

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

Date: Tuesday 14 February 2017
Time: 1.30 pm
Meeting Room: Saxton Netball Pavilion
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

7 PRESENTATIONS

Nil

8 REPORTS

- 8.1 Appointment of Chairperson for 14 February meeting..... 7
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9 CONFIDENTIAL SESSION

- 9.1 Procedural motion to exclude the public..... 29
- 9.1 Appointment of Independent Chair to Saxton Field Committee 29

8 REPORTS

8.1 APPOINTMENT OF CHAIRPERSON FOR 14 FEBRUARY MEETING

Decision Required

Report To:	Saxton Field Committee
Meeting Date:	14 February 2017
Report Author:	Susan Edwards, Community Development Manager
Report Number:	SFC17-02-01

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”.
- 1.3 The purpose of this report is 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 February meeting report SFC17-02-01; and**
2. **appoints Cr _____ as Chairperson of the 14 February 2017 inaugural 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.
- 4.3 This report provides the opportunity for the Committee to appoint the Chairperson for this inaugural 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 The appointment of a Chairperson for today's meeting is consistent with the Terms of Reference for the Committee.

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 the Chairperson for the inaugural meeting is of low significance and, therefore, consultation does not need to be undertaken with the community or stakeholders 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 inaugural 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 the inaugural meeting.
Does the decision relate to a strategic asset? (refer Significance and Engagement Policy for list of strategic assets)	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 its inaugural 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.

8.2 CAPITAL EXPENDITURE PROGRAMME 2016-17 - REQUESTS FOR CHANGE

Decision Required

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

1 Summary

- 1.1 See attached report from Nelson City Council.

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

1. Receives the report Capital Expenditure Programme 2016-17 - Requests for Change report SFC17-02-02; and
2. Approves, with respect to project 1044 Saxton Walkways/Cycleways that \$15,000 be transferred from 2016/17 to 2017/18, and that an additional construction budget of \$41,477 in 2017/18 be approved, and confirm that 47% of the budget amounts approved will be recovered from Tasman District Council by Nelson City Council as per the funding agreement for this project; and
3. Approves, with respect to project 2150 Saxton Field Champion Road Entrance, that construction proceeds for stage one to construct the road and footpath linking the velodrome to Champion Drive, and that \$830,000 be transferred from 2016/17 to 2017/18, and that \$63,000 in 2017/18 be transferred from the Saxton Field General Development fund 2017/18, and that an additional construction budget of \$74,000 in 2017/18 be approved, and confirm that 47% of the budget amounts approved will be recovered from Tasman District Council by Nelson City Council as per the funding agreement for this project; and

That Nelson City Council

4. Approves, with respect to project 2930 Velodrome Lights – Grant Saxton Walkways/Cycleways, the transfer of \$26,500 from 2016/17 to 2017/18; and
5. Approves, with respect to project 1044 Saxton Walkways/Cycleways, additional budget of \$21,983 in 2017/18 subject to Tasman District Council passing the equivalent resolution; and
6. Approves, with respect to project 2150 Saxton Field Champion Road Entrance, additional budget of \$39,220 in 2017/18 subject to Tasman District Council passing the equivalent resolution.

That Tasman District Council

- 7. Approves, with respect to project 1044 Saxton Walkways/Cycleways, additional budget of \$19,494 in 2017/18 subject to Nelson City Council passing the equivalent resolution; and**
- 8. Approves, with respect to project 2150 Saxton Field Champion Road Entrance, additional budget of \$34,780 in 2017/18 subject to Nelson City Council passing the equivalent resolution.**

3 Purpose of the Report

- 3.1 To seek approval for changes to capital projects and/or expenditure within the Committee's areas of responsibility.

4 Background and Discussion

- 4.1 See attached report from Nelson City Council.

5 Attachments

- | | | |
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| 1. | NCC - Capital Expenditure Programme 2016-17 - Request for Change | 15 |
|----|--|----|



Saxton Field Committee

14 February 2017

REPORT R7076

Capital Expenditure Programme 2016-17 - Requests for Change

1. Purpose of Report

- 1.1 To seek approval for changes to capital projects and/or expenditure within the Committee's areas of responsibility.

