

# Council

## Open Agenda



Notice is hereby given that an ordinary meeting of Matamata-Piako District Council will be held on:

**Date:** Wednesday 11 April 2018  
**Time:** 9:00am  
**Venue:** Council Chambers  
35 Kenrick Street  
TE AROHA

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### Membership

#### Mayor

Jan Barnes, JP

#### Councillors

Donna Arnold  
Teena Cornes  
Paul Cronin  
Neil Goodger  
Brian Hunter  
Peter Jager

James Sainsbury  
Ash Tanner  
Kevin Tappin  
James Thomas, JP  
Adrienne Wilcock

Phone: 07-884-0060  
Address: PO Box 266, Te Aroha 3342  
Email: [corp.legal@mpdc.govt.nz](mailto:corp.legal@mpdc.govt.nz)  
Website: [www.mpdc.govt.nz](http://www.mpdc.govt.nz)



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**1 Meeting Opening**

**2 Apologies**

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

**3 Leave of absence**

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

**4 Urgent Additional Business**

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

“An item that is not on the agenda for a meeting may be dealt with at that meeting if-

- (a) The local authority by resolution so decides; and
- (b) The presiding member explains at the meeting, at a time when it is open to the public,-
  - (i) The reason why the item is not on the agenda; and
  - (ii) The reason why the discussion of the 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.”

**5 Declaration of interest**

Members are reminded of their obligation to declare any conflicts of interest they might have in respect of the items on this Agenda.

**6 Confirmation of minutes**

Minutes, as circulated, of the Ordinary Meeting of Matamata-Piako District Council, held on 14 March 2018

**7 Matters Arising**

**8 Announcements**

**9 Notices of Motion**

## Reserves Acquisitions

Trim No.: 1994523

### Executive Summary

Newly created Reserves are often vested in Council as a result of subdivisions.

In November 2013, Council adopted its Open Spaces Strategy which includes guidelines on the provision, distribution, development and acquisition of parks and open spaces.

Reserve acquisitions via subdivisions and related issues were discussed at a Council Workshop on 22 November 2017. This report presents a summary of the issues discussed and potential ways to address these issues.

Issues include:

- Alignment with Council's Open Spaces Strategy 2013
- Ensuring that vested Reserves are fit for purpose
- The level of benefit that the community is likely to derive from the Reserve
- A relatively short statutory timeframe for decision-making
- The need for policy guidelines to ensure transparency, consistency and efficiency.

Currently, the general approach is as follows:

- If the need for a Reserve is identified in the Open Spaces Strategy and it will be utilised as an open space, the reserve will be vested in Council and Council will purchase the reserve at an agreed price.
- If a Reserve is purely used for the treatment and/or storage of stormwater, the reserve is vested in Council at no cost.
- If there is a dual or multiple use, the Reserve is vested in Council. The land area is then apportioned in terms of its primary purpose and Council purchases the land at a cost determined by the value of the portion that serves a community purpose.

This approach is not currently formalised in a policy. It is therefore recommend that a more detailed policy be developed.

A lack of clear policy can result in Reserves being vested in Council that:

- are located in inappropriate places
- are not easily accessible
- lack connectivity
- are of an inappropriate size or shape

- provide limited public benefit (while incurring operational and maintenance costs).

## Recommendation

That:

1. The report be received;
2. Council develops a policy on reserve acquisitions and incorporates it in the Open Spaces Strategy;
3. Council delegates authority to enable the Chief Executive to make decisions on the purchase of Reserve lands vested in Council through subdivision processes.
4. Council resolves to accept vesting the Reserves discussed at the Workshop.

## Content

### Background

Newly created Reserves are often vested in Council as a result of subdivisions.

In November 2013, Council adopted its Open Spaces Strategy which includes guidelines on the provision, distribution, development and acquisition of parks and open spaces.

Reserve acquisitions via subdivisions and related issues were discussed at a Council Workshop on 22 November 2017. This report presents a summary of the issues discussed and potential ways to address these issues.

### Issues

#### ***General issues regarding the acquisition of Reserves through subdivisions***

A number of general issues relating to the acquisition of Reserves vested in Council at subdivision were discussed at the Workshop. This section of the report provides context and discussion around common issues.

#### *Alignment with Open Spaces Strategy*

Council's Open Spaces Strategy 2013 provides policy guidelines on:

- park provision by park category
- park distribution
- land acquisition.

The following guidelines apply to the distribution of different park categories.

- Amenity Parks established for beautification purposes shall be located in high profile, high traffic (vehicle and pedestrian) sites where maximum exposure and benefit can be obtained.

- Linkage Parks will be provided where opportunity exists to acquire land adjacent to waterways or where linkages between parks are able to be created particularly where a network of walkways/cycleways can be developed in urban areas.
- Natural Parks will be provided where native ecosystems already exist, especially within or adjacent to urban areas.
- Neighbourhood Parks will be located as “satellites”, designed to provide an area of open green play space within easy walking of any urban home.
- Outdoor Adventure Parks will be located at the edges of urban areas, or some distance from urban areas, so that a wide range of recreational activities can be undertaken without directly impacting negatively on residential properties.
- Special Purpose Sites will have their location determined by their purpose.
- Premier Parks are iconic destinations that should be readily accessible and will be provided at focal and central locations or where specific natural features are present.
- Sports and Recreation Park provision is based on two sub categories. These are district and local. District Sports and Recreation Parks will continue to be based centrally in Matamata/Morrinsville/Te Aroha within easy reach of the majority of the population, which enables specialist high quality facilities to be provided, and avoids duplication. Local Sports and Recreation Parks will be distributed throughout individual communities to provide local access to sports activity such as club practice areas, junior sports and smaller scale sports facilities such as tennis and bowls.

When considering acquisition of park land the Strategy prescribes the following steps in the decision making process:

- Determine the likely use of the land under consideration, and categorise it using the park management categories in the Open Spaces Strategy.
- Determine if the Open Spaces Strategy indicates if the provision of this category of park land is to be increased, and if it is in the required location for that category type.
- Using the provision statements in the Strategy, determine if the land in question meets the size and characteristics for the particular park category.

These guidelines provide a framework for considering whether or not Council should acquire proposed Reserve lands.

The Open Spaces Strategy does not however currently contain policies about whether or when Council should be paying for vested Reserves.

Sometimes Reserves are vested which contain a stormwater soakage system under the ground or have a stormwater retention or detention pond located on the Reserve. The primary purpose of such Reserves is often stormwater management rather than any of the purposes identified in the Open Spaces Strategy. At times, Reserves containing stormwater management devices can

however also provide for recreation opportunities, beautification, habitat protection, or connectivity. When there are multiple uses/purposes the situation can become more complex.

Currently, the general approach is as follows:

- If the need for a Reserve is identified in the Open Spaces Strategy and it will be utilised as an open space, the reserve will be vested in Council and Council will purchase the reserve at an agreed price.
- If a Reserve is purely used for the treatment and/or storage of stormwater, the reserve is vested in Council at no cost.
- If there is a dual or multiple use, the Reserve is vested in Council. The land area is then apportioned in terms of its primary purpose and Council purchases the land at a cost determined by the value of the portion that serves a community purpose. For example, if a three hectare Reserve were created and one hectare were used exclusively for a stormwater detention pond, and the remaining two hectares were suitable for use as a neighbourhood park, then Council would purchase the three hectares at the value of the two hectares that Council requires.

This general approach is not currently formalised in a policy document. It is therefore recommended that a more detailed policy and process for this be developed, potentially included in the Open Spaces Strategy.

#### *Fitness for purpose*

A lack of clear policy can result in Reserves being vested in Council that:

- are located in inappropriate places
- are not easily accessible
- lack connectivity
- are of an inappropriate size or shape (limiting their potential use and increasing maintenance costs)
- provide limited public benefit (while incurring operational and maintenance costs).

#### *Scale of benefits*

Given that ratepayers will be funding the future maintenance and operation of a Reserve created as a result of a subdivision, it is appropriate to consider the level of benefit that the community is likely to derive from the Reserve.

Reserves potentially provide the following levels of benefit:

- Developer benefits (e.g. stormwater disposal or creation of an additional lot)
- Local neighbourhood benefits (e.g. stormwater, recreation, and beautification)
- Greater community benefits (e.g. playground, connectivity).

A small reserve, occupied almost entirely by stormwater assets is unlikely to provide amenity or recreation opportunities for the broader community. A reserve that includes some stormwater assets but which also provides a linkage from the new subdivision to other open space areas as



well as adequate space for recreation activities may however provide benefit to the neighbourhood or wider community.

In specific cases options other than the vesting of Reserves may also be an option such as the creation of conservation covenants.

#### *Transparency*

A clear policy framework provides more certainty for developers, Council staff and members of the public about the process and likely outcomes.

#### *Consistency*

Historically, reserve acquisitions through subdivisions have been decided on a case-by-case basis. There is a degree of risk in a case-by-case approach. A policy framework can help minimise the risk of treating essentially similar situations differently.

#### *Infrastructure provision*

In some cases, Reserves have been vested in an undeveloped state while in other cases they have been developed to varying degrees.

The Open Spaces Strategy provides development guidelines for the various park categories but does not require vested Reserves to be developed.

The Regional Infrastructure Technical Specification (RITS) sets out the standards for design and construction of public infrastructure and is Council's acceptable technical specification for development. The RITS promotes a holistic planning approach whereby landscaping and infrastructure aspects are planned simultaneously to minimise potential conflicts. It does not however stipulate when or by whom infrastructure development is to occur.

In some cases it may be beneficial for new Reserves to be relatively undeveloped. For example, in order to keep maintenance costs down it may be beneficial to graze or mow an undeveloped future neighbourhood park until the surrounding subdivision is sufficiently developed to justify additional expenditure on items such as footpaths, park furniture or play equipment. In other situations, it may be beneficial to have some infrastructure in place early. If footpaths or cycleways through a new linkage park are constructed early on, they could potentially allow for connectivity and alternative modes of transport to function as part of a wider network, regardless of the level of residential development within the new subdivision itself.

Council may wish to consider setting policies around matters such as:

- who is responsible for infrastructure provision at newly-created Reserves
- to what extent should they be developed (if at all)
- the impact that the level of development may have on the cost of the land (i.e. if the land has been developed to some extent, developers may expect the land to be worth more).

#### *Financial Contributions*

Financial contributions for Reserves under the Resource Management Act are seldom adequate to cover the acquisition costs of vested Reserves. Reserve Contributions are also due to be phased out. In future, Council may have to include Reserves in the Development Contribution Policy.



*Statutory timeframes and delegated authority*

The Resource Management Act 1991 imposes a statutory timeframe of up to twenty working days for Council to process a non-notified resource consent application.

This imposes a very tight timeframe for decision-making.

Council could potentially delegate the authority to agree to purchase Reserve land to the Chief Executive.

The guidelines in the Open Spaces Strategy (or a standalone Council Policy linked to the Open Spaces Strategy) could provide a reference framework for such decision-making.

### *Policy development options*

There is currently no specific policy on Reserve acquisition except for the guidelines in the Open Spaces Strategy.

Council could develop a standalone Policy for Reserve Acquisition to provide for a consistent and transparent process. If a standalone policy is developed it should align with the Open Spaces Strategy.

Alternatively, the current land acquisition guidelines within the Open Spaces Strategy could be expanded and updated to be more comprehensive. The Strategy is due to be reviewed in 2018-19.

### *Designations*

Designations are an alternative tool for acquiring future Reserve land.

A Designation is a planning tool used by Ministers of the Crown, local authorities and network utility operators approved as Requiring Authorities under Section 167 of the Resource Management Act 1991.

Only Requiring Authorities can seek Designations for land. Designations have historically enabled government agencies to get planning permission for public works and protect land for future public works. Requiring Authorities can only designate land where they are financially responsible for the project, work, or operation on the designated land.

