



# Ashburton District Council

## AGENDA

A **MEETING** of the **FINANCE & COMMUNITY SERVICES COMMITTEE** will be held as follows:

**Date:** Thursday 15 May 2008

**Time:** 1.30 pm

**Venue:** Council Chamber  
5 Baring Square West  
Ashburton

B LESTER  
Chief Executive

### **MEMBERS:**

Cr K L Holmes (Chairman)  
Cr N A Brown  
Cr R C Beavan  
Cr J A Everest  
Cr R J Kilworth  
Cr J A Kingsbury  
Cr K W P Lowe  
Cr J Sparks  
Mayor M B O'Malley (ex officio)

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# AGENDA

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<b>2.30 pm</b>	<b>ASHCOSS Presentation – Healthy Homes Project</b>	
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<b>1</b>	<b>APOLOGIES</b>	
<b>2</b>	<b>NOTIFICATION OF EXTRAORDINARY BUSINESS</b>	
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## **8. BUSINESS TRANSACTED WITH THE PUBLIC EXCLUDED**

<b>8.1</b>	<b>Confirmation of minutes – 27/03/08</b>		<b>33</b>
	• Performing Arts Centre Trust	Sections 7(2)(h) & 7(2)(i) Commercial activities & Conduct of negotiations	
	• Property Matters	Section 7(2)(h) Commercial activities	
	[Now in open meeting]		
	• Tinwald Reserve Development		
<b>8.2</b>	Property Matter	Section 7(2)(i) Conduct of negotiations	<b>36</b>
<b>8.3</b>	Property Matter	Section 7(2)(h) Commercial activities	<b>41</b>

9 May 2008

# 5. CORPORATE SERVICES

## 5.1 INFORMATION SYSTEMS

The Council web site attracted an increasing number of visitors which reflects the number of activities within the Council and the efforts to keep the information available fresh and relevant to the community. Less than 5% of email arriving at the Council is legitimate. A rates calculator that allows ratepayers to work out their individual rates bill for next year is available on the web site.

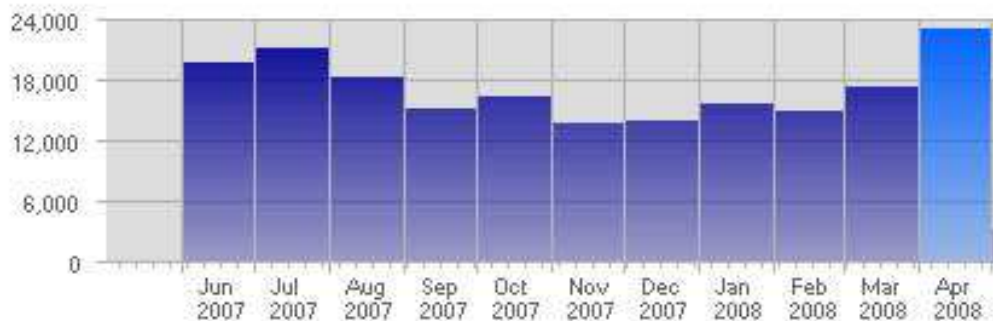
### 5.1.1 Technology One

The module for processing land use applications has been re-developed with the Planning Department and is being tested. This module has been continually modified as improvements to the business process have been identified. The position of Systems Development Officer is being advertised as a result of Debbie Lovell resigning to move to Nelson.

### 5.1.2 Ashburton District Council Web Site







The Notices and Cemetery searches continue to be the most popular web pages visited in April. The Annual Report, Annual Plan 2007/08 and the Ashburton District Plan NE Ashburton Business Park Plan Change Report were the most popular downloads. Regulations and information about noise, food, camping and cattle crossings were also popular downloads. The increase in the number of visitors reflects the efforts made by Council staff to keep the information on the web site current and interesting. The number of visitors from the USA has doubled. A rates calculator has been made available on the web site, in cooperation with the Finance team, so that customers can see how much their rates will be next year

April 2008 ADC web site visits:







Pages viewed in February 2008 - 23,094

# 5. CORPORATE SERVICES

Language Preferences		Visits by Continent			
English is the overwhelming majority					
#	Language	#	Continent	Total Visits	Percent of Visits
1.	English	1.	 North America	7,385	65.52%
2.	German	2.	 Oceania	2,579	22.88%
3.	French	3.	 Asia	654	5.80%
4.	Italian	4.	 Europe	530	4.70%
5.	Japanese	5.	 Africa	65	0.58%
6.	Swedish	6.	 South America	59	0.52%
7.	Turkish			11,272	
8.	Russian				

## Analysis of North American Continent increase in visitors to ADC website

#	Flag	Country	Total Visits	Average Visits Historically	Change	Percent of Visits
1.		USA	7,295	1,608.29	+3,844 ▲	98.78 %
2.		Mexico	66	3.00	+50 ▲	0.89%
3.		Canada	23	41.65	-15 ▼	0.31%
4.		Costa Rica	1	-	+1 ▲	0.01%
			7,385	1,651	+3,879 ▲	

	February 2008		April 2008	
Pages visited	15,076		23,094	
<b>Top 10 pages viewed</b>	Notices	<b>1,936</b>	Notices	1,570
	Cemeteries	<b>567</b>	Cemeteries	688

