangina hall and rental house are also located on this reserve

### Red Cross House

Built in 1930, a 115m<sup>2</sup> roughcast house located on a 0.0800ha site. The house has three bedrooms, kitchen and dining/lounge, toilet, laundry and bathroom and an external garage. 31 Grey Street and 33 Grey Street had been let to the Red Cross who sublease to Refugee Services. The property is now vacant and has been identified for disposal within this Plan.

### Sanson Playcentre

Located at 2A Phillips Street, Sanson on a 0.2645ha section. The building was relocated by the Wanganui Education Board in 1975 to be used as a playcentre and is owned by the Sanson Playcentre. The playcentre closed in 2019 due to a lack of numbers.

The land is owned by Council and has been identified for disposal once the building has been removed by the Playcentre.

### Residential Tenancy, 1269 Pohangina Road

Built in the 1930's, a 103m<sup>2</sup> timber house located on the 0.9308ha reserve shared by the hall and depot buildings. The house has two bedrooms, kitchen, lounge, bathroom, toilet and laundry. Tenants currently occupying the rental house at 1269 Pohangina Valley Road have indefinite security of tenure at a fixed rent, due to a historical legal error.

### 11.3.3 Demand

Generally, there are no demand issues relating to growth or the need for new assets within the General Property Activity. As these sites are generally held as either reserve land or general land holdings, their rationale for retention is to serve some other Council or Community purpose. Where demand is likely to result in the acquisition of new assets, these will generally be anticipated within another function or group of Council.

### 11.3.4 Key Issues and Threats

The key issues and threats specific to General Property are detailed below:

Issue/Threat	Consequence and likelihood (high/med/low)	Treatment
<p><b>Unknown Disposal Timing</b> Some of the assets within the General Property Activity have been identified for disposal however the timing of this disposal is unknown as this is dependent on the current tenants vacating the properties. There is a possibility that these properties could be difficult to dispose of as Council has no control over the timing of disposal.</p>	<b>Med</b>	No practical resolution to this issue.

### 11.3.5 Operations Plan

This section outlines the operational projects and new operational funding required for the successful implementation of this Plan for general property.

#### 11.3.5.1 New Operational Funding Requirements

These are the new operational funding requirements identified for general property. They are the result of increased levels of operational maintenance identified in this plan to respond to demand and/or to meet the desired levels of service, or as a result of consequential operational expenditure as a result of development.

The values provided below are not inclusive of depreciation or any funding costs such as interest.

New Asset/Opex Funding Requirement	Y1 21/22	Y2 22/23	Y3 23/24	Y4 24/25	Y5 25/26	Y6 26/27	Y7 27/28	Y8 28/29	Y9 29/30	Y10 30/31
<b>No new operational funding is required for this Plan</b>										

#### 11.3.5.2 Operational Projects

The following proposed operational projects have been identified for general property. These projects have either been identified as a result of identifying extraordinary planned maintenance or are projects required for the future planning of these assets.

Location	Project Description	Criticality (high/med/low )	Consequence if not completed (high/med/low )	Estimated cost of project (Excl GST)	Desired time of Project (1 to 20 years)
<b>Halcombe Playcentre</b>	Exterior re-paint	Med	Med	\$25,000	1
<b>Fergusson Street Carpark</b>	<i>Reseal of carpark – NOT FUNDED</i>	<i>Med</i>	<i>Med</i>	<i>\$70,000</i>	<i>6</i>

### 11.3.6 Renewal Plan

Renewal plans provide for the renewal of all or part of an asset, which increases the life of an asset or replaces the asset at the end of its lifecycle.

The proposed renewal plan for general property is detailed in the table below:

Location	Project Description	Estimated Remaining life (years)	Consequence if not renewed (high/med/low )	Estimated cost of renewal (Excl GST)	Desired time of Renewal (1 to 20 years)
<b>Kimbolton Playcentre</b>	<i>Renewals to ensure weathertightness of building (as per condition assessment June 2020) – NOT FUNDED</i>	<i>0</i>	<i>High</i>	<i>\$20,500</i>	<i>4</i>
<b>Kimbolton Playcentre</b>	<i>Cosmetic renewals to ensure correct functioning of facilities (e.g. plumbing, electrical etc.) (as per condition assessment June 2020) – NOT FUNDED</i>	<i>0</i>	<i>Med</i>	<i>\$19,000</i>	<i>4</i>
<b>Kimbolton Playcentre</b>	<i>Roof replacement – NOT FUNDED</i>	<i>2</i>	<i>High</i>	<i>\$20,000</i>	<i>4</i>

### 11.3.7 Development Plan

The proposed development plan for general property is detailed in the table below.

Location	Development Description	Increased level of service (%)	Response to growth demand (%)	Includes component of renewal (%)	Desired time of Development (1 to 20 years)	Estimated cost of development (Excl GST)	Estimated other capital income (grants not Council)
		These three percentages should add up to 100%					
<b>No development projects have been identified within this Plan</b>							

### 11.3.8 Disposal Plan

Disposal includes any activity associated with the disposal of a decommissioned asset, including sale, demolition or relocation. The table below shows those assets within the general property category that have been identified for disposal and the desired timing of this disposal.

Disposal Description	Estimated cost of disposal (Excl GST)	Desired time of disposal (1 to 20 years)
<b><i>Residential Tenancy: 1069 Pohangina Road – Removal of house from site once current tenant vacates property – NOT FUNDED</i></b>	<i>Unknown</i>	<i>Unknown</i>
<b><i>Pohangina Depot – Sale of buildings on Council reserve land currently occupied by as bee keeper and honey distributor – NOT FUNDED</i></b>	<i>Unknown</i>	<i>Unknown</i>
<b><i>Sanson Playcentre – Sale of property once decision from Sanson Playcentre on future of the building on site – NOT FUNDED</i></b>	<i>Unknown</i>	<i>Unknown</i>





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