



Martinborough Community Board

Minutes – 9 December 2013

- Present:** Lisa Cornelissen (Chairperson), Pam Colenso, Adi McMaster, Cr Julie Riddell and Cr Max Stevens.
- In Attendance:** Mayor Adrienne Staples (from 6:45pm), Paul Crimp (Chief Executive Officer), Helen McNaught (Property and Facilities Manager), Suzanne Clark (Committee Secretary) and for part only Karl Nesbitt (Operations Manager – Parks, City Care).
- Conduct of Business:** The meeting was conducted in public in the Council Chambers, 19 Kitchener Street, Martinborough on the 9 December 2013 between 6:35pm and 8:27pm.
- Public Participation:** Lucy Cooper (ArrowFM).

PUBLIC BUSINESS

1. APOLOGIES

MCB RESOLVED (MCB 2013/60) to receive apologies from Victoria Read and lateness apologies from Mayor Adrienne Staples.

(Moved McMaster/Seconded Cr Stevens)

Carried

2. CONFLICTS OF INTEREST

There were no conflicts of interest declared.

3. PUBLIC PARTICIPATION

3.1 Lucy Cooper from Arrow FM

Lucy Cooper proposed the development of a regular combined community board radio show for the purpose of informing the community of initiatives and projects. Technical assistance would be given to develop the programme with content being provided by the community boards.

4. ACTIONS FROM PUBLIC PARTICIPATION

MCB NOTED:

1. Action 829: Liaise with the chairs of FCB and GCB to discuss the idea of creating a combined community board broadcast for airing over ArrowFM; Lisa Cornelissen

DISCLAIMER

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5. COMMUNITY BOARD MINUTES/EXPENDITURE

- 5.1 Martinborough Community Board Minutes – 26 August 2013
MCB RESOLVED (MCB 2013/61) that the minutes of the Martinborough Community Board meeting held on 26 August 2013 be received.
(Moved Colenso/Seconded McMaster) Carried
- 5.2 Martinborough Community Board Minutes – 4 November 2013
MCB RESOLVED (MCB 2013/62) that the minutes of the Martinborough Community Board meeting held on 4 November 2013 be confirmed as true and correct.
(Moved Cr Riddell/Seconded McMaster) Carried
- 5.3 Matters Arising
There were no matters arising.
- 5.4 Action Items From Previous Meeting
The Community Board reviewed the action items and updates were provided.
MCB NOTED:
1. Action 830: Request a start ETA from NZTA for Waihenga Bridge repairs; Mayor Staples
- 5.5 Income and Expenditure Statement to 31 October 2013
MCB RESOLVED (MCB 2013/63) to receive the Income and Expenditure Statement to 31 October 2013.
(Moved Cr Riddell/Seconded Colenso) Carried

6. OPERATIONAL REPORTS – COUNCIL OFFICERS

- 6.1 Officers' Report to Community Boards
MCB RESOLVED (MCB 2013/64):
1. To receive the Officers' Report to Community Boards.
(Moved Cr Stevens/Seconded McMaster) Carried
 2. Action 831: Follow-up resource consent fortnightly email updates to councillors and community board members to see if this update can be restarted; P Crimp

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- 6.2 Customer Requests
MCB RESOLVED (MCB 2013/65) to receive the information.
(Moved McMaster/Seconded Cr Riddell) Carried
- 6.3 Councillor Appointments
MCB RESOLVED (MCB 2013/66) to receive the information.
(Moved McMaster/Seconded Cr Stevens) Carried
- 6.4 Pain Farm Report
MCB RESOLVED (MCB 2013/67) to approve the expenditure required from the Pain Farm account to repair the Pain Farm Estate boundary fence and eradicate the box thorn as per the Pain Farm Report; cost share arrangements as per the Pain Farm lease arrangements or up to 50% of the total cost is approved for expenditure.
(Moved Cornelissen/Seconded McMaster) Carried
- 6.5 Report on Mowing Schedules and Street Cleaning.
 The Community Board reviewed the report and Mayor Staples advised that Council have never had a contract in place to cover mowing of berms and Council asks residents to mow their berms to keep costs to a minimum. Mr Nesbitt clarified the City Care toilet cleaning and rubbish contract requirements.
MCB RESOLVED (MCB2013/68):
1. To receive the information.
(Moved McMaster/Seconded Cr Stevens) Carried
 2. Action 832: Review the City Care contract to determine whether a Saturday morning rubbish collection in the town centres can be added within budget and what the cost of additional town centre cleans on Saturday mornings would be; M Allingham
 3. Action 833: Review the storm water contract to determine the level of open drain spraying maintenance within the urban area and obtain a cost to spray the open drains in Martinborough; M Allingham
- 6.6 Purchase of inflatable Pool Equipment for Martinborough Swimming Pool
MCB RESOLVED (MCB 2013/69):
1. To receive the information.
(Moved Cornelissen/Seconded McMaster) Carried

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2. To delegate to Cr Stevens to negotiate a contribution from the defunct Martinborough Swimming Club's funds towards the cost of a Canvasland double slide.
3. To approve the partial or full (if a contribution from the Martinborough Swimming Club is declined) funding of the purchase of the Canvasland double slide from Pain Farm income.
(Moved McMaster/Seconded Cr Riddell) Carried
4. To approve the purchase of an air blower for Martinborough Swimming Pool from Pain Farm income.
(Moved Cornelissen/Seconded McMaster) Carried

7. COMMUNITY BOARD/COUNCILLORS REPORTS

7.1 Town Centre Committee

There was nothing to report.

7.2 Considine Park Committee

There was nothing to report.

7.3 Martinborough Town Hall Working Group.

Cr Stevens advised that SGL Group had completed a Feasibility Report, which remained confidential, and a follow-up meeting with SGL Group to progress philanthropic funding was planned. Mrs Cornelissen recommended that all members of the Community Board have membership on the Working Group given the visibility and importance of the project.

