



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

Date: Thursday 12 February 2015
Time: 9.30 am
Meeting Room: Tasman Council Chamber
Venue: 189 Queen Street
Richmond

Community Development Committee

AGENDA

MEMBERSHIP

| | | |
|---------------------------|----------------------|-----------------|
| Chairperson | Cr J L Edgar | |
| Deputy Chairperson | Cr M L Bouillir | |
| Members | 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, 4 December 2014, 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 3 December 2014 be received by the Community Development Committee.

8 PRESENTATIONS

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9 REPORTS

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9.2 Krammer Bach - Tapu Bay..... 11

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8 PRESENTATIONS

8.1 NELSON EDUCATION

Decision Required

Report To: Community Development Committee
Meeting Date: 12 February 2015
Report Author: Tara Fifield, Executive Assistant
Report Number:
File Reference:

PRESENTATION

Education Nelson Tasman representatives, in conjunction with Education New Zealand, will be presenting on the topic of international strategy development for the Nelson Tasman international education sector. This will include an overview of international education make-up and impact in the region and domestically, and what the vision and requirements are for growing international education in our region.

The representatives are:

Tony Gray, CEO NMIT;
Cathy Ewing, Principal Nelson College for Girls;
Scott Haines, Principal Motueka High School; and
Greg Scott, Business Development Manager Education New Zealand.

Appendices

Nil

9 REPORTS

9.1 CHAIR'S REPORT

Information Only - No Decision Required

| | |
|------------------------|---|
| Report To: | Community Development Committee |
| Meeting Date: | 12 February 2015 |
| Report Author: | Judene Edgar, Chairman, Community Development Committee |
| Report Number: | RCD15-02-01 |
| File Reference: | |

1 Summary

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

- Golden Bay Community Facility Project Group update;
- an update in regard to information reports which are now being taken as read;
- a collection of community events around the district.

2 Draft Resolution

That the Community Development Committee receives the Chair's Report RCD15-02-01.

3 Welcome

- 3.1 Welcome to the first Community Development Committee meeting for 2015. The year will not be without challenges, particularly the work to be done to complete, consult on and then finalise the Long Term Plan 2015-2025 (LTP). The new format alone will have challenges for the public, so our communication strategies will be critical, none more so than ensuring that the media understands the changes so that they will communicate the messages correctly.
- 3.2 There will always be improvements that can be made to our systems, processes, planning, modeling, etc, but this should not devalue the significant work that has gone into the LTP to date. All Activity Management Plans have improved, or in some cases new ones developed where gaps were identified. The new 30 year Infrastructure Strategy and Financial Strategy have also been significant pieces of work on top of 'business as usual'. Co-ordinated by the Strategic Policy team, staff across the Council have put in a substantial amount of time over the Christmas/New Year period to ensure we have everything finalised with sufficient time to enable a longer-than-statutory consultation period.

4 Golden Bay Community Facility Project Group

- 4.1 Council staff have been advised that the proposed gymnasium in the Golden Bay Community Facility is too small to provide for a full size netball court. The gymnasium would need to be 850 mm longer and 2 m wider overall to accommodate a full size netball court. The working party will be discussing this matter further at their next meeting on 10 February. There are options, but taking budgetary constraints into account, some hard decisions may need to be made. Any final decision will come back to this Committee as a recommendation from the Working Party.

5 Information Reports

- 5.1 Information Reports are to be taken as read. Staff will provide any updates or expand on the information provided, where deemed necessary. Off-site staff in particular, such as the Libraries Manager, will no longer attend the meetings as a rule, unless there is a particular matter of import that requires their attendance. If a councillor believes the author of an Information Report is needed at the meeting, please contact Susan Edwards, Community Development Manager, at least two days prior to the meeting. I like to extend my appreciation on behalf of the Council to the entire Community Development team for their great work this year and thank them for their dedication and commitment to the Tasman district.

6 Community Events

- 6.1 Water shortages aside, we have had a beautiful summer with some glorious sunny weather. Consequently, the community and visitors to the region have enjoyed numerous amazing events run or supported by Council, utilising some of our great built facilities. Events such as the Tasman Skatepark Tour (Mapua, Takaka, Tapawera, Motueka, Brightwater and

Richmond) and Summer Movies al fresco (Moutere Hills, Tasman, St Arnaud, Richmond, Takaka and Motueka as well as sites in Nelson) also support some of our smaller communities and facilities.

- 6.2 At the Murchison Sport, Recreation and Cultural Centre the Youth Council organised a Disco, the Lions Club organised a Senior Citizens Christmas function, there was a Christmas Eve gala and a Gong Concert (no idea!).
- 6.3 Moutere Hills Community Centre hosted Summer Movies al fresco and had a successful (if not slightly wet) Sarau Festival.
- 6.4 Washbourn Gardens in Richmond also hosted Summer Movies al fresco, Tiny Tots Toys and Teddies, Nelson Jazz and Blues Festival, Carols by Candlelight and Around the World in 80 Days. The ASB Aquatic Centre received funding to provide three x 1 week 'Wet and Wild Challenges' – water safety programme for free.
- 6.5 Motueka Recreation Centre staff have been busy running holiday programmes, public skating, neighbourhood community park events and supervising the Motueka School Pool.
- 6.6 In Golden Bay there was the annual Santa Parade and Christmas Carols, the Village Green hosted the Twilight Concert Series as well as a number of other fun community events such as the Collingwood Summer Food Fair and Tata Titanic Cardboard Boat Race.

| |
|----------------------|
| 7 Attachments |
|----------------------|

Nil

9.2 KRAMMER BACH - TAPU BAY**Decision Required**

Report To: Community Development Committee

Meeting Date: 12 February 2015

Report Author: Jim Frater, Property Services Manager

Report Number: RCD15-02-02

File Reference: 41719

Item 9.2**1 Summary**

- 1.1 Mr John Krammer has owned a bach at Tapu Bay for many years but does not own the land on which the bach is located. The land was vested as an esplanade reserve in about 1984 and at that time the Council agreed to allow the bach to remain at the Council's pleasure.
- 1.2 More recently the Council established a policy for "Private Structures on Esplanade Reserves" which required them to be removed by 31 March 2014 or upon three months notice for private structures situated on newly vested esplanade reserves.
- 1.3 Mr Krammer has since requested a lifetime occupancy of his bach and has agreed to having it removed upon his death.
- 1.4 This report recommends that the Committee decline the request and require removal of the bach within three months. However, it also provides a set of conditions for the continued occupancy of the bach should the Committee consider that there are compassionate reasons to allow it to remain.

2 Draft Resolution**That the Community Development Committee:**

1. **receives the Krammer Bach - Tapu Bay report RCD15-02-02; and**
2. **declines the request from Mr J Krammer and reconfirms that the Policy for Private Structures on Esplanade Reserves applies to the Krammer Bach at Tapu Bay and requires the bach to be removed within three months of the date of this resolution.**

3 Purpose of the Report

- 3.1 The report's purpose is to consider a request asking that the Council decision to require the Krammer bach to be removed from the esplanade reserve at Tapu Bay be reviewed and that Mr Krammer be given a lifetime occupancy of the land on which the bach stands.

4 Background and Discussion

- 4.1 The "Policy for Private Structures on Esplanade Reserves" was approved in March 2011. The policy requires that the term of occupancy for structures on esplanade reserves expires on 31 March 2014 and upon expiry, all improvements are to be removed at the owner's expense. The only exception to the policy was for the Gatward bach at Ligar Bay. Mrs Gatward's father previously owned the land on which this bach is located before it became reserve and the Council agreed to grant her a lifetime occupancy.
- 4.2 The owners of two baches at Tapu Bay were notified of the policy. One chose to remove their bach and the other owner, Mr John Krammer, has requested that his bach be allowed to remain for the balance of his life.
- 4.3 The Krammer bach is circa 1894 and has apparently been shifted three times. Its current location is shown on the attached aerial photograph (Attachment 1). It is not regarded as historically significant but is a typical example of the baches which were erected near rivers or coastlines since the settlement of New Zealand occurred. I understand that it has been in its present location since the 1930s.
- 4.4 The Waimea County Council minutes in 1984 record that the Council allowed two baches, one of which was the Krammer bach, to remain on the newly created Tapu Bay esplanade reserve at the pleasure of the Council. The reserve was created as the result of a subdivision. Mr Krammer has not owned the land on which this bach is located.
- 4.5 The proposal from Mr Krammer is that the Council allows the bach to remain on the esplanade reserve at Tapu Bay for his lifetime. Mr Krammer would issue instructions in his will for it to be removed within three months of his death.
- 4.6 If the Council agreed to the proposal from Mr Krammer, it would be an exception to the policy for private structures on esplanade reserves. The bach does not have sufficient significance to warrant heritage protection. Mr Krammer has a record of public service to the community but I do not consider that this should be grounds to approve the retention of the bach for his lifetime. If the Committee was to approve the request it should be for compassionate grounds as a one off exception to the policy.
- 4.7 If the request was approved, the following conditions are recommended:
- 4.7.1 A licence agreement is to be completed with terms and conditions approved by the Community Development Manager.
- 4.7.2 The licence fee is a minimum of \$520 per annum plus GST, to be reviewed at two yearly intervals.
- 4.7.3 The structure is to be maintained in a safe and sound condition.
- 4.7.4 The restrictions imposed by the Policy for Private Structures on Esplanade Reserves will apply.

4.7.5 Intermittent holiday use only, no letting for income.

4.7.6 The licence is for the envelope of the structure only. The land around the bach is for public use and is not to be colonised.

4.7.7 Removal of the bach is to occur within three months of Mr John Krammer's death.

4.7.8 Mr Krammer is to provide evidence that his Will includes instructions for the removal of the bach within three months of his death. Removal is to occur at no cost to the Council and to the Council's satisfaction in all respects. This information is to be provided prior to the licence agreement being executed by the Council.

