

# SOUTH WAIRARAPA DISTRICT COUNCIL

9 AUGUST 2017

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## AGENDA ITEM B1

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

#### **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 17 July 2017.*
3. *Receive the minutes of the Featherston Community Board 18 July 2017.*
4. *Receive the minutes of the Greytown Community Board 19 July 2017*
5. *Receive the minutes of the Audit and Risk Working Party 28 June 2017.*
6. *Receive the minutes of the Maori Standing Committee 31 July 2017 (to be tabled).*

#### **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.

#### **2. Appendices**

Appendix 1 - Martinborough Community Board 17 July 2017  
Featherston Community Board 18 July 2017  
Greytown Community Board 19 July 2017  
Audit and Risk Working Party 28 June 2017

Contact Officer: Suzanne Clark, Committee Secretary

Reviewed By: Paul Crimp, Chief Executive

# **Appendix 1**

- **Martinborough Community Board Minutes 17 July 2017**
- **Featherston Community Board Minutes 18 July 2017**
- **Greytown Community Board Minutes 19 July 2017**
- **Audit and Risk Working Party 28 June 2017**



## Martinborough Community Board

### Minutes – 17 July 2017

- Present:** Lisa Cornelissen (Chair), Fiona Beattie, Victoria Read, Maree Roy, Cr Pam Colenso and Pip Maynard.
- In Attendance:** Mayor Viv Napier, Murray Buchanan (Planning and Environment Group Manager) and Hans van Kregten (Kaha Consultancy) for part only and Suzanne Clark (Committee Secretary).
- Conduct of Business:** The meeting was conducted in public in the Council Chambers, 19 Kitchener Street, Martinborough on the 17 July 2017 between 6:30pm and 9:22pm.
- External Speakers:** Dave Shepherd, Clive Paton (Wairarapa Winegrowers).

### PUBLIC BUSINESS

*MCB RESOLVED (MCB 2017/51)* to receive tabled correspondence from Pip Goodwin, Palliser Estate and Denise Evans as they were received after the agenda had been prepared and it would be unreasonable to hold the items until the next meeting.

*(Moved Cr Maynard/Seconded Cr Colenso)*

Carried

#### 1. APOLOGIES

*MCB RESOLVED (MCB 2017/52)* to receive apologies from Paul Crimp.

*(Moved Cornelissen/Seconded Beattie)*

Carried

#### 2. CONFLICTS OF INTEREST

Mrs Cornelissen declared a conflict of interest with agenda item 6.3 and any discussion as a result of agenda item 8.1 sections 5 (Martinborough Cycle Safety) and 6 (Considine Park), Deputy Chair Victoria Read would chair these items.

Mrs Cornelissen declared a conflict of interest with the discussion about the protected cedar hedge, Ts092, at the Martinborough Swimming Pool (declared under item 6.1).

#### 3. PUBLIC PARTICIPATION

##### 3.1 Dave Shepherd, Clive Paton (Wairarapa Winegrowers)

Mr Shepherd with support from Mr Paton presented concerns about cyclist's safety on the narrow Martinborough roads and in the 70kmh speed zones due to high numbers of winery cycle tourists. Mr Shepherd

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asked the Board for help with securing new cycle lanes, warning signs and reducing speed limits.

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

- 4.1 Wairarapa Winegrowers  
Discussion deferred to agenda item 8.1.

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

- 5.1 Martinborough Community Board Minutes – 29 May 2017  
*MCB RESOLVED (MCB 2017/53)* that the minutes of the Martinborough Community Board meeting held on 29 May 2017 be received and confirmed as a true and correct record subject to the correction as outlined in resolution MCB 2017/54.

*(Moved Read/Seconded Roy)*

Carried

*MCB RESOLVED (MCB 2017/54)* that the wording of number 3 of resolution MCB2017/45 is corrected from:

‘To grant the Martinborough Homework and Breakfast Club \$645 towards the costs associated with continuing to provide a free breakfast for children in need’; to

‘To grant the Martinborough Homework and Breakfast Club \$645 towards the costs associated with continuing to provide a free breakfast and activities for children in need’

*(Moved Read/Seconded Cr Maynard)*

Carried

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

- 6.1 Update of Council’s Notable Tree Register  
Mr van Kregten and Mr Buchanan discussed Council’s planned review of the South Wairarapa notable trees register in the Wairarapa Combined District Plan with members. Members undertook to liaise with the community to seek assistance in identifying why the Martinborough notable trees had been listed and to identify new specimens for consideration and existing specimens for removal (if appropriate).  
Mr Buchanan undertook to add a column to the Notable Trees Register to include a reason for their protection.

