



Featherston Community Board

Minutes 24 June 2014

- Present:** Lee Carter (chair), Katie Beattie, Cr Dean Davies, Peter Jackson, Cr Solitaire Robertson and Garry Thomas.
- In Attendance:** Mayor Adrienne Staples, Paul Crimp (Chief Executive) 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 8:45pm.
- Public Participation:** Mike van Woerkom (Wairarapa Mathematics), Sue Fox and Jade Holley representing the Featherston Ratepayers and Residents Association.
- Also in Attendance:** Cr Colin Olds, Richard Burgess, Heather Burgess, Rod Lonsdale, John Bush (Featherston and Henley Menz Sheds) and Allan Pollard (Trust House).

PUBLIC BUSINESS

FCB RESOLVED (FCB 2014/43) that the tabled paper 'Victoria University, Landscape Architecture Design Opportunity for Featherston' be considered as item 8.3 on the agenda noting that it was late due to timing of events as discussed in the paper.

(Moved Carter/Seconded Jackson)

Carried

FCB RESOLVED (FCB 2014/44) that the funding application from the Featherston Ratepayers and Residents Association be considered at the 5 August 2014 meeting.

(Moved Carter/Seconded Cr Robertson)

Carried

1. APOLOGIES

No apologies were received.

2. CONFLICTS OF INTEREST

No conflicts of interest were declared.

3. PRESENTATIONS TO COMMUNITY BOARD:

3.1 Mike van Woerkom, Wairarapa Maths Association and Card Reserve Artificial Trust

Mr van Woerkom requested Community Board financial support for the 2014 Maths Wairarapa competition which had been running for 12-15 years. The competition was aimed at those children excelling at maths.

Mr van Woerkom requested the Community Board meet with the Card Reserve Artificial Trust to develop a plan regarding the hedgerow on

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Card Reserve. The Trust believed the hedge needed regular trimming or to be removed.

3.2 Sue Fox, Featherston Ratepayers and Residents Association

Sue Fox advised that the Association were concerned with the overall look and feel of Featherston and noted the need for more retail areas as opposed to more park reserves in the centre of town. The Association requested that professional advice for the whole of Featherston's Town Centre be sought, that the Board provide budget for an urban designer and that a fit for purpose approach is taken with the vacant land. The Association did not want to see the Menz Shed lose the building but preferred it was relocated to an alternate site.

4. PRESENTATION TO COMMUNITY BOARD

4.1 Featherston and Henley Menz Sheds

Richard Burgess and a delegation from the Featherston and Henley Menz Sheds gave short presentations explaining the Menz Shed concept and the social value for members. It was established that opening hours for the Menz Shed was dependent on the needs of the community but currently the Menz Shed in Featherston, operating from temporary premises, was open 1 day a week. The Menz Shed acknowledged donations from Prime Community Trust, the Featherston Lions and the Featherston Community Board and were seeking additional funding to assist with building relocation costs. Fundraising projects were also underway.

4.2 Allan Pollard, Trust House

Mr Pollard gave a presentation outlining Trust House values and core purpose and the look and feel of the proposed Featherston supermarket which was scheduled to open in October 2014. Mr Pollard advised that Trust House were applying to be a community housing provider, that 78% of the current housing stock had insulation (up from 50% when they took over the housing portfolio in 1999) and that as capital allowed houses were retrofitted with insulation.

5. ACTIONS FROM PUBLIC PARTICIPATION AND PRESENTATION

5.1 Mike Van Woerkom, Wairarapa Maths Association and Card Reserve Artificial Trust

FCB NOTED:

1. Action 362: Review past resolutions, actions and works undertaken for the hedge at Card Reserve for the past few years and advise the FCB; M Allingham
2. Action 363: Contact the Card Reserve Trust and arrange a meeting with FCB members; Lee Carter

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5.2 Sue Fox, Ratepayers and Residents Association

FCB NOTED:

1. Action 364: Invite the Ratepayers and Residents Association to present at the 5 August 2014 FCB meeting; Lee Carter

6. COMMUNITY BOARD MINUTES/EXPENDITURE

6.1 Featherston Community Board Minutes – 13 May 2014

FCB RESOLVED (FCB 2014/45) that the minutes of the Featherston Community Board meeting held on 13 May 2014 be confirmed as a true and correct record subject to the correction of Robyn Ramsden's title under paragraph 3.5 from 'Ms' to 'Mrs'.

(Moved Thomas/Seconded Cr Davies)

Carried

6.2 Matters arising

There were no matters arising.

6.3 Action items from previous meeting

The Community Board reviewed the action items and Mrs Carter tabled an advert for approval to fulfil action item 245.

FCB RESOLVED (FCB 2014/46):

1. To receive the action items list.
2. To fund the cost of an advertisement in the Phoenix to fulfil the action relating to educating the public on who to contact for CYF related matters subject to the inclusion of an endorsement from the FCB being placed on the ad.

(Moved Carter/Seconded Cr Robertson)

Carried

6.4 Income and Expenditure Statement

Members discussed the emergency fund commitment.

FCB RESOLVED (FCB 2014/47) that the Income and Expenditure Statement to 31 May 2014 be received.

(Moved Cr Robertson/Seconded Carter)

Carried

7. OPERATIONAL REPORTS – COUNCIL OFFICERS

7.1 Officers' Report to Community Boards

The Community Board reviewed the report and discussed the FAR Review, the lime track between Bell Street and Fox Street and provision of lighting for the track, Anzac Hall grant funding application, and vandalism at Featherston Cemetery.

FCB RESOLVED (FCB2014/48):

1. To receive the Officers' Report.
(Moved Jackson/Seconded Carter)
2. Action 365: Consider placing portable cameras intermittently at the Featherston Cemetery to deter vandalism; M Allingham

Carried

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7.2 Featherston Walkways and Reserves Trust

FCB RESOLVED (FCB2014/49):

1. To receive the information.

(Moved Carter/Seconded Thomas)

Carried

2. Action 366: Contact past and/or present members of the Featherston Walkways and Reserves Trust and invite them to present at the 5 August 2014 FCB meeting; Peter Jackson

8. COMMUNITY BOARD – COUNCILLORS REPORTS

8.1 Chairperson's Report

FCB RESOLVED (FCB 2014/50) to receive the tabled Chairperson's Report.

(Moved Carter/Seconded Thomas)

Carried

8.2 Featherston Security Cameras

Mr Thomas updated members on the current deployment of security cameras around Featherston and the long term goal of situating cameras down Main Street. Mayor Staples advised that during annual planning deliberations, Council had agreed that it was not Council's role to provide security cameras for private businesses.

FCB NOTED:

1. Action 367: Prepare the Council paper 'Camera Surveillance Systems for the South Wairarapa' for the FCB meeting of 5 August 2014; M Allingham

8.3 Victoria University, Landscape Architecture Design Opportunity for Featherston

Ms Beattie tabled a paper advising members that Featherston had been chosen as a case study for two papers for Landscape Architecture students at Victoria University. Members queried whether the results could be used to benefit Featherston and how the students proposed to undertake the consultation. Members agreed to host a morning tea welcoming the students.

FCB NOTED:

1. Action 368: Arrange a morning tea for the FCB to welcome the Victoria University Architecture students to Featherston; Katie Beattie

9. CORRESPONDENCE

9.1 Inwards

From Maria Fairburn to Lee Carter, Featherston Community Board, dated 3 June 2014.

From GWRC to Featherston Community Board, dated 11 June 2014.

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FCB RESOLVED (FCB 2014/51):

1. To receive the inwards correspondence.
(Moved Thomas/Seconded Jackson)
2. Action 369: Acknowledge the correspondence from Maria Fairburn, advising support and setup assistance for a Cycle Advisory Group; P Crimp
3. Action 370: Submit Maria Fairburn's correspondence to the I&S Working Party to see what items can be progressed in the 2014/2015 year; M Allingham

Carried

9.2 Outwards

To Richard Burgess, Featherston Menz Shed, from Lee Carter, Featherston Community Board dated 16 May 2014.

FCB RESOLVED (FCB 2014/52) to receive the outwards correspondence.

(Moved Thomas/Seconded Carter)

Carried

10. FINANCIAL ASSISTANCE

10.1 Wairarapa Maths Association

FCB RESOLVED (FCB 2014/53) to grant the Wairarapa Maths Association \$200 for the 2014 Maths Wairarapa competition.

(Moved Cr Robertson/Seconded Beattie)

Carried

10.2 Southern Wairarapa Safer Community Council

FCB RESOLVED (FCB 2014/54) to grant Southern Wairarapa Safer Community Council \$321.42 for youth transport to the 2014 Waigrown event.

(Moved Thomas/Seconded Beattie)

Carried

Confirmed as a true and correct record

.....Chairperson

.....Date

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Featherston Community Board
Action Items
From 24 June 2014

Ref #	Meeting	Date	Action Type	Responsible Manager	Action or Task details	Status	Notes
185	FCB	1-Apr-14	Resolution	Kyra	FCB RESOLVED (FCB 2014/28) to grant the Citizens Advice Bureau \$500 to continue the provision of services in Featherston for 2014 on the provision that the service is operated from an appropriate private location. (Moved Thomas/Seconded Cr Robertson) Carried	Actioned	Citizens Advice Bureau advised, awaiting further correspondence.
187	FCB	1-Apr-14	Resolution	Kyra	FCB RESOLVED (FCB 2014/30) to grant the Fell Locomotive Museum up to \$408 for the cost of the resource consent application fee; to be paid once the application is lodged with Council. (Moved Carter/Seconded Cr Davies) Carried	Actioned	Fell Museum advised, awaiting application. Application lodged w/c 9 June 14. Grant paid.
276	FCB	13-May-14	Action	Mark	Provide an update on the Featherston playground equipment upgrade	Actioned	12/6 Officer to email FCB Chair with update. Update at FCB August Meeting
352	FCB	24-Jun-14	Resolution	Paul	FCB RESOLVED (FCB 2014/45) that the minutes of the Featherston Community Board meeting held on 13 May 2014 be confirmed as a true and correct record subject to the correction of Robyn Ramsden's title under paragraph 3.5 from 'Ms' to 'Mrs'. (Moved Thomas/Seconded Cr Davies) Carried	Actioned	
353	FCB	24-Jun-14	Resolution	Kyra	FCB RESOLVED (FCB 2014/46): 1. To receive the action items list. 2. To fund the cost of an advertisement in the Phoenix to fulfil the action relating to educating the public on who to contact for CYF related matters subject to the inclusion of an endorsement from the FCB being placed on the ad. (Moved Cr Carter/Seconded Cr Robertson) Carried	Open	
360	FCB	24-Jun-14	Resolution	Kyra	Wairarapa Maths Association FCB RESOLVED (FCB 2014/53) to grant the	Actioned	Noted in commitments and Wairarapa Maths Ass. Advised,

Ref #	Meeting	Date	Action Type	Responsible Manager	Action or Task details	Status	Notes
					Wairarapa Maths Association \$200 for the 2014 Maths Wairarapa competition. (Moved Cr Robertson/Seconded Beattie) Carried		action closed.
361	FCB	24-Jun-14	Resolution	Kyra	Southern Wairarapa Safer Community Council FCB RESOLVED (FCB 2014/54) to grant Southern Wairarapa Safer Community Council \$321.42 for youth transport to the 2014 Waigrown event (Moved Thomas/Seconded Beattie) Carried	Actioned	Noted in commitments and SWSCC. advised, action closed.
362	FCB	24-Jun-14	Action	Mark	Review past resolutions, actions and works undertaken for the hedge at Card Reserve for the past few years and advise the FCB	Open	
363	FCB	24-Jun-14	Action	Lee Carter	Contact the Card Reserve Trust and arrange a meeting with FCB members	Actioned	Meeting held 12 July 14.
364	FCB	24-Jun-14	Action	Lee Carter	Invite the Ratepayers and Residents Association to present at the 5 August 2014 FCB meeting	Actioned	
365	FCB	24-Jun-14	Action	Mark	Consider placing portable cameras intermittently at the Featherston Cemetery to deter vandalism	Open	14/7 In progress
366	FCB	24-Jun-14	Action	Peter Jackson	Contact past and/or present members of the Featherston Walkways and Reserves Trust and invite them to present at the 5 August 2014 FCB meeting	Actioned	Bruce Hodgins presenting at 5 August 14 meeting
367	FCB	24-Jun-14	Action	Mark	Prepare the Council paper 'Camera Surveillance Systems for the South Wairarapa' for the FCB meeting of 5 August 2014	Actioned	
368	FCB	24-Jun-14	Action	Katie Beattie	Arrange a morning tea for the FCB to welcome the Victoria University Architecture students to Featherston	Actioned	
369	FCB	24-Jun-14	Action	Paul	Acknowledge the correspondence from Maria Fairburn, advising support and setup assistance of a Cycle Advisory Group	Actioned	
370	FCB	24-Jun-14	Action	Mark	Submit Maria Fairburn's correspondence to the I&S Working Party to see what items can be progressed in the 2014/2015 year	Open	On agenda for 13 August meeting

<i>Featherston Community Board</i>	
<i>Income & Expenditure to 30 June 2014</i>	
<u>INCOME</u>	
Balance 1 July 2013	24,392.01
Annual Plan 2013/14	20,959.00
TOTAL INCOME	45,351.01
<u>EXPENDITURE</u>	
Members salaries	9,448.92
Total Personnel Costs	9,448.92
AP F Telecom New Z Fsn Info Centre	78.57
AP Featherston Pho Full page Phoenix	75.00
AP F Telecom New Z Fsn Info Centre	78.70
AP 16 guests 10/9/13 C/Brds	37.10
AP F Telecom New Z Fsn Info Centre	78.50
AP Featherston Inf Reimb exp-coffee,stationery,print cartr	71.20
AP SOLGM Desk/Pocket Diaries 2014	31.80
AP F Telecom New Z Fsn Info Centre	79.19
AP 5 x 50mtr LED Fairy Lights	3,043.48
AP Flagz Limited Christmas Banners	1,760.00
AP F Telecom New Z Fsn Info Centre	80.62
AP Power Services Replace flags attach brackets	539.20
AP NZ Local Govern Annual Com Brd levies	166.66
AP Masterton Distr Xmas Parade 2013	200.00
AP Featherston Pho 1/2 page in phoenix	90.00
FSTN Information Center Computer/Printer	1,490.00
fstn community patrol committee room hire fstn community patrol	100.00
AP F Telecom New Z Nov/Dec Telecom charges	78.10
AP Power Services FCB remove banners	216.00
expenses x wages exps x wages Dec	49.50
AP F Telecom New Z Fsn Info Centre - January	78.71
fstn community patrol committee room hire fstn community patrol - Dec	20.00
AP The Sign Factor Fsn Christmas signs	30.00
AP F Telecom New Z Fsn Information Centre	80.97
AP Featherston Inf Reimb exp - Oct 2013-Feb 2014	99.90
AP Grey Town Tree Lights in Oak Tree Fell Locomotive Museu	400.00
Remb Lee Carter exps - Jan	139.00
AP F Telecom New Z Fsn Info Centre	81.12
FSTN pool free day	461.00
AP F Telecom New Z Fstn Info Centre phone	80.21
AP Featherston Inf Blk & Colour cartridges	103.50
expenses x wages exps x wages APRIL	43.37
AP Masterton Distr Donation - ANZAC Day	200.00
AP F Telecom New Z Fsn Info Centre	79.95
AP F Telecom New Z Fsn Information Centre	81.23
AP Prof Advice & Wkshop Prep & Facilitation FCB to make resolution-approved	2,494.76
Total General Expenses	12,817.34

<i>Featherston Community Board</i>	
<i>Income & Expenditure to 30 June 2014</i>	
AP Wairarapa Mathe Community Board Grant 2013	200.00
AP Kokomai Creative Festival 2013	1,000.00
AP Featherston Com Upgrade toilets - grant	2,000.00
AP Grant-Regional Tournament attendance	250.00
AP Featherston Mai "Welcome to Featherston" sign	2,500.00
AP NZ Council of V Victim Support Grant FCB	500.00
AP Masterton Safe FCB Grant Neighbourhood support prog	1,000.00
AP Wairarapa & Sou FCB Grant	500.00
AP Santa FCB Christmas Parade 2013	100.00
AP Citizens Advice FCB Grant CAB Clinic Fsn	500.00
Fell Locomotive Museum RC for	354.78
Total Grants	8,904.78
TOTAL EXPENDITURE	31,171.04
ACTUAL NET SURPLUS/(DEFICIT) YEAR TO DATE	14,179.97
<u>LESS: COMMITMENTS</u>	
Salaries to 30 June 2014	0.00
Emergency Fund	2,000.00
Chor Farmer Donation for Garden of remembrance	265.53
Plaque for Messines Shelter	50.00
Men's shed site development 2,500 13/14 and 2,500 14/15	5,000.00
Featherston Lights	1,856.52
Life Education Trust	500.00
Wairarapa Maths Competition	200.00
Southern Wairarapa Safer Community Council	321.42
Total Commitments	10,193.47
BALANCE TO CARRY FORWARD	3,986.50

MEETING AND GOVERNANCE SOLUTIONS



INVOICE

P O Box 48107
Blockhouse Bay, 0600, Auckland, New Zealand
Phone: 09 6274962
info@meetinggovernance.co.nz

DATE: 30 June 2014
TAX INVOICE # 1415 081

PURCHASE ORDER #

BILL TO:
Lee Carter
South Wairarapa District Council

GST # 98-848-827

DESCRIPTION	Units	Rate	AMOUNT
Professional Advice and Workshop Preparation and Facilitation			
Providing advice, emails and telephone conversations with Lee, Vern and Steve	3.00	\$175.00	\$ 525.00
Preparation of agenda, workshop development and facilitation			\$ 1,500.00
Travel expenses, rental car and fuel			\$ 171.32
Taxi - Auckland			\$ 75.83
Airfare			\$ 222.61
SUBTOTAL			\$ 2,494.76
TAX RATE			15.00%
GST			\$ 374.21
TOTAL			\$ 2,868.97

Handwritten signature
LCB to pay

PAYMENT DUE 20TH OF THE MONTH

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FEATHERSTON COMMUNITY BOARD

5 AUGUST 2014

AGENDA ITEM 7.1

OFFICERS' REPORT

Purpose of Report

To report to Community Boards and the Maori Standing Committee on general activities since the last meeting.

