

**Date: Tuesday 27 September 2022 at 3.00PM**  
**Venue: Council Chambers, 63 Miranda Street, Stratford**

### Present

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

### In attendance

The Chief Executive – Mr S Hanne, the Director Community Services – Ms K Whareaitu, the Director Assets – Mrs V Araba, the Director – Corporate Services – Mrs T Radich, the Director – Environmental Services – Mr B Sutherland, the Committee Advisor and Executive Assistant – Mrs E Bishop, the Communications Manager – Ms G Gibson (*part meeting*) the Asset Management Coordinator/Waste Minimisation Officer – Mrs L Campbell (*part meeting*), the Roading Asset Manager – Mr S Bowden (*part meeting*), the Parks and Reserve Officer – Mrs M McBain (*part meeting*), the Property Officer – Mrs S Flight (*part meeting*), the Services Asset Manager – Mr J Cooper (*part meeting*), and one member of the media (Stratford Press).

### 1. Welcome

The opening karakia was read.

The Deputy Mayor welcomed the Chief Executive, Councillors, staff, and the media.

The Deputy Mayor reiterated the health and safety message and emergency procedures.

### 2. Apologies

An apology was received from Councillor G M Webby.

#### **Recommendation**

THAT the apology be received.

BOYDE/McKAY  
Carried  
P&S/22/130

### 3. Announcements

There were no announcements.

### 4. Declarations of members interest

Elected members were asked to declare any real or perceived conflicts of interest relating to items on this agenda.

Councillor Harris declared an interest in item 8, Policy Reviews, in particular the Management of Domains Policy.

### 5. Attendance Schedule

The Attendance schedule for Policy and Services Committee meetings, including Hearings, was attached.

## 6. Confirmation of Minutes

### 6.1 Policy & Services Committee – 23 August 2022 D22/32840 (Open) & D22/32305 (PE) Page 13

#### **Recommendation**

THAT the minutes of the Policy and Services Committee Meeting, including the public excluded section, held on Tuesday 26 July 2022 be confirmed as a true and accurate record.

HARRIS/JONES  
Carried  
P&S/22/131

## 7. Matters Outstanding D16/47 Page 22

#### **Recommendation**

THAT the Matters Outstanding be received.

BOYDE/COPLESTONE  
Carried  
P&S/22/132

## 8. Decision Report – Policy Reviews – September 2022 D22/34990 Page 23

#### **Recommendations**

1. THAT the report be received.

ERWOOD/SANDFORD  
Carried  
P&S/22/133

2. THAT the attached, updated and new policies, being the:

- *Credit Card Policy*
- *Elizabeth Maree Watson Estate Fund Policy*
- *Allocation and use of Sports Grounds Policy*
- *Management of Domains policy*
- *Street Trees Policy*
- *Trade Waste Policy*

be adopted.

DALZIEL/McKAY  
Carried  
P&S/22/134

3. THAT the *Appointment & Remuneration of Directors for Council Organisations Policy* be withdrawn.

DALZIEL/BOYDE  
Carried  
P&S/22/135

**Recommended Reason**

This is part of council's rolling review of policies. Policies require review from time to time to ensure they still reflect current legislation and best practice, as well as elected members' views and meet the business needs of the organisation. Any policies recommended for withdrawal have either been found to be not required, amalgamated into an existing policy or replaced by a new policy as outlined in the body of this report.

The Chief Executive noted the following points:

- There were no significant changes proposed for any of the policies presented.
- The changes that have been made are due to operational experience and feedback during the lifetime of the policy.
- Credit Card Policy
  - New template
  - Removal of purchase orders
  - Clarification that credit cards are not to be used with vendors who council holds an account with
  - Authorisation of expenditure now to be from the Director – Corporate Services or the Chief Executive.
  - Cheques removed as a method of payment.
- Elizabeth Watson Fund
  - Payment method changed from cheque to direct credit. It was noted payment is made directly to the service provider and not the applicant.
- Allocation and use of Sports Ground Policy
  - New template. No change.
  - It was clarified that any changes to sports grounds are amended through the Fees and Charges as reviewed annually by Council.

