

Notice is given that an ordinary meeting of the Saxton Field Committee will be held on:

Date: **Wednesday 14 June 2017**
Time: **2.00 pm**
Meeting Room: **Saxton Netball Pavillion**
Venue: **Stoke**
Nelson

Saxton Field Committee

AGENDA

MEMBERSHIP

Tasman District Council

Cr Tim King
Cr Kit Maling

Nelson City Council

Cr Tim Skinner
Cr Gaile Noonan

(Quorum 3 members)

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AGENDA

1 OPENING, WELCOME

2 APOLOGIES AND LEAVE OF ABSENCE

Recommendation

That apologies be accepted.

3 PUBLIC FORUM

4 DECLARATIONS OF INTEREST

5 LATE ITEMS

6 CONFIRMATION OF MINUTES

That the open minutes of the Saxton Field Committee meeting held on Tuesday, 14 February 2017, be confirmed as a true and correct record of the meeting.

That the closed minutes of the Saxton Field Committee meeting held on Tuesday, 14 February 2017, be confirmed as a true and correct record of the meeting.

7 PRESENTATIONS

Nil

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8 REPORTS

8.1 APPOINTMENT OF CHAIRPERSON FOR 14 JUNE MEETING

Decision Required

Report To:	Saxton Field Committee
Meeting Date:	14 June 2017
Report Author:	Susan Edwards, Community Development Manager
Report Number:	SFC17-06-01

1 Summary

- 1.1 Nelson City Council (resolution: CL/2016/305) and Tasman District Council (resolution CN16-12-1) established the Saxton Field Committee as a joint committee of both Councils at their respective meetings in December 2016.
- 1.2 The Terms of Reference state that “At the inaugural meeting a Chairperson will be elected for the purposes of the inaugural meeting only, and will not have a casting vote at that meeting”. At the 14 February 2017 meeting the Committee did not appoint an Independent Chair, therefore, we need to appoint a Chairperson for today’s meeting from among the Councillor members who are present. The person elected will assume the Chairperson role immediately following being elected.

2 Draft Resolution

That the Saxton Field Committee

1. receives the Appointment of Chairperson for 14 June meeting report SFC17-06-01; and
2. appoints Cr _____ as Chairperson of the 14 June 2017 meeting.

3 Purpose of the Report

- 3.1 To appoint a Chairperson for today's meeting.

4 Background and Discussion

- 4.1 Nelson City Council (resolution: CL/2016/305) and Tasman District Council (resolution CN16-12-2) established the Saxton Field Committee as a joint committee of both Councils at their respective meetings in December 2016.
- 4.2 The Terms of Reference state that "At the inaugural meeting a Chairperson will be elected for the purposes of the inaugural meeting only, and will not have a casting vote at that meeting". The Terms of Reference provided the Saxton Field Committee to appoint an independent Chairperson at its first meeting to chair subsequent meetings. The Committee did not appoint an Independent Chair at the first meeting therefore we need to appoint a Chairperson for today's meeting from among the Councillors present.
- 4.3 This report provides the opportunity for the Committee to appoint the Chairperson for this meeting only.

5 Options

- 5.1 The Committee has the option of appointing any of its members present to the Chairperson role for today's meeting.

6 Strategy and Risks

- 6.1 There no strategy and risk issues relating to this decision.

7 Policy / Legal Requirements / Plan

- 7.1 There are no policy, legal or planning considerations relevant to the decision being sought in this report.

8 Consideration of Financial or Budgetary Implications

- 8.1 There are no financial or budgetary considerations relevant to the decision being sought in this report.

9 Significance and Engagement

- 9.1 I consider that the decision on who is appointed as today's Chairperson is of low significance and that no consultation is required prior to the Committee making the decision.

Issue	Level of Significance	Explanation of Assessment
Is there a high level of public interest, or is decision likely to be controversial?	Low	The decision as to who chairs the meeting is likely to be of very low public interest.
Is there a significant impact arising from duration of the effects from the decision?	No	The decision is only for today's meeting.
Does the decision relate to a strategic asset?	No	
Does the decision create a substantial change in the level of service provided by Council?	No	
Does the proposal, activity or decision substantially affect debt, rates or Council finances in any one year or more of the LTP?	No	
Does the decision involve the sale of a substantial proportion or controlling interest in a CCO or CCTO?	No	
Does the proposal or decision involve entry into a private sector partnership or contract to carry out the deliver on any Council group of activities?	No	
Does the proposal or decision involve Council exiting from or entering into a group of activities?	No	

10 Conclusion

10.1 The Committee has the delegated power to choose a Chairperson for today's meeting from within the members of the Committee.

11 Next Steps / Timeline

11.1 The person elected as the Chairperson will take the Chair role immediately following their election to the role for today's meeting.

12 Attachments

Nil

8.2 SAXTON FIELD CAPITAL DEVELOPMENT PROJECTS, OPERATIONS AND MAINTENANCE FUNDING SPLIT FOR NELSON CITY AND TASMAN DISTRICT COUNCILS

Decision Required

Report To:	Saxton Field Committee
Meeting Date:	14 June 2017
Report Author:	Susan Edwards, Community Development Manager
Report Number:	SFC17-06-02

1 Summary

- 1.1 The purpose of this report is to consider the funding split for Saxton Field capital projects and renewals, and operations and maintenance between the two Councils and recommend the adoption of the proposed funding split to the two Councils.
- 1.2 Please refer attached report (Attachment 1) from Nelson City Council staff.