Recommendations

Officers' recommends that the Community Board/Committee:

1. *Receive the information.*

CHIEF EXECUTIVE OFFICER

1. Executive Summary

The Annual Plan was adopted on 25 June as planned, over 155 submissions were received, analysed, considered, debated and decided upon. This annual plan includes a number of exciting initiatives and it is now up to officers to deliver on the plan. Responses to submissions are currently being compiled and will be sent in the next couple of weeks.

Now that the annual plan is completed, it is time to commence with the LTP. Work has commenced internally and a draft timetable will be issued in due course. There have been a number of legislative changes since the last annual plan which local authorities around the country are grappling with.

This is always a very busy time of year and the annual report is underway. While the audit team are not due here until late September we require that full amount of time to compile the working papers and reports to support the disclosures.

2. Governance/Leadership/Advocacy

The following table provides the year to date results for KPI's set for the Governance output

GOVERNANCE/LEADERSHIP/ADVOCACY KEY PERFORMANCE INDICATORS	TARGET 2013/14	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Ratepayers and residents feel they can contact a Council member to raise an issue or problem	75%	73%	NRB Survey 3 yearly*
Ratepayers and residents feel that the Mayor and councillors give a fair hearing to their views	75%	62%	NRB Survey 3 yearly
Ratepayers and residents are satisfied with Council's decisions and actions	50%	76% (very or fairly satisfied)	NRB Survey 3 yearly
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%(very or fairly satisfied)	NRB Survey 3 yearly
Community Board decision - making reports on local issues	90%		Community Board reports and minutes
% of ratepayers and residents who know how to contact a community board member	65%	65%	NRB Survey 3 yearly
Ratepayers and residents satisfied with the way Council involves the public in the decision it makes	65%	49%	NRB Survey 3 yearly
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 minutes

2.1 Local Government Commission/Governance Review

The Local Government Commission (the Commission) has decided that:

"...it will not issue any proposal during the regulated period for the 2014 general election..."

This statement is in relation to all reorganisation proposals including Wairarapa's Unitary Authority proposal.

This change had been quietly signalled over the previous month or so, however it was good to get confirmation that this was the actual course of action.

3. Strategic Planning and Policy Development

3.1 Meetings

3.1.1. Civil Defence

Discussions are on-going with WREMO regarding the updated "concept of operations".

While there is a lot of focus on preparing for "declared events, the majority of incidents in the Wairarapa are localised impacting one or two local authorities.

This initiative will be useful in providing more resource to the local controllers in the event of an emergency.

3.1.2. Chief Executives Forum

The Wairarapa Authorities are not impacted to any significant level by the goings on over the hill, the key items discussed were:

- Interrelationships with the state highway and local authority managed roading networks was discussed in relation to the "Petone to Grenada" upgrade planned. In particular traffic flows in and around Petone were raised.
- The regional ICT project was discussed – in reality only three of the Wellington basin LA's are involved – we are keeping a watching brief on this project.
- Spatial planning is also on the agenda, however previous attempts, and the current analysis, seems to indicate a regional spatial plan would be very difficult to achieve given each of the local authorities obligations within their own boundaries.
- Wellington Regional Economic Development Agency progress was also discussed, with all local authorities in the region agreeing in principal to go to the next phase, which is the detailed consultation.
- Airport extension was briefly discussed.

While the majority of the discussion is Wellington based, the level of discussion and willingness to discuss shared initiatives in an open manner is refreshing.

Note also that Capacity infrastructure have taken over management of all water and wastewater operations in the Wellington basin.

3.1.3. Rural and Provincial

This is a useful forum and in particular this forum proved how common the issues facing R & P sector are.

Matters discussed included the FAR review and One Network Road Classification, derelict buildings, freedom camping, alcohol, reorganisation, 3 waters, and rural broadband.

The derelict buildings issue was timely and interesting. Rotorua DC had spent approximately \$70,000 over 7 years on one residential property – in the end the only avenue was for RDC to purchase the property. The Rural and Provincial forum have asked National Council to investigate and advance this issue to enable Local Authorities more power to resolve these types of structures.

3.2 Legislation

We continue to work toward implementation of the various legislation changes that have been, or are about to be made.

Upcoming legislative changes, on top of those recently enacted will place a strain on resources. We continue to look at ways to best manage the continuing impacts of legislation.

The Local Government Amendment Bill before the Committee of the House will probably go through to the third reading, the timing of some initiatives may need to be reviewed.

Attached as Appendix 1 is commentary from the Department of Internal Affairs summarising the changes that are proposed in the Bill.

3.3 Wastewater Consents

The three wastewater consents are tracking generally as planned, the timeframe for issuance is still planned to be late 2014 for all consents.

3.4 Wastewater Funding

While the response from letters to various Ministers requesting consideration of the financial impact of the Freshwater Policy Statement was unsuccessful, Mayor Staples was able to raise the matter with the Prime Minister and this was acknowledged in a response from Hon Lotu-Iiga, Associate Minister of Local Government.

At least they know, and may be a little less critical about rates increases!

4. Monitoring and Reporting

4.1 Annual Plan

The 2014/15 Annual Plan was adopted on 25 June 2014 as planned.

The final average rates increase was 3.58%, mainly impacted by the urban area as the increase was largely driven by wastewater costs.

Over 155 submissions were received covering approximately 300 items.

4.2 Annual Report

The 2013/14 Annual Report preparation is underway, it is not anticipated there will be material changes from that reported in the Management Accounts tabled.

Audit New Zealand are due to be on site 29 Sept to 10 Oct, the statutory sign off date is 31 October.

4.3 Long Term Plan

Work has commenced internally on the LTP. A timetable will be issued shortly for consideration.

There have been a significant number of changes in legislation since the last LTP, these won't really impact the LTP process, but are mainly around more disclosures.

4.4 Rates Arrears

DATE	AMOUNT \$'000	NUMBER	DAYS SINCE INSTALLMENT DUE	SWDC COMPONENT \$'000 (81%)
30 June 2011	\$851	631	31	\$689
1 August 2011	\$780	463	64	\$632
28 November 2011	\$969	760	7	\$785
1 March 2012	\$925	690	7	\$740
16 March 2012	\$830	602	23	\$672
23 March 2012	\$790	555	30	\$640
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

Nine ratepayer accounts have been referred to our lawyers for an initial letter. If there is not response to these initial letters formal legal action will commence. The cost of this formal legal; action is recovered from the ratepayer.

A further 45 demands have been made to organisations who have an interest in properties that are in arrears. This is mainly banking institutions.

5. Corporate

5.1 Staffing

For the role vacated by JP Irwin, Bill Sloan has agreed to take this position over. There will be a change to the administration in the I & S department to support this move. Some aspects of Mr. Sloan's previous role will need to be contracted out (e.g. asset management plans) however it is believed this move will provide stability back into the I & S department.

Local Authorities around the country are finding it difficult to recruit in this area, with the Christchurch situation soaking up most staff.

5.2 Collective Employment Agreement

Negotiations have commenced on a new collective, it is hoped these will conclude in a month or so.

5.3 Occupational Health and Safety

There were a couple of incidents that occurred, one a scalding when a plate of hot soup was spilt taking it out of the microwave, the other a trip on a mat.

Remedial measures were taken to minimize the chance of these events reoccurring.

5.4 Insurance

JLT (Jardines) presented their draft insurance proposal for Councils insurance needs as reported to the previous meeting.

These discussions have generally been concluded with the same level of cover being achieved at slightly lower cost than previous years.

5.5 LGOIMA Requests

DATE	TOPIC OF INFORMATION REQUEST	REQUEST RESPONSE
13 May	1746 State Highway – consents for original sub-division.	Details provided.
16 May	Issues relating to establishment of Alloa Gunclub, Moroa Road	Outlined the District Plan requirements and confirmed these were met. Where writer had non - council controlled concerns was advised to which body to refer those concerns.
28 May	Revenue and running costs for Martinborough Town Hall.	
3 June	Seeking information additional to that sought on 21 May relating to the Gun Club at Moroa Road	
4 June	Details of costs and staff input into royal visit.	None as visit to region in private capacity.
18 June	Further request for details of any costs associated with royal tour	No costs were incurred.
18 June	Copy of letter from Menz Shed to Council	Letter supplied.
19 June	Information water races and by laws. Copy of consents for Moroa and Longwood water races. Names of Ratepayers of Longwood and Moroa water races.	Names of ratepayer withheld. Other detail can be supplied but need to pay fee for costs incurred for research and copying.
18 June	Copies of each letter, leaflet, newspaper advertisement, information sheet and/ or discussion document relating to the Martinborough Town Hall.	
19 June	Costs associated with amalgamation review- broken down into categories such as surveys, consultants and advertising	
23 June	Information relating to subdivision works which are causing flooding on our property, 8 Yule Grove, Greytown.	Detail can be supplied but need to pay fee for costs incurred for research and copying.
3 July	Information relating to consents for properties owned by the T Base 2 Ltd	

6. Appendices

Appendix 1 – DIA commentary on Local Government Act 2002 Amendment Bill (No 3)

Contact Officer: Paul Crimp, Chief Executive Officer

**Appendix 1 – DIA
Commentary on Local
Government Act 2002
Amendment Bill (No 3)**

The Department of Internal Affairs

The Department of Internal Affairs Te Tari Taiwhenua

Building a safe, prosperous and respected nation

Better Local Government

- [Overview](#)
- [Local Government Act 2002 Amendment Bill](#)
- [Implementing the 2012 Act](#)
- [Sector consultation](#)
- [Background](#)
- [Links to other Government programmes](#)
- [Resources \(fact sheets, technical background information, articles\)](#)

Keep in touch - If you would like to be kept in the loop about updates and changes to this website please email blg@dia.govt.nz

Attention: Nominations are now being sought for development contributions commissioners

Overview

In March 2012 the Government announced an eight point reform programme for local government. This is part of the Government's broader programme for building a more productive, competitive economy and better public services.

The first phase of the programme culminated in [legislation](#) that was passed in December 2012.

The Government has made decisions on the contents of a further piece of legislation, covering most of the topics that have been looked at during phase two of Better Local Government.

The Local Government Act 2002 Amendment Bill (No 3) passed its second reading on Tuesday 27 May 2014.

The Bill amends the Local Government Act 2002 to:

- change what development contributions can be used for;
- allow for objections to development contributions charges;
- encourage more collaboration and shared services between local authorities;
- make consultation requirements more flexible;
- provide for a new significance and engagement policy;
- enable more efficient and focused consultation on long-term plans and annual plans;

- remove unnecessary duplication between annual plans and long-term plans;
- introduce new requirements for infrastructure strategies and asset management planning;
- enable elected members to use technology to participate in council meetings, rather than attending in person;
- require councils to disclose information about their rating bases in long-term plans, annual plans and annual reports; and
- require disclosure of risk management arrangements for physical assets in annual reports.

The Bill also includes provisions that enable the Local Government Commission to:

- establish local boards (similar to those in Auckland) as part of new unitary authorities, and in existing unitary authorities; and
- create council-controlled organisations and joint committees as part of a reorganisation scheme.

[General Q & A \(.doc\) 70KB](#)

The Government has also made decisions about the details of local government financial prudence regulations. The ability to make these regulations was provided for in the legislation that was passed in 2012. These decisions mean the regulations can now be prepared. They are expected to be published in the first half of 2014.

Work is also underway on aspects of the reform programme that do not involve legislative change. This includes exploring options for a local government performance improvement and monitoring framework, and work arising from the Productivity Commission's inquiry into local regulation. [See: 'Towards Better Local Government' - final report from the Productivity Commission (13 May 2013)]

For more detail and to keep up-to-date with progress email blg@dia.govt.nz

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Local Government Act 2002 Amendment Bill (No 3)

- Development contributions
- Local boards outside Auckland
- Efficient delivery and governance of local authority services
- Consultation, decision making and long-term/annual plans
- Infrastructure delivery and asset management
- Amendments to Financial Reporting Regulations

The Local Government Act 2002 Amendment Bill (No 3) was introduced into Parliament on 4 November 2013. It was referred to the Local Government and Environment Select Committee and was reported back to the House. The reported back version of the Bill can be found here:

- [Local Government Act 2002 Amendment Bill \(No 3\) - as reported from the Local Government and Environment Committee \(Parliament website\)](#)

A summary of the key changes made to the Bill can be found here:

- [Summary of key changes - Word version \(.doc\) 65k](#)
- [Summary of key changes - PDF version \(.pdf\) 12k](#)

The Bill gives effect to Government decisions about a further set of reforms to the Local Government Act 2002, building on the amendments made in 2010 and 2012. The reforms are designed to encourage and enable local authorities to improve the efficiency and effectiveness of their operations and processes.

A summary of these decisions, and the issues to which they relate, can be found here

Many of the proposed changes are in response to reports by the [Local Government Efficiency Taskforce](#) and the [Infrastructure Expert Advisory Group](#), which were established earlier in the Better Local Government programme.

Development contributions

Cabinet paper (8 August 2013): [Better Local Government: Improving development contributions \(.pdf\) 2MB*](#)

This Cabinet paper sets out decisions made on development contributions, which are given effect to in the Bill. See media release (15 August 2013): [Council development charges reined in to assist housing affordability \(Beehive website\)](#)

The changes to development contributions provisions, and the way in which they are implemented, are intended to make them fairer, better focused, more transparent, and more workable. This will be achieved by:

- a new purpose for development contributions, and principles to direct and guide their use;
- clarifying and narrowing the range of infrastructure that can be financed by development contributions;
- improving the transparency of development contributions policies;
- encouraging greater private provision of infrastructure through the use of development agreements;

- introducing a development contributions objection process, with decisions made by independent commissioners; and
- clarifying legislative provisions to make them more workable and easier to understand.

These legislative changes will be supported by guidance that draws on good practice from within the local government and property development sectors.

Development Contributions Commissioner Appointments

The role and skills required of a development contributions commissioner will be of a similar nature to that of an independent commissioner under the Resource Management Act 1991.

The development contributions commissioners will be appointed by the Minister of Local Government and it is proposed that the positions will come in to effect from 1 July 2014.

Applications for commissioner roles are now being called for.

If you are interested in the position, fill in the [Appointment Disclosure Form \(PDF, 32k\)](#) and scan it and a copy of your CV and send to: blg@dia.govt.nz by **30 May 2014**. Please mark the email **Attn. Richard Hills**.

For more information see the [information sheet \(PDF, 70k\)](#) and the [questions and answers sheet \(PDF, 73k\)](#).

Background

Early in 2013 the Department of Internal Affairs undertook a review of development contributions. This review was part of both the Better Local Government programme and the wider Government response to housing affordability issues.

As part of the review, the Minister of Local Government released a discussion paper about the current development contributions regime. Submissions on this paper closed on 15 March 2013.

- [Submissions received](#)
- [Development Contributions Review Discussion Paper \(.doc\) 586k](#)
- [Development Contributions Review Discussion Paper \(.pdf\) 617k*](#)
- [Development Contributions Q & A \(.doc\) 68k](#)

Local boards outside Auckland

Cabinet paper (June 2013): Better Local Government: Local boards outside Auckland (.pdf) 618k*

This Cabinet paper sets out decisions relating to use of the local boards 'two-tier' governance model outside Auckland. Under this model, local boards share governance with a council's

governing body (i.e. the mayor and councillors), with each having complementary responsibilities.

The Government has decided to make local boards more widely available, with adaptations that make the model appropriate in different circumstances. The Bill includes provisions that enable the Local Government Commission to:

- consider the option of local boards during any proposed reorganisation, and establish them as part of new unitary authorities; and
- consider establishing local boards in existing unitary authorities, and deal with these proposals through a shorter reorganisation process.

The local boards model in the Bill has many of the same features as in Auckland, but with the flexibility to allow the Commission to tailor the details to suit each reorganisation.

[Local boards Q & A \(.doc\) 80KB](#)

Efficient delivery and governance of local authority services

Cabinet paper (July 2013): Better Local Government: Opportunities to improve efficiency (.pdf) 1.84Mb*

Part B of this Cabinet paper sets out decisions to amend the legislation to encourage and facilitate shared services, joint delivery and other collaborative arrangements between local authorities.

These decisions complement new proposals relating to local boards, and the reforms to the reorganisation process that were made in 2012. The aim is to provide local authorities with a range of practicable options through which they can achieve efficiencies in the scale at which services and facilities are managed and delivered.

The amendments in the Bill:

- provide for greater encouragement to local authorities to collaborate and cooperate;
- enable the Local Government Commission to create council-controlled organisations and joint committees as part of a reorganisation scheme;
- provide for greater transparency, clarity and accountability in contracting for delivery of services by council-controlled organisations;
- broaden the scope of the triennial agreement between councils within each region;
- provide a clearer framework for joint committees;
- clarify provisions relating to the transfer of responsibilities from territorial authorities to regional councils; and
- clarify that the Local Government Commission can, through the reorganisation process, provide for a regional council to exercise powers and responsibilities conferred on territorial authorities by statute.

Efficiency Q & A (.doc) 70KB

Consultation, decision making and long-term/annual plans

Cabinet paper (July 2013): Better Local Government: Opportunities to improve efficiency (.pdf) 1.84Mb*

Part A of this Cabinet paper sets out decisions to change the consultation, decision-making, and long-term/annual planning requirements in the Local Government Act 2002.

The Government has decided to provide councils with more flexibility about how they undertake consultation. The aim is to enable councils to design decision-making and engagement processes that are efficient, effective, and appropriate to a range of different circumstances and community interests.

To give effect to these decisions, the Bill:

- provides for new significance and engagement policies, to provide clarity about how and when communities can expect to be engaged in decisions about different matters;
- amends the special consultative procedure, so it accommodates new ways for communicating and consulting with the public; and
- repeals most requirements to use the special consultative procedure when consulting under the Local Government Act 2002. (Consultation would still be required, though, in accordance with the principles of consultation in the Act.)

The Bill also provides for a new, concise and focused consultation document for long-term and annual plans. Councils would use these to consult instead of issuing detailed draft plans containing a lot of technical material.

The long-term plan consultation document would identify the main issues and choices facing local authorities and their districts, and the consequences of those choices (including financial and level of service implications). It would provide a plain language explanation of the matters that are important to local communities, and help to inform discussions about those matters.

Consultation relating to the annual plan would focus on proposed differences from the long-term plan, including significant new spending proposals. The final annual plan would not need to duplicate information from the long-term plan for that year.

