

# SOUTH WAIRARAPA DISTRICT COUNCIL

4 APRIL 2018

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## AGENDA ITEM B1

### REPORTS/MINUTES OF COUNCIL COMMITTEES AND COMMUNITY BOARDS

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#### **Purpose of Report**

To present Council with reports and minutes of Council committees and community boards.

#### **Recommendations**

Officers recommend that the Council:

1. *Receive the information.*
2. *Receive the minutes of the Martinborough Community Board 12 March 2018.*
3. *Receive the minutes of the Featherston Community Board 13 March 2018.*
4. *Receive the tabled minutes of the Greytown Community Board 14 March 2018.*
5. *Receive the minutes of the Audit and Risk Working Party 14 March 2018.*

#### **1. Executive Summary**

Minutes of recent meetings are presented to Council for information. The Chair may ask for comment on the content, but no comment can be received in this forum with regards to the accuracy of the minutes.

Minutes from the Maori Standing Committee meeting held on the 26 March 2018 will be presented to Council for receipt on the 16 May 2018.

#### **2. Appendices**

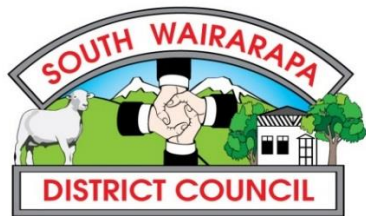
Appendix 1 - Martinborough Community Board 12 March 2018  
Featherston Community Board 13 March 2018  
Audit and Risk Working Party 14 March 2018

Contact Officer: Suzanne Clark, Committee Secretary

Reviewed By: Paul Crimp, Chief Executive

# **Appendix 1**

- **Martinborough Community Board Minutes  
12 March 2018**
- **Featherston Community Board Minutes 13  
March 2018**
- **Audit and Risk Working Group Minutes 14  
March 2018**



## Martinborough Community Board

### Minutes – 12 March 2018

- Present:** Lisa Cornelissen (Chair), Maree Roy, Cr Pam Colenso and Cr Pip Maynard and Maisie Arnold-Barron (student representative).
- In Attendance:** Mayor Viv Napier, Mark Allingham (Group Manager Infrastructure and Services), Suzanne Clark (Committee Secretary) and Jo Dean (Zero Waste Co-ordinator).
- Conduct of Business:** The meeting was conducted in public in the Council Chambers, 19 Kitchener Street, Martinborough on the 12 March 2018 between 6:30pm and 7:38pm.

#### PUBLIC BUSINESS

##### 1. APOLOGIES

*MCB RESOLVED (MCB 2018/13)* to receive apologies from Fiona Beattie and Vicky Read.

*(Moved Cr Colenso/Seconded Cr Maynard)*

Carried

##### 2. CONFLICTS OF INTEREST

No conflicts of interest were declared.

##### 3. PUBLIC PARTICIPATION

There was no public participation.

##### 4. ACTIONS FROM PUBLIC PARTICIPATION

##### 5. COMMUNITY BOARD MINUTES

5.1 Martinborough Community Board Minutes – 29 January 2018

*MCB RESOLVED (MCB 2018/14)* that the minutes of the Martinborough Community Board meeting held on 29 January 2018 be received and confirmed as a true and correct record subject to the following correction:

From ‘Mrs Read tabled a Poppy Road Signs Project....’;

To ‘Ms Roy tabled a Poppy Road Signs Project.....’

*(Moved Roy/Seconded Cr Colenso)*

Carried

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## 6. CHIEF EXECUTIVE AND STAFF REPORTS

### 6.1 Officers' Report to Community Boards

Ms Dean discussed the zero waste community programme she was delivering with members.

*MCB RESOLVED (MCB 2018/15) to receive the Officers' Report.*

*(Moved Cr Colenso/Seconded Cornelissen)*

Carried

### 6.2 Action Items Report

Members discussed the action items and updates were provided.

*MCB RESOLVED (MCB 2018/16):*

1. To receive the Action Items Report.

*(Moved Cr Maynard/Seconded Roy)*

Carried

2. Action 127: MCB recommend that a new shelter belt be established at Pain Farm alongside the existing older shelter belt and that once the young shelter belt is established the older trees are removed; M Allingham

### 6.3 Income and Expenditure Report

*MCB RESOLVED (MCB 2018/17):*

1. To receive the Income and Expenditure Statement for the period 1 July 2017 to 31 January 2018.

*(Moved Cr Colenso/Seconded Cr Maynard)*

Carried

2. Action 128: Remove the bike rack commitment from the MCB I&E; this should be in the beautification budget only; J Mitchell

3. Action 129: Change the wording of the MCB I&E for 'Martinborough basketball hoops' to Martinborough basketball backboards and posts' as hoops were donated by Martinborough Top 10 Holiday Park; J Mitchell

### 6.4 Naming of New Right of Way, White Rock Road, Martinborough

Members discussed the developers preferred name noting that officers were recommending that the Community Board support the name and that the road would be a private road. There had been no suggestions from residents for new street names with historical significance for developers to consider.

