



Notice is given that an ordinary meeting of the Community Development Committee will be held on:

**Date:** Thursday 14 May 2015  
**Time:** 9.30 am  
**Meeting Room:** Tasman Council Chamber  
**Venue:** 189 Queen Street  
Richmond

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## Community Development Committee

### AGENDA

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#### MEMBERSHIP

<b>Chairperson</b>	Cr J L Edgar	
<b>Deputy Chairperson</b>	Cr M L Bouillir	
<b>Members</b>	Mayor R G Kempthorne	Cr T B King
	Cr M J Higgins	Cr B W Ensor
	Cr Z S Mirfin	Cr T E Norriss
	Cr B F Dowler	Cr M J Greening
	Cr P L Canton	Cr J L Inglis
	Cr P F Sangster	Cr S G Bryant

(Quorum 7 members)

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**Note:** The reports contained within this agenda are for consideration and should not be construed as Council policy unless and until adopted.



## AGENDA

**1 OPENING, WELCOME**

**2 APOLOGIES AND LEAVE OF ABSENCE**

**Recommendation**

**That apologies be accepted.**

**3 PUBLIC FORUM**

**4 DECLARATIONS OF INTEREST**

**5 LATE ITEMS**

**6 CONFIRMATION OF MINUTES**

**That the minutes of the Community Development Committee meeting held on Thursday, 26 March 2015, be confirmed as a true and correct record of the meeting.**

**7 REPORTS OF COMMITTEE**

**Recommendation**

**That the minutes of the Tasman Creative Communities Subcommittee held on 8 April 2015 be received by the Community Development Committee.**

**8 PRESENTATIONS**

8.1 (10.15 am) New LIM Process..... 5

8.2 (11.00 am) Sport Tasman ..... 7

**9 REPORTS**

9.1 (9.40 am) Approval to Grant Easement to Allow Retaining Wall - Paradise Way  
Recreation Reserve ..... 9

9.2 (9.50 am) Chair's Report ..... 19

9.3 (10.00 am) Community Development Manager's Report..... 23

*10.30 am - the new service recycling truck will be in the main carpark during morning tea break  
for Councillors to view*

9.4 (10.45 am) Libraries Manager's Report ..... 35

9.5 (10.50 am) Action Sheet - Community Development Report ..... 41



## 8 PRESENTATIONS

### 8.1 NEW LIM PROCESS

Decision Required

**Report To:** Community Development Committee

**Meeting Date:** 14 May 2015

**Report Author:** Tara Fifield, Executive Assistant

**Report Number:**

#### PRESENTATION

Customer Services Manager, Suzanne Westley, and Business Systems Analyst, Liz Hegarty, will make a presentation to the Committee on Council's new LIM process.

#### Appendices

Nil



**8.2 SPORT TASMAN**

**Decision Required**

**Report To:** Community Development Committee  
**Meeting Date:** 14 May 2015  
**Report Author:** Tara Fifield, Executive Assistant  
**Report Number:**  
**File Reference:**

**Item 8.2**

**PRESENTATION**

Nigel Muir, Chief Executive of Sport Tasman, will make a presentation to the Committee on Sport Tasman's recent activities.

**Appendices**

Nil





## 9 REPORTS

### 9.1 APPROVAL TO GRANT EASEMENT TO ALLOW RETAINING WALL - PARADISE WAY RECREATION RESERVE

Decision Required

**Report To:** Community Development Committee  
**Meeting Date:** 14 May 2015  
**Report Author:** Robert Cant, Senior Property Officer  
**Report Number:** RCD15-05-01

#### 1 Summary

- 1.1 The proposal arose from the weather event in December 2012. Neighbours of the reserve need to construct a retaining wall to stabilise their home. A portion of the retaining wall needs to be on the reserve land, occupying approximately 40 m<sup>2</sup>.
- 1.2 The proposal was publicly notified, with no submissions or objections received.
- 1.3 Legal advice is that an easement is the most appropriate mechanism to authorise the occupancy of the reserve by the retaining wall.
- 1.4 The grantee (the neighbour constructing the retaining wall) is responsible for all maintenance and construction costs. The Council will have no liability as owner of the land.
- 1.5 Following construction of the wall, the public will have full access to the reserve. The design of the wall is such that it shouldn't impede public access (in saying that, that portion of the reserve appears to get little use now).
- 1.6 If the decision is to grant the easement, the Minister of Conservation will need to consent to the Council granting the easement. The Full Council has delegated authority from the Minister to consent to the granting of the easement on her behalf.

#### 2 Draft Resolution

##### That the Community Development Committee

1. receives the Approval to Grant Easement to Allow Retaining Wall - Paradise Way Recreation Reserve report; and
2. approves the granting of the easement for a period of 25 years over approximately 40 m<sup>2</sup> of the Paradise Way Recreation Reserve as the administering authority for the reserve; and
3. notes that the Minister of Conservation's consent to the granting of the easement can be referred to the Full Council which can exercise the delegation it has from the Minister to grant the consent on her behalf.

**3 Purpose of the Report**

- 3.1 To seek the Community Development Committee's agreement to grant an easement under Section 48 of the Reserves Act 1977 to allow part of the retaining wall to occupy reserve land.

**4 Background and Discussion**

- 4.1 Following the major storm event of 2012, the property adjacent to the Paradise Way Recreation Reserve was subject to a slip. The reserve itself was also affected.
- 4.2 The owners of the property approached the Council's Reserves and Facilities Manager, Beryl Wilkes, with a request to allow part of a proposed retaining wall to be established on the reserve. The bulk of the retaining wall was to be built on the adjacent private land, but for it to work as designed a small proportion needed to be on the reserve. The whole reserve is 5269 m<sup>2</sup>. The retaining wall will occupy approximately 40 m<sup>2</sup>, so less than 1% of the reserve land area. The retaining wall occupancy will not be exclusive and following construction the public will not be restricted from using the reserve by the retaining wall.
- 4.3 Mrs Wilkes clarified that the Council wanted no ownership of, or responsibility for, any part of the retaining wall.
- 4.4 The owners obtained resource consent for the retaining wall in September 2014.
- 4.5 As the wall is to occupy a portion of the reserve, it was necessary to undertake public notice of the intention to allow the retaining wall to occupy reserve land.
- 4.6 Public notice was undertaken in early December 2014 in Newline and on the website with submissions closing on 16 January 2015. No submissions were received.
- 4.7 It was initially thought that retaining wall occupancy of the reserve would be via a lease agreement. Council's lawyers subsequently advised that an easement was a more appropriate arrangement.
- 4.8 The proposed easement will be for a term of 25 years at the request of the applicant. Council's solicitors Fletcher Vautier Moore (FVM) have advised that the longer term is in the Council's interest. Terms between 10–25 years have been considered, but following discussion with FVM a 25 year term is recommended. This obligates the grantee to maintain the facility for what is likely to be its active life, and remove it, if requested, upon expiry.
- 4.9 The easement will require the grantee to ensure that they have all relevant consents, and to provide a health and safety plan to the Reserves and Facilities Manager for approval before starting to construct the retaining wall. They will also be required to indemnify the Council and carry public liability insurance.
- 4.10 Please note that the decision to grant the easement requires the consent of the Minister of Conservation. The Minister has delegated her powers for this activity to the Full Council. A request for the Minister's consent to the granting of the easement will be referred to the Full Council if the Community Development Committee's decision is to grant the easement.