MCB RESOLVED (MCB 2013/70) to receive the minutes of the Martinborough Town Hall Working Group meeting of the 20 November 2013.

(Moved Cornelissen/Seconded McMaster) Carried

7.4 Development of a 3-Year Plan

The Community Board agreed to the creation of a 3-year plan and that a walk around of community assets be incorporated into the planning process.

MCB RESOLVED (MCB 2013/71):

1. To receive the information.
(Moved McMaster/Seconded Cr Stevens) Carried
2. Action 834: Set a date for members to have a Martinborough asset walk around and for development of a 3-year plan; Lisa Cornelissen

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7.5 Other Reports

Mrs McMaster gave a report from a youth development meeting saying that Martinborough would be trialling a Martinborough Youth Forum to foster youth leadership opportunities.

Mrs Cornelissen requested items for the agenda be forwarded to the Committee Secretary and that 'Other Reports' be removed from future agendas.

MCB NOTED:

1. Action 835: Invite Deborah Davison, Youth Development Coordinator, SWSCC, to speak at the next Community Board meeting; Adi McMaster

8. CORRESPONDENCE

8.1 Inwards

From Maths Wairarapa to Martinborough Community Board.

From John Kirkup, Martinborough Squash Club, to Martinborough Community Board dated 13 November 2013.

MCB RESOLVED (MCB 2013/72) to receive the inwards correspondence.

(Moved Cornelissen/Seconded McMaster)

Carried

9. FINANCIAL ASSISTANCE

MCB RESOLVED (MCB 2013/73) to defer consideration of grant applications from Hau Ariki Marae, Life Education Trust, Victim Support and Craft in a Glass Limited until the 17 February 2014 to allow the Community Board time to develop a 3-year Plan which prioritises projects and financial expenditure.

(Moved Cornelissen/Seconded Colenso)

Carried

9.1 Anglican Parish

MCB RESOLVED (MCB 2013/74) to grant the Martinborough Anglican Parish \$433.49 to extend extra-curricular programmes for Martinborough children.

(Moved Cr Stevens/Seconded McMaster)

Carried

9.5 Southern Wairarapa Safer Community Council

MCB RESOLVED (MCB 2013/75) to grant the Southern Wairarapa Safer Community Council \$500 to fund a bus for youth to attend Waigrown.

(Moved Cornelissen/Seconded McMaster)

Carried

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9.6 Graffiti Working Party

The Community Board declined to grant the Graffiti Working Party \$2,000 to assist with funding to enable free swimming for school students at the Martinborough Pool during the school holidays.

The Community Board elected to make swimming at the Martinborough Pool available to the wider community through targeted assistance.

MCB RESOLVED (MCB2013/76):

1. To fund 10-trip swimming pool passes up to \$200 to provide swimming opportunities for children who may struggle to afford the entry fee to the Martinborough Swimming Pool over the holiday period.

(Moved Cornelissen/Seconded McMaster)

Carried

2. Action 836: Ask Southern Wairarapa Safer Community Council if they can recommend families that would benefit from Martinborough Pool swim passes; Mayor Staples
3. Action 837: Ask community service leaders if they can recommend families that would benefit from Martinborough Pool passes and communicate and coordinate with other Community Board members in order to obtain a final distribution decision; Cr Stevens

9.7 School Holiday Programme Assistance

Cr Riddell tabled a brochure for a free School Holiday Programme sponsored by Masterton Safe and Healthy Community Council and asked the Community Board to consider funding a bus from Martinborough to the venue so Martinborough children could participate in the programme.

MCB RESOLVED (MCB 2013/77)

1. To fund up to \$2,100 for a bus to take children from Martinborough to the MSHCC school holiday programme subject to 10 or more enrolments from Martinborough children.
2. To delegate to Cr Riddell to negotiate the most cost effective transport option with the Masterton Safe and Healthy Community Council’s current transport provider.

(Moved Cornelissen/Seconded McMaster)

Carried

Confirmed as a true and correct record

.....Chairperson

.....Date

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**Martinborough Community Board
Action Items
From 9 December 2013**

Ref #	Meeting	Date	Action Type	Responsible Manager	Action or Task details	Status	Notes
424	MCB	15-Jul-13	Action	Mark	Provide information on alternative routes at road closure notice sites	Open	Mapping to be completed by our Assets Engineer. 13/1/14 - work in progress
425	MCB	15-Jul-13	Action	Mark	Provide the Community Board with sign placement options, using the blue arrows, to the squash club and the cemetery	Open	5/9 - Officer to look at locations of signs then liaise with I & S group manager for approval. 14/1/14 work in progress.
426	MCB	15-Jul-13	Action	Paul	Laminate a list of defibrillator locations and seek permission to place in Pain and Kershaw and the Martinborough Library	Open	Awaiting confirmation from the contact people on the original list that they are the right people to contact. Emailed prior to Christmas
428	MCB	15-Jul-13	Action	Pam Colenso	Obtain quotes for the purchase of flags for Martinborough	Open	
536	MCB	26-Aug-13	Action	Mark	Determine safety requirements for water slides suitable for Council pools	Open	5/9 - In progress. 8/11 - There is no way to have a safe slide at Martinborough Pool, officer will prepare a paper for the MCB proposing alternative safe play equipment. 14/1/14 - waiting on quotes.
818	MCB	9-Dec-13	Resolution	Mark	MCB RESOLVED (MCB 2013/67) to approve the expenditure required from the Pain Farm account to repair the Pain Farm Estate boundary fence and eradicate the box thorn as per the Pain Farm Report; cost share arrangements as per the Pain Farm lease arrangements or up to 50% of the total cost is approved for expenditure. (Moved Cornelissen/Seconded McMaster) Carried	Open	14/1/14 - officer to investigate costings and timeframe.
820	MCB	9-Dec-13	Resolution	Mark	Purchase of inflatable Pool Equipment for Martinborough Swimming Pool MCB RESOLVED (MCB 2013/69): 1. To receive the information.	Open	14/1/14 - equipment expected to be up and running on Sat 18 Jan.

