



Featherston Community Board

Minutes 22 November 2011

- Present:** Helen Barrow (Chair), Lee Carter, Cr Solitaire Robertson and Cr Keith Sexton.
- In attendance:** Mayor Adrienne Staples, Dr Jack Dowds and Suzanne Clark (Committee Secretary).
- Public Participation:** Danielle Gray and Amanda Cuff from the Featherston Playcentre (until 6:13pm).
- Conduct of Business:** The meeting was held in the Group Room of Family Works Centre, Featherston. The meeting was conducted in public between 6.00pm and 7:28pm.

PUBLIC BUSINESS

1. APOLOGIES

FCB RESOLVED (FCB 2011/56) to receive apologies from Garry Thomas and Phil Robertson.

(Moved Cr Sexton/ Seconded Cr Robertson)

Carried

2. CONFLICTS OF INTEREST

No conflicts of interest were declared.

3. PUBLIC PARTICIPATION

Danielle Gray and Amanda Cuff representing the Featherston Playcentre spoke on the future and direction of the Playcentre and asked for Community Board financial support.

4. COMMUNITY BOARD MINUTES/EXPENDITURE

4.1 Featherston Community Board Minutes – 11 October 2011

FCB RESOLVED (FCB 2011/57) that the minutes of the Featherston Community Board meeting held on 11 October 2011 be confirmed as a true and correct record.

(Moved Carter/ Seconded Cr Sexton)

Carried

DISCLAIMER

Until confirmed as a true and correct record, at a subsequent meeting, the minutes of this meeting should not be relied on as to their correctness

4.2 Matters arising

FCB NOTED:

1. Action 1057: Forward quotes to the Community Board for the purchase of flags for display along Featherston Main Street; Mayor

4.3 Action items from previous meeting

The Community Board reviewed the action items and updates were provided.

4.4 Income and Expenditure Statement

FCB RESOLVED (FCB 2011/58) that the Income and Expenditure Statement to 30 September 2011 be received.

(Moved Carter/ Seconded Cr Sexton)

Carried

5. OPERATIONAL REPORTS – Council Officers :

5.1 Officers' Report to Community Boards

The Community Board reviewed the report and discussed Toast Martinborough, noise control and library holiday programmes.

FCB RESOLVED (FCB 2011/59):

1. To receive the information.

(Moved Cr Sexton/ Seconded Carter)

Carried

2. Action 1058: Determine whether control of fireworks on Council reserves is covered under the Reserves Management Plan and whether having bylaws officers available on Guy Fawkes night to monitor is possible; G Bunny

5.2 Schedule of Ordinary Calendar Meetings 2012

FCB RESOLVED (FCB 2011/60):

1. To receive the information.
2. To adopt the 2012 schedule of ordinary meetings for Featherston Community Board.

(Moved Barrow/ Seconded Carter)

Carried

6. LTP MATTERS

Cr Robertson undertook to send a report to the Group Manager Corporate Support.

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7. COMMUNITY BOARD/COUNCILLORS REPORTS

Lee Carter

Mrs Carter had nothing to report.

Cr Robertson

Cr Robertson gave an update on the organisation of the Featherston Christmas parade.

Council would provide photocopying services for the colouring in competition and allow entries to be displayed in the Featherston Library.

Cr Sexton

Cr Sexton gave a report from a civil defence exercise held in Masterton.

Helen Barrow

Mrs Barrow gave an update on the policing of youth in respect to vandalism at the Featherston bowling green.

Mayor Staples

Mayor Staples gave an update from her working tour of Japan.

FCB NOTED:

Action 1059: Arrange with the Featherston Police for someone from the Community Board to attend a monthly meeting with the Police;
Mayor

Action 1060: Send an email to members of the Community Board with assigned actions relating to the Featherston Christmas parade; Cr Robertson

8. DANIELL STREET/BETHUNE STREET STORM WATER:

Cr Sexton provided pictures of blocked drains and manholes requiring maintenance.

FCB NOTED:

Action 1061: Suck out the storm water drains on Daniell and Bethune Streets and clear manholes; M Allingham

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9. PUBLIC PAPERS

The Community Board reviewed the Featherston Walkways Trust draft Memorandum of Understanding and expressed concern that its impact extended beyond the Community Board and onto Council.

FCB RESOLVED (FCB 2011/61) to recommend that the Featherston Walkways Trust draft Memorandum of Understanding be reviewed by senior council officers.

(Moved Cr Robertson/ Seconded Cr Sexton)

Carried

10. CORRESPONDENCE:

10.1 Inwards

From Maths Wairarapa to Featherston Community Board.

FCB RESOLVED (FCB 2011/62) to receive inwards correspondence.

(Moved Cr Sexton/ Seconded Carter)

Carried

11. FINANCIAL ASSISTANCE

11.1 Featherston Playcentre

The Community Board undertook to meet and clarify funding criteria on the grant application form. Dr Dowds undertook to provide funding from Council given the circumstances requiring the Playcentre to relocate and a prior verbal agreement.

FCB RESOLVED (FCB 2011/63) to decline the application because of a prior understanding that Council had with the Playcentre to help with relocation costs.

(Moved Cr Robertson/ Seconded Carter)

Carried

11.2 Featherston Community Centre

FCB RESOLVED (FCB 2011/64) to decline the application as the Community Board can not be seen to support one political party over another in the lead up to a general election.

(Moved Barrow/ Seconded Cr Sexton)

Carried

Confirmed as a true and correct record

.....Chairperson

.....Date

DISCLAIMER

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**Featherston Community Board
Action Items
From 22 November 2011**

Ref #	Meeting	Date	Responsible Manager	Action or Task details	Status	
539	FCB	15-Mar-11	Garry Thomas	Provide a written report to Officers on footpath development priority and identify any other areas where new footpaths should be placed	Open	
877	FCB	30-Aug-11	Garry Thomas	CHRISTMAS PARADE FCB RESOLVED (FCB 2011/44): 1. That the Featherston Community Board would run the 2011 Christmas Parade and allocate a budget of \$1500 for this purpose. 2. That a \$500 donation for prizes be requested from the Featherston Lions and Lionesses, and that the Featherston promotional group is written to requesting any remaining 2010 Christmas parade funds. (Moved Thomas/ Seconded Barrow) Carried	Actioned	
883	FCB	30-Aug-11	Cr Robertson	Review the MOU for Barr Brown Reserve, specifically noting that any assets purchased by Council for use in the community be returned to Council should the committee purchasing the assets dissolve	Open	
885	FCB	30-Aug-11	Cr Robertson	Place a ½ page advertisement in the Phoenix for November and a full page advertisement in December	Actioned	
887	FCB	30-Aug-11	Helen Barrow	Take the Christmas parade flyer to the community and request event support	Actioned	
990	FCB	11-Oct-11	Paul	Residual Sesqui Funds Report FCB RESOLVED (FCB 2011/50): 1. To receive the information. 2. That the residual Sesqui funds be deposited into the Featherston Community Board account. (Moved Cr Sexton/ Seconded P. Robertson) Carried	Open	Journal to be done w/c 14 Nov 11
991	FCB	11-Oct-11	Mark	Featherston Domain Walkway FCB RESOLVED (FCB 2011/51): 1. To receive the information. 2. That the proposed work in the Featherston Domain Walkway should be undertaken by the Featherston Walkway and Reserves Trust. (Moved Carter/ Seconded Cr Sexton) Carried	Actioned	20/10 Officers have notified the Featherston Walkway and Reserves Trust and arrangements are being made to start this work. 11/11 Ian Richards has had a meeting with Ivan Baron and has given him the go ahead to start work. Safety signs are be made before the work commences. 23.12 Works underway.
1057	FCB	22-Nov-11	Mayor	Forward quotes to the Community Board for	Actioned	

