



FEATHERSTON COMMUNITY BOARD

Agenda

NOTICE OF MEETING

An ordinary meeting will be held in Kiwi Hall, 62 Bell Street, Featherston on Tuesday 23 April 2019 starting at 7:00pm.

MEMBERSHIP OF THE COMMUNITY BOARD

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

PUBLIC BUSINESS

1. APOLOGIES:

2. CONFLICTS OF INTEREST:

3. PUBLIC PARTICIPATION:

- | | | |
|-----|--|---------------|
| 3.1 | Indigo Freya, speaking in support of financial assistance applications from the Featherston Dog Park Users Group, Featherston Expo and the Featherston Ratepayers and Residents Association. | 7:05pm |
| 3.2 | Josje Neerincx, speaking in support of the financial assistance application from the Organic Week Group. | 7:12pm |
| 3.3 | Cr Adrienne Staples, Greater Wellington Regional Council (GWRC), to update members on GWRC's Annual Plan. | 7:17pm |

4. ACTIONS FROM PUBLIC PARTICIPATION/PRESENTATIONS:

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

5. COMMUNITY BOARD MINUTES:

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| 5.1 | Minutes for Approval: Featherston Community Board Minutes of 12 March 2019 | Pages 1-7 |
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Proposed Resolution: *That the minutes of the Martinborough Community Board meeting held on 12 March 2019 be confirmed as a true and correct record.*

6. CHIEF EXECUTIVE AND STAFF REPORTS:

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| 6.1 | Committee Minutes Report | Pages 8-16 |
| 6.2 | Action Items Report | Pages 17-24 |
| 6.3 | Income and Expenditure Report | Pages 25-30 |
| 6.4 | Financial Assistance | Pages 31-33 |

7. NOTICES OF MOTION:

- 7.1 None advised

8. CHAIRPERSON'S REPORT:

- | | | |
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| 8.1 | Chair's Report | Pages 34-43 |
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9. MEMBER REPORTS (INFORMATION):

10. CORRESPONDENCE:

- | | | |
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| 10.1 | Outwards | Pages 44-46 |
| | To Lee Mauger, Martinborough Dark Sky Society, from Featherston Community Board, dated 10 April 2019 | |
| | To Jamie Jacobs, Heritage NZ, from Featherston Community Board, dated 10 April 2019 | |
| | To Leigh Hay, Chair of SWDC Logo and Branding Working Party, from Featherston Community Board, dated 4 April 2019 | |

Featherston Community Board

Minutes – 12 March 2019

- Present:** Robyn Ramsden (Chair), Claire Bleakly, Brenda West, Cr Colin Olds and Cr Ross Vickery.
- In Attendance:** Mayor Viv Napier, Mark Allingham (Group Manager Infrastructure and Services), Suzanne Clark (Committee Secretary) and for part only Jo Dean (Zero Waste Co-ordinator) and Bryce Neems (Amenities Manager).
- Conduct of Business:** The meeting was held in Kiwi Hall, 62 Bell Street, Featherston. The meeting was conducted in public between 7:00pm and 8:50pm.
- Also in Attendance:** Jamie Jacobs (Heritage NZ), Lee Mauger (Martinborough Dark Sky Society), Nim Grewal (Featherston Football Club) and Cheryl Gallaway.

PUBLIC BUSINESS

1. APOLOGIES

FCB RESOLVED (FCB 2019/10) to receive apologies from Mark Shepherd.
(*Moved West/Seconded Cr Olds*) Carried

2. CONFLICTS OF INTEREST

There were no conflicts of interest declared.

3. PUBLIC PARTICIPATION

3.1 Jamie Jacobs (Heritage NZ)

Mr Jacobs outlined a proposal to create new interpretative signs for Featherston Military Training Camp. In addition to physical signs, a 3D digital model of the camp and stories could be accessed via visitors' mobile phones. Heritage NZ sought Community Board support, and would then consult with other interested or affected parties.

3.2 Lee Mauger, Martinborough Dark Sky Society

Mr Mauger outlined the Society's progress in creating a dark sky reserve in Martinborough. It was envisaged that an application would be lodged with a growth plan to accommodate other areas of the Wairarapa if there was community support. Mr Mauger asked the Board to promote Society events and to provide a letter of support for the concept.

- 3.3 Nim Grewal, Featherston Football Club
Mr Grewal spoke in support of the Featherston Junior Football Club's application for financial support.
- 3.4 Cheryl Gallaway
Ms Gallaway spoke in support of her application for financial assistance.

4. ACTIONS FROM PUBLIC PARTICIPATION

4.1 Heritage NZ

FCB NOTED:

1. Action 132: Write a letter of support for the Interpretation Project in the Featherston Military Camp, as proposed by Heritage NZ, requesting Heritage NZ work with Claire Bleakley and other key members of the community; P Crimp

4.2 Martinborough Dark Sky Society

1. Action 133: Write a letter of support for the Martinborough Dark Sky Society Wairarapa Dark Sky Reserve project; P Crimp
2. Action 134: Council officers are to note the location of the Carkeek observatory and its value as a heritage site, and advise the Featherston Community Board how the site will be managed under the current wastewater proposal; M Allingham

5. COMMUNITY BOARD MINUTES

5.1 Featherston Community Board Minutes – 29 January 2019

FCB RESOLVED (FCB 2019/11):

1. That the minutes of the Featherston Community Board meeting held on 29 January 2019 be confirmed as a true and correct record.
(Moved Ramsden/Seconded West) Carried
2. To note in the 29 January 2019 minutes that the Mayor did not attend the meeting.
(Moved Ramsden/Seconded Cr Olds) Carried

6. CHIEF EXECUTIVE AND STAFF REPORTS

6.1 Officers Report to Community Boards

Mr Allingham discussed LGOIMA requests, weeds growing in roading gutters, and a drainage issue with members.

Jo Dean provided an update on Long Term Plan waste initiatives as well as other zero waste initiatives.

FCB RESOLVED (FCB 2019/12):

1. To receive the Officers' Report.
(Moved Ramsden/Seconded Bleakley) Carried
2. Action 135: Consider publicly releasing all LGOIMA requests and answers to those requests; P Crimp

3. Action 137: Forward the Featherston Community Board a list of Council owned amenities; M Allingham

6.2 Action Items Report

Members discussed the action items and updates were made.

Mr Allingham introduced Bryce Neems and Mr Neems outlined amenities tasks being undertaken in Featherston. Amenities requests for action were to be funnelled through the Chair.

FCB RESOLVED (FCB 2019/13) to receive the Action Items Report.

(Moved Ramsden/Seconded West) Carried

6.3 Income and Expenditure Report

Mrs Bleakly and Mrs West expressed concern that their approval was not sought before a commitment was made to purchase flags for the town. Their concerns were acknowledged and the Chair undertook to discuss this matter further with members.

FCB RESOLVED (FCB 2019/14):

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

(Moved Ramsden/Seconded Bleakley) Carried

2. To approve payment of \$1,662.49 plus GST to Traffic management NZ for a traffic management plan for the Featherston 2019 Christmas parade noting that resolution FCB2018/121 approved \$900 plus GST.

