

Notice is hereby given that an ordinary meeting of the Horowhenua District Council will be held on:

Date: Wednesday 10 April 2019
Time: 4.00 pm
Meeting Room: Council Chambers
Venue: 126-148 Oxford St
Levin

Council OPEN AGENDA

MEMBERSHIP

Mayor	Mr Michael Feyen	
Deputy Mayor	Mr Wayne Bishop	
Councillors	Mr Ross Brannigan	
	Mr Ross Campbell	
	Mr Neville Gimblett	
	Mr Barry Judd	
	Mrs Victoria Kaye-Simmons	
	Mrs Jo Mason	
	Mrs Christine Mitchell	
	Ms Piri-Hira Tukapua	
	Mr Bernie Wanden	
Reporting Officer	Mr David Clapperton	(Chief Executive)
Meeting Secretary	Mrs Karen Corkill	

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Full Agendas are available on Council's website
www.horowhenua.govt.nz

Full Agendas are also available to be collected from:
Horowhenua District Council Service Centre, 126 Oxford Street, Levin
Te Awahou Nieuwe Stroom, Foxton,
Shannon Service Centre/Library, Plimmer Terrace, Shannon
and Te Takeretanga o Kura-hau-pō, Bath Street, Levin

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1 Apologies

2 Public Participation

Notification of a request to speak is required by 12 noon on the day of the meeting by phoning 06 366 0999 or emailing public.participation@horowhenua.govt.nz.

See over the page for further information on Public Participation.

3 Late Items

To consider, and if thought fit, to pass a resolution to permit the Council to consider any further items which do not appear on the Agenda of this meeting and/or the meeting to be held with the public excluded.

Such resolution is required to be made pursuant to Section 46A(7) of the Local Government Official Information and Meetings Act 1987, and the Chairperson must advise:

- (i) The reason why the item was not on the Agenda, and
- (ii) The reason why the discussion of this item cannot be delayed until a subsequent meeting.

4 Declarations of Interest

Members are reminded of their obligation to declare any conflicts of interest they might have in respect of the items on this Agenda.

5 Confirmation of Minutes

- 5.1 Meeting minutes Council – Open & In Committee 6 March 2019**
- Open 13 March 2019**

6 Announcements

Foxton Community Board

There will be the regular update on behalf of the Board.

Public Participation (further information):

The ability to speak at Council and Community Board meetings provides the opportunity for members of the public to express their opinions/views to Elected Members as they relate to the agenda item to be considered by the meeting.

Speakers may (within the time allotted and through the Chairperson) ask Elected Members questions as they relate to the agenda item to be considered by the meeting, however that right does not naturally extend to question Council Officers or to take the opportunity to address the public audience be that in the gallery itself or via the livestreaming. Council Officers are available to offer advice too and answer questions from Elected Members when the meeting is formally considering the agenda item i.e. on completion of Public Participation.

Meeting protocols

1. All speakers shall address the Chair and Elected Members, not other members of the public be that in the gallery itself or via livestreaming.
2. A meeting is not a forum for complaints about Council staff or Council contractors. Those issues should be addressed direct to the CEO and not at a Council, Community Board or Committee meeting.
3. Elected members may address the speaker with questions or for clarification on an item, but when the topic is discussed Members shall address the Chair.
4. All persons present must show respect and courtesy to those who are speaking and not interrupt nor speak out of turn.
5. Any person asked more than once to be quiet will be asked to leave the meeting

Proceedings of the Foxton Community Board 25 March 2019

File No.: 19/102

1. Purpose

To present to the Council the minutes of the Foxton Community Board meeting held on 25 March 2019.

2. Recommendation

- 2.1 That Report 19/102 Proceedings of the Foxton Community Board 25 March 2019 be received.
- 2.2 That the Council receives the minutes of the Foxton Community Board meeting held on 25 March 2019.

3. Issues for Consideration

There are no items considered by the Foxton Community Board that require further consideration by Council.

Attachments

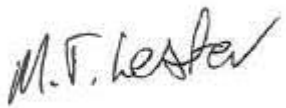
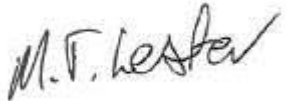
There are no attachments for this report.

Confirmation of statutory compliance

In accordance with section 76 of the Local Government Act 2002, this report is approved as:

- a. containing sufficient information about the options and their benefits and costs, bearing in mind the significance of the decisions; and,
- b. is based on adequate knowledge about, and adequate consideration of, the views and preferences of affected and interested parties bearing in mind the significance of the decision.

Signatories

Author(s)	Mark Lester Group Manager - Corporate Services	
Approved by	Mark Lester Group Manager - Corporate Services	

Foxton Community Board

OPEN MINUTES

Minutes of a meeting of the Foxton Community Board held in the Blue Room, Te Awahou Nieuwe Stroom, 22 Harbour Street, Foxton, on Monday 25 March 2019 at 6.00 pm.

PRESENT

Chairperson	Mr D J Roache
Deputy Chairperson	Ms P R Metcalf
Members	Mr D A Allan Cr N G Gimblett Mr J F Girling Ms J M Lundie

IN ATTENDANCE

Mr M J Lester	(Group Manager – Corporate Services)
Mrs C Ward	(Principal Policy Advisor)
Mrs K J Corkill	(Meeting Secretary)

ALSO IN ATTENDANCE

Mayor M Feyen	(to 7.05 pm)
Cr R J Brannigan	

PUBLIC IN ATTENDANCE

There were eight members of the public in attendance at the commencement of the meeting.

1 Apologies

There were no apologies.

2 Public Participation

Christina Paton	7.1 <u>Notice of Motion</u>
	7.2 <u>Monitoring Report – Item 18/423 – Sand Dune Management</u>
	7.4 <u>Election Processes</u>

Mayor Feyen	7.2 <u>Monitoring Report - Item 14/674 – Target Reserve Strategic Plan</u> <u>Item 18/209 – MAVTech</u> <u>Item 18/423 – Sand Dune Management</u>
	7.3 <u>Chief Executive’s Report - 3.2 - Recording of Foxton Community Board Meeting</u>

3 Late Items

There were no late items.

4 Declaration of Interest

There were no declarations of interest.

5 Confirmation of Minutes

MOVED by Mr Allan, seconded Ms Metcalf:

THAT the minutes of the meeting of the Foxton Community Board held on Monday, 28 January 2019, be confirmed as a true and correct record.

CARRIED

6 Announcements

Foxton (&) Beach Community Patrol

Presenting on behalf of the Foxton (&) Beach Community Patrol, Mr Anthonie van Ryn gave an overview of what the Community Patrol had been doing initially in Foxton Beach since it commenced on 15 December 2018, with the purpose of today's presentation being to:

- raise awareness and understanding of the local Community Patrol;
- inform the FCB and the public of progress to date in setting up the Patrol;
- explain what it was hoped the Community Patrol would look like in 12-24 months and the plan to achieve that;
- outline how the FCB and the public could support the Community Patrol.

Mr van Ryn outlined the Patrol's main aims which included safety and security, initially at Foxton Beach but expanding coverage to Foxton. At Foxton Beach the Patrol currently had five male and five female volunteers and it was using the Foxton Beach Warden's vehicle. The Community Patrol relied totally on volunteers and its success going forward depended on attracting sufficient volunteers, obtaining a suitable vehicle and gaining sufficient operational funding, and Mr van Ryn said he was hoping the FCB would be a major champion and support would also be available from HDC.

Mr Roache confirmed the Board's whole-hearted support and offered to provide letters of support when the Community Patrol applied for external funding. He also suggested an article on the Community Patrol be included in the "Community Connection" and it seek at site at the Easter Fair.

A copy of Mr van Ryn's presentation was provided.

Presentation on the Horowhenua Integrated Transport Strategy

Council's Principal Policy Planner, Cynthia Ward, gave a PowerPoint presentation on the Horowhenua Integrated Transport Strategy (HITS) and responded to queries from Board Members.

Horowhenua District Council Update

Cr Gimblett noted that Council had resolved that the Foxton Beach Freeholding Account Strategy and Policy be reviewed. This would provide an opportunity for the Board, the community and the Foxton Beach Progressive Association to be involved in the review and ensure that the Strategy and Policy was fit for purpose going forward.

Update from the Foxton Community Board Chair

Mr Roache advised that he, Ms Metcalf and Mr Allan had attended the recent Representation Review, with very encouraging comments received from the Commissioner. The Board's submission had been lodged with Horizons Regional Council's Annual Plan on the concerns with regard to the Foxton East Drainage proposal. He had been asked to attend the Palmerston North Wastewater Monitoring Group and he queried if any other Board Members would also like to be included.

Foxton Beach Progressive Association Update

Association Chair, Katherine Wilkinson, directed Members to the Chairperson's Report in the CE's Report on page 25 and she and Mr Melton responded to queries.

Janine Smart then presented a 10 Year Development and Freeholding Fund Projects Plan explaining the vision the Association had going forward and the exciting opportunities they saw. A copy of the Plan is **attached** to the official minutes and would also be hosted on Council's website.

7 Reports

7.1 Notice of Motion

Purpose

In accordance with Standing Order 26, a Notice of Motion (NoM) has been received from Foxton Community Board (FCB) Deputy Chair, Tricia Metcalf, with the request that it be placed on the agenda for the 25 March 2019 FCB meeting.

The purpose of this report is to provide Ms Metcalf the opportunity to speak to this Notice of Motion.

MOVED by Ms Metcalf, seconded Mr Allan:

THAT Report 19/78 Notice of Motion be received.

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

CARRIED

Public Participation

Mrs Paton queried why tax relief had not also been suggested for business property owners who had already voluntarily spent a lot of money upgrading their buildings, with Ms Metcalf saying that anything that that the Government and IRD decided may or may not be retrospective.

Speaking to the Notice of Motion, which Mr Allan indicated he would second, Ms Metcalf expanded on her rationale for what she proposed noting that this was not just an issue for the Horowhenua and as tax relief was available for extreme weather events and drought, it should also be available in this regard.

Board Members expressed their support for the Motion which they said was an excellent idea.

MOVED by Ms Metcalf, seconded Mr Allan:

THAT the following Notice of Motion is considered by the Foxton Community Board:

"That the Foxton Community Board asks the Councillors of the Horowhenua District Council to request Local Government New Zealand to lobby the Inland

Revenue to provide tax relief to building owners for the compulsory earthquake strengthening of their buildings either by way of reinstating depreciation or some other tax relief for earthquake compliance costs.”

CARRIED

7.2 Monitoring Report to 25 March 2019

Purpose

To present to Foxton Community Board the updated monitoring report covering requested actions from previous meetings of the Community Board.

MOVED by Mr Allan, seconded Mr Girling:

THAT Report 19/60 Monitoring Report to 25 March 2019 be received.

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

CARRIED

Public Participation

Speaking in relation to 14/674 – Target Reserve and the reactivation of the User Group, Mayor Feyen requested that he be included in that Group.

Moving on to 18/209 – Forbes Road Subdivision, Mayor Feyen spoke about resilience development, having heard a presentation on, and listened to the science behind, the Hikurangi Response Plan. He said he wanted to ensure that this Council took resilience into its forward planning, particularly in areas such as the extension of this subdivision. While he did not want to stop development he did advocate for a cautionary approach.

With regard to 18/423 – Sand Dune Management – Mayor Feyen said he supported leaving the dune there as the sea could quite easily be seen from the back of the carpark and it would preclude any further costs.

Also speaking to 18/423 – Sand Dune Management, Mrs Paton said it was part of the Horowhenua coastline and in her view did not qualify for funding from the Foxton Beach Freeholding Account. Commenting that there was a resource consent for the seawall which required monitoring, Mrs Paton referenced two documents – the Foxton Beach Annual Monitoring Report 2018 and Foxton Beach Car Park Sand Management Plan 2018 – which she said Board Members should read and workshop before they went any further and she was disappointed it appeared they had not been provided to the Board. Also referencing a nation-wide statement about climate change, Mrs Paton noted that Foxton was only three metres above sea level, so it was not just about Foxton Beach.

Mr Lester responded to Members' queries, noting in relation to the proposed Strategic Workshop that he had been awaiting the appointment of the Te Awahou Nieuwe Stroom Destination Marketing resource as he was wanting that person to be involved in the workshop.

7.3 Chief Executive's Report to 25 March 2019

Purpose

To present to the Foxton Community Board, for information, issues relating to the Foxton Community Board area.

MOVED by Mr Allan, seconded Mr Girling:

THAT Report 19/63 Chief Executive's Report to 25 March 2019 be received.

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

CARRIED

Mr Lester requested that the report be taken as read.

3.2 Recording of Foxton Community Board Meetings

It was noted that this had been previously discussed by the Board, with Members reiterating their views. Whilst there were three for and three against the recommendation, with the Chair also using his casting vote, that “

THAT the filming and recording of Foxton Community Board meetings (including In Committee) is not permitted by Elected Members or members of the public unless resolved otherwise by the Board on a case by case basis”

the recommendation

“That Standing Orders be amended to reflect the change”

did not reach the 75% support threshold with three for and three against the recommendation, so recommendations 2.3 and 2.4 were **LOST**.

7.4 Elections Processes - 2019 Local Body Elections

Purpose

To advise the Foxton Community Board on processes for the 2019 triennial elections.

MOVED by Mr Girling, seconded Mr Allan:

THAT Report 19/79 Elections Processes - 2019 Local Body Elections be received.

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

CARRIED

Public Participation

Mrs Paton spoke to this item pointing out that the guidance provided by the Auditor General was not binding on Councils with each Council being able to adopt its own standards.

7.5 Resource Consenting (Planning) Matters Considered Under Delegated Authority

Purpose

To present, **for information**, details of decisions made under delegated authority in respect of Resource Consenting (Planning) Matters.

MOVED by Mr Allan, seconded Mr Girling:

THAT Report 19/64 Resource Consenting (Planning) Matters Considered Under Delegated Authority be received.

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

CARRIED

7.30 pm

There being no further business, the Chairperson declared the meeting closed.

CONFIRMED AS A TRUE AND CORRECT RECORD
AT A MEETING OF THE FOXTON COMMUNITY
BOARD HELD ON

DATE:.....

CHAIRPERSON:.....

Proceedings of the Funding & Recognition Committee 26 March 2019

File No.: 19/101

1. Purpose

To present to the Council the minutes of the Community Funding and Recognition Committee meeting held on 26 March 2019.

2. Recommendation

- 2.1 That Report 19/101 Proceedings of the Funding & Recognition Committee 26 March 2019 be received.
- 2.2 That the Council receives the minutes of the Community Funding and Recognition Committee meeting held on 26 March 2019.
- 2.3 That the matter or decision be recognised as not significant in terms of s76 of the Local Government Act 2002.
- 2.4 That the Horowhenua District Council ratifies the Community Events Grant of \$250.00 to the Ngati Tukorehe Tribal Committee for the Kuku Meet and Greet on Sunday 31 March 2019.
- 2.5 That the Horowhenua District Council ratifies the Community Development Grants as follows:

Community Development Grant	Decision
Citizens Advice Bureau Levin	\$1,450.00
Age Concern Horowhenua Inc	\$2,000.00
Foxton Beach School	\$1,000.00
Levin Gymsports Inc	\$700.00
St Mary's Scout Group	\$1,000.00
Our Lady of Kapinua	\$2,000.00
Horowhenua Breath Easy	\$650.00
Horowhenua Special Needs Network	\$1,500.00
Literacy Aotearoa	\$3,300.00
Teen Zone Levin & Horowhenua Special Needs Network – Big Day Out	\$1,940.50
Pasifika for Tomorrow – SPYFusion and holiday programme	\$3,000.00
Nukulele Boom	\$2,000.00
Samaritans	\$3,000.00
Levin Basketball Association	\$3,500.00
Whenua Fatales Roller Derby League	\$620.00
Makerua Community Pool	\$1,400.00
Foxton Beach Community Patrol	\$2,500.00
	\$31,560.50

- 2.6 THAT the Horowhenua District Council ratifies the Community Consultation Grants as follows:

Community Consultation Grant	Decision
Waitarere Beach Progressive & Ratepayers Association	\$321.17
Foxton Beach Progressive Association	\$750.00
	\$1071.17

3. Issues for Consideration

Ratification of the Community Development and Community Consultation Grants is sought.

Attachments



There are no attachments for this report.

Confirmation of statutory compliance

In accordance with section 76 of the Local Government Act 2002, this report is approved as:

- a. containing sufficient information about the options and their benefits and costs, bearing in mind the significance of the decisions; and,
- b. is based on adequate knowledge about, and adequate consideration of, the views and preferences of affected and interested parties bearing in mind the significance of the decision.

Signatories

Author(s)	Samantha Hutcheson Community and Youth Development Lead	
Approved by	Nicki Brady Group Manager - H2040 & Partnership Development	

Community Funding and Recognition Committee

OPEN MINUTES

Minutes of a meeting of Community Funding and Recognition Committee held in the Horowhenua Room, 126-148 Oxford St, Levin, on Tuesday 26 March 2019 at 1.00 pm.

PRESENT

Chair Cr N G Gimblett
Members Cr R H Campbell
Cr P Tukapua
Cr B P Wanden

IN ATTENDANCE

Mrs S Hutcheson (Community & Youth Development Lead)
Ms G Allen (Meeting Secretary)

1 Apologies

Apologies were received from Cr. Jo Mason.

NOTED

2 Late Items

Community Development Grant - Foxton Beach Community Patrol, this grant was submitted in time for the grants cut-off; however it was initially submitted under the Community Consultation Grant and required further communication with the applicant which was undertaken with consideration for the applicant's availability which delayed processing.

Horowhenua Events Grant

The application from the Ngati Tukorehe Tribal Committee for the Kuku Community Meet and Greet was discussed.

MOVED: Gr Gimblett, seconded by Cr Wanden:

THAT the application from the Ngati Tukorehe Tribal Committee for a grant of \$250.00 for the Kuku Community Meet and Greet on Sunday 31 March 2019 be approved.

CARRIED

3 Declaration of Interest

Cr. Ross Campbell declared a conflict of interest with regard to the Community Development Grant - Makerua Community Pool submission.

4 Confirmation of Minutes

MOVED by Cr Campbell, seconded Cr Wanden:

THAT the minutes of the meeting of the Community Funding and Recognition Committee held on Wednesday, 24 October 2018, be confirmed as a true and correct record.

CARRIED

5 Announcements

There were no announcements.

6 People and Community

6.1 Funding & Recognition - Round 2 - 2018/19

Purpose

To present to the Funding & Recognition committee the Round 2 applications for the Community Development and the Community Consultation Grants.

MOVED by Cr Campbell, seconded Cr Wanden:

That Report 19/75 Funding & Recognition - Round 2 - 2018/19 be received.

