

**Date:** Friday 17 May 2024  
**Time:** 9:30 am  
**Meeting Room:** Tasman Council Chamber  
**Venue:** 189 Queen Street, Richmond  
**Zoom conference link:** <https://us02web.zoom.us/j/81244016727?pwd=b2NncGFya292L1dXUnRENTM0QU0vUT09>  
Meeting ID: 812 4401 6727  
Meeting Passcode: 649665

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## **Saxton Field Committee**

### **Komiti Whenua Saxton**

# **AGENDA**

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#### **MEMBERSHIP**

<b>Independent Chair</b>	Mr D Shaw	
<b>Members</b>	Tasman District Council	Nelson City Council
	Cr J Ellis	Cr C Rollo
	Cr B Maru	Cr T Skinner

(Quorum 3 (min of 1 councillor from ea members))

Contact Telephone: 03 543 8400  
Email: [halie.east@tasman.govt.nz](mailto:halie.east@tasman.govt.nz)  
Website: [www.tasman.govt.nz](http://www.tasman.govt.nz)



## AGENDA

**1 OPENING, WELCOME, KARAKIA**

**2 APOLOGIES AND LEAVE OF ABSENCE**

**Recommendation**

**That the apology be accepted from Councillor B Maru.**

**3 PUBLIC FORUM**

Nil

**4 DECLARATIONS OF INTEREST**

**5 LATE ITEMS**

**6 CONFIRMATION OF [MINUTES](#)**

**That the minutes of the Saxton Field Committee meeting held on Tuesday, 16 April 2024, be confirmed as a true and correct record of the meeting.**

**7 REPORTS**

7.1 Saxton Field Activity Update ..... 4

7.2 Saxton Field Long Term Plan Submissions..... 15

**8 CONFIDENTIAL SESSION**

Nil

**9 CLOSING KARAKIA**

## 7 REPORTS

### 7.1 SAXTON FIELD ACTIVITY UPDATE

<b>Report To:</b>	Saxton Field Committee
<b>Meeting Date:</b>	17 May 2024
<b>Report Author:</b>	Jane Loughnan, Parks and Facilities Asset Planner- Nelson City Council
<b>Report Authorisers:</b>	Richard Kirby, Group Manager - Community Infrastructure; Andrew White, Group Manager Community Services - Nelson City Council
<b>Report Number:</b>	RSFC24-05-1

#### 1. Purpose of Report

- 1.1 The purpose of this report is to provide the Saxton Field Committee with an update on capital projects, events, and operational activities at Saxton Field.
- 1.2 It is provided to ensure the Committee is kept up to date about developments, activities, and issues at Saxton Field.

#### 2. Recommendation

**That the Saxton Field Committee**

1. **receives the Saxton Field Activity Update report RSFC24-05-1.**

#### 3. Capital Projects

##### **Development Plan**

- 3.1 At the last meeting, the Committee asked for an update about the Development Plan. This plan is now attached as Attachment 1.
- 3.2 The Development Plan was last approved by the Committee in August 2022. Changes to the Development Plan since that date are:
  - Inclusive playground shown on land between oval and pond. Added following preparation of the draft Activity Management Plan 2024-34.
  - Skate park shown on circus green. Added following direction from Committee and resolution in November 2023, during adoption of the draft Activity Management Plan and Long Term Plan proposed budgets.
- 3.3 The Development Plan will be formally presented to the Committee for approval following the Long Term Plan consultation and as part of adopting the final AMP. A copy of the Development Plan is attached as Attachment 1.

##### **Path Development**

- 3.4 The 2m wide gravel path running behind Archery, Softball and Hockey connecting the carpark off Saxton Road East to the footpath along the Saxton Stream is now completed, including any landscaping.
- 3.5 Any underspend from this project is being used to seal the driveway leading to Indoor Cricket and Target Shooting.

#### **Inclusive Playground**

- 3.6 There are no further updates on this project. A meeting was held in March with the stakeholders explaining the Long Term Plan submission process. Submissions have been received and further discussion on this project will be considered through the Long Term Plan submissions report to this meeting.

