

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

Date: Thursday 21 September 2017
Time: 9.30 am
Meeting Room: Tasman Council Chamber
Venue: 189 Queen Street
Richmond

Community Development Committee

AGENDA

MEMBERSHIP

Chairperson	Cr P L Canton	
Deputy Chairperson	Cr D M Wensley	
Members	Mayor R G Kempthorne	Cr S R Brown
	Cr S G Bryant	Cr M J Greening
	Cr P H Hawkes	Cr T B King
	Cr C M Maling	Cr D E McNamara
	Cr D J Ogilvie	Cr P F Sangster
	Cr T A Tuffnell	Cr A C Turley

(Quorum 7 members)

Contact Telephone: 03 543 8578
Email: tracey.barron@tasman.govt.nz
Website: www.tasman.govt.nz

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, 10 August 2017, be confirmed as a true and correct record of the meeting.

7 REPORTS OF COMMITTEE

Nil

8 PRESENTATIONS

- 8.1 Moutere Hills Community Centre 5
- 8.2 Keep Motueka Beautiful Committee 7

9 REPORTS

- 9.1 Chair's Report 9
- 9.2 Draft Policy on Housing for Older Adults 2017 41
- 9.3 Community Development Manager's Report..... 59
- 9.4 Action Sheet - Community Development..... 75

10 CONFIDENTIAL SESSION

- 10.1 Procedural motion to exclude the public..... 79
- 10.1 Parks and Reserves Asset Maintenance Contracts 79

8 PRESENTATIONS

8.1 MOUTERE HILLS COMMUNITY CENTRE

Information Only - No Decision Required

Report To:	Community Development Committee
Meeting Date:	21 September 2017
Report Author:	Tracey Barron, Executive Assistant - Community Development
Report Number:	RCD17-09-01

PRESENTATION – MOUTERE HILLS COMMUNITY CENTRE

Katrina McLean, Facility Manager, will make a presentation to the Committee on the Facility financials and provide a general update of activities.

8.2 KEEP MOTUEKA BEAUTIFUL

Information Only - No Decision Required

Report To:	Community Development Committee
Meeting Date:	21 September 2017
Report Author:	Tracey Barron, Executive Assistant - Community Development
Report Number:	RCD17-09-02

PRESENTATION – KEEP MOTUEKA BEAUTIFUL COMMITTEE

Paul Mosley, Secretary of the Keep Motueka Beautiful Committee, will make a presentation to the Committee on the Annual Report and provide a general update of activities.

9 REPORTS

9.1 CHAIR'S REPORT

Information Only - No Decision Required

Report To:	Community Development Committee
Meeting Date:	21 September 2017
Report Author:	Dana Wensley, Deputy Chair, Community Development
Report Number:	RCD17-09-03

1 Summary

- 1.1 Welcome to the Community Development Committee meeting. While Cr Canton is away, I will be chairing the meeting.
- 1.2 On Wednesday 6th September Councillors had the opportunity to meet and hear from Tasman's Youth Councils. The tremendous amount of work they put into their surveys was evident. I propose that as a council we take steps to hear the voice of our youth councillors at further Community Development meetings. Community Development is the ideal place to trial this new approach.

2 Draft Resolution

That the Community Development Committee

- 1 receives the Chair's Report RCD17-09-03; and**
- 2 requests staff to report back to the Committee on the opportunity for a youth councillor to be appointed as a youth council adviser to the Committee; and**
- 3 requests staff to seek an amendment to Council's Standing Orders to enable a youth council advisor to be appointed to the Committee.**

4 Welcome

- 4.1 Welcome to the Community Development Committee meeting. While Cr Canton is away I will be chairing the meeting. We wish him well on his travels and hope he comes back refreshed to take on the new challenges that Council always brings.

5 Background and Discussion

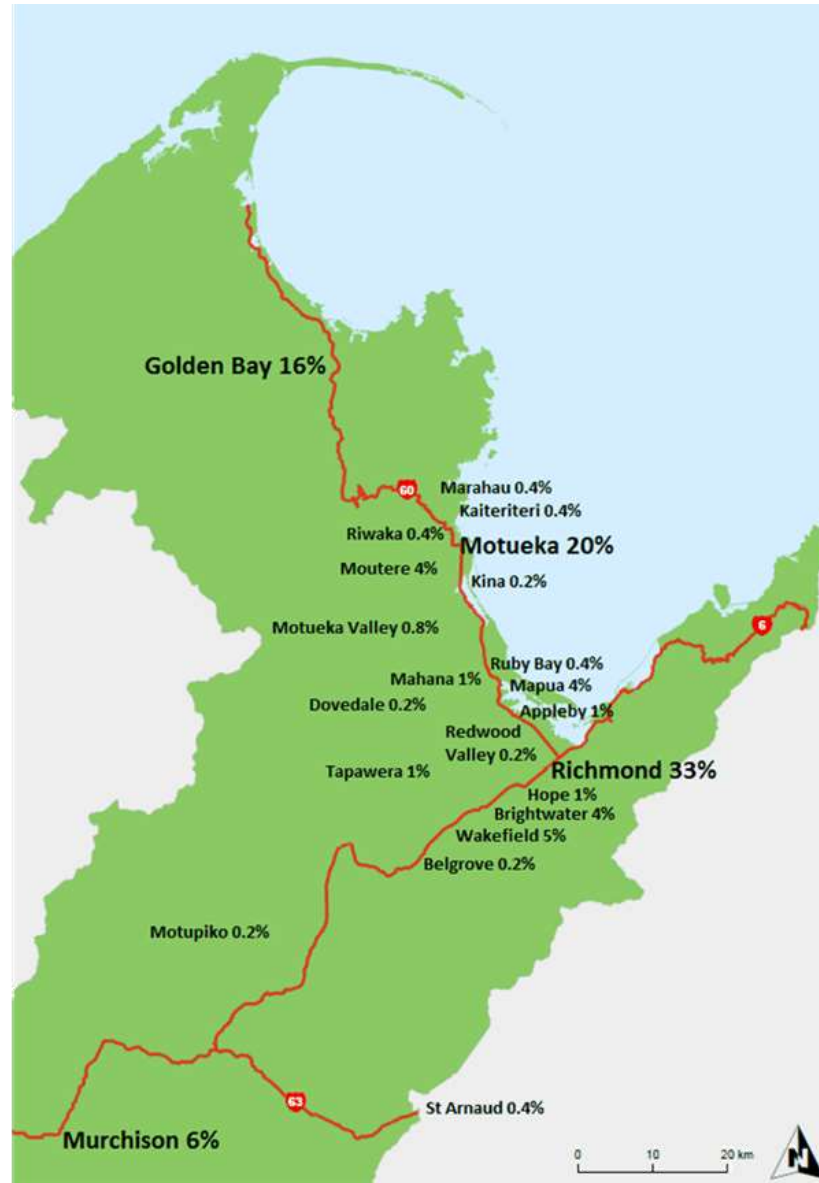
- 5.1 I would like to begin by acknowledging the work the Community Development team does that spans much of what we do at Council.
- 5.2 It has been a busy month with preparations for the Waimea Dam Consultation, the Mapua Waterfront Submissions hearing, and the Motueka Library Feasibility Study.
- 5.3 I want to thank Mike Tasman-Jones and his team for the tremendous amount of work that is required in putting together the agenda for the Community Grants Subcommittee deliberations. It is heartening to see Council receive so many valuable applications from our active community groups, and to be able to distribute \$218,743 to those who will put it to good use to further community goals ranging from environment and social services, sports and recreation, youth and children, festivals, and emergency services.
- 5.4 Special mention must go to Council staff who worked hard over Father's Day weekend to rectify the senseless acts of vandalism to over 70 graves at the Richmond Cemetery. I saw the destruction myself, and want to thank those staff whose quick response went some way to lessen the heartache for family members involved. It was sad to see that two youth have been arrested in connection to this.
- 5.5 On Wednesday 6th September Councillors had the opportunity to meet and hear from Tasman's Youth Councils. The students who appeared before us were well spoken, professional, and offered a valuable insight into the needs of youth in our rural and urban communities. The tremendous amount of work they put into their surveys was evident in their presentations (refer Attachment 1 for a summary). Staff are currently working with the youth councillors and will report back to Council on ways for us to address some of the matters they raised.
- 5.6 Of concern was the continuing thread that issues of safety were a real concern to our youth. These safety concerns were clearly linked by members of the councils to drug and alcohol abuse, which was in turn linked further to lack of activities and events to keep youth engaged and out of trouble.
- 5.7 As a Councillor with appointments for the Accessibly for All Forum, and the Positive Ageing Forum, it was valuable for me to hear the youth council voice. I was struck by the statement one of them made that they 'want us to do something about it'.
- 5.8 I propose that as a council we take steps to hear the voice of our youth councillors at further Community Development meetings. Community Development is the ideal place to trial this new approach, given its remit over 804 hectares of parks and reserves, 52 playgrounds, four libraries, funding for district and shared facilities such as the Saxton Field complex, 25 public halls and community buildings, and the Richmond Aquatic Centre.

