



# AGENDA

## Community Development Committee Meeting Tuesday, 11 June 2019

**Date** Tuesday, 11 June 2019

**Time** Following the Infrastructure Committee

**Location** Council Chamber  
District Council Building  
King George Place  
Timaru

**File Reference** 1255376

## Timaru District Council

**Notice is hereby given that a meeting of the Community Development Committee will be held in the Council Chamber, District Council Building, King George Place, Timaru, on Tuesday 11 June 2019, at the conclusion of the Infrastructure Committee meeting.**

### **Community Development Committee Members**

Clrs Steve Wills (Chairperson) , Nigel Bowen (Deputy Chairperson) , David Jack, Peter Burt, Andrea Leslie, Paddy O'Reilly, Sally Parker, Kerry Stevens, Richard Lyon and the Mayor Damon Odey

Quorum – no less than 6 members

### **Local Authorities (Members' Interests) Act 1968**

Committee members are reminded that if you have a pecuniary interest in any item on the agenda, then you must declare this interest and refrain from discussing or voting on this item, and are advised to withdraw from the meeting table.

Sharon Taylor  
**Group Manager Community Services**

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- 1 Apologies – Cllr Andrea Leslie and Cllr Sally Parker**
- 2 Identification of Items of Urgent Business**
- 3 Identification of Matters of a Minor Nature**
- 4 Declaration of Conflicts of Interest**
- 5 Chairperson’s Report**

## **6 Confirmation of Minutes**

### **6.1 Confirmation of Minutes**

**Author:** Colleen Te Au, Executive Assistant, Community Services

**Authoriser:** Sharon Taylor, Group Manager Community Services

#### **Recommendation**

That the minutes of the meeting of 30 April 2019, excluding the public excluded items, be confirmed.

#### **Purpose of Report**

- 1 To present the minutes of the Community Development Committee Meeting held on 30 April 2019 for confirmation.

#### **Attachments**

1. **Community Development Committee minutes 30/04/2019**  

## Timaru District Council

**Minutes of a Meeting of the Community Development Committee held in the Council Chamber, District Council Building, King George Place, Timaru on 30 April 2019 at 9.50am.**

- Present** Clrs Steve Wills (Chairperson), Nigel Bowen, Peter Burt, Andrea Leslie, Richard Lyon, Paddy O'Reilly, Sally Parker, Kerry Stevens and the Mayor (by phone link)
- Apologies** Apologies were received from Clr David Jack and Wayne O'Donnell (Geraldine Community Board)
- In Attendance** **Caroline Bay Bike Park Committee Representatives**  
Bruce Fraser, Bill Baillie, Bryan Prestidge  
Noeline Clarke – Temuka Community Board (for public part of meeting)  
Bernie Wilson – Pleasant Point Community Board (for public part of meeting)  
Te Wera King – Mana Whenua representative (for public part of meeting)  
Chief Executive (Bede Carran), Parks and Recreation Manager (Bill Steans) and Council Secretary (Joanne Brownie)
- 1. Declaration of Conflicts of Interest**  
There were no conflicts of interest declared.
  - 2. Chairperson's Report**  
The Chairperson reported on meetings he had attended and duties he had carried out since the last Committee meeting including the Local Arts Scheme Committee, Youth Initiatives Subcommittee, allocation of grants under delegated authority, Timaru Boys High School Anzac commemoration, Anzac services, consultation with the Chief Executive and discussion with Council officers.  

Proposed Clr Wills  
Seconded Clr Bowen

"That the Chairperson's report be received and noted."  
Motion carried
  - 3. Confirmation of Minutes Community Development Committee Meeting - 12 March 2019**  

Proposed Clr O'Reilly  
Seconded Clr Parker

“That the minutes of a meeting of the Community Development Committee held on 12 March 2019, excluding the public excluded items, be confirmed as a true and correct record.”

Motion carried

4. **Highfield Golf Course Lease Variation**

The Committee considered a report by the Parks and Recreation Manager on a request to reduce the area of land the Timaru Town and Country Club leases from the Timaru District Council.

Committee members queried whether the land to be handed back to the Council is suitable for Council to develop into other uses for the benefit of the wider community.

