



7th October 2011

Mark Zarifeh
 Counsel Assisting
 Canterbury Earthquakes Royal Commission
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CHRISTCHURCH

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Arrow International Limited
 Level 1
 17 Sir William Pickering Drive
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P O Box 14 109
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 New Zealand

Dear Sir

Durham Street Methodist Church, 309 Durham Street North

Following receipt of your letter dated 3rd October 2011 regarding the Durham Street Methodist Church we respond as follows.

Removal of the organ from the building

The undernoted time-line outlines the information requested in section 1(a) – 1(d).

a) Process adopted for Organ Removal

- 13 Sept 2010 First meeting between Arrow International (AIL) and The Methodist Church of NZ
- 15 Sept 2010 RD Sullivan initial Structural Damage Report received recommending temporary propping be designed and installed and recommending the Pipe Organ is removed whilst work in the Church is undertaken. *(Refer RD Sullivan report dated 15 September 2010 included in Section 3 of previously submitted information.)*
 This report was commissioned by The Methodist Church of NZ prior to AIL becoming involved in the project.
- 21 Sept 2010 Project meeting with representatives of The Methodist Church of NZ (owner), McLarens Young (Loss Adjuster) and AIL. Temporary removal of loose stones to the Church Durham Street frontage and protection of the Pipe Organ are discussed.
- 28 Sept 2010 Meeting outside the Church between Amanda Ohs (CCC Heritage), Dave Margetts (NZHPT), Dave Pearson (heritage architect consulting to CCC) and AIL to discuss removal of loose stones from exterior of Durham Street frontage of the Church.
 Email dated 28 September from AIL to Amanda Ohs recording instructions / outcome of the meeting attached. Approval given by CCC to remove loose stones and to proceed with temporary steel propping.
- 29 Sept 2010 Work commenced removing loose stones from exterior of Durham Street towers and parapets. No internal access required to the Church to undertake this work.
- 4 Oct 2010 Formal Project Management proposal submitted by AIL to The Methodist Church of NZ.
- 4 Oct 2010 Initial structural report received from Structex on the building. *(Refer Structex report dated 4 October 2010 included in Section 3 of previously submitted information.)*

Offices in
 Auckland
 Hamilton
 Tauranga
 Wellington
 Nelson
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 Dunedin
 Queenstown
 Invercargill
 Melbourne

- 11 October Project meeting with representatives of The Methodist Church of NZ (owner), McLarens young (Loss Adjuster) and AIL. AIL instructed to obtain an engineering opinion from Structex on safe process for removal of the Pipe Organ and other chattels.
- 5 Nov 2010 Temp steel propping to Durham St frontage / Chester St corner complete.
- 23 Nov 2010 First correspondence to CCC advising of the intention to remove the Pipe Organ from the Church. (*Refer attached emails from Tim Fahy (Arrow) to Amanda Ohs (CCC) dated 23 & 29 November 2010*).
- 1 Feb 2011 Structex report received following inspection to determine safety for removal of Pipe Organ and pews (*Included in Section 3 of previously submitted information*): Report recommends additional brackets be provided to the annex trusses and bolted through the wall. Engineer's sketch of brackets, instruction to steel contractor to install brackets and photo of completed brackets all included in Section 3 of previously submitted information.
- 1 Feb 2011 Structex report received for alternative safe egress route for removal of the Pipe Organ and other chattels (*Included in Section 3 of previously submitted information*): Structex report advises they have reviewed providing access through the north door of the annex. Report requires a protective scaffold be erected over this door to protect the entry from loose stonework above.
- 3 Feb 2011 Email instruction to scaffolding company and sketch of protective scaffold to entry. (*Included in Section 3 of previously submitted information.*) Scaffold installed on 10 February 2011.
- 7 Feb 2011 Letter to Stoneworks instructing stonemason to remove loose stones over the Chester St entry (*Included in Section 3 of previously submitted information.*) Work was completed on 8 February 2011.
- 9 Feb 2011 Email from Claire Revell CCC confirming Council attendees to a meeting in the Durham Street Church to discuss removal of the Pipe Organ and other Chattels. Attendees to include Neville Higgs (CCC Structural Engineer), Philip Hector (Senior Building Consent Officer), Claire Revell (Council Planner) and Amanda Ohs (CCC Heritage). (*Copy of email attached*). Also attending Dave Margetts and Christine Whybrew from NZHPT and Gary Haverland Structural Engineer from Structex.
- 10 Feb 2011 Meeting of the above parties and Methodist Church and AIL representative in the Church to discuss Pipe Organ and chattel removal. AIL requested to provide a copy of the organ removal proposal.
- 11 Feb 2011 South Island Organ Company organ removal proposal (dated 8 October 2010) submitted to Claire Revell at CCC via email from Tim Fahy at Arrow (*copy attached*).
- 15 Feb 2011 Email from Claire Revell at CCC formalising permission granted at the meeting to proceed with Organ removal (*Email attached*). Email copied to Jenny May (CCC Heritage), Amanda Ohs (CCC Heritage) and Dave Margetts of NZHPT.

b) Correspondence with Council

The majority of contact with CCC was via the Heritage team (Claire Revell and Amanda Ohs). Neville Higgs (CCC Structural Engineer) and Philip Hector (Senior Building Consent) were invited to attend the pre pipe organ and chattel removal meeting held at the Durham St Church on 10 February as detailed in a) above. However, Neville Higgs did not attend and Philip Hector left after the initial introductions.

c) Structural Engineers assessments relating to safe removal of the organ

Refer to items dated 1, 3 and 7 February in a) above.

d) CCC approval for building entry

Refer to items dated 9, 10, 11 and 15 February in a) above.

