



Greytown Community Board

Minutes – 14 March 2012

- Present:** Christine Stevenson (Chairperson), Shane Atkinson, Cr Margaret Craig, Michele Falleni, Kay Gray and Cr Viv Napier.
- In attendance:** Dr Jack Dowds (Chief Executive Officer) and Suzanne Clark (Committee Secretary).
- Conduct of business:** The meeting was conducted in public in the WBS Room, Greytown Town Centre on Wednesday 14 March 2012 between 7:00pm and 8:20pm.

PUBLIC BUSINESS

1. APOLOGIES

GCB RESOLVED (GCB 2012/08) to receive apologies from Mayor Adrienne Staples.

(Moved Cr Napier/ Seconded Falleni)

Carried

2. CONFLICTS OF INTEREST

No conflicts of interest were declared.

3. PUBLIC PARTICIPATION:

There was no public participation.

4. COMMUNITY BOARD MINUTES/EXPENDITURE

4.1 Greytown Community Board Minutes – 1 February 2012

GCB RESOLVED (GCB 2012/09) that the minutes of the Greytown Community Board Meeting held on 1 February 2012 be confirmed as a true and correct record.

(Moved Stevenson/ Seconded Gray)

Carried

4.2 Matters arising

GCB RESOLVED (GCB 2012/10):

1. That plants for the Greytown Main Street barrels be funded by the Greytown Community Board.

(Moved Cr Napier/ Seconded Gray)

Carried

DISCLAIMER

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4.3 Action items from previous meeting
The action items were reviewed and updates were provided.

4.4 Income and Expenditure Statement to 31 January 2012
GCB RESOLVED (GCB 2012/11) to receive the Income and Expenditure Statement to 31 January 2012.

(Moved Cr Craig / Seconded Stevenson)

Carried

5. OPERATIONAL REPORTS – COUNCIL OFFICERS

5.1 Officers' Report to Community Boards

The Community Board reviewed the report and Dr Dowds answered questions relating to civil defence.

GCB RESOLVED (GCB 2012/12):

1. To receive the Officers' Report to Community Boards.

(Moved Stevenson/ Seconded Atkinson)

Carried

2. Action 126: Arrange a meeting with the Greytown Community Board and the various service clubs within Greytown and provide an update on the status of the civil defence reorganisation; M Allingham

5.2 Representation Review

GCB RESOLVED (GCB 2012/13):

1. To receive the information.
2. To recommend to Council that Council and community board representation remain as per the current arrangement for the 2013 local government elections.

(Moved Atkinson/ Seconded Falleni)

Carried

8. COMMUNITY BOARD/COUNCILLORS REPORTS

Cr Napier

Cr Napier reported that she had attended a Waiohine Floodplain Management Planning Advisory Committee meeting and GWRC had presented modified flood management plans and river modeling for the various plans.

Cr Napier had spoken on behalf of councillors at Mr Danny Matthews funeral noting his contribution to Council and the District.

Kay Gray

Mrs Gray spoke to her tabled Greytown Information Centre report noting that Martinborough Information Centre had donated some brochure display panels.

The Friends of the Park Committee had commenced planning for the 2012 Arbor Day celebration and had invited Philip Simpson, to participate in events.

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The Greytown Arts Festival was being planned for 20-22 October 2012.

Margaret Craig

Cr Craig reported that Earthcare now operated a user pays green waste collection.

Cr Craig tabled a Cobblestones information and fundraising brochure which would be delivered to Greytown urban residents and requested Community Board support of the venture is included in the next Community Board agenda.

Shane Atkinson

Mr Atkinson reported that phase 2 of the Greytown Cycle Trail project had been started however progress would be limited as additional finances were needed.

Michele Falleni

Mrs Falleni had attended the Waiohine Floodplain Committee and provided a report from the Wairarapa Library Services meeting. Analysis of the survey results for longer library openings was still being assessed, however it appeared there was a demand for longer hours on Saturday and a late night opening.

Christine Stevenson

Mrs Stevenson provided an update from a meeting of the Greytown Soldiers Park Memorial Users Group and tabled their LTP submission and the Community Board LTP submission. In the interest of timeliness the Community Board asked that both submissions be provided to council officers for consideration in development of the Draft LTP.

Mrs Stevenson tabled a proposal from the Papawai Marae Trust to celebrate 115 years since Maori Parliament met at Papawai. The Community Board agreed that this project would provide good visibility for Greytown and agreed in principal to support it.

GCB RESOLVED (GCB2012/14):

1. To receive the verbal and tabled reports.
(Moved Stevenson/ Seconded Cr Napier) Carried

2. To approve a quote of \$30 to provide black card for the background of the Greytown Information Centre display panels and to approve a second quote of \$30 for the provision of a new sign for the Information Centre.
(Moved Stevenson/ Seconded Cr Craig) Carried

3. Action 127: That an application for funding be forwarded to Papawai Marae Trust; P Crimp

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4. Action 128: Arrange for the 'Welcome to Greytown' signs to be cleaned; M Allingham
5. Action 129: Request that the Main Street Deli makes a commercial recycling arrangement with Earthcare; G Bunny
6. Action 130: Review recycling arrangements with Earthcare to determine if the complete Greytown business area recycling pickup could be prioritised over residential areas; M Allingham

9. CORRESPONDENCE

The Community Board discussed the correspondence from Wendy Crane noting previous attempts to beautify or sell Kowhai Park.

9.1 Inwards

From Victim Support to Greytown and Martinborough Community Board dated 21 February 2012.

From Wendy Crane to the Greytown Community Board dated 13 February 2012.

9.2 Outwards

From Christine Stevenson to Wendy Crane dated 14 February 2012.

From the District Librarian to the Greytown Lioness Group dated 15 February 2012.

From Mayor Staples to the Greytown Lioness Group dated 24 February 2012.

GCB RESOLVED (GCB2012/15):

1. To receive the inwards and outwards correspondence.
(*Moved Stevenson/ Seconded Cr Craig*) Carried
2. Action 131: Write to Wendy Crane advising that the Community Board proposed fruit trees be planted in Kowhai Reserve and that the community as a whole would be asked for an opinion in the next Grapevine issue; C Stevenson

10. FINANCIAL ASSISTANCE

10.1 Cobblestones

GCB RESOLVED (GCB 2012/016) to grant Cobblestones the sum of \$172 for the 2011 Christmas Carols event.

(*Moved Stevenson/ Seconded Cr Napier*) Carried

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10.2 Enid Meyer

GCB RESOLVED (GCB 2012/17) to decline the grant application from Enid Meyer.

(Moved Stevenson/ Seconded Gray)

Carried

Confirmed as a true and correct record

.....**Chairperson**

.....**Date**

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**Greytown Community Board
Action Item List
From 14 March 2012**

Ref #	Meeting	Date	Action Type	Responsible Manager	Action or Task details	Status	Notes
83	GCB	2-Jun-10	Action	Kay Gray	Organise a meeting with representatives from the Greytown Heritage Trust, Greytown Community Board and the Greytown Tree Committee with the purpose of progressing the Neill Cooper Conservation Award including the proposal of presenting the concept to the Greytown Lands Trust requesting financial support of the idea.	Open	14/3/12 At the request of the Heritage Trust more information was provided
681	GCB	8-Jun-11	Action	Paul	Ensure Council staff responsible for booking Council buildings understand the booking policy	Open	Review whether advance block bookings are permitted, especially over long weekends.
1073	GCB	23-Nov-11	Action	Christine Stevenson	Develop the LTP recommendations further adding cemetery parking extension. Consider what Greytown has and what Greytown needs, consider the demographic of the future, and consider outcomes from 'which way to the future'	Actioned	
36	GCB	1-Feb-12	Action	Christine Stevenson	Write to Trusthouse requesting that the Greytown Supermarket maintain tidiness of their outside area	Open	
41	GCB	1-Feb-12	Resolution	Paul	GCB RESOLVED (GCB 2012/0 4): 1. To fund three signs, including design and printing, for the Greytown Cycle Trail at \$500 each. (Moved Stevenson/ Seconded Cr Napier) Carried	Actioned	
126	GCB	14-Mar-12	Action	Mark	Arrange a meeting with the Greytown Community Board and the various service clubs within Greytown and provide an update on the status of the civil defence reorganisation	Open	
127	GCB	14-Mar-12	Action	Paul	That an application for funding be forwarded to Papawai Marae Trust	Actioned	
128	GCB	14-Mar-12	Action	Mark	Arrange for the 'Welcome to Greytown' signs to be cleaned	Actioned	
129	GCB	14-Mar-12	Action	Glenn	Request that the Main Street Deli makes a commercial recycling arrangement with Earthcare	Actioned	Earthcare have spoken with the operators, discussions are being held about them paying for the commercial refuse service.
130	GCB	14-Mar-12	Action	Mark	Review recycling arrangements with Earthcare to determine if the complete Greytown business area recycling pickup could be prioritised over residential areas	Actioned	
131	GCB	14-Mar-12	Action	Christine Stevenson	Write to Wendy Crane advising that the Community Board proposed fruit trees be planted in Kowhai Reserve	Open	