*MCB RESOLVED (MCB 2017/55):*

1. To receive the Update of Council’s Notable Tree Register Report.  
*(Moved Cornelissen/Seconded Cr Colenso)*
2. Action 355: Determine why Ts092, the Cedrus deodara hedge by the Martinborough Swimming Pool, was originally protected; M Buchanan
3. Action 356: Email previous members of the disbanded Martinborough Tree Committee information about the notable

Carried

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trees register project; requesting information about listed trees and inviting them to provide input to the consultation; L Cornelissen

## 6.2 Action Items Report

Members discussed the Martinborough flooding event and undertook to talk with constituents and gather feedback. Members agreed that Memorial Square should be the highest priority for the Poppy Road Signs project.

*MCB RESOLVED (MCB 2017/56):*

1. To receive the Action Items Report.  
*(Moved Cornelissen/Seconded Read)*
2. Action 357: Provide a comprehensive report outlining how Council handled the Martinborough flooding and road closures, what went well, what could be improved and where road closure information can be located by the community; M Allingham

Carried

## 6.3 Request for Change to Street Names/Numbering

Mrs Cornelissen vacated the chair.

Ms Read assumed the chair.

Ms Read summarised the feedback received from residents of New York Street West saying that three were in favour of change, two were not in favour of change and one was neutral. Feedback from Dublin Street West residents showed five in favour of change, one not in favour and one neutral.

Of the emergency services, only Wellington Free Ambulance had responded to the request for feedback.

Mayor Napier and Mr Buchanan noted an impact to residents initially should a change go ahead. Mr Buchanan advised that to keep the name of the street along the entire length would require renumbering the entire street.

*MCB RESOLVED (MCB 2017/57):*

1. To receive the Request for Change to Street Names/Numbering Report.  
*(Moved Beattie/Seconded Cr Maynard)*
2. That emergency services are written to again requesting feedback on any concerns they have in locating addresses either at New York Street West or Dublin Street West, noting that the Martinborough Community Board does not want to make a decision without their input.

Carried

*(Moved Read/Seconded Cr Colenso)*

Carried

Ms Read vacated the chair.

Mrs Cornelissen assumed the chair.

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#### 6.4 Officers' Report to Community Boards

*MCB RESOLVED (MCB 2017/58):*

1. To receive the Officers' Report.  
(*Moved Read/Seconded Beattie*)
2. Action 358: Provide a report outlining a solution to vandalism of fairy lights including use of different connections, a different way to hang the lights, or a different light solution; M Allingham

Carried

#### 6.5 Review of Policy E502: Community Groups Use of and Access to Council Parks and Reserves

Members reviewed the Policy and expressed concern that public spaces may not be fully utilised due to form and fee requirements, but supported terms and conditions for commercial use.

*MCB RESOLVED (MCB 2017/59):*

1. To receive the Community Groups Use of and Access to Council Parks and Reserves Policy Review Report.
2. To approve Policy E502: Community Groups Use of and Access to Council Parks and Reserves including incorporating Terms and Conditions of use subject to a review of paragraph 2.1 and 5.2 in the Terms and Conditions.
3. Action 359: Review and clarify wording of 2.1 as 'planned gatherings of 10 or more people' is very restrictive and suggests that casual users of parks would need to submit an application; M Allingham
4. Action 360: Review and clarify wording of 5.2 as some events do appear to have exclusive rights to the use of parks and reserves (i.e. Martinborough Fair); M Allingham

#### 6.6 Income and Expenditure Statements

*MCB RESOLVED (MCB 2017/60):*

1. To receive the Income and Expenditure Report for the period 1 July 2016 – 31 May 2017 subject to notations.  
(*Moved Beattie/Seconded Read*)
2. Action 361: Ensure the amount granted to Martinborough School is \$780 not \$980 as shown in the commitment; J Mitchell
3. Action 362: Release the commitment for the Martinborough Pool Summer Access Programme; J Mitchell
4. Action 363: Carry forward the WWI Commemoration commitment of \$1,000 to the 17/18 year; J Mitchell
5. Action 364: Investigate the Martinborough JAB Rugby commitment of \$1,150 as funds were not granted by the MCB to the Club; J Mitchell

Carried

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## 7. NOTICES OF MOTION

There were no notices of motion.

## 8. CHAIRPERSON'S REPORT

### 8.1 Chairperson's Report

Mrs Cornelissen tabled an Engagement Plan and discussed communications with members. Ways to engage with the community on footpath priorities, cycle stands, progression of a welcome to Martinborough sign, hanging of banners and community gardens were discussed.

Ms Read reported that the Obesity Group had started a Friday morning walking group.

Mrs Roy and Cr Colenso tabled a footpaths report and discussed priorities with members. Mrs Cornelissen thanked Mrs Roy and Cr Colenso for the report and acknowledged the time spent preparing the information.

Mrs Cornelissen vacated the chair.

Ms Read assumed the chair.

