
Council

OPEN MINUTES

Minutes of a meeting of Council held via Audio/Visual Link on Wednesday 6 May 2020 at 2.00 pm.

PRESENT

Mayor	Mr B P Wanden
Deputy Mayor	Mrs J F G Mason
Councillors	Mr D A Allan
	Mr W E R Bishop
	Mr R J Brannigan
	Mr T N Isaacs
	Mr S J R Jennings
	Mrs V M Kaye-Simmons
	Mr R R Ketu
	Mrs C B Mitchell
	Ms P Tukapua

IN ATTENDANCE

Reporting Officer	Mr D M Clapperton	(Chief Executive)
	Mrs N Brady	(Deputy Chief Executive)
	Mr D McCorkindale	(Group Manager – Customer & Strategy)
	Mr K Peel	(Group Manager – Infrastructure Operations)
	Mr B Maguire	(Group Manager – Infrastructure Development)
	Mrs L Slade	(Group Manager – People & Culture)
	Mr D Law	(Chief Financial Officer)
	Mrs C Ward	(Principal Policy Advisor)
	Mr P Gaydon	(Special Projects Engineer – Infrastructure Operations)
	Mr A Howard	(ERS – Emergency Management)
	Mrs K J Corkill	(Meeting Secretary)

ALSO IN ATTENDANCE

Ms T Metcalf (Deputy Chair – Foxton Community Board)

The meeting commenced with a karakia (Cr Ketu)

1 Apologies

An apology was NOTED from the Foxton Community Board Chair, David Roache, with Ms Metcalf reporting on behalf of the FCB in his stead.

2 Public Participation

None requested.

3 Late Items

There were no late items.

4 Declaration of Interest

There were no declarations of interest.

5 Confirmation of Minutes

MOVED by Cr Allan, seconded Cr Isaacs:

THAT the Open and In Committee minutes of the meeting of the Council held on Wednesday, 8 April 2020, be confirmed as a true and correct record.

CARRIED

6 Announcements

Foxton Community Board Update

Ms Metcalf reported:

- the 30 March FCB meeting had been cancelled due to the Level 4 Lockdown. Zoom meetings were not up and running at that stage;
- a Zoom briefing had been held on 20 April 2020:
 - the Board was updated on the Foxton Beach Wharf project;
 - there was a Parks and Property update with questions in relation to some aspects of road safety at Seabury Avenue forwarded to Officers;
 - the Board worked on finalising its Annual Plan Submission;
 - Ted Melton and Janine Smart also attended to talk to the Foxton Beach Progressive Association's submission for Freeholding Funding to pay for security cameras at Foxton Beach. The Association's request was for 100% funding for the camera project with the cost estimated to be \$50,000-\$60,000. The current Freeholding Fund Policy was quite clear "... *that to maintain a sense of community responsibility, ownership and fairness the fund shall not be the sole resource for funding*". However, the Board agreed to make an exception in this case and support the full cost of the project up to a value of \$60,000.
- ANZAC Day – with no formal parades and gatherings allowed, David Roache had gone to the Foxton Cenotaph at 6.00 am, had laid several wreaths and had played the "Last Post" via telephone.
- The next Foxton Community Board meeting was scheduled for 25 May 2020. Hopefully Te Awahou Nieuwe Stroom would be opening again for meetings shortly; if not the meeting would be held via Zoom.

7 Proceedings of Committees

7.1 Proceedings of the Finance, Audit & Risk Committee 29 April 2020

Purpose

To present to the Council the minutes of the Finance, Audit & Risk Committee meeting held on 29 April 2020.

MOVED by Cr Allan, seconded Cr Jennings:

THAT Report 20/156 Proceedings of the Finance, Audit & Risk Committee 29 April 2020 be received.

THAT the Council receives the minutes of the Finance, Audit & Risk Committee meeting held on 29 April 2020.

CARRIED

7.2 Proceedings of the Emergency Committee held on 29 April 2020

Purpose

To present to Council the minutes of the Council Emergency Committee meeting held on 29 April 2020.

MOVED by Deputy Mayor Mason, seconded Cr Mitchell:

THAT Report 20/162 Proceedings of the Emergency Committee held on 29 April 2020 be received.

THAT the Council receives the minutes of the Emergency Committee meeting held on 29 April 2020.

CARRIED

8 Executive

8.1 Mayoral Report - April 2020

Purpose

For His Worship the Mayor to report to Council on the community events and Council-related meetings attended through the month

AND FURTHER

To provide Councillors the opportunity to give a brief verbal update on conference/forums attended, or the activities of those organisations/groups for which they are a Council representative.