Ref #	Meeting	Date	Responsible Manager	Action or Task details	Status	
				the purchase of flags for display along Featherston Main Street		
1058	FCB	22-Nov-11	Glenn	Determine whether control of fireworks on Council reserves is covered under the Reserves Management Plan and whether having bylaws officers available on Guy Fawkes night to monitor is possible	Actioned	Will be controlled via the new bylaws that should be implemented before Guy fawkes 2012. They will not be permitted in public places.
1059	FCB	22-Nov-11	Mayor	Arrange with the Featherston Police for someone from the Community Board to attend a monthly meeting with the Police	Actioned	
1060	FCB	22-Nov-11	All	The Community Board undertook to meet and clarify funding criteria on the grant application form	Open	
1061	FCB	22-Nov-11	Cr Robertson	Send an email to members of the Community Board with assigned actions relating to the Featherston Christmas parade	Actioned	
1062	FCB	22-Nov-11	Mark	Suck out the storm water drains on Daniell and Bethune Streets and clear manholes	Open	25.11.11. Officers have investigated, some subgrates need to be cleared. The pipes in general are clear however it appears the pipes are not big enough. Officer is to calculate catchment capacity in order to evaluate correct pipe size. 23.12 To be cleaned out in January.
1068	FCB	22-Nov-11	Glenn	FCB RESOLVED (FCB 2011/61) to recommend that the Featherston Walkways Trust draft Memorandum of Understanding be reviewed by senior council officers. (Moved Cr Robertson/ Seconded Cr Sexton) Carried	Actioned	
1070	FCB	22-Nov-11	Paul	FCB RESOLVED (FCB 2011/63) to decline the application because of a prior understanding that Council had with the Playcentre to help with relocation costs. (Moved Cr Robertson/ Seconded Carter) Carried	Actioned	
1071	FCB	22-Nov-11	Paul	FCB RESOLVED (FCB 2011/64) to decline the application as the Community Board can not be seen to support one political party over another in the lead up to a general election. (Moved Barrow/ Seconded Cr Sexton) Carried	Actioned	

Featherston Community Board					
Income & Expenditure to 30 November 2011					
	Jul-11	Aug-11	Sep-11	Oct-11	Nov-11
INCOME					
Balance 1 July 2011	13,180.47	13,180.47	13,180.47	13,180.47	13,180.47
Annual Plan 2011/12	20,930.00	20,930.00	20,930.00	20,930.00	20,930.00
Tfer from FSTN book Sales					6,722.13
Misc income FSTN promotional					300.00
Funds for annual Xmas Parade					434.78
TOTAL INCOME	34,110.47	34,110.47	34,110.47	34,110.47	41,567.38
EXPENDITURE					
Members' Salaries	673.50	1,366.64	2,049.96	3,243.70	4,093.88
Members' Expenses	-	-	-	-	-
Total Personnel Costs	673.50	1,366.64	2,049.96	3,243.70	4,093.88
Printing.com - H Barrow business cards	102.50	102.50	102.50	102.50	102.50
Petty Cash - Info Centre	40.09	40.09	140.09	140.09	140.09
Telephone - Info Centre	79.97	159.30	239.16	239.16	239.16
Wages - Info Centre Staff			1,235.52	2,260.44	2,990.52
Sign Factory - Banner				600.00	600.00
Wairarapa Times-age - Consultant FCB for RWC				182.40	182.40
Dittmer Earthmovers - Campervan				3,500.00	3,500.00
Featherston Phoenix				90.00	90.00
Local Government - Community Board Levy 11/12					166.66
Total General Expenses	222.56	301.89	1,717.27	7,114.59	8,011.33
Featherston Community Centre				130.43	130.43
Featherston Community Patrol				500.00	500.00
Total Grants	-	-	-	630.43	630.43
TOTAL EXPENDITURE	896.06	1,668.53	3,767.23	10,988.72	12,735.64
ACTUAL NET SURPLUS/(DEFICIT) YEAR TO DATE	33,887.91	32,441.94	30,343.24	23,121.75	28,831.74
LESS: COMMITMENTS					
Salaries to 30 June 2012	9,890.50	9,197.36	8,514.04	7,320.30	6,470.12
Emergency Fund	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00
Information Centre domain name etc	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
Community Centre - Clean Up Featherston Day			150.00		
2011 Christmas Parade			1,500.00	1,500.00	1,500.00
Total Commitments	12,890.50	12,197.36	13,164.04	11,820.30	10,970.12
BALANCE TO CARRY FORWARD	20,323.91	20,244.58	17,179.20	11,301.45	17,861.62

FEATHERSTON COMMUNITY BOARD

31 JANUARY 2012

AGENDA ITEM 5.1

OFFICERS' REPORT

Purpose of Report

To inform the Community Boards and Maori Standing Committee of the activities of the organisation's three Groups, provided at the Council meeting of 14 December 2011.

Recommendations

Officers recommend that the Board / Committee:

1. *Receive the information.*

1. Corporate Support

1.1 Revenue and Financing Policy

The draft policy will be presented to the Policy and Finance Committee. This policy is one of the key policies for the LTP, and as you know is the result of a number of workshops.

1.2 LTP Timetable

Audit New Zealand visited on 30 November to discuss progress on the LTP, and agree dates when we would have information to them for audit.

Audit New Zealand seemed happy with progress and was particularly interested in our longer term approach.

An updated timetable will be tabled, following finalisation of a number of workshop dates.

1.3 LTP Meetings

Following on from the internal meetings, the external focus group meetings commenced with the business group on 30 November. Despite the numbers being lower than anticipated, I think the discussion generated all the ideas that would have been raised anyway.

1.4 Emissions Trading Scheme

There has been a flurry of activity and a reasonable amount of work to register our pre 1990 plantings under the Emissions Trading Scheme.

The Pre 1990 application was a matter of claiming the compensation units available for the PRE 1990 land which due to legislation change, is now required to remain as forest land (it can be cut down and replanted).

Woodnet, a Masterton based firm, were retained to assist with the mapping and lodging of the claim, which was successfully completed a minute or so prior to the 30 November deadline.

We have applied for approximately 70 Ha (there is one block I am not sure of the actual size), this will be subject to MAF review.

The next step is to review our other landholdings and ascertain whether it is prudent to plant additional areas under the ETS. This is not as straightforward as it may seem as pre and post 1990 plantings are treated quite differently under the scheme.

1.5 Summary of rate arrears

The following table summarises the rate arrears excluding multi ownership Maori land.

Date	Amount \$'000	Number	Days since instalment due	SWDC component \$'000 (81%)
30 June 2011	\$851	631	31	\$689
1 August 2011	\$780	463	64	\$632
28 November 2011	\$969	760	7	\$785

At the time of writing (6 December 2011), the \$969K had reduced by \$41K to \$928K.

1.6 Website

The new website is up and running and thanks must go to Jen and Suzanne for their work on this important customer interface. We will be deciding on "where to from here" in the New Year.

2. Planning & Environment Group

2.1 Resource Consents

Officers received 12 consent applications since 1 October. 13 consents were approved since 1 September (4 of which were received in October, 1 was received in August) all within the statutory timeframes. Officers now provide detailed fortnightly updates on all consents direct to Councilors and Community Board members, so consent details are not listed here.

