



## Featherston Community Board

### Minutes 4 August 2015

- Present:** Lee Carter (chair), Peter Jackson, Katie Beattie, Cr Dean Davies, Cr Solitaire Robertson and Garry Thomas.
- In Attendance:** Mayor Adrienne Staples (until 8:56pm), Paul Crimp (Chief Executive) (until 8:56pm) and Suzanne Clark (Committee Secretary).
- Conduct of Business:** The meeting was held in Kiwi Hall, 62 Bell Street, Featherston. The meeting was conducted in public between 7:00pm and 9:00pm.
- Also in Attendance:** Rhonda Jones (Featherston Main Streets Beautification Group), Marc Van de Loo (Featherston Christmas Market), Kate Mead (Booktown), Jean McDowall (Featherston Camp Memorial Trust).

#### **PUBLIC BUSINESS**

Mrs Carter added the Featherston Camp Memorial Trust under Public Participation as item 3.4.

*FCB RESOLVED (FCB 2015/47) to remove agenda item '7.3 Featherston 2033 Strategy' from the 4 August 2015 agenda.*

*(Moved Carter/Seconded Cr Robertson)*

Carried

#### **1. APOLOGIES**

There were no apologies.

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

Lee Carter declared a conflict of interest with the application for financial assistance from the Featherston Christmas market as she was a member of the committee.

Peter Jackson declared a conflict of interest with any decision relating to the Featherston Camp Memorial Trust as he was a member of the Trust.

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

##### **3.1 Featherston Main Streets Beautification Group**

Mrs Jones updated members on the Featherston entrance way sign delays saying the new timeframe for them to be completely installed was 16 November 2015.

##### **3.2 Featherston Christmas Parade**

Mr Van de Loo outlined plans for the 2016 Featherston Christmas Market scheduled for the 12 December 2015 and requested financial assistance to help fund the event.

#### **DISCLAIMER**

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3.3 Kate Mead, Booktown  
Ms Mead presented the international Booktown concept to members saying that Featherston had been accepted to the first level of membership. Events planned as part of the first Featherston Booktown, scheduled for the 17-18 October 2015, were outlined.

3.4 Jean McDowall, Featherston Camp Memorial Trust  
Ms McDowall reported that the Trust was satisfied with Council's proposed approach to locating the sculpture in the Featherston Town Square. The Trust was focusing on fundraising with the aim of having the sculpture completed by June 2017.

#### **4. PRESENTATIONS**

4.1 Paul Southey, Greytown Sport and Leisure  
Mr Southey gave the background to the Featherston Sport and Leisure initiative, saying the proposal needed to be driven from the community and from the bottom up to be successful.

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

5.1 Featherston Main Street Beautification Group  
The Community Board requested regular updates and offered assistance, if needed, so the signs could be erected as soon as possible.

5.2 Featherston Christmas Market  
Refer to item 10.1.

5.3 Booktown  
The Community Board suggested Ms Mead discuss use of the footpath with Council, see also item 10.2.

5.4 Featherston Camp Memorial Trust  
The Community Board acknowledged the Trust's presence and thanked them for the update.

5.5 Greytown Sport and Leisure  
The Community Board asked to be involved in the creation of a Featherston Sport and Leisure group and that key communications to the community are consistent and that Mrs Carter is kept informed.

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**6. COMMUNITY BOARD MINUTES/EXPENDITURE**

6.1 Featherston Community Board Minutes – 23 June 2015

*FCB RESOLVED (FCB 2015/48)* that the minutes of the Featherston Community Board meeting held on 23 June 2015 be confirmed as a true and correct record.

*(Moved Carter/Seconded Thomas)*

Carried

6.2 Matters arising

There were no matters arising.

6.3 Action items from previous meeting

*FCB RESOLVED (FCB 2015/49)* to receive the action items.

*(Moved Thomas/Seconded Jackson)*

Carried

6.4 Income and Expenditure Statement

*FCB RESOLVED (FCB 2015/50)* that the Income and Expenditure Statement to 30 June 2015 be received.

*(Moved Carter/Seconded Thomas)*

Carried

*FCB RESOLVED (FCB 2015/51)* to approve \$90 for an advertisement in the Featherston Phoenix for the networking evening.

*(Moved Carter/Seconded Cr Robertson)*

Carried

**7. OPERATIONAL REPORTS – COUNCIL OFFICERS**

7.1 Officers' Report to Community Boards

Mr Crimp gave an update on the Local Government Commission amalgamation process moving forward and the expectation that local government change would occur in some format. Mr Crimp expected the 2016 local government elections to be based on current boundaries.

*FCB RESOLVED (FCB2015/52)* to receive the information.

*(Moved Jackson/Seconded Carter)*

Carried

7.2 Funding for Youth Computer Coding Workshop for South Wairarapa

Mrs Carter had spoken with Gina Smith, Featherston School Principal, who supported the programme as it gave gifted students an opportunity they wouldn't otherwise have via the regular school curriculum.

*FCB RESOLVED (FCB2015/53):*

1. To receive the information.

*(Moved Carter/Seconded Beattie)*

Carried

2. To contribute \$500 towards funding the September 2015 computer coding workshop in Greytown on the condition that a report back on the success of the program and the number of Featherston youth participants is provided.

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3. Future funding would be dependent on Featherston uptake with a preference that this event is funded by the Wairarapa Library Service.

*(Moved Garry/Seconded Beattie)*

Carried

## **8. COMMUNITY BOARD – COUNCILLORS REPORTS**

### **8.1 Chair's Report**

*FCB RESOLVED (FCB2015/54)* to receive the tabled chair's report.

*(Moved Carter/Seconded Thomas)*

Carried

### **8.2 Focus Featherston Networking Event Debrief**

Mrs Carter thanked members for supporting the business networking event which was a success. Public feedback on the event was positive and there was support for continuing the event. Mrs Carter expected Community Board expenses to be around \$361.

*FCB NOTED:*

1. Action 484: Schedule a workshop with FCB members to discuss 'where to from here' for the networking events; Lee Carter
2. Action 485: Write thank you letters to Messines Bar and Restaurant and Featherston Gateway and SuperValue for their contribution to the Featherston Networking event; Lee Carter

### **8.3 Featherston Town Square Update**

Mr Crimp reported that the final landscape architecture plans had been received and costings were now being sourced for structural elements. Once estimates were available the Town Square Working Group would meet to determine next steps. Landscaping was anticipated to start within 2-3 months but what elements would be undertaken was dependant on pricing and a decision from the Working Group.

### **8.4 Community Safety and Resilience Working Group**

The Community Board agreed that Cr Julie Riddell's Council report for the Working Group should be included in the Community Board agenda papers. Mrs Carter expressed gratitude to Cr Riddell for organising a good meeting.

## **9. CORRESPONDENCE**

### **9.1 Inwards**

Ms Beattie undertook to liaise with the Featherston Main Streets Beautification Group about a memorandum of understanding and the possibility of the Community Board appointing a member to the group. Members wanted to know more information about the proposed planting on Main Street.

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From Paul Crimp, SWDC to Lee Carter, Featherston Community Board dated 6 July 2015

From Russell Wills, Children’s Commissioner to Featherston Community Board dated June 2015

*FCB RESOLVED (FCB 2015/55):*

1. To receive the inwards and outwards correspondence.  
*(Moved Thomas/Seconded Jackson)* Carried
2. Action 486: Locate Community Board/Council agreements with the Featherston Main Streets Beautification Group; Paul Crimp
3. Action 487: Provide and email update to FCB members on what action has been taken with regards to making the Featherston Main Street pedestrian crossing outside the supermarket safer for pedestrians and wheelchair users and investigate options for calming traffic; M Allingham

**10. FINANCIAL ASSISTANCE**

10.1 Featherston Christmas Market  
*FCB RESOLVED (FCB 2015/56)* to grant the Featherston Christmas Market \$500 to assist with costs associated with running a market on the 12 December 2015.  
*(Moved Cr Davies/Seconded Cr Robertson)* Carried

10.2 Booktown  
*FCB RESOLVED (FCB 2015/57)* to urge Booktown to submit an application for financial assistance so it can be considered at the 15 September 2015 meeting.  
*(Moved Cr Davies/Seconded Jackson)* Carried

**Confirmed as a true and correct record**

.....Chairperson

.....Date

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**Featherston Community Board  
Action Items  
From 4 August 2015**

Ref #	Meeting	Date	Action Type	Responsible Manager	Action or Task details	Status	Notes
304	FCB	12-May-15	Resolution	FCB	FCB RESOLVED (FCB2015/34): 1. To fund up to \$1,500 for a suitable indoor/outdoor portable PA system following receipt of a second quote and <b>2. To develop a PA system loan and use policy.</b> (Moved Cr Davies/Seconded Jackson) Carried	Open	23/6/15: Ensure the Anzac Club have the opportunity to provide input into the policy development. Ensure Fstn Library staff receive a copy of the final policy.
385	FCB	23-Jun-15	Resolution	FCB	FCB RESOLVED (FCB 2015/40) that until guidelines for use of the PA system have been established, that use of the system is restricted to Council, Community Board or Anzac Club within the Anzac Hall building. (Moved Jackson/Seconded Thomas) Carried	Open	
391	FCB	23-Jun-15	Resolution	Paul	Alan Maxwell, Youth Coordinator FCB RESOLVED (FCB 2015/46) 1. To grant Wairarapa Anglican Youth \$200 to assist with the costs of running youth activities for Featherston children during the July 2015 school holidays. (Moved Cr Davies/Seconded Carter) Carried	Actioned	Paid
393	FCB	23-Jun-15	Action	Paul	Liaise with Destination Wairarapa regarding ownership of a section of the Rimutaka Cycle Trail	Open	8/09/15: Have had a couple of discussions now that GM David Hancock has returned from leave. Ascertaining obligations that attach to arrangement.
396	FCB	23-Jun-15	Action	Peter Jackson	Promote good financial assistance applications and protocol via an article in the Featherston Phoenix	Open	4/08/15: Aiming for September
479	FCB	4-Aug-15	Resolution	Kyra	Funding for Youth Computer Coding Workshop for South Wairarapa FCB RESOLVED (FCB2015/53): 1. To receive the information. (Moved Carter/Seconded Beattie) Carried 2. To contribute \$500 towards funding the	Actioned	Shown in commitments All 3 Community Boards providing funding – workshop is 20 September – communications to schools going out this week (31/08)

Ref #	Meeting	Date	Action Type	Responsible Manager	Action or Task details	Status	Notes
					September 2015 computer coding workshop in Greytown on the condition that a report back on the success of the program and the number of Featherston youth participants is provided. 3. Future funding would be dependent on Featherston uptake with a preference that this event is funded by the Wairarapa Library Service. (Moved Garry/Secoded Beattie) Carried		
484	FCB	4-Aug-15	Action	Lee Carter	Schedule a workshop with FCB members to discuss 'where to from here' for the networking events	Open	
485	FCB	4-Aug-15	Action	Lee Carter	Write thank you letters to Mike Toppy and Michelle Hopkins for their contribution to the Featherston Networking event	Actioned	
486	FCB	4-Aug-15	Action	Paul	Locate Community Board/Council agreements with the Featherston Main Streets Beautification Group	Actioned	
487	FCB	4-Aug-15	Action	Mark	Provide and email update to FCB members on what action has been taken with regards to making the Featherston Main Street pedestrian crossing outside the supermarket safer for pedestrians and wheelchair users and investigate options for calming traffic	Actioned	2/9 Email to FCB: "The pedestrian crossing ramp adjacent the new super market, this will be re-graded and the lip removed to meet standard guidelines, and will be included with other footpath renewals in Featherston. An additional report will follow later this week for the Boards information.  Traffic calming along Fitzherbert St will be discussed with NZTA and Capital Journeys at the next liaison meeting."

<b>Featherston Community Board</b>	
<b>Income &amp; Expenditure For the year ended 30 June 2015</b>	
<b>INCOME</b>	
Balance 1 July 2014	14,179.97
Annual Plan 2014/15	20,954.00
Vic Uni Wgtn Reception 16/7/14	216.00
<b>TOTAL INCOME</b>	<b>35,349.97</b>
<b>EXPENDITURE</b>	
Members salaries	11,500.08
<b>Total Personnel Costs</b>	<b>11,500.08</b>
AP Guten Appetit C 35 x Guests/Uni Students-finger food Project on town design	350.00
AP F Telecom New Z Fsn Info Centre June/July	80.92
AP Pain & Kershaw Milk and supplies July 2014 Fsn Community Board	389.67
AP Pain & Kershaw Milk and supplies July 2014 Returns Fsn Community Brd (	-71.60
expenses x wages VIC STUDENTS HOSTING COSTS	47.94
AP F Telecom New Z Fsn Info Centre August	78.02
AP The Sign Factor Engraved brass plaque	125.00
AP Guten Appetit C Pot luck dinner at Anzac FCB	300.00
expenses x wages VIC STUDENTS HOSTING COSTS	739.87
AP Accom 3-5/11/14x3 Lecturers Vic Uni	156.52
AP F Telecom New Z Fsn Info Centre Sept-Nov 2014	235.81
AP Local Governmen Annual C/Board Levy x 3	166.66
AP Power Services FCB erect Xmas flags	483.00
AP Spark Fsn Info Centre	78.18
AP SOLGM Diaries	31.80
AP Featherston Inf Petty cash Fsn Info 17/6/14-10	90.50
AP Greytown Hotel Community Boards Xmas function	29.00
L Carter minicrisps/brownflat/chocfish	101.50
AP Spark Fsn Info Centre	79.45
AP Power Services Remove Christmas Flags FCB	171.00
L Carter minicrisps/brownflat/chocfish	30.20
CORR coding L Carter flights CB conf	337.39
AP NZ Community Bo L Carter CB Conference May 15	856.52
AP Mrs B M West Fsn Xmas Pde prizes	105.00
AP Spark Fsn Info Centre	84.48
AP Spark Fsn Info C	79.48
AP Spark Fsn Info	78.66
Free Swim Day Fstn Pool	387.00
AP Portable PA system	2,127.83
AP Spark Fsn Info Centre	78.37
AP Masterton Distr Donation-ANZAC 2015	200.00
AP Spark Spark June/July Fsn Info C	78.30
Expenses Community Board Conference	368.50
correct coding travel for conference	0.00
correct coding community patrol ANZAC	125.00
<b>Total General Expenses</b>	<b>8,599.97</b>