## 5. CORPORATE SERVICES

	Searches	<b>537</b>	Searches	630
	Vacancies	<b>505</b>	District Planning	481
	Community	<b>439</b>	Vacancies	400
	District Planning	<b>420</b>	District Maps	318
	Contact Us	<b>379</b>	Community	298
	Ratepayer Groups	<b>370</b>	Drinking Water	289
	Maps	<b>275</b>	Library	285
	Tenders	<b>260</b>	Fees and Charges	265

	<b>February 2008</b>		<b>April 2008</b>	
<b>Top 10 documents downloaded</b>	Annual Plan 2007/8	154	Annual Report 2006	404
	Cattle/Stock Crossing Road Code of Practice	129	Annual Plan 2007/8	251
	Hosing Restrictions	126	Ashburton District Plan NE Ashburton Business Park Plan Change Report	245
	Ashburton District Physical Activity Strategy 2006	125	Statistics NZ Ashburton District Review September 2007	240
	Annual Report 2005/6	118	Ashburton District Population Facts and Figures February 2008	152
	Sale / New Art Gallery and Museum Building Plan	112	Ashburton District Physical Activity Strategy 2006	148
	Ashburton District Population Report feb2008	108	Cattle/Stock Crossing Road Code of Practice	135
	Camping Grounds Regulations	99	Information about Community Noise	123
	Graduate Planner Vacancy	94	Camping Grounds Regulations	109
	Statistics NZ Ashburton District Review September 2007	81	Food Hygiene Regulations Requirements for Registration of Premises	106

## 5. CORPORATE SERVICES

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### 5.1.3 Network

The increase in the number of spam/virus emails and malicious attempts to penetrate the network continues with less than 5% of the emails received by the Council being legitimate. The security measures and checking processes in place in the I S department continue to keep malicious messages and programmes from entering the Council computer system.

Average Per Day	June 07	July 07	Oct 07	Jan 08	Feb 08	March 08
Emails Sent	139	124	174	142	203	133
Emails Received	588	651	692	2177	2837	4109
Virus/Spam Emails	457	357	374	1868	2478	3978
Virus/Spam Emails %	78%	55%	54%	86%	87%	96.8%
Hacker attacks/month	164	178	168	496	410	403
Computer Availability	99.99%	99.99%	100%	99.98%	99.99%	99.99%

### 5.1.6 GIS

The GIS officer has attended a meeting with Quotable Value to discuss the method for exchanging electronic information. Information is currently exchanged with a number of agencies and companies, including Quotable Value, and the demand for data exchange is increasing along with the detail and amount of information required. Rating information on individual properties is now available on the web site. This should allow customers to find information from their offices and homes, rather than visiting the Council or contacting Council staff. This initiative is in line with the effort to encourage customer self service.

## 5.2 RECORDS AND ADMINISTRATION

The demand for LIM reports has reduced through the Autumn from 62 in March to 49 in April and LIM requests are now being satisfied within four working days. The other Records Officer continues to improve older physical property files (when property files are used in the LIM process), prepare property files for new subdivisions and revise procedural documentation.

The project to design a knowledge base for Customer Services frequently asked questions is progressing. Information Leadership will shortly hand over the project so that it can be maintained in the Council by Council staff. Staff from Customer Services will be provided with information from other departments which will be added and updated. Once the knowledge base is implemented, the same infrastructure can be used for another project to access the multifaceted structure of property information within the Council. The proposed records classification directory for paper records is being used to inform both plans. The review for better organisation and retrievability of the Council's electronic and paper documents – including email, maps, photographs, plans, forms and letters, for requests, queries and applications, continues. All these will assist the Council in the longer term aim of making the Council's records compliant with the requirements of the Public Records Act for its implementation in 2010.

# 5. CORPORATE SERVICES

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## 5.3 CUSTOMER SERVICES

Customer Services staff are now completing customer requests for service and forwarding them to the appropriate agency. This means that customers calling about water leaks, pot holes and signs etc only need to talk to one person at Council and no longer have to be put through to another staff member or their voice mail.

Enquiries at reception continue to be busy, especially in relation to building consents and inspections with builders concerned over the delays being experienced in having building inspections completed. The reasons for this are documented in reports provided by Environmental Services. Over the last two months as well as the usual phone calls there have been inquiries about annual plan submissions. While there have been some calls from persons to determine how much their rates are going up the volume has not been as high as anticipated.

## 5.4 MISCELLANEOUS MATTERS

### 5.4.1 Mail Management

Mail management report as at 9 May 2008.

Group	Total Received	Total Completed	Of Completed Within time	Of Completed Overdue	Total Uncomplete	Pending	Of uncomplete Overdue
Mail Management	2598	2535	1428 (56.3%)	1107 (43.7%)	63	25 (39.7%)	38 (60.3%)

