



**Report and Minutes of a Meeting of the  
PLANNING, FINANCE & COMMUNITY COMMITTEE  
held in the Council Chambers, District Administration Building, Seymour Street, Blenheim  
on THURSDAY, 9 February 2017 commencing at 9.00 am**

**Present**

Cllrs T E Hook (Chairperson), M A Peters, J L Andrews, J A Arbuckle, C J Brooks, B G Dawson, M J Fitzpatrick, G A Hope, D D Oddie, L M Shenfield, N P Taylor and Mayor J C Leggett

**Also Present**

Cllrs G I T Evans

**In Attendance**

Messrs M F Fletcher (Chief Financial Officer), D G Heiford (Manager, Economic, Community & Support Services), N Henry (Manager, Strategic Planning & Economic Development), M J South (Financial Services Manager) and Nicole Chauval (Committee Secretary)

**A.16/17.258 Declaration of Interests** -

Cllr N P Taylor declared an interest in Item 3 – Marlborough Marine Futures.

Cllr G A Hope declared an interest in Item 5 – Marlborough Research Centre Performance Indicators.

ATTENDANCE: Alan Johnson, Environmental Science & Monitoring Manager and Eric Jorgensen, Marlborough Sounds Integrated Management Trust, were present for the following item.

**A.16/17.259 Marlborough Marine Futures C230-001-M03**

The report to the Committee provided an update on the Marlborough Marine Futures initiatives and sought Council endorsement of a revised project proposition for 2017.

It was noted that the Marlborough Marine Futures was set up in 2012 and led by the community with a passion to better integrate and increase cohesion between all parties involved in the marine environment. The Council had provided some funding assistance to the Marlborough Sounds Integrated Management Trust for formation of the Marlborough Marine Futures initiative.

It was noted that the Trustees have completed a recent review of projects in light that the broader situation has changed since they updated Council in early 2016 and subsequently when Council approved the grant. The Trust is now proposing a revised value proposition for Council to consider a number of projects. The Marlborough Marine Futures value proposition for 2017 was attached to the agenda for members' information and this was extensively discussed.

Mr Jorgensen advised that iwi have not joined the group due to other pressures but the Trust does take advice from Raymond Smith and keeps iwi regularly informed of the Trusts activities.

Mr Jorgensen noted that to date the Trust has been operating on donations from Trustees and its contractors and with these funds exhausted the Trust requests that Council release the allocated funds provided for in the 2016/17 Annual Plan to allow the actions proposed in the value proposition to be commenced as soon as possible. Members were advised that this funding has not been previously accessed.

**The Mayor/Cllr Hope:**

- 1. That the information be received.**
- 2. That Council release the budgeted funds [of \$61,500] from the 2016/17 Annual Plan to the Marlborough Sounds Integrated Management Trust.** [amended at the Council meeting on 2 March 2017]

**Carried**

ATTENDANCE: Anthony Mullen, Win Greenaway, Mark Davis, Blenheim Business Association were present for the following item.

## **A.16/17.260 Blenheim Business Association C230-001-B04**

The report provided an update to the Committee on progress that the Blenheim Business Association (BBA) has made over the last 10 months and to present a 'Marlborough Mile' concept which aims to add vibrancy to the Blenheim CBD. To highlight this report a powerpoint presentation was shown (presentation filed in Trim – Record No. 1725607).

Anthony Mullen updated members on what the BBA has achieved so far and outlined their plans going ahead. It was noted that the past 12 months has been a time for gaining professional credibility for the group and this will continue in 2017. It was noted that Caroline Stone has been appointed as the paid co-ordinator and commenced in January 2017. This role is for an initial six month period.

Mark Davis and Win Greenaway outlined to members the Marlborough Mile. They noted that it is a concept that leverages off the urban design work completed by Urbanismplus aimed at revitalising Blenheim's Town Centre. It was noted that Aiken-Taylor Design had been commissioned to prepare a concept design and this was shown to members.

Members were advised that the primary focus of the Marlborough Mile is to tell a story by creating spaces that reflect Marlborough industries and history and linking them in a loop within the confines of central Blenheim, the story will continue to grow and change as time moves on.

