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**MARLBOROUGH
DISTRICT COUNCIL**



11 September 2020

Record No: 20170839
File Ref: D050-001-02
Ask For: Nicole Chauval

Notice of Council Meeting – Thursday, 17 September 2020

Notice of the Council Meeting to be held in the Council Chambers, 15 Seymour Street, Blenheim on Thursday, 17 September 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 Council Chambers, 15 Seymour Street, Blenheim
on THURSDAY, 17 SEPTEMBER 2020 commencing at 9.00 am**

Open Meeting

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Marlborough District Council

<p>Order Paper for the COUNCIL MEETING to be held in the Council Chambers, 15 Seymour Street, Blenheim on THURSDAY, 17 SEPTEMBER 2020 commencing at 9.00 am</p>
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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. Apologies

3. 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.

4. Minutes

- 4.1 Confirmation of the Minutes of the Council Meeting held on 6 August 2020
(Minute Nos. Cncl-0820-38 to Cncl-0820-46)



**Minutes of a Meeting of the
Marlborough District Council
held in the Council Chambers, 15 Seymour Street, Blenheim
on THURSDAY 6 AUGUST 2020 commencing at 9.00 am**

Present

The Mayor J C Leggett (in the Chair), Cllrs J L Andrews, J A Arbuckle, C J Brooks, J D N Croad (from 9.12 am), B G Dawson, B A Faulls, M J Fitzpatrick, G A Hope, F D Maher, D D Oddie, M A Peters, T P Sowman and N P Taylor.

In Attendance

Messrs M S Wheeler (Chief Executive), A P Quirk (District Secretary) and M J Porter (Democratic Services Manager).

Karakia

The meeting opened with a karakia.

Cncl-0820-38 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-0620-467;
- The interest as declared under Minute No. PF&C-0720-23 (Minute No. PF&C-0720-28);
- The interests as declared by Cllrs Peters and Hope under Minute No. PF&C-0720-e-2; and
- The interest declared at the meeting by Cllr Faulls under Minute No. Cncl-0820-e-43.

Apology

That the apology for lateness from Cllr J D N Croad be noted.

Obituary

Cllr Brooks and Maher delivered a tribute in honour of Tom Hickman, an Awatere County, Marlborough County and District Councillor (continuous from 1969 to 1998), who passed away on 27 June. A period of silence was observed. Tom's widow Aileen and son Gerard were in attendance.

Cncl-0820-39 Confirmation of Minutes

-

The Mayor/Cllr Taylor:

That the Minutes of the Council Meeting held on 25 June 2020 (Minute Nos. Cncl-0620-467 to Cncl-0620-478) be taken as read and confirmed.

Carried

Committee Reports

Cncl-0820-40 **Assets & Services Committee** -

The preamble under Minute No. A&S-0720-7 (State Highway One Investigation Report – Blenheim) was discussed. It was noted that Council needs to regularly look at options for State Highway 1 through Blenheim. Comments from Mr Turner on the report are to be forwarded to Councillors.

Cllrs Taylor/Fitzpatrick:

That the Committee report contained within Minute Nos. A&S-0720-1 to A&S-0720-11 be received and the recommendations adopted.

Carried

Cncl-0820-41 **Environment Committee** -

The Mayor/Cllr Sowman:

That the Committee report contained within Minute Nos. Env-0720-12 to Env-0720-22 be received and the recommendations adopted.

Carried

Cncl-0820-42 **Planning, Finance & Community Committee** -

Cllrs Peters/Brooks:

That the Committee report contained within Minute Nos. PF&C-0720-23 to PF&C-0720-37 be received and the recommendations adopted.

Carried

ATTENDANCE: Mrs Linda Craighead, Council's Reserves & Amenities Officer - Planning, was present for the following item.

Cncl-0820-43 **Review of the Freedom Camping Control Bylaw 2012** **R510-005-03-02**

Mrs Craighead advised that the first purpose of the report was for Council to adopt the documentation required for public notification of the Review of the *Freedom Camping Control Bylaw 2012*, being the Revised Statement of Proposal for *Marlborough District Council Freedom Camping Control Bylaw*; and the draft *Marlborough District Council Freedom Camping Control Bylaw 2020*. The second purpose of the report was to advise Council that the public notification will commence on 7 August 2020 for one month and close on 6 September 2020.

Staff reported that following the 2019 Annual Plan process and in consideration of the submissions and presentations received by the community, Council agreed that a Review of the *Marlborough District Council Freedom Camping Control Bylaw 2012* would take place in mid-2020. At the Assets and Services Committee on 9 July 2020 it was recommended under Minute No. A&S-0720-2 that:

1. *That Council approve the commencement of the review of the Marlborough District Council Freedom Camping Control Bylaw 2012.*
2. *That Council approve the appointment of Councillor Oddie (Chair), Councillor Dawson (Deputy Chair), Councillor Hope, Councillor Sowman, Councillor Croad and Councillor Andrews to the Bylaw Review Sub-Committee and approve the proposed timeline for the Bylaw review process.*

Attached to the agenda were the *Revised Statement of Proposal for Review of Marlborough District Council Freedom Camping Control Bylaw 2012* and the revised draft *Marlborough District Council Freedom Camping Control Bylaw 2020*. It was noted that submissions will be heard over three days during the week of 14 September. Any amendments to the draft *Marlborough District Council Freedom Camping Control Bylaw*

2020 will be presented for adoption at the Assets and Services Committee on 1 October 2020. The Bylaw will then be ratified at the next scheduled Council meeting with adoption of the Bylaw prior to the 2020/21 summer period.

Cllrs Taylor/Croad:

That Council adopts the attached documentation in the review of the Marlborough District Council Freedom Camping Control Bylaw 2012 and that the review is to be publicly notified for one month from 7 August 2020 to 6 September 2020.

Carried

NB: Cllr Faulks declared an interest in the above and did not take part in discussions nor vote on the issue.

Cncl-0820-44 Blenheim Library and Art Gallery C315-18-076

Mr Wheeler advised that the purpose of the report was to seek Council approval to progress the construction of the Library and Art Gallery development located in High Street, Blenheim.

In summary staff reported that the development is a combined Library and Art Gallery for the Community of Marlborough that is now in a position to proceed. A project control governance structure was established two years ago to identify, monitor and manage all of the project related risks. A high number of the risks have now been resolved with the remaining risks now at a manageable level. An application to the Crown Infrastructure Partners' "Shovel Ready Projects Fund" has been successful and a grant of \$11M has been provided by Central Government for the development. The development was tendered locally and one tender is within the estimate provided by the quantity surveyor and within Council's budget.

Cllrs Peters/Hope:

That Council progress the construction of the Library and Art Gallery development located in High Street, Blenheim.

Carried

ATTENDANCE: Mr Richard Coningham, Council's Reserves & Amenities Officer - Planning, was present for the following item.

Cncl-0820-45 Three Waters Reform Programme – Phase 1 Opt-in MOU W400-011-01

Mr Coningham advised that the purpose of the report was to inform Council of the National Three Waters Reform Programme currently taking place and recommend that Council opt in to the first phase of this programme to enable access to the initial \$761M funding package.

In summary staff reported that following the Government inquiry into the 2016 Havelock North drinking water contamination where approximately 5,500 of the town's 14,000 residents were estimated to have become ill with campylobacteriosis and it is suspected of contributing to the deaths of three people, Government via the Department of Internal Affairs has been carrying out a review of the three waters services currently in place throughout the country. Legislation is currently proceeding through the House to form a new water regulator (Taumata Arowai) with extensive powers and which specifies requirements and methods for local government to meet its responsibilities. The Government also announced in July 2020 an initial stimulatory funding package of \$761M for Three Waters works as part of the first phase of reforms and to assist post COVID-19 recovery. In order for Council to access this funding, an "opt in" MOU must be signed where Council agrees to take part in the first phase of the review process through to June 2021. There is no obligation in the MOU for Council to continue with the process after Phase 1.

Cllrs Taylor/Oddie:

That Council agrees to sign and "Opt-in" to the first phase of the Three Waters review programme, enabling it to apply for part of the \$761M national funding package for eligible projects.

Carried

Presentation

The Mayor presented Mr Graham Brooks with a plaque recognising his photographic recording of the life and times of Marlborough from 1971 to 2020.

Cncl-0820-46 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
- Committee Reports (Public Excluded Sections)
- Salary Review
- Appointment

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	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.
Salary Review Appointment	In order to protect the privacy of natural persons, as provided for under Section 7(2)(a).	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists under Section 7 of the Local Government Official Information and Meetings Act 1987.

Carried

The meeting closed at 11.00 am.

Confirmed this 17th day of September 2020

J C LEGGETT

MAYOR

Record No. 20165897

5. Committee Reports

5.1 Assets & Services Committee

Assets & Services Committee Meeting held on 20 August 2020
(Minute Nos. A&S-0820-47 to A&S-0820-58)



**Report and Minutes of a Meeting of the
ASSETS & SERVICES COMMITTEE
held in the Council Chambers, 15 Seymour Street, Blenheim
on THURSDAY 20 AUGUST 2020 commencing at 9.00 am**

Present

Cllrs N P Taylor (Chairperson), J L Andrews, C J Brooks, B G Dawson, F D Maher, M A Peters, Mayor J C Leggett, Mr R Hunter (iwi representative)

Also Present

Cllr T P Sowman

Via Zoom

D D Oddie, J D N Croad, G A Hope, J A Arbuckle, B A Faulls and M J Fitzpatrick (Deputy)

In Attendance

Mr Richard Coningham (Manager – Assets & Services Department), Jamie Lyall (Manager – Property and Community Facilities) and Nicole Chauval (Committee Secretary)

Apologies

No apologies were received.

A&S-0820-47 Declaration of Interests

-

No interests with items on the agenda were declared.

ATTENDANCE: David Craig, Finance & Information Supervisor, was present in the room for the following two items.

**A&S-0820-48 Financial Report for Period Ended 30 June 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 accounting period July 2019 to June 2020. It was noted that funding of the various departmental activity accounts is currently underway as part of year end processing and Annual Accounts preparation.

Members were advised that the impacts of the COVID-19 pandemic are evident in some activities, such as Parking, Roads and Footpaths and Emergency management. Parking collection and infringement revenue has also reduced following a period of no enforcement and the subsequent decision to allow two hour free parking. Much of the roading renewal programme has been deferred to 2020/21. COVID welfare costs of \$280,000 have been incurred and recovery sought from Central Government.