Members agreed with the concerns about cycle safety as presented by Dave Shepherd and Clive Paton and discussed the speed limit review report, NZTA speed limit guidelines and the potential to create cycle lanes in key areas.

Ms Read vacated the chair.

Mrs Cornelissen assumed the chair.

*MCB RESOLVED (MCB 2017/61):*

1. To receive the Chair's Report including the tabled Engagement Report and MCB Workshop Notes.  
*(Moved Cornelissen/Seconded Cr Maynard)* Carried
2. Action 365: Obtain costs for printing a one-page or half-page advert in the Martinborough Star; L Cornelissen
3. Action 366: Add 'footpaths' as the third priority area for community engagement; L Cornelissen
4. Action 367: Progress the Martinborough cycle stand project with Council's Amenities Manager; V Read
5. Action 368: Determine who owns the Martinborough bus shelter, whether there are plans to replace it and whose permission is needed in order for the Community Board to paint it; Cr Colenso
6. Action 369: Provide a list of the top 10 footpath repairs/new footpaths to the Chair so a top 15 list can be compiled; MCB
7. Action 370: Prepare a report outlining what was submitted to NZTA in the way of recommendations by SWDC as a result of the consultants speed limit review report and identify alternative ways forward to address cycle safety, including use of signs, cycle paths, road widening etc., and attend the August meeting to discuss with members; M Allingham

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8. Action 371: Collate member concerns regarding cycle safety and forward to Council officers; L Cornelissen
9. Action 372: Write to Denise Evans, Dave Shepherd and Pip Goodwin thanking them for their correspondence and advise that Martinborough Community Board would be looking to identify a strategy within limited funds; P Crimp

*MCB RESOLVED (MCB 2017/62):*

1. To receive the draft budget.
2. To note that the budgeted surplus is available for new projects or spending not yet identified.

*(Moved Read/Seconded Roy)*

Carried

3. Action 373: Increase the Martinborough Community Board engagement commitment from \$200 to \$500 and carry forward this commitment to the 17/18 year; J Mitchell

*MCB RESOLVED (MCB 2017/63):*

1. To appoint Cr Pam Colenso, Christine Webley, Max Stevens and representatives from the Martinborough Holiday Park, South Wairarapa Pony Club, Martinborough School and Council's Amenities department to the Considine Park Committee.

*(Moved Read/Seconded Roy)*

Carried

2. Action 374: Add to the first Considine Park Committee agenda remedying the untidy arena area; M Allingham

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

### 9.1 Wairarapa Library Service

*MCB RESOLVED (MCB 2017/64)* to receive the Wairarapa Library Service report.

*(Moved Cornelissen/Seconded Beattie)*

Carried

### 9.2 Martinborough Community Garden

Discussed under agenda item 8.1.

### 9.3 Footpaths

Discussed under agenda item 8.1.

## **10. CORRESPONDENCE**

### 10.1 Inwards

From Kevin Tso, Victim Support, to Martinborough Community Board, dated 13 June 2017

From Pip Goodwin, Palliser Estate, to Martinborough Community Board, dated 12 July 2017 (tabled)

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From Denise Evans to Martinborough Community Board, dated 11 July 2017 (tabled)

10.2 Outwards

To Bill Butzback, NZ Fire Service, Wellington Free Ambulance, Martinborough Fire Service and residents of New York Street West and Dublin Street West (sample attached), from Lisa Cornelissen, Martinborough Community Board, dated 26 June 2017

*MCB RESOLVED (MCB 2017/65) to receive the inwards and approve the outwards correspondence.*

*(Moved Cornelissen/Seconded Read)*

Carried

**Confirmed as a true and correct record**

.....**Chairperson**

.....**Date**

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## Featherston Community Board

Minutes – 18 July 2017

- Present:** Brenda West (Chair), Claire Bleakley, Cr Dayle Harwood, Cr Colin Olds, Robyn Ramsden and Mark Shepherd.
- In Attendance:** Mayor Viv Napier, Suzanne Clark (Committee Secretary) and for part only Murray Buchanan (Planning and Environment Group Manager), Hans van Kregten (Kaha Consultancy) and Annabel Hobson (Resource Management Officer).
- Conduct of Business:** The meeting was held in Kiwi Hall, 62 Bell Street, Featherston. The meeting was conducted in public between 7:00pm and 10:10pm.
- External Speakers:** Roz Harding, Trevor Benton (Cross Creek Railway), Jennifer Grey and Kate Mead, Stephen Higginson and John Stier, Sue Fox (Featherston Ratepayers and Residents Association), Wendy Morrison, Kieran McAnulty (Accelerate Wairarapa) and Jim O'Malley, Lee Priday (KittyCat Rehoming Wairarapa).

### PUBLIC BUSINESS

#### 1. APOLOGIES

Apologies were received from Paul Crimp.

