

Town Centre Subcommittee AGENDA

Notice of Meeting:

A meeting of the Town Centre Subcommittee will be held on:

Date: Thursday 13 February 2020
Time: 1.30pm
Venue: Council Chamber
137 Havelock Street, Ashburton

Membership

Chairperson	Carolyn Cameron
Members	Leen Braam John Falloon Angus McKay Diane Rawlinson Mayor Neil Brown (ex-officio)

4 February 2020

Town Centre Subcommittee

Timetable	
1.30pm	Meeting commences
1.30pm	Daniel Powell, Executive Director Tru-Line Civil
1.50pm (approx.)	Tim Heath, Property Economics

ORDER OF BUSINESS

- 1 Apologies**
- 2 Extraordinary Business**
- 3 Declarations of Interest**

Reports

- 4** CBD Upgrade Contractor Introduction
- 5** Subcommittee Terms of Reference **3**
- 6** Street Plaques to highlight history of Ashburton (discussion)

Business transacted with the public excluded

- 7** Ashburton Town Centre Economic Assessment (Property Economics) **Attached**
Section 7(2)(h) Commercial activities

5. Terms of Reference – Town Centre Subcommittee

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GM Responsible *Hamish Riach; Chief Executive*

Summary

- The purpose of this report is to seek the Committee's consideration of the Terms of Reference for the Town Centre Subcommittee and recommend their adoption by Council on 27 February 2020.

Recommendation

- 1. That** Council adopts the Terms of Reference for the Town Centre Subcommittee, as set out in **Appendix 1**.

Background

The current situation

1. The Town Centre Subcommittee was established by resolution of the Council on 24 October 2019.
2. The Town Centre Subcommittee will have oversight of CBD initiatives that may be referred by Council and the standing committees.
3. The Subcommittee will report to Council.
4. The Subcommittee membership is comprised of six elected members, including the Mayor ex officio.
5. The meeting frequency will be as required.
6. The proposed Terms of Reference are set out in [Appendix 1](#).

.Options analysis

Option 1

7. Adopt the terms of reference, as presented, or adopt an amended version. The advantage of having terms of reference is that they identify parameters for the Subcommittee to work within and enable effective meeting administration.

Option 2

8. Council could choose not to adopt terms of reference. The Subcommittee has no delegated authority and would not be prevented from undertaking its oversight role and making recommendations to Council and/or the Committees.

Legal/policy implications

Legislation

9. The Local Government Act 2002, Schedule 7, Part 1 Clause 31 (3) sets out membership of committees and subcommittees
The members of a committee or subcommittee may, but need not be, elected members of the local authority, and a local authority or committee may appoint to a committee or subcommittee a person who is not a member of the local authority or committee if, in the opinion of the local authority, that person has the skills, attributes, or knowledge that will assist the work of the committee or subcommittee.
10. Council's Delegations Manual sets out the expectations of Council's standing committees and subcommittees:

Within its areas of jurisdiction, the Subcommittee is expected to:

- observe and pursue the goals, objectives and strategies in any strategic plan adopted by full Council
 - maintain regular communications with other committees and full Council to ensure that the widest possible good is achieved for the community
 - approve expenditure that exceeds delegated authority of Council officers, within the financial parameters of the Long Term Plan and Annual Plan
 - ensure appropriate consultation and communication is undertaken with the community and affected stakeholders
 - monitor and respond to changes in legislation governing their jurisdiction
 - support Council staff to achieve programmes and projects contained in the Long Term Plan.
11. The Delegations Manual is currently being updated for adoption by Council on 27 February.

Financial implications

There are no financial implications associated with establishing the Committee.

Significance and engagement assessment

There are no significance and engagement implications associated with establishing the Subcommittee's terms of reference.

Appendix one – terms of reference

Town Centre Subcommittee

Terms of Reference

Purpose

The purpose of the Town Centre Working Group is to provide oversight of initiatives for the revitalisation and beautification of the Ashburton central business district.

Membership

Membership of the Committee comprises:

- Cr Carolyn Cameron (Chair)
- Cr Leen Braam
- Cr John Falloon
- Cr Angus McKay
- Cr Diane Rawlinson
- The Mayor, Neil Brown (ex-officio)

The quorum is three members.

Meeting Frequency

The Town Centre Subcommittee will meet as required.

Subcommittee members shall be given not less than 5 working days' notice of meetings.

Delegations

The Town Centre Subcommittee has no delegated authority to make decisions. Its role is to have oversight of CBD initiatives which may be referred by Council and/or the Committees and (if appropriate) to make recommendations to full Council. Initiatives include:

- Engaging with key stakeholders in the CBD (retailers, businesses, developers and property owners)
- Revitalisation and beautification of the CBD
- Transportation and cycleways in the CBD
- Festive lighting
- Parking in the Ashburton urban area

Reporting

The Town Centre Subcommittee will report to the Council.

