

SOUTH WAIRARAPA DISTRICT COUNCIL

27 NOVEMBER 2013

AGENDA ITEM D1

PLANNING AND ENVIRONMENT GROUP REPORT ON ACTIVITIES

Purpose of Report

To update Council on the Planning and Environment Group's activities.

Recommendations

Officers recommend that the Council:

- 1. Receives the information.*

1. Introduction

1.1 Planning and Environment Group

The Group is responsible for the planning, building and environmental health activities of Council. These activities deliver both policy and regulatory outcomes relating to the governance/advocacy, resource management and public protection goals and objectives of the Council, as set out in the Annual Plan.

The day to day focus is on the processing of Resource Consents, Building Consents, Food/Liquor/Health Licences, and Dog Control.

The Group Manager oversees all the functions of the group. Hazel Turner is the Administration Assistant for the Group as well as assisting with Food and Liquor Licensing, and coordinating Land Information Memorandum (LIM) applications for the Council.

2. Planning

2.1 Overview

The Planning team is responsible for advising our citizens about the Wairarapa Combined District Plan (its strategic intent, policies and rules), processing resource consents, ensuring resource consent compliance, and developing reserve management plans for all the districts reserves.

The key pieces of legislation for this team are the Resource Management Act 1991, the Local Government Act 2002 and the Reserves Act 1977.

There are four staff members in the Planning team: Murray Buchanan (Team Leader/Group Manager), Chris Gorman (Senior Planner), Russell Hooper (Planner) and Jen Olson (Resource Management Officer).

In the coming year the key work for the team will include completing 100% of resource consents within statutory timeframes, resolving complaints, continuing to review Reserve Management Plan(s), the development of improved guidelines for new developments in heritage precincts, the development of a "one stop shop" information package, monitoring and inputting as necessary into the new Resource Management Act based Wellington Regional Plan and continuing work on the Greytown Future Development Area Structure Plan and the Wairarapa Moana management project.

The Planning team also assists with other Council projects as required, including community consultation.

2.2 Resource Consents

Officers have processed 20 consents since 1 September 2013; all were completed within statutory timeframes.

Officers provide detailed fortnightly updates on all consents direct to Council and Community Board members, so consent details are not listed here.

2.3 Policy

2.3.1. Historic Heritage Guidelines

Featherston, Greytown and Martinborough all contain Historic Heritage Precincts (HHP); areas where the distinctive character and historic heritage of our towns is to be recognised.

The main commercial areas of the three towns are covered by this provision, and in Greytown it extends into the residential areas on Main Street, both north and south of the commercial centre.

Officers are developing new Heritage Precinct Design Guides to give property owners clearer guidance on recognising, maintaining and enhancing the historic character of our towns.

Recently some new building developments have brought into focus the fact that the existing guidelines do not provide much direction or interpretive information to enable such structures to be consistently assessed.

One key aspect of the new guidelines will be criteria that will enable developers and staff to readily identify whether a particular building design is likely to be compatible within a heritage area.

The new guidelines for new developments should ensure that such structures respect and sit comfortably with the surrounding heritage character, while not having to be pseudo replicas of heritage buildings.

2.3.2. Business Streamlining Programme

As part of Council's goal to provide excellent service and to be easy to deal with, Planning Officers are putting together an information package, with the idea being to streamline and coordinate the processes required to set up new businesses and/or projects in our district. It is proposed that brochures will be made available, as well as setting up a page on the SWDC website for such information.

This proposal is based on the New Plymouth District Council's award winning "Taking Care of Business" initiative.

Starting a business and/or project can require multiple Council consents, registrations and approvals spanning every department. This can be daunting for some people.

In order to make things easier, we are, in addition to the information package, looking at the practicalities of assigning a single officer as a primary contact at Council for significant development proposals.

Where meetings and wider communication about all of the relevant Council processes is required, these will be coordinated by the primary contact to ensure timely, consistent and accurate information is provided in a good service focussed environment.

The primary contact could be a Planner, a Building Control Officer, an Infrastructure officer, or any other Council officer who is best suited to the particular proposal.

The end result of these initiatives should be to help our businesses, investors and developers and Council staff focus on the most important thing: getting the business and/or project started or approved with the minimum of delay or contention.

3. Building

3.1 Overview

The Building team is responsible for processing building consents; identifying dangerous, insanitary, and earthquake prone buildings; monitoring existing swimming pools; issuing building warrants of fitness; and responding to building incidents such as storm water run-off and illegal building work.

The key pieces of legislation for this team are the Building Act 2004, the NZ Building Code, and Building Regulations.

There are 6 staff; Derrick Thorley (Building Control Team Leader), Adrian Cullen (Building Control Officer), Derek Staines (Building Control Officer), Tim Grindlay (Building Control Officer), John Tait (Building Control Officer), and Sara Edney (Building Control Administrator).

The building team is also required to maintain Council's accreditation as a Building Control Authority (BCA).

