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**MINUTES**  
of the  
**SAXTON FIELD COMMITTEE MEETING**  
held  
**1.30 pm , Wednesday, 14 February 2018**  
at  
**Saxton Netball Pavilion, Stoke, Nelson**

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**Present:** Judene Edgar (Chair), Councillors T Tuffnell, K Maling (Tasman District Council), Councillor T Skinner (Nelson City Council)

**In Attendance:** Tasman District Council: Community Development Manager (Susan Edwards), Reserves and Facilities Manager (Beryl Wilkes), Executive Assistant (Tracey Barron)  
Nelson City Council: Group Manager Community Services (Chris Ward), Manager Capital Projects (Shane Davies), Property, Parks and Facilities Asset Planner (Paul Harrington), Manager Parks and Facilities (Rosie Bartlett)

**1 OPENING, WELCOME**

Meeting opened at 1.30 pm.

**2 APOLOGIES AND LEAVE OF ABSENCE**

**Moved Cr Maling/Cr Skinner  
SFC18-02-12**

**That apologies for absence be accepted from Cr Noonan.**

It was noted Mayor Reese and Pat Dougherty, CE Nelson City Council, had advised they would not be in attendance at the meeting.

**CARRIED**

**3 PUBLIC FORUM**

David Kemp a local resident, spoke to the Committee. Mr Kemp wanted to note the Saxton complex was a credit to the community and all those involved over the years. He raised a concern about the availability of seating areas within the complex. He noted the value of making seating areas 'destinations' available for all ages to meet and socialise. Mr Kemp felt such areas would help in addressing social isolation and anxiety within the community and encourage getting people outdoors. Mr Kemp spoke to recent good examples of destination seating, outside the Richmond Library where there are also historic information panels, and the new Day's Track seat.

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In reply to a question asked by the Committee Mr Kemp said putting a table with the seating would also be an advantage.

**4 DECLARATIONS OF INTEREST**

Nil

**5 LATE ITEMS**

Nil

**6 CONFIRMATION OF MINUTES**

**Moved Cr Maling/Cr Skinner  
SFC18-02-13**

**That the minutes of the Saxton Field Committee meeting held on Monday, 16 October 2017, be confirmed as a true and correct record of the meeting.**

**CARRIED**

**7 PRESENTATIONS**

Nil

**8 REPORTS**

**8.1 Saxton Field Capital Works Programme 2018-2028**

Paul Harrington Property, Parks and Facilities Asset Planner took the report as read. The report outlined the revised capital works programme for Saxton Field over the coming ten years for inclusion in Nelson City Council's draft budgets for their Long Term Plan consultation document and for inclusion in Tasman District Council's final Long Term Plan. The revised capital works programme had been discussed with Committee members at a workshop held 17 January 2018.

The Committee agreed to the proposed changes from the previous programme they had seen in late 2017. The Committee agreed that completing the link road from Champion Road to Saxton Drive is a priority project. The Committee also agreed that other projects would need to be delayed to ensure the capital works budget was not all loaded into the first few years.

**Moved Cr Maling/Cr Skinner  
SFC18-02-14**

**1. That the Saxton Field Committee:**

- a. receives the report Saxton Field Capital Works Programme 2018-2028 (R8889) and its Attachments A1896519, A1899471 and A1904948; and**
- b. notes that the two Councils will be asked to carry forward into the 2018/2019 financial year their funding for construction of stage 1 of the Champion Link Road; and**
- c. subject to the Councils agreeing to b. above, approves proceeding with stage 1 construction for Champion Link Road; and**

- d. notes that the programme contained in Attachment 1 (A1896519) provides funding for the stage 2 design for the Champion Link Road to be undertaken in the 2019/2020 financial year and for the construction of stage 2 in the 2020/2021 financial year; and

2. Recommends to Nelson City Council that it:

- a. accepts the Saxton Field Capital Works Programme 2018-2028 contained in Attachment 1 (A1896519) to report R8889 for incorporation into the draft budgets as part of the Nelson City Council's Long Term Plan process; and
- b. approves the carry forward of the funding in the 2017/2018 budget for stage 1 of the construction of the Champion Link Road into the 2018/2019 financial year.