Ref #	Meeting	Date	Action Type	Responsible Manager	Action or Task details	Status	Notes
					and that the community as a whole would be asked for an opinion in the next Grapevine issue		
132	GCB	14-Mar-12	Resolution	Paul	GCB RESOLVED (GCB 2012/016) to grant Cobblestones the sum of \$172 for the 2011 Christmas Carols event. (Moved Stevenson/ Seconded Cr Napier) Carried	Actioned	

GREYTOWN COMMUNITY BOARD

2 MAY 2012

AGENDA ITEM 5.1

OFFICERS' REPORT

Purpose of Report

To update members on the Corporate Support, Infrastructure and Services and Planning and Environment Group activities.

Recommendations

Officers recommend that the Community Board/Committee:

1. *Receive the information.*

CORPORATE SUPPORT GROUP REPORT

1. Executive Summary

The long term plan has again dominated proceedings since the last report. Audit New Zealand will be onsite for two weeks from 26 March to review the LTP

Rates debtors continue to be followed up, the latest debtor levels have shown some improvement, however we need to see a continued trend before any conclusion can be drawn.

The Request for Proposal for the replacement local authority software suite was issued, and proposals have been received. These will be analysed with a shortlist due to be decided by 30 March.

Water meter readings have been completed for the four months ended 29 February. These have been entered into the system and invoices issued.

Financial statements for the eight months ended 29 February 2012 have been completed. A full year forecast has also been prepared based on the year to date February results.

The archiving project is progressing, with an inventory of archive materials nearing completion. An archivist, recommended by Archives New Zealand, has been spoken to and will commence an analysis of archival materials to provide a recommendation of what action should be taken

2. Discussion

2.1 LTP

The LTP is moving forward as planned and there are no anticipated issues that would hinder meeting the statutory deadline of 30 June, with the target adoption date of 27 June.

The fortnightly LTP sessions have been useful in moving issues forward, the final series of policies that are required will be presented to the April 4 Policy and Finance meeting for consideration.

2.2 Operating system replacement

The RFP time for submissions closed on Friday 23 March and the three vendors who were targeted submitted proposals before the deadline.

As indicated in my email, the RFP is the first phase of a comprehensive upgrade of SWDC systems. The second key system will be an electronic data and records management system. Sufficient budget has been allowed in the 2012/13 LTP for the purchase and implementation of both systems.

Limited guidance from Splice Group has been sought, however it is anticipated we will not require much in the way of external assistance. Splice Group were recommended by MDC and have experience in this area.

The following table outlines the broad timetable:

Description	Duration	Timeframe – no later than
RFP Preparation	5 weeks	27 February 2012
RFP Response time	4 weeks	23 March 2012
RFP Evaluation	1 week	30 March 2012
Shortlist – 2 Suppliers		30 March 2012
Product demonstrations and site visits	2 weeks	18 April 2012
Decision – recommendation to Council		4 May 2012 (For 16 May Council Meeting)
Implementation	?	To be decided

2.3 Rate Arrears

Efforts continue on rate arrears. The table below outlines the situation as at 23 March 2012.

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

Date	Amount \$'000	Number	Days since instalment due	SWDC component \$'000 (81%)
30 June 2011	\$851	631	31	\$689
1 August 2011	\$780	463	64	\$632
28 November 2011	\$969	760	7	\$785
1 March 2012	\$925	690	7	\$740
16 March 2012	\$830	602	23	\$672
23 March 2012	\$790	555	30	\$640

Since my discussion with MDC over collection procedures, I have spoken to Adam Parker from Gawith Burrige to discuss their involvement in the MDC processes.

As indicated in the previous report, while we are generally following the same procedures, we may need to take a stricter line in how we follow the arrears up. That said it has taken many years of consistent pressure by MDC to achieve their low level of arrears.

2.4 Financial Statements for the eight months ended 29 February 2012

The financial statements for the eight months ended 29 February 2012 are presented.

A full year forecast has also been prepared based on the YTD February results.

2.5 Archival Project

The archiving project is progressing, with an inventory of archive materials nearing completion. An archivist, recommended by Archives New Zealand, has been spoken to and will commence an analysis of archival materials to provide a recommendation of what action should be taken

A proposal from the archivist has been received and the following outputs are identified:

2.5.1. The results of the completed project

Stages one and two will provide the Council with:

- An up to date archive policy
- A basic timeline history of the Council and its predecessors' main events and the main people involved.
- Information about what the archives are, where they are and what are the most valuable.
- Archives held in appropriate and well organised storage.
- An archive image library that includes digital copies of high value archives.
- An electronic and printed guide (x3) to the archives that is easy to read and use. That is accessible to the three library locations and the Wairarapa Archive.

2.6 Pain Farm Expenditure

Martinborough Community Board have been appointed as the community body tasked with the oversight of Pain Farm and expenditure of funds accumulated through the lease of this property. Although the Community Board have these powers, resolutions for expenditure must be endorsed by Council. Expenditure was approved by Council for the MCB recommendations as follows:

Martinborough Playground:

MCB RESOLVED (MCB 2012/05):

1. That the flying fox at \$11,986 and the double slide at \$1,498 be ordered and that \$15,000 be allocated from the Pain Farm fund to cover the cost of the equipment and installation (including safety barking under the flying fox).

(Moved Guscott / Seconded McMaster) Carried

Pain Farm Report:

MCB RESOLVED (MCB2012/16) to approve payment from the Pain Farm account for the demolition of chimneys in the Pain Farm homestead and installation of suitable replacement heating subject to an agreement from the Wairarapa Heating and Tiling that the work is carried out within an agreed timeframe.

(Moved Guscott / Seconded Colenso) Carried

The amount applicable to the above resolution is \$10,098.30.

Contact Officer: Paul Crimp, Group Manager Corporate Support

PLANNING AND ENVIRONMENT GROUP REPORT

1. Planning

1.1 Resource Consents

Officers received 10 consent applications since 1 February 2012. 19 consents were approved since 1 February (9 of which were received in previous months) all within the statutory timeframes. Officers now provide detailed fortnightly updates on all consents direct to Councillors and Community Board members, so consent details are not listed here.

1.2 Policy

1.2.1. *Martinborough Square Reserve Re-Notification*

The Martinborough Square Reserve Draft Management Plan and Draft Development Plan have been rewritten and are out for further public consultation as of 21 March 2012 with submissions closing on 30 May 2012.

1.2.2. *Regional Planners Meeting Forum*

Planning Managers from the District Councils and Regional Council have initiated a Wellington regional planning group. The purpose of the forum is to identify, develop and implement opportunities for collaborative and coordinated work across the range of functions services delivered by the planning departments. This includes a combined response to central government policy changes and proposals, for example NES's and RMA reviews. The group will also look at streamlining local government processes such as Regional Plan reviews and District Plan development.

Officers have met twice so far and the group is proving to be a positive initiative. The opportunity to network, share ideas and resources, and move towards a more cohesive regional platform has been well received.

