

**Report and Minutes of a Meeting of the
ASSETS & SERVICES COMMITTEE**
held in the Council Chambers and via Teams, 15 Seymour Street, Blenheim
on TUESDAY, 14 NOVEMBER 2023 commencing at 9.00 am

Present

Cirs B G Dawson (Chairperson), J C Rosene (Deputy), J D N Croad, S R W Adams, D A Dalliessi, M R L Flight and Mayor N P Taylor

Also Present

Cirs S J Arbuckle, A R Burgess, G A Hope, R J Innes, B J Minehan and T P Sowman

Also Present via Teams

Cirs J A Arbuckle and R J Innes

In Attendance

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

Apologies

Cirs Dawson/Croad:

That the apology for non-attendance from Clr B A Faulls be noted.

Carried

A&S-1123-155 Declaration of Interests -

Clr Dawson declared in interest in Item 6 – Proposed Abbeyfield Marlborough Development – Murphys Creek Reserve

Clr Croad declared an interest in Item 11 – Out of District Water and Wastewater Easement in Esplanade Reserve, Horton Street. [for Marina Drive, Waikawa] [amended at the Council meeting on 14 December 2023]

ATTENDANCE: Mathew Kerr (Chairperson) and Samantha Forrest (Treasurer) of the Marlborough Stadium Trust were present for the following item.

A&S-1123-156 Marlborough Stadium Trust – Annual Report

R300-001-04

Mathew Kerr and Samantha Forrest presented the Marlborough Stadium Trust's audited annual accounts and reported on its activities for the past financial year with a powerpoint presentation (presentation filed in CM Rec. No. 23244499)

Members noted that the [Annual Report](#) was available Council's website.

At the conclusion of the presentation Mayor Taylor and the Chair, Clr Dawson, presented a certificate to retiring Trustee Simon Halliday acknowledging his 24 years of service to the Marlborough Stadium Trust.

Members congratulated the Trust on the report and acknowledged the work that the Trust has done and is doing to continue to provide Marlborough with a world class facility.

Cirs Flight/Croad

That the Marlborough Stadium Trust's Annual Report and Financial Accounts for the year ended 30 June 2023 be received.

Carried

ATTENDANCE: Cllr Hope joined the meeting at 9.43 am during the following item.

ATTENDANCE: Ms Linda Craighead, Council's Parks & Open Spaces Planner, was present for the following three items.

A&S-1123-157 Provision of Specialist Change Facilities Policy

R510-014-001-04

Ms Craighead advised that the purpose of the report was to inform Councillors of feedback received on the specialist change facilities policy and to seek approval of the Provision of Specialist Change Facilities Policy with minor amendments.

Six submissions were received to the notified Policy. Matthew May, a submitter on the Policy, was present in Chambers and spoke to his submission.

Mr May advised there is a facility at the Queen Charlotte College that they are able to access during school hours, but it is difficult to use and doesn't meet the needs of the users.

It was noted there was good support for the Policy and submitters were appreciative of the facilities that had been provided by the Council. There were concerns around need and extent of use being factors in whether there should be further facilities provided and that facilities should always be open 24/7 and that more facilities were needed.

Members noted their support for the policy and in particular 4.5 of the policy which covers the aspirations of the submitters and provides direction for what Council wants to achieve in Picton, while keeping in mind development opportunities where such a facility could be included.

In response to a query on whether the budget set aside for a facility at Pollard Park was still available. Members were advised that the budget has been put towards a new facility in Te Kahu o Waipuna. It was noted that the Annual Plan submitter on the specialist change facility at the Park was happy with the budget being diverted to a facility in Te Kahu o Waipuna. It was noted there has been unexpected delays in its completion, but it is being progressed.

The Mayor/Cllr Flight:

That Council approve the Provision of Specialist Change Facilities Policy. Refer Attachment 1.

Carried

ATTENDANCE: Matthew May withdrew from the meeting at the conclusion of the above item.

A&S-1123-158 Review of Tree Policy

R510-014-019-05

Ms Craighead reported that the purpose of the report was to seek approval to notify a reviewed Marlborough District Council Tree Policy for public feedback in January. The policy was attached to the agenda item for member's information.

