
**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 22 SEPTEMBER 2020 AT 3.00PM**

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, the Director – Community Services – Ms K Whareaitu, the Director – Environmental Services – Mr B Sutherland, the Director Corporate Services – Mrs T Radich, the Executive Administration Officer – Mrs E Bishop, the Communications Manager – Ms G Gibson, the Environmental Health Manager – Ms R Otter (*part meeting*), the Environmental Health Officer – Ms S Horton (*part meeting*), the Special Projects Manager – Mr N Cooper (*part meeting*), the Finance Officer – Mrs S Flight, the Corporate Accountant – Mrs C Craig (*part meeting*), and two members of the media (Stratford Press and Taranaki Daily News).

1. **WELCOME**

The Deputy Mayor welcomed the District Mayor, the Chief Executive, Councillors, staff, and the media. He reminded Councillors to ensure they are familiar with the health and safety message including evacuation procedures.

2. **APOLOGIES**

An apology was noted from the Director – Assets – Mrs V Araba

RECOMMENDATION

THAT the apology be noted

BOYDE/McKAY
Carried
P&S/20/134

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.

Councillor Erwood declared an interest in Items 8 and 9

The District Mayor declared an interest in Item 9

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 – 25 August 2020**
D20/22870 Pages 9-21

RECOMMENDATION

THAT the minutes of the Policy and Services Committee Meeting held on Tuesday 25 August 2020, including those in the public excluded section, be confirmed as a true and accurate record.

ERWOOD/SANDFORD
Carried
P&S/20/135

7. **MATTERS OUTSTANDING**

D16/47 Page 22

RECOMMENDATION

THAT the matters outstanding be received.

BOYDE/COPLESTONE
Carried
P&S/20/136

Councillor Erwood removed himself from the table at 3.05pm.

8. **INFORMATION REPORT – STRATFORD DISTRICT LICENSING COMMITTEE 2019/2020 ANNUAL REPORT**

D20/24871 Pages 23-29

RECOMMENDATIONS

1. THAT the Annual Report for Stratford District Licensing Committee for 2019/2020 be received and contents noted.
2. THAT ~~subject to any amendments~~ the Annual Report will be forwarded to the Alcohol Regulatory and Licensing Authority.

DALZIEL/HARRIS
I abstained
Carried
P&S/20/137

Recommended Reason

The report is required to be prepared by the Stratford District Licensing Committee as part of its duties under the Sale and Supply of Alcohol Act 2012.

The Environmental Health Manager noted the following points:

- This report is prepared annually for the Alcohol Regulatory and Licensing Authority and is a statutory requirement.
- The statistics gathered are reported to the authority via survey monkey.
- All statistics are published on Council's website.
- There were no significant trends to report other than a slight increase in the number of licensed premises which related to the issue of an on-licenses and club license.
- Alcohol applications are down slightly and this is partly due to COVID-19 and special licenses not having been applied for.

The District Mayor removed himself from the table at 3.06pm

9. **DECISION REPORT – STRATFORD DISTRICT LICENSING COMMITTEE (DLC)**

D20/24888

Pages 30-37

RECOMMENDATIONS

1. THAT the report be received.

BOYDE/McKAY
2 abstained
Carried
P&S/20/138

2. THAT the Council consider the future composition of the Stratford District Licensing Committee.

3. THAT the Council recruit its own Commissioner and a Deputy Chairperson be chosen from elected members and the Stratford District Council share a list of members with New Plymouth District Council as outlined in option 2 of this report.

SANDFORD/BOYDE
2 abstained
Carried
P&S/20/139

Recommended Reason

The initiation of this process is due to the current Stratford District Licensing Committee Commissioner (Mr Alex Matheson) signalling his intention to resign from this position.

The Council has the opportunity to review the current structure of Stratford's District Licensing Committee.

