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**MARLBOROUGH
DISTRICT COUNCIL**



8 May 2020

Record No: 2074586
File Ref: D050-001-02
Ask For: Mike Porter

Notice of Council Meeting – Thursday, 14 May 2020

Notice of the Council Meeting to be held in the Committee Room and via Zoom, 15 Seymour Street, Blenheim on Thursday, 14 May 2020 to commence at 9.00 am.

BUSINESS

As per Order Paper attached.

MARK WHEELER
CHIEF EXECUTIVE



**Order Paper for the
COUNCIL MEETING**
to be held in the Committee Room and via Zoom, 15 Seymour Street, Blenheim
on THURSDAY, 14 MAY 2020 commencing at 9.00 am

Open Meeting

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Marlborough District Council

**Order Paper for the
COUNCIL MEETING**
to be held in the Committee Room and via Zoom, 15 Seymour Street, Blenheim
on THURSDAY, 14 MAY 2020 commencing at 9.00 am

1. Karakia

Tēnā koutou, tēnā koutou, tēnā koutou katoa
E te Atua tō mātou Kai-hanga,
ka tiāho te maramatanga me te ora, i āu kupu kōrero,
ka tīmata āu mahi, ka mau te tika me te aroha;
meatia kia ū tonu ki a mātou
tōu aroha i roto i tēnei huihuinga.
Whakakī a matou whakaaro ā mātou mahi katoa,
e tōu Wairua Tapu.
Āmine.

(God our Creator,
when you speak there is light and life,
when you act there is justice and love;
grant that your love may be present in our meeting.
So that what we say and what we do may be filled with your Holy Spirit.
Amen.)

2. Declaration of Interests

Members are reminded of the need to be vigilant to stand aside from decision making when a conflict arises between their role as a member and any private or other external interest they might have.

3. Apologies

4. Minutes

- 4.1 Confirmation of the Minutes of the Council Meeting held on 2 April 2020
(Minute Nos. Cncl-0420-357 to Cncl-0420-371)



**Minutes of a Meeting of the
MARLBOROUGH DISTRICT COUNCIL
held in the Committee Room and via Zoom, 15 Seymour Street, Blenheim
on THURSDAY 2 APRIL 2020 commencing at 9.00 am**

Present in the Committee Room

The Mayor J C Leggett (in the Chair) and Cllr M A Peters.

Present via Zoom

Cllrs J L Andrews, J A Arbuckle, C J Brooks, J D N Croad, B G Dawson, B A Faulks, M J Fitzpatrick, G A Hope, F D Maher, D D Oddie, T P Sowman and N P Taylor.

In Attendance in the Committee Room

Mr M S Wheeler (Chief Executive), Mr M F Fletcher (Chief Financial Officer), Mr A J Lyall (Property and Community Facilities Manager) and Mr M J Porter (Democratic Services Manager).

In Attendance via Zoom

Mr D G Heiford (Manager Economic, Community & Support Services), Mr H R Versteegh (Environmental Science & Policy Group Manager), Ms G M Ferguson (Consents & Compliance Group Manager), Mr D G Walters (Communications Manager), Mr N P Henry (Strategic Planning & Economic Development Manager), Mr A D Johnson (Environmental Science & Monitoring Manager), Ms S J Boswell (Communication Advisor), Ms J P Crossman (Executive Assistant to the Mayor), Ms N J Chauval (Support Services Administrator) and Ms C Ranford (Local Democracy Reporter).

Karakia

The meeting opened with a karakia.

The Mayor welcomed all to the meeting, whether present in the Committee Room or via Audio Visual link (Zoom) as per Standing Orders and the *COVID-19 Response (Urgent Management Measures) Legislation Act 2020*. The Mayor also advised the meeting was being recorded and that a link to the recording would be loaded to Council's website as soon as practicable following the meeting in accordance with the *COVID-19 Response (Urgent Management Measures) Legislation Act 2020*.

Cncl-0420-357 Declaration of Interests

-

Members were reminded of the need to be vigilant to stand aside from decision making when a conflict arises between their role as a member and any private or other external interest they might have.

A number of declarations were noted in the agenda:

- The various interests as declared under Minute Nos. Cncl-0220-264;
- The interest as declared by Cllr C J Brooks under Minute No. Grnt-0320-309 (Creative Kids Trust).

Cncl-0420-358 Confirmation of Minutes

-

The Mayor/Cllr Taylor:

That the Minutes of the Council Meeting held on 27 February 2020 (Minute Nos. Cncl-0220-264 to Cncl-0220-294) be taken as read and confirmed.

Carried

Committee Reports

Cncl-0420-359 Assets & Services Committee

-

Members discussed the recommendation under Minute No. A&S-0320-312 (Pine Valley Outdoor Centre - New Storage Shed). It was proposed that whilst there was support for the purchase and installation of the storage shed that the funding could come from the Land Subdivision Account.

Cllrs Brooks/Taylor:

That the purchase and installation of a 3-bay implement/storage shed for the Pine Valley Outdoor Centre be deferred to the 2020-21 Land Subdivision Account process for funding consideration.

Carried

It was noted that Minute No. A&S-0320-297 (McBryde Access Tom Canes Bay) has still to be dealt with therefore the issue is to still lie of the table.

Mr Lyall gave an update on Minute No. A&S-0320-301 (Lansdowne Park-Turf on Number One Field) – a contract has been established with Turf Professionals.

Cllrs Taylor/Brooks:

That the Committee report contained within Minute Nos. A&S-0320-295 to A&S-0320-305 be received and the recommendations, as amended above, adopted.

Carried

Cncl-0420-360 Environment Committee

-

Clr Oddie spoke on Minute No. Env-0320-314 (Adoption of Climate Change Action Plan 2020) and advised that Council will be having more debate on Climate Change in due course.

The Mayor/Clr Oddie:

That the Committee report contained within Minute Nos. Env-0320-310 to Env-0320-325 be received and the recommendations adopted.

Carried

Cncl-0420-361 Road Name Request - DeLuxe Property Group Limited

U19091, U200167

Members noted that the decision under Minute No. Env-0320-323 was that “the issue lie on the table”. Members further discussed the issue at this meeting.

Cllrs Peters/Fitzpatrick:

That Council approve the road naming request as submitted:

That the following road names are to take effect upon the vesting of the Roads in Council ownership; the road names apply to the roads (as depicted on Attachment 1 to the report to the Assets & Services Committee meeting on 12 March 2020):

1. Road 1 - Albert Grove
2. Road 2 - Oakley Avenue
3. Road 3 - Whitehall Drive
4. Road 4 - Chapel Close
5. Road 5 - Bond Street
6. Road 6 - Granville Close
7. Road 7 - Arlington Close
8. Rose Manor Drive be extended
9. Rembrandt Drive be extended
10. Spencer Place be extended.

Carried

Cncl-0420-362 Planning, Finance & Community Committee -

A question was asked as to whether there was a change to the timeline to the process as outlined under Minute No. PF&C-0320-336 (Access to Marlborough's East Coast). Staff advised that they are still working to the same timeline.

The Chair of the Committee stated that in terms of economic recovery, Council is ahead of the game as it has been very proactive in this area.

Cllrs Peters/Croad:

That the Committee report contained within Minute Nos. PF&C-0320-326 to PF&C-0320-343 be received and the recommendations adopted.

Carried

Cncl-0420-363 Regional Transport Committee -

The Chair of the Committee advised that the two key projects that the Committee impressed on the Waka Kotahi NZ Transport Agency representatives were the Weld Pass and Grove Road projects.

The Chair of the Committee also advised that a number of "shovel ready" projects are being organised for when the recovery from the current COVID-19 situation commences.

Cllrs Maher/Taylor:

That the Committee report contained within Minute Nos. RTC-0220-260 to RTC-0220-263 be received and the recommendations adopted.

Carried

Cncl-0420-364 Grants Sub-Committee -

The Chair of the Sub-Committee advised that the new Sub-Committee worked together well in its first meeting.

Cllrs Andrews/Brooks:

That the Sub-Committee report contained within Minute Nos. Grnt-0320-306 to Grnt-0320-309 be received and the recommendations adopted.

Carried

Cncl-0420-365 Audit & Risk Sub-Committee -

Clr Peters spoke on the meeting of the Sub-Committee and impressed on the meeting the strong balance sheet of Council. Mr Fletcher spoke on the one recommendation for improvement outlined in the audit report and asked for elected members to be accurate in identifying the interests advised to staff.

Cllrs Peters/Oddie:

That the Sub-Committee report contained within Minute Nos. A&R-0320-344 to A&R-0320-356 be received and the recommendations adopted.

Carried

Cncl-0420-366 Emergency Support for Community Facility Providers and Organisations F230-A20-03

Mr Fletcher reported that the purpose of the report was to establish a budget allocation for the support of Community facility providers; and to increase the budget allocation for Community Grants and approve the funding criteria. Mr Fletcher advised that this report was a joint paper with Ms Lyne Reeves.

It was reported that in Marlborough many community facilities are either provided or administered by independent organisations, generally Trusts. Two of the advantages of this means of delivery are that these Trusts can access funding sources Council cannot and the level of focus that can be applied. Under COVID-19, these community facilities have been closed, thereby denying them the opportunity to generate revenue to cover costs. Unfortunately, while revenue ceases, core operating/fixed costs do not. As a result, staff proposed that a budget allocation of up to \$1M to meet shortfalls in core/fixed operating costs be established. Applications for funding would need to be supported by appropriate financial statements, budgets and forecasts.

It was also reported that the smaller community organisations, that are such a key element in the fabric of Marlborough's society, are facing related challenges. Many of those organisations will be unable to conduct their normal fundraising activities. To ensure those organisations remain viable staff proposed that the funding for Community Grants be increased from \$300,000 to \$500,000. Until a better understanding of the level of demand can be achieved it was further proposed to restrict applications to covering shortfalls in core operating, i.e. no new initiative or projects. A copy of the proposed criteria was attached to the agenda as Appendix 6.1.

