



22 November 2024

G Hickman



Dear G Hickman

Request for Information – Local Government Official Information and Meetings Act (the Act) 1987

We refer to your email of 30 October 2024 for:

1 - all emails/communications between yourself and on your behalf to the founding members of Fraser Park Sportsville regarding notification of FPS's withdrawal from Sportville

2- all follow up emails/communications between yourself and on your behalf to the founding members of Fraser Park Sportsville regarding regarding FPS's withdrawal from Sportsville.

3 - all emails/communications between yourself and on your behalf to the founding members of Fraser Park Sportsville regarding the tender process

4 - all emails/communications between yourself and on your behalf to the founding members of Fraser Park Sportsville regarding the negotiation of the tender process between the founding member clubs and potential new lease holders.

5 - all emails/communications between yourself and on your behalf to the Mayor Campbell Barry and his office regarding the tender process and the negotiations between the potential new lease holders and the founding member clubs.



Response:

Please find attached the Information we have within the scope of your request. Some Information has been withheld under section 7(2)(a) of the Act, to protect the Privacy of natural persons.

Please note that when the FPS Board advised Council that it would be ending its tenancy, it was agreed that the Board would be responsible for communication with the Founding member Clubs on this matter.

You have the right to seek an investigation and review by the Ombudsman of this decision. Information about how to make a complaint is available at www.ombudsman.parliament.nz or freephone 0800 802 602.

Please note that this response to your information request may be published on Hutt City Council's website. Please refer to the following link: www.huttcity.govt.nz/council/contactus/make-an-official-information-act-request/proactive-releases

Yours sincerely

Philip Rossiter

Senior Advisor, Official Information and Privacy

Proposed joint comms to clubs and stakeholders (as at 18/6)

We are writing to let you know that Fraser Park Sportsville Inc (FPS) has decided to end its tenancy at the Ricoh Sports Centre. Hutt City Council (Council) will be looking for new operators for the facility.

FPS and Council are both hugely disappointed that we have arrived at this point, given all of the hard work and resources that have gone into making the partnership a success – by the founding member and affiliate clubs, the staff, the FPS Board, and Council officers.

The FPS Board has advised Council that a drop in hireage revenue and a significant increase in running costs mean it can no longer responsibly continue to operate the facility.

Since opening in 2019 the facility has faced ongoing financial challenges. Council has provided financial support to Fraser Park Sportsville at the levels committed to in the Business Case presented to Hutt City Council in May 2017 and, at times, above this level such as during the COVID-19 pandemic.

Over the next six weeks, Council will be conducting a Registration of Interest process to seek people with ideas for the building's future operation or purpose. Given the significant investment made in creating a regional sports facility, it's important that it continues to benefit the community in a financially sustainable way.

FPS and Council are committed to a smooth transition, and are currently working closely on a transition plan for handover of the operation of the building, artificial turf and artificial diamond. This includes talking to sub-tenants and all those with bookings made through FPS. We will be back in touch to update you as things progress.

The Registration of Interest will shortly be released through GETS and Council channels.

Should you have any questions please do not hesitate to contact me. (the sender of the e-mail).

Being sent by FPS to: suppliers, facility users, sponsors and other key stakeholders

Being sent by Council to: elected members, Ricoh, Former CFT Chair, Regional Sports Organisations, other key sport and rec contacts.

From: [Taita Cricket](#)
To: [Campbell Barry](#); [Naomi Shaw](#); [Chris Parkin](#); [Tony Stallinger](#); [Brady Dyer](#); [Tui Lewis](#); [Glenda Barratt](#); [Josh Briggs](#); [Keri Brown](#); [Simon Edwards](#); [Karen Morgan](#); [Gabriel Tupou](#); [Jo Miller](#); [Andrea Blackshaw](#); [Bruce Hodgins](#)
Cc: [Avalon Committee](#); [treasurer ARFC](#); [HuttCity Squash](#); [Hutt Valley Dodgers Softball Club](#); [Hutt Valley Softball](#); [REDACTED]
Subject: [EXTERNAL] Future of the Ricoh Sports Centre building at Fraser Park, as founding member clubs of Fraser Park Sportsville
Date: Tuesday, 9 July 2024 8:39:55 am

To:

The Mayor

Councillors

Chief Executive

Senior Executives

Lower Hutt City Council

Re: Future of the Ricoh Sports Centre building at Fraser Park, as founding member clubs of Fraser Park Sportsville

We write to you about the future of the Ricoh Sports Centre building at Fraser Park, as the founding member clubs of Fraser Park Sportsville Inc (FPS Inc). We are writing as a group of clubs. This is our communication, and not that of FPS Inc or its Board.

Our clubs were invited by the Hutt City Council and the Hutt City Community Facilities Trust to bring our clubs to this building. We did so in good faith and our clubs gave up much to join, and have then made ongoing contributions. We have gained much from the building and its excellent facilities, and we acknowledge the significant ongoing financial support Hutt City Council has provided (once it became clear that the original Council business case of the building paying for itself was not realistic). But we are now at risk of having a new tenant in the building and having to build a new relationship with them. Our clubs' relationship with the building is now at risk. Given what we have contributed to make the Council's vision happen (albeit it was an earlier group of councillors) and our ongoing commitment to this building as the home of our clubs, we seek the opportunity to discuss this with you further.

We know the Council has been working with the Board of FPS Inc throughout the year on the financial situation. It appears to us the Board has been working very hard, has been open with the Council and has been responsive to its requests. We are thankful for their contribution. But we understand their position as board

members of the incorporated society and their need to negotiate to end the lease and make transition arrangements.

We understand the Council intends to go through a Registration of Interest process, to seek a new tenant for the building, and to develop a transition plan to smoothly transition services from FPS Inc to the Council or its nominee (possibly a new tenant).

We write to ask:

Is the Council open to working with founding member clubs to explore a better outcome, rather than go straight to a market process that could put our clubs at risk?

If there is a market process, what protections will founding member clubs have if a new tenant takes over running the facility?

Our clubs have benefited from the building but we have also made sacrifices and ongoing contributions for it to exist. In some cases this includes giving up clubrooms that we can no longer return to. While it is a great community facility and we would like to see it continue to operate for the benefit of all the community, it was built with a key purpose of creating a sports hub at Fraser Park, under the NZ Sport Sportsville model, to house our clubs and enhance sporting and cultural opportunities for local communities. Our clubs are the community - we consist of thousands of players, supporters and administrator club members from around Lower Hutt. The building also supports thousands of participants and supporters from community groups.

Our clubs have invested in this facility, which has helped grow and enhance our respective sports - including hosting major tournaments to bring visitors to our city. We signed on to join this facility as founding members and we remain committed in the long-haul. For each of our clubs, this building is our home.

We think the current operating model is a good one - the building being leased to an incorporated society made up of our clubs (and affiliate clubs) that commits to make the building open for use by the wider community. The clubs also have the ability to nominate board members, which is an important feature for us. In future we could also allow the Council to nominate board members if it wished. (To be clear, a new model could **not** be with FPS Inc.)

The issue is the finances and economics of running the building. Having worked

on these issues for some time now, we consider the current model is very likely to be the most cost efficient and revenue-maximising. It also sees great benefits for the community, including spillover economic benefits for the city when large national tournaments are hosted by our respective clubs.

We would like the opportunity to discuss this directly with the Council before the Council moves to a market process. We look forward to your reply.

Founding Members – Avalon Rugby, Hutt Squash, Dodgers Softball, Hutt Valley Softball, Taita Cricket, Lower Hutt City AFC

From: [Andrea Blackshaw](#)
To: [REDACTED] [Jo Miller](#)
Cc: [Charlotte Parish](#); [Caryn Ellis](#)
Subject: FW: Update on Ricoh Sports Centre ROI

FYI

From: Andrea Blackshaw
Sent: Wednesday, August 14, 2024 9:34 PM
To: taitacricquet@gmail.com; [REDACTED] huttvalleysoftball@xtra.co.nz;
huttvalleydodgers@gmail.com; [REDACTED] HuttCity Squash
<huttcitysquash@gmail.com>; treasurer ARFC <treasureravalonrugby@gmail.com>;
[REDACTED]
[REDACTED]
Cc: Wendy Edwards [REDACTED]
Subject: Update on Ricoh Sports Centre ROI

Kia Ora

I am writing to you as one of the Fraser Park Sportsville Founding Clubs to provide an update on the process to find new operators for the Ricoh Sports Centre at Fraser Park. I can understand that the uncertainty around this process is difficult, and we will provide updates when we can, while respecting the confidentiality requirements of the procurement process.

The Registration of Interest closed on Friday and we have received nine submissions. These will now be reviewed to determine how many proceed to a second stage Request for Proposal (RFP). This has also been communicated to all those who made submissions.

As part of the RFP we have agreed to include a high-level list of the Founding Clubs' priorities for future use of the facility and grounds, noting that Council is unable to make a commitment to these and they will be subject to negotiation with the new operators. I understand this is being co-ordinated as one document from the clubs and we look forward to receiving it.

Ngā mihi nui

Andrea Blackshaw
Kaihoutu Hapori Te Awa Kairangi ki Tai - Lower Hutt
Director Neighbourhoods and Communities
Hutt City Council

From: [Andrea Blackshaw](#)
To: taitacricquet@gmail.com; [REDACTED] huttvalleysoftball@xtra.co.nz;
huttvalleydodgers@gmail.com; [REDACTED] [HuttCity Squash](#); [treasurer AREC](#);
Cc: [REDACTED]; [REDACTED]; [REDACTED]
Subject: Update on Ricoh Sports Centre ROI

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I am writing to you as one of the Fraser Park Sportsville Founding Clubs to provide an update on the process to find new operators for the Ricoh Sports Centre at Fraser Park. I can understand that the uncertainty around this process is difficult, and we will provide updates when we can, while respecting the confidentiality requirements of the procurement process.

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Ngā mihi nui

Andrea Blackshaw
Kaihoutu Hapori Te Awa Kairangi ki Tai - Lower Hutt
Director Neighbourhoods and Communities
Hutt City Council

From: [Andrea Blackshaw](#)
To: 
Cc: [Jo Miller](#); [Charlotte Parish](#)
Subject: FW: [EXTERNAL] Re: Process to seek a new operator for the Ricoh Sports Centre at Fraser Park - response required to get to andrea
Attachments: [image001.png](#)
[image002.png](#)
[Founding Member Clubs' priorities for future use of the building and grounds at Fraser Park.pdf](#)

Kia ora

The FPS clubs have asked that this proposal re the RFP be discussed with elected members. I will get some advice from the procurement team and come back to you to discuss.

AB

From: Taita Cricket <taitacicket@gmail.com>
Sent: Monday, August 19, 2024 12:01 PM
To: Andrea Blackshaw <Andrea.Blackshaw@huttcity.govt.nz>
Subject: [EXTERNAL] Re: Process to seek a new operator for the Ricoh Sports Centre at Fraser Park - response required to get to andrea

Dear Andrea,

As requested, we have attached a short document setting out the priorities for running community sport through our clubs. This has run to slightly more than a single page, but we have still been quite brief in setting this out.

We implore the Council to structure the RFP requirements and selection process to take into account how different bidders would accommodate community sport run from the building and grounds. This could be done by:

- Requiring that bidders must commit to levels of access to clubs - game day access and first opportunity bookings for the facilities. In addition, it could be a requirement that Hutt City Squash continues to have access to the squash courts in day time and after hours. We also think it is critical for the local community that game days on Saturdays and some Sundays can be run with the building open to the public and changing rooms and referees' rooms available to players and officials.
- As well as setting minimum requirements for access (or instead of this), the scoring criteria used to select the successful bidder could have scores for how the operator proposes to work with clubs and make facilities available for sport. We would be happy to work with the Council on how scoring criteria could be described.
- The RFP could also invite operators to approach our clubs to discuss our requirements with us, to incorporate these into their proposals. If there was scoring criteria for community sport, then we would be happy to withdraw our combined clubs bid and we would welcome discussions with different bidders. Discussions would do on a strictly confidential basis with each bidder that approached us, to help them understand how we could work together, so they can put forward the most compelling bid that works for them and scores highly. If necessary, we could also create a closed conversation that excludes the clubs that remain in the RFP process with their individual club bids (i.e. squash, softball and football). That is to say, we appreciate there may be some probity concerns about what we are suggesting, but we would be happy to discuss how those could be appropriately managed.

Any of the above would be far better than simply putting our club requirements in the RFP, and then leaving it for negotiation between the new operator and clubs later. That approach feels like the Council is abandoning the founding member clubs.

We think the Council should structure the RFP requirements and selection process as we have suggested because it is the right thing to do.

It is the right thing to do for the local community who have already invested heavily in the building, through their ongoing bookings and use of the building, through their rates, and through all those people over the years who have volunteered huge amounts of time and energy to establish and operate the facility.

The facility is a fantastic base for community sport in Lower Hutt, from junior development teams through to premier teams, as well as social players and other sports supporters and volunteers. The hosting of national tournaments from the facility also brings great benefit to the city, by hosting visitors. The best way to continue this community benefit is

for a new operator to continue to partner with our clubs that run community sport and national tournaments from this facility.

It is also the right thing to do for our clubs who entered this venture in partnership with the Council. We provided a lot of support to the Council (and CFT) at the beginning of this venture. We are asking for your support as we transition into a different venture.

We strongly encourage the Council to think about how it can better look after the needs of community sport and our clubs through this process. We understand that the original venture that clubs entered into in partnership with the Council was not financially successful and has cost the Council money. We recognise the ongoing financial strain on Council and the need to turn this around. We ask the Council to recognise our position too.

We know other clubs do not have access to such amazing facilities as we have enjoyed previous years. But what many of those clubs have is control over their own rooms and facilities. We gave up that control when we entered into this venture with the Council. We now have no control over the process and future of the building and how our clubs operate. We only have the ability to influence and encourage the Council to work with us.

It would be hugely disappointing if the Council cannot now accommodate some of our requests for how this process is run. We think this would be the best way for this process to uphold the mana of all clubs and recognise the sacrifices, investment and commitment clubs have made to this Council-initiated venture. We got into this venture in a partnership approach with the Council and were told we would be looked after, and we would like to take a partnership approach to transitioning to a new arrangement.

We look forward to hearing from the Council. We suggest this should be discussed with the mayor and councillors during this interregnum period in the market process (after ROIs have closed and before the RFP is released). This is the best opportunity to involve councillors, and it is necessary that all of this is put to them and they can make a choice about how the Council conducts itself in this process.

