

13 March 2017

https://christchurch.infocouncil.biz/Open/2017/03/FWHB_20170313_AGN_1450_AT.htm

7. Staff Briefings

7.1 Richie Moyle, Programme Manger Heritage, regarding the Mona Vale Gatehouse project.

7.2 Sam Ludemann, Associate Team Leader – Libraries, regarding the Bishopdale Documentary Project.

Community Board Resolved FWHB/2017/00051

Part B

The Fendalton-Waimairi-Harewood Community Board decided to:

1. Note the information supplied during the Staff Briefings; and
2. Endorse the recommendation made by staff to retain the current status of the Mona Vale Gatehouse as a residence and to further investigate how this facility can be better used to further visitor enjoyment/interaction.

David Cartwright/Raf
Manji

Carried

5. Significant Community Issues

5.2 Mona Vale Gatehouse

Staff and external consultants have assessed options for uses of the Gatehouse at Mona Vale which could offer a more 'public' use of the building, or enhance visitor experience opportunities. All have concluded that the best outcome for the Gatehouse, and of least risk to Council, is the option to retain the building as a residential dwelling.

At the Community Board meeting on Monday 27 February 2017, staff from Council's Programme Management – Heritage team briefed the Board regarding the options for usage of Mona Vale Gatehouse and recommended that Mona Vale Gatehouse be retained as a residential dwelling, but that consideration be given to looking at a residential use which extends beyond a standard residential tenancy. Such a tenancy agreement could enhance the visitor experience or have community benefits by seeking expressions of interest for occupation by:

- A writer, historian or artist in residence

- A botanist/botanical specialist in residence
- A tenancy agreement which requires a specified number of 'open days' a year, including an open event during Council's annual Heritage Week

The Board endorsed staff's recommendation to Council:

- That Mona Vale Gatehouse be retained as a residential dwelling
- That any residential tenancy be one which includes a number of 'open days' a year, by appointment during heritage week to allow for public access to the dwelling
- That interpretation adjacent to the dwelling be used to provide information about the history of the dwelling, including its interior, thereby enhancing the 'visitor experience opportunities'.

29 January 2018 17/1463448

https://christchurch.infocouncil.biz/Open/2018/01/FWHB_20180129_AGN_2521_AT.htm

3. Community Board Activities and Forward Planning

3.1 Community Board Plan update against outcomes

3.1.1 The attached table (**Attachment A**) outlines the Board priorities and progress to date. This will be updated and presented to the Board as part of the monthly Area Report.

3.3 Memos/Information/Advice to the Board

3.3.2 Mona Vale Gatehouse

Council staff have been working with the Board on the development of an artists in residence programme for the recently restored Mona Vale Gate House. The Board asked that staff work with internationally renowned animator Antony Elworthy and his team to trial the artists in residence concept for the Gate House.

Mr Elworthy has returned to New Zealand to establish a world class stop motion animation studio in Christchurch and will be the Animation Director for the 'Kiri and Lou' Television Production in Christchurch.

Field Theory, the production company for the 'Kiri and Lou' television series, has entered into a rolling three by three month residential tenancy of the Mona Vale Gate House. All the artists are animators who are coming to Christchurch directly from their latest project working on the upcoming Wes Anderson feature film "Isle of Dogs".

Three internationally regarded animators, Rachel Larson (US), Bartek Prusiewics (US) and Rob Millard (UK) and their partners will be living in the house while working from the Ferrymead Animation Studio.

Staff from the Christchurch City Council's Community Arts Team will be liaising with the production crew regarding opportunities for community engagement while they are here in Christchurch.

3 April 2018

https://christchurch.infocouncil.biz/Open/2018/04/FWHB_20180403_AGN_2571_AT.htm

3. Community Board Activities and Forward Planning

3.1 Memos/Information/Advice to the Board

3.1.3 Artists-in-Residence Mona Vale Gatehouse

One of the first and current Artists-in-residence at the Mona vale Gatehouse, internationally recognised stop motion animator Rachel Larsen, from the United States, will be giving a presentation at the upcoming Design Assembly Conversation Autumn 2018 event.

6 August 2018 18/664607

https://christchurch.infocouncil.biz/Open/2018/08/FWHB_20180806_AGN_2579_AT.htm

3. Community Board Activities and Forward Planning

3.1 Memos/Information/Advice to the Board

3.1.1 Mona Vale Gatehouse

The Artist in Residence programme has been running at the Mona Vale Gatehouse for approximately nine months. Staff have provided the attached memorandum (refer **Attachment A**) to update the Board on the success of the programme. (Attachment viewable on-line)

5.1 Future of the old Bishopdale Library and Community Centre Building

There is significant interest from the community and Bishopdale businesses around the future of the old Bishopdale Library and Community Centre. This building was deemed uneconomical to repair and a replacement Library and Community Centre is under construction on the adjacent site with a completion date of August 2017. Staff from the Council's property team brought a report to the Community Board on the 27th of February 2017 with the Board's recommendation that the Council:

- a. Approves the demolition of the old Bishopdale Library and Community building.
- b. Grants delegated authority to the Manager Capital Delivery Community to do all things necessary at his sole discretion to undertake and complete the demolition.
- c. Requests that staff in conjunction with the Community Board explore whether there are alternative uses for the land that would fit within the purpose of the Reserves Act 1977 and report back on all of the options to seek a resolution as to its future use.