Mr Fletcher proposed a new recommendation at the meeting; to appoint the Chair of the Planning, Finance and Community Committee, Cllr M A Peters, to the Grants Committee. Members agreed with this recommendation.

Members discussed the proposal at length and were in favour of it. Members noted that it signalled to the wider community the support of Council to community organisations and Council's preparedness to use the Emergency Events Reserve for financial support. Members noted that Council will soon be moving from response to recovery; staff are already working on this and will come back to Council with ideas.

The Mayor/Cllr Andrews:

1. That Council agree to establish a Community Facilities Emergency budget of up to \$1M from the Emergency Events Reserve.
2. That Council agree to increase the Community Grants budget from \$300,000 to \$500,000 with funding from the Emergency Events Reserve.
3. That Council agree the proposed criteria for Community Grants – COVID-19 Support be as follows:

Community Grants – COVID-19 Support

Purpose

Council acknowledges the impact of the COVID-19 restrictions on not for profit organisations to maintain their existing and continuing service provision for the benefit of the Marlborough community.

Scope of the Funding

Council has decided to change the focus of the 2020/2021 Community Grants to ensure that not for profit services are able to maintain staff and deliver services. Funding will be available to support organisations to maintain their current level of service and for some a need for an increase in capacity for a short time to respond to COVID-19 recovery.

This will be done by providing funding assistance by way of provision of operating grants in the following categories:

- Up to \$5,000 for small organisations with a gross income of under \$100,000
- Up to \$10,000 for medium organisations with a gross income of under \$200,000
- Up to \$20,000 for large organisations with a gross income of over \$200,000

These limits are guidelines with the Grants Sub-committee having the ability to exceed these levels as required particularly for organisations that also evidence the need for increased services due to demand directly associated with COVID-19 recovery.

Funding allocation

A fund of \$500,000 will be available to allocate over two funding rounds:

- Round 1 opening April/May – timing to be confirmed
- Round 2 date to be confirmed to enable response to need

All applications are to be completed online with the Council Grants Sub-committee given delegated authority to allocate grants.

Sectors Eligible for Funding

Council will consider requests for funding from community organisations providing services in the following categories in no order of priority:

- Arts & Culture
- Community Welfare and Social Services
- Environment
- Heritage
- Sport and Recreation

Each application is considered on its merits using the criteria set out below with decisions made in the best interests of the local community.

Who Can Apply?

Organisations wanting to apply for funding assistance must meet the following criteria:

- Be a not for profit organisation
- Provide services to the wider community or specific sectors in the community
- Be able to supply verified Annual Accounts
- Provide a budget showing the shortfall in expected funding and any predicted demands on future services in relation to COVID-19 recovery
- Account for expenditure of funds specifically for grant received (this will affect eligibility for any future grants)

What can be funded

These grants are for costs associated with:

- Overhead costs including:
 - Administration and Office costs
 - Rent
 - Insurance
 - Rates
 - Electricity
 - Phone/Internet costs
- Wages/salaries – applicants will be encouraged to seek support through government assistance
- Loss of income - not being able to undertake fundraising activities, subscriptions not being paid etc
- Predicted increase in demand specifically relating to COVID-19 recovery

Other Conditions

- One application per organisation can be considered for funding.
 - Services must be of direct benefit to people of the Marlborough district.
 - Grants will not be considered for organisations that are already getting assistance through other COVID-19 Council funding.
 - Grants will not be considered for costs associated with provision of events or previous debt servicing.
4. That the Chair of the Planning, Finance and Community Committee, Cllr Mark Peters, be appointed as a member on the Grants Sub-Committee.

Carried

Cncl-0420-367 2020-21 Annual Plan Update - Have Your Say document

F230-A20-03

Mr Fletcher reported that the purpose of the report was to adopt Council's 2020-21 Annual Plan, consultation document, called the *2020-21 Annual Plan Update - Have Your Say*. The document was attached to the agenda and an amended document was circulated prior the meeting.

It was reported that aside from the impacts of COVID-19, there was no significant variation from the Council's 2018-28 Long Term Plan (LTP). The *2020-21 Annual Plan Update - Have Your Say* is a high-level summary which identifies Council's signalled intention to have a rates increase of less than 2.2%, the impact that has on levels of service and major capital budgets/projects proposed for the 2020-21 year, and the subsequent three years. It also includes a message from the Mayor and how to make a submission. The *2020-21 Annual Plan Update - Have Your Say* will be published on Council's website and can be printed off from there. It can also be made available via the Blenheim Sun and the Marlborough Midweek should the COVID-19 lock down be lifted in sufficient time.

In addition, a number of articles and media releases on this year's Annual Plan projects and programmes will continue to be published on our website, Facebook and Twitter during April. A small number of printed copies of the *2020-21 Annual Plan Update - Have Your Say* will be made available from council offices and libraries once the COVID-19 lock down has been lifted. Council's website will contain supporting information about the Annual Plan, including the agenda from the 27 February Council meeting, which included all the new projects, the budget summary, LTP activity statements, capital expenditure and general financial content at that time.

Members agreed that clear concise messaging was needed at this time.

The Mayor/Clr Taylor:

That Council adopt the 2020-21 Annual Plan Update – Have Your Say.

Carried

Cncl-0420-368 COVID-19 Emergency Committee C500-005-010-03

Mr Wheeler reported that the purpose of the report was to establish an Emergency Committee to deal with any matters of urgency that may arise due to the COVID-19 (novel coronavirus) situation.

In summary Mr Wheeler reported that it may prove impossible over the upcoming weeks to have at least seven members available to attend emergency Council meetings due to unforeseen circumstances surrounding the COVID-19 (novel coronavirus) situation (for example illness, internet/power outages etc). To enable the Council to keep operating it is proposed to establish an Emergency Committee with a membership of three, consisting of the Mayor, Chair of Assets and Services Committee and Chair of Planning, Finance and Community Committee to undertake the powers, duties, and responsibilities that the Council can lawfully delegate to a committee. In the event that the Council or Emergency Committee is unable to meet due to illness or any other matter preventing a lawful meeting it is further proposed that the powers delegated to that Emergency Committee will then be delegated to the Chief Executive or Acting Chief Executive.

Clrs Oddie/Andrews:

That Council:

- 1. The Council establishes an Emergency Committee with a membership of three, consisting of the Mayor, Chair of Assets and Services Committee and Chair of Planning, Finance and Community Committee.**
- 2. Agrees that a quorum for the meeting of the Emergency Committee shall be two members;**
- 3. For the purpose of the COVID-19 emergency, delegates to any member of the Committee, the authority to activate the Emergency Committee and by resolution of the Emergency Committee, suspend all other core committees of the Council.**
- 4. The Council delegates to the Emergency Committee all of the Council's powers, duties, and responsibilities that the Council can lawfully delegate to a committee; and**
- 5. The Emergency Committee and the Chief Executive then report any decisions made by the Emergency Committee to the next Council meeting; and**

6. The delegations to the Emergency Committee may be revoked by the Council at any time;
7. These delegations may be exercised only in circumstances where the Council is unable or unavailable to hold meetings that comply with the requirements of the Local Government Act 2002 and the Local Government Official Information and Meetings Act 1987.
8. In the event that the Council or Emergency Committee is unable to meet due to illness or any other matter preventing a lawful meeting the powers delegated to that Committee above will then be delegated to the Chief Executive or Acting Chief Executive.

Carried

Cncl-0420-369 Committee/Sub-Committee Quorum Requirement

D050-001-00

Mr Porter reported that the purpose of the report was to review the quorum requirement of both Committees and Sub-Committees of Council.

In summary it was reported that Council's current policy for the quorum of Committee (and Sub-Committees) is half the members, physically present, where the number of members is even; or a majority, physically present, where the number of members is odd. Under Council's current Standing Orders, the quorums of Committees and Sub-Committees may be set by resolution. Committees must have at least one member of the quorum being a member of Council. Under Standing Orders it should be noted that the quorum for Sub-Committees is two members unless otherwise stated (can be more but must be no less than two).

Following discussion members agreed that the quorum of Committees should be set at four, and that Committees will need to set the quorum of its sub-committees as required.

The Mayor/Clr Taylor:

That Council set the quorum for the Assets & Services Committee, the Environment Committee and the Planning, Finance & Community Committee at four (physically present) with the proviso that at least three members of the quorum must be members of Council.

Carried

Cncl-0420-370 Extension of Contract for Picton Cemetery and Open Spaces Maintenance Services C315-013-02-01

Ms Craighead reported that the purpose of the report was to seek approval from the Council to extend the Picton Cemetery and Open Spaces Maintenance Services Contract (2013/02) by 12 months.

Ms Craighead further reported that the current contract for the maintenance of the parks and reserves, cemetery, tracks and trails, sports parks and other open spaces in the Picton and Waikawa areas expires on 20 June 2020 having been in place since 2013. The contract is held by Downer New Zealand Limited (Downer). The open space contracts are normally in place for a maximum of seven years.

The report covered in detail the Background and an Assessment/Analysis; and gave Council two options (either extend the Picton Cemetery and Open Spaces Maintenance Services Contract (2013/02) by 12 months to 30 June 2021 or the status quo which was to progress the review of the current contract due to be in place by 30 June 2020). Members agreed to go with the extension option.

Clrs Brooks/Andrews:

That Council approve the extension of the Picton Cemetery and Open Spaces Maintenance Services Contract (2013/02) by 12 months to 30 June 2021.

Carried

Cncl-0420-371 Decision to Conduct Business with the Public Excluded

The Mayor/Clr Taylor:

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

- Confirmation of Public Excluded Minutes
- Blenheim Library and Art Gallery
- Leases and Licences

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
Confirmation of Public Excluded Minutes	As set out in the Minutes	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.
Blenheim Library and Art Gallery Leases and Licences	To enable the Council, as holder of the information, to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) provided for under Section 7(2)(i)	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 11.15 am.

