

**MINUTES OF THE ORDINARY MEETING OF THE HOROWHENUA DISTRICT COUNCIL
HELD IN THE COUNCIL CHAMBERS, 126-148 OXFORD STREET, LEVIN ON WEDNESDAY,
8 DECEMBER 2010 COMMENCING AT 4:15 PM**

PRESENT

His Worship the Mayor, Mr B J Duffy (Chair)
Cr D A Allan
Cr G G Good
Cr L E McMeeken
Cr A M Hunt
Cr B F Judd
Cr V M Kaye-Simmons
Cr P K Keenan
Cr N D H Murray
Cr A D Rush
Cr R N Shaw

IN ATTENDANCE

Mr D G Ward (Chief Executive Officer)
Mr D M Clapperton (Strategic & Corporate Services Manager)
Mr D Law (Finance Manager)
Mr T Thomas (Environmental Services Manager)
Mr W Potts (Community Assets Manager)
Miss M Franks (Community Development Manager)
Mrs K J Corkill (Meeting Secretary)

ALSO IN ATTENDANCE

Levin Community Centre Project Steering Group (to 6.15 pm)
Ms S Crosbie (Chair, Horowhenua Library Trust)
Mr B Elliott (Architect)
Ms B Edlin (Fund Raising Specialist)
Ms J Ransom (Head of Libraries, Horowhenua Library Trust)
Ms N Moen (Design Consultant)
Ms S Ryder (Dry Crust Communications)

Mr S Hirini (Muaupoko Tribal Authority)
Mr K Hill (Muaupoko Tribal Authority)

MEDIA IN ATTENDANCE

Mr P Franklin ("Chronicle")
Mrs A Reading ("Beach FM")

PUBLIC IN ATTENDANCE

There were 23 members of the public in attendance at the commencement of the meeting, as well as family members and supporters of the Levin East School Kapa Haka Group.

ORDER OF BUSINESS

Apologies

There were no apologies recorded.

Public Speaking Rights

Item 2013 Minutes Major Event Grant Subcommittee Meeting
Mr P Andrews, President, Foxton Tourist & Development Association

Item 2015 Levin Community Centre
Mr C Brown, Education Horowhenua
Mr L Rohloff, Grey Power Horowhenua Inc
Mr G Thompson, Horowhenua Historical Society
Ms S Scully, Mr C Jago-Ward and Ms K O'Connor, Youth Voice

Late Items

There were no late items for consideration.

Members' Conflict of Interest

Item 2013 Minutes Major Event Grant Subcommittee Meeting 2 December 2010
Cr Hunt recorded a conflict of interest in relation to this item.

Announcements

Citizenship Ceremony

His Worship the Mayor confirmed that a Citizenship Ceremony had preceded the Council Meeting. Seventeen people had been naturalized.

Levin East School - Kapa Haka

Pupils of Levin East School were welcomed to the meeting, together with their Principal, Mrs May, and teachers Whaea Renee and Matua Quintin. The group performed two items for the enjoyment of those in attendance.

The Mayor commended the group for their excellent performance.

Item-2015 Levin Community Centre

File No **4368**

Purpose

The purpose of this report is to present to Council a business case analysis of the proposed Levin Community Centre (Te Takere) planned for development within the old Countdown building and existing library on Bath Street, Levin.

Resolved

(Allan / McMeeken)

“THAT Report 4368 on the Levin Community Centre Business Case, and the accompanying documentation, be received.”

Mr Clapperton joined the table to speak to this report. He gave a background to this project which had been worked on over the past five years. It was in 2005 that Council identified that the existing Library in Levin had problems with space and over that time there had been several iterations of a solution. The Project Steering Group had been working on this particular concept for some time and today brought some recommendations for Council’s consideration and to gain Council’s support to progress the project.

Mr Clapperton introduced the Project Steering Group:

Sharon Crosbie (Chair, Horowhenua Library Trust); Brian Elliott (Architect); Bev Edlin (Fund Raising Specialist); Joann Ransom (Head of Libraries, Horowhenua Library Trust); Nicki Moen (Design Consultant); Sarah Ryder (Dry Crust Communications); Steve Hirini and Kevin Hill (Muaupoko Tribal Authority)

who were in attendance today to support the project.

Whilst commenting that most of the detail for the project was included in the Business Case, Mr Clapperton also gave a brief PowerPoint presentation, which would include input from Mr Elliott in terms of the design concepts for the proposed facility.

