

MARLBOROUGH DISTRICT COUNCIL TELEPHONE (0064) 3 520 7400
15 SEYMOUR STREET EMAIL
PO BOX 443, BLENHEIM 7240 mdc@marlborough.govt.nz
NEW ZEALAND WEB www.marlborough.govt.nz



13 March 2024

Record No: 2452748
File Ref: D050-001-C01
Ask For: Nicole Chauval

Notice of Committee Meeting – Tuesday, 19 March 2024

A meeting of the Economic, Finance & Community Committee will be held in the Council Chambers, 15 Seymour Street, Blenheim on **Tuesday, 19 March 2024 commencing at 9.00 am.**

BUSINESS

As per Agenda attached.

**MARK WHEELER
CHIEF EXECUTIVE**

Public Forum

A public forum will be held prior to the Economic, Finance & Community Committee meeting, starting at 8.30am. If you wish to address the Committee you will need to confirm your attendance and speaking time with the Committee Secretary at least 24 hours prior to the meeting Ph: 03 520 7400. Please note topics are restricted to the agenda items or those within the Committee's delegation.



**Meeting of the
ECONOMIC, FINANCE & COMMUNITY COMMITTEE
to be held in the Council Chambers, 15 Seymour Street, Blenheim
on TUESDAY, 19 MARCH 2024, commencing at 9.00 am**

Committee

Clr J D N Croad (Chairperson)
Clr S R W Adams (Deputy)
Clr J A Arbuckle
Clr S J Arbuckle
Clr A R Burgess
Clr D A Dalliessi
Clr B G Dawson
Clr B A Fauls
Clr M R K Flight
Clr G A Hope
Clr R J Innes
Clr B J Minehan
Clr J C Rosene
Clr T P Sowman
Mayor Nadine Taylor
Iwi representative (to be advised)

Department Heads

Mr G K Blake (Chief Financial Officer) and Mr D G Heiford (Manager Economic, Community & Support Services)

Staff

N Chauval (Committee Secretary)

In Public

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1. Apologies

An apology from Cllr M R K Flight has been received.

2. Declaration of Interests

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

3. Business Trust Marlborough Mid-Year Report 2023/24

(The Chair)

E100-005-007-02

Purpose of Report

1. To present to the Committee the Business Trust Marlborough mid-year report for 2023/2024. (Refer to Attachment 1)

RECOMMENDATION

That the report be received.

Presentation

Aaron Marshall (Chair) and Beth Barnes (deputy Chair) will provide a presentation updating members on Business Trust Marlborough's Activities.

Attachment

Attachment 1 – Business Trust Marlborough mid-year report 2023/24

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Six Monthly Review – February 2024

Trustees / Management

Chair:	Aaron Marshall
Deputy Chair:	Beth Barnes
Trustees:	Mark Lucas & Gina Jewell
Council Representative:	Darrell Bate
Secretary / Treasurer / Manager:	Brian Dawson

Background

Business Trust Marlborough was incorporated in August 2014 with the purpose of providing free, confidential, one to one, business advisory services to support local businesses and foster economic growth in the wider Marlborough region. The Trust also manages a pool of very experienced and talented Business Mentors, both local and from outside the region, through Business Mentors NZ. The Trust also provides training and seminars around business start-ups and links businesses with local and central government resources.

KPI's – Year to Date

Our performance against agreed KPI's are as below.

	<u>Results</u> <u>1/7/23 to 29/2/24</u>	<u>KPI's</u> <u>1/7/23 to 29/2/24</u>	<u>KPI's</u> <u>2023-2024</u>
Mentor Matches	34	40	60
Client Engagements	136	133	200
Number of Mentors	65	50	50
Events /Workshops Held	19	9	14

Engagements – Year on Year

Client engagements peaked in 2020/2021 due to COVID-19. Summarised as follows:

Year	Number of Engagements
2024	200 (Projection)
2023	222
2022	200
2021	254
2020	188
2019	167
2018	147
2017	120
2016	109
2015	90

We have forty businesses that are currently being mentored.

Events Programme

Our events programme has been reduced back as we focus more on training. We hold a breakfast meeting with a guest speaker on the first Friday of each month. They are a key opportunity to educate and connect business owners. Events also help keep our service top of mind with our current and potential audience.

Training

We have increased our training offering due to strong demand. The three courses we currently offer are:

- 1) Kick Start. A four-hour session on the essentials when starting a new business.
- 2) Digital Ignition. Six morning sessions on how best to utilise all the digital tools available to business.
- 3) BusiMums. Eight morning sessions on all the key elements of business.

BusiMums has had national recognition of late with articles online and an appearance on the TV One breakfast show. <https://www.stuff.co.nz/business/350161531/little-words-mums-use-downplay-their-businesses>

We will be introducing other new courses during the year.

Start-Up Weekend

We are delighted to again be running the Start-Up Weekend which this year is being held June 14th to 16th. As a lead up to the event we are running Start Up Mixer events each month where business founders share a bit about their journey and what is ahead for them.

Key Relationship – Angel Investors Marlborough

We continue to provide administration, promotion and management services to Angel Investors Marlborough. AIM appeared on Seven Sharp in October. <https://www.tvnz.co.nz/shows/seven-sharp/clips/blenheim-s-very-own-shark-tank?fbclid=IwAR2tAe7w59ioldJnesgA3A8ttC4wN9wBCE3poNuHaplgyynUGd9fdVunIEg>

Connections

We connect with existing and potential clients via Facebook, Instagram, LinkedIn and our website. We have a database of over 840 businesses.

We link in with Callaghan Innovation, NZTE and the Marlborough Chamber of Commerce.

Support and Sponsors

We couldn't go what we do without the generous support of our supporters and sponsors. These include:

- Marlborough District Council
- Rata Foundation
- The Lion Foundation
- Decision Time Help Ltd
- McKendry Advisors & Accountants
- pcMedia

4. Blenheim Business Association

(The Chair)

C230-001-B04

Purpose of Report

1. To provide an update on the Blenheim Business Association and its projects in the Blenheim CBD.
-

RECOMMENDATION

That the information be received.

Presentation

A short presentation will be given by Lynette Rayner, Chair of Blenheim Business Association (20 minutes).

5. Infometrics Marlborough Annual Economic Profile

(The Chair) (Report prepared by Neil Henry)

E100-007-01

Purpose of Report

1. To receive a presentation from Infometrics on the latest Marlborough economic data, covering the 2023 Economic Profile and the most recent quarterly results.
-

RECOMMENDATION

That the information be received.

Background/Contexts

2. Council contracts Infometrics Ltd to provide a detailed annual economic profile on Marlborough district, and quarterly economic reports. These reports are made available via the Council website.
3. The [annual](#) and latest [quarterly](#) reports are available on the Council website.
4. A two page summary of the annual report is attached. (Refer Attachment 1)
5. The reports are used within Council and by external partners to provide valuable high level and detailed information about the Marlborough economy.

Next Steps

6. Reports will be made publicly available as they are produced.

Presentation

A presentation will be given by Brad Olsen and Nick Brunsdon, Infometrics, on the recent update to the Marlborough Annual Economic Profile. (30 mins)

Attachment

Attachment 1 - Marlborough District at a Glance 2023

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MARLBOROUGH DISTRICT AT A GLANCE²⁰²³

economy

Gross domestic product, 2023

\$3,848

million in 2023 prices

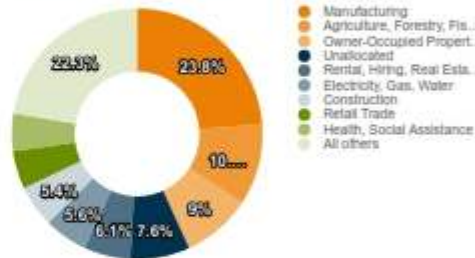
1.0%

of national total

Economic growth, 2013-2023 Annual average % change

	2023	Last 10 years
MARLBOROUGH DISTRICT	1.4%	2.4%
NEW ZEALAND	2.9%	3.1%

Industry proportion of GDP, 2023



Economic growth, 2001-2023



Biggest contributors to economic growth, 2013-2023

Manufacturing	\$93m
Agriculture, Forestry and Fishing	\$84m
Construction	\$63m
Retail Trade	\$61m
Health Care and Social Assistance	\$57m
All other industries	\$440m
Total increase in GDP	\$799m

labour market

Total employment, 2023

29,149

Filled Jobs

1.1%

of national total

Employment growth, 2013-2023 Annual average % change

	2023	Last 10 years
MARLBOROUGH DISTRICT	1.2%	1.9%
NEW ZEALAND	2.4%	2.3%

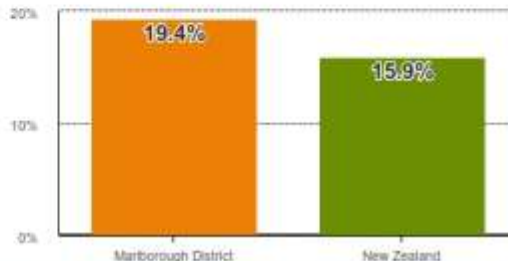
Industries which created most jobs, 2013-2023

Agriculture, Forestry and Fishing	744
Construction	710
Administrative and Support Services	598
Health Care and Social Assistance	558
Manufacturing	449
All other industries	1,926
Total increase in employment	4,984

Employment growth, 2001-2023



Self-employment rate, 2023



productivity

GDP per filled job, 2023

\$131,998

GDP per employee

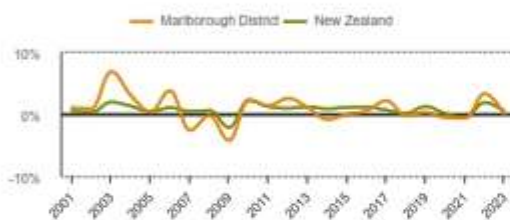
\$137,196

New Zealand

Productivity growth, 2013-2023 Annual average % change

	2023	Last 10 years
MARLBOROUGH DISTRICT	0.1%	0.5%
NEW ZEALAND	0.5%	0.8%

Productivity growth, 2001-2023



business units

No. of business units, 2023

7,365

Business units

1.1%

of national total

Growth in business units, 2013-2023 Annual average % change

	2023	Last 10 years
MARLBOROUGH DISTRICT	0.5%	0.7%
NEW ZEALAND	1.7%	2.3%

Growth in business units, 2001-2023



population

Total population, 2023

52,200

Estimated resident population

1.0%

of national total

Population growth, 2013-2023 Annual average % change

	2023	Last 10 years
MARLBOROUGH DISTRICT	1.2%	1.6%
NEW ZEALAND	2.1%	1.6%

Population growth, 1997-2023



standard of living

Mean annual earnings 2023

\$66,480

Marlborough District

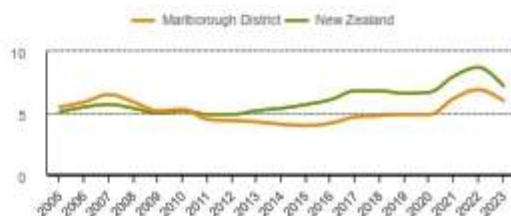
\$74,754

New Zealand

Annual earnings growth, 2013-2023 Annual average % change

	2023	Last 10 years
MARLBOROUGH DISTRICT	8.0%	3.9%
NEW ZEALAND	7.4%	3.6%

Housing affordability, 2005-2023 Higher is less affordable



Data source: Infometrics and Statistics New Zealand. Downloaded: 2 February 2024.

6. Economic Development Update

(The Chair) (Report prepared by Dorien Vermaas)

E100-010-01

Purpose of Report

1. To provide an update on the activities and achievement of Annual KPI's of Council's Economic Development team between EFC meeting 13 November 2023 and 19 March 2024.

Executive Summary (against Programme KPI's)

2. Leadership Pillar

- Quarterly Infometrics Report- the quarterly report for quarter 3 of 2023 and Annual Economic Profile was recently published by Infometrics. The report is available on the Council website. A presentation will be given by Infometrics at this meeting.

3. Transformation through Tech & Innovation Pillar

- Marlborough Tech and Innovation Hub location negotiations are ongoing.
- The ED team hosted the four-monthly collaboration meeting between all Economic Development stakeholders in the region. The purpose of the meeting is share plans for the next months and find opportunities for collaboration.

4. Business & Workforce capability

- CIT- Industry groups continue to hold regular meetings and work on collaborative projects. The newly launched CIT-programme for industry groups has been received with great enthusiasm and support from industry groups.
- BTM & Chamber of Commerce business community meetups continue.

5. Storytelling Pillar

- The new MarlboroughNZ website was launched www.marlboroughnz.co.nz which showcases Marlborough as the region to choose to visit, attend events, live, do business, work and for film production.

6. Screen Marlborough

- Screen Marlborough is supporting a workshop programme for local and regional film makers delivered by Random Film Directions and the Sawmill Studios.
- Screen Marlborough supported the Sawmill Studios with a competition for film makers to produce a short film at the Sawmill Studios. The 5 winners were announced in February.
- Screen Marlborough has provided service to 3 more production-enquiries in the region.

7. Marlborough Food Producers Collectives

- The ED Team has been working with a group of likeminded Marlborough Food Producers who are keen to expand their reach out of the region. The group will be participating at the upcoming FoodShow in Chch from 5-7 April under a Marlborough banner.

RECOMMENDATION

That the information be received.

Innovate Marlborough Report

8. Annual Plan & other services delivered by the ED Team

The Annual Plan for the ED Team was written as a handbook for the actions, projects & approved including:

- Ongoing building & maintaining partnerships/relationships with stakeholders in the eco-system for Marlborough economy¹
- Business Development Advisory Service for commercial/industrial activities

9. CIT- Groups

Marlborough CIT-programme is an economic development programme designed to empower industries to create a shared vision focusing on the future and drive local actions towards creating a new Marlborough. The purpose of the CIT-programme is two-fold. It focuses on industry collaboration and supports industry transformation initiatives.

The current industry groups are:

- Aquaculture
- Forestry and Wood Sector
- Labour & Skills
- Aviation
- Circular wine

10. Business Development enquiries

- Plan C investigating setting up a composting plant
- Ecogas investigating areas for Anaerobic Digester
- Hirangi investigating space for hydrogen refuelling station

Leadership Pillar Programme

11. Infometrics Economic Data

The latest quarterly report (quarter 3 2023) was published on 29th February and the Annual Economic Profile was updated in late January. It can be viewed via the following link:

<https://www.marlborough.govt.nz/about-marlborough/infometrics-economic-and-community-data>

A presentation on the latest economic data will be given at this committee meeting by Brad Olsen and Nick Brunsdon of Infometrics.

Transformation through Tech, Innovation, R&D Pillar

- Marlborough Tech and Innovation Hub location negotiations are ongoing.
- The ED team hosted the four-monthly collaboration meeting between all Economic Development stakeholders in the region, i.e. Wine Marlborough, BTM, Chamber of Commerce, Plant & Food, Marlborough Research Centre, Destination Marlborough, 'Connected', startup eco-system reps (Startup Weekend and upcoming Tech & Innovation Hub). Purpose of the meeting is share plans for the next months and find opportunities for collaboration
- The ED Team hosted the first meeting with stakeholders from across the region to discuss Marlborough TechWeek 2024 (20-26 May).