Confirmed this 14th day of May 2020

J C LEGGETT

MAYOR

Record No. 2072952

5. Committee Reports

5.1 Assets & Services Committee

Assets & Services Committee Meeting held on 16 April 2020
(Minute Nos. A&S-0420-372 to A&S-0420-377)



**Report and Minutes of a Meeting of the
ASSETS & SERVICES COMMITTEE
held in the Committee Room and via Zoom, 15 Seymour Street, Blenheim
on THURSDAY 16 APRIL 2020 commencing at 9.00 am**

Present in the Committee Room

Clr N P Taylor (in the Chair) and Mayor J C Leggett

Present via Zoom

Clrs M J Fitzpatrick (Deputy), F D Maher, M A Peters, B G Dawson, C J Brooks and J L Andrews (from 9.26 am)

Also Present via Zoom

Clrs G A Hope, T P Sowman, J D N Croad, J A Arbuckle, B A Fauls and D D Oddie

In Attendance in the Committee Room

Mr M Wheeler (Chief Executive), Mr R Coningham (Manager – Assets & Services Department), Mr J Lyall (Manager – Property and Community Facilities), Mr D Craig (Finance & Information Supervisor), Mr M Porter (Democratic Services Manager) and Ms N Chauval (Committee Secretary)

In Attendance via Zoom

Mr S Murrin (Marlborough Roads Manager), Mr G Walters (Communications Manager), Mr A McNeil (Solid Waste Manager), Ms C Rutherford (Local Democracy Reporter – from 9.26 am), Ms J Crossman (Executive Assistant to the Mayor - from 9.38 am) and Ms J Tito (Reserves and Amenities Manager – from 9.38 am)

The meeting was conducted pursuant to the *COVID-19 Response (Urgent Management Measures) Legislation Act 2020* and Council's Standing Orders. Clr Taylor advised the meeting was being recorded and that a link to the recording would be loaded to Council's website as soon as practicable following the meeting in accordance with the *COVID-19 Response (Urgent Management Measures) Legislation Act 2020*.

Apologies

No apologies received.

A&S-0420-372 Declaration of Interests

-

No interests with items on the agenda were declared.

ATTENDANCE: David Craig, Finance & Information Supervisor, was present for the following item.

A&S-0420-373 Financial Report for Period Ended 29 February 2020

F275-001-02

The Finance & Information Supervisor, David Craig, presented the financial report for the Assets & Services and Property & Community Facilities Department for the year ended 29 February 2020 noting that the information contained in the report is pre-COVID-19. The report is an abbreviated version due to the COVID-19 crisis taking precedence.

Members were advised that the total forecast capital expenditure of \$45M is \$43M below budget. A significant portion of this reduction is due to projects which have either been re-programmed or are behind schedule due to factors such as land purchase, design and consenting, including the \$20M north-west zone sewerage upgrade and the \$14M Flaxbourne Irrigation scheme. These particular projects are expected to be under construction later in 2020 and 2021 respectively.

Mr Craig advised that the actual revenue and operating expenditure for the July to February period was Revenue (\$52.7M) made up of Rates and charges \$32,628,442, Metered water sales \$934,028, Donations

and grants \$554,279, Roothing subsidies \$4,435,588, Dump fees \$5,735,306, Gravel extraction \$270,558, Infringements \$732,076, Parking collections \$692,526, Sales \$420,067, Property rentals \$2,040,093, Capital contributions \$216,644, Development contributions \$1,393,522, Land subdivision reserve contributions \$395,668, Trade Waste Charges \$1,008,653. Operating Expenditure (\$54.2 Million) made up of Personnel costs \$4,461,170, Operating expenditures \$17,264,582, Infrastructure costs \$10,242,267, Interest payments \$3,747,840, Depreciation \$15,223,726 and Internal costs & transfers \$3,241,696.

For the reporting period, departmental revenues were unfavourable to budget by \$2,942,034, including, Roothing subsidies (\$2,715,067). Trade waste charges (\$961,347), Metered water sales (\$504,478), Reserve fund contributions (\$241,160), Development contribution & impact levies (\$204,046), Backflow prevention charges \$109,445, Donations and grants \$190,279, Infringements \$462,416, Dump fees \$865,953.

Operating expenditures were favourable to budget by \$401,942, including, Interest payments \$626,765, Emergency reinstatement \$469,844, Sealed pavement maintenance \$451,147, Professional fees (includes climate change provision) \$226,204, Power undergrounding (Opaoa Bridge to Aberharts Road) \$171,664, Treatment \$137,500, Minor safety improvements \$130,594, Minor events \$120,611, Reticulation maintenance \$116,310, Structure maintenance \$112,845, Unsealed pavement maintenance \$89,161, Backflow prevention (\$88,024), Levy Payments (\$104,470), Environmental maintenance (\$123,904), Personnel costs (\$132,758), Flood damage (\$150,373), Projects (includes A&P grandstand demolition) (\$225,999), Network and asset management (\$241,302), Depreciation (\$334,925), Repairs & maintenance (\$378,689), Contracts (\$429,591).

The resulting year to date operating deficit of \$1,462,028 is unfavourable to budget by \$2,540,092. The total budgeted capital expenditure for 2019/20, including carryovers and Council approved adjustments, is \$87M with actual year to date expenditure of \$18.5M (21%), net of asset disposals. Capital expenditure is mainly concentrated in the core activities of Sewer \$21.8M (ytd actual \$1.9M), Roothing \$21.1M (\$5.8M), Water supply \$17.7M (\$3.6M), Community Facilities \$13.1M (\$2.2M), Flood Protection \$7.6M (\$1.0M), Stormwater \$3.0M (\$0.5M) and Waste Management \$1.3M (\$3.0M).

Mr Craig reported that the predicted end of year operating surplus is \$980,000 less than budgeted, due to a reduction in revenue (\$1,140,000) and reduced operating costs (\$160,000). Calculations for vested assets in respect of the latest stages of the Omaka Landings and Rose Manor subdivisions are still pending. The most significant operating variance relates to rooothing subsidy revenue, which is \$2.7M below budget due to both roads operating expenditure and the renewal programme being behind schedule. This could potentially be impacted even further by the current COVID-19 crisis as non-essential rooothing works are suspended.

Cllrs Peters/Brooks:

That the financial report for the period ended 29 February 2020 be received.

Carried

ATTENDANCE: The meeting adjourned at 9.10 am to enable Cllr Andrews to join the meeting via Zoom, meeting resumed at 9.17 am.

ATTENDANCE: Steve Murrin, Marlborough Roads Manager, was present for the following item.

A&S-0420-374 Setting Marlborough District Council's Problem Statements for the 2021-24 Transport Activity Management Plan (AMP) R800-006-002-02

The purpose of the report was to set priorities that will help to set the strategic direction and funding priorities for Council's future transport activity as articulated in Marlborough District Council's 2021-24 Transport Activity Management Plan.

Mr Murrin noted that the report proposed five priority transport problem statements that were identified from the workshop held with Marlborough Roads and Councillors.

It was noted that for the existing problem statements of deterioration of bridges and culverts, levels of service will be catered for by the proposed new problem statements 1, 2, 3 and 5. Landslips and flooding will be retained as a new problem statement 2 and that conflicting road network use has been retained to a degree and for the most part captured in new problem statement 3 for urban areas and 1 for rural areas.

There was discussion on possible areas where there could be the potential to reduce costs ie; levels of service in the CBD. Mr Murrin advised that it is possible but sufficient notice would need to be given to contractors before any reductions could be implemented. It was agreed that Mr Murrin include any developments within Marlborough Roads' regular reports.

Members noted that it is important that Council and its contractors are flexible and responsive to decisions on levels of service required to operate in the current and future environment.

It was noted that walking and cycling safety on rural roads is an important area and suggestion was made for it to be specifically included in the recommendations. It was advised that speed limits around schools are being dealt with on a national level and will not be forgotten as it is a safety issue. It was agreed that the word 'rural' be added to point three of the recommendation to ensure that it remains a focus.

Traffic flows and congestion on Blenheim roads, particularly Grove Road and Main Street, was raised. Members were advised that a job description for a Network Planner position is currently being worked on and those types of issues will be investigated as part of that role.

The following amendment to the recommendation was noted – 2012-2024 amend to 2021-2024 Transport Activity Management Plan.

Cllrs Maher/Fitzpatrick:

That Council endorse the following five priority problem statements for adoption in its 2021-2024 Transport Activity Management Plan. The proposed problem statements are:

- 1. Intensive heavy vehicle movements associated with forestry, quarrying and other operations are causing damage to under-strength pavements and structures; resulting in reduced asset lives and unacceptable safety and amenity issues.**
- 2. The increasing frequency and intensity of natural events is impacting on our vulnerable local road network, resulting in more frequent emergency events, network deterioration and subsequent network disruption.**
- 3. Increased traffic flows in urban and rural areas are resulting in barriers to walking and cycling (especially for the youngest and oldest members of the community), putting safety at risk and reducing transport options.**
- 4. We are facing a bow-wave of renewal need in asphalt surfacing and chip sealing. This will need to be addressed in order to avoid damage occurring to underlying pavement assets and to maintain ride quality.**
- 5. The compliance costs and resources required to mitigate harmful effects of transport on the environment are increasing, resulting in increased complexity and cost of transport activities.**

Carried

ATTENDANCE: Mr Alec McNeil, Council's Solid Waste Manager, was present for the following item.

A&S-0420-375 Public Place Recycling (Red and Yellow) Bins

W300-007-01

The report to the Committee provided an update on the trial of public place recycling across Marlborough which will conclude on 30 June 2020. It was noted that the bins have proven popular with the community and the reliability of the electronic sensors that indicate by email how full the bins are has improved across the period of the trial (24 months). However, the cost of servicing the bins is disproportionately expensive when compared to other litter collection systems.