**5 Options**

- 5.1 The first option is to agree to grant the easement. This is a very low key issue, which will have only a short term minor impact on the reserve. Once the retaining wall has been established, there will be no right of exclusive occupancy, and the public can roam unhindered throughout the entire reserve. It is apparent from photos supplied by the applicant (attached) that this reserve does not get a lot of public use in the intended location of the retaining wall.
- 5.2 The second option is to decline to grant the easement. While it is unusual to have private structures on reserve land, the land required is very small (40 m<sup>2</sup>) and the impact on the public is negligible. Allowing the retaining wall will lessen the chances of a catastrophic failure to the adjoining house. Such a failure would likely have a significantly detrimental impact on the reserve, so there is a public benefit to allowing this retaining wall to occupy a small portion of the reserve.

**6 Strategy and Risks**

- 6.1 This scenario is, to my knowledge, unprecedented. I worked for 15+ years at the Department of Conservation and this type of issue never came to my attention with requests for the Minister's consent (the delegation to councils has only been available for two to three years). As such staff have struggled with the process to allow the use of reserve land for this 'private' benefit. A lease was considered, but as a matter of principle, we didn't want the occupancy to be exclusive, so the easement was considered the most appropriate mechanism.
- 6.2 There would be some risk in declining to grant the easement, as the Council could face litigation.

**7 Policy / Legal Requirements / Plan**

- 7.1 As an unprecedented concept there is no policy or planning document which provides guidance. Legal advice was sought from Fletcher Vautier Moore, and the recommendation to the Committee is consistent with that advice.

**8 Consideration of Financial or Budgetary Implications**

- 8.1 The annual rental will be a nominal \$200 (plus GST), capable of being reviewed every three years. This is the minimum annual rental charged on licenses which don't have a commercial benefit. There are no financial implications for Council given the easement will make it clear that the owner is responsible for all aspects of the retaining wall.

**9 Significance and Engagement**

- 9.1 This portion of the reserve is apparently not well used by the public and apart from a short period of time while construction is being undertaken there should be no impact on the public's ability to fully utilise the reserve. The matter has no financial implications for Council and staff consider it is of low significance.

9.2 The proposal to use a small portion of the reserve for a retaining wall has been publicly notified, as is required under the Reserves Act 1977, and no submissions were received.

**10 Conclusion**

10.1 This is an unusual request for Council to receive and staff have struggled somewhat with how to deal with it. On the basis that there is some public benefit to allowing the retaining wall to be partially established on the reserve, it is recommended that the Community Development Committee agree to grant the easement for a term of 25 years.

**11 Next Steps / Timeline**

11.1 If the decision to grant the easement is approved, the Minister’s consent to Council granting that easement will be sought from the Full Council. In the meantime, the easement document will have been referred to the applicant for consideration, and when the Full Council (acting as the Minister’s delegate) has considered whether or not to consent to easement being granted, the applicant will be free to start construction (after having obtained all necessary consents).

**12 Attachments**

1.	Paradise Way	13
2.	Paradise Way	15
3.	Plan - Paradise Way	17



Item 9.1

Attachment 1





Item 9.1

Attachment 2









## 9.2 CHAIR'S REPORT

Information Only - No Decision Required

**Report To:** Community Development Committee  
**Meeting Date:** 14 May 2015  
**Report Author:** Judene Edgar, Chairman, Community Development Committee  
**Report Number:** RCD15-05-02  
**File Reference:**

Item 9.2

### 1 Summary

1.1 This report contains the Community Development Chair's regular meeting report which covers:

- an update on the Trustpower Community Awards;
- an ANZAC Day update;
- Long Term Plan submissions; and
- Community Planning for an Ageing Population.

### 2 Draft Resolution

**That the Community Development Committee receives the Chair's Report RCD15-05-02.**

### **3 Trustpower Community Awards**

- 3.1 Volunteers are at the heart of every community – dedicating hours of time and energy every year to making their community a better place to live. For every dollar we invest into community organisations, we receive at least \$4 benefit in return.
- 3.2 Any voluntary group or volunteer-based not-for-profit organisation working in the interests of their community can enter the Trustpower Community Awards. Categories are: Heritage & Environment, Health & Wellbeing, Arts & Culture, Sport & Leisure, Education and Child/Youth Development.
- 3.3 The winner of each category receives \$500 and a framed certificate and the runner-up receives \$250 and a framed certificate. The Supreme Winner receives \$1,500, a framed certificate, a trophy held for one year and an all-expenses paid trip for two representatives to participate in the Trustpower National Community Awards.
- 3.4 The nominations are judged by a panel made up of Trustpower, local Council and community representatives. Judging the awards is a great way to find out about all of the amazing things happening in the region. I'd like to thank Cr Higgins for making himself available to judge the awards this year.

### **4 ANZAC Day**

- 4.1 Tasman residents turned out in their thousands to attend ANZAC Day Services around the region on Saturday 25 April 2015 to commemorate 100 years since our brave troops landed at Gallipoli. On those rugged slopes they faced impossible odds, but proved themselves skilful and courageous. We who have not been to war, cannot know how it feels to do so, but we can acknowledge with gratitude, the experience and sacrifice of those who have.
- 4.2 RSA groups, schools, community associations and hundreds of volunteers worked hard to deliver touching and fitting services in Tapawera, Richmond, Brightwater, Wakefield, Motueka, Murchison, Mapua, Upper Moutere, Tasman, Riwaka, Ngatimoti, Takaka, Collingwood, Lake Rotoiti and Appleby.
- 4.3 It was a privilege to be able to join approximately 2,000 people, young and old, at the Richmond ANZAC Day Service, in paying tribute to the loyalty and valour of those who served. The contribution of Tasman District Council was also acknowledged at the service, in the beautiful upkeep of the War Memorial Gardens.

### **5 Long Term Plan Submissions**

- 5.1 Submissions on the Long Term Plan 2015-2025 Consultation Document closed on Monday 20 April with 544 submissions. I received some very positive feedback on the enhanced online submission process, with particular reference to ease of use and the receipt of an email acknowledging the submission. From a reader's perspective I've also found the new online forms significantly clearer and well laid out.
- 5.2 By the time of this meeting the hearings will have been conducted, and hopefully the notification of hearing dates/times will have also been simplified for ratepayers and staff. It will be good to receive some feedback on that end of the process as well.