¹ i.e. NZ Wine Centre, Sanford Bioactives, BTM, CoC, Wine Marlborough, Marine Farming Assn. TOTS Wood Council, Kanoa Investment Team, Callaghan Innovation, NZTE, MBIE, MPI, MfE, MSD, NZTech, AgriTechNZ

Storytelling Pillar

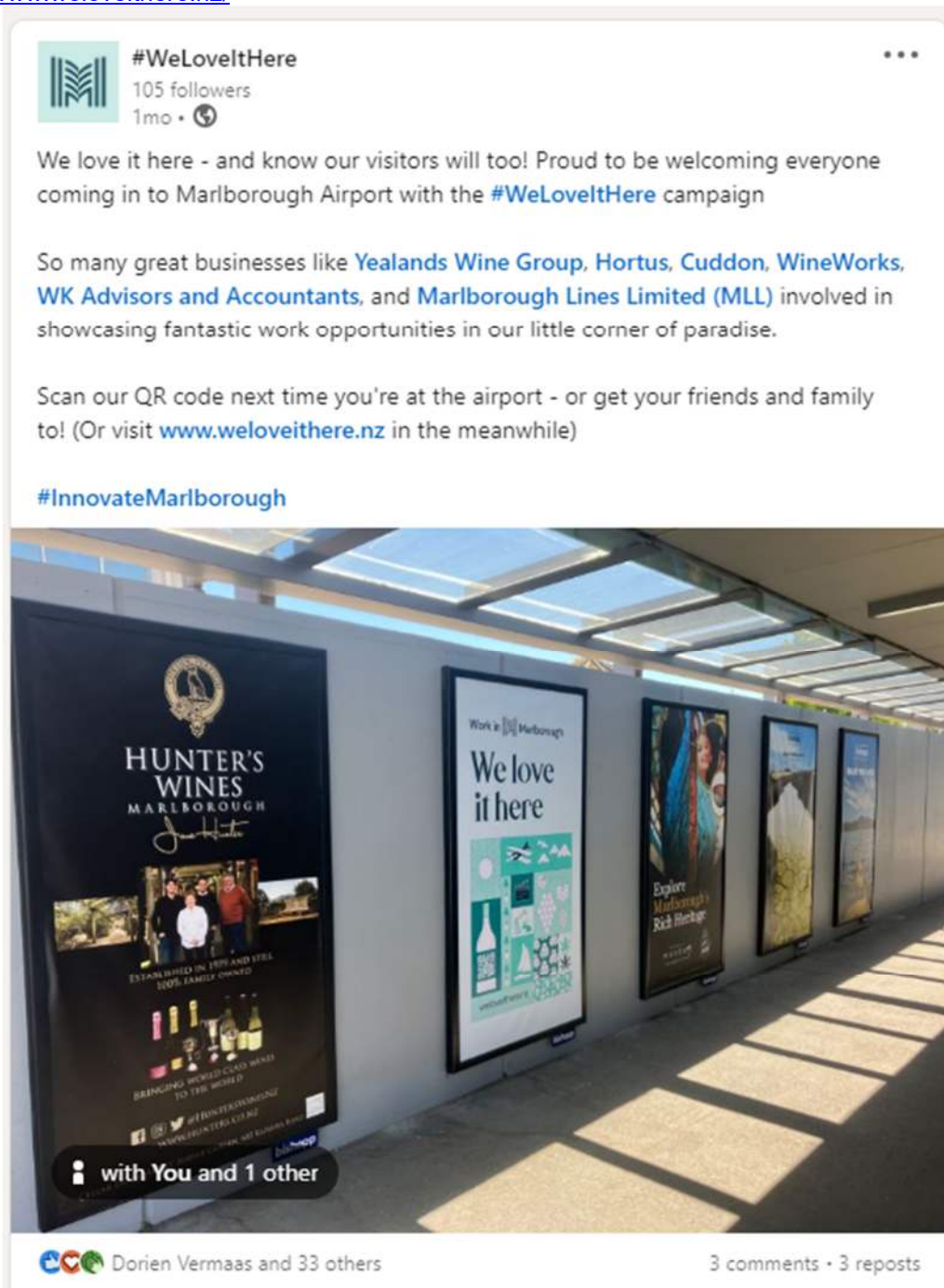
12. MarlboroughNZ

- The new MarlboroughNZ website was soft launched in November 2023 and despite some of the (expected) teething problems all teams have received plenty of favourable feedback.

13. We love it here campaign

- Summer student Freya Thompson re launched the weloveithere campaign to coincide with the wine and food festival with 8 companies taking part in the 2024 digital campaign.

<https://www.weloveithere.nz/>



Business & Workforce Capability

14. Business Trust Marlborough (BTM)

- Activities continue:
 - i) Business mentor matches & SME business support. A mid-year report from Business Trust Marlborough will be presented at this committee meeting.
 - ii) Supporting the community build of alumni of the startup weekends & startup community

CIT- Groups

15. Launch of CIT-Programme (Collaboration, Innovation and Transformation)

The newly launched CIT-programme for industry groups has been received with great enthusiasm and support from industry groups. Several groups are working on submissions for the CIT-programme which is exactly what the team has been aiming for.

16. Aquaculture

- The group is interested in reconnecting with industry and seeking out new projects that are important for the local industry. The group is keen to put a proposal forward to the CIT-group.
- 'Flupsie' project – collaboration between MFA, Port Marlborough, University of Auckland and AquacultureNZ – in a holding pattern
- The group are seeking a councillor to participate in the Aquaculture group meetings.
- The next meeting will be 10th April 2024
- Brendon Burns continues to be the Chair of the Aquaculture Steering Group

17. Labour and Skills

- Liz Webb has been appointed as the new Chair for the Labour & Skills CIT group
- Autumn Faulkner was present at the meeting to discuss projects that the RSLG team had been working on. The group is keen to put in a proposal for the CIT-programme.
- A new project might find a home under the Labour & Skills CIT-group: Leaderful Marlborough leadership programme for the region – following the highly successful leadership workshop from Nick Petrie last year.
- The next meeting is scheduled for 17 April 2024

18. Aviation & Aerospace

- The S+C Aviation and Aerospace meeting took place on 20th February at Bayleys Real Estate
- Presentations were made by Mark Watson and Phil Robinson re the new industrial development at Omaka and how this may benefit the Aviation industry in Marlborough.
- The next meeting is due to be held at Omaka Tuesday, 23 April 202
- The group Chair is Matt Kerr

19. Forestry and Wood Sector

- The S+C Forestry and Wood meeting was held on 7 February 2024.
- Tim Hinton continues to Chair this group. Tim's heading up the operations for PFOlsen in the region.
- The Forestry CIT-group is keen to get an application underway for support through the CIT-programme.
- The next meeting is scheduled for 3rd April '24.

20. Circular Wine

The S+C Circular meeting was held on 7 February 2024 12:30 pm-2:00 pm

- Example of the activities are here <http://trim/webdrawer/?uri=6053054&t=record> Record Number: 2447003
- The Green Circle biochar plant is up and running at Yealands



- Jim White is the chair of the group
- Next Meeting is planned for 6th of March 2024

21. Marlborough Food Producers Collective

- ED Team has been working on building a collective of like-minded and similar sized Marlborough Food Producers who are interested in expanding their business outside of the region into other regions.
- The first initiative of this Marlborough Food Producers Collective is to participate in the upcoming FoodShow in Christchurch (5 – 7 April)

22. Screen Marlborough

- Screen Marlborough is supporting a workshop programme for local and regional film makers delivered by Random Film Directions and the Sawmill Studios.
- Screen Marlborough supported the Sawmill Studios with a competition for film makers to produce a short film at the Sawmill Studios. The 5 winners were announced in February.
- Screen Marlborough has provided service to 3 more production-enquiries in the region.
- Screen Marlborough is participating in a national working group on Screen Attraction activities with four other Regional Film Offices (Auckland, Wellington, Christchurch, Bay of Plenty)
- Screen Marlborough newsletter went out to a national database of film makers, writers, directors and other industry professionals.
- Monthly meetings participated as per usual at the Sawmill Studios with the Sawmill Creative Society

Other activities

23. Hosting team from Kanoa in Marlborough to discuss the new Regional Infrastructure Fund (RIF) and producing a priority list with potential projects for Marlborough – regional projects as well as private enterprise projects.
24. WinePro continues to build momentum with 80% of the stands taken and a draft of the education programme to be released shortly
 - Held a very successful Exhibit Success workshop with over 45 attendees.
 - BTM hosted a town activation workshop to continue to let hospitality and retailers know about the event.

Next Steps

25. To continue with the delivery of the projects & actions as presented & approved in the ED Team Annual Plan
26. To continue meeting the desired outcomes and KPI's for economic wellbeing for the region

Author	Dorien Vermaas, Economic Development Portfolio Manager
Authoriser	Neil Henry, Manager, Economic Development and Strategic Planning

7. MDC Youth Council Plan 2023 review

(The Mayor) (Report prepared by Jodie Griffiths)

C150-002-027

Purpose of Report

1. Advise Council on the outcomes from the Youth Council Plan for 2023.

Executive Summary

2. Present the full report of achievements and highlights from 2023 Marlborough Youth Council plan.

RECOMMENDATION

That Council receive the report for the Youth Council Plan 2023 and outcomes.

Background/Context

3. The Youth Council was established as a mechanism to communicate and gain participation by young people in civic and community activities.
4. The Youth Council develops their plan each year with actions identified for implementation to achieve positive outcomes for young people in the community.
5. The plan is supported by an annual budget of \$60,000 for delivery of youth events and activities.

The Plan

6. The 2023 plan was prepared and approved by the Youth Council and then adopted by full Council.
7. Full details are contained in the attached plan and outcomes.
8. Platforms of facebook page and Instagram have gathered increased following, reaching the target of over 400 followers on Instagram. These prove the most effective method of communicating and promoting information to Marlborough's young people.

Next Steps

9. Recruitment of the 2024 Youth Council is currently underway. Twelve 2023 Youth Councillors are returning this year, to allow some continuity and provide mentorship to new students.

Attachment

Attachment 1 - MDC Youth Council Action Plan 2023 - outcomes

Author	Jodie Griffiths, Community Partnerships Advisor
Authoriser	Dean Heiford, Manager Economic, Community & Support Services

Summary of decision-making considerations

Fit with purpose of local government

The proposal enables *local decision-making and action by Council 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	X	<input type="checkbox"/>	<input type="checkbox"/>
Financial Strategy	X	<input type="checkbox"/>	<input type="checkbox"/>
Infrastructure Strategy	<input type="checkbox"/>	<input type="checkbox"/>	X
Social well-being	X	<input type="checkbox"/>	<input type="checkbox"/>
Economic development	X	<input type="checkbox"/>	<input type="checkbox"/>
Environment & RMA Plans	<input type="checkbox"/>	<input type="checkbox"/>	X
Arts & Culture	X	<input type="checkbox"/>	<input type="checkbox"/>
3 Waters	<input type="checkbox"/>	<input type="checkbox"/>	X
Land transport	<input type="checkbox"/>	<input type="checkbox"/>	X
Parks and reserves	X	<input type="checkbox"/>	<input type="checkbox"/>

This proposal contributes to the categories identified above to enable local decision making, social wellbeing, support for arts and culture activities and use of local parks and reserves.

Nature of the decision to be made

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

Financial considerations

The project has been budgeted for in the Long Term Plan 2021 - 2031.

Significance

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

Engagement

Engagement has occurred with the Youth Council, local Secondary Schools and Youth Councils across Te Tau Ihu.

Attachment 1

Marlborough Youth Council Action Plan 2023

Youth Voice - youth views are valued and listened to. Previous Actions	Outcome comments
<ul style="list-style-type: none"> Youth Council representatives promote who they are, allowing young people to raise their issues via Youth Council, as well as proactively gain wider input on issues raised through their school and other networks. 	<p>Social media profile raised and good engagement seen with regular posts. Communication through colleges and home school network</p>
<ul style="list-style-type: none"> Provide comment and input toward submission to Council’s Annual Plan on youth related topics. 	<p>Completed.</p>
<p>New ideas ...</p> <ul style="list-style-type: none"> Open forum for youth to voice concerns? Form to be completed or online – resource that could be offered in schools – google survey’s on google classroom – home room at Richmond – year group at MGC – make a google form for circulate. 	<p>Feedback gathered at library Youth Week event, including ideas for events and activities. Youth survey completed with 110 students undertaking the survey and providing valuable information for the Youth Sector for strategy planning.</p>
Youth Support – youth are supported to take action and participate Previous Actions	Who + when + how
<ul style="list-style-type: none"> Offer support to peer support programmes in Secondary Schools. 	<p>Funding provided for peer support + Rainbow support group</p>
<ul style="list-style-type: none"> Promote participation to enrol and vote. 17 and above – once every three years – your opportunity for change 	<p>National election promoted and a very successful meet the candidates event held in Chambers as well as online. Attracting media coverage.</p>
Leadership - opportunities for personal growth and community participation Previous Actions	
<ul style="list-style-type: none"> Youth Leadership opportunities are promoted to young people – eg UN Youth 	<p>Great youth leadership demonstrated by many Youth Council members in 2023. YC member involved in Next Generation - Springlands Stormwater Governance Group Hosting of Youth Civic Awards, where 5 recipients were presented with this award.</p>

<ul style="list-style-type: none"> Participation in opportunities given to Youth Council members such as training, leadership conferences etc 	4 Youth Council members attended Festival for the Future conference in Wellington. Hosted Te Tau Ihu Youth Council hui in Marlborough.
Events & Activities – regular youth events are supported Previous Actions	Who + when + how
<ul style="list-style-type: none"> Funding made available for a range of youth focus events. Continue support for CACTUS programmes and PCT activities. 	Completed
<ul style="list-style-type: none"> Partner with the Millennium Art Gallery + Folio youth exhibition - if possible a Chorus Box Mural. Partnership with the ASB Theatre & Youth Council to subsidise youth productions/performances. 	Postponed due to gallery relocation. 4 youth partnership performances held
<ul style="list-style-type: none"> Participate in and support collaborative approaches between organisations to create activities, programmes and opportunities for Marlborough youth. 	Ongoing – examples included connections with emergency planning for youth, meeting with MP about youth mental health, library activities for youth.
<ul style="list-style-type: none"> Hold Youth Week events & support Pink Shirt Day within the schools. 	Successful Youth Week event held at the library + participation in Pink Shirt Day via colleges
Youth Achievement – showcase young people and their achievements Previous Actions	Who + when + how
<ul style="list-style-type: none"> Financial support given to youth chosen to represent at a national or international level, under the policy for supporting youth in need. 	A full list of funded activities and events is listed at the conclusion of the plan.
<ul style="list-style-type: none"> Youth Council to promote positive stories about local youth on an event/activity basis also utilising Youth Council social media tools. 	Completed
<ul style="list-style-type: none"> Profile the positive contribution young people make in our community. 	Youth Council profiles created, sharing posts from Marlborough youth succeeding in a range of pursuits.
Education & Training – opportunities for career development Previous Actions	Who + when + how
<ul style="list-style-type: none"> Provide information about careers and transition from school to workforce or further training/study 	Completed
<ul style="list-style-type: none"> Involvement with Future of Work Conference 	Completed

Environment – think and act sustainably	Who + when + how
Previous Actions	
<ul style="list-style-type: none"> Encourage youth participation in environmental issues by including information on the website and promoting activities on FB page and inclusion in any contracts with Youth Funding. Youth Council to follow Council actions and practises aimed to reduce impact and enhance the environment. 	Further work required
Youth Health, safety & wellbeing – promotion of youth services & safety/wellbeing support	Who + when + how
Previous Actions	
<ul style="list-style-type: none"> Promote health services to youth via website & social media Investigate additional support in schools for mental health and wellbeing (such as speakers, real life stories & tools/apps/podcasts) 	Support given to Dr Chris Bowden holding several workshops in Marlborough
<ul style="list-style-type: none"> Promote Cyber safety education and initiatives, including online resources 	Study tips were featured instead of cyber safety.