4.7.9 A bond of \$3,000 is to be put up to cover the removal cost.

5 Options

- 5.1 Option one is to agree to Mr Krammer's request and allow the bach to remain for his lifetime with the conditions recommended in clause 4.7. Staff do not recommend this option. The Council has a clear policy and I do not consider that there are any special reasons to make an exception to that policy, unless the Committee considers that there are for compassionate grounds which warrant an exception.
- 5.2 Option two is to grant a licence for a specific term, say three years as an exception to the current policy. Staff do not support this recommendation as the issue will arise again at the end of the term.
- 5.3 Option three is to confirm the current policy and require the bach to be removed. We suspect that Mr Krammer will decline to remove the bach and continue his lobbying. Should that occur the Council would have the option of undertaking the removal of the bach at Mr Krammer's expense. The staff recommendation is to confirm the existing policy and require the bach to be removed. I suggest that a three month notice period be provided, effective from the date of this meeting.

6 Strategic Challenges / Risks

- 6.1 Should the Community Development Committee resolve to allow the bach to remain for Mr Krammer's lifetime, I expect that complaints will be received from those persons who consider that the Council should be consistent with its policy. Other bach owners in the district have been required to remove their baches from Council reserves and areas of legal road.
- 6.2 Should the Community Development Committee resolve to confirm the existing policy I expect Mr Krammer will continue to resist removing the bach.
- 6.3 Either option creates a small reputational risk for the Council but as long as the decision of the Committee is properly documented, it will be defensible.

7 Policy / Legal Requirements / Plan

- 7.1 Neither the Reserves Act 1977 nor the Motueka Ward Reserves Management Plan provide for private structures on esplanade reserves. The Council policy provides that existing structures and encroachments on esplanade reserves are to be removed.

- 7.2 Historic Places Trust staff advise that they will require a consent for the removal of the bach as it is located on an area of archaeological interest.

8 Consideration of Financial or Budgetary Implications

- 8.1 There are no budgetary or financial considerations with this decision report. If any costs were incurred through seeking compliance with the Council policy, these would normally be recovered from the owner of any structure. If the Council was required to remove the bach there may be collection costs, but the bond provides security for this.

9 Significance and Engagement

- 9.1 The bach has been in its present position since the esplanade reserve was vested in the Council as the result of land subdivision. The Council signaled to the community through its policy that the bach was to be removed by 31 March 2014. Property owners in the area that have been active through emails appear to have mixed views on the retention or removal of the bach. Either option in Section 5 of the report has a low to medium level of significance and further community engagement is not necessary.

10 Conclusion

- 10.1 The Council has a policy for private structures on esplanade reserves, which requires that they are to be removed. Mr Krammer has sought an exemption to the policy to allow him to keep his bach at Tapu Bay until his death, upon which its removal would be arranged in his Will.
- 10.2 Mr Krammer has been lobbying to be able to retain the bach for some time and staff have agreed to refer the request to this Committee for consideration.
- 10.3 I am of the opinion that there are insufficient grounds to allow the request unless the Committee agrees to approve it on compassionate grounds. If the Committee does agree to allow the bach to continue until his death, a set of proposed conditions have been provided in this report and should be part of the decision.

11 Next Steps / Timeline

- 11.1 The Committee’s decision will be communicated to Mr Krammer and the necessary processes put in place to ensure it is complied with.

12 Attachments

1. Aerial photograph of Krammer bach 15



Item 9.2

Attachment 1

9.3 LONG TERM PLAN SUPPORTING INFORMATION ON RESERVE FINANCIAL CONTRIBUTIONS REPORT

Decision Required

| | |
|------------------------|---|
| Report To: | Community Development Committee |
| Meeting Date: | 12 February 2015 |
| Report Author: | Beryl Wilkes, Reserves and Facilities Manager |
| Report Number: | RCD15-02-03 |
| File Reference: | |

1 Summary

1.1 This report includes the wording and proposed budget charts for the allocation of Reserve Financial Contributions (RFC) accounts. The wording to be included in the consultation document is an updated version of the statement in the Long Term Plan (LTP) 2012-2022. The report also notes the changes to the way these draft budgets have been prepared for the LTP 2015-2025.

2 Draft Resolution

That the Community Development Committee:

- 1. receives the Long Term Plan Supporting Information on Reserve Financial Contributions Report; and**
- 2. approves the Reserve Financial Contributions wording and budgets outlined in Appendix 1 for inclusion in the “Accounting Information section” of the supporting information to Long Term Plan 2015-2025 Consultation Document and for inclusion in the draft Parks and Reserves Activity Management Plan 2015.**

3 Purpose of the Report

- 3.1 The purpose of this report is to seek the Committee’s approval of the updated Reserve Financial Contributions text and budgets for inclusion in the “Accounting Information section” of the supporting information to the Long Term Plan 2015-2025 Consultation Document and for inclusion in the draft Parks and Reserves Activity Management Plan 2015.

4 Background and Discussion

- 4.1 Each Long Term Plan contains the projected 10 year budgets for Reserve Financial Contributions (RFCs) expenditure and wording on RFCs explaining:
- 4.1.1 How the funds are received;
 - 4.1.2 What RFCs can be used for; and
 - 4.1.3 Allocation of funds.
- 4.2 The budgets and wording need updating for inclusion in the Long Term Plan (LTP) 2015-2025 consultation process.
- 4.3 During the preparation of the Annual Plan 2014/2015 several changes were made to the allocation of the RFC funding. The changes were agreed to by the Council and during discussions held with the Motueka and Golden Bay Community Board members.
- 4.4 The Council decided that:
- (a) As much income as possible coming into the RFC accounts for the 2014/2015 financial year would be kept in hand to be allocated to projects, savings or extra loan repayments in the following financial year. This would allow Councillors to make decisions on expenditure with a known amount rather than an estimated amount.
 - (b) The funding in the District Wide account would be changed to provide for valuation costs, write-off of the loan for the Rainbow Skifield, a reduced amount of Library funding (books) and consultancy fees. The revegetation programme, the majority of the library book funding, and hall renewals funding was removed from the account and more appropriately allocated to the relevant Reserves and Facilities or Library accounts.
 - (c) Funding from RFC accounts to community groups for projects would be more appropriately funded through a new category of community grants for Sport and Recreation Facilities. A figure of \$35,000.00 was allocated for that fund.
- 4.5 The decisions also covered the carried forward amounts that were allocated to general items (e.g. walkways, picnic areas, etc) in the LTP 2012-2022 that had no specific project proposed at the time. The Council decided to delete these amounts where they were no longer required.
- 4.6 Some project funding was also deferred, where prerequisite associated work or developments were not completed e.g. new land purchase for Sportspark Motueka, Golden Bay Recreation Park, etc.
- 4.7 At a workshop in September 2014, I discussed with Councillors the approach you wanted to take to the RFC budgets for the LTP 2015-2025. There was support for continuing with the

Annual Plan changes, for speeding up the repayment of loan principal in the RFC accounts which have loans, and for saving some of the income each year to enable big projects, like the Motueka Library, to be part funded from these accounts.

- 4.8 When preparing the attached wording and RFC budgets for the LTP 2015-2025 I have prepared them on the above basis.
- 4.9 In the Richmond and Moutere/Waimea/Lakes/Murchison Wards I have generally only allocated 50% of the proposed income to projects, with a further 30% to paying off loans and 20% to save for big projects. For Golden Bay and Motueka Wards I have allocated 80% to projects and 20% to saving for big projects, as these accounts do not have any loans associated with them. I have added a line for 'New Reserve Land' where reserve land is to be taken in lieu of cash.
- 4.10 At this stage the funding has been allocated to general outputs where I expect we will be undertaking work or where Councillors or Community Boards have indicated that they would like work undertaken. However, I have not allocated a specific project to some of the funding. Specific projects will be nominated and approved as part of the sign off of the annual RFC work programme.
- 4.11 The draft budgets attached have been considered by the Motueka and Golden Bay Community Boards and by Ward Councillors for the other Wards.

5 Options

- 5.1 The Committee has the options of accepting the wording in Attachment 1 with or without amendment. Staff recommend that the budgets are accepted without amendment as the financial model for the LTP is now locked down. The budgets have previously been discussed by Councillors and the Community Boards. Any amendments to projects can be made prior to the final LTP being adopted.

6 Strategic Challenges / Risks

- 6.1 The main challenges and risks are that the forecast income will not be received due to subdivision and other developments that generate RFC income not going ahead, also that staff resources are not available to complete the work programme. If the Council does not receive the projected income, then the work programme will be revised following discussion with Councillors and the Boards.
- 6.2 A further risk is that the Government will amend the provisions of the Resource Management Act 1991 to remove the ability for councils to collect RFCs.

7 Policy / Legal Requirements / Plan

- 7.1 The Tasman Resource Management Plan (TRMP) and the Council's policies provide for RFC funding to be collected and outlines what the money can be spent on. The proposed projects comply with the TRMP and policy requirements.

8 Consideration of Financial or Budgetary Implications

8.1 The financial and budgetary implications are outlined in section 4 of this report and in the tables in Attachment 1.

9 Significance and Engagement

9.1 This activity is moderately significant due to the dollar values of these accounts and the public interest in the projects that are proposed to be funded. The Community Boards have been consulted on the projects for their Wards. Consultation with the general public will occur through the LTP process, as the information will be available as supporting information to the LTP Consultation Document.

10 Conclusion

10.1 There are a number of changes to the way the RFC accounts have been prepared for this LTP (e.g. identifying specific projects on an annual basis, allocating extra funding to the repayment of loans, focusing the spending on larger high value projects and using the previous year's income to allocate to projects instead of the estimated income for the year ahead).

10.2 This work should assist in keeping the accounts in a healthy state and have projects identified and carried out in a relevant time period to avoid project funding being carried forward for a number of years waiting for it to commence.

11 Next Steps / Timeline

11.1 Include the information contained in Attachment 1 in the Accounting Information section of the supplementary information to the Long Term Plan Consultation Document.