A Designation is a form of 'spot zoning' over a site, area or route in a District Plan. The 'spot zoning' authorises the Requiring Authority's work and activity on the designated site, area or route without the need for land use consent from the relevant territorial authority. It has a similar effect to a plan change establishing a permitted activity because it identifies the affected land in the District Plan, enables the Requiring Authority to undertake works within the designated area without the need for a land use consent, and sets the parameters under which the activity may occur.

Designations are intended as a long-term planning tool. A Designation provides 'approval' for a project or work, but often the details are not available at the time of designation. It can take years before construction begins due to funding or land acquisition processes. The Outline Plan process allows details of the works/project to be provided to the territorial authority at a later time.

Once designated, Council is obliged to purchase the land unless the designation lapses.

Designations can be an appropriate tool in cases where there is a high degree of certainty about the physical location and future purpose of future Reserves.

Council could for example use designations to secure some of the future Reserves identified in the Open Spaces Strategy if the location and purpose is certain.

The exact location of future linkage parks in particular are however affected by a variety of factors including subdivision layouts, growth rates and patterns, site factors, zoning, land uses, alternative means of achieving objectives etc. In cases where there is less certainty about where Reserves will be needed, it may not be cost effective to use designations.

### ***Acquisition of particular Reserves through subdivisions***

Proposals for a number of potential reserves to be vested in Council were discussed at the Workshop.

It is requested council formally resolve to have these reserves vested in Council.

Table 1: Developments and proposed Reserves

Development Name	Attachment No.	Comments
Nettro	A	<p>Proposed Reserve predominantly for stormwater retention purposes.</p> <p>There is some potential to provide a narrow linkage from Beatty Road/Hampton Terrace through to the Reserve below Peakedale Drive however there is already a linkage to that Reserve from Beatty/Hampton via Archford Road.</p> <p>Council would not be purchasing the Reserve as it is mainly for stormwater use.</p>
Peakedale/ Yangulla	B	<p>Proposed Reserves provide for pedestrian access as well as stormwater management.</p> <p>The proposed Reserves would provide linkages between Eldonwood, Peakedale Drive, Buxton Crescent and Archford Road. If land to the South were subdivided there could potentially be a linkage to Beatty Road as well. These linkages would align with the open Spaces Strategy and potentially provide part of the Matamata Outer Walkway. Council may wish to designate the land to the South to ensure future connection to Beatty Road to enable this to happen.</p> <p>Council would purchase some of the Reserves which are purely there for linkages, but the main reserve in the centre Council would not be purchasing as its main use is for stormwater detention/retention.</p>
Ancroft	C	<p>Proposed Reserves are for stormwater and pedestrian linkages while Lot 57 is for recreation and amenity purposes.</p> <p>Proposed Lot 57 broadly in alignment with Council's Open Spaces Strategy 2013 which identified the need for an additional Neighbourhood Park 'in the vicinity of Kaimai Drive' in the next 20 years.</p> <p>Council would be purchasing the land that will be used for the Neighbourhood Park and the Linkage park, 10m width, but any additional land vested in Council for mainly for stormwater retention would not be purchased by Council.</p>
Longlands	D	<p>The proposed strip of land is identified in Open Spaces Strategy.</p> <p>Council has the option of having it vested as Reserve or of being the beneficiary of an easement over it.</p> <p>Council may wish to consider a designation over the land (a) between the Banks Road Local Purpose Reserve and the Longlands development; and (b) between the Longlands and Ancroft subdivisions. If Council designated a 10m wide strip of land over those properties, it could secure a future linkage between Banks Road and State Highway and from there to the Kahikatea Crescent Reserve and potentially Tower Road.</p>
Henderson	E	<p>Proposed Reserves would provide a linkage between Station Road and Neil Algar Reserve. This aligns with the Open Spaces Strategy as Neil Algar Reserve is linked to Pohlen Park and Peria Road so this would</p>

Development Name	Attachment No.	Comments
		<p>enable further linkages to Western Street and Smith Street (via Pohlen Park) and to Matamata Cemetery, the War Memorial Grove and Dawson Street (via Peria Road) thus completing a large section of the Matamata Inner Walkway.</p> <p>Once the consent is finalised Council would be purchasing a 10 metre strip for access. It will not purchase any additional land that is vested in Council for stormwater retention/detention.</p>
Maher	F	<p>The proposed Reserve creates a linkage between Howie Park and the State Highway thus creating a potential walking circuit. While this specific link was not highlighted in the Open Spaces Strategy the proposal is in alignment with the recommendations of the Open Spaces Strategy specifically 7.1.2 which promotes linking existing parks where practicable.</p> <p>The proposed Reserve is used mainly for utilities.</p> <p>Council will not be purchasing the land as it is used for utility purposes.</p>



Figure 1: Approximate locations of subdivisions in Matamata. See attachments for details.





Figure 2: Approximate location of subdivision in Morrinsville. See attachments for details.

## Analysis

### Options considered

1. To develop policy guidelines on the acquisition of Reserves through subdivisions
2. Status quo

### Analysis of preferred option

The preferred option is to develop and adopt policy that potentially address matters such as (but not necessarily limited to):

- Whether or not to accept a Reserve
- Whether or not to purchase a Reserve
- Assessing the degree of public benefit of the Reserve
- Agreement on the process to value Reserves prior to purchase
- Delegation to the Chief Executive to ensure timely decision-making within the policy framework
- A dispute resolution process

- Agreement on who is responsible for developing the Reserve and to what extent
- Guidance on the use of designations and other planning tools.

A written policy is likely to promote efficiency, transparency and consistency.

### **Legal and statutory requirements**

The Resource Management Act 1991 regulates subdivisions. It also imposes timeframes during which Council must decide whether or not to grant consent for subdivisions.

### **Impact on policy and bylaws**

The Open Spaces Strategy 2013 contains guidelines on land acquisition. If a policy is developed it should align with the Open Spaces Strategy. Potentially the guidelines in Open Spaces Strategy could be expanded and updated. Alternatively, a standalone policy document could be developed that is more detailed but which is linked to the Open Spaces Strategy (e.g. broad guidelines could be in the Strategy and more detailed policies could be in an Appendix to the Strategy).

### **Consistency with the Long Term Plan / Annual Plan**

Policy improvements would align with Council's new Vision and Community Outcome Themes.

### **Impact on Significance and Engagement Policy**

Not applicable.

### **Communication, consultation and decision making processes**

A written policy would improve consistency and transparency.

Council may wish to consult on the Open Spaces Strategy when it reviewed.

### **Consent issues**

There are statutory timeframes under the Resource Management Act that apply to subdivision consents. Having a clear policy in place and decision-making delegated to staff could improve efficiency.

### **Timeframes**

The Open Spaces Strategy is due for review in 2018-19.

### **Contribution to Community Outcomes**

- 1f) Council services and activities will contribute to the health and wellbeing of our community/iwi
- 2c) Council's decision making will be sound, visionary, and consider the different needs of our community/iwi

- 3a) Council's reserves and facilities will be safe, well maintained and accessible to encourage people to use them
- 3b) People will be well informed of the districts resources, equipment, and facilities
- 4c) Council will protect and regenerate our native flora, wetlands and significant natural features
- 6d) Council consent processes will ensure that our communities and environment are safe and sustainable

## Financial Impact

### i. Cost

Reviewing the Open Spaces Strategy and developing additional policies would mostly involve staff time and potentially some external specialist or technical advice. The overall project cost is likely to be less than \$10,000.

### ii. Funding Source

Reviewing the Open Spaces Strategy and developing additional policies can be funded from existing operational budgets.

## Attachments

- A. Nettro
- B. Peakedale/Yangulla
- C. Ancroft
- D. Longlands
- E. Henderson
- F. Maher

## Signatories

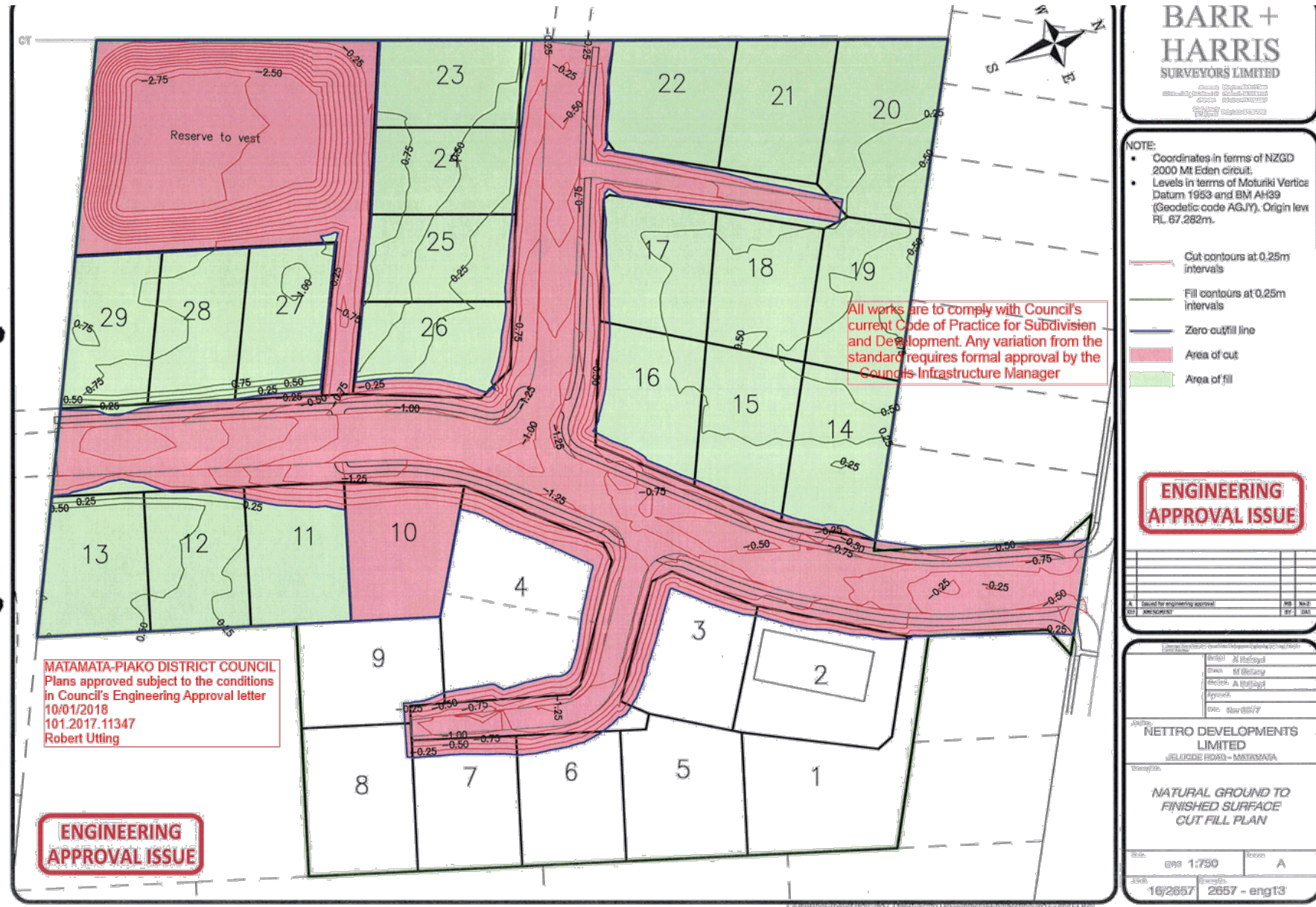
Author(s)	Mark Naude <b>Parks and Facilities Planner</b>	
	Susanne Kampshof <b>Asset Manager Strategy and Policy</b>	

Approved by	Susanne Kampshof <b>Asset Manager Strategy and Policy</b>	
	Manaia Te Wiata <b>Group Manager Business Support</b>	

