



**SOUTH WAIRARAPA
DISTRICT COUNCIL**
Kia Reretahi Tātau

GREYTOWN COMMUNITY BOARD

Agenda

NOTICE OF MEETING

An ordinary meeting will be held in the WBS Room, Greytown Town Centre, 89 Main Street, Greytown on Wednesday, 24 June 2020 at 7:00pm.

MEMBERSHIP OF THE COMMUNITY BOARD

Ann Rainford (Chair), Graeme Gray, Shelley Symes, Simone Baker, Cr Alistair Plimmer, Cr Rebecca Fox and Aimee Clouston (youth representative)

PUBLIC BUSINESS

1. EXTRAORDINARY BUSINESS:

2. APOLOGIES:

3. CONFLICTS OF INTEREST:

4. ACKNOWLEDGMENTS AND TRIBUTES:

5. PUBLIC PARTICIPATION:

5.1 Vivienne O'Reilly speaking on behalf of Greytown Heritage Trust to the Greytown Heritage Trust grant application

5.2 Frank Minehan speaking on behalf of Friends of O'Connor's Bush, Greytown Kindergarten and Friends of Stella Bull on matters relating to Stella Bull Park planting for Greytown Arbor Day

6. ACTIONS FROM PUBLIC PARTICIPATION:

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

7. COMMUNITY BOARD MINUTES:

- 7.1 Minutes for Approval: Greytown Community Board minutes of the meeting held on 13 May 2020. **Pages 1-7**

***Proposed Resolution:** That the minutes of the Greytown Community Board meeting held on 13 May 2020 be confirmed as a true and correct record.*

8. REPORT FROM COMMITTEES:

- 8.1 Tree Advisory Group – verbal update

9. CHIEF EXECUTIVE AND STAFF REPORTS:

- 9.1 Officers' Report **Pages 8-50**
9.2 Action Items Report **Pages 51-58**
9.3 Income and Expenditure Report **Pages 59-65**
9.4 Financial Assistance Report **Pages 66-67**
9.5 Community Board Terms of Reference Report **Pages 68-71**

10. NOTICES OF MOTION:

- 10.1 None advised

11. CHAIRPERSON'S REPORT:

- 11.1 Chairperson Report **Pages 72-73**

12. MEMBER REPORTS (INFORMATION):

- 12.1 Member Report from Shelley Symes **Pages 74**

***Proposed Resolution:** That the member report is received.*

13. CORRESPONDENCE:

- 13.1 None



- Present:** Ann Rainford (Chair), Shelley Symes, Graeme Gray, Simone Baker, Councillor Rebecca Fox, Councillor Alistair Plimmer and Aimee Clouston (Youth Representative, from 7.08pm).
- In Attendance:** Mayor Alex Beijen, Euan Stitt (Group Manager Partnerships and Operations), Karen Yates (Policy and Governance Manager) Suzanne Clarke and Steph Dorne (Committee Advisors).
- Conduct of Business:** Due to COVID-19 restrictions it was not possible for Greytown Community Board to conduct this meeting with members and the public physically present. This meeting was held in accordance with clause 25B of Schedule 7 to the Local Government Act 2002 in accordance with clause 47A of the Local Government Official Information and Meetings Act 1987 and was conducted on 13 May 2020 between 7:00pm and 8.43pm.
- Also in Attendance:** Neil Frances

1. DECLARATION OF ELECTED MEMBER

Elected Greytown Community Board member Simone Baker made her oral declaration.

2. EXTRAORDINARY BUSINESS

There was no extraordinary business.

3. APOLOGIES

There were no apologies.

4. CONFLICTS OF INTEREST

There were no conflicts of interest declared.

5. ACKNOWLEDGMENTS AND TRIBUTES

Cr Plimmer paid tribute to Bruce Hamilton, who had recently passed away. Mr Hamilton was the founding Deputy Principal of Rathkeale College and

DISCLAIMER

Until confirmed as a true and correct record, at a subsequent meeting, the minutes of this meeting should not be relied on as to their correctness.

made a significant contribution to the development of Rathkeale College, education, sport and youth in the Wairarapa.

6. PUBLIC PARTICIPATION

Neil Frances – Papawai and Tauherenikau Camps

Mr Frances spoke on matters relating to Papawai and Tauherenikau Camps. Mr Frances requested the sites of Papawai and Tauherenikau Military Camps in World War I be visibly recognised to acknowledge the military history and for public enlightenment. Mr Frances proposed roadside information panels and an off-side parking area near where the camps were situated.

Aimee Clouston joined the meeting at 7.08pm.

7. ACTIONS FROM PUBLIC PARTICIPATION

Neil Frances – Papawai and Tauherenikau Camps

Papawai and Tauherenikau Camps will be discussed under agenda item 12.1, the Chairperson Report.

8. COMMUNITY BOARD MINUTES

8.1 Greytown Community Board Minutes – 19 February 2020

GCB RESOLVED (GCB 2020/12) that the minutes of the Greytown Community Board meeting held on 19 February 2020 be confirmed as a true and correct record.

(Moved Gray/Seconded Cr Fox)

Carried

9. REPORT FROM COMMITTEES

9.1 Tree Advisory Group

There was no verbal update from the Tree Advisory Group.

10. CHIEF EXECUTIVE AND STAFF REPORTS

10.1 Election of Deputy Chair Report

GCB RESOLVED (GCB 2020/13):

1. To receive the Election of Deputy Chair of the Greytown Community Board 2019-2022 Triennium Report.

(Moved Gray/Seconded Cr Fox)

Carried

2. Elect a Deputy Chair using system A as outlined in clause 25 of Schedule 7 of the Local Government Act 2002 for the election of the Boards' Deputy Chair for the 2019-2022 triennium.

(Moved Cr Plimmer/Seconded Cr Fox)

Carried

DISCLAIMER

Until confirmed as a true and correct record, at a subsequent meeting, the minutes of this meeting should not be relied on as to their correctness.

Mrs Rainford called for nominations to the position of the Greytown Community Board Deputy Chair.

(Moved Rainford/Seconded Cr Fox) that Shelley Symes be nominated as Greytown Community Board Deputy Chair.

(Moved Cr Plimmer/Seconded Cr Fox) that Simone Baker be nominated as Greytown Community Board Deputy Chair.

Mrs Rainford declared Shelley Symes Greytown Community Board Deputy Chair.

10.2 Establishment of and Appointments to Committees Report

Members discussed developing a strategic plan to ensure a structured approach, particularly given the impact Covid-19 may have on the Board's areas of focus.

GCB RESOLVED (GCB 2020/14):

1. To receive the Establishment of and Appointments to Committees Report.

(Moved Cr Fox/Seconded Baker)

Carried

2. To appoint Shelley Symes as the WREMO / civil defence liaison, Ann Rainford as the Greytown Information Centre liaison, Aimee Clouston as the Greytown Wheels Park Steering Group representative, Simone Baker as the Papawai Stream Care Group representative, Simone Baker as the Greytown Heritage Trust liaison, and Councillor Rebecca Fox as the Greytown Wastewater Treatment Community Liaison Group representative.

(Moved Cr Plimmer/Seconded Symes)

Carried

3. To defer considering the relationship and Memorandum of Understanding with the Tree Advisory Group until the next Greytown Community Board meeting to allow time for discussions with the Tree Advisory Group.

(Moved Rainford/Seconded Symes)

Carried

GCB NOTED:

Action 144: To develop a Greytown Community Board strategic plan for the 2019-2022 triennium and present this to the next Greytown Community Board meeting; Greytown Community Board.

10.3 Income and Expenditure Report

GCB RESOLVED (GCB 2020/15) to receive the Income and Expenditure Statement for the period 1 July 2019 – 31 March 2020.

(Moved Gray/Seconded Cr Fox)

Carried

DISCLAIMER

Until confirmed as a true and correct record, at a subsequent meeting, the minutes of this meeting should not be relied on as to their correctness.

GCB NOTED:

Action 145: Provide clarification of the Neighbourhood Support – Replacement Flag commitment currently showing in the Greytown Income and Expenditure Statement with no value; K Neems.

Action 146: Follow-up outstanding commitments in the Income and Expenditure Statement to confirm if the parties are still intending to take up the funding approved by the Greytown Community Board; A Rainford.

Action 147: Fix grammatical errors in the Greytown Community Board Income and Expenditure Statements; K Neems.

10.4 Applications for Financial Assistance

Cr Plimmer noted the applications from the Greytown Tree Advisory Group are the types of beautification projects he would like to see the Board supporting as they benefit the whole community and support the preservation of Greytown’s history.

The grant application from the Tree Advisory Group and O’Connor’s Bush Working Group consists of three separate Arbor Day related projects and the Board undertook to grant each of the projects individually.

GCB RESOLVED (GCB 2020/16):

1. To receive the Application for Financial Assistance Report.
(Moved Cr Plimmer/Seconded Gray) Carried
2. To grant Greytown Football Club \$500 to assist with the purchase of three match balls and 40 pairs of soccer socks.
(Moved Cr Fox/Seconded Cr Plimmer) Carried
3. To grant Kuranui College \$500 to assist with the costs of first aid, safety and purchasing ball and bag equipment.
(Moved Cr Plimmer/Seconded Symes) Carried
4. To grant the Greytown Tree Advisory Group \$2,000 to contribute to the costs of a structural brace for the St Luke’s Gum Tree, subject to confirmation that the remaining required funds are received.
(Moved Cr Plimmer /Seconded Cr Fox) Carried
5. To grant the Greytown Tree Advisory Group and O’Connor’s Bush Working Group \$640.04 for Lions Nature Trail North Street planting, \$515.10 for Greytown Rail Trail planting and \$295 for O’Connors Bush tree planting.
(Moved Symes/Seconded Cr Plimmer) Carried

DISCLAIMER

Until confirmed as a true and correct record, at a subsequent meeting, the minutes of this meeting should not be relied on as to their correctness.

6. To grant Greytown Menz Shed \$1,266 to contribute towards the cost of completing the establishment of a dust extraction system and associated housing.
(Moved Cr Plimmer/Seconded Cr Fox) Carried

10.5 Community Funding Arrangements Report

GCB RESOLVED (GCB 2020/17):

1. To receive the Community Funding Arrangements Proposal Report.
(Moved Symes/Seconded Cr Plimmer) Carried
2. To approve the funding partnership agreement with Wairarapa Maths Association.
(Moved Symes/Seconded Cr Fox) Carried
3. To approve the funding partnership agreement with Greytown Trails Trust.
(Moved Cr Plimmer/Seconded Cr Fox) Carried

10.6 Community Board Terms of Reference

GCB RESOLVED (GCB 2020/18):

1. To receive the Community Board Terms of Reference Report
(Moved Symes/Seconded Gray) Carried
2. To recommend to Council the adoption of the Community Board Terms of Reference.
(Moved Cr Plimmer/Seconded Symes) Carried

The meeting adjourned at 7.51pm.

The meeting reconvened at 7.55pm

11. NOTICES OF MOTION

There were no notices of motion.

12. CHAIRPERSON REPORT

Mrs Rainford spoke to matters as highlighted in her Chairperson report. Members discussed the importance of acknowledging the military camps. Members acknowledged the contribution of Kuranui College students to the Board's Annual Plan submission. There was debate about continuing to fund the maintenance of the Main Street barrels on an ongoing basis, the role of the Board in providing seed

DISCLAIMER

Until confirmed as a true and correct record, at a subsequent meeting, the minutes of this meeting should not be relied on as to their correctness.

5

funding versus ongoing funding, the need for discussions with the community, and the benefits of continuing to maintain the barrels to ensure beautification of the street during the state of Covid-19.

Members discussed that a marquee inscribed with the community board logo is a nice-to-have but not a priority.

GCB RESOLVED (GCB 2020/19):

1. To receive the Chairperson Report
2. To accept the following suggestions regarding Papawai and Tauherenikau Military Camps: a) To request officers provide the Community Board landowner details for both sites, b) That members of the Community Board discuss the lay by proposal with affected landowners and the Featherston Community Board, c) Request officers liaise with Transit NZ and Greater Wellington Regional Council to determine the feasibility of a lay by at both sites; and d) Provide a report the Community Board outlining the process for creating a lay by at both sites and associated costs, including pricing for appropriate sized signs advising motorists of the lay by to be created and erected.
(Moved Cr Plimmer/Seconded Cr Fox) Carried
3. To approve the Greytown Community Board submission to the Annual Plan 2020/21.
(Moved Symes/Seconded Gray) Carried
Cr Plimmer and Cr Fox abstained
4. To agree to provide feedback on the Greytown Community Board Annual Plan submission to Kuranui College.
5. To agree to meet with Kuranui College at least twice yearly and through Aimee Clouston encourage senior students to attend and report to the Community Board.
(Moved Cr Fox/Seconded Symes) Carried
6. To note the report back of the Stella Bull Park meeting on 18 February 2020, including the agreed action points.
7. To approve that a sum of \$1,900.00 be approved from the beautification budget for the maintenance of the Main Street barrels April-September 2020.
(Moved Gray/Seconded Baker) Carried
8. To agree not to become a party to proceedings held by the Environmental Court relating to an appeal for an oak tree to remain on the list of scheduled trees for protection following a request from Greytown Tree Advisory Group.
(Moved Cr Plimmer/Seconded Cr Fox) Carried

GCB NOTED:

DISCLAIMER

Until confirmed as a true and correct record, at a subsequent meeting, the minutes of this meeting should not be relied on as to their correctness.

Action 148: Undertake consultation with the Greytown community on how the community would like Greytown’s Main Street to look; Greytown Community Board.

Action 149: Request officers report to the Greytown Community Board with updated information on options for a FlagTrax system and new flags for Greytown, including an updated quote and ongoing costs; E Stitt.

12. MEMBER REPORTS (INFORMATION)

There were no member reports.

13. CORRESPONDENCE

There was no correspondence.

The meeting closed at 8.43pm.

Confirmed as a true and correct record

.....Chairperson

.....Date

DISCLAIMER

Until confirmed as a true and correct record, at a subsequent meeting, the minutes of this meeting should not be relied on as to their correctness.

AGENDA ITEM 9.1

OFFICERS' REPORT

Purpose of Report

To report to Community Boards on general activities.

Recommendations

Officers recommend that the Community Board:

1. *Receive the Officers' Report.*

PLANNING AND ENVIRONMENT GROUP REPORT

1. Resource Management

1.1 Planning Summary

1.1.1. General

The Planning Team continues to receive a high number of consent applications, a range of planning enquiries, compliance matters and growing policy project work. Careful application assessment and consent decision making has continued through the months of the Covid 19 pandemic to ensure timely decisions and avoidance of application backlog which is pleasing.

1.1.2. South Wairarapa Spatial Plan

The Draft Spatial Plan Discussion Document looking out to 2050 was presented to Council on 15 May 2019. The integrated work saw the release of the Spatial Plan Discussion Document on 10 July, calling for feedback comments by 16 August. A total of 134 submissions were received in response to the Spatial Plan Discussion Document. An update and options approach on engagement for the South Wairarapa Spatial Plan was presented to Council on 18 March and more recently. A workshop is being scheduled to discuss the form and timeframes for the spatial plan, and taking into account the impact of Covid 19.

1.1.3. District Plan Review

The earlier work on this involved an officers' meeting late January at Carterton between MDC, Carterton District Council (CDC), SWDC and Boffa Miskell staff. Further meeting recently convened to progress this review and topics. Review to be in line with the government/MFE National Planning Standards for future District Plans. WCDP

became operative in 2011, required to be reviewed after 10 years. Review of a District Plan can take around 2 years. Recently, have called for expressions of interest, through manager Dave Gittings CDC. The CE of MDC sought that further expressions of interest for the review work be pursued. Of the ten consultancy firms that responded and put in applications to undertake the review, Boffa Miskell were clearly identified as the preferred provider to support the review of the WCDP.

