

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

**Date:** **Wednesday 30 August 2017**  
**Time:** **9.30 am**  
**Meeting Room:** **Saxton Netball Pavilion**  
**Venue:** **Stoke**  
**Nelson**

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## **Saxton Field Committee**

### **AGENDA**

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#### **MEMBERSHIP**

##### **Tasman District Council**

Cr Tim King  
Cr Kit Maling

##### **Nelson City Council**

Cr Tim Skinner  
Cr Gaile Noonan

Contact Telephone: 03 543 8578  
Email: [tracey.barron@tasman.govt.nz](mailto:tracey.barron@tasman.govt.nz)  
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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 minutes of the Saxton Field Committee meeting held on Wednesday, 14 February 2017, be confirmed as a true and correct record of the meeting.**

### **7 PRESENTATIONS**

Nil

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- 9.1 Appointment of Independent Chair to Saxton Field Committee ..... 59
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## 8 REPORTS

### 8.1 APPOINTMENT OF CHAIRPERSON FOR 30 AUGUST 2017 MEETING

Decision Required

<b>Report To:</b>	Saxton Field Committee
<b>Meeting Date:</b>	30 August 2017
<b>Report Author:</b>	Susan Edwards, Community Development Manager
<b>Report Number:</b>	SFC17-08-01

#### 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 30 August 2017 meeting report SFC17-08-01; and
2. appoints Cr \_\_\_\_\_ as Chairperson of the 30 August 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:** 30 August 2017  
**Report Author:** Susan Edwards, Community Development Manager  
**Report Number:** SFC17-08-02

**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 SFC17-08-02 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

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#### 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 Rotoroa, 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.

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

- 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

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**Property, Parks and Facilities Asset Manager**

**Attachments**

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



<b>Important considerations for decision making</b>
<p><b>1. Fit with Purpose of Local Government</b></p> <p>The recommendation supports the current and future needs for regional recreation facilities in an equitable manner.</p>
<p><b>2. Consistency with Community Outcomes and Council Policy</b></p> <p>This recommendation is consistent with the Long Term Plans, Annual Plans and Community Outcomes of both Councils and Nelson 2060.</p>
<p><b>3. Risk</b></p> <p>This recommendation is likely to address financial responsibility for the provision of regional recreation facilities and unlikely to result in adverse consequences.</p>
<p><b>4. Financial impact</b></p> <p>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.</p>
<p><b>5. Degree of significance and level of engagement</b></p> <p>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.</p>
<p><b>6. Inclusion of Māori in the decision making process</b></p> <p>Māori have not been involved in the formulation of this recommendation.</p>
<p><b>7. Delegations</b></p> <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"> <li>• Financial contributions for the operations, maintenance and capital development of the reserve</li> </ul>

R7617

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

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

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## **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.