#### 2. CONFLICTS OF INTEREST

Robyn Ramsden declared a conflict of interest with the application for financial assistance from the Cross Creek Railway to be considered under agenda item 6.6.

#### 3. PUBLIC PARTICIPATION

##### 3.1 Roz Harding and Trevor Benton (Cross Creek Railway)

Ms Harding with support from Mr Benton answered questions relating to the Cross Creek Railway application for financial support requesting funds to purchase a new engine.

##### 3.2 Jennifer Grey and Kate Mead

Ms Grey with support from Ms Mead outlined a project to paint a mural at 89 Featherston Street to beautify Featherston, and requested a letter of support and financial support, from the Community Board.

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- 3.3 Stephen Higginson and John Stier  
Mr Higginson and Mr Stier expressed concern about Council's intention to change the tenancy agreement for community housing residents so rent could be increased incrementally on a yearly basis. Community housing was to be run as 'not for profit' and residents were fearful of the future due to capped incomes. Mr Stier asked the Community Board for support in obtaining definitive information from Council relating to costs associated with running community housing.
- 3.4 Sue Fox, Featherston Ratepayers and Residents Association (FRRA)  
Ms Fox outlined progress for making an application to the NZ Geographic Board to register 'Featherston' as the official town name of Featherston. Ms Fox invited the Community Board to send a letter of support that could be forwarded with the registration application. Cr Olds complimented the FRRA on their work.
- 3.5 Wendy Morrison and Kieran McAnulty (Accelerate Wairarapa)  
Ms Morrison with support from Mr McAnulty outlined a programme of work to attract business and investment into Wairarapa. The community driven project was working towards the establishment of a website linked via the existing Destination Wairarapa website to attract businesses, and those that wanted to live and work in the Wairarapa. Ms Morrison asked for Community Board support of the project.
- 3.6 Jim O'Malley and Lee Priday, KittyCat Rehoming Wairarapa  
Mr O'Malley and Ms Priday discussed the KittyCat Rehoming application for financial assistance and answered member's questions. Financial support was sought for the creation of a website that could be used to advise the public of cats that needed rehoming.

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

- 4.1 Cross Creek Railway  
Deferred to agenda item 6.6.
- 4.2 Jennifer Grey and Kate Mead  
Deferred to agenda item 6.6.
- 4.3 Stephen Higginson and John Stier  
*FCB NOTED:*
1. Action 387: In conjunction with Council officers prepare a report on the income and expenses of SWDC community housing for discussion at the August Featherston Community Board meeting;  
C Bleakley

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4.4 Featherston Ratepayers and Residents Association  
*FCB RESOLVED (FCB 2017/43)* that a letter of support in respect to the proposal of the Featherston Ratepayers and Residents Association to formally name Featherston.  
*(Moved Cr Olds/Seconded West)* Carried  
Claire Bleakley voted against the motion.

4.5 Accelerate Wairarapa  
*FCB RESOLVED (FCB 2017/44)* to support the Accelerate Wairarapa project in principle.  
*(Moved Bleakley/Seconded Shepherd)* Carried

4.6 KittyCat Rehoming Wairarapa  
Deferred to agenda item 6.6.

## 5. COMMUNITY BOARD MINUTES

5.1 Featherston Community Board Minutes – 6 June 2017  
*FCB RESOLVED (FCB 2017/45)* that the minutes of the Featherston Community Board meeting held on 6 June 2017 be confirmed as a true and correct record.  
*(Moved Cr Olds/Seconded Ramsden)* Carried

## 6. CHIEF EXECUTIVE AND STAFF REPORTS

6.1 Update of Council's Notable Tree Register  
Mr van Kregten and Mr Buchanan discussed Council's planned review of the South Wairarapa notable trees register in the Wairarapa Combined District Plan with members and provided a handout on the process. Mr Buchanan asked members to liaise with the community to seek assistance in identifying why the Featherston notable trees had been listed and to identify new specimens for consideration and existing specimens for removal (if appropriate).  
Mr Buchanan noted that listing a tree does have implications to the owner and it was preferable to have landowner agreement.  
*FCB RESOLVED (FCB 2017/46):*  
1. To receive the Update of Council's Notable Tree Register Report.  
*(Moved West/Seconded Bleakley)* Carried  
2. Action 388: Utilise local newspapers and social media, including the Featherston Phoenix, to publicise the request for the community to participate in updating of the Notable Tree Register in the District Plan; M Buchanan

6.2 Action Items Report  
*FCB RESOLVED (FCB 2017/47):*  
1. To receive the Action Items Report.  
*(Moved West/Seconded Ramsden)* Carried

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2. Action 389: Ascertain whether operating a community can receptacle container at SuperValue will negatively impact on Council costs/revenue; C Bleakley
3. Action 390: Write to Vicky Alexander advising that operating a community can receptacle container at SuperValue was possible, but that a community group needed to take ownership for managing the operation and distributing profit; C Bleakley
4. Action 391: Provide information to FCB members on the proposed bypass changes to Revans Street; M Allingham

6.3 Income and Expenditure Report

*FCB RESOLVED (FCB 2017/48)* to receive the Income and Expenditure Report for the 1 July 2016 – 31 May 2017.

