



# Ashburton District Council

## AGENDA

A **MEETING** of the **ENVIRONMENTAL SERVICES COMMITTEE** will be held as follows:

**Date:** Thursday 3 December 2009

**Time:** 1.30 pm

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

B LESTER  
Chief Executive

### **MEMBERS:**

Cr R J Kilworth (Chairman)  
Cr L J Leadley  
Cr R C Beavan  
Cr I J Burgess  
Cr J A Kingsbury  
Cr P W Reveley  
Cr J Sparks  
Cr B A Tasker  
Mayor M B O'Malley (ex officio)

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# AGENDA

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27 November 2009

## ASHBURTON DISTRICT COUNCIL REPORT

**FILE NO:** 5/1/8/2  
**DATE:** 3 December 2009  
**REPORT TO:** Operations Committee  
**FROM:** Community Services Officer  
**SUBJECT:** Road Closure – Ashburton Car Club

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### 5. ROAD CLOSURE – ASHBURTON CAR CLUB

#### 5.1 SUMMARY

To recommend the temporary closure of a road in Ashburton, for the purpose of allowing the Ashburton Car Club to hold a Standing and Flying Quarter Mile Street meeting.

#### 5.2 RECOMMENDATION

“That the following road be closed to ordinary vehicular traffic from 9.00 am to 6.00 pm on Saturday 5 December 2009, for the purpose of allowing the Ashburton Car Club to hold a Standing and Flying Quarter Mile Street meeting:

CHERTSEY ROAD, between Wards Road and Taverners Road.”

#### 5.3 BACKGROUND

The Ashburton Car Club has applied for a temporary road closure, for the purpose of holding a Standing and Flying Quarter Mile meeting, on the following road in Ashburton:

- CHERTSEY ROAD, between Wards Road and Taverners Road.

This application must be considered by Council because New Zealand Motorsport, of which the Ashburton Car Club is a member, requires roads to be closed for motor sport events under the local Government Act, as event participants may be under 15 years of age.

The Ashburton Car Club has been advised of the conditions of closure as follows:

1. Approval by this Committee.
2. No objections being upheld against the closure in response to the statutory advertisement.
3. Arrangements are to be made for a pre-event and post-event inspection with a representative from the Council’s Operations Department. The inspections are to be completed within three days of the event and results of the inspections will be recorded by Council.
4. The road must be reinstated to the condition prior to the event. Any costs incurred by the Council as a result of this event, including maintenance costs or reinstatement costs, will be charged to the Ashburton Car Club. Any restoration work required is to be carried out to an arranged programme with Council.
5. Necessary arrangements are made for the tidying and clearing of the road on the closed section of the road and the disposal of any litter.

6. The Ashburton Car Club is required to arrange adequate insurance against its liability to pay damages to any person or entity in respect of any claim on account of damage to property or injury to persons where the damage or injury results from the holding of this event.
7. Provision of a Traffic Management Plan, conforming with the requirements of the Transit NZ Code of Practice for Temporary Traffic Management.
8. The Ashburton Car Club shall be responsible to ensure that the correct road signs and barricades are in place during the full period of the closure and promptly removed after the conclusion and clearance of the road.
9. The Ashburton Car Club is required to provide adequate safety marshals in distinctive clothing for the event.
10. Should weather conditions become sufficiently adverse that the road could be damaged as a result of holding the event the organisers shall take the necessary steps to protect the road. This may include delaying or cancelling the event.

#### **5.5 STATUTORY IMPLICATIONS**

Clause 11 of the Tenth Schedule of the Local Government Act 1974 provides –

*“That Council may, subject to such conditions as it thinks fit... close any road or part of a road to all traffic (e)... for any exhibition, fair, market, concert, film making, race or other sporting event or public function.”*

#### **5.4 OPTIONS & RISKS CONSIDERED**

The event is run annually and has been managed without incident in the past. The responsibilities for risk free operation lie with the organisers and all contingencies are covered in the conditions of closure.

#### **5.7 STRATEGIC LINKS**

Not applicable.

#### **5.6 CONSULTATION**

The proposed road closure has been publicly notified in the Ashburton Guardian on Wednesday 21 October and Wednesday 28 October and objections called for by 4.00 pm Friday 6 November 2009. No objections have been received.

#### **5.8 FINANCIAL IMPLICATIONS**

Not applicable.

#### **Prepared By:**

J NAYLOR  
Community Services Officer

#### **Approved by:**

J G ROLLINSON  
Manager Democracy & Community Services

## ASHBURTON DISTRICT COUNCIL REPORT

FILE NO: 3/7/4 & 6/9/36  
DATE: 3 December 2009  
REPORT TO: Environmental Services Committee  
FROM: Environmental Services Manager  
SUBJECT: Application for Grant – Rangitata Land Care Group

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### 6. RANGITATA LAND CARE GROUP – APPLICATION FOR GRANT

#### 6.1 SUMMARY

The Rangitata Land Care Group have applied to Council for a payment of \$5,000 to fund 12 months of noxious plant control in the Rangitata Gorge river bed.