12 Attachments

1. Reserve Financial Contributions

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Reserve Financial Contributions

How funds are received

All new subdivisions, from one new lot up to hundreds of new lots, are required to pay Reserve Financial Contributions for reserves and other Council facilities. With regard to Reserve Financial Contributions, these are based on 5.62 percent of the value of all new allotments, less the value of any land taken for reserves or walkways. Credits are also given in some cases for work that is carried out on these areas of land, over and above levelling and grassing. Examples of such credits would be children's play equipment and formation of paths.

Reserve Financial Contributions are also payable as a percentage of the cost of some large constructions. For example, new factories and commercial premises.

All Reserve Financial Contributions received must be separately accounted for and the Council keeps Reserve Financial Contributions received in four separate accounts as follows:

- Golden Bay Ward
- Motueka Ward
- Moutere/Waimea and Lakes/Murchison Wards
- Richmond Ward

Income in each of these accounts varies considerably from year to year, depending on the demand for new sections and the availability of land for development.

What the Reserve Financial Contributions can be used for

Strict criteria apply to the use of Reserve Financial Contributions with use being in the main restricted to:

- Land purchase for reserves.
- Capital improvements to reserves.
- Other capital works for recreation activities.

Allocation of Funds

Each year as part of the Council's Long Term Plan review or annual work plan process, a list of works in each of the four Reserve Financial Contributions accounts is produced by staff.

These requests are considered by the Community Boards in Golden Bay and Motueka, and the Ward Councillors for each of the four ward groupings listed previously. Recommendations are then forwarded to the Council's Community Development Committee for approval before being included in the Long Term Plan or annual work plan.

In the past Council has funded smaller requests from the RFC accounts for Sport and Recreation Facilities projects. Council has moved away from this process to ensure all projects meet the criteria for use of RFC funds. In order to continue to assist these groups, Council has added a section called Sport and Recreation Facilities to its Grants from Rates scheme whereby groups can apply for funding up to \$5,000.00 for projects that support sport and recreation in the district.

Tables of the proposed expenditure of the Reserve Financial Contributions for each of the four ward groupings follow:

Item 9.3

Attachment 1

| District Wide Reserve Financial Contributions 2015-2025 | 2015/2016 Budget \$ | 2016/2017 Budget \$ | 2017/2018 Budget \$ | 2018/2019 Budget \$ | 2019/2020 Budget \$ | 2020/2021 Budget \$ | 2021/2022 Budget \$ | 2022/2023 Budget \$ | 2023/2024 Budget \$ | 2024/2025 Budget \$ |
|--|------------------------|------------------------|------------------------|------------------------|------------------------|------------------------|------------------------|------------------------|------------------------|------------------------|
| PROJECTS | | | | | | | | | | |
| Valuation costs | 11,091 | 11,369 | 11,664 | 11,979 | 12,327 | 12,696 | 13,090 | 13,522 | 13,982 | 14,485 |
| Consultant Fees | 21,995 | 22,566 | 23,153 | 23,778 | 24,444 | 25,177 | 25,958 | 26,814 | 27,753 | 28,780 |
| Library Books | 10,230 | 10,486 | 10,758 | 11,049 | 11,369 | 11,710 | 12,073 | 12,472 | 12,896 | 13,360 |
| Rainbow Project | 12,877 | 13,198 | 13,542 | 13,907 | - | - | - | - | - | - |
| Loan Interest | 342 | - | - | - | - | - | - | - | - | - |
| Loan Principal | 11,405 | - | - | - | - | - | - | - | - | - |
| | | | | | | | | | | |
| TOTAL EXPENDITURE | 67,940 | 57,619 | 59,117 | 60,713 | 48,140 | 49,584 | 51,121 | 52,808 | 54,630 | 56,625 |
| | | | | | | | | | | |
| Estimated Opening Balance | 31,532 | 21,214 | 21,214 | 21,214 | 21,214 | 21,214 | 21,214 | 21,214 | 21,214 | 21,214 |
| Internal Interest Received | 1,088 | - | - | - | - | - | - | - | - | - |
| Transfer from Ward Accounts | 56,535 | 57,619 | 59,117 | 60,713 | 48,140 | 49,584 | 51,121 | 52,808 | 54,630 | 56,625 |
| | | | | | | | | | | |
| ESTIMATED CLOSING BALANCE | 21,214 | 21,214 | 21,214 | 21,214 | 21,214 | 21,214 | 21,214 | 21,214 | 21,214 | 21,214 |
| | - 10,318 | - | - | - | - | - | - | - | - | - |
| Richmond Ward Reserve Financial Contributions 2015-2025 | 2015/2016 Budget \$ | 2016/2017 Budget \$ | 2017/2018 Budget \$ | 2018/2019 Budget \$ | 2019/2020 Budget \$ | 2020/2021 Budget \$ | 2021/2022 Budget \$ | 2022/2023 Budget \$ | 2023/2024 Budget \$ | 2024/2025 Budget \$ |
| PROJECTS | | | | | | | | | | |
| Walkways/Cycleways | | | | | | | | | | |
| General | - | | | | | | | | | 26,772 |

Item 9.3

Attachment 1

| | | | | | | | | | | |
|------------------------------------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|
| | | 7,872 | 10,769 | 18,248 | 17,054 | 46,842 | 32,598 | 18,708 | 51,633 | |
| Artwork | | | | | | | | | | |
| General | - | - | - | - | - | 23,421 | - | - | - | - |
| Sportsfields | | | | | | | | | | |
| General | - | 89,216 | 86,151 | 77,417 | 30,697 | 99,538 | 102,624 | - | 109,721 | 113,781 |
| Gardens | | | | | | | | | | |
| General | 10,000 | 10,000 | 10,000 | 10,000 | 15,000 | 15,000 | 15,000 | 10,000 | 30,000 | 10,000 |
| Picnic Areas | | | | | | | | | | |
| General | 10,240 | - | - | - | - | - | - | - | - | - |
| Playgrounds | | | | | | | | | | |
| General | 15,345 | 73,472 | 64,613 | 77,417 | 73,900 | 175,656 | 78,477 | 56,123 | 109,721 | 53,544 |
| Saxton Velodrome | 100,000 | - | - | - | - | - | - | - | - | - |
| Toilets | | | | | | | | | | |
| General | 112,530 | 115,456 | - | 27,649 | - | 72,604 | 181,101 | - | - | 66,930 |
| Cemeteries | | | | | | | | | | |
| Richmond Cemetery Roothing | - | - | 53,844 | 221,193 | 56,847 | 17,566 | 54,330 | 12,472 | 23,235 | 30,788 |
| Miscellaneous | | | | | | | | | | |
| Valuation Expenses/Future Planning | - | 10,486 | 10,758 | 11,049 | 11,369 | 11,710 | 12,073 | 12,472 | 12,896 | 13,360 |
| Security Cameras | | 20,992 | - | - | - | - | - | - | 38,725 | - |
| New Reserves | - | 104,960 | 269,222 | - | 284,233 | - | - | 311,796 | - | 334,649 |
| Loan Interest | 42,205 | 18,440 | 3,279 | - | - | - | - | - | - | - |
| Loan Principal | 404,457 | 392,791 | 108,405 | - | - | - | - | - | - | - |
| Transfer to District Wide | | | | | | | | | | 16,987 |

| | | | | | | | | | | |
|----------------------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|
| Contributions | 16,960 | 17,286 | 17,735 | 18,214 | 14,442 | 14,875 | 15,336 | 15,842 | 16,389 | |
| TOTAL EXPENDITURE | 711,738 | 860,970 | 634,777 | 461,188 | 503,542 | 477,212 | 491,540 | 437,413 | 392,320 | 666,810 |
| Estimated Opening Balance | 1,172,240 | 1,375,982 | 1,462,420 | 1,794,870 | 2,324,408 | 2,866,557 | 3,487,958 | 4,040,028 | 4,709,890 | 5,486,629 |
| Projected Income | 875,037 | 899,249 | 916,042 | 927,905 | 958,526 | 991,116 | 912,812 | 945,674 | 980,664 | 1,102,586 |
| Internal Interest Received | 40,442 | 48,159 | 51,185 | 62,820 | 87,165 | 107,496 | 130,798 | 161,601 | 188,396 | 219,465 |
| | 2,087,720 | 2,323,390 | 2,429,647 | 2,785,596 | 3,370,099 | 3,965,170 | 4,531,568 | 5,147,303 | 5,878,949 | 6,808,680 |
| Expenditure | 711,738 | 860,970 | 634,777 | 461,188 | 503,542 | 477,212 | 491,540 | 437,413 | 392,320 | 666,810 |
| ESTIMATED CLOSING BALANCE | 1,375,982 | 1,462,420 | 1,794,870 | 2,324,408 | 2,866,557 | 3,487,958 | 4,040,028 | 4,709,890 | 5,486,629 | 6,141,870 |
| | 203,742 | 86,438 | 332,450 | 529,538 | 542,150 | 621,400 | 552,070 | 669,862 | 776,739 | 655,241 |

| Waimea/Moutere & Lakes Ward Reserve | 2015/2016 | 2016/2017 | 2017/2018 | 2018/2019 | 2019/2020 | 2020/2021 | 2021/2022 | 2022/2023 | 2023/2024 | 2024/2025 |
|-------------------------------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| Financial Contributions 2015-2025 | Budget \$ | Budget \$ | Budget \$ | Budget \$ | Budget \$ | Budget \$ | Budget \$ | Budget \$ | Budget \$ | Budget \$ |
| PROJECTS | | | | | | | | | | |
| Walkways/Cycleways | | | | | | | | | | |
| General | 10,230 | 20,992 | 21,538 | 27,649 | 36,382 | 11,710 | 38,635 | 52,382 | 25,817 | 56,221 |
| Sportsfields | | | | | | | | | | |
| General | - | 131,200 | 91,535 | - | 96,639 | 76,118 | 102,624 | 81,067 | 51,633 | 87,009 |
| Gardens | | | | | | | | | | |
| General | 10,240 | 10,476 | 10,737 | 11,017 | 16,988 | 11,653 | 18,005 | 18,581 | 12,808 | 19,885 |
| Artwork | | | | | | | | | | |
| General | - | - | - | - | 8,000 | - | 8,000 | 20,000 | - | 13,000 |
| Playgrounds | | | | | | | | | | |