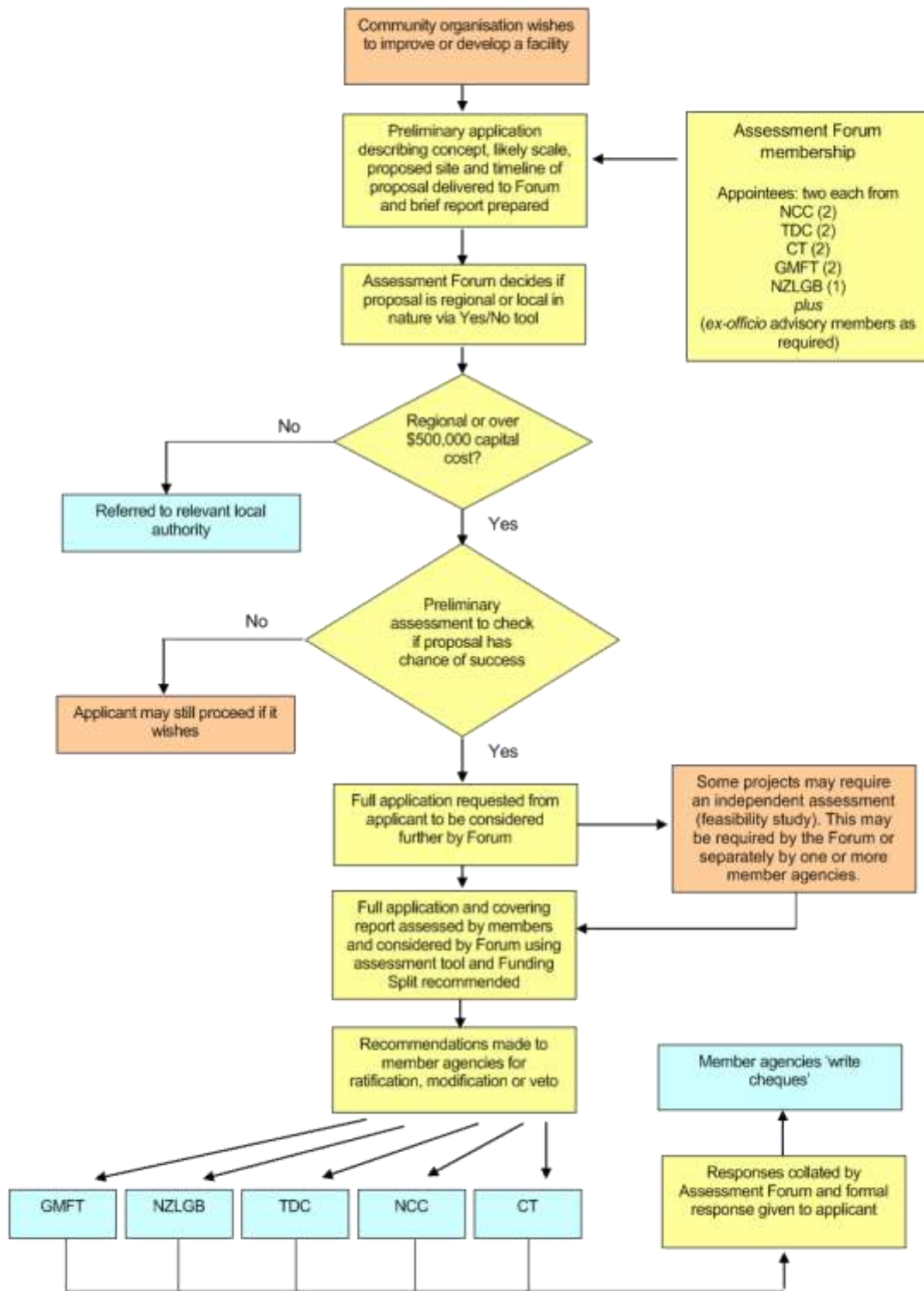
#### **4.2. Planning Tools**

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:

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

<b>Reliability: Is the data provided reliable? Can it be verified or supported by other sources?</b>	
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

<b>Score: How well does the application rate on these criterion?</b>	
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
<b>Participation</b>				
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
<b>Feasibility Research &amp; Assessment</b>				
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
<b>Social Benefits</b>				
10. Will the proposed facility enhance community and individual wellbeing?	4	0	0	0
<b>Environmental Benefits</b>				
11. Will the proposed facility contribute to protecting and managing a sustainable environment or minimise its impact?	3	1	1	3
<b>Economic Benefits</b>				
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
<b>SUB TOTAL</b>				<b>154</b>
<b>Negative Impacts (subtraction from sub total)</b>				
13. Does the project have negative impacts on existing facilities?	4	2	2	16
<b>TOTAL SCORE</b>				<b>138</b>

#### 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 PROPOSED SAXTON FIELD CAPITAL WORKS PROGRAMME FOR CONSULTATION THROUGH LONG TERM PLANS 2018-2028

Decision Required

**Report To:** Saxton Field Committee

**Meeting Date:** 30 August 2017

**Report Author:** Susan Edwards, Community Development Manager

**Report Number:** SFC17-08-03

#### 1 Summary

- 1.1 This report provides the Committee with the opportunity to input into the proposed capital works programme for Saxton Field to be consulted on through both the Nelson City Council and Tasman District Council Long Term Plan 2018-2028 processes and requests that the Committee recommends the programme, with any amendments, to the parent Councils.
- 1.2 Both the Tasman District and Nelson City Councils are currently underway with preparing the budgets and activity/asset management plans which will feed into the Long Term Plans for the 10 year period from 2018-2028. Staff from both Councils have been working together to prepare a proposed list of capital works projects for inclusion in the draft budgets for the Councils Long Term Plans, for the Committee's consideration.
- 1.3 Attachment 1 to this report outlines the list of projects staff have considered and prioritised. Some projects are recommended for funding over the next 10 years and others are not. We are seeking the Committee's input into the list of proposed projects to go into the draft budgets for the Long Term Plans. These projects may be amended by the Councils prior to the budgets being finalised. The Committee can choose to accept the projects as proposed, to amend them or to ask staff to report back with an alternative list for consideration.

#### 2 Draft Resolution

**That the Saxton Field Committee**

1. **receives the Proposed Saxton Field Capital Works Programme for Consultation Through Long Term Plans 2018-2028 report; and**
2. **recommends to the Tasman District Council and Nelson City Council that they adopt the capital works programme for Saxton Field contained in Attachment 1 to Report SFC17-08-03 for incorporation into their draft budgets as part of their Long Term Plan 2018-2028 processes, with the following amendments:**
  - a. \_\_\_\_\_; and
  - b. \_\_\_\_\_; and
  - c. \_\_\_\_\_.

