

Service Delivery Committee Public Agenda - 21 May 2025

Council Chambers
101 Bank Street
Te Awamutu



Chairperson
CS St Pierre

Members

Her Worship the Mayor SC O'Regan, AW Brown, LE Brown, PTJ Coles, RDB Gordon, ML Gower, HR Kara - Te Kanohi, MG Montgomerie, DM Morgan, MJ Pettit, EM Stolwyk, BS Thomas,

21 May 2025 09:10 AM

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APOLOGIES



DISCLOSURE OF MEMBERS' INTERESTS

Members are reminded to declare and stand aside from decision making when a conflict arises between their role as an elected member and any private or other external interest they may have.



LATE ITEMS

Items not on the agenda for the meeting require a resolution under section 46A of the Local Government Official Information and Meetings Act 1987 stating the reasons why the item was not on the agenda and why it cannot be dealt with at a subsequent meeting on the basis of a full agenda item. It is important to note that late items can only be dealt with when special circumstances exist and not as a means of avoiding or frustrating the requirements in the Act relating to notice, agendas, agenda format and content.



CONFIRMATION OF ORDER OF MEETING

Recommendation

That the order of the meeting be confirmed.

COMMITTEE AGENDA



To: The Chairperson and Members of the Service Delivery Committee
From: Governance
Subject: **CONFIRMATION OF OPEN MINUTES**
Meeting Date: 21 May 2025

1 EXECUTIVE SUMMARY – WHAKARĀPOPOTOTANGA MATUA

The local authority, its committees, subcommittees and any local and community boards must keep minutes of their proceedings. These minutes must be kept in hard or electronic copy, authorised by a Chairperson's manual or electronic signature once confirmed by resolution at a subsequent meeting. Once authorised the minutes are the prima facie evidence of the proceedings they relate to.

The only topic that may be discussed at a subsequent meeting, with respect to the minutes, is their correctness

2 RECOMMENDATION – TŪTOHU Ā-KAIMAHI

That the open minutes of the Service Delivery Committee meeting held on 19 March 2025, having been circulated, be taken as read and confirmed as a true and correct record of that meeting.

3 ATTACHMENT – ĀPITITANGA

Service Delivery Committee Open Minutes – 19 March 2025.

COMMITTEE MINUTES



Committee: Service Delivery

Time: 11.15am

Date: Wednesday 19 March 2025

Venue: Council Chambers, Waipā District Council,
101 Bank Street, Te Awamutu

PRESENT

Chairperson

CS St Pierre

Members

Her Worship the Mayor SC O'Regan, A Brown, PTJ Coles, RDB Gordon, HR Kara – Te Kanohi, MG Montgomerie, DM Morgan, MJ Pettit, EM Stolwyk, BS Thomas

1 APOLOGIES

RESOLVED

15/25/10

That the apologies from Councillor Gower and Councillor L Brown who were away on personal business be received.

Councillor Thomas/Mayor O'Regan

2 DISCLOSURE OF MEMBERS' INTERESTS

None

3 LATE ITEMS

Nil

COMMITTEE MINUTES



4 CONFIRMATION OF ORDER OF MEETING

RESOLVED

15/25/11

That the Service Delivery Committee confirms the order of the meeting.

Councillor Coles/Councillor Pettit

5 CONFIRMATION OF MINUTES

RESOLVED

15/25/12

That the open minutes and public excluded minutes of the Service Delivery Committee meeting held on 19 February 2025, having been circulated, be taken as read and confirmed as a true and correct record of that meeting.

Councillor Coles/Councillor A Brown

6 WAIPĀ COMMUNITY FACILITIES TRUST SIX-MONTHLY REPORT TO DECEMBER 2024

[Mayor O'Regan left the meeting at 11.40am and rejoined the meeting at 11.48am]

Waipā District Council has contracted Waipā Community Facilities Trust to operate the Te Awamutu Events Centre and Perry Aquatic Centre. A Services Agreement sets out roles and responsibilities for both parties. Under the Service Agreement, in line with Schedule 6 S6/2, the Trust has obligations to provide Council with various reports and updates.

Waipā Communities Trust Chairperson, Shane Walsh and Chief Executive, Matt Horne presented their six-monthly update to the Committee.

RESOLVED

15/25/13

That the Service Delivery Committee receive the report of Brad Ward, Manager Community Services titled Waipā Community Facilities Trust six-monthly report to December 2024 (document number 11401346);

Councillor Pettit/Councillor Morgan



7 KAIRANGI LOOP BENT SPRINT 2025 – REQUEST FOR TEMPORARY ROAD CLOSURE

The purpose of this report was to seek approval to temporarily close a public road for the Kairangi Loop Bent Sprint event.

RESOLVED

15/25/14

That the Service Delivery Committee

a) *Receives the report of Marion Fleming, Transportation Safety Officer, titled Kairangi Loop Bent Sprint 2025 – Request for Temporary Road Closure. (document number 11401127);*

b) *Approves the temporary closure of the following roads on:*

Sunday 6 April 2025

Between 9.00am and 5.00pm

- ***Kairangi Road*** – *between Robinson Road and the southern end of Robinson Road*
- ***Robinson Road*** – *full length*

in accordance with Sections 319(1)(h) and 342, and clause 11(e) of Schedule 10 of the Local Government Act 1974;

c) *Authorises public notification of the approved road closure before the event, as required by the Local Government Act 1974.*

Councillor Pettit/Councillor Stolwyk

8 NZ AGE GROUP ROAD CYCLING CHAMPIONSHIPS – REQUEST FOR TEMPORARY ROAD CLOSURE

The purpose of this report was to seek approval to temporarily close a public road for the NZ Age Group Road Cycling Championships event.

RESOLVED

15/25/15

That the Service Delivery Committee



- a) *Receives the report of Marion Fleming Transportation Safety Officer, titled NZ Age Group Road Cycling Championships – Request for Temporary Road Closure (document number 11401128);*
- b) *Approves the temporary closure for the following roads on:*

Carlyle Street: From 9:00 am to 3:00 pm
 - **Friday 11 April 2025,**
between Raleigh Street and Maungatautari Road
and**Lamb Street: From 7:00 am to 4:00 pm**
 - **Saturday 12 April & Sunday 13 April 2025,**
between Roto-O-Rangi Road / Carlyle Street and Shakespeare Street*in accordance with Sections 319(1)(h) and 342, and clause 11(e) of Schedule 10 of the Local Government Act 1974;*
- c) *Authorises public notification of the approved road closure before the event, as required by the Local Government Act 1974.*

Councillor Morgan/Mayor O'Regan

9 ANZAC DAY TE AWAMUTU 2025 – REQUEST FOR TEMPORARY ROAD CLOSURE

The purpose of this report was to seek approval to temporarily close a public road for ANZAC Parades.

RESOLVED

15/25/16

That the Service Delivery Committee

- a) *Receives the report of Marion Fleming Transportation Safety Officer, titled ANZAC Day Te Awamutu 2025 – Request for Temporary Road Closure (document number 11401129);*
- b) *Approves the temporary closure for the following roads for ANZAC Day parades on:*

Friday 25 April 2025:
Between 5.30am and 7.30am:
 - **Alexandra Street** - between Churchill Street and Mutu/Rewi Street



- **Mutu Street** - between Alexandra Street and Christie Avenue
- **War Memorial Drive** - first 100m from Mutu Street

And between 9.30am and 12.30pm:

- **Bank Street** - between Alexandra Street and Vaile Street
- **Teasdale Street** - between Bank Street and Vaile Street
- **Alexandra Street** – between Rewi/Mutu Street and Bank Street

in accordance with Sections 319(1)(h) and 342, and clause 11(e) of Schedule 10 of the Local Government Act 1974;

- c) *Authorises public notification of the approved road closure before the event, as required by the Local Government Act 1974.*

Councillor Stolwyk/Councillor A Brown

10 ANZAC DAY CAMBRIDGE 2025 – REQUEST FOR TEMPORARY ROAD CLOSURE

The purpose of this report was to seek approval to temporarily close a public road for the ANZAC Day Parades.

RESOLVED

15/25/17

That the Service Delivery Committee

- a) *Receives the report of Marion Fleming, Transportation Safety Officer, titled ANZAC Day Cambridge 2025 – Request for Temporary Road Closure (document number 11401131);*
- b) *Approves the temporary closure of the following roads for the ANZAC Parades on:*

Friday 25 April 2025:

Between 5.30am and 11.00am:

- **Victoria Street** - between Queen Street and Alpha Street
- **Lake Street** - between Queen Street and Alpha Street

And between 8.00am and 9.00am:

- **Alpha Street** - between Empire Street and Lake Street
- **Empire Street** - between Kirkwood Street and Alpha Street



In accordance with Sections 319(1)(h) and 342, and clause 11(e) of Schedule 10 of the Local Government Act 1974;

- c) *Authorises public notification of the approved road closure before the event, as required by the Local Government Act 1974.*

Councillor Stolwyk/Councillor Pettit

11 CAMBRIDGE CYCLING FESTIVAL 2025 – REQUEST FOR TEMPORARY ROAD CLOSURE

The purpose of this report was to seek approval to temporarily close a public road for the Cambridge Cycling Festival.

RESOLVED

15/25/18

That the Service Delivery Committee

- a) *Receives the report of Marion Fleming, Transportation Safety Officer, titled Cambridge Cycling Festival 2025 - Request for Temporary Road Closure – (document number 11378558);*
- b) *Approves the temporary closure of the following road(s) on Friday 25 April from 11am to 6pm:*
 - a. *Alpha Street – Between Bryce Street and Victoria Street*
 - b. *Alpha Street – Between Victoria Street and Empire Street*
 - c. *Dick Street – Between Queen Street and Duke Street*
 - d. *Duke Street – Between Hallys Lane and Commerce Street*
 - e. *Victoria Street – Between Queen Street and Commerce Street*
 - f. *Lake Street – Between Kirkwood Street and Victoria Street*
 - g. *Hallys Lane car park entry/ exits onto Victoria Street and Alpha Street*

for the Cambridge Cycling Festival, in accordance with Sections 319(1)(h) and 342, and clause 11(e) of Schedule 10 of the Local Government Act 1974;

- c) *Authorises public notification of the approved road closure before the event, as required by the Local Government Act 1974.*

Councillor Montgomerie/Councillor Morgan



12 REQUEST FOR NEW ROAD NAME – C2 AND C3 GROWTH CELL COLLECTOR ROAD

The purpose of this report was to seek approval for a proposed public road name.

