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**MARLBOROUGH  
DISTRICT COUNCIL**



29 March 2020

Record No: 2058371  
File Ref: D050-001-02  
Ask For: Mike Porter

## **Notice of Council Meeting – Thursday 2 April 2020**

Notice of the Council Meeting to be held in the Council Chambers, 15 Seymour Street, Blenheim on Thursday 2 April 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 2 APRIL 2020 commencing at 9.00 am**

**Open Meeting**

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## Marlborough District Council

<p><b>Order Paper for the COUNCIL MEETING</b> <b>to be held in the Council Chambers, 15 Seymour Street, Blenheim</b> <b>on THURSDAY 2 APRIL 2020 commencing at 9.00 am</b></p>
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### 1. Karakia

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

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

### 2. Declaration of Interests

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

### 3. Apologies

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## **4. Minutes**

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- 4.1 Confirmation of the Minutes of the Council Meeting held on 27 February 2020  
(Minute Nos. Cncl-0220-264 to Cncl-0220-294)



**Minutes of a Meeting of the  
MARLBOROUGH DISTRICT COUNCIL  
held in the Council Chambers, 15 Seymour Street, Blenheim  
on THURSDAY 27 FEBRUARY 2020 commencing at 9.00 am**

## **Present**

The Mayor J C Leggett (in the Chair), Cllrs J A Arbuckle, C J Brooks, J D N Croad, B G Dawson, B A Faulls, M J Fitzpatrick, G A Hope, F D Maher, D D Oddie (to 11.58 am), M A Peters, T P Sowman and N P Taylor.

## **In Attendance**

Mr M S Wheeler (Chief Executive), Mr M F Fletcher (Chief Financial Officer), Mr D G Heiford (Manager Economic, Community & Support Services), Mr R P Coningham (Manager Assets & Services), Mr A J Lyall (Property and Community Facilities Manager), Mr D G Walters (Communications Manager), Mr S A Donaldson (Planning & Development Engineer), Mr S W Rooney (Operations & Maintenance Engineer), Mr S J Murrin (Marlborough Roads), Mr G R Dick (Rivers & Drainage Engineer), Ms J Tito (Reserves & Amenities Manager), Mr B R Paton (Emergency Services Manager), Mr A G McNeil (Solid Waste Manager), Mr B Walker (Infrastructure Projects Engineer), Ms C L Lake (Financial Services Manager), Ms R Zhao (Systems Accountant), Ms L Moore (Financial Accountant) and Mr M J Porter (Democratic Services Manager).

## **Karakia**

The meeting opened with a karakia.

## **Apology**

**Cllrs Brooks/Arbuckle:**

**That the apology for absence from Cllr J L Andrews be received and sustained.**

## **Carried**

## **Cncl-0220-264 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-1219-209;
- The interest as declared under Minute No. A&S-0120-220 (Minute No. A&S-0120-e-44); and
- The interest as declared under Minute No. PF&C-0220-249 (Minute No. PF&C-0220-250)
- The interest declared at the meeting by the Mayor under Minute No. Cncl-0220-e-49 (Minute No. A&S-0120-e-44 refers).

## **Cncl-0220-265**

## **Annual Budgets 2020-21**

**F230-A20-03**

The Mayor welcomed everybody and introduced the purpose of the budget side of the meeting as per the Agenda. The Mayor also acknowledged the work of Mr Fletcher and his staff and indeed all staff who had worked on reports.

The Mayor also announced that the agenda would be slightly rearranged, items were discussed in the order below.

## **Cncl-0220-266 Budget Summary**

**F230-A20-03**

Mr Fletcher spoke to his report, including a PowerPoint presentation (filed in TRIM – Record No. 2042282), which provided Council with an overview of the proposed budget for inclusion in Council's 2020-21 Annual Plan (AP).

In summary Mr Fletcher reported that to maintain current levels of service, the proposed rates increase for 2020-21 is 4.55% after removing the increase relating to the Energy Efficiency Voluntary Targeted Rate. This is a 1.36% reduction on the rates increase forecast in the Long Term Plan (LTP) for 2020-21 and a 2.13% reduction on the rates increase forecast for 2020-21 in the 2019-20 Annual Plan. The majority of the increase is driven by: the cost pressures facing local government as reflected in the LGCI; Council's capital expenditure programme and consequential increased maintenance and management; and the additional staff approved as part of the LTP which identified the need for more staff to deliver Capex and Environmental Programmes. This is borne out as a contributor to the current Capex lag. Net debt levels are forecast to be within the \$140M Net Debt Cap set by Council except for two relatively minor exceedances over the 10 years to 2030. The Cap is exceeded in 2024-25 by \$0.9M and 2025-26 by \$4.5M.

Mr Fletcher, in his background to the report, advised that for each of the two years between LTPs Council is required to prepare an AP. 2020-21 is the second year since Council adopted its 10 year 2018-28 LTP. As part of the preparation of the LTP, Council undertook a significant review of its operations and policies. Council's review included: the levels of service for all its activities; Rating and Revenue Policies including the method of rating, rating areas and its Revenue and Financing Policy; Treasury, debt and investment policies; and key assumptions including legislative impact, inflation, interest rates, NZTA subsidy level, population growth and the economic lives of Council assets.

Mr Fletcher spoke on the budget approach which was detailed in the report. The prime drivers for rates increases, debt and proposed Council operating and capital expenditures were also covered.

The table below identifies the activities that have the greatest impact on the proposed increase in rates and charges and in summary the reasons why. It should also be noted that some of the increase results from the flow on effects of previous year's decisions. For example, last year's expenditure may have been funded from Reserves for one year and this year it is fully rate funded. Also, there is the follow on impact of investment in infrastructure intensive activities such as sewerage, water and community facilities. These projects are now incurring a full year's charge for depreciation, interest on loans and, for some, increased operating costs:

<b>General Rates and Charges</b>		
Environmental Management	\$775,058	More resources are required for Environmental Management to keep pace with government (National policy and environmental statements) and the communities demand for quality environmental data and monitoring so as to position Council well for the future. Increase in biodiversity assistance programme & monitoring expenses.
General Revenues	\$369,203	Decrease the funding from the General Revenues to allow the funds to be transferred to the Emergency Events Reserve which will allow this Reserve to be funded sufficiently. Refer para 29 for further comments.
Community Facilities	\$395,811	Increased operating costs are budgeted for reserves, public conveniences and halls.
Roads and Footpaths	\$331,553	Increased depreciation costs compared to last year following the large increase in value following the 2019 revaluation.
Solid Waste Management	\$207,867	The hazardous waste centre was setup with a one off government contribution. The costs of this centre are now the responsibility of Council.
Storm Water	\$152,919	Increase in costs for depreciation and internal interest due to recent capital investment.
Resource Consents	\$152,697	Additional personnel and overhead costs as result of additional resources and increases in salaries resulting from recruiting staff at more junior levels and moving them to the midpoint as they gain experience.
Democratic Process	\$149,870	Increase in costs due to the audit of next year's long term plan and increase in representation costs which are offset by the nil cost for an election in this year.
Environmental Protection	\$131,871	More resources are required to monitor consent compliance as agreed in the LTP.
Biosecurity	\$122,224	There is a new bio security strategy being implemented which had an increase in resource & budget.
Building control	(\$230,881)	Income has increased due to revised charging policy and activity increase for building consents.
<b>Targeted Rates and Charges</b>		
Combined Water	\$278,599	Increase in costs due to recent capital investment.
Awatere & Riverlands water supplies	\$243,887	Increased operating costs due to new system.
Energy Efficiency	\$186,422	Increase in targeted rate due to an increased uptake in the energy efficiency scheme.
<b>TOTAL</b>	<b>\$3,267,100</b>	<b>(Total Annual Plan movement \$3,393,703)</b>



Mr Fletcher reported that managers have identified a number of new initiatives with supporting papers contained elsewhere in this Agenda. The table below shows the indicative impact on Reserves and Rates should Council agree to proceed with the proposed initiative:

Item	Initiative	Cost \$	Proposed Funding
4.9	Muller Road Stormwater, Sewer and water project	6,430,000	As these projects are primarily renewals they will be funded from depreciation reserves.
4.10	Renewal of Lions Back Tanks	1,200,000	As this project is primarily renewals it will be funded from depreciation reserves.
4.11	Wairau River Edge Protection Works	1,650,000	Funding from Emergency Events Reserve.
4.12	Co-funding of Te Tauihu Pouārahi	30,000	Rates. NB this is subject to the two other Top of the South Councils also agreeing.
4.13	Renwick Kerbside Recycling	73,775	Targeted Rate
4.14	Blenheim Library, Furniture, Fittings and Equipment	1,600,000	From either Forestry & Land Development Reserve or Infrastructure Upgrade Reserve depending on the sale price of the Queen Street building
4.15	Community Facilities - Blenheim	166,000	Rates
4.16	Community Facilities – Picton and Surrounds	172,000 80,000	Rates As the Acid wash is a once every 5 year event, it is proposed to fund this item from the Forestry & Land Development Reserve.
4.17	Community Facilities - Other	130,450	Rates
4.18	Community Facilities Capital: - Pou on Picton foreshore - Playground Shade Sails - Water meter/data loggers	15,000 300,000 96,000	Forestry & Land Development Reserve. Land Subdivision Reserve. Forestry & Land Development Reserve.
4.19	Picton Planter Box Removal	40,000	Forestry & Land Development Reserve
4.20	Picton cruise season funding	60,000	As the project is still in development phase and final costs and funding sources aren't fully determined, it is proposed to fund this initiative from the Forestry & Land Development Reserve for one year.
4.21	Council Art Collection Maintenance	30,000	As this expenditure is for two years only until the new Art Gallery is operational it is proposed that this request is funded from the Forestry & Land Development Reserve.
4.22	Videography	25,000	Forestry and Land Development Reserve for one year

Mr Fletcher further reported that two opportunities have been identified as possible means of reducing rates:

- When the forecast balance of Emergency Events Reserve was considered by the LTP Working Group, to achieve a balance in 2030 of around \$10M a reduction of just over \$350,000 in general rates subsidy from General Revenues was required. The reduction in subsidy was used to increase the balance of the Emergency Events Reserve. With the revised forecast balance of the Reserve now being in the order of \$17M, even after Council potentially deciding to approve the Wairau River work above, there is room to increase the general rates subsidy for 2020-21.  
Councillors should note when considering this option that the Community's preference following consultation on the LTP was to have a projected 2028 balance in the **\$10M to \$15M range**.
- For Council to identify and agree to reduce levels of service or to exit certain activities. If Council decided that it did not want certain activities delivered there would be consequential project and staff reductions as well as an eventual impact on overhead costs. In 2011 during the Global Financial Crisis, Council considered an extensive list of options. However, following the consultation process very few changes were ultimately made. A copy of the report is available on request. Related to this is the further deferral of major Capital Expenditure items.

It was reported that the position of Council's Reserves is slightly better than that projected in the LTP, primarily as a result of additional revenue from Subsidiary dividends, distributions from Marlborough Regional Forestry, the higher than expected proceeds from section sales and the delay in some Capital Expenditure.

**Cllrs Peters/Taylor:**

**That the information be received and adopted as supporting information.**

**Carried**

Following discussion on all budget reports, members agreed to the opportunity identified in the first bullet point immediately above.

**Cllrs Peters/Arbuckle:**

**That Council agree to restore \$350,000 of the transfer from General Revenues to General Rates.**

**Carried**

## **Cncl-0220-267     Reserve Balances**

**F230-A20-03**

Mr Fletcher outlined the forecast balances for Council's significant Reserves.

**Cllrs Brooks/Arbuckle:**

**That Council note the forecast balances and adopt this paper as supporting information.**

**Carried**

## **Cncl-0220-268     Infrastructure Upgrade Reserve**

**F230-A20-03**

Mr Fletcher provided an update on the Infrastructure Upgrade Reserve.

A question regarding COVID-19 and the effect any downturn in the economy may have. Mr Fletcher advised that it was too early to guess at this stage, but it is fortunate that Picton is a multi-use port.

**Cllrs Croad/Dawson:**

**That Council receive and adopt this paper as supporting information.**

**Carried**

## **Cncl-0220-269     Forecast Financial Statements**

**F230-A20-03**

Mr Fletcher explained the forecast Statements of Comprehensive Revenue and Expense (commonly called an Income Statement or Statement of Financial Performance), Changes in Equity, Financial Position (commonly called a Balance Sheet) and Cash Flows - reflecting the income, expenditure and funding decisions in the 2020-21 Draft Annual Plan.

**Cllrs Peters/Sowman:**

**That the information be received and adopted as supporting information.**

**Carried**

## **Cncl-0220-270     Emergency Management - Co-funding of Te Tauihu Pouārahi**

**E200-001-003-03**

Members noted that the purpose of the report was to gain approval for co-funding a Te Tauihu Pouārahi position to work alongside Iwi, Marlborough and Nelson/Tasman Emergency Management and deliver mutual benefits to Iwi and the wider community.

Dave Johnson (General Manager, Te Rūnanga o Ngāti Kuia Trust) and Lorraine Eade (Senior Advisor, Te Puni Kōkiri) were in attendance and the Mayor invited them to address Council.

In summary it was reported that since November 2016 Marlborough and Nelson/Tasman Emergency Management (EM) have forged a mutually beneficial relationship with Te Tauihu (top of the south) Iwi in responding to, and recovering from significant natural disasters, particularly earthquakes and fires. Iwi are keen to work alongside EM to contribute to all four 'R's of emergency management – reduction, readiness, response and recovery. During business as usual there is not the capacity within Iwi or Emergency Management to develop outcomes that will result in a more resilient community as a whole. To facilitate Te Tauihu Iwi and both EM Groups to work together, a role is required as a focal point for all parties to work through to achieve these outcomes. The Pouārahi will fill this gap. As more members of our communities are trained to respond or resourced to assist when an emergency occurs the improved response will benefit the province as a whole.

**Cllrs Peters/Hope:**

**That Council agree to provide annual and ongoing funding of \$30,000 per annum, being a third share, to establish a full time Pouārahi role in Te Taihū, subject to Nelson and Tasman Councils providing their equitable share.**

**Carried**

## **Cncl-0220-271 Council Activities**

**F230-A20-08-04**

Mr Fletcher advised that the purpose of this paper was to present for Council's information each of Council's Activities and provide a guide to the structure of each the Activity Statements. The intention was that this information would be made available to the public during the consultation process as supporting information. The papers were separately attached to the Agenda (filed in CM – Record No. 2023330).

A number of questions were answered by staff at the meeting.

**Cllrs Peters/Hope:**

- 1. That Council note the availability of the information contained in the separate Activity Attachment.**
- 2. That Council receive and adopt the information as supporting information.**

**Carried**

## **Cncl-0220-272 Capital Expenditure Schedule**

**F230-A20-03**

Members noted the proposed capital expenditure programme for the 2020-21 Draft Annual Plan. Mr Fletcher reported that the majority of the larger items are commented on in the next two items.

**Cllrs Taylor/Sowman:**

**That the information be received and adopted as supporting information.**

**Carried**

ATTENDANCE: The meeting adjourned at 10.28 am and reconvened at 10.45 am.

## **Cncl-0220-273 Water, Sewerage and Stormwater Capital Budgets**

**F230-A20-03**

Mr Donaldson provided an overview of Water, Sewerage and Stormwater projects and capital budgets over the 2020-23 period and identified changes in capital budgets (excludes overheads and inflation) and the programme.

The report included specific detail on the projects proposed and their capital costs.

**Cllrs Taylor/Croad:**

**That the water, sewerage and stormwater budget and programme changes to the 2020-21 Annual Plan be received and the information be adopted as supporting information.**

**Carried**

## **Cncl-0220-274 Road and Footpaths Budget**

**F230-A20-03**

Mr Murrin provided an overview of major roading expenditure, broken down into three categories: Maintenance; Renewals; and Capital Improvements. It was noted that expenditure is split into subsidised and unsubsidised. Subsidised expenditure attracts a subsidy from NZTA. The current subsidy is set at 51%.

It was further reported that the Road Maintenance Contract (NOC) has just been re-tendered. We have seen a significant lift in costs since the last contract was tendered in 2013. These cost increases are likely to require a lift in budgets for the next three year NLTP commencing 2021/22. There is a large amount of Asphalt surfacing that is coming to the end of its life. The renewal budget for resurfacing is already tight. Marlborough Roads are doing some modelling and will report back to committee if adjustment to the budget is required for the next NLTP. Lifting the Levels of Service in regard to CBD cleaning has resulted in an

increase in costs with the new NOC. Re-allocation of budget or additional funding will be required to cover this. Concentrated logging traffic as seen recently on Waihopai Valley and Opouri Roads, could affect the ability to maintain the roads within current budgets. Last financial year Sealed Pavement Maintenance was over \$1M overspent. Fortunately there was under expenditure within other maintenance activities and budget could be re-allocated. With additional costs within the NOC this will not be possible in the future. There is no budget for traffic growth in the next 10 years. Issues with Traffic growth is starting to become evident in particular around the CBD, as well as around the Burleigh/Omaka areas. Investigation work is required in this area and Network improvements that haven't been budgeted are also likely. Marlborough Roads are seeing a lot more requests for dust suppressant and seal extensions to combat issues with dust being generated particularly by logging trucks. This is currently being funded from unsealed roads budgets. With the increase in costs from the new NOC it is unlikely these works will be able to be funded without an increase in budget.

A number of questions were answered by staff at the meeting.

**Cllrs Brooks/Fauls:**

**That the information be received and adopted as supporting information.**

**Carried**

## **Cncl-0220-275      Muller Road Stormwater Sewer and Water Project              W415-001-01, W430-003-001-02, W460-002-002-02**

Mr Rooney advised that the purpose of the report was to seek approval for funding a new stormwater, sewer and watermain in Muller Road from Redwood Street to Weld Street.

In summary it was reported that the stormwater main in Muller Road from Redwood to Weld Streets requires replacing and increased capacity. The sewer main in Muller Road from Redwood to Weld Streets requires an increase in capacity. Design has found it is also necessary to replace the water mains to enable construction of the stormwater and sewer. There is insufficient budget to meet the costs of this project in 2020/21 and 2021-22 financial years.

The report covered in detail the Background, Description of the Works, Cost Estimates, and an Assessment/Analysis; and gave Council two options (either a full service upgrade or the status quo). Members agreed to go with the full service upgrade option. It was noted that the majority of funding would be required in the 2021-22 financial year.

**Cllrs Dawson/Sowman:**

- 1. That additional budget of \$6,430,000 be approved to renew the stormwater, sewer and water mains in Muller Rd from Redwood Street to Weld Street to be funded from the Depreciation Reserve.**
- 2. That this budget be spread across the 2020/21 and 2021/22 financial years.**

**Carried**

## **Cncl-0220-276      Awatere/Seddon Water Supply – Renewal of Lions Back Tanks    W450-003-001-06**

Mr Rooney reported that the purpose of the report was to consider and approve additional funding to renew the reservoir tanks at Lions Back on the Awatere/Seddon Water Supply and to consider options for procurement of a replacement reservoir.

In summary it was reported that the Lions Back reservoir tanks were failing prior to the Seddon Earthquakes. The earthquakes have accelerated the deterioration. These are now badly damaged and need replacing. Tendering this as a one-off single project is likely to attract pricing that exceeds cost estimates. Negotiating direct with a tank supplier and civil construction company rather than going to the market is likely to achieve costs which are acceptable. If negotiations do not meet expectations a tender could still be put to the market.

The report covered in detail the background to the tanks' siting, size and condition. Also included were comments on cost estimates, pricing and options.

**Cllrs Oddie/Hope:**

- 1. That provision be made within current budget for the replacement of the Lions Back tanks to a value of \$1,200,000 GST exclusive.**

2. That staff be given authority to negotiate with a tank supplier/s to achieve the best price solution for the replacement of the Lions Back tanks.
3. That staff be given authority to negotiate direct with a civil construction company with experience in constructing reservoirs of this capacity to achieve the best price solution for this construction.
4. That a recommendation from these negotiations be considered and approved by the Chief Executive and Chair of the Assets & Services Committee.

**Carried**

## **Cncl-0220-277      Wairau River Edge Protection Works Damage, Proposed Repairs and Capital Upgrades**

**R710-01-001**

Mr Dick reported that the purpose of the report was to advise Council of recent cumulative flood damage to edge protection works in the Wairau River between State Highway 1 and the Waihopai River confluence, repairs and capital upgrades proposed, and additional reserve funding required. A PowerPoint presentation (filed in TRIM – Record No. 2042284) was also shown.