Structural Integrity of the Building prior to the 4 September 2010 earthquake

Please refer to attached correspondence received from Greg Wright, Executive Officer The Methodist Church of New Zealand in response to items 2, 3 and 4.

We trust that this information assists you with your investigation, should you require any further information please do not hesitate to contact the writer.

Yours sincerely

Arrow International Limited

A handwritten signature in black ink, appearing to be 'T. Fahy', written in a cursive style.

Tim Fahy
Project Manager

Judith Becker

From: Revell, Clare <Clare.Revell@ccc.govt.nz>
Sent: Tuesday, 15 February 2011 11:12 a.m.
To: Tim Fahy
Cc: Jenny May; Ohs, Amanda; Dave Margetts
Subject: Durham St Methodist Church Organ Removal and Other Retrospective Matters

Hi Tim,

Thanks for your email dated 11 February 2011 seeking approval for the removal of the organ from the Durham Street Methodist Church which is to commence immediately (14 February 2011). I understand that you also wish to seek that this be considered as part a retrospective resource consent application, that covers all of the temporary securing works (including propping and window removal) that have taken place since the earthquake, and some proposed new works that are yet to take place.

Approval and Conditions for Organ Removal

Amanda Oh's (Council Heritage Planner), Jenny May (Heritage Consultant) and myself have had the opportunity to review the organ removal proposal and are generally happy for this to proceed before resource consent is granted subject to the following conditions that will later form part of any resource consent granted and one point of clarification:

Conditions:

- That a retrospective consent application is received by the Council no later than Tuesday 1 March 2011 (unless a subsequent date is discussed with and agreed to by Amanda, Jenny and Myself).
- That the retrospective consent application contains a report from a registered engineer that outlines the risk of further damage to the organ should it remain in the church as well as any other options that were considered such as protection in situ and why these options were not considered appropriate in the circumstances. The engineers report should also outline the works proposed to the west gable wall to justify requiring removal of the organ (ie: is the organ removal required to gain access to further investigate this gable and its repair).
- That the organ removal and storage be carried out by The South Island Organ Company in accordance with their letter attached to your email dated 10 October 2010.
- No scaffolding shall be erected within the building in a manner which requires drilling or bolting to the interior of the protected building. In addition protective materials/ padding protection (such as foam) shall be placed between the poles, beams and board works of the scaffolding and the surface of the protected building where necessary to ensure that all decorative elements are protected from the possibility of the scaffolding knocking or rubbing against the heritage fabric.
- That high resolution jpeg format photographs are provided to the Council's Heritage Team (via Amanda Ohs) documenting the organ and affected area of the church prior to, during and post removal. The photographic records are to be provided no later than 14 March 2011.
- The application will need to clearly state that this is for the temporary removal of the organ while the church is repaired. We will likely be conditioning as part of any consent that the Organ be returned to the church and restored to its original position within 3 - 6 months of the completion of the repairs to the Church. Please advise the timeframe that the South Island Organ Company would need to complete the re-installation once the building is in an appropriate condition for the organ to go back in.

Point of Clarification:

- The email and letter sent in relation to the organ removal contained no details about how any risk to other structures within the Church (eg: to pews and other interior fittings) from putting scaffolding up and taking it down, and transporting scaffolding and organ elements within the church will be mitigated. Please detail any measures taken to prevent damage.

Consent for Other Retrospective Works (propping and window removal) and New Proposed Works

As discussed earlier, in addition to the organ above this building is now at a point where retrospective consent is required for a considerable amount of work on a Group 1 listed building including the propping at the front of the building on Durham Street, the removal and storage of some stone elements and the removal of some of the windows. As stated above it is our expectation that a retrospective consent application is received by the Council no later than Tuesday 1 March 2011 (given that the need for retrospective consent for the propping was first identified by the Council and communicated on 19 October 2010).

We have already received some of the details regarding the the window removal and this will need to be submitted with the application. In addition the following information will also need to be supplied:

- Engineering plans for the propping works and a report from a registered engineer outlining why this was necessary and why the option chosen was the best solution for securing the building.
- A detailed temporary protection plan for all of the works.
- A description of who carried out which works.
- A description of how the stone removed has been labelled, protected and stored.
- High resolution jpeg photographs of all of the retrospective works (including any photographs taken before, during and after the works taking place).

In relation to the proposed new works for the removal of the interior features of the building such as pews, stone plaques and the alter etc.... as discussed on site resource consent will need to be granted before the work is carried out. As part of the the consent application we will be looking for a clear rational from the engineers as to why they consider the building to be of immediate danger to the interior features and why these objects can not be appropriately protected in situ. The application will also need to cover who will carry out the removal of the objects and what experience they have in dealing with heritage fabric, which conservation architect or heritage expert will oversee the works, how the objects will be labelled to ensure they can be returned to their original location, how the objects will be packed/protected (for while they are in storage), where the items will be stored and when it is anticipated that the objects will be returned to the building.