Mr Kevin Hill, on behalf of the Muaupoko Tribal Authority, was welcomed to the table. Mr Hill said it had been a privilege to be part of this concept from the beginning to now. It had been an experience. He explained why the name “Te Takere” had been chosen for the facility - it covered various aspects of the proposed centre such as the disbursement of knowledge (to all age groups); it also meant a section of a waka where taonga was held, or a place to hold taonga. He said it was an honour to give this name to be part of this project and it was a pleasure and an honour to be working together for the first time. Part of MTA’s role and what it brought to the table had been to go out to the neighbouring iwi, hapu and whanau to bring all in to be one as of this project.

Mr Clapperton expressed his thanks to Mr Hill for his comments and also acknowledged Mr Hirini’s presence and his contribution to the project.

Ms Moen spoke with feeling about seeing the three dimensional drawings which had brought the vision alive for her. She said the Council, the Community and the Project Steering Group together would be creating something outstanding for Levin and the wider district - something not seen in New Zealand before and it would be up to the community to make it live.

Mr Elliot, in presenting, by Power Point, design concepts of what the facility may look like, said that without the contribution of all those involved to date this would just be any old building, but what was envisaged was a lot more than that.

Following Mr Elliot’s presentation, Mr Clapperton further commented on the proposed consultation with stakeholders and fund raising issues. He stressed that Council would not be the sole funder of the facility and reminded Councillors of the funding/contributions already committed to the project. If tonight Council agreed to progressing the project, this would only be the start of further stage in the journey.

Mr Colin Brown, on behalf of Education Horowhenua, spoke in support of the project, identifying the various groups in the community that would benefit from such a comprehensive facility and suggesting this would lift Levin’s profile as a destination and could showcase the region. A copy of Mr Brown’s comments is **attached** to the official minutes.

On behalf of Grey Power Horowhenua, Mr Rohloff expressed conditional support for the project, but suggested that other Council infrastructural demands be factored into the process when it came to funding so as to limit the impact on the district's ratepayers, particularly those on low or fixed income. A copy of Grey Power's submission is **attached** to the official minutes.

Mr Graeme Thompson expressed his thanks for the opportunity to speak on behalf of the Historical Society. He advised that this organisation was very much in favour of the proposal, particularly as the centre would become a repository for the district's historical archives. He suggested Te Takere would be the most significant investment in the community since the district was established back in 1989.

Shannon Scully (Manawatu College), Caleb Jago-Ward (Horowhenua College) and Kylie O'Connor (Waiopahu College) spoke on behalf of the Youth Council in support of this project which they saw as being not only beneficial for youth of the district, but for the whole community. They acknowledged the WOW factor of the project and expressed the Youth Council's commitment to contribute to the fundraising efforts of the wider community. A copy of the Youth Council's submission is **attached** to the official minutes.

In commenting that the Horowhenua Library Trust had been looking forward for so long to having a new Library for Levin, Ms Sharon Crosbie, the Trust's Chair, said what was proposed was something so much better. It would be an asset for the whole community. She advised that the Trust supported Te Takere wholeheartedly and would do everything it could to make it happen.

Following the submissions, Mr Clapperton responded that it had always been intended, as part of the process, to conduct further consultation with the community on what was being proposed and this process would start immediately with several media releases if Council supported the project. He hoped this would raise awareness and get people considering what contribution they could make to the project.

In response to a query as to where the project sat in terms of Council's significance policy, the Chief Executive Officer outlined the five sections of the Local Government Act (Sections 77, 78, 80, 71 and 82) that had been taken into account in the report and accompanying documentation.

The following was raised in discussion:

- a copy of the revised design shown by PowerPoint would be distributed to Councillors;
- it was one of a number of iterations to date and would change again before the layout, etc, was finalised;
- in terms of the numbers of computers that would be available in the new facility, it was proposed to be about 30-40;
- one of the visions for the facility was to provide wider access to computers and the internet for the community;
- the revenue to be generated by the facility was raised, with it suggested this would come from normal library activity such as charges for DVDs and new books; sponsorship; hireage of meeting rooms; merchandise sales, and other income streams would be identified during the consultation process. Figures indicated were a conservative forecast;
- contributions from local business could either be in goods and services or perhaps sponsorship/naming rights;
- what would be the additional cost of running the facility over and above what it cost to run the Library at present?
- the likely Library structure and how that would differ from what was currently in place, and the operation structure for the facility may look like;
- when considering the possible cost to each ratepayer, to keep it in perspective, it was suggested that this would be less than 1½ cups of coffee per year per ratepayer;

- in terms of providing visitor information, it had always been intended that this facility would be an information hub and the need for this had been identified in Council's various strategies;
- in terms of funding for the project identified in the LTCCP, an inflation component had been included;
- possible employment/job opportunities from the project and its value to the community was subjective and very difficult to quantify.

Mr Clapperton confirmed that the various issues raised, including the operational aspects of the facility, would all be addressed. The Project Steering Group, as part of risk management, had discussed the issue of optimum operational governance. This would include Council, the Horowhenua Library Trust, Muaupoko Tribal Authority and users and would come back early next year as part of the facility's operational strategy.