Kind regards,

Clubs

From: Andrea Blackshaw <Andrea.Blackshaw@huttcity.govt.nz>

Sent: Wednesday, August 14, 2024 11:08 AM

To: taitacriкет@gmail.com

Subject: RE: [EXTERNAL] FW: Process to seek a new operator for the Ricoh Sports Centre at Fraser Park - response required to get to andrea

Kia ora

For inclusion in the next stage we would need it by August 21. We are happy to include one page (A4) which details at a high level the Founding Clubs' priorities in terms of future amenity, noting Council is unable to make a commitment to this and it will be subject to negotiation with the new operators. For clarity, we are not seeking a longer document that outlines the history of the arrangements or commentary on the impact of changes on the Founding Clubs. To be included in the process this would need to be 1 page focused on priorities for future use of the facility.

Ngā mihi nui

Andrea

Andrea Blackshaw

Director Neighbourhoods & Communities

Hutt City Council, 30 Laings Road, Hutt Central, Lower Hutt 5010

P: M: [REDACTED] W: www.huttcity.govt.nz



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From: taitacricket@gmail.com <taitacricket@gmail.com>
Sent: Wednesday, August 14, 2024 10:45 AM
To: taitacricket@gmail.com; Andrea Blackshaw <Andrea.Blackshaw@huttcity.govt.nz>
Subject: [EXTERNAL] FW: Process to seek a new operator for the Ricoh Sports Centre at Fraser Park - response required to get to andrea

Thanks Andrea when do you require the Founding Member Club priorities and in what format would you like the information provided in

ours sincerely,

Avalon Rugby, Hutt Squash, Dodgers Softball, Hutt Valley Softball, Taita Cricket, Lower Hutt City AFC

From: Andrea Blackshaw <Andrea.Blackshaw@huttcity.govt.nz>
Sent: Friday, August 9, 2024 3:01 PM
To: taitacricket@gmail.com
Cc: Bruce Hodgins <bruce.hodgins@huttcity.govt.nz>
Subject: FW: [EXTERNAL] Process to seek a new operator for the Ricoh Sports Centre at Fraser Park

Kia ora Henry

I can understand that the uncertainty is difficult, and I will provide as much clarity as I can, noting that there are currently a number of unknowns for Council as well. Once we know what has been received through the ROI process we will be able to confirm next steps. This will be by the end of next week.

Should the clubs put in an ROI, then you will be part of that process and will receive the same communications as others involved.

Should the clubs not put in an ROI, we will update you separately.

For clarity, Council has given an undertaking that as part of the process we will want to understand whether potential new operators are able to meet the basic requirements of clubs to enable them to function, so this will be part of future conversations. We have provided some high-level detail in the ROI. If you would like to send through more detail we can include it in future conversations.

I would not see any problem with the Clubs doing both – submitting an ROI and providing a document to Council which details the Founding Clubs' priorities in terms of future amenity, to be provided to all those in the process.

As we have said previously, Council's priority has to be finding new operators who can ensure the facility can continue to provide community benefit, and be financially sustainable in the future.

I hope this has provided some clarity, and I am happy to talk on the phone today if that is helpful.

Ngā mihi nui

Andrea Blackshaw
Kaihoutu Hapori Te Awa Kairangi ki Tai - Lower Hutt
Director Neighbourhoods and Communities
Hutt City Council

Andrea Blackshaw
Director Neighbourhoods & Communities

Hutt City Council, 30 Laings Road, Hutt Central, Lower Hutt 5010

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From: Taita Cricket <taitacricket@gmail.com>

Sent: Thursday, August 8, 2024 5:13 PM

To: Andrea Blackshaw <Andrea.Blackshaw@huttcity.govt.nz>; Bruce Hodgins <bruce.hodgins@huttcity.govt.nz>

Subject: Re: FW: [EXTERNAL] Process to seek a new operator for the Ricoh Sports Centre at Fraser Park

Dear Andrea and Bruce,

Thank you for confirming that the Council has given an undertaking to continue to work with clubs as the Council does through the process.

We understand this means that following the receipt of the ROIs, and before the release of the RFP (or direct negotiations), the Council will talk to clubs to understand better our requirements to enable our sports and clubs to function.

We want to check whether there would be an issue if we also submitted a registration of interest. We understand the ROIs will be considered by an independent panel, and so possibly this would not be an issue.

In essence, we are nervous and unsure how best to navigate this process. We are considering formally registering interest to operate the building, to ensure the interests of our members of our respective clubs are protected. But we do not want to prejudice our ability to work on the RFP document with the Council. We understand that the best option for both the Council and our clubs is probably that a new operator can run the building in a financially sustainable way and keep it available for the running of national sports tournaments, our community sports, and our clubs. So we are very keen to work with you on the RFP document.

Would submitting a registration of interest be an issue to us being able to work on the RFP document?

I am happy to discuss this over the phone if it is easier.

Many thanks,
Henry Clayton

From: Andrea Blackshaw <Andrea.Blackshaw@huttcity.govt.nz>
Sent: Wednesday, July 31, 2024 10:59 AM
To: taitacriquet@gmail.com; Avalon Committee <avaloncommittee@hotmail.com>; treasurer ARFC <treasureravalonrugby@gmail.com>; HuttCity Squash <huttcitysquash@gmail.com>; Hutt Valley Dodgers Softball Club <huttvalleydodgers@gmail.com>; Hutt Valley Softball <huttvalleysoftball@xtra.co.nz>; Kevin Nash <chairman@lhcafc.org.nz>
Cc: Campbell Barry <Campbell.Barry@huttcity.govt.nz>; Naomi Shaw <Naomi.Shaw@huttcity.govt.nz>; Chris Parkin <Chris.Parkin@huttcity.govt.nz>; Tony Stallinger <Tony.Stallinger@huttcity.govt.nz>; Brady Dyer <Brady.Dyer@huttcity.govt.nz>; Tui Lewis <Tui.Lewis@huttcity.govt.nz>; Glenda Barratt <Glenda.Barratt@huttcity.govt.nz>; Josh Briggs <Josh.Briggs@huttcity.govt.nz>; Keri Brown <Keri.Brown@huttcity.govt.nz>; Simon Edwards <Simon.Edwards@huttcity.govt.nz>; Karen Morgan <Karen.Morgan@huttcity.govt.nz>; Gabriel Tupou <Gabriel.Tupou@huttcity.govt.nz>; Jo Miller <Jo.Miller@huttcity.govt.nz>
Subject: FW: [EXTERNAL] Process to seek a new operator for the Ricoh Sports Centre at Fraser Park

To Avalon Rugby, Hutt Squash, Dodgers Softball, Hutt Valley Softball, Taita Cricket, Lower Hutt City AFC,

Thank you for your e-mail. The Mayor has asked me to respond, as this matter is being managed by officers as we progress the ROI process. I acknowledge the concerns expressed in your e-mail and that this is a difficult time for everyone involved with uncertainty about the future operations of the facility. This uncertainty is the reason we are progressing things as quickly as possible.

The current ROI process has been initiated in response to FPS advising Council that it will end its tenancy on September 30, 2024, leaving the facility without an operator. Council is not in a position to take over the management and running of the facility and as such new operators are required as quickly as possible so that the facility can continue to operate.

Council has given an undertaking to the clubs that as part of the ROI process we will want to understand whether potential new operators are able to meet the basic requirements of the sports clubs to enable them to function. We have also given an undertaking to continue to work with the clubs as we go through this process. Our priority at the moment is ensuring we have new operators so that the facility can be fully-operational and financially sustainable in the future. We will be able to update you further once the ROI has progressed and we determine what level of interest there is.

Ideally we would be able to make a commitment to bookings beyond Dec 31, but currently we are not able to make a commitment to how the facility might be operating next year. This is dependent on the new operators. As such, we cannot commit to bookings in good faith. We are comfortable for bookings to be pencilled in for confirmation at a later date.

In terms of the ROI, we are comfortable with the wording and will ensure that potential new operators understand the history of the facility and the arrangements that have been in place with the founding clubs under the current operating model.

The Transition Plan Working Group is making good progress in working through a number of issues around FPS's exit from the facility on September 30 and clubs will continue to be updated on this work as

it progresses.

Ngā mihi nui

Andrea Blackshaw

Kaihoutu Hapori Te Awa Kairangi ki Tai - Lower Hutt

Director Neighbourhoods and Communities

Hutt City Council

From: Taita Cricket <taitacricket@gmail.com>

Sent: Monday, July 29, 2024 8:08 AM

To: Campbell Barry <Campbell.Barry@huttcity.govt.nz>; Naomi Shaw <Naomi.Shaw@huttcity.govt.nz>; Chris Parkin <Chris.Parkin@huttcity.govt.nz>; Tony Stallinger <Tony.Stallinger@huttcity.govt.nz>; Brady Dyer <Brady.Dyer@huttcity.govt.nz>; Tui Lewis <Tui.Lewis@huttcity.govt.nz>; Glenda Barratt <Glenda.Barratt@huttcity.govt.nz>; Josh Briggs <Josh.Briggs@huttcity.govt.nz>; Keri Brown <Keri.Brown@huttcity.govt.nz>; Simon Edwards <Simon.Edwards@huttcity.govt.nz>; Karen Morgan <Karen.Morgan@huttcity.govt.nz>; Gabriel Tupou <Gabriel.Tupou@huttcity.govt.nz>; Jo Miller <Jo.Miller@huttcity.govt.nz>; Andrea Blackshaw <Andrea.Blackshaw@huttcity.govt.nz>; Bruce Hodgins <bruce.hodgins@huttcity.govt.nz>

Cc: Avalon Committee <avaloncommittee@hotmail.com>; treasurer ARFC <treasureravalonrugby@gmail.com>; HuttCity Squash <huttcitysquash@gmail.com>; Hutt Valley Dodgers Softball Club <huttvalleydodgers@gmail.com>; Hutt Valley Softball <huttvalleysoftball@xtra.co.nz>;

Subject: [EXTERNAL] Process to seek a new operator for the Ricoh Sports Centre at Fraser Park

Dear Mayor, Councillors and officers,

Re process to seek a new operator for the Ricoh Sports Centre at Fraser Park

We are writing to express our concerns with the process so far and to request that the Council works with our group of clubs to create a better process going forward.

The Council must provide accurate information

First, there is an error of fact made in the ROI document. It refers to the clubs as “tenants”, rather than the accurate description that we are members of Fraser Park Sportville Inc (which is the tenant). On two occasions we have asked for this to be corrected and for more accurate and detailed text to be include in the ROI.

The first response stated that the Council did not consider our suggested changes “material to the purpose of the ROI”. The second response just notes our concerns and confirms that the Council is not proposing to make any changes to the ROI.

We understand from the answers that the Council is not disagreeing with us (that is, the Council accepts that the information is not accurate) - just that it is refusing to make an amendment.

It is hard for us to hear that details about our clubs are not considered material. It is beginning to feel like the Council views the role of our clubs as not material.

We have also been assured that this process aims to uphold the mana of clubs. It is disappointing that one of the few and brief references to our clubs in the ROI document will not be amended to be accurate (and also that we were not given any opportunity to review the ROI for accuracy before it was released).

We are also concerned that an error of fact and misrepresentation in the process could create legal issues about the process, and having any arguments about this (let alone an actual legal challenges) is not in anyone's interests. We are concerned to ensure that any bidder has accurate information.

The Council encouraged us to go “all in”, and we trusted the Council would look after us

The history of the building is important to the context and current issues. The idea of closing down our old premises and moving to a new multi-sport facility did not come from the clubs. The Council invited us to join and put pressure on clubs to join and to close existing club rooms, and go “all in”.

While there is always risk in a new venture, and this venture has proven riskier and harder than the original Council business case, we trusted that our clubs would be looked after by the Council.

We recognise the financial issues of the building and the Council’s desire to get these under control. We also understand that the speed of the process is motivated by a desire to arrive at an enduring solution quickly.

But this needs to be balanced against the Council's commitment to our clubs and the communities they represent.

At this point we also want to note that dealing with FPS Inc and its Board is not the same thing as dealing with the clubs. FPS Inc has a broader objective than just serving our clubs, an independent board, and doesn't always have to act in the best interests of clubs. It is focused on short term issues now that it has begun the process of exiting from the lease.

Going forward, we want more involvement in this process

We understand that the Council's decision to move quickly into this process has meant that we are all quickly restricted by the rules of that process. When the ROI closes, we would like an opportunity to talk with you about the RFP.

We are encouraged by the 12 July ‘Q&As’ statement saying “Council is looking for an operator that can deliver broad community benefits and understand the basic requirements of the sports clubs to enable them to function.” (<https://www.huttcity.govt.nz/people-and-communities/news/2024/new-operator-sought-for-lower-hutts-ricoh-sports-centre>)

We can provide the detail of our requirements so that they can be understood by bidders.

In particular, we would like to know whether there will be criteria in the RFP for assessing proposals about how a bidder would work with our clubs and how that criteria would be weighted against other criteria. We can also provide information and material that would be relevant, and we can help to review drafts and correct any inaccuracies.

If the Council skips the RFP and moves direct to negotiating with one party (as it has reserved the right to do, at 1.1.(b) of the ROI), then we think it is especially important that the clubs have input into what the Council seeks from that negotiation.

The Council has a choice to require any new tenant to uphold the promises made to clubs when we joined this model. We consider it would be a breach of trust if the Council did not do this, and certainly if it did not even consider doing this.

Our clubs are also vital to the success of Fraser Park as a place for community benefit. Our clubs are full of dedicated people who volunteer their time and energy to organise community sport, including junior sport programmes and teams, and social events for our supporters and past players. If there is a new tenant in the building then we think that, in order for the Council to achieve the community benefit of the building and Fraser Park, the tenant's ability to work with our clubs will be crucial.