2 Draft Resolution

That the Saxton Field Committee:

1. receives the report SFC17-06-02 Saxton Field Capital Development Projects, Operations and Maintenance Funding Split for Nelson City and Tasman District Councils (R7617) and its attachment A31270; and
2. recommends to the two Councils:

That the Tasman District and Nelson City Councils:

approve the funding split for Saxton Field Capital Projects and Renewals (excluding any community contribution payable), and Operations and Maintenance accounts, as from 1 July 2018, at 50% from Nelson City and 50% from Tasman District, subject to both Nelson City and Tasman District Councils passing this resolution.

3 Attachments

- | | |
|--|----|
| 1. Saxton Field Funding Split Report Nelson City Council June 2017 | 11 |
|--|----|



Saxton Field Committee

14 June 2017

REPORT R7617

Saxton Field Capital Development Projects, Operations and Maintenance Funding Split for Nelson City and Tasman District Councils

1. Purpose of Report

- 1.1 To update the current Saxton Field capital development, operations and maintenance funding splits for Nelson City and Tasman District Councils.

2. Summary

- 2.1 The current operations and maintenance funding split is Tasman District 36.7% and Nelson City 63.3%. The funding split for capital projects is 47% TDC and 53% NCC. This report considers the subnational population estimates at 30 June 2016 and recommends that both funding splits move to 50% from Tasman District and 50% from Nelson City.

3. Recommendation

That the Committee

Receives the report Saxton Field Capital Development Projects, Operations and Maintenance Funding Split for Nelson City and Tasman District Councils (R7617) and its attachment A31270.

Recommendation to Nelson City and Tasman District Councils

That the Councils

Approve the funding split for Saxton Field Capital Projects and Renewals, and Operations and Maintenance accounts, as from 1 July 2018, at 50% from Nelson City and 50% from Tasman District, subject to both Nelson City and Tasman District Councils passing this resolution.

R7617

1

4. Background

Funding Policy

4.1 The Regional Facilities Plan was adopted by both Nelson City and Tasman District Councils in October 2002. It includes a section, 'The Funding Assessment Tool' which addresses how much each Council should pay towards regional facilities. A copy of the Funding Assessment Tool is attached to this report. (Attachment 1)

4.2 The Plan states that the funding split between the two Councils for regional facilities should be calculated as follows:

'Cost share is based on an analysis of two simple issues: location of the proposed development and the expected catchment of users.

- *35% of the funding split is based on proposed location.*
- *65% of the funding split is based on catchment.'*

Where the proposed location is Saxton Field this is treated as a neutral location with both Councils sharing the 35% of costs equally.

4.3 Location of facility

At Saxton Field the location was determined to be neutral with 35% of the total cost to be allocated evenly between the two Councils. In 2006 the Regional Funding Forum resolved to recommend to the two Councils that the funding split for all facilities at Saxton Field be on a catchment basis only. This resolution which increased its share of costs was never endorsed by Nelson City Council but funding decisions through the Funding Forum continued over time based solely on accessible population and ignoring the 35% location factor.

4.4 Catchment - Accessible Population

The catchment factor recognises that some parts of Tasman District are remote and access to Saxton Field is reduced. The Forum agreed that only the relatively accessible population should contribute. Golden Bay, Takaka, Golden Downs, Lake Rotoroa, Murchison, Tapawera, and Jakkett Island are currently excluded.

4.5 Capital Development Projects

At Saxton Field funding applicants are required to provide 20% of capital costs with the remaining 80% divided between the two Councils.

Previous significant capital projects at Saxton Field undertaken with reference to the Funding Policy include the two hockey turfs, Saxton Stadium, the athletics track, Saxton Oval Pavilion, and the velodrome with the individual funding splits updated according to the population data at that time.

Capital projects splits have been updated more regularly as decisions were made to proceed with each individual project. The last project to be considered was the velodrome where the 80% Councils charge was determined to be divided 47% from TDC and 53% from NCC.

4.6 Operations and Maintenance

Operations and maintenance funding has not been updated for some time. Activities are ongoing and funding is currently divided between Tasman at 36.7% and Nelson at 63.3%.

The total operations and maintenance budget for both Councils was approximately \$1,033,000 for the 2015/16 financial year.

5. Discussion

Population

- 5.1 Tasman's estimated population as at 30 June 2016 was 50,200. Nelson's was 50,600.
- 5.2 If the populations of Golden Bay, Takaka, Golden Downs, Lake Rotorua, Murchison, Tapawera and Jackitt Island are exempted the accessible figure for Tasman is reduced to 42,420.
- 5.3 This results in a current accessible population comparison of 45.6% TDC to 54.4% NCC.
- 5.4 As the populations increase, the gap is closing with Tasman's population predicted to continue to increase faster than that of Nelson.
- 5.5 Initially it was felt that residents of distant areas were less likely to use Saxton Field but as the reserve has developed over time into a true regional facility, sports people are travelling more, particularly for hockey, athletics, cricket and softball.

