

## **STAFF REPORT**

**TO:** Community Services Committee

**FROM:** Manager, Property Services

**SUBJECT:** **Manager, Property Services Report for Meeting of 26 August 2010 – RCS10-08-02**

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### **Civil Defence**

Three long-serving Civil Defence volunteers will be presented with Long Service Awards by the Minister of Civil Defence and Emergency Management (CDEM) on 27 August 2010. Some time ago the Minister announced an Awards programme to recognise career and volunteer personnel within the New Zealand CDEM sector. The programme also served to raise awareness CDEM efforts across New Zealand. The long-service award is for at least ten years CDEM service at the local or national level and gold and silver awards recognise outstanding or important contributions to CDEM in New Zealand. It is expected that further nominations for awards will be made in future years.

The Nelson Tasman Civil Defence Emergency Management Group will be participating in Exercise Tangaroa, which is a national multi-agency exercise that will be held on 20 October 2010. The exercise will be led by the Ministry and supported by the 16 CDEM Groups, as well as central government departments, emergency services, lifeline utilities and other agencies as appropriate. Nelson Tasman will be participating and will be running its own exercise in conjunction with Exercise Tangaroa. This will involve staff from both councils during the course of the day.

### **Property**

Property Services staff have been asked to provide assistance to the Nelson Cycle Trails Trust. This includes reviewing and re-writing the proposed easement and agreement documents and providing advice on the various legal land issues which arise.

We have identified a need to provide training to utilities and transportation staff, as well as MWH staff regarding agreements for works on private land and access over private land for council works. Training sessions will be organised with appropriate staff within the next six to eight weeks.

A Saturday market has operated out of the carpark adjacent to the Takaka Library for a trial period which recently expired. Following a review process it was determined that the market should not be allowed to proceed and the operator was advised accordingly. The Chairman of the Golden Bay Community Board has protested this decision and after further discussion with the Transportation Manager it has been agreed that the market may continue meantime under the previous terms and conditions. If the market is to continue on this site it will be necessary for regular monitoring to occur to ensure that only the allocated area is used for market purposes and also that the stall-holders do not fill up the surrounding carparks on or adjacent to this carpark with their own vehicles, thus

further reducing the available parking space. It does seem ironic that in a township the size of Takaka two markets operate within a few hundred metres of each other.

The Tasman Regional Sport Trust agreement to manage the Motueka Recreation Centre has expired and a new agreement has been negotiated along the same terms and conditions and at the same fee that previously existed. The alterations and extension to the Motueka Recreation Centre are due to be completed on 24 September 2010. It is expected that an appropriate ceremony will be arranged with the Tasman Regional Sport Trust to celebrate a much-improved facility.

The management contract for the Collingwood Camping Ground is to be extended for a further 12 months pending the decision to relocate the tennis courts. Final agreement on the relocation of the tennis courts is held up due to the necessity to obtain ownership of an area of land contained in the deeds index. This process is currently occurring but may not be completed before the end of the year.

Both the Motueka Museum management and the Motueka Community Board have requested a policy to cover the use of the Motueka Museum frontage. The attached document is provided for Councillors information and will be forwarded to the Community Board and the Motueka Museum Management Committee as a starting point. The committee's views are invited.

Councillors will recall that we are proposing to undertake alterations to the Pohara General Store. The building is overdue for renovation and the lessees are keen to expand their operation before this summer. The rental for the store goes into the camping ground account as it is situated on land on which the camping ground is situated. I am meeting with the lessees to discuss the extent of works prior to the Community Services Committee meeting and will discuss the estimated costs and funding sources with the committee.

The Learn to Swim pool at the ASB Aquatic Centre is proceeding with completions expected to occur on 24 September 2010. The pool operators, CLM, will be arranging an appropriate opening ceremony with Council. Thirteen registrations of interest were received for the design and construction of a fitness facility which will be an addition to the Aquatic Centre. Due to the high standard of responses, only one was declined and the remaining registrants have been advised of this and given the opportunity to withdraw, should they wish. They have also been advised that the Council will not be making any contribution towards costs of preparing the design and build tender.

We have negotiated an extension of the lease for the building staff who are occupying 186 Queen Street until 30 June 2011. Projected staff numbers for the next 8-10 years have been revised and work has now commenced on establishing the design standards for the interior fit-out. The general intention is to utilise open plan techniques which will provide staff with an environment that will enable them to work effectively and productively. The process will involve staff who will be consulted over the set-out of the areas that will be developed for them within certain guidelines. RedBox Architects will be undertaking the design and RDT Pacific will be the project managers. No decision has been made at this time on whether the building extension should comprise two or three stories.