Glenn Bunny will also continue to attend the SORT forum on behalf of the Wairarapa Councils that feeds into the Wellington Regional Strategy and Grow Wellington directive.

1.2.3. *NES on Contamination*

The National Environmental Standard for Assessing and Managing Contaminants in Soil to Protect Human Health (the NES) came into effect on 1 January 2012. The NES for Assessing and Managing Contaminants in Soil to Protect Human Health provides a nationally consistent set of planning controls and soil contaminant values and ensures that land affected by contaminants in soil is appropriately identified and assessed before it is developed - and if necessary the land is remediated or the contaminants contained to make the land safe for human use. All territorial authorities (district and city councils) are required to give effect to and enforce the requirements of the NES. The NES does not affect existing land uses.

Officers are currently reviewing the NES to ascertain whether or not a Plan change will be required in order to give effect to the new legislation.

1.2.4. Bylaws

The work towards developing a common set of Bylaws for the three Wairarapa Councils is almost complete to a draft stage. Officers from the Councils will meet on the 10th of April to finalise the draft bylaws for the purpose of public advertisement. It is likely that each District will have its own set of bylaws, but that they will be 99% common.

1.2.5. Planning and Environment Streamlining

Council officers have been working with MDC, and to a lesser extent CDC, towards establishing consistency in incoming and outgoing documentation, fees, and processes in the planning, environmental health and animal control departments. As per the direction given by the Shared Services Committee, the goal is to have a seamless experience when dealing with any of the three Councils in these particular areas. Using the resource consent process as an example, all activity descriptions, fees, application forms, processing, decision format, and standard consent conditions will soon be uniform throughout the district.

Work has begun on undertaking the same process for the Building Department. Much of this work has already been previously investigated, but the process lost momentum. It is intended that this work stream will be rejuvenated between SWDC and MDC.

2. Building

2.1 Building consents

Processing statistics for: 1 February 2012 – 29 February 2012

Item	Period	Year to date	Same period last year	Annual Plan
Consents received	31	332	25	N/A
Consent processing performance (within 20wd's)	100%	99.68%	100%	90%
COA processing performance	0%	70%	0%	N/A
CCC processing performance	100%	98.69%	96.67%	100%

COA Certificate of Acceptance

CCC Code Compliance Certificate

Building consent numbers from 1 July 2011 to 19 March 2012 show as 215. For the same period the year before the number was 235.

Consents granted by project

Code	Type	Avg. Duration (Days)	No. of consents	Value
AB	Internal Alterations – inc P/D	10.0	2	102,000
AG	Single Story Stucco/Txt Coat etc	6.0	1	25,000
AH	Single Story Stucco/Txt Coat etc - with P&D	11.0	1	150,000
AL	Multi Story Weatherboard – inc P/D	2.0	1	400,000
CC	Single Story Multi Unit Apartments/Motels	1.0	1	345,000
CL	Commercial/Industrial \$500,001 - \$1,000,000	14.5	2	1,900,000
CE	Minor Commercial Work – no P/D	20.0	1	500
MA	Solid Fuel Heater	1.5	2	6,500
MB	Minor Plumbing Work	9.5	2	20,000
ME	Wet area shower	8.0	1	9,583
NB	Single Story Brick Veneer Rural	3.0	1	440,000
NC	Single Story Weatherboard Urban	12	1	285,000
NE	Single Story Stucco/Texture Coat etc – Urban	18.0	1	800,000
NF	Single Story Stucco/Texture Coat etc – Rural	16.0	1	290,000
RB	Relocated Residential Dwelling - Rural	11.0	1	6,200
SA	Garden Sheds/Retaining Walls/Carports	5.0	1	1,000
SC	Minor Farm Buildings	6.0	3	48,400
SD	Large Farm Buildings	10.0	1	190,000
SF	Proprietary Garages Standard	9.0	1	16,000
SI	Proprietary Garages & sleep out - inc P/D	10.0	1	15,000
SJ	Garages, Custom Design	15.0	1	5,000
SK	Garages, Custom Design incl. P&D	19.0	1	40,000
SL	Residential Repile	7.0	1	6,000
		9.0	27	3,201,183

2.2 Enforcement

2.2.1. Dangerous Buildings

Cape Palliser Road, Whatarangi

The buildings at Cape Palliser continue to be monitored. The demolition of another dwelling has been completed.

2.3 Policy

None to report.

2.4 Other matters

The Licensed Building Practitioners (LBP) scheme developed by the Department of Building & Housing (DBH) came into effect on the 1 March 2012. This means any building consent that has 'Restricted Building Work' as part of the consent, the design work and construction work has to be completed by a Licensed Building Practitioner. Procedures have been developed and implemented by the Building Consent Authority to address

this. The proposed outcome will be that better quality plans are submitted to council and that the people completing the design and construction work will be competent to do so.

A home owner will not be able to submit plans and specifications to build an extension onto their home or build a new house. Having the right people complete the design and construction of a project will improve the quality of the documentation being submitted and means the BCA will be dealing with people who are qualified and understand the requirements of the Building Act and Building Code so improving communication between the parties.

Consent numbers are likely to be reduced until the current practitioners become licensed. Many of the designers have left it to the last minute to become licensed and as there is now a backlog in the LBP approvals this means they cannot submit plans until they become licensed.

3. Environmental Health

3.1 Liquor Licensing

15 liquor licenses were processed in February 2012.

3.1.1. Alcohol Reform Bill Update

The Justice and Electoral Committee have examined the Alcohol Reform Bill recommends it be passes with some amendments. The Bill is awaiting the full committee stage in parliament. There is still some "tweaking " going on but the proposed final reading is scheduled for between late April to November 2012.

3.2 Food Bill update

The new Food Bill has been through the Primary Production Select committee and is a priority three. This means that it should be passed if at all possible this year. The relevant central government departments are still optimistic that it will be passed this year in spite of the adverse reaction from some groups that have had significant media coverage.

3.3 Noise control

21 noise complaints were received in February and March (to 14 March) resulting in six Excessive Noise Directions being issued and seizure of a stereo.

Several noise complaints regarding the use of bird scaring devices in vineyards have been received in the past month. Noise assessments have been undertaken and successful discussions with the vineyards concerned appear to have resolved the complaints.

It is likely with the unseasonable weather that the ripening process will be delayed and there will be extended use of bird scaring devices.

3.4 By-laws and animal control

3.4.1. *Overhanging trees*

Council Bylaws Officers have been targeting trees overhanging footpaths or road reserve that are likely to cause an obstruction to the public in all three communities. To date 14 notices have been issued with a very positive response from most properties.

Trees and power lines are a separate matter overseen by Power Co. Regulations require Power Co to pay for the first cut so trees that meet the criteria are a safe distance away from power lines.

The tree owner is then responsible for arranging a Powerco approved contractor to keep trees from the lines in future.

This is not the responsibility of council officers.

3.4.2. *Dog and stock control*

Bylaws officers dealt with 43 individual dog and stock incidents in February and March.

Contact Officer: Sheryl Willmott, Administration Officer

Reviewed By: Glenn Bunny, Planning & Environment Group

INFRASTRUCTURE AND SERVICES GROUP REPORT

1. Executive Summary

1.1 School Lighting Project

Kuranui College children will be working with Dave Patten, Council's electricity contractor, to record and map the current system to assist in planning upgrade works on better placement and lighting.

1.2 Contracts

The process for the procurement of a new services contract has begun. The Request For Information has been released and there has been a positive amount of interest in the contract.

1.3 Consents

Delays continue to be experienced with lodgement for the Greytown WWTP and the latest timeline indicates lodgement by end of April.

Preliminary documentation has been lodged with the Regional Council for the AEE Application required for the Martinborough WWTP consent renewal with the final AEE and application to be submitted by April 10th 2012.

Featherston WWTP consent renewal applications are continuing and further reporting will be done as continuing results are received on the new plant.

2. Utilities

2.1 Wastewater

2.1.1. Operations

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

New UV infrastructure at the Featherston and Martinborough wastewater treatment plants continue to perform well with more than acceptable pathogen reduction levels being achieved. Two pipeline blockages were reported and rectified during the period.