**3 Purpose of the Report**

- 3.1 The purposes of this report are to:
- 3.1.1 provide the Committee with the opportunity to input into the proposed capital works programme for Saxton Field to be consulted on through both the Nelson City Council and Tasman District Council Long Term Plan 2018-2028 processes; and
  - 3.1.2 request that the Committee recommends the capital works programme agreed at the meeting to the two Councils for incorporation into their draft budgets as part of their Long Term Plan 2018-2028 processes.

**4 Background and Discussion**

- 4.1 Both the Tasman District and Nelson City Councils are currently underway with preparing the budgets and activity/asset management plans which will feed into the Long Term Plans for the 10 year period from 2018-2028. Both Councils will be consulting on their Long Term Plans 2018-2028 in March/April 2018, with adoption of the final plans by 30 June 2018.
- 4.2 Staff from both Councils have been working together to prepare a draft list of capital works projects for consideration by the Committee and then inclusion in draft budgets for the two Councils Long Term Plans. Staff have also considered what existing infrastructure at the complex will need to be renewed during the next 10 years. The timing of the projects allows for staff to spread the workload over time.
- 4.3 Attachment 1 to this report outlines the list of projects staff have considered and prioritised. Some projects are recommended for funding over the next 10 years and others are not.
- 4.4 Staff have used the 50/50 funding split, proposed in a separate report on this agenda, as the basis for funding the proposed projects in the upcoming Long Term Plans.
- 4.5 During the preparation of the Long Term Plan 2015-2025, Tasman District Council restricted its expenditure at Saxton Field to the amount it paid off its loans relating to the complex over the 10 year period (approximately \$3.2 million). The Council has made the same request of staff for the coming Long Term Plan process. On this basis, the maximum expenditure at Saxton Field over the 10 years would be \$6.4 million (based on the 50/50 funding split arrangement). Staff have kept the proposed capital works expenditure to within that figure.
- 4.6 Staff from each Council independently prioritised the list of potential projects. There was generally common agreement on the priorities between the staff of both Councils, with the exception of two projects (the Champion Green facility and the Saxton Oval spectator bank modifications), which Tasman staff rated as lower priorities than Nelson staff.
- 4.7 We are seeking the Committee's input into the list of projects, in particular:
  - 4.7.1 do you agree with potential projects on the list?
  - 4.7.2 are there other projects which should be considered?
  - 4.7.3 what, if any, changes would you like to the proposed order of priority of the projects?
  - 4.7.4 is the spread of the project budgets acceptable to go forward to the parent Councils?
- 4.8 A range of staff will be available at the meeting to explain the proposed projects and why we have prioritised them the way we have, to help inform the Committee's discussion.

- 4.9 For the Committee's information, Nelson City Council is currently in the process of engaging with sporting codes to identify and assess their requests for new facilities against a set of criteria. The results of this consultation may have bearing on the final list of capital works projects that the Councils may wish to include in their Long Term Plan consultation documents. The outcomes of this work are not likely to be known until November. In the meantime, we needed to prepare something to go into the Long Term Plan draft budgets for consideration by the Councils.
- 4.10 Essentially, we are seeking some feedback on the funding envelop and likely projects for Saxton Field, noting that the detail of exactly which projects will happen and when, may be subject to further changes following the engagement currently underway.

## 5 Options

- 5.1 The Committee has the options of:

5.1.1 agreeing to the list of proposed projects in Attachment 1 to go forward into the two Councils upcoming Long Term Plans; or

5.1.2 amending the list of proposed projects in Attachment 1 to go forward into the two Councils upcoming Long Term Plans; or

5.1.3 asking staff to review the list of proposed projects for reconsideration at a subsequent meeting.

- 5.2 An analysis of the options is contained in the following table.

Option	Analysis
<p>1. Agree to the list of proposed projects in Attachment 1 to go forward into the two Councils upcoming Long Term Plan processes</p>	<p>This option would be appropriate if the Committee considers that staff have identified the correct list of possible projects for inclusion in the upcoming Long Term Plans and if the list is prioritised appropriately. The list would then be recommended through to the two parent Councils for consideration prior to incorporation in the draft budgets for the Long Term Plan and in the relevant activity/asset management plans.</p> <p>This option has the advantage of enabling input into the Long Term Plan draft budgets in a timely manner.</p> <p>This option would not be appropriate if the Committee considers that changes are needed to the list of projects and the priorities accorded to the projects.</p>
<p>2. Amend the list of proposed projects in Attachment 1 to go forward into the two Councils upcoming Long Term Plans</p>	<p>This option is a variation of the option above. It would be appropriate if the Committee considers that staff have generally identified the correct list of possible projects for inclusion in the upcoming Long Term Plans and if the list is largely prioritised appropriately. The Committee could make any amendments it considers are needed during the meeting. Staff would then amend the list, which would subsequently be recommended through to the two parent Councils for consideration prior to incorporation in the draft budgets for</p>