#### 6.2 RECOMMENDATION

“1. That the report be received;

2. That the application for a grant be declined for the reasons set out in the ‘Background’ section of this report; and

3. That the applicant be encouraged to apply for funding for a programme of noxious plant control for the remaining balance of the Long Term Council Community Plan, when submissions on the Annual Plan are next sought.”

#### 6.3 BACKGROUND

The application by the Rangitata Land Care Group relates to historical noxious plant control in the Rangitata Gorge river bed. Broom has spread down the Potts Riverbed and infested the watercourse. It has also been suggested that road metal transported to this location has introduced the weed seed originally. Infestations of noxious plants in watercourses threaten to divert river flows and cause erosion of productive farm land, plus, the river flows carry noxious plant seed downstream. Broom and Gorse weed seed can have a viability life of approximately 90 years, therefore weed control programmes need to be very long sighted. A number of organizations already contribute to this programme, such as ECan, LINZ and the Department of Conservation, along with many land occupiers in this location. The Council has previously provided a grant over a successive three year period of \$5,000 which ended in 2005.

A contribution by Council to this programme should be made after consideration that:

- Ashburton ratepayers and taxpayers are already contributing to the programme through the other bodies referred to above.
- A contribution for one year, (which is what this application is for), can provide only limited benefit and a longer term perspective should be taken if funding is to be provided.
- Environmental Services Department accounts are largely fee payer funded and if a grant is made then it will be funded from fees charged on an ‘actual & reasonable’ basis to deliver planning services.

- Other similar land care groups could potentially ask the Council for similar funding.
- This issue has not been included in the Long Term Council Community Plan, particularly given the potential for the grant to be applied for more than one year in the life of the Community Plan.

#### **6.4 STATUTORY IMPLICATIONS**

The Local Government Act 2002 empowers the Council to make grants to community organisations as it sees fit. Such expenditure should be consulted on through the Annual Plan and the Long Term Council Community Plan.

#### **6.5 OPTIONS AND RISKS CONSIDERED**

1. That the Council NOT provide a grant for one year of noxious plant control, the reasons for this decision could be conveyed, but this would indicate a lack of moral support. The applicant could be asked to make a submission on the Long Term Council Community Plan for funding.
2. That the Council provides a grant for one year of noxious plant control, this could result in a further request for funding from this group and / or other groups in other locations.
3. That the source of funding be considered and any payment be funded from a rates funded account, as opposed to a fee payer account in which fees are set on an 'actual and reasonable' basis.

#### **6.6 STRATEGIC LINKS**

**Outcome 2: Natural and developed environments are sustained for the enjoyment of current and future generations**

- a. Water, land and air are managed sustainably. **(Priority)**

#### **6.7 CONSULTATION**

There has not been any consultation on this matter.

#### **6.8 FINANCIAL IMPLICATIONS**

The amount of the grant that has been applied for has not been budgeted. The Environmental Services Department accounts are generally performing at below budgeted income levels currently. Any contribution will reinforce an existing deficit.

#### **Prepared By:**

J MCKENZIE  
Environmental Services Manager

#### **Approved by:**

B LESTER  
Chief Executive Officer

## ASHBURTON DISTRICT COUNCIL REPORT

**FILE NO:** 6/5/1  
**DATE:** 3 December 2009  
**REPORT TO:** Environmental Services Committee  
**FROM:** Regulatory Manager  
**SUBJECT:** Dog Exercise Area - Methven

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### 7. PROPOSAL FOR A DOG EXERCISE AREA – METHVEN

#### 7.1 SUMMARY

The Methven Community Board asked Council to make an area of land available as a dog exercise area. The area of land requested is the triangular section of land between Dolma Street and Line Road indicated on the attached map.

The area is zoned “Rural Residential” and as such would require resource consent in order for it to be utilized as a dog exercise area.

In order to lodge the resource consent, effectively fence and signpost the area, \$12,757.75 (consent fee \$750, fencing \$11,507.75, signage \$500) would need to be released from the Dog Reserve Account.

The Property Manager and the Parks Manager have been consulted and are in agreement with the proposal.

#### 7.2 RECOMMENDATION

- |   |
|---|
| <ol style="list-style-type: none"><li>“1. That the report be received.</li><li>2. That the funding be released from the dog reserve account; and</li><li>3. That following granting of a resource consent, the exercise area be established.”</li></ol> |
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#### 7.3 BACKGROUND

The application relates to a request from the Methven Community Board to establish a dog exercise area. The area chosen by them is the former town septic tank site. Following removal of the septic tanks some issues arose due to illegal dumping and to counter such activity the area was cleared and sown with grass.

The two immediate neighbours are one private owner who has been initially consulted and is in agreement with the plan and the other is an electricity substation.

Issues:

- A similar exercise area is being established in Ashburton; funding of which has been budgeted for in this financial year.
- This area is currently under utilized and would be of benefit to the community as a recreational area.
- This designation of such areas for public recreation will be included in the District Plan review.

