



**SOUTH WAIRARAPA  
DISTRICT COUNCIL**  
*Kia Reretahi Tātau*

## **FEATHERSTON COMMUNITY BOARD**

### **Agenda**

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#### **NOTICE OF MEETING**

An ordinary meeting will be held in Kiwi Hall, 62 Bell Street, Featherston on Tuesday, 27 August 2019 starting at 7:00pm.

#### **MEMBERSHIP OF THE COMMUNITY BOARD**

Robyn Ramsden (Chair), Mark Shepherd (Deputy Chair), Claire Bleakley, Brenda West, Cr Colin Olds and Cr Ross Vickery.

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#### **PUBLIC BUSINESS**

**1. APOLOGIES:**

**2. CONFLICTS OF INTEREST:**

**3. PUBLIC PARTICIPATION:**

- 3.1 Guy Walker and Karen Mikaera (Co-Chairs), Wairarapa Moana Trail Group speaking to the Grant Application to build a new multi-purpose trail linking Featherston to Wairarapa Moana.

**4. ACTIONS FROM PUBLIC PARTICIPATION/PRESENTATIONS:**

*As per standing order 14.17 no debate or decisions will be made at the meeting on issues raised during the forum unless related to items already on the agenda.*

**5. COMMUNITY BOARD MINUTES:**

- 5.1 Minutes for Approval: Featherston Community Board Minutes of 16 July 2019.

**Pages 1-5**

***Proposed Resolution:*** *That the minutes of the Featherston Community Board meeting held on 16 July 2019 be confirmed as a true and correct record.*

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

- |     |   |                    |
|-----|---|--------------------|
| 6.1 | Officers' Report  | <b>Pages 6-30</b>  |
|     | Jo Dean, Zero Waste Co-ordinator, Natalie Singer, Solid Waste & Project Officer and Cr Pam Colenso – Zero Waste verbal update |                    |
| 6.2 | Action Items Report   | <b>Pages 31-35</b> |
| 6.3 | Income and Expenditure Report   | <b>Pages 36-43</b> |
| 6.4 | Financial Assistance Report   | <b>Pages 44-46</b> |
| 6.5 | Community Board Terms of Reference  | <b>Pages 47-61</b> |
| 6.6 | December 2018 Flooding Event  | <b>Pages 62-67</b> |

**7. NOTICES OF MOTION:**

- 7.1 None advised

**8. CHAIRPERSON'S REPORT:**

- |     |                      |                    |
|-----|----------------------|--------------------|
| 8.1 | Chairperson's Report | <b>Pages 68-71</b> |
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**9. MEMBER REPORTS (INFORMATION):**

- 9.1 None advised

**10. CORRESPONDENCE**

***Proposed Resolution:*** To receive the inwards correspondence and approve the outwards correspondence.

**10.1 Outwards**

To Bruce Thomson, SWDC regarding the Relay for Life event dated 9 August 2019.	<b>Page 72</b>
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To Peter Jackson, Featherston Memorial RSA regarding the donation to the RSA dated 12 August 2019.	<b>Page 73</b>
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Letter of support for Greytown Trails Trust Tauherenikau bridge construction dated 15 August 2019.	<b>Page 74</b>
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**10.2 Inwards**

From SWDC to FCB regarding the Annual Plan Submission (05) dated 19 July 2019.	<b>Pages 75-76</b>
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From SWDC to FCB regarding the Annual Plan Submission (172) dated 11 July 2019.	<b>Page 77</b>
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## **Featherston Community Board**

### **Minutes – 16 July 2019**

- Present:** Robyn Ramsden (Chair), Claire Bleakley, Brenda West, Mark Shepherd and Cr Colin Olds.
- In Attendance:** Angela Williams (Committee Advisor).
- Conduct of** The meeting was held in Kiwi Hall, 62 Bell Street, Featherston.
- Business:** The meeting was conducted in public between 7:00pm and 8:40pm.

#### **EXTRAORDINARY BUSINESS**

Mrs Ramsden advised that a late application had been received from Featherston Cloth Collective and asked the Board to consider reviewing the application as additional agenda item 6.6.

*FCB RESOLVED (FCB 2019/44)* to consider the late grant application from Featherston Cloth Collective to apply for funding for the creation of a crocheted Christmas Tree in the town square.

The reason it cannot be deferred to the August meeting is that there is only four months to allow for making of 420 5" squares and to then assemble ready for the beginning of December.

*(Moved Ramsden/Seconded Cr Olds)*

Carried

*Mrs West against*

#### **1. APOLOGIES**

*FCB RESOLVED (FCB 2019/45)* to note apologies from Mayor Napier and Harry Wilson.

*(Moved Ramsden/Seconded Bleakley)*

Carried

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

There were no conflicts of interest declared.

### 3. PUBLIC PARTICIPATION

There was no public participation.

### 4. ACTIONS FROM PUBLIC PARTICIPATION

There were no actions from public participation.

### 5. COMMUNITY BOARD MINUTES

#### 5.1 Featherston Community Board Minutes – 4 June 2019

*FCB RESOLVED (FCB 2019/46)*

1. To receive the Community Board Minutes.

*(Moved Cr Olds/Seconded Ramsden)*

Carried

2. That that the minutes of the Featherston Community Board meeting held on 4 June 2019 be confirmed as a true and correct record.

*(Moved Ramsden/Seconded Cr Olds)*

Carried

*Mrs Bleakley Abstained*

### 6. CHIEF EXECUTIVE AND STAFF REPORTS

#### 6.1 Officers Report

Members noted the change in the format of the report providing fuller information, that dates were representative of the information provided at the time for Council reporting and agreed that it would be useful to have an officer present to ask questions around topics covered in the report.

Members discussed the report including the spatial plan, easements for 57 Fitzherbert Street, waste to Bonny Glen and the impact on recycling by the Zero Waste Co-ordinator and process for contacting officers regarding clarification about information contained in the report. Mrs Ramsden advised a request was made that queries were directed through the chair to the GM as opposed direct to officers.

*FCB RESOLVED (FCB 2019/47):*

1. To receive the Officers Report.

*(Moved Ramsden/Seconded Shepherd)*

Carried

2. Action 16 - To provide clarification around the easements for 57 Fitzherbert Street and provide update to the Board via email, Mr Allingham.

3. Action 17 - To invite Cr Colenso and Jo Dean, the Zero Waste Co-ordinator to provide an overview of progress at the next Community Board meeting, Mr Wilson.

## 6.2 Action Items Report

FCB reviewed the action items and discussed further updates.

Members noted:

Action 415 - the need to progress with the traffic management plan for the Christmas Parade to meet requirements for advertising. Mrs Bleakley to work closely with Council around cost clarification and for the information to be presented for approval at the August meeting.

*FCB RESOLVED (FCB 2019/48):*

1. To receive the Action Items Report.

*(Moved Ramsden/Seconded Bleakley)*

Carried

## 6.3 Income and Expenditure Report

*FCB RESOLVED (FCB 2019/49):*

1. To receive the Income and Expenditure Report for the period 1 July 2018-31 May 2019.

*(Moved Ramsden/Seconded Shepherd)*

Carried

2. Action 18 - To provide an updated Income & Expenditure Report to members without formatting issues, Mr Wilson.

## 6.4 Financial Assistance Accountability Report

Members noted that all outstanding accountability forms had been followed up at the time this report was produced.

*FCB RESOLVED (FCB 2019/50):*

1. To receive the Financial Assistance Accountability Report.

*(Moved Ramsden/Seconded Cr Olds)*

Carried

## 6.5 Boy Racer Counter Measures

Members discussed the report, noted the need for the public to contact Police to report incidents as this information is vital to capture true information and statistics. Members agreed it would be useful to understand further statistics for accidents along the Featherston to Masterton stretch of road.

*FCB RESOLVED (FCB 2019/51):*

1. To receive the Boy Racer Counter Measures Report.

*(Moved Ramsden/Seconded Shepherd)*

Carried

2. Action 19 – To request from Bruce Pauling, Wairarapa Road Safety Council, five years of statistics on injuries/non-injuries and fatalities for SH2 from Featherston to Masterton, Mr Allingham.

## 6.6 Financial Assistance Report

Members discussed the process around receiving late applications (after the agenda has been distributed), the need for official documentation to be received through the correct channel (Council officers), the steps for applications to be considered under

Extraordinary Business and the role of the Board to serve the community.

*FCB RESOLVED (FCB 2019/52):*

3. To receive the Financial Assistance Report.  
*(Moved Cr Olds/Seconded Ramsden)* Carried
4. To grant \$500 to the Featherston Cloth Collective to construct a crocheted Christmas Tree in the town square.  
*(Moved Ramsden/Seconded Olds)* Carried

## **7. NOTICES OF MOTION**

None advised.

## **8. CHAIRPERSONS REPORT**

### **8.1 Chairperson Report**

Mrs Ramsden outlined areas from the report including the FlagTrax banners, costings, proposed designs and use for generic and seasonal banners, 57 Fitzherbert Street vacant lot sale process, and the Oak tree outside the Fell Museum. Members agreed it was not appropriate or the responsibility of the Board to apologise to contractors when undertaking their job for the behaviour of members of the public.

*FCB RESOLVED (FCB 2019/53):*

1. To receive the Chairpersons report.  
*(Moved Ramsden/Seconded Shepherd)* Carried
2. Recommend that the Featherston Community Board purchase street banners for the main street from the Beautification Fund.
3. Recommend the initial purchase of one set (15) of blue 'Featherston Welcomes You' generic street banners, design included, from the Beautification Fund, at a cost of \$1,170 + gst from OneSource.  
*(Moved Bleakley/Seconded West)* Carried
4. That the Featherston Community Board engage with local artists in a meaningful way for designs for seasonal banners to intermingle with the generic banners for Featherston main street and present for consideration.  
*(Moved Ramsden/Seconded Bleakley)* Carried
5. Action 20 – To request Council officers engage with graphic designers with Featherston expertise for options for FlagTrax seasonal banners to present to the Community board, Mr Allingham.
6. Action 21 – To request clarification around the process for selecting real estate companies for the sale of 57 Fitzherbert Street, Mrs Ramsden.

**9. MEMBERS REPORT (INFORMATION)**

**9.1 Claire Bleakley**

Members discussed the information outlined in Mrs Bleakley report noting that feedback on the Terms of Reference will be submitted and reviewed by the Terms of Reference Review Committee alongside other Community Board feedback.

Mrs Bleakley to further discuss the information provided on senior housing with Cr Vickery.

**10. CORRESPONENCE**

**10.1 Outwards**

To Liz Lark, St Teresa's School in support of the Donald's Creek Project and funding through a grant application

To Martine Bijker, Featherston First Friday's team in appreciation of organising and running the First Friday events for the community.

To Jennie Mitchell, SWDC in appreciation of her role as acting Chief Executive.

**10.2 Inwards**

From Mayor Dalziel, Christchurch City Council, to members of Greytown and Featherston community boards dated 14 June 2019.

FCB RESOLVED (FCB 2019/54) to approve the outwards correspondence.

*(Moved Olds/Seconded Ramsden)*

Carried

Meeting closed at 8.40pm.

**Confirmed as a true and correct record**

.....Chairperson

.....Date

# FEATHERSTON COMMUNITY BOARD

27 AUGUST 2019

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## AGENDA ITEM 6.1

### OFFICERS' REPORT

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#### **Purpose of Report**

To report to community boards and the Māori Standing Committee on general activities.

#### **Recommendations**

Officers recommend that the Community Board/Committee:

1. *Receive the Officers' Report.*

### PLANNING AND ENVIRONMENT GROUP REPORT

#### **1. Resource Management**

##### **1.1 Planning Summary**

###### **1.1.1. General**

The Planning Team continuing to receive high numbers of consent applications, planning enquiries, compliance matters and growing policy project work. Graduate planner Kendyll Harper who commenced on 15 July. The Planning Manager replacement currently being recruited, to replace Russell Hooper. Planning consultants Chris Gorman, Honor Clark, Toni Kennerly providing support to planning to deal with consenting/advice work.

###### **1.1.2. South Wairarapa Spatial Plan**

Two separate workshops held on topic, and an initial draft spatial plan and diagram has been drafted up. The Draft Spatial Plan Discussion Document looking out to 2050 was presented to Council on 15 May. A communications plan was presented at last committee meeting. The integrated work saw the release of the spatial plan discussion document on 10 July, calling for feedback comments by 16 August. Some community engagement sessions will occur in this period, then revision work in Sept to produce the draft plan document. Other community sessions will occur in October/Nov 2019.

###### **1.1.3. Martinborough South Growth Area (MSGA)**

Following consultant, staff work on the MSGA a meeting with landowners (those within and adjoining area) held 17 April to give context, outline potential layout for the future residential area, and indicate next steps. Work included assessment by an



experienced urban designer; the meeting revealed a mix of views, info sent and have called for further landowner feedback. Further stormwater assessment work to be undertaken/compiled. Recent landowner feedback views have been captured and a possible community meeting is being considered.

#### ***1.1.4. District Plan Review***

The earlier work on this involved an officers' meeting late January at Carterton between MDC, CDC, SWDC and Boffa Miskell Staff. Further meeting recently convened to progress this review and topics. Review to be in line with national planning standards for new district plans.

#### ***1.1.5. Dark Sky***

The local Martinborough Dark Sky Society has been compiling their economic report and regional funding application. A report on the process for a council adopted plan change for review of the SWDC outdoor lighting rules to support a proposed dark sky reserve was presented to Council. Plan change to be based on approach used at Mackenzie DC, initial use of a working group suggested. Further checking the extent of need to change outdoor lighting rules alongside advice from Carterton. Change to lighting on highways a focus, discussion with NZTA.

#### ***1.1.6. Review of Notable Trees Register***

Public notification of the updated tree register has been extended to 17th May 2019. This is to allow property owners identified as having listed trees overhanging their properties a chance to make submissions and for consultation on the Planning Maps. Total of 37 submissions were received, summary of the submissions done and was notified.

#### ***1.1.7. Greytown Development Area***

Following the decision and notification, the area is subject to an Environment Court appeal. Staff have been working with the two appellants to try and reach agreement on respective matters prior to an Env. Court hearing. The two appeals are both being mediated through two memorandums of understanding. Final signatures being sought on these agreements and to avoid time/costs of appeal matters in the Environment Court.

#### ***1.1.8. Greytown Orchards Retirement Village***

Processing a resource consent for first stage and a private plan change for master plan/rezoning land to residential. The applicants worked through the request for further information, application was publicly notified, twenty submissions received. The summary of submissions to notified. Consultant Honor Clark processing this application for Council. A hearing is to be held by an independent commissioner on 26 August 2019.

#### ***1.1.9. Featherston Tiny Homes/Brookside RC***

The application has involved multiple meetings with planning staff on aspects. Currently the applicant has been requested to provide further info on urban design and traffic assessment. Once full application is submitted, application is likely to be limited notified to surrounding neighbours in line with RMA practice.