*Councillor Harris left the table at 3.09pm*

- Management of Domains Policy
  - Clarification that Council Officers will support the process for establishment of grazing licenses.
  - Amendment to 4.1 *The committee must comprise a minimum of 3 members, one of whom must be an elected member of Council.*
  - It was requested that a review of the domains be held with Elected Members. It was clarified that to remove from council ownership there are legal requirements due to the domains being reserves which include community and ministerial consultation.

*Councillor Harris re-joined the table at 3.14pm*

- Street Streets
  - Has had an appendix included which lists suitable species for planting.
  - Councillor Sandford raised his concern with the inclusion of deciduous trees noting the on-going issues currently experienced by residents with leaves and also with leaves blocking stormwater. There was also a health and safety element with leaves falling on roads.
  - It was noted that fruit trees had been considered previously but were ultimately decided against due to the mess of fruit falling on footpaths and roads.
  - It was clarified that this policy purely related to street trees and did not impact plantings in reserves and parks.
  - The District Mayor spoke against removing deciduous trees from the list as there would be an inconsistency if a current tree needed to be replaced.
  - Councillor Jones noted that this policy only provided a guideline.
  - There were 2 votes for removing deciduous trees from the species list and 8 for leaving them in. This remained unchanged.

*The Property Officer joined the meeting at 3.20pm*

- Trade Waste Policy
  - Clarification on the process followed in the case of non-compliance by users.

*The Communications Manager joined the meeting at 3.24pm*

- Appointment and Remuneration of Directors for Council Organisations
  - The Chief Executive noted he had been unable to find a time that this policy had been utilised. It currently does not apply to any council activities, management, or the Council Controlled Organisation.
  - It was noted that this policy was not applicable in relation to the Percy Thomson Trust. The Trust Deed has a provision for the Mayor to make an appointment if a chair resigned, and all appointments to the council controlled organisation are council endorsed.

9. [Decision Report – Roothing Network Procurement Strategy 2022-2025](#)  
D22/35202 Page 52

**Recommendations**

1. THAT the report be received.

ERWOOD/JONES  
Carried  
P&S/22/136

2. THAT the Roothing Network Procurement Strategy is endorsed by council.

3. THAT the Committee allow the amendment of the Roothing Network Procurement Strategy to be undertaken by Officers, from time to time, as required by legislation or Waka Kotahi, being a living document. Such amendments will be of a minor nature not requiring the entire strategy to be re-endorsed by council.

4. THAT the Roothing Network Procurement Strategy is made publicly available on the Stratford District Council website.

COPLESTONE/JONES  
Carried  
P&S/22/137

**Recommended Reason**

Waka Kotahi requires all Approved Organisation to have a procurement strategy that documents our long-term integrated approach to the procurement of transport activities funded under Section 20 of the Land Transport Management Act and Amendment Act 2013. This strategy replaces the existing expired Road Procurement Strategy.

The Roothing Asset Manager noted the following points:

- Every three years a procurement strategy is specifically written for roading purposes. This is required to be endorsed by council prior to being sent to Waka Kotahi for approval.
- The strategy sets how council procures roading contracts and signals what is coming up, paints a picture of who is available in the local market and issues faced by local contractors.
- The strategy is required to also include the government's broader outcomes in terms of procurement and opportunities being provided to businesses who may not have had a chance before.
- If this strategy is not completed then no contracts can be let for projects co-funded by Waka Kotahi.
- The strategy has been sent to Waka Kotahi for feedback. In principle they are happy with the strategy but there may be some minor changes following their review.