Any bidder needs to have good information about the history and current operations of the building

There key details about the history and current operations of the building that we think need to be made very clear to any possible future tenant. This is to give the tenant the best possibility to work with the existing community and gain their support, and also to protect the exposure of Council to future arguments. These details include:

- New Zealand Squash invested a significant amount of money in the squash courts on the understanding that these would be available as squash courts for national tournaments long into the future.
- The founding member clubs pay to be part of the facility (even before they pay for specific bookings). This has been through our affiliation fees to FPS Inc. We want to make sure everyone at the Council understands that the clubs do not get a free ride. (The ROI refers to an annual subscription fee being "part of the original model" - which does not make it clear that this affiliation fee has remained in place throughout.) For most of our clubs, our cost structures have gone up since joining FPS, and some clubs have also lost revenue from no longer operating their own hospitality.
- The founding member clubs have enjoyed discounted rates for bookings and the first opportunity to book sports spaces at the most popular times, or most important times for our clubs (for example, using indoor facilities for pre-season training and other facilities for match day games).
- Our clubs also provide hospitality revenue through formal functions such as prize giving dinners and club events, and casual use of the hospitality after training and games.
- Our clubs were told by the people who created the facility that it would be our new home. This is recognised not just through discounted rates and first opportunity for bookings, but also the signage around the building and hosting our team photos, player photos and club trophies.
- This commitment to create a new home was so strongly conveyed that we were also encouraged to close our existing club rooms, meaning we have gone "all in" on the facility.

Given the recent history of how the building has operated, we think any new tenant would ask the following questions:

- Does the Council understand the financial measures of the operation, and has it done a gap analysis?
- Has the Council done a risk assessment for operating the building?

We want any bidder and any future tenant to be set up to succeed. A part of this is that they would come in with their eyes wide open.

We can help this process. We can talk positively about Fraser Park and the Ricoh Sports Centre and help tell the story about all of the community benefit that it provides. We can also provide a reliable regular source of revenue through our bookings, and help to provide ongoing community benefit, especially through hosting national tournaments.

But we also want to make sure a new tenant understands the financial challenges, so we are not in this position again.

The Council should consider making commitments and assurances beyond December

We are also concerned about the lack of commitment to bookings beyond December. For example, there are three large softball tournaments booked in early 2025 (Under 17 tournament in January, tournament of 20 plus teams in February, and a secondary schools tournament in March). We expect that any new tenant would be required to honour these bookings. If those tournaments could not go ahead, then the damage to the reputation of Fraser Park as a place to host national tournaments would be quickly lost, and very hard to regain.

Please work with us to ensure this process looks after us, as we were told we would be looked after at the outset of this venture

In closing, we are trying to understand the current issues from the Council's point of view. We appreciate the need to reduce and hopefully eliminate financial losses, and your desire for a speedy process to get to a resolution quickly. But we ask you to carefully consider the situation from the clubs' points of view as well.

The Council said it would look after us when we joined this venture. We relied on that.

The process so far has not given us confidence that the Council is looking after us and will look after us. We also have concerns about the accuracy and depth of information the Council has and will provide to bidders.

We ask that, once the ROI process has ended and it is easier for open dialogue to re-commence, that the Council works closely with our clubs so that we can help each other get the best outcome for this building, our clubs and the community.

We are encouraged by the Mayor's statement on 12 July "We will continue to work together with the clubs at Fraser Park Sportville as we go through this process."

We look forward to your reply.

Yours sincerely,

Avalon Rugby, Hutt Squash, Dodgers Softball, Hutt Valley Softball, Taita Cricket, Lower Hutt City AFC

On Tue, Jul 9, 2024 at 8:39 AM Taita Cricket <taitacricket@gmail.com> wrote:

To:

The Mayor

Councillors

Chief Executive

Senior Executives

Lower Hutt City Council

Re: Future of the Ricoh Sports Centre building at Fraser Park, as founding member clubs of Fraser Park Sportsville

We write to you about the future of the Ricoh Sports Centre building at Fraser Park, as the founding member clubs of Fraser Park Sportsville Inc (FPS Inc). We are writing as a group of clubs. This is our communication, and not that of FPS Inc or its Board.

Our clubs were invited by the Hutt City Council and the Hutt City Community Facilities Trust to bring our clubs to this building. We did so in good faith and our clubs gave up much to join, and have then made ongoing contributions. We have gained much from the building and its excellent facilities, and we acknowledge the significant ongoing financial support Hutt City Council has provided (once it became clear that the original Council business case of the building paying for itself was not realistic). But we are now at risk of having a new tenant in the building and having to build a new relationship with them. Our clubs' relationship with the building is now at risk. Given what we have contributed to make the Council's vision happen (albeit it was an earlier group of councillors) and our ongoing commitment to this building as the home of our clubs, we seek the opportunity to discuss this with you further.

We know the Council has been working with the Board of FPS Inc throughout the year on the financial situation. It appears to us the Board has been working very hard, has been open with the Council and has been responsive to its requests. We are thankful for their contribution. But we understand their position as board members of the incorporated society and their need to negotiate to end the lease and make transition arrangements.

We understand the Council intends to go through a Registration of Interest process, to seek a new tenant for the building, and to develop a transition plan to smoothly transition services from FPS Inc to the Council or its nominee (possibly a new tenant).

We write to ask:

Is the Council open to working with founding member clubs to explore a better outcome, rather than go straight to a market process that could put our clubs at risk?

If there is a market process, what protections will founding member clubs have if a new tenant takes over running the facility?

Our clubs have benefited from the building but we have also made sacrifices and ongoing contributions for it to exist. In some cases this includes giving up clubrooms that we can no longer return to. While it is a great community facility and we would like to see it continue to operate for the benefit of all the community, it was built with a key purpose of creating a sports hub at Fraser Park, under the NZ Sport Sportsville model, to house our clubs and enhance sporting and cultural opportunities for local communities. Our clubs are the community - we consist of thousands of players, supporters and administrator club members from around Lower Hutt. The building also supports thousands of participants and supporters from community groups.

Our clubs have invested in this facility, which has helped grow and enhance our respective sports - including hosting major tournaments to bring visitors to our city. We signed on to join this facility as founding members and we remain committed in the long-haul. For each of our clubs, this building is our home.

We think the current operating model is a good one - the building being leased to an incorporated society made up of our clubs (and affiliate clubs) that commits to make the building open for use by the wider community. The clubs also have the ability to nominate board members, which is an important feature for us. In future we could also allow the Council to nominate board members if it wished. (To be clear, a new model could **not** be with FPS Inc.)

The issue is the finances and economics of running the building. Having worked on these issues for some time now, we consider the current model is very likely to be the most cost efficient and revenue-maximising. It also sees great benefits for the community, including spillover economic benefits for the city when large national tournaments are hosted by our respective clubs.

We would like the opportunity to discuss this directly with the Council before the Council moves to a market process. We look forward to your reply.

Founding Members – Avalon Rugby, Hutt Squash, Dodgers Softball, Hutt Valley Softball, Taita Cricket, Lower Hutt City AFC

Andrea Blackshaw

Director Neighbourhoods & Communities

Hutt City Council, 30 Laings Road, Hutt Central, Lower Hutt 5010

P: M: [REDACTED] W: www.huttcity.govt.nz



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From: [Andrea Blackshaw](#)
To: taitacriicket@gmail.com; [Henry Clayton](#); [Hutt Valley Softball](#); [Hutt Valley Dodgers Softball Club](#); [REDACTED]; [HuttCity Squash](#); [treasurer AREC](#); [REDACTED]
Cc: [Wendy Edwards](#)
Subject: Ricoh Sports Centre update
Attachments: [Information on Ricoh Sports Centre operations from October 1, 2024 \(19 August 2024\).pdf](#)

Kia ora

I am contacting you all regarding arrangements that are being put in place for the operation of Ricoh Sports Centre from October 1, 2024, after Fraser Park Sportville's tenancy has ended, due to commercial reasons. This has been discussed in recent weeks by a Transition Working Group involving representatives of the Fraser Park Sportville Board, Founding Member Clubs and Council.

As you will be aware, Council and community are facing challenging economic conditions. Inflation and the rising cost of living are impacting all of us. At the same time, our Council is dealing with a backlog of historic underinvestment in our key infrastructure, and we are facing more frequent extreme weather events disrupting the city. Through our latest Long Term Plan, we have endeavoured to strike the right balance between the investment needed and the cost impact on people.

Council had not expected to have to take back the management of Ricoh Sports Centre this year and has not budgeted for the additional expense. Our operational budgets are already under considerable pressure this year and as such we are unable to staff the facility to manage day to day operations due to the additional cost and financial risk. However, until new operators are in place we have made an undertaking to:

- i. continue to provide playing surfaces, toilets, changing rooms and lights for sport
- ii. honour existing facility and turf bookings through to December 31 – noting there will be changes to the way the facility operates with no staff on site and hirers required to provide their own hospitality.

Council will commit the resource to meet this undertaking, but any additional services have had to be weighed up against the additional financial commitment and risk involved. In an effort to meet everyone's needs (Council and clubs) we are proposing the arrangements outlined in the attached.

Council is currently running a procurement process to find new operators for Ricoh Sport Centre and we hope to have them in place by the end of the year. We know there will be disappointment that in the transition period the facility is not able to operate as it currently does. However in the current financial environment, unfortunately this is not possible.

The Transition Working Group will continue to work through logistics in an effort to make the handover as smooth as possible for everyone involved.

Ngā mihi nui

Andrea Blackshaw
Kaihoutu Hapori Te Awa Kairangi ki Tai - Lower Hutt
Director Neighbourhoods and Communities
Hutt City Council

From: [Henry Clayton](#)
To: [Campbell Barry](#); [Naomi Shaw](#); [Andrea Blackshaw](#)
Subject: [EXTERNAL] RFP process for new operator at Ricoh Sports Centre
Date: Monday, 9 September 2024 10:32:58 pm

Dear Mayor, Councillor Shaw and Andrea,

I was going to write this email just to Andrea, as I was hoping to catch her tonight after the Working Group meeting, but I didn't get the chance. Then as I wrote this e-mail I thought it best to include the Mayor and Cr Shaw too, as I mention them below.

1. Why were clubs not able to check the RFP for accuracy in its references to clubs and our requirements? This was something I thought the Council could easily accommodate. It would show goodwill to the clubs and prevent the hurt feelings that occurred when the ROI was inaccurate and the Council declined to amend it. It is also in everyone's interests that the RFP is accurate.
2. What is the weighting given to clubs' requirements in the RFP?
3. What is the Council position if bidders want to talk to clubs about our requirements?
4. If a new operator is able to take over before 31 December (as the Council hopes), will it also have to honor all existing bookings to 31 December?

Not having answers to these questions is very nerve racking. When we met with the Mayor at the start of this process and saw his press release that "We will continue to work together with the clubs at Fraser Park Sportsville as we go through this process", we expected more. Well I certainly did.

I acknowledge we were able to submit our list of requirements and that this has gone into the RFP. I understand that this has some weighting, but am not sure how much.

At that meeting Councillor Naomi Shaw said the process would uphold the mana of our clubs.

I expected there would be some conversation with us about the process. Can we at least have answers to the questions above?

(If you believe you cannot answer the questions above due to the ongoing market process I will not understand that and need a clear explanation of that reasoning please.)

Regards,
Henry Clayton

From: taitacricquet@gmail.com
To: [Charlotte Parish](#); [Andrea Blackshaw](#)
Subject: RE: [EXTERNAL] RE: Process to seek a new operator for the Ricoh Sports Centre at Fraser Park - response required to get to andrea
Date: Wednesday, 18 September 2024 5:14:38 pm
Attachments: [image001.png](#)

Thanks team I will pass on to founding members for any comment

Much appreciated

Thanks dave

From: Charlotte Parish <Charlotte.Parish@huttcity.govt.nz>
Sent: Wednesday, 18 September 2024 4:56 pm
To: taitacricquet@gmail.com; Andrea Blackshaw <Andrea.Blackshaw@huttcity.govt.nz>
Subject: RE: [EXTERNAL] RE: Process to seek a new operator for the Ricoh Sports Centre at Fraser Park - response required to get to andrea

Kia ora Dave,

Please see below action points from the meeting on Monday evening:

- Andrea to check whether Council is able to share the RPF with clubs. Please see attached the RPF document as well as the attachment included about the Clubs' priorities.
- Clubs requested communications from Council at each stage of the process. The next step is for a Council decision on a preferred candidate to enter negotiations with on 1 October. Communication will go to clubs once the papers are published, and a further update will be shared after the meeting on 1 October.
- Clubs also requested an accord, or MOU between Council and the clubs. Andrea noted that previously an agreement was in place between the FPS board and Council. Council will explore an MOU with clubs once the new operator is in place, noting this will be based on the future, not on arrangements that existing under FPS.

Ngā mihi,

Charlotte

Charlotte Parish She/Her
Head Of Mayor's Office

Hutt City Council, 30 Laings Road, Hutt Central, Lower Hutt 5010

P: M: [REDACTED] **W:** www.huttcity.govt.nz



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From: taitacricket@gmail.com <taitacricket@gmail.com>

Sent: Tuesday, September 17, 2024 9:24 AM

To: Charlotte Parish <Charlotte.Parish@huttcity.govt.nz>; taitacricket@gmail.com; Andrea Blackshaw <Andrea.Blackshaw@huttcity.govt.nz>; Campbell Barry2 <Campbell.Barry22@huttcity.govt.nz>

Subject: [EXTERNAL] RE: Process to seek a new operator for the Ricoh Sports Centre at Fraser Park - response required to get to andrea

Thanks for the meeting last night

Charlotte will you be in a position to document and send back the key action points from the meeting

Have a good day

Dave

From: taitacricket@gmail.com <taitacricket@gmail.com>

Sent: Monday, 16 September 2024 3:18 pm

To: 'Charlotte Parish' <Charlotte.Parish@huttcity.govt.nz>; taitacricket@gmail.com

Subject: Process to seek a new operator for the Ricoh Sports Centre at Fraser Park - response required to get to andrea

Hi Charlotte given the weather is not sharp is the shelter by the door while we wait for all fraser park members to arrive before you can let us in ta dave

Hi Andrea and Charlotte [REDACTED] will replace [REDACTED] at the meeting on Monday

Night

Can you please advise how best we access the building to meet Campbell as it will be outside office hours

Thanks Dave

From: taitacricket@gmail.com <taitacricket@gmail.com>

Sent: Thursday, 12 September 2024 9:04 am

To: 'Andrea Blackshaw' <Andrea.Blackshaw@huttcity.govt.nz>; Charlotte Parish <Charlotte.Parish@huttcity.govt.nz>

Cc: [REDACTED] 'Loren Parker'

[REDACTED]; [REDACTED] <[REDACTED]> [REDACTED]

[REDACTED] 'Hutt City Squash'

<huttcitysquash@gmail.com>; taitacricket@gmail.com

Subject: RE: [EXTERNAL] Process to seek a new operator for the Ricoh Sports Centre at Fraser Park - response required to get to andrea

Hi Andrea

Henry Clayton representing the Founding Members re the Transition Working Group

Mike Yates Lower Hutt Soccer

Kevin Nash Lower Hutt Soccer

Dave Gillespie Taita Cricket

Bruce Chase Avalon Rugby

Issac Hamilton Hutt Squash

Loren Parker Dodgers

Nick Copper Hutt Softball Association

Will represent the founding members at the meeting with Campbell Barry Monday night at 5.30

I am happy to send a calendar invite or leave it to you Charlotte

Thanks

Dave Gillespie

President Taita Cricket

From: Andrea Blackshaw <Andrea.Blackshaw@huttcity.govt.nz>

Sent: Thursday, 5 September 2024 1:35 pm

To: taitacricket@gmail.com

Cc: Charlotte Parish <Charlotte.Parish@huttcity.govt.nz>

Subject: RE: [EXTERNAL] Process to seek a new operator for the Ricoh Sports Centre at Fraser Park - response required to get to andrea

Kia ora

We will lock in 5:30pm on Sept 16 with the Mayor. Appreciate if you can let me know who will be coming closer to the time – do you want us to send through a calendar invitation?

