Home of Compassion Crèche
18 Buckle St, Wellington

Relocation/Heritage Management Plan

Prepared in compliance with the
National War Memorial Park (Pukeahu) Empowering Act 2012, Schedule 1

for the
Memorial Park Alliance

Written by
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Issue A 2013/11/15 For Review (HPT, IB, MA, MPA, WCC)
Issue B 2013/01/08 (MPA, MA)
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1 Introduction
1.1 Parties Involved

<table>
<thead>
<tr>
<th>ACRONYM:</th>
<th>NAME:</th>
<th>ROLE:</th>
<th>MAIN REPRESENTATIVES:</th>
</tr>
</thead>
</table>
| MPA      | Memorial Park Alliance | Client/Agency | Ed Breese, Environmental and Compliance Manager  
0 21333726  
Stephen Wright, Design Manager  
0 0272829029 |
| WALA/AA  | Wraith Associates Landscape/ Athfield Architects | Landscape design | John Hardwick-Smith, Athfield Architects.  
P 4991727  
Nicole Thompson, Wraith + Associates  
P 3813355 |
Jon Fraser, Project Architect.  
P 8025444 |
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Senior Heritage Advisor.  
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adangerfield@historic.org.nz,  
2. Jillian Kennemore  
Heritage Advisor Planning  
jkennemore@historic.org.nz |
| DT       | Dunning Thornton Engineers | Engineer for strengthening, and relocation of building | Adam Thornton  
Director  
Loretta Salazar  
Engineer  
P 3850019 |
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Andrew Stewart Limited.  
P 021464654  
Ian Bowman  
Ian Bowman Heritage Architect and Conservator.  
P 0274457813 |

1.2 Authors
This Plan was written by SPA, with specific sections supplied by Dunning Thornton (0, 4.3, 7.2) and WALA/AA (2.7). Other documents included, or referenced are by others as noted.

1.3 Terminology
The Home of Compassion Crèche (former) is referred to as the Crèche.  
The Relocation/Heritage Management Plan is referred to as the Plan

1.4 Commission and Purpose
This Relocation/Heritage Management Plan is the result of a commission from the Memorial Park Alliance.  
The purpose of the Relocation/HMP Plan is to safeguard the cultural and heritage values of the building and site during the relocation of the Crèche.  
The Plan is required by the National War Memorial Park (Pukeahu) Empowering Act 2012.
Resource Consent is granted under the Act via RC08 granted to the Ministry of Culture and Heritage (MCH), subject to MCH condition 05, and NZTA conditions 08-10.

Figure 1. Extract from Part 1, Schedule 2, National War Memorial Empowering Act 2012.

Figure 2. Extract from Part 2, Schedule 2, National War Memorial Empowering Act 2012.

Figure 3. Extract from Part 2 Conditions, Schedule 3, National War Memorial Empowering Act 2012.

1.5 Reviewers
The Act requires the Plan is reviewed.

An initial meeting was held with the Reviewers, SPA and MPA on the 31st of July 2013 to discuss parameters of the Plan, communication and timing. It was decided to communicate throughout the writing of the draft Plan with the aim that the Plan submitted for review would require little adjustment.

The main communication has been between SPA and Ian Bowman and relates to the physical Crèche building and landscaping.

1.6 Scope
The site area to be included in this Plan was discussed at the first meeting with the reviewers, and is shown on the plan in Appendix 8.1.

The architectural work included in the Plan does not include any work to the interior with the exception of:

- Reinstatement of floor.
- Reinstatement of door leaves
- Provision of a toilet and wash hand basin
- Provision of services to perimeter (plus plumbing to new fixtures above).
The final use, and work to the interior is not known, and it is assumed it will be carried out by other parties. Items to be considered are detailed in 4.6 ‘Recommendations for Future Work’.

1.7 Name and Content
The Act calls for a Heritage Management Plan. This is a term commonly used in Australia for a Conservation Plan. However the specified contents are not consistent with a Conservation Plan, being directly related to the proposed relocation. This point was discussed at the first meeting with the reviewers and it was decided to refer to the document as the Relocation/Heritage Management Plan, and to address the items required by the Act.