Cr Keenan rose to address the meeting. He directed the meeting's attention to a number of prints of New Zealand endangered native birds that were displayed in Chambers. Should the centre proceed, he would donate these prints to be displayed in the facility, perhaps to be hung in individual meeting rooms which could take the name of the appropriate bird.

Mayor Duffy acknowledged this significant gesture, which reflected on the importance that Cr Keenan placed on the potential of the proposed facility. He hoped it would encourage others in the community to participate.

Resolved

(Rush / Allan)

"THAT this matter or decision be recognised as significant in terms of s76 of the Local Government Act 2002."

CARRIED

Resolved

(Rush / Allan)

"THAT Council supports the development of Te Takere utilising the existing Countdown building and existing Levin library on Bath Street, Levin."

"THAT the draft Annual Plan 2011/12 shows the total project cost for the Levin Community Centre to be \$ 7.0m."

"THAT Council commences the marketing campaign associated with this project to:

- (i) Encourage organisations and groups to support the Te Takere project and run their own fundraisers;*
- (ii) Encourage businesses, funding organisations and philanthropists to provide financial support for the project."*

Resolved

(Allan / McMeeken)

"THAT Council forthwith commence further consultation and information sharing through the distribution of project brochures to all property owners in the district."

Cr Rush said he had been struck by Mr Thompson's comment that this was the most significant project in the history of the Horowhenua District since its formation. What was proposed was indeed a world class facility, available to all sectors of the community. Whilst there were cost implications and Council would have to grapple with priorities, Council was equally responsible for social progress as it was for roads and sewers and this was a project he was keen to support.

Cr Allan, in speaking in support of the project, acknowledged the quality of the submissions received and also acknowledged its implications in terms of cost. He did see a strong community mandate for this project to proceed and it was not about Council 'building something' but it was about dedicated people making sure that the whole community contributed.

Cr Murray suggested this project had been a moveable feast and he was personally doubtful that the required additional funding would be available in the local community, and he had concerns about escalating costs. It was not something he could support.

Cr McMeeken rose in support of the project as it currently stood. She was excited that the facility would be more than a library and would cater for just about everyone in the community. It was being future-proofed by its very design. One of her goals in her 12 years on Council had been to see the establishment of a community/youth centre in the district and this would go beyond that to all groups and cultures. She saw it as being less about money and more about where the needs were the greatest. She had been encouraged by what the submitters had said and she looked forward to the public comment.

Cr Keenan said he believed it was the opportunity for our district to build something special. In 50 years time people would say that Council had great foresight to build this. It would benefit those who had the least.

Cr Good rose in support of the recommendations. He appreciated the concerns that had been expressed in relation to the cost. He also acknowledged the business case that had accompanied the report as it assisted with transparency and he had found it useful to consider during the decision making process.

Cr Judd said this was a great project and if Council had an unlimited budget, it would just go ahead and do it. However, Council needed to examine where it was at the moment and the other commitments and projects, such as Te Awahou, it was involved with and the implications for the projected rate for next year.

Cr McMeeken raised a point of order when Cr Judd raised the issue of Shannon Water and the Government subsidy for which Council was waiting.

Cr Judd clarified that he had been intending to raise the issue of financial planning that was at the heart of the project, and queried if Council could not afford a water scheme, could it afford a Library. That was the point he believed Councillors needed to consider.

Cr Rush, in his right of reply, said the project identified in Council's LTCCP bore only a slight resemblance as to what was now proposed. It now went far beyond replacing or expanding the existing library and had huge potential to benefit every sector of our community. There was no doubt in his mind about the level of community support there would be for the project.

On being put, the motions were CARRIED.

His Worship the Mayor acknowledged the views expressed by Councillors on both sides of the debate, and said this was democracy at its best. He noted that no one group would make this project happen, and he acknowledged the commitment given by the Youth Council to assist. He concluded with the very appropriate:

He aha te mea nui? **He tangata. He tangata. He tangata.**

What is the most important thing? It is people, it is people, it is people. ...

The Project Steering Group left the meeting at this juncture (6.15 pm)

CONFIRMATION OF MINUTES

Ordinary Meeting 10 November 2010 (Minute Items 1994-2007)

Resolved

(Allan / Murray)

"THAT the minutes of the Ordinary Meeting held on 10 November 2010 (Minute Items 1994-2007), as submitted, be confirmed as a true and correct record."

MATTERS ARISING

There were no matters arising.

PROCEEDINGS OF COMMITTEES

Item-2011 Foxton Community Board Proceedings 15 November 2010

File No **4355**

Purpose

To present to the Horowhenua District Council the minutes of the Foxton Community Board meeting held on 15 November 2010.