#### **7.4 STATUTORY IMPLICATIONS**

The area is zoned Rural Residential and a dog recreation area would be a non-complying activity and is therefore subject to resource consent. One potential issue is that an adjoining property is in the process of having a dwelling built on it and the owner would be an affected party. Investigations by the Property Manager indicate that there is unlikely to be an issue with the neighbour and agreement has already been reached regarding fencing. MCB have been requested to liaise further with the affected party to obtain their opinion.

#### **7.5 OPTIONS AND RISKS CONSIDERED**

1. That the Council NOT provide a dog exercise area in Methven. Residents would have to exercise their dogs elsewhere which would potentially increase risk to stock from wandering dogs and nuisance to other residents.
2. That the Council provide the park as requested. This would bring functional amenity to a site which is difficult to utilize (due to its former use) and allow residents to exercise their dogs off-leash in a controlled environment.
3. That an alternative area be identified for a dog park in Methven. No other options have been considered, however, it is unlikely that any would have the same positives as the land already identified.

#### **7.6 STRATEGIC LINKS**

LTCCP - Contribution to Community Outcomes

**“Provide social and recreational facilities for the community to enjoy”.**

#### **7.7 CONSULTATION**

Methven Community Board raised the request with Council, otherwise there has not been any consultation on this matter.

#### **7.8 FINANCIAL IMPLICATIONS**

As this is a new request the money required for the project has not been budgeted for. In order to lodge the resource consent, effectively fence and signpost the area, \$12,757.75 (consent fee \$750, fencing \$11507.75, signage \$500) would need to be found. It is suggested that funding be released from the Dog Reserve Account as it relates directly to funds raised through dog ownership.

#### **Prepared By:**

**ADRIAN HUMPHRIES**  
**Regulatory Manager**

#### **Approved by:**

**JOHN MCKENZIE**  
**Environmental Services Manager**

## 8. ACTIVITY REPORTS

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### 8.1 FINANCIAL VARIANCE REPORTS

The Environmental Services variance reports for October are attached.

**Pages 21-24**

### 8.2 BUILDING SERVICES

#### 8.2.1 Building consents

The number of building consents issued during October was 53. This is a decrease of 63 building consents from the same month in the previous year. The number of applications received for the month was 73; this is a decrease of 39 applications from the same month in the previous year. The number of building consents issued in the past 12 months was 961; this is a decrease of 28% from the previous 12 month period.

Month	Building Consents Received	Building Consents Issued	% Processed within 20 Days	Inspections Carried Out
August 2009	51	88	65%	365
Sept. 2009	84	72	97%	395
Oct. 2009	73	53	96%	311

Building consent data and activity graphs are attached.

**Pages 25-33**

#### 8.2.2 Building consent processing times

Processing times have remained reasonably steady with only a 1% drop in consents processed on time. All staff involved in processing of building consents were in attendance for the month and 10 applications were processed by our outside contractor.

#### 8.2.3 Project Information Memoranda (PIMs)

There were no stand alone PIMS processed this month. All PIMS processed were part of a building consent application.

#### 8.2.4 Inspection times

Requests for building inspections are available in 1-3 days. This is dependent mainly on the work load of the inspector overseeing the area.

#### 8.2.5 BCA Accreditation

In preparation of BCA reassessment, staff have nearly completed a review of the Management Procedures, Technical Procedures Manuals with the development of our Quality Assurance Manual incorporated into the Management Procedures. Departmental staff will be completing our application along with all the requested reports for submission by the second week in December.

## **8.3 PLANNING**

### **8.3.1 Plan Changes**

- **Plan Change 9 – G & A McPhail (Trevors Rd) Private Plan Change**

A hearing on the Trevors Road Private Plan Change was held on Tuesday 24 November 2009. A decision will follow soon.

- **Plan Change 10 – Areas of Significant Conservation Value (Group 2 sites) Plan Change**

A hearing on the ASCV Plan Change is scheduled for 18 December 2009. This follows site visits by the Council's staff and consultants, and discussions with submitters to address issues raised in submissions and further submissions.

- **Plan Change 11 – Carters Estate Private Plan Change**

The period for further submissions ends on 27 November 2009. No further submissions had been received on the six initial submissions as at 24 November 2009.

- **Plan Change 12 – Village Green Private Plan Change (J Skevington & J Ruane)**

The period for further submissions ended on 27 November 2009. No further submissions had been received on the 44 initial submissions as at 24 November 2009.

### **8.3.2 Resource consent applications**

*Pages 34-37*

- **Ashburton Business Estate**

Resource consent was granted for promotional signage associated with the Business Estate on 3 November 2009. Mr Bob Batty has acted as the Independent Hearing Commissioner in all resource consent matters regarding this development.

- **Proposed Ashburton Art Gallery & Museum**

The application is on hold at present pending receipt of further information. A letter has been sent to all submitters updating them on the application since the period for submissions ended on 12 June 2009.

- **General**

Four resource consents applications have been notified to affected persons in the last month, with hearings on two applications tentatively programmed for 15 December 2009.