It was noted that BBA wanted to share the story with members to gain approval for the concept which will then enable BBA to move onto the next step which will be engaging with industry to get their support and report back to Council. It was noted that there has been a lot of work done so far and BBA want to keep the momentum going.

Members noted that there is a lot of work being undertaken with small townships and that it would be great to get that connectivity to the CBD as well. It was suggested that a conversation be held with Renwick S+C.

Members noted that it is a great concept and that the timing of the idea is positive as it will build on what the group has already developed.

### **Cllrs Shenfield/Andrews:**

**That Council support, in principal, BBA's Marlborough Mile initiative subject to discussion with stakeholders and a report, including project costings, to Council.**

### **Carried**

ATTENDANCE: Cllr Dawson withdrew from the meeting at 9.55am

## **A.16/17.261 Marlborough Research Centre Performance Indicators E100-011-01**

The report to the Committee sought approval for a new group of performance indicators that Marlborough Research Centre will use to report to Council.

Members were aware that Council has provided financial support to Marlborough Research Centre since its inception in 1984. The core grant provided to MRC until 2015/16 was \$110,000 per annum and Council increased its funding to MRC in 2016-17 from \$110,000 p.a. to \$250,000 p.a. with annual CPI adjustments to be made. The in-kind contribution for ground rent continues. It was noted that there was no tagging around what the increase in funding was to be used for.

Cllr Peters noted that he is the Council representative on the MRC Board and advised that he had completed a site visit yesterday and was extremely impressed with what he saw.

The reporting periods which were detailed in the agenda item were discussed. It was noted that it is important that the KPIs are measurable.

Cllr Peters briefly discussed the NZRIVO set up and members suggested that NZRIVO provide an update report to Council which could include suggestions on how MRC could assist. It was noted that NZ Winegrowers, through the Annual Plan process, had received funding of \$825,000 over the next six years for RIVO.

### **Cllrs Peters/Brooks:**

**That the proposed Performance Indicators for MRC are agreed as follows:**

- a) **July each year**
  - i) **Report to Council confirming annual research allocations approved by MRC Board and Trust**
- b) **August each year**
  - i) **Report to Council staff on any LTP performance indicators relating to the preceding financial year for inclusion in the Annual Report**
- c) **November each year**

**Present annual audited report on MRC activities in research programme outcomes, MRC operations and new regional growth initiatives.**

**Carried**

**DRAFT Reporting Template to Council**

**1. July**

Report to council confirming annual research allocations approved by MRC Board and Trust

**Notes:**

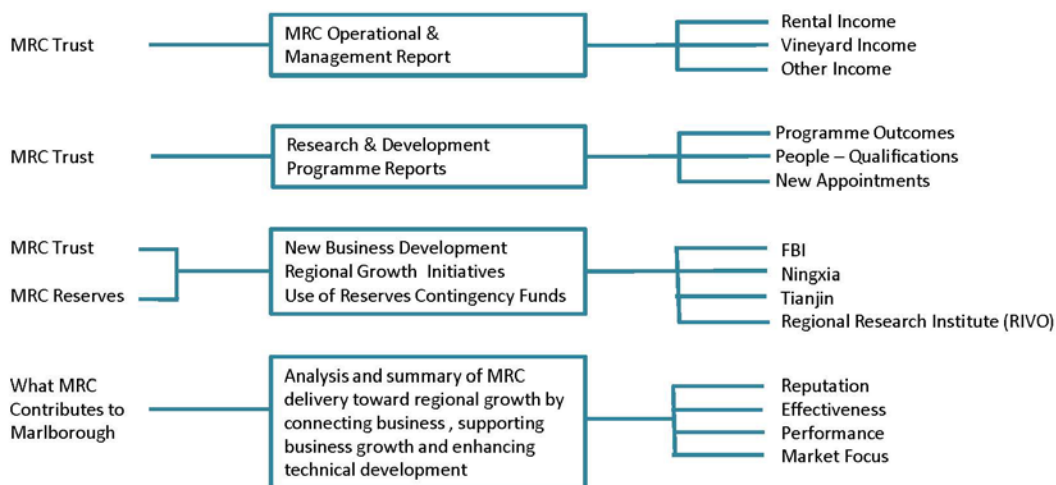
- 1.1 The annual allocation is targeted to areas where there is industry support. Traditionally split 60% to horticulture and viticulture and the balance to agriculture or new programme initiatives.
- 1.2 Reserved contingency funds are retained in the event that further applications are made within the financial year and beyond the annual funding approval.
- 1.3 MRC to report to council committee in this period.

