

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

**Date:** Wednesday 14 August 2019  
**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

**Independent Chair**

Judene Edgar

**Tasman District Council**

Cr Trevor Tuffnell

Cr Kit Maling

**Nelson City Council**

Cr Tim Skinner

Cr Bill Dahlberg

(Quorum 3 members)

**Following the meeting, there will be a marketing workshop (public excluded)**

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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, 22 May 2019, be confirmed as a true and correct record of the meeting.**

**7 PRESENTATIONS**

Nil

**8 REPORTS**

8.1 Saxton Field Activity Report ..... 5

8.2 Saxton Field Reserve Management Plan Review ..... 9

**9 CONFIDENTIAL SESSION**

Nil



## 8 REPORTS

### SAXTON FIELD ACTIVITY REPORT

Information Report

**Report To:** Saxton Field Committee  
**Meeting Date:** 14 August 2019  
**Report Author:** Richard Hollier, Reserves and Facilities Manager  
**Report Number:** RSFC19-08-1

Item 8.1

#### 1 Summary

- 1.1 This report updates the Committee on the progress on the following projects:
- 1.1.1 the Champion Drive/Saxton Field link road;
  - 1.1.2 mountain bike track development;
  - 1.1.3 athletics track resurfacing;
  - 1.1.4 other capital projects;
  - 1.1.5 key facilities review; and
  - 1.1.6 marketing update.

#### 2 Draft Resolution

**That the Saxton Field Committee receives the Saxton Field Activity Report RSFC19-08-1**

**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 Champion Drive/Saxton Field link road;
  - 3.1.2 mountain bike track development;
  - 3.1.3 athletics track resurfacing;
  - 3.1.4 other capital projects;
  - 3.1.5 key facilities review; and
  - 3.1.6 marketing update.

**4 Capital Projects 2018/2019 Update**

**Champion Drive/Saxton Field link road – Stage 1**

- 4.1 The first stage of the car parking and roadway link from Champion Drive to Saxton Field is fully complete with landscaping completed in June.

**Mountain Bike track development**

- 4.2 A Grade 2 mountain bike track is under construction along the true left bank of Saxton Creek, north of the velodrome. Fulton Hogan are undertaking construction under the supervision of the Nelson Mountain Bike Club, who are advising on functionality. Recent wet weather has caused some delays, however, the project is expected to be completed within the coming months.

**Shade sails**

- 4.3 Nelson Shade Solutions have offered to sponsor supply of shade sails for the velodrome. The poles have been made, discussion is underway with the supplier over colour options for the sails prior to fabrication and installation.

**Velodrome lighting**

- 4.4 Work on the installation of the lights is underway following startup meeting with contractor. The pole and cable locations have been marked and poles are being prepared. Installation is scheduled from mid-August.

**5 Capital projects 2019/2020 Update**

**Athletics Track Resurfacing**

- 5.1 The contract for the Athletics Track renewal was awarded to Polytan who will be removing the existing rubber mats and re-laying a new Spurtan BV polyurethane track. Milling of the old surface and asphalt is starting soon and practical completion is expected by Thursday 24 October, with survey and IAAF certification to follow. Final project completion is scheduled to occur by 14 November 2019. A number of requests for access to the infield have been received but these have not been accepted while works are in progress.

**Champion Drive/Saxton Field Link Road – Stage 2 Design**

5.2 The second stage design will be undertaken in 2019/2020 with construction to be completed in 2020/2021.

**Alliance Green – Stage 1 Drainage & Irrigation Design**

5.3 Preparation of a brief for consultant engagement for the design work is underway. Funding for design is included in 2019/2020 with construction scheduled for 2021/2022.

**Tree planting – Champion Green**

5.4 Work has started on the preparation of a concept plan for tree planting and landscaping around Champion Green for further consultation with adjacent property owners along Daelyn Drive. Planting is scheduled for mid-September.

**6 Key Facilities Review**

6.1 Following a submission to Nelson City Council by Nelson Cricket promoting the development of Saxton Oval, Nelson City Council commissioned consultant Recreation Sport and Leisure to advise on investment options for the development of both Saxton Oval and Trafalgar Park.

