



FEASIBILITY STUDY

Centre Redevelopment -
Buildings, Education and Land

45 Pine Valley Road,
North Bank,
Blenheim
New Zealand

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2.0 Objectives of the Feasibility Study

The purpose of this feasibility study is to provide information to the Pine Valley Outdoor Centre Trust committee and all other interested parties regarding the feasibility of planned developments at the centre. These developments include the construction of an administration centre on-site, the implementation of a new community education programme, the construction of an implement shed and, the restoration of a nearby wetland.

3.0 Pine Valley Outdoor Centre Background

3.1 Existing facilities

The Pine Valley Outdoor centre is situated on Pine Valley Road, North Bank (Wairau Valley) about 40 minutes from the Blenheim township. The centre has 3 large halls - one is fitted out as a commercial style kitchen and 'mess hall' (this doubles as the local community town hall) and the others as sleeping quarters for up to 50 people. There is also 'Fantail Cottage' which is a small, 2-bedroom hut usually used for 'camp leader' accommodation, a public toilet block, large ablution block and a shed that currently houses the community fire response trailer. There is an extensive 'outdoor pursuits' style adventure playground including an underground slide, fly fox and a water slide.

3.2 Land

The Pine Valley Outdoor Centre (PVOC) is situated on land owned by the Marlborough District Council (MDC) and the Ministry of Education. The PVOC Trust has governance over this land. There is ample area for further development and the Marlborough District Council is in support of the continuation and development of the centre. Further developments will only happen on land owned by the MDC.

3.3 Governance

The Pine Valley Outdoor Centre is registered as a charitable trust and an incorporated society. The trust committee has many long serving and dedicated members who are the decision makers for the centre. For the past 34 years the neighbouring farmers (who are also founders and committee life members) have been the administrators and 'face' of the centre - liaising closely with centre users.

3.4 Operations

The Pine Valley Outdoor Centre offers a rural camping and activity programme aimed at Marlborough community groups, families, schools and, church groups. Activities include camping, adventure / confidence course, hiking, river access, communal camp cooking etc. The camp has served the Marlborough community for almost 35 years and most local children have visited at least once.

The centre is currently 'by group booking' only and is self-managing. Groups utilising the centre plan their own activities, make their own preparations and are responsible for the cleaning of the centre.

There are two other camp sites in the region offering a similar type programme - Momorangi Bay and Mistletoe Bay. However, both of these facilities have an appointed manager / facilitator and offer 'pre-planned' activities to groups. Being coastal, they offer different activities, experiences and, learning to what is planned at the Pine Valley Outdoor Centre. PVOC intend to offer a different set of experiences i.e pest trapping, mountain biking, wetlands and stream studies etc. Therefore, the different camps are complimentary to each other.

3.5 Objectives.

The Pine Valley Outdoor Centre strategic plan aligns with the three original goals of the centre as shown on their website;

- 1) To enable every local child to have the opportunity to camp in a safe rural environment at an affordable price,
- 2) To provide a facility that fosters confidence and self-esteem in children,
- 3) To provide opportunities for children to engage with and appreciate native flora and fauna.

The committee recently reviewed this strategic plan and developed the following goals to support their planning and decision making.

- * Ensure that land, buildings and equipment are maintained to a high standard.
- * Increase the usage and occupancy of the outdoor centre.
- * Ensure that the centre is managed in an efficient and proactive manner.
- * Ensure that the experiences offered at PVOC are challenging, diverse and meaningful for children and other centre users.
- * Build relationships with local iwi and invite their contribution to the PVOC community education programme.
- * Collaborate with local groups, agencies or businesses to provide experiences that empower children and connect them with the world around them.
- * Increase the abundance and availability of native plants and animals at the centre.
- * Increase awareness and understanding about the natural environment and history

within the Pine Valley and Wairau Valley area.

3.6 Visitors

The Pine Valley Outdoor centre welcomes an average of 3000 over night visitors per annum and a significant but varied number of day visitors.

The proposed changes at the centre will allow for greater monitoring of visitor numbers and more accurate usages statistics.

The implementation of a 'Centre Facilitator' role and the accompanying administration centre will allow the centre to significantly increase its offerings to the community and thus, increase the overall usage of the centre.

In response to changes in usual occupancy, the PVOC committee surveyed Marlborough schools to ascertain their needs and to get some feedback about the centre itself. The general feedback from that was that the centre at Pine Valley was still a preferred choice for primary school camps but it was suggested that the centre would benefit from more hands-on involvement in terms of grounds checks and, timely cleaning and maintenance.