Item 9.3

Attachment 1

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|---|----------------|----------------|----------------|----------------|----------------|----------------|----------------|------------------|------------------|------------------|
| General - new reserves etc | 102,300 | 56,678 | 69,998 | - | 96,639 | 76,118 | 78,477 | 106,011 | 83,904 | 113,781 |
| Toilets | - | 26,240 | 26,922 | 110,596 | - | 23,421 | 24,147 | - | - | - |
| Cemeteries | | | | | | | | | | |
| General | 10,240 | 10,476 | - | 3,305 | 16,988 | 3,496 | 18,005 | 3,716 | - | 13,257 |
| Coastcare | 22,528 | 26,189 | 26,844 | 16,525 | 28,313 | 29,134 | 30,008 | 30,968 | 32,021 | 33,142 |
| Miscellaneous | | | | | | | | | | |
| Valuation Fees | 6,759 | 12,067 | 10,229 | 12,178 | 13,643 | 14,052 | 14,488 | 14,966 | 15,475 | 16,032 |
| New reserves land | 255,750 | 262,400 | 269,222 | 276,491 | - | 292,760 | - | - | 322,709 | - |
| Transfer to District Wide Contributions | 16,960 | 17,286 | 17,735 | 18,214 | 14,442 | 14,875 | 15,336 | 15,842 | 16,389 | 16,987 |
| Loan Interest | 71,280 | 54,695 | 39,626 | 27,467 | 20,520 | 12,389 | 4,259 | 101 | - | - |
| Loan Principal | 298,178 | 269,711 | 228,439 | 134,391 | 134,391 | 134,391 | 134,391 | 3,194 | - | - |
| TOTAL EXPENDITURE | 804,465 | 898,408 | 812,826 | 637,832 | 482,944 | 700,117 | 486,374 | 346,827 | 560,756 | 369,313 |
| Estimated Opening Balance | 739,369 | 605,191 | 403,909 | 127,768 | 184,840 | 422,113 | 475,073 | 751,143 | 1,205,467 | 1,491,650 |
| Projected Income | 644,780 | 675,944 | 522,547 | 690,432 | 713,216 | 737,466 | 744,791 | 771,603 | 800,152 | 799,879 |
| Internal Interest Received | 25,508 | 21,182 | 14,137 | 4,472 | 7,001 | 15,611 | 17,653 | 29,548 | 46,786 | 58,300 |
| | 1,409,657 | 1,302,317 | 940,593 | 822,672 | 905,056 | 1,175,190 | 1,237,517 | 1,552,294 | 2,052,406 | 2,349,828 |
| Expenditure | 804,465 | 898,408 | 812,826 | 637,832 | 482,944 | 700,117 | 486,374 | 346,827 | 560,756 | 369,313 |
| ESTIMATED CLOSING BALANCE | 605,191 | 403,909 | 127,768 | 184,840 | 422,113 | 475,073 | 751,143 | 1,205,467 | 1,491,650 | 1,980,515 |
| | - 134,178 | - 201,283 | - 276,141 | 57,072 | 237,273 | 52,960 | 276,070 | 454,324 | 286,183 | 488,865 |

| Motueka Ward Reserve Financial Contributions 2015-2025 | 2015/2016 Budget \$ | 2016/2017 Budget \$ | 2017/2018 Budget \$ | 2018/2019 Budget \$ | 2019/2020 Budget \$ | 2020/2021 Budget \$ | 2021/2022 Budget \$ | 2022/2023 Budget \$ | 2023/2024 Budget \$ | 2024/2025 Budget \$ |
|---|------------------------|------------------------|------------------------|------------------------|------------------------|------------------------|------------------------|------------------------|------------------------|------------------------|
| PROJECTS | | | | | | | | | | |
| Walkways/Cycleways | | | | | | | | | | |
| General | - | 15,744 | 10,769 | 15,483 | 28,423 | - | 30,184 | 31,180 | 24,526 | 24,095 |
| Sportsfields | | | | | | | | | | |
| General | - | 52,480 | 26,922 | - | 56,847 | - | 42,257 | - | - | 38,819 |
| Gardens | | | | | | | | | | |
| General | 10,230 | 10,496 | 10,769 | 5,530 | 11,369 | 11,710 | 10,866 | 12,472 | 12,908 | 13,386 |
| Playgrounds | | | | | | | | | | |
| General - new reserves etc | 66,495 | 73,472 | 43,076 | 32,073 | 39,793 | 29,276 | 60,367 | 42,404 | - | 42,835 |
| Toilets | | | | | | | | | | |
| General | 35,805 | - | 26,922 | 110,596 | - | - | - | 21,202 | - | - |
| Cemeteries | | | | | | | | | | |
| General | 7,168 | 7,333 | - | - | 10,193 | 11,653 | 12,003 | 12,387 | 12,808 | 13,257 |
| Coastcare | | | | | | | | | | |
| General | 17,920 | 17,808 | 18,254 | 22,033 | 22,650 | 23,307 | 24,006 | 24,774 | 25,617 | 22,536 |
| Miscellaneous | | | | | | | | | | |
| Purchase New Reserve | 255,750 | - | 161,533 | - | - | 292,760 | - | - | 322,709 | - |
| Valuation Fees/Future Planning | 10,230 | 6,291 | 6,455 | 4,808 | 6,822 | 7,026 | 7,244 | 7,483 | 7,738 | 8,016 |
| Keep Motueka Beautiful | 10,230 | 10,486 | 10,758 | 11,049 | 11,369 | 11,710 | 12,073 | 12,472 | 12,896 | 13,360 |
| Motueka Clock Tower Trust | 7,161 | 7,340 | 7,531 | 7,734 | 7,958 | 8,197 | 8,451 | 8,730 | 9,027 | 9,352 |
| Library Invest & Concept Plans | - | - | - | - | - | 466,139 | - | - | - | - |

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|---|------------------|------------------|------------------|------------------|------------------|----------------|----------------|----------------|----------------|----------------|
| Transfer to District Wide Contributions | 16,960 | 17,286 | 17,735 | 18,214 | 14,442 | 14,875 | 15,336 | 15,842 | 16,389 | 16,987 |
| TOTAL EXPENDITURE | 437,949 | 218,736 | 340,724 | 227,521 | 209,866 | 876,654 | 222,788 | 188,947 | 444,617 | 202,644 |
| Estimated Opening Balance | 1,237,557 | 1,109,069 | 1,200,146 | 1,180,467 | 1,250,372 | 1,351,958 | 799,559 | 839,471 | 925,196 | 767,601 |
| Projected Income | 266,766 | 270,995 | 279,040 | 256,110 | 264,562 | 273,557 | 232,716 | 241,094 | 250,014 | 181,940 |
| Internal Interest Received | 42,696 | 38,817 | 42,005 | 41,316 | 46,889 | 50,698 | 29,983 | 33,579 | 37,008 | 30,704 |
| | 1,547,018 | 1,418,882 | 1,521,191 | 1,477,894 | 1,561,823 | 1,676,213 | 1,062,258 | 1,114,143 | 1,212,218 | 980,244 |
| Expenditure | 437,949 | 218,736 | 340,724 | 227,521 | 209,866 | 876,654 | 222,788 | 188,947 | 444,617 | 202,644 |
| ESTIMATED CLOSING BALANCE | 1,109,069 | 1,200,146 | 1,180,467 | 1,250,372 | 1,351,958 | 799,559 | 839,471 | 925,196 | 767,601 | 777,601 |
| | - 128,488 | 91,077 | - 19,679 | 69,905 | 101,585 | - 552,399 | 39,912 | 85,726 | - 157,595 | 10,000 |

Attachment 1

| Golden Bay Ward Reserve | 2015/2016 | 2016/2017 | 2017/2018 | 2018/2019 | 2019/2020 | 2020/2021 | 2021/2022 | 2022/2023 | 2023/2024 | 2024/2025 |
|-----------------------------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| Financial Contributions 2015-2025 | Budget \$ | Budget \$ | Budget \$ | Budget \$ | Budget \$ | Budget \$ | Budget \$ | Budget \$ | Budget \$ | Budget \$ |
| PROJECTS | | | | | | | | | | |
| Walkways/Cycleways | | | | | | | | | | |
| General | - | 10,476 | 16,106 | 16,525 | 16,988 | 17,480 | 18,005 | 18,581 | 19,213 | 19,885 |
| Sportsfields | | | | | | | | | | |
| Golden Bay Recreation Reserve | 15,345 | 7,347 | 16,153 | 16,589 | - | - | - | - | - | - |
| Art Works | | | | | | | | | | |
| General | - | - | 4,295 | 4,407 | - | - | - | 11,148 | - | 11,931 |
| Playgrounds | | | | | | | | | | |
| General - new reserves etc | - | - | - | - | 22,739 | 23,421 | 24,147 | - | - | - |
| Cemeteries | | | | | | | | | | |

| | | | | | | | | | | |
|---|---------|---------|---------|---------|---------|---------|---------|-----------|-----------|-----------|
| General | - | - | 10,769 | 11,060 | - | - | - | - | 11,618 | - |
| Coastcare | 20,460 | 20,972 | 21,517 | 22,098 | 22,739 | 23,421 | 24,147 | 24,944 | 25,792 | 26,720 |
| Transfer to District Wide Contributions | 5,653 | 5,762 | 5,912 | 6,071 | 4,814 | 4,958 | 5,112 | 5,281 | 5,463 | 5,662 |
| TOTAL EXPENDITURE | 41,458 | 44,556 | 74,752 | 76,750 | 67,279 | 69,280 | 71,410 | 59,954 | 62,085 | 64,199 |
| Estimated Opening Balance | 604,770 | 631,608 | 699,390 | 742,755 | 779,430 | 831,694 | 886,987 | 928,485 | 988,184 | 1,051,193 |
| Projected Income | 47,431 | 90,233 | 93,638 | 87,429 | 90,314 | 93,385 | 79,646 | 82,513 | 85,566 | 69,574 |
| Internal Interest Received | 20,865 | 22,106 | 24,479 | 25,996 | 29,229 | 31,189 | 33,262 | 37,139 | 39,527 | 42,048 |
| | 673,066 | 743,946 | 817,507 | 856,180 | 898,973 | 956,268 | 999,896 | 1,048,138 | 1,113,278 | 1,162,815 |
| Expenditure | 41,458 | 44,556 | 74,752 | 76,750 | 67,279 | 69,280 | 71,410 | 59,954 | 62,085 | 64,199 |
| ESTIMATED CLOSING BALANCE | 631,608 | 699,390 | 742,755 | 779,430 | 831,694 | 886,987 | 928,485 | 988,184 | 1,051,193 | 1,098,616 |
| | 26,838 | 67,783 | 43,365 | 36,676 | 52,264 | 55,293 | 41,498 | 59,699 | 63,009 | 47,423 |