## 1.2 Resource Management Act - District Plan

*SERVICE LEVEL – Council has a Combined District Plan that proves certainty of land-use/environmental outcomes at the local and district levels.*

## 1.3 Resource Management Act - District Plan

*SERVICE LEVEL – Council has a Combined District Plan that proves certainty of land-use/environmental outcomes at the local and district levels.*

RESOURCE MANAGEMENT KEY PERFORMANCE INDICATORS	TARGET	RESULT	COMMENT SOURCE AND ACTIONS TAKEN TO ACHIEVE TARGET
Ratepayers and residents' image of the closest town centre ranked "satisfied"	75%	89%	NRB 3 Yearly Survey October 2018 (2016: 87%)
The district plan has a monitoring programme that provides information on the achievement of its outcomes (AER's)		-	Consultants have established data to be recorded and stored to enable effective reporting against AER's in WCDP. A final monitoring strategy is still to be completed.

## 1.4 Resource Management Act - Consents

*SERVICE LEVEL – All resource consents will be processed efficiently.*

RESOURCE MANAGEMENT KEY PERFORMANCE INDICATORS	TARGET	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Consent applications completed within statutory timeframes	100%	89%	Total 150/ 168
		90%	63/70 Land Use applications were processed within statutory timeframes.
		86%	64/74 Subdivision applications were processed within statutory timeframes.
		96%	23/24 marginal / permitted boundary activity applications were processed within statutory timeframes.
s.223 certificates issued within 10 working days	100%	96%	46/ 48 s223 certificates were processed within statutory timeframes. NCS.
s.224 certificates issued within 15 working days of receiving all required information (note no statutory requirement)	95%	96%	48/ 50 s224 certificates processed. NCS.

## 1.5 Reserves Act – Management Plans

*SERVICE LEVEL – Council has a reserve management plan programme.*

RESOURCE MANAGEMENT KEY PERFORMANCE INDICATORS	TARGET	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Council maintains, and updates reserve management plans as required.	Yes	Yes	RMP's are generally current and appropriate. It is therefore not anticipated that any updates will be undertaken this year.

## 1.6 Local Government Act – LIM's

*SERVICE LEVEL – Land Information Memoranda: It is easy to purchase information on any property in the District.*

RESOURCE MANAGEMENT KEY PERFORMANCE INDICATORS	TARGET	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
LIMs contain all relevant accurate information (no proven complaints)	100%	100%	G:\LIMs\LIMS PROCESSED 2018-19
Non-urgent LIMs are processed within 10 days	100%	93%	G:\LIMs\LIMS PROCESSED 2018-19

TYPE	YTD 1 <sup>ST</sup> JULY 2018 TO 30 <sup>TH</sup> JUNE 2019	PREVIOUS YTD 1 <sup>ST</sup> JULY 2017 TO 30 <sup>TH</sup> JUNE 2018	PERIOD 1 <sup>ST</sup> MAY 2019 TO 30 <sup>TH</sup> JUNE 2019	PREVIOUS PERIOD 1 <sup>ST</sup> MAY 2018 TO 30 <sup>TH</sup> JUNE 2018
Standard LIMs (Processed within 10 working days)	222	234	29	36
Urgent LIMs (Processed within 5 working)	49	89	7	12
Totals	271	323	36	48

## 1.7 Building Act - Consents and Enforcement

*SERVICE LEVEL - Council certifies all consented work complies with the building code, ensuring our communities are safe. The Council processes, inspects, and certifies building work in my district.*

PUBLIC PROTECTION KEY PERFORMANCE INDICATORS	TARGET	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Code Compliance Certificate applications are processed within 20 working days	100%	100%	NCS – 450 CCC's were issued within 20WD YTD
Building consent applications are processed within 20 working days	100%	100%	NCS – 533 consents were issued within 20WD YTD
Council maintains its processes so that it meets BCA accreditation every 2 years	Yes	Yes	Next accreditation review due January 2020. Council was re-accredited in January 2018
BCA inspects new building works to ensure compliance with the BC issued for the work, Council audits BWOF's and Swimming Pools	Yes	Yes	<b>Building Consents</b> Council inspects all new work to ensure compliance (May - June 2019– 917 inspections) <b>BWOF's –</b> Total 169 – average of 3 audits per month required, 2 audits carried out May - June. <b>Swimming Pools –</b> Total 279 – average of 7 audits per month required. 24 audits carried out in May - June.
Earthquake prone buildings reports received	90%	N/A	Under previous legislation 148 of 229 known premises had been addressed.  Under the new legislation, 248 were identified as EPB and through the modelling process we eliminated 132 buildings leaving 116 buildings potentially EPB. Council has

PUBLIC PROTECTION KEY PERFORMANCE INDICATORS	TARGET	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
			<p>now reviewed the potential Earthquake Prone Buildings (EPB) and letters have been sent to owners advising them of their buildings status.</p> <p>104 letters sent out in total.</p> <p>11 (previously 12) - still being assessed by LGE Status:</p> <p>69 - identified as no longer EPB</p> <p>21 (previously 20) - require engineer assessment</p> <ul style="list-style-type: none"> <li>- 3 of the 21 approved extensions</li> <li>- 3 of the 21 engineers reports received &amp; 1 confirmation report is being completed</li> <li>- 1 added to list after LGE completed their assessment</li> </ul> <p>14 (previously 15) - identified as EPB and have been sent notices to be affixed to the building.</p> <ul style="list-style-type: none"> <li>- 2 of the 14 have building consents for strengthening work</li> <li>- 1 building has been demolished (Anglican Church in Featherston)</li> </ul>

TYPE –MAY - JUNE 2019	NUMBER	VALUE
<b>Commercial</b> (shops, restaurants, rest home – convalescence, restaurant /bar / cafeteria / tavern, motel, commercial building demolition - other commercial buildings)	9	\$564,000
<b>Industrial</b> (covered farm yards, building demolition, warehouse and/or storage, factory, processing plant, bottling plant, winery)	2	\$70,000
<b>Residential</b> (new dwellings, extensions and alterations, demolition of building, swimming and spa pools, sleep-outs, garages, relocations, heaters, solid fuel heaters).	98	\$10,898,862
<b>Other</b> (public facilities - schools, toilets, halls, swimming pools)	0	\$0
<b>Totals</b>	<b>109</b>	<b>\$11,532,862</b>

## 1.8 Dog Control Act – Registration and Enforcement

*SERVICE LEVEL – Dogs don't wander freely in the street or cause menace to humans or stock.*

PUBLIC PROTECTION KEY PERFORMANCE INDICATORS	TARGET	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Undertake public education, school and community visits to promote safe behaviour around dogs and/or responsible dog ownership	3 visits	33%	1 undertaken at school holiday program, Greytown. Greytown school interested in a visit. Adult education visits are planned
Complaints about roaming and nuisance dogs are responded to within 4 hours	100%	100%	K:\resource\Bylaw Officers\Registers\AC Service Requests.xls 219/219
Complaints about dog attacks on persons, animals or stock are responded to within 1 hour	100%	100%	20/20

Officers have planned since November 2018 to undertake education visits to two Wairarapa based businesses who had a role to play in a dog attack that occurred on 31st October 2018. Officers classified the dog as menacing following that attack, with the classification subsequently appealed. The Hearings Committee decided on 10 July to uphold the menacing classification. As such, officers expect that these education visits will count as 'extra' education visits in the 2019 period.

INCIDENTS REPORTED FOR PERIOD 1 JUNE 2019 TO 30 JUNE 2019	FEATHERSTON	GREYTOWN	MARTINBOROUGH
Attack on Pets	-	1	-
Attack on Person	-	-	-
Attack on Stock	-	-	-
Barking and whining	4	-	2
Lost Dogs	1	-	-
Found Dogs	1	-	-
Rushing Aggressive	-	-	-
Wandering	8	1	-
Welfare	-	-	-
Fouling	-	-	-
Uncontrolled (off leash urban)	-	-	1

## 1.9 Public Places Bylaw 2012 - Stock Control

*SERVICE LEVEL – Stock don't wander on roads, farmers are aware of their responsibilities.*

PUBLIC PROTECTION KEY PERFORMANCE INDICATORS	TARGET	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Stock causing a traffic hazard is responded to within 1 hour	100%	100%	K:\resource\Bylaw Officers\Registers\AC Service Requests.xls 28 incidents
In cases where multiple stock escapes (more than 1 occasion) have occurred from a property taking compliance or enforcement or prosecution action against the property owner	100%	-	No incidents
Council responds to complaints regarding animals within 48 hours.	100%	100%	K:\resource\Bylaw Officers\Registers\AC Service Requests.xls 62 incidents

INCIDENTS REPORTED	TOTAL FOR PERIOD 1 JUNE 2019 TO 30 JUNE 2019
Stock	1

## 1.10 Resource Management Act – afterhours Noise Control

*SERVICE LEVEL – The Council will respond when I need some help with noise control.*

PUBLIC PROTECTION KEY PERFORMANCE INDICATORS	TARGET 18/19	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
% of calls received by Council that have been responded to within 1.5 hours	100%	99.08%	<a href="#">K:\resource\Health\Resource Management\Noise Control Complaints</a> 108/109 attended within timeframe One incident responded to over 1.5 hours (1 hr 48mins).

AFTER HOURS NOISE CONTROL COMPLAINTS RECEIVED	YTD 1 JULY 2018 TO 30 JUNE 2019	PREVIOUS YTD 1 JULY 2017 TO 30 JUNE 2018	PERIOD 1 MAY 2019 TO 30 JUNE 2019	PREVIOUS PERIOD 1 MAY 2018 TO 30 JUNE 2018
Total	112	93	8	7

Officers will start to charge the recently approved \$160 fee for each justified noise control callout. Previously, Council had a fee of \$357 for a seizure of equipment causing a verified noise nuisance. This fee was not charged frequently as seizures are not common. The charging of the new fee will allow Council to recoup its costs for

providing the noise control function. If this fee existed and was charged during the 2018-19 year, it would have resulted in Council recouping approximately \$18,000 to cover the costs of our afterhours noise control contractor.

### 1.11 Sale and Supply of Alcohol Act - Licensing

*SERVICE LEVEL – The supply of liquor is controlled by promoting responsible drinking.*

PUBLIC PROTECTION KEY PERFORMANCE INDICATORS	TARGET 18/19	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Premises are inspected as part of licence renewals or applications for new licences.	100%	80% YTD	MAGIQ data. All premises inspected at new or renewal application stage (48/60*). *Number of inspections completed of licences coming up for renewal within the YTD period.  122 licences in total. Total number of licences is subject to change month by month as new businesses open and existing premises close.
Premises that are high risk are inspected annually, while low or medium risk premises are audited no less than once every three years.	100%	72% YTD	MAGIQ data. There are no high-risk premises in the district. Low and medium risk premises are inspected every 3 years as part of the renewal process. There are currently 29 low and medium licences due for renewal or new inspections in this financial year. 21 of these have been inspected as at 30 June 2019. Total number of licences is subject to change month by month as new businesses open and existing premises close. (21/29)
Compliance activities are undertaken generally in accord with the Combined Licencing Enforcement Agencies agreement.	100%	0% YTD	1 meeting held May 2019. No compliance inspections undertaken with the CLEG to date.

As the Committee will be aware, there has been a backlog of alcohol licences that have needed processing, which has resulted in time delays for inspections. With the employment of a dedicated alcohol licensing inspector, this backlog has predominantly been cleared and it is anticipated that this will facilitate timely alcohol inspections.

ALCOHOL LICENCE APPLICATIONS PROCESSED	YTD 1 JULY 2018 TO 30 JUNE 2019	PREVIOUS YTD 1 JULY 2017 TO 30 JUNE 2018	PERIOD 1 MAY 2019 TO 30 JUNE 2019	PREVIOUS PERIOD 1 MAY 2018 TO 30 JUNE 2018
On Licence	21	24	9	1
Off Licence	23	10	6	2
Club Licence	7	3	4	0
Manager's Certificate	120	126	29	38
Special Licence	57	62	6	9
Temporary Authority	5	7	0	4
<b>Total</b>	<b>233</b>	<b>232</b>	<b>54</b>	<b>54</b>

### 1.12 Health Act - Safe Food

*SERVICE LEVEL – Food services used by the public are safe.*

PUBLIC PROTECTION KEY PERFORMANCE INDICATORS	TARGET 18/19	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Premises have appropriate FMP in place and meet the risk-based standards set out in the Plan.	100%	100%	<p>FHR – 0 FCP (Food Act) – 97 FCP (Deemed) – 0 NP – 59</p> <p>The changes in the Food Act 2014 require that businesses have an appropriate Risk Based Measure in place by end of transition period (Feb 2019). Total number of premises is subject to change month by month as new businesses open and existing premises close.</p>
Premises are inspected in accord with regulatory requirements.	100%	76%	<p>FCP verifications – 74/97</p> <p>*Total number of premises is subject to change month by month as new businesses open and existing premises close.</p>

The large workload increases for Council staff that has been brought about by the Food Act 2014 has made it challenging to have all businesses verified in a timely manner. Officers have had to be pragmatic in providing additional educational activities to operators during the verifications. This has made the verifications take longer and therefore place pressure on the number of businesses that can be verified in a given time.

### 1.13 Bylaws

Between 1 July 2018 and 30 June 2019 there were 44 notices relating to trees and hedges, 27 litter and 27 abandoned vehicle complaints.

Contact Officer: Russell O’Leary, Group Manager – Planning & Environment



## **INFRASTRUCTURE AND SERVICES REPORT**

### **2. Group Manager highlights**

One of the highlights of the period was attending the Institute of Public Works Engineering Australasia conference in Wellington. While personally missing the first few addresses, I was informed that SWDC had been mentioned in the key note addresses, notably by the minister of Local Government, Nanaia Mahuta. Much of the discussion revolved around water, climate change and optimised decision making.

The transition to the Ruamahanga Roads Shared service, is still ongoing with quite a few things that need to be resolved in location, structure and governance. This will be ongoing for some time as the new service determines the level of external professional services and administration required as well as the internal processes.

The move to wellington water limited (WWL) is still progressing with staff having visited the offices in Petone and gaining more information about the Council Controlled Organisation, (CCO). Again, there is a lot of operational work to be done, the consents being managed and owned by WWL as an example and whether the leases for the waste water to land properties should sit within the CCO.

Progressing the chlorination of Martinborough water with the manganese removal plant is time critical. With the new part of the process (Mn removal) being located at the original plant site, there will be no delays in land acquisition. The design being modular the Mn removal and entire plant can be moved at another time when convenient.

The new recycling wheelie bin roll out has been delayed due to availability of bins and the process is being managed through the combined Communications staff to ensure all are aware of the new processes.

The chlorination of the water in Martinborough has still received little to no feedback to council regarding chlorine and taste or issues.

Substantial time has been devoted to looking at the Martinborough water system, the demand and supply as well as location and future upgrades needed. This has been an excellent exercise to look at the future of the water supply and the current vulnerabilities as well as the works completed previously to enable the options available.

New Staff have started with Michelle Alexander as the new Administrator and Natalie Singer as the project and waste coordinator.