In addition, the Bill includes provisions that enable elected members to use technology to participate remotely in council meetings (e.g. through video conferencing). This would be subject to appropriate safeguards to preserve the integrity and transparency of democratic processes.

- Consultation and planning provisions Q&A (.doc) 80KB)

Infrastructure delivery and asset management

Cabinet paper (August 2013): Better Local Government: Improving infrastructure delivery and asset management (.pdf) 2.1Mb*

This Cabinet paper sets out decisions made on improving infrastructure delivery and asset management, which are given effect to in the Bill. See media release (28 August 2013): Local Government planning overhauled (Beehive website)]

The Cabinet paper explains decisions to introduce new requirements for infrastructure strategies and asset management planning. It builds on proposals in an earlier paper 'Opportunities to improve efficiency'. (Decisions in Part C of that paper were deferred so that further information could be prepared and considered.)

These decisions recognise that, while many councils are managing their assets well, changes are needed to ensure all councils are planning effectively for future infrastructure needs.

To address this, the Bill includes provisions that:

- reinforce the importance of asset management planning as part of a council's prudent stewardship of resources;
- require councils to prepare an infrastructure strategy for at least a 30 year period, and to incorporate this into their long-term plans from 2015; and
- require councils to disclose risk management arrangements, such as insurance, for physical assets in their annual reports.

The purpose of the infrastructure strategy is to identify significant infrastructure issues for the local authority over the 30 year period, the principal options for managing those issues, and the implications of those options. This would address the lack of public information about investment needed beyond the current 10 year long-term planning horizon.

The infrastructure strategy would cover, as a minimum, those of the five core infrastructure categories (relating to water, wastewater, stormwater, flood protection, and roading) that the local authority provides. Certain information derived from asset management planning would be included in the strategy.

The Department has prepared an example infrastructure strategy (.pdf) 531Kb for a fictional unitary authority. The example is designed to illustrate the intent of the provisions in the Bill relating to the content and level of detail to be included in infrastructure strategies. It is not expected that local authorities will follow the exact same approach to that contained in the example.

- Assets Q & A (.doc) 71k
- Background
- Local Government Efficiency Taskforce

- [Expert Advisory Group on local government infrastructure provision](#)

Amendments to Financial Reporting Regulations

To complement the other infrastructure-related proposals, the Government decided to amend the Local Government (Financial Reporting) Regulations 2011 to require disclosure of balance sheet information for core assets.

These decisions are included in Part E of the Cabinet paper [Better Local Government: Opportunities to improve efficiency \(.pdf\) 1.84Mb*](#)

There is currently an information gap that prevents the construction of a national balance sheet for core local authority assets (water, wastewater, stormwater, flood protection, roading). To address this, the Financial Reporting Regulations have been amended to require councils to disclose certain standard balance sheet information for each of these assets in their annual reports.

View the Local Government (Financial Reporting) Amendment Regulations 2013 here:
<http://www.legislation.govt.nz/regulation/public/2013/0468/latest/whole.html#DLM5728112>

Local authorities will include their first disclosures under the new regulations in their annual reports for the 2013/14 financial year. The Department has prepared an example extract from a fictional local authority's annual report to illustrate the additional information that will need to be disclosed: [Example disclosure \(.pdf\) 65KB*](#)

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Implementing the 2012 Act

The first phase of the Better Local Government programme culminated in [legislation](#) that was passed in December 2012. This amended the Local Government Act 2002 to provide for:

- a new purpose of local government;
- financial prudence requirements;
- changes to council governance arrangements, including new mayoral powers, and a menu of assistance and intervention options for the Minister of Local Government; and
- changes to the process for reorganising local government.

Most of these changes came into effect as soon as the Act was passed. The new mayoral powers apply from the October 2013 elections.

The financial prudence requirements are to be set by regulation. The work to develop those regulations is underway, in consultation with Local Government New Zealand.

Local government reorganisations are dealt with by the Local Government Commission, in accordance with the new procedures in the Act. Further information on these procedures, including how to make an application, and the status of current applications, can be found on the Commission's website: www.lgc.govt.nz

The new purpose statement

The purpose of local government, as defined in the Act, continues to be to “enable democratic local decision-making and action by, and on behalf of, communities”. This hasn't changed.

The second part of the purpose of local government is now: “to meet the current and future needs of communities for good-quality local infrastructure, local public services and performance of regulatory functions in a way that is most cost-effective for households and businesses”.

The change focuses local authorities on doing the things only they can do, and do well. It encourages them to reduce red tape and compliance costs, minimise rates, lower debt, and provide high quality infrastructure in a cost-effective way.

The new Act reinforces that local government acts on behalf of its communities and works with them to decide what local services and infrastructure will be provided and at what cost.

The new purpose statement encourages local authorities to take a fresh look at what they are doing and why, and to seek guidance from their communities about what they want from their council now and into the future.

Financial prudence regulations

- **Cabinet paper (November 2013): Local government financial prudence regulations** (.pdf) 1MB.

This Cabinet paper sets out the Government's decisions about the details of financial prudence regulations for local government. (See media release: [Financial benchmarks for local government 13/11/2013](#)) The decisions implement provisions in the 2012 Act, which enable benchmarks or parameters to be set by way of regulations made in consultation with Local Government New Zealand.

Under the regulations local authorities may be required to disclose specified financial benchmarks in their annual and long-term plans and to report performance against benchmarks in their annual reports.

The Auditor-General will report on the completeness and accuracy of local authorities' reporting against the benchmarks as part of her audit of long-term plans and annual reports.

The changes will encourage greater financial discipline in the local government sector, and will meet concerns about rising rates and council debt. They will foster a culture of continuous improvement across the sector, and showcase best practice and excellence in local authority financial management. The regulations will also provide information about councils' financial health.

The changes will also make it easier for ratepayers to assess their council's financial state, and will promote better financial decision making.

The Local Government (Financial Reporting and Prudence) Regulations 2014 have been approved by the Executive Council and are now gazetted. The Regulatory Impact Statement relating to the approved regulations can be viewed here:

- [Financial Prudence Regulations - Regulatory Impact Statement - released 20 March 2014](#)
- [Financial Prudence Regulations - Questions and Answers \(.pdf\) 72KB](#)
- [Financial Prudence Regulations - Questions and Answers \(.doc\) 23KB](#)

Governance arrangements

There are three planks to the new governance provisions: a menu of assistance or intervention options for the Minister of Local Government, some changes to Mayoral powers, and a number of smaller changes to governance arrangements.

Menu of assistance or intervention options

There is now a "menu" of ways the Minister can step in to help councils deal with crises - or avoid them altogether.

The menu of options only applies to local authorities - if there is an issue with a council-controlled organisation it will be up to the relevant council to manage that.

The menu provides for six powers: request information from a council, appoint a Crown Review Team, appoint a Crown Observer, appoint a Crown Manager, appoint a Commission, or call a general election.

The Minister has published, in the NZ Gazette, a list of matters to be considered when deciding whether assistance or intervention is required. Councils can also ask for help. These changes mean central government can give councils the right level of help at the right time to meet the nature and seriousness of problems, and before situations become critical.

Request information

This is a new power under which a council would be asked to give the Minister information about a problem and the steps that are being taken to deal with it.

Appoint a Crown Review Team

This power is based on an existing power. It means the Minister can appoint a Review Team to investigate a significant problem in a council, make recommendations about how to address it and, if necessary, recommend further action to the Minister.

Appoint a Crown Observer

This is a new power and is based on voluntary initiatives that have been agreed between the Government and a council in the past. A Crown Observer would be appointed to monitor a council's progress on addressing a significant problem, help the council address the problem and, if necessary, recommend further action to the Minister.

Appoint a Crown Manager

This is a new power under which a Crown Manager would be appointed to direct a council to the extent needed to resolve a significant problem and, if necessary, recommend further action to the Minister.

Appoint a Commission

This is an existing power where a Commission can be appointed to perform and exercise a council's responsibilities, duties, and powers. Under this power the Minister can postpone the next local election.

Call a general election

This is an existing power, under which the Minister can dismiss a council and call a general election. This would happen if a council is unable or unwilling to perform its functions or duties.

Mayoral powers

Mayors will have a greater ability to lead their council, but this is tempered by powers of full councils. Council decisions and policies must be made by the majority of council members and councils can disestablish a committee established by a mayor, or remove any chairs the mayor has appointed.

And while the new governance arrangements will apply to Auckland, the Auckland Mayor already has enhanced powers similar to those being made available to other mayors.

The new powers are not available to regional council chairs as they are not directly elected by voters.

There is more detail about this in the [Mayoral Powers Fact Sheet](#).

Other governance arrangements

Councils can now set policies on staff numbers and their pay; must review those at least once every three years; and must include information on the number of staff employed by salary bands in their annual report. These changes will make it easier for councillors to control council labour costs and informs ratepayers about these costs for their council.

Reorganisation process

Under the new process, anyone can apply for a local government reorganisation providing they can show there is community support, identify the rationale for change, and explain how the proposed option promotes good local government.

The Local Government Commission's role and responsibilities have changed. An important part of the Commission's role is to decide which of the options best promotes good local government in a particular area. This will involve considering whether the available options achieve the purpose of local government and aid improved economic performance. The Commission's preferred option will then be turned into a draft proposal and issued for consultation with communities.

A petition signed by 10 per cent of affected electors in any affected district can demand a poll on a final reorganisation proposal. There will be 60 working days to prepare a petition. If a poll happens, the result will be determined across the whole area affected by the proposal.

The Act now provides clarity about the transition arrangements that will apply if a proposal goes ahead. For example, transition bodies will be set up to work with the Commission while it prepares reorganisation schemes. These bodies will include people from the affected councils, ensuring there is local input into the detailed schemes.

Further information about the new procedures, including how to make a reorganisation application, is provided on the Local Government Commission's website: www.lgc.govt.nz

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Sector Consultation

Consultation is currently running with Local Government New Zealand on the financial prudence regulations.

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Background

- [Cabinet papers and minutes](#)
- [Regulatory Impact statements](#)

RESOURCE MANAGEMENT GROUP

1. Resource Management

1.1 Resource Management Act - District Plan

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

RESOURCE MANAGEMENT KEY PERFORMANCE INDICATORS	TARGET 2013/14	END OF YEAR RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Ratepayers and residents satisfied with the District as a "better" place to live	65%	35%	Refer to NRB Survey in addition to the 35% who thought the district was a better place to live 49% indicated it was about the same and 8% could not decide.
Ratepayers and residents satisfied with the image of the closest town centre shown as "satisfied"	65%	70%	Refer to NRB Survey

1.2 Resource Management Act - Consents

SERVICE LEVEL – All resource consents will be processed efficiently.

RESOURCE MANAGEMENT KEY PERFORMANCE INDICATORS	TARGET 2013/14	INTERIM END OF YEAR RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Consent applications completed within statutory timeframes	100%	99%	NCS data
s.223* certificates issued within 10 working days	100%	100%	NCS data
s.224* certificates issued within 15 working days of receiving all required information (note no statutory requirement)	85%	96%	NCS data

1.2.1. Consent Processing

Council has processed 115 resource consents during the year to date (01/07/13 to 30/06/14). In the same period during the previous year (01/07/12 to 30/06/13) the Council processed 100 resource consents.

In the period since the last report (01/06/14 to 01/07/14) Council processed 11 resource consents. Officers provide detailed information as part of regular updates, subject to data availability, on all consents direct to Council and Community Board members, so this information is not listed here.

A resource consent application by T. Martin and V. Read to subdivide land off Weld Street, Martinborough (to create one new lot) was heard by an independent commissioner (Ms C. Foster) on 12 June 2014 (the use of an independent commissioner had been required by a submitter).

The hearing was attended by 5 submitters and the applicants.

Issues were covered in considerable detail but can be distilled down to the potential precedent effect of granting the subdivision and the effects the establishment of a further house may have on the "lifestyle" of neighbours.

The section 42A report prepared by officers supported the grant of consent subject to a wide range of conditions designed to protect the environment of adjoining property owners.

The hearing commenced at 10am and was adjourned at 7pm by the commissioner, with the applicant to subsequently provide a written right of reply to the commissioner by midday of the following Monday.

The commissioner's decision is due by Tuesday 8 July 2014.

1.2.2. One Stop Shop

The project to set up a "one stop shop" process within Council for assisting targeted development proposals is progressing. The brochure which underlies the process has been completed and is now with the printer. Once printing is complete copies will be distributed to businesses who are engaged in building or developing new commercial and industrial structures and establishing enterprises to South Wairarapa. This phase of work has been successfully undertaken by Jen Olsen.

At this time the criteria for triggering the "one stop shop" process have been established and staff are currently working on necessary procedures to make the system work effectively and efficiently. It is expected that this will be completed in the next two weeks and the system will be operational by the end of July.

1.3 Reserves Act – Management Plans

SERVICE LEVEL – Council has a reserve management programme.

RESOURCE MANAGEMENT KEY PERFORMANCE INDICATORS	TARGET 2013/14	END OF YEAR RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Number of Management and/or Plans adopted or revised	1	1	

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 2013/14	INTERIM END OF YEAR 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%	

1.5 Building Act - Consents and Compliance

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 2013/14	INTERIM END OF YEAR RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Code Compliance Certificate applications are processed within 20 working days	100%	99.01%	Processing times since the last meeting was 100%.
Building consent applications are processed within 20 working days	100%	99.72%	Processing times since the last meeting was 100%.
Council maintains its processes so that it meets BCA accreditation every 2 years	Yes	Yes	IANZ review 2016
Earthquake prone buildings reports received	100%	59%	The government is proposing to make changes where by the assessments will need to be completed by a certain time. No further information from the government has been provided.

Building consent numbers from 1 July 2013 to 30 June 2014 (Year to Date) total 407 consents. For the same period the year before (2012 – 13) the total was 416.

The following table provides a snapshot of the number and types of building consents granted for the period.

TYPE	NUMBER	VALUE
Commercial (shops, restaurants, rest home – convalescence, restaurant /bar / cafeteria / tavern, motel, commercial building demolition - other commercial buildings)	7	\$276,000
Industrial (covered farm yards, building demolition, warehouse and/or storage, factory, processing plant, bottling plant, winery)	3	\$48,000
Residential (new dwellings, extensions and alterations, demolition of building, swimming and spa pools, sleep-outs, garages, relocations, heaters, solid fuel heaters.	30	\$1,844,663
Other (public facilities - schools, toilets, halls, swimming pools)	4	\$117,032
Totals	44	\$2,285,695

2. Public Protection

2.1 Dog Control Act – Registration and Compliance

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

PUBLIC PROTECTION KEY PERFORMANCE INDICATORS	TARGET 2013/14	INTERIM END OF YEAR 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	6 visits	No visits	Not met.
Complaints about roaming and nuisance dogs are responded to within 4 hours	100%	100%	

Annual dog registration is currently in progress. All dogs are required to be registered by the 30 June and the 50% penalty is applied from 1 August.

As at 2 July 2014 there are 1,023 dogs registered covering 648 owners. There are currently 1,823 unregistered dogs, covering 968 owners.

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

INCIDENTS REPORTED	NUMBER
Attack on Pets	2
Attack on Person	1
Barking and whining	5
Lost Dogs	4
Found Dogs	0
Rushing Aggressive	0
Wandering	7
Total	19

2.2 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 2013/14	INTERIM END OF YEAR 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%	

The following table provides a summary snapshot of stock control incidents between 23 May 2014 and 30 June 2014.

INCIDENTS REPORTED	NUMBER
Stock	4
Total	4

2.3 Resource Management Act – afterhours Noise Control

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

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

AFTER HOURS NOISE CONTROL COMPLAINTS RECEIVED	YTD	PREVIOUS YEAR	PERIOD (22/5/14 – 25/6/14)	PREVIOUS PERIOD
Total	170	183	11	23

2.4 Sale and Supply of Liquor Act - Licensing

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

PUBLIC PROTECTION KEY PERFORMANCE INDICATORS	TARGET 2013/14	INTERIM END OF YEAR RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Premises that sell liquor that are checked prior to renewal to make sure they comply with the Sale of Liquor Act 1989	100%	100%	All applications for renewals have been checked for compliance with the Sale and Supply of Alcohol Act 2012.

ALCOHOL LICENCE APPLICATIONS PROCESSED	YTD	PREVIOUS YTD	PERIOD (22/5/14 – 30/6/14)	PREVIOUS PERIOD (22/5/13 – 30/6/13)
On, Off and Club Licences	32	46*	0	7
Manager's Certificates	128	113*	8	22

* Partial data only due to new computer system introduced mid 2012

2.6 Health Act - Safe Food

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

PUBLIC PROTECTION KEY PERFORMANCE INDICATORS	TARGET 2013/14	INTERIM END OF YEAR 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%	No enforcement has been required

2.7 Food Bill Update

The new Food Act (Bill now passed) aims to give food businesses the tools to manage food safety themselves, based on the level of risk associated with the kinds of food produced and in a way that suits their business. Businesses do not need to make any immediate changes.

Over the next 12 months, the Ministry of Primary Industries will be developing regulations, tools and guidance. There will be extensive consultation during this time to allow people the opportunity to have their say on the detail of the new food safety system.

The period of formal public consultation is likely to be at the end of the year or early 2015 and will be open for around three months.

2.8 Bylaws

One litter complaint was received between 23 May and 1 July 2014. Four letters regarding over grown trees and hedges were issued.

Contact Officer: Murray Buchanan, Group Manager Planning and Environment

INFRASTRUCTURE AND SERVICES GROUP REPORT

1. Group Manager Highlights

Standardisation and doing more for less is the focus for most areas in Infrastructure currently. Transport is being driven through such groups as the Road Efficiency Taskforce and can be seen in such initiatives as the Funding Assistance Rate review and the One Road Network Classification projects. 50max and the review of vehicle dimensions and permitting are designed to get more out of our current transport assets.

The Wairarapa Councils' recent Group Roads Contract and combined asset management plan is a move towards this national goal and will produce savings to the local ratepayers. Further work is required to look at other areas such as corridor access requests and combined works programs to build on the combined AMP platform.

Consistent measurements across territorial authorities is being done across waters and transport with uniform metrics required and in development.

Attending the Institute of Public Works Engineers Australasia conference highlighted the amount of change within the industry currently. A new stream of papers was presented on collaboration highlighting works across the country where councils were working together to deliver efficiencies.

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 fire fighting.