It was noted that the interim end of year operating surplus of \$4.3M is \$1.3M more than budgeted, due to increased revenue (\$1M) and reduced operating costs (\$323,000).

Members were advised that the total capital expenditure for the year was \$32.65M, which is \$54.77M 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. The COVID pandemic has also adversely impacted capital works programmes.

Mr Craig advised that the actual revenue and operating expenditure for the year was Revenue (\$86.6M) made up of rates and charges \$49,024,827, Metered water sales \$2,570,992, Donations and grants \$1,706,680, Roothing subsidies \$6,948,070, Connection charges \$335,634, Dump fees \$8,641,373, Fees \$813,223, Gravel extraction \$447,116, Infringements \$581,427, Parking collections \$814,257, Sales \$891,696, Property rentals \$2,779,047, Development contributions \$1,873,839, Land subdivision reserve contributions \$702,355, Trade Waste Charges \$1,897,568, Vested Assets \$5,021,683, Operating Expenditure (\$82.3M) made up of Personnel costs \$6,752,277, Operating expenditures \$26,424,556, Infrastructure costs \$15,560,912, Interest payments \$5,621,770, Depreciation \$22,900,301, Internal costs & transfers \$5,016,157.

It was reported that favourable parking infringement revenues (\$180,095) were offset by unfavourable parking collection revenue (\$179,743) following an eight week period of no enforcement and Council's decision to allow two hour free parking in the CDB areas. The parking activity produced a small surplus at year end of \$32,000. The second stage of the Pay by Plate meter installation was completed.

Members were advised that the erosion control repairs at the Awatere/Seddon water supply intake have now been completed at a cost of \$230,534 (budget \$260,700). These costs are being funded from the emergency events reserve.

The emergency management activity includes COVID-19 welfare costs of \$279,522, primarily for food and accommodation needs. Claims have been lodged with the National Emergency Management Agency (NEMA) for reimbursement.

For the reporting period 2019/20 year, departmental revenues were favourable to budget by \$999,482, including: Vested assets \$3,882,683, Dump fees \$1,337,343, Infringements \$176,939, Fees (winery waste discharge at oxidation ponds) \$558,073, Donations and grants (CRS project) \$491,549, Metered water sales \$203,946, Sales \$135,475, Connection charges \$139,634, Backflow prevention charges \$121,547, Subdivisional Works contributions (\$154,117), Parking collections (\$179,743), Capital contributions (Linkwater Hall) (\$209,656), Property rentals (\$220,704), Reserve Fund contributions (\$252,887), Development contribution & impact levies (\$444,782), Trade waste charges (\$1,057,432), Roothing subsidies (\$3,777,918).

Operating expenditures were favourable to budget by \$323,051, including, Interest payments \$940,137, Emergency reinstatement \$908,326, Sealed pavement maintenance \$590,009, Grants \$483,733, Professional fees (includes climate change provision) \$321,241, Traffic Services maintenance \$273,205, Minor events \$237,387, Pump Stations \$171,795, Treatment \$170,936, Structure maintenance \$168,180, Minor safety improvements (trial bus services) \$161,381, General expenses \$135,221, Reticulation maintenance \$120,540, Backflow prevention (\$129,934), Landfill ETS obligation (\$156,366), Levy Payments (\$196,780), Personnel costs (\$286,882), Repairs & maintenance (\$374,342), Projects (incl. A&P grandstand demolition & COVID welfare) (\$489,253), Network and asset management (\$600,916), Flood damage (\$770,036), Contracts \$843,809).

The resulting interim operating surplus of \$4,322,860 is favourable to budget by \$1,322,533. It was noted that the surplus is inflated by vested assets, which are accounting transactions rather than cash revenue; and by development contributions and reserve fund contributions, which are mainly allocated to future capital expenditure.

The total budgeted capital expenditure for 2019/20, including carryovers and Council approved adjustments, was \$87.4 million with total actual expenditure of \$32.7 million (37%), net of asset disposals. Capital expenditure was mainly concentrated in the core activities of Sewer (ytd actual \$3.8M), Roothing (\$12.1M), Water supply (\$5.9M), Community Facilities (\$3.6M), Flood Protection (\$1.5M), Stormwater (\$2.4M) and Waste Management (\$2.6M).

A contract is about to be awarded for the \$20 million Blenheim northwest zone sewer upgrade. Construction of the \$14 million Flaxbourne Irrigation scheme is scheduled to commence in July 2021 and much of the roading renewal programme, which was deferred due to the COVID pandemic, will get underway around October 2020. Other capital projects causing expenditure variations were identified in the agenda item.

Cirs Peters/Brooks:

That the financial report for the period ended 30 June 2020 be received.

Carried

A&S-0820-49 Budget Carryovers

F275-001-02

David Craig presented the 2019/20 departmental carryovers for approval. Details of the incompleting works were detailed in the agenda item.

Members were advised that the total carryover is \$53,543,616 and there is no additional rating impact from the carry over action.

Cllrs Peters/Brooks:

That the 2020/21 budgets be amended to incorporate the 2019/20 carryovers.

Carried

ATTENDANCE: Brian Paton, Council's Emergency Services Manager, was present via Zoom for the following item.

A&S-0820-50 Appointment of Alternate Controllers

E200-001-016-01

Brian Paton advised that the purpose of the report was to seek approval to increase the number of Controllers that the Marlborough Civil Defence Emergency Management Group can call upon if a State of Emergency needs to be declared.

Marlborough CDEM has four Controllers appointed by the Joint Committee. It was noted that during the Covid-19 response it became apparent that Marlborough does require more Controllers as some were not available due to other work commitments as well as the need to manage national expectations that took another qualified person out of the role.

It was proposed that Richard Coningham Manager, Assets & Services and Dean Heiford, Manager, Economic, Community & Support Services be appointed as Alternate Group Controllers. The suitability of the two nominations were discussed.

Members were advised that the Coordinating Executive Group (CEG) support the appointment of Richard Coningham and Dean Heiford.

Cllr Maher/Mr Hunter:

That the Assets & Services Committee acting as the Marlborough Group Joint Committee:

- 1. Approve the appointment of Richard Coningham as an Alternate Group Controller.**
- 2. Approve the appointment of Dean Heiford as an Alternate Group Controller.**

Carried

ATTENDANCE: Stuart Donaldson, Council's Planning & Development Engineer, was present in the room for the following item.

A&S-0820-51 Water Supply Treatment Issues and Strategy

W460-001-006-01, W460-001-020-01

Stuart Donaldson advised that the purpose of the report was to detail the current situation with regards to Council's water treatment plants and sources, and plans for upgrades.

Members were aware that Council's water supplies are being upgraded to improve well/source security and drought reliability; meet the Drinking Water Standards for New Zealand and; provide treatment security and resilience. It was noted that each scheme has been rated for its source and treatment security and this has been used to determine the treatment requirements.

It was noted that Council has treatment plants in Blenheim, Seddon (township) and Picton that meet the Drinking Water Standards for New Zealand (DWSNZ). Work is at various stages to bring Renwick, Havelock

and Wairau Valley township treatment up to standard. Work is also underway to increase the security and resilience of existing sources and planning is underway regarding additional sources.

It was noted that new exploratory wells have recently been drilled for the Picton, Havelock and Wairau Valley township water supplies in the general vicinity of the existing wells. It is planned to bring these new wells into service where it improves security and reliability, subject to consenting. Alternative sources are being investigated for Blenheim, Havelock and Picton. The Marlborough Environment Plan prevents abstraction from the Wairau Aquifer for the Picton supply.

Members were advised that work is currently underway to find a new source for the Riverlands water supply. Renwick's water supply will be sourced from wells in Conders Bend Road in future.

It was noted that the upgrades are all budgeted for and included in Council's Long Term Plan and will be reviewed as part of the 2021 LTP process.

Cirs Taylor/Maher:
That the report be received.

Carried

ATTENDANCE: Alec McNeil, Council's Solid Waste Manager, was present in the room for the following three items.

A&S-0820-52 Waste Disposal Levy

W300-006-013-01

Alec McNeil advised members that the purpose of the report was to provide an update to the Committee on the Government expansion of the waste disposal levy, outline the impacts this will have on the Marlborough community and seek approval to agree how these impacts will be managed. A Waste Disposal Levy Chart was shown to members for their information (Rec No. 20155005)

Members were advised that the Waste Disposal Levy is a charge applied to waste when it arrives at the landfill site for disposal. Currently the levy is set at \$10 per tonne (excluding GST). The effectiveness of the levy is reviewed every three years by the Government. To date no changes to the levy have been made since its inception in 2009. After the latest review the Government announced changes to the Waste Disposal Levy on the 15 July 2020.

It was noted that Council receive a share of the waste disposal levy adjusted for population. The Government has indicated that the proceeds from the increased levy will be used to continue to support initiatives and infrastructure that reduce waste. Council's receipts from the levy could increase from the current \$180k per annum to in the region of \$1 million per annum dependent on the amount of tonnage being sent to landfill for disposal.

It was reported that households and businesses will be impacted specifically through increases in gate fees at transfer stations and the landfill and through increases in costs associated with public or private waste collections. Further analysis on these impacts will be expressed through the WMMP.

Members were advised that there is some concern in the community regarding the potential for an increase in illegal dumping if fees rise. It was noted that there is an indication that funds will be available to address this and Council is currently waiting on further details.

Members were advised that workshops are planned on waste assessment and these will provide an opportunity to discuss systems that support changing behaviours in a positive way.

Cirs Fitzpatrick/Brooks:
That the information be received.

Carried

ATTENDANCE: Cllr Dawson withdrew from the meeting at 9.46 am during the following item.

A&S-0820-53 Priority Products Declaration

W300-006-023

The purpose of the report was to discuss the Government announcement on priority products and gain approval for the level of involvement from Council in future priority product scheme design.

Members were advised that as part of the wider plan to reduce the amount of rubbish ending up in landfills or polluting the environment, the Government has declared six priority products for regulated product stewardship under the Waste Minimisation Act. The six priority products are, plastic packaging, tyres, electrical and electronic products (e-waste), agrichemicals and their containers, refrigerants, and farm plastics. Timelines for implementation of this legislative instrument are one to three years. Contained within the agenda was an assessment of the impacts on each declared priority product.