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

CARRIED

The following comments were noted:

- That preference for applicants to apply for specific events that echo community inclusion rather than requesting funds for generic running costs.
- With regard to running costs; it was suggested that a fund raising event should be encouraged – which in turn would encourage organisational sustainability.
- That applicants are encouraged to support local businesses.
- With regard to the International Representation Grant it was suggested that applications received from repeat applicant take second consideration than new applicants.
- Also in regard to the International Representation Grant, that rather than these being available all year (as the Horowhenua Events Grant is) these be considered each quarter and passed at a normal council meeting – there was a question however to the respect of timing when applicant travel is being considered.
- There was question over the current format of our grants and if this format can be improved.
- Vibrant Communities applications should have face to face meetings.
- The Vibrant Communities single round for this year 2018/19 be extended to explore further applications and support the increase in quality of the current applicants.

After discussion on the applications received, it was:

MOVED by Cr Campbell, seconded Cr Wanden:

THAT the final Community Development Grants allocations be approved as follows:

Community Development Grant	Decision
Citizens Advice Bureau Levin	\$1,450.00
Age Concern Horowhenua Inc	\$2,000.00
Waiopehu College	\$0.00
Foxton Beach School	\$1,000.00
Alzheimer's	\$0.00
Levin Gymsports Inc	\$700.00
St Mary's Scout Group	\$1,000.00
Levin Bowling Club	\$0.00
Our Lady of Kapinua	\$2,000.00
Horowhenua Breath Easy	\$650.00
Horowhenua Special Needs Network	\$1,500.00
Literacy Aotearoa	\$3,300.00
Teen Zone Levin & Horowhenua Special Needs Network – Big Day Out	\$1,940.50
Pasifika for Tomorrow – SPYFusion and holiday programme	\$3,000.00
Halo Charitable Trust	\$0.00
Nukulele Boom	\$2,000.00
Levin Budget Service	\$0.00
Samaritans	\$3,000.00
Levin Basketball Association	\$3,500.00
Whenua Fatales Roller Derby League	\$620.00
Makerua Community Pool	\$1,400.00
Foxton Beach Community Patrol	\$2,500.00
	\$31,560.50

CARRIED

MOVED by Cr Campbell, seconded Cr Wanden:

THAT the final Community Consultation Grants allocations be approved as follows

Community Consultation Grant	Decision
Horowhenua District Ratepayers & Residents Association Inc.	\$0.00
Waitarere Beach Progressive & Ratepayers Association	\$321.17
Foxton Beach Progressive Association	\$750.00
	\$1071.17

CARRIED

4.00 pm

There being no further business, the Chairperson declared the meeting closed.

CONFIRMED AS A TRUE AND CORRECT RECORD
AT A MEETING OF THE COMMUNITY FUNDING
AND RECOGNITION COMMITTEE HELD ON

DATE:.....

CHAIRPERSON:.....

Proceedings of the Finance, Audit & Risk Subcommittee 27 March 2019

File No.: 19/103

1. Purpose

To present to the Council the minutes of the Finance, Audit & Risk Subcommittee meeting held on 27 March 2019.

2. Recommendation

- 2.1 That Report 19/103 Proceedings of the Finance, Audit & Risk Subcommittee 27 March 2019 be received.
- 2.2 That the Council receives the minutes of the Finance, Audit & Risk Subcommittee meeting held on 27 March 2019.
- 2.3 That as recommended by the Finance, Audit & Risk Subcommittee, the Horowhenua District Council (HDC) that HDC remains a member of the Local Authority Protection Programme (LAPP) using the new insurance product while retaining HDC's share of the \$16m LAPP fund that may be used to cover the costs of Insurance Valuations and Risk Profiling if this becomes necessary.
- 2.4 That as recommended by the Finance, Audit and Risk Committee, the Horowhenua District Council will pursue a remit to Local Government New Zealand (LGNZ) to request LGNZ to lobby Central Government to provide tax relief to building owners for the compulsory earthquake strengthening of their buildings.

3. Issues for Consideration

The following items considered by the Finance, Audit & Risk Subcommittee meeting held on 27 March 2019 require further consideration by Council:

Council's Options for Insuring Below-ground Infrastructural Assets

The FAR Subcommittee passed the following resolution:

THAT the Finance, Audit & Risk Subcommittee recommends to the Horowhenua District Council (HDC) that HDC remains a member of LAPP using the new Insurance product while retaining HDC's share of the \$16m LAPP fund that may be used to cover the costs of Insurance Valuations and Risk Profiling if this becomes necessary.

Council now needs to endorse this recommendation.

Remit to Local Government New Zealand

A further resolution passed by the FARS meeting:

THAT the Finance, Audit and Risk Committee recommends that Council pursue a remit to Local Government New Zealand (LGNZ) to request LGNZ to lobby Central Government to provide tax relief to building owners for the compulsory earthquake strengthening of their buildings.

Council's endorsement is now sought.

Attachments



There are no attachments for this report.

Confirmation of statutory compliance

In accordance with section 76 of the Local Government Act 2002, this report is approved as:

- a. containing sufficient information about the options and their benefits and costs, bearing in mind the significance of the decisions; and,
- b. is based on adequate knowledge about, and adequate consideration of, the views and preferences of affected and interested parties bearing in mind the significance of the decision.

Signatories

Author(s)	Doug Law Chief Financial Officer	
Approved by	David Clapperton Chief Executive	

Finance, Audit & Risk Subcommittee

OPEN MINUTES

Minutes of a meeting of the Finance, Audit & Risk Subcommittee held in the Council Chambers, Horowhenua District Council, Levin, on Wednesday 27 March 2019 at 4.10 pm.

The meeting was preceded by words from Mayor Feyen paying tribute to the victims of the Christchurch terrorist attack, with local musician Coburn Jane performing the song “They Are Us” that she had written to commemorate the sad event. Those at the meeting then stood and observed a minute’s silence.

PRESENT

Chairperson	Mr P Jones
Members	Deputy Mayor W E R Bishop
	Cr R H Campbell
	Mayor M Feyen
	Cr N G Gimblett
	Cr V M Kaye-Simmons
	Cr J F G Mason
	Cr C B Mitchell
	Cr P Tukapua
	Cr B P Wanden

IN ATTENDANCE

Mr D Law	(Chief Financial Officer)
Mr D M Clapperton	(Chief Executive)
Mr D McCorkindale	(Group Manager – Strategy & Development)
Mr I McLachlan	(Group Manager – Customer & Regulatory Services)
Mr J Paulin	(Finance Manager)
Mr A Chamberlain	(Financial Accountant)
Mrs K J Corkill	(Meeting Secretary)

ALSO IN ATTENDANCE

Mrs D Perera	(Audit Director, Audit New Zealand)(to 5.10 pm)
Mrs F Elkington	(Audit New Zealand)(to 5.10 pm)

PUBLIC IN ATTENDANCE

There were six members of the public in attendance at the commencement of the meeting.

1 Apologies

Apologies were recorded for Councillors Brannigan and Judd.

MOVED by Deputy Mayor Bishop, seconded Cr Kaye-Simmons:

THAT the apologies from Crs Brannigan and Judd be accepted.

CARRIED

2 Public Participation

7.3 Audit New Zealand – Final Management Report for the year ended 30 June 2018 6.3 Funding agreements with third parties

Anne Hunt
Olaf Eady
Christina Paton

Anne Hunt, Olaf Eady and Christina Paton each referenced the issue raised by Audit New Zealand of the lack of formalised agreements between Council and external parties where third parties would be sharing costs with Council.

Providing an excerpt from October 2008's "Community Connection" which recorded the signing of a Memorandum of Understanding with the Dutch Connection Trust, Mrs Hunt expressed some of the concerns she had had in relation to the project, particularly as she had wanted to ensure that ratepayers were not be burdened with the associated costs. She noted complaints she had received about the quality of the Library at Te Awahou Nieuwe Stroom which she said took second place to the museum aspects of the facility and she requested that consideration be given to reducing the museum space, selling the fixtures and increasing the library area.

Indicating the responsibilities of the various parties in the room when it came to Council operations, Mr Eady suggested that all had been negligent in this matter and he called into question the stewardship of HDC funds. He queried if the parties had been approached for the outstanding monies and further queried who owned the Te Awahou Nieuwe Stroom land and buildings.

Mrs Paton expressed her acute disappointment at what was recorded in 6.3 of the Audit Report given the national status of Te Awahou Nieuwe Stroom. She requested it be rectified as soon as possible and also requested assurance that the Foxton Beach Freeholding Account funds had been invested in a reputable manner.

Responding to the comments made, Mr Clapperton clarified that whilst the Dutch Connection Trust had originally indicated it would contribute \$6m, that was when the project was going to cost \$17m. It had subsequently been scaled back to about \$7m. He noted the contributions made by the two parties:

- The total value of the Piriharakeke Generation Inspiration Centre – Te Taitoa Māori o Te Awahou Trust – was approximately \$1,1m, with the contribution made to-date being \$826,000, leaving a balance of \$232,000.
- The value of the Oranjehof Dutch Connection Centre component was \$1.250m, with the contribution made to date being \$882,000. The outstanding amount as at 30 June 2018 was \$367,000 and subsequently a further contribution of \$80,000 had been made, leaving an outstanding amount of \$287,000.

Council was in the throes of putting in place Deeds of Acknowledgement of Debt for both entities; however both Trusts had been making contributions despite the lack of formal documentation. With regard to ownership; Council owned the land and buildings, with the fit-out component for the Piriharakeke Generation Inspiration Centre owned by Te Taitoa Māori and the Dutch museum fit-out was owned by the Dutch Connection Trust.

Saying he did not believe there was a need to look at the structure of the facility, Mr Clapperton commented on the huge success Te Awahou Nieuwe Stroom had been since it opened in November 2017 with recent exhibitions being a testament to the success of TANS over and above the local activities delivered in that particular space. Responding to a query, Mr Clapperton noted that the Auditor's Report was to 30 June 2018 and what was recorded was correct at the time it was written.

3 Late Items

There were no late items.

4 Declarations of Interest

There were declarations of interest.

5 Confirmation of Minutes – 27 February 2019

MOVED by Mayor Feyen, seconded Cr Campbell:

THAT the minutes of the meeting of the Finance, Audit & Risk Subcommittee held on Wednesday, 27 February 2019, be confirmed as a true and correct record.

CARRIED

6 Announcements

There were no announcements.

7 Reports

7.1 Projects Update

Purpose

To provide the Finance, Audit and Risk Subcommittee with an update of the projects being undertaken by the Infrastructure Projects Team.

Speaking to the report and responding to queries, Mr Clapperton drew Elected Members attention to the updated Project Summary on Levin Wastewater Land Treatment which was tabled following feedback received and further information available since the report was compiled.

MOVED by Mr Jones, seconded Cr Wanden:

THAT Report 19/82 Projects Update be received.

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

CARRIED

7.2 Eight Month Report 1 July - 28 February 2019

Purpose

To present to the Finance, Audit & Risk Subcommittee the financial report for the seven months to 28 February 2019.

Mr Law and Mr Clapperton spoke to the report and responded to queries from Elected Members, which included requests:

- to have an indication of the number of new rateable units created in the district, with it explained that there was some lag between when lots were created and that information being available from valuers;
- because of the increase in the cost of solid waste, to have some indication on an annual basis of how much was being diverted away from the landfill as a result of recycling, what was being recycled, and was Council getting value for money.

Responding to a query in relation to rates creditors (those who paid rates in advance), Mr Law said that was in the order of \$300,000 and was taken account of in Council's GST return.

MOVED by Cr Campbell, seconded Cr Wanden:

THAT Report 19/73 Eight Month Report 1 July - 28 February 2019 be received.

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

CARRIED

7.3 Audit New Zealand - Final Management Report for the year ended 30 June 2018

Purpose

To present to the Finance, Audit & Risk Subcommittee the Audit New Zealand Management Report for the year ended 30 June 2018.

Representatives from Audit New Zealand, Debra Perera and Fiona Elkington, joined the table, with Mrs Perera drawing Elected Members attention to page 3 of the report which covered the key messages to Council, with the main point being that Audit did issue an unmodified audit opinion which confirmed that Audit was satisfied that the financial statements and statement of service performance fairly reflected the District Council's activity for the year and its financial position at the end of the year, and she further commented on the matters considered during the Audit.

Mrs Perera noted that they were looking at improvements around the Annual Report process itself and were currently planning for the 2019 Audit with productive discussions being held with a number of parties including the Mayor, Councillors, the CE, and the Senior Management Team. Discussions were also being held with the FARS Chair and the Finance Team to see how work could be brought forward outside of the traditionally intense period prior to adopting the Annual Report.

Responding to a comment from the Chair that because of the number of issues in progress it would be helpful to have an interim audit and have some of the issues cleared and formally reported to FARS by no later than its August meeting, Mrs Perera confirmed this would occur and anything that was cleared would be taken off the table for the final report.

MOVED by Mayor Feyen, seconded Cr Campbell:

THAT Report 19/36 Audit New Zealand - Final Management Report for the year ended 30 June 2018 be received.

THAT this decision is recognised as not significant in terms of S76 of the Local Government Act.

CARRIED

7.4 Council's Options for Insuring Below-ground Infrastructural Assets

Purpose

To evaluate the options for insuring Council's infrastructural assets for damage relating to a natural disaster.

Saying he had no hesitation in recommending that Council remain a member of LAPP, Mr Law reiterated the main points in the report, providing further information on the product, the current insurance market, and the benefits of remaining in LAPP as well as responding to queries from Elected Members.

MOVED by Mayor Feyen, seconded Deputy Mayor Bishop:

THAT Report 19/76 Council's Options for Insuring Below-ground Infrastructural Assets be received.

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

THAT the Finance, Audit & Risk Subcommittee recommends to the Horowhenua District Council (HDC) that HDC remains a member of LAPP using the new Insurance product while retaining HDC's share of the \$16m LAPP fund that may be used to cover the costs of Insurance Valuations and Risk Profiling if this becomes necessary.

CARRIED

7.5 Remit to Local Government New Zealand

Purpose

For Councillors to consider whether or not to support a remit to Local Government New Zealand (LGNZ) to request LGNZ to lobby Central Government to provide tax relief to building owners for the compulsory earthquake strengthening of their buildings.

Accompanied by Mr Roache, Ms Metcalf joined the table to speak to the rationale behind her Notice of Motion, clarifying that her intention was not to differentiate between those who did or did not voluntarily strengthen their buildings.

MOVED by Mayor Feyen, seconded Cr Campbell:

THAT Report 19/85 on Remit to Local Government New Zealand be received.

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

THAT the Finance, Audit and Risk Committee recommends that Council pursue a remit to Local Government New Zealand (LGNZ) to request LGNZ to lobby Central Government to provide tax relief to building owners for the compulsory earthquake strengthening of their buildings.

CARRIED

5.25 pm

There being no further business, the Chairperson declared the meeting closed.

CONFIRMED AS A TRUE AND CORRECT RECORD
AT A MEETING OF THE FINANCE, AUDIT & RISK
SUBCOMMITTEE HELD ON

DATE:.....

CHAIRPERSON:.....

Monitoring Report to 10 April 2019

File No.: 19/86

1. Purpose

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

2. Recommendation

- 2.1 That Report 19/86 Monitoring Report to 10 April 2019 be received.
- 2.2 That this matter or decision be recognised as not significant in terms of s76 of the Local Government Act 2002.

Attachments



No.	Title	Page
A	Horowhenua District Council Monitoring Report	30

Confirmation of statutory compliance

In accordance with section 76 of the Local Government Act 2002, this report is approved as:

- a. containing sufficient information about the options and their benefits and costs, bearing in mind the significance of the decisions; and,
- b. is based on adequate knowledge about, and adequate consideration of, the views and preferences of affected and interested parties bearing in mind the significance of the decision.

Signatories

Author(s)	David Clapperton Chief Executive	
Approved by	David Clapperton Chief Executive	

MONITORING REPORT
HOROWHENUA DISTRICT COUNCIL

Item No.	Meeting Date	Item Description	Resolved / Action	Responsible Officer	Date to Action by	Date Completed	Officer Comment
17/534	27 November 2017	Provisional Local Alcohol Policy – Appeals	<i>THAT Council resolves that the Hearings Committee of Council be directed to act on behalf of Council on this matter as may be required following notification by the Licensing Authority.</i>	V Miller			Currently pursuing a negotiated out-of-court solution with appellants. Awaiting result of these efforts through ARLA processes.
18/171	18 April 2018	CE's Report to 18 April 2018 – Electric Vehicle Charging Stations	<i>THAT the Chief Executive be requested to investigate a commercial rental or other revenue source from the placement of Electric Vehicle charging stations on Council-owned land.</i>	D McCorkindale			Information responding to the proposed contract has been received from Charge Net on 26 March 2019. This has led to a positive meeting between the parties to establish a way forward. An updated contract will be prepared on the basis of that meeting. Details of that contract will be confirmed with Council once the contract is finalised. The intention is to see the chargers installed and operating by the end of June 2019.

MONITORING REPORT

HOROWHENUA DISTRICT COUNCIL

Item No.	Meeting Date	Item Description	Resolved / Action	Responsible Officer	Date to Action by	Date Completed	Officer Comment
18/582	10 October 2018	Notice of Motion – Local Government Commission Possible Boundary Change	<i>THAT following an approach to the Palmerston North City Council by a group of residents from Tokomaru and Opiki, the Horowhenua District Council resolves to fully participate in any proposed Horowhenua District boundary change which may be considered by the Local Government Commission and in doing so Horowhenua District Council will ensure open dialogue with neighbouring local authorities.</i>	D Clapperton			<p>The Local Government Commission briefed Council on the process for considering the Boundary Change Application, on Wednesday 27 February. The application will proceed under the 'Structure and Reorganisation' process within Schedule Three of the Local Government Act. This will provide an opportunity for the community to participate in considering the best option that best promotes good local government.</p> <p>The next step for the Local Government Commission is public notification and a call for alternative applications.</p>
18/575	10 October 2018	Options for Potential Disposal – Court House Museum	<i>THAT Council resolves not to retain the Court House Museum as per the original Officer</i>	A Nelson	26 February 2019		<p>A draft EOI has been produced Officers are currently undertaking due</p>

MONITORING REPORT

HOROWHENUA DISTRICT COUNCIL

Item No.	Meeting Date	Item Description	Resolved / Action	Responsible Officer	Date to Action by	Date Completed	Officer Comment
			<p><i>recommendation. THAT Horowhenua District Council disposes of the Foxton Court House Museum using an Expression of Interest process that requires proponents to complete seismic strengthening whilst preserving the heritage and character of the building.</i></p> <p><i>THAT the Chief Executive be delegated the authority to execute the disposal of Foxton Court House Museum.</i></p>	A Nelson 28.03.2019			diligence and researching any encumbrances upon the title. Due diligence has identified some encumbrances relating to the property. These are currently being worked through.
18/484	21 November 2018	Review of Draft Shannon Reserves Management Plan	<p><i>THAT the Horowhenua District Council approves the Draft Shannon Reserves Management Plan for further public consultation.</i></p>	A Nelson			The draft plan is currently out for consultation. Consultation, period closed on 01/03/2019. Seven submissions received and currently being evaluated. Hearing date yet to be set.