	<p>the Long Term Plan and in the relevant activity/asset management plans.</p> <p>This option has the advantage of enabling input into the Long Term Plan draft budgets in a timely manner. It also enables Committee members to amend the list of projects, as needed.</p> <p>This option would not be appropriate if the Committee considers that major changes are needed to the list of projects and the priorities accorded to the projects.</p>
<p>3. Ask staff to review the list of proposed projects for reconsideration at a subsequent meeting</p>	<p>This option would be appropriate if the Committee considers that staff have not generally identified the correct list of possible projects for inclusion in the upcoming Long Term Plans and if the list is not largely prioritised appropriately.</p> <p>If the Committee adopts this option, staff would like an indication of the major changes the Committee seeks to enable us to prepare a report for a subsequent meeting.</p> <p>This option has the advantage of enabling more time for the Committee to consider the range of possible projects for inclusion in the draft budgets for the Long Term Plans. This option has the disadvantage of delaying the budgets going into both Councils Long Term Plan processes, which are now well underway. A new meeting would need to be scheduled prior to the October meeting to reduce the delay.</p>

## 6 Strategy and Risks

- 6.1 The proposals contained in this report align with the both Councils community outcomes, particularly:
- 6.1.1 Our communities have access to a range of social, educational and recreational facilities and activities;
  - 6.1.2 Our infrastructure is efficient, cost effective and meets current and future needs;
  - 6.1.3 Our Council provides leadership and fosters partnerships, a regional perspective, and community engagement; and
  - 6.1.4 Our communities are healthy, safe, inclusive and resilient.
- 6.2 The key risks include:
- 6.2.1 that staff have not identified the most important projects for the community – this risk has been mitigated through a range of staff being involved in the process of identifying and prioritising the projects and through the Committee’s input. The Long Term Plan public consultation process will also help to identify any projects that may be missing;
  - 6.2.2 that renewal of existing infrastructure is needed either before or after it is budgeted for – this risk can be mitigated by the opportunity to move projects through Annual Plan processes. Also, the Long Term Plan will be reviewed again in three years and the condition of existing assets will be re-assessed at that time;

6.2.3 that the budgets identified for the projects are insufficient to complete the work required – the budgets for the projects in the first three years are fairly robust and the projects after these years will be reviewed again through the Long Term Plan 2021-2031 process; and

6.2.4 that the two Councils will not agree on the capital works programme – the joint committee process will help mitigate this risk.

## **7 Policy / Legal Requirements / Plan**

- 7.1 The capital works programme agreed to by both Councils will feed into the draft budgets for the two Councils Long Term Plans and into the appropriate activity/asset management plans.
- 7.2 The programme is consistent with the intent of the Saxton Field Reserve Management Plan.

## **8 Consideration of Financial or Budgetary Implications**

- 8.1 As noted earlier in the report, Tasman District Council has previously set a cap on spending at Saxton Field of approximately \$3.2 million over the 10 years of the Long Term Plan. Staff have prepared the programme of work to be delivered within this cap.
- 8.2 The financial impact of the capital works programme will be identified through the two Councils Long Term Plan processes. At that time, the Saxton Field proposed projects will need to be considered alongside the other priorities of both Councils for their Long Term Plans and to ensure their financial limits are complied with. There may need to be some adjustments to the work programme once both Councils have seen the combined impact of all the projects in their draft budgets for their Long Term Plans.
- 8.3 A second opportunity for amendments to the work programme will be in response to submissions through the Long Term Plans processes and before the Plans are finalised in June 2018.

## **9 Significance and Engagement**

- 9.1 Staff consider that the overall level of significance of the decisions being sought in this report, is moderate. The purpose of the decision is to enable the proposed projects to go into the two Councils draft budgets for the Long Term Plans and ultimately future public consultation and engagement. Consultation is, therefore, not required prior to making this decision.
- 9.2 However, as stated earlier in this report, the Committee needs to be aware that Nelson City Council is currently engaging with sporting codes to identify and assess their requests for new facilities against a set of criteria. The results of this consultation may have bearing on the final list of capital works projects that the Councils may wish to include in their Long Term Plan consultation documents. The outcomes of this work are not likely to be known until November. In the meantime, these projects are proposed to be incorporated into the draft budgets for the Long Term Plans.