PVOC have consulted also with a number of local groups about their preferences regarding group excursion options and what attributes they look at in choosing a venue. Anecdotal feedback suggests that users would prefer 'pre-planned' options and would value the support of a facilitator that could do some of the work for them i.e. liaising with service providers, making bookings, arranging catering. Reportedly, this is a reflection of the increased workload that many are currently facing and this has seen groups leaving Marlborough to utilise facilities that offer a more comprehensive, 'one-stop-shop' type package.

3.7 Finances

The Pine Valley Outdoor Centre has been 'self-supporting' for the past 34 years in regard to operating costs and the finances managed in such a way as to ensure there are funds held in reserve to cover any emergency repairs or unexpected costs.

Approximately 30 years ago they received a grant from the Canterbury Community Trust for \$40,000 for the construction of the adventure playground. There has also been funding received in the past 5 years from the Marlborough District Council for a water tank to support the 2017 National Scouts Jamboree, \$7500 in 2017 for the installation of a new boiler system for hot water and, in 2018, \$10,000 for the installation of security and solar electricity systems.

The Pine Valley Outdoor Centre has been managed with great care and diligence. The committee adheres to all legal requirements in the management of the trust and all that entails. A meticulous level of care is taken to ensure that decisions are made honestly and with integrity. The Pine Valley Outdoor Centre Trust is financially sound. The budgeting and accounting is completed to a professional standard.

4.0 Issues and Needs

4.1 Occupancy

There has been a slight change in the nature of the centre usage in the past 5 years with the same number of groups utilising the centre but staying for shorter periods. Some groups have stopped utilising the centre in favour of a more 'one-stop-shop' facility i.e. Mistletoe Bay or, Bridge Valley Camp in Nelson.

4.2 Facilities

For many years the Pine Valley Outdoor Centre has had a dedicated maintenance person. This person relocated at the end of 2017 and the role has not yet been filled. Currently, maintenance is undertaken by committee members on a volunteer basis. As these members live in Blenheim, there is a 40 minute commute for work to be undertaken at the centre.

4.3 Administration

Since its inception in 1984, neighbouring farmers, Lloyd and Val Mapp, have been responsible for the camp administration - taking bookings, liaising with groups and welcoming groups on-site. They are now looking to retire from this role and therefore, there is an urgent need to find a suitable replacement to ensure the on-going success of the centre.

4.4 Environment

Neighbouring farmland has recently been sold and developed into vineyard. The Pine Valley Outdoor Centre committee has established a good working relationship with the new owners and managers. However, there have been drastic changes to the landscape and the immediate environment and eco-system. The PVOC committee have identified the need to restore, enhance and protect the flora and fauna, where possible, to ensure its availability for camp users, to enhance the rural and educational experience and, to promote sustainable practices, conservation and eco-literacy community-wide.

4.5 Biculturalism

The Pine Valley Outdoor Centre committee wish to recognise the unique position of Māori as tangata whenua and seek to establish a working relationship with local iwi. They recognise that the facility is used by a wide range of people and that, as a meeting place within the community, there is a great opportunity for greater iwi involvement and influence.

4.6 Emergency Response

In recent years the fire response equipment / trailer that is stored on-site at the Pine Valley Outdoor Centre has been decommissioned by the Rural Fire Force. The local community, however, have added equipment to what was left by the Rural Fire Force to keep the trailer available as a tool for the community to use in the event of a fire emergency. The fire trailer is a community owned asset. This is currently housed in a shed in the middle of the Pine Valley Outdoor Centre. The need to move this has been identified as, in its current location, it would be inaccessible in the event of a fire within the centre itself. So to improve the safety outcomes for PVOC users and the response times for community members accessing the tools, a new location is sought.

Further to this, the need to store adequate civil defence emergency supplies on-site for camp users has been identified. This has not been completed to date as there is currently a lack of suitable storage space. The access road, North Bank Road, is prone to closure due to fire, flooding, slips and, Marlborough is a high-frequency earthquake area.

5.0 Needs Analysis

Summary

There has been a slight decline in the usage of the Pine Valley Outdoor Centre over the past 5 years. The roles of 'Maintenance Person' and 'Administrator' have been (or are soon to be) vacated after being filled by the same people for many years. Action needs to be taken to boost occupancy and to facilitate the on-going maintenance and administration of the centre.

There has been significant changes to the surrounding environment at the Pine Valley Outdoor Centre and action needs to be taken to minimise the impact of this on centre users, to ensure the continuation of the 'flora and fauna' aspect of the centre experience and, to support, restore and protect the local eco-system.

It has been recognised that more action needs to be taken to promote biculturalism at the Pine Valley Outdoor Centre and to give recognition to Māori at tangata whenua.