It was noted that some materials have been historically problematic due to a lack of end markets but it may be that through a product stewardship approach the challenges and opportunities associated with these materials can be collectively addressed. The impact on council may be increased volumes through the Resource Recovery Centre.

Members considered that the continuing participation of staff in the development of mandatory product stewardship schemes is important as people generally want to do the right thing and it is about leadership and Council is in a position to provide that.

The next steps would be for staff to finalise their contribution to the Container Return Scheme with the submission of the final design by October 2020. New product stewardship design opportunities for participation would be managed on an as required basis subject to support being granted by Council.

Cllrs Maher/Brooks:

That Council continue to support staff involvement in the design of regulated product stewardship schemes.

Carried

A&S-0820-54 Prevailing Odour Not Good (PONG) Reporting Form

W300-006-008-09

The purpose of the report was to provide an update to the Committee about an online odour reporting function made available to the community via the Council website.

Members were advised that currently odours are notified to council direct to the department responsible for the site in question or Compliance. This process does not provide a readily accessible cumulative picture of odour reporting across the region. The PONG (Prevailing Odour Not Good) function will address this issue by providing a dashboard of reporting activity searchable by location and date. In the longer term the PONG function and database will provide evidence to the community and other interested parties about the odour management performance within the region. Operationally the source of the odour would be identified and then a mitigation approach taken to reduce the potential of further impact.

It was noted that the information will be available via Council's Smart Maps and the PONG function will also prompt a management response through updated emails sent to relevant staff based on pre-determined criteria.

It was suggested that members review the form and forward any comments to Alec McNeil. It was noted that PONG will go live following ratification at the Council meeting scheduled for 17 September 2020.

Cllrs Fitzpatrick/Andrews:

That the report be received.

Carried

**A&S-0820-55 Marlborough Civil Defence Emergency
Management (CDEM) Co-ordinating Executive
Group (CEG) E200-001-003-06**

The minutes of the Marlborough Civil Defence Emergency Management (CDEM) Co-ordinating Executive Group (CEG) meeting held on 8 July 2020 were presented for ratification by the Committee.

Cllrs Taylor/Peters:

That the Minutes of the CEG meeting held on 8 July 2020 be ratified.

Carried

ATTENDANCE: Mrs Linda Craighead, Council's Park's and Open Spaces Planner, was present in the room for the following item.

A&S-0820-56 Specialist Change Facilities Policy R510-014-001-02

Linda Craighead advised that the purpose of the report was to advise Councillors of feedback received on a draft policy for the provision of specialist change facilities; seek approval of the policy with minor amendment; and seek redirection of funding of \$100,000 previously approved for a specialist change facility at Pollard Park.

Members discussed the main points of the feedback received and agreed that it was appropriate to remove reference to Stadium 2000 as it is not considered to be a speciality changing facility and the policy would be amended accordingly. The Te Huri facility will meet the policy requirement of having a specialist change facility open 24/7 and members considered it appropriate that the \$100,000 previously approved for Pollard Park be redirected to fitting out the proposed library facility. Members were given assurance that the Te Huri facility covers the 24/7 availability and that recommendation two ensures that any balance of the money is allocated to future specialist facilities.

It was noted that Linda Craighead had presented the policy at the recent Access and Mobility meeting where it was well received.

It was noted that the budget will be allocated in the 2021/22 financial year and project updates will be provided in future information packages.

Cllrs Andrews/Brooks:

That Council:

- 1. Approve the policy for the provision of specialist change facilities as Attachment 1 to this report.**
- 2. Approve the redirection of funding of \$100,000, previously allocated through the 2019-20 Annual Plan process for a specialist change facility at Pollard Park, to the fit out of a specialist change facility space within the new library in Blenheim.**

Carried

Attachment 1

Policy for the provision of specialist change facilities

1. Purpose

The policy provides guidelines for the provision of specialist change facilities being a dedicated area where people with multiple or complex disabilities can be changed or toileted by their caregiver in a safe and clean environment. The facility requires specialist equipment including a change table and a lifting/lowering hoist and therefore has greater requirements than the standard accessible toilet.

2. Scope

The policy applies to specialist change facilities that may be located in Marlborough District Council owned or administered buildings.

3. Objective

The provision of specialist change facilities in appropriate locations to serve the needs of the Marlborough community and visitors to the district.

4. Policies

1. Specialist change facilities will generally include the following features:

Equipment

- height-adjustable, adult-sized changing table
- ceiling track hoist system
- wall-mounted hand rails
- accessible toilet

Space

- adequate space to move around, for a person in a wheelchair and two caregivers
- space on both sides of the toilet, so two caregivers can assist the user

Safe and clean environment

- non-slip floor
- large waste disposal bin for disposable pads
- secure access system to ensure the room is only being used for its intended purpose

2. At least one Council provided specialist change facility will remain open 24 hours daily.
3. There will be two specialist change facilities located in Council buildings in Blenheim.
4. Where additional facilities are requested in Blenheim, the matters that will be considered include:
 - a) the need identified for the additional facilities
 - b) the extent to which existing facilities are used or cannot accommodate the additional demand
 - c) the location proposed and the numbers of people anticipated to attend or be accommodated at the location
 - d) the costs of installing the facility and ongoing maintenance costs
5. As funding and space becomes available and based on evidenced needs, consideration will be given to the provision of one specialist change facility in Picton.

A&S-0820-57 Smaller Construction Works Across Marlborough

W300-006-013-01

The purpose of the report was to provide an update to the committee on construction activity that has commenced post lockdown that is adding value to Marlborough's regional economy.

It was reported that 37 contracts have been issued involving 17 local contractors. Contract works to the value of \$32,031,000 since coming out of lockdown has been actioned.

The design supply chain (Architects and Engineers) has also benefited from these works with contracts amounting to \$3,216,500 supporting eight local design companies and two companies from outside of Marlborough.

A list of projects identifying their degree of completion was contained in the agenda.

Members were advised that staff will continue to accelerate projects in accordance with Council policy that assist the recovery from Covid-19 events.

Cllrs Taylor/Brooks:
That the information be received.

Carried

A&S-0820-58 Information Package

-

It was requested that an invitation to undertake the CIMS4 3rd Edition training on 18 November 2020 be sent to Councillors.

Cllrs Taylor/Andrews:
That the Assets and Services Information Package dated be received and noted.

Carried

The meeting closed at 10.28 am.

Record No. 20155085

5. Committee Reports

5.2 Environment Committee

Environment Committee Meeting held on 27 August 2020
(Minute Nos. Env-0820-59 to Env-0820-72)



**Minutes of a Meeting of the
ENVIRONMENT COMMITTEE**
held in the Council Chambers and via Zoom, 15 Seymour Street, Blenheim
on THURSDAY, 27 AUGUST 2020 commencing at 9.00 am

Present

Mayor J C Leggett (Chairperson), Councillors D D Oddie (Deputy), G A Hope (Deputy), J D N Croad, B A Faulls, T P Sowman, Mr E R Beech (Rural representative)

Present via Zoom

Councillor J A Arbuckle

Also Present

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

Present via Zoom

Councillor C J Brooks

In Attendance

Mr H R Versteegh (Environmental Science and Policy Group Manager) and Ms N Chauval (Committee Secretary)

Apologies

Councillors C J Brooks and F D Maher noted their early withdrawal of the meeting. No other apologies were received.

Env-0820-59 Declaration of Interests

-

No interests with items on the agenda were declared.

ATTENDANCE: Mr Oliver Wade, Council's Environmental Scientist - Coastal, was present for the following two items.

Env-0820-60 Findings of the 2019/20 Intertidal Monitoring Programme

**E325-006-011-01, E325-006-020-01,
E325-006-013-01, E325 006-016-01**

Mr Wade advised that the purpose of the report was to present to the Committee the findings of the summer 2019/20 intertidal monitoring programme. A copy of the reports had been electronically circulated to members for their information. To highlight this report a powerpoint presentation was shown (presentation filed in CM Record No. 20159494).

Members were advised that Council began the monitoring of estuaries and intertidal areas in 2011 but no baselines have been established. Consequently broad scale monitoring has been conducted at Ahuriri Bay (Whatamango), Ohinetaha Bay (Mahau Sound), Broughton Bay (Kenepuru), Elie Bay and Wet Inlet (Clova Bay) to establish ecological baselines. It was noted that broad scale monitoring involves assessing and characterising the current ecological condition of a site. This characterises the ecological condition in relation to key issues such as eutrophication, sedimentation and habitat modification.

It was noted that if we don't have healthy estuaries we don't have a healthy eco system.

It was reported that broad scale sediment types, ecosystems and vegetation types were mapped for the five estuarine systems. Risks to the estuaries were assessed against the estuarine trophic index (ETI). The estuaries were generally considered to be at moderate risk.

The findings of the reports identified the main cause for concern was around the impact of sedimentation and high mud content in Ohinetaha Bay. Broughton Bay, Elie Bay and Wet Inlet are considered to be in good ecological health. Ahuriri Bay and Ohinetaha are in moderate ecological health and this is mainly due to localised sedimentation issues.

A number of recommendations were contained in the reports.

Cirs Hope/Oddie:
That the report be received.

Carried

Env-0820-61 Managing our Estuaries E325-002-002

Mr Wade advised that the purpose of the report was to present to the Council a summary of the Parliamentary Commissioner for the Environment (PCE) report 'Managing our Estuaries' (August 2020). To highlight this report a powerpoint presentation was shown (presentation filed in CM Record No. 20159494).

The Pelorus Sound/Te Hoiere was selected as one of the five estuaries used as case studies for this report. PCE staff came to Marlborough in September 2019 to meet with Council staff and other agencies, iwi and community members. The report highlights the complexity of the regulatory landscape for estuaries. It also highlights the complexities of managing these environments and that, without a specific national policy statement, estuaries risk falling through the gaps.

It was noted that the case studies used to highlight these complexities are; the New River Estuary; Pelorus Sound/ Te Hoiere; Tauranga Harbour; Te Awarau-o-Porirua and Whāingaroa.

The report focusses on some key difficulties and challenges with estuary management, including the complexity of the systems. The report has two central recommendations being to include estuaries in the National Policy Statement for Freshwater Management (NPS-FM). Estuaries and their catchments should be robustly monitored to support decision-making. Members noted their support of the idea of 'estuary champions' considered in the report.