2.1 Key Performance Indicators

WATER SUPPLY KEY PERFORMANCE INDICATORS	TARGET 2013/14	RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Compliance with resource consent conditions/water permit conditions to "mainly complying" or better	95%	Not available as yet	Council provides annual report to Greater Wellington for water supply consents. The compliance reports are available to Council Sept/Oct yearly.
Water supply systems comply with Ministry of Health Bacteriological Drinking Water Standards guidelines 2000**	95%	Not available as yet	Ministry of Health supplies Council with compliance reports 6 months after year end. Reports apply to previous year.
Ratepayers and residents satisfied with level of service for water	75%	60%	NRB Survey 2013
Urgent (dirty, cloudy, smelly, or bad tasting water or no water at all) requests for service responded to within 1 day	95%	100%	CEMs records and Drinking Water Complaints Register
Fire hydrants tested annually that meet NZ Fire Service Code of Practice	100%	100%	Job logged in CEMs 2134574. There is a requirement under the NZ Fire Service Code of Practice to ensure testing of hydrants are completed within a 5 year period. Citycare will be undertaking this work. Total fire hydrants for the three towns are: Martinborough – 216 Greytown – 184 Featherston - 179

2.2 Consents

There were no consent issues or variances during the reporting period. Consent Compliance Reporting for the year ended 30 June 2014 and gathering the necessary information will be commenced shortly. The compliance reports are required for Council Annual Report.

2.2.1 Water Supply Capital Improvements Featherston

Test pumping of the bore-field (two bores with a third bore yet to be drilled and proven) commenced in mid-June and will conclude in two weeks. A new resource consent application for the proposed take will follow when final groundwater reporting becomes available.

2.3 Water Treatment Plants

The Greytown, Featherston, Martinborough and Pirinoa water treatment plants operated routinely throughout the period.

2.4 Water Reticulation

There were 18 water reticulation repairs reported and rectified during the period.

2.5 Water Races

The 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 three 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 2013/14	RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Number of blockages per 1000 connections	10	2.84	Total of 11 blockages were attended to, total for wastewater connections is 3,872 equates to 2.84 per 1000 connections (Greytown, Martinborough, Featherston and Lake Ferry)
Ratepayers and residents satisfaction with waste water services	70%	60%	NRB Survey 2013
% of resource consent conditions complied with to mainly complying or better**	90%	Not available as yet	Council provides annual report to Greater Wellington for water supply consents. The compliance reports are available to Council Sept/Oct yearly.
Proportion of urgent waste water service requests responded to within 6 hours of notification	95%	94.7%	CEMs records. 18 out of 19 requests were responded to with 6 hours. 1 job was logged after hours as ordered. Job not picked up until the following working day.

3.2 Consents

Slippage with timelines has occurred due to the Section 92 request required for the Martinborough consent application and the delays associated with external advice sought by GWRC to validate our response to the request.

In addition, finalisation of the Featherston consent application has been delayed as a response to GWRC comments has taken additional time.

3.2.1 Martinborough WWTP

The final Martinborough consent application has been lodged with GWRC and is expected to be publically notified on 9 July 2014.

3.2.2 Featherston WWTP

The Featherston final draft application has been presented to GWRC and is undergoing finalisation with GWRC officers prior to formal lodgement. Final lodgement is expected to be no later than mid-July 2014.

3.2.3 Greytown WWTP

Resources are being applied to complete and lodge the final draft consent application as soon as that can be achieved and is expected now to be mid to late July 2014.

3.3 Wastewater General

In pipeline investigation in targeted areas of the Featherston reticulation as programmed has been completed. Reporting has been received and will assist with the finalisation of a significant renewal programme which will be procured over 2014/2015.

In summary, some 800 meters of the largest trunk main has been identified as requiring renewal in the 2km section of pipeline (within the Priority 1, 2 and 3 areas) see attached schematic Fig 5 from " Featherston Groundwater Infiltration Investigation" December 2013, Reporting AWT NZ Ltd.

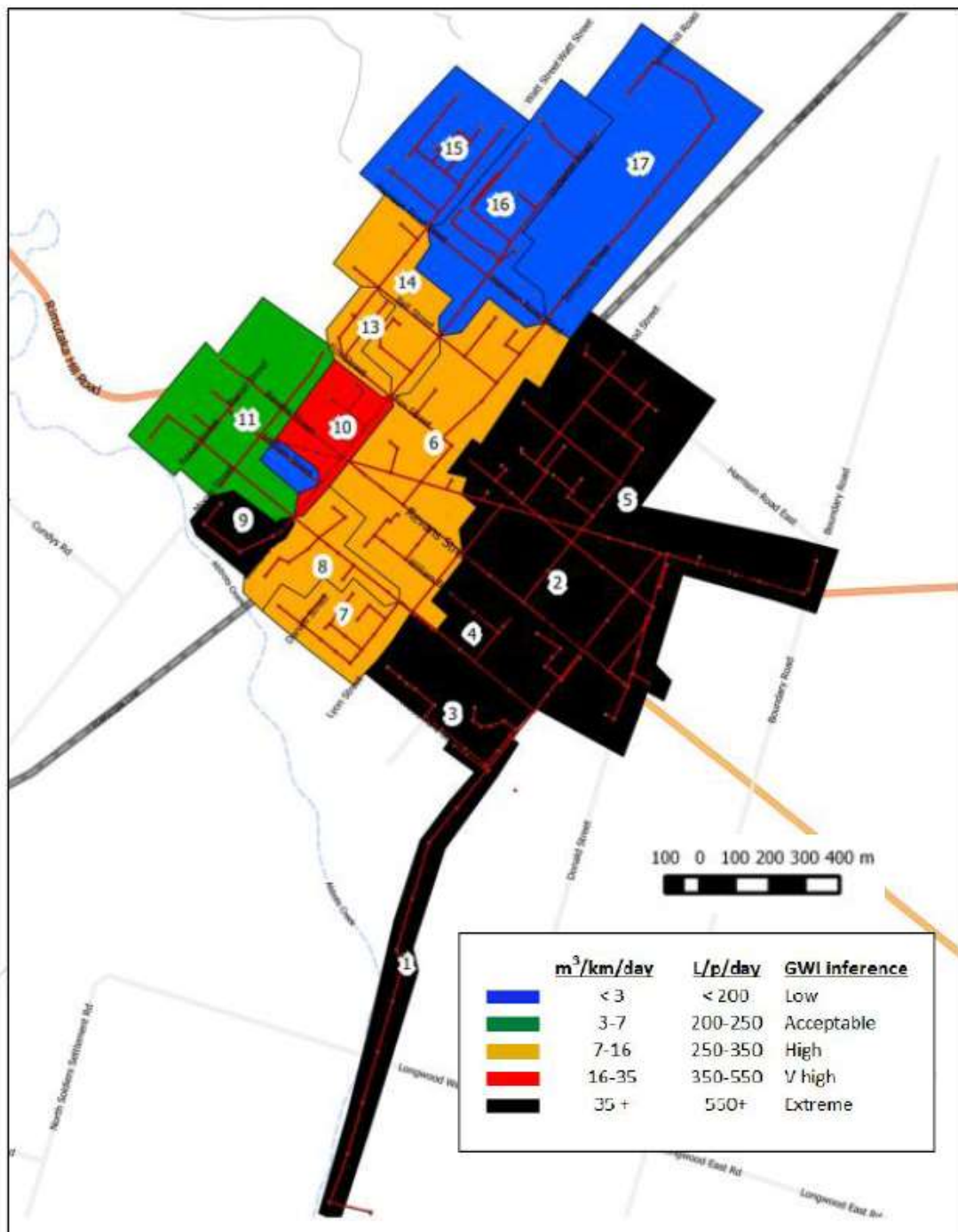


Figure 5: Classification of Study Areas Based on Night Flow Rate

Isolated repairs are recommended within various sections on the pipeline as well.

The black shaded areas are the areas under priority investigation to determine extent of defects contributing to ground water infiltration with the investigation to continue this year.

3.4 Wastewater Treatment Plants

The Greytown, Martinborough, Featherston and Lake Ferry wastewater treatment plants operated routinely over the period. Normal monitoring for flow and compliance reporting continued throughout the period.

3.5 Wastewater Reticulation

There were 2 pipeline blockages 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 2013/14	RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
% of ratepayers and residents satisfied with stormwater drains	50%	54%	NRB Survey 2013
% of urgent (any blockage causing extensive flooding of buildings or other serious flooding) requests for service responded to within 5 hours	90%	100	CEMs records. 14 out of 14 requests were responded to with 5 hours.

Little complaints were received or loss of service reported within the storm water disposal systems during the period.

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

95% of complaints received are dealt with the same day or within 24 hours

WASTE MANAGEMENT KEY PERFORMANCE INDICATORS	TARGET 2013/14	RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Number of communities with recycling centres	6	6	Recycling centres at Greytown, Featherston, Martinborough, Pirinoa, Tukurumuri and Hinakura.
Volume of waste disposed out of district	Decreasing by 2.5%	2.9% 3.6% - 2013	This information is supplied by Masterton District Council. The results are based on stats from 1 July 2013 to May 2014. At the time of reporting the final stats for June were not available.
% of ratepayers and residents satisfied with the level of service	90%	77% recycling 73% refuse	NRB survey results 2013 NRB survey results 2013

5.2 Waste Management

Collections have been operating as usual with the winter fortnightly coastal collection now in place.

A meeting with Tukurumuri residents is planned for later in the month to advise of Councils decision in respect of the recycling depot closure. At this

meeting and beyond Council will be looking to see what additional support there might be for the inclusion of a recyclable collection service in this location.

5.3 E-Waste Collection District Wide

Signage indicating fees payable for E Waste recycling have now been deployed at the Martinborough Transfer Station and the Featherston and Greytown Recycling depots.

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 2013/14	RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
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	82%	75%	NRB Survey 2013
(20km ± 10% variation) 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		
Ratepayers and residents are satisfied with footpaths in the district	70%	66%	NRB Survey 2013
Availability of footpaths on at least one side of the road down the whole street	90%		

6.2 Consents

6.2.1 Coastal

A retrospective consent is being sought for the ford reinstatement on Cape Palliser Rd. A gravel extraction consent for the works on Tukurumuri Rd is being sought. The road consent still being discussed with GWRC.

6.3 Roading Maintenance – Oldfield Asphalts

The new contract with Fulton Hogan started on the 1st of July. There are two sections of work that have been extended with Higgins until completion, being the Whatarangi Cliffs and the Tora-Te Awaiti emergency protection works.

There has been substantial work in setting up RAMM and the move toward electronic reporting under this contract. Currently the development of forward works programs and aligning the annual works to the new council budgets is a priority and will be on-going for some time as works are identified and prioritised within RAMM.

The bridge works on the Ponatahi Bridge are complete making future repairs and maintenance far easier using standardised railings. The

Pahautea Bridge is limited to 5-tonne since the new deck has been installed and will remain as so until work on the bearing beams can be completed in dry weather.

The unsealed roads issues have abated with some fine weather enabling works to be carried out to improve the surface and cover any slippery or soft areas.

Works have also started on the end of Te Awaiti Rd to control drainage and repair damage occurred over the past storms.

6.3.1. Seal Extensions

The use of "otta seals" is being investigated for Te Muna Rd and other suitable sites. This cheap alternative will enable more kilometres of road to be sealed per year within Council's budgets.

Officers will be working with Fulton Hogan and reviewing sites competed in Masterton to confirm the appropriate use on SWDC roads.

6.3.2. One Network Road Classifications

Work is continuing on this with workshops planned for the development of the engineering standards in the near future. These standards will be applied across all roads in New Zealand and will be incorporated within the council's asset management plans.

6.3.3. Regional Land Transport Plan

The development of the land transport plan for the region is nearing completion. While much of this will not affect the South Wairarapa or the Wairarapa in general some areas of discussion will require some action. These actions will involve the alignment of our Long Term Plan outputs and targets to be aligned with the Regional Land Transport Plan. The objective of "A safer system for all users of our regional road network" will require councils to report road casualty toll (killed and seriously injured), measured on an annual basis against a 5 year rolling average. Regional targets will be set as:

- **Challenge** – continuous annual reduction in killed and serious injury casualties, leading to 50% reduction between 2012 and 2025.
- **Stretch** – continuous but accelerated annual reduction in killed and serious injury casualties, leading to 66% reduction between 2012 and 2025.

The Metric will be the road crash casualties reported to and by NZ Police from crashes on the public highway and annually collected and collated road casualty statistics (MoT and NZTA). This will make the reporting easier with data readily accessible for all councils across the region and feed into the regional reporting.

Territorial Authorities are adopting the same outputs, measurements and targets so that the reporting of each TA aligns with the regional and national outputs. Measurements and targets will need to be incorporated into our Long Term Plan in its development.

Areas of measure such as safety for pedestrians and cyclists as well as crash statistics are obviously relevant to the Wairarapa. However actions such as a reduction of harmful emissions are less relevant, with one monitoring station in Masterton the only area monitored in Wairarapa.

One point of note is that of the seven strategic routes listed, the SH2 route over the Rimutakas is not among them. In fact there are none within the Wairarapa as a whole. The routes listed are:

- Otaki (SH1 – during public holidays)
- Waikanae to Paraparaumu (SH1)
- Paekakariki to Pukerua Bay (SH1)
- Ngauranga to Aotea Quay (SH1)
- Terrace Tunnel to Cobham Drive (SH1)
- Approach to Melling Interchange (SH2)
- Petone to Ngauranga (SH2).

6.3.4. Footpaths

The contract schedules have been amended, removing the 2014/15 budgeted renewals and new construction from the current work schedule. These works will be carried out later in the year, and only on renewals as per the Council decisions through the Annual Plan process. These will be confirmed with the individual Community Boards.

6.3.5. Trees

Woodnet inspected the majority of the identified trees of interest plus others that were deemed to be adding value or potential costs to the SWDC.

This has been incorporated into a Tree Location and Management Report which has identified approximately 95.2 Ha of trees in 113 different stands that were assessed and commented on. This is by no means an exhaustive list but goes a long way towards reflecting plantings of consequence (i.e. plantings likely to add value or cost to the SWDC if managed or not managed as the case may be).

This document is a working plan and should be viewed as a statement of the South Wairarapa District Council's operational forestry and policy intentions particularly relating to road edge tree protection/maintenance, re-establishment, silviculture, harvesting guidelines and marketing strategies.

Given the forest plantings' significant role in road asset protection and the work required to bring that asset to an 'optimum' condition, it should be noted that work is still required to develop an active 'road protection' management plan.

SWDC is looking at the combined savings in a shared service between MDC and SWDC in the management of its trees and harvesting plans. This is currently a work in progress.

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 2013/14	RESULTS	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Users satisfied with parks and reserves	90%	95%	NRB Survey 2013
Ratepayers and residents are satisfied with Council playgrounds	75%	94%	NRB Survey 2013
Council playground equipment that meets national standards	95%		
Council pools comply with NZ swimming pool water testing standards	95%		
Ratepayers and residents satisfaction with Council swimming pools	70%	78%	NRB Survey 2013
Occupancy of pensioner housing	97%	98%	
Ratepayers and residents satisfied with town halls use	77%	84%	NRB Survey 2013
Ratepayers and residents satisfied with public toilet facilities	60%	95%	NRB Survey 2013
Taking programmes out into the community and providing a wide variety of programmes in the library	>3 per library		
Ratepayers and residents satisfied with libraries	97%	87%	NRB Survey 2013

7.2 Playgrounds

A new slide is on order for Martinborough playground to replace the large slide. The wooden platform for the slide at Featherston was vandalised again in June, but has now been repaired.

7.3 Sports fields and facilities

Featherston's rugby field was used for a Heartland game on 31 May. City Care were able to ensure the ground was properly prepared.

7.4 Pensioner housing

All of the pensioner units have now had an exterior treatment for insects, which should stop the march of ants and spiders looking for warmer winter quarters. On 11 June, City Care did a rubbish run through the flats, which gave residents an opportunity to get rid of larger items that they were unable to dispose of themselves. This was last done 3 years ago. 1.5 tonnes of rubbish was removed, and we propose to do this annually from now on. Winter planting at the flats will be commencing shortly.

There are seven applicants on the waiting list for Martinborough, twelve for Featherston and six for Greytown. We are anticipating one vacancy at Featherston and two at Martinborough in the next month. The occupancy rate for all flats for 2013/14 was 98%.

7.4.1. Matthews Flats, Featherston

Two adjoining flats at Matthews suffered damage to wall linings and carpets from a leaking pipe. In the course of investigating and fixing the problem, we found that the pipe used for interior plumbing in the flats was a product which has now been found to become brittle and fail. While the immediate problem has been fixed, this pipework has the potential to cause ongoing problems. We propose to completely replace all interior plumbing pipework in each flat, but will only do this when flats become vacant.

7.5 Parks and Reserves

7.5.1. Featherston

On 23 May a large gum tree at Barr Brown Reserve came down in high winds, blocking the road and taking out power lines. This undermined the roots of the two adjacent gums, leaving them unstable and at risk of coming down, so on 20 June they were removed by Treescape.

Two dead cherry trees in Featherston's Cherry Tree Park have been replaced.

7.5.2. Greytown

The same storm caused damage to trees in Soldiers' Memorial Park, with two large branches and one tree coming down.

The compaction and fill work for the car-parking area at the new dog park has been done, and the park was officially opened by the Mayor on 3 July.



7.6 Toilets

7.6.1. South coast

The new toilet for the Ngawi surf break is expected to be delivered to City Care in July. We are working through the consenting process for the toilet at the moment, and hope to have it installed and operating by the end of August.

7.7 Properties

7.7.1. Greytown

A retail tenant has been found for the Old Library building, and they will move in during August. We will be holding a library book sale in the building before the new tenant takes over.

7.8 Cemeteries

7.8.1. Featherston

There was one burial and one ashes interment in May, and two burials in June. The third ashes wall has been completed. Vandalism continues to be a problem in the cemetery, with a number of headstones damaged. Planning is underway for the addition of security cameras to the cemetery.

7.8.2. Greytown

There was one burial and one ashes interment in May. The first in-ground ashes beam has been completed.

7.8.3. Martinborough

There was one burial in June. The repairs to the services ashes wall from the damage caused by the 21 January Eketahuna earthquake will require complete disassembly and rebuilding of the wall. A new sixth wall will be built next to it, and the ashes and plaques from the services wall will be transferred into it. The services wall can then be pulled down and rebuilt. Families connected with the services wall will be advised and consulted before the ashes and plaques are moved, and signage will be in place to advise those who cannot be contacted.