1.1.4. Dark Sky

A report on the process for a council adopted plan change for review of the SWDC outdoor lighting rules to support a proposed dark sky reserve was presented to Council. Plan change to be based on approach used at Mackenzie DC. Further checking done on the extent of need to change outdoor lighting rules alongside advice from Carterton. Change to lighting on highways a focus, discussion with NZTA. A Memorandum of Understanding (MOU) on the proposed Dark Sky Reserve compiled for commitment by the three Wairarapa Council's. A recent visit by IDSS representatives from USA, and changes to outdoor lighting rules via a Council initiated plan change to the WCDP, by Perception Planning. Wairarapa Dark Sky Society are focused on their need to measure existing night light levels, funding, economic plan, preparing for certification. A draft of the Wairarapa International Dark Sky/Outdoor Artificial Lighting Plan Change has been compiled and is being reviewed for upcoming presentation to the Committee.

1.1.5. Review of Notable Trees Register

Public notification of the updated tree register was extended to 17th May 2019, to allow property owners identified as having listed trees overhanging their properties a chance to make submissions and for consultation on the Planning Maps. Total of 37 submissions were received, summary of the submissions done and was notified. Report done for independent commissioner hearing. Hearing was held in Greytown on 21 November. The Commissioner's decision on plan change to update register was reported to Council in early February 2020. The Commissioners recommendation was adopted and we are currently dealing with an appeal on the listing of one Oak tree.

1.1.6. Greytown Development Area

Following the decision and notification, the area is subject to an Environment Court appeal. Staff have worked with the two appellants to try and reach agreement on respective matters prior to an Environment Court hearing. The two appeals are both being mediated through two memorandums of understanding. One appeal resolved; other appeal awaits trustee signatures on agreement. This has avoided protracted time/related costs of appeal matters within the Environment Court.

1.1.7. Featherston Tiny Homes/Brookside RC

The application has involved multiple meetings. The applicant has been requested to provide further information on urban design and traffic assessment. Number of units proposed has lowered from 120 to approx. 100 dwellings. Once the further information has been independently peer reviewed, then there will be a decision on potential limited notification to surrounding neighbours in line with RMA practice. Applicant, Council planner, independent urban design reviewer meeting 24 Feb to assess this application.

2. Building Services

The building team has continued to field technical enquiries, receive new applications and produce building consent decisions pre and during the Covid 19 pandemic which has been a high level of consistent service delivery. This was together with the provision of ongoing site inspections services and technical checks. The recent procedures audit by IANZ identified a small number of procedure improvements which were updated and quickly resolved, and resulted in recent re-accreditation of our BCA, together with positive praise by the auditors.

3. Environmental Services

The Environmental Services team has provided helpful advice, support and decision making within the realms of food safety, alcohol, bylaws and dog control areas of work. It has been especially pleasing to see a high level of interest, uptake and positive feedback for the recently delivered training, provided through Council on Food Safety Plans to support operators of food premises. A brief presentation on animal control work has been compiled by Rick Mead for providing answers to recently raised questions, and for sharing knowledge on the scope of dog control work with Councillors.

3.1 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	RESULT	COMMENT SOURCE AND ACTIONS TAKEN TO ACHIEVE TARGET
Ratepayers and residents' image of the closest town centre ranked "satisfied"	80%	89%	NRB 3 Yearly Survey October 2018 (2016: 87%)
The district plan has a monitoring programme that provides information on the achievement of its outcomes (AER's)		-	Consultants have established data to be recorded and stored to enable effective reporting against AER's in WCDP. A final monitoring strategy is still to be completed.

3.2 Resource Management Act - Consents

SERVICE LEVEL – All resource consents will be processed efficiently.

RESOURCE MANAGEMENT KEY PERFORMANCE INDICATORS	TARGET	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Consent applications completed within statutory timeframes	100%	90%	Total 119/32
		91.9%	57/62 Land Use applications were completed within statutory timeframes. NCS
		88.5%	62/70 Subdivision applications were completed within statutory timeframes. NCS
		100%	8/8 permitted boundary activity applications were completed within statutory timeframes. NCS
		-	
s.223 certificates issued within 10 working days	100%	88.5%	47 of 52 s223 certificates were certified within statutory timeframes. NCS. Impacted by the departure of the Planning Manager and team transition from June to August 2019
s.224 certificates issued within 15 working days of receiving all required information (note no statutory requirement)	95%	96%	51 out of 53 s224 certificates were certified. NCS.

3.3 Reserves Act – Management Plans

SERVICE LEVEL – Council has a reserve management plan programme.

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

Six Months Trend from 1 st December 2019 to 31st May 2020		
Item	No of applications completed within the time frame over the total number of applications	% of applications processed within time frames
Land use consents	36/38 within 20 working days	94%
Subdivision Consents	40/46 in 20 working days	86.9%
223 Certificates	29/29 in 10 working days	100%
224 Certificates	25/25 in 15 working days	100%

3.4 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	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
LIMs contain all relevant accurate information (no proven complaints)	100%	100%	G:\LIMs\LIMS PROCESSED 2019-2020
Standard LIMs are processed within 10 days	100%	99.5%	216/217 standard LIMs were completed G:\LIMs\LIMS PROCESSED 2019-2020

TYPE	YTD 1 ST JULY 2019 TO 31 ST MAY 2020	PREVIOUS YTD 1 ST JULY 2018 TO 31 ST MAY 2019	PERIOD 1 ST JAN 2020 TO 31 ST MAY 2020	PREVIOUS PERIOD 1 ST JAN 2019 TO 31 ST MAY 2019
Standard LIMs (Processed within 10 working days)	144	210	69	79
Urgent LIMs (Processed within 5 working)	73	43	35	22
Totals	217	253	94	101

Building Act - Consents and Enforcement

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

PUBLIC PROTECTION KEY PERFORMANCE INDICATORS	TARGET	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Code Compliance Certificate applications are processed within 20 working days	100%	100%	NCS – 305 CCC’s were issued within 20WD YTD
Building consent applications are processed within 20 working days	100%	100%	NCS – 440 consents were issued within 20WD YTD
Council maintains its processes so that it meets BCA accreditation every 2 years	Yes	Yes	Next accreditation review due January 2022. Council was re-accredited in January 2020
BCA inspects new building works to ensure compliance with the BC issued for the work, Council audits BWOF’s and Swimming Pools	Yes	Yes	Building Consents Council inspects all new work to ensure compliance (May 2020 – 252 inspections) BWOF’s – Total 169 – average of 3 audits per month required, 0 audit carried out May Swimming Pools – Total 279 – average of 7 audits per month required. 2 audits carried out in May
Earthquake prone buildings reports received	100%	N/A	Under the new legislation, 248 buildings were identified as potentially Earthquake Prone Buildings (EPB). Of which 203 have now been eliminated as not being EPB.

PUBLIC PROTECTION KEY PERFORMANCE INDICATORS	TARGET	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
			Of the remaining buildings: 11 - still being assessed by SWDC 14 - identified as EPB 20 - require engineer assessment from owners

	<i>Dec 19</i>	<i>Jan 20</i>	<i>Feb 20</i>	<i>Mar 20</i>	<i>Apr 20</i>	<i>May 20</i>
Monthly Building Consents issued	23	27	24	34	39	39
Monthly CCC issued	31	21	24	31	4	16

Building Consents Processed

TYPE – JAN-MAY 2020	NUMBER	VALUE
Commercial (shops, restaurants, rest home – convalescence, restaurant /bar / cafeteria / tavern, motel, commercial building demolition - other commercial buildings)	17	\$10,974,734.00
Industrial (covered farm yards, building demolition, warehouse and/or storage, factory, processing plant, bottling plant, winery)	1	\$33,000.00
Residential (new dwellings, extensions and alterations, demolition of building, swimming and spa pools, sleep-outs, garages, relocations, heaters, solid fuel heaters).	181	\$15,844,313.00
Other (public facilities - schools, toilets, halls, swimming pools)	4	\$124,521.00
Totals	203	\$26,976,568.00

Environmental Health and Public Protection

Dog Control Act – Registration and Enforcement

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

PUBLIC PROTECTION KEY PERFORMANCE INDICATORS	TARGET	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Undertake public education, school and community visits to promote safe behaviour around dogs and/or responsible dog ownership	3 visits	0	Letter to go out to schools. Adult education is being organised for at "risk groups" who work out in public spaces such as Council staff/ contractors, meter readers etc.
Complaints about roaming and nuisance dogs are responded to within 4 hours	100%	98.5%	K:\resource\Bylaw Officers\Registers\AC Service Requests.xls 136/137 (unable to locate owner at the time)
Complaints about dog attacks on persons, animals or stock are responded to within 1 hour	100%	100%	25/25

INCIDENTS REPORTED FOR PERIOD 1 JAN 2020 TO 31 MAY 2020	FEATHERSTON	GREYTOWN	MARTINBOROUGH
Attack on Pets	1	-	-
Attack on Person	-	2	3
Attack on Stock	2	-	-
Barking and whining	3	5	1
Lost Dogs	2	1	2
Found Dogs	2	1	2
Rushing Aggressive	3	4	2
Wandering	24	7	10
Welfare	-	-	-
Fouling	-	-	-
Uncontrolled (off leash urban)	2	1	1

	<i>Dec 19</i>	<i>Jan 20</i>	<i>Feb 20</i>	<i>Mar 20</i>	<i>Apr 20</i>	<i>May 20</i>
Nuisance dogs	11	17	17	18	11	12
Attended to within 4 hours	11	17	18	18	11	12
Attack totals	3	0	3	2	3	0
Attacks attended within 4 hours	3	0	3	2	3	0

Public Places Bylaw 2012 - Stock Control

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

PUBLIC PROTECTION KEY PERFORMANCE INDICATORS	TARGET	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Stock causing a traffic hazard is responded to within 1 hour	100%	100%	K:\resource\Bylaw Officers\Registers\AC Service Requests.xls 20/20
In cases where multiple stock escapes (more than 1 occasion) have occurred from a property taking compliance or enforcement or prosecution action against the property owner	100%	-	No incidents
Council responds to complaints regarding animals within 48 hours.	100%	100%	K:\resource\Bylaw Officers\Registers\AC Service Requests.xls 13/13

INCIDENTS REPORTED	TOTAL FOR PERIOD 1 JAN 2020 TO 31 MAY 2020
Stock	14

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 19/20	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
% of calls received by Council that have been responded to within 1.5 hours	100%	98.8%	K:\resource\Health\Resource Management\Noise Control Complaints 165/167 attended within timeframe

AFTER HOURS NOISE CONTROL COMPLAINTS RECEIVED	YTD 1 JULY 2019 TO 31MAY 2020	PREVIOUS YTD 1 JULY 2018 TO 31MAY 2019	PERIOD 1 JAN 2020 TO 31 MAY 2020	PREVIOUS PERIOD 1 JAN 2019 TO 31 MAY 2019
Total	167	104	84	50

	<i>Dec 19</i>	<i>Jan 20</i>	<i>Feb 20</i>	<i>Mar 20</i>	<i>Apr 20</i>	<i>May 20</i>
Calls	9	8	28	27	7	14
Attended to within 1.5 hours	100%	100%	100%	100%	100%	100%

Sale and Supply of Alcohol Act - Licensing

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

	TARGET 19/20	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Premises are inspected as part of licence renewals or applications for new licences.	100%	78.7% YTD	<p>MAGIQ data. All premises inspected at new or renewal application stage (48/61*).</p> <p>*Number of inspections completed or licences coming up for renewal within the YTD period.</p> <p>For this reporting period (Jan to May) 10 premises are expected to have been completed to align with the 2019/20 target.</p> <p>We have undertaken 12 in this period</p> <p>Total number of licences is subject to change month by month as new businesses open and existing premises close.</p>
Premises that are high risk are inspected annually, while low or medium risk premises are audited no less than once every three years.	100%	85.7% YTD	<p>MAGIQ data. There are no high risk premises in the district. Low and medium risk premises are inspected every 3 years as part of the renewal process. There are currently 35 low and medium licenses due for renewal or new inspections in this financial year.</p> <p>For this reporting period (Jan to May) 6 premises are expected to have been completed. We have undertaken 12 premises inspections.</p> <p>As at 31 May 20, 30 inspections have been done YTD.</p> <p>Total number of licenses is subject to change month by month as new businesses open and existing premises close. 30/35</p>
Compliance activities are undertaken generally in accord with the Combined Licencing Enforcement Agencies agreement.	100%	100%	<p>1 Controlled purchase Operation has been undertaken this year. All premises in SWDC were compliant</p> <p>10 Compliance inspections undertaken at 10 licensed premises</p>

ALCOHOL LICENCE APPLICATIONS PROCESSED	YTD 1 JULY 2019 TO 31 MAY 2020	PREVIOUS YTD 1 JULY 2018 TO 31 MAY 2019	PERIOD 1 JAN 2020 TO 31 MAY 2020	PREVIOUS PERIOD 1 JAN 2019 TO 31 MAY 2019
On Licence	29	15	10	6
Off Licence	37	18	12	5
Club Licence	7	7	1	4
Manager's Certificate	150	115	45	73
Special Licence	65	55	12	29
Temporary Authority	4	5	1	1
Total	292	215	81	118

Health Act - Safe Food

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

PUBLIC PROTECTION KEY PERFORMANCE INDICATORS	TARGET 19/20	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Premises have appropriate FMP in place and meet the risk based standards set out in the Plan.	100%	100%	FHR – 0 FCP (Food Act) – 105 NP – 63 The changes in the Food Act 2014 require that businesses have an appropriate Risk Based Measure in place by end of transition period (Feb 2019). Total number of premises is subject to change month by month as new businesses open and existing premises close.
Premises are inspected in accord with regulatory requirements.	100%	41.9%	FCP verifications – 44/105 An EHO has been newly appointed. Aim is to complete 2 verifications per week to remove backlog. Jan to May 21 verifications were undertaken *Total number of premises is subject to change month by month as new businesses open and existing premises close.

<i>Verifications</i>	<i>Dec 19</i>	<i>Jan 20</i>	<i>Feb 20</i>	<i>Mar 20</i>	<i>Apr 20</i>	<i>May 20</i>
	7	4	9	2	0	6

Bylaws

Between 1 July 2019 and 31 May 2020 there were

Trees & Hedges

- 18 notices were sent by council requesting the owner/occupier to remove the obstruction from the public space.

Litter

- 26 litter incidents were recorded and from this, council sent 15 notices to the identifiable people associated with these incidents.

Abandoned vehicles

- There were 21 abandoned vehicles located in the SWDC area, of which 11 were removed by their owners and the remaining 10 vehicles were removed by councils' contractor.

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

PARTNERSHIPS AND OPERATIONS REPORT

4. Group Manager Commentary

This report is different to the usual reports provided to the Committee due to the impact on Council operations during the recent lockdown period. It outlines:

- the key issues encountered through the COVID-19 response and lockdown efforts,
- our return to Business as Usual,
- the progress made on key projects, including the Drinking Water Standard compliance work programme, and
- the future work programmes.

The focus during the previous period has been on continuing to provide core services to ratepayers and businesses as New Zealand progressed through the COVID-19 Levels and still ensuring the Health and Safety of those involved and the public. In doing so, SWDC has been pro-actively engaging with the other Wairarapa Councils and Central Government Agencies, as well as providing resourcing to the Emergency Operations Centre. As a result of this, the following report does not outline performance against our KPIs, but rather details what has been provided and achieved by the team through this time. Reporting on KPIs will resume at the next Committee meeting.

Of course, we have continued to deliver key infrastructure projects, including the Manganese Reduction Plant (MRP) in Martinborough and to progress other initiatives, such as addressing coastal erosion issues. This report provides an update on these items too.

Since October, Wellington Water (WWL) have been progressing the programme of work towards ensuring SWDC Drinking Water is compliant. Significant progress has been made and work continues. Also, as agreed at the last A&S Committee meeting, WWL have developed a similar programme of activity for Wastewater and initial discussion have been held on a similar review of SWDC Stormwater.

It is worth noting here the considerable efforts of Council staff and our contractor partners through the lockdown period.