*(Moved West/Seconded Shepherd)*

Carried

6.4 Officers' Report to Community Boards

Members noted that Council officers had only attended one of the last three meetings. Members discussed slips on Cape Palliser Road, the increase of solid waste going to landfills and upcoming Resource Management Act changes.

Members thanked Mayor Napier for representing the region in Belgium.

*FCB RESOLVED (FCB 2017/49):*

1. To receive the Officers' Report to Community Boards.  
*(Moved West/Seconded Bleakley)*
2. Action 392: Provide regular short progress reports on the wastewater projects as a regular agenda item; M Allingham

Carried

6.5 Review of Policy E502: Community Groups Use of and Access to Council Parks and Reserves

Members discussed the Policy and whether it would suit groups with reoccurring events and requested that officers incorporate specific park requirements into the terms and conditions.

*FCB RESOLVED (FCB 2017/50):*

1. To receive the Community Groups Use of and Access to Council Parks and Reserves Policy Report.  
*(Moved West/Seconded Cr Harwood)*
2. That further information was required, including a schedule of the parks and reserves in each town and their individual requirements before approving the Policy.
3. That the draft Policy be revisited at the August 2017 meeting.  
*(Moved Bleakley/Seconded West)*
4. Action 393: To change the word 'wishing' in paragraph 3.1.1 of the policy to 'seeking'; M Allingham

Carried

Carried

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## 6.6 Applications for Financial Assistance

Members agreed to defer consideration of the application for financial assistance from Jennifer Grey and that Brenda West would work with the Planning team to discuss resource consent requirements for the project and then prepare a report for Community Board consideration.

*FCB RESOLVED (FCB 2017/51):*

1. To receive the Applications for Financial Assistance Report.
2. To grant Cross Creek Railway \$300 to help with the costs associated with the purchase of two new motors for the existing locomotives.

*(Moved West/Seconded Cr Harwood)*

Carried

Claire Bleakley voted against the motion.

3. To grant KittyCat Rehoming Wairarapa \$300 to help with building a website; provided statistics are kept for the next 6 months outlining which towns cats have been taken in from.

*(Moved West/Seconded Cr Olds)*

Carried

Claire Bleakley abstained.

4. Action 394: Work with the Planning team to discuss resource consent requirements for the 89 Featherston Street mural project and then prepare a report for Community Board consideration; B West

## 6.7 Naming of New Road in Featherston

*FCB RESOLVED (FCB 2017/52):*

1. To receive Naming of New Road in Featherston Report.
2. To support the use of the name “Ataahua Place”.

*(Moved Cr Olds/Seconded Bleakley)*

Carried

## 7. NOTICES OF MOTION

There were no notices of motion.

## 8. CHAIRPERSONS REPORT

There was no report to consider.

## 9. MEMBER REPORTS (INFORMATION)

### 9.1 Wairarapa Library Service

Mrs Ramsden discussed key issues from the Wairarapa Library Service meeting with members as outlined in the report submitted.

### 9.2 Featherston Information Centre

Mrs Ramsden had organised a successful afternoon tea for volunteers which was well received and was working with the Centre to prepare a Memorandum of Understanding, financial information and a Health and Safety Policy.

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*FCB NOTED:*

- 1. Action 395: Include a graph showing usage of WiFi in the district libraries in council reports; M Allingham

9.3 Featherston Community Facebook Page

Mrs Ramsden reported that the FCB page now had 78 likes and continued to provide only updates.

9.4 Update on Actions from Claire Bleakley

Mrs Bleakley undertook to provide proposed street names for the Poppy project in September 2017.

*FCB RESOLVED (FCB 2017/53) to receive the Community Board reports*

*(Moved West/Seconded Cr Olds)*

Carried

**10. CORRESPONDENCE**

10.1 Inwards

Members discussed correspondence from Jan Stephen and undertook to discuss perceived concerns with the property owner.