Resolved

(Allan / Hunt)

"THAT Report 4355 be received."

*"THAT the Horowhenua District Council **receive** the minutes of the Foxton Community Board meeting held on 15 November 2010."*

Cr McMeeken queried if it was appropriate to have one's personal views recorded in meeting minutes, particularly referring to Cr Hunt's comments in relation to Item 502 - Adoption of Model Standing Orders and Item 503 - Code of conduct, which she felt bordered on re-litigating the recent Code of conduct events.

Cr Allan said he felt Cr McMeeken was quite right to raise the issue as he believed Cr Hunt's comments were totally off topic. However, Cr Hunt had requested that she be permitted to speak without points of order being raised.

Councillors Judd and Keenan left the Council Chambers (6.20 pm).

Item-2012 Proceedings Kapiti Horowhenua Joint Regional Economic Development Forum 17 November 2010

File No **4375**

Purpose

To present to the Horowhenua District Council the minutes of the Kapiti Horowhenua Joint Regional Economic Development Forum held on 17 November 2010

Resolved

(Rush / Good)

“THAT Report 4375 be received.”

“THAT this matter or decision be recognised as not significant in terms of s76 of the Local Government Act 2002.”

*“THAT the Horowhenua District Council **receive** the minutes of the Kapiti Horowhenua Joint Regional Economic Development Forum held on 17 November 2010.”*

His Worship the Mayor commented that there was a lot of background work being undertaken at present in relation to Nature Coast and economic development.

Cr McMeeken said she felt that Mayor Rowan had pre-empted discussions around Nature Coast and its review by some of her comments at the Forum.

Cr Hunt left the table for consideration of the following item.

Item-2013 Minutes Major Event Grant Subcommittee Meeting 2 December 2010

File No **4374**

Purpose

To present to the Horowhenua District Council the minutes of the Major Events Grant Subcommittee meeting held on 2 December 2010.

Resolved

(Allan / McMeeken)

“THAT Report 4374 be received.”

*“THAT the Horowhenua District Council **receive** the minutes of the Major Events Grant Subcommittee meeting held on 2 December 2010. “*

Mr Paul Andrews, President of the Foxton Tourist & Development Association, was welcomed to the table.

Mr Andrews spoke in relation to the application made by the Foxton Tourist & Development Association:

- he understood the grant had not been approved and he sought clarification as to why this was so;
- the Association had a good relationship with Council and the Community Board and sought to work collaboratively;
- however one looked at it, Council was a main player in the Horowhenua District and groups such as FTDA needed the support of the main player whether it be for funding, advice, legalities;
- it appeared that FTDA and Council were not the same page;
- this was the second year FTDA have put submission in. In the first year there had been issues on both sides, particularly in relation to the grant guidelines;
- this was the second year FTDA had submitted an application which they thought had been well presented and followed the guidelines;
- a great event was planned, with everything in place and everything booked;
- FTDA believed the proposed event had huge potential for Foxton and its environs and in time could have regional significance;
- everyone should be working together to get this event up and running;
- any event like this had to be good for Foxton, good for the region and good for Council;

- FTDA was looking to work with Council, but was not getting very far.

Councillors Judd and Keenan returned to the Chambers and rejoined the table (6.27 pm).

On behalf of the Major Event Grant Subcommittee, Cr McMeeken said FTDA's application had fallen down in respect of clause C(ii) where the applicant had to satisfy Council that it was trying to locate other sources of funding. The Subcommittee did not believe that the applicant met this criteria and felt there was not sufficient time for FTDA to approach other funders. Also because the target audience was only 500, it was felt this was not good value for money.

Cr Rush endorsed Cr McMeeken's comments about the need for a sufficient timeframe when it came to event organisation and funding. He noted the recommendation that the guidelines be changed so that applications must be made three months prior to an event.

Cr Allan queried why the Subcommittee had gone into public excluded to deliberate, with the meeting being advised that this was the usual process.

His Worship the Mayor, in thanking Mr Andrews for his submission, observed that the Subcommittee was bound by the criteria, was obligated to spend rate payer's money appropriately, and had erred on the side of caution. However, there may be other options for funding and it would be appropriate to discuss these with the Chief Executive Officer.

Resolved

(Rush / McMeeken)

"THAT a new criteria be added under the Major Events Policy Guidelines, namely:

b. Benefits of the Event

(vi) That the application must be made at least three (3) months prior to the planned event date."

Cr Hunt rejoined the table.

REPORTS

Item-2014 Monitoring Report Horowhenua District Council to 8 December 2010

File No **4357**

Purpose

To present to Council the updated monitoring report covering requested actions from previous meetings of Council.

Resolved

(Good / Judd)

"THAT Report 4357 be received."