Two options were presented to members with the preferred option being to withdraw the LLRM bins after the trial completes in June 2020. It was noted that there would be no contract implications as it was a trial not an established service. Information on the committee's decision would be made available to the public.

In response to a query on whether a summary of how the trial went would be available it was noted that this would be considered when the Future Waste Management and Minimisation Plan is revisited.

Cllrs Fitzpatrick/Brooks:

That Council:

- 1. Conclude the Public Place Recycling trial on 30 June 2020.**

2. Remove the Public Place Recycling bins at the end of the trial (30 June 2020) and store the bin units for future use.
3. Have staff revisit the use of the Public Place Recycling bins in the future waste management and minimisation plan 2021-2027.

Carried

A&S-0420-376 Waikawa Bay Foreshore Reserve Land Exchange

R510-009-W04-01

The purpose of the report was to seek approval to notify a proposal to exchange reserve land on the Waikawa Bay Foreshore Reserve under the provisions of Section 15 of the Reserves Act 1977. It was noted that the Department of Conservation has been approached and have provided approval in principle subject to completion of the Reserves Act processes.

Members were advised that Te Ātiawa are wanting to redevelop the site of the rowing club building but the actual land title is limited in area (some 228m²). Te Ātiawa do not wish to encroach onto the seabed and therefore have proposed an exchange of the title granted through the Deed of Settlement with an area immediately alongside the rowing club building, an area of some 390m² and may look to establish a new office on this site. A survey plan was attached the agenda for members' information.

It was noted that the land proposed would be in freehold title to Te Ātiawa and would retain its underlying recreation reserve zoning. The remaining piece of land would fall back into Council's recreation area and would also have a zoning of recreation reserve.

Members were advised that there is some concern in the community regarding boat and parking space and access from one beach to the other. It was noted that if agreement to proceed is received any objections would be heard as part of the Resource and Building Consent process.

Members discussed the proposal at length and noted a number of concerns particularly in regards to what Te Ātiawa proposes for the site in regards to buildings and what they may look like and the impact any building may have on the area which is well utilised by the community and public at large.

It was reported that a new Reserve Management Plan for Waikawa Foreshore Reserve is currently being worked on and information will be sought on how the community uses the reserve and what they would like to see the reserve look like in the future. It was proposed that the feedback received from this consultation and further information on Te Ātiawa's proposed plans for the site should be obtained to enable a decision to be made.

Members agreed that the item lie on the table and be revisited at a more appropriate time.

Cllrs Brooks/Peters:

That the item lie on the table and be revisited sometime in the future when the Reserve Management Plan for Waikawa Foreshore Reserve community consultation is completed.

Carried

A&S-0420-377 Information Package

-

Richard Coningham to provide information to Cllr Andrews on the reasons for the water levels in Murphys Creek.

Cllrs Brooks/Andrews:

That the Assets and Services Information Package dated 16 April 2020 be received and noted.

Carried

The meeting closed at 10.20 am.

5. Committee Reports

5.2 Environment Committee

Environment Committee Meeting held on 23 April 2020
(Minute Nos. Env-0420-378 to Env-0420-388)



**Minutes of a Meeting of the
ENVIRONMENT COMMITTEE**
held in the Committee Room and via Zoom, 15 Seymour Street, Blenheim
on THURSDAY, 23 APRIL 2020 commencing at 9.00 am

Present in the Committee Room

Mayor J C Leggett (Chairperson)

Present via Zoom

Councillors D D Oddie (Deputy), G A Hope (Deputy), J A Arbuckle, J D N Croad, B A Faulks, T P Sowman, Mr E R Beech (Rural representative)

Also Present via Zoom

Councillors J L Andrews, C J Brooks, M J Fitzpatrick, F D Maher, N P Taylor and M A Peters

In Attendance in the Committee Room

Mark Wheeler (Chief Executive Officer), Mike Porter (Democratic Services Manager) and Nicole Chauval (Committee Secretary)

In Attendance via Zoom

Mr H R Versteegh (Environmental Science and Policy Group Manager) and Ms G Ferguson (Consents and Compliance Group Manager), Sue Bulfield-Johnston (Legal Assistant and Hearings Facilitator), Glyn Walters (Communications Manager), Stacey Boswell (Communications Advisor), Jamie Clark (Compliance Manager), Jill Crossman (Executive Assistant to the Mayor), Peter Hamill (Environmental Scientist), Jan Eveleens (Deputy Harbourmaster), Pere Hawes (Manager Environmental Policy), Luke Grogan (Harbourmaster), Sarah Brand (Environmental Scientist), Karen Winter (Environmental Health Officer), Alan Johnson (Environmental Science & Monitoring Manager), Bill East (Building Control Group Manager), Jane Robertson (Environmental Protection Officer/Contract Manager), and Chloe Ranford (Local Democracy Reporter)

The meeting was conducted pursuant to the *COVID-19 Response (Urgent Management Measures) Legislation Act 2020* and Council's Standing Orders. The Mayor advised the meeting was being recorded and that a link to the recording would be loaded to Council's website as soon as practicable following the meeting in accordance with the *COVID-19 Response (Urgent Management Measures) Legislation Act 2020*.

The Mayor congratulated Cllr Sowman on recently completing the Good Decision Making course and achieving an outstanding mark.

Apologies

No apologies were received.

Env-0420-378 Declaration of Interests

No interests with items on the agenda were declared.

ATTENDANCE: Mr Luke Grogan, Council's Harbour Master, was present via Zoom for the following item.

Env-0420-379 The Revised Harbour Safety Management System

I100-004-P148

Mr Grogan noted that the purpose of the report was to provide an update to the Committee on the Harbour Safety Management System.

It was noted that the report explains the latest evolution of maritime risk management practices in Marlborough. It describes the structure and risk management principles of the newly revised Harbour Safety Management System and the associated Harbour Safety Plan and Risk Management Standard.

Members were advised that the documents reflect quite a rework of the harbour safety management system. It supports the Port and Harbour working together to ensure maritime safety around the region is consistent. Another key purpose of the documents is to more clearly define and communicate the role and function of the harbourmaster and the activities the harbours group undertakes to manage maritime risk in the region.

Mr Grogan advised that the Maritime Transport Act 1994 (the Act) had been reviewed in 2013 and amendments have been made. It was noted that there has also been a shift from navigational safety to maritime safety as it is a far broader term that reflects the varying and changing nature of the maritime environment.

It was noted that as the Act does not clearly define the term maritime safety there does remain an element of interpretation as to the precise role and function of a harbourmaster. This leads to a variation in maritime risk management practices between regions.

Members were advised that the Port and Harbour Safety Code is a Partnership arrangement between Maritime NZ, port operators and regional councils which aims to address this concern and promote a consistent, 'systems based' approach to maritime safety management.

Members were advised that Council has a MOU with Port Marlborough and as a partner works closely with them in managing risk. Council does not have the same in place with other harbour users eg; boating clubs and individuals living in the Sounds and this is an area that Harbours wish to work on.

In response to a query on a possible timeframe for the revision of the navigation safety bylaws, Mr Grogan advised that a draft will be available for consultation over the upcoming summer period. It was noted that getting the document right has taken longer than had originally been anticipated, but it was important to take the time to get it right.

Clsr Oddie/Croad:
That the report be received.

Carried

ATTENDANCE: Mr Jan Eveleens, Council's Deputy Harbour Master, was present via Zoom for the following item.

Env-0420-380 Lower Wairau River

H100-005-20

The purpose of the report was to inform the committee on the Harbourmaster's involvement with navigation safety issues on the lower Wairau River. The Wairau River Navigation Safety Draft Management Plan 10 December 2007 was attached to the agenda for members' information.

Members were aware that concerns had been raised by the Spring Creek Residents Association about safety on the Wairau River in early 2018. Issues included the speed of jetskis and jetboats endangering slow craft and swimmers, and people jumping off the Spring Creek bridge with boats passing underneath. Over the years an increase was observed in the use of the river by kayakers, stand-up paddleboards and other small craft.

A meeting had been held in May 2018 and representatives from different river user groups attended and a working group was subsequently set up in June 2018.

A new plan was made with designated areas for different user groups, keeping a large part of the river mainly for the rowing clubs, and an area below the Blenheim Rowing Club for fast craft. It was noted that to formalise some current practice a partial speed uplifting was applied for with Maritime NZ. New signs have been made and put up at launching ramps on the river. These provided much needed guidance to the public. It was noted that the legal framework to support these measures is still missing.

It was reported that the current signs regarding the speeds of jet skis are in knots, this means that it is really difficult for jet ski operators to maintain speed limits as gauges on jet skis are in kilometres per hour (Kmph). It was proposed that the signs be amended to show speeds in kmph.

It is proposed that the Navigation Safety Rules be included in the new bylaw, covering river use by rowing clubs, traditional use by water skiers, a designated part of the river for Personal Water Craft. It was noted that the draft bylaw will be available for consultation by the 2020 summer period.

It was signalled that enforcement is important and there was concern expressed whether there were the resources within the harbours area to achieve that effectively. Members were advised that Harbours will need to be efficient and strategic with the resources available eg; the speed camera will be a crucial piece of equipment and run targeted patrols.

Cllrs Oddie/Hope:
That the information be received.

Carried

ATTENDANCE: Ms Sarah Brand, Council's Environmental Scientist, was present via Zoom for the following item.

Env-0420-381 Annual Air Quality Monitoring Report – Blenheim 2019 E300-004-003-01

The Annual Air Quality Monitoring Report – Blenheim 2019 was presented to the Committee. The report was available on Council's website for members' information. To highlight this report a powerpoint presentation was shown (presentation filed in CM Record No. 2066284).

Members were advised that PM₁₀ is the only air pollutant likely to exceed the National Environmental Standard for Air Quality (NESAQ) in Marlborough and is required to be measured continuously in Blenheim.