5. Land Transport

5.1 Health & Safety

There were no major incidences for the period of January to April.

Site audits were undertaken by Fulton Hogan and Council totalling as below:

- One Council audit was done noting minor traffic management issues to rectify.

- Fulton Hogan (FH) had completed 12 safety or traffic management audits identifying minor traffic management issues that were discussed and actioned on site. There was one safety action from the audits where a lone worker was doing inspections on a level 1 road without a spotter. FH will provide the procedure to mitigate the risk for these inspections on a level 1 road without a spotter for RCA approval.

6. Work Programme

6.1 Work Completed

The following major items of work completed for the period.

- Annual pavement road marking across both Districts.
- The 4 towns: Carterton, Greytown, Featherston & Martinborough, were allocated 1 day a week for each town to complete basic house-keeping for safety and network functioning during lockdown such as sump grate cleaning, sign maintenance, litter removal potholes and emergency works from climate events.
- High cut vegetation trimming in both Districts.
- Footpath repairs commenced in Featherston Greytown & Martinborough.
- Wearing course metalling Eringa, Marshalls, Matarawa, Perry's and Te Wharau Road.
- Cape Palliser Road storm damage repairs at Johnson Hill and DoC station
- Pavement re White Rock Road at Whakapuni Hill.
- Pavement rehabilitation on Lake Ferry, Kourarau hill Te Wharau and White Rock Road.
- Pre-seal repairs to 2020/21 reseal sites.
- Unsealed Road Grading
- Chemical control around signs and bridges
- Rip-Rap boulder supply to Cape Palliser Road.
- Culvert, sign, carriageway and bridge inspections
- All SWDC Reseals are completed.

6.2 Outstanding Work

Item No.	location	Description	Planned completion date
1	Carterton	Footpath resurfacing.	By end July 20
2	Carterton	Lincoln Road Kerb & Channel between Pembroke and Victoria	By end of June 20

3	SWDC	Footpath repairs and maintenance 3 towns	By the end of June 20
4	SWDC	East Street Kerb & Channel	By the end of June 20
5	SWDC	High vegetation trimming	By the end of June 20

6.3 Work Programmed for Current Month

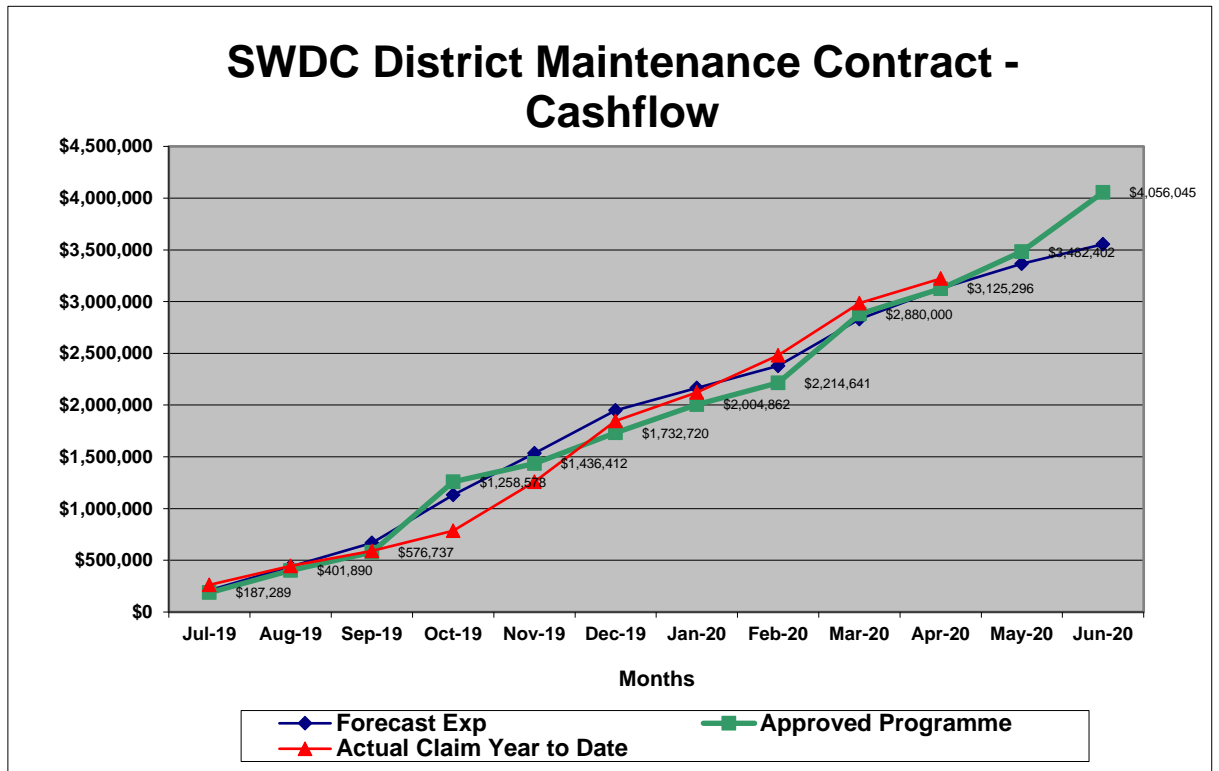
The following major items of work planned for June.

- Ongoing Martinborough, Featherston & Greytown footpath maintenance repairs.
- Culvert replacement and extensions Lincoln Road and install Kerb and Channel between Pembroke & Victoria Streets.
- Cape Palliser Road storm damage repairs.
- Completion of East Street, Greytown Kerb & Channel up-grade.
- Rural Chemical vegetation control.
- Rural Berm mowing
- Completion of the pre-seal repairs.
- Ongoing asset inspections.

Works by third party engagement:

- WSP OPUS high definition drone survey and Geotechnical report for Cape Palliser Rd from DoC station through to Whatarangi Cliffs.
- ECO REEF resource consent variation (coastal erosion protection)
- Tree removal at Lake Ferry settlement
- Fitzherbert Street and Revans St Railway crossing pedestrian upgrade along with associated stormwater improvements.

6.4 Financial overview



The forecast expenditure was set at July 2019 and does not yet include additional budget for: Ruakokoputuna Road Seal Extension, Additional funding for Greytown, Featherston and Martinborough footpath maintenance and Cape Palliser Road emergency works.

7. Network Management Section

7.1 Network Activities

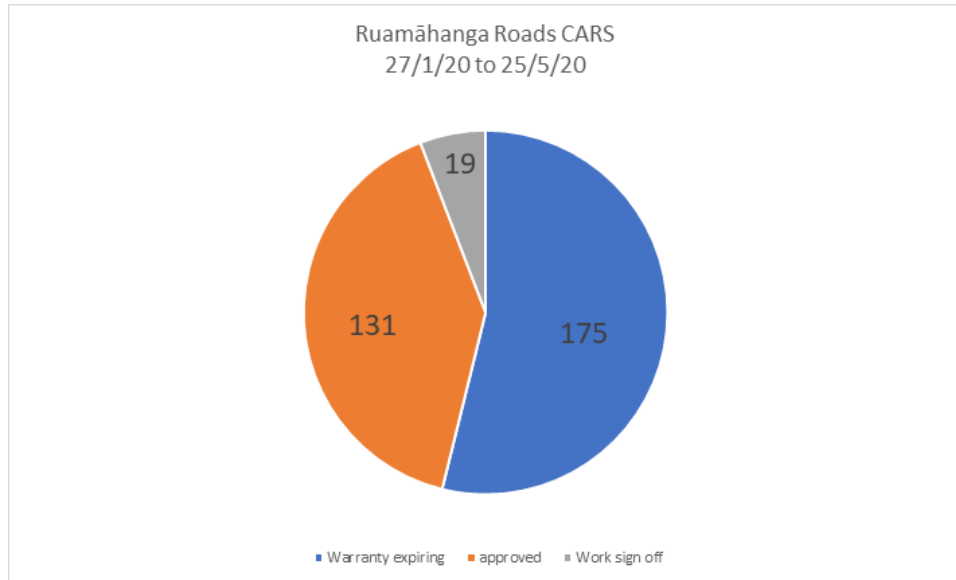
Road Asset Management Plan

The joint Road Asset Management/Activity Plan is being developed for the RLTP as required by NZTA. The structure of this document is being prepared through Resolve Consultancy with Council officers providing the additional information and document outcomes. The first review of the draft has been completed, which identified improvements needed.

The work in progress document is intended to be available by early August.

Corridor Management

Council officers are managing the corridor access requests for both Districts which includes reviewing and approving traffic management plans. The number of Corridor Access Requests (CAR) processed for the reporting period is shown below:



Overweight and High Productivity Vehicle permits

Council officers have reviewed and process the following number of permits for the reporting period. 26 Overweight permits were issued.

96 High Productivity Motor Vehicle (HPMV) Permits issued by NZTA, were reviewed and approved for network access

7.2 Low Cost Low Risk (LCLR)

The LCLR improvements undertaken consisted of:

- Completion of Tora Farm Bridge.
- Resilience works on Cape Pallier Road at Johnson Hill.
- Installation of Raised Pavement Markers on Cape Palliser Road

8. Performance Monitoring

A Performance and Contractor Evaluation (PACE) for monitoring the Ruamāhunga Roads Network maintenance contract was not undertaken for this reporting period.

Once the influence of Covid-19 disruptions are non-existent a PACE will be performed.

9. Water

9.1 Wellington Water Performance Reporting

All the client Councils for Wellington Water, including SWDC, agreed to suspend the performance reporting for Q3, to allow operational staff to focus on the maintenance of the key water infrastructure through the Lockdown period. Q3 and Q4 performance reporting will be provided to the Committee at its next meeting.

9.2 Water Restrictions

Water restrictions across the District have been lifted.

9.3 Key Projects update

Updates on the following projects will be provided by Wellington Water staff under separate agenda items:

- Drinking Water programme
- Proposed Wastewater risk reduction programme
- Manganese Reduction Plant and Water Treatment Plant upgrade
- Featherston Wastewater Treatment Plant plans

10. Amenities

The Amenities team is responsible for the management of Council's parks, reserves and other amenities. The team looks after:

- 12 parks,
- 31 reserves,
- 42 buildings,
- 11 public toilets
- five sports facilities,
- four cemeteries, and
- 22 other properties.

10.1 COVID-19 Lockdown Services

As noted previously, significant effort was used in managing the appropriate level of Council service across all amenities. A summary of activity is provided below:

Level 4:

Parks and Reserves:

Placed Covid-19 signs in all parks/reserves
Closed all Playgrounds and taped up those that are not fenced
Closed all Toilets
Citycare unable to maintain mowing or Gardening

Libraries

Closed all 3 Libraries
Staff working on planning and Facebook events for each Library at home

Venues

All venues closed and have given rent relief to all business in the buildings

Cemeteries

Cemetery gates locked as per Government recommendation
Burials happening under Government Covid-19 standards
Advised and worked with City Care Sextons on burial procedure and PPE

Solid Waste

Greytown and Featherston Recycling stations closed
Martinborough open for essential services only
Opened Martinborough up for rural waste only and monitored
Community liaison with rural ratepayers over limited services
Some Fly Tipping was evident and fines were sent out.

Water Meter Reading

Completed water meter reading for sale and purchase of property
Organised staff to walk the three towns to check meters and capture readings where they could

Level 3:

Parks and Reserves

City Care resumed mowing and clean up

Playgrounds remained closed

Opened a toilet in each town for essential workers and organised cleaning twice a day

Libraries

Staff only returned to Library to sort work and general tidy up preparing for Level 2

Strict rules apply including Contact tracing

Cemeteries

No change other than bubble is allowed to be 10

Solid Waste

All three stations allowed to open for recycling and green waste, hours extended, although Pirinoa was still closed

Contact tracing required and bubble distance monitored

Traffic Management set up for three days at Martinborough to handle volume

Set up Contact Paywave in Libraries and Refuse stations

Level 2:

Open essential public toilets, including enhanced cleaning schedule

Protective screens installed for all libraries and head office

Set up contact tracing in Libraries and venues

Open and sanitise all 4 playgrounds

Level 1:

Since moving to Level 1, we have restarted all our Business as Usual and, in addition new are:

- Working on Pain Farm upgrades
- Installing 31 Air conditioning units into Senior Housing starting 30th June
- Five ovens installed into senior housing units
- Upgraded some drapes and net curtains in Senior housing
- Refresh of Featherston Playground, including playground for toddlers
- Reopening Martinborough Toilets on Rugby Ground, water blast and painting
- Quoting Stella bull park lights to work off street lighting for Health and Safety/security
- Work has begun on the maintenance plans for all SWDC buildings
- Sports ground line marking completed where required
- Greytown swimming pool easy access ramp arrived for next season
- Park Bench for Featherston cemetery has been ordered
- Cemetery database update still a work in progress
- Natural Burial cemetery in Featherston being tidied

- SWDC Lease system review also ongoing
- Inspected Featherston stadium to plan refurbishment in new FY
- Refuse stations monitored
- Replaced torn netting above Martinborough refuse dip

11. Library Activity Update

Updates from our Libraries are attached as separate documents.

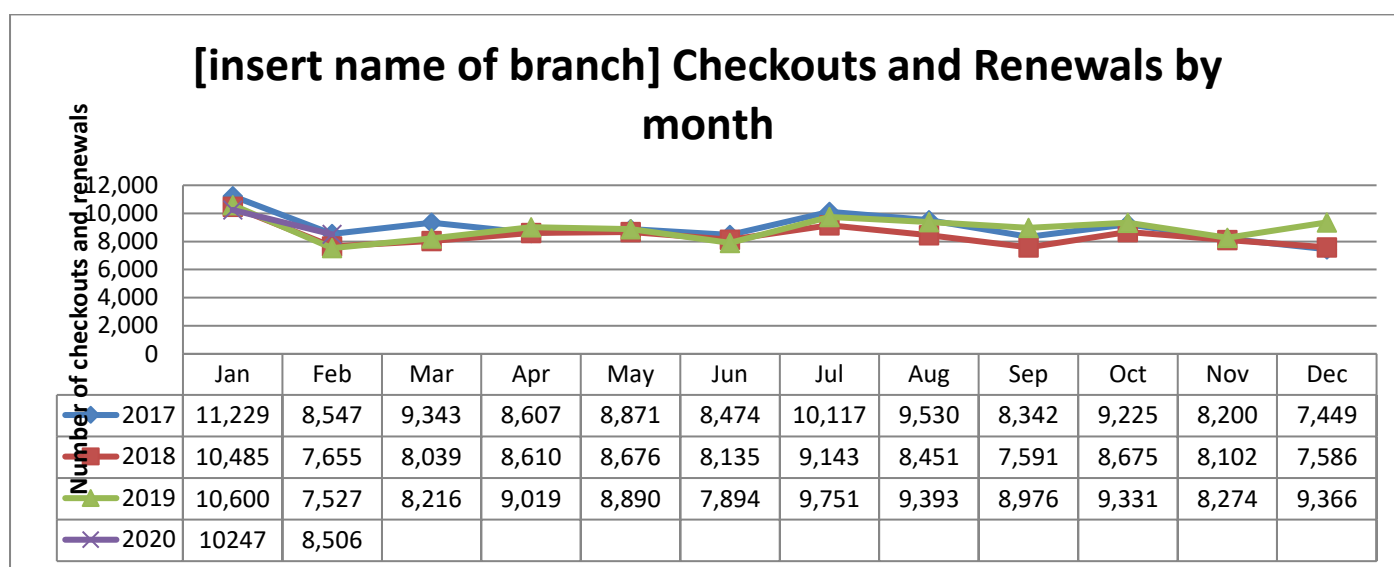
FP/MTP/GTP Monthly Report for February 2020

Statistics

Issues and renewals:

Physical items:

	Featherston	Martinborough	Greytown
Number of issues and renewals for January	2673	2789	3044



New Members

New library members for February 2020:

Name of library	Featherston	Martinborough	Greytown
TOTAL	11	26	19

Computer and Wi-Fi access

Public Computer Use	Featherston	Martinborough	Greytown
APNK Public Access PCs	226	173	276

Please note that these statistics are for January, not February. Due to the large number of missing data points it will not be possible to look at annual or monthly trends or comparisons yet.