"THAT this matter or decision be recognised as not significant in terms of s76 of the Local Government Act 2002."

Page 26 Item 1943 Proposal for Recycling Stations Relocation

It was good to see large notices on the Recycling Station.

- Page 27 Item 1969 Active Signage - Weraroa Road
Whilst it had taken 18 months to get to this stage, it was hoped that these would be up and going by the beginning of the 2011 school year.
NOTED
- Page 25 Item 1894 Provision of Toilets in the Levin CBD
It was queried if there was any merit in these operating on a pay slot system and the CEO was requested to include this option in a future report for discussion.
- Page 28 Item 1981 Multisport Development at Playford Park
An update was requested following the planning group's meeting scheduled for 3 December 2010.

Item-2016 Significance Policy

File No 4376

Purpose

To consider matters of significance in relation to Section 76 of the Local Government Act 2002 and Council's Significance Policy.

Resolved

(Hunt / Good)

"THAT Report 4376 be received."

Resolved

(Allan/Hunt)

"THAT all future reports include an analysis of the significance policy."

CARRIED

Item-2017 Councillors Remuneration

File No 4370

Purpose

To recommend to the Remuneration Authority an allocation of the Councillors' remuneration pool for the 2010/2011 financial year based on the remuneration pool advised by the Authority.
To give consideration to the unallocated portion of the 2009/2010 remuneration pool.
To adopt guidelines specific to a position description for the Deputy Chair of the Hearings Committee.

Resolved

"THAT Report 4370 be received."

The Chief Executive Officer advised this issue had been discussed at length with a number of Councillors and also with the Remuneration Authority, and reiterated the information contained in

his report. In relation to the Hearings Committee and the District Plan Review, he confirmed that this would be workload based income.

When it came to the District Plan Review, the importance of ensuring that local people were involved in making decisions for their area was stressed, rather than the services of Commissioners being utilised.

Resolved

(Rush / Good)

“THAT this matter or decision be recognised as not significant in terms of s.76 of the Local Government Act 2002.”

“THAT Council recommend to the Remuneration Authority that the allocation of the 2010/2011 remuneration pool be as tabulated within this report.”

“THAT 30% of the unallocated portion of the 2009/2010 remuneration pool specific to the Hearings Committee be rolled forward to the 2010/2011 pool specific to District Plan hearing related matters.”

“THAT the position description for the Deputy Chair of the Hearings Committee is acknowledged.”

Item-2018 Review of Policy on Road Names and Associated Delegations

File No **4362**

Purpose

To review the Council's policy on naming roads and to consider options to delegate these functions to the Foxton Community Board (within the Community Board area) and officers in other locations, with a review role for the Hearing Committee.

Resolved

(Good / Keenan)

“THAT Report 4362 on Review of Policy on Road Names and Associated Delegations be received.”

Resolved

(Good / Keenan)

“THAT this matter or decision be recognised as not significant in terms of s76 of the Local Government Act 2002.”

“THAT the Council adopt the following policy in relation to road names subject to any amendments considered appropriate:

ROAD NAMING POLICY OF THE HOROWHENUA DISTRICT COUNCIL

Introduction.

This policy is to assist decision makers in the Horowhenua District Council to meet their responsibility in the naming of roads within the District. This relates to new roads, unnamed existing roads (e.g. paper roads) and to private roads and accessways. It does not relate to road numbering, that function being the responsibility of officers of the Council already.

As well as preventing potential confusion or mistakes for users a consistent approach to road names can provide a transparent and balanced process for the naming of key infrastructural assets, and provide a way of recognising and enhancing our District's history, culture and identity,

Naming of Streets, Roads and Private Ways

Council has the authority under section 319(j) and 319A of the Local Government Act 1974 to name roads. New names are usually needed for new roads in subdivisions, or when a previously unformed road is constructed.

New Road Names

Where new roads need to be named as a result of a new subdivision or development the subdivider/developer shall be given the opportunity of suggesting up to three options, in order of preference. When submitting the preferred options comment should be given on why the names have been chosen, including any meaning and historical background and consultation undertaken, in support of the application.

In cases where subdividers/developers do not wish to submit preferred options for road names, Council officers will prepare a list of options for consideration and a decision.

Before submitting a name, a developer should review names in use with staff and/or Land Information New Zealand and provide evidence of having done so. Failure to provide such background information may lead to delays whilst staff confirm the suitability of the proposed name/s.

Similarly, when a developer proposes a Maori name confirmation of the views of local Iwi must be provided. If this is not provided there may be some delay while staff seek this confirmation.

Ideally the road names are to be submitted at the time of the application for consent for the subdivision or development, or no later than application for approval of the Land Transfer Plan.