Issue	Level of Significance	Explanation of Assessment
Is there a high level of public interest, or is decision likely to be controversial?	Moderate	The Saxton Field complex is well used by residents of both Nelson City and Tasman District. The proposed capital works programme is likely to be of moderate public interest. Some groups and individuals are likely to want the projects relating to their areas of interest given a higher priority and funded earlier in the work programme.
Is there a significant impact arising from duration of the effects from the decision?	Moderate	Any decisions made today can be amended by the parent Councils either prior to or following public consultation on the Long Term Plans. The Long Term Plans are reviewed in three years time.
Does the decision relate to a strategic asset? (refer Significance and Engagement Policy for list of strategic assets)	No	Saxton Field is not identified as a strategic asset in either Councils Significance and Engagement Policy.
Does the decision create a substantial change in the level of service provided by Council?	Low	Some of the new projects will improve the levels of service at Saxton Field, but they will not have a major impact on levels of service across either Nelson City or Tasman District.
Does the proposal or decision substantially affect debt, rates or Council finances in any one year or more of the LTP?	Low to Moderate	The proposals have a low to moderate impact on both Councils finances.
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	Some of the projects will require partnerships with and funding contributions from community groups. However, these only relate to a project, not a group of activities.
Does the decision involve Council exiting from or entering into a group of activities?	No	

## 10 Conclusion

10.1 Staff have worked collaboratively to prepare a proposed list of capital works projects at Saxton Field for each Council to consult on through their respective Long Term Plans 2018-



2028. The Committee has the opportunity to add to, delete or amend the proposed list of projects identified and prioritised by staff. Staff recommend that the Committee discusses the list of proposed projects and makes any amendments it wishes.

## 11 Next Steps / Timeline

- 11.1 Once the Committee has agreed to a list of proposed projects, the list will be considered by each of the parent Councils for inclusion in their respective activity/asset management plans and Long Term Plan draft budgets.
- 11.2 The projects may be need to be varied once the financial impact of the draft budgets for the Long Term Plans is known and once the outputs of Nelson City Council's current engagement with sporting codes is known.
- 11.3 The Long Term Plan Consultation Documents will go out for public consultation in March/April 2018 and the final Long Term Plans will be adopted by each Council in June 2018.

## 12 Attachments

- |    |   |    |
|----|---|----|
| 1. | List of Proposed Capital Works Projects | 43 |
|----|---|----|



Sheet1

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Project	Priority	1 (18/19)	2 (19/20)	3 (20/21)	4 (21/22)	5 (22/23)	6 (23/24)	7 (24/25)	8 (25/26)	9 (26/27)	10 (27/28)	10 yr totals
2	Champion Drive (link)	1		\$96,700	\$967,000								\$1,063,700
3	Velodrome landscaping	1		\$5,000									\$5,000
4	Velodrome lighting	1	\$120,000										\$120,000
5	Renewal: Hockey Turf No 1 re surface	1	\$550k (carry fwd)										\$0
6	Mountain Bike track Dvlpt	1	\$30,000										\$30,000
7	Cycle/path development as per plan	1	\$20,000	\$200,000	\$20,000								\$240,000
8	Champion Green facility (pavilion/storage/toilet)	2			\$50,000	\$880,000							\$930,000
9	Oval embankment steps/accessibility stand	2	\$20,000										\$20,000
10	Complete tree planting (Alliance and Champion)	2		\$30,000									\$30,000
11	Renewal: Oval wicket block	2					\$100,000						\$100,000
12	Renewal: Oval cricket surface	2					\$300,000						\$300,000
13	Regional playground with skate facility OR several smaller satellite playgrounds	2	\$25,000	\$125,000	\$125,000								\$275,000
14	Alliance Green irrigation and subsurface drainage	3			\$20,000	\$200,000							\$220,000
15	Bmx track development (with pavilion) and asphalt track	3			\$35,000	\$350,000							\$385,000
16	Renewal: Athletics Track re surface	3					\$900,000						\$900,000
17	Fitness trail	4					\$20,000						\$20,000
18	Alliance Green car park and paths	5										\$60,000	\$60,000
19	Harrier/cross country running tracks with trestles etc	5										\$20,000	\$20,000
20	Path from Indoor Nets to Football pavilion with bridge/culverts on 2 swales	5										\$20,000	\$20,000
21	Alliance Green cricket wicket blocks x2	5					\$5,000	\$40,000					\$45,000
22	Alliance Green toilets and Pavilion	5							\$40,000	\$400,000			\$440,000
23	Flood lighting for concert safety	5									\$20,000	\$200,000	\$220,000
24	Renewal: Hockey Turf No 2 re surface	5										\$50,000	\$50,000
25	Saxton Creek Culvert upsizing	Future											\$0
26	Main Road Stoke Cycleway near velodrome (planning underway)	Future											\$0
27	Saxton Oval spectator bank modifications (retaining and seating for perimeter, reshaping bank)	Future											\$0
28	Oval gladiator seat extensions either side of Pavilion	Future											\$0
29	Cycle link to Hill Street	Future											\$0
30	Parking for North Champion Green	Future											\$0
31	Softball flood lighting	Future											\$0
32	Champion Green Baseball dvlpt	Future											\$0
33	Power supply to concert area	Future											\$0
34	Stonewalls and Saxton Field signs at Main Road Stoke Entrance	Future											\$0
35	Stonewalls and Saxton Field signs at Saxton Road Entrance	Future											\$0
36	Inline skate track/ criterion racing	Future											\$0
37	Contractors compound (Alliance Green)	Future											\$0
38	Saxton pond recreation development incl. beach/pontoon	Future											\$0
39	Toilets and picnic facilities	Future											\$0
40	Install various artworks	Future											\$0
41	Oval night lighting	Future											\$0
42	Football artificial pitch with lights	Future											\$0
43	Extend and seal car park on Circus Green	Future											\$0
44	Bleacher seating various locations. Bleachers from Men's shed Richmond	Future											\$0
45	Event screen. Computerised, at road entrance	Future											\$0
46	General	Ongoing	\$90,000	\$90,000	\$90,000	\$90,000	\$90,000	\$90,000	\$90,000	\$90,000	\$90,000	\$90,000	\$900,000
47			\$305,000	\$546,700	\$1,307,000	\$1,520,000	\$1,415,000	\$130,000	\$130,000	\$490,000	\$110,000	\$440,000	\$6,393,700
48													
49												TDC 50%	3,196,850
50												NCC 50%	3,196,850