**6 Community Planning for an Ageing Population**

- 6.1 We have an ageing population. That is a fact. An ageing population brings with it challenges and opportunities. In an ever-changing environment, we need to make sure we are aware of what these are so that we can identify what is needed now and what will be needed in 10 or 20 years time. We have hundreds of organisations across the Top of the South that currently provide services, support and information for older people; from the Ministry of Social Development to the Department of Housing; from Sport Tasman to the Nelson Marlborough District Health Board; from home support to residential care; and from the councils to the Positive Ageing Forums of Nelson/Tasman and Marlborough.
- 6.2 All of these organisations need to plan for the future with an ageing population and by working together we can make the best use of available resources. The Community Planning for an Ageing Population (CPAP) Steering Group has been established to assess the current services available and agencies existing plans for the future. I have been appointed as Chair of the steering group alongside representatives from Marlborough District Council, Nelson City Council, Nelson Marlborough District Health Board, Nelson Regional Economic Development Agency, Ministry of Social Development, Nelson Grey Power, Health Action Trust and Nelson Tasman Positive Ageing Forum.
- 6.3 Existing research as well as current information will be gathered from these organisations, and that will help inform the group in its work to:
  - identify any gaps in services and recommend actions to address them; and
  - identify any overlaps in services which may provide opportunities for savings or better use of total funding.
- 6.4 Through this approach, the group aims to help organisations across the Top of the South harness local resources, skills and strategies in a coordinated and effective way. The group aims to have outcomes from its work available by the end of October to feed into the 2016/17 budget rounds of agencies. The group’s findings will be published on the websites of the Nelson Regional Economic Development Agency and the three Top of the South councils.

**7 Updates from Management Committees**

- 7.1 Councillors are invited to provide any updates of interest or raise any other matters.

**8 Attachments**

Nil



**9.3 COMMUNITY DEVELOPMENT MANAGER'S REPORT**

**Information Only - No Decision Required**

<b>Report To:</b>	Community Development Committee
<b>Meeting Date:</b>	14 May 2015
<b>Report Author:</b>	Susan Edwards, Community Development Manager; Beryl Wilkes, Reserves and Facilities Manager; Mark Tregurtha, Strategic Policy Manager
<b>Report Number:</b>	RCD15-05-03
<b>File Reference:</b>	

**1. Summary**

- 1.1 This report provides the Committee with an update on my work since the March Community Development Committee meeting and outlines key highlights of the work undertaken by the Reserves and Facilities, Strategic Policy and Community Relations sections of the Community Development Department.
- 1.2 The report also seeks the appointment of a Hearing Panel to hear the submissions on the Golden Bay Kayaks lease and to make a recommendation back to this Committee for a decision on the lease proposal.
- 1.3 The Reserves and Facilities section provides an update on various plantings that will be taking place this winter and an update on ANZAC Day.
- 1.4 The Strategic Policy section provides an update on the Long Term Plan, commencement of work on a partial review of the Abel Tasman Foreshore Scenic Reserve Management Plan and a telephone survey of 400 residents.
- 1.5 The Community Relations section provides an update on different events and programmes undertaken around the District and an online update.

**2. Draft Resolution**

**That the Community Development Committee:**

- 1. receives the Community Development Manager's Report RCD15-05-03;**
- 2. approves the appointment of Crs Norriss and Bouillir, and Golden Bay Community Board Chairperson Carolyn McLellan, as the members of the Golden Bay Kayak Leases Hearing Panel, with the Chairperson being Cr Norriss, and in the event one of the panel cannot attend, the Chairperson has delegated authority to appoint an alternative member; and**
- 3. agrees that the Golden Bay Kayak Leases Hearing Panel has the authority to hear the submissions on the lease proposal and to recommend to the Community Development Committee whether the lease should be granted and, if so, on what terms and conditions it should be granted.**

### **3. Purpose of the Report**

3.1 To provide the Committee with:

3.1.1 an update on my work since the last Community Development Committee meeting;

3.1.2 to appoint a panel to hear the Golden Bay Kayaks lease submissions; and

3.1.3 to outline key highlights of the work undertaken by the Reserves and Facilities, Strategic Policy and Community Relations sections of the Community Development Department. Highlights of the Libraries section's work is covered in a separate report on this agenda.

### **4. Community Development Update**

4.1 Since my last report in March, I have undertaken a number of key activities. Among other things, the highlights have included:

- attending various meetings on the Golden Bay Recreation Facility;
- attending Long Term Plan (LTP) consultation in St Arnaud and Mapua and inputting comments on submissions into the submissions database;
- attending weekly meetings with the LTP Project Team and regular Activity Management Plan Project Board meetings;
- attending a Local Government New Zealand Reputational Research Workshop;
- attending the Golden Bay Community Board meetings on 14 April and 12 May;
- meeting with Chris Ward from Nelson City Council on various matters;
- attending meetings on the Waimea Community Dam project;
- discussion on a possible link between Manoy and Talbot Streets in Motueka;
- attending a Leadership Development In-House Programme workshop;
- meeting with Nelson Sculpture Trust regarding the Richmond Library Sculpture;
- a briefing on Wellington Airport's proposed runway extension and other effects;
- meeting with Sport Tasman CEO Nigel Muir to discuss various matters of interest;
- attending Long Term Plan Hearings in Takaka and Richmond; and
- taking part in a Civil Defence "Te Waipuke" exercise.

### **5. Golden Bay Kayaks Lease – Appointment of Hearing Panel**

5.1 The proposal to continue leasing the existing building on the Council park at 29 Cornwall Place for use by a kayak rental business was publicly notified with submissions closing on 14 April 2015. The proposal drew an unexpectedly high number of submissions and a hearing will be necessary.

5.2 Golden Bay Kayaks has occupied the building on the Council park at 29 Cornwall Place since 2002 under a series of licences. Tony Bateup and Lisa Savage have been the Golden Bay Kayaks operators since 2011.



- 5.3 The land at 29 Cornwall Place is Council freehold, but the land is used as a park/recreation area. It is not subject to the Reserves Act 1977.
- 5.4 Golden Bay Kayaks uses a building situated on the park for the storage and hireage of kayaks. The authorised use stated in the licence is “*Authorised Activities associated with the kayak hire business as agreed from time to time between the Licensee and Licensor*”
- 5.5 The licence expired in 2014 and we needed to publicly notify it.
- 5.6 Sixty three submissions were received. The majority of submissions were supportive of the lease being granted, but a number of people opposed the renewal of the licence. Most of those who oppose the granting of the lease have an interest in nearby property.
- 5.7 It will be necessary to hold a hearing. A hearing date of 27 May 2015 has been scheduled and the Committee is being asked to appoint the members of the hearing panel. The location of the hearing will be held at the Pohara Beach Boat Club. A site visit prior to the hearing is recommended.
- 5.8 The hearing panel will have authority to hear the submissions and to recommend back to the Community Development Committee for a decision on whether to grant a new lease/licence.

**Recommendation:**

- 1. **approves the appointment of Crs Norriss and Bouillir, and Golden Bay Community Board Chairperson Carolyn McLellan, as the members of the Golden Bay Kayak Leases Hearing Panel, with the Chairperson being Cr Norriss, and in the event one of the panel cannot attend, the Chairperson has delegated authority to appoint an alternative member; and**
- 2. **agrees that the Golden Bay Kayak Leases Hearing Panel has the authority to hear the submissions on the lease proposal and to recommend to the Community Development Committee whether the lease should be granted and, if so, on what terms and conditions it should be granted.**

<b>6. Golden Bay Community Facility</b>
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- 6.1 Don Robertson of Tasman Projects has been appointed Project Manager to work with the Golden Bay Community Facility working party and Council as this project develops. A further meeting of the working party will be held the day after this Committee meeting.