### **8.3.3 District Plan review**

A District Plan Review workshop was held with Councillors on 1 December with additional workshops programmed for February and March next year. Further background work is required to inform the roading hierarchy in the proposed District Plan, which will be explained to the Committee.

### **8.3.4 Other projects**

- **Ashburton Town Concept Plan**

Following approval by the Town Centre Subcommittee for the allocation of funding towards design and consultation for the upgrade of Baring Squares East and West, the Council's consultants Boffa Miskell and staff have met with key stakeholders to discuss their aspirations for the town centre and to assist with developing the design brief.

Design options were presented to the Town centre Subcommittee on Thursday 26 November, which were subsequently consulted on at the market in West Street car park on Saturday 28 November and at 328 West Street (formerly the Fronrunner store) on Monday 30 November. A summary of comments received will be provided to the Committee.

### 8.3.5 Training

The Planning team together with staff from Timaru District Council and MacKenzie District Council received training from Cavell Leitch on the legal implications of the recent amendments to the Resource Management Act, on Tuesday 24 November 2009. This was provided at no cost to the Council.

### 8.3.6 Resource Consents granted by delegated authority

*Pages 38-39*

## 8.4 REGULATORY

### 8.4.1 Staff

- Staff attended PROCLAIM upgrade training
- Amy Hughes attended an Occupational Health and Safety course.

### 8.4.2 Meetings

During the reporting period meetings were held with:

- NZ Police regarding enforcement issues.
- NZ Food Safety Authority and neighbouring territorial authorities on food safety issues.
- Joint Working Group on Air Quality with ECan.

### 8.4.3 Environmental Health

*Pages 40-42*

- **Food safety**

One food premises has been audited and has reached the necessary standard to be registered under the new Food Act provisions.

The Ashburton A&P Show was visited and all food providers were inspected.

- **Air Quality**

The Joint ADC-ECan Air Quality Working Group met on 20 November 2009.

- **Nuisances**

- A total of 98 noise complaints were received, 24 noise directions were issued and one stereo seized.
- Two complaints about dangerous and insanitary buildings.
- One complaint about chemical odours.

- **Disease**

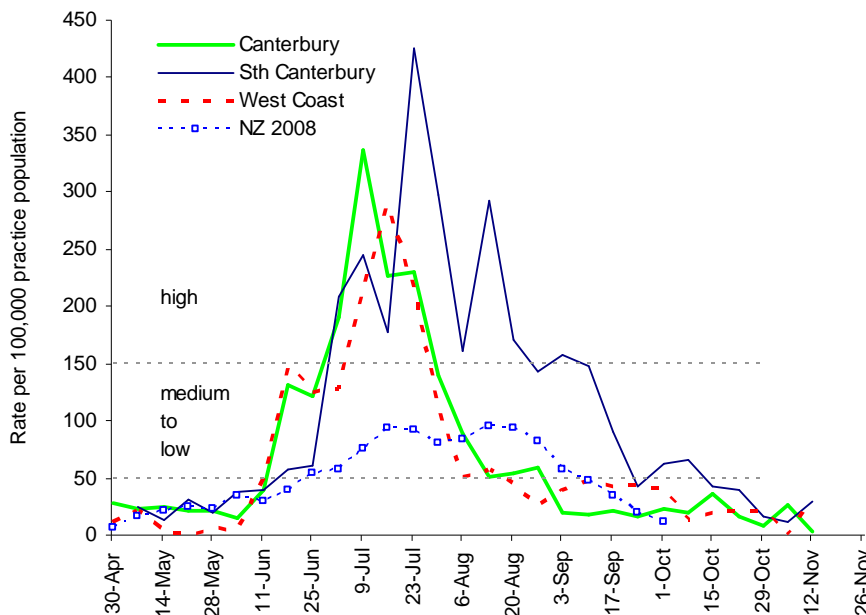
During the reporting period the following disease notifications were made from Ashburton to the District Health Board:

DISEASE	Number
Cryptosporidium	2
Pertussis	1
Campylobacter	11
Salmonella	2
Measles	2
Giardiasis	1
Yersiniosis	1

No notifications were passed on to Ashburton District Council for further investigation, hence it is assumed that no cases were found to be related and considered to be outbreaks.

## Rates of Influenza-like Illness By Sentinel Practice Surveillance In The C&PH DHBs 2009

Summary graph of influenza-like illness surveillance by 18/23 Canterbury, (including 1/1 Ashburton), 9/9 South Canterbury and 4/8 West Coast sentinel medical centres for the week ending Thursday 12 November 2009, and for New Zealand 2008.



### • Camping Grounds

All camping grounds in the district were visited and their annual inspection carried out. Few problems were noted. Some action is required to upgrade facilities in some areas.

An investigation was carried out into alleged “illegal” commercial camping sites. This has resulted in some being closed and others being modified and “legitimized”.

The requirements for relocatable home parks are also being assessed as this seems to be becoming a potential issue in Ashburton.

A health fact sheet on camping and outdoor cooking has been produced.

### • Health Education

The newcomer’s information sheet provided through the ‘I-Site’ has proved very popular and additional copies ordered.