RESOLVED

15/25/19

That the Service Delivery Committee

- a) *Receives the report of James Brott, Development Engineer, titled ‘**Request for New Road Name – C2 and C3 Growth Cell Collector Road**’ (document number 11403109);*
- b) *Approves pursuant to section 319(1)(j) of the Local Government Act 1974 the following road names for the **3MS and SPJV Development** in the C2 and C3 growth cell areas:*
 - i. *the name of **Te Aka Matua Rise** for use as public road name for the central collector road for C2 and C3 developments as shown on Figure 1 of this report.*

Councillor Coles/Councillor Stolwyk

There being no further business the meeting closed at 12.07pm

Closing Karakia – Councillor Morgan

CONFIRMED AS A TRUE AND CORRECT RECORD

CHAIRPERSON:

DATE:

COMMITTEE REPORT



To: The Chairperson and Members of the Service Delivery Committee
From: Development Engineer
Subject: **Request for New Private Road Names – SP/0116/24, SP/0105/24 and SP/0072/24**
Meeting Date: 21 May 2025

1 PURPOSE - TAKE

The purpose of this report is to seek approval for the proposed private road names for new subdivisions located at:

- 1 and 1A Thompson Street, Cambridge.
- 69 and 71 Moore Street, Cambridge.
- 2/1215 Kaipaki Road, Cambridge.

2 EXECUTIVE SUMMARY – WHAKARĀPOPOTOTANGA MATUA

Approval is sought for the naming of two new private roads and one private way across three subdivisions.

3 RECOMMENDATION – TŪTOHU Ā-KAIMAHI

That the Service Delivery Committee

- a) *Receives the report of James Brott, Development Engineer, titled ‘**Request for New Private Road Names – SP/0116/24, SP/0105/24 and SP/0072/24**’ (document number 11418705);*
- b) *Approves the following road names:*
 - i. the name of **Ngakinga Lane** for use as private road name for the YAM Group Construction Limited Development (SP/0105/24) as shown on Figure 1 of this report.
 - ii. the name of **Fable Way** for use as private road name for the Assured Construction Limited Development (SP/0116/24) as shown on Figure 2 of this report.
 - iii. the name of **Taawharuwharu Lane** for use as private way name for the 2/1215 Kaipaki Road Development (SP/0072/24) as shown on Figure 3 of this report.

4 BACKGROUND – KŌRERO WHAIMĀRAMA

YAM Group Construction Limited - SP/0105/24 (Thompson St)

Resource consent for this development was granted in November 2024. Upon completion of the development, 10 freehold townhouses and one private road are going to be created.

The layout of the new road is shown in Figure 1 below.



Figure 1 Ngakinga Lane shown for the 10 townhouse private road at 1 and 1A Thompson Street

YAM Group Construction Limited has been in discussions with Ngāti Koroki Kahukura and Ngāti Hauā. Mana Whenua have gifted Ngakinga for the development's private road name.

Ngakinga means clearing, gardening plot, cultivated ground which has historical significance to the area.

Assured Construction Limited Development - SP/0116/24 (Moore St)

Resource consent for this development was granted in November 2024. Upon completion of the development, 10 dwellings and one private road are going to be created.

The layout of the new road is shown in Figure 2 below.

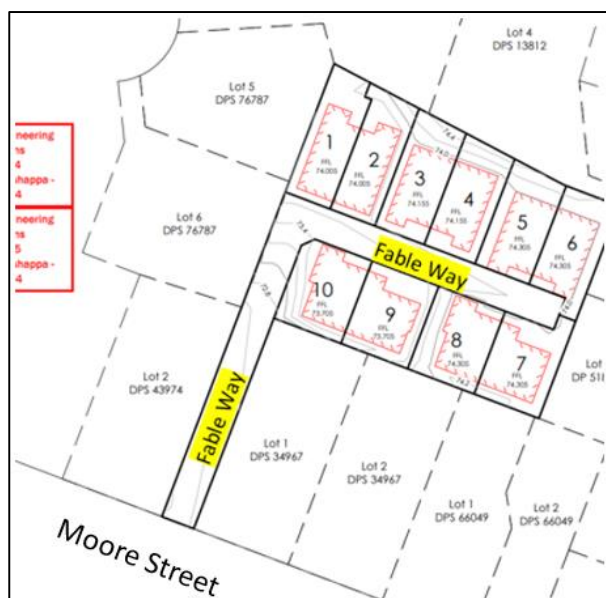


Figure 2 Fable Way shown for the five duplex development on an L shaped private road at 71 and 69 Moore Street

Assured Construction Limited Development has been in communications with Ngāti Hauā and Ngāti Koroki Kahukura as Mana Whenua. The developer provided Mana Whenua with their own proposed name of Fable Way. Mana Whenua does not support or object to the proposed name, as it does not align with Mana Whenua history in the area.

The developer has chosen to put forward Fable Way - “A fable is a short story, typically with animals as characters, conveying a moral lesson. Aesop’s Fables are some of the most well-known examples. This name represents the tradition of teaching through storytelling, an important part of any heritage.” This aligns with the current dominant road naming theme in Leamington.

2/1215 Kaipaki Road Development - SP/0072/24

Resource consent for this development was granted in August 2024. Upon completion of the development three lots will have access to the private right of way bringing the total lots requiring addresses to six. In accordance with Council’s Naming Policy, LINZ Guidelines for addressing in-fill developments and the Australian/New Zealand Rural and Urban Addressing Standard (AS/NZS 4819:2011), this means the existing right of way requires a name.

The layout of the right of way is shown in Figure 3 below.

The current right of way is part of the property ownership of 5/1215 Kaipaki Road, with a number of properties able to use the right of way for access via an easement arrangement. As the lots currently under development, including 2/1215 Kaipaki Road, could be subject to further development in the future it is proposed to name the right of way on both portions (the dog leg shown in the image above) to future-proof for this.

The Marsden family proposed the name Marsden Avenue or Marsden Lane for the right of way. They stated that Reverend Marsden is a significant figure in New Zealand's history, known for his role in introducing Christianity to the country. They further stated that they are currently exploring a potential family connection to him through genealogical research, which adds a personal dimension to this naming choice.

Council has been in discussions with Ngāti Hauā and Ngāti Koroki Kahukura as Mana Whenua. Mana Whenua have chosen to gift the right of way name Taawharuwharu Lane, which refers to the many gullies in the area. Mana Whenua did not provide any commentary on names proposed by the developer or the Marsden family.

Staff have considered the names proposed by Mana Whenua, the Marsden family and the developer in light of the Naming Policy. This includes:

- i) the principle in the Policy that the Waipā District shall have a Waipā-centric naming system, with Te Reo Māori names increasingly represented;

- ii) the requirement in the Policy that the name must reflect one of more of the following criteria:
 - a) the identity of Waipā and/or local identity
 - b) the historical significance of particular locations
 - c) the cultural significance of the area to Mana Whenua
 - d) people who were important in the history of the local area
 - e) events and places significant to a community or communities locally, nationally, internationally or of significance to the Kiingitanga
 - f) the surname, or traditional ancestral Māori name, of a person who is/was a notable leader, of good character, and/or contributed to, or had a strong association with Waipā. If the person is deceased, a period of at least 12 months since the date of their passing shall be observed before their name is assigned
 - g) flora, fauna and topographical features significant or important to the history or geography of the community, the wider local area or the district, the identity of Waipā and/or local identity.

As a result, Taawharuwharu Lane has been recommended as the name of the right of way as this most aligns with the Naming Policy.

The Marsdens have strongly objected to this choice and would prefer their proposed name instead. However, staff do not support their proposal. This is because Reverend Marsden, while being a historically significant identity in a national context, does not have any specific links to the Waipā district. Accordingly, choosing 'Marsden Avenue/Lane' would not align with the Naming Policy including the principles and criteria outlined above.

Land Information New Zealand (LINZ)

Land Information New Zealand (LINZ) considers the proposed names suitable, which means that there are no similar, or similar sounding, names in the vicinity of the development and emergency services will not be adversely affected.

5 SIGNIFICANCE & ENGAGEMENT – KAUPAPA WHAI MANA ME NGĀ MATAPAKINGA

Staff have considered the key considerations under the Significance and Engagement Policy, in particular sections 7 and 8 and have assessed that the matter(s) in this report have a low level of significance as engagement with affected neighbours has occurred.

6 OPTIONS – NGĀ KŌWHIRINGA

Option	Advantages	Disadvantages
Option 1: Approve the proposed names	- The developers can install the required signage and progress their subdivisions. - The subdivisions will then be able to progress to completion.	Nil.
Option 2: Decline the proposed names and approve alternative names	Individuals proposing the alternative names will be content with decision.	- Additional staff resources required. - Non-compliance and inconsistency with Naming Policy - May delay the subdivisions progressing to completion
Option 3: Decline the proposed names and not approve alternative names	Nil.	Delay of subdivisions and therefore the provision of homes in the district.

The recommended option is Option 1. The reason for this is that these names are recommended following discussions with Council staff, Mana Whenua and developers and ensure compliance with Council's Naming Policy. Approval of these names will also provide surety to the developers and the community on the legal names of the roads.

6 OTHER CONSIDERATIONS – HEI WHAIWHAKAARO

Council's Vision and Strategic Priorities

The provision of clear road names which are distinctive ensures a well-connected community and ensures road names tell the story of Waipā and reflect Waipā's natural, cultural and historic heritage. This is consistent with Council's Vision and Strategic Priorities.