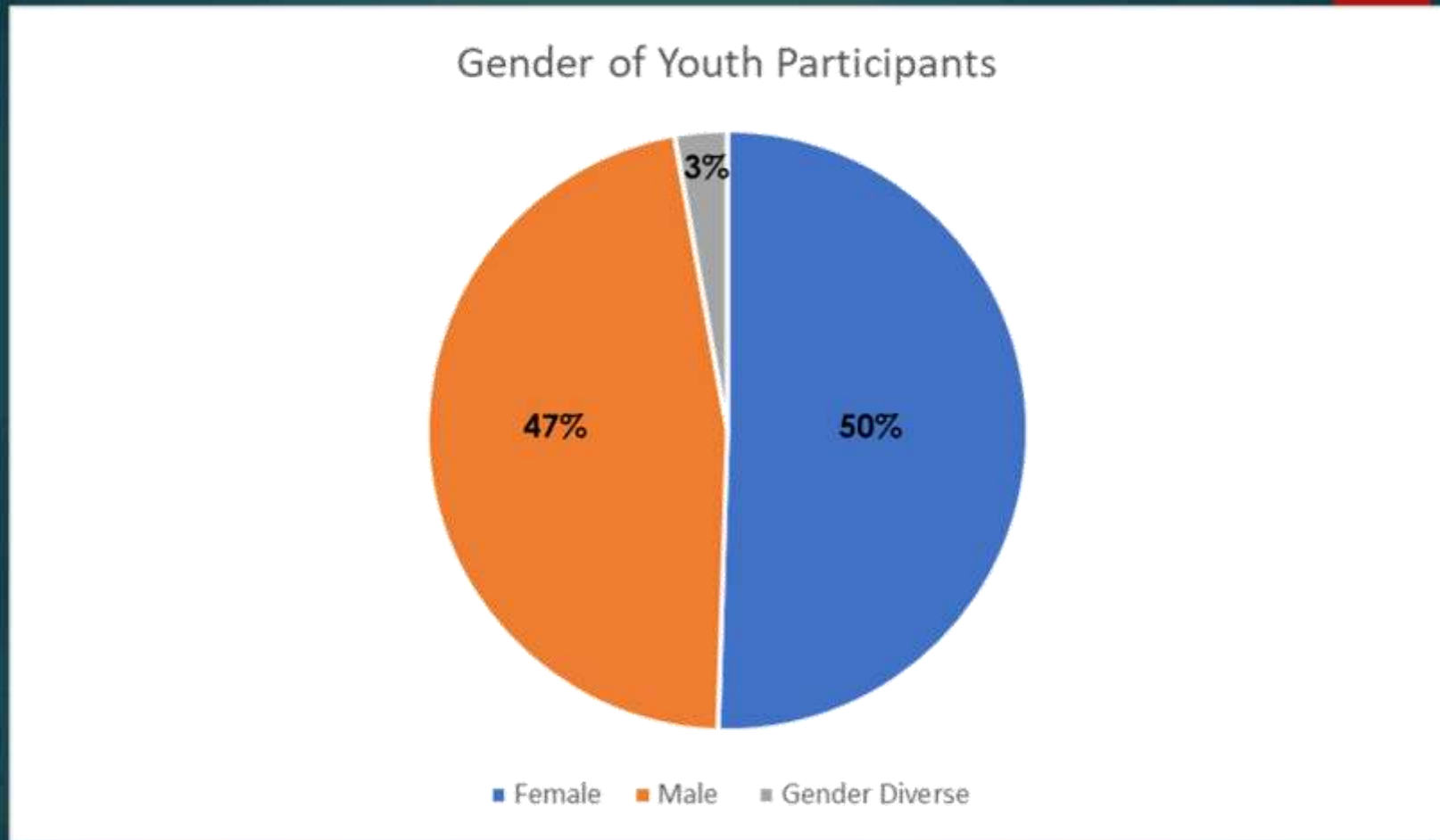
6 Attachments

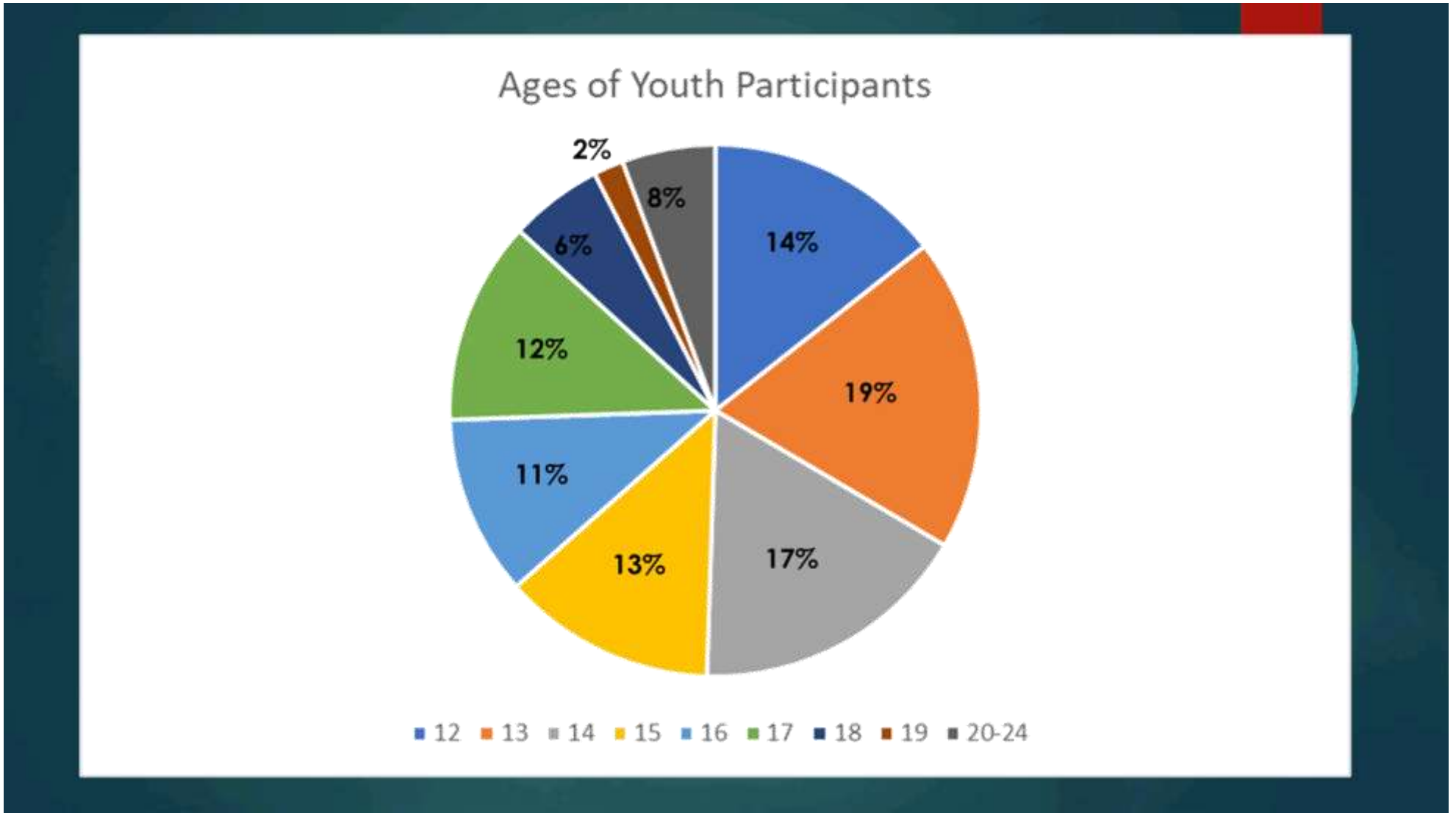
1. Tasman Youth Council Youth Survey Presentation

13

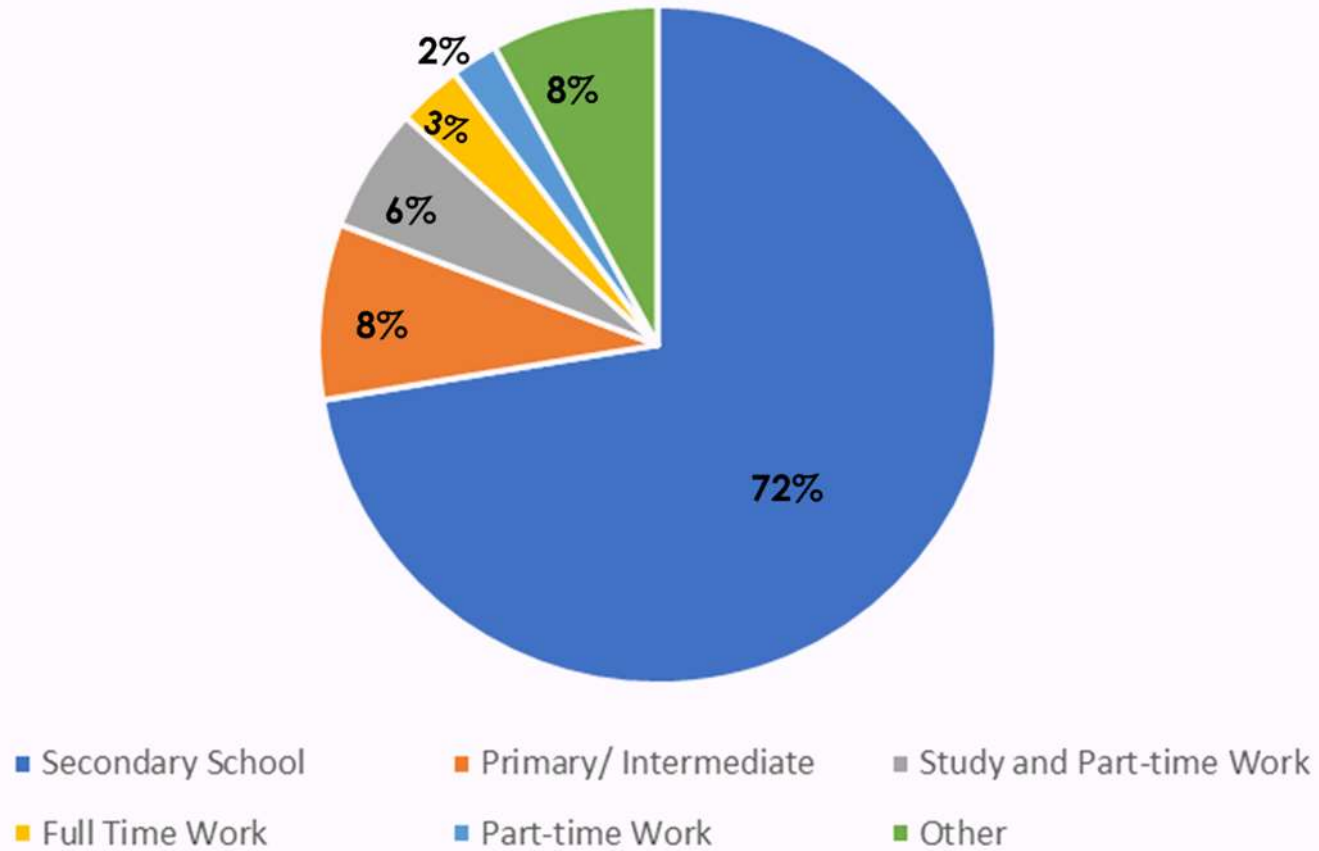




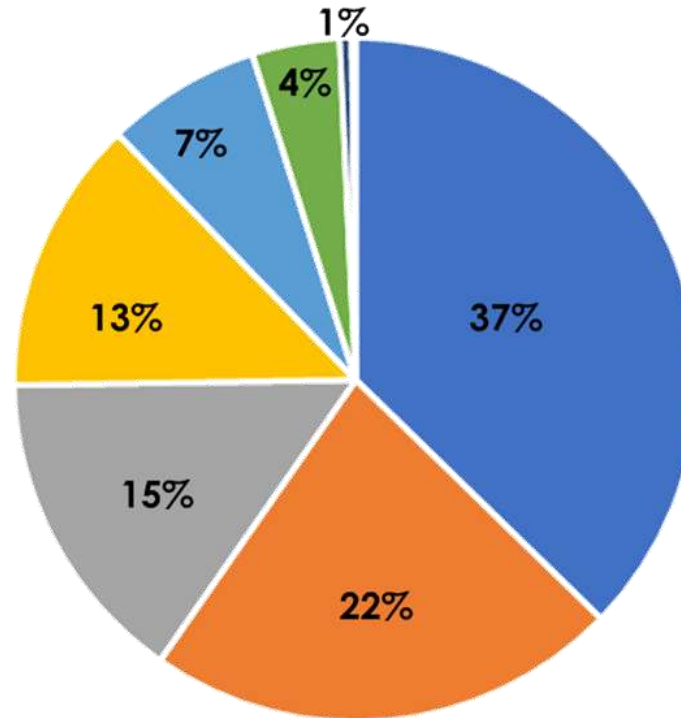




Occupation of Youth Participants

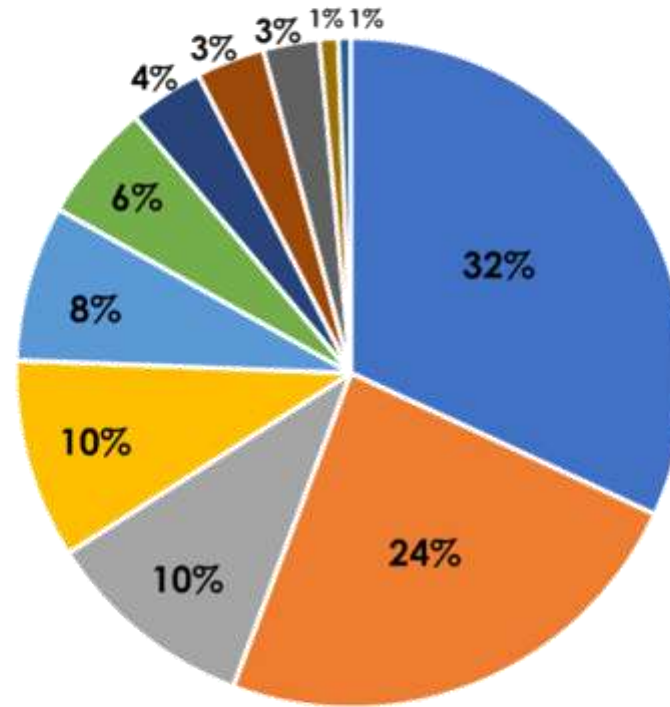


What's the best thing about the place you live in?



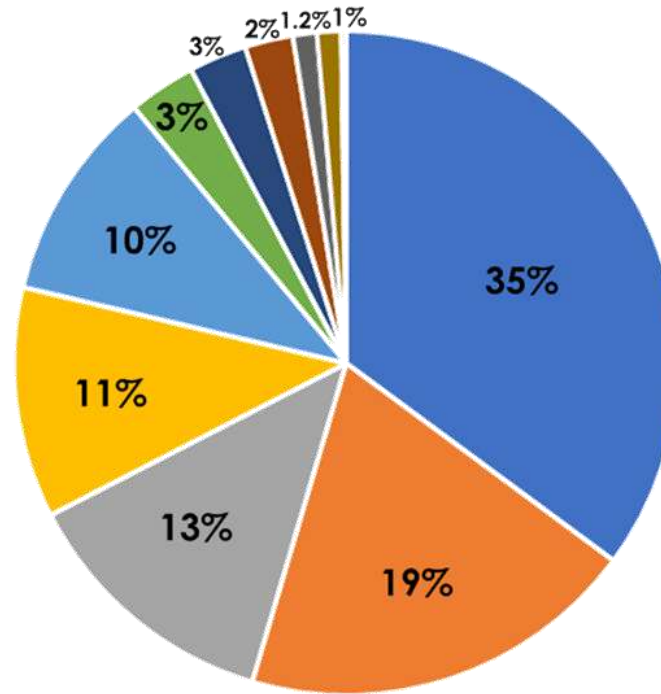
- Environment
- Community
- Accessibility
- Sport and Rec
- Entertainment
- Facilities
- Saftey
- Art

What is not working well in your community for young people, that you would like to see improved?