Ms Craighead noted that the Council adopted a Tree Policy in June 2020 for land that is actively managed by the Parks and Open Spaces section. The Policy had a 3-year review period and a staff review has now occurred. No significant changes were proposed with changes being more of a refinement of existing processes such as the provisions around the notable tree fund as the fund is fairly limited. Also modified was the inspection regime around Overhanging Vegetation Growth.

Members were advised that the main tree removal policy has not had any significant changes.

Members noted that as a new policy the rework is positive, and it is particularly pleasing to see a bolstered introduction that highlights the value of trees. Also important is having an objection process as it gives the public an ability to input into the process.

Mr Russell advised that the lift at the Centre has not worked for the last four years despite several attempts to repair it. Advice has now been received from two independent lift companies that the current lift cannot be repaired and that a new lift is required. For a building of this size, the New Zealand building code and the access standard NZS 4121:2001 requires a working lift to service the facility. Currently access cannot be provided for all users of the facility, which places some limitations on events and activities able to be held there.

Members were advised that two quotes have been provided for repair or replacement of the lift. Both companies have advised that replacement of the lift was the only option due to parts associated with this model being obsolete and not supported in New Zealand. Quotes provided were \$107,900 + GST and \$158,784 + GST. The disparity between the quotes is due to one reusing some of the existing parts of the lift. It was proposed that it be funded be through the Forestry and Land Development Reserve.

In response to a query on reuse of parts, it was noted that the only part considered for reuse is the 'car' and surrounds as all internal workings will be replaced.

Members were supportive of the request noting that the facility needs to be accessible to all and a lift is required for that to happen. It was noted that the Centre hadn't sought any other sources of funding.

Cllrs Croad/Adams:

That Council approve funding of \$107,900.00 + GST from the Forestry and Land Development Reserve to replace the passenger lift at the Renwick Sports & Events Centre.

Carried

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

A&S-1123-161 Financial Report for the year to 30 September 2023

F275-001-02

The Financial Report for the Assets and Services and Property and Community Facilities (including parking) Departments for the year to 30 September 2023 was presented to members.

Mr Craig advised that through the combined activities of the two departments, there is an actual operating surplus of \$2.52M, this is unfavourable to budget by \$2.2M. There are revenues of \$36.1M, which are unfavourable to budget by \$7.25M. The main contributors to this are Council's two roading subsidy components, one for operational costs and one for capital costs.

The major variances between year to date actual and budget were noted as Roothing emergency reinstatement costs relating to the July 2021 and August 2022 storm events are below budget by \$4.4M and are offset by reduced operational roading subsidies of \$3.69M.

Roothing subsidy on capital expenditure is below budget by \$5.87M due to a combination of the unexpended capital component of emergency reinstatement works \$4.99M and the normal renewals programme being typically scheduled over the warmer summer months.

Network and Asset Management costs are unfavourable to budget by \$211k. Council budgets for 60% of this cost under its roading renewal activities. An adjustment is made at year end to recognise this. Also, within the Roads and Footpaths activity there is a favourable variance of \$561k for sealed pavement maintenance. For simplicity, all operating expenditure budget carryovers for roading were accumulated to this expenditure category.

Other flood damage repair costs have been incurred within the Flood Protection Activity and are well within budget at this time, with a favourable variance of \$721k. There are also associated savings of \$378k for minor works contracts in that same Activity. Flood event welfare response and recovery costs are captured under the Emergency Management Activity and expenditure to date is \$342k These costs are offset by subsidy of \$284k from Waka Kotahi (NZTA).

Development contributions (\$714k) and Reserve fund contributions (\$191k) are both favourable to budget. Levies for stages 10A and 10B of the Rose Manor development have been paid in advance by the developer, to avoid inflationary adjustments.

Vested assets are unfavourable to budget by \$285k. Accounting entries are pending for stage 9b of the Rose Manor subdivision.

Dump fee revenue is favourable to budget by \$280k.