MONITORING REPORT HOROWHENUA DISTRICT COUNCIL							
Item No.	Meeting Date	Item Description	Resolved / Action	Responsible Officer	Date to Action by	Date Completed	Officer Comment
19/5	6 March 2019	Land Purchase – Due Diligence for Road Re-alignment – Gladstone Road	<i>THAT the Chief Executive be authorised to undertake due diligence and negotiations for the purchase of 29.58 ha of land in Gladstone Road for roading purposes subject to a mutually satisfactory arrangement for purchase of the land being reached and at an agreeable price.</i>	D Clapperton			Due diligence underway, including geo-tech assessment and market valuation. Sale and purchase agreement signed conditional on due diligence by Council.
19/6	6 March 2019 13 March 2019	Foxton Flood Relief Pipeline	<i>THAT the Foxton Flood Relief Pipeline report lay on the table until the next Horowhenua District Council meeting and that the Foxton Community Board are involved in any discussions that take place on this matter.</i>	R Green			Report to be considered 10 April 2019 Council meeting
19/27	13 March 2019	CE's Report – Foxton Beach Freeholding	<i>THAT the Horowhenua District Council gives</i>	D Clapperton			Project Plan being developed for the review process.

MONITORING REPORT							
HOROWHENUA DISTRICT COUNCIL							
Item No.	Meeting Date	Item Description	Resolved / Action	Responsible Officer	Date to Action by	Date Completed	Officer Comment
		Account Strategy & Policy Review	<i>approval for the Foxton Beach Freeholding Account Strategy and Policy to be reviewed with feedback to be sought from the Foxton Beach Community.</i>				

Chief Executive's Report to 10 April 2019

File No.: 19/87

1. Purpose

For the Chief Executive to update Councillors, or seek endorsement on, a number of matters being dealt with.

2. Recommendation

- 2.1 That Report 19/87 Chief Executive's Report to 10 April 2019 be received.
- 2.2 That these matters or decisions be recognised as not significant in terms of s76 of the Local Government Act 2002.

3. Chief Executive Updates

3.1 Waikawa Beach Coastal Erosion Update

Background

Council reserve and private property has been subject to ongoing localised erosion at Waikawa Beach arising from wave and river action (river mouth migrating southward). This led to access difficulties to the beach for local communities and visitors in 2018.

Update

A report funded by HDC/HRC on a 50:50 basis was produced by Tonkin & Taylor in March 2019. The report discusses the geomorphological and hydrological pressures that natural and man-made processes have had on the localised river and wave erosion experienced at Waikawa Beach.

The report suggests 3 potential options for resolving the issue these include –

- Option 1 - Physical modification to the existing high-angle groyne to reduce the restriction on river flow and the repositioning of rock along the original 1991 groyne alignment without extending it. This when combined with ongoing channel cutting and revegetation of the Southern dunes with Spinifex will reduce the issues identified but will still leave the site exposed to damage during storm events and King High tides. It is anticipated the order of cost will be \$150k+ capital, and \$20 - \$40k annual costs.
- Option 2 - As per Option 1 but with extension and upgrade of the 1991 groyne alignment and active dune reestablishment with sand sourced from the northern elevation of the river. This would reduce the risk of dune 'wash-outs' but would still leave the shoreline subject to isolated storm events. The likely capital cost is estimated at \$700-\$900K with a likely annual cost of 20 - 40k.
- Option 3 - As per 2 above along with installation of rock revetment along current shoreline to protect from further erosion. This approach is likely to reduce ongoing erosion of land behind the revetment and provide an effective barrier to ongoing erosion. The likely capital cost would be \$1M+.

All options indicated above would require resource consents with options 1 & 2 also requiring the renewal of the current resource consent that facilitates river cuts.

HRC are leading the response with a meeting set down for 13 April 2019 with the Waikawa Beach Progressive Association. Following that meeting HRC's Ramon Strong has advised a report will be presented to HRC Councillors to consider the options outlined.

Dependent on the feedback from Councillors HRC has indicated it may make a request to HDC to part-fund the works agreed upon.

No budgets exist in HDC's current LTP for either capital or operational works. Should Council agree to part fund the works indicated, provision would need to be made in the upcoming LTP budget.

3.2 **Foxton Wharf Erosion Update**

Context

DoC owns a piece of land (Section 1, Block 1, Moutere SD) on Hartley Street which has been modified to include a slipway, car-park, and concrete quay. The site had a derelict wharf that was removed in 2014 under a 3 way MoU between HDC, DoC and the commercial boat builder, Profab. The MoU was signed by the 3 parties in August 2018.

Following the removal of the derelict quay a temporary gabion was installed with a view to replacing with a more permanent solution. The more permanent solution has not been completed to this point. The temporary gabion baskets are failing in part because the stones used in the gabions are of small diameter and mass. The issue is exacerbated because the galvanised wire used to build the gabion basket is not of marine standard.

The baskets are as a consequence in an advanced state of disrepair which is leading to undermining and erosion of the land behind the baskets themselves and indeed the car-park and concrete quay on the land owned by DoC.

Update

DoC has indicated that it has no interest in managing and maintaining the assets that are currently on its land as they were not installed by it. DoC has further indicated it has no budget to undertake any remedial or development works.

The Horowhenua Alliance on behalf of Council and DoC has engaged Tonkin & Taylor to identify the coastal and river dynamics impacting on the structures and develop a long-term solution to the erosion issues.

The Horowhenua Alliance is in the process of gathering information pertinent to the issue so that Tonkin & Taylor can commence writing its report.

It is likely that remediation/replacement of the now failing gabion baskets with a 'fit for purpose' solution is likely to be moderately expensive, however costs may escalate significantly dependent on whether the existing car-park, concrete quay and slipway have been seriously undermined.

No capital or operational budgets exist in HDC's long term plan to undertake physical works that may arise from the Tonkin & Taylor report. Capitalisation of any funding subsequently identified to complete the necessary works is complicated because the assets do not belong to HDC.

3.3 **Waitāreere Beach Accretion Claim**

Context

The surf life-saving clubrooms at Waitāreere Beach are unfit for purpose because the accreting coastline has resulted in the clubrooms being separated from the shoreline by 60-80 metres of marram dune. In 2016 a portion of the accreting dunes was designated for the construction of new clubrooms. However, accreted land has no title and, as such, prior to any physical works being completed, there is a need to establish Council ownership.

To achieve title application needs to be made to Land Information New Zealand (LINZ).

Accretion is considered to occur where a property is bounded by water, has a moveable boundary, and further land is added to the property due to gradual and imperceptible changes in the position of the water boundary. When this process occurs the property owner is entitled to have the title corrected to reflect the current position of the water boundary.

Accretion claims need to be supported by significant documentary evidence including survey plans, LINZ records, statutory declaration of interested and uninterested parties, and expert testimony. The applicant must also establish that the 'doctrine of accretion applies'. This requirement will normally be met if the applicant demonstrates that:

- a) the land in question has a moveable water boundary,
- b) the doctrine of accretion was not excluded at the time of the original grant or conveyance of the land, and
- c) the area claimed is stable and has formed gradually and imperceptibly.

For an application to be accepted there is also the need to prove beyond reasonable doubt that there has been a consistent chain of ownership from the first title being issued to the current day, and no conflicting evidence that might disqualify the application.

Update

An initial application was lodged with LINZ prior to Christmas; however it was requisitioned by the organisation. This essentially means the application did not meet LINZ's requirements and was sent back for further information and clarification. The application has since been reviewed in accordance with the requirements of LINZ and will shortly be resubmitted (next 2-4 weeks).

Prior to submission officers from DoC and HDC will need to make statutory declarations in respect of the accretion claim. This is because two of the accreted parcels are adjacent to land owned by DoC but administered by HDC as Public Domain. As a result, should the application prove successful, two parcels of accreted land will vest in the Crown (DoC) and two in Council. The application itself will also need to be signed by officers from DoC and Council (including 2 Councillors) before being submitted electronically to LINZ.

Should LINZ accept the application at face value it will notify interested parties including Iwi, DoC, the Commissioner of Crown Lands, Ministry of Justice, affected local authorities, and any adjacent private land owner. Alternatively, if unsatisfied with the application, LINZ may issue a further requisition notice.

Any interested party may object to the accretion claim, but in so doing objections must be based on substantive legal or evidential data. If no objections are received, or are dealt with between the parties concerned title will be issued.

3.4 Long Term Plan 2018-2038 Monitoring Report

The Monitoring Report prepared for those items raised by submitters during the 2018/2038 Long Term Plan submission process is **attached**.

Attachments



No.	Title	Page
A	Long Term Plan 2018-2038 Monitoring Report - April 2019	39

Confirmation of statutory compliance

In accordance with section 76 of the Local Government Act 2002, this report is approved as:

- a. containing sufficient information about the options and their benefits and costs, bearing in mind the significance of the decisions; and,
- b. is based on adequate knowledge about, and adequate consideration of, the views and preferences of affected and interested parties bearing in mind the significance of the decision.

Signatories

Author(s)	David Clapperton Chief Executive	
Approved by	David Clapperton Chief Executive	

MONITORING REPORT – Long Term Plan 2018/2038

As at April 2019

	Completed
	In Progress
	Transfer to 2019/20
	Off Track

Item Description	Item	Resolved	Officer	Action by Date	Status	Officer Comment
Management Overview	6	<i>THAT Council accepts Management advice on Topic 7: Avenue Road Cemetery Upgrade identified by Management since adoption of the Long Term Plan 2018-2038 Consultation Document and Supporting Information.</i>	A Nelson	June 2019		Completed the installation of 168 new plots.
	7	<i>THAT Council accepts Management advice on Topic 8: Waikawa Beach Pedestrian Bridge identified by Management since adoption of the Long Term Plan 2018-2038 Consultation Document and Supporting Information.</i>	A Nelson	June 2018		Initial strengthening works complete.
	10	<i>THAT Council accepts Management advice on Topic 13: Solway Park Pump Track identified by Management since adoption of the Long Term Plan 2018-2038 Consultation Document and Supporting Information.</i>	A Nelson	Jan 2019		Pump track has been installed and is in use.
Finance	12	<i>THAT Council explore during the 2018/19 financial year different options including development contributions for funding infrastructure growth as part of the 2019/20 Annual Plan process.</i>	D Law	30/06 /2019		This will occur as a project with the next Amended LTP/Annual Plan process
	14	<i>THAT a Targeted Rate is used to fund the cost of Shared Pathway projects and maintenance and that this rate is assessed as a fixed charge of a uniform amount on the basis of the number of SUIPs of each rating unit within the district AND FURTHER THAT the fund will form part of the roading budget</i>	D Law	30/06 /2019		There was no rate to set as the expenditure was capital in nature. This rate will be included in the revenue and Financing Policy as part of the overall review and amendment to occur this financial year

MONITORING REPORT – Long Term Plan 2018/2038

As at April 2019

	Completed
	In Progress
	Transfer to 2019/20
	Off Track

Item Description	Item	Resolved	Officer	Action by Date	Status	Officer Comment
		<i>subject to meeting legislative requirements.</i>				
Water Sustainability	16	<i>THAT Council implements demand management, hydraulic modelling, condition assessment and leak detection projects in the first three years of the Long Term Plan 2018-2038 and that Council be provided with quarterly reports of progress on the projects.</i>	S vd Walt	Jun 2019		3Waters re-modelling is being done with latest growth in all towns. CCTV inspections are on-going. Projects for 2019/2020 have been identified. PRV's installation and meters replacement programme are on-going.
	17	<i>THAT Council establishes the Horowhenua Water Working Party to investigate the option of a more sustainable raw water source/storage/dam as part of the feasibility study of new water supply schemes.</i>	R Green	Mar 2019		Terms of Reference adopted by Council at its March 2019 meeting.
	18	<i>THAT Council undertakes feasibility studies in the first three years of the Long Term Plan 2018-2038 for water supply and wastewater services in Ōhau. The feasibility studies will cover (amongst other things) affordability, and technical and environmental issues.</i>	R Green	Mar 2019		Consultant appointed for feasibility study which will be prepared in early part of 2019/20.
Water Supply and	19	<i>THAT Council undertakes feasibility studies in the first three years of the Long Term Plan 2018-2038 for water supply in Waitāreere Beach. The feasibility study will cover (amongst other things) affordability, and technical and environmental issues.</i>	R Green	Mar 2019		Consultant was appointed for feasibility study which will be prepared in early part of 2019/20. .
Facilities	26	<i>THAT Council allocates \$15,000 in year 2 of the Long Term Plan 2018-2038 to complete a feasibility study</i>	H Warren	Yr2		Not yet started. This is programmed for year 2 of the Long Term Plan

MONITORING REPORT – Long Term Plan 2018/2038

As at April 2019

	Completed
	In Progress
	Transfer to 2019/20
	Off Track

Item Description	Item	Resolved	Officer	Action by Date	Status	Officer Comment
Challenge 1: Property		<i>for a Shannon Community Centre, including as a first step an investigation of community demand to assess the need for, and anticipated use of a community centre in Shannon.</i>				2018-2038.
	27	<i>THAT Council undertakes further engagement with the Shannon community as part of the feasibility study, including with local Iwi and Hapu, to fully understand their needs and aspirations regarding the development of a Community Centre in Shannon.</i>	H Warren	Yr2		Not yet started. This is programmed for year 2 of the Long Term Plan 2018-2038.
	28	<i>THAT in considering its decision in relation to Challenge 1: Property of the 2018-2038 Draft Long Term Plan, Council takes into account submissions made to this topic which suggest that Shannon Memorial Hall could be retained to be used as Shannon's Community Centre pending the outcome of the feasibility study.</i>	H Warren	Yr2		Not yet started. This will be considered following the feasibility study which is programmed for year 2 of the Long Term Plan 2018-2038.
	29	<i>THAT Council provides support to rural schools, particularly Opiki and Tokomaru Schools, towards swimming programmes, or for the maintenance and enhancement of the school pool facilities.</i>	V Geldenhuys	Oct 2018		Discussions with both schools underway regarding swimming programmes and maintenance needs. This includes support with pool maintenance requirements identified in the audit completed at the end of 2017/18. April 2019: Term 1 completed with rural school support. Ongoing discussions with Tokomaru and Opiki

MONITORING REPORT – Long Term Plan 2018/2038

As at April 2019

	Completed
	In Progress
	Transfer to 2019/20
	Off Track

Item Description	Item	Resolved	Officer	Action by Date	Status	Officer Comment
						school re swimming programme support or maintenance enhancements.
	33	<i>THAT Council does not retain the Foxton Memorial Hall in the final Long Term Plan 2018-2038.</i>	A Nelson	June 2019		Officers undertaking due diligence on Foxton Memorial Hall to identify if any impediments to transfer/sale.
	34	<i>THAT Council does not retain the Coronation Hall, Foxton; with no action being undertaken until a feasibility study on the future use of the facility is presented to Council by 30 December 2018 AND FURTHER THAT Council agrees to the Terms of Reference for the feasibility study with the MAVTech Trust and Foxton Community Board.</i>	A Nelson	June 2019		Initial concept and feasibility study has been completed by Workshop-e. No subsequent funding has been made available for detailed design.
Parks & Property	35	<i>THAT Council allocates an operational budget of \$10,000 per year for the first three years of the Long Term Plan 2018-2038 to install benches in Levin.</i>	A Nelson	June 2019		Budget allocated and spent for first year with input from Grey Power & other stakeholders.
	36	<i>THAT Council allocates a budget of \$50,000 in the first year of the Long Term Plan 2018-2038 to undertake a review of the current reserve management plan, facility provision and user needs at Donnelly Park.</i>	A Nelson	Jun 2019		Officers are in the process of identifying scope of RMP review
	37	<i>THAT Council allocates a capital budget of \$150,000 in the second year of the Long Term Plan 2018-2038 to develop a longer term strategic concept plan and detailed design for Donnelly Park.</i>	A Nelson	Year 2		Not yet started. This is programmed for year 2 of the Long Term Plan 2018-2038.

MONITORING REPORT – Long Term Plan 2018/2038

As at April 2019

	Completed
	In Progress
	Transfer to 2019/20
	Off Track

Item Description	Item	Resolved	Officer	Action by Date	Status	Officer Comment
	38	<i>THAT Council approves a lease to the Tokomaru Early Childhood Centre on the Tokomaru Hall carpark reserve to develop a new pre-school child care facility.</i>	A Nelson	June 2019		A draft lease has been provided to TECC.
	39	<i>THAT Council allocates a capital budget of \$335,000 in year 2 of the Long Term Plan 2018-2038 to develop changing room and toilet facilities, improve drainage on Field 2 and add lighting for a new designated training ground at Playford Park.</i>	A Nelson	Year 2		Capital works have not yet started and are programmed for year 2 of the Long Term Plan 2018-2038.
	40	<i>THAT Council allocates a capital budget of \$125,000 to install a toilet; shade provisions; and a BBQ at Hyde Park, and the installation of signage and benches/picnic tables at Te Maire Park in year 1 of the Long Term Plan.</i>	A Nelson	June 2019		Stakeholder meeting has been held and orders placed for toilet and BBQ
	42	<i>THAT Council allocates a capital budget of \$267,000 over the first four years of the Long Term Plan 2018-2038 (\$66,750 per year) to contribute to the development of improved cricket facilities on Donnelly Park.</i>	A Nelson	Jan 2019		
	43	<i>THAT the Foxton Community Board considered the development of a Reserve Management Plan for Holben Reserve and Foxton Beach, taking into account the request for the Wildlife Foxton Trust to develop a wildlife centre within the reserve.</i>	A Nelson	June 2019		Workshop to discuss longer term development of Holben reserve was held in October / November 2018.
	44	<i>THAT Council provides the Horowhenua Lake Domain Board with an amount of up to \$10,000 to develop a Reserve Management Plan for Lake</i>	A Nelson	June 2019		Initial scoping discussion was held prior to Christmas. Consultation document currently being produced

MONITORING REPORT – Long Term Plan 2018/2038

As at April 2019

	Completed
	In Progress
	Transfer to 2019/20
	Off Track

Item Description	Item	Resolved	Officer	Action by Date	Status	Officer Comment
		<i>Domain/Muaūpoko Park subject to negotiation with other stakeholders for joint funding.</i>				for further discussion.
	45	<i>THAT Council provides funding to Save Our River Trust (SORT) of \$10,000 a year for the next three years.</i>	A Nelson	June 2019		
	46	<i>THAT Council investigates the development of a 24 hour toilet in Foxton, with an intention of exploring the opportunity to attract funding from The Tourism Infrastructure Fund.</i>	A Nelson	Nov 2018		<p>The Tourism Infrastructure Fund provides up to \$25 million annually to develop tourism-related infrastructure that supports regions facing pressure from tourism growth. There have been 2 funding rounds thus far delivering 33 million to 76 projects. A third round is being considered for 01/03/2019</p> <p>To be considered for funding projects must provide new infrastructure and cost more than 25k. The proposed toilet at Foxton meets both criterion. However, to be eligible for the fund local councils also need to provide a minimum of 50% of the funding (exceptions may be made). In addition applications must meet at least one of the following criterion –</p> <ul style="list-style-type: none"> • Visitor to resident ratio for the region must exceed 1:5;

MONITORING REPORT – Long Term Plan 2018/2038

As at April 2019

	Completed
	In Progress
	Transfer to 2019/20
	Off Track

Item Description	Item	Resolved	Officer	Action by Date	Status	Officer Comment
						<ul style="list-style-type: none"> The region must attract in excess of 1 billion tourism dollars; Local Government Finance Agency lending limits must have been reached. <p>Preference is given to those areas that meet more than 1 criterion. If the application meets the initial criterion there are a further 8 assessment criterion being –</p> <ul style="list-style-type: none"> Extent the proposal meets infrastructure constraints Extent it supports visitor attraction Value for money Support targeted at projects that otherwise would not happen Financial constraints on the applicant Applicants must maximise their funding in terms of existing and alternative income streams

MONITORING REPORT – Long Term Plan 2018/2038

As at April 2019

	Completed
	In Progress
	Transfer to 2019/20
	Off Track

Item Description	Item	Resolved	Officer	Action by Date	Status	Officer Comment
						<ul style="list-style-type: none"> Other central government funding options have been considered Councils are required to cover domestic demand for the infrastructure and contribute to the visitor demand proportion. <p>Prior to proceeding with an application to the fund for a toilet there is the need to establish the tourism/visitor base line for Foxton that might use a 24/7 facility. Given the requirement to provide evidence based need for an application, it might also be considered the application made should be a larger integrated tourism feature e.g. motorhome stopover, facilities and disposal point. But in each case council would need to contribute 50%.</p>
	47	THAT Council allocates \$50,000 in year 2 of the LTP for the renewal of the coastal management resource consent for Waikawa Beach.	A Nelson	Year 2		Funding allocated. Work not yet started. This is programmed for year 2 of the Long Term Plan 2018-2038.