Public Wi-Fi Use	Featherston	Martinborough	Greytown
Number of time WiFi accessed	2387	2033	1958

Featherston

Displays

Adult Displays	Teen Displays	Junior Displays
First Lines	Reach for a book	Reach for a book

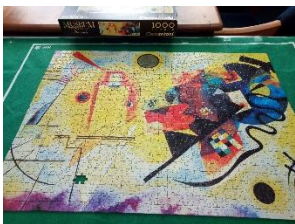


Events

Book Bugs has an attendance of 16 children and 12 Adults regularly. Topics covered were, Camping, Unicorns, Apples and Kisses.



The Jigsaw puzzle that has kept the tourists entertained through summer, was finally completed. Visitors have come from France, Colombia, Germany, England and the USA.



Martinborough

Displays

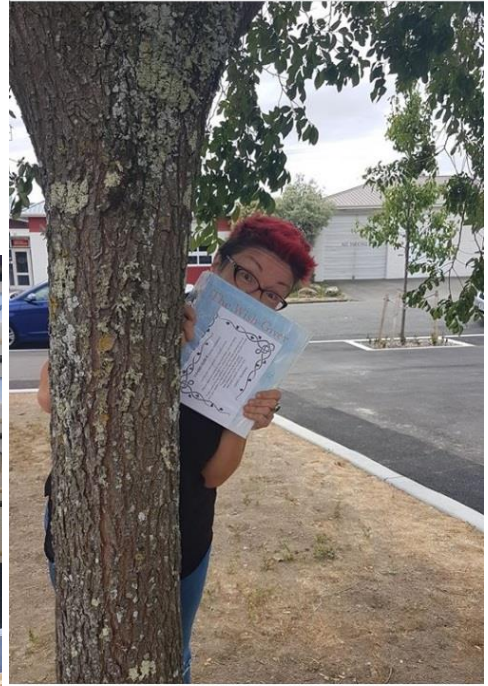
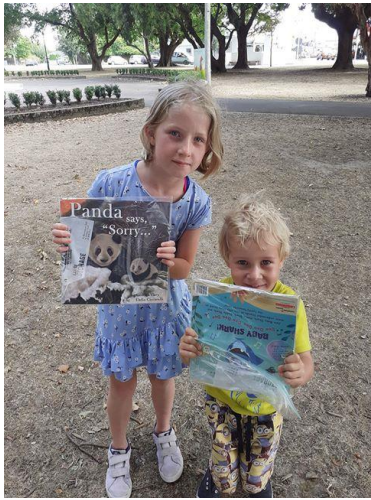
Adult Displays	Teen Displays	Junior Displays
Love books display	New book series	Author birthday
New books		New books

Events

- A “teaser” Facebook post advertising our “Dinovember” event in November reached over 4,500 people and garnered a lot of engagement.



- Valentine’s Day was also “International Book-giving Day” – library staff prepared craft materials for customers to make their own “Love Books” bookmark. Following the lead of the Facebook group “Look 4 a book”, staff hid donated children’s books around Martinborough, including an info sheet and directions on how to read, sign and re-hide the book once found. We had a very positive response (see picture below). Some more donated books were also gifted to Martinborough Kindergarten, Dot Kids and Bell Street early learning centres, Martinborough School and Pirinoa School.



1,232
People reached

123
Engagements

Boost Unavailable

Other initiatives

- The Library now hosts a weekly parent-led “Music & Movement” session for babies, every Friday. This is very popular.
- School visits are increasing – in addition to a weekly visit from Martinborough School, we also now host two classes from Pirinoa School; one class come in weekly to issue books and another class asked for an in-depth information session. Topics included parts of a book, how to care for a book and a craft session supporting this was offered, which the class then took back to school. We are looking forward to hosting them for another session in March.

Greytown

Tuesday Late Nights

Numbers have been steady over the month, but we are rarely seeing more than ten people per night.

Library Use

We have many visitors from all parts of the world in the library this month. Many have commented favourably on the building, the library space and our collection.

New Books

A steady stream of books has been arriving and we have a good selection of new fiction and nonfiction books covered, loaded into the system and out on display over the month.

Displays

Adult Displays	Teen Displays	Junior Displays

Events

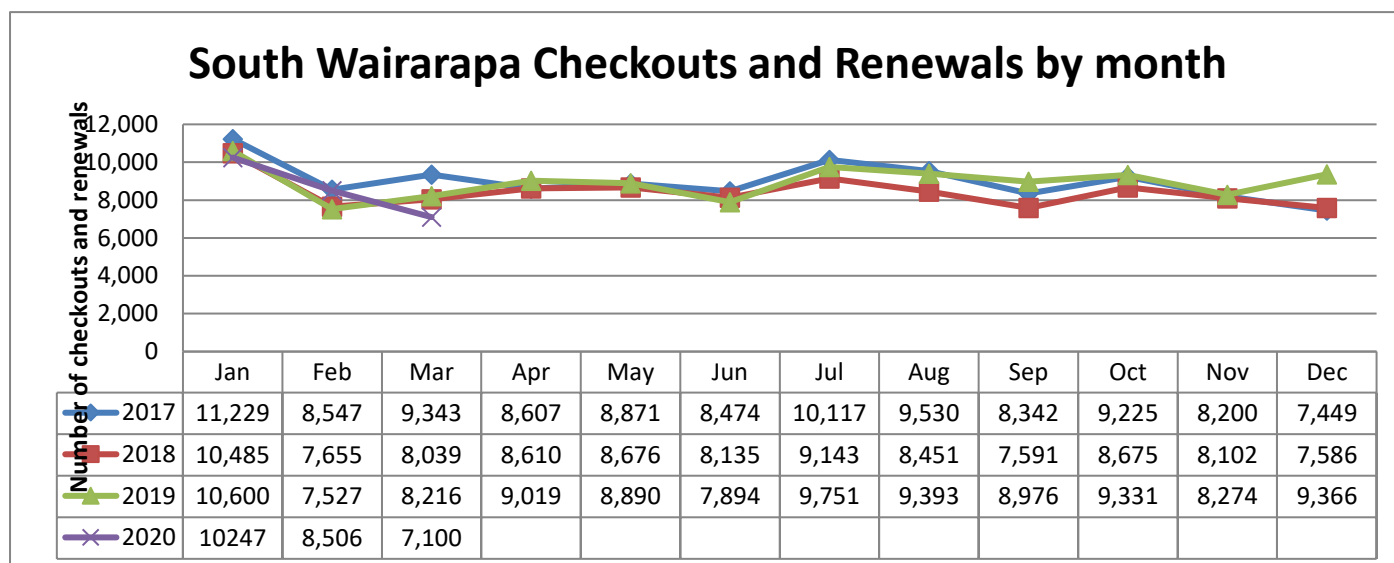
FP/MTP/GTP Monthly Report for March 2020

Statistics

Issues and renewals:

Physical items:

	Featherston	Martinborough	Greytown
Number of issues and renewals for March	2157	2244	2699



New Members

New library members for March 2020:

Name of library	Featherston	Martinborough	Greytown
TOTAL	14	14	18

Computer and Wi-Fi access

Public Computer Use	Featherston	Martinborough	Greytown
APNK Public Access PCs	123	149	142

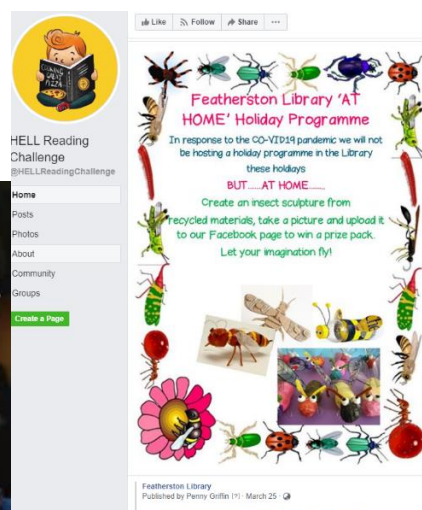
Please note that these statistics are for February, not March. Due to the large number of missing data points it will not be possible to look at annual or monthly trends or comparisons yet.

Public Wi-Fi Use	Featherston	Martinborough	Greytown
Number of time WiFi accessed	2518	1337	2089

Featherston

Displays

Adult Displays	Teen Displays	Junior Displays
Book Tasting Menu	Humour	Dr Seuss/Humour



Events

Preschool Programme ran up until Lockdown, we made a Fairy Garden including stem science activities and studied The five senses with a hilarious blind tasting activity. Most of them loved the lemons!

We started our Facebook Storytime on March 24th in conjunction with the Coalition for Books. We recorded the titles from publishers that permitted their books to be read during lockdown. These will be removed shortly.

We also held an online ‘Holiday Programme’ creating an insect sculpture. It was great to find us mentioned on the Hell Pizza Challenge Page!

Martinborough

Displays

Adult Displays	Teen Displays	Junior Displays
International Womens Day	New Books	Harry Potter

Events

- The Tri-wizard Tournament was held at the Waihinga Centre in conjunction with the worldwide Harry Potter Book Night celebrating Harry Potter & the Goblet of Fire; tasks included a summoning charm, transfiguration, and “last quizzard standing”. Martinborough Library was listed on the worldwide Events map. The event was well-attended and we received very favourable feedback.
- A weekly Music & Movement programme run by community parents is being held in the Plunket area on Fridays; the Library provides musical instruments and music resources to the programme facilitators.
- The Library began a social media competition “Elf in shelf-isolation” which ran through to April and continued to build on our virtual presence to customers. The premise is to post a picture of the elf with clues to a particular book title.

Other initiatives

- A meeting was held with members of the Friends of the Library to initiate collaboration/planning for the Library’s upcoming Dinovember event in November.



Greytown

(please contact Greytown Branch Librarian for this month's details)

Displays

Adult Displays	Teen Displays	Junior Displays

Events

Other initiatives

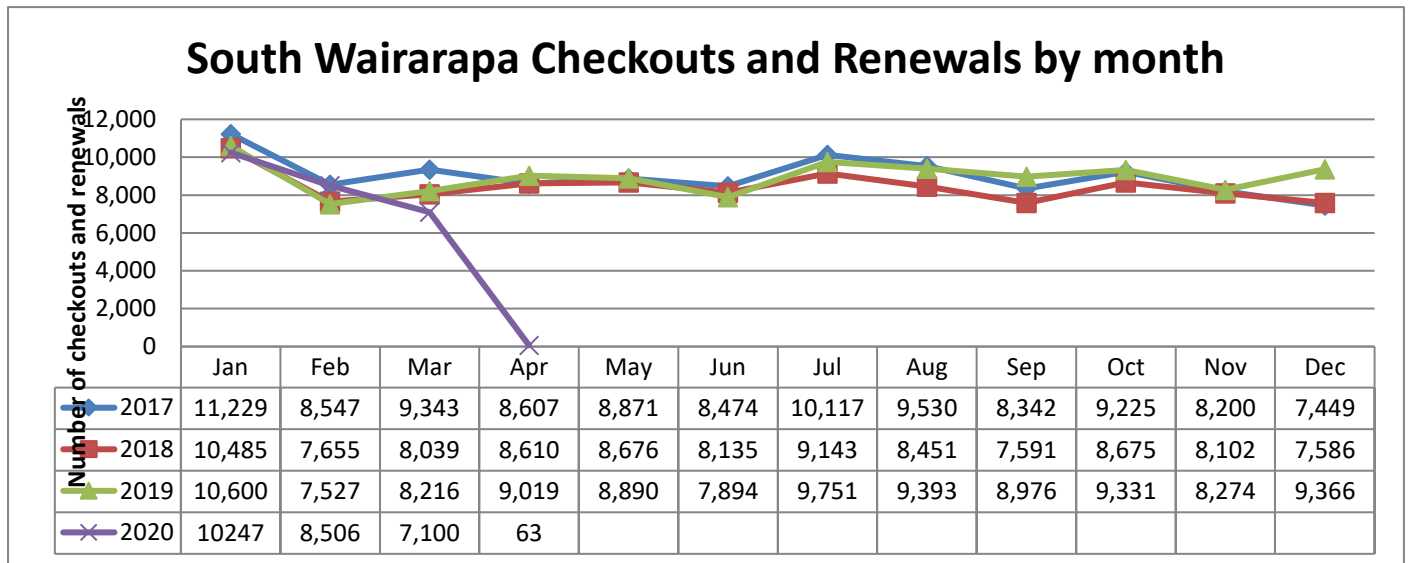
FP/MTP/GTP Monthly Report for April 2020

Statistics

Issues and renewals:

Physical items:

	Featherston	Martinborough	Greytown
Number of issues and renewals for April	39	16	8



New Members

New library members for April 2020:

Name of library	Featherston	Martinborough	Greytown
TOTAL	1	2	1

Computer and Wi-Fi access

Public Computer Use	Featherston	Martinborough	Greytown
APNK Public Access PCs	1	3	0

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

Public Wi-Fi Use	Featherston	Martinborough	Greytown
Number of time WiFi accessed	60	631	693

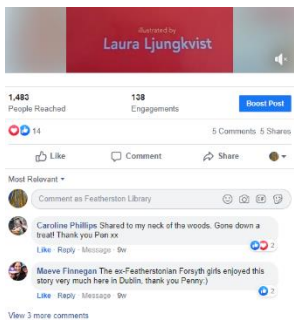
Featherston

Displays

Adult Displays	Teen Displays	Junior Displays
Closed Lockdown same as March		

Events

Continued to read stories daily on our Facebook page. The reach for this was very wide, we had listeners from Ireland and Canada who commented on them.



We held an Anzac Biscuit Baking Competition won by Wendy Pos.