(Moved Cr Olds/Seconded Cr Vickery) Carried

3. To approve the purchase of Christmas flags at \$1,530 plus GST.

(Moved Ramsden/Seconded Cr Vickery) Carried

Brenda West voted against the motion

Claire Bleakley abstained

4. Action 152: Check the FlagTrax commitment amount of \$625 as well as the delivery of Kuranui IT Flyers coded to FCB; J Mitchell

6.4 Financial Assistance

FCB RESOLVED (FCB 2019/15):

1. To receive the Applications for Financial Assistance Report.

(Moved Ramsden/Seconded Cr Olds) Carried

2. To grant Featherston Junior Football Club \$500 to provide equipment and coaching to local Featherston schools.

(Moved Ramsden/Seconded Bleakley) Carried

3. To grant Cheryl Gallaway \$200 for development and presentation of a public art work.

(Moved Ramsden/Seconded West) Carried

4. To grant Wairarapa Rape and Sexual Abuse Collective \$200 for a 'Saying no to Rape' campaign.

(Moved Ramsden/Seconded Bleakley) Carried

6.5 SWDC Logo and Branding Working Party

FCB RESOLVED (FCB 2019/16):

1. To receive the SWDC Logo and Branding Working Party Report.
(*Moved West/Seconded Bleakley*) Carried
2. Action 137: On behalf of the Community Board write to Leigh Hay congratulating her on the project process undertaken and outcome for the new Council logo; P Crimp

7. NOTICES OF MOTION

7.1 Featherston Wastewater Treatment Plant (FWWTP) and Featherston Wastewater Treatment Plan II (FWWTP)

Mrs Bleakley presented her notice of motion and spoke in support of the request for information in the Community Board forum.

FCB RESOLVED (FCB 2019/17):

1. To receive the Featherston Wastewater Treatment Plan Notice of Motion.
(*Moved Bleakley/Seconded West*) Carried
2. To request SWDC to report to the FCB what process the Featherston Wastewater Treatment Plant (FWWTP) consent went through regarding:
 - a. Who was responsible for the delegation of the 35 year FWWTP, submitted February 2018, conditions to Mott MacDonald
 - b. Who was responsible for the delegation of the 5 year FWWTP, submitted February 2018, conditions to Mott MacDonald?
 - c. What oversight was conducted into the accuracy of the reports by the SWDC?
 - d. Who in the SWDC did the monitoring of the final 35 and 5 years application documents?
 - e. What was the business case?
 - f. Who is accountable for the whole process
 - g. What are the accountability guidelines that have been followed?(*Moved Bleakley/Seconded West*) Carried
3. To request SWDC to provide a comprehensive breakdown of the costs to date of the Featherston Wastewater project:
 - a. The cost of the FWWTP 35 year consent application in February 2018 including the costs of lodging the application to Greater Wellington Regional Council (GWRC), costs incurred by Mott MacDonald and experts.
 - b. The full cost of the Hodder land and all fees incurred by lawyers and any third party.
 - c. The full cost of the Golf course including lawyers and any third party costs.

- d. The full costs of the new 5 year consent plan including the costs of Mott MacDonald to write and submit the plan; the GWRC resource consent costs and any expected costs incurred whilst rewriting and relodging the application.

(Moved Bleakley/Seconded Cr Vickery) Carried

4. To ask the SWDC to report to the FCB what process the 5 year Featherston Wastewater Treatment Plant (FWWTP) consent went through regarding:

- a. Who was responsible for the delegation of the 5 year FWWTP, submitted January 10 2019?

(Moved Bleakley/Seconded West) Carried

- b. Why were Mott MacDonald not the contracted to write the report?
- c. The full costs of the new 5 year consent plan including the costs of Lowe Environmental Impact (LEI) to write and submit the plan.
- d. Why did the Council change to LEI to change the report?
- e. What oversight was conducted into the accuracy of the reports by the SWDC?
- f. What were the unauthorised additions made to the 5 year application documents?
- g. Who will be responsible for the resubmission of the 5 year consent and will the public have input to it?
- h. What are the accountability guidelines that will be taken?

(Moved Bleakley/Seconded Cr Vickery) Carried

7.1 Featherston Vacant Lot

Mrs Ramsden presented her notice of motion, prepared on behalf of the Featherston Vacant Lot Project Team.

FCB RESOLVED (FCB 2019/18):

1. To receive the Featherston Vacant Lot Notice of Motion.
(Moved Ramsden/Seconded Bleakley) Carried
2. To support the Project Team's recommendation that the councillors endorse resolution DC2015/90 and sell the Featherston vacant land (Lot 2 DP 471153) for the purpose of commercial development.
3. To recommend that the decision made in item 2 be put to the SWDC at the Council meeting scheduled for 3 April 2019.
4. To recommend that SWDC use an 'Expressions of Interest' process to ensure the right decision is made for the Featherston community.

5. To recommend that the profit/proceeds of Lot 2 DP471153 be returned to the Featherston community via the Featherston Community Board.
6. To recommend that if any purchaser of Lot 2 DP 471153 sells the land that the SWDC have first right of refusal.
7. To thank the project team for their dedication to the Featherston community.

(Moved Bleakley/Seconded Cr Olds)

Carried

8. CHAIRPERSONS REPORT

8.1 Chairperson's Report

Members agreed that it was Council's responsibility to update the Street Flags and Banners Policy as it covered the district and not all towns operated their flags in the same way.

FCB RESOLVED (FCB 2019/19):

1. To receive the Chairpersons report.
(Moved Ramsden/Seconded West) Carried
2. To agree in principle to the Dog Park proposal as presented to the Board at the Featherston Community Board meeting on 20 November 2018.
(Moved Ramsden/Seconded West) Carried
3. Action 153: Request a Featherston specific amendment to the Street Flags and Banners Policy and seek direction from the Amenities Manager on the Street Flag policy; M Allingham

9. MEMBER REPORTS (INFORMATION)

- 9.1 Governance Review, Council Committee and Working Parties Structures
FCB RESOLVED (FCB 2019/20) to receive the Governance Review, Council Committees and Working Parties Structure Report.
(Moved Ramsden/Seconded Cr Vickery) Carried

9.2 Mysteries of Wairarapa Moana

Mrs Bleakley presented her report as submitted in the meeting papers.

FCB RESOLVED (FCB 2019/21) to receive the Mysteries of Wairarapa Moana Report.

(Moved Bleakley/Seconded West)

Carried

10. CORRESPONDENCE

10.1 Inwards

Featherston Community Centre, cc'd to Featherston Community Board, received 8 February 2019

Leslie Austin, forwarded to Featherston Community Board, and SWDC response

*FCB RESOLVED (FCB 2019/22) to receive the inwards correspondence.
(Moved Ramsden/Seconded Bleakley)* Carried

10.2 Outwards

To Mayor Napier, SWDC, from Featherston Community Board, dated
28 February 2019

To Jo Johnson, Featherston Swimming Club, from Featherston
Community Board, dated 26 February 2019

*FCB RESOLVED (FCB 2019/23) to approve the outwards
correspondence.*

(Moved Ramsden/Seconded Bleakley) Carried

Confirmed as a true and correct record

.....**Chairperson**

.....**Date**

FEATHERSTON COMMUNITY BOARD

23 APRIL 2019

AGENDA ITEM 6.1

COMMITTEE MINUTES REPORT

Purpose of Report

To present community boards and the Māori Standing Committee with minutes from Council committees.

Recommendations

Officers recommend that the Community Board/Committee:

1. *Receive the Committee Minutes Report*

1. Executive Summary

Minutes from the Assets and Services Committee, Planning and Regulatory Committee and the Finance, Audit and Risk Committee are presented to the community boards and Māori Standing Committee for information.

Reporting processes for the new committee structure have been streamlined. Group manager reports will no longer be presented to Council and then distributed to community boards and the Māori Standing Committee.

The Infrastructure and Services Report will go to the Assets and Services Committee and the Planning and Environment Report will go to the Planning and Regulatory Committee. Sections of the CEO Report will now go to the Finance, Audit and Risk Committee.

The minutes of these committee meetings will be provided to community boards and the Māori Standing Committee for information. All original group reports to committees will be available on Council's website.

