



**Notice of the ordinary meeting of the  
Strategic Development and Property  
Subcommittee**

***Te Kōmiti Āpiti, Rautaki / Rawa***

Date:	Tuesday 1 June 2021
Time:	9.00a.m.
Location:	Council Chamber, Civic House 110 Trafalgar Street Nelson

**Agenda**

***Rārangi take***

<b>Chair</b>	Cr Gaile Noonan
<b>Members</b>	Her Worship the Mayor Rachel Reese Cr Yvonne Bowater Cr Trudie Brand Cr Tim Skinner Mr John Murray Mr John Peters

Quorum: 4

**Pat Dougherty  
Chief Executive**

Nelson City Council Disclaimer

Please note that the contents of these Council and Committee Agendas have yet to be considered by Council and officer recommendations may be altered or changed by the Council in the process of making the formal Council decision.

***Excerpt from Nelson City Council Delegations Register (A11833061)***

**Strategic Development and Property Subcommittee**

Areas of Responsibility

- Haven Precinct
- Marina Precinct
- Campgrounds
- Strategic properties, as identified in the Property and Facilities Activity Management Plan, excluding
  - Civic House (a matter for Council); and
  - Properties within the Riverside Precinct (a matter for Council)
- Commercial development proposals

Powers to Decide

- Appointment of a deputy Chair
- Developing, monitoring and reviewing strategies, policies and plans, with final versions to be recommended to Council for approval
- Undertaking informal community engagement on matters within the areas of responsibility

Powers to Recommend to Council

- Approval of final versions of strategies, policies and plans
- All other matters within the areas of responsibility or any other matters referred to it by Council

For the Terms of Reference for the Strategic Development and Property Subcommittee, please refer to document A2505915.

**1. Apologies**

Nil

**2. Confirmation of Order of Business****3. Interests**

3.1 Updates to the Interests Register

3.2 Identify any conflicts of interest in the agenda

**4. Public Forum****5. Confirmation of Minutes**

5.1 1 April 2021

**7 - 13**

Document number M16528

Recommendation

***That the Strategic Development and Property Subcommittee***

- 1. Confirms the minutes of the meeting of the Strategic Development and Property Subcommittee, held on 1 April 2021, as a true and correct record.***

**6. Chairperson's Report****14 - 15**

Document number R25897

Recommendation

***That the Strategic Development and Property Subcommittee***

- 1. Receives the report Chairperson's Report (R25897).***

**7. Strategic Development and Property Quarterly Report to 31 March 2021 - Marina and Campgrounds Update**

**16 - 25**

Document number R25899

Recommendation

***That the Strategic Development and Property Subcommittee***

- 1. Receives the report Strategic Development and Property Quarterly Report to 31 March 2021 - Marina and Campgrounds Update (R25899) and its attachments (A2660062 and A2660102).***

**CONFIDENTIAL BUSINESS**

**8. Exclusion of the Public**

Recommendation

***That the Strategic Development and Property Subcommittee***

- 1. Excludes the public from the following parts of the proceedings of this meeting.***
- 2. 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 are as follows:***

<b>Item</b>	<b>General subject of each matter to be considered</b>	<b>Reason for passing this resolution in relation to each matter</b>	<b>Particular interests protected (where applicable)</b>
<b>1</b>	<b>Strategic Development and Property Subcommittee Meeting -</b>	Section 48(1)(a)  The public conduct of this matter would be likely to result in	The withholding of the information is necessary: <ul style="list-style-type: none"><li>• Section 7(2)(a) To protect the privacy of natural persons,</li></ul>

Item	General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Particular interests protected (where applicable)
	<b>Confidential Minutes - 1 April 2021</b>	disclosure of information for which good reason exists under section 7.	including that of a deceased person <ul style="list-style-type: none"> <li>• Section 7(2)(g) To maintain legal professional privilege</li> <li>• Section 7(2)(h) To enable the local authority to carry out, without prejudice or disadvantage, commercial activities</li> <li>• Section 7(2)(i) To enable the local authority to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)</li> </ul>
<b>2</b>	<b>Chairperson's Report - Confidential</b>	Section 48(1)(a)  The public conduct of this matter would be likely to result in disclosure of information for which good reason exists under section 7	The withholding of the information is necessary: <ul style="list-style-type: none"> <li>• Section 7(2)(a) To protect the privacy of natural persons, including that of a deceased person</li> <li>• Section 7(2)(h) To enable the local authority to carry out, without prejudice or disadvantage, commercial activities</li> <li>• Section 7(2)(i) To enable the local authority to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)</li> </ul>
<b>3</b>	<b>Kinzett Terrace Lease</b>	Section 48(1)(a)  The public conduct of this matter would be likely to result in disclosure of information for which	The withholding of the information is necessary: <ul style="list-style-type: none"> <li>• Section 7(2)(h) To enable the local authority to carry out, without prejudice or disadvantage, commercial activities</li> </ul>

<b>Item</b>	<b>General subject of each matter to be considered</b>	<b>Reason for passing this resolution in relation to each matter</b>	<b>Particular interests protected (where applicable)</b>
		good reason exists under section 7	
<b>4</b>	<b>Marina Transition Project - Project Costs</b>	<p>Section 48(1)(a)</p> <p>The public conduct of this matter would be likely to result in disclosure of information for which good reason exists under section 7</p>	<p>The withholding of the information is necessary:</p> <ul style="list-style-type: none"> <li>• Section 7(2)(i) To enable the local authority to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)</li> </ul>