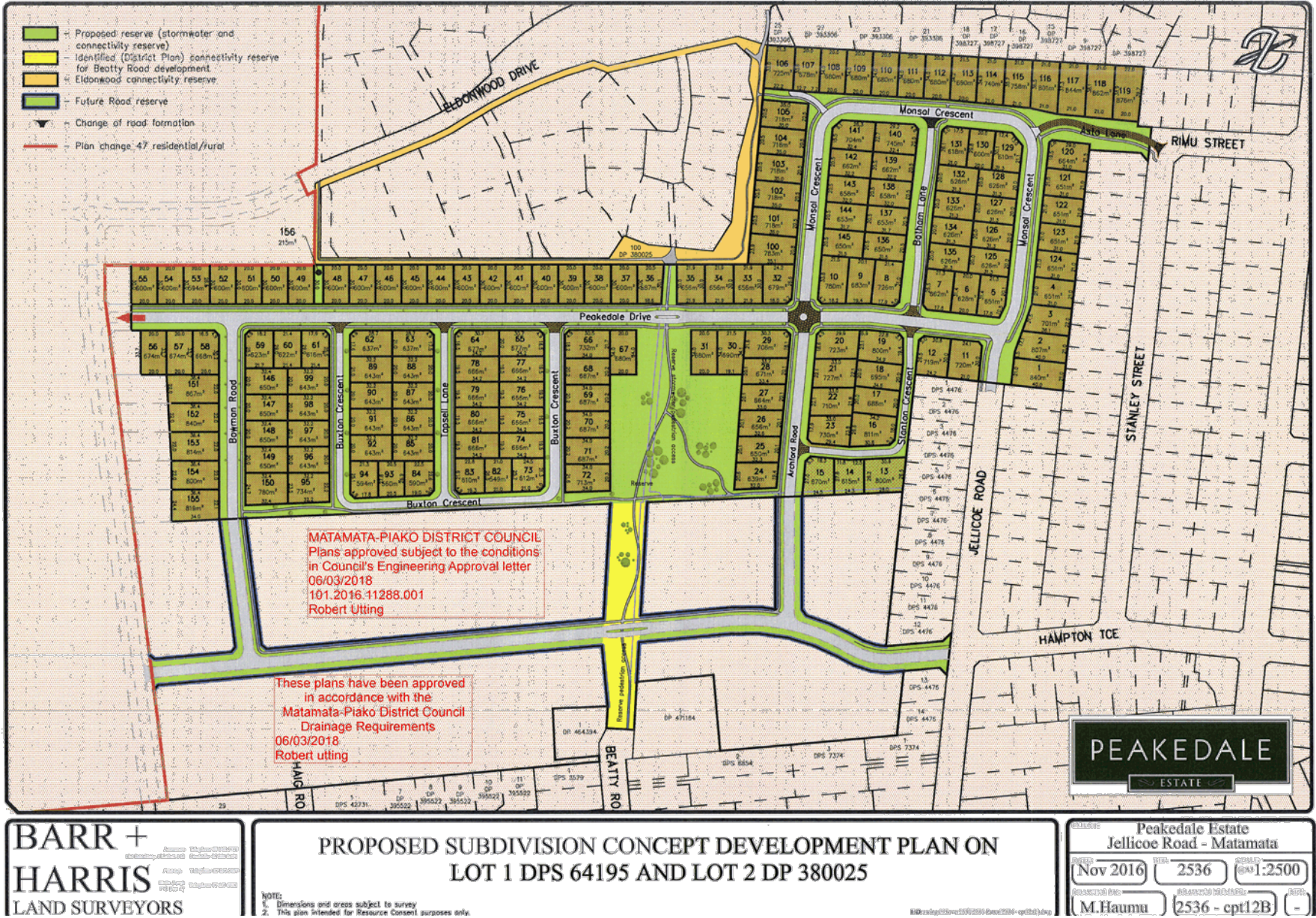




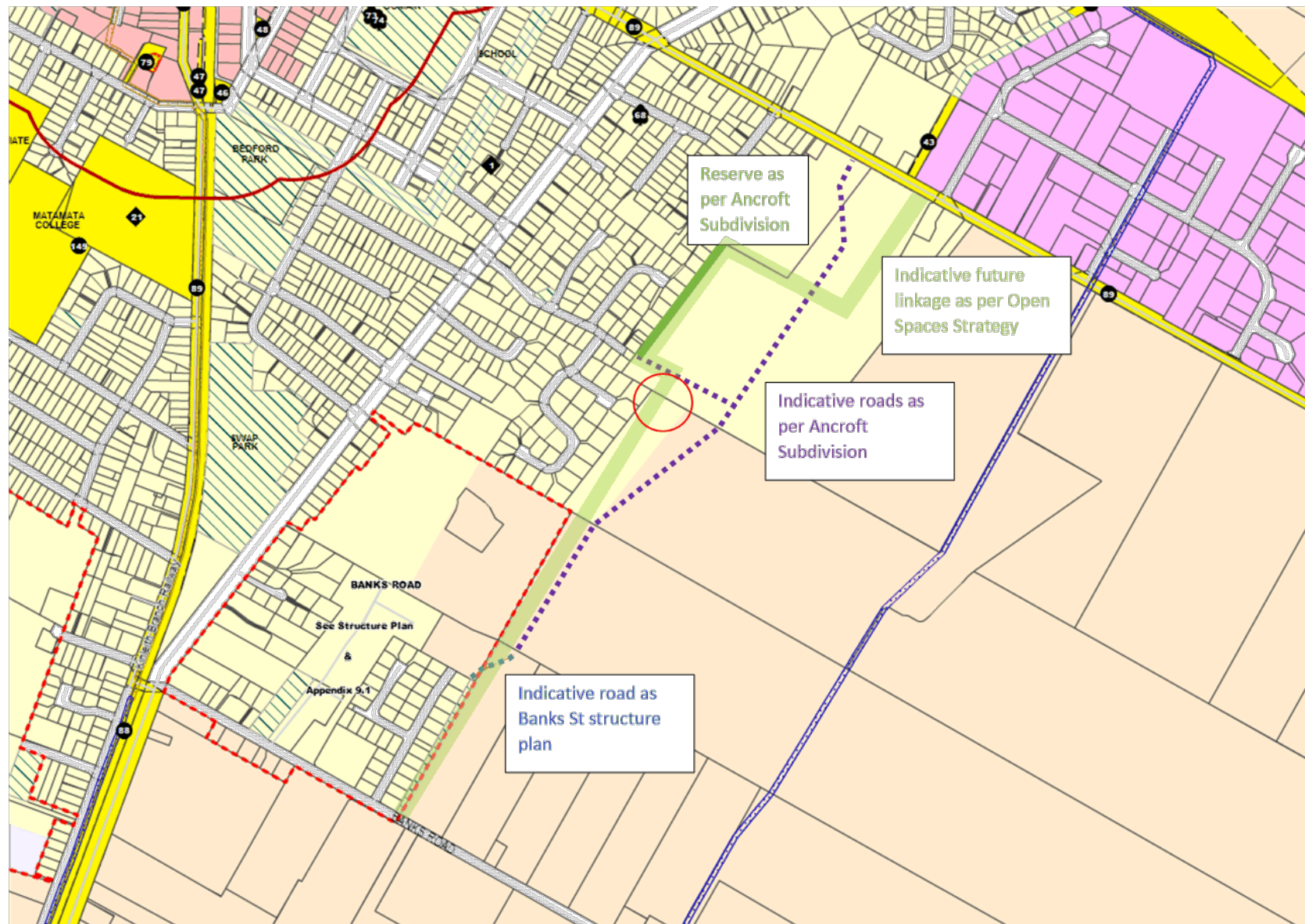


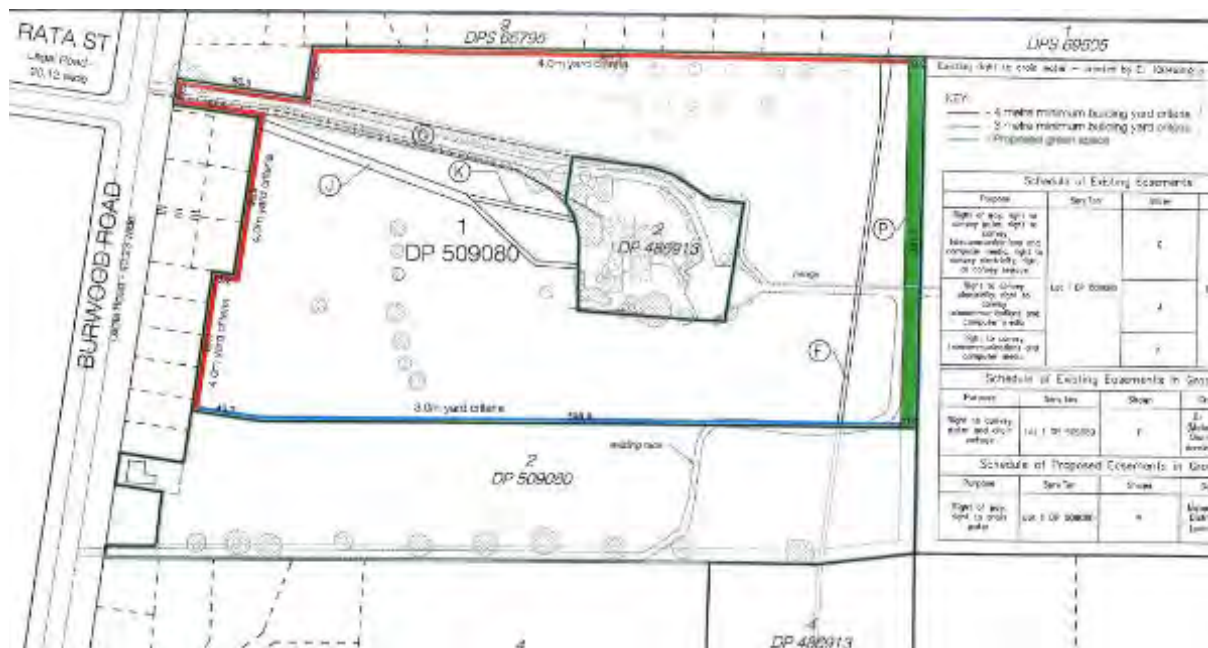




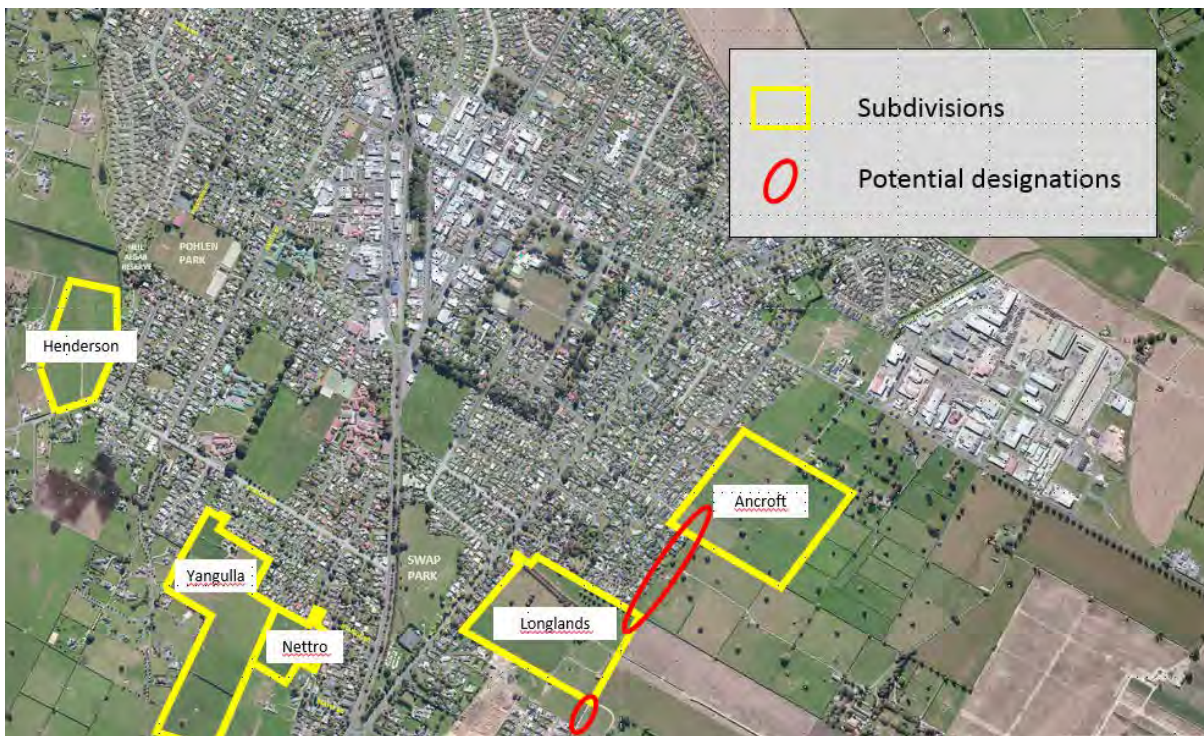






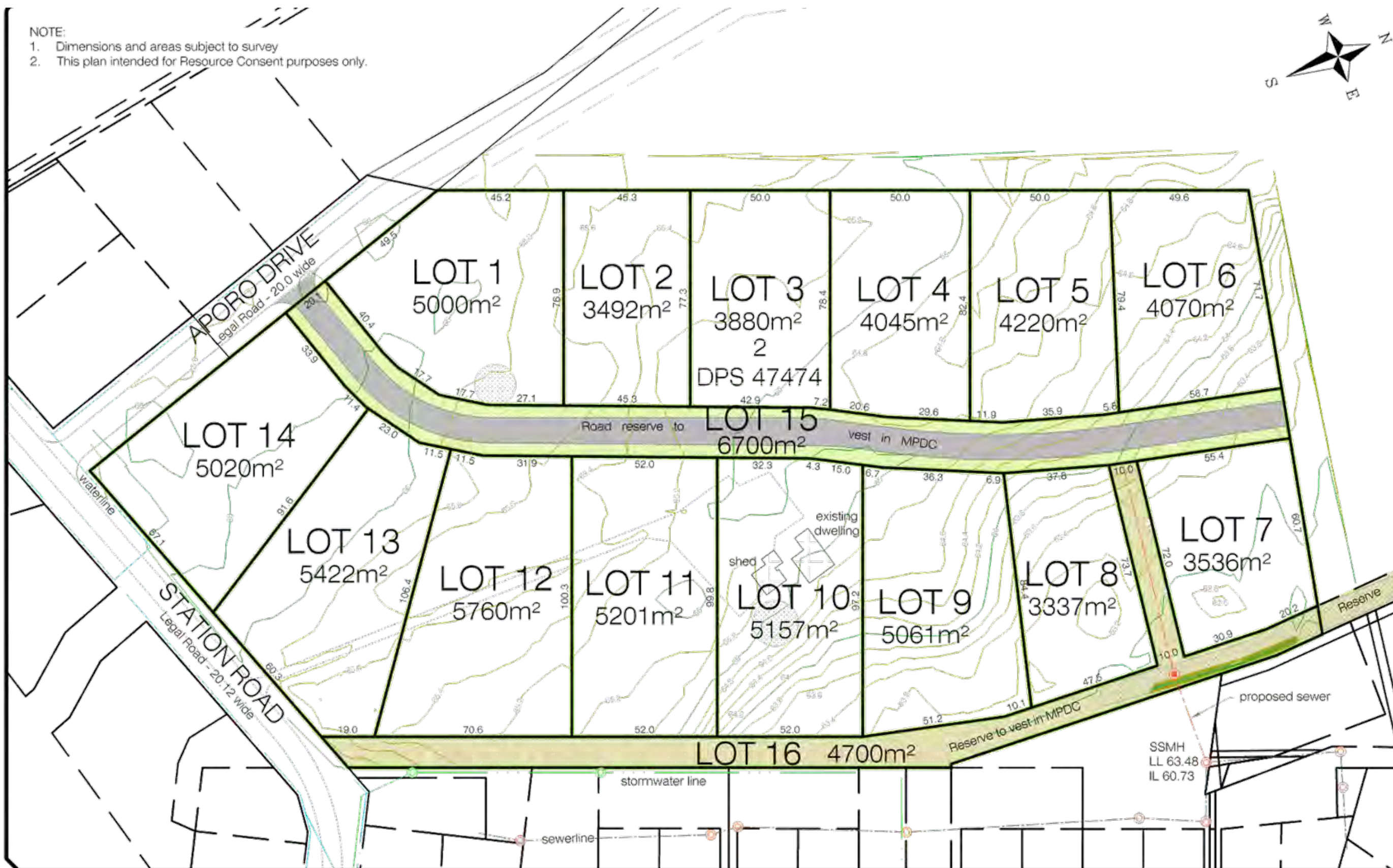








- NOTE:
1. Dimensions and areas subject to survey
  2. This plan intended for Resource Consent purposes only.



**BARR +  
HARRIS**  
LAND SURVEYORS

Matamata Telephone 06 882 1777  
531 Rangiwha Road P.O. Box 112 Matamata 3440  
Fax 06 882 1777  
Auckland Telephone 09 634 0899  
P.O. Box 999 Auckland  
Telephone 09 301 6622

LOTS 1 - 16 BEING A PROPOSED SUBDIVISION OF LOT 2 DPS 47474

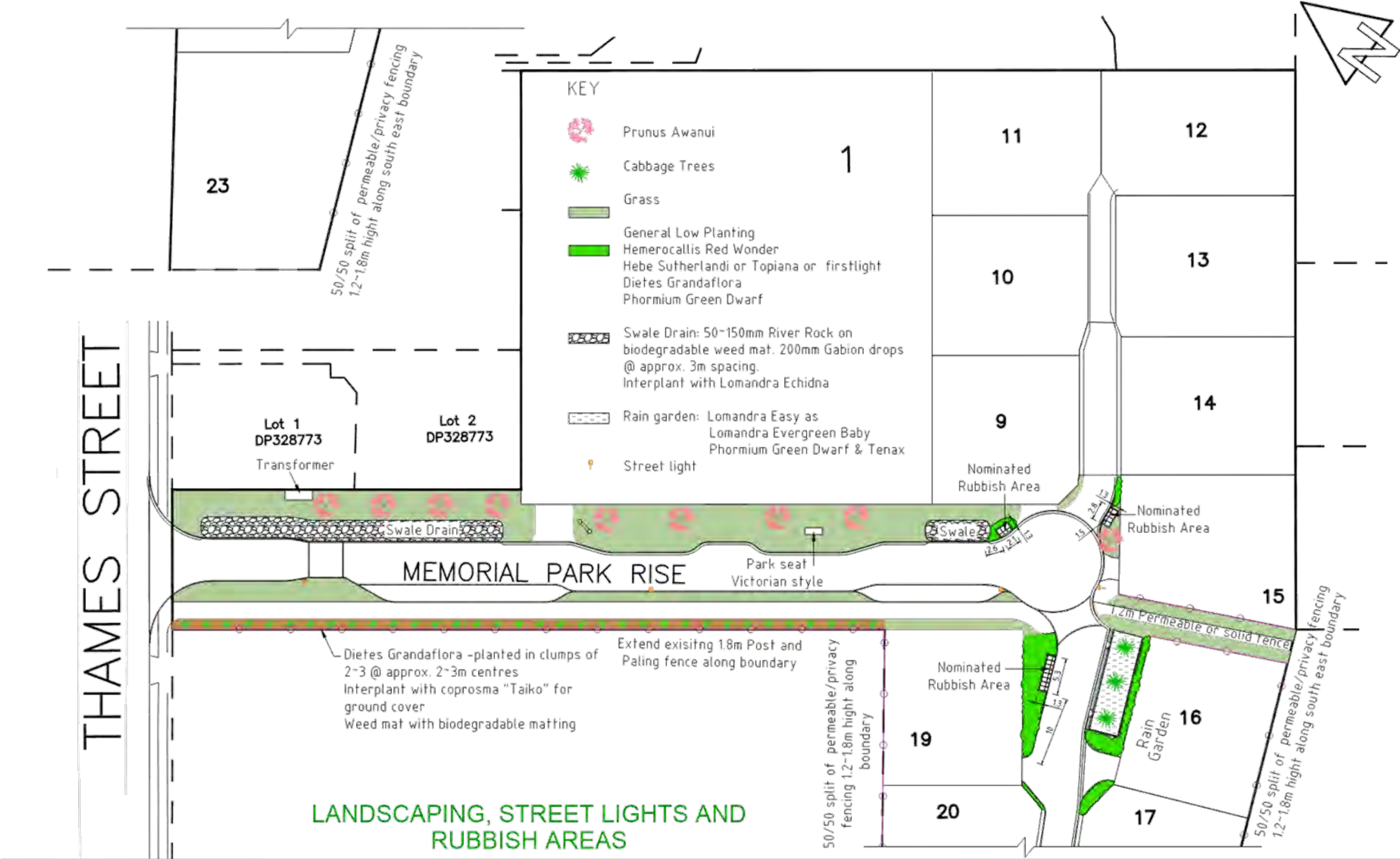
CLIENT: B Henderson  
Station Road - Matamata


DATE: Mar 2018 REF: 2797 SCALE: @A3 1:1250

DRAWING BY: M. Haumu DRAWING NUMBER: 2797 - cpt03 REV: A

E:\Drawings\12over\2798\2797 B Henderson\2797 - cpt03 rev A.dwg





Amendment:		Description:		<div>ENGINEERING DESIGN AND ANCILLARY SERVICES FOR PT MOTUMAOHO 2 AND PT LOT 39 DP 7684</div>			<div><div><div><div>A: 7 Hardley Street, P.O. Box 9379, Hamilton 3240 T: (07) 8391 335 E: mgfld@mgsl.co.nz www.mgsl.co.nz</div></div></div></div>								
NOTES		Areas and distances are subject to survey Total CT area: 15083m²													
COPYRIGHT		The information on this plan is the property of MG Solutions LTD I.G.S.L. acknowledges the supply of some base data from the relevant local Authorities and L.I.N.Z in the preparation of this plan.													
Prepared for: Maher Limited		Comprised in C.T. SA696/52 & part of SA4B/702		Address: 414 Thames Street, Morrinsville		<table><tr><td>Surveyor: RD</td><td>Date: August 2017</td><td>Sheet 1 of 1</td></tr><tr><td>Drawn: MC</td><td rowspan="2">Scale: 1:500 @ A3</td><td rowspan="2">Ref.: 15871</td></tr><tr><td>Checked: GR</td></tr></table>			Surveyor: RD	Date: August 2017	Sheet 1 of 1	Drawn: MC	Scale: 1:500 @ A3	Ref.: 15871	Checked: GR