“Ten tips for safe summer cooking” has been updated and published in a local paper.

### 8.4.4 Water and Wastewater Monitoring

Drinking water sampling indicates that good results have been achieved across all public drinking water supplies in the district. The requirement to monitor some smaller commercial private supplies is being reviewed following policy changes in the Ministry of Health.

Two positive results for E Coli were found in private supplies. Council has engaged with both organisations involved and formulated a strategy for treatment of the water and additional monitoring.

Monthly waste water monitoring is on target with no concerns reported.

#### 8.4.5 General Inspections

In the reporting period, the following activities have been undertaken:

- **Building Act 2004**

- Three building warrant of fitness audits have been carried out. **Pages 43-44**
- A gas certificate has been received following an investigation into unauthorised work at a property. The installation is now safe.
- A Notice to Fix has been served for unauthorised work to a domestic garage, which is now commercial storage and offices.

- **Resource Management & District Planning**

- Complaints have been received regarding a number of matters including signs, relocated buildings and breaches of the District Plan.
- A relocatable house that has not been permanently placed remains an ongoing issue. Council is investigating this matter as a dangerous building.
- An Infringement Notice and an Abatement Notice have been served under the RMA regarding a domestic garage which has been converted into commercial storage and offices in the Rural A zone.
- The removal of an unauthorised advertising sign relating to the above activity has been requested.
- A number of sites are been monitored for there compliance with the District Plan, these are ongoing matters.

- **Regulatory**

- Eight infringements have been served for littering. There has been an increase in the amount of illegal dumping in the rural areas.
- The portable cameras have been in use around the district. Although this technology is still “on trial” some useful information and images have already been collected.

#### 8.4.6 Trade Waste

The following is reported:

- **Reviews**

- 42 Completed and filed - (31 confirmed and 11 allowed)
- 8 Awaiting inspection -
- 50 Total

- **Consents**

All conditional premises have received their conditional consent (two premises under review to be down scaled to permitted consent).

- 33 conditional consents
- 333 permitted consents
- 366 Total premises requiring consent.

- **Registrations**

- 572 Premises asked to register
- 433 Registered

- **Enquiries**

- One enquiry initiated in McNally Street.

Currently catch up invoicing including the six month renewal fee for conditional consent dischargers. Also new dischargers and those whose status has been amended.

**8.4.7 Liquor Licensing**

**Pages 45-46**

- **Methven Rodeo**

This event appeared to go well although the Licensing Inspector raised some concerns regarding public safety in Methven after the event. A verbal report was given to the Methven Community Board (MCB) by the Licensing Inspector and the intention is that Council and the Board will work together again next year to further improve this successful event.

- **Hearing**

A Hearing relating to a suspension of an Off Licence will be held at the District Court in the near future.

- **Special Licences**

Due to the Christmas celebrations there has been a flood of Special Licences. This could result in disappointment for some applicants if they are not lodged early enough as the process needs Police approval as well as Council and can take up to 20 working days.

- **DLA Meeting**

A meeting of the District Licensing Agency is scheduled for 9.30 am on 3 December.

**8.4.8 Animal Control**

- **Registration status:**

**Page 47**

The annual breakdown is as follows:

<b>Category - Known Dogs</b>	<b>Number</b>
Dogs registered in 2008/ 2009	7038
New registrations	861
Total	<b>7900</b>
<b>Category - Accounted for Dogs</b>	
Dogs re-registered from 2008/2009	5760
Dogs reported dead from 2008/2009	707
Dogs reported as having left District from 2008/09	414
New Registrations	861
Total	<b>7742</b>
<b>Total Dogs Not Accounted For</b>	<b>158</b>
% of Known Dogs registered in 2009/2010	<b>98.00%</b>

- **Court Cases**

There are no court cases coming up.

- **Hearings**

One Hearing is to be held in early December and two others are likely in the near future.

- **Dog Control Act Infringement Notices**

Forty four infringement notices have been served in October making a total of 92 since 1 July 2009.

- **Impounding**

Fifty nine dogs have been impounded from 1 October to 24 November.

One dog impounded for wandering at large was traced through the microchip to his owner in Christchurch. The owner very happy to hear from us as the dog had been stolen two weeks earlier. We have been unable to trace the exact house the dog came from. This is the second stolen dog in the last two months that has been able to be returned to owner through the microchip.

There are currently three dogs in the pound (at 24 November 2009). One is an abandoned mother full of milk with her collar removed.

- **Re-homing**

Four dogs have been re-homed direct to new owners between 1 October – 14 November 2009.

One dog has been destroyed after biting a meter reader. That dog had never been registered. An infringement notice was issued along with an invoice for impounding and euthanasia. The owner was in Australia at the time of attack.

- **Pro active monitoring**

In order to deal with a number of issues the animal control contractor has been instructed to target specific areas of the district for whole day visits. This continues to be effective in addressing dog control issues.

- **Dog and stock control reports**

The report for October is attached.