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## **Minutes of a meeting of the Strategic Development and Property Subcommittee**

**Held in the Council Chamber, Civic House, 110 Trafalgar Street, Nelson**

**On Thursday 1 April 2021, commencing at 9.04a.m.**

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**Present:** Councillor G Noonan (Chairperson), Her Worship the Mayor R Reese, Councillors Y Bowater, T Brand, T Skinner, Mr J Murray and Mr J Peters

**In Attendance:** Group Manager Infrastructure (A Louverdis), Group Manager Community Services (A White), Group Manager Corporate Services (N Harrison), Group Manager Strategy and Communications (N McDonald), Governance Adviser (E Stephenson) and Governance Support (P Boutle)

**Apologies :** Nil

### **1. Apologies**

There were no apologies.

### **2. Confirmation of Order of Business**

The meeting went into confidential session during Item 7 – Setting marina fees and charges for 2021/22 to discuss confidential supplementary advice regarding that item (Item 2 of the Confidential Agenda).

### **3. Interests**

Mr John Murray declared an interest in Item 3 of the Confidential Agenda – Brook Valley Holiday Park Compliance Update, if management of the park was discussed, and in Item 4 of the Confidential Agenda – Updates on current matters – Tahuna Beach Camp lease.

#### 4. Public Forum

There was no public forum.

#### 5. Confirmation of Minutes

##### 5.1 11 February 2021

Document number M15400, agenda pages 7 - 12 refer.

A minor amendment was noted to the minutes of the previous meeting, in that there was a duplication of the words 'confirmation of minutes' in Item 3 – Interests.

Resolved SDAP/2021/016

***That the Strategic Development and Property Subcommittee***

- 1. Confirms the amended minutes of the meeting of the Strategic Development and Property Subcommittee, held on 11 February 2021, as a true and correct record.***

Peters/Murray

Carried

#### 6. Chairperson's Report

Document number R23749, agenda pages 13 - 19 refer.

The Chairperson spoke to her report. Discussion took place on the process for up-to-date information being provided to the Subcommittee and on governance oversight of the marina.

Resolved SDAP/2021/017

***That the Strategic Development and Property Subcommittee***

- 1. Receives the report Chairperson's Report (R23749) and its attachment (Page from A2558791).***

Noonan/Peters

Carried

#### 7. Setting marina fees and charges for 2021/22

Document number R22618, agenda pages 20 - 50 refer.

Principal Parks and Facilities Activity Planner, Andrew Petheram, and Parks and Facilities Activity Planner, Jane Loughnan, spoke to the report. It was noted that the feedback received was broader than fees and

charges, and that valuable points would be addressed in the transition to the new management model. Questions were answered regarding the proposed fees and charges, hardstand usage, fee setting and enforcement and marina operational management.

The meeting was adjourned from 9.52a.m. until 10.03.a.m.

It was agreed that the advice in the confidential report – Supplementary advice on marina fees and charges 2021/22 be discussed.

### **Exclusion of the Public**

Resolved SDAP/2021/018

***That the Strategic Development and Property Subcommittee***

- 1. Excludes the public from the following parts of the proceedings of this meeting.***
- 2. 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 are as follows:***

Bowater/Skinner

Carried

Item	General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Particular interests protected (where applicable)
<b>2</b>	<b>Supplementary advice on marina fees and charges 2021/22</b>	Section 48(1)(a)  The public conduct of this matter would be likely to result in disclosure of information for which good reason exists under section 7	The withholding of the information is necessary: <ul style="list-style-type: none"> <li>• Section 7(2)(g) To maintain legal professional privilege</li> </ul>

The meeting went into confidential session at 10.04a.m. and resumed in public session at 10.38a.m.

In response to a question, Ms Loughnan confirmed that any marina surplus funds were used to pay for debt in the closed account and that no profit was returned to ratepayers.

Resolved SDAP/2021/019

***That the Strategic Development and Property Subcommittee***

- 1. Receives the report Setting marina fees and charges for 2021/22 (R22618) and its attachments (A2593065 and A2595033 and A2593335); and***
- 2. Requests that a detailed review of marina financials be undertaken prior to setting the 2022/23 fees for the marina.***

Brand/Her Worship the Mayor

Carried

Recommendation to Council SDAP/2021/020

***That the Council***

- 1. Sets the marina fees and charges for 2021/22 as outlined in Attachment 2 (A2541155) to report R22618;***

Brand/Her Worship the Mayor

Carried

## **8. Exclusion of the Public**

Resolved SDAP/2021/021

***That the Strategic Development and Property Subcommittee***

- 1. Excludes the public from the following parts of the proceedings of this meeting.***
- 2. 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 are as follows:***