The Environmental Health Manager noted the following points:

- Currently the Stratford and New Plymouth District Council's share a commissioner and a list of members that make up the legislative requirements in forming the District Licensing Committee.
- The current commissioner has signalled his intention to resign from the committee and New Plymouth District Council have indicated their intention to appoint two new commissioners and additionally advertise for the appointment of new list members to extend the current list.
- The terms for these positions is 5 years.
- The majority of applications are received are considered on the papers by the commissioner, therefore the recommended option of this report is to advertise externally for our own

commissioner to ensure a greater pool of applicants with experience and local knowledge is reached.

- The Deputy Chair (currently District Mayor Volzke) would continue to be an Elected Member and Stratford would still share a list with New Plymouth District Council which covers both councils in terms of expertise, conflict of interests and speciality areas of expertise.

Questions/Points of Clarification:

- Councillor Boyde noted his support for option 2 as Stratford should have its own commissioner.
- Councillor Sandford noted his support for option 2 with the defining factor being the ability to find a person with local knowledge. He acknowledged the great work done by the committee.

The District Mayor and Councillor Erwood re-joined the table at 3.10pm.

10. **DECISION REPORT – DRAFT KEEPING OF ANIMALS POULTRY AND BEES BYLAW**

D20/24877

Pages 38-55

RECOMMENDATIONS

1. THAT the report be received.

JONES/HARRIS
Carried
P&S/20/140

2. THAT the *draft* Keeping of Animals Poultry and Bees Bylaw 2020 be adopted and released for public consultation.

McKAY/ERWOOD
Carried
P&S/20/141

Recommended Reason

The recommendation of the Council is required to initiate the public consultation process required by Sections 82 and 83 of the Local Government Act 2002, to seek comments from the public on the amendments to the *draft* Keeping of Animals Poultry and Bees Bylaw 2020.

The Environmental Health Manager noted the following points:

- During the review of this bylaw research was undertaken on how other councils have addressed their animal bylaws as well as considering our officers experiencing of enforcing the current bylaw.
- Terminology throughout the bylaw was also reviewed for clarity.
- The addition of cats into the draft bylaw provides officers with a tool to address environmental and health related issues as a result of cats. A cap on the number of cats has not been included due to officers recommendation that education can resolve most issues and the low number of complaints received. There is the ability to impose a cap if Council requests this.
- Rules for the keeping of bees have also been introduced. The inclusion of these rules will give Council some controls around beekeeping and the associated environmental impacts. Hives are also required to be registered to ensure disease control is maintained. Bee keeping on road reserve has also been addressed in the bylaw as requested by Councillors during the workshop.
- The 50metres from a boundary or dwelling in relation to the keeping of pigs was considered to be the desirable distance to address health related issues (e.g. water intake, smell and

general nuisance) however it has been noted that council permission can be granted if the distance will be closer than 50 meters and the issues have been addressed.

- On page 46, clause c of Public Places, it was noted the additional and at the end of the clause would be removed.
- The associated map to the bylaw was tabled to Councillors.

The Special Projects Manager joined the meeting at 3.11pm.

Questions/Points of Clarification:

- It was clarified that on page 48, 9.3c, 'premises' would be amended to property boundary.
- It was noted that the close of consultation would be amended from 30 October to ensure sufficient time for consultation was achieved following adoption of the resolutions by Council on 13 October 2020.
- It was noted that this bylaw would not affect the business operating on Orlando Street.
- It was clarified that the number of pigs per sty did not need to be included as intensive pig farming was covered by the District Plan. It does allow the number of pigs to be restricted if the animals are causing a nuisance.
- Councillor Coplestone noted there was no limit to the number of cats that could be kept. With Taranaki's pest free objectives he felt cats could be classified as pests and kept to a minimum. The Environmental Health Manager noted that feral cats are not addressed by this bylaw and are dealt with by pest control or the Taranaki Regional Council. This bylaw can only address the number of cats per residential property. She noted she was not aware of an issue in the urban area at the moment. This bylaw would purely deal with the cats if they became a health related nuisance or causing nuisance to the neighbouring property. Numbers could be restricted if Council wished to include that.
- The Deputy Mayor supported Councillor Coplestone due to the biodiversity element and the destruction of wildlife by cats.
- The District Mayor noted he did not support a cap on the number of cats or kittens as the purpose of the bylaw was to ensure they do not create a nuisance or endanger health and not about biodiversity.
- Councillor Coplestone reiterated his view that a cap on the number of cats would restrict the population in town and be advantageous moving forward for a pest free Taranaki.
- Councillor Boyde supported the District Mayor's comments.
- Councillor Jones supported the release of the document for consultation but noted his concern over clause 9.3(a) stating a pig cannot be within 50 metres of an occupied dwelling – and the note in 9.1 that rural zoned areas could keep pigs in accordance with the applicable clauses in the bylaw. The Environmental Health Manager would further clarify this within the document prior to being released.