2. Recommendation

That the Committee

Receives the report Capital Expenditure Programme 2016-17 - Requests for Change (R7076).

Recommendation to Nelson City and Tasman District Councils

Approve, with respect to project 1044 Saxton Walkways/Cycleways that \$15,000 be transferred from 2016/17 to 2017/18, and that an additional construction budget of \$41,477 in 2017/18 be approved, and confirm that 47% of the budget amounts approved will be recovered from Tasman District Council by Nelson City Council as per the funding agreement for this project; and

Approve, with respect to project 2150 Saxton Field Champion Road Entrance, that construction proceeds for stage one to construct the road and footpath linking the velodrome to Champion Drive, and that \$830,000 be transferred from 2016/17 to 2017/18, and that \$63,000 in 2017/18 be transferred from the Saxton Field General Development fund 2017/18, and that an additional construction budget of \$74,000 in 2017/18 be approved, and confirm that 47% of the budget amounts approved will be recovered from Tasman

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District Council by Nelson City Council as per the funding agreement for this project.

Recommendation to Nelson City Council

Approve, with respect to project 2930 Velodrome Lights – Grant Saxton Walkways/Cycleways, the transfer of \$26,500 from 2016/17 to 2017/18; and

Approve, with respect to project 1044 Saxton Walkways/Cycleways, additional budget of \$21,983 in 2017/18 subject to Tasman District Council passing the equivalent resolution; and

Approve, with respect to project 2150 Saxton Field Champion Road Entrance, additional budget of \$39,220 in 2017/18 subject to Tasman District Council passing the equivalent resolution.

Recommendation to Tasman District Council

Approve, with respect to project 1044 Saxton Walkways/Cycleways, additional budget of \$19,494 in 2017/18 subject to Nelson City Council passing the equivalent resolution; and

Approve, with respect to project 2150 Saxton Field Champion Road Entrance, additional budget of \$34,780 in 2017/18 subject to Nelson City Council passing the equivalent resolution.

3. Requests for Change

Project 2930 Velodrome Lights - Grant

- 3.1 This project is to install lighting at the Velodrome facility at Saxton Field, to allow the safe use of the new facility into the evenings and maximise the return on the investment by NCC, TDC and the Cycling Trust. This project is being project managed by TDC, with NCC making a financial contribution.
- 3.2 Total budget allocated to this project by NCC is \$26,500 in the current 2016/17 financial year.
- 3.3 Due to delays experienced on the project to construct the velodrome, TDC has requested that the installation of the lights be deferred until next financial year. The approvals for transfer of TDC budget will be

progressed in line with TDC process. Approval is sought to transfer the NCC project budget to 2017/18.

- 3.4 If approved, the adjusted NCC budget phasing would be \$26,500 in 2017/18.

Project 1044 Saxton Walkways/Cycleways

- 3.5 This project is to construct a 2.5m wide path from the cricket oval to the netball courts, in order to link facilities within Saxton Field. The path will provide safe access between facilities for pedestrians and cyclists. The cost of the path is jointly met by NCC (53%) and TDC (47%) as per the funding agreement for this project. This project is being project managed by NCC, and as such NCC manage and administer the total budget, and recover the 47% contribution from TDC.
- 3.6 Construction budget allocated to this project is \$272,523 in 2017/18, (\$144,437 from NCC and \$128,086 from TDC).
- 3.7 Design has been completed, and the updated construction cost is estimated at \$329,000 and so additional budget of \$56,477 in 2017/18 will be needed to proceed with construction.
- 3.8 There is a saving of \$15,000 in 2016/17 from the design stage, and approval is sought to transfer this to 2017/18 to contribute towards the increased construction costs. The remaining budget shortfall in 2017/18 would then be \$41,477.
- 3.9 Approval is sought to allocate an additional \$41,477 in 2017/18, to enable construction to proceed as planned. NCC will recover \$19,494 of this from TDC (47%) as per the funding agreement. If approved, the adjusted total budget would be \$329,000 in 2017/18.