Legal and Policy Considerations – Whaiwhakaaro ā-Ture

Section 319B(1) of the Local Government Act 1974 enables Council to allocate and change property numbers within a district. In exercising this power, Council must comply with any request from LINZ to allocate a number or change a number under s 319B(2) of the Local Government Act 1974. The allocation of property numbers is dependent on the allocation of an associated road name. Accordingly, naming of private ways/roads can enable Council to fulfil its statutory responsibility to allocate an acceptable property number.

To minimise the possibility of LINZ requiring a change to an address, Council complies with both the Addressing Standard (AS/NZS4819) and relevant LINZ guidance when allocating property numbers and road names, in addition to its Naming Policy.

Policy

Staff confirm that this request complies with Council's legal and policy requirements within the Naming Policy. Council staff consider that the names suitably reflect Waipā's natural, cultural and historic heritage as required by the policy.

The proposed road name of "Taawharuwharu Lane" does not comply with clause 12 of the Naming Policy, due to the use of the double-vowel rather than using the macron over one vowel to align with the orthographic writing conventions of the Māori Language Commission. However, it does comply with clause 11 of the Policy, which provides that Mana Whenua are the most appropriate authority to seek Te Reo Māori names from. In this case, it is recommended that Council departs from clause 12 of the Naming Policy to ensure full alignment with clause 11 of the Policy, as the spelling proposed for "Taawharuwharu Lane" aligns with the spelling supported by Ngāti Koroki Kahukura and Ngāti Hauā (see Appendix 3).

Financial Considerations – Whaiwhakaaro ā-Pūtea

The total costs to complete this are funded by the developers.

Risks - Tūraru

There are no known significant risks associated with the decisions required for this matter.

Iwi and Mana Whenua Considerations - Whaiwhakaaro ki ngā Iwi me ngā Mana Whenua

Mana Whenua have been a partner in the process of selecting the names for the roads and there have been no objections from Mana Whenua on the names proposed. Council staff have seen and been involved with discussions between developers and Mana Whenua.

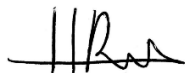
7 APPENDICES - ĀPITITANGA

No:	Appendix Title
1	Mana Whenua correspondence for YAM Group Construction Limited Development
2	Mana Whenua correspondence for Assured Construction Limited Development
3	Mana Whenua correspondence for 2/1215 Kaipaki Road Development



James Brott

DEVELOPMENT ENGINEER



Reviewed by Harry Baxter

TEAM LEADER DEVELOPMENT ENGINEERING



Approved by Dawn Inglis

GROUP MANAGER – SERVICE DELIVERY

APPENDIX 1

Mana Whenua correspondence for YAM Group Construction Limited Development

From: B Tauroa
Date: Thursday, 3 April 2025 at 9:38 AM
To: Mario Wernli
Subject: 1 Thompson St development

Kia ora Mario,

Ngaati Koroki Kahukura and Ngaati Hauaa support the name Ngakinga being used for the road name as per your request for 1 Thompson St. The relevance of the name (see translation below) is related to the horticultural significance of the area.

thanks,
Beth

ngakinga  

1. (noun) clearing, garden plot, cultivated ground.

He ngakinga kai tērā wāhi i te tapa ngahengahe (JPS 1990:15). / That place was a food cultivation on the edge of the forest.

[- Hide example](#)

APPENDIX 2

Mana Whenua correspondence for Assured Construction Limited Development

Subject: RE: Request for Consultation on Proposed Road Names – Moore Street Development

Date: 19 March 2025 at 4:57:47 PM NZDT

To: Catherine Ogden

Kia ora Cathy

On behalf of Ngāti Hauā and Ngāti Koroki Kahukura, we thank you for reaching out to us about this matter.

As mana whenua, our position is that we naturally have a keen desire to see an increase in the use of Māori names used for roads and other public spaces/reserves etc throughout the area and names that also reflect mana whenua history in the area. As none of the proposed names align with this position, we are not able to provide our support for the proposed names.

Ngā mihi, Lisa



Lisa Gardiner | CHIEF EXECUTIVE OFFICER

Ngāti Hauā Iwi Trust

APPENDIX 3

Mana Whenua correspondence for 2/1215 Kaipaki Road Development

From: B Tauroa
Sent: Wednesday, 16 April 2025 9:35 am
To: Harry Baxter
Subject: External Sender: Re: Request for a road name: 1215 Kaipaki Road, Cambridge

CYBER SECURITY WARNING: This email is from an external source - be careful of attachments and links. Please follow the Cybersecurity Policy at [ServiceDesk](#)

Kia ora Harry,

Ngaati Koroki Kahukura and Ngaati Hauaa would like to put forward the name Taawharuwharu Lane for the lane at 1215 Kaipaki Road.

Taawharuwharu refers to the many gullies in the area.

thanks,
Beth

COMMITTEE REPORT



To: The Chairperson and Members of the Service Delivery Committee

From: Transportation Planner

Subject: Fort Street, Cambridge – Consultation and Recommendations to Improve Access for Emergency Services

Meeting Date: 21 May 2025

1 PURPOSE - TAKE

The purpose of this report is to present the consultation feedback on a plan for Fort Street improvements to enable emergency vehicles improved access out of Fort Street, and seek final approval of new parking designations for Fort Street in line with the recommended plan. The consultation feedback and recommended plan are included in this report for the Committee's consideration.

2 EXECUTIVE SUMMARY – WHAKARĀPOPOTOTANGA MATUA

Emergency services (in particular Hato Hone St John) have raised the issue with Council that exiting out of Fort Street in Cambridge is getting more difficult because of roadside parking, delaying response times to get through quickly to carry out emergency operations. The main concern is that roadside parking on both sides narrows the road to a single lane, causing delays in traffic exiting Fort Street efficiently.

In response, Council developed a preliminary plan for how parking could be better managed to enable emergency vehicles improved access out of Fort Street through the provision of two clear traffic lanes. The plan includes marked on-street parking spaces (approximately 40 spaces, with three time restricted), the installation of no stopping lines to indicate where vehicles are prohibited to park and the installation of a centre line.

Consultation on the plan was carried out during March 2025 with Fort Street residents and businesses, nearby neighbours, emergency services, stakeholders and the Cambridge Community Board. Council staff have considered the feedback and made some changes to the plan as a result of the feedback. This report presents the feedback, with staff responses and a recommended plan for the Committee's consideration and approval.

3 RECOMMENDATION – TŪTOHU Ā-KAIMAHI

That the Service Delivery Committee

- a) *Receives the report of Rachel Algar, Transportation Planner, titled Fort Street, Cambridge - Consultation and Recommendations to Improve Access for Emergency Services (document number 11422033);*
- b) *Receives and considers the Fort Street community feedback received as outlined in Appendix 2 of this report (document number: 11424576);*
- c) *Subject to the outcome of the considerations under recommendation b), designate pursuant to clause 13.1(a), (b), (c) and (e) of the Public Places Bylaw 2023:*
 - i) *the parking places and permitted number of hours of parking, and*
 - ii) *the parts of the road where parking, stopping or standing of vehicles is prohibited,**on Fort Street, Cambridge, as specified in the plan outlined in Appendix 3 of this report (document number: 11443265).*

4 BACKGROUND – KŌRERO WHAIMĀRAMA

Background

Fort Street is a local street on the fringe of the Cambridge town centre linking Victoria Street and Duke Street. It is a typical two-way street, relatively narrow with a mix of on-street (unmarked) and indented angle parking areas. It has a speed limit of 40km/per hour.



Photo 1: Fort Street (view towards Duke Street)



Photo 2: Fort Street (view towards Victoria Street)

The land either side of Fort Street, which is zoned commercial in the District Plan, is currently mostly serving residential land use but does have some commercial businesses along with: Cambridge Police Station, Hato Hone St John Ambulance Station, Cambridge Early Learning Centre and the Cambridge Bridge Club, creating parking demands at different times and days of the week. As it is close to town, the street also attracts parking demand for town centre workers.

The road width and uncontrolled on-street parking during the day creates the situation where the road is narrowed to one lane in places and drivers from opposing directions have to give way to one another. This becomes problematic when there is limited space to pull over to allow another vehicle to pass, particularly when that vehicle is an ambulance.

Current Parking Demand

Whilst it is difficult to calculate the full extent of parking demand as parking spaces are not marked, recent surveys show examples of parking demand:

Survey time	No. of roadside parked vehicles
Wednesday 9 April 2025 - 10:15am	42
Wednesday 23 April – 1:15pm	28
Sunday 27 April – 10:20am	11
Monday 5 May – 1:15pm	42

Figure 1.1: Fort Street parking demand

Preliminary Plan

In response to the issues raised by emergency services, Council developed a preliminary scheme plan (refer to Appendix 1) for how parking could be better arranged to enable emergency vehicles improved access along Fort Street through the provision of two clear traffic lanes. Note this is a concept plan and is not to scale.

The plan includes the following:

- Formalising parking through line markings. Approximately 40 marked parking spaces (angled and parallel) on the street. The parking allocation proposes a balance of on-street parking along both sides of the street.
- No stopping yellow lines to show where parking would be prohibited to ensure a clear traffic flow along the route.
- Installation of a marked centre line to increase safety and traffic flow on the street.

The plan also supports the Designers' guidelines to firefighting operations emergency vehicle access F5-02 GD (December 2021) that seeks clear access routes for emergency vehicles at all times, including clearance from parked cars for a primary emergency vehicle route.

Consultation

During March 2025, the plan was shared with Fort Street residents and businesses, emergency services stakeholders, nearby residents/businesses and the Cambridge Community Board to seek feedback. Emergency services also hosted a meeting with residents and businesses on 13 March 2025 to discuss the issues, proposed changes and seek feedback on the plan.

Following the March Cambridge Community Board meeting, the Board also made the recommendation to extend the targeted consultation into neighbouring streets. As a result, the consultation was extended to neighbouring adjacent properties on Duke Street and Victoria Street.