2. Appendices

- Appendix 1 - Assets and Services Committee minutes 20 March 2019
- Planning and Regulatory Committee minutes 20 March 2019
- Finance, Audit and Risk Committee minutes 27 March 2019

Contact Officer: Suzanne Clark, Committee Secretary

Reviewed By: Jennie Mitchell, Acting Chief Executive

Appendix 1

- **Assets and Services Committee minutes 20 March 2019**
- **Planning and Regulatory Committee minutes 20 March 2019**
- **Finance, Audit and Risk Committee minutes 27 March 2019**

ASSETS AND SERVICES COMMITTEE

Minutes 20 March 2019

- Present:** Councillors Brian Jephson (Chair), Pam Colenso, Colin Olds, Colin Wright, Mike Gray, Lisa Cornelissen, Robyn Ramsden and Mayor Viv Napier.
- In Attendance:** Mark Allingham (Group Manager Infrastructure and Services) and Suzanne Clark (Committee Secretary).
- Conduct of Business:** The meeting was held in the Supper Room, Waihinga Centre, Texas Street, Martinborough and was conducted in public between 11:00am and 12:30pm.
- Also in Attendance:** Councillor Ross Vickery.

Open Section

A1. Apologies

ASSETS AND SERVICES RESOLVED (AS2019/01) to accept apologies from Cr Lee Carter, Cr Pip Maynard, Leigh Hay and Raihania Tipoki.

(Moved Ramsden/Seconded Cr Jephson)

Carried

A2. Conflicts of Interest

There were no conflicts of interest declared.

A3. Public Participation

There was no public participation.

A4. Actions from Public Participation

There were no actions from public participation.

A5. Extraordinary Business

Members discussed the new committee structure, flow of requests for decision, and use of Standing Orders.

Members noted that community boards could be working with officers to prioritise amenities works according to development plans (where they were in place) and budget.

ASSETS AND SERVICES NOTED:

1. Action 168: Draft an email to community boards to show the flow of requests to community boards/committees/Council according to terms of reference delegation; including requests for public participation; P Crimp

A6. Notices of Motion

There were no notices of motion.

B Council Committee and Community Board Minutes

B1. Interim Infrastructure and Services Report

Mr Allingham discussed the report and answered members' questions.

Members noted that the 20 March date in the first paragraph of the report should be 20 February 2019.

Mayor Napier advised that the purpose of the 28 March 2019 workshop with Greater Wellington Regional Council elected and senior staff was to get clarity from regulatory staff and to see if issues could be worked through. Members agreed to await the outcome of the workshop before determining next steps in the wastewater process.

ASSETS AND SERVICES RESOLVED (AS2019/02) to receive the tabled Interim Infrastructure and Services Report.

(Moved Cr Wright/Seconded Cornelissen)

Carried

B2. Amenities Contract 17A Review Report

Members requested that Council officers consider the options as suggested in the report, but also look at other delivery options, specifically some form of hybrid option for in-house delivery and procurement of services, equipment and expertise via agreement with Carterton District Council. Due to time constraints members understood that the existing contract would need to be rolled over for a further year.

ASSETS AND SERVICES RESOLVED (AS2019/03) to receive the tabled Amenities Contract 17A Review Report.

(Moved Cr Colenso/Seconded Cr Jephson)

Carried

B3. Transport Services Delivery Review

Mr Allingham presented the report and answered members' questions.

ASSETS AND SERVICES RESOLVED (AS2019/04) to receive the Transport Services Delivery Report.

(Moved Cr Jephson/Seconded Cr Colenso)

Carried

Confirmed as a true and correct record

.....(Chair)

.....(Date)

PLANNING AND REGULATORY COMMITTEE

20 March 2019

- Present:** Councillor Colin Olds (Chair), Pam Colenso, Brian Jephson, Ross Vickery, Colin Wright, Lisa Cornelissen and Robyn Ramsden.
- In Attendance:** Russell O’Leary (Group Manager Planning and Environment) and Russell Hooper (Planning Manager) and Suzanne Clark (Committee Secretary)
- Conduct of Business:** The meeting was held in the Supper Room, Waihinga Centre, Texas Street, Martinborough and was conducted in public between 1:30pm and 2:30pm.
- Also in Attendance:** Councillor Mike Gray.

Open Section

Members discussed the new committee structure, flow of requests for decision and use of Standing Orders.

A1. Apologies

PLANNING AND REGULATORY RESOLVED (PR2019/01) to accept apologies from Cr Lee Carter, Cr Pip Maynard, Leigh Hay and Raihania Tipoki.

(Moved Ramsden/Seconded Cr Jephson)

Carried

A2. Conflicts of Interest

There were no conflicts of interest declared.

A3. Public Participation

There was no public participation.

A4. Actions from Public Participation

There were no actions from public participation.

A5. Extraordinary Business

There was no extraordinary business.

A6. Notices of motion

There were no notices of motion.

B Information and Verbal Reports from Planning and Environment Group Manager and Staff

B1. Planning and Environment Group Project Verbal Update

Mr O’Leary tabled a planning projects summary and briefed members on the status of each item. Mr O’Leary with assistance from Mr Hooper answered questions on the listed projects as they were raised.

Mr O’Leary noted that work volume was high across all departments.

Cr Olds undertook to start a review of the Terms of Reference for this Committee.

Confirmed as a true and correct record

.....(Chair)

.....(Date)

FINANCE, AUDIT AND RISK COMMITTEE

27 March 2019

Members' Present: Deputy Mayor Brian Jephson (Chair), Councillors Pam Colenso, Colin Wright, Ross Vickery and Mayor Viv Napier.

In Attendance: Jennie Mitchell (Group Manager Corporate Support), Katrina Neems (Finance Manager) and Suzanne Clark (Committee Secretary).

Conduct of Business: The meeting was held in the Supper Room, Waihinga Centre, Texas Street, Martinborough and was conducted in public between 11:30am and 1:30pm.

Also in attendance: Councillor Mike Gray and Andrew Michl (Local Government Funding Authority (LGFA)).

Open Section

A1. Apologies

FINANCE, AUDIT AND RISK RESOLVED (FAR2019/01) to accept apologies from Mr Paul Crimp.

(Moved Mayor Napier/Seconded Cr Colenso)

Carried

A2. Conflicts of Interest

There were no conflicts of interest declared.

A3. Public Participation

There was no public participation.

A4. Actions from Public Participation

There were no actions from public participation.

A5. Extraordinary Business

Standing Orders will be used if needed.

A6. Minutes for Receipt

FINANCE, AUDIT AND RISK RESOLVED (FAR2019/02) that the notes from the Risk and Audit Working Party meeting held 29 January 2019 be received.

(Moved Cr Jephson/Seconded Cr Wright)

Carried

A7. Notices of Motion

There were no notices of motion.

B Decision Reports from Chief Executive and Staff

B1. Feedback, Compliments and Complaints and Policy N800

Members agreed to change the title of the policy to place more emphasis on receiving compliments and complaints and altered the next review date to allow for one year's trial of the policy.

FINANCE, AUDIT AND RISK RESOLVED (FAR2019/03)

1. To receive the Feedback Compliments and Complaints Policy N800 Report.
(*Moved Mayor Napier/Seconded Cr Vickery*) Carried
2. To recommend that Council approves the Compliments, Complaints and Feedback Policy N800.
3. To recommend that Council agree that the next review date should be April 2020.
(*Moved Jephson/Seconded Cr Colenso*) Carried

B2. Local Government Funding Authority (LGFA) Guarantor Proposal

Mr Michl outlined the governance structure and operations of the LGFA. Members discussed benefits, risks, public disclosure requirements, shareholder reporting, and legal joining fees with Mr Michl and Ms Mitchell.

FINANCE, AUDIT AND RISK RESOLVED (FAR2019/04)

1. To receive the Becoming a Guarantor Borrower with LGFA Report.
(*Moved Cr Colenso/Seconded Cr Vickery*) Carried
2. To recommend to Council to become a guarantor member of the Local Government Funding Agency.
(*Moved Mayor Napier/Seconded Cr Wright*) Carried

B3. Data Security and Risk Register

Members deemed recommendation two was not required as recommendations three and four covered all necessary points with the recommended changes shown as tracked changes in the policy. Members agreed that the policy needed to be widened to include everyone that had access to confidential information.