Merle created a video on how to use the Libby App for e books to which she added a hilarious blooper out takes



Martinborough

Displays

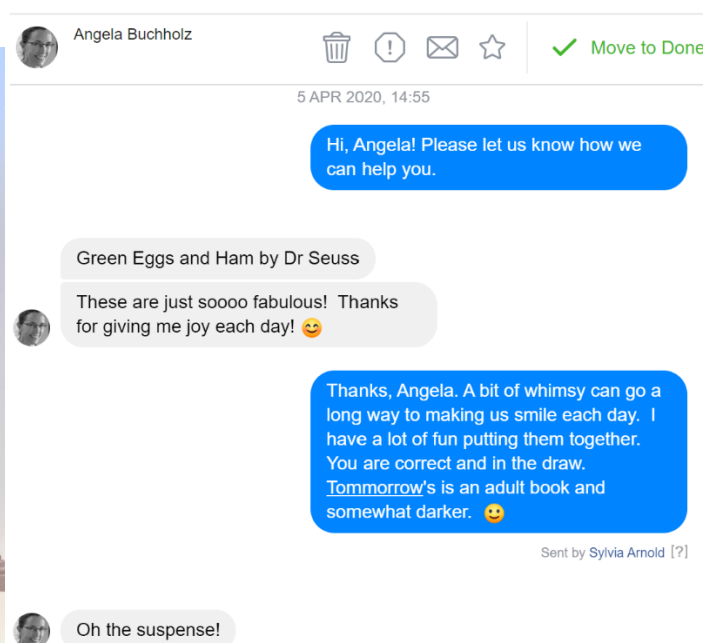
Adult Displays	Teen Displays	Junior Displays
Closed during lockdown		

Events

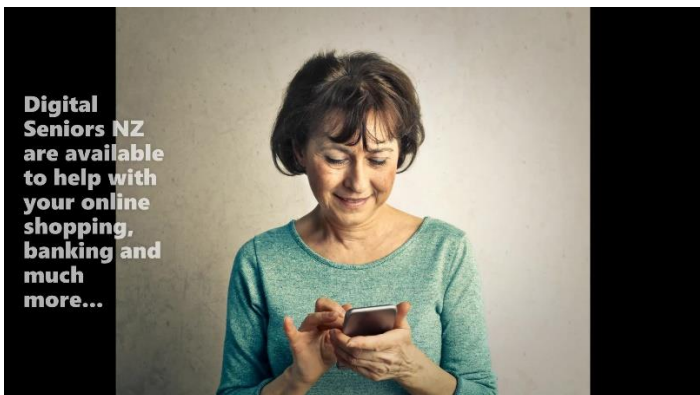
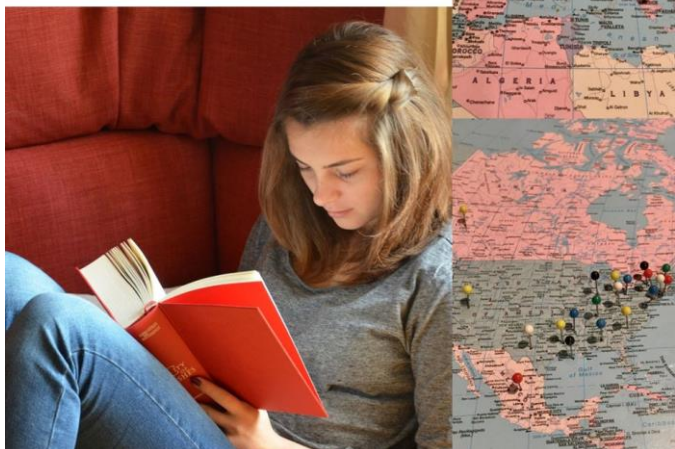
Other initiatives

- Due to the library Co-Vid closedown, we focused on our social media presence - we have been working hard to raise our Facebook profile in the community; it is a good way to engage our customers. Some of our initiatives included:
 - Continuation of “Elf in shelf-isolation”:

A total of 135 entries for the 19 books. The first to guess each book, online, went in the draw to win a “support local” prize package. The most popular book was ‘Green Eggs and Ham’, with the highest number of entries and interactions on Facebook.
 - The premise of the April Armchair Traveller was sharing the worldwide locations of the books the community were reading.
 - We posted a reminder to promote Digital Seniors and promoted the Libby App.
 - **Book talks for Children and Young Adults (no picture)**
 - Grace Hancox provided two video book talks on series that can transtion junior fiction readers to young adult books: The Percy Jackson Series, The Ranger’s Apprentice Series and one YA series – The Great Library Series.



#ARMCHAIR TRAVELLERS



Greytown

(please contact Greytown Branch Librarian for this month's details)

Displays

Adult Displays	Teen Displays	Junior Displays

Events

Other initiatives

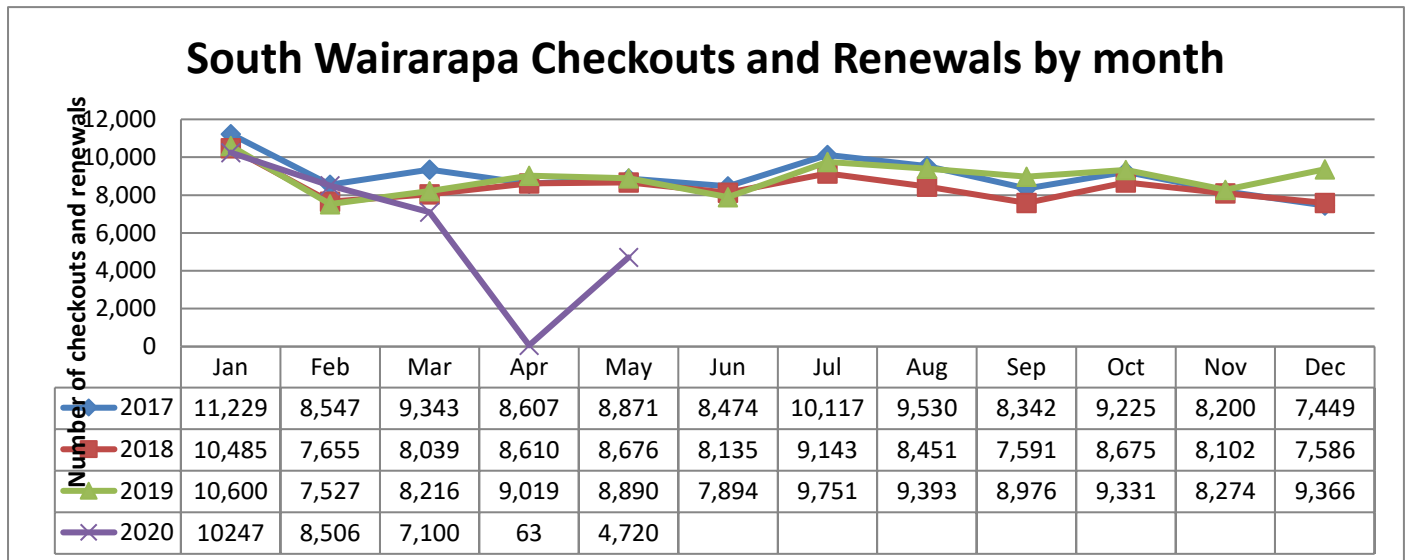
FP/MTP/GTP Monthly Report for MAY 2020

Statistics

Issues and renewals:

Physical items:

	Featherston	Martinborough	Greytown
Number of issues and renewals for May	1540	1466	1714



New Members

New library members for May 2020:

Name of library	Featherston	Martinborough	Greytown
TOTAL	2	7	19

Computer and Wi-Fi access

Public Computer Use	Featherston	Martinborough	Greytown
APNK Public Access PCs	0	4	0

Please note that these statistics are for April, not May. Wifi access was disconnected for April, due to Covid lockdown.

Public Wi-Fi Use	Featherston	Martinborough	Greytown
Number of time WiFi accessed	0	0	0

Featherston

Displays

Adult Displays	Teen Displays	Junior Displays
Same Display as March		

Events

We continued through May with our Storytime on Facebook. Penny recorded stories and Merle used her children to read and perform alongside her readings.

We posted the free reading of James and the Giant Peach with Taika Waititi as they were published on you tube.



We participated on our new You Tube Channel Our reading of Chicken Diva’s for the National Simultaneous Storytime and read live on a Zoom meeting to St. Teresa’s School. Both events were **fabulous darling!**



The Library re-opened with a hiss and a roar! Rates payments were easy as many had paid online. The Library has subsequently returned rapidly to normal business. We have only had two people decline to give their details upon entering.

Martinborough

Displays

Adult Displays	Teen Displays	Junior Displays
New books	New books	Chickens

Events

Our big event for May was the National Simultaneous Storytime – the book this year was “Chicken Divas”. Our activities included:

Craft packs: Make your own tiara etc, available in the library with 14 given out

Visit (following covid rules) to Dot Kids, Bell St Early Learning Centre and Martinborough Kindergarten- packs dropped off and invitations to watch facebook live video.

Photos, dress-ups and punny captions were taken of members of the community to post on Facebook and in the Library, in a countdown to the Storytime day.






Facebook Live reading of Chicken Divas reached over 150 viewers.

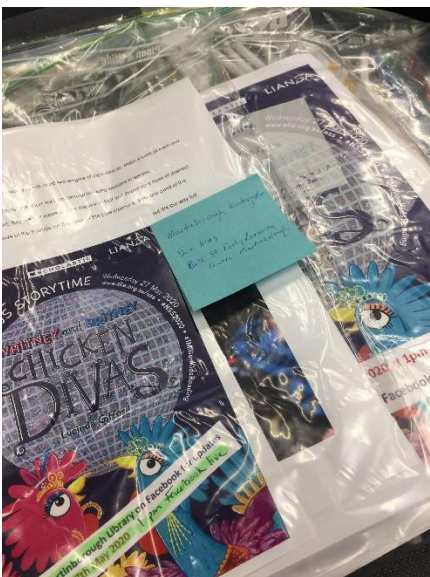
Other initiatives

Book Chatbot Facebook posts: we started a series of regular posts, answering questions customers have about library services, or providing information regarding the Libby App and the benefits of the WLS.

Consultation with community is in progress regarding the renaming of our preschool storytime programme.

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

Published	Post	Type	Targeting	Reach	Engagement
26/05/2020 20:00	 ONE SLEEP TO GO UNTIL CHICKEN DIVAS STORYTIME! Wednesday 27th May 1 pm on Facebook	📄	🌐	294	26 25
25/05/2020 20:00	 <u>Beak-a-boo, who's this? Ana, looking happy and regal, counts us down to two 'sleeps' until our Chicken Divas</u>	📄	🌐	616	97 44
25/05/2020 13:38	 You are not alone, people loading the Libby App search for their local library (for example, Martinborough Library)	📄	🌐	329	16 9
23/05/2020 18:00	 Without 'feather' ado, it's the lovely Alix taking us to 4 more 'sleeps' until 'Whitney and Britney Chicken Divas'.	📄	🌐	344	22 26
22/05/2020 17:54	 It's Andy looking 'hensome' in his tiara! There are 5 MORE 'SLEEPS' UNTIL 'Whitney and Britney Chicken	📄	🌐	664	50 57



Your library on Libby:

When searching for your library, enter *Wairarapa Library Service*



Greytown

Displays

Adult Displays	Teen Displays	Junior Displays
Travel within New Zealand		

Events

Covid-19 Level Three

At Level three we were back in the building for a few hours each day. One of our focus areas during this time was preparing the library for re-opening under the Level two guidelines. Furniture was removed, stacked, labelled etc. We also started an inventory of all the books in the library. This is still on-going as at the end of May. It has proved a useful exercise. Our catalogue is being tidied up and we have relocated a few books in the process.

Covid-19 Level Two

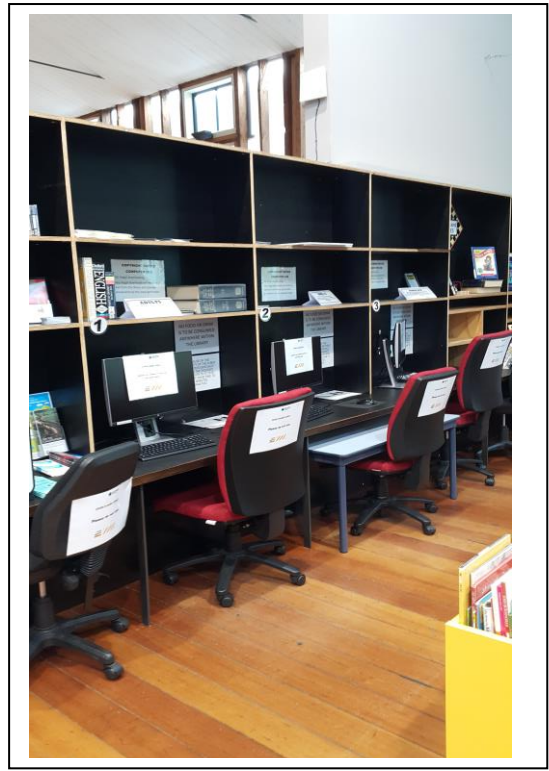
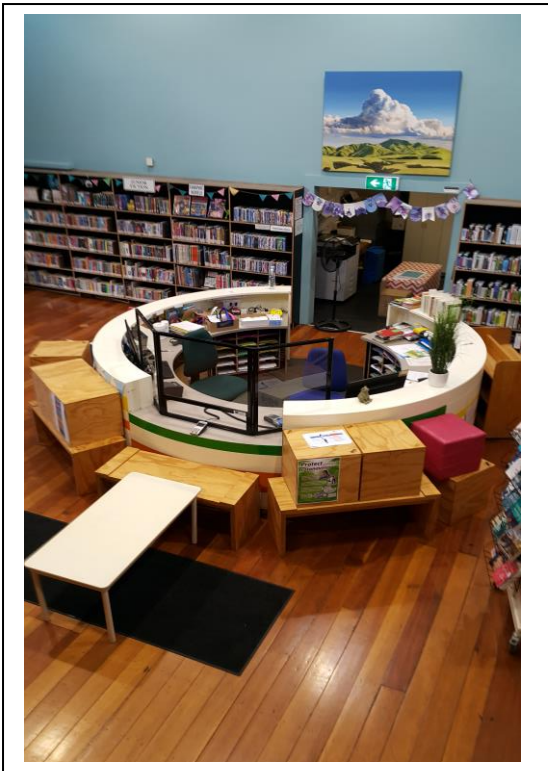
Reopening on 14th May 2020 saw a steady stream of customers pleased to see us back and open. Many commented on how much they had missed us, and all were desperate for some new books to read. Customer numbers have continued to be steady.

Rates

The last rates instalment for the current financial year were due on the 20th May. While a lot of people are now paying via direct debit, automatic payment or online, over the counter payments were steady leading up to the 20th.

Display

With travel restrictions around the country being removed we thought it was timely to put up a display featuring travel around New Zealand. This has created quite a bit of interest.



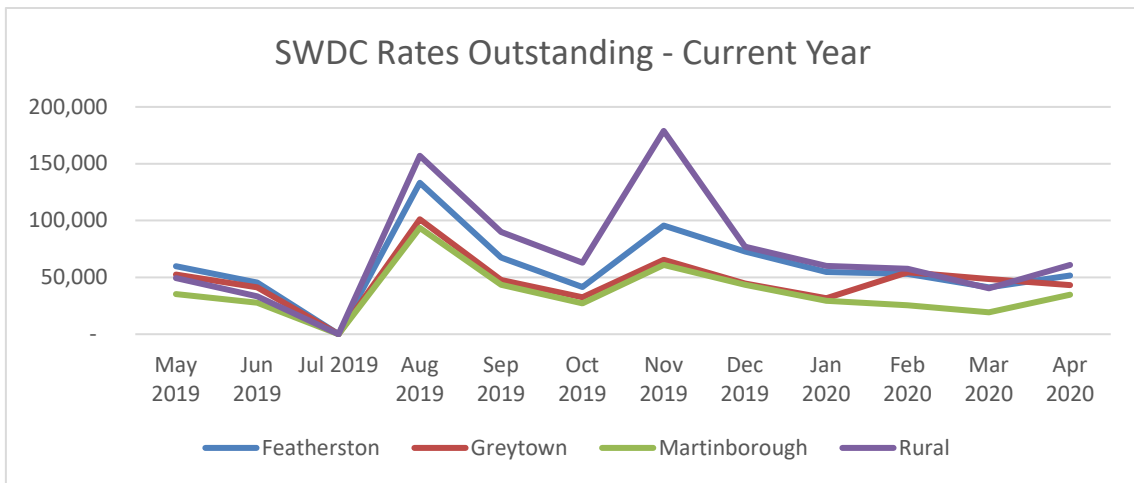
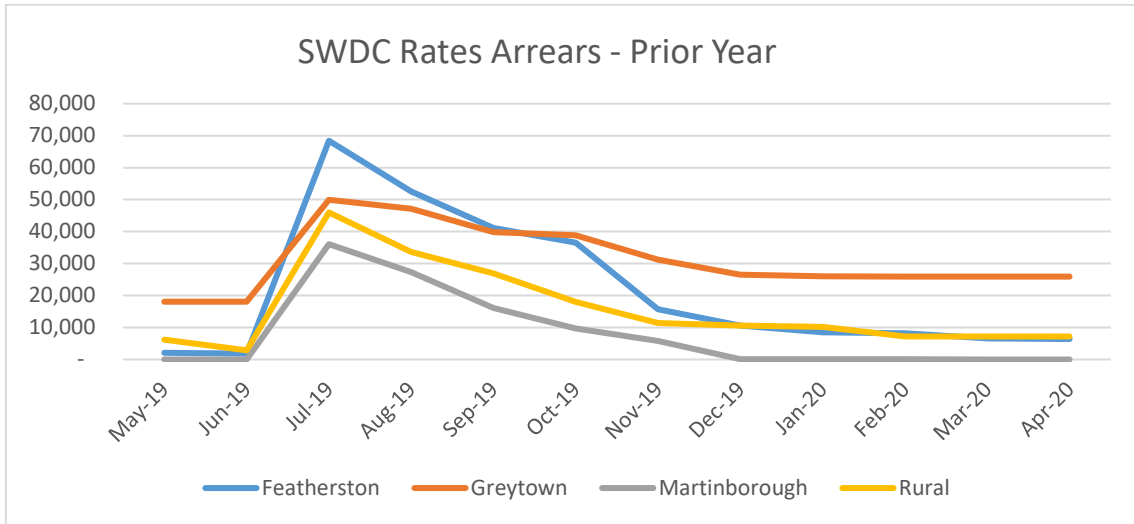
Other initiatives