Feedback Responses

A total of 18 separate feedback responses were received on the Fort Street plan.

Overall, the feedback has highlighted support for the proposed improvements. The feedback also raised concerns whether traffic and speeds would increase following the changes, requests for supporting data and evidence of the problem, concerns regarding the loss of parking availability and the need to increase parking supply through off-street, recessed parking and other parking solutions. The feedback is summarised under the key themes below:

Traffic and Speed

- Residents noted Police civilian vehicles parking on the berm outside Cambridge Police Station. Suggestions for better on-site police parking.

Council staff response: Cambridge Police staff attended the Fort Street meeting and are aware of the issue.

- Concerns whether there would be increases in speed and traffic following removal of parking, requests for traffic and speed management solutions so the road doesn't become a rat run.
- Request for Fort/Duke Street intersection to be redesigned to reduce speed for traffic turning left into Fort Street, confusion around right of way when two cars converge.

Council staff response: The parking road markings will assist in creating a slower traffic environment by reducing the perceived width of the road and enhancing overall road safety. Speed monitoring such as speed counts (pre and post) can be installed following the implementation of the proposed changes to assess any increases in speed along the route.

- Whether proposed marked parking on the left-hand side (towards Duke St) is better proposed on the opposite side of the road to keep traffic slow heading up Fort Street from Duke Street.

Council staff response: Council has assessed the proposed marking parking (towards Duke Street) and has recommended that marked parking could be placed on the opposite side of the road to also cater for commercial parking demands on this side of the road.

Parking issues

- Resident opposes the removal of parking spaces, especially when emergency services have not provided concrete evidence of issues. Suggests a simpler solution of installing no parking line markings at both intersections.

Council staff response: The extension of parking no stopping lines at both intersections (Duke and Victoria Streets) will go some way to improving traffic and safety issues. However, emergency services seek clear two-way access for emergency vehicles and hence a recommended plan for the entire length of the street.

- Concerns yellow lines outside their property will remove ability to park in front of their home, parking competition and increasing risk of theft. Request for data/reports and traffic assessments/studies of issue and alternatives. If congestion is the main concern, resident wonders if it may be more effective to explore targeted solutions rather than permanently remove resident parking.

Council staff response: The proposed yellow lines may impact the availability of parking directly in front of some affected houses. One of the primary goals of this proposal is to improve access for emergency services through the provision of two clear traffic lanes and hence some properties will be affected. Council notes there are no historic traffic data reports and traffic assessments for Fort Street.

- Support formalising car parking but concerns over loss of parking in front of business, particularly for elderly clients, requests designated parking for tenants, staff and clients. Also raises concerns over potential parking pressure from nearby residential renovations that will increase parking demand.
- Property owner request for recessed angled parking outside their property for parking and enabling road space to be kept open for two lanes recognising requirements for tenants and visitors.

Council staff response: Council has assessed the proposed parking (towards Duke Street) and has recommended that marked parking could be placed on the opposite side of the road to also cater for parking demands on this side of the road. Refer response below - Council does not have funding for the construction of recessed parking areas.

Parking alternatives

- Consider realignment of the existing kerb and cutting into the berm to create recessed parking areas (where berm space is available).

Council staff response: This can be a good option. However, Council does not have funding to do this, and this would need to be included as a project in a future Long Term Plan.

Parking management and supply

- Concerns regarding reduction in all day parking and need to continue to investigate alternative all day parking options in the CBD (Cambridge Community Board).
- Make more land available for parking, such as grassed area behind the Bridge Club, near other businesses (e.g. beside Good Buggars Plumbing) and areas where parking is underutilised, for example, reserved parking for the Hall in Milicich Place.
- Request for Council to 'dig deeper' for solutions such as relocating Bridge Club as part of Council's Property Strategy.
- Would like to know cost to purchase car parking as concerns spaces taken by public for centre families.

Council staff response:

Council staff have conducted parking surveys and observed that peak parking demand reached approximately 40 vehicles. The recommended option provides around 40 marked parking spaces (although as noted below three of these are proposed to have time restrictions), effectively accommodating current parking needs.

Council's current parking focus (as per Waipā Transport Strategy) has been to manage existing parking supply and invest in improvements to enable better transport options (e.g. urban mobility networks, public transport) around town

centres and schools. Council can work with Fort St businesses and clubs to help manage current parking demands.

Other matters raised

- Requests arborist attention to clear dead branches/investigate trees outside their property for safety reasons.

Council staff response: Tree issues have been referred to Council's arborist to investigate.

Recommended Plan (following consultation)

Council staff have considered the feedback and provided a recommended plan (refer to Appendix 3) for the Committee's consideration.

The plan continues to propose formalising parking through line markings (approximately 40 marked parking spaces), no stopping yellow lines and installation of a marked centre line to enable two traffic lanes as per the preliminary plan. The plan also proposes some changes to the marked parking spaces:

- Three marked on-street parking spaces (towards the Duke Street end) placed on the right-hand side of the street (towards Duke St) between 27 and 29 Fort Street. The left-hand side of the street (towards Duke Street) between 22 Fort Street and up to the entranceway to 26 Fort Street would be marked with no stopping yellow lines.
- Two additional parking spaces proposed outside 22 Fort Street (Good Buggers Plumbers).
- Redesigning the marked angle parking spaces to a 90-degree layout to allow vehicles parking to enter easily from both directions.

In addition, two areas (as shown in Appendix 3) have been proposed for time restrictions to manage short-term parking demand. It is noted that the rest of the street would continue to remain as unrestricted parking:

- A P30 parking time restriction for two spaces outside the Cambridge Early Learning Centre to enable short-term pick-up/drop off parking for early learning centre families.
- A P120 parking time restriction for one space directly outside 27 Fort Street (currently occupied by Audika Hearing Clinic).

If the Committee approves the recommended plan, this would be communicated with the Fort Street community and Emergency Services Group.

5 SIGNIFICANCE & ENGAGEMENT – KAUPAPA WHAI MANA ME NGĀ MATAPAKINGA

Staff have considered the key considerations under the Significance and Engagement Policy, in particular sections 7 and 8 and have assessed that the matter(s) in this report have a low level of significance.

6 OPTIONS – NGĀ KŌWHIRINGA

Option	Advantages	Disadvantages
Option 1: Do nothing	- No staff or other Council resources required. - Continue to maintain Fort Street and completed improvements as required.	Doesn't resolve the issues raised by Emergency Services.
Option 2: Formalising parking through line markings, no stopping yellow lines, a marked centre line and parking restrictions).	- Emergency Services issues can be addressed through planned road markings. - Benefits of wider street marking improvements. - Can be funded through existing transportation budgets.	The proposed yellow lines may impact the availability of parking directly in front of some houses.
Option 3: Implement recessed parking areas (where possible) and investigate further off-street parking areas to cater for parking demands.	Recessed parking bays and off-street parking areas can reduce disruptions to traffic flow and enhance benefits for emergency vehicles as a primary emergency vehicle route.	- May increase speeds along the route due to recessed parking and may require additional treatments to slow speeds. - There is currently no budget in the Long Term Plan for recessed parking bays and off-street parking areas. - Increasing parking supply can lead to increased traffic congestion in the town centre and impact on town centre accessibility.

The recommended option is Option 2. The reason for this is that option 2 will address emergency services concerns whilst balancing the parking demands for the street.

7 OTHER CONSIDERATIONS – HEI WHAIWHAKAARO

Council’s Vision and Strategic Priorities

The plan supports Council’s vision for Waipā – ‘Home of Champions – Building connected communities’ in that we partner with the community in promoting the wellbeing of the Waipā district and its people.

The plan also supports the Waipā Transport Strategy and in particular:

- the safety of roads for all transport users through infrastructure, network and safety improvements.
- proactively manage parking (through time restrictions, supply) around destinations such as schools and town centres to encourage more walking, cycling and public transport.

Legal and Policy Considerations – Whaiwhakaaro ā-Ture

Staff confirm that Option 2 complies with Council’s legal and policy requirements.

This includes compliance with the Land Transport Rule: Traffic Control Devices 2004, in particular:

- a) Complies with the relevant requirements of Schedules 1-3 of the Rule (this relates to sign specifications).
- b) Complies with the safety management system developed by the Council for this area; and
- c) Is consistent with the current regional land transport strategy for this area.

The recommendation is also consistent with Council’s powers under the Public Places Bylaw 2013.

Pursuant to clause 13.1 of the Public Places Bylaw 2023, Council has the power to designate:

- (a) any road or part of a road where parking, stopping or standing of vehicles, or any class or vehicles, is limited, restricted or prohibited;
- (b) parking places;
- (c) the number and location of parking spaces included within a parking place;
- (d) the classes of vehicles which may be permitted to park within a parking place;
- (e) the days of the week and the hours within which parking in a parking place will be permitted;
- (f) any part of a road as an area for only emergency vehicles to stop, stand, or park,
- (g) which parts of a parking place will be available for public use and which part or parts may be available for reserved parking.

Pursuant to clause 15 of the Bylaw, it is an offence to stop, stand or park any vehicle in contravention of a designation made under clause 13.

The plan also supports the Designers’ guidelines to firefighting operations emergency vehicle access F5-02 GD (December 2021) that seeks clear access routes for emergency

vehicles at all times, including clearance from parked cars for a primary emergency vehicle route.

Financial Considerations – Whaiwhakaaro ā-Pūtea

The total costs to complete Option 2 is estimated at \$3,000 (for the proposed signs and road markings). This amount is budgeted in the 2025/26 forecast when the work is planned to be completed.

Risks - Tūraru

The following risk has been identified and will be treated as set out below:

Risk Description	Current Residual Risk Rating	Current Treatments	Target Residual Risk Rating – if different from current rating	Planned Additional Treatments
Recommended plan (Option 2) increases vehicle speeds and traffic volume along the route.	Low	Route has been investigated by Council's Transportation Safety Engineer to assess potential road safety risks from the proposed changes.	Low	Speed counters (pre and post) the implementation of proposed changes. Additional safety measures if required.