Process for Future Applications and Temporary Works

Given the amount of time that has past since my email of 30 November 2010 (copy attached) and follow up email of 21 January, outlining that resource consent would be required before the organ is removed it is disappointing that this has not occurred, or that the information was not sent through to the Council in October when it was obtained from The South Island Organ Company. I want to be quite clear that it is not appropriate for works to continue to be carried out on this building with out prior discussion with Myself, Jenny and Amanda. This is a Group 1 building under the City Plan with the highest level of protection and that for this reason we need to make sure a proper and robust process is followed (such that it is not open to criticism or challenge by a 3rd party) . It is important that discussions about the building take place as soon as new issues come to light as we understand that it is important not to delay the process and emergency works. Jenny, Amanda and/or myself can be available at reasonably short notice for advice if this is required.

If there are further emergency works proposed to secure the building we are happy to do this with urgency provided proper documentation is supplied to us for consideration and we are able to meet with the appropriate experts from your team and NZHPT on site to discuss the works, prior to them commencing. This will make for a smoother consent process for all involved when the application is lodged.

Other Recommendations

For future applications for resource consent for repairing and strengthening the building given the Group 1 status of the building we strongly recommend that you commission a consultant planner to prepare applications as they will be familiar with the Council's requirements for such consents and can ensure that the process runs smoothly.

We would also like to see a full structural report for the building following the boxing day earthquakes completed as soon as possible, as the information contained in such a report will be required to support the retrospective and non-retrospective aspects of the resource consent application(s) to be lodged. It may also identify further temporary securing works that could be undertaken to prevent further damage.

Please do not hesitate to contact me if you require any clarification of the matters above or the City Plan process that is required to be followed pursuant to the matters under the RMA for historic heritage.

Regards

Clare

Clare Revell
Senior Planner

Environmental Policy and Approvals Unit

DDI: 03 941-8824

Email: clare.revell@ccc.govt.nz

Web: www.ccc.govt.nz

Christchurch City Council

Civic Offices, 53 Hereford Street, Christchurch

PO Box 73013, Christchurch, 8154

Please consider the environment before printing this email

From: Tim Fahy [mailto:tim.fahy@arrowinternational.co.nz]
Sent: Friday, 11 February 2011 4:07 pm
To: Revell, Clare
Subject: Durham St Methodist Church Organ Removal

Hi Clare,
As discussed please see attached Organ removal report and supporting information,

Kind regards

Tim Fahy
Project Manager
ARROW INTERNATIONAL LIMITED



Level 1, 253 Madras Street
P O Box 42, Christchurch, New Zealand
Tel: 03 366 5418 | Fax: 03 366 4304
DDI: 03 363 6059 | Mob: 0275 303 800

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

Judith Becker

From: Tim Fahy
Sent: Friday, 11 February 2011 4:07 p.m.
To: 'Revell, Clare'
Subject: Durham St Methodist Church Organ Removal
Attachments: Letter CCC Organ Removal 11.02.11.pdf

Hi Clare,
As discussed please see attached Organ removal report and supporting information,

Kind regards

Tim Fahy
Project Manager
ARROW INTERNATIONAL LIMITED



Level 1, 253 Madras Street
P O Box 42, Christchurch, New Zealand
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11.02.11

Clare Revell

Senior Planner

Environmental Policy and Approvals Unit

Christchurch City Council

Dear Clare,

RE: Durham St Organ removal

Thank you for your time on site yesterday.

The whole reason for removing the Organ is to prevent further damage to the organ and to allow adequate access for contractors, plant and machinery to work on the west gable.

As discussed please see attached information relating to the removal of the organ.

South Island Organ Report dated 08 Oct 2010

Organ Removal Outline Methodology, Programme and Site Plan dated 25.01.11

As we noted at the meeting the Organ dismantling and removal is programmed to commence Monday 14 Feb.

As agreed we will lodge a Resource Consent to cover


- Stone removal to make safe, temporary propping/ weatherproofing
- At risk Stained Glass Window removal
- Organ removal
- Fixed and Loose Furniture & Fittings

By Friday 18 Feb.

If you have any questions please call,

Yours sincerely

Arrow International Ltd



Tim Fahy

Project Manager

SOUTH ISLAND ORGAN COMPANY LIMITED

23 Holmglen St, PO Box 2036, Washdyke, Timaru 7941. Phone 64-3-688-2536. Fax 64-3-688-2516. Email office@sioc.co.nz

NEW INSTRUMENTS • RESTORATIONS • TUNING AND MAINTENANCE

8 October 2010

Tim Fahy
Arrow International Ltd
Project Manager
Durham St Methodist Church
Christchurch

Dear Tim

Re: Church Organ Earthquake Damage report

Our Christchurch tuner Christopher Templeton inspected Durham St Methodist organ on 22 September and reports as follows:

“The pipe organ in Durham Street seems to have survived the earthquake with little major damage – although half the organ (Swell and Choir) could not be accessed to make a final determination. The support for the large wooden pipes on the left side of the organ (Bass end) has been wrenched from the wall and the side of the Swell Box, so the pipes are relying on a secondary support lower down to remain vertical. A visual inspection of the parts of the organ that could be accessed revealed little direct debris damage to the pipework.