<b><i>Featherston Community Board</i></b>	
<b><i>Income &amp; Expenditure For the year ended 30 June 2015</i></b>	
AP Wairarapa Mathe FCB Grant - Maths Competition	200.00
AP Featherston Chr Funding-Christmas Market 2014	500.00
AP Featherston Com Grant-trestle tables purchase	500.00
AP Grant - Ki O Rahi set (assist costs)	500.00
AP Ms Wong People's Choice Award - FCB	1,000.00
AP Featherston Men Development/relocate bldg 2013/14	2,500.00
AP Featherston Men Development/relocate bldg 2014/15	2,500.00
Grant mobile class room	500.00
Muay Thai Grant	500.00
Brass band for Featherston Xmas Parade	200.00
AP Greytown Trails Grant frm FCB to est Fsn-Gtn trail	3,000.00
AP Wairarapa Mathe 2015 Maths competition FCB	200.00
<b>Total Grants</b>	<b>12,100.00</b>
<b>TOTAL EXPENDITURE</b>	<b>32,200.05</b>
<b>ACTUAL NET SURPLUS/(DEFICIT) YEAR TO DATE</b>	<b>3,149.92</b>
<b>BALANCE TO CARRY FORWARD</b>	<b>3,149.92</b>

<b><i>Featherston Community Board</i></b>	
<b><i>Income &amp; Expenditure to 31 July 2015</i></b>	
<u>INCOME</u>	
Balance 1 July 2015	3,149.92
Annual Plan 2015/15	20,954.00
<b>TOTAL INCOME</b>	<b>24,103.92</b>
<u>EXPENDITURE</u>	
Members salaries	1,250.00
<b>Total Personnel Costs</b>	<b>1,250.00</b>
<b>Total General Expenses</b>	<b>0.00</b>
AP South Wairarapa FCB grant-Holiday Prgm Youth	200.00
<b>Total Grants</b>	<b>200.00</b>
<b>TOTAL EXPENDITURE</b>	<b>1,450.00</b>
<b>ACTUAL NET SURPLUS/(DEFICIT) YEAR TO DATE</b>	<b>22,653.92</b>
<u>LESS: COMMITMENTS</u>	
Salaries to 30 June 2016	8,750.00
Emergency Fund	2,000.00
Chor Farmer Donation for Garden of remembrance	265.53
Fish and chips - Fstn Youth artists	100.00
Wairarapa Anglican Youth	200.00
South Wairarapa Community Trust	131.96
Featherston Phoenix - Advertising Networking meeting	90.00
September Youth Computer Coding Workshop	500.00
<b>Total Commitments</b>	<b>12,037.49</b>
<b>BALANCE TO CARRY FORWARD</b>	<b>10,616.43</b>

**Toppys Catering Ltd**

**Messines Bar & Restaurant**

**57 Fox Street Featherston, Wairarapa**

**Ph 06 308 9817**

**Mob 021 2277 922**

**Email [mike.topp@xtra.co.nz](mailto:mike.topp@xtra.co.nz)**

**GST No. 107-569-38**

**Date: 30/07/2015**

**Tax Invoice: 12135**

**Featherston Community Board**

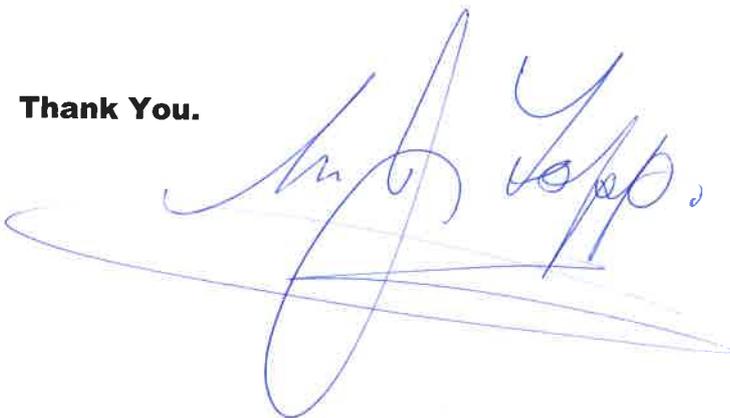
<b>Featherston Business Community meeting</b>	<b>\$369.00</b>

**Direct Deposit Details**

**Toppys Catering Ltd**

**National Bank 06-0689-0301275-00**

**Thank You.**



# FEATHERSTON COMMUNITY BOARD

15 SEPTEMBER 2015

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## AGENDA ITEM 6.1

### OFFICER'S REPORT

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#### **Purpose of Report**

To report to community boards/Committee on general activities since the last meeting.

#### **Recommendations**

Officers recommend that the Committee/Community Board:

1. *Receive the information.*

### CHIEF EXECUTIVE

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

The last period has been one of preparing for, and commencing the delivery of LTP related matters.

The Local Government New Zealand conference was a highlight, very well attended and with excellent speakers. Of note was Minister Bennett's speech covering a range of issues including governance structures, the changed philosophy on how the Local Government Commission interacts with interested parties, and the fact that there must be change in the local government sector.

South Wairarapa District Council was the first local authority to sign up to "Bee Aware" month. This is an awareness campaign promoted by the bee industry groups to raise awareness of the importance of the humble (not bumble) bee. We will be planting bee friendly seeds (supplied by the industry) at various locations around the district with appropriate signage.

## 2. Governance/Leadership/Advocacy

The following table provides the year to date results for KPI's set for the Governance output [note this report updated and is as at 30 June 2015]

GOVERNANCE, LEADERSHIP AND ADVOCACY MEASURING SERVICE DELIVERY PERFORMANCE				
SERVICE LEVEL	KEY PERFORMANCE INDICATORS	2014/15	RESULTS	COMMENTS
		Opportunities are provided for the community to have its views heard	Ratepayers and residents feel they can contact a Council member to raise an issue or problem	75%
	Ratepayers and residents feel that the Mayor and councillors give a fair hearing to their views	75%	62% (2010/11 survey 55%)	The customer satisfaction survey was carried out during 2014/15. In addition to the 62% (2011 55%) positive response, 21% (2011 28%) felt they were unable to comment.
Council determines what activities it should engage in through consultation and regulatory requirements then sets clear direction	Ratepayers and residents are satisfied with Council's decisions and actions	50%	59% (2014 survey 76%)	A Public Booster survey was carried out in 2015 in addition to the 59% 11% felt they were unable to comment. The full customer satisfaction survey was carried out during 2014/15. In addition to the 76% (2011 73%) positive response, 8% (2011 9%) felt they were unable to comment.
	Ratepayers and residents are satisfied with how Council allocates rates/funds to be spent on the services and facilities provided (target peer group age)	78%	64% (2010/11 survey 59%)	The customer satisfaction survey was carried out during 2014/15. In addition to the 64% (2011 59%) positive response, 14% (2011 9%) felt they were unable to comment.
Community Boards make decisions that consider local issues	Community Board decision - making reports on local issues	90%	Greytown 92% (2014 100%) Featherston 95% (2014: 96%) Martinborough 95% (2014: 95%)	This measure reports on the percentage of resolutions made that relate solely to local issues.
	% of ratepayers and residents who know how to contact a community board member	65%	65% (2010/11 survey 52%)	The customer satisfaction survey was carried out during 2014/15. In addition to the 64% (2011 59%) positive response, 14% (2011 9%) felt they were unable to comment.
Opportunities are available to raise local issues and understand what will happen as a result	Ratepayers and residents satisfied with the way Council involves the public in the decision it makes	65%	49% (2010/11 survey 50%)	The customer satisfaction survey was carried out during 2014/15. In addition to the 49% (2011 50%) positive response, 26% (2011 25%) indicated they were neither satisfied nor dissatisfied, and 5% (2011 5%) felt they were unable to comment.
Opportunities are available to raise issues relating to Maori through the Maori Standing Committee	The Maori Standing Committee makes recommendations to Council in relation to policy and plan development and resource management applications	100% applicable applications		Maori Standing Committee met on 8 occasions. In total 3 resource consent applications were considered, however due to the timing of the meetings 9 were considered outside normal meetings.

## **2.1 Wairarapa Governance Review Working Party**

Minister Bennett's speech to the Local Government Conference highlights her view that there must be change in the local government space. Minister Bennett did not indicate what, or the form, change should be however which is a bit unhelpful. I guess the point is that change must come from within. The Minister said she would not legislate for change, but would put in place legislation that would enable change to occur.

The Governance Review Working Party met with the new Chairman of the Local Government Commission, Sir Wira Gardiner. This was a refreshing meeting where the Chair indicated an absolute willingness to work with (in this case) the Working Party to effect change. The Commission is currently collating a number of workstreams across the region to enable better decision making on what change is required and the structures required to deliver "better local Government".

On Governance matters, an informal workshop was held to discuss governance matters in the Wairarapa, it had been two years or so since governance had been discussed in an open forum, and a lot has happened since then. The Combined model was felt to still be best, however the form of this combined model may differ from that proposed in the application to LGC – due to potentially different delivery options for truly regional functions e.g. Transport.

## **3. Strategic Planning and Policy Development**

### **3.1 Meetings/Conferences**

#### **3.1.1. Chief Executive Forum**

No CE Forum was held due to absences (everyone catching their breath after LTP!).

#### **3.1.2. Mayoral Forum**

One Mayoral Forum was held and I am sure this will be covered in Her Worship's report. As indicated above governance matters were high on the agenda, also transmission Gully and the Wellington airport extension.

### **3.2 Wastewater Consents**

The additional work the Commissioners required following the hearing on 15 July has nearly been completed. Our work was able to be completed relatively soon after the hearing, we are waiting on GW to complete their work.

Officers have completed the first cut of the evidence for the Greytown application, however the Commissioners would like to finalise the Martinborough application prior to the Greytown hearing as there will be some precedents set in the Martinborough decision, term hopefully being one of those

The full financial statement and annual report are due for adoption, following audit, on 28 October. The statutory deadline for adoption is 31 October.

Work is well underway on this document.

### 3.3 Rural Broadband

Please refer to the separate report presented to this meeting.

### 3.4 Rates Arrears (Incl. GST)

DATE	AMOUNT \$'000	NUMBER	DAYS SINCE INSTALMENT DUE	SWDC COMPONENT \$'000 (81%)
1 June 2012	\$855	722	10	\$692
19 June 2012	\$730	632	31	\$591
10 September 2012	\$947		21	\$767
15 February 2013	\$820	565	57	\$664
17 June 2013	\$913	740	27	\$739
4 March 2014	\$1,033	863	12	\$836
14 April 2014	\$954	675	53	\$773
19 August 2014	\$818	592	91	\$663
30 September 2014	\$1,008	809	37	\$816
11 November 2014	\$770	627	83	\$623
27 January 2015	\$672	537	68	\$544
2 March 2015	\$784	798	10	\$635
25 May 2015	\$762	803	3	\$617
3 July 2015	\$624	669	39	\$505
18 August 2015	\$580	547	59	\$470

You will note that the outstanding amount is the lowest dollar amount on this report. The concerted efforts at collection are paying off.

This is a particularly good result as the amount outstanding includes the additional 10% arrears penalty.

In the order of 330 of the above rate debts have mortgages and the process has commenced to enable a demand from the banks. Once the initial notification has been sent to the bank (copied to the ratepayer) there is a three month grace period until we can make the formal demand.

## 4. Corporate

### 4.1 Occupational Health and Safety

We have retained consulting services to enable us to negotiate the minefield that surrounds the new legislation. Initial interviews on the current status of our OS & H systems has been undertaken and we are progressing to a formal system.

We will have to allocate a reasonable amount of resource to this in the future as the obligations are much more onerous.

There were no OH & S matters since the last reporting period.

## 4.2 LGOIMA Requests

DATE	TOPIC OF INFORMATION REQUEST	REQUEST RESPONSE
7 July	Council's use of glyphosate herbicide and other herbicides. Advice as to when steam weeding applied.	Confirmation that contactors follow Industry Best Practice Guidelines for any application of glyphosate herbicide and Best Practice Guidelines are detailed in The New Zealand Standard NZS 8409:2004. Steam weeding not used.
9 July	Seeking further clarification of processes applied to granting a Resource Consent to the Alloa Gun Club.	Information supplied included copy of Philip Milne's report and a copy of the building consent checklist.
10 July	Number of dogs put down by the council every year for the past five years, the reasons and fees for getting dogs from pound.	Information provided.
20 July	Details of Traffic violations etc.	Nil return to each query raised.
22 July	What led Council to designate houses as dangerous.	Advice from Council was not that buildings were designated as dangerous but consideration being given and therefore feedback sought.

Contact Officer: Paul Crimp, Chief Executive Officer

# PLANNING AND ENVIRONMENT GROUP REPORT

## 1. Resource Management

### 1.1 Resource Management Act – Policy/District Plan

#### Wellington Regional Council Natural Resources Plan

On 29 July 2015 the Wellington Regional Council gave formal notice to Council that it had publicly notified the **proposed Natural Resources Plan** for the Wellington Region. This plan is now open for public submissions. The closing date for these has been set as **5pm on the 25 September 2015**.

This plan combines five previous regional plans (air, land, freshwater, discharge to land and coastal). This represents a significant change from the way the regional council previously managed these resources.

Many provisions in the proposed plan potentially affect Council and a coordinated and carefully considered response should be made to protect Council and its ratepayers from the effects of any undue or over restrictive provisions in the plan.

Of particular interest to Council will be the provisions around wastewater discharges and stormwater as these could have significant implications for Council in terms of new consenting requirements and costs. In addition there are many other provisions that may impact on Council.

Initial discussions have been had with senior staff from MDC and CDC about the forming of a “common” submission while leaving room for each Council to still submit on any matters relevant only to them.

Internally, planning and engineering staff have begun thinking about how much resource this Council needs to direct into the process of building targeted and well founded submissions, not the least of this being to actually read through, study the provisions contained in the document and to interpret these (to figure out how they work in practice) against Council’s activities.

This will be a major process given the documents’ size, complexity and the range of issues covered.

The closing date is not far away and this will create its own pressures. In that regard the 2 months notification period is too short and should be extended to 3 months. An example of the problems, for instance, is that the current closing date for receipt of submissions means Council has no scheduled meeting to consider any recommended submissions prior to that date.

The only way around this is to extend the timeframes however that decision would need to come from the regional council, or for Council to delegate the signing off of any submission to a panel (e.g. the Mayor, Chief Executive and Group Managers PE and IS or some other combination).