Ref #	Meeting	Date	Action Type	Responsible Manager	Action or Task details	Status	Notes
					<p>(Moved Cornelissen/Seconded McMaster) Carried</p> <p>2. To delegate to Cr Stevens to negotiate a contribution from the defunct Martinborough Swimming Club's funds towards the cost of a Canvasland double slide.</p> <p>3. To approve the partial or full (if a contribution from the Martinborough Swimming Club is declined) funding of the purchase of the Canvasland double slide from Pain Farm income.</p> <p>(Moved McMaster/Seconded Cr Riddell) Carried</p> <p>4. To approve the purchase of an air blower for Martinborough Swimming Pool from Pain Farm income.</p> <p>(Moved Cornelissen/Seconded McMaster) Carried</p> <p>(Moved Cornelissen/Seconded McMaster) Carried</p>		
825	MCB	9-Dec-13	Resolution	Kyra	<p>Anglican Parish MCB RESOLVED (MCB 2013/74) to grant the Martinborough Anglican Parish \$433.49 to extend extra-curricular programmes for Martinborough children.</p> <p>(Moved Cr Stevens/Seconded McMaster) Carried</p>	Open	Anglican Parish advised of the grant, still awaiting a GST invoice.
826	MCB	9-Dec-13	Resolution	Kyra	<p>Southern Wairarapa Safer Community Council MCB RESOLVED (MCB 2013/75) to grant the Southern Wairarapa Safer Community Council \$500 to fund a bus for youth to attend Waigrown.</p> <p>(Moved Cornelissen/Seconded McMaster) Carried</p>	Actioned	
827	MCB	9-Dec-13	Resolution	Kyra	<p>Graffiti Working Party MCB RESOLVED (MCB2013/76):</p>	Actioned	

Ref #	Meeting	Date	Action Type	Responsible Manager	Action or Task details	Status	Notes
					1. To fund 10-trip swimming pool passes up to \$200 to provide swimming opportunities for children who may struggle to afford the entry fee to the Martinborough Swimming Pool over the holiday period. (Moved Cornelissen/Seconded McMaster) Carried		
828	MCB	9-Dec-13	Resolution	Kyra	MCB RESOLVED (MCB 2013/77) to fund up to \$2,100 for a bus to take children from Martinborough to the MSHCC school holiday programme subject to 10 or more enrolments from Martinborough children. (Moved Cornelissen/Seconded McMaster) Carried	Open	No invoice received.
829	MCB	9-Dec-13	Action	Lisa Cornelissen	Liaise with the chairs of FCB and GCB to discuss the idea of creating a combined community board broadcast for airing over ArrowFM	Open	
830	MCB	9-Dec-13	Action	Mayor	Request a start ETA from NZTA for Waihenga Bridge repairs	Open	We (NZTA) did some detailed investigative work to determine the likely cost to improve the bridge piers resilience to the affects from very high river levels, however the costs were far greater then first envisaged, especially given the number of piers that would need to be treated to fully mitigate river flow path changes. Given the high remedial costs, it would make more sense and wise use of funding (if available) to look at a full bridge replacement. Unfortunately this bridge remains low on our national bridge replacement programme, so ongoing monitoring and minor works are all that is planned, given that the number of bridge closures, while frustrating for the community, are only 2 or 3 times a year. We are proposing to do some work within the next few months to mitigate protection scour of the piers. This upcoming works at the Waihenga River Bridge will involve construction of rip-rap rock scour protection to the unprotected bridge piers and the western embankment (Featherston side). The works build on from previous pier maintenance completed in 2006/07 which has so far proven to perform well in the period since construction. This option will not change the flood

Ref #	Meeting	Date	Action Type	Responsible Manager	Action or Task details	Status	Notes
							closure level but it will reduce the risk of damage to the bridge due to scour. The work is being completed with the input of GWRC who have been actively involved in the design process.
831	MCB	9-Dec-13	Action	Murray	Follow-up resource consent fortnightly email updates to councillors and community board members to see if this update can be restarted	Actioned	
832	MCB	9-Dec-13	Action	Mark	Review the City Care contract to determine whether a Saturday morning rubbish collection in the town centres can be added within budget and what the cost of additional town centre cleans on Saturday mornings would cost	Open	
833	MCB	9-Dec-13	Action	Mark	Review the storm water contract to determine the level of open drain spraying maintenance within the urban area and obtain a cost to spray the open drains in Martinborough	Open	
834	MCB	9-Dec-13	Action	Lisa Cornelissen	Set a date for members to have a Martinborough asset walk around and for development of a 3-year plan	Open	
835	MCB	9-Dec-13	Action	Adi McMaster	Invite Deborah Davison, Youth Development Coordinator, SWSCC, to speak at the next Community Board meeting	Actioned	
836	MCB	9-Dec-13	Action	Mayor	Ask Southern Wairarapa Safer Community Council if they can recommend families that would benefit from Martinborough Pool swim passes	Actioned	
837	MCB	9-Dec-13	Action	Cr Stevens	Ask community service leaders if they can recommend families that would benefit from Martinborough Pool passes and communicate and coordinate with other Community Board members in order to obtain a final distribution decision	Actioned	