**2. November**

Present annual audited report on MRC activities in research programme outcomes, MRC operations and new regional growth initiatives.

Outcome	Sub-Outcome	Major Linkages	Secondary linkages
Economy	Productivity. Innovation. Entrepreneurship. International Outcomes. Ability to transform. Ability to connect.	Marlborough research centre are encouraging connectivity between Marlborough businesses and national and international science and markets Massey University / FoodHQ / Tianjin	MRC Campus. Food and Beverage Innovation Cluster.
Level of Service – Regional Dev	Indicator	Baseline	2016-17
Operate a successful Research Centre campus.  Carry out initiatives to achieve regional economic benefit.  Support research initiatives associated with the regions primary sectors.	Produce and present MRC Annual Report. Report on: - Initiatives and programmes undertaken. - Research contributions. - Network and market connections	Audited Annual Report presented annually along with report on activities carried out by MRC.	

## Key Reporting Areas



ATTENDANCE: Hans Neilson, Community Development Adviser was present for the following item.

### **A.16/17.262 Havelock Smart & Connected E100-010-07**

Mr Henry introduced Hans Neilson to members and advised that in future Committee meetings other S+C groups would update members on their progress and future direction.

To highlight Mr Neilson's report a powerpoint presentation was shown (presentation filed in Trim – Record No. 1725605).

Mr Neilson provided members background on his role and noted that over this time he had received good support from Central Government particularly Robin Nicholls, Dept Internal Affairs who had recently visited the Centre.

Members were advised that following the initial set up of the S+C group 12 initiatives had been identified as projects that the group wanted to achieve, 10 have successfully been completed. The two other projects, Walkway and Signage, are underway with a boundary survey for the boardwalk to be completed in March. It was noted that the Havelock Walkway is set for completion by end of 2017. Entrance signage will be installed shortly and it was noted that a spinoff of the project has been the generation of a fantastic photo library through Only Marlborough which will be a great asset to Havelock.

Mr Neilson advised that the Havelock enhancement projects have had other spinoffs as well in that it has brought more people together than any of the other projects with the group becoming more inspired as they progress.

It was reported that the Havelock i-site has been a great asset and that the income generated for local businesses through bookings has been measured at \$285,145 for the combined nine months of operation.

Members were advised that a priority also for the group was establishing an online presence which has been achieved via the website [www.havelock.co.nz](http://www.havelock.co.nz), there is also now ultrafast broadband at the hub.

Mr Neilson advised that he is in the last year of his three year contract and there is work being done on succession planning.

Members thanked Mr Neilson's for his work and all that he has achieved over his time in the role and acknowledged that he has empowered the HCA to continue to move forward in his absence.

**Clrs Taylor/Fitzpatrick:**  
**That the information be received.**

**Carried**

ATTENDANCE: Glyn Walters, Communication Manager and Neil Henry, Manager Strategic Planning & Economic Development were present for the following item.

## **A.16/17.263 2017-18 Annual Plan: Consultation Plan F230-A17-02**

The report to the Committee sought approval on a proposed consultation process and level of public consultation for the Annual Plan 2017-18.

It was noted that recent changes to the LGA mean that whilst councils are required to adopt an Annual Plan (AP), consultation is required only if there are significant or material differences from the content of the Long Term Plan (LTP) for the financial year to which the proposed AP relates. It was noted that some other councils have decided not to consult each year.

Clr Arbuckle provided background to members on what had been done in the previous year providing constituents with the opportunity to discuss the annual plan with Councillors in public places. It was noted that there had tended to be engagement once a consultation document was made publicly available.

Glyn Walters noted that the breadth of consultation was a matter for councilors to decide - it could be scaled up or scaled back - but that view also needed to be balanced with the level of significance of change from the LTP.