From Kevin Tso, Victim Support, to Featherston Community Board, dated 13 June 2017

From Jean McDowall, Featherston Camp Sculpture Memorial Trust, to Featherston Community Board, dated 1 July 2017 (tabled)

From Jan Stephen to Brenda West, to Featherston Community Board, dated 9 July 2017 (tabled)

*FCB RESOLVED (FCB 2017/54):*

- 1. To receive the inwards correspondence.  
*(Moved West/Seconded Ramsden)*
- 2. Action 396: Write and acknowledge correspondence submitted by Jan Stephen; P Crimp

Carried

**Confirmed as a true and correct record**

.....Chairperson

.....Date

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## Greytown Community Board

### Minutes – 19 July 2017

- Present:** Leigh Hay (Chair), Mike Gray, Ann Rainford, Cr Margaret Craig and Cr Paora Ammunson (from 7:14pm).
- In Attendance:** Mayor Viv Napier, Murray Buchanan (Planning and Environment Group Manager), Suzanne Clark (Committee Secretary) and for part only Hans van Kregten (Kaha Consultancy) and Annabel Hobson (Resource Management Officer).
- Conduct of Business:** The meeting was conducted in public in the WBS Room, Greytown Town Centre on 19 July 2017 between 7:00pm and 9:30pm.
- Also in Attendance:** Geoff Clark, Wendy Morrison and David Hancock (Accelerate Wairarapa), Jeremy Partridge and Katie Abbott (Tree Advisory Group).

### PUBLIC BUSINESS

#### 1. APOLOGIES

*GCB RESOLVED (GCB 2017/50)* to receive apologies from Christine Stevenson and Paul Crimp.

*(Moved Cr Craig/Seconded Rainford)*

Carried

#### 2. CONFLICTS OF INTEREST

There were no conflicts of interests.

#### 3. PUBLIC PARTICIPATION

##### 3.1 Geoff Clark

Mr Clark was pleased to see that the plane trees had been pollarded, but noted that the Greytown Town Centre dripping issue, pebbles under the oak trees and a seat for outside the Hub were still to be addressed. Mr Clark requested that the Board attend to these issues, perhaps with beautification funds, and seek volunteers for the Greytown Information Centre.

##### 3.2 Wendy Morrison and David Hancock, Accelerate Wairarapa

Ms Morrison with support from Mr Hancock outlined a programme of work to attract business and investment into Wairarapa. The community driven project was working towards the establishment of a website linked via the existing Destination Wairarapa website to attract businesses, and those that wanted to live and work in the Wairarapa. Ms Morrison asked for Community Board support of the project.

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#### **4. PRESENTATIONS:**

##### **4.1 Katie Abbott and Jeremy Partridge, Tree Advisory Group**

Mr Partridge thanked Council for undertaking the notable trees review and requested Council also change the District Plan to ensure good rules were in place to protect trees. The Group wanted to work with Council to ensure a comprehensive tree register is developed.

Items requested:

1. A review of the District Plan tree rules, policies and assessment criteria, particularly areas as per tabled document.
2. Appointment of a consultant arborist with a minimum NZQQ Level 4 Arboricultural Qualification to undertake STEM (a Standard Method for Tree Evaluation) assessments.
3. That the arborist appointed is experienced in undertaking STEM assessments.

#### **5. ACTIONS FROM PUBLIC PARTICIPATION/PRESENTATIONS**

##### **5.1 Geoff Clark**

Mayor Napier advised that alternatives to the oak tree pebbles were being investigated and that the dripping would be addressed when the new Town Centre entrance was built. A seat for outside the Hub was progressing.

##### **5.2 Accelerate Wairarapa**

Members supported the Accelerate Wairarapa project and noted that Greytown had a website in place that could be linked and extended to incorporate the live and work concept.

##### **5.3 Tree Advisory Group**

Mrs Hay thanked the Tree Advisory Group for organising Arbor Day celebrations and undertook to do a press release with the hopes of attracting new members to the Group.

#### **6. COMMUNITY BOARD MINUTES**

##### **6.1 Greytown Community Board Minutes – 7 June 2017**

*GCB RESOLVED (GCB 2017/51) that the minutes of the Greytown Community Board meeting held on 7 June 2017 be confirmed as a true and correct record.*

*(Moved Cr Craig/Seconded Rainford)*

Carried

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

##### **7.1 Update of Council's Notable Tree Register**

Mr Buchanan opened by stating that to change the rules and policies of the Wairarapa Combined District Plan would require agreement from the

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other Wairarapa councils and that they were not interested in undertaking this type of review. Mr Buchanan did not believe the Plan required amending as suggested as regulation of trees required a balanced approach.

Mr van Kregten and Mr Buchanan discussed Council's planned review of the South Wairarapa notable trees register with members and provided a handout on the process. Mr Buchanan asked members to liaise with the community to seek assistance in identifying why the Greytown notable trees had been listed and to identify new specimens for consideration and existing specimens for removal (if appropriate), noting that the Tree Advisory Group would be directly consulted.

Mr Buchanan noted that stands of trees could not be protected and that a STEM analysis would be undertaken of listed and nominated trees.

*GCB RESOLVED (GCB 2017/52)* to receive the Update of Council's Notable Tree Register Report.