The consultant brief was to undertake:

1. An assessment of Saxton Oval’s ability to continue to host international cricket fixtures across all formats of the game (tests, one-day internationals (ODI’s) and T20 matches).
2. An assessment of Trafalgar Park’s ability to host further international rugby and Super Rugby matches together with other possible sporting uses at Trafalgar Park.

6.2 A draft document has been sent to both Cricket and Rugby for feedback and once this feedback is received, staff will present a report to the Saxton Field Committee.

**7 Marketing**

7.1 We have had a workshop with Saxton Field users. The workshop yielded good information for both the marketing work and the visioning work. We will be holding a workshop following today’s meeting on the marketing outcomes and strategy. Staff will prepare a draft revised vision and outcome statements for review by the Committee. We will endeavor to seek the Committee’s input via email discussion.

**8 Attachments**

Nil



**8.2 SAXTON FIELD RESERVE MANAGEMENT PLAN REVIEW****Decision Required**

<b>Report To:</b>	Saxton Field Committee
<b>Meeting Date:</b>	14 August 2019
<b>Report Author:</b>	Susan Edwards, Community Development Manager
<b>Report Number:</b>	RSFC19-08-2

**Item 8.2****1 Summary**

- 1.1 This report covers the proposed process for reviewing the Saxton Field Reserve Management Plan (the Plan).
- 1.2 Tasman District and Nelson City Councils are the administering bodies for the reserves located at Saxton Field and are therefore responsible for preparing and reviewing a management plan for the reserves.
- 1.3 There are two small parcels of land within Saxton Field that are not classified as recreation reserve. These two freehold sections are unable to be vested as reserve due to restrictive land covenants on their titles. We recommend that the Reserve Management Plan will cover these two parcels of land as they are managed in conjunction with Saxton Field. They will be treated as park land under the Local Government Act 2002.
- 1.4 Attachment 1 outlines the proposed Plan review process. Key project milestones include:
  - the Saxton Field Committee resolves to begin Plan review (14 August 2019);
  - a two month long community engagement period (October to December 2019);
  - staff summarise ideas and the consultant uses these to inform development of a Draft Plan (November to March 2020);
  - Saxton Field Committee considers the Draft Plan and recommends it to both Councils/Joint Committee, which adopts the Draft Plan for public consultation (late March/early April 2020);
  - open for submissions for two months (May-June 2020);
  - Saxton Field Committee hearings and deliberations held (July/August 2020);
  - consultant amends Plan as per hearing panel instructions following deliberation (August/September 2020);
  - Saxton Field Committee reviews the proposed plan and recommends to both Councils for adoption (September 2020); and
  - Councils adopt the final Plan at a Joint Committee meeting (October 2020).

**2 Draft Resolution**

**That the Saxton Field Committee:**

- 1 receives the Saxton Field Reserve Management Plan Review Report RSFC19-08-2; and**
- 2 agrees that the areas of land to be covered by the Draft Plan includes all reserves and other land owned or administered by Tasman District and Nelson City Councils within Saxton Field, as shown on the map contained in Attachment 2 to this report; and**
- 3 agrees that, in terms of Section 41(5A) of the Reserves Act 1977, written suggestions on the proposed Plan would materially assist in its preparation; and**
- 4 agrees to publicly notify, pursuant to Section 41 of the Reserves Act 1977, an invitation for suggestions/ideas for inclusion in a Draft Saxton Field Reserve Management Plan (Draft Plan) in October 2019; and**
- 5 instructs staff to prepare background information on Saxton Field reserves for display on Nelson City and Tasman District Councils' websites and offices, to assist the public consultation processes associated with the Reserve Management Plan review; and**
- 6 agrees that a public notice inviting suggestions/ideas for inclusion in a Draft Saxton Field Reserve Management Plan be published on 4 October 2019, stating that suggestions may be made up until 16 December 2019.**

### 3 Purpose of the Report

- 3.1 To seek the Committee's agreement to publicly notify an invitation for suggestions/ideas for inclusion in a Draft Saxton Field Reserve Management Plan (Draft Plan) in October 2019 and to seek the Committee's endorsement of the proposed plan review process.