The Parks and Recreation Manager confirmed that the proposal aligns with Council’s current forward planning for the land and would allow consideration of development of such alternative uses as a driving range, biking and walking tracks and stormwater attenuation.

The Committee agreed that if there are benefits to the wider community, it would be appropriate to fund the maintenance of the additional land from the general rate.

a Proposed Clr Wills  
Seconded Clr Parker

“That the proposal to reduce the area leased to the Timaru Town and Country Club for the Highfield Golf Course be approved.”

Motion carried

b Proposed Clr Wills  
Seconded Clr Stevens

“That the matter be referred to the Policy and Development Committee for consideration of a funding increase of \$53,000pa GST exclusive in the Parks Maintenance budget, funded from the general rate.”

Motion carried

5. **Community Awards Policy Review**

The Committee considered a proposal to amend the Community Awards Policy.

Proposed the Mayor  
Seconded Clr O’Reilly

“That the following amendments be made to the Community Awards policy –



Clause 2 – Background. Community Awards may be bestowed annually, biennially or triennially depending on the quantity of nominations. This will be determined by the Community Awards Selection Panel.

Clause 3.4.2 – Nomination Process. Nominations are called for on an annual basis, via print and online media but also proactively sought by staff in the Mayoral support team. Existing mailing lists of stakeholders are held on Timaru District Council information systems.

Clause 4.5 - Community Awards Ceremony. An Awards Ceremony shall be held to present the awards. This may be incorporated with a Hall of Fame or Citizenship Ceremony depending on the number of recipients. If a ceremony is to be held independent of any other presentation, it may be held over for a subsequent year if the number of nominations is low. All decisions relating to the Awards Ceremony shall be made by the Community Awards Selection Panel.

Clause 5.3 – Revision History. Change of Policy Owner from ‘Customer Services Manager’ to ‘Mayor Support Team’ recognising Community Awards deemed to be Mayoral Community Celebration.”

Motion carried

6. **Funding Correspondence Received**

The Committee received letters of thanks from a number of recipients of Council funding and also received the Asian Roller Skating championships Team Leader’s report.

Proposed Clr Parker  
Seconded Clr Bowen

“That the correspondence be received and noted.”

Motion carried

7. **Funding Applications Considered Under Delegated Authority**

The Committee noted the funding applications considered under delegated authority.

Proposed Clr O’Reilly  
Seconded Clr Stevens

“That the information be received and noted.”

Motion carried

8. **Receipt of Local Arts Scheme Subcommittee Minutes**

Proposed Clr Leslie  
Seconded Clr O’Reilly

“That the minutes of a meeting of the Local Arts Scheme Subcommittee held on 14 March 2019, be received.”

Motion carried

9. **Receipt of Youth Initiatives Subcommittee Minutes**

Proposed Clr Parker

Seconded the Mayor

“That the minutes of a meeting of the Youth Initiatives Subcommittee held on 20 March 2019 be received.”

Motion carried

10. **Receipt of Safer Communities Committee Minutes and Relevant Reports**

Proposed Clr Burt

Seconded Clr Stevens

“That the Safer Communities Committee minutes and reports be received and noted, and the exceptional work of the Safer Communities team in the community be acknowledged.

Motion carried

11. **Exclusion of the Public**

Proposed Clr Parker

Seconded Clr Bowen

- a “That the Committee resolves to exclude the public on the grounds contained in Section 48(1) of the Local Government Official Information and Meetings Act:

<p><b>Caroline Bay Bike Skills Park Proposal</b> 7(2)(b)(ii)</p>	<p>Section 7(2)(b)(ii) The withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information,</p>	<p>Commercial sensitivity</p>
<p><b>Confirmation of Minutes:</b> • <b>Receipt of Museum Collection Subcommittee Minutes - Items For Deaccession</b> Section 7(2)(a)</p>	<p>Section 7(2)(a) The withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons.</p>	<p>To protect a person’s privacy</p>
<p><b>Receipt of Youth Initiatives Subcommittee Minutes:</b> • <b>Youth Representatives</b> Section 7(2)(a)</p>		