Members were advised that concentrations of PM₁₀ exceeded the maximum concentration of 50 micrograms per cubic metre (50µg/m³) on only one occasion in 2019 resulting in no breaches of the NESAQ for PM₁₀ (the NESAQ allows for one exceedance per year). The maximum measured PM₁₀ concentration recorded in 2019 was 57µg/m³, this was the lowest concentration measured since 2014 when a maximum of 56µg/m³ was measured.

The annual average PM₁₀ concentration for 2019 was 18µg/m³ which was at the upper end of the normal range for Blenheim (14-19µg/m³). The Ministry for the Environment guideline specifies an annual average for PM₁₀ of 20µg/m³ however the NESAQ does not currently include an annual average guideline for PM₁₀.

It was reported that while there was only one exceedance for 2019, the trend data is not indicative of an overall improvement or degradation in PM₁₀ concentrations in Blenheim, no trend is evident. This highlights the effect meteorological conditions can have on concentrations of PM₁₀, and that reduced concentrations are not necessarily solely attributable to improved burning and/or behaviour.

Members were advised that the Ministry for the Environment is currently consulting on amendments to the NESAQ which would look to move the focus from the current PM₁₀ daily average standard to a PM_{2.5} daily average standard of 25µg/m³ and an annual average PM_{2.5} standard of 10µg/m³. Monitoring data from the last three years indicates Blenheim is unlikely to comply with these proposed standard changes to the NES. It was reported that Council will be making a submission to MoE and the draft submission will be presented to the Planning, Finance & Community Committee. Consultation closes on 31 July 2020.

There was general discussion on what is currently been done to improve the compliance rate. It was noted that information is being provided to real estate companies and lawyers on the regulations regarding ages of fires. The MEP's rules are now operative and Council is looking to provide good practice guidelines that can be circulated out to suppliers and information on the importance of correct burning will continue to be provided on council's website.

The Mayor/Cllr Oddie:
That the "Annual Air Quality Report – Blenheim 2019" be received.

Carried

ATTENDANCE: Ms Barbara Mead, Council's Advocacy and Practice Integration Manager, was present via Zoom for the following item.

Env-0420-382 Appeals Update

R450-004-22

The report to the Committee provided members with an update as to the current Appeals/Judicial Review caseload in Regulatory Services as at 6 April 2020.

It was noted that Council has worked diligently to progress a number of proceedings with which it was involved as either a party or intervener and has continued to make best practice improvements to reduce the risk of appeal and/or judicial review.

A brief summary as to the progress since the previous report of cases yet to be heard were contained in the agenda item.

Members were advised that with regards to the Port Otago decision the Supreme Court has advised that there are important questions to be considered and it would prefer that the Court of Appeal review the decision so the Supreme Court had that view before they considered it again. Port Otago now need to make a decision on whether they wish to make that application to the Court of Appeal.

Cllrs Oddie/Hope:
That the information be received.

Carried

ATTENDANCE: Ms Sue Bulfield-Johnston, Council's Legal Assistant and Hearings Facilitator, was present via Zoom for the following two items.

Env-0420-383 Resource Consent Hearings Update

R450-004-22

The report to the Committee provided a summary of the hearings undertaken since the previous report was provided together with an update as to changes in practice following COVID-19.

Members were advised on the practices and processes that will now apply to the Resource Consent and Objection hearings. Particularly noted was that there would no hardcopy material circulated prior to hearings or received during the hearing and that any material (including submissions) that parties seek to table must be provided in electronic form. Further processes were detailed in the agenda item.

It was reported that a special notice has been placed on the Resource Consent hearings page on Council's website advising of the approach taken by Council with respect to resource consent application and objection hearings.

Members were advised that the King Salmon hearing had received a request from four environmental groups requesting that the hearing be deferred until they could be physically present as the quality of their internet connection limited their ability to present to the hearing effectively. The applicant has advised that they would respond to the request once out of Alert Level 4 and it was clearer what Levels 3 and 2 would look like.

Members were advised that Ms Bulfield-Johnston has been requested to participate as a panel member for an RLMA webinar on Virtual (Remote) Hearings scheduled for 1 May 2020.

A list of the hearings undertaken since January 2020 was noted in the agenda item.

Cllrs Oddie/Hope:
That the report be received.

Carried

Env-0420-384 Appointment of Hearings Commissioner

R450-004-02

The Committee was asked to consider Antoinette Besier for inclusion on the list of Hearings Commissioners.

Ms Besier's CV and RMA Experience were attached to the agenda for members' information.

It was noted that Ms Besier has considerable planning, law and RMA experience and would be a unique addition to the Commissioner list which currently has no decision maker with a combined planning and legal background.

Council is not bound to employ the services of a Commissioner once they are appointed.

Cllrs Oddie/Fauls:

That Antoinette Besier is appointed to act as a Hearings Commissioner as and when required and that she be advised accordingly.

Carried

ATTENDANCE: Mr Jamie Clark, Council's Compliance Manager, was present via Zoom for the following two items.

Env-0420-385 Dog Registration Update

E305-001-001

The purpose of the report was to provide an update on Dog Registration for the 2020-21 Year.

It was noted that the dog registration annual fees are due on 1 July 2020 but this may need to be reconsidered if the COVID-19 pandemic continues to impact on non-essential supply chain and services. It was reported that the dog tags for the 2020-2021 registration year were due to be delivered in early April but at this stage it is not clear when the dog tags will be delivered which will create some issues with issuing of tags, registration receipting and processing.

Clr Arbuckle advised that the Animal Control Sub-Committee has been well informed of the situation and noted that there would be no legislation issues if the date for dog registration was extended by one month to commence in August. The timeframe for registration and incurring penalties would still apply but it is important to have the ability to be flexible.

Members were advised that publicity on this year's upcoming dog registration will need to encourage online payments and internet banking to minimise the numbers of people coming into the Animal Control Office. Consequently some additional changes may need to be made to the form that is mailed out to all dog owners.

Cllrs Arbuckle/Fauls:

That the report be received.

Carried

Env-0420-386 Stock Control Update

E305-001-001

The report to the Committee provided an update on stock control activities undertaken by Animal Control Services. Stock control is an essential service under COVID-19 Alert Level 4.

Members were advised that there has been a total of 183 stock call outs from 1 April 2019 to 31 March 2020 with 10 occurring in March 2020.

In response to a query on who covers the cost for any additional stock call outs once the contract total has been reached (120 is the contracted amount). Mr Clark advised that Marlborough Roads cover the cost of any additional call outs. This has been revised and when animal owners can be traced they are responsible for any costs incurred.

It was suggested that a breakdown of who is responsible for what costs would be useful in future reports and this was agreed to.

It was noted that under the COVID-19 Alert Level 4 Animal Control will continue to respond to any stock on roads call outs as a public safety activity.

Cllrs Arbuckle/Sowman:
That the report be received.

Carried

ATTENDANCE: Ms Karen Winter, Council's Environmental Health Officer, was present via Zoom for the following item.

Env-0420-387 Markets/Events Inspections - Update

E350-004-009-02

Ms Winter advised that the purpose of the report was to provide an update to the Committee on the inspections undertaken by the Environmental Health Team of markets and events in Marlborough from 1 July 2019 to April 2020.

It was noted that Environmental Health Officers continue to routinely inspect markets and events in Marlborough to ensure compliance with the legislative requirements and provide the public with confidence in the safety of food they are purchasing from these stalls.

Members were advised that to date the team have inspected 14 markets and events. Of the 14 markets and events inspected, totalling 248 food sites, no significant non-compliance was noted. If there are any issues an educative approach is usually the first step taken to resolve any minor issues.

Cllrs Faulls/Sowman:
That the report be received.

Carried

Env-0420-388 Information Package

-

Cllr Hope/Mr Beech:
That the Regulatory Department Information Package dated 23 April 2020 be received and noted.

Carried

The meeting closed at 10.36 am.

Record No: 2066495

5. Committee Reports

5.3 Planning, Finance & Community Committee

Planning, Finance & Community Committee Meeting held on 30 April 2020
(Minute Nos. PF&C-0420-389 to PF&C-0420-398)



**Report and Minutes of a Meeting of the
PLANNING, FINANCE & COMMUNITY COMMITTEE
held in the Committee Room and via Zoom, 15 Seymour Street, Blenheim
on THURSDAY 30 APRIL 2020 commencing at 9.00 am**

Present in the Committee Room

Cllrs M A Peters (Chairperson) and Mayor J C Leggett

Present via Zoom

Cllrs J D N Croad, J L Andrews, J A Arbuckle, C J Brooks, B G Dawson, B A Fauls, M J Fitzpatrick, G A Hope, D D Oddie and T P Sowman

In Attendance in the Committee Room

Mark Wheeler (Chief Executive Officer), Martin Fletcher (Chief Financial Officer), Jamie Lyall (Manager, Property & Community Facilities), Mike Porter (Democratic Services Manager) and Nicole Chauval (Committee Secretary)

In Attendance via Zoom

Dean Heiford (Manager, Economic, Community & Support Services), Neil Henry (Manager, Strategic Planning & Economic Development), Pere Hawes (Manager Environmental Policy), Hans Versteegh (Environmental Science and Policy Group Manager), Chris Lake (Financial Services Manager), Glyn Walters (Communications Manager), Jill Crossman (Executive Assistant to the Mayor), Rachel Anderson (Policy Portfolio Manager), Emma Toy (Strategic Planner), Merryl Hodgson (Team Leader Rating), Adi James (Community Advisor – Marlborough Townships), Alan Simpson (Economic Portfolio Manager – Te Taihū), and Chloe Ranford (Local Democracy Reporter)

The meeting was conducted pursuant to the *COVID-19 Response (Urgent Management Measures) Legislation Act 2020* and Council's Standing Orders. Cllr Peters advised the meeting was being recorded and that a link to the recording would be loaded to Council's website as soon as practicable following the meeting in accordance with the *COVID-19 Response (Urgent Management Measures) Legislation Act 2020*.