*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 2015/16	MOST RECENT RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Ratepayers and residents satisfied with the District as a "better" place to live	65%	71%	NRB Survey
Ratepayers and residents satisfied with the image of the closest town centre shown as "satisfied"	65%	92%	NRB Survey

## 1.2 Resource Management Act - Consents

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

RESOURCE MANAGEMENT KEY PERFORMANCE INDICATORS	TARGET 2015/16	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Consent applications completed within statutory timeframes	100%	94.1%	NCS
s.223* certificates issued within 10 working days	100%	100%	NCS
s.224* certificates issued within 15 working days of receiving all required information (note no statutory requirement)	85%	100%	NCS

Council received 12 (the previous year 17) resource consent applications between 1/07/2015 and 12/08/2015.

Officers provide detailed information as part of fortnightly updates, subject to data availability, on all consents direct to Council and Community Board members, so this information is not listed here.

## 1.3 Reserves Act – Management Plans

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

RESOURCE MANAGEMENT KEY PERFORMANCE INDICATORS	TARGET 15/16	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Council maintains and updates reserve management plans as required.	1	0	No work is required at present.

It is probable that the current "town square" proposal in Featherston will need to be followed up on, in terms of what the Clifford Square Reserve Management Plan indicates for the land and adjoining area, to better reflect what is built (once complete), however there is no immediate or regulatory need to update this RMP now.

## 1.4 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 15/16	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
My LIM contains all relevant accurate information (no proven complaints)	-	-	
My non-urgent LIM is processed within 10 days	100%	100%	

TYPE	YTD 1 JULY 15 TO 12 AUGUST 2015	PREVIOUS YTD 1 JULY 14 TO 12 AUGUST 2014	PERIOD 1 JULY 15 TO 12 AUGUST 2015	PREVIOUS PERIOD 1 JULY 14 TO 12 AUGUST 2014
Standard LIMs (Processed within 10 working days)	23	9	23	9
Urgent LIMs (Processed within 5 working days)	4	8	4	8
<b>Totals</b>	<b>27</b>	<b>17</b>	<b>27</b>	<b>17</b>

As from the 1<sup>st</sup> of July 2015, the revised fee structure for non-urgent (\$250) and urgent (\$450) LIMs came into force.

While the number of LIMs has reduced due to winter (there is a fall-off every year at this time) and economic conditions, the urgent fee has had the desired effect of shifting the proportion between non and urgent LIMs back into a better balance.

Many Real Estate Companies, who had previously adopted the practice of requesting an urgent LIM on every occasion, are now more circumspect with such requests and the majority of LIMs are now being processed as non-urgent.

This has helped to take processing pressure off technical staff so they can better balance work demands for LIMs with other consent and permit processing tasks which are also subject to statutory timeframes.

## 2. Public Protection

### 2.1 Building Act – Policy and Administration

#### Coastal Buildings

Council will be aware that a recent storm triggered a further round of coastal erosion affecting not only Council’s road, but also a number of privately owned properties and buildings.

At Whatarangi, this caused a number of buildings to fail and collapse onto the foreshore, while others were left in a precarious position. Strong southerlies have continued to affect the coast and in the latest case (around August 9-10) further erosion of land occurred with additional buildings failing and falling down onto the shoreline.

Complaints about the "hazard" on the foreshore from the destroyed buildings were received after both events. An inspection took place after the first storm to determine whether any buildings should be classed as "dangerous" under the Building Act. It was considered that at least two possibly were and these, along with other nearby properties, were yellow taped with a warning not to enter.

At the same time letters were sent to the affected property owners (all sites subject to the erosion) to advise them of the danger and to seek their comments on how they saw the situation and the possibility that Council might declare their buildings as dangerous under the Act.

Comments have been received from most owners (mainly those least affected objecting to their properties being declared dangerous). The next step will be to formally consider whether any buildings should be declared dangerous. In this respect we intend to seek legal advice before so doing.

With regard to the complaints, these relate to debris on the foreshore which is not this Council's responsibility, either in an operational or legal sense.

Normally the Regional Council and Department of Conservation would be required to manage those effects on the coastline. In this case though there may be some issues around that.

In essence, due to the erosion of the land, the legal titles and therefore ownership of the foreshore, sits with each of the affected property owners. It is in effect private property.

Thus the complainants concerns about safe access along the foreshore do not reflect the actual rights of access, there are no rights of public access along the foreshore at that point.

It is therefore proposed that Council erect a sign at each end of the block of properties affected, pointing out there is no legal access along the coast for the public and in any event they should not enter the area due to the hazards that may be present.

### Wind Zones

Some two months back, a consultant (Michelle Grant of LGE Consulting) was engaged to provide Council with an assessment of wind risk under the Building Act. This has always been covered by the Act so it is not a new thing. However Council did not have any local data on which to base its decisions around in terms of what wind loading should be applied to a structure. Our decision to seek this advice followed on from both Masterton and Carterton doing so.

The work done by the consultants has applied the provisions of NZS 3604 and AS/NZS 1170 to the districts wind environment and recommended how the design of a structure should take these standards into account.

It is proposed that at the next Infrastructure and Planning workshop to have the consultant attend and run through some of the detail of the study for Council.

In brief, the work should not result in significant changes to Council’s past approach to wind design, although some change is inevitable, but this will be factually based.

For the majority of structures, meeting the standard structural design requirements means they also meet the wind design required.

The only areas where some changes may be needed would be in roof fixings and water tight cladding/window flashing/seals. In addition around Featherston some specific engineering design could be required. In industrial and commercial areas the use of “lightweight” framed and clad structures may also have to change.

The reasons for those adjustments will be covered at the workshop.

Staff and file project

We have recently advertised for a BCO replacement for Adrian Cullen, who has stepped into the Team leader role now. Applications for this position closed on Friday 14 August.

Mr Neil Gerrish, a consultant, is commencing competency assessments of all current building staff. By the end of September/early October this should be completed. This should result in being able to bring back in house more straight forward consent processing (this is currently contracted out) and in time all consent processing. Mr Gerrish has also agreed to take over consent processing currently contracted with another provider, when that contract ends (at the request of the contractor).

The conversion of existing building consents to electronic file project was put on hold while staffing issues were worked through and other issues resolved. In the meantime Council systems administrator has been investigating the computer hardware requirements to drive the file storage project. Meetings with the software provider (Onstream Systems - Trapeze/Vault software) have also taken place.

**2.2 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 2015/16	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Code Compliance Certificate applications are processed within 20 working days	100%	100%	NCS – Continued monitoring of processing days. Year to date, one CCC accidentally went over the 20WD’s.
Building consent applications are processed within 20 working days	100%	100%	NCS – Continued monitoring of processing days.
Council maintains its processes so that it meets BCA accreditation every 2 years	Yes	Yes	Next IANZ review is programmed for January 2016
Earthquake prone buildings reports received	100%	143/227	The government is proposing to make changes where by the assessments will need to completed by a fixed date. We are awaiting this decision.

TYPE	NUMBER	VALUE
<b>Commercial</b> (shops, restaurants, rest home – convalescence, restaurant /bar / cafeteria / tavern, motel, commercial building demolition - other commercial buildings)	3	\$102,000
<b>Industrial</b> (covered farm yards, building demolition, warehouse and/or storage, factory, processing plant, bottling plant, winery)	6	\$247,650
<b>Residential</b> (new dwellings, extensions and alterations, demolition of building, swimming and spa pools, sleep-outs, garages, relocations, heaters, solid fuel heaters.	38	1,856,038
<b>Other</b> ( public facilities - schools, toilets, halls, swimming pools)	2	17,000
<b>Totals</b>	<b>49</b>	<b>\$2,222,688</b>

Council is still dependent on external contractors for the processing of Building Consent applications. All inspection services are being provided by staff.

Demand for inspections remains high at this time, however work flows will be carefully monitored to detect any fall off.

If a reduction in new work occurs, staff will be re-directed to tasks that have not been able to be undertaken due to staff shortages over the past 6-12 months, but which must still be completed.

These include carrying out Building Warrant of Fitness audits, swimming pool compliance checks, and dealing with overdue Code Compliance Certificates.

Time will also be allocated to getting the file project operational if available.

### 2.3 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 15/16	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	0	Education programme targeting schools is in progress using the Christchurch City Council Dog Smart programme and radio dog education campaign.
Complaints about roaming and nuisance dogs are responded to within 4 hours	100%	100%	

Registration is currently in progress. All dogs were required to be registered before 1 August 2015. Penalty fees have now been applied and bylaws officers will be actively following up with dog owners on dogs that have yet to be registered.

As at 12th August 2015 there are 2577 registered dogs with 1474 owners. (88 percent registered). There are currently 306 unregistered dogs, with 190 owners.

Of the unregistered dogs 33 have paid but tags are yet to be issued because of incomplete application information.

No infringements have been issued during this period.

No unpaid infringements were sent to the Courts during this period.

The following table provides a snapshot of dog control incidents for the period.

INCIDENTS REPORTED	
Attack on Pets	0
Attack on Person	0
Attack on Stock	0
Barking and whining	5
Lost Dogs	6
Found Dogs	0
Rushing Aggressive	1
Wandering	21
Welfare	4
<b>Total</b>	<b>37</b>

## 2.4 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 15/16	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Stock causing a traffic hazard is responded to within 1 hour	100%	100%	
Council responds to complaints regarding animals within 40 hours	100%	100%	

INCIDENTS REPORTED	TOTAL
Stock	7

## 2.5 Resource Management Act – afterhours Noise Control

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

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

PUBLIC PROTECTION KEY PERFORMANCE INDICATORS	TARGET 2013/14	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
% of calls received by Council that have been responded to	100%	100%	

AFTER HOURS NOISE CONTROL COMPLAINTS RECEIVED	YTD	PREVIOUS YTD	PERIOD (3/7/15- 15/8/15)	PREVIOUS PERIOD
Total	4	9	4	12

## 2.6 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 2015/16	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Premises that sell alcohol that are checked prior to renewal to make sure they comply with the Sale and Supply of Alcohol 2012	100%	100%	All premises inspected at new or renewal application.

### Rugby World Cup

No applications for special licences for this event have been lodged with the District Licencing Committee.

ALCOHOL LICENCE APPLICATIONS PROCESSED	YTD 1 JULY 15 TO 12 AUGUST 16	PREVIOUS YTD 1 JULY 14 TO 12 AUGUST 15	PERIOD 1 JULY 15 TO 12 AUGUST 16	PREVIOUS PERIOD 1 JULY 14 TO 12 AUGUST 15
On Licence	3	2	3	2
Off Licence	5	5	5	5
Club Licence	0	0	0	0
Manager's Certificate	15	12	15	12
Special Licence	4	5	4	5
Temporary Authority	1	1	1	1

## 2.7 Health Act - Safe Food

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

PUBLIC PROTECTION KEY PERFORMANCE INDICATORS	TARGET 2015/16	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Premises failing to comply with Food Hygiene regulations that are re-inspected within a 3 month period and enforcement is affected if offence continues	100%	100%	All premises are inspected and no enforcement action has been required

### Food Act

Annual food premise inspections under the Food Hygiene Regulations have mostly been completed. Annual audits for premises currently voluntarily

operating under the new risk based food control plants is now the main workload focus.

Staff are also currently focussing on and working with the food sectors that will be required to transition from the requirements of the Food Hygiene Regulations 1974 to the new Food Act 2014. This will be a significant workload.

The Environmental Health Team Leader chaired the August Wellington Regional food cluster meeting. This group of managers and team leaders from each of the greater Wellington councils meet on a quarterly basis with Ministry of Primary Industries to develop and implement common processes procedures and standards across the region and is particularly important now with the implementation of the new Act next year.

Ministry of Primary Industries have advised that the proposed Food Act Regulations contain three differences from the original regulations. Information about this will be sent out to TA's in a letter shortly. This letter will explain such things as the registration of food businesses and required frequency of these under the National Programme.

Cost recovery under the new Food Act. MPI will shortly be sending TA's information on guidance about cost recovery under the Act.

#### System improvements

New electronic templates for Food Control Plan audits have been trialled recently. Further developmental work is required to make this system more efficient.

## **2.8 Bylaws**

Two litter complaints were received between 1/7/2015 to 12/8/2015. Two letters regarding overgrown trees and hedges were issued. Two abandoned vehicles were reported. Three general complaints were received.

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

# INFRASTRUCTURE AND SERVICES GROUP REPORT

## 1. Group Manager highlights

Attendance at the RCA (Road Controlling Authority) quarterly meeting covered the “smart investments” initiatives and the national Land Transport Plan. A unified Auckland and road efficiency case studies were also linked back to the NLTP.

While non roading issues such as the new Wellington Water Amalgamation was discussed and its benefits, it was done in a collaborative framework. This links to the discussions on Tararua Roothing alliance as well as the new combined Manawatu roading contract.

To add to this context Paul Crimp and myself met with NZTA. Amongst discussions on the possibilities for the SPR (Cape Palliser Road) in the future for funding the possibilities of a single Road Controlling Authority for the Wairarapa was also discussed.

The reseals contract is being let early in the year. This is an excellent strategy to receive the best prices as well as to get the work done earlier in the year. The focus by Tim Langley to go to the market early and look at decreasing costs is producing some excellent initiatives such as a three year two council contract for footpaths. This will decrease administration and costs of going to the market but also supply continuity of work to the contractor giving better prices to council.

The reporting processes and amendment of the NCS and CEM systems to make reporting against the new measures in the LTP from the DIA seamless from our databases. The focus is to not only report accurately and regularly but also with the least internal effort and cost as possible thus decreasing compliance costs across the board.

This approach to decreasing reporting and compliance costs is also being taken with our consents where the use of existing systems are being documented to be used within the condition of consents and management plans mirroring the operational plans.