R7617

3

Funding Split Options

5.6 Three funding options have been considered and applied to the operations and maintenance total of \$1,033,000 for both Councils.

5.7 **As per original funding policy.**

Applying a funding split based on the latest accessible population figures (45.6% TDC to 54.4% NCC) to the 2015/16 operations and maintenance expenditure for Saxton Field, as per the Regional Funding Policy, would result in the following:

	Contribution total	Total	Tasman	Nelson
Where is the facility located?	35%	\$361,550	\$175,000	\$175,000
Where will users come from?	65%	\$671,450	(45.6%) \$306,181	(54.4%) \$365,269
Final Funding split	100%	\$1,033,000	\$471,400	\$528,600

5.8 **As per the Saxton Field Committees current practice.**

Applying the accessible population figures as per the Regional Funding Forum's practice in recent years:

	Total	Tasman 45.6%	Nelson 54.4%
Where will users come from?	\$1,033,000	\$471,048	\$561,952
Final Funding split	\$1,033,000	\$447,048	\$561,952

5.9 **Applying a 50% TDC : 50% NCC split**

	Total	Tasman 50%	Nelson 50%
Funding split	\$1,033,000	\$516,500	\$516,500

5.10 Comparing the three options:

Option 1: Apply funding split as per Funding Policy

Advantages	<ul style="list-style-type: none"> Fits the Policy previously adopted by both Councils
Risks and Disadvantages	<ul style="list-style-type: none"> Not recently used for Saxton Field projects, operations and maintenance. Giving weight to accessibility may be no longer relevant
Option 2: Apply funding split as previously adopted by Saxton Field Committee	
Advantages	<ul style="list-style-type: none"> Continues a method previously used for capital projects
Risks and Disadvantages	<ul style="list-style-type: none"> Giving weight to accessibility may be no longer relevant
Option 3: Apply 50:50 funding split – this is the preferred option	
Advantages	<ul style="list-style-type: none"> Simple to apply Encourages equity in Council partnership
Risks and Disadvantages	<ul style="list-style-type: none"> Does not recognise a small number of residents with difficult access

- 5.11 Officers from both Councils discussed the content of this report at a recent Saxton Field Working Party Meeting and recommend that in the interests of simplicity and equity a 50%: 50% funding split be adopted with the new figures implemented as from 1 July 2018.

6. Conclusion

- 6.1 As the population continues to increase, the gap is closing with Tasman predicted to continue to increase faster than that of Nelson.
- 6.2 As the reserve has developed over time into a true regional facility, sports people are travelling more, particularly for hockey, athletics, cricket and softball.
- 6.3 In the interests of developing an equal partnership for the governance of Saxton Field it is recommended that as from 1 July 2018 a 50%: 50% funding split be adopted for operations and maintenance and for capital projects and renewals.

Andrew Petheram

R7617

5

Property, Parks and Facilities Asset Manager

Attachments

Attachment 1: Nelson / Tasman Regional Facilities Funding Assessment Tool -
A31270

Important considerations for decision making	
1. Fit with Purpose of Local Government	The recommendation supports the current and future needs for regional recreation facilities in an equitable manner.
2. Consistency with Community Outcomes and Council Policy	This recommendation is consistent with the Long Term Plans, Annual Plans and Community Outcomes of both Councils and Nelson 2060.
3. Risk	This recommendation is likely to address financial responsibility for the provision of regional recreation facilities and unlikely to result in adverse consequences.
4. Financial impact	Changes to operational and maintenance expenditure will be funded from rates by both Councils. The source of capital expenditure will be determined separately by each Council.
5. Degree of significance and level of engagement	This matter is of low significance. Saxton Field is not a strategic asset and an adjustment to the funding contributions from Nelson City and Tasman District is minor.
6. Inclusion of Māori in the decision making process	Māori have not been involved in the formulation of this recommendation.
7. Delegations	<p>The Saxton Field Committee has the power to recommend to the Tasman District Council and Nelson City Council:</p> <ul style="list-style-type: none"> Financial contributions for the operations, maintenance and capital development of the reserve

R7617

7

**Nelson / Tasman Regional Facilities
Funding Assessment Tool**

**For
Nelson City Council
Tasman District Council
The Community Trust
Gaming Machine Funding Trusts of Nelson Region**

Policy and Procedures Guide

23.10.2002

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1. Introduction

This Tool was approved in 2002 by Nelson City and Tasman District Council as part of the Regional Facilities Plan. A 'principles-based' planning approach is used in planning for facility provision to guide the assessment, consideration and decision-making regarding facility issues by the councils and the Funding Forum. The Application Guide implicitly integrates these principles into the application process to ensure a consistent approach in both the planning and the support of facility developments. The principles are:

- Principle 1: Co-location and shared facilities replacing dispersed and duplicated provision
- Principle 2: Partnering to maximise community benefits
- Principle 3: Targeted renewal and refurbishment funding
- Principle 4: Rationalisation of supply of facilities
- Principle 5: Improved communication and co-ordination
- Principle 6: Redevelopment of compromise facilities to improve functional performance

The Application Guide has been designed so that potential applicants can identify the potential for the endorsement of their proposals, and for requesting contributions towards capital and/or operational costs. The guide is comprehensive and, as a result, may include questions that - due to the nature or scale of a particular project - are considered to be either irrelevant or judged as excessively arduous. The funding forum has the option to waive requirements for specific evidence as appropriate. However, the core questions need to be addressed in the application.