Apologies

Cllrs Peters/Fitzpatrick:

That the apology for absence from Cllrs N P Taylor, F D Maher be received and sustained.

Carried

PF&C-0420-389 Declaration of Interests

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No interests with items on the agenda were declared.

ATTENDANCE: Mr Pere Hawes, Council's Manager Environmental Policy, was present for the following item.

PF&C-0420-390 Environmental Policy Group Work Programme **M100-01-01**

Members were advised that during the COVID-19 emergency the Environmental Policy team has been deployed to work from home and are dealing with the work programme as best they can.

The PMEP Hearings Panel publicly notified their decision on the PMEP on 22 February 2020 and all rules of the PMEP commenced having legal effect on public notice of the decision. It was reported that appeals of the decisions of the Panel to the Environment Court has been extended by the Court due to COVID-19 and now closes on 8 May 2020. This is the second extension and the instruction from the court is that they will consider any further extensions on a case by case basis.

It was noted that the provisions of the PMEP that are not subject to appeal must be treated as operative, this is in accordance with Section 86F of the RMA. Identifying these provisions post 8 May 2020 will become a priority for the Group as this information provides staff, resource users and the wider community certainty as to the status of the proposed activities. It was noted that it will depend on the nature and number of appeals how quickly this can be completed. It is critical that the information is provided as soon as possible.

It was reported that staff resource required to address the appeals will depend on the number and nature of appeals and the process the Environment Court determines to address the appeals.

Members were advised that Dominion Salt has lodged an appeal and this is the first that the Council has received. It is expected that there will be more as there were over 17,000 submission points.

It was noted that over the lock down period work has started again on the Aquaculture Variation. Meetings with DOC and MPI have been held and an update will be provided at the next Planning, Finance & Community Committee meeting.

It was reported that central government has a substantial programme of providing national direction via national policy statements and national environment standards. The Council has submitted on the Essential Freshwater package, a proposed National Policy Statement for Urban Development, a proposed National Policy Statement for Highly Productive Land and a proposed National Policy Statement for Indigenous Biodiversity. The Council currently awaits decisions on these proposals. The timing of the decisions is unclear, especially under the present COVID-19 situation. Depending on the final form and direction of these documents, there may be the need to make changes to the PMEP.

It was noted that staff are currently considering the central government proposal to amend the National Environment Standard for Air Quality. The period for making submissions has recently been extended to 31 July 2020 due to the COVID-19 emergency. A report on the proposal will be prepared for the Planning, Finance & Community Committee meeting.

It was noted that currently there is a hiatus with what happens with those various pieces of national direction while government manages the current COVID pandemic. Mr Hawes advised that he will be meeting with the MfE tomorrow (1 May 2020) and has requested an update. It was noted that there is not likely to be one as currently a lot of things are on hold.

Members were advised that where the national direction goes has the ability to affect the Environmental Policy Group's work programme as they are required to give effect to any national policy statement. It was reported that a build-up of potential projects may influence the work programme going forward.

Cirs Oddie/Hope:
That the information be received.

Carried

ATTENDANCE: Mr Neil Henry, Council's Manager, Strategic Planning & Economic Development, was present for the following two items.

PF&C-0420-391 COVID-19 Marlborough Economic Recovery Group C500-005-010-03

Council's Manager, Strategic Planning & Economic Development, Neil Henry advised that the purpose of the report was to update the Committee on the establishment of an economic recovery group for Marlborough to respond to the impact of the COVID-19 pandemic.

It was reported that a structure has been established to develop an economic recovery plan for Marlborough, led by The Economic Action Marlborough group (TEAM), supported by an Industry Advisory Group (IAG) and a Professional Advisors Group comprising accountants and lawyers that provide advice (PAG) and Implementation Groups that will be activated as required. A diagram setting out the structure of the economic recovery groups was contained in the agenda for members' information.

The TEAM is tasked with leading the development of plan content, agreeing priorities, creating the implementation process and overseeing the implementation of the plan.

The TEAM Group has agreed to take a two stage approach to the development of the economic recovery plan. A report covering the initial assessment of the impact, and the potential response and recovery projects will be completed by 15 May. A second plan is expected to be completed by the end of August when more is known about the actual and expected impact on the Marlborough economy, and some more detailed thinking can be put into recovery projects. Some implementation groups are expected to be commenced after the first plan is complete.

The TEAM Group will lead the development of the COVID-19 Marlborough Economic Recovery Plans. Reports will be made to Council as these plans progress.

Members were advised that a meeting will be convened tomorrow with The Mayor, Mark Wheeler, Cllrs Taylor and Peters to discuss budgets and funding for the group.

Cllrs Croad/Sowman:
That the information be received.

Carried

ATTENDANCE: Ms Adi James, Council's Community Advisor – Marlborough Townships, was present for the following item.

PF&C-0420-392 Marlborough Smart+Connected and Smart Business Marlborough Update

E100-010-01, E100-005-000-01

Members were updated on the Marlborough Smart+Connected and Smart Business Marlborough activities between January and March 2020.

It was noted that under the industry banner Aquaculture the Harmony working group undertook its planned Aquaculture week activities in the build up to the Havelock Mussel Festival which went ahead just prior to the COVID-19 lock down. The Labour and Skills 55+ sub-group completed its survey of the older demographic with over 700 responses received; almost half were aged over 65. The key findings were detailed in the agenda item and this data has provided useful insights.

Members were advised that an update on the proposed new S+C industry group Food and Beverage will need to be obtained as this group is facing considerable challenges in regard to the COVID-19 pandemic.

It was reported that the small townships project co-ordinator position has not been filled which means a reduction in capacity. Discussions have been undertaken on how the programme can be managed with a reduction in resources.

The key community projects were identified and it was noted that the community groups are working well in the COVID environment as they are used to supporting each other and do have really good support networks in place. The next steps will be looking at how they can become involved in the recovery of their communities.

It was noted that previously there has been an annual meeting of a number of Smart + Connected groups which provided an opportunity for reviewing strategic plan, this normally occurs in the first half of the year but due to the current situation this has been put on hold and consideration will be given to how we may be able to do it differently in the current environment. Small communities are also focusing on their Annual Plan submissions.

Neil Henry introduced Alan Simpson who is the new Economic Portfolio Manager – Te Tauihu. He joined the team after the COVID-19 Level 4 lock down was implemented and has been working with the Chamber of Commerce.

There was general discussion on a range of topics from supporting cellar doors, bike walk opportunities and connectivity with our rural community. It was noted that these discussions emphasize how important groups like S+C are during these times as they are a really vital connection for Council.

Cllrs Croad/Brooks:
That the information be received.

Carried

PF&C-0420-393 Housing for Seniors Sub-Committee D050-001-H01

The minutes of the Housing for Seniors Sub-Committee meeting held on 26 March 2020 were presented for ratification by the Committee.

It was noted that Vevian Place had been recorded incorrectly in the minutes and to be amended.

Cllrs Brooks/Andrews:
That the minutes of the Housing for Seniors Sub-Committee meeting held on 26 March 2020 be ratified.

Carried

PF&C-0420-394 Audit & Risk Sub-Committee D050-001-A05

The minutes of the Audit & Risk Sub-Committee meeting held on 21 April 2020 were presented for ratification by the Committee.

Members were reassured that the modification to the standard process had been thoroughly discussed and that the Chairman and Audit & Risk Sub-Committee were satisfied that the decision made was a pragmatic one.

Cllr Peters/The Mayor:
That the minutes of the Audit & Risk Sub-Committee meeting held on 21 April 2020 be ratified.

Carried

PF&C-0420-395 Rates Assistance F270-00-01

Members were advised that the purpose of the report was to outline the options available to assist ratepayers whose finances have been affected by COVID-19 pandemic.

It was noted that a range of options already exist to assist ratepayers but further relief to mitigate the impacts of COVID-19 is warranted. Five options were discussed and further detailed in the agenda item.

Members were advised that further consideration has been given in regard to option five which excluded ratepayers who were already in arrears before COVID-19. The proposal is that this stance be softened and that rates assistance be made available to all ratepayers. Members agreed to an amendment to the recommendation that was contained in the agenda to reflect this stance.

It was reported that rate invoices will be sent out next week. CSO and Rates staff will be available to answer any questions/provide assistance. The flyer 'Ways to help you stay on top of your rates', attached to agenda item, will be included with the rates notice.

It was noted that the important message to get out to ratepayers is to contact Council to discuss options at the earliest opportunity. It was noted that once an arrangement is in place ratepayers fall out of the penalty arrangement.

Cllrs Peters/Andrews:
That Council agree to:

- 1. remit rates penalties on the 10 June 2020 instalment;**

2. remit half the 30th June 10% penalty applied on rates outstanding from the fourth rates instalment (due for payment on 10 June 2020) if they are paid by 20 July 2020; and
3. continue applying the 30th June 10% penalty on all rates outstanding at 11 March 2020 if they are not paid by 20 July 2020.

Carried

PF&C-0420-396 Financial Report for Council – Period Ended 29 February 2020

F275-002-19

The simplified Financial Report for Council from 1 July 2019 to 29 February 2020 was presented to the Committee. It was noted that a fuller report with significant variance explanations and updated forecasts will be presented to the Committee's next meeting. A verbal update was also provided in summary form on the financial results to 31 March 2020.

Members were advised that actuals and forecast are compared to budget. It was noted that the forecast has not been updated in relation to the COVID-19 impacts. The majority of the significant variances contained in the report are in line with those presented in the January report to Council.

It was noted that the Finance team are currently working on what the end of year report will look like and this will be factored into the Annual Plan.

Cllrs Peters/Croad:

That the Committee receive the simplified Financial Report for the period ending 29 February 2020.

Carried

PF&C-0420-397 Information Package

-

Cllrs Arbuckle/Brooks:

That the Planning, Finance & Community Information Package dated 30 April 2020 be received and noted.