Members were advised that it is unclear what the impact of this report will be for councils. It does provide an outline of the issues with estuary management. It was noted that if estuaries were included in the NPS-FM in future this would give much stronger direction to councils around monitoring requirements, necessitating more resources to be committed to these important areas.

Cirs Hope/Oddie:
That the report be received.

Carried

ATTENDANCE: Mr Alan Johnson, Council's Environmental Science and Monitoring Manager), was present for the following item.

Env-0820-62 Environment Grant Scheme (Working for Nature Mahi mō te Taiao) E360-000-002

Mr Johnson advised that the purpose of the report was to establish a Community Environmental Grant Scheme (Working for Nature Mahi mō te Taiao). To appoint a sub-committee for the Community Environmental Grant Scheme (Working for Nature Mahi mō te Taiao).

The following amendment to the agenda item was noted: Point 5 – change 'Greening' to 'Habitat'.

It was reported that the sub-committee has met to establish an Environmental Grant Scheme. The Community Environmental Grant Scheme (Working for Nature *Mahi mō te Taiao*) would be an integrated and strategic approach to protecting and restoring nature, by empowering communities and incorporating current Council funding for restoration projects and extending these to include environmental projects such as weed and pest management.

It was noted that the Tui to Town project is a great success and members did not want to see the gains made from the project lost. Reassurance was given that the criteria in the Environmental Grant Scheme will be intertwined with the Tui to Town philosophy and will form part of the package.

It was noted that the scheme would be divided in to two main categories; Habitat Marlborough and Protecting Marlborough, although names could change over time.

Funding of \$70,000 per annum is to be allocated to the Environmental Grant Scheme. The funding would be reallocated from the existing Tui to Town programme and as a portion of the Marlborough Landscape Group budget. It would be complementary to Council's other community grant schemes and aims to build further on environmental resilience and community well-being.

Members discussed the proposal of forming a Council sub-committee to allocate grant funds. The original membership proposed was Cllr Hope, Cllr Oddie and the Rural Representative, Ross Beech. Following further discussion it was agreed that Cllr Croad be included on the sub-committee. All those nominated were accepting of the nomination. It was also suggested that Willie Cross a member of Council's Landscape Group be considered as an additional member of the sub-committee. It was agreed that this would be discussed at a later date.

It was reported that applications would be open to community organisations, businesses or land owners (including farming, forestry, wine growing) and individuals on the 1 October and close on 30 October each year. Eligible projects could take place on public, private or Māori land.

Cllr Hope/Mr Beech:

- 1. That the information be received.**
- 2. That Council establish a contestable Environmental Grant Scheme funded from existing budget.**
- 3. That Cllr Hope, Cllr Oddie, Cllr Croad and the Rural Representative, Ross Beech, be appointed to an Environmental Grant Scheme sub-committee.**

Carried

Val Wadsworth provided a further update to 27 August 2020 to the information contained in the Information Package on Rainfall and Soil Moisture. Additional information was circulated to members and is filed in CM (Rec No: 20160123)

Members sought an update on the Awatere Water Scheme and it was suggested that the Awatere Water User Group provide an update to a future meeting.

Env-0820-63 2019/2020 Regulatory Budget Carryovers

R450-002-G01, F045-07-01

A request for Regulatory 2019/2020 Budget Carryovers to be incorporated into the 2020/2021 budget was put forward for consideration by the Committee.

It was noted that a number of works scheduled for completion in 2019/20 did not proceed or not completed for a variety of reasons. There is no rating impact arising from the carryover action.

Cllrs Hope/Croad:

That the 2020/2021 budget be amended to incorporate the Regulatory Department 2019/2020 carryovers.

Carried

ATTENDANCE: Karen Winter, Council's Team Leader Environmental Health, was present for the following item.

Env-0820-64 Noise Control Contract Performance 2019/2020
E350-007-009-02

Ms Winter advised that the purpose of the report was to update the Committee on the performance of the Noise Control Contractor from 1 July 2019 to 30 June 2020 and explain how they perform their function. To highlight this report a powerpoint presentation was shown (presentation filed in CM Record No. 20159496).

Members were advised that there were 824 complaints received regarding excessive noise from 1 July 2019 to 30 June 2020. This is a reduction of 41 from the previous year. It was noted that during COVID-19 level 4 Lockdown Noise Control was not considered an essential service so was stood down during that time.

From 1 July 2019 to 30 June 2020 there were 82 Excessive Noise Directions issued and three seizures of equipment. Two of the items seized were returned after payment of the appropriate fees, the other item was disposed of.

There were no Noise Abatement Notices issued during this period.

Members were advised that Council operates a 24/7 service with Council's CSOs answering calls during the work day and all other calls answered by Council's after hours call service.

It was reported that Council's Noise Control Contractor has continued to provide the required service to ensure any noise complaints are dealt with professionally and promptly. Training is provided to the contractors' officers on how to respond to noise complaints and this training is supported by the Environmental Health Team when required. Training will be ongoing to ensure consistency in assessing excessive noise. Monthly meetings are held with the local Contract manager to discuss any developing issues or concerns.

It was noted that information brochures are available to inform people on the process involved when a noise complaint is received and their rights if they have noise equipment seized. This information will continue to be developed to ensure it remains up-to-date and relevant.

Cllrs Faulls/Oddie:
That the information be received.

Carried

ATTENDANCE: Cllr Brooks withdrew from the meeting at 10.05 am during the following item.

ATTENDANCE: Cllr Maher withdrew from the meeting at 10.12 am at the conclusion of this item.

ATTENDANCE: Jane Robertson, Council's Contract Manager for Animal Control and Jamie Clark, (Compliance Manager) was present for the following two items.

Env-0820-65 Marlborough District Council Dog Control Bylaw
and Dog Control Policy Review E305-003-001-01

Ms Robertson advised that the purpose of this report was to seek approval from the Committee to commence the process of reviewing the Marlborough District Council Dog Control Policy 2012 and Chapter 4 of the Marlborough District Council Dog Control Bylaw 2010; and for Council to appoint the Animal Control Sub-Committee to hear public submissions on the review of the Dog Control Policy and Dog Control Bylaw; and to adopt a proposed timeframe for the review of the Dog Control Policy and Dog Control Bylaw as per the special consultative procedures set out in section 83 of the Local Government Act 2002. The Draft Statement of Proposal, Proposed draft Dog Control Policy and Proposed draft Control Bylaw 2020 was attached to the agenda item for members' information.

It was reported that the Dog Control Act 1996 requires territorial authorities to set Dog Control Bylaws. The last Dog Control Policy and Bylaw review conducted by Marlborough District Council was completed in August 2012. The Local Government Act 2002 under section 159 requires that local authorities must review bylaws made under this Act every 10 years.

The process to review the Dog Control Policy and to amend the Dog Control Bylaws is set out in section 10 of the Dog Control Act 1996 and in the Local Government Act 2002. Section 10 of the Dog Control Act 1996 requires that the policy and bylaws must be consistent. It is therefore intended that the review of the Policy and of the Bylaw be undertaken in tandem.

Members were advised that Council is required to adopt a Dog Control Policy to address a number of issues, including regulating access for dogs to public places. Once the Policy has been adopted the Bylaws are required to be made to give effect to Council's Dog Control Policy.

Members discussed the recommendations noted in the agenda and it was proposed and agreed that Cllr Taylor be added to the Sub-Committee panel to hear and deliberate on submissions.

It was noted that submissions will open Friday 18 September and close 9 November 2020 with Hearings scheduled to be held in December 2020. It is proposed that any Bylaw amendments will be ready for presenting to the Environment Committee early in 2021.

A review of all dog related signage will be undertaken once the Bylaw Review has been completed.

**Cllrs Oddie/Sowman:
That Council:**

- 1. Approve the commencement of the review of the Marlborough District Council Dog Control Policy 2012 and Chapter 4 of the Marlborough District Council Dog Control Bylaw 2010.**
- 2. Appoint Cllrs J A Arbuckle, T P Sowman, B A Faulls and N P Taylor as the Dog Control Bylaw Sub-Committee to hear submissions on the Bylaw Review and make recommendations to Council on the proposed Policy and amendments to the Bylaws following deliberation on the submissions received.**
- 3. Approve the proposed timeline for the Policy and Bylaw Review process.**
- 4. Approve the draft Statement of Proposal, proposed draft Dog Control Policy and the proposed draft Dog Control Bylaw for consultation.**

Carried

Env-0820-66 Dog Control Policy and Practices Annual Report E305-003-003-01

The purpose of the report was to receive the Dog Control Policy and Practices Annual Report for the financial year 1 July 2019 to 30 June 2020

It was noted that the report provides details on Council's administration of dog control policies and practices. It also provides information on dog control activities including education, impounded dogs and enforcement.

It was reported that Animal Control continued to operate during all Covid-19 alert levels. The only area impacted was the Education Sessions and these were cancelled due to schools and early childhood centres being closed and social distancing being enforced. Education sessions have been rescheduled and are due to recommence.

The Renwick Dog Park features in the report for the first time. It was noted that it appears to be well utilised and numbers of users are being recorded however due to the newness of the park trends have yet to be identified. It was noted that a Renwick Dog Park (Public Group) Facebook page has been established with approximately 303 members.

It was agreed that usage numbers for the park will be included in future reports.

It was noted that the report will be provided to the Secretary for Local Government at the Department of Internal Affairs and will be publicly notified within one month of its release.

A copy of the report will also be made available on Council's website.

Cllrs Arbuckle/Croad:
That the report be received.

Carried

Env-0820-67 Animal Control Sub-Committee D050-001-A04

The minutes of the Animal Control Sub-Committee were presented for ratification by the Committee.

It was reported that interest in developing a Blenheim dog park is gaining momentum and Cllrs Arbuckle and Sowman are working with interested parties with the intention of making a submission to the Long Term Plan.

Cllrs Arbuckle/Fauls:
That the minutes of the Animal Control Sub-Committee meeting held on 10 July 2020 be ratified.

Carried

ATTENDANCE: Rachel Neal, Council's Monitoring Programme Co-ordinator, was present for the following item.

Env-0820-68 Dairy Shed Effluent and Stream Crossing Survey 2019/2020 E330-001-004, E330-001-005

Ms Neal advised that the purpose of the report was to inform the Council of the Compliance Group's monitoring of dairy shed effluent and stream crossings during the 2019/20 dairy season. To highlight this report a powerpoint presentation was shown (presentation filed in CM Record No. 20159501).