MOVED by Mayor Wanden, seconded Cr Isaacs:

THAT Report 20/126 Mayoral Report - April 2020 be received.

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

CARRIED

Mayor Wanden noted that despite no face to face meetings, there were a number of things still happening.

Cr Kaye-Simmons advised that a meeting of the Community Wellbeing Committee was scheduled for next Tuesday (12 May) via Zoom and they would be looking at what recovery plan(s) may look like going forward, with updates also from Elected Members and the various organisations as to what they had been doing over the last few weeks.

8.2 Monitoring Report to 6 May 2020

Purpose

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

MOVED by Cr Allan, seconded Cr Bishop:

THAT Report 20/127 Monitoring Report to 6 May 2020 be received.

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

CARRIED

Page 23 20/120 – Fees and Charges 2020/2021: Food Act and Resource Consenting Planning

The consultation process had commenced with submissions closing this Friday (8th). Officers had directly contacted all the relevant food businesses to let them know about this; with no submissions received to date.

Page 22 17/534 – Provisional Local Alcohol Policy – Appeals

With the consultation period having been extended, Cr Tukapua said she had queried if that applied to previous submitters only and had been advised that was the case. Her query had stemmed from the fact that last year members of the Youth Network had wanted to be engaged in the process but had been told they were too late.

8.3 Phase One Covid-19 Relief Response Update

Purpose

To update Council on phase one of Council's COVID-19 relief response.

MOVED by Cr Isaacs, seconded Cr Allan:

THAT Report 20/137 Phase One Covid-19 Relief Response Update be received.

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

CARRIED

Reiterating the purpose of the report, Mrs Brady then responded to queries:

- with regard to the resealing work at the pool and whether that had started and could be completed on schedule, work had commenced within the site this week, the pool had been drained, prep work was underway and there was nothing to indicate it was not on track;
- in terms of what was proposed in the communications space, as well as what was outlined in the report, a range of media options would be looked at to keep the community updated on what Council and others were doing;
- an update on the SkinnyJUMP initiative: 123 enquiries had been fielded and 94 of those had been converted into direct sign-ups and that would continue to rise. There had also been queries from Kapiti, despite not being in this district. A considerable amount of feedback had been received, with thanks coming from Grant Congden of Horowhenua College for the way a number of whanau had been engaged with to get internet connections into their homes;
- how the SkinnyJUMP worked: it was essentially a subsidised, flexible, prepaid option, with no contracts and with a modem supplied free of charge. Officers would continue to monitor the programme.

Mrs Brady expressed her pride at the work done by the Library team, with Mayor Wanden echoing her sentiments with regard to the work being done by staff at each of Council's community facilities. All the feedback he had received had been extremely positive.

8.4 Horowhenua District Council Civil Defence Alert Levels

Purpose

To provide the Horowhenua District Council with the concepts of the anticipated levels of Civil Defence & Emergency Management (CDEM) activities throughout the alert levels of the COVID-19 response.

MOVED by Cr Kaye-Simmons, seconded Cr Bishop:

THAT Report 20/159 Horowhenua District Council Civil Defence Alert Levels be received.

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

CARRIED

Congratulations and thanks were expressed to Council's Emergency Management Officer, Mr Howard, by the Mayor and Councillors for all the great work that was being done by the various agencies and volunteers to support the needs of people throughout the district, with Mr Howard saying he would pass those comments on.

8.5 Draft Rates Postponement Policy

Purpose

To present to the Horowhenua District Council a draft Rates Postponement Policy for consideration prior to it going out for public consultation as required by the Local Government Act 2002 (LGA), subsequent to its adoption.

MOVED by Cr Jennings, seconded Cr Allan:

THAT Report 20/164 Draft Rates Postponement Policy be received.

THAT this matter or decision is recognised as significant in terms of S76 of the Local Government Act.

CARRIED

After discussions with the Deputy Mayor and the Chief Executive and from feedback received that further consideration was needed before the Policy went out for public consultation, Mayor Wanden proposed laying this report on the table and having a workshop to discuss the draft Policy and get further input from Councillors.

With Councillors supporting laying the report on the table, Mr Clapperton said he would arrange for a workshop as soon as possible to allow sufficient time for public consultation before the Policy, should it progress, came to Council for adoption.

MOVED by Mayor Wanden, seconded Deputy Mayor Mason:

THAT Report 20/164 Draft Rates Postponement Policy lay on the table pending a workshop to be held to further consider the Policy.

CARRIED

8.6 Proposed Schedule of Fees and Charges 2020/2021

Purpose

To propose a schedule of fees and charges for those fees that have not already been considered at the 08 April 2020 Council meeting.