5.2 Mona Vale Gatehouse

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At the Community Board meeting on Monday 27 February 2017, staff from Council's Programme Management – Heritage team briefed the Board regarding the options for usage of Mona Vale Gatehouse and recommended that Mona Vale Gatehouse be retained as a residential dwelling, but that consideration be given to looking at a residential use which extends beyond a standard residential tenancy. Such a tenancy agreement could enhance the visitor experience or have community benefits by seeking expressions of interest for occupation by:

- A writer, historian or artist in residence
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- A tenancy agreement which requires a specified number of 'open days' a year, including an open event during Council's annual Heritage Week

The Board endorsed staff's recommendation to Council:

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- That any residential tenancy be one which includes a number of 'open days' a year, by appointment during heritage week to allow for public access to the dwelling
- That interpretation adjacent to the dwelling be used to provide information about the history of the dwelling, including its interior, thereby enhancing the 'visitor experience opportunities'.

6. Major Community and/or Infrastructure Projects

6.1 **Community Facilities** – Council's Property Consultancy Manager briefed the board in a seminar on the 6 of March 2017 regarding a process to review Council owned property that is no longer being used for the purpose it was originally acquired for.

6.2 **Partnerships with the community and organisations**

6.2.1 **Abberley Park Equipment Renewal**

The Board will be updated on the progress made regarding the Abberley Park Equipment Renewal project.

6.3 Infrastructure projects underway

- 6.3.1 Jeffreys Road/Bryndwr Road - Water main renewals. Expected end date 31 March 2017.
- 6.3.2 Highsted Subdivision, Claridges Road - Trenching to install new culvert system. Expected end date 26 March 2017.
- 6.3.3 Johns Road four laning. Expected end date 17 July 2017.
- 6.3.4 Russley Road/Wairakei Road - Intersection upgrade. Expected end date 2 April 2017.
- 6.3.5 Russley Road widening - Harewood Road to Wairakei Road. Expected end date 2 April 2017.
- 6.3.6 Russley Road/Memorial Avenue - Overpass construction. Expected end date 17 February 2017.
- 6.3.7 Southern Airport Access Construction - part of Russley Road 4 laning project. Expected end date 3 June 2017.
- 6.3.8 Rutland Street - Papanui Parallel Cycle Way development. Expected end date 17 October 2017.
- 6.3.9 Papanui Road - St Andrew's College Driveway renewal. Expected end date 31 March 2017.
- 6.3.10 Western Belfast Bypass – four laning from Groynes to Northern Motorway. Expected end date 6 June 2017.

6.4 Events Report Back

- 6.4.1 Nothing to report.

7. Community Board funding budget overview and clarification

- 7.1 Fendalton-Waimairi-Harewood Discretionary Response Fund and Youth Development Fund updates are attached. (**Attachment D**)

Attachments

No.	Title	Page
A ↓	Suburb Street Report January 2017	32
B ↓	Top Five Tags - January 2017	33
C ↓	Fendalton-Waimairi 2015-16 Strengthening Communities End of Project Report	34
D ↓	Board Funding Update	56

Signatories

Author	Maryanne Lomax - Community Development Advisor
Approved By	Matthew McLintock - Manager Community Governance, Fendalton-Waimairi-Harewood

Fendalton-Waimairi-Harewood Community Board
08 May 2017



12. Fendalton-Waimairi-Harewood Community Board Area Report

Reference: 17/388434

Contact: Matthew
McLintock matthew.mclintock@ccc.govt.nz 941 6231

1. Purpose of Report

The purpose of this report is to resource the Community Board to promote a pro-active partnership approach to decision-making between the Council and Community Boards.

2. Staff Recommendations

That the Fendalton-Waimairi-Harewood Community Board:

1. Receive the Area Update.
2. Receive the Board's Submission on the Council's 2017/18 Draft Annual Plan, which was submitted on 19 April 2017, for record purposes.
3. Receive the resignation of Sam MacDonald as the Board's representative on Canterbury Neighbourhood Support and nominate another Board member for this role.

3. Community Board Activities and Forward Planning

3.1 Community Board Plan

3.1.1 Over the next few months Community Boards will be working on developing Community Board Plans for their areas. A Community Board Plan is a resource that articulates the Board's priorities based on the outcomes the Board would like to achieve. It also sets out the actions the Board will take towards achieving the desired outcomes.

3.1.2 Staff are currently creating a template and will be arranging workshops with the Board to begin developing the plan.

3.2 Memos/Information reporting back on Community Board matters

3.2.1 Mona Vale Gatehouse

At its Seminar on 18 April 2017 the Board received a report from the Team Leader of the Leasing Consultancy Team regarding the future use of the Mona Vale Gatehouse. Staff have been asked to further investigate options for use including an 'artist in residence' programme and bring detailed options back to the Board for consideration. Staff will look at a short term residential tenancy in the interim while this work is being undertaken.