### 4 Background and Discussion

#### Background

- 4.1 The existing Saxton Field Reserve Management Plan (2008) covers many (11), but not all, parcels of land that have been reserved for recreation purposes at Saxton Field. In recent years, Nelson City Council purchased four additional fairly small parcels of land between Daelyn Drive and Saxton Creek, to expand the total area of Saxton Field. These include a Local Purpose (Esplanade) Reserve, Local Purpose (Walkway) Reserve and two freehold sections that are unable to be vested as reserve due to restrictive land covenants on their titles.
- 4.2 Nelson City Council and Tasman District Council jointly administer these reserves via the Saxton Field Committee. Both Councils are therefore responsible for classifying the reserves, and preparing and reviewing a management plan for the reserves.
- 4.3 This report outlines the proposed process to review the Saxton Field Reserve Management Plan. Section 41 of the Reserves Act 1977 sets out the legal requirements for this management planning process.
- 4.4 The attached project plan overview outlines the key steps in the process, with an anticipated project completion date of October 2020.
- 4.5 The first steps that the administering body for the reserves (i.e. the Saxton Field Committee) must undertake are:
- (i) make a decision to begin the plan review process;
  - (ii) determine the areas of land to be covered by the Plan;
  - (iii) determine which areas are reserves subject to the Reserves Act 1977;
  - (iv) confirm that the appointment or vesting is held;
  - (v) determine whether or not there are any unclassified reserves to be covered by the Plan;
  - (vi) resolve (in terms of s.41(5A)) whether or not written suggestions on the proposed Plan would materially assist in its preparation; and
  - (vii) decide who to consult.
- We discuss each of these steps in more detail below.
- 4.6 Once the Committee has made the decisions sought in this report, staff will prepare information for public release and invite suggestions for the preparation of a proposed Plan.
- 4.7 We recommend that adequate time (four months) is provided for the first stage of the process and that a range of community engagement tools are employed, to encourage participation from a wide cross-section of the community. We have already held one

workshop with Saxton Field user groups to discuss the vision, outcomes and marketing strategy for the complex. We also recommend working closely with iwi from the early stages in the Plan review process.

- 4.8 Once the initial phase of consultation is completed, all the ideas are collated and will be passed to a consultant to prepare the Draft Plan.
- 4.9 The Reserves Act requires that the Councils make the Draft Plan publicly available for comment (i.e. open for formal written submissions) for a period of at least two months and that the Committee holds hearings for those who wish to speak to their submission. We are proposing that the formal stage of the public consultation process on the Draft Plan starts in May 2020 (see Attachment 1). The Saxton Field Committee would hear submissions on the Draft Plan in July 2020.
- 4.10 Detailed information on each of the steps that the Committee needs to consider for developing this Plan are set out below.

### **Steps in Plan review process**

#### *Step 1: Make a decision to begin the Plan review process*

- 4.11 The Councils adopted the existing 'Saxton Field Reserve Management Plan' in 2008. Ideally, reserve management plans should be 'living documents' that are continually reviewed in response to issues that arise. This Plan is overdue for review; it is recommended that this process begins soon.

#### *Step 2: Determine the areas of land to be covered by the Plan*

- 4.12 The land areas the Plan should cover include all reserves and other land that together form Saxton Field – refer Map contained in Attachment 2.

#### *Step 3: Determine which areas are reserves subject to the Reserves Act 1977*

- 4.13 We have identified 13 parcels of land at Saxton Field that either Nelson City or Tasman District Councils own and/or administer subject to the Reserves Act, which should be included within the Reserve Management Plan.