In summary Mr Dick reported that recent flood events including the December 2019 event have resulted in about 15 sites requiring works to mitigate further erosion to maintain river alignment and scheme security. Additional funds, estimated at \$1.65M, from reserves will be required to complete the repair programme. Capital upgrades at five sites have been identified to ensure flood security and cost effective maintenance in the longer term and adequate budget is already available in the Rivers & Drainage area to complete or significantly progress three of the identified sites by June 2021. Given the practical constraints of rock supply and difficulties of construction during winter 2020 this is considered acceptable progress. Rivers staff will carefully consider the adequacy and timing of capital and maintenance funding provisions as part of the upcoming 2021 to 2031 LTP budget process.

The report covered in detail the Background, Proposed enhanced edge protection repair works plan, Capital upgrade works, River flow and rock supply logistics, and financial comments. Also attached to the report was spreadsheet identifying priority works, along with location, issue and estimated cost.

It was noted that the LTP process will look at future budgets.

**Cllrs Peters/Maher:**

**That the Council authorises the funding of the proposed Wairau River protection works repairs from the Emergency Reserve to a value of up to \$1.65M and notes planned upgrade works at Southern Valleys intake, Condors and Wratts Road which are planned to be progressed or completed by June 2021.**

**Carried**

## **Cncl-0220-278      Renwick Kerbside Recycling**

**W300-007-01**

Mr McNeil advised that the purpose of the report was to discuss the introduction of a kerbside recycling service to Renwick at a cost of \$135,775 per annum and the associated community consultation process.

Mr McNeil reported that up until 19 December 2019 Renwick residents managed their recycling utilising either by way of direct delivery to Blenheim or the use of the Rural Community Recycling (RCR) container supplied by council and located adjacent to the dog park at Foxs Island. There is no private sector recycling collection in Renwick primarily due to the fact that these operators rely on wheelie bins as a collection methodology and currently have no outlet to process mixed or co-mingled recycling. The Renwick recycling container has proven extremely popular but is now reaching the limit of its capacity and adversely impacting on the amenity of the surrounding community, regardless of where it is located. For this reason returning the container to the school site in June 2020 when the hall refurbishment works are completed is not being considered. The withdrawal of the service in response to persistent illegal dumping and subsequent littering presents an opportunity to consider the longer term recycling service provision to the Renwick community. Kerbside collection of refuse is not being considered as this service is provided by the private market predominantly via wheelie bins.

The report covered in detail the current situation, property counts, the rating impact from the 2020-21 financial year and other matters.

Members agreed that a recycling facility is still needed, Mr Mcneil advised he is working on this.

**Cllrs Brooks/Maher:**

1. That the report be received.
2. That approval is given to consult the community via the 2020-21 Annual Plan on the introduction of a kerbside recycling service to Renwick.

**Carried**

## **Cncl-0220-279 New District Library Furniture, Fittings and Equipment Budget Requirement L300-027-01**

Messrs Heiford and Lyall reported that the purpose of the report was to approve a budget allocation to fund the furniture, fittings and equipment for the new District Library facility in High Street, due to be completed in late 2021.

It was reported that the District Library in Arthur Street was opened in May 1989. Most of the furniture and equipment dates from this period. A major budget component is the shelving which is now 30 years old. It does not meet the NZ Standards pertaining to earthquake standards and it cannot be used in the new facility. Most of the furniture, tables and chairs, also show signs of wear and need replacing. It is anticipated that the Library's RFID equipment purchased in 2017 will be able to be transferred.

The report covered in detail the assessment/analysis and recommended that a budget be established to fund the furniture, fittings and equipment needed for the new District Library facility.

**Cllrs Taylor/Peters:**

**That Council approve a budget of \$1.6M to fund the furniture, fittings and equipment requirements for the new District Library.**

**Carried**

## **Cncl-0220-280 Community Facilities - Blenheim R510-021-01**

Ms Tito advised that the purpose of the report was to request funding for the maintenance of newly developed parks and facilities located within the Blenheim area, as a number of new facilities and areas require funding to ensure that levels of service are maintained.

Members noted that each year Council makes a number of decisions on funding capital projects in the reserves and recreational sector for the community. These projects flow from the Small Townships program and the Land Subdivision workshop and are ratified by full Council through the committee process. A large number of the projects are in response to growth or to align with community needs and expectations. The capital costs for these projects are generally funded from Council Financial Reserves with the on-going maintenance costs to be funded by Rates, aligned to the rating area that the asset resides (further detail on this was included in the report).

The report covered further detailed comment on the request.

The budget request of \$166,000 per annum was broken down to: Rose Manor (new subdivision – garden plots, street trees, playground) \$12,000; Omaka Landing (new subdivision – garden plots, street trees, playground) \$9,000; Taylor River (urbanisation, pathways connections, furnishings and fittings, asset repairs, Mark Smith Reserve, old dump site at Taylor, Nelson Street carpark to the Quays) \$35,000; Wither Hills (connections, Redwood Street carpark, buffer strip, weed control, dead tree removal, maintenance of walk and bike tracks (health and safety)) \$85,000; and New Carparks at Pollard Park and Monro Street (maintenance of new carpark areas) \$25,000.

**Cllrs Hope/Brooks:**

**That the budget be increased by \$166,000 per annum to meet the cost of maintaining additional facilities and meeting the current levels of service in Blenheim area.**

**Carried**

## **Cncl-0220-281 Community Facilities – Picton and Surrounds**

**R510-021-01**

Ms Tito advised that the purpose of the report was to request additional funding for operational aspects to meet increases in the levels of service to key destination areas within Picton and surrounds.

In summary it was reported that a number of new facilities and recognition of the increased use in Picton and surrounds requires funding to ensure that levels of service are maintained along with a desire for improved standards at the Picton foreshore.

The report covered further detailed comment on the request.

The on-going budget request of \$172,000 per annum was broken down to: Picton Contract Review (increase to contract –tendered from 1 July 2020 – 9% (estimate)) \$48,000; Waikawa (additional BBQ, shade shelters) \$10,000; Picton Destination Playgrounds (maintenance, health and safety compliance of play equipment and safety soft-fall, water play areas) \$10,000; Picton Beach Grooming (Councillor/community request - clear drift wood - minimum 4 times per year) \$4,000; Picton Foreshore / London Quay / Victoria Domain (visitor increase – visitor / cruise ship numbers, maintenance levels with widening and upgrading of tracks, trails, consents) \$65,000; Picton Foreshore, Parks and Playground (parks, playgrounds, higher level of maintenance and management) \$30,000; and Essons Valley (newly formed car park area and toilet) \$5,000. The one-off budget request of \$80,000 was for acid washing of the Picton Foreshore pavers.

**Cllrs Faulls/Oddie:**

**That the budget be increased by \$172,000 per annum to meet the cost of maintaining additional facilities and increasing the current levels of service in Picton and that one-off \$80,000 for acid wash of the Picton Foreshore pavers be funded from the Forestry and Land Development Reserve in the 2020/21 financial year.**

**Carried**

## **Cncl-0220-282 Community Facilities - Other**

**R510-021-01**

Ms Tito advised that the purpose of the report was to request funding for the maintenance of newly established parks and facilities within Marlborough, outside of the Picton and Blenheim areas.

In summary it was reported that the development of open space areas and making public areas safe requires maintenance funding. A number of areas also require an increase in level of service.

The report covered further detailed comment on the request.

The budget request of \$130,450 per annum was broken down to: Seddon (maintenance around hall, new pump track, tennis fence) \$4,450; Havelock (Waterfall track, town pathway, Neil Street) \$15,000; Grovetown Reserve and Lagoon (garden plots, street trees, tracks and trails) \$15,000; Small Township Projects (Spring Creek - heritage walkway, Wairau Valley - town plan, Ward - town plan, Anakiwa - town plan, Renwick - CBD planters and street trees, Canvastown - riverside vegetation planting) \$20,000; Marlborough Environment Plan (as it affects parks and open spaces) (managing trees under new plan provisions) \$30,000; Marlborough Environment Plan (as it affects parks and open spaces) (managing hazardous soil issues under new plan provisions) \$16,000; Marlborough Environment Plan (as it affects parks and open spaces) (managing water allocation under new plan provisions, water meters and data loggers) \$12,000; Shade in Playgrounds (in line with Council policy - maintenance/cleaning) \$3,000; and Street Trees in Marlborough (maintenance, increased watering, 100 extra trees) \$15,000.

**Cllrs Brooks/Taylor:**

**That the budget be increased by \$130,450 pa to recognise the additional areas and an increase in the level of service for the regional areas identified above.**

**Carried**

## **Cncl-0220-283 Capital Expenditure Programme – Community Facilities**

**R510-021-01**

Ms Tito advised that the purpose of the report was to request capital funding for projects not currently in the Community Facilities budget.

In summary it was reported that the following projects were identified for consideration: Installation of a Maumaharatanga (Pou) on the Picton Foreshore to commemorate the 28<sup>th</sup> Maori Battalion \$15,000;

Council's playground policy recognises the need to put a plan in place for the shading of all playground areas that do not have suitable shade areas \$300,000; and Installation of water meters and data loggers to meet Council's resource consent requirements for public drawing of water for public facilities \$96,000.

The report covered further detailed comment on the request.

**Cllrs Peters/Fitzpatrick:**

1. That \$15,000 be allocated from the Forestry and Land Development Reserve to fund the installation of a Pou on the Picton Foreshore.
2. That \$300,000 be allocated from Land Subdivision reserve to fund the installation of 30 shade sails at Marlborough's existing playgrounds.
3. That \$96,000 be allocated from Forestry and Land Development reserve to fund the installation of 16 water meter / data loggers at wells located on Council reserves and facilities.

**Carried**

## **Cncl-0220-284 High Street Picton – Planter Box Removal**

**R510-016-01**

Mr Lyall advised that the purpose of the report was to request one-off funding to remove the raised Planter Boxes in lower High Street Picton.

Mr Lyall reported that High Street in Picton had raised planter boxes installed as part of the streetscape in the 1990's. Over the years they have been regularly reversed into by drivers resulting in car damage and damage to the brick and tile formed garden boxes. Council is regularly left with the repair cost as vehicle drivers depart without leaving contact details. In 2019, a price was requested to remove all of the raised garden boxes which was costed at \$95,217. The high cost was due to the contractor belief that the walls were heavily reinforced concrete walls and would take substantial time to remove. Staff agreed with a contractor to remove three planter boxes on a time and materials basis to ascertain a true cost for demolition and removal so that a budget item could be prepared for the 20/21 year. The cost for the removal of three planter boxes was approximately \$20,000.

Members noted there are six remaining planter boxes that could be removed at an estimated cost of \$40,000 (funded from the Forestry and Land Development Reserve). It was noted that the planter boxes will be replaced with road level gardens of native species.

**Cllrs Oddie/Taylor:**

**That \$40,000 be allocated from the Forestry and Land Development Reserve to pay for the removal of the raised planter boxes in lower High Street Picton.**

**Carried**

ATTENDANCE: Cllr Oddie left the meeting at the conclusion of the above item (11.58 am).

## **Cncl-0220-285 Regional Development – Picton Cruise Season Funding Proposal**

**E100-004-03**

Mr Heiford advised that the purpose of the report was to consider an annual budget to assist with the increased costs of cruise related visitors to Picton and Marlborough.

In summary it was reported that Marlborough has increasing numbers of cruise ship visits during the season between October and April. The number of large cruise ships and the number of visits and visitors has put strain on the hosting infrastructure of Picton and Marlborough. Port Marlborough, Council and Destination Marlborough have identified a number of infrastructure, safety and maintenance issues linked to the impact of cruise ships.

The report covered in detail the Background and an Assessment/Analysis; and gave Council three options (Option One was to provide an annual budget of \$60,000 for Cruise support to provide Traffic Management, Cruise maintenance and a contracted Cruise coordinator based in Picton; Option Two was the status quo; or Option Three which was a mixture of both). Members agreed to go with Option One.



**Cllrs Faulls/Taylor:**

1. That Council receive the report.
2. That Council consider an annual budget for Traffic Management, Cruise related maintenance and a Cruise Coordinator.
3. That Council set the budget for year one at \$60,000, to be funded from Reserves.
4. That Council undertake a review of the services and any other service delivery options and funding for year two.

**Carried**

## **Cncl-0220-286 Council Art Collection Funding Proposal**

**A200-001-01**

Mr Heiford advised that the purpose of the report was to consider an annual budget to assist with the maintenance and preservation of the Marlborough Collection.

In summary it was reported that Council holds a varied art collection of 100 plus items on behalf of the people of Marlborough. This collection consists of sculptures, paintings, glasswork, photos, plaques and other works of mixed media. Many of the works are stored or displayed in Council buildings, or stored at the Marlborough Art Society, and the Millennium Public Art Gallery. The funding via a bequest for the preservation and maintenance of the collection has been expended.

The report covered in detail the Background and an Assessment/Analysis; and gave Council two options (Option One was to provide a budget of \$30,000 for the maintenance of the Marlborough Collection for two years; or Option Two which was the status quo). Members agreed to go with Option One.

**Cllrs Peters/Hope:**

1. That Council receive the report.
2. That Council provide funding for the preservation of the Marlborough Collection.
3. That Council set the budget at \$30,000 per annum for two years to be funded from Reserves.

**Carried**

## **Cncl-0220-287 Videography Production**

**C500-007-000-01**

Mr Walters advised that the purpose of the report was to approve funding of \$25,000 per annum for video production and Facebook boosting, to showcase the Council's key projects, initiatives and items of interest to residents.

In summary it was reported that Council uses print and images to explain its activities and decisions to the public. While the Council enjoys a relatively high level of satisfaction with its communications, at 71% of residents (MDC Resident Satisfaction Survey, 2019), it's not currently producing and sharing videos on its main online platforms, Facebook and YouTube, or boosting its Facebook posts. Newspapers and Facebook are residents' preferred channels for receiving Council news and information (MDC Communications Survey, 2017). Facebook was also second preference to radio as the preferred way of receiving emergency information, across all age groups.

Shareable online videos have become established and very popular in recent years. Better, cheaper smartphone technology, the attraction of visual storytelling, the ease of sharing and the availability of 'how to' explainer videos have all contributed to this growth. Council does not currently have its own specialist video production expertise. There are freelance video producers in Marlborough who could be contracted by Council to carry out this work.

The report covered in detail the Background and an Assessment/Analysis; and gave Council two options (Option One was to produce shareable videos showcasing key projects and items of interest to residents and ratepayers, with Facebook boosting allowing Council to share more of its important posts to Marlburians; or Option Two which was the status quo). Members agreed to go with Option One.

**Cllrs Maher/Peters:**

1. That Council approve one-off funding of \$25,000 for the 2020/21 financial year from the Forestry and Land Development Reserve for video production and Facebook boosting, to showcase and share Council's key projects, initiatives and items of interest to residents.
2. That Council refer the issue of livestreaming of committee and Council meetings to the LTP Working Group for investigation and consideration.

**Carried**

## **Cncl-0220-288 Storm Water Development Contributions Review**

**F225-004-01**

Mr Fletcher advised that the purpose of the report was to review the level of development contributions charged for the provision of storm water to cater for growth in the Blenheim catchment. A PowerPoint presentation (filed in TRIM – Record No. 2042285) was also shown.

Mr Fletcher reported that the Development Contributions Policy was last reviewed in 2018. Modelling of Blenheim storm water capital expenditure assessed the Development Contributions for Blenheim storm water at \$3,515 per developed lot (Storm water upgrade levy). At the time Council maintained the development contribution levy at \$757 per lot. At the time Council was still finalising a significant review of its storm water systems and gaining an understanding of the expenditure which should be attributable to growth, to renewal and to improved level of service. Council was reluctant to alter the charge significantly until this work was completed. In addition to the Upgrade Levy highlighted above Council introduced a North West extension zone levy which included a provision of \$2.2 million for upgrading Caseys Creek to meet storm water demands from the developed zone. This amounted to \$6,040 per lot of the \$27,000 per lot zone levy for all infrastructure provided within the zone. It should be noted that the capital expenditure associated with Caseys Creek is expected to be \$3.5 million which will require an increase to the zone levy of \$3,660 if it is intended to continue to recover the full cost of this capital expenditure.

The report covered in detail the Background and an Assessment/Analysis (which showed that the capital expenditure required to provide for storm water in Blenheim and the allocation to meet the needs of growth was \$7,737,500 in total); and presented Council with two options (Option A was to maintain the zone levy for Caseys Creek and calculate zone and upgrade levies accordingly; or Option B which was to incorporate the Caseys Creek expenditure into the upgrade levy and reduce the northwest extension zone PC 64, 65 and 67 levy). Members agreed to go with Option B.

**Cllrs Peters/Taylor:**

1. That Council amend the development contributions policy to provide revenue to meet storm water capital expenditure (\$7.7 million) required to enable development growth.
2. That Council remove Caseys Creek upgrades from the zone levy and incorporate into the upgrade levy for Blenheim storm water as a whole (option B outlined in paragraph 8).
3. That Council increase the storm water upgrade levy from \$757 per lot to the discounted amount of \$4,247.
4. That Council reduce the North West extension zone (PC 64, 65 and 67) levy by \$6,040 from \$27,045 to \$21,005 per lot to reflect Caseys Creek capital works being recovered in the upgrade levy across all of Blenheim.

**Carried**

ATTENDANCE: The meeting adjourned at 12.45 pm and reconvened at 1.20 pm.

## **Cncl-0220-289 Confirmation of Minutes**

-

**The Mayor/Cllr Taylor:**

That the Minutes of the Council Meeting held on 12 December 2019 (Minute Nos. Cncl-1219-209 to Cncl-1219-219) be taken as read and confirmed.

**Carried**

## Committee Reports

### **Cncl-0220-290    Assets & Services Committee**

-

**Cllrs Taylor/Fitzpatrick:**

That the Committee report contained within Minute Nos. A&S-0120-220 to A&S-0120-233 be received and the recommendations adopted.

Carried

### **Cncl-0220-291    Environment Committee**

-

**The Mayor/Cllr Arbuckle:**

That the Committee report contained within Minute Nos. Env-0220-234 to Env-0220-248 be received and the recommendations adopted.

Carried

### **Cncl-0220-292    Planning, Finance & Community Committee**

-

**Cllrs Peters/Croad:**

That the Committee report contained within Minute Nos. PF&C-0220-249 to PF&C-0220-259 be received and the recommendations adopted.

Carried

### **Cncl-0220-293    Outer Limits Ltd – Westwood Park Resource Consent U190255**

**U190255**

Members noted that the purpose of the report was to seek approval under s48 Reserves Act for the grant of an electricity easement to be registered against Lot 9 which is land to be vested in Council as Local Purpose Reserve (drainage).

Staff reported that Outer Limits Ltd is undertaking the development of Westwood Park under Resource Consent U190255. Council has imposed conditional easements including an electricity easement in favour of Marlborough Lines Ltd over a reserve (Lot 9) to be vested in Council as Local Purpose Reserve (drainage). This in turn requires a consent under s48(1) Reserves Act 1977 by Council acting under delegated authority from the Minister of Conservation.

**Cllrs Dawson/Fitzpatrick:**

That pursuant to section 48(1) of the Reserves Act 1977 the Marlborough District Council pursuant to a delegation granted by the Minister of Conservation under section 10 of the Reserves Act 1977 hereby consents to the grant of the right to convey electricity in gross marked X on DP540443 over Lot 9 DP540443 comprised in record of title 905896 in favour of Marlborough Lines Ltd.

Carried

### **Cncl-0220-294    Decision to Conduct Business with the Public Excluded**

-

**Cllrs Taylor/Croad:**

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

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

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

General Subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under Section 48(1) for the passing of this resolution
Minutes and Committee Reports	As set out in the Minutes	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists under Section 7 of the Local Government Official Information and Meetings Act 1987.
Land Purchase	To enable the Council, as holder of the information, to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) 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 1.31 pm.

Confirmed this 2<sup>nd</sup> day of April 2020

J C LEGGETT  
MAYOR

Record No. 2058290

## **5. Committee Reports**

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### **5.1 Assets & Services Committee**

Assets & Services Committee Meeting held on 5 March 2020  
(Minute Nos. A&S-0320-295 to A&S-0320-305)



**Report and Minutes of a Meeting of the  
ASSETS & SERVICES COMMITTEE  
held in the Council Chambers, 15 Seymour Street, Blenheim  
on THURSDAY 5 MARCH 2020 commencing at 9.00 am**

**Present**

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

**Also Present**

Cllrs J A Arbuckle, D D Oddie, B A Fauls and T P Sowman

**In Attendance**

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

**Apologies**

Cllrs Fitzpatrick/Brooks:

That the apology for absence from Cllr J L Andrews be received and sustained and the apology for non-attendance from Cllr J D N Croad be noted.

**Carried**

**A&S-0320-295 Declaration of Interests**

-

No interests with items on the agenda were declared.

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

**A&S-0320-296 Financial Report for Period Ended 31 January  
2020**

**F275-001-02**

The Finance & Information Supervisor, David Craig, presented the financial report for the Assets & Services and Property & Community Facilities Department for the year ended 31 January 2020.