Brand/Skinner

Carried

<b>Item</b>	<b>General subject of each matter to be considered</b>	<b>Reason for passing this resolution in relation to each matter</b>	<b>Particular interests protected (where applicable)</b>
<b>1</b>	<b>Strategic Development and Property Subcommittee Meeting - Public Excluded Minutes - 11 February 2021</b>	<p>Section 48(1)(a)</p> <p>The public conduct of this matter would be likely to result in disclosure of information for which good reason exists under section 7.</p>	<p>The withholding of the information is necessary:</p> <ul style="list-style-type: none"> <li>• Section 7(2)(a) To protect the privacy of natural persons, including that of a deceased person</li> <li>• Section 7(2)(g) To maintain legal professional privilege</li> <li>• Section 7(2)(h) To enable the local authority to carry out, without prejudice or disadvantage, commercial activities</li> <li>• Section 7(2)(i) To enable the local authority to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)</li> </ul>
<b>2</b>	<b>Supplementary advice on marina fees and charges 2021/22</b>	<p>Section 48(1)(a)</p> <p>The public conduct of this matter would be likely to result in disclosure of information for which good reason exists under section 7</p>	<p>The withholding of the information is necessary:</p> <ul style="list-style-type: none"> <li>• Section 7(2)(g) To maintain legal professional privilege</li> </ul>
<b>3</b>	<b>Brook Valley Holiday Park Compliance Update</b>	<p>Section 48(1)(a)</p> <p>The public conduct of this matter would be likely to result in disclosure of information for which good reason exists under section 7</p>	<p>The withholding of the information is necessary:</p> <ul style="list-style-type: none"> <li>• Section 7(2)(a) To protect the privacy of natural persons, including that of a deceased person</li> <li>• Section 7(2)(h) To enable the local authority to carry out, without prejudice or</li> </ul>

Item	General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Particular interests protected (where applicable)
			disadvantage, commercial activities
4	<b>Updates on current matters</b> <ul style="list-style-type: none"> <li>• Strawbridge Square</li> <li>• Haven Precinct</li> <li>• Kinzett Terrace</li> <li>• Tahuna Beach Camp Lease</li> </ul>	Section 48(1)(a)  The public conduct of this matter would be likely to result in disclosure of information for which good reason exists under section 7	The withholding of the information is necessary: <ul style="list-style-type: none"> <li>• Section 7(2)(h) To enable the local authority to carry out, without prejudice or disadvantage, commercial activities</li> <li>• Section 7(2)(i) To enable the local authority to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)</li> </ul>

The meeting went into confidential session at 10.42a.m. and resumed in public session at 12.57p.m.

### **RESTATEMENTS**

It was resolved while the public was excluded:

1	<b>CONFIDENTIAL: Supplementary advice on marina fees and charges 2021/22</b>
	<i>That the Strategic Development and Property Subcommittee</i>  <b>2. <u>Agrees</u> that Report (R22711) remains confidential at this time.</b>

2	<b>CONFIDENTIAL: Brook Valley Holiday Park Compliance Update</b>
	<i>That the Strategic Development and Property Subcommittee</i>  <b>2. <u>Agrees</u> that Report (R23750) remain confidential at this time.</b>

There being no further business the meeting ended at 12.57p.m.

Confirmed as a correct record of proceedings:

\_\_\_\_\_ Chairperson \_\_\_\_\_ Date

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## **Chairperson's Report**

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### **1. Purpose of Report**

- 1.1 To update the Subcommittee on current matters

### **2. Recommendation**

***That the Strategic Development and Property Subcommittee***

- 1. Receives the report Chairperson's Report (R25897).***

### **3. Discussion**

#### **Marina update**

- 3.1 Preparation for the management of the marina activity to come back into Council has been taking place over the past two months.
- 3.2 A Masterplan concept has been completed for the land-based portion which was workshopped with the Subcommittee and circulated to all Councillors with some feedback received. Elements of the concept have also been viewed by the Marina Advisory Group (MAG).
- 3.3 A budget has been approved in the Long Term Plan for the water-based masterplan concept in Q3 2021 with a plan to have the full marina masterplan ready for the Subcommittee review beginning Q4 in preparation for consultation.
- 3.4 A Governance review of the marina has been budgeted for in the Long Term Plan and an independent Section 17(a) review will soon be commissioned, along with a budget to implement a transition from the current model. The governance work has been requested by submitters through Annual Plans and the Long Term Plan.
- 3.5 New licence agreements for the marina have been developed, consulted on with MAG and completed, ready for execution for all berthing from the 1st of July 2021. This will allow for better enforcement and debt

## Item 6: Chairperson's Report

collection ability. The staff are reviewing the Marina Rules and Live Aboard Rules.

- 3.6 The new Manager Nelson Marina has been very busy setting up systems and procedures ready for 1 July.
- 3.7 The marina office will be re-designed to perform functions more efficiently with a larger inviting reception area.

**Author: Gaile Noonan, Chairperson - Strategic Development and Property Subcommittee**

### **Attachments**

Nil

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## **Strategic Development and Property Quarterly Report to 31 March 2021 - Marina and Campgrounds Update**

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### **1. Purpose of Report**

- 1.1 To inform the Subcommittee of the financial and non-financial results for the third quarter of 2020/21 for the marina and campgrounds activities under the Strategic Development and Property Subcommittee's delegated authority.

