



Notice is hereby given that a Meeting of the Woodlands Community Development Area Subcommittee will be held on:

Date: Monday, 6 August 2018
Time: 7pm
Meeting Room: Woodlands Primary School
Venue: 8 Woodlands Morton Mains Road
Woodlands

Woodlands Community Development Area Subcommittee Agenda OPEN

MEMBERSHIP

Chairperson	Michael Straith
Deputy Chairperson	Maree Small
Members	Janice McBride
	Keith McKenzie
	Ashley Michelle
	Shane Rhodes
	Councillor Paul Duffy

IN ATTENDANCE

Committee Advisor	Fiona Dunlop
Community Partnership Leader	Simon Moran

Contact Telephone: 0800 732 732
Postal Address: PO Box 903, Invercargill 9840
Email: emailsdc@southlanddc.govt.nz
Website: www.southlanddc.govt.nz

Full agendas are available on Council's Website
www.southlanddc.govt.nz

Note: The reports contained within this agenda are for consideration and should not be construed as Council policy unless and until adopted. Should Members require further information relating to any reports, please contact the relevant manager, Chairperson or Deputy Chairperson.

Terms of Reference - Community Development Area Subcommittees

Community Development Area Subcommittees are delegated the following responsibilities by the Southland District Council.

- Represent and act as an advocate for the interest of its community.
- Consider and reporting on all matters referred to it by the Southland District Council, or any matter of interest or concern to the Community Development Area Subcommittee;
- Maintain an overview of services provided by the Southland District Council within the community;
- Consider annual estimates for expenditure within the community and recommend these to Council;
- Communicate with community organisations and special interest groups within the community;
- Undertaking any other responsibilities that are delegated to it by the Southland District Council.

In addition to these activities, Community Development Area Subcommittees will consider how best to provide for our communities, and the people who live there, into the future.

Community Development Area Subcommittees will provide leadership by:

- Positively representing their community and the Southland District;
- Identifying key issues that will affect their community's future and work with Council staff and other local representatives to facilitate multi-agency collaborative opportunities.
- Promote a shared vision for the wider community of interest area and develop ways to work with others to achieve positive outcomes

Community Development Area Subcommittees will adopt a strategic focus that will enable members to:

- Provide local representation and guidance on wider community issues, initiatives and projects.
- Contribute to the development and promotion of community cohesion, by developing and supporting relationships across a range of stakeholders at a local, regional and national level.
- Take part in local community forums, meetings and workshops.
- Inform local residents and ratepayers on issues that affect them.

Community Development Area Subcommittees shall have the following delegated powers and be accountable to Council for the exercising of these powers.

Engagement and representation

- Facilitating the Council's consultation with local residents and community groups on local issues and local aspects of district wide issues including input into the Long-term Plan, Annual Plan, and policies that impact on the Board's area.
- Engaging with council officers on local issues and levels of service, including infrastructural, recreational, community services and parks, reserves and cemetery matters.
- Representing the interests of the community at Council, Committee or Subcommittee meetings when a motion under debate relates to a matter that the Board considers to be of particular interest to the residents within its community.
- Monitoring and keeping the Council informed of community aspirations and the level of satisfaction with services provided.

Financial

- Approving expenditure within the limits of annual estimates.
- Approving unbudgeted expenditure for locally funded activities up to the value of \$10,000.

Rentals and leases

- In relation to all leases of land and buildings within their own area, on behalf of Council;
 - Accepting the highest tenders for rentals of \$10,000; or less per annum.
 - Approving the preferential allocation of leases where the rental is \$10,000 or less per annum.

Local assets and facilities

- Overseeing the management of local halls and community centres which are owned by Council and where no management committee exists. This will occur by way of relationship with officers of Southland District Council.
 - Appoint a local liaison person responsible for community housing.
-

The Community Development Area Subcommittees can make recommendations to Council on:

Assets and Facilities

- Annually providing feedback on any asset management plans or community services strategies applicable to the community for which the Community Development Area Subcommittee is responsible.