### **3. Water supply**

*SERVICE LEVEL – Council provides reliable and safe drinking water supplies. Water provided is safe to drink and there is adequate water for urban firefighting.*

## Key Performance Indicators

WATER SUPPLY KEY PERFORMANCE INDICATORS	TARGET 2017/18	COMPLAINTS		INCIDENTS	
		MAY	YTD	MAY	YTD
The average consumption of drinking water per day per resident within the territorial authority	<400 Lt		550		
Compliance with resource consent conditions/water permit conditions to "mainly complying" or better	95%		100%		
Water supply systems comply with Ministry of Health Bacteriological Drinking Water Standards guidelines 2008*	FTN: Yes GYT: Yes MTB: Yes		FTN: Yes GYT: Yes MTB: No		
Water supply systems comply with Ministry of Health Protozoa Drinking Water Standards guidelines 2008	FTN: Yes GYT: Yes MTB: Yes		FTN: Yes GYT: No MTB: No		
The total number of complaints received by the local authority about drinking water taste per 1000 connections	<15	0	0	0	0
The total number of complaints received by the local authority about drinking water odour per 1000 connections	<15	0	0	0	0
The total number of complaints received by the local authority about drinking water pressure or flow per 1000 connections	<15	0.25 per 1000 (1 complaints)	4.0 per 1000 (13 complaints)	1	13
The total number of complaints received by the local authority about continuity of supply per 1000 connections	<15	0.25 per 1000 (1 complaints)	7.3 per 1000 (24 complaints)	1	24
The total number of complaints received by the local authority about drinking water clarity per 1000 connections	<15	0 per 1000 (0 complaints)	4 per 1000 (14 complaints)	0	14
Ratepayers and residents satisfied with level of service for water	77%			NRB Survey:	59%
Attendance for urgent call-outs: from the time that the local authority receives notification to the time that service personnel reach the site	< 1 Hr	(1/3) 33%	Median Time 26mins	1	19
Resolution of urgent call-outs: from the time that the local authority receives notification to the time that service personnel confirm resolution of the fault or interruption	< 8 Hrs	(3/3) 100%	Median Time 3h 45mins	3	19
Attendance for non-urgent call-outs: from the time that the local authority receives notification to the time that service personnel reach the site	< 2 working days	(20/22) 91%	Median Time 21h 24mins	22	374
Resolution of non-urgent call-outs: from the time that the local authority receives notification to the time that service personnel confirm	< 5 working days	(19/22) 86%	Median Time 29h 30mins	22	374
Fire hydrants tested annually that meet NZ Fire Service Code of Practice	20%	20%	20%		
The % of real water loss from the local authority's networked reticulation system identified by establishing and measuring night flow	<20%		20%		

There was the Boil Water Notices in Martinborough in February and April, which are on-going and covered in more detail in other reports. The temporary chlorination of the water supply has worked well, with the tests showing a stable chlorine level through the network. Continued monitoring of the reservoirs will evaluate if a booster chlorination is required. Work is ongoing to address other risks highlighted during the investigation, including backflow risks, connections for the wineries.

Featherston (Waiohine) and Greytown bore plants operated well during the period. The concrete ring main for the storage area is almost complete and the lining is due in

for August. The fourth bore to enable the supply of both Featherston and Greytown is due to be drilled in July.

Featherston and Greytown are looking good for compliance except for protozoa compliance in Greytown.

## 4. Wastewater

*SERVICE LEVEL – Council provides wastewater services that effectively collect and dispose of waste water. Waste water does not create any smells, spill or health issues and causes minimal impact on the natural environment.*

### 4.1 Key Performance Indicators

WASTE WATER KEY PERFORMANCE INDICATORS	TARGET 2017/18	COMPLAINTS		INCIDENTS	
		MAY	YTD	MAY	YTD
Attendance time: from notification to arrival on site	< 1 Hr	0/4 (0%)	Median Time 1h 13min	4	42
Resolution time: from notification to resolution of fault	< 4 Hrs	0/4 (0%)	Median Time 11h 50min	4	42
No. of complaints per 1000 connections received about sewage odour	< 15	1 per 1000 (0.24 complaint)	0.75 per 1000 (3 complaint)	1	3
No. of complaints per 1000 connections received about sewage systems faults	< 15	0	2.4 per 1000 (10 complaint)	0	10
No. of complaints per 1000 connections received about sewage system blockages	< 15	0.72 per 1000 (3 complaint)	5.2 per 1000 (22 complaint)	3	22
No. of complaints per 1000 connections received about the response to issues with sewage	< 15	0	0	0	0
Proportion of urgent waste water service requests responded to within 6 hours of notification	95%	1/4 (25%)	74% (28/38)	4	38
Number of dry weather sewerage overflows per 1000 connections	<10	0	0	0	0
Ratepayers and residents satisfaction with waste water services	70%			NRB survey:	49%
% of resource consent conditions complied with to mainly complying or better*	90%		98%		
No. of abatement notices	<2				0
No. of infringement notices	0				0
No. of enforcement notices	0				0
No. of convictions	0				0

### 4.2 Consents

Further investigations are being organised, a more in-depth investigation of the land treatment area, involving the drilling of 14 additional investigation bores. Further water quality sampling through the treatment plant to quantify the performance for pathogens and what treatment would be required to remove the risk to the shallow bore owners. The Featherston plant is operating well against the current consent conditions and would be within the proposed application conditions.

Martinborough irrigation has finished for the season, with the wastewater removed from the Ruamahanga River for 26% of the time in the previous year. The performance is being reviewed for nitrogen removal to maintain the discharge condition.

The Greytown plant has been operating well, and the irrigation to land was commissioned in May ready for operation in the spring. A presentation day on the 19<sup>th</sup> of June went well.

## 5. Stormwater drainage

*SERVICE LEVEL – Stormwater drains are well operated and maintained by the Council.*

### 5.1 Key Performance Indicators

STORM WATER DRAINAGE KEY PERFORMANCE INDICATORS	TARGET 2016/17	COMPLAINTS		INCIDENTS	
		MAY	YTD	MAY	YTD
% of ratepayers and residents satisfied with stormwater drains	55%			NRB survey:	57%
% of urgent (any blockage causing extensive flooding of buildings or other serious flooding) requests for service responded to within 5 hours	95%	0	0	0	0
No. of flooding events	0	0	0	0	0
No. of habitable floors affected per flooding event per 1000 properties connected	0	0	0	0	0
No. of abatement notices	0				
No. of infringement notices	0				
No. of enforcement notices	0				
No. of convictions	0				
Median Response time to flooding events (Notification to personnel reaching site in hrs)	3	-	-	0	0
No. of complaints about stormwater per 1000 properties connected	0	0	0	0	0

There was two storm water blockage reported during the period within the Greytown water race sections.

## 6. Land transport

*SERVICE LEVEL – Roads are maintained to ensure they are safe and comfortable to travel on. Footpaths can be safely used to get around town.*

### 6.1 Key Performance Indicators

LAND TRANSPORT KEY PERFORMANCE INDICATORS	TARGET 2017/18	COMPLAINTS		INCIDENTS	
		APRIL	YTD	APRIL	YTD
Using the RAMM measurement system, average smooth travel exposure on urban roads to be 85% and rural roads 95% with maximum variation of 5%	95%				
Ratepayers and residents fairly/very satisfied with the roads	80%			NRB Survey:	73%
5% of sealed roads are resealed each year subject to availability of NZTA subsidy	100%				
The pavement condition index as measured by the NZTA pavement integrity index	95%				

LAND TRANSPORT KEY PERFORMANCE INDICATORS	TARGET 2017/18	COMPLAINTS		INCIDENTS	
The number of crashes causing injuries is reduced	Group and control average				
The number of fatalities and serious injury crashes on the local road network	<7				
Ratepayers and residents are satisfied with footpaths in the district	70%			NRB Survey:	63%
Availability of footpaths on at least one side of the road down the whole street	88%				
Footpath Condition rating 95% compliant with SWDC AMP Standard	95%				
The % of customer service requests relating to roads and footpaths responded to within 48 hours	95%	36/39 (92%)	115/154 (75%)	39	154
Meet annual plan footpath targets	Yes				

## 6.2 Roading Maintenance – Fulton Hogan

The end of the financial year coincided with the end of the current Road Maintenance contract and as at July 1<sup>st</sup> the new Ruamahanga Roads contract being a joint venture with Carterton District Council commenced.

The last of the damage to the Featherston area following the rain event in December was completed prior to the end of financial year.

Works were completed to finish off the relocation of the road through the “Gluepot” on Te Awaiti Road.

Sealed pavement maintenance was carried out on Hinekura Rd around Hikawera Road.

Culverts were upgraded on White Rock Road along Ushers Hill section in preparation for planting of the unstable faces.

The last 40 tonne of Rip Rap rock was delivered to Cape Palliser Road for the Managatoetoe Bridge pier scour protection works will commence in August.

92.1 km of unsealed roads graded in May. The tow behind roller was attached during the month and 46.1 km of road was compacted following grading.

Greytown, Featherston and Martinborough had various kerb and channel swept as part of the monthly cycle.

All urban sump chambers were cleared out following the autumn leaf drop.

The spraying of rural unlined water channels, sign bases, bridge approaches and edge marker posts was completed.

## 6.3 Other activities

Work is continuing the Tora Farm Settlement Road bridge; the retaining walls have been replaced around the abutment with the piles to be driven in July.

Ushers Hill on White Rock road has been fenced off in conjunction with GWRC and cattle stops will be installed in July and stabilisation planting will commence in July/August.

End of year reporting to NZTA has been complied and submitted.

Collaboration works with the Carterton District Council roading has been a high priority to ensure a smooth transition to the new joint Ruamahanga Roads contract.

The table below outlines the reseal sites for the 2019/2020 financial year and the length of 17.4 km is well below the 5% road targeted in the KPIs above. At first cut the budget for the proposed length is above budget allocation, adjustments will be made to meet budget.

**Table: 2019/2020 Reseals**

Road	Road Name	Start	End	Length
309	CAMPBELL DR LEFT LEG	13	154	141
308	CAMPBELL DR ROUNDABOUT	0	69	69
307	CAMPBELL DRIVE	3	337	334
307	CAMPBELL DRIVE	351	604	253
203	CAPE PALLISER RD	15767	15912	145
203	CAPE PALLISER RD	15912	16495	583
203	CAPE PALLISER RD	34171	34364	193
203	CAPE PALLISER RD	34364	34847	483
202	LAKE FERRY RD	4574	4873	299
202	LAKE FERRY RD	7138	7334	196
202	LAKE FERRY RD	7334	7662	328
202	LAKE FERRY RD	27850	28905	1055
202	LAKE FERRY RD	28905	29502	597
260	KAHUTARA RD	38	1064	1026
260	KAHUTARA RD	3977	5000	1023
260	KAHUTARA RD	5551	5678	127
260	KAHUTARA RD	15587	16201	614
260	KAHUTARA RD	16201	16248	47
260	KAHUTARA RD	16248	16857	609
174	BIDWILLS RD	4	20	16
178	BICKNELLS RD	4	45	41
181	PARERA RD	3	40	37
259	WESTERN LAKE RD	8569	9527	958
259	WESTERN LAKE RD	9527	10841	1314
259	WESTERN LAKE RD	21620	22042	422
265	WHITE ROCK RD	19	2456	2437
265	WHITE ROCK RD	2456	2560	104
265	WHITE ROCK RD	4674	4785	111
265	WHITE ROCK RD	4785	5860	1075
265	WHITE ROCK RD	13291	14220	929
265	WHITE ROCK RD	14220	14944	724
265	WHITE ROCK RD	14944	15166	222
265	WHITE ROCK RD	21940	22320	380
265	WHITE ROCK RD	22320	22830	510
				17402

## 7. Amenities

The Amenities team is responsible for the management of Council's parks, reserves and other amenities. The team looks after twelve parks, thirty-one reserves, forty-one buildings, five sports facilities, four cemeteries, eleven public toilets and twenty-two

other properties. The Amenities Manager is the contract manager for the City Care parks and reserves contract and is also responsible for the management of the libraries.

*SERVICE LEVEL – Parks and reserves enhance the quality of life in our communities. Our playgrounds are safe and enjoyed by the community. Clean safe public swimming pools can be accessed in the District. Provision of some low-cost housing for the elderly (or in line with Council policy) in each town. Well maintained hall facilities that are available for the public to book. Public toilets are convenient, clean and safe. There is a wide range of library stock including up to date material.*

## 7.1 Key Performance Indicators

AMENITIES KEY PERFORMANCE INDICATORS	TARGET 2017/18	COMPLAINTS	INCIDENTS		
		MONTH	YTD	MONTH	YTD
Users satisfied with parks and reserves	90%			NRB Survey:	94%
Ratepayers and residents are satisfied with Council playgrounds	80%			NRB Survey:	82%
Council playground equipment that meets national standards	100%				
Council pools comply with NZ swimming pool water testing standards	100%				
Ratepayers and residents' satisfaction with Council swimming pools	67%				
Occupancy of pensioner housing	94%			Actual:	
Ratepayers and residents satisfied with town halls	76%			NRB Survey:	74%
Cycle strategy	Developed				
Ratepayers and residents satisfied with public toilet facilities	90%			NRB Survey:	85%
Taking programmes out into the community and providing a wide variety of programmes in the library	>3 per library				
% of ratepayers and residents satisfied with libraries	90%			NRB Survey:	91%

## 7.2 Housing for Seniors

Policy and documents have now been updated to reflect the name change from Community Housing to Housing for Seniors.

The Housing for Senior tenants were advised of their 2019 rent increase, giving the tenants the required 60 days' written notice as per their Tenancy Agreements.

Tenants were sent an updated copy of the Housing for Seniors Policy. We also took the opportunity to remind all tenants that all units are smoke-free.

Currently there are two flats at Cicely Martin that have been vacated. They are having some required maintenance work and will be ready in a few weeks to be tenanted.

The Matthews, Burling and Westhaven flats are all tenanted. The new tenant at Westhaven has moved in and is very happy with the flat and his surroundings. Another new tenant has moved into one of the Cicely Martin flats in Martinborough in May his comment was 'I love it here'. There are also two new tenants at Burling and

one who has relocated to one of the two larger flats. It has been a busy time with flat inspections, coordinating to have the existing insulation assessed in all flats and general maintenance.

### 7.3 Cemeteries

Contractors are due to start work on the new ashes wall at the Featherston cemetery.