MOVED by Cr Kaye-Simmons, seconded Cr Isaacs:

THAT Report 20/153 Proposed Schedule of Fees and Charges 2020/2021 be received.

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

CARRIED

Speaking to the report, Mr Clapperton drew attention to Regulatory fees and charges and the private/public split, with approximately 35% of cost recovery coming through rates, with the rest coming from fees. He noted there was the risk, if fees remained at the same level, that any increase would be borne by the ratepayer through the general rate. However, in conjunction with the recalibrating work being done for the Annual Plan, Officers were looking at ways, if there was no fee increase, for there to be a neutral impact within the Regulatory activity and options would be brought back to Elected Members for consideration.

Responding to a query that if zero fees went ahead would there be a hole in the budget, Mr Clapperton said at this stage it had not been possible to get a good indication as to what effect COVID-19 would have on activities over the next 12 months. One example was the first draft of the budget that had been prepared for the Annual Plan. That had been completed in November last year and had been based on a fairly robust assessment of building consents for 1 July 2020 – 30 June 2020, with a second assessment done in late February of this year. It was not possible to accurately determine what impact COVID-19 would have: activity could be more or less, or it may remain the same.

If the desire was to reduce rates and to have a zero fees and charges increase, with the money having to come from somewhere, and if that would mean an increase in debt, Mr Clapperton said there were some options which could be considered such as looking at costs and levels of service; however, some Councils had looked at covering the income shortfall by debt.

Mayor Wanden reiterated that this issue would be discussed during the Annual Plan process.

Option three, which proposed new fees, reductions and zero increases for all remaining fees and charges, was discussed as the proposed recommendation, and with it being noted that there would be the opportunity to discuss any further modifications during the Annual Plan process, it was:

MOVED by Cr Mason, seconded Cr Allan:

THAT the Horowhenua District Council proceeds with the fees and charges for the 2020/2021 year as per the proposed schedule attached to this report which includes new fees, reductions and zero increases for all remaining fees and charges.

CARRIED

8.7 Options for Community Grants and Funding in the 2020/2021 financial year in response to COVID-19

Purpose

To present options for Community Grants and Funding in the 2020/2021 financial year as part of Council's short term response to the COVID-19 pandemic.

MOVED by Cr Allan, seconded Cr Kaye-Simmons:

THAT Report 20/154 Options for Community Grants and Funding in the 2020/2021 financial year in response to COVID-19 be received.

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

CARRIED

Mrs Brady said this was similar to the previous report and provided information that had been requested to allow Councillors to explore and understand the options that could be provided to the community as part of the response to COVID-19 and its effects.

Chair of the Community Funding and Recognition Committee, Cr Tukapua proposed option 3 as the recommendation, with Committee Members Cr Allan adding further comment.

It was noted:

- the criteria did need further consideration;
- community groups, which were a conduit to their differing communities, needed to be factored into the criteria;
- assistance would be required for community organisations to access other available funding, such as Lottery grants;
- whether the internal resources were available to administer what was proposed needed to be considered.

Mr Clapperton added that it was not known yet what other funding may be available to support organisations but what this did do was give the Community Funding and Recognition Committee an indication of how to address the gaps that could occur.

MOVED by Cr Tukapua, seconded Cr Allan:

THAT the Horowhenua District Council adopts the following options for Community Grants and Funding for the 2020/2021 financial year as part of Council's short term response to the COVID-19 pandemic:

- *Clawing back all contestable grant funds and centralising them into the Community Development Fund which should give a total of approximately \$143,000.00 to allocate.*
- *Conducting a bi-monthly meeting for grant applications, similar to regional funds. Therefore, applications would be open for as long as the funds were available. Although there might be a large number of applications they would have to meet the criteria to be considered.*
- *This would require a defined outline for the new grant criteria in response to the COVID-19 pandemic and support for community recovery. Ultimately the criteria would look for and prioritise applications:*
 - *conducting projects/initiatives/organisations that support community recovery and are designed to provide future preparedness; and*
 - *initiatives that are designed to encourage community connectedness and supporting 'local'.*
- *This would be a one-off response in 2020/2021, grants would resume as normal in 2021/2022.*

CARRIED

MOVED by Cr Allan, seconded Cr Jennings:

THAT the Community Funding and Recognition Committee brings to the 10 June 2020 meeting of Council recommended grants and funding criteria.

CARRIED

9 Customer and Regulatory Services

9.1 Horowhenua Integrated Transport Strategy

Purpose

To present to the Horowhenua District Council (HDC), for adoption, the Horowhenua Integrated Transport Strategy.

MOVED by Deputy Mayor Mason, seconded Cr Allan:

THAT Report 20/133 Horowhenua Integrated Transport Strategy be received.

