

**Report and Minutes of a Meeting of the
ASSETS & SERVICES COMMITTEE
held in the Council Chambers, District Administration Building, Seymour Street,
Blenheim on TUESDAY, 29 APRIL 2014 commencing at 9.00 am**

Present

Clrs T S Sloan (Chairman), G I T Evans, J L Andrews, J P Bagge, B G Dawson, T E Hook J C Leggett, Mayor A T Sowman, Mr R Hunter (iwi representative).

Also Present

Clrs J A Arbuckle, G S Barsanti, P J S Jerram, D D Oddie, L M Shenfield.

In Attendance

Mr M S Wheeler, Manager – Assets and Services Department, Mr D A Craig, Finance and Information Supervisor, Mr A R Besley, Chief Executive and Ms J R North, Support Services Administrator.

Apologies

Clrs Andrews/Bagge:

That an apology from non-member Clr C J Brooks for non-attendance be received and sustained.

Carried

P.13/14.373 Financial Report for Period Ended 31 March 2014

F045-07

The Finance and Information Supervisor, David Craig, presented the financial report for the Assets and Services Department for the nine month period ended 31 March 2014. Where possible, accrual entries had been completed to account for March revenues and expenditures in that month.

For the reporting period, Departmental revenues were favourable to budget by \$1,384,653 and operating expenditures were favourable to budget by \$1,356,820.

Total budgeted capital expenditure for 2013/14, including carryovers, was \$34.5M with year to date actual expenditure of \$17.5M (51%). The most significant costs incurred to date are for Blenheim/Riverlands Industrial sewer treatment upgrade (estuary discharge and wetland development) \$6.5M, roading additions and renewals \$4.9M and vested assets from Council's Boulevard Park on Taylor development \$2.1M.

Activity for the month of March was summarised in Mr Craig's report.

The forecast end of year operating surplus was \$894,568 more than budgeted, through a combination of increased revenue (\$1,111,349), offset by increased operating costs (\$216,781). In response to a query from Clr Dawson as to what happens to the surplus, Mr Craig advised that some of it would be used for debt repayment, unspent but essential budget carryovers, and reserves such as the Road Flood Damaging Reserve would be replenished.

It was noted that emergency reinstatement costs are a significant contributor to increased expenditures and these additional costs will be funded from subsidy revenue and disaster recovery reserves. Healthy depreciation and interest savings are forecast in the sewer and water activities, as a result of reduced capital expenditure in the preceding financial year.

Information on the major reasons for variations within the various departmental activities was summarised in the Finance and Information Supervisor's report.

Cirs Bagge/Hook:

That the financial report for the period ended 31 March 2014 be received.

Carried

ATTENDANCE: Marlborough Roads – Frank Porter and Steve Murrin.

P.13/14.374 Network Outcomes Contract – Contract Performance Measures R800-006-01

Mr Frank Porter presented a report which outlined contractual measures Marlborough Roads have in place to monitor the Network Outcomes Contract maintenance performance on the Council road network.

Mr Porter reported that the Network Outcomes Contract has a detailed list of Operational Performance Measures (OPMs) which the contractor is required to meet.

In any contractual arrangement, as with the Network Outcomes Contract, the client or “owner” needs assurance that the service that the supplier has offered is being delivered. Measurable indicators are agreed, from which the owner is able to have confidence that deliverables are in fact delivered in terms of quality and quantity.

The Network Outcomes Contractor has a responsibility to self-audit. This audit is required to be independent of the Contractor; the Contractor is currently using Tim Smit and Russell Hopkins of Marlborough Management Services.

The Marlborough Roads maintenance contract manager, Mr Wayne Oldfield, then has immediate oversight of performance delivery with ultimate responsibility resting with the Contract Board. Messrs Mark Wheeler and Frank Porter are Board Members representing the Client (Marlborough District Council and NZ Transport Agency).

Mr Porter advised that Marlborough Roads is managing a robust mechanism to ensure that all contractual requirements are being delivered to the Client, Marlborough District Council.

It was noted that Marlborough Roads office received 479 telephone requests for service calls since November 2014; of these calls only 10 were to report OPM defects (2.0%).

The OPM compliance score card had been provided to the Committee along with the OPM specification for potholes, edgebreak, heaves and shoves for information.

Mr Porter answered a number of questions from councillors.

Cirs Hook/Leggett:

That the information be received.