#### **Entrance Development**

- 3.7 Further discussion with iwi is scheduled for May. Iwi input will be sought on an approach to produce entrance artwork that falls within the following parameters:
- Entrance structure, which reflects the history of the site;
  - Welcomes users to Saxton Field;
  - Designed, constructed and installed within budget, including any engineering requirements; and
  - Ongoing maintenance requirements of the structure/structures are low.
- 3.8 The 2023/24 budget will need to be carried forward to 2024/25.
- 3.9 It is expected that proposals will be requested from three artists, with one artist selected from these to carry out the design work.

#### **Saxton Stadium Renewals**

- 3.10 There is no update since the February report. Basketball hoops at the Stadium are budgeted through the Long Term Plan 2024/2034 and no work will be carried out in 2023/24.

#### **Wayfinding**

- 3.11 There is no update since the February report. The wayfinding installation is now complete.

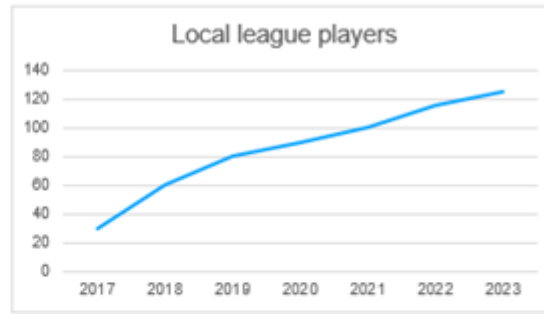
#### **Saxton Oval**

- 3.12 There is no update since the February report. Fibre connection to the cricket block is completed and CCTV cameras were installed to meet the requirements of NZ Cricket.

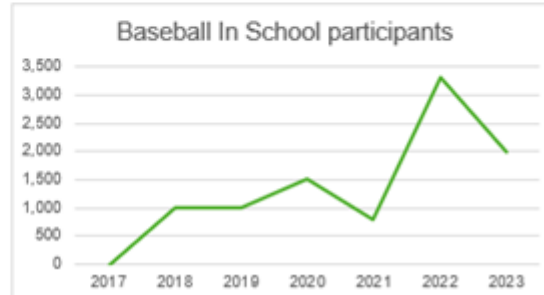
#### **Baseball**

- 3.13 There is no update since the February report. Any physical work is some years away so there will be opportunity for input and further discussion prior to then.
- 3.14 At the February 2024 Saxton Field meeting, the Committee requested an update on baseball and softball numbers.
- 3.15 For baseball, numbers of players were reported to the Committee in August 2023 and included numbers of players in local league and baseball in schools participants. These numbers have not yet been updated for 2024 and are provided again below.

Season	Local league players	Baseball In School participant
2017	30	0
2018	60	1,000
2019	80	1,000
2020	90	1,500
2021	100	800
2022	115	3,300
2023	125	2,000
2024		



Season	Baseball In School participant
2017	0
2018	1,000
2019	1,000
2020	1,500
2021	800
2022	3,300
2023	2,000



- 3.16 For softball, based on competition team entries, there are approximately 340 players.
- 3.17 Future projects for baseball, while funded in the draft Long Term Plans, will require a business case to be developed before proceeding and this will consider number of players and growth in the sport.

**Saxton Oval Drainage and Surface Renewal**

- 3.18 A drainage clean was completed in 2022 and is performing well. This has been further assessed through the cricket Warrant of Fitness assessments, with the 2022 assessment and 2023 assessment both identifying that a long term action is replacing the lateral and slit drains. It is expected no further physical work will be carried out this financial year, other than monitoring.
- 3.19 An assessment from a turf specialist is planned to advise on next steps. Budget in 2023/24 is going to need to be carried forward. Any work needs to be carried out outside of the cricket season, ideally in autumn, to allow for grass growth before the next season.
- 3.20 The turf specialist will advise on the best timing and next steps for the project and this will be reported back to the Committee.

**Sand Storage**

- 3.21 The location has been confirmed as behind the Cricket nets. It has been confirmed that this is suitable for the size of trucks delivering sand and can be designed in a way that meets the requirements of the contractors.
- 3.22 The preferred location is on land leased from Radio New Zealand, and the lease allows work to be carried out on the site.
- 3.23 Work will have started by the time of this meeting and is due to be completed this financial year. Indoor Cricket and Target Shooting have been informed.
- 3.24 The structure will be a simple concrete block style.