### **2. Recommendation**

***That the Strategic Development and Property Subcommittee***

- 1. Receives the report Strategic Development and Property Quarterly Report to 31 March 2021 - Marina and Campgrounds Update (R25899) and its attachments (A2660062 and A2660102).***

### **3. Background**

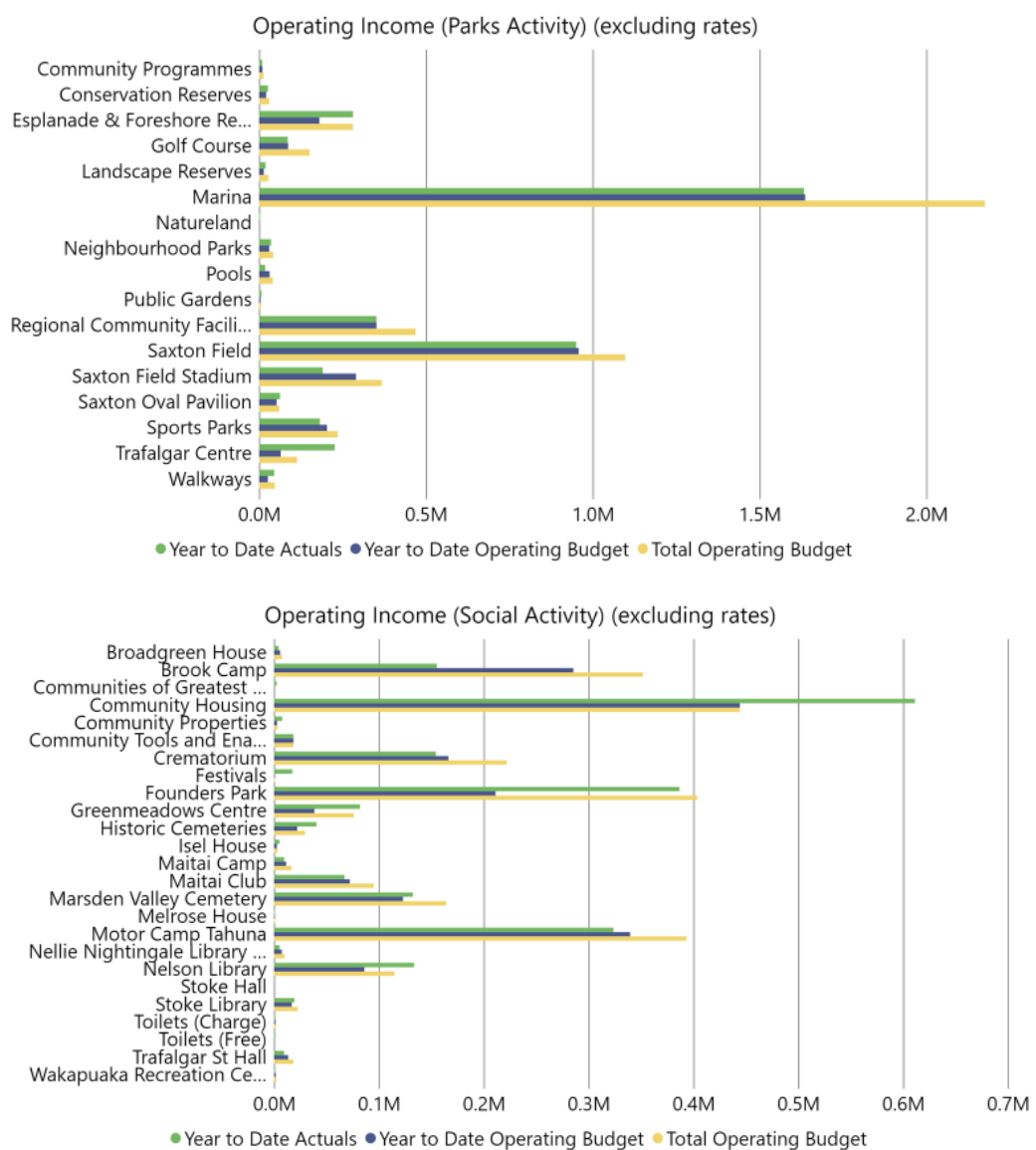
- 3.1 Quarterly reports on performance are provided to each Committee on the performance and delivery of projects and activities within their areas of responsibility.
- 3.2 The financial reporting focuses on the year to date performance (1 July 2020 to 31 March 2021) compared with the year-to-date (YTD) approved capital and operating budgets.
- 3.3 Unless otherwise indicated, all information is against approved operating budget, which is the 2020/21 annual budget plus any carry forwards, plus or minus any other additions or changes as approved by the appropriate Committee or Council.
- 3.4 More detailed project sheets are included in Attachment 1 (A2622482). One project is the Sea Sports Building and the other is the Marina Hardstand.