*MCB RESOLVED (MCB 2018/18):*

1. To receive the Naming of New Right of Way, White Rock Road, Martinborough Report.

2. To support the use of the name "Romina Way".

*(Moved Cornelissen/Seconded Roy)*

Carried

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## 6.5 Student Representative Appointment

Members considered this report following agenda item '1 Apologies'.

*MCB RESOLVED (MCB 2018/19):*

1. To receive the Student Representative Appointment Report.
2. To appoint Maisie Arnold-Barron as a student representative, in an advocacy role with non-voting rights to the Martinborough Community Board, until the end of the triennium.
3. That an honorarium payment of \$50 per ordinary meeting attended be made to the student representative.

*(Moved Cornelissen/Seconded Roy)*

Carried

## 7. NOTICES OF MOTION

There were no notices of motion.

## 8. CHAIRPERSON'S REPORT

### 8.1 Chairperson's Report

Members discussed options, as presented in the tabled paper, for spending beautification funds. Cr Colenso had received interest from a community group who may have funds to donate for the purpose of Martinborough's beautification.

*MCB RESOLVED (MCB 2018/20):*

1. To receive the Chair's Report including the current and completed Community Board projects list.

*(Moved Cr Colenso/Seconded Cr Maynard)*

Carried

2. To receive the MCB Workshop Report from 20 Feb 2018.

*(Moved Cornelissen/Seconded Roy)*

Carried

3. To receive the MCB Budget.

*(Moved Cornelissen/Seconded Cr Colenso)*

Carried

*MCB RESOLVED (MCB 2018/21)* to commit the \$14,739.50 of Martinborough beautification budget to the purchase and installation of a water fountain estimated to cost \$17,500, with the balance of funds to be made up from the 18/19 years beautification allowance (assuming that funds will continue to be allocated for this purpose).

*(Moved Cornelissen/Seconded Cr Maynard)*

Carried

*MCB RESOLVED (MCB 2018/22):*

1. To approve \$500 be paid to Alison Hudson as payment and reimbursement of expenses for the Martinborough Square power box.

*(Moved Roy/Seconded Cornelissen)*

Carried

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2. Action 130: Write and thank Allison Hudson for the artwork on the Martinborough Square power box noting that the Board would like to hold an official unveiling; L Cornelissen

**9. MEMBERS REPORTS (INFORMATION):**

- 9.1 Wairarapa Library Service  
The report was received as read.
- 9.2 Poppy Road Signs Project  
The report was received as read.

*MCB RESOLVED (MCB 2018/23):*

1. To receive members' reports.  
*(Moved Cr Maynard/Seconded Cornelissen)* Carried
2. Action 131: Write to Lawrence Stephenson, Council's Assets and Operations Manager, thanking him for his work on the Martinborough wastewater project; L Cornelissen

**10. CORRESPONDENCE**

- 10.1 Inwards  
From Greytown Trails Trust, to South Wairarapa community boards, February 2018 issue  
From Victim Support, to Lisa Cornelissen, Martinborough Community Board, dated 1 March 2018

*MCB RESOLVED (MCB 2018/24) that the inwards correspondence be received.*  
*(Moved Cornelissen/Seconded Cr Colenso)* Carried

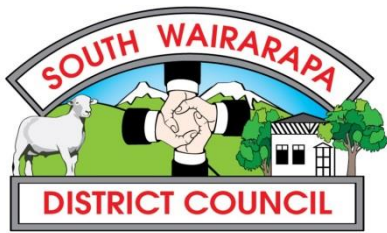
**Confirmed as a true and correct record**

.....**Chairperson**

.....**Date**

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## Featherston Community Board

### Minutes – 13 March 2018

- Present:** Robyn Ramsden (Chair), Mark Shepherd, Brenda West and Claire Bleakley.
- In Attendance:** Mayor Viv Napier, Mark Allingham (Group Manager Infrastructure and Services) and Suzanne Clark (Committee Secretary).
- Conduct of Business:** The meeting was held in Kiwi Hall, 62 Bell Street, Featherston. The meeting was conducted in public between 7:00pm and 9:16pm.
- Also in Attendance:** Cheryl Gallaway, Kat Maxwell and Gina Smith (Featherston School), Rhonda Jones (Featherston Main Streets Beautification Group), Tim Wood and Shelley Des Forges, and Damien Taylor.