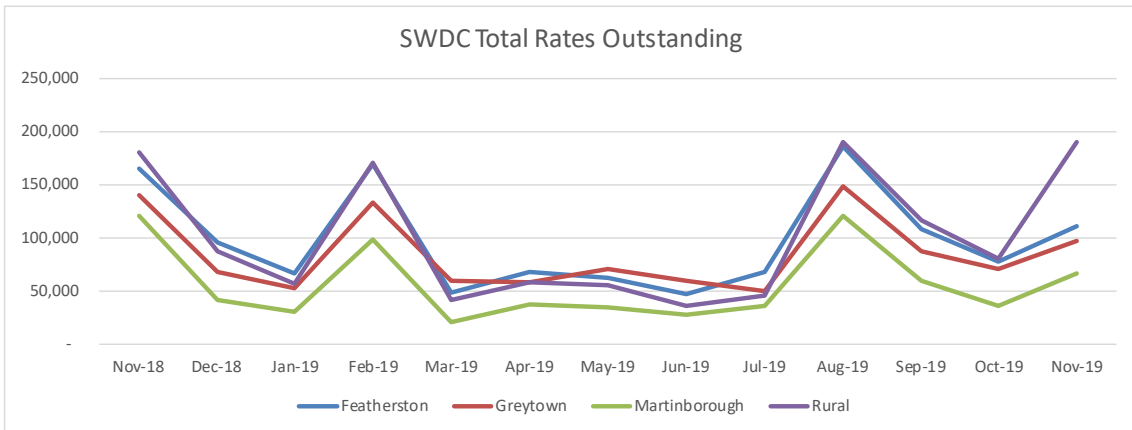
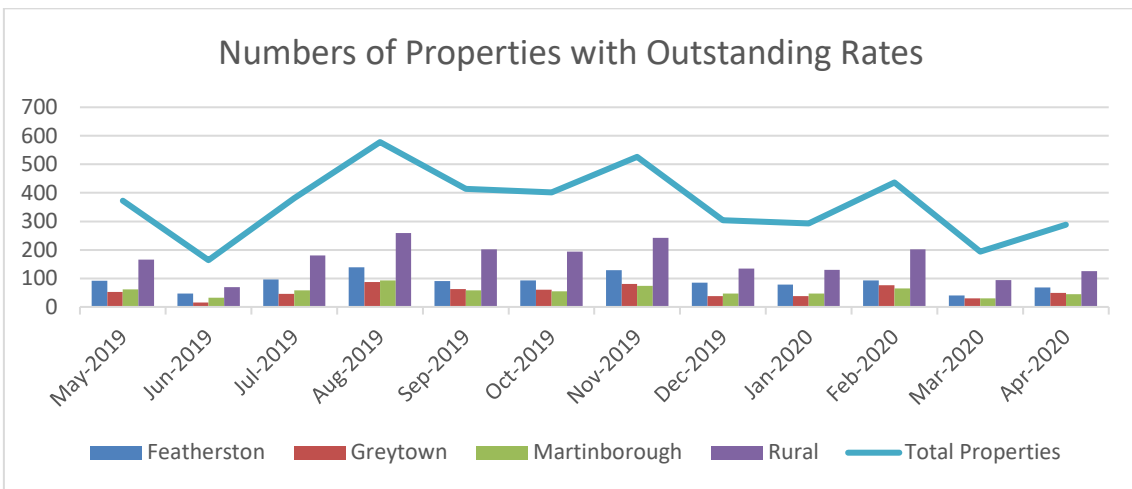
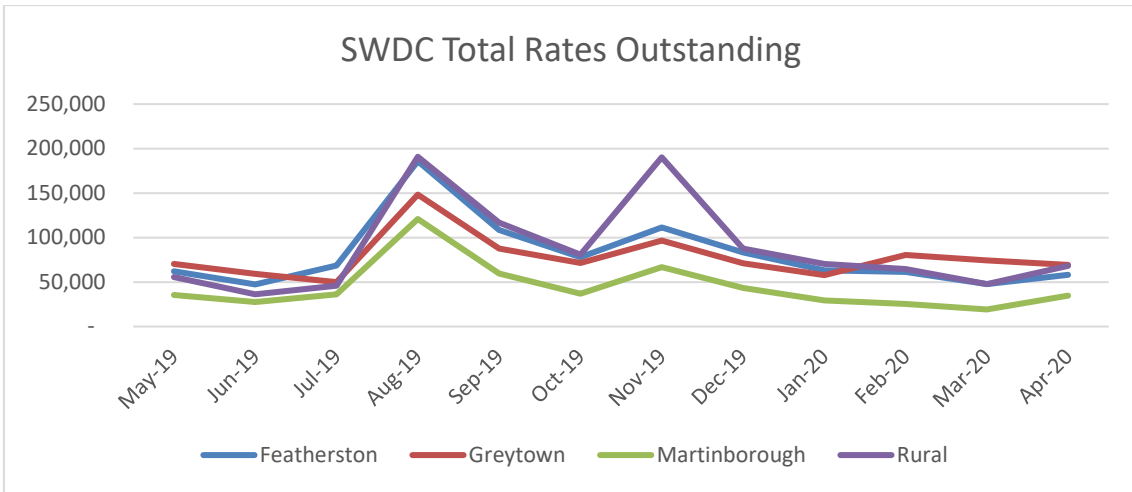
CORPORATE SERVICES REPORT

Rates Arrears

The rates arrears graphs below show continued improvement in the recovery of overdue rates which is due to a consistent approach to dealing with our overdue debtors.

Please see below the graphs as at 30 April 2020.





At the end of April 2020, the arrears amount was \$39k.

There are now only five ratepayers with arrears dating back to the 2018 year and earlier. Of these 2 have issues with the title of their property and are pending sale, one is bankrupt and we are working with the official assignee, and 2 are lodged with debt collectors.

We have had a good response to the rates rebate scheme already this year with 328 rebates processed to date. Last years total was 369 rebates, so we have processed 89% of the likely rebates to date.

We now have 37% of ratepayers paying by Direct debit, and will continue to work on increasing this percentage as this reduces administration costs considerably.

Contact Officer: Katrina Neems, Chief Financial Officer

AGENDA ITEM 9.2

ACTION ITEMS REPORT

Purpose of Report

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

Recommendations

Officers recommend that the Community Board:

1. *Receive the Action Items Report.*

1. Executive Summary

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

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

2. Appendices

Appendix 1 - Action Items to 12 June 2020

Contact Officer: Steph Dorne, Committee Advisor

Reviewed By: Euan Stitt, Acting Chief Executive Officer

Appendix 1 – Action Items to 12 June 2020

Ref #	Raised Date	Action Type	Responsible Manager	Assigned to	Action or Task details	Status	Notes
223	26-Apr-17	Resolution	Harry		GCB RESOLVED (GCB 2017/31): 1. To receive the Poppy Road Signs Project. 2. To identify possible locations for remembrance as part of the Poppy Road Signs Project. (Moved Hay/Seconded Rainford) Carried	Actioned	6/6/17: GCB supporting the project and to identify suitable locations 22/11/17: Christine to speak to RSA to see if they were interested in moving the project forward. 22/6/18: RSA suggested Humphries, Udy, Jellicoe, Christine to liaise with Claire Bleakley on next steps. 29/08/18: Ian Farley researched streets and Jellicoe St fits criteria. Council to prepare a road sign for Jellicoe Street, but hold off installing until RSA have been consulted 27/11/18 Christine undertaken research on Jellicoe and it is ready to go to poppy places. Will approach Greytown school and see if they can do some research on other streets. 30/1/19: Gtn School approached and they would like to do project, Christine to follow-up. 5/6/19: Christine has asked the school again, ongoing. 28/8/19: Not moved forward but still a good project for the new Board to progress. 19/02/20: Suggestion from Mayor Beijen for GCB to talk to FCB regarding the sign at Papawai camp to complete the project. Mrs Rainford advised Neil will present at the next GCB meeting to provide history around what has happened (Neil confirmed as public participant for 8 April meeting) 8/6/20: Neil presented at GCB meeting 13 May 20 and Ann Rainford confirmed this action is now closed as superseded by the actions regarding the military camps under resolution GCB 2020/19.
172	14-Mar-18	Action	GCB	A Rainford & A Clouston	Put forward ideas for making the Greytown Memorial Pool more appealing to users (e.g. murals on the fences)	Open	Lachlan had spoken to Maree Patten, Acting Principal, and would follow-up with the arts department and arts students to see what they think and report back. 29/08/18: Students are busy with exams, suggest the project be done for summer 19/20 with students designing the art to a theme and professional artists contracted to paint. GCB to approve designs. Potentially to be placed in the grassy corner area of the pool. 13/3/19: Project information from Lachlan was received 25/6/19: Aimee to pick up on this as the new student representative 26/11/19: Under action with pool cover for shade of junior pool, painting of office. Dealing with new GCB 19/2/20: Artwork at the Greytown Memorial Pool wasn't progressed due to the timing but Ann is in discussions with the school and community board to see if funds can be put aside for a school competition for the artwork. Ann and Aimee Clouston to progress discussions with the school.
678	10-Oct-18	Action	Euan	Tim	Provide information to the Greytown Community Board on options for painting a solid line down/centre line down West Street, Greytown	Open	7/2/19: Work in progress 17/07/19: NZTA Traffic Control Devices Manual "Part 5 traffic control devices for general use-between intersection" is in draft form and currently out for Consultation to the industry. This covers :Treatments in the centre of the road, Edge Treatments, Lane lines, Cycle facilities within the carriageway. It will also standardise in terms of ONRC categories within Secondary, Access and Low volume Roads. Once this standard is finalised options in terms of West St treatment will be determined along with costing. 12/06/20: Standard still in draft form and there is currently no ETA on finalisation from NZTA. Will also need to consider alongside Greytown development area plans.
120	28-Aug-19	Action	Harry	Euan	To recommend that Council consult with the Greytown Community regarding the renaming of Underhill Road.	Open	
260	11-Dec-19	Action	Harry		Contact Greater Wellington Regional Council to investigate the resource consent conditions for the work on Papawai and Fabians Road and the impact of this activity on the condition of Fabians road	Actioned	27/01/20 - Fulton Hogan have programmed the repair works for February/March as part of Ruamahanga Roads contract. GWRC are also going to do an engagement programme with people in the area on traffic management and speed.
263	11-Dec-19	Action	Russell		Officers to inform the Greytown Community Board of where they can seek more information on the Greytown development plan	Actioned	26/02/19: Referred GCB to the 'PLAN CHANGE 9: STRUCTURE PLAN FOR THE GREYTOWN DEVELOPMENT AREA INCLUDING A DESIGNATION OF ROAD ' report that went to Council in August 2018 which includes detailed information.
60	19-Feb-20	Resolution	Katrina	Katrina	GCB RESOLVED (GCB 2020/06): 1. To receive the Application for Financial Assistance Report. (Moved Gray/Seconded Symes) Carried 2. To grant Steffen Kreft and William Connor \$500 to support the performance of the object theatre piece "The Quiet Living of Lost Things." (Moved Cr Fox/Seconded Symes) Carried	Actioned	HM: \$500 Added to I & E report 12/03/20

Ref #	Raised Date	Action Type	Responsible Manager	Assigned to	Action or Task details	Status	Notes
61	19-Feb-20	Resolution	Russell	Godwell	GCB RESOLVED (GCB 2020/07): 1. To receive the Naming of New Roads Report. (Moved Cr Fox/Seconded Symes) Carried 2. To approve the Suggested Greytown New Road Names List for new names in Appendix 1. 3. To note that where a new road name is selected from the preapproved list, approval will be deemed to have been given for use of that name in the Greytown Ward. 4. To note that Maori family names will still need approval from the Maori Standing Committee before use. (Moved Cr Fox/Seconded Symes) Carried	Actioned	Advised Planning Team of outcome so approved list can be communicated to developers. 12/6/20: Planning officer emailing developers with list and comms preparing article for Council website.
62	19-Feb-20	Resolution	Karen	Steph	GCB RESOLVED (GCB 2020/08): 1. To receive the Community Funding Arrangements Proposal Report. (Moved Gray/Seconded Cr Fox) Carried 2. To agree that officers contact Greytown Trails Trust to confirm their willingness to enter into a funding agreement and prepare a Memorandum of Understanding for consideration by the Board. (Moved Cr Fox/Seconded Symes) Carried 3. To agree that a joint funding agreement be entered with all three Community Boards to be finalised at the next meeting after all three Boards have discussed this proposal. (Moved Symes/Seconded Gray) Carried 4. To agree to consider entering into a funding partnership agreement with community organisations that the Community Board supports on an ongoing basis. (Moved Rainford/Seconded Cr Fox) Carried	Actioned	Confirmed with Greytown Trails Trust that they are happy to proceed. Draft MoUs currently being prepared for next GCB meeting. 13/05/20: Action Closed - draft agreements went to GCB on 13 May and there is a new resolution that supersedes this.
63	19-Feb-20	Resolution	Karen	Steph	GCB RESOLVED (GCB 2020/09): 1. To receive the Community Board Terms of Reference Report (Moved Cr Fox/Seconded Gray) Carried 2. To recommend to Council the adoption of the Community Board Terms of Reference, subject to further clarification surrounding the Civic Awards delegation and clarification on whether 'the Council' under 'Raising Concerns' refers to SWDC staff or elected members. (Moved Symes/Seconded Gray) Carried	Actioned	13/05/20: Action closed - revised TOR went back to GCB meeting on 13 May and there is a new resolution recommending adoption to Council.
64	19-Feb-20	Resolution	GCB (2,3,4, 5) Katrina (7,8) Karen (6)	GCB (4, 5)	GCB RESOLVED (GCB 2020/10): 1. To receive the Chairperson Report (Moved Symes/Seconded Cr Fox) Carried 2. To agree that the Community Board organise a public workshop on Wednesday 26th February at 7.00 pm in the Town Centre to discuss what residents see as important in the 2020 Annual Plan. We will also be available on Saturday 29th February 10.00am -1.00pm outside the Town Centre for the public to come and discuss any further issues regarding the Plan. 3. To agree that the Community Board met with students from Kuranui College at 12.35pm on Monday 24th February to establish what they want to see in the 2020 Annual Plan. 4. To agree in principle to organise Christmas festivities but defer a decision on the specific event pending further discussion. 5. To agree that the Community Board begin initial consultations with Papawai Marae and the Heritage Trust to see whether they would like us to provide suitable main road signage regarding Papawai Marae, and if so, what this signage should say. 6. To note that with the election of our 4th Community Board member we will be able to make appointments to the town's diverse committees.	Open	1 - Done 2 - Done - Workshop held 3 - Done - Met with Kuranui College 4 - 5 - 6 - Done - Appointments made at GCB meeting on 13 May 2020.