- Entertainment
- Safety
- Environment
- Sport & Rec.
- Facilities
- Transport
- Community
- Employment
- Education
- Art
- Civics

What is your big idea for making your town a better place for young people?



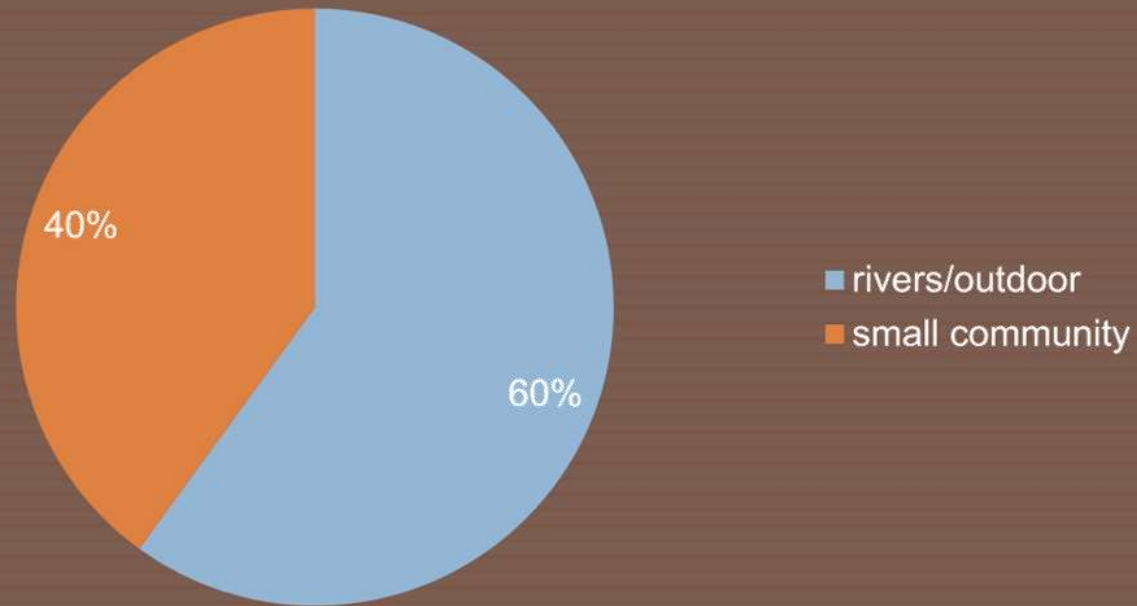
- Entertainment
- Facilities
- Sport & Rec.
- Environment
- Safety
- Education
- Transport
- Employment
- Art
- Community
- Accessibility

Murchison Results

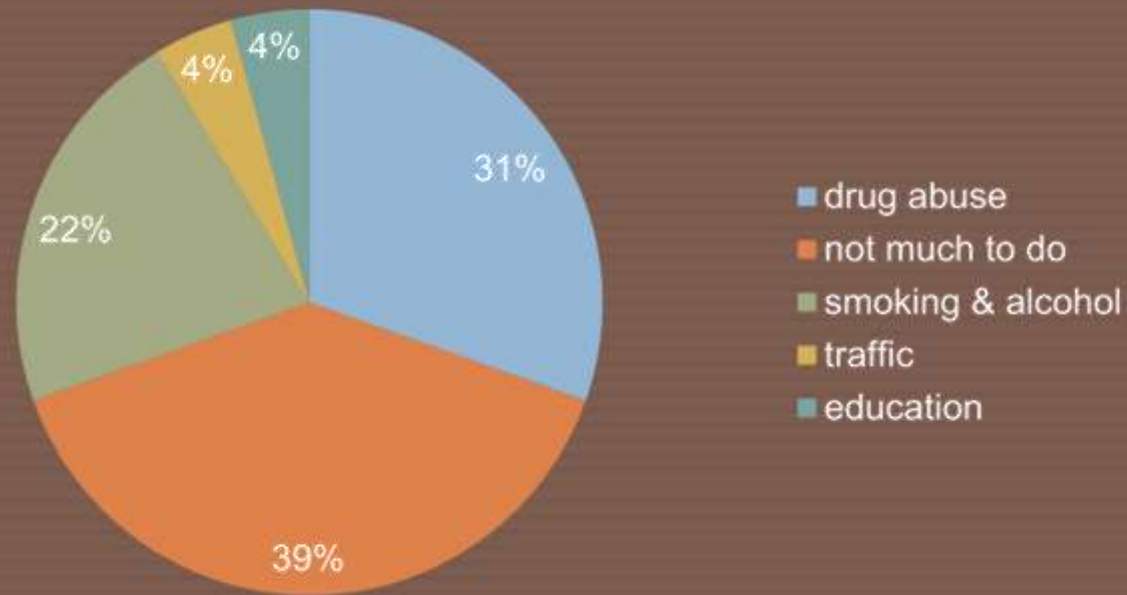
- Murchison Area
(28 questionnaires)
- St.Arnaud
(2 questionnaires)



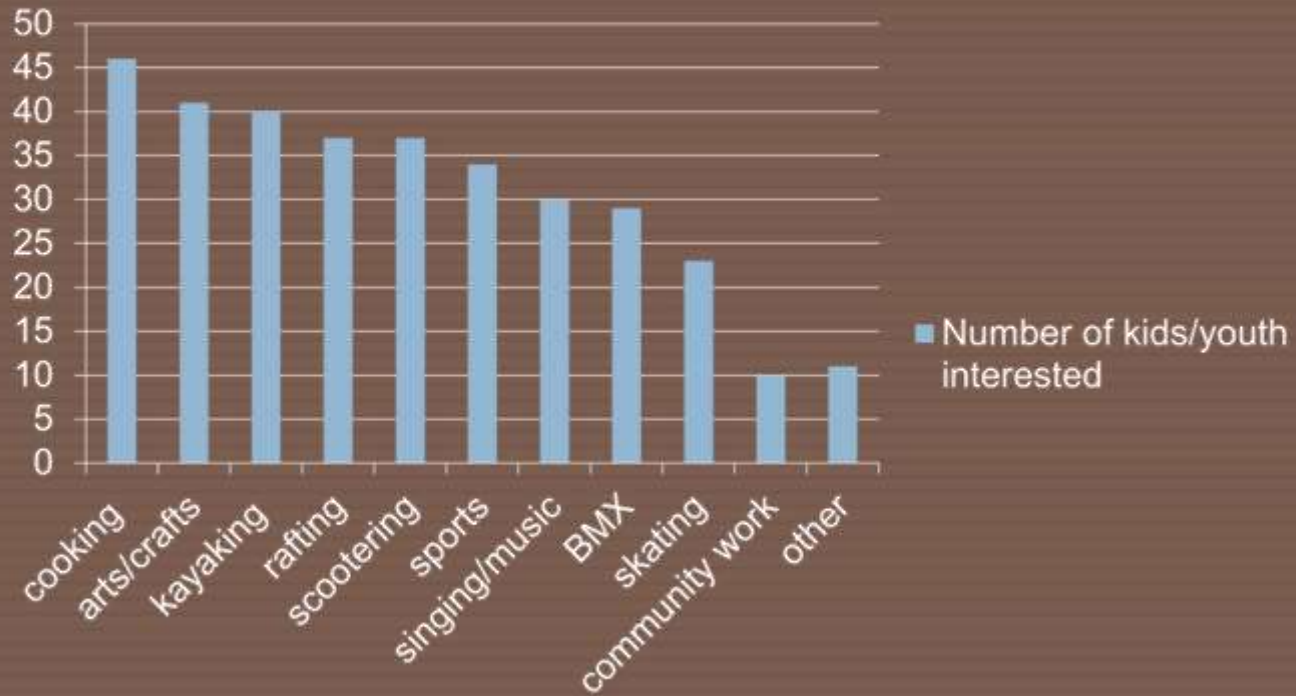
Best thing about the place you live in



Things not working well for young people in our community



What would you be interested in participating in Murchison



MOTUEKA RESULTS-98 SURVEYS

WHATS GOOD

Community

- *Friendly*
- *Community spirit*
- *Kind and polite people*

Environment

- *Clean rivers*
- *Close to beaches, parks, mountains*
- *Love the scenery*
- *Clean & green*

Sport & Recreation

- *Lots of support around sports*
- *Skate park is GREAT*
- *Lots of outdoor activities to do*
- *Great mountain bike parks*
- *Good fishing spots*

Accessibility

- *Close to beaches, parks, schools, Shopping, friends*
- *Can walk or bike to activities*

Entertainment

- *Local youth groups*
- *Outdoor activities*
- *Great shopping*
- *Markets*

Facilities

- *Motueka Recreation Centre*
- *Library*
- *High school pool*



WHATS GOOD ABOUT THE **RURAL AREA** OF MOTUEKA?

Surveys From:	
Dovedale	1
Kaiteriteri	2
Kina	1
Mahana	4
Mapua	21
Mot Valley	1
Motupiko	1
Moutere	20
Ngatimoti	3
Riwaka	2
Tapawera	5

Kaiteriteri

- *Mountain Bike Park*

Dovedale

- *Awesome Youth Events*

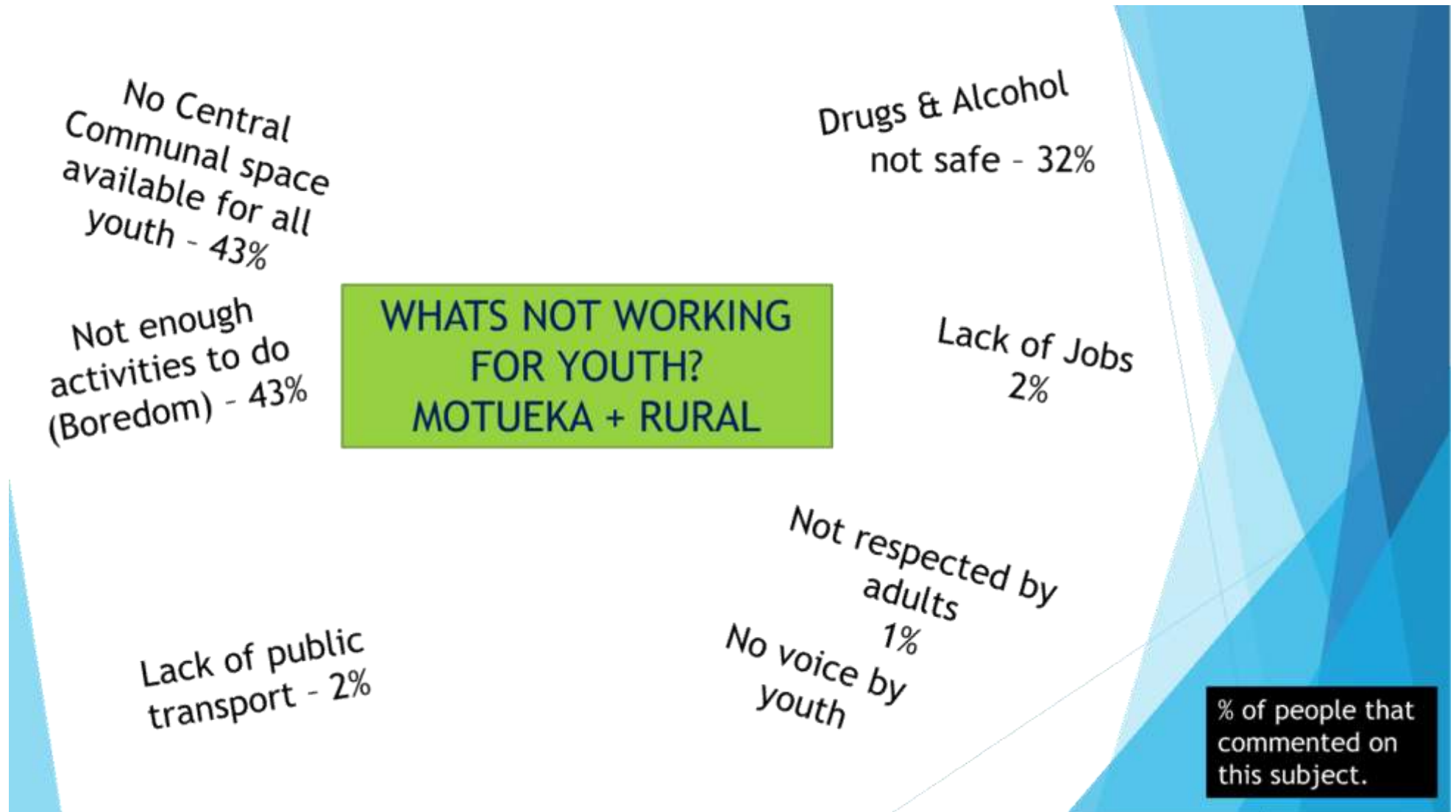
Moutere Lower/Upper

- *We can walk to school, church, shops*
- *It's a great community*
- *Places to go motor biking*
- *Relaxed*
- *Beautiful scenery*

Mapua

- *Easter Fair*
- *Movie nights in the hall*
- *Community comes together*
- *Positive atmosphere*
- *Wharf jumping*
- *Eating ice-cream and fish & chips*





HOW COULD **MOTUEKA** BE BETTER FOR YOUTH IN THE FUTURE?