7.9 Swimming Pools

7.9.1. Greytown Pool

The engineer's report on options for shortening the pool to the regulation 25m has been received and distributed to the pool working group. Options range from simply building a new end wall at the 25m mark and infilling the rest to a sophisticated operable wall from Australia. A further meeting of the working group (which includes councillors and community board members) will be held to make a decision on the final option so that fund-raising can commence. Ideally, the pool shortening would be done in spring, to be followed by fibreglassing, so that all works are complete before the start of the 2014/15 season.

7.10 Libraries

7.10.1. Winter Warmers

The school holiday reading programme Winter Warmers is underway. This year the theme is the Commonwealth Games. Featherston Library has the whole of South Featherston and St Theresa's schools enrolled (191 children). Greytown Library has 40 enrolments, and Martinborough Library has 85.

7.10.2. School holiday activities

Both Featherston and Martinborough are planning craft days, and will have storyteller and paper-folder Megan Hicks from the USA.

7.10.3. Facebook pages

Both Martinborough and Featherston libraries now have Facebook pages which are proving popular. Martinborough's page has 70 "likes", Featherston's has 68, and some friendly inter-library competition is developing. Greytown has yet to join in the fun!

7.10.4. Staff

The newly-appointed staff are settling in well and enjoying their roles. Both Carterton District Council and SWDC have given their approval for the resumption of quarterly staff meetings involving all library staff. This will mean that the libraries open later than usual four times a year while staff get together for learning and sharing activities. The first of these meetings will be held at the end of July, and will include the WLS Committee members as well as staff.

7.10.5. Statistics all Libraries

See Appendix 3 for issues and transactions statistics.

8. Civil Defence and Emergency Management

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

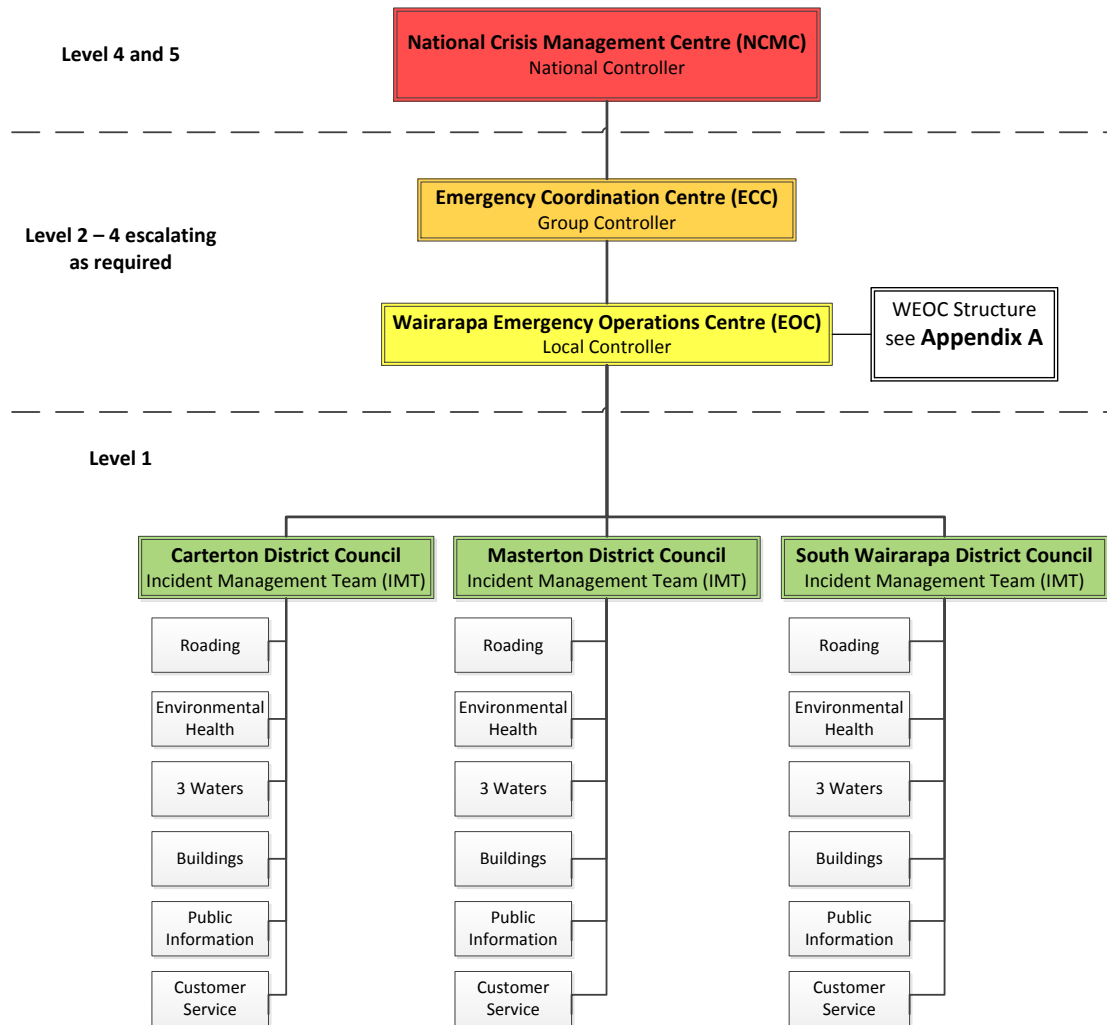
8.1 Key Performance Indicators

CIVIL DEFENCE AND EMERGENCY MANAGEMENT KEY PERFORMANCE INDICATORS	TARGET 2013/14	RESULTS	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Ratepayers and residents are prepared for an emergency	65%	74%	NRB Survey 2013
Regional Civil Defence Emergency Plan developed and implemented	Implemented		The Wellington Region Civil Defence Emergency Management Group Plan 2013-2018 has been implemented and available on the get prepared website

8.2 Concept of Operations

A concept of operations has been developed in draft format and is currently being reviewed by the Wellington and Wairarapa councils. This document describes the relationship between the three Wairarapa Territorial Authorities, Wellington Region Emergency Management Office (WREMO) and the Wairarapa Emergency Operations Centre (WEOC) in response to an incident or an emergency. It provides definition on roles and responsibilities, delegated powers and financial arrangements during response.

The document will support the Service Level Agreement (SLA) currently being developed between the Territorial Authorities (TA's) in the Wellington region, and WREMO. In addition, the document will support any SLA between the three Wairarapa TA's.



	Description / Characteristics	Council Operations	Key Activities			Control (Locally)	Media
			Incident Management Team (IMT)	Wellington Region Emergency Management Office (WREMO)	Wairarapa Emergency Operations Centre (WEOC)		
Level 1	<ul style="list-style-type: none"> Local incident One or more territory Council monitoring and managing its key infrastructure and responding to incidents as a single agency No declaration 	Council monitoring and managing: <ul style="list-style-type: none"> 3 waters Roads Buildings Customer Service Public Information Environmental Health 	<ul style="list-style-type: none"> Managing the response through: <ul style="list-style-type: none"> Planning Operations Logistics Reconnaissance Situation Reports to Council Finance 	<ul style="list-style-type: none"> 24 / 7 Duty Officer (021 834 739) for information flow. Area Advisor available for planning and operational support advice. 	<ul style="list-style-type: none"> Not active 	IMT	Managed by Council
Level 2	<ul style="list-style-type: none"> Local incident One or more territory Coordination of response activities across multiple agencies i.e. Contractors, Emergency Services, DHBs No declaration 		<ul style="list-style-type: none"> IMT may request WEOC support as necessary Managing the response through: <ul style="list-style-type: none"> Planning Operations Logistics Reconnaissance Situation Reports to Council Finance 	<ul style="list-style-type: none"> 24 / 7 Duty Officer (021 834 739) for information flow. Area Advisor available for planning and operational support advice. Area Advisor advises Local Controller WREMO Staff may support as requested. 	<ul style="list-style-type: none"> Local Controller initiates WEOC activation to support Council / s if required; OR Local Controller initiates WEOC activation to manage the response Coordinate welfare activities 	IMT; OR Local Controller if agreed by CEO/s	Managed by Council OR coordinated by PIM if WEOC activated
Level 3	<ul style="list-style-type: none"> Emergency (CDEM Act 2002) Multiple incidents One territory Requires coordination across multiple agencies CDEM powers (Declaration) may be required 		<ul style="list-style-type: none"> Managing the Council response through: <ul style="list-style-type: none"> Planning Operations Logistics Reconnaissance Situation Reports to WEOC and Council Finance 	<ul style="list-style-type: none"> 24 / 7 Duty Officer (021 834 739) for information flow. Area Advisor supports Local Controller. WREMO Staff may support as requested. 	<ul style="list-style-type: none"> Local Controller manages the response across multiple agencies Coordinates with Group Controller, CEO and Mayors to consider Declaration. Coordinate welfare activities 	Local Controller	Coordinated by ECC PIM and delivered by Council
Level 4	<ul style="list-style-type: none"> Emergency (CDEM Act 2002) Multiple incidents More than one territory Requires coordination across multiple agencies CDEM powers (Declaration) may be required 		<ul style="list-style-type: none"> Managing the Council response through: <ul style="list-style-type: none"> Planning Operations Logistics Reconnaissance Situation Reports to WEOC and Council Finance 	<ul style="list-style-type: none"> 24 / 7 Duty Officer (021 834 739) for information flow. Area Advisor supports Local Controller. 	<ul style="list-style-type: none"> WEOC requests ECC support Local Controller manages the response across multiple agencies and territories Local Controller coordinates with Group Controller, CEO's and Mayors to consider Declaration. Coordinate welfare activities 	Local Controller	Coordinated by ECC PIM and delivered by Council

9. Appendices

Appendix 1 - Monthly Water usage

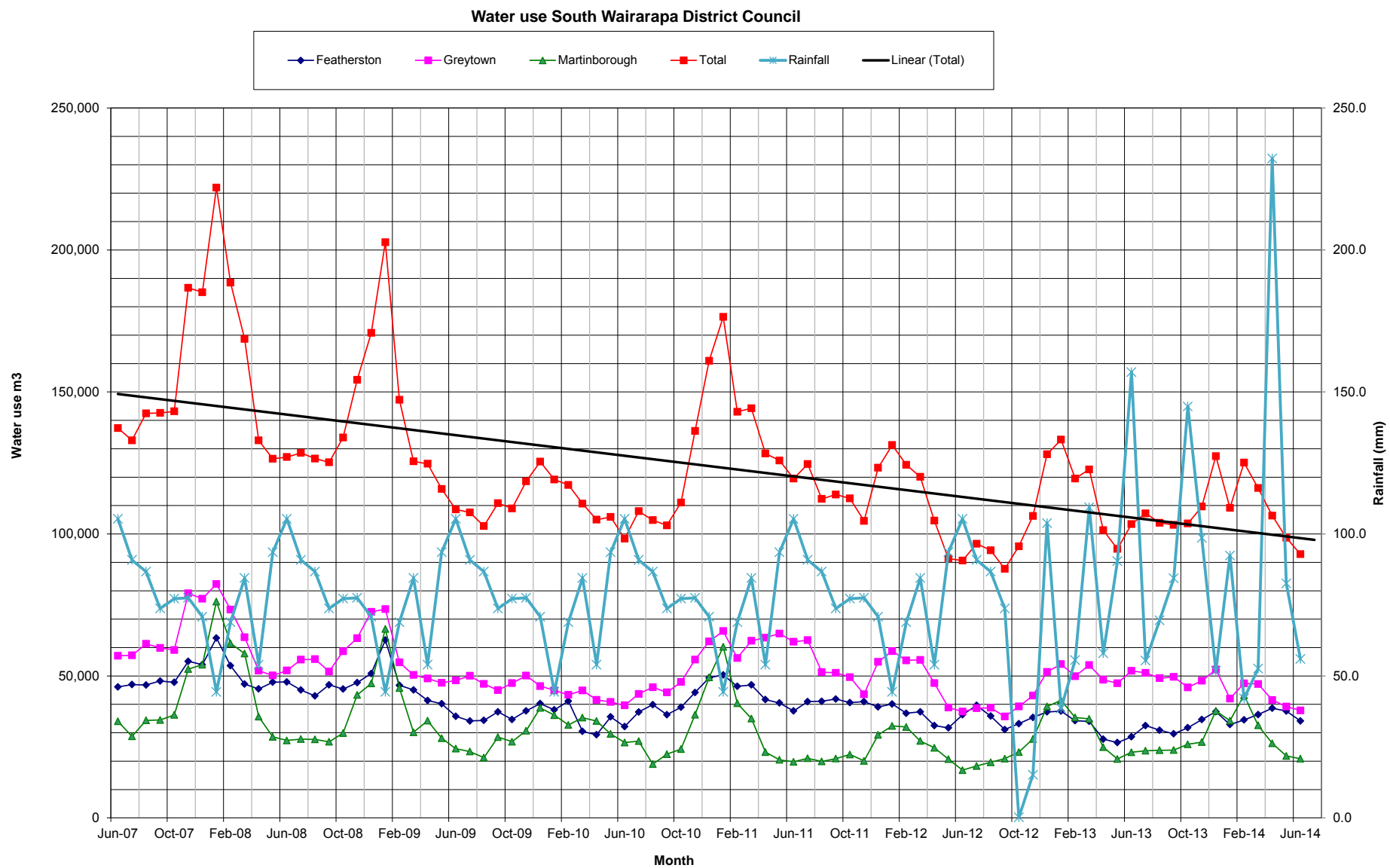
Appendix 2 – Waste Exported to Bonny Glen

Appendix 3 – Library Statistics

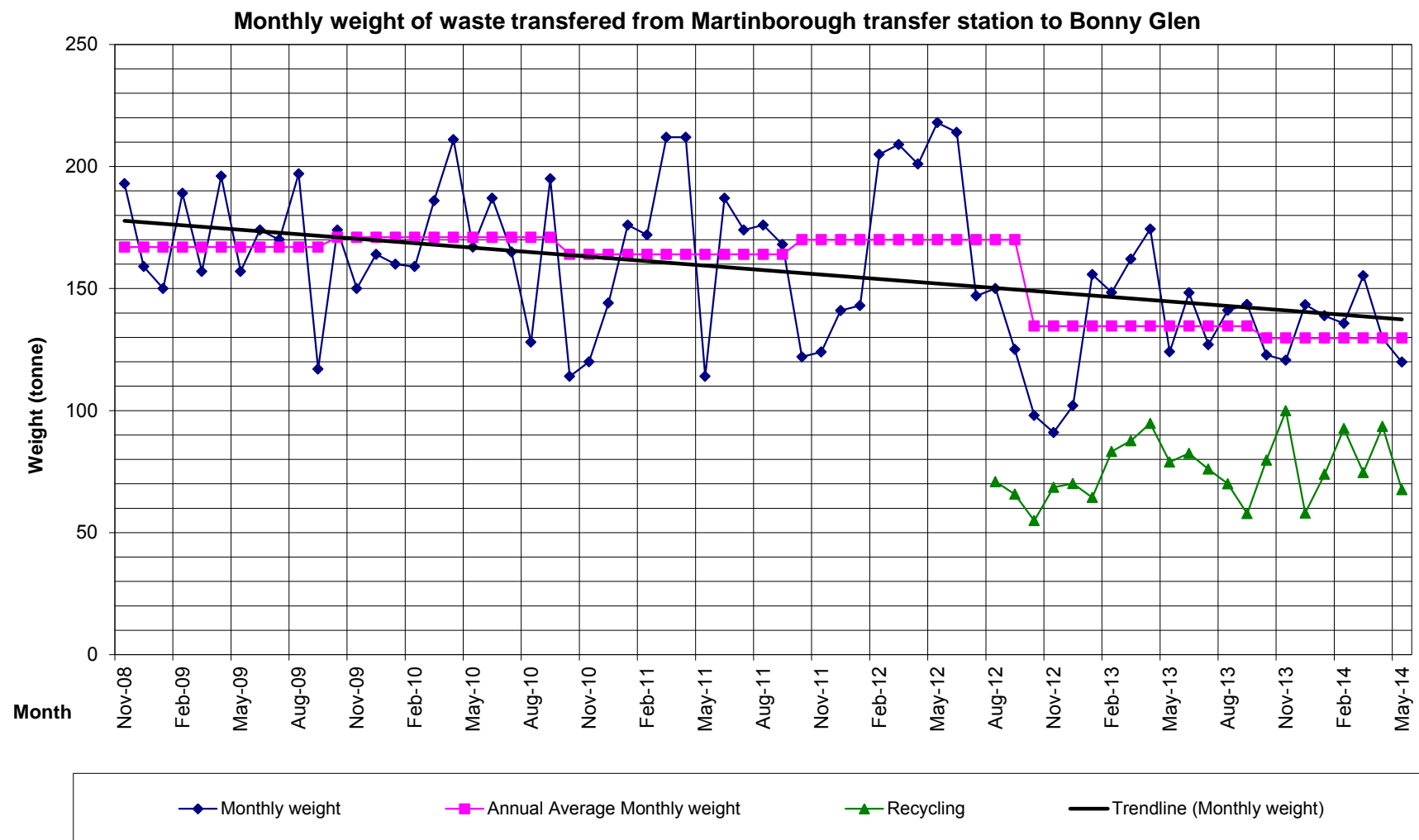
Contact Officer: Mark Allingham, Group Manager Infrastructure and Services