In terms of the RFP, this was issued on August 26 to the groups progressing to the second phase and is due back on September 16. This is why the information from Founding Members Clubs was required by August 21 for inclusion. Noting that we have agreed to let the proposal from Founding Members Clubs lay on the table, and if the market process is ultimately unsuccessful, we will come back to you to talk about it further.

Ngā mihi nui
Andrea

Andrea Blackshaw
Director Neighbourhoods & Communities

Hutt City Council, 30 Laings Road, Hutt Central, Lower Hutt 5010

P: **M:** [REDACTED] **W:** www.huttcity.govt.nz



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From: taitacriket@gmail.com <taitacriket@gmail.com>

Sent: Thursday, September 5, 2024 9:56 AM

To: Andrea Blackshaw <Andrea.Blackshaw@huttcity.govt.nz>; Charlotte Parish <Charlotte.Parish@huttcity.govt.nz>

Cc: taitacriket@gmail.com

Subject: [EXTERNAL] Process to seek a new operator for the Ricoh Sports Centre at Fraser Park - response required to get to andrea

Thanks for your response, Andrea.

The founding member clubs will take you the offer to engage with the Mayor on the 16th at 5.30pm at the council office.

We will look to have a representative from each of the five founding member clubs attend this meeting

We also seek confirmation, further to our email below that before the RFP document is released that the Founding Member clubs are given the opportunity to review the contents that refers to our clubs. It is not in anyone interest for there to be an inaccuracies in the RFP document that will be relied on by the bidders and will the document be released prior to our meeting with the Mayor.

Thanks
Founding Members

From: Andrea Blackshaw <Andrea.Blackshaw@huttcity.govt.nz>
Sent: Wednesday, September 4, 2024 4:10:50 PM
To: Taita Cricket <taitacricket@gmail.com>
Cc: Charlotte Parish <Charlotte.Parish@huttcity.govt.nz>
Subject: RE: [EXTERNAL] Re: Process to seek a new operator for the Ricoh Sports Centre at Fraser Park - response required to get to andrea

Kia ora

I am responding on behalf of the mayor and elected members. The Mayor would be happy to meet with a group of club representatives again to discuss the concerns raised below. This will also be a good chance to talk through the upcoming Transition Period for Ricoh Sports Centre. The Mayor has some availability on September 16 from 5:30pm if this works. He would be happy to host in his office. Appreciate if you can let me know if this suits and who would be attending. I have copied the mayor's office in so we are all in the loop.

Ngā mihi nui

Andrea Blackshaw
Kaihoutu Hapori Te Awa Kairangi ki Tai - Lower Hutt
Director Neighbourhoods and Communities
Hutt City Council

Andrea Blackshaw

We are disappointed that the Council will not permit the clubs to engage with potential bidders who are short listed and we would recommend that the Council revisit this decision, as this will give potential bidders a chance to understand the role, value and history we play in this facility.

Also, what would the Council position be if a bidder wants to ask questions of the founding member clubs?

We request that the Council involve our clubs in the new model at every opportunity. Please recognise that this venture was the Council's vision, including the building design and governance arrangements, and that we contributed and continue to contribute much towards it on the understanding we would be looked after. We are trying to achieve a win-win for all parties going forward - the Council, our clubs, and the new operator.

We struggle to see how this will be possible if the bidders are not able to talk with us should they wish to. We appreciate there are sensitivities in a market process, but there are numerous ways to manage those risks - such as formal non-disclosure agreements, having a council probity advisor observe each meeting, and giving all bidders the same opportunity to meet.

Also, will the Council be providing bidders with financial data about the building, including the amount of money clubs have been paying to use the facilities?

It is also very important to understand what the Council's position will be in relation to the protection of the clubs if the new tenant has a vision and plan that excludes the clubs from use and or access to the facility. Does the Council consider it has an obligation to continue to support clubs if that is the result? What is the Council's thinking on future protection of founding member clubs if the model approved for the new tenant does not include club access?

Also, what would happen if the market process does not result in a new tenant? What happens if the new tenancy is for, say, 3 years? Will our clubs have to re-negotiate again at that point?

You note the significant contribution made by the Council to build this facility, but it's important to remember that the formation of the Fraser Park Sportsville and the building of the Ricoh Sports Centre was the Council's vision in the first instance. Clubs relocated to Fraser Park or gave up significant assets on the park to follow the Council's vision. It's also important to note that as clubs we had little influence as the initial Council Sportsville Steering group agreed that the board was made up of five independent directors and two elected members from the founding member clubs, thus limiting influence on building design and operation.

You state in our email that the Council needs to balance different interests, and the interests of ratepayers. There are about 3000 users of the building from our founding member clubs, affiliate clubs, clubs associated to Hutt Valley Softball Association, and community groups. These people are mostly Hutt City residents and ratepayers.

It would also be appreciated if the Council could acknowledge its role in the issues we are facing. It was the Council's vision to create, build and set up the governance of the facility with the initial board, not the clubs' vision. Once a new tenant is in place other parties such as the FPS Inc Board and Council can move on, but it's the clubs that are left potentially floundering.

Finally, we ask that we please be able to review the aspects of the RFP that refer to our

clubs and our clubs' requirements (we do not need to see, for example, financial data shared in confidence with potential bidders). It would not be in anyone's interest for there to be any inaccuracies in that information. We think how the RFP refers to our clubs is material to the process, and accuracy is essential.

We would welcome a meeting to discuss the questions in this letter if that would be better than a written reply. We would also welcome the opportunity to again meet with the Mayor and councillors.

Kind regards,

Founding Member Clubs of Fraser Park Sportsville

From: Andrea Blackshaw <Andrea.Blackshaw@huttcity.govt.nz>

Sent: Monday, August 26, 2024 1:52 PM

To: Taita Cricket <taitacricket@gmail.com>

Cc: Charlotte Parish <Charlotte.Parish@huttcity.govt.nz>

Subject: RE: [EXTERNAL] Re: Process to seek a new operator for the Ricoh Sports Centre at Fraser Park - response required to get to andrea

Kia ora

Thank you for sending this document through and for your further thoughts on the RFP process.

I can assure you that doing the right thing for all Lower Hutt residents is Council's aim in this matter. In making this decision, Council will have to balance out a number of considerations, including the impact on all Lower Hutt rate payers and residents. While ideally we would like to see all the needs and wants of the Founding Member Clubs met, this can't be at the expense of rate payers who have already contributed much more to the project than anticipated .

As requested we have checked in with the Mayor and elected members on this approach outlined below. Note I have copied in the Head of the Mayor's office.

In the RFP we had agreed to include a document outlining Founding Member Clubs' priorities for future use of the facility. Additionally, we will specifically ask submitters how they would respond to this, and have a weighting associated with that response. In the ROI and RFP there is a requirement for changing rooms, toilets and lights to continue to be available to the public as they currently are. Unfortunately we would not support clubs meeting with submitters given we are in a competitive and confidential procurement process.

We are comfortable that this strikes the right balance of ensuring the clubs' and community's priorities are considered, while not limiting potential future operating models. We hope this approach serves as an assurance that Council is doing the right thing for everyone involved.

Ngā mihi nui

Andrea Blackshaw

Kaihoutu Hapori Te Awa Kairangi ki Tai - Lower Hutt
Director Neighbourhoods and Communities
Hutt City Council

Andrea Blackshaw

Director Neighbourhoods & Communities

Hutt City Council, 30 Laings Road, Hutt Central, Lower Hutt 5010

P: M: [REDACTED] **W:** www.huttcity.govt.nz



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From: Taita Cricket <taitacricket@gmail.com>

Sent: Monday, August 19, 2024 12:01 PM

To: Andrea Blackshaw <Andrea.Blackshaw@huttcity.govt.nz>

Subject: [EXTERNAL] Re: Process to seek a new operator for the Ricoh Sports Centre at Fraser Park - response required to get to andrea

Dear Andrea,

As requested, we have attached a short document setting out the priorities for running community sport through our clubs. This has run to slightly more than a single page, but we have still been quite brief in setting this out.

We implore the Council to structure the RFP requirements and selection process to take into account how different bidders would accommodate community sport run from the building

and grounds. This could be done by:

- Requiring that bidders must commit to levels of access to clubs - game day access and first opportunity bookings for the facilities. In addition, it could be a requirement that Hutt City Squash continues to have access to the squash courts in day time and after hours. We also think it is critical for the local community that game days on Saturdays and some Sundays can be run with the building open to the public and changing rooms and referees' rooms available to players and officials.
- As well as setting minimum requirements for access (or instead of this), the scoring criteria used to select the successful bidder could have scores for how the operator proposes to work with clubs and make facilities available for sport. We would be happy to work with the Council on how scoring criteria could be described.
- The RFP could also invite operators to approach our clubs to discuss our requirements with us, to incorporate these into their proposals. If there was scoring criteria for community sport, then we would be happy to withdraw our combined clubs bid and we would welcome discussions with different bidders. Discussions would do on a strictly confidential basis with each bidder that approached us, to help them understand how we could work together, so they can put forward the most compelling bid that works for them and scores highly. If necessary, we could also create a closed conversation that excludes the clubs that remain in the RFP process with their individual club bids (i.e. squash, softball and football). That is to say, we appreciate there may be some probity concerns about what we are suggesting, but we would be happy to discuss how those could be appropriately managed.

Any of the above would be far better than simply putting our club requirements in the RFP, and then leaving it for negotiation between the new operator and clubs later. That approach feels like the Council is abandoning the founding member clubs.

We think the Council should structure the RFP requirements and selection process as we have suggested because it is the right thing to do.

It is the right thing to do for the local community who have already invested heavily in the building, through their ongoing bookings and use of the building, through their rates, and through all those people over the years who have volunteered huge amounts of time and energy to establish and operate the facility.

The facility is a fantastic base for community sport in Lower Hutt, from junior development teams through to premier teams, as well as social players and other sports supporters and volunteers. The hosting of national tournaments from the facility also brings great benefit to the city, by hosting visitors. The best way to continue this community benefit is for a new operator to continue to partner with our clubs that run community sport and national tournaments from this facility.

It is also the right thing to do for our clubs who entered this venture in partnership with the Council. We provided a lot of support to the Council (and CFT) at the beginning of this venture. We are asking for your support as we transition into a different venture.

We strongly encourage the Council to think about how it can better look after the needs of community sport and our clubs through this process. We understand that the original venture

that clubs entered into in partnership with the Council was not financially successful and has cost the Council money. We recognise the ongoing financial strain on Council and the need to turn this around. We ask the Council to recognise our position too.

We know other clubs do not have access to such amazing facilities as we have enjoyed previous years. But what many of those clubs have is control over their own rooms and facilities. We gave up that control when we entered into this venture with the Council. We now have no control over the process and future of the building and how our clubs operate. We only have the ability to influence and encourage the Council to work with us.

It would be hugely disappointing if the Council cannot now accommodate some of our requests for how this process is run. We think this would be the best way for this process to uphold the mana of all clubs and recognise the sacrifices, investment and commitment clubs have made to this Council-initiated venture. We got into this venture in a partnership approach with the Council and were told we would be looked after, and we would like to take a partnership approach to transitioning to a new arrangement.

We look forward to hearing from the Council. We suggest this should be discussed with the mayor and councillors during this interregnum period in the market process (after ROIs have closed and before the RFP is released). This is the best opportunity to involve councillors, and it is necessary that all of this is put to them and they can make a choice about how the Council conducts itself in this process.

Kind regards,

Clubs

From: Andrea Blackshaw <Andrea.Blackshaw@huttcity.govt.nz>

Sent: Wednesday, August 14, 2024 11:08 AM

To: taitacriquet@gmail.com

Subject: RE: [EXTERNAL] FW: Process to seek a new operator for the Ricoh Sports Centre at Fraser Park - response required to get to andrea

Kia ora

For inclusion in the next stage we would need it by August 21. We are happy to include one page (A4) which details at a high level the Founding Clubs' priorities in terms of future amenity, noting Council is unable to make a commitment to this and it will be subject to negotiation with the new operators. For clarity, we are not seeking a longer document that outlines the history of the arrangements or commentary on the impact of changes on the Founding Clubs. To be included in the process this would need to be 1 page focused on priorities for future use of the facility.

Ngā mihi nui

Andrea

Andrea Blackshaw

Director Neighbourhoods & Communities

Hutt City Council, 30 Laings Road, Hutt Central, Lower Hutt 5010

P: M: [REDACTED] **W:** www.huttcity.govt.nz



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From: taitacriкет@gmail.com <taitacriкет@gmail.com>

Sent: Wednesday, August 14, 2024 10:45 AM

To: taitacriкет@gmail.com; Andrea Blackshaw <Andrea.Blackshaw@huttcity.govt.nz>

Subject: [EXTERNAL] FW: Process to seek a new operator for the Ricoh Sports Centre at Fraser Park - response required to get to andrea

Thanks Andrea when do you require the Founding Member Club priorities and in what format would you like the information provided in

ours sincerely,

Avalon Rugby, Hutt Squash, Dodgers Softball, Hutt Valley Softball, Taita Cricket, Lower Hutt City AFC

From: Andrea Blackshaw <Andrea.Blackshaw@huttcity.govt.nz>

Sent: Friday, August 9, 2024 3:01 PM

To: taitacriкет@gmail.com

Cc: Bruce Hodgins <bruce.hodgins@huttcity.govt.nz>

Subject: FW: [EXTERNAL] Process to seek a new operator for the Ricoh Sports Centre at Fraser Park

Kia ora Henry

I can understand that the uncertainty is difficult, and I will provide as much clarity as I can, noting that there are currently a number of unknowns for Council as well. Once we know what has been received through the ROI process we will be able to confirm next steps. This will be by the end of next week.

