

**Property Subcommittee
27 August 2015**

Minutes of a meeting of the Property Subcommittee held on Thursday 27 August 2015 in the Council Chambers, Civic Centre, 10 Gorge Road, Queenstown commencing at 9.34am

Present

Mayor van Uden, Councillors MacLeod and Stammers-Smith

In Attendance

Mr Stewart Burns (CFO), Mr Richard Flitton (Principal Engineer Resource Management), Mr Dan Cruickshank (APL Property Ltd), Mr Blake Hoger (APL Property Ltd) Ms Vanessa Rees-Francis (Property Information Administrator) (and Ms Shelley Dawson (Senior Governance Advisor)

Apologies

An apology was received from Councillor Aoake.

**On the motion of Mayor van Uden and Councillor
MacLeod it was resolved that the apology be received.**

Declaration of Conflicts of Interest

There were no declarations.

Resolution to Exclude the Public

**On the motion of Mayor van Uden and Councillor
MacLeod it was resolved that the public be excluded
from all items of the Property Subcommittee
meeting:**

The general subject of the matters to be discussed while the public is excluded, the reason for passing this resolution in relation to the matter, and the specific grounds under Section 48(a) of the Local Government Information and Meetings Act 1987 for the passing of this resolution is as follows:

<i>General subject to be considered.</i>	<i>Reason for passing this resolution.</i>	<i>Grounds under Section 7 for the passing of this resolution.</i>
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All Items	<p><i>That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information where the withholding of information is necessary to:</i></p> <p><i>i) enable any local authority holding the information to carry out, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)</i></p>	Section 7 (2)(i)
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This resolution was 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 or Section 6 or Section 7 or Section 9 of the Official Information Act 1982 as the case may require, which would be prejudiced by the holding of the whole or the relevant part of the proceedings of the meeting in public are as shown above with respect to each item.

The meeting moved into public excluded at 9.35am.

Confirmation of Minutes

On the motion of Councillor MacLeod and Mayor van Uden it was resolved that the minutes of the Property Subcommittee meeting held on 13 August 2015 be confirmed as a true and correct record.

Matters Lying on the Table

There were no matters lying on the table.

Confirmation of Agenda

The agenda was confirmed without addition or alteration.

Public Excluded

1. Application for Rates Remission 2015/16 – Williams Cottage (PSC 15/08B/01)

Consideration was given to an application for a rates remission for Williams Cottage (29105-05500) under Policy B of the Rates Remission and Postponement Policies of the QLDC 10 Year Plan 2015-2025. “Land Protected for Natural, Historic or Cultural Conservation” for the 2015/16 financial year.

Mr Burns explained that the underlying land value of the property was very high while restrictive lease terms limited the earning ability. This was the first rates remission

application to come to the Committee due to amendments made to the QLDC 10 Year Plan 2015-2025.

On the motion of Mayor van Uden and Councillor MacLeod it was resolved that the Property Subcommittee:

- 1. Authorises a 50% rates remission for Williams Cottage (29105-05500) under Policy B. of the Rates Remission and Postponement Policies of the QLDC 10 Year Plan 2015-2025 “Land Protected for Natural, Historic or Cultural Conservation” for the 2015/16 financial year.**

- 2. Licence to Occupy Road Reserve, RJ & LFC Moran, 10-12 Garland Terrace, Kelvin Heights, Lot 1 DP 307643 and Lot 14 DP 24591, Queenstown (PSC 15/08B/02)**

Consideration was given to a licence to occupy application for landscaping and one off street car park within Garland Terrace road reserve adjacent to 10-12 Garland Terrace, Lot 1 DP 307643 and Lot 14 DP 24591, Queenstown. The planting had been included to improve the visual effects of the design on the streetscape. There was already existing landscaping within the Council road reserve along the frontage of the neighbouring property.

It was agreed with officers that the off street carpark within road reserve should be declined.