Members were advised that monitoring was carried out between November 2019 and February 2020 and all 47 dairy farms were inspected. The percentage of farms that were rated as compliant with the MSRMP or resource consent conditions was 89% following re-inspections.

Council assessed 36 dairy farms against the seven permitted activity standards within the PMEP that have legal effect. The percentage of farms that were rated as compliant with the PMEP was 94% following re-inspections.

It was noted that the discharge of dairy farm effluent into or onto land is a permitted activity within the Rural Environment Zone. A compliance report for the PMEP rules was completed for each farm operating under P/A status.

Stream crossing elimination is continuing to progress, with one stream eliminated since the last report. There are currently four farms with stream crossings remaining with one farm having eight of the remaining 13 stream crossings.

Members were advised that a letter will be sent to the farms with streams seeking information on their plans to prevent stock from entering/crossing waterways and whether they also use the waterways when there is no water flowing. It was noted that the farm's compliance rating is not affected by having stream crossings.

Cllrs Hope/Fauls:
That the information be received.

Carried

ATTENDANCE: Ms Barbara Mead, Council's Advocacy and Practice Integration Manager, Regulatory Services and Ms Sue Bulfield-Johnston, Council's API Administrator and Hearing Facilitator, were present for the following two items.

Env-0820-69 Appeals Update R450-004-22

The purpose of the report was to provide an update as to the current Appeals/Judicial Review caseload in Regulatory Services as at 10 August 2020.

It was noted that Council is presently engaged in appeals for EDS v Otago Regional Council (High Court, appeal, MDC as intervener), Aparoa Zindia Ltd v Marlborough District Council (Court of Appeal, MDC as respondent), Bilsborough, Eco Cottages NZ Ltd (District Court appeal, MDC as appellant) and Clearwater (Environment Court appeal, MDC as appellant) and these were summarised in the report.

Cllrs Oddie/Croad:
That the information be received.

Carried

Env-0820-70 Overview of Hearing Decisions R450-004-02

Ms Bulfield-Johnston advised that the purpose of the report was to provide an overview of decisions issued for applications for resource consent set down for hearing over the time period 1 July 2018 and 30 June 2020 (being a period of two years). To highlight this report a powerpoint presentation was shown (presentation filed in CM Record No.20159502).

Members were advised that in the two financial years commencing 1 July 2018, 24 applications for resource consent and 2 section 357 objections were progressed to a hearing. The report provided a summary of the consents applied for and the decisions issued. It also provides context in terms of the hearing function within the overall scale of the consenting activity in the Regulatory Department.

There was general discussion on the number of hearings undertaken by Council compared to nationally. It was noted that any applications made by the Marlborough District Council automatically go to a hearing to ensure transparency.

Cllrs Oddie/Faulls:
That the report be received.

Carried

Env-0820-71 Information Package -

There was general discussion regarding the Rural Advisory Group (RAG) reference to Council's work on Wilding Conifer controls. It was noted that Mark Wheeler, Council's CEO, will be attending the next RAG meeting. It was suggested that Council an invitation to a future RAG meeting to discuss Council's position on work to date on Pest Conifers/Wilding Pines. It was proposed that this be discussed at the upcoming Forestry workshop.

It was noted that there is a large number of swimming pools that have failed their first inspections. It was requested that the reasons for the non-compliance be circulated to Councillors.

The Mayor/Cllr Croad:
That the Regulatory Department Information Package dated be received and noted.

Carried

Env-0820-72 Decision to Conduct Business with the Public Excluded

The Mayor/Clr Oddie:

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

- Confirmation of Public Excluded Minutes

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	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.

Carried

The meeting closed at 11.18 am.

Record No: 20160364

5. Committee Reports

5.3 Planning, Finance & Community Committee

Planning, Finance & Community Committee Meeting held on 3 September 2020
(Minute Nos. PF&C-0920-73 to PF&C-0920-88)



**Report and Minutes of a Meeting of the
PLANNING, FINANCE & COMMUNITY COMMITTEE
held in the Council Chambers, 15 Seymour Street, Blenheim
on THURSDAY 3 SEPTEMBER 2020 commencing at 9.00 am**

Present

Cllrs M A Peters (Chairperson), J D N Croad, J L Andrews, C J Brooks, B G Dawson, B A Faulks, M J Fitzpatrick, F D Maher, D D Oddie, T P Sowman, N P Taylor and Mayor J C Leggett

Via Zoom

Cllr J A Arbuckle

In Attendance

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

Apologies:

Cllrs Taylor/Fitzpatrick:

That the apology for absence from Cllr G A Hope be received and sustained.

Carried

PF&C-0920-73 Declaration of Interests

-

Cllr Faulks declared a conflict of interest with the Link Pathway referred to in Item 4 – Marlborough Small Townships Programme Update

Cllr M J Fitzpatrick declared an interest in Item 19 – Property Matters.

ATTENDANCE: Mr Brian Dawson, Manager, Business Trust Marlborough and Sue Avery Chairperson Business Trust, Otto Lijzenga, Mentor and Pauline Johnson, Mentee were present for the following item.

PF&C-0920-74 Business Trust Marlborough Annual Report 2019/20

E100-005-007-02

The Annual Report of Business Trust Marlborough was presented to the Committee and a copy was attached to the agenda item for members' information. To highlight this report a powerpoint presentation was shown (presentation filed in CM Record No. 20165900).

Brian Dawson, Manager of Business Trust Marlborough briefly discussed the mentoring programme provided by the Trust. Pauline Johnson was introduced to members and went on to discuss the mentoring programme from her perspective as a mentee. Otto Lijzenga provided information on his role as a mentor and in particular as the mentor to Ms Johnson. Both noted the positive outcomes they have gained from being a part of the service.

Mr Dawson acknowledged Graham Gosling, who was present in the public gallery, and his role as the representative for Picton. It was noted that there have been wider personnel changes in the Trust, Sue Avery is now Chair, following Brendon Burns' resignation, Janina Fourie administration support, Youth Trustees Zoe Kennovin and Loisi Kula have also joined the Trust as part of the volunteer Marlborough Youth on Board programme.

It was reported that Business Trust Marlborough has exceeded their KPI's for this reporting period. It has also undertaken additional Covid-19 related support, including the delivery of business advice vouchers

funded by Council. Due to the current situation it was noted that reporting will occur more frequently and a meeting is scheduled with Council's Manager, Strategic Planning and Economic Development to discuss further. The Trust will also continue its involvement with TEAM.

The financial position that the Trust is currently in ensures they can be active in the current environment.

Cllrs Croad/Taylor:

That the report be received.

Carried

PF&C-0920-75

Marlborough Research Centre Research Allocations 2020/21

E100-011-02

The purpose of the report was to inform the Committee of the research allocations by the MRC Trust for 2020/21 financial year. The Marlborough Research Centre Annual Research Allocation June 2021 report was attached to the agenda for members' information.

It was noted that the report relates to the July reporting requirement. Members were advised that the Research Allocations were not available in time for the July meeting, hence the report to this committee meeting.

Members were advised that a report on the 2019/20 research allocation outcomes will be provided in November.

Cllrs Maher/Sowman:

That the report be received.

Carried

PF&C-0920-76

TEAM COVID-19 Economic Recovery Group Update

C500-005-010-03

Mr Henry, Council's Manager, Strategic Planning & Economic Development advised that the purpose of the report was to update the committee on the activities of the TEAM COVID-19 Economic Recovery Group.

It was reported that the structure and makeup of the TEAM group has been reviewed, and the first meeting of the new Governance Group took place on 10 August. Minutes from these meetings will be circulated to Councillors who were encouraged to be involved. The first meetings of the Hospitality, Retail and Tourism working group and the Data working group have also taken place.

54 of the 60 projects identified in the Phase 1 report have been completed in terms of TEAM related input, with six ongoing.

The Covid-19 economic recovery projects funded by Council are underway.

Members were advised that vouchers have been issued for business advice. Marketing and business advisory are the main services requested. Four webinars have been completed with the next scheduled for 9 September.

Noted that the Graeme Dingle Foundation is piloting a new career navigator community programme for 18-24 year olds. The programme aims to support young people into employment via an eight week intensive programme. The under 30 age group has been identified as a group particularly affected by job losses due to the Covid-19 pandemic. The programme currently has 13 enrolments with eight mentors identified with more anticipated to come on board. For the 2021 year government funding is being sought.

Jacqui Lloyd of Destination Marlborough discussed the Make it Marlborough campaign which has recently been launched. To highlight this report a powerpoint presentation was shown (presentation filed in CM Record No. 20165949).

Members were advised that the first campaign activation day is this Saturday for Picton. Destination Marlborough will market the event but it is up to the community to create the events.

Members were encouraged by the campaign and noted that including stories on galleries and museums would be welcomed. The flags were identified as a useful marketing tool and a link to source flags to be sent to members.

It was noted that next week a competition to find 'your town hero' will be launched. This is in partnership with More FM.

Clrs Brooks/Taylor:
That the information be received.

Carried

ATTENDANCE: The Mayor withdrew from the meeting at 9.47 am during the following item.

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

**PF&C-0920-77 Marlborough Small Townships Programme
Update E105-002-05**

Members were provided with an update on the Marlborough Small Townships Programme activities for June through to August 2020.

It was noted that the key priority Small Townships projects have been identified to get underway in 2020, with the priority one projects starting within the next three months and priority two projects before the end of the year. Funding has been allocated to the Havelock Community Pathway.

The following further updates were noted:

- *Renwick Village Green* – School planting day scheduled for mid-October and the opening event will be combined with the Spring Tasting at the end of November
- *Wairau River Picnic Area* – completion of iwi consultation this week with the construction drawings stage getting underway next week.
- *Marlborough Gateways* – potential sites for signs being confirmed with NZTA.
- *Spring Creek* – waiting on report from engineer on options for pedestrian safety on Ferry Road and will then go on a Marlborough Roads priority list.
- *Wairau Valley Loop Track* – meeting with new contractor next week for works to be completed in 2020.

Clrs Brooks/Andrews:
That the information be received.

Carried

ATTENDANCE: Ms Sam Young, Council's Regional Events Advisor, was present for the following three items.