Martinborough Community Board

Income & Expenditure to 31 December 2013

<u>INCOME</u>	
Balance 1 July 2013	40,695.43
Annual Plan 2013/14	20,959.00
TOTAL INCOME	61,654.43
<u>EXPENDITURE</u>	
Members' Salaries	4,491.28
Total Personnel Costs	4,491.28
AP House of Travel McMaster Wn-Dn-Wn 25-27 Sept	344.35
AP 16 guests 10/9/13 C/Brds	37.10
Travel and Parking	105.00
AP A McMaster 25 & 26/9/13	173.91
AP Martinborough S Grant refurbishing Club kitchen	1,000.00
AP SOLGM Desk/Pocket Diaries 2014	31.80
AP NZ Local Govern Annual Com Brd levies	166.68
Total General Expenses	1,858.84
AP Martinborough M Collections project grant	3,000.00
AP Wairarapa Mathe Community Board Grant 2013	200.00
AP Kokomai Creative Festival 2013	500.00
AP Southern Wairar Grant - WAIGROWN 27/9 Music Festival	500.00
Total Grants	4,200.00
TOTAL EXPENDITURE	10,550.12
ACTUAL NET SURPLUS/(DEFICIT) YEAR TO DATE	51,104.31
<u>LESS: COMMITMENTS</u>	
Salaries to 30 June 2014	5,513.72
Funds for walkway	5,000.00
Tora Picnic table and concrete	766.00
Total Commitments	11,279.72
BALANCE TO CARRY FORWARD	39,824.59

*Small Town Conference costs to be transferred to MCB

MARTINBOROUGH COMMUNITY BOARD

17 FEBRUARY 2014

AGENDA ITEM 7.1

OFFICERS' REPORT

Purpose of Report

To update the Committee/Community Board on the Council activities.

Recommendations

Officers recommend that the Committee/Community Board:

1. *Receives the information.*

CHIEF EXECUTIVE

1.1 Staffing

I am pleased to announce that Leanne Kernot has accepted the role of Land Transport Engineers representative and will commence employment with SWDC mid-February after working out her notice at NZTA.

Unfortunately JP Irwin has tendered his resignation and will be leaving us in a few weeks. We have advertised for JP's replacement.

1.2 Occupational Health and Safety

There were no incidents reported since the last Council meeting.

1.3 Local Government Commission/Governance Review

The Local Government Commission (the Commission) continues its background work and has completed the planned series of public meetings.

There has been no promulgations from the Commission and the announcement of the options, and preferred option, is still due March.

1.4 Meetings

With the interruption due to the Christmas /New Year break there has generally been a hiatus in meetings

1.4.1. LGA 2012 amendment webinar

The Local Government Act 2002 Amendment Bill (no.3) is the latest in a series of amendments in the Governments "better local government" initiative.

The Local Government Act 2002 Amendment Bill (no.3) has had its first reading and is now with the Local Government and Environment Select Committee.

The proposed amendments broadly seek to:

1. change what development contributions can be used for;
2. allow for objections to development contributions charges;
3. encourage more collaboration and shared services between local authorities;
4. make consultation requirements more flexible;
5. provide for a new significance and engagement policy;
6. enable more efficient and focused consultation on long-term plans and annual plans;
7. remove unnecessary duplication between annual plans and long-term plans;
8. introduce new requirements for infrastructure strategies and asset management planning;
9. enable elected members to use technology to participate in council meetings, rather than attending in person;
10. require councils to disclose information about their rating bases in long-term plans, annual plans and annual reports; and
11. require disclosure of risk management arrangements for physical assets in annual reports.

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

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

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

1.4.2. CE Forum/Mayoral Forum

One CE Forum meeting was attained since the last council meeting.

The CE Forum commissioned a report (following a bid process) on the integration of IT services across the Wellington region. The three Wairarapa Councils opted to take a watching brief. This initiative was driven by WCC.

Also on the agenda was a paper presented by the WCC Chief Executive Kevin Lavery. This paper signalled the start of a push toward a more targeted approach to regional economic strength. Areas identified included:

- Infrastructure
 - Runway extension
 - Wairarapa Water Use Project
 - Better transport networks.
- Economic growth
 - Tech precinct
 - Research and Development
 - Grow film sector
 - Centre of excellence in disaster resilience
- Facilities
 - International Film museum
 - Regional Convention venue
 - Regional concert venue
- Demonstrating our credentials
 - Open for business
 - Shared services

This certainly signals a more targeted approach to regional issues, WCC have already commenced their push with the amalgamation of various agencies.

The Wellington Triennial agreement was also discussed and this is nearing finalisation for presentation to the Mayoral Forum.

1.5 Elections

The by-election for the vacancy on the Greytown Community Board closes 12 midday on Tuesday 11 February 2014.

There are two candidates for this election, which will be held by postal ballot.

1.6 Wastewater Update

Good progress continues on the completion of the application for resource consent, with the lodgement date of end of January still being the target date.

1.7 NRB Survey

The triennial NRB Survey was undertaken during November and December. The summary results have been circulated; however any real analysis will not be able to be undertaken until the full report is received early February. It is pleasing to see improvements in most areas.

2. Discussion

2.1 Rate Arrears

Efforts continue on rate arrears. The table below outlines the situation as at 21 January 2014, and excludes multi ownership Maori land.

Date	Amount \$'000	Number	Days since installment due	SWDC component \$'000 (81%)
30 June 2011	\$851	631	31	\$689
1 August 2011	\$780	463	64	\$632
28 November 2011	\$969	760	7	\$785
1 March 2012	\$925	690	7	\$740
16 March 2012	\$830	602	23	\$672
23 March 2012	\$790	555	30	\$640
1 June 2012	\$855	722	10	\$692
19 June 2012	\$730	632	31	\$591
10 September 2012	\$947		21	\$767
15 February 2013	\$820	565	57	\$664
17 June 2013	\$913	740	27	\$739
27 November 2013	\$1,082	910	7	\$877
21 January 2014	\$1,140	760	61	\$923

We have made 24 demands on banking institutions, the outstanding rates value amounts to \$227,000.