8 NEXT ACTIONS

The anticipated next steps will be to:

Action	Responsibility	By When
Service Delivery meeting to report consultation, and seek agreement on new parking designations and associated recommended plan.	Transportation	21 May 2025
Meeting with Emergency Services Group.	Transportation	6 June 2025
Communications with Fort Street community to confirm adopted scheme plan.	Communications	6 June 2025

Action	Responsibility	By When
Report to Cambridge Community Board to confirm adopted scheme plan.	Transportation	18 June 2025
Detailed design.	Transportation	July 2025
Implementation of changes.	Transportation	September 2025

9 APPENDICES - ĀPITITANGA

No:	Appendix Title
1	Fort Street - preliminary plan for consultation
2	Fort Street - feedback responses
3	Fort Street - recommended plan following consultation

Rachel Algar
TRANSPORTATION PLANNER

Reviewed by Bryan Hudson
TRANSPORTATION MANAGER

Approved by: Dawn Inglis
GROUP MANAGER SERVICE DELIVERY

APPENDIX 1

Fort Street - Preliminary plan for consultation (*document number: 11391920*)



APPENDIX 2

Fort Street consultation feedback responses (*document number: 11424576*)

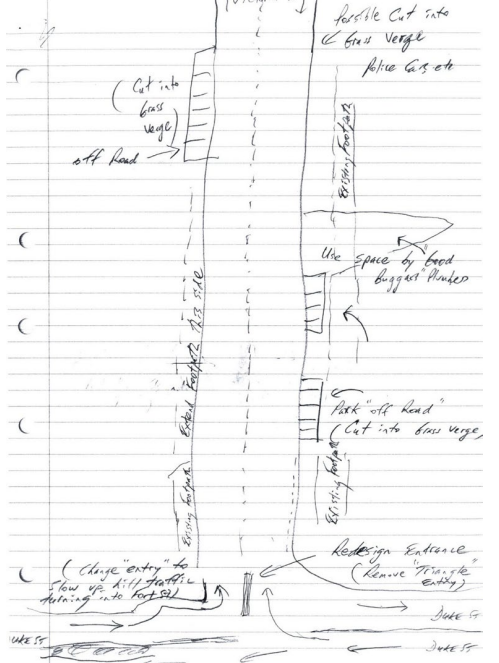
Resident or Business	Feedback on Fort St Plan	Other Feedback/Suggestions
1.Business	Very much in support of the proposed changes, particularly as an early learning service where our parents are getting children in and out of cars at busy times.	Some suggestions we have are introducing a speed limit on the street similar to around schools and kura. We would also like to know the cost of being able to purchase some of these carparks privately as we anticipate the spaces out the front of our centre being taken up by the public and our centre families not having anywhere to park.
2.Resident	<u>4 separate feedback responses:</u> 2a.We recently purchased a property at the beginning of Fort Street. After reviewing the proposed plan, I agree somewhat that the introduction of yellow no-stopping lines could be beneficial. However, I have concerns regarding the formalisation of car parks. I have observed ongoing issues with the Cambridge police, who often block both sides of the road with their vehicles, as well as parking on the berms. This not only creates a hazard but also forces oncoming traffic to yield unnecessarily. I spoke with an officer today after watching an incident today I asked why she'd parked where she had? I also asked if she was a police officer' she informed she was, she went on to say that only officially marked cars are permitted to park inside their designated police parking area. When I raised the safety concerns regarding their current parking practices, I was told that it was a result from the Waipa District	

Resident or Business	Feedback on Fort St Plan	Other Feedback/Suggestions
	Council, installing bike lanes which had previously allowed for police parking across the road on Victoria Street. Additionally, I want to highlight the significant traffic challenges Fort Street faces particularly during peak hours. From 6:30 AM to 9:20 AM and again from 3:30 PM to 6:30 PM, from those times exiting Fort Street becomes nearly impossible. We often find it more practical to exit from the other end of Fort Street rather than the town end, I certainly would think this would definitely be more practical for St John's as well. Since moving to our new home a month ago, these issues have become increasingly apparent, especially with businesses utilizing both sides of the street for parking. It is frustrating to find that parking outside my own home is virtually impossible. I strongly believe that a viable solution would be for the police to utilise their parking spaces effectively inside their station car parking thereby clearing the street for residents and improving overall safety.	
	2b. I am writing to formally express my strong opposition to the proposed changes on Fort Street, which you have already referred to as "Fort Street improvements." I struggle to understand how the implementation of no stopping yellow lines will enhance emergency service access. It appears more effective to designate a clear area for vehicles, especially since it is already illegal to park within six meters of the end of a road or intersection. From my observations, the only vehicles consistently parked illegally in this area—both on the road and the berms—are civilian vehicles belonging to the Cambridge police, raising concerns about enforcement practices. Moreover, the introduction of no stopping lines is likely to worsen traffic in an already heavily congested area, complicating navigation for emergency vehicles during peak times. It is important to note that emergency vehicles would realistically utilise the lower end of Fort Street as the most viable option given the current traffic conditions.	

Resident or Business	Feedback on Fort St Plan	Other Feedback/Suggestions
	Additionally, formalising or removing parking spaces would reduce valuable parking availability for residents. I am also extremely interested in understanding why these concerns from emergency services have emerged at this time. What circumstances have changed to necessitate such actions? As a homeowner on Fort Street, I question the claim that emergency service drivers are unable to navigate the road in its present condition during normal traffic conditions. Furthermore, I cannot help but question the underlying motives for these proposed changes. Prior to relocating to Fort Street in Cambridge, I managed and ran several safety programs and provided consultation to NZ Transport regarding various projects. I do not perceive any safety issues with the current setup, aside from instances of illegal parking on both sides of the street. What is even more surprising and extremely unusual is that any emergency service would consider exiting from the beginning of Fort Street due to evident traffic congestion at peak traffic times. In my professional opinion, I find the proposed changes to be more dangerous and hazardous, particularly considering the proximity of an early childhood centre and several businesses. These proposed plans would actually increase traffic' especially traffic seeking to use Fort Street as a shortcut to avoid congestion at peak times, creating even more congestion. Who is responsible for these proposed plans? and what consultations have been conducted with safety experts, engineers, and within the council itself?	
	2c. I would like to raise my concerns regarding the proposed changes to Fort Street and their potential impact on traffic safety and accessibility. To my knowledge, there have been no reports from emergency services indicating that their vehicles have been unable to pass through Fort Street due to parked	

Resident or Business	Feedback on Fort St Plan	Other Feedback/Suggestions
	vehicles. If such reports exist, I would appreciate clarification on their frequency and details. Removing parking spaces along Fort Street is likely to create new hazards rather than solve existing issues. By eliminating these spaces, you will inadvertently increase traffic flow and vehicle speeds in both directions, making the road more dangerous for residents and drivers alike. The revised layout appears to encourage higher speeds, effectively turning Fort Street into a high-traffic thoroughfare rather than a residential street. It is concerning that these changes could result in a 30% increase in traffic, further complicating access for emergency vehicles rather than improving it. With two main roads at either end of Fort Street, it is unnecessary—and unwelcome—for our street to become an extension of those high-traffic routes. I urge you to reconsider these plans and ensure that any changes genuinely improve safety rather than compromise it. Thank you for your time and consideration. 2d. Following meeting, we are wanting to inform you that we are happy with the proposed plans. Thank you for the opportunity to meet with neighbours, emergency staff and the council representatives. We felt it was a fair, balanced and productive discussion.	
3.Resident	My husband and myself totally agree with the proposed road markings. Thank you for making our street safer for the residents.	However, we are concerned of potential speed down the street since it will be two lanes. Could a speed limit sign be installed as well as a no thoroughfare sign as finding trucks sometimes a problem.

Resident or Business	Feedback on Fort St Plan	Other Feedback/Suggestions
4.Resident		Consider having parking spaces “off-road” by cutting into grass verges where possible. Redesign entrance to Fort Street to reduce speed of “up hill” travelling traffic turning left into Fort St. Use open grass space by Good Buggers Plumbers for off street car parking. Extend footpath on west side of Fort St. Inclusion of suggested plan below:

Resident or Business	Feedback on Fort St Plan	Other Feedback/Suggestions
		
5. Resident	Please consider this my feedback for the above proposal. After attending the meeting on the 19th March, I'm left wondering where the verifiable evidence is. You "claim" the emergency services are finding it difficult to get out of Fort Street - sometimes. But there is nothing to back up that statement. In addition, St John's can only use Duke St to attend to patients in Leamington so they do have options. They just don't want to exercise them. You "claim" that congestion in Fort St is impeding response times for emergency services. Again, proof it! Once you have done that, then you can provide the data for the response times since the Cambridge Connections plan /pathway was started.	

Resident or Business	Feedback on Fort St Plan	Other Feedback/Suggestions
	Then compare that data to the same period of time before the projects were implemented. Let's see if you are brave enough to face reality. Or will you continue to deflect responsibility onto residents and workers from the cbd? As for the street itself, you won't deal with the parking by nz police (which is solely responsible for the lack of space at the Victoria St end) so Fort Street has been busier than before the station opened. You could fix it simply by applying the same rules to those vehicles as you do to everyone else... But that won't happen. That doesn't allow the narrative to continue. You spoke of the possibility of the town centre getting busier if growth actually occurs - where the hell are those new people going to park? You don't seriously believe that they will be biking or walking everywhere do you? Surely you're not that out of touch with reality? Now for the map - broken yellow lines from each intersection (Duke and Victoria Sts) up as far as the top of each rise is sufficient to ensure that accessing and exiting Fort Street is available for everyone. That's it. Not a single other thing needs to be done or you are going to cause more issues with parking. But you know that too. I would suggest you go back to the drawing board for the entire plan but to be honest, Cambridge would be better off if you took the drawing board back for a refund. Lastly, I oppose your "improvements".	
6. Resident and Bridge Club	Representing both resident of Fort Street and Committee member of the Bridge Club. The broken lines are a good idea as since the police station was built both getting in and out of driveways and also parking have become dangerous at times. The	Bridge Club discussed whether grass section behind the club could be turned into parking as well, it could take 6-8 cars and therefore people don't need to park on the road.