## 2. 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.*

### 2.1 Key Performance Indicators

WATER SUPPLY KEY PERFORMANCE INDICATORS	TARGET 2015/16	COMPLAINTS		INCIDENTS	
		MONTH	YTD	MONTH	YTD
The average consumption of drinking water per day per resident within the territorial authority	<400 Lt				
Compliance with resource consent conditions/water permit conditions to “mainly complying” or better	95%				
Water supply systems comply with Ministry of Health Bacteriological Drinking Water Standards guidelines 2000*	95%				
Water supply systems comply with Ministry of Health Protozoa Drinking Water Standards guidelines 2000	95%				

WATER SUPPLY KEY PERFORMANCE INDICATORS	TARGET 2015/16	COMPLAINTS		INCIDENTS	
The total number of complaints received by the local authority about drinking water taste per 1000 connections	<15	0	0	0	
The total number of complaints received by the local authority about drinking water odour per 1000 connections	<15	1 0.25 per1000 connections	1	1	1
The total number of complaints received by the local authority about drinking water pressure of flow per 1000 connections	<15	0	0	0	0
The total number of complaints received by the local authority about continuity of supply per 1000 connections	<15	1 0.25 per1000 connections	1	1	1
The total number of complaints received by the local authority about drinking water clarity per 1000 connections	<15	1 0.25 per1000 connections	1	1	1
Ratepayers and residents satisfied with level of service for water	75%				
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	2	2	2	2
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	1	1	2	2
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	0	0	0	0
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	0	0	0	0
Fire hydrants tested annually that meet NZ Fire Service Code of Practice	20%				
The % of real water loss from the local authority's networked reticulation system identified by establishing and measuring night flow	<20%				

## 2.2 Services

### 2.2.1. Water supply capital improvements Featherston

Stage one works are expected to commence in late August/September.

### 2.3 Water treatment plants

The Waiohine, Greytown and Martinborough plants operated routinely over the period.

### 2.4 Water reticulation

There were 16 reticulation repairs reported and rectified during the period. No water complaints were received during the period.

### 2.5 Water races

Routine monthly inspections and blockage clearing of the water race network has been performed by council contractors, City Care Ltd, to maintain satisfactory flows. There were no reported accounts for blockage clearing or no water flow for the Moroa and Longwood network over the period.

### 3. Waste water

*SERVICE LEVEL – Council provides waste water 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.*

#### 3.1 Key Performance Indicators

WASTE WATER KEY PERFORMANCE INDICATORS	TARGET 2015/16	COMPLAINTS		INCIDENTS	
		MONTH	YTD	MONTH	YTD
Number of blockages per 1000 connections	<10				
Ratepayers and residents satisfaction with waste water services	70%				
Number of dry weather sewerage overflows per 1000 connections	<10				
Attendance time: from notification to arrival on site	< 1 Hr	5	5	8	8
Resolution time: from notification to resolution of fault	< 4 Hrs	6	6	8	8
% of resource consent conditions complied with to mainly complying or better*	90%				
No. of abatement notices	<2				
No. of infringement notices	0				
No. of enforcement notices	0				
No. of convictions	0				
No. of complaints per 1000 connections received about sewage odour	< 15	2 0.5 per 1000 connections	2	2	2
No. of complaints per 1000 connections received about sewage systems faults	< 15	0	0	0	0
No. of complaints per 1000 connections received about sewage system blockages	< 15	6 1.5 per 1000 connections	6	6	6
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%	100%	8	8	8

#### 3.2 Resource consent acquisition progress report

GWRC visited the Martinborough ponds as per the Commissioners request on Friday 14 August. This is one of the two final actions for the consent asked for by the Commissioners. The second issues, that of "management plans" has been reviewed and comments given back to GWRC. As mentioned above, the management plans will mirror the plans in development now, thus having one document and reporting against the measures currently reported in the contract operationally. This also puts City Care in the process and having some "skin in the game".

The evidence from officers has been completed on the Greytown consent and the date of hearing has been delayed till after the Martinborough consent is finalised. This will allow the management plans developed to be rolled direct to the Greytown consent as per the Commissioners wishes and will also save more time in hearings.

#### 3.3 Waste water treatment plants

Featherston, Lake Ferry and Martinborough plants operated routinely during the period with no reported issues.

Greytown plant however has required remedial attention due to very low dissolved oxygen levels with odour complaints being received regularly over

the last fortnight. Residents were advised, by way of circular on the 7 July, regarding the situation and Councils efforts to remedy the situation.

The pond has been overloaded with a new waste stream. The waste stream was identified and discontinued in early July. The primary pond at the plant is still quite anoxic (depleted in oxygen) and work continues to re- balance this pond. Intermittent odour issues are still being reported to us.

### 3.4 Waste water reticulation

There was 1 pipeline blockage reported during the period.

## 4. Storm water drainage

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

### 4.1 Key Performance Indicators

STORM WATER DRAINAGE KEY PERFORMANCE INDICATORS	TARGET 2015/16	COMPLAINTS		INCIDENTS	
		MONTH	YTD	MONTH	YTD
% of ratepayers and residents satisfied with stormwater drains	54%				
% 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 abatements 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	0	0
No. of complaints about stormwater per 1000 properties connected	0	0	0	0	0

All systems operated routinely and within available capacity during the period. Some systems were temporarily overloaded in Featherston and Greytown during period of heavy rainfall mid-June.

## 5. Solid waste management

*SERVICE LEVEL – Recycling stations are accessible and maintained. Refuse and recycling collection services are provided and waste minimisation actively promoted.*

### 5.1 Key Performance Indicators

SOLID WASTE MANAGEMENT KEY PERFORMANCE INDICATORS	TARGET 2015/16	COMPLAINTS		INCIDENTS	
		MONTH	YTD	MONTH	YTD
Number of communities with recycling centres	6				
Volume of waste disposed out of district	Decreasing by 2.5%				
% of ratepayers and residents satisfied with the level of service	80%				

## 5.2 Waste management

Routine services have been delivered successfully over the period.

Information brochures have been finalised for our domestic and commercial customers across the district and are being distributed now and over the next few weeks.

Unfortunately delay in the delivery of these brochures resulted in some ratepayers missing advanced notice of the kerbside inorganic collection scheduled for the first week in August.

### 5.2.1. Kerbside recycling bins

When the revamped kerbside collection commenced in 2011 customers, entitled to a collection, were issued two free bins. Since then regular requests have been made for replacement bins and the usual practice has been to charge \$17.50 each for the new bins.

In some cases customers are advising that their bins have been “stolen” and feel disadvantaged when asked to pay for the cost of replacement bins.

Officers recommend that if customers can provide evidence in the form of a written complaint advice from the Police or similar that bin can be re-issued at no cost to the customer.

## 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 2015/16	COMPLAINTS		INCIDENTS	
		MONTH	YTD	MONTH	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	78				
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%				
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	68%				
Availability of footpaths on at least one side of the road down the whole street	87%				
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%	14 100%	14	14	14
Meet annual plan footpath targets	Yes				

## **Roading maintenance – Fulton Hogan**

Works have continued on the reinstatement of the carriageway on Cape Palliser Road in the vicinity of the DOC station. The carriageway is back to two lanes with a sacrificial gravel surface until the high seas abate at the end of spring. Works to date have acted positively to high seas.

During July 197.78 kms of unsealed roads were graded and 679 m<sup>3</sup> of maintenance aggregate was placed on the unsealed roads.

Culverts were replaced on Ruakokoputuna Road, Range Road and Western Lake Road. A gabion basket headwall was replaced on Waiohine Road due to a collapsed structure.



Waiohine Road culvert before and after photos

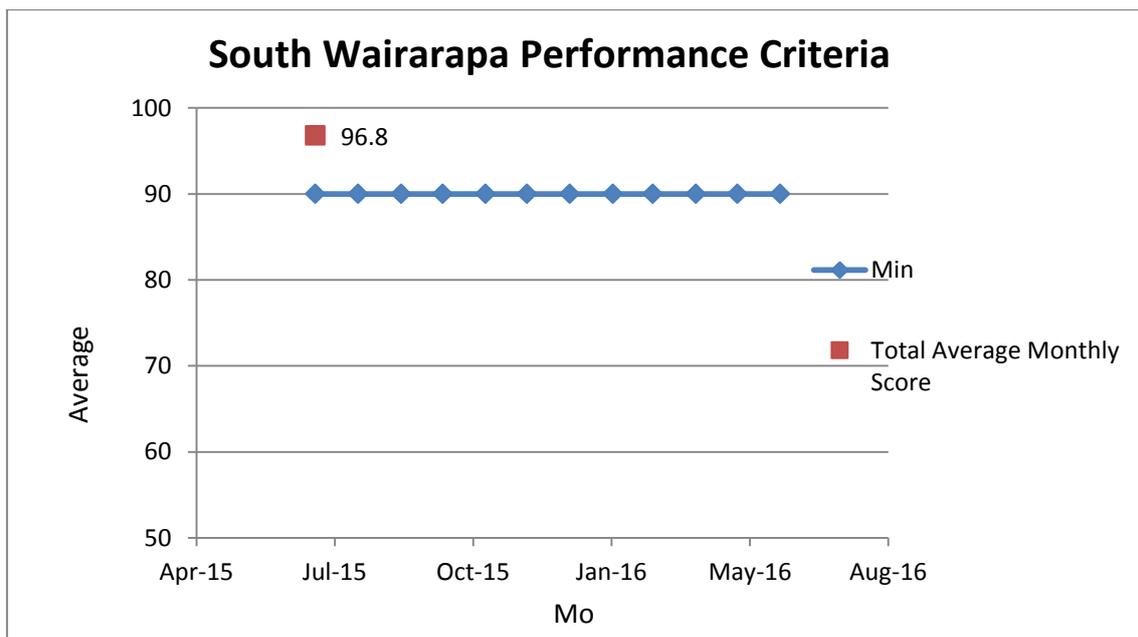
Approximately 18.9 kms of overhanging was cut back on rural roads, this has been completed early in the year, allowing for the spring growth to cover up the effects of mulching of branches.

Georges Road has been sealed.





Fulton Hogan’s monthly audit and cyclic activities is done on a monthly basis and their performance for the second financial year is charted below.



## 7. Amenities

*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 2015/16	COMPLAINTS		INCIDENTS	
		MONTH	YTD	MONTH	YTD
Users satisfied with parks and reserves	90%				
Ratepayers and residents are satisfied with Council playgrounds	80%				
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	65%				
Occupancy of pensioner housing	94%				
Ratepayers and residents satisfied with town halls	74%				
Cycle strategy	Developed				
Ratepayers and residents satisfied with public toilet facilities	90%				
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%				

## 7.2 Parks and reserves

### 7.2.1. Featherston

The rotunda in Cherry Tree Park has had a bit of a spruce-up and the guttering has been repaired.

A clean-up of the area around the railway tracks at the Fitzherbert Street level crossing is planned. The area was planted by an earlier incarnation of the Featherston Beautification Group, but hasn't had much maintenance of late and is getting a bit out of hand. City Care staff may need training and permits from KiwiRail to access the area. City Care will also be doing a tidy up of the berm garden on Daniell Street by the supermarket, along with some new plantings.

Officers and City Care staff have met with the Featherston Beautification Group to identify the locations where the group wants to plant trees on Fitzherbert Street. The list will be checked against underground services and also NZTA requirements before any planting takes place.

A new Licence to Occupy has been executed with the Featherston Rugby Football Club.

### 7.2.2. Greytown

The picnic table in Arbor Reserve was mysteriously knocked off its base. It has now been repaired.

For Arbor Day 2015, City Care staff prepared the western side of the SH2 southern entrance into Greytown for a tree-planting event with various elected members. Because of the location, City Care took a number of precautions to ensure the health and safety of those involved. Other plantings included a lime tree at Soldiers' Memorial Park (to bring the numbers back up to the symbolic 117) and a kowhai in Stella Bull park to replace the *robinia* which had been removed due to storm damage.

A meeting of the Soldiers' Memorial Park Pavilion Committee was held on 28 July. A new structure for the committee has been agreed with help from the Greytown Sport and Leisure Society.

### **7.2.3. Soldiers' Memorial Park**

A few tree branches got broken at Huangarua Park in high winds. A resident nearby brought this to our attention and the City Care team did a quick check for hangers and removed the broken branches. The resident was quick to call back to compliment the team on their great job.

The skate park will be getting water-blasted and painted when weather permits.

### **7.2.4. General**

The National Beekeepers Association (NBA) has challenged councils around New Zealand to identify and create "bee-friendly" places for Bee Awareness Month in September. Two or three spots have been identified in each town, and the NBA will be contributing wild-flower seed for planting. Community Boards have been invited to consider holding bee-related events in September.

New Civil Aviation rules which came into force on 1 August require operators of model aeroplanes, drones, quadcopters etc to obtain property owners' permission before flying over their property. In fact, the Consolidated Bylaw: Public Places had always required this for model aeroplanes, but this obviously is not well known. Officers have started receiving requests from drone operators for permission to fly over SWDC's parks and reserves, and these are being dealt with on a case-by-case basis. An information paper has been prepared for the next Infrastructure and Planning Working party meeting, and a policy and guidelines will be developed.

## **7.3 Properties**

### **7.3.1. Featherston**

Work on the Anzac Hall continues despite the unfriendly weather, with the first layers of paint appearing on the exterior in the new colour scheme. Rotten and damaged weatherboards are being removed and replaced, as are some of the windows.

There have been several incidents of fuses "blowing" during events at the Anzac Hall. We believe this to have been caused by the fuses at the power pole, and have now had these upgraded. Electricians have checked the circuits in the hall to ensure the electrical load is balanced. We are not expecting any further problems.

## **7.4 Community housing**

There are five applicants on the waitlist for Martinborough, three for Greytown and five for Featherston.

New tenants have moved into the vacant flat in the Cecily Martin Flats, Martinborough and are settling in well. They are keen gardeners and should fit in well with the other gardening enthusiasts at the Martinborough flats.

NZ Post has removed a number of post boxes, including the one on Naples Street outside Cicely Martin flats. A correspondent to the *Martinborough Star* pointed out the NZ Post's contractors had done a pretty poor removal job and left a big lump of concrete to trip over in the berm, so we have gone in and removed the concrete, levelled the ground and sown new grass seed.

## **7.5 Cemeteries**

Enquiries and the purchasing of plots continued in July, with people making future plans on where they wish to be buried.

### **7.5.1. Featherston**

There were two burials in July.

### **7.5.2. Greytown**

There were five burials in July.

During July there were incidents of rubbish dumping and cars doing "wheelies" in the cemetery. We are getting pricing to install gates at the SH2 entrance. A headstone was also knocked off its base – this is in a location where vehicles have obviously been cutting a corner, so we have installed a bollard to prevent this in future. The headstone has been reinstated.

### **7.5.3. Martinborough**

There was one ashes interment in July.

A new grazing licence has been executed for the Martinborough cemetery paddock.

## **7.6 Libraries**

The south Wairarapa libraries will be joining other public libraries around New Zealand in a time-logging exercise in late August/early September. The government's Better Public Services Result Area 10 : *New Zealanders can complete their transactions with the Government easily in a digital environment* has had a major impact on public libraries. The provision of free computers and internet access at the libraries means that those who don't have internet access at home are using library computers, and for many, support from library staff is needed to upskill them and help them navigate online forms and processes. The four-week time-logging study will quantify the amount of staff time spent assisting people in this way, and will be used by the Association of Public Library Managers in engaging with the Department of Internal Affairs about the issue.