<b>7. Parks and Facilities Update</b>
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- 7.1 Work is continuing on the Saxton Field Velodrome project, which has recently been tendered. The Takaka Memorial Gardens project is progressing. Staff are working closely with RSA members on the project.
- 7.2 Staff are working on the Arbor Day, Community Group plantings, coastcare plantings and other plantings for the coming winter planting season.
- 7.3 ANZAC day celebrations went well. Francie did a lot of work all year liaising with various RSA groups and Nelmac to make sure all the memorials and surrounds were looking at their best on the day. We also sent a special thanks to Nelmac as their staff went above and beyond to make sure all the work was completed and to a high standard.

## 8. Community Relations Update

### Events

- 8.1 Trust Power Community Awards - nominations have closed, with 87 entries received, which is slightly down on last year's total nominations. Judging takes place on Monday 8 June. The Awards Function is on Monday 29 June at Seifried's.
- 8.2 Positive Ageing Expo (Tasman led with support from Nelson City Council and Age Concern) – was a resounding success with over 2500 visitors up 20% from last year's attendance. Stall numbers increased as well 78 up from 60 – high demand for sites limited by space. The majority of attendees were from Nelson and Richmond with buses of attendees from Marlborough, Murchison and Golden Bay. A show 'passport' was utilised to encourage visiting the many booths onsite. There was a positive response from all attendees who took the time to fill out feedback forms.
- 8.3 Tasman Youth Council – the newly created Murchison Adventurer's Youth Club has completed eight out of 10 weekly outdoor education workshops, with approximately 20 young people attending each week to learn about pest control/trapping, community plantings, waste minimisation, clean waterways, search and rescue, and outdoor survival skills. The programme is funded by the Ministry of Youth Development and Canterbury Community Trust.

### Waste minimisation education

- 8.4 Second Hand Sunday was on 19 April and has been extended throughout the region with positive results and feedback. Feedback has 90% of offered items being picked up by visitors and support for the event to be run again.
- 8.5 Richmond Resource Recovery Centre and Eves Valley Landfill tours for both schools and adult groups continue to provide an impetus for the attendees to reduce wasted resources and improve recycling options.
- 8.6 New Recycling Bin roll-out – the initial public display held at Positive Aging Expo offered an opportunity to gauge reactions from the older residents both urban and rural to bin size, use and the FAQ process. Support will continue to be provided throughout the rollout in May and June.

### Enviroschools Programme

- 8.7 The results of the 2014 national programme evaluation of all Enviroschools are now available. One of the findings both locally and nationally reinforces the value of the long-term approach of the Enviroschools Programme to achieve increasing practices that benefit the local environment. 100% of the 25 Tasman Enviroschools are involved in waste minimisation and food production actions; 95% with biodiversity actions and 75% with looking after water actions.
- 8.8 Self reviews of the Enviroschools process, involving their school or early childhood parent community, are being held at Harakeke Preschool on 8 May and Salisbury School on 15 May.
- 8.9 Golden Bay High School is in the process of becoming our newest Enviroschool.

**Upcoming Events**

- 8.10 An Annual School Caretaker's Workshop is being hosted by Richmond School on 7 May.
- 8.11 Youth Week 23-31 May is being celebrated across the Nelson Tasman region with youth agencies listing a range of events, activities and competitions for young people to engage in. Council has partnered up with Nelson City Council and the Nelson Tasman Youth Workers Collective to produce the Nelson Tasman Youth Week 2015 Events Listing Guide.
- 8.12 The Project Predator Programme for secondary students is being held at Whenua Iti on 26 May including follow-up with their local trapping community.
- 8.13 The Winterruption Festival returns (8-14 June) to Richmond with a week of winter themed events and activities to beat the winter blues. Cooking Demo's, Fashion Displays, Fitness Classes, Old Time Dance, Kids workshops, and a Family Snow Day are all on offer.
- 8.14 Golden Bay High School (GBHS) students are working with the Engineering Department to undertake the required landscape screening of the Takaka Wastewater Plant Upgrade.
- 8.15 Information has been gathered from interested parties as to the health of Lake Killarney. A plan will then be prepared on how to enhance it (return it to a healthier state) and funding sought to do this. GBHS students will be involved in the monitoring and rehabilitation.

**Publications**

- 8.16 Ecobuzz publication continues to be appreciated as shown by a recent survey of recipients.
- 8.17 Nelson Tasman Youth Week Events Listing Guide is being distribution on 6 May.
- 8.18 Positive discussions are being held with Nelson City Council events team with the aim of producing a regional annual events calendar.
- 8.19 The new Boredom Busters format has been positively received.

**Online**

- 8.20 The following is a brief report with key web statistics for the various Council web properties from 9 March to 24 April 2015.

***Waimea Community Dam website***

- Slow and steady traffic for the waimeacommunitydam.co.nz website.
- Sessions total was 336, by 241 users averaging 3.36 pages per session.
- Visits averaged 4 minutes, with a total of 1130 page views.

***Tasman.govt.nz***

- 207,879 page views in 66,217 sessions by 30,032 users.
- Average 3.14 pages viewed in 2:40 minute session.
- Notes - upgrades to NCS rates and cemeteries search and payment module is in the process of being implemented and security patch implemented.

***Tasmanlibraries.govt.nz***

- 22,721 page views in 9,072 sessions by 4,207 users.
- Average 2.5 pages viewed in 2:32 minute session.

- Upgrade to new version of content management system had been completed.

**Jamonline.co.nz**

- 275 pages viewed in 179 sessions by 170 users.
- Average 1.5 pages viewed per 0:36 minute session

**Tasman District Council Lowdown** - 2015 Downloads to date: 563

**9. Strategic Policy Update**

- 9.1 The focus for the last six weeks for Strategic Policy staff has mainly been the consultation for the Long Term Plan process. You have received information on this at the workshops of 11 and 13 May and the reports will be included on the Council agenda for 28 May. The final Long Term Plan is scheduled for approval at the Council meeting of 26 June.
- 9.2 We have also commenced work on a partial review of the Abel Tasman Foreshore Scenic Reserve Management Plan. A report on this was included on the Council agenda for 6 May.
- 9.3 The telephone survey of 400 residents commenced at the beginning of May and should now be completed. Following analysis of the results, a report on the survey will come through to a Council meeting in the next couple of months.

**10. Golden Bay Museum Report**

- 10.1 Attached is the Golden Bay Museum’s report for the six month period July to December 2014.

**11. Aquatic and Fitness Centre**

- 11.1 Attached is the ‘commentary and patronage’ pages of the February 2015 report from the Aquatic and Fitness Centre managers. Patronage for the month was up on February from previous years.

**10 Attachments**

1.	Golden Bay Museum Report	29
2.	Aquatic & Fitness Centre February 2015 Report	33



**Golden Bay Museum**  
***Te Waka Huia o Mohua***

73 Commercial Street, Takaka 7110  
Golden Bay/Mohua, New Zealand  
Ph 64 3 525 6268  
goldenbaymuseum@xtra.co.nz  
www.goldenbaymuseum.org.nz

**DATE:** 23 February 2015  
**TO:** Community Development Committee, Tasman District Council  
**FROM:** Golden Bay Museum Society Board  
**SUBJECT:** Report on Golden Bay Museum, July-December 2014

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This 6-monthly report is a Board responsibility under the Memorandum of Understanding.