#### 7.3.1. Purchases of burial plots/niches 10 June to 15 July 2019

	Greytown	Featherston	Martinborough
Niche	3		1
In-ground ashes Beam	3		
Burial plot	2	1	
Services area			
<b>Total</b>	<b>8</b>	<b>1</b>	<b>1</b>

#### 7.3.2. Ashes interments/burials 10 June to 15 July 2019

	Greytown	Featherston	Martinborough
Burial	2		
Ashes in-ground	1	1	1
Ashes wall	1		
Services Area		1	
Disinterment		1	
<b>Total</b>	<b>4</b>	<b>3</b>	<b>1</b>

### 7.4 Events

#### 7.4.1. Featherston

*Completed events:*

**The Time Travellers Ball** – being held Saturday, 22 June 2019 at the ANZAC hall

**New Zealand String Quartet** – being held Friday, 28 June 2019 at the ANZAC hall





### 7.4.2. Greytown

*Future events:*

**The Greytown Woodside Rail Trail Fun Run** – held every Saturday starting 3 November 2018

### 7.4.3. Martinborough

*Completed events:*

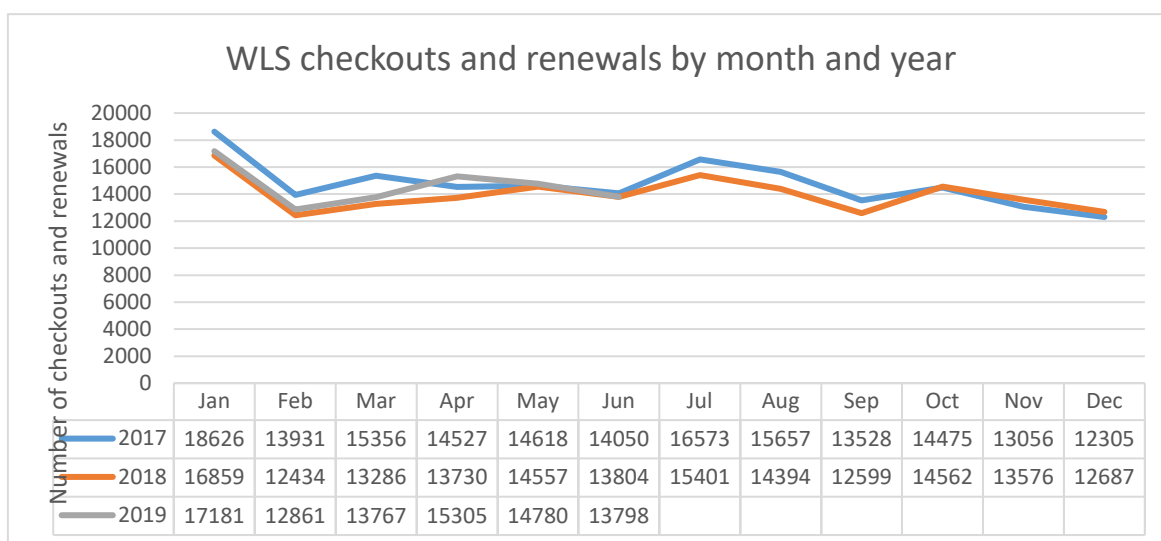
**Monster Book Fair** – being held Friday 14 June (7pm) to Sunday 16 June 2019 at the Martinborough Town Hall

## 8. Wairarapa Library Service Monthly Report for June 2019

### 8.1 Issues and renewals:

**Physical items:**

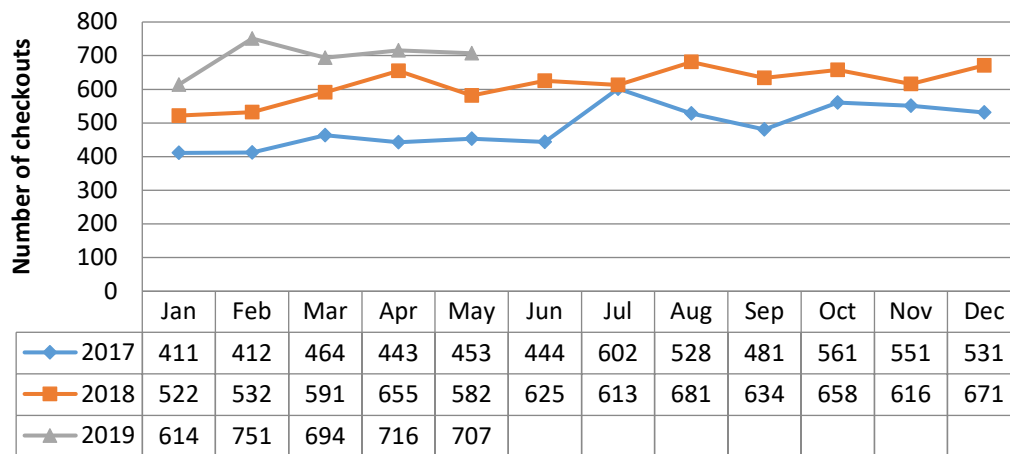
	Carterton	Featherston	Greytown	Martinborough	TOTAL
Number of issues and renewals for June	5904	2357	2842	2695	13798



### 8.2 Ebooks and Audiobooks:

	June 2019
ebooks	469
audiobooks	238
<b>TOTAL</b>	<b>707</b>

## Wairarapa Library Service eBook and Audiobook Checkouts

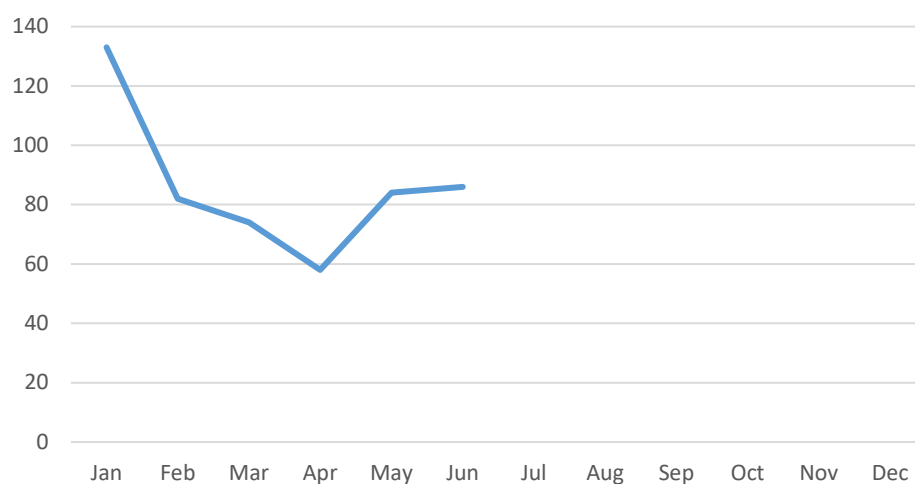


### 8.3 New Members

New library members for June 2019:

	June 2019
<b>Carterton</b>	35
<b>Featherston</b>	11
<b>Greytown</b>	23
<b>Martinborough</b>	17
<b>TOTAL</b>	86

### Number of new members



## 8.4 Computer and Wi-Fi access

At this stage the South Wairarapa District libraries have not received the public access computing upgrade, so do not have data available.

Public Computer Use	Carterton
Number of public computer uses.	425
Unique users	236
Average time per user (minutes)	31.68

Please note that the statistics regarding WiFi access are for March, not April. Due to the large number of missing data points it will not be possible to look at annual or monthly trends or comparisons yet.

Public Wi-Fi Usage	Carterton	Featherston	Greytown	Martinborough	TOTAL
Number of public Wi-Fi logins	940	1832	1419	159 (from 23 May to 31 May only)	4350

## 9. In-house library events and initiatives

### 9.1 Carterton

#### 9.1.1. Displays

Adult Displays	Junior Displays
Time for a laugh	Winter Warmers reading programme

#### 9.1.2. Events

- The Winter Warmers reading programme for children has begun. There are 117 children registered for the programme.

#### 9.1.3. Other initiatives

- The annual stocktake was completed.



## 9.2 Featherston

### 9.2.1. Displays

Adult Displays	Teen Displays
Crochet (for the month)	New Books

### 9.2.2. Events

- Matariki for pre-schoolers. This event was well attended by pre-schoolers who wrapped up warm for a couple of stories. They had glow sticks and explored the Library garden, lit up with lights.
- Preschool Programme topics were: Puddles, Wet Weather, Hungry Caterpillar Birthday, Giraffes, Animals. Book Bugs was attended by average 15 children and caregivers.
- Crochet classes wound up and proved popular.
- The library hosted class visits from St Teresa's School, Takitimu, Remutaka and Wairarapa.
- Thursday nights – 8 Library users, 1 council, 5 crochet class was average for the month.
- Enrolments for Winter Warmers exceeded our total by 46. All 3 schools have registered the entire school. St Teresa's Year 8 and 9 are trialling the online platform for reviews. [iread.co.nz](http://iread.co.nz)
- Maths is Fun is enrolling slowly. The lower age groups have filled, the older ones are filling slowly.
- A mother addressed a recent Book Bugs session about food and eating during the session. She has a child with a life-threatening allergy and must leave if children's lunch boxes come out. The parents were very sympathetic and

understanding. However, it poses the question of food in the Library for these sessions.



### 9.3 Martinborough

#### 9.3.1. Displays

Adult Displays	Teen Displays	Junior Displays
Moody Winter Reads	New books	New Books
Today's Picks		June Author Birthdays




### 9.3.2. Events

- Book Babies attendance is growing each week – our most recent session was attended by 11 children, plus their parents/caregivers.
- We exceeded our Winter Warmers enrolments by 6 over our allocated spaces.
- We provided “Lego in the Library with Liz” (Stevens). This proved so popular that we will be continuing it through the July school holidays.

## 9.4 Greytown



- Late nights have been very well-received and higher numbers are anticipated once the weather improves.

 Wairarapa Library Service

**Feedback form**

We aim to provide you with the highest standards of service and value your views. Help us to improve the Library and our services by completing this comments and suggestions form.

**Your feedback:**

Is this:

☐ A comment? ☒ A suggestion?

☐ A Compliment? ☐ A Complaint?

**Your Feedback:**

Late night at the library a great idea but can you make it till 8pm? 7 is too early to come with the kids (post-dinner etc) and many commuters don't get in till after 7pm.

## 10. Zero Waste Coordinator Report June 2019

### 10.1 Community

- **World Environment Day June 5<sup>th</sup>** - A video was released to all three council websites and Facebook pages about recycling at kerbside to align with the lead in to our new kerbside recycling service.
- **Kerbside Wheelie Bin Recycling** The rollout has begun with a radio ad introducing the new service and further information to be distributed prior to launch in August 2019.
- **Para Kore** has recently appointed Jade Waetford as their Wairarapa Kaiarahi representative to deliver their 'Working Towards Zero Waste' programme initially starting with the eight Marae in our region.
- **Plastic Free July** There is a colouring competition over June with prizes for each council district with a variety of events and workshops in our region and supported by Zero Waste Coordinator. We also have an internal initiative encouraging colleagues within councils to think about Plastic Free July and to take part and nominate your workmate for their efforts for plastic free July and beyond.

### 10.2 Education

- **Waste Forum** 17<sup>th</sup> May 2019 hosted by Hutt City, attended by our Zero Waste Coordinator focused on construction and demolition waste. Anna Ainsworth presented her report on the ***Regional C & D Waste Issues and Options Paper***. C&D waste is a problematic high-volume waste stream in the Wellington Region. While a range of opportunities exist to reduce, reuse and recycle this waste, to date such waste management and minimisation mechanisms remain unutilised and underdeveloped in the Wellington context. Projected quantities of C&D waste disposed of to landfill in the Wellington Region estimate that a total of 570,000 tonnes of waste (per annum) is currently being sent to landfill in the Wellington Region. Approximately 95% of this waste is being sent to Class 2-4 landfills. This report reviews the scope of C& D waste minimisation issues within the Wellington Region and identifies a range of options available to the councils in response to issues identified.
- **EnviroSchools Joint Council Hui** attended by the Zero Waste Coordinator on 6<sup>th</sup> June 2019. There were discussions around progress updates using story- based reporting, a focus on outcomes schools are achieving plus an explanation of the contribution EnviroSchool makes. Kirsten Price (Toimata Foundation) outlined the partnership model being used nationally to create a collaborative structure for action, the roles and involvement of the various councils and some significant aspects of the current situation we are operating in.

### 10.3 Business

- **Single-Use Plastic Bag Ban** coming into place 1<sup>st</sup> July 2019. Over the last two weeks our Zero Waste Coordinator has been out visiting Wairarapa Businesses door to door speaking with them about the ban and advising how it effects

their business and what this means for them. She will also be set up at the Masterton Boot sale market (Sunday) leading up to the last day of plastic bags, engaging and educating the community whilst giving out the MDC jute bags to the community at the market.

Contact Officer: Mark Allingham, Group Manager Infrastructure and Services



# FEATHERSTON COMMUNITY BOARD

27 AUGUST 2019

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## AGENDA ITEM 6.2

### ACTION ITEMS REPORT

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#### **Purpose of Report**

To present the Community Board with updates on actions and resolutions.

#### **Recommendations**

Officers recommend that the Community Board:

1. *Receive the Action Items Report.*

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

Action items from recent meetings are presented to the Community Board for information. The Chair may ask Council officers for comment and all members may ask Council officers for clarification and information through the Chair.

If the action has been completed between meetings it will be shown as 'actioned' for one meeting and then will remain in a master register but no longer reported on.

#### **2. Appendices**

Appendix 1 - Action Items to 27 August 2019

Contact Officer: Angela Williams, Committee Advisor

Reviewed By: Harry Wilson, Chief Executive

## **Appendix 1 – Action Items to 27 August 2019**

Ref #	Meeting	Raised Date	Action Type	Responsible Manager	Assigned to	Action or Task details	Open	Notes
132	FCB	14-Mar-17	Action	FCB		Submit a list of approved road names to Council	Parked	13/3/18: FCB to ask public for suggestions 11/5/18: Robyn to follow-up the process for nominating Maori road names with the Planning team and MSC chair. 20/11/18: Members agreed that a final attempt to get suitable names for new roads be sought from the public by a Facebook post, closing in time for consideration at the January 2019 meeting. 12/3/19: Members agreed to park this for attention by the new FCB. 4/6/19: Members agreed to keep parked as above. M7138
489	FCB	17-Jul-18	Action	FCB		Determine a mechanism for consulting with the community on renaming the Featherston Town Square	Parked	12/3/19: to discuss at next workshop. 16/7/19: To park for the new Community Board to progress.
794	FCB	20-Nov-18	Action	Robyn Ramsden		Bring together all information on possible student representation, including seeking input from other community board chairs, Alan Maxwell and Kuranui College, and present findings to the Board	Parked	12/3/19: Parked for new FCB to consider
414	FCB	4-Jun-19	Action	Harry		To add the request to consider an MoU for Maths Wairarapa to the agenda of the new Community Board in early 2020.	Parked	4/6/19: Park for the new FCB to review in 2020
416	FCB	4-Jun-19	Action	Harry		That the formal submission process be included in the induction plan for community board members.	Parked	
506	FCB	16-Jul-19	Resolution	FCB		FCB RESOLVED (FCB 2019/53): 1. To receive the Chairpersons report. (Moved Ramsden/Seconded Shepherd) Carried 2. Recommend that the Featherston Community Board purchase street banners for the main street from the Beautification Fund. 3. Recommend the initial purchase of one set (15) of blue 'Featherston Welcomes You' generic street banners, design included, from the Beautification Fund, at a cost of \$1,170 + gst from OneSource. (Moved Bleakley/Seconded West) Carried 4. That the Featherston Community Board engage with local artists in a meaningful way for designs for seasonal banners to intermingle with the generic banners for Featherston main street and present for consideration. (Moved Ramsden/Seconded Bleakley) Carried	Parked	30/07/19 - Commitment added to I&E. SM.  18/7/19: No. 3 - Complete - Order placed for 15 generic banners.  15/8/19: No. 4 – To be parked for consideration by the new Board in relation to Action 20.

