



**Report and Minutes of a Meeting of the
ASSETS & SERVICES COMMITTEE
held in the Council Chambers and via Teams, 15 Seymour Street, Blenheim on
TUESDAY, 9 JULY 2024 commencing at 9.00 am**

Present

Cirs B G Dawson (Chairperson), J C Rosene (Deputy), S R W Adams (from 9.03 am), J D N Croad, D A Dalliessi and M R L Flight, Mayor N P Taylor and Ms D McConnell (Iwi representative)

Also Present

Cirs B A Faulls, G A Hope, R J Innes (from 9.04 am), B J Minehan and T P Sowman

In Attendance

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

Apologies

Cirs Dawson/Rosene:

That the apology for lateness from Clr S R W Adams be received and sustained and the apologies for non-attendance from Cirs J A Arbuckle and S J Arbuckle be noted.

Carried

A&S-0724-1 Declaration of Interests -

No interests with items on the agenda were declared.

NB: The order of the agenda was altered at this point and the following Items 5 and 4 were heard ahead of Item 1.

ATTENDANCE: Laura Skilton, Transport Planner - Marlborough Roads, was present for the following item.

A&S-0724-2 Setting Speed Limits Rule 2024 R800-009-04

Ms Skilton advised that the purpose of the report was to approve the Marlborough District Council submission on the draft Land Transport Rule: Setting Speed Limits 2024

Ms Skilton reported that the Land Transport Rule: Setting of Speed Limits 2022 and the 2023 Amendment covered how speed limits are changed on roads in New Zealand and Marlborough had prepared a Speed Management Plan under this legislation.

In June of this year the Ministry of Transport released an updated Setting of Speed Limits Rule. Some of the proposed changes will affect the Marlborough Speed Management Plan and a draft submission has been prepared responding to the proposed Rule changes. Submissions close 11 July 2024.

A copy of the draft submission was attached to the agenda item for members' information and a list of the rule changes were noted in the agenda item and were further explained in the powerpoint presentation (presentation filed in CM Record No. 24170629).

Ms Skilton provided answers to queries from members regarding the submission process and noted that in respect of undertaking a cost benefit analysis Marlborough District Council has submitted that it does not support this on the basis that it will add additional work and costs to councils.

Clr Adams/The Mayor:

That the Committee approves the Marlborough District Council Submission on the draft Land Transport Rule: Setting Speed Limits 2024.

Carried

ATTENDANCE: Claudia Mark, Council's Solicitor, was present for the following item.

A&S-0724-3 Approval of Revised Terms of Reference (ToR) for the Assets and Services Committee L150-003-10

Ms Mark noted that the purpose of the report was to approve the revised Terms of Reference for the Assets and Services Committee, which will be published on Council's website.

It was noted that for committees and sub-committees to exercise their delegated powers responsibly and transparently, most councils have adopted detailed terms of reference setting out the purpose, scope and authority of each committee.

Council's Legal Services have reviewed the Assets and Services Committee ToR and the revised ToRs were attached to the agenda item for members' information.

The reviewed ToR were considered and members discussed the references to the Climate Change Action Plan within the ToR. Members noted that the Assets & Services Committee implement elements of the Climate Change Action plan but that the Climate Change Sub-Committee reports to the Environment and Planning Committee and therefore references to the Action Plan should be removed from the ToR.

Members agreed to the following amendments to the ToR.

1. Responsibilities – delete '*Climate Change Action Plan*'
2. Responsibilities and Key Projects – delete '*Oversee the implementation, review and ongoing development of Council's Climate Change Action Plan*'

Cllrs Croad/Dawson:

That the Committee approve the attached amended Terms of Reference (refer Attachment 1) to accurately reflect the purpose, scope and authority of the Committee.

Carried

ATTENDANCE: Nigel Muir, The Whale Trail, was present for the following item.

A&S-0724-4 Whale Trail Project Update – June 2024 C230-001-C02

Mr Muir provided members with a progress update for the Whale Trail. To highlight the report a powerpoint presentation was shown, detailing the progress to date (filed in CM Record No. 24171282).

Mr Muir thanked Council for its support and noted that 74km of the 196km project has now been completed.

During the presentation it was noted that Tuamarina to Seddon is rideable and three construction crews are ready to start on a number of projects. Bridge infrastructure is a considerable part of the projects with 38 bridges in total for the pathway. Eight are large scale civil engineering projects.

