



Ashburton District Council

AGENDA

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

Date: Thursday 13 December 2007

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)

AGENDA

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7 December 2007

5. CORPORATE SERVICES

5.1 INFORMATION SYSTEMS

5.2 RECORDS AND ADMINISTRATION

5.3 CUSTOMER SERVICES

Corporate Services Manager Steve Allen in on annual leave until 10 December. A report will be circulated or tabled at the meeting.

5.4 MISCELLANEOUS MATTERS (13/12/07)

5.4.1 Mail Management

Mail management report as at 3 December 2007

Group	Total Received	Total Completed	Of Completed Within time	Of Completed Overdue	Total Uncomplete	Pending	Of uncomplete Overdue
Mail Management	2426	2371	1381 (58.2%)	990 (41.8%)	55	13 (23.6%)	42 (76.4%)

5.4.2 Council Seal

Under authority, since last meeting —

- **Lease Documents**
 - Transfer Instrument – Right to convey sewage – RL Mauger
- **Deed of Purchase**
 - Reserve 1391 – SJM Hamilton
- **Licence to Occupy**
 - Footpath – 105 Tancred Street – Millie’s Bar & Restaurant

5.2.3 Minor Applications

- Age Concern – Annual Lavender Day Appeal – 14 March 2008
- National Heart Foundation – Annual Appeal in Arcade – 13 February 2008
- World Vision Child Sponsorship – Street Appeal - 7 December 2007

5.2.4 Letters of Thanks

- Hinds Reserve Board – thanks for Council grant.

S ALLEN
Corporate Services Manager

6. COMMUNITY SERVICES

6.1 COMMUNITY CONSULTATION AND PLANNING

6.1.1 Annual Report

The Annual Report is now largely complete, subject to any changes Audit NZ require from now. Audit are now fitting the completion of the ADC Annual Report around their other scheduled work. Once we have Audit NZ sign-off we will produce the Annual Report summary document.

One issue highlighted by Audit is the lack of clear and consistent performance management framework across the organisation. This is a priority issue that will need to be addressed in the development of the 2009 LTCCP.

6.1.2 Economic Development Strategy

A draft economic snapshot report has been received from Strategic Economic Services of Christchurch. Once the report is signed off by ADC and Enterprise Ashburton it will be available to the community. A target of end of year looks likely to be met.

6.1.3 Gambling Amendment Bill

The Community Planning Manager made an oral submission to the parliamentary review committee by phone. The committee appeared to have a good grasp of the issues facing Ashburton District following the presentation of the Ashburton Licensing Trust submission in Wellington. We will now wait for the response from the review committee.

6.1.4 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. A survey has been undertaken, focus sessions are being held and one-on-one interviews being done with recent migrants. All indications are that the research project is progressing well and is capturing a wealth of information that will be useful to Council, government agencies and community organisations. The findings of the research will form a report which is scheduled to be available in March 2008.

6.1.5 Amendment to LTCCP – Art Gallery and Museum

The consultation period ended on November 30 with 87 submissions being received and 11 submitters wishing to present their submission in person. Council is scheduled to make a decision on whether to proceed with the proposal and any changes on 18 December.

6.1.6 Physical Activity Strategy

The Strategy is currently being reviewed to provide better focus and to include new initiatives. Some action points have arisen as a result of the review including the formation of an Implementation Group to meet quarterly to plan, implement and report back on initiatives included in the Strategy. The group reviewing the Strategy felt it would be ideal if two councillors were on the Implementation Group – 1 urban councillor and 1 rural – and that if it were possible for Councillors Beavan and Reveley to continue their involvement with the Strategy this would provide a valuable level of continuity for the group.

6.1.7 Ashburton District Tourism Strategic Plan

The ADT Board approved a project plan at its November meeting. Work will continue on this project over the next six months.

6. COMMUNITY SERVICES

6.1.8 Local Services Mapping

The Ashburton District LSM Report has been presented to Council by representatives from Family and Community Services and the Ministry of Social Development – our thanks have been conveyed to Denise Kidd, John Allen, Mary Richardson, for coming to make their presentation. Council were provided with approximately 75 copies of the report and these have been mailed out to community organisations. The Safer Community Council were also provided with around 30 copies which they have provided to their member organisations. Community reaction to the report has been positive.