9.4 COMMUNITY DEVELOPMENT MANAGER'S REPORT

Information Only - No Decision Required

Report To: Community Development Committee
Meeting Date: 12 February 2015
Report Author: Susan Edwards, Community Development Manager
Report Number: RCD15-02-04
File Reference:

1. Summary

- 1.1 This report provides the Committee with an update on my work since the December Community Development Committee meeting and outlines key highlights of the work undertaken by the Reserves and Facilities and Strategic Policy sections of the Community Development Department.
- 1.2 The Reserves and Facilities section provides an update on the Saxton Velodrome and Takaka Memorial Garden projects, visits to the occupants of our Pensioner Cottages and the sand push ups undertaken at Pakawau and Parapara Beachs.
- 1.3 The Strategic Policy section notes that the majority of staff time has been spent on the Long Term Plan Consultation Document and supporting information and also notes that tenders for the Residents' Survey close late February.

2. Draft Resolution

That the Community Development Committee receives the Community Development Manager's Report RCD15-02-04.

3. Purpose of the Report

- 3.1 To provide the Committee with an update on my work since the last Community Development Committee meeting and to outline key highlights of the work undertaken by the Reserves and Facilities and Strategic Policy sections of the Community Development Department. Highlights of the Libraries, Community Relations and Customer Services section's work are covered in separate reports on this agenda.

4. Christmas/New Year

- 4.1 This is my first report for 2015. I hope all Councillors had a good Christmas/New Year break.
- 4.2 A few Community Development staff worked through the Christmas/New Year period to ensure our activities continued to function, particularly in the areas of Reserves and Facilities, Customer Services and Libraries. We needed to make sure that essential services (for example cemetery burials, urgent service requests) were dealt with in a timely manner. The staff noted that this holiday season was generally quieter than recent years. I'd like to take this opportunity to thank the staff that worked over the break.

5. Community Development Update

- 5.1 Since my last report in December, I have undertaken a number of key activities. Among other things, these have included:
- attending meetings on the Waimea Community Dam;
 - travelling to Golden Bay to make a presentation to U3A (University of the 3rd Age) Democracy Class on how to develop and strengthen local democracy;
 - attending the Golden Bay Community Board meeting on 9 December and 10 February and providing follow up and support on various matters to the Board;
 - discussions with staff regarding a security review of the main office, service centres and libraries;
 - travelling to Motueka to attend a site visit of the Motueka Library to see what work needs to be completed;
 - attending meetings to discuss proposed new clubrooms at Huia Rugby Football Club;
 - meeting with Vision Motueka on their strategic vision for the town;
 - attending several Long Term Plan (LTP) workshops;
 - along with other staff, meeting with the Audit Director from Audit NZ on the LTP;
 - working on Activity Management Plans (AMP);
 - attending weekly meetings with the LTP Project Team and regular AMP Project Board meetings; and
 - reviewing the LTP documents which will go out for consultation.

6. ASB Aquatic and Fitness Centre

- 6.1 Attached is the 'commentary and patronage' pages of the December 2014 report from the pool managers. The fitness centre members for the month were 5,768.

7. Reserves and Facilities Update

- 7.1 Saxton Velodrome – the completed draft detailed plans for the Velodrome have arrived and need to be reviewed and considered by the working party. This is scheduled to happen on 5 February.
- 7.2 Takaka Memorial Garden – Glenn Thorn met with the RSA at the gardens on 29 January to discuss the project. He is waiting for the detailed plans from the RSA for the Waharoa and Weeping Wall to be able to lodge the Council consents. He is also waiting on quotes for Council's components.
- 7.3 Pensioner Housing visits – Francie Wafer has completed the annual pensioner cottage visits which went well with minimal maintenance required.
- 7.4 Pakawau and Parapara Beach areas - sand push ups were carried out on these beaches the week before Christmas. They are holding up well. The high tide in mid January moved some of the sand around. The sand push ups are currently doing the job, as intended.

8. Strategic Policy Update

- 8.1 The Strategic Policy team continued working on the Long Term Plan Consultation Document and supporting information. The majority of supporting information is scheduled to be adopted by the Council on 19 February and the main document on 5 March. Consultation is planned to run from 9 March to 20 April.
- 8.2 The other work streams for the Long Term Plan are continuing as scheduled, including Quality Assurance, the Growth Strategy, Risk Management and liaison with Audit New Zealand.
- 8.3 For a number of years Council has contracted a firm to undertake the annual Residents' Survey. Staff consider it is timely to seek tenders for the work to ensure we are getting a good service for the price we pay. Tenders for the Residents' Survey close late February and following this an evaluation will be undertaken in order to enable us to determine the best value service provider.

9. Attachments

- | | | |
|----|--|----|
| 1. | ASB Aquatic & Fitness Centre December report | 35 |
|----|--|----|

ASB Aquatic and Fitness Centre Monthly Report November 2014

1.0 Commentary and Patronage:

November has seen a decline in patronage over the last few years. This is notable for the number of Swim School visits during the month (-2000) but also slightly seen casual admissions to the pools. Child and Adult/preschool visits have shown growth during the period. Some of the decline could be associated to the cooler weather during the month. Halloween Wave Rave was a success as per previous years. The facility and staff were in theme and the children had an outstanding night.

ASB Aquatic Centre at the Richmond Christmas Parade



Patronage

ASB Aquatic and Fitness Centre Patronage Numbers:

| User | Total November 2014 |
|--|---------------------|
| Adult | 966 |
| Adult Concession | 646 |
| Adult/ Preschooler (x2) | 1398 |
| Adult/ Preschooler Concession (x2) | 112 |
| Child | 1465 |
| Child Concession | 78 |
| Community Service Card Holder | 151 |
| Community Service Card Holder Concession | 109 |
| Family (x4) Shark pass | 332 |
| Preschooler | 156 |
| Preschooler concession | 30 |
| Senior | 165 |
| Senior Concession | 309 |
| Visitor | 184 |
| Student Concession | 45 |
| Aquatic Memberships | 232 |
| Holiday Programme | 0 |
| Before + After School Care | 419 |
| User Groups | 356 |
| Wave Rave | 290 |
| Promotional Visits | 90 |
| Child School Swim | 261 |
| Adult School Swim | 13 |
| Swim School | 7621 |
| Shower | 19 |
| Supervised Child Care | 0 |
| Aqua Fitness concession | 207 |
| Aqua Fitness casual visits | 53 |
| Group fitness casual visits | 80 |
| Fitness Centre casual visits | 85 |
| Fitness Centre Concessions | 63 |
| Fitness Centre Memberships | 5768 |
| Total Patronage for November 2014 | 20737 |

| | |
|------------------------------|-------|
| Total Patronage for Nov 2013 | 22687 |
| Total Patronage for Nov 2012 | 23426 |
| Total Patronage for Nov 2011 | 20935 |
| Total Patronage for Nov 2010 | 17407 |
| Total Patronage for Nov 2009 | 17489 |

| | |
|--|--------------|
| Patronage running total 2014 - 2015 | 92687 |
|--|--------------|

9.5 COMMUNITY RELATIONS MANAGER'S REPORT

Information Only - No Decision Required

Report To: Community Development Committee
Meeting Date: 12 February 2015
Report Author: Chris Choat, Community Relations Manager
Report Number: RCD15-02-05
File Reference:

1 Summary

- 1.1 This summer, as with most years, has been a busy period for the Community Relations Section with a focus on events and the increased use of the Council's facilities.
- 1.2 Cross-departmental cooperation continues to grow with a particular emphasis on the development and impending release of the Long Term Plan (LTP) Consultation Document and its supporting documents and the introduction of recycling changes.
- 1.3 The LTP, in particular the legislative changes to the process and publications, will be the focus of communications activities over the next few months.
- 1.4 Online activity is still a focus and the team is working on providing an increasing level of support through the opportunities it provides.
- 1.5 Support for Environmental Education opportunities remains high with schools continuing with the programme in the coming year.

2 Draft Resolution

That the Community Development Committee receives the Community Relations Manager's Report RCD15-02-05.

3 Purpose of the Report

- 3.1 To inform the Committee of the past and planned activities of the Community Relations section which delivers community partnerships and education, community facility activity management, communications and online services on behalf of the Council.