**Accessibility Improvements**

- 3.25 There is a budget of \$20K every alternate year for accessibility improvements at Saxton Field. Sport Tasman’s Disability Advisor was approached to identify whether there are any

specific updates required in 2023/24 at Saxton Field. No specific projects were identified and instead the budget will put towards the playground project.

### **General Development**

3.26 Each year, a budget exists for general development at Saxton Field for minor items. This year items being carried out are:

- Shed for cricket covers
- Renewal of Saxton Oval Pavilion bathroom floor
- Sealing of the road to the Indoor Cricket/Target Shooting (if weather conditions permit)
- Other minor development

### **Skate Park**

3.27 The project is funded through the draft Long Term Plan. Pending LTP approval and site investigations, public communications are expected to occur in July 2024.

### **Saxton Culvert upgrade**

3.28 As part of the Saxton Culvert upgrade, Saxton Field has been being used as a storage yard and base for contractors. Now that this section of the culvert has been upgraded, contractors are moving off Saxton Field.

3.29 The road to the contractors compound will be re-grassed and the material stored in the South Eastern corner of Saxton Field will be removed and the area made suitable for public use. Officers need to investigate landscaping and planting for this area, as well as connecting pathways.

3.30 Any updates on timing will be able to be provided at the meeting

## **4. Operational activity**

### **Winter Sports**

4.1 Winter sports activities have now started.

### **Access to Velodrome**

4.2 A serious safety incident was reported in the underpass to the velodrome. This was reported to the February Committee meeting. Additional safety measures have been provided at the site including a fence and pop top gate and pathway markings.

### **Contracts**

4.3 The Saxton Stadium Management Contract is due to expire in June. It has been tendered and a preferred supplier chosen. Negotiations will commence shortly to finalise a contract to commence 1 July.

4.4 The Nelson City Council (NCC) Venues Management and Marketing Contract has been tendered and negotiations are being concluded with the preferred supplier. The contract will start 1 July.

### **Saxton Field Website**

4.5 The Saxton Field website is being well used. Numbers to the end of the financial year will be reported at the next Committee meeting.

### **Radio New Zealand Land**

4.6 A separate report will discuss this matter when information is available.

### **Activity Management Plan and Long Term Plan**

4.7 Submissions received on the Long Term Plans of each Council that are relevant to Saxton Field are being presented to the Committee for consideration in a separate report.

### **Alcohol Advertising**

4.8 An exemption was granted for advertising alcohol for the Blackcaps and White Ferns games in 2023/24.

4.9 A meeting was held on 18 April to discuss this matter further. A proposed change to the Reserve Management Plan is now being consulted on. Hearings and Deliberations will be held in June.

### **Lighting**

4.10 Nelson Suburbs Football has approached us regarding installing floodlights on Champion Green. Funding and electricity supply are being investigated by Suburbs Football.

### **Vandalism**

4.11 It appears the road being kept unlocked at nights and weekends has reduced the amount of vandalism at the Avery Field Changing Room.

## **5. Events**

5.1 Although the South Island Masters Games Athletics occurred in January and was discussed at the last meeting, it was missed from the agenda, so is being noted here for completeness.

### **Cricket**

5.2 White Ferns v England T20s were held on 22 March 2024 and 24 March 2024.

## **6. Outstanding Actions**

6.1 The Committee asked for an update about actions outstanding from previous meetings. The table below lists actions for the Saxton Field Committee within this triennium.

6.2 As this is the first time the actions have been reported like this, some of the actions were completed some time ago and are now closed. Closed actions will not be reported on again.

<b>Date</b>	<b>Action/Resolution</b>	<b>Notes</b>
7 May 2023	A suggestion of having Nelson Tasman Disc Golf attend the next Saxton Field Committee meeting	Nelson Tasman Disc Golf has not attended a public forum  Given the time passed, this action is now closed. Disc golf is welcome to attend public forum at any stage if they make a request to do so
8 August 2023	Directs officers to update the Saxton Field Development Plan to indicate a regional	Further updates will be able to be provided, once the project starts, when