Rentals and leases

- In relation to all leases of land and buildings within their own area, on behalf of Council;
 - Recommending rentals in excess of \$10,000 per annum to the Group Manager Services and Assets.
 - Recommending the preferential allocation of leases where the rental is in excess of \$10,000 per annum to the Group Manager Services and Assets.

Contracts/Tenders

- Recommending tenders less than \$200,000 to the Group Manager Services and Assets.
- Recommending tenders in excess of \$200,000 to the Services and Assets Committee.
- Recommending tenders to the Services and Assets Committee where preference is not for acceptance of the highest tenderer,

Financial

- Recommending annual estimates to Council
- Recommending unbudgeted expenditure in excess of \$10,000 to the Services and Assets Committee.

Local Policy

- Considering matters referred to it by officers, the Council, its committees or subcommittees, including reports and policy and bylaw proposals relating to the provision of council services within the Board's area; and
- Making submissions or recommendations in response to those matters as appropriate.
- Appoint a local liaison person responsible for community housing.

The Chairperson of each Community Development Area Subcommittee is delegated with the following additional responsibilities:

- Approval of leases, rental agreements and the rollover of existing contracts under \$1,000;
 - Engaging with Community Development Area Subcommittee members to make submissions to the Council on behalf of the Community Development Area Subcommittee where a submission period is outside of the Community Development Area Subcommittee meeting cycle. Where a Chairperson is unable to base a submission on a consensus among Community Development Area Subcommittee members, a Community Development Area Subcommittee meeting must be held.
-

TABLE OF CONTENTS

ITEM	PAGE
-------------	-------------

PROCEDURAL

1	Apologies	7
2	Leave of absence	7
3	Conflict of Interest	7
4	Public Forum	7
5	Extraordinary/Urgent Items	7
6	Confirmation of Minutes	7

REPORTS FOR RESOLUTION

7.1	Woodlands Walking Track Upgrade and Unbudgeted Expense Approval Report	11
------------	---	-----------

1 Apologies

At the close of the agenda no apologies had been received.

2 Leave of absence

At the close of the agenda no requests for leave of absence had been received.

3 Conflict of Interest

Committee Members are reminded of the need to be vigilant to stand aside from decision-making when a conflict arises between their role as a member and any private or other external interest they might have.

4 Public Forum

Notification to speak is required by 5pm at least two days before the meeting. Further information is available on www.southlanddc.govt.nz or phoning 0800 732 732.

5 Extraordinary/Urgent Items

To consider, and if thought fit, to pass a resolution to permit the committee 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.

Section 46A(7A) of the Local Government Official Information and Meetings Act 1987 (as amended) states:

"Where an item is not on the agenda for a meeting,-

- (a) that item may be discussed at that meeting if-
 - (i) that item is a minor matter relating to the general business of the local authority; and
 - (ii) the presiding member explains at the beginning of the meeting, at a time when it is open to the public, that the item will be discussed at the meeting; but
- (b) no resolution, decision or recommendation may be made in respect of that item except to refer that item to a subsequent meeting of the local authority for further discussion."

6 Confirmation of Minutes

- 6.1 Meeting minutes of Woodlands Community Development Area Subcommittee, 16 April 2018

Woodlands Community Development Area Subcommittee OPEN MINUTES

Minutes of a meeting of Woodlands Community Development Area Subcommittee held in the Woodlands Primary School, 8 Woodlands Morton Mains Road, Woodlands on Monday, 16 April 2018 at 7.06pm.

PRESENT

Chairperson	Michael Straith
Deputy Chairperson	Maree Small
Members	Janice McBride (7.14pm – 7.20pm)
	Keith McKenzie
	Shane Rhodes

IN ATTENDANCE

Councillor Keast
Committee Advisor - Fiona Dunlop
Community Engineer - Brendan Gray

1 Apologies

Apologies were received from Ashley Michelle and Councillor Duffy.