<div style="background-color: #92d050; border-radius: 15px; padding: 10px; margin-bottom: 10px;"> <p style="text-align: center;"><u>Facilities</u></p> <ul style="list-style-type: none"> ▪ Paintball ▪ Ice skating ▪ Gaming lounge ▪ Outdoor / gym equipment ▪ Bowling ▪ Swimming pool ▪ Mall </div> <div style="background-color: #92d050; border-radius: 15px; padding: 10px; margin-bottom: 10px;"> <p style="text-align: center;"><u>Sport & Recreation</u></p> <ul style="list-style-type: none"> ▪ Better dirt jumps at the skate park ▪ Outdoor basketball court </div> <div style="background-color: #92d050; border-radius: 15px; padding: 10px;"> <p style="text-align: center;"><u>Education</u></p> <ul style="list-style-type: none"> ▪ Free education </div>	<div style="background-color: #92d050; border-radius: 15px; padding: 10px; margin-bottom: 10px;"> <p style="text-align: center;"><u>Environment</u></p> <ul style="list-style-type: none"> ▪ More rubbish bins around town ▪ By-pass around Motueka ▪ Eco friendly </div> <div style="background-color: #92d050; border-radius: 15px; padding: 10px; margin-bottom: 10px;"> <p style="text-align: center;"><u>Transport</u></p> <ul style="list-style-type: none"> ▪ Public transport at reasonable cost to Richmond/Nelson </div> <div style="background-color: #92d050; border-radius: 15px; padding: 10px;"> <p style="text-align: center;"><u>Safety</u></p> <ul style="list-style-type: none"> ▪ More Police ▪ More cameras ▪ To much drugs and alcohol ▪ Safer environment ie. Thorp Bush </div>	<div style="background-color: #92d050; border-radius: 15px; padding: 10px; margin-bottom: 10px;"> <p style="text-align: center;"><u>Art</u></p> <ul style="list-style-type: none"> ▪ More art and painting on buildings </div> <div style="background-color: #92d050; border-radius: 15px; padding: 10px; margin-bottom: 10px;"> <p style="text-align: center;"><u>Employment</u></p> <ul style="list-style-type: none"> ▪ Increase apprenticeships through businesses ▪ More job opportunities </div> <div style="background-color: #92d050; border-radius: 15px; padding: 10px;"> <p style="text-align: center;"><u>Entertainment</u></p> <ul style="list-style-type: none"> ▪ Youth hangout space ▪ Youth opportunities to help out with events ▪ More youth friendly events ▪ Youth groups that aren't church based </div>
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% of people that commented on this subject.

Entertainment: 38%

Facilities: 29%

Sport & Rec: 9%

Safety: 7%

Education: 3%

Environment: 3%

Art: 1%

HOW COULD **RURAL AREAS OF MOTUEKA** BE BETTER FOR YOUTH IN THE FUTURE?

MAPUA

- Climbing wall
- Playground for younger kids
- Lights at skatepark
- More low cost sports activities for all ages

TAPAWERA

- More Job opportunities
- Increase tourism to increase jobs

MAHANA

- Ban Plastic Bags

MOUTERE- LOWER/UPPER

- Cycleway from village to community

NGATIMOTI

- Activities for country kids to keep busy

TASMAN- VILLAGE

- More recreational areas
- Improve the taste trail to have a sign that shows the history of Tasman

CONNECT RURAL WITH MOTUEKA WITH AFFORDABLE TRANSPORT

KINA

- Work to be done on there pump track to turn it into a Jump course instead as it would get more use

TOP ISSUES AND SOLUTIONS WE SEE WOULD BENEFIT MOTUEKA AND RURAL MOTUEKA

Facilities

Work with various organisations to create a space in town for high school aged youth to hang out in

Empty shop ie. old Armadillos on a 6 month trial

Sport & Recreation

- Improve dirt jumps at the skate park
- Create outdoor basketball court at local park

Education

Education around drugs and alcohol to youth and their parents

Environment

Install more rubbish bins in Motueka

(Pride of Place)

Transport

Provide public transport between Motueka and Richmond/Nelson

Safety

More police presence in town.

More work to help improve Thorp Bush (lighting, tables, more inviting)

MAPUA

Look at sewage problem at school as this is effecting education.

Lights installed at skatepark for safety

TAPAWERA

Promote short course in rural areas

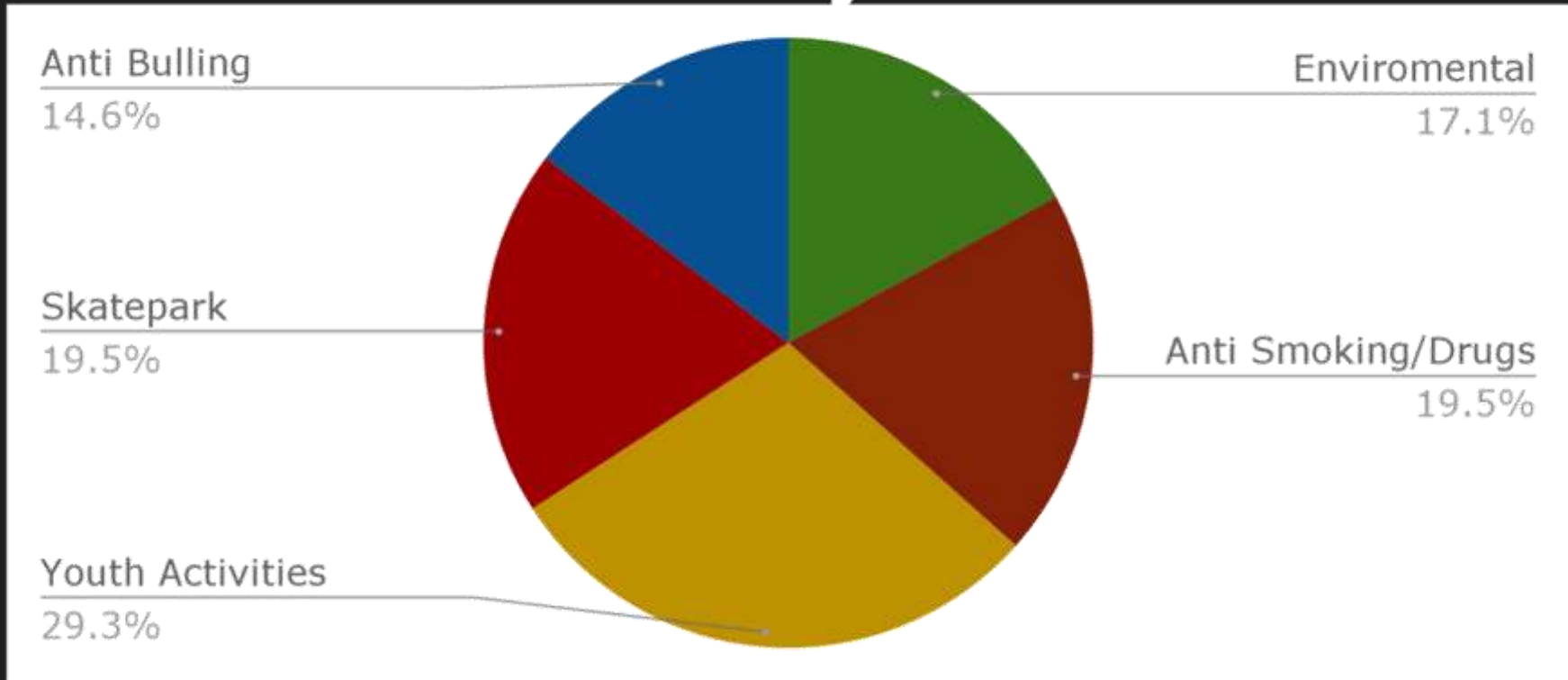
Encourage businesses to create job opportunities for youth in their community

MOUTERE

Cycle way from village to community centre



Golden Bay Results



Skatepark

Many of the youth in Takaka would like a bigger skate park as the one we have now is “small and crowded” and a bigger skate park would have less accidents and more people could skate there instead of going on the street and damaging benches and street furniture as many people leave the skate park because it is too crowded.

- less damage to benches and street furniture
- less crowded=less accidents
- more youth active



Environmental

Many of the less urban areas in Golden Bay don't have recycling bins so a lot of the rubbish is left there, so by placing some bins at beaches, camping spots and at the rec center we will cut down on littering in these places

- less littering
- more eco friendly place
- proud of 'our place'



Youth Activities

The largest request we got was for more activities and events as a lot of the youth in Golden Bay have nothing to do because there is nothing going on. A solution could be to host more events.

-youth zone

-concerts

-more clubs

- we run 2 disco's this year with over 100 youth attending

= more youth involved in community



Anti Smoking/Drugs

A large amount of our Youth requested there to be better reinforcement on drugs and alcohol in the youth. With better talks at school and more parents being informed about what their kids may be doing as many parent are "slack on the issue". Also more youth activities would help them find something else to do.



Bullying

There were also a group of people that said that bullying is still a problem in our community and that it should be stopped. Many said that a more mindful community would work but they aren't sure how to do that.







**WHAT IS THE BEST THING
ABOUT THE PLACE YOU LIVE?**

**LOOKING INTO THE
FUTURE, WHAT IS
YOUR BIG IDEA
FOR MAKING YOUR
TOWN A BETTER
PLACE FOR YOUNG
PEOPLE?**





**WHAT IS ONE THING
NOT WORKING WELL FOR
YOUNG PEOPLE IN YOUR
COMMUNITY? HOW CAN
THIS BE FIXED?**



9.2 DRAFT POLICY ON HOUSING FOR OLDER ADULTS 2017**Decision Required**

Report To:	Community Development Committee
Meeting Date:	21 September 2017
Report Author:	Sandra Hartley, Policy Officer - Strategic Development
Report Number:	RCD17-09-04

1 Summary

- 1.1 There is a genuine need for long-term affordable accommodation for older adults in the Tasman District, and Council has been committed to having a role in meeting this need, through the provision of Council-owned cottages, and charging rentals at 80% of the market rate.
- 1.2 Council owns, maintains and manages a total of 101, mainly one-bedroom cottages throughout the District, with 34 located in Richmond, 45 in Motueka, four in Takaka, four in Murchison, seven in Wakefield and seven in Brightwater.
- 1.3 The Policy on Pensioner Housing was adopted in 2008 and is due for review. The Policy has been recently reviewed and revised by staff. The review has encompassed only minor changes to reflect updated definitions/terminology, including a more “age friendly” description of eligible people, clarification on some of the policy clauses, removal of grandfather clauses for existing tenants with regard to age requirements and smoking, and extended the non-occupancy period from six months to 12 months for consideration of disposal/divestment.
- 1.4 The aim of the Policy is to give clear guidelines regarding: tenant’s eligibility for renting Council cottages; level of rental; funding of the facilities and treatment of surpluses; and opportunities for Council to investigate alternative options for management, divestment or development of pensioner cottages in the District.
- 1.5 This Policy guides the management and administration of Council cottages, and is not an opportunity to consider retention or disposal of the assets.