*(Moved Hay/Seconded Cr Craig)*

Carried

## 7.2 Action Items Report

Mrs Hay reported that Janie Nott would be developing a design proposal for the Kuratawhiti Street Chorus cabinet.

Members thanked Council for work undertaken on the Greytown Cemetery driveway and noted that the fence was now tidy.

Chris Ward, owner of FreshChoice, had contacted Mrs Hay and undertaken to prune trees at the West Street exit and to look at other safety measures.

*GCB RESOLVED (GCB 2017/53):*

1. To receive the Action Items Report.

*(Moved Hay/Seconded Gray)*

Carried

2. Action 409: On behalf of the Community Board, write and thank Neil Montgomerie for his research and suggestions for Greytown street names; P Crimp
3. Action 410: On behalf of the Community Board, write and thank Adam Blackwell for his support and contribution in preparing the Greytown most beautiful small town application; P Crimp

*GCB RESOLVED (GCB 2017/54):*

1. To note the existing agreement with CityCare to pay \$120 per month to maintain (planting, weeding and watering) seven wine barrels along Greytown Main Street and that from 17 February 2017 only four barrels remained.
2. To request a credit from CityCare dating from the 17 February 2017 for three barrels per month (two were removed and one replanted with a laurel) and to note that only \$68.56 is approved as an ongoing monthly amount for care of the four remaining barrels.

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3. To reject the submitted quote from CityCare for barrel maintenance noting that the new price offered by CityCare represents a 35.24% increase which is unreasonable.

*(Moved Hay/Seconded Cr Craig)*

Carried

#### 7.3 Income and Expenditure Report

*GCB RESOLVED (GCB 2017/55)* to receive the Income and Expenditure Statement for the period 1 July 2016 – 31 May 2017.

*(Moved Cr Craig/Seconded Rainford)*

Carried

#### 7.4 Officers Report

Members discussed rates arrears and payments, CDEM, progression of the Wellington Regional Waste Management and Minimisation Plan, water reticulation communications and community housing.

*GCB RESOLVED (GCB 2017/56)* to receive the Officers' Report.

*(Moved Hay/Seconded Rainford)*

Carried

#### 7.5 Review of Policy E502: Community Groups Use of and Access to Council Parks and Reserves.

Mayor Napier tabled suggested amendments to clause 2.1 and clause 5.2.

Proposed 2.1: 'Publicised gatherings of 20 or more people in a park or reserve require a booking to be made on the Event Application Form'.

Proposed 5.2: 'Event bookings do not grant exclusive rights to the use of the park/reserve, and no park or reserve will be bookable for a use which excludes the public.'

Mayor Napier noted that the policy allowed for sections of the park to be booked for weddings or functions that required security fencing.

Members discussed the provision of power in Stella Bull Park by Council and noted that dogs could be walked through Stella Bull Park on leash but were not permitted at Soldiers Memorial Park.

*GCB RESOLVED (GCB 2017/57):*

1. To receive the Community Groups Use of and Access to Council Parks and Reserves Report.

*(Moved Hay/Seconded Cr Ammunson)*

Carried

2. To approve the amendments to the Community Groups Use of and Access to Council Parks and Reserves Report subject to inclusion of the proposed changes to clause 2.1 and 5.2 of the Terms and Conditions, inclusion of a clause 6 with specific conditions for events (e.g. weddings and Balloons over Wairarapa) and inclusion of a provision for dogs.

*(Moved Hay/Seconded Rainford)*

Carried

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## 8. NOTICES OF MOTION

There were no notices of motion.

## 9. CHAIRPERSONS REPORT

### 9.1 Chairperson's Report

Mayor Napier congratulated the Community Board on completing their Community Response Planning document.

*GCB RESOLVED (GCB 2017/58):*

1. To receive the Chairperson's Report.  
(*Moved Hay/Seconded Cr Ammunson*) Carried
2. To adopt the Terms of Reference for the Tree Advisory Group.  
(*Moved Hay/Seconded Cr Craig*) Carried
3. Action 411: Replace the dead trees in the Greytown Dog Park while it is still tree planting season; M Allingham

## 10. MEMBERS REPORTS (INFORMATION)

### 10.1 Kuranui College Project

Mrs Rainford reported that the Kuranui College workplace visits project had finished for the 2017 year, but would be run again in 2018.

### 10.2 Vodafone Project

Mrs Rainford updated members on a Vodafone project she was preparing an application for and would progress the concept with Greytown Trust Lands Trust on the 31 July 2017 as the application prepared for Vodafone was not accepted as it needed to be submitted via a charity.

### 10.3 Update on FreshChoice Traffic

Update provided under agenda item 7.2.

