
MINUTES
of the
COMMUNITY SERVICES COMMITTEE MEETING
held

10.15 am, Thursday, 5 September 2013

at
Tasman Council Chamber, 189 Queen Street, Richmond

Present: Councillor J L Edgar (Chair), Mayor R G Kempthorne, Councillors S G Bryant, B F Dowler, B W Ensor, G A Glover, T B King, Z S Mirfin, C M Maling, T E Norriss, P F Sangster and E J Wilkins.

In Attendance: Chief Executive Officer (L McKenzie)
Community Development Manager (S Edwards)
Reserves Officer (G Thorn)
Collections Librarian Manager (R Lawley)
Community Recreation Advisor (M Tasman-Jones)
Mr D Ogilvie, Motueka Community Board Chairman
Administration Officer (G Woodgate)

1 OPENING, WELCOME

2 APOLOGIES

Moved Cr Maling/Cr Wilkins
CS13-09-1

That apologies from Cr M L Bouillir for absence and Crs J L Inglis and T E Norriss for lateness be accepted.

CARRIED

3 PUBLIC FORUM

No-one spoke in Public Forum.

4 DECLARATIONS OF INTEREST

Nil.

5 LATE ITEMS

Nil.

6 CONFIRMATION OF MINUTES

**Moved Cr Ensor/Cr Wilkins
CS13-09-2**

**That the minutes of the Community Services Committee meeting held on Thursday, 25 July 2013, be confirmed as a true and correct record of the meeting.
CARRIED**

7 REPORTS OF COMMITTEE

7.1 Receipt of minutes of the Tasman Creative Communities Subcommittee held on 31 July 2013

**Moved Cr Wilkins/Cr Maling
CS13-09-3**

**That the minutes of the Tasman Creative Communities Subcommittee held on 31 July 2013 be received.
CARRIED**

7.2 Receipt of minutes of the Submissions Hearing meeting held on Monday, 19 August 2013

**Moved Cr Wilkins/Cr Dowler
CS13-09-4**

**That the minutes of the Submissions Hearing meeting held on Monday, 19 August 2013, be received.
CARRIED**

8 REPORTS

8.1 Chair's Report RCS13-09-01

The Chair's report contained the following matters:-

- Final meeting of Triennium
The Chair thanked Cr Glover and Cr Wilkins for all their work over the last three years and congratulated Ms Susan Edwards on her recent appointment as Council's Community Development Manager.
- Staffing
- Sugar Drinks Policy
Cr Edgar noted that Brent Maru, Sport Tasman Facilities General Manager, is in the process of securing an easy-access supply of cooled water for users to drink and to fill their water bottles. This would make the consumption of water more accessible and affordable than purchasing soft drinks from vending machines. Council staff to talk to the operators of other Council-owned sports venues and event operators on Council grounds about having free water available if possible.
- Mapua Hall Opening
- Highlights of the last three years work by the Community Services Committee and department.

Moved Cr Sangster/Cr Dowler

CS13-09-5

That the Community Services Committee receives the Chair's Report RCS13-09-01.

CARRIED

8.2 Acting Community Services Manager, Report RCS13-09-02

The Community Development Manager, Susan Edwards, spoke to the report that was contained within the agenda. She noted that the ASB Aquatic Centre had recently won three awards at the CLM Awards. The awards that were won were: Most improved fitness centre; most improved shop; and the major award of Facility of the Year.

The report provided information received from the ASB Aquatic and Fitness Centre and also covered:-

- Mapua Community Hall opening
 - Saxton Field Working Party meeting
 - Motueka Library Redevelopment Working Party meeting
 - Council credit rating meeting
 - Growth Model review
 - The Community Development Manager to liaise with a number of parties including utility operators.
 - Community Awards Ceremony
 - Rabbit Island Multisport Facility meeting
- The proposers of the above facility want to proceed with the project. Full Council will need to agree with the project if it is to proceed. A full report including issues, recommendations and the costs associated with the project is being prepared. Staff were reminded that this project is not in Council's Long Term Plan.

10.35 am: Mayor Kempthorne arrived and Cr Bryant departed.