The Community Planning Manager is working with the Mayor, the Safer Community Council and Family and Community Services to establish an Ashburton Social Services Forum. It is expected this Forum will meet for the first time early in 2008.

6.1.9 Community Outcomes Monitoring Framework and Report

Our Policy Analyst has been progressing this project as time permits. We are currently developing a draft monitoring framework that will be sent out to key stakeholder organisations early in the New Year to seek their agreement on the process and their agreement to provide statistical information where required. Some inquiries have been made to assess the viability of undertaking at least some of the monitoring and data capture at the regional level but this has not produced much enthusiasm from other councils. As a result we will continue to develop our own monitoring framework.

6.1.10 2009-2019 LTCCP

The Community Planning Manager and Policy Analyst attended a SOLGM seminar focussing on the 2009-19 LTCCP. It highlighted the need to have the project planned as soon as possible and the need for resourcing the LTCCP to an adequate level. While the current LTCCP will be used as a base for the new planning frameworks there will be significant time and resources required in the coming year to complete this project. There will be a need to find resources – particularly staff – to handle day-to-day functions and the LTCCP processes simultaneously. Most councils of this size appear to already be significantly better equipped in this area than we are. The coming year's budget will need to include funding for additional resources to ensure the process is completed effectively and on time.

A project plan will be developed for the LTCCP before the end of the year. Some policies will be reviewed in the coming year, including the Revenue and Finance Policy, Development Contributions Policy and Significance Policy - with others to be reviewed over in conjunction with the LTCCP itself. Activity workshops will need to be held with elected members and staff in the first half of 2008 to enable the LTCCP to be developed.

6.1.11 Tinwald Domain Development Plan

Staff have worked on the consultation process associated with this project. A total of 54 submissions were received and 5 submitters presented their submissions to the Tinwald Reserve Board on 5 December. The Tinwald Reserve Board will now analyse the submissions and look at any changes to the draft Plan they would like to make as a result of submissions. It is expected the Board will finalise the initial version the Development Plan by early in the New Year, including identifying priority projects for the coming 3 years that can be incorporated into the LTCCP where appropriate.

6. COMMUNITY SERVICES

6.1.12 Other

Several other projects are at the information gathering stage or are being discussed with outside organisations in general terms. Some of these may develop in to full projects over the coming year. These include a review of rural reserves, looking at affordable housing, a policy on reserve contributions.

6.2 LIBRARY

6.2.1 Issues and Membership

November has resulted in another month in which the issues were down on last year, with better results showing in the other indicators, such as foot traffic, reference enquiries and new members.

6.2.2 “Weeding” of Collection continues

In this relatively quiet period, the shelves in both the adults’ and children’s library are being worked through to remove outdated or duplicate items which have outlived their popularity. The slimmed down shelves look more attractive and make selection easier for readers. Books which are likely to have significant future usefulness, but look tatty, are being transferred to the “stack” room upstairs.

6.2.3 Displays

A “Quilts and Friends” display featured the work of local quilters in the first week of November. The Methven and Districts (MAD) Tramping Club also promoted their activities during the month.

6.2.4 Children’s Library

On 26 November a Year 7/8 class from Ashburton Borough School visited the Library as a part of their study of New Zealand authors.

We are planning a Christmas craft and stories evening on 13 December in conjunction with ATS as a part of their members shopping night. This will be held in the ATS building.

Our Summer Reading Programme will commence on 20 December. This year children will earn a ‘library penny’ for each book that they read. At the end of the holidays they will have an opportunity to use their ‘pennies’ to buy goodies at a market morning.

6.2.5 Statistics for November 2007

Issues	November 2007	November 2006
Non-fiction	4081	4442
Fiction	4017	4103
Large Print	2023	1973
English Resources	5	19
Rentals	86	66
Young Adult Fiction	633	724
Young Adult Non-Fiction	126	187

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Young Adult Magazines	55	55
Young Adult CD	44	0
Paperbacks	402	410
Magazines	424	461
Adult Audio	172	118
Adult Video	234	184
Junior Fiction	6252	7763
Junior Non-Fiction	1811	2031
Junior Magazines	310	237
Junior Audio	272	348
Junior Video	714	905
Requests	18	21
Stack	85	105
Undefined	142	17
TOTAL	21906	24169
Issue - Year To Date	124403	136253