Resident or Business	Feedback on Fort St Plan	Other Feedback/Suggestions
	diagonal parks opposite the Bridge Club, are they going to have painted white lines to show people where to park as I have seen cars parked the opposite way?	Also can the section besides the Plumbing Firm be turned into parking?
7.Resident	I wish to submit primarily regarding the Fort St/Duke St intersection. The entry to Fort St is split by the island. This causes confusion regarding how to enter Fort St from Duke St. When two entering cars converge they are uncertain regarding r-o-w. Our driveway also turns at this point we have had near misses on entry and exit to our driveway due to traffic speed and visibility. I am concerned that the proposed marked parking on the left (exiting from Fort-Duke) will force traffic across/further out onto the road at this point. I suggest that the marked parking at this point is better on the opposite side (ie right when proceeding to Duke St). I support more planned parking, but note the need to keep traffic slow so Fort St isn't a rat run.	
8.Business	With regard to car parking proposal on Fort St. In general I support the proposal to formalise the car parking arrangement, however as I own the Audika hearing building at X Fort St and I would like to make a few comments about the proposal to yellow line in front of the building. The building has only been there for two approx two years, all consented and signed off etc. Part of the design was to have off street parking for tenants, which includes staff and clients. There is no off street parking for the property. The majority of the tenants clients are elderly and I feel it would be much safer and easier for them to park out the front, (as they do now) rather than having to cross the road. So I would request that you have a look at having a designated carpark in front of the 27 Fort St, partly for the reasons outlined above but also with the angle parking in front of 25 Fort St (which I support) the cars stick out so when you drive down the road you have to move over to allow for them, This creates enough space for a park	

Resident or Business	Feedback on Fort St Plan	Other Feedback/Suggestions
	in front of 27 Fort. If you feel you need to maintain road width, you could take one of the parks from across the road. I have attached a picture of this.  A further concern is that the old house at 29 Fort St is currently undergoing major renovations with a separate flat underneath and a separate dwelling above. This I assume will generate at least 4 car parking units required, It only has two off street, stacked carparks, so I would also ask that you look at putting two carparks in front of their building otherwise I think they will want to park in front of my building, so in turn putting pressure on our tenant parking needs. Also I only knew about this from the tenants contacting me with their concerns, and then I found out about the public meeting after getting the details after ringing the council, I only received the letter on 26/3/2025.	

Resident or Business	Feedback on Fort St Plan	Other Feedback/Suggestions
9.Resident	• Concept plans meet my approval. • I spoke to Community Constable about the Police parking on kerb outside Police Station on Fort St. They have stopped parking there and it has made it so much safer to exit driveways, turning safely onto Fort St from Victoria St and easier for ambulance to respond.	• Realignment of some kerbing could also create extra parking. • For future parking I believe the Council could remove the grass area next to Good Buggars and metal area for extra parking. • Long-term the land Good Buggars occupies could be better utilised for parking.
10.Property owner	Since taking over ownership of X Fort street late 2024 we absolutely understand the need for enhancing the parking on this busy (and great) street. With the increase in commercial activity no doubt there will only be more vehicles in the future. We purchased X Fort St with the intention to resurrect it up to Cambridge standard for both residential and commercial tenancies. The property had previously been over tenanted to cramped seasonal workers and without healthy homes standard approval. The renovation is costing around \$xxxxx, raising the property standard to above minimum for comfortable and respectable tenants. These improvements have been approved through Waipa council and will result in five bedrooms and two separate living and kitchens between the two levels. The property absolutely requires street parking for tenants and visitors next to the property, and the existing off street parking was factored in to the viability of the property and project when we purchased it. On the proposed plan we see that the off street parking for X Fort St has been removed which will be detrimental to both the property, the neighbours and the street. We therefore have a win-win suggestion to mitigate the issue and provide more future proofing for increased traffic.	

Resident or Business	Feedback on Fort St Plan	Other Feedback/Suggestions
	There is sufficient space for angled parking in front of X Fort St for at least three cars, similar to the neighbouring properties to the south. We are open to the angled parking being extended north in front of X Fort St, enabling cars to be tidily and safely parked on the suitable side of the road and enabling the road space to be kept open for two lanes emergency services. While this will remove some of the nice grass berm in front of the property, we see this as a reasonable compromise to the traffic safety issue. Please see drawing below to further clarify the suggested solution. We hope to hear from you soon as we are nearing the end of the project and are planning landscaping to enhance the aesthetics of the front of the property and would like to tie this in with the council plans. 	
11.Cambridge Chamber of Commerce	St Johns enabled a great session for consultation. It was great to see businesses affected empathetic to Emergency service needs and not contest the removal of carparks and parking changes, I would like to suggest that Council dig deeper looking for solutions. I believe the Bridge Club which assumably sits on a salt and pepper rent should look to be relocated as part of the Property Strategy in progress. This is the biggest “issue” in the street and relocation would lend itself to longer term benefit.	

Resident or Business	Feedback on Fort St Plan	Other Feedback/Suggestions
	Additionally, the Hall in Milicich Place has a number of valuable carpark assets which are not best utilised. I believe that you should consider freeing these up to public spaces during the day.	
12.Resident	Thank you for the opportunity to provide feedback on the proposed changes to parking in Fort Street, Cambridge. We apologise for this submission being slightly late and hope it will be included, we have been away travelling for work and could not find the consultation online to submit while we were away. We live at Fort Street, having moved to Cambridge town centre after living rurally for many years. We are in support of the proposed changes to make parking more formalised to allow better and safer access for emergency vehicles as well as residents in general. With high levels of vehicles using street parking, it does make visibility exiting driveways challenging and a safety issue.	
13.Resident	I am writing to provide feedback on the proposed changes to parking on Fort Street. As a resident directly affected by these changes, I have concerns about the impact they will have on our household and the wider community. The introduction of yellow lines outside our property will remove our ability to park in front of our home, forcing us to park across the road where parking is already in high demand. Currently, we have three vehicles parked on the street, one of which is placed in front of our trailer and jet skis as a security measure. With limited parking, residents will be competing for spaces, increasing the risk of theft and making it more difficult for households to park near their homes.	

Resident or Business	Feedback on Fort St Plan	Other Feedback/Suggestions
	While I understand that the proposal aims to improve access for emergency services, I would like to request further information to support this decision, specifically: - Any data or reports detailing instances where ambulances have been obstructed on Fort Street due to parked vehicles. - Any traffic assessments or studies conducted to evaluate the extent of the issue and whether alternative solutions were considered. It is also important to acknowledge that much of the street parking is occupied by non-residents, including workers from nearby businesses such as the police station. If congestion is the main concern, it may be more effective to explore targeted solutions rather than permanently removing parking spaces that residents rely on. I appreciate the opportunity to provide feedback and look forward to your response. Please let me know if further consultation will take place before final decisions are made.	
14.Resident		My concern is outside my gate there are two huge trees. Can you get your arborist to clear the dead branches and top them they were done about 4 years ago. The branches can end up on the road and are a danger to motorists and other folk on bikes etc. Thank you.
15.Cambridge Community Board	Cambridge Community Board resolution (19 March Cambridge Community Board) meeting: That the Cambridge Community Board:	

Resident or Business	Feedback on Fort St Plan	Other Feedback/Suggestions
	a) Receive the report of Transportation Planner titled: Fort Street - consultation on proposed changes to improve access for emergency services & ECM Number: 11407994. b) Supports the changes proposed to Fort Street in the staff report, but highlights the following concerns: 1. Reduction in all day parking, 2. Need to continue to investigate alternative all day parking options in the CBD, 3. Making sure all residents are informed, including extending targeted consultation into neighbouring streets (ensuring this includes the area outside Plunket)	

APPENDIX 3

Fort Street – Recommended plan following consultation (*document number: 11443265*)





To: The Chairperson and Members of the Service Delivery Committee
From: Transportation Safety Officer
Subject: **New Zealand National Fieldays – Request Approval for Temporary Road Closures**
Meeting Date: **21 May 2025**

1 PURPOSE - TAKE

The purpose of this report is to seek approval to temporarily close public roads for the New Zealand National Fieldays.

2 EXECUTIVE SUMMARY – WHAKARĀPOPOTOTANGA MATUA

The New Zealand National Fieldays Society has applied to temporarily close the following roads to ordinary vehicular traffic for the NZ National Fieldays event to be held at Mystery Creek Events Centre on **Wednesday 11 June to Saturday 14 June 2025**.