**8.4 SAXTON VELODROME FUNDING****Decision Required**

<b>Report To:</b>	Saxton Field Committee
<b>Meeting Date:</b>	30 August 2017
<b>Report Author:</b>	Susan Edwards, Community Development Manager
<b>Report Number:</b>	SFC17-08-04

**1 Summary**

- 1.1 Tasman District Council has previously approved an increase in its contribution to the Saxton Velodrome project in response to an overspend in the velodrome project budget. The Council has subsequently written to Nelson City Council asking that it also increase its budget for the project on the basis of the previously agreed funding split for capital projects at Saxton Field.
- 1.2 Nelson City Council staff have prepared the attached Saxton Velodrome Funding report (R8060), which, under the Terms of Reference for this Committee, needs to be considered here before it is recommended to Nelson City Council. The report recommends to the Nelson City Council that it increases its contribution to the project by \$52,000, up to a maximum of \$879,000.

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

1. **receives the Saxton Velodrome Funding report SFC17-08-04 and the attached report from Nelson City Council (R8060); and**
2. **recommends to the Nelson City Council that it:**
  - 2.1 **approves an unbudgeted increase in Nelson City Council's contribution for the Saxton Velodrome project of \$52,000 (up to a maximum of \$879,000); and**
  - 2.2 **notes that Tasman District Council has increased its contribution to \$755,540.**

**3 Attachments**

1. Saxton Velodrome Funding - Nelson City Council Report R8060

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Saxton Field Committee

30 August 2017

REPORT R8060

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## Saxton Velodrome Funding

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**1. Purpose of Report**

- 1.1 To approve the request from Tasman District Council to allocate additional funding for the Saxton Velodrome to allow the construction stage to be completed.

**2. Summary**

- 2.1 Tasman District Council (TDC) is project managing the delivery of the Saxton Velodrome. Nelson City Council (NCC) is making a financial contribution to this project.
- 2.2 TDC confirms that the cost to complete the project has increased from the budgeted \$1.6million to an estimated \$2.042 million.
- 2.3 Council approval is required to fund its share of the unbudgeted project costs.

**3. Recommendation**

***That the Committee***

***Receives the report Saxton Velodrome Funding (R8060).***

Recommendation to Nelson City Council

***That the Council***

***Approves an unbudgeted increase in Nelson City Council's contribution to the Saxton Velodrome project of \$52,000 (up to a maximum of \$879,000); and***

***Notes that Tasman District Council has increased its contribution to \$755,540.***

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**4. Background**

- 4.1 A cost sharing agreement is in place between NCC, TDC and the Saxton Velodrome Trust (Trust) to deliver the Saxton Velodrome contract.
- 4.2 The project budget is \$1.6million. Under this agreement NCC is responsible for contributing 43% (\$688,000), TDC 37% (\$592,000) and the Trust 20% (\$320,000).
- 4.3 NCC has a total budget of \$827,020 allocated to the Velodrome across all financial years. This is above the funding required under the agreement and reflects NCC's view that the project would cost more to complete the project. This additional funding was carried over to cover potential project risks.

**5. Discussion**

- 5.1 Construction of the Saxton Velodrome is well underway. Once completed the Saxton Velodrome will provide a regional facility for track cycling.
- 5.2 As the project has progressed a number of unbudgeted project costs have occurred and been advised by TDC and it is seeking additional funding from NCC and the Trust as funding partners to cover these additional project costs. The revised estimate to complete the project is \$2.042 million.