### 5.4.2 Council Seal

Under authority, since last meeting —

- **Lease Documents**
  - Deed of Lease – Ashburton Airport Hangar Site – Dave Horsburgh
  - Deed of Lease – Mid Canterbury Freight
  - Deed of Sub-Lease – Ashburton Performing Arts Theatre Trust vs ADC
  - Deed of Renewal – McPhyll Hangars Ltd
  - Deed of Renewal – Unique Jewellery – 111 Tancred Street
- **Transfer Instrument** – D M McGregor – 53 Creek Road
- **Transfer Consent Form** – Southern Cross to Carl Grove Ltd
- **Easements**
  - Easement Instrument – 36 Morgan Street to ADC – Mr & Mrs Allred
  - Easement Instrument – 31 Wellington Street – Mr & Mrs Ross
  - Easement Instrument – Mackie Street - J P & A E Johnson
  - Easement Grant – Ski Time Villa's Ltd / ADC
- **Licence to Occupy**
  - Somerton Road / Rakaia River – Orton Holdings Ltd
  - Unformed portion Winters Road – Thornlea Family Trust
- **Contracts**
  - AM – AE 10 – Water Pipelines Construction – ADC / Opus
- **Agreement** – Sections 5020, SO 18222 – CB 34A/711
- **Plan Change Certificate of Approval**

# 5. CORPORATE SERVICES

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## **5.4.3 Minor Applications**

- Heart Foundation – Christmas Raffle – 27, 28 & 29 November 2008
- Heart Foundation – Valentines Heart Week - 14 February 2009
- Salvation Army – Red Shield Collection – 1, 2 & 3 May 2008
- N Z Red Cross –Rose Week, Ashburton – 10 April 2008
- N Z Red Cross – Rose Week, Methven – 10 April 2008
- World Vision – 2, 8 & 8 May 2008
- Kids Ride for Life – 4 November 2008
- N Z Red Cross – 6 March 2009

## **5.4.4 Letters of Thanks**

- Mrs June Hillary – acknowledging the Book of Condolence for the late Sir Edmund Hillary from the people of the Ashburton District
- Children’s Day Mid-Canterbury Committee – acknowledging personnel, promotion and administration support assistance given in organizing Children’s Day event held on 2 March.
- Bill and Penny Thomas – acknowledging the \$5,000 heritage grant for the restoration of the Longbeach Estate’s Flourmill and Waterwheel project.

S ALLEN

**Corporate Services Manager**

# 6. COMMUNITY SERVICES

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## 6.1 COMMUNITY CONSULTATION AND PLANNING

### 6.1.1 Economic Development Strategy

Further information is being added to the report around district agricultural economic statistics. Once the report is signed off by ADC and Enterprise Ashburton it will be available to the community.

Following discussion with the manager of Enterprise Ashburton it was decided that further statistical information be commissioned from BERL. It is expected this will take about one month to complete and will provide a much fuller statistical snapshot of the district from which a strategy can be developed. This of course puts this project further behind schedule however.

The statement of proposal to establish a Council controlled organisation has been highlighted in the Annual Plan with information regarding how to obtain a copy. As yet I am unaware of anyone requesting a copy.

### 6.1.2 Newcomers Project

A cross-sectoral group has been meeting to discuss issues impacting on newcomers to Ashburton district. Research is being undertaken into the experiences, expectations and intentions of recent migrants to the district. Several workshops have been undertaken with further workshops planned for specific migrant groups. We had expected the final report to be received by now, however the representative from MSD has been seconded to another project – resulting in delays to the final report being completed.

### 6.1.3 Physical Activity Strategy

A community version of the Implementation Plan was launched on 22 April. The launch was well attended and the presentation by Council's Policy Analyst was well received.

A database of physical activity providers is being developed that will enable provider information to be posted on a web-based directory (possibly utilising the Sport Mid-Canterbury website). This information will form part of an updated community services directory. The Ashburton Resource Centre has undertaken the data capture work on the physical activity providers and are looking at the possibility of doing the full community services directory.

An Implementation Group to be known as "Active Ashburton" is being put together to meet quarterly to plan, implement and report back on initiatives included in the Strategy.

### 6.1.4 Cycling and Walking Strategy

Council's Policy Analyst has worked with the Roding and Street Services Manager to get this strategy to the draft stage. It is currently out for community consultation until May 16. It is expected this strategy will be able to be adopted by Council in June, following community consultation.

### 6.1.5 Ashburton District Tourism Strategic Plan

Council's Community Planning Manager has facilitated three community workshops which have been well attended and produced interesting ideas for the future development of the District's tourism sector.

The information from the workshops is currently being collated to enable the Strategy Working Group to develop a draft strategy. It is expected this will be available for community consultation in June.

## 6. COMMUNITY SERVICES

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### 6.1.6 Social Wellbeing Forum

The first Ashburton District Mayoral Social Wellbeing Forum was held on 26 March. This attracted around 40 participants, including senior government managers, local service providers, Minister of Social Development, Ruth Dyson and Labour MP, Tim Barnett.

The Community planning Manager gave a presentation outlining the district's recent population growth and other key statistics and highlighting emerging social wellbeing issues in the district as identified by local social agencies. The Mayor then facilitated discussion for the next hour and a half on further exploring the issues and current responses. Work is underway between Council, Family and Community Services, Presbyterian Support and the Ashburton Safer Community Council to develop an appropriate format and content for future forum.

### 6.1.7 Draft Annual Plan 2008/ 09

The draft Annual Plan was adopted on 10 April 2008 and the community consultation period runs until 16 May. Community meetings have been held in Hinds, Methven, Rakaia, Ashburton and Mount Somers. Attendance has been slightly better than many previous years but remains low. Residents have come to hear and talk about a variety of issues with drinking water being the single biggest issue.

Council will be holding a meeting with Hakatere Huts residents on 13 May to discuss the Annual Plan and drinking water in particular.