	skate facility be located on the Circus Green (to be reviewed in August 2026 to consider satisfactory development progress having been demonstrated), and to regularly report to the Committee on progress of the regional skate facility development through the Saxton Field Activity Report.	funding has been included in the Long Term Plans. Regular updates will be provided in each activity report. Action open, but reporting in this table no longer required.
8 August 2023	Adopt the proposed capital works programme for Saxton Field contained in Attachment 1 to Report R27843 (196698121-50136) for incorporation into each Council's draft budgets as part of the Long Term Plan 2024-2034 processes, with the following amendments: a. a capital budget line be included to provide for a regional skate facility at Saxton Field with \$20,000 included in 2024/25, and \$400,000 in each of years 2026/27 and 2027/28, together with an income line budgeting \$320,000 income in each of years 2026/27 and 2027/28.	Councils will consult on this capital works programme through the Long Term Plan process Action closed.
8 August 2023	Delegate responsibility for agreeing to any amendments to the budget values resulting from further cost analysis to the Councils' Group Managers (Group Manager Community Services at Nelson City Council and Group Manager Community Infrastructure at Tasman District Council).	No amendments were made to Saxton Field budgets through the development of the councils long term plans Action closed.
7 November 2023	<b>Action:</b> Paul Harrington to follow up with Grant Reburn to discuss timeline and cost on the Radio New Zealand mast negotiations.	Separate report provides update. Action closed.
7 November 2023	<b>Action:</b> Officers to report back to the committee on the ongoing conversation with Central Districts and NZ	Separate report provides update. Action closed.

	Cricket, and whether there was any need to review the Reserve Management Plan.	
7 November 2023	<p>That the Saxton Field Committee</p> <ol style="list-style-type: none"> <li>1. receives the Draft Saxton Field Activity Management Plan 2024-34 report and attachment; and</li> <li>2. notes that the draft Saxton Field Activity Management Plan 2024-34 (NDOCS-196698121-297) will be updated, and the final Activity Management Plan approved after the adoption of the Long-Term Plan 2024-2034.</li> </ol> <p>Recommendation to Councils</p> <p>That the Tasman District and Nelson City Councils</p> <ol style="list-style-type: none"> <li>3. approve the draft Saxton Field Activity Management Plan 2024-34 as the version to inform the development of the Long-Term Plan 2024-2034 for Nelson City Council and Tasman District Council.</li> </ol>	<p>Both Councils have approved the draft Saxton Field AMP</p> <p>The Final AMP will be brought back to the Saxton Field Committee following LTP consultation process.</p> <p>Action closed</p>
27 February 2024	<b>Action:</b> Staff to provide committee members with the current numbers for softball and baseball	<p>Noted in the body of this report</p> <p>Action closed</p>
27 February 2024	<b>Action:</b> Nelson City Council staff to confirm and advise committee members on the delegations around operational decisions regarding management solutions for Saxton Field	<p>The CE is delegated authority for the Saxton Venues contract.</p> <p>Action closed</p>

## 7. Next Meeting

- 7.1 The next meeting of the Committee is scheduled for June, to hear and deliberate on Reserve Management Plan submissions. Following this, the next regular meeting is scheduled for 6 August 2024

<b>8. Attachments</b>
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1. [↓](#) Development Plan

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## 7.2 SAXTON FIELD LONG TERM PLAN SUBMISSIONS

<b>Report To:</b>	Saxton Field Committee
<b>Meeting Date:</b>	17 May 2024
<b>Report Author:</b>	Rob Coleman, Reserves Officer - Recreation and Systems; Grant Reburn, Reserves and Facilities Manager
<b>Report Authorisers:</b>	Richard Kirby, Group Manager - Community Infrastructure Andrew White, Group Manager Community Services - Nelson City Council
<b>Report Number:</b>	RSFC24-05-2

### 1. Purpose of Report

- 1.1 This report provides the Committee with the opportunity to consider the submissions received by both Nelson City and Tasman District Councils to their Long-Term Plans 2024-2034 (LTP) and to make recommendations back to both councils on the submissions.

### 2. Summary

- 2.1 Both Nelson City and Tasman District Councils have publicly notified their Long-Term Plan 2024-2034 consultation documents, calling for submissions. Submissions closed on 28 April 2024 for both authorities.
- 2.2 The submissions received on Tasman's LTP are contained in Attachment 1. Nelson's LTP submissions are contained in Attachment 2.
- 2.3 This report provides the Committee with the opportunity to consider the submissions and to make recommendations back to the parent councils for consideration during the deliberations on their LTP submissions.
- 2.4 Tasman District Council received 9 submissions relating to Saxton Field on its LTP consultation document and Nelson City Council received 28 submissions.
- 2.5 Attachment 3 summarises the key points in both the Tasman District and Nelson City Councils' submissions and provides staff comments and recommendations on each submission for your consideration. Staff propose that the Committee recommends the project list in Attachment 4 for adoption by both councils.