11. **DECISION REPORT – BRAND REFRESH – COUNCIL LOGO**

D20/24092

Pages 56-66

RECOMMENDATIONS

1. THAT the report be received.

BOYDE/McKAY

Carried

P&S/20/142

- ~~2. THAT Council adopt one of the options provided in Appendix B of a refreshed logo for the Stratford District Council.~~

Recommended Reason

As a key initiative within the Communications and Engagement Strategy adopted by Council in May 2020, Council's endorsement is sought to agree to the direction of the recommended logo refresh so that the wider brand improvement project can commence.

The Communications Manager noted the following points:

- Earlier this year Council adopted the communications strategy.
- As part of the initiatives from this a brand audit was undertaken with a number of inconsistencies identified in the way Council communicates. The outcomes of this was the need for a brand refresh – with a refresh over a full rebrand favoured due to time and cost.
- This is being looked at in a staged approach with today's report requesting approval for the Council's corporate logo.
- Three Taranaki designers were engaged and through feedback collected from staff seven options are presented today for adoption of one.

Questions/Points of Clarification:

- It was clarified that Appendix B of the report showed the logo options up for discussion today. Appendix C showed icon and wording designs to give an example of how they could look.

The Corporate Accountant joined the meeting at 3.30pm.

- It was noted that the colours were established following engagement with staff. Feedback asked about imagery and element importance and asked for colour palette suggestions. Natural colours, blues and greens, were favoured with red, black and white noted as being associated with Stratford through schools and sports teams.
- Councillor McKay noted that branding should be quite precise with clean lines and easily identifiable in different sizes and levels. She noted her support for option 7 as it provided a good balance of the realistic shape of the mountain but with cleaner lines that will look sharper on small and large scales. Councillor Coplestone noted his support for option 7 as well.
- Councillor Dalziel supported option 7 but noted the green should be less pastel and bolder to reflect Taranaki grass.
- Councillor Boyde supported option 7 and congratulated the communications team on the collation of feedback from the workshop and the resulting outcomes.
- Councillor Sandford noted he preferred the shape of the mountain on option 4 and the shapes breaking outside of the circle. He felt the shape of the mountain on 7 was too drawn out.
- Councillor Jones felt the blue being in front of the mountain depicts an ocean rather than a river coming down from the mountain. He noted his support for 6 or 7 in terms of the mountain shape.

- Councillor Harris noted her support of the shape of the mountain in 1,2 or 3 due to the crispness of the shape and the pull back to the original logo. She felt this was a good compromise and more relative to a refresh. Councillor Webby supported these comments.
- Councillor Erwood noted he supported the shape of the mountain on option 6 and the blue and green being outside of the circle as per option 7. He also supported the green being more vibrant.
- The District Mayor noted his support for option 4.

RECOMMENDATION

THAT Council adopt Option 4, with a more vibrant green, for the Stratford District Council logo.

ERWOOD/SANDFORD
Division
For 5
Against 6

MOTION LOST
P&S/20/143

A division was called.

Those voting for the motion: The District Mayor, The Deputy Mayor, Councillors: Dalziel, Erwood and Sandford.