***Pages 48-51***

J McKENZIE  
**Environmental Services Manager**

## ASHBURTON DISTRICT COUNCIL REPORT

**FILE NO:** 2/26/1 cc 0510-66  
**DATE:** 3 December 2009  
**REPORT TO:** Environmental Services Committee  
**FROM:** Town Centre Subcommittee Meetings – 26/11/09 & 22/10/09

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### 9. TOWN CENTRE SUBCOMMITTEE MEETINGS

**REPORT and MINUTES** of a meeting of the **TOWN CENTRE SUBCOMMITTEE** held in the Council Chamber, 5 Baring Square West, Ashburton, on Thursday 26 November 2009, commencing at 10.30 am.

**PRESENT:** Councillors R Kilworth (Chair), K Holmes, J Kingsbury and J Sparks.

Also in attendance Councillors J Burgess and B Tasker; Environmental Services Manager, Roading & Street Services Manager, Parks Manager, Customer Services Manager and Committee Secretary.

Tim Church and Nik Kneale – Boffa Miskell.

**APOLOGIES:** Cr J Leadley (absent on Council business); Mayor B O'Malley **Sustained**  
Senior District Planner.

#### **Confirmation of Minutes**

“That the minutes of the Town Centre Subcommittee meeting held on 22 October 2009, be taken as read and confirmed.”

Kingsbury/Sparks **Carried**

#### **Matters Arising**

##### **Installation of parking meters – Cass / Burnett Streets**

The Roading & Street Services Manager referred to a request for the provision of a loading zone on Cass Street, the subject of a separate report to the Subcommittee meeting today. Mr Robertson said that if the Subcommittee upholds the request, it would have the opportunity to review the 22 October decision to install parking meters at this site.

##### ***Ashburton Town Centre Concept Plan – Upgrade of Baring Squares East and West***

Tim Church and Nik Kneale provided an update on the proposed consultation boards for the upgrade of Baring Squares East and West. The Subcommittee's approval of the three concept design options was sought, prior to public consultation which commences on Saturday 28 November, at the Farmers Market on the West Street car park. A further public open day will be held in the former Frontrunner store at 328 East Street on Monday 30 November. The concept designs and consultation documents will remain on public display in the store window.

The Roading & Street Services Manager agreed to follow up a suggestion that gazebos be erected at the Farmers Market on Saturday to provide some protection from the weather.

The Environmental Services Manager noted that Council's 2010-11 draft budgets will be prepared in January and costings associated with the upgrade work will be needed by March. Mr McKenzie said that the costs will be compared with programmed operation and maintenance work in Baring Squares East and West to determine what can be included in context and what will require extra funding.

There was some discussion on the rail footbridge and the need to include it as a functional part of the upgrade and linking of the Squares. Mr Robertson reported that NZTA plan to install traffic lights at the Walnut Avenue intersection, however there would be no possibility of a pedestrian crossing being constructed across the highway to link with the footbridge. The concept of an additional span on the bridge over the highway has been considered but is likely to be cost prohibitive. It was also noted that a footpath along the eastern side of the highway may not receive NZTA approval, however the possibility of an improved link with the footbridge through a dual walkway / cycleway will be investigated. Tim Church will refer back to correspondence he has had with NZTA on the footbridge.

Tim Church explained that the three design options being presented are equally weighted with no preference at this stage. Stakeholder consultation has shown that the Licensing Trust wants an agricultural theme, such as the furrow contouring shown in option 2 for Baring Square East, and the Methodist Church wants to retain the green aspect. The options also feature links with The Triangle, maximising frontage of the former County building with a dual purpose hardstand / road, as well as a 'plaza' space for large gatherings and market activities. The need to upgrade or replace the water feature, and the costs associated with this, was also discussed. It was agreed that the RSA will be consulted on the changes proposed around the cenotaph in Baring Square West.

“That the Town Centre Subcommittee approves the Concept design options for Baring Squares East and West for public consultation in accordance with the programme summarised under Section 4.4 of this report.”

Holmes/Sparks

**Carried**

### ***Provision of a One Hour Limited Parking Zone – Walnut Avenue, Community Pool***

The Roading & Street Services Manager reported that the Community Pool Management has requested a one hour parking zone outside the pool. The time limit would be imposed on 25 car parks on both sides of Walnut Avenue, but would not include parks adjacent to residential property. Mr Robertson advised that the car parks adjacent to the community pool are frequently used by College students who drive to school. From consultation carried out with nearby residents it has been suggested that students could be encouraged to park east of the present protrusion adjacent to the school entrance which would then free up parking for pool users. Mr Robertson said that because the College already requires students to obtain approval to drive to school this additional requirement could be included in their rules, although the College acknowledges that it would be difficult to police.

The Parks Manager left the meeting at 11.48 am.

Cr Holmes supported zoning some parking for one hour and suggested that the car parks adjacent to the pool on one side of the road only be trialled.

### **RECOMMENDATION TO OPERATIONS COMMITTEE**

“That the request to provide a one hour parking zone in Walnut Avenue, outside the Ashburton Community Pool, be declined”.