Mr Craig advised that the actual revenue and operating expenditure for the July to January period was Revenue \$45.9M made up of Rates and charges \$28,549,886, Metered water sales \$741,223, Donations and grants \$494,279, Roading subsidies \$3,559,886, Dump fees \$4,984,351, Gravel extraction \$249,630, Infringements \$573,676, Parking collections \$604,522, Sales \$349,641, Property rentals \$1,953,004, Capital contributions \$216,644, Development contributions \$1,217,012, Land subdivision reserve contributions \$368,409, Trade Waste Charges \$1,010,510. Operating Expenditure \$47.3M, Personnel costs \$3,926,631, Operating expenditures \$14,964,794, Infrastructure costs \$8,874,242, Interest payments \$3,279,360, Depreciation \$13,414,285, Internal costs & transfers \$2,834,160.

Mr Craig reported that the predicted end of year operating surplus is \$0.5M more than budgeted, due to a reduction in both revenue (\$0.1M) and operating costs (\$0.6M). The total forecast capital expenditure of \$48M is \$40M below budget. A significant portion of this reduction is due to projects which have either been re-programmed or are behind schedule due to factors such as land purchase, design and consenting, including the \$20M north-west zone sewerage upgrade and the \$14M Flaxbourne Irrigation scheme. These particular projects are expected to be under construction later in 2020 and 2021 respectively.

For the reporting period, departmental revenues were unfavourable to budget by \$1,455,178, including, Roading subsidies (\$1,284,141), Trade waste charges (\$713,240), Metered water sales (\$569,792), Reserve fund contributions (\$188,815), Donations and grants \$278,029, Infringements \$337,725, Dump fees \$723,667.

Operating expenditures were favourable to budget by \$649,999, including, Interest payments \$548,419, Emergency reinstatement \$453,168, Sealed pavement maintenance \$368,353, Professional fees (includes climate change provision) \$236,540, Reticulation maintenance \$157,348, Minor safety improvements \$137,051, Treatment \$134,424, Structure maintenance \$106,911, Unsealed pavement maintenance \$106,699, Pump stations \$101,945, Backflow prevention (\$84,164), Levy Payments (\$92,213), Personnel costs (\$132,340), Environmental maintenance (\$152,281), Flood damage (\$187,792), Network and asset management (\$223,248), Contracts (\$225,835), Repairs & maintenance (\$291,878), Depreciation (\$405,687)

The resulting year to date operating deficit of \$1,421,474 is unfavourable to budget by \$805,179. The total budgeted capital expenditure for 2019/20, including carryovers and Council approved adjustments, is \$87M with actual year to date expenditure of \$15M (17%), net of asset disposals. Capital expenditure is mainly concentrated in the core activities of Sewer \$21.8M (ytd actual \$1.6M), Roothing \$21.1M (\$4.1M), Water supply \$17.7M (\$2.9M), Community Facilities \$13.1M (\$2.1M), Flood Protection \$7.6M (\$0.7M), Stormwater \$3.0M (\$0.3M) and Waste Management \$1.3M (\$2.9M).

The predicted end of year operating surplus is \$496,000 more than budgeted, due to a reduction in revenue (\$87,000) and reduced operating costs (\$583,000). Calculations for vested assets in respect of the latest stages of the Omaka Landings and Rose Manor subdivisions are pending.

It was reported that it is already evident that the capital programme will be well underspent this year with the Blenheim sewer pipeline and pump station upgrades not expected to go to tender until February 2020 and construction of the Flaxbourne Irrigation scheme now scheduled to commence in July 2021.

The total forecast capital expenditure of \$48M is just under \$40M 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 Operational Activity for the month of January was summarised in the report.

**Cllrs Peters/Fitzpatrick:**

**That the financial report for the period ended 31 January 2020 be received.**

**Carried**

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

## **A&S-0320-297      McBryde Access Tom Canes Bay      PN132396#05**

The report to the Committee sought approval for the McBrydes to form a vehicle access to their property within road reserve at Tom Canes Bay, Port Underwood. A copy of an updated aerial map of the proposed access way was circulated to members prior to the meeting along with a copy circulated at the meeting.

It was reported that the reason for the application was that the property owners are wanting to undertake substantial renovations to their house and the require reliable vehicle access to the property. It was noted that the current access to the property has been by driving through a creek and then along the foreshore reserve. However, recent changes to the creek have made it impossible to get vehicle access. The owners investigated bridging the creek and driving along the foreshore reserve but this has been ruled out due to the scale of the structure required to meet waterway and consent conditions.

Mr Murrin advised members that the McBrydes have spoken with their neighbours who had raised concerns with Marlborough Roads about the visual impact of the earthworks and security to their properties. Marlborough Roads have set out conditions to mitigate these concerns.

Members discussed the request and determined that more time was required to enable further discussion and potentially undertake a site visit and moved that the item lie on the table.

**Cllr Maher/Mr Hunter:**

**That the issue of McBryde Access Tom Canes Bay lie on the table.**

**Carried**

## **A&S-0320-298     Bike Walk Marlborough Trust Dissolution**

**C230-001-B03-08**

The report sought acceptance of the proposal to dissolve the Bike Walk Marlborough (BWM) Trust.

It was noted that the minutes from the December and January meetings of the Trust were included with the agenda item along with a letter formally advising Council of the Trust's wish to dissolve the Bike Walk Marlborough Trust Board. The letter provided a number of recommendations which members were supportive of being implemented and agreed that the recommendation be amended to reflect this. Members were advised that the Bike Walk Advisory Group will prioritise these recommendations.

Support was also given by members that the BWM Advisory Group meetings continue to be held as they provide MDC and other local agencies an opportunity to engage with and provide updates to the public, and that the planning and implementation of walking and cycling projects and initiatives continue to be undertaken by MDC in partnership with Marlborough Roads.

**Cllrs Peters/Dawson:**

**That Council approve the dissolution of the Bike Walk Marlborough Trust, and that the members of the Trust be thanked for their efforts and their recommendations be referred to management for appropriate implementation.**

**Carried**

## **A&S-0320-299     Road Name Request – Wither Road, Blenheim**

**U180252WP, R800-007-06-03**

The purpose of the report was for the Committee to consider officially naming an existing private right-of-way in Wither Road, Blenheim, to enable addressing compliant with the national addressing standard (AS/NZS 4819:2011).

The applicant provided two suggestions, Lowther Drive and Ford Lane. Lowther Drive is their first choice as they considered it a suitable way of honouring their Mother/Grandmother Nance Lowther's contribution to the community. There are no significant issues with the option and it meets the evaluation criteria of the policy. It was noted that a Lowther Road is located in the Tasman District area but is not considered a duplication.

The proposed names are being circulated to iwi, local historians, Marlborough Roads and affected neighbouring property owners for comment and final approval will be subject to their endorsement.

**Cllrs Maher/Brooks:**

**That the existing private right-of-way in Wither Road be named 'Lowther Drive', subject to satisfactory approval from consultation with iwi, local historians, Marlborough Roads and affected neighbouring property owners.**

**Carried**

## **A&S-0320-300     Road Exchange Proposal – 4351 Croisilles-French Pass Road, Rai Valley**

**R800-004-S40**

The purpose of the report was to obtain the Committee's authorisation of the procedures associated with a road exchange involving land located within the property described as 4351 Croisilles-French Pass Road.

It was noted that part of the Schuckard's house and buildings are located within the northern end of a legal road near and connecting to Taipare Bay. The applicant's seek to have 1650m<sup>2</sup> of legal road nearest to Taipare Bay stopped and by way of exchange it is proposed to vest 630m<sup>2</sup> of the applicant's land as road.



**Cllrs Maher/Brooks:**  
**That Council approve:**

1. Pursuant to Section 114 of the Public Works Act 1981 the declaration as road of the land shown as “road to vest” on the attached plan (refer Appendix 1) and the vesting of this in Council;
2. Pursuant to Section 116, 117 and 120 of the Public Works Act 1981 the stopping of the area of unformed legal road shown as “road to stop” on the attached plan (refer Appendix 1) and for this to be amalgamated with the title NL110/20 held by the applicants.
3. That such approval be on the basis that the applicants are responsible for all survey, legal, administrative and other costs, even if the process does not proceed for whatever reason.
4. That Council appoints a Valuer and that all valuation costs be payable by the applicant for the exchange, regardless of whether or not the exchange is finalised.
5. That the monetary amount to offset unequal values between the road to vest and road to be stopped shall be paid by the applicants.
6. That it be acknowledged at this stage that Council can give no commitment to completion of the processes given possible input under the Public Works Act.
7. That any easements necessary for services or utilities impacting on the portion of road proposed to be stopped be created and registered in conjunction with any transfer of the land should that part of the exchange be completed, with all costs involved to be the responsibility of the applicant.
8. That a condition of approval be that the land proposed to be stopped be amalgamated with the applicants’ property so both parcels are held within the one title.
9. That if survey documentation to initiate the road exchange process is not completed within a year of this Council approval then any approval for the road exchange shall lapse.
10. That the Surveyors certify that the road to be vested is practical and well clear of the wetland area and that legal public access remains from the Croisilles-French Pass Road to Taipare Beach and from Taipare Beach to public conservation land (rising to Askews Hills, Section 4 Block II Whangamoa Survey District).

**Carried**

ATTENDANCE: Ms Jane Tito, Council's Parks & Open Spaces Manager and Mr Robert Hutchinson, Council's Parks and Open Spaces Officer, were present for the following three items.

## **A&S-0320-301      Lansdowne Park-Turf on Number One Field**

**R510-009-L01-04**

The purpose of the report was to provide Councillors with an update on the turf management at Lansdowne Park and to consider options for resurfacing the No.1 field.

It was noted that the report prepared by New Zealand Turf Management Solutions outlined a number of sand-based options with their recommendation being to convert the soil surface to a sand-based surface. The report was available on Council's website for members' information.

Members discussed the options identified in the report and supported the recommendation that the playing surface be converted to a full sand profile with the required infrastructure and budget made available to enable on-going maintenance. It was noted that the budget would need to be brought forward to enable the works to start in October with the field ready for use in early 2021.

**Cllrs Peters/Brooks:**  
**That Council:**

1. Confirms the conversion of the Lansdowne No1 sports field from a soil surface to a sand surface.
2. Approve bringing forward \$700,000 from the budget allocation of \$1.2M for replacement of turf on the No1 field at Lansdowne Park in the 2023/24 financial year to the 2020/2021 financial year to fund the ground conversion.

3. Approve a capital budget of \$50,000 every five years, beginning 2026/27 budget year, for the removal and replacement of the surface sand.
4. Confirms an annual budget increase of \$35,000 for the management of the new sand surface from year 2021/22.

**Carried**

### **A&S-0320-302 Pine Valley Outdoor Centre - New Storage Shed PN528626#06**

The purpose of the report was for Council to further consider the 2019/20 Annual Plan funding request from Pine Valley Outdoor Centre Trust (PVOCT).

The PVOCT had outlined a number of goals and targets in their 2019 Annual Plan submission and sought financial assistance from Council of \$100,000 primarily to establish a three stage development. This staged development was detailed in the agenda item.

Members were advised that the PVOCT have been successful in funding stage one (Construction of an administration centre). They are now requesting assistance with financial funding for stage 2, which is for a 3-bay implement shed valued at \$45,838 excl. GST.

**Cllrs Brooks/Maher:**

**That Council confirms funding for the purchase and installation of a 3-bay implement/storage shed.**

**Carried**

### **A&S-0320-303 Use of Glyphosate in Parks and Open Spaces R510-009-000-01**

Members were advised that the majority of Council's parks and open spaces are maintained under contracts in addition to the Council's in-house garden team providing maintenance of its two premier parks in Blenheim (Pollard Park and Seymour Square). It was noted that data on the amount of herbicide used in open spaces is provided by the contractors as part of their monthly reporting to Council.

It was reported that there has been a reduction, by both contractors and staff, in the use of glyphosate in parks and open spaces. Council's contractors are constantly looking at ways to reduce the use of glyphosate in open spaces and a trial is being discussed presently on a way to do so in particular in our garden plots.

It was noted that Council's long-term approach is to reduce the use of chemicals in parks and also pest management systems that include introducing good bugs to help manage the bad bugs. It was proposed that Council also aim to achieve some glyphosate free areas over time.

**Cllrs Taylor/Maher**

1. That the report be received.
2. That further work be undertaken to move Seymour Square Reserve to a glyphosate free reserve and a report be brought back to the Assets & Services Committee.

**Carried**

## **A&S-0320-304     Review of Burial and Cremation Act 1964**

**R520-001-000**

Members were advised that the Burial and Cremation Act 1964 is currently undergoing review. A consultation document has been prepared by the Ministry which responds to many of the recommendations made in the Law Commission's report.

The period for making submissions closes on 10 April with the subsequent Assets & Services Committee meeting occurring after the closing date for submissions. Members discussed the proposal to delegate authority to the Chair of Assets and Services, the Cemeteries portfolio holder Councillor Brooks and the Manager, Parks and Open Spaces to prepare and lodge a submission on the review of the Burial and Cremation Act 1964 to enable a submission to be lodged in time. Those nominated had no objection to their nomination.

It was noted that there are proposed changes to the Act that would likely see the Council become responsible for some current central government functions with consequent resourcing implications. There are also potential resource management implications from some of the options.

**Cllrs Maher/Dawson:**

**That Council delegate authority to the Chair of Assets and Services, Councillor Brooks and the Manager, Parks and Open Spaces to prepare and lodge a submission on the review of the Burial and Cremation Act 1964.**

**Carried**

## **A&S-0320-305     Information Package**

-

**Cllrs Brooks/Maher:**

**That the Assets and Services Information Package dated    be received and noted.**

**Carried**

The meeting closed at 10.04 am.

Record No. 2047246

## **5. Committee Reports**

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### **5.2 Environment Committee**

Environment Committee Meeting held on 12 March 2020  
(Minute Nos. Env-0320-310 to Env-0320-325)



**Minutes of a Meeting of the  
ENVIRONMENT COMMITTEE**  
held in the Council Chambers, 15 Seymour Street, Blenheim  
on THURSDAY, 12 MARCH 2020 commencing at 9.00 am

### **Present**

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

### **Also Present**

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

### **In Attendance**

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

### **Apologies**

No apologies were received, however, Cllr Taylor advised that she will be withdrawing early from the meeting.

## **Env-0320-310 Declaration of Interests**

-

No interests with items on the agenda were declared.

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

## **Env-0320-311 Food Act 2014 Update on Verification Services** **E350-004-009-02**

Council's Team Leader of Environmental Health, Karen Winter, provided an update to the Committee on the Food Act 2014 Verification Services. To highlight this report a powerpoint presentation was shown (presentation filed in CM Record No. 2048005).

It was reported that MPI had undertaken an audit of Council in January 2019 to determine how Council was managing the implementation and ongoing work tasks of the Food Act 2014. The outcome of that review has been completed and the exclusivity for verification of Template Food Control Plans will remain with Council/Territorial Authorities.

This positive outcome means that Council can continue to build on the work done with local food businesses and will also give operators ongoing consistency, certainty and maintain costs as low as practical.

The Environmental Health team will also continue to work with those businesses with a registered Template Food Control Plan to ensure they are providing safe and suitable food that is compliant with the Food Act requirements.

**Cllrs Faulls/Hope:**  
**That the report be received.**

**Carried**

## **Env-0320-312 Resource Hearing Commissioner Decisions**

-

**Cllrs Oddie/Arbuckle:**

**That the Resource Hearing Commissioner Decisions as contained within the reports dated 30 October 2019 (U190250), 12 November 2019 (U180215) and 14 January 2020 (U190713) be received and the recommendations adopted.**

**Carried**

ATTENDANCE: Cllr Taylor withdrew from the meeting at 9.22 am during this item.

ATTENDANCE: Mr Rob Agnew, Plant & Food Research, was present for the following item.

**Env-0320-313      Climate Presentation by Rob Agnew, Scientist,  
Plant and Food Research      E320-003-001**

Rob Agnew from Plant & Food Research spoke to members on the 2019 Climate Records from the Marlborough Research Centre. To highlight this report a powerpoint presentation was shown (presentation filed in CM Record No. 2048090).

Members were advised that Blenheim's mean temperature between 1933 and 2020 has increased by 1.08°C with the January temperature trend showing an increase of 0.82°C and June showing an increase of 2.24°C. There has also been a drop in ground frosts from an average of 109 in 1932 to 36 in 2019. With regards to rainfall there has been no upwards/downwards trend in annual rainfall but rainfall is highly variable from month to month and from year to year.

Members were advised that a research programme has been commissioned by Bragato Research Institute to investigate the potential impacts of climate change on the wine industry.

It was noted that weather data for the Blenheim weather station at the Marlborough Research Centre's Grovetown Park campus is freely available at: [www.mrc.org.nz/weatherdata](http://www.mrc.org.nz/weatherdata)

**The Mayor/Cllr Oddie:**  
**That the information be received.**

**Carried**

ATTENDANCE: Mr Richard Coningham, Council's Manager Assets & Services and Chair MDC Staff Climate Change Working Group was present for the following item.

**Env-0320-314      Adoption of Climate Change Action Plan 2020  
E320-003-001**

The report to the Committee sought adoption of the Marlborough District Council Climate Change Action Plan 2020.

The Climate Change Action Plan is designed to set goals, have measurable targets for Council to strive towards to help New Zealand to achieve its emission reduction goals set out in the Climate Change (Carbon Zero) and also address long term adaptation requirements for the Marlborough region.

It was noted that the plan aligns with the goals relating to climate change which are noted in Council's Infrastructure Strategy and Asset Management Plans. This will give the public a focal point to refer to, review and provide feedback on. It was noted that Council are meeting with Forest & Bird in the near future regarding the Plan.

It was reported that the timelines indicated in the plan are feasible and will be continually reviewed to ensure that may realistic and achievable.

Members were advised that as projects identified in the Climate Change Action Plan are instigated, more quantifiable measures will be able to be produced to report on actions taken by Council staff in these projects as they progress.

It was noted that Council will implement the Marlborough District Council Climate Change Action Plan 2020 once ratified at the next full Council meeting.

**Cllrs Oddie/Hope:**  
**That Council adopt the Marlborough District Council Climate Change Action Plan 2020 as below:**

## Climate Change Action Plan 2020

Goals	Focus Areas	Actions (2019-2021)	Resources	Actions 2021-2024	Actions 2024+
<b>1. Council contributes to NZ's efforts to reduce greenhouse gas emissions (including net carbon emissions).</b>	(a) Contribute to the reduction of emissions as directed by the Climate Change (Carbon Zero) Amendment Act 2019, emissions budgets and other applicable regulation.	(i) Undertake a baseline inventory of Council emissions by end of 2020; and the regular monitoring of Council's greenhouse gas emissions.	\$	Regular monitoring of emissions and review targets.	Regular monitoring of emissions and review targets.
		(ii) Identify and prioritise activities to reduce emissions from Council offices (e.g. refrigeration emissions from air-conditioning, reduce travel by holding virtual meetings, working from home etc), Council operations (e.g. methane from landfill) and Council vehicle fleets.	Staff time	Implement emissions reduction programme.	Implement and review emissions reduction programme.
		(iii) Assist the private sector to provide a higher number of strategically located electric vehicle charging stations and electric bike docks/charging stations across the district.  Continue to increase the number of plug-in hybrid vehicles in Council's fleet and investigate use of electric vehicles.	Staff time \$	Investigate opportunities to transition the majority of Council's fleet away from fossil fuels (i.e. replace with plug-in hybrid and electric vehicles).	Transition the majority of Council's fleet away from fossil fuels (i.e. replace with plug-in hybrid and electric vehicles).
		(iv) Review Council's Procurement Policy to include consideration of emissions as a factor.	Staff time	Implement reviewed Procurement Policy.	Further review Procurement Policy.
		(v) Continue to invest in forest plantations and participate in the Emissions Trading Scheme programme. Explore opportunities to undertake carbon sequestration planting on Council land.	BAU	Continue to invest in forest plantations and participate in the ETS programme. Explore opportunities to plant carbon forests on Council land (e.g. river berm land).	Continue to invest in forest plantations and participate in the ETS programme. Explore opportunities to plant carbon forests on Council land (e.g. river berm land).
		(vi) Continue to work with communities to develop catchment care	BAU	Continue to work with communities on catchment	Continue to work with communities on

Goals	Focus Areas	Actions (2019-2021)	Resources	Actions 2021-2024	Actions 2024+
		programmes (e.g. riparian margin restoration, habitat enhancement, land stability, planting in Council parks & reserves and within roading corridors), to sequester carbon in conjunction with the Indigenous Biodiversity National Policy Statement (once in force).		care and biodiversity programmes.	catchment care and biodiversity programmes.
		(vii) Continue to support landowner applications to the government's Billion Trees fund (and other relevant funds).	BAU	Continue to support landowner applications to the government's Billion Trees fund (and other relevant funds).	Continue to support landowner applications to the government's Billion Trees fund (and other relevant funds).
		(viii) Investigate energy efficient design and renewable energy options for Council buildings.	\$	Implement energy efficiency and renewable energy generation actions (e.g. solar panels on Council's buildings).	Monitor technology developments for improvements to energy efficiency and implement these where feasible.
		(ix) Continue to develop Council's Waste Management & Minimisation Plan to reduce total waste to landfill (including promotion of the circular economy, education, service changes, etc).	\$	Develop further programmes to support waste reduction.	Develop further programmes to support waste reduction.
		(x) Investigate options for reducing green waste to landfills.	Staff time	Review programmes for reducing green waste to landfills and composting.	Implement programmes for reducing green waste to landfills and composting.
	(b) Council decisions for planning and infrastructure design supports private individuals and businesses to reduce their	(i) Collaborate with central government initiatives for incentivising: (a) low carbon footprint buildings; (b) highly energy efficient buildings; (c) renewable energy use in buildings;	Staff time	Implement preferred options.	Implement preferred options.