10.37 am: Cr King arrived.

- Community Recreation and Environmental Education work plans
- Community Services and Strategic Development restructuring
- Annual Report performance measures
- Update on Moutere Hills Community Centre
- Canterbury Community Trust application.

The Community Development Manager tabled the Waimea Rural Fire District Monthly Report for July-August 2013 for Committee members information.

Committee members raised the following matters:-

- Excessive chlorine in the ASB Aquatic and Fitness Centre. It was requested that ozone treatment be investigated as an alternative to chlorine. A report was requested on chlorine use at the Centre and on the alternative use of ozone treatment.
- The need for improved reporting on Council-owned community facilities including the following information was requested:-
 - Level of use
 - Costs
 - Repairs and maintenance
 - Management costs.

The use of the Brent Maru report template was suggested - when it is available.

**Moved Cr Ensor/Cr Glover
CS13-09-6**

That the Community Services Committee:

1. receives the Acting Community Services Manager Report RCS13-09-02; and
2. agrees to an application being made to the Canterbury Community Trust for \$100,000 towards the completion of outstanding capital works at the Motueka Recreation Centre.

CARRIED

8.3 Reserves Manager's Report RCS13-09-03

Reserves Officer, Glenn Thorn was in attendance to speak to the report that was contained within the agenda.

The report covered highlights over the last six weeks in relation to Council's parks and reserves activities in each of the District's five wards.

10.46 am: Cr Norriss arrived.

Committee members raised the following matters:-

- The cost was requested on the 400 tonne of rock placed along the Wai iti stream for flood protection
- It was requested that Council reserves usage be included in the next Communitrak survey.
- Collingwood Tennis Courts
The Community Development Manager tabled an email from the Senior Property Officer that gave a bullet point summary on the Collingwood Tennis Courts situation. Three options were outlined ie
 1. Spend \$60,000 on an overlay surface on the current courts
 2. Spend \$73,000 removing the existing courts and relaying new courts – staff preference
 3. Relocate the courts at a cost of \$127,000 plus other costs associated with the work.

Committee members discussed the following matters:-

- The Chair requested that staff investigate the lease conditions including the right for the public to access the courts at no cost or for a reasonable charge
- Purchasing, or gaining an easement over, the triangular piece of tennis court land through a boundary adjustment.

**Moved Cr Sangster/Mayor Kempthorne
CS13-09-7**

That the Community Services Committee agrees to contribute \$56,000 towards the cost of removing the Collingwood Tennis Courts and to replacing them with new courts on the existing site, subject to the Collingwood Tennis Club entering into a funding agreement with Council, which will include the right for the public to access the courts either free of charge or for a reasonable fee.

CARRIED

**Moved Cr Sangster/Mayor Kempthorne
CS13-09-8**

That the Community Services Committee receives the Reserves Manager's Report RCS13-09-03.

CARRIED

9 PRESENTATION

9.1 Settling in Tasman

Ms Claire Nichols from Refugee & Migrant Social Services made a presentation regarding the 'Settling in Tasman' report. The report covered migrant statistics and research on migrants in the Tasman District and the challenges they face when moving here.

11.07 am: Cr Bryant returned.

11.21 am: Mayor Kempthorne departed.

10 REPORTS CONTINUED

10.1 Libraries Manager's Report RCS13-09-04

Collections Librarian Manager, Ruth Lawley, was in attendance to speak to the report that was contained within the agenda.

The purpose of the report was to provide a summary of library activities for July and August. The report covered:-

- Events, programmes and promotions
- National Reading Initiatives Group
- Reading Together Programme
- Key Statistical Measures.

**Moved Cr Mirfin/Cr Bryant
CS13-09-9**

That the Community Services Committee receives the Libraries Manager's Report RCS13-09-04.

CARRIED

10.2 Customer Services Manager's Report RCS13-09-05

The Community Development Manager, Susan Edwards, spoke to the report that was contained within the agenda.