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

CARRIED

Council's Principal Policy Planner, Mrs Cynthia Ward, spoke to this report noting the extensive work programme and engagement that had taken place during 2019 which underpinned the Strategy as presented.

A number of questions were raised about the implementation of various aspects of the Strategy, costs to date and possible future costs, and management of the Strategy going forward, with Mayor Wanden and Mrs Wade stressing that this was a Strategy and not an Action Plan. Different actions and programmes would be developed from the Strategy, and these would also be influenced by a number of things such as NZTA's processes, O2NL, and other projects happening around the district.

With some understanding requested as to what this Strategy could deliver, Mr Clapperton said it had proved helpful when engaging recently with NZTA on the O2NL project and he did intend to include that in a workshop for Councillors.

Mrs Ward also stressed, in terms of outcomes, this was not just about projects, it was about advocacy, and having a strategy in place meant Council was well placed to show it had looked at the District's transport system in a holistic integrated fashion.

Both Mayor Wanden and Deputy Mayor Mason expressed their thanks and acknowledged the considerable amount of work that had gone into producing the Strategy.

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

THAT Council endorses the Horowhenua Integrated Transport Strategy and the Strategic Transport Outcomes Statement for the Horowhenua District.

THAT the Horowhenua District Council adopts the Horowhenua Integrated Transport Strategy.

THAT the Group Manager – Customer and Strategy be authorised to make minor amendments to Horowhenua Integrated Transport Strategy prior to publishing.

CARRIED

10 Infrastructure Operations

10.1 Draft Water Supply Bylaw 2020

Purpose

To seek Council approval to publicly consult on the draft Horowhenua District Council Water Supply Bylaw 2020, through the Special Consultative Procedure. Included for Council's approval is also the Statement of Proposal required as part of the Special Consultative Procedure.

MOVED by Cr Allan, seconded Cr Brannigan:

THAT Report 20/91 Draft Water Supply Bylaw 2020 be received.

THAT this matter or decision is recognised as not significant in terms of Section 76 of the Local Government Act 2002.

CARRIED

Noting that this would be a new Water Supply Bylaw and, if adopted, the 2014 Bylaw would be revoked, Mr Clapperton proposed additional recommendations to those in the report following feedback he had received.

Responding to a query about any differences between the two Bylaws, Mr Peel said there had been some changes from the 2014 Bylaw which had not been well written, and the 2020 Bylaw had been checked by Council's lawyers to ensure it would be legally defensible. The intent of both documents was the same, but the 2020 Bylaw would be easier to use.

Responding to a query with regard to any impact there may be in relation to Treaty claims, Mr Clapperton said that discussion would take place through the Horowhenua Water Working Party, which included iwi representation, and the consultation process was a means for further dialogue to occur. He also advised that the date of 1 May 2020 noted in the Bylaw for it to come into force was not correct. It would come into force following adoption by Council.

MOVED by Cr Jennings, seconded Cr Kaye-Simmons:

THAT the Horowhenua District Council notes that the Water Supply Bylaw 2014 was not reviewed within the required five (5) year statutory period under section 158 of the Local Government Act 2002, and as such the existing Bylaw cannot be amended, requiring instead that a new Bylaw be made and the current Bylaw revoked.

THAT the Horowhenua District Council has determined, in accordance with section 155 of the Local Government Act 2002, that the draft Water Supply Bylaw 2020 is the most appropriate form of bylaw to address the matters covered therein, and does not give rise to any implications under the [New Zealand Bill of Rights Act 1990](#).

THAT the Horowhenua District Council resolves that the Special Consultative Procedure as required by Section 156(1) of the Local Government Act 2002 be used for consultation purposes, and the Draft Water Supply Bylaw 2020 be used as the Statement of Proposal, the Summary of Information and the Submission Form be consulted on using the special consultative procedure as set out in Section 83 and Section 86 of the Local Government Act 2002.

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.

That prior to the commencement of the required consultation period, the draft Water Supply Bylaw 2020, Statement of Proposal, and Summary of Information be amended by Council Officers to reflect that the draft Bylaw is being made as a 'new' bylaw rather than an 'amendment', and that references to the completed review process be updated to reflect that it was not completed within the statutory time period, noting however that the review completed, although not procedurally correct, has informed development of the new Bylaw which is intended to enhance the 2014 Bylaw.

CARRIED

The meeting concluded with a karakia (Cr Tukapua).

3.31 pm

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

CONFIRMED AS A TRUE AND CORRECT RECORD
AT A MEETING OF COUNCIL HELD ON

DATE:.....

CHAIRPERSON:.....