Surveyor: RD	Date: August 2017	Sheet 1 of 1													
Drawn: MC	Scale: 1:500 @ A3	Ref.: 15871													
Checked: GR															

## Sale of 26 Rockford Street

Trim No.: 1995256

### Executive Summary

Council owns 12.45 ha of rural zoned land at 26 Rockford Street and has been approached to sell this parcel. The land is currently being leased out for cropping.

Through Plan Change 47 this land has now been zoned industrial.

Council resolved to declare the land surplus in 2016 and has also resolved to retain the bypass designated land.

A subdivision proposal has been completed and is ready to be lodged with Council to subdivide the bypass and surplus land so that the surplus land can be sold off and the bypass retained.

Council is requested to decide:

- On the method of disposal of the surplus land and,
- The source of funding to relocate the stormwater retention pond and construct part of the road.

### Recommendation

That:

1. **The information be received;**
2. **Council determines the preferred method of sale;**
3. **Council provides the funding to relocate the stormwater retention pond and construct part of the road.**

### Content

#### Background

The property is located along Mangawhero Road, site address 26 Rockford Street. It is made up of one title, Lot 200 Deposited Plan 414828. It is 12.45 ha in size. It includes part of the Matamata bypass designation which runs adjacent to its south western boundary. Please refer to attached map of the property.