Ref #	Meeting	Raised Date	Action Type	Responsible Manager	Assigned to	Action or Task details	Open	Notes
244	FCB	23-Apr-19	Resolution	Robyn Ramsden		FCB RESOLVED (FCB 2019/31): 1. To receive the Chairpersons report. 2. That the Featherston Community Board thank the organisers of Relay for Life Wairarapa on their successful event. (Moved Ramsden/Seconded Cr Olds) Carried 3. That the Annual Plan 19/20 submission is agreed to over email (providing those emails and any versions are made public as an attachment) which is then ratified at the next ordinary Board meeting, 4 June 2019. (Moved Ramsden/Seconded Bleakley) Carried	Actioned	8/5/19: FCB AP submitted. 24/6/19: No 2 to be completed. <b>09/8/19:</b> Letter sent to Bruce Thomson.
394	FCB	4-Jun-19	Resolution	Jennie		FCB RESOLVED (FCB 2019/43): 1. To receive the Supplementary Chair's Report. (Moved Ramsden/Seconded Shepherd) Carried 2. To agree that the Featherston Community Board lay a wreath made by Mrs Bleakley at the Battle of Messines Commemoration on Sunday, 9 June 2019. 3. To donate the proposed cost of purchasing a wreath (no more than \$100 plus GST) to the RSA.	Actioned	24/06/19: Commitment in I&E - SM. <b>8/8/19:</b> Creditor Voucher completed for finance to action. <b>12/8/19:</b> Letter sent to RSA President to advise of donation.
411	FCB	4-Jun-19	Action	Harry	Angela / Suzanne	To write to the Featherston Beautification Group for an update on the gabion boxes project and, if not proceeding, funds to be returned as per the six-month utilisation criteria.	Actioned	24/6/19: Email sent to Rhonda Evans to follow-up. 26/7/19: Julia Reed advised that this project will still go ahead but have requested an extension for 6mths. The group will be meeting next on 19 August and will discuss further. <b>8/8/19:</b> Request for extension to be considered by FCB at meeting on 27 August.
413	FCB	4-Jun-19	Action	FCB members		To provide feedback on the ToR via email to Ms Clark to incorporate prior to the next meeting, including suggested wording around delegations (Mrs Bleakley).	Actioned	1/7/19: Provided by Claire Bleakley and included in Members Report
415	FCB	4-Jun-19	Action	Mark	Tim	To advise the FCB when the traffic management plan is required for progressing the Featherston Christmas Parade and the approximate costs.	Actioned	1/7/19: Traffic management plans for State Highways must be advertised to the public 42 days in advance of the event. 2-3 weeks should be allowed to prepare the plan and have it signed off. Quotes should be gathered and approved prior to this. The FCB should be seeking quotes and then meeting approval for the 27 August meeting with a view to work starting on the plan early October (or sooner). Cost depends on a number of factors, but the actual cost from last year (\$1,660) could be used as an approx. cost for the 2019 parade. The cost would be less if a route not using SH2 was decided upon. 16/7/19: FCB discussed progressing with Traffic management plan to make advertising deadline, Mrs Bleakley to liaise with officers to confirm costings and present for approval at August meeting if not sooner. <b>15/8/19:</b> Cost has been confirmed to Mrs Bleakley at \$799.25 (Inc GST)

Ref #	Meeting	Raised Date	Action Type	Responsible Manager	Assigned to	Action or Task details	Open	Notes
505	FCB	16-Jul-19	Resolution	Jennie		FCB RESOLVED (FCB 2019/52): 1. To receive the Financial Assistance Report. (Moved Cr Olds/Seconded Ramsden) Carried 2. To grant \$500 to the Featherston Cloth Collective to construct a crocheted Christmas Tree in the town square. (Moved Ramsden/Seconded Olds) Carried	Actioned	18/7/19 - Cloth Collective advised FCB decision. 30/07/19 Commitment added to I&E. SM
17	FCB	16-Jul-19	Action	Harry	Angela	To invite Cr Colenso and Jo Dean, the Zero Waste Co-ordinator to provide an overview of progress at the next Community Board meeting, Mr Wilson.	Actioned	5/8/19: Jo Dean to attend with Cr Colenso and Natalie Singer.
18	FCB	16-Jul-19	Action	Harry	Angela	To provide an updated Income & Expenditure Report to members without formatting issues, Mr Wilson	Actioned	17/7/19: New report provided with explanation of formatting issues.
310	FCB	6-Jun-17	Action	Robyn Ramsden		As part of Featherston 2033 workshop discussions, identify an ideal public safety solution which includes convenience to bus stops, pedestrian crossings on State Highway 2 and speed limits and provide recommendations to Council officers so dialogue with NZTA can be undertaken	Open	29/10/18: Hold looking at this strategy till the Spatial plan work begins. This way it can be looked at holistically as part of the spatial plan, if it is relevant to that and to our town now. 12/3/19: Work bundled with Spatial Plan delivery.
486	FCB	17-Jul-18	Action	Russell		Itemise outstanding items from the Featherston 2033 plan that will not be picked up by the proposal to divert traffic through Featherston	Open	20/7/18: Item on hold until spatial Plan. <b>19/8/19:</b> To be considered alongside the refinement of the spatial plan.
16	FCB	16-Jul-19	Action	Mark	Bryce	To provide clarification around the easements for 57 Fitzherbert Street and provide update to the Board via email, Mr Allingham.	Open	<b>15/8/19:</b> Progressing slowly, currently seeking legal advice.
19	FCB	16-Jul-19	Action	Mark		To request from Bruce Pauling, Wairarapa Road Safety Council, five years of statistics on injuries/non-injuries and fatalities for SH2 from Featherston to Masterton.	Open	<b>9/8/19:</b> Request for statistics sent to Bruce who has forwarded through to NZTA (Ref. 31261813) There may be a 2-week delay in receiving this information due the Palmerston North office being closed. To email to members once received. Future requests can be made at any time via NZTA – <a href="mailto:info@nzta.govt.nz">info@nzta.govt.nz</a> .
20	FCB	16-Jul-19	Action	Mark		To request Council officers' engage with graphic designers with Featherston expertise for options for FlagTrax seasonal banners to present to the Community board.	Open	<b>13/8/19:</b> Mark to discuss further with the Chair on process moving forward. Officers have noted that the above resolution (No.4 - FCB 2019/53) is parked for the new board so further clarification is required on progressing a way forward.
21	FCB	16-Jul-19	Action	Mark	Bryce	To request clarification around the process for selecting real estate companies for the sale of 57 Fitzherbert Street.	Open	<b>15/8/19:</b> Information on selection process forwarded to Chair. The 57 Fitzherbert St Sub Committee delegated the decision to select the most suitable company to Officers as it is an operational matter.

# FEATHERSTON COMMUNITY BOARD

27 AUGUST 2019

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## AGENDA ITEM 6.3

### INCOME AND EXPENDITURE STATEMENTS

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#### **Purpose of Report**

To present the Community Board with the most recent Income and Expenditure Statements.

#### **Recommendations**

Officers recommend that the Community Board:

1. *Receive the draft Income and Expenditure Statement for the period 1 July 2018 – 30 June 2019.*
2. *Receive the Income and Expenditure Statement for the period 1 July 2019 – 31 July 2019.*

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

The Income and Expenditure Statement for 1 July 2018 – 30 June 2018 is attached in Appendix 1. The draft Income and Expenditure Statement for 1 July 2018 – 30 June 2019 is attached in Appendix 2. The Income and Expenditure Statement for 1 July 2019 – 31 July 2019 is attached in Appendix 3.

The Chair may ask Council officers for comment and all members may ask the Council officers for clarification and information through the Chair.

#### **2. Appendices**

Appendix 1 - Income and Expenditure Statement for 1 July 2017 – 30 June 2018

Appendix 2 - Draft Income and Expenditure Statement for 1 July 2018 – 30 June 2019

Appendix 3 - Income and Expenditure Statement for 1 July 2019 – 31 July 2019

Contact Officer: Susan Mitchell, Records and Archives Officer

Reviewed By: Katrina Neems, Finance Manager

# **Appendix 1 - Income and Expenditure Report for the period 1 July 2017 – 30 June 2018**

<b><i>Featherston Community Board</i></b>		
<b><i>Income &amp; Expenditure For the year ended 30 June 2018</i></b>		
<u>INCOME</u>		
Balance 1 July 2017	7,606.84	
Annual Plan 2017/18	26,868.00	
<b>TOTAL INCOME</b>	<b>34,474.84</b>	
<u>EXPENDITURE</u>		
Members salaries	15,748.00	
Mileage reimbursements	1,057.70	
<b>Total Personnel Costs</b>	<b>15,748.00</b>	
AP Spark Fsn Info Centre Jul/Aug 17	99.89	
AP Featherston Inf Petty cash Feb-July 2017	85.40	
AP Spark Fsn info centre - Aug 17	99.98	
correct coding info centre morning tea colin olds	43.48	
AP Local Governmen Annual CBD levy 2017/18	216.66	
AP Spark Fsn info centre August charges	99.73	
AP OfficeMax New Z Stationery etc	19.30	
AP Spark Fsn info centre	24.04	
AP Power Services Erect Xmas flags - Featherston	240.00	
AP Spark Fsn information centre	158.51	
AP Signage Service GL jnl correction	376.80	
AP Power Services Take down Christmas banners Fsn	199.00	
AP Spark Fsn information centre	53.23	
AP Spark Featherston Information Centre	53.25	
corr coding spark info centre	53.58	
FCB Comm of the Year Ramsden Bleakly	350.00	
AP Spark Fsn Info Centre April/May 2018	53.65	
AP Lamb-Peters Pri FCB - 500 "Poppy Places" flyers A4	145.00	
AP Featherston Men Supply/make frames for Poppy Places	150.00	
AP The Featherston Tin, Bell Tea (Poppy Places)	82.00	
AP Spark Fsn Information Centre - May 2018	53.83	
AP Featherston Lio Afternoon tea supplied at Community Meet	500.00	
AP Lamb-Peters Pri Greeting cards (thanks Poppy Places)	44.00	
AP Lamb-Peters Pri Fsn Community board flyers, posters	223.00	
AP Spark Spark charges May/June	54.62	
<b>Total General Expenses</b>	<b>3,478.95</b>	
AP Cross Creek Rai FCB grant costs two new motors for locom	300.00	
AP KittyCat Rehome KittyCat rehoming - Wairarapa FCB grant to create new we	300.00	
AP Wairarapa Reap Contributions to White Ribbon Ride 2017	300.00	
AP Featherston Fir FCB Grant Music/creative events grant	500.00	
AP Muay Thai C FCB grant reduced/free trng children in	500.00	
AP Fell Locomotive FCB grant upgrade safety barriers	500.00	
AP Featherston Com FCB grant running costs for Centre	500.00	
SCRS NOVEMBER AP Featherston Com FCB grant running costs for Centre	500.00	
AP Richmond Funera 2 x Bonze plaques for park benches	565.22	
AP Fulton Hogan Fsn Xmas parade - diversions/detours	1,161.08	
AP Wairarapa Reap FCB Grant 17/18 Fsn School Writers	500.00	
AP Featherston Boo FCB Grant - running costs Booktown event	500.00	
AP Featherston Mai FCB Grant-gabion plant boxes Main St	500.00	
AP Featherston Toy Grant for new toys for toy library	500.00	
AP Featherston Sch Costs to change logo & visual identifica	575.00	
<b>Total Grants</b>	<b>7,701.30</b>	
<b>TOTAL EXPENDITURE</b>	<b>26,928.25</b>	
<b>ACTUAL NET SURPLUS/(DEFICIT) YEAR TO DATE</b>	<b>7,546.59</b>	
<b>BALANCE TO CARRY FORWARD</b>	<b>7,546.59</b>	



**Appendix 2 – Draft Income and  
Expenditure Report for the period 1  
July 2018 – 30 June 2019**

## **Featherston Community Board**

### **Income & Expenditure For the Period Ended 30 JUNE 2019**

	<b>INCOME</b>	
	Balance 1 July 2018	7,546.59
	Annual Plan 2018/19	27,639.00
	<b>TOTAL INCOME</b>	<b>35,185.59</b>
	<b>EXPENDITURE</b>	
	Members salaries	15,948.84
	Mileage reimbursements	766.47
	<b>Total Personnel Costs</b>	<b>16,715.31</b>
23/08/2018	AP Local Governmen CBEC levy for 2018/19	216.66
29/08/2018	Refreshments for CD excercise	48.48
29/08/2018	Meet the candidates expenditure	31.25
30/06/2018	AP Walker - delivery of flyers for CD Exercise	21.74
25/09/2018	AP Printcraft Ramsden & West business cards	210.00
17/10/2018	Lime Path Garden of remembrance - Funded by Chor Farmer donation	205.53
24/10/2018	AP OfficeMax New Z Stationery and supplies	6.59
10/11/2018	Tree Top flower wreath - Lest We Forget	110.00
15/02/2019	AP NZ Community Bo CB conference 2019 M Shepherd	656.52
12/03/2019	AP Lamb-Peters Pri Meet the candidates flyers	190.00
13/12/2019	AP Traffic Managem Fsn Xmas parade L1 traffic mgmnt	1,662.49
31/10/2019	AP Lamb-Peters Pri Featherston Xmas Parade	75.00
13/04/2019	AP The Devon Hotel FSTN CB 19 Conference M Shepherd	400.60
5/06/2019	CB Conf exp M Shepherd	570.07
	<b>Total General Expenses</b>	<b>4,404.93</b>
1/07/2018	AP Traffic Safe Ne Fsn Xmas Parade 10/12/16 traffic managem	1,048.00
3/07/2018	AP Featherston Her FCB grant-towards hosting Chor Farmer	500.00
24/07/2018	AP Maths Wairarapa FCB grant costs for schools maths compet	300.00
31/07/2018	AP Featherston Ass FCB grant - Friday Club	500.00
22/11/2018	AP Cross Creek Rai FCB grant trailor to transport fell eng	1,000.00
0/01/1900	AP Featherston Fir FCB Grant 2018 outdoor summer events	500.00
4/12/2018	AP Featherston Com Financial assist mtc carpark to fix floo	500.00
12/12/2018	AP South Wairarapa St Johns grant - Sports Equipment for P	500.00
20/12/2018	GL corr FCB Grant to Fstn Info Ctre Operating exp	500.00
14/01/2019	AP Pae Tu Mokai O FCB grant for exp logo & kapa haka group	500.00
30/01/2019	AP C Athletics Fea FCB grant Childrens triathlon Feb 19	500.00
19/03/2019	Wairarapa Rape & Sexual Abuse Collective Inc	200.00
21/05/2019	FCB GL Corr C Gallaway develop/present artwork	500.00
14/05/2019	AP Featherston Dog Improvements to Dog Park	500.00
25/06/2019	Fstn Athletics refund grant 1/19	-500.00
18/06/2019	AP Maths Wairarapa Costs for running 'Matharapa'	300.00
	<b>Total Grants</b>	<b>7,348.00</b>
	<b>TOTAL EXPENDITURE</b>	<b>28,468.24</b>
	<b>ACTUAL NET SURPLUS/(DEFICIT) YEAR TO DATE</b>	<b>6,717.35</b>
	<b>LESS: COMMITMENTS</b>	
	Salaries to 30 June 2019	236.16
	Mileage to 30 June 2019	-266.47
13/03/2018	Poppy Places Project	79.00
12/03/2019	Featherston Junior Football Club - equipmt & coaching in fstn schools	500.00
23/04/2019	Featherston Expo for advertising	296.00
23/04/2019	Organic Week Group - payable on receipts	500.00
23/04/2019	Narida Hooper - Rangatahi Painting workshop w. Joe Mcmenamin - Pay on receipts	500.00
4/06/2019	RSA - proposed cost of purchasing a wreath up to \$100	100.00
16/07/2019	Featherston Cloth Collective - crocheted Christmas tree	500.00
	<b>Total Commitments</b>	<b>2,444.69</b>
	<b>BALANCE TO CARRY FORWARD</b>	<b>4,272.66</b>