Ref #	Raised Date	Action Type	Responsible Manager	Assigned to	Action or Task details	Status	Notes
					7. To approve that \$50 be granted to the Greytown Information Centre for administration costs. 8. To approve the cost of \$70 for flowers sent to Cr Plimmer		7 & 8 - Done, HM: \$50 added to I & E report 12/03/20 \$70 for Plimmer already spent in FEB
66	GCB	Action	Karen	Steph	Officers to follow-up on the history of the request to paint the Chorus Cabinet at 84 Kuratawhiti Street and report back to the Greytown Community Board so that the Board can respond to Mr Clark on his request	Actioned	Chorus turned down project as not enough Graffiti in Greytown and prior GCB Chair received number of complaints from public after a Grapevine article. Greytown Heritage also did not support it. 12/6/20: A Rainford advised this can now be closed as she has informed Mr Clark of the history of the request and the decision made.
67	19-Feb-20	Action	Euan	Bryce	Provide the Tree Advisory Group with contact details of those in Martinborough involved in tree discussions	Actioned	Bryce provided TAG details to Martin Freeth who is involved in Martinborough tree discussions
68	19-Feb-20	Action	Euan	Bryce	To request the Board be kept updated on investigations to find a location for an emergency water tank in Greytown	Actioned	Note: Refer to Action 676 from 10 Oct 2018 for background context. 17/03/20: Greytown Town Hall not suitable, the resource consent for Fire Station is closed and Stella bull park old library is not suitable as it blocks windows and also path access way. There is currently no budget for this so will have a cost in the Annual Plan for next year.
69	19-Feb-20	Action	Euan	Tim	To discuss with NZTA the removal of carparks adjacent to the town intersections with State Highway 2 (e.g. Hastwell, Wood, Jellicoe, Kuratawhiti) to improve sightlines	Open	Note: Refer to Action 266 from 2 May 2019 for background context.
70	19-Feb-20	Action	GCB	G Gray	Confirm the status of the outstanding 'Trees in the Cemetery (if watering issues resolved)' commitment and report back to the next community board meeting	Open	
71	19-Feb-20	Action	GCB	G Gray	Liaise with the Menz Shed on costings for an extra picnic table in the East of Stella Bull Park and present this back to the next Greytown Community Board meeting;	Actioned	12/06/20: Provided to Chair and included in Chairperson report for 24 June meeting.
72	19-Feb-20	Action	GCB	A Clouston	Liaise with Amy Wharram, Communications Manager of SWDC, on the use of Instagram for Greytown Community Board publicity	Open	
138	13-May-20	Resolution	GCB		GCB RESOLVED (GCB 2020/14): 1. To Receive the Establishment of and Appointments to Committees Report. (Moved Cr Fox/Seconded Baker) Carried 2. To appoint Shelley Symes as the WREMO / civil defence liaison, Ann Rainford as the Greytown Information Centre liaison, Aimee Clouston as the Greytown Wheels Park Steering Group representative, Simone Baker as the Papawai Stream Care Group representative, Simone Baker as the Greytown Heritage Trust liaison, and Councillor Rebecca Fox as the Greytown Wastewater Treatment Community Liaison Group representative. (Moved Cr Plimmer/Seconded Symes) Carried 3. To defer considering the relationship and Memorandum of Understanding with the Tree Advisory Group until the next Greytown Community Board meeting to allow time for discussions with the Tree Advisory Group. (Moved Rainford/Seconded Symes) Carried	Open	12/6/20: Chair and Deputy Chair meeting with TAG on 13/6/20.

Ref #	Raised Date	Action Type	Responsible Manager	Assigned to	Action or Task details	Status	Notes
140	13-May-20	Resolution	Katrina	Charly	<p>GCB RESOLVED (GCB 2020/16):</p> <p>1. To receive the Application for Financial Assistance Report. (Moved Cr Plimmer/Seconded Gray) Carried</p> <p>2. To grant Greytown Football Club \$500 to assist with the purchase of three match balls and 40 pairs of soccer socks.. (Moved Cr Fox/Seconded Cr Plimmer) Carried</p> <p>3. To grant Kuranui College \$500 to assist with the costs of first aid, safety and purchasing ball and bag equipment. (Moved Cr Plimmer/Seconded Symes) Carried</p> <p>4. To grant the Greytown Tree Advisory Group \$2,000 to contribute to the costs of a structural brace for the St Luke's Gum Tree, subject to confirmation that the remaining required funds are received. (Moved Cr Plimmer /Seconded Cr Fox) Carried</p> <p>5. To grant the Greytown Tree Advisory Group and O'Connor's Bush Working Group \$640.04 for Lions Nature Trail North Street planting, \$515.10 for Greytown Rail Trail planting and \$295 for O'Connors Bush tree planting. (Moved Symes/Seconded Cr Plimmer) Carried</p> <p>6. To grant Greytown Menz Shed \$1,266 to contribute towards the cost of completing the establishment of a dust extraction system and associated housing. (Moved Cr Plimmer/Seconded Cr Fox) Carried</p>	Actioned	Added to I&E statement
141	13-May-20	Resolution	Karen	Steph	<p>GCB RESOLVED (GCB 2020/17):</p> <p>1. To receive the Community Funding Arrangements Proposal Report. (Moved Symes/Seconded Cr Plimmer) Carried</p> <p>2. To approve the funding partnership agreement with Wairarapa Maths Association. (Moved Symes/Seconded Cr Fox) Carried</p> <p>3. To approve the funding partnership agreement with Greytown Trails Trust. (Moved Cr Plimmer/Seconded Cr Fox) Carried</p>	Open	11/6/20: Commitments added to I&E. Greytown Trails Trust agreement is fully signed, CB Chairs to sign Wairarapa Maths Agreement at next CB meetings.
142	13-May-20	Resolution	Karen	Steph	<p>GCB RESOLVED (GCB 2020/18):</p> <p>1. To receive the Community Board Terms of Reference Report (Moved Symes/Seconded Gray) Carried</p> <p>2. To recommend to Council the adoption of the Community Board Terms of Reference. (Moved Cr Plimmer/Seconded Symes) Carried</p>	Open	11/6/20: Council approved TOR subject to GCB and FCB accepting change in membership in relation to a youth member. Awaiting updated TOR report to be considered by GCB at meeting on 24 June 2020.

Ref #	Raised Date	Action Type	Responsible Manager	Assigned to	Action or Task details	Status	Notes
143	13-May-20	Resolution	2 – Euan 3 – Karen 4 & 5 – GCB 7 - Katrina	2 – Tim 3 – Steph 4&5 – GCB 7 – Charly	<p>GCB RESOLVED (GCB 2020/19):</p> <ol style="list-style-type: none"> 1. To receive the Chairperson Report 2. To accept the following suggestions regarding Papawai and Tauherenikau Military Camps: <ol style="list-style-type: none"> a) To request officers provide the Community Board landowner details for both sites b) That members of the Community Board discuss the lay by proposal with affected landowners and the Featherston Community Board c) Request officers liaise with Transit NZ and Greater Wellington Regional Council to determine the feasibility of a lay by at both sites; and d) Provide a report the Community Board outlining the process for creating a lay by at both sites and associated costs, including pricing for appropriate sized signs advising motorists of the lay by to be created and erected (Moved Cr Plimmer/Seconded Cr Fox) Carried 3. To approve the Greytown Community Board submission to the Annual Plan 2020/21. <ol style="list-style-type: none"> (Moved Symes/Seconded Gray) Carried Cr Plimmer and Cr Fox abstained 4. To agree to provide feedback on the Greytown Community Board Annual Plan submission to Kuranui College. 5. To agree to meet with Kuranui College at least twice yearly and through Aimee Clouston encourage senior students to attend and report to the Community Board. <ol style="list-style-type: none"> (Moved Cr Fox/Seconded Symes) Carried 6. To note the report back of the Stella Bull Park meeting on 18 February 2020, including the agreed action points. 7. To approve that a sum of \$1,900.00 be approved from the beautification budget for the maintenance of the Main Street barrels April-September 2020. <ol style="list-style-type: none"> (Moved Gray/Seconded Baker) Carried 8. To agree not to become a party to proceedings held by the Environmental Court relating to an appeal for an oak tree to remain on the list of scheduled trees for protection following a request from Greytown Tree Advisory Group. (Moved Cr Plimmer/Seconded Cr Fox) Carried 	Open	<p>1 - No action required</p> <p>2 -</p> <p>3 – Done, included with submissions to Council</p> <p>4 -</p> <p>5 -</p> <p>6 - No action required</p> <p>7 - Added to I&E statement</p> <p>8 - No action required</p>
144	13-May-20	Action	GCB	A Rainford	To develop a Greytown Community Board strategic plan for the 2019-2022 triennium and present this to the next Greytown Community Board meeting, Greytown Community Board.	Open	
145	13-May-20	Action	Katrina	Charly	Provide clarification of the Neighbourhood Support – Replacement Flag commitment currently showing in the Greytown Income and Expenditure Statement with no value.	Actioned	Grant was \$200 for Neighbourhood Support for replacement flag, this has been paid and is showing in the updated I&E statement under Connecting Communities.
146	13-May-20	Action	GCB	A Rainford	Follow-up outstanding commitments in the Income and Expenditure Statement to confirm if the parties are still intending to take up the funding approved by the Greytown Community Board.	Open	
147	13-May-20	Action	Katrina	Charly	Fix grammatical errors in the Greytown Community Board Income and Expenditure Statements.	Actioned	
148	13-May-20	Action	GCB		Undertake consultation with the Greytown community on how the community would like Greytown's Main Street to look.	Open	

Ref #	Raised Date	Action Type	Responsible Manager	Assigned to	Action or Task details	Status	Notes
149	13-May-20	Action	Euan	Bryce	Request officers report to the Greytown Community Board with updated information on options for a FlagTrax system and new flags for Greytown, including an updated quote and ongoing costs;	Actioned	12/6/20: PO produced and flagtrax ordered. Positions selected throughout the town. 11 Flagtrax will be installed. GCB contribution would be \$2,350 and approval of GCB is being sought via the Chairperson Report.

AGENDA ITEM 9.3

INCOME AND EXPENDITURE REPORT

Purpose of Report

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

Recommendations

Officers recommend that the Community Board:

1. *Receive the Income and Expenditure Statement for the period 1 July 2019 – 31 May 2020.*
2. *Consider releasing remaining commitments from 2019 and prior as highlighted in the Income and Expenditure Statement for the period 1 July 2019 – 31 May 2020.*

1. Executive Summary

The Income and Expenditure Statement for 1 July 2019 – 31 May 2020 is attached in Appendix 1. There are some remaining commitments from 2019 and prior that the Board may like to consider releasing. These are highlighted in the Income and Expenditure Statement in Appendix 1.

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

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

2. Appendices

Appendix 1 - Income and Expenditure Statement for 1 July 2019 – 31 May 2020

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

Prepared By: Charly Clarke, Senior Financial Accountant

Reviewed By: Katrina Neems, Chief Financial Officer

Appendix 1 – Income and Expenditure Statement for

1 July 2019 – 31 May 2020

Greytown Community Board				
Income & Expenditure for the Period Ended 31 May 2020				
Income				
	Annual Plan 2019/20 allocation		28,053.00	
Total Income 2019/20			28,053.00	
Expenditure				
	Members' salaries		11,193.26	
	Mileage reimbursements		699.28	
Total Personnel Costs			11,892.54	
General Expenses				
1/10/2019	Aimee Clouston	Student Member	100.00	
16/10/2019	House of Travel	Return flights to Dunedin - Ann Rainford	586.08	
3/12/2019	Sundry expenses ex payroll		189.57	
5/11/2019	Office Max	Stationary	7.80	
30/11/2019	Lamb-Peters Print	Kuranui Arts Exhibition A5 flyers	118.00	
7/01/2020	Sundry expenses ex payroll		41.74	
18/02/2020	He Putiputi	Flowers - Alistair Plimmer	60.87	
16/04/2020	Aimee Clouston	Student Member	100.00	
Total General Expenses			1,204.06	
Grants				
2/09/2019	Carterton Commu	Recycled & detailed totara boards	486.96	
9/09/2019	Friends of Cobblestones	Pioneer Village Day Oct	500.00	
20/09/2019	Greytown Early Years	Outdoor double slide	500.00	
30/09/2019	Greytown Rugby Club	Financial assistance	500.00	
4/10/2019	Greytown Bowling Club	2 x lighter weight bowling balls	500.00	
4/10/2019	South Wairarapa	Greytown Xmas Parade contribution	1,500.00	
20/02/2020	Grand Illusions	Neighbourhood Support replacement flag	200.00	
5/09/2019	Greytown Trails	Maintenance of rail trail	1,000.00	
6/01/2020	Greytown Little Theatre	Fernside Garden open day	500.00	
7/01/2020	Wairarapa & Sou	Costs of running programme	500.00	
3/04/2020	Mr S Kreft	Costs 'The Quiet Living of Lost Things'	500.00	
18/12/2019	Connecting Communities	Replacement promotional flag	200.00	
21/05/2020	Greytown Football Club	Financial assistance	500.00	
Total Grants			7,386.96	
Capital Expenditure				
Total Capital Expenditure			-	
Total Expenditure			20,483.56	
Net Surplus/(Deficit) Year to Date			7,569.44	
LESS: Committed Funds				
Resolution date		Original commitment	Spend to date	Remaining commitment
	Salaries to 30 June 2020	16,266.00	11,193.26	5,072.74
	Mileage to 30 June 2020	500.00	699.28	(199.28)
	Members computing consumables 2018 & 2019			200.00
13/05/2015	Recycle old welcome to Greytown signs (artwork, printing & installation)	1,000.00		1,000.00
22/11/2017	Promotion and support of the hub and civil defence initiatives	1,000.00	93.24	906.76
6/06/2018	Kuranui IT project	250.00	267.00	383.00
13/03/2019	Printing of flyers for a community event	400.00		
13/03/2019	Printing of flyers for a community event	500.00	293.00	207.00
11/12/2019	CB member to attend keep NZ beautiful conference	1,117.00	586.08	530.92
11/12/2019	Honorarium pmt to student rep (\$50 per meeting)	350.00	100.00	250.00
19/02/2020	Greytown Info Centre	Admin costs	50.00	50.00
13/05/2020	Kuranui College	First aid, safety, ball & bag equipment	500.00	500.00
13/05/2020	Greytown Tree Advisory Group	St Luke's Gum Tree	2,000.00	2,000.00
13/05/2020	Greytown Tree Advisory Group	Lions Nature Trail North Street planting	640.04	640.04
13/05/2020	Greytown Tree Advisory Group	Greytown Rail Trail planting	515.10	515.10
13/05/2020	Greytown Tree Advisory Group	O'Connor's Bush planting	295.00	295.00
13/05/2020	Greytown Menz Shed	Dust extract system	1,266.00	1,266.00
13/05/2020	Wairarapa Maths Association	Annual maths competition	300.00	300.00
13/05/2020	Greytown Trails Trust	Promotion & maintenance of the rail trail	1,000.00	1,000.00
Total Commitments				14,917.28
Current Year Surplus/(Deficit)				(7,347.84)
PLUS: Balance Carried forward from previous year				9,475.80
TOTAL FUNDS AVAILABLE				2,127.96

Greytown Community Board				
Beautification Fund for the Period Ended 31 May 2020				
Income				
		Annual Plan 2019/20 allocation		10,710.00
		Total Income 2019/20		10,710.00
Expenditure				
	4/07/2019	AP Norfolk Road Nu Plants for Friends of O'Connors Bush GTN		173.04
	1/11/2019	AP Farmlands GTN Main St Barrels		107.78
	29/2/2020	AP S H Davis Water, plant, maintain GTN Wine Barrels		2,004.40
		Total Capital Expenditure - Beautification		2,285.22
		Total Expenditure		2,285.22
		Net Surplus/(Deficit) Year to Date		8,424.78
LESS: Committed Funds				
	Resolution date		Original commitment	Spend to date
				Remaining commitment
	10/10/2018	Greytown Tennis Club paint for volley board	169.00	
	21/11/2018	Dog park programme including gates	2,000.00	
	2/05/2019	New signage cemetery/Soldiers' Memorial Park/playground	2,320.00	2,180.87
	2/05/2019	Barrel maintenance etc: \$700+486.08+2860+2000 = Total \$6046.08	7,946.08	3,312.11
	13/05/2020	Barrel maintenance etc: additional \$1900 for Apr-Sept 2020. New total \$7,946.08		
	5/06/2019	Trees in the cemetery (if watering issue resolved)	7,150.00	
	28/08/2019	Produce four Arbor Day Banners	2,000.00	
	28/08/2019	Design, printing & installation signs at Papawai Marae and Papawai Cemetery	4,000.00	
	11/12/2019	Installation & removal of Xmas decorations town centre	200.00	
		Total Commitments		20,292.10
		Current Year Surplus/(Deficit)		(11,867.32)
		PLUS: Balance Carried forward from previous year		31,084.25
		TOTAL FUNDS AVAILABLE		19,216.93