Council has been approached to sell 26 Rockford Street which Council purchased in 1998 for the bypass designation. The initial land contained three separate parcels and was subsequently subdivided into a number industrial lots, most of which have been sold. The land in question was the remaining rural lot.

Plan Change 47 had identified the need for some further industrial land in Matamata. This resulted in the land being zoned from rural to industrial only very recently.

At a meeting in 2016 Council looked at a number of different options and resolved to declare the land surplus but keeping the designation for the bypass in Council ownership.

Subsequently the plans and paper work for a subdivision application has been completed and is now ready to be lodged with Council.

It is considered that the most transparent and prudent approach to dispose of the surplus land is by sale on the open market.

### **Issues**

#### **Leases**

The property has an active lease on the site, it is part of the Tower Road Farm Lease and used as cropping land.

Kiwitahi Maize Growers Limited lease the site. The existing lease has been renewed and is in place until 1 May 2018. It is a commercial lease and the income 12.45ha is approximately \$2,640 (excl. GST) per month. There is no dwelling on this parcel.

#### **Access to the Land**

Access to the land has been an area that has required much planning. Ensuring that current roading access won't compromise the future use of the surplus land and that the development of the future bypass will have appropriate access configurations.

A number of different scenarios have been looked at but they do not provide a good long term outcome. The most efficient and effective solution is to construct a road joining Rockford Street and the surplus land.





An estimate of the 170 metre long new road has been calculated at approximately \$312,000.

### Stormwater retention pond

Part of this existing parcel which connects to Rockford Street to the designation and surplus land has a detention pond situated on it. The detention pond cannot stay there.



Options of relocation have been looked at and it was found that it is most appropriate to move the retention pond slightly so that the new road can follow on from Rockford Street at the northern end of boundary. Then the pond can be situated where it can become a permanent structure.

The cost of the relocation has been estimated at \$38,000.

### **General services**

There are a number of Council services running either along the property boundaries or the stormwater which runs through the site.

It was originally thought that a structure plan would be required to deal with all the existing services and some of the ones that will be required as the land is developed. However as we are not sure how the land will be used, and having looked into this in more detail it is now proposed to have easements to protect the future use of the corridors and the access and stormwater be dealt with as discussed above.

### **Sale of land**

A valuation of the land has not yet been completed. This can now be done.

To fulfil Councils requirements under its significance policy and the Local Government Act 2002 Decision Making it is proposed to place the property on the open market.

Council can request proposals from real estate agents located in Matamata for evaluation to act on behalf of Council with the purpose to invite tenders to purchase the lot.

Alternatively Council can engage a real estate company and undertake an auction of the land for sale.

## **Analysis**

### **Options considered**

Sale of Land:

1. To invite proposals from real estate agents in Matamata for an advertising package and commission rate to tender the land (choose one or two companies)
2. To invite proposals from real estate agents in Matamata for an advertising package and commission rate to auction the land (one agent)
3. To give it to all companies to sell

It was initially thought that Council could look at including the requirement to build the road and relocate the retention pond as part of the sale and purchase agreement but it is likely that the consent will require this prior to 224 sign off. Therefore this is not possible.

### Legal and statutory requirements

This was discussed in the previous report.

If Council is to declare the land is not required for a public work it is likely that the Section 40 offer back process can be avoided for the following reasons: (a) the original owner has been removed for the Companies Office register (b) it is unlikely that it could be restored (c) the owner being a company, there is no “successor” and (d) the exemptions in section 40(2) apply. A resolution of the Council to that effect should be recorded.

### Impact on policy and bylaws

Council has resolved to uphold the designation therefore there is no impact on Council's policy.

### Consistency with the Long Term Plan / Annual Plan

The net land purchase for the bypass is in the Long Term Plan/Annual Plan.

The construction of the bypass is also in the Long Term Plan.

### Impact on Significance and Engagement Policy

Council has resolved to uphold the designation therefore there is no impact on Council's Significance and Engagement Policy.

### Consent issues

A consent application has been prepared and is ready to be lodged for the subdivision of the land.

## Financial Impact

#### i. Cost

The cost to construct the road and relocate the retention pond is estimated to be \$350,000.

#### ii. Funding Source

There is capital funding allocated in the Long Term Plan for the bypass construction but only in 2029/30.

## Attachments

There are no attachments for this report.

## Signatories

Author(s)	Susanne Kampshof	
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Item 10.2

	<b>Asset Manager Strategy and Policy</b>	
Approved by	Manaia Te Wiata <b>Group Manager Business Support</b>	



# Draft 2018 update to the 2015 Waikato Regional Land Transport Plan

Trim No.: 1995265

## Executive Summary

The 2015 Waikato Regional Land Transport Plan has been updated and is currently out for submission.

Council is part of the Regional Land Transport Committee and has been a stakeholder in the development of the document. It is requested Council consider whether it wishes to make a submission to the document.

A draft submission by Staff will be circulated for discussion at the meeting. It is recommended that staff incorporate any Council discussion on the day and authority is given to the Mayor to sign and finalise the submission on behalf of Council.

## Recommendation

That:

1. **Council receives the report;**
2. **Council provides comments for the submission and authority for sign off be given to the Mayor.**

## Content

### Background

#### The Waikato is updating its Regional Land Transport Plan

*The Waikato is in the heart of the upper North Island economic and transport system. Our road and rail corridors are used to move freight to and from the ports of Auckland and Tauranga, and they transport visitors to some of the country's top tourism hotspots. And, of course, our land transport system is used by the people of the Waikato in their everyday life, whether they're getting from A to B by private motor vehicle, public transport, foot or bike.*

*The Waikato Regional Land Transport Plan (RLTP) sets out how we want to see our land transport system developed. It came out in 2015, but already a lot has changed since then. We are seeing tremendous growth and development in some parts of the region, and this is putting pressure on our existing transport networks. We are still seeing unacceptable statistics in road deaths and injuries, so we need to find a better way to address this. And today's rapidly changing social, economic and technological landscape will ultimately result in a different land transport system than what we currently have.*

*The regional council is required to update its RLTP midway through its six year life. A draft plan, prepared by the Waikato Regional Transport Committee – comprising elected members from all the local and regional councils and the NZ Transport Agency – is now out for consultation. The plan outlines the key problems that the Regional Transport Committee wants to focus on, and the benefits of doing so.*

*The plan also makes clear the region's key objectives and priorities for land transport, and details the significant transport activities that we want central government funding for.*

#### The Way forward

*Our blueprint for developing the region's land transport system over the next three to 10 years is summarised in this "line of sight" diagram. We call it a "line of sight" diagram because it summarises the key parts of the plan, the links between the problems we want to focus on, our objectives, the end results we want to see, and how we'll go about achieving this through policy actions and investment in key transport projects and services.*

*The plan is built around three transport problems:*

- 1. How do we protect our strategic transport corridors from growth pressures?*
- 2. How do we improve road safety?*
- 3. How do we ensure the access and mobility needs of our communities are being met?*

*The Regional Transport Committee and key transport partners agree that this plan is the way to advance transport outcomes for our region and the upper North Island.*

#### *What Work we are proposing for the Waikato Region*

*The attached map shows some of the key transport project to be carried out over the next three years, for which we are seeking Government funding. Completing the Waikato Expressway to Cambridge is the Regional Transport Committee's No 1 priority. The second priority is the extension of the expressway from Cambridge to the Piarere SH1/29 intersection, with recognition that this will bring even more regional and national economic and safety benefits.*

*Other priorities include the Southern Links package of transport projects to support the Peacocke development area in Hamilton. There are also projects to improve road safety for users and ensure road resilience to climate change, and work is underway to improve public transport and cycleways.*

*The RLTP also supports important projects outside our region that will benefit our transport system. A good example of this is the support for rail improvements in the Auckland region so we'll be able to move freight more efficiently and provide for future passenger rail.*

*This programme of transport activities, alongside the policies and actions identified in the plan, will help us to achieve the land transport system we want for the region.*

The plan also includes Councils proposed minor operations, renewals and capital funding proposal for the next 10 years. The plan is currently out for consultation and Council should consider whether it wishes to make a submission to the plan or not.

A draft submission will be circulated prior to the meeting for discussion at the meeting.

The submissions for the plan close on the 9 April 2018. The Regional Council have been advised that the final submission from Matamata-Piako District Council will be received after its Council meeting on the 11 April 2018.

## **Attachments**

- A. RLTP Summary

## Signatories

Author(s)	Susanne Kampshof <b>Asset Manager Strategy and Policy</b>	
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Approved by	Manaia Te Wiata <b>Group Manager Business Support</b>	
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# DRAFT 2018 UPDATE TO THE 2015 WAIKATO REGIONAL LAND TRANSPORT PLAN

TUHINGA HUKIHUKI 2018 HE WHAKAHOU I TE MAHERE  
WAKA KOTAHI Ā-ROHE O WAIKATO 2015

## WE'RE UPDATING OUR PLAN KEI TE WHAKAHOU TĀTOU I TE MAHERE

The Waikato is in the heart of the upper North Island economic and transport system. Our road and rail corridors are used to move freight to and from the ports of Auckland and Tauranga, and they transport visitors to some of the country's top tourism hotspots. And, of course, our land transport system is used by the people of the Waikato in their everyday life, whether they're getting from A to B by private motor vehicle, public transport, foot or bike.

The Waikato Regional Land Transport Plan (RLTP) sets out how we want to see our land transport system developed. It came out in 2015, but already a lot has changed since then. We are seeing tremendous growth and development in some parts of the region, and this is putting pressure on our existing transport networks. We are still seeing unacceptable statistics in road deaths and injuries, so we need to find a better way to address this. And today's rapidly changing social, economic and technological landscape will ultimately result in a different land transport system than what we currently have.

The regional council is required to update its RLTP midway through its six year life. A draft plan, prepared by the Waikato Regional Transport Committee – comprising elected members from all the local and regional councils and the NZ Transport Agency – is now out for consultation. The plan outlines the key problems that the Regional Transport Committee wants to focus on, and the benefits of doing so. The plan also makes clear the region's key objectives and priorities for land transport, and details the significant transport activities that we want central government funding for.

## HAVE YOUR SAY! HOMAI ŌU WHAKAARO

We want your feedback on all the issues, so please take the time to make a submission. You can read the draft plan and make your submission online at [www.waikatoregion.govt.nz/submit-rltp](http://www.waikatoregion.govt.nz/submit-rltp).

Don't have access to a computer or internet? Copies of the draft plan are available at libraries and councils across the region. Free post your submission to: Transport Policy Team, Freepost 118509, Waikato Regional Council, Private Bag 3038, Waikato Mail Centre, Hamilton 3240.

What we'd like your views on:

- Are these the region's key issues we should be focusing on over the life of this plan?
- Have we got our priorities right?
- Will the transport activities identified in the plan deliver the results we are seeking?

Submissions close at 5pm on Monday 9 April 2018.