2.2 La De Da

Officers are continuing to work on the consent conditions and various management plans with the applicant and the interested parties such as Police and the Fire Service. Progress towards the full compliance of Councils requirements is being made.

2.3 Policy

2.3.1. District Plan

The hearing before the Combined Plan Committee for Private Plan Change 3858 regarding the application by Greytown Trust Lands Trust to rezone land to Industrial between Bidwills Cutting Road and SH2 was held on 24 November 2011. A decision will be issued before the end of the year.

2.3.2. Lake Domain Development Plan

The second meeting with Lake Domain Stakeholders was held on 30 November 2011 where the landscape architect presented the draft development plan. The development plan will be refined and will be publicly notified before the end of the year.

2.4 Enforcement

2.4.1. Breach of RMA and Building Act, Illegal entranceway

Further investigations regarding the informal camping activity on a Tora property established that any enforcement would not be supported by the WCDP. If any action were to be taken against this property then the Building and Health Acts would have to be utilized instead. Officers sought a legal opinion confirming this position. As indicated to Council earlier, using the Building and Health Acts would be a lengthy, expensive and potentially image-damaging exercise for Council.

Discussions have been held with the land owner, his lawyer and the neighbour and it appears that a compromise has been reached. A Memorandum of Understanding will be entered between Council and the landowner to allow the existing level of activity and structures to remain on the property, so long as this activity and number of structures does not increase. The landowner will also be required to plant the top of the bank to screen views from the road and the neighbouring property, and remove the second entranceway, that has been illegally constructed. The neighbours who raised the initial concern with us are very happy with this as it addresses their two main concerns, more traffic near their dwelling, and views of the camping area.

It is considered to be the best available outcome to Council in all senses.

2.4.2. Breach of RMA and Building Act

There is a similar property at Palliser that is providing holiday accommodation for friends by way of caravans and other structures. Although the camping activity is similar to the Tora property in section 2.3.1, iwi are involved as they want to address the occupation of and potential for damage to a significant historic cultural area. Discussions will be held with the parties in the near future to try and satisfactorily address this.

2.5 Building consents

Processing statistics for: 1 November 2011 to 30 November 2011

Item	Period	Year to date	Same period last year	Annual Plan
Consents received	22	321	35	N/A
Consent processing performance (within 20wd's)	100%	99.37%	87.88%	90%
COA processing performance	100%	81.82%	100%	N/A
CCC processing performance	95.24%	97.99%	100%	100%

Consents granted by project

Code	Type	Avg. Duration (Days)	No. of consents	Value
AE	Single Story Weatherboard	14.0	1	10,000
CE	Minor Commercial Work – no P/D	13.0	1	3,000
MA	Solid Fuel Heater	9.3	4	19,000
MB	Minor Plumbing Work	15.0	1	3,000
MJ	Swimming/Spa Pools	10.0	2	80,000
NC	Single Story Weatherboard Urban	10.0	1	250,000
ND	Single Story Weatherboard Rural	11.0	1	250,000
NF	Single Story Stucco/Txt Coat etc - Rural	18.0	1	310,500
NR	Single Story Stucco/Texture Coating/Ply	14.0	1	600,000
RB	Relocated Residential Dwelling - Rural	10.0	1	60,000
SA	Garden Sheds/Retaining Walls/Carports	11.0	1	850
SB	Decks/Conservatories etc	8.0	1	4,000
SC	Minor Farm Buildings	14.0	1	23,000
SF	Proprietary Garages Standard	13.0	1	12,300
SK	Garages, Custom Design - inc P/D	12.0	2	114,000
SM	Residential Demolition	17.0	1	80,000
		12.0	21	1,819,650

Building consent numbers from 1 July 2011 to 30 November 2011 show as 124. For the same period the year before the number was 153.

Enforcement

Dangerous Buildings - Cape Palliser Road, Whatarangi

The buildings at Cape Palliser continue to be monitored. A dangerous building notice has been issued to another home owner due to the proximity of the dwelling to the cliff face.

Earthquake Prone Buildings (EQP)

Engineer's assessments on EQP buildings continue to be submitted to Council. There are currently 224 buildings on the register of which 79

reports have been received. Of the 79 assessments 9 do not meet the required 33% of today's building code as stated in the EQP Buildings Policy.

2.6 Liquor Licensing

19 Liquor licenses were issued during November.

2.7 Noise Control

One seizure was undertaken during this period.

2.8 Overhanging trees

Bylaws officers are continually checking and issuing notices to properties where conditions are likely to cause hazards to the public. Compliance has been good with only one property non compliant. The obstructing vegetation has since been removed by a contractor and the costs charged back to the owner of the property.

2.9 Food

There has been no further information about progress with the proposed Food Bill. The expectation is that this will be passed in 2012. Council officers are continuing with encouraging premises to be part of the voluntary implementation programme and using this as an opportunity to familiarise council staff with the NZFSA templates and their implementation requirements.

Both EHO's now have completed training and have approval to audit OTP Food Safety Programmes from NZFSA.

2.10 Dog and Animal Control

Bylaws officers have been concentrating on finishing up the annual dog registration process this year. Total number of dog owners in district 1941 and total number of dogs in district 2737. Outstanding unregistered dogs number 116 (4.2%) It is expected that this will reduce as final notices have been sent out. Outstanding unregistered dog owner numbers are 78 (4.0%).

It has also been noticed that there has been a very significant increase in dogs that are now microchip compliant.

We continue to get requests for an off leash dog running area in Greytown and Martinborough.

2.11 Update on the Alcohol Law Reform:

The NZ Institute of Liquor Licensing Inspectors NZILLI and the Local Government Alcohol Reference Group have been working with Ministry of Justice to fine tune several parts of the Bill before it goes to the full Committee stage in front of the new Government in the first or second quarter of 2012.

LGNZ plan to give TAs as much notice as possible around the makeup and set up of the District Licensing Committees and likely fee structures for TA forward planning purposes.

3. Infrastructure and Services Group Report

3.1 Consents

Considerable work has been done on Council consents over the past year. This work is in line with discussions with Greater Wellington Regional Council and the regular follow up meetings held.

New consent applications are being developed for the Herricks Bore field and the Greytown Urban Water Supply Bore. These consents expire at the end of September 2012 and it is intended that the applications are lodged before the end of March 2012 to the current consent can be exercised whilst the new applications are being processed.

Meetings were held at the Papawai Marae for the steering groups for the Greytown, Featherston and Martinborough wastewater consents. Following this meeting individual meetings were held with some of the concerned participants to show, in greater detail, Councils work toward gaining long term consents in line with the wastewater strategy.

3.2 Pain Farm review

Council has been asked to consider Pain Farm as an option to discharge to land. A report on Pain Farm and the suitability for use for irrigation to land has been commissioned and since circulated to the Council. This report has also been distributed to Greater Wellington Regional Council and stake holders as per the consent variation condition requirement in respect of the current Martinborough wastewater consent. This report will be considered along with other options.

It is anticipated that there will be some discussion with the Regional Council and affected parties in the New Year alongside other consultation requirements related to the Martinborough Wastewater Treatment Plant discharge consents application.

3.3 Wastewater

3.3.1. Operations

Wastewater treatment plants operated routinely over the period. Normal monitoring for flow and compliance reporting continued throughout the period with no non-compliance issues reported.

Above ground property inspection in targeted areas of Featherston to check for stormwater ingress potential into the waste water reticulation system with the priority catchment areas has been substantially completed.