Carried

P.13/14.375 Delegated Authority to Sign Temporary Speed Limits R800-005-11

Mr Steve Murrin of Marlborough Roads presented a report which sought delegated authority for Marlborough Roads Network Management staff to be able to sign temporary speed limits.

The Code of Practice for Temporary Traffic Management requires Council to delegate authorisation to approve temporary speed limits to individual staff.

Marlborough Roads staff endeavour to provide fast approval turn-around times and wish to enable all Site Traffic Management Supervisors (STMS's) to have the delegation for local road reduced speed limits.

A traffic management plan is a plan that is submitted by someone that is undertaking work within the road corridor and requires traffic management to guide vehicles through the site. A number of these traffic management plans require the speed limit to be reduced through the site.

It is a requirement that any person that signs a temporary speed limit as part of a traffic management plan has delegated authority from Council; such person will be a qualified STMS.

Currently a number of Marlborough Roads staff have delegated authority to sign these plans which incorporate temporary speed limits.

It was proposed that the Parking Administrator and Administration Assistant who have now qualified as STMS, be authorised to process traffic management plans, and in order to provide ongoing authority in the event of personnel changes the appointments be by position.

Cllrs Sloan/Evans:

- 1. That delegated authority also be given to the Parking Administrator and Administration Assistant to approve temporary speed limits for traffic management plans.**
- 2. That all Marlborough Roads staff who approve temporary speed limits shall hold a current STMS qualification.**

Carried

P.13/14.376 Kent Street Kea Crossing - Picton R800-005-05

Council's approval was sought from Marlborough Roads following a request from Picton School for the installation of a Kea crossing at the existing pedestrian crossing on Kent Street, Picton which would make the crossing point safer for children; there have been reports of vehicles failing to stop for school children.

The road controlling authority is responsible for erecting, installing and maintaining all signs and markings associated with the kea crossing.

Any school patrol operating a kea crossing must be correctly trained, equipped and supervised by an adult (normally a teacher or parent). The local Police youth education officer must agree before a kea crossing is installed and operational.

The Local Police youth education officer was in agreement to the Kea crossing installation and will provide training.

Andrew James, Safety Engineer for Marlborough Roads considers the Kea crossing is warranted in accordance with the NZ Transport Agency traffic note 29, revision 2.

Cllrs Hook/Andrews:

That Council approve the installation of a Kea Crossing at the existing pedestrian crossing on Kent Street, Picton.

Carried

P.13/14.377 Waikakaho Road Dust R800-006-01

At the Assets and Services Committee meeting on 18 March 2014 it was recommended that the issue of a longer term dust treatment option for Waikakaho Road lie on the table.

A dust problem on Waikakaho Road this summer was treated by water cart until recent wet and cooler weather took effect. The water cart is expensive and longer term dust treatments have been investigated in some detail.

A meeting with Waikakaho landowners was held on 2 April and attended by 22 residents and two forest owner representatives in addition to staff and councillors.

The main discussion point was the durability of Otta seal and its suitability for that road. Steve Murrin of Marlborough Roads reported on the NZTA research project in 2005/06 where four New Zealand sites were Otta sealed with excellent results. He was aware of other areas in New Zealand where Otta seal has been satisfactorily used in similar conditions to Waikakaho and it is extensively used overseas. Costings allowed for some drainage and base repairs pre-sealing.

Residents subsequently met again without Council's presence and advised that they are happy to accept a 2.5 kilometre Otta seal; they wished for it to commence at the intersection with the Kaituna-Tuamarina Road funded from the existing Wairau/Awatere seal extension budget as proposed. They would like to seal more than 2.5 kilometres as there are two houses that will not benefit by the first part of the seal but only half of the residents are reportedly in favour of a targeted rate to fund work beyond the budget available.

The Manager, Assets & Services advised that further seal extension will be undertaken should the budget allow.

Concern was expressed by some councillors as to funding issues arising with regard to further seal extension.