## Item 7: Strategic Development and Property Quarterly Report to 31 March 2021 - Marina and Campgrounds Update

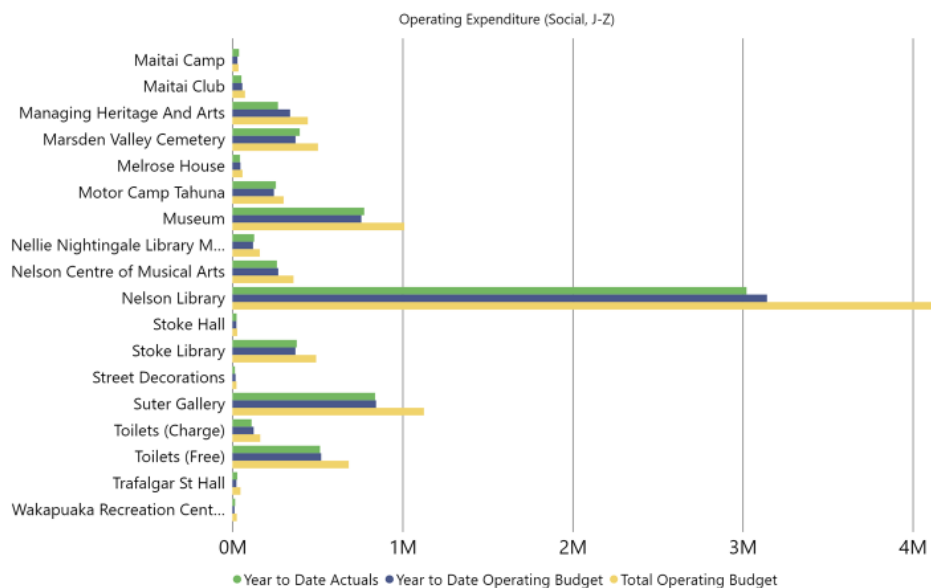
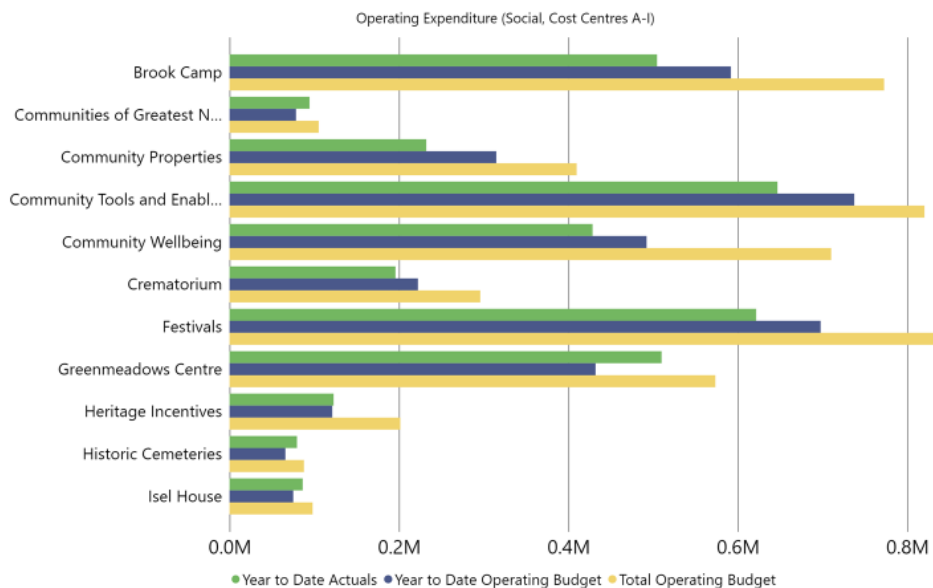
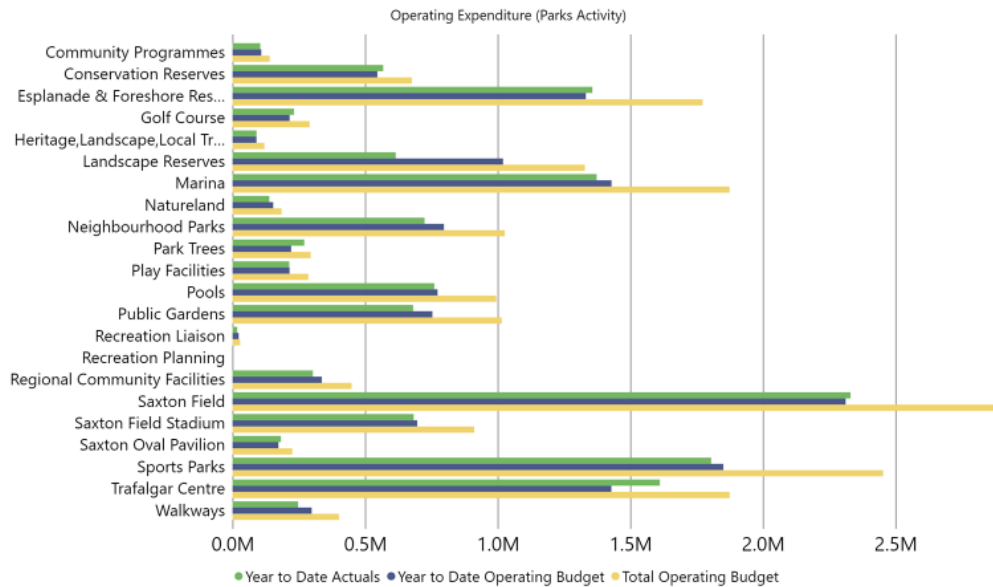
- 3.5 These project sheets have been selected if their budget is at least \$250,000 for 2020/21, are multi-year projects with a budget over \$1 million, or have been assessed to be of particular interest to the Committee.
- 3.6 Project status is analysed based on three factors: quality, time, and budget. From the consideration of these three factors the project is summarised as being on track (green), some issues/risks (orange), or major issues/risks (red). Projects that are within 5% of their budget are considered to be on track in regard to the budget factor.