**Overview of Issue**

- 5.3 TDC confirms the main reasons for the cost overruns are as follows:
- Both the underpass and ramp access required excavation work which was not priced. The ramps were not part of the original scope of the project. The site had to be excavated and protected with safety fencing and daily pumping of ground water. New drainage had to be designed and installed to cater for surface and subsurface water. Backfilling around the underpass and ramps has not been straightforward. These issues have resulted in extra work and time costing about \$300,000;
  - Safety fencing as a result of ramp access works is now required to protect the public on both internal ramps and external ramps;
  - Embankment fill material was to be supplied from TDC's Borck Creek and Poutama drain projects. However a shortage of material from this project has resulted in material being provided from a local quarry at a significantly increased costs.

**Funding**

- 5.4 TDC which is managing this project has requested additional funding from NCC and Trust as project funders.



- 5.5 It has requested that a new project budget of \$2.042 million be allocated. The revised cost sharing agreement would be as follows if the current formula is to be adhered to:

<b>Organisation</b>	<b>Percentage share of costs</b>	<b>\$ amount of cost</b>
Saxton Velodrome Trust	20%	\$ 408,400
Tasman District Council	37%	\$ 755,540
Nelson City Council	43%	\$ 878,060
	100%	\$2,042,000

- 5.6 NCC has a total budget of \$827,020 allocated to the Velodrome. The request for additional funding received from TDC is \$51,040 above the available budget allocated to this project.
- 5.7 TDC has already secured the additional budget for its share of the additional costs by way of a Council resolution.
- 5.8 The Trust is working towards securing its share of the additional costs. TDC is confident that the Trust can raise its additional funds and will be holding them to account for their contribution. TDC has agreed to underwrite the Trust's contribution up the initial agreed contribution amount of \$320,000. The Trust now need to secure a further \$88,400 above this value and TDC will not underwrite this additional amount. There is a risk that should the Trust fail to secure their funds that TDC will request additional funding from NCC to cover any shortfall in the Trusts funding.

## **6. Options**

- 6.1 A decision needs to be made as to whether NCC agrees to allocate additional funds over and above the cost sharing agreement.
- 6.2 Three options are presented with regards to allocation of additional funding from NCC. A summary of these options is provided below.
- 6.3 Option 1 – Status Quo. Do not allocate additional funding over and above the \$688,000 as agreed in the cost sharing agreement. This will leave a shortfall of \$190,060 in the budget required to complete the velodrome. This could result in key items of scope being removed resulting in a negative impact to the end users or for other funding partners to make up this shortfall.
- 6.4 Option 2 – Contribute additional funding up to NCC's available budget of \$827,020. This option provides an additional \$139,020 above the amount agreed in the cost sharing agreement but leaves a shortfall of \$51,040. This could result in some items of scope being removed

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resulting in a negative impact to the end users or for other funding partners to make up this shortfall.

- 6.5 Option 3 - Contribute additional funding to cover NCC’s share of the costs based on the revised budget. NCC’s financial contribution would increase to \$879,000. \$52,000 of this amount would be unbudgeted funding. This will see the Velodrome project being successfully completed and delivering the desired benefits to the community. Officers recommend this as the preferred option.
- 6.6 The option of reducing the scope of work to deliver the project within budget has been investigated. Considering the project is now in the latter part of the construction stage, this option was deemed unviable and not pursued further.

<b>Option 1: Status Quo. NCC’s funding contribution to remain as per signed agreement, \$688,000</b>	
Advantages	<ul style="list-style-type: none"> <li>• Consistent with agreed funding agreement</li> </ul>
Risks and Disadvantages	<ul style="list-style-type: none"> <li>• This will leave a \$190,060 shortfall in the funding required to complete the project.</li> <li>• It is unclear how this project will be completed without the additional funds.</li> </ul>
<b>Option 2: Contribute additional funding up to NCC’s the available budget of \$827,020</b>	
Advantages	<ul style="list-style-type: none"> <li>• Funding available to increase NCC’s contribution to this amount.</li> </ul>
Risks and Disadvantages	<ul style="list-style-type: none"> <li>• This will leave a \$51,040 shortfall in the funding required to complete the project.</li> <li>• It is unclear how this project will be completed without the additional funds.</li> </ul>
<b>Option 3: Preferred Option</b>	
<b>Contribute additional funding to cover NCCs share of the costs based on the revised budget, \$879,000</b>	
Advantages	<ul style="list-style-type: none"> <li>• Funding will ensure Project is successfully completed and meet the requirements and desired benefits.</li> </ul>
Risks and Disadvantages	<ul style="list-style-type: none"> <li>• \$52,000 of this amount will be unbudgeted funding.</li> </ul>

**7. Conclusion**

- 7.1 TDC confirms additional funding is required to complete the construction of the Saxton Field Velodrome due to a variety of reasons.