#### *Step 4: Confirm that the appointment or vesting is held*

- 4.14 Three land parcels (Pt Sec 75-76 Waimea East District and Lot 2 DP 3926), comprising a total of 23.4879 ha, were set apart as reserve and classified as recreation reserve by public notice in the New Zealand Gazette in 1981 (pp 1205 & 1208). This land adjoins Saxton Road East and Main Road Stoke. Nelson City Council was appointed to control and manage the reserve in 1981 (NZ Gazette 1981, p1208).
- 4.15 A further 65.45 ha of land at Saxton Field, comprising of eight land parcels, was declared as recreation reserve by public notice in the New Zealand Gazette in 2008 (No.63, p1829). Tasman District Council owns five of these land parcels and Nelson City Council owns the other three parcels.
- 4.16 Nelson City Council own two local purpose reserves (one esplanade and the other walkway) located between Daelyn Drive and Saxton Creek, which adjoin other land at Saxton Field. We recommend including both in the Reserve Management Plan.
- 4.17 Nelson City Council also owns two small parcels of freehold land on Daelyn Drive that are unable to be vested as reserve, due to restrictive covenants on their titles. We advise that these two parcels are also included within the Reserve Management Plan, as they were purchased with the intention of forming part of Saxton Field. The Reserve Management

Plan will treat those two parcels of land as land purchased for a park under the Local Government Act 2002, rather than under the Reserves Act 1977.

*Step 5: Determine whether or not there are any unclassified reserves to be covered by the Plan*

4.18 All reserves at Saxton Field have been classified. As discussed in paragraph 4.17, two parcels of freehold land may also be included in the Reserve Management Plan, but these are unable to be declared reserve due to restrictive covenants on their titles.

*Step 6: Resolve, in terms of s41(5A), whether or not written suggestions on the proposed Plan would materially assist in its preparation*

4.19 Section 41 of the Reserves Act 1977 states:

*“(5) Before preparing a management plan for any 1 or more reserves under its control, the administering body shall — (a) give public notice of its intention to do so; and (b) in that notice, invite persons and organisations interested to send to the administering body at its office written suggestions on the proposed plan within a time specified in the notice; and (c) in preparing that management plan, give full consideration to any such comments received.*

*(5A) Nothing in subsection (5) shall apply in any case where the administering body has, by resolution, determined that written suggestions on the proposed plan would not materially assist in its preparation.”*

4.20 We recommend that the Saxton Field Committee seeks written suggestions on the proposed Plan over a two month period. Staff and the consultant preparing the Draft Plan should engage with Te Tau Ihu iwi and a wide cross-section of the community, seek ideas and other feedback, and develop a Draft Plan in a collaborative way. A range of online and other community engagement methods will be employed (hui, focus groups, surveys etc).

4.21 Once the Committee and the Councils approve the release of a Draft Plan, the next stage is to invite written submissions and hold hearings.

*Step 7: Decide who to consult with*

4.22 We recommend that consultation with Te Tau Ihu iwi is undertaken separately to community engagement, given both Councils’ responsibilities under the Local Government Act, Reserves Act and Treaty legislation. Guidance on involvement of iwi in reserve management planning is included in the ‘Guide for Reserve Administering Bodies’ (available on the DOC website). Each of the eight Te Tau Ihu iwi have an interest in Saxton Field.

4.23 The Committee consulted with sports codes at a workshop on 17 July 2019. Community engagement should aim to be as inclusive as possible.

## **5 Options**

5.1 We recommend that the Saxton Field Committee resolves to initiate the Plan review and agrees to adopt the proposed process, contained in Attachment 1, for undertaking the Plan review. This process complies with the requirements of the Reserves Act 1977 and will enable two key opportunities for public input into the Plan preparation. The disadvantage of undertaking early input into preparation of the Draft Plan is that it will mean the process will take longer. However, it should obtain better public input and it should reduce the risk of the Draft Plan not meet community expectations.

- 5.2 Alternatively, the Committee could choose to:
- 5.2.1 defer the Plan review – staff do not recommend this option, as the current Plan is already overdue for review and much has changed at Saxton Field since the current Plan was prepared meaning it is out of date; and/or
  - 5.2.2 not seek suggestions from the public prior to drafting the reserve management plan – staff do not recommend this option, as early public input is more likely to mean that the Draft Plan will meet community expectations.
- 5.3 Further information on each option is outlined in Section 4 of this report.