MONITORING REPORT – Long Term Plan 2018/2038

As at April 2019

	Completed
	In Progress
	Transfer to 2019/20
	Off Track

Item Description	Item	Resolved	Officer	Action by Date	Status	Officer Comment
Late Item – Community Outcomes – Stunning Environments	48	<p><i>THAT Council undertakes feasibility studies in the first three years of the LTP 2018-2038 for stormwater to Lake Horowhenua with the feasibility studies to cover (amongst other things) affordability, and technical and environmental issue”</i></p> <p><i>THAT an ‘indicative’ amount of \$5.5m be added over the years 4-7 of the LTP 2018-2038 subject to meeting legislative requirements.</i></p>	R Green	Years 1-3		Not yet commenced. Initially an education programme will be developed with schools for gross pollutants. Then larger stormwater projects will be developed with community consultation.

Documents Executed and Electronic Transactions Authorities Signed

File No.: 19/88

1. Purpose

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

2. Recommendation

- 2.1 That Report 19/88 Documents Executed and Electronic Transactions Authorities Signed be received.
- 2.2 That this matter or decision be recognised as not significant in terms of s76 of the Local Government Act 2002.
- 2.3 That the Horowhenua District Council hereby ratifies the signing of documents and Electronic Transaction Authorities as scheduled:
 - (a) Application for Change of Name from The Levin Borough Council to Horowhenua District Council relating to WN32A/733 187 Oxford Street, Levin.
 - (b) Electronic Transaction Authority for the transfer of Lease to Kearwood Realities Limited, 187 Oxford Street, Levin, Title WN32A/733.
 - (c) Lease Instrument for 187 Oxford Street, Levin, to Kearwood Realities Limited. 21 year lease from 14 December 2018.

3. Issues for Consideration

This report provides a mechanism for notifying the execution of formal documents by two elected Councillors and signing of Electronic Transactions Authorities.

Attachments

There are no attachments for this report.

Confirmation of statutory compliance

In accordance with section 76 of the Local Government Act 2002, this report is approved as:

- a. containing sufficient information about the options and their benefits and costs, bearing in mind the significance of the decisions; and,
- b. is based on adequate knowledge about, and adequate consideration of, the views and preferences of affected and interested parties bearing in mind the significance of the decision.

Signatories

Author(s)	David Clapperton Chief Executive	
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Approved by	David Clapperton Chief Executive	
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Resource Consenting (Planning) Matters Considered Under Delegated Authority

File No.: 19/89

1. Purpose

To present, **for information**, details of decisions made under delegated authority in respect of Resource Consenting (Planning) Matters.

2. Recommendation

- 2.1 That Report 19/89 Resource Consenting (Planning) Matters Considered Under Delegated Authority be received.
- 2.2 That this matter or decision be recognised as not significant in terms of s76 of the Local Government Act 2002.

3. Issues for Consideration

The following decisions were made under delegated authority:

- (i) Subdivision and Land Use Consents Approved:

Subdivision Resource Consents Approved – 01/03/19 – 29/03/19

Approved Date	File Ref	Applicant	Address
05/03/2019	502/133	J B & K M Preston	113 Bartholomew Road, Levin
07/03/2019	502/132	Duncan James Palmer	95 Bartholomew Road, Levin
07/03/2019	502/131	Deanne Louise Dimock	50 Kings Drive, Levin
15/03/2019	502/134	Bridget Kay Collins	20A Kings Drive, Levin
15/03/2019	502/136	R P & G R Davenport	33 Railway Terrace, Ohau Township
21/03/2019	502/137	TGTC Limited	24 Forest Road, Waitarere Beach
22/03/2019	502/139	Andrew Paul Hewitt	11 Thomas Place, Foxton Beach

Land Use Resource Consents Approved – 01/03/19 – 29/03/19

Approved Date	File Ref	Applicant	Address
05/03/2019	501/80	Malcolm Alexander	42A Kawi Road, Levin
11/03/2019	501/81	Rachel Virginia Marshall	87 Seabury Avenue, Foxton Beach
11/03/2019	501/83	Potter Brothers Limited	128-134 Queen Street, Levin
12/03/2019	501/82	M C & T A Francis	4 Snappers Lane, Foxton Beach
14/03/2019	501/84	Logan Melcom Cooper	14C Mountain View Drive, Levin Rural
18/03/2019	501/85	Aubrey Franklyn Bolton	162B Winchester Street, Levin
18/03/2019	501/88	Kirk Wood Manakau Limited	1104 State Highway 1, Levin Rural

- (ii) Road Names Approved
None during the reporting period.

Attachments


There are no attachments for this report.


Confirmation of statutory compliance

In accordance with section 76 of the Local Government Act 2002, this report is approved as:

- a. containing sufficient information about the options and their benefits and costs, bearing in mind the significance of the decisions; and,
- b. is based on adequate knowledge about, and adequate consideration of, the views and preferences of affected and interested parties bearing in mind the significance of the decision.

Signatories

Author(s)	Megan Leyland Consents Manager	
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Approved by	Ian McLachlan Group Manager - Customer & Regulatory Services	
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Local Election Signage Policy

File No.: 19/77

1. Purpose

To consider requirements for electoral signage for the purpose of the 2019 local elections, and any ensuing by-election.

2. Recommendation

- 2.1 That Report 19/77 Local Election Signage Policy be received.
- 2.2 That this matter or decision be recognised as not significant in terms of s76 of the Local Government Act 2002.
- 2.3 That the Horowhenua District Council adopts the “Local Election Signage Policy” dated 26 March 2019.

3. Background/Previous Council Decisions

- 3.1 Preceding each local election staff review Council’s policy surrounding the placement of electioneering signs on Council and private land. The Policy provides for the regulation and administration of signage associated with elections.
- 3.2 Staff have taken the opportunity to review the Policy, the continued suitability of the three locations approved for signage, and the general content of the Policy.
- 3.3 A copy of the Policy to cover the period of the 2019 local election, and any by-election in the lead up to the 2022 election, is attached (Attachment A).
- 3.4 This Policy is substantially identical to the 2016 Policy. There have been minor changes to improve clarity and these are discussed below.

4. Issues for Consideration

- 4.1 This Policy is substantially the same as the 2016 Policy with the exception of:
 - a. Signs must be removed as soon as practicable after election day, within two (2) business days. This is to define what is reasonable in terms of the length of time signage is permitted to be displayed. It is also to ensure officer time is accurately planned to manage the removal of signage if necessary and to reduce the opportunity for vandalism after the election.
- 4.2 As was the case in 2016, Council staff are comfortable that the three locations will continue to provide visibility to candidates, and remain appropriate for local election signage.
- 4.3 The remaining content of the Policy is considered to be relevant and appropriate. It is appropriate that separate regulations are retained for signage on private and public land to maintain consistency with District Plan and Public Places Bylaw requirements.
- 4.4 By way of clarification, electoral signs on public land other than the three areas stated in the Policy are not permitted and will be removed, with all costs charged to the owner of the sign. Electoral signs on private property will be permitted subject to the conditions in the Policy. Mobile signs on registered vehicles/trailers will be permitted whilst a vehicle is in use on a road and subject to compliance with traffic and safety laws. Any signs on state highways will require the prior approval of the NZTA.
- 4.5 Complaints received by Council regarding electoral signage will be referred to Council’s Regulatory Compliance team who, in consultation with Council’s Electoral Officer, or Deputy, will conduct investigations and enforcement as necessary.

4.6 Currently, candidates can place signage on the public areas during the 3 month election period. Council may wish to consider reducing this timeframe to reduce vandalism opportunities and limit the proliferation of signs in the district.

Attachments

No.	Title	Page
A	Local Election Signage Policy 2019	55


Confirmation of statutory compliance

In accordance with section 76 of the Local Government Act 2002, this report is approved as:

- containing sufficient information about the options and their benefits and costs, bearing in mind the significance of the decisions; and,
- is based on adequate knowledge about, and adequate consideration of, the views and preferences of affected and interested parties bearing in mind the significance of the decision.

Signatories

Author(s)	Vaimoana Miller Compliance Manager	
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Approved by	Ian McLachlan Group Manager - Customer & Regulatory Services	
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Local Election Signage Policy

Authorised Council Owned Land

- a. The Horowhenua District Council will allow electoral signage on Council owned land at specified locations in Levin, Foxton and Shannon only. Such signs will be subject to the following limits:
- Approved sites are shown on the attached maps.
 - No sign shall be located where it is considered to be a traffic hazard in the opinion of the Council (Council Officer, Electoral Officer or Council contractor).
 - Signs may be permitted to be displayed up to two (2) months prior to the Election Day but must be removed within two (2) working days after Election Day.
 - Signs shall be displayed, if practicable, at right angles to the road.
 - Signs shall comply with the following specifications:

	Conditions
Maximum number of words	11 words or symbols
Maximum number of characters	90
Minimum lettering height	120 mm
Maximum face area (may be double sided)	3.0 m ²
Maximum sign height	4.0 m

- b. All signs must include an authorisation in accordance with the Local Electoral Act 2001.
- c. Each candidate will be permitted to erect one (1) sign per location.
- d. Council reserves the right to require the immediate removal or relocation of any electoral sign if the signs placement is considered hazardous or inappropriate; or if the content is inappropriate or breaches any policy, bylaw or enactment.
- e. Candidates are entirely responsible to ensure signs are installed and fixed in such a manner that they are not blown down or torn from supporting structures. Where signage is exposed to damage whether from natural events or vandalism, candidates are responsible for the repair and/or removal as necessary.
- f. Council may on giving of three (3) days' notice to the candidates concerned, remove any damaged signage and charge costs of removal back to the candidates. Where it is considered that damaged/loose signage has public risk, Council may remove the signage and charge back the costs of such removal immediately.
- g. In addition the following provisions shall apply:
- No signs will be permitted on Council roads or on unapproved Council owned land.
 - Where signs are found on Council property in unauthorised locations or in breach of any conditions officers shall:
 - advise the electoral officer; and,
 - maintain/update a register of such signs; and,
 - take immediate action to remove the signs; and,

- contact the candidate for that person collect their sign(s).
 - In any and all circumstances above, Council may charge back to the candidate the reasonable costs of notification/removal.
 - Signs must be removed as soon as practicable after Election Day and certainly within two (2) business days. Signs not removed within this timeframe may be removed by, and disposed of by Council without further liability. Where it is necessary to take this action costs will be charged back to the candidates concerned.
 - Mobile signs on vehicles (including trailers) will be permitted whilst the vehicle is in use on a road, and subject to those vehicles complying with all other vehicular requirements. Mobile signs on stationary vehicles (including trailers) are not permitted.
 - The Council shall be entitled to recover reasonable costs (at the discretion of a compliance officer or electoral officer) in the application of the policy.
- h. Candidates are advised to consult with NZTA with regard to erecting any signs adjacent or within the corridor of a State Highway.
- i. Sign locations:

<i>Area</i>	<i>Location</i>	<i>Permitted Area</i>	<i>Notes</i>
<i>Foxton Electoral Sign Area</i>	Seaview Gardens	Adjacent to the perimeter facing Union Street, outside the fence on road reserve, as depicted in Map 01 - 2013 Local Elections Signage.	No signs are to be attached to the fence or placed behind the fence. No signs are to obstruct the footpath or entrances to the Gardens.
<i>Shannon Electoral Sign Area</i>	Shannon Domain	The western end of Shannon Domain in Vogel Street in a northerly direction to the boundary with the Mavis Vincent Pavilion (a distance of approximately 50 metres) as depicted on Map 02 - 2013 Local Elections Signage. <u>SIGNS ARE NOT PERMITTED WITHIN THE EXCLUSION ZONES SHOWN ON THE MAP</u>	No signs are permitted within 10 metres of the boundary with the intersection of Vogel and Ballance Streets or within 5 metres of the kerbline in Vogel Street.
<i>Levin Electoral Sign Area</i>	The Levin Village Green	Facing Salisbury Street, Queen Street and the Levin Mall Carpark as depicted on Map 03 - 2013 Local Election Signage. <u>SIGNS ARE NOT PERMITTED WITHIN THE EXCLUSION ZONES SHOWN ON THE MAP</u>	No signs are permitted within 10 metres of the boundary with the intersection of Salisbury Street and Queen Street West or within 3 metres of paved areas.

This schedule must be read in conjunction with the maps attached to this policy.

Private Property

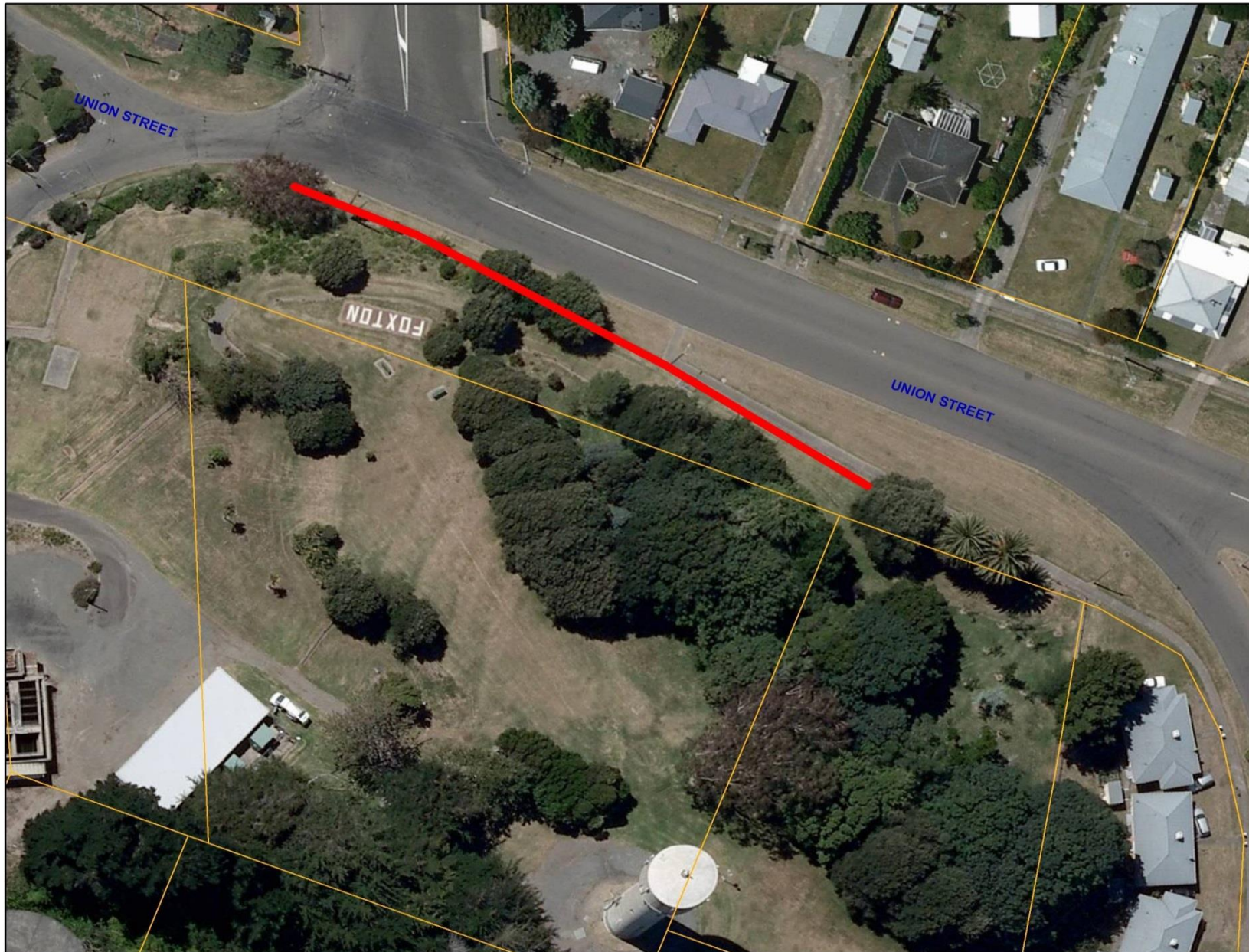
- a. The Horowhenua District Council will allow electoral signage on private land where candidates have obtained permission from the landowner, subject to the following:
- No sign shall be located where it is considered to be a traffic hazard in the opinion of the Council or NZTA.
 - Signs may be permitted to be displayed up to two (2) months prior to Election Day but must be removed as soon as practicable after Election Day within two (2) business days.