On the motion of Mayor van Uden and Councillor Stammers-Smith it was resolved that the Property Subcommittee:

- 1. Note the contents of this report and in particular;**
- 2. Approve the landscaping component of a licence to occupy application within Garland Terrace road reserve adjacent to 10-12 Garland Terrace, Lot 1 DP 307643 and Lot 14 DP 24591, Queenstown, subject to the following conditions:**
 - a. The landscaping remains at Council’s pleasure.**
 - b. All services including phone, power and gas within the road reserve and any water, sewer and storm water services must be identified and catered for.**
 - c. Any plantings may be removed without consultation should services need repair or new services installed.**

- d. The edge of hedge shall be set back at least half a metre from the road kerb edge and the height of hedge planting shall be maintained such that visibility for all vehicles coming out and towards the property is unimpeded.
 - e. The ongoing maintenance of all plantings within the road reserve is the responsibility of the adjacent property owner.
 - f. No compromise shall be made to Council Infrastructure or access to same.
 - g. The applicant shall contact relevant Utility companies regarding possible telecom and power services located within the road reserve.
3. Decline the off street car parking component of a licence to occupy application within Garland Terrace road reserve adjacent to 10-12 Garland Terrace, Lot 1 DP 307643 and Lot 14 DP 24591, Queenstown.
 4. Authorise this report and resolution to be made available as part of the next Mayor's report to Council.

3. Temporary Road Closure – Arrowtown Long Lunch 2015 (PSC 15/08B/03)

Consideration was given to an application for temporary road closures for the annual Arrowtown Long Lunch scheduled for 4 December 2015. Event organisers applied to temporarily close part of Buckingham Street on an annual basis to vehicular traffic to manage traffic and for the safety of the public. The road closure for the 2015 event was the same as last year but for a longer period of time, beginning at 0900 instead of 1000 as per last year and ending at 1800 rather than 1700 as per last year.

The Mayor asked Mr Hoyer to check his terminology for future reports. It was noted that recommendation 2.a. should be "*Approval of the final Traffic Management Plan by QLDC Infrastructure*".

On the motion of Mayor van Uden and Councillor MacLeod it was resolved that the Property Subcommittee:

1. Note the contents of this report and in particular;
2. Approve the road closure application for the Arrowtown Long Lunch 2015 subject to the following conditions:

- a. **Approval of the final Traffic Management Plan by QLDC Infrastructure.**
- b. **Radio advertising two days prior and on the morning of the event.**
- c. **The event organisers arranging suitable disposal methods for recycling and rubbish/refuse.**
- d. **The applicant notifying all affected parties via the submitted affected party notice, of the extent of the temporary road closure; this notification is to be undertaken five working days prior to the closure occurring.**
- e. **A copy of this notice is to be supplied to APL Property Limited.**

3. Authorise the following schedule of road closures:

Road to be Closed: Buckingham Street from Berkshire Street to Wiltshire Street

Period of Closure: Friday 4 December 2015 from 0900 to 1800

4. Authorise this report and resolution to be made available as part of the next Mayor’s report to Council.

4. Temporary Road Closure – Arrowtown Preschool Fundraising – GJ Gardner Trolley Race 2015 (PSC 15/08B/04)

Consideration was given to an application for a temporary road closure for the annual Arrowtown Preschool Fundraising – GJ Gardner Trolley Race scheduled for Saturday 28 November 2015. This was a fundraising event for Durham Street and Cotter Ave Preschools in Arrowtown. The road closure application for the 2015 event involved the same course as last year and for the same duration however there was a contingency day included in this year’s application for Sunday 29 November 2015 from 0900 to 1600 if the weather on the Saturday meant the event could not proceed.

It was noted as in the previous item that recommendation 2.a. should be “*Approval of the final Traffic Management Plan by QLDC Infrastructure*”. The Mayor commented it was good to see an alternate day and asked APL to make sure this was notified as well.

On the motion of Mayor van Uden and Councillor MacLeod it was resolved that the Property Subcommittee:

- 1. Note the contents of this report and in particular;**
- 2. Approve the road closure application for the Arrowtown Preschool Fundraising – GJ Gardner Trolley Race 2015 subject to the following conditions:**
 - a. Approval of the final Traffic Management Plan by QLDC Infrastructure.**
 - b. Radio advertising of the road closure two days prior to the event and on the morning of the event.**
 - c. The event organisers arranging suitable disposal methods for recycling and rubbish/refuse.**
 - d. The applicant notifying all affected parties via the submitted affected party notice, of the extent of the temporary road closure; this notification is to be undertaken five working days prior to the closure occurring.**
- 3. Authorise the following schedule of road closures:**