PF&C-0920-78 Regional Events Update E100-002-011-01

The purpose of the report was to provide an update on the activities of Council's Regional Events Advisor and Marlborough's events sector.

Members were advised that moving to Alert Level 2 has caused considerable concern within the events sector. It was noted that following the rise to alert Level 2 ticket sales came to a complete stop both nationally and locally. It was reported that planning is still continuing for upcoming major events. As a consequence of the rise to Level 2 Marlborough's Queen Charlotte Relay and A&P Show have been cancelled for this year. It was noted that Marlborough events were reporting good ticket sales until the move to Level 2.

Organisers are hopeful on getting back to level one so events like Garden Marlborough can go ahead. A number of events have plans in place to cope with the varying alert levels.

It was noted that a number of events have postponed the opening of their ticket sales in response to the Alert Level rise.

Event promotion through Follow-ME channels resumed with the move to Level 1 and continues during the current Alert Level 2 status. Work on Marlborough's printed Spring Events Guide is complete with copies distributed around the region.

Members were advised that the Marlborough Mountain Bike Club has been successful in their bid to host a four day mountain bike championship event for October 2021. The event is likely to bring in over 1400 people to Marlborough. Council are providing event support to the Mountain Bike Club.

Marlborough will also host the Annual Football competition scheduled for October 2021.

Members were advised that the Government has established a \$10M Domestic Events Fund (DEF) to support the sector after the significant and ongoing impact of COVID-19. The fund is aimed at supporting established recurring events of all types that are delivered by the private sector. All of Marlborough's major events were advised to apply.

The fund received over 400 applications with 205 of those receiving funding. Marlborough has been successful in receiving funding for seven events namely - Classic Fighters Omaka Airshow, Feast Marlborough Event Series, Havelock Mussel Festival, Marlborough Wine & Food Festival, Southern Jam Youth Jazz Festival, Spirited Women - All Women's Adventure Race and Whitehaven Grapevine.

Cllrs Croad/Taylor:
That the information be received.

Carried

PF&C-0920-79 Commercial Events Fund E100-002-001-01

Members were advised that the Commercial Events Fund Sub-Committee has met to review the current funding criteria and accountability requirements and have provided a number of changes which will come into effect from Round 1 of 2020/2021.

The following changes were recommended - change the scoring criteria, introduce a three consecutive year funding limit offering financial support at a decreasing scale, funding recipients to be asked to provide full event financials within three months of their event as part of their accountability report and to allocate a \$10k discretionary fund from the existing Commercial Events Fund budget

Members discussed the recommendations and noted that a significant advantage for the Commercial Events Fund Committee is that it will provide additional details to enable them to make more informed decisions. The criteria has not been reviewed since 2014.

It was noted that applicants who had ongoing funding requirements could submit to an annual plan or long term plan for consideration of funding support.

Cllrs Fitzpatrick/Faulls:
That Council agrees to and adopts the Sub-Committee's recommended changes, as noted below, to the Commercial Events Fund from the next funding round - Round 1 of 2020/2021.

i) Change scoring criteria as detailed highlighted in red below:

A.13/14.1 Recommended change: Number of attendees scored
 100 - 200 = 1 200 - 300 = 2 300 - 400 = 3 400 - 500 = 4 500 - 600 = 5
 600 - 700 = 6 700 - 800 = 7 800 - 900 = 8 900 - 1000 = 9 1000+ = 10

A.13/14.2 Recommended change: Weighting - criteria scored out of 5 (10 previously)
 Copy / Very Similar = 1 Unique to Marlborough = 3 Unique to NZ = 5

A.13/14.3 Recommended change: Weighting - criteria scored out of 5 (10 previously)
 Clash = 0 Erode or Impact existing events = 1 Neutral wont erode or compliment = 3
 Perfectly complements the existing events calendar = 5

A.13/14.4 Recommended change: Weighting - criteria scored out of 5 (10 previously)
 Failed event organiser = 0 Unknown abilities = 2 Organised a few successful events = 3
 Very good event organiser = 4 Excellent organiser = 5

- ii) Introduce a three consecutive year funding limit offering financial support at a decreasing scale (e.g. Year 1 = \$20,000, Year 2 = \$15,000, Year 3 = \$10,000). It is expected events should be self-sustaining after this time. This three year maximum is recommended to commence from the next funding round giving previous applicants plenty of notice of change
- iii) Funding recipients to be asked to provide full event financials within three months of their event as part of their accountability reporting. This information to be received before any future funding is considered or released
- iv) Allocate a \$10,000 discretionary fund from the existing Commercial Events Fund budget for events that are organised outside of the normal funding rounds and often at short notice

Carried

PF&C-0920-80

Commercial Events Fund Sub-Committee

E100-002-006-21

The minutes of the Commercial Events Fund Sub-Committee meeting held on 12 August 2020 were presented for ratification by the Committee.

The Chair, Cllr Peters, noted an anomaly with the membership of the Sub-Committee in that Cllr Croad is the portfolio holder but is not currently a sub-committee member. It was proposed that Cllr Croad be appointed to the committee. Members discussed the proposal and the following motion was put.

Cllrs Peters/Oddie:

That Cllr Croad be appointed to the Commercial Events Fund Sub-Committee.

Carried

The original recommendation was then put.

Cllrs Fitzpatrick/Croad:

That the Minutes of the Commercial Events Fund Sub-Committee meeting held on 12 August 2020 be ratified.

Carried

At this point in the meeting Neil Henry introduced Dorian Verma who has recently joined Council as Economic Development Economic Development Programmes Manager.

ATTENDANCE The Mayor re-joined the meeting at 10.18 am during the following item.

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

PF&C-0920-81 Appeals on the PMEP Decision M100-09-01

Mr Hawes advised that the purpose of the report was to advise the Committee on the progress with resolving appeals made to the Environment Court on the PMEP.

Members were advised that 51 notices of appeals on the PMEP were lodged with the Environment Court and in response to Environment Court directions, the Council has proposed a structure and process for managing the appeals. The Court was due to consider the proposal, and responses to the proposal by appellants and parties to the appeals, at a pre-hearing conference however the conference did not proceed as the court wanted further advice on how to proceed and how to structure the appeals due to the breadth of the reports/appeals. It was noted that the court has instructed Council to consult with all parties and provide guidance by 4 September. Appellants will have an opportunity to respond and then court can make a decision. A list of PMEP Appellants was attached to the agenda item.

It was noted that in the meantime, there have been informal discussions with some appellants regarding options for resolving specific appeal points. It was noted that an agreement to resolve the appeal of Dominion Salt Ltd had been agreed by the parties and lodged with the Environment Court.

In response to a query regarding delegation, Mr Hawes advised that the delegation to resolve the appeals rests with himself and Hans Versteegh, Council's Manager Regulatory Department. This is Court driven as it requires people present at Court assisted mediation to have the authority to make a decision at the mediation. Members were reassured that staff are required to consult with the Chair of the Planning, Finance and Community Committee on all mediated outcomes. Depending on the circumstance, it may be possible for wider policy implications to be brought back to the Committee or Council.

Cllrs Croad/Brooks:
That the report be received.

Carried

ATTENDANCE: Ms Emma Toy, Council's Strategic Planner, was present for the following item.

**PF&C-0920-82 National Policy Statement on Urban
Development L225-09-06-03**

Ms Toy advised that the purpose of the report was to brief the Committee on the new National Policy Statement for Urban Development and its implications for Marlborough District Council. To recommend that the planned Housing and Business Development Capacity Assessment for 2020 still be undertaken and recommend that monitoring of urban development activity in Blenheim be reported annually. A copy of the National Policy Statement on Urban Development 2020 was attached to the agenda item for members' information.

The National Policy Statement on Urban Development 2020 (NPS-UD) took effect on 20 August 2020. This replaces the National Policy on Urban Development Capacity (NPS-UDC) and Council is required to give effect to the NPS-UD through its planning documents.

The NPS-UD maintains and builds on some of the policies in the NPS-UDC. The implications of the changes and the requirements of Marlborough District Council in giving effect to the NPS-UD were summarised in the report.

Members were advised that there has been a change in Council's classification from being a Medium Growth area to a 'Tier 3' local authority experiencing a relatively low rate of urban growth. Reporting requirements have subsequently reduced for Council and a Housing and Business Capacity Assessment (HBA) is no longer required to be produced to give effect to the NPS-UD.

It was reported that there is also a requirement to remove all minimum parking requirements from resource management plans. Members considered the removal of the minimum car parking requirement as a major change and discussed the implications.

Members were advised that the next step is for Council staff to progress a change to the PMEP to meet the car parking requirements of the NPS-UD. An HBA will be undertaken in 2020 and the results reported to Committee in early 2021. Options for ongoing monitoring and assessment of development capacity will be presented following the results of the 2020 HBA.

It was noted that this information would be very useful to the Marlborough Housing Group and it was requested that Ms Toy present a paper to the next meeting of this group scheduled for 29 September 2020.

**Cllrs Brooks/Fitzpatrick:
That Council:**

1. **Receive the report.**
2. **Approve a Housing and Business Development Capacity Assessment be undertaken in 2020 as planned; and**
3. **Approve a change to annual reporting of urban development activity.**

Carried

ATTENDANCE: Meeting adjourned at 10.39am and resumed at 10.53 am.

PF&C-0920-83 Review of Representation D050-004-022-11

Members were advised that the purpose of the report is to seek approval of the Representation Review as required under The Local Electoral Act 2001 (especially as contained within the Local Electoral Amendment Act 2002) and to approve the engagement of an independent consultant to undertake the review from a first principles' basis which is the provision of *fair and effective representation for individuals and communities.*

It was reported that as Council last reviewed the method of election and the basis of representation prior to the 2016 triennial election a review is required to be completed no later than 31 August 2021, with public notice no later than 8 September 2021. Representation review timelines were attached to the report for members' information.

It was noted that it is important the process be commenced well within the deadline so there is adequate opportunity for public submission. If there are objections to the proposal, ultimately the Local Government Commission may determine the issue.

Members were advised that Council has a long standing contractual relationship with Electionz.com for the processing of the Local Government elections for the Marlborough District. E.com have experience with a wide variety of election processes and representation reviews and options across New Zealand. E.com also have a recognised expert on representation reviews on their staff.

It was noted the Committee will be updated as the review progresses.