<b>Donations and Loans Subcommittee Recommendations</b> Section 7(2)(f)(i) Section 7(2)(a)	Section 7(2)(f)(i) The withholding of the information is necessary to maintain the effective conduct of public affairs through the free and frank expression of opinions by or between or to members or officers or employees of any local authority, or any persons to whom section 2(5) of this Act applies, in the course of their duty.	To allow free and frank expression of opinions
	Section 7(2)(a) The withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons,	To protect a person's privacy

- b That representatives of the Caroline Bay Bike Park Committee be permitted to remain for a portion of the Caroline Bay Bike Skills Park Proposal discussion due to their particular knowledge on the project, which will be helpful to the Committee's deliberations.
- c That after considering the Donations and Loans Recommendations, the decisions on the recommendations be made public, with confidential financial data redacted."

Motion carried

## 12. Readmittance of the Public

Proposed Clr Stevens

Seconded Clr Parker

"That the public be readmitted to the meeting."

Motion carried

## 13. Confirmation of Donations and Loans Decisions

The following Donations and Loans decisions, made with the public excluded, were confirmed:

1. **Heart Kids South Canterbury - \$5,000**  
Towards costs to hold the Jingle Bell Ball fundraiser, Saturday 23 November 2019.

2. **Timaru Squash Rackets Club Inc - \$8,000**  
Towards costs to host the Trans-Tasman Test Series, Squash New Zealand Master Championships and Squash New Zealand Inter District Team Championships, Monday 14 to Tuesday 22 October 2019.
3. **Royal New Zealand Plunket Trust - \$3,000**  
Towards annual operating expenses of the Timaru Plunket Family Centre, 3 Dee Street, Timaru.
4. **The Blind Foundation - \$2,000**  
Towards annual office rent at Community House, Strathallan Street, Timaru.
5. **Volunteering Mid and South Canterbury - \$5,000**  
Towards annual office rent at Community House, Strathallan Street, Timaru.
6. **Cholmondeley Children's Centre Inc - \$1,000**  
Towards annual cost to give respite care for children from the Timaru District.
7. **Victim Support South Canterbury - \$1,900**  
Towards operating expenses of the Volunteer Programme in South Canterbury.
8. **Woodbury School Board of Trustees - \$8,000 Substantial Donation**  
To provide a community bike track and community area, and upgrade the pool filtration system to open it to the public.
9. **Timaru Squash Rackets Club Inc - \$15,000 Substantial Donation and \$45,000 Sport and Recreation Loan**  
Towards costs to renovate the men's changing rooms incorporating disabled toilets and a drug testing facility at the Timaru Squash Rackets Clubrooms, Brunswick Street, Timaru.
10. **South Canterbury Car Club - \$15,000 Substantial Donation**  
Towards resurfacing 3715m<sup>2</sup> section of the race circuit at Levels Raceway.
11. **The Victoria Trust - \$15,000 Substantial Donation and \$70,000 Community Development Loan**  
Towards costs to rebuild a property at Princes Street, Timaru into 3 accommodation units.
12. **Fraser Park Community Trust – \$500,000 Sport and Recreation Loan**  
Towards costs to redevelop the Alpine Energy Stadium, Church Street, Timaru, into a multisport complex subject to the condition that the loan not be uplifted until confirmation is received that the project will proceed.

The meeting concluded at 10.55am.

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Chairperson

## 7 Reports

### 7.1 Geraldine Community Board Recommendation - Geraldine Domain Sponsorship Signage

**Author:** Bill Steans, Parks & Recreation Manager

**Authoriser:** Sharon Taylor, Group Manager Community Services

#### Recommendation

That an amendment is made to the Geraldine Domain Management Plan's Advertising Policy Implementation clause to read:

(b) Permanent Signs may be located on approved screened or enclosed grounds; or buildings only, providing:

(iii) that advertising on vertical signs, measuring a maximum of 2.4 metres high by 1.2 metres wide, is not visible with the naked eye from neighbouring properties.

With existing clauses (iii) and (iv) subsequently be renumbered (iv) and (v).

That the management plans for the Pleasant Point Domain, Temuka Domain and Aorangi Park be reviewed and reported on.