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

- 1. receives the Draft Policy on Housing for Older Adults 2017 Report RDC17-09-04; and**
- 2. adopts the Policy on Housing for Older Adults 2017, as per Attachment 1 of this report, with an implementation date of 1 October 2017.**

3 Purpose of the Report

- 3.1 This report seeks the Community Development Committee's approval of the Policy on Housing for Older Adults 2017 (Attachment 1), which will replace the Pensioner Housing Policy 2008 (Attachment 2, (for Councillors reference)), with an implementation date of 1 October 2017.

4 Background and Discussion

- 4.1 Tasman District Council has historically provided cottages throughout the District to assist those people generally over 65 years of age who cannot afford a home in the private housing market, with accommodation at a rental less than the current market rate.
- 4.2 The cottages were originally constructed and funded through government loans that had low concessionary interest rates.
- 4.3 There are a total of 101 Council-owned cottages in Tasman, with 34 in Richmond, 45 in Motueka, four in Takaka, four in Murchison, seven in Wakefield and seven in Brightwater. Most of these cottages are one-bedroom units, with a separate lounge/kitchen area, shower/toilet/utility room and separate storage area.
- 4.4 Demand for these cottages is high in most areas of the District. Currently there is a waiting list of 104 in total, with 65 in Richmond, 34 in Motueka and five in other areas.
- 4.5 Council currently manages and maintains these cottages, and has had in place a Pensioner Housing Policy since 2008.
- 4.6 The Policy sets out clear guidelines, amongst other things, on tenant's eligibility for applying for a cottage, the level of rental, tenancy rights, marketing and usage, options for management, disposal and divestment, and development of pensioner cottages in the District.
- 4.7 As the 2008 Policy on Pensioner Housing was due for review, staff have now reviewed and revised it.
- 4.8 The reviewed Policy has encompassed only minor changes to reflect some updated definitions and/or terminology, including a more "age friendly" description of eligible people, clarification to some of the clauses, the removal of the grandfather clauses for existing tenants with regard to age requirements and smoking, and extended the non-occupancy period from six months to 12 months for consideration of disposal/divestment.

5 Options

- 5.1 The Community Development Committee has the option of adopting the draft Policy, with or without amendments, or rejecting the Policy.
- 5.2 Adopting the Policy, with or without amendments, would ensure there are clear guidelines for both tenants and Council regarding eligibility criteria for renting a Council cottage, the level of rentals, funding of the facilities and treatment of surpluses, and alternative options for management, divestment or development of Council cottages in the District.

- 5.3 Rejecting the Policy may result in confusion as to prospective tenants' eligibility for applying for a Council cottage, and have terminology that is possibly considered 'ageist' or 'discriminatory' in today's standards.

6 Strategy and Risks

- 6.1 Having this Policy in place will provide general guidance and controls for both Council and tenants with regard to a tenant's eligibility for applying for a cottage, the level of rentals to be applied, tenancy rights, marketing and usage, options for management, disposal and divestment, and development of Council cottages in the District.
- 6.2 Not updating this Policy, especially in terms of terminology, could be considered by some as being discriminatory or old-fashioned.

7 Policy / Legal Requirements / Plan

- 7.1 Council's level of service for Council cottages in Long Term Plan 2015-2025 is:
7.1.1 *"Accessible and affordable housing to eligible people within the community"*.
- 7.2 Council must comply with the Residential Tenancies Act 1986.

8 Consideration of Financial or Budgetary Implications

- 8.1 There are no financial or budgetary implications arising from the approval of this Policy.

9 Significance and Engagement

- 9.1 I consider that the decision to approve this Policy is of low significance under the Council's Significance and Engagement Policy, as it is of low public interest, does not impact on levels of service and does not have major financial implications. The proposed Policy will create clear guidelines on tenants' eligibility for wanting to live in Council-owned cottages, give clear guidelines for the level of rental, funding of facilities and treatment or surpluses, and opportunities for Council to consider alternative options for management, divestment or development of Council cottages in the District.

Issue	Level of Significance	Explanation of Assessment
Is there a high level of public interest, or is decision likely to be controversial?	Low	The Policy only affects a small number of people in the community.
Is there a significant impact arising from duration of the effects from the decision?	Low	No, there are only minor amendments made, especially in terminology, from that what was in the 2008 Pensioner Housing Policy. Council could amend the Policy at any time in the future by resolution.
Does the decision relate to a strategic asset? (refer Significance and Engagement Policy for list of strategic assets)	Low	Community Housing is technically a strategic asset as it is undertaken to provide affordable housing and is, therefore, considered a strategic asset under section 5 of the Local Government Act 2002. My view is that the assessment is of "low significance", as the decision sought in this report does not lead to any changes to the governance or delivery arrangements for this.
Does the decision create a substantial change in the level of service provided by Council?	Low	The level of service complies with what is outlined in the Long Term Plan 2015-2025
Does the proposal or decision substantially affect debt, rates or Council finances in any one year or more of the LTP?	N/A	
Does the decision involve the sale of a substantial proportion or controlling interest in a CCO or CCTO?	NA	
Does the proposal or decision involve entry into a private sector partnership or contract to carry out the deliver on any Council group of activities?	Low	Policy allows for Council to consider alternative arrangements or partnerships for the future management of pensioner cottages
Does the proposal or decision involve Council exiting from or entering into a group of activities?	N/A	

10 Conclusion

10.1 Adopting the Policy on Housing for Older Adults 2017 will ensure that there are clear guidelines on tenants' eligibility for wanting to live in Council-owned cottages; the level of rental; funding of facilities and treatment or surpluses; and opportunities for Council to

consider alternative options for management, divestment or development of Council cottages in the District.

10.2 The main changes to this new Policy include:

- updated definitions/terminology, including a more “age friendly” description of eligible people;
- clarification on some of the Policy clauses;
- removal of grandfather clauses for existing tenants with regard to age requirements and smoking; and
- extension of the non-occupancy period from six months to 12 months for disposal/divestment.

11 Next Steps / Timeline

11.1 If the Committee approves and adopts the Policy on Housing for Older Adults 2017, it will come into force on 1 October 2017.

11.2 On approval, the Policy will be made available via Council’s website, with an article in Newsline.

12 Attachments

- | | | |
|----|---|----|
| 1. | Policy on Housing for Older Adults 2017 | 47 |
| 2. | Pensioner Housing Policy 2008 | 53 |



Policy on Housing for Older Adults 2017

ORGANISATIONAL POLICY

POLICY REFERENCES

• Sponsor:	Community Development Manager
• Effective date:	1 October 2017
• Internal review due:	This policy will be reviewed every five years, with the next review being in 2022.
• Legal compliance:	Residential Tenancies Act 1986 and amendments.
• Associated Documents/References	Council Cottage Application Form.
• Policy Number	
• Approved by Council (If Applicable)	In some cases and where policies have external implications they are approved by Council

Purpose

The purpose of this policy is to provide:

- Clear guidelines on tenant eligibility for older adults wanting to live in Council-owned cottages.
- Clear guidelines of the level of rental, funding of the facilities and treatment of surpluses.
- Opportunities for the Council to investigate alternative options for the management, divestment or development of Council cottages in the District.

Definitions

"Current Market Rental" is the level of rental the cottages would attract if exposed to the open market, as determined by a registered valuer. A valuation is carried out every three years.

"Older adults" are those people aged 65 or over and are receiving New Zealand Superannuation payments, but may include younger persons 55 years and older if they have some medical condition, and are in receipt of an ongoing Supported Living Payment from the Ministry of Social Development



Application

This policy generally applies to:

- People applying to occupy Council's cottages;
- Current tenants of Council's cottages; and
- Council and Council staff as governors, managers and administrators of the Council cottages.

Policy Contents:

1. Eligibility
2. Priority
3. Application
4. Tenancy Agreement
5. Cessation of Tenancy
6. Dispute Resolutions
7. Location Options
8. Changes in Circumstances
9. Smoke-free
10. Animals
11. Rental
12. Levels of Service
13. Marketing and Usage
14. Welfare
15. Disposal/Divestment
16. New Housing for Older Adults
17. Management

Policy

Background/Introduction

There is a genuine need for long-term affordable accommodation for older adults in the Tasman District, and Council is committed to having a role in meeting this need. Council's cottages are intended for those who cannot afford a home in the private housing market.

The number of Tasman residents aged 65 and over is projected to increase over time, and it is reasonable to expect the need for this type of accommodation to increase.

Council owns a total of 101 cottages, of which 34 are located in Richmond, 45 in Motueka, four in Takaka, four in Murchison, seven in Wakefield and seven in Brightwater. All cottages, with the exception of four bedsits in Motueka, are one-bedroom units with a lounge/kitchen area, a storage space and a shower/toilet/utility room.

The cottages were mainly constructed when the government provided loans at low concessionary interest rates to encourage council involvement in providing housing for older adults.

In the cottages Council provides vinyl floor coverings in the bathroom and kitchen areas, carpet in the bedroom and lounge areas, an oven, an outdoor storage shed, working smoke detectors and clothes-lines. All other fittings, furnishings and chattels are the responsibility of the tenant. Outdoor lawn and grounds maintenance is provided by Council, although tenants may choose to be responsible for the small garden adjacent to their cottage.

All tenants are responsible for their own electricity supply and telephone charges.

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1. Eligibility

Applicants meet eligibility criteria for a Council cottage if:

- They are New Zealand residents; and
- They are 65 years of age or over and are receiving National Superannuation, or they are over 55 years of age and are in receipt of a Supported Living Payment from the Ministry of Social Development; and
- Their total assets, including cash, investments, house and other property (but not including car and furniture) do not exceed \$50,000; and
- They are able to live independently; and
- They get on well with other people and will live compatibly with neighbours.

2. Priority

Demand for Council cottages is often in excess of the number of cottages available, therefore priority will be given to applicants:

- Who live in the district; and
- Whose present housing conditions are unsatisfactory; and
- Who have close relatives in the area; and
- Who have been referred by a Doctor.

Please note, cottages are allocated on a needs basis, and not in order of application date.

3. Application

Application forms are available from any Tasman District Council office, or on Council's website via the following link:

<http://www.tasman.govt.nz/services/forms/tasman-forms/?path=/EDMS/Public/Forms/TasmanForms/OlderPersons>

4. Tenancy Agreement

- (a) A tenancy agreement will be entered into. Couples will jointly sign the tenancy agreement.
- (b) At tenancy commencement the Council will require two weeks rental in advance.
- (c) No bond is required.

5. Cessation of Tenancy

When tenancy ceases, where possible, Council requires written notification, and the last day of tenancy is taken as being the day the keys are handed back to Council. At this time the unit shall be inspected to ensure compliance with tenancy conditions.

6. Dispute Resolutions

In the event that a breach of tenancy occurs, matters will be addressed in accordance with the Residential Tenancy Act (1986). In the first instance, a 14 day notice will be issued to the tenant requesting that the breach of tenancy be resolved. If the breach of tenancy is not rectified within the 14 day period, an application will be lodged with the Tenancy Tribunal to resolve the issue through mediation. Failing a successful outcome through mediation, the matter will be referred to a Tenancy Services adjudicator for resolution.

If the breach is not resolved, the tenant may be evicted from the cottage or issued with a 90-day notice to vacate the property in accordance with the Residential Tenancy Act (1986).



7. Location Options

An applicant's preference for any particular location will be considered and accommodated where possible. Tenants can transfer to another Council cottage only in extenuating or special circumstances.

8. Changes in Circumstances

A tenant's eligibility to occupy a Council cottage may be reassessed if there exists reasonable grounds to indicate a change in eligibility status.

When tenants' circumstances change and their income or assets go above the Council's eligibility criteria, they will no longer be eligible for Council housing. It is the tenants' obligation to advise the Council if their circumstances change.

Where it is suspected that there are existing or impending ineligibility issues for medical reasons, Council will in the first instance seek to facilitate the provision of appropriate social service support. Subsequently, if the tenant is clearly unable to meet the eligibility on an ongoing basis, Council will give the tenant notice to vacate. This is based on the need to protect the interest and wellbeing of the tenant and the interests and wellbeing of other tenants.

9. Smoke-free

Smoking is not permitted within the cottages.