2.2 Water Supply

2.2.1. Operations

A graph of water consumption is attached. It indicates typical use for the time of year and season however it is noted that consumption in Greytown increased markedly ahead of Christmas. Leak detection observation in the New Year was unable to establish significant leakage in the urban reticulation systems.

During the period however it was decided to investigate and repair a significant leak, that staff was aware of, in the main pipeline between Featherston and

Greytown. The leaking 300mm dia steel pipeline was some 5 metres deep, close to the northern bank of the Tauherenikau River. Considerable difficulty was experienced in locating the leak and at the time of writing the leak was expected to be repaired and normal supply resumed to Featherston by Thursday 15 March 2012.

In the meantime the Featherston community was supplied from the Boar Bush dam and whilst safe to drink this supply generated some complaints from consumers.

Tanker water was made available for Featherston residents during the primary supply outage.

2.2.2. Consents

Extraction permits for the Greytown bore expire later in the year.

2.3 Water Races

Water races operated normally during the period.

Further consultation with water race users will be commenced with public meeting (s) scheduled in the next month ahead of the adoption of a new draft bylaw (subject to a full round of public consultation as required by the Local Government Act).

2.4 Waste Management

2.4.1. Operations

Services are being delivered as normal with some planned changes made to collection routine in the Greytown business area.

Waste export and recycling tonnage data for the period is attached.

3. Roding

3.1 Parks and Reserves (Transfield Services)

The contractor's performance is generally satisfactory with a good response to Council's requests. Further improvements to maintenance standards could be made by regular inspections by Transfield to identify gaps in their maintenance.

Council officers are currently inspecting the town centers every Monday morning and advising Transfield of works required in an attempt to get them to improve their maintenance.

3.2 Roding Maintenance (Oldfield Asphalts)

Routine roding maintenance is satisfactory, unsealed roads are in good repair and signs are well maintained.

The severe weather event at the end of February caused some slips on the White Rock Rd west of Tukurumuri and wave damage to the Cape Palliser Rd at Te Kōpi, but little damage elsewhere.

Oldfields have made temporary repairs at Te Kōpi and cleared the slips on the White Rock Rd.

Other ordered work over the past month includes tree clearing on the Hinakura Rd and pavement repairs on Lake Ferry Rd and the White Rock Rd north of Tukurumuri.

4. Property and Facilities

4.1 General

4.2 Properties

65 Longwood Road has been tenanted.

Painting of the Featherston Information Centre will commence 10 April using paint from the Dulux Sponsorship. Repair work is being carried out on the outside of the building before painting.

Pain Farm Homestead has new chimneys, serviced log burners and a new log burner in the front lounge room.

Featherston Stadium has wire netting put up at far end where birds keep making a mess.

4.3 Pensioner Housing

Units 1, 2, 7 and 8 of the Burling Flats will have their roofs replaced. The television aerials will also be removed and placed on the side walls of the flats.

4.4 Swimming Pools

The pools were closed on Sunday 11 March 2012. Martinborough Toddlers Pool is having new surface put on by the end of April 2012 so it is not slippery.

4.5 Cemeteries

Greytown Cemetery Gazebo has been lined inside to stop birds nesting and making a mess down the walls.

Featherston Cemetery Extension shelter belt planting is scheduled to proceed in April/May 2012.

4.6 Camping Grounds

Greytown Camp Ground lease tender is underway:

- Advertising starting from 19 March
- Tender's closing on 13 April 2012.
- Tender Evaluation will be from 16th to 26th April.
- Paper to Community Board 2 May 2012.
- Papers to Council 1 May to 4 May.
- Council Meeting 16 May.
- Negotiations 17 May to 29 June 2012.
- Lease commences 1 July 2012.

4.7 Leases and Licenses

Pain Farm Land tender advertising from 18 April with tenders closing on 14 May 2012. Lease commences 1 June 2012.

5. Libraries

5.1 Copyright

Classification/censorship and copyright are major issues at the moment. An awareness campaign is being run from the Censorship Office and enforcers are visiting locations to advise on compliance. All WLS libraries are compliant with the Classification Law. The recent changes in Copyright Law have proved a challenge and the librarians are in the process of implementing an awareness campaign both for staff and customers.

The Copyright Law is quite complex and it will take some time to complete the process, however initial protection measures have been put in place, e.g. moving the photocopier at Martinborough Library to within the staff area. Libraries are seen as enforcers of the Copyright Act and as such measures need to be put in place to prevent Copyright infringement even if they are not popular measures.

5.2 Library Management System

This was discussed at the Joint Library Committee held on 5 March 2012. Committee members tasked both District Librarians with seeing the National Library Kotui system in action in a public library and to consider both SMART and Kotui and present a recommendation. Members recommended an amount is placed in the Long Term Plan to ensure funds are available (CDC have nominated \$100k). It was re-iterated that Council wish to see a new system implemented sooner rather than later.

5.3 Opening hours Survey

Analysis has been completed on the Martinborough/Featherston surveys. Greytown surveys are still to be incorporated. The partial analysis shows a preference for 1 late night per week and an adjustment to Saturday opening to 10-2pm. Library Committee members recommended a trial weekday late night opening.

5.4 General

Librarians' thanks go to the Greytown Lioness Group who have donated \$900 towards the purchase of Large Print books.

A volunteer contract is in the process of being implemented as the libraries now have 2 regular volunteers.

6. Appendices

Appendix 1 – Issues, Transactions & Door Statistics all Libraries

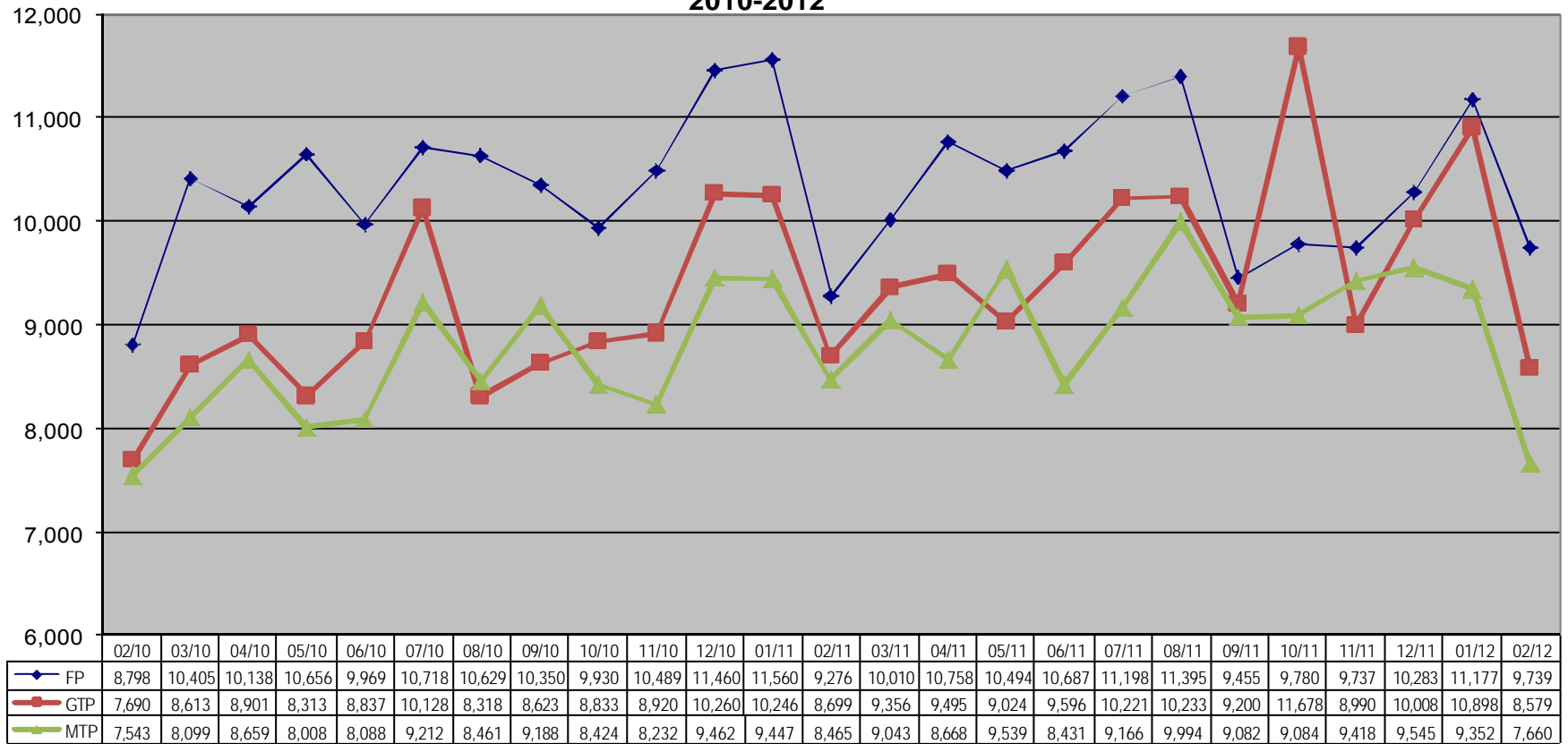
Appendix 2 – Monthly Water usage & Waste exported to Bonny Glen including Recycling