The organ will have to be taken down in two stages. The first stage will be to remove the Pedal and reed chests from the Bass end of the organ and the Choir Box and Pedal pipes from the Treble end of the organ, and the console from in front of the organ. The second stage will be possible once the side wings of the organ are removed and steel framing has been placed vertically and horizontally across the rear wall and supported back to the main floor of the building. Also it is understood that once the building is secured, the furnishing and fittings are going to be stripped out. To remove the organ will probably require erection of a scaffolding stage to facilitate getting the larger components out (this to be arranged and planned in conjunction with Arrow International and the consulting engineers and is not included in the estimate). The second stage will be dismantling the Swell pipework, Swell boxes, Swell and Great Soundboards, Great pipework and building frame and removing all parts of the organ from the building.

With the core of the organ dating from 1907 (being the last surviving Ingram organ in New Zealand) and the additions being Hill, Norman & Beard of 1947 – both in a rather fragile state, it is expected that removing the organ will have a detrimental effect on the cotton covered DC electrical wiring in the organ. Removing the organ will almost inevitably result in breaks and short circuits in the wiring, so that the organ cannot just be reinstalled without replacing the electrical wiring and switching mechanisms to make it playable and reliable”.

9 October 2010

2

Quotations:**1. Stage One Schedule of Work:**

- Document the bass and treble ends of the organ.
- Remove the Pedal and Reed Unit windchests, reservoirs, building frame, windtrunks and DC wiring from the bass end of the organ.
- Remove the Pedal and Choir windchests, Choir box, reservoirs, building frame, windtrunks and DC wiring from the treble end of the organ.
- Remove the console and associated DC wiring from the front of the organ.
- Pack the above removed parts for transport to secure storage in Timaru.

Our quotation to document, pack and remove the bass and treble ends of the organ including the console as described above and place all parts into secure storage in Timaru is

2. Stage Two Schedule of Work:

- Document the Centre part of the organ.
- Remove the facade pipes and casework from the front of the organ.
- Remove the Great and Swell windchests, Swell box, reservoirs, building frame, windtrunks and DC wiring from the centre of the organ.
- Remove the DC switch gear and electric blower from under the organ.
- Pack the above removed parts for transport to secure storage in Timaru.

Our quotation to document, pack and remove the main section of the organ as described above and place all parts into secure storage in Timaru is

3. The cost of the inspection and report is**Stage One (cost breakdown)**

Removal of the side wings of the organ, console.

Five days for four men (including travel)

Dismantling Labour

Travel Time

Meals & accommodation

Van

Container Hire

Packaging materials

Repacking organ into secure long term container storage

Labour

9 October 2010

3

Stage Two (cost breakdown)

Removal of the Swell and Great, Blower and Switch units under the gallery.

Five days for four men (including travel)

Dismantling Labour

Travel Time

Meals & accommodation

Van

Container

Packaging materials

Repacking organ into secure long term container storage

Labour

Total cost of both stages

Total storage costs of per week including GST. (for 2 years)

AA Secure storage Laughton Street, Washdyke 0800 150240.

Terms of Business:

- The quotations submitted are valid for 3 months from the date of this letter.
- The work will be completed within 6 months of acceptance (or as agreed with the client) and will take approximately 2 weeks on-site for 4 persons to complete.
- The prices quoted are firm for the work as detailed but there is an unavoidable possibility that opening up the work will reveal as yet undetected damage in which case we will report further before committing more expenditure.
- The completed work will be guaranteed for 5 years against faulty workmanship and materials providing the organ is regularly maintained by the Company or persons approved by it.
- Scaffolding and hoisting equipment (if required) to facilitate the scheduled work is excluded.
- Any structural work on the building (if required) to facilitate the scheduled work is excluded.
- Any mains electrical work (if required) to facilitate the scheduled work is excluded.
- Electric power for lighting and tools, toilet and washing facilities, and tea making facilities are to be provided by the Church.

Yours sincerely



John Hargraves MNZM
South Island Organ Co Ltd

Durham St Methodist Church

Organ Removal

Outline Methodology

25.01.11

1 A scaffold platform will be erected directly in front of the organ and above the height of the choir stalls. It will be approx 10m long x 6m deep and approx 3m above the auditorium floor level.

South Island Organ Co Staff are the main contractor engaged to dismantle and remove the organ to storage. They will photograph and record the condition of all parts as they dismantle the organ. They will lower components from the platform to the auditorium floor level where they will be packaged

They will spend the first week dismantling and packaging components.

Much of the heavy machinery is located on the ground /Auditorium floor and will not require lowering.

2 The most efficient safe passage out of the building has been identified as out thru the Aldersgate Atrium.

3 A storage container will be situated on Chester St

4 SIOC staff will barrow packaged/ boxed components out thru the Aldersgate Atrium and around the footpath to be stacked in the container.