Moved Member Rhodes, seconded Member McKenzie and **resolved:**

That the Woodlands Community Development Area Subcommittee accept the apologies.

2 Leave of absence

There were no requests for leave of absence.

3 Conflict of Interest

There were no conflicts of interest declared.

4 Public Forum

There was no public forum.

5 Extraordinary/Urgent Items

There were no Extraordinary/Urgent items.

6 Confirmation of Minutes

Resolution

Moved Member McKenzie, seconded Member Rhodes **and resolved:**

That the Woodlands Community Development Area Subcommittee confirms the minutes of the meeting held on 19 March 2018 as a true and correct record of that meeting.

Reports

7.1 Trees on Woodlands South Road (opposite 45)

Record No: R/18/3/6465

Community Engineer – Brendan Gray was present for this item.

Mr Gray advised that the purpose of the report was to seek direction from the Subcommittee in relation to a letter received from a resident of Woodlands South Road.

The letter outlined that the trees which are opposite number 45 are affecting the television reception at that residence and also cause the road to be shaded and be slippery.

The Subcommittee noted that there were two options from officers to consider. Option one being the full removal of the trees and vegetation and the second option was for staff to approach the property owners to advise of the alternate option available for television reception. The second option would not solve the problem of trees shading the road.

Mr Gray also advised that this work would be funded from the Southland District Council roading maintenance budget and be of no cost to the Woodlands Community Development Area Subcommittee reserves.

During discussion on the report Janice McBride joined the meeting at 7.14pm.

Resolution

Moved Member McKenzie, seconded Deputy Chairperson Small **recommendations a and b (with changes as indicated) and resolved:**

That the Woodlands Community Development Area Subcommittee:

- a) **Receives the report titled "Trees on Woodlands South Road (opposite 45)" dated 10 April 2018.**
- b) **Accept or decline the quote from AVL Tree Services Limited to fell, chip and remove the trees opposite 45 Woodlands South Road, utilising machinery and to be funded from the Southland District Council roading maintenance budget (no cost to the Woodlands Community Development Area Subcommittee reserves) at a cost of up to \$3,500 excl GST and this also include the cost of gaining permits from Kiwi Rail.**

Please note that recommendation c (below) was not considered by the Subcommittee:

- c) Advise if they wish staff to approach the property owners at 45 Woodlands South Road to discuss the alternative option provided of a satellite dish and decoder.

The meeting concluded at 7.20pm.

CONFIRMED AS A TRUE AND CORRECT RECORD AT A MEETING OF THE WOODLANDS COMMUNITY DEVELOPMENT AREA SUBCOMMITTEE HELD ON MONDAY 16 APRIL 2018.

DATE:.....

CHAIRPERSON:.....

Woodlands Walking Track Upgrade and Unbudgeted Expense Approval Report

Record No: R/18/7/16778

Author: Brendan Gray, Community Engineer

Approved by: Matt Russell, Group Manager Services and Assets

☐ Decision

☒ Recommendation

☐ Information

Purpose

- 1 The 1.5 kilometre long Woodlands walking track was formed in late 2016 and has been used by a large number of people since the formation including the Woodlands School children as part of their outdoor activities. Although the track was constructed wider than originally planned it was never designed to be edged as part of the original concept. After a significant amount of use some feedback has been received regarding the surface compaction, lack of track edging and useable width. The track (although designed for walking) is not seen as suitable for running, prams, bikes or walking two abreast and this has been a criticism of some users. These issues led to the Woodlands Community Development Area Subcommittee asking for an option to upgrade the track (all in one go) rather than a staged upgrade as per the Long Term Plan.

Executive Summary

- 2 This report outlines the scope of work and prices received from suitable contractors to complete the upgrade required to meet customer expectations and user satisfaction. It will also increase the ease of maintenance going forward as it is anticipated a 4 wheeler or Mule will be able to undertake the spraying of this track with the appropriate edging. The upgrade will address the edging of almost the entire track, provide an increase in useable width and resurfacing with a compacted 40 mm layer of crushed aggregate.