Road to be Closed: Manse Road - part closure from 180 metres before the Surrey Street intersection, Durham Street – part closure 260 metres from the Manse Road intersection, Caernarvon Street - part closure 68 metres past the Surrey Street intersection, Surrey Street from the Manse Road/Caernarvon Street intersection to Villiers Street, All of Villiers Street, and Buckingham Street (West) from Berkshire Street to Butlers Green

Period of Closure: Saturday 28 November 2015 from 0900 to 1600

(Contingency Day

**Sunday 29 November 2015
from 0900 to 1600)**

- 4. Authorise this report and resolution to be made available as part of the next Mayor's report to Council.**

5. Licence to Occupy Road Reserve – Beach Street Holdings Limited, 23, 25 & 27 Beach St, Queenstown (PSC 15/08B/05)

Consideration was given to a licence to occupy application from Beach Street Holdings Limited for the use of the footpath and narrow strip of the carriageway at 23-27 Beach Street, Lot 1 DP 12107 and Sections 20 & 21 Block VI, Queenstown. The application included two car parks directly opposite the site in front of 24 Beach Street, Queenstown associated with the redevelopment of three existing retail buildings into a single property with retail tenancies on the ground floor and commercial space on the first floor.

The Mayor commented that the person who approved Traffic Management Plans was the Road Corridor Engineer and asked for recommendation 2a. to be amended. She questioned what recommendation 2b. meant and Mr Hoger commented that many of the development requirements were still unknown as the application was for January 2016. The Mayor noted that the Property Subcommittee was giving approval for the use of carparks not giving consent to the development. It was agreed to remove recommendation 2b.

There was a discussion that \$15 per day was a low amount to charge when applicants were taking carparks out of use when the activity should be on their property. It was agreed that a penalty should be applied but that the Committee needed to think more about how it could be applied for individual cases.

It was noted that 11 January would still be a busy time in town and the Committee asked Mr Hoger to discuss with the applicant the possibility of pushing the start date to later in January.

On the motion of Mayor van Uden and Councillor Stammers-Smith it was resolved that the Property Subcommittee:

- 1. Note the contents of this report and in particular;**
- 2. Approve the licence to occupy application at 23-27 Beach Street for the use of the footpath and carriageway of Beach St for hoardings and for the use of two car parks opposite the site at 24 Beach St, Lot 1 DP 25042, Queenstown between 11 January 2016 and 10 May 2016 subject to the following conditions:**

- a. **Approval of the Traffic Management Plan by the QLDC Road Corridor Engineer before any work commences.**
 - b. **Approval of a Tree Protection Methodology by QLDC's Parks and Reserve Planner before any work commences.**
 - c. **That between the occupation of car parks opposite the site and the site's hoarding erection, a minimum lane width of 2.75 metres must be maintained for travel along the carriageway at all times.**
 - d. **All activities are to be undertaken in accordance with the Department of Labour's Occupational Safety and Health (OSH) Service's standards for the work environment.**
 - e. **A comprehensive safety plan is to be prepared and implemented, at the applicant's cost, to ensure a safe environment is maintained around the subject site. That plan shall be independently audited at the applicant's cost.**
 - f. **The applicant to be liable for any damages and/or reinstatement of Council's or any other person's property that may arise from the proposed activity (i.e. reinstatement of footpaths, road marks etc).**
 - g. **The applicant pay for the use of the car parking spaces at a cost of \$15.00 per park per day for the duration of the occupation on an on-going monthly basis.**
 - h. **Stormwater assets are to be protected and accessible, and the pavers and surrounding infrastructure are to be correctly protected and reinstated to the satisfaction of the Contract Manager and Road Corridor Engineer.**
 - i. **The car parks need to be publicly available for the Easter long weekend including the week following (Friday 25 March 2016 to Sunday 3 April 2016).**
3. **Authorise this report and resolution to be made available to the public as part of the next Mayor's report to Council.**

6. Licence to Occupy Road Reserve – Skyline Investments Ltd , Corner of Marine Parade and Church Street, Lots 2-4 Deposited Plan 338525, Queenstown (PSC 15/08B/06)

Consideration was given to an application for a temporary licence to occupy the footpath and carriageway of Marine Parade and Church Street in association with a new development on the corner of Marine Parade and Church Street, Lots 2-4 Deposited Plan 338525, Queenstown for the placement of hoardings and the use of 13 car parks on Marine Parade. The applicant was previously given approval in principle and advised that the application would need to return to the Subcommittee six months prior to commencement of works for demonstrating how their proposal could be achieved.