As this is my last report to the Community Services Committee during this term of Council it is appropriate to reflect on some of the Property Services Division's achievements during this time. These include:

- New Takaka Library
- Richmond Library Renovations
- New Customer Services areas at Motueka and Murchison
- New dog pound at Richmond
- Collingwood boat ramp reclamation
- Tarakohe harbour eastern inner arm extension
- Boat compound and security compound at Tarakohe
- Conditional agreements for the sale of several past Motueka properties and a successful High Court case against Wakatu Incorporation which enabled these sales to proceed
- Upgrades of facilities at Pohara and Motueka camping grounds
- A record number of property acquisitions for roading, water, stormwater and refuse projects

**RECOMMENDATION:**

**THAT the Manager, Property Services report RCS10-08-02 be received by the Community Services Committee**

**Jim Frater  
Manager, Property Services**

# Motueka Museum Frontage- Policy on Use

## Motueka Reserve Management plan

The Motueka Museum property is a local purpose reserve and is included in the Motueka Ward Reserves Management Plan. Policies specific to this reserve are:

1. Manage primarily as a feature entrance to the museum.
2. Ensure that development of the reserve is sympathetic to the museum building.
3. Ensure development of the reserve does not obstruct pedestrian traffic along High Street.
4. Consider the addition of flower plantings, comfortable seats, and the provision of shade, in conjunction with the existing reserve development.

General policies within the plan which relate to this property are:

5.10.1 Permit commercial activities (trade, business or occupation) on reserve land only when compatible with the Reserves Act 1977, the General Policies of this management plan, and policies for the individual reserves. All commercial activities must be approved by council and be subject to General policy 5.9.

5.10.2 Generally permit non-commercial (not for profit) activities where such activities provide for or are associated with public use and are compatible with the primary use of the reserve.

5.9.1 Grant leases or licences for appropriate recreational or community use of reserves provided that:

- Where appropriate, the consent of the Minister of Conservation is first obtained,
- The use is compatible with the principal or primary use of the reserve.
- There is an established demand for the activity or structure proposed.
- The activity or structure does not conflict with other users of the reserve;

5.9.2 Consult with the public, if required by the Reserves Act 1977, over any proposals to grant leases or licences over reserves and only where the granting of such leases or licences is provided for in this plan;

5.9.3 Ensure that all occupations of reserves are authorised by leases or licences and are compatible with the Tasman Resource management Plan;

5.9.4 Ensure money received by the council from the use of or occupation of reserves is to be used for reserve management and development.

Any use of the museum frontage must take account of these policies.

## Museum Frontage Issues

The museum building is subject to a lease between council and the Museum Management Committee. Muses Cafe has a sublease for the cafe premises and an outdoor dining area. The museum frontage is not part of the lease or sublease but the area does provide pedestrian access to both premises as well as servicing and delivery vehicles. One vehicle crossing is provided and museum staff often park on the frontage. If a policy is to be considered, one suggestion is to restrict the amount of onsite parking or clearly define which areas are available for parking.

Part of the land is owned by the Ministry of Education under the administration of Parklands School. Previously they have approved the use of their part of the frontage for street stalls. Council has received complaints regarding the activities on this land as the

perception is that it is part of the museum frontage. An option could be to offer to pay Parklands School an annual occupation fee to provide them with a guaranteed income for the area with council accepting responsibility (from the school) for managing any use of the area in conjunction with a museum frontage policy.

### **Possible Policy**

As a guide to what may be an acceptable policy, the following is an extract from the guidelines in place for Sundial Square, modified and expanded for the Motueka museum frontage:

The Motueka Museum Frontage is available to organisations for events and fundraising. Each application must be in writing (email is fine) and forwarded to the Senior Customer Services Officer at the Motueka offices of Tasman District Council for consideration.

Applications are to include:

- Name of organisation, date and time of use.
- What the space is to be used for.
- Area to be occupied.
- Contact name and details including phone number.

The cost (suggest \$10 per day plus GST if any) is to be paid prior to the date of use. For charity activities, fees may be waived.

Applications will be forwarded to the Museum Manager for comment and any comments will be taken into account as part of the decision making process. Approved bookings are to be notified to the Museum Manager and Muses cafe.

User conditions:

- Respect any other allocated space.
- Museum and Muses signs are not to be moved without agreement from the Museum Manager and Muses cafe.
- Respect adjoining businesses and users of the museum frontage by allowing for movement of pedestrians plus vehicle access for deliveries and the museum supervisors vehicle.
- Grassed areas to be left free of displays.
- Regular use (say beyond 3 weeks in succession) may require a licence and consideration of the Reserve Management Plan policies.
- Ensure area is left clean and tidy after each use with all refuse to be removed off site. Any damage to be reported.
- Political or religious organisations or individuals promoting same are not allowed.
- Where necessary users must comply with council's Street Trading Bylaw and any other applicable bylaws or legislation.

The policy to be trailed until after Easter 2011 and then reviewed.