## 8. Civil defence and emergency management

*SERVICE LEVEL – People are prepared for a civil defence emergency.*

### 8.1 Key Performance Indicators

CIVIL DEFENCE AND EMERGENCY MANAGEMENT KEY PERFORMANCE INDICATORS	TARGET 2015/16	COMPLAINTS		INCIDENTS	
		MONTH	YTD	MONTH	YTD
Ratepayers and residents prepared for an emergency	75%				
Regional Civil Defence Emergency Annual Plan achieved.	Yes				

### 8.2 Wellington Regional Emergency Management Office (WREMO)

#### 8.2.1. Update

The Emergency Operations Centre equipment upgrade is complete. The big ticket items include: a projector and screen, satellite internet backup and a printer.

Met with neighbouring CD Groups on 11 August from Tararua District Council and Horizons Regional Council – good networking opportunity and chance to compare and improve processes.

EOC staff training – There are three more modules to complete the 2015 syllabus, with the November 2 hour exercise to consolidate the students learnings.

## 9. Appendices

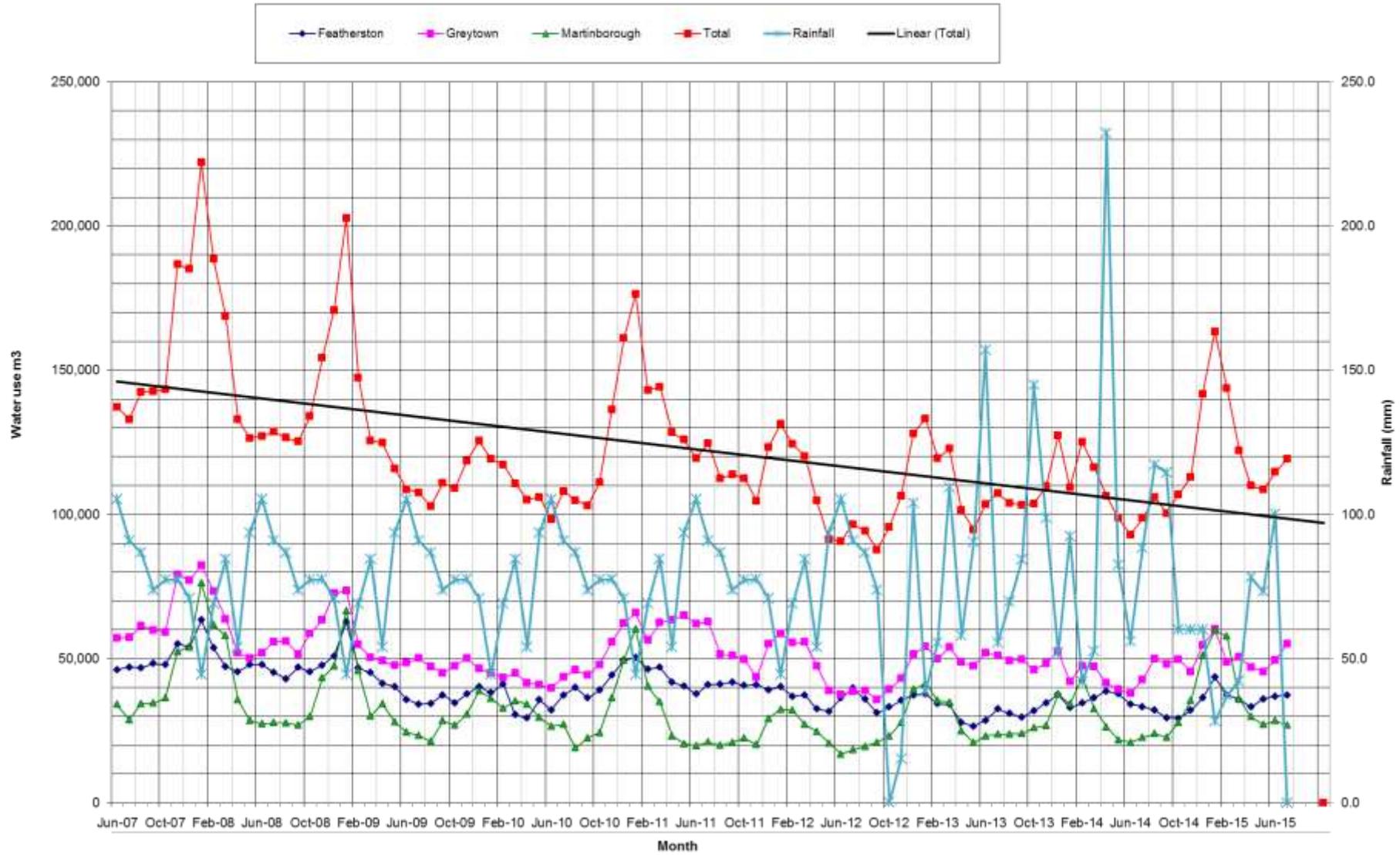
- Appendix 1 Monthly water usage
- Appendix 2 Waste exported to Bonny Glen
- Appendix 3 Library statistics

Contact Officer: Mark Allingham, Group Manager Infrastructure and Services

Reviewed by: Paul Crimp, Chief Executive Officer

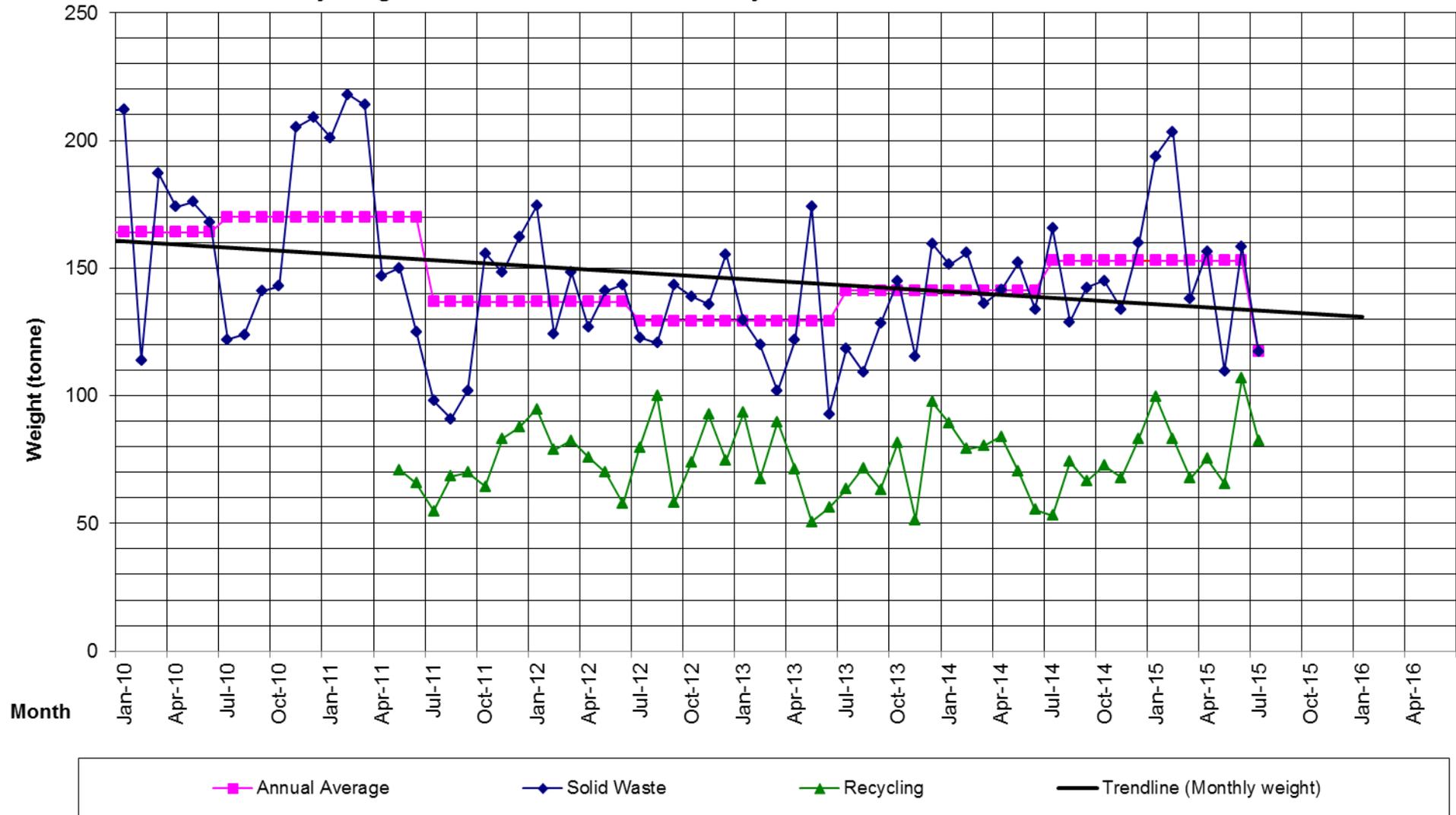
# **Appendix 1 - Monthly water usage**

Water use South Wairarapa District Council



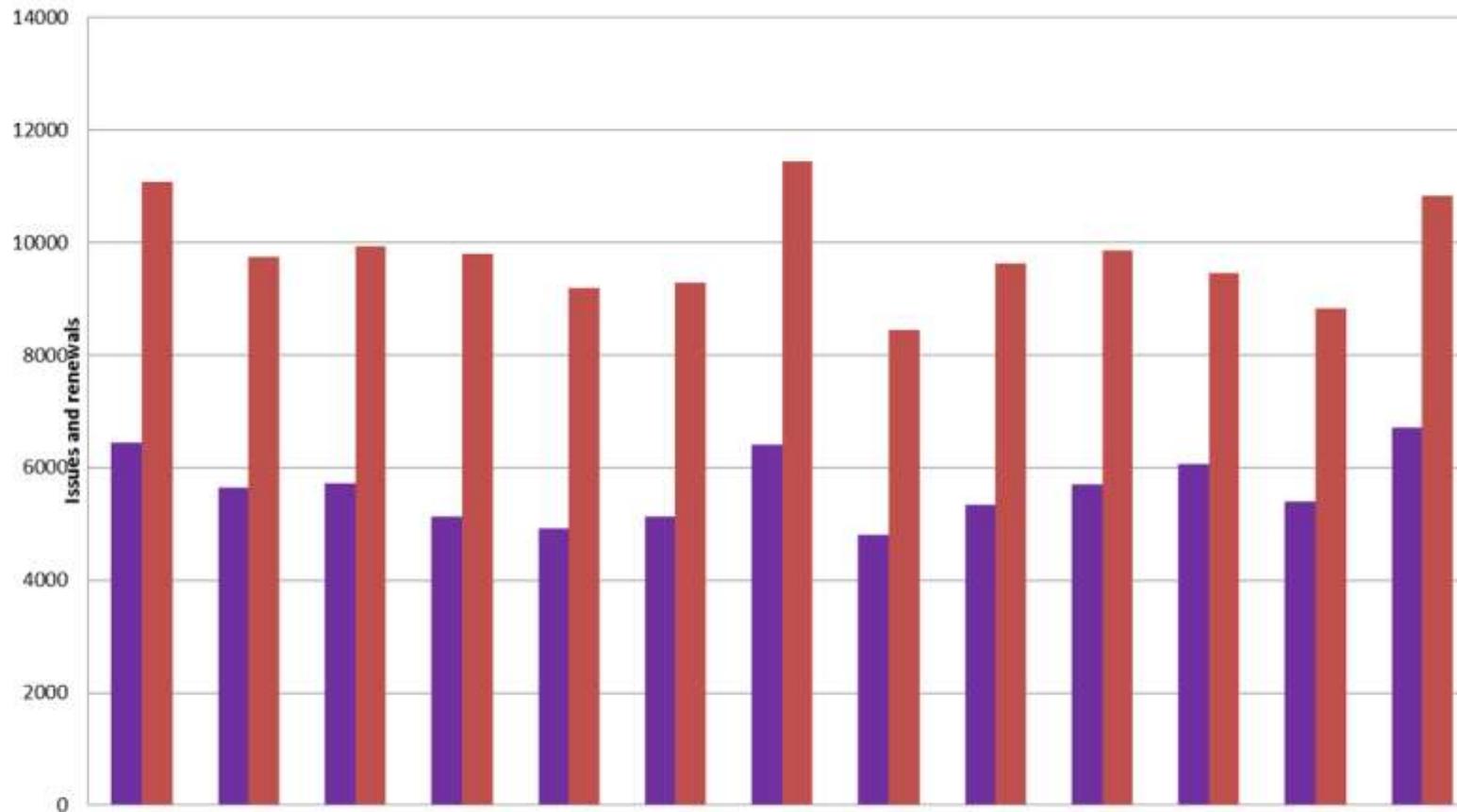
## **Appendix 2 - Waste exported to Bonny Glen**

Monthly weight of waste transferred to Bonny Glen



# **Appendix 3 - Library Statistics**

### Wairarapa Library Service - issues and renewals to July 2015



	Jul-14	Aug-14	Sep-14	Oct-14	Nov-14	Dec-14	Jan-15	Feb-15	Mar-15	Apr-15	May-15	Jun-15	Jul-15
■ Carterton	6451	5643	5720	5129	4921	5122	6406	4810	5341	5702	6063	5396	6702
■ South Wairarapa	11084	9749	9942	9808	9197	9279	11443	8442	9631	9865	9451	8836	10832

### South Wairarapa libraries - issues and renewals to July 2015



	Jul-14	Aug-14	Sep-14	Oct-14	Nov-14	Dec-14	Jan-15	Feb-15	Mar-15	Apr-15	May-15	Jun-15	Jul-15
■ Featherston	3351	2795	3013	2890	2657	2741	3368	2466	2994	3227	2963	2548	3152
■ Greytown	3949	3717	3669	3583	3195	3302	3958	2834	3206	3233	3212	2971	3985
■ Martinborough	3784	3237	3260	3335	3345	3236	4117	3142	3431	3405	3276	3317	3695

# FEATHERSTON COMMUNITY BOARD

15 SEPTEMBER 2015

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## AGENDA ITEM 6.2

### FEATHERSTON 2033 STRATEGY

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#### **Purpose of Report**

To brief the Community Board on recent decisions by Council relating to the development of a Featherston 2033 strategy.