- Signs shall be displayed, if practicable, at right angles to the road.
- Signs shall not be illuminated.
- Signs shall comply with the following specification:

	<i>Posted speed limit Equal to or less than 70 kph</i>	<i>Posted speed limit – above 70 kph</i>
Maximum number of words	11 words or symbols	6 words or symbols
Maximum number of characters	90	40
Minimum lettering height	120 mm	160 mm
Maximum face area (may be double sided)	3.0 m ²	3.0 m ²
Maximum sign height	4.0 m	4.0 m

- b. Council reserves the right to require the immediate removal or relocation of any electoral sign if the signs placement is considered hazardous or inappropriate; or if the content is inappropriate or breaches any policy, bylaw or enactment.
- c. In addition the following provisions shall apply:
 - Where signs are found in breach of any conditions officers shall;
 - advise the electoral officer; and
 - maintain/update a register of such signs; and
 - take immediate action to remove the signs; and
 - contact the candidate for that person to collect their sign(s).
- d. The Council shall be entitled to recover reasonable costs in the application of the policy.
- e. All signs must include an authorisation in accordance with the Local Electoral Act 2001.
- f. Candidates are advised to consult with the NZTA in regard to erecting any signs adjacent or within the corridor of a State Highway.

Dated – 26 March 2019



Horowhenua
DISTRICT COUNCIL

Scale - 1 : 750

0 5 10 15 20
Metres

Legend

- Election Signs Permitted
 - Exclusion Zone
 - Road Names
 - Parcel Boundaries
- 2010 Urban Aerial Imagery

**MAP 01 - 2013
LOCAL ELECTION
SIGNAGE
FOXTON**

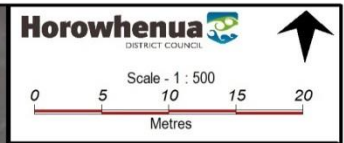
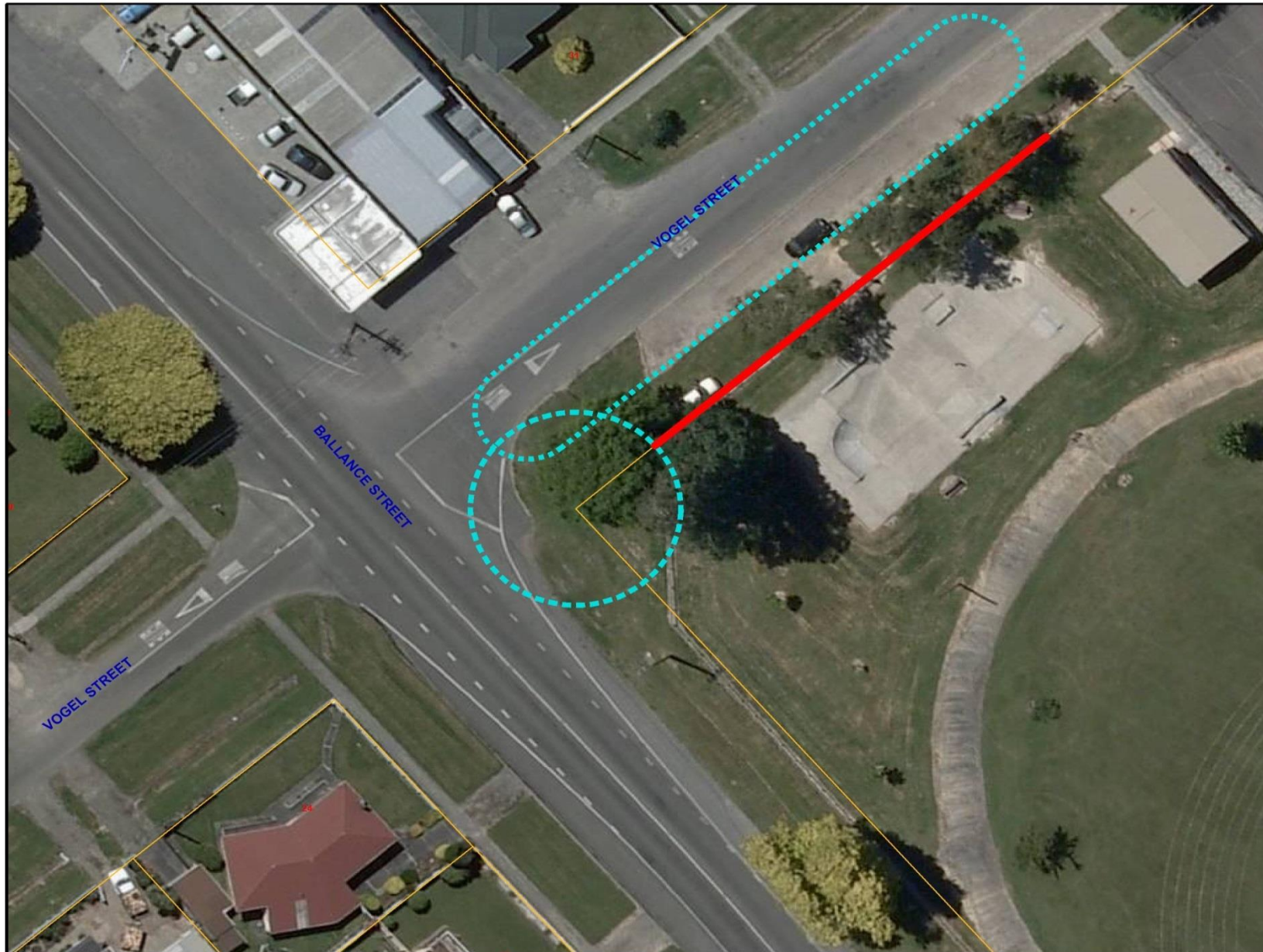
Seaview Gardens - Adjacent to the perimeter facing Union Street, outside the fence on road reserve.

No signs are to be attached to the fence or placed behind the fence.

No signs are to obstruct the footpath or entrances to the Gardens.

The Horowhenua District Council provides this information as a representation of the infrastructure where its location is known.

All reasonable efforts are taken to ensure the accuracy of this information, but confirmation on site is recommended before initiating any work.



Legend

- Election Signs Permitted
 - - - Exclusion Zone
 - A Road Names
 - Parcel Boundaries
- 2010 Urban Aerial Imagery

**MAP 02 - 2013
LOCAL ELECTION
SIGNAGE**

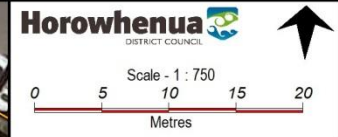
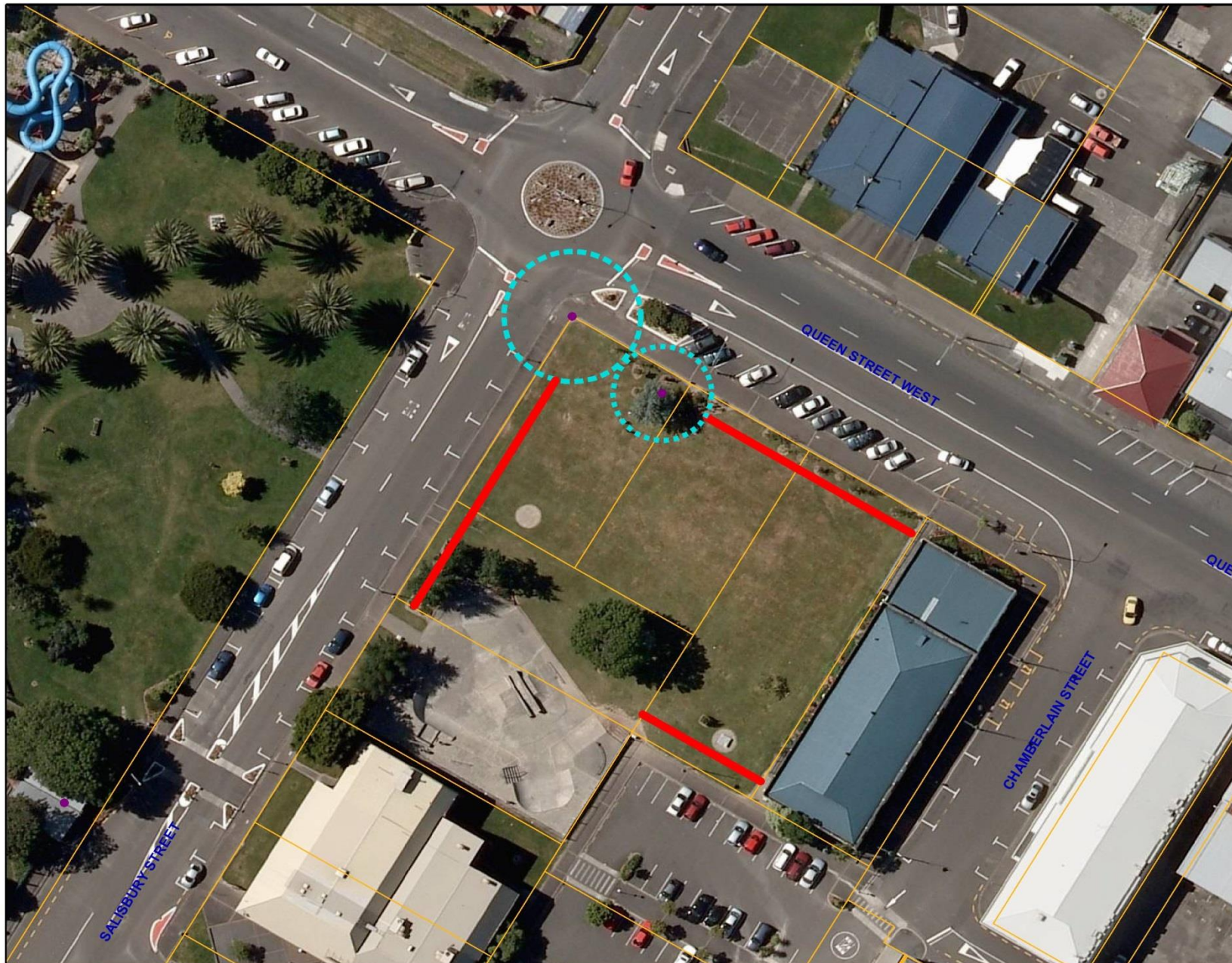
SHANNON

The western end of Shannon Domain in Vogel St in a northerly direction to the boundary with Mavis Vinsen Pavillion (a distance of approximately 50 metres).

NOTE: No signs are permitted within 10 metres of the boundary with the intersection of Vogel and Ballance Streets or within 5m of the kerbline in Vogel St - see exclusion zone.

The Horowhenua District Council provides this information as a representation of the infrastructure where its location is known.

All reasonable efforts are taken to ensure the accuracy of this information, but confirmation on site is recommended before initiating any work.



Legend

- Election Signs Permitted
- Exclusion Zone
- A** Road Names
- Parcel Boundaries
- 2010 Urban Aerial Imagery

**MAP 03 - 2013
LOCAL ELECTION
SIGNAGE**

LEVIN

The Levin Village Green facing Salisbury Street, Queen Street West and the Levin Mall carpark.

NOTE: No signs are permitted within 10 metres of the boundary with the intersection of Queen Street West and Salisbury Street or within 3 metres of paved areas - see exclusion zone.

The Horowhenua District Council provides this information as a representation of the infrastructure where its location is known.

All reasonable efforts are taken to ensure the accuracy of this information, but confirmation on site is recommended before initiating any work.

Animal Control Fees and Charges 2019/20

1. Purpose

To propose a schedule of fees and charges for Animal Control purposes, including Dog Registration fees, to apply in the Horowhenua District for the 2019/20 year (ie. 1 July 2019 to 30 June 2020).

2. Executive Summary

Historically fees and charges for Animal Control purposes have been set outside the Annual Plan/LTP process to facilitate the need for the production of Dog Registration Renewal notices that are arranged in April, enabling the mailing of the same in the last week of June annually.

3. Recommendation

- 3.1 That Report 19/99 Animal Control Fees and Charges 2019/20 be received.
- 3.2 That this decision is recognised as not significant in terms of S76 of the Local Government Act.
- 3.3 That Council adopts the Schedule of Animal Control Fees and Charges, attached as Attachment A as the Animal Control Fees and Charges to apply in the Horowhenua District from 1 July 2019 for the 2019/20 year.
- 3.4 That on adoption, Council gives public notice of its fees and charges as required by s37(6) of the Dog Control Act 1996.

4. Background / Previous Council Decisions

- 4.1 Section 37 of the Dog Control Act 1996 allows a Territorial Authority to set dog registration fees, including a penalty late payment fee of up to 50%, by resolution, and furthermore that those fees shall be reasonable for the registration and control of dogs under the Act.
- 4.2 Council has previously adopted dog classification and registration structure criteria. No changes are proposed to that structure.

5. Discussion

- 5.1 Dog Registration fees are resolved annually by Council outside of the Annual Plan/LTP process to facilitate the preparation and processing timelines for dog renewal notices. It is also prudent and administratively practical to resolve the other Animal Control Fees and Charges at the same time.
- 5.2 Dog registration fees and other charges were last increased in the 2017/18 year where they were increased by approximately 2% to account for the increasing costs caused by inflation.
- 5.3 Dog Control fees and charges set must be balanced against the 'ability to pay' together with the requirement to ensure that the fees and charges are reasonable for both the registration and control of dogs as required by section 37(1) of the Dog Control Act 1996 that states -
"The dog control fees payable to a territorial authority shall be those reasonable fees prescribed by resolution of that authority for the registration and control of dogs under this Act".

- 5.4 The dog component of the Animal Control activity has a 70% - 80% Private: 20% - 30% Public Good split. The draft Annual Plan proposes that the activity expenditure will be \$606,000.00, and as a consequence the private good income required to meet the funding policy is in the range of \$424,200.00 to \$484,800.00, with the balance of costs to be met from rates (20% - 30%). The proposed fees and charges are expected to realise registration fees within the range stated above, and therefore meet the requirements of the Revenue & Funding Policy.
- 5.5 The proposed fees and charges includes a new graduated scale of fees for the repeated impounding of the same dog as per Section 68(3)(b) of the Dog Control Act 1996. The same graduated scale has been applied to the impounding of stock as permitted in Section 14(2)(b) of the Impounding Act 1955 which states a local authority may “set a graduated scale of fees for the repeated impounding of the stock of any particular owner.”
- 5.6 A comparison between the proposed dog registration fees has been undertaken against other Councils and is attached as Attachment B. It is, however, important to note that whilst there may be some interest to compare, unless the comparison parameters are exactly the same it is not believed to be a particularly valuable exercise. It is, however, fair to say that the dog registration fees proposed for this District generally reflects favorably against others.

6. Options

There are primarily two (2) options, being to accept or decline the recommendations. The preferred option is to resolve the recommendations as presented which will ensure that fees and charges set are in place for the 2019/20 registration year and are at a level that meets operational costs.

6.1 Cost

Not applicable to this report.

6.1.1 Rate Impact

There are no rate impacts arising.

6.2 Community Wellbeing

There are no negative impacts on Community Wellbeing arising.

6.3 Consenting Issues

There are no consents required or consenting issues arising.

6.4 LTP Integration

There is no LTP programme related to the options or proposals in this report. There are also no Special Consultative processes required.

7. Consultation

There is no consultation required to be undertaken.

8. Legal Considerations

Legal requirements to be met are –

- (a) As per Section 37(1) of the Dog Control Act 1996, dog control fees shall be prescribed by resolution of Council.

- (b) As per Section 37(6) of the Dog Control Act 1996, dog control fees and charges must be publicly notified at least once in the month of June – see recommendation 3.4.

9. Financial Considerations

There is no financial impact.

10. Other Considerations

There are no other considerations other than the new proposed fee for Additional Dog Licence applications is to recover some of the cost in staff time relevant to processing the application.

11. Next Steps

In the event the proposed fees and charges are adopted by Council, the next step is to give public notice as required by the Dog Control Act 1996 (see recommendation 3.4); publish on the Council website; and arrange for publication in community newspapers.

12. Supporting Information

Strategic Fit/Strategic Outcome : Not Applicable

Decision Making: Not Applicable

Consistency with Existing Policy: Not Applicable

Funding: Not Applicable

Risk Area	Risk Identified	Consequence	Likelihood	Risk Assessment (Low to Extreme)	Managed how
Strategic					
Financial					
Service Delivery	Failing to set the fees in time to arrange annual dog registration invoices to be sent in June.	Fees cannot be increased for the 2019/20 year.	Unlikely	Low	Fees will be set at the same rate as 2018/19.
Legal					
Reputational					

Confirmation of statutory compliance


In accordance with section 76 of the Local Government Act 2002, this report is approved as:

- a. containing sufficient information about the options and their benefits and costs, bearing in mind the significance of the decisions; and,
- b. is based on adequate knowledge about, and adequate consideration of, the views and preferences of affected and interested parties bearing in mind the significance of the decision.