2023 Youth Council grants allocated:

Youth Performing Arts	Youth Discovery Programme, learn new practices for collaboration and self-support, embracing wellbeing and inclusiveness through processes of performing arts and music.	\$1,000.00
School of Rock - Combined Colleges	Help with theatre costs for the School of Rock Production - Venue hire, AV equipment hire, technical labour, duty manager and front of house staff	\$2,000.00
Queen Charlotte College Formal	Koha towards security for the night and supervision of the event, 3 June 2023	\$900.00
Tautoko Rainbow Group	Help with costs relating to: Info evening for parents of Rainbow Youth, venue, petrol vouchers, for facilitator from Nelson - Rainbow pamphlet costs, , Youth Week Rainbow stand, resources for stand	\$400.00
Marlborough Peer Support Program	College students are trained to be Peer Supporters costs; food for trainings, resources and pamphlets, petrol vouchers for trainer from Nelson.	\$550.00
Marlborough Boys College - Enviro Group	20 students in Enviro Group - cost for transport to tree planting, beach cleanups, interact with biodiversity in Marlborough. Cape Campbell, Long Island,	\$400.00
Marlborough Youth Trust	Matariki Event Rarangi - funding for breakfast	\$1,000.00

REAP Marlborough	RAD recycle a device, stand alone workshop for pacifika teenager and young adults to learn how to repair a second hand computers	\$2,000.00
Whetu o le Moana Night - MBC & MGC	Performing arts and music allowng Maori and Pasifika students to express their unique voices, stories and perspectives	\$1,051.11
Reuben Dempster	Individual funding towards space camp in Norway	\$500.00
Awatere Pony Club	New jumps for younger riders	\$2,000.00
Marlborough Primary School Music Festival	\$2000 towards cost of ASB theatre for 2023 Music festival " A celebration through song"	\$1,000.00
Georgia Winkler	Request for funding to support her travel to USA for Your Education Program	\$500.00
Springfest Marlborough Youth Trust	13 October at A&P Park	\$8,000.00
Marlborough Girls College	Combined College Junior Production - Romeo and Juliet 24-27 October - MGC School Hall	\$1,700.00
Whale Trail Project - Mural and preparation	Youth painting a mural on bridge wall	\$4,000.00
Marlborough Girls College	Pottery Classes for Learning Centre Students	\$1,500.00
Te Atiawa Manawhenua Te Tau Ihu Trust	Inter-iwi Games – youth specific E-Sports	\$3,000.00

8. Land Subdivision Reserve – Request for Funding Approval

(The Chair) (Report prepared by Jane Tito)

R510-021-01

Purpose of Report

1. The purpose of this report is to seek Council approval for two recreational projects that fully meet the growth criteria for funding from the Land Subdivision Reserve.

Executive Summary

2. Funding of \$155,000 is sought for two projects which are new developments based on increased growth in users. They are:
 - A new Pump Track located at Renwick Domain.
 - The sealing of the Mountain Bike carpark off the Taylor Pass Road in Blenheim.
3. Both of these projects were included in the LTP levels of service increase paper for community facilities presented to Council on 26 February 2024.
4. The purpose of putting them through this committee is so that they can be progressed more quickly due to long lead in times as the Renwick Pump Track is purchased from America with a 12 week lead in period.
5. The Land Subdivision Reserve funds are obtained from reserve contributions levied on new subdivision activity as determined by the Local Government Act 2002.
6. The opening balance of the Land Subdivision Reserve as at 1 July 2023 is **\$6,413,407**. The funding request from this Reserve is **\$155,000**. The remaining balance of the Land Subdivision Account balance will be **\$6,258,407** as per Table 1 below.

Table 1- Land Subdivision Account

Opening Balance of Land Subdivision Account (1/7/2023)	Projects to be funded by Land Subdivision Account	Closing balance of Land Subdivision Account
\$6,413,407	\$155,000	\$6,258,407

RECOMMENDATION

That Council approve funding of \$155,000 from the Land Subdivision Reserve for the installation of a new Pump track at Renwick Domain and the sealing of the Blenheim Mountain Bike Carpark located off Taylor Pass Road, Blenheim.

Background

7. The Land Subdivision Reserve funds are obtained from reserve fund contributions levied on new subdivision activity as per the Local Government Act 2002. Council's development contributions policy considers the effects of growth on current capacity of Parks and Open Spaces facilities and areas.
8. The Land Subdivision Account had an opening balance of \$6,413,407 as of 1 July 2023. Funding of \$155,000 is sought to meet the costs of the outlined projects. Table 2 sets out a summary of the proposed new developments and upgrades to community facility followed by a more detailed assessment and analysis of each project.

Table 2: Proposed projects

Name and description of proposed project	Cost	Year of Work
Blenheim - Mountain Bike Park carpark <i>Upgrade entry to WHFP / MTB Track</i>	\$80,000	FY 2024/25
Renwick - Pump Track <i>Additional funding to allow for price increases and track size increase</i>	\$75,000	FY 2024/25
Total	\$155,000.00	

Additional Information

Blenheim Mountain Bike Carpark – chip seal carpark \$80,000

9. The carpark servicing the main entry point for the Wither Hills Mountain Bike Park is located off Taylor Pass Road and has high usage as an entry point and parking area. The carpark was formed a number of years ago but a more robust surface of the carpark is required to ensure it remains in good condition and to support growing numbers at the site.
10. While there are a number of other entry points for mountain biking in the Farm Park, this carpark is regarded as the main entry point to the Mountain Bike Park. Data collected from the Calorie Killer Mountain Bike Track shows an increase in use of 43.8% on mountain biking over the last 12 months in this area.
11. A budget of \$80,000 is sought for this work.



Renwick Pump Track \$75,000

12. Funding for a modular pump track for Renwick was approved in the 2022/23 Annual Plan with 100 percent funding from the Land Subdivision Reserve.
13. Staff had budgeted the installation on the cost to construct the Havelock Pump Track which was completed for \$75,000. This style of pump track in Havelock has been very popular and has attracted a range of youth of different age groups. The size of the Renwick track is approximately one third larger than the Havelock track and will fit the space next to the current skate park.
14. Since 2021 prices have significantly increased for this type of track and additional will be required to complete the job. The purchase has a 12-week delay as the product is sourced out of America.
15. A budget of \$75,000 is sought in addition to the budgeted \$75,000.



Next Steps

16. If Council confirms the funding sought for these projects, then staff will begin the planning, design, consenting, contract and tendering processes.

Author	Jane Tito, Manager – Parks and Open Spaces
Authoriser	Jamie Lyall, Manager – Project and Community Facilities

9. Small Townships Programme Sub-Committee

(Clr Faults)

D050-001-S03

1. The Minutes of the Small Townships Programme Sub-Committee meeting held on 21 February 2024 are **attached** for ratification by the Committee.
-

RECOMMENDATION

That the Minutes of the Small Townships Programme Sub-Committee meeting held 21 February 2024 be ratified.

**Minutes of a meeting of the SMALL TOWNSHIPS PROGRAMME SUB-COMMITTEE
held in the Council Chambers, Seymour Street, Blenheim on
Wednesday, 21 February 2024 commencing at 1.00 pm**

Present

Cirs B A Faulls (Chairperson), S R W Adams, S J Arbuckle (via TEAMS) and B J Minehan

In Attendance

Jamie Lyall (Property and Community Facilities); Heather Graham (Small Townships Programme Project Manager); Jane Tito (Manager, Parks and Open Spaces) and Leanne Thomason (MDC Secretary)

Apologies

No apologies were received.

1. Small Townships Programme Sub-Committee Minutes from 19 October 2023.

Cirs Faulls/Minehan:

That the Minutes of the Small Townships Programme Sub-Committee meeting held on 19 October 2023 be confirmed as a true and correct record.

Carried

	Description	Comments
1.	Discuss the possibility of a Chorus Cabinet popup exhibition with Nicci Neilson and the Art Gallery.	Complete – refer to progress report Chorus Cabinets
2.	Check the Ōkiwi Bay toilet contract for completion spec's.	Complete – refer to progress report Ōkiwi Bay
3.	Link to the online survey to be sent to Ōkiwi Bay Residents Assn	Complete – no further surveys
4.	Meet with appropriate people to progress the Ōkiwi Bridge project.	Complete – refer to progress report Ōkiwi Bay
5.	Discuss Horahora Kākahu project with Clr Burgess	Complete – refer to progress report Horahora Kākahu
6.	Heather Graham to attend the upcoming Sounds Advisory Committee meeting.	Pending next mtg 18 March 2024
7.	Circulate 2024 meeting dates	Complete

2. Progress Report

Cirs Adams/ Faulls:

That the information from the Progress Report be received.

Carried

Project Updates

Canvastown

Car Park and Streetscape

CMT commenced work on the carpark just before Christmas, steady progress has been achieved since. A completion date of first week in March is scheduled.

Small Townships is currently working with Marlborough Roads to ensure the new speed 50kmph signs installation coincides with the completion of the project.

Gateway Signage

Imagery has been confirmed, a tagline that reflects the township is currently being discussed with stakeholders including The Canvastown Community Association and Ngāti Kuia.

Further Update:

- Photographs of works currently underway were shared. (see PowerPoint presentation in Appendix 1).
- Streetlight – The opportunity to install a streetlight at the village green. This work has been estimated at \$10,000. It was suggested that this cost could be covered by the carpark and streetscape project - contingency budget. This project is well-advanced and on budget.
- Cllr Minehan asked what were the community views on the possible streetlight. Ms Graham said they had been made aware of the proposed installation and it had been discussed at the Community Associations' last meeting. Positive feedback from the owners of the Trout Hotel has been received.
- Councillors are happy in principle to approve the streetlight as an additional item to the project.
- Ms Graham will confirm details and present these via email for approval.

Grovetown

Footpath and Placemaking – Vickerman and Fell Streets

Kūmānū Environmental and Marlborough Management Services (MMS) have been engaged to undertake the design and planning of the area. Small Townships will manage the consultation and engagement with stakeholders.

State Highway Safety Concerns

The township plan process identified road safety in the SH1/Fell Street area as a key concern for the community.

While this area of State Highway may not meet the threshold of 1% NZ worst roads, NZTA also identifies that changes to roading infrastructure will be prioritised in areas where there is community support for change.

It has been suggested to the community that they could bring these concerns to council's Regional Transport Committee (RTC).

The Small Townships group has also sought advice from Marlborough Roads Senior Transport Planner and contacted NZTA to advise of the concerns and request that improvements be planned and budgeted for.

This issue has also been discussed with Cllr Adams as chair of the RTC.

School – Memorandum of Understanding

A MOU between Council and Grovetown school was established and records the agreement between the parties regarding access to the pool and tennis courts for community use outside of school hours and acknowledges funding support of \$20,000 towards the upgrade of the school's recreational facilities.

Further Update:

- Funding has been paid to Grovetown School. This work is still to be completed but this is due to contractor delays.
- The footpath project is in the early stages of planning.
- The project at the intersection of Fell Street and State Highway 1 has not yet commenced as the footpath is the current project focus.
- Small Townships Programme has written to advise NZTA of the concerns, as has Rangitāne. As yet no response has been received.
- Councillors are aware of the issues in the area including, near misses and lack of site maintenance after vehicle incidents. The issues are particularly concerning given the number of schoolchildren in the area.

HavelockBus Shelters

After many years this project has finally started.

Details of the project were provided via email for the Sub-Committee on 25 January (Appendix 2) requesting funding of \$18,180 from the STP Carry-Over Reserve and that it is allocated to the Havelock Bus Shelter project.

Cllrs Faulls/Minehan:

That the Small Townships Programme approve funding of \$18,180 (from the STP Carry-Over Reserve) for the Havelock Bus Shelter Project.

Carried

This work is scheduled for the week of 12 February 2024.

Further Update – Bus Shelter

- Ms Graham confirmed that work at the site has commenced.
- Discussion on the contribution from the Havelock Lions, highlighted the importance of building rapport between the Council and the communities to co-fund projects of importance.

Ōkiwi BayTownship Plan

The draft township plan has been developed and will be circulated to relevant Council departments and the Sub-Committee for initial feedback.

Section 3 of the report provides priority projects for the Small Townships Programme. Of these projects, the Ruataniwha Stream bridge is further discussed in the New Projects – Small Townships Programme agenda item.

Landscaping – Tunnicliff Reserve

One of the areas visited during the Small Townships Programme site visit in October was the toilet amenities at Tunnicliff Reserve. The community requested that further landscaping works be undertaken to finish the amenity upgrade project. Parks and Open Spaces confirmed this as part of the original toilet project scope of work.

Work around the paths and improvements to the steps at the rear of the building was undertaken before Christmas. Further planting and a continuation of the fencing to limit motor vehicle access is planned.

It was acknowledged that this is the key project for the Okiwi Bay residents but good to see the community thinking ahead in terms of other projects to begin. This is a benefit of the community projects fund for small townships.

Port Underwood

Horahora Kākahu Lookout

This project is still in its early stages however, Small Townships has undertaken several engagement meetings.

From an infrastructure perspective, Heagney Bros have been consulted and discussed the scope of the project, updated Marlborough Roads and engaged Marlborough Management Services. It is proposed that all parties will undertake an initial site visit before moving forward with the site design.

The engineering/project management for the pullover area is likely to be straightforward. The challenge will be to create a space that is reflective of the rich cultural history.

To this end, a project briefing has been undertaken with Clr Burgess and an initial engagement meeting with Rangitāne.

Small Townships will now seek to engage with Ngāti Rārua, Ngāti Toa Rangitira and Te Rūnanga o Rangitāne o Wairau with whom Horahora Kākahu is jointly vested to in order to understand their desired outcomes for the project.

Rārangi

Township Plan

Feedback on the draft Township Plan showed that while generally happy with the plan, the community has requested that walking and cycling projects be given a higher priority. This feedback has been acknowledged and will be reflected in the final document.

Projects

Information Board

The long-awaited information board for the Millennium Rock was installed before Christmas and is looking good. Some further planting around the signage will be added during the next planting season.

Further work will now be undertaken to capture local stories including the community time capsule, also located at the Blue Gum site.

Welcome Sign

The Welcome sign which was installed prior to Christmas has been damaged. The Small Townships Programme is in contact with the fabricator to assess replacement/repair costs.

Hinepango wetland

The Wetlands Restoration Group has made good progress in collaboration with the Department of Conservation. DOC is currently undertaking the design of the boardwalk which will then be used to obtain costings that the restoration group will use as part of applications to other funders. DOC has undertaken some clearing of the proposed boardwalk area with Outward Bound assisting for a few days also.

Pipitea Drive

The intersection of Rārangi Road and Pipitea Drive was identified for development in the Township Plan. This involves the removal of rock piles and the installation of a path and garden. This project was costed at \$6,000 with work currently under way.

Renwick

History Trail

A meeting with Renwick Museum representatives was undertaken to discuss the overall project origins and outcomes along with themes of content including significant people, events and the characteristics of the community of the time.

With a central heritage hub approach agreed to for the information boards, the draft written content was forwarded to the Marlborough Museum staff for fact-checking while the Renwick Heritage team focused on gathering high-resolution images.

Small Townships expects to have written and image content along with signage design dimensions, ready to forward to the design team by the end of February.