3.2.2 Lions Barbeque - Burnside Park

EXPENSES	Cost (\$)
Flights	\$7,517
Insurance	\$896
Accommodation	\$7,848
Rental vans	\$2,288
Tracksuits/team uniform	\$1,680
Petrol and food allowance	\$8,000
Total	\$28,229

- 5.13 To date the team have raised \$11,000 towards the total cost of the trip through a combination of activities including cake stalls, movie night, barbeques and a pie fundraiser.
- 5.14 This is the first time the applicant has applied to the Youth Development Fund.



Attachments

There are no attachments to this report.

Confirmation of Statutory Compliance

Compliance with Statutory Decision-making Requirements (ss 76 - 81 Local Government Act 2002).

(a) This report contains:

- (i) sufficient information about all reasonably practicable options identified and assessed in terms of their advantages and disadvantages; and
- (ii) adequate consideration of the views and preferences of affected and interested persons bearing in mind any proposed or previous community engagement.

(b) The information reflects the level of significance of the matters covered by the report, as determined in accordance with the Council's significance and engagement policy.

Signatories

2. Mona Vale Gate House

Reference: 17/291937

Contact: Kathy Jarden kathy.jarden@ccc.govt.nz

941 8203

1. Detail

	Name	Title
Presenter(s)	<ul style="list-style-type: none"> • Maria Adamski • Kathy Jarden 	<ul style="list-style-type: none"> • Asset Engineer Greenspace – Buildings & Heritage • Team Leader Leasing Consultancy
Purpose / Origin of Seminar	<p>A briefing and information memorandum was presented by Richie Moyle, Programme Manager Heritage, to the Fendalton-Waimairi-Harewood Community Board meeting on 27 February 2017.</p> <p>The outcomes of the meeting were as follows:</p> <p style="padding-left: 40px;"><i>“The Fendalton-Waimairi-Harewood Community Board</i></p> <ol style="list-style-type: none"> 1. <i>Notes the information supplied during the Staff Briefings; and</i> 2. <i>Endorses the staff recommendation to retain the current status of the Mona Vale Gatehouse as a residence and to further investigate how this facility can be better used to further visitor enjoyment/interaction.”</i> <p>In 2016, a report was presented to Council entitled Mona Vale Gate House & Halswell Quarry – Commercial Premises Options. The outcome of that meeting was Council Resolution CNCL/2016/00424:</p> <p>That the Council:</p> <p style="padding-left: 40px;"><i>Mona Vale</i></p> <ol style="list-style-type: none"> 1. <i>Note that the current repair works provide a unique opportunity for Council, subject to adequate protection of heritage values, to adapt the Mona Vale Gatehouse to achieve the aim of enhancing visitor experience.</i> 2. <i>Note that the conversion of the Mona Vale Gatehouse to a café or similar operation, is unlikely to be commercially viable for Council in respect of returning income to cover the cost of investment within a typical commercial investment time frame.</i> 3. <i>Recommends that, subject to consent approval, Council aims to adaptively reuse the Gatehouse to enhance Visitor experience opportunities.</i> 4. <i>Require staff to work with the Fendalton/Waimairi Community Board on the suggested use of the Mona Vale Gatehouse.</i> 	
Background	<p>As previously presented in Information Memorandum from Richie Moyle on 27 February 2017.</p>	

<p>Key Issues</p>	<p><u>Residential Tenancy</u></p> <ol style="list-style-type: none">1. A private residential tenancy (at current market rates would bring in a revenue of) could attract a weekly rental of \$350 - \$425 per week.2. Tenant sourced through open market using property management agency with final approval by Council's representative.3. Routine property inspections carried out by property manager including annual inspection by Council's representative.4. Tenancy agreement would need to detail the special nature of the premises including a copy of the heritage conservation plan and details as to such things as permissible wall fixings, heritage fixtures and any special cleaning and maintenance requirements for general housekeeping of the interior heritage fabric of the building.5. The tenant would need to seek landlord approval for any additions they would like to make to the property, for example, high-speed internet cabling, satellite dishes, heat pumps or other forms of heating, etc.6. Garden maintenance to be carried out through the Council's Mona Vale gardeners to ensure integrity of the gardens.7. Fit-out to dwelling to ensure tenant's right to quiet enjoyment, for example block-out blinds to reduce light allowing a free view and privacy for tenant.8. Access for "Open Days"<ul style="list-style-type: none">• In accordance with the Residential Tenancy Act, the tenant is entitled to quiet enjoyment. Quiet enjoyment means being able to enjoy "reasonable peace, comfort and privacy".• Officers have discussed with Tenancy Services the landlord's desire to have "Open Days" to promote heritage and visitor enjoyment and interaction by the general public. Such a clause written into the lease would not be enforceable. The tenant would have the right to refuse "Open Days" to the public. If the tenant agreed, upon being given sufficient notice, they could control the type and length of the visit, the number of visitors and approve the list of visitors booked to view the property.9. Residential parking is provided by a single garage with access off Fendalton Road through the gates to Mona Vale.10. Gates to Mona Vale are opened and closed through a Parks security contract and any tenant would require keys to access the garage. <p><u>Residential Tenancy with "In-Residence" Occupation</u></p> <ol style="list-style-type: none">11. Staff have carried out preliminary research on "In-Residence" programmes offered through various organisations such as Auckland Council and Creative New Zealand.12. These programmes provide support to the artist:<ul style="list-style-type: none">• Providing free accommodation including electricity and water• Providing a stipend or grant to cover living expenses13. In return the Artist is engaged to create a piece of work that is relevant to the setting and medium.14. There would be large periods of time when the property is unoccupied.15. The property could be open to the public to show the artist's completed works.16. Based on other programmes in place, costs to Council could be similar to:<ul style="list-style-type: none">• University of Canterbury – Ursula Bethell/Creative New Zealand Writer in Residence 2011 programme which provided a full-time position at a rate of \$57,480
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- Auckland Council Regional Parks Artist in Residence 2017 for a maximum of 8 weeks with a \$500 grant per week and free accommodation
- Kerikeri Artist in Residence 2017 to fund an artist residency for 4 weeks valued at \$5,500.
- Michael King Writers' Centre residencies (2016) that has four supported residencies in a heritage villa in Devonport. Stipends range from \$8,000 to \$30,000.