Carried

PF&C-0420-398 Decision to Conduct Business with the Public Excluded

-

Cllrs Brooks/Andrews:

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

- Sub-Committee Report
- Lease

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
Sub-Committee Report	As set out in the Minutes	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.
Lease	To enable the Council, as holder of the information, to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) provided for under Section 7(2)(i)	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 10.55 am.

Record No: 2069238

6. TEAM COVID-19 Economic Recovery Group Initial Response Projects

(Mayor) (Report by Neil Henry)

C500-005-010-03

Purpose of report

1. To approve budget for a range of initial projects to assist with the economic recovery of Marlborough from the impact of COVID-19

RECOMMENDATION

That Council approves the allocation of up to \$865,000 from the Emergency Events Reserve for economic response projects

Background/Context

2. The COVID-19 pandemic has had a severe impact across the globe, affecting people, communities and the economy. In Marlborough the response to COVID-19 is being overseen by the Recovery Manager (Dean Heiford). As lead regional body, Council has taken on the responsibility for the establishment of the response and recovery activities and is deploying resources to fulfil this role.
3. Council has already responded to our community challenges by:
 - (a) Providing funding for affected community facilities and organisations;
 - (b) Approving emergency funding for some events;
 - (c) Rates assistance;
 - (d) Applications to Government for “shovel-ready” infrastructure; and
 - (e) Prioritising our significant infrastructure programmes, working with local contractors, amongst other initiatives.
4. In late March, discussions got underway about activating an economic response ‘TEAM’ group to lead the development of an economic recovery plan that will form part of Marlborough’s overall COVID-19 Recovery Plan. The TEAM group is made up of representatives from Council, iwi, government, Chamber of Commerce and key industry groups. The establishment of TEAM was discussed at the Planning, Finance and Community committee on 30 April.
5. The TEAM Group has agreed to take a two stage approach to the development of the economic recovery plan. A first report is proposed to be completed by mid May with an initial assessment of the impact, and the potential response and recovery projects. A second plan is expected to be completed by the end of August when more is known about the actual and expected impact on the Marlborough economy, and some more detailed thinking can be put into recovery projects.
6. Whilst the first report is not yet complete, the initial assessment of the impact and potential mitigations by TEAM has identified a number of ‘response’ projects that should be undertaken quickly, some of which are set out below for consideration for funding by Council.

Assessment/Analysis

7. The projects identified for consideration are still under development in terms of final details but are broadly categorised as follows:
 - (a) Business support;
 - (b) Events support;
 - (c) Destination Marlborough;
 - (d) CBD related;
 - (e) Other; and
 - (f) TEAM related.

8. **Business support \$190,000:**

Three key business support projects to support the response (i.e. immediate impact) of COVID-19 have been scoped. The projects will be led by local providers, and as usual contracts will be put in place if approved

(a) **Buy Local Campaign \$108,000:**

Funding is requested for a proposed 6 month marketing campaign to encourage Marlburians to support local businesses, tourism operators, hospitality, producers, retailers etc in the wake of the COVID-19 crisis. Whilst the campaign will be delivered for a 6 month period, it will be designed with longevity in mind to ensure it resonates with locals, thereby increasing community pride and in the longer term assists with domestic tourism. As the regional marketing agency, Destination Marlborough will lead the campaign working in partnership with Marlborough Chamber of Commerce and supported by Marlborough District Council.

A creative agency will be engaged to design a plan that expands on Destination Marlborough's current 'Buy Local' campaign that has been running on their 'Live Work Play' website since 6 April. This website will be expanded beyond the current tourism and hospitality offerings to include all business types. Marketing to locals to support these businesses will be carried out across a number of channels (radio, newspapers, social media etc) with all media buy being sourced through local Marlborough providers.

(b) **Professional services support vouchers \$50,000:**

To assist businesses at immediate risk e.g. owner operator SMEs in the tourism and hospitality sectors that are not eligible for government funded support, to access professional services and advice which may prevent business closure. Business Trust Marlborough will operate the scheme via contract and would work closely with other business support providers, such as Chamber of Commerce.

The minimum funding award to an SME seeking assistance would be \$500. This \$500 sum is estimated to cover approx. 2 hours of time with a professional services provider. Depending on the particular circumstances, a maximum of \$1000 may be awarded to an SME thus providing 4 hours of time with a professional services provider. Based on \$500 allocations, the \$50,000 budget equates to 100 individual support sessions. If 5 SMEs per week were to receive a \$500 session (\$2500 per week) - then the funds would last approx. 20 weeks (5 months).

(c) **Webinar series with follow up \$32,000:**

To provide multiple SMEs as possible with a 'one-to-many' series of webinars specifically tailored to the Marlborough region with input from local subject matter experts, such as retail focus or hospitality focus. SMEs attending a webinar would then be eligible for a 1-on-1 follow-up with a local professional services advisor to apply webinar learning to their own business. In order to deliver the webinar series and 1-on-1 follow-ups, Marlborough Chamber of Commerce who would be responsible for delivery of the initiative via contract, and for providing feedback to Council on its effectiveness. The \$32,000 budget would be used to develop and deliver six different webinars with content focused on optimising business outcomes and the accelerated recovery of local SMEs. Access to the 1-on-1 follow-ups would be via a voucher scheme, with each voucher valued at \$250 which is estimated to cover approx. 1 hour of time with a professional services advisor. Based on \$250 allocations, 1-on-1 follow-ups for 100 SMEs could be provided for a total of \$25,000. The remaining \$7000 of the \$32,000 overall budget would be used to develop and deliver the webinars themselves. A timeframe of 3 months is envisaged to deliver the webinars and complete the 1-on-1 follow-ups with SMEs.

9. **Events support \$20,000:**

- (a) The events sector is an important aspect of the visitor economy that is critical for bringing visitors to the region and benefits locals too. Events support a wide range of businesses that are particularly affected by COVID-19 including accommodation, transport, hospitality, retail and attractions. Events businesses are usually small and are particularly susceptible to the impact of the pandemic particularly due to the lack of visitors and expected difficulty to secure usual levels of sponsorship from local businesses.
- (b) Saint Clair half marathon – this is a key event in Marlborough's event calendar which has recently gone into liquidation. It is proposed that Council consider purchasing this event from the liquidator should no other buyers be found.

- (c) Event underwriting fund and Commercial Events Fund – these existing funds are being assessed to identify whether additional funding is needed to support applications.
 - (d) Event support and event activation – discussions are underway with the events sector to identify new projects or initiatives that may be able to assist their operation. This includes advice, guidance and infrastructure for operating events with social distancing restrictions required, and event activations to encourage local and visitor spending.
10. **Domestic visitor marketing \$75,000:**
- (a) The government is in the process of developing some domestic marketing campaigns whilst the borders remain closed to encourage people to visit regions and increase domestic visitor spend. It is anticipated that a local financial contribution will be required. This project will be managed by Destination Marlborough.
11. **Blenheim and Picton CBD projects \$20,000:**
- (a) Waiving footpath occupation fees \$20,000:
It is proposed that Council waives footpath occupation charges for businesses that are able to meet the footpath occupancy regulations. This will benefit those businesses as they will be able to increase their seating area etc whilst enforcing social distancing rules.
 - (b) Free parking:
A paper on this topic follows.
 - (c) CBD events:
It is proposed that CBD focused events are funded to increase visitation and spend in the CBD's. Ideas include food related events such as 'Eat Street'.
12. **TEAM related \$185,000:**
- (a) As indicated above, Council is responsible for leading the COVID-19 recovery work, with the economic recovery being prioritised. The items in this section of the spreadsheet relate to the costs of supporting TEAM – both in terms of costs borne to date, and an estimate of additional costs to support TEAM until July 2021. Expected projects include developing a detailed impact assessment of COVID-19 on the Marlborough economic using available statistics and by a survey of local businesses. Another focus is the setup and operation of implementation groups to manage projects identified by the recovery plan that need broad input, such as labour redeployment, training and business support.
13. **Contingency funding \$375,000:**
- (a) A number of projects are currently being scoped and specific financial and project details are not yet available, and are noted as a 'Contingency'. These include free car parking, iconic events support; possible new domestic focused events. An amount of **\$375,000** is highlighted as a contingency amount which would enable the projects to be activated quickly with delegated powers to the Chair of TEAM and the Mayor.
14. **Funding requested \$865,000:**
- (a) It is requested that a total of up to **\$865,000** be provided for the economic response projects indicated above from the Emergency Events Reserve.

Option One (Recommended Option) – funding for economic response projects

15. That funding of up to \$865,000 is provided for economic response projects

Advantages

16. Targeted support is available quickly to support businesses in priority sectors that are particularly affected by the economic impact of the COVID-19 pandemic. This will help the resilience of those businesses to continue trading over the winter and spring months.
Council's financial position is strong and able to absorb this spending.

Disadvantages

17. That the Emergency Events Reserve is reduced.

Option Two – Status Quo

18. That no funding is provided for economic response projects.

Advantages

19. That the Emergency Events Reserve is retained.

Disadvantages

20. Businesses in the most affected sectors are less resilient to the economic impact of COVID-19 and may be more likely to cease trading.

Next steps

21. To get the identified projects underway as soon as possible to enable the identified support to be provided.

Author	Neil Henry, Manager, Strategic Planning and Economic Development
Authoriser	Mark Wheeler, Chief Executive

Summary of decision-making considerations

Fit with purpose of local government

The proposal enables [e.g. *democratic local decision-making and action by, an on behalf of communities and relates to providing a public service and it is considered good-quality and cost effective*].

[If inconsistent, explain why, refer to the particular part of the purpose and why the preferred option is still recommended despite the inconsistency.]