Investigation of existing Council condition data (pipeline video records) has almost been concluded. The aim of this investigation is to produce a long term pipeline renewal/remediation programme for inclusion in the Asset Management Plans.

Four pipeline blockages were reported and rectified during the period.

3.3.2. Capital

Planning processes, development of resource consent applications and the delivery of new infrastructure continued across Council's wastewater treatment sites.

Greytown Wastewater Treatment Plant

The affected party consultation process is almost complete. Some un-anticipated delays due to concept refinement and technical agreement have occurred pushing back the timeline for application lodgment to January 2012. Pre-circulation of the draft AEE to interested and affected parties is planned ahead of application lodgment.

Martinborough Wastewater Treatment Plant (consent variation works)

The UV plant shelter and pump chamber is in place. With the completion of associated pipe work and electrical reticulation works commissioning was achieved on 1 December 2011 meeting the consent deadline (photo attached). The variation also requires that the Preliminary and Draft AEE for the new consent application be submitted by 10th January 2012 with a full application to be lodged by 10 April 2012. It is expected Council will be in a position to lodge the draft meeting the imposed timelines. A briefing meeting with elected members and affected parties is planned for 19 December 2011.



UV Reactor installed at the Martinborough wastewater plant

Featherston Wastewater Treatment Plant. The UV plant is expected be operational by Christmas (the provision of this was a condition of the consent variation approved in 2010).



New wastewater building in Featherston

Similar processes and efforts are required to prepare a draft AEE by no later than 25 February 2012, being six months ahead of the consent expiry date with the full AEE and application to be submitted by 1 June 2012. It is proposed where appropriate to deliver a similar level of reporting for the draft AEE to that proposed for the Martinborough site.

3.4 Capital planning in water and waste water

The Minister of Health under the Capital Works assistance programme has provided a stage 1 funding approval for a sum of \$50,000 for the further investigation of a bore water resource for the Featherston community. This is now work in progress with an outcome expected by the end of June 2012.

3.5 Water Supply

The water main renewal work in Featherston being undertaken by Perkinson Civil has been completed at a finished cost of \$288,000.

The objective of this work was to:

- Renew old critical pipeline in Watt Street.
- Provide an alternative point of supply and equivalent capacity into the distribution zone from Underhill Road, providing much improved operational flexibility in the event of a failure of Boar Bush infrastructure.

3.6 NZTA Land Transport Program

Meetings have been held with NZTA and a Road Safety Audit has been undertaken. The main conclusion is that roadmarkings set out of EMPs is excellent, as is bridges with good clear zones. Council was also complimented on its unsealed road maintenance.

Areas for improvement were noted as the hierarchy being unclear with a lack of route consistency and varying delineation standards. Other areas were in vegetation control, signage, edgebreak, lack of shoulders and hazards such as trees and bridge width markers.

3.7 Review of Facilities Management (FM) Contract

The review of the FM contract is underway with legal advice on the procurement process expected in the first week of December. Discussions

have taken place with Masterton and Carterton councils to determine the best use of shared services in these works.

3.8 Shared Services

As with FM, efficiencies in shared services are being investigated and will be reported on in coming months. The possibility of a single coordinator for the solid waste contract has been discussed at length with the opportunity of a single waste minimisation officer and contract manager for the Wairarapa being investigated currently.

The Regional GIS project is also seen as a good opportunity for the region to be able to view works as a single area. Once this is rolled out for all councils there will be potential, as an example, for the national RAMM (roads database) to be linked singularly for all councils allowing for joint works contracts and better coordination of works. Other areas of opportunity will be in Civil Defence Emergency Management, waste tracking, road opening permits etc.

3.9 Reserves and Playgrounds - Transfield Services

Transfield Services are busy with mowing and spraying. They had quite a lot of work to do, catching up with the abundance of weeds on footpaths and in kerbs but most areas have now been sprayed and all will be nearly weed free by Christmas.

Arrangements are being finalised with Transfield for servicing toilets and litter bins in the rural camping areas for the Christmas holiday period.

Considine and Centennial Parks in Martinborough are to receive a higher level of maintenance and work has started on cutting the areas of long grass and weeds along the walkway with the intention of keeping the grass short with regular mowing.

At a recent meeting of interested parties the draft plans for the development of Lake Reserve were discussed and agreed. The next stage of the process is to encourage public consultation.

Also planned is the Annual meeting of the Stella Bull Park users group, 6 December 2011. At this meeting a schedule of work will be agreed for this autumn.

Martinborough Playground is receiving some attention. Some dangerous play equipment is being refurbished to make it safe and possible new equipment is being discussed with the Martinborough Community Board.

3.10 Libraries

Library statistics. Two other library reports are going to Council this month, the Library Management System (LMS) report and the Trial of Extended Hours report.

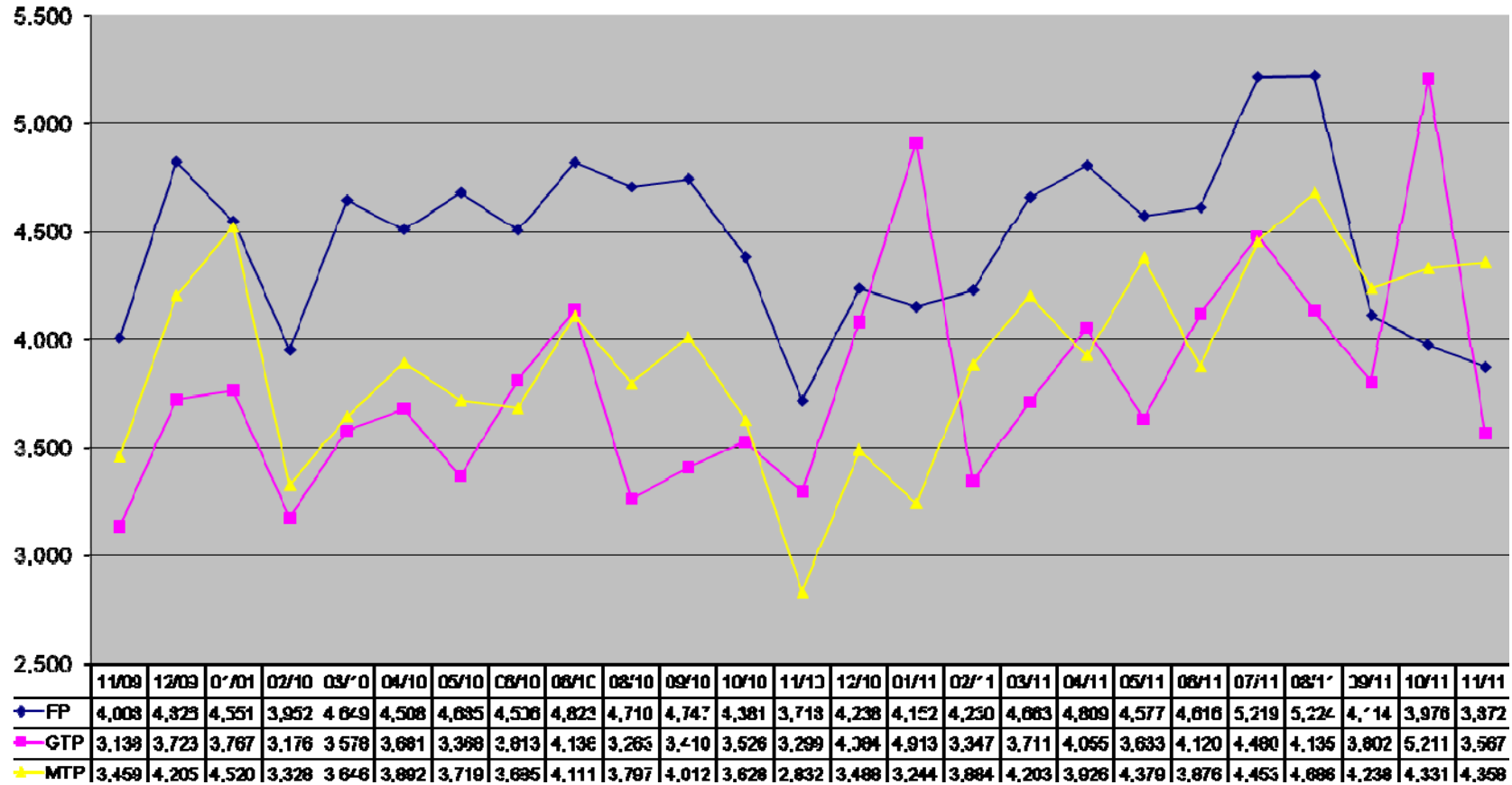
The LMS is important for any move to a shared service with either SMART or National Library Service. This needs to be reviewed via the current shared service arrangement i.e. the Wairarapa Library Service (WLS), as per the MOU.