17. Subsidizing rental and providing living expenses is currently a non-allocated budget item and would need to be provided for in the LTP.
18. Council would continue to meet the costs in maintaining the property as well as the initial costs in providing furnishings and white ware.
19. Administration of programmes like this require dedicated staff and resourcing covering all facets such as candidate selection, orientation, on-going liaison, property inspections, etc.
20. Further research would be required to determine if a property such as Mona Vale Gate House is conducive to artistic creativity.
21. While a programme such as this has its merits and could be a good use of the property, Council may wish to give consideration to developing a programme that makes use of other heritage dwellings in its portfolio such as Chokebore Lodge in Riccarton, the dwellings at Kapuatohe Historic Reserve, Kukupa Hostel in Pigeon Bay, and the Governors Bay Headmasters dwelling.
22. Council may also wish to consider seeking funding from philanthropic sources or agencies that support projects such as this. This could be investigated through an Expression of Interest process.

Interpretation to Enhance Visitor Experience Opportunities

23. There is current funding available to create an Interpretation Board for display outside the dwelling.
24. A video interactive screen showing the interior of the house could be developed at a later stage.

Thinking Outside the Box

25. Residential Tenancy with Home Business Component eg health/well-being therapy, counsellor, lawyer, accountant, etc. operating office/practise from one room.
 - Compliance issues – accessibility, fire egress, etc. would need to be assessed. The lowest risk is in residential activities where the activities are more controlled.
 - From a resource consent viewpoint regarding any change of use, there is some comfort with an activity such as this but it would have to be reviewed when further details were known.
 - Possibility for higher weekly rent taking into account commercial aspect of tenancy.
 - Provides limited access to the public through client visits at the property.
26. Homestay or B&B operated by tenant
 - Compliance issues – accessibility, fire egress, etc.- more onerous as there would be a higher compliance level required with systems such as electronic fire alarm system, means of escape, smoke alarm controls, fire separation.

	<p>There is a higher risk to Council as all systems would need to be put in place to ensure safety of visitors.</p> <ul style="list-style-type: none"> • From a resource consent view regarding any change of use, there is some comfort with an activity such as this but it would have to be reviewed when further details were known. • % rental from bookings in addition to weekly rent. • Provides limited access to the public through visitor stays at the property. <p>27. Holidays in Historic Buildings – self-catering breaks such as that provided by the Landmark Trust in England</p> <ul style="list-style-type: none"> • Compliance issues – accessibility, fire egress, etc. - more onerous as there would be a higher compliance level required with systems such as electronic fire alarm system, means of escape, smoke alarm controls, fire separation. • Resource Consent change of use – a proposal would need to be put forward for consideration. • Bookings, cleaning, fit-out, administration, etc. • Allows open days – booked out in advance. • Could be extended to other heritage holdings. • Self-sustaining from income earned.
<p>Next Steps</p>	<ul style="list-style-type: none"> • Secure a residential tenancy for a 12-month period. • Council support the development of a strategy to better promote its heritage dwellings.

Attachments

There are no attachments to this report.

[REDACTED]

From: [REDACTED]
Sent: Friday, 21 April 2017 12:27 p.m.
To: Cartwright, David; Williams, Bridget; Campbell, Aaron; Keown, Aaron; Manji, Raf; Gough, Jamie; Paranjape, Shirish; MacDonald, Sam; Chen, Linda
Cc: McLintock, Matt; [REDACTED]
Subject: Mona Vale Gatehouse
Attachments: Seminar - Fendalton-Waimairi-Harewood Community Board Mona Vale Gate House 18 April 2017 Report.pdf

Hi everyone,

The Board had a seminar on Monday with [REDACTED] (Team Leader of the Leasing Consultancy Team) and [REDACTED] (Asset Engineer Heritage Buildings). David, Aaron C and Bridget attended the seminar and it would be fair to say a 'robust' discussion was held.

Attached is the memo that [REDACTED] prepared for the seminar.

So, to summarise where we are at...

