



# Agenda

**Notice is hereby given of  
a Community Services and Development  
Committee Meeting**

**Tuesday 13 March 2018**

Commencing at 9.30am to follow Public Forum

Council Chamber  
Waimate District Council  
125 Queen Street  
Waimate

[www.waimatedc.govt.nz](http://www.waimatedc.govt.nz)

**Notice is hereby given that a meeting of the Community Services and Development Committee will be held in the Council Chamber, Waimate District Council, 125 Queen Street, Waimate, on Tuesday 13 March 2018, Commencing at 9.30am to follow Public Forum.**

**Committee Membership**

Peter Collins	Chairperson
David Owen	Deputy Chairperson
Craig Rowley	Mayor
Sharyn Cain	Deputy Mayor
David Anderson	Councillor
Jakki Guilford	Councillor
Miriam Morton	Councillor
Tom O'Connor	Councillor
Sheila Paul	Councillor

Quorum – no less than five members

**Local Authorities (Members' Interests) Act 1968**

Councillors are reminded that if they have a pecuniary interest in any item on the agenda, then they must declare this interest and refrain from discussing or voting on this item and are advised to withdraw from the meeting table.

**Significance Consideration**

Evaluation: Council officers, in preparing these reports have had regard to Council's Significance and Engagement Policy. Council and Committee members will make the final assessment on whether the subject under consideration is to be regarded as being significant or not. Unless Council or Committee explicitly determines that the subject under consideration is to be deemed significant then the subject will be deemed as not being significant.

**Decision Making**

The Council, in considering each matter, must be:

- i. Satisfied that it has sufficient information about the practicable options and their benefits, costs and impacts, bearing in mind the significance of the decision;
- ii. Satisfied that it knows enough about and will give adequate consideration to the views and preferences of affected and interested parties bearing in mind the significance of the decisions to be made.

Stuart Duncan  
Chief Executive

## Order Of Business

Opening .....	5
1 Public Forum.....	5
2 Apologies .....	5
3 Visitors .....	5
4 Conflicts of Interest .....	5
5 Identification of Major (Urgent) or Minor Items Not on the Agenda .....	5
Minutes .....	6
6 Confirmation of Minutes.....	6
6.1 Minutes of the Community Services and Development Committee Meeting held on 30 January 2018.....	6
Reports .....	10
7 General Reports.....	10
7.1 Heritage Fund Application: Waimate District Cooperating Venture - St Mary's Church, Esk Valley.....	10
7.2 Annual Grant Presentation - Wamate Historical Society - 10.00am.....	12
7.3 Consideration of Major (Urgent) or Minor Items not on the Agenda.....	13
Public Excluded .....	14
8 Exclusion of the Public Report .....	14
8.1 Public Excluded Minutes of the Community Services and Development Committee Meeting held on 30 January 2018 .....	14
8.2 Community Grant Applications .....	14
9 Re-admittance of the Public Report.....	15
Meeting Closure.....	15



**OPENING**

**1 PUBLIC FORUM**

**2 APOLOGIES**

**3 VISITORS**

- i. Waimate Historical Society – 10.00am

**4 CONFLICTS OF INTEREST**

**5 IDENTIFICATION OF MAJOR (URGENT) OR MINOR ITEMS NOT ON THE  
AGENDA**

## MINUTES

### 6 CONFIRMATION OF MINUTES

#### 6.1 MINUTES OF THE COMMUNITY SERVICES AND DEVELOPMENT COMMITTEE MEETING HELD ON 30 JANUARY 2018

**Author:** Karalyn Reid, Committee Secretary and PA to the Mayor

**Authoriser:** Andy Hilton, Corporate Services Manager

**Attachments:** 1. Unconfirmed Public Minutes of the Community Services and Development Committee meeting - 30 January 2018 [↓](#) 

#### RECOMMENDATION

1. That the Public Minutes of the Community Services and Development Committee Meeting held on 30 January 2018 be confirmed as a true and correct record.