The trial of hours over the January period and the survey will assist the WLS to determine the best service delivery to cost model for the libraries to move to in the coming Council Long Term Plan.

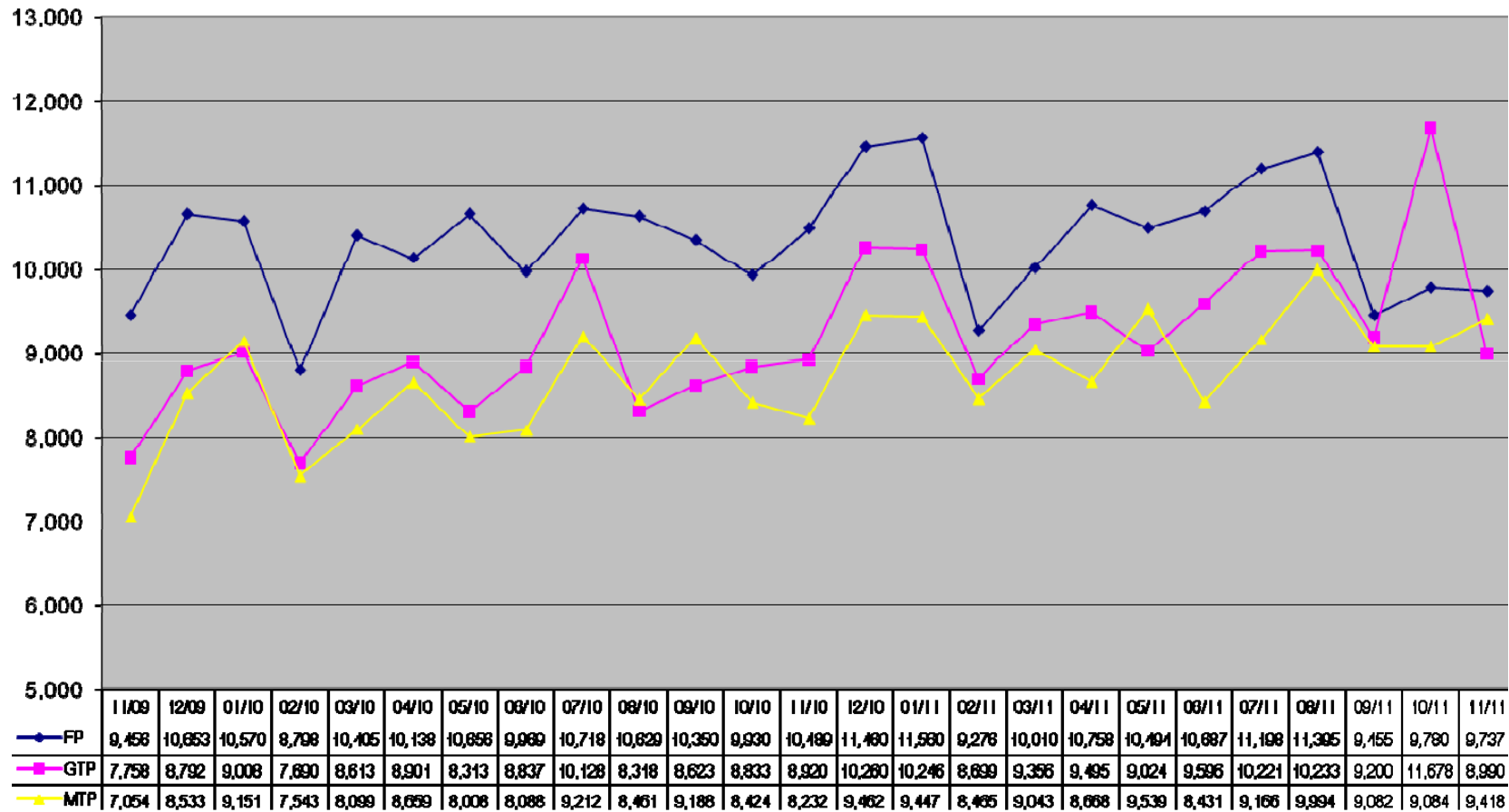
3.11 Attachments

- Issues Statistics all libraries
- Transactions Statistics all libraries.
- Water usage chart
- Waste Exported to Bonny Glenn including Recycling