Goals	Focus Areas	Actions (2019-2021)	Resources	Actions 2021-2024	Actions 2024+
	emissions by 80% by 2050. <i>Targets are based on Zero Carbon Act and will be adjusted if necessary to meet the legislation.</i>	(d) reductions in refrigeration emissions from air conditioning and disposal of refrigerants; (e) enhanced urban/subdivision design.			
		(ii) Through the Marlborough Environment Plan (MEP) and other means, continue to explore housing intensification to reduce the need for car travel.	\$	Implement the MEP.	Review and implement the MEP.
		(iii) Investigate options for further promoting the Warmer Homes programme.	Staff time	Support & promote the Warmer Homes programme.	Support & promote the Warmer Homes programme.
		(iv) Review renewable energy generation provisions in the MEP.	BAU	Planning documents enable renewable energy generation.	Planning documents enable renewable energy generation.
	(c) Year on year, use of alternative modes of transport increases, whereas use of single-occupancy internal combustion engine vehicles on Marlborough roads declines.	(i) Through the Regional Land Transport Plan, and in conjunction with NZTA, investigate options for increasing use of public transport (where this will provide the best outcome) and prepare action plan to increase public transport use.	BAU	Implement action plan to increase public transport use.	Implement action plan to increase public transport use.
		(ii) Investigate ways to incentivise use of alternative transport modes, such as ride sharing and EVs.	Staff time	Investigate ways to incentivise use of alternative transport modes, such as ride sharing and EVs.	Investigate ways to incentivise use of alternative transport modes, such as ride sharing and EVs.
	(d) Use of active transport (e.g. walking, cycling etc) as a form of transportation increases year on year.	(iii) Through the Regional Land Transport Plan, continue investment in new and (maintenance of) existing active transport networks.	BAU	Increased investment in new and maintenance of active transport networks. Impediments to use of network are steadily removed.	Increased investment in new and maintenance of active transport networks.
		(iv) Through the MEP and implementation of the Bike/Walk	BAU	Effectiveness of provisions	Effectiveness of

Goals	Focus Areas	Actions (2019-2021)	Resources	Actions 2021-2024	Actions 2024+
		strategy, implement requirements on new developments to provide for active transport.		are monitored and reviewed as necessary.	provisions are monitored and reviewed as necessary.
		(v) In conjunction with central government and local agencies, fund infrastructure programmes and activities that support increased use of active transport network.	\$	Fund active transport infrastructure programmes and activities.	Fund active transport infrastructure programmes and activities.
		Continue to seek and obtain co-funding for active transport network development and maintenance.	BAU	Continue to seek and obtain co-funding for active transport network development and maintenance.	Continue to seek and obtain co-funding for active transport network development and maintenance.
<b>2. Marlborough District becomes more resilient to the impacts of climate change.</b>	(a) Progressively improve network infrastructure resilience to climate change risks across all Council networks.	(i) Prepare infrastructure risk and resilience assessment Asset Management Plans (AMPs) identifying critical infrastructure (i.e. water supply sources, stormwater, wastewater, transportation, and solid waste) and their vulnerability to natural hazards and climate change. The plans will also identify what infrastructure will become redundant.	BAU	AMPs account for climate change risks, uncertainty, and resilience for the entire life of current and future infrastructure (i.e. future proof design). All assets should be assessed for climate change risks at their proposed location, before decisions on siting of a new asset/replacement of existing assets are made.  Funding for repair or replacement of network infrastructure incorporates accounting for climate change risks and resilience.	Implementation of AMPs through network development projects.  Funding obtained through future plans.
		(ii) Review Council's policy on emergency funds, to ensure it anticipates repair/replacement and relocation costs that factor in climate change risks ("build back better"). Investigate the potential funding	Staff time	The Long Term Plan 2021-2031 incorporates emergency funds that anticipate repair/replacement/relocation costs that factor in	Funding maintained or increased as risks increase.

Goals	Focus Areas	Actions (2019-2021)	Resources	Actions 2021-2024	Actions 2024+
		requirements of implementing this policy.		climate change risks.	
	(b) New coastal development and infrastructure accounts for climate change risks, including sea level rise.	(i) Develop a coastal hazard plan including consideration of the extent of the risks, options, and regulatory responses for adaptation, relocation, coastal structures etc.	BAU	Develop a coastal hazard plan.	Implement the coastal hazard plan.
		(ii) Regulatory activities (resource and building consenting) continue to account for sea level rise based on the MEP provisions and the latest MfE Guidance.	BAU	Regulatory activities (resource and building consenting) continue to account for sea level rise based on latest MfE Guidance.	Regulatory activities (resource and building consenting) continue to account for sea level rise based on latest MfE Guidance.
		(iii) Undertake and support national initiatives to undertake mapping of the coastal margins.	\$	Undertake mapping	Update mapping
		(iv) Use the Dynamic Adaptive Pathways Planning (DAPP) and other appropriate tools in decision-making where appropriate.	BAU	Use DAPP and other tools	Use DAPP and other tools
	(c) Ecological adaptation to climate change is taken into account when making decisions.	(i) Review options for how Council can be more agile and responsive to increased biosecurity risks (including marine pathway biosecurity risks) and pest management requirements, in response to the changing climate; including through the Regional Pest Management Strategy.	Staff time	Implement new options for biosecurity and pest management.	Implement new options for biosecurity and pest management.
		(ii) Continue to support the Marlborough Environment Awards and seek opportunities to recognise climate change initiatives through the Awards.	BAU	Seek opportunities to recognise climate change initiatives through the Marlborough Environment Awards.	Seek opportunities to recognise climate change initiatives through the Marlborough Environment Awards.

Goals	Focus Areas	Actions (2019-2021)	Resources	Actions 2021-2024	Actions 2024+
<b>3. The Marlborough community is informed of climate change actions and options for response.</b>	(a) Council leads the establishment of a climate change forum.	(i) Encourage community collaboration and active involvement with the Forum	Staff time	Establish and lead Forum.	Establish and lead Forum.
	(b) Encourage private adaptation and business adaptation to climate change by providing clear and applicable information.	(i) Obtain updated information on local climate impacts and collate and publicise relevant information.	BAU	Ongoing information gathering and publication.	Ongoing information gathering and publication.
		(ii) Maintain Council's website climate change pages with relevant and up-to-date information on local impacts, options for Council and private mitigation, and Council's adaptation options and responses.	Staff time	Website maintenance and updates.	Website maintenance and updates.
		(iii) Incentivise and support ideas for innovation from the community	\$	Incentivise and support ideas for innovation from the community.	Incentivise and support ideas for innovation from the community.
		(iv) Continue to implement the Climate Change Integrated Work Programme.	BAU	Continue to implement the Climate Change Integrated Work Programme.	Continue to implement the Climate Change Integrated Work Programme.
<b>4. Council shows clear leadership on climate change issues.</b>	(a) Council's elected representatives demonstrate regional leadership.	(i) Promotion of innovations, changes and initiatives that individuals and businesses can take to reduce emissions, benefit from climate changes and improve resilience.	\$	Promotion of innovations, changes and initiatives that individuals and businesses can take to reduce emissions, benefit from climate changes and improve resilience.	Promotion of innovations, changes and initiatives that individuals and businesses can take to reduce emissions, benefit from climate changes and improve resilience.
		(ii) Liaison and collaboration with local government agencies, iwi, central government and others to provide clear and consistent messaging and directions for change.	Staff time	Liaison and collaboration with local government agencies, iwi, central government and others to provide clear and consistent	Liaison and collaboration with local government agencies, iwi, central government and

Goals	Focus Areas	Actions (2019-2021)	Resources	Actions 2021-2024	Actions 2024+
				messaging and directions for change.	others to provide clear and consistent messaging and directions for change.
	(b) Council's staff work collaboratively to implement the Climate Change Action Plan.	(i) Formation of a Climate Change Working Group comprising staff across Council to champion implementation of this plan which is supported by Council management and Councillors	Staff time	Climate Change Working Group continues to champion implementation of this Action Plan	Climate Change Working Group continues to champion implementation of this Action Plan
	(c) Decisions of Council consider the implications of climate change for current and future generations.	(i) Include assumptions for climate change in the Long Term Plan, including provision for uncertainty, based on latest scientific evidence from the Intergovernmental Panel on Climate Change (IPCC).	Staff time	Include assumptions for climate change in the Long Term Plan, including provision for uncertainty, based on the latest scientific evidence.	Include assumptions for climate change in the Long Term Plan, including provision for uncertainty, based on latest scientific evidence.
		(ii) Incorporate funding provision in the Long Term Plan to implement this Action Plan.	BAU	Incorporate funding provision in the Long Term Plan to implement this Action Plan.	Incorporate funding provision in the Long Term Plan to implement this Action Plan.
		(iii) Develop an internal staff policy for guiding and informing agenda items, reports and projects.	BAU	Review and monitor implementation of the policy.	Review and monitor implementation of the policy.
	(d) Council reports on its progressive implementation of this Action Plan.	(i) Reporting on progress towards targets of this Action Plan is included in Council's Annual Report.	BAU	Annual reporting.	Annual reporting.

**Carried**

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

**Env-0320-315      Te Whanau Hou Grovetown Lagoon  
Incorporated Society Council Representative  
C230-001-G01-02**

The report to the Committee sought approval to appoint a Council representative to the Executive of the Te Whanau Hou Grovetown Lagoon Incorporated Society. It was noted that the executive of the Society is made up of foundation members from the Department of Conservation, Council and iwi, including Rangitane, Ngati Rarua and Ngati Toa.

Members nominated Clr Brooks as the elected Council representative and noted that although Clr Brooks is not a member of the Assets & Services Committee it was considered positive for her to continue in this role. Members were advised that Councillor Brooks has been the Council executive representative on the society for the last term of Council.

**Clrs Arbuckle/Hope:**  
**That Council appoint Clr Brooks as the representative on the Te Whanau Hou Grovetown Lagoon Incorporated Society.**

**Carried**

**Env-0320-316      Establishment of an Environment Grant Fund  
E360-000-002**

The report to the Committee sought approval to establish a Community Environmental Grant Fund and to appoint a Sub-Committee to decide on the criteria and process to establish the Fund. Approval is also sought to transition the existing Greenscape and Tui to Town budgets to a contestable Environmental Grant Fund.

The fund would incorporate the Greening Marlborough and Tui to Town programme, and expand the criteria to include other key environmental priorities that align to the Marlborough Environment Plan (MEP) objectives.

Members were advised that an environmental grant scheme would provide the community with a direct funding source to help encourage community driven co-funded environment projects. The fund would align with the Marlborough Environment Awards and be complimentary to other Council grant schemes, while providing an avenue for submitters to the Annual Plan to seek funding to achieve environment outcomes.

It was noted that the Landscape Group fully supports this proposal.

Members discussed the proposal and supported the appointment of Clrs Hope, Oddie, Croad and Mr Ross Beech (Rural Representative) as members of the sub-committee tasked with providing the criteria and process for setting up the environment fund.

**Clrs Arbuckle/Hope:**  
**That Council:**

- 1. Establish a contestable Environmental Grant Fund and consider transitional arrangements for the appropriation of existing Greenscape and Tui to Town budgets.**
- 2. Appoint Clr Hope, Clr Oddie, Clr Croad and Mr Ross Beech (Rural Representative) to a sub-committee to provide criteria and the process for setting up an environment fund.**

**Carried**

**Env-0320-317      Significant Natural Areas Working Group  
Council Representatives      E310-011-001**

The report to the Committee sought approval to appoint Council representatives to the Significant Natural Areas Working Group.

It was noted that the Significant Natural Areas Project is an ongoing programme involving a partnership with Marlborough landowners to identify and promote the protection of ecological values on private land. A working group assists in the governance of this project.

Members discussed the proposal and nominated Cllr Croad and Mr Ross Beech (Rural Representative) as the Council representatives on the Working Group.

**The Mayor/Cllr Oddie:**

**That Council appoint Mr Ross Beech (Rural Representative), and Cllr Croad as the Council representatives on the Significant Natural Areas Working Group.**

**Carried**

ATTENDANCE: Mr Jono Underwood, Council's Biosecurity Manager, was present for the following four items.

**Env-0320-318      Managing the Biosecurity Threat of  
Mediterranean Fanworm      E315-003-019-02**

Members were provided with an update on the management of the key marine biosecurity threat, Mediterranean fanworm (fanworm). To highlight this report a powerpoint presentation was shown (presentation filed in CM Record No. 2048090).

It was noted that fanworm was first detected in Marlborough in February 2014 on a vessel. Since then there have been 13 separate detections of fanworm on vessels and four different locations where it has been found on structures or in the environment.

To detect fanworm dive surveillance work is undertaken along with snorkel surveillance while necessary it is resource hungry. It was noted that this does not cover all key risk areas or intercept all the potential inward risks. The team are looking to collaborate more closely and operationally, with the Council's Coastal Science programme and Harbours office in terms of a 'marine protection' theme.

It was noted that there are some positive signs that the intense work in both Picton and Waikawa is paying off with fanworm not being able to establish in these areas. However, the big pressure is the arrival of fanworm on vessels and the associated response to address the risk before causing further infestations in the environment and affecting ecosystems, kai gathering or the aquaculture industry.

**Cllrs Oddie/Sowman:**

**That the information be received.**

**Carried**

ATTENDANCE: Meeting adjourned at 10.32 am and resumed at 10.47 am.

**Env-0320-319      Wilding Conifer Management in Marlborough -  
an update      E315-003-019-02**

Members were provided with an update on the current approach by Council to manage the issue of wilding conifers (wilding pines) in Marlborough. A powerpoint presentation was given (presentation filed in CM Record No. 2048458).

Members were advised that the Marlborough Sounds Restoration Trust (MSRT) and South Marlborough Landscape Restoration Trust (SMLRT) are working through management sectors across the Sounds as funding allows and are continuing to undertake knock-down operations in some sectors, maintenance in others, SMLRT has kept tussock lands clean, restored steepplands and prevented the infestations getting worse. It was noted the Trust plans to remove dense wilding infestations in the Leatham Valley and beyond to protect native landscapes from Molesworth to Nelson Lakes.

It was noted that Council continues to act as Regional Facilitator and Regional Steering Group which brings together the key community organisations, agencies and other partners to look across all activities relating to the management of wilding pines.

Members noted that major funding is needed as wilding pines are scattered everywhere and that consideration be given to including the Picton wattle trees in the programme.

It was reported that the Council's proposal to amend the Regional Pest Management Plan (RPMP) is moving to a hearing and decision-making phase and will be brought back to the Committee with proposed plan becoming operative from 1 July 2020. Council's role will be to oversee the implantation of any such programme and also fulfil obligations as a regional Fund Holder within the NWCCP.

**Cirs Oddie/Fauls:**

**That the information be received.**

**Carried**

ATTENDANCE: Mr Liam Falconer, Council's Senior Biosecurity Officer – Operations Leader, was present for the following item.

## **Env-0320-320      Chilean Needle Grass Management in Marlborough – an update**

**E315-003-009-01**

Members were updated on the current approach to managing Chilean needle grass (CNG) in Marlborough. A powerpoint presentation was shown (filed in CM Record No. 2054159) in support of his report.

CNG is a highly invasive weed which is very difficult to control and causes significant impact on farm production. Members were advised that the CNG programme has evolved following the implementation of the new Regional Pest Management Plan 2019 with the new rules more easily explained as well as address all methods of movement of CNG.

In the 2019/2020 season there were three new affected properties found and an additional 27 hectares of affected land mapped. The majority of the newly affected area was on existing properties, but one of the newly affected properties had substantial infestation of over 5 hectares on its own.

In response to a query on whether there had been any progress by MPI on making this plant a national pest Mr Underwood advised that it is still considered a regional issue but will continue to argue that it is a national one.

The increase in funding over the last two years has meant that the programme has moved away from only a small degree of control and straight compliance work. The programme now consists of a large degree of direct control work ie restrictions on movement of baleage, a mix of compliance/landowner support and ongoing landowner engagement through the development of management plans.

**Mr Beech/Cir Croad:**

**That the information/presentation be received.**

**Carried**



**Env-0320-321      Financial Support for the Chilean Needle Grass  
Action Group      E315-003-009-06**

Jono Underwood, Council's Biosecurity Manager and Simon Harvey, a landowner and key member of the Chilean Needle Grass Action Group (CNGAG) spoke to the report. It was noted that the CNGAG was formed in 2014 as Council initiated a push to raise the profile of Chilean Needle Grass (CNG) as a key biosecurity threat.

Mr Harvey spoke on the CNGAG and noted that farmers are continuing to do their best with this invasive weed while keeping their eyes on the future where there may be something that will be effective in CNG's demise.

It was noted that operating such a programme for CNG within a community, its long term sustainability relies on an all-in approach and having a community-based platform is immensely valuable for sharing of information, discussing new approaches and overcoming challenges that arise.

It was noted the request for up to \$15,000 per annum of financial support is proposed to come from within existing Biosecurity operational budgets. This funding would be used to cover costs associated with facilitation services for the group and extension/project activities within Marlborough that are not inconsistent with Council's overarching programme for CNG.

**Clr Oddie/Mr Beech:**

**That Council makes provision for financial support of up to \$15,000 per annum, from existing Biosecurity Operational Budgets, for the Chilean Needle Grass Action Group.**

**Carried**

ATTENANCE: Clr Andrews withdrew from the meeting at 11.54 am during the following item.

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

**Env-0320-322      Revised Trace Elements (Heavy Metals)  
Background Concentrations for the  
Marlborough District      E355-005-000**

The purpose of the report was to provide members with an update on trace elements (heavy metals) background concentrations to be used for contaminated land investigations for the Marlborough District. A powerpoint presentation was shown (filed in CM Record No. 2055955) in support of this report.

It was noted that knowing the background concentrations of heavy metals enables assessment of the effects of human activity on levels of metals in our soils, this can be for both environmental and human health requirements. Under the National Environmental Standard for Assessing and Managing Contaminants in Soil to Protect Human Health 2012 (NESC) if levels of metals are shown to "be at or below background" on an investigated site the NESC does not apply.

It was reported that in 2016 Landcare Research and GNS Science undertook work supported by Regional Councils and Regional Managers Groups, MfE and MPI to establish nationally consistent predicted background concentrations of trace elements for New Zealand. Levels were established by the analysis of data from Regional Councils, the national soils database and association with geological parameters from the GNS QMap geological map dataset. Current background concentrations for Marlborough are based on State of the Environment monitoring sites data up to 2011 only.

Members were advised that the adoption of the 2016 Landcare Research Predicted Background Soil Concentrations will enable a nationally consistent approach to the determination of background concentrations of contaminants in soil.

Reduction in the requirement for assessment under the NESCS for sites where a very minor proportion of soil contaminants are above the current 2013 MDC figures but below the 2016 predicted figures and the risk to human health is low. This is expected to reduce the number of low risk consent requirements.

It was noted that with all contaminated land assessment the numbers are not just taken in isolation but are considered with an understanding of the site's history, its local environment and regard to its results in the wider Marlborough context. The Suitable Qualified Environmental Practitioner (SQEP) undertaking the investigations provides an assessment of the results and a risk assessment as to the effect of contaminant levels on the site.

It was reported that all developments of land for housing are required to remediate if contaminated land is found.

**Cllrs Hope/Sowman:**

**That Council agrees to adopt the 2016 Landcare Research Limited Predicted Background Soil Concentrations as the primary background concentrations to be used in the Region for assessment of sites under the NESCS.**

**Carried**

ATTENDANCE: Mr Ian Sutherland, Council's Lead Senior Environmental Planner, was present for the following item.

## **Env-0320-323      Road Name Request - DeLuxe Property Group Limited**

**U19091, U200167**

The report to the Committee sought consideration on an application to officially name seven new roads to be created as part Stages 6, 7, 8 and 9 of the Rose Manor subdivision off Old Renwick Road. A concept plan of the subdivision stages and new roads was included with the agenda item. It was noted that the road names for some of the roads to be created on Stage 10 will be sought once the road layout connections to the west have been finalised. The proposed road names in order of preference were detailed in the agenda.