We note that a Conservation Plan (Draft) has already been written for this building and reference is made to this document where required.

1.8 Consultation
The Act requires consultation with relevant authorising bodies. The following meetings have been held during the writing of this Plan:

<table>
<thead>
<tr>
<th>DATE</th>
<th>PRESENT/ITEM</th>
<th>PURPOSE</th>
</tr>
</thead>
<tbody>
<tr>
<td>2013-07-15</td>
<td>WCC, MPA, SPA</td>
<td>Discuss contents of Plan, and ascertain WCC requirements.</td>
</tr>
<tr>
<td>2013-07-17</td>
<td>HPT, MPA, SPA, WALA</td>
<td>Discuss contents of Plan, and ascertain HPT requirements.</td>
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<tr>
<td>2013-09-24</td>
<td>WCC, MPA, SPA</td>
<td>WCC visited site, discussed work, landscape and access. AC013 issued. Note that HPT are already familiar with the building.</td>
</tr>
<tr>
<td>2013-10-30</td>
<td>HPT, AA, SPA</td>
<td>Discussed HPT queries on draft landscape plan</td>
</tr>
<tr>
<td>2013-11-13</td>
<td>WCC, HPT</td>
<td>Proposed accessible route solution issued for comment.</td>
</tr>
<tr>
<td>2013-11-15</td>
<td>Revision A issued</td>
<td>Issue to HPT, WCC, Reviewers for review and comment.</td>
</tr>
<tr>
<td>2013-11-29</td>
<td>HPT letter</td>
<td>Refer to Appendix</td>
</tr>
<tr>
<td>2013-12-01</td>
<td>HPT, MPA, SPA, Reviewers</td>
<td>Discussion of review of Revision A.</td>
</tr>
<tr>
<td>2014-01-07</td>
<td>Ian Bowman</td>
<td>Clarification of some queried items.</td>
</tr>
</tbody>
</table>
2 Overview of the Crèche and Proposed Move

2.1 Location and Legal Description

The Crèche is located at 18 Buckle St, Wellington. The property is legal described as Pt Sec 263 Town of Wellington; Pt Lot 1 SP 4469 Wellington Land District.

2.2 Information

The following information has been referred to in the compilation of this Plan:

<table>
<thead>
<tr>
<th>DATE</th>
<th>NAME</th>
<th>AUTHOR</th>
<th>INCLUDED IN APPENDIX</th>
</tr>
</thead>
<tbody>
<tr>
<td>2012-08-09</td>
<td>Conservation Plan (Draft)</td>
<td>Ian Bowman</td>
<td>Appendix - Executive Summary only</td>
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<tr>
<td>2012-11-08</td>
<td>Building Condition Survey</td>
<td>Greg Szakats</td>
<td>Appendix 8.4</td>
</tr>
</tbody>
</table>

2.3 Significance of the Crèche

The following is the conclusion from the HPT Registration Listing.

‘The Home of Compassion Crèche (Former) has outstanding significance as the last bastion of the strong Catholic presence on the northern section of one of Wellington’s iconic areas, the Basin Reserve. Its construction and early years were intrinsic to the continuance of the Sisters of Compassion after the death of their prominent leader Mother Aubert, and at the Crèche the Sisters were able to carry on Aubert’s pioneering crèche institution which was the first successful example in New Zealand. The building of the Home of Compassion Crèche (Former) also indicated the start of a gradual change in societal dictates regarding the responsibilities of mothers and their roles in society, and as such laid the groundwork for the development of other institutions through the
example set within its walls over a 60 year period. In particular, the Home of Compassion Crèche is exceptional because it is the oldest remaining purpose-built crèche building in New Zealand and one of the few remaining examples of the early institutions of the Sisters of Compassion - the oldest surviving indigenous New Zealand Catholic order which continues to make important social and spiritual welfare contributions in Wellington, New Zealand, and internationally.'


2.4 Building Description
The Crèche is a single level domestic scale building. External walls are brick, on concrete perimeter wall. The subfloor, floors, and internal walls are timber with plaster on lath finish. The roof is timber framed, and clad in corrugated steel. There is a brick chimney.