**Appendix 2 - Income and Expenditure
Statement for**

1 July 2018 – 30 June 2019

Greytown Community Board
Income & Expenditure For the Period Ended 30 JUNE 2019

INCOME		
	Balance 1 July 2018	16,050.73
	Annual Plan 2018/19	27,639.00
	TOTAL INCOME	43,689.73
EXPENDITURE		
	Members' Salaries	15,031.30
	Mileage reimbursements	757.44
	Total Personnel Costs	15,788.74
30/06/2018	AP Lamb-Peters Pri GCB 500 x A5 flyers IT support Kuranui	157.00
23/08/2018	AP Local Governmen CBEC levy for 2018/19	216.66
	Student Representative L O,Connell/Aimee Clouston	350.00
	Computer Consumables	100.00
24/10/2018	AP OfficeMax New Z Stationery and supplies	7.76
18/12/2018	Comm Board GL corrections gtn barrels Apr-Jun	510.00
18/12/2018	Comm Board GL corrections Gtn barrels Jul-Sept	510.00
29/12/2018	AP Grand Illusions Xmas decorations new lights	410.00
16/01/2019	AP Greytown Early Barrels Oct, Nov & Dec 2018	510.00
27/12/2018	AP Lamb-Peters Pri Stickers for dog bag poles	86.00
31/01/2019	AP Lamb-Peters Pri GCB 1600xKuranui IT Flyers - A4 1 side	315.00
31/01/2019	AP NZ Community Bo CB conference 2019 A Rainford	656.52
28/02/2019	AP OneSource Limit GCB Street flags	843.00
25/03/2019	GL Correction PA neilson deliver IT pamphlets Corr	55.00
14/04/2019	AP The Devon Hotel GTN CB 19 Conference A Rainford	540.60
24/04/2019	AP Lamb-Peters Pri Celebrate Greytown Flyers	293.00
6/05/2019	AP Greytown Early Maintenance of GTN Main St Barrells	510.00
10/05/2019	AP Nirvana Interio Oversized Clock	260.00
27/05/2019	AP Mark's Signs 15 x Pickup after your Pet signs	675.00
28/05/2019	AP He Putiputi Lim Flowers - Margaret Craig	100.00
30/05/2019	AP The Sign Factor 3000mm x 1000mm Digitally Printed PVC Ba	322.28
5/06/2019	exp x wages MAY CB Conf exp A Rainford	98.00
5/06/2019	GCB coding corxn Satellite Design Flag artwork	198.81
10/06/2019	AP P A Neilson Delivry 1100 Circulars to GTN households	55.00
30/05/2019	AP The Sign Factor 3000mm x 1000mm Digitally Printed PVC Ba	275.00
31/05/2019	AP Power Services Flag Installation	262.00
2/07/2019	exp x wages JUNE	64.78
26/06/2019	AP Lamb-Peters Pri June Grapevine Advertising GTN Com Board	160.00
	Total General Expenses	8,541.41
25/07/2018	AP Greytown Trails - promoting Rail Trail 2018	1,000.00
25/07/2018	AP Greytown Lions - Trishaw cycle/equip 2018	500.00
30/07/2018	AP Greytown Menz Shed	500.00
30/08/2018	AP Life Education Trust - Deliver life skills to schools in region	500.00
30/08/2018	AP Citizens Advice Recognition of good service in Gtn ward	200.00
31/08/2018	AP Greytown Rugby - First aid Kit	380.00
7/09/2018	AP Arbor House - to assist chest freezer moving costs	500.00
27/11/2018	AP Scout Associati GCB grant Gtn resident - Illuminate	250.00
28/11/2018	AP Greytown Early GCB grant purchase construction & story	500.00
20/12/2018	AP South Wairarapa Xmas parade grant GCB	1,000.00
18/01/2019	Returned Grant - Scouts	-250.00
31/01/2019	AP Friends of Cobb Grant-costs of running carols at Cobbles	500.00
0/01/1900	AP Cobblestone Tru GCB grant to assist operating costs Muse	1,000.00
22/02/2019	AP Greytown Lawn T Resolution GCB 2018/68 - paint for Volle	169.00
12/03/2019	AP Greytown Plunke GCB grant assist childres even day March	200.00
20/03/2019	Wairarapa Rape and Sexual Abuse Collective: say no to rape campaign	200.00
31/03/2019	AP Wharekaka Trust GCB 2019 - Assistance with Meals on Whee	434.78
20/05/2019	AP Alzheimers Wair 2019 Community Grant Annual op costs	500.00
16/05/2019	AP Hooper N GCB Grant - May 2019	500.00
12/06/2019	AP Greytown School Grant Bike Track Project	500.00
	AP Maths Wairarapa Running Matharapa Competition	300.00
30/06/2019	AP Greytown Little Grant for running after school classes	500.00
	Total Grants	9,883.78
	TOTAL EXPENDITURE	34,213.93
	ACTUAL NET SURPLUS/(DEFICIT) YEAR TO DATE	9,475.80
LESS: COMMITMENTS		
	Salaries to 30 June 2019	1,153.70
	Mileage to 30 June 2019	-257.44
	Members computing consumables 2018 & 2019	200.00
13/05/2015	Remove old welcome to Greytown signs	1,000.00
22/11/2017	Promotion and support of the hub and civil defence initiatives to promote public awareness	906.76
06/06/18,		
13/03/19	Printing and distribution of leaflets - Kuranui IT project \$250+\$400	438.00
21/11/2018	Conference accommodation, food, petrol costs up to (overspend-SM)	-61.70
21/11/2018	Advertising for meetings December/January for Public consultations for AP submissions	800.00
13/03/2019	Printing of flyers for community event Original commitment \$500	207.00
2/05/2019	Greytown Bowling Club - 2 lighter weight regulation balls	500.00
5/06/2019	Student representative \$50 per meeting until end of triennium - A Clouston	100.00
5/06/2019	Rotary for organising 2019 Greytown Xmas parade	1,500.00
	Total Commitments	6,486.32
	BALANCE TO CARRY FORWARD	2,989.48

Greytown Community Board

Beautification fund For the Period Ended 30 JUNE 2019

	Balance 1 July 2018	28,468.62
	Annual Plan 2018/19	10,710.00
	TOTAL INCOME	39,178.62
30/08/2018	AP Greytown Croque Plants for estab green boundary	750.00
4/09/2018	AP Design Warehouse Teak 3 seater memory Jan Eagle (Stella B	751.39
10/12/2018	AP Greytown Anglic Notable gum tree funds for St Lukes	2000.00
31/01/2019	AP Greytown Herita GL jnl correction	3000.00
14/05/2019	AP Farmlands Potting Mix & Fertiliser	1208.57
21/05/2019	AP S H Davis GTN Main Street Barrels	120.00
21/05/2019	AP Satellite Desig Greytown Cemetary/ Soldiers Mem Park	300.00
7/06/2019	GCB xfr from Amenities for barrels	-2000.00
	GCB coding corxn Satellite Design cemetery signage	310.87
31/05/2019	AP Satellite Desig Greytown Cemetery/ Soldiers Mem Park	150.00
19/06/2019	AP Mr P J Bennett Construct and install new signage	1420.00
14/05/2019	AP Farmlands Potting Mix & Fertiliser	83.54
	Total Beautification	8,094.37
	TOTAL EXPENDITURE	8,094.37
	ACTUAL NET SURPLUS/(DEFICIT) YEAR TO DATE	31,084.25
	<u>LESS: COMMITMENTS</u>	
	Bench Plaque	-21.68
10/10/2018	Greytown Tennis Club paint for volley board	169.00
21/11/2018	Dog park programme including gates	2,000.00
2/05/2019	New Signage Cemetery/Soldiers' Memorial Park/Playground	139.13
2/05/2019	Barrel Maintenance etc: \$700+486.08+2860+2000 = Total \$6046.08	4,633.97
5/06/2019	Friends of O'Connor's Bush for plants from Norfolk Road Nursery	200.00
5/06/2019	Trees in the Cemetery (if watering issue resolved)	7,150.00
	Total Commitments	14,270.42
	BALANCE TO CARRY FORWARD	16,813.83

AGENDA ITEM 9.4

APPLICATIONS FOR FINANCIAL ASSISTANCE

Purpose of Report

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

Recommendations

Officers recommend that the Community Board:

1. *Receive the Applications for Financial Assistance Report.*
2. *Consider the application from Greytown Heritage Trust for funding of \$1000 to contribute to the costs of establishing a family-friendly Heritage Cycle Route around Greytown streets and beyond.*
3. *Consider the application from Greytown Early Years of \$500 to help with material costs for a bookshelf and a bench seat with book storage underneath.*

The Community Board has delegated authority to make financial decisions within the confines of the allocated and available budget.

The applications received are summarised in the below table. Applications will be provided to members in confidence.

Applicant	Amount Requested
Greytown Heritage Trust	\$1,000
Greytown Early Years	\$500

1. Criteria

The criteria of the grant are:

To be eligible, applications must be from non-profit organisations for an essential social service or a recreational, cultural, educational or sporting purpose located or operating in the Greytown Ward of the South Wairarapa District. Grants are considered throughout the year.

1. Applicants need not be incorporated bodies, but the Board must be satisfied that they are responsible organisations which will be fully accountable for any

grants they receive, have relevance to the Community and do not qualify for Creative Communities New Zealand funding.

2. Successful applicants are required to expend grants received within six months of payment being made. A request must be made, should an extension of time be needed.
3. An accountability in report form (form will be supplied), together with evidence of the expenditure of a grant received (copies of invoices or receipts) is required within three months of a grant being expended.
4. The maximum grant will be \$500 unless special circumstances are considered to exist. (GST will be added to grants approved for GST registered applicants)

2. Accountability Reports

Applicant	Status of Accountability Forms for Previous Grants
Greytown Heritage Trust	No outstanding accountability form
Greytown Early Years	No outstanding accountability form

Contact Officer: Steph Dorne, Committee Advisor

Reviewed By: Katrina Neems, Chief Financial Officer

AGENDA ITEM 9.5

COMMUNITY BOARD TERMS OF REFERENCE

Purpose of Report

For the Greytown Community Board to approve in retrospect an amendment to the Community Board Terms of Reference.

Recommendations

Officers recommend that the Community Board:

1. *Receive the Community Board Terms of Reference Report.*
2. *To approve in retrospect the following addition to section 9.1.1 Membership of the Community Board Terms of Reference: One youth representative may be appointed by the Community Board in an advocacy role with non-voting rights.*

1. Executive Summary

In May 2020, the community boards were asked to consider amendments to the Community Board Terms of Reference (TOR) following feedback from an earlier review in February 2020. The Greytown Community Board considered the amendments and recommended to Council that the TOR be adopted (GCB2020/18).

When Martinborough Community Board considered the revised TOR at their meeting on 21 May 2020 they recommended to Council the adoption of the Community Board TOR subject to Greytown and Featherston Community Boards approving in retrospect the following amendment be added to the TOR under section 9.1.1 Membership: One youth representative may be appointed by the Community Board in an advocacy role with non-voting rights (MCB2020/17). Council approved this and the Greytown Community Board is now asked to approve this amendment in retrospect.

The relevant change is tracked in Appendix 1.

2. Appendices

Appendix 1 – Extract from Community Board Terms of Reference

Prepared By: Steph Dorne, Committee Advisor

Reviewed By: Karen Yates, Policy and Governance Manager

Appendix 1 – Extract from Community Board Terms of Reference

9. Operating Model

9.1 Meetings

9.1.1. *Membership*

- Four ward members elected by the community.
- Two councillors appointed by the Council.
- One youth representative may be appointed by the Community Board in an advocacy role with non-voting rights.

AGENDA ITEM 11.1

CHAIRPERSON REPORT

Recommendations

The chairperson recommends that the Community Board:

1. *Receive the Chairperson Report.*
2. *Agree to fund the cost of the picnic table for Stella Bull Park at a cost of \$212.00.*
3. *Note a report back to the Community board will be made once the content of the signs for Papawai Marae has been finalised.*
4. *Approve the sum of \$2350.00 towards the cost of a Flagtrax system in the Main Street of Greytown. The money to be taken out of the Beautification Budget.*
5. *Approve the sum of \$1000.00 for the purchase of 11 flags for Greytown Main Street. The money to be taken out of the Beautification Budget.*
6. *Approve the sum of \$1000.00 for the purchase of a further set of flags for Greytown Main Street. The money to be taken out of the Beautification Budget.*
7. *Note that Kuranui College intends to commence work this year on a set of murals for the Memorial Park Swimming Pool.*

1. Picnic Table for Stella Bull Park.

At the May Community Board meeting Graeme Gray was asked to see whether the Greytown Menz Shed would make a picnic table for Stella Bull Park. The Menz Shed have agreed and the cost of materials for the table is \$212.00. I request that the Community Board fund this table.

2. Signs for Papawai Marae

This has been agreed and Tia Tuuta has a meeting with Kim Workman on 20th June, to decide the content of the signs. A report will be made back to the Community Board once the content is finalised.

3. FlagTrax

Following discussion with SWDC Amenities Manager Bryce Neems it was agreed that the Community Boards contribution towards the installation of FlagTrax on the Main Street of Greytown would be \$2,350.00

4. Flags for Main Street

After consultation over flag design it was agreed to install 11 flags on Main Street at the cost of \$1000.00 and that the Community Board would consider purchasing a further set of flags for Spring 2020.

5. The Greytown Christmas Festival July 2020

Members of the Community Board have been busy organising events for this festival which is a celebration festival for the community of Greytown. Kuranui College, Greytown Primary School, and Greytown Little Theatre will be involved

6. Tree Advisory Group

The Chair and Deputy Chair of the Community Board had an initial meeting with the Tree Advisory Group (TAG) to discuss the new terms of reference for the partnership between TAG and the Community Board.

7. Main Street Barrels

We have commenced the process of asking Greytown residents whether they would like the main street barrels to be maintained or whether they would prefer another option for Greytown Main Street.

8. Murals at Greytown Swimming Pool

The Chair met with Bryce Neems and Bill Taylor, the mural teacher at Kuranui College. Mr Taylor agreed that the students would commence work this year on a set of murals for the Memorial Swimming Pool. Due to Covid-19, it is unlikely that any will be completed this year.

Ann Rainford
Chair
Greytown Community Board

MEMBER REPORT
for
Greytown Community Board Meeting
24 June 2020

Member Name	Shelley Symes
Group Name	Greytown Community Board
Meeting Date	24 June 2020
Key issues from meeting	
Specific item/s for SWDC/Council consideration	<p>WREMO Civil Defence Community Emergency Hub</p> <ul style="list-style-type: none"> • Progress on provision and installation of Water Bladder • Status of radio communications between Greytown and Masterton Emergency Operations Centre
General	<p>Member acknowledges the decision to use the building beside Stella Bull Park as the repository for the water bladder as the Town Centre is not adequate for this purpose</p> <ul style="list-style-type: none"> • Request for an update on the status of the water bladder installation <p>Just prior to Covid-19 lockdown, Civil Defence (Jane Mills) and Greytown based radio operators tested 2 way communication between Greytown Emergency Hub and Masterton Ops Centre. This was unsuccessful.</p> <p>Aerial heights in Masterton Centre were still a problem.</p> <ul style="list-style-type: none"> • Member will obtain status update regarding aerial installation in Masterton. • If still unsolved, SWDC assistance will be sought. <p>Thank you.</p>