### 3. Recommendation

**That the Saxton Field Committee:**

- receives the Saxton Field Long Term Plan Submissions Report RSFC24-05-2.**
- recommends that the Nelson City Council and Tasman District Councils**

1. approve to bring forward \$27,500 of the Saxton Field netball surface renewal budget (\$211,356) from 2027/28 to 2024/25 to fund 50% of the feasibility study; and
2. approve the 37 Saxton Field projects, totalling \$10,548,876, in Attachment 4 of the agenda report for inclusion in the Councils' Long Term Plans 2024-2034.

#### 4. Background and Discussion

- 4.1 Both Nelson City and Tasman District Councils have publicly notified their Long-Term Plan 2024-2034 consultation documents, calling for submissions. Both closed on April 28 2024.
- 4.2 The submissions received on Tasman's LTP are contained in Attachment 1. Nelson's LTP submissions are contained in Attachment 2.
- 4.3 This report provides the Committee with the opportunity to consider the submissions and to make recommendations back to the parent councils for consideration during the deliberations on their LTP submissions.
- 4.4 Tasman District Council received 10 submissions relating to Saxton Field on its LTP consultation document.
- 4.5 Nelson City Council received 28 submissions relating to Saxton Field on its LTP consultation document.
- 4.6 Summarised as follows:

	TDC	NCC	TOTAL	In Support	Against
Alcohol Advertising Ban	1	1	2	2	
Accessible Playground	5	23	28	27	1
Roofing on Netball Courts	1	1	2	2	
Botanic Garden	1	1	2	2	
In Kind Support Te Ipukarea Event	1	0	1	1	
Skate Park	1	1	2	2	
Multi-use beach sports facility on Two Oaks Green	0	1	1	1	

*Note that some submitters made the same or similar submission to each Council and are counted twice in the table above.*

- 4.7 Attachment 3 summarises the key points in the submissions received by both councils and provides staff comment and recommendations on each submission for your consideration.
- 4.8 The full Nelson City Council submissions can be found online at: [http://meetings.nelson.govt.nz/Open/2024/05/CL\\_20240508\\_ATT\\_6075\\_EXCLUDED.PDF](http://meetings.nelson.govt.nz/Open/2024/05/CL_20240508_ATT_6075_EXCLUDED.PDF)



4.9 The full Tasman District Council submissions can be found online at:

<https://shape.tasman.govt.nz/tasmans-10-year-plan> and  
<https://submissions.tasman.govt.nz/my-council/public-consultation/search/consultation/1325/Tasman-Ten-Year-Plan-2024-2034-and-concurrent-consultations>

4.10 Some submitters spoke to the councils through the hearings process of each Council. The hearings are recorded and available online.

## 5. Options

5.1 The options, and their advantages and disadvantages, are outlined in the following table.

	Option	Advantage	Disadvantage
1.	Recommends the Nelson City Council and Tasman District Council bring forward \$27,500 Netball surface renewal (\$211,356) from 2027/28 to 2024/25 to fund 50% of the feasibility study.	Enables Netball to begin feasibility study process ahead of proposed resurfacing work.	Year one budget increase of \$27,500.
2.	Rejects the recommendation that Nelson City Council and Tasman District Council bring forward \$27,500 Netball surface renewal (\$211,356) from 2027/28 to 2024/25 to fund 50% of the feasibility study	Saves an increase in the year one budget of \$27,500	Detrimental impact on Netball Nelson future seasons.

5.2 Option 1 is recommended by staff.

5.3 The option of asking staff to review the list of proposed projects for reconsideration at a subsequent meeting is not a viable option, as there is not time for such a process to occur prior to both councils deliberating on their LTP submissions and adopting their LTPs before 30 June 2024.