## **6 Strategy and Risks**

- 6.1 The risks associated with reviewing the Plan are minimal, given that there will be the opportunity for public feedback to be incorporated into development of the Draft Plan.
- 6.2 The public will have two opportunities to participate in Plan development: firstly, by suggesting ideas for inclusion in the Draft Plan and secondly, by making a submission on the Draft Plan (and speaking to their submission at a hearing, if they wish).

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

- 7.1 Staff will ensure the Plan review process is undertaken in accordance with the Reserves Act 1977.
- 7.2 Once the Committee finalises the Plan, it will need to recommend it to the two Councils for adoption, preferably via the Joint Committee. Following adoption, the Saxton Field Reserve Management Plan document will replace the current management plan.

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

- 8.1 Tasman District Council has funding available in its current Annual Plan to undertake the work during the current financial year. Nelson City Council staff will be recommending that Nelson City Council includes its share of the funding for the work in its Annual Plan 2020/2021. Staff have programmed the work on the Plan to cover two financial years in order to manage the budget situation.

## **9 Significance and Engagement**

- 9.1 Formal public consultation is required under the Reserves Act 1977.
- 9.2 This activity is likely to be of medium significance to local residents and visitors to the region because it sets policies for the use and management of Saxton Field. Neither Council lists Saxton Field as a strategic asset in their respective Significance and Engagement Policy.
- 9.3 Given the level of interest in this area, we consider it appropriate that the Committee undertakes a two-stage engagement process for development of the Saxton Field Reserve Management Plan (as outlined in Section 4 of this report).

**10 Conclusion**

10.1 The Saxton Field Reserve Management Plan is now due for a full review. The proposed process and timeline anticipates adoption of a final Plan by October 2020. We are expecting wide interest and input into this Plan from the Nelson/Tasman community.

**11 Next Steps / Timeline**

11.1 If the Committee grants approval to initiate the Plan review project, community engagement will commence from October 2019. The formal consultation (submissions) period on the Draft Plan would be from May to June 2020.

11.2 Staff anticipate that the hearing of submissions would occur in late July 2020, with deliberations taking place in August 2020. The Committee would then finalise the Saxton Field Reserve Management Plan document for the Joint Councils Committee to consider at its October 2020 meeting.

**Project timelines**

11.3 A timeline for the project is outlined in Attachment 1.

**12 Attachments**

1. <a href="#">↓</a>	Timeline for reviewing Saxton Field Reserve Management Plan	17
2. <a href="#">↓</a>	Map	19



**Timeline for reviewing the Saxton Field Reserve Management Plan**

Section 41 of the Reserves Act 1977 defines the statutory process for preparing and reviewing reserve management plans. The text box below provides an overview of the statutory process, along with the proposed timeframes for the Saxton Field Reserve Management Plan review project.

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|--|
| <ol style="list-style-type: none"> <li>1. The Saxton Field Committee agree to review the existing Reserve Management Plan: August 2019</li> <li>2. Would early submission process materially assist the preparation of a draft plan? Yes</li> <li>3. Council notifies intention to prepare plan and invites suggestions: October 2019</li> <li>4. Feedback from public received between October 2019 and mid December 2019</li> <li>5. A consultant prepares the Draft Reserve Management Plan: September 2019 to early March 2020</li> <li>6. Council notifies the Draft Plan: end of March 2020</li> <li>7. Submissions open for a two-month period: May-June 2020</li> <li>8. Hearings and deliberations: July-August 2020</li> <li>9. Council considers submissions and amends the Plan as appropriate</li> <li>10. Council adopts final Plan: September 2020</li> <li>11. Council implements the management plan and reviews within 10 years</li> </ol> |
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Once finalised and approved the Plan becomes a statutory document. Council must then implement the Plan as resources allow, with funding allocated through the Long Term Plan and other external resources where appropriate.