Since making those demands we have received \$83,000 from 5 ratepayers paying the amount outstanding as at 30 June 2013.

We have also added "arrears" penalties to those amounts that remained outstanding as at 30 June 2013. This added an additional \$68K to the outstanding amount.

We will be able to make the final demand on the banks this week.

2.2 LGOIMA Requests

The following requests were received and responded to since the last Council meeting.

- Katie Chapman, Dompost regarding Overdue Rates
- Kena Duignan, Green Party re: Economic development contributions
- Katie Chapman, DomPost: Speeding and Parking fines
- Chris McAvoy EA to Su'a William Sua: Positive Aging Strategy

Contact Officer: Paul Crimp, Chief Executive

PLANNING AND ENVIRONMENT GROUP REPORT

1. Planning and Environment Group

The Group is responsible for the resource management and public protection (building construction, animal control, liquor, health, food licences) activities of Council, as set out in the Annual Plan 2013-14.

The day to day focus is on the processing of Resource Consents, Building Consents, Food/Liquor/Health Licences, and Dog Control. Long term policy development work is also undertaken to keep Council's statutory policies and plans current and effective.

2. Resource Management

2.1 Resource Consents

The Planning department has received 30 resource consent applications between 1 November 2013 and 15 January 2014. 21 applications have been processed in that period, all within statutory timeframes. Under the Act, the statutory resource consent processing clock stopped between 20 December and 10 January, however staff have continued to complete applications within the "normal" timelines.

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

2.2 Trade Waste Bylaw

The Trade Waste Bylaw came into effect on 1 September 2013, as part of the (Masterton and South Wairarapa) Consolidated Bylaws. Officers are currently identifying and scheduling making contact with potential trade waste producers. This should take place in mid-February 2014 with the aim of ensuring dischargers are aware of the bylaw and how they can comply. This process will also enable Council to identify whether any charges should be levied under the bylaw and the extent of these.

2.3 "Your Success is Our Business" One Stop Shop for New Businesses

This initiative aims to make it easier for new businesses to open in our district by taking a proactive, business-focussed approach. It is planned to launch a free Council Contact Service (tentative name only), which will assign one council officer as the single point of contact for business developers to deal with and streamline the inter-departmental project assessment processes.

In addition to the Council Contact service, a handbook aimed at business developers is being put together to explain in plain English the rules and regulations to be navigated before the business can open its doors. At this stage Officers anticipate launching the service in March 2014.

2.4 Heritage Guideline Review for Historic Heritage Precincts

The existing Heritage Guidelines of Council are being updated to provide advice for people wishing to undertake additions, alterations, major maintenance projects to existing buildings, but particularly for new developments within the district's Historic Heritage Precincts.

Historic Heritage Precincts are based on the 3 town centres within South Wairarapa. Each has been assessed as having a special character and the architectural and aesthetic values have been agreed as important to retain and enhance, as each town develops.

This work on new building guidelines will enable property owners, builders, council staff and the community to proceed with greater clarity as to the heritage outcomes sought under the District Plan.

The new Guidelines should be available in April 2014.

3. Public Protection - Building

3.1 Building consents

Processing statistics from 1 November 2013 to 14 January 2014.

Item	Period	Year to date	Same period last year	Annual Plan
Consents received	71	211	70	N/A
Consent processing performance (within 20 working days)	100%	98.51%	98.44%	100%
Certificate of Acceptance processing performance (within 20 working days)	100%	80%	100%	N/A
Code Compliance Certificate processing performance (within 20 working days)	100%	98.90%	98.36%	100%

Note: Building consent numbers from 1 July 2013 to 14 January 2014 are identical to the same period the year before (211).

Consents granted by project

Type	No. of consents	Value
Cafeteria/Tavern / Bar / Restaurant	1	\$5,000
Covered Yards - farm building	7	\$152,000
Dwelling - alterations	14	\$330,500
Dwelling - unattached	9	\$2,876,000
Dwellings - Alterations & additions	2	\$280,000
Garage	6	\$82,116
Implement Shed - farm building	1	\$19,000
Museum/Art Gallery	1	\$1
New Factories	1	\$216,000
New Office/Warehouse Buildings	1	\$300,000
Other commercial building	3	\$16,000
Relocation - dwelling	1	\$100,000
Sewage and Drainage System (treatment plant)	2	\$14,500
Shop/Retail outlet e.g. hairdresser, travel agent, real estate	1	\$100,000
Solid Fuel Heater	7	\$25,636
Spa/Swimming Pool	3	\$88,000
Supermarket	1	\$1,400,000
Swimming Pools & Spa Pools	1	\$54,000
	62	\$6,058,753

3.2 Enforcement - 110 East St, Greytown

Building work on a residential building was completed without a Building Consent in breach of the Building Act 2004. A Notice to Fix was issued to requiring a Certificate of Acceptance (COA) to be obtained for the non-consented work. A COA and building consent for further works have been applied for and are currently being processed.

3.3 Application for Exemption - 3 Eagle Place, Martinborough

An application has been received from Mark Hadlow to allow for a manually closing sliding door to access a swimming pool. This is covered in detail in a separate report to Council.

3.4 Accreditation

Council's biennial Building Consent Authority Accreditation Review is scheduled for the 28-31 January 2014. Background information has been requested by the IANZ auditors and has been supplied.

3.5 Dangerous Buildings

Recently, under the existing Dangerous Buildings Policy, requests for Council to investigate the state of buildings which appear rundown and in a poor state of disrepair and a possible threat to public safety have been received.

While those requests have not resulted in any direct action on the buildings other than relatively minor remediation (the buildings are presently

structurally sound even if they appear the worse for wear), the requests have alerted us to the fact that the policy is overdue for review.