Members were advised that the assessment of the proposed new road names found that the first choice names nearly all comply with the requirements set out in the Road Naming and Property Addressing Policy adopted by Council in 2017, with the only exception being that Oakley Drive should be changed to Oakley Avenue to better fit the road type definitions, most of the second choice names conflict with parts of the policy.

It was noted that the road names for some of the roads to be created on Stage 10 will be sought once the road layout connections to the west have been finalised.

The developer, DeLuxe Property Group Limited, provided a list of proposed road names, in order of preference and these were noted the agenda item.

There was considerable discussion on the proposal with members noting that even though the options provided did fit within Council's road naming policy the choice of names could have better reflected our own history or identity. It was noted that there is a certain amount of personal choice by the developers to be considered.

During discussion it was raised whether the possibility of having a bank of potential road names that developers could be refer to. It was noted that potential road names had been collected from the community but Council was now waiting for iwi to respond with potential names. The list currently created is offered to developers for consideration.

There was a suggestion that this work be revisited to allow further discussion with the developer on names that hadn't been considered. It was noted that developers should not be discounted in the naming of the roads in their developments and that there is Council's Road Naming policy for guidelines on what is considered appropriate.

Members discussed the possibility of re-establishing the sub-committee which had been established prior to the 2019 election. It was noted that Management are currently discussing the road naming/addressing process and how best to manage it.

At the beginning of discussion the recommendation contained in the agenda was moved by Cllrs Oddie and seconded by Cllr Hope and at the conclusion of discussion the following recommendation was put to members.

That Council approve the following road names to take effect upon the vesting of the Roads in Council ownership. The road names apply to the roads are as follows:

Road 1 - Albert Grove

Road 2 - Oakley Avenue

Road 3 - Whitehall Drive

Road 4 - Chapel Close

Road 5 - Bond Street

Road 6 - Granville Close

Road 7 - Arlington Close

Rose Manor Drive be extended

Rembrandt Drive be extended

Spencer Place be extended

On a show of hands the vote was tied four all. It was agreed by the meeting to let the motion **lie on the table**.

ATTENDANCE: Cllr Maher withdrew from the meeting at 12.15 pm during the following item.

## **Env-0320-324      Animal Control Sub-Committee      D050-001-A04**

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

**Cllrs Arbuckle/Sowman:**  
**That the information be received.**

**Carried**

## **Env-0320-325      Information Package      -**

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

**Carried**

The meeting closed at 12.20 pm.

Record No: 2056046

## **5. Committee Reports**

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### **5.3 Planning, Finance & Community Committee**

Planning, Finance & Community Committee Meeting held on 19 March 2020  
(Minute Nos. PF&C-0320-326 to PF&C-0320-343)



**Report and Minutes of a Meeting of the  
PLANNING, FINANCE & COMMUNITY COMMITTEE  
held in the Council Chambers, 15 Seymour Street, Blenheim  
on THURSDAY 19 MARCH 2020 commencing at 9.00 am**

## **Present**

Cllrs M A Peters (Chairperson), J D N Croad, J L Andrews, J A Arbuckle, C J Brooks (from 9.20am), B A Faulks, M J Fitzpatrick, G A Hope, D D Oddie, T P Sowman, N P Taylor and Mayor J C Leggett

## **In Attendance:**

Messrs M F Fletcher (Chief Financial Officer) and N Chauval (Committee Secretary)

The Chair, Cllr Peters, opened the meeting and advised that an additional item "COVID-19 – Verbal Update from the Chief Executive" be heard.

## **PF&C-0320-326 Introduction of Additional Item**

-

### **Cllrs Peters/Arbuckle:**

**That the following additional item be considered for reason of the urgent nature of the business and insufficient time being available to include the items on the original Agenda and Meeting Notice.**

### **In Open Meeting:**

- **COVID-19 – Verbal update from the Chief Executive**

### Carried

Cllr Peters outlined the protocols for the meeting in response to the current COVID-19 situation. He acknowledged the extraordinary situation that Council and New Zealanders are currently in. He expressed his support and confidence in what Council's CE and Executive team are doing to ensure essential services are continued to be provided to the community and assured those present that the highest priority will always be the health and welfare of Marlborough's people.

He advised that in a discussion with The Mayor, Deputy Mayor Nadine Taylor, Chief Executive and Chief Financial Officer, it was agreed that Council should consider limiting the proposed rates rise this year to no higher than the Local Government Cost Index level of 2.2%, rather than the 4.86% as indicated at the Council meeting on 27 February 2020.

It was noted that during this extraordinary time it is imperative that the Council ensures as much budgeted capital project expenditure as possible is undertaken, so that economic activity can be maintained to help the Marlborough economy through this unprecedented situation.

## **Apologies**

### **Cllr Fitzpatrick/The Mayor:**

**That the apologies for absence from Cllrs B G Dawson and F D Maher be received and sustained.**

### Carried

## **PF&C-0320-327 Declaration of Interests**

-

No interests with items on the agenda were declared.

ATTENDANCE: Cllr Brooks joined the meeting at 9.20 am during the following item.

ATTENDANCE: Mr Kevin Moseley, Chairman Marlborough Civic Theatre Trust, Anton James, CA Trustee and Karyn Delves, General Manager were present for the following item.

## **PF&C-0320-328 ASB Theatre**

**A200-002-09**

The report to the Committee presented the Marlborough Civic Theatre Trust's accountability reports for the year ended 30 June 2019. It was noted that the presentation of this report was delayed because of the election but was presented earlier to the Trust's public AGM held 17 December 2019. The Annual Report for the AGM was attached to the agenda item for members' information.

Kevin Moseley introduced the newly appointed General Manager of the Trust, Karyn Delves, to members.

Kevin Moseley, Anton James and Karyn Delves spoke to members on the performance of the Civic Theatre both in terms of attendance, functions, conferences and its financial situation. To highlight this report a powerpoint presentation was shown (presentation filed in CM Record No. 2057555).

It was noted that the Trust has sustained a financial loss of -\$14,137, including depreciation this has increased to -\$118,730 for the six months ending 31 December 2019. It was noted that the Trust will undertake the recommendation from the Richard Jeffrey report to identify asset management and replacement requirements and any resulting funding requirements.

It was noted that the venue is in its fifth year since opening and the Trust is closely monitoring the condition of the building and planning for a capital investment programme to ensure Marlborough continues to have a premium venue for Marlborough. An independent review of the property has been undertaken and the first draft of the report is expected in mid-March.

It was noted that the number of live performances has been steady but there is a decline in 2019-20 to 74 live performances booked. The Theatre continues to face a reduction in bookings previously anticipated for next year and this is due to cancellation of a major national conference; slowing or cancellation of national tours, commercial booking clashes with existing programmes, and community groups indicating difficulty in coordinating their events amidst conflicting priorities. This is a national trend. Also in the near future the Christchurch Convention Centre will provide further competition.

Members were advised that the Theatre is combating this by working with the regular groups to provide support to avoid cancellation of anticipated programmes, working with hirers to understand how the Trust can optimise their experience and to try and secure their ongoing bookings. Reviewing our pricing and policies to optimise our revenue and occupancy rates. Working with local partners to strengthen our regional competitiveness as a convention venue.

Members were advised that the COVID-19 situation is having a significant impact on the Theatre and the management team will be working through the issues during this time.

Members noted their continued support for the Theatre and acknowledged the extraordinary times we are in particularly in the events and tourism sector.

**Cllrs Oddie/Croad:**  
**That the report be received.**

**Carried**

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

## **PF&C-0320-329 Business Trust Marlborough**

**E100-005-007-02**

Council's Strategic Planning & Economic Development Manager, Neil Henry advised members he would be speaking to the report as Brendan Burns was unable to attend the meeting. Mr Henry acknowledged John Baird Trustee was present in the public gallery.

The six monthly review to February 2020 was attached to the agenda for members' information. The Trust continues to provide administration, promotion and management services to Angel Investors Marlborough (AIM). AIM is the fourth largest in New Zealand and is going strong. The service provides an additional income stream for the Trust.

The Key Performance Indicators were noted in the report with results to-date looking positive but there are changing times ahead due to the current COVID-19 situation.

It was reported that there are 50 businesses currently being mentored and of the 61 mentors 56 are currently available to take on assignments.

Members were advised that the Trust's focus remains on matching an increasing number of mentors and mentees, engaging more with Iwi and Pasifika and assisting Not-For-Profit organisations.

**The Mayor/Clr Arbuckle:**  
**That the information be received.**

**Carried**

ATTENDANCE: Mr Ned Wells, Marine Farming Association was present for the following item. Dave Taylor (Aquaculture NZ) was present via Zoom.

**PF&C-0320-330    Smart+Connected Aquaculture, Marine  
Farming Association and Aquaculture NZ  
E100-010-01, E100-010-11-03**

A powerpoint presentation was shown to members filed in CM Record Nos. 2057644 and 2057641.

Dave Taylor spoke on the future of aquaculture in New Zealand he noted that aquaculture production has now surpassed capture production. The Aquaculture industry provides over 3,000 + jobs and generates over \$600m in revenue. The New Zealand Sustainable Aquaculture was awarded 'Best Choice' Green rating by globally respected Monterey Bay Aquarium's Seafood Watch.

It was noted that the Government is moving to cut the complexity involved with re-consenting existing marine farms by creating a consistent set of rules across the country. Cabinet has approved policy provisions for the drafting of a National Environmental Standard for Marine Aquaculture (NES). Following drafting of the new regulations, the NES will go to cabinet for a final decision.

Members were advised that the Marine Farming Association (MAF) was formed in 1991 to represent marine farmers across the Top of the South and has 170 members including mussel, oyster and salmon growers. The association administers a number of environmental initiatives including regular beach cleans and Research programmes.

MFA has embarked on a three-year project to develop effective methods for restoring green-lipped mussel beds in the Pelorus. MFA, industry members, the Sustainable Farming Fund, the Nature Conservancy and University of Auckland have all provided funding. 15 trial plots have been installed (4 tonne of mussels) in the inner Pelorus and Kenepuru Sounds. These will be monitored for the next year by scientists from the University of Auckland and NIWA. If the trial plots are successful, much larger beds will be established the following year.

A research project has also begun with The King Shag which is one of the world's rarest cormorants and found only in the Marlborough Sounds. The population is approximately 800.

In 2017 MFA formed the King Shag Working Group, which brought together a range of stakeholders, including MPI, DOC, council, iwi, researchers and industry. Work to date includes population counts, location surveys, chick banding, and GPS tracking of adults.

It was reported that there are a number of success stories but in particular the Blue Mussel Project and the Grind the Floats which floats are sent to recycling centres in Christchurch and Auckland where they are cleaned and ground up turned into pellets which are then used for a number of plastic products.

It was reported that potential workstreams are developing solar power and using Artificial Intelligence to improve GSM spat retention.

In regard to the current COVID-19 situation the industry is expecting a significant slowdown and there will be considerable challenges in the future and the industry is bracing for the uncertain times. The positive for now is that the product can stay in the water.

**Cllrs Andrews/Oddie:**  
**That the information be received.**

**Carried**

ATTENDANCE: Mr Alistair Schorn, Infometrics, was present for the following item.

**PF&C-0320-331      Marlborough Annual Economic Profile  
(Infometrics) E100-007-01**

Alistair Schorn, Senior Economist, Infometrics Limited spoke to members on the annual profile and quarterly report which was contained in the agenda for members' information. To highlight this report a powerpoint presentation was shown (presentation filed in CM Record No. 2057465).

Members were advised on the positive results for 2019 however as a consequence of the current situation regarding COVID-19 a recession will be inevitable. This could potentially last for the next five quarters with forecast recovery in the first or second quarters of 2021.

It was noted that the Government stimulus package is the biggest ever in NZ history and there may be more to come at budget time. The tourism sector is carrying the brunt of down turn in overseas visitors. Focus may turn to the domestic market in future.

Members were advised that Infometrics has generated a new model for population and household projections to 2050. Infometrics provide posts regularly and are happy to create additional logins for councillors. If members are interested please arrange through Neil Henry.

Alistair Schorn will circulate the presentation as requested by members.

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

**Carried**

ATTENDANCE: Ms Kaye McIlveney, Council's Solicitor, was present for the following item.

**PF&C-0320-332      Destination Marlborough Trust Deed  
Amendments E100-004-01**

Council's solicitor, Kaye McIlveney, spoke to the report and noted that consent was being sought from members on the amendments to the Destination Marlborough Trust Deed. The changes to the Trust Deed clauses were attached to the agenda item for members' information.

It was noted that the proposed amendments are intended to make the Deed more cohesive and flexible, especially concerning the ability to make changes where appropriate. The changes will also bring the Trust Deed more in line with Council's Trust Deed structure.



Jacqui Lloyd, General Manager Destination Marlborough, was in the public gallery and was present to answer any questions. No questions were raised.

**Cllrs Hope/Taylor:**

**That the Council consent to the proposed amendments to the Trust Deed.**

**Carried**

ATTENDANCE: The meeting adjourned at 10.39 am and resumed at 10.52 am

ATTENDANCE: Cllr Taylor withdrew from the meeting at 10.53 am.

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

## **PF&C-0320-333      Marlborough Small Townships Programme Update**

**E105-002-05**

Adi James advised members that the Elaine Bay Pathway and Landscaping project has been completed and are awaiting on the final report.

Four applications have been received for the Community Projects Fund with the Small Townships Programme Sub-Committee meeting on 26 March 2020 to consideration the applications. This meeting was not held due to the country wide lockdown effective from 25 March 2020.

The final projects to complete the Wairau Valley Township Plan implementation are the Entrance Signs and Loop Track. The entrance signs are part of a region wide roll out and the 6km loop track that links the township and river is in the final planning stages. Issues with the high cost of a bridge have been resolved with a re-routing of the track to avoid a river crossing and an agreement with the landowner for access is in progress.

Members were advised that the construction drawings, schedule of works and costings are complete for the Renwick Village Green and subject to some final small changes is ready to go out to tender.

The improvements to the Renwick High Street are still being worked on, in conjunction with businesses and the community. It was noted that due to the current COVID-19 situation a public meeting may not be held and other ways of communicating will be worked through.

Resource consent has been granted and costings are underway for the Havelock Community Pathway. It was noted that the partnership that Council has with the Link Pathway and Havelock Community Association requires the community to seek partial funding for the project once the final design and costs have been confirmed. It was noted that discussion is underway to decide the best way to undertake this.

The construction plan for the new Wairau River picnic area on either side of the Ferry Bridge is complete and work on the schedule of works and costings is underway. Plans for Ferry Road traffic calming, improving the school crossing and entrance to the township are progressing.

Members were advised that the Ward community have been approved including the planning for outdoor public space in Ward to incorporate the Heritage Centre, this is subject to the location being confirmed. Once location is confirmed they will be able to secure funding for the toilets.

Members noted that it is important that these works are progressing this year particularly for small contractors and communities in the current COVID-19 situation.

**Cllrs Brooks/Arbuckle:**

**That the information be received.**

**Carried**

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

## **PF&C-0320-334      Regional Events Update**

**E100-002-011**

The report to the Committee provided an update to members on the activities of Council's Regional Events Advisor. It was noted that the impact of the Coronavirus (COVID-19) is front of mind for event organisers regionally and nationally with useful advice and resources being provided by the New Zealand Events Association. The NZ Events Association are undertaking a survey to capture as much information as possible on the effects of COVID-19 with the information being fed back to Central Government.

Members were advised that Marlborough has had a number of large events postponed or cancelled e.g. Whitehaven GrapeRide 2020 and Feast Marlborough 2020.

It was reported that Marlborough has been successful in securing the Spirited Women – All Women's Adventure Race 2021 through Council's Bid Fund. The event is scheduled for 9-11 April 2021. So far 125 teams have registered with an estimated 2000 people attending with 80% from out of the region. Releasing information on the new event has been put on hold due to the current COVID-19 situation.

Council's Commercial Events Fund 2019/20 is now closed and a Sub-Committee meeting date is scheduled for 1 April. *Postscript: Due to the subsequent COVID-19 emergency, this meeting will now be rescheduled.*

It was raised that when Marlborough/NZ comes out the other side of COVID-19 events will need to be ramped up and consideration will need to be given on how we go about doing that as events will be another critical element in ensuring Marlborough comes through this situation positively.

Sam Young reported on the recent Mussel & Seafood Festival held on 14 March and advised that it was a very successful event with all feedback received to date being positive. \$9,000 was raised at the Marlborough Hospice Vehicle Display held recently at the Waterlea Race course. The recent netball match for the ANZ Premiership between defending champions Te Wānanga o Raukawa Pulse and The Good Oil Tactix was hugely successful with phenomenal attendance.

**Cllrs Croad/Sowman:**

**That the information be received.**

**Carried**

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

## **PF&C-0320-335      Marlborough Regional Events Strategy**

**E100-002-001**

The report to the Committee sought to inform members of the public comments received on the Draft Marlborough Regional Events Strategy.

Members were advised that a significant number of Key Strategy Partners were consulted via face-to-face interviews during the review process and prior to the creation of the Draft Marlborough Regional Events Strategy (Draft MRES).

It was reported that the public consultation period for the Draft MRES closed 17 January 2020 with six submissions received. None of the comments received required major changes to the Strategy. A number of submissions were supportive of minimising waste at Marlborough events.

**Cllrs Faulls/Sowman:**

**That the Council agrees to suggested changes and adopts the Marlborough Regional Events Strategy 2020-2022.**

**Carried**

ATTENDANCE: Ms Sarah Edmonds, Council's Strategic Planner, and Alan Johnson, Council's Environmental Science & Monitoring Manager, were present for the following item.

## **PF&C-0320-336 Access to Marlborough's East Coast**

**E325-016-004-05**

Council's Strategic Planner, Sarah Edmonds, updated members on the progress with Council's consultation in regards to the management of vehicles on Marlborough's east coast.

It was noted that consultation has been undertaken with NZ Police, Department of Conservation (DOC) and commercial paua and rock lobster industry representatives. Feedback has been received from NZ Police noting that for them the most practical approach for enforcement purposes would be a full ban. However, if a full ban was enforced other measures including bollards, fencing and signage would be necessary. NZ Police also advised that differentiating between vehicle types is in their opinion untenable to manage if the term "vehicle" in the bylaw has the same meaning as the Land Transport Act 1998. If the beach was opened to traffic and a speed restriction was imposed this would also be problematic.

DOC is supportive of restricting vehicles along the east coast. They had suggested some ideas regarding parking provisions and boat launching at the northern end of Marfells Beach and this is being discussed with Marlborough Roads.

It was noted that commercial fishers require direct access to Ward Beach which requires gravel to be moved to maintain access and resource consent is required for this. There is long term uncertainty if duration is imposed as a condition of a consent. Other alternatives ie Port Underwood are proving uneconomic. Staff have arranged to meet with the Ministry of Primary Industries to discuss further.

Members were advised that a hui has been held with representatives of Te Rūnanga Rangitāne o Wairau with their position being to limit access to all vehicles except for those with low ground pressure (quad bikes) with restrictions on access limited to the high tide line along the foreshore.

It was reported that in response to an invitation from the Mayor a hui has been organised with Ngāti Toa Rangatira Ki Wairau Trust. Ngāti Koata have made contact and would like a hui following their upcoming board meeting and a hui with Ngāti Rārua and Ngāti Kurī (Ngāi Tahu) will be organised.

Members were advised that it is important to get all iwi input to the draft bylaw.

It was noted that following the November Committee meeting a letter had been sent to landowners. Six landowners responded and meetings have occurred with three. The majority were in support of the proposal to restrict vehicles but they did raise some concerns.

Ms Edmonds advised that the media coverage has generated general public interest with some members of the public querying why they and other recreational users were not considered as stakeholders and included in the pre-bylaw consultation.

Members discussed whether to include the public in the consultation and agreed that it is important to get their input in writing to the draft bylaw but there did need to be a close off date. It was agreed that Sarah Edmonds and Alan Johnson, Council's Environmental Science & Monitoring Manager would determine a date.

**Cllrs Hope/Brooks:**

**That the information be received.**

**Carried**

ATTENDANCE: Mr Jamie Lyall, Council's Manager, Property and Community Facilities, was present for the following item.

## PF&C-0320-337 Housing in Marlborough – Future Direction

D050-001-M03

The purpose of the report was to provide information on the report compiled from a Housing Workshop held earlier this year and to seek direction on Council's next steps for the housing sector in Marlborough. The report was available on Council's website with a link to it provided in the agenda.

It was noted that a number of Marlborough Housing Group (MHG) members had made submissions to Council's 2019 Annual Plan in relation to various aspects of housing including affordability and social housing provision. A workshop was identified as a way of enabling all ideas of those attending to form a report that could be provided to Council.