Cirs Sloan/Evans:

- 1. That Otta seal extension of 2.5 kilometres of Waikakaho Road be undertaken from the intersection of Kaituna-Tuamarina Road funded from Wairau/Awatere seal extension budgets for 2013/14 and 2014/15.**
- 2. That further seal extension be undertaken should budget enable that.**
- 3. That the dust issue be reassessed at the end of next summer following the Otta seal treatment.**

Carried

P.13/14.378 Commercial Industrial Sorting Facility W300-006-011-01

The Solid Waste Manager, Alec McNeil, presented a report which provided a summary of the investigative work into establishing a Commercial Industrial Sorting Facility (CIF) in Marlborough. Mr McNeil stated that whilst the Waste Minimisation Act (WMA) has a drive towards increasing material diversion from landfill this has to be balanced against the overall environmental and economic impact to the community.

The CIF would require a capital commitment of up to \$2.95 million. The operational and debt servicing cost would indicatively be covered by a user pays gate fee of up to \$93 per tonne, (GST exclusive), based on a 2016 start. This sort facility would extend the life of the landfill by 13 years. The landfill gate fee would rise to \$98 per tonne (GST exclusive), to maintain the current revenue levels and minimise any impact on rates.

The vehicle movements in and out of Bluegums in the last year were 31,420. Diverting material through the CIF would reduce these movements along the Taylor Pass Road by approximately 13,000 each year.

Questions were asked with regard to consultation with the community. Mr McNeil advised that with a project of this size Council's Waste Minimisation Management Plan would be redrafted and put out for

consultation. He said it was crucial that the public knew why Council was doing it and what the associated financial impact would be.

The current facility would continue while the other facility was being constructed. Noise would be a challenge but this would be factored into the design of the building. It was considered the right site for the CIF.

Clrs Hook/Bagge:

That Council support the development of a commercial and industrial sorting facility (CIF) and that a CAPEX sum of \$2.95 million is included in the next Long Term Plan.

Carried

ATTENDANCE: Stephen Rooney, Operations and Maintenance Engineer.

P.13/14.379 Out of District Sewer Connection, 3117 State Highway 1, St Andrews, Blenheim W450-004-004-03

Approval was sought for an Out of District sewer connection for an existing dwelling at 3117 State Highway 1, St. Andrews, Blenheim.

The property is currently zoned Rural 3 with no proposal to change the zoning to urban residential as part of the Marlborough Urban Growth Strategy.

The property is located at "Butter Factory" corner, on State Highway 1, St. Andrews. The surrounding properties are township residential zoning and are of a typical urban sized property.

The corner has recently been upgraded by NZTA, and there is a future proposal by the property owner to subdivide off a 1390 m² section with the existing dwelling. The section would struggle to meet requirements for separation distances between effluent disposal and water bores used for potable water supply.

The applicant wishes to connect to the Blenheim sewer system for the proposed subdivision; Sewer Development Contributions will be applicable to the site.

It was reported that the Blenheim sewer system has the capacity to cater for the additional proposed out of district sewer connections.

There would be requirements that the developer must meet to satisfy Council in order to achieve connection.

Clrs Dawson/Leggett:

- 1. That the proposed out of district sewer connections be approved with the following conditions:**
 - (a) That the proposed sewer system shall be designed to the approval of Council's Infrastructure Projects Engineer.**
 - (b) That costs associated with completion of the proposed sewer system be borne by the developer. (This includes all fees associated with construction and legalising the sewer system as required by Council).**
 - (c) That sewer development contributions in accordance with Council Development Contribution Policy be paid, the calculation will be based on one household equivalent unit (HEU) per new lot ie; 1 HEU.**

- (d) That this out of district approval only be actioned following successful Resource Consent Subdivision application. (Failure to obtain resource consent by April 2015 will result in forfeit of the out of district sewer approval).
- (e) That the site pays sewer rates as per Council's out of district connections rating policy.
- (f) That the applicant be advised that approval of these service connections does not imply that Resource Consent approval will be granted.
- (g) That documentation to secure access for operations and maintenance be provided by the owner before any connection with all costs of such documentation to be paid by the owner.

Carried

ATTENDANCE: Reserves and Amenities Officers, Robert Hutchinson and Elisha Oldridge.

P.13/14.380 Morrington Reserve Tree Removal R510-009-M03-01

The Committee was asked to consider the removal of the eucalyptus tree growing on Morrington Reserve bounding 223 Weld Street.

Reserves and Amenities Officer, Robert Hutchinson reported that Morrington Reserve was classified as a reserve in 1980 providing protection to 12 eucalyptus at the time. Over the preceding years a number of the gums have been removed due to poisoning, wind damage and dying by natural causes.