There was discussion on whether there are significant changes to the Long Term Plan this year that therefore would require public consultation. Councilors were advised that a discussion on this could be debated at the Council meeting on 2 March.

Concern was also expressed that if no consultation is carried out this year, community groups who are expecting to be able to approach Council to ask for funding would be unable to. It was suggested that a way forward could be to continue the usual submission process this year and signal that the Long Term Plan process be used to identify future community funding requirements. The CD could also ask for community feedback on whether the annual submission process is required.

In conclusion, members agreed to discuss whether there is a need to go to consultation at the next Council meeting.

**Clrs Hook/Peters:**

**That the issue of the 2017-18 Annual Plan: Consultation Plan decision adjourned until the Council meeting on 2 March 2017.**

**Carried**

ATTENDANCE: Adi James, Community Adviser Small Townships, Sam Young, Regional Events Adviser, Neil Henry, Manager Strategic Planning & Economic Development were present for the following item.

## **A.16/17.264 Economic Development and Events Update E100-001-01**

The report to the Committee provided an update on the activities of the economic development and commercial events team. To highlight this report a powerpoint presentation was shown (presentation filed in Trim – Record No. 1725603).

Mr Henry advised members that the four main activities that comprises the economic development and commercial events team will be reported on at alternate meetings. For this meeting the Small Townships Programme and Regional Events Advisor will provide a report and the Marlborough Smart and Connected and Smart Business Marlborough areas will be reported on at the subsequent meeting.

Ms James advised that the partnership of MDC, Havelock Community Association and the Link Pathway Trust is working well with considerable progress being made on the Havelock walkway. It was noted that a survey of boundaries for the section from Queen Charlotte Drive to Inglis Street will be undertaken in February.

It was reported that the Renwick S+C Beautification Group have been working closely with the Small Townships Programme on a quick win project to improve the town centre ahead of the NZ Scout visit.

Members were advised that a new funding option for small, low cost projects on outdoor public spaces has been initiated. Applications have opened with remain open until 5pm on Monday, 13 March 2017. It was noted applicants were being encourage to make contact with Ms James prior to commencing their application.

Ms Young reported that the NZ Scout Jamboree event was a great success and the feedback has been phenomenal. This event provided huge coverage for Marlborough through the Scout social network. A debrief for key personnel and the Scout management team will be held in March. Following this meeting there will be a social function that will include business owners.

It was reported that a survey of local businesses will be undertaken with results provided to the debrief group.

Members were advised that the UB40 concert which was moved from the Villa Maria Estate to the Omaka Airfield due to the November earthquake was a great success. The support and goodwill received by the organisers helped make a major logistical task go smoothly and was turned around in three weeks which was very impressive.

Ms Young noted that Marlborough does lend itself to outdoor concerts and this will be explored further.

It was reported that the tickets for the concert were sold through Eventfinder who do not have the facilities to provide a breakdown of where event goers came from.

Members were advised that the Sweet As festival attendance was considerably down on what was anticipated. It was noted that the organiser confirmed that pre-sale of tickets was on a par with 2016 but door sales were very low. It was noted that the organiser is not intending to run another Sweet As event although Ms Young is trying to make contact to discuss the event's future. It was suggested that the date of the event could be conflicted with the Wine & Food Festival as there is only such much event goer dollars available.

Members were advised that the tickets for the Wine & Food Festival have sold out with the sales for Saint Clair Vineyard Half Marathon in May ahead of their 2016 event. It was noted that this is the first year that tickets for the Wine & Food Festival won't be available at the gate.

It was noted that there was disappointment that the usual Friday market wasn't being held but acknowledged the artisan market as a great alternative and has the potential to successfully fill this void, both now and into the future.

Clr Brooks advised members that the Renwick S&C Water Group are holding a meeting to discuss water metering. This meeting will be held on 21 February at the Woodbourne Tavern commencing at 7.30pm.

**Clrs Arbuckle/Brooks:**  
**That the information be received.**

**Carried**

## **A.16/17.265 Small Townships Programme Sub-Committee**

### **D050-001-S03**

The Small Townships Programme Sub-Committee minutes of 15 December 2016 were presented for ratification by the Committee.