Seddon

A draft township plan has been developed using the feedback from the Small Townships Programme community consultation and the Smart + Connected Steering Group consultation. This will be circulated to relevant Council departments and the Sub-Committee for initial feedback.

Priority projects for the Small Townships Programme to consider are listed below.

Tui Garden:

The community aspirations for the “Tui Garden” would be located on the private land on the main highway, directly adjacent to The Station Café. This land has been developed as a community space by the owners and Awatere Valley Trust (community group) with initial funding for the planting provided by Council’s Working for Nature (previously named Tui to Town) Grant.

The area has good recreational value for the community and visitors.

An initial discussion with the landowner as to the potential viability of a lease agreement with the Council has been undertaken. The value of a lease agreement has not yet been discussed but would offer the ability for Council investment and ongoing maintenance of the area that is used by locals and visitors.

Small Townships has met with Brad Molony (Gardens Manager) and Mike Avis (Biodiversity Coordinator) to gain an understanding of the potential of the area along with Downers Green Spaces Project Manager to understand potential costs.

Once costs are received, Small Townships will meet with both the Parks and Open Spaces team and the landowner to progress discussions.

Further Update - Additional Priority Project

- Ms Graham shared an additional priority project that has come to light since the opening of the Blenheim to Picton section of the Whale Trail.
- This project would see the development of the road reserve land at the southern end of the Awatere Bridge along with the further development of the existing path and planting and would further enhance the landscaping and artwork already undertaken by the Whale Trail.
- It is estimated that the cost of this project would be in the vicinity of \$20,000 - \$30,000.
- The whale trail is reporting user numbers are between 120-300 per day, many of whom are local users.
- It is understood that the Lions Club is supportive of the idea. The project could also be a good fit with the Council's Working for Nature Grant.
- Ms Graham recommended that the project is added to the Small Townships Programme project priority list. Councillors were supportive of this.

Spring Creek

Wairau River – Ferry Bridge Picnic Area

It is pleasing to report that the Ferry Bridge car park was completed in December. The project went well with some cooler (pre-Christmas) weather, ensuring that visitors to the area were low, during construction.

Some cost savings were achieved due to budgeted contingencies not being required, the opportunity for a reduced approach to TMP and the disposal of waste soil being offered to a local landowner. The final cost for the project was \$154,000, down from \$191,000, a total saving of \$37,000.

The area has received heavy use since opening and feedback has been very positive. There has also been renewed interest from some community representatives around the installation of toilet facilities on the car park side of the river.

The final stage of the project will be to undertake planting, this has not yet been costed and will be undertaken when the weather conditions are suitable.

Further Update – Spring Creek:

- Ms Graham shared photos of the completed work.
- The sub-committee acknowledged that it is good to see the work completed and the area now looking very tidy. Ms Graham confirmed that planting and reseeding of grass areas will be undertaken when weather conditions allow.
- The current use of bollards to impede motorbikes/vehicles from entering the area could be improved. Small Townships Programme will liaise with the Rivers department.
- Footpath – letters acknowledging the upcoming work have gone out to the community.

Ferry Road Footpath

This project is progressing well with Marlborough Roads offering guidance around the location of the pedestrian refuge at the Goulard Road end of Ferry Road.

Marlborough Management Services are finalising plans that will be forwarded to the contractor for final pricing and delivery.

Notification letters will be sent to residents acknowledging the upcoming works.

Wairau Valley

Hall Repairs (not funded by Small Townships Budgets).

Following on from the work completed on the hall roof, the internal ceiling of the foyer has also been completed. This job is now complete and the community has expressed their thanks.

Further Update – Wairau Valley Hall Repairs:

- It was noted that this work was paid for by the Council Halls R&M budget, with a community contribution of \$27,254 covering the balance of the work.

Ward

Flaxbourne Settlers Association's (FSA) Update

The FSA AGM saw an interim chair elected and positions of treasurer and secretary being retained by existing members.

It was noted as very positive that the group's meeting dates for the year have been set, after a few years of sporadic meeting schedules. These dates have been shared with Wairau/Awatere Councillors.

Project focus

i. Domain

A community survey was undertaken by the FSA around the future uses of the Domain with a focus on the tennis courts. The outcome of this is not yet known to the Council but will likely be discussed at the upcoming FSA meeting.

At the October meeting, Small Townships approved funds for the shearing stands at the Domain. The FSA intends to have this work completed before the A&P show day in March 2024.

Small Townships is also liaising with FSA representatives as they seek funding for an additional roofed area at the rear of the main Domain shed.

ii. **Hall/Heritage Centre**

Parks and Open Spaces have undertaken some initial discussions around the upgrade to playground facilities at the Domain, with the potential to move the provision of these facilities to the greenspace between the Hall and Heritage Centre.

Small Townships has indicated to the FSA that the greenspace between the Hall and Heritage centre, along with the surrounding streetscape, takes priority also.

Once there is clarity around the funds required in this area, the Small Townships group can then relook at the other items on the community's project priority list (subject to funding).

Community Projects Fund - Current Projects

Tirimoana – Path

This project is now complete and has been well received by residents and visitors over the summer season. The pathway has been further enhanced with the community installing plant species signs and some Wētā hotels.

The budget for this project was \$24,000, with final costs totalling \$14,400. This leaves a surplus of \$9,600.

TARA has submitted two further projects to the Community Project Fund - one focuses on the restoration of a section of land at Baxter's Beach, the other is to undertake several tasks at the Tirimoana Reserve including assessment and remediation of the stream bank, removal of fallen trees, and planting on the stream between.

There is potential for the remaining budget to be allocated to support these projects.

Further Update – Tirimoana Path:

- It was noted that this project was successfully achieved and well under budget. The potential to now fund two further projects in the area highlights the importance of being cost-effective whilst achieving the community's goals.
- Cllrs Minehan and S Arbuckle are both aware of projects that may fit the CPF criteria. Ms Graham will follow up with information for the Councillors to offer to the community groups.

3. New Projects – Ōkiwi Bay Ruataniwha Stream Footbridge

This project is strongly supported by the community which is highlighted by their contribution of approximately 25% of the proposed budget through the supply of planning and application services. For the project to be viable, there needs to be a resolution on land ownership which is currently being worked through. The design has been amended to ensure the height of the bridge and potential flooding are taken into consideration. This has also meant that the use of a ramp for access was not feasible.

Clr S Arbuckle asked if the step surfacing had been considered to ensure the health and safety of users. Ms Graham will highlight this to the designer.

Clrs Faulls/Minehan:

- 1. That funding is conditional on the positive resolution of the land ownership and Resource Consent being granted.**

2. That the Small Townships Programme offer financial support for the development of the Ōkiwi Bay Ruataniwha Stream Footbridge to a total of \$75,600 + GST from the Small Townships Programme – Ōkiwi Bay Township Budget.

Carried

4. New Projects – Anakiwa/Tirimoana Baxter’s Beach and Tirimoana Reserve

It was noted that this project has been a long-held aspiration of Anakiwa and it is pleasing to see recent discussions with Parks Officers supporting the community thinking on the approach to the project.

Photographs for the site areas were shared.

Cirs Adams/Fauls:

1. That the Sub-Committee approve the use of the remaining funds of \$9,600 to:
 - support the Baxter’s Beach planting and path application
 - support the removal of weeds and native planting at Tirimoana Reserve.
2. That the Small Townships Programme work with the Rivers and Parks and Open Spaces Departments and update the Sub-Committee on the approach and costs for remedial work (if any) to the Tirimoana Stream and removal of fallen trees for further consideration.

Carried

ATTENDANCE: Jane Tito withdrew from the meeting at 1.39 pm.

5. Financial Report

It was noted that the Small Townships Programme has carryovers that may allow for some larger-scale or additional projects to be considered.

Cirs Fauls/Adams:

That the financial report be received.

Carried

6. General Business

6.1 Planting Marama Road bank

Clr Minehan asked who the owner of the land on the Marama Road bank (opposite the school) is, in Seddon (refer to table on p7). Mr Lyall confirmed that this parcel of land is council-owned. Further follow-up on this project is needed and Ms Graham will liaise with the community and NZTA and report back to the sub-committee.

6.2 Ward

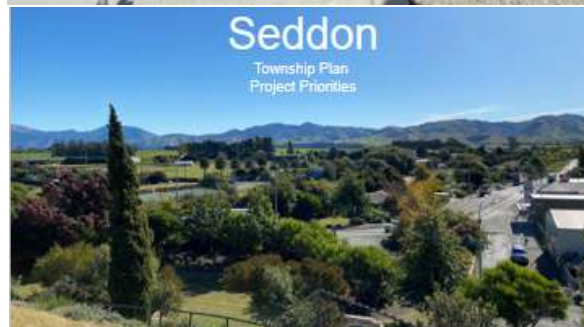
Clr S Arbuckle was given a list of projects from the residents before Christmas and has suggested to the community that many of these projects are outside of the scope of the Small Townships Programme and that seeking support and funding from other sources is important. Clr S Arbuckle felt a meeting with Jodie Griffiths, Community Partnerships, would be useful. Ms Graham will arrange this. Clr S Arbuckle would also like to attend.

Action

	Description	Person Responsible	Date Required
1.	Confirm Canvastown Streetlight project costs and present to Sub Committee for their consideration.	Heather Graham	ASAP
2.	Provide CPF information and application forms to Clrs Minehan and S Arbuckle	Heather Graham	ASAP
3.	Liaise with Community and NZTA regarding the Marama Road bank and report back	Heather Graham.	Next meeting

There being no further business the meeting closed at 2.25 pm.

Appendix 1
PowerPoint Presentation





Tui Garden 2017



Southern end of Section Bridge



Road Reserve - Southern end of Section Bridge



Path from the southern end of Section Bridge



Parking outside Awarua Bowling Club



Newcombe Street



Seymour Street - Adams Way



Seymour Street - Southern end



Seymour Street - Northern end



Rārangī
Township Plan
Project Update

Community Project Fund

Project Update



Appendix 2

From: Heather Graham-7596
Sent: Thursday, 25 January 2024 2:22 pm
To: Scott Adams; Sally Arbuckle; Barbara Faulis; Ben Minehan
Cc: Jamie Lyall-8561
Subject: Havelock Bus Shelters

Importance: High

Kia ora councillors

I am emailing to update you on the progress with the Havelock bus shelters. This has been on the starting grid for over 5 years now so it is truly a coup to get it over the line!
Having finalised the location of the sites, engagement with the suppliers of the shelters has offered a window of opportunity to undertake this work in Mid February 2024.

As this work is prior to our scheduled sub committee meeting I have undertaken a summary of the project below.

Havelock Bus Shelters

We are looking to install 2 bus shelters on road reserve sites that have been identified as feasible by Waka Kotahi.

Site one, 58 Main Road would service the school bus students, particularly college students who travel to both Queen Charlotte College and Marlborough Girls and Boys College. The site is the larger of the two and can accommodate a 3 meter standard shelter.

Site two, 64 Main Road would service those headed to Blenheim or Picton via the regular intercity bus service, a 2.4 meter slimline shelter will offer adequate protection from the elements for users while minimizing impact at the site.

Consultation with adjacent Landowners has been completed by Marlborough Roads.
Consultation with MDC Assets and Services and Building Consents teams was completed by Small Townships staff.

The site locations have also been discussed with the Havelock Community Association and Havelock Lions Club both of whom are supportive.
The Havelock Lions Club can offer \$5,540 towards the project and the Small Townships Programme has a small remaining budget of \$1,980.

Costs	
NZ Shelters- x2 bus shelters	\$16,050
CMT - Site works	\$9,650
Total costs	\$25,700
Current budget	
Lions Club Contribution	\$5,540
Havelock Township Budget	\$1,980
Total current budget	\$7,520

Total required from Carryover budget **\$18,180**

New Zealand Shelters is a North Island based company that to date is the sole supplier of all of Marlborough's current bus shelters, this company supplies and installs the shelter with the ground works being undertaken by a local supplier, in this case CMT.

CMT is currently working in Canvastown on the streetscape work and is therefore able to accommodate this additional project in their work schedule at short notice.

I suggest the opportunity to undertake the work in February is one worth taking, with project costs of **\$18,180 funded from carryover reserve.**

I welcome any queries or feedback.

Recommendation – That funding of \$18,180 from the STP carry over Reserve be allocated to the Havelock Bus Shelter project.



Figure 1 Site One 58 Main Road



Figure 2 Site two 64 Main Road



Figure 3 Standard Shelter



Figure 4 slimline shelter

Ngā mihi nui

Heather Graham
Small Townships Project Manager

Te Kaunihera ā-Rohe

10. Long Term Plan Working Group

(The Chair)

D050-001-L21

1. The Minutes of the Long Term Plan Working Group meeting held on 31 January 2024 are **attached** for ratification by the Committee.
-

RECOMMENDATION

That the Minutes of the Long Term Plan Working Group meeting held on 31 January 2024 be ratified.

**Report of the LONG TERM PLAN WORKING GROUP
held in the Council Chambers, Marlborough District Council Building, 15 Seymour Street,
Blenheim on WEDNESDAY, 31 January 2024 commencing at 1.00 pm**

Present

Cirs J D N Croad (in the Chair), S R W Adams (from 1.46 pm), D A Dalliessi, B A Faulls, G A Hope (from 1.07 pm), R J Innes and Mayor N P Taylor

Also Present

Cirs B J Minehan and J C Rosene

Also Present via Teams

Cirs S J Arbuckle, A R Burgess

In Attendance

Mark Wheeler (Chief Executive), Geoff Blake (Chief Financial Officer), Martin Fletcher (Manager Strategic Finance), Dean Heiford (Manager Economic, Community & Support Services), Chris Lake (Financial Services Manager) and Nicole Chauval (Committee Secretary)

Also in Attendance via Teams

Rainbow Zhao (Systems Accountant)

Apologies

Cirs Croad/Innes:

That the apology for absence from Cnr B G Dawson be received and sustained and the apology for non-attendance from Cnr M R K Flight and Cnr S R W Adams for lateness be noted.

Carried

1. LTP Working Group – Minutes

Geoff Blake advised that the agreed date to pause the Energy Efficiency Clean Heating loans of 31 December 2023 has had to be extended to 28 February 2024 as the minutes of the 23 November 2023 LTP Working Group have yet to be endorsed.

The minutes are included on the 7 February 2024 Economic, Finance & Community Committee agenda where they will be endorsed with ratification at the Council meeting scheduled for 26 February 2024.

Cirs Croad/Faulls:

That the Minutes of the Long Term Plan Working Group meeting held on 28 November 2024 be confirmed as a true and correct record.

Carried

ATTENDANCE: Cnr Hope joined the meeting at 1.07 pm and Cnr Burgess joined the meeting via teams at 1.07 pm during the following item.

2. LTP Working Group – Work Programme

D050-001-L24

Mr Fletcher spoke to the report and noted that the programme is largely complete with only three items remaining.

Iwi Engagement Strategy - doesn't have to be finalised before the consultation document is prepared but must be finalised before the LTP is finally signed off.

Infrastructure Strategy – on the LTP agenda.

How Council wants to further advance senior/social housing – an application for funding for further housing development has been submitted which is still being considered and if successful could potentially mean funding of 50% for the project. Members supported the suggestion that until such time as the outcome of the application is known that the item be deferred until the next Annual Plan and to formalise the proposal an additional recommendation was proposed.

In-house resourcing or outsourced contracts – The Chair noted that although it is indicated as 'no further action' there is work happening in the background for the Parks and Open Spaces and Property team to undertake desk top exercises. The Chair had spoken with Jamie Lyall, Property & Community Facilities Manager with regard to providing an update on timing related to that as looking at those things will be related to when contracts are up for renewal.