- There is still a clear desire from the Board members present to see the Gatehouse utilised in a different way, rather than just a normal residential tenancy. The concept of an 'artist in residence' is still something that needs to be explored further. This could perhaps happen in partnership with another organisation e.g. University of Canterbury, Creative NZ, Ara etc. As you will see in the attached document, [REDACTED] have done some investigation into this option and in most cases around the country, there is a financial commitment involved in similar programmes and at this stage Council has no funding tagged for this....something the Board might want to look at for next year's Annual Plan perhaps? I am happy to work with [REDACTED] and other appropriate staff to explore further options for this concept.
- There was also other suggestions like promoting the space and using it as an enticement to draw people to Christchurch.
- [REDACTED] pointed out that there is a very fine line that would trigger the use of the building to change to 'commercial' rather than 'residential'. This change would then result in consenting and compliance issues needing to be addressed (as outlined in the attached memo).
- [REDACTED] talked about the need for a 'city-wide' strategy that looked at the use of our heritage buildings. Public workshops are being held over the next few weeks to start engaging with the community about how they would like to see these buildings being used. It would be good to see what happens as a result of this work across the city rather than look at the Gatehouse in isolation.
- It has been suggested that [REDACTED] team goes ahead and finds a fixed-term tenant for the Gatehouse (perhaps 12 months max) while staff continue to investigate possible alternative uses and bring these options back to the Board in more detail at a later date.

How do people feel about this approach? I would love to hear your thoughts.

Kind regards,

[REDACTED]
Community Development Adviser

Fendalton-Waimairi-Harewood Community Governance Team
Christchurch City Council

Ph: [REDACTED]
Cell [REDACTED]

Email: [REDACTED]

www.ccc.govt.nz

2. Mona Vale Residency Opportunities

Reference: 17/1051123

Contact: [REDACTED]

1. Detail

	Name	Title
Presenter(s)	<ul style="list-style-type: none"> [REDACTED] [REDACTED] 	<ul style="list-style-type: none"> Principal Advisor Community Arts Community Arts Advisor
Purpose / Origin of Seminar	To present options for the establishment of an Artist in Residence Programme at the Mona Vale Gatehouse as requested by the Board.	
Background	A major restoration of the Mona Vale Gatehouse is due to be completed in the next month. The Community Board identified the potential for an artist in residence programme to be offered at this notable historic dwelling and requested that staff present cost neutral options for discussion.	
Key Issues	<ul style="list-style-type: none"> Confirming financial partnerships hasn't been possible without confirming a residency programme. Annual costs associated with maintenance and utilities is as yet unknown. 	
Next Steps	<ul style="list-style-type: none"> A report will be required to go to the Community Board to confirm establishment and structure of a residency programme. 	

Attachments

No.	Title	Page
A	Draft Mona Vale Residency Programme	
B	Draft Budget Mona Vale Residency Programme	

3. Mona Vale Gatehouse Artists in Residence Programme

Reference: 19/680381

Presenter(s): [REDACTED], Arts Advisor

1. Detail

Purpose / Origin of Seminar	The Arts Team will provide an update on the Mona Vale Gatehouse Artists in Residence Programme and discuss plans for the ongoing use of the property as an Artist in Residence for the city.
Background	
Key Issues	
Next Steps	

Attachments

There are no attachments to this report.

5.1.3 Emergency Response Fund – Bryndwr Barbeque

The BBQ and picnic was held at Morley Reserve on 13 April 2019. Approximately 100 people from the local community attended. The event was well supported by the local Muslim community. The halal barbeque was very popular and people brought a range of food to share. There were plenty of activities for the kids including a bouncy castle, bubbles, face-painting and group games. *Photos courtesy of [REDACTED]*



5.2 Other partnerships with the community and organisations

5.2.1 Mona Vale Gatehouse - Artist in Residence

At its Seminar on Monday, 29 April 2019 the Board hosted members of the film crew who created the animated television series, Kiri and Lou. Antony Elworthy, Animation Director, Ian Whitlock, Animator and Josie Meachen thanked the Board for its backing of the Artist in Residence programme at Mona Vale Gatehouse and talked about the making of the Kiri and Lou TV Series.

The Board was also treated to an episode of what is shaping up to be a very successful television series.

It is hoped that the Mona Vale Gatehouse will become part of the wider arts strategy for the city. This could mean that there are greater opportunities in the future as part of the wider strategy.



Kiri and Lou

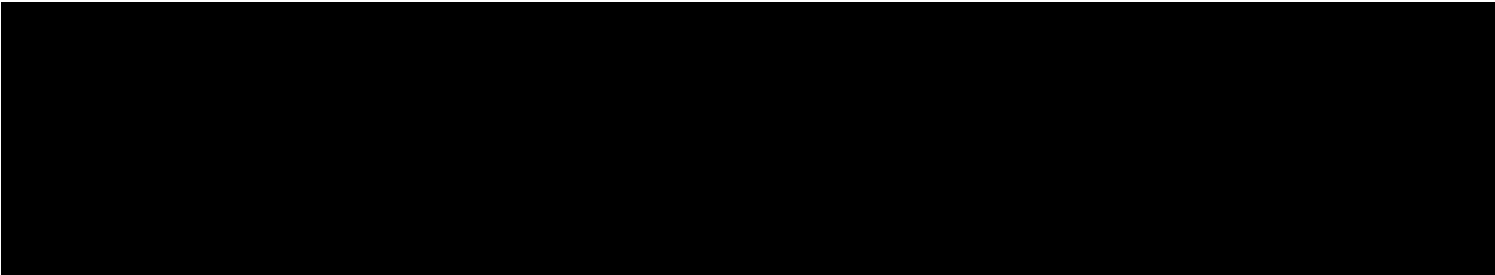
[Redacted]