Members were advised that the workshop identified a number of housing related themes and it was suggested that work continue with the MHG to identify a process for actioning the issues/themes by forming smaller 'working groups' that focus on particular work streams, in a similar way to the Smart and Connected process.

Russell Hopkins a member of the MHG was present in the public gallery and requested that he and three other members of that group present have the opportunity to speak to members. The Chair declined the request.

A number of questions regarding the National Policy Statement on Urban Development were directed to Emma Toy, Council's Strategic Planner who was present in the public gallery. It was noted that the Policy Statement is still under review with an expectation that it will be released later this year.

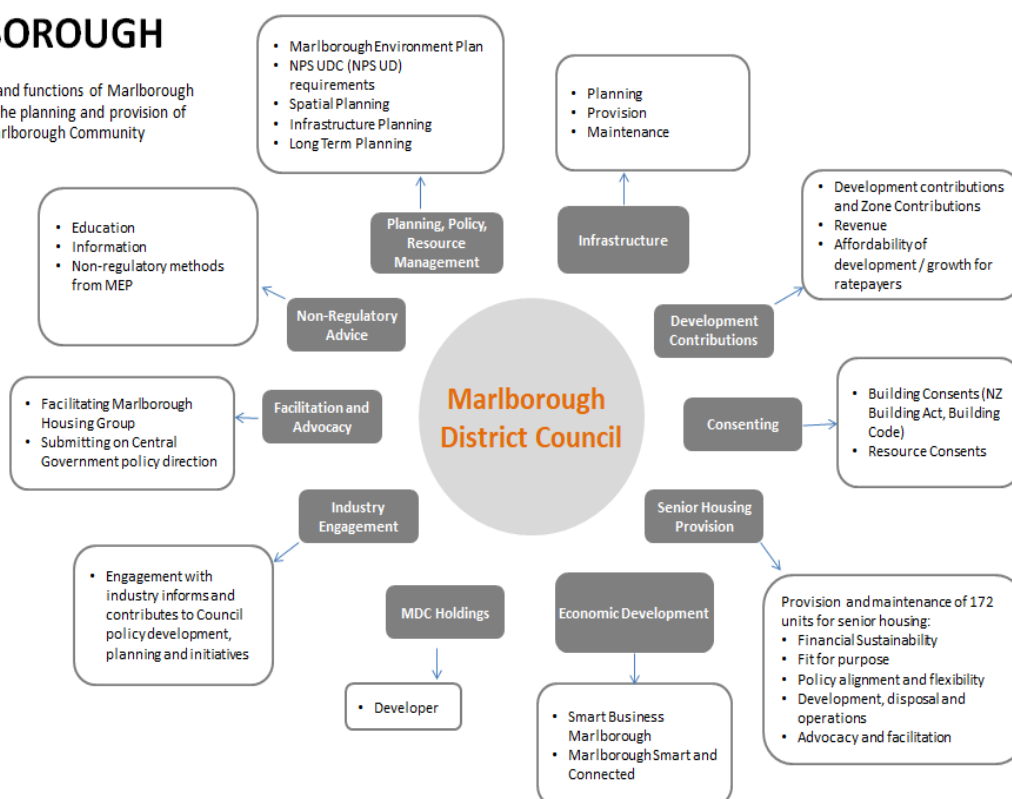
### Cllrs Brooks/Oddie:

1. That Council confirm its role in Housing as depicted in Figure 2.
2. That Council adopt Option two and focus on furthering specific work identified in the workshop by forming smaller working groups dealing with the affordability and acceptability issues.

### Carried

## HOUSING IN MARLBOROUGH

Defining the roles and functions of Marlborough District Council in the planning and provision of housing for the Marlborough Community



## **PF&C-0320-338 Water Meter Remissions**

**F270-00-01**

The purpose of the report was to determine the water allowance for residential properties where there is more than one Separately Used or Inhabited Part of the rating unit (SUIP) and where the extra rating charges have been remitted in accordance with Council's remission policies.

It was noted that there were two options proposed for members to consider namely to keep the status quo or reduce the water allowances where charges are remitted. Mr Fletcher outlined the options provided.

Members were advised that both options have credible advantages and disadvantages for both the ratepayers and Council staff. Option One recognises the social benefit to households with special circumstances that Council originally intended. It was reported that Council staff intend reviewing the declaration process to prevent system abuses.

**Cllrs Hope/Andrews:**

**That Council continues with its current Remission Policy following the move to water by meter.**

**Carried**

## **PF&C-0320-339 MDC Holdings Limited (Parent Accounts) Half Yearly Report as at 31 December 2019**

**S400-004-010-20**

Council's Chief Financial Officer, Martin Fletcher presented the unaudited financial statements for MDC Holdings Limited (MDCH) for the six months to 31 December 2019 to the Committee. It was noted that the report contained information on the parent accounts but information on subsidiaries was not included.

Members were advised that the change in debt funding source to the Local Government Funding Agency (LGFA) via Council, MDCH's role has diminished to being mainly a conduit for funding subsidiaries. As a result, MDCH's main income sources are interest and dividends. Its main expense is interest paid to Council/LGFA.

The report gave explanatory comments on the Income Statement, Statement of Changes in Equity and Statement of Financial Position. It was reported that MDCH made a profit of \$1.805M for the period to December 2019 compared to \$1.452M for the same period last year. Removing the impact of the non-cash valuation of derivatives, the result is a profit of \$1.676M for December 2019 compared to a \$1.604M in 2018.

Members were advised that an interim dividend payment of \$2.3M was approved by the Board and paid to Council in August 2019. A final dividend payment of \$769,000 was approved by the Board in December 2019 and was paid in February 2020.

**Cllrs Oddie/Croad:**

**That the report be received.**

**Carried**

## **PF&C-0320-340 MDC Holdings Limited – 2020-21 Statement of Intent**

**S400-004-010-20**

Council's, Chief Financial Officer Mr Martin Fletcher presented the MDC Holdings Limited (MDCH) 2019/20 Draft Statement of Corporate Intent (SOI) to members. The SOI was included with the agenda for members' information.

Members were advised that schedule 8 Local Government Act 2002, requires MDCH to deliver to Council a completed SOI by 30 June of each year for the next year (year ending 30 June 2021) and two subsequent years.

Members were advised that the 2020/21 draft SOI is consistent with the 2019/20 SOI. It was noted that the significant points are that the targets for Port Marlborough NZ Limited (PML) have been based on its

2019-20 SOI. The statutory timing for preparing Port Company SOI's is 31 July for the draft and 30 September for the final document, which is some seven months after MDCH is required to submit a draft SOI to Council. It was noted if there is a significant change to PML's performance targets and financials the Committee will be advised and a revised SOI presented.

It was reported that MAL is currently in negotiation with the New Zealand Defence Force with regard to license fee and rescue fire service charges. This will have a flow-on effect on the level of landing fees charged. If there is a significant change to MAL's performance targets and financials because of this, then the Committee will be advised and a revised SOI presented.

**Cirs Oddie/Sowman:**

**That Council approves the Draft 2020-21 Statement of Intent for MDC Holdings Limited.**

**Carried**

## **PF&C-0320-341      Financial Report for Council – Period Ended 31 January 2020**

**F275-002-16**

Martin Fletcher, Chief Financial Officer presented Council's financial report for the period ended 31 January 2020.

It was noted that the report had been revamped to ensure financial information is provided in a clear and concise way and feedback from members is welcomed. A modified cash flow statement outlined where Council's cash is sourced and where it has been spent. It was noted that the figures will differ to what was contained in the income and expenditure and the reasons for this were discussed and detailed outlined in the agenda item.

It was noted that the Income Statement reported an operating surplus of \$4.9M to 31 January 2020. This is \$2.7M ahead of the \$2.2M budgeted. Income for the period was \$62.4M an increase of \$2.1M on budget. Expenditure at \$57.5M is up \$0.6M on budget. Capex is \$18.4M, which is \$41.2M down on budget. It was noted the while the budget is \$96.3M for the year, only \$60.0M was funded through the annual plan process. This ensures multiple projects can be kept on the go.

Members were advised on the major variances and these were further detailed in the agenda along with the variances greater than \$100,000.

**Clr Peters/The Mayor:**

**That Council receive the Financial Report for the period ended 31 January 2020.**

**Carried**

ATTENDANCE: Clr Taylor joined the meeting at 11.56 am

## **PF&C-0320-342      Information Package**

**-**

**Cirs Brooks/Andrews:**

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

**Carried**

## **PF&C-0320-343      Additional Item – COVID-19 Verbal Update from Chief Executive**

**C500-005-010-03**

Mark Wheeler spoke to members on COVID-19 and Council's preparedness. A powerpoint presentation was shown (presentation field in CM Record No. 2057243).

The following was noted:

- COVID-19 is a Ministry of Health event.
- Council has two roles – provider of essential services and Emergency Management Group.

- Brian Paton, in conjunction with staff, have reviewed the Workplace Influenza/Pandemic Plan.
- Council is currently in the response phase and is taking all necessary action to protect and support staff and planning to ensure the continued delivery of core services.
- Lifeline utilities are given the highest priority – water supply, effluent disposal, roading, Port and Airport facilities.
- High priorities are Emergency Management; Flood Monitoring, Flood Protection and maintenance; Harbour Safety; Health Compliance; Resource and Building Consents; Subdivision Engineering; LIMS and PIMS; Cemetery Management; Residential Development Capital Expenditure; Economic and Community Development response and recovery; Environmental monitoring and consent advice; Environmental Policy (MEP appeals); Biosecurity (response to incursions).
- Support Services required – IT; Finance; Human Resources/Payroll/Health and Safety. Some systems are being adapted to deal with offsite work eg; approval of invoices.
- Resources and Training - Additional IT resources are being purchased to increase offsite capacity (iPads, Laptops); Assets and Services staff are being trained to cover key water and effluent disposal operators
- Communications Team providing information via the printed page (newspapers), Facebook, website, Antenna. Links to Health website noted as the place to go for official and accurate information on COVID-19 [www.health.govt.nz/our-work/diseases-and-conditions/covid-19-novel-coronavirus](http://www.health.govt.nz/our-work/diseases-and-conditions/covid-19-novel-coronavirus) and [www.covid19.govt.nz](http://www.covid19.govt.nz)
- Any changes in levels of services councillors will be informed.
- Businesses requiring information can go to the following website <https://www.business.govt.nz/news/coronavirus-information-for-businesses/>
- Contact with rural population through Emergency Management Team / Civil Defence.
- Temporary accommodation for self-isolation is now with Civil Defence as NMDHB can no longer cope with the numbers.
- Welfare group includes – Red Cross, Salvation Army.
- Catherine Coates (Welfare Officer) and Jacki Lloyd (DM) are canvassing accommodation providers to determine who is happy to provide accommodation and cleaners once people have vacated. DHB will cover costs.
- Each agency is responsible for planning.
- Council have provided EMOC with staff if required – don't need today but may need them tomorrow as may be operative for a long period of time.
- Meetings happening weekly, lot of teleconferencing (Zoom) to keep informed.
- Established a pandemic team with Brian Paton leading. All questions to be directed to Brian Paton in the first instance.
- There is currently no community transmission, if it does get into the community control will be lost.
- 10,000 people in NZ currently in self isolation which is important. 40,000 have being coming into NZ who we hope will self-isolate.

Mark advised that Council has done and is doing all it can to prepare and to keep staff, and the community at large safe and critical services operational.

The meeting closed at 12.36 pm.

Record No: 2057712

## **5. Committee Reports**

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### **5.4 Regional Transport Committee**

Regional Transport Committee held on 14 February 2020  
(Minute No. RTC-0220-260 to RTC-0220-263)





**Minutes of a Meeting of the  
REGIONAL TRANSPORT COMMITTEE  
held in the Committee Room, 15 Seymour Street, Blenheim  
on FRIDAY 14 FEBRUARY 2020 commencing at 11.30 am**

## **Present**

Councillors F D Maher (Chairperson), B G Dawson, M J Fitzpatrick and N P Taylor, and Mr J Harland (Waka Kotahi NZ Transport Agency).

## **In Attendance**

Mayor J C Leggett, Mr M S Wheeler (Chief Executive), Mr R P Coningham (Manager, Assets and Services Department), Mr A James (Waka Kotahi NZ Transport Agency), Mr S J Murrin (Waka Kotahi NZ Transport Agency), Inspector S J Feltham (NZ Police), Mr H M Meyers (NZ Automobile Association), Mr J Bond (Road Transport Association), Mr P Heagney (Road Transport Association) and M J Porter (Democratic Services Manager).

## **RTC-0220-260 Declaration of Interests**

-

No interests with items on the agenda were declared.

## **RTC-0220-261 Receiving of Last Meeting's Minutes D050-001-R01**

The minutes of the previous meeting held on 13 September 2019, as presented, were received. Mr Harland updated the meeting on the Whale Trail.

**Clr Dawson/Mr Harland:**

**That the minutes of the Marlborough Regional Transport Committee held on 13 September 2019 be received.**

**Carried**

## **RTC-0220-262 Report from Waka Kotahi NZ Transport Agency R800-0087-16**

Mr Harland spoke to the report as attached to the agenda together with a presentation (filed in TRIM – Record No. 2042745). Mr Harland covered topics on NLTP Information Sessions (changes to the Investment Decision-Making Framework; Arataki, their 10-year plan; Transport Agency Investment Proposal; and support for RLTP development), Mode Shift, Urban Mobility, Road to Zero, Tackling Unsafe Speeds, Marlborough State Highway Speed Reviews, and Safe Vehicles Programme.

Mr Harland further spoke on NZTA/Local Government liaison and how the relationships were being improved from within NZTA.

The Chair raised with the NZTA representatives at the table the key projects that Marlborough wished to progress, namely (in no order): Weld Pass (it was noted that work is continuing by NZTA to include this project into the next NLTP); Grove Road traffic flow and safety (NZTA are working on a small level business case – this needs to be part of Marlborough's next RLTP); Combined College planning (data is being collected presently); Interislander ship and terminal upgrade roading impacts; Speed limit reviews; Residential development and traffic flow impacts (this is to be further discussed with Council at the Roothing AMP workshop with Council); and Logging truck impacts and options.

**Clrs Fitzpatrick/Dawson:**

**That the report be received.**

**Carried**

## **RTC-0220-263 General Business**

-

A question was asked regarding the intersection of Kent Street and SH1 in Picton. It was advised that this is being investigated.

The meeting closed at 1.13 pm.

Record No: 2053930

## **5. Committee Reports**

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### **5.5 Grants Sub-Committee**

Grants Sub-Committee held on 10 March 2020  
(Minute No. Grnt-0320-306 to Grnt-0320-309)



**Minutes of a Meeting of the  
GRANTS SUB-COMMITTEE**  
held in the Committee Room, 15 Seymour Street, Blenheim  
on TUESDAY 10 MARCH 2020 commencing at 1.00 pm

## **Present**

Clr Jenny Andrews (Chairperson), Clr Cynthia Brooks, Mrs Karen Hartshorne, Mrs Kate Parker, Ms Sally Wadworth, Ms Deborah Dalliessi, Mr Graeme Haymes

## **In Attendance**

Lyne Reeves (Community Development Advisor), Jodie Griffiths (Community Development Support) and Nicole Chauval (Committee Secretary)

## **Apologies**

Apologies were received from Clr Thelma Sowman and Karen Hartshorne (for withdrawing from the meeting at 1.45 pm).

Members were advised that Mr Phil Welch tendered his resignation as a member of the Grants Committee. Mr Welch's resignation was accepted. Clr Andrews and the Mayor will meet to discuss filling the vacancy as well as filling the Iwi Representative position on the Committee.

## **Grnt-0320-306 Declaring an Interest**

**C150-001-000-01**

Committee members were reminded of their responsibilities when allocating the available funding under set criteria, and they were advised of what was expected of them when having an interest in a particular application. The intention of declaring an interest is to ensure that those with an interest have no involvement in the decision making process.

Council's District Secretary's advice is that Committee members, once they have declared an interest, leave the room for that particular application. Members were advised that it is important that it be seen that matters are processed without any influence especially where, for example, there are competing applications; some organisations may not have a representative around the table. The rule needed to be applied strictly for the process to be seen as fair to all concerned.

It was noted that declaring an interest applies to those who are members or honorary members of an organisation and also where it could be perceived that a person has an interest in an organisation.

It was reported that the chairperson would make the final decision if there was dissent.

**Mrs Karen Hartshorne/Clr Brooks:**  
**That the information be received.**

**Carried**

## **Grnt-0320-307 Process for Decision Making**

**C150-001-000-01**

Committee members' attention was drawn to the process for decision making that had been successfully used by previous Grants Sub-Committees. Members had been asked to familiarise themselves with the process prior to the meeting so that this could be consistently applied when considering grant applications.

Members were advised that at any time when an application is being discussed and a Committee member has declared an interest in, they must leave the room.

**Mrs Kate Parker/Mr Graeme Haymes:**  
**That the information be received.**

**Carried**

## Grnt-0320-308 Sport NZ Rural Travel Fund 2019-20 Allocation

C150-001-011-19

Sport NZ had made funding of \$19,537 available for rural travel for young people aged between 5-19 years under specific criteria and eligibility conditions. Nine applications were received and all were eligible for consideration. Requests totalled \$38,221.23.

Committee members discussed the applications and made the following recommendations:

Organisation	Project Description	Actual
Awatere Rugby Football Club	Travel to rugby games from Ward and Seddon to Blenheim	\$1,700.00
Havelock School	Travel for junior touch, netball and basketball players to local competition	\$1,400.00
Pelorus Netball Club	Travel for junior netball teams to local competition	\$1,100.00
Queen Charlotte College	Travel for netball, touch, basketball, water polo, volleyball and tennis teams for local competitions	\$4,300.00
Seddon School	Travel to weekly hockey, touch and netball competition incl Ward children for netball and hockey	\$3,400.00
Tokomaru Netball Club	Travel for up to six teams to local netball competition	\$1,100.00
Waitaria Bay School	Travel to participate in weekly rugby competition	\$637.00
Waitohi JAB Rugby	Travel for JAB teams to weekly competition	\$3,000.00
Ward School	Travel to weekly touch, tennis and cricket competition	\$2,900.00

**Mrs Karen Hartshorne/Mrs Kate Parker:**

**That Council approve the above listed grants to Sport NZ Rural Travel Fund applicants totalling \$19,537.**

### Carried

ATTENDANCE: Mrs Karen Hartshorne withdrew from the meeting at 1.43 pm.

## Grnt-0320-309 Creative Communities NZ Arts Funding Scheme Allocation 2019-20 – Round 2

C150-001-003-019

The Grants Sub-Committee allocates Creative Communities funding twice a year, with closing dates at the end of February and September each year.

Available funds to allocate for Round 2 totalled \$25,670. Eighteen applications were received, all of which were eligible to be considered for funding. Requests totalled \$61,205.54.

It was noted that a number of the applications received were for considerable amounts. It was suggested that we need to do more in the information about the scheme and on the application to show this is a small grants fund.

Committee members discussed the applications and made the following recommendations:

Organisation	Project Description	Actual
Millennium Public Art Gallery	School holiday drawing workshops for children <i>(Kate Parker declared an interest and withdrew from the meeting for this item)</i>	\$828.00
Marlborough District Brass Band Inc	Two free community concerts	\$3,000.00

Organisation	Project Description	Actual
Marlborough 4 Fun	Two children's interactive theatre sessions <b>Note: Funding is for the October events</b>	<b>\$1,952.00</b>
Marlborough Youth Development Trust	School toilet project - creation of artworks	<b>\$5,000.00</b>
Marlborough Art Society	Winter workshops - painting, multi media, sculptural media <b>Condition: For tutor fees</b>	<b>\$1,700.00</b>
Marlborough Girls College Learning Support Centre	Enrichment music for diverse learners	<b>\$1,700.00</b>
Marlborough Creative Fibre Group	Exhibition of all forms of fibre art & craft	<b>\$750.00</b>
Waikawa Marae Inc	Carve six pou with water feature in sculpture with children <b>Condition: For photos</b>	<b>\$3,000.00</b>
Marlborough Hospice Trust	Mural for Hospice Shop <i>(Ms Deborah Dalliessi declared an interest and withdrew for this item)</i>	<b>\$1,500.00</b>
Salsa Groove Marlborough	Festival with workshops to learn Latin dance	<b>\$1,300.00</b>
Creative Kids Trust	Community Choir venue hire for practise <b>(Clr Brooks declared a conflict of interest and withdrew for this item)</b> <b>Condition: For venue hire</b>	<b>\$1,400.00</b>
Marlborough Youth Trust	Expression sessions - spoken word, photography & skateboard art workshops <b>Condition: For art supplies</b>	<b>\$1,500.00</b>
CARE Marlborough	Art of Wellbeing workshops <b>Condition: For venue hire</b>	<b>\$390.00</b>
Ngati Rarua o Te Wairau	Matariki art workshop for children <b>Condition: For materials</b>	<b>\$650.00</b>
Kimi Young	Contemporary and krump fusion dance show	<b>\$1,000.00</b>
Garden Marlborough (2004) Inc.	Bloom into Boom - decorate arches in town with community <b>(Ms Sally Wadworth declared a conflict of interest and withdrew for this item. Clr Jenny Andrews declared a conflict of interest and withdrew for this item and Clr Brooks assumed the chair)</b> <b>Reason: Application was under developed.</b>	<b>Declined</b>
Writers of Picton	Anthology of local writers work <b>Reason: Insufficient funding and low priority due to lack of creative content.</b>	<b>Declined</b>
St Mary's School Blenheim	Art works developed by children depicting history and values <b>Reason: Members considered the project part of the school curriculum.</b>	<b>Declined</b>

**Graeme Haymes/Ms Deborah Dalliessi**

**That Council approve the above listed grants to Creative Communities NZ Arts Funding Scheme applicants totalling \$25,670.00.**

**Carried**

Members nominated to undertake audit visits for the following organisations:

Organisation	Project	Member
Marlborough Youth Development Trust	School toilet project, creation of artworks	Clr Jenny Andrews and Ms Sally Wadworth
Marlborough Girls College Learning Support Centre	Enrichment music for diverse learners	Clr Cynthia Brooks and Mr Graeme Haymes
Marlborough Creative Fibre Group	Exhibition of all forms of fibre art & craft	Ms Kate Parker
Marlborough Youth Trust	Expression sessions - spoken word, photography & skateboard art workshops	Mr Graeme Haymes

The meeting closed at 3.10 pm.