2. Funding Forum Membership

Members will be appointed by the respective organisations listed below.

Two appointees from each of:

- Nelson City Council (NCC)
- Tasman District Council (TDC)
- The Community Trust (the Trust)
- Gaming Machine Funding Trusts (Nelson-Tasman) (GMFT)

Plus, a single representative from the local regional office of the New Zealand Lottery Grants Board (NZLGB).

2.1. Advisory Members

The Forum from time to time may wish to invite key individuals with particular knowledge and/or perspective to attend a Forum meeting or meetings in an *ex officio* capacity. The intent is for advisory members to assist the Forum in its understanding of a topical issue or application.

2.2. Staff Resources

The Forum does not have a formal staff structure. It is supported as required by appropriate council officers from Nelson and Tasman, in an *ex officio* capacity. Duties include recording outcomes from Forum meetings and reporting to the Forum on applications.

3. Forum Rules

1. The Forum is a voluntary group and is not intended to incur costs or receive revenue.
2. The Forum is an informal group and members are appointed by the funding organisations as follows:

Two appointees from:

 - Nelson City Council
 - Tasman District Council
 - The Community Trust
 - Gaming Machine Funding Trusts (Nelson-Tasman)

Plus, a single representative from the local regional office of the New Zealand Lottery Grants Board.
3. The term of each members appointment is at the discretion of the appointing body.
4. Nelson City Council and Tasman District Council will appoint an officer (the *nominated officer*) to support the Forum with preparation of reports on applications and to receive inquiries from potential applicants. The officer will ensure that applications are completed in full before submitting them to the Forum for consideration.
5. The Forum decisions and recommendations are not binding on the organisations that provide appointees to the Forum.
6. The Forum will meet as required but not less than annually to consider *full applications* and meet on ad hoc basis to consider *preliminary notifications*.
7. The meetings will be closed to the public to facilitate information sharing between members. However, all recommendations would be released to the public. Any discussion in the meetings will be considered confidential.
8. An annual closing date for *full applications* will be set by the Forum and publicised by member organisations. The closing date would usually align with the Annual Plan requirements of Councils. In this first year there will not be a closing date but applications will be considered as required for the 2003/04 financial year. The closing date thereafter will be 31 August of each year.
9. Forum members will direct inquiries from potential applicants to the *nominated officer* of either Nelson City or Tasman District as appropriate.
10. Eligible regional arts, cultural, sport or recreation facility projects seeking funds from member organisations will be considered by the Forum.

4. Application Process

4.1. Funding Applications

The Funding Forum members prefer to assist organisations in a consistent manner. In order to help the Forum set priorities and make decisions about their support for leisure facilities in each and successive application rounds all facility proposals will be assessed against the criteria set out in a funding application form. This form will be developed to reflect the assessment criteria in the assessment tool and application guide.

A two-stage application process is proposed to minimise the risk of wasted effort and building undue expectations in the community regarding a proposed project.

4.1.1. Preliminary Notification

All applicants are asked to forward a short summary of the key features of their application for consideration by the Funding Forum. The Funding Forum may offer several different levels of advice:

- The forum may decide to offer support for an independent feasibility assessment of the proposal.
- The applicant may be advised to not put in a full application due to replication or other issues.
- The applicant may be advised to complete a full application.
- The applicant may be encouraged to team up with other applicants or other existing agencies and their facilities to reduce duplication

A brief covering report will be prepared by the nominated council officer. Any positive advice offered by the Forum at this stage would not represent an endorsement of the final proposal. The potential applicant would also be advised of any specific exemptions regarding the provision of detailed information that would normally be required in the full application. The preliminary notification process would save all parties unnecessary effort.

Where the preliminary application does not receive positive support at this stage the applicants will be advised of the reasons and given the opportunity to resubmit an amended preliminary application.

4.1.2. Full Application

A full application would be received from only those applicants who had achieved support at the preliminary notification stage. A report assessing the application would be prepared by the nominated officer to accompany the application when distributed to Forum members.

The scoring process is a tool to assist with clarifying the views of Forum members and provide a guideline. Each member of the Forum independently undertakes an assessment of the application against the Application Guide checklist and enters scores on a summary sheet (See Section 4.3). The Forum will convene to compare scores. Any scores that vary significantly from the rest of the members are discussed with a view to either reaching consensus by modifying the score or agreeing to disagree (very much a 'Delphi technique' approach). The scores are then combined to give a grand total.

The grand total for each project under consideration is then included in a schedule to rank the projects into high, medium and low groupings. An appropriate funding split between the member organisations is determined for each project that is supported by the Forum (usually high scoring projects). The projects recommended for support and their funding split are then forwarded to each member organisation of the Forum for consideration.