In addition the actual provisions contained in the current policy have been proven to be in need of updating and improving. It is intended to bring a revised policy forward to Council in the next few months to address those concerns.

3.6 Unoccupied Commercial Buildings

Upper Hutt City Council has recently adopted a new bylaw relating to unoccupied commercial buildings.

This bylaw sets rules relating to the appearance and upkeep of empty commercial buildings. It authorises the Council to intervene where an empty commercial building is falling into disrepair. It allows the Council to require the owner undertake all necessary maintenance to keep the appearance of the building up to a high standard (basically fit for re-tenanting other than any fit out required).

Such a bylaw, if proven legal and effective, could be of assistance to Council particularly in relation to resolving the ongoing complaints received about the "state" of some buildings in the District.

As such advice is currently being sought from Upper Hutt City Council on the creation of the bylaw (the circumstances that led to it) and the legal basis for it, and whether it has been successfully applied.

As with all bylaws, it is potentially subject to Court review on the grounds of whether is it reasonable or not. Generally it has been thought that such a bylaw would not be considered reasonable if challenged because of the way Courts administer and interpret laws relating to private property rights.

Should these concerns be satisfied by the information obtained from Upper Hutt City, a full report on the Bylaw and its applicability in South Wairarapa will be brought back to Council for consideration.

4. Land Information Memorandums (LIMS)

LIMS PROCESSED 1 DECEMBER TO 31 DECEMBER 2013

Item	Period	Same period last year	YTD*	YTD Last Year
Urgent (5 Working Day) Applications received	5	4	44	19
Standard (10 Working Day) Applications received	9	6	63	61
LIMs processed within specified deadline	14 (100%)	10	107 (100%)	80

*1 July 2013 to 31 December 2013

5. Public Protection - Environmental Health

5.1 Liquor Licences Issued

Five on licence renewals and three off licence renewals were issued from 1 December 2013 to 31 December 2013. In the same period, 25 manager's certificates were issued.

5.2 Sale and Supply of Alcohol Act 2012

The Sale and Supply of Alcohol Act 2012 came into full force on 18 December 2013. This has caused additional work to set up and organise systems. Training days and workshops have been attended by DLC members and staff to facilitate the introduction of the new licencing regime. A number of applications have been successfully processed under the new provisions, mainly special licences. In future a breakdown of this information will be provided.

5.3 Wairarapa Liquor Working Group

Through 2014, the key outstanding tasks for the group to address are the development of a Local Alcohol Policy and ensuring that there is a sound communication strategy to inform communities, industries and licensees of the new requirements of the Act.

5.4 Food Bill update

In preparation for the new Act food premises are being encouraged to change to using a Food Safety Plan. So far 18 food premises have changed to using Food Control Plans, with in the main, good results.

5.5 Noise Control

19 noise control complaints were received from 1 December 2013 to 31 December 2013. Five were located in Featherston, eight in Greytown and six in Martinborough.

5.6 Dog and Stock Control

INCIDENTS REPORTED	Martinborough	Featherston	Greytown
Attack on Pets	1	2	0
Attack on Person	0	1	0
Barking and whining	2	3	1
Lost Dogs	0	2	1
Found Dogs	2	5	1
Rushing Aggressive	2	1	0
Wandering	4	12	2
Welfare Concerns	0	0	0
Stock	0	1	0
Totals	11	27	5

5.7 Dog Exercise areas

On-going works continue on the Greytown dog exercise area. Posts are currently installed, the Lions Club are organising the fencing around the boundary and arranging pole and plank seating, on completion Citycare will

arrange the poop bins and water trough to be installed. The anticipated completion date is 24 February 2014.

5.8 Psychoactive Substances Act - LAPP

The Psychoactive Substances Act came into operation last year. This legislation provides for the development of a Local Approved Products Policy, should a Council wish to do so (it is not a requirement). A separate report has been prepared to enable Council to consider whether it wishes to introduce a LAPP for South Wairarapa.

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

INFRASTRUCTURE AND SERVICES GROUP REPORT

1. Consents

Wastewater (Martinborough, Featherston, Greytown)

A further workshop was held on 18 December 2013 involving councillors and affected parties. Council staff and external consultants advised of the proposed staging of affordable improvements at each of the three sites and confirmed that the strategy remains to acquire long term consents.

Consultation continues to consult with various affected parties seeking to achieve full understanding and acceptance of the Councils short, medium and long term proposals.

1.1 Wastewater Land Disposal

Newly acquired land at Papawai is now being examined to establish what long term land treatment proposals are available and the context within which other activities may operate on the land holding.

A meeting is to be held at Papawai Marae on the 22 of January to discuss issues with local residents and the Marae.

1.2 Water

Nil to report.

1.3 Coastal

Nil to report.

1.4 Gravel Pit Extraction

Nil to report.

1.5 Land Fill Consent

Nil to report.

1.6 Wastewater and Water Reticulation

The construction is completed for this renewal contract and the contractor Bruce Buchanan Ltd has requested the Practical Completion Certificate in October. The completed works has come in under the Council budget and within the contract time frame. There were contract variations to the value of \$90,260.06 the additional laying of 134 metres of 300 diameter sewer main in Brandon St accounts for the bulk of these variations.

As works were completed lower than expected the variations bring the project up to the allowed budget for waste water renewals. This ensures the the maximum amount of pipe is renewed to address councils infiltration issues in waste water.

1.7 Water Supply Capital Improvements

Nil to report.

2. Operations Utility Assets and Services

2.1 Wastewater Treatment Plants

Greytown, Martinborough and Featherston Wastewater treatment plants operated routinely over the period. Normal monitoring for flow and compliance reporting continued throughout the period with the third non-compliance issue within the consent reporting year.