It was noted that when new amenities are built in the townships and they are a Council owned asset, there is a requirement for ongoing maintenance of the structures. This maintenance cost needs to be taken into account when the Assets & Services budget is being considered.

Clr Evans advised members that following a site visit to the Wairau Valley carpark with Adi James and Steve Murrin, it was agreed that due to the SH63 being an alternative route for SH1 the Carpark Picnic area would be done in two stages.

**Clrs Arbuckle/Peters:**  
**That the Minutes of the Small Townships Programme Sub-Committee meeting held on 15 December 2016 be ratified.**

**Carried**

ATTENDANCE: Meeting adjourned at 11.10am and resumed 11.20am

ATTENDANCE: Cllr Dawson rejoined the meeting and 11.20am

ATTENDANCE: Kaye McIlveney, Solicitor, was present for the following two items.

## **A.16/17.266 Proposed Easter Sunday Trading Hours Policy L225-S01-01**

The Proposed Easter Sunday Shop Trading Hours Policy Submission Hearing held on 12 January 2017 presented for ratification by the Committee.

Members of the Hearings Committee noted that they were able to make this decision because of the strong safe guards in place protecting the rights of employees and therefore felt confident in adopting the policy.

**Cllrs Shenfield/Taylor:**

**That the Minutes of the Proposed Easter Sunday Shop Trading Hours Policy Submission hearing held on 12 January 2017 be ratified.**

**Carried**

NB: Councillor Peters requested that his vote against the above motion be recorded.

## **A.16/17.267 MDC General Bylaws 2010 Review L225-06**

The report to the Committee sought to make recommendations to Councillors on a review of the MDC General Bylaws 2010 and to seek approval to commence the special consultative procedure on proposed new bylaws replacing most of the Chapters in the 2010 Bylaws.

Members were advised that Council is required to review bylaws regularly and this review must be completed by May 2017. It was noted that all chapters up for review had been circulated to Councillors prior to the meeting. It was reported that the Dog Control Chapter does not form part of this review as it was last reviewed in 2012 also the other MDC bylaws, noted in the agenda item, were not under review at this time.

It was reported that staff have undertaken an assessment of the bylaws and recommend that most Chapters of the bylaws be repealed and replaced. Details of the proposed changes were contained in the agenda item. During discussion Cllr Shenfield advised members of the following corrections in the 'Proposals in detail':

- *Traffic – Heavy vehicles*

An issue that arises from time to time is whether to impose bypass routes for heavy vehicles or ban heavy vehicles ~~for~~ from using certain roads.

- *Parking Vehicles for advertising and sale*

Council's current bylaws do not regulate vehicles parked with for sale signs or advertising goods and services for sale. The proposed bylaws provide that Council ~~permission must be obtained before such vehicles may be parked on any public place~~ may, by resolution, restrict areas or roads for the purpose of the sale of vehicles and advertising.

- *Parking on grass verges*

It is proposed that the parking bylaws prohibit parking on grass and gardens in areas with a speed limit ~~less than~~ 50km/h or less.

It was suggested that there needs be consideration given on how best to get the community engaged in the consultation process and that it needs to go out in a positive way. It was noted that Glyn Walters, Council's Communication Manager will be consulted on how best to engage the community in the process.

**Cllrs Shenfield/Taylor:**

**1. That the Committee approves the review of the MDC General Bylaws 2010:**

2. That the Committee determines that—
  - (a) Bylaws are the most appropriate way to address the perceived problems
  - (b) The current bylaws are not the most appropriate form of bylaw
  - (c) The proposed bylaws are the most appropriate form of bylaw
  - (d) There are no NZ Bill of Rights implications
3. That the Committee decides to—
  - (a) repeal and replace Chapters 1-Introductory, 2-Public Places, 3-Traffic, 5-Nuisances, 6-Cemeteries, and 7-Keeping of Animals, Poultry & Bees of the MDC General Bylaws 2010 with new bylaws covering—
    - i) Reserves & other Public Places Bylaws;
    - ii) Traffic Bylaws;
    - iii) Parking Bylaws;
    - iv) Solid Waste Bylaws;
    - v) Nuisance Bylaws;
    - vi) Cemeteries Bylaws; and
    - vii) Animals Bylaws; and
  - (b) extend the expiry of Chapter 8—Fire Prevention until 1 July 2018
4. That the Committee approves the draft Statement of Proposal.
5. That the special consultative procedure be commenced.
6. That the submission period opens on ~~24 February 2017~~ [3 March 2017] and closes on ~~24 March 2017~~ [3 April 2017]. [amended at the Council meeting on 2 March 2017]