HE TAIAO MAUIORA  
HE ŌHANGA PAKARI  
HE HAPORI HIHIRI

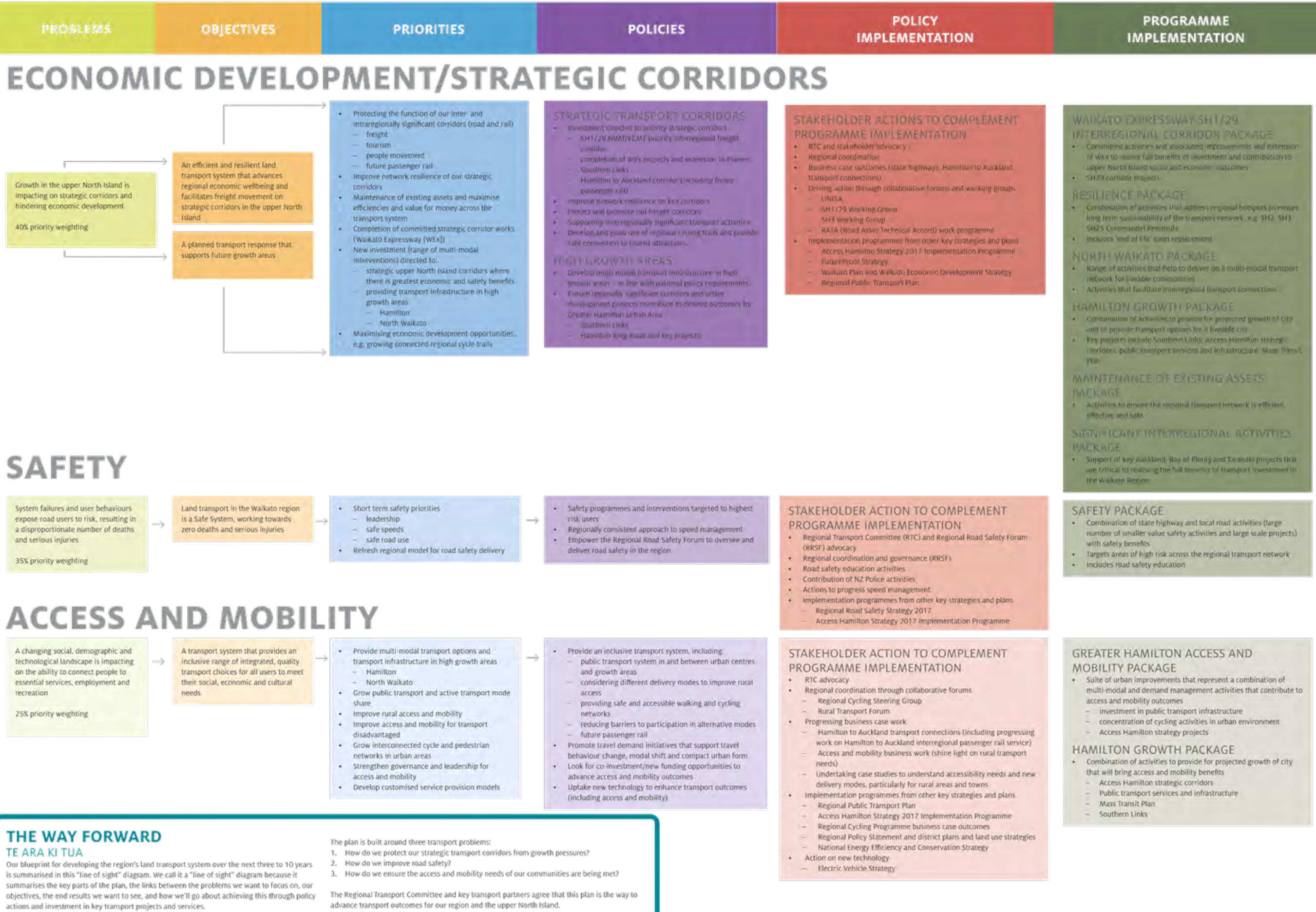
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Regional Council on 0800 800 401 or visit  
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March 2018 (5961)

**Waikato**  
REGIONAL COUNCIL  
Te Kaunihera ā Rohe o Waikato





# Waharoa (Matamata) Aerodrome: Reserve Management Plan

Trim No.: 1993509

## Executive Summary

Council has previously indicated that it intends to review the reserve management plan for the Waharoa (Matamata) Aerodrome.

Council has the functions of initiating a review or approving the management plan.

The Ngāti Hauā Claims Settlement Act 2014 empowers the Waharoa (Matamata) Aerodrome Committee to perform all other functions of the administering body in relation to any review of the Reserve Management Plan

The Waharoa (Matamata) Aerodrome Committee has been familiarising itself with the current management plan at its quarterly meetings and has recommended that Council formally resolves to review the Aerodrome Management Plan.

A formal resolution would enable Council staff to progress with the necessary formalities required by the Reserves Act 1977.

## Recommendation

That:

1. **The report be received;**
2. **Council resolves to review the Reserve Management Plan for the Waharoa (Matamata) Aerodrome.**

## Content

### Background

The Waharoa (Matamata) Aerodrome has the status of a local purpose reserve under the Reserves Act 1977 and is also affected by the Ngāti Hauā Claims Settlement Act 2014.

Matamata-Piako District Council is the Administering Body of the Reserve in terms of the Reserves Act 1977. The Ngāti Hauā Claims Settlement Act 2014 established the Waharoa (Matamata) Aerodrome Committee and empowered it to perform certain functions of the Administering Body in respect of the reserve management plan.

Council has (via the 2015-25 Long Term Plan and Parks and Open Spaces Activity Management Plan) indicated that it intends to review the reserve management plan for the Waharoa (Matamata) Aerodrome.

### Issues

*Resolution required to instigate formal review process*



The Ngāti Hauā Claims Settlement Act 2014 empowers the Waharoa (Matamata) Aerodrome Committee to “perform the functions of the administering body” under Section 41 of the Reserves Act 1977 “in relation to any review of the Reserve Management Plan (except for the functions of initiating any review or approving any management plan), which remain functions of the Council unless delegated to the committee”.

The Waharoa (Matamata) Aerodrome Committee has been familiarising itself with the current management plan at its quarterly meetings and has identified various issues that require updating or revision.

Council has not yet resolved to review the aerodrome management plan. In order for staff to progress with the necessary formalities as required by the Reserves Act (e.g. public notices etc.) a formal resolution is required.

On 22 March 2018 the Waharoa (Matamata) Aerodrome Committee recommended that Council resolves to formally review the management plan for the aerodrome.

### *Outsourcing*

The Committee has agreed that in order to progress the review, the bulk of the work involved in producing the revised management plan including facilitation of consultation should be outsourced. A Request for Proposals has been distributed and an appointment is likely to be made towards the end of April 2018.

## **Analysis**

### **Options considered**

1. Council resolves to review the reserve management plan.
2. Council resolves not to review the reserve management plan.

### **Analysis of preferred option**

Option 1 is the preferred option. Council has previously indicated its intention to review the plan however this had simply not been captured in a formal resolution yet.

### **Legal and statutory requirements**

The Ngāti Hauā Claims Settlement Act 2014 empowers the Waharoa (Matamata) Aerodrome Committee to “perform the functions of the administering body” under Section 41 of the Reserves Act 1977 “in relation to any review of the Reserve Management Plan (except for the functions of initiating any review or approving any management plan), which remain functions of the Council unless delegated to the committee. Council has not delegated these powers to the Committee. A Resolution of Council is therefore required to enable Council Staff to proceed with the necessary formalities such as the issue of public notices.

The Reserves Act 1977 regulates the reserve management plan process and public consultation requirements.

Once the Administering Body of the Reserve (i.e. Council) has resolved to review the reserve management plan there is no regulatory timeframe in which to do so, however the resolution would enable staff to proceed with the review process including the necessary public notices that are required once the process is underway.



### **Impact on policy and bylaws**

None.

### **Consistency with the Long Term Plan / Annual Plan**

The proposal is consistent with the Long Term Plan 2018-28 and the Parks and Open Spaces Activity Management Plan 2018-48.

### **Impact on Significance and Engagement Policy**

The aerodrome is identified as a strategic asset in terms of the Significance and Engagement Policy. Consultation requirements for the reserve management plan process are however regulated by statute.

### **Communication, consultation and decision making processes**

Once the review has started, the relevant Reserves Act consultation requirements will be met.

### **Consent issues**

None.

### **Timeframes**

There are timeframes that apply once the public consultation phase has been initiated however there is no legal timeframe requirement between resolving to review and the start of the consultation phase.

### **Contribution to Community Outcomes**

- 2(a) Our community/iwi will be informed and have the opportunity to comment on significant issues.
- 2(b) Tangata whenua with manawhenua status (those with authority over the land under Māori lore) have meaningful involvement in decision making
- 2(c) Council's decision making will be sound, visionary, and consider the different needs of our community/iwi
- 2(d) Council will recognise treaty settlement issues between the Crown and iwi
- 3(a) Council's reserves and facilities will be safe, well maintained and accessible to encourage people to use them.
- 3(f) Māori will have opportunities to provide input to the governance of ancestral lands administered as reserves.
- 6(a) Council plans will be flexible to accommodate well planned, sustainable growth.

## Financial Impact

### i. Cost

Currently a request for proposal has been developed to engage a consultant to draft the plan. This will identify the cost of the work. Staff time will also be required for this project.

### ii. Funding Source

An existing operational budget for the review of Reserve Management Plans will be used for this project.

## Attachments

There are no attachments for this report.

## Signatories

Author(s)	Mark Naude <b>Parks and Facilities Planner</b>	
Approved by	Susanne Kampshof <b>Asset Manager Strategy and Policy</b>	
	Manaia Te Wiata <b>Group Manager Business Support</b>	

## Request for Special Assessment for an expansion for the Fire Brigade at 95 Anderson Street, Morrinsville

Trim No.: 1995736

### Executive Summary

Development Contributions (DCs) are a charge imposed on a developer by a council to recover some of the capital costs incurred by a council when providing infrastructure services for the development. This report seeks a decision from Council whether it wishes to enter into a special assessment process with the applicant, Fire Brigade Morrinsville, to waive or reduce the amount of DCs payable on the extension of their storage shed for the housing of their existing fire trucks and tankers.

Under the 2015-25 policy Council can make the decision as to whether a Special Assessment be undertaken for specific developments or whether the DCs be upheld and the applicant can proceed with a reconsideration and/or objection process.

The applicant requests that the Water, Wastewater and Roding DCs be waived.

Based on the previous decisions, it is recommended that the Water, Wastewater and Roding DCs be waived.

It is also requested that delegation be assigned to the Chief Executive Officer for the approval to enter into a Special Assessment for DC's which are aligned with previous decisions.

### Recommendation

That:

1. The report be received;
2. Council determines whether to enter into a Special Assessment with the Morrinsville Fire Brigade to waive the Development Contribution for Roding for the extension of the existing Shed at 91 Anderson Street in Morrinsville.
3. Council determines whether to enter into a Special Assessment with the Morrinsville Fire Brigade to waive the Development Contribution for Water and Wastewater for the extension of the existing Shed at 91 Anderson Street in Morrinsville.
4. Council delegates the authority of entering into Special Assessments to the Chief Executive Officer for Development Contributions which are aligned with the previous decisions made by Council.

## Content

### Background

The Morrinsville Fire Brigade have obtained a building consent for the expansion to their existing storage shed on their site at 95 Anderson Street in Morrinsville. The total gross floor area of the expansion is 95.7m<sup>2</sup>.

There are two Fire Trucks on the site and these are owned and housed in the Fire Station, all of which are owned by Fire and Emergency New Zealand (previously New Zealand Fire Service prior to 1 July 2017).

The applicant has provided the following background:

*The shed at the rear of the section was built and owned by the Morrinsville Volunteer Fire Brigade since 1987 and housed the Brigade owned water tanker and vintage fire engine. A Brigade owned van was purchased in 2009, but there was no room in the shed to house the vehicle.*

*In 2013 an upgraded water tanker was commissioned, but this would not fit inside the existing shed and so has been sitting outside in the yard. The shed was upgraded between July 2016 and April 2017 so that all three brigade owned vehicles would be housed securely on the Fire Station site. The funding for this project was by way of donations and grants, with no money from Fire and Emergency New Zealand. All costs were the liability of the Morrinsville Volunteer Fire Brigade.*

The purpose of Development Contributions is to recover the costs of growth related capital expenditures (e.g. roads, water, wastewater etc) from participants in the property development process, rather than from general rates or any other indirect funding source. In accordance with Council's Development Contributions Policy the building consent application for the Development has triggered an assessment for Development Contributions (DC). Water and Wastewater DCs for the Development have been assessed as following (inclusive of GST).