10. Animals

Pets such as a bird or cat are permitted (with Council's consent) provided that any such animal must be well behaved, and properly cared for so they do not pose a nuisance to other tenants.

11. Rental

Rentals are to be set at 80% of market rentals. These are reviewed every three years.

12. Levels of Service

In the Long Term Plan 2015-2025, Council's level of service for Council cottages is:

"Accessible and affordable housing to eligible people within the community".

This level of service is measured through a biennial survey of tenants with their overall satisfaction with community housing. Council's benchmark is 80% of tenants are satisfied with Council housing.

13. Marketing and Usage

Council will maintain a waiting list of prospective tenants which will be regularly reviewed and updated. If a waiting list does not exist, the Council will market and promote its cottages to the general public to ensure maximum usage.

14. Welfare

Council acknowledges its role as landlord, and as such, will be accessible and diligent towards the general welfare of its tenants. This will not extend to the provision of social



services to tenants, as these services are better provided by other professional service providers.

Council will endeavour to provide its tenants with the contact information for professional services and service providers. Council staff will consult with health, social welfare and other professional service providers where tenant concerns or difficulties arise outside of the Council's expertise.

15. Disposal/Divestment

Where any complex has a less than 50% occupancy rate for a continuous 12 month period and there is no known interest in tenanting the vacant cottages by suitable tenants, the complex may be considered for upgrade or disposal. Council may consider disposal of the complex after consultation with the community and other social/community housing providers in the District.

16. New Housing for Older Adults

Council will from time to time consider building new cottages in areas where the waiting lists are consistently high and statistical information shows no projected decline in numbers of persons over 65 years of age.

17. Management

Council currently governs, administers and manages the cottages in-house and is committed to maintaining this level of service.

Council may consider alternative arrangements or partnerships for the future administration and management of its cottages.

Authorised by:

Date of approval:



Tasman District Council POLICY ON PENSIONER HOUSING

1.0 INTRODUCTION

This policy sets out the Council's practice in regard to the provision, management and tenancy of pensioner housing in the Tasman District.

2.0 OBJECTIVES

The objectives of this policy are:

- To provide clear guidelines on tenant eligibility for persons wanting to live in Council-owned pensioner cottages.
- To provide clear guidelines for the level of rental, funding of the facilities and the treatment of surpluses.
- To provide opportunities for the Council to investigate alternative options for the management, divestment or development of pensioner cottages in the District.

3.0 PRINCIPLES

- There is a genuine need for long-term affordable accommodation for the elderly in Richmond, Brightwater, Wakefield, Motueka, Takaka and Murchison and that the Tasman District Council has a role in meeting this need.
- That the Council's investment in pensioner housing will continue to be self-funding without rates input. Relevant corporate overhead will be applied to the activity. Depreciation is recognised as an operating expense.
- That the Council's pensioner cottages shall continue to be available for rental at below private market rentals.
- Surpluses (or proceeds from divestment) will be applied to retire debt, support improvements to disabled facilities or retained in the Pensioner Cottages Sundry account for future maintenance, upgrades or development of pensioner cottages or considered for any other use which the Council at the time deem appropriate.

In developing this policy, the Council recognises that it is not the sole provider of accommodation for the District's elderly residents, and points out that it has been financially supportive towards the establishment of both the Motueka and Golden Bay Abbeyfield Houses.

Whilst Council's core housing function is housing for the elderly, it is aware that there is a wide range of housing needs in the district, and would consider supporting other community housing initiatives. Any financial support requested would need to go through the LTCCP process, and is outside this Policy on Pensioner Housing.

Council staff and elected members will continue to be actively involved in the quarterly meetings of the Nelson/Tasman Housing Forum.

4.0 DEFINITIONS

“Current Market Rental” is the level of rental the cottages would attract if exposed to the open market, as determined by a registered valuer.

“Elderly” are those people aged 65 or over, but may include younger persons 55 years and older if they have some medical condition and they are on an invalids benefit or similar.

5.0 BACKGROUND

The Council owns a total of 97 pensioner cottages, of which 30 are located in Richmond, 45 in Motueka, 4 in Takaka, 4 in Murchison, 7 in Wakefield and 7 in Brightwater. All cottages, with the exception of 4 bedsits in Motueka (which will be progressively upgraded to one-bedroom cottages), are one bedroom cottages with a lounge/kitchen area, a storage space and a shower/toilet/laundry room.

The cottages were mainly constructed when the government provided loans at low concessionary interest rates to encourage council involvement in pensioner housing

Several cottages also have carports, and most have off-street tenant parking.

There are 5 cottages adapted for tenants with physical disabilities, however handrails at entrances and wet area showers are provided in many of the cottages. Facilities for the disabled are incorporated in any upgrading.

In the cottages the Council provides vinyl floor coverings in the bathroom and kitchen areas, carpet in the bedroom and lounge areas, an oven, an outdoor storage shed, one smoke detector per cottage and clothes-lines. All other fittings, furnishings and chattels are the responsibility of the tenant. Outdoor lawn and grounds maintenance is provided by the Council, although tenants may choose to be responsible for the small garden area adjacent to their cottage.

6.0 RESPONSIBILITY

The Community Services Manager has responsibility for implementation and review of this policy.

7.0 POLICY STATEMENT**7.1 Eligibility Criteria**

Applicants qualify for a pensioner cottage if:

They are New Zealand residents.

They are 65 years of age or over and are receiving National Superannuation;

OR

are in receipt of an invalid's benefit or special age benefit (subject to confirmation from the Ministry of Social Development);

OR

are disabled – and a doctor supports the need;
AND

their total assets, including cash, investments, house and other property (but not including car and furniture) do not exceed \$50,000.

7.2 Eligibility Criteria for Existing Applicants

Those applicants on the waiting list at the date this policy is adopted are not required to meet the age requirement in 7.1 above.

7.3 Priority

Demand for pensioner housing is often in excess of the number of cottages available, therefore priority will be given to applicants:

- Who live in the district
- Whose present housing conditions are unsatisfactory
- Who have close relatives in the area.
- Who have been referred by a Doctor

7.4 Location Options

An applicant's preference for any particular location will be taken into account and accommodated where possible. Tenants can transfer to another Council cottage or complex only in extenuating or special circumstances.

7.5 Changes in Circumstances

A tenant's eligibility to occupy a pensioner cottage will be re-assessed if there exists reasonable grounds to indicate a change in eligibility status.

Where it is suspected that there are existing or impending eligibility issues for medical reasons, the Council will in the first instance seek to facilitate the provision of the appropriate social service support. Subsequently, if the tenant is clearly unable to meet the eligibility on an ongoing basis, the Council will give the tenant notice to vacate. This is based on the need to protect the interest and wellbeing of the tenant and the interests and well being of other tenants.

7.6 Smoking

As at the adoption date of this policy tenants, or their visitors, will not be permitted to smoke within the cottages. This will not apply to tenants who were occupying cottages prior to the adoption of this policy. However, for these existing tenants, planned refurbishments will be undertaken (approximately every seven years) only if the tenant agrees there will be no smoking within the cottage.

7.7 Animals

Pets such as a bird or cat are permitted (with the Council's consent) provided that any such animal must be well behaved, and properly cared for so they do not pose a nuisance to other tenants.

7.8 Rental

Rentals are to be set at up to 80% of market rentals.

7.9 Level of Service

Through its Long Term Council Community Plan 2006-2016 the Council has reviewed levels of service associated with pensioner housing.

For the 2006/2007 – 2008/2009 years Council will provide a service that helps to meet the needs of elderly and people with disabilities who require housing. Council will ensure re-tenanting of houses within four weeks.

For the 2009/2010 – 2015-2016 years Council will continue to manage this activity in a sustainable manner giving regards to the demands of growth.

7.10 Marketing and Usage

The Council will maintain a waiting list of prospective tenants which will be regularly reviewed and updated. If a waiting list does not exist the Council will market and promote its pensioner housing to ensure maximum usage.

7.11 Welfare

The Council acknowledges its role as landlord, and as such, will be accessible and diligent towards the general welfare of its tenants. This will not extend to the provision of social services to tenants as these services are better provided by other professional service providers.

The Council will endeavour to provide its tenants with the contact information for professional services and service providers. Council staff will consult with health, social welfare and other professional service providers where tenant concerns or difficulties arise outside of the Council's expertise.

7.12 Disposal/Divestment

Where any complex has a less than 50% occupancy rate for a continuous six-month period and there is no known interest in tenanting the vacant cottages by suitable tenants, the complex may be considered for disposal. The Council shall consider disposal of the complex after consultation with the local community and other elderly housing providers in the District.

7.13 New Pensioner Housing

The Council will from time to time consider building new cottages in areas where the waiting lists are consistently high and statistical information shows no decline in numbers of persons over 65 years of age.

7.14 Management of Pensioner Cottages

The Tasman District Council currently administers and manages the pensioner cottages in-house. The Council may consider alternative arrangements or partnerships for the future administration and management of pensioner cottages if it is in the best interests of tenants and is cost-effective.

7.15 References and Relevant Legislation

Residential Tenancies Act 1986.

8.0 DATE OF REVIEW

Council will review this policy every 5 years, with the next review being in 2013.

Any review will take into consideration, amongst other things, the current housing needs of the district, criteria for eligibility, rent levels, demographics and current waiting lists.

9.3 COMMUNITY DEVELOPMENT MANAGER'S REPORT

Information Only - No Decision Required

Report To:	Community Development Committee
Meeting Date:	21 September 2017
Report Author:	Susan Edwards, Community Development Manager
Report Number:	RCD17-09-05

1 Summary

- 1.1 This report provides the Committee with an update on some of my work since my update provided to you at the August Community Development Committee meeting. My report also outlines key highlights of the work undertaken the Community Relations, Reserves and Facilities, Strategic Policy and Customer Services sections of the Community Development Department.
- 1.2 I have included a report back on the first Motueka Library Working Party meeting, held on 30 August 2017. The estimated costs of extending the Library on its current site, of building a new Library at Decks Reserve and of building a new Library/Service Centre on Decks Reserve are outlined in section 6 of this report. The Working Party is recommending that the new Service Centre is not included in the construction of the new Library at this stage, but that the design makes provision for it to be added at some time in the future.
- 1.3 The 'commentary and patronage' pages of the June 2017 Report from the Richmond Aquatic Centre manager is attached (Attachment 1).

2 Draft Resolution

That the Community Development Committee:

1. **receives the Community Development Manager's Report RCD17-09-05; and**
2. **agrees to the feasibility study for the Motueka Library project excluding provision for the construction of a new Service Centre at this stage, while making provision in the design for it to be added at some time in the future.**

3 Purpose of the Report

- 3.1 This report provides the Committee with an update on some of my work since my update provided to you at the August Community Development Committee meeting. My report also outlines key highlights of the work undertaken the Community Relations, Reserves and Facilities, Strategic Policy and Customer Services sections of the Community Development Department.

4 Key Activities

- 4.1 Since my last report in August 2017, I have undertaken a number of key activities. Among other things, the highlights included:
- along with Sharon Flood, we presented on early engagement on Council's Long Term Plan at the Society of Local Government Managers Community Planning Conference in August. We received good numbers attending our sessions and received very good reviews of our sessions;
 - participated in the Nelson/Tasman Strategic Funders Forum;
 - attended and participated in Waimea Community Dam workshop and meetings;
 - discussions with Nelson City Council staff on the list of projects proposed for Saxton Field for inclusion in both Councils Long Term Plans 2018-2028;
 - attended the Saxton Field Committee meeting. The Committee appointed Judene Edgar as the Independent Chair. The Committee discussed and agreed in principle to the proposed projects that staff had identified for inclusion in the two Councils upcoming Long Term Plans for Saxton Field. We also discussed an update on the Velodrome project;
 - attended the Community Awards Ceremony. It is wonderful to celebrate the amazing contribution over long periods of time that some people in our community make to the Tasman District;
 - attended and participated in the inaugural meeting of the Motueka Library working party;
 - attended and participated in meetings on the Tourism Infrastructure Fund application prepared by Brylee Wayman and Anna Gerraty;
 - attended a Saxton Velodrome Working Party meeting; and
 - attended and participated in Long Term Plan workshop and meetings, including meeting with the Council auditors on the Long Term Plan process.