4 Past Events

- 4.1 **Tiny Tots Toys and Teddies (TTTT)** – the annual TTTT party provides parents and children a chance to interact and create new memories in a child-friendly event focused towards active participation and engagement. Approximately 300 attended the free pre-Christmas event in Washbourn Gardens.
- 4.2 **Carols by Candlelight** – the Richmond community came out in force to support the annual Carols by Candlelight celebration, with many arriving hours before the scheduled start to continue their own pre-carol traditions. Washbourn gardens looked amazing, well maintained and lit up to capture the mystical magic.
- 4.3 **Tasman Skatepark Tour** - the Tasman Skatepark Tour, now into its ninth year, continues to lead the way as the region’s premiere extreme sports showcase. Six regional heats were held with over 1200 spectators and 250 competitors involved. Primarily positioned as a youth event, the tour has expanded and now attracts a wide range of age groups and demographics.
- 4.4 The Skatepark Tour has run for seven years and is at the stage where it is now possibly ready to be handed over to the community groups that assist in its running. This would allow the Community Partnerships Team to focus on new and/or existing opportunities.
- 4.5 **Summer Movies** - Al Fresco summer movies returned to the region, with Moutere Hills, Richmond, St Arnaud, Takaka, and Motueka hosting eight screenings over January. The summer movies continue to draw family audiences, and are still considered a novelty.
- 4.6 **Jazz in the Park** – Richmond’s Washbourn Gardens was the only Tasman venue to host an affiliated Nelson Jazz and Blues Festival event. Nearly 3000 people attended.

5 Upcoming Events

- 5.1 **Go By Bike and Bike Wise** – these events have a cycling focus. They are a series of active transport campaigns in February. 11 February is ‘Go by Bike Day’, with celebratory breakfasts to take place in Richmond (Sundial Square), Takaka (Quiet Revolution Cycle Shop) and Motueka (Clock Tower). Bikewise week commences the following week, with a series of free family fun rides scheduled for Motueka (Sunday 15 March, 1.00 pm, Motueka Skatepark), Golden Bay (Sunday 22 March, 10.00 am, Takaka Primary School), and Richmond (Sunday 1 March, 2.00 pm, Rabbit Island).

- 5.2 **Cricket World Cup (CWC)** - 16 and 19 February, 5 March, 10.00 am to 6.00 pm, Saxton Oval, Stoke. The Get Moving Valet Bike Parking Service will be available for all three CWC 2015 games at Saxton Oval. The big bike tune-up service will also be available.
- 5.3 **Choice Children's Day** - Sunday 1 March, 2.00-4.00 pm, Conifer Park, Richmond.
- 5.4 **Moturoa Mission** - Wednesday 11 March, 10.00 am to 1.00 pm, Rabbit Island. This is an Enviroschools event at Rabbit Island comprising of a series of interactive workshops and team challenges. The event caters for 200 students, from 21 Tasman and Nelson primary schools supported by a number of local agencies.
- 5.5 **Positive Ageing Expo** - Friday 27 March, 9.00 am to 3.00 pm, Headingly Centre, Richmond. The fifth annual Positive Ageing Expo is tracking well, with 45 out of the 55 available stalls reserved, with a good variety of social service, recreation, leisure and health care agencies enrolled. Seminars are to include presentations by Lois Tonkin (author) and Mike Inglis (amputee adventurer), with Minister for Senior Citizens Maggie Barry to officially open the expo.

6 Programmes

- 6.1 **Tasman Youth Council** - recruitment for the 2015 Tasman Youth Council is almost complete with approximately 30 young people about to embark on induction training during the first weekend in March. A Top of the South Youth Council Coordinators Seminar took place recently with neighbouring Nelson, Marlborough and Kaikoura councils. It included a valuable best practice knowledge sharing exercise.
- 6.2 **Tasman Street Ambassadors (TSA)** - the TSA are in the final weeks of their summer service, having spent Friday and Saturday evenings patrolling the Richmond and Motueka townships. Initial observations have concluded a shift in socialising patterns of young people, who are not visiting CBD's as frequently as in the past. However there are still incidents of young people in need of support/medical attention. TSA have been able to assist with these people. A full report will be provided at the conclusion of the service.
- 6.3 **Trust Power Community Awards 2015 Dates:**
 Awards Open: Monday 2 March
 Awards Close: Friday 1 May
 Awards Function: Monday 29 June
- 6.4 **Good Wood** – two of the Good Wood suppliers in Tasman changed ownership at the end of 2014 and one supplier closed. The annual meeting with suppliers reinforced the value of their commitment to the improved air quality especially seen in Richmond. The messages encouraging early purchase of firewood has seen more firewood sold before and after Christmas. A list of actions was developed with the suppliers to extend support for this programme.

7 Grants and Funding

7.1 Next funding rounds

Creative Communities: 10 March

Sport NZ Rural Travel Fund: 30 April

8 Enviroschools, Schools and Waste Minimisation Education Activities

- 8.1 Tasman now has three green-gold; four silver and seven bronze enviroschools with more enviroschools keen to review their progress this year. Enthusiasm remains high amongst schools with more wishing to sign up to the opportunity in the coming school year.
- 8.2 All of the 980 enviroschools in New Zealand were asked to complete a survey to assess their involvement in the possible range of environmental actions. 80% of Tasman enviroschools responded. The results are planned to be available at the end of March providing a good measure of support for environmental education initiatives.
- 8.3 Three hundred and twenty students and 90 parents, teachers and school caretakers toured the Richmond Resource Recovery Centre, Greenwaste to Zero and Eves Valley Landfill in 2014. These tours helped support other waste minimisation education programmes. The tours will continue this year and also promote the process around the new recycling bin and provide resources to assist the reduction of food waste to landfill, which is planned as a national focus starting in March this year.
- 8.4 Department of Conservation's Big Beach Clean Up in partnership with Tasman District Council, Nelson City Council and Nelmac held early November was again successful with 3.93 tonnes of rubbish collected by volunteers from the 54 beaches in Tasman Bay. The next Big Beach Clean Up is to be held in March alongside Seaweek.
- 8.5 Local Richmond schools and early childhood centres provided up-cycled decorations for the Christmas trees in the Richmond office and Library and the Service Centre in Motueka. Further information and photos are provided in the Customer Services Manager's report.

9 Community Facilities

- 9.1 Alterations to the Motueka Recreation Centre are to proceed with the announcement just before Christmas of a Lotteries Grant of \$256,554. This is in addition to the previously received \$50,000 from the Canterbury Community Trust and Council support of \$146,000.
- 9.2 The alterations, which include lift access and a new sports floor, should be completed over the next year.

10 Communications Report

- 10.1 Communications activity across all media will be focused on increasing the understanding of the Long Term Plan (LTP) and its new processes. In particular, information about the

process changes brought about by the amendment to the Local Government Act will need to be widely distributed to ensure those who wish to take part can do so fully informed.

10.2 The LTP process is also requiring changes to various Council financial policies and strategies. The proposed changes are significant and need to be communicated effectively, adding another level of importance to the communications within this first quarter.

10.3 Communications activity by all departments traditionally picks up in November/December and 2014 was consistent with that pattern. Gearing up communications for the influx of visitors and the holiday period is one catalyst, as are the events Council runs and the increasing focus on Council's Long Term Plan. Regular publications, Mudcakes & Roses, Boredom Busters, and Newline all had late December production runs and the annual Summer Events Guide was also produced in this period. The Waimea Community Dam consultation required increased activity.

10.4 One off activity over this period included:

- In Your Neighbourhood promotional material;
- Waimea Community Dam;
- Tasman Youth Council recruitment;
- Promotional and onsite support for events;
- Regulatory support;
- Capital project communications and material;
- Ecofest and Enviroschool material;
- Choice Children's Day promotional material;
- Site Contamination Register;
- Freedom Camping;
- LTP consultation document – concepts and layout;
- Road safety;
- Rural Land Use Review material; and
- Summer events guide 2014/15.

10.5 Regular publications produced:

4 x Newline;

1 x Mudcakes & Roses; and

1x Boredom Busters.

11 Online Report

11.1 This report covers website traffic for the period of 15 November to 15 January for tasman.govt.nz, tasmanlibraries.govt.nz and jamonline.govt.nz. It also includes download

statistics for the Tasman District Council radio programme on Fresh FM and a brief snapshot of statistics for the Waimea Community Dam website.

11.2 **New Submission Form** - a new submission form has been created for the website by the IS Team. While the website is the window to this system, it differs from previous forms in that information submitted is not managed within the website, but by a more powerful backend system. Significant improvements have been made to automate what were previously manual systems and reduce administration. The public will use this form to submit on all public consultations.

11.3 The new process will enable a greater level of transaction management, including receiving submissions, contact with submitters, scheduling hearings and staff comment and response, as well as collating and presenting information to Councillors.

11.4 The new submission form will be demonstrated at the meeting.

11.5 **High Level Statistics** – Tasman.govt.nz

| 15 Nov to 14 Dec | 15 Dec to 14 Jan | Variance (+/- %) |
|---|---|--------------------------------------|
| 44,949 sessions by 21,012 users | 47,131 sessions by 24,192 users | Sessions +4.85% Users +15%% |
| 153,195,484 page views (an average of 3.41 per session) | 155,912 page views (an average of 3.31 per session) | Page views +1.77% Average + 0.28% |
| Average visit length 2:47 | Average visit length 2:42 | Length – 2.55% |

The peak visits were recorded on Wednesday 31 December – 2,322 sessions. Number of sessions and page views have increased compared to the last report.

Library website

- 10,675 sessions by 4,946 users for 26,059 page views.
- Average session duration 2:13.
- Note that this does not include use of the catalogue system.

Jam Online

- 196 sessions by 162 users for 387 page views.

Social Media

Excellent gains here – 95 new twitter followers and 39 more facebook likes.

- 384 (up from 345) likes on facebook.
- 890 followers on twitter (up from 785).

Radio Show

- Downloads total for 2014 now total 749 – up from 674 last report.