As in previous items the Mayor noted that approval in recommendations 2a. and 2b. should be given by the Road Corridor Engineer. There was discussion around the removal of the tree and whether recommendation 2c. was needed as it had previously been approved by the Committee. It was agreed to leave the recommendation as it provided final approval. For recommendation 2e. it was noted that only the Contract Manager would need to give approval and that “*and Roading Corridor Engineer*” should be removed.

It was questioned if the 24 December to 6 January close out time had been pre-agreed. Mr Hoger advised that it hadn't and the Committee asked that it be discussed with the applicants to extend the date to later in January. The Mayor commented that in paragraph 15 of the report the Parks and Reserves Planner should be advised that the tree was being removed so excessive controls around the trees' drip line were not required.

On the motion of Mayor van Uden and Councillor MacLeod it was resolved that the Property Subcommittee:

- 1. Note the contents of this report and in particular;**
- 2. Approve the licence to occupy application from Skyline Investments Ltd for the use of the footpath and carriageway of Marine Parade and Church Street for hoardings and the use of 13 car parks on Marine Parade subject to the following conditions:**
 - a. Approval of the Traffic Management Plan by QLDC Road Corridor Engineer before any work commences.**
 - b. Approval of carriageway diversion requirements by QLDC Road Corridor Engineer before any work commences.**
 - c. Approval of tree removal/reinstatement requirements by QLDC's Parks and Reserve Planner before any work commences.**

- d. Consultation and notification is undertaken with adjacent properties and affected businesses throughout the occupation period.
 - e. Stormwater assets are to be protected and accessible, and the pavers and surrounding infrastructure are to be correctly protected and reinstated to the satisfaction of the Contract Manager.
 - f. A comprehensive safety plan is to be prepared and implemented, at the applicant's cost, to ensure a safe environment is maintained around the subject site.
 - g. The applicant to be liable for any damages and/or reinstatement of Council's or any other person's property that may arise from the proposed activity (i.e. reinstatement of footpaths, road marks etc). These works shall be carried out to Council's satisfaction.
 - h. The applicant pay for the use of the car parking spaces at a cost of \$10.00 per park per day for the duration of the occupation on an on-going monthly basis.
 - i. The car parks need to be publicly available during the following times;
 - i. 24 December to 6 January
 - ii. Easter break and the week following
 - iii. July School Holidays
 - iv. Labour Weekend; and
 - v. Queenstown Winter Festival
3. Authorise this report and resolution to be made available to the public as part of the next Mayor's report to Council.

7. Road Naming – Woodlot Properties Limited - Naming of Private Right of Way off Andrews Road, Frankton (RM150190) (PSC 15/08B/07)

Consideration was given to a report that sought approval for a new road name for a private road located off Andrews Road, Frankton. The applicant proposed a name for the road being 'Doc Wells Lane'. Staff considered the name against the provisions of the Road Naming policy 2005 and considered the background offered for the name to be outside Policy provisions.

There was discussion that while the suggested name was outside of policy the private road was small and wouldn't be widely used. It was agreed that while Doc Wells was not hugely significant or well known, the Committee was happy with the name. The Committee discussed a previous suggestion from Councillor Aoake of a list of possible tangata whenua historic names that could be assessed for potential road names. This is to be developed by the Parks team.

On the motion of Councillors Stammers-Smith and MacLeod it was resolved that the Property Subcommittee:

- 1. Note the contents of this report and in particular;**
- 2. Approve the application to name Road One (private road located off Andrews Road) as 'Doc Wells Lane'**
- 3. Authorise this report and resolution to be made available to the public as part of the next Mayor's report to Council.**

On the motion of Councillor Macleod and Mayor van Uden it was resolved that the Property Subcommittee move out of public excluded.

The meeting moved out of public excluded at 9.58am.

Confirmed as a true and correct record:

Chair

Date