Grant income is favourable to budget by \$682k due to the Ministry of Education surrender payment for College Park use and contribution towards the hockey turf relocation \$917k; offset by unfavourable Better Off funding payments \$235k.

Project expenditure in Community Facilities is unfavourable to budget by \$1.38M due to construction of the new artificial hockey turf on Ministry of Education land.

Insurances are favourable ytd by \$422k. Further premiums are due to Local Authority Protection Plan (LAPP) later in the year for 3Waters and River assets.

Interest payments are favourable to budget by \$262k

Additional information on variances at an activity level were detailed in the agenda item.

Cllrs Croad/Dawson:

That the financial report for the period ended 30 September 2023 be received.

Carried

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

A&S-1123-162 Auckland Street Closure – Decision R800-006-002-02

Mr Murrin noted that the purpose of the report was to seek Council's support for the closure of the southern approach to the Auckland Street / Broadway intersection to vehicle traffic in Picton as part of the iReX project.

Members were advised that as part of the iReX project one of the consent conditions was that the section of Broadway between Auckland Street and Market Street be closed. When a safety audit was undertaken on this intersection the audit also recommended that Council consider the closure of Auckland Street south. Diagrams of the proposed closures were contained in the agenda item.

Mr Murrin advised that from a safety point of view Marlborough Roads supports the proposal.

Mr Murrin also noted that there will be costs associated with the proposal and these should sit with KiwiRail / Waka Kotahi. KiwiRail have indicated that they will not fund it but discussions that have been had with Waka Kotahi is that it should be included as part of the revocation of SH1 when Auckland Street becomes a Council road.

It was queried whether the owner of the building beside the bridge has been advised of the proposal. Mr Murrin reported that KiwiRail have been dealing with the surrounding businesses/landowners.

Cllrs Rosene/Flight:

That Council endorses the closure to vehicles of the southern approach to the intersection, being Auckland Street South, but the consultation and funding for the closure including any footpath/kerb and channel/gate upgrades needs to be undertaken by Waka Kotahi.

Carried

ATTENDANCE: Mr Geoff Dick, Council's Senior Rivers Technical Engineer, was present for the following item.

**A&S-1123-163 Rangitāne Investments Ltd Stormwater
Easement in Esplanade Reserve, Horton Street
R510-009-R04-01**

Mr Dick advised that the purpose of the report was to seek Council approval for a relocated stormwater easement in favour of Rangitāne Investments Ltd over Local Purpose (Esplanade) Reserve adjacent to the true right bank of the Ōpaoa Loop.

Members were advised that Rangitāne Investments Limited ("Rangitāne") own the property at 16 Horton Street and are developing the site into four separate industrial leasable areas for tenancing and are currently at Stage 2 of the development. Rangitāne applied for a resource consent for the current development which has identified that the stormwater discharge from their site, as they do the development, is not into the stormwater network but directly into the Ōpaoa Loop. Rangitāne need to drain the properties' treated stormwater to the Ōpaoa Loop via the adjoining Council owned Esplanade Reserve land. It was noted that the discharge for the development of the first two lease sites is a permitted activity. Discussions were had with Rangitāne's project manager and engineers and the result of the discussions was an Executive Agreement which the draft was attached to the agenda item for members' information.

Mr Dick advised that an implicit assumption in the Radich Law agreement is that Rangitāne will still only be able to construct one new northern outfall as intended at the time of subdivision of the former Railways land. Effectively a new easement will be granted at the carwash site and existing Easement A will be extinguished.

Mr Dick also noted that the council land is a reserve under the Reserves Act 1977 which has a mechanism to grant or amend easements over reserves. It was reported that the easements are necessary to reflect that the new stormwater outfalls are private services and not Council assets.

It was noted that Council's Rivers Section has assessed the installation of the northern stormwater outfall in the new more southerly location and advise that it will have no additional or new effects on the reserve being a buffer strip to the river with public access and riparian planting.

Members were supportive of the arrangement as it is extinguishing existing easement A but creating a new easement therefore like for like.