Reviewed By: Paul Crimp, Chief Executive

Appendix 1 – Monthly Water Usage

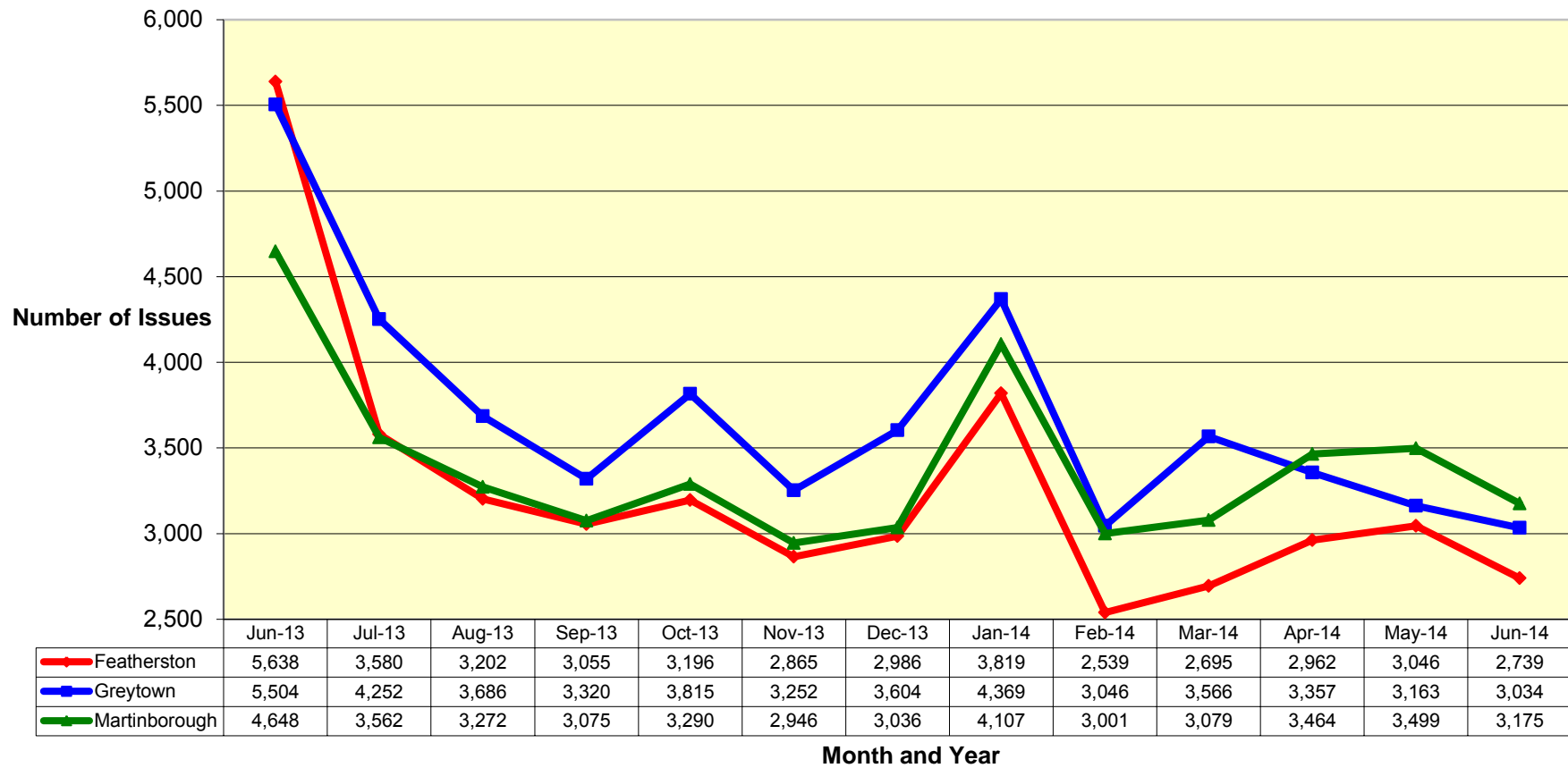


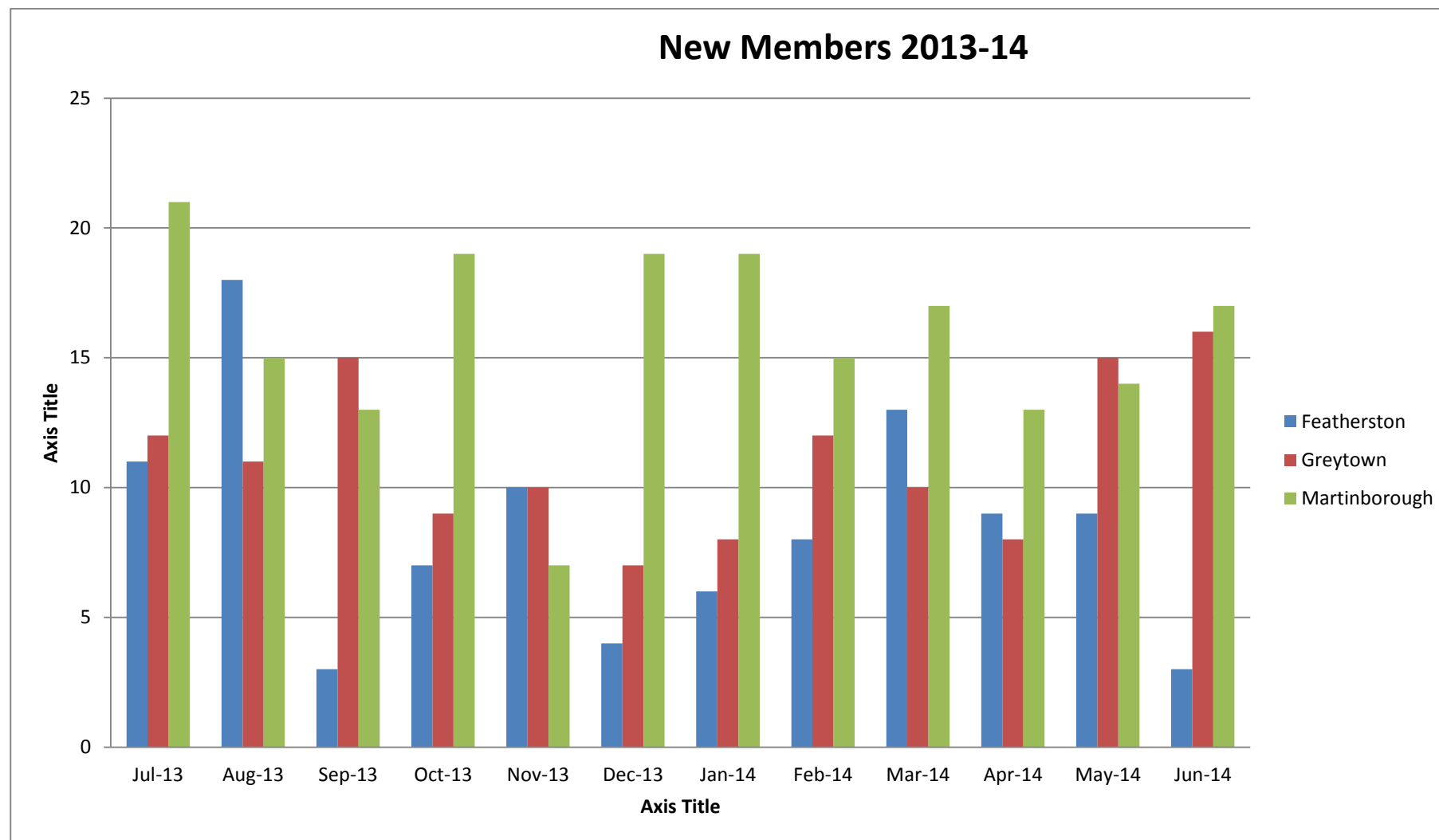
Appendix 2 – Waste Exported to Bonny Glen

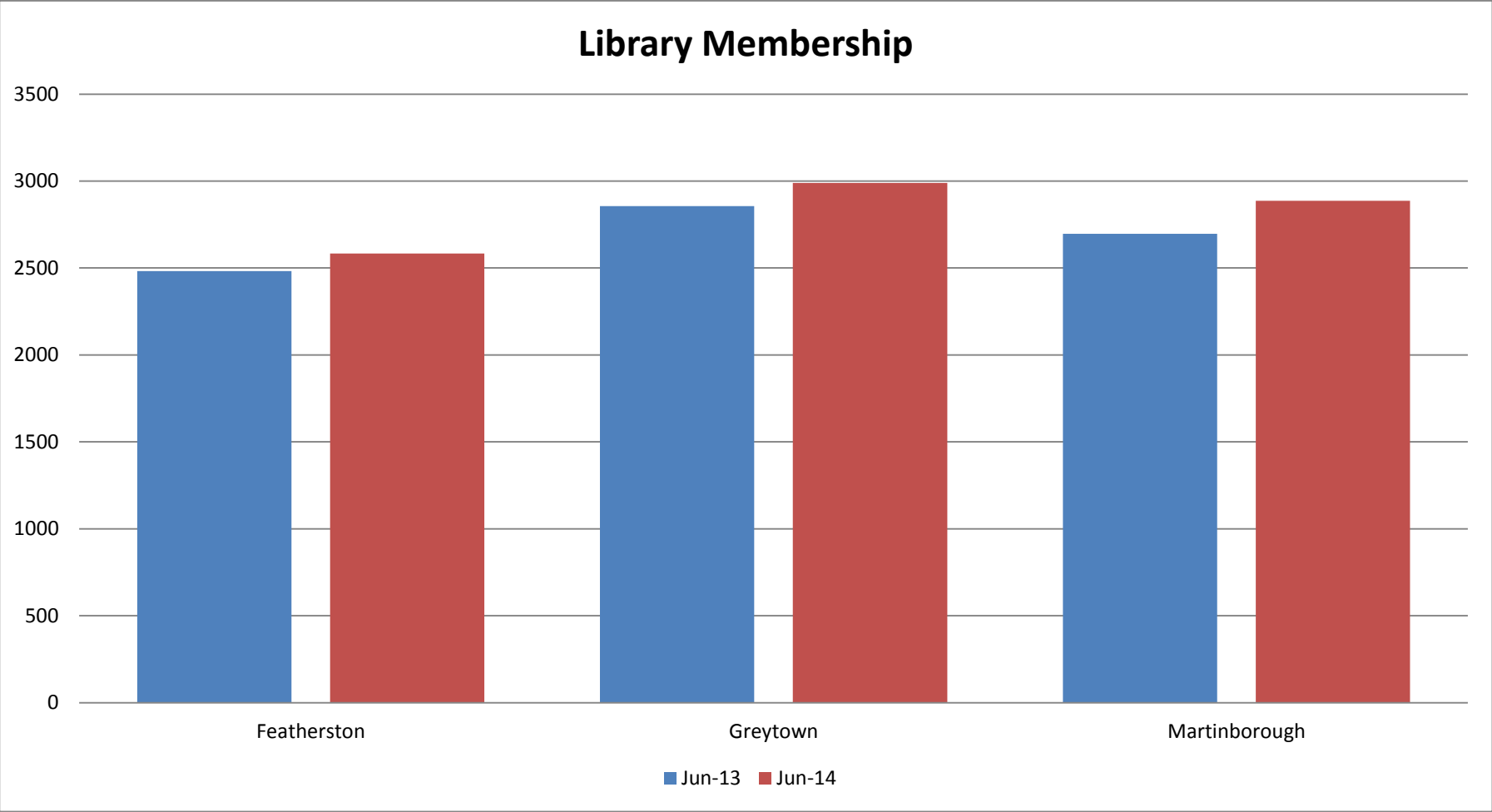


Appendix 3 – Library Statistics

Issues to June 2014







FEATHERSTON COMMUNITY BOARD

5 AUGUST 2014

AGENDA ITEM 7.2

CAMERA SURVEILLANCE SYSTEMS FOR SOUTH WAIRARAPA

Purpose of Report

To inform Community Board members of the considerations and requirements for the development of camera surveillance systems for south Wairarapa.

Recommendations

Officers recommend that the Community Board:

1. *Receives the information.*

1. Executive Summary

This paper outlines the current state of existing camera surveillance systems, including the development of the integrated system between Masterton District Council and Wairarapa Police. It discusses the process and considerations for developing a camera surveillance system, and indicates the future actions to be taken by officers in developing such a system.

2. Background

2.1 Council and Featherston Community Board action requests

At its September 2013 meeting, Council requested a report outlining the costs/benefits of linking to the Masterton District Council security camera system and providing a mobile camera for the district. Featherston Community Board, at its December 2013 meeting, resolved to make a submission to the SWDC 14/15 Annual Plan supporting the use of a CCTV system camera (or alternative) in Featherston (FCB 2013/82). It also requested an investigation of the best type of camera system and associated costs, for use in Featherston and the South Wairarapa, with the information being made available for Council annual planning discussions. This paper is the initial response to these requests, with the limited information available at this stage of the development of the Masterton system.

2.2 Annual Pan submission and response

Featherston Community Board's submission to the 2014/15 Annual Plan requested CCTV/security cameras for Featherston, to be placed in high-risk areas, and able to be integrated into the Masterton Police system. The cost for this was estimated at an additional \$50,000. The Council decision on this request was as follows:

- No budget change.
- Council officers in conjunction with Council are to prioritise the areas that need protecting with priority given to Council property.
- Council officers are to determine whether second hand cameras, able to be refurbished, are available for purchase.
- Council officers are to liaise with Mr P March regarding a possible camera for refurbishment.
- Council noted that a full needs analysis report for security surveillance systems in the South Wairarapa was still to be carried out by officers before a decision on purchasing new cameras could be made.

2.3 Existing CCTV

Two CCTV cameras were installed in Featherston early in 2012 in a joint initiative between Council and the Featherston Miniature Fell Society. The cameras are sited at the Matthews Flats with views of the railway area in Clifford Square and the Miniature Fell engine on Fox Street. The cameras are standard analogue cameras recording to a device located on the Matthews Flats property. This is the only location from which footage can be reviewed. The footage is rarely used, and only one person currently has access to it.

Additional cameras were placed in the area of the Featherston toilets at the end of May. There is the potential to make a live-view of the footage available to the Community Patrol and the police. This is an interim measure to focus on the worst problem area, and has the potential to be scaled-up in future. There were no incidents of graffiti or vandalism recorded for Featherston in June.

SWDC has no other CCTV in the district, however a number of organisations, including retailers and GWRC have their own surveillance systems.

2.4 Graffiti and vandalism

399 graffiti strikes were recorded in South Wairarapa from October 2012 to June 2013. In the year July 2013 to June 2014, there were 211 strikes, of which 162 were in Featherston. Although the amount of graffiti is down from last year, non-graffiti vandalism has been on the increase. These incidents have been separately identified in our database since January 2014, and to the end of June there have been 40 vandalism strikes, of which 32 were in Featherston. The SWDC Graffiti Working Party in its draft policy has identified that "[t]he focus of graffiti vandalism monitoring will be

to identify repeat offenders so as to result in their eventual prosecution". The policy also provides for the identification of graffiti vandalism hot-spots so they can be targeted for additional prevention/protection measures. Featherston's primary graffiti hot-spots have been identified from data as the public toilet, playground and skate-park, with the area around the library/Info Centre/museums now developing as a new hot-spot. Featherston cemetery and the library/Info Centre/museums precinct have emerged as the hot-spots for non-graffiti vandalism.

2.5 Masterton District Council camera changes

Masterton District Council is upgrading its CCTV system, increasing the number of cameras to 12 and centralising the monitoring at Masterton Police Station. The contract for this was let at the end of March 2014, and officers are in the early stages of discussion with the police and the successful contractor. The upgrade allows for the possibility of taking feeds from cameras in Carterton and the three south Wairarapa towns. Carterton District Council is monitoring its six cameras at the Events Centre, with the possibility of the police being able to access the cameras remotely from Masterton. Police have indicated that they are keen to be able to remotely monitor cameras throughout the Wairarapa, and especially in Featherston. The costs of the CCTV systems would rest with the District Councils rather than the Police.

3. Discussion

3.1 Surveillance system planning

Notwithstanding the decision to install additional cameras in Featherston as an interim measure, the development of a camera surveillance system in the public places of south Wairarapa requires significant planning. The requirements of the Privacy Act¹, and best practice guidelines such as those developed by Auckland Council² outline a process in which consultation and needs assessment as are important as the selection and location of equipment. Surveillance systems are not a magic bullet for solving crime, especially those which are not monitored 24/7 – they need to work in conjunction with other crime prevention measures, and there needs to be a clear understanding of the reasons for using them. Is it to deter crime, to provide evidence of crimes, to allow faster responses by police, to improve public perception of safety, or a combination of all of these? Each of these uses of CCTV has different requirements in terms of technology, location and operational use. Given the cost of CCTV equipment, it is worth spending time to assess the needs, consult with other affected parties and plan a system which not only meets current needs but is scalable to meet the needs of the future.

3.2 Needs assessment

A needs assessment defines the problem and considers all possible solutions, including the advantages and disadvantages of camera surveillance systems. Consultation with other stakeholders such as the

¹ *Privacy and CCTV : A guide to the Privacy Act of businesses, agencies and organisations*, Office of the Privacy Commissioner, 2009

² *A guide to camera surveillance systems in public places*, Auckland Council, 2013

business community is important, particularly to identify those who already have cameras or are considering them, and determining whether and how these could be integrated into the larger SWDC/police system.

3.3 Operational matters

The planning and designing of the system needs to take into account the purpose(s) of the surveillance, the technology required, and how the system would be integrated with existing systems, including the Masterton Council/police system. Operating procedures need to be developed to clarify who has access to the system, how long the images are retained, and how privacy issues and requests are managed. Communication with both public and stakeholders are required to build awareness and support. Audit requirements must be considered, and periodic reviews of process, effectiveness and public perception should be planned in advance.

3.4 Available technology

Modern technology has created increasingly sophisticated camera surveillance systems, which can be networked and communicate by Wi-Fi, accessible from authorised smart devices and capable of alerting users to incidents. Cameras have multiple options such as remote operation, motion-sensor activation, and low-light operation. Equipment selection is determined by the outcome of the needs assessment. Technology must be capable of integration with end-users such as the police. It must be cost-effective at the level of both capital and operating costs – the initial capital costs for the purchase of equipment, the ongoing operating costs for maintenance and the communications network to deliver the images to end-users, the future costs of upgrades all need to be taken into account. Scalability is an important factor in allowing for system flexibility, additions to the system, and even possible future phasing-out of parts of the system.

3.5 Consultation

Stakeholders who will be consulted include:

- SWDC Graffiti Working Party
- Featherston Community Board
- Wairarapa Police
- Businesses and organisations which already have camera surveillance systems, including GWRC (railway station camera network), Featherston School, Featherston Mini-Fell, the supermarket and other local retailers
- Businesses which may be considering camera surveillance systems including local retailers, licensed premises, doctor's surgery etc
- Residents and organisations in the vicinity of proposed camera locations

3.6 Legal Implications

The key piece of legislation for compliance is the Privacy Act 1993.

3.7 Financial Considerations

The upgrade to the Featherston CCTV system cost \$4500, which came from parks and reserves, toilets and community buildings capital. No allowance has been made for further funding in the 2014/1 Annual Plan. It is

expected that costs for any further development of the system will be known in time for the LTP process in 2015.