Project 2150 Saxton Field Champion Road Entrance

- 3.10 This project is to construct the link road and associated footpaths, car parking and storm water, to connect the velodrome to Saxton Drive and Champion Road. The costs are jointly met by NCC (53%) and TDC (47%) as per the funding agreement for this project. This project is being project managed by NCC, and as such NCC manage and administer the total budget, and recover the 47% contribution from TDC. Budget allocated to this project is \$877,381 in the current 2016/17 financial year (\$465,012 from NCC and \$412,369 from TDC).
- 3.11 Following design and consenting there is approximately \$830,000 remaining for the construction stage. The construction works are estimated to cost \$2,050,000, which exceeds the remaining budget allocation. The original budget was based on an assumption that the site was a "greenfield" location. On that basis, significant assumptions were that there would be no underground services, and that the route for the road would be a straight line – these assumptions were incorrect.

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- 3.12 The velodrome construction is expected to be completed in June 2017, and it is highly desirable that this facility be fully operational as soon as possible. To enable this, officers propose that the construction work is separated into two stages: stage one, construct the road and footpath to link the velodrome to Champion Drive; stage two, construct the road and footpaths to link the velodrome with the other facilities within Saxton Field.
- 3.13 The construction cost for stage one is estimated at \$967,000, so \$137,000 in addition to the \$830,000 remaining budget is needed. This would deliver the benefit of providing road and footpath access to Champion Green and the velodrome. Construction would begin and complete in 2017/18.
- 3.14 The second stage of work to link the velodrome with the other facilities within Saxton Field would be considered through the respective Long Term Plans 2018/28. Regardless of the eventual timing of this second stage, it is important that the first stage proceeds as planned, to provide appropriate vehicle access to the velodrome.
- 3.15 Approval is sought to transfer the remaining 2016/17 budget to 2017/18, and to approve a total additional \$137,000 in 2017/18 for construction. A joint NCC and TDC budget of \$63,000 is available in 2017/18 from the Saxton Field General Development Fund, and approval is sought to use this budget to contribute towards the additional costs of construction.
- 3.16 If approved, the total adjusted budget would be \$967,000 in 2017/18 (\$512,510 from NCC and \$454,490 from TDC).

4. Conclusion

- 4.1 The approvals sought will enable construction and installation works to improve facilities at Saxton Field to proceed as planned.