NB: Amendment to paragraph 2 address is 16 Horton Street not 14 Horton.

Cllrs Adams/Flight:

That Council approves the granting of a new stormwater easement (and extinguishing of existing easement A) pursuant to Section 48(1)(f) of the Reserves Act 1977, in favour of Rangitāne Investments Ltd over Lot 2 DP 11967 being a Local Purpose (Esplanade) Reserve, subject to Rangitāne Investments Ltd meeting all costs incurred by Council in the granting and documenting of the amended stormwater easement location.

Carried

ATTENDANCE: Mr Stephen Rooney, Council's Operations & Maintenance Manager, was present for the following item.

**A&S-1123-164 Out of District Water and Wastewater
Connection applications for Marina Drive,
Waikawa W440-003-004-01, W450-004-006-03,
PN500128#04, PN500101#04, PN500099#04, PN500080#04**

Mr Rooney advised that the purpose of the report was to consider an Out of District Water and Wastewater connection for properties adjacent to the Waikawa Marina extension.

It was reported that Council has received a request for water and wastewater connections for Lot 1 DP 3080, adjacent to the Waikawa Marina extension. The site is situated outside of the Picton Residential Zone. Port Marlborough installed connections to this and three other properties during construction of the marina extension to enable future connection. The site/s is not currently connected to the Council water or wastewater systems.

Members were advised that Council infrastructure has the capacity to serve these properties with wastewater connections but is not able to provide a water supply. The application request also considers approval for future connection to the other three properties.

Mr Rooney reported that he had discussed with the current applicant in regard to the ability to provide a water supply which they understood but wished to continue to progress with the sewer connection so they could do away with their septic tank.

It was noted that there should be an agreement between Port Marlborough and the property owners to acknowledge and ensure their rights of discharge through the Port Marlborough's infrastructure continues.

Mr Rooney noted that the standard development contribution fees will apply and that they will pay Picton sewer rates once connected.

**Cllrs Adams/Flight:
That Council:**

1. **Decline the Out of District Water connection application.**
2. **Approve the Out of District Wastewater connection application subject to the following conditions;**
 - (a) **The approval is for only one dwelling connected on each Lot,**
 - (b) **That a Wastewater Development Contribution be paid for 1.0 Household Equivalent Unit and applied as per the Development Contributions policy for each Lot**
 - (c) **The properties will use Port Marlborough wastewater infrastructure, including a sewer pump station to convey sewage to the Council connection at Marina Drive, opposite #23 Marina Drive**
 - (d) **It is advised property owners should enter into agreements with Port Marlborough for the use of PM infrastructure and to set out the maintenance responsibilities for maintenance including power supply, protecting rights for continued future use of PM wastewater infrastructure.**
 - (e) **That the properties pay Wastewater rates as per Council's Out of District connections rating policy from July 1 following this approval.**

Carried

A&S-1123-165 Information Package

Cllrs Croad/Dawson:

That the Assets and Services Information Package dated 14 November 2023 be received and noted.

Carried

The meeting closed at 10.26 am.

Provision of Specialist Change Facilities Policy

1. Purpose

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

2. Scope

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

3. Objective

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

4. Policies

4.1 Specialist change facilities will generally include the following features:

Equipment

- height-adjustable, adult-sized changing table
- ceiling track hoist system
- wall-mounted handrails
- accessible toilet
- accessible handbasin for wheelchair users
- foldable wall mounted handrails both sides of the toilet for self-transfer either side

Space

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

Safe and clean environment

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

4.2 At least one Council provided specialist change facility will remain open 24 hours daily.

4.3 There will be two specialist change facilities located in Council buildings in Blenheim.

4.4 Where additional facilities are requested in Blenheim, the matters that will be considered include:

- a) the need identified for the additional facilities
- b) the extent to which existing facilities are used or cannot accommodate the additional demand
- c) the location proposed and the numbers of people anticipated to attend or be accommodated at the location
- d) the costs of installing the facility and ongoing maintenance costs

4.5. As funding and space becomes available and based on evidenced needs, consideration will be given to the provision of one specialist change facility in Picton.