Record No: 2046671

## **5. Committee Reports**

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### **5.6 Audit & Risk Sub-Committee**

Audit & Risk Sub-Committee held on 24 March 2020  
(Minute No. A&R-0320-344 to A&R-0320-356)



**Minutes of a Meeting of the  
AUDIT AND RISK SUB-COMMITTEE  
held in the Committee Room, 15 Seymour Street, Blenheim  
on TUESDAY 24 MARCH 2020 commencing at 1.30 pm**

**Present:**

Mr I Marshall (Chairperson) (by audio visual link pursuant to Standing Order 13.7), Mayor J C Leggett, and Cllrs J D N Croad (by audio visual link pursuant to Standing Order 13.7), D D Oddie (by audio visual link pursuant to Standing Order 13.7), M A Peters and N P Taylor.

**In Attendance:**

Mr M S Wheeler (Chief Executive), Mr M F Fletcher (Chief Financial Officer), Mr G W Townsend (Contract & Risk Policy Manager), Ms R Zhao (Systems Accountant), Mr R Badar (Audit Director, Audit NZ) (by audio visual link pursuant to Standing Order 13.7 for items 2, 3 and 4), Mr D Koenders (Audit Manager, Audit NZ) (by audio visual link pursuant to Standing Order 13.7 for items 2, 3 and 4) and Mr M J Porter (Democratic Services Manager).

**Apologies:**

Apologies for non-attendance from Mr D G Heiford (Manager Economic, Community & Support Services), Mr R P Coningham (Manager Assets & Services) and Ms S L Young (Chief Information Officer) were noted.

The Chair advised that a late item would be added to the agenda at the end of the meeting, the topic being Council's COVID-19 Response.

**A&R-0320-344 Previous Minutes**

**D050-001-A05**

The minutes of the previous meeting held on 26 March 2019 were received.

**Mr Marshall/Cllr Peters:**

**That the minutes of the Audit & Risk Sub-Committee held on 26 March 2019 be received.**

**Carried**

**A&R-0320-345 Audit New Zealand Update**

**F275-A19-01**

Rehan Badar introduced himself as the new Audit (and signing) Director for MDC's audit. Mr Badar also introduced Daniel Koenders, who will again be the Audit Manager.

Mr Badar advised that with the current COVID-19 situation that there was not much clarity over the timing, or any extensions, to the current planned audit, however DIA and SOLGM are working together on this. Mr Badar then spoke to the following two items.

**A&R-0320-346 Audit Management Report for Year Ended 30 June 2019**

**F275-A19-01**

Staff reported that the purpose of the report was to present Audit New Zealand's (ANZ) Management Report for the year ended 30 June 2019.

The report from ANZ, titled "Report to the Council on the audit of Marlborough District Council and group for the year ended 30 June 2019" was appended to the agenda. The key points were that Audit NZ issued an unmodified opinion on Council and the group's annual report on 31 October 2019; and when taken as a whole, ANZ's Report can be regarded as very positive in relation to Council's performance. However, the Report made one recommendation with regard to disclosure of members and key personnel interests (4.1)). Management agrees with the importance of members and key personnel disclosing their interests and identified the steps taken, but ultimately staff are reliant on members to disclose their interests.



It was further reported that a very productive meeting had been held between staff and ANZ on how the finalisation of fixed asset figures and revaluations (one of the bottlenecks to finalising the Annual Report) can be achieved earlier.

Members noted improvements should occur as part of this audit, with further improvements in the next as we move to completing revaluations earlier.

Mr Badar spoke to the appended report outlining the key messages. Mr Badar undertook to send details to members on the undisclosed member interests identified by ANZ.

**Mr Marshall/Clr Peters:**

**That the Audit and Risk Sub-Committee receive the attached Audit New Zealand Management Report for the year ending 30 June 2019.**

**Carried**

## **A&R-0320-347      Audit Arrangements for Year Ended 30 June 2020**

**F230-A20-00**

Members noted that the purpose of the report was to present Audit NZ's (ANZ) draft Audit Plan for the audit of the 30 June 2020 Annual Report as separately circulated to the agenda.

The draft Plan is a largely standard document and covers the following areas: Audit risks and issues; Group audit; Our audit process; Adoption of new accounting standards; Reporting protocols; Audit logistics; and Expectations.

Mr Badar spoke to the separately circulated report outlining key messages. He also advised that amendments to the Plan may have to be made because of the COVID-19 situation.

Members noted that the new Accounting Standards may require extra work by staff. Various ways of conducting the audit remotely were discussed.

**Clrs Peters/Croad:**

**That the Audit and Risk Sub-Committee receive the draft 2020 Audit Plan following the incorporation of any amendments requested by the Sub-Committee.**

**Carried**

ATTENDANCE: Mr Badar and Mr Koenders left the meeting at this point.

## **A&R-0320-348      Audit and Risk Sub-Committee's Terms of Reference**

**D050-001-A05**

Members noted that the purpose of the report was to review the Audit and Risk Sub-Committee's (ARSC) Terms of Reference.

In summary it was reported that the current ARSC Terms of Reference (ToR) have been in place since establishment, over five years ago. The ToR have proved fit for purpose with only one amendment being proposed.

Members agreed to the amendment as recommended by the report, being "*amend the review period to every three years (formerly two) to align with the election cycle*". No other amendments were proposed by the Sub-Committee.

Following discussion it was agreed that as an action point, that at the conclusion of the external audit a memo from the Chair to check compliance with the ToR be prepared.

**Mr Marshall/Clr Peters:**

**That the Audit and Risk Sub-Committee agree to recommend the Planning Finance and Community Committee adopt its proposed Terms of Reference.**

**Carried**

## **A&R-0320-349 MDC Interim Performance Reporting F275-A18-05-03**

Members noted that the purpose of the report was to report actual results for the six months July to December 2019 against targets set in the 2018-28 Long Term Plan (LTP).

It was reported that performance targets are set alongside levels of service in each LTP, for each Council Activity, and reported against in each Annual Report. Some measures are mandatory, as they are prescribed by Regulation. Performance reporting is audited alongside financial reporting in both the LTP and Annual Report. Interim reporting against targets was adopted with the 2015-25 LTP to support management accountability and to identify early any issues with the mechanics of data capture and reporting. Targets may be changed by Council between LTPs in limited circumstances and in consultation with Audit. The targets for five Activities have been identified during this exercise as needing a review or “tidy up” to improve future reporting and they will be referred to Council. These Activities are: Community Support; Community Facilities; Environmental Policy; Solid Waste; and Regional Development. Information to assess performance against some targets (e.g. resident satisfaction) is only available at year end and those targets are excluded from this report. In many other cases, Managers have had to make a judgement as to whether they are on target for full year achievement, based on results to date.

Of Council's 216 targets, 70 can only be evaluated at year end. Managers were able to report on the remaining 146 targets: 83% were achieved (and/or on track to be achieved by June 2020); and a further 5% were at least 80% achieved. The results in this report indicate that a further decrease in the percentage of targets achieved at year end is a possibility.

The Sub-Committee asked this information be highlighted to Council.

**Clsr Oddie/Croad:**

**That the Audit and Risk Sub-Committee receive this Interim Performance Measures report for the six months to 31 December 2018.**

**Carried**

## **A&R-0320-350 Insurance Renewal 2019/20 and 2020/21**

**C500-009-002-001-20**

Members noted that the purpose of the report was to provide an update on Council's annual insurance renewal process following the pre-renewal report provided at the Sub-Committee meeting on 26 March 2019 and to give some indication of the key issues for the 2020/21 renewal.

In summary Mr Townsend reported that the 2019/20 insurance renewal occurred in a “hardening” market. However the premium increases were predicted, resulting in the final cost being within budget. Also in 2019-20, increased insurance industry nervousness around Council's potential liability exposures was worse than predicted resulting in some lines of cover being offered on unacceptable terms. Further increases in relation to property premium rates are predicted for 2020/21.

**Mr Marshall/Clsr Oddie:**

1. That the report be received.
2. That the information in relation to exploring an alternative level of excess be noted and supported.

**Carried**

## **A&R-0320-351 2016 Earthquake Claims Update c500-009-002-009-20**

Members noted that the purpose of the report was to provide a summary of progress for Council's claims generated from the 2016 earthquake.

It was reported that in summary some components of the total claim have been settled however the claims relating to above ground (non-residential) assets and the central government portion of the underground infrastructure claim are still to be finalised. Staff have recently provided further detailed cost information to loss adjusters for the above ground building claims. While information has been requested for more than one building over time, the key focus is on the Stadium 2000 claim as this could potentially be around \$4 million.

**Cllrs Peters/Oddie:**  
**That the report be received.**

**Carried**

## **A&R-0320-352    2019 Internal Legal Compliance Audit Results** **C500-009-002-016-20**

Mr Townsend reported that the purpose of the report was to provide the results of the latest internal legal compliance audit (2019).

In summary it was reported that there were no instances of non-compliance resulting from the 2019 internal audit. A number of recommendations for improvement were made, all of which were accepted. Mr Townsend advised that he is to follow up recommended improvements; progress is to be reported to the Executive Group with the 2020 audit results.

**Mr Marshall/Cllr Croad:**  
**That the report be received.**

**Carried**

## **A&R-0320-353    Council Risk Management Policy and Process** **C500-009-002-011-20**

Staff reported that the purpose of the report was to provide an overview of Council's risk process and practice and to highlight some key policy and operational documents.

In summary it was reported that Council has a relatively mature, robust and pragmatic risk management policy and associated practice in place. Risk management strategies and processes practiced by Council are audited as part of Council's external audit programme and are also recognised by other external agencies. Internal reviews have concluded that there would be no discernible benefit to Council or our community from increasing the resourcing of operational risk management within Council at the present time, or foreseeable future.

**Mr Marshall/Cllr Croad:**  
**That the report be received.**

**Carried**

## **A&R-0320-354    2019 Procurement Policy Review    C315-ADM-04-20**

Members noted that the purpose of the report was to provide an overview of Council's Procurement Policy document (Version 11).

It was reported that Council's current policy was first approved by the Executive Group in 2010. The policy is deliberately brief and is designed to be a useful tool for staff, while meeting the best practice guidelines of the Office of the Auditor General (OAG) and the requirements of the Local Government Act (LGA) 2002. The Policy is informed by the Government Procurement Rules but it is noted that Council is not bound by those rules. While the policy has been amended at various reviews in order to ensure currency, its structure and format has remained consistent in the way it provides advice to staff at all levels. The policy has been "tested" by Audit NZ at numerous audits and while it has been found to be comparatively brief within the local government sector it is also fit for purpose and meets all statutory requirements.

**Mr Marshall/Cllr Croad:**  
**That the report be received.**

**Carried**

## A&R-0320-355      **Financial and Related Delegations Proposed Amendment**

L150-003-02

Members noted that the purpose of the report was to propose an amendment to existing financial and related delegations (Delegation).

Existing Delegations from Council to the Chief Executive were approved by Council at its meeting on 25 October 2018. Various levels of delegation were then further delegated from the Chief Executive to Council officers as allowed for in the 25 October 2018 Council approval.

Members agreed that the specific component delegation ***Insurance Release and Disclosure Agreements*** was too broad and required further refinement to ensure appropriate levels of approval are required.

**Cllrs Oddie/Taylor:**

**That the Audit and Risk Sub-Committee recommend for approval by Council that the existing Delegations in relation to entering into Insurance Release and Disclosure Agreements be amended to include the following:**

	<b>In relation to insurance or related claim release agreements covering Council buildings, structures, underground infrastructure, river protection and other material assets, the following delegation limits will apply:</b>
<b>Chief Financial Officer or A&amp;S Department Manager</b>	<b>Claims up to \$2,000,000</b>
<b>Other Department Managers</b>	<b>Claims up to \$1,000,000</b>
<b>Activity Managers</b>	<b>Claims up to \$250,000</b>
<b>Contract &amp; Risk Policy Manager</b>	<b>Claims up to \$250,000</b>
<b>Chief Executive</b>	<b>Claims up to \$5,000,000</b>
	<b>Claims over \$5,000,000 in consultation with the Mayor and chair of the standing committee with overall financial responsibility.</b>

**Carried**

## A&R-0320-356      **Late Item – Council’s COVID-19 Response**

C500-005-010-03

Mr Wheeler outlined Council’s role in its provision of essential services and how Health and Safety practices were also being dealt with. Mr Fletcher also commented on how the Draft Annual Plan process may need to progress.

The Chair commented on the comprehensive response by Management.

The meeting closed at 3.23 pm.

Record No: 2058026

## 6. Emergency Support for Community Facility Providers and Organisations

(includes Appendix 6.1)

(Report prepared by M Fletcher)

F230-A20-03

### Purpose of report

1. To establish a budget allocation for the support of Community facility providers.
2. To increase the budget allocation for Community Grants and approve the funding criteria.

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### RECOMMENDATIONS -

#### That Council:

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

### Background/Context

3. In Marlborough many community facilities are either provided or administered by independent organisations, generally Trusts. Two of the advantages of this means of delivery is that these Trusts can access funding sources Council cannot and the level of focus that can be applied. Under COVID-19, these community facilities have been closed, thereby denying them the opportunity to generate revenue to cover costs. Unfortunately, while revenue ceases, core operating/fixed costs do not. Taking just one example, the Aquatic Centre, failure to keep the water moving and treated will ultimately result in the water going “green”, making the restart more challenging.
4. As a result, it is proposed to establish a budget allocation of up to \$1M to meet shortfalls in core/fixed operating costs.
5. Potential applicants for assistance may include Stadium 2000, Civic Theatre, Geisen Centre and Marlborough Art Gallery to name just four of a longer potential list. Applications for funding would need to be supported by appropriate financial statements, budgets and forecasts. As we are so early into the lock down period it is too early for most organisations to have identified their actual needs. However, it is considered very important to establish this budget allocation to signal Council’s support for these organisations and to be able to make decisions quickly should their financial position become dire.
6. Related to the above are the smaller community organisations that are such a key element in the fabric of Marlborough’s society. Many of those organisations will be unable to conduct their normal fundraising activities. To ensure those organisations remain viable it is proposed to increase the funding for Community Grants from \$300,000 to \$500,000. Also, until a better understanding of the level of demand can be achieved it is proposed to restrict applications to covering shortfalls in core operating, i.e. no new initiative or projects. A copy of the proposed criteria follows.
7. The alternative of not funding these organisations would mean that Council would need to take over the operation of key community facilities at greater cost to the ratepayer and the potential loss of some community organisations that have contributed greatly to Marlborough over many years.

### Funding Source

8. It is proposed to fund these two initiatives from the Emergency Events Reserve. There will be no rating impact.

**Attachments**

Appendix 6.1 – Community Grants – COVID-19 Support

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Author	M Fletcher, Chief Financial Officer
Authoriser	M Wheeler, Chief Executive

<b>Summary of decision-making considerations</b>			
<b>Fit with purpose of local government</b>			
The proposal supports the continued financial viability of Community facility providers and Community organisations.			
<b>Fit with Council policies and strategies</b>			
	<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"/>	✓
<b>Nature of the decision to be made</b>			
The options do not involve a significant decision in relation to land or a body of water.			
<b>Financial considerations</b>			
It is proposed to fund these two initiatives from the Emergency Events Reserve. There will be no rating impact.			
<b>Significance</b>			
The decision is considered of low significance under Council's Significance and Engagement Policy.			
<b>Engagement</b>			
Details of this initiative will be included in the Annual Plan Consultation Document.			
<b>Risks: Legal / Health &amp; Safety etc</b>			
There are no known significant risks or legal implications.			
<b>Climate Change Implications</b>			
There are no known climate change implications to this decision.			

## Community Grants – COVID-19 Support

### Purpose

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

### Scope of the Funding

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

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

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

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

### Funding allocation

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

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

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

### Sectors Eligible for Funding

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

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

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

### **Who Can Apply?**

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

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

### **What can be funded**

These grants are for costs associated with:

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

### **Other Conditions**

- One application per organisation can be considered for funding.
- Services must be of direct benefit to people of the Marlborough district.
- Grants will not be considered for organisations that are already getting assistance through other COVID-19 Council funding.
- Grants will not be considered for costs associated with provision of events or previous debt servicing.

### **More Information?**

If you require further information or assistance please contact:

Lyne Reeves  
Community Development Manager  
Phone: 03 5207448 or cell: 021 415 708  
Email : [lyne.reeves@marlborough.govt.nz](mailto:lyne.reeves@marlborough.govt.nz)



## 7. 2020-21 Annual Plan Update - Have Your Say document

(includes Appendix 7.1)

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(Report prepared by M Fletcher)

F230-A20-03

### Purpose of report

1. To adopt Council's 2020-21 Annual Plan, consultation document, called the *2020-21 Annual Plan Update - Have Your Say*.
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### RECOMMENDED

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

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### Background

2. The Local Government Act 2002 (Act) was amended in 2014 and requires councils to produce a consultation document as the basis for the public's participation in decision-making on annual plans (attached as Appendix 7.1).
3. The purpose of the amendment to the Act was to increase the focus on the Long Term Plan and to reduce the resource commitment needed to produce a Draft Annual Plan, and provide councils with more flexibility on whether or not to consult, and the level of consultation they wish to undertake.

### Comments

4. Aside from the impacts of COVID-19, there is no significant variation from the Council's 2018-28 Long Term Plan (LTP). The *2020-21 Annual Plan Update - Have Your Say* is a high-level summary which identifies Council's signalled intention to have a rates increase of less than 2.2%, the impact that has on levels of service and major capital budgets/projects proposed for the 2020-21 year, and the subsequent three years. It also includes a message from the Mayor and how to make a submission.
5. The *2020-21 Annual Plan Update - Have Your Say* will be published on Council's website and can be printed off from there. It can also be made available via the Blenheim Sun and the Marlborough Midweek should the COVID-19 lock down be lifted in sufficient time.
6. In addition, a number of articles and media releases on this year's Annual Plan projects and programmes will continue to be published on our website, Facebook and Twitter during April.
7. A small number of printed copies of the *2020-21 Annual Plan Update - Have Your Say* will be made available from council offices and libraries once the COVID-19 lock down has been lifted.
8. Council's website will contain supporting information about the Annual Plan, including the agenda from the 27 February Council meeting, which included all the new projects, the budget summary, LTP activity statements, capital expenditure and general financial content at that time.

### Attachments

Appendix 7.1 – *2020-21 Annual Plan Update - Have Your Say*

Page 71

Author	M Fletcher, Chief Financial Officer
Authoriser	M Wheeler, Chief Executive

<b>Summary of decision-making considerations</b>			
<b>Fit with purpose of local government</b>			
The proposal supports the continued financial viability of Community facility providers and Community organisations.			
<b>Fit with Council policies and strategies</b>			
	<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"/>
<b>Nature of the decision to be made</b>			
The options do not involve a significant decision in relation to land or a body of water.			
<b>Financial considerations</b>			
Council has signalled intention to have a rates increase of less than 2.2%.			
<b>Significance</b>			
The decision is considered of low significance under Council's Significance and Engagement Policy because the rates increase is less than that contained in 2018-28 LTP.			
<b>Engagement</b>			
See above and in the Consultation Document itself.			
<b>Risks: Legal / Health &amp; Safety etc</b>			
There are no known significant risks or legal implications.			
<b>Climate Change Implications</b>			
There are no known climate change implications to this decision.			