It was reported that the trail will be made up of eight unique sections – Waitohi, Wairau, Kēkerengū, Waitohi, Awatere, Flaxbourne, Puhipuhi and Kaikōura and seven of those were highlighted in the presentation.

Mr Muir noted that for the seventh section there has been a change of direction in that originally the plan was to build the path on the coast. The community and iwi were not supportive of this option but did support taking the path inland, this is now the direction the path will take. It was reported that this section will be funded separately to the rest of the pathway.

Mr Muir detailed the challenges and opportunities for the continued development of the trail noting that to assist the group the establishment of a small working party, consisting of senior Council staff and councillors meeting on a monthly basis would be beneficial to the project.

During discussions it was requested that Council Officers provide an update on the funding that has been provided by Council and circulate to Councillors.

Members asked a number of questions at the meeting and commended the Whale Trail team on what they have managed to achieve to-date.

Cllrs Dawson/Rosene:
That the information be received.

Carried

Postscript: Following the meeting the information was circulated to Councillors.

ATTENDANCE: David Craig, Council's Management Accountant – Operations was present for the following item.

A&S-0724-5 Financial Report for the year to 31 May 2024

F275-001-02

The Financial Report for the Assets and Services and Property and Community Facilities (including parking) Departments for the year to 31 May 2024 was presented to members.

Mr Craig advised that through the combined activities of the two departments, there is an actual operating deficit of \$2.2m, this is unfavourable to budget by \$23.3M. There are revenues of \$128.9m and operating expenditures of \$131.1m.

The major variances have mainly been with the Emergency Works reinstatement and the subsidies relating to those works.

Members were advised that Council has now had the updated Three Waters valuation which has caused a significant additional depreciation cost. There is a phasing in plan for the funding of that depreciation uplift and that is included in the Long Term Plan.

The May year to date values for Assets & Services is showing unfavourable variance of \$11.3m for depreciation of which \$10.5m is related to Three Waters and of that \$7.5m relates to sewer.

To-date capital expenditure is \$48.7m and that represents 49% of the total capital expenditure funded in the 2023-24 Annual Plan. It is slightly ahead of last year's total capital expenditure which was \$47.5m at the same time.

It was noted that operating surplus is forecast to be \$21.1m which is \$2.8m less than budgeted and that is through reduced income of \$23.8m and reduced operating expenditures of \$21m. Forecast capital expenditure is now \$73.5m that includes \$20.6m of capitalised emergency reinstatement renewals.

Mr Craig noted that the journal to move the emergency reinstatement expenditure from operational expenditure to capital expenditure has not yet been completed. This represents most of the gap between the current actual capital expenditure of \$48.7m and the \$73.5m forecast, as well as the June month spend to come.

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

Cllrs Dawson/Croad:
That the financial report for the period ended 31 May 2024 be received.

Carried

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

A&S-0724-6 Blenheim Water Chlorination W460-001-004-01

Mr Donaldson noted that the purpose of the report was to seek Council approval to upgrade the Central Water Treatment Plant (Central WTP) in Blenheim to enable chlorination.

Members were advised that Taumata Arowai (TA) has recently reinforced the need for Blenheim's water supply to be chlorinated to provide a residual disinfectant. It was noted that although the source water is treated with ultra violet irradiation (UV), there is currently no residual disinfectant to prevent risks from bacterial contamination in the reticulation. Provision has been made in the LTP to provide chlorine for residual disinfection.

It was reported there is an option to apply for an exemption from residual disinfection. Mr Donaldson advised that this is not considered practicable as the cost of upgrades to the reticulation would be prohibitively expensive and take years to complete, and an exemption could not be guaranteed. Costs would also increase significantly to operate an exempt water supply.

Members were advised that there is insufficient space on the current Central WTP site for a permanent chlorine dosing plant, however Council has been advised that a temporary chlorine dosing plant should be an acceptable short term solution. Blenheim's secondary water treatment plant at Middle Renwick Road has sufficient space for a permanent chlorination plant.

Members discussed the options and supported the preferred option of upgrading the existing Central Water Treatment Plant site as it provides space for safe chlorine and sodium hydroxide dosing plants. During the discussion the potential for doubling up was raised. It was noted that equipment will be reused as much as possible and the temporary items will be kept to a minimum throughout the process.

Mr Donaldson noted that a preliminary programme has been produced which shows chlorine dosing beginning in May 2025. This is in keeping with the commitment made to TA.