Kingsbury/Sparks

**Carried**

## ***Provision of a Loading Zone – Cass Street (Between Burnett St and Tancred St)***

### **RECOMMENDATION TO OPERATIONS COMMITTEE**

“That the request to install a loading zone in Cass Street, outside the new restaurant on the west side of the intersection of Burnett Street and Cass Street, be declined.”

Holmes/Kingsbury

**Carried**

The meeting concluded at 12.02 pm.

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**REPORT and MINUTES** of a meeting of the **TOWN CENTRE SUBCOMMITTEE** held in the Council Chamber, 5 Baring Square West, Ashburton, on Thursday 22 October 2009, commencing at 10.30 am.

**PRESENT:** Councillors J Leadley (Chair), J Kingsbury and J Sparks.

Also in attendance Councillors B Tasker and J Burgess; Environmental Services Manager, Roading & Street Services Manager, Senior District Planner, Parks Manager, Customer Services Manager, Community Services Officer,

Nik Kneale and Tim Church (Boffa Miskall)

**APOLOGIES:** Mayor B O’Malley; Crs K Holmes, R Kilworth and P Reveley (lateness)

### ***Confirmation of Minutes***

“That the minutes of the Town Centre Subcommittee meeting held on 27 August 2009, be taken as read and confirmed.”

Kingsbury/Sparks

**Carried**

### ***Matters Arising***

#### **Draft Signage**

Draft signage guidelines have been prepared by Boffa Miskell. Guidelines are draft and subject to discussion amongst officers within the Council, following which recommendations will be presented to Councillors at a later date. It was explained that guidelines can provide consistency in the Council’s signage of public spaces and helps people recognise these areas.

#### **Parking in Wills St**

The Roading & Street Services Manager reported that the contractor has been taken out on site to see what has to be done and said it should be done this afternoon.

#### **Mobility Park outside Library**

It was reported that the mobility car park adjacent to the library has a 60 minute time restriction, however the other parks in that zone are restricted to 15 minutes. Signage is considered to be clear. Staff have recommended that the 15 minute restriction remain and that the sign be changed to show that the 60 minute restriction on the Operation Mobility car park be applicable at all times.

### **RECOMMENDATION TO OPERATIONS COMMITTEE**

- “1. That the Subcommittee’s resolution of 27/08/09 be altered in part; and
2. That the operation mobility parking space outside the Library be 60 minutes at all times.”

Kingsbury/Sparks

**Carried**

Cr Reveley attended the meeting at 10.26 am.

## **Town Centre Concept Plan Presentation**

Boffa Miskell consultants, Tim Church and Nik Kneale were welcomed to the meeting. The Senior District Planner reminded the Subcommittee that this plan was approved in principle in February 2009, and that the plan provides a blueprint for future planning and improvements in the town centre. From the Concept plan, individual projects will be developed to improve public spaces in the town centre over the long term (beyond the life of the District Plan). In implementing the concept plan a Town Centre Staff Reference group has been set up with managers from various Council departments. The reference group will ensure work in the town centre is integrated and there is regular communication and input from the relevant departments in planning and delivery of projects and improvements in the town centre.

Recommendations also refer to approval of Councillors to the commitment of Baring Square East as the first project and there is a budget allocated through the Community Plan for Town Centre.

Cr Holmes attended the meeting at 10.48 am.

Cr Everest attended the meeting at 10.50 am.

Tim Church provided the meeting with a brief overview of the Concept Plan. The framework is aimed to create the town centre into a creative, vibrant, community heart.

Cr Kilworth attended the meeting at 10.55 am.

The consultants looked at options for future expansion of town centre, and land uses within the town centre including proposals for higher density housing, a cultural precinct, extending retail uses, providing for big box retail development and having a green corridor through the town centre amongst other ideas.

Nik Kneale began speaking about Baring Square East options. Consultation came back that Baring Square East was the first priority amongst other projects identified for improving the town centre. Significant issues such as connections with the surrounding streets and having a heart to the town centre. Option 3 of indicative designs for Baring Square East, presented in the Concept Plan came back as preferred option, increasing visual connection with Baring Square west and integrating with a proposed green corridor.

Options of different “Qualities” or levels of treatment were presented including basic paving, lighting, off the shelf street furniture, through to premium paving, custom feature lighting, and custom furniture. Boffa Miskell provided all options to Council.

Nik moved to on to discuss the programme for progressing the design of options and consultation on Baring Square East, as handed out at beginning of meeting. This programme runs from initiation of the project to delivery of construction documents which would be put out to tender. He advised the committee of the stages of the programme –

Concept design: Determining scope of the work, meeting with stakeholder groups to ensure working to common goals.

Pre design: background research including previous studies, nationally and internationally; site visits and survey by registered surveyor

Concept design: How spaces can work, producing diagrams, sketches and 3D designs, open days.

Finalise preferred concept design: costings, reports, within funding timeframes (before end of calendar year)

Developed design: Materials used, plantings, lighting, furniture etc. Revisions following staff group meetings. Ensure long life and quality products.