The full costs of the signs and their erection are to be paid for by the subdivider/developer.

Where a new road name is required as a result of a Council subdivision it shall be referred to an ordinary Council meeting for a decision provided that prior consultation with the Foxton Community Board shall be undertaken where appropriate.

Private Ways

It is not the Council policy to directly name private ways. If however names are to be endorsed for private ways then the names shall be in accordance with the Approval Criteria and Style Guide and subject to the specific criteria below.

Whilst the Council has no responsibility in naming private accessways it does have a responsibility to number properties within it, hence the following criteria.

Where the Council is requested to endorse the name of a private right of way it will apply the following criteria.

- 1. The Council will not endorse the use of any name for a private right of way serving four or less properties by direct access off it. In such cases it will number those properties off the parent street in the normal way.*
- 2. Where a private right of way provides direct access to five or more properties then the Council may endorse the selected name of that property and if it does so will number the properties off that right of way as for a new street.*

Renaming Roads and Naming of Existing Legal but Previously Unformed Roads

The Council does not encourage the changing of road names because of the cost of the procedures and the inconvenience and cost caused to the public.

A name change will only be made if Council considers that there is a very good reason to change the name, that the change will result in a clear benefit to the community and, the owners of land fronting the road are generally in agreement with the proposal.

Reasons for changing road names may include;

- spelling correction,
- prevention of duplication in spelling or sound,
- prevention of confusion arising from major layout changes to roading,
- geographical corrections,
- issues of cultural sensitivity,
- is requested to do so by emergency services.

Council will only institute a name change if a budget is available to meet the costs or suitable arrangements have been made to meet the costs.

Where an owner or occupier of a property in a particular road or a member of the public seek to have a road name changed and the change does not meet the above criteria for changing road names, Council will only consider initiating the change if:

- The request takes the form of a petition signed by at least 80% of the owners whose properties front the road.
- The name suggested by the applicants must be acceptable to the Council in terms of the criteria for naming new roads.
- The applicants or petitioners agree to meet the all costs and disbursements incurred by the Council (including costs of signs, renumbering, administration etc).

Decisions to change road names will be made by the Council at an ordinary meeting.

Consequential changes to property numbers (where necessary) will be undertaken by Council in its customary manner.

Approval Criteria

The following factors shall be taken into account when selecting street and road names:

- a. Names of local historical or geographical significance.
 - b. Well known, or previously well known, names of farms or properties.
 - c. Maori names of local significance. Appropriate consultation and advice may be required.
 - d. Names of local residents who have achieved prominence in their chosen fields such as arts, sport, commerce, politics, local government, military, etc. Naming after persons living is generally avoided. Permission of surviving relatives should be obtained where appropriate.
 - e. Continuing an established theme in a neighbourhood.
 - f. Where more than one road is being created in a subdivision, a common theme is recommended for the names.
 - g. A significant feature in the area (for example, geographical feature, landscape, flora, fauna). Naming after features which do not exist in the area should be avoided (for example, naming after native trees or plants that are not evident in the area, or views that can not be identified).
 - h. Where an existing street is being extended, the street extension will be the same as that of the existing street.
 - i. Names cannot be offensive, insensitive or commercially based.
 - j. All road signs for private ways shall be annotated "Private" at the applicants expense.
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- k. *The Council may not necessarily accept the marketing name for a development as a road name for any road within a development.*
- l. *A new road shall not be named the same, or similar to a road already in existence within the District.*
- m. *It is desirable for short roads to have short names (for reasons of printing the names on maps).*
- n. *Individuals full names will only be used where the name is of reasonable length and the first name needs to be used to correctly identify the individual being commemorated. Full names longer than 15 letters will not usually be considered. In these instances, consideration will be given to using only the surname.*
- o. *Diacritical marks such as macrons should not be used, to ensure the clarity of signs is maximised.*
- p. *The use of hyphenated names should be avoided if possible.*
- q. *Where possible it is desirable that the thematic nature of road names be retained in any new developments in an area*

Note that the proposed road names will be checked against Council’s database to avoid duplication.

Style Guide for Names

To ensure a consistent standard of road naming, the following style guide should be applied:

- a. *In general the “road type” of a road/private way will reflect the public/private nature of a road, or the geography of the area and in accordance with the naming guide below:*

Type of Road	Road Name
<i>Relatively short, dead-end Roads, Cul-de-sacs</i>	<i>Place, Court, Close, Grove, Way, Courtyard, Rise, Mews, View</i>
<i>Loop Road to same Street</i>	<i>Crescent, Loop, Circle, Terrace</i>
<i>Rural Road</i>	<i>Road, Track, Terrace</i>
<i>Long cul-de-sacs, Through Roads</i>	<i>Road, Street, Drive, Ridge, Terrace</i>
<i>Narrow Road, Service Lane</i>	<i>Lane</i>
<i>Wide spacious roads</i>	<i>Avenue, Boulevard, Parade, Street</i>
<i>Street in Commercial areas</i>	<i>Arcade, Mall, Plaza, Square, Street, Road</i>
<i>Private Rights of Way/roads</i>	<i>Court, Lane, Grove, Place.</i>