The Mayor/Clr Croad:

- 1. That temporary chlorination dosing be installed at the Central Water Treatment Plant in Blenheim.**
- 2. That pH correction be changed to sodium hydroxide and a permanent chlorine dosing plant be constructed.**

Carried

ATTENDANCE: Meeting adjourned at 10.13 am and resumed at 10.28 am.

ATTENDANCE: Brett Walker, Council's Infrastructural Projects Engineer, was present for the following item.

A&S-0724-7 Out of District Wastewater Connection W440-003-002-01, PN250149#04
Application for 21 Birchwood Avenue

Mr Walker advised that Council has received a request for a wastewater connection to the Robinson Construction yard located at the eastern side of Birchwood Avenue. The site is situated outside of the Residential Zone within the Industrial 2 Zone which is just outside Council's wastewater servicing area.

It was noted that the site is used for storage with some staff facilities and is not currently connected to the Council wastewater system.

Members were advised that Council's infrastructure has the capacity to serve this property and proposed demand. There is an existing sewer connection point located approximately 25m from the site that can be

used. The existing connection shall be extended through land owned by NS Clifford (Lot 18 DP503417) to the site. Private agreement has been made and legalisation of the agreement is a condition of any approval.

Mr Walker advised that Development Contributions will be applied as specified within the Development Contribution Policy. The total wastewater discharge will be less than a standard house.

Members were advised that the applicant is limited to this connection and any additional connections would require the applicant to go through the process of applying for a further out of district connection.

In considering the recommendations members agreed that an additional recommendation be added that all costs incurred would be covered by the applicant.

Cllrs Dawson/Croad:

That Council approve the Out of District Wastewater connection application subject to the following conditions:

- (a) **That the demand on Council's Wastewater infrastructure does not exceed that proposed with this application. The discharge from an industrial use is not permitted with this approval.**
- (b) **That a Wastewater Development Contribution be paid for 1.0 Household Equivalent Units and applied as per the Development Contributions policy.**
- (c) **That the applicant creates an easement or access agreement from the property owner of Lot 18 DP503417 for the installation of the wastewater extension required to convey wastewater from the site to the Council connection point.**
- (d) **That the property pays Wastewater rates as per Council's Out of District Connections rating policy.**
- (e) **That failure to complete the physical wastewater connection within one year of this approval will result in forfeit of this Out of District wastewater approval.**
- f) **That all costs incurred with the Out of District Wastewater connection are to be covered by the applicant.**

Carried

ATTENDANCE: Robert Hutchinson, Council's Parks & Open Spaces Officer, was present for the following item.

A&S-0724-8

A&P Park Master Plan

R510-009-A01-04

Mr Hutchinson noted that the purpose of the report was to seek Council approval to adopt the A&P Park Master Plan Study 2024 to enable concept development of the proposed pavilion to commence.

It was reported that the purpose of the plan was to inform future planning and optimise the park's functionality and benefits for the community. A number of areas were considered and users of A&P Park were consulted in 2019. Further discussion with Park users, local Iwi and councillors was carried out in 2023 resulting in a strong preference for a new pavilion to be located in the centre of A&P Park. A summary of the feedback received was detailed in the agenda item.

Members were advised that the high number of views and inputs obtained through the Master Plan Study will also assist with future planning of the A&P Park site.

Members discussed the report and noted the cost estimates detailed in the Draft A&P Park Report were considerable. The report had been separately attached to the agenda for members' information. Mr Hutchinson advised that it is a rough estimate and it will be worked through vigorously to achieve a suitable price.

Also raised during discussion were the various groups that will need to seek new premises. It was noted that all groups are aware of what is happening and they will continue to be informed as the project progresses.

At the conclusion of the discussion a new set of recommendations were proposed to ensure the Council has an opportunity to review the project plan and consider costings.

Clrs Flight/Croad:

1. That Council approve the Option One location for the proposed pavilion of the A&P Master Plan Study 2024 with full costings brought back to Council for approval.
2. That Council staff continue to work with all stakeholders to advance planning design and management of A&P Park.

Carried

ATTENDANCE: Linda Craighead, Council's Planner, Parks and Open Spaces, was present for the following two items.

**A&S-0724-9 Preparation of Sports Parks Management Plan
R510-014-030-01**

Ms Craighead noted that the purpose of the report was to seek approval for the preparation of an overall management plan for Marlborough's sports parks administered by the Council.

It was noted that the Council currently manages a number of urban and rural parks on which sporting or recreation activity takes place. Some of these parks are reserves vested under the Reserves Act 1977 (Act), while others are not. For the parks that are vested as recreation reserves under the Act there is a statutory requirement for a reserve management plan to be prepared, however for parks that are not reserves managed under the Act, there is no requirement for management plans to be prepared.