13. Appendices

No.	Title	Page
A	Animal Control - Proposed fees and charges - 2019/20	65
B	Animal Control – Comparison of fees - 2019/20	67

Author(s)	Vaimoana Miller Compliance Manager	
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Approved by	Ian McLachlan Group Manager - Customer & Regulatory Services	
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<u>Animal Control</u>				
Dog Registration		18/19	Proposed 19/20	Variance
Disability Assist Dog	(Class 12)	Free	Free	Nil
Selected Owner Status	(Class 15)	\$56.00	\$67.00	\$11.00
NZKC Registered Status	(Class 8)	\$58.00	\$67.00	\$9.00
Racing Greyhound Registered Status	(Class 6)	\$58.00	\$67.00	\$9.00
De-sexed Pet Urban	(Class 3)	\$69.00	\$70.00	\$1.00
Entire Pet Urban	(Class 11)	\$114.00	\$120.00	\$6.00
Working Dog	(Class 2)	\$58.00	\$65.00	\$7.00
Stock (Farm) Dog	(Class 16)	\$58.00	\$65.00	\$7.00
Rural Dog	(Class 14)	\$64.00	\$70.00	\$6.00
Puppy	(Class 13)	\$45.00	\$50.00	\$5.00
NZ Super Owner	(Class 1)	\$64.00	\$70.00	\$6.00
Dangerous Dog De-sexed	(Class 5)	\$155.00	150% of fee - as per legislation	-\$47.00
Dangerous Dog Entire	(Class 4)	\$265.00	150% of fee -as per legislation	-\$85.00
Menacing Dog Entire Urban	(Class 10)	\$114.00	\$120.00	\$6.00
Menacing Dog De-sexed Urban	(Class 9)	\$69.00	\$70.00	\$1.00
Menacing Dog Rural	(Class 7)	\$64.00	\$70.00	\$6.00
Late Fee if Paid after 31 July		Plus 50%	Plus 50%	Nil
Other				
Animal Control Officer Hourly Rate		18/19	Proposed 19/20	Variance
Hourly Rate		\$150.00	\$155.00	\$5.00

Registration Discs	18/19	Proposed 19/20	Variance
Transfer from Another Local Authority	Free	Free	Nil
Replacement Disc	\$3.00	\$5.00	\$2.00
Dog Impounding	18/19	Proposed 19/20	Variance
First Impound, fee per dog	\$80.00	\$80.00	Nil
Second Impound, fee per dog		\$130.00	New Fee
Third and subsequent impound, fee per dog		\$180.00	New Fee
Daily Fee Cost, Per Dog	\$10.00	\$10.00	Nil
After-Hours Cost in addition to impound fee (per animal)	\$95.00	\$95.00	Nil
Dog Surrender Fee	\$40.00	\$45.00	\$5.00
Micro-chipping fee (following impoundment)	\$25.00	\$25.00	Nil
Stock Impounding (any four-legged, hooped animal)	18/19	Proposed 19/20	Variance
First impound fee	\$65.00	\$80.00	\$15.00
Second impound fee		\$130.00	New Fee
Third and subsequent impound fee		\$180.00	New Fee
After-Hours Call Out, whether animal(s) impounded or not	\$95.00	\$95.00	Nil
Daily Fee Costs, Per Head	\$7.00	\$7.00	Nil
Associated Costs (Transportation, Hay and the Like)	Cost + 20%	Cost + 20%	Nil
Animal Control Officer hourly rate		\$155.00	\$5.00
Feline	18/19	Proposed 19/20	Variance
Cage Deposit (50% Refundable)	\$24.00	\$24.00	Nil
Feral Cat Euthanasia	\$12.00	\$20.00	\$8.00
Other	18/19	Proposed 19/20	Variance
NZKC/Greyhound - First Time Application	\$25.00	\$30.00	\$5.00
Additional Dog Licence Application		\$30.00	New Fee

Horowhenua District Council Animal Control – Comparison of fees

Dog Registration	18/19	Proposed	Palmerston North	Manawatu	Kapiti	Rangitikei	Tararua
Disability Assist Dog	Free	Free	Nil	Nil	Nil	Nil	Nil
Selected Owner Status	\$56.00	\$67.00	\$87.00 or \$76.00 desexed	\$33.00	\$156.00 or \$66.00 desexed	\$60.00	\$50.00
NZKC Registered Status	\$58.00	\$67.00	N/A	N/A	\$156.00	N/A	N/A
Racing Greyhound Registered Status	\$58.00	\$67.00	N/A	N/A	N/A	N/A	N/A
De-sexed Pet Urban	\$69.00	\$70.00	\$100.00	\$66.00	\$95.00	\$86.00	N/A
Entire Pet Urban	\$114.00	\$120.00	\$135.00	\$103.00	\$182.00	\$127.00	\$87.00 includes desexed
Working Dog	\$58.00	\$65.00	\$41.00	\$33.00	\$66.00	\$42.00	\$36.00
Stock (Farm) Dog	\$58.00	\$65.00	\$41.00	See working dog	\$66.00 (\$40.00 per 3 rd and subsequent dog)	See working dog	\$32.00
Rural Dog	\$64.00	\$70.00	\$72.00 or \$61.00 desexed	N/A	N/A	Working \$42.00 Non-working \$127.00 Non-working desexed \$86.00	\$36.00

Puppy	\$45.00	\$50.00	N/A	N/A	N/A	N/A	N/A
NZ Super Owner	\$64.00	\$70.00	N/A	N/A	\$170.00 or \$75.00 desexed	N/A	N/A
Dangerous Dog De-sexed	\$155.00	150% of fee	150% of fee	\$155.00	\$142.00	150% of fee	150% of fee
Dangerous Dog Entire	\$265.00	150% of fee	150% of fee	\$155.00	\$272.00	150% of fee	150% of fee
Menacing Dog Entire Urban	\$114.00	\$120.00	N/A	\$155.00	N/A	N/A	N/A
Menacing Dog De-sexed Urban	\$69.00	\$70.00	N/A	\$155.00	N/A	N/A	N/A
Menacing Dog Rural	\$64.00	\$70.00	N/A	\$155.00	N/A	N/A	N/A
Late Fee charged?	Plus 50%	Plus 50%	Yes	Yes	Yes	Yes	Yes

Impound	18/19	Proposed	Palmerston North	Manawatu	Kapiti	Rangitikei	Tararua
Impound Fee	\$80.00	\$80.00	\$116.00	\$135.00	\$51.00	\$133.00	\$92.00
Second Impound Fee	N/A	\$130.00	\$176.00	\$188.00	\$166.00	\$186.00	N/A
Third Impound Fee	N/A	\$180.00	N/A	\$243.00	\$296.00	\$239.00	N/A
Afterhours Impound Fee	\$95.00	\$95.00	N/A	N/A	N/A	N/A	N/A

Fees and Charges 2019/2020: Food Act and Resource Consenting (Planning)

1. Purpose

To propose a schedule of fees and charges in respect of Food Premises that are subject to the Food Act 2014 and fees and charges in respect of Resource Consenting (Planning) for the 2019/2020 year commencing 1 July 2019.

2. Executive Summary

2.1 Fees and charges in respect of these two activities are required to be consulted on using the Special Consultative Procedure laid down in the Local Government Act 2002, as follows:

- (a) Food Act Fees – Food Act 2014 section 205(2);
- (b) Resource Consent (Planning) Fees – Resource Management Act 1991 section 36(2)

2.2 This report is to facilitate this requirement.

3. Recommendation

3.1 That Report 19/98 Fees and Charges 2019/2020: Food Act and Resource Consenting (Planning) be received.

3.2 That this decision is recognised as not significant in terms of S76 of the Local Government Act.

3.3 That the Horowhenua District Council resolves that the Food Act Fees attached as **Attachment A**, and Resource Consent (Planning) Fees attached as **Attachment B**, for the 2019/20 year be used as the Statement of Proposal, the Summary of Information attached as **Attachment C** and the submission form attached as **Attachment D** be consulted on using the special consultative procedure as set out in section 83 of the Local Government Act 2002.

3.4 That the hearing of any submissions on this matter be heard by the Hearings Committee of Council acting under delegated authority, and a subsequent recommendation be made by the Committee to Council on this matter.

4. Background / Previous Council Decisions

Each year there is a requirement to consult on these fees as required by the Food Act 2014 and the Resource Management Act 1991.

5. Discussion

5.1 Food Act Fees

- (a) Section 205(1) of the Food Act 2014 allows a territorial authority to fix fees to cover direct and indirect costs related to registration, verification, compliance and monitoring activities.
- (b) Section 199 of the Food Act states the methods by which costs may be recovered – fixed fees or charges, fees or charges based on a scale or formula or at a rate

determined on an hourly or other unit basis, the recovery by way of a fee or charge of actual and reasonable costs expended in or associated with the performance of function, estimate fees followed by reconciliation, refundable or non-refundable deposits, levies, or any combination of any of the methods described.

- (c) The proposed fees and charges, attached as Attachment A, have been developed taking account of the above, and are primarily by way of a fee or charge of actual and reasonable costs associated with the activity, and have taken account of the criteria contained in section 198(2) of the Act.
- (d) The proposed fees for registration, renewals and verification fees have been set on a par for template food control plan and national programme businesses as the staff time and administration effort required for each registration is comparable; and similarly the verification hourly rate fees have been set the same.

5.2 Resource Consent (Planning) Fees

- (a) Section 36 of the RMA provides for a local authority to fix charges for various planning services in the manner set out in section 150 of the Local Government Act 2002 after using the special consultative procedure set out in section 83 of that Act.
- (b) Section 36(4) of the RMA sets out the criteria a local authority needs to have regard to when setting fees – that the sole purpose of the charge is to recover reasonable costs incurred by the local authority in respect of the activity to which the charge relates, and a particular person or persons should only be required to pay a charge to the extent that the benefit of the local authority's actions to which the charge relates is obtained by those persons as distinct from the community of the local authority as a whole.
- (c) The proposed fees, attached as Attachment B, have been developed in accordance with the above requirements. A new fee is proposed for processing fast track applications, a fixed fee for deemed permitted boundary activities, and a deposit fee for marginal and temporary activities. No change in other fees from that which currently applies.

5.3 In both cases the fees proposed should facilitate achievement of the funding policy within each activity.

5.4 For clarification, a Statement of Proposal exists for Food Act Fees and Resource Consents (Planning) Fees separately as this better facilitates Council Officers ability to carry out direct consultation with stakeholders.

6. Options

There are no options; legislation requires the proposed fees to be consulted on using the special consultative procedure.

6.1 Cost

Not Applicable to this report

Option	Cost
Not Applicable	Not Applicable

6.1.1 Rate Impact

There will be no rate impact arising.

6.2 Community Wellbeing

There are no negative impacts on Community Wellbeing arising.

6.3 Consenting Issues

There are no consents required or consenting issues arising.

6.4 LTP Integration

Not applicable to this report.

7. Consultation

No consultation was required to be undertaken to reach this point.

8. Legal Considerations

The legal considerations relate to consultation; adopting the recommendations in this report will address this matter.

9. Financial Considerations

There is no financial impact from the discussion or options above.

10. Other Considerations

There are no financial impact from the discussion or options above.

11. Next Steps

That Council adopts the recommendations which will then allow the consultation plan as follows-

TASK	DATE
Council approve Statement of proposal and Summary of Information – Recommendation 3.3 of this Report	10 April 2019
Submissions open – direct consultation	12 April 2019
Submissions close	5pm 13 May 2019
Officer consideration of Submissions	14 May 2019
Hearing of Submissions by Hearings Committee	To be confirmed – approx. late May 2019
Report to Council and Council decision	12 June 2019

12. Supporting Information

Strategic Fit/Strategic Outcome N/A
Decision Making N/A
Consistency with Existing Policy N/A
Funding N/A

Confirmation of statutory compliance



In accordance with section 76 of the Local Government Act 2002, this report is approved as:


- a. containing sufficient information about the options and their benefits and costs, bearing in mind the significance of the decisions; and,

- b. is based on adequate knowledge about, and adequate consideration of, the views and preferences of affected and interested parties bearing in mind the significance of the decision.

13. Appendices

No.	Title	Page
A	Statement of Proposal - Food Act 2014 Fees and Charges 2019/20	73
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Author(s)	Megan Leyland Consents Manager	
	Vaimoana Miller Compliance Manager	

Approved by	Ian McLachlan Group Manager - Customer & Regulatory Services	
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Statement of Proposal



Food Act Premises

Fees and Charges 2019/20 Year

HOROWHENUA DISTRICT COUNCIL FOOD ACT PREMISES FEES 2019/20

1. INTRODUCTION

This Statement of Proposal has been prepared to fulfil the requirements of section 83 of the Local Government Act 2002 (LGA) and section 205(2) of the Food Act 2014 (the Act).

The Act provides the Council with the ability to fix fees to recover the direct and indirect costs of Council's functions under the Act.

Council is proposing to fix fees to recover these costs.

Prior to fixing fees under the Act, the Council is required to consult on the proposed fees using the special consultative procedure of the LGA 2002.

2. COUNCIL'S FUNCTIONS UNDER THE FOOD ACT 2014

Council performs the following functions under the Act:

- Registration

Receiving and processing of applications for registration of food businesses.

- Verification

Undertaking verification activities for those businesses operating under a Food Control Plan or a National Programme.

- Compliance and Monitoring Activities

Undertaking compliance and monitoring activities across the District.

3. REASON FOR PROPOSAL

Council has decided to set fees to recover a portion of the direct and indirect costs of its functions performed under the Act.

Recovering costs in this manner recognises the benefit to the direct user of the service whilst also recognising the public benefit for the community in relation to the functions performed. This aligns with Council's Revenue and Financing Policy, which identifies that in funding regulatory services functions, the majority of funds should be sourced through fees with a minority funded through general rates.

4. PROPOSAL TO SET FEES

Council proposes the following fee structure to ensure the recovery of a proportion of the direct and indirect costs incurred by Council in performing its functions commencing 1 July 2019.

Proposed Fees

Description	Fees 18/19	Proposed fee 19/20	Variance
Registering a Food Control Plan that is based on a MPI template	\$200.00 fixed fee	\$250.00 fixed fee	\$50.00
Registering a business under a national programme	\$150.00 fixed fee	\$250.00 fixed fee	\$100.00
Renewing the registration of a Food Control Plan that is based on a MPI template	\$150.00 fixed fee	\$200.00 fixed fee	\$50.00
Renewing the registration of a business operating under a national programme	\$150.00 fixed fee	\$200.00 fixed fee	\$50.00
Amendment to registration	Charged at hourly rate of \$150.00 per hour	Charged at hourly rate of \$150.00 per hour	Nil
Verification of a Food Control Plan that is based on an MPI template	\$150.00 fixed fee (for up to 1 hour) then additional time charged at \$150.00 per hour	\$150.00 fixed fee (for up to 1 hour) then additional time charged at \$150.00 per hour	Nil
Verification of a National Programme <i>*Not currently available, expected to be available part-way through the 2019/20 year</i>	\$75.00 fixed fee (for up to 1 hour) then additional time is charged at \$150.00 per hour	\$150.00 fixed fee (for up to 1 hour) then additional time charged at \$150.00 per hour	\$75.00 (first hour) Nil (per hour charge)
Compliance and Monitoring	Charged at hourly rate of \$150.00 per hour	Charged at hourly rate of \$150.00 per hour	Nil
Charges for travel outside of Horowhenua District - <i>*Applicable where a verifier is required to travel outside of the Horowhenua District to verify a template Food Control Plan or a National Programme business.</i>	Cost + 20%	Cost + 20%	Nil

5. **HAVE YOUR SAY**

- Post to : Proposed Fees & Charges 2019/20 Submission, Horowhenua District Council, Private Bag 4002, Levin 5540;
- Deliver To : Horowhenua District Council, 126 Oxford Street, Levin;
- Email to : recordsprocessing@horowhenua.govt.nz;
- Fax to : (06) 366 0983.

Please note that submissions must be received by 5.00 pm on Monday 13 May 2019.

Statement of Proposal



Resource Consenting (Planning) Fees and Charges for the 2019/20 Year

HOROWHENUA DISTRICT COUNCIL PLANNING FEES 2019/20

1. INTRODUCTION

This Statement of Proposal has been prepared to fulfil the requirements of section 83 of the Local Government Act 2002 (LGA) and section 36(2) of the Resource Management Act 1991 (the Act).

The Act provides the Council with the ability to fix fees to recover the direct and indirect costs of Council's functions under the Act.

Council is proposing to fix fees to recover these costs.

Prior to fixing fees under the Act, the Council is required to consult on the proposed fees using the special consultative procedure of the LGA 2002.

2. REASON FOR PROPOSAL

Council has decided to set fees to recover a portion of the direct and indirect costs of its functions performed under the Act.

Recovering costs in this manner recognises the benefit to the direct user of the service, while also recognising the public benefit for the community in relation to the functions performed. This aligns with Council's Revenue and Financing Policy, which identifies that in funding regulatory services functions, the majority of funds should be sourced through fees with a minority funded through general rates.

In fixing fees under Section 36 of the RMA a Local Authority is required to have regard to the requirement that the sole purpose of the charge is to recover reasonable costs incurred by the local authority in respect of the activity to which the charge relates, and a particular person or persons should only be required to pay a charge to the extent that the benefit of the local authority's actions to which the charge relates is obtained by those persons as distinct from the community of the local authority as a whole.

3. PROPOSAL TO SET FEES

Council proposes the following fee structure to ensure the recovery of a proportion of the direct and indirect costs incurred by Council in performing its functions commencing 1 July 2019.

- (a). Fees and charges are set under the Resource Management Act 1991.
- (b). All fees and charges are GST inclusive and are effective from 1 July 2019, and Council reserves the right to review any fees and charges at any time.
- (c). Fees are charged for processing a wide variety of "planning" related applications processed under the Resource Management Act 1991 or the Local Government Act 1974 and 2002. Some fees and charges have a fixed fee, and others require a deposit and are then charged on an hourly rate basis which will be invoiced on completion of processing.

- (d). Digital Capture Levy
 - (i) Fee will only apply if an electronic submission method is available.
- (e). Applicants may apply for the remission of any charges and have the right of objection and appeal to any “additional” charges that may be incurred (s36(6) Resource Management Act 1991).
- (f). Deposit fees/charges are ‘non-refundable’.
- (g). Consents may incur additional charges relating to any required monitoring inspections.

4. PROPOSED FEES AND CHARGES

Description	Fee/Charge 18/19	Proposed 19/20	Variation
Consent Applications			
Processing Fee	\$150.00 per hour	\$155.00 per hour	\$5 per hour
10 Day Land Use Consents	\$1,000.00 fee	\$1,000.00 fee	Nil
Land Use Consent (non-notified)	\$1,000.00 deposit	\$1,000.00 deposit	Nil
Subdivision Consents (non-notified)	\$1,200.00 deposit	\$1,200.00 deposit	Nil
Digital Capture Levy (applies to hard copy consent applications only)	\$25.00 fee	\$200.00 fee	Increased to reflect extra time involved with processing hard copy applications
Other Applications	Deposit & Time Based Fee/Charge 18/19	Proposed Deposit & Time Based Fee 19/20	
Bond Administration	\$200.00 fee	\$200.00 fee	Nil
s125 Extension of Time	\$750.00 fee	\$750.00 fee	Nil
s221 Preparation of Consent Notice	\$210.00 fee	\$210.00 fee	Nil
S223 Approval of Land Transfer Plan	\$150.00 fee	\$150.00 fee	Nil
Certificate of Compliance	\$600.00 deposit	\$600.00 deposit	Nil
Existing Use Certificate	\$600.00 deposit	\$600.00 deposit	Nil
s127 Application	\$600.00 deposit	\$600.00 deposit	Nil
s221 Consent Notice and/or Amendment cancellation	\$600.00 deposit	\$600.00 deposit	Nil

s224(c) or (f) Application	\$400.00 deposit	\$400.00 deposit	Nil
Outline Plan approval or waiver	\$600.00 deposit	\$600.00 deposit	Nil
Any other application or certificate under the RMA	\$205.00 deposit	\$205.00 deposit	Nil
Any other application under provisions of LGA 1974 not repealed	\$500.00 deposit	\$500.00 deposit	Nil
Boundary Activities	\$350 fixed fee	\$350 fixed fee	Nil
Marginal or Temporary Activities	\$500 per hour or part thereof	\$500 per hour or part thereof	Nil
Notification & Hearing Costs	Fee/Charge 18/19	Proposed 19/20	
Limited Notification	\$1,115.00 deposit	\$1,115.00 deposit	Nil
Full Notification	\$2,230.00 deposit	\$2,230.00 deposit	Nil
Hearing Costs – Council Hearings Committee	\$3,200.00 deposit based on 6 hour hearing	\$3,200.00 deposit based on 6 hour hearing	Nil
Commissioner Costs	At cost	At cost	Nil
s357 Lodgement of Objection & Assessment	\$550.00 deposit	\$550.00 deposit	Nil
Miscellaneous Matters	Fee/Charge 18/19	Proposed 19/20	Nil
Consultant s42A planning reports	Cost + 20%	Cost + 20%	Nil
Specialist Reports	Cost + 20%	Cost + 20%	Nil
Mileage	AA rate applicable	AA rate applicable	Nil
Disbursements	Cost + 20%	Cost + 20%	Nil
Pre-Hearing Meetings	Cost + 20%	Cost + 20%	Nil

5. HAVE YOUR SAY

- Post to : Proposed Fees & Charges 2019/20 Submission, Horowhenua District Council, Private Bag 4002, Levin 5540;
- Deliver To : Horowhenua District Council, 126 Oxford Street, Levin;
- Email to : recordsprocessing@horowhenua.govt.nz;
- Fax to : (06) 366 0983.