- 7.2 NCC has a current budget of \$827,020.
- 7.3 Officers recommend that additional unbudgeted funding of \$52,000 is allocated for this work to ensure successful completion of the project.

Mel Large  
**Team Leader Engineer**

**Attachments**

Nil

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<b>Important considerations for decision making</b>	
<b>1. Fit with Purpose of Local Government</b>	Additional funding for this project allows completion of good quality local infrastructure to a standard which will meet community requirements.
<b>2. Consistency with Community Outcomes and Council Policy</b>	In particular this facility will increase the community's access to a range of social and recreational facilities and activities.
<b>3. Risk</b>	<p>A disadvantage is that an additional \$52,000 of loan will need to be repaid along with any interest.</p> <p>The Saxton Velodrome Trust may fail to fundraise the additional funding required for its contribution.</p>
<b>4. Financial impact</b>	This additional funding of \$52,000 is unbudgeted. An additional \$52,000 of loan will need to be repaid along with any interest.
<b>5. Degree of significance and level of engagement</b>	This matter is of low significance. Adjustment to the funding contributions is relatively minor as a proportion of the total budget.
<b>6. Inclusion of Māori in the decision making process</b>	Māori have not been involved in this report.
<b>7. Delegations</b>	<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"> <li>Financial contributions for the operations, maintenance and capital development of the reserve</li> </ul>

## 8.5 UPDATE ON SAXTON FIELD CAPITAL PROJECTS

Information Only - No Decision Required

**Report To:** Saxton Field Committee  
**Meeting Date:** 30 August 2017  
**Report Author:** Glenn Thorn, Reserves Officer  
**Report Number:** SFC17-08-05

### 1 Summary

- 1.1 This report updates the Committee on the progress on the following projects:
- 1.1.1 the Saxton Field Velodrome project;
  - 1.1.2 the entrance road off Champion Road project;
  - 1.1.3 the Saxton walkways and cycleways project; and
  - 1.1.4 the Saxton Creek upgrade project.

### 2 Draft Resolution

**That the Saxton Field Committee**

- 1. receives the Update on Saxton Field Capital Projects Report SFC17-08-05.**

**3 Purpose of the Report**

- 3.1 The purpose of this report is to provide you with an update on the following projects:
- 3.1.1 the Saxton Field Velodrome project;
  - 3.1.2 the entrance road off Champion Road project;
  - 3.1.3 the Saxton walkways and cycleways project; and
  - 3.1.4 the Saxton Creek upgrade 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 Inner fencing is completed.
- 4.6 Safety fencing around the underpass and ramps are now installed.
- 4.7 Power ducts and power pits are installed.
- 4.8 The inner hardstand area is currently being constructed and sub base installed.
- 4.9 The contractor is now scheduled to undertake paving of the velodrome track during the week of 11 October – 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. Final handover date is 1 December 2017.
- 4.10 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 installed an extra deep cut off drain and a 300mm mega flow drain on the face of the embankment to remove this water flow (seep). These drains have had a positive outcome and are working well, removing water from the embankment. They have now provided a written method statement.
- 4.11 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.
- 4.12 The project budget is \$2,042,000. We have spent approximately \$1,700,000 to date and the project is approximately 83% complete. A more detailed budget update will be provided at the meeting.
- 4.13 The following are some photographs of recent work undertaken by the contractor on the velodrome.









**5 Road Entrance Champion Drive (update from Mel Large)**

- 5.1 We have scheduled construction of the road, footpath and carparking linking the Velodrome and Champion Road to commence before the end of June 2018. We will be advertising the physical works tender for this project in mid-September and the intention is to appoint a contractor for delivering this project by the end of October 2017.

**6 Saxton Walkway and Cycleway (update from Mel Large)**

- 6.1 This is an ongoing programme of works to improve cycleway and walkway linkages within Saxton Field. The scope of work to be completed in the current financial year is to construct a 2.5m wide walkway/ cycleway linking the Cricket Oval to the Netball Pavilion. We will advertise the physical works tender in early September and our intention is to appoint a contractor for delivering this project by mid-October 2017.

**7 Saxton Creek Upgrade (update from Mel Large)**

- 7.1 Works on the current stage of the upgrade in Saxton Field is nearing completion. The bulk earthworks is complete and Nelmac have made good progress with the landscape planting. Downer are expecting to have finished onsite by mid-September.
- 7.2 Due to wet ground conditions on the northern side of the pond, we have decided to delay construction of the footpath along the north side of the pond/channel to ensure it is built on a solid base. Downer will return to site later this year in the warmer, drier months to finish this part of the path.

**8 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:**

#### 9.1 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.

#### 9.2 Community Lease - Change to Lease Term - Target Shooting Nelson

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)(i) - The withholding of the information is necessary to enable the local authority to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).	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.