Members were advised that currently there are reserve management plans in place for a number of Council's sports parks. The majority of these are very old (circa mid 1980s) and most have never been reviewed.

Ms Craighead noted that the proposed sports parks management plan would encompass all of Marlborough's sports parks administered by the Council. The management plan would be prepared in two parts: one covering the urban sports parks; and the other covering rural domains/areas.

It was reported that the initial work for preparing the management plan will be undertaken internally by staff. At the completion of this stage and noting that it is a large body of work, a decision would then be made as to whether the drafting of the Sports Parks Management Plan would continue to be handled internally.

Members were supportive of the preparation of a district wide Sports Park Management Plan, noting that having a modern up to date management plan would provide a framework for staff and the Council to make decisions for appropriate use of a sports park consistent with the requirements of the Act. It also provides the opportunity for a review to occur and management to be considered in the current day context.

Clrs Dawson/Flight:

That Council approve the preparation of a district wide Sports Parks Management Plan for parks and reserves administered by the Council.

Carried

A&S-0724-10 Adoption of Tree Policy 2024 R510-014-019-05

Ms Craighead advised that the purpose of the report was to inform Councillors of Hearing Panel deliberations on submissions to the Draft Tree Policy and to seek Council approval to adopt the Tree Policy 2024.

The following amendment to the Tree Policy was noted - *4.2.19 Trees approved under Policy 4.2.1618 will not be replaced by the Council should they die or need removal.*

It was reported that the 2020 Tree Policy was reviewed in late 2023 and notified for submissions in January/February 2024. Six submissions were received and four submitters wished to speak to their submission. A hearing was held to on 20 May 2024.

Attached to the agenda item for members' information was a record of attendees, and an overview of points made by the submitters during their presentations. The observations made by the Panel as a consequence of the presentations made by submitters and recommendations for change to the Policy and a copy of the amended Tree Policy 2024 were also attached to the agenda item.

Members were advised that the most significant changes recommended were:

- Shifting the benefits of trees section to higher in the Policy to signal the importance of trees in our urban environments. This was achieved through removing or shifting some text that wasn't considered necessary at the start of the Policy.
- Reducing the discussion on the challenges of trees and risk in the Introduction section. Some of the content of this is discussed in the introduction in subsequent sections of the Policy and also covered in the policies.
- Shifting some Introduction text to become policies.
- Changing some policies to be expressed in a positive rather than negative manner.

Cllrs Rosene/Croad:

That Council adopt the Tree Policy 2024 included as Attachment 2 to the agenda item.

Carried

A&S-0724-11 Information Package -

Cllrs Croad/Dawson:

That the Assets and Services Information Package dated 9 July 2024 be received and noted.

Carried

A&S-0724-12 Decision to Conduct Business with the Public Excluded -

Cllrs Dawson/Rosene:

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

- Sounds Recovery Stage 3

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

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under Section 48(1) for the passing of this resolution
Sounds Recovery Stage 3	To enable the Council, as holder of the information, to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) provided for under Section 7(2)(i)	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists under Section 7 of the Local Government Official Information and Meetings Act 1987.

Carried

The meeting closed at 11.39 am.

Record No. 24173436

Attachment 1

Assets & Services Committee

Chair	Brian Dawson
Deputy Chair	Jonathan Rosene
Membership	Scott Adams David Croad Deborah Dalliessi Matt Flight Mayor Nadine Taylor Dawn McConnell (Iwi Representative)
Quorum	The quorum as per clause 11.2 of the Standing Orders 2022 for a meeting of the Committee is: (a) half of the members physically present, or present via audio visual link, where the number of members (including vacancies) is even; and (b) a majority of the members physically present, where the number of members (including vacancies) is odd.
Meeting Cycle	6 weekly
Reports to	Full Council

Responsibilities

This Committee is responsible for reviewing strategy and policy for Council's infrastructure. In fulfilling their role on the Assets and Services Committee, members shall be impartial and independent at all times.