## 6. Strategy and Risks

6.1 The proposals contained in this report align with both councils' community outcomes.

6.2 The key risks include:

6.2.1 that the members of the public who submitted are unhappy that the Committee has not recommended changes requested in their submissions;

6.2.2 that the most important projects for the community are not included in the capital works project list – this risk has been mitigated through a range of staff being involved in the process of identifying and prioritising the projects, through the Committee's input and through the public consultation process undertaken on the Consultation Documents;

6.2.3 that renewal of existing infrastructure is needed either before or after it is budgeted for – this risk can be mitigated by the opportunity to move projects through future Annual Plan processes. Also, the LTP will be reviewed again in three years and the condition of existing assets will be re-assessed at that time;

6.2.4 that the budgets identified for the projects are insufficient to complete the work required – the budgets for the projects in the first three years are fairly robust and the projects after these years will be reviewed again through the LTP 2024-2034 process; and

6.2.5 that the two councils will not agree on the capital works programme – this joint committee process will help mitigate this risk.

## 7. Policy / Legal Requirements / Plan

- 7.1 The submission received by both councils may feed into the final LTP budgets for both councils and into the appropriate activity/asset management plans.
- 7.2 The submission process is consistent with the intent of the Saxton Field Reserve Management Plan 2021.

## 8. Consideration of Financial or Budgetary Implications

- 8.1 The financial impact of the Saxton Field capital works programme will need to be considered alongside the other priorities of both councils for their final LTP budgets and to ensure the councils financial limits are complied with.

## 9. Significance and Engagement

- 9.1 Staff consider that the overall level of significance of the decision being sought in this report, is relatively minor. The recommendations of the Saxton Field Committee will inform the draft LTP's of both councils.
- 9.2 Through the submission process two further projects have been identified and require further work by council staff and may form part of subsequent annual plans. (Beach sports facility and Netball Court feasibility study)

	Issue	Level of Significance	Explanation of Assessment
1.	Is there a high level of public interest, or is decision likely to be controversial?	Low	Prioritising a relatively low budget amount from year four to year one.
2.	Are there impacts on the social, economic, environmental or cultural aspects of well-being of the community in the present or future?	Low	This decision is about changing the budgets and prioritisation of the work programme for Saxton Field. It is, therefore, unlikely to have an impact on community well-being, unless major changes are proposed.
3.	Is there a significant impact arising from duration of the effects from the decision?	Low	Any decisions made today will be considered by both councils prior to finalising their LTPs. The LTPs are reviewed in three years time, but projects in the first three years will be largely set in place.
4.	Does the decision relate to a strategic asset?	No	Saxton Field is not identified as a strategic asset in either Councils' Significance and Engagement Policy.

	<b>Issue</b>	<b>Level of Significance</b>	<b>Explanation of Assessment</b>
5.	Does the decision create a substantial change in the level of service provided by Council?	No	
6.	Does the decision substantially affect debt, rates or Council finances in any one year or more of the LTP?	Low	The decision sought in this report is likely to have a low impact on both councils' finances.
7.	Does the decision involve the sale of a substantial proportion or controlling interest in a CCO or CCTO?	No	
8.	Does the decision involve entry into a private sector partnership or contract to carry out the deliver on any Council group of activities?	No	
9.	Does the decision involve Council exiting from or entering into a group of activities?	No	
10	Does the proposal require inclusion of Iwi in the decision-making process (consistent with s81 of the LGA)?	No	Iwi were consulted on both councils Consultation Documents.

## **10. Conclusion**

- 10.1 The submission process has been completed by both Councils for the LTP 2024 -2034 relating to Saxton Field. There was an increase in the number of submissions received on Saxton Field matters from eight in 2021 to 36 in 2024.
- 10.2 Staff recommend that the Committee agrees to bringing forward \$27,500 Netball surface renewal (\$211,356) from 2027/28 to 2024/25 to fund 50% of the feasibility study.

## **11. Next Steps / Timeline**

- 11.1 Once the Committee has agreed to the recommendation, the 37 projects totalling \$10,548,876 in attachment 4 will be submitted by each council for inclusion in their respective activity/asset management plans and final LTPs.
- 11.2 The Councils' have a statutory requirement to adopt their LTPs by 30 June 2024.

<b>12. Attachments</b>
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1. <a href="#">↓</a>	Tasman District Council Submissions	21
2. <a href="#">↓</a>	Nelson City Council Saxton Submissions	24
3. <a href="#">↓</a>	Summary of all Submissions	31
4. <a href="#">↓</a>	Attachment Four - Project List	33
5. <a href="#">↓</a>	Submission Attachments	35





























































































