5 Once complete the container will be transported to a storage facility in Washdyke

6 The components will then be restacked into another container inside a secure and weatherproof storage facility in Washdyke

Durham St Methodist Church Organ Removal Project

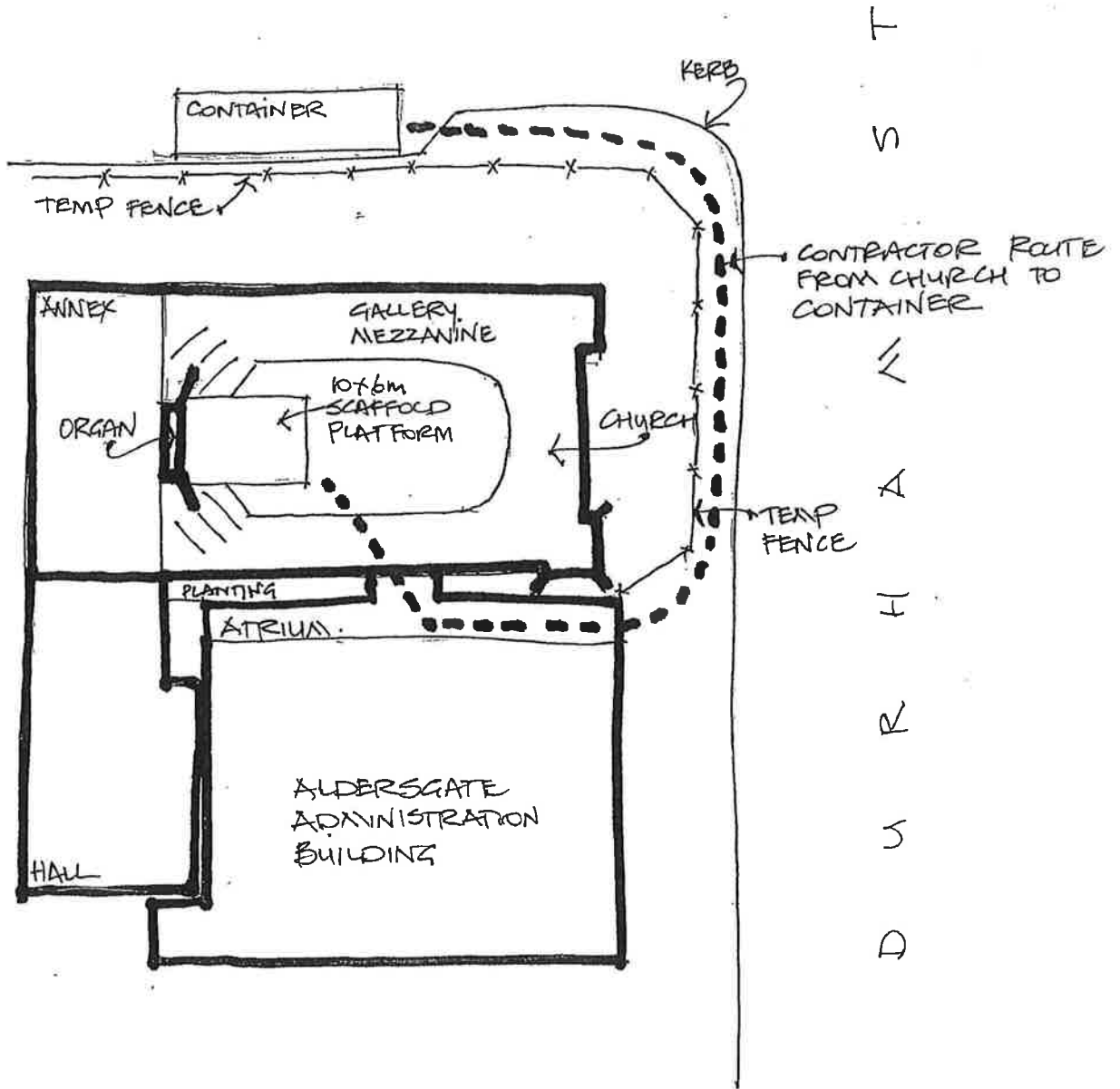
Outline Programme

date 25.01.11

Start Date	Fin Date	Duration	Task	Resource	Notes
09-Feb	11-Feb	3 Days	Erect Scaffold Platform	Brazier Scaffolding	
14-Feb	25-Feb	10 Days	Commence dismantling of organ	South Island Organ Company (SIOC)	
21-Feb	25-Feb	5 Days	Temp traffic management plan in place to allow container on Chester St	Chris White	
21-Feb	25-Feb	5 Days	Packing dismantled components into storage container situated on Chester St	SIOC	
25-Feb	25-Feb	1 Day	Container uplifted and transported to storage facility in Washdyke.	Toll- Tranzlink	
28-Feb	01-Mar	2 Days	Dismantle and remove scaffold	Brazier Scaffolding	



C H E S T E R S T



**DURHAM ST METHODIST CHURCH
COMPLEX
SITE PLAN** NTS

25-01-11

Judith Becker

From: Revell, Clare <Clare.Revell@ccc.govt.nz>
Sent: Wednesday, 9 February 2011 3:58 p.m.
To: Tim Fahy
Subject: RE: Durham St Methodist Church Meeting 9.30 Thursday 10 Feb

Hi Tim,

Sorry for the delay in responding.

Philip Hector is a Senior Building Consent Officer

Neville Higgs is a Structural Engineer

You haven't missed anyone.

Clare

From: Tim Fahy [<mailto:tim.fahy@arrowinternational.co.nz>]
Sent: Tuesday, 8 February 2011 1:32 pm
To: Revell, Clare
Subject: Durham St Methodist Church Meeting 9.30 Thursday 10 Feb

Hi Clare,

Please would you

- a) Provide me with an accurate position title for the following people and
- b) Check the name spelling for me please.