The local community use the Pine Valley Outdoor centre as their 'community hub' and store on-site some of their own emergency response equipment including a defibrillator and a 'self-funded' fire emergency response trailer. It has been recognised that this needs its own accessible storage space outside of the Pine Valley Outdoor Centre (but near to) for it to be usable in an emergency event at the centre. Action also needs to be taken to ensure that there are adequate civil defence emergency supplies on-site for camp users.

Objectives

- To create a new community education programme that brings together many different community arts, cultural, conservation and heritage groups in a 'one-stop-shop' package for centre users. This will be coordinated by the on-site 'Centre Facilitator', boost the occupancy / centre usage, allow the PVOC to connect with local iwi and, allow the Pine Valley Outdoor Centre to remain a desirable group education location. The PVOC has a number of conservation experts and educators available and willing to support the creation of this programme.

To achieve this the PVOC needs:

- A 'Centre Facilitator' on-site (see below)
- Equipment for various education activities i.e. tents, gold pans, orienteering equipment, bicycles, sports gear, bed rolls, reference material, pest traps etc.
- To construct an 'administration centre' building on-site to house the centre office, storage of records, a meeting space and, an accommodation option. This will allow us to have a 'Centre Facilitator' on-site to undertake both the administration and

maintenance roles and, also to co-ordinate the new community education programme and conservation / restoration efforts. There is land set aside on-site for this purpose.

To achieve this the PVOC needs:

- A small building including three rooms, a meeting area and suitable facilities for a person/s to stay on-site i.e. kitchen and ablution areas.
- Capacity for sustainable energy systems i.e. solar electricity
- To create a safe and accessible place for the storage of the community emergency response equipment, civil defence emergency supplies, centre maintenance equipment and, equipment for the new community education programme. There is land set aside on-site for this purpose

To achieve this the PVOC needs:

- A three-bay implement shed approximately 10.5m x 7m with the option of a mezzanine floor being added as equipment storage requirements increase.
- To support, restore and conserve the immediate natural environment at the Pine Valley Outdoor Centre and a nearby wetland / reserve area for the purposes of both community education and recreation. Work has begun on this with the planting of native trees around the perimeter of the centre in 2018 and with pest eradication beginning in the wetlands.

To achieve this the PVOC needs:

- A 'Camp facilitator' on-site (See above)
- Native trees, plants etc for re-planting in the wetlands.
- A walkway (approximately 1 km) and interpretive / bi-lingual signage for the wetland walk.

6.0 Proposal

The Pine Valley Outdoor Centre Trust wish to propose a three-stage development that will ensure that all the identified needs are met and will ensure the future success of the centre.

NB: Stages One and Two can coincide or be completed in either order.

Stage One:

To construct an 'Administration Centre' on-site. This will allow for the relocation of the centre records and administration and, will need have the capacity for a 'Camp Facilitator'/s to stay on-site. Once this is underway it will be possible to continue the development and 'roll out' the new community education programme and, ensure the timely and thorough maintenance of PVOC grounds and buildings.

Stage Two:

To construct an implement shed on-site. This will allow for the relocation of the community emergency equipment, for the storage of maintenance equipment and, for the storage of any additional equipment purchased as part of the new community education programme.

Stage Three:

To begin restoration of the nearby wetland area and create a walkway with signage and interactive tools. This will allow the PVOC to achieve its environmental and education objectives alongside various community groups.

The immediate and most urgent focus of development are Stages One and Two.

The 'Centre Facilitator'

The Pine Valley Outdoor Centre proposes the creation of and appointment to the role of 'Camp Facilitator' at the centre. The duties undertaken may include (but are not limited to) providing administrative services to the PVOC including the requirements of the community education programme, liaising with centre users both through online / phone communications and on-site, completing checks and maintenance of grounds, buildings and equipment, helping to coordinate restoration and conservation projects and, reporting back to the Pine Valley Outdoor Centre Trust committee.

This role will be allocated a small wage amount (as per previous maintenance arrangements) and the person/s will be able to live on-site. At this stage external funding would not be required to sustain this role however, the PVOC committee is willing and able to seek funding if required.

Initially, the Pine Valley Outdoor Centre has a committee member who is available to stay on-site during the developments to get the various projects underway. Due diligence will be undertaken to ensure that this is the best course of action. Once the committee is satisfied that the new systems are as required, then the role may be re-advertised and a new person/s sought.

7.0 Funding

7.1 Capital Funding

For Stage One the estimated building cost is \$275,000 including consents, site works, and septic systems.

For Stage Two the estimated building cost is \$50,000 including consents and site works.

The Pine Valley Outdoor Centre intends to seek funding from the following sources:

The local community

There is already a good amount of support for this development within the Marlborough community. The PVOC have received small donation amounts from individuals and \$1200 from the local Redwood Market.

A local real estate agent and his support team, who run regular fund-raising auctions, approached the committee and instigated an auction on behalf of the centre. This is raised \$14,309.37.