<u>Memberships</u>	Total at end November 2007	November 2006	Added during November 2007
Adults	7976	8061	45
Young Adults	1057	1078	3
Junior	2887	3005	22
Non-resident	100	80	1
Other	401	406	4
TOTAL	12421	12630	75

<u>Foot Traffic</u>	November 2007	November 2006
	10239	10867
Year To Date	58696	60066

<u>Reference Enquiries</u>	November 2007	November 2006
Adult	601	520
Children	106	139
Total	707	659

6. COMMUNITY SERVICES

6.3 PARKS AND RECREATION

6.3.1 Ashburton Domain

Mowing is in full swing and keeping the mower operators busy. Most of the annual beds have now been planted ready for summer displays. Daffodil areas have now been mown off.

6.3.2 Township Beautification and Sports Grounds

Staff have been busy planting the annual beds for summer display. This is nearly completed. Mowing staff are busy keeping all the areas mown due to the continuing grass growth. All the daffodil beds have now been mown off.

The South Island Veterans Athletic championships were held in the Domain Oval from 23 - 25th of November.

With the start of the cricket season the cricket wickets are being mown and caught each week.

6.3.3 Rural Reserve Beautifications

Staff have been busy mowing and have also been doing some light pruning and spraying in various areas.

6.3.4 Cemeteries

All the rural cemeteries have been sprayed for weeds ready for the holiday period. Several of these have also been sprayed for gorse and broom. Weed spraying at Ashburton Cemetery is almost completed. Some topdressing of graves in the rural cemeteries has been done.

Ashburton Cemetery

September 2006		September 2007	
Interments	18	Interments	4
Ashes	5	Ashes	8
October 2006		October 2007	
Interments	4	Interments	10
Ashes	6	Ashes	3
November 2006		November 2007	
Interments	9	Interments	6
Ashes	2	Ashes	7

6.4 METHVEN COMMUNITY BOARD

A meeting of the Methven Community Board was held on 3 December. Board members were allocated specific roles to aid relationship building with Council staff and members of the public. The Board requested that Council be advised of the following delegations:

- Community Services, Parks, reserves and Property Martin Nordqvist
- Water, Stock, Potable, Waste and Storm Hamish Gilpin
- Solid Waste including Recycling David den Baars
- Transportation, Footpaths, Kerb & Channel & Toilets David Wilson
- Community Liaison and Administration Liz McMillan

J G ROLLINSON

Manager

Democracy & Community Services

6. COMMUNITY SERVICES

7.2 FINANCE

7.2.2 Financial and Investment Reports

No reports to be provided this month.

7.3 PROPERTY

7.3.1 Festive Lights

The Christmas decorative lights were installed in time for the Santa parade on 7 December.

The Council Christmas tree and Nativity scene were put up in the West Street Library foyer and the lights were turned on by pupils from Longbeach School on Thursday 6 December. The school children sang a number of Christmas songs which were well received.

7.3.2 Airport

Work is progressing on the relocation of the N.D.B. aerals.

A request for another hangar has been received and is being progressed. This request centres around two interesting aspects being that the individual owns and intends to restore and house a number of vintage aircraft. This will complement the Aviation Museum. The proposed hangar will also incorporate an aircraft engineering facility which could, if future demand warrants, become the base for an on site licensed aircraft engineer.

This hanger will be located in the area set aside in the development plan for “engineering and support services” adjacent to the proposed D.C.3 hangar and will share the concrete apron of the latter.

7.3.3 Art/Gallery/Museum

The first draft scheme plans for the possible new building have been received. These meet the briefed requirements and have been forwarded to the Gallery, Museum, and the Arts/Museum Trust Board for their comments.

7.3.4 Reserve Lands

We have been able to progress a number of reserve land swaps over the last few weeks. This work relates to lands which, because of their location, impede or adversely impact on farming operations. Under current policy we work with the landowners to arrange a swap of status on other land within the landowners holding. This process involves considerable work with external agencies including the Department of Conservation. With regard to the Department, we have established an excellent relationship and the system is working well.

7.3.5 Leases

Rent reviews are being undertaken on a number of rural and commercial leases. The main delays occurring relate to the workload of valuers but we are making progress.

P BRAKE
Finance Manager