**Carried**

## **A.16/17.268 Remotely Piloted Aircraft Systems Policy (RPAS) L225-D01**

The report to the Committee sought approval to adopt a Remotely Piloted Aircraft Systems Policy for operations over Council controlled land.

Members were advised that the RPAS Policy is required for the management of “drones” and their use over Council controlled land. The policy is guided by the Civil Aviation Authority Rules parts 101 and 102 and is subordinate to them.

It was noted that Mr Heiford has been working with aviation industry consultant and other councils to develop a policy. Members were advised that the consultant has engaged with key stakeholders and other legislative authorities to shape the policy before it was taken out to a wider audience for input. It was noted that the final policy was attached to the agenda for members’ information. It was noted that the policy follows the framework adopted by most local authorities and fits within the policy measures adopted by the New Zealand Transport Authority.

Members were advised that most of the parks and recreation areas within the Blenheim and Picton area fall either within controlled airspace, or within 4km of an airfield, and so require permission from more than one authority (Woodbourne ATC or airfield operators) and may require permission from both of these. It was noted that the controlled airspaces in Marlborough area Woodbourne (Marlborough Airport), Omaka Airfield, Picton Airfield, Marlborough Sounds Water and Wairau Hospital.

In response to a query on how would you gain permission from people attending events on Council owned land. Mr Heiford advised that it would be included on the ticket and that by buying the ticket you are consenting to being in an area where a drone could be operating. If they did object then they would not attend the event. It was noted that the organisers would also need to advertise that a drone would be operating during the event.



Members were advised that the policy only applies to public land and that drone operators would need to seek the permission of the private landowner to operate the drone over private land.

Members were advised that the policy will be published on the Council and Marlborough Airport websites and a link will also be provided to the Airshare website.

It was noted that the policy will be reviewed every three years or if the associated CAA rules are amended.

**The Mayor/Clr Brooks:**

**That the Remote Piloted Aircraft System Policy be adopted.**

**Carried**

## **Policy on Remotely Piloted Aircraft Systems (RPAS) use From or Over Council Controlled Land**

### **A Objectives of the Policy**

- This policy aims to enable and promote the safe and efficient use of RPAS (drones) within and above Council controlled land parks.

### **B Limitations to the Policy**

- This policy is limited by, and subordinate to the requirements of CAANZ Rule Parts 101 and 102.
- Additionally, most of the Parks and Recreation areas within the Blenheim and Picton areas fall either within controlled airspace, or within 4km of an airfield, and so require permission from more than one authority (Woodbourne ATC or airfield operators), and may require permission from both of these.
  - (i) These are:
    - (a) Woodbourne (Woodbourne Air Traffic Control)
    - (b) Omaka Airfield (Marlborough Aero Club)
    - (c) Picton Airfield (Sounds Air)
    - (d) Marlborough Sounds Water (Marlborough District Council Harbour Master)
    - (e) Wairau Hospital (Nelson Marlborough District Health Board)

### **C General**

- In general, with the exception of the listed areas in Section D, the operation of RPAS within Marlborough District Council owned and controlled land is permitted with the following requirements:
  - (i) Operation must not be within 50 metres of children's playgrounds.
  - (ii) All flights must be conducted within 100 metres of, and below the height of trees or other structures (termed shielded operations).
    - (a) Permission may be sought from the relevant airspace controlling authority for flights above this height, via the Airshare website [www.airshare.co.nz](http://www.airshare.co.nz)
  - (iii) All operations must be conducted in accordance with CAANZ Rule Part 101. The only exception to this is operators who are certified to CAANZ Rule Part 102, who must comply with the requirements of this rule.
  - (iv) Flights must not be conducted over, or near persons who have not explicitly given their permission.
  - (v) Booked events on Council Reserves take precedence.