*The Services Asset Manager joined the meeting at 3.32pm*

Questions/Points of Clarification:

- It was clarified that the longer term contracts referred to maintenance contracts, for which smaller companies were often not able to fulfil. The strategy signals that there are not a lot of contractors in the region. One of the requirements for large contractors is to have a base in Stratford which results in a lot of investment required from the company. As a result when the big contracts are put to the market there are only the companies who are already present in the region who submit a tender. It was noted the expiry of contracts do not align with the other councils to put them to the market at the same time with the exception of street lighting which will be joint with New Plymouth District Council to make it more viable.
- An amendment was noted for the first paragraph of the strategy, under inductions. State Highway 4 should be *State Highway 3*.
- The District Mayor questioned if the strategy looked towards big contractors to gain cost efficiencies or smaller and local contractors to give them a chance. The Director – Assets noted that Waka Kotahi wants council to demonstrate that it is a fair entity and that it provides for all types of suppliers. This document outlines that there will be some contracts for Tier 1 entities and some for the local and smaller ones.
- Councillor Boyde noted the lack of Tier 1 contractors and his concern that supply and demand impacts the cost and also resulted in performance issues. He asked if Waka Kotahi had looked at increasing the funding supplied and if a shared service with New Plymouth District Council would provide the opportunity to reduce costs. Mr Bowden noted that the Financial Assistance Rate (FAR) was only reviewed when they set the three year budget. It was noted that split maintenance programmes would require additional resource to manage them.
- It was clarified performance can be reviewed when the contracts come up for renewal (3 years plus two plus two) and an extension not offered if the contractor is not performing.

10. Decision Report – Waste Levy Contestable Fund – Deliberation and Adoption

D22/25341 Page 100

**Recommendations**

1. THAT the report be received.

SANDFORD/HARRIS  
Carried  
P&S/22/138

2. THAT the Committee approves the new Waste Levy Contestable Fund Policy from 5 October 2022.

3. THAT the Committee approves the implementation of the Waste Levy Contestable Fund at \$25,000 per annum for 2022/2023 and 2023/2024 only, for eligible groups to apply for funding of waste minimisation initiatives within Stratford District.

BOYDE/DALZIEL  
Carried  
P&S/22/139

**Recommended Reason**

To provide the community the opportunity to apply for local funding to implement waste minimisation initiatives within Stratford district.

The Asset Management Coordinator/Waste Minimisation Officer noted the following points:

- This report seeks approval a new Waste Levy Contestable Fund of \$25,000 for the next two years.
- Approval is sought for the maximum available to allocate with either a \$7,500 cap, \$10,000 cap or no cap at all.
- This fund does not impact the existing solid waste budget and will come out of the reserve which has built up to \$68,000 and is available to be used for this purpose.

Questions/Points of Clarification:

- It was requested that it be clarified that the decision on funding will be made by an advisory group and not a committee as this will not be a council committee. A small group will be established to consider applications. It was intended that the make-up of the group and any delegations will be approved the Policy and Services Committee in the future.
- It was agreed to have no cap to allow for possible large applications for really worthwhile projects. Decisions will be made at the discretion of the advisory/assessment group.

## 11. Monthly Reports

### 11.1 Assets Report D22/36122 Page 108

#### **Recommendation**

THAT the report be received.

McKAY/ERWOOD  
Carried  
P&S/22/140

The Director – Assets noted the following points:

- The second trunk main project is nearing completion.
- The Diatomix project is ongoing.

Questions/Points of Clarification:

- Councillor Boyde commended the Enviroschools Project which 10/13 schools in the Stratford District participating in the programme.
- Councillor Boyde noted that the production on the farm was 9% higher than August 2021 which was a result of all the work completed in the past year.
- It was clarified that a date for the opening of the Whangamomona Walkways would be circulated as soon as possible.
- It was noted the Better off Funding application was being uploaded today.
- It was noted that wet weather had impacted the work being undertaken on Fenton Street and Swansea Road. It was expected that completion was still another month away.
- It was noted that planning was underway to close the TSB Pool Complex this Sunday to give staff adequate training at the new facility. A blessing of the new facility has been booked for 10am on Monday 10 October and invitations will be circulated soon. There are still a number of variables being addressed before an official opening date can be given.
- It was noted that school holidays provide the best opportunity to close the facility as this does not disrupt the swim programmes. A closure is required prior to opening to move equipment and give thorough staff training. Officers are working towards providing an open day either during the day, or afterhours, to allow the public to look at the full facility when not in use.
- Councillor Dalziel commended all those involved in the Aquatic Centre project. He noted it was very seldom that projects of this scale were completed ahead of time, within budget and to the quality that is being seen.
- It was clarified that the back log of customer requests didn't relate to the actual work but that these were waiting to be closed off in the system.