#### **PUBLIC BUSINESS**

*FCB RESOLVED (FCB 2018/14)* to consider Claire Bleakley's tabled Poppy Places report under agenda item '9.6 Poppy Places Project'.

*(Moved Ramsden/Seconded Shepherd)*

Carried

#### **1. APOLOGIES**

*FCB RESOLVED (FCB 2018/15)* to receive apologies from Cr Colin Olds and Cr Dayle Harwood.

*(Moved Ramsden/Seconded West)*

Carried

#### **2. CONFLICTS OF INTEREST**

Mrs Ramsden declared a conflict of interest with applications for financial assistance from Featherston Booktown Trust and Featherston School for decision in agenda item '6.4 Applications for Financial Assistance'.

#### **3. PUBLIC PARTICIPATION**

##### **3.1 Cheryl Gallaway, Kat Maxwell and Gina Smith (Featherston School)**

Ms Smith with support from Ms Gallaway and Ms Smith outlined Featherston School's project to rebrand and to make the school and community more visually appealing, and requested Community Board support of their application for financial assistance.

##### **3.2 Rhonda Jones (Featherston Main Streets Beautification Group)**

Mrs Jones outlined the Beautification Group's proposal to place gabion baskets along the Main Street and requested Community Board support of the Group's application for financial assistance.

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3.3 Tim Wood and Shelley Des Forges  
Mr Wood with support from Ms Des Forges requested Community Board support for their proposed submission to Council's Long Term Plan. The submission requested Council maintenance be undertaken on the overgrown section of The Domain/One-Tree Reserve on behalf of affected residents living in the shadow of large trees in the reserve.

3.4 Damien Taylor  
Mr Taylor asked the Community Board to review processes for allocating beautification funding to include community consultation where large amounts of money was requested, and to ensure appropriate accountability from groups receiving funding.

#### **4. ACTIONS FROM PUBLIC PARTICIPATION**

4.1 Featherston School  
Deferred until agenda item 6.4.

4.2 Featherston Main Streets Beautification Group  
Deferred until agenda item 6.4.

4.3 Tim Wood and Shelley Des Forges  
*FCB NOTED:*  
1. Action 150: Prepare a letter in support of the proposed submission to Council's LTP from Tim Wood and Shelley Des Forges regarding maintenance of the overgrown section of The Domain/One-Tree Reserve, Featherston; P Crimp

4.4 Damien Taylor  
Deferred until agenda item 6.3.

#### **5. COMMUNITY BOARD MINUTES**

5.1 Featherston Community Board Minutes – 30 January 2018  
*FCB RESOLVED (FCB 2018/16)* that the minutes of the Featherston Community Board meeting held on 30 January 2018 be confirmed as a true and correct record.  
*(Moved Ramsden/Seconded Bleakley)* Carried

#### **6. CHIEF EXECUTIVE AND STAFF REPORTS**

6.1 Officers Report to Community Boards  
Mr Allingham discussed the planned sale of baleage taken from wastewater pasture, location of the yet-to-be notified Featherston wastewater consent hearing, and the increase in solid waste being collected across the district with members.

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*FCB RESOLVED (FCB 2018/17):*

1. To receive the Officers' Report.  
(*Moved Ramsden/Seconded Bleakley*) Carried
2. Action x: Write a letter to Greater Wellington Regional Council (GWRC) requesting that the Featherston wastewater consent hearings are held in Featherston; P Crimp
3. Action x: Forward the current 3-year programme of Featherston footpath renewals to the Featherston Community Board; M Allingham

6.2 Action Items Report

Members discussed the action items.

*FCB RESOLVED (FCB 2018/18):*

1. To receive the Action Items Report.  
(*Moved Ramsden/Seconded West*) Carried
2. Action 151: Investigate signage behind the Welcome to Featherston sign to determine whether they breach District Plan regulations; M Buchanan
3. Action 152: Advise a proposed timeline for repairing the walls inside the Featherston Stadium; M Allingham

6.3 Income and Expenditure Report

Members discussed the \$45,000 grant allocated to the Featherston Camp Sculpture Group from the Featherston beautification fund by Council and historical application of the fund. The beautification budget was now in community board administration, but there remained a Council preference for funds to be spent on capital rather than operational items. Funds could be accumulated for a specific project.