NOTE: *The above is a guide only and people are welcome to make other suggestions. However, it is Council’s prerogative to name streets and the Council may refuse to approve names considered unsuitable for any reason.*

Additional Notes

When the new name is confirmed, the standard format Council name sign shall be erected. For new roads in subdivisions the developer shall pay Council for the required sign(s) and installation. For existing legal but previously unformed roads and roads being renamed the Council shall meet the cost of sign(s) and installation.

If a developer erects its own ornamental name sign(s) and/or post, in addition to the Council name sign, and that ornamental name sign is damaged or stolen, then the Council shall not be responsible for the repair or replacement of that name sign.

These sign types should ordinarily be positioned on private property (or the property boundary).

If a developer requires a sign to be positioned within the road reserve, an application must be submitted to the Council’s Community Assets Department for consideration. They may, or may not, approve the application in their sole discretion.

Notification:

Where a new road name is approved the Council will notify statutory bodies as required under section 319A of the Local Government Act 1974 as well as emergency services operating in the District (Fire, Police, Ambulance, New Zealand Post in particular) and any other agencies of relevance at officer discretion."

"THAT under the provisions of Clause 32 of Schedule 7 of the Local Government Act 2002 the authority to name roads (under Sections 319 and 319A of the Local Government Act 1974) be delegated as follows with a right of review to the Hearing Committee by any objector within 10 working days of being notified of the decision. Delegations approved shall be exercised in accordance with the policy approved by the Council.

- i) Road names within the geographical area of the Foxton Community Board be delegated to the Foxton Community Board.
- ii) Road names elsewhere in the District be delegated to the Chief Executive Officer."

Item-2019 Chief Executive Officer's Report to 8 December 2010

File No 4359

Purpose

This report is prepared to update Councillors on a number of current matters that the Chief Executive Officer is dealing with.

Resolved

(Keenan / Judd)

"THAT Report 4359 be received."

Page 61 3a. Alcohol Reform Bill

It was agreed that Councillors Good, Rush and McMeeken and a representative from the Youth Council work with officers to prepare a submission on this matter.

Resolved

(Keenan / Judd)

"THAT this matter or decision be recognised as not significant in terms of s76 of the Local Government Act 2002."

"THAT Council appoint Councillors Good, Rush and McMeeken, and a representative from the Youth Council, to work with Officers to prepare a submission on the Alcohol Reform Bill and that the submission be brought back to the 2 February 2011 meeting of Council for ratification and submission thereafter."

Page 61 3b. One Plan Appeal

In response to a query as to whether Council would be putting in an appeal to the One Plan, Mr Thomas advised that the appeal period had expired but Council was looking at the option of joining with another party or parties in the process.

Page 68 3c. 2010/11 Annual Plan Monitoring Report

Item 31 - Margaret Street/Ballance Street Intersection

Cr Shaw advised that he and Council's Roding Engineer had held a meeting on site with representatives from NZTA. The behaviour of motorists at the time of the site meeting convinced NZTA representatives that a "No Entry" sign was, in fact, needed.

Item-2020 Liquor Licensing Matters from 21 July 2010 to 20 November 2010

File No **4369**

Purpose

To update matters relating to liquor licensing for the period 21 July 2010 to 20 November 2010.

Resolved

(Judd / Good)

“THAT Report 4369 be received.”

“THAT the Licences and Managers’ Certificates as scheduled in Part 3(a) of this report, which have been granted or renewed under delegation, be ratified.”

“THAT the information in Part 3(b) of this report be noted.”

Item-2021 Documents Executed and Electronic Transactions Authorities Signed

File No **4361**

Purpose

To present to Council the documents that have been executed and Electronic Transactions Authorities and Contracts that have been signed by two elected Councillors, which now need ratification.

Resolved

(Kaye-Simmons / Hunt)

“THAT Report 4361 be received.”

“THAT this matter or decision be recognised as not significant in terms of s76 of the Local Government Act 2002.”