At the time of writing we are entering the museum's 25th anniversary year, which we hope to mark with special events in October.

**Summary–Key Points:**

- (a) **Museum Achievements:**
- Two exhibitions: Margaret Wilson Collection, Scouts & Guides
  - 5-year Strategic Plan developed & Submission to Long Term Plan
  - Education programme and contact with schools initiated
  - Website created, new Museum brochure, Members' Newsletter issued
  - Whale-Whalery: project planning and fundraising
  - Reilly St fence & gate reinstated
- (b) **Unresolved TDC Issue:** Overhanging trees and gutter maintenance (in previous report).

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The following expands on activities of the Board and Golden Bay Museum *Te Waka Huia o Mohua* during the report period.

**1 General**

July-December spans two distinct periods in the museum's annual cycle:

- Quiet winter period, where access is provided solely via the Pohutukawa Gallery.
- Beginning of the main visitor season (Labour Weekend to Anzac Day), which is supported by the volunteer programme.

**2 Board**

The Board continues to provide operational support in various ways.

**Changes:** In July two new Board members (Robin Riley and Geoff Rennison) were formally co-opted and Cr Sangster stepped down as the TDC representative. He was replaced by Golden Bay Community Board Deputy Chair Leigh Gamby, whose participation is appreciated.

**Activities:** The board formally met 6 times during the period, plus a Strategic Planning session. (Agendas and Minutes are sent to the Community Partnerships Coordinator–Community Development.) Several smaller "portfolio" meetings also took place, involving one or more Board members, sometimes with staff or community input. Much effort has gone into fundraising.

TDC relationship: The Board renegotiated the Memorandum of Understanding (July), presented a 6-month report (July) and made a submission to the Long Term Plan (October) based on its new Strategic Plan. See also building-related matters (para 7).

**3 Staff**

All staff have been available since August. Performance reviews have been completed, and accumulated annual leave is being taken in a managed way. The new Time-in-Lieu policy is being added to employment agreements.

We were pleased to be able to increase remuneration for one staff member by a dollar an hour in the 2014/15 budget. Fundraising has meant a cleaner could be employed over summer, when volunteers and visitors increase the need for cleaning in public and service areas.

Staff discussed the draft Strategic Plan and provided input.

Volunteers: Despite advertising, we have been unable to attract enough volunteers to fully staff the hours over the 2014/15 season; we currently have 15 volunteers, covering 36 hours per week. A shortage of volunteers is not unique to the museum. Volunteers also contribute behind the scenes, e.g. by photographing collection items, filing cuttings, and working on the website. This is a wonderful help.

**4 Financial**

The TDC grant of \$47,000 (+ gst) was received in August. Donations, fundraising stalls and raffles between November and 10 January raised over \$9,000 for the whale-whalery project (para 8), and a TDC Grants from Rates application received \$1,000 for museum equipment.

At its December meeting the Board approved a revised budget for the remaining 3 months of its 2014/15 financial year. Although it shows a cashflow deficit of \$172, this has been covered by a contribution of \$263 from the proceeds of the 29 November fundraising stall, thus enabling a cleaner to be employed on contract.

We have begun to use online banking, and some account coding changes will provide greater transparency. This won't take full effect until our 2015/16 financial year.

**5 Exhibitions, Visitor Numbers, Memberships & Marketing**

- **Visitor numbers** are counted only during the season and when volunteers are on duty. This year shows a marked increase in visitor numbers for the period Labour Weekend to 31 December 2014: 1332 adults and 232 children. Compared with the same period in 2013 this is an increase of 54% in adults and 37% in children, reflecting the general upturn in tourism. However, door donations do not seem to be keeping up with this trend, which is a concern. We will continue to monitor this.
- **Exhibitions:** A lovely exhibition based on the Museum's founding Margaret Wilson collection has been open since August. It will continue through to the 25th anniversary (October), with changing items on display. A Scouts and Guides display was added for the summer season. Planning for the winter 2015 WW1 display has begun.
- **Outreach:** Contact with schools was initiated (November), also offering a unit standard in local history.

On First Meeting Day 2014 (18 December, AT 372) the Museum was the venue for a commemorative event that attracted over 30 people, including several children.

- **Papps internal redevelopment plan:** No further action during the period.

- **Memberships:** These have risen from 30 (31 March) to 38 (31 December), reflected in additional subscription income. A Newsletter was issued in December.
- **Marketing:** The *GBWeekly* has published several articles and letters, and a "Taonga" article appeared in the *Nelson Mail* (20 December). The new museum brochure was sent to TDC councillors in October 2014.

Thanks to the volunteer generosity of Robert Jenkin, our website is now operational ([www.goldenbaymuseum.org.nz](http://www.goldenbaymuseum.org.nz)), providing basic information. It is a very positive start.

#### 6 **Collections & Research Enquiries**

In the report period 1 July-31 December 2014, 17 items were added to the collections. This does not include those items that have been found in the original collection which had never previously been accessioned. Several new publications relating to Golden Bay have either been purchased or donated to the museum collection during this time, and some interesting photographs circa 1930s and 1960s.

- **Research Enquiries:** For the report period we have completed 12 individual research enquiries. These took 270 minutes (not including joint time) of staff time, plus 90 minutes joint time (staff member working with researcher), and 120 minutes of visiting researcher time. We also have a lot of visitors, who whilst in the museum may have a question that relates to the Bay, which the front of house volunteer is unable to answer. Staff will then spend time talking to the visitor. Previously this time has not been recorded, but we have now set up a system to record this information.

#### 7 **Building**

The seismic report was received from the Community Development Manager on 12 February 2015. It shows positive results, which is a relief: "Original 1899 Building, 60% of New Building Standard; 1990 extension, >100% of New Building Standard."

**Repairs etc:** The buildings continue to present challenges, especially from overhanging trees and a poorly designed gutter that causes leaks in the museum office area during heavy rain, with resulting damage to the floor and cabinets. The leak-damaged toilet floor (reported in October) has now been repaired, apart from the replacement floor covering which is expected soon. Cleaning work and hygiene are presently compromised.

**We repeat our previous request** for a discussion with TDC on tree-related issues, and whether guttering maintenance was transferred from Sicon to the Nelmac schedule.

**Reilly St fence & gate:** Reinstated at Museum expense, plus donated work.

**Front deck development plan ('whalery'):** Proceeding in accordance with conditions set out in the Property Services Manager's letter of 22 July 2014. See para 8.

#### 8 **Whale-Whalery Project**

This ambitious plan to mark our 25th anniversary is taking a lot of Board effort as we seek to obtain funding for Alan McLean's work on the skeleton (approx \$18,000) and to create the whalery at the museum (approx \$60,000). So far we have been able to raise over \$9000, most of which is committed to acquiring preliminary plans/reports for the whalery. The whale preparation process has attracted a lot of interest from local schools.

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Please let me know if there is any further information you require.