Clare Revell I have yours

Amanda Ohs I have hers

Phillip Hector ?

Neville Higgs ?

Is there anyone else from CCC I may have missed?

I am going to produce name tags to help all parties get to know each other at the meeting on Thursday and keen to get them accurate !

I look forward to meeting you Thursday

Many thanks

Cheers

Tim Fahy
Project Manager
ARROW INTERNATIONAL LIMITED



Level 1; 253 Madras Street
P O Box 42, Christchurch, New Zealand

Tim Fahy

From: Dave Margetts <dmargetts@historic.org.nz>
Sent: Friday, 4 February 2011 8:17 a.m.
To: Judith Becker
Cc: Robyn Burgess; kpickford@historic.org.nz; Christine Whybrew
Subject: RE: Durham Street Church Visit

Judith,

Thank you for organising the site visit. I will be there and possibly another staff member(s). We can enter the building on the proviso that your engineer is able to certify the interior safe for the visit.

Dave

From: Judith Becker [<mailto:judith.becker@arrowinternational.co.nz>]
Sent: Thursday, 3 February 2011 9:25 a.m.
To: Dave Margetts
Subject: Durham Street Church Visit

Hi Dave

Following our phone conversation earlier in the week, the meeting with CCC at Durham Street Church is confirmed for 9:30am Thursday 10 February. We will meet outside the Aldersgate entry on Durham St. Please bring hard hat, hi-viz and a torch.

See you then.

Regards

Judith

Judith Becker
Project Manager
Arrow International Ltd



Level 1 253 Madras Street P O Box 42,
Christchurch, 8140, New Zealand
Tel: 03 366 5418 | Fax: 03 366 4304

[Email](#) | [Web](#)

Tim Fahy

From: Ohs, Amanda <Amanda.Ohs@ccc.govt.nz>
Sent: Monday, 29 November 2010 4:46 p.m.
To: Tim Fahy
Subject: RE: Durham St Methodist Church Leadlight and Organ removal

Hi Tim,

Thank you for contacting me with this information. Sorry I haven't been in touch sooner - I have been sorting out which planner will deal with your future application for this work (and subsequent application for the substantial repairs), and who will provide heritage advice.

Clare Revell will be your consents planner and Jenny May (Heritage Management Services) and myself will provide heritage comment. Clare will be in touch with you soon.

Kind regards,
Amanda

From: Tim Fahy [<mailto:tim.fahy@arrowinternational.co.nz>]
Sent: Tuesday, 23 November 2010 5:27 pm
To: Ohs, Amanda
Subject: Durham St Methodist Church Leadlight and Organ removal

Hi Amanda,

Leadlight / Stained Glass windows:

I write to advise that we are currently preparing to remove and place into storage the Leadlight / stained glass windows from the Durham St frontage and flanks of both towers. The contractor is Graham Stewart of Stewart Stained Glass.

The removed panels will be photographed, existing conditions recorded and packaged into plywood crates, to be stored in the CCC / Arts Centre storage facility in Pages Rd adjacent to the Supershed.

The resultant openings will be infilled with temp framing and ply profile cut to suit.

Please see attached plan showing scope of windows to be removed.

Please also note Graham Stewart has recommended we 'ply over' the 3 No 'stained glass windows on the northern side ground floor, which will remain insitu. These windows are currently protected externally by metal mesh 2 No and acrylic panel 1No.

Our current programme has this work commencing Monday 6 Dec with a duration of approx 2 1/2 weeks.

Organ Removal

Likewise we are preparing to have the Organ dismantled and placed into storage for protection.

The Contractor is South Island Organ Co based in Timaru.

At present we have no firm programme except that this work will not occur before Christmas.

If you have any questions please contact me

Kind regards

Tim Fahy
Project Manager
ARROW INTERNATIONAL LIMITED



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Christchurch City Council

<http://www.ccc.govt.nz>

Judith Becker

From: Ohs, Amanda <Amanda.Ohs@ccc.govt.nz>
Sent: Tuesday, 12 October 2010 1:03 p.m.
To: Tim Fahy
Subject: RE: Durham St Methodist Church - Temp Propping Details

Hi Tim,
Thanks for sending this through. We are happy with the method proposed.
Kind regards,
Amanda

From: Tim Fahy [<mailto:tim.fahy@arrowinternational.co.nz>]
Sent: Monday, 11 October 2010 4:17 pm
To: Ohs, Amanda
Cc: Judith Becker
Subject: TRIM: Durham St Methodist Church - Temp Propping Details

Hi Amanda,

Please see attached Temporary Propping Details for the Durham St Methodist Church.

Tenders for this work close today and given the circumstances we are keen to award the contract and get contractors mobilised asap
If you have any queries please contact me,

Kind regards

Tim Fahy
Project Manager
ARROW INTERNATIONAL LIMITED



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Judith Becker

From: Judith Becker
Sent: Tuesday, 28 September 2010 5:38 p.m.
To: 'amanda.ohs@ccc.govt.nz'; 'dmargetts@historic.org.nz'
Cc: Tim Fahy
Subject: Durham Street Church

Hi Amanda and Dave

Thank you for your time this afternoon to discuss the Durham St Methodist Church. Please find below the outcomes of our meeting:

1. Agreed for Ben West to remove loose stones and store in the carpark at the back of the hall as well as install straps around towers to either side of Durham St elevation
2. Where removal creates weathertightness issues, the areas will be framed up and covered in plywood and polythene.
3. Photographs to be taken to document the work done.
4. Once the design for temporary propping is received from the engineer, a copy of the proposal to be sent to Amanda Ohs. Historic Places do not require a copy of temporary propping design.
5. Temporary propping can proceed without further consultation with CCC or Historic Places Trust.
6. Arrow to provide CD with photos of church interior to both Amanda Ohs and Dave Margetts
7. Amanda to forward Judith a copy of Council's preferred contractors for heritage work.