Contact Officer: Mark Allingham, Group Manager Infrastructure and Services

Reviewed by: Dr Jack Dowds, Chief Executive Officer

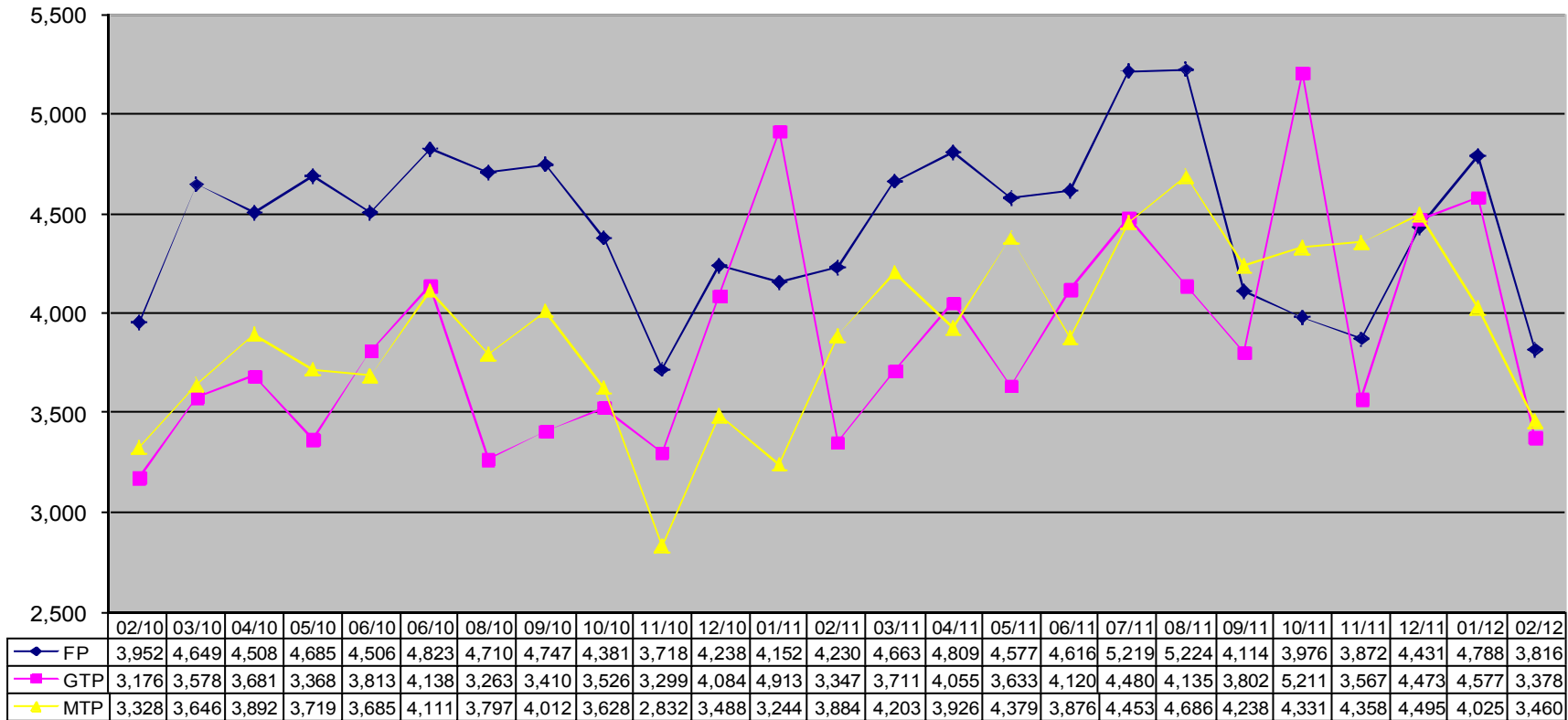
Appendix 1 – Issues, Transaction & Door Statistics all Libraries

**Transactions (excluding Council functions) for Featherston, Greytown and Martinborough
Libraries
2010-2012**



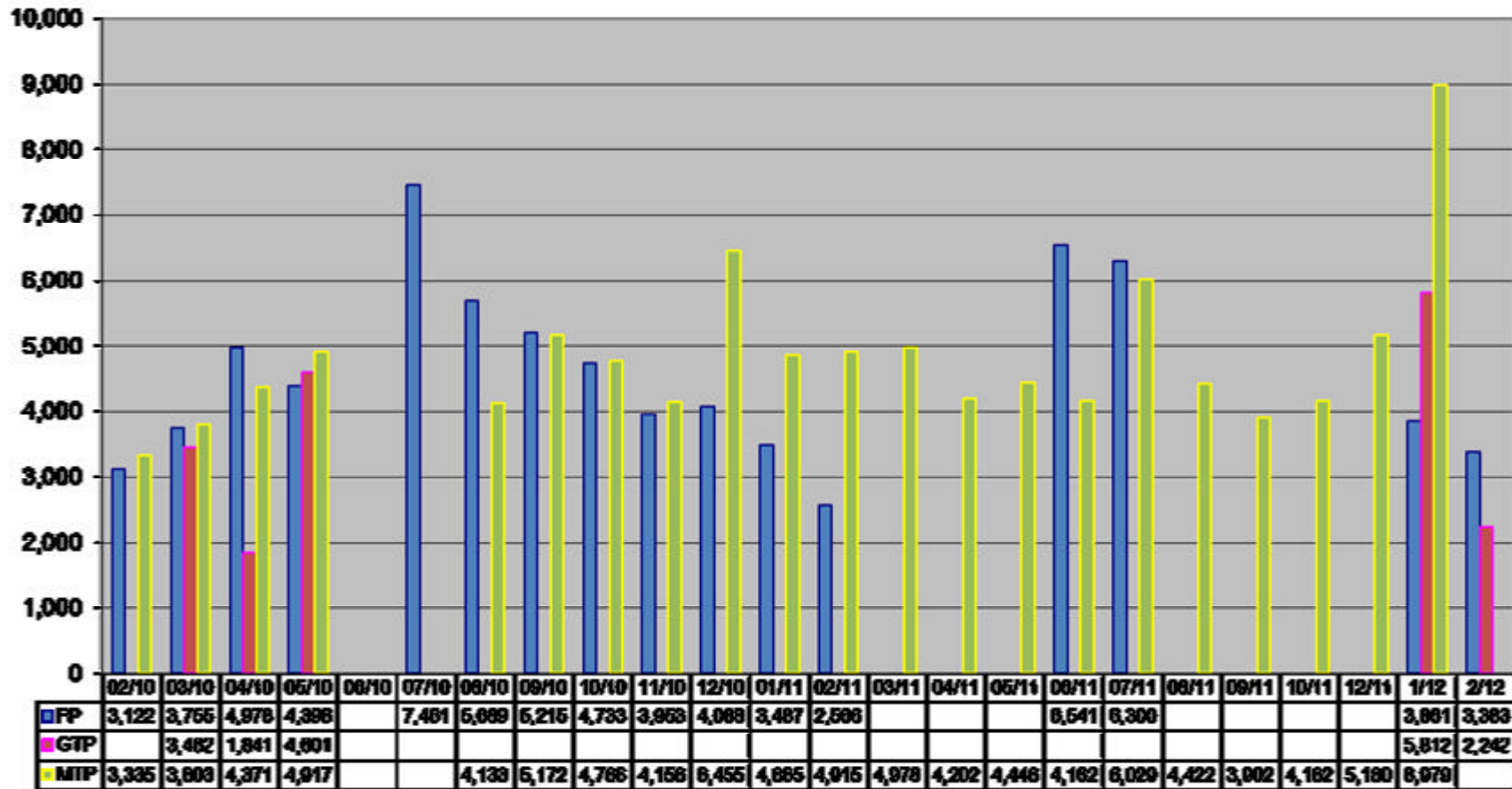
Transaction figures include all issues, returns, reserves and cash actions involved with those procedures. Both Transactions and Issues statistics exclude the 'dead' scanning of static or shelved books. This happens constantly at the service desks to minimise book return inaccuracies.