Should the clubs put in an ROI, then you will be part of that process and will receive the same communications as others involved.

Should the clubs not put in an ROI, we will update you separately.

For clarity, Council has given an undertaking that as part of the process we will want to understand whether potential new operators are able to meet the basic requirements of clubs to enable them to function, so this will be part of future conversations. We have provided some high-level detail in the ROI. If you would like to send through more detail we can include it in future conversations.

I would not see any problem with the Clubs doing both – submitting an ROI and providing a document to Council which details the Founding Clubs' priorities in terms of future amenity, to be provided to all those in the process.

As we have said previously, Council's priority has to be finding new operators who can ensure the facility can continue to provide community benefit, and be financially sustainable in the future.

I hope this has provided some clarity, and I am happy to talk on the phone today if that is helpful.

Ngā mihi nui

Andrea Blackshaw

Kaihoutu Hapori Te Awa Kairangi ki Tai - Lower Hutt

Director Neighbourhoods and Communities

Hutt City Council

Andrea Blackshaw

Director Neighbourhoods & Communities

Hutt City Council, 30 Laings Road, Hutt Central, Lower Hutt 5010

P: M: [REDACTED] **W:** www.huttcity.govt.nz



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From: Taita Cricket <taitacricket@gmail.com>

Sent: Thursday, August 8, 2024 5:13 PM

To: Andrea Blackshaw <Andrea.Blackshaw@huttcity.govt.nz>; Bruce Hodgins <bruce.hodgins@huttcity.govt.nz>

Subject: Re: FW: [EXTERNAL] Process to seek a new operator for the Ricoh Sports Centre at Fraser Park

Dear Andrea and Bruce,

Thank you for confirming that the Council has given an undertaking to continue to work with clubs as the Council does through the process.

We understand this means that following the receipt of the ROIs, and before the release of the RFP (or direct negotiations), the Council will talk to clubs to understand better our requirements to enable our sports and clubs to function.

We want to check whether there would be an issue if we also submitted a registration of interest. We understand the ROIs will be considered by an independent panel, and so possibly this would not be an issue.

In essence, we are nervous and unsure how best to navigate this process. We are considering formally registering interest to operate the building, to ensure the interests of our members of our respective clubs are protected. But we do not want to prejudice our ability to work on the RFP document with the Council. We understand that the best option for both the Council and our clubs is probably that a new operator can run the building in a financially sustainable way and keep it available for the running of national sports tournaments, our community sports, and our clubs. So we are very keen to work with you on the RFP document.

Would submitting a registration of interest be an issue to us being able to work on the RFP document?

I am happy to discuss this over the phone if it is easier.

Many thanks,
Henry Clayton

From: Andrea Blackshaw <Andrea.Blackshaw@huttcity.govt.nz>
Sent: Wednesday, July 31, 2024 10:59 AM
To: taitacricket@gmail.com; Avalon Committee <avaloncommittee@hotmail.com>; treasurer ARFC <treasureravalonrugby@gmail.com>; HuttCity Squash <huttcitysquash@gmail.com>; Hutt Valley Dodgers Softball Club <huttvalleydodgers@gmail.com>; Hutt Valley Softball <huttvalleysoftball@xtra.co.nz>; Kevin Nash <chairman@lhcafc.org.nz>
Cc: Campbell Barry <Campbell.Barry@huttcity.govt.nz>; Naomi Shaw <Naomi.Shaw@huttcity.govt.nz>; Chris Parkin <Chris.Parkin@huttcity.govt.nz>; Tony Stallinger <Tony.Stallinger@huttcity.govt.nz>; Brady Dyer <Brady.Dyer@huttcity.govt.nz>; Tui Lewis <Tui.Lewis@huttcity.govt.nz>; Glenda Barratt <Glenda.Barratt@huttcity.govt.nz>; Josh Briggs <Josh.Briggs@huttcity.govt.nz>; Keri Brown <Keri.Brown@huttcity.govt.nz>; Simon Edwards <Simon.Edwards@huttcity.govt.nz>; Karen Morgan <Karen.Morgan@huttcity.govt.nz>; Gabriel Tupou <Gabriel.Tupou@huttcity.govt.nz>; Jo Miller <Jo.Miller@huttcity.govt.nz>
Subject: FW: [EXTERNAL] Process to seek a new operator for the Ricoh Sports Centre at Fraser Park

To Avalon Rugby, Hutt Squash, Dodgers Softball, Hutt Valley Softball, Taita Cricket, Lower Hutt City AFC,

Thank you for your e-mail. The Mayor has asked me to respond, as this matter is being managed by officers as we progress the ROI process. I acknowledge the concerns expressed in your e-mail and that this is a difficult time for everyone involved with uncertainty about the future operations of the facility. This uncertainty is the reason we are progressing things as quickly as possible.

The current ROI process has been initiated in response to FPS advising Council that it will end its tenancy on September 30, 2024, leaving the facility without an operator. Council is not in a position to take over the management and running of the facility and as such new operators are required as quickly as possible so that the facility can continue to operate.

Council has given an undertaking to the clubs that as part of the ROI process we will want to understand whether potential new operators are able to meet the basic requirements of the sports clubs to enable them to function. We have also given an undertaking to continue to work with the clubs as we go through this process. Our priority at the moment is ensuring we have new operators so that the facility can be fully-operational and financially sustainable in the future. We will be able to update you further once the ROI has progressed and we determine what level of

interest there is.

Ideally we would be able to make a commitment to bookings beyond Dec 31, but currently we are not able to make a commitment to how the facility might be operating next year. This is dependent on the new operators. As such, we cannot commit to bookings in good faith. We are comfortable for bookings to be pencilled in for confirmation at a later date.

In terms of the ROI, we are comfortable with the wording and will ensure that potential new operators understand the history of the facility and the arrangements that have been in place with the founding clubs under the current operating model.

The Transition Plan Working Group is making good progress in working through a number of issues around FPS's exit from the facility on September 30 and clubs will continue to be updated on this work as it progresses.

Ngā mihi nui

Andrea Blackshaw
Kaihoutu Hapori Te Awa Kairangi ki Tai - Lower Hutt
Director Neighbourhoods and Communities
Hutt City Council

From: Taita Cricket <taitacricket@gmail.com>
Sent: Monday, July 29, 2024 8:08 AM
To: Campbell Barry <Campbell.Barry@huttcity.govt.nz>; Naomi Shaw <Naomi.Shaw@huttcity.govt.nz>; Chris Parkin <Chris.Parkin@huttcity.govt.nz>; Tony Stallinger <Tony.Stallinger@huttcity.govt.nz>; Brady Dyer <Brady.Dyer@huttcity.govt.nz>; Tui Lewis <Tui.Lewis@huttcity.govt.nz>; Glenda Barratt <Glenda.Barratt@huttcity.govt.nz>; Josh Briggs <Josh.Briggs@huttcity.govt.nz>; Keri Brown <Keri.Brown@huttcity.govt.nz>; Simon Edwards <Simon.Edwards@huttcity.govt.nz>; Karen Morgan <Karen.Morgan@huttcity.govt.nz>; Gabriel Tupou <Gabriel.Tupou@huttcity.govt.nz>; Jo Miller <Jo.Miller@huttcity.govt.nz>; Andrea Blackshaw <Andrea.Blackshaw@huttcity.govt.nz>; Bruce Hodgins <bruce.hodgins@huttcity.govt.nz>
Cc: Avalon Committee <avaloncommittee@hotmail.com>; treasurer ARFC <treasureravalonrugby@gmail.com>; HuttCity Squash <huttcitysquash@gmail.com>; Hutt Valley Dodgers Softball Club <huttvalleydodgers@gmail.com>; Hutt Valley Softball <huttvalleysoftball@xtra.co.nz>; [REDACTED]
Subject: [EXTERNAL] Process to seek a new operator for the Ricoh Sports Centre at Fraser Park

Dear Mayor, Councillors and officers,

Re process to seek a new operator for the Ricoh Sports Centre at Fraser Park

We are writing to express our concerns with the process so far and to request that the Council works with our group of clubs to create a better process going forward.

The Council must provide accurate information

First, there is an error of fact made in the ROI document. It refers to the clubs as “tenants”, rather than the accurate description that we are members of Fraser Park Sportsville Inc (which is the tenant). On two occasions we have asked for this to be corrected and for more accurate and detailed text to be include in the ROI.

The first response stated that the Council did not consider our suggested changes “material to the purpose of the ROI”. The second response just notes our concerns and confirms that the Council is not proposing to make any changes to the ROI.

We understand from the answers that the Council is not disagreeing with us (that is, the Council accepts that the information is not accurate) - just that it is refusing to make an amendment.

It is hard for us to hear that details about our clubs are not considered material. It is beginning to feel like the Council views the role of our clubs as not material.

We have also been assured that this process aims to uphold the mana of clubs. It is disappointing that one of the few and brief references to our clubs in the ROI document will not be amended to be accurate (and also that we were not given any opportunity to review the ROI for accuracy before it was released).

We are also concerned that an error of fact and misrepresentation in the process could create legal issues about the process, and having any arguments about this (let alone an actual legal challenges) is not in anyone's interests. We are concerned to ensure that any bidder has accurate information.

The Council encouraged us to go “all in”, and we trusted the Council would look after us

The history of the building is important to the context and current issues. The idea of closing down our old premises and moving to a new multi-sport facility did not come from the clubs. The Council invited us to join and put pressure on clubs to join and to close existing club rooms, and go “all in”.

While there is always risk in a new venture, and this venture has proven riskier and harder than the original Council business case, we trusted that our clubs would be looked after by the Council.

We recognise the financial issues of the building and the Council’s desire to get these under control. We also understand that the speed of the process is motivated by a desire to arrive at an enduring solution quickly.

But this needs to be balanced against the Council's commitment to our clubs and the communities they represent.

At this point we also want to note that dealing with FPS Inc and its Board is not the same thing as dealing with the clubs. FPS Inc has a broader objective than just serving our clubs, an independent board, and doesn't always have to act in the best interests of clubs. It is focused on short term issues now that it has begun the process of exiting from the lease.

Going forward, we want more involvement in this process

We understand that the Council's decision to move quickly into this process has meant that we are all quickly restricted by the rules of that process. When the ROI closes, we would like an opportunity to talk with you about the RFP.

We are encouraged by the 12 July ‘Q&As’ statement saying “Council is looking for an operator that can deliver broad community benefits and understand the basic requirements of the sports clubs to enable them to function.”

(<https://www.huttcity.govt.nz/people-and-communities/news/2024/new-operator-sought-for-lower-hutts-ricoh-sports-centre>)

We can provide the detail of our requirements so that they can be understood by bidders.

In particular, we would like to know whether there will be criteria in the RFP for

assessing proposals about how a bidder would work with our clubs and how that criteria would be weighted against other criteria. We can also provide information and material that would be relevant, and we can help to review drafts and correct any inaccuracies.

If the Council skips the RFP and moves direct to negotiating with one party (as it has reserved the right to do, at 1.1.(b) of the ROI), then we think it is especially important that the clubs have input into what the Council seeks from that negotiation.

The Council has a choice to require any new tenant to uphold the promises made to clubs when we joined this model. We consider it would be a breach of trust if the Council did not do this, and certainly if it did not even consider doing this.

Our clubs are also vital to the success of Fraser Park as a place for community benefit. Our clubs are full of dedicated people who volunteer their time and energy to organise community sport, including junior sport programmes and teams, and social events for our supporters and past players. If there is a new tenant in the building then we think that, in order for the Council to achieve the community benefit of the building and Fraser Park, the tenant's ability to work with our clubs will be crucial.

Any bidder needs to have good information about the history and current operations of the building

There key details about the history and current operations of the building that we think need to be made very clear to any possible future tenant. This is to give the tenant the best possibility to work with the existing community and gain their support, and also to protect the exposure of Council to future arguments. These details include:

- New Zealand Squash invested a significant amount of money in the squash courts on the understanding that these would be available as squash courts for national tournaments long into the future.
- The founding member clubs pay to be part of the facility (even before they pay for specific bookings). This has been through our affiliation fees to FPS Inc. We want to make sure everyone at the Council understands that the clubs do not get a free ride. (The ROI refers to an annual subscription fee being “part of the original model” - which does not make it clear that this affiliation fee has remained in place throughout.) For most of our clubs, our cost structures have gone up since joining FPS, and some clubs have also lost revenue from no longer operating their own hospitality.

- The founding member clubs have enjoyed discounted rates for bookings and the first opportunity to book sports spaces at the most popular times, or most important times for our clubs (for example, using indoor facilities for pre-season training and other facilities for match day games).
- Our clubs also provide hospitality revenue through formal functions such as prize giving dinners and club events, and casual use of the hospitality after training and games.
- Our clubs were told by the people who created the facility that it would be our new home. This is recognised not just through discounted rates and first opportunity for bookings, but also the signage around the building and hosting our team photos, player photos and club trophies.
- This commitment to create a new home was so strongly conveyed that we were also encouraged to close our existing club rooms, meaning we have gone “all in” on the facility.

Given the recent history of how the building has operated, we think any new tenant would ask the following questions:

- Does the Council understand the financial measures of the operation, and has it done a gap analysis?
- Has the Council done a risk assessment for operating the building?

We want any bidder and any future tenant to be set up to succeed. A part of this is that they would come in with their eyes wide open.

We can help this process. We can talk positively about Fraser Park and the Ricoh Sports Centre and help tell the story about all of the community benefit that it provides. We can also provide a reliable regular source of revenue through our bookings, and help to provide ongoing community benefit, especially through hosting national tournaments.

But we also want to make sure a new tenant understands the financial challenges, so we are not in this position again.

The Council should consider making commitments and assurances beyond December

We are also concerned about the lack of commitment to bookings beyond December. For example, there are three large softball tournaments booked in early

2025 (Under 17 tournament in January, tournament of 20 plus teams in February, and a secondary schools tournament in March). We expect that any new tenant would be required to honour these bookings. If those tournaments could not go ahead, then the damage to the reputation of Fraser Park as a place to host national tournaments would be quickly lost, and very hard to regain.