#### Purpose of Report

- 1 This report is prepared to consider a recommendation from the Geraldine Community Board to review criteria for permanent sponsorship signs at the Geraldine Domain.

#### Assessment of Significance

- 2 This matter is not deemed significant under the Council's Significance and Engagement Policy.

#### Background

- 3 The Geraldine Combined Sports Association is about to embark on fundraising for facility upgrades at the Geraldine Domain and wish to sell advertising space on 10 vertical blade signs to be located at the Geraldine Domain.
- 4 A report was considered by the Geraldine Community Board at its meeting on 22 May 2019 to consider the request and the impact on the Domain users', adjoining properties and the Geraldine Domain Management Plan, (report attached – Appendix A).
- 5 The Advertising Policy in the Geraldine Domain Management Plan restricts the height of some advertising signs to 1.2 metres above the ground, (extract from Geraldine Domain Management Plan included as appendix 1 in the attached report - Appendix A).
- 6 The Geraldine Community Board resolved:  
"That the Geraldine Community Board recommends to the Community Development Committee that the Geraldine Domain Management Plan Advertising Policy Implementation section (b)(ii) be amended to require signs to be inward facing, and to accommodate signs that are no higher than 2.4 metres above the ground.  
That if this is approved, other Management Plans applying to Sport and Recreation Parks be amended to allow for higher vertical, inward facing signs of this nature."

**Discussion**

- 7 Following the Geraldine Community Board meeting it was noted that restrictions should also be included on the width of advertising signage and where signs could be placed within the Geraldine Domain, taking into account the visual impact on neighbouring properties.
- 8 It was also noted that the other management plans referred to in the Geraldine Community Boards' recommendation pertain to the Pleasant Point Domain, Temuka Domain and Aorangi Park which are not under the Board's jurisdiction, therefore a review of these management plans is proposed, including liaison with stakeholders and reports to the relevant community boards and standing committee.
- 9 An alternative option (Option 1) has been included in this report by the writer.

**Options and Preferred Option**

- 10 The options are:
- Option 1 – Preferred Option – Make an amendment to wording for part of the Advertising Policy Implementation for the Geraldine Domain Management Plan.  
Review the management plans for the Pleasant Point Domain, Temuka Domain and Aorangi Park, including liaison with stakeholders and present reports to the relevant community boards and standing committee.
  - Option 2 – As per the Geraldine Community Board recommendation:  
Amend the Advertising Policy Implementation section (b)(ii) of the Geraldine Domain Management plan to require signs to be inward facing, and to accommodate signs that are no higher than 2.4 metres above the ground. Apply the amendment to all sport and recreation parks management plans.

**Consultation**

- 11 Representatives from the Geraldine Combined Sports Association presented their proposal to the Geraldine Community Board including a vertical blades concept design (Appendix B).

**Relevant Legislation, Council Policy and Plans**

- 12 Refer to attached report Appendix A for full description of the following:
- Recreation Reserves Act 1977
  - Sport and Recreation Parks Management Plans
  - Timaru District Plan
  - The Building Act 2004
  - The Council Sponsorship from Corporates and Others Policy

**Financial and Funding Implications**

- 13 There are no funding implications for Council.

**Other Considerations**

- 14 There are no other considerations relevant to this matter.

**Attachments**

1. **Appendix A - Geraldine Domain Sponsorship Signage Report to Geraldine Community Board**  
 

**2. Appendix B - Vertical Blades Concept Design**  

**Appendix A****Geraldine Community Board  
for the Meeting of 22 May 2019**

**Prepared by Bill Steans  
Parks and Recreation Manager**

**Geraldine Domain – Sponsorship Signage**

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**Purpose of Report**

1. This report is prepared to review criteria in the Geraldine Domain Management Plan for sponsorship signage.

**Background**

2. It is necessary for sporting and community organisations to attract sponsorship to enable them to make improvements to facilities and to assist individuals who have limited means to participate in sport.
3. The Geraldine Combined Sports Association is about to embark on fundraising for a significant upgrade of facilities in the Geraldine Domain and proposes to gain sponsorship from selling advertising space on 10 vertical blade signs.
4. Feedback from potential sponsors is that the vertical configuration is more desirable than low horizontal advertising.
5. The proposed signs will be located between approximately 50m to 100m from the Domain's boundaries and will be facing inwards away from neighbours.
6. The current Advertising Policy in the Geraldine Domain Management Plan (attached Appendix 1), is included in all management plans for sporting and recreation parks.
7. Broadly, the current policy allows this type of advertising but only to a height of 1.2 metres above the ground whereas sponsors and advertisers see more value in signs being up to 2m high.
8. The key issue to be addressed is how to facilitate fundraising through sponsorship without adversely affecting the Domain, users' experiences or the outlook from adjoining properties.