### 4. Financial Results

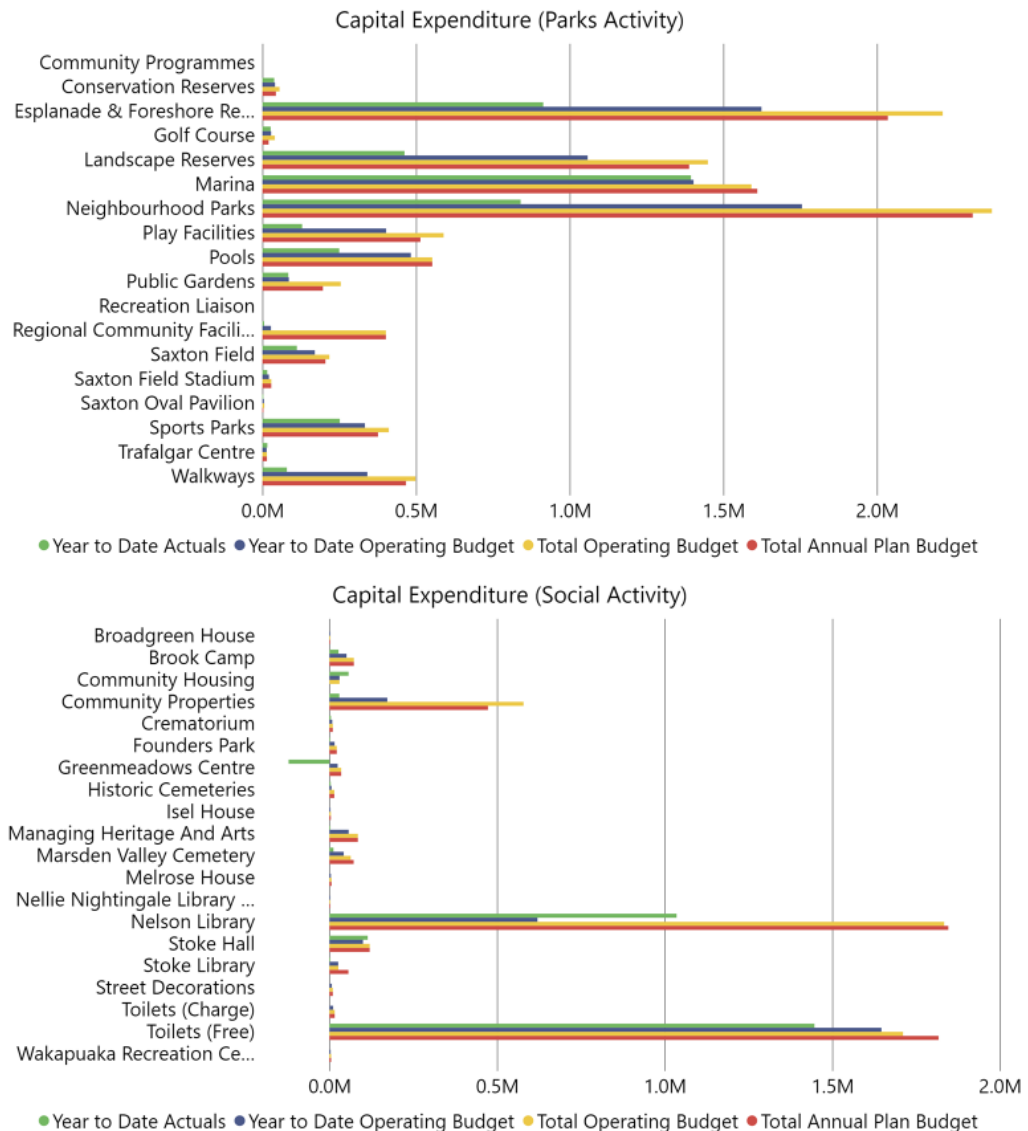
#### Profit and Loss by Activity



## Item 7: Strategic Development and Property Quarterly Report to 31 March 2021 - Marina and Campgrounds Update



Item 7: Strategic Development and Property Quarterly Report to 31 March 2021  
- Marina and Campgrounds Update



- 4.1 **Marina expenditure is less than budget by \$56,000.** Refuse Collection is under budget by \$21,000. Other professional advice is behind budget by \$37,500 but expected to be spent by the end of the year.
- 4.2 **Brook Camp income is less than budget by \$130,000.** Camp site fees are under budget by \$91,000 and forecasted to be under budget by \$70,000 at year end. Sundry income is under budget by \$18,000 and Semi Permanent Camp Fees are under budget by \$11,000. The Camp has been significantly affected by the impacts of COVID.
- 4.3 **Brook Camp expenditure is less than budget by \$87,000.** Programmed Service Delivery is behind budget by \$32,000, but it is anticipated that this will be spent. Water is under budget by \$15,000, Security is under budget by \$14,000. There is an expected underspend due to COVID.

## **5. Updates**

### **Brook Valley Holiday Park**

- 5.1 The Brook Campsite has received an investment into the Health and Safety aspects of the site – ensuring that steps and walkways are safe for use, areas at night are visible with correct lighting and the removal of unsafe stairways. Old and damaged weatherboards have been repaired along with gutters and down pipes on the buildings in the campground. There was a total of 1,358 guest nights for the financial year to March 2021.