An Annual Plan "Open Day" was held for the first time in Ashburton. This was attended by approximately 15 people who seemed to enjoy the opportunity to have a more one-on-one overview of the Annual Plan. The numbers attending suggest this is a format that Council should continue with in some shape or form and Council's Community planning Manager will look at options for the future.

### 6.1.8 Community Outcomes Monitoring Framework and Report

Our Policy Analyst has been progressing this project as time permits. A population report has been completed and a monitoring framework is currently being developed. Information coming from the Tourism and Economic Development Strategies will form the basis for the economic section of the report which will be the next to be completed. Early work on environmental wellbeing indicators is also being undertaken at present.

### 6.1.9 2009-2019 LTCCP

A draft project plan has been developed and needs to have dates and processes confirmed among staff before being made available to councillors for further comment.

## 6.2 LIBRARY

### 6.2.1 Issues and Membership

Both March and April's issues were down on last year's totals for the corresponding months, but with a noticeable improvement for April. This was probably due to media publicity on the Draft Annual Plan. The 123 new membership registrations recorded for April were also most pleasing.

## 6. COMMUNITY SERVICES

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### 6.2.2 Library Promotion

Promoting the library and its services is an ongoing activity. In addition to radio and newspaper advertising and promotions, liaison with community groups is an important part of the programme.

In recent weeks Customer Services Librarian, Diane Haslett, has spoken to the Kiwanis Ashburton Club and continued to work with the Mid Canterbury Adult and Community Education Steering Group, also attending parts of the Ashburton Learning Centre's Regional Hui.

The Ashburton Branch of the New Zealand Society of Genealogists spent an evening at the library looking at local and family history resources and familiarising themselves with the new Ancestry Library Edition database available for use in the library, via the library catalogue home page. Many of the members have become regular users of the site now that it is available locally.

### 6.2.3 Displays

During March the library display facilities were used by The Herb Society, Toastmasters, and Greypower. In April there was a genealogy display, a craft display, and the results of an Anzac Day competition for young people formed the centre of a commemorative display. The competition was won by Clara Watson, an Ashburton College pupil, with a short story.

### 6.2.4 Children's Library

The Children's Librarian, Adrienne Moodie, attended the South Island Children's Librarians' Conference in March, where she had the opportunity to view the programmes and resources that other librarians have used successfully. Highlights included a session on graphic novels, a storyteller, and presentations by top children's authors and illustrators. As the conference was in Christchurch this year the Children's Library Assistant, Anna Rooney, was also able to attend for part of the time and both came back with fresh ideas and inspiration.

Visiting groups have included the Allenton Pippins, Mayfield Cubs, St. Joseph's students and the Ashburton Playcentre.

In the holidays Gareth, an announcer from Classic Hits, visited twice and read to a small, but enthusiastic group. On both Thursdays a puzzles and games morning was held. 20–30 children took part in each session.

### 6.2.5 Statistics for March 2008

Issues	March 2008	March 2007
Non-fiction	4236	4957
Fiction	4388	4242
Large Print	2231	2184
English Resources	12	10
Rentals	61	74
Young Adult Fiction	828	767
Young Adult Non-Fiction	135	156

## 6. COMMUNITY SERVICES

Young Adult Magazines	61	78
Young Adult CD	48	0
Paperbacks	390	507
Magazines	441	461
Adult Audio	193	153
Adult Video	166	206
Junior Fiction	7573	7844
Junior Non-Fiction	2342	2231
Junior Magazines	334	334
Junior Audio	312	347
Junior Video	746	842
Requests	14	10
Stack	108	130
Undefined	16	144
<b>TOTAL</b>	<b>24635</b>	<b>25677</b>
<b>Issue - Year To Date</b>	<b>224023</b>	<b>236719</b>

<b><u>Memberships</u></b>	<b>Total at end March 2008</b>	<b>March 2007</b>	<b>Added during March 2008</b>
Adults	7936	8095	53
Young Adults	1031	1110	5
Junior	2859	2932	25
Non-resident	100	87	0
Other	397	403	3
<b>TOTAL</b>	<b>12323</b>	<b>12627</b>	<b>86</b>

<b><u>Foot Traffic</u></b>		<b>March 2008</b>	<b>March 2007</b>
		<b>11129</b>	<b>11915</b>
<b>Year To Date</b>		<b>102923</b>	<b>105346</b>

<b><u>Reference Enquiries</u></b>		<b>March 2008</b>	<b>March 2007</b>
	Adult	669	609
	Children	101	142
	<b>Total</b>	<b>770</b>	<b>751</b>

### 6.2.6 Statistics for April 2008

<b>Issues</b>	<b>March 2008</b>	<b>March 2007</b>
Non-fiction	4536	4723
Fiction	4428	4312

## 6. COMMUNITY SERVICES

Large Print	2164	2209
English Resources	12	13
Rentals	87	80
Young Adult Fiction	1024	888
Young Adult Non-Fiction	149	113
Young Adult Magazines	78	115
Young Adult CD	42	0
Paperbacks	398	456
Magazines	443	574
Adult Audio	142	105
Adult Video	251	235
Junior Fiction	8378	8578
Junior Non-Fiction	2418	2355
Junior Magazines	414	379
Junior Audio	420	430
Junior Video	897	903
Requests	11	20
Stack	87	121
Undefined	142	131
<b>TOTAL</b>	<b>26521</b>	<b>26740</b>
<b>Issue - Year To Date</b>	<b>250544</b>	<b>263459</b>

