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**MINUTES OF THE POLICY AND SERVICES COMMITTEE MEETING OF  
THE STRATFORD DISTRICT COUNCIL HELD IN THE COUNCIL  
CHAMBERS, STRATFORD DISTRICT COUNCIL, MIRANDA STREET,  
STRATFORD ON TUESDAY 23 JUNE 2020 AT 3:02PM**

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**PRESENT**

The Deputy Mayor A L Jamieson (the Chairman), the District Mayor N C Volzke, Councillors M McKay, V R Jones, R W Coplestone, P S Dalziel, G W Boyde, W J Sandford, A K Harris, J M S Erwood, and G M Webby.

**IN ATTENDANCE**

The Chief Executive – Mr S Hanne, Director Corporate Services – Mrs T Radich, the Director Environmental Services – Mr B Sutherland, the Executive Administration Officer – Mrs E Bishop, the Communications Manager – Ms G Gibson, the Roading Asset Manager – Mr S Bowden (*part meeting*) the Services Asset Manager – Mr M Oien (*part meeting*), the Engineering Officer – Mr P Jacobs (*part meeting*), the Graduate Roading Engineer – Mr V Regmi (*part meeting*), the Corporate Accountant – Mrs C Craig, the Parks and Reserves Officer – Mrs M McBain (*part meeting*), the Revenue Manager – Mrs J Erwood (*part meeting*), Former Mayor – Mr B Jeffares (*part meeting*), Mr M Neild (Taranaki Regional Council, *part meeting*) and one member of the media (Stratford Press).

1. **WELCOME**

The Deputy Mayor welcomed the District Mayor, the Chief Executive, Councillors, staff, former District Mayor Mr Brian Jeffares and the media.

2. **APOLOGIES**

Apologies were noted from the Director – Community Services – Ms K Whareaitu and the Director – Assets – Mrs V Araba.

3. **ANNOUNCEMENTS**

There were no announcements.

4. **DECLARATIONS OF MEMBERS INTEREST**

The Deputy Mayor requested Councillors to declare any real or perceived conflicts of interest relating to items on this agenda.

There were no declarations of interest relating to items on the agenda.

5. **ATTENDANCE SCHEDULE**

The Attendance Schedule for Policy and Services Committee meetings was attached.

6. **CONFIRMATION OF MINUTES**

- 6.1 **Policy and Services Committee Meeting (Hearing – Trade Waste Bylaw) –  
26 May 2020**  
D20/10177 Pages 7-9

**RECOMMENDATION**

THAT the minutes of the Policy and Services Committee Meeting, to hear and consider submissions to the Trade Waste Bylaw, held on Tuesday 26 May 2020, be confirmed as a true and accurate record.

BOYDE/McKAY  
Carried  
P&S/20/77

- 6.2 **Policy and Services Committee Meeting – 26 May 2020**  
D20/10215 Pages 10-21

**RECOMMENDATION**

THAT the minutes of the Policy and Services Committee Meeting held on Tuesday 26 May 2020, be confirmed as a true and accurate record.

HARRIS/SANDEFORD  
Carried  
P&S/20/78

The Executive Administration Officer undertook to amend page 14, last paragraph, second bullet 5.27% to 5.72%.

7. **MATTERS OUTSTANDING**  
D16/47 Page 22

**RECOMMENDATION**

THAT the matters outstanding be received.

ERWOOD/JONES  
Carried  
P&S/20/79

8. **DECISION REPORT – APPROVE CAPITAL PROJECT CARRY-FORWARDS**

D20/11461

Pages 23-32

**RECOMMENDATIONS**

1. THAT the report be received.

JONES/VOLZKE  
Carried  
P&S/20/80

2. THAT the capital projects and dollar amounts as per **Appendix 1** to this report, be approved to carry forward to be completed in the 2020/21 financial year.

BOYDE/COPELSTONE  
Carried  
P&S/20/81

**Recommended Reason**

There are legitimate reasons why the projects have not been completed, the projects and associated expenditure have already been approved by Council, and these projects deliver necessary infrastructure to the Stratford District.

The Chief Executive noted the following points:

- It has been an extraordinary year with regards to delivery on the normal programme given the impact that Covid-19 had on projects followed by the task to create a list of shovel ready projects following the government announcement of funding.
- This report includes historical data for the past years which shows, on average, Council has spent 96% of its annual budget each year. The unspent funds fall into projects that were no longer required or projects were delivered under budget.
- There are a number of projects that have achieved what was needed and therefore staff are not requesting funds to be carried over for these.