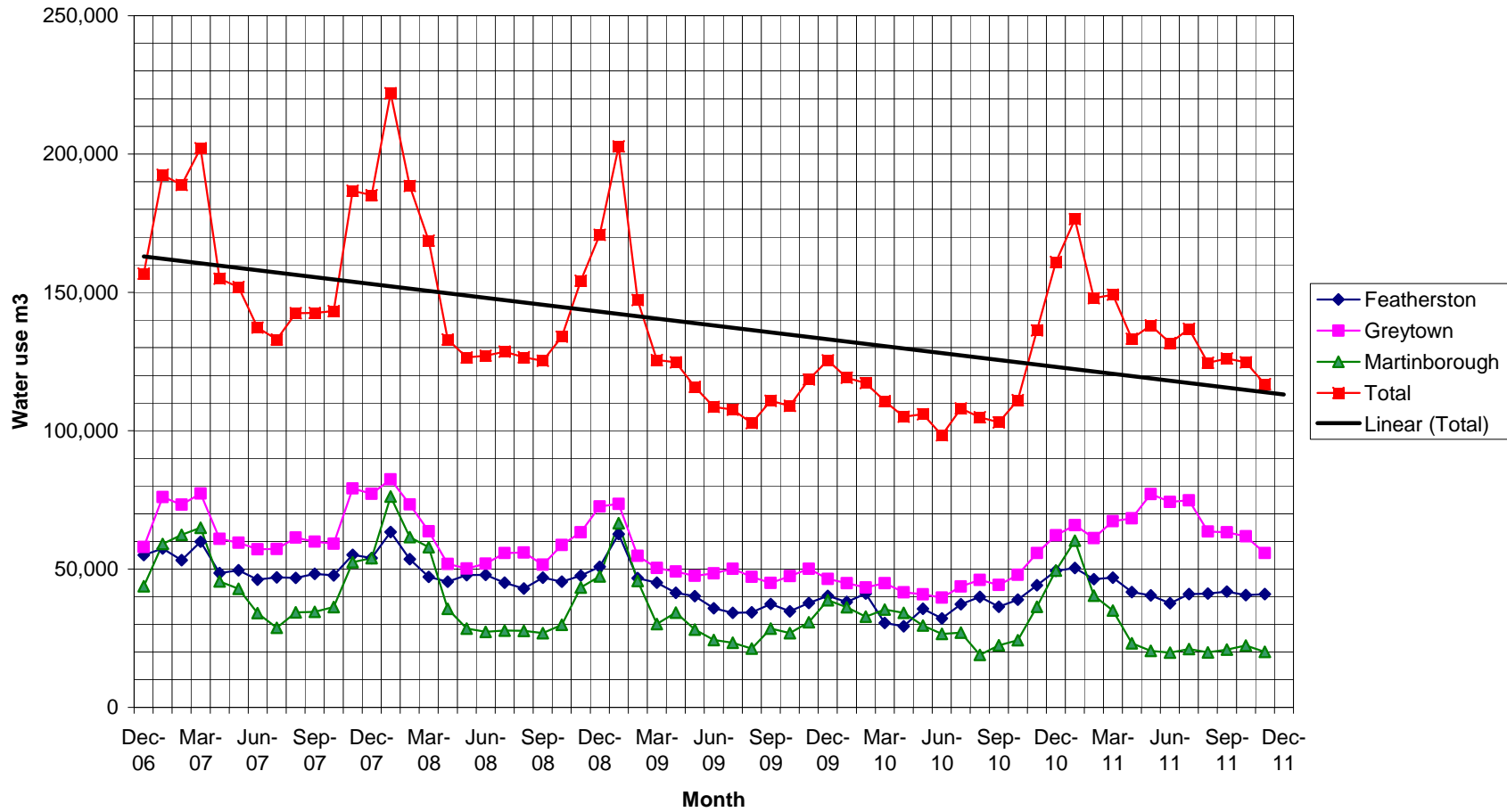
Issues: Featherston, Greytown and Martinborough Libraries: 2009-2011



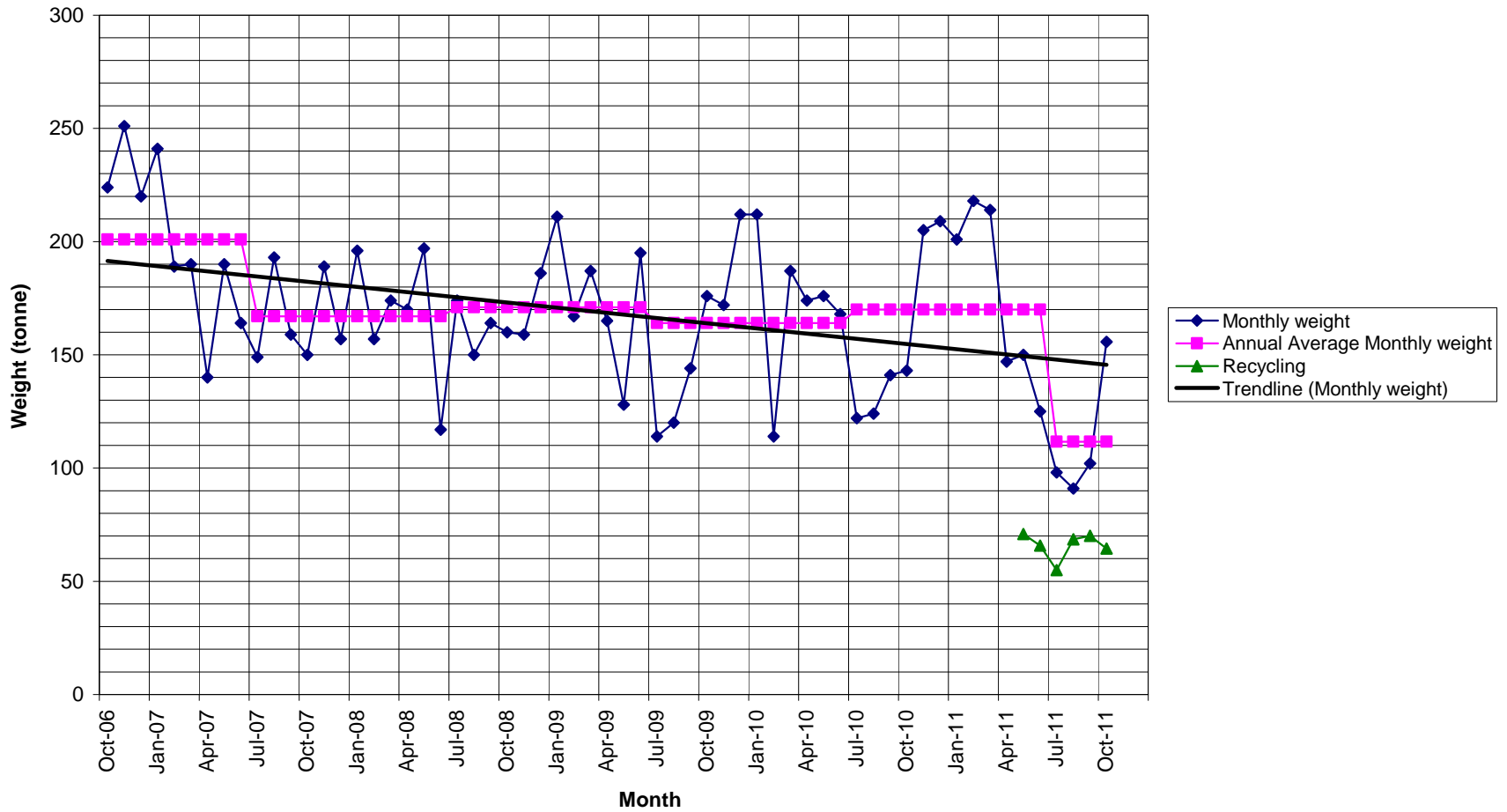
Transactions (excluding Council functions) for Featherston, Greytown and Martinborough Libraries



Water use South Wairarapa District Council



Monthly weight of waste transferred from Martinborough transfer station to Bonny Glen



From: Ine (Digitex) [mailto:ine@digitex.co.nz]
Sent: Tuesday, 11 October 2011 8:00 a.m.
To: Adrienne Staples - Her Worship the Mayor
Subject: QUOTATION Q21079 Street Flags [Q21079]



WINNER OF 16
PRIDE IN PRINT
GOLD MEDALS



Hi Adrienne

Thank you for your interest regarding Street Flags. **Please find your Quote as requested below at the bottom of this email.** If any of the information in this quote is unclear please don't hesitate to contact us.

You have also spoken to our designer Mike Burrows, He estimates we need 5 hours to do the required design work and this is included in this Quote.

Freight is additional and can be quoted once print options and a delivery address is confirmed.

What date do you require these to be delivered by?

Can you also please let me know your following contact details for our records,
PO Box Number (If different to your delivery address)

Kind regards
Ine Smail

The steps to get your job from idea to delivery



QUOTATION Q21079 Street Flags

Attention Adrienne Staples
Featherston Community Board
4/10/2011

Thank you for inviting Digitex Design & Print to provide this quotation to you.

At Digitex, we offer the full print management service. It's what we do best. Our specialist print service extends from providing leading design, through to print management and print delivery.