Please work with us to ensure this process looks after us, as we were told we would be looked after at the outset of this venture

In closing, we are trying to understand the current issues from the Council's point of view. We appreciate the need to reduce and hopefully eliminate financial losses, and your desire for a speedy process to get to a resolution quickly. But we ask you to carefully consider the situation from the clubs' points of view as well.

The Council said it would look after us when we joined this venture. We relied on that.

The process so far has not given us confidence that the Council is looking after us and will look after us. We also have concerns about the accuracy and depth of information the Council has and will provide to bidders.

We ask that, once the ROI process has ended and it is easier for open dialogue to recommence, that the Council works closely with our clubs so that we can help each other get the best outcome for this building, our clubs and the community.

We are encouraged by the Mayor's statement on 12 July "We will continue to work together with the clubs at Fraser Park Sportville as we go through this process."

We look forward to your reply.

Yours sincerely,

Avalon Rugby, Hutt Squash, Dodgers Softball, Hutt Valley Softball, Taita Cricket, Lower Hutt City AFC

On Tue, Jul 9, 2024 at 8:39 AM Taita Cricket <taitacricket@gmail.com> wrote:

| **To:**

The Mayor

Councillors

Chief Executive

Senior Executives

Lower Hutt City Council

Re: Future of the Ricoh Sports Centre building at Fraser Park, as founding member clubs of Fraser Park Sportsville

We write to you about the future of the Ricoh Sports Centre building at Fraser Park, as the founding member clubs of Fraser Park Sportsville Inc (FPS Inc). We are writing as a group of clubs. This is our communication, and not that of FPS Inc or its Board.

Our clubs were invited by the Hutt City Council and the Hutt City Community Facilities Trust to bring our clubs to this building. We did so in good faith and our clubs gave up much to join, and have then made ongoing contributions. We have gained much from the building and its excellent facilities, and we acknowledge the significant ongoing financial support Hutt City Council has provided (once it became clear that the original Council business case of the building paying for itself was not realistic). But we are now at risk of having a new tenant in the building and having to build a new relationship with them. Our clubs' relationship with the building is now at risk. Given what we have contributed to make the Council's vision happen (albeit it was an earlier group of councillors) and our ongoing commitment to this building as the home of our clubs, we seek the opportunity to discuss this with you further.

We know the Council has been working with the Board of FPS Inc throughout the year on the financial situation. It appears to us the Board has been working very hard, has been open with the Council and has been responsive to its requests. We are thankful for their contribution. But we understand their position as board members of the incorporated society and their need to negotiate to end the lease and make transition arrangements.

We understand the Council intends to go through a Registration of Interest process, to seek a new tenant for the building, and to develop a transition plan to smoothly transition services from FPS Inc to the Council

or its nominee (possibly a new tenant).

We write to ask:

Is the Council open to working with founding member clubs to explore a better outcome, rather than go straight to a market process that could put our clubs at risk?

If there is a market process, what protections will founding member clubs have if a new tenant takes over running the facility?

Our clubs have benefited from the building but we have also made sacrifices and ongoing contributions for it to exist. In some cases this includes giving up clubrooms that we can no longer return to. While it is a great community facility and we would like to see it continue to operate for the benefit of all the community, it was built with a key purpose of creating a sports hub at Fraser Park, under the NZ Sport Sportsville model, to house our clubs and enhance sporting and cultural opportunities for local communities. Our clubs are the community - we consist of thousands of players, supporters and administrator club members from around Lower Hutt. The building also supports thousands of participants and supporters from community groups.

Our clubs have invested in this facility, which has helped grow and enhance our respective sports - including hosting major tournaments to bring visitors to our city. We signed on to join this facility as founding members and we remain committed in the long-haul. For each of our clubs, this building is our home.

We think the current operating model is a good one - the building being leased to an incorporated society made up of our clubs (and affiliate clubs) that commits to make the building open for use by the wider community. The clubs also have the ability to nominate board members, which is an important feature for us. In future we could also allow the Council to nominate board members if it wished. (To be clear, a new model could **not** be with FPS Inc.)

The issue is the finances and economics of running the building. Having worked on these issues for some time now, we consider the current model is very likely to be the most cost efficient and revenue-maximising. It also sees great benefits for the community, including spillover economic benefits for the city when large national tournaments are hosted by our respective clubs.

We would like the opportunity to discuss this directly with the Council before the Council moves to a market process. We look forward to your reply.

Founding Members – Avalon Rugby, Hutt Squash, Dodgers Softball, Hutt Valley Softball, Taita Cricket, Lower Hutt City AFC

From: [Andrea Blackshaw](#)
To: taitacricquet@gmail.com; [Henry Clayton](#); [Hutt Valley Softball](#); [Hutt Valley Dodgers Softball Club](#); [REDACTED] [HuttCity Squash](#); [treasurer ARFC](#); [REDACTED]
Cc: [Earl Va"ia](#); [Lauren Smith](#); [Tim Baroh](#)
Subject: Meeting on Monday night at Ricoh Sports Centre
Attachments: [FINAL Information on Ricoh Sports Centre operations from October 1 for Founding Member Clubs.docx](#)

Kia ora

Attached is the final version of information and Q and As for Founding Member Clubs regarding the Ricoh Sports Centre Transition Phase Oct 1 – Dec 31. Council officers will be available at Ricoh Sports Centre on Monday night (September 23rd) from 6pm to meet with Founding Member Clubs Representatives who have any questions. You will also be able to pick up swipe cards for future bookings. We are happy for questions to be sent through earlier so we can be ready to answer them.

Ngā mihi nui

Andrea Blackshaw
Kaihoutu Hapori Te Awa Kairangi ki Tai - Lower Hutt
Director Neighbourhoods and Communities
Hutt City Council

From: [Andrea Blackshaw](#)
To: taitacricquet@gmail.com; [Avalon Committee](#); [treasurer ARFC](#); [HuttCity Squash](#); [Hutt Valley Dodgers Softball Club](#); [Hutt Valley Softball](#); [REDACTED]
Cc: [Charlotte Parish](#); [Earl Va'a](#)
Subject: Update on Ricoh Sports Centre

Kia ora

I am writing to update you on the process to find new operators for the Ricoh Sports Centre.

Over the last week Councillors have reviewed the RFPs received, along with analysis of the pros and cons of each and the scores against the RFP criteria. At today's Council meeting they have agreed on a preferred tenderer to progress to negotiations with. Their view is that this proposal provides the best opportunity to achieve financial sustainability, while continuing to deliver on the original intent of the facility, which includes being the home to the Founding Member Clubs. The unsuccessful proposals will continue to lie on the table until negotiations are complete, including the ROI proposal from FM Clubs.

Councillors were also updated on recent engagement with the Founding Member Clubs, and our commitment to involve you in negotiations with the new operator and to develop a new partnership agreement going forward, once the new operators are in place. We will be back in touch about the plan for negotiations but wanted to share this news with you today. This process will continue to be confidential until negotiations are complete.

Today Council has also taken back management of the facility. Signs will be going up on the entrances today noting the new arrangements and providing contact details. Information on Council's website has been updated, including links for people making bookings. We would appreciate it if you can help manage expectations of your members over this time, as we know there will be disappointment that the facility is not open as often.

Tomorrow night is the last meeting of the Transition Working Group where we will discuss any unresolved issues, and we will provide a further update on matters to do with the Transition Phase after that.

Ngā mihi nui

Andrea

From: [Andrea Blackshaw](mailto:Andrea.Blackshaw@huttcity.govt.nz)
To: taitacricicket@gmail.com; [Avalon Committee](#); [treasurer ARFC](#); [HuttCity Squash](#); [Hutt Valley Dodgers Softball Club](#); [Hutt Valley Softball](#); [REDACTED]
Cc: [Earl Va"u](#)
Subject: Update on RSC

Kia Ora

Updating after tonight's final meeting of the Transition Working Group. Tonight we worked through the remaining items on the list of things to be resolved. This included:

- Scheduling a training day for volunteers – this will happen ahead of the first volunteer day in November
- Videos of 'how to' for fire safety – this has been done and will be loaded onto the HCC website, with links sent to all hirers
- Closing checklist – Liz has provided the current list and this will be adapted for volunteers
- What's App group for FM Clubs re facility matters – this was proposed, and will be left to the clubs as to whether they would like to set this up. Council's comms channels and contact points are already established and we wouldn't be part of this.
- FPS Assets being purchased by clubs – Liz will confirm a list of these items which are being left in the facility to ensure certainty of ownership when then new operators come in

Council now has control of all building services including the booking platform, which clubs will still be able to access to see bookings.

Unfortunately there were a number of issues at RSC today, mostly to do with the change over of services back to Council, and these have now mostly been resolved. Lights were not on last night for a booking – this has been resolved with Mexteds and all bookings should now be aligned.

Changing room gates closed early today, again this has been adjusted and they will be open until 10pm going forward. There has also been an issue with internet service change over which should be resolved tonight. No doubt there will be a few more teething issues in the next few days as we get into a new rhythm, and we appreciate your support in raising them and helping sort them out.

I wanted to also let you know that at yesterday's Council meeting, a resolution was passed by Council which thanked Wendy Edwards, Acting Chair, Colin Stone, Chair and all the Fraser Park Sportville Board and also Liz Le Prou, Operations Manager and her team. It acknowledged their tireless efforts and professionalism over many years, and the thoughtful way in which the transition has been managed.

With the Transition Working Group now disbanding, all communications will be directly between Council and FM Clubs. The next update will be around the plan for negotiations with the preferred tenderer, which we hope to confirm by the end of next week. In the meantime please continue to use the contacts provided for any issues or questions.

Ngā mihi nui

Andrea

From: [Taita Cricket](#)
To: [Andrea Blackshaw](#)
Cc: [Avalon Committee](#); [treasurer ARFC](#); [HuttCity Squash](#); [Hutt Valley Dodgers Softball Club](#); [Hutt Valley Softball](#);
Subject: [EXTERNAL] Re: Update on Ricoh Sports Centre
Date: Friday, 11 October 2024 8:39:18 am
Attachments: [Untitled attachment 00361.png](#)

Dear Andrea,

Thank you for that update below last week, it is much appreciated.

How are negotiations with the preferred operator progressing?
Is there an opportunity for some of us to look in on any draft documents and offer any suggestions or feedback?

We are anxious that the master agreement between the Council and the operator gives clubs the best starting point for working with the operator. This is the first side of the 'triangle' of agreements:

- Council and operator
- Council and clubs - MOU/Accord, future focussed
- Clubs and operator - arrangements tbc

We can sign confidentiality agreements and be trusted to honour these.

It would be really helpful for some of us to see an agreement before the Council signs it. There may be some necessary fixes or quick wins we can offer. We appreciate the Council could take or leave our suggestions. But it would be a shame if there are any simple issues that are missed that we could have helped with if involved earlier. As the saying goes, sometimes you don't know what you don't know. The clubs could help identify issues.

To be clear, this contract with the operator is the number 1 overall concern of clubs at this time.

Many thanks,
Henry Clayton
For the Founding Member Clubs

From: Andrea Blackshaw <Andrea.Blackshaw@huttcity.govt.nz>
Sent: Tuesday, 1 October 2024 4:58 pm
To: taitacricquet@gmail.com; Avalon Committee <avaloncommittee@hotmail.com>; treasurer ARFC <treasureravalonrugby@gmail.com>; HuttCity Squash <huttcitysquash@gmail.com>; Hutt Valley Dodgers Softball Club <huttvalleydodgers@gmail.com>; Hutt Valley Softball <huttvalleysoftball@xtra.co.nz>; [REDACTED]
Cc: Charlotte Parish <Charlotte.Parish@huttcity.govt.nz>; Earl Va'a <Earl.Vaa@huttcity.govt.nz>
Subject: Update on Ricoh Sports Centre

Kia ora

I am writing to update you on the process to find new operators for the Ricoh Sports Centre.

Over the last week Councillors have reviewed the RFPs received, along with analysis of the pros and cons of each and the scores against the RFP criteria. At today's Council meeting they have agreed on a preferred tenderer to progress to negotiations with. Their view is that this proposal provides the best opportunity to achieve financial sustainability, while continuing to deliver on the original intent of the facility, which includes being the home to the Founding Member Clubs. The unsuccessful proposals will continue to lie on the table until negotiations are complete, including the ROI proposal from FM Clubs.

Councillors were also updated on recent engagement with the Founding Member Clubs, and our commitment to involve you in negotiations with the new operator and to develop a new partnership agreement going forward, once the new operators are in place. We will be back in touch about the plan for negotiations but wanted to share this news with you today. This process will continue to be confidential until negotiations are complete.

Today Council has also taken back management of the facility. Signs will be going up on the entrances today noting the new arrangements and providing contact details. Information on Council's website has been updated, including links for people making bookings. We would appreciate it if you can help manage expectations of your members over this time, as we know there will be disappointment that the facility is not open as often.

Tomorrow night is the last meeting of the Transition Working Group where we will discuss any unresolved issues, and we will provide a further update on matters to do with the Transition Phase after that.

Ngā mihi nui

Andrea

Andrea Blackshaw

Director Neighbourhoods & Communities

Hutt City Council, 30 Laings Road, Hutt Central, Lower Hutt 5010

P: M: [REDACTED] **W:** www.huttcity.govt.nz



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Thank you

From: [Henry Clayton](#)
To: [Andrea Blackshaw](#)
Subject: Re: [EXTERNAL] Fwd: : Process to seek a new operator for the Ricoh Sports Centre at Fraser Park - response required to get to andrea- update
Date: Monday, 14 October 2024 8:21:45 am
Attachments: [image001.png](#)
[noname](#)

Hi Andrea,

Thanks very much for that update.

My number is [REDACTED]

Many thanks,
Henry

On Fri, 11 Oct 2024 at 09:29, Andrea Blackshaw <Andrea.Blackshaw@huttcity.govt.nz> wrote:

Kia ora Henry

Hope you are well. Happy to provide an update. We have met once with the preferred tenderers to work through a series of questions relating to the first point – Council and operator. Some of these are yet to be resolved and we are meeting again at the end of next week to progress. The main lead for their side is currently away but back next week. In the interim both sides are doing some work. For the tenderers, that may mean talking to some clubs to better understand requirements, so the 3 sides of the triangle may be a little fluid during this phase. Generally though, we agree these three agreements need to be in place as part of this. We are seeking a good level of detail around requirements for space inside the building and time on grounds to ensure we protect access for FM Clubs and wider community.

We are hoping to be ready to seek approval from Council for the high level contract terms at their meeting on October 29.