**Penny Griffith, Chairperson, Golden Bay Museum Society Board**





## ASB Aquatic and Fitness Centre Monthly Report February 2015

### 1.0 Commentary and Patronage:

Both Wave Rave and Swim School returned in February. This restored some energy into the facility after a quiet January. Wave Rave are trailing themed nights once a month this year rather than once per quarter – the first event night will begin in March with a Wet & Wild theme.

Patronage for the Month was up on February from previous years which was good to see and showed that our marketing efforts paid off even with the warmer weather.

#### Patronage

##### ASB Aquatic and Fitness Centre Patronage Numbers:

User	Total February 2015
Adult	935
Adult Concession	530
Adult/ Preschooler (x2)	1384
Adult/ Preschooler Concession (x2)	150
Child	1427
Child Concession	103
Community Service Card Holder	93
Community Service Card Holder Concession	141
Family (x4) Shark pass	324
Preschooler	159
Preschooler concession	23
Senior	193
Senior Concession	264
Visitor	170
Student Concession	60
Aquatic Memberships	193
Holiday Programme	47
Before + After School Care	336
User Groups	223
Wave Rave	326
Promotional Visits	71
Child School Swim	11
Adult School Swim	0
Swim School	6636
Shower	19
Supervised Child Care	0
Aqua Fitness concession	236
Aqua Fitness casual visits	68
Group fitness casual visits	55
Fitness Centre casual visits	71
Fitness Centre Concessions	28
Fitness Centre Memberships	4970
<b>Total Patronage for February 2015</b>	<b>19246</b>

Total Patronage for Feb 2014	16585
Total Patronage for Feb 2013	17953
Total Patronage for Feb 2012	20705
Total Patronage for Feb 2011	17134
Total Patronage for Feb 2010	16844
Total Patronage for Feb 2009	14612
Patronage running total 2014 - 2015	153441

**9.4 LIBRARIES MANAGER'S REPORT**

Information Only - No Decision Required

**Report To:** Community Development Committee  
**Meeting Date:** 14 May 2015  
**Report Author:** Glennis Coote, Libraries Manager  
**Report Number:** RCD15-05-05

**1 Summary**

1.1 This report provides a summary of library activities for March and April. It covers:

- **Events and Promotions** – events during April included author talks, children’s workshops, lunchtime financial seminars and a library stall at the Age2be Expo.
- **Electronic Resources** – issues of ebooks and e-audio have increased following the recent launch of a new range of e-books. Issues of digital items in March accounted for 2.14% of total issues. Downloads of digital material and use of online resources have both increased by 50% compared with 2014.
- **Children’s Use of Ebooks** – the results of a recent survey of children’s reading preferences show that while children’s use of ebooks is increasing, reading books in print format is still important to both parents and children. While the library is experiencing an increase in demand for ebooks for children, it is clear that there is an ongoing need for us to provide reading material in print format.
- **Key Statistical Measures** – visitor numbers for the month of March were on par with visitor numbers for March last year, while items issued showed a small increase compared to last year.

**2 Draft Resolution**

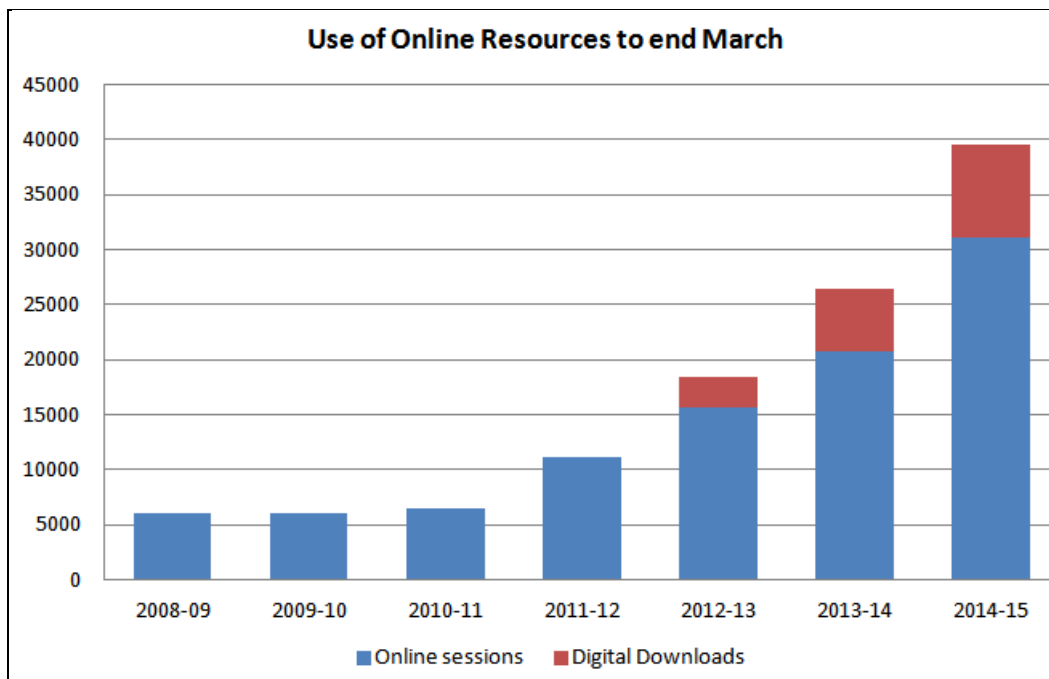
**That the Community Development Committee receives the Libraries Manager's Report RCD15-05-05.**

**3 Events, Programmes and Promotions**

- 3.1 Highlights from the events and programmes run during March and April included:
- 3.1.1 Motueka and Richmond libraries hosted author talks by Emma Stevens. Emma talked about her recently published memoir “Walking on ice”, the story of how an on-line connection evolved into marriage and time spent living in Alaska. Emma also brought along a selection of fascinating artifacts from Alaska for show and tell. Feedback from those attending was universally positive and a number of people requested that the library run more events of this kind.
- 3.1.2 Author and illustrator Ned Barraud ran workshops for children at the Richmond, Motueka and Takaka Libraries. Seventy five children attended the workshops where Ned explained the process of creating illustrations for the book “Under the Ocean” and talked about his work on the “Hobbit” movies at Weta Digital.
- 3.1.3 Popular children’s musician and entertainer Kath Bee performed for an enthusiastic audience of 100 children and parents at Motueka Library as part of the school holiday programme.
- 3.1.4 Richmond Library hosted a Nelson Provincial Museum travelling exhibition “Starting with plants”. Staff from the museum partnered with library staff to deliver a class visit programme to support the exhibition. The programme allowed Richmond/Waimea schools easier access to the museum’s programmes and enabled the involvement of the library so we could demonstrate to students how to find resources on the topic. The programme was run as a trial and is likely to take place again with a new exhibition in August or September.
- 3.1.5 Richmond Library staff held an evening orientation and information session for the Richmond St John Youth group. The session was run to assist the cadets to complete their communications badge. Feedback received from the group’s leader indicated that the session was very well received by the cadets and that it exceeded their expectations and goals for their communications badge.
- 3.1.6 The library stall at the Age2be Expo was an opportunity for us to promote library services relevant to older people. As well as being able to discuss library services, assist with general library enquiries, and demonstrate how to use our library website, staff were able to make informal contacts with other groups who cater for older people in the region. Library staff answered more than 100 queries covering a range of topics relating to library services.
- 3.1.7 As part of our Money Matters promotion in March, Richmond Library held four lunchtime financial seminars. Sessions were delivered by Lisa Dyer and Rosalie Grant from Nelson Budget Services and Trisha Edmonds, ANZ Funds Manager, from Christchurch. The seminars were: Setting goals and making a budget; Think, shrink and grow; and Kiwisaver and Retirement planning. The Commission for Financial Capability provided financial support for the speakers.