Development Contributions – LTP 2015-25				
Activity	Total m <sup>2</sup>	Credit m <sup>2</sup>	Extra m <sup>2</sup>	Total incl. GST
Water	95.7m <sup>2</sup>	0	95.7m <sup>2</sup>	\$736.78
Wastewater	95.7m <sup>2</sup>	0	95.7m <sup>2</sup>	\$862.38
Roading	95.7m <sup>2</sup>	0	95.7m <sup>2</sup>	\$1,072.93
<b>Total to be paid</b>	<b>GST inclusive</b>			<b><u>\$2,672.09</u></b>

### Issues

The current policy allows for a reconsideration and objection process for Development Contributions but it is requested that Council consider this development as a Special Assessment under 7.6.2 under the policy. The reason for this being that it has the potential to lie outside the standard Household Equivalent unit (HEU) development requirement. This is also based on

previous Council decisions for objections before the policy changed and made this an independent process.

### Special assessment

*Our policy on Development Contributions is based on the average infrastructure demands of a wide range of residential and non-residential developments. However, there may be instances where a development does not readily fit within the specified development categories, or where the infrastructure demands created by the development differ significantly from the averages upon which the policy is based. In these circumstances, we may undertake a Special Assessment at our sole discretion.*

*A decision on whether a Special Assessment will be undertaken will be made by Council at the application stage, once details of the development are known. Applicants will be expected to provide supporting information and detailed calculations of the likely demand for roading, water, wastewater and stormwater associated with the development. This information will be used to calculate the number of Household Equivalent Units for each activity for which the development will be liable.*

### Water and Waste water Contributions

Under the Policy, Council may require DCs at the time of resource consent, building consent or at the time of a service connection request to one of our networks (clause 7.3.3 of the Policy).

The assessment for DCs for water was undertaken because the buildings have the potential to be supplied with water services from the existing connection to the site. DCs can therefore not be applied at the time of connection.

*The applicant has indicated that no water or wastewater will be required for the storage shed.*

A summary of the relevant applications for which a reduction has been applied for in the past are as following:

Andy Smith Limited, Thames Street, Morrinsville	Reassemble of shed from Thames Street	No DC – subject to Thames Street site confirming in writing that they surrender their credit.  Credit from existing site on Thames Street was applied.
A Gurnick, Landsdowne Road, Matamata	New shed	No DC until the time of connection to our water services  The building does not need to be supplied with water.
Cullen Engineering, 1 Mills Street, Te Aroha	New Fabrication Workshop	No DC until the time of connection to our water and wastewater services  The building does not need to be supplied with water and wastewater.
D B & J F Holdings Ltd, 5 Anderson Street, Morrinsville	2 New Storage Sheds	DC was waived (cannot be deferred until time of connection as it already has a connection to the property)  The building does not need to be supplied with



Item 10.5

		water.
Ryann Ltd 120 Avenue Road North, Morrinsville	New shed on existing site	DC was waived (cannot be deferred until time of connection as it already has a connection to the property)  The building does not need to be supplied with water.
Secure Storage Solutions Ltd, Wild Street, Te Aroha	New sheds on existing site	DC was waived (cannot be deferred until time of connection as it already has a connection to the property)  The building does not need to be supplied with water.
Mini Storage solutions Waihou Street, Matamata	New Storage Sheds	DC was waived (cannot be deferred until time of connection as it already has a connection to the property)  The building does not need to be supplied with water.

### Roading Contribution

The site is located off Anderson Street in Morrinsville and it is proposed to expand their existing shed to store their existing fire trucks and tankers.

The assessment for roading is undertaken on a ward basis and assumes that a residential property (the basis for a Household Equivalent Unit) will generate 10 vehicle movements per day. This is multiplied for non-residential development by a factor of 0.4 for every additional 100 square metres of gross floor area.

Roading DCs are not effects based in the same way that an assessment of roading effects for a resource consent would be assessed. Roding DC's take a network wide approach. Roding DC's are calculated with network-wide supply and demand issues in mind. The additional floor area provided has the potential to increase the traffic volumes to and from the site, this traffic will not be confined to state highways.

*The applicant has provided the following comments:*

*We currently have 3 vehicles on the site and the proposal is only to increase storage to house these three vehicles.*

A summary of the relevant applications for which a reduction has been applied for in the past are as following:

Piako Motors, 26 Thames Street, Morrinsville	New Car and Tractor workshop	50% reduction Improving traffic flow on Thames Street (SH26) <ul style="list-style-type: none"><li>- Entrance was shifting from Thames Street (SH26) to McRae Street.</li></ul> Not a Greenfield site so not full impact of additional traffic.  The counter argument is that there is increased pressure on Thames/Avenue Road North/South intersection which is already at capacity during peak times. There is also additional traffic onto low volume local road (Mc Rae Street) which is not very wide and has thin road pavement. This could result in pavement failure much earlier than anticipated.
Landsdowne Road, Matamata	New shed	DC was upheld  No additional traffic proposed, but future use of the building was considered.
Cullen Engineering, 1 Mills Street, Te Aroha	New Fabrication Workshop	50% reduction Improve traffic impact on Mills Street <ul style="list-style-type: none"><li>- New configuration of the site would decrease the number of trucks completing U-Turns on Hubbard Street and applicant advised surface will therefore have a longer life.</li></ul> The counter argument is that the site has the potential to increase activity and increase the traffic substantially in the future and there is no mechanism to receive further DC payments.
Waharoa Properties Ltd, Dunlop Road, Waharoa	Relocation of existing coolstore and canopy to Waharoa Cold Store Site	DC was upheld  Very minimal additional traffic proposed, but future use of the building was considered.
Garland Engineering, Waihou Street, Matamata	New Warehouse with a second level office/amenities	DC was upheld  No additional traffic proposed, but future use of the building was considered.
D B & J F Holdings Ltd, 5 Anderson Street, Morrinsville	2 New Storage Sheds	DC was upheld  Very minimal additional traffic proposed, but future use of the building was considered.
Mini Storage solutions Waihou Street, Matamata	New Storage Sheds	DC was upheld  Very minimal additional traffic proposed, but future use of the building was considered.

## Analysis

### Options considered

#### Morrinsville Fire Brigade

1. Apply a Special Assessment to the development under Rule 7.6.2 in the policy which waives or reduces the Development Contributions required on the development; or
2. Uphold the Development Contributions and advise the applicant they can proceed with the reconsideration or objection process if they wish to pursue this matter further.

With respect to option 2, people who have concerns about the development contributions they are being charged have two avenues through which they can seek to have their concerns addressed:

- a) a *reconsideration process* whereby the person can formally request Council to reassess a Development Contribution because the person believes an error has been made or information that needed to be considered was incomplete; and
- b) a *Development Contribution objection process* whereby a person, regardless of whether or not they had sought a reconsideration, can formally object to a Development Contribution charge and have their objection considered by a commissioner selected from a register of independent commissioners appointed by the Minister of Local Government. The commissioners will have the power to make binding recommendations that the development contribution be quashed or amended, or may dismiss the objection.

### Delegation

Currently all the Special Assessments are brought to Council for consideration. It is often time consuming for staff and the applicant. Code of Compliance or 224 cannot be issued until this matter is resolved.

Council has the following options:

1. Continue to make the decision on whether Council is to enter into a Special Assessment with applicants.
2. Delegate the authority to make a decision on whether Council is to enter into a Special Assessment with applicants to the Chief Executive Officer.

It is requested by Staff that delegation to enter into a Special Assessment be given to the Chief Executive Officer and an update be provided to Council in the Chief Executive Officer Report at the monthly Corporate and Operations Committee.

Note that this only applies to Applications that are in line with previous decisions and the criteria identified below are followed. Any applications outside of this, would still be required to be brought to Council for a decision.

### **Previous Decisions**

#### Water and Wastewater

From the special assessments listed above, there has been a consistent approach. For a building that will be provided with a service connection, the DCs apply. For a building that will not require a service connection, the DCs payable have been delayed until such a connection is requested from Council. Irrespective of how much water or waste they will use and produce.

#### Roading

Development contributions have tended to be waived where the applicant has submitted that the development will improve the adjoining roading network. This could be as a result of improvements made or by the re-configuration of the site. DCs have generally been upheld where additional traffic is created or the building has the potential to increase traffic in the future as a complying activity or there will be no trigger for future DCs.

### **Analysis of preferred option**

Council should only collect income from DCs where the development has a growth related component; however it should also be mindful that a failure to consistently apply the Policy to growth related costs may result in lower income for growth related projects which will need to be funded by the ratepayer.

It is often difficult to accurately identify growth and the need for new infrastructure when considering individual projects. The demand for new infrastructure is usually the result of the cumulative effects of development. The Policy uses Household Equivalent Units (HEU's), Gross Floor Area and Impervious Surface Area as an indicator of the demand likely to be caused from a development, and refines this through the identification of different uses (residential, commercial etc.). The use of this indicator allows Council to estimate the demand potential of a development regardless of its current use.

### Water and Wastewater

The following assessment can be made:

- There is no water or wastewater connection required for the storage shed.
- There is already an existing connection to the site and hence no further connection permitted in the future if needed, not triggering a Council connection.
- The use of the building is not likely to change.

Using the criteria from the previous objections for storage sheds, it is recommended that Council decide to waive the DCs for water and wastewater.

### Roading

The following assessment can be made:

- There is no increase in traffic proposed when the storage sheds are fully utilised.
- There is no proposed improvement or likely detriment to the adjoining roading network.
- The change in use of buildings as a permitted activity is not likely as this is in the residential zone.

Using the criteria from the previous objections, and the decisions made, it is recommended that the DCs be waived as there is no potential increase in traffic.

### **Legal and statutory requirements**

Council should make a decision that is consistent with the purpose of the Policy and follow the principles of natural justice. Should the Council consider that it requires a hearing to consider the views of Morrinsville Fire Brigade more fully it should resolve to do so by upholding the DC's and advising the developer that they have the right to a reconsideration process or objection to an independent commissioner.

### **Impact on policy and bylaws**

Council's decision should be consistent with its Development Contributions Policy at the time of building consent. The Policy has been reviewed as part of the 2015-2025 LTP.

### **Communication, consultation and decision making processes**

If Council makes a decision in accordance with the Development Contributions Policy this matter is not considered significant in terms of Council's significance policy.

Background information provided with this report is intended to provide an indication of the potential impact of a decision to waive contributions as part of a Special Assessment. A decision to waive contributions that brings in to question the basis of past and future assessments may be considered significant.



### Timeframes

In accordance with the Policy, once Council makes the decision on the Special Assessment and whether any DC's are reduced or waived, the applicant will be advised and issued the DC assessment accordingly.

If Council determines that no Special Assessment is completed for this development and the DC's are upheld, the applicant will be advised that they can request a reconsideration and/or objection. Once the final DC's are issued, the applicant has 10 working days to request a reconsideration and Council has 15 days to get back to them. For an objection this goes through the independent commissioner process and the applicant is required to lodge this within 15 days.

### Attachments

There are no attachments for this report.

### Signatories

Author(s)	Susanne Kampshof <b>Asset Manager Strategy and Policy</b>	
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Approved by	Manaia Te Wiata <b>Group Manager Business Support</b>	
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## Documents Executed Under Seal

Trim No.: 1995293

### Executive Summary

The schedule of documents executed during February and March 2018 under Council Seal is attached.

### Recommendation

That:

1. The report of the schedule of documents executed under Council Seal February and March 2018 be received.

### Attachments

- A. Schedule of Executed Documents - February - March 2018

### Signatories

Author(s)	Meghan Lancaster <b>Committee Secretary</b>	
Approved by	Sandra Harris <b>Acting Strategic Policy Manager</b>	
	Don McLeod <b>Chief Executive Officer</b>	

## Matamata-Piako District Council

### Schedule of Executed Documents – February to March

NO	DATE EXECUTED	DOCUMENT DESCRIPTION	EXECUTED BY	RM #
1	02/03/18	Bond discharge certificate – 15 Burmester Place, Morrinsville, conditions 7 & 3 of Resource consent 101.2005.1342, permission granted by previous owners.	CEO	1985671
2	27/02/18	Plan change 47 to the district plan – Adoption in part – Signed certificate, excluding Kuranui Road and banks road appeal area, by resolution of Council 14 February	CEO	1983174
3	23/02/18	Minor works bond discharge certificate, Bank guarantee bond, Aaron Bennett Builders and ASB Bank	CEO	1982134
4	14/03/18	Memorandum of understanding with Te Aroha Mountain Bike Club	CEO	1989209
5	22/03/2018	Underpass Encumbrance under easement instrument 8065870.2 on land being subdivided, Edward Lee Limited	CEO	1992849

## Mayoral diary for March 2018

Trim No.: 1995687

The Mayoral Diary for the period 1 March to 31 March 2018 is attached.