**Unconfirmed Minutes of the Community Services and Development Committee meeting of the Waimate District Council held at 125 Queen Street, Waimate on Tuesday 30 January 2018, beginning at 9.30am, following Public Forum**

Present

Chair: Cr P Collins

Mayor: C Rowley

Councillors: S Cain, J Guilford, M Morton, T O'Connor,  
D Owen

In Attendance

Chief Executive: S Duncan

Managers: C Johns, M Jones, D Mitchell, A Hilton

Staff: M Thomson

Committee Secretary: K Reid

Public Forum: Mayor  
Rowley took the Chair for  
this item

There was 1 member of the public at the Public Forum.

Janelle Bilcliffe spoke to Council about her concerns over the recent dog attacks, and encouraged Council to reconsider the decision made before Christmas to put the Development of a Dog Park on hold in order to develop a Reserve Management Plan of Knottingley Park.

She asked Council to put the Development of a Dog Park back on the agenda in light of the recent dog attacks and asked Council to consider using the 'neglected' area (to the left of archway) at Horgans Road area of Knottingley Park called the 'Formal area'.

1 Apologies

Apologies were received from Cr D Anderson and  
Cr S Paul.

**Resolved:**

That the apologies are accepted.

Moved Cr Collins  
Seconded Cr Cain  
MOTION CARRIED

2 Conflicts of Interest

The Chair called for Conflicts of Interests. There were no  
Conflicts of Interest identified.

3 Identification of Major  
(Urgent Business) or  
Minor Items not on the  
Agenda

There were no major (urgent business) or minor items identified.

- 4 Confirmation of Minutes – Community Services and Development Committee
- Resolved:**
- That the minutes of the Community Services and Development Committee meeting held on Tuesday 5 December 2017, excluding the public excluded items, are confirmed as a true and correct record.
- Moved Cr Collins  
Seconded Cr Guilford  
MOTION CARRIED
- 5 Management Report – Community and Strategy Group
- Resolved:**
- That the Community and Strategy Group Manager's report is accepted.
- Moved Cr Cain  
Seconded Cr Owen  
MOTION CARRIED
- 6 Whitehorse Big Easy Event Support
- The Community Services and Development Committee was presented with options for ongoing support of the annual Whitehorse Big Easy event.
- The confidential financial details of the Rotary Club of Waimate Whitehorse Big Easy Budget (as at 6.5.17) was tabled.
- Resolved:**
- That the Whitehorse Big Easy Event report is accepted; and
- That the Community Services and Development Committee recommend that Council do not provide financial support for the Whitehorse Big Easy event, with support in kind only, aligning to Council's fees and charges.
- Moved Cr Cain  
Seconded Cr O'Connor  
MOTION CARRIED
- Correction:**
- Options (paragraph 8): Should be 2018, not 2017.
- 7 Management Report – Executive Support
- Resolved:**
- That the Executive Support Manager's report is accepted.
- Moved Cr Cain  
Seconded Mayor Rowley  
MOTION CARRIED
- Note:**
- Council complemented the Parks and Reserves Manager and his team for the positive comments from members of the public and business owners of the Hanging Baskets on Queen Street.



- 8 Consideration of Major (Urgent Business) or Minor Items not on the Agenda There were no major (urgent business) or minor items identified.
- 9 Exclusion of the Public The Community Services and Development Committee considered moving into public excluded to take the below items:
- Confirmation of Public Excluded Minutes: Community Services and Development Committee Meeting – Tuesday 5 December 2017

General Subject of each matter to be considered	Reason for passing this resolution	Ground(s) under Section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution
Confirmation Public Excluded of Minutes	Good reason to withhold exists under Section 7	7(2)(c)(i)(ii): The withholding of the information is necessary to protect information which is subject to an obligation of confidence

**Resolved:**

That the Community Services and Development Committee resolves to exclude the public from the following parts of the meeting on the grounds contained in section 48(1) of the Local Government Official Information and Meetings Act, or section 6 or section 9 of the Official Information Act 1982, as the case may require, which would be prejudiced by the holding of the whole or the relevant part of the proceedings of the meeting in public.

Moved Cr Cain  
Seconded Cr Guilford  
MOTION CARRIED

- 10 Re-admittance of the Public

**Resolved:**

That the public are re-admitted.

Moved Mayor Rowley  
Seconded Cr Morton  
MOTION CARRIED

There being no further business, the Chair declared the meeting closed at 10.28am. These minutes to be confirmed at the Community Services and Development Committee meeting to be held on Tuesday 13 March 2018.