FINANCE, AUDIT AND RISK RESOLVED (FAR2019/05):

1. To receive the Data Security and Risk Register Report.
(*Moved Cr Colenso/Seconded Cr Jephson*) Carried
2. To recommend to Council to approve the changes to the Information and Technology (IT) Policy N600.
3. To recommend to Council that the review date of the policy is April 2020.
4. To agree to add the issue of data security on mobile devices to the Risk register.
(*Moved Cr Wright/Seconded Cr Jephson*) Carried

C Decision Reports from Chief Executive and Staff

C1. Financial Report

Ms Mitchell discussed the report and answered members' questions on miscellaneous income, solid waste management, rates arrears, a potential rates remission, quarterly capital expenditure forecast and borrower notes.

Members noted that the working capital as outlined in 'Section 3 Statement of Financial Position' of the Financial Report should be \$14,324k, not \$14k.

FINANCE, AUDIT AND RISK RESOLVED (FAR2019/06) to receive the Financial Report.

(Moved Cr Vickery/Seconded Cr Jephson)

Carried

C2. NZTA Report

FINANCE, AUDIT AND RISK RESOLVED (FAR2019/07) to receive the NZTA Audit Report.

(Moved Mayor Napier/Seconded Cr Colenso)

Carried

C3. Project Update Summary

Ms Mitchell discussed the report with members and agreed to add the Martinborough water incident and Featherston flood remedial works to the schedule.

FINANCE, AUDIT AND RISK RESOLVED (FAR2019/08) to receive the Project Summary Report.

(Moved Cr Colenso/Seconded Mayor Napier)

Carried

C4. Verbal Update on Interim Audit

Ms Mitchell reported that the outcome from the interim audit review was good and outlined findings.

C5. Verbal Update on Potential Insurance Claim

Ms Mitchell outlined a situation resulting from an incorrect LIM being issued to a prospective purchaser advising that Council were actively working to correct the mistake with the property owner but there would be a cost to Council.

Internal process changes have been made to ensure a similar situation cannot occur again.

Confirmed as a true and correct record

.....(Mayor)

.....(Date)

FEATHERSTON COMMUNITY BOARD

23 APRIL 2019

AGENDA ITEM 6.2

ACTION ITEMS REPORT

Purpose of Report

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

Recommendations

Officers recommend that the Community Board:

1. *Receive the Action Items Report.*

1. Executive Summary

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

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

2. Appendices

Appendix 1 - Action Items to 23 April 2019

Contact Officer: Suzanne Clark, Committee Secretary

Reviewed By: Paul Crimp, Chief Executive

Appendix 1 – Action Items to 23 April 2019

Ref #	Raised Date	Action Type	Responsible Manager	Action or Task details	Status	Notes
132	14-Mar-17	Action	FCB	Submit a list of approved road names to Council	Open	13/3/18: FCB to ask public for suggestions 11/5/18: Robyn was to followup the process for nominating Maori road names with the Planning team and MSC chair. 20/11/18: Members agreed that a final attempt to get suitable names for new roads be sought from the public by a Facebook post, closing in time for consideration at the January 2019 meeting 12/3/19: Members agreed to park this for attention by the new FCB.
310	6-Jun-17	Action	Robyn Ramsden	As part of Featherston 2033 workshop discussions, identify an ideal public safety solution which includes convenience to bus stops, pedestrian crossings on State Highway 2 and speed limits and provide recommendations to Council officers so dialogue with NZTA can be undertaken	Open	29/10/18: hold over looking at this strategy till the Spatial plan work begins. This way it can be looked at holistically as part of the spatial plan, if it is relevant to that and to our town now. 12/3/19: Work bundled with Spatial Plan delivery
688	21-Nov-17	Action	Robyn Ramsden	Forward Paul Crimp a copy of the Wairarapa Library Service Working Group letter sent to social service providers so a letter can also be sent by Council	Open	
486	17-Jul-18	Action	Russell	Itemise outstanding items from the Featherston 2033 plan that will not be picked up by the proposal to divert traffic through Featherston	Open	Item on hold until spatial plan
489	17-Jul-18	Action	FCB	Determine a mechanism for consulting with the community on renaming the Featherston Town Square	Open	12/3/19: to discuss at next workshop
654	9-Oct-18	Action	Russell	Forward a copy of the responses sent to Mr Famularo regarding outcomes of the investigation into the threat of flooding to properties in Featherston between Fitzherbert Street, Harrison Street East and	Open	Update on responses sent to FCB chair.

Ref #	Raised Date	Action Type	Responsible Manager	Action or Task details	Status	Notes
				Boundary Road to Featherston Community Board members		
793	20-Nov-18	Action	Robyn Ramsden	Develop a flag hanging, booking and use policy for Featherston	Open	
794	20-Nov-18	Action	Robyn Ramsden	Bring together all information on possible student representation, including seeking input from other community board chairs, Alan Maxwell and Kuranui College, and present findings to the Board	Open	12/3/19: Parked for new FCB to consider
795	20-Nov-18	Action	Robyn Ramsden	Reissue the Featherston Facebook Engagement Policy to members and review in workshop with members	Actioned	
13	29-Jan-19	Action	Mark	Investigate and then setup an electronic booking system that organisations can use, via request to Featherston Library, to book the Featherston street banner brackets	Actioned	12/3/19: Robyn has a system setup, Council has advised this needs to be a CB driven activity.
14	29-Jan-19	Action	Mark	Query the TMP invoice increase over the provided quote, particularly in the areas of increased vehicle use and the use of two VMS boards, and request any NZTA changes be made available to the FCB by email	Actioned	7/2/19: In progress - Clare following this up. Spoken to Clare Bleakly from FCB and will make further enquiries. 13/2/19: NZTA requested the use of additional VMS Boards, quote provided was minimum only. Invoice paid
122	12-Mar-19	Resolution	Jennie	FCB RESOLVED (FCB 2019/14): 1. To receive the Income and Expenditure Report for the period 1 July 2018-31 January 2019. (Moved Cr Ramsden/Seconded Bleakley) Carried 2. To approve payment of \$1,662.49 plus GST to Traffic management NZ for a traffic management plan for the Featherston 2019 Christmas parade noting that resolution FCB2018/121 approved \$900 plus GST. (Moved Cr Olds/Seconded Cr Vickery) Carried 3. To approve the purchase of Christmas	Actioned	Added to I&E. SM

Ref #	Raised Date	Action Type	Responsible Manager	Action or Task details	Status	Notes
				flags at \$1,530 plus GST. (Moved Ramsden/Seconded Cr Vickery) Carried Brenda West voted against the motion Claire Bleakley abstained		
123	12-Mar-19	Resolution	Jennie	FCB RESOLVED (FCB 2019/15): 1. To receive the Applications for Financial Assistance Report. (Moved Ramsden/Seconded Cr Olds) Carried 2. To grant Featherston Junior Football Club \$500 to provide equipment and coaching to local Featherston schools. (Moved Cr Ramsden/Seconded Bleakley) Carried 3. To grant Cheryl Gallaway \$200 for development and presentation of a public art work. (Moved Ramsden/Seconded West) Carried 4. To grant Wairarapa Rape and Sexual Abuse Collective \$200 for a 'Saying no to Rape' campaign. (Moved Ramsden/Seconded Bleakley) Carried	Actioned	Commitments added to I&E report. C Gallaway paid. SM
124	12-Mar-19	Resolution		FCB RESOLVED (FCB 2019/16): 1. To receive the SWDC Logo and Branding Working Party Report. (Moved West/Seconded Bleakley) Carried	Actioned	
125	12-Mar-19	Resolution	Mark	FCB RESOLVED (FCB 2019/17): 1. To receive the Featherston Wastewater Treatment Plan Notice of Motion. (Moved Bleakley/Seconded West) Carried 2. To request SWDC to report to the FCB what process the Featherston Wastewater Treatment Plant (FWWTP) consent went through regarding: a. Who was responsible for the delegation of the 35 year FWWTP, submitted February 2018, conditions to Mott MacDonald b. Who was responsible for the delegation of the 5 year FWWTP, submitted February 2018, conditions to Mott MacDonald?	Open	