3.8 Future actions

An extension of the Featherston's interim system to the Featherston cemetery is being investigated, and if implemented, will be funded from existing capital.

Officers will proceed with carrying out a needs assessment, including consultation with stakeholders. The initial needs assessment and operational planning will focus on Featherston, but allow for extension of the system to other parts of south Wairarapa if required. The outcome of the needs assessment, along with a business plan for the development of the surveillance system, will be brought to Council before going to the market with a comprehensive system brief.

4. Conclusion

There are many considerations in developing a camera surveillance system. In order to ensure clarity of intended outcomes, best value for money, and effectiveness in operation, a process based on best practice guidelines should be carried out to plan, design and implement such a system.

Contact Officer: Helen McNaught, Amenities Manager

Reviewed By: Mark Allingham, Group Manager Infrastructure Services

FEATHERSTON COMMUNITY BOARD

5 AUGUST 2014

AGENDA ITEM 7.3

FEATHERSTON PLAYGROUND

Purpose of Report

To request Community Board approval of new and replacement equipment for the Featherston Playground.

Recommendations

Officers recommend that the Community Board:

1. *Receives the information;*
2. *Approves the replacement of the existing swing-set with the double-bay set incorporating a basket swing, and the adult-size swing-set;*
3. *Approves the purchase of a Scorpion Bug rocker.*

1. Background

Capital is available to replace equipment in the Featherston playground, and to provide an additional piece of equipment. The playground has been a frequent target for vandalism by older children/youth, and it is recommended that any new equipment being purchased be robust and attractive to this age group as well as younger children.

2. Discussion

2.1 Replacement equipment

The existing swing-set is frequently used by young (and not-so-young) adults, although it is not designed for them. Its actual age is not known, but it was there prior to 2000. A more inclusive swing-set is recommended, consisting of a two-bay set containing two standard seats and a basket

swing, and an additional two-bay set for young adults which is 4.2m high.



The basket swing is suitable for very small children with their parents, disabled users, and groups and playground advisors indicate it is frequently the most popular piece of equipment in any playground. The cost for this unit is \$7280 + GST and it will fit into the existing swing area.



The 4.2m swing is designed to be used by youth and adults, and by providing it we should be able to limit the damage to junior swings caused by adults using them. The cost for this swing is \$4159 + GST, and it will fit into the existing swing area alongside the replacement swing/basket swing set.

2.2 Options for new equipment

There is space and funds for one piece of new equipment at the south end of the playground, although depending on the size of the item selected, one of the picnic tables may need to be relocated. The items of equipment proposed have all been selected as equipment which is designed to be used by primary-school aged children through to adults, with the intention of providing an outlet for the energies of Featherston's young adults.

2.2.1. Scorpion bug rocker



The Scorpion is a heavy-duty standing see-saw/rocker which requires considerable energy and co-ordination. The cost for the unit is \$9100, with an additional \$2850 for the required soft-fall area.

2.2.2. Rock-It

The Rock-It is suitable for primary age children up to adults, and can be used by two or more people. The cost of the unit is \$5867 with an additional \$1500 for the soft-fall area.



3. Conclusion

The existing swing-set should be removed and be replaced by a double swing-set which includes a basket swing, and an additional double-swing set suitable for youth and adults. A further piece of equipment which can also be used by youth and adults should be added to the playground, and the Scorpion Bug Rocker is recommended for this.

Contact Officer: Helen McNaught, Amenities Manager

Reviewed By: Mark Allingham, Group Manager Infrastructure Services

FEATHERSTON COMMUNITY BOARD

5 AUGUST 2014

AGENDA ITEM 7.4

VICTORIA UNIVERSITY LANDSCAPE ARCHITECTURE SUPPORTING BUDGET

Purpose of Report

To obtain a resolution from the Community Board for expenses related to hosting Victoria University students.

Recommendations

Officers recommend that the Community Board:

1. *Receive the information.*
2. *Resolve to approve up to \$3,000 for the purposes of supporting advanced landscape architecture students from Victoria University undertake a case study of Featherston.*

1. Executive Summary

On the 24 June 2014 member Katie Beattie presented a report to the Community Board advising that Featherston had been chosen as a case study for two papers for advanced landscape architecture students from Victoria University.

At the meeting members agreed to welcome the students to Featherston.

2. Project Budget

During a subsequent informal discussion members agreed to allocate a budget for the Victoria University Project Design Phase as follows:

Description	Total Cost	FCB Cost
People's choice or similar award	\$ 1,000	\$ 1,000
Sundry costs (like printing for flyers, gift bags, koha for Te Aroha accommodation)	\$ 500	\$ 500
Community reception	\$ 500	\$ 500
Food for our guests	\$ 1,000	\$ 500
Council welcome	\$ 1,000	\$ 500
Total	\$ 4,000	\$ 3,000

A resolution is now required to formalise this agreement and allow invoices and expenses to be paid up to the \$3,000 budgeted.

Council has also agreed to assist with the costs of the student study, as a reflection of the potential value of the work to the community. The 14/15 Annual Plan provided funds to undertake a consultant based report on Featherston which the students study is substituting for (either in whole or part depending on the outcomes of the student study).

Contact Officer: Suzanne Clark, Committee Secretary

Reviewed By: Murray Buchanan, Group Manager Planning & Environment Group

FEATHERSTON COMMUNITY BOARD

5 AUGUST 2014

CHAIRPERSON'S REPORT

1. Communications

- 1.1 Phoenix:** I submitted an article for the August edition with a focus on the project of Featherston undertaken by students of Victoria University of Landscape and Architecture.

2. Meetings

2.1 South Wairarapa District Council (SWDC) Meeting 4 June

Peter Jackson and I attended speaking on behalf of Featherston Community Board around the Town Square Development, utilising the feedback, long term town planning and Featherston Community Board and SWDC working together moving forward.

2.2 Informal Featherston Community Board Meeting 8 June

Informal meeting held to discuss the resolution passed by Council 4 June relating to location of the Menz Shed and Featherston Community Board's role re Town Square development moving forward.

2.3 Graffiti Working Party 25 June

Informative meeting with reports of little tagging within the three towns. It was noted that Kuranui College is currently running a programme for "taggers" to display their artwork which prompted discussion on running an Artworks Competition for Youth with age group prizes. Featherston Neighbourhood Support Co-ordinator Robyn Ramsden gave a positive update on the uptake of neighbourhood support groups in Featherston.

2.4 Featherston Ratepayers and Residents Association Public Meeting 29 June

A public meeting that had a very good attendance with a variety of people from across the wider Featherston community. My message to the group was encouraging them to "work together with the Featherston Community Board and Council".

2.5 Informal Featherston Community Board and Council Workshop 30 June

This workshop was agreed to from the Featherston Community Board informal meeting held 8 June. An externally facilitated workshop between Council and Featherston Community Board, designed to strengthen our relationship, better understand our roles and responsibilities in relation to Local Government and as an elected

member of Council, and establish a road map for the town square concept moving forward.

2.6 Informal Featherston Community Board Meeting 7 July

This meeting followed on from the informal workshop held 30 June between Council and Featherston Community Board.

2.7 Informal Featherston Community Board and Card Reserve Trust Group Meeting 12 July

Members of the Featherston Community Board and members of the Card Reserve Trust Group met at the Featherston Turf to discuss upkeep of grounds, tree pruning, past and current issues and the way forward.

2.8 Featherston Community Board Anzac Hall Meeting 14 July

Helen McNaught lead this meeting to discuss the findings of the Anzac Hall Condition Report (Opus) and the Conservation Report (Kernahan), costings of repairs and beatifications to the hall and where to from here.

3. Events

3.1 Featherston Community Board Welcome Victoria University School of Landscape and Architecture 16 July

Featherston Community Board, the Mayor, and SWD Councillors formally welcomed the students and lecturers from Victoria University School of Landscape Architecture, "the 22 special people".

3.2 Community Pot Luck Dinner for Victoria University Students and Lecturers 17 July

An excellent turn-out by members of the public. Approximate 80 plus people came along and shared their ideas and aspirations for our town with our visiting Victoria University students.

4. Looking Ahead

4.1 I will be attending the Graffiti Working Party on 6 August 2014.

4.2 I will be attending the Community Board Chairs' meeting on 11 August 2014.

FEATHERSTON COMMUNITY BOARD

5 AUGUST 2014

AGENDA ITEM 8.2

FEATHERSTON TOWN SQUARE

Purpose of Report

To recommend and agree to the progression of the town square design and development.

Recommendations

That Featherston Community Board:

1. *Receive the information.*
2. *Supports the location of the donated Menz Shed building on the proposed site adjacent to Featherston Skate Park, subject to final alignment being confirmed by a landscape architect or similar.*
3. *Agree to progress the development of the town square guided by the schematic attached Annex A.*
4. *Recommend that South Wairarapa District Council establish a small working group consisting of Featherston Community Board representatives and identified stakeholders.*

1. Executive Summary

The plan to develop a Featherston town square has generated significant interest and passion within the local community.

Featherston Community Board endorses the South Wairarapa District Council's (SWDC) decision on the positioning of the proposed Menz Shed building.

Featherston Community Board believes that the establishment of a working group, with stakeholder representation, would be an effective approach to the design and development of the proposed town square.

2. Background

On 25 August 2013 Trust House CEO Allan Pollard proposed the donation of the current Bottle-o building to SWDC for use by the newly formed Menz Shed.

On 10 December 2013 the Featherston Community Board agreed in principle to fund \$5,000 towards site development and consent costs to assist in the relocation of the donated building (\$2,500 from the 2013/2014 budget and \$2,500 from 2014/2015 budget - subject to public consultation).

In March/April 2014 SWDC asked the Featherston community to have their say on a proposed town square development. 1200 feedback forms were distributed, of which 150 responses were received by SWDC. Analysis of the feedback indicated that support for the proposal was approximately 50:50.

At the Featherston 2014/15 Draft Annual Plan public meeting held on 6 May, the Featherston Community Board became aware of heightened public interest in the town square development and the outcome of the public feedback.

On 13 May 2014 the Featherston Community Board resolved that the Council consult with the public around the town square and the location of the Menz Shed, and that Council and Featherston Community Board form a partnership to collaborate on the town square development.

During June 2014 the Council and the Menz Shed came to an agreement on the positioning of the donated building within the proposed town square development. This resulted in the Council approving the location of the building on the proposed site adjacent to the Featherston skate park and set back from Fitzherbert Street, a compromise based on feedback received. Final positioning and alignment of the building would be subject to confirmation by a landscape architect or similar professional.

On 30 June 2014 members of Council and Featherston Community Board participated in an informal workshop with an external facilitator to examine and strengthen their working relationship, and to develop a road map for the Featherston town square.

3. Discussion

3.1 Working Group

From the facilitated workshop with Council on 30 June 2014 it was suggested that a small working group be formed with identified stakeholders. The Featherston Community Board believes this is an appropriate and inclusive way to progress the town square development. Noting that the proposed site is Council land Featherston Community Board recommends that Council establishes a small working group, including representatives from the Featherston Community Board and other key community stakeholders, and that this working group be provided clear terms of reference in relation to the town square development.

3.2 Financial Considerations

The financial commitment for the Community Board to date is \$5000 towards the consent costs and site development for the relocation of the donated building. This was agreed at the Community Board meeting on

10 December 2013. Depending on the final design, consideration may need to be given to funding the development through a formal or informal public/private partnership.

4. Conclusion

The Featherston Community Board recognises the significant public interest in the town Square development and the need for the community to be engaged in this. The Community Board has worked with Council to ensure that, as far as possible, the community's interests are represented. The establishment of a working group will ensure that local government and community interests are appropriately considered. It should be noted that this is an iterative process, and that we are only in the initial stages. Completion of the town square may take some time.

5. Annex




A. Indicative schematic of town square

Lee Carter
Chair
Featherston Community Board

Indicative areas for development



Legend

-  Commercial
-  Town Square
-  Menz Shed

RIMUTAKA HILL MARCH 1915 to 1918 THE CROSSING

Our Aim

To recreate the first crossing as authentically as possible and honour our 60000 plus unsung heroes that did the Crossing & the estimated 10000 that gave their lives to protect our freedom for future generations

Suggested date Assemble at Featherston on Saturday 26th September 2015 organized & possibly hosted by the Featherston community using all local resources

Coordinate & size the unit & have a short practice march followed by social & bonding time together prior to march

Unit to comprise 4 platoons

1st Platoon all dressed in WW1 Uniforms

2nd & 3rd Platoons Multi service dressed in uniforms from WW1 till today

4th Platoon NZ Cadet Forces

Sunday 27th September 2015 commence The Crossing

0230hrs Form up on Camp road off State Highway 2 corner by the Japanese Peace Gardens

March off at 0300hrs with full band playing until the Featherston Cenotaph lay wreath dedication

0400hrs march on to the summit

Arrive Summit 0700hrs Breakfast official unveiling & dedication of Memorial to our unsung Heroes with reduced band & possible fly over of WW1 Planes

Depart 0845hrs & March to Kaitoki past the bridge

1045hrs Bus to Start of Upper Hutt

1115hrs march through Upper Hutt with full band playing then back on buses to entrance of Trentham Camp

1200hrs March into Trentham camp with full band playing Formal welcome with march past & presentations of certificates of appreciation etc fall out.

Have lunch break then view public open day comprising Defence Force personal, Cadet Forces, Fire Service, Ambulance Service, Military historic societies Army Band could do one of their famous marching displays this could be a great drawcard Vintage aircraft fly over & display etc this could be a fund raiser for Cadet Forces etc

On completion bused or own Transport back to Wairarapa

Requirements

Personal to do the Crossing numbers to be limited to how many can assemble at the summit for formal unveiling allowing for Official Party, Guard of Honour if required or use Defence Personal on march, officiating personal, haka party, caterers

Direct Descendants

RSA Members

Defence Force Personal

Cadet Force Personal

Will need to have waiver/declaration form for all stating ability to march 21 kilometers unaided. Possible Doctors certificate required if over certain age

Possible Billets required for out of town participants on night before & after

Buses Transit

Support vehicles personal gear drinks etc

Road safety vehicles & Personal, coordinated by Sgt Tim Crum Masterton Police ex NZ Defence Force have been contacted by Mark Owen Regional Performance Manager NZ Transport Authority with advice 048945235

Ambulance & Medical for both sides of hill from the respective organizations

Memorial at the Summit Type, Content, Manufactured by, installed, lighting location etc

Tidy up of Summit

Guest Speaker to unveil Memorial Suggest The Governor General Sir Jerry Mataparae has a strong military back ground

Officiating Minister

Must consider Cultural & Heritage protocol

Parade marshal at the Summit Suggest Nigel Shields Hostel manager Wairarapa College Wo1 retired NZ Army well versed in regimental procedures was responsible for the regimental return of the Unknown Warrior

Support from Mayors & Councils

We currently have full support from The South Wairarapa council Masterton Council & Carterton Council will be in contact with Upper Hutt Council.

Defence Force Support have contact details for Trentham Camp Commandant

NZ Army Band

Cadet Forces

Military History societies

Defence & Cadet Forces coordinate open day at Trentham

Upper Hutt Council & members coordinate March through city including Traffic management plan

NZRSA support we currently have the backing of the National & Masterton RSA will contact others for support

Funding will be helped by Mena Antonio & various other agencies

Historical information from Neil Frances coordinating a display at the ANZAC Hall in Featherston with a mini version at the open day in Trentham

Uniforms

Would be great to have personal wearing uniforms from WW1 to the modern Soldier in current gear possibly from defence source Weta workshop Army museum historical society's theatrical society's movie makers Sharon Stevens Cottle etc

Catering

Possible get from Trentham Camp with field equipment to heat water with help of local RSA Ladies to serve

Toilets

Portaloos at top of hill discuss with local organizations

Spik"n"span Toilets Upper Hutt 0800477456 Gary 0247934187

Horses

For front & rear of column 4

contact Adrienne Staples South Wairarapa Mayor

Media support

TV coverage Suggest the Maori channel very good with ANZAC day coverage

Media coverage papers RSA review Army Air force & Navy review magazines

Radio national community notice boards

Official Photographer

WWI Web Site

Get as much support from direct descendants that could do the Crossing our supply services from their resources or donate towards specific costs

The article in the Dompost 22nd April by Caleb Harris is a Great start

Any Suggestions or help will be greatly appreciated

Have received contact details for the Mayor of Upper Hutt

Certificate of appreciation & a DVD of event should be organized & presented to all that march also our major supporters

Should also consider presenting the memorial miniature or offer to buy from Ian Farley

Public participation & control

Allow the public to see the march commence even join then fall out at Featherston

Meet march at Kaitoke

Join march through Upper Hutt & into Trentham

Line the streets of Upper Hutt also support open day

THE CROSSING 2015

Tasks & Suggested Responsibilities

- 1 Who Can & will do the Crossing medical certificate
Fitness training programme
- 2 Formation day at Featherston accommodation etc.
Featherston Community Board
- 3 Uniforms
Defence, Historical Societies, Weta Workshops, Companies supplying props for Movies.NZ Transport authority, NZ Police, Defence force personal
- 4 Traffic management Vehicles communications etc.
Sgt Tim Crum NZ Police NZ Transport authority, Higgins, Defence personal
- 5 Memorial design Manufacture & erect
Featherston Community Board
- 6 Horses
The South Wairarapa Mayor Adrienne Staples
- 8 Toilets & Showers
SpikNSpan Upper Hutt
- 9 Formal procedure at summit protocols etc.
Retired defence personal with ceremonial experience, defence personal
- 10 Transport for marchers buses etc.
Tranzit, Upper Hutt buses
- 11 Meal at Summit
Civilian caterers, RSA Caterers, Defence force
- 12 Media coverage Radio TV Papers photographer etc.
Maori Channel TV, National & local radios,
National & local papers
Defence force publications
- 13 March through Upper Hut & into Trentham Camp
Upper Hutt City Council
- 14 Open day at Trentham
Defence forces Army Navy Air Force & Cadet Force units
This could be an important public relations exercise for the defence that is well over
Due & could help with future recruitment
- 15 Meal at Trentham
Defence force

- 16 Guest Speaker
Suggest The Governor General Sir Jerry Matapatae
- 17 Tidy up Summit
South Wairarapa & Upper Hutt City councils Transit NZ Greater Wellington regional Council
- 18 Certificates of appreciation miniatures
National RSA, City Councils, Defence HQ Sponsored by a predominated NZ business
Miniatures Ian Farley Imperial Productions
- 19 Music for Marching Army Band & Display
- 20 Funding
WW1 Commemorative organization, Lotteries, Councils, Private companies public donations
- 21 Registration
Have registered with the WW1 Commemorative organization on Wellington
- 22 Vintage Aircraft
Vintage Aviator society Masterton
- 23 Overall coordinator
Possible defence person or a director from Weta
- 24 Tracing direct descendants
John Mudgway Schools as history projects Members of Ancestry etc

THE CROSSING 2015

Hi Adrienne many thanks for discussion today reference Featherstons involvement

My thoughts

Totally agree with getting the community board involved even responsible for coordinating the Memorial this will give the Featherston & South Wairarapa community full ownership & responsibility of the most important part of the project.