**The Mayor/Cllr Faulls:
That Council:**

1. **Undertake the Representation Review (on a first principles' basis) for Marlborough as required under the Local Electoral Act 2001 (especially as contained within the Local Electoral Amendment Act 2002)**
2. **Contract Electionz.com as the consultants for the representation review process in conjunction with Council staff.**

Carried

PF&C-0920-84 Long Term Plan Working Group D050-001-S02

The minutes of the Long Term Plan Working Group meeting held on 6 August 2020 were presented for ratification by the Committee.

Cllrs Peters/Maher:

That the Minutes of the Long Term Plan Working Group meeting held on 6 August 2020 be ratified.

Carried

PF&C-0920-85 2019/20 Budget Carryovers F225-007-01

It was noted that a number of works scheduled for completion in 2019/20 did not proceed or were not completed. Details of these works were attached to the agenda for member's information. There is no rating impact arising from the carryover action.

Cllrs Taylor/Sowman:

That the 2020/21 budgets be amended to incorporate the 2019/20 carryovers.

Carried

**PF&C-0920-86 Financial Report for Council – Period Ended
30 June 2020 F275-002-19**

Martin Fletcher, Chief Financial Officer presented Council's interim year-end results for the 2019-20 financial year.

Members were advised that the draft Annual Report is currently being compiled to enable Audit New Zealand to provide Council with an opinion on the financial statements. The plan is that the audit opinion will be provided in time for Council to adopt the final financial statements at a Council meeting scheduled for 29 October 2020.

It was noted that the changes to the interim financial results will occur as preparation of the Annual Report is finalised. The reasons for the changes were detailed in the agenda item.

Members were advised that from 1 July to 30 June 2020 there was a surplus of \$5.7M which is up \$1.3M on budget. Income was \$106.2M up \$3.2M on budget. However expenditure was \$1.9M over budget and Capex a deficit of \$54.7M.

A powerpoint explaining the Derivative Losses was shown for members' information noting that it is a requirement of the International Accounting Standards Board to present it this way and has no cash impact.

Members were advised that overall Council is in a good financial position for 2021.

Cllrs Croad/Sowman:

That Council receive the Interim Financial Report for Council for the period ending 30 June 2020.

Carried

PF&C-0920-87 Information Package -

Cllrs Andrews/Brooks:

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

Carried

PF&C-0920-88**Decision to Conduct Business with the Public Excluded**

-

Cllrs Brooks/Croad:

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

- Bragato Research Institute (NZWRC)
- Property Matters
- Expression of Interest

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
Bragato Research Institute (NZWRC) Property Matters Expression of Interest	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.

Carried

The meeting closed at 11.58 am.

Record No: 20166223

6. Notification of Draft Management Plan for Victoria Domain Reserves

(also refer to separately circulated attachment)

(Cllr Taylor) (Report prepared by L Craighead)

R510-014-017-04

Purpose of report

1. To seek approval to notify a draft reserve management for the Victoria Domain Reserves in accordance with the provisions of the Reserves Act 1977 and to establish a Hearings Panel.

RECOMMENDATION

That the Council approve the draft management plan for the Victoria Domain Reserves for the purposes of public submission as is required by Section 41(6)(a) of the Reserves Act 1977.

Background/Context

2. In 1995 a reserve management plan was adopted by the Marlborough District Council for Victoria Domain and a number of adjacent reserves (including Shelly Beach, Memorial Park and Endeavour Park).
3. The Council commenced a review of the 1995 reserve management plan in late 2017 and contracted Te Ātiawa o Te Waka-a-Māui Trust to partner in preparing a new plan. Subsequently the development of the draft reserve management plan has occurred through consultation with a wide range of groups in the community and hui with Te Ātiawa. This occurred largely towards the end of 2017 and early 2018.
4. The public were invited to provide written suggestions/feedback to the Council about the review in July 2018 – a requirement to do so under the Reserves Act. At the close of the feedback period 34 individuals/groups had provided written suggestions to the Council. Feedback arising from early consultation and meetings and through responses received on the brochure, including issues of concern, values of significance and what the future of the Reserves should be, have all been considered in preparing the draft reserve management plan.
5. Te Ātiawa provided an initial draft of the reserve management plan and this has been further developed by Council staff. The draft was considered at a workshop with Councillors in late July 2020. Further input has also been provided from Te Ātiawa. Separate to the notification of the draft plan, Te Ātiawa are proposing a survey to consider an alternative Māori name for the area covered by the reserve management plan.
6. A background document has also been prepared and this provides more information about the review process. The document does not form part of the reserve management plan and therefore it has not been included in the recommendation above. It was however, considered by Councillors at the July workshop and will be available on the Council website once the reserve management plan is notified.
7. It is proposed that the submission period will run from 24 September 2020. The Reserves Act requires that the submission period is a minimum of two months and this would have seen the submission period closing in late November. Given that this is a busy time of year for everyone it would be challenging to complete the hearings process prior to Christmas. Therefore it is proposed that the submission period will run through the Christmas period and close mid-January with hearings in early February.

8. A Hearings Panel will need to be established for the purposes of hearing and deciding upon submissions. The Panel can be established at a subsequent Assets and Services Committee meeting.

Next steps

9. Notification of the draft management plan will occur on Thursday 24th of September.

Attachment

Attachment 6.1 – Draft Victoria Domain Reserves Management Plan is available on Council's Website via the following link
<https://www.marlborough.govt.nz/your-council/meetings?item=id:28dhouxz51cxbyx0ecb4>

Author	Linda Craighead, Planner, Parks and Open Spaces
Authoriser	Jane Tito, Manager, Parks and Open Spaces

7. Whale Trail release of Council Funding

(Cllr Fitzpatrick) (Report prepared by R Coningham)

C230-001-C-02

Purpose of report

1. To request that Council release the capital funding allocated to the Whale Trail in March 2018 of \$2m subject to the conditions in the recommendation below.

Executive Summary

2. In July 2020 Under-Secretary for Regional Economic Development Fletcher Tabuteau announced \$18m of funding for the construction of the Whale Trail from Picton to Kaikoura. This funding combined with the \$2m Council allocated for capital construction in March 2018 would cover the total \$20m estimated construction cost of the entire trail. This paper seeks Council approval to conditionally release its allocated \$2m of capital funding to the Marlborough Kaikoura Trail Trust to allow it to begin construction immediately while still addressing funding requirements for the Provincial Growth Fund (PGF) portion from central government.

RECOMMENDATIONS

That Council approve the release of \$2 million of capital funding allocated to the Whale Trail construction from the Forestry and Land Development Reserve subject to:

1. **The Chair and the Manager Assets and Services being provided with a detailed plan of the capital works and costings the funding will be applied to for approval.**
2. **The Chair and the Manager Assets and Services being satisfied that required landowner permissions, consents and practical requirements for the route can be met that the funding will be applied to.**
3. **That a MOU between Council and the Marlborough Kaikoura Trail Trust be agreed and signed setting out the future obligations and intentions of each party.**

Background/Context

3. In March 2018, Council approved the allocation of \$2m of funding for capital works relating to the Whale Trail.
4. This approval was on the understanding that the Marlborough Kaikoura Trail Trust (The Trust) secure the balance of its required capital funding from alternative sources.
5. In July 2020, Central Government announced funding of \$18m to go to the construction of the Whale Trail. The Trust is currently working through prerequisite funding requirements with MBIE staff for this funding to be released, but are required to begin work within 8 weeks on actual construction of the trail as one of the funding requirements from the PGF.
6. The Trust wish to access the funding that Council have set aside of \$2m to begin this construction while they continue to address the prerequisite requirements to access the PGF funding.

Option One (Recommended Option)

7. Council conditionally releases its budgeted capital funding of \$2m based on the recommendation noted above.

Advantages

8. Will allow the Trust to begin construction of the trail in the timeframes required by the PGF while still working through its prerequisite requirements to access PGF funding for the remainder of the trail.

Disadvantages

9. Funds are advanced by Council earlier than was originally budgeted.

Option Two – Status Quo

10. Council does not conditionally releases its budgeted capital funding of \$2m based on the recommendation noted above.

Advantages

11. Funds are not advanced by Council earlier than was originally budgeted.

Disadvantages

12. Risk is increased that construction of the Whale Trail does not proceed at all.

Next steps

13. The Manager Assets and Services will engage with the Trust to ensure Council's conditions per the recommendation are met, prior to the release of any funds.

Author	Richard Coningham, Manager Assets and Services
Authoriser	Mark Wheeler, Chief Executive

Summary of decision-making considerations

Fit with purpose of local government

The proposal enables *relates to providing a public service and it is considered good-quality and cost effective.*

Fit with Council policies and strategies

	<i>Contributes</i>	<i>Detracts</i>	<i>Not applicable</i>
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 the categories identified above as it will provide a cycleway available for public use.

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 has been budgeted for in *other walkways* rural budgets over 4 years as part of the 2018-2021 LTP process.

Significance

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

Engagement

No engagement is proposed as this item was provided for in budgets as part of the 2018-2021 LTP process.

Risks: Legal / Health & Safety etc

There are no known significant risks or legal implications as this is the construction of a cycleway.

Climate Change Implications

In assessing the preferred option, staff have considered the effects of climate change will be a benefit as it will encourage more people to cycle rather than use cars.

8. Blenheim and Picton CBD Parking

(Clr Dawson) (Report prepared by J Lyall)

R800-002-03

Purpose of report

1. The purpose of this report is to update Council on the financial impacts of Council's decision to introduce 2 hour free parking to Blenheim and Picton central business districts (CBD) through to 30 September 2020 and to seek direction on a number of parking options through to 30 June 2021.

Executive Summary

2. In response to the Covid-19 pandemic Council has provided 2 hours free parking across Picton and Blenheim CBD's on-street and off-street car parks since May through to September 2020.
3. A members survey was carried out by the Blenheim Business Association that reinforced the value that Council's 2 hours free parking policy has provided over the last 5 months.
4. Infometrics data suggests consumer spending in Marlborough is down 3.5% for the year to June whereas MBIE Paymark data is showing consumer spending above last year excluding the mid-March to mid-May lock-down period.
5. A number of parking options have been provided for Council to consider. It is suggested that whatever option is selected that the length of application should continue to the end of the 2020-21 financial year as this will assist with preparing information for the parking activity to be reviewed as part of Council's Long Term Plan 2021-31.
6. Option E promotes 1 hour free parking to on-street areas only. This option would align with Picton's P60 parking restriction and promotes the turnover/churn for CBD parking. It also aligns with the average length of time people park in the CBD on-streets. This option could also signal the beginning of the transition out of the current subsidisation model and back to business as usual.
7. Any shortfall in revenue for the 2020-21 financial year could be funded by running the parking account in to deficit.
8. It is recommended that the parking activity be reviewed through the 2021-31 Long Term Plan.