Detailed design: How to be built? Construction plans for engineers and professionals etc. Finalising documents, drawings, issuing tender packages

Mark Stevenson reported that the budget had been allocated for town centre development work and it was proposed that the budget be used for design and consultation on Baring Square including the development of options. Councillors were asked for comments on this and emphasised that allocating funds for design of Baring Square East would require future spend on implementation.

Cr Kilworth questioned would the plantings be completed in Baring Square West at the same time as Baring Square East, to ensure that plantings grow together.

Tim Church reported that it had not been factored in, and that design concepts had to be completed first. It was worthy of consideration.

Cr Holmes questioned whether it was realistic to expect the budget to get to tender process. He would like see some financial justification for the allocated budget.

Cr Leadley questioned whether it was realistic to get to first point by Christmas, including community consultation.

Cr Holmes also asked if the Baring Sq West plan would be included in this fee. Mr Stevenson reported that he can speak with Boffa Miskell regarding the fee proposal.

The Parks Manager questioned whether this plan was for a blank canvas or would work be done around existing trees etc. Tim Church clarified that it was the Committee's decision as to the proposed plan but it was not envisaged that it would start from a blank canvas.

1. That the Town Centre Subcommittee formally approves the Ashburton Town Centre Concept Plan as published in May 2009 as the basis for future planning of the town centre.
2. That the Town Centre Subcommittee approves the allocation of funding (\$150,000, Community Plan 2009 – 2019) identified for 'Town Centre Development Work' towards design and consultation for the upgrade of Baring Square East, while recognising that this will require additional funding for implementation ahead of other projects in the town centre."

Kilworth/Sparks

**Carried**

### ***Installation of Parking Meters – Burnett & Cass Streets***

#### **RECOMMENDATION TO OPERATIONS COMMITTEE**

1. That the existing redundant vehicle crossing outside 246 Burnett Street is removed, and a new metered car park formed at the site of the old crossing, and the car park has a time limit of 60 minutes.
2. That the existing redundant vehicle crossing outside 57 Cass Street is removed, and two new metered car parks be formed at the site of the old crossing, and the car park have a time limit of 120 minutes.
3. That the cost to carry out the installation of parking meters and footpath reinstatement estimated at \$1500 is met from the Parking Reserve account."

Holmes/Kingsbury

**Carried**

### ***Purchase of Additional Second Hand Parking Meters***

Since the report to the Town Centre Subcommittee to purchase additional parking meters was issued, further information has been obtained as follows.

1. The report refers to 320 parking meter locations. However not all of these spaces have meters and at present there are only 225 spaces with meters. The total meter spaces in the streets of Burnett, Cass, East, Havelock, Moore and Tancred is 228. Of these, 225 currently have meters fitted, and the units not fitted are in Burnett St.

2. The extra meters proposed in the areas around the “Braided Rivers” restaurant will bring the total metered spaces to 228.
3. There has been an offer from Tauranga City Council to purchase 200 meters that they have as spare, with the plan being to be charged for only 150 at \$110, = \$16,500. Allowing for additional set up costs, the total budget required would be \$18,500 plus GST.
4. Having an additional 200 Duncan metres would allow us to take all the POM meters out of service and replace these with Duncans, and have spare stock of about 70 meters. This will ensure that revenue will be gathered without interruptions from faulty meters, and meters that do break down can be replaced immediately.
5. It would also provide stock to meter other areas if this was required to ensure metered spaces are available for CBD parking.

#### **RECOMMENDATION TO COUNCIL (3/11/09)**

- “1. That the Subcommittee’s recommended budget be amended to \$18,500 +GST, from the Parking Reserve account; and
2. That Council approves the purchase of 200 parking metres.”

Leadley/Kilworth

**Carried**

#### ***Cycleway Extension – Moore Street to Havelock Street***

The Roading and Street Services Manager reported that the matter was taken to Operations Committee approximately one year ago and the plan was adopted out of several proposals. Funding was provided in the 2008/009 budget and was given approval from the Transport Agency for subsidy. The plan was held back due to the upcoming town centre improvements.

The Roading and Street Services Manager asked the Committee if the extension work could be carried on or not. Funding has been carried over from the previous financial year. The aim is go to try to get cyclists off state highway especially with many children using it.

Tim Church raised considerations:

Preference would be to have it on eastern side, where cyclists could stop at shops on way and potentially provide continuity right through past Baring Square East and the railway station, all the way out to the North East Business Estate. He reported that there is already infrastructure on the eastern side to share pedestrian and cycleways.

Mr Robertson said that consultants report that morning use was predominantly children. He said they had looked at East St but had the fountain, Information Centre, etc as difficult points. The idea was to get cyclists through town safely.

The Subcommittee agreed that it did not want to compromise future town centre work by doing this cycle way on a short timeframe, thereby dictating what directions future town centre work can take.

#### **RECOMMENDATION TO OPERATIONS COMMITTEE**

“That the decisions on the proposed cycleway construction and changes to the West Street car park be deferred until further information regarding future direction of the proposed cycleway is confirmed with Boffa Miskell.”

Kilworth/Kingsbury

**Carried**

The meeting concluded at 12.29 pm.