From: [Redacted]
Sent: Tuesday, 15 August 2017 2:18 p.m.
To: [Redacted]
Subject: FW: The Gatehouse at Mona Vale

[Redacted]

Sent from my iPhone

[Redacted]



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Email: anne.columbus@ccc.govt.nz

Web: www.ccc.govt.nz

Christchurch City Council

Civic Offices, 53 Hereford Street, Christchurch
PO Box 73016, Christchurch, 8154

Please consider the environment before printing this email

[REDACTED]

From: [REDACTED]
Sent: Friday, 3 November 2017 10:17 a.m.
To: [REDACTED]
Cc: [REDACTED]
Subject: RE: Rental - Mona Vale Gate House

Good work team. Great outcome.

From: [REDACTED]
Sent: Friday, 3 November 2017 9:36 a.m.
To: [REDACTED]
Cc: [REDACTED]
Subject: RE: Rental - Mona Vale Gate House

Thanks [REDACTED]
Let me know the specifics on the tenant that you require for the drafting of the agreement and I can follow that up.
Cheers
[REDACTED]

From: [REDACTED]
Sent: Friday, 3 November 2017 9:31 a.m.
To: [REDACTED]
Cc: [REDACTED]
Subject: RE: Rental - Mona Vale Gate House

Thanks [REDACTED] we will progress the residential agreement

Kind Regards

[REDACTED]
Leasing Consultant
[REDACTED]

From: [REDACTED]
Sent: Friday, 3 November 2017 8:50 a.m.
To: [REDACTED]
Cc: [REDACTED]
Subject: FW: Rental - Mona Vale Gate House

Hi [REDACTED]
Mary has agreed to waiver the rent for Antony Elworthy's hire of Mona Vale Gate House commencing 9 November 2017 for 12 months.
Could you please draw up an agreement and feel free to contact [REDACTED] for any details you require.

Cheers
[REDACTED]

From: Smith, Brent
Sent: Thursday, 2 November 2017 9:16 p.m.
To: Richardson, Mary <Mary.Richardson@ccc.govt.nz>
Cc: [REDACTED]
Subject: RE: Rental - Mona Vale Gate House

Thank you Mary

[REDACTED] for you and [REDACTED] to follow up

[REDACTED] can you advise on the revenue issue

Cheers

Brent

From: Richardson, Mary
Sent: Thursday, November 02, 2017 8:52 PM
To: Smith, Brent
Subject: RE: Rental - Mona Vale Gate House

Hi - the Council and Community Board want this to happen - and have a few ideas about artist in residence. A Councillor was talking to us about it today - so I was going to contact you.

I think this would be a good trial. Im happy to waiver fee for this situation - as time is tight.

However, I think they still should have an agreement (with no or peppercorn rent) so they still have same expectations are damage /liability etc

For future - could [REDACTED] facilitate an arrangement with Film NZ where we can get funding from them rather than the round invoicing etc. Alternatively if [REDACTED] can't get it to work we can contact the new Minister

Thanks

PS Do we need to reduce revenue line in the LTP for this building and Roger Sutton House?

From: Smith, Brent
Sent: Thursday, 2 November 2017 3:05 PM
To: Richardson, Mary <Mary.Richardson@ccc.govt.nz>
Subject: Fwd: Rental - Mona Vale Gate House

We need to have a chat re this

Sent from my iPhone

Begin forwarded message:

From: [REDACTED]
Date: 2 November 2017 at 2:24:20 PM NZDT
To: "Smith, Brent" <Brent.Smith@ccc.govt.nz>
Subject: Rental - Mona Vale Gate House

Hi Brent

Could you please discuss the following with Mary.



[REDACTED]

From: [REDACTED]
Sent: Monday, 13 November 2017 12:23 p.m.
To: [REDACTED]
Cc: [REDACTED]
Subject: RE: Tenancy agreement Monavale

Thanks [REDACTED]
Please hold off payment till I confirm , we are likely going to alter the account that this goes to as we may involve a 3rd party property manager .
There are a couple of other errors I have noted in the agreement (the address being 65 Fendalton Road) and the additional terms sheet was unsigned .
We will re forward asap .