RECOMMENDATIONS

That Council approves the following:

1. **Adoption of Option E - A 1st hour free to all on-street parking in Picton and Blenheim CBD's through to 30 June 2021.**
2. **That all off-street parking including 4 hour limited parking and all-day parking returns to pre-pandemic terms.**
3. **That the parking activity be reviewed through the 2021-31 Long Term Plan.**

Background

9. In May 2020 Council agreed to introduce 2 hour free parking in Picton and Blenheim CBD's until 30 June 2020.
10. In June 2020 Council agreed to extend the 2 hour free parking provision through to 30 September 2020. Both decisions were in response to Covid-19 events and aimed at assisting the retail and service community return to 'business as usual' as quickly as possible.

11. In line with the above decisions Council agreed to run the parking account further into deficit for the 2019-20 financial year. This proved unnecessary as a pre-pandemic increase in infringement fees resulted in the parking account generating a small surplus for the 2019-20 financial year.

Comments

12. The parking account budget for the 2020-21 year is as per Figure 1 below.

	Parking
Collections	\$994,000
Infringements	\$582,000
Leases	\$246,777
Recoveries/Misc	\$72,819
Total	\$1,895,596
Operating costs	\$1,002,425
Depreciation	\$396,389
Interest	\$224,396
Internal costs	\$157,856
Total	\$1,781,066
Surplus	\$114,530

Figure 1 – 2020-21 Parking Budget

13. For the 2020-21 financial year, data is only available for July and August 2020. For the two month period the collections revenue is down \$99,030 against budget. The infringement revenue is tracking to budget as it is assumed that the backlog is working its way through legal processes. Council's parking lease income is also tracking in line with budget.
14. On the expense side of the parking account, depreciation of \$396,389 and interest of \$224,396 is funded. Operating costs are ahead of budget primarily due to timing differences with payment of rates and insurances. A surplus of \$114,530 was projected prior to the introduction of 2 hour free parking.

Pay By Plate Roll-out

15. Council completed the roll out of stage 2 Pay By Plate in July 2020 so the parking system for off-street and on-street parking is now administered under Pay by Plate in Blenheim (excluding Alfred Street Parking Building) and Picton. The new Pay By Plate system is providing efficiencies in data collection and enforcement processes.

Long Term Plan

16. The community feedback has been positive around Council's 2 hours free campaign over the last 5 months. Parking and parking fees can also be very emotive with various views on user pays systems versus funding through rates. Council policy prior to the pandemic was that the parking activity should fund itself on a user pays basis.
17. One of the considerations for Council is around adopting a parking option for a reasonable length of time so that data can be collected and collated for inclusion in Council's Long Term Plan 2021-31. It is suggested that the option Council decides to adopt should be for the period 1 October 2020 through to 30 June 2021 as this will provide Council with 9 months of complete

data. This will also provide the business sector and retail community with surety for the next 9 months in these uncertain times.

18. Council also needs to decide on a strategy and timing to return to its parking policy as the subsidisation options will run the parking account into deficit by an additional \$5,000,000 over the next 10 years. It is recommended that a review of the parking activity be included in the 2021-31 Long Term Plan.

Parking Occupancy

19. Blenheim CBD has 3 parking zones and Picton has 2 parking zones. Occupancy statistics generated from revenue data conclude the average parking times as below.
 - 19.1 Blenheim - All day parking (451 parks) - 5 hours and 30 mins
 - 19.2 Blenheim - 4 hour parking (120 parks) - 1 hour 50 mins
 - 19.3 Blenheim - On-street parking.(197 parks) - 53 minutes
 - 19.4 Picton – On-street (176 parks) – P60
 - 19.5 Picton – All day parking (185 parks) – 2 hours 20 mins
20. Two hours free parking was applied across all of the above areas including the Alfred Street Parking building (241 parks) for the period from May – September 2020. A high percentage of parkers in Councils off-street parks do not benefit from the 2 hours free parking because the \$4 a day model (all day parkers) makes the 2 hours free option redundant.
21. Visual observations and anecdotal surveys conclude that parking levels across all CBD zones are back to pre-pandemic levels with occupancy of the Wynen Street all day park sitting on about 80%.

Blenheim Business Association

22. Back in June 2020 the Blenheim Business Association (BBA) surveyed their members to ascertain the effects that 2 hour free parking has had on business and retail activity in Blenheim's CBD. The majority of this group believed that free parking was adding value to invigorating the CBD and assisting businesses during these challenging times.
23. BBA members were surveyed again in September 2020. 80% of respondents believe that the 2 hour free parking policy has been beneficial to their businesses. 94% of respondents advised that they would be unwilling to fund any shortfall in parking revenue by way of an increase in commercial rates. 65% prefer that Council continue with 2 hours free parking and 35% have a preference for 1 hour free parking. The general consensus from the business community is that the current environment is presently cautious, apprehensive, fragile, unpredictable, unknown and uncertain.

National Data

24. The Infometrics economic quarterly monitor has electronic card consumer spending for Marlborough down 3.5% across Marlborough for the year to June whereas the MBIE Paymark data has Marlborough consumer spending above last year excluding the March to May lockdown periods (Figure 2).

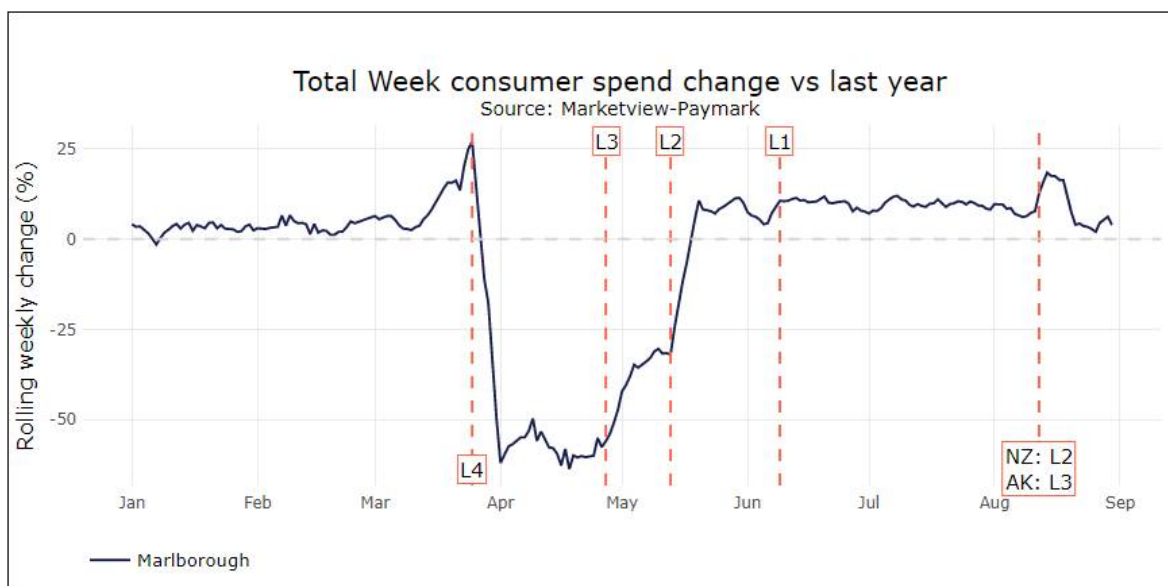


Figure 2 – Marlborough Consumer Spend

Parking Options

25. The 2 hour free parking option has been in place since May 2020 and is to be reviewed by 30 September 2020. There are a number of options that Council could consider. Each option has advantages and disadvantages.

25.1 **Option A** – Discontinue all free parking at 30 September 2020.

- i) Advantages – Council parking would return to business as usual as at 1 October 2020. A collections revenue loss of approximately \$150,000 is projected for the 2020-21 financial year.
- ii) Disadvantages – A high probability that the Business sector and community may feel unsupported due to the uncertainty around future retailing and potential future effects/impacts of the pandemic.

25.2 **Option B** – Continue two hour free parking to **all zone areas** until 30 June 2021.

- i) Advantages – The majority of the business community would see this as supportive and responding appropriately to the current environment and uncertain impacts of the pandemic.
- ii) Disadvantages – It is projected that a collections revenue loss of approximately \$600,000 would result for the 2020-21 financial year.

25.3 **Option C** – Continue two hour free parking to **on-street areas only** until 30 June 2021.

- i) Advantages - This would provide support to the business and retail community by focusing on the short stay shopping parks.
- ii) Disadvantages – This will require new parking signage to be installed in Picton as all signage is currently P60. The collection revenue loss is projected at \$544,000 for the 2020-21 financial year.

25.4 **Option D** – Initiate 1 hour free parking to **all areas** until 30 June 2021.

- i) Advantages - This proposal would be seen as favourable by a percentage of retailers and the community. 1 hour free parking is in line with a number of other regions and aligns with a high percentage of surveyed shopping habits.

- ii) Disadvantages - The collection revenue loss is projected at \$467,000 for the 2020-21 financial year.

25.5 **Option E** – Initiate 1 hour free parking to **on-street areas only** until 30 June 2021.

- i) Advantages – This proposal would be seen as favourable by a percentage of the community. The average park time in the Blenheim CBD is 53 minutes so would meet the requirements of a large percentage of shoppers. It is in line with other regions who have adopted free parking strategies. This option would also align with the P60 on-street parking restrictions in Picton.
- ii) Disadvantages – The collection revenue loss is projected at \$407,000 for the 2020-21 financial year.

26. The financial focus on the options above is entirely on the collections revenue and it is suggested that the infringement revenue will also be reduced by similar percentages. There will be opportunities to explore operational cost savings although a large percentage of costs are fixed.

Funding

27. It is suggested that any shortfall in revenue for this financial year could be funded by running the parking account in to deficit. The amount of that deficit will be determined by the option selected. However it should be noted that the parking account already has a deficit of \$1,909,745 which based on pre-pandemic transactions was to return to surplus in year 2029-30.

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

9. 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)

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.