### **The Marina**

- 5.2 The management of the Marina is currently being bought back in house. A transition plan is being worked through to ensure that the termination date of 30 June 2021 of the contract with NELMAC is worked towards.
- 5.3 A new Marina Manager commenced in March 2021. The role will manage the Marina and investigate the preferred governance model for the Marina. Additional Marina staff positions have been advertised, and interviews held in May.
- 5.4 Work on the Marina Master Plan has been carried out through this quarter, with an update provided in the strategy section, above. A briefing was held with elected members on the Marina Master Plan on 1 April 2021. A report will be brought to the Strategic Development and Property Subcommittee with further details and outlining next steps.
- 5.5 Marina fees and charges for 2021/22 were consulted on and a decision on the fees was made by Council on 13 May.
- 5.6 A report on the costs of the transition project will be provided to the Subcommittee.

## **6. Key Performance Measures**

- 6.1 As part of the development of the Long-Term Plan 2018-28, Council approved levels of service, performance measures and targets for each activity. There is one performance measure that is within the Strategic Development and Property Subcommittee's delegation, Marina berth holder occupancy, which is reported in this quarterly report.
- 6.2 Performance measures are reported during the financial year accordingly, the scale to report on the key performance measures is as follows:

Item 7: Strategic Development and Property Quarterly Report to 31 March 2021  
- Marina and Campgrounds Update

- On track
- Not on track
- Not measured yet

6.3 Attachment 2 (A2660102) lists the performance measure, its status and commentary.

## **7. Conclusion**

7.1 The review of performance for the third quarter of 2020/21 for the Strategic Development and Property Subcommittee is included in this report, with project reports and a performance measure attached.

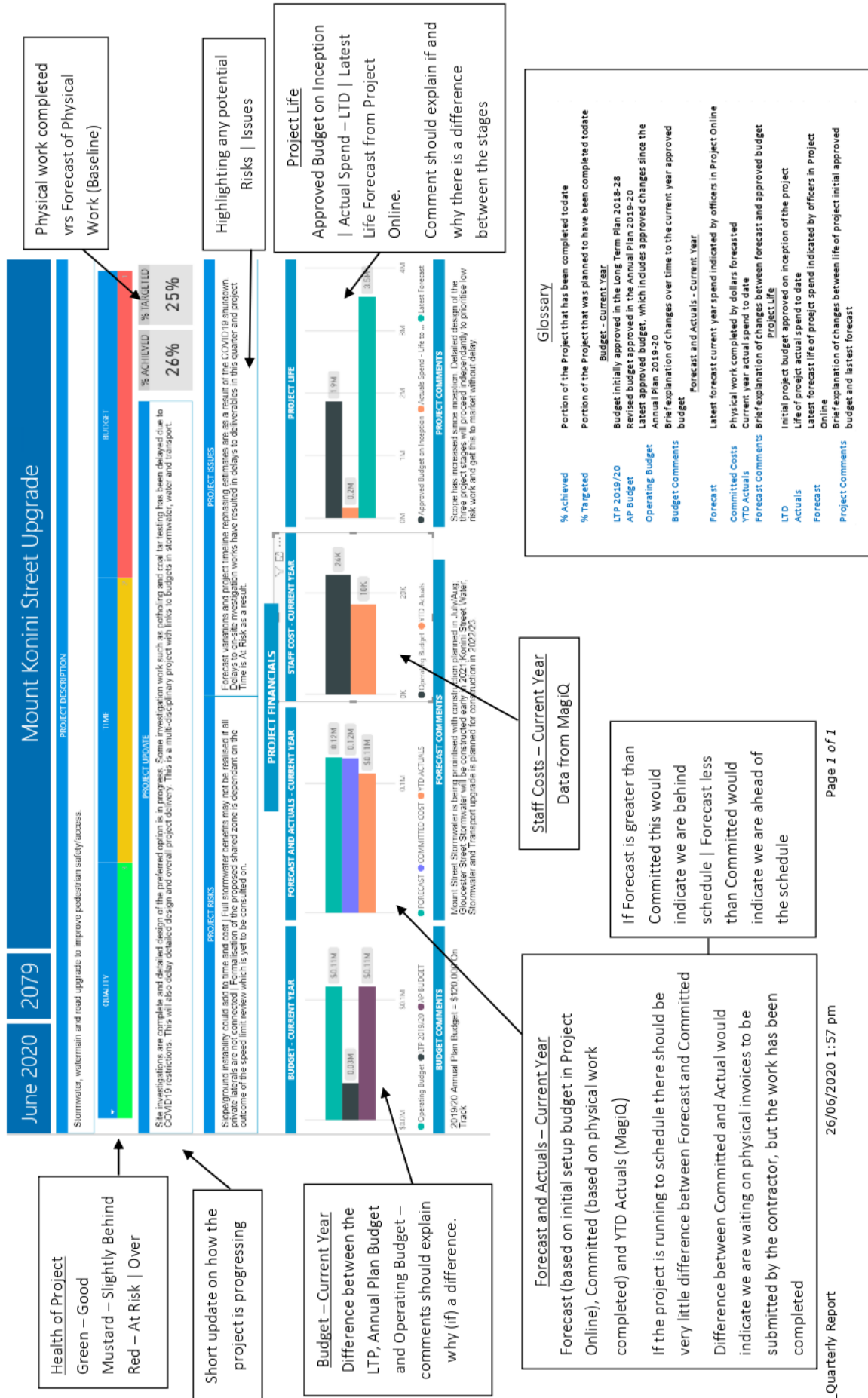
**Author: Andrew White, Group Manager Community Services**