2.5 Ownership
The Crèche is owned by the New Zealand Transport Agency

2.6 Statutory Recognition

2.6.1 Historic Places Trust Listing
Name: Home of Compassion Crèche (Former)
Registration Number: 3599
Registration Type: Historic Place Category 1
Date Registered: 28 Jun 1984

2.6.2 WCC District Plan Listing
The Crèche is listed in the WCC District Plan, Heritage List, last amended 28 June 2013. The listing does not list any internal spaces or feature, and hence relates to the exterior of the building only.

2.7 National War Memorial Act Requirements: NZTA Condition 08
This plan shall be provided to the Wellington City Council before relocation of the Crèche occurs.

2.8 National War Memorial Act Requirements: Ministry of Culture and Heritage Condition 05
Timing
Documentation is required to be submitted 30 days in advance of work to be undertaken.

Content
The information required to assess compliance with this condition continues below. This takes the form of an overall description of the landscaping, architectural, and structural works prepared by each consultant, and references to the detailed construction documentation relating to each discipline which are contained in the Appendix.

2.8.1 Proposed New Location and Landscaping
The proposed landscape/curtilage works for the relocated crèche integrates the relocated Crèche building in its new setting in a manner that:
Connects with the broader landscape and streetscape works associated with the Basin Bridge and War Memorial (NWM) Park;
Recalls and reinterprets historical relationships the building has had with the street and its landscape setting;
 Provides for accessibility and serviceability appropriate to the likely contemporary use of the crèche building on its new site; and
Accommodates the requirements of the base isolation for the new building.
In its new location, the Crèche fronts Buckle Street just west of the Bridge landing. The historical street frontage relationship is recalled by the alignment of the building to the street and the re-establishment of the street picket fence. A low frontage garden and paved, stepped entry to the front door is recreated in the manner of the historical frontage. The frontage garden comprises low level planting including species reminiscent of the original garden.

A low concrete retaining wall is proposed on the western boundary in a similar height and relationship to the historical boundary wall. The proposed landscape to the west of this wall includes a grove of fruit trees within a courtyard transition space between the National War Memorial Park and the Crèche building. This courtyard is largely lime chip paved, and the fruit trees are limbed up to provide a clear and accessible space for congregating or moving under. The grove integrates the Crèche within a vertical landscape ‘structure’ that recalls a semblance of the scale and mass of the row of buildings within which the building was situated. A screened area on this relatively concealed western side of the building incorporates a service yard.

An open courtyard is proposed on the north side with a lawn and low herb garden on its western edge and a concrete path adjacent to the crèche. Although publically accessible from the adjacent spaces to the east and west, the extents of the courtyard are marked by a combination of low wall and material demarcation, extending from the east and west edges of the building clearly marking the courtyard as Crèche space. It is envisaged that this space could be used as ‘spill-out’ space for an interactive tenancy such as a café, or for general use by visitors/users of the park. A concrete and timber ramp providing disabled access to the crèche links to the refurbished verandah from the access lane to the North west of the crèche. This allows the historical step between courtyard and the north edge of the verandah to be recreated.

Memory of the previous location of the crèche is evoked by graphically tracing edges and points of the previous position with metal insets in the pathway. Landscape levels, proportions, materials, and planting type recall aspects of the historical curtilage conditions, while providing for enhanced access and contemporary use and serviceability for the building.

John Hardwick-Smith, Athfield Architects

A landscape plan has been prepared by WALA and is attached in Appendix 8.3.

2.8.2 Proposed Architectural Work

Architectural work is designed and documented with regard to the principles of the NZ ICOMOS Charter. This aims to understand and conserve the heritage values of the place, and ensure that solutions are sympathetic, retain original fabric and enhance the functionality of the building for the future.

The proposed architectural work generally consists of:

- External refurbishment/restoration.
- Identification, protection, or removal and storage of internal items.
- Reinstatement of door leaves, floor.
- Installation of toilet and basin.
- Services to perimeter of building.

A more complete description of the scope of work is in the attached Outline Specification in appendix 8.8.

Complete details and drawings are in the full architectural drawings and specifications.