I can provide an update after the meeting next week, however clubs may also be approached before then. FYI our side of negotiations is being supported by an external provider with experience in public/private partnership agreements.

I'm not sure I have your phone number Henry? Might be handy as we move forward.

Ngā mihi nui

Andrea [REDACTED]

Andrea Blackshaw
Director Neighbourhoods & Communities

Hutt City Council, 30 Laings Road, Hutt Central, Lower Hutt 5010

P: **M:** [REDACTED] **W:** www.huttcity.govt.nz



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Thank you

From: Henry Clayton <[REDACTED]>

Sent: Friday, October 11, 2024 8:24 AM

To: Andrea Blackshaw <Andrea.Blackshaw@huttcity.govt.nz>

Subject: Re: [EXTERNAL] Fwd: : Process to seek a new operator for the Ricoh Sports Centre at Fraser Park - response required to get to andrea- update

Hi Andrea,

How are negotiations with the preferred operator progressing?

Is there an opportunity for some of us to look in on any draft documents and offer any suggestions or feedback?

We are anxious that the master agreement between the Council and the operator gives clubs the best starting point for working with the operator. This is the first side of the 'triangle' of agreements:

- Council and operator
- Council and clubs - MOU/Accor, future focussed

- Clubs and operator - arrangements tbc

We can sign confidentiality agreements and be trusted to honour these. I am a lawyer and take my confidentiality obligations seriously. Mike Yates, for example, runs a business and understands the importance of commercial confidentiality.

It would be really helpful for some of us to see an agreement before the Council signs it. There may be some necessary fixes or quick wins we can offer. We appreciate the Council could take or leave our suggestions. But it would be a shame if there are any simple issues that are missed that we could have helped with if involved earlier. As the saying goes, sometimes you don't know what you don't know. The clubs could help identify issues.

To be clear, this contract with the operator is the number 1 concern of clubs.

Many thanks,

Henry

On Sun, 6 Oct 2024 at 21:49, Henry Clayton <[REDACTED]> wrote:

Hi Andrea,

Thanks for this reply, and for the comms to clubs on Tuesday too.

It sounds promising.

I hope the last meeting went well.

Cheers,

Henry

On Tue, 1 Oct 2024 at 10:04, Andrea Blackshaw
<Andrea.Blackshaw@huttcity.govt.nz> wrote:

Kia ora Henry

Thanks for getting in touch about this and apologies clubs were not advised. When we met we agreed to update clubs after the Oct 1 meeting on the basis that the paper was going to be public excluded. After that we made a call to split the paper out and have the transition update in the public section in an effort to be as transparent as possible where we could. We will make those points you have raised. We will send out coms later today regarding the outcome of the meeting.

Ngā mihi nui

Andrea

Andrea Blackshaw

Director Neighbourhoods & Communities

Hutt City Council, 30 Laings Road, Hutt Central, Lower Hutt 5010

P: M: [REDACTED] **W:** www.huttcity.govt.nz



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From: Henry Clayton [REDACTED]

Sent: Monday, September 30, 2024 10:30 PM

To: Campbell Barry <Campbell.Barry@huttcity.govt.nz>; Andrea Blackshaw <Andrea.Blackshaw@huttcity.govt.nz>

Cc: Charlotte Parish <Charlotte.Parish@huttcity.govt.nz>

Subject: [EXTERNAL] Fwd: : Process to seek a new operator for the Ricoh Sports Centre at Fraser Park - response required to get to andrea- update

Dear Mayor and Andrea,

I am just following up on the highlighted action below.

Did clubs get comunciation of the paper I have just found published as part of the pack for tomorrow's Council meeting? Item 7(c).

I knew you would have a public excluded section to talk about the RFP, but I did not realise until now that there is a public update paper from Andrea. And also that this meant if we had made the deadline of midday today we could have asked to appear and make a comment. We have missed that deadline now.

In any case, can I please rely on you to:

- make the point to other councillors we made in the meeting on 16 September - please involve clubs as much as possible in deal making with a new operator. Leaving us to the end of the process, once the operator and Council has made a deal each is happy with, puts us in a weak position. Our bookings and revenue can add value to the deal and support the Council's goal of financial sustainability. We can also sign NDAs etc as needed to be part of any confidential discussions as needed. Please ensure councillors understand these points.
- provide timely communications to clubs after tomorrow's meeting - even if there is not much you are able to share, an update to that effect would be much appreciated.

Kind regards,

Henry Clayton



From: Charlotte Parish <Charlotte.Parish@huttcity.govt.nz>

Sent: Wednesday, 18 September 2024 4:56 pm

To: taitacriket@gmail.com; Andrea Blackshaw
<Andrea.Blackshaw@huttcity.govt.nz>

Subject: RE: [EXTERNAL] RE: Process to seek a new operator for the Ricoh Sports Centre at Fraser Park - response required to get to andrea

Kia ora Dave,

Please see below action points from the meeting on Monday evening:

- Andrea to check whether Council is able to share the RPF with clubs. Please see attached the RPF document as well as the attachment included about the Clubs' priorities.
- Clubs requested communications from Council at each stage of the process. The next step is for a Council decision on a preferred candidate to enter negotiations with on 1 October. **Communication will go to clubs once the papers are published**, and a further update will be shared after the meeting on 1 October.
- Clubs also requested an accord, or MOU between Council and the clubs. Andrea noted that previously an agreement was in place between the FPS board and Council. Council will explore an MOU with clubs once the new operator is in place, noting this will be based on the future, not on arrangements that existing under FPS.

Ngā mihi,

Charlotte

Charlotte Parish She/Her
Head Of Mayor's Office

Hutt City Council, 30 Laings Road, Hutt Central, Lower Hutt 5010

P: **M:** [REDACTED] **W:** www.huttcity.govt.nz



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From: [Andrea Blackshaw](#)
To: [Jo Miller](#)
Subject: Message for FM Clubs (and Dave G)

Hi – pls review part in yellow ... thought I would copy you in.

Kia ora

This is a further update on the Ricoh Sports centre procurement process. Council officers and an external commercial advisor have met with the preferred tenderers several times in the last three weeks to work through a series of points relating to the operation of the facility and grounds. While the RFP gave us a good foundation of agreement on some key points, there are several areas that have required more conversation and negotiation to land in a place where both parties can be comfortable. There has of course needed to be some compromise on both sides, however we feel overall things are progressing positively.

Today we have taken a draft of the high-level contract terms to Council and received approval to continue negotiations on that basis. Elected members were particularly keen to ensure the contract builds in expectations around ongoing affordable access for community. Those terms now need to be reviewed by the other side and, if agreed, we will progress to drafting a lease agreement. We anticipate taking this back to Council on November 19.

The preferred tenderers advise us that they have now spoken to all of the FM Clubs and they have a good sense of what clubs will want them to prioritise. We had said that we wanted new operators in place by Jan 1. It now looks like a mid-Jan start will suit them, in time for the first of the big softball tournaments. All going well we would start the transition from December in terms of handing over bookings etc so people can get on with planning.

I also wanted to follow up with you on a comment made in social media over the weekend, which was the subject of a complaint to elected members today from the Chair of Taita Cricket Dave Gillespie. The comment, from an anonymous profile, said that I had stated that “ council does not care who takes over or what happens to the Sports centre”. As well as perpetuating this myth on social media, Dave informed elected members today that, while he had been unable to verify the comment, he found it a huge concern and he felt he needed to ask a question about my leadership.

I hope I do not need to tell you that I did not say this and it is of course misinformation. I can assure you Council is greatly concerned about what happens to Ricoh Sports Centre and the FM Clubs. I would also appreciate it if anyone hears statements attributed to me that they are concerned about, that they check with me, rather than further spreading defamatory misinformation on social media, as has happened in this case.

Ngā mihi nui
Andrea

From: [Andrea Blackshaw](#)
To: taitacricquet@gmail.com; henryclaytonnz@gmail.com; huttvalleysoftball@xtra.co.nz;
huttvalleydodgers@gmail.com; [REDACTED] [HuttCity Squash](#); [treasurer AREC](#);
[REDACTED] [Kevin Nash](#)
Cc: [Jo Miller](#)
Subject: Update on Ricoh Sports Centre procurement

Kia ora

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Please let me know if you have any questions.

Ngā mihi nui
Andrea

Information on Ricoh Sports Centre operations from 1 Oct - 31 Dec 2024

Ricoh Sports Centre Facility:

On 30 September 2024 the lease to Fraser Park Sportville Inc (FPS) will end and the building will fall back to Hutt City Council, as the owner of the building, to manage. Sub-tenants of FPS will have new arrangements in place with Council, and Council will be talking to them separately.

The Council will manage the building and facilities from 30 September as follows:

The facility will be closed to the public, and accessible only to those with swipe cards such as squash club members, sub-tenants, and groups with room bookings.

There will be no staff on site and there will be no hospitality services offered. All internal building services will continue to run as usual (IT, Wi-Fi, power, security, HVac, cleaning).

For any issues with the facility, contact the HCC Contact Centre 04 570 6666 or 0800 488 824 who will connect you to the relevant support.

For issues with bookings or swipe cards, contact Ricohsportscentre@huttcity.govt.nz or Manager Rec, Sport and Play, Earl Va'a 0272229845

General Bookings

Bookings will be managed by Hutt City Council and existing bookings (made through FPS) for playing surfaces and rooms will stand at quoted prices.

For one-off room bookings, temporary swipe cards will be issued to access the facility. These can be picked up, and dropped back to, Walter Nash Centre front desk. Opening hours for Walter Nash Centre are 8am-8pm 7 days a week. For regular bookings it may be possible to issue a swipe card for a longer period.

Groups with bookings will be required to set up and pack down themselves and leave the area used in a clean and tidy state. (They will not be required to vacuum or clean floors or bathrooms, as this will be done by cleaners organised by the Hutt City Council.) Guidelines will be provided for use of technology. Hirers will need to provide their own plates, cutlery, cups and glasses etc. Due to the use of swipe cards, 48 hours notice will be required for bookings and changes to bookings. All weekend bookings will need to be made by midday Thursday prior so access cards can be arranged.

Council's [venue bookings policy](#) will apply, which includes:

- Council reserves the right to require a bond
- Hirers are responsible for the behaviour of all those attending
- Hirers are responsible for managing procedures for fire evacuation
- Hirers are able to bring their own food and drink (non-alcoholic) and can use the downstairs kitchen. The main bar and commercial kitchen in the Kadima will be out of bounds due to health and safety requirements, however the smaller bar can be used.

For one-off events, alcohol and health and safety considerations are on a case-by-case basis and an alcohol licence may be required, which is the responsibility of the hirer.

To make a new booking or enquire about an existing booking, contact Ricohsportscentre@huttcity.govt.nz or Manager Rec, Sport and Play, Earl Va'a 0272229845

Access to the artificial turf and No 1 diamond

From 1 October new bookings can be made by contacting Mexteds Sports Turfs:

Phone: +64 4 233 0703

Email: bookings@mexteds.co.nz

All existing bookings will stand at quoted rates.

Current and new bookings for dates after Dec 31 will be tentative until they can be confirmed by the end of Oct. Toilets, changing rooms and lights will continue to be available at usual times (we are currently working through logistics for this).

Hirers should note that all bookings for lights should cover potential extended play scenarios, as this will not be able to be extended at short notice.

Squash courts

Bookings for squash club members will continue as usual, along with swipe card access to the facility. Casual bookings will be managed by the club. The sauna will not operate over this time.

Bookings for Kadima Lounge on Saturday and Sunday

The Kadima Lounge will be available for hire on Saturdays and Sundays, to the public and to sports clubs. Standard booking fees will apply, but there may be some flexibility depending on the type of activity. (eg: if the hire is aligned to a sporting event outside)

Bookings will be required and subject to there being no existing bookings. As there will be no staff on-site, hirers will be responsible for meeting hire agreement conditions including around opening and closing the space, behaviour, management of the food and drinks they bring in and fire evacuation procedures.

Hirers will be able to bring in their own food and **non-alcoholic** drinks. If alcohol is being served an alcohol licence will be required and the hirer owns the booking is accountable for arranging this and ensuring compliance. Hirers can apply for a [special license](#) for a one-off event. These can be lodged with Council's [Alcohol Licencing team](#) who are aware of this proposed temporary arrangement. Lower Hutt Police have also been advised.

The hirers would ultimately be responsible for ensuring they are being responsible hosts and for compliance with alcohol licence conditions. This includes things like monitoring intoxication levels, monitoring minors, providing substantial food items (not chippies and nuts), providing low and non-alcohol options, free drinking water, and transport options to ensure all their guests get home safely.

Weekend access to the rest of the facility

Hutt City Council is currently working with sports clubs directly associated with the facility to consider whether the downstairs café area of the facility can be open to the public on Saturdays and/or Sundays through a partnership which would see volunteers monitoring these spaces. These arrangements will be confirmed by October 1.

Q and A

1. **Why is the Ricoh Sports Centre currently closed?**

Fraser Park Sportville, who have operated the facility since it opened in 2019, have made the decision to end their tenancy at 30 September 2024 for commercial reasons.

Council is currently looking for new operators and we hope to have appointed them by the end of the year. In the interim, unfortunately the facility will be closed to the public at times, due to the significant cost to operate it on a daily basis. Council had not budgeted for this and rate payers cannot be expected to carry this additional burden.

Council has committed to ensuring all of the core things needed for club sport will still be available – fields, toilets, changing rooms and lights. The facility will still be accessible for squash club members, sub-tenants and to groups who hire the activity zone and rooms.

2. **Will the bar and café still operate?**

No. Groups hiring the facility will need to provide their own hospitality.

3. **Will Founding Member Clubs (those sports clubs which were members of Fraser Park Sportville) be able to use the Kadima Lounge as clubrooms on Saturdays and Sundays?**

Founding Member Clubs will be able to hire the Kadima Lounge through Council in the same way they would book any community facility.

4. **What will hirers need to do if they use the Kadima Lounge as clubrooms on Saturdays and Sundays (or any other day)?**

Hirers will be responsible for meeting hire agreement conditions including around opening and closing the space, behaviour and the management of the food and drinks they bring in.

Groups with bookings will be required to set up and pack down themselves and leave the area used in a clean and tidy state. They will not be required to vacuum or clean floors or bathrooms, as this will be done by cleaners organised by the Hutt City Council.

The main bar and commercial kitchen in the Kadima will be out of bounds due to health and safety requirements, however the smaller bar in Kadima 2 can be used by prior arrangement. If alcohol is being served an alcohol licence will be required.