Tasman District Council website statistics:

Audience Overview

15 Nov 2014 - 15 Jan 2015

Email Export Add to Dashboard Shortcut

All Sessions
100.00%

+ Add Segment

Overview

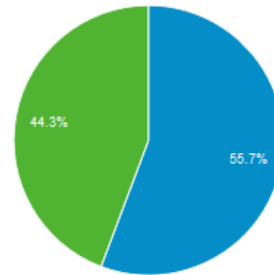
Sessions vs. Select a metric

Hourly Day Week Month



| | |
|--|--------------------------------|
| Sessions 725 | Users 495 |
| Pageviews 2,304 | Pages / Session 3.18 |
| Avg. Session Duration 00:03:07 | Bounce Rate 54.90% |
| % New Sessions 55.72% | |

■ New Visitor ■ Returning Visitor



12 Attachments

- | | | |
|----|--------------------------|----|
| 1. | Tasman \$200ships letter | 45 |
|----|--------------------------|----|

Hi TDC,

My name is Abbey Franklin and earlier this year I was fortunate enough to undertake a 10 day youth development voyage onboard the spirit of adventure, with the support of TDC. This support shown is hugely appreciated and helped make possible what was the best experience of my life. On the 21st of July of this year, I boarded the tall ship in Auckland and become a part of voyage 671, during which I created memories and met people I will never forget. As I love sailing and being at sea, the ship itself was a huge highlight. I will never forget the feeling of being up the 40m high mast, looking out over the ocean, or helping set/stow the sails out on the yards (shown in photo). It was incredible. We were also fortunate enough to swim with dolphins for almost an hr one morning which was phenomenal and an added bonus. The crew onboard were some of the most inspiring people i'd ever been lucky enough to meet, who were and still are huge role models for me, and the way I live my life. Another highlight for me was the final day of the voyage, trainee day, where we as the trainees run the ship. I was extremely privileged to take on the role of captain, and to this day I am still not sure how/why I was chosen. However, this opportunity I was given made that day the best of my life as I was surrounded by an amazing crew and people, doing something I loved. This experience has had a lasting impact on me, and a key lesson I learnt on board was everyone has leadership potential. This was a hugely important lesson for me, one I plan to use hugely in my leadership role within my school, Nelson College for Girls, next year. This role I can only attribute to the experience in leadership and life, I gained from the spirit, and to the the spirt and TDC, for that I am ever thankful.

Once again, thank you so much for supporting me in this experience which I am certain I will never forget.

All my thanks,
Abbey Franklin

9.6 LIBRARIES MANAGER'S REPORT

Information Only - No Decision Required

Report To: Community Development Committee
Meeting Date: 12 February 2015
Report Author: Glennis Coote, Libraries Manager
Report Number: RCD15-02-06

1 Summary

1.1 This report provides a summary of library activities for January. It covers:

- **Events and Promotions** – Events during December and January included Christmas Storytime sessions and a scavenger hunt activity for children, a music-making workshop for families and author talks in Motueka and Takaka libraries.
- **Summer Reading Programme** – 370 children took part in this year’s programme but there was less demand than usual for places in the programme. A review of the current programme will include an evaluation of alternative programme models.
- **Books for Babies** – A grant of \$1,612 was received from the Canterbury Community Trust for the purchase of books for our Books for Babies scheme.
- **National Library Services to Schools** – Changes to the National Library’s Service to Schools lending service may result in greater demand for use of public library materials to support classroom teaching.
- **Key Statistical Measures** – Visitor numbers for December were 5% higher and issue numbers were 3.9% higher compared to last year. Use of the library’s online resources was 60% higher than in December 2013.

2 Draft Resolution

That the Community Development Committee receives the Libraries Manager's Report RCD15-02-06.

3 Events, Programmes and Promotions

- 3.1 A range of events, promotions and programmes were held during December/January, these included:
- 3.1.1 Christmas Storytime sessions at Motueka and Takaka Libraries saw children enjoying favourite Christmas stories and making Christmas decorations.
 - 3.1.2 Honkytromblastic, a music-making workshop for families with popular local musician Levity Beet was held at Richmond Library.
 - 3.1.3 Happy Camper Scavenger Hunt, a fun activity for children, designed to tie in with the Summer Reading Programme.
 - 3.1.4 Richmond Library hosted community displays for AIAnon and Body in Space theatre group's "Round the World in 80 Days".
 - 3.1.5 Stepping Up Digital Literacy training classes were run at Richmond Library in December. These were the final four classes in the initial pilot programme. Stepping Up classes will commence again in March.
 - 3.1.6 Golden Bay author, Suzanne Clark, launched her book "His Father's Will" at Takaka Library early in December and talked about her book at an event at Motueka Library in January. The book is an historical novel based on the life of William Tyrell who was born in Takaka in 1891.
 - 3.1.7 Caitlin Halliwell, who writes as Cathleen Welsh, hosted a book promotion event at Takaka Library for her children's book, 'Ponies of Pencarreg.'
 - 3.1.8 Crafted Poppies workshops at Motueka Library were run as part of the community-wide red poppies initiative to mark the centenary of Gallipoli on Anzac Day 2015.

4 Summer Reading Programme

- 4.1 The Summer Reading Programme was our major children's activity during December and January. The aims of the programme are to foster the love of reading, encourage children to confidently use the library and maintain children's reading skills. Evidence has shown that emergent readers often lose reading confidence and skills during the long summer holiday break unless they receive strong encouragement to continue reading. Feedback from parents tells us that the Summer Reading Programme helps children to maintain their reading skills and in many cases helps to advance their reading.
- 4.2 While we believe the programme continues to meet its aims and the children taking part are enthusiastic participants, it was disappointing that this year the number of enrolments was lower than usual. This year 370 children enrolled for the programme, down from the 400 enrolments of recent years. In past years, there has been strong competition for the limited number of places and this is the first year in which we have not filled all available spaces.
- 4.3 It is difficult to know why there has been a decrease in the level of interest in the programme. A number of schools have put in place their own holiday reading programmes

which may have had an impact on our enrolments; or it may be that a programme which relies on a specific number of report-ins at the library is no longer manageable for some families.

- 4.4 The Summer Reading Programme has been running in its present format for the last 13 years. It may be that it is time to change the model and accordingly we will evaluate alternative models when we undertake our review of this year's programme.

5 Books for Babies Scheme

- 5.1 The Books for Babies scheme has been running for approximately 12 years. Tasman and Nelson Libraries provide a simple board book to all babies born in the Nelson, Motueka and Takaka Hospitals. Nelson Public Libraries supply the books for babies born in the Nelson Hospital and Tasman District Libraries supply the books for babies born in the Motueka and Takaka hospitals. In addition, any baby enrolled as a library member before their first birthday receives another board book. Both books are New Zealand publications depicting images familiar to New Zealand families.
- 5.2 The aim of the scheme is to have all newborn babies in the district start life with the gift of a book. The books we provide help establish a home library and are specially selected to assist the development of eye focus as well as model how to read to babies. Providing a board book when a baby is enrolled as a library member allows staff to engage with families from the beginning of a child's life and to offer a range of materials and programmes to support them.
- 5.3 The scheme is funded by grants and in December we received a grant of \$1,612 from the Canterbury Community Trust. This grant will allow us to purchase 400 books, 200 for delivery in hospitals and 200 for babies enrolled at the library.

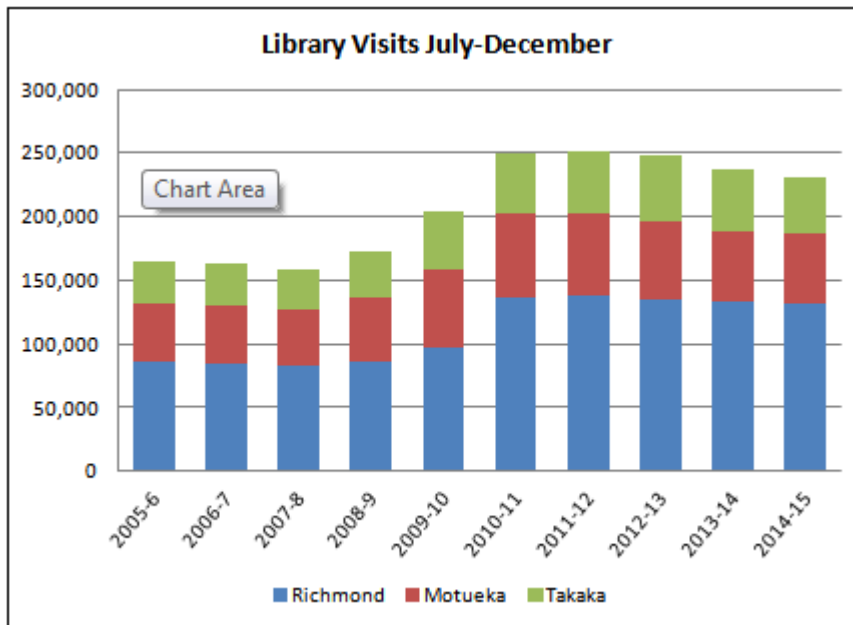
6 National Library Service to Schools

- 6.1 Late last year the National Library announced a change to the Services to Schools lending service. The service is to be transformed with fewer print-based resources and more enhanced online services.
- 6.2 In the past, schools have been able to request bulk loans of non-fiction material from the National Library to support their classroom teaching. From July this year these loans will no longer be available; instead, support will be available online through specially selected content. A number of schools and school librarians have expressed concern about their inability to access online resources due to limited access to computers and poor internet connections.
- 6.3 It is difficult to know what impact these changes may have on use of public library collections of children's material. We anticipate that there may be greater demand from some teachers for use of our materials to support their classroom teaching. We will need to monitor this closely as our primary responsibility is to support children's homework and recreational

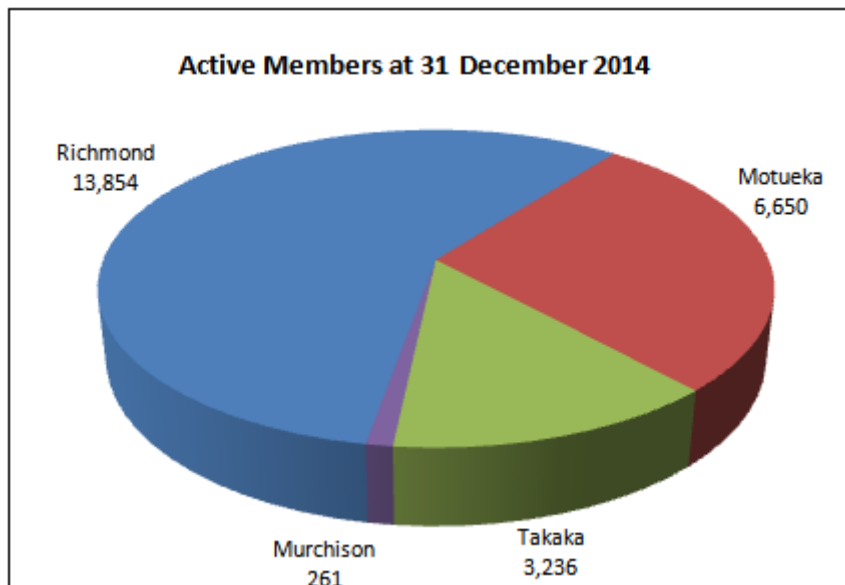
reading needs; we generally do not have sufficient numbers of appropriate material for classroom use.