2.8.3 Proposed Structural Work

- The proposed new location requires translation 16.5m to the North, followed by a 3.2m rise followed by a 15m move to the west. This involves reasonable complexity but is achievable without undue risk to the heritage structure.
- The aspects of structural work will include minor demolition, stripping out of linings etc., seismic strengthening, relocation, re-securing to new foundations and reinstatement of some structure.
• The strengthening will involve modification to heritage structure but should not result in significant change to the appearance either internally or externally.
• The relocated structure will be base-isolated, providing a high degree of protection against seismic actions.

Structural modification work includes:
• Removal of the chimney and hearths
• Removal of interior wall and some ceiling linings.
• Uplifting of floor boards and removal of floor joists
• Separation from below ground foundations (foundations below ground will be discarded).
• Installation of a plywood diaphragm above the ceiling joists and connection to the perimeter walls.
• Strengthening of the brick, load-bearing perimeter walls for both in-plane and out-of-plane walls using composite, carbon-fibre reinforced polymer materials.
• Securing the veneer wythe to the structural wall with stainless-steel ties
• Plywood sheet bracing fixed to the internal timber-framed walls.
• New reinforced concrete and structural steel foundation beams, connected to the existing structure below ground/floor.
• New timber floor joists and a ground floor plywood diaphragm.

The building will be relocated horizontally by sliding (Teflon on Stainless steel). The superstructure will be push/pulled to the new location using hydraulic rams, carefully and slowly and with constant monitoring of elevation and load at each of four supporting bearings. The lift will be achieved using hydraulic jacks also in a slow, controlled and monitored fashion. During these operations the building will experience only very minor accelerations, well within the strength of the structure.

Adam Thornton, Dunning Thornton Consultants.
Refer to Dunning Thornton Consultants drawings in Appendix 8.14 for details.

2.9 Existing Condition
The existing condition of the building has been documented in the Condition Survey (2012), and by SPA (2013) in the course of documentation. The Conservation Plan (2012) also contains a comprehensive condition survey. Refer to appendix for copies.

2.9.1 Results of Condition Survey
A condition survey was completed by Greg Szakats and is dated 2012-11-08.
The main points are:
• Cracking on exterior wall on south west and south east corners, over bay window, and other small cracking to exterior and interior.
• Cracking and water damage to interior walls/ceilings.
• Lack of maintenance has lead to general deterioration.
• Roof leaks.

2.9.2 Additional points noted by SPA and/or Conservation Plan include:
• Non-original windows, and missing door.
• Non-original cladding and windows in verandah poor quality, and poorly applied.
• Original cladding in verandah heavily rusted in areas.
• Original timber work to verandah requires repair and repainting.
• External windows have some broken glazing, and putty is failing. New paint required inside and out.
• Some glazing is mismatched or Georgian wire
• Some windows require replacement of sash cords and furniture.
• Original laundry wall linings concealed behind new and can’t be assessed.
• Downpipes and spouting have been replaced with PVC.
• Interior and exterior vents to walls and sub floor are rusting, some missing.
• Soffit needs repair and repainting.
• External and internal gutter needs replacing.
• Brick has been painted on north, south and east facades.
• Unpainted galvanised flashing on verandah edge.
• Rusting mesh to toilet window
• Rusting ceiling panels, damage to cornices, holes in ceiling.
• Cracks in interior plaster, paint generally in worn condition.

These have been addressed in the detailed design documentation.
3 Archaeology

3.1 Map showing all known archaeological sites within 200m.

Figure 6. Map showing all archaeological sites within 200m of the site. Supplied by Clough and Associates.
3.2 Map showing results of archaeological work at rear of Crèche

Figure 7. Map of archaeological survey at rear of Crèche. Supplied by Clough and Associates.
3.3 Areas Investigated

The main site area was investigated in 2012.
The area around the original position of the Crèche was investigated in May/June 2013.

3.3.1 Completed Areas

Figure 8. Aerial photo marked up to show the main site area, and Crèche area investigated to date. Supplied by Clough and Associates, September 2013.
### 3.3.2 Outstanding Areas

![Figure 9. Clough drawing of site work marked up by SPA to show outstanding area.](image)

**Figure 9.** Clough drawing of site work marked up by SPA to show outstanding area.
4 Methodology for Accurately Managing Effects During Relocation

4.1 General
All works packs and methodologies for the construction activities will be circulated to design team for review and comment prior to the commencement onsite.