Please note that submissions must be received by 5.00 pm on **13 May 2019**.

SUMMARY OF INFORMATION

HOROWHENUA DISTRICT COUNCIL PROPOSED FEES AND CHARGES 2019/20 FOOD ACT and RESOURCE CONSENTING (PLANNING)

Proposal

To set a range of fees to apply in the Horowhenua District for 2019/20, commencing 1 July 2019, in respect of:

- Food Businesses that are subject to the Food Act 2014;
- Resource Consenting (Planning) Services, Resource Management Act 1991.

Summary of Information

Council is required to consult when setting these fees using the Special Consultative Procedure as laid out in the Local Government Act 2002.

Food Act Fees

The Food Act 2014 (the Act), section 205(1) enables the Council, by resolution, to fix fees to recover direct and indirect costs of any registration, verification, compliance and monitoring functions performed under the Act, after using the Special Consultative Procedure as set out in section 83 of the Local Government Act 2002.

Resource Consenting (Planning) Services Fees

The Resource Management Act 1991, section 36(2) provides the Council with the ability to fix fees to recover the direct and indirect costs of Council's functions under the Act, through the use of the Special Consultative Procedure.

A copy of the proposed Fees & Charges 2019/20 can be viewed at Council's Services Centres: Te Awahou Nieuwe Stroom, 22 Harbour Street, Foxton; Plimmer Terrace, Shannon; 126 Oxford Street, Levin; or Te Takeretanga o Kura-hau-pō, Bath Street, Levin; or on Council's website: www.horowhenua.govt.nz.

Telephone enquiries can be made to Council's Customer Service Centre on (06) 366 0999.

Submissions close at 5.00 pm on 13 May 2019.

Submission Form
Proposed Fees & Charges 2019/20
- **Food Act 2014, Food Premises**
- **Resource Consenting (Planning)**

OFFICE USE ONLY

RM8 # _____

Submission No: _____

Please print using a black or dark blue pen

Your details

Name: Mr / Mrs / Miss / Ms / Dr (circle): _____

Name of organisation (if applicable): _____

Postal address: _____

Post Code: _____

Telephone: day: _____ evening: _____ mobile: _____

Email: _____

Communication

Preferred method of communication: Email Telephone Post

Presentation

Submissions will be heard by the Hearings Committee, with hearing dates to be confirmed once submissions close.

Do you wish to present your comments to Council in person at a hearing? Yes No

My Submission(s):

Please note your submission will be included in a public agenda.

(continued overleaf)

Return your submission by:

Post to: Proposed Fees & Charges 2019/20 Submission, Horowhenua District Council, Private Bag 4002, Levin 5440.

Deliver to: Horowhenua District Council, 126 Oxford Street, Levin; or Te Takeretanga o Kura-hau-pō; Te Awahou Nieuwe Stroom or Shannon Library

Email to: recordsprocessing@horowhenua.govt.nz

Fax to: (06) 366 0983

We need to receive your submission by 5.00 pm on 13 May 2019

Copies of the Proposed Fees & Charges 2019/20 (Food Act and Planning) and the Summary of Information are available at Council's Levin office, Te Takeretanga o Kura-hau-pō; Te Awahou Nieuwe Stroom, and Shannon Library. It can also be found on-line at www.horowhenua.govt.nz

If you would like copies posted to you, please contact the Horowhenua District Council, Phone (06) 366 0999 or email: enquiries@horowhenua.govt.nz

File No.: 19/108

Foxton Flood Relief Pipeline

1. Purpose

To provide Council with an update, for information, on work being progressed jointly with Horizons Regional Council (Operations) to address stormwater and flooding issues in Foxton.

2. Executive Summary

Foxton experiences significant flooding issues with under capacity in the urban stormwater network (HDC) and Horizons Foxton East Drainage Scheme (FEDS) being contributing factors. A jointly funded project (Horizons-HDC) to alleviate flooding issues has been provided for in both organisations LTP's for implementation in years 1-3. Consultation with the community via the LTPs and Foxton Community Board has raised concern regarding the total rating burden on Foxton ratepayers due to the proposed cost sharing split between Horizons and HDC. A revised proposal is being developed that would increase the cost share for HDC (from 40% to 60% of the estimated \$3M project cost). The impact of this would be to increase HDC's total contribution but would reduce the overall rate burden on Foxton ratepayers. HDC's share will be funded from existing stormwater capital expenditure budgets 2019/20.

3. Recommendation

- 3.1 That Report 19/108 Foxton Flood Relief Pipeline be received.
- 3.2 That this decision is recognised as not significant in terms of S76 of the Local Government Act.
- 3.3 That Officers ensure that key stakeholders within the Foxton community are kept informed as the proposal is refined and modified (i.e. finalised).

4. Background / Previous Council Decisions

- 4.1 Foxton experiences flooding during heavy rainfall events. Proposals are being developed jointly with Horizons Regional Council to alleviate flooding issues.
- 4.2 Within the urban area, stormwater drainage is problematic due to low lying land, elevated groundwater, and capacity limitations in the stormwater network. Horizons has also acknowledged that its river management activities – the Foxton East Drainage Scheme (FEDS) – are a contributing factor to the urban flooding issues. The FEDS borders the urban area and has limited capacity to convey upstream stormwater effectively around and through the urban area to the Foxton Loop.
- 4.3 A draft Stormwater Catchment Management Plan process has been undertaken by HDC through which a combined Horizons-HDC solution was identified as an option for implementation. The proposal is to construct a “relief” pipeline from the FEDS through the urban area (preliminary alignment suggested along Cook Street) which would be of sufficient capacity to provide urban levels of service along with a portion of the FEDS flows such that the remainder of the FEDS could operate effectively.
- 4.4 HDC and Horizons have included funding totalling \$3M in their respective LTPs for preferred option confirmation, detailed design and construction. Further engineering work is required

to confirm the preferred option and to enable more detailed costings to be established. A Request for Proposal document seeking tenders from consultants to complete an options evaluation, detailed design and tender documentation has recently closed.

- 4.5 The current provision in the LTPs is based on a cost split of 60% from Horizons and 40% from HDC. Feedback from consultation expressed significant concern at this funding arrangement, as the targeted rate component of Horizons funding resulted in a high total rate burden on Foxton ratepayers.
- 4.6 The proposed funding was discussed at the Foxton Community Board meeting in May 2018, with the outcome being that a more equitable funding split be developed.
- 4.7 Regional Council and District Council officers have since worked together to develop a more equitable funding arrangement. This report details the funding arrangements now proposed.

5. Discussion

- 5.1 A joint proposal has been developed between HDC and Horizons to alleviate flooding issues within Foxton. Funding allocation has been provided in both organisations LTPs for years 1-3, based on a 60:40 cost split between Horizons and HDC respectively. The proposal is still to be developed through options critique and detailed design phases. The focus of this paper relates to the relative funding split between Horizons and HDC. Horizons LTP also noted that the targeted rate classification for the FEDS was not fit for purpose and modifications to the targeted rate classification would be considered.
- 5.2 The causes of the flooding issues arise from both within the urban area as well as from the need to convey stormwater from above the urban area through or around the urban area to Foxton Loop. Improvements to the urban stormwater network are required to meet District Council levels of service. Improvements to Horizons FEDS are also required by Horizons in order to meet the scheme design standards and to address flooding effects from the FEDS on the urban area. The proposed relief pipeline will address both objectives.
- 5.3 The estimated cost of the relief pipeline is \$3M. This is a preliminary estimate of cost and may change as the preferred option is further developed. The project is to be implemented by an initial options critique, detailed design and construction work over the current and following two financial years.
- 5.4 A cost sharing basis of 60% Horizons : 40% HDC was originally proposed by Horizons via its LTP process. Consultation with the community by both HDC and Horizons identified that this cost split created an unacceptable total rate burden on Foxton ratepayers. This is a consequence of the rating policies of each organisation. Horizons' targeted rating policy distributes the burden largely to direct beneficiaries which would result in the entire 40% share of the cost being a burden on Foxton ratepayers. HDC's rating policy spreads the rating burden for stormwater services as a 100% targeted rate across all urban properties in the district (i.e. those that receive stormwater benefits). Foxton ratepayers would also contribute to the scheme cost via the HDC district wide rates.
- 5.5 A reallocation of costs between the two organisations is proposed in order to reduce the total rating impact on Foxton ratepayers.
- 5.6 The current proposal is for:
 - A 40% Horizons : 60% HDC funding split. This will be consulted on via the 2018-19 Annual Plan consultation process.
 - Horizons to modify its targeted rate classification for the FEDS as the current classification system is no longer considered fit for purpose.

6. Options

- 6.1 Alternatives considered to improve the FEDS included attenuation upstream of the urban area (detention dam or ponds) and diversion of flow south in to the Whirokino Scheme. Both of these would still require HDC to separately fund and undertake upgrades of urban stormwater networks to meet the HDC's level of service.
- 6.2 Attenuation is problematic in the relatively flat, sand country and would require pumping between and during events to retain effectiveness. A proposed relief pipeline was identified as the preferred option as it addresses capacity issues in both the FED and urban network. Alternative alignments were considered for the relief pipeline; however, the Cook Street alignment is currently preferred as it is the shortest route between Kings Canal and Foxton Loop, ties in to a major junction point of the FEDS where surface water backup and ponding occurs, and provides for enhanced stormwater conveyance within the urban network.
- 6.3 Current proposals do not include for pumping of the outlet from the relief pipeline to Foxton Loop. Pumping is not considered necessary at this time but may be required in future due to effects of climate change. Funding for pumping has not been included in either organisation's LTP funding allowances. The solution will be designed and constructed in a way that enables pumping to be easily added at a later stage.
- 6.4 A number of ideas for solutions have been put forward by interested members of the community. These ideas, once received, will be passed onto the consultant engaged to develop the options. Some of the community suggestions such as improved drain maintenance, culvert improvements, will produce incremental benefits, but are unlikely to reduce flooding to a significant extent. It is important to note that a key objective from the project is a general lowering of the very high groundwater levels in Foxton. If achieved, this will provide significant additional underground storage capacity for water which will then lower overall flood levels.
- 6.5 It is also important to note that any pipeline installed along Cook Street, or an alternative route through the urban area, will provide additional capacity to that which already is provided by the FEDs scheme. As a consequence surface flood levels currently being experienced in the town will reduce. The extent to which the new pipeline will reduce groundwater levels depends on a number of factors which will be hydraulically modelled by the consultants during the options phase.

6.1 Cost

Preliminary costs for the investigation, design and construction are \$3M. These costs are rough-order preliminary costs only and may change as the proposed option is developed (either through refinement / modification of the proposal and / or through more refined cost estimation.

Cost estimates may change as a result of modifications to the preferred option (eg change / optimization of alignment; optimization of pipe sizing) and through a more detailed assessment of factors such as ground conditions (sandy soils, high groundwater, other services) which may impact construction costs. With respect to the latter, allowance was made for such conditions in the preliminary cost estimates, however, a more detailed assessment will be required.

As noted above, costs do not include provision for pumping which may be required in future to address effects arising from climate change.

Project costs will be jointly funded between Horizons and HDC as discussed below.

6.1.1 Rate Impact

LTP provision is for Council to fund 40% of the estimated \$3M project cost (ie \$1.2m).

The proposal is for a reallocation of cost sharing between Horizons and HDC such that HDC will now fund 60% of the project costs (ie \$1.8M). The reasons for this are to lessen the rating burden on the Foxton community.

Funding is provided for the proposed works in HDC's LTP as part of the District Wide Stormwater improvements programme. It is expected that the additional cost to be met by HDC will be met within the funding allocation of this programme.

The LTP currently includes the following funding for District wide Stormwater Improvements:

Year 1 - 2018/19: 1.329m *
Year 2 - 2019/20: 544k
Year 3: 2020/21: 509k

*It is presumed that 1.2m of this budget was intended as the contribution towards the Foxton Relief pipeline.

Given the slight delay in engaging consultant resources for the design of the project, it is not likely that any construction work will occur this current year. There is sufficient budget in the District Wide Stormwater capital programme over the 2018/19 and 2019/20 to fund the entire \$1.8m share of cost from existing budgets.

The proposal has been developed in consideration of the rating burden on Foxton ratepayers as both Horizons and HDC ratepayers. Horizons fund its flood protection schemes through targeted rating classification system. Horizons have proposed modifications to its targeted rate classification for the Foxton East Scheme and will be consulting on that proposal in the 2018-19 Annual Plan. While the proposed modification to the targeted rate classification provides some rebalance, if Horizons were to fund 60% of the project costs, as originally proposed, the rating impact is estimated at \$58 per \$100,000 capital value per year within the direct benefit area (urban area). Reducing Horizons contribution to the project costs to 40% as currently proposed lowers the town rate for the FEDS to around \$38 per \$100,000 capital value.

Irrespective of the proportions of the cost to be met by HRC and HDC all of the cost will ultimately be paid by HDC ratepayers. The increase in HDC share simply changes the incidence of payment whereby the direct contribution from beneficiaries reduces and the district wide contribution increases.

6.2 Community Wellbeing

There are no negative impacts on Community Wellbeing arising. The proposed funding ratio between Horizons and HDC provides a more equitable funding arrangement for Foxton ratepayers.

6.3 Consenting Issues

Consenting status of stormwater discharges to Foxton Loop are not clearly defined. Current discharges are expected to meet Permitted Activity (PA) status in the One Plan. There is a risk that a resource consent may be required if Permitted Activity criteria regarding flooding, erosion and hydraulic capacity of the Loop are unable to be adequately addressed.

There is also a risk that consent may be required in future if wetland enhancements in and around Foxton Loop result in the stormwater discharges being assessed as discharging to

an at-risk habitat. This risk is not related to the project but is related to the habitat classification of the Loop and would affect all stormwater discharges to the Loop.

6.4 LTP Integration

Project costs are currently provided in the LTP. It is anticipated that the unused portion of this year's budget will be carried forward to 2019/20.

7. Consultation

7.1 The proposed costs share between Horizons and HDC has been developed in response to feedback from consultation.

7.2 Community engagement as to the recommended options for alleviating flooding and the proposed approach to funding is intended to be undertaken jointly with Horizons Regional Council. The form of engagement is yet to be determined but is likely to involve an information package sent to ratepayers and at least one public meeting.

8. Legal Considerations

There are no legal requirements or statutory obligations affecting options or proposals.

9. Financial Considerations

Refer to discussion under 6.1 above. The proposal is to re-distribute the proposed cost share arrangement between Horizons and HDC to reduce the total rating impact on Foxton ratepayers.

10. Other Considerations

There are no other considerations.

11. Next Steps

The next step is development of the proposed option to design phase including engagement with key stakeholders.

12. Supporting Information

Strategic Fit/Strategic Outcome
The proposal is within the Stormwater Activity as set out in the LTP and contributes to the strategic community outcomes of Enabling Infrastructure and Thriving Communities.
Decision Making
The report has been provided for information purposes. A decision is not required.
Consistency with Existing Policy
The report has been provided for information purposes. The information presented is consistent with Council policy.
Funding
Funding is provided through the LTP – District Wide Stormwater Improvements project.

Risk Area	Risk Identified	Consequence	Likelihood	Risk Assessment (Low to Extreme)	Managed how
Strategic					
Financial	Project costs vary from estimates / funding allocation	Minor-Moderate	Likely	Significant	Managed by Group Manager & Advisory to CE. Develop and agree project delivery agreement with Horizons
Service Delivery	Delays in design / construction	Moderate	Likely	Significant	
Legal					
Reputational					


Confirmation of statutory compliance

In accordance with section 76 of the Local Government Act 2002, this report is approved as:

- a. containing sufficient information about the options and their benefits and costs, bearing in mind the significance of the decisions; and,
- b. is based on adequate knowledge about, and adequate consideration of, the views and preferences of affected and interested parties bearing in mind the significance of the decision.

13. Appendices

There are no attachments for this report.

Author(s)	Rob Green Acting Group Manager - Infrastructure Services	
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Approved by	David Clapperton Chief Executive	
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Transforming Taitoko / Levin - CBD Building Frontage and Signage Policy

1. Purpose

For the CBD Building Frontage and Signage Policy be adopted and to provide Council with an update regarding how existing budgets will be utilised for two of the projects outlined in the Transforming Taitoko/Levin – Town Centre Strategy.

2. Executive Summary

- 2.1 Council adopted the Transforming Taitoko/Levin – Town Centre Strategy (the Strategy) November 2018.
- 2.2 The Strategy contained a number of projects, including four that were to be progressed in the short term. These included:
 1. Laneway/Town Square
 2. Levin Memorial Hall Redevelopment
 3. Oxford Street Amenity Improvement
 4. Placemaking
- 2.3 While work has continued on all four projects listed above, projects 3 and 4 have progressed furthest. This is because these projects are less complex than projects 1 and 2 and can be completed using existing budgets.
- 2.4 In addition, it is considered important to deliver projects 3 and 4 ahead of the other projects listed above. This is because these projects seek to improve and enhance Oxford Street, being Levin's main existing urban asset. The community identified this as a matter of importance through the Transforming Taitoko/Levin public engagement process.
- 2.5 Central Business District (CBD) Amenity Improvement
- 2.6 Officers have prepared a non-statutory policy attached to this report which will guide the design and appearance of building frontages and signs in the CBD. Council Officers are also seeking support from Council to utilise existing budgets for a two-year trial fund that will assist building/business owners with upgrading their buildings and signs in accordance with this policy.
- 2.7 Placemaking
- 2.8 *Adopt-a-Pot*

Following a successful trial by Keep Horowhenua Beautiful, Council Officers have expanded the CBD planter pot project by partnering with several CBD businesses owners to provide at least 10 further pots throughout the CBD. Council is responsible for purchasing the pot, while the business owner will be responsible for planting and caring for the pot. Local business, Yard Art, is currently manufacturing these pots and the pots will start appearing around town shortly.
- 2.9 *Hell Pizza Community Space*
- 2.10 Council have an opportunity to partner with Hell Pizza to deliver a 'placemaking initiative' on Hell Pizza's Oxford Street site. The objective is to provide a shared community space. This will provide an opportunity for people to stop, spend time in the town centre, and interact with each other. A lack of places to do this was identified as a challenge in the Strategy.