*The Services Asset Manager, Asset Management Coordinator/Waste Minimisation Officer, Property Officer and Parks and Reserves Officer departed the meeting at 4.03pm.*

**Recommendation**

THAT the report be received.

HARRIS/BOYDE  
Carried  
P&S/22/141

The Director – Community Services noted the following points:

- The report contains an update on the Communication and Engagement Strategy.
- The school holiday programme for the upcoming holidays is jam-packed and includes the first birthday party for the children's bike park.

Questions/Points of Clarification:

- It was clarified that the report following the Stratford Business Association meeting and the subsequent discussion on the memorandum of understanding had not been completed in time for this agenda. The memorandum represents the current relationship and how the association may operate in the future. This will be presented to the next available meeting.
- Councillor Sandford was congratulated on his appointment as Chairman of the Stratford Positive Ageing Group.

**Recommendation**

THAT the report be received.

BOYDE/JAMIESON  
Carried  
P&S/22/142

The Director – Environmental Services noted the following points:

- The number of applications for building consents is still at a low level, however resource consents are not following the same pattern which is very unusual.
- Subdivision consents have stabilised but have not dropped in numbers.

Questions/Points of Clarification:

- It was clarified that a building consent is to build a structure and a resource consent (also known as a planning consent) deals with the use of the land such as a subdivision.
- Swimming pool inspections have recommenced with the lower number of building consent inspections required. While gathering evidence a number of pools that were advised as being removed have proven to be still in existence.

**Recommendation**

THAT the report be received.

ERWOOD/DALZIEL  
Carried  
P&S/22/143

The Director – Corporate Services noted that the report highlighted it had been business as usual for the second month of the financial year.

Questions/Points of Clarification:

- The District Mayor noted that council had been previously advised that with the 3 water reforms the new entities would take over any debt relating to these services. They are now indicating that this is not likely to be the case. Mrs Radich clarified that in this instance the debt would remain on council's books but the entity would service the loans and plan on repaying loans as they fall due. This would effectively be on-lending to the entity and they would make sure there were no additional costs or covenant problems from this approach. The District Mayor noted his concern that with the loss of revenue and asset values this could affect the ability to borrow. Mrs Radich will provide details of how this could look with council's debt without the assets and revenue to the next Audit and Risk Committee.
- It was clarified there was no maximum limit for term investments and that there was currently a minimum of \$6 million invested to cover reserves, any surplus cash is also invested on short term deposits.
- It was requested that a more in-depth breakdown be provided on the sundry debtors and clarified that the amount as at 31 August included outstanding Fonterra milk payments.

12. Questions

There were no questions.



13. Resolution to Exclude the Public

**RECOMMENDATION**

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

Agenda Item No: 13 and 14

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:

<b>General subject of each matter to be considered</b>	<b>Reason for passing this resolution to each matter</b>	<b>Grounds under section 48(1) for the passing of this resolution</b>
Purchase 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.
Purchase 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.

BOYDE/DALZIEL  
Carried  
P&S/22/144

*The Roading Asset Manager and the media departed the meeting at 4.20pm*

**Recommendations**

1. THAT the report be received.

JAMIESON/JONES  
Carried  
P&S/22/145

2. THAT, Council acquire the land adjoining Kopuatama Cemetery being Part Section 110 Block II Ngaere Survey District containing 2.7300 hectares in area (subject to survey) and shown as Lots 2 and 3 on the plan accompanying this report for the sum of [REDACTED] [REDACTED] pursuant to Section 17 of the Public Works Act 1981 for addition to the cemetery.