Kind Regards

[REDACTED]
Leasing Consultant

[REDACTED]

From: [REDACTED]
Sent: Monday, 13 November 2017 11:16 a.m.
To: [REDACTED]
Cc: [REDACTED]
Subject: Re: Tenancy agreement Monavale

Hi [REDACTED] and [REDACTED]
Signed and completed documents attached. [REDACTED] am e-introducing you here to our accountant [REDACTED] who will arrange payment today according to bank details on page 7 of the lease.
[REDACTED] can I ask you to please liaise with [REDACTED] as to the best way of paying the rent, which will be refunded by the council. If this is best as a lump sum, please feel free to make that payment.
Also copying [REDACTED] who is our studio manager on the ground in Christchurch.
all best
[REDACTED]

On 10/11/2017, at 5:35 PM, [REDACTED] wrote:

Hi [REDACTED]
Attached is the tenancy agreement
Could you please add the details of the 3 occupants to additional terms 13a and sign and return by email both documents if all in order
any questions just let me know .
Tuesday is still looking good for commencement provided we can get the invoicing to you and deposit all sorted before then
thanks

Kind Regards

[Redacted]

Leasing Consultant
Property Consultancy Team

Facilities Property & Planning

DDI [Redacted]
Email [Redacted]
Web ccc.govt.nz

Christchurch City Council
Civic Offices 5m East, 53 Hereford Street, Christchurch
PO Box 73015, Christchurch, 8154

Please consider the environment before printing this email



This electronic email and any files transmitted with it are intended solely for the use of the individual or entity to whom they are addressed.

The views expressed in this message are those of the individual sender and may not necessarily reflect the views of the Christchurch City Council.

If you are not the correct recipient of this email please advise the sender and delete.

Christchurch City Council
<http://www.ccc.govt.nz>

[Redacted]
Producer
Field Theory
M: [Redacted]
fieldtheorymedia.com

[REDACTED]

From: [REDACTED]
Sent: Monday, 13 November 2017 1:40 p.m.
To: [REDACTED]
Cc: [REDACTED]
Subject: RE: Tenancy agreement Monavale

Good afternoon

Further to [REDACTED] email, I confirm that the tenancy will be managed by [REDACTED] of Cowdy & Co. Cowdy & Co manage a number of properties for Christchurch City Council.

Thank you [REDACTED] for all your work you have done with this on such short notice.

In the next couple of hours, I will email you the bank account number to use as the rent will be paid directly to Cowdy & Co who are our agents.

There may be some minor adjustments to the form of the tenancy agreement to ensure that it is in line with our other tenancy agreements that the Council has in place.

Going forward [REDACTED] will be your main contact for tenancy related issues and you can contact me for other matters.

Thank you for your patience and understanding.

[REDACTED]

Leasing Consultancy Team Leader
Facilities, Property & Planning

DDI [REDACTED]
Email [REDACTED]
Web ccc.govt.nz

Christchurch City Council
Civic Offices, 53 Hereford Street, Christchurch
PO Box 73015, Christchurch, 8154

From: [REDACTED]
Sent: Monday, 13 November 2017 12:23 p.m.
To: [REDACTED]
Cc: [REDACTED]
Subject: RE: Tenancy agreement Monavale

Thanks [REDACTED]
Please hold off payment till I confirm , we are likely going to alter the account that this goes to as we may involve a 3rd party property manager .
There are a couple of other errors I have noted in the agreement (the address being 65 Fendalton Road) and the additional terms sheet was unsigned .
We will re forward asap .

[REDACTED]

Kind Regards

[REDACTED]
Leasing Consultant

DDI: [REDACTED]

From: [REDACTED]@fieldtheorymedia.com]

Sent: Monday, 13 November 2017 11:16 a.m.

To: [REDACTED]

Cc: j [REDACTED]

Subject: Re: Tenancy agreement Monavale

Hi [REDACTED] and [REDACTED]
Signed and completed documents attached. [REDACTED] am e-introducing you here to our accountant [REDACTED] who will arrange payment today according to bank details on page 7 of the lease.
[REDACTED] can I ask you to please liaise with [REDACTED] as to the best way of paying the rent, which will be refunded by the council. If this is best as a lump sum, please feel free to make that payment.
Also copying [REDACTED] who is our studio manager on the ground in Christchurch.
all best
[REDACTED]

On 10/11/2017, at 5:35 PM, [REDACTED] wrote:

Hi [REDACTED]
Attached is the tenancy agreement
Could you please add the details of the 3 occupants to additional terms 13a and sign and return by email both documents if all in order
any questions just let me know .
Tuesday is still looking good for commencement provided we can get the invoicing to you and deposit all sorted before then
thanks

Kind Regards

[REDACTED]
Leasing Consultant
Property Consultancy Team

Facilities Property & Planning

DDI [REDACTED]
Email [REDACTED]
Web ccc.govt.nz

Christchurch City Council
Civic Offices 5m East, 53 Hereford Street, Christchurch
PO Box 73015, Christchurch, 8154

Please consider the environment before printing this email

[REDACTED]

From: [REDACTED]
Sent: Monday, 13 November 2017 3:07 p.m.
To: [REDACTED]
Subject: FW: Rental - Mona Vale Gate House

Kind Regards

[REDACTED]
Leasing Consultant

DDI : [REDACTED]

From: [REDACTED]
Sent: Monday, 13 November 2017 2:00 p.m.
To: [REDACTED]
Subject: Re: Rental - Mona Vale Gate House

Thanks grant as per Marys email please draw up lease agreement for client to pay. We will follow up on round invoicing later to enable film rebate.