Mr Fletcher proposed the following wording be added for clarification - *No further action for this LTP, noting that a review of property management and community facilities is still to be undertaken*

Review of rates weightings for the funding of Tourism Activities, along with reviewing the total funding for DM – The Chair noted that as a commissioner for DM he is happy with no further action at this time. There work will continue in the background to gather information as it may be used to inform what Council does moving forward with DM.

Mr Blake noted work is ongoing with DM and over the next several months as the commissioners look at what that looks like going forward as part of the LTP process there will be a paper that will go to Council exactly what the budget impact and funding requirement for the future is unknown. Flagging that will be between now and the adoption of the LTP.

Martin suggested agreed to recommend the pause the housing

Clr Croad/The Mayor:

- 1. That the Work Programme be received.**
- 2. That 'How Council wants to further advance senior/social housing' item be referred to the 2025-26 Annual Plan.**

Carried

Postscript: Following the meeting the LTP Work Programme was updated to reflect the decisions of the Committee and is attached as Attachment 1.

ATTENDANCE: Clr Adams joined the meeting at 1.46 pm during the following item.

ATTENDANCE: Jodie Griffiths, Council's Community Development Administrator, as present for the following item.

3. Review of Community Funding

Ms Griffiths noted the purpose of the report was to provide guidance on how Community Funding can be structured to offer efficiency, flexibility, and review of processes.

Ms Griffiths advised that a process has been developed following discussions with a number of key Council staff and a Review Matrix has been created. The matrix was attached to the agenda for members' information.

The matrix will provide a way of assessing the grants and determine if they are still fit for purpose and meeting a need within the community.

In terms of a review process it is proposed to assess the grants every three years in line with the Long Term Plan and it is proposed that this would be done by a sub group potentially made up from the already established Grants Sub-Committee.

Ms Griffiths discussed the matrix and explained the areas for review and how it is scored.

It was raised whether the timing of the grants needed to line up with other outside funders. Ms Griffiths advised that Rātā Foundation doesn't generally have set deadlines except for the small and large grant rounds. Other organisations have several rounds within a year.

Ms Griffiths noted that the ability to apply for outside funding is an important factor and if the decision was to withdraw Council funding then it could possibly be a staged reduction to allow the organisation to consider other funding options. The reduction could be a 50% reduction for the first year and ongoing.

Members further discussed the areas for review with the following suggestions noted:

- Applicants to provide an explanation of any large funds they hold.
- Grants Sub-Committee to be the review committee with a possible increase in the membership number of Councillors for the initial review.
- That the Review Committee finalise the Review Matrix.
- To reduce the number of applicants that make an application annually that the Grants Sub-Committee have the flexibility to assign a three-year annual operating grant. This would fall in the review period.
- Cllr Dalliessi indicated her interest in being a member of the sub-committee.

At the conclusion of the discussion the following amended recommendation was put.

The Mayor/Cllr Innes:

- 1. That Council confirm overall Community Funding remain at \$1,209,200. This reflects a combination of Annual Operating Grants and Community Grants awarded annually.**
- 2. That a sub-committee be appointed with the membership to be determined to undertake a review of the Annual Operating Grants matrix (refer Attachment 1) and to further develop the processes in line with the Long Term Plan cycle.**

Carried

ATTENDANCE: Nicci Neilson, Council's Community, Arts, Heritage & Culture Coordinator was present for the following item.

4. LoS - Arts Culture and Creativity Strategy / Implementation

Mr Heiford noted that due to the LTP timings this year the Art, Culture Strategy and Implementation Plan hadn't been presented to the Economic, Finance & Community Committee for adoption or development of a budget paper. The purpose of this paper is to determine whether the Working Group wanted to progress with the Arts Culture and Creativity Strategy / Implementation Plan and associated budget and for it then to be formalised through the Economic, Finance & Community Committee meeting on 7 February 2024.

To highlight the report Ms Neilson provided a presentation (filed in CM Record No. 2423831).

Members were advised that during 2023, engagement and extensive consultation with key stakeholders was undertaken. The gathering of data and input provided the framework for the Arts, Culture and Creativity Strategy. The strategy is for a ten-year period, with a review after the first three to five years depending on progress.

Iwi engagement has been undertaken with an Iwi Advisory Panel (led by Dr Peter Meihana), established to help guide the strategy development.

It was noted that the implementation plan is based around projects and further research, investigation and collaborations that will rely on partnership and co-funding as Council cannot provide all of the outcomes set out in the strategy and implementation plan. Effective measures and performance indicators will need to be developed.

Members were advised that costs associated with the implementation plan are presented based on costs relating to the three stages of the strategy:

a) Stage 1 total:	\$59,000
b) Stage 2 total:	\$157,000
c) Stage 3 total:	\$277,000
TOTAL:	\$493,000

It was noted the staging is not based around years, the implementation will be spread across 3 to 5 years depending on progress, funding and development of the key items in the plan. It is planned that year 1 will require \$50,000 (and may be spread across 2 years), year 2 will require \$75,000 and years 3 to 5 \$120,000 per annum.

Ms Neilson advised that the implementation budget beyond year 5 will be reviewed against progress on the implementation of the strategy and other projects for years 6 to 10.

In response to a query regarding where and at what point the smaller museums would fit into the strategy and art works that are on community hall walls how that gets included and looked after. Ms Neilson noted that the smaller museums will be part of the heritage strategy and has started meeting with the museums with a view to building a working relationship and to partner with them on the new strategy going forward. In regard to the murals, it is work they are looking at but it is not entirely straight forward but will form part of the public art maintenance plan.

The Mayor/Clr Hope:

- 1. The Arts, Culture and Creativity Strategy and Implementation Plan be referred to the Economic, Finance and Community Committee for adoption.**
- 2. That a budget request be submitted for Year 1 \$50,000 / Year 2 \$75,000 / Years 3 to 5 \$120,000 annually for the implementation plan.**

Carried

ATTENDANCE: Liz Ward, Council's Marlborough Museum Manager was present for the following item.

5. LoS - Heritage

Members noted that the purpose of the report was to present the LoS impacts of the Heritage resources being managed by Council. To highlight this report a powerpoint presentation was shown (presentation filed in CM Record No. 2423830).

Ms Ward reported that in July 2023 the Council took over the functions of the Marlborough Heritage Trust. These included the day to day running of the Marlborough Museum and the Edwin Fox Ship and Visitor Centre. The Trust managed the Marlborough Museum object collection and archives and played a role in promoting heritage in Marlborough. The Trust also ran a heritage education programme based at the Marlborough Museum.

It was noted that previously the Council provided the Trust with an operating grant which was approximately \$500,000. The other main source of funding the Trust received was a \$80,000 per annum grant from the Ministry of Education (MOE) for heritage education. This source of funding ceased in December 2022, as the Trust was unsuccessful in its application for a further three years funding.

Ms Ward reported that with staff restructuring and careful budget management, significant savings have been achieved at the Marlborough Museum and Edwin Fox to stay within the budget set for 2023/24.

Mrs Ward further reported that the core services at the Marlborough Museum and Edwin Fox can be met within the present budget but to provide the levels of service detailed in the agenda report, a budget increase to enable the implementation of a digitisation project and begin some exhibition renewal will be required.

It was noted that the core services of the museum can be operated within current budget and the museum does not have a lot funds directed towards improving its services to the community. The exhibition space needs renewal, the last major project was completed 12 years ago and none of the collections are available digitally, which leaves Marlborough lagging many museums. Exhibition renewal can be staged over several years, so it has a smaller impact on budgets. Digitisation is not expensive, and it is an area where volunteers can contribute. The cost can be staged over several years with incremental budget increases. A budget increase of \$40,000 per annum for exhibition renewal and collection digitisation is requested

Members asked a number of questions and noted their points of view during the meeting. It was noted that a budget paper will be produced for the 26 February budget meeting detailing the budget request.

The Mayor moved a motion that the information be received as a detailed budget paper was being provided for the Council budget meeting in February.

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

Carried

ATTENDANCE: Clr Rosene withdrew from the meeting at 2.45 pm at the conclusion of the above item.

6. Draft Assumptions for the Preparation of the Long Term Plan

Members noted that the purpose of the report was to provide a draft of the assumptions made in the preparation of the 2024-34 Long Term Plan Revenue and Financing Policy.

Mr Fletcher reported that Council is legally required to document its significant forecasting assumptions by Clause 17, Schedule 10 of the Local Government Act 2002 as part of preparing its Long Term Plan (LTP).

Mr Fletcher advised that many of the assumptions are the same as that made in the 2021-31 LTP with any changes being identified in "track Change" format and areas that need to be updated were highlighted in "yellow".

It was noted that the Track Changes, in the Assumptions presented to the November 2023 meeting of the LTP Work Group have been reviewed and accepted if valid and additional words have been added to the legislation assumption. The minor word changes are the only substantive change to the Assumptions.

An updated marked up copy of the Draft Assumptions was attached to the agenda report.

During discussion the following changes were noted:

1. iRex - note the new information in a way that reflects the language currently being used.
2. Interest rate on Council borrowings (financial Impact) – show examples of 1% increase/decrease

Clr Croads/The Mayor:

That the LTP Working Group recommend that Council adopt the Assumptions contained in Attachment 1, including the changes recommended and subject to there being no material changes resulting from the population of the two missing “yellow highlighted” pieces of information.

Carried

7. Draft Infrastructure Strategy

Richard Coningham, Council's Assets & Services Manager provided members with a brief overview of the Infrastructure Strategy document which looks at infrastructure for the next 30 years.

Mr Coningham reported that the document is usually prepared by Council's Asset Management Engineer but the position has been vacant for the past 14 months due to the uncertainty in the 3waters market.

The document is being worked on with the majority of the original document still relevant. There will be levels of service requests provided for the February budget meeting.

Members were advised that the document will be completed in time for the auditors. It will then flow through to the Asset Management Plans.

Mr Coningham noted that the National Transition Unit were working on drafting 3Waters Asset Management Plans and have now been disbanded. When asked for the work being done they advised that no work has been done for us. This is an area that does require an expert.

Members were advised that an Asset Management Engineer has been appointed but no start date as been confirmed at this time.

Clrs Croad/Adams:

That the information be received.

Carried

8. Draft Financial Strategy

Mr Blake noted that the purpose of the report was to present a draft of the Financial Strategy for the 2024-34 LTP and to identify anything that requires clarification or update. The draft Financial Strategy was attached to the agenda for members' information.

Mr Blake reported that the Financial Strategy is one of the cornerstones of the LTP describing the key financial direction of Council for the next 10 years. The current strategy is largely consistent with the prior LTP but noted the following are key points:

- a) The principle of LGCI + 3% rates cap remains
- b) Population estimates and charts have been updated
- c) Depreciation funding is subject to the revaluation of Council's 3Waters assets. A budget paper on Depreciation and Depreciation funding
- d) The unwinding of the COVID Rates Relief Reserve, including the sale of NZ Units, is mentioned

e) All numbers and charts that result from the current budget process are yet to be updated

It was noted that the Financial Strategy will continue to be updated throughout the LTP process, to the Budget meeting, and then on to adoption.

In response to a query regarding the revaluation of 3Waters whether there was any thought around revisiting the policy of fully funding depreciation. It was noted that a budget paper is being prepared.

The Mayor/Clr Faulls:

That the Committee receives the current draft Financial Strategy.

Carried

9. Draft Revenue and Financing Policy

Members noted that the purpose of the report was to provide a further update on the potential changes to the Revenue and Financing Policy. A marked up copy of the draft revenue and financing policy was attached to the agenda item for members' information.

Mr Blake noted that the policy was reviewed at the last LTP Working Group meeting and minor changes have been made subsequent to the meeting, with the overall intent remaining as originally submitted.

The minor changes were around some of the wording for sounds roading recovery. This will undergo further refinement to reflect what is ultimately decided on a way forward. Also the energy efficiency loan where there is more certainty around where we are going right now.

Clr Faulls/The Mayor:

That the LTP Working Group note the proposed changes in the policy to date.

Carried

ATTENDANCE: Mayor Taylor withdrew from the meeting at 3.16 pm at the conclusion of the above item.

ATTENDANCE: Clr Burgess withdrew from the meeting at 3.17 pm at the conclusion of the above item.

ATTENDANCE: Clr Faulls withdrew from the meeting at 3.37 pm during the following item.

10. Statutory Review of Rates Remission and Postponement Policies

Ms Lake noted that the purpose of the report was to review Council's rates remission and postponement policies. This review is required to be carried out under sections 109 (2A) and 110 (2A) of the Local Government Act 2002 at least once every six years. The Rates Remission and Postponement Policies were attached to the agenda report for members' information.

Ms Lake noted the changes to the Policies and the reasons for those changes and answered several queries from members.

The following amendment was noted: add the word 'proposed' to the Marlborough Environment Plan.

Clr Croad/Innes:

That the LTP Working Group recommends to Council that it approves the draft Rates Remission and Postponement policies for consultation with the public in the 2024-2034 Long Term Consultation paper.

Carried

Chris Lake provided a verbal update on the results of a query regarding a previous Council paper on General Land Owned by Māori and determining how many properties in Marlborough that it affected.

There being no further business the meeting closed at 3.41 pm.