### **Attachments**

Attachment 1: A2660062 - Quarterly Report - Project Sheets [↓](#)

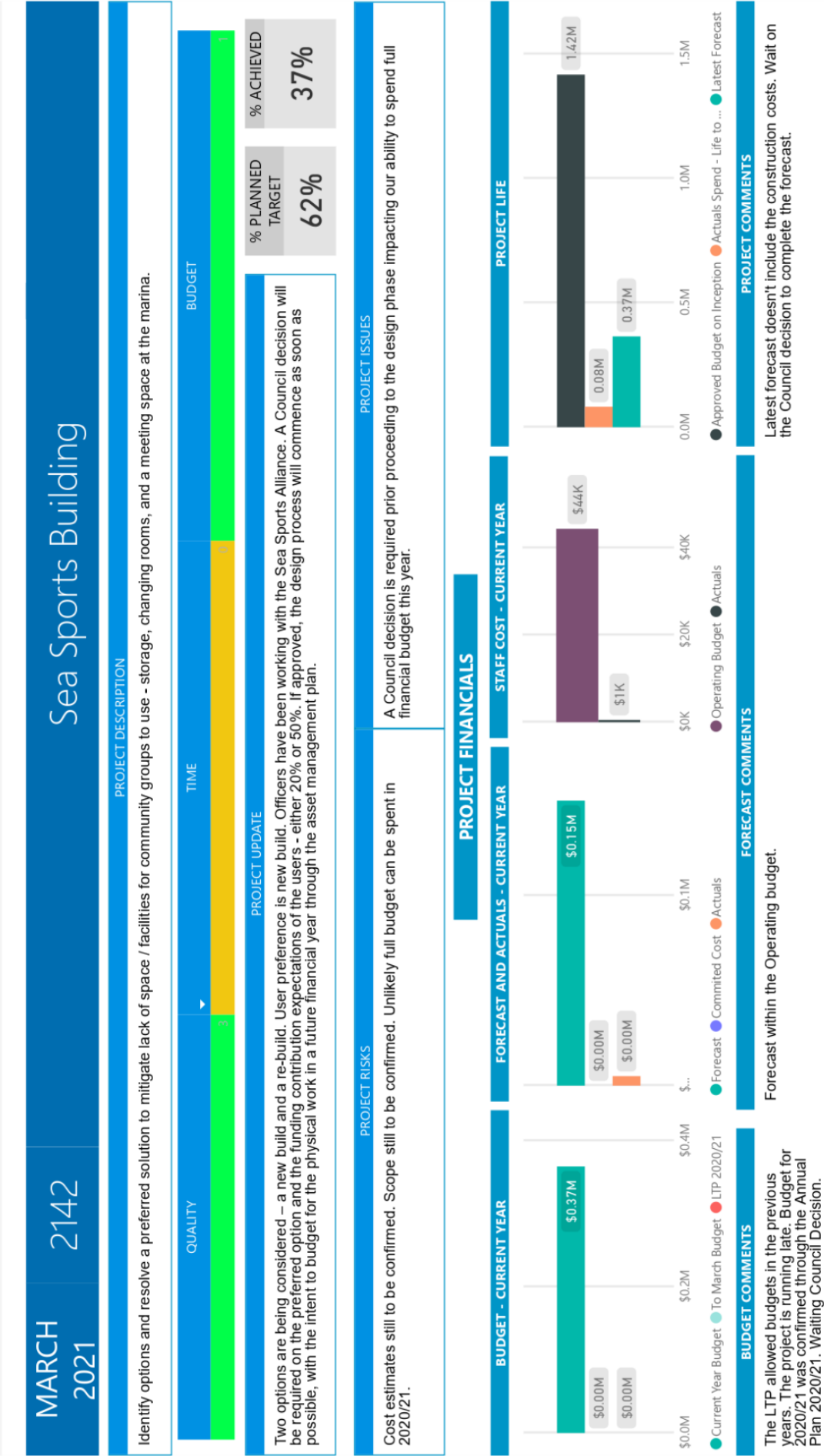
Attachment 2: A2660102 - Quarterly Report - Performance Measures [↓](#)

# Key to Understanding the Quarterly Report



A2660062





## Strategic Development and Property - Quarter Three Reporting on Performance Measures 2020/21

Activity	What Council will provide	Performance measures	Year 3 (2020/21) target	Quarter 3 2020/21 comment	Quarter 3 2020/21 result	Evidence that supports the Quarter 3 Result (A number)
<b>Parks and active recreation</b>	Marina managed to meet demand	Marina berth occupation rates in relation to target	Marina berth occupation of at least 85%	At quarter 3, 97% occupancy.	On track	Marina operational stats A2618807, A2587365, A2572065; Monthly reports A2601178, A2580421, A2565317