*FCB RESOLVED (FCB 2018/19):*

1. To receive the Income and Expenditure Report for the 1 July 2017 – 31 January 2018.  
(*Moved Ramsden/Seconded Bleakley*) Carried
2. Action 153: Organise a Community board workshop to create guidelines and a process for the allocation of Featherston beautification budget funds; R Ramsden

6.4 Applications for Financial Assistance

*FCB RESOLVED (FCB 2018/20):* to receive the Applications for Financial Assistance Report.

(*Moved Ramsden/Seconded West*) Carried

*FCB RESOLVED (FCB 2018/21)* to decline the application for financial assistance from the Featherston Community Centre due to lack of

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information and ambiguity of the application, particularly regarding tipping fees.

*(Moved Ramsden/Seconded Shepherd)*

Carried

Robyn Ramsden vacated the chair.

Mark Shepherd assumed the chair.

*FCB RESOLVED (FCB 2018/22)* to grant Featherston School \$500 to help with the costs associated with changing to a new logo and the visual identification process.

*(Moved Shepherd/Seconded West)*

Carried

Mark Shepherd vacated the chair.

Robyn Ramsden assumed the chair.

*FCB RESOLVED (FCB 2018/23)* to grant St Johns Featherston \$500 to assist with programmes outlined in both applications; purchase of sports equipment for the youth group and costs associated with running the group.

*(Moved Ramsden/Seconded Bleakley)*

Carried

*FCB RESOLVED (FCB 2018/24)* to grant the Featherston Toy Library \$500 so new toys can be purchased.

*(Moved Ramsden/Seconded Shepherd)*

Carried

Robyn Ramsden vacated the chair.

Mark Shepherd assumed the chair.

*FCB RESOLVED (FCB 2018/25)* to grant Featherston Booktown Trust \$500 to assist with the costs associated with running the Booktown event.

*(Moved Shepherd/Seconded West)*

Carried

Mark Shepherd vacated the chair.

Robyn Ramsden assumed the chair.

*FCB RESOLVED (FCB 2018/26):*

1. To decline the application for financial assistance from the Featherston Football Club.
2. To encourage the Club to make a submission to the Long Term Plan requesting Council assistance in expediting an improvement to the parking/berm outside the Featherston Football Club clubrooms.

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3. To encourage the Featherston Football Club to submit a subsequent application which includes quotes/costings for the gate replacement.  
(*Moved Ramsden/Seconded Bleakley*) Carried
4. Action x: Investigate who paid for/laid the basecourse outside the Featherston Rugby Club; M Allingham

*FCB RESOLVED (FCB 2018/27):*

1. To grant \$500 to the Featherston Beautification Group to assist with the costs associated with installing gabion planter boxes along Featherston Main Street, and once guidelines and processes have been established for accessing the Featherston beautification budget funds assess the application for possible further funding.  
(*Moved Bleakley /Seconded West*) Carried
2. Action 154: Liaise with Steve James (NZTA) seeking permission for the Featherston Beautification Group to place gabion planter boxes along Featherston Main Street; M Allingham

*FCB RESOLVED (FCB 2018/28) to grant \$500 to the Wairarapa Rape and Sexual Abuse Collective to assist with the operating costs of the Collective in order to benefit Featherston users of the service.*

(*Moved Ramsden/Seconded West*) Carried

## **7. NOTICES OF MOTION**

There were no notices of motion.

## **8. CHAIRPERSONS REPORT**

### **8.1 Chairperson's Report**

*FCB RESOLVED (FCB 2018/29):*

1. To receive the Chair's Report.  
(*Moved Ramsden/Seconded West*) Carried
2. To approve the expenditure of \$199 excluding GST to safely remove the Featherston street banners.  
(*Moved Ramsden/Seconded Bleakley*) Carried
3. To adopt the Featherston Community Board Strategic Plan 2017-2019.  
(*Moved Ramsden/Seconded Bleakley*) Carried
4. To invite the public to supply possible street names with a paragraph on the history of the name and why it is relevant to Featherston.  
(*Moved Ramsden/Seconded Shepherd*) Carried
5. To not continue to fund the Featherston Information Centre phone line after 30 June 2018.  
(*Moved Ramsden/Seconded Bleakley*) Carried

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6. To invite the Featherston Information Centre to apply for funding through the normal Featherston Community Board grant rounds.  
(*Moved Ramsden/Seconded West*) Carried
7. To supply a letter of support for any external funding the Featherston Information Centre choose to apply for.  
(*Moved Ramsden/Seconded Shepherd*) Carried
8. That a submission to the LTP process be made recommending that SWDC consult with library staff, library users, Featherston Community Board and close neighbours to the building, with the view to exploring the possibility of an extension to the library building to comfortably house the books, librarians, working space, computers and after school programs.  
(*Moved Ramsden/Seconded West*) Carried
9. To write a letter to Featherston Booktown congratulating them on receiving a Certificate of Achievement in the Community of the Year category at the New Zealander of the Year Awards and also thanking them for inviting members of the Community Board to attend.  
(*Moved Ramsden/Seconded West*) Carried

## **9. MEMBER REPORTS (INFORMATION)**

### 9.1 Can Recycling Project

Members noted the report as submitted.