Those voting against the motion: Councillors: Boyde, Coplestone, Harris, Jones, McKay and Webby.

The motion was lost.

RECOMMENDATION

THAT Council adopt Option 7 for the Stratford District Council logo.

McKAY/BOYDE
Against 3
Carried
P&S/20/144

Points noted in discussion:

- The Director – Community Services noted the Te Reo name has come from Whakaahurangi Marae but local Iwi will also be engaged with prior to locking it in. There have been some challenges with the layout with the long name but there are guidelines from Central Government on using bilingual names and these are the best outcomes with different layout options. Both vertical and horizontal versions will be created to allow for all designs and scenarios.

The Corporate Accountant departed the meeting at 3.45pm.

12. MONTHLY REPORTS

12.1 ASSETS REPORT

D20/23226

Pages 67-90

RECOMMENDATION

THAT the reports be received.

HARRIS/WEBBY
Carried
P&S/20/145

The Chief Executive noted the following points:

- Logging is in full flight and with the current weather the rainfall and moisture is resulting in the anticipated damage to the roads. The attached images show the reality of the road condition in the Eastern Hill Country and the damage big vehicles with so many wheels can do.
- Trade Waste is increasing in importance and activity for the department with the granting of the new waste water consent for the oxidation point requiring a stronger focus on what enters the waste water system and how it can be avoided or dealt with. There are some inconsistencies that have been identified in the bylaw which will be brought back to Council for correction. The team is currently investigating an illegal discharge into the waste water system.
- Pest control and general maintenance is occurring in various locations across the network.
- Renovations have started on a number of halls including the Centennial Rest Rooms. Renovation work at the War Memorial has been carefully planned to ensure both public halls were not unavailable at the same time. Work on the Hall of Remembrance is also about to start, as is work on a number of community halls.
- There is now only one section at the subdivision that is not under any form of negotiation or further agreement discussion.
- Now the pool location has been decided work is progressing with planning and looking into contractual elements. Officers are speaking to and visiting a number of councils with pools recently built or under construction.
- The Bike Park tender documents are being drawn up before they are released to the market. There has been a very strong emphasis on local contractors where possible.

Questions/Points of Clarification:

- It was clarified that amber and red tags had still been applied to rubbish bin collections during the transition period to the reduced plastic intakes. There is a grace period for a further couple of weeks for the items previously collected but the red tags are still being attached for other unacceptable materials.

12.2 COMMUNITY SERVICES REPORT

D20/22882

Pages 91-99

RECOMMENDATION

THAT the reports be received.

ERWOOD/WEBBY
Carried
P&S/20/146

The Director – Community Services noted the following points:

- The Mayors Taskforce for Jobs campaign was launched two weeks ago and had a very good turnout. There are definitely employers in the District looking for employees. The Workforce Coordinator role is currently being recruited for.
- The facilities adapted to the return to level 2, with the pool having felt the most impact with the change. The pool returns back to normal tomorrow.
- Councillors were urged to promote the support on offer from Venture Taranaki to businesses in the District for professional services support. Up to \$5,000 can be granted to businesses.
- The Citizen Awards presentation evening is Tuesday 29 September.
- The Meet the Candidates evening is Wednesday 30 September.

Questions/Points of Clarification:

- Councillor Webby noted the current exhibition “Aroaromahana” at the Percy Thomson Gallery was on till 11 October and was a wonderful exhibition.
- Councillor McKay noted the Stratford Business Association delivered a workshop at CMK for members on help with finances and using xero. The Stratford Club hosts the next BA5 on Thursday. The Secret Shopper campaign is in its third week and has been really appreciated by recipients and by the businesses. The ladies lunch is being held tomorrow and has had maximum bookings. The Christmas Parade theme has been set as ‘Santa’s Workshop’.

12.3 ENVIRONMENTAL SERVICES REPORT

D20/23136

Pages 100-107

RECOMMENDATION

THAT the reports be received.