#### **Recommendations**

Officers recommend that the Board:

1. *Receive the information.*

#### **1. Background**

Council through the Infrastructure and Planning Workshops held in February and July 2015, considered how it will respond to the work undertaken by students from the School of Landscape Architecture, Victoria University.

This reached a point where Council needed to either go no further or alternatively, initiate a series of investigative studies, the results of which would inform a strategy for Featherston's future development.

At the most recent workshop in July Council agreed that formal consideration should be given to proceeding with 4 "high value investigations".

In addition the workshop recommended the adoption of a purpose, aim and strategic tasks which would drive and inform future decision making around the strategy and Council's engagement in Featherston.

As part of that, the workshop also recommended the adoption of the "Key Action 2. Informing", as a basis for future process.

The attached (see appendix 1 - prepared by Mr Kerry Geange of Geange Consulting) presentation slides contain the relevant material for those matters.

Consequently Council resolved as follows;

*" to adopt the purpose, aim and strategic tasks for the Featherston 2033 strategy".*

*"to adopt and proceed with the "Key Action 1. High Value Investigations" as follows A) Traffic and Circulation B) Land use survey C) Gateway study D) Economic development"*

*"to prioritise A) and C) above for investigation this year with B) and D) subject to a separate decision to proceed and fund".*

*"to adopt "Key Action 2 Informing" as the basis for subsequent stages in the development of the Featherston 2033 Strategy".*

The following sections of this report (and attached slides) set out the rationale for this approach.

## **2. Discussion**

### **2.1 Reason for developing a strategy**

The current proposal to develop a Strategy originates from the ideas generated by the VUW study of Featherston.

While this study produced many concepts, these were not in a form that could be readily implemented. They also lacked an overall "design" which meant some clashed with others, although they were intended to address the same issue.

Lastly, these ideas had been prepared by Landscape Architecture students as academic studies and consequently they lacked a wider analytical basis, for instance little consideration was given to costs or engineering constraints.

Because of these factors, Kerry Geange of Geange Consulting was engaged to try to bring some symmetry to the students work. He did this by identifying four core themes which ran through the 21 individual and 5 group studies.

*These related to "a sense of place and identity; a vibrant town centre; accessibility and infrastructure; and valuing ecology and amenity".*

Since the Council considered those findings, work has been progressed so as to isolate the key actions that can and if a strategy is to be pursued, should be followed through on in the short term (the next year).

In order to fit such actions into a wider framework (to ensure consistency and direction) a strategy is also required and a framework for this is outlined here.

However such a strategy is dependent on work yet to be done, this creating a somewhat chicken and egg scenario as to which comes first.

Hence the approach considered was based around establishing the purpose, aim, and strategic tasks, while commencing at the same time some key actions.

### **2.2 Purpose**

Any strategy needs to provide a framework from which the purpose, aim and principles applying to proposed work (to implement the four themes) is

dependent. In this case the consultants recommended “purpose” was not agreed by Council at the workshop.

The following was therefore tendered and adopted at the Council meeting in July;

### ***“To shape Featherston’s future”***

#### **2.3 Aim**

A suitable aim should attempt to “wrap up”, in a holistic way, what Council is trying to achieve and establish the extent or scope for its interventions.

The suggested aim has at its centre the idea of making Featherston a successful town in the context of South Wairarapa and in recognition of its own unique history and characteristics of place. The aim derived from this thinking is;

***“By 2033, we will have created a vibrant and fun gateway to the South Wairarapa, a town where the unique cultural, historical and geographical characteristics are recognised and celebrated, and where people chose to visit, do business, and to make their homes”.***

#### **2.4 Strategic tasks**

In the presentation there is discussion about what should form the “strategic tasks” for any strategy.

Again because work is required to finalise a strategy, these were given the notation “preliminary”.

Even with this designation Council should re-affirm these as “parts” of the strategy now, as they provide a significant basis for work in the medium to longer term. If adopted they will also inform the short term studies that are being considered today through resolutions 3. and 4. These strategic tasks are;

- ***“develop a town centre where “Main Street” is a successful business and commercial centre’***
- ***“public cultural and historical spaces support commercial and social interaction around Main street and the Town Centre”***
- ***“develop gateways (and the approaches) to be more definitive by creating a strong first impression through enhancing “legibility” and amenity”***
- ***“redevelop transportation corridors (including public transport links, road, cycle and pedestrian corridors, carparking and the railway corridor) to optimise and drive the contribution of these to the towns commercial centre and gateway functions”***
- ***“define a long term growth and land use framework focussing on business development initiatives (which derive investment)***

***and commercial success (including commercial, residential, open space and industrial land use)."***

## **2.5 Key action 1: High value investigations**

These strategic tasks of themselves open up a myriad of "things to do" and "consider" and because of this, analysis was carried out to obtain a clear picture of what should be done now.

Value for money was a critical element in this assessment as Council has not been able so far, to examine the short, medium and long term cost implications that could arise from adopting a Featherston 2033 strategy.

Because of this constraint only the following 4 areas were identified as possible "key" and "high value investigations";

### **▶ Traffic and Circulation Investigation (c. \$15k).**

This involves examining road circulation constraints and opportunities both on local roads and State Highways; rail opportunities including stakeholder feedback, constraints and feasible opportunities; pedestrian and cycling including existing initiatives, constraints and opportunities, and identification of stakeholders and associated funding opportunities/frameworks.

### **▶ Land use survey (c. \$10k).**

This involves a town centre investigation and assessment including a land use survey covering existing zoning; public parking; identification of existing and 'marginal' vacant land and buildings; identification and scheduling all existing public land; and existing initiatives.

### **▶ Gateway study (c. \$5k).**

This involves identifying and defining gateway options/themes for public input (e.g. Wairarapa information "hub"; cultural hub; historical gateway; ecological gateway; recreational hub or a mix of all or some of these.

### **▶ Economic Development Preliminary Review and Strategy (c. \$10k).**

This involves getting a snapshot of the basic trends that Featherston has been subject to and is likely to be subject to in terms of economic growth and demand.

## **2.6 Funding for work**

These initial projects involve a commitment of \$40,000. Of that amount approximately 50-55% can be funded from the Resource Management Consultancy budget. Allowance had been made in that account for up to \$25000 to be spent on work associated with Featherston and developing a

Featherston 2033 strategy. This money would have passed on to other projects if Council had decided not go ahead with the suggested work (as set out above).

Consequently Council has agreed that the traffic and circulation investigation would be the most favoured, followed by the gateways idea. This reflects the fact that these matters are somewhat interwoven. The other two tasks are equal in priority as each is designed to inform a significant gap in knowledge, but not as critical to commence at this stage.

In order to manage the funding issue this year, Council decided to undertake these first two recommended investigations, and timeline the traffic/gateway work to go first.

If these tasks are completed more quickly than envisaged, the other two tasks are to be assessed at that stage to decide whether to go ahead before the next budgeting round.

### **3. Conclusion**

This report set a staged approach to the development of a Featherston 2033 strategy and ensured the purpose, aim, and strategic tasks were agreed.

Funding is to be managed over the next financial year such that two of the four (key action 1) tasks can be progressed without a budget impact i.e. requiring new funds.

If this work is completed early then further discussions will be initiated around proceeding with the other two tasks and how they might be funded.

### **4. Appendix**

Appendix 1 - Presentation slides, Kerry Geange

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

# **Appendix 1 - Presentation Slides – Kerry Geange**

# “FEATHERSTON 2033”

# GETTING MOMENTUM



# WHAT WE ARE GOING TO COVER

1. Brief background – Featherston 2033
2. What are our key success factors?
3. Next steps...

# FSTN2033: "THEMES" (REVIEW)

**A Sense of Place and Identity**

**A vibrant town centre and public space network**

**Featherston**

**Accessibility and Infrastructure**

**Valuing ecology and amenity**

# FSTN2033: THEMES (REVIEW)



## A Sense of Place & Identity

- Defining and celebrating Featherston's identity
- Defining Featherston as the Gateway 'hub' to the Wairarapa
- A clear sense of place reflecting identity through coordinating the visual and physical environment



## Vibrant Town Centre and Public Spaces

- Defining a Town Centre and encouraging investment
- Managing urban development
- Defining public spaces and networks, and their use
- Developing clear long term plans for land use, change, and growth



## Accessibility and Infrastructure

- Review location of major transport infrastructure (roading/rail)
- Improving pedestrian and vehicle accessibility to and between social spaces
- Providing transportation infrastructure which encourages social interaction
- Increasing recreational and social corridors and physically connected networks



## Valuing Ecology and Amenity

- Greening urban public spaces
- Developing a network of ecological corridors
- Improving water quality in the catchment through land management and stormwater management
- Improving the quality of and accessibility to Lake Wairarapa

# FSTN2033 – “ELEMENTS” (REVIEW)

## **Sense of Place and Identity**

- *Develop Gateway concept*
- *Develop integrated urban strategy*
- *Develop recreational /open space network*

## **Vibrant Town Centre**

- *Economic development*
- *Town Square upgrade*
- *Develop integrated urban landuse strategy*

## **Accessibility and Infrastructure**

- *Review transport configuration*
- *WWTP upgrade (I/I programme)*
- *Stormwater management works*
- *New Featherston Cemetery development project*
- *Street light improvement project*

## **Valuing ecology and Amenity**

- *Card and Market Reserves Management Plan*
- *Clifford Square Reserve Management Plan*
- *Lake Domain Development Plan*

# FEATHERSTON 2033: SUCCESS FACTORS

- Good news!! This is not rocket science – can learn from others...
- But – *the principles*, not necessarily their implementation....
- Success for Featherston 2033 must have the following from Council:
  - A real understanding, commitment, and consistency (clear aims)
  - Leadership and momentum (needs investment in time and sustained effort)
  - Knowing commercial needs and “wants” (business owner/investor) to get buy-in and commitment
  - Community – keeping informed and supportive.

# FEATHERSTON 2033: SUCCESS FACTORS

- **And... a core strategic focus on:**
  - Clear and simple aims
  - Well defined public places, and streets & corridors
  - A framework which encourages and facilitates private investment and development
  - An action plan to drive the desired function and ‘feel’. (similar to SWDC Water Conservation Strategy 2015)
    - Design guidance
    - Zoning (extent) and rules
    - Work programmes and initiatives

# PLANNING “THEORY” - MY ADVICE...

## IMPORTANT...

- In small towns we still have layers of complexity – OK to get excited by award winning projects and what works – principles are the same - but the scale will be drastically reduced – (thankfully!) Featherston is not Auckland or Christchurch...
- Don't want to get caught up in the “theory” and “rules” of urban design – BUT...

**Urban Design principles do exist - any town which is full of life, full of people enjoying themselves, relating to one another, doing business and creating things is full of good design at the community level – but business, groups and people must relate to it.**

# SO WHERE TO NOW?

- Focus on priorities within the themes
  - 1. Sense of Place and Identity
  - 2. Vibrant Town Centre and Public Spaces and
  - 3. Transportation and Infrastructure
  
- Focus on appropriate mix of identifying “quick win” projects, long-term aims, and connections to Council work programs
  
- Affordability (right targeted mix of resources and funding)
  
- Ensure the links to current projects are not lost in investigations



# FEATHERSTON 2033 - THE AIM

*By 2033, we will have created a vibrant and fun gateway to the South Wairarapa, a town where the unique cultural, historical and geographical characteristics are recognised and celebrated, and where people choose to visit, do business, and to make their home.*

# A GUIDING STRATEGY FOR FEATHERSTON 2033



## ■ Preliminary Strategic Tasks

- Develop a Town Centre which has “Main Street” as a successful business and commercial centre
  - What would this look like?
    - A place where businesses succeed
    - A place where people go to shop (for goods and services)
    - A place where people meet
- Public, cultural, and historical spaces which support commercial and social interaction around Main Street and the Town Centre
- Develop gateways (and the approaches) to be more definitive, by creating a strong first impression through enhancing ‘legibility’ and amenity

# A GUIDING STRATEGY FOR FEATHERSTON 2033



- Preliminary Strategic Tasks (Cont...)
  - Redevelop transportation corridors (including public transport links, road, cycle, and pedestrian corridors, carparking, and the railway corridor) to optimise and drive the contribution of these to the towns commercial centre and gateway function;
  - Define a long-term growth and landuse framework - focusing on
    - business development initiatives (which drive private investment) and
    - commercial success (including commercial, residential, open space, and industrial landuse)

# PLAN FOR ACTION

## FEATHERSTON 2033



### A Sense of Place & Identity

- Defining and celebrating Featherston's identity
- Defining Featherston as the Gateway 'hub' to the Wairarapa
- A clear sense of place reflecting identity through coordinating the visual and physical environment



### Vibrant Town Centre and Public Spaces

- Defining a Town Centre and encouraging investment
- Managing urban development
- Defining public spaces and networks, and their use
- Developing clear long term plans for land use, change, and growth



### Accessibility and Infrastructure

- Review location of major transport infrastructure (roading/rail)
- Improving pedestrian and vehicle accessibility to and between social spaces
- Providing transportation infrastructure which encourages social interaction
- Increasing recreational and social corridors and physically connected networks



### Valuing Ecology and Amenity

- Greening urban public spaces
- Developing a network of ecological corridors
- Improving water quality in the catchment through land management and stormwater management
- Improving the quality of and accessibility to Lake Wairarapa

# KEY ACTION 1: HIGH-VALUE INVESTIGATIONS

- **Traffic and Circulation Investigation (c.\$15k)**
  - Roading circulation review (constraints and opportunities – local and SH)
  - Rail opportunities (stakeholder feedback, constraints and feasible opportunities)
  - Pedestrian and cycling (existing initiatives, constraints and opportunities)
  - Identification of stakeholders and associated funding opportunities/frameworks
  
- **Landuse survey (c.\$10k)**
  - Town centre investigation and assessment (landuse survey; existing zoning; public parking)
  - Identify existing and ‘marginal’ vacant land and buildings
  - Identify and schedule all existing public land and existing initiatives)
  
- **Gateway Study (c.\$5k)**
  - Identify and define gateway options/themes for public input (e.g. Wairarapa information “hub”; cultural hub; historical gateway; ecological gateway; recreational hub – of a mix of all of some of these)
  