Issues: Featherston, Greytown and Martinborough Libraries: 2010-2012



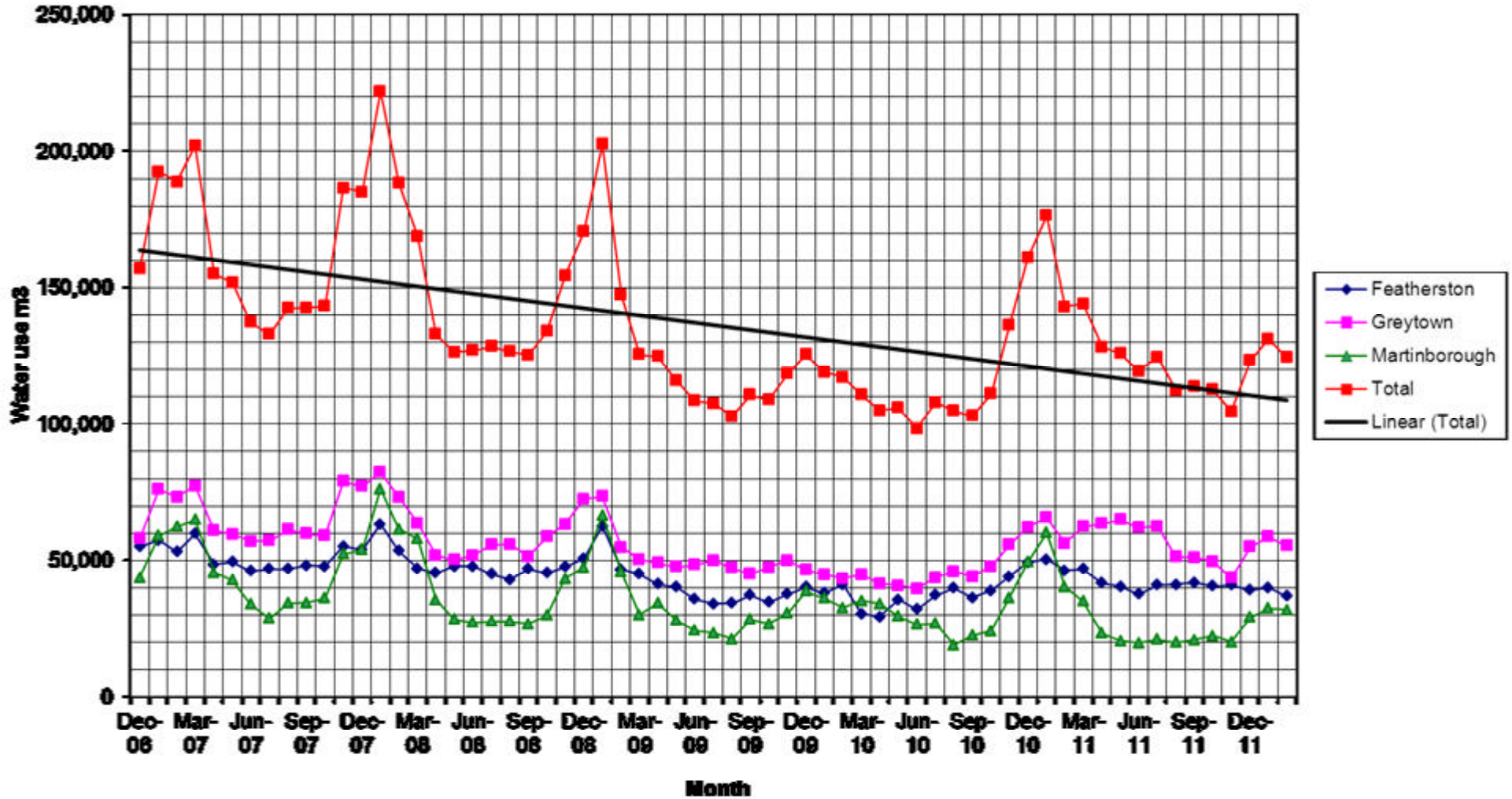
Issues show a drop over February. Historical figures show that this happens every year and could be caused by customers getting back to the school/work routine after the Christmas and January holiday period.