A building specific induction sheet has been prepared and is part of the MPA induction process for all tradespeople working on the Crèche. The induction sheet describes the history and significance of the Crèche, and the care needed when working in it. Refer to 8.11 ‘Site Specific Heritage Induction’.

4.2 Architectural
4.2.1 Documentation
Architectural documentation for construction will be complete, and reviewed by MPA, DT, and the Plan reviewers prior to work on site.

Documentation includes:
- Architectural Drawings
- Architectural Specification
- Outline Scope of Works: Initial and Demolition
- Outline Scope of Works: Refurbishment.

The above documents are contained in full in the Appendix.

4.2.2 Specific Heritage Documentation
The following are specific heritage documents included in the architectural specification noted above.

Section 80 of the Specification ‘Heritage Requirements’
This document gives overall requirements working with heritage buildings, including principles, standards, definitions, and experience.

Section 82 of the Specification ‘Protection/Removal of Heritage Fabric’
This document gives general requirements for providing protection to retained fabric, and conditions for removal of fabric and storage.

Schedule of Work on Existing Fabric
This document lists all original items/fabric for removal and storage, protection or work. It gives specific details of items and areas, methods of removal, labelling requirements, and storage requirements.

Schedule of Stored Items
This form provides for the recording and management of stored fabric.

4.2.3 Storage
Secure storage will be provided on/adjacent to the site and be under the control of the MPA Crèche Site Manager.

Items will be logged into storage, and out using form ‘Schedule of Stored Items’ (refer to 8.10).

Prior to completion, items will be either reinstalled, or placed inside the Crèche.

4.2.4 Site Observation
SPA will visit the site to ensure compliance with documents. Visits will be once a week, with additional visits at key times as required.

4.3 Structural
The structural work for the most part is reasonably conventional involving procedures and trades that may typically be found on retrofit/refurbishment projects. Effective QA processes and construction monitoring should provide adequate protection against unintended effects. The load transfer, sliding and raising procedures will be carried out under strictly controlled and monitored conditions and as noted in 2.8.3, the accelerations (and thus forces) that the structure experiences will be very small, less than a small earthquake or strong storm.
Structural documentation for construction will be complete, and reviewed by MPA, SPA, and the Plan reviewers prior to work on site.

Documentation includes:

- Structural Drawings
- Structural Specification

### 4.4 Construction

#### 4.4.1 Personnel

The Alliance will ensure that any works associated with the existing heritage building are designed and undertaken by suitably experienced personnel.

Suitable experience can be shown by a minimum of two of the following:

- a NZ license (ie solid plastering, carpentry)
- overseas Guild qualifications or similar formal apprenticeship.
- by a CV of relevant heritage projects and referees.

Methodologies and techniques will be designed to preserve the greatest extent any existing insitu elements, structures or materials.

#### 4.4.2 Temporary Works

As required, temporary supporting structures will be designed and installed to ensure the integrity of the buildings during and after the construction phase.

### 4.5 Physical Impacts

Direct physical impact on the buildings historical features can come from many different mechanisms. General items to manage and protect the Crèche are listed below.

In general:

- MPA have a dedicated Site Manager for the Crèche.
- Keys to the building will be kept by the MPA Site Manager to ensure only authorised staff or contractors enter the work area.
- Site fencing will be continuous around the Crèche forming a secure exclusion zone.
- Security is provided by the fence, by site lighting, and by monitoring by the onsite security personnel.
- The entry point to the building will include a hazard board outlining the specific requirements of the building.
- A site specific heritage induction is given to all working on the site. This covers the significance of the building, and the care required (refer to 8.11).
- The external face of all external windows are covered in ply for protection.
- Buckets of sand, and a fire extinguisher will be kept on site.
- Hot works will be scheduled to allow monitoring until all risk of fire is over.
- Suitable protection to flooring, door frames etc.

### 4.6 Recommendations for Future Work

The current documentation for this project does not include the interior work. The following notes provide some guidance for the heritage aspects of the interior work.