Ref #	Raised Date	Action Type	Responsible Manager	Action or Task details	Status	Notes
				<p>c. What oversight was conducted into the accuracy of the reports by the SWDC?</p> <p>d. Who in the SWDC did the monitoring of the final 35 and 5 years application documents?</p> <p>e. What was the business case?</p> <p>f. Who is accountable for the whole process?</p> <p>g. What are the accountability guidelines that have been followed?</p> <p>(Moved Bleakley/Seconded West) Carried</p> <p>3. To request SWDC to provide a comprehensive breakdown of the costs to date of the Featherston Wastewater project:</p> <p>a. The cost of the FWWTP 35 year consent application in February 2018 including the costs of lodging the application to Greater Wellington Regional Council (GWRC), costs incurred by Mott MacDonald and experts.</p> <p>b. The full cost of the Hodder land and all fees incurred by lawyers and any third party.</p> <p>c. The full cost of the Golf course including lawyers and any third party costs.</p> <p>d. The full costs of the new 5 year consent plan including the costs of Mott MacDonald to write and submit the plan; the GWRC resource consent costs and any expected costs incurred whilst rewriting and relodging the application.</p> <p>(Moved Bleakley/Seconded Cr Vickery) Carried</p> <p>4. To ask the SWDC to report to the FCB what process the 5 year Featherston Wastewater Treatment Plant (FWWTP) consent went through regarding:</p> <p>a. Who was responsible for the delegation of the 5 year FWWTP, submitted January 10 2019?</p> <p>(Moved Bleakley/Seconded West) Carried</p> <p>b. Why were Mott MacDonald not the contracted to write the report?</p> <p>c. The full costs of the new 5 year consent plan including the costs of Lowe Environmental Impact (LEI) to write and submit the plan.</p> <p>d. Why did the Council change to LEI to change the report?</p> <p>e. What oversight was conducted into the accuracy of the reports by the SWDC?</p> <p>f. What were the unauthorised additions made to the 5 year application documents?</p> <p>g. Who will be responsible for the resubmission of the 5 year consent and will the public have input to it?</p> <p>h. What are the accountability guidelines that will be taken?</p> <p>(Moved Bleakley/Seconded Cr Vickery) Carried</p>		
126	12-Mar-19	Resolution	Paul	<p>FCB RESOLVED (FCB 2019/18):</p> <p>1. To receive the Featherston Vacant Lot Notice of Motion. (Moved Ramsden/Seconded Bleakley) Carried</p> <p>2. To support the Project Team's</p>	Actioned	<p>27/3/19: Council resolution from 27 March 19 was: COUNCIL RESOLVED (DC2019/49):</p> <p>1. To receive the Featherston Vacant Lot Report. (Moved Cr Olds/Seconded Cr Jephson) Carried</p> <p>2. To resolve to sell the land for commercial use.</p> <p>3. A Sub-committee of Council, called the 57</p>

Ref #	Raised Date	Action Type	Responsible Manager	Action or Task details	Status	Notes
				<p>recommendation that the councillors endorse resolution DC2015/90 and sell the Featherston vacant land (Lot 2 DP 471153) for the purpose of commercial development.</p> <p>3. To recommend that the decision made in item 2 be put to the SWDC at the Council meeting scheduled for 3 April 2019.</p> <p>4. To recommend that SWDC use an 'Expressions of Interest' process to ensure the right decision is made for the Featherston community.</p> <p>5. To recommend that the profit/proceeds of Lot 2 DP471153 be returned to the Featherston community via the Featherston Community Board.</p> <p>6. To recommend that if any purchaser of Lot 2 DP 471153 sells the land that the SWDC have first right of refusal.</p> <p>7. To thank the project team for their dedication to the Featherston community. (Moved Bleakley/Seconded Cr Olds) Carried</p>		<p>Fitzherbert Street Featherston Sub-committee, be setup to oversee the sale process with full delegation to act within the bounds of the Delegations Policy and the Acquisitions and Disposal of Land and Buildings Policy.</p> <p>4. To appoint the three Featherston ward councillors and the chair of the Featherston Community Board to the Sub-committee.</p> <p>5. That funds from the sale of the Featherston vacant land be held in the district property reserve and ring-fenced for a significant project or projects with the Featherston ward boundary.</p> <p>6. To invite the Featherston Community Board to recommend initiatives that could be funded from this source.</p> <p>7. To note that the Sub-committee will work through the proposal to work out the right of first refusal. (Moved Cr Wright/Seconded Cr Olds) Carried</p>
127	12-Mar-19	Resolution	Mark	<p>FCB RESOLVED (FCB 2019/19):</p> <p>1. To receive the Chairpersons report. (Moved Ramsden/Seconded West) Carried</p> <p>2. To agree in principle to the Dog Park proposal as presented to the Board at the Featherston Community Board meeting on 20 November 2018. (Moved Ramsden/Seconded West) Carried</p>	Actioned	
128	12-Mar-19	Resolution		<p>FCB RESOLVED (FCB 2019/20) to receive the Governance Review, Council Committees and Working Parties Structure Report. (Moved Ramsden/Seconded Cr Vickery) Carried</p>	Actioned	
132	12-Mar-19	Action	Jennie	Write a letter of support for the Interpretation Project in the Featherston Military Camp, as	Actioned	(need to circulate to FCB before sending)

Ref #	Raised Date	Action Type	Responsible Manager	Action or Task details	Status	Notes
				proposed by Heritage NZ, requesting Heritage NZ work with Claire Bleakley and other key members of the community		
133	12-Mar-19	Action	Jennie	Write a letter of support for the Martinborough Dark Sky Society Wairarapa Dark Sky Reserve project	Actioned	
134	12-Mar-19	Action	Mark	Council officers are to note the location of the Carkeek observatory and its value as a heritage site, and advise the Featherston Community Board how the site will be managed under the current wastewater proposal	Open	
135	12-Mar-19	Action	Jennie	Consider publicly releasing all LGOIMA requests and answers	Open	
136	12-Mar-19	Action	Jennie	On behalf of the Community Board write to Leigh Hay congratulating her on the process and outcome for the new Council logo	Actioned	
137	12-Mar-19	Action	Mark	Forward the Featherston Community Board a list of Council owned amenities	Open	
152	14-Mar-19	Action	Jennie	Check the FlagTrax commitment amount of \$625 as well as the delivery of Kuranui IT Flyers coded to FCB	Actioned	This is the remaining commitment for the FlagTrax system. Delivery of flyers corrected to GCB - SM
153	14-Mar-19	Action	Mark	Request a Featherston specific amendment to the Street Flags and Banners Policy and seek direction from the Amenities Manager on the Street Flag policy	Open	Advised Featherston Chair my recommendation

FEATHERSTON COMMUNITY BOARD

23 APRIL 2019

AGENDA ITEM 6.3

INCOME AND EXPENDITURE STATEMENTS

Purpose of Report

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

Recommendations

Officers recommend that the Community Board:

1. *Receive the Income and Expenditure Report for the period 1 July 2018 - 31 March 2019.*

1. Executive Summary

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

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

2. Appendices

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

Appendix 2 - Income and Expenditure Report for the period 1 July 2018 – 31 March 2019