Arlene Akhlaq
Project Management Adviser

Attachments

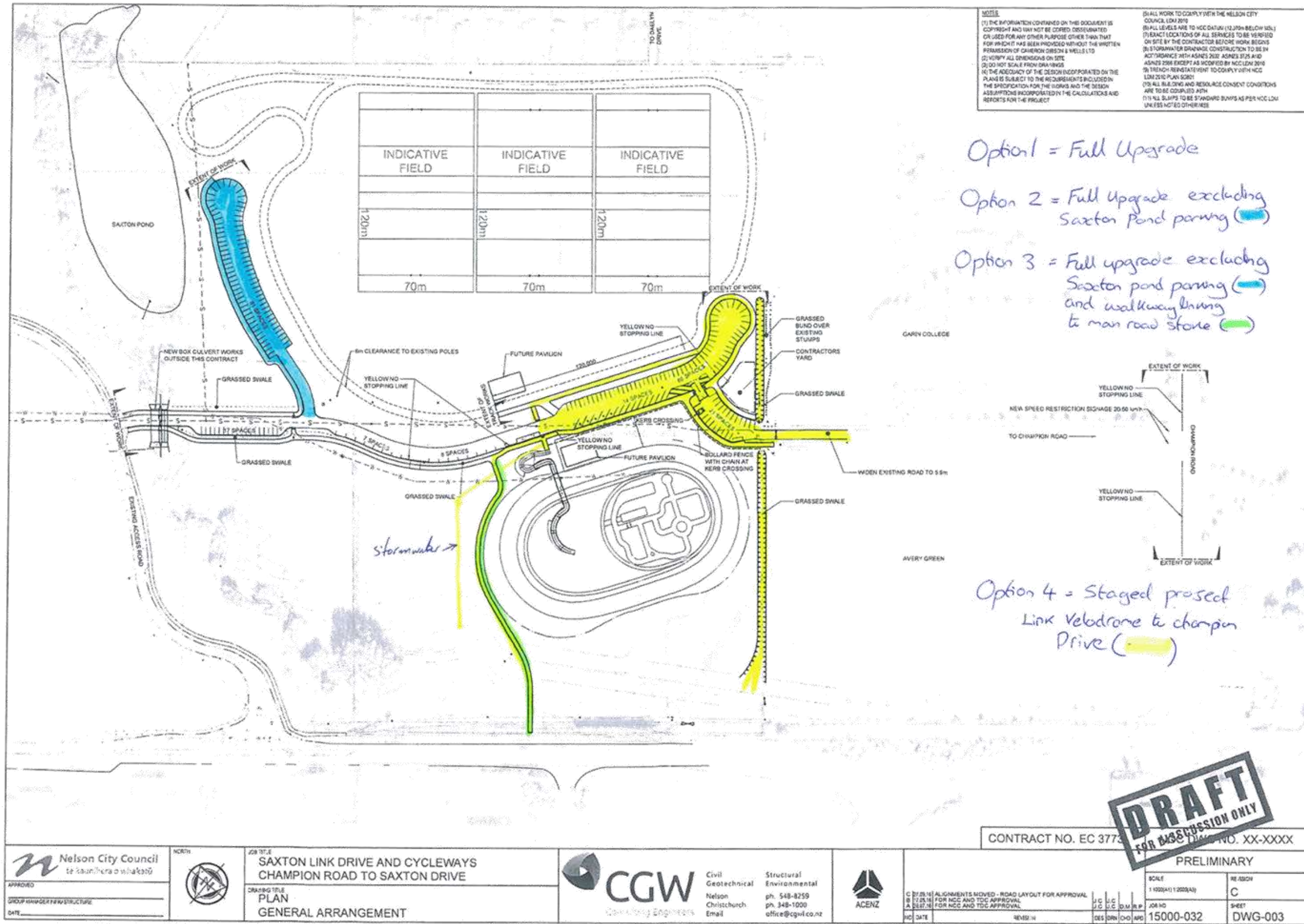
Nil

Important considerations for decision making
<p>1. Fit with Purpose of Local Government</p> <p>The proposed changes in phasing support efficient and effective delivery of local public services for the community. The projects to provide lighting for the velodrome, an access road, and a walkway/cycleway within Saxton Field will help maximise use of a facility that both Councils have invested significant funding in.</p>
<p>2. Consistency with Community Outcomes and Council Policy</p> <p>The recommendations in this report amend the phasing of Long Term Plan budgets, and remain consistent with the community outcome "Our communities have access to a range of social, educational and recreational facilities and activities".</p>
<p>3. Risk</p> <p>The recommendations in this report reduce risk by enabling construction and installation schedules to be achieved.</p>
<p>4. Financial impact</p> <p>In addition to the budgets set out in the respective Long Term Plans 2015/25, budget of \$115,477 has been requested, comprised of \$61,203 from NCC and \$54,274 from TDC, as per the funding agreements for these projects. This impact will be realised in the respective 2017/18 Annual Plans for both Councils.</p> <p>Other budgetary amounts referred to in this report, including the Saxton Field General Development fund, are not addition to budgets set out in the respective Long Term Plans 2015/25.</p>
<p>5. Degree of significance and level of engagement</p> <p>For the matters contained in this report, the financial impact and the impact on Council debt is considered to be low; re-phasing of 2016/17 budgets is of low significance as it is a change of timing to planned and approved expenditure; therefore no engagement is required.</p>
<p>6. Inclusion of Māori in the decision making process</p> <p>Maori have not been consulted on the specifics in this report.</p>
<p>7. Delegations</p> <p>The Saxton Field Committee has the responsibility for capital development of Saxton Field, and the power to make a recommendation to Nelson City</p>

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and Tasman District Councils on matters relating to this area of responsibility.