<b>Featherston Community Board</b>		
<b>Beautification fund For the Period Ended 30 JUNE 2019</b>		
	Balance 1 July 2018	49,980.00
	Annual Plan 2018/19	10,710.00
	<b>TOTAL INCOME</b>	<b>60,690.00</b>
25/10/2018	AP Featherston Cam Fsn camp sculpture grant(roll over from	45,000.00
14/12/2018	AP Souness Develop Ref P O 34065 Flagtrax, bracket,dia pole	6,125.00
21/05/2019	FCB GL Corr OneSource Limit flag prep 30/11/18	195.00
21/05/2019	FCB GL Corr OneSource Xmas flags 20/12/18	1,555.00
21/05/2019	FCB GL Corr C Gallaway develop/present artwork 14/02/19	200.00
	<b>Total Beautification</b>	<b>53,075.00</b>
	<b>TOTAL EXPENDITURE</b>	<b>53,075.00</b>
	<b>ACTUAL NET SURPLUS/(DEFICIT) YEAR TO DATE</b>	<b>7,615.00</b>
	<u>LESS: COMMITMENTS</u>	
16/07/2019	One set of 15 "Featherston Welcomes You" street Banners - OneSource	1,170.00
	<b>Total Commitments</b>	<b>1,170.00</b>
	<b>BALANCE TO CARRY FORWARD</b>	<b>6,445.00</b>

# **Appendix 3 – Income and Expenditure Report for the period 1 July 2019 – 31 July 2019**

**Featherston Community Board**  
**Income & Expenditure For the Period Ended 31 JULY 2019**

	<u>INCOME</u>	
	Balance 1 July 2019	6,717.35
	Annual Plan 2019/20	28,053.00
	<b>TOTAL INCOME</b>	<b>34,770.35</b>
	<u>EXPENDITURE</u>	
	Members salaries	1,355.49
	Mileage reimbursements	141.36
	<b>Total Personnel Costs</b>	<b>1,496.85</b>
31/07/2019	exp x payroll JULY Fstn Organic week exps	499.82
	<b>Total General Expenses</b>	<b>499.82</b>
1/07/2018	AP Hooper N Painting Workshop Costs	500.00
3/07/2018	AP Featherston Clo Funds to create Crochet Chrstmas Tree	500.00
	<b>Total Grants</b>	<b>1,000.00</b>
	<b>TOTAL EXPENDITURE</b>	<b>2,996.67</b>
	<b>ACTUAL NET SURPLUS/(DEFICIT) YEAR TO DATE</b>	<b>31,773.68</b>
	<u>LESS: COMMITMENTS</u>	
	Salaries to 30 June 2020	14,910.51
	Mileage to 30 June 2020	358.64
13/03/2018	Poppy Places Project	79.00
12/03/2019	Featherston Junior Football Club - equipmt & coaching in fstn schools	500.00
23/04/2019	Featherston Expo for advertising	296.00
4/06/2019	RSA - proposed cost of purchasing a wreath up to \$100	100.00
	<b>Total Commitments</b>	<b>16,244.15</b>
	<b>BALANCE TO CARRY FORWARD</b>	<b>15,529.53</b>

**Featherston Community Board**  
**Beautification fund For the Period Ended 31 JULY 2019**

	Balance 1 July 2019	7,615.00
	Annual Plan 2019/20	10,710.00
	<b>TOTAL INCOME</b>	<b>18,325.00</b>
	<b>Total Beautification</b>	<b>0.00</b>
	<b>TOTAL EXPENDITURE</b>	<b>0.00</b>
	<b>ACTUAL NET SURPLUS/(DEFICIT) YEAR TO DATE</b>	<b>18,325.00</b>
	<u>LESS: COMMITMENTS</u>	
16/07/2019	One set of 15 "Featherston Welcomes You" street Banners - OneSource	1,170.00
	<b>Total Commitments</b>	<b>1,170.00</b>
	<b>BALANCE TO CARRY FORWARD</b>	<b>17,155.00</b>

# FEATHERSTON COMMUNITY BOARD

27 AUGUST 2019

## AGENDA ITEM 6.4

### APPLICATION FOR FINANCIAL ASSISTANCE

#### **Purpose of Report**

To present the Community Board with applications received requesting financial assistance.

#### **Recommendations**

Officers recommend that the Community Board:

1. *Receive the Application for Financial Assistance Report.*
2. *Consider the request from the Featherston Beautification Group for a six-month extension of their grant application funding and criteria to complete the installation of gabion planter boxes on the Main Street in Featherston.*
3. *Consider the application from the Featherston Heritage Complex Society for funds of \$1,942 for the rebranding of the Society including a new logo, brochures, business cards and printing costs.*
4. *Consider the application from the Wairarapa Moana Trail Trust for \$500 to fund a promotional banner and printed flyers to promote the Wairarapa Moana Trail project.*

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

The Community Board has delegated authority to make financial decisions within the confines of the allocated and available budget as shown in the Income and Expenditure Report.

Applications will be provided to members in confidence.

#### **2. Discussion**

##### **2.1 Featherston Beautification Group**

A Grant Application from the Featherston Beautification Group was considered at the 13 March 2018 to assist with the costs associated with installing gabion planter boxes along the Main Street of Featherston. The Board approved funds of \$500 for the project with funds being paid directly after the meeting date. The Board also agreed that once guidelines and processes had been established for accessing the Featherston

beautification budget funds, the project would be assessed against those criteria for possible further funding.

At the 4 June 2019 meeting of the Board, the status of the application was discussed and, as the work had not been completed, an action was taken to contact the Group for an update as the condition of the grant is that funds are utilised and an account of the project (including expenditure) is completed within three months of the grant being expended.

When this condition has not been met, funds are usually required to be returned and another application submitted to the Board for consideration.

The Group advised that the reason for the delay was due to the project lead being unwell however, the intention is for the work to still progress with the allocated funds. The Group next meet on 19 August 2019 and will discuss the next steps to progress the gabion wall work. In the interim, they have requested a six-month extension to complete this project.

The Community Board are asked to consider approving this extension for the work to be completed.

### 3. Criteria

The criteria of the grant are:

To be eligible, applications must be from non-profit organisations that are benefiting the local Featherston community. All grants will be considered on a case by case basis and must list all funding raised at time of application. Grants are considered at every meeting throughout the year.

1. Applicants need not be incorporated bodies, but the Board must be satisfied that they are responsible organisations which will be fully accountable for any grants they receive, have relevance to the Community and do not qualify for Creative Communities New Zealand funding.
2. Successful applicants are required to expend grants received within six months of payment being made. A request must be made, should an extension of time be needed.
3. An accountability in report form, together with evidence of the expenditure of a grant received (copies of invoices or receipts) is required within three months of a grant being expended.
4. All questions must be completed.
5. **The maximum grant will be \$500 unless special circumstances are considered to exist. (GST will be added to grants approved for GST registered applicants).**
6. Applications must reach the Council not less than ten days before the relevant Community Board is to consider an application.

7. Grant applications will be considered at every meeting.

#### **4. Accountability Reports**

<b>Applicant</b>	<b>Status of Accountability Forms for Previous Grants</b>
Featherston Beautification Group	Outstanding accountability form – work has not been completed as detailed above
Featherston Heritage Complex Society	No outstanding accountability forms
Wairarapa Moana Trail Trust	No outstanding accountability forms

Contact Officer: Angela Williams, Committee Advisor

Reviewed By: Harry Wilson, Chief Executive Officer



# FEATHERSTON COMMUNITY BOARD

27 AUGUST 2019

## AGENDA ITEM 6.5

### COMMUNITY BOARD TERMS OF REFERENCE

#### **Purpose of Report**

For the Community Board to review the amended terms of reference, provide feedback on the document, and to consider recommending its adoption to Council.

#### **Recommendations**

Officers recommend that the Community Board:

1. *Receive the Community Board Terms of Reference Report.*
2. *Provide feedback on the Community Board Terms of Reference.*
3. *Recommend that Council adopt the Terms of Reference.*

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

A Community Board Working Party was created by Council 'to review the Community Board Terms of Reference document, including specific delegations.' The Local Government Act 2002 outlines the specific role of community boards, this has been replicated to the Terms of Reference.

The Working Party and Council officers have reviewed the Terms of Reference and community boards have provided feedback on that document at the June 2019 meetings. A revised Terms of Reference that captures the community boards' current role is attached in Appendix 1, this could be subject to discussion and approval in the new triennium.

#### **2. Discussion**

With a newly elected community board from the 12 October 2019, it is essential that Council has a Terms of Reference to discuss with new members. Officers request that the Community Board recommend that Council adopt the Terms of Reference as it is presented, or with amendments as suggested at the meeting.

Should the Community Board not be in a position to recommend that Council adopt the Terms of Reference, feedback will be received until the 2 September 2019 and forwarded to the Community Board Working Party for review. Officers will seek advice from the Working Party on suggestions with the intention that a Terms of Reference is forwarded to Council for adoption on the 18 September 2019.

### **3. Conclusion**

It is proposed that the next steps are:

- To provide feedback on the proposed Community Board Terms of Reference.
- Recommend that the Council adopt the Terms of Reference with any amendments as suggested.
- Council adopt the Terms of Reference on the 18 September 2019.

### **4. Appendices**

Appendix 1 – Community Board Terms of Reference

Contact Officer: Suzanne Clark, Committee Advisor

Reviewed By: Jennie Mitchell, Group Manager Corporate Support

# **Appendix 1 – Community Board Terms of Reference**

## **TERMS OF REFERENCE FOR SOUTH WAIRARAPA DISTRICT COUNCIL COMMUNITY BOARDS**

### **1. Purpose**

To outline the roles, responsibilities, and expectations for the South Wairarapa district community boards.

### **2. Overview**

Community boards provide an important conduit between the Council and the community. To do this they must engage with their communities of interest and put in place mechanisms and protocols to ensure the regular exchange of information with the Council and the broader community.

Community boards can help set the strategic direction for their communities. They provide core local representation and work in partnership with the community.

One of the key differences between the Council and a community board is that a community board advocates for its specific community while the Council must balance the needs of and make decisions in the interest of the whole district.

Community board members are elected under the Local Electoral Act 2001 or appointed by the local authority under that same Act. A community board is not a committee of the relevant territorial authority.

#### **2.1 Definition of a Community**

Each Community board represents their corresponding ward. This includes the town and the rural area within that ward. A map of the ward boundaries is included as Appendix One.

#### **2.2 Working with Community Groups**

There are many people who are interested in the Council reserves and amenities in their area. These people often want to form or be part of community groups to provide ideas and do work on those assets. Community boards play an important role in identifying how a community group can best contribute to the management of a reserve and amenity. Suggestions on working with community groups are in Appendix Three.

### **3. Role**

The purpose of local government is to promote the social, economic, environmental, and cultural well-being of communities, in the present and for the future.

Community boards are a key component of local government in the South Wairarapa and have a role in contributing to and supporting that purpose. Community boards are also a way for local government to help achieve its other purpose which is to enable democratic local decision-making and action by, and on behalf of, communities.

The specific role of a community board as outlined in the Local Government Act Pt 4, 52 a to f is to:

- represent, and act as an advocate for, the interests of its community; and
- consider and report on all matters referred to it by the territorial authority, or any matter of interest or concern to the community board; and
- maintain an overview of services provided by the territorial authority within the community; and
- prepare an annual submission to the territorial authority for expenditure within the community; and
- communicate with community organisations and special interest groups within the community; and
- undertake any other responsibilities that are delegated to it by the territorial authority.

Community board chairs, and in some cases community board members, will be members of other council committees and working groups as determined by the Mayor or Council.

In addition to this, South Wairarapa community boards have can have a role to play in civil defence emergencies (refer Appendix 2 point 7).

**Commented [SC-CA1]:** Best to keep appointments general so the TOR doesn't become dated if the Committee Structure changes.

**Commented [SC-CA2]:** MCB requested changes to civil defence role. Deleted as they do not have a formal role to play (amended appendices with GCB comments)

#### 4. Delegations

South Wairarapa community boards have the following delegations:

- All matters relating to urban reserves, urban amenities and town main streets that meet current Council policy or management plans and fall within the Annual Plan/Long Term Plan budget.
- Recommendations to Council for naming of public roads, private roads and rights of way.
- Discretionary spend on projects and cCommunity grants.
- Determination of priorities for and expenditure of town beautification fund.
- The power tTo make recommendations to Council on the governance of the Pain Farm Estate, and on the distribution of income from the Pain Farm Estate in accordance with the Pain Farm Estate Policy Pain Farm Estate income distribution and governance in accordance with the Bequest and Pain Farm Estate Policy (Martinborough Community Board only).

- To make a recommendation to Council on the appointment of a representative to the Arbor House Trust Board (Greytown Community Board only)

~~To ensure the appropriate process is followed for approval of projects that fall within those delegations, To fulfil these responsibilities, contact will be through the community board Chairs to Council officers, and community groups to ensure the appropriate process is followed for approval of projects that fall within those delegations.~~

**Commented [SC-CA3]:** Clarified this as per FCB request.

## 5. Responsibilities

A Community board's role is mainly advocacy, but it also has powers to make some decisions about issues within its boundaries. Community boards can make submissions to Council and other statutory agencies. They control local funds for making grants to individuals and groups for community purposes.

South Wairarapa Community boards have some responsibilities and delegations relating to urban reserves, urban amenities, and town main streets and have a key role to play with the community groups associated with those reserves and amenities.

Community boards can also advocate and be involved in matters outside of Council responsibilities. They can provide a point of contact for people seeking to improve and support their community and may identify and support community development projects.

## 6. Fulfilling the Roles and Responsibilities

The Terms of Reference does not prescribe the mechanisms and protocols for the Community boards fulfilling their roles and responsibilities. It is up to each Community board to determine how they can best achieve meaningful engagement with the community and the Council. It will vary depending on the specific matter that is being considered and the decisions that are being made. Some ideas are provided in Appendix Two.