3.2 Building Consents

Processing statistics for: 1 September 2013 to 30 September 2013

Item	Period	Year to date	Same period last year	Annual Plan
Consents received	40	124	61	N/A
Consent processing performance (within 20wd's)	100%	98.06%	96.15%	100%
Certificate of Acceptance processing performance	N/A	75%	N/A	N/A
Code Compliance Certificate processing performance	100%	98.46%	100%	100%

Consents granted by project

Type	No. of consents	Value
Covered Yards - farm building	3	\$44,530
Demolition - Dwellings	1	\$12,000
Dwelling - alterations	7	\$612,000
Dwelling - unattached	5	\$624,500
Garage	4	\$59,127
Implement Shed - farm building	1	\$25,000
Public Toilets	1	\$143,963
Relocation - dwelling	2	\$77,000
Sewage and Drainage System (treatment plant)	1	\$6,500
Sleep out	1	\$60,000
Solid Fuel Heater	5	\$30,348
Swimming Pools & Spa Pools	2	\$66,000

Workshop - e.g. electrical or vehicle repairs	1	\$480,000
	34	\$2,240,968

Processing statistics for: 1 October 2013 to 31 October 2013

Item	Period	Year to date	Same period last year	Annual Plan
Consents received	29	153	29	N/A
Consent processing performance (within 20wd's)	97.30%	98.06%	94.29%	100%
Certificate of Acceptance processing performance	100.00%	75.00%	0%	N/A
Code Compliance Certificate processing performance	100.00%	98.46%	100.00%	100%

Consents granted by project

Type	No. of consents	Value
Bank	1	\$6,000.00
Carport/Boatshed / Car deck	1	\$25,000
Covered Yards - farm building	2	\$17,641
Demolition - Other Buildings	1	\$5,000
Dwelling - alterations	6	\$520,824
Dwelling - relocation	2	\$35,000
Dwelling - unattached	4	\$720,000
Flat/Townhouse / Studio / Unit - attached and unattached	1	\$0
Garage	5	\$100,400
Retail outlet/Shop e.g. hairdresser, travel agent, real estate	1	\$0
Sewage and Drainage System (treatment plant)	1	\$15,000
Shops, restaurants - Alterations & additions	1	\$10,000
Sleep out	3	\$97,000
Solid Fuel Heater	7	\$28,817
Water Storage and Supply	1	\$5,500
	37	\$1,586,182

3.3 Enforcement

None to report

3.4 Policy

None to report

3.5 LIMs

LIM APPLICATIONS RECEIVED FOR 1 SEPTEMBER TO 31 OCTOBER 2013

Item	Period	Same period last year	YTD	YTD Last Year
Urgent (5 Working Day) Applications received	15	6	80	21
Standard (10 Working Day) Applications received	26	28	116	136
LIMs processed within specified deadline	41	34	196	157

3.6 Enforcement

None to report.

3.7 Policy

None to report.

3.8 Other matters

None to report.

4. Environmental Health

4.1 Overview

The Environmental Health team is responsible for liquor licensing; food premise inspections, registrations and audits of food control plans; noise complaints and assessments; environmental health; and bylaws.

Bylaws cover animal control including dogs wandering, barking causing a nuisance, attacks and stock on the road; abandoned vehicles; long grass causing fire hazards; trees and other vegetation overhanging the footpath; litter and camping on reserves.

The key pieces of legislation are the Health Act 1956, Dog Control Act 1996, Food Act 1981 (soon to be replaced), Sale and Supply of Alcohol Act 2012, Impounding Act 1955, and the Resource Management Act 1989.

There are four staff; Bronwyn Johnson (Environmental Health Team Leader), Rob McDonald (Environmental Health Officer), Andrew McEwan (Bylaw Officer) and Stan Matovich (Casual Bylaw Officer).

In the coming year the key focus will be implementing systems and procedures for the change in alcohol legislation that begins in December 2013. In addition, there will be work to address changes to the Food legislation.

4.2 Liquor Licensing

4.2.1. The Sale and Supply of Alcohol Act 2012

The Sale and Supply of Alcohol Act 2012 comes into full force on the 18 December 2013. This is a significant change that has brought additional work for staff as it is implemented.

4.2.2. Wairarapa Liquor Working Group

This working group is to continue through 2014. The key tasks for the three Councils involved are the development of the Local Alcohol Policy and ensuring that there is a sound communication strategy to inform communities, industries and licensees of the new requirements under the Act. The appointment process for the joint list members for each District Licensing Committee is now essentially completed with the formal appointment by Council expected to be completed at the 27 November 2013 Council meeting.

4.2.3. Liquor Licenses issued

Three on licence renewals and 3 off licence renewals were issued from 1 September 2013 to 31 October 2013. In the same period, 26 manager's certificates were issued.

4.3 Food Bill

The Food Bill has been deferred by Government and will not be passed in 2013 as previously reported. In preparation for the new Act we are continuing to encourage food premises to voluntarily change to the Food Safety Plan approach. To date 18 food premises have changed to using the new Food Control Plan, with generally good results. The Food Bill is likely to require additional resources to implement

4.4 Noise Control

Twenty noise control complaints were received from 1 September 2013 to 31 October 2013. 16 were located in Featherston, 3 in Greytown and 1 in Martinborough.

4.5 Bylaws and animal control

4.5.1. Dog and stock data

INCIDENTS REPORTED	Martinborough	Featherston	Greytown
Attack on Pets	1	0	0
Attack on Person	0	1	0
Attack on Stock	0	1	0
Barking and whining	1	6	1
Lost Dogs	0	2	2
Found Dogs	3	1	1
Rushing Aggressive	0	2	0
Wandering	2	14	4
Welfare Concerns	0	1	0
Stock	0	0	0
TOTAL	7	28	8

4.5.2. Dog Exercise areas

Councils Amenity manager has met with Bruce Farley, Greytown Lions President, about the dog exercise area. The job will be project-managed by City Care, who will also do the materials purchasing.

Lions will contribute the labour for the fencing. The intention is to have the basic work done and the park up and running by the end of 2013. Some of the Lions are keen to contribute further, with equipment for obedience and agility.

4.5.3. Bylaws

Stan Matovich is currently filling the Bylaws Officer role for two weeks while Andrew McEwan is on leave, and as of 1 December will be taking on the role of the Casual Bylaws Officer for the summer months and Easter and Labour weekends.

Contact Officer: Murray Buchanan, Group Manager, Planning and Environment