8.3 UPDATE ON SAXTON FIELD PROJECTS

Information Only - No Decision Required

Report To:	Saxton Field Committee
Meeting Date:	14 February 2017
Report Author:	Susan Edwards, Community Development Manager
Report Number:	SFC12-02-03

1 Summary

- 1.1 Saxton Field is a major regional sporting complex developed and managed by Nelson City and Tasman District Councils over a number of years.
- 1.2 Over the last couple of years both Councils have undertaken new developments at the complex, and there are a range of other projects currently underway or in their planning phase. This report updates the Committee on the key projects currently underway.

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

1. receives the Update on Saxton Field Projects Report SFC17-02-03.

3 Purpose of the Report

- 3.1 The purpose of this report is to provide you with an update on the various projects, which are either underway or planned in the near future at Saxton Field.

4 Background and Discussion

- 4.1 Saxton Field is a major regional sporting complex developed and managed by Nelson City and Tasman District Councils over a number of years.
- 4.2 Over the last couple of years, both Councils have undertaken new developments at the complex, including:
- 4.2.1 Alliance Green – development of new sports fields;
 - 4.2.2 Champion Green - development of new sports fields;
 - 4.2.3 Avery Field - new toilets and changing facility; and
 - 4.2.4 Construction of a building for practicing cricket indoors.
- 4.3 There are a range of other projects currently underway or in their planning phase, including:
- 4.3.1 the Velodrome – under construction;
 - 4.3.2 the connection road and carparking from Champion Road, past the velodrome, to Saxton Drive – currently at design phase;
 - 4.3.3 Saxton Ponds and stormwater upgrade – under construction;
 - 4.3.4 Saxton Field Fitness Station.
- 4.4 Key future projects coming up in the next few years include:
- 4.4.1 replacement of the artificial hockey turf;
 - 4.4.2 walkway/cycleway linkages between the stadium and the cricket oval;
- 4.5 Staff verbally update the Committee with the additional projects, which are planned over the longer term.

5 The Velodrome (update from Glenn Thorn)

- 5.1 We completed the earthworks for Stage 1 of the construction process for the Velodrome track in April 2016. This work included all site excavations, drainage installation, fill importation, embankment formation (16000+ M3 of material placed) and pre-load placement on the embankments to help settlement.
- 5.2 Through the initial construction phase, we awarded a tender for the installation of an underpass to service the inner area of the Velodrome. The underpass work resulted in some delays to the project while the area for the underpass was excavated out and drainage for the underpass was installed. We also had a change from the original design for stairs into and exiting the underpass, to ramps. The change resulted in a re-application for a building permit to Nelson City Council to allow for fully accessible ramps, which then resulted in a larger excavation to accommodate them.

