

Requirements for a Meeting Space in Waikari April 2024

Waikari Hall meeting room: 6.57m x 5.97m = 39.22 sqm
 Scout Den main room: 7.08m x 8.37m = 59.26 sqm
 Scout Den external: 12.6m x 7.40m = 93.24 sqm

Note: The text in blue has been added after brief was sent to Heartland Homes

Group / Use	Requirements
Hawarden-Waikari Toy Library	<p>Initial discussion with Emma: Separate space about double bedroom size, lockable; need to both display and store collection / change displays around; lots of outside ride-on toys, need space for them too; bouncy castle for hire – packs down into approx car boot size. Please consider smaller toilet seat on 1 toilet; and kitchen behind locked door (e.g. in a pantry cupboard?) due to safety aspect for toddlers; area needs to be well-fenced.</p> <p>16.04.24 From Toy Library AGM: minimum 50sqm -room to leave out toys on display (not pack away each week); warm; TL space able to be locked and secure when rest of centre still being used; storage for sandy / muddy outdoor toys. Extras: separate access; kitchen access; family sized toilet and sink</p>
Hawarden-Waikari Play Group	<p>Initial chat with Nicola: Sunny, with outside space, next to toddler playground; ideally own space, so don't have to pack up each time</p> <p>11.04.24 mtg with group members: current space: 7.08m x 8.37m =59.26sqm + storage space approx.17sqm + garden shed approx 2.5m x 1.5m MoE requirements incl. kitchen needs to be separate or able to be shut off; fenced area and baby change room (not small toilet, but need steps for adult one, seat insert); push chair accessible; covered deck / outdoor area that can be contained, flow out to playground would be great; at present people don't come if its wet as not enough spaces for all ages to play safely; kitchen: boiling water; microwave, oven optional. If upgrading Scout Den, insulation essential; kitchen could be much smaller; storage area not well designed – they also have a garden shed filled with outside toys. Roller drawers for storage are ideal – push them back into cupboards. Nicola to send MoE info; members being surveyed, she will collate results and send to me</p> <p>16.04.24 collated results – compared to current Scout Den (7m x 8.4m): slightly more storage; or better storage e.g. rolling bins that slide into cupboards; bigger, more secure outdoor shed for outside toys. At least this size; need more space – to allow different areas for different aged children; better lighting; warm. Toilets: need a toilet in the same building; a new change table, permanently set up. Kitchen: a small fridge for storing milk and cooling water for kids in</p>

	summer; a smaller kitchenette (hot water, sink, microwave; a small over would be useful, but not essential; need barriers to prevent children having access to it, for safety)
Cranio-sacral therapy	5m x 4m space with lockable storage for treatment bed (folds up) and other items; access to toilets. Room needs to be lockable, to stop people intruding during treatments, if there are other users in the building
Buffaloes	2 nd Sunday in month; need storage space; Max. 14 people. Need access to kitchen and toilet
Yoga	Min 6m x 6.5m; access to toilet required; storage locker would be a bonus – for spare yoga mats
Woolcraft Group	Could pay a little more; min. 6m x 6.5m, when dying, need bigger space; need toilet and kitchen; need fold up trestle sized tables and standard halls chairs; easy to heat / warm space
Wellbeing North Canterbury	(11/4 Suggest: room 3m x 3m with 2 x egress; seek clinical input)
Hurunui Community Cte	Big enough to seat 12 - 15 people comfortably at tables with room for chairs for observers around the outside. It would have tables that are moveable and good quality chairs. We would need WiFi and a big monitor (screen) as well as a Device of some description to run Zoom. It would need cameras for Zoom and speakers around the room. Also plenty of power points around the room.
Youth activities	(TBA)
MSD income support	Ideal is combined with other agencies, an outreach day where workers carpool and keep each other safe; wifi / fibre; interview room size with double egress i.e. staff can get out without going past client
Waikari RAG	HCC above would be more than this group needs – only 5 people
Friends of Waikari Hospital	Meeting space for max. 20 people; need toilets and kitchen area
Performance / gallery Space	<i>(Probably needs to be in Rugby Club / better size space)</i> Good acoustics; heaps of power points; pop up/removable staging (or use Hurunui College one); blackout curtains; ideally an actors changing area next to stage space; IT – fibre;
Plunket	Min. Space 3m x 3m, bench along wall 2.5-3m long x 1m wide – need baby change mat (could be used by play group) and scales permanently set up, plus measuring board; only needs 1 cupboard to store toys; small desk suitable for laptop, etc; 2-3 chairs and clear floor space. Basin with taps. Not practical to share with a treatment bed – H&S issues!
General	Need storage space for vacuum cleaner, mop & cleaning products Need storage for trestle tables (and maybe for spare chairs) Put treatment / counselling rooms on east side, away from playground