Questions/Points of Clarification:

- It was questioned if the carried over funds could be reallocated to projects that may arise if there is more government funding released for projects that will require Council to co-fund. Given that these funds have been budgeted for and consulted on the funds should remain to the specific activity, however upon direction from Council it was agreed that should the need to reallocate the funds arise then Officers will bring a report back to Council requesting that amendment. There were currently no indication that further government funding would be announced.

*The meeting was suspended at 3.14pm due to an all of organisation fire drill.*

*The meeting reconvened at 3.21pm. Mr Jeffares departed the meeting during the fire drill.*

- It was clarified that the waste water oxidation pond project had been delivered significantly cheaper than anticipated.
- It was noted that the variation in the Economy Activity for the 2017/18 year was due to the purchase of the land for the subdivision.
- It was clarified that carry overs did not occur in the Long Term Plan year, therefore budgets are only carried over during the three years in-between. Occasionally it can take the full three years for the budget to be spent.
- It was noted that the planned activities would continue to be implemented with shovel ready projects specifying in the tender process that the planned and normal activities

continue as planned. There is a shortage for skilled workers in the industry and funding is available to help find staff and train them.

- It was clarified that the funding withdrawn from the Annual Plan for the conservatories at the pensioner housing had not affected the ones budgeted for in the previous plan. However this specific budget had not been requested to be carried forward.

9. **DECISION REPORT – ROAD CLOSURES FOR A CAR CLUB EVENT**

D20/10974

Pages 33-42

**RECOMMENDATIONS**

1. THAT the report be received.

DALZIEL/HARRIS  
Carried  
P&S/20/82

2. THAT pursuant to Section 342(1) (b) Schedule 10 clause 11(e) of the Local Government Act 1974, notice is hereby given that the Stratford District Council proposes to close the following roads on Sunday 09 August 2020 between the hours of 7.30am and 5.30pm for the purpose of the Stratford Street Sprint 2020

- Orlando Street from Warwick Road to Celia Street
- Romeo Street from Orlando Street to Cordelia Street
- Cordelia Street from Romeo Street to Warwick Road
- Warwick Road from Cordelia Street to Orlando Street

ERWOOD/SANDFORD  
Carried  
P&S/20/83

**Recommended Reason**

The South Taranaki Car Club have approached the Stratford District Council with the view of holding their annual Stratford Street Sprint Event on Sunday 09 August. This is their 30<sup>th</sup> year of running the event. The proposed road closure requires formal endorsement by a Council resolution.

The Graduate Roading Engineer noted the following points:

- This report is for the South Taranaki Car Club for the 2020 Stratford Sprint.
- This will be the 30<sup>th</sup> annual circuit for the club and it is anticipated there will 40 cars in attendance as well as 10 classic motorcycles that have been invited for a demonstration.
- The road closure is for Sunday 9 August and detours will be set up.

Questions/Points of Clarification:

- It was clarified that a letter drop has occurred to affected neighbours as well as advertising in Central Link and notices on the Council's facebook page. No objections have been received. Emergency Services have also been consulted with.

*The Graduate Roading Engineer left the meeting at 3.47pm.*

## 10. MONTHLY REPORTS

### 10.1 ASSETS REPORT

D20/10639

Pages 43-65

#### RECOMMENDATION

THAT the reports be received.

WEBBY/McKAY  
Carried  
P&S/20/84

The Chief Executive noted the following points:

- It was noted that during the pandemic the contractors continued to work and care for the infrastructure.
- The three waters remained operational.
- The new bylaws for the Trade Waste, Waste Water and Solid Waste come into effect on 1 July.
- 12 sections are now sold in the subdivision with another sales and purchase agreement being presented today. There is good progress happening in the subdivision with building.

Questions/Points of Clarification:

- The District Mayor noted the settlements for all but three of the 45 affected pieces of abandoned land in Midhurst were complete. He acknowledged the work of the Special Projects Manager – Mr N Cooper and noted it had been an outstanding achievement for an issue over 100 years old.

*The Revenue Manager joined the meeting at 3.51pm.*

- It was clarified that the Assets monthly report would continue to have the aerodrome and farm data included to ensure Councillors were kept up to date, however the reports to the Farm and Aerodrome Committee would contain more detail.
- It was noted the increase in the costs of the Children's Bike park was due to other projects being absorbed into the same task – i.e the request for bbq availability, shelter and the basketball court extension, however the budget for the bike park had only increased by approximately \$50,000 to \$80,000 as more detailed estimates had been received. This was to be fully grant funded but less funding was received. This has been extended to allow time to find another funding source. It was noted this was not approved as a shovel ready project.
- It was noted that there has been an increase in contamination with recycling. Stratford had not publically advertised that recycling was not able to be sorted during the Covid-19 lockdown which resulted in recycling going to landfill. The aim was to not unlearn the level that Stratford residents with recycling and still provide the two bin service with increased demand occurring with more people being at home during the day. There is likely to be further changes to come in the recycling activity due to market for some recyclable materials having all but shut down. Further education for our residents will occur when it is clearer what will be able to be recycled in the future.
- It was noted the waste minimisation campaign will be in New World as well as Countdown.