The community board could consider organizing & hosting the contingent doing the march on the Saturday to allow for a practice & sizing of the unit prior to march coordinating accommodation & meals funding to be applied for

This allows other groups to coordinate the march over hill, through Upper Hutt & in to Trentham Camp also open day at Trentham Camp.

Would need approval from the correct organizations to install such as the South Wairarapa & Upper Hutt councils, Historic places trust, Transit NZ etc.

The area could be designated an historical site and a rest stop properly sign posted

The area as discussed should be tidied up

Having a local design completion definitely gives Featherston ownership of the project or could be a nation wide completion up to The Community board to set conditions & eligibility

The criteria for the design should include the following

1 Location, best on North side where most of the photos were taken giving visitors the ability to reminisce The Crossing

2 Size that is suitable for site & allows for a good reflection of The Crossing & honours the soldiers that did The Crossing

3 Must incorporate all aspects of our culture & heritage.

4 Ensure contact details are available for historic information & reference work ie Featherston museum Masterton archives etc

5 Would be great if it included cover to allow visitors time to reflect in all weather possibly include a seated area or this could be a separate issue for the Councils & Transit NZ

6 All the above needs to be of sound construction with minimum long term maintenance therefore keeping on-going cost down.

7 Will need to consider effects of vandalism in design.

8 Possible night lighting using solar power.

9 Concepts to be submitted to judging committee to be short listed then a presentation made by those on short list set time frames

Announce winners allowing for ample time to construct & install.

The coordinating committee could comprise The 2 Council Mayors, a member of the Featherston community board, a Defence Force member, a member from the National RSA one from achive/historical society also Sir Peter Jackson or someone from Weta workshops as there invaluable assistance, knowledge, resources & advice would be priceless

The judging committee needs to be totally independent & unbiased opinion so as not cause any conflict that could undermine the significant historic nature of the Memorial, such as Local predominate icon ie Sir Brian Lochore, Sir Peter Jackson, a Senior officer from defence, the President or vice president National RSA, A military historian based out of the Watrarapa.

The winners of the winning concept to be involved with the manufacture, installation, & the unveiling of The Memorial

Construction cost a separate issue

Any other thoughts would be greatly appreciated

THE CROSSING 2015

Adrienne Staples Mayor South Wairarapa
06 3069611 0274468060

Lyn Patterson Mayor Masterton
Sandra 3706308 Lyn 0211726002

Ron Mark Mayor Carterton District council
06 3794030 021570846

Wayne Guppy Upper Hutt Mayor contact Kerrie Falconer
045272189 0278391424

Lee Carter Featherston Community Board
063089843 0272481364

Neil Francis Wairarapa Archives
06 3706312

Tim Crum NZ Police
06 3733295 0278926811

Pip Swanney NZ Defence Senior Advisor Commemorations
044960570 0212415968

Major John R Govan Trentham Camp Commandant
045275000

Marie Lotz Family & Community Officer in Defence
045275029 0272171476

Bob Hill Vice President National RSA
063772979 0276590679

Sam Rossiter-Stead MDC Media
3706300 021650532

Nigel Shields Retired Wo1 NZ Army
3700416 0272489016

Mena Antonio Wairarapa Arts Culture & Heritage
3771379 0273279109

Virginia Gow WW100 Commemorations
04 4713388

Keiran Te Whare CLM Fitness training(ex Army)
3700060 0274677137

Ian Farley Imperial Productions
063049625

Mark Owen NZ Transport Agency
048945235 021669584

Gary SpikNSpan Toilets
0800477456 0274934187

THE CROSSING 2015

Estimated Costings

Memmmorial	\$250000
Uniforms & Wardrobe staff	\$ 50000
Traffic Management Plans	\$ 4000
Coordinator	\$ 3000
Weekend at Linton	\$ 5000
Toilets	\$ 5000
Army Band	\$ 2000
Open day at Trentham	\$ 4000
Food For March & after	\$ 6000
Advertising & Admin	\$ 10000
Buses	\$ 5000
Presentations	\$ 6000
General Fund	\$ 10000
Total	\$365000

60000 did the Crossing = \$7.00 per person required

On Wednesday, 2 July 2014 9:17 PM, Mary <mailto:masonmary@xtra.co.nz> wrote:

Thank you for the prompt reply. I did forget to mention that the site I was looking at was the piece of land between Fitzherbert and Revans St forward of the current Pine Summit sign.

Thanks

On 2/07/2014 8:58 p.m., Lee Carter wrote:

Hi there Mary

I'm just following up on this and will let you know where it all stands when I know more. I'm waiting for my Board to come back on this, it may very well be that this is Council, but lets see the response I get first..

Cheers

Hi Lee

I have been advised by Council that we would need permission from the Community Board for erecting signage for the Featherston Community Centre. I thought that a sign similar to the one on Fitzherbert/Lyon advertising Fell Engine, St John etc etc might be a good option. It could advertise Community Centre, Boar Bush Gully, Tararua Forest Park and Pine Summit Walk. We receive a lot of comment on the difficulty of finding the Community Centre because of poor signage on the main road. Council are going to reassess the yellow and black signs they have erected.

Can you please contact me on masonmary@xtra.co.nz or 0274528921.. I only work at the Centre on Wednesday but am often out meeting with other groups too.

Kind regards

Mary Mason
Featherston Community Centre

Featherston Ratepayers and Residents Association

COPY

4 July 2014

Mayor Adrienne Staples
South Wairarapa District Council
19 Kitchener Street
MARTINBOROUGH

Dear Ms Staples

Thank you for the opportunity for our representatives to attend at your office today. We seek to advise on the progress made to establish a Featherston community group: an association to monitor, comment, and respond on urban and rural public service and facilities matters. You will be aware that the association convened a public meeting on 29 June 2014, at the Featherston Community Centre. In excess of 50 residents from within our large and historic community attended that event, and elected to join.

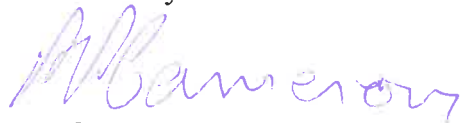
With considerable positive support, it was unanimously agreed that the Featherston Ratepayers and Residents Association ('FRRA') should proceed, and incorporate. The attached draft minutes should provide useful background information on the Association's positive purpose and objectives.

A FRRA committee was also established and officers duly appointed.

As you are aware, the immediate interest of the township's ratepayers and residents is to progress the informed consideration and strategic urban re-development of the town centre. The Featherston Community Board has shared its views; groups and individuals have also appeared before Council and been heard. Council members and officials have now had the opportunity to review the many substantive submissions lodged in response to the 'Feedback' and Annual Plan 2014/15 processes. We look forward to learning of Council's thoughts.

In terms of priorities and planning, moving forward, FRRA and the other several community groups involved, including local business interests, would very much appreciate the opportunity to engage with Council and Featherston Community Board, in a constructive manner, on the strategy and management of the town centre in Featherston. After all, we share the same objective – to help restore the heart of Featherston.

Yours sincerely



Perry Cameron
Chair, Featherston Ratepayers & Residents Association

✓ CC Ms Lee Carter, Chair, Featherston Community Board

Correspondence: The Secretary, FRRA c/- 3 Farrier Grove Featherston 5710

Featherston Ratepayers and Residents Association

MINUTES of a General Meeting of the Association
(‘FRRA’) held at the Featherston Community Centre on
Sunday 29 June 2014 commencing at 3:00 p.m.

PRESENT:

Heather March, Jake Walker, Carole Needham, Phil Dittmer, Joe Dittmer, Jean Dittmer, Ran Death, Sue Death, Barbara Lve, Maeve Boomert, John Boomert, Anne Devitt, Claire Bailey, Dale Julius, Peter WD Fraser, Ed Hudson, Helen Cronin, Glenys Harris, Margot Burt, Scott Simpson, Toots Boswell, Porky Sexton, David Winter, Fiona Winter, Lesley Wardle, Ralph Wardle, Jack Prichard, Annabel Moore, John Grey, Jennifer Grey, Diana Moore, Wendy Yeatsman, Walter Moala, Liz Mellish, Dion Marson, Stephanie Dixon, Vince McBride, Gwen McBride, Shirley McGrath, Errol Simm, Trish Clifford-Marsh, Gavin Johnson, David, Adams, Geoff Thurston, Will Rye, Geoff Clarke, Lee Carter, Peter Love, Rosemary Love, Merle Wregar, Sharon Jackson van du Weyer, Robyn Ramsden, Perry Cameron, Sue Fox, Jade Holley.

Perry Cameron, Acting Chair, called the general meeting of FRRA to order and invited all attendees to complete a FRRA membership application form at the meeting’s conclusion. (A schedule of fiftyone applications received and \$5 subscriptions paid is attached to these minutes.)

APOLOGIES:

Apologies were received from John Bertrand, Martin Gryce.

MINUTES OF PREVIOUS FRRA MEETING::

The minutes from the inaugural meeting held on Sunday 8 June 2014 were taken as read and approved as a correct record.

Moved by Leslie Wardel/Seconded by Jake Walker

Carried

MEETING’S PURPOSE:

Mr Cameron confirmed that the meeting had been called to give members of the Featherston community the opportunity to learn of the purpose and intent in forming a representative body at this time. Ms Fox was invited to speak to the several issues involved, summarised below.

(Sue Fox) - Concerns had been expressed to South Wairarapa District Council ('SWDC') for a number of years over the state of the Featherston Town Centre, the apparent delays in completing work in progress, and a related 'land swap' transaction completed in 2013 without public consultation. Matters were brought to a head during the DRAFT Annual Plan 2014/15 process.

Comparisons were made to Council's recent financial commitments to the staged restoration and expansion of Martinborough Town Hall. That major project had evolved following discussions between Martinborough ratepayers and residents with Council; professional design and fund raising assistance by that community.

In Featherston's case, the Council intended to go ahead with the lowest cost spend for the Town Centre - namely a significant memorial area, encumbered by a Men's Shed, - notwithstanding most of the area's current zoning as 'commercial'.

Sue Fox, Jade Holley, and Wendy Yeatsman believed these events were not fair to Featherston, and asked to be heard. This action group arranged for a petition to be circulated in Featherston, questioning the financial commitment of all the District's ratepayers to the Martinborough Town Hall. Almost 500 signatures were obtained. These concerns were accordingly expressed at subsequent meetings of Council and the Featherston Community Board.

SWDC had also circulated a questionnaire to Featherston residents on it's plan for the Town Centre. Responses were relatively few, and substantive comments on process to ascertain best use and development of the town centre appeared to have been ignored. Such comments included consideration of previous business cases for development of the town centre, including the use of urban design expertise.

Subsequent discussions within the Featherston action group led to the 8 June public meeting when it was agreed that the formation of a ratepayers and residents association would be the best way to move forward, and to improve consultation with local government at all levels.

Ms Fox's report was received with thanks. In response to the Chair's request, Ms Fox cited the FRRA's intended purpose and objectives as set out in the proposed Constitution. In the course of discussion the following points were made:

- (a) Responses to the SWDC Town Square Feedback questionnaire (1500 distributed) was about 12 percent. Several persons had preferred to provide substantive comments to Council rather than 'tick boxes'. However, it appeared the document was treated as a 'ballot paper'.
- (b) The empty space disconnected the heart of Featherston. There was already a town square: Clifford Square. Various displays and been set up, ideas submitted & comments made.
- (c) There was already a 'heart shaped' town centre: its further development could reasonably divert main road traffic to a renewed retail shopping area, and enlarged

pedestrian walks about the existing War Memorial. The potential for new retail & commercial business and related accommodation was there as evidenced by the popularity of new business outlets on southern Fitzherbert Street.

(d) There are short term problems to be addressed, to facilitate long run solutions including commercial opportunities, with deployment of Council assets if necessary. A cooperative approach with Council would likely be the most successful. The latter view was endorsed by Lee Carter, Chair of the Featherston Community Board, in attendance.

(e) Discussion with the Featherston business owners, and other special interest groups, would be useful. Featherston has always been the 'poor little cousin'. Equity prices are said to have grown in Martinborough. Featherston is the Gateway to the Wairarapa and has significant potential based on its work population and commuter traffic.

(f) The Featherston Community Board was understood to have some \$20,000 of budgeted funds for 2014/15: potentially available for urban design consultation.

It was noted that:

- (i) Some progress had been made in the re-positioning of the intended Mens Shed, somewhat closer to Fox Street as preferred by the club's members.
- (ii) Based on FCB discussions, Victoria University students doing open area landscaping studies and their work should be available.

INCORPORATION:

Following some discussion on process for the business of the meeting, the following motion was put:

That the Featherston Ratepayers and Residents Association be incorporated, with the Rules as previously tabled, for the stated purpose and objectives:

3.0 Purposes of Association

3.1 The purposes of the Association are to:

- a. To serve residents, taking action on issues of concern or interest in ways that improve the area and incorporate the values of Featherston ratepayers and/or residents.
- b. To encourage the participation of residents in all aspects of life in Featherston.
- c. To represent their interests in both the public and private sectors, by working alongside Featherston Community Board, South Wairarapa District Council and other public, private and voluntary organisations to benefit the local residents
- d. To further develop good community relations and spirit.

- e. To seek assistance, support and advice, when required, from service providers and organisations and individuals.
- f. Do anything necessary or helpful to the above purposes.

3.2 Pecuniary gain is not a purpose of the Association.

Peter Love/David Winter

Carried

ELECTION OF COMMITTEE MEMBERS

The following members were nominated and elected to the FRRA management committee:

Sue Fox, Jade Holley, Anne Devitt, Ed Hudson, Perry Cameron, Jake Walker, Dion Marson, Robyn Ramsden, Peter Love.

It was agreed that the Committee should be convened and the Association's office holders appointed immediately.

Those in attendance were thanked for their participation and the meeting closed at 4:10 p.m.

Signed as a correct record:

_____ Date: _____

(Attached: Financial members listing as at 29 June 2014.)

From: Lianne Karaitiana [mailto:Lianne.Karaitiana@workwise.org.nz]
Sent: Monday, 21 July 2014 2:50 p.m.
To: Suzanne Clark - Committee Secretary
Cc: alandmon@xtra.co.nz
Subject: Featherston Community Board re Mental Health Consumers Group application

Dear Suzanne

On 1 April Monique Black and myself presented an application to the Featherston Community Board meeting at Kiwi Hall.

The application was to support the formation of a group for mental health consumers.

The request was for funding to initiate the group.

The decision made by the Board in support of the group was to allow free use of the Kiwi Hall for the group meetings.

This was warmly received and we met with a representative to view the venue.

It has taken us some time to get to this point, and for that I apologise, however a decision has been made to use the Featherston Community Centre facilities.

Since a redesign of the FCC and the improvement in heating has occurred, the facility is both warm and inviting, making it more suitable for winter meetings.

We wish to thank you for the kind offer and may at some stage in the near future re-apply for further support from the Featherston Community Board.

We have a start date for "Feathy Friends" of 3 September.

Please pass on our thanks to Board members.

Thank you

Lianne Karaitiana and Monique Black.

Lianne Karaitiana
Employment Consultant

Workwise Employment Agency
Wairarapa Office
5 Church Street
PO Box 147
Masterton

Ph: 06 3703815
Mobile: 027 512 5212
Email: lianne.karaitiana@workwise.org.nz
Website: www.workwise.org.nz



Featherston Community Board

Chair: Lee Carter
34 Lyon Street
Featherston 5710
06 308 9843

2 July 2014

Allan Pollard
Chief Executive
Trust House
Level 1
4 Queen Street
Masterton 5810

Dear Mr Pollard

Re: Featherston Community Board

The Featherston Community Board would like to recognise and thank you for your presentation to the Board, and the Featherston Public, on Tuesday 24 June 2014.

Your presentation gave an excellent overview of the Featherston development and its current build stage; Trust House values and recognition for your employees; and contribution and investment within our community.

Your public speaking and presentation style really connected with the public, they were most impressed. The feedback on your presentation was extremely positive.

Many thanks.

Yours sincerely



Lee Carter
Featherston Community Board Chair
jadetui@xtra.co.nz

Featherston Community Board

Chair: Lee Carter
34 Lyon Street
Featherston 5710
06 308 9843

7 July 2014

Perry Cameron
Chair
Ratepayers and Residents Association
Featherston 5710

Dear Perry Cameron

Re: Featherston Community Board 5 August

Following on from the Featherston Community Board meeting held 24 June 2014, an action arose to invite the Ratepayers and Residents Association to the Featherston Community Board meeting 5 August 2014.

The Featherston Community Board is interested in your officially formed group, it's purpose, and proposed strategic plan and visions for Featherston moving forward.

Please could you make contact with Suzanne Clarke, Committee Secretary, on 0630 69611 or email Suzanne.Clark@swdc.govt.nz to accept this invite.

Yours sincerely



Lee Carter
Featherston Community Board Chair
jadetui@xtra.co.nz

1 July 2014

Maria Fairburn
PO Box 57
Featherston 5740

Dear Maria

CYCLING INFRASTRUCTURE FOR FEATHERSTON

Your letter was considered by the Featherston Community Board at their meeting of the 24 June 2014. Members have asked that I convey their support for your suggestion to setup a Featherston cycle advisory group and offer their assistance with this task if you feel it is needed.

Your letter presents some great ideas for making Featherston cycle friendly. The Community Board have asked that Council officers review your suggestions in conjunction with the Infrastructure and Planning Working Party (I&PWP) to see what (if any) items can be funded from Council's funds in the 14/15 year. Council officers will keep both the Community Board and yourself informed of the outcome from the meeting which is scheduled for the 13 August 2014.

Yours sincerely



Suzanne Clark
Committee Secretary
suzanne.clark@swdc.govt.nz

cc: Mark Allingham, Group Manager Infrastructure & Services