- We are committed to providing you the **best solution** that's right for you.
- We guarantee our products and only use **quality materials from leading suppliers.**
- **16 Gold Awards** won in the New Zealand Pride in Print Awards.

Your Terms
How we will work together


Please read carefully

Payment:	Full Payment required prior to production
Delivery:	5-10 working days from receipt of payment/artwork.
Freight:	Unless otherwise stated freight is not included.

Terms:	This quotation is valid for 30 days and is subject to Digitex Terms and Conditions (attached as a PDF and viewable here on our website)
Account:	Payment will be invoiced to the customer who commissioned the work and is not transferable to a 3rd party unless otherwise agreed in writing prior to the job commencing.
Payment Methods:	Payments can be made to our bank account, VISA or Mastercard (2% surcharge)

Your Options
Choose what you want

5 x Design Estimate	\$600.00
The above price is an estimate to complete the design work requested. Any additional design time will be charged at our standard rate of \$120.00 + GST per hour.	

30 x Streetflags 900mm x 1800mm Polyknit Flags (Colour-through Direct Print)	\$4,440.00
	<ul style="list-style-type: none"> • Price based on 2 designs- 15 of each design • Standard 900mm x 1800mm Streetflag. • Full colour digital print using the colour-through direct print process. • Printed on to 100% Polyester Polyknit Flag fabric. • Double stitched hems • Nylon header • Reinforced 25mm Webbing down left edge with loop

All prices EXCLUDE GST

To Order

To get your job started please read this quote and any attachments carefully, then just reply by email or call us on 04 232 3000 to confirm your options.

Your Files

How you get your files to us

Large files can be uploaded directly to us through our website, just go to <http://www.digitex.co.nz/SendFiles.htm> or press the button below. *Please make sure you also email or call us to confirm that you have send us your files so we can check them.*



* Variation to size, colours or quantity in this quote will alter unit cost/s. Unless otherwise stated printing is based on a print-ready file supplied to our specifications. Any additional design, pre-press, scanning or colour correction would be an extra charge. If you require the original design files please notify us before the job is started otherwise additional charges will apply. Images shown here are a guide only and may not match the final product exactly.

Please find attached to this email the following documents

- Digitex_Terms_of_Trade_2010
- Digitex File Specs 2011
- Horizontal and Vertical Flags

We hope this information meets with your approval.

Regards:

Ine Smail
Client Care

we listen | we create | we deliver

Digitex Design & Print Limited
220 Main Road, Tawa, Wellington
Phone 04 232 3000
Fax 04 232 3006
www.digitex.co.nz

Custom flags

Fly your colours!

Flags are perfect for promoting company branding, special events, trade shows and clubs. We make our flags to last, all flags are hemmed with double stitched reinforced edges and come standard with side sleeve and swivel/sister clips for attaching to your flag pole.

Standard flags are 900mm x 1800mm but we can make your flag to almost any size, including massive flags by stitching multiple panels together.


benefits and features

- ✓ Promote your corporate brand.
- ✓ Designed to last with double stitched seams.
- ✓ Reinforced header with sewn in rope.
- ✓ Full colour award winning dye sublimation printers.
- ✓ Supplied with swivel and sister clips for your pole.
- ✓ Custom made to your size specifications.

options


- + Range of fabrics from Polyknit to premium Polybunting
- + Choose from 3 printing processes to suit your needs, single sided, direct print and twin print.
- + Custom made to your size specifications.





horizontal flag

Horizontal
Designed for a flag pole
Left hand header
Supplied with sister clips



vertical flag

Vertical
Designed to be hung indoors
Top header with eyelets

From: Keith Herewini [mailto:info@flagz.co.nz]
Sent: Friday, 14 October 2011 2:41 p.m.
To: Adrienne Staples - Her Worship the Mayor
Subject: South Wairarapa DC

14 October 2011

South Wairarapa DC
 Adrienne Staples

Thank you for your enquiry

STREET BANNERS

Size 1,800 tall x 900mm wide

Material Polyknit 125gsm

Process Screen printing Spot Colour
 Or full colour digital printing

Finish Top sleeve with 2 x eyelets
 Side webbing with bottom loop, Overall length 2.0M
 Hemmed or Hot Cut

STREET BANNER

Quantity per Design	1 Colour	2 Colour	3 Colour	4 Colour	Full Colour Digital Print
Unit Price 5	\$118.00	\$150.00	\$200.00	\$239.00	\$180.00
10	\$87.00	\$106.00	\$133.00	\$153.00	\$160.00
20	\$74.00	\$85.00	\$100.00	\$112.00	\$155.00
50	\$65.00	\$72.00	\$78.00	\$84.00	\$130.00
100	\$62.00	\$67.00	\$73.00	\$77.00	\$125.00
Set up One time only Film and screen charge	\$100.00	\$200.00	\$300.00	\$400.00	\$65.00

HARDWARE Single Banner arm \$60.00
 Double Banner arm \$70.00
 Hot dip galvanised

Mounting hardware Shackle, Slide, 2 pins \$10.00

ARTWORK REQUIREMENTS

Please supply art as PDF, EPS, AI, CDR files. In Vector format. All fonts converted to paths/outlines

JPG and TIF formats are generally too low a resolution to be useful in large format printing.

All colours require a PMS or CMYK reference.

If the artwork you have is not suitable for large format printing we offer a redrawing service at \$120.00 per hour.

We will produce a visual for you to approve before we print

PAYMENT TERMS

Unless a Credit Account has been established, payment is required prior to despatch and can be made by:

- Cheque
- Direct Credit to our account ASB 12 3089 0253146 00
- Advise credit card details for processing. We accept Visa and MasterCard

We hope you find our offer acceptable and look forward to your favourable reply

Regards,

**Keith Herewini
Sales**

FLAGZ GROUP LTD

0800 50 35 24

120 Stoddard Rd, Mt Roskill 1041

Phone 09 620 5995

Email: info@flagz.co.nz

Bank ASB 12 3089 0253146 00

PO Box 57012, Owairaka 1340

Fax 09 629 3778

www.flags.co.nz

GST 75 686 315

From: Adrienne Staples - Her Worship the Mayor [mailto:Adrienne.Staples@swdc.govt.nz]

Sent: Tuesday, 4 October 2011 10:44 a.m.

To: info@flags.co.nz

Subject: enquiry

After the success of the World Cup street flags, we are looking at having bright flags on display, on the street light poles, in Featherston all year round. Maybe three or four themes that are rotated, thirty of each theme. They need to be VERY strong if they are to withstand Featherston's equinoxal gales which smash straight down the main street and have shredded cheaper stock varieties.

Can you give me an idea of cost please for some thing with a local design rather than generic?

Many thanks

Adrienne Staples

The Mayor

T +64 6 306 9611 F +64 6 306 9373 M 027 446 8060

PO Box 6, Martinborough, New Zealand 5741

19 Kitchener Street, Martinborough, New Zealand 5711

www.swdc.govt.nz

From: Troy Baisden [mailto:baisdent@gmail.com]
Sent: Friday, 20 January 2012 9:08 a.m.
To: Glenn Bunny - Group Manager Planning and Environment; Suzanne Clark - Committee Secretary
Cc: Graham Guy; Phil Robertson; Councillor Keith Sexton
Subject: Featherston Walkways and Reserves MOU

Hi Suzanne

Glenn Bunny and I discussed changes to the MOU proposed and recommended for adoption by the FWRT board, and we'd like to propose this version be adopted by the Community Board and Council. Glenn may wish to have another look, as his wife was just about to have a baby as we last spoke. I forward this now as I gather documents are due today for the upcoming agenda. The intent of the changes is to improve the longevity of the document. We propose that the Council name Councilor(s) and Community Board Members involved in the resolution adopting the MOU, rather than in the MOU, so that this can be changed by subsequent resolutions if required. I also propose to maintain a table associating people with roles on the Trust's website - this would be for clarity, and not needing a resolution.