- (a) Any RPAS operations associated with these events will still need participants' permission for overflight.
- (b) Permission of the event organiser will be required.
- (vi) The requirements of the Privacy Act 1993 must be observed.
- (vii) The operator of the RPAS is responsible for any damage or claims caused by the operation of the RPAS.
- (viii) All operations must be well clear of, and not cause any distress to any livestock on the land.

#### **D Prohibited/Restricted Areas**

- The following areas are designated as 'prohibited' for RPAs operations:
  - (i) Taylor Riverbed south of New Renwick Road
  - (ii) All cemeteries
  - (iii) Low Flying Zone
- The following areas have been designated as 'restricted' for drone operations and require special permission from Council parks and recreation.
  - (i) Picton foreshore
  - (ii) All areas within the Blenheim CBD
  - (iii) Wither Hills Farm Park
  - (iv) Over any Council control road, without the express permission of Marlborough Roads
  - (v) Over any Port Marlborough facility, without the express permission of Port Marlborough

#### **E Breaches of Policy**

- Any breach of the above policy may result in termination of permission to operate from or above Council controlled land, and may result in a report of non-compliance with relevant rules to CAANZ.

ATTENDANCE: Gina Ferguson, Compliance Manager was present for the following item.

## **A.16/17.269 Review of Resource Consent Monitoring Fees & Charges - Resource Management Act 1991 E360-006-02**

The report to the Committee sought to provide the draft proposed schedules for fees and charges for consent monitoring activities under Resource Management Act 1991 (RMA) for the financial year 2017/18.

Members were advised that one of Council's functions is to ensure that resource use, as facilitated by the granting of consents is sustainable. It was reported that section 376(1)(c) of the RMA allows councils to charge consent holders for costs associated with the councils' functions in relation to the administration, monitoring and supervision of resource consents.

It was noted that the MDC Charging Policy for activities undertaken under the RMA and the LGA was adopted in February 2007 and is based on cost recovery. It was also noted that the some of the Environmental Protection group's responsibilities include activities which are generally not cost recoverable.

Members were advised that the review of the fee schedule has been undertaken and the Council is able to achieve its private good recovery in alignment with Council's Revenue and Financing Policy with the proposed schedule of fees and charges.

Ms Ferguson identified the consent monitoring fees that would increase and clarified the Water Take permits set in option 2. It was noted that the proposed figures are likely to meet the 60% public and 40% private split.

Mr Fletcher advised that this will be factored into the information provided to members for the Council meeting on 2 March 2017.

Members were advised that section 36 of the RMA allows councils to charge for the costs of state of environment monitoring where that monitoring benefits consent holders. The Council's Revenue and Financing Policy (contained in its Long Term Plan) states that 20% of the Environmental Science and Monitoring group's costs should be recovered from individuals (private good) and 80% is funded by rates (public good).

It was noted that in comparison our fees are considerably less when compared to other councils. Ms Ferguson advised that we have based the fees on what it actually costs the Council to monitor consents and this is what is charged. It was noted that the large increase in Council's proposed hourly rate for staff is due to the fact that it has been two to three years since the fees have been reviewed.

Members discussed the proposed schedule of fees, options 1 and 2. It was noted that there will be consultation undertaken for the monitoring for moorings and that it would be a flat charge. Members agreed that option 1 was the preferred option.

**Cirs Peters/Shenfield:**

1. **That the report be received;**
2. **Agree to recommend that the Council:**
  - (a) **Consult on proposed schedule of fees and charges option 1 using the special consultative procedure under section 83 of the Local Government Act 2002.**