**Door count, Featherston, Greytown, Martinborough libraries
(no count = battery failure or human error)**

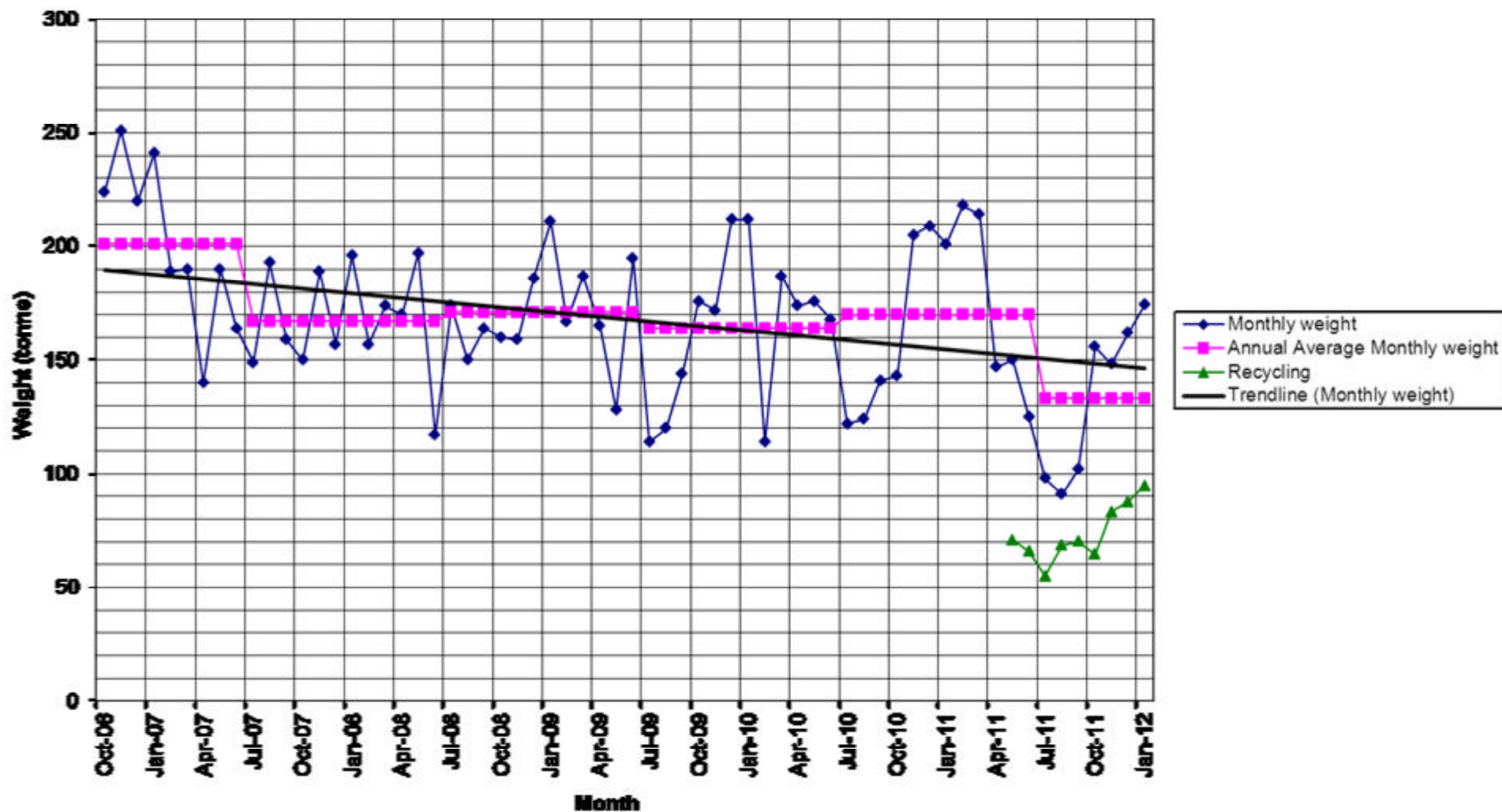


Appendix 2 – Water Usage & Waste & Recycling exported to Bonny Glenn

Water use South Wairarapa District Council



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



GREYTOWN COMMUNITY BOARD

2 MAY 2012

AGENDA ITEM 5.2

LEASE OF GREYTOWN CAMPGROUND – PROGRESS REPORT

Purpose of Report

To provide background and progress for the tendering and leasing of the Greytown Campground in Soldiers Memorial Park.

Recommendations

Officers recommend that the Community Board:

1. *Receive the information.*

1. Executive Summary

The lease for the above is due to expire on 30 June 2012. The existing Lessee has indicated they are not prepared to renew the lease for a further term. Opus International Consultant Limited has been engaged to manage the re-tender process and lease negotiation on behalf of Council. A formal Request For Proposal (RFP) process has commenced, with tenders closing on 13 April 2012. The proposals are currently being evaluated with a formal submission for Council approval due on 4 May.

4. Background

The Greytown Campground is part of Soldiers Memorial Park situated on Kuratawhiti Street, Greytown and is owned by South Wairarapa District Council (SWDC). Soldiers Memorial Park is an “Historic Reserve” under the Reserves Act 1977 and has a Reserve Management Plan (RMP) that was adopted by Council on 29 August 2007. Section three of the RMP refers specifically to the Greytown Campground and allows for the use of the specified area as a campground.

The Deed of Licence for the Campground, between SWDC and Mrs Noeline Ball, has been renewed and extended on a number of occasions. The current Deed is due to expire on 30 June 2012 and Mrs Ball has indicated she will not agree to another renewal.

5. Discussion

Opus International Consultants (Opus) were appointed in March to undertake a RFP process to identify possible interested parties, and to negotiate a long term (10 years)

lease with the preferred Lessee. An offer of service including methodology, cost and timeline was provided by Opus and accepted by Council.

The advertising portion of the project commenced on 21 March with adverts running in the Wairarapa Times-Age, the Wairarapa News, the Dominion Post, on the SWDC website, Tenderlink and direct email to all members of the Holiday Parks New Zealand. Tenders closed on 13 April 2012.

Opus provided an “information pack” to interested parties. This pack was approved by SWDC and included:

1. *The RFP Information and Conditions*
2. *A draft Lease*
3. *The RMP’s section 3*
4. *The District Plan extracts on protected trees within Soldiers Memorial Park*
5. *An updated Campground Plan.*

Over the course of the advertising (20 March to 11 April) there were higher than expected levels of interest. A total of 33 information packs were sent out with the majority sent to local individuals and several to the South Island. Four “open homes” were held at specified times to allow prospective parties to view the property.

The RFPs are to be evaluated under the following criteria:

Attribute	Description
Vision	Identify the scope for new and/or re-development of the campground and the future direction of the park. Specify long and short and term objectives, e.g. Accreditation by Top10, Qualmark or another industry recognised organisation.
Community/Amenity Value	Show how the proposal will align with Council’s Long Term Planning, the Reserve Management Plan and the desired community outcomes. Also, why the proposed option will ensure best use of South Wairarapa District Council’s designated reserve land during the course of an agreement.
Relevant Experience	Demonstrating experience in the services offered through summary details of other relevant public amenity based solutions and accompanying referees.
Operational Methodology and Ease of Implementation	<p>The methodology to be used to manage the campground, identifying the management structure/approach to operational matters, e.g. cleaning, maintenance, fee structures, the interface with the front amenities block ‘public’ users, etc.</p> <p>The reasons why a proposed solution can be easily implemented and operated with minimal impact on South Wairarapa District Council’s operations, finance and customer service teams.</p>
Financial Surety	The evidence based reasons why a proposed option is more likely to reduce South Wairarapa District Council’s financial risk in terms of long term (>10 years) predictability and surety and positive cash flow. The South Wairarapa District Council expects the camp to be 100% self-funding.

Each attribute will be scored as follows:

Score	Description
0	Fail (does not meet needs)
1 - 3	Meets needs with risk
4 - 6	Meets needs
7 - 10	Meets needs and adds value

6. Conclusion

The proposals are currently being evaluated with a formal submission for Council approval due on 4 May.

After the post-evaluation "Report and Recommendation" has been received from Opus the process will be:

1. To enter into negotiations (as required) with the preferred Lessee.
2. Provide Council with a formal request (due on 4 May for the 16 May meeting) to grant the Lease once the negotiations reach an acceptable state.
3. Signing of the contract by both parties.
4. If the timing of the above allows, a brief handover period between the incoming and outgoing Licencee/Lessee.
5. Takeover/lease commencement on 1 July 2012.

Template for Emergency Alert Toolkit for Community Boards

Following on from feedback from Christchurch Community boards at the Community boards Conference in Rotorua, this document was developed by New Plymouth District Council to provide our Community Boards with some very basic information should an emergency event occur in their area. It was developed in consultation with Civil Defence, community boards and the Council, provide very basic information and is intended to be used as an interim document until a Community Emergency Response Plan is developed.

A Community Emergency Response Plan (CERP) is a more robust document which will be developed in consultation with Civil Defence, Council, community boards, community groups, businesses and residents within each ward within the district. They will be more localised to ensure they meet the needs of a community who may become isolated for up to 72 hours following a major event. They also require a budget due to the amount of work required and expenses incurred to ensure the community has a copy of the plan available to them. Some Councils have already started to create their CERPs.

Developers of this document must identify the procedures within their Council should an event occur. It may also require input from the local Civil Defence, who should be consulted with at the very least to ensure procedures are correct.

Contact information relevant for each area can be provided by the community boards, i.e. vets, doctors etc. or some space left for community boards to enter these local numbers themselves.

Research will need to be done to provide contact details of suppliers of power, phone, water and wastewater. 0800 numbers should be used wherever possible and are included in this document. These numbers are for Taranaki but could possibly be the same nationally. Use of specific named contacts is not advisable for this document.

Until a CERP can be developed for your district, this document should be reviewed following each election or a major event, to ensure it is kept up-to-date with contact details and emergency procedures.

An electronic copy of this document can be obtained from:

Jayne Beer
Community Relations Officer
New Plymouth District Council
Email: beerj@npdc.govt.nz
Ph: 06-759 6060

**EMERGENCY ALERT TOOLKIT
FOR**

..... Community Board

Template

This document contains personal information and should be stored in a secure place.

Contact:
Date of Publication:
Next Review Date:
(DM1196556)

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BASIC INFORMATION

General

In a well prepared community all those involved in emergency management may be aware of their role and it is common for people not to refer to written emergency plans during the more critical moments of emergencies. However, if they have the basic understanding of the content and intent of well prepared plan, their actions are more likely to be appropriate.