**Options**

9. The options are –
  - Option 1 – Undertake a minor review of the Geraldine Domain Management Plan. This could then be subsequently applied to other similar plans for consistency. To achieve this, only the Advertising Policy Implementation section would be amended by rewording (b)(ii) to read "that they are inward facing and no higher than 2 metres above the ground".



This would not have any cost implications for Council and would have a considerable gain for fundraisers as a vertical sign is more desirable to sponsors than a low horizontal one.

The following Community Outcomes will be enhanced by this option: high quality infrastructure to meet community and business needs, people enjoying a high quality of life and communities that are safe, vibrant and growing.

The Geraldine Combined Sports Association's proposal would likely require a land use resource consent application at the Association's cost to gain approval for installing permanent advertising signage.

- Option 2 – Maintain the status quo by retaining existing wording in the Geraldine Domain Management Plan where the height of signage, excluding naming signs or those on artificial turf, is limited to 1.2 metres height above the ground. This option would affect fundraising by offering less valuable options for fundraisers.

### **Identification of Relevant Legislation, Council Policy and Plans**

10. The Geraldine Domain is classified as a Recreation Reserve pursuant to clause 17 of the Reserves Act 1977. In addition to providing for recreation and sporting activities, there is a requirement for the protection of the natural environment with an emphasis on retention of open spaces. Those qualities of the reserve which contribute to the pleasantness, harmony and cohesion of the natural environment and to the better use and enjoyment of the reserve shall be conserved. The Act requires a management plan to be produced for this reserve.
11. The Geraldine Domain Management Plan is publicly notified and adopted by Council. The Plan has an advertising policy which defines approved signage within the Domain. It also has an adjoining properties policy which avoids detrimental effects on adjoining property.
12. The Reserves Act 1977 states that management plans should be under continuous review, but a comprehensive review needs to follow a statutory process with two phases of public notification and submissions. If a minor amendment to a policy can be made that doesn't adversely impact on adjoining properties or users' experiences, it could be considered as part of the ongoing review rather than a comprehensive review.
13. The purpose of the Resource Management Act 1991 is to promote the sustainable management of natural and physical resources. The Timaru District Plan is produced to address the functions of Council as defined by the Act.
14. The Timaru District Plan was publicly notified and adopted by Council. It has rules for advertising signage (attached Appendix 2).

15. The Building Act 2004 provides for Building Regulations and the Building Code. The code requires an engineering producer statement for structures of 2 metres or more in height.
16. The Council Sponsorship from Corporates and Others Policy acknowledges the benefits of sponsorship to both parties.
17. The sponsorship policy defines criteria where sponsorship material, including signage on Council property, will not be permitted. These are:
  - Where it is likely to offend public taste;
  - Where there are legal, moral or ethical concerns about the sponsorship arrangement;
  - Where the sponsorship risks bringing Council into disrepute;
  - Where there is a significant risk that Council may have, or be perceived to have, a current or future conflict of interest.

### **Assessment of Significance**

18. This matter is not deemed significant under the Council's Significance and Engagement Policy.

### **Consultation**

19. The Geraldine Combined Sports Association has consulted with several sporting groups who are users of the Geraldine Domain. The broader proposals for improvements have received input from many interested parties including members of the public.

### **Other Considerations**

20. There are no other considerations relevant to this matter.

### **Funding Implications**

21. There are no funding implications for Council with these options.

### **Conclusion**

22. A minor amendment to the advertising policy in the Geraldine Domain Management Plan can assist fundraisers and sponsors without adversely impacting on adjoining properties.