Record No: 2428756

Attachment 1

Items for Review		Progress to Date/Responsibility	Department	When	Comment
1	Funding of depreciation of Community Facilities to fund their replacement.	This item has already been considered, with the decision being that while funding depreciation may be the better option in the long term, that in the interim replacements would be funded by a mix of debt and "Land Sub" funding, depending on the level of growth that's driving the need for a particular project.	Finance	0	No further action by LTPWG
2	Council's policy on providing rates relief for heritage buildings in private ownership – carryover from previous LTP Working Group.	This item has already been considered, with WG minute being, " <i>That the LTP Working Group thanked management for the work undertaken in drafting the Heritage Buildings in Private Ownership Rates Remission Policy but resolved not to proceed until after the completion of the Heritage Strategy.</i> "	Finance	0	No Further action until the completion of the Heritage Strategy
3	How the maintenance of the Picton Foreshore will be undertaken – requested by Councillor Taylor.	Possibly this item has been completed. The following is a media extract based on the minutes of Council's 13 June 2022 meeting, " <i>A \$100,000 proposal to lift Picton Foreshore and Shelly Beach maintenance to premier park status was supported by Councillors but the expenditure withdrawn until landscape design is completed and costed. The landscape work will be carried out by Council's Gardening Team, which designs and maintains Council's premier parks at Seymour Square and Pollard Park.</i> "	P&OS	0	No further action by LTPWG
4	Explaining Council's Rating System.	Finance – On this Agenda - Martin	Finance	0	No further action by LTPWG
5	In-house resourcing or outsourced contracts	Raised by Chair. This item was considered for a number of Council Activities as part of the recent S17A review. The challenge with outsourcing in a relatively small district like Marlborough for many of Council's regulatory activities is maintaining sufficient independence.		0	No further action for this LTP, noting that a review of property management and community facilities is still to be undertaken

Items for Review		Progress to Date/Responsibility	Department	When	Comment
6	Endeavour Park future Developments	Raised by Chair following Annual Plan hearings. While this item could be considered as part of the LTP, it is best to allocate to the Assets and Services Committee, under the leadership of Jamie Lyall.	P&OS	0	No further action by LTPWG
7	Halls Study on the maintenance requirements, improvements, rationalisation and funding	Annual Plan hearing decision. While this item could be considered as part of the LTP, it is best to allocate to the Assets and Services Committee, under the leadership of Jamie Lyall.	P&OS	0	No further action by LTPWG
8	The definition of properties paying the Kenepuru and French Pass Road rates.	It is proposed to remit the balance of the Kenepuru Road Rate – Approved by Council on 12 June 2023.	Finance	0	No further action by LTPWG
13	The process for Levels of Service Reviews.	Finance – Martin	Finance	0	Process in place. First review has already taken place - Roading
9	Related to the above is understanding more fully the financial impacts of losing the Three Waters if current policy settings remain including Stranded Overheads.	Finance - Martin	Finance	1	No further action by LTPWG
10	Council's Debt Cap – Is it better to have a fixed amount as has been the case to date or would a percentage of a revenue base be more appropriate?	Finance – Martin	Finance	1	Changed to a percentage of rates revenue calculation. No further action by LTPWG

Items for Review	Progress to Date/Responsibility	Department	When	Comment	
11	Council's Rates Cap – Currently LGCI + 3%. In the 2021-31 LTP the percentage was increased to allow for the impact of increased Government requirements	Finance – Martin	Finance	1	Agreed to retain current LGCI+3%. No further action by LTPWG
12	The possibility of establishing a Central Government Rate – as has been done in Hamilton CC. This will need to be linked to the wording of the Rates Cap.	Finance	Finance	1	Hamilton City Council advised as follows, "The Govt Rates calc that we used back in 2018 – was made up of 2 parts. One was for additional compliance costs in the Waters activity and the other part was for the cost of our District Plan. The business calculated out what these cost were, and then we just used our rule of thumb to determine what the additional rate would be to cover it. In Hamilton's rating system, their General Rates only have differentials for Commercial (34.25%), Residential (57.2%), BID Commercial and Other. The same differentials apply for the Government Rate. Because of the

Items for Review	Progress to Date/Responsibility	Department	When	Comment
				<p>complex Activity weighting and rating area system system used in Marlborough, adding another layer of complexity is not considered justified. Plus the cost of additional Government requirements is already in the Rates Cap and obtaining audit clearance will be challenging. As a result, it is proposed that no further work be undertaken on this item.</p>
14	<p>Review the assumptions upon which the LTP will be prepared, eg the assumed financial Assistance Rate from Waka Kotahi.</p>	Finance – Martin	2	<p>Recommended to Council, with the addition of an assumption on the Cook Strait Ferry Terminal redevelopment and changing increase to change under the financial impact of variations to the interest rate assumption.</p>
16	<p>Review of rates weightings for the funding of Tourism Activities, along with reviewing the total funding for DM.</p>	Dean/Neil	3	<p>With the changes at DM and the reviews being undertaken for the future delivery of this service, it is recommended that no further action be taken on this item.</p>
17	<p>Review the funding and breadth of activity for animal control, including the 80:20 apportionment between Dog Fees and Rates for Dog Control Funding</p>	<p>Raised by Cllr Arbuckle following a meeting of the Animal Control Sub-Committee on 20 April 2023</p>	2	<p>LTPWG recommend to Council that it retain the user pays to rates funding ratio of 80% for Dog Control functions.</p>

Items for Review		Progress to Date/Responsibility	Department	When	Comment
18	Council's interest rate assumption	This has already been considered for 2023-24 with and increase to 5% but needs to be reconsidered for the LTP. - Chris	Finance	3	Agreed to recommend 5.5%
19	The definition of properties in General Rural Geographic Rating Area and whether or not they should be classified Sounds Administration Geographic Rating Area.	This item is a more focused review than the general review contained in "20" below. – Chris/Linda	Finance	4	Based on the decision and recommendation made in item 20, no further work is proposed.
20	Review the appropriateness of the Geographic Rating Areas. See item 19 as well	Finance, following a high-level review by the WG, to determine if there is any need. So far the current boundaries, together with their automatic adjustment to urban based on the provision of water and sewer works well. NB the more focused review on the boundary between Sounds Admin Rural and General Rural above.	Finance	3	Agreed to recommend the continuance of the current Geographic Rating Areas and boundaries, largely to avoid any confusion regarding consultation of the Sounds Future Access Study
21	Capital Budgets - CBD	Raised by Chair	A&S	3	CBD Capital Budgets were presented to the meeting for information.
22	Review the application of Annual CPI adjustments to Grants	Annual Plan hearing decision	Finance and Community	3	Recommended that Council freeze CPI adjustments for a period of three years.
23	Community Grants - review what organisations get ongoing support and what is contestable?	Raised by Clr Croad and as part of Annual Plan deliberations	Finance and Community	3	Further paper to be prepared on the development of criteria Annual and Community Grants per minutes of 17 October Meeting.
24	Investigate the possible streamlining of Activity Groups and Activities.	Finance – Tessa	Finance	3	The LTP Working Group recommends: 1. that it agree to consolidate the disclosures for the activities within People, Environmental Management and Regulatory to be only at the groups of activities level unless required under the LGA to be at the

Items for Review		Progress to Date/Responsibility	Department	When	Comment
					activity level. 2. that it agrees to create a new group of activities called "Corporate" and the overhead and non-activity areas of Council be included.
25	Council's Revenue and Financing Policy including Land Value versus Capital Value Rating.	Council has already decided that it will retain Land Value Rating, except for those activities that are already capital value rated, e.g Wairau River Rate	Finance	4	No further Action required by LTPWG
26	Council's Financial and Infrastructure Strategies.	Financial Strategy - Finance	Finance	4	No further Action required by LTPWG
27	Council's policy on Waste Charges versus Rating – requested by Councillor, (now Mayor) Taylor.	Finance and Solid Waste	Finance + A&S	0	Agreed at 29 June meeting that this item should be removed
28	Prepare an Iwi Engagement Strategy;	Kaihautū – Hara Adams	TBA	4	Actual delivery will depend on our ability to recruit a new Kaihautū. Johnny Joseph has now been appointed and this is a high priority on his work programme. NB , this review only need to be adopted by Council before the 2024-34 LTP is adopted.
29	Be briefed on the Rating implication of the 2023 Triennial Revaluation.	Finance – Martin/Rainbow	Finance	4	The impact of the 2023 Revaluation was presented at the 2 October Councillor briefing.
30	Review whether Council should have a continuing role in Energy Efficiency/Clean Heating loans, bearing in mind the issues surrounding compliance and	Finance – Chris/Linda	Finance	5	

Items for Review		Progress to Date/Responsibility	Department	When	Comment
	that there are new private sector providers.				
31	Council's Infrastructure Strategy.	The Infrastructure Strategy - Assets and Services and the Assets and Services Committee, noting that the two Strategies need to align as the Infrastructure Strategy can't be delivered without funding. Currently legislation doesn't require an Infrastructure Strategy to be prepared for 3 Waters assets, but with the delay in starting this situation is likely to change. As a result Assets and Services need a contingency plan is needed should there be a change in Government.	A&S	5	Verbal update on Agenda
32	Wairau River Rating Review.	Finance – John Patterson/Andy	A&S + Finance	5	Deferred until a needs analysis is completed and required budgets identified.
33	Marlborough Heritage Strategy and its funding	Dean Heiford	Community	5	Deferred until transition completed.
34	Council's engagement with the Community as part of preparing the 2024-34 LTP including pre-engagement and consultation. Related to this is a possible review of Community Outcomes.	Communications	Comms	6	Following discussion at the LTPWG meeting it was decided not to pursue pre-consultation, because of the time and level of resource required as already experienced with Sounds Roading and expectations that it creates when we are already facing a very significant rates increase in 2023-24. The next major Comms focus will be the Consultation Document.
35	Council's Debt and Treasury Management Policies.	Previously this has been addressed by the Audit and Risk Sub-Committee following advice from Finance and Bancorp. NB , the funding of IREX debt will need its own policy to match the pricing reset dates contained in the	Finance	6	Will be considered by Audit and Risk Committee of 21 December 2023

Items for Review		Progress to Date/Responsibility	Department	When	Comment
		agreement with Kiwi Rail – Bancorp/Adrian/Martin.			
36	How Council wants to further advance senior/social housing?	While this item could be considered as part of the LTP, it is best to allocate to the Senior Housing Sub-Committee, serviced by Jamie Lyall.	Senior Housing	6	Councillors, may remember that we have submitted an application to the Ministry of Housing and Urban Development for up to 50% of a \$15.8M project. We haven't heard the outcome yet and don't wish to jepodise the outcome of this application. As a result it is recommended that consideration of this item be deferred and considered as part of the preparation of the 2025-26 Annual Plan.
37	Review of storm damaged roads levels of service funding options for Kenepuru, Awatere Valley Road, Northbank and Waihopai.	Extensive studies already underway to identify options, costs, willingness to pay etc which will ultimately lead to increased debt and rates.	CEO	6	This is a separate workstream

11. Financial Report for Council – Period Ended 31 January 2024

(Clr Croad) (Report prepared by Tessa Dever and Piumi Wijayasena)

F275-001-01

Purpose of Report

- To present the Financial Report for Council for the period ending 31 January 2024.

Executive Summary

- The Financial Report for Council from 1 July 2023 to 31 January 2024 is presented below. Additional information is given on variances at an activity level later in this report.

For this report the variance threshold for income and expenditure has been amended to \$250,000 from the \$100,000 used in the first half of the year.

The forecast values included in this report are subject to further review and refinement as the year progresses. The values represented herein are system generated with some adjustment where we have been able to identify specific requirements.

Revenue and Operational Expenditure

(in millions)	1 July to 31 Jan 2024			Whole year		
	Actual	Budget		Forecast	Budget	
Surplus/(Deficit)	(\$0.1)	(\$7.8)	✓ \$7.7	(\$0.1)	(\$8.7)	✓ \$8.6
Income	\$90.2	\$96.7	✗ (\$6.5)	\$158.1	\$166.7	✗ (\$8.6)
Expenditure	\$90.3	\$104.5	✓ (\$14.2)	\$158.2	\$175.4	✓ (\$17.2)

Major variances between actual and budget:

- Lower than anticipated draw down of better off funding with delays in expenditure in a number of approved projects. Some of the undrawn funds have been re-allocated to projects identified as part of the Long-Term Plan.
- Lower than anticipated roading reinstatement expenditure and subsidy for the impacts of the August 2022 flood event. In the 2023/24 year \$12.3M has been spent on the July 2021 and August 2022 events.
- Grants received for the College Park Hockey Turf relocation.
- Grants received for the National Wilding Conifer Control Program
- Lower than anticipated expenditure on Flood Protection and Control works flood damage.
- Interest expenses are lower than anticipated due to the savings, deferrals and delays in past capital expenditure programmes resulting in less external borrowings.

Capital Expenditure

(in millions)	1 July to 31 Jan 2024			Whole year		
	Actual	Budget		Forecast	Funded	
Capex	\$30.2	\$69.7	✘ (\$39.5)	\$82.6*	\$105.6	✘ \$23.0

*The capital expenditure forecast has been updated to reflect expected levels of expenditure projected in the draft 2024-34 LTP.

Forecast data will continue to be updated as we progress through the year and as new information comes to hand.

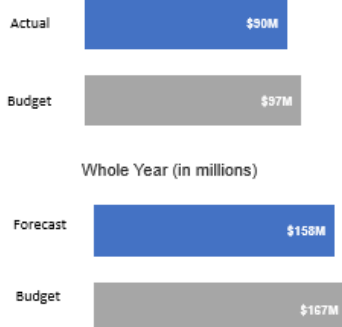
Capital expenditure progress is impacted by many reasons including finalising community consultation, obtaining land access, obtaining resource consents, the availability of external professional expertise and receiving an acceptable contract price and contractor availability. To achieve this a capex program of \$122.6M has been planned, including \$16.6M of carryovers from previous financial years. This ensures that multiple projects can continue to progress.

RECOMMENDATION

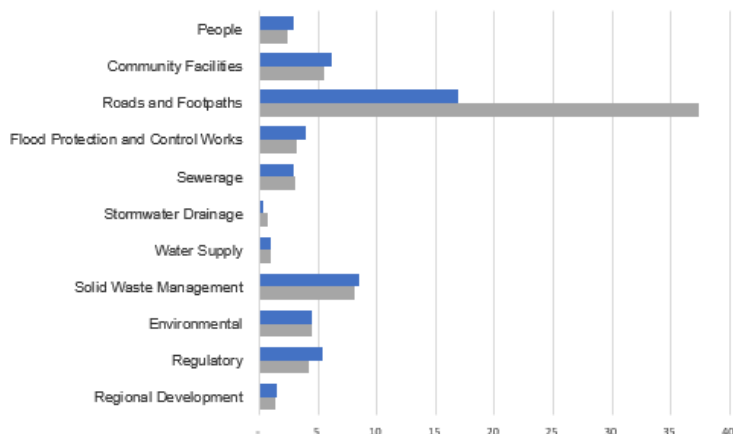
That Council receive the Financial Report for the period ending 31 January 2024.

Income (\$'000's)	1 July 2023 to 31 January 2024				Notes	Whole Year			
	Actual	Budget	Variance			Forecast	Budget	Variance	
Rates	49,897	50,161	(264)	-1%		87,270	87,177	93	0%
-less remissions	(581)	(473)	(108)	23%		(609)	(501)	(108)	22%
Rates	49,315	49,688	(373)	-1%		86,661	86,676	(15)	0%
Rates penalty income	246	184	62	34%		377	315	62	20%
Total Rates	49,561	49,872	(310)	-1%	3a	87,039	86,991	47	0%
Other Income									
Dividends	2,514	2,948	(434)	-15%	3b	3,488	3,916	(428)	-11%
Interest Revenue (external)	2,608	4,187	(1,579)	-38%	3c	5,599	7,178	(1,579)	-22%
Petroleum Tax	223	242	(19)	-8%		396	415	(19)	-5%
Gain on Sale of Fixed Assets	0	-	0	-		0	-	0	-
Marlborough Regional Forestry	-	-	-	-		-	-	-	-
Property and Other Revenue	2,914	2,404	510	21%	3d	4,530	4,021	510	13%
Total Other Income	8,259	9,781	(1,521)	-16%		14,014	15,529	(1,516)	-10%
Activity Income									
People									
Democratic Process	1	146	(145)	-99%		130	275	(145)	-53%
Culture and Heritage	74	92	(18)	-20%		140	158	(18)	-12%
Housing for Seniors	1,134	1,081	53	5%		1,906	1,854	53	3%
Community Support	536	502	34	7%		801	767	34	4%
Library Services	376	431	(55)	-13%		416	472	(55)	-12%
Emergency Management	798	199	599	301%	3e	1,076	355	721	203%
Community Facilities	6,095	5,452	643	12%	3f	7,471	6,828	643	9%
Roads and Footpaths	16,947	37,363	(20,416)	-55%	3g	43,482	64,050	(20,568)	-32%
Flood Protection and Control Works	3,921	3,186	735	23%	3h	7,349	6,614	735	11%
Sewerage	2,940	3,044	(103)	-3%		5,587	5,691	(103)	-2%
Stormwater Drainage	346	682	(335)	-49%	3i	833	1,169	(335)	-29%
Water Supply	981	922	59	6%		1,640	1,581	59	4%
Solid Waste Management	8,441	8,080	361	4%	3j	14,378	14,016	361	3%
Environmental									
Environmental Policy	105	383	(278)	-73%	3k	440	718	(278)	-39%
Environmental Science and Monitoring	2,067	1,827	241	13%		3,891	3,650	241	7%
Environmental Protection	1,328	1,074	254	24%	3l	1,381	1,127	254	23%
Resource Consents	952	1,150	(198)	-17%		1,745	1,971	(226)	-11%
Regulatory									
Building Control	2,108	2,243	(135)	-6%		3,711	3,846	(135)	-4%
Environmental Health	295	255	39	15%		477	438	39	9%
Biosecurity	1,333	436	897	206%	3m	1,644	747	897	120%
Animal Control	701	607	94	15%		780	686	94	14%
Harbours	928	706	222	31%		982	760	222	29%
Regional Development	1,530	1,421	109	8%		2,551	2,442	109	4%
Total Activity Income	53,937	71,282	(17,346)	-24%		102,810	120,214	(17,404)	-14%
Total MDC Income	111,757	130,935	(19,178)	-15%		203,862	222,734	(18,872)	-8%
Total revenue which is non-cash or tied to a reserve or to fund capex	(21,559)	(34,220)	12,661	-37%		(45,731)	(55,994)	10,263	-18%
Total MDC Operating Income	90,198	96,715	(6,516)	-7%		158,131	166,741	(8,609)	-5%

1 July 2023 to 31 January 2024
(in millions)



Actual vs Budget by Activity Group (in millions)



3. Comments are provided below on variances greater than \$250,000:
- a. Rates are behind the budget due to lower than anticipated metered water sales to date. It is expected that this is just a timing issue with sales on track to meet or exceed forecast at year end.
 - b. Dividends is behind the budget due to reduced dividend projections from Port Marlborough.
 - c. External Interest Revenue is behind budget due to MDCH debt being lower than forecast due to continued delays and subsequent cancellation of the iReX project impacting draw downs and will for future periods be offset by increased income from elevated amounts on term deposit.
 - d. Property and other revenue is ahead of budget due to the Affordable Water Reform Council Transition Support Package Funding previously received has been transferred from revenue in advance.