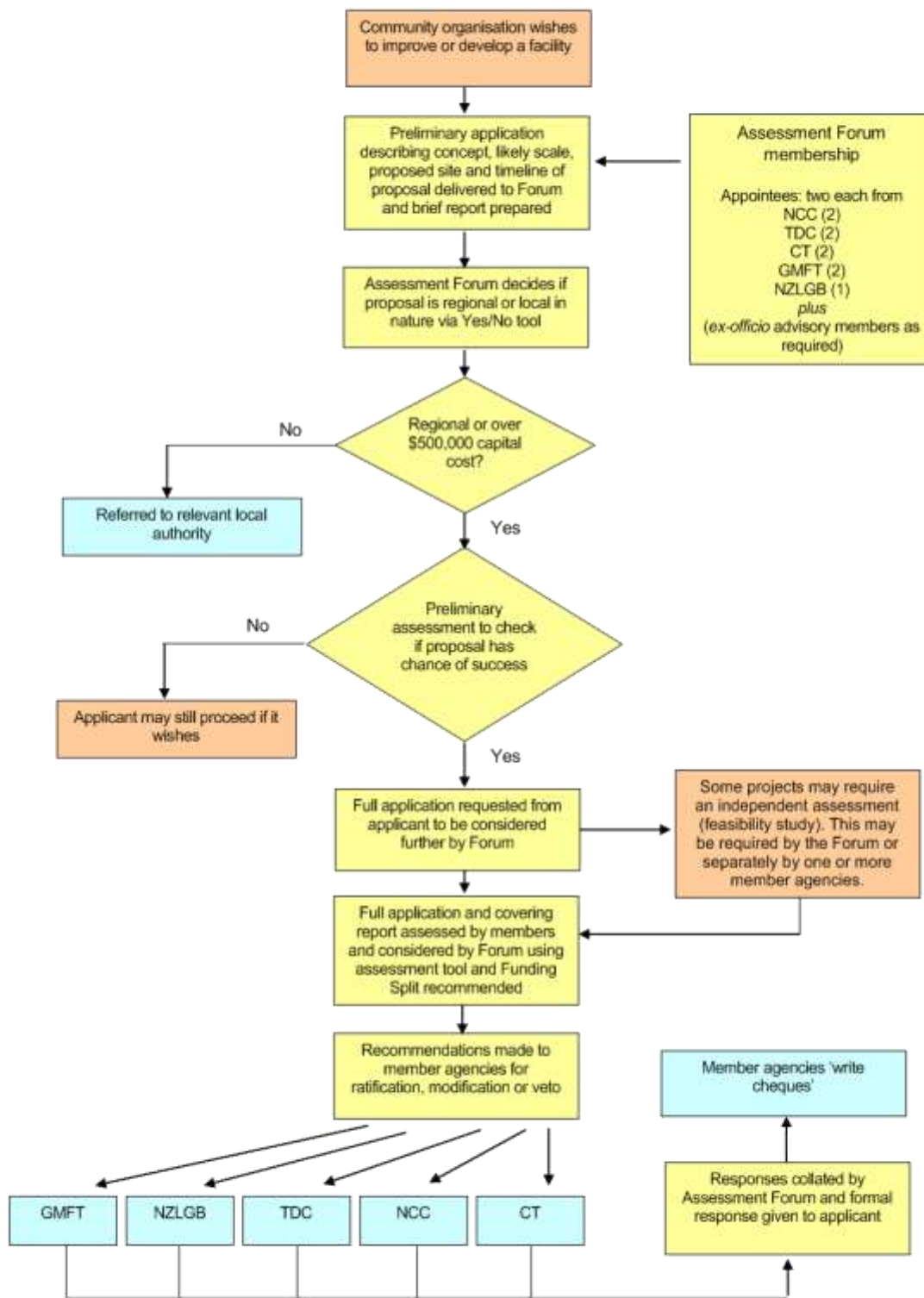
Medium and low scoring projects not supported in the funding round are informed of the areas requiring improvement in their applications and in most cases be offered the opportunity to reapply with a revised application to a future round.

4.2. Planning Tools

Once an application is received, a set of planning tools are applied. The planning tools represent a three-stage process.

1. The Forum determines whether the proposal is a regional issue using the Yes/No Tool. Those regional proposals, or proposals seeking \$500,000 or more are considered by the Funding Forum, otherwise they are considered by the individual councils.
2. The Funding Forum assesses the funding priorities using the Application Assessment Tool.
3. The Forum then determines the recommended split of capital contribution between the Nelson and Tasman Councils using the Capital Contribution Split Tool. Each Council can then revisit priorities independently before final agreement is determined. There may need to be a joint council meeting to consider the capital contribution split.

The full assessment process is presented in the chart below.



4.2.1. Identifying Regional Facilities: The Yes/No Tool

To identify whether the proposal is a cross-boundary issue, the following questions must be answered:

1. Does the proposal have certain elements that make it difficult to decide in which district the facility should be located?

*If yes, it is **certainly** a cross-boundary issue.*

2. Will significant cost savings (including transport) be made if the proposal is co-operatively funded and promoted?

*If yes, it is **certainly** a cross-boundary issue.*

3. Is the proposal promulgated by an organisation whose membership lies in both districts, or by organisations that are located in different districts?

*If yes, it is **certainly** a cross-boundary issue.*

4. Is the proposal's catchment clearly region-wide?

*If yes, it is **almost certainly** a cross-boundary issue.*

5. Is the proposal currently partially or fully duplicated in the other district?

- 5a. If yes, will the new facility render the existing one superfluous or significantly improve the regional level of service?