#### 4.6.1 General

a) The Conservation Plan is a source of valuable information about the building, and should be utilised by anyone planning work to the Crèche.

b) The Conservation Plan’s current draft status should be removed.

c) The removed and stored material shall be reinstated in accordance with ICOMOS Charter, and the Conservation Plan.

d) The proposal, documentation and installation shall be reviewed and observed by a Heritage Architect. Physical construction work shall be done by tradespeople experienced in heritage building work.

e) A Maintenance Plan shall be developed for the Crèche to ensure regular inspection and maintenance of the building.
4.6.2 The following items shall be reinstalled/actioned:
   a) All salvaged skirtings, dado, cornice, picture rails, and additional replicas as required to be reinstalled.
   b) Salvaged pressed metal ceiling tiles reinstalled.
   c) Door trims reinstalled.
   d) Timber flooring to have hand sand only, and an oil finish. Polyurethane type coatings are not permitted.
   e) New floor coverings shall not be glued or fixed to the timber flooring. Use lose laid overlays for fixing.
   f) Original wall thicknesses be reinstated so as to suit door frames, skirting etc.
   g) Original floor tiles in entry to be reinstalled.

4.6.3 The following items shall be replicated:
   a) Curved internal corners.
   b) Size of fire opening, and size and construction of hearth.
   c) Braces to verandah posts.

4.6.4 The following items should ideally be replicated/actioned:
   a) Lath on plaster construction for wall linings for timber framed walls.
   b) Ply walls finished by a layer of plasterboard, and then a 3-5mm skim coat of plaster to bring back to original thickness, and to suit door frames.
   c) Timber trim stripped and given a clear oil finish per original. This includes door leaves, door frames, trims, dado rail, picture rail, and skirtings. Confirm original finish by paint scrapings, and consider reinstatement of original colours.

4.6.5 Consideration should be given to:
   a) Reinstatement of original door layout in pantry/toilet area.
   b) Replacing gib ceilings with replica pressed metal ceiling (Australia have a good selection of these readily available).
   c) Replication of original door handles.
   d) Determining, and returning to original internal paint colours.

4.7 Information for Future Interior Work
The following information is available from SPA for the reconstruction of interior details of the Crèche:

- Location, and measurements of rounded corners to internal spaces.
- Schedule of Stored Items
- Schedule of Work to Existing Fabric
- Photographic record of Crèche interior prior to move.
- Heritage photographs.
5  Heritage Monitoring

5.1 Requirements
Heritage monitoring will be done primarily by SPA who will undertake site observation (at OL2 level) at minimum weekly intervals during the main construction period. This will include observation of:

- General exterior lines, finishes and materials.
- General workmanship.
- Compliance with documentation
- Retained interior finishes
- Protection to finishes
- Items in storage.
- Potential risks to building.

Stored items will also be checked every two weeks.

5.2 Communication and Records
The following communication and records will be kept:

5.2.1 Architect’s Communications
HPT and WCC will be advised of major items or decisions concerning the building by Architect’s Communications issued by SPA. These will be issued as early as possible to give opportunity for discussion and an agreed resolution.

5.2.2 Photographic/Video Record

**Still Photography**
The following photographic records of the Crèche exist:

<table>
<thead>
<tr>
<th>DATE</th>
<th>NAME</th>
<th>AUTHOR</th>
</tr>
</thead>
<tbody>
<tr>
<td>2012-08-09</td>
<td>For Conservation Plan</td>
<td>Ian Bowman</td>
</tr>
<tr>
<td>2012-11-08</td>
<td>For Building Condition Survey</td>
<td>Greg Szakats</td>
</tr>
<tr>
<td>2012-2013</td>
<td>For architectural design</td>
<td>SPA</td>
</tr>
<tr>
<td>2012-2013</td>
<td>For engineering design</td>
<td>Dunning Thornton</td>
</tr>
</tbody>
</table>

SPA and Dunning Thornton will continue to record major events in the work.

**Time Lapse Photography**
MPA will install a timelapse camera on site directed at the Crèche. This will operate from the start of external work preparing for the move, and include the move, and will continue until the completion of surrounding landscaping. It will not operate in periods where no work is being done at the Crèche, i.e. between preparation work, and actual move.