Activity Areas

- Civil Defence Emergency Management Group (The delegation to act as this group is given to the Assets and Services Committee)
- Solid waste and waste management (including recycling)
- ~~Climate Change Action Plan~~ [amended at the Assets & Services Committee meeting 9 July 2024]
- Parks and Open Spaces Reserves
- Community Facilities and Halls
- Public conveniences
- Water, wastewater (sewerage) and storm water
- Roads including road network; road safety (including walking and cycling strategies), parking, and public transport
- Regional Transport Committee (Statutory Committee)
- Road naming
- Sporting Reserves and Facilities
- Cemeteries
- Rivers and drainage

Responsibilities and Key Projects

1. Contribute to the preparation or amendment of Annual Plan and Long-Term Plans.
2. Oversee preparation and approval of 30-year Infrastructure Strategy and Asset Management Plans.
3. Delivery of Work Programmes.

4. Overseeing provision of capital and maintenance programmes to deliver effective:
 - a. water, wastewater and storm water networks (including collection, treatment, reticulation and disposal);
 - b. rivers and drainage networks, and
 - c. road network (including roads, bridges, footpaths, cycleways, wharves, landscaping and ancillary services and facilities, areas of public amenity and street lighting).
5. Overseeing provision of transportation planning, public transport and road safety.
6. Regional Transport Committee: prepares the Regional Land Transport Plan or any variations to the Plan for approval by Council and provides Council with advice and assistance in relation to its transport responsibilities.
7. Overseeing provision of solid waste collection and disposal services (including kerbside solid waste and recycling collection services, waste minimisation programmes, landfills and transfer stations).
8. Oversee the management and future planning for Parks and Open Spaces and Sporting Reserves and Facilities.
9. Oversee the management and future planning for community facilities, halls, cemeteries and public conveniences.
- ~~10. Oversee the implementation, review and ongoing development of Council's Climate Change Action Plan. [amended at the Assets & Services Committee meeting 9 July 2024]~~
11. Overseeing the development, maintenance, monitoring and evaluation, and implementation of the Group Plan as required under s 17(1)(i) of the Civil Defence and Emergency Management Act 2014.

Powers

The Assets and Services Committee will have delegated authority to carry out activities within its terms of reference and the activity areas listed above (excluding all powers reserved to the Council by law, or by resolution of the Council).

The committee has:

1. All powers necessary to perform the committee's responsibilities, including:
 - a. approval of a submission to an external body; and
 - b. establishment of working parties or steering groups.
2. **Associated decision:** If a matter relates primarily to the responsibilities of the Assets and Services Committee, but aspects require additional decisions by the Civil Defence Emergency Management Group, Regional Transport Committee, and/or Road Naming Sub-Committee, then the Assets and Services Committee has the powers to make associated decisions on behalf of those other committee(s). For the avoidance of doubt, this means that matters do not need to be taken to more than one of these committees for decisions.
3. **Referral of decisions:** The Committee may, from time to time, refer matters which it would ordinarily consider, to another Committee, if it considers the matter/project would be better dealt with by that other Committee.
4. **Referral for urgency:** The Committee Chair is authorised to refer urgent matters to the Council for decision, where this Committee would ordinarily have considered the matter. The Chairperson must make this referral in writing stating reasons for the referral.

Power to Act

The Assets and Services Committee will:

1. Approve the adoption of strategies, policies and plans that relate to any activity area listed above were authorised by the Council;
2. Maintain the Council strategic relationships with NZ Transport Agency/Waka Kotahi;

3. Lodge and present submissions to external bodies on policies and legislation relevant to the Assets and Services Committee's Terms of Reference and any activity area listed above. (Note: Where timing constraints apply, the Chairperson (or in their absence, the Deputy Chairperson) has the authority to lodge submissions and seek retrospective approval);
4. Approve the review of bylaws under the Assets and Services Committee's jurisdiction and consider submissions; and
5. Initiate commencement of a consultation process, excluding initiating the special consultative procedure under the Local Government Act 2002 related to any activity area listed above.

Power to Recommend

The Assets and Services Committee will:

1. Recommend the adoptions of strategies, policies and plans that relate to any activity area listed above where the final decision must be made by the Council;
2. Consider any proposal where public consultation is (or may be) required (including the use of the special consultative procedure) related to any activity area listed above, and to make recommendations to the Council as appropriate;
3. Recommend adoption of any new or amended bylaw related to any activity area listed above; and
4. Prepare a draft Assets and Services Strategy and recommend it for approval by the Council as part of the Long-Term Plan.

Delegation Limitations

The Assets & Services Committee may not delegate any of its responsibilities, duties or powers under the Local Government Act 2002, and its powers exclude powers that cannot be delegated to committees.

Procedure

The Chairperson will report back to the Council with recommendations of the Assets and Services Committee at the next Council meeting following each committee meeting.