*If yes, it is **quite likely** a cross-boundary issue.*

6. Is the proposal a new concept for both districts? Is it unique?

*If yes, it is **quite likely** a cross-boundary issue.*

7. Is the proposal a new level of service for both districts?

*If yes, it is **quite likely** a cross-boundary issue.*

8. Can a higher level of service be achieved if the facility is not duplicated?

*If yes, it is **possibly** a cross-boundary issue.*

9. Do the districts have difficulty agreeing whether it is a cross-boundary issue?

*If yes, it is **probably** a cross-boundary issue.*

Assessors should analyse the number of 'yes' outcomes and react accordingly. The result should be self-evident.

4.2.2. Application Assessment Tool

Each criterion listed in the guide is given a score and a reliability rating for the information supplied by the applicant. The weighting given to the various elements will vary according to the nature of the proposal in relation to the Funding Forum members' priorities and policy outcomes. Not all points will be applicable to every proposed facility, but the main headings and sub headings should be addressed.

Organisations seeking support will be required to consider their needs in terms of each criterion considered by the assessment model. Each criterion (please refer to page 7) will be judged using three factors, listed below:

Weighting: What relative priority does each factor have in relation to the relevant agency policy outcomes?	
Not relevant	0
Exceptionally low importance	1
Below average importance	2
Moderate or average	3
Above average importance	4
Exceptionally high importance	5

Reliability: Is the data provided reliable? Can it be verified or supported by other sources?	
Information that is wholly objective fact and is verifiable by sources independent to the applicant or supplied by independent sources	4
Information that is mainly objective fact and is not easily verifiable by sources independent to the applicant	3
Information that is mainly subjective and is verifiable by sources independent to the applicant	2
Information that is wholly subjective opinion and is not easily verifiable by sources independent to the applicant	1

Score: How well does the application rate on these criterion?	
Not relevant	0
Exceptionally poor or low	1
Below average	2
Moderate or average	3
Above average	4
Exceptionally good or high	5

Example data have been entered below. The weight, reliability and score are multiplied across each row, and that sum is added in the 'total' column to a final score. Applications will be ranked according to their scores. However, due to funding limitations, high scoring and costly proposals would not be guaranteed financial support. In such cases, the Forum may decide to offer other forms of support (such as advocating with the applicant for funding from other sources).

Facility Proposal Assessment Tool				
Community Need/ Support	Weight	Reliability	Score	Total
1. Is there a significant level of unmet need in the community where the proposed facility is to be located?	4	4	2	32
2. Does the community support the proposed facility?	4	3	2	24
Participation				
3. What are the estimated participation levels in the activity or activities to be undertaken at the proposed facility?	4	2	3	24
4. Does the proposal address participation by traditionally under-represented people?	4	1	2	8
5. Does the proposal set targets for enhanced recreation participation?	2	2	5	20
Feasibility Research & Assessment				
Is there an adequate feasibility study for the proposed facility, including:				
6. Needs assessment	1	2	3	6
7. Design and planning issues	4	1	2	8
8. An analysis of relevant trends	1	0	0	0
9. Sound financial and asset management planning	3	3	3	27
Social Benefits				
10. Will the proposed facility enhance community and individual wellbeing?	4	0	0	0
Environmental Benefits				
11. Will the proposed facility contribute to protecting and managing a sustainable environment or minimise its impact?	3	1	1	3
Economic Benefits				
12. Is the proposed facility economically sustainable?	1	1	1	1
13. Will the facility contribute to the local and/or regional economy?	1	1	1	1
SUB TOTAL				154
Negative Impacts (subtraction from sub total)				
13. Does the project have negative impacts on existing facilities?	4	2	2	16
TOTAL SCORE				138

4.2.3. The Capital Contribution Split

The Split between Applicant and Council Contributions

The New Zealand Lottery Grants Board and the Community Trust consider themselves to be 'top-up' funders, and their grants are usually conditional on a council capital funding contribution. The position of councils as 'up-front' funders, providing endorsement and momentum through a capital contribution for a facility' will therefore need to continue.

The level of capital contribution by the applicant through community fundraising, associated benefactors and sponsors vary greatly between community facilities that have been developed in the region. This is often described as the level of 'self-help' and it is essential that this is assessed within the context of the application, rather than as a predetermined threshold. This is because of the variability in the capacity of the applicant to contribute capital. The wide variability in the scale of project and circumstances of each case makes the setting of one level generally unrealistic.

However, Councils have a clear expectation of evident 'self-help' in the capital funding of the project by the applicant. The level of self-help will be assessed within the context of the capability of the applicant organisation, and efforts undertaken, to generate capital based on the nature and catchment of the project, and the membership of the organisation.

The Split Between Councils for Regional Facilities

Cost share is based on an analysis of two simple issues: location of the proposed development and the expected catchment of users. The table below is based on a funding issue costing \$700,000. The issues are weighted thus:

- 35% of the funding split is based on location. In the example below, the facility is based in Tasman and so 100% of 35% of the cost is to be funded by the TDC (ie, 35% of \$700,000 = \$245,000). This covers the prestige value of the facility being located in one District, and the economic benefits that accrue to the host District.
- 65% of the funding split is based on catchment. In the example, 40% of users are likely to be from Nelson, and so 40% of 65% of the cost is to be funded by the NCC (ie, 65% of \$700,000 = \$455,000, and 40% of \$455,000 = \$182,000).