The purpose of the report was to provide an update on the Customer Services (CS) Section. Customer Services includes Richmond, Motueka, Takaka and Murchison offices. Information on the following matters was included in the report:-

- (i) Call Centre and counter activities for the 2012/2013 year
- (ii) Call Centre disruption – this matter is being addressed by Council's IT department that is a consequence of the Engineering departments expansion
- (iii) Takaka Office relocation – now complete.

The Committee discussed the reasons for Council's answer phone message.

11.30 am: The Chief Executive Officer departed.

Moved Cr Bryant/Cr Sangster

CS13-09-10

That the Community Services Committee receives the Customer Services Manager's Report RCS13-09-05.

CARRIED

10.3 Community Recreation Advisor's Report RCS13-09-06

The Community Recreation Advisor, Mike Tasman-Jones, spoke to his report that was contained within the agenda.

The report covered:-

- Grants and Funding rounds including the Community Grants from Rates update (147 applications received totalling over \$340,000), the Tasman Creative Communities Scheme July round results, Sport NZ Rural Travel Fund reminder, update on the Canterbury Community Trust applications and the Lotteries Grants Board application for the Motueka Museum building strengthening
- The KBAR event report and the Tasman Youth Council survey of youth on the provision of services and facilities
- The Boredom Busters Survey results magazine
- The TrustPower Community Award results for 2013.

The Community Recreation Advisor noted that Mrs Ruby Aberhart had stood down as the Chair of the Positive Ageing Committee.

Moved Cr Norriss/Cr Edgar

CS13-09-11

That the Community Services Committee sends Mrs Aberhart a letter acknowledging and thanking her for all her work for the elderly and as Chair of the Positive Ageing Committee.

CARRIED

Moved Cr Ensor/Cr Mirfin

CS13-09-12

That the Community Services Committee receives the Community Recreation Advisor's Report RCS13-09-06.

CARRIED

10.4 Action Sheet - Community Services 5 September 2013, Report RCS13-09-09

Moved Cr Norriss/Cr Bryant

CS13-09-13

That the Community Services Committee receives the Action Sheet - Community Services 5 September 2013 RCS13-09-09.

CARRIED

10.5 Capital Budget Carryovers from 2012/2013 to 2013/2014 Report RCS13-09-08

The Strategic Development Manager, Susan Edwards, and Reserves Officer, Glenn Thorn, spoke to the report that was contained within the agenda.

The purpose of the report was to seek approval to carry over some of the 2012/2013 approved Community Services budget projects into the 2013/2014 financial year.

The Strategic Development Manager discussed the following Reserve Financial Contributions by Ward:-

Golden Bay Ward

Removing the \$24,495 Art Works carry over brings this account into surplus. It was advised that both Golden Bay Ward Councillors have agreed to this action.

Committee members discussed the Small Wharfs – Rebuilding project - \$75,000.

After discussion, it was decided to leave the \$75,000 in the Golden Bay Ward budget as a holding place, that nothing is to be spent until a report on the following matters is reconsidered by the Community Services Committee:-

- Liabilities
- Ownership
- Ability to use Reserve Financial Contributions
- Up to date legal advise
- Previous resolutions of Council (Engineering Services Committee).

Motueka Ward

The Strategic Development Manager advised that half of Council's contribution to the purchase of reserve land at Kina Peninsula (\$166,250) is to be included in the Motueka Ward account. Motueka Community Board Chairman Ogilvie expressed his concern that this matter had not been discussed with the Community Board.

Concern was expressed that there are more Motueka Ward Carried Forwards than work that has actually been done. The Strategic Development Manager advised that this is reviewed annually and will come up next in the Annual Plan process.

Committee members discussed the need for the Reserves Financial Contributions Policy's criteria to be updated and the need for a report on the work completed in the Motueka Ward and on the backlog of work.

After general discussion on the Memorial Park Fence budget of \$40,000, it was decided to lower this figure to \$10,000.

Richmond Ward

Cr Glover queried the Library Landscaping/Art - \$13,000 and Library Drivethrough Lands - \$11,000 (considered complete) projects to ensure there was not a double up here. These matters to be included in the Action Point List.

Committee members discussed the A&P Historic Build Upgrade figure of \$2,500 and whether or not to spend this budget. Richmond Ward Councillors to discuss.