## 7. Accountability and Reporting

- A chairperson may provide recommendations and reports to meetings as per standing orders.
- There is an opportunity for a community board member (normally the chair) to provide an update to Council on community board matters at all ordinary Council meetings. This report may be written or verbal.

## **8. Raising Concerns**

Where a person has a concern about whether the community board is acting in accordance with its Terms of Reference they should raise the matter with the community board in the first instance. If they feel their concerns have not been addressed, they should raise the matter with the Council.

## **9. Operating Model**

### **9.1 Meetings**

#### **9.1.1. *Membership***

- Four ward members elected by the community.
- Two councillors appointed by the Mayor.

#### **9.1.2. *Chairperson***

- An elected member appointed by community board members.

#### **9.1.3. *Quorum***

- Three members will constitute a quorum.

#### **9.1.4. *Timing and Frequency***

- 6-weekly, dates as per an adopted schedule of meetings. Extraordinary meetings may be held on occasions.

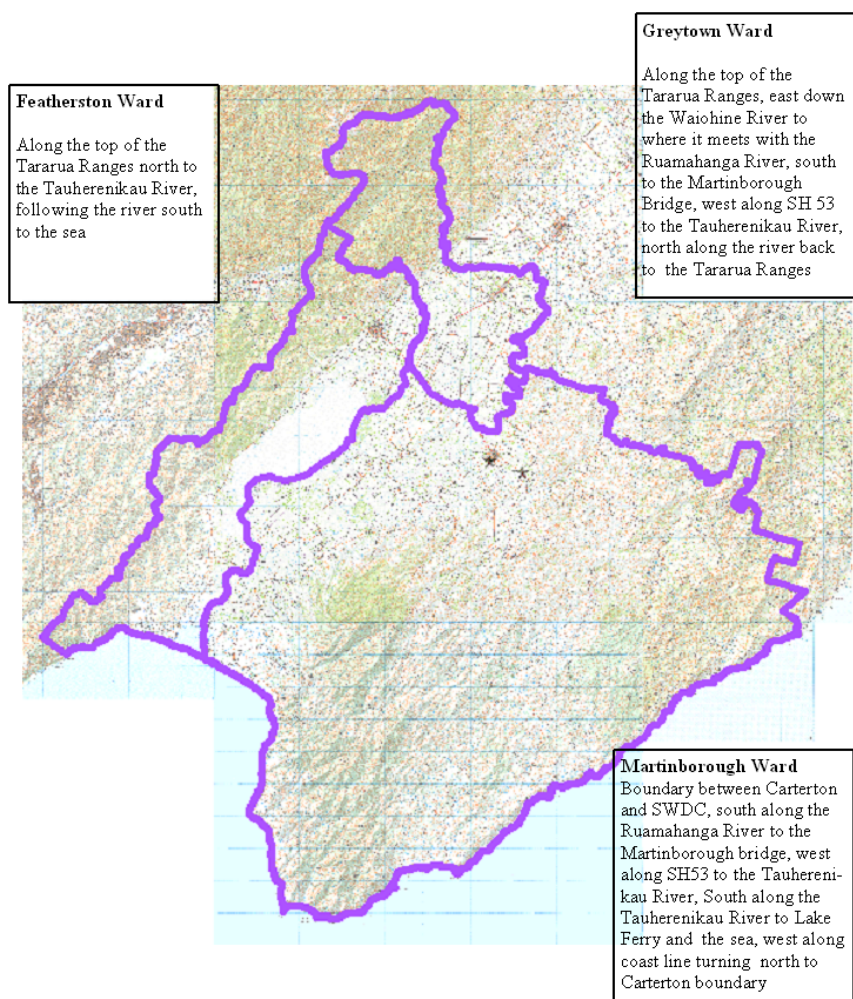
#### **9.1.5. *Meeting Order***

- Conducted in accordance with Standing Orders and the Local Government Official Meetings and Information Act 1987.

#### **9.1.6. *Secretariat***

- The Chief Executive will provide secretariat services for all formally notified meetings.

## APPENDIX ONE – WARD BOUNDARIES





## **APPENDIX TWO – HOW COMMUNITY BOARDS CAN FULFIL THEIR ROLES AND RESPONSIBILITIES**

### **1. Engagement – Communicate, Collaborate, Coordinate**

To adequately fulfil the role community boards need to engage with their communities. Engagement is an ongoing and dynamic process. It is great to use existing networks and opportunities and is also important to identify and try and engage with the “silent majority” – people who usually don’t get involved in local matters or networks.

Community boards may wish to find ways to better represent and engage with youth in their communities. These people have the greatest stake in the future of the district but are often the most disaffected or disengaged from local government processes.

### **2. Working with Community Groups**

Community boards have a key role to play with the community groups associated with Council reserves and amenities. They can help ensure that any work the community group does, supports the approved strategic and operational objectives for that reserve or amenity. Community boards can help connect people to relevant community groups. They may also identify where it is useful to consolidate several groups working on the same reserve to minimise any confusion or overlap.

### **3. Discretionary Spend**

The Community boards are allocated money each year for discretionary spending. The Community Boards decide how this money is spent within the community. It may be spent on projects relating to Council reserves and amenities, on the main street, or on other matters.

### **4. Long Term Plan and Annual Plan Process**

Community boards can identify the priorities for their community and prepare a submission to the Annual Plan process. [Any submission made should be approved at a formal meeting of the community board before being submitted.](#) The community board can maintain an interest in the progress of relevant projects that are included in the Annual Plan. community board Chairs will be members of the Long Term Plan/Annual Plan Working Party.

## 5. Community Strategic Plans and Town Centre Plans

Community boards may develop a strategic plan identifying priorities for the improvement of their community. The plan may include Council and non-Council related matters.

~~Community Boards may also like to develop structure plans for their main streets / town centres. These plans set out the look, feel, and functionality of the key public spaces.~~

## 6. Responding to Operational Matters and Identifying Unplanned Works

If matters arise during the year in urban reserves or with urban amenities that need attention, the community board chair can identify these to Council officers. Where they are minor matters community board members should contact "Get it sorted" on the Council website.

For more significant issues that may require additional spending the community board should discuss the matter and agree at a meeting that the matter be referred to Council staff or Council (if appropriate). Council and/or staff will consider how the request can be balanced with other priorities or demands identified across the district and if there is sufficient budget to get the work done.

## 7. Civil Defence Emergency Management

~~Although there is no formal role for community boards in an emergency event, community board members often will have the best knowledge about the most vulnerable people in their community and have existing networks to be able to respond as individuals (if available) in the case of a natural disaster. With regards to building resilience and preparedness in the community, community boards can may choose to work alongside the formal Wellington Region Emergency Management Office (WREMO) to assist. civil defence emergency management planning process to help with preparedness, response, and recovery.~~

**Commented [SC-CA4]:** Amended this section to show building resilience (GCB request), but also amended in line with MCB request.

## **APPENDIX THREE – COMMUNITY BOARDS WORKING WITH COMMUNITY GROUPS**

### **1. Working with Community Groups**

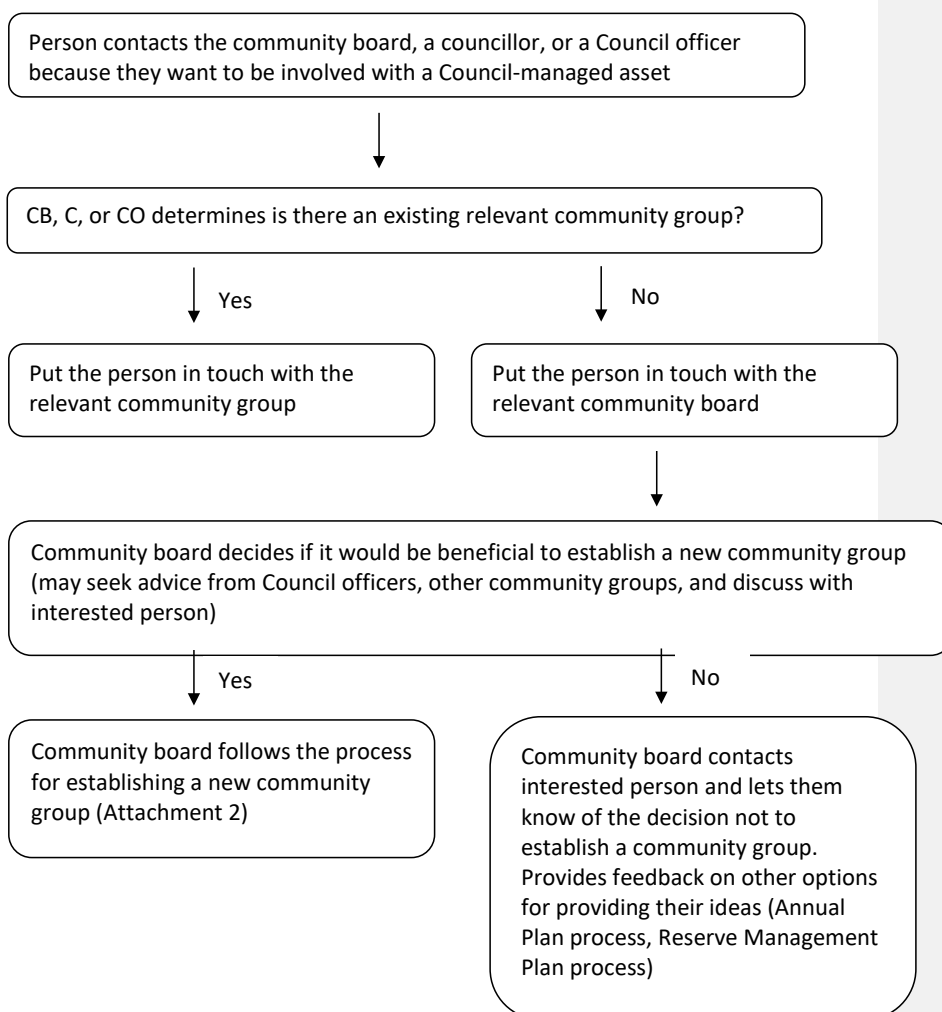
Below are some suggestions on how community boards and community groups can effectively work together. Generally, these suggestions relate to reserves and facilities owned and managed by the Council.

There are lots of people with enthusiasm, energy, and interest in Council reserves and amenities. Unclear working relationships can cause frustrations for community groups, elected representatives, and council officers.

**Attachment 1** shows how people can make the most of the energy and enthusiasm of volunteers within the structure and requirements of local government. The steps are explained in more detail below.

**Attachment 2** provides a basic term of reference for the community group and memorandum of understanding between the community group and the community board.

## ATTACHMENT ONE – PROCESS FOR A PERSON WHO WANTS TO BE INVOLVED WITH A COUNCIL MANAGED ASSET



## ATTACHMENT TWO – ESTABLISHING A NEW COMMUNITY GROUP OR CONSOLIDATING EXISTING COMMUNITY GROUPS

Once a community board has decided that a community group should be established for a Council-managed asset they should work through this form to make sure the key issues have been addressed. This form serves as a basic term of reference for the community group and memorandum of understanding between the community group and the community board. This copy of the form includes instructions for filling it in (shaded). A blank copy follows.

<b>Name:</b>	For consistency and to avoid any confusion, groups will be called “Friends of ....” or “.....working group” or “.....community group”. The term subcommittee, advisory committee or committee will be avoided.
<b>Purpose:</b>	Explain in a few sentences. It may include advocacy, engagement, on-the-ground works, expertise. Perhaps refer back to the community board’s strategic plan or specific reserve management or development plans. For example – To support the implementation of the .... Park development plan and ....
<b>Point of contact:</b>	Name, email address, postal address
<b>The point of contact will:</b>	<ul style="list-style-type: none"> <li>- work with the community board and members of the community group to identify priorities for the community group for the coming year</li> <li>- provide a written update to the community board on progress on priorities at least once during and at the end of the year</li> <li>- provide feedback to the community board prior to the Annual Plan process</li> <li>- Welcome other members of the community to be part of the community group</li> <li>- Let members of the group know where responsibility for decision-making in relation to different projects. [For example there are some decisions that need to be made by Council, others that have been delegated to community boards, and some decisions that can be made by Council officers. It is important that these requirements are understood and implemented].</li> </ul>
<b>The Community Board will:</b>	<ul style="list-style-type: none"> <li>- Seek the views of the community group when preparing a strategic plan</li> <li>- Seek feedback from the community group prior to preparing their submission as part of the Annual Plan process</li> <li>- Maintain an overview of the work of the community group to ensure it is aligned with the community board and Council’s strategic and operational objectives. [This does not mean CB members will need to have a permanent representative on the group or attend every working bee]</li> <li>- Provide advice and guidance to the group about Council processes, delegated responsibilities, and any other relevant requirements. [Community board members will direct the community group to or will seek advice from staff for answers to any operational requirements]</li> </ul>

<b>Review:</b>	This agreement will be reviewed every two years to ensure it continues to be relevant and it is up to date.
<b>Signed on behalf of the community group:</b>	
<b>Signed on behalf of the Community Board:</b>	

## ESTABLISHING A NEW COMMUNITY GROUP OR CONSOLIDATING EXISTING COMMUNITY GROUPS FORM

<b>Name:</b>	
<b>Purpose:</b>	
<b>Point of contact:</b>	
<b>The point of contact will:</b>	
<b>The Community Board will:</b>	
<b>Review:</b>	
<b>Signed on behalf of the community group:</b>	
<b>Signed on behalf of the Community Board:</b>	

# FEATHERSTON COMMUNITY BOARD

27 AUGUST 2019

## AGENDA ITEM 6.6

### DECEMBER 2018 FEATHERSTON FLOODING EVENT

#### **Purpose of Report**

To inform the Community Board of the damage caused during the event and outline reinstatement completed.

#### **Recommendations**

Officers recommend that the Community Board:

1. *Receive the December 2018 Featherston Flooding Event Report.*

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

This report outlines the damage and remedial works undertaken by South Wairarapa District Council staff and contractors during the event, immediately after and to the state of complete reinstatement.

#### **2. Background**

On the evening of 2 December 2018 there was a short-term high intensity rainfall event during a thunder storm which formed in the lower reaches of the Tararua Ranges behind Featherston. The cloud burst was isolated between Cross Creek Road to Waiohine Valley Road. The runoff flooded residential properties in Featherston and caused road damage to both urban and rural network.

#### **3. Discussion**

##### **3.1 Reinstatement Activities**

Repairs have been divided into 2 categories and tabulated below.

##### **3.1.1. Private Property Assistance**

Works were carried out by the South Wairarapa District Council staff and contractors to aid private property owners in Featherston immediately after the event. 37 residents required assistance with their properties for areas including:

- Sewerage leaks
- Silt and mud



- Lifted tarseal
- Storm water blown up drains
- Shingle and gravel on lawns
- Land slips
- Washed away tarseal
- Blocked roads and driveways
- Blocked drains and culverts
- Badly damaged driveways – holes and sections washed away
- Ruined garage and damaged sheds
- Broken fencing
- Shingle, rocks, wood and other flood debris on grassy areas
- Wrecked septic tank
- Extensive damage to home and property

### **3.1.2. NZTA Subsidised Roading Assistance**

Appendix 2 outlines the works that have been completed under the Emergency funding request lodged with and approved by NZTA for road reinstatement following the event.