	Contribution to total	Nelson	Tasman
1. Where is the facility located?	35%	0% (0\$)	100% (\$245,000)
2. Where will users come from?	65%	40% (\$182,000)	60% (\$273,000)
Final Funding split		\$182,000	\$518,000

Councils need to consider the relevance of the two issues and the weights given to each. However, this final analysis must be simple and used consistently.

5. Application Guide

This section details the issues each application should consider to ensure compatibility with the assessment tool and to provide the Forum with sufficient background information.

5.1. Need

Is there a significant level of unmet need in the community where the proposed facility is to be located? Does the community support the proposed facility?

The application should:

- Identify the proposed facility's geographic catchment and target group using demographic data and other significant factors e.g. youth
- Identify evidence that justifies the proposed facility?
- Provide evidence of community support, either generally or specifically, such as letters of support from organisations or individuals, community surveys etc.

5.2. Participation

What are the estimated participation levels in the activity or activities to be undertaken at the proposed facility? Does the application address participation by traditionally under-represented people? Does the application set targets for enhanced recreation participation?

Note: Participation can include a range of involvement such as playing/ performing through to spectating.

The application should:

- Define the goals and objectives of the proposed facility.
- Detail the number of participants and/or clubs or organisations currently involved in the activity and likely to be users of the proposed facility over the first 3 - 5 years.
- Identify any people or groups who will not be able to use the proposed facility, the reasons they will not be able to use the facility.
- Consider whether the proposed facility will encourage people to do more recreation and leisure activities.

5.3. Feasibility

Is there an adequate feasibility study for the proposed facility?

The feasibility study should:

- Address the questions listed in this guide and application process unless expressly excluded by the Forum.
- Provide evidence that the proposed facility is of the appropriate standard to meet the need.
- Describe the proposed facility and how it will be owned, managed and operated.
- Identify and describe the positive and negative impacts of the proposed facility.
- Set out location options and rationale for selected site.
- Set out all capital costs including planning, compliance, and construction costs.
- Set out operating and maintenance costs, including personnel, facility maintenance and renewal/refurbishment, equipment, services and consumable materials.
- Identify all confirmed and possible capital funding sources for the development of the proposed facility.

- Describe how the operation of the proposed facility will be financed with particular attention to the likely usage, probable income and expenditure and charges.
- If fees are to be charged for use, outline the pricing structure and its probable acceptability by users.
- Identify trends that will positively or negatively affect use and throughput levels.

How objective and reliable is the feasibility study?

The feasibility study should:

- Identify who completed the feasibility study and their credentials.
- Include a copy of the study brief and methodology.
- Identify the sources of information.
- Clearly identify all assumptions and describe the rationale behind each assumption.

5.4. Impacts

Will the proposed facility enhance community and individual wellbeing?

The application should consider:

- The physical, emotional, spiritual or social benefits for users?
- Whether people other than direct users will benefit from the proposed facility?
- Whether individual benefits will have an overall community benefit?
- Whether people who are potentially affected by the proposed facility have been consulted? Are there ways to overcome any effects?

Will the proposed facility contribute to protecting and managing a sustainable environment or minimise its impact? Is it compatible with surrounding land use?

The application should:

- Recognise that environment includes physical resources such as land, water, air etc and intangibles such as levels of noise and amenity values (attractiveness, safety, etc).
- Determine whether the proposed facility will effect any aspect of the environment? If so how?
- Consider ways to minimise the effects of the proposed facility on the environment?
- Will the proposed facility improve or protect the environment?

Is the proposed facility economically sustainable? Will the facility contribute to the local and/or District economy?

The application should consider:

- How the proposed facility will be funded?
- Whether the proposed facility will be financially self-sustaining (ie generate enough funds to maintain and operate)?
- Whether the proposed facility will have any positive economic benefits? e.g. providing or using accommodation, restaurants, visitor attraction, decreasing maintenance costs, etc

Will the proposed facility promote a public good and/or benefit before a private good and/or benefit?

The application should recognise that:

- A public good is one which cannot be fully charged for at the point of use, or use by one person does not prevent another person from also using it. A private good is one whose use can be controlled, and use by one person reduces the potential for use by others.

- A public benefit occurs when everybody benefits from the good or service while a private benefit occurs when a particular person or group is clearly the only beneficiary of a goods or service.
- Any proposed facility is unlikely to fit neatly into the above categories but they offer some guidance. The important point is that public funds should generate primarily public rather than private benefits.

What land is required? If public open space is involved, will it continue to be available for public use?

The application should make clear:

- Whether a public reserve is required for the proposed facility, and if so how much and where?
- Whether the proposed facility will prevent other people from free use of the reserve, or whether it will add to their enjoyment of the reserve?
- Whether private land could be used instead of a public reserve?

Who will own, govern and manage the proposed facility?

The application should:

- Describe the proposed ownership and governance structure
- Describe the proposed staffing structure
- Include a 3 year Business Plan for the facility
- Include details of the project management during design, construction and commissioning of the facility.