Contact Officer: Suzanne Clark, Committee Secretary

Reviewed By: Jennie Mitchell, Acting Chief Executive

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

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

**Appendix 1 - Income and
Expenditure Report for the
period 1 July 2018 – 31
March 2019**

Featherston Community Board		
Income & Expenditure For the Period Ended 31 MARCH 2019		
	<u>INCOME</u>	
	Balance 1 July 2018	7,546.59
	Annual Plan 2018/19	27,639.00
	TOTAL INCOME	35,185.59
	<u>EXPENDITURE</u>	
	Members salaries	11,961.63
	Mileage reimbursements	536.04
	Total Personnel Costs	12,497.67
23/08/2018	AP Local Governmen CBEC levy for 2018/19	216.66
29/08/2018	Red cross first aid kit for CD excercise	48.48
29/08/2018	Meet the candiates expenditure	31.25
30/06/2018	AP Walker - delivery of flyers for CD Exercise	21.74
25/09/2018	AP Printcraft Ramsden & West business cards	210.00
28/09/2018	Lime Path Garden of remembrance - Funded by Chor Farmer donation	205.53
24/10/2018	AP OfficeMax New Z Stationery and supplies	6.59
10/11/2018	AP Tree Top Flower Wreath - Least we forget from FCB	110.00
30/11/2018	AP OneSource Limit FCB prep for flags artwork	195.00
20/12/2018	AP OneSource Limit Xmas flags - Featherston	1,555.00
28/01/2019	AP NZ Community Bo CB conference 2019 M Shepherd	656.52
15/02/2019	AP Lamb-Peters Pri Meet the candidates flyers	190.00
13/12/2018	AP Traffic Managem Fsn Xmas parade L1 traffic mgmnt	1,662.49
	Total General Expenses	5,109.26
1/07/2018	AP Traffic Safe Ne Fsn Xmas Parade 10/12/16 traffic managem	1,048.00
3/07/2018	AP Featherston Her FCB grant-towards hosting Chor Farmer	500.00
24/07/2018	AP Maths Wairarapa FCB grant costs for schools maths compet	300.00
31/07/2018	AP Featherston Ass FCB grant - Friday Club	500.00
22/11/2018	AP Cross Creek Rai FCB grant trailer to transport fell eng	1,000.00
0/01/1900	AP Featherston Fir FCB Grant 2018 outdoor summer events	500.00
4/12/2018	AP Featherston Com Financial assist mtc carpark to fix floo	500.00
12/12/2018	AP South Wairarapa St Johns grant - Sports Equipment for P	500.00
20/12/2018	GL corr FCB Grant to Fstn Info Ctre Operating exp	500.00
14/01/2019	AP Pae Tu Mokai O FCB grant for exp logo & kapa haka group	500.00
30/01/2019	AP C Athletics Fea FCB grant Childrens triathlon Feb 19	500.00
14/02/2019	AP Gallaway C FCB grant develop & present art work	200.00
	Total Grants	6,548.00
	TOTAL EXPENDITURE	24,154.93
	ACTUAL NET SURPLUS/(DEFICIT) YEAR TO DATE	11,030.66
	<u>LESS: COMMITMENTS</u>	
	Salaries to 30 June 2019	4,223.37
	Mileage to 30 June 2019	-36.04
	Poppy Places Project	79.00
	Civil Defence refreshments	50.00
	Meet the candidates meeting advertising etc. \$300	78.75
	Christmas Parade organising Committee	500.00
	Flags: \$1110.00 + \$1530.00	890.00
	Christmas parade 2018 Traffic Management Plan	1,662.49
	Mark Shepherd to attend Com Boards Conference up to \$2200	1,543.48
	St Johns South Wairarapa Anglican Parish to cover costs of food for youth program	500.00
	Featherston Junior Football Club - equipmt & coaching in fstn schools	500.00
	Wairarapa Rape and Sexual Abuse Collective: say no to rape campaign	200.00
	Total Commitments	10,191.05
	BALANCE TO CARRY FORWARD	839.61

Featherston Community Board		
Beautification fund For the Period Ended 31 MARCH 2019		
	Balance 1 July 2018	49,980.00
	Annual Plan 2018/19	10,710.00
	TOTAL INCOME	60,690.00
25/10/2018	AP Featherston Cam Fsn camp sculpture grant(roll over from	45,000.00
14/12/2018	AP Souness Develop Ref P O 34065 Flagtrax, bracket,dia pole	6,125.00
	Total Beautification	51,125.00
	TOTAL EXPENDITURE	51,125.00
	ACTUAL NET SURPLUS/(DEFICIT) YEAR TO DATE	9,565.00
	<u>LESS: COMMITMENTS</u>	
	Street Banner brackets half of estimated costs \$13,500	625.00
	Total Commitments	625.00
	BALANCE TO CARRY FORWARD	8,940.00

FEATHERSTON COMMUNITY BOARD

23 APRIL 2019

AGENDA ITEM 6.4

APPLICATIONS FOR FINANCIAL ASSISTANCE

Purpose of Report

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

Recommendations

Officers recommend that the Community Board:

1. *Receive the Applications for Financial Assistance Report.*
2. *Consider the application from Featherston Expo Group against the grant criteria and consider allocating the requested \$840.65 so an annual expo of Featherston clubs, businesses and other organisations can be provided free of charge.*
3. *Consider the application from Featherston Dog Park Users Group against the grant criteria and consider allocating the requested \$1,498 so two shelters can be purchased and erected at the Featherston Dog Park.*
4. *Consider the application from Featherston Residents and Ratepayers Association against the grant criteria and consider allocating the requested \$686.13 to help cover costs of their new website.*
5. *Consider the application from Organic Week Group against the grant criteria and consider allocating the requested \$500 to help cover costs of Featherston participating in the national organics week celebration.*
6. *Consider the application from St Teresa's School against the grant criteria and consider allocating the requested \$500 to help with costs associated with purchasing an emergency water tank for the school.*
7. *Consider the application from Alzheimers Wairarapa against the grant criteria and consider allocating the requested \$500 to assist with annual operating costs (wages, travel, resource material).*
8. *Consider the application from Narida Hooper requesting \$500 to help fund the cost of a painting workshop with artist Joe Mcmenamin for ten South Wairarapa rangatahi (youth).*

1. Executive Summary

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

The Community Board should note that \$839.61 remains uncommitted for the 18/19 year from the general budget and that \$8,940.00 remains uncommitted for the 18/19 year from the Featherston beautification budget.

Applications will be provided to members in confidence.

2. Criteria

The criteria of the grant are:

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

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

3. Accountability Reports

Applicant	Status of Accountability Forms for Previous Grants
Featherston Expo Group	No outstanding accountability returns
Featherston Dog Park Users Group	No outstanding accountability returns
Featherston Residents and Ratepayers Association	No outstanding accountability returns
Organic Week Group	No outstanding accountability returns
St Teresa's School	No outstanding accountability returns
Alzheimers Wairarapa	No outstanding accountability returns
Narida Hooper	No outstanding accountability returns

Contact Officer: Suzanne Clark, Committee Secretary

Approved By: Jennie Mitchell, Acting Chief Executive

FEATHERSTON COMMUNITY BOARD

23 APRIL 2019

AGENDA ITEM 8.1

CHAIRPERSON REPORT

Purpose of Report

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

Recommendations

The chairperson recommends that the Community Board:

1. *Receive the Report*
2. *Recommend the Featherston Community Board thank the organisers of Relay for Life Wairarapa on their successful event.*
3. *Recommend that the next Board decide on a student representative.*
4. *Recommend that the next Board consult the Featherston community on renaming the town square as per action item 489.*
5. *2019/20 Annual Plan Submission to Council. Either:*
 - a. *Recommend that the Featherston Community Board hold an extraordinary meeting to agree on the contents of the 2019/20 Annual Plan submission, or*
 - b. *Agree that the submission is agreed to over email (providing those emails and any versions are made public as an attachment) which is then ratified at the next ordinary Board meeting, 4 June 2019.*

1. Meetings and Events

Date	Past meetings or events
2 March	Attended the opening of "The Miracle Room" art gallery in Featherston.
5 March	Community Board Working Party meeting in Martinborough.
12 March	Featherston Community Board meeting
16 March	Walked for a hour in the Relay for Life event
20 March	Attended the Annual Plan Meeting, Assets and Services Committee meeting, Planning and Regulatory Committee meeting in Martinborough. Talked to Lions in Featherston.