3. Recommendation

- 3.1 That Report 19/109 Transforming Taitoko / Levin - CBD Building Frontage and Signage Policy be received.
- 3.2 That this decision is recognised as not significant in terms of S76 of the Local Government Act.
- 3.3 That the Horowhenua District Council adopts the Central Business District Building Frontage and Signage Policy.

4. Background / Previous Council Decisions

Council adopted the Transforming Taitoko/Levin – Town Centre Strategy in November 2018. This Strategy introduced the projects discussed below. Since the Strategy was adopted, Council Officers have further developed these concepts and briefed elected members on 20 March 2019.

5. Discussion

5.1 Central Business District Amenity Improvement

- 5.2 Attached to this report is the CBD Building Frontage and Signage Policy. This document is non-statutory, so Council cannot require building/business owners to comply with it. Instead, this document seeks to guide business/building owners towards design outcomes that will activate the street, improve pedestrian experience, and improve interaction between public space (footpath) and private space (stores). This may occur through reducing and replacing signage, repainting buildings, adding design details to buildings and replacing verandahs.
- 5.3 Officers intend to use existing budgets to establish a CBD Amenity Improvement Fund (the Fund). This would provide financial assistance to willing building/business owners to upgrade their buildings and signage.
- 5.4 The Fund would initially be a two-year trial, with Council spending up to \$50,000 per year from the existing town centre budget. The detailed fund structure and eligibility criteria is attached to this document. The overall concept is that those proposing signage or building frontage improvements that are consistent with the above referenced policy would be eligible for a contribution towards the costs as follows:
 - Up to 75% of the cost of signage, to a maximum per application of \$1,000
 - Up to 50% of the cost of frontage improvement, to a maximum per application of \$5,000
- 5.5 Officers are also considering a 'diamond in the rough' competition for year one of the trial. Anyone who was successful in obtaining funding under the above and went on to complete physical building frontage works (signage only proposals would not be eligible) would have the opportunity to have the Council contribution to their project doubled. This would be determined by way of public vote. The purpose of this is to incentivise making applications and carrying out work during the first year of the trial.
- 5.6 While there are some logistics to work through in respect of the 'diamond in the rough' project, such as what would happen if there was only one eligible project, this is considered a positive way of encouraging business/building owners to invest in this initiative.

5.7 Placemaking

5.8 the Strategy identified placemaking as a short term action for the Levin Town Centre. The overarching objective for placemaking in the town centre is to boost activity and satisfaction in the town centre, by making the town centre a place to 'do stuff', not just 'get stuff.'

5.9 Council staff have devised a set of placemaking principles, to guide planning and decision making for leading or supporting placemaking initiatives. These are attached to this report.

5.9 *Adopt-a-pot*

5.10 Prior to Christmas 2018, Keep Horowhenua Beautiful trialed placing large, concrete planter pots in the CBD to brighten the street. Following a successful trial period and positive feedback, officers have expanded this initiative and provided approximately 10 pots to various businesses around the Levin Town Centre. Council are funding the pots, which are supplied by Yard Art, with participating businesses responsible for planting and maintaining them. The objective of this project is to brighten the town centre and build civic pride.

5.11 *Hell Pizza Community Space*

5.12 At the beginning of 2019, Hell Pizza opened on Oxford Street adjacent to Ucol and opposite the New World Car Park. At present, the site has a food truck but limited other amenities and appears like a temporary pop-up. The business owner and Council officers have developed a shared vision for the site, which is to enhance the appearance of the site and create a space for both the wider community and Hell Pizza customers. Council officers are looking to support this initiative in a range of ways that could include loaning:

- The Transforming Taitoko/Levin shipping container to be used onsite for a temporary period;
- Tables, chairs, beanbags etc;
- Games and toys;
- Signage detailing the space is for wider community use;
- Assistance with site works.

5.13 Assets purchased by Council would remain the property of Council and will potentially be used for other placemaking initiatives in the future. Hell Pizza are contributing to the project by providing further, business related equipment to enhance the site, including awnings, lighting, and planter pots. In addition, Hell Pizza will manage the day-to-day maintenance of the site as a shared community space.

5.14 These initial placemaking projects utilise existing budgets.

6. Options

The options available to Council are:

Option 1: Adopt the CBD Building Frontage and Signage Policy

Option 2: Direct officers to revise the CBD Building Frontage and Signage Policy.

Officers preferred option is Option 1. Adoption during April would enable Officers to commence launching the Policy and calling for applications.

6.1 Cost

There is no additional cost to Council from adopting the Policy. Both the placemaking projects and the fund to assist building/business owners with upgrading their buildings in accordance with the CBD Building Frontage and Signage Policy will utilise an existing

budget identified for capital projects associated with the Levin Town Centre Strategy identified in year 1 of the LTP. This existing budget will be split over a two year period, requiring some of the year 1 budget to be carried forward to 2019/20 (year 2 of the LTP) 2018-2038.

6.1.1 Rate Impact

There will be no additional rates impact from adopting the Policy. Officers are proposing to utilise existing budgets for a two-year funding trial to support business/building owners who want to enhance their buildings and signage. Once the two-year trial is complete, officers will determine whether this should be extended and what the costs of doing so would be.

6.2 Community Wellbeing

There will be no negative impact on community wellbeing from adopting the Strategy.

6.3 Consenting Issues

There are no consenting issues arising from adopting the Policy. If proposed building alterations require resource or building consent, these will be the responsibility of the building/business owner.

6.4 LTP Integration

The 2018-2038 Long Term Plan identified a budget for year 1 for capital projects associated with the Levin Town Centre Strategy. The Strategy is aligned to the Community Outcomes identified in the Long Term Plan. This budget will be carried over to the next financial year to allow this project to be funded for the full two year trial period.

7. Consultation

Council engaged with the public throughout the process of developing the Strategy. This engagement highlighted the significance of Oxford Street and led to the development of the projects that focus specifically on Oxford Street. Officers have engaged with the Levin Town Centre Commercial Focus Group both on the Strategy and specifically on the proposed Policy. The Focus Group have been supportive of both the fund structure and the policy direction.

8. Legal Considerations

There are no legal requirements or statutory obligations affecting the options.

9. Financial Considerations

There are no financial considerations arising from the options above. If the funding trial proves to be worthy of extension, any additional commitment to costs can be considered by Council at that time.

10. Other Considerations

There are no other considerations.

11. Next Steps

If Council adopts the Policy, Council Officers will work to open the fund and communicate the opportunity with business/building owners. Council Officers will make a concentrated effort to ensure the owners of empty buildings are aware of this initiative. This is because enhancing empty, unoccupied buildings is likely to have a significant impact on the

appearance of the streetscape and because improving the appearance of such buildings may improve chances of owners finding a tenant for the building.

Council Officers will continue to work to deliver the identified placemaking initiatives.

12. Supporting Information

<p>Strategic Fit/Strategic Outcome</p> <p>This approach aligns with the projects identified in the Transforming Taitoko/Levin – Town Centre Strategy. It also aligns with Community Outcomes within the LTP 2018-20138. In particular:</p> <ul style="list-style-type: none"> - Thriving Communities - An Exuberant Economy
<p>Decision Making</p> <p>If the Policy is adopted, Council Officers will open the fund for applications and ultimately determine how to allocate the fund.</p>
<p>Consistency with Existing Policy</p> <p>The Policy is consistent with the Transforming Taitoko/Levin – Town Centre Strategy.</p>
<p>Funding</p> <p>This project utilises existing budgets.</p>

Risk Area	Risk Identified	Consequence	Likelihood	Risk Assessment (Low to Extreme)	Managed how
Strategic	Lack of buy-in from key stakeholders	Low	Low	Low	If building/ business owners do not buy-in to the policy, they will not make the changes anticipated. However, any changes that are made will still need to comply with the District Plan, so the situation will remain 'status quo'. However, this is considered unlikely. The Policy was tested with a number of local business owners who supported the intent and showed an interest in complying with it.
sReputational	Community does not support the Policy.	Low	Low	Low	The Policy encourages positive changes to the appearance of Oxford Street. The community raised concerns about

					the appearance of Oxford Street during the Strategy engagement phase.
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Confirmation of statutory compliance

In accordance with section 76 of the Local Government Act 2002, this report is approved as:

- a. containing sufficient information about the options and their benefits and costs, bearing in mind the significance of the decisions; and,
- b. is based on adequate knowledge about, and adequate consideration of, the views and preferences of affected and interested parties bearing in mind the significance of the decision.

13. Appendices

No.	Title	Page
A	CBD Amenity Improvement Fund and Frontage and Signage Policy	95
B	Transforming Taitoko/Levin - Levin Town Centre - Principles for Placemaking	102

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Approved by	David McCorkindale Group Manager - Strategy & Development	
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CBD Amenity Improvement Fund

Background:

The Transforming Taitoko/Levin Town Centre Strategy identified Oxford Street as Levin's primary urban asset. Through the public engagement process, both business owners and the wider community expressed a view that some buildings and verandahs in the Levin town centre have become 'tired' and rundown. In addition, it is acknowledged that signage dominates the streetscape with many businesses having multiple large signs in one or more of the following locations:

- Fascia boards (signs are often larger than the fascia board);
- Freestanding footpath signs;
- Above verandah signs;
- Very large signs in shop windows, which obscure sightlines between shops and the street.

These characteristics detract from the overall experience of the town centre. Having fewer, clearer signs assists not only the advertiser by allowing their sign to be 'heard', but also enhances the appearance of the building and the overall quality of the streetscape.

Purpose:

The purpose of this fund is to improve the appearance of the Levin town centre through enhancing the appearance of buildings (through repainting and adding design details), repairing verandahs, and reducing the level of signage. This will help to reduce visual clutter, improve perceptions of quality in the town centre, and make the town centre a more attractive place to spend time.

Eligibility:

To be eligible to apply to the fund the applicant must:

- Own a building or a business* in the Commercial Zone area of the Levin town centre (priority will be given to the most central commercial area between Bath Street and Stanley Street);
- If structural changes are being made to the building or verandah, the building must have been assessed as being 34% NBS or better;
- If the proposal relates to non-structural changes (e.g. signage or paint and decorative features), the building and/or verandah does not need to be 34% NBS or better;
- The changes proposed must be consistent with the **Horowhenua District Council CBD Signage and Building Design Policy**.

**if the business owner is the applicant, written agreement from the building owner will be required as part of the application).*

The maximum funding from Council for 2019 is:

Frontage/Verandah Improvements

- 50% of the value of the project up to a total of \$5,000;

Signage

- 75% of the value of the project up to a total of \$1,000 for signage replacement, with the remainder to be contributed by the applicant.

There will be an absolute cap available per year of \$50,000, after which point no additional funding will be allocated during that year.

The fund will initially be available for two years.

Covered by the Fund:

- Costs associated with replacing signage, repairing or replacing verandahs, and upgrading building frontages.

Conditions:

Information Requirements

Information to be submitted with application:

1. Completed application form;
2. Plans showing proposed signage, building frontage (including paint colours), and verandah;
3. Description of how the proposed plans align with the **Horowhenua District Council CBD Signage and Building Design Policy**;
4. Timeframe for completion of work;
5. Any necessary building or resource consents;
6. Copy of NBS assessment, if structural changes are proposed;
7. Quotes detailing the cost of the project;
8. Details of applicants' contribution to the project (financial, labour).

A single application can be made for a group of adjoining buildings. Preference will be given to applications for a group of buildings to be upgraded at one time (or for a building adjoined by building/s that have already been upgraded), as this will have a greater positive impact on the streetscape.

Funding Release

1. Funding will be released at the completion of the work subject to:
 - Confirmation that the work has been completed in accordance with all relevant conditions;
 - Authentication of expenditure (i.e. identification of what work has been carried out, by whom and at what cost) - originals of all invoices are to be provided;
 - Proof that the applicant has obtained and complied with all statutory consents (i.e. resource consents, building consents).

Progress Reports

1. The applicant is required to provide brief progress reports on request.

Review/Revocation

1. Financial assistance may be reviewed or revoked in the following circumstances:
 - Unsatisfactory work;
 - Unsatisfactory progress;
 - Non-disclosure, misleading or false disclosure of information.

Appropriate Work and Financial Management

1. All work must be carried out in a manner consistent with the **Horowhenua District Council CBD Signage and Building Design Policy** and in accordance with generally accepted sound financial practice.

Ongoing Protection

1. The exterior of the building, verandah, and signage may not be altered without prior approval from Council except in the following circumstances;
 - Replacing like with like (e.g. repainting in the same/similar colour);
 - Temporary or emergency works;
 - Installation of temporary festive displays (e.g. Christmas displays).

Acknowledgement of Assistance

1. If requested, the assistance made by Council shall be acknowledged

Special Conditions

1. In some instances, additional conditions may be imposed to achieve the purpose of this fund.

Allocating the Fund:

The fund will be open for applications for two months.

If all eligibility criteria (above) are met, Council will contribute up to 50% of the cost of the project, up to the values listed below per building until the fund has been exhausted for the year.

Frontage/Verandah Improvements

- 50% of the value of the project up to a total of \$5,000, with the remainder to be contributed by the applicant.

Signage

- 75% of the value of the project up to a total of \$1,000 for signage replacement, with the remainder to be contributed by the applicant.

Process:

1. Applicant prepares application, including plans, in accordance with the requirement of this fund, including ensuring consistency with the **Horowhenua District Council CBD Signage and Building Design Policy**. It is recommended the applicant submit draft plans for comment prior to lodging the application.

2. Council officer will assess the application and determine the grant payable. This will occur within 1 month of the application period closing (i.e. end of June 2019). Council may obtain independent design advice in assessing the application.

3. The funding will be paid once all works have been completed and the applicant has provided authentication of expenditure.

Horowhenua District Council CBD Signage and Building Design Policy

ALL SIGNS, BUILDING FRONTAGES, AND VERANDAHS MUST ALSO COMPLY WITH THE REQUIREMENTS OF THE OPERATIVE HOROWHENUA DISTRICT PLAN

Signs

Objectives

- (1) To reduce visual clutter and confusion caused by a proliferation of signs.
- (2) To require signs to enhance urban character and amenity.
- (3) To control the design and style of signage within the town centre to improve the appearance and amenity of the town centre.
- (4) To ensure the graphic and textural content of signs is clear, of high quality and does not detract from the amenity of the town centre.

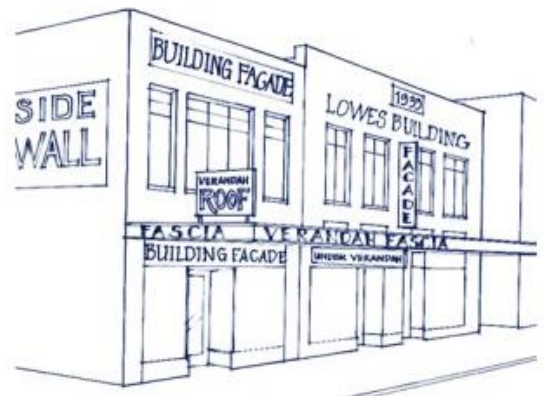
Policies

- (1) To replace excessive and unnecessary signage in the town centre with fewer, more effective signs that clearly communicate the facilities, amenities, goods and services on offer within the building to which they relate in a manner that does not interfere with the streetscape or amenity of the town centre.
- (2) Require signs to complement the building to which they are attached and any adjoining buildings.
- (3) Limit the size and number of signs allowed per store within the town centre.
- (4) Control the content that can be display on signs within the town centre.

Standards

Maximum Number of Signs

- a) A maximum of 2 identification signs will be permitted per frontage in any 2 of the following preferred locations:
 - Building façade;
 - Verandah fascia;
 - Under verandah;
 - Side wall;
 - Inside the display window*.



EXAMPLE OF SUPPORTING DIAGRAM --
currently producing more suitable imagery. ¶

Size of Signs

Sign type	Maximum Dimensions
Building façade;	Maximum area 1.2m ²
Verandah fascia;	Must not extend beyond the fascia
Under verandah;	Must have at least 2.5m clearance above the ground
Side wall;	Maximum 8m ² and set back at least 0.5m from corner
Inside the display window	Depth of sign must be no greater than 0.3m and must be either above 2m high or below 0.8m high in relation to ground.

Content of Signs

The content of signs shall be limited to the following information:

- Name of store
- Open hours
- Contact details (including website)
- Brief description of services/goods offered

Signs shall not include the following:

- Third party advertising
- Duplicate information

Design of Signs

Signs shall:

- Use clear and legible lettering that contrast with the sign background;
- Have a clear, simple and effective design;
- Be designed to integrate to the architectural style and finishes of the building to which they are attached, rather than a “tack on” appearance;
- To be of a colour that complements the building.

Signs shall not:

- Have flashing lights/LEDs;
- Have an obtrusive design that dominates the streetscape (e.g. due to colour, movement, or size), obscure features of the building or other parties’ signs;
- Obstruct the footpath;

- Create distraction or confusion to motorists.

Verandahs

Objective

- (1) Verandah are structurally sound, weather tight, and well maintained.
- (2) Verandah are designed and maintained in a way that adds visual interest to buildings and contributes to town centre amenity.

Policy

- (1) All verandah (new and existing) will maintained by the building/business owner.

Building Frontage

Objective

- (1) To improve interaction between shop fronts and the street to enhance pedestrian experience, sense of place and the vibrancy and vitality of the town centre

Policy

- (1) Encourage the addition of design elements that emphasise entrances to stores, particularly when the store has large, uninterrupted glazed frontages.
- (2) Encourage the addition of design details to shop fronts (including above the verandah) and fascia boards (e.g. cornice or moulding).
- (3) Encourage use of paint to highlight existing building details such as moulding and cornice.

Transforming Taitoko/Levin – Levin Town Centre Strategy

Principles for Placemaking in the Levin Town Centre

Overarching Objective:

Boost activity and satisfaction in the town centre, by making the town centre a place to 'do stuff', not just 'get stuff.'

Principles:

1. Select the right location

- The location should be highly visible and easily accessible.
- The location should be under utilised and/or lack activities or opportunities for interaction.

2. The concept should do at least one of the following:

- Offer something to do;
- Offer a reason to stop;
- Make the space for comfortable to spend time in;
- Increase opportunity for interaction (either directly or indirectly).

3. Functionality is the key focus.

- How the space will be used and who by?
- How long are we expecting people to stop for? Does it matter if there is no shade?
- Co-locate amenities – for example, combine a swap-a-book shelf with seating and a table.
- The concept should be movable and able to be adapted by users.

4. Keep it simple.

- The concept should be low cost, removable and easily adaptable;

- Simplicity means we can deliver a series of place making activities, as opposed to one-off large events;
- Not all placemaking needs to accommodate everyone at the same time. For example, beanbags seats won't suit everyone, but does this matter?

5. Ensure maintenance/operational matters are considered

- Partner with someone – who is going to be responsible for day to day oversight?

6. Monitor and evaluate

- How is the space being used and who is using it?
- What is working/what isn't working?
- Has activity been increased?