5 Richmond Cemetery Vandalism

- 5.1 We have recently had two incidents of headstones on graves at the Richmond Cemetery being knocked over and damaged. The vandals damaged approximately 70 headstones. This situation has been very distressing for the families visiting the cemetery. It was made worse by the fact that some of the vandalism happened the night before Father's Day.
- 5.2 The monumental masons were engaged by staff to re-erect the headstones that had been pushed over but were otherwise undamaged. This work will be an unbudgeted expense, as

we do not usually have vandalism like this in our cemeteries and do not budget for these eventualities.

- 5.3 Staff have been trying to contact the families of the headstones which are too damaged to re-erect.
- 5.4 I wish to thank Suzanne Westley for working on Father's Day to field and respond to the calls from distraught families. I also wish to thank Richard Liddicoat who also worked on Father's Day to update Council's social media and website on the matter. Council and the Tasman community are lucky to have such dedicated staff. Nelmac also had staff in attendance on Sunday to talk with families.

6 Motueka Library Project

- 6.1 The Motueka Library Working Party met on 30 August to discuss the Motueka Library project. The first step in the process is to develop a brief for a feasibility study to be undertaken to look at the options for the Library.
- 6.2 At the July Committee meeting the following resolution was passed:
- CD17-07-01**
- That the Community Development Committee:**
1. receives the Community Development Manager's Report RCD17-07-06; and
 2. approves the terms of reference as amended to direct staff to include a Council consolidated facilities model for the Motueka Library Working Party contained in Attachment 2 to report RCD17-07-06; and
 3. notes that the Petition on the Laura Ingram Kindergarten will be referred to the Motueka Library Working Party as an input into the feasibility study and community engagement process for the Library.
- 6.3 Staff prepared a draft brief for the feasibility study for the Working Party's consideration based on the above resolution.
- 6.4 We also obtained estimates for the Library proposal based on the options of:
- 6.4.1 Option 1: an expanded library on the current site;
- 6.4.2 Option 2: a new library on the Decks Reserve site; and
- 6.4.3 Option 3: a new library/service centre at the Decks Reserve site.
- 6.5 Option 1: Expanding the library on the existing site – estimated cost: \$3,580,000, including:
- construction of 686m² extension;
 - refurbishment of existing library;
 - \$300,000 for the purchase and demolition of the Senior Citizens building;
 - \$300,000 for the purchase and demolition of Laura Ingram Kindergarten buildings;
 - \$150,000 for relocation and furniture and fittings;
 - \$100,000 for car park development;
 - \$395,00 design, consent and project management fees; and
 - 10% construction contingency allowance.
- 6.6 Option 2: Construction of a new library on Decks Reserve – estimated cost \$3,705,000, including:

- construction of a new building of approximately 1,070m², including an allowance for raised foundations and additional access ramps and steps;
 - \$100,000 for car park development;
 - \$165,000 for relocation and furniture and fittings;
 - \$460,000 design, consent and project management fees; and
 - 10% construction contingency allowance.
- 6.7 Option 3: Construction of a new Library/Service Centre on Decks Reserve – estimated cost \$5,130,000, including:
- Construction of a new building of approximately 1,470 m², including an allowance for raised foundations and additional access ramps and steps;
 - \$150,000 for car park development;
 - \$565,00 for design, consent and project management fees; and
 - 10% construction contingency allowance.
 - The estimate does not include an allowance for Service Centre fit out or relocation costs, or an off-set for the income from the sale of the existing Service Centre site.
- 6.8 Given the cost of Option 3, the Working Party agreed that this option should be excluded from the current feasibility study, but that the study should provide for a Service Centre to be added to the Library in the future.
- 6.9 Staff have included \$3,705,000 in the Long Term Plan draft budgets. \$300,000 was included for planning and design in year 2019/2020 and \$3,405,000 in 2020/2021 for construction. This funding includes \$400,000 funded from Reserve Financial Contributions.
- 6.10 We are seeking the Committee's agreement to the feasibility study brief excluding construction of a new Service Centre at this stage, while making provision for it to be added at some time in the future.

7 Motueka Museum Seismic Upgrade

- 7.1 The contractor has been busy over the last couple of months undertaking the work necessary to bring the Motueka Museum up to the minimum requirements for earthquake strengthening. The work has been undertaken during the period when the Museum has its annual closure in order to minimise disruption. The contractor is due to complete the work about the end of September.

8 Richmond Aquatic Centre

- 8.1 Attached is the 'commentary and patronage' pages of the June 2017 Report from the Richmond Aquatic Centre Manager. (Attachment 1).

9 Customer Services Update – Suzanne Westley

- 9.1 June, July and August are the three busiest months in the calendar year for the Customer Services (CS) Team.

Dog Registration

- 9.2 Annually dog registration is required in June and July. This year, notices for 10,700 dogs were emailed/posted for registration in the Tasman district. Combined with a cash receipting upgrade on 1 June, the CS Team was busy adjusting to an upgraded system and completing the registration process for our customers.
- 9.3 In the last two weeks of July, the CS Team contacted approximately 500 dog owners to remind them to register their dog before Council applied penalties in August. The phone call provided an opportunity to update our information and dog owners appreciated the reminder from Council. The CS Team processed 11,021 transactions during the two months and saw a range of dogs who walked in with their owners, from guide dog puppies to older loved pets.

Rates and Rebates

- 9.4 August is traditionally the busiest of the rates payment months for the rating year. When combined with applications for rate rebates, it is a really busy time. The CS Team posted 1,600 rebate applications out to previous applicants. In the first month, we received 593 applications, which have been checked and processed - a great outcome. We've been working with the Rates Team, to have rebate refunds offset against the rate account before the November invoice is generated.
- 9.5 Although 1,668 applications were made in the previous year, this was slightly down on the years before. The full rebate amount is \$620.00. Depending on the household income, an applicant may be eligible for a lesser amount. The Department of Internal Affairs has an easy to use online calculator for interested ratepayers to check their eligibility for a payment. Newline is a great asset to promote and raise awareness of the scheme, as other people in our Community may be eligible to apply.

Customer Service Staff

- 9.6 Since March, the CS team has been operating with reduced Customer Service Officers (CSO) staff numbers due to vacancies, secondment and usual leave/absences that can occur. CSO's have worked in various offices and increased hours to manage workloads. The vacancies have been filled by recruiting a mix of permanent and fixed term CSO's. It is great to welcome Allison, Lou, Paulette and Sarah in the Team. They have commenced work with us over the last months and are enjoying the work environment.

10 Strategic Policy Update – Sharon Flood

Annual Report 2016/17

- 10.1 The draft Annual Report for 2016/2017 is virtually complete and will be adopted on the 28 September 2017. Audit New Zealand was onsite for three weeks from 21st August – 8th September 2017. We are not aware of any problems and we expect to receive its opinion in time for our adoption. This year we are adopting a Word version of the report, which will then be formatted by our designers for public release. To ensure document compliance, Audit NZ will also review this version before circulation.

Long Term Plan 2018 – 2028 (LTP)

- 10.2 The LTP process is continuing and is on track to meet our set timeframes and goals. The workshop on 6 September, at which the Tasman Youth Council Clusters outlined the results of surveys of youth in their areas, has been a highlight.
- 10.3 Upcoming workshops with Councillors include the following topics:
- first cut financials for 2018-2028;
 - Library fees;
 - natural hazards;
 - Emergency Disaster Fund and insurance;
 - Motueka stopbank;
 - NRDA funding; and
 - Development Contribution charges.
- 10.4 The series of workshops on health and wellbeing for older adults in Nelson and Tasman has been advertised and will be held in late September (18 to 27 September). Three of the six sessions are scheduled in Richmond.
- 18 September 2017: 1pm Richmond Town Hall – Houseing and our ageing community;
 - 20 September 2017: 7pm Richmond Town hall – Staying Well; and
 - 27 September 2017: 6pm Richmond Library Constance Barnicoat Room – Financial security in retirement.
- 10.5 We are also planning to hold ‘drop-in’ sessions around the region for interested participants with Councillors and staff to discuss any identified needs or concerns with regards to our Long Term Plan 2018-2028. These sessions are currently being arranged for early October and we will be advertising these once confirmed.

Motueka Reserve Management Plan (RMP)

- 10.6 Staff have recently met with Wakatu Inc and NRAIT to discuss the classification of reserves in Motueka Ward. We will continue to work with them and share information about specific reserves of interest to iwi. We have finished collating and published on Council’s website, all ideas and feedback collected last summer on Motueka Ward reserves:
<http://www.tasman.govt.nz/tasman/projects/community-projects/motueka-reserves-projects/>.
- 10.7 We are still working through each of the classification of the reserves in Motueka and anticipate that this will be publicly notified when you adopt this at the Full Council meeting on the 16 November 2017 meeting, with submissions on proposed reserve classification closing before Christmas. We are still anticipating that we will have a Draft RMP completed for public notification by early 2018.

Waimea Community Dam

- 10.8 Over the last month our contractors have begun drafting the Statement of Proposal for the Dam project and the funding analysis to meet the s101(3) of the LGA requirements. We are still awaiting consideration and determination of the finer details of the proposal before we can complete these pieces of work.
- 10.9 We have also reviewed the public consultation timeline and it is likely we will now be in a position to consult over late October and November 2017 with a decision early in 2018.

Mapua Waterfront Master Plan

- 10.10 Submissions closed on the 14 August 2017, with hearings held over the 21 and 22 August. We received 364 submissions and heard from 28 submitters on the range of options with many focused on the boat ramp through waterfront Park. Council's deliberations are currently on hold to allow the Mapua Boat Club to provide their technical information and for a site visit to take place. We have scheduled formal deliberations for early October 2017 with a likely adoption of the Master Plan in mid-November.

Forestry Recreation Access Policy

- 10.11 This policy is to address the issues around recreation and access to our commercial plantation forests. We shared a draft of the policy with the Project Control Group on 8 August 2017. As well as providing significant feedback on the draft policy, the Project Control Group clarified that this policy should be for internal use to help guide the way we manage our plantation forests. We will circulate a further draft of the policy to the Project Control Group before further engagement is carried out with stakeholder groups.

Risk Policy and Framework:

- 10.12 The internal Risk Working Group has been working on the Risk Appetite statements for the Risk Policy, which we intend to workshop with the Audit and Risk Committee on 21 September. We intend that Council will adopt the Policy on 19 October. We have received the risk framework and we will be trialling this in September. We are also developing a risk register to track and manage our risks.

Tourism Infrastructure Fund

- 10.13 The Team has completed an application to the Tourism Infrastructure Fund for funding towards projects at eight popular tourist locations, including new toilets, rubbish compactors, showers and a dump station. There was also an application for co-funding a feasibility study for Marahau. We will be advised of the outcome by late November.

Representation Review and Associated Processes

- 10.14 Staff have presented a report to Council's 7 September 2017 meeting for a decision on the choice of electoral system to be used for the next two triennial elections and associated elections and polls. We have placed a public notice in Newsline Updates advising the public of their right to demand a poll on the electoral system. We will be preparing a further report to Council for a decision on whether to establish a Maori Ward in October.

Policy on Housing for Older Adults

10.15 We have included in today's agenda a report recommending that the Draft reviewed Policy on Housing for Older Adults 2017 be adopted.

11 Reserves and Facilities 2017/2018 work programme – Beryl Wilkes

11.1 The following table contains the key projects and activities by ward that occurred in Council's reserves and facilities since the last Community Development Committee meeting, in addition to the ongoing maintenance and development activities that are also undertaken.

11.2 I have looked at the Engineering teams update report, I will try to have a similar report prepared for the next Community Development meeting.