<b><u>Memberships</u></b>	<b>Total at end April 2008</b>	<b>April 2007</b>	<b>Added during April 2008</b>
Adults	7925	8084	54
Young Adults	1035	1113	3
Junior	2884	2915	61
Non-resident	101	89	2
Other	396	401	3
<b>TOTAL</b>	<b>12341</b>	<b>12602</b>	<b>123</b>

<b><u>Foot Traffic</u></b>		<b>April 2008</b>	<b>April 2007</b>
		<b>12256</b>	<b>11524</b>
<b>Year To Date</b>		<b>115179</b>	<b>116870</b>

<b><u>Reference Enquiries</u></b>		<b>April 2008</b>	<b>April 2007</b>
	Adult	688	567
	Children	136	113
	<b>Total</b>	<b>824</b>	<b>680</b>

## 6. COMMUNITY SERVICES

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### 6.3 PARKS AND RECREATION

#### 6.3.1 Ashburton Domain

The planting for Spring bedding displays is just about completed. It is a busy time of the year with raking and picking up leaves, with the assistance of the catcher mowers. All of the show lawns have been fertilised and sprayed for broadleaf weeds.

The historic brick wall along West Street has been badly damaged by vandals on two separate occasions in the last three weeks.

There has been a meeting and liaison with Young Farmers to discuss the National Finals being held in the Domain in early July.

New playground equipment (Mouse House) has been installed. The Gypsies resided on the Domain from 2– 4 May for the annual Gypsy Fair.

#### 6.3.2 Township Beautification and Sports Grounds

Parks staff have undertaken the landscaping around the new Performing Arts Centre and Baring Square West was prepared for ANZAC Day.

The Spring bedding display planting around the townships is progressing and will be completed by the end of the month. All the sports fields have been fertilised and sprayed for broadleaf weeds. The young Pin Oaks (*Quercus palustris*), on the Town Green, have been pruned to lift their canopies.

A 'Dippy Disc', a piece of new playground equipment, has been installed in the Davis Crescent reserve.

#### 6.3.3 Rural Reserve Beautification

Rural staff have been busy with occasional mowing, tree pruning and top-dressing hollows and depressions in the turf areas with soil.

#### 6.3.4 Tinwald Domain

Considerable time has been spent pruning, clearing scrub and chipping branches at the Tinwald Domain.

#### 6.3.5 Staff

Diana Geddes has resigned as Aviary Attendant after giving approximately eight years of service.

#### 6.3.6 Cemeteries

The spraying of all cemeteries has been completed. Cemeteries were prepared for ANZAC Day ceremonies. The plantation at Hinds Cemetery has been felled.

##### Ashburton Cemetery

February 2007		February 2008	
Interments	7	Interments	5
Ashes	3	Ashes	8
March 2007		March 2008	
Interments	8	Interments	10
Ashes	5	Ashes	6
April 2007		April 2008	
Interments	7	Interments	10
Ashes	9	Ashes	4

# 6. COMMUNITY SERVICES

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## 6.4 YOUTH COUNCIL

**MINUTES** of a meeting of the **ASHBURTON YOUTH COUNCIL** held on Thursday, 3 April 2008, in the Council Chambers, Ashburton District Council, commencing at 5.40 pm.

**PRESENT:** S Putaranui (Chair), G Robertson, B Stevenson, L Howden, L MacGregor, S Smith and E McGregor

Also in attendance, Cr J Sparks, L Melville (Mid Canterbury Herald), Sam Lewthwaite and Vikki Prendergast

**APOLOGIES:** Cr Kilworth, S Ruck, J Corbett, G Wragg, G Thomas **Sustained**

### **Introductions**

Sam Lewthwaite, a student at Mt Hutt College was introduced to the meeting. Introductions and a brief personal background were made by all present.

### **Minutes**

“That the minutes of the Ashburton Youth Council held on Monday, 28 February 2008, be taken as read and confirmed.”

Libby / Emma

**Carried**

### **Matters for Discussion**

#### **Clean up the River Day**

Due to a lack of members able to attend the clean up day on March 16, the event was postponed. Members will attempt a clean up day later in the year, perhaps after winter and have a ‘Spring Clean’ of the same area.

#### **Children’s Day**

Members were thanked for their help at Children’s Day on March 2.

#### **Youth Council Website**

Emma, Gareth and Luke are to meet to put together some initial ideas they would like on the website. They will then meet with Mr Johnson at the Council to put these ideas into action.

#### **Youth Week**

Youth Week will run from May 26 – June 1. Vikki reported she has spoken with the organisers of Wheels Week and been advised that is best that the Youth Council do not run a motorcycle event at the same time as the motorcycle club. Blair is to get further information from the club regarding costs, preparation required etc. Vikki will contact the Ashburton Guardian regarding Youth Profiles to go in the paper during Youth Week and Laura has agreed to help with putting information in the Mid Canterbury Herald. Vikki is to also contact Port FM regarding DJ slots for young people during the morning show in Youth Week.

#### **St Johns**

Members were told about the St John Youth programme and where to obtain further information should they be interested in having a tour of the facilities or in meeting members of the St John team.