### 9.2 Road Safety Project

Members noted the report as submitted and discussed the speed readings obtained by Bruce Pauling, Wairarapa Road Safety Council Manager, and that Mr Pauling supported speed reductions coming into Featherston. Mrs Ramsden undertook to setup a public workshop so members of the public could discuss roading concerns with NZTA and Council staff and so that NZTA constraints could be explained.

### 9.3 Featherston Civil Defence

Members noted the report as submitted and discussed the upcoming activation.

### 9.4 Featherston Community Board Facebook Page

Members noted the report as submitted.

### 9.5 Wairarapa Library Service Working Party

Members noted the report as submitted and discussed unattended children and the request from Volunteering Wairarapa to use the library to recruit volunteers.

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9.6 Featherston Poppy Places Project

Members were supportive of the Poppy Places Project and report as submitted, and Mrs Bleakley spoke about promotion plans for the project.

*FCB RESOLVED (FCB 2018/30):*

- 1. To allocate up to \$500 to complete the Poppy Places Project to be paid to Claire Bleakley against receipts.
- 2. To request a Poppy Places Project completion report in due course.

*(Moved Ramsden/Seconded Shepherd) Carried*

**10. CORRESPONDENCE**

10.1 Inwards

From Victim Support, to Featherston Community Board, dated 1 March 2018

From Greytown Trails Trust, to South Wairarapa community boards, February 2018

10.2 Outwards

To Brenda West, from Featherston Community Board members, dated 8 February 2018

*FCB RESOLVED (FCB 2018/31) to receive the inwards and approve the outwards correspondence.*

*(Moved Ramsden/Seconded West) Carried*

**Confirmed as a true and correct record**

.....Chairperson

.....Date

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## **SWDC Audit & Risk Working Party**

### **Notes from meeting held 14 March 2018**

**Present:** Cr Brian Jephson (Chair), Cr Colin Wright, Jennie Mitchell, Paul Crimp, Kyra Low

**Apologies:** Mayor Viv Napier, Cr Dayle Harwood, Cr Margaret Craig

**Conflicts of Interest:** None

**Minutes of last meeting** reviewed and acknowledged.

#### **1 Matters Arising**

None.

#### **2 Financials**

Financial statements for January 2018 were reviewed. No exceedances of the 30% Investment per bank rule to be minuted.

Working party members expressed concern at the low capital expenditure year to date versus budget. GMCS and Finance Manager to work with budget holders to ensure progress is made in this area as soon as possible.

**Waihinga Centre report – January and February 2018** – \$6,422 of further variations since last monthly report. On track to be completed by July 2018. Minor delays caused by wet weather and main contractor losing staff to busy residential building market. Roof is on and will soon be closed in so interior work can commence.

**Summary reports for the three wastewater projects** were reviewed. Still working on WW consent for Featherston with GWRC.

**Rates arrears January and February 2018** – 2017 FY Arrears continue to reduce with only 18 ratepayers owing arrears from 2017 or earlier. Prior year arrears \$20K less than this time last year. Progressing legal action for some longstanding debt, which takes time as need to wait six months after rating sale notices have been placed in the newspaper. Average amount owing for overdue rates (current year and prior year) is \$699, this time last year it was \$850.

#### **3 Policies update**

No policies to review due to LTP work being the priority over January, February and March.

#### **4 Health & Safety**

H&S contractor now back on deck, Meetings held with Worksafe regarding accident with power line coming down. Agreed improvement process to stop this happening again.

## **5 Risks**

Installing new ultraviolet plant at Martinborough water treatment plant over next two weeks to improve water quality, also working on backflow prevention valves with vineyards. Public health from water supply is front and centre of water supply activity post Havelock North enquiry report. Further CAPEX included in LTP to continue to improve water quality.

## **6 Legislative Compliance**

Nothing new to report.

## **7 General Business**

None

**Next meeting: 18 April 2018 – 9.00 am**