Moutere-Waimea-Lakes-Murchison Wards

The Strategic Development Manager advised that the other half of Council's contribution to the purchase of reserve land at Kina Peninsula (\$166,250) needed to come from this account.

12.15 pm: Cr Inglis arrived.

Committee members requested an update from the Reserves Manager, in a future report, on the following projects:-

- Walkways Miscellaneous
- Toilets on Reserves
- Wetlands Dominion Flats
- Mapua Tennis Courts
- Murchison Pony Club Shed (considered complete).

12.21 pm: Mayor Kempthorne returned.

The Richmond Ward Councillors agreed to transfer \$20,000 of the expenditure for the Equestrian Park Development on Rabbit Island from the Moutere-Waimea-Lakes-Murchison Reserve Financial Contributions account into the Richmond account as Richmond residents, and the whole community, would benefit from the project.

Moved Cr Bryant/Cr Wilkins

CS13-09-14

That the Community Services Committee:

1. **receives the Capital Budget Carryovers from 2012/2013 to 2013/2014 Report RCS-13-09-08; and**
2. **approves the proposed 2012/2013 budget carryovers into the 2013/2014 financial year for the Mapua Hall redevelopment at a total of \$77,820 and for the reserves financial contributions projects listed in Attachment 1 and amended as discussed at the meeting; and**
3. **requests that staff report back on the details of the proposed reserve financial contributions expenditure and proposed work streams.**

CARRIED

10.6 Community Recreation Work-Plan Report RCS13-09-07

The Community Recreation Advisor, Mike Tasman-Jones, spoke to his report that was contained within the agenda.

The purpose of the report was to present the Community Recreation Work-Plan for 2013/2014 for approval. The report set out the range of activities covered in the work-plan and the principles of the matrix approach to achieve the delivery of a well-considered programme of works based on an objective set of conditions.

The Community Recreation Advisor tabled the Events Work-Plan 2013/2014 and advised that there was one change on the last page regarding the Youth Policy (Developed).

The Community Recreation Advisor noted that the application for funding to the Lotteries Grant Board for the Motueka Museum strengthening and restoration work had been declined as it failed to meet the criteria. He added that the Property Manager was relooking at this matter.

Moved Mayor Kempthorne/Cr Bryant

CS13-09-15

That the Community Services Committee:

1. **receives the Community Recreation Work-plan Report RCS13-09-07; and**
2. **approves the 2013/2014 Community Recreation Work-plan as set out in the tabled**

document.

CARRIED

11 CONFIDENTIAL SESSION

11.1 Procedural motion to exclude the public

Moved Cr Sangster/Cr Dowler
CS13-09-16

That the public be excluded from the following part(s) of the proceedings of this meeting. 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 follows.

This resolution is made in reliance on section 48(1)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by section 6 or section 7 of that Act which would be prejudiced by the holding of the whole or relevant part of the proceedings of the meeting in public, as follows:

11.2 Confidential Minutes Community Services Committee 25 July 2013

Reason for passing this resolution in relation to each matter	Particular interest(s) protected (where applicable)	Ground(s) under section 48(1) for the passing of this resolution
The public conduct of the part of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists under section 7.	s7(2)(h) - The withholding of the information is necessary to enable the local authority to carry out, without prejudice or disadvantage, commercial activities.	s48(1)(a) The public conduct of the part of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists under section 7.

11.3 Confidential Minutes Tasman Creative Communities Subcommittee 31 July 2013

Reason for passing this resolution in relation to each matter	Particular interest(s) protected (where applicable)	Ground(s) under section 48(1) for the passing of this resolution
The public conduct of the part of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists under section 7.	s7(2)(h) - The withholding of the information is necessary to enable the local authority to carry out, without prejudice or disadvantage, commercial activities.	s48(1)(a) The public conduct of the part of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists under section 7.

CARRIED

RESUMPTION OF OPEN SESSION

Moved Cr Maling/Cr Sangster
CS13-09-19

That the open meeting be resumed.
CARRIED

The meeting concluded at 12.36 pm.

Date Confirmed:

Chair:

Unconfirmed