**Video Record**
The MPA will video the actual moving of the building (estimated at half a day).

5.2.3 Notification
MPA’s proposed programme is as follows:

<table>
<thead>
<tr>
<th>ACTIVITY</th>
<th>MONTH OF COMPLETION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Asbestos and Lead Paint Removal Prior to Entry</td>
<td>Dec 2013</td>
</tr>
<tr>
<td>Strengthening works to Crèche prior to move</td>
<td>May 2014</td>
</tr>
<tr>
<td>Crèche relocation from present to proposed location</td>
<td>June 2014</td>
</tr>
<tr>
<td>Carry out works to Crèche and surrounding landscaping to finished product</td>
<td>March 2015</td>
</tr>
</tbody>
</table>

The following are considered important way points, and HPT and WCC will be notified by email prior:

a) Start of internal work
b) When floor is removed
c) The move (anticipated to take half a day).
d) Completion.

5.3 Reporting of Monitoring Results/Notifications to WCC and HPT

5.3.1 Prior to Start of Work and During Site Investigation
- Direct phone communication for urgent item.
- Architect’s Communications issued by email for general items.
- Meetings to review specific areas of documentation as required.

5.3.2 During Work
- Direct phone communication for urgent item.
- Architect’s Communications issued by email for general items.
- Copy of site meeting minutes.
- Site meetings as required.

5.4 Items to be given to HPT/WCC at Completion by MPA

This shall consist of a CD containing:
- Copy of updated architectural, structural and landscape drawings and documentation.
- Copies of photographs and videos as above.
- Ten photos of exterior elevations and main spaces taken in the original location.
- Ten photos of the building during the move.
- Ten photos of exterior elevations and main spaces taken in the new location.
- The edited time lapse photographic record (made as a video).
- The edited video record.
6 Archaeological Discovery Protocols

6.1 In the Event of Archaeological Discovery

The existing document ‘Stage 1: Archaeological Management Plan’ (refer to 8.7) prepared by Clough and Associates for the WICI Alliance covers the procedures, stand down periods, dispute resolution processes to be applied in the event of an archaeological discovery for the main site, including the proposed new location of the Crèche.

Figure 10. Front page of Archaeological Management Plan, Clough and Associates.
The Archaeological Management Plan covers the main site area, but not the Crèche. Clough and Associates have advised that this is also suitable for the Crèche area, and will be used for this purpose in the following letter.

2 October 2013
Ed Breese
Memorial Park Alliance
PO Box 9655
Marion Square
Wellington 6141

Dear Ed,

Re: Archaeological Management Plan for the Crèche Investigation

This letter is to inform you that the following archaeological management plan: ‘Phear, S., and R. Clough. Wellington Inner City Improvements Alliance: Archaeological Investigations for Improvements around the Basin Reserve. Stage 1: Archaeological Management Plan. Prepared in Compliance with Authority no. 2013/92, Condition 5 for WICI Alliance’, contains site management procedures, protocols and strategies which were also relevant for the investigation of the Crèche, although the Crèche investigation was not referred to specifically in that document.

Any further works associated with removal and relocation of the Crèche building will also follow the same site management procedures, strategies and protocols, unless the final strategy for moving the crèche requires the use of archaeological methods and/or techniques outside of those already covered. This will be decided once the final plans have been reviewed by us.

Yours sincerely

Sarah Phear PhD (ANU)
Senior Archaeologist

Figure 11. Clough and Associates letter, 2nd October 2013.
7 Requirements for a Post Construction Survey
Post Construction Surveys shall take place between one and two months after completion of move and work.

7.1 Architectural
The Post-Construction Survey will include observation of the:

- Weather tightness of the external envelope (roof, windows, doors, brick and plaster).
- Roof drainage and landscape stormwater system to ensure water is being adequately drained from the site.
- Reinstallation of selected stored materials in nominated positions.
- Storage of remaining stored material within the Crèche.

Note that the Schedule of Stored Items (refer to 8.10) will be used to check and record movement of stored items.

7.2 Structural
The structure and heritage fabric will be inspected prior to work, prior to relocation and after relocation. During the moves the structure and fabric will be continuously monitored.