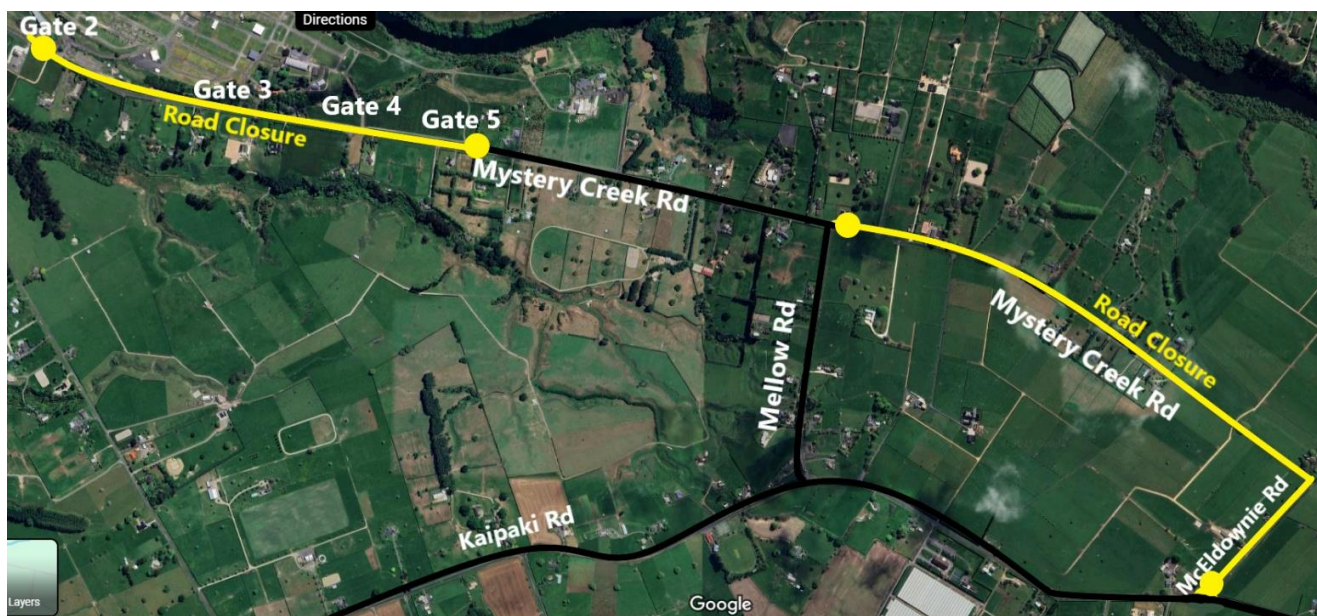


Figure 1: Proposed road closures for the NZ National Fieldays

3 RECOMMENDATION – TŪTOHU Ā-KAIMAHI

That the Service Delivery Committee

- a) *Receives the report of Marion Fleming, Transportation Safety Officer, titled New Zealand National Fieldays – Request for Temporary Road Closures (document number 11426655);*
- b) *Approves the temporary closure of the following roads for the NZ National Fieldays event on:*

Wednesday 11 June to Saturday 14 June 2025 between the following times:

5:45am to 11am and 1pm to 8pm

- ***McEldownie Road – whole road***
- ***Mystery Creek Road – between Mellow Road and McEldownie Road***
- ***Mystery Creek Road – between Gate 2 and Gate 5 of Mystery Creek Events Centre***

in accordance with Sections 319(1)(h) and 342, and clause 11(e) of Schedule 10 of the Local Government Act 1974;

- c) *Authorises public notification of the approved road closure before the event, as required by the Local Government Act 1974.*

4 BACKGROUND – KŌRERO WHAIMĀRAMA

The New Zealand National Fieldays Society has submitted an application to temporarily close the following roads to vehicular traffic, to enable the NZ National Fieldays event, which is an annual event, **on Wednesday 11 to Saturday 14 June 2025:**

Mystery Creek Road and McEldownie Road (as shown in Figure 1).

The proposed closures were advertised publicly in the Te Awamutu News and Cambridge News on Thursday 17 April 2025. Objections by affected parties were invited, closing at 4.00pm on Friday 2 May 2025. No objections were received.

The event organiser will undertake a letter drop to all affected property/business owners as part of their consultation requirements and they must include a copy of the notification published in the local newspaper of the proposed road closures.

Police, NZ Transport Agency Waka Kotahi and emergency services were consulted with on the proposed road closures and have not raised any concerns. Police and other emergency services will have priority access to all areas during the road closures.

Council Officers have reviewed the application for temporary road closures and are satisfied it meets the criteria set out in the Local Government Act 1974 and the Code of Practice for Temporary Traffic Management.

If the road closures are approved for this event, they are not likely to impede traffic unreasonably. No problems or unreasonable inconvenience to traffic were reported to Council from previous events.

5 SIGNIFICANCE & ENGAGEMENT

Staff have considered the key considerations under the Significance and Engagement Policy, in particular sections 7 and 8 and have assessed that the matter in this report has a low level of significance. As stated, this proposed closure has been publicly notified, and no objections have been received.

6 OPTIONS – NGĀ KŌWHIRINGA

Option	Advantages	Disadvantages
Option 1: Defer consideration of the application		Potential cancellation of the event if there is insufficient time to undertake further work on the application and bring it back before the Committee
Option 2: Approve the application	- Community benefits of the event going ahead - Safety benefits of separating participants and traffic during the event	Minor inconvenience to residents and other road users
Option 3: Decline the application.	No disruption or inconvenience to residents and other road users	- Adverse impacts on event organisers and participants if the event is unable to go ahead - Road safety risks if the event goes ahead without road closures

The recommended option is Option 2. The reasons for this are:

- A road closure will help ensure the safety of event staff and participants and the general public.
- Staff have not identified any issues with the application and the event, and its closures have not previously caused any known problems or unreasonable inconvenience.

7 OTHER CONSIDERATIONS – HEI WHAIWHAKAARO

Council's Vision and Strategic Priorities

Council's vision is: Waipā Home of Champions – Building Connected Communities. Events like this connect people and contribute to Waipā being a great place to live, work, play and invest. Supporting these types of events supports the work done by the community groups who organise them and contributes to a high quality of life by encouraging community vibrancy.

Legal and Policy Considerations – Whaiwhakaaro ā-Ture

Staff confirm that Option 2 – approve the application – complies with Council's legal and policy requirements.

Local Government Act 1974 and 2002

Council's powers to temporarily close roads are set out in Section 319(1)(h), Section 342, and Schedule 10 (clause 11) of the Local Government Act 1974. Under the Local Government Act 2002, Waipā District Council has delegated powers to the Committee to approve temporary road closures, where legislative requirements are met.

The legal implications of Option 2 and how these have been addressed are noted below:

Under section 11A of Schedule 10 of the Act, Council must:

- give public notice of its intention to consider closing any road or part of a road under [clause 11\(e\)](#); and
- give public notice of any decision to close any road or part of a road under that provision.

The Act defines a 'public notice' as a notice published in a newspaper circulating generally in the district to which the subject matter of the notice relates.

The first of these obligations has been met by publication of a notice outlining the proposed road closures published in the Te Awamutu News and Cambridge News on Thursday 17 April 2025.

If the closures are approved, the second obligation will be met by publication of the approved closure in the Te Awamutu News and Cambridge News on Thursday 29 May 2025.

All notices will also be published on the Council's website.

Financial Considerations – Whaiwhakaaro ā-Pūtea

The following are the approximate costs to review and publish the road closures, which are recovered by invoicing the event organiser the costs, and therefore will not have an impact on rates:

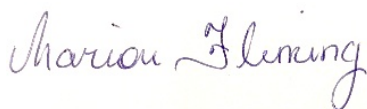
- \$320 (GST inclusive), to publish two public notices
- \$320 (GST inclusive), to review associated documents and traffic management plan

Risks - Tūraru

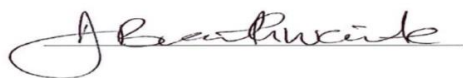
There are no known significant risks associated with the decisions required for this matter.

8 NEXT ACTIONS

Action	Responsibility	By When
Inform organiser their application has been approved	Events team	Within five working days
Work with organisers to approve a compliant Traffic Management Plan	Transportation team	Before the event date
Publicly notify the approved temporary road closure in the Te Awamutu News and Cambridge News	Transportation team	Thursday 29 May 2025



Marion Fleming

TRANSPORTATION SAFETY OFFICER


Jennifer Braithwaite

OPERATIONS TEAM LEADER – TRANSPORTATION


Dawn Inglis

GROUP MANAGER SERVICE DELIVERY

COMMITTEE REPORT



To: The Chairperson and Members of the Service Delivery Committee
From: Operations Team Leader – Transportation
Subject: **290128 Urban and CBD Street Cleaning Services – Contract Renewal**
Meeting Date: 21 May 2025

1 PURPOSE - TAKE

The purpose of this report is to seek approval to extend the current Urban and CBD Street Cleaning Services contract with Eco Maintenance Limited, for the final one-year extension from 1 July 2025 to the contract end on 30 June 2026.

2 EXECUTIVE SUMMARY – WHAKARĀPOPOTOTANGA MATUA

This contract is for the urban and CBD street cleaning, litter bin collection, maintenance of street furniture and seasonal leaf pick up.

This contract was for an initial period of three years from 1 July 2021 to 30 June 2024, with the option of two extensions of 12 months each, with the contract ending on 30 June 2026. The first one-year extension was granted last year.

Eco Maintenance Limited has delivered on contract outcomes to a good standard. Contract costs are as expected with some cost variations for additional litter bin servicing, additional street sweeping due to adverse weather events or spillages. There have been significant cost fluctuations of \$338,308 due to high inflation over the previous three years and nine months.

Staff are satisfied with the performance of Eco Maintenance Limited and recommend that the 290128 Urban and CBD Street Cleaning Services contract be extended for a final 12-month period from 1 July 2025 to 30 June 2026.

The contractor has confirmed they wish to continue for the final 12-month period under the current contract terms and conditions.

The current approved contract sum is **\$2,767,407.00**. The estimated contract expenditure for the remainder of the financial year and the 12-month extension from 1 July 2025 to 30 June 2026 will require an increase in the contract sum to **\$3,546,000.00**, excluding GST.

3 RECOMMENDATION – TŪTOHU Ā-KAIMAHI

That the Service Delivery Committee

- a) *Receives the report of Jennifer Braithwaite, Operations Team Leader – Transportation, titled 290128 Urban and CBD Street Cleaning Services - Contract Renewal (document number 11435033);*
- b) **APPROVES** *the extension of 290128 Urban and CBD Street Cleaning Services Contract for a final 12-month period from 1 July 2025 to 30 June 2026;*
- c) **APPROVES** *an increase to the contract sum for 290128 Urban and CBD Street Cleaning Services Contract, from TWO MILLION, SEVEN HUNDRED AND SIXTY SEVEN THOUSAND, FOUR HUNDRED AND SEVEN DOLLARS (\$2,767,407.00), excluding GST, to THREE MILLION, FIVE HUNDRED AND FORTY SIX THOUSAND DOLLARS (\$3,546,000.00), excluding GST.*

4 BACKGROUND – KŌRERO WHAIMĀRAMA

Contractor's Performance

Eco Maintenance Limited's response times, reporting, communication, attendance to customer enquiries, quality of work and management of workplace safety is generally very good, and their staff are friendly and co-operative, resulting in a good working relationship between contractor and council staff. The seasonal leaf fall collections have been well managed with adequate resources allocated.