Recommendation

That the Woodlands Community Development Area Subcommittee:

- a) Receives the report titled “Woodlands Walking Track Upgrade and Unbudgeted Expense Approval Report” dated 27 July 2018.**
- b) Determines that this matter or decision be recognised as not significant in terms of Section 76 of the Local Government Act 2002.**
- c) Determines that it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with Section 79 of the Act determines that it does not require further information, further assessment of options or further analysis of costs and benefits or advantages and disadvantages prior to making a decision on this matter.**
- d) Agrees to bring the entire project forward to the 2018/2019 financial year and fund entirely from the Woodlands General Reserve.**
- e) Accept the recommendation from the Community Engineer to progress with the upgrade in the 2018/2019 financial year utilising Wilson & Keen Contracting for \$26,411.32 + GST.**
- f) Request that Council approve the reprioritisation of the Woodlands Walking Track upgrade to the 2018/2019 financial year and approve the total project cost of \$26,411.32 + GST to be funded from Woodlands General Reserve and to be undertaken by Wilson & Keen Contracting.**

Background

- 3 Formed in 2016 to link the Woodlands Township and the Kingswood Bush Reserve, the walking track has been enjoyed by many people over the last 18 months.

Issues

- 4 Some criticism over the track surface and lack of track edging and useable width has led to the Woodlands Community Development Area Subcommittee requesting an upgrade to the Woodlands Walking Track in one go, rather than a staged upgrade using the Taskforce team.

Factors to Consider

Community Views

- 5 The track is widely used by the Community and the upgrade is welcomed with a perceived increase in usage through the edging, increased useable width and track surface improvements. This will ensure track can be multipurpose.

Costs and Funding

- 6 The track upgrade was originally planned in a staged approach over the next four years utilising the Taskforce Team with funding from Woodlands General Reserve. It is anticipated that the entire project (if accepted) will be funded entirely from Woodlands General Reserve. The

Reserve balance is adequate to cover this unbudgeted amount without affecting any projects already in the existing Long Term Plan.

- 7 Three prices were received from suitably qualified and Southland District Council approved contractors. The three prices received were: Wilson & Keen Contracting \$26,411.32, Fulton Hogan \$46,003.90 and SouthRoads \$57,120.00. These prices are all excluding GST. An additional subcontractor declined to price.

Policy Implications

- 8 No policy implications are applicable at this time.

Analysis

Options Considered

- 9 Two options need considered for this project.

Analysis of Options

Option 1 - Upgrade in a staged approach using Taskforce over the next four years as per the existing LTP

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none">• Funded gradually via reserves• Utilises Taskforce team	<ul style="list-style-type: none">• Track may lose appeal over the staged upgrade.• Maintenance issues associated with a half completed track.• Track not suitable at present for prams and bikes.

Option 2 - Full upgrade of track all in one project

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none">• Fast completion all in one go• Will get used a lot more by the community• Easier to maintain• Suitable for a greater range of activities• Full track length will be edged at 1.4 metres wide (except the portion by the reserve)• A new crushed gravel surface will be laid and compacted all in one go• Adequate funds in Woodlands General Reserve to cover this work	<ul style="list-style-type: none">• Draws on reserves over and above what was anticipated

Assessment of Significance

- 10 Determines that this matter or decision be recognised as not significant in terms of Section 76 of the Local Government Act 2002.

Recommended Option

- 11 My recommendation is that the Woodlands Community Development Area Subcommittee approve the project to upgrade the walking track utilising Wilson & Keen contracting for the sum of \$26,411.32 + GST to be completed in the 2018/2019 financial year.

Next Steps

- 12 Approval to fund the entire project from the Woodlands General Reserve must be sought from Council before this project upgrade can progress in the 2018/2019 financial year.

Attachments

There are no attachments for this report.