Following a limb loss due to high wind in April 2013 and concerns expressed by the owner of 223 Weld Street, the tree in question was inspected by an arborist. The tree was found to be healthy but recommended removal of a limb to reduce risk to the public. This was subsequently undertaken, however Council continued to receive emails and letters from the owners of 223 Weld Street, seeking full removal of the tree.

In October 2013 a further limb fell from the gum tree, again due to high winds, landing within a metre of the house at 223 Weld Street. A further arborist report on the tree identified that no further pruning work could be undertaken on the tree.

Following discussions between Council's Risk Manager, consulting arborist and staff, it was recommended that staff seek permission to remove the tree. As the tree is protected under the Wairau/Awatere Resource Management Plan as a heritage tree, a consent was required for the tree's removal. The consent was granted on 8 April 2014.

Clrs Evans/Bagge:

1. That the eucalyptus tree growing on Morrington Reserve bounding 223 Weld Street be removed.
2. That a large grade specimen oak tree be planted as a replacement.

Carried

P.13/14.381 Picton Foreshore Reserve Management Plan R510-014-003-01

Elisha Oldridge, Reserves and Amenities Officer presented to the Committee the Picton Foreshore Reserve Management Plan for adoption.

The Plan has been completed following two consultation processes, three workshops and a hearing. Over 150 submissions were received and have contributed to the creation of the Plan.

Clr Oddie advised that a member of Te Atiawa had approached him expressing a concern at the process of consultation with Te Atiawa.

Richard Hunter, iwi representative on the Assets and Services Committee was very supportive of the robust consultation process including iwi that had taken place and expressed his pleasure at a wonderful job done in the presentation of the plan.

It was noted that a Statement from Te Atiawa is appended to the Picton Foreshore Reserve Management Plan.

The Mayor undertook to meet with Te Atiawa prior to the Full Council meeting.

Clrs Hook/Sloan:
That the Picton Foreshore Reserve Management Plan be adopted by Council.

Carried

P.13/14.382 Seddon Cemetery Headstones – Earthquake Damage R510-002-015-05

It was reported that following the Seddon earthquake in August 2013 and subsequent aftershocks, inspection identified 49 headstones either displaced or damaged by that event. Headstones are the property of the deceased's family and generally Council is not responsible for their upkeep.

Awatere Community Trust representatives and several family members have approached Council staff regarding the availability of assistance with earthquake damage restoration.

A cost of \$29,000 (including GST) has been estimated by Council reserve contractors to repair the 49 headstones. The Mayoral Relief Fund has an unallocated balance of \$12,558 and the Mayor has suggested a contribution to restoration of headstones would be a worthy allocation.

It was proposed that a one-third (33.3%) contribution to headstone repair costs be considered upon application by affected families. Mayoral Relief funds of \$9,667 would be allocated should all of the 49 headstone 'owners' apply.

A letter would be written to known headstone 'owners', seeking their application for assistance. They would be advised of the one-third estimate made by Council contractors. Advertisements would also be placed in the Marlborough Express and Awatere Community newsletter to attempt to pick up other affected families.

A two month timeframe would be given for applications to be submitted.

Council Reserves staff would submit a report to the Mayoral Relief Fund Committee (the Mayor, Lachlan Marshall and Ian Blair) detailing applications received, recommended acceptance or decline, and amount approved. 'Owners' would be free to undertake repairs by own arrangement subject to accepting some health and safety instructions and access arrangements.

The Mayor/Clr Bagge:

- 1. That approval be given to provide one-third assistance for Seddon Cemetery headstone earthquake repairs (to a maximum total of \$9,667) subject to a successful application to the Mayoral Relief Fund for this project.**
- 2. That the process described above be used.**

Carried

P.13/14.383 Information Package

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The Information Package for the Assets and Services Committee dated 29 April 2014 and circulated separately was received and noted.

P.13/14.384 Decision to Conduct Business with the Public Excluded

Cirs Evans/Hook:

That the public be excluded from the following parts of the proceedings of this meeting, namely:

- **Non Payment of Water Connection and Development Contributions**

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter and the specific grounds under Section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

General Subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under Section 48(1) for the passing of this resolution
- Non Payment of Water Connection and Development Contributions	In order to protect the privacy of natural persons, as provided for under Section 7(2)(a).	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists under Section 7 of the Local Government Official Information and Meetings Act 1987.

The meeting closed at 11.15 am.

Record No. 14105711