7 Key Statistical Measures

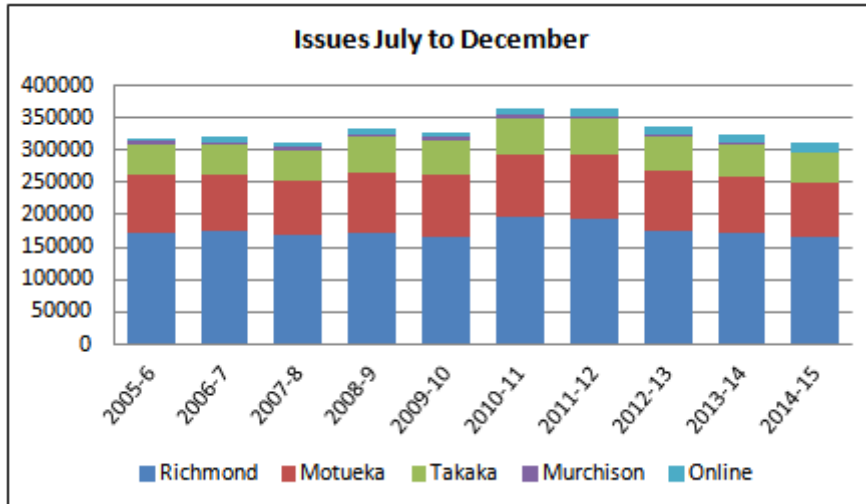
7.1 Typically, December is one of the busiest months of the year for our libraries. Visitor numbers for the month of December totalled 42,333; this was an increase of 5% compared to December 2013. Of particular note is the 14% increase in visitors to Motueka Library. 29 December was our busiest day across the district with 3,124 visitors to the Richmond, Motueka and Takaka libraries. The daily average for December is usually 1,600-1,800 visitors.



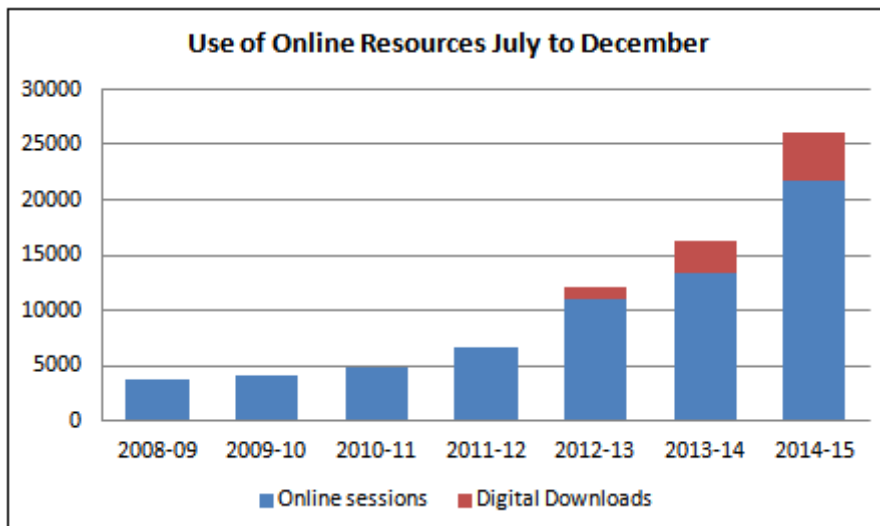
7.2 Active members at the end of December totalled 24,001. A snapshot of use on 31 December showed that 6,941 people or 29% of active library members had items on loan on that day.



7.3 Items issued during December totalled 53,676; this was an increase of 3.9% compared to December 2013. Issues for the year to date total 312,848, which is 3.3% 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.



7.4 Use of the library’s online resources shows continued growth. Session numbers and downloads for the year to date are 26,119 which is 60% higher than last year. Downloads of digital material have increased by 53% and use of online resources has increased by 61% compared with 2013. A comparison with previous years shows the sustained growth in use of online resources.



8 Attachments

Nil

9.7 CUSTOMER SERVICES MANAGER'S REPORT

Information Only - No Decision Required

Report To: Community Development Committee
Meeting Date: 12 February 2015
Report Author: Suzanne Westley, Customer Services Manager
Report Number: RCD15-02-07
File Reference:

1 Summary

1.1 This report provides an update to the Committee on the activities of the Customer Services section since the last Committee meeting. Customer Services includes the Richmond, Motueka, Takaka and Murchison offices. Information on the following matters is included in the report:

- (i) Activity numbers for 1 October to 31 December 2014;
- (iii) Land Information Memorandum Review; and
- (ii) UpCycling decorations for our Christmas Tree.

2 Draft Resolution

That the Community Development Committee receives the Customer Services Manager's Report RCD15-02-07.

3 Purpose of the Report

3.1 The purposes of this report are to:

- provide a review of the 1 October to 31 December period for the Customer Services team; and
- provide an update on the Land Information Memorandum Review; and
- supply information on the UpCycling Decorations for our Christmas Tree.

4 Phone and Counter Activity

4.1 The second quarter of the 2014/15 year has been business as usual for the Customer Services (CS) team.

4.1.1 Both phone and counter activity has remained at levels exceeding the same period in the previous year.

4.1.2 An additional 2,500 calls were answered when compared with the same time in 2013. There is no pattern as to why more calls were received as the queries ranged right across the board from dogs to refuse.

4.1.3 When reviewing the transactional activity at the counters, the CS team processed 1,157 more transactions than the previous year. Property enquires are taking a greater amount of CS Officers' time.

4.1.4 These numbers reflect the activity of the CS team but do not reflect the complexity of, or the time taken to answer queries. We are noticing that the time taken by customers to review property information is becoming longer and the queries more detailed.

5 Service and Information Requests

5.1 Requests for information regarding Council processes, plans or property information are increasing.

5.2 The process improvements to our delivery of information by using Sharefile as our preferred delivery method, is working well with a much greater acceptance of the change and positive feedback from our regular customers.

5.3 As a spin off from the Land Information Review, we have developed a more professional General Property Enquiry information handout for customers. Currently we are looking at how we can include this with our Sharefile information in a seamless way.

5.4 On average, the processing of Land Information Memorandums is within six days.

5.5 The numbers processed for the quarter was 178 – 16 less than the previous year.

6 Land Information Memorandums (LIMs) Review

- 6.1 The Project Team is continuing with work on this project. The objective is to improve and streamline our process, complete a policy for staff on information required for LIM's and enable electronic delivery of documentation.
- 6.2 The outcomes of this project meet the requirements of Strategic Challenge One – Service to Customers and Citizens, including: Theme One – Delivering business processes improvements; and Theme Two Improving service capacity and adding value to our customers.
- 6.3 We are now heading into a period of staff training on the new process across all departments for staff involved with LIM's. We are also keen to get user acceptance for the changes being made, from some of our regular customers. We anticipate going live with the change process from May 2015.
- 6.4 We would like to demonstrate how this system works by presenting our work to the Committee at a future meeting. Alternatively, I am more than happy to discuss this with any Councillor who is interested in the project and who would like to see the changes we've made.

7 UpCycling and Decorating our Christmas Tree

- 7.1 Thank you to Sara Doggett for coming up with the suggestion for asking local schools to create recycled Christmas decorations for our tree.
- 7.2 Sara worked with Adie Leng to encourage seven local kindergartens and schools to create decorations. The children who made the decorations then came to the Council and decorated the tree.
- 7.3 Creations were made from ice cream sticks through to coffee cups, as well as a huge chain made from cut and painted plastic drink bottles that reached from the top of the tree to the floor.
- 7.4 The customers who were lucky enough to be in the foyer at the time the children sang carols, were treated to a heart warming performance.
- 7.5 Thank you to everyone involved.

Item 9.7



8 Attachments

Nil

9.8 ACTION SHEET - COMMUNITY DEVELOPMENT REPORT

Information Only - No Decision Required

Report To: Community Development Committee
Meeting Date: 12 February 2015
Report Author: Tara Fifield, Executive Assistant
Report Number: RCD15-02-08

1 Summary

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

2 Draft Resolution

That the Community Development Committee receives the Action Sheet - Community Development Report RCD15-02-08.

3 Attachments

1. Action Sheet 59

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. |
| 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 been drafted and is intended to be published late January/early February. |
| 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 | | | |
| ASB 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 will be undertaken on the location of users for the pools. Staff tabled a breakdown of where fitness members came from at a previous meeting. |
| Meeting Date 4 December 2014 | | | |
| RCD14-12-04 Reserves and Facilities | A meeting to be held between Reserves and Facilities Manager, Coordinator | B Wilkes | A meeting was held on 12 December. A subsequent meeting was held and it was decided this matter would |

Item 9.8

Attachment 1

Item 9.8

| Item | Action Required | Responsibility | Completion Date/Status |
|---------|---|----------------|---|
| Manager | Environmental Health, Compliance team and the E&P Manager to discuss freedom camping issues at Motueka Beach Reserve. | | be resolved at the Environment & Planning Committee meeting scheduled for 29 January. |

Attachment 1