As discussed today, we have several other heritage buildings in the Methodist Church portfolio that have suffered earthquake damage. We would appreciate meeting with you in the next few days to discuss work to be done to these buildings. We are available anytime Thurs this week, if there is a time that suits. Would you please let me know. Thanks.

Regards
Judith

Judith Becker
Project Manager
ARROW INTERNATIONAL LIMITED



Level 1, 253 Madras Street
P O Box 42, Christchurch, New Zealand
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The Methodist Church of New Zealand Te Hāhi Weteriana o Aotearoa

Administration Division



6 October 2011

Mark Zarifeh
Canterbury Earthquakes Royal Commission
PO Box 14053
Christchurch Mail Centre 8544

Re Durham Street Methodist Church, 309 Durham Street, Christchurch

We refer to your letter of 3 October 2011 to Mr Tim Fahy of Arrow International Ltd, the Church's Project Managers, in respect of the Durham Street buildings.

Arrow International will respond to question one of your letter and we set out below responses to questions two, three and four.

2. *Building status prior to September 2010*

We have previously advised the Commission that the Church commissioned reports on the Durham Street Church and hall buildings from RD Sullivan, Registered Engineer, but that the Church's copies of the reports were lost in the February Earthquake. We understand that Mr Sullivan has been requested to provide copies.

Those reports indicated that the buildings did not meet current earthquake strength codes. The reports also highlighted the difficulties of finding strengthening strategies that preserved the facade and appearance of the property which was a listed grade one property with the Historic Places Trust.

3. *Christchurch City Council's earthquake prone policy*

The Church was aware that the Christchurch City Council Earthquake Prone building policy called for the strengthening of the property over time. This was the catalyst for the Sullivan reports. The Church made a submission to the Christchurch City Council's review of its Earthquake Prone Buildings Policy, including appearing before the Council committee considering the proposal. A copy of the submission is attached.

4. *Structural strengthening work*

To the best of the writer's knowledge, no physical work had been undertaken on the buildings in respect of the structural strengthening of the buildings.

On 24 August 2011, the writer sought information from the Commissioner as to the way in which the information being provided was to be considered by the Royal Commission (copy of letter attached). We note we have not yet received a reply to our request.

Yours faithfully

A handwritten signature in black ink, appearing to be 'Greg Wright', written over a horizontal line.

Greg Wright
Executive Officer

The Methodist Church of New Zealand Te Hāhi Weteriana o Aotearoa



Administration Division

24 August 2011

Mark Zarifeh
Canterbury Earthquakes Royal Commission
PO Box 14053
Christchurch Mail Centre 8544

Via Email mary-ann.hutton@royalcommission.govt.nz

Re Durham Street Methodist Church

Thank you for your letter of 19 August 2011.

We are happy for future correspondence in respect of the Commission's interest in 309 Durham Street to be referred to us through Arrow International.

We were involved in the compilation of the material provided to the Commission by Arrow International on 12 August 2011 and their response includes our comments and any information we held.

We would be interested to know how the information provided is going to be submitted to the Commissioners. Is it going as a volume of information or will it need to be led as evidence? If it is to be introduced as evidence, who is going to be responsible for preparing the brief of evidence and who will be called upon to provide the evidence.

Yours faithfully


Greg Wright
Executive Officer

Proposed Amendments to the Christchurch City Council 2006 Earthquake-prone, Dangerous and Insanitary Buildings Policy

Submission Form

PLEASE READ BEFORE COMPLETING YOUR SUBMISSION

The public consultation period is from Tuesday 30 March 2010 to Friday 7 May 2010. A public hearings process will follow.

It will help us if in your submission you:

- refer to the specific page(s); clause and section of the proposed policy.
- type or use black ink for your submission.

Please note: We are legally required to make all written or electronic submissions available to the public and to Councillors, this includes the name and address of the submitter. (Information will be available to the public subject to the provisions of the Local Government Official Information and Meetings Act 1987). If you consider these compelling reasons why your contact details and/or submission should be kept confidential, you should contact the Council Support Team, telephone 941-8999.

No anonymous submissions will be accepted. Whether you use this form or not, you must provide your full name, address and telephone number. If you are submitting on behalf of an organisation, please state this and your role within that organisation.

You may send us your submission:

On the internet

You may enter your submission using the form provided on the Council's website at www.ccc.govt.nz/HaveYourSay. Please follow all the instructions on the website.

By email

Please email your submission to EarthquakeProneBuildingsPolicy@ccc.govt.nz. Please make sure that your full name and address is included with your submission.