The PVOC committee approached the neighbouring vineyard requesting support for this project and they have contributed \$1000 so far. Initial discussions suggest that they would be interested in on-going financial support of the centre.

There have been several offers of materials to support the construction of the 'Administration Centre' including decking, flooring and, appliances. A local building firm has been approached to quote on this project and has indicated that they would happily accommodate donated materials.

The PVOC committee has met with the Marlborough District Council (MDC) and have a letter from them stating that there is no concern from them, as landowners, about the development going ahead and they have agreed, in writing, to waive consent and permitting fees.

Funding Bodies

The Pine Valley Outdoor Centre Trust are intending to seek support from the following groups for this project:

The Rātā Foundation

Lotteries (The Department of Internal Affairs)

The Blue Door

The Marlborough District Council

The Redwood Trust

The Lion Foundation

7.2 Operational Funding

The Pine Valley Outdoor Centre Trust has been largely financially independent for the past 34 years and the committee is committed to making decisions that will allow them to remain so into the future.

Once the buildings are constructed, there will be little change in the operating cost of the centre itself. The 'Administration Centre' will be constructed in such a way as to rely on sustainable energy sources as much as possible. The committee anticipate an increase in insurance costs, utilities costs i.e. phone / internet access for the office and, some unexpected costs during the development period.

The PVOC is financially sound. The current income covers all expenses and has allowed the trust to build a reasonable reserve fund. It is anticipated that, with this new development, new offerings to community users and, with increased media exposure, the camp usage will increase and therefore should off-set the increase in costs. The PVOC 'camp fees' are very low (as compared to other similar facilities) and the committee strive to keep them so to help ensure that the experience is available to and inclusive of as many community members as possible. There is, however, room to increase these slightly should the need arise. This is an option that the committee would actively avoid unless it became imperative to ensuring on-going operation.

8.0 Conclusion

8.1 Feasibility

The Pine Valley Outdoor Centre is a much-loved icon of a Marlborough childhood. It serves a great portion of the Marlborough community. In light of recent changes, to ensure its ongoing success, a 'Centre Facilitator' needs to be appointed, an 'Administration Centre' and an implement shed constructed on-site and, a new community education programme made available.

The Pine Valley Outdoor Centre committee has proposed a three-stage plan to achieve this. Thought has been given to how this can happen and research has been done to support this. The committee has been thorough and diligent in their planning and are acting in the best interests of the Trust.

It is feasible to undertake this development and the changes made to the Pine Valley Outdoor Centre will benefit a significant range community members and will be sustainable long-term.

8.2 Recommendations

To proceed with the planned developments, the next step for the Pine Valley Outdoor Centre is to apply for funds and to continue work towards their community fundraising goals.

The timeline for funding applications as at 05/04/2019 is as follows;

October 2018 - COMPLETED

Application to BlueDoor - \$20,000 (Stage One Dev.) - UPDATE 1/12/18 - \$5000 granted

November 2018 - COMPLETED

Application to Redwood Trust - \$20,000 (Stage One Dev.) - UPDATE 8/2/19 - \$10,000 granted

February 2019 - COMPLETED

Fundraising Auction - \$20,000 (Stage One Dev.) - UPDATE 5/4/19 - \$14,309.37 raised.

Application to Lotteries Facilities - \$100,000 (Stage One Dev.) - PENDING

March 2019 - COMPLETED

Application to Rătă Foundation Large Grants or Buildings - \$100,000 (Stage One Dev.) - PENDING

One-off Donation Received from the Blue Door - UPDATE \$20,000 donated.

Application to the Lion Foundation - \$50,000 (Stage One Dev.) - PENDING

April 2019

Submission to the Marlborough District Council Annual Plan - \$100,000 (Stage Two Dev. and Stage One if needed).

9.0 Appendices

9.1 Charities Commission - Certificate of Registration



9.2 Incorporation Documentation

THE CHARITABLE TRUSTS ACT 1957

IN THE MATTER of an Application
for Incorporation by the
Pine Valley Outdoor Centre Trust

I, **GERALD IAN RAWSON** of Blenheim, Education Officer,

HEREBY SOLEMNLY AND SINCERELY DECLARE as follows

- 1 I am one of the Trustees of the Pine Valley Outdoor Centre Trust which is making Application under Section 7 of the Charitable Trusts Act 1957 for incorporation as a Trust Board.
- 2 THERE are no other trusts upon which the Applicants hold any property other than the trusts set out in the documents accompanying the Application

AND I make this solemn declaration conscientiously believing the same to be true under and by virtue of the Oaths and Declarations Act 1957

DECLARED at Blenheim this]
1 day of August 2006]
before me]

Justice of the Peace