What use is made of existing facilities? Are additional facilities required? What will be the anticipated impact on other similar facilities?

The application should discuss:

- Whether existing facilities could be used to meet all or some of the need? If so, do they require modification? If so, what is their current usage and how might it be affected by the proposed facility? Will the project duplicate under-utilised facilities?
- Whether the proposed facility will require other facilities or services to operate?
- Whether any new facilities and services will decrease usage of existing similar facilities?

Will other organisations provide resources and assistance through partnership arrangements? Will a combination of resourcing result in meeting more than one set of needs, improved quality of provision or reduced costs?

The application should indicate whether:

- Another group or organisation provides a similar facility.
- The proposed facility could be combined with existing facilities to achieve more efficiency and optimal usage;
- Other organisations can assist in the development of the proposed facility? If so how this will be achieved?
- Whether the proposed facility could be undertaken by joining the resources of two compatible groups?

Does the proposed facility promote the region? Does it contribute to community identity?

The application should indicate:

- What will be the position and image of the proposed facility? What messages does it create for the local community and/or national or international visitors?
- How will the proposed facility be marketed?
- Include a 3 year Marketing Plan for the facility

How will we know if the proposed facility is working? What information will be gathered to measure the success of the facility? Will there be a regular review of the performance of the proposed facility against performance targets?

The application should:

- Set measurable targets for the proposed facility's objectives.
- Describe the proposed facility's conditions for success;
- Allow for keeping a record of usage, inquiries and comments from users.
- Plan for simple surveys of users to find out what they think of the facility.
- Collect financial information about the facility and compare it against the targets set out in the feasibility study.
- Define other information that will be collected to monitor the facility's success.
- Describe how this information will be reported to the relevant funding agency and how frequently.
- Allow for regular evaluation and review of the proposed facility against its goals and objectives. (This is best done on an annual basis).
- Indicate the minimum targets that the proposed facility will achieve in order to continue to operate?
- Indicate how performance will be reported to the relevant funding agencies.

5.5. Declaration

The application will need to be signed by duly authorised officers of the applicant organisation (the legal entity), or organisations when a joint venture / partnership is involved.

8.3 UPDATE ON SAXTON FIELD VELODROME PROJECT**Information Only - No Decision Required**

Report To: Saxton Field Committee
Meeting Date: 14 June 2017
Report Author: Glenn Thorn, Reserves Officer
Report Number: SFC17-06-03

1 Summary

- 1.1 This report updates the Committee on the progress with the velodrome project at Saxton Field.
- 1.2 The contractor has undertaken a great deal of work on the project since the Committee's last meeting. Weather permitting, the contractor will undertake the paving of the velodrome track during the week of 12 June.

2 Draft Resolution**That the Saxton Field Committee**

1. receives the Update on Saxton Field Velodrome Project Report SFC17-06-03.

3 Purpose of the Report

- 3.1 The purpose of this report is to provide you with an update on the Saxton Field Velodrome project.

4 The Velodrome (update from Glenn Thorn)

- 4.1 Work is continuing well on the Saxton Field Velodrome with approximately 85-90% of the project completed to date.
- 4.2 The contractor has trimmed the embankment to the final level and placement of the sub base is now complete. The concrete apron and top nib is also complete.
- 4.3 The contractor has completed the learn to ride area and sown the grass seed.
- 4.4 The contractor is continuing work on the warm up track, having recently completed the placement of the sub base.
- 4.5 Work on fencing for the inner area is to start Tuesday 5th of June.
- 4.6 The contractor is scheduled to undertaking paving the velodrome track during the week of 12 June – weather permitting. This work is one of the major components of the project and, when completed, it will really bring the project to life. Once the contractor has undertaken the paving work, they then need to complete the line marking, embankment shaping, soiling, fencing and landscaping to finish the project.
- 4.7 One concern we have had to address is water seepage from part way up the northern embankment. The seepage seems to be linked to surrounding ground water levels. As a solution, we are currently installing an extra deep cut off drain and a 300mm mega flow drain on the face of the embankment to remove this water flow (seep).
- 4.8 Downers North Island Pavement Managers, who will be running the pavement part of the work, have meet with us on site. We have worked through the logistics of the pavement operation and feel very positive about what the contractor needs to deliver.
- 4.9 The final pavement placement will occur in one pour on one day to avoid joins within the surface of the track.
- 4.10 The following are some photographs of recent work undertaken by the contractor on the velodrome.





5 Attachments

Nil

9 CONFIDENTIAL SESSION

9.1 Procedural motion to exclude the public

The following motion is submitted for consideration:

THAT the public be excluded from the following part(s) of the proceedings of this meeting. The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution follows.

This resolution is made in reliance on section 48(1)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by section 6 or section 7 of that Act which would be prejudiced by the holding of the whole or relevant part of the proceedings of the meeting in public, as follows:

9.2 Appointment of Independent Chair to Saxton Field Committee

Reason for passing this resolution in relation to each matter	Particular interest(s) protected (where applicable)	Ground(s) under section 48(1) for the passing of this resolution
The public conduct of the part of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists under section 7.	s7(2)(a) - The withholding of the information is necessary to protect the privacy of natural persons, including that of a deceased person.	s48(1)(a) The public conduct of the part of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists under section 7.