Ward / Projects	Projects for 2017/18
Golden Bay	<p>Takaka Memorial Gardens (playground upgrade) – the main piece of equipment will arrive in October and will be installed by the company supplying the equipment. Quotes are being gathered for the removal of the old equipment.</p> <p>Golden Bay Rec Park – We have met with members of the Rec Park Committee and the Facility Manager and discussed the landscaping, judder bars, footpaths and other items around the building and the interaction of the area between the building and sportsfields.</p> <p>Ligar Bay batch area upgrade – The unveiling of the rock and historic plaque will be held on the 16 September at 2pm. Further planting has taken place.</p>
Motueka	<p>In response to Councillor Ogilvie's list.</p> <p>The Motueka Ward Reserve Management Plan - work is continuing on this plan review. Please refer to the Strategic Policy update for details.</p> <p>Nga Piko Place Reserve, Trewavas Street Foreshore Reserve - this work will commence on the completion of the Reserves Management Plan.</p> <p>Little Kaiteriteri/Stephens Bay Walkway – upgrade work will take place as the walkway land comes into Council ownership, in the meantime the remaining area will be maintained to a safe walking standard. As further subdivision takes place, the alignment of the walkway will change hence the difference in management of the walkway.</p> <p>Tapu Bay/Anarewa Crescent – Steve Richards is continuing to work with neighbours to the reserve areas and will provide an update report to the Motueka Community Board.</p> <p>Motueka Quay – the second stage of the landscaping project is underway the new bollards are being prepared.</p> <p>The rebuild of the Historic Wharf – Council staff are not involved in this project. We understand the work may be undertaken by a Trust.</p>

	<p>Newhaven Crescent Reserve – Glenn and Amelia are arranging a meeting to discuss the concept plan.</p> <p>Decks Reserve – Adult Fitness Equipment – this project is on our work programme for this financial year and will commence in the New Year.</p> <p>Motueka Cemetery – We have completed the new entrance and the water connection installed. Landscaping of fences and the rose planting has been completed for this year. Further planting will take place next year. The signage project is on our work programme and will commence in the New Year.</p> <p>Council Cottages – We have completed the installation of insulation and heat pumps project in all of the Motueka Cottages. Regular maintenance is ongoing. We are scheduled to undertake the annual internal maintenance checks in November.</p> <p>Sanctuary Ponds – We have agreed the walkway extension project plans with the Keep Motueka Beautiful Committee and the work will commence when the area dries out. Some drainage work has been carried out which has alleviated the area at the rear of the reserve, however, further work needs to be carried out in the area adjacent to Old Wharf Road.</p> <p>New Reserve Purchase – Funds have been budgeted for this in the Long Term Plan.</p> <p>Community Groups – We will continue to liaise with Community Groups as required.</p> <p>Toilets – We will continue to upgrade toilets throughout the region when required and we have applied to the TIF fund for an extra toilet for Marahau.</p>
Moutere/Waimea	<p>Wakefield Recreation Reserve – We have received a proposal for a bike park to enhance the BMX track in the carpark area off Pigeon Valley Road and are currently reviewing the concept plan.</p> <p>Mapua Waterfront Park – The Mapua Community group working on providing further facilities in the park will be installing tables and seats next month. These will not impact on any other developments proposed for the park.</p>
Richmond	<p>Queen Street upgrade – staff are providing landscaping support for this project.</p>
Saxton Field	<p>Velodrome – the track has had a tack seal coat put down to protect the surface until the final sealing can take place, hopefully in October. Work is continuing on the warm up track.</p>
Planting Projects	<p>The Community Group, School and Scout plantings have all been completed some of these were delayed due to wet weather. The coast care plantings are now underway.</p>

Ben Cooper Park	The plans for the toilet upgrade are progressing, we are trying to work within the current building footprint however we may need to move some walls to accommodate this upgrade.
Sportsfields	We have completed the autumn renovations on most fields, Nelmac are now preparing the summer cricket block renovation and preparation programme for us.

12 Community Relations and Media – Chris Choat

Community Partnerships and Enviroschools

12.1 Key work undertaken by the Community Partnerships staff since the last meeting, includes:

- 12.1.1 renewing our partnership with NMIT in the management of the Richmond community gardens;
- 12.1.2 continuing visits to Resource Recovery Centers for schools and colleges leading to recycling projects being initiated within Enviroschool auspices; and
- 12.1.3 ongoing support for community education with regard to good wood, air quality and freshwater resources through river/stream restoration.

Events

12.2 Planning is well advanced for the summer events calendar and earlier. Events include:

- the First Taste Queen Street event – 30 September 11am – 2pm;
- walking events:
 - Wills Gully, 24 September;
 - Kiwi Guardians , 15 October (Waimea inlet); and
 - History brought to Life, 5 November (Bill Wilkes);
- “Colour Craze” November 5;
- bike events (BBTUs and family rides);
- “Sundial Sounds” 3 and 7 December;
- lunch time summer music in Richmond – February;
- “Carols” on 17 December; and
- the Library (Webby Way) Sculpture unveiling in conjunction with Sculpture Trust.

Grants and Awards

12.3 The Community Grants Subcommittee met on the 31 August to consider the 141 applications received requesting \$369,905, from an available budget of \$219,000. There were 112 successful applications granted a total of \$218,743.

12.4 The Subcommittee allocated Community Consultation Funding of \$23,827 to nine ratepayer and community associations. The fund is to assist to them to operate in communities where there is no community board.

12.5 Two organisations were granted Special Grants Funding. The First Encounter Planning Group 375 who are planning events to commemorate 375 years since Abel Tasman’s visit

was granted \$20,000 towards the event and Dark Horse Films was allocated \$10,000 towards the feature length film Blue Moon.

- 12.6 The Rata Foundation Annual General Meeting (AGM) was held on Monday 4 September. This is the first time the AGM was held outside Christchurch giving us the opportunity to meet the Trust members and give our projects a real push for the future.

Youth Council

- 12.7 The Golden Bay and Motueka Community Boards have amended their Standing Orders to allow youth representatives at their meetings in an advisory capacity.
- 12.8 Tasman youth were invited to participate in an online survey through the Jam website seeking their wishes for their local area. While incentivised, the response was beyond expectations with 637 responses received. We are collating the feedback for input into the Long Term Process.
- 12.9 Council invited the Youth Council Clusters to a recent Long Term Plan workshop. Input from the youth representatives was well researched and thoughtful and they valued the opportunity to contribute. This contribution will be included with the survey responses to provide Councillors with a concise District-wide submission to the Long Term Plan process.

Media activity

- 12.10 Media attention remains focused on the proposed dam. Other subjects covered over the period include: Queen Street upgrade; Ellis St Upgrade; Golden Bay Grandstand; Resource Recovery Centre maintenance and renewal, Special Housing Area development; and cemetery vandalism.

Online Report August 1 to September 8

- 12.11 Figures for six weeks show steady performance:

- Number of sessions 72,970
- Number of users 38,392
- Page views 190,080
- Average session 2:07
- Average 2.60 pages per session

Traffic highlights

- 12.12 We have replaced the web camera at Rotoiti. High snowfall meant a peak in visits of 3,142 sessions on 7 September.

Social Media

- 12.13 Staff put in some time and effort into facebook communications following the Richmond Cemetery vandalism – people appreciated hearing from us quickly and seemed generally pleased with the way the incident was handled.

Other Areas

- 12.14 We are expecting responses to a Requests for Proposals for delivering the new site on the Common Web Platform to be returned by mid- September.

13 Health and Safety – Susan Edwards

- 13.1 Since the last meeting we have undertaken a number of audits of our contractors, as part of our business as usual activities, particularly in Reserves and Facilities and with the

contractor undertaking the seismic strengthening of the Motueka Museum. We have not identified any health and safety concerns through the audits.

- 13.2 We have not had any health and safety incidents relating to the Department's work. Stress has been an issue for some staff, coping with their high workloads.
- 13.3 We have issued three trespass notices to a member of the public for two Council reserves and a Council Service Centre as a result of behavioural issues.
- 13.4 Beryl Wilkes has done some work on identifying our risk appetite associated with events to enable us to put appropriate controls in place. Lindsay McKenzie and I are currently reviewing the work.

14 Attachments

1. Richmond Aquatic Centre Report - June 2017

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Richmond Aquatic and Fitness Centre Monthly Report

1.0 Commentary and Patronage

Patronage Summary

Pleasing to see positive growth on last year's figures and breaking the 300,000 visits mark – especially due to peak hours being at capacity. Furthermore these figures have not included visitors this year to which I estimate an additional 100,000 visits per year. These link to areas including, the free public toilet in Customer Service area, parents/grand parents watching swimming lessons etc. we are currently looking into ways to record these more effectively. In addition it is also pleasing to see a large increase when comparing June 17 to June 16.

Richmond Aquatic and Fitness Centre Patronage Numbers

User	Total Y2D June15-July16	Total June 2017
Adult	15126	1026
Adult Concession	13638	898
Adult/ Preschooler (x2)	22457	1430
Adult/ Preschooler Concession (x2)	3804	114
Child	30098	1523
Child Concession	1544	121
Community Service Card Holder	1594	124
Community Service Card Holder Concession	2369	237
Family (x4) Shark pass	9545	524
Preschooler	3451	215
Preschooler concession	114	11
Senior	1810	138
Senior Concession	9587	1025
Visitor	0	0
Student Concession	1235	101
Aquatic Memberships	3982	321
Holiday Programme	2256	0
Before + After School Care	3975	370
User Groups	15212	1966
Wave Rave	4957	659
Promotional Visits	1857	178
Child School Swim	1031	30
Adult School Swim	400	0
Swim School	80130	8486
Shower	1129	43
Supervised Child Care	0	0
Aqua Fitness concession	4294	328
Aqua Fitness casual visits	708	45
Group fitness casual visits	996	199
Fitness Centre casual visits	1526	162
Fitness Centre Concessions	890	78
Fitness Centre Memberships	60411	5022
Total Patronage for the Month	300126	25374

Total patronage JUL16-JUNE17 300126 June 16 – 20133



3.0 Marketing and Promotion

A number of marketing mediums were utilised across the facility during the month. These included but were not limited to features in the local news papers and facebook promotions

Additional Promotions

- Legends Vitality Classes introduced in the Fitness Centre
 - Target age 60+
- Swim School
 - Free trial lesson
 - Term Three enrolments opened
- Holiday Programme marketing distributed
- New Hire Goods arrived
 - Tubes and double tubes
- Magical Parks marketing promoted
- SUP Yoga
 - Marketing started as the class is returning for winter

Active and On-going:

Advertisements for the facility and each of its business units continue to be present across a number of marketing mediums. Each advertisement was updated to reflect the message of each business unit this month.

Facebook, instagram and the website in conjunction with appearances in the community have been very positive for swim school, the fitness centre and the wave rave programme. These means of marketing have been pin pointed as vital in moving the facility forward.

Further development was performed on the facility Facebook pages and also the website – updates tied into the aspects of on-going marketing with a call back to the website for more information

Overall the marketing for the month kept a strong facility presence in the community. This was shown across all mediums utilised, with the majority of the messages having a full facility approach.



9.4 ACTION SHEET - COMMUNITY DEVELOPMENT

Information Only - No Decision Required

Report To: Community Development Committee
Meeting Date: 21 September 2017
Report Author: Tracey Barron, Executive Assistant - Community Development
Report Number: RCD17-09-06

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 RCD17-09-06.

3 Attachments

1. Community Development Action Sheet

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Action Sheet – Community Development Committee

Item	Action Required	Responsibility	Completion Date/Status
Meeting Date – 18 May 2017			
RCD17-05-05 Community Development Manager's Report	Review the Library charges through the Long Term Plan 2018-2028 process.	S Edwards	LTP Workshop scheduled for 4 October to discuss this matter.
Meeting Date – 6 July 2017			
RCD17-07-05 Update on Seismic Strengthening of Reserves and Facilities Buildings and Decision on Wakefield Hall	Staff to engage an engineer to design and prepare an estimate to bring the Wakefield Hall up to the 34% of current New Building Standard (NBS).	S Edwards	Engineering Consultant engaged to do this work.
CD17-07-08 Community Development Manager's Report	Staff asked to investigate Council dog registration process of having to physically pick up the ticket from the Council office.	S Westley	There are a range of services/options currently available. Customer Service staff post out tags on request. Processes are regularly reviewed.
Meeting Date – 10 August 2017			
RCD17-08-05 Community Development Manager's Report	Staff to speak to youth hui leaders to ensure there are no communication issues between schools and clusters.	M Tasman-Jones	Staff have had a discussion with the youth hui leaders.
RCD17-08-05 Community Development Manager's Report	More detail required for Reserves & Facilities activities.	B Wilkes	Additional detail provided in Community Development Manager's Report on this Agenda. Further work will be done for the Committee's next meeting.
RCD17-08-06 Action Sheet	Staff to meet with Mudcakes & Roses Editor.	M Tasman-Jones	Staff are setting up a meeting before the end of the month with the Editor and involving Nelson City Council.

10 CONFIDENTIAL SESSION

10.1 Procedural motion to exclude the public

The following motion is submitted for consideration:

THAT the public be excluded from the following part(s) of the proceedings of this meeting. The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution follows.

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

10.1 Parks and Reserves Asset Maintenance Contracts

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