*The Roading Manager, the Services Asset Manager, the Engineering Officer, the Parks and Reserves Officer left the meeting at 4.02pm.*

## 10.2 COMMUNITY SERVICES REPORT

D20/10511

Pages 66-74

### RECOMMENDATION

THAT the reports be received.

WEBBY/BOYDE  
Carried  
P&S/20/85

The Chief Executive noted the following points:

- The key focus for the past month had been getting the organisation back running during Level 2. It was very positive to note that Council had been able to continue to provide the highest level of service allowed during Level 3 and 4.

*Mr Mike Neild (Taranaki Regional Council) joined the meeting at 4.04pm.*

- The Swimming Pool was different to the rest of the organisation and was restricted in its ability to operate fully by a further two weeks. This gave staff the opportunity to ensure everything was up to scratch and ready prior to opening.

Questions/Points of Clarification:

- It was clarified that the Community Development Team would be running the next Prospero Farmers Market in July but that this was a temporary arrangement at this stage. The Deputy Mayor acknowledged and thanked Mrs Moana Hancock for her work and achievements in establishing and running the markets.
- Councillor Webby noted that Percy Thomson Trust had two new trustees recently appointed – Mrs Deborah Clough and Mrs Helen Cloke. The meeting held last week discussed the future of the arboretum and how it can feature in the discovery trail. The gallery is currently promoting the TSB Emergence Awards which have been hugely successful over the past two years and celebrate Taranaki artists.
- Positive Ageing will hold its next forum on Thursday 16 July. All welcome.
- Councillor Harris noted her recent appointed as the Council representative on the Te Wera Outdoor Recreation Trust. The AGM was held on Sunday was the group is really focused on moving forward after the impact of Covid-19. The volunteers have done a lot of work out there and are very enthusiastic.

## 10.3 ENVIRONMENTAL SERVICES REPORT

D20/10408

Pages 75-81

### RECOMMENDATION

THAT the reports be received.

ERWOOD/VOLZKE  
Carried  
P&S/20/86

The Director – Environmental Services noted the following points:

- There were 38 building consents in May compared to 80 in April. The fire season was a large contributor to these numbers. Application numbers are holding strong.
- First monthly post lockdown, consequently tells a different tale.

Questions/Points of Clarification:

- It was clarified the team is in the 'stocktake' phase for the earthquake prone buildings. This means they are drafting up letters to go to owners and completing desktop assessments which will identify which buildings meet certain criteria.
- The District Mayor noted the positivity in the increase in the number of new dwelling consents (and overall for building consents). He noted that some are associated with the subdivision and reflected that this proves the success of the subdivision as well as stimulating work for the trades.

## 10.4 **CORPORATE SERVICES REPORT**

D20/11158

Pages 82-99

### **RECOMMENDATION**

THAT the reports be received.

WEBBY/SANDFORD  
Carried  
P&S/20/87

The Director – Corporate Services noted the following points:

- There is one more month to go before year end.
- Auditors working off site seemed to work well.
- General revenue is up on the budget for year to date. This is despite a full shut down of the library, iSITE and pool during level 4. The farm revenue, resource consents and solid waste fees are up.
- Total expenditure is on track for the budget and Council's treasury covenants are being met.
- It was noted the impact of Covid-19 may not be seen until the wage subsidies run out.
- The District revaluation will now be 15 August 2020 with public notice to be sent out by 7 October. This was delayed nationally to allow the property market to settle to get a more credible value.

Questions/Points of Clarification:

- The District Mayor requested a detailed breakdown of the reserves. The Director – Corporate Services noted this wouldn't be possible until the Annual Report audit has been completed. To be added to the matters outstanding.
- Councillor Dalziel thanked Mrs Radich for the additional information of the Statement of Comprehensive Revenue and Expense which clearly showed the make up of the revenue/expenditure.

## 11. **QUESTIONS**

*The meeting closed at 4.19pm.*

A L Jamieson  
**CHAIRMAN**

Confirmed this 28<sup>th</sup> day of July 2020.

N C Volzke  
**DISTRICT MAYOR**