#### **Youth Council Events**

Sunday July 6 has been put down as a tentative date for the first Youth Council function of the year - a mid winter function to be held at ‘The Shed’.

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Management at 'The Shed' have been approached and are very supportive of the idea. Vikki and Shama will get further information off them and report back to Youth Council members.

Sam will obtain further information about hiring equipment to run a 'drive in movie' evening and report back to members at a later date.

### General Business

Vikki advised members about the 'Meet the Neighbours' Youth Council Forum to be held on 2 May. This forum is being organised by the Ministry of Youth Development and Youth Council members from Timaru, Waimate, Ashburton and Christchurch will be invited to attend. It will be held at the Ashburton District Council, commencing at 12.00 pm and will be a chance for Youth Council members to see how each Youth Council operates, what works well for them and to share ideas etc. Formal invitations will be sent out shortly to Youth Council members from MYD.

Luke Howden spoke about the Ashburton District Film Society. The Society is being formed by Luke and Hayden Fitzgerald to 'open doors' and create opportunities to recognize local film makers and encourage their passion and talent. They aim to hold a short film competition at the end of this year to coincide with the 150<sup>th</sup> anniversary of Ashburton.

Members were reminded that this year a national election will take place and those over 18 years of age need to be enrolled should they wish to vote in this election.

Notification of a Practical Driving Skills Course being run by the Ashburton District Road Safety Council on April 12 & 13 was given to members. The course is for all drivers who hold a restricted or full drivers licence and members were asked to let family and friends know about this free course.

Shama will further investigate purchasing badges for Youth Council members.

### Next Meeting

The next meeting of the Ashburton Youth Council will be held to finalise ideas for Youth Week on Thursday 17 April, 2008, in the Councillors lounge commencing at 5.30 pm.

The meeting concluded at 6.30 pm.

**MINUTES** of a meeting of the **ASHBURTON YOUTH COUNCIL** held on Tuesday, 17 April 2008, in the Councillors Lounge, Ashburton District Council, commencing at 5.30 pm.

**PRESENT:** S Putaranui (Chair), S Ruck, L MacGregor, S Smith, B Stevenson, L Howden and S Lewthwaite

Also in attendance, Cr J Sparks

**APOLOGIES:** Cr R Kilworth, V Prendergast, G Robertson, G Wragg, J Corbett **Sustained Minutes**

"That the minutes of the Ashburton Youth Council held on Thursday, 3 April 2008, be taken as read and confirmed."

Emma / Libby

**Carried**

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## **Youth Forum**

The “Meet the Neighbours” Youth Council Forum is to be held on Friday 2 May 2008, 12.00 pm at the Ashburton Council. There is to be seven Youth Council members from Christchurch, four from Timaru and eight from Waimate attending.

This will be an opportunity to share ideas with other Youth Councils. Members from the Ashburton Youth Council are confirmed as Shama, Stacey, Sam Lewthwaite, Sam Ruck, Blair, Libby and Emma. Still to confirm are Jared, Gemma and Georgia.

## **Youth Week**

Youth Week will run from May 26 – June 1. Port FM have again offered DJ slots consisting of two people from 8-9 am on Tuesday 27 May through to Friday 30 May of Youth Week. Volunteers are Luke/Hayden, Georgia/Sam Ruck, Stacey/Friend, Emma/Libby. These people will meet at Port FM the week before Youth Week to go over what is involved.

Names put forward for profiles in the Guardian and Mid Canterbury Herald include Matt Sutherland (motorcross), Matt Anderson (swimming), Yui (black belt karate), Sarah Tait (College Girls Rugby Captain), Morgan Jones (tap dancing), Gemma Wragg (all of her extra curricular activities) and possibly another of the Youth Council. Youth Council members will approach these people once Vikki has spoken to Laura from the Mid Canterbury Herald and Anna at the Guardian to see how to go about this.

## **Youth Council Events**

Sunday July 6 has been put down as a tentative date for the first Youth Council function of the year – a mid winter function to be held at “The Shed”. Management at The Shed has been approached and very supportive of the idea. Vikki and Shama are still to get further information off them and report back to Youth Council members. Advertise early and definitely do presales.

Possibly look at inviting a guest speaker David from the Regent to speak about the possibility of a drive-in movie evening. There was some discussion about this as perhaps being held at the end of the year after winter before daylight savings begins.

Trail ride – Blair is waiting to hear back from Brendan about ACC and OSH rules and regulations. It was decided to concentrate more on “The Shed” event.

## **Next Meeting**

The next meeting of the Ashburton Youth Council will be held on Thursday 15 May, 2008, in the Council Chambers commencing at 5.30 pm.

The meeting concluded at 6.15 pm.

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## ASHBURTON DISTRICT COUNCIL REPORT

FILE NO: 3/7/1  
DATE: 15 May 2008  
REPORT TO: Finance & Community Services Committee  
FROM: Community Services Officer  
SUBJECT: Creative Communities Funding

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### 6.5 CREATIVE COMMUNITIES FUNDING

REPORT AND MINUTES of a meeting of the CREATIVE COMMUNITIES FUNDING ASSESSMENT COMMITTEE, held in the Councillors Lounge, 5 Baring Square West, Ashburton, on Tuesday 15 April, 2008, commencing at 10.14 am.