Fit with Council policies and strategies

✓ X	Contributes	Detracts	Not applicable
LTP / Annual Plan	<input type="checkbox"/>	<input type="checkbox"/>	✓
Financial Strategy	<input type="checkbox"/>	<input type="checkbox"/>	✓
Infrastructure Strategy	<input type="checkbox"/>	<input type="checkbox"/>	✓
Social well-being	✓	<input type="checkbox"/>	<input type="checkbox"/>
Economic development	✓	<input type="checkbox"/>	<input type="checkbox"/>
Environment & RMA Plans	<input type="checkbox"/>	<input type="checkbox"/>	✓
Arts & Culture	✓	<input type="checkbox"/>	<input type="checkbox"/>
3 Waters	<input type="checkbox"/>	<input type="checkbox"/>	✓
Land transport	<input type="checkbox"/>	<input type="checkbox"/>	✓
Parks and reserves	✓	<input type="checkbox"/>	<input type="checkbox"/>

This proposal contributes to social wellbeing, economic development, arts & culture and parks and reserves to enable business survival and community and visitor activities.

Nature of the decision to be made

The options do not involve a significant decision in relation to land or a body of water.

Financial considerations

The project is to be funded from the Emergency Events Reserve.

Significance

The decision is considered of low significance under Council's Significance and Engagement Policy.

Engagement

No engagement is proposed as the proposed projects are required to respond urgently to the economic impact of the COVID-19 pandemic.

Risks: Legal / Health & Safety etc

There are no known significant risks or legal implications as [describe why].

Climate Change Implications

There are no known climate change implications to this decision.

7. Marlborough Parking

(Cllr Dawson) (Report prepared J Lyall)

R800-002-03

Purpose of report

1. The purpose of this report is to provide Council with an update on 2019-20 parking revenue impacts as a result of COVID-19 alert levels and to discuss parking options for supporting Marlborough's central business districts.

Executive Summary

2. Council's parking portfolio has had no enforcement since 23 March 2020 and Council is not enforcing parking under COVID-19 Alert Level 3.
3. Council's parking collections and infringement revenue for April was nil.
4. Council has a parking fixed cost of approximately 80% of total cost. This equates to approximately \$116,000 per month.
5. Staff have prepared some free parking options that could reduce parking collection revenue to between \$29,801 - \$43,950 per month.
6. If Council decides to adopt one of the free parking options the potential loss on Council's parking account would range from \$72,000 to 86,000 per month.
7. Options for funding any shortfall are to run the Parking Account into deficit.

RECOMMENDATION

That Council provides first two (2) hours free parking in Blenheim and Picton until 30 June 2020 and any shortfall in funding to be covered by running the Parking Account into deficit.

Background/Context

8. Recent COVID-19 events have impacted on Council parking revenue as parking was not seen as an essential service under Alert Level 4. The parking enforcement contract is managed by Armourguard and administered by Marlborough Roads. Armourguard staff ceased work on the 23rd of March. Only minor parking revenue was received in April and parking enforcement services are not in place under Alert Level 3 therefore the revenue in May will also be impacted.
9. The New Zealand Transport Agency has extended expiry dates for Wof's, Cof's and vehicle registrations. At present these extensions could continue through to 10 October 2020. This means that enforcement of Wof's, Cof's and vehicle registrations is not valid over this period.

2019-20 Parking Budgets

10. Council has budgeted annual parking revenue of **\$1,726,638** for 2019-20. This is made up as per Figure 1:

	Annual	Monthly	Percentage
Collections	\$994,000	\$82,833	58%
Infringements	\$399,000	\$33,250	23%
Leases	\$228,000	\$19,000	13%
Recoveries/Misc	\$105,638	\$8,803	6%
Total	\$1,726,638	\$143,887	100%

Figure 1 – Parking Budgeted Revenue 2019-20

11. Council has budgeted annual parking expenditure of **\$1,752,279** for 2019-20. This is made up as per Figure 2:

	Annual	Monthly
Contracts	\$262,525	\$21,877
Rates	\$167,417	\$13,951
R and M	\$180,512	\$15,043
Insurance, Legal and Lease	\$193,200	\$16,100
Depreciation	\$369,097	\$30,758
Interest	\$288,885	\$24,074
Internal costs	\$166,180	\$13,848
Other, Miscellaneous	\$124,463	\$10,372
Total	\$1,752,279	\$146,023

Figure 2 - Parking Budgeted Expenses 2019-20

Comments

12. Council's parking portfolio operates on a close to break-even basis. For example total costs closely align with total revenue. COVID-19 Alert Levels 4 and 3 have adversely impacted on the business with collection and infringement revenue likely to be nil over this lock down period.
13. A number of enquiries have been received from parking permit/lease holders seeking clarification on payment of their leases/permits while parking is not being enforced across Marlborough.
14. One of the compounding issues with parking is that a high percentage of the costs are fixed. It is estimated that approximately 80% of the total costs are fixed which equates to approximately \$116,000 per month.
15. Economic indicators are advising that face to face retail will be 'hard-hit' by COVID-19 events for a time and support of the local retailers is considered a good way to assist with building businesses and getting communities back in to action.
16. One option Council could consider is making free parking available so that there is no excuse for shoppers not to frequent the local CBD's. If Council agrees that free parking will assist with revitalising the CBD's then it needs to decide on a number of factors:
- The length of time that should be allocated as 'free parking';
 - The locations where free parking should apply; and
 - The duration of time that free parking should apply for. i.e. one month or six months.
17. Last year Council installed Stage 1 of a parking Pay by Plate system. This provides Council with a large number of data sets and a lot of information. The following information has been extracted

from the system which allows staff to assess potential impacts that changes to the current parking regime may have.

18. The Blenheim CBD is predominantly measured based on three specific areas:

Area 1 - On-Street Parking. Data advises that the average stay in the Blenheim CBD is 53 minutes with weekday occupancy ranges between 53-73%. 197 carparks.

Area 2 – 4 Hour Parking. Data advises that the average stay in the Blenheim CBD is 1 hour and 50 minutes with 50% occupancy. 120 carparks.

Area 3 – All Day Parking. Data advises that the average stay in the Blenheim CBD is 5 hours and 30 minutes with 60% occupancy. 451 carparks.

19. The Picton CBD has a 60 minute parking time limit which in effect is first hour free. Picton's collection revenue is obtained from High Street, Dublin Street and the Coathanger carparks:

Picton - \$ 54,000 – Monthly \$4,500

Approximately 95% of all collection revenue comes from Blenheim CBD parking and is broken down as follows:

Area 1 - \$350,000 – Monthly \$29,000

Area 2 - \$140,000 – Monthly \$11,600

Area 3 - \$316,000 – Monthly \$26,300

ASPB - \$134,000 – Monthly \$11,200

20. Infringement and recoveries revenue percentages are similar to the collection revenue data. For example the largest number of infringements occurs in the highest revenue collection area.

Options

21. There are a number of options that Council could consider to assist Picton and Blenheim CBD areas:

a) **Option A** - Free parking all day across all of Council car parks.

b) **Option B** - First hour free parking.

Note: Picton has a 60 minute parking limit for on-street parks currently

c) **Option C** - Two hour free parking for all on-street parking.

d) **Option D** - Two hour free parking for all parking areas.

22. Figure 3 assess the potential financial impact from the above options, assuming pre-covid activity occurs:

		Area1	Area2	Area 3	ASPB	Picton	Total Montly Revenue
Current		\$29,000	\$11,600	\$26,300	\$11,200	\$4,734	\$82,834
All day Free	Option A	\$0	\$0	\$0	\$0	\$0	\$0
On-street 1st hour free	Option B	\$1,450	\$5,000	\$26,300	\$11,200	\$0	\$43,950
On-street 2 hour free	Option C	\$0	\$0	\$26,300	\$11,200	\$0	\$37,500
All parking 2 hour free	Option D	\$0	\$0	\$18,410	\$7,840	\$3,551	\$29,801

Figure 3 - Options

23. Option A would result in a loss of all of Councils revenue
 Option B would reduce revenue by 95% in Area 1 and by 55% in Area 2.
 Option C reduces all income for Areas 1 and 2.
 Option D impacts on all of the off-street car parks by approximately 30%.

24. Feedback was requested from the Blenheim Business Association on a number of parking options for the Blenheim CBD. Their view was that Council may like to consider the following:

a) A two hour free time limit;

- b) BBA views were divided on whether it should be applied to all of Council's parking areas or only to the on-street parking;
 - c) That free parking of two hours should extend in duration until the end of June 2020.
25. The BBA also advised that any messaging of any changes to do with parking is critical therefore keeping the changes simple would assist in producing the best communications result. They also suggested that Parking Wardens be requested to engage with local businesses and display a positive response wherever possible over this period.
26. If Council decides to change the current pay-by-plate parking times the cost to modify the software has been estimated at \$2,500 with a similar cost to reverse it back. The Alfred Street Parking Building is on a different system but it can also be changed for a \$150 fee.
27. Infringement and recoveries revenue aligns with collection revenue so a reduction in collection revenue will result in infringement and recoveries also being down.
28. Lease revenue is less affected but staff will need to manage tenants and it is proposed that a proportionate reduction in line with the free parking hours should resolve any queries.
29. If Council agrees to adopt a free parking option it may like to consider a review of the impact that free parking is having on the CBD's in mid-June.

Funding

30. It is proposed to fund any shortfall in revenue by running the parking account in to deficit. The future of the parking account will be favourable once the debt has been retired reducing interest costs. Staff will work to offset any shortfall by a managed reduction in some costs.

Author	Jamie Lyall, Property & Community Facilities Manager
Authoriser	Mark Wheeler, Chief Executive

8. Decision to Conduct Business with the Public Excluded

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

- Confirmation of Public Excluded Minutes
- Committee Reports (Public Excluded Sections)
- Land Purchase

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
Minutes and Committee Reports	As set out in the Minutes and Reports	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.
Land Purchase	To enable the Council, as holder of the information, to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) as provided for under Section 7(2)(i).	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.