- **Economic Development Preliminary Review and Strategy (c.\$10k)**

# KEY ACTION 2: INFORMING

- Assess Phase 1 findings together
- Identify three strategy framework options for Featherston 2033 based on degree of change (low, medium or high)
- Identify Council's 'preferred' option
- Community information and feedback process outlining Phase 1 investigation summary; assessment process, and option development criteria.
- Gather feedback and document information process, including confirmation of a preferred option and detailed investigation and physical works programme

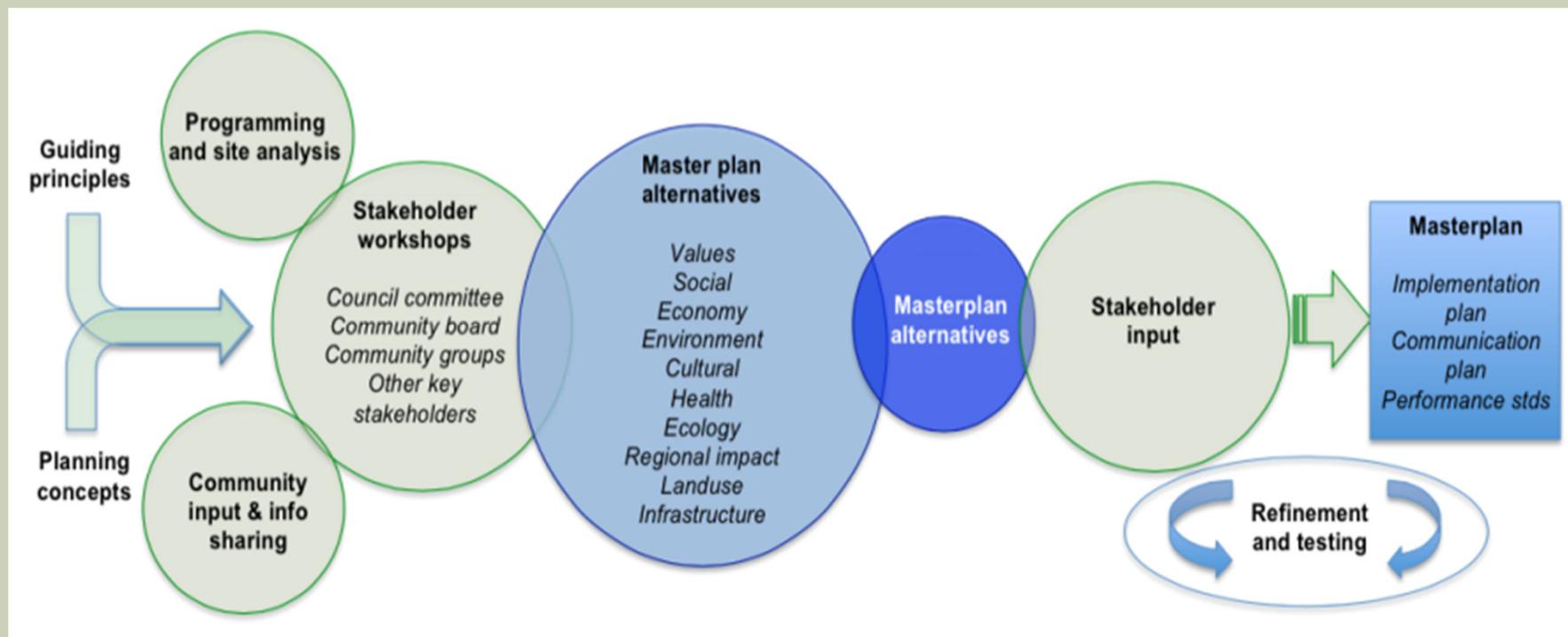


**BUILDING MOMENTUM...**



# **Featherston 2033**

# FEATHERSTON 2033 – TAKING SHAPE



# Featherston 2033

## Strategy and Action Plan (June 2015)



### PURPOSE:

To make Featherston proud again.

### AIM:

By 2033, we will have created a vibrant and fun gateway to the South Wairarapa, a town where the unique cultural, historical and geographical characteristics are recognised and celebrated, and where people choose to visit, do business, and to make their home.

### TARGETS:

Create a Town Centre which has "Main Street" as a successful business and commercial centre  
This will be

- A place where businesses succeed
- A place where people go to shop (for goods and services)
- A place where people meet

Defined Public, cultural, and historical spaces which support commercial and social interaction around Main Street and the Town Centre

Develop gateways (and approaches) which are definitive, and provide a strong first impression creating 'legibility' and amenity

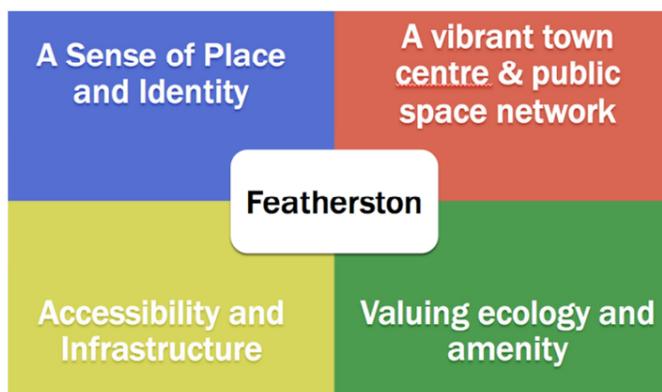
Provide transportation corridors (including public transport links, road, cycle, and pedestrian corridors, carparking, and the railway corridor) which contribute positively to the towns commercial centre and gateway function;

Establish a framework which enables  
Local business development initiatives; and  
commercial success (including commercial, residential, open space, and industrial landuse)

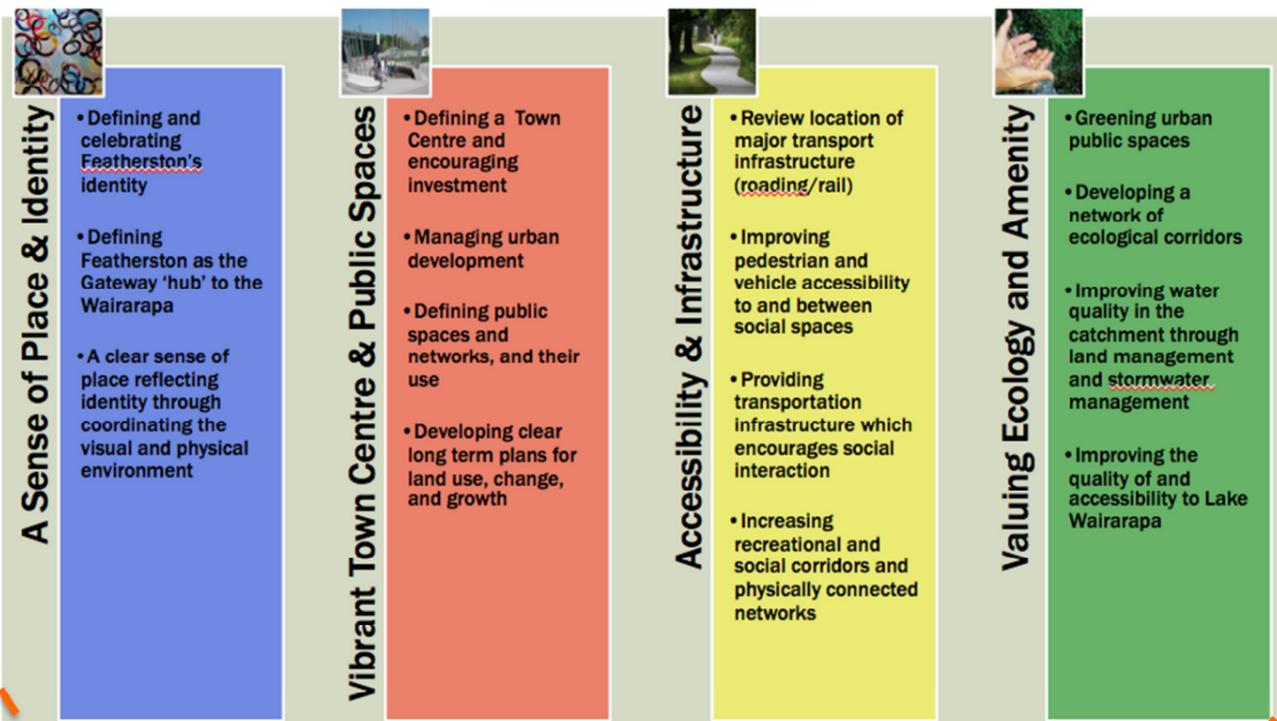
Encourage community engagement, participation, and ownership of positive change measures.



### DESIGN THEMES



### DESIGN ELEMENTS



### ACTION PLAN:

#### Key Action 1 (High Value Investigations):

1. Traffic and Circulation Investigation
2. Landuse Survey
3. Gateway Study
4. Economic Development Plan

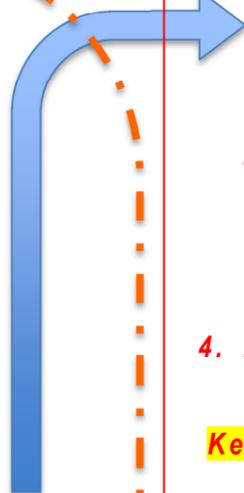
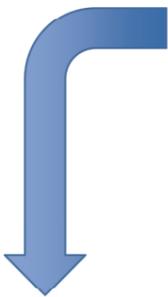
#### Key Action 2: Information and Engagement

1. Assess Key Action 1 findings
2. Identify 3 Strategy options for Council decision on preferred option
3. Community information and feedback
4. Confirm and prioritise further/detailed reporting and work programme



### MASTERPLAN DEVELOPMENT AND IMPLEMENTATION

Review



2015/16

2016/17

2017/18 – 2022/23

**COUNCILLOR REPORT**  
**for**  
**South Wairarapa District Council Meeting**  
**Wednesday 26 August 2015**

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COMMUNITY SAFETY & RESILIENCE WORKING PARTY

<b>Councillor's Name</b>	Julie Riddell
<b>Meeting – Date &amp; Venue</b>	<p>Wednesday, 2 July 9.30am to 11.10am in SWDC Chambers.</p> <p><u>Present:</u> Cr Riddell (Chair), Cr Dean Davies, Mbr Lee Carter, Officer Helen McNaught, Sue Tennent CC, Robyn Ramsden NS, Hope Sexton (Youth), Mbr Garry Thomas, Mbr Shane Atkinson, Mbr Fiona Beattie, Peter Kavanagh Mtbg Com Patrol, John Broeren (Fstn Business), Deborah Davidson (Youth Development Coordinator) Sara Sutherland &amp; Trish Drury (Amenities Administrators).</p> <p><u>Guest Speakers:</u> TJ Dennes &amp; Amanda Taylor (Regional Public Health).</p> <p><u>Apologies:</u> Sandy Ryan, Karl Nesbitt, Tere Lenihan, J Rutene.</p>
<b>Key issues from meeting</b>	<p><u>Statistics Update:</u> Sara reported that the Graffiti strikes are moving up in Featherston – 70 in June plus 3 non graffiti Vandalism strikes including damage to the Library and Playground and Cemetery headstones. John Broeren reported 10 strikes with a black marker on a private building. <b>Helen</b> to note. Wheelies in the Catholic and back blocks at Greytown Cemetery are also occurring. Locking cemetery gates was discussed along with cameras.</p> <p><u>Community Patrol:</u></p> <p>Featherston – 5 new Patrollers. Asked that they patrol the rubbish dumping 'hot-spots' along with Martinborough Community Patrol as well as note street lights that are not working. <b>Helen to send out list of 'hot spots'</b>. Martinborough - 3 new Patrollers – Fri &amp; Sat night Tailgaters. Fundraising for a suitable vehicle for Community Patrol which will be clearly identifiable. Security Cameras in the Square are also wanted. <b>Helen to follow up.</b> Completed 2 days of National training at Trentham.</p> <p><u>Youth:</u> Hope said support from 3 Community Boards for bus to Waigrown event at King St Live was great with 200 attendees, She has been invited to join the Wairarapa Youth Council who run the Youth Awards. Reactivated website <a href="http://www.youthreserve">www.youthreserve</a>. Visiting Kuranui, Clareville, Colombo Rd Netball, Makora &amp; Wairarapa College to promote their network of youth support and development. Deborah Davidson commented that Hope is dealing with high risk youth in Featherston and she is applying for</p>

	<p>funding on their behalf. Deb is leading 28 young people in a Leadership Programme.</p> <p><u>Martinborough &amp; Greytown Youth:</u> Mbr Beattie stated we need to increase youth activities in Martinborough and supported Bikes In Schools programme although space is tight at Martinborough– <b><i>Helen to check out Considine Park</i></b> as a possible suitable area and Mbr Atkinson supports this programme for the Greytown school.</p> <p><u>Neighbourhood support:</u> 2 new areas starting up. NS is now part of the Featherston Network Group and getting a Website up. Focus Featherston is holding a business networking evening with 71 people registered.</p> <p><u>Junior NS</u> is working with schools coming on board along with the Featherston Library.</p> <p><u>Connecting Communities:</u> Sue said there is a need to focus on Civil Defence and that the NS groups are a great resource for the CD Teams to use.</p> <p>Greytown is to be given the opportunity to join up with NS and Sue to speak at next Community Board meeting.</p> <p><u>Chorus Building Mural Fstn:</u> Menz Shed to be shown some examples of Mural Art Work and <b><i>Helen to follow up</i></b> on the Square Plan details.</p> <p><u>Helen:</u> Will put new members onto Yammer. Requesting a Workshop in September through the Wellington Library, in Greytown for Yr 8-13 on building websites.</p> <p><u>Booktown Featherston:</u> John suggested Helen follow up through the Librarians to get someone to dress up and read stories to children in the town square.</p>
<p><b>Speakers</b> <b>Regional Public Health</b> <b>Tessa Jane Dennes &amp;</b> <b>Amanda Taylor</b></p>	<p>Tessa Jane gave an overview of the RPH in schools and how they work in with the Hutt Area and programmes/schemes previously not available in this area are now coming through with more child/family/housing/health and community links.</p> <p>Amanda spoke about the Bikes in Schools Programme and that Lakeview Masterton is a pilot scheme for the area. There was a lot of interest in this programme from WP members.</p>
<p><b>Specific item/s for Council consideration</b></p>	<p>None</p>
<p><b>General</b></p>	<p>Next Meeting is <b><i>Wednesday, 2 September 2015 at 9.30am.</i></b></p>

# FEATHERSTON COMMUNITY BOARD

15 SEPTEMBER 2015

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## AGENDA ITEM 6.4

### COMMUNITY BOARD GRANT SUMMARY

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#### **Purpose of Report**

To update the Community Board on grant status and provide a report back on accountability forms received from recipients.