**4 Electronic Resources**

- 4.1 Issues of ebooks and e-audio showed a marked increase in March, following the recent launch of a new range of e-books from Bolinda Digital. Issues of digital items totaled 1,130, this accounted for 2.14% of all items issued.
- 4.2 At 31 March 2015, there were 683 audiobooks and 2,918 e-book titles available to Tasman library customers.
- 4.3 Use of the library’s electronic resources shows continued growth. Downloads of digital material and use of online resources have both increased by 50% compared with 2014. A comparison with previous years shows the sustained growth in use of electronic resources.



- 4.4 Each year we undertake a review of our online resources to ensure that the resources we subscribe to are continuing to meet the needs of library users. This gives us the opportunity to evaluate new resources and replace resources that are not being well used. As a result of this year’s review, we now have a number of new online resources available:
  - 4.4.1 World Book ebooks – a range of highly illustrated books for children covering science and nature, history, arts and crafts;
  - 4.4.2 Mango Languages – an extensive language learning resource covering more than 65 languages.
  - 4.4.3 Who else writes like? – a guide to help readers find new books and authors, based on a well-used print resource that has now moved online;
  - 4.4.4 Who else? – a guide to children’s and young adult’s authors and fiction series.

**5 Children’s Use of Ebooks**

- 5.1 Public libraries play a key role in supporting the development of children’s literacy. The most evident way in which we do this is by providing easy access to a wide range of

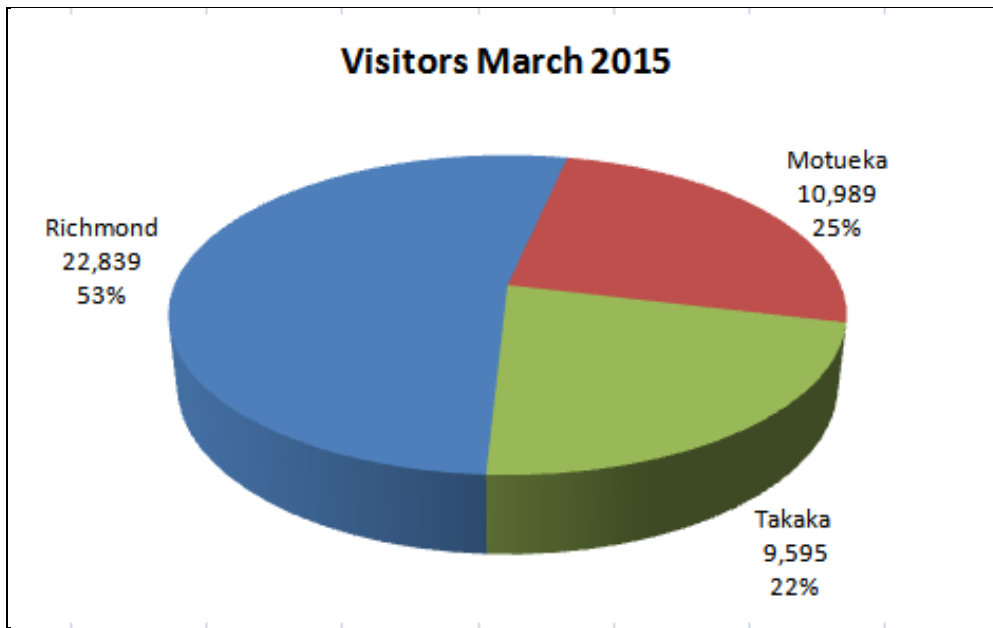
**Item 9.4**

reading material in print. The increasing availability of ebooks, as well as children’s familiarity with digital technology, has some people to assume that print collections in libraries will become redundant.

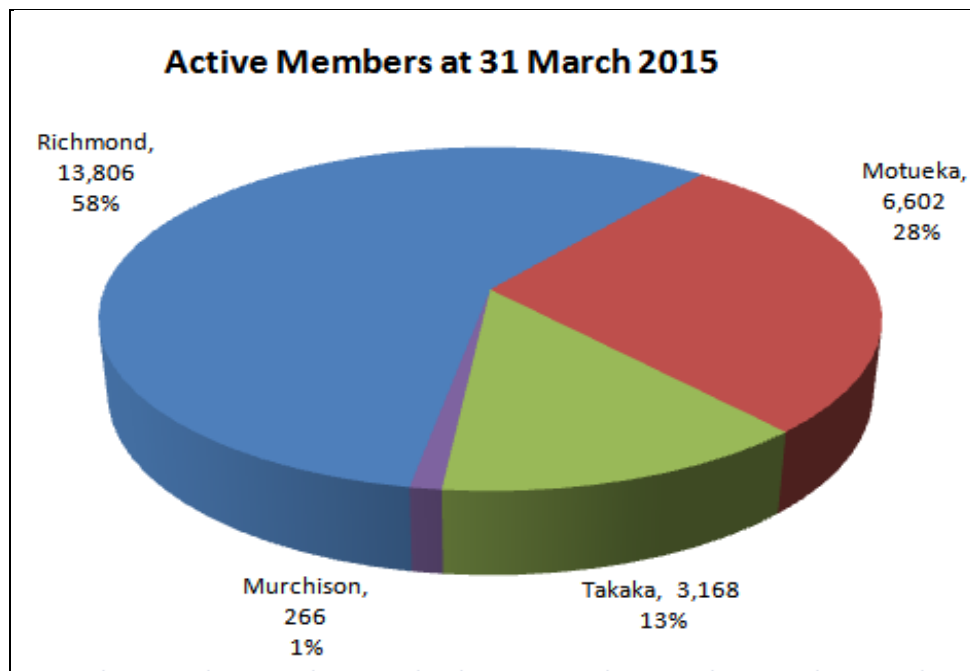
- 5.2 The recently published Scholastic Kids and Family Reading Report 2014 shows that while children’s use of ebooks is increasing, reading books in print format is still important to parents and children alike.
- 5.3 The report is the fifth edition of a biennial national survey undertaken in the United States, which surveys children and their parents about children’s reading habits and preferences. No comparable survey has been undertaken in New Zealand, but we expect that similar trends would be evident here.
- 5.4 Key findings of the survey relating to use of ebooks:
  - 5.4.1 the majority of children and their parents rank strong reading skills as the most important skill a child should have;
  - 5.3.2 the percentage of children who have read an ebook has increased steadily from 25% in 2010 to 61% in 2014;
  - 5.3.3 nearly two-thirds of children agree that they will always want to read print books even though there are ebooks available;
  - 5.3.4 compared to 2012, children who have read an ebook are more likely to say they prefer reading print books and are less likely to say they prefer reading ebooks;
  - 5.3.5 among children who have not read an ebook, interest in ereading has dropped significantly since 2012;
  - 5.3.6 when it comes to reading books for fun, nearly half of all parents prefer their child read print books over ebooks. This remains consistent with parents’ views in the 2012 survey.
- 5.5 We recognise that ebooks offer an exciting alternative for some children and that the use of technology provides the additional encouragement to read that some children need. While the library is experiencing an increase in demand for ebooks for children, it is clear that there is an ongoing need for us to provide reading material in print format.