# Have Your Say Annual Plan Update

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2020 - 2021

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## Message from the Mayor

I'd like to talk to you about Council's 2020 - 21 draft Annual Plan.

In what seems like an age ago, Councillors considered the draft budgets prepared by staff which resulted in a proposed rates increase of 4.86%. Since that time COVID-19 has hit.

No one could have anticipated the disruption to our community it has already caused. Council has recognised the potential impact. As a result it is proposing that this year's rates increase will be less than 2.2% (the increase in the Local Government Cost Index). While it is disappointing that we won't be able to continue with some of the new initiatives originally proposed, especially in the Community Facilities activity area, the greater interests of the Community must take priority.

We can continue with our capital expenditure programme.

The majority of this is focused on core infrastructure, roads, water, sewer and stormwater. These projects must continue so we can meet the demands for growth and increased Government requirements for our Community post COVID-19. It will also provide a much needed boost to our economy with only a limited impact on rates.

One new initiative that has been developed since the outbreak of COVID-19 is to establish budgets totalling \$1.2M to ensure the continued viability of our essential community organisations and community facilities providers. Funds for this initiative will be from the Emergency Events Reserve and have no impact on rates.

Please read this, ask questions and have your say.

We're all in this together

John Leggett  
Mayor

## What does it mean for Levels of Service?

As a Council we have looked to maintain and where possible improve existing levels of service.

That was our original plan for 2020-21. In that plan we would continue with the improved levels of service contained in the 2018-28 Long Term Plan particularly in the areas of Environmental Management, Environmental Protection, Solid Waste Management, Water Supplies and Biosecurity. In addition to these items in the February 2020 Budget Meeting further improvements to levels of service were proposed and agreed, mainly in the Community Facilities and Kerbside Recycling for Renwick areas.

While these lifts to levels of service were seen as highly important to meeting the needs and aspirations of the Marlborough community and central government requirements, COVID-19 has generated an even higher requirement, i.e. to reduce the rating impact on Marlborough ratepayers.

As a result, Council has decided that this year's rates increase will be less than 2.2%, the movement of the Local Government Cost Index. The follow on impact of that decision is:

Core services, Roading, Water, Sewerage and Stormwater will be maintained. Ratepayers should not see any decrease in levels of service for these services. In fact you may even notice some improvements as capital improvement projects are completed.

Some of the lifts in levels of service signalled in the Long Term Plan will be deferred as will some of the Community Facilities improvements and Kerbside Recycling for Renwick.

Other services may also be affected to a lesser extent, but it is too early in the process to identify these with certainty.

The key message is that the forecast rates increase will be less than 2.2% while still maintaining core services.

## What does this mean for your rates?

The 2020-21 rates increase will be less than 2.2% (excluding the expected increase in the voluntary Energy Efficiency Targeted Rate).

This is a significant reduction on the increases forecast in the 2018-28 LTP and 2019-20 Annual Plan for a 2020-21 rates increase of 5.92% and 6.68% respectively. For an average property a 2.2% increase equates to approximately \$1.10 per week. Council hopes to reduce that figure further.

## Indicative 2020-21 Operating Expenditure - \$M

Roads and Footpaths	22.0
Community Facilities	12.9
Sewerage	11.7
Solid Waste Management	11.6
Water Supply	9.3
Regional Development	6.1
Flood Protection and Control Works	5.6
Environmental Science and Monitoring	4.9
Building Control	4.4
Democratic Process	3.6
Community Support	3.0
Library Services	2.9
Resource Consents	2.8
Stormwater Drainage	2.0
Biosecurity (Pest Management)	1.9
Environmental Protection	1.8
Harbours	1.7
Other (Housing for Seniors, Environmental Policy, Culture and Heritage, Animal Control, Emergency Management, Environmental Health)	6.3

## How much our activities cost per household per day on average

	\$1.18		\$1.11
Roads and Footpaths		Community Facilities	
	83cents		89cents
Sewerage		Water Supply	
	44cents		82cents
Flood Protection		Environmental Management	

## What does this mean for our Capital Expenditure?

As signalled in the LTP, Council has a significant capital expenditure programme that has effectively doubled the level of capital expenditure that occurred in 2016 and prior years.

To keep the economy moving and prepare us for the other side of COVID-19 we must keep our Capital Expenditure going. With many capital projects costing well in excess of \$1M and having a long life it is vital that they are planned, designed and built to a very high standard. Due to the size and scale of these projects, they can have a significant impact on the community. This can result in delays in individual projects whether it is from land acquisition, community engagement, resource consenting, consulting engineer availability or contractor pricing.

To mitigate the effects of one project being delayed for any reason, Council always has a suite of projects under development so that should a delay occur on one project another project can be worked on. For 2020-21 Council has agreed to finance just over \$60M of Capital expenditure and similar amounts over the next three years. This expenditure is primarily focused on core infrastructure, i.e. roading, sewerage, water to meet community expectations, national standards and growth. In addition, Council will fund the development of the Flaxbourne Irrigation Scheme (paid for by users, not general ratepayers) and the Blenheim Library/Art Gallery.

Please see the table below for details of Council's major construction activities for the 2021-2024 period.

CAPITAL PROJECTS EXPENDITURE	2021-2024 CAPITAL (\$M)
Library / Art Gallery	20.7
Reserves – including completion of Sports house, A&P Park and artificial turf	8.4
Roading Renewals and Minor Improvements – including sealed road resurfacing, seal widening, intersection improvements, bridge renewals, jetty replacement	33.3
Flood Protection – including stopbanks and drains improvements	16.4
Riverlands Sewer Treatment Plant	23.4
Picton Sewerage – including pipeline(Waikawa), pump station and treatment plant upgrades	14.0
Havelock Sewerage – Treatment Plant	7.4
Blenheim Sewerage – including pipeline and pump station upgrades	42.9
Blenheim Stormwater – including Redwood Street - Muller Road and Murphys Creek	11.0
Havelock Water – treatment plant and reservoir	6.4
Picton Water – including Essons Treatment Plant, Speeds pipeline and metering	10.3
Renwick Water – treatment plant	8.9
Riverlands Water – treatment plant	7.1
Solid Waste – additional stages for the Blue Gums landfill	12.6
Flaxbourne Irrigation Scheme	14.2

## Picton Ferry Terminal Redevelopment

You may have heard of KiwiRail's plans for new, larger ferries and the need to redevelop their ferry terminal and rail facilities in Picton.

Port Marlborough NZ Ltd (PMNZ) is engaging in commercial discussions with KiwiRail and public consultation on the conceptual look and feel of the project is already underway. Some provision for the redevelopment has been included in our long-term planning. However, given the likely significance of the project to PMNZ, and in turn Council as ultimate shareholder, a separate formal consultation on this major investment will be undertaken later in the year.

## Summary

I believe that Council has taken a balanced approach. We have:

- Maintained core services;
- Recognised the impacts on the Community of COVID-19 by agreeing to reduce rates increases to below 2.2%
- Established a budget \$1.2M to assist community facility providers and groups adversely affected by COVID-19;
- Continued to invest for the future by maintaining its capital expenditure programme – there will be a future post COVID-19.

Now we need you to tell us whether the Draft 2020-21 reflects your wishes and priorities. I look forward to receiving your comments.



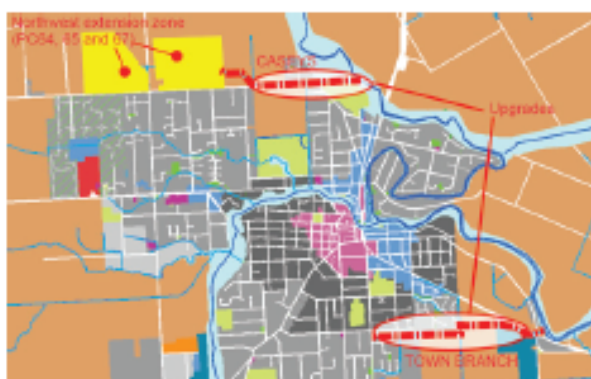
## Development Contributions for Blenheim's - Town Branch Drain and Caseys Creek

### Background

The Development Contributions Policy was last reviewed in 2018. Modelling of Blenheim storm water capital expenditure assessed the Development Contributions for Blenheim storm water at \$3,515 per developed lot (Storm water upgrade levy).

At the time Council maintained the development contribution levy at \$757 per lot. Council was still finalizing a significant review of its storm water systems and gaining an understanding of the expenditure which should be attributable to growth. As a result, Council was reluctant to alter the charge significantly until this work was completed.

In addition to the Upgrade Levy highlighted above Council introduced a North West Extension Zone Levy. The Zone Levy is an additional levy that is applied on all properties in the zone to ensure that efficient development occurs across multiple owners and that costs are fairly and equitably spread amongst all the landowners. This zone levy included a provision for upgrading Caseys Creek to meet storm water demands from the developed zone. This amounted to \$6,040 per lot within the zone of the total zone levy of \$27,000 per lot.



### Proposal

Council proposes to include the Town Branch Drain upgrade costs associated with growth, as an additional input into the Storm Water Development Contributions calculation model.

Council also proposes to remove the Caseys Creek upgrade works from the Northwest Extension Zone Levy and include this as a further addition to the Storm Water Development Contribution calculation model. This is to provide consistency with the similar Town Branch Drain works.

## Encouraging Growth

Development Contributions are determined by modelling the expected growth rates, capital expenditure attributed to growth, finance requirements and income to determine an appropriate development contribution that will see developers meet the cost of infrastructure needed to service development. The Blenheim Storm water levy calculated from the model was \$6,850. Council has had a history of discounting upgrade levies to encourage growth. The existing discount rates for Water and Sewerage were analyzed, and a discount of 38% was applied to the \$6,850 to achieve the discounted contribution of \$4,247.

### What does this mean?

For those who wish to develop land within Blenheim, the Blenheim Storm water Development Contribution will increase from \$757 per lot to a discounted \$4,247 per lot (plus GST).

The Northwest extension zone (PC64, 65 and 67) will reduce from \$27,045 per lot to \$21,005 per lot (plus GST) to reflect Caseys Creek capital works being recovered in the upgrade levy across Blenheim. For those who wish to develop land within the North West extension zone (PC64, 65 and 67), the reduced Northwest extension zone levy will apply in addition to the Blenheim Storm water Development Contribution.

### What's the alternative?

Recover costs associated with growth and development from the rates.

## Changes to Kerbside Recycling Collection – inclusion of Renwick

Council is proposing to expand kerbside recycling collection to include Renwick. Currently Council provides this service to the residents of Blenheim and Picton at an annual cost of \$46. The inclusion of Renwick will lead to a revised annual charge of \$54 per entitled property in Blenheim, Picton and Renwick. The expanded kerbside recycling service, if approved may commence as early as July 2021.

Renwick residents would receive one council recycling crate per entitled property and these crates would be emptied on a Wednesday. The inclusion of Renwick in the kerbside recycling service would also result in collections being undertaken on public holidays other than Christmas Day, ANZAC Day and Good Friday. Kerbside refuse collection is not being considered for Renwick at this time.

## Have your say

Although we're not putting forward any significant new proposals this year, we'd like to hear from you about what we're doing.

Also, what would you like Council to consider as it finalises its Annual Plan later this year?

Submissions need to be with us by 4 May. Councillors will formally consider all submissions and feedback received.

You can fill out an online submission form at: [www.marborough.govt.nz](http://www.marborough.govt.nz) under Have Your Say.

Or write to us at:

Annual Plan Feedback,  
Marlborough District Council,  
15 Seymour St, PO Box 443, Blenheim,  
or email [annualplan@marlborough.govt.nz](mailto:annualplan@marlborough.govt.nz)

If you would like to speak to Councillors let us know this along with your submission, by 6 May. The means by which you do this will depend on how long the COVID-19 lock down continues.

[Link to supporting documentation http://bit.ly/MDCDAgenda](http://bit.ly/MDCDAgenda)



## 8. COVID-19 Emergency Committee

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(Report prepared by M Wheeler)

C500-005-010-03

### Purpose of report

1. To establish an Emergency Committee to deal with any matters of urgency that may arise due to the COVID-19 (novel coronavirus) situation.

### Executive Summary

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

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### RECOMMENDED

That Council:

1. **The Council establishes an Emergency Committee with a membership of three, consisting of the Mayor, Chair of Assets and Services Committee and Chair of Planning, Finance and Community Committee.**
2. **Agrees that a quorum for the meeting of the Emergency Committee shall be two members;**
3. **For the purpose of the COVID-19 emergency, delegates to any member of the Committee, the authority to activate the Emergency Committee and by resolution of the Emergency Committee, suspend all other core committees of the Council.**
4. **The Council delegates to the Emergency Committee all of the Council's powers, duties, and responsibilities that the Council can lawfully delegate to a committee; and**
5. **The Emergency Committee and the Chief Executive then report any decisions made by the Emergency Committee to the next Council meeting; and**
6. **The delegations to the Emergency Committee may be revoked by the Council at any time;**
7. **These delegations may be exercised only in circumstances where the Council is unable or unavailable to hold meetings that comply with the requirements of the Local Government Act 2002 and the Local Government Official Information and Meetings Act 1987.**
8. **In the event that the Council or Emergency Committee is unable to meet due to illness or any other matter preventing a lawful meeting the powers delegated to that Committee above will then be delegated to the Chief Executive or Acting Chief Executive.**

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### Background/Context

4. The quorum for a Council meeting is seven members all of whom are attending a meeting in person. Over the upcoming weeks, due to the COVID-19 situation, seven Councillors may not be immediately available to deal with any matter of urgency. It is recommended that an Emergency Committee comprising the Mayor and two other Committee Chairs be established.

5. The delegations to the Emergency Committee and the Chief Executive do not replace the powers, duties, and responsibilities of the Council and may be exercised only where full meeting of the Council is not possible.
6. The powers of Council that cannot be delegated are:
  - (a) making a rate;
  - (b) making a bylaw;
  - (c) borrowing money, or purchasing or disposing of assets, other than in accordance with the long-term plan;
  - (d) adopting a long-term plan, annual plan, or annual report;
  - (e) appointing a chief executive;
  - (f) adopting policies required to be adopted and consulted on in association with the long-term plan or developed for the purpose of the local governance statement; and
  - (g) adopting a remuneration and employment policy.

Authoriser	M Wheeler, Chief Executive
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## 9. Committee/Sub-Committee Quorum Requirement

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(Report prepared by M Porter)

D050-001-00

### Purpose of report

1. To review the quorum requirement of both Committees and Sub-Committees of Council.

### Executive Summary

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

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### RECOMMENDED

1. **That Council set the quorum for the Assets & Services Committee, the Environment Committee and the Planning, Finance & Community Committee at two (physically present) and that at least one member of the quorum must be a member of Council.**
  2. **That Council set the quorum for all Sub-Committees (where they do not have a specific quorum in their Terms of Reference) at two (physically present) and that at least one member of the quorum must be a member of Council.**
- 

### Background/Context

6. Council's current policy for the quorum of Committee (and Sub-Committees) is half the members, physically present, where the number of members is even; or a majority, physically present, where the number of members is odd.
7. Council cannot change its quorum for Council meetings – this is set by the legislation (is the same as above). This also applies to Joint Committees. Statutory Committees have their membership and quorum set by legislation.
8. Council's current Standing Orders now allow for that quorum (Committees/Sub-Committees) to be set by resolution or by stating in the Terms of Reference. Committees may also set the quorums for their Sub-Committees by resolution provided it is not less than two members.
9. For a Committee of Council at least one member of the quorum must be a member of Council.
10. For Sub-Committees the quorum will be two members unless otherwise stated.

### Comments

11. Whilst Council is currently working under the *COVID-19 Response (Urgent Management Measures) Legislation Act 2020* whereby the quorum is not so much of an issue; this has highlighted the issue going forward.
12. Council's three standing Committees have a membership of:

- Assets & Services – nine (quorum is currently five);
  - Environment – eight (quorum is currently four); and
  - Planning, Finance & Community – 14 (quorum is currently seven).
13. Both the Environment and Planning, Finance & Community Committees have a vacancy (iwi representative); this would mean that currently both quorums would increase by one if those positions are filled.
14. Quorum could be set as low as two for those Committees but Council may consider a higher number if they wish.
15. It is proposed that Council confirm that all Sub-Committees (where they do not have a specific quorum in their Terms of Reference e.g. Audit & Risk is set at three) that their quorum be set at two, with the proviso that at least one member of the quorum must be a member of Council.

Author	M Porter, Democratic Services Manager
Authoriser	M Wheeler, Chief Executive

## 10. Extension of Contract for Picton Cemetery and Open Spaces Maintenance Services

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(Clr Brooks) (Report prepared by L Craighead)

C315-013-02-01

### Purpose of report

1. To seek approval from the Council to extend the Picton Cemetery and Open Spaces Maintenance Services Contract (2013/02) by 12 months.

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### RECOMMENDATIONS

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

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### Background/Context

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

### Assessment/Analysis

4. With the current Covid 19 event it is not certain that timeframes can be met to achieve a new contract being in place by 20 June this year. While a draft contract is nearing completion, the process for tendering also requires time for potential tenderers to prepare and submit a tender, for staff to assess a tender and for mobilisation of the contract.
5. If the Covid 19 situation worsens there is no guarantee that tenderers would be able to assess and complete a tender and that staff could similarly complete their assessment process. Therefore it is proposed the existing contract held by Downer be extended for a period of 12 months. Downer have agreed to extend the current contract
6. Various terms were considered, however 12 months was determined as appropriate as we cannot guarantee when things may return to 'normal'. In addition we did not want to run the tender process through the summer period – this was also the view of Downer.
7. It is important to note that levels of service increase recently approved by the Council would now not occur until the new contract is in place in 2021.

### Option One (Recommended Option)

8. The Picton Cemetery and Open Spaces Maintenance Services Contract (2013/02) is extended by 12 months to 30 June 2031.

### Advantages

9. Advantages of the recommended option are:
  - prospective tenderers will be able to complete their assessment and submit a tender with sufficient time to do so;
  - staff can complete their assessment and decision making process; and
  - there is ample time for establishment of the contract prior to 30 June 2021.

*Disadvantages*

10. It will not meet the timeframe for expiry in the current contract nor possibly the expectations of potential tenderers.

**Option Two – Status Quo**

11. Progress the review of the current contract due to be in place by 30 June 2020.

*Advantages*

12. It will meet the timeframe for expiry in the current contract and potential tenderers expectations.

*Disadvantages*

13. The disadvantages are a reduced time for:
- potential tenderers to complete the tender process;
  - staff to consider tenders; and
  - the establishment phase for any new contractor.

**Next steps**

14. An extension to the contract will be prepared by the Council's Contracts Manager.

Author	Linda Craighead, Parks and Open Spaces Planner
Authoriser	Jamie Lyall, Manager, Property and Community Facilities Department

***Summary of decision-making considerations******Fit with purpose of local government***

The proposal enables democratic local decision-making and action by, on behalf of communities and 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"/>	✓

<b>Summary of decision-making considerations</b>			
Parks and reserves	✓	<input type="checkbox"/>	<input type="checkbox"/>
<b>Nature of the decision to be made</b> The options do not involve a significant decision in relation to land or a body of water.			
<b>Financial considerations</b> Open space maintenance contract are budgeted for through the AP and LTP. The existing contractor has advised they would not look to increase their current rates beyond that allowable as normal escalations provided for in the contract.  Councillors had approved an increase in budget at a Council meeting in February to allow for an increased level of service to key destination areas within Picton and surrounds. This was in response to the increased use in the area and a desire for improved standards on the Picton foreshore. If Councillors approve the extension of the current contract for another 12 months then the levels of service will remain as they exist at present and within current budgets.			
<b>Significance</b> The decision is considered of low significance under Council's Significance and Engagement Policy.			
<b>Engagement</b> Engagement has occurred with the current contractor, Downer, who have agreed to a 12 month extension of the contract.  Potential tenderers will be informed of the extension to the contract.			
<b>Risks: Legal / Health &amp; Safety etc</b> It is unknown what the potential impact of Covid 19 will be on staff. One potential risk faced by the status quo option is that if staff are affected by the virus there may not be the ability to appropriately assess and determine the tenders. Therefore it is considered there is less of a risk to the Council in extending the contract by 12 months than proceeding to have a new contract in place by 20 June.			
<b>Climate Change Implications</b> There are no known climate change implications to this decision.			

## 11. 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
- Blenheim Library and Art Gallery
- Leases and Licences

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

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under Section 48(1) for the passing of this resolution
Confirmation of Public Excluded Minutes	As set out in the Minutes	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists under Section 7 of the Local Government Official Information and Meetings Act 1987.
Blenheim Library and Art Gallery Leases and Licences	To enable the Council, as holder of the information, to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) 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.