3. THAT staff progress the sale of the Stanley Road block to be brought back to council.

BOYDE/JAMIESON  
Carried  
P&S/22/146

**Recommended Reason**

The existing cemetery is estimated to be devoid of room for further single depth burials in approximately 5 to 7 years, necessitating either expanding the cemetery or developing a new facility elsewhere. Expansion of the existing facility is the preferred option.

The Chief Executive noted the following points:

- The question regarding space at the existing cemetery has been raised. The assumption has been that there was the option to use the Stanley Road block which council acquired some time ago, however it has since been discovered that this land is not suitable for use as a cemetery due to the ground water table.
- Staff had commenced negotiations with the neighbouring property of the existing cemetery as there is only one property that is suitable due to the river and the state highway.
- The Stanley Road block has been loosely valued and it is expected that its sale would financially offset the acquisition of this land meaning that this purchase will have no financial implications on council.

Questions/Points of Clarification:

- Councillor Boyde noted his support for the purchase and noted that leasing it back to the current owner will ensure the land is kept clean and tidy until it is needed.
- It was noted the resolution correctly referred to Lots 2 and 3 but that there was an error in the report where it referred to Lots 1 and 2.
- A recommendation was requested to be added to ask staff to progress the sale of the Stanley Road block. This has been added, the actual sale will however be brought back to council for approval.
- It was clarified that the purchase of this land will be funded from the Asset Sale Proceeds reserve with the sale proceeds from Stanley Road going back into the same reserve. It was confirmed there are enough funds in this reserve to cover this.

**Recommendations**

1. THAT the report be received.

SANDFORD/McKAY  
Carried  
P&S/22/147

2. THAT Council acquire the land at 41 Flint Road being Part Lot 4 DP 2373 and Part Lot 2 DP 566648 containing 4.7242 hectares in area (subject to survey) and shown as Lot 1 on the plan accompanying this report for the sum of [REDACTED] to both deliver on Council's plans to carry out a further residential development and to facilitate infrastructure provision to the future residential growth area of town.

3. THAT immediately following settlement, work commence on the development to ensure sufficient infrastructure is in place by March 2024 to facilitate development of the adjoining land to the east in accordance with conditions of the sale and purchase agreement.

BOYDE/SANDFORD  
Carried  
1 Against  
P&S/22/148

**Recommended Reason**

The subject property has been identified as ideally situated to facilitate the extension of water, wastewater and roading infrastructure to enable residential development at the northern end of town which is emerging as the future growth area from the District Plan revision currently underway and to facilitate a further Council-led residential development as provided for in the Long Term Plan 2021 - 2031.

The Chief Executive noted the following points:

- As part of the Long Term Plan elected members chose to include a further council subdivision in the overall programme of works. This was included in the public consultation.
- Land accrual had been planned for Year 1 but the process has taken a bit longer with negotiations initially beginning following the adoption of the Long Term Plan.
- The most suitable piece of land identified for a subdivision is the block of land presented in this report. It continues the existing subdivision and closes the gap between Pembroke and Flint Roads including allowing infrastructure to follow through to Flint Road. There has been significant growth on Flint Road and the infrastructure is inadequate for what is occurring.
- There is an indicative, high level budget included in the report which shows how officers anticipate this would work financially and indicates this could work similarly, or better, than the last project which broke even.