21 March	Attended the Vigil for Christchurch in Featherston
27 March	Annual Plan meeting and Paul Crimps farewell in Martinborough.
1 April	SWDC Civic Awards in Martinborough
2 April	Community Meeting on By Laws in Greytown
3 April	SWDC Council meeting
	Community Board Working Party
	LG Elections Update
4 April	SWDC Logo launch in Martinborough
	Booktown Launch
9 April	FCB Workshop
11 – 13 April	Community Board Conference

2. Vigil for Christchurch

On Thursday 21 a Vigil was held for Christchurch in our town square. Jen Bhati was pivotal in arranging this event for our Community. It was well attended by 250 people and 5 members of NZ Police. Sophronia Smith sang an amazing song she wrote specifically for the lives lost in Christchurch. Jen and Colin passed the microphone around the crowd so as many people as possible could speak if they choose to. Thank you Colin for setting up the PA equipment and saying the final yet poignant words of the evening.

The flowers and messages were delivered to the Masjid Al Noor Mosque the following day.

The condolences card was held at Loco over the following weekend and was sent to the Mayor of Christchurch for her Community.

3. Localism Symposium

On 28 February I attended the LGNZ Localism Symposium. We heard from a wide range of speakers and took part in some exercises.

Localism at first blush looks very appealing. I am not sure why the LGNZ Localism team had to go to Switzerland to investigate what happens there. It was discussed during the symposium that Maori concept of Hapu already exists and perhaps they should have started there instead of bringing in a system from overseas.

I think it needs more work and their ideas, while pleasing progress for Community-Led government, need to be more robust to prevent radical minorities monopolising communities.

4. Community Board Working Party

The Community Board Working Party was formed at the 20 February 2019 Council meeting. The Community Board Working party is made up of; Mayor, Cr Colenso, Cr Wright, Cr Vickery, Chairs of Featherston, Greytown and Martinborough Community Boards.

We have meet twice now. The first meeting was to go over work already done at various stages during the triennium and information from the review. The second meeting was to finalise the Terms of Reference.

A report from the working party is due to the 15 May 2019 Council meeting.

5. Relay for Life

Thank you to Bruce from SWDC who arranged our part in this event, and Cr. Olds who helped and encouraged us to sign up. It was great to see staff and elected members coming together for this worthy cause. I walked for an hour, occasionally accompanied by one of my children. Walking the laps with a cane meant I was slower than most, but I got to take in all the wonderfully decorated camps. Team costumes were wonderful and there was a great atmosphere. Well done to all the organisers of that worthy event. I walked that day for my sister in law, mother in law and friends.

Recommend the Featherston Community Board write a letter thanking the organisers of Relay for Life Wairarapa on their successful event.

6. Student Representative

Action Item 794: Propose that we park the introduction of a student representative for the next Community Board.

Recommend that we let the next Board decide on a student representative.

7. Rename the Town Square

Action item 489: Propose we park the renaming of the town square for the next Community Board to address.

Recommendation that we let the next Board decide on how to rename the town square.

8. Local Government Elections Update

I attended the first elected members briefing by Warwick Lampp who is the SWDC Electoral Officer. At this meeting we were given two documents, important dates and communication in a pre-election period.

We discussed at length Facebook Pages. All three Board maintain Facebook Pages and all the Chair's are concerned about the platform as we near election time. Warwick discussed options for the Facebook Pages, ranging from shutting them down over the pre-election period (12 July till 12 October), having them administered by the SWDC Communications Advisor, to leaving the open but risking members using the site of electioneering.

Other topics were discussed including 'treating' and the subtle definition of this.

More information can be sought from <http://www.lgnz.co.nz/vote2019/>

This was discussed at the FCB workshop held on 9 April.

9. Wairarapa Library Service

No further meetings have been held. The next scheduled meeting is in May.

10. Council meeting on 3 April 2019

At every Council meeting Community Boards, represented by the Chair, have the opportunity to speak. This meeting I brought up the following topics:

- A vigil was held for the people of Christchurch following the horrific attacks on 15 March.
- Vacant lot. This has been a long time coming for our Community. I hope that action will be as swift and as wisely as possible. I trust that you will do the best for Featherston.
- Civic awards. Featherston well represented. Thank you to the awards team. Met with Bryce last month for a walk around Featherston. Settling into the new committee structure.

Agenda Item C1: Featherston Vacant Lot was discussed and the following motions resolved:

1. *Resolve to sell the land for commercial use.*
2. *A subcommittee of Council, called the 57 Fitzherbert Street Featherston Sub-committee, be setup to oversee the sale process with full delegation to act within the bounds of the Delegations Policy and the acquisitions and Acquisition and Disposal of Land and Buildings Policy.*
3. *To appoint the three Featherston ward councillors and the chair of the Featherston Community Board to the Sub-committee.*
4. *That funds from the sale of the Featherston vacant land be held in the district property reserve and ring-fenced for a significant project or projects with the Featherston ward boundary.*
5. *To invite the Featherston Community Board to recommend initiatives that could be funded from this source.*
6. *To note that the Sub-committee will work through the proposal to work out the right of first refusal.*

(Cr wright/Cr olds) carried.

The first meeting of the Sub-committee is on 1 May 2 pm in Martinborough. Conference call facilities will be available.

11. 2019/20 Annual Plan

We, as a community board, are bound by legislation to prepare an annual submission to the South Wairarapa District Council.

Local Government Act 2002 Part 4:54 Role of community boards:

(d) prepare an annual submission to the territorial authority for expenditure within the community,

As per advice from the SWDC CEO Action Item 493: Provide Guidance to the FCB on what can be included in a Board Submission where there is no consensus. Response: A formal submission from a Community Board should be supported by a resolution of that board. If consensus cannot be achieved, one possibility is to debate those points where consensus cannot be reached point by point. The Chair has a casting vote which will allow a tied vote to be resolved.

This advice indicates that any formal submission by this Board must be approved through a meeting.

Given the timing of our meetings and the due date, 8 May, of the Annual Plan Submission we have two options.

1. Arrange an extraordinary meeting in order to formally approve the annual plan submission, or
2. Agree that the submission is agreed to over email (providing those emails and any versions are made public as an attachment) which is then ratified at the next ordinary Board meeting, 4 June 2019.

12. Workshops in 2019

Middle Tuesday between Board meetings. These may not be the only workshops.

Date	Time	Location
Tue 15 Jan 2019	6:30 pm	Anzac Committee Room
Tue 19 Feb 2019	6:30 pm	Anzac Committee Room
Tue 2 Apr 2019	6:30 pm	Anzac Committee Room
Tue 14 May 2019	6:30 pm	Anzac Committee Room
Tue 25 Jun 2019	6:30 pm	Anzac Committee Room
Tue 6 Aug 2019	6:30 pm	Anzac Committee Room

The Jan workshop did not occur due to lack of attendance responses. Without the majority of Board members attending workshops are ineffective.

The Feb meeting had to be moved to Monday 25 Feb due to most of the Board members helping at the Swimming relay and my unavailability on Tuesday 26th

The 2 April workshop as cancelled in favour of Board Members been able to attend the Public meeting on By Laws. A workshop was instead held on 9 April.