<b>6 Key Statistical Measures</b>
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- 6.1 Visitor numbers for the month of March totalled 43,423; this was on par with visitor numbers for March last year.

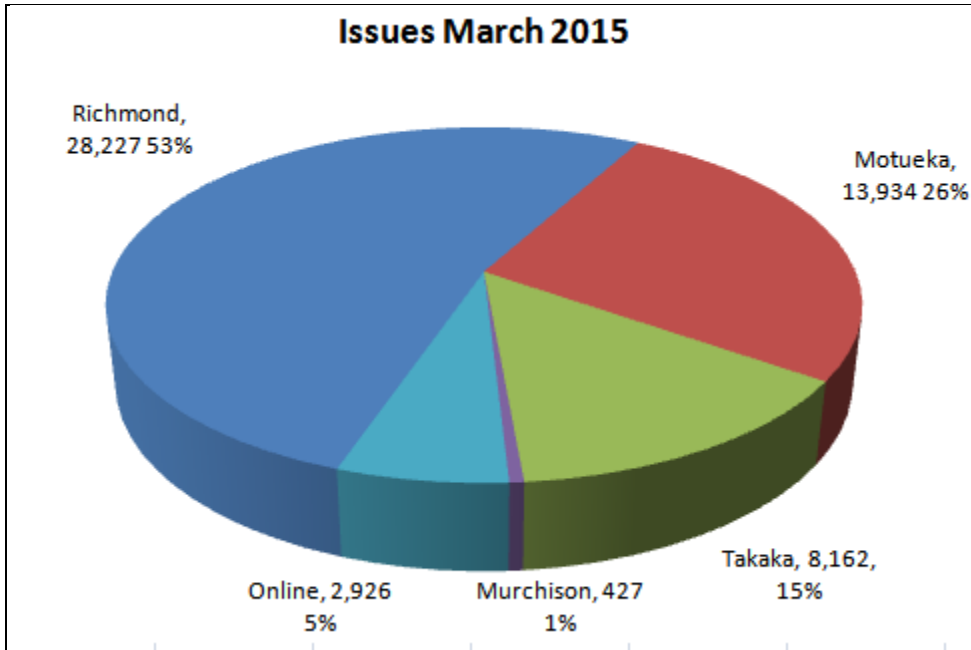


6.2 Active members at the end of March totalled 23,842. The active member count includes those people who have borrowed an item or renewed their membership during the previous two years. It does not include those people who have used electronic resources only. A snapshot of use on 31 March showed that 6,848 people or 28.7% of active library members had items on loan on that day.



6.3 Items issued during March totalled 52,752; this was an increase of 1.1% compared to March 2014. Issues for the year to date total 471,124, which is 3.4% lower than last year. The following graph shows the breakdown of issues across the library branches. Online issues are also shown; these include renewals via the library website and issues of e-books and e-audio.

Item 9.4



**7 Attachments**

Nil



**9.5 ACTION SHEET - COMMUNITY DEVELOPMENT REPORT**

**Information Only - No Decision Required**

**Report To:** Community Development Committee  
**Meeting Date:** 14 May 2015  
**Report Author:** Tara Fifield, Executive Assistant  
**Report Number:** RCD15-05-06

**1 Summary**

1.1 The action items are attached from previous Community Development Committee meetings.

**2 Draft Resolution**

**That the Community Development Committee receives the Action Sheet - Community Development Report RCD15-05-06.**

**3 Attachments**

1. Action Sheet May 2015

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**Action Sheet – Community Development Committee**

Item	Action Required	Responsibility	Completion Date/Status
Meeting Date 19 June 2014			
RCD14-06-02 Community Development Manager's Report	Property staff to approach adjoining property owners with a view to securing rear access to the property via Council property to the north-east of the Takaka Service Centre property.	J Frater	Work in progress. Will action upon confirmation that Service Centre repairs are to proceed.
RCD14-06-02 Community Development Manager's Report	Property staff to amend the reserve classification of the service centre land at 78 Commercial Street, Takaka from Reserve for Public Hall to Local Purpose Reserve (Council and Community Buildings).	R Cant	Public Notice advert has occurred. Submission period closed and there were no objections. Report to be presented for a decision to change the classification in due course.
RCD14-06-04 Portable Seating Hire Policy	Staff to review the budgets for portable seating and come back to the Committee with revised hireage fees for the 2015/2016 financial year.	F Wafer	Work in progress.
Meeting Date 11 September 2014			
Aquatic and Fitness Centre presentation	Councillors were interested in a breakdown on who uses the pool and also a breakdown on swimming lesson participants.	S Edwards	A survey was undertaken on the location of users for the pools but unfortunately 90% of the survey results chose not to fill in their location. Another survey will be undertaken in the next month or so and as a lot of these will be done via the staff this should help gain this info

Item 9.5

Attachment 1

## Item 9.5

Meeting Date 12 February 2015			
RCD15-02-01 Chair's Report	It was asked that the designs and costings of the Golden Bay Community Facility come back to the Council so that Councillors can be kept informed.	S Edwards	A report will be presented at the next Community Development Committee meeting on 25 June 2015.
RCD15-02-04 Community Development Manager's Report	Staff to draft a policy on the use of approved contractors by our volunteer hall committees.	F Wafer / A Gerraty	This will be undertaken after the Long Term Plan is adopted.
Meeting Date 26 March 2015			
Notice of Motion: Krammer bach	Staff were asked to bring back a report on whether the Policy for Private Structures on Esplanade Reserves should be reviewed.	J Frater	Not yet commenced
RCD15-03-05 Chair's Report	NCC staff to provide updates on the Dun Mountain track and Brook Sanctuary Fence.	S Edwards	<p>A temporary access above the track was completed during the week of 27 April and the Dun Mountain Trail is now open to cyclists and pedestrians. A media release article has been published in the Nelson Mail &amp; Live Nelson.</p> <p>The temporary access was checked after the earthquake and heavy rain fall event over ANZAC weekend and it stood up well.</p> <p>As an extra precaution the track was closed again for two hours during the week commencing 4 May to remove a tree leaning towards the temporary access track. In consultation with the Brook Waimarama Sanctuary Trust construction works that required the temporary closure of the Dun Mountain Trail have now</p>

## Attachment 1

			been completed. The track is now open to cyclists and pedestrians all days of the week.
RCD15-03-06 Community Development Manager's Report	S Edwards to contact LGNZ to see if they have been involved in H&S review and whether they are advocating for local authorities.	S Edwards	Susan has been in contact with LGNZ and will update the Committee at the meeting if any information is available.

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Attachment 1