Questions/Points of Clarification:

- Councillor Dalziel noted he had been supportive of a subdivision right through and was pleased to see a proposal presented. He questioned the estimated sale price of each section noting that it was on average \$208,000 per section where the previous subdivision had averaged \$130,000. He also noted his concern of going to the market at the same time as the private developer neighbouring this block. The Chief Executive noted that this proposal was purely for the procurement of the land and from an advisory position would suggest that council did not propose to deliver 45 sections immediately into the market but rather a smaller number – if any. He noted a staged approach should be considered with a delay to let the market recover.
- It was clarified that the private development is expected to be a mix of [REDACTED] and other developments.
- It was noted that the developer has owned this land since 2008, as well as multiple properties around Stratford, therefore development of the land may not occur quickly. The proposal for the private land is also for very small sections which is different to council's plans and therefore will not compete for the same market.
- It was noted that the Flint Road, State Highway 3 intersection needs significant work. State highway requires Waka Kotahi to complete these required upgrades. The District Mayor noted the Regional Transport Committee has raised this intersection as part of the New Plymouth to Hawera safety project and is optimistic this will be addressed in the report that is due to be released as it is a known problem that will increase due to development in the area.
- Council is required to complete the initial infrastructure requirements within 18 months, however the wording clarifies "best endeavours" in case the work is not completed within this timeframe.
- Councillor McKay noted council was in a good position to acquire the land and do the infrastructure work required and that the land could be held if the market was not right or if other developers came to town. She noted her support that the land acquisition was progressing.

*Councillor McKay departed the meeting at 4.46pm.*

- Councillor Boyde noted he believed in opportunity and saw this as a connector for Pembroke Road and the Brecon Road bridge. He had initially considered acquisition of the land should have been made under the Public Works Act but noted he felt this was a smart decision to purchase. He noted his concern that he felt the price was high. He also noted his concern that completing the subdivision could take away an opportunity from someone else and noted other economic development opportunities should also be considered such as a retirement village.
- The Deputy Mayor noted his opposition to this purchase. He felt the price was a vendor generated value and felt the supply of infrastructure would only benefit the private developer. He noted that the hospital grounds had been discussed for social housing with Ngāti Ruanui and felt this was where council should be heading and he noted his support for that project.
- Councillor Jones questioned if a decision was required today? The Chief Executive noted that staff were behind the Long Term Plan timetable with this project. As the decision to proceed with an additional subdivision, and public consultation, had been completed by this council it was felt that this decision should be presented to the current council to make. The highest risk of not making a decision today was the vendor walking away.
- The District Mayor noted that a subdivision would benefit the entire district as it would spread the rating burden among more people. If the infrastructure was to be established via the Public Works Act then the cost would fall on existing rate payers, however through this model the costs would be shared across the new properties.

*The Director – Community Services departed the meeting at 4.56pm.*

- Councillor Dalziel noted that this decision was important to him, this is logical and he believed it would work financially. He felt a subdivision of this nature only added to Midsummer Avenue but he did feel a bit concerned about the section next door. He asked the Chief Executive if he was supportive of this purchase? Mr Hanne noted that it was important to ensure this was an elected member decision but that he was supportive of the decision. He would be very cautious about delivering the project in one swoop. A master plan would need to be developed with a logical start point.

- Councillor Sandford supported the recommendation. He noted that the ratepayers had been asked through consultation and the public had supported this. There had been nothing but good comments about the current subdivision and this purchase would make sense as it would give council the ability to get through to Flint Road. He commended staff who had been involved in the negotiation process.
- Councillor Coplestone agreed with the Chief Executive with the take it slowly approach. He felt the important part was the joining up to Flint Road and infrastructure. He supported the purchase but not for the reason of providing housing.
- Councillor Harris noted her support for the recommendation with the main point being the synergies to the current subdivision and to Flint Road. Being able to take the pressure off the Flint Road intersection will be amazing as will being able to control what happens to this piece of land.
- The Deputy Mayor voted against the resolution.

#### 16. Public Excluded Item

**Recommendation**

THAT the open meeting resume.

ERWOOD/HARRIS  
Carried  
P&S/22/149

#### 17. Closing Karakia

D21/40748 Page 186

The closing karakia was read.

*The meeting closed at 5.06pm.*

A L Jamieson  
**Chairman**

Confirmed this 4<sup>th</sup> day of October 2022.

N C Volzke  
**District Mayor**