----- Original message -----

From: [REDACTED]
Date: 13/11/2017 12:11 pm (GMT+12:00)
To: [REDACTED]
Subject: FW: Rental - Mona Vale Gate House

Kind Regards

[REDACTED]
Leasing Consultant

DDI : [REDACTED]

From: [REDACTED]
Sent: Friday, 3 November 2017 12:24 p.m.
To: [REDACTED]
Subject: RE: Rental - Mona Vale Gate House

[REDACTED]

From: [REDACTED]
Sent: Friday, 3 November 2017 12:18 p.m.
To: [REDACTED]
Subject: RE: Rental - Mona Vale Gate House

Thanks do you have an email address for her ?

Kind Regards

[REDACTED]
Leasing Consultant

DDI : [REDACTED]

From: [REDACTED]
Sent: Friday, 3 November 2017 12:13 p.m.
To: [REDACTED]
Subject: RE: Rental - Mona Vale Gate House

Hi [REDACTED]

The producer will hold the lease: [REDACTED]
[REDACTED]

[REDACTED]
Kaihāpai Toi - Arts Advisor
Te Paepae Rēhia - Community Arts and Events Unit

DDI: [REDACTED]
Cell: [REDACTED]
Email: [REDACTED]
Web: www.ccc.govt.nz
Christchurch City Council - Te Hononga
Civic Offices, 53 Hereford Street, Christchurch
PO Box 73054, Christchurch, 8154

From: [REDACTED]
Sent: Friday, 3 November 2017 9:41 a.m.
To: [REDACTED]
Subject: RE: Rental - Mona Vale Gate House

Great Thanks [REDACTED], if you can send me a recap of the tenant names and contacts for the agreement (those that will be signing and responsible for T+ C s)

Kind Regards

[REDACTED]
Leasing Consultant

DDI : [REDACTED]

From: [REDACTED]
Sent: Friday, 3 November 2017 9:36 a.m.

To: [REDACTED]

[REDACTED]

Cc: [REDACTED]

Subject: RE: Rental - Mona Vale Gate House

Thanks [REDACTED]

Let me know the specifics on the tenant that you require for the drafting of the agreement and I can follow that up.

Cheers

[REDACTED]

From: [REDACTED]

Sent: Friday, 3 November 2017 9:31 a.m.

To: [REDACTED]

Cc: [REDACTED]

Subject: RE: Rental - Mona Vale Gate House

Thanks [REDACTED] we will progress the residential agreement

Kind Regards

[REDACTED]

Leasing Consultant

DDI: [REDACTED]

From: [REDACTED]

Sent: Friday, 3 November 2017 8:50 a.m.

To: [REDACTED]

Cc: [REDACTED]

Subject: FW: Rental - Mona Vale Gate House

Hi [REDACTED]

Mary has agreed to waiver the rent for [REDACTED] hire of Mona Vale Gate House commencing 9 November 2017 for 12 months.

Could you please draw up an agreement and feel free to contact [REDACTED] for any details you require.

Cheers

[REDACTED]

From: Smith, Brent

Sent: Thursday, 2 November 2017 9:16 p.m.

To: Richardson, Mary <Mary.Richardson@ccc.govt.nz>

Cc: [REDACTED]

Subject: RE: Rental - Mona Vale Gate House

Thank you Mary

[REDACTED] for you and [REDACTED] to follow up

[REDACTED] can you advise on the revenue issue

Cheers

Brent

From: Richardson, Mary
Sent: Thursday, November 02, 2017 8:52 PM
To: Smith, Brent
Subject: RE: Rental - Mona Vale Gate House

Hi - the Council and Community Board want this to happen - and have a few ideas about artist in residence. A Councillor was talking to us about it today - so I was going to contact you.

I think this would be a good trial. Im happy to waiver fee for this situation - as time is tight.

However, I think they still should have an agreement (with no or peppercorn rent) so they still have same expectations are damage /liability etc

For future - could [REDACTED] facilitate an arrangement with Film NZ where we can get funding from them rather than the round invoicing etc. Alternatively if [REDACTED] can't get it to work we can contact the new Minister

Thanks

PS Do we need to reduce revenue line in the LTP for this building and Roger Sutton House?

From: Smith, Brent
Sent: Thursday, 2 November 2017 3:05 PM
To: Richardson, Mary <Mary.Richardson@ccc.govt.nz>
Subject: Fwd: Rental - Mona Vale Gate House

We need to have a chat re this

Sent from my iPhone

Begin forwarded message:

From: [REDACTED]
Date: 2 November 2017 at 2:24:20 PM NZDT
To: "Smith, Brent" <Brent.Smith@ccc.govt.nz>
Subject: Rental - Mona Vale Gate House

Hi Brent

Could you please discuss the following with Mary.

The Fendalton-Waimari-Harewood Community Board would like the recently restored Mona Vale Gate House leased to an internal film group for a one year temporary lease, rent free while they are creating a film in Christchurch. The Community Board see this as venture as a positive way to promote the film and tourism industry in the City.

I have attached two documents, the unnamed document contains the information for this proposal. The animation residency document is information about the Film Company.

Thanks

[REDACTED]
Senior Network Planner Parks / Asset Planning & Management (Parks) / CU-Parks Unit / DDI: [REDACTED]
[REDACTED] [Web: www.ccc.govt.nz](http://www.ccc.govt.nz)
Christchurch City Council / 53 Hereford Street, / PO Box 73054, Orchard Road, Christchurch 8154