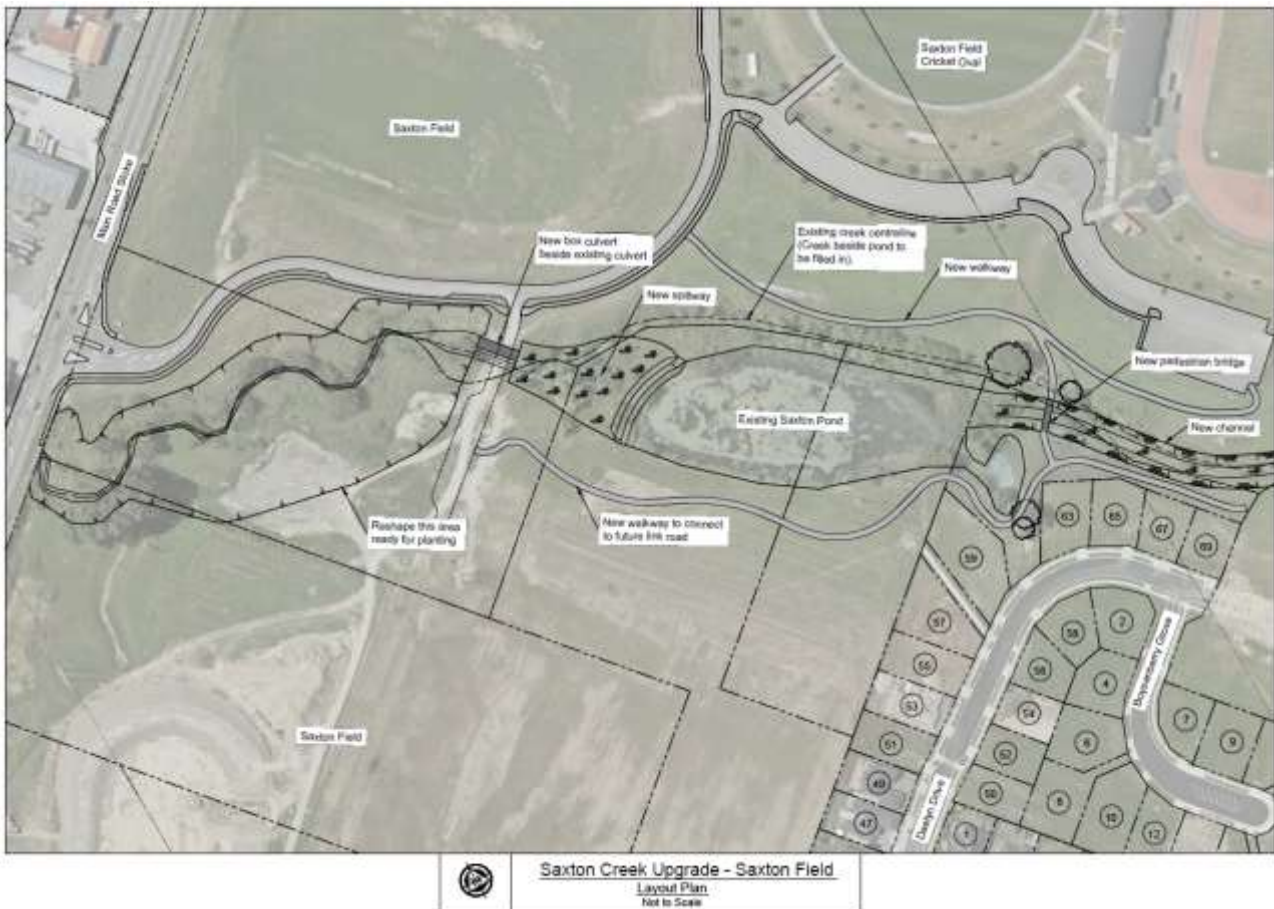
- 5.3 The underpass and ramps are now complete.
- 5.4 We had pre-loaded the embankment with extra material to speed up the settlement process. We allowed up to twelve months for settlement, but achieved good settlement within five months. We were able to sign off approval to move to the second phase of the work in early November. Phase two is the removal of the pre-load and subsequent sealing of the cycling track.
- 5.5 To date we are still awaiting a suitable programme to approve, with prior programmes being rejected. In early February, we had a meeting to address the programme with Downers Nelson Managers, as we needed work to begin in order to seal the cycling track by our target date of 31 March 2017.
- 5.6 Over the winter months last year the contractor continued with the development of the inner learn to ride track, which is taking shape nicely.
- 5.7 We have completed the internal power line removal and realignment and we have signed off the easements. The new power supply will supply the Velodrome, Avery Field changing rooms and developments on the new Champion Green.
- 5.8 The project is jointly funded by Tasman District Council, Nelson City Council and the Cycling Velodrome Trust.



6 Saxton Ponds and Stormwater Upgrade (update from Josh Large)

- 6.1 The Saxton Ponds and stormwater upgrade project is underway. Please refer to the plan below for details.