3. Recommends to Tasman District Council that it:

- a. accepts the Saxton Field Capital Works Programme 2018-2028 contained in Attachment 1 (A1896519) to report R8889 for incorporation into the final budgets as part of the Tasman District Council's Long Term Plan process; and
- b. approves the carry forward of the funding in the 2017/2018 budget for stage 1 of the construction of the Champion Link Road into the 2018/2019 financial year.

**CARRIED**

## 8.2 Saxton Field Naming and Signage Policy

Susan Edwards spoke to the report advising the Naming and Signage Policy was brought forward as a necessity for the ability to commence advertising revenue for the velodrome. Ms Edwards noted number 3 of the resolution seeks the Committees approval for the first \$115,000 funding revenue to go towards the Saxton Velodrome Trust funding contribution.

The Committee noted the necessity to ensure all advertising was signed off by staff, so that all advertising was of a high standard and appropriate.

Cr Skinner asked if the policy could be renamed as the Saxton Velodrome Naming and Signage Policy not the Saxton Field Policy as this was to cover the velodrome only not the entire complex. It was agreed that any overarching policy should be reviewed in the Saxton Reserve Management Plan.

A question was asked if sponsorship funding of \$115,000 was not achieved what would the impact be. Ms Edwards advised that Tasman District Council may be reluctant to commence new projects related to the velodrome if the Trust's funds were still outstanding.

It was also asked if there was any view on how long it would take to raise \$115,000 through sponsorship, Ms Edwards advised it was anticipated 2 to 3 years. It was agreed with the official opening coming up it was a good time to initiate contacts for funding avenues.

It was asked to amend Part B of the policy to include the bullet point from Part A of the policy "**Implementation of the Policy vi)**". The purpose of the addition is to make it explicit in both Part A and Part B of the Policy that these types of products are not appropriate for advertising signs or sponsorship. The change also aligns with Nelson City Council policy on advertising exclusions.

The Committee asked if staff could arrange to provide a financial update on sponsorship income

prior to each Committee meeting.

The Committee asked to officially note in the minutes that any Signage and Naming policy for the whole of Saxton Field is to be reviewed through the Saxton Field Management Plan review process.

**Moved Cr Skinner/Cr Maling  
SFC18-02-15**

**That the Saxton Field Committee**

- 1. receives the Saxton Field Naming and Signage Policy report SFC 18-02-01; and**
- 2. approves Parts A and B of the Saxton Velodrome Naming and Signage Policy contained in Attachments 1 and 2 respectively to this report (SFC 18-02-01) as amended at the meeting, including delegating to staff the power to approve or decline advertisers, sponsors and the content and style of any proposed advertising signs; and**
- 3. agrees that the first \$115,000 of advertising and sponsorship revenue from sales related to the velodrome, be used to complete the funding obligations of the Saxton Velodrome Trust; and**
- 4. notes that the \$115,000 will be managed by Tasman District Council as an internal loan and will be reviewed by staff each year.**

**CARRIED**

**8.3 Update on Saxton Field Capital Projects**

Susan Edwards spoke to the report and provided an update on the velodrome opening on 13 February which went very well. A community opening is in planning for March or early April.

Ms Edwards advised bookings for the velodrome will be done through Glenn Thorn, Tasman District Council. There will be a notice board provided at the track on events being held. A question was raised on an events programme for Saxton Field being available through Council websites. Staff to investigate the matter.

A question was asked if there was a specific plan in place on use of the learn to ride section. It was advised staff were currently looking at contacting schools and other possible interested parties.

Councillors who attended the opening said it was great to see some of the smaller contractors being involved in the project and attending the opening.

Shane Davies advised the aim is to tender the physical works for stage 1 of the roading project on the Committee's agreement.

Mr Davies spoke to the Saxton Creek upgrade update. He also advised some of the plantings had suffered during the drought.

**Moved Cr Skinner/Cr Maling  
SFC18-02-16**

**That the Saxton Field Committee receives the Update on Saxton Field Capital Projects Report SFC18-02-03.**

**CARRIED**

The meeting concluded at 2.15 pm

Date Confirmed:

Chair:

Confirmed