“THAT the Horowhenua District Council hereby ratifies the signing of the documents and electronic transactions authorities as scheduled:

- *Electronic Transaction Authority relating to encumbrance for Security of payment of Development Contributions for Certificate of Titles 394515, 394516 and 394517 DP 398871 in the name of Tiro Tiro Visions Limited*
- *Electronic Transaction Authority relating to encumbrance for annual rent charges in respect of Certificate of Titles 476116 and 476117 in the name of the Masonic Villages Trust*
- *Transmission application in respect to Certificate of Title WN5B/316 at 13 Chaffey Street, Foxton Beach in the name of NI & RJ Penn*
- *Electronic Transaction Authority regarding transmission authority for Certificate of title WN5B/316 at 13 Chaffey Street, Foxton Beach*
- *Lease Renewal Agreement relating to Tram Station at Foxton between Horowhenua District Council and Adele Patricia Parson, for a period of one year from 1 October 2010*
- *Electronic Transaction Authority regarding the registering of a new lease for 13 Chaffey Street, Foxton Beach between Horowhenua District Council and Neville Ian and Rosemary Joanne Penn being Certificate of Title WN5B/316*
- *Electronic Transaction Authority relating to water/sewage easement in the Su Properties Limited subdivision, Barry Curtis Drive, Levin*
- *Variation of lease and review of rental relating to lease between Horowhenua District Council and Harold William Haley, operator of the Waitarere Beach Motor Camp*

- *New lease between Horowhenua District Council and Focal Point (Levin) Limited relating to the Levin Cinema, Salisbury Street, Levin from 1 November 2010.*

Item-2022 Resource Consents Considered Under Delegated Authority

File No **4360**

Purpose

To receive the Land Use and Subdivision Resource Consent applications approved under delegated authority by the Environmental Services Department.

Resolved

(McMeeken / Hunt)

“THAT Report 4360 be received.”

“THAT this matter or decision be recognised as not significant in terms of s76 of the Local Government Act 2002.

“THAT the Land Use and Subdivision Resource Consents be received as listed:

All Subdivision Resource Consents Granted Under Delegated Authority 03/11/10 to 25/11/10

Granted Date	File Ref	Subdivider	Address
17-Nov-10	3023	Waikawa Glen Limited	117-151 Waikawa Beach Road, Manakau Rural
25-Nov-10	3025	Robert & Nicola Buckland, Barbara Kennedy, & Kennedy Investments Ltd	68 & 72 Sorenson Road, Levin Rural
16-Nov-10	3026	D'Arcy & Nancy Woolford	214 Heatherlea East Road, Levin Rural

All Land Use Resource Consents Granted Under Delegated Authority 03/11/10 to 25/11/10

Granted Date	File Ref	Applicant	Address
4-Nov-10	3013	Leslie Montgomery & Fay Prince	153 Park Avenue, Waitarere Beach
17-Nov-10	3018	Leigh Benfell	6 Gladstone Street, Foxton Beach
22-Nov-10	3021	Nicholas & Stephanie Lovell	23 Strathnaver Drive, Waikawa Beach Rural
16-Nov-10	3027	Jillian McKenzie & Mark Ridley	51 Johnston Street (SH1), Foxton
25-Nov-10	3028	Hugh & Jean Barbour	41A Edinburgh Terrace, Foxton Beach
22-Nov-10	3030	Quin Steel Limited	20-22 Coventry Street, Levin.”

MOTION TO EXCLUDE THE PUBLIC

Resolved

(Allan / Keenan)

“THAT the Horowhenua District Council pursuant to Section 48, Local Government Official Information and Meetings Act 1987, resolves that the public be excluded from the following parts of the proceedings of this meeting.

This resolution is made in reliance on Section 48(1)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by Section 6 or Section 7 of that Act or Section 6 or Section 7 or Section 9 of the Official Information Act 1982, as the case may require, which would be prejudiced by the holding of the whole or the relevant part of the proceedings of the meeting in public."

Confirmation of Minutes Ordinary Meeting 10 November 2010 (Minute Items 2008-2010)
Item 2023 - In Committee Proceedings Foxton Community Board 15 November 2010
Item 2024 - In Committee HDC Monitoring Report to 8 December 2010
Item 2025 - Horowhenua District Council Tertiary Scholarships 2011

Reasons for Confidentiality

*These Reports are **CONFIDENTIAL** in accordance with Section 48(1) of the Local Government Official Information and Meetings Act 1987, which permits the meeting to be closed to the public for business relating to the following grounds: -*

- 48(1a) That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist.*

Subject to sections 6, 7 and 17 of the Local Government Official Information Act 1987, the withholding of the information is necessary to:

- 7(2a) Protect the privacy of natural persons, including that of deceased natural persons.*
- 7(2b) Protect information where the making available of the information-
 - (i) Would disclose a trade secret; or*
 - (ii) Would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information.**
- 7(2i) Enable any local authority holding the information to carry out, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).*
- 7(2j) Prevent the disclosure or use of official information for improper gain or improper advantage."*

MEETING CLOSURE

There being no further business the meeting concluded at 7.00 pm.

CONFIRMED this day of

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Chairperson