-----  
Cr P Collins  
Chair

## REPORTS

### 7 GENERAL REPORTS

<b>7.1 HERITAGE FUND APPLICATION: WAIMATE DISTRICT COOPERATING VENTURE - ST MARY'S CHURCH, ESK VALLEY</b>
---

**Author:** Donna van der Byl, Information Officer  
**Authoriser:** Carolyn Johns, Community and Strategy Group Manager  
**Attachments:** Nil

#### PURPOSE

1. To consider the funding application from the Waimate District Cooperating Venture (Anglican/Presbyterian Parish) for financial assistance to help with the restoration of the stained glass and leadlight windows at St Mary's Church Esk Valley.

#### PROPOSAL

2. To restore the windows at St Mary's Church Esk Valley. This will help to ensure their preservation and make them safe for the continued use of the building.
3. This ensures that St Mary's Church Esk Valley continues to provide pastoral care, children's activities during school holidays, regular youth group activities, Sunday services, funerals and weddings, etc.
4. The total cost of the project is \$37,702.75. The applicant is requesting \$1,000.00 + GST
5. All the required information, including written quotes, have been submitted with the application. Grants are now limited to \$1,000 + GST (if any).

#### Options

6. That the Committee supports the Heritage Grant Application; or
7. That the Committee does not support the Heritage Grant Application.

#### ASSESSMENT OF SIGNIFICANCE

8. This matter is not deemed significant under the Council's Significance and Engagement Policy.

#### CONSIDERATIONS

9. There are no known obstacles. The application meets the criteria within eligible work being in the case of heritage value buildings, preference will be given to assisting with the restoration or strengthening of the structure or fabric.

#### FINANCIAL

##### Budget

10. Who is the budget holding Manager? Community and Strategy Group Manager, Carolyn Johns.
11. Activity, description name & code: Community Support, Heritage Fund 111033512
12. Budget allocation (current year): \$2,521.47 which includes unspent grant of \$1,521.47
13. Amount spent to date: \$Nil
14. Can this proposal be accommodated out of remaining budget? Yes

**Cost-effectiveness**

15. Cost-effectiveness consideration is not applicable.

**RECOMMENDATION**

- 1 That the report 'Heritage Fund Application Waimate District Cooperating Venture – St Mary's Esk Valley' is accepted; and
- 2 That the Community Services and Development Committee consider the funding application from Waimate District Cooperating Venture (Anglican/Presbyterian Parish) to help assist with the restoration of the stained glass and leadlight windows at St Mary's Church Esk Valley.

<b>7.2 ANNUAL GRANT PRESENTATION - WAMATE HISTORICAL SOCIETY - 10.00AM</b>
--

**Author:** Carolyn Johns, Community and Strategy Group Manager

**Authoriser:** Carolyn Johns, Community and Strategy Group Manager

**Attachments:** Nil

**BACKGROUND**

The Waimate Historical Society will give their annual grant presentation to Community Services and Development Committee.

<b>7.3</b>	<b>CONSIDERATION OF MAJOR (URGENT) OR MINOR ITEMS NOT ON THE AGENDA</b>
------------	---

**Author:** Karalyn Reid, Committee Secretary and PA to the Mayor

**Authoriser:** Andy Hilton, Corporate Services Manager

**Attachments:** Nil

The Community Services and Development Committee is to consider any Major (Urgent) or Minor Items identified earlier in the meeting.

**PUBLIC EXCLUDED**

**8 EXCLUSION OF THE PUBLIC REPORT**

**RESOLUTION TO EXCLUDE THE PUBLIC**

**RECOMMENDATION**

That the public be excluded from the following parts of the proceedings of this meeting.

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

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48 for the passing of this resolution
<b>8.1 - Public Excluded Minutes of the Community Services and Development Committee Meeting held on 30 January 2018</b>	s7(2)(c)(i) - the withholding of the information is necessary to protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the information would be likely to prejudice the supply of similar information, or information from the same source, and it is in the public interest that such information should continue to be supplied	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
<b>8.2 - Community Grant Applications</b>	s7(2)(c)(ii) - the withholding of the information is necessary to protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the information would be likely otherwise to damage the public interest	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7

**9 RE-ADMITTANCE OF THE PUBLIC REPORT**

**MEETING CLOSURE**