### Recommendation

That the report be received.

### Attachments

A. Mayor Diary for March 2018

### Signatories

Author(s)	Jan Barnes <b>Mayor</b>	
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Approved by	Don McLeod <b>Chief Executive Officer</b>	
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## Mayoral Diary

### March 2018

<p><b>Thursday</b> <b>1 March</b></p>	<p><b>Matamata Citizens Advise Bureau (CAB)</b> I met with CAB chairman Linda Hodge to discuss community issues including emergency housing and key dates going forward.</p> <p><b>Meeting with NZ Police</b> I had my regular meeting with Inspector John Kelly to discuss district issues, and to get confidence on policing going forward.</p> <p><b>Half Yearly Shareholder Briefing</b> Mayors and Chief Executives had an update on the Waikato Regional Airport Limited (WRAL) Group. The session covered the half yearly financial results, the outlook for the next six months including an update on our aeronautical, property and tourism initiatives. We are heading in the right direction and confidence in our board.</p>
<p><b>Friday</b> <b>2 March</b></p>	<p><b>Tuia mentoring meeting</b> I met with one of our former Tuia participants Hapairere King as part of our on-going team building with past Tuia, regarding employment and industry.</p>
<p><b>Monday</b> <b>5 March</b></p>	<p><b>Regional Transport Committee</b> I attended out standard meeting briefly before attending my districts commitments.</p> <p><b>Te Aroha Grey Power</b> I attended the last half of the Te Aroha Grey Power meeting which had around 100 members in attendance. Thank you to councillors Teena Cornes and Ash Tanner along with council staff Fiona Vessey (Group Manager Service Delivery) for sharing so much information.</p> <p><b>Interview with NZ Herald</b> I did an interview with journalist Hunter Calder for a 'local focus' video piece for the NZ Herald. We discussed what's happening in the regions, how the district is going and what projects are on the horizon. The clip has not been released to date.</p>
<p><b>Tuesday</b> <b>6 March</b></p>	<p><b>Audit and Risk committee</b> This was the first meeting for the year and the first for new Chair John Luxton. The Long Term Plan (LTP) was covered, along with the Six Month report, the Annual Report Audit Plan, Internal Audits, Review of Ecoli Detection, Project Risk Management Review and policy review. Welcome aboard John, our district is so fortunate to have you has our Audit and Risk Chair.</p>



	<p>All of councils minutes and agendas can be viewed on our website at <a href="http://www.mpdc.govt.nz/council-documents/minutes">http://www.mpdc.govt.nz/council-documents/minutes</a></p> <p><b>Meeting at Te Hauora</b> I met with Lianne and Fred to discuss education and job opportunities through the Ministry of Social Development, an opportunity for our district.</p>
<b>Wednesday 7 March</b>	<p><b>Council meeting</b> Council adopted the Long Term Plan and Consultation Document at this meeting. This is in preparation to send out to the public for consultation between 28 March and 29 April. I encourage you all to have your say.</p>
<b>Thursday 8 and Friday 9 March</b>	<p><b>Rural and Provincial meeting</b> Co-Chair Mayor Brian Hanna of Waitomo District Council and I chair this meeting held in Wellington. Items on the agenda at this quarters meeting included the review of Civil Defence and Emergency Management, Freedom Camping, Regional Development, Climate change, Remuneration for Local Government, policy and Review of 3 Waters. Excellent speakers and the delegates were very appreciative of the agenda content.</p>
<b>Monday 12 March</b>	<p><b>Meeting with NZTA and contractor</b> CEO Don McLeod and I met with Karen Boyt and the new contractor for our district – Ken from Higgins. We discussed what our expectation is for the maintenance of our roads and what the scheduled programming is for the coming year and highlighted our district priorities.</p> <p><b>Teleconference</b> We are now four months away from the annual Local Government conference and we went over the programme and confirmed speakers, council has confirmed our delegation.</p> <p><b>Justice of the Peace AGM and dinner</b> Rex and I attending the joint Te Aroha and Morrinsville Annual General Meeting which was followed by a dinner. This was held in the Balance and Seales functions rooms of the Silver Fern Farm Events Centre in Te Aroha. I was able to speak to the JPs present and congratulate and present certificates on long service and retirees.</p>
<b>Tuesday 13 March</b>	<p><b>Meeting with the Hon Kelvin Davis – Minister for the Crown/Maori Relations</b> As a member of the National Council board I was part of a small Local Government group that met with the minister in Wellington.</p> <p>Our brief was how can we support central government more in their</p>

	<p>engagement with iwi.</p> <p>Local government regularly engages with communities, including with Maori. Key information was shared.</p> <p><b>New World staff event</b></p> <p>I was invited to participate with New World staff on a seminar to strengthen financial, environmental and wellbeing in our lives.</p> <p>Thank you Sheree and Matt of New World Matamata. This programme I know will be used in so many applications to grow and strengthen our people.</p>
<b>Wednesday 14 March</b>	<p><b>Council meeting</b></p> <p>During our meeting we had a presentation from the Hauraki Rail Trail manger Diane Drummond, a long service presentation to a council staff member Murray Clayton who has completed 30 years, and acknowledged Ben Huch for his long service also. We had discussion around the Annual Report Audit Plan, CCO Monitoring and Shared Services, Road Naming in Morrinsville, and District Boundary signs.</p>
<b>Thursday 15 March</b>	<p><b>Employment and Training EXPO</b></p> <p>This event was held at the Rukumoana Marae in Morrinsville in conjunction with Ngati Haua iwi Trust. This also incorporated the launch of the Blue Berry initiative with NZ Govt. Dr Steve Saunders completed an initial planting on Ngati Haua land which completed the successful day.</p>
<b>Friday 16 March</b>	<p><b>Tahuna Fire Brigade Honours dinner</b></p> <p>Rex and I along with Councillor James Thomas and his wife attended the honours dinner at the Tahuna Station where UFBA honours were presented as well as NZFENZ awards for service.</p>
<b>Monday 19 March</b>	<p><b>Matamata-Piako Civic and Memorial Centre</b></p> <p>Council staff opened the doors to the public today in our brand new civic centre. A public street party for all will be held on 14 April where tours of the building will be available. Our council staff have done the hard yards in the prefab temporary buildings across the street and I hope they will love working in a modern new workplace!</p>



Raising the flags outside the office for the first time

### **Economic and regional Development meeting**

The Hon Paul Goldsmith MP was visiting the Waikato and I was given the opportunity attend a meeting with him in his capacity as spokesperson for Economic and Regional Development along with Hon Tim Macindoe MP, Mayor Sanson and Deputy Mayor Fulton.

This engagement opportunity was at the invitation of our new MP Tim Van de Molen.

Our discussions were around what is happening in the Waikato on a regional perspective, and it was a great opportunity to be involved in such a discussion.

### **On site meeting**

Council staff member Robert Utting and I met some residents of Meadowview Drive in Morrinsville to discuss a stormwater issue.

**Tuesday  
20 March**

### **Meeting with Bishop David Moxon & Hobbiton**

I met with Russell Alexander of Hobbiton, and Bishop David Moxon to discuss tourism in our district, specifically around Tarore and her legend and the Wairere Falls and our tourist trail development with Ngati Haua involvement.

**Wednesday  
21 March**

### **Council workshop**

Staff lead us through discussions on Stormwater in Morrinsville, Parking

	survey, Representation Review and Levels of Service within KVS.
<b>Thursday 22 March</b>	<p><b>Waharoa Aerodrome Workshop and Meeting</b> Our first co-governance meeting of the year was held at Waharoa, items on the agenda included the Reserve Management Plan update, LTP, Marae Underpass update and Marae entrance and parking arrangements. Our workshop delivered a vision for our airfield, watch this space.</p> <p><b>Matamata Business After 5</b> Hosted by the Four Seasons and attended by Councillor Adrienne Wilcock. A great networking opportunity with good attendance.</p>
<b>Friday 23 &amp; Saturday 24 March</b>	<p><b>National Council meeting</b> We manage to pack a lot of work into our one day meetings in Wellington, and this was no exception. We discussed a wide range of topics including the LGNZ Roadshows, business plan and representation of local boards on the National Council, Water 2050 and Climate Change policies, Finance reporting, health and safety, Zones and other day to day topics of Local Government.</p> <p><b>Matamata College 100 year</b> I attended the cocktail function on Friday night and spoke at the official proceedings on Saturday for the 100 year celebrations of Matamata College. It was an honour to be the current Mayor, speaking on behalf of my community.</p> <p>I spent four very special years at Matamata College that helped shape who I am today. I still look back on my time at Matamata College and remember most of my teachers very fondly.</p> <p>Arthur Lucas (the Principal back then) walked like a Sergeant Major and could see around corners - especially when boys were talking to girls. He was discipline personified - but you knew exactly where you stood. That discipline was one of many strong core values I learnt at Matamata College, which I constantly rely on in my role as Mayor.</p> <p>The message I had for those students still at school celebrating the centenary was, it might not feel like it now, but your time at school is so short – so grab every opportunity with both hands. I was an average student, but school is about more than that - this is your opportunity to grow your skills and equip yourself to be a valued member of your community.</p>
<b>Monday 26 March</b>	<p><b>Thai Student Visit</b> I visited a group of students who are at Te Aroha College for a short exchange. They were lovely well-mannered students and we had a</p>

great question and answer session, which I enjoyed. Never underestimate these engagements!



**Monday  
26 March**

**Anzac Day pre service meetings**

I met with RSA delegates from Te Aroha in the morning, and then Matamata, Walton and Morrinsville in the afternoon to discuss the proceedings for the four services next month and to make sure everything is in order. Council staff work alongside the RSA for our civic services.

RSA dawn services were also discussed and the new Civic Centre fore court was viewed to make some changes to flow on our Anzac Day.

**Tuesday  
27 March**

**Grey Power Matamata**

CEO Don McLeod and I met with the Grey Power committee members to discuss a range of questions they had presented to me earlier in the month. Councillor Brian Hunter was also in support at the meeting and staff member Sandra Harris was able to promote the LTP consultation document.

**Meeting with NZ Police**

I met with Superintendent Bruce Bird in Matamata. Supt Bird and I have regular catch ups to discuss what is happening in our communities. We will meet again next month for the launch of the Matamata station becoming manned 24/7 where I have been asked to speak.

**Wednesday  
28 March**

**Corporate and Operations Meeting**

Chaired by Councillor Ash Tanner, we made presentations to staff for Health and Safety and a short presentation from Tuia candidate for 2018 Jahstice Wilson.

**Thursday  
29 March**

**Visit by Prime Minister Right Hon Jacinda Arden**

I was delighted to be part of the official welcoming party at Kai-a-te-mata marae in Morrinsville for our Prime Minister.



Matamata-Piako District, and Morrinsville is very proud of our Prime Minister, where her life's journey has taken her, since she grew up and went to College here in Morrinsville.

I presented a gift of a picture of Wairere Falls to Prime Minister Ardern, an icon that can be seen from almost every part of the district. I pledged Local Government support to Central Government for our communities growth.



#### **Volunteer Youth Ambassador meeting**

I met with students of Morrinsville College who will be part of our VYA's for 2018. A fine group of young leaders in the making. We will look at having these meetings around the district.

#### **Meeting with Wintec**

I met with Kim Linklater from Wintec to discuss learning opportunities in our district. Matamata may have opportunities with regards to horticulture. This would link business needs in Wintec's planning for future courses. A great opportunity to be a part of in the planning stage.