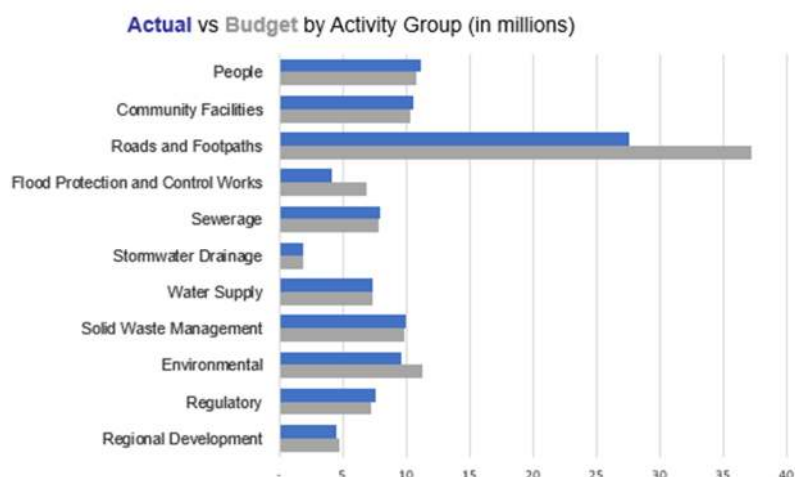
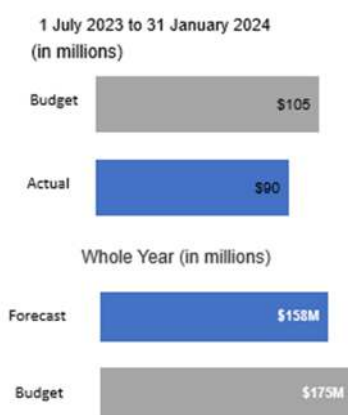
This is offset by lower than anticipated better off funding with delays in projects in the IT and rivers administration areas.
 - e. Emergency Management is ahead of budget due to the receipt of subsidies from Waka Kotahi for the Marlborough Sounds Future Access Study and other response and welfare costs.

This is offset by expenditure incurred in 4d below.
 - f. Community Facilities is ahead of budget due to:
 - i. Higher than anticipated grants received for College Park surrender and Hockey Turf Relocation.
 - ii. Receipt of Insurance claim for 2022 flood damage repairs at the Okiwi Bay Hall. This is offset by costs in 4e.
 - g. Roads and Footpaths income is below budget due to lower than anticipated Waka Kotahi subsidy received for the general program and emergency reinstatement works. The full emergency reinstatement program approved by Waka Kotahi as at 30 June 2023 was budgeted to be completed this year with some expected to continue into future years. The general program has faced delays while the focus has been on completing the emergency reinstatement works.
 - h. Flood Protection and Control Work is ahead of budget due to:
 - i. Grants received for Wairau River Flood Protection Scheme under the Shovel Ready Funding scheme. The funding has been extended past the original deadline and capital expenditure is continuing to be incurred to utilise these funds.
 - ii. Timing of property rental income for the river leases which was received in the beginning of the financial year.
 - iii. Receipt of Insurance claim for the July 2021 Flood from LAPP.

This is offset by lower than anticipated sales from Pukaka quarry due to development work at Pukaka Quarry extension.
 - i. Stormwater Drainage is behind budget due to lower than anticipated development contributions from subdivisions. The development contributions budget has been reviewed as part of the 2024-34 Long Term Plan as trends from developers are to install retention ponds which reduce the flow capacity needed and therefore reduce the demand on Council infrastructure.
 - j. Solid Waste Management is ahead of budget due to:
 - i. Higher than anticipated dump fees at the regional landfill. This increase is due to increased usage and fee increase to recover waste levy increase imposed by the central government.
 - ii. Higher than anticipated government grants because of the increase in waste levy from \$30 to \$50 per tonne on 1 July. These grants are used to fund waste projects.

- k. Environmental Policy is behind budget due to the timing of Better off funding for the rezoning variations to the proposed Marlborough Environment Plan (PMEP), giving effect to the National Policy Statement for Freshwater Management and giving effect to Te Mana o te Wai.
This is offset by lower than anticipated expenditure in 4i below.
- l. Environmental Protection is ahead of budget due to higher than anticipated monitoring charges.
- m. Biosecurity is ahead of budget due to the additional unbudgeted grant received for National Wilding Conifer Control Programme.

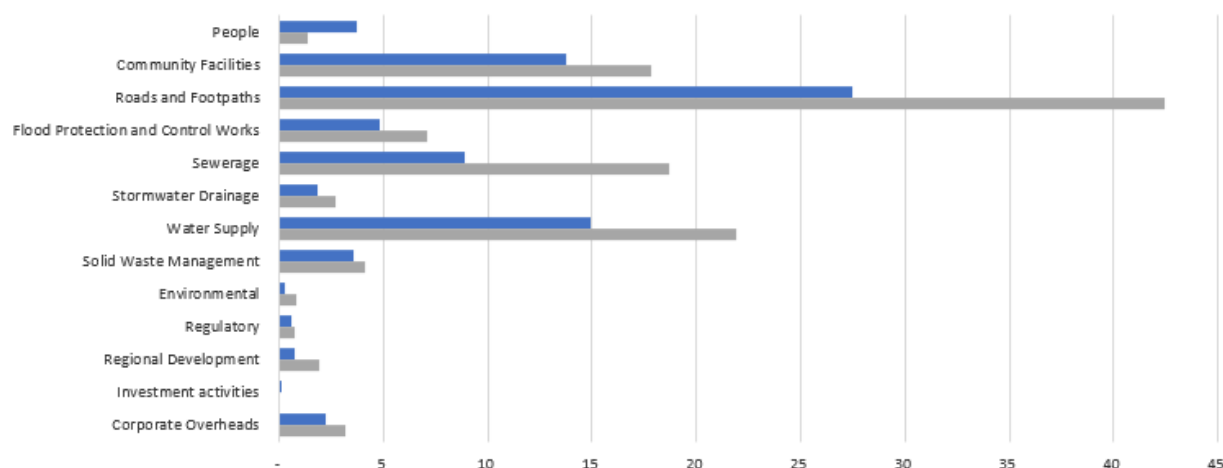
Expenditure	1 July 2023 to 31 January 2024				Notes	Whole Year			
	Actual	Budget	Variance			Forecast	Budget	Variance	
Activity Expenditure									
People									
Democratic Process	2,247	2,670	(422)	-16%	4a	4,153	4,575	(422)	-9%
Culture and Heritage	1,197	1,369	(172)	-13%		1,659	1,831	(172)	-9%
Housing for Seniors	1,339	1,156	183	16%		2,105	1,922	183	10%
Community Support	1,745	2,060	(315)	-15%	4b	2,870	3,431	(561)	-16%
Library Services	3,167	2,851	317	11%	4c	4,984	4,667	317	7%
Emergency Management	1,365	582	783	135%	4d	1,858	988	870	88%
Community Facilities	10,509	10,231	279	3%	4e	17,188	16,904	284	2%
Roads and Footpaths	27,478	37,175	(9,697)	-26%	4f	49,958	62,971	(13,012)	-21%
Flood Protection and Control Works	4,078	6,809	(2,731)	-40%	4g	8,695	11,377	(2,682)	-24%
Sewerage	7,878	7,725	153	2%	4h	13,915	13,545	371	3%
Stormwater Drainage	1,770	1,828	(58)	-3%		3,112	3,141	(29)	-1%
Water Supply	7,227	7,251	(24)	-0%		12,258	12,253	6	0%
Solid Waste Management	9,902	9,769	133	1%		18,150	18,017	133	1%
Environmental									
Environmental Policy	1,034	1,815	(782)	-43%	4i	2,330	3,111	(782)	-25%
Environmental Science and Monitoring	5,658	5,579	79	1%		10,403	10,323	79	1%
Environmental Protection	1,158	1,518	(361)	-24%	4j	2,221	2,582	(361)	-14%
Resource Consents	1,706	2,267	(561)	-25%	4k	3,390	3,351	(561)	-14%
Regulatory									
Building Control	2,816	3,057	(241)	-8%		5,033	5,258	(225)	-4%
Environmental Health	517	548	(32)	-6%		848	880	(32)	-4%
Biosecurity	2,062	1,604	458	29%	4l	3,155	2,697	458	17%
Animal Control	493	523	(31)	-6%		865	896	(31)	-3%
Harbours	1,649	1,365	283	21%	4m	2,491	2,208	283	13%
Regional Development	4,428	4,651	(224)	-5%		6,903	7,122	(219)	-3%
Total Activity Expenditure	101,423	114,403	(12,980)	-11%		178,546	194,648	(16,102)	-8%
Less Internal Interest	(3,753)	(4,326)	573	-13%	4n	(6,843)	(7,416)	573	-8%
	97,670	110,077	(12,407)	-11%		171,702	187,232	(15,530)	-8%
Other expenditure									
Interest expense (external)	4,239	6,830	(2,592)	-38%	4n	9,117	11,709	(2,592)	-22%
Property and other expenditure	3,240	3,028	211	7%		4,337	4,160	177	4%
Total other expenditure	7,479	9,859	(2,380)	-24%		13,454	15,869	(2,415)	-15%
Total MDC expenditure	105,149	119,936	(14,787)	-12%		185,157	203,101	(17,944)	-9%
Total expenditure which is non-cash or reserve funded	(14,858)	(15,397)	540	-4%		(26,925)	(27,629)	705	-3%
Total MDC operating expenditure	90,291	104,539	(14,248)	-14%		158,232	175,472	(17,240)	-10%
Operating SURPLUS	(93)	(7,824)	7,732	-99%		(101)	(8,731)	8,630	-99%



4. Comments are provided below on variances greater than \$250,000:
- a. Democratic Process is behind the budget due to delays in Better off funded projects with the vacancy in the Kaihautu position.
 - b. Community Support is behind the budget due to:
 - i. Lower than anticipated Energy Efficiency funding applications received. The forecast has been adjusted for the closing of the scheme to new applications.
 - ii. Slower than anticipated drawdown on community event subsidies.
 - c. Library Services is ahead of budget due to costs associated with the new Marlborough Library including insurance, depreciation and interest.
 - d. Emergency Management is ahead of budget due to costs associated with the Marlborough Sounds Future Access Study and other response and welfare costs.
This is offset by income received in 3e.
 - e. Community Facilities is ahead of budget due to:
 - i. Project costs associated with the hockey turf relocation project.
 - ii. Cost associated with repairs to the Okiwi Bay Hall. These are offset by insurance proceeds received in 3f.
 - iii. Higher than anticipated contracts, vandalism and repairs and maintenance of public conveniences.
This is offset by slower than anticipated drawdown of grants to Flaxbourne Hall for construction.
 - f. Roads and Footpaths is below budget due to roading reinstatement expenditure relating to the impacts of the August 2022 flood event. In the 2023/24 year \$12.3M has been spent on the July 2021 and August 2022 events.
 - g. Flood Protection and Control Works is below the budget due to lower than anticipated flood damage repair costs.
 - h. Sewerage forecast is ahead of budget due to the expected costs associated with stage 1 of sludge removal from the Picton oxidation ponds.
 - i. Environmental Policy is below budget due to:
 - i. Lower than anticipated legal and other costs for appeals to the proposed Marlborough Environment Plan (PMEP) variation one. It is anticipated that the full budget will be utilised by year end. Forecasts will be updated in the next report.
 - ii. Lower than anticipated costs for Better off funding projects. These include rezoning variations to the PMEP, giving effect to the National Policy Statement for Freshwater Management and giving effect to Te Mana o te Wai.
This is offset by lower than anticipated revenue in 3k above.
 - j. Environmental Protection is below budget due to lower than anticipated salaries and legal charges.
 - k. Resource Consents is below budget due to the lower than anticipated legal costs and staff vacancies.
 - l. Biosecurity is ahead of budget due to higher than anticipated costs for the Wilding Conifer Programme funded by the Ministry for Primary Industries.
This is offset by income received in 3m.
 - m. Harbours is ahead of budget due to the unbudgeted costs associated with the disposal of the Vendetta in Picton.
 - n. External and Internal Interest expenses are lower than anticipated due to the savings, deferrals and delays in past capital expenditure programmes resulting in less external borrowings.

Net capital expenditure	1 July 2023 to 31 January 2024				Notes	Whole Year			
	Actual	Budget	Variance			Forecast	Budget	Variance	
People									
Culture and Heritage	-	66	(66)	-100%		47	113	(66)	-58%
Housing for Seniors	1,462	1,994	(531)	-27%		2,653	3,418	(765)	-22%
Community Support	-	23	(23)	-100%		23	23	-	-
Library Services	420	(2,711)	3,130	-115%	5a	920	(2,210)	3,130	-142%
Emergency Management	52	5	47	893%		59	9	50	560%
Community Facilities	6,602	10,778	(4,176)	-39%	5b	13,772	17,798	(4,027)	-23%
Roads and Footpaths	5,418	24,944	(19,526)	-78%	5c	27,437	42,439	(15,002)	-35%
Flood Protection and Control Works	2,159	4,129	(1,970)	-48%	5d	4,776	7,079	(2,303)	-33%
Sewerage	4,071	10,900	(6,829)	-63%	5e	8,850	18,685	(9,835)	-53%
Stormwater Drainage	389	422	(32)	-8%		1,846	2,723	(877)	-32%
Water Supply	7,168	12,588	(5,420)	-43%	5f	14,952	21,889	(6,936)	-32%
Solid Waste Management	922	2,482	(1,559)	-63%	5g	3,590	4,072	(483)	-12%
Environmental									
Environmental Science and Monitoring	(68)	478	(546)	-114%		236	782	(546)	-70%
Regulatory									
Building Control	43	-	43	-		73	-	73	-
Environmental Health	-	2	(2)	-100%		1	3	(2)	-58%
Harbours	173	435	(262)	-60%		484	746	(262)	-35%
Regional Development	465	1,287	(823)	-64%	5h	725	1,888	(1,163)	-62%
Investment activities	9	-	9	-		9	-	9	-
Corporate Overheads	971	1,905	(935)	-49%		2,244	3,201	(957)	-30%
Total Net Capital Expenditure	30,255	69,726	(39,471)	-57%		82,696	122,657	(39,960)	-33%

Forecast vs Budget by Activity Group (in millions)



5. Council has set a budget of \$105.6M for capital expenditure in the 2023-24 Annual Plan. This includes \$20.0M for capitalised roading emergency works. To achieve this a capex program of \$122.6M has been planned including \$16.6M of carryovers from previous financial years. This ensures that multiple projects can continue to progress. The current forecast is \$82.7M.