**PRESENT:** Cr R Beavan (Chair), Cr J Sparks, V Barrett, D Favel, B Leonard, J Ross, J Wilkinson and J Wright

Also in attendance Carolyn Todd (Programme Administrator, Creative New Zealand)  
Community Services Officer

**APOLOGIES:** K Meehan

**Sustained**

#### Introductions

Carolyn Todd, Programme Administrator for Creative New Zealand was welcomed to the meeting. Ms Todd is currently on a South Island wide visit to each local authority who administers the Creative Communities scheme on behalf of Creative New Zealand.

#### Appointments

Mrs Brenda Leonard accepted the position of Iwi representative on the assessment committee.

#### Correspondence

The Committee acknowledged the thank you letters received and it was noted how pleasing it is to receive accountability forms from past recipients.

#### Late Application

The Committee discussed the late application received from the Ashburton District Film Society. In this instance the committee has agreed to accept the application. The applicant notified the Community Services Officer prior to the closing date that the application would be late as they were still awaiting quotes. As the Film Society is new, is still establishing itself and needs encouragement the committee allowed it to be assessed in this funding round. In the future, the committee stipulate the cut off date for applicants is non negotiable and no late applications will be accepted under any circumstances.

#### Schedule of Applications

The Committee considered the applications and agreed that funding of \$7,480 be distributed as follows:

Number	Applicant	Amount Requested	Amount Granted
1	Mid Canterbury Children's Theatre	3,700	2,000
2	Ashburton Society of Performing Arts Inc	1,000	250

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3	Wastebusters Trust <i>V Barrett declared an interest in this application Declined - Incomplete application form</i>	2,000	declined
4	Ashburton College	1,000	1,000
5	Ashburton Writers' Group	190	130
6	Ashburton District Film Society <i>J Sparks declared an interest in this application</i>	3,100	1,000
7	Viv Hanson <i>Declined - Project not eligible under the CCS criteria</i>	1,500	declined
8	Longbeach School	4,200	1,000
9	Ashburton Parents Centre	3,200	600
10	Ashburton Art Gallery Inc <i>J Wilkinson &amp; J Sparks declared an interest in this application Declined - Ineligible for further funding until outstanding CCS funding used or returned</i>	2,685	declined
11	Ashburton Art Gallery Inc <i>J Wilkinson &amp; J Sparks declared an interest in this application Declined - Ineligible for further funding until outstanding CCS funding used or returned</i>	3,000	declined
12	Hakatere Maori Komiti Trust <i>B Leonard declared an interest in this application</i>	3,796	1,500
<b>Total:</b>		<b>29,371</b>	<b>7,480</b>

The above funds have been granted with the following conditions imposed in accordance with the scheme's eligible and ineligible activities.

<b>Applicant</b>	<b>Conditions</b>
Ashburton Writers' Group	Funding provided not to be used for vouchers
Ashburton Parents Centre	Funding provided for venue and advertising costs only
Longbeach School	Assessment committee strongly recommend a public performance of the J-Rock show

It was agreed that the remaining funds of \$2,973.69 be carried forward to the next funding round in September 2008.

### **Presentation of Funding**

Up to 5% of the scheme's annual allocation can be spent on promotion of the scheme. The Committee agreed to hold the presentation evening for the successful applicants, at 5 pm on Thursday 1 May, for the successful applications.

The meeting concluded at 12.20 pm.

J G ROLLINSON

**Manager**

**Democracy & Community Services**

# 7. FINANCE SERVICES

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## ASHBURTON DISTRICT COUNCIL REPORT

FILE NO: 5/1/8/3  
DATE: 15 May 2008  
REPORT TO: Finance and Community Services Committee  
FROM: Property Manager  
SUBJECT: Proposed Unformed Road Stopping - Waterton

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### 7.1 PROPOSED UNFORMED ROAD STOPPING - WATERTON

#### 7.1.1 SUMMARY

To consider stopping unformed roads in Waterton Township.

#### 7.1.2 RECOMMENDATION TO COUNCIL

- “1. That the unformed roads in Waterton Township, shown as sections 1, 2, 3 and 4 on Plan SO374614, be declared stopped; and
2. That the land contained in the stopped road be disposed of to the adjoining owners at valuation.”

#### 7.1.3 BACKGROUND

Council approved the commencement of road stopping procedures in respect of the unformed roads in Waterton Township on 10 August 2006. The proposal was publicly notified in the Ashburton Guardian on 17 and 25 October 2006 and no objections were received.

Subject to the approval of Committee, the land will be disposed of to the adjoining landowner who agreed to purchase as a prerequisite to the stopping procedure at the current market value, being amalgamated to the adjoining freehold titles. A market valuation report has been received indicating that the land contained in the road being stopped has a current market value of \$96,121.00 plus GST.

#### 7.1.4 OPTIONS

The option to maintain the status quo is available. This would leave the roads in Council ownership and would simply deprive the adjoining owners of the opportunity to acquire the land.

#### 7.1.5 STATUTORY IMPLICATIONS

The procedures to effect a stopping of roads is contained in the Tenth Schedule of the Local Government Act 1974 and these procedures will be followed.

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## **7.1.6 CONSULTATION**

The request to stop the roads has been received from the adjoining owners supported by letters of support from immediately affected neighbours.