### **Recommendations**

- a **That the Geraldine Community Board recommends to the Community Development Committee that the Geraldine Domain Management Plan Advertising Policy Implementation section (b)(ii) be amended to read: "that they are inward facing and no higher than 2 metres above the ground."**
- b **That if this is approved, other Management Plans applying to Sporting and Recreation Parks be amended to the same wording.**

## Appendix 1

### Extract from Geraldine Domain Management Plan

#### 3.22 Advertising

##### Policy

- (a) To allow for the sale of naming rights to individual facilities within the Domain.
- (b) To allow organisations to gain sponsorship through limited advertising within the Domain.

##### Explanation

It is necessary for clubs and associations to be able to attract sponsorship to enable them to be competitive in today's environment.

Allowing for sponsorship will promote further development within the Domain.

In the case where a building or a facility has been named by a sponsor, then it is appropriate to allow the sponsor's name to be displayed tastefully on or near the building or facility, for the period of both the sponsorship and for the season occupied by the club receiving the sponsorship. Should naming rights be granted to a major sponsor, the name may or may not include the existing name.

##### Implementation

- (a) Temporary Signs may be permitted by the Parks Manager at any location on the date of the event only.
- (b) Permanent Signs may be located on approved enclosed grounds, or buildings only, providing :
  - (i) that they are on an artificial playing surface; or
  - (ii) that they are inward facing and no higher than 1.2 metres above the ground, or
  - (iii) that a maximum of two double sided naming signs (which may incorporate a major sponsor's name and logo) will be permitted provided the surface area of each of these signs is not greater than 6.5 square metres and the top of these signs is not higher than 4.5 metres above the ground.
  - (iv) that corporate logos and names may be approved for use on signs specified in policy 3.22(a).

**Appendix 2 - Extract from Timaru District Plan****6 GENERAL RULE****6.15 SIGNS****6.15.1 ISSUES, OBJECTIVES, POLICIES AND METHODS**

See Part B(11)(c).

**6.15.2 RULES FOR SIGNS****6.15.2.1 PERMITTED ACTIVITIES IN ALL ZONES**

The following are permitted activities subject to complying with all Performance Standards for the zone and the General Rules:

- (1) Traffic signs and signs showing road names or street number of premises.
- (2) Temporary signs for community, educational and recreational events, and in connection with the redevelopment of a building or site, providing signs are not erected more than six months prior to the date of commencement of the activity advertised, nor remain erected more than one week following completion of the activity. Signs may be double sided.
- (3) Temporary signs for Parliamentary and Local Government elections shall not be erected more than six weeks before the event, nor remain erected more than one week following completion of the event.
- (4) Signs for any public purpose or in connection with and on the same site as any utility service, community facility or Recreation Zone or reserve under the Reserves Act, provided such signs shall not exceed 2 square metres in area where they are visible from or immediately directed towards any public road, public land or Residential Zone, unless the area of signs is in accordance with an approved management plan prepared under the Reserves Act 1977.
- (5) Temporary signs advertising the intention to sell the land or premises on which it is located.
- (6) Statutory Notices.

Appendix B

## Vertical Sign Blades



**8 Consideration of Urgent Business Items**

**9 Consideration of Minor Nature Matters**

**10 Exclusion of the Public****Recommendation**

That the public be excluded from the following parts of the proceedings of this meeting on the grounds under section 48 of the Local Government Official Information and Meetings Act 1987 as follows:

<b>General subject of each matter to be considered</b>	<b>Reason for passing this resolution in relation to each matter</b>	<b>Plain English Reason</b>
<b>11.1 - Confirmation of Minutes Public Excluded</b>	<p>s7(2)(a) - The withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons</p> <p>s7(2)(b)(ii) - The withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information</p> <p>s7(2)(f)(i) - The withholding of the information is necessary to maintain the effective conduct of public affairs through the free and frank expression of opinions by or between or to members or officers or employees of any local authority, or any persons to whom section 2(5) of this Act applies, in the course of their duty</p>	<p>To protect a person's privacy</p> <p>Commercial sensitivity</p> <p>To allow free and frank expression of opinions</p>

**11 Public Excluded Reports**

**11.1 Confirmation of Minutes Public Excluded**



**12      Readmittance of the Public**