HARRIS/WEBBY
Carried
P&S/20/147

The Director - Environmental Services noted the following points:

- Only 21 building consents were received in August which was less than the previous few months and could be an indication of stabilisation and the impact of the building consent exemptions. There have been 23 received so far for September.
- IANZ has approved the action plan to proceed with addressing the non-compliance issues.
- Work is ongoing with the street numbering projects. Seyton Street has now been finished and Brecon Road will be completed at the end of this week. Glanville Road/Regan Street will be the next task and will be brought to Council as it will require a decision to be made by Council.

Questions/Points of Clarification:

- It was noted there were no particular issues or trends with the bylaw complaints and is around the same figure as it usually is.
- It was noted no issue had been found with numbering on Ariel Street. The District Mayor requested that Mr Sutherland accompany him to visit the properties in question.
- It was noted the earthquake prone building stocktake was a long running process. There is still another 12 months to notify building owners and the next timeframe does not enact until notification has occurred. Council will be updated when this is has happened.

12.4 CORPORATE SERVICES REPORT

D20/24685

Pages 108-125

RECOMMENDATION

THAT the reports be received.

BOYDE/COPLESTONE
Carried
P&S/20/148

The Director – Corporate Services noted the following points:

- The subdivision is on track to being cost neutral. All but one section is either sold or under contract.
- The financials for August are the first two months of the financial year.
- User charges are \$34,000 down on budget.
- Operating expenditure is on track with the budget.
- Provincial Growth Fund projects have been highlighted in orange and carry forwards in grey on the capital expenditure summary so these can be easily tracked. 3% of the capital expenditure for the year has been spent.
- It is noted in the treasury management section that there is potentially an additional \$3 million that might not be required until later on in the year to fund capital projects and therefore could be invested. There are restrictions under the treasury management policy on how much can be invested with any one bank as an attempt to mitigate risk. To get the highest rate would be to go with Westpac and this would be in breach of the policy.
- There had been a bit of concern regarding rate collections during the COVID-19 and how this would look, but the current year's collection is similar to previous years and it seems no effect is yet to be seen.
- Rates in arrears are currently higher than previous year but this is due to a couple of different rate payers that are currently being dealt with.

Questions/Points of Clarification:

- The District Mayor noted the restrictions within the Treasury Management Policy were self-imposed to ensure Council did not take on undue risk. The Chief Executive confirmed that these were self-imposed restrictions and therefore Council could breach its own policy or acknowledge the breach and proceed with the investment.
- It was noted the floating loan rate was 1.3% and would be lower than the return from investing.
- Councillor Dalziel noted his support for investing the funds for the 120 days.

RECOMMENDATION

THAT Council acknowledges and endorses breaching the Treasury Management Policy and investing an additional \$3 million with Westpac for 120 days.

VOLZKE/DALZIEL
Carried
P&S/20/149

- It was clarified that how work on the pool would affect Council's borrowing would depend on how the funding was received as this was yet to be clarified. Earlier developments may be funded by the grants before further lending was required.

13. **QUESTIONS**

There were no questions.

14. **RECOMMENDATION TO EXCLUDE THE PUBLIC**

RECOMMENDATION

THAT the public be excluded from the following parts of the proceedings of this meeting, namely:

Agenda Items No: 15

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

General subject of each matter to be considered	Reason for passing this resolution to each matter	Grounds under section 48(1) for the passing of this resolution
Lease of Land	The withholding of the information is necessary for commercial sensitivity	The withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information. Section 7(2)b(ii) of the Local Government Official Information and Meetings Act 1987.

ERWOOD/HARRIS
Carried
P&S/20/150

The Media departed the meeting at 4.16pm

15. **PUBLIC EXCLUDED ITEM – LEASE OF LAND**

RECOMMENDATION

THAT the open meeting resumes.

WEBBY/JONES
Carried
P&S/20/153

The meeting closed at 4.47pm.

A L Jamieson
CHAIRMAN

Confirmed this 27th day of October 2020.

N C Volzke
DISTRICT MAYOR