Goals Achieved

Eco Maintenance Limited has met expectations in maintaining the cleanliness of the urban streets and CBD areas including keeping catchpits clear of detritus. They have responded well to cleaning leaf and debris due to weather events and agreed to do additional litter bin collections when required, including weekends. They have consistently supplied the machinery and labour to deliver the contract works, and employ several staff who reside in Waipā, meeting their local contribution commitments.

5 SIGNIFICANCE & ENGAGEMENT – KAUPAPA WHAI MANA ME NGĀ MATAPAKINGA

Staff have considered the key considerations under the Significance and Engagement Policy, in particular sections 7 and 8 and have assessed that the matter in this report has a low level of significance on the basis that a contract extension was expected with adequate performance, and costs fall within planned budgets.

6 OPTIONS – NGĀ KŌWHIRINGA

Option	Advantages	Disadvantages
Option 1: Decline the 12 month contract extension	Nil	- Contract will need to be re-tendered. - Undue pressure on staff resources undertaking tendering process. - Risk of new tender prices being higher than budgets.
Option 2: Approve the 12 month contract extension	Contract continues with the incumbent contractor under the current contract terms and conditions.	Nil

The recommended option is Option 2. The reason for this is the current contractor is performing well and provides value for money in achieving operational outcomes within budgets.

7 OTHER CONSIDERATIONS – HEI WHAIWHAKAARO

Council's Vision and Strategic Priorities

This contract continues to provide an essential service to the community as provided for in the Transportation Activity Management Plan and delivers on the ongoing cleanliness of the urban streets, CBD areas and in keeping the drainage facilities clear of detritus to avoid any potential flooding issues.

Legal and Policy Considerations – Whaiwhakaaro ā-Ture

Staff confirm that the recommended Option 2 complies with Council's legal and policy requirements.

The November 2024 Transportation Procurement Strategy which was subsequently endorsed by NZ Transport Agency noted the decision to retain street cleaning as a stand-alone contract scheduled to run up to five years. The supply and operation of specialist sweeper and vacuum suction trucks and the 51% subsidy available for part of the works when tendered, makes contracting these services most efficient for Council and ratepayers.

Financial Considerations – Whaiwhakaaro ā-Pūtea

Funding

The original three-year contract sum had a contingency of \$195,000 for cost fluctuation adjustments and variations, and provisional sums of \$76,390 for additional services. After three years and nine months cost fluctuations account for \$338,308 and additional services and variations account for \$251,150.00 of the total expenditure.

The expected cost for the 12-month contract extension is \$826,000, which is budgeted for in the draft 2025-34 Long Term Plan, with allowance for expected cost fluctuations payable under the contract. Part of this work receives NZTA subsidy at 51%, providing funding of approximately \$120,000 each year for this activity. With the increase in new cycle paths in Cambridge and Te Awamutu, more routine sweeping and cleaning will be required and this has been allowed for in the contract budget.

Financial Status	Cost
Current approved contract sum	\$2,767,407.00
Estimated Contract Expenditure at 30 June 2025 (A)	\$2,720,000.00
Estimated Costs for 12-month extension (B)	\$826,000.00
New Contract Sum to 30 June 2026 (A+B)	\$3,546,000.00

Budget from draft LTP for period 1 July 2025 to 30 June 2026		
Project Code	Description	Budget allocated to contract
213006	Litter Bins Collection and Maintenance	\$199,361
4006	Street cleaning 30% of total receives subsidy	\$316,296
3095	CBD Amenity Street cleaning	\$51,750
3142	Urban Street Cleaning	\$41,400
4013	Litter (Part of \$258,750 budget only)	\$60,000
4005	General Routine Drainage Maintenance (Part of \$465,750 budget only)	\$50,000
3004	Street Furniture (part of \$12,420 budget only)	\$6,000
3011	Carpark Maintenance (Part of \$51,570 budget only)	\$20,000
3009	Leaf Clearance	\$82,800
4193	Cycleway Maintenance (Part of \$125,134 budget only)	\$30,000
	Total Sum	\$857,607

Risks - Tūraru

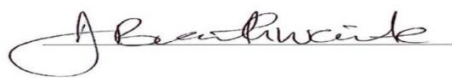
There are no significant risks associated with the decisions required for this matter. There is a minor risk that inflation or debris removal after storm events could push contract costs higher in the remaining 12-month period than provided for in the draft Long Term Plan budgets. To manage the risk, essential work will be prioritised to stay within the available budgets.

Iwi and Mana Whenua Considerations - Whaiwhakaaro ki ngā Iwi me ngā Mana Whenua

This contract extension will have no impact on the interest, values or aspirations of local Iwi or Mana Whenua.

8 NEXT ACTIONS

Action	Responsibility	By When
Complete all contract management procedures for the 12-month extension	Operations Team Leader	31 May 2025



Jennifer Braithwaite

OPERATIONS TEAM LEADER – TRANSPORTATION



Reviewed by Bryan Hudson

MANAGER TRANSPORTATION



Approved by Dawn Inglis

GROUP MANAGER SERVICE DELIVERY

COMMITTEE REPORT



To: The Chairperson and Members of the Service Delivery Committee
From: Group Manager Service Delivery
Subject: **CONTRACTS SIGNED UNDER DELEGATED AUTHORITY**
Meeting Date: 21 May 2025

1 PURPOSE - TAKE

The purpose of this report is to inform the Service Delivery Committee of recent contracts signed under delegated authority.

2 EXECUTIVE SUMMARY – WHAKARĀPOPOTOTANGA MATUA

Council policy and delegated authority provides for tender and contract documents to be signed by Council staff on behalf of Council, subject to financial limits.

The Group Manager Customer and Community Services has authority to approve either capital or operational expenditure and to authorise the commencement of authorised works/services, including for any multi-year contracts, which have been budgeted for in Council's Long Term Plan and/or Annual Plan up to a total value or total project value of **TWO HUNDRED AND FIFTY THOUSAND DOLLARS (\$250,000)** excluding GST.

The Group Manager Service Delivery has authority to approve either capital or operational expenditure and to authorise the commencement of authorised works/services, including for any multi-year contracts, which have been budgeted for in Council's Long Term Plan and/or Annual Plan up to a total value or total project value of **FIVE HUNDRED THOUSAND DOLLARS (\$500,000)** excluding GST.

The Chief Executive has authority to approve either capital or operational expenditure and to authorise the commencement of authorised works/services, including for any multi-year contracts, which have been budgeted for in Council's Long Term Plan and/or Annual Plan up to a total value or total project value of **TWO MILLION DOLLARS (\$2,000,000)** excluding GST.

It is confirmed that the contracts listed in Appendix 1 have been signed on the basis that there are budgeted funds for the 2024/25 year, and that approval is consistent with the delegation of authority.

3 RECOMMENDATION – TŪTOHU Ā-KAIMAHI

That the Service Delivery Committee receives the report of Dawn Inglis, Group Manager Service Delivery, titled Contracts Signed under Delegated Authority (document number 11436140).

4 APPENDIX – ĀPITITANGA

No:	Appendix Title
1	Contracts Signed Under Delegated Authority



Dawn Inglis
GROUP MANAGER SERVICE DELIVERY

APPENDIX 1

Contracts Signed Under Delegated Authority

Monthly Schedule of Service Delivery and Community Services Contracts Awarded:

Contract No.	Contract Name	Contract Awarded to:	Date Contract Awarded	Activity Type	Accepted Tender Sum	Approved Contract Sum	Difference between Sums
291386	Hallys Lane Toilet Renewal	Permacrete Limited (T/A Permaloo)	12/02/2025	Project Delivery	\$220,177.00	\$247,699.00	Contingency
291368	Cemetery Access Improvements	Civil Construction Services Limited	26/03/2025	Project Delivery	\$850,416.75	\$965,416.75	Contingency

Contract No.	Contract Name	Contract Awarded to:	Date of Increase to Approved Contract Sum	Activity Type	Prior Approved Contract Sum	New Approved Contract Sum	Difference between Sums
290010	Street Lighting Maintenance	McKay Limited	22/04/2025	Transportation	\$1,248,700.69	\$1,698,355.00	Contract Renewal
291171	Jay EL Ltd T11 IWA	Jay El Limited	16/04/2025	Growth	\$1,881,692.00	\$1,914,680.00	Contract Increase

COMMITTEE AGENDA



To: The Chairperson and Members of the Service Delivery Committee
From: Governance
Subject: **RESOLUTION TO EXCLUDE THE PUBLIC**
Meeting Date: 21 May 2025

1 EXECUTIVE SUMMARY – WHAKARĀPOPOTOTANGA MATUA

A local Authority may, by resolution, exclude the public from the whole or any part of the proceedings of any meeting under section 48(1) of the Local Government Official Information and Meetings Act 1987.

2 RECOMMENDATION – TŪTOHU Ā-KAIMAHI

THAT the public be excluded from the following parts of the proceedings of this meeting.

The general subject of the 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:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
12. 291385 Play Space Renewal and Development – Contract Award 13. 290091 C2 and C3 Cambridge Road Intersection and Corridor Upgrade – Increase to Approved Contract Sum	Good reason to withhold exists under section 7 Local Government Official Information and Meetings Act 1987	Section 48(1)(a)

This resolution is 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 Sections 6, 7 or 9 of the Official Information Act 1982, as the case may be, which would be prejudiced by the holding of the whole or relevant part of the proceedings of the meeting in public, are as follows:

Item No.	Section	Interest
12,13	7(2)(i)	<i>To carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)</i>