### 10.4 Greytown Town Hall Management Plan

Members requested that Council undertake a yearly chemical wash of the Greytown Town Centre and budget for a complete repaint in the Long Term Plan. It was suggested that painting was undertaken in stages if financing was a concern.

*GCB RESOLVED (GCB 2017/59):*

1. That an update on the state of progress for undertaking building changes to Greytown Town Centre be advised to the Board.  
(*Moved Cr Ammunson/Seconded Gray*) Carried
2. Action 412: Provide a report on whether the existing maintenance schedule for the Greytown Town Centre dated November 2010 (pgs 55-57) is being followed, provide a list of proposed maintenance items and dates for the 17/18 year, and provide an

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update on a replacement solution for the pebbles around the oak trees; M Allingham

10.5 Update on Tree Advisory Group  
Update provided under item 4.1 and 9.1.

10.6 Wairarapa Library Service  
A report had been submitted with agenda papers.

*GCB RESOLVED (GCB 2017/60) to receive member’s reports.  
(Moved Cr Craig/Seconded Hay)*

Carried

**11. CORRESPONDENCE**

11.1 Inwards  
From Kevin Tso, Victim Support, to Greytown Community Board, dated 13 June 2017

11.2 Outwards  
From Leigh Hay, Greytown Community Board, to Debbie Malneek, Neighbourhood Support, dated 19 June 2017  
From Greytown Community Board, to Chris Ward, FreshChoice Greytown, dated 19 June 2017

*GCB RESOLVED (GCB 2017/61) to receive the inwards and approve the outwards correspondence.  
(Moved Gray/Seconded Cr Craig)*

Carried

**Confirmed as a true and correct record**

.....Chairperson

.....Date

**DISCLAIMER**

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## SWDC Audit & Risk Working Party

### Notes from meeting held 28<sup>th</sup> June 2017

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

**Apologies:** Mayor Viv Napier

**Conflicts of Interest:** None

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

#### **1 Matters Arising**

None.

#### **2 Financials** for May 2017 were reviewed. No areas of concern.

**CAPEX report** including full year forecast was reviewed. Looking to put in place more monitoring of major projects for 2018 financial year.

**Waihinga Centre report** - dollar value of savings from suppliers yet been established. Goal to have these available for next meeting. Construction committee reviewing variations. Less variations expected once move into 'new build' phase of project.

#### **3 Topics for discussion**

*Interim audit* – Audit NZ completed interim audit during June 2017. No areas of concern.

*Possible review of rating of commercial properties* – considering changing rating of rural properties which have commercial premises. Some background work being done at present. Will be considered as part of LTP process.

*Grant applicants* – agreed accountability reporting will be required for larger grants and financial statements to be obtained for all grant applicants in future. Consider application form for next year's grants round.

*Waiver of large water rates Invoice* – discussed draft paper to go to next Council meeting Public excluded for large water rates invoice greater than CEO delegated authority. A&R supported proposal to waive the invoice due to the circumstances covered by the draft paper.

#### **4 Policies update**

*IT Policy* was reviewed and agreed to go to next Council meeting.

*Community Groups Use of and Access to Council Parks and Reserves Policy* was reviewed – this now incorporates terms and conditions for users. This policy is to go to Community Board meetings in the coming month and then to Council. No changes recommended by A&R.

*Update on progress with TOR for Council Committees & working parties* – Policy A100 Council and Committees approved at April 2017 Council meeting noted a number of TOR that needed updating. Progress is being made and will continue over coming months.

*Annual plan/Long term plan working party terms of reference* – Draft terms of reference were reviewed and approved to go to next Council meeting.

## **5 Health & Safety**

Discussed opportunity to work with company that specialises in Contractor pre-qualification for Health & Safety purposes. Set up by local authorities in Waikato/Bay of Plenty area. Service is free to TAs, contractors pay to go through qualification process and then are approved to work for any TA that is part of the scheme. A&R support pursuing this opportunity.

## **6 Risks**

**Review of Risk Registers** - Operational and Strategic. These were reviewed including updates since last meeting.

## **7 Legislative Compliance**

Legislative compliance list has been reviewed by officers responsible and updated for new legislation, legislation repealed, progress with meeting obligations under the Act. Copy of latest listing circulated to A&R working party members. Further review will take place in 6 months time.

## **8 General Business**

*Timing of meetings* – Agreed future meetings will be held after Infrastructure & Planning working party meetings or Council meetings.

*Paper Copies of Policy manuals* – Agreed as all policies are now available on the website, we do not need to keep paper copies as well. Agree we should keep 2-3 paper copies with key people (i.e. Mayor and GMCS). This will reduce costs and wastage and ensure people are always accessing the most up to date version. GMCS to e-mail all Councillors to ask them to return paper folders so they do not have out of date paper versions.

**Next meeting: 26th July 2017 at 11.30am (after Infrastructure & Planning working party meeting)**