## **4. Appendices**

Appendix 1 – NZTA Subsidised works

Contact Officer: Tim Langley, Roading Manager

Reviewed By: Mark Allingham, Group Manager Infrastructure & Services

# **Appendix 1 – NZTA Subsidised Works**

Dispatch ID	Road	Fault
20740	BUCKS RD	Build New Culvert
22543	UNDERHILL RD (EXTENSION @ WAKEFIELD	Damaged Box culvert Approaches
23851	HARRISON ST WEST	Dig out - Saturated Pavement
23457	JOHNSTON ST	dugout drain
20692	HARRISON ST WEST	Flooding
20738	BUCKS RD	Flooding
20739	BUCKS RD	Flooding
20741	BUCKS RD	Flooding
20742	BUCKS RD	Flooding
20754	HARRISON ST WEST	Flooding
20755	HARRISON ST WEST	Flooding
20756	WAIOHINE RD	Flooding
20758	MURPHYS LINE	Flooding
20763	HARRISON ST WEST	Flooding
20805	HARRISON ST WEST	Flooding
20828	HARRISON ST WEST	Flooding
20829	HARRISON ST WEST	Flooding
20830	UNDERHILL RD (EXTENSION @ WAKEFIELD	Flooding
20831	LUDLAM ST	Flooding
20832	UNDERHILL RD (EXTENSION @ WAKEFIELD	Flooding
20851	HARRISON ST WEST	Flooding
21539	HARRISON ST WEST	Flooding
21540	WAIOHINE RD	Flooding
21621	UNDERHILL RD	Flooding
21815	BELL ST	Flooding

22133	BUCKS RD	Flooding
20765	JOHNSTON ST	Grading
19493	WAIOHINE RD	High Cut vegetation
21614	BOAR BUSH GULLY RD	High Cut vegetation
20693	BUCKS RD	Landslip
20743	BUCKS RD	Landslip
20746	UNDERHILL RD (EXTENSION @ WAKEFIELD	Landslip
20751	BOAR BUSH GULLY RD	Landslip
20854	UNDERHILL RD (EXTENSION @ WAKEFIELD	Level - Depression
20855	UNDERHILL RD (EXTENSION @ WAKEFIELD	Level - Depression
20856	UNDERHILL RD (EXTENSION @ WAKEFIELD	Level - Depression
20857	UNDERHILL RD (EXTENSION @ WAKEFIELD	Level - Depression
20858	UNDERHILL RD (EXTENSION @ WAKEFIELD	Level - Depression
23214	SH2 FITZHERBERT ST (F)	Level - Uneven Surface
20694	BUCKS RD	Tree removals
20744	BUCKS RD	Re-sheeting - Aggregate Loss
20749	UNDERHILL RD (EXTENSION @ WAKEFIELD	Re-sheeting - Aggregate Loss
20752	BOAR BUSH GULLY RD	Re-sheeting - Aggregate Loss
20759	LONGWOOD RD WEST	Re-sheeting - Aggregate Loss
20838	UNDERHILL RD (EXTENSION @ WAKEFIELD	Re-sheeting - Aggregate Loss
17403	GREYTOWN-WOODSIDE RD	Re-sheeting maintenance - Corrugation
20839	UNDERHILL RD	Re-sheeting maintenance - Corrugation

22136	UNDERHILL RD	Re-sheeting maintenance - Corrugation
20711	BUCKS RD	Road Drop Out
20269	WAKEFIELD ST	Sealed Pothole
20841	JOHNSTON ST	Stormwater Structure Blocked
20670	JOHNSTON ST	Sweeping of roads
20708	HARRISON ST WEST	Sweeping of roads

# FEATHERSTON COMMUNITY BOARD

27 AUGUST 2019

## AGENDA ITEM 8.1

### CHAIRPERSON REPORT

#### Purpose of Report

To inform the Featherston Community Board of the Chair's actions since the last meeting and to recommend items for decision.

#### Recommendations

The chairperson recommends that the Community Board:

1. *Receive the Chairperson Report*

#### 1. Meetings and Events

<i>Date</i>	<i>Past meetings or events</i>
16 July	Featherston Community Board Meeting
16, 23, & 30 July	LGNZ Webinar on Climate Change
17 July	FWWTP drop in clinic in Featherston
24 July	Assets & Services Committee in Greytown
24 July	Planning & Regulatory Committee in Greytown
25 July	FWWTP drop in clinic in Featherston
7 August	SWDC Council meeting in Greytown

#### 2. Council Meeting

I attended the 7 August Council meeting in Greytown. I spoke about the following:

- Featherston wastewater meet ups. The feedback I've received has been positive. I have every confidence in the Commissioners to make sure the process is robust, and we have the best outcome for the environment.
- Looking forward to having 57 Fitzherbert Street sold. I know Bryce the Amenities Manager is doing everything in his power to clear the easements.
- Our final Board meeting is on 27 August and I encourage you all to attend.

### **3. Amongst things achieved**

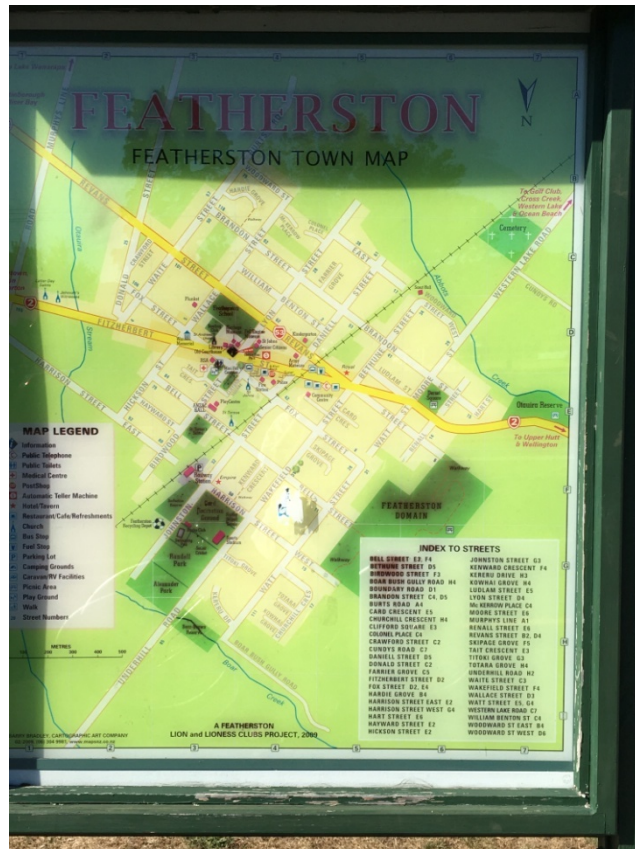
Most of the time the role of the Community Board Chair is to make sure the little things get done. It's not glamorous, and certainly not news worthy, but it's important none the less.

1. Gazebo in Cherry Tree Park repaired and repainted in Heritage Colours.
2. Influenced the shared services path along the railway line between Fox and Bell Streets.
3. Train mosaic restored and removed to a safer location. It now sits as a marker of where the train was and where it is now.
4. Access to the South Wairarapa Stadium resolved without building a second foyer.
5. Repaired walls inside the South Wairarapa Stadium.
6. Shades in place at Featherston Swimming Pool.
7. Bilingual signs rolled out as signs as updated with new SWDC logo.
8. Hard surface path installed at Camp Reserve park.
9. 15 FlagTrax brackets installed along main street.
10. 15 Christmas Banners purchased.
11. 15 'Featherston Welcomes You' banners purchased.

#### 4. Some things still to do

There are still many things to get done in Featherston. In no particular order:

1. The Featherston map outside the library is in need of updating. Made more relevant by rain damage.



2. Featherston Library expansion and upgrade. \$10,000 was set aside at the LTP.
3. Children's Playground fence – mostly done, awaiting contractors to complete.
4. Showers and toilets in the South Wairarapa Stadium need fixing.
5. Toilets at Card Reserve need upgrading and showers added.



## 5. Final Words

I have really enjoyed working with the majority of the Featherston Community Board, and I have learnt a lot about how local government and community boards function. Previous knowledge I had in this area has been reinforced; for instance, how best to approach working with support staff, and how it is possible to achieve many things for the community when we work well together.

The board, however, has been rendered much less effective than it might have been by the actions and conduct of some of the members. At times personal agendas have been allowed to get in the way of seeking understanding and consensus. Whilst robust debate should always be encouraged, division caused by a lack of understanding of processes and partisan attitudes has resulted in missed opportunities and delayed progress for the wider community.

I recommend that:

- LGNZ experts need to be brought in by the Council, at the beginning of the new term, to ensure that all information for and processes followed by the incoming Board are best practice.
- Board meetings need to be broadcast live to the public, for example via social media, to ensure that members are accountable for their actions and decisions.

I am excited to have started back at University at the beginning of July. I am enjoying the topics I'm now studying and look forward to completing my science degree.

I look forward to seeing Featherston continue to make gains and come into its own as a town renowned for its art and future focused community.

Written By: Robyn Ramsden, Chair Featherston Community Board

**Featherston Community Board**

Chair: Robyn Ramsden  
3 Farrier Grove  
Featherston 5710  
021 303 553



**SOUTH WAIRARAPA  
DISTRICT COUNCIL**  
*Kia Reretahi Tātau*

9<sup>th</sup> August 2019

Bruce Thomson  
South Wairarapa District Council  
19 Kitchener Street  
MARTINBOROUGH

Kia ora Bruce

I would like to thank you on behalf of our Community for organising South Wairarapa's part in the Relay for Life event held in March this year. I really appreciate the effort you went to in order to arrange for us to participate. It is people like you who spend your own time on events like this that make the Council and our Community a better place.

I really enjoyed my walk and was thankful to have you welcome my children into the process.

From myself, the Community Board and all our friends and family affected by cancer, we thank you and your team and all the walkers who took part.

Kind Regards

Robyn Ramsden  
Chair, Featherston Community Board  
Phone: 021 303 553  
[robyn.ramsden@swdc.govt.nz](mailto:robyn.ramsden@swdc.govt.nz)

12 August 2019

Peter Jackson  
President  
Featherston Memorial RSA  
57 Fox Street  
FEATHERSTON

[fstnrsa@gmail.com](mailto:fstnrsa@gmail.com)

Dear Peter

At the June meeting of the Featherston Community Board members agreed to place a wreath at the Memorial for the Battle of Messines Commemoration held on Sunday 9 June 2019.

As Mrs Bleakley kindly offered on behalf of the Board to make the wreath for the occasion, the Board agreed that they would like to use the funds set aside and donate the \$100 to the RSA that could be utilised for future use.

We have your account details on file so the funds will be transferred into your account on the 20th of the month. If your account details have changed or you have any queries at all feel free to contact our accounts payable team ([accountspayable@swdc.govt.nz](mailto:accountspayable@swdc.govt.nz)).

Kind Regards



Robyn Ramsden  
Chair, Featherston Community Board  
[robyn.ramsden@swdc.govt.nz](mailto:robyn.ramsden@swdc.govt.nz)

15 August 2019

To Whom it May Concern

I am writing this letter in support of the Greytown Trails Trust construction of their bridge across the Tauherenikau River.

The Featherston Community Board was a very early funding supporter of this project. We have no hesitation in now supporting Greytown Trails Trust in their application for construction funding.

We believe this trail will be an enduring social wellbeing benefit to both the Featherston and Greytown Communities. It may well be the only bridge left standing over the river after a large earthquake. It will allow foot and cycle traffic to get to and from Featherston, including our town doctor.

Kind Regards

A handwritten signature in blue ink, appearing to read 'Ramsden'.

Robyn Ramsden  
Chair, Featherston Community Board  
[robyn.ramsden@swdc.govt.nz](mailto:robyn.ramsden@swdc.govt.nz)



**SOUTH WAIRARAPA  
DISTRICT COUNCIL**  
*Kia Reretahi Tātau*

Featherston Community Board

c/- Robyn Ramsden  
3 Farrier Grove  
Featherston, 5710

Sub # 05

11 July 2019

Dear Robyn and Community Board members,

### **2019/20 ANNUAL PLAN SUBMISSION**

Thank you for your submission to Council's 2019/20 Annual Plan. Council received 178 submissions as part of the Annual Plan (AP) submission process. The Mayor and councillors heard a total of 59 verbal submissions, of which 31 were in support of a financial assistance application.

You can find more information about council's Annual Plan decisions in the document attached.

In response to the specific issues you raised in your submission:

Council agreed to grant funds to continue the Neighbourhood Support work again this year.

We noted your suggestion of adding a bike rack next to the Featherston Pool. The cost of this would be around \$1,000 and Council will look at fitting it in this coming year's budget.

We also noted your proposal to upgrade the toilets at Card Reserve and install coin operated showers. We will need to investigate the proposal due to the increase in waste water and plumbing and see if this can be covered by this year's budget.

Regarding your request to complete the paving to the sculpture area, skate park and Fox Street, we will work on getting quotes from contractors and will try to fit it in this year's budget.

About the Featherston playground, as suggested a drinking fountain is already under action we are awaiting a tradesman to complete this work. Also, Council will continue to work with the Featherston Community Board on any major alterations and additions.

Concerning the ratepayer's database, we will look at doing this work in the coming financial year. Council would encourage asking ratepayers to upload their own contact information themselves online (mobile and email) to get the majority and then we would increase the email list over time. Council have already started to look at bulk text solutions.

We noted you support the creation of a South Wairarapa Youth Council that liaises with other youth councils. Officers will consider the appropriate way to do this.

At last, we noticed your support to Heritage NZ Augmented Reality of the Featherston Camp. South Wairarapa District Council also support this project.

Thank you again for taking the time to prepare your submission and for your interest in Council's plan for the 2019/20 year.

Yours sincerely



Jennie Mitchell

Group Manager Corporate Support





**SOUTH WAIRARAPA  
DISTRICT COUNCIL**  
*Kia Reretahi Tātau*

Robyn Ramsden  
Featherston Community Board Chair

Sub # 172

16 July 2019

Dear Robyn,

### **2019/20 ANNUAL PLAN SUBMISSION**

Thank you for your submission to Council's 2019/20 Annual Plan along with the other Community Board chairs.

We noted your requests regarding :

- The funding of one member for the Maori Standing Committee (MSC) to attend the next LGNZ community board conference in 2021. Council have agreed to allocate the MSC an operating budget each year going forward and will encourage them to use part of this budget to enable members to attend the Community Board conference.
- The funding of one day workshop by Shay Wright for community boards, councillors, MSC and senior SWDC staff : Council will investigate the cost for the workshop and weigh this up against other training and development opportunities for staff and elected members.
- The funding of a South Wairarapa Youth Voice forum meeting and the idea of a Sara Colcord workshop. Council encourage the Community Board chairs to progress this proposal using the Community Board operating budgets to fund it.

Thank you again for taking the time to prepare your submission and for your interest in Council's plan for the 2019/20 year.

Yours sincerely

Jennie Mitchell  
Group Manager Corporate Support