Forecast data will continue to be updated as we progress through the year and as new information comes to hand.

As of time of writing Council has a total value of contracts for new assets in progress of \$92.6M. There is \$15.9M of contracted works still outstanding.

Total capital expenditure from 1 July to 31 January 2024 is \$30.3M which is \$4.2M less than the same period last year (\$34.5M). Note last years figure included \$6.2M in vested assets and this years figure includes \$0.8M in vested assets.

Comments below are on variances greater than \$1million to the programmed works.

- a. Library Services actual expenditure is higher than budget as the budget includes the sale of the old Blenheim Library. as it is expected that a sale will no longer take place in this financial year this has been removed from the forecast.

- b. Community Facilities is behind programmed works. A number of projects have been re-budgeted or are expected to be carried over including:
 - i. A&P Park Pavilion project of \$2.2M has been re-budgeted into 2025-26
 - ii. delays in various other programmed works for the reserves and public conveniences program.
- c. Roads and Footpaths is behind programmed works and carry overs are expected relating to:
 - i. Emergency reinstatement works already approved by Waka Kotahi. The full program was budgeted to be completed in the 2023-24 year with some work expected to fall into the next financial year.
 - ii. Continued delays in small township upgrades as community consultation and resource consents progress.

The general roading renewals program is behind budget due to challenges resourcing this work in addition to emergency works. As we are in the third year of the 2021-24 National Land Transport Programme it is not possible to carry over any surplus subsidy budget into next year. The majority of this work is completed in warmer summer period and we expect to see catching up of this work over the next few months.

- d. Flood Protection and Control Works is behind programmed works with carryovers of around \$1.5M expected relating to:
 - i. Town Branch Drain upgrades.
 - ii. Delays in the general rivers capex program in the Wairau Floodplain
- e. Sewerage is behind programmed works with significant re-budgeting of capital projects including:
 - i. Blenheim Main Outfall Pump Station \$4.7M into the 2025-27 years.
 - ii. Purkiss Street/Kingwell Drive pump station \$2.3M into the 2024-26 years.
 - iii. Seddon treatment plant \$3.4M into the 2025-27 years.
 - iv. Havelock treatment plant and construction of the new terminal pump station \$6M into the 2025-27 years.
- f. Water Supply is behind programmed works with significant re-budgeting of capital projects including:
 - i. Riverlands water treatment plant \$8M into the 2024-26 years.
 - ii. Havelock water treatment plant \$1.5M into the 2024-26 years.
 - iii. Seddon second water reservoir \$1.3M into the 2032-33 years.
- g. Solid Waste Management is behind budget at this stage with the timing of the construction of stage 9 of the Regional Landfill. It is anticipated that this will catch up over the coming months and come close to budget at year end.
- h. Regional Development is behind budget with only a small carryover expected due to the Flaxbourne Irrigation Scheme \$1M being re-budgeted. At this stage we are assuming it will be pushed out to 2026-29.

Summary of Cash Received and Spent (\$000's)

	Financial Year to 31 January 2024	Financial Year to 31 January 2023	Difference
Cash received from:			
Rates	41,094	37,773	(3,321)
User charges	20,086	16,646	(3,440)
Property Rentals	4,867	4,465	(402)
Subsidies and Grants	26,979	39,373	12,394
Interest and dividends	5,122	3,993	(1,130)
Sale of assets	75	21	(54)
Development Contributions	3,339	5,450	2,111
Other revenue	4,654	10,227	5,573
Operating cash received	106,216	117,948	11,732
Cash spent on:			
Net GST	6,659	6,967	308
Payments for operating costs	(96,198)	(101,668)	(5,470)
Payments for capital expenditure	(29,560)	(28,449)	1,111
Operating cash spent	(119,098)	(123,150)	(4,052)
Cash borrowed from/(repaid to):			
LGFA for Council	38,075	10,170	(27,905)
Other	(6,000)	408	6,408
Cash from/(to) borrowing	32,075	10,578	(21,497)
Invested in subsidiaries or investment property	(17)	(1,124)	(1,107)
Cash and investments:			
net increase/(decrease)	19,176	4,315	(14,861)
at the beginning of the year	18,350	18,846	496
at the end of January	37,526	23,161	(14,365)

6. This is a modified cashflow statement which outlines where Council's cash is sourced and where it has been spent. Last year's figures have been provided as a comparison. The figures will differ to what is contained in the income and expenditure statement above mainly due to:

- a. The delay between invoices being raised/received and paid.
- b. Various accruals, provisions, and prepayments.
- c. Non-cash items such as vested assets and depreciation.

Authors	Tessa Dever, Financial Reporting and Funding Manager and Piumi Wijayasena, Assistant Financial Accountant
Authoriser	Geoff Blake, Chief Financial Officer

12. Debtors overdue Reports as at 29 February 2024

(The Chair) (Report prepared by S Greenhill)

Purpose of Report

1. The purpose of this report is to advise Council on the overdue debtor position as at 29 February 2024.
-

RECOMMENDATION

That the information be received.

Debtors' Overdue Reports

2. The debtors' overdue summary report is attached for the Councillors' information.

This report details the level of debt relating to the following revenue streams:

- Building Consents
- Resource Consents
- Resource Consent Monitoring
- Development Contributions
- Licences
- Tradewaste
- Water and Sewerage Connections
- Other Sundry Invoices

The Debtors Report as at 29 February 2024 is **attached** for Councillors' information.

The annual resource consent administration fees were charged in July 2023 totalling approx. \$1.3M, the balance owing as at the end of February 2024 is \$43,026. (97% have been paid.)

The 90 Days balance includes several Development Contribution invoices that will be paid once the building project is near completion. It also includes invoices for the annual resource consent administration fees that have not been paid. Invoice copies have been emailed requesting payment.

The Property Leases and Licences Debtors Report as at 29 February 2024 is also **attached** for Councillors' information. Current and Total balances fluctuate monthly depending on individual leases and invoicing periods, e.g., monthly, quarterly, six monthly or annual.

Debtors Report as at 29 February 2024

Aged Analysis Report	Current Month	Comparison for Previous 5 Months				
	February	January	December	November	October	September
Current	2,408,197.38	1,433,670.58	3,632,611.76	2,414,718.21	3,402,472.37	5,814,536.03
30 - 90 Days	426,066.61	891,158.01	607,435.43	2,227,962.19	3,388,582.59	1,304,289.50
90 Days	607,136.04	633,036.94	657,044.25	731,221.91	1,172,096.26	670,022.29
Outstanding Debtors Closing Balance	3,441,400.03	2,957,865.53	4,897,091.44	5,373,902.31	7,963,151.22	7,788,847.82

Debtors Action Report - Debtors over 90 days with Balance >\$250	February	January	December	November	October	September
With Debt Collection Agency	10,839.04	10,839.04	10,839.04	10,839.04	10,839.04	10,839.04
Paying by Arrangement	60,145.53	40,917.99	25,654.52	24,764.50	40,441.22	44,167.20
Negotiating Payment Arrangement	328,422.59	340,407.46	367,441.38	413,272.86	467,191.99	312,718.20
Debts in Dispute	178,952.81	178,952.81	178,952.81	178,952.81	178,952.81	178,952.81
Payments since month end taken off above amounts	260.75	30,057.86	34,241.85	48,189.68	409,695.92	119,560.80
Sub-Total	578,620.72	601,175.16	617,129.60	676,018.89	1,107,120.98	666,238.05
Various Debtors with Balances <\$250	28,515.32	31,861.78	39,914.65	55,203.02	64,975.28	3,784.24
Over 90 days Outstanding Total	607,136.04	633,036.94	657,044.25	731,221.91	1,172,096.26	670,022.29

Property Leases and Licences Debtors Report as at 29 February 2024

Aged Analysis Report	Current Month	Comparison for Previous 5 Months				
	February	January	December	November	October	September
Current	78,507.70	53,091.86	100,147.28	81,360.15	65,942.87	274,135.98
30 Days	15,431.48	1,723.78	24,227.33	12,578.48	5,750.08	13,323.88
60 Days	3,142.43	16,505.15	7,994.92	976.49	7,090.83	6,350.34
90 Days	2,821.07	(7,993.73)	(928.48)	(419.09)	9,774.25	4,462.41
Outstanding Debtors Closing Balance	99,902.68	63,327.06	131,441.05	94,496.03	88,558.03	298,272.61

13. Rates Report as at 29 February 2024

(The Chair) (Report prepared by Linda Fletcher-Firks)

F270-36-21

Purpose of Report

1. The purpose of this report is to advise Council of the rates position as at 29 February 2023.

RECOMMENDATION

That the information be received.

Rate Levies Status and Rate Arrears Aged Balance Reports

2. At 29 February we had collected 58.04% of the 2023-2024 rates which is a slight decrease on the same period last year, which was 59.12%. Any ratepayer who is having difficulties paying their rates is offered extended repayment plans which see them clear their arrears and pay ongoing rates. At present we have 63 ratepayers with an agreed repayment plan. The Rates team are also continuously following up on overdue rates payments.
3. The third instalment of 2023-2024 rates is due for payment on 11 March.

Of the 1,352 properties that incurred a penalty on their 2023-2024 Quarter 2 instalment, which was due payment by 11 December, 149 accounts are still behind. This is a decrease from the same period last year from 1,534 properties incurring a penalty with 168 accounts behind at 28 February 2023. A further 90 properties are still overdue from the Quarter 1 instalment which was due on 11 September.

Energy Efficiency Loans

4. Council is no longer offering energy efficiency loans from 1 March 2024. Below provides the applications received for this current rating year and an overview of the previous three years.

Type	Count	Total Install Cost	Average Cost
Clean Heating	17	\$ 80,712	\$4,747
Insulation	2	\$ 6,921	\$3,460
Solar Water	0	\$0	\$0
Solar Power	9	\$129,956	\$14,439
Total	28	\$217,589	

Type of installation	No. 2021	Total cost 2021	No. 2022	Total cost 2022	No. 2023	Total cost 2023
Clean heating	64	\$253,768	61	\$248,471	57	\$253,347
Insulation	11	\$41,851	7	\$24,993	1	\$5,682
Solar water	2	\$17,391	1	\$4,348	0	0
Solar power	22	\$282,279	34	\$428,858	31	\$391,363
Totals	99	\$595,289	103	\$706,670	89	\$650,393

Banks continue to offer low % rate funding to homeowners for this purpose.

Water Billing Debtors Report

Attached for information is the Water Billing Debtors Report as at 29 February 2024.

The 90 Days balance includes a number of credit balances and overdue September 2023 invoices. Copies of invoices were emailed requesting prompt payment. There are also a number of Renwick and Havelock water invoices that need to be reassessed by the water team due to large water leaks

Author	Linda Fletcher-Firks, Team Leader Rating
Authoriser	Geoff Blake, Chief Financial Officer

Rate Arrears Aged Balance Report as at 29 February 2024

Year	Total Arrears (01/07/2023)	Rate Arrears Received Year to Date	Total Arrears 29/02/2024	Postponed Rates included in Total Arrears	Actual Arrears (after deducting postponed rates)
2022-23	1,090,266	721,474	368,792	31,997	336,795
2021-22	168,042	50,916	117,126	22,237	94,889
2020-21	41,972	12,465	29,507	19,581	9,925
2019-20	25,960	7,873	18,087	7,598	10,488
2018-19	22,526	8,622	13,904	7,104	6,800
2017-18 & Prior	56,713	34,999	21,713	21,013	700
Total	1,405,478	836,349	569,128	109,530	459,598

Rates postponement is offered to ratepayers aged over 65 under Council's Remission and Postponement Policy.

Rate Levies Status Report as at 24 February 2024

Financial Division	Balance B/Forward (01/07/2023)	Annual Rate Levy YTD	Arrears Penalty	Instalment Penalty	Adjustments	Cash Received for Year to Date	Balance 29/02/2024
Blenheim	(200,591)	36,790,827	32,795	65,888	(161,017)	(29,297,380)	7,230,523
Blenheim Vicinity	26,730	14,131,460	15,953	23,835	(49,111)	(10,872,589)	3,276,278
General Rural	23,963	11,846,133	17,585	35,108	(28,646)	(9,151,573)	2,742,571
Picton	82,162	8,040,052	17,118	23,285	(113,313)	(6,377,188)	1,672,116
Picton Vicinity	22,128	835,646	2,981	2,700	(34,079)	(640,586)	188,792
Sounds Admin Rural	12,683	1,019,254	3,094	4,850	(6,458)	(827,641)	205,783
Utilities Network	(747)	33,858	-	-	-	(41,262)	(8,151)
Current Year Totals	(33,671)	72,697,230	89,527	155,667	(392,623)	(57,208,218)	15,307,911

Water Billing Debtors Report as at 29 February 2024

	Current Month	Comparison for Previous 5 Months				
	February	January	December	November	October	September
Aged Analysis Report						
Current	62,384.72	14,309.83	771,070.52	(5,235.55)	4,330.90	577,202.57
30 - 90 Days	79,024.20	118,217.08	(1,571.57)	47,308.00	94,919.60	(11,982.61)
90 Days	(28,342.64)	5,503.70	22,042.26	(24,677.52)	23,930.39	92,387.53
Outstanding Debtors Closing Balance	113,066.28	138,030.61	791,541.21	17,394.93	123,180.89	657,607.49

Debtors Action Report - Debtors over 90 days Balance >\$250						
	February	January	December	November	October	September
Paying by Arrangement	2,117.93	2,053.69	4,328.25	2,818.32	3,187.48	1,012.89
Negotiating Payment Arrangement	29,204.86	28,382.39	39,575.97	28,431.49	53,035.88	29,138.24
Awaiting Possible Water Remission (New)	25,633.06	24,182.16	37,480.23	12,739.18	19,438.53	7,404.17
Payments since month end taken off above amounts	265.62	26,806.31	4,562.56	8,733.01	13,324.47	3,810.93
Sub-Total	57,221.47	81,424.55	85,947.01	52,722.00	88,986.36	41,366.23
Various Debtors with Balances <\$250 or Credit Balances	(85,564.11)	(75,920.85)	(63,904.75)	(77,399.52)	(65,055.97)	51,021.30
90 days Outstanding Total	(28,342.64)	5,503.70	22,042.26	(24,677.52)	23,930.39	92,387.53

14. Information Package

RECOMMENDATIONS

- 1. That the Economic, Finance & Community Information Package dated 19 March 2024 be received and noted.**
 - 2. That the Assets & Services Information Package originally scheduled for the 12 March 2024 meeting (cancelled) be received and noted.**
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