This was a recorded incidence where the allowable parameters to discharge to the river had been exceeded at the Martinborough Wastewater Treatment Plant. The testing laboratory reported to Council 24 days after the breach. All post reports show that the plant was functioning within its specifications at the time the sample was taken. As the investigation is three and a half weeks after the event Council officers are checking to why the testing laboratory alert system did not activate and advise Council once the result was known by the lab.

2.2 Wastewater Reticulation

There was one reported pipeline blockages during the period.

2.3 Water Treatment Plants

Martinborough and the Featherston/Greytown Water Treatment Plants operated routinely throughout the period.

River levels were approaching the Resource Consent triggers to implement water conservation measures over the Christmas break. With the inclement weather patterns during the month of January river levels have stayed above these trigger points.

Community water usage and rainfall records and trending is attached for Council's information in Appendix 1.

2.4 Water Reticulation

There were 44 water reticulation repairs reported and rectified during the period.

2.5 Water Races

City Care Ltd has been performing the routine monthly inspections and blockage clearing of the water race network to maintain satisfactory flows. There were fifteen reported accounts for blockage clearing or no water flow for the Moroa and Longwood network over the period. The annual walk over inspection of the two networks by City Care is completed and notices to land owners where required for water race cleaning have been sent out.

2.6 Waste Management

Operations continued on a routine basis throughout the period.

An officer report for Council consideration to close the Tukurumuri recycling site is in this agenda.

The Ngawi Ratepayers Association has constructed a new refuse compound in the Ngawi camping grounds. Council has supplied the fencing iron for

this facility. As part of the up-grade Council have moved away from steel drums as the rubbish receptacle and gone with wheely bins at all the coastal sites at a small cost.

Photo of the newly established recycling centre at Ngawi.



The management of refuse at coastal areas during the holiday break has gone without any reported incidence or additional collection due to access rubbish.

Waste export and recycling tonnage data for the period is attached in Appendix 2.

2.7 E-Waste Collection District Wide

Nil to report.

3. Roading and Reserves

3.1 Roading Maintenance – Oldfield Asphalts

The expenditure to the end of December for this contract is at 55% of this year maintenance budget.

The three month forward works programme is at \$284,500 which includes high cut on Western Lake Road. The programming of next season reseal repairs is to commence this autumn to bring these repairs forward by 12 months ahead of the reseals.

The reseal repairs for this year's sites have been completed. The annual roadside berm mowing was completed in December. The first cycle for this year chemical vegetation control of roadside furniture was completed in November.

The approval from NZTA for subsidy for the two storm events that cost the Council a \$100,000 to clean up in September and October has been given under emergency funding.

The preventative maintenance application to NZTA to raise the road level at Fullers Bridge on the White Rock Road has been approved. Funding for this project is to be taken from existing renewal programmes and the preventative maintenance category which is additional to this year approved programme.

Flooding occurs at this location regularly closing the road to all traffic.



It is anticipated that the project will start in March using the Road Maintenance Contractor once the necessary consents and engineering designs are completed.

3.2 Area Wide Pavement Treatment (AWPT)

The successful tender was Oldfields Wairarapa Ltd for \$413,729.60 this price was 2% over the engineers estimate. The contract calls for the physical works to be completed in 12 weeks from time of award which was early December.

This years site for road pavement rehabilitation is the Hinakura Road and the method been nominated is stabilising instead of overlaying which was done for the 12/13 year site. Stabilising the existing road pavement material does not raise the road level as high as overlaying.

3.3 Reseal Programme

The contractor has submitted their sealing programme with a start date 16 January 2014. It is expected that this years reseals will be completed early February 2014.

3.4 Bridge Maintenance Contract

A separate contract for specialist bridge repair work is on track to go out to tender late January 2014.

3.5 2014-17 Road Maintenance Contract

Council officers have been working with MDC and CDC to produce a draft document that is similar for the three Districts. Detail to address maintenance issues common to each District has been focused on in the contract document with new initiatives to help performance manage this road maintenance contract. The contract is expected to go out for tender mid February 2014.

3.6 Roadside Forestry Blocks

Council officers have been looking over the roadside plantation blocks with the ideal of engaging a forestry consultant to manage this Council asset. If not already felled, what blocks that are left standing have used there usefulness as a road stabiliser. With storm events some of these trees are toppling over and there is a cost to remove from the carriageway. Officers have requested a price for the management services of these blocks to extract the most value from existing Council blocks to cover costs for areas that require re-forestation to comply with any relevant Acts and the future management of Council plantations.

3.9 Cape Palliser Road SPR

The replenishment of armour rock stockpiles has started to replace rock that was used in the July storm event for emergency reinstatement works of rock walls. 4000 tonnes of rock is being stockpiled at the coast to cover new road protection works at the base of the cliffs and reinstatement of storm damage done to existing rock walls. This additional rock is being supplied through a variation to an existing contract with the rock supplier Infracon. Resource Consent issues are still being worked through with GWRC by Spiire with an expected construction start date being early March when the weather is more settled.

4. Amenities

4.1 Graffiti

Table 1 – Graffiti strikes October 2013

Town	Strikes on SWDC property	Strikes – other property	Total strikes	Location
Featherston	7	≈43	≈50	Skate park and town centre, railway station
Greytown	0	0	0	
Martinborough	3	0	3	Playground

Table 2 – Graffiti strikes November 2013

Town	Strikes on SWDC property	Strikes – other property	Total strikes	Location
Featherston	30	14	44	Playground, toilets, railway station, town centre signs
Greytown	0	0	0	
Martinborough	0	0	0	

Table 3 – Graffiti strikes December 2013

Town	Strikes on SWDC property	Strikes – other property	Total strikes	Location
Featherston	10	2	12	Stadium, playground, rubbish bin, power pole
Greytown	0	0	0	
Martinborough	0	0	0	

Table 4 – Graffiti strikes January – December 2013

Town	Jan	Feb	Mar	Apr	Ma y	Jun	Jul	Au g	Sep	Oct	No v	Dec	TOTAL
Featherston	102	9	23	87	101	0	5	1	1	50	44	12	435
Greytown	0	0	1	0	0	1	0	0	1	0	0	0	3
Martinborough	0	14	0	0	13	0	0	0	2	3	0	0	32
TOTAL	102	23	24	87	114	1	5	1	4	53	44	12	470

Since October 2013, we have been recording *all* graffiti strikes notified or observed, and these are now reported along with strikes on Council property. In November there was another weekend of extensive graffiti

vandalism around the Featherston town centre, this time mostly on signage including road and liquor ban signs.