#### **Schedule of Proposed Fees and Charges (Consent Monitoring 2017/18) Option 1**

<b>MDC Consents - Administration, Monitoring &amp; Supervision</b>		<b>Current Charge \$</b>	<b>Proposed Charge \$</b>	<b>Change</b>
Sampling including the contracting of an independent consultant	Variable	Actual	Actual	Nil
Laboratory costs	Variable	Actual	Actual	Nil
Administration fee (monitoring)	Flat Annual	\$40.00	\$40.00	Nil (With clarification )
Site inspection	Variable	Actual	Actual	Nil
Disbursements	Variable	Actual	Actual	Nil
Monitoring Charge-Water take Permits	Flat Annual	N/A	\$260.00	New
Monitoring Charge-Swing Moorings	Flat Annual	N/A	\$65.00	New
Environmental Protection Officer	Per Hour	\$132.00	\$150.00	Increase
Student Environmental Protection Officer	Per Hour	\$66.00	\$100.00	Increase

**Carried**

### **A.16/17.270 Marlborough Civic Theatre Trust**

**C600-005-C01-01**

The report provided by Council's Chief Financial Officer updated the Committee on the activities of the Marlborough Civic Theatre Trust.

Mr Fletcher advised members that the theatre's financial performance to 31 December 2016 has shown a decrease in revenue compared to budget of \$12K with a reduction in operating costs of almost \$76k. This has resulted in a surplus of almost \$91K compared to a budget deficit of \$94K.

It was reported that the financial forecast to 30 June 2017 shows revenue is down which in part reflects the Trust's decision to reduce the charges for local productions. The reasons behind this decision were outlined.

It was noted that the Trust is forecasting a reduced operating deficit and a small surplus with the Council grant. It was noted that this small surplus is after allowing \$150,000 depreciation which is a non-cash

expense and takes no account of pledges and grant income. It was reported that the Trust shouldn't have any cash issues by 31 June 2017.

Members were advised that in future reports the Council operating grants and interest subsidiary payments will be separated to clearly identify costs associated with these streams. It was noted that the interest payments will reduce as the loan is repaid. Overall the Trust is moving forward very well.

In response to a query on where things are at with regard to the kitchen and smaller theatre, Mr Fletcher advised that applications have been opened for a possible funding avenue and the Trust is in the process of updating their application. Mr Fletcher advised that the final costs for the kitchen is likely to come in under budget.

It was noted that once these facilities are open and operational they will provide further funding avenues for the Trust.

It was then queried whether there had been any progress on arranging for Councillors to have a tour of the facilities. Mr Fletcher to follow-up.

Following a suggestion that it would be appropriate to have an update from the Trustees it was agreed that Mr Fletcher would organise this for a future meeting of this Committee.

**The Mayor/Clr Fitzpatrick:**  
**That the report be received.**

**Carried**

## **A.16/17.271 Financial Report for Council – Period Ended 31 December 2016 F275-002-16**

Martin Fletcher, Chief Financial Officer presented Council's financial report for the period ended 31 December 2016.

The Income and Expenditure Statement reported an operating surplus of \$2.71M for the year to date which is \$1.8M improvement on the \$0.91M budgeted. Total operating income for the December year to date is ahead of budget by \$1.06M (2%) and overall operating expenditure is less than budgeted by \$0.73M (2%).

Budgeted capital expenditure for the year is \$70.88M including \$22.648M of carryovers from the 2015-16 financial year. Actual expenditure of \$15.85M to the end of December is \$4.01M higher than the same period last year (\$11.84M) and \$18.17M less than budgeted for the year to date. It was noted that there are indications that there is likely to be deferrals and carryovers to 2017-2018 of approximately \$16.17M.

**Clrs Peters/Shenfield:**  
**That the financial report for the period ended 31 December 2016 be received.**

**Carried**

ATTENDANCE: Clr Oddie withdrew from the meeting at 12.15pm.

## **A.16/17.272 Information Package -**

**Clrs Brooks/Andrews:**  
**That the Planning, Finance & Community Information Package dated 9 February 2017 be received and noted.**

**Carried**

## A.16/17.273 Decision to Conduct Business with the Public Excluded -

Cllrs Arbuckle/Andrews:

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

- Debtors' Overdue Report
- Marlborough Heritage Trust – Trustee Appointments

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
<ul style="list-style-type: none"><li>- Debtors' Overdue Report</li><li>- Marlborough Heritage Trust – Trustee Appointments</li></ul>	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.

**Carried**

The meeting closed at 12.30 pm.

Record No: 1724669