13. Workshop held on 9 April 2019 6:30 pm

Focused on the annual plan. Spent a lot of time talking about the Housing for Seniors. This plan is still in draft.

Provided Board with pre-election information from Warrick Lampp from the meeting held on 3 April.

Funding for Organic Week was discussed.

The workshop was attended by Mark, Brenda, Claire and Ross.

14. FCB Facebook Page

The Featherston Community Board Facebook Page has 234 followers. The page is primarily used for pushing out notices of meetings to the public, advertising our meetings and sharing posts from SWDC and other relevant agencies.

Appendix 1: List of posts on the page between 28 February and 10 April 2019.

15. Appendices

Appendix 1: List of posts on the page between 16 January and 28 February 2019

Written By: Robyn Ramsden, Chair Featherston Community Board

**Appendix 1: List of posts on
the page between 16
January and 28 February
2019**

Appendix 1: List of posts on the page between 16 January and 28 February 2019

Page **Inbox** 2 Events Notifications **Insights** Publishing To... More ▾ Settings Help ▾

Promotions
Followers
Likes
Reach
Page views
Page previews
Actions on Page
Posts
Events +
Videos
Stories
People
Local
Messages

All posts published

Reach: Organic/Paid Post clicks Reactions, comments & shares

Published	Post	Type	Targeting	Reach	Engagement	Promote
06/04/2019 10:39	Featherston Community Board			0	0 2	Boost Post
05/04/2019 16:41	Congratulations to all the nominees and winners.			107	61 6	Boost Post
04/04/2019 18:48	Featherston Community Board			103	18 3	Boost Post
04/04/2019 11:21	Community Organisation Grants Scheme (COGS) » Community			81	3 0	Boost Post
03/04/2019 17:46	Congratulations to all.			116	14 0	Boost Post
03/04/2019 13:19	Featherston Golf Club			64	11 2	Boost Post
02/04/2019 11:53	Is your club/team/society applying to the SWDC Annual Plan for a			124	3 5	Boost Post
29/03/2019 15:45	Featherston Community Board			164	29 0	Boost Post
28/03/2019 13:17	Featherston Community Board			139	59 1	Boost Post
26/03/2019 12:28	Extraordinary Council Meeting			37	4 0	Boost Event
26/03/2019 12:28	District Council Meeting			31	0 0	
21/03/2019 13:46	Wellington Water Hearing agenda. Meeting on 27 March 2 pm in			113	1 0	Boost Post
21/03/2019 13:16	Featherston Community Board			44	0 0	Boost Post

	Date	Post Content	Engagement	Reach	Interactions	Buttons
Promotions	21/03/2019 13:46	Wellington Water Hearing agenda. Meeting on 27 March 2 pm in	113	1	0	Boost Post
Followers	21/03/2019 13:16	Featherston Community Board	44	0	0	Boost Post
Likes	19/03/2019 11:50	Can you help?	95	3	0	Boost Post
Reach	18/03/2019 15:25	Featherston Community Board	119	21	2	Boost Post
Page views	18/03/2019 14:14	Wairarapa Economic Development Strategy	88	4	0	Boost Post
Page previews	18/03/2019 12:16	Community Meeting Have Your Say on the Bylaw Review	57	6	0	
Actions on Page	18/03/2019 10:37	Community Meeting Have Your Say on the Bylaw Review	44	5	0	
Posts	16/03/2019 11:28	Our condolences go out to the people of Christchurch during this	581	119	51	Boost Post
Events	15/03/2019 17:10	I don't feel right sharing this, but know many of you, like me, will	220	52	12	Boost Post
Videos	13/03/2019 12:19	The next Community Board meeting is on 23 April. We are accepting	43	0	1	
Stories	07/03/2019 22:02	(Robyn) SWDC Civic award nominations close tomorrow	110	0	2	Boost Post
People	07/03/2019 10:35	The Community Board meeting is coming up on Tuesday 12 March 7	120	6	3	Boost Post
Local	04/03/2019 07:43	(Robyn) Results from the Governance review give us an	132	12	1	Boost Post
Messages	28/02/2019 12:47	Time is running out, get those nominations in.	94	3	1	Boost Post
	25/02/2019 19:39	Featherston Community Board	57	3	0	Boost Post
	25/02/2019	This is really going to change things		20		

Featherston Community Board

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



**SOUTH WAIRARAPA
DISTRICT COUNCIL**
Kia Reretahi Tātau

10 April 2019

Lee Mauger
Martinborough Dark Sky Society
lee@martinboroughdarksky.org

Dear Lee

Thank you for briefing the Featherston Community Board on the Wairarapa Dark Sky Reserve project and the potential for Featherston to be added to the proposed Martinborough Dark Sky reserve area in the future.

As you pointed out, Featherston is the gateway to the Wairarapa and the first town that visitors see if they are coming via the Wellington region. Featherston is home to the oldest known surviving astronomical observatory in New Zealand. The observatory was established circa 1867 by Stephen Carkeek on his farm just south of the current Featherston township and we are sure current residents would agree that linking the past and present could benefit our region economically as well as historically.

The Community Board support your application to the International Dark Sky organisation seeking approval for the Martinborough area to be classified as a Dark Sky Reserve, and endorse the concept of the application seeking approval to have additional towns added to the reserve once dark sky requirements are met.

We look forward to the project moving forward and offer our assistance for promotion of the concept or seeking wider community feedback.

Kind Regards

Robyn Ramsden
Chair, Featherston Community Board
robynjramsdn@gmail.com

cc: Russell O'Leary (Planning and Environment Group Manager)

Featherston Community Board

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



SOUTH WAIRARAPA
DISTRICT COUNCIL
Kia Reretahi Tātau

10 April 2019

Jamie Jacobs
Heritage NZ
PO Box 2629
Wellington 6140

Dear Jamie

Thank you for taking the time to come and present an outline of your Featherston Camp Interpretation Project at our recent meeting.

The Community Board agree that the site of the Featherston Military Training Camp and the Prisoner of War Camp in Featherston is of national historical significance. South Wairarapa and particularly Featherston residents hold the site in special regard and Featherston Community Board have undertaken several projects within the site to make the place more inviting. The Community Board welcome Heritage NZ's proposal to enhance interpretative signage. The proposed 3-D model of the camp accessible through mobile phones is really exciting and we are sure would attract more people to visit the area.

When you are undertaking your community consultation on the project, we ask that you work with Featherston Community Board member Clare Bleakley (contact p.bleakley@orcon.net.nz, 027 348 6731) who will be able to put you in contact with other key members of the community (e.g. Anzac Club and Featherston Camp Memorial Trust) as well as Council officers.

We look forward to the project moving forward and would welcome an invitation to attend the unveiling of the new signs.

Kind Regards



Robyn Ramsden
Chair, Featherston Community Board
robynjr@ramsdens.com

cc: Bryce Neems (Amenities Manager)

Featherston Community Board

Chair: Robyn Ramsden
3 Farrier Grove
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SOUTH WAIRARAPA
DISTRICT COUNCIL
Kia Reretahi Tātau

4 April 2019

Leigh Hay
Chair SWDC Logo and Branding Working Party
8 Wood Street
Greytown 5712
hay4greytown@gmail.com

Dear Leigh

The Featherston Community Board want to thank you for your leadership on the SWDC Logo and Branding Working Party, with the final outcome being a wonderful new logo for South Wairarapa District Council, community boards, and the Māori Standing Committee.

The time and commitment you have put into seeing this project through in a transparent, well communicated and well organised fashion is commendable. We understand that other members of the Working Party and the Māori Standing Committee also played a role in developing this logo as well as the more than capable design team Satellite Design, however it was you who lead the team and gave freely of your own time to make it happen.

We are excited to have our own Community Board branding and will use our new image with pride.

With our sincere thanks



Robyn Ramsden
Chair, Featherston Community Board
robynjramdsen@gmail.com