- 6.2 All of the big trees that needed to be removed, have been cut down (mostly willows) and the vegetation around the pond has been cleared. The pond has been emptied and the silt in the bottom is drying out in preparation for it to be removed (to deepen the pond). While the pond has been empty, Downers have done a fair amount of the earthworks required to shape the spillway. There has been a significant amount of rubbish removed from this area including tyres, concrete and household rubbish. They have also constructed a third of the concrete weir at the top of the spillway. The box culvert and pedestrian bridge have been fabricated offsite and we will be preparing for the site works for each of these in the coming weeks.
- 6.3 The works are programmed to be finished this financial year. The majority of the project is funded by the Nelson City Council stormwater budget, but includes \$257k from the Nelson City/Tasman District Councils Saxton Field pond enhancement budget.

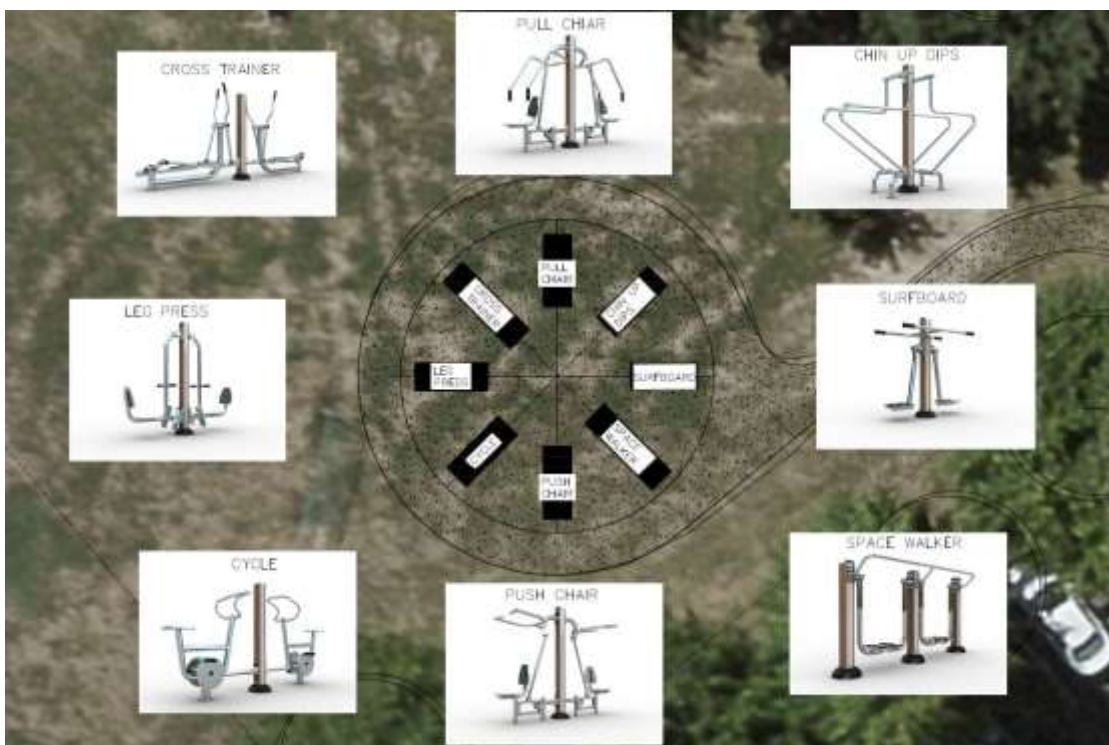


7 Connection Road and carparking from Champion Road to Saxton Drive

- 7.1 Covered in a separate report on this agenda.

8 Saxton Field Fitness Station

- 8.1 The total cost of this project is \$120,000. Within this \$120,000, the Lioness Club have agreed to provide funding to purchase four machines. Construction will begin in March when the first equipment arrives. We will install further equipment and shade sails at a later date.



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:

9.1 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.