By mail

(no stamp is required) to:
Freepost 178
Earthquake Prone Buildings Policy
Christchurch City Council
PO Box 237
Christchurch 8140

Submissions must be received (NOT postmarked) at the Tuam Street Civic Offices no later than 5pm on Friday 7 May 2010. To ensure receipt, hand deliver last-minute submissions to the Civic Offices, 163-173 Tuam Street.

Your submission

If you wish, you can present your submission at a hearing. If that is the case, please tick the appropriate box below. The hearings will be held during the week of Monday 14 June 2010. Five to ten minutes will be allocated for speaking to your submission, including time for questions from the Councillors. The Council will confirm the date and time of your hearing in writing, by email or by telephone call.

Tick one I do NOT wish to discuss my submission at the hearing, and ask that this written submission be considered
OR I wish to discuss the main points in my written submission at the hearings to be held during the week of Monday 14 June 2010.

Are you completing this submission: For yourself On behalf of a group or organisation

If you are representing a group or organisation, how many people do you represent?

My submission refers to: Page No(s) See Submission Clause(s) and section(s)

Your Name Greg Wright
Organisation name (if applicable) Methodist Church of NZ
Organisation role (if applicable) Executive Officer
Contact Address 25 Latimer Square Chch 8011
PO Box 931 Chch 8140
Phone No (day) 366 6049 Phone No (evening) 021 337 890
Email (if applicable) gregw@methodist.org.nz
Signature [Signature] Date 6/5/10

Christchurch
City Council

Proposed Amendments to the Christchurch City Council 2006 Earthquake-prone, Dangerous and Insanitary Buildings Policy



The Methodist Church of New Zealand Te Hāhi Weteriana o Aotearoa

Administration Division



5 May 2010

Christchurch City Council
PO Box 237
Christchurch 8140

Submission on the Christchurch City Council's Earthquake-Prone, Dangerous and Insanitary Buildings Policy 2010

This submission is made on behalf of the Methodist Church of New Zealand (the Church) and refers in particular to Section Three "Heritage Buildings".

- 1 The Church notes the stated policy principles (1.1) being "*concern with the health and safety of the public in buildings and, more particularly, the need to address life safety in earthquakes*" and supports the need for buildings to provide sufficient structural strength to safeguard the wellbeing of any persons in or around a building at the time of a moderate earthquake
- 2 The Church understands that for each building there may be numerous engineering and architectural solutions to achieve sufficient structural integrity to protect the lives and wellbeing of persons in or around buildings at the time of a moderate earthquake.
- 3 The Church is the owner, both throughout New Zealand and specifically within the Christchurch City Council territorial area of a range of different buildings with construction dates ranging from the 1850s through to the current century.
- 4 A number of those buildings, particularly churches and church halls, are viewed as 'community buildings' and several have been recorded both by the Council and/or the Historic Places Trust as "historic places" including a number graded as Classification One which requires protection and retention of the existing building.
- 5 The Church believes that buildings are to serve people and that buildings must be able to be adapted to meet current day requirements.

- 6 The Church also believes that scarce resources should be devoted to the benefit of people before buildings. Please see that attached statement of the Rev Dr Mary Caygill, Superintendent of the Christchurch Methodist Mission.
- 7 Strengthening solutions that must also take into account protection and maintenance of the building's facade and appearance (and in some cases the building's internal appearance as well) are invariably more expensive than solutions designed only to protect people. It is reiterated that the policy principle relates only to the health and safety of the public and particularly life safety in earthquakes
- 8 Listing or noting of "historic buildings" is to signify buildings of public or cultural importance and is considered to be for the "public good".
- 9 The Church considers that where strengthening of buildings to meet code compliance requirements is impacted by the additional requirement of maintaining external facade appearance or interior features (because of local body or national historic property listing requirements) the additional costs of strengthening should be entirely met from public resources.
- 10 Where such funding is not available, the Church believes affected owners should be entitled to utilise strengthening solutions that provide the appropriate protection of the public without the additional requirement to protect the external and/or internal appearance of the buildings.
- 11 The Church wishes to discuss this written submission at the hearings proposed for the end of June where it will provide costed examples of the additional expenses involved in meeting the requirements of facade retention.

Greg Wright
Executive Officer
Methodist Church of New Zealand

Statement re Durham Street Methodist Church for CCC Heritage Buildings Proposal.

Central to the historic narrative of Canterbury Methodism is the continuing presence of Durham Street Methodist Church. Now a key heritage building, being the first stone church to be built in the city, it continues to serve as a reminder of the core commitment of the Methodist Church of New Zealand to be actively involved in the public life of the city and as such to work with other key church and civic bodies to foster a sense of well-being within the city and its adjacent communities.

Given that Durham Street Methodist Church is the worshipping congregation of the Christchurch Methodist Mission, the future of the church is intertwined with the social and community services work of the Methodist Mission, located on the same site as the Durham St Church. The ongoing core challenge for the Church as part of the Mission is that of translating an active commitment to offer a presence of hospitality to the city not only on a Sunday but throughout the week.

As such this commitment will involve some key strategic thinking in both the present and immediate future as to the full use of the Church and Mission property & how these can be achieved with in the "protected" interior & with out changes to the fabric of the historic Durham St Church. There are demands on the property both to serve the social service to the people of Christchurch & the needs of a modern congregation all within a finite budget . These crucial questions have to be worked through recognizing the heritage status of the Durham St Methodist Church and its accompanying buildings.

Mary Caygill
30 April, 2010.