I'd also like to remind you of our request (which I believe was passed on to you) for a copy of the Barr-Brown Action plan as adopted previously.

Thanks
Troy

On 15/12/2011, at 1:56 PM, Troy Baisden wrote:

<Amended Memo of Understanding Ftsn Walkways
Trust_15.12.11.doc>



**MEMORANDUM OF UNDERSTANDING
FOR IMPLEMENTATION OF VOLUNTEER-BASED MANAGEMENT
PURSUANT TO THE RESERVES ACT 1977
BARR BROWN RECREATIONAL RESERVE, DORSET SQUARE RESERVE,
FEATHERSTON DOMAIN AND OTUAIIRA RESERVE**

1. THE PARTIES

This Memorandum of Understanding is an agreement among the following parties:

- The South Wairarapa District Council, hereafter known as "Council".
- Featherston Community Board, hereafter known as "the Community Board".
- Featherston Walkways and Reserves Trust, hereafter known as "the Trust".

2. PURPOSE OF MEMORANDUM OF UNDERSTANDING

The purpose of the Memorandum of Understanding is to set out the roles and responsibilities of Council, the Community Board and the Trust in the implementation of the volunteer based management of Featherston's Barr Brown Recreational Reserve, Dorset Square Reserve, Featherston Domain and Otuirara Reserve.

3. COUNCIL RESOLUTIONS ACTION PLANS

The Trust will manage the operational details and governance requirements relating to the following reserves, as detailed in the Action Plan for each reserve and in this Memorandum of Understanding. This shall be carried out according to the responsibilities outlined in Section 5, noting particularly that a Councillor and/or Community Board member shall be appointed to any action plan committee, and the Trust shall liaise with the Council's Manager of Works and Services regarding operational issues. The Trust will review and update the Action Plans as needed, obtaining approval from Council and Community Board for the updated Action Plans.

Barr Brown Recreational Reserve

Council resolved (DC2008/347) on 24 September 2008 to approve the Trust's Barr Brown Recreational Reserve Action Plan (appendix A).

Dorset Square Reserve

The Trust's Dorset Square Reserve Action Plan was adopted by the Featherston Community Board at the March 2010 meeting and by Council at their March 2010 meeting (appendix B).

Deleted:

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The Trust will manage the operational details and governance requirements relating to the reserve, as detailed in the Action Plan and in this Memorandum of Understanding. ¶

¶

A condition of this resolution is that the Trust shall:¶

¶

<#> Appoint Cr Sexton and a member of the Featherston Community Board to the action plan committee.¶

<#> Liaise with Manager Works and Services regarding operational issues.¶

Featherston Domain

The Trust's Featherston Domain Reserve Action Plan was adopted by the Featherston Community Board at the March 2010 meeting and by Council at their March 2010 meeting (appendix C).

Otuaira Reserve

The Trust's Otuaira Reserve Action Plan was adopted by the Featherston Community Board at the March 2010 meeting and by Council at their March 2010 meeting (appendix D).

4. PARTNERSHIP PRINCIPLES

By this MoU the parties record their intention and commitment to establish a responsive, positive and balanced working relationship exercising co-operation, flexibility and trust.

In doing so the parties;

- Will work together towards maintaining and developing the health, vitality, functionality, sustainability and appearance of the respective areas;
- Recognise that these projects require a long term approach and commitment;
- Agree to always act in the best interests of the respective areas and the community;
- Will work together to proactively resolve any issues that arise in the delivery of the respective action plans;
- Acknowledge that the management of the areas is a dynamic process that may need to be reviewed from time to time in order to achieve the best results.
- Agree that the key deliverable of the MoU is the effective and successful implementation of the respective action plans.

5. ROLES AND RESPONSIBILITIES OF THE PARTIES INVOLVED

The roles and responsibilities of the main parties to the agreement are clearly identified below.

South Wairarapa District Council:

Ensures that concept designs, detailed drawings and construction works comply with the Reserves Act 1977 and meet other statutory requirements i.e. RMA and Building Act, OSH, (particularly those areas affecting functioning of roads and footpaths so that vehicle and pedestrian safety are maintained)

- Ensures that any roading or network utility operators (including NZTA, TranzRail, PowerCo, Works & Services) requirements are met re. roading, railway, lighting underground services
- Ensures appropriate project management skills are applied to any development works
- Approves final plans, expenditure and processes payments

Featherston Community Board: –

- Approves concept designs for restoration and amenity enhancements.
- Endorses expenditure of funds from any funding secured by the Trust in consultation with Council.

- Monitors and addresses issues affecting local businesses and the wider community.
- Works with the Trust in seeking funds for restoration and amenity development.

Featherston Walkways and Reserves Trust: –

- Includes s a Councillor and/or a member of the Featherston Community Board any Action Plan Committee convened by the Trust.
- Includes a Councillor and a member of the Featherston Community Board on the Trust Board.
- Liaises with Council's Manager Works and Services on all operational issues including any aspects requiring compliance with statutory requirements (i.e., OSH requirement regarding felling of trees), roading (i.e., traffic safety) or network utility operators.
- Initiates and seeks funds for restoration and amenity development.
- Coordinates volunteers to implement the approved Action Plan.
- Obtains Community Board and Council approval for any proposed changes to approved Action Plans and any other development plans.
- Recommends restoration and amenity development works and budgets to the Community Board and the Council within available funds.
- Liaises with wider community on general matters.
- Monitors work progress against approved budgets in conjunction with the Council.

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Deleted: from the Policy and Finance Committee

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6. OWNERSHIP

The ownership of any capital works and improvements on the reserves or other Council land (i.e., road reserves) as a result of the implementation of the Action Plans and any other Council approved development plans are the assets of the Council. Any equipment purchased by Council or with funds allocated by Council associated with the implementation of the action plans remains the ownership of Council.

7. ISSUE RESOLUTION

Should any issue or disagreement arise in relation to the interpretation, application or operation of this agreement, it shall be addressed, in the first instance, between the Community Board and the Trust to see if the issue or disagreement can be resolved. The three parties will act in good faith to resolve the issue or disagreement.

If the issue cannot be resolved then Council will agree to provide an independent mediator.

8. REVIEW

This agreement will be reviewed on a three yearly basis or earlier if all the parties agree.

9. TERMINATION

This agreement may be deemed to be terminated if the Trust ceases. This agreement may also be terminated by Council if, in Council's sole view, the Trust is no longer actively functioning and/or is no longer performing its obligations as set out in this Memorandum. This agreement may also be terminated at any time by the written agreement of the parties. Any termination of this agreement shall be without prejudice to the rights of either party against the other and the

Council in terminating this Memorandum under this clause shall not be required to give reason or any explanation as to why pursuant to this clause, it has elected to terminate the Memorandum.

<p>Signed on behalf of South Wairarapa District Council</p> <p>..... Chief Executive Officer</p> <p>Date</p>	<p>Signed on behalf of Featherston Walkways and Reserves Trust</p> <p>..... Chair</p> <p>Date</p>
<p>Signed on behalf of the Featherston Community Board</p> <p>..... Chairperson</p> <p>Date</p>	

Appendices: **Action Plans**