The proposal was publicly notified by way of newspaper advertising and no objection was received.

## **7.1.7 STRATEGIC LINKS**

Not applicable.

## **7.1.8 FINANCIAL**

The costs associated with the stopping will be borne by the applicants. Land which becomes surplus will be sold to the adjoining owners at market rate. The valuation for the entire surplus land (\$96,121.00 plus GST) will be used on a pro rata basis for each land owner.

J M ROONEY  
**Property Manager**

# 7. FINANCE SERVICES

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## ASHBURTON DISTRICT COUNCIL REPORT

FILE NO: 10/4/1  
DATE: 15 May 2008  
REPORT TO: Finance and Corporate Services Committee  
FROM: Property Manager  
SUBJECT: Elderly Persons Housing - Upgrades and Remodelling

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## 7.2 ELDERLY PERSONS HOUSING – UPGRADES AND REMODELLING

### 7.2.1 SUMMARY

To provide information on the upgrading and remodelling funding for elderly persons housing units.

### 7.2.2 RECOMMENDATION

“That the Committee notes that work is progressing to obtain external funding for remodelling and upgrading work on Council’s elderly persons’ housing stock.”

### 7.2.3 BACKGROUND

Council owns 112 flats for the purposes of elderly person housing. (104 in Ashburton, two in Rakaia and six in Methven.) Construction dates are as follows:

#### Ashburton

Cass Street -	Late 1950’s early 1960’s (purchased 6 July 1983 from Housing Corporation)
Dobson Street -	Late 1950’s early 1960’s (purchased 6 July 1983 from Housing Corporation)
Elizabeth Street -	Block 1 - 1973 Block 2 - 1973 Block 3 - 1981 - 1982
Friendship Lane -	Block 1 - 1978 Block 2 - 1979 Block 3 - 1981 - 1982 Block 4 - 1982 - 1983 Block 5 - 1984 - 1985 Block 6 - 1985 - 1986 Lodge Units (1-20) - 1979 - 1985
Kitchener Street -	Late 1950’s early 1960’s (purchased 6 July 1983 from Housing Corporation)
Mona Square -	1978 - 1988
Willow Street -	1977

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### **Rakaia**

Elizabeth Avenue -1975

### **Methven**

Chapman Street - 1970 - 1972

The units are maintained to a high level.

All units are insulated either with batts or insulfluf. All units are heated by way of electricity. All hot water cylinders were fitted with insulating covers (a number of the covers have been removed by the tenants, some of whom wish to use the space around the cylinders for clothes airing.)

An independent inspection of all units was carried out by Mr R. Dally of Maunsell Limited at the time the Asset Management Plan was reviewed in 2005. The conclusion reached by the assessor was as follows:

*“The Council provides a satisfactory level of basic accommodation for elderly persons through the ownership of 112 Elderly Persons’ Housing units. The asset has on average, 2/3 of its economic life yet to be consumed (approx 50 years). The asset is in good/very good condition, through sound asset management programmes. There is potential to enhance the service through lifecycle costing, integrated with the review of rents.”*

It is noted that an enhancement of service may be achieved through lifestyle maintenance. The planned maintenance programme which has been implemented since 1999/2000 has resulted in the stocks condition being assessed as in good to very good condition.

It is acknowledged however that the units are “dated” and whilst they have an indefinite (50 years +) useable life they would benefit from some remodelling and energy efficiency measures.

In this regard initial approaches have been made to Central Government Agencies which administer funds available to undertake such remodelling and upgrading work. Specifically the Housing Innovation fund which is administered by Housing New Zealand and the energy improvement funds administered by the Energy Efficiency and Conservation Authority have been contacted.

The fund managers have noted that we will be applying for suspensory loan monies to undertake general modernisation and energy improvements. They have advised that a prerequisite condition of funding, is that the proposals to which funding is to be applied, are included in Council’s Long Term Council Community Plan.

In this regard we are working towards including specifics in the revised Long Term Council Community Plan. The specifics will include an upgrade of the heating appliances, improved levels of insulation, modernisation of kitchen/laundry/bathroom facilities and the provision of a secondary external door in the McKee Place units.

Advice received is that on the understanding we meet the Long Term Council Community Plan prerequisite we should receive funding in the 2009/2010 financial year.

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In the meantime we will, during the 2008/2009 year, review the heating provision in some units particularly those “end” units which are exposed to the South as until improved insulation is provided these units would benefit from provision of more efficient heating.

## **7.2.4 OPTIONS**

Given the economic life expectancy of the units replacement is not considered appropriate. The option to upgrade and remodel using only Council funds would inevitably lead to substantial rent increases. The preferred option is to avail current and future tenants of improvements funded in such a way as to minimise rental increases.

## **7.2.5 STATUTORY IMPLICATIONS**

Not applicable.

## **7.2.6 CONSULTATION**

The proposed upgrading and remodelling will be included in the Long Term Council Community Plan.

## **7.2.7 STRATEGIC LINKS**

Retention and maintenance of the elderly person housing stock is part of Council’s overall objective relating to strategic assets.

## **7.2.8 FINANCIAL**

Upgrading and remodelling of elderly person housing units will need funding from the budget at current levels with additional expenditure levels to be funded by way of Central Government Agencies suspensory loans. Therefore direct financial impacts are negligible.

J M ROONEY  
**Property Manager**