5. **How will access to building facilities work on game day? For example, how can visiting teams get swipe card access to changing rooms?**

For clubs associated with Fraser Park Sportville, where there is a requirement from the Regional Sport Organisation for changing rooms to be provided, two changing rooms will be assigned – one for their own team and one for the visiting team. Access for a changing room for officials will also be provided if required. These will be accessible by swipe card. All other changing rooms will be unlocked and available to other park users, as they are on all other sports fields around the city.

6. **Will multiple clubs be able to use the Kadima Lounge at the same time?**

Yes, if the clubs agree to do this. The hirer will be responsible for meeting hire agreement conditions including around opening and closing the space, behaviour of all users and the management of the food and drinks they bring in.

7. Will alcohol be served in the Kadima Lounge on Saturdays and Sundays?

To do this will need to get an alcohol licence. This is likely to be a [special license](#) for a one-off event, or a series of events, and can be lodged with Council's [Alcohol Licencing team](#). This could be done when the booking is made. The hirers would ultimately be responsible for ensuring they are meeting the conditions of the licence.

8. What will happen to existing bookings for one-off events which expected to have a bar and catering?

Council has contacted all groups with bookings in place in October to discuss changes. For bookings in November and December, we will be in touch by the end of September.

Hirers are able to bring their own food and drink and can use the downstairs kitchen. The main bar and commercial kitchen adjacent to Kadima 1 will be unavailable, but the smaller bar in Kadima 2 can be used by prior arrangement. Hirers will required to provide their own plates, glasses, table clothes, cutlery etc. Alcohol and health and safety considerations will be on a case-by-case basis, in line with Council's policy.

For one-off events BYO may be possible and this will be determined on a case-by-case basis, in line with Council's other facilities. If BYO is not permitted, an alcohol licence will be required.

9. What will happen to tournaments that expected to have use of the Ricoh Sports Centre facility?

Council has contacted everyone who has booked a tournament or event during the Transition Period to discuss any changes. If services they expected are not available, Council will support them to find other solutions.

10. What will happen to tournaments and events tentatively booked for 2025?

Council has contacted everyone who has booked a tournament or event in 2025 to discuss changes. These dates will be confirmed as soon as possible.

11. What should you do if you have not been contacted?

If you would like to talk to someone about a future booking, please contact Ricohsportscentre@huttcity.govt.nz

12. Why can't Council confirm 2025 bookings now?

At this stage we don't know how the facility and turfs will be operating next year, so we are unable to confirm bookings. The facility, the artificial turf and the No 1 artificial diamond are the spaces involved in a tender for a new operator of the facility. However due to its size, Fraser Park still has the capacity to host regional and national events. There may need to be some flexibility and where we are unable to provide all of the services expected we will work with hosts to make alternate arrangements so events can go ahead. We are due to meet with Softball Hutt Valley this week to work through arrangements for three tournaments next year.

13. What do I do if I have booked the Activity Zone (indoor space) for after hours (when Walter Nash is closed)? How do I get in, and what do I do when I leave?

For regular bookings a swipe card will be provided for the Transition Period, with booking loaded onto the card. For other bookings, swipe cards can be picked up from Walter Nash between 8am-8pm 7 days a week. Hirers will be advised about this when they book or their booking is confirmed. Weekend bookings will need to be made by midday Thursday prior.

14. If we have a regular weekly booking for trainings in the Activity Zone, can we hold on to our swipe cards, or do we need to hand them in and re-collect them from Walter Nash every week?

For regular bookings a swipe card will be provided for the Transition Period, with booking loaded onto the card.

15. What can I use if I have only booked an outdoor surface for use – can I use any indoor facilities at this time? How would I access changing rooms and toilets?

Changing rooms and toilets will be available as they currently are. For those hiring outdoor spaces, other parts of the facility will not be able to be accessed.

16. My club has made a booking for the Activity Zone for an event open to members of the public. What toilets will be open? With no on-site staff, what are our responsibilities for managing the building with all these people on site? Will I need to do a sweep of the building to make sure they've all left?

As there will be no staff on-site, hirers will be responsible for meeting hire agreement conditions including opening and closing the space (which includes ensuring all of their people have left), behaviour and the management of the food and drinks they bring in. Downstairs toilets will be available.

17. What do we do if our swipe cards do not work, and our booking is outside business hours?

Swipe cards can be exchanged at Walter Nash Centre between 8am-8pm 7 days a week.

18. Will Walter Nash have enough swipe cards for all the bookings?

Yes – as long as these are returned by one-off hirers within 48 hours of their hire as required.

19. How do we change bookings, or make new bookings?

Due to the need for swipe card access to be arranged, 48 hours notice will be required for new bookings or changes to bookings. To make a new booking or enquire about an existing booking, contact Ricohsportscentre@huttcity.govt.nz.

20. Can clubs see online which times have already been booked out?

We will continue to use the same booking system that has been in place under Fraser Park Sportsville, so clubs will have access to the same booking information until 31 December 2024.

21. Will the Sky TV subscription be kept and available for viewing by hirers?

No. Costs need to be reduced wherever possible in the transition period.

22. Will the sauna be operating?

No. Costs need to be reduced wherever possible in the transition period.

23. For bookings of the Kadima Lounge, how will hirers be able to access the tablet (current held at reception) for controlling lights and AV? What tech support will be available for hirers for running the AV?

The tablet will be made available in the Kadima Lounge and instructions will be provided.

24. Why will the café and bar not be operating?

The bar and café were part of the Fraser Park Sportsville operations which ceases on 30 September 2024. Council is unable to take on operating all services in the facility due to the additional financial commitment and risk involved.

25. Why will there be no staff on-site?

Council is unable to staff the facility during the transition period due to the financial commitment.

26. What will happen to the assets belonging to the Founding Member Clubs which are currently in the facility? (eg: trophy cabinets, memorabilia)

We have agreed that these can stay in the facility until the new operators are appointed. At that point they may need to be removed. Founding Member Clubs will be able to negotiate future use of the facility with the new operators. Founding Member Clubs have been advised that these assets are not covered by Council's insurance, and as there will be on staff on-site during the Transition Period, items are left onsite at their own risk.

27. What will happen to the storage containers currently being used by Founding Member Clubs?

We have agreed that these can continue to be used as they currently are until the new operators are appointed.

Four of the containers are chattels of the facility so need to be made available to the new operator. Clubs would need to negotiate access to those four containers with the new operator (or potentially the council if the new operator does not require them).

For containers belonging to FPS and Founding Members Clubs, a formal arrangement will be put in place so that these can remain in place (on Council reserve land) and continue to be used by clubs.

Founding Member Clubs have been advised that the condition of the containers is not know and these assets are not covered by Council's insurance. Any items left in the containers during the Transition Period are left there at the owner's own risk.

For any other enquiries please contact Ricohsportscentre@huttcity.govt.nz

Founding Member Clubs' priorities for use of building and grounds at Fraser Park

Avalon Rugby Club, Hutt Valley Dodgers Softball Club, Hutt City Squash Club, Lower Hutt City AFC, Taita District Cricket Club and Hutt Valley Softball Association have called the Ricoh Sports Centre their home since the building opened in 2019. We look forward to continue booking and using the facilities, and providing a reliable source of revenue for a new operator, to support the ongoing viability of the facilities.

Priorities for all clubs:

- First opportunity for booking of the Activity Zone (indoor space) and outdoor playing surfaces (artificial turf and softball diamond). For an upcoming period of time (eg summer months, or winter months), clubs could provide their bookings before a deadline to secure a booking, before bookings are open to others. If there are duplicate booking requests, the clubs will work collectively to resolve those.
- On game days, access to changing rooms and referees' rooms, with staff available to provide swipe cards (bookings can be made in advance). Access to power and wifi for running live scoring during games, and running scheduling during tournaments.
- Access to the café and bar on game day, squash tournament days, and training nights. Note that it is a Capital Soccer, Wellington Rugby and Cricket Wellington requirement that café and bar facilities are available on game day for premier games.
- A booking and access system that enables clubs to access the indoor space and level 1 if reception is not staffed.
- After-hours access to building, especially for Squash players.
- Retention of the containers that the clubs use to store sporting equipment.
- The ability to book in advance Kadima Lounges (K1 and K2) for club functions, such as end of season prize giving awards. A first opportunity to book system would be ideal, but it is more important we can have a first opportunity for booking of the indoor space and outdoor playing surfaces.
- The ability to display club memorabilia as currently displayed in K1 and K2.
- Retention of club assets currently in the facility, including club TVs on the ground floor, bowling machine, Tek Ball table, electronic scoreboard on wheels in Kadima Lounges (can be wheeled onto balcony), electronic scoreboard on Softball Diamond 1, and soccer goals owned by Lower Hutt Football.

Priorities specific to certain sports:

Squash

- Daytime and after-hours member access to the six squash courts, changing rooms and the area between the courts and the Activity Zone, on both the ground floor and level 1.

- TV, wifi and IT access, including light control, and someone to manage security access and card creation.
- Access to the area on level 1, outside the Engine Room, for Tournament Control setup (i.e. tournament management), and access to the portable TV.
- Facility ventilation needs to continue to operate.
- Damage to courts resulting from building issues (e.g. roof leak on to wooden floorboards) and is covered by insurance for the building.

Avalon Rugby and Lower Hutt Football

- The ability to host away teams for an after-match function on game day, inclusive of food. This is a Capital Football and Wellington Rugby Union requirement.

Taita Cricket and Avalon Rugby

- Access to the deck on game day, from either Engine Room or K2, for supporters, plus the use of wifi and power for the electronic scoreboard.

Lower Hutt Football

- First opportunity for bookings of the artificial turf (including for post-season tournaments).
- On-site office to rent and occupy, including wifi and ability to access after-hours.
- The ability of have a fully enclosed field (eg fencing around the pitch perimeter) – as per the artificial turf, as this is a Capital Football requirement for Central league.

Softball

- First opportunity for bookings of the softball diamonds, and use of power for lights and the electronic scored board on Diamond 1.
- First opportunity for booking of meeting rooms for running national tournaments.
- On-site office to rent and occupy, including wifi and ability to access after-hours.
- Can post draws and results on windows during tournaments.

Avalon Rugby

- Continued ability to use the softball diamond outfield for training with lights (currently booked via Mexteds).

The clubs are available to answer any questions that bidders may have to provide clarity or further detail.

If you have any questions they can be directed to the clubs via taitacricket@gmail.com or Dave Gillespie, President, Taita Cricket, 0212644404.

From: [Andrea Blackshaw](#)
To: [Jo Miller](#)
Cc: [Caryn Ellis](#); [Charlotte Parish](#)
Subject: In confidence - FPS documents
Attachments: [Proposed joint comms to clubs and stakeholders - reviewed by 18 June 2024 copy.docx](#)
[ROI Ricoh Sports Centre June 2024.docx](#)

Hi – these are drafts, but wanted to give you an early look at these also:

- Draft joint message to stakeholders
- Draft ROI document

AB

From: [Andrea Blackshaw](#)
To: [REDACTED] [Jo Miller](#)
Cc: [Caryn Ellis](#); [Charlotte Parish](#); [Earl Va"n](#)
Subject: FW: Ricoh Sports Centre update
Attachments: [Information on Ricoh Sports Centre operations from October 1, 2024 \(19 August 2024\).pdf](#)

Kia ora – the coms below and attached have been agreed by the FPS Transition Working Group and have been sent out tonight to Founding Member Clubs. Additionally, Henry Clayton from the Group will be following up with an e-mail which proposes the trial using volunteers to open the building to the public at weekends. The clubs will be offered a meeting later this week with officers to discuss this.

I will send an update to elected members tomorrow so they are informed in case they are contacted by clubs.

Ngā mihi nui
Andrea

From: Andrea Blackshaw
Sent: Monday, August 19, 2024 8:59 PM
To: taitacriket@gmail.com; Henry Clayton <henryclaytonnz@gmail.com>; Hutt Valley Softball <huttvalleysoftball@xtra.co.nz>; Hutt Valley Dodgers Softball Club <huttvalleydodgers@gmail.com>; [REDACTED] HuttCity Squash <huttcitysquash@gmail.com>; treasurer ARFC <treasureravalonrugby@gmail.com>; bruceandpolly@gmail.com; Kevin Nash <chairman@lhcafc.org.nz>; [REDACTED]
[REDACTED] [REDACTED]
Cc: Wendy Edwards <wendy.edwards.nz@gmail.com>
Subject: Ricoh Sports Centre update

Kia ora

I am contacting you all regarding arrangements that are being put in place for the operation of Ricoh Sports Centre from October 1, 2024, after Fraser Park Sportsville's tenancy has ended, due to commercial reasons. This has been discussed in recent weeks by a Transition Working Group involving representatives of the Fraser Park Sportsville Board, Founding Member Clubs and Council.

As you will be aware, Council and community are facing challenging economic conditions. Inflation and the rising cost of living are impacting all of us. At the same time, our Council is dealing with a backlog of historic underinvestment in our key infrastructure, and we are facing more frequent extreme weather events disrupting the city. Through our latest Long Term Plan, we have endeavoured to strike the right balance between the investment needed and the cost impact on people.

Council had not expected to have to take back the management of Ricoh Sports Centre this year and has not budgeted for the additional expense. Our operational budgets are already under considerable pressure this year and as such we are unable to staff the facility to manage day to day operations due to the additional cost and financial risk. However, until new operators are in place we have made an undertaking to:

- i. continue to provide playing surfaces, toilets, changing rooms and lights for sport
- ii. honour existing facility and turf bookings through to December 31 – noting there will be changes to the way the facility operates with no staff on site and hirers required to provide their own hospitality.

Council will commit the resource to meet this undertaking, but any additional services have had to be weighed up against the additional financial commitment and risk involved. In an effort to meet everyone's needs (Council and clubs) we are proposing the arrangements outlined in the attached.

Council is currently running a procurement process to find new operators for Ricoh Sport Centre and we hope to have them in place by the end of the year. We know there will be disappointment that in the transition period the facility is not able to operate as it currently does. However in the current financial environment, unfortunately this is not possible.

The Transition Working Group will continue to work through logistics in an effort to make the handover as smooth as possible for everyone involved.

Ngā mihi nui

Andrea Blackshaw

Kaihoutu Hapori Te Awa Kairangi ki Tai - Lower Hutt

Director Neighbourhoods and Communities

Hutt City Council