[Put a para here about who is involved with your district's Civil Defence team]

This Community Boards Emergency Alert Toolkit helps to identify the role of the Community Boards and guides them in providing assistance to the Local Authority and Emergency Management Office in a co-ordinated and task-focussed manner and to effect the best possible response from the resources available locally.

This plan does not put into effect a Community Response Plan which is a separate emergency plan that will require development and consultation with Civil Defence, Local Authorities, local community groups and local residents.

Aim

The aim of this document is to provide a means to record basic information to Community Boards which could be vital in a local emergency.

Objectives

This toolkit is designed with the following objectives:

- a. To identify the Community Board contacts.
- b. To provide information to assist the emergency services and Local Authority when requested.

EMERGENCY TELEPHONE NUMBERS

In the event of any emergency, in the first instance you must call **Emergency Services**

- Police.....111**
- Fire Brigade111**
- Ambulance Service.....111**

OTHER USEFUL CONTACTS

..... Community Board

Chair

Deputy Chair

Member

Member

Councillor

For an emergency that involves Council people or assets **[Insert Phone Number]**

Power and Gas Suppliers

Check to see which of these suppliers provide services to your district

Contact Energy	0800 80 900
Energy Online	0800 086 400
Energy Direct	0800 567 222
Genesis	Residential:0800 300 400 Business: 0800 600 900
Mercury	0800 232 858
Meridian	0800 496 496
Nova Energy	0800 668 211
TrustPower	0800 87 87 87
Powershop	0800 462 668 (select 1 for faults)

Powerco Faults Register

(Powerco is responsible for maintenance of faults, please contact the provider to report faults)

For the 24 hour electricity faults service phone 0800 27 27 27

For the 24 hour gas faults service phone 0800 111 848

Phone Faults

Home or Mobile	120
Businesses	125
Broadband/Internet	0900 225 598
Fault report for hearing impaired	<u>Text:</u> 0800 661 120

Water and Wastewater

Environment
Council
Regional Council
District Health Board
Department of Conservation
Federated Farmers
Maritime New Zealand

Medical Services
A&E
Public Nurse
Vet

Other Local Contacts
Electricians
Mechanic
Plumbers/Gasfitters
Builders

CIVIL DEFENCE TEXT ALERTS

All Community Board members can register to receive civil defence text alerts. Anyone can register for these.

To subscribe, txt OPTN TCD to 2678

COMMUNITY BOARDS

It may be very likely that a Community Board member will be one of the first in the community to become aware of an emergency situation. It is not for them to decide what type of emergency has occurred, however if they are the first on the scene their first call must be made to Emergency Services on 111.

Once it has been established that Emergency Services have been called, if Council assets are involved ***[put a brief description of what procedure Community Boards should follow and who to contact]***

COUNCIL

[A brief para on the procedure the Council requires Community boards to follow when they become aware of an event where Council assets are involved.]

TARANAKI EMERGENCY MANAGEMENT OFFICE (TEMO)

[Brief para on the region's Emergency Management Office]

The Emergency Management Office is activated in response to a major incident or incidents which require a high degree co-ordination and support among the agencies involved.

DECLARATIONS

The lead agency in the event of any emergency response is the agency that has the legislative or agreed authority for the control of the incident.

New Zealand Police	maintain law and order, exercise additional powers as required during a state of emergency.
New Zealand Fire Service	control and suppression of fires and other specialist functions.
Ministry of Health	control of outbreak of infectious diseases.
Civil Defence Controller	has absolute authority over all personnel when a Civil Defence Emergency has been declared.

Only the following persons may declare a state of Civil Defence Emergency are:

List the names of those who are have been identified in your region to declare a state of Civil Defence Emergency. Usually the Mayor and at least 2 others.

When a Civil Defence Emergency is declared, the Civil Defence Emergency Management Act 2002 is invoked which give Emergency Services, the Police and other key agencies additional powers over and above their respective Acts.

If a Civil Defence emergency is declared, the Civil Defence Emergency Management Group becomes the lead agency and the response is directed from the Emergency Management Office.

RADIO STATIONS

In the event of an emergency in **[your region]**, these are the stations to listen to:

Area	Radio Station

EMERGENCY WELFARE CENTRES

Centres will only be opened during an emergency as required and directed by the Emergency Management Office. Listen to any of the local radio stations for information about which centres are open. Centres are located in the following areas.

Locality	Welfare Centre/s
	Information available from Civil Defence

Template

USEFUL INFORMATION

What to do in an gas emergency

If you smell gas around an appliance, turn it off and call a Registered Craftsman. See the Yellow Pages under 'gasfitters'.

If you can still smell gas a few minutes after turning off the appliance:

Do:

- Turn off the gas supply at the cylinder or gas meter.
- Open doors and windows to ventilate the area.
- Call the Customer Service Team of the provider to report the fault.

Do not:

- Switch *on* or *off* any lights or electrical appliances in the room, as this could ignite the gas and cause an explosion.
- Use a telephone (including mobile phones) near any suspected gas leak.
- Try to track the gas leak yourself.
- Light matches, lighters or cigarettes in the area.

What if you smell gas in the street?

Call the gas network operator, or the gas numbers listed in the 'Emergency Services' section of your phone book.

What to do in an electrical emergency

What to do in an electrical accident

- Don't touch the injured person if they're still in contact with a live electrical source.
- Switch the source of electricity off, or if unable to, move the source away from you and the injured person using a non-conducting object like a wooden broom handle. Then call an ambulance immediately by dialling 111.

What if the whole area has no power?

- If there is a power cut in the area, the local lines company (Powerco) will be working on the problem as soon as it occurs.
- If working in a remote or rural area, call the local provider to log the fault.
- Turn off appliances and electrical equipment – some can be a fire hazard and others might be damaged when the power comes back on.

If your premises is the only one without power?

- Check the fuse box to see if it's still working.
- If the fuse box seems to be working, there may have a fault in the supply to the premises.
- Call the provider and advise you have a gas or electricity supply problem.

DISTRIBUTION OF THIS TOOLKIT

..... Community Board members
Emergency Management Office
Council
Community Constable

Template

-----Original Message-----

From: Capital Letters Publishing [<mailto:allankirk@extra.co.nz>]

Sent: 16 March 2012 10:21 AM

To: Adrienne Staples - Her Worship the Mayor

Subject: A festival for Greytown

Adrienne,

I am looking for some advice.

I gather that Greytown is part of your "empire".

I have the idea to run a Festival in Greytown. This festival would be similar, but different, to a Festival held in another New Zealand rural centre that sees 80,000 people visit the Festival in one weekend. This Festival would, in all likelihood attract the same number of visitors once established. That is 80,000 people!

The festival is not a sporting one or a music one, thus avoiding the aggression and problems that often go with those types of events. It's a family festival that would feature lots of fun things - with just some being vintage cars, horse-drawn buggies, aeroplanes, a fair, an incentive for those attending to dress up, plus fantasy and fun all intertwined with Wairarapa/New Zealand's history.

For a number of reasons, Greytown would be an ideal place to run this festival.

I'm avoiding saying what the festival is exactly because of what I guess you could call commercial sensitivity reasons - I'd like to run the event myself and I don't want the idea stolen.

Running the event would, amongst other things, involve getting permission to use various bits of open space plus closing a Greytown back road (I wouldn't think it would be possible to close SH2) and arranging various events/displays.

This email is to ask whether you think the people of Greytown would run with the idea of a large festival taking place in their town (I think you'd know the people there better than I) and whether you know of anybody that is likely to give a funding grant towards this sort of thing? I know of several that cover Masterton, but I'm not sure about Greytown.

Also, would your council be likely to welcome a family festival of that size or would you think it may be too large for Greytown?

Thanks in anticipation for taking the time out of your busy schedule to answer my questions. I think the festival would be a great boon to the economy of Greytown and, indeed, the lower Wairarapa, so I'd like to see it come to fruition.

--

Allan Kirk