#### **Recommendations**

Officers recommend that the Community Board:

1. *Receive the information.*

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

Featherston Community Board considers grants four times a year with provision to consider grants out-of-cycle in exceptional circumstances. All applicants are required to submit an accountability return and are followed up in February and August if a return hasn't been lodged.

#### **2. August 2015 Summary**

A summary of grants allocated and their status is provided in Appendix 1. Wairarapa Mathematics Association and Wairarapa Anglican Youth have been reminded of their obligation and sent an accountability form.

Accountability returns are shown in Appendix 2.

#### **3. Appendix**

Appendix 1 – Grants Considered in 2015

Appendix 2 – Accountability Returns

Contact Officer: Suzanne Clark, Committee Secretary

Reviewed By: Paul Crimp, Chief Executive Officer

# **Appendix 1 – Grants Considered in 2015**



## Community Board Financial Assistance Tracking

Status to be followed up in February  
and August

COMMUNITY BOARD	APPLICANT NAME	PROJECT DESCRIPTION	AMOUNT REQUESTED	AMOUNT ALLOCATED	STATUS	DATE PROJECT APPROVED/DECLINED	EXPECTED PROJECT COMPLETION DATE	PROJECT STATUS In progress (accountability not returned) Complete (accountability returned)
FCB	Greytown Trails Trust	For developing an "outline" design for a cycle bridge over the Tauherenikau River	\$7,000	\$3,000	Approved	17 February 2015		Complete
FCB	Maxine Hemi	To promote basketball in the Wairarapa and to take a tournament team to Rotorua. (NOTE: Grant not needed and wasn't paid)		\$250	Approved	17 February 2015		Complete
FCB	Arrow FM	To provide a portable, remote broadcasting service to community groups, organisations and individuals in Featherston		\$0	Declined	31 March 2015	NA	Complete
FCB	Wairarapa Mathematics Association	To help with the costs of running the 2015 mathematics competition for primary and secondary schools	\$200	\$200	Approved	12 May 2015	1 August 2015	In Progress
FCB	Wairarapa Anglican Youth	Requesting financial assistance to run youth activities for Featherston children during the July 2015 school holidays.		\$200	Approved	23 June 2015	19 July 2015	In Progress
FCB	South Wairarapa Community Trust	South Wairarapa Community Trust requests \$131.96 to assist with the costs of providing a free bus for youth from the South Wairarapa to attend Waigrown.	\$132	\$132	Approved	23 June 2015	3 July 2015	Complete
FCB	Featherston Christmas Market Trust	Requests \$500 to assist with costs associated with running a market on the 15 December 2015	\$500	\$500	Approved	4 August 2015	12 December 2015	In Progress

# **Appendix 2 – Accountability Returns**



# Funding Accountability Form

## FEATHERSTON COMMUNITY BOARD

All recipients of funds from the Featherston Community Board (FCB) must complete this form within three months of their project being completed.

If you do not complete and return this form you will not be eligible for future funding through the Featherston Community Board.

Please return the completed form to –

**South Wairarapa District Council**  
**Suzanne Clark**  
**PO Box 6**  
**Martinborough 5741**

<b>1. Funding for:</b>	Design for a cycle suspension bridge over the Tauherenikau River
<b>2. Name of applicant:</b>	Greytown Trails Trust
<b>3. Location of project/funding:</b>	Tauherenikau River up-stream from rail bridge
<b>4. Date of project/funding:</b>	July 2015
<b>5. Amount received from the FCB:</b>	\$3000

**6. Please give details of how the money was spent. Your contribution to the project and the FCB funding you received must be accounted for.**

July 2015 design for suspension bridge by Abseil Access Ltd	\$2700
Held for final design revisions	\$300
	\$
	\$

**7. Please provide details about the project or activities that were supported by the FCB grant. Explain what was successful, and what didn't work so well.**

The bridge design is a key element in the proposed new cycle trail from Featherston to Woodside station. The bridge design is a huge success – it addresses function, high wind loads, high flood levels, user safety, durability and buildability

**8. Give a brief description of the highlights of your project, including the number of participants.**

The Greytown Trails Trust formed a small sub-committee to procure the bridge design. We have support from Featherston Community Board, South Wairarapa District Council, Destination Wairarapa, Wellington Regional Council and Trails Wairarapa Trust.

**9. How did your project benefit your community?**

The new cycle trail (when complete) will benefit both the Greytown and Featherston communities through access to safe recreational cycling. It will also promote cycle tourism with economic benefits to the larger South Wairarapa area

**10. What, if any, are the next steps (for your project, for you and/or for the people involved)? Will your organisation continue to require funding?**

We are currently negotiating with land owners on both banks for trail access. We may require further seed funding for registration of access easements on both banks once the agreements with landowners are finalised.

**11. This report was completed by:**

Name:	Shane Atkinson	
Address:	72D Woodside Rd Greytown 5794	
Date:	25 August 2015	
Phone:	06 304 8967	027 272 7707
Email:	shane.anne@clear.net.nz	



# Funding Accountability Form

## FEATHERSTON COMMUNITY BOARD

All recipients of funds from the Featherston Community Board (FCB) must complete this form within three months of their project being completed.

If you do not complete and return this form you will not be eligible for future funding through the Featherston Community Board.

Please return the completed form to –

**South Wairarapa District Council**  
**Suzanne Clark**  
**PO Box 6**  
**Martinborough 5741**

<b>1. Funding for:</b>	Waigrown Youth Music Event
<b>2. Name of applicant:</b>	Deborah Davidson
<b>3. Location of project/funding:</b>	King Street Live, Masterton
<b>4. Date of project/funding:</b>	Friday 3 <sup>rd</sup> July 2015
<b>5. Amount received from the FCB:</b>	\$ 131.96 was approved initially

**6. Please give details of how the money was spent. Your contribution to the project and the FCB funding you received must be accounted for.**

It was a contribution to the free bus for South Wairarapa Youth to attend Waigrown	\$	123.12
Rangatahi to Rangatira Carterton	\$	123.12
Our contribution	\$	246.25
	\$	<b>492.49</b>

**7. Please provide details about the project or activities that were supported by the FCB grant. Explain what was successful, and what didn't work so well.**

It is the annual youth music event. The purpose of the event is to celebrate the end of term, to show young people they can have a great time with drugs or alcohol and to mix with a diverse range of other youth. This year was just as successful as last year if not better as we offered free food and mocktails. What didn't go well is the lack of information getting out to South Wairarapa youth. There is advertising through Facebook, posters, word of mouth. It's definitely something to work if this event continues beyond this contract.

**8. Give a brief description of the highlights of your project, including the number of participants.**

There were approximately 200 young people from Eketahuna through to Featherston who all behaved extremely well. There was a gold coin donation. The planning committee have decided to donate this money to Hope Sexton to support Hope with her youth group in Featherston. Having such a diverse range of young people under one roof was also a highlight. They respected each other and the venue. Seeing young people have so much fun and all dancing without the aid of alcohol was another highlight. SADD students and Raise Up youth group assisted with refreshment which were funded by Southern Wairarapa Safer Community Council.

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**9. How did your project benefit your community?**

The fact that a range of agencies worked well together to organise and run this event was a benefit to the community. Showing young people to have a good time sober must also have benefits for the community. The youth were well behaved before, during and after the event. It's also the second year that we have had a dance crew from Hastings down. They love to dance which assist our young people to dance and have fun.

**10. What, if any, are the next steps (for your project, for you and/or for the people involved)? Will your organisation continue to require funding?**

As the CDS (Community Development Scheme) project is due to end at the end of this year it is unknown if this event will continue. The CDS worker, Deborah Davidson, is working with SADD student and the Raise Up youth group to encourage them to continue the event. Funding and community support would be the key to the success and continuation of this project.

**11. This report was completed by:**

Name:

**Deborah Davidson**

Address:

PO Box 184  
Carterton

Date:

30 July 2015

Phone:

063795407

Email:

deborahd@waisct.org.nz

**From:** Deborah Davidson [mailto:deborahd@waisct.org.nz]  
**Sent:** Wednesday, 19 August 2015 1:08 p.m.  
**To:** Suzanne Clark - Committee Secretary  
**Cc:** Member Lee Carter; Annie Lister  
**Subject:** FCB accountability form

Kia ora Suzanne,

Please find attached the accountability form for the Featherston Community Board regarding their contribution to the free bus offered to South Wairarapa youth to attend Waigrown in Masterton.

As you will see from the attachment the amount requested is reduced. There were only youth from Featherston and Carterton who took up the opportunity to catch the bus. I think that is a reflection on how connected Featherston and Carterton communities are with their youth and of course the marketing of the event which obviously needs to be improved in South Wairarapa. But in saying that we had full house at King Street Live with 200 youth in attendance.

Once again thank you to SWDC and the Featherston Community Board for continuing to support youth initiatives. I am also thankful for the Martinborough Community Board who also offered funding towards the bus but thought since no youth from Martinborough caught the bus that our organisation for pay the balance. This is reflected in the accountability form attached.

Annie Lister in our accounts will send an invoice for the amount stated in the accountability form.

Nga mihi nui,

Deborah Davidson  
Youth Development Coordinator  
PH: 3795407  
185 High Street South  
Carterton



**PROPOSAL FOR A FEATHERSTON WEBSITE**

**Purpose of Paper**

This paper proposes the development of a Featherston website.

**Recommended Action:**

It is recommended that FCB:

1. Receive the information
2. Approve further investigation as to feasibility, including estimated costings.

**1. Executive Summary**

Websites are a highly useful and cost effective tool for delivering information, on-line, to individuals and communities. Properly managed and maintained, websites provide another communication channel for local government, communities, businesses and not for profit organisations to disseminate relevant information. This can be achieved in a timely and coherent manner, while avoiding some of the pitfalls associated with social media platforms. Websites are also invaluable as a promotion tool, something Featherston could benefit from.

**2. Proposal**

It is proposed that, led by the Featherston Community Board, the feasibility of a creating and publishing a Featherston website be examined.

**3. Potential Structure**

Any Featherston website should have two main elements:

- ❖ **The promotion of Featherston (including Featherston Ward).**
  - Historic and local attractions
  - Outdoors pursuits
  - Featherston-based events of local, regional, national and international significance
  - Other
- ❖ **The dissemination of relevant information to the Featherston community.**
  - Community news and notices
  - Community events
  - Local business listings and/or advertising
  - Other

Further analysis of possible content is necessary to ensure the greatest effect of the website.

#### **4. Suggested Model**

There are numerous ways of building and maintaining a website, however it is essential that the model ultimately selected provides the greatest assurance of ongoing success. A possible model for development and maintenance of a website which could achieve this outcome is as follows:

- ❖ The creation of a website by a contracted web designer with input from a small working group selected from the Community Board and community.
- ❖ The website is created using predominantly open source software which, while relatively inexpensive, is very effective and easy to use.
- ❖ The web designer is contracted to provide 12 months support to the website once published, which includes training selected individuals (Admins) in the maintenance of the site beyond the 12 month mark. This ensures continuity.
- ❖ The website designer remains on call, at normal rates, for support beyond the technical skills of the appointed Admins.

#### **5. Funding Model**

A Featherston website package could be funded in various ways, whether this be publically, privately, or through a public/private partnership of some sort. It is likely that the funding model selected would be the latter, with at least part of the private funding coming from business listings or advertising on the website. Further examination of how the project could be funded is necessary.

#### **6. Conclusion**

A well designed website has the potential to be a significant asset for Featherston. It would potentially draw visitors to the town and surrounding areas, while informing residents about community activities, events, along with local products and services. Further investigation and analysis is required to determine the real feasibility of a Featherston website, however early indications are that it is an achievable, and potentially game changing, goal.

Point of Contact:

Peter Jackson - Deputy Chair, Featherston Community Board

**Report from  
Featherston Information Centre  
To  
Featherston Community Board**

**Since taking over as Coordinator of the Featherston Information Centre I have worked to make the Centre a pleasant and welcoming place for Visitors to our town.**

**Achievements have been –**

- New carpet tiles to replace the old carpet**
- Hot water in the Kitchen**
- Revamped Brochure displays**
- Paper Towels and dispenser in the Toilet**
- Upgraded Computer and Printer**
- Heat Pump instead of the Nite Store Heater**
- Increased open hours during Summer**

**I would like to now put forward the following proposals to make the Centre even better.**

- 1. Reinststate the double interior doors from the porch to the main building**
- 2. Fix the window in the porch as it is slowly rotting away**
- 3. Erect an awning over the main entrance doors to stop rain blowing in and to give some shelter when opening and closing the Centre**
- 4. Allow me to apply for outside funding for essential items – i.e. a flag**

**As the Toy Library are in the process of moving out I have offered the two vacated rooms to the Heritage Museum to mount a display about Featherston and also artefacts from old Featherston while their rooms are being upgraded. With the double interior doors reinstated the whole building can be opened up without going through 4 different doors.**

**I would also appreciate being advised if we have a budget to work to.**

**Garry and Peter can further elucidate if you are not conversant with the Centre.**

**Jocelyn Konig**

5 August 2015

Topy and Ramai  
Messines Bar and Restaurant  
Featherston 5710

Dear Topy and Ramai

**Re: Contribution to Focus Featherston Business/Leaders Event**

The Featherston Community Board would like to recognise and thank you for your kind contribution towards the above event that took place at your premises on Wednesday 29 July 2015.

Your help with the venue and the food preparation was gratefully received. There has been a lot of positive feedback about the evening, especially "your speech" Topy, it was from the heart and clearly resonated with people in the room.

Your contribution is most appreciated. Many thanks.

Yours Sincerely



Lee Carter  
Chair  
Featherston Community Board

5 August 2015

Michelle Hopkins  
General Manager  
Featherston Gateway and SuperValue  
Featherston 5710

Dear Michelle and SuperValue Team

**Re: Contribution to Focus Featherston Business/Leaders Event**

The Featherston Community Board would like to recognise and thank you for your kind contribution towards the above event that took place on Wednesday 29 July 2015.

SuperValue's assistance with supplying the nibbles for this event was gratefully received. It was a successful evening and we hope that you enjoyed meeting with other business owners. There has been a lot of positive feedback and the Board is working through this feedback to determine our next steps.

Thank you again for attending, and your generous contribution, it is most appreciated.

Yours Sincerely



Lee Carter  
Chair  
Featherston Community Board