4.2 Non-graffiti vandalism

Vandalism other than that caused by graffiti is increasing, with 15 incidents already recorded in January 2014 – ten in Featherston, three in Martinborough and two in Greytown. Most of the vandalism is focused on the public toilets. A report from City Care's system is attached as Appendix 4.

4.3 Playgrounds

Two of the vandalism incidents in January involved the Featherston playground, where the wooden climbing tower with the slide was set on fire. Within days of being repaired, some of the structure has been kicked in, and further replacement of timber is required.

4.4 Trees

The issue of the large pines on the Murphy property on Reading Street, Greytown is now, hopefully, resolved. The Murphys have had the arborist remove all of the dead wood on the reading street side and have settled concerns with the school. SWDC's arborist has cut back some of the branches which were poorly cut back when the road was sealed. A monitoring programme is now in place.

4.5 Sports fields and facilities

No issues to report.

4.6 Pensioner housing

There are no vacancies at any of the pensioner housing complexes. There are four people on the waiting list for Martinborough, ten for Featherston and five for Greytown.

4.7 Parks and Reserves

4.7.1. Greytown

The walking track through O'Connor's Bush was upgraded in November.

4.8 Toilets

The new Greytown Exeloo toilets are up and running and feedback has been positive. A small garden has been established in the small patch of earth between the toilet and the butcher shop, and the plaque from the old toilets has been installed on a plinth at the front of the garden. The old toilets encroached on land belonging to St John's, denying them access from the road to their land behind the toilets – this access has now been reinstated.



4.9 Properties

4.9.1. Featherston

The western fenceline of the Anzac hall and Burling flats has been tidied up and overgrowth removed. The holes in the driveway behind the hall and through to the flats have been repaired.

4.9.2. Greytown

The licence of the shed behind the old Borough Chambers to Greytown Menz Shed is in progress. The Shed members have occupied the property, and in their first get-together on-site, have done a big clean-up of the land around the shed.



4.10 Cemeteries

4.10.1. Featherston

There was one ashes burial in October, one burial and one ashes interment in November, and one burial in December. Both cemetery paddocks now have grazing licences in place.

4.10.2. Greytown

There were two burials in October, two burials and one ashes interment in November and one burial in December.

4.10.3. Martinborough

There was one burial in October and one in November.

4.11 Swimming Pools

The pools opened for the 2013/14 season on 30 November. The season will finish on 16 March. December 2013 statistics are provided in table 5 below.

Table 5 – swimmer numbers for all pools December 2013

	Greytown	Featherston	Martinborough
December swimmer numbers	886	765	1025
Concessions as %age of total swimmers	38%	36%	27%
Peak day	31/12/2013 : 119	14/12/13 : 96	31/12/13 : 88
Number of unattended days (no swimmers), excluding 25 December	0	3	1

There were no incidents at any of the pools.

Four complaints have been received. Featherston Pool – received two complaints regarding the cleanness of the pool and the walls feeling slimy after the vacuum cleaner broke down on Boxing day. The pool met water quality standards at all times. Greytown Pool – one complaint was received regarding the removal of the water slide (*Wairarapa Times-Age*). The slide was removed as it did not meet current NZ safety standards. One complaint was received regarding the untidiness of the pool surrounds and changing rooms, as well as concern over the lack of active patrolling from the lifeguards on duty. These concerns have been addressed with by City Care with pool contactor CLM.

After repeated vandalism of the coin-boxes for the showers at Featherston pool, the boxes have been replaced by units which accept tokens, with the tokens being sold by the lifeguards.

4.12 Events

The new joint Amenities/Planning 'events application process' for major events has now been completed, and currently event number four is in train using this process. Feedback on the new process has been very positive, with applicants noting how straightforward they have found the planning of their event to be.

4.12.1. Featherston

Completed events - 14/12 Christmas parade

Future events – 6/2 [Tauherenikau Races](#)

4.12.2. Greytown

Completed events - 21/12 Christmas parade

4.12.3. Martinborough

Completed events - 16/11 barrel race and Party Marty; 17/11 Toast Martinborough; 15/12 Christmas parade and carols in the Square; Dec/Jan La De Da.

Future events – 1/2 & 1/3 The Martinborough Fair, 8/2 Classic hits winery tour, 16/3 Round the Vines

5. Libraries

5.1 Statistics all Libraries

See Appendix 3 for issues and transactions statistics.

5.2 Summer reading programmes

The summer reading programmes have had a beach theme, and the libraries have been decorated accordingly. Featherston had 110 enrolments, and Greytown and Martinborough around 100 each. The finale events are being held in the week 20 -24 January.



6. Civil Defence and Emergency Management

6.1 Emergency Services

Paul Walker has officially retired as the Civil Defence Area Coordinator for the Wairarapa, his departure date is 31 March 2014, and however he will continue to work with coastal settlements for tsunami response planning. Craig Hamilton will be his replacement.

There has been a 6.2 earthquake on Monday evening which was responded to with a review of councils monitoring system for water and waste water DATRAN. Buildings were also inspected for any potential damage. No problems resulted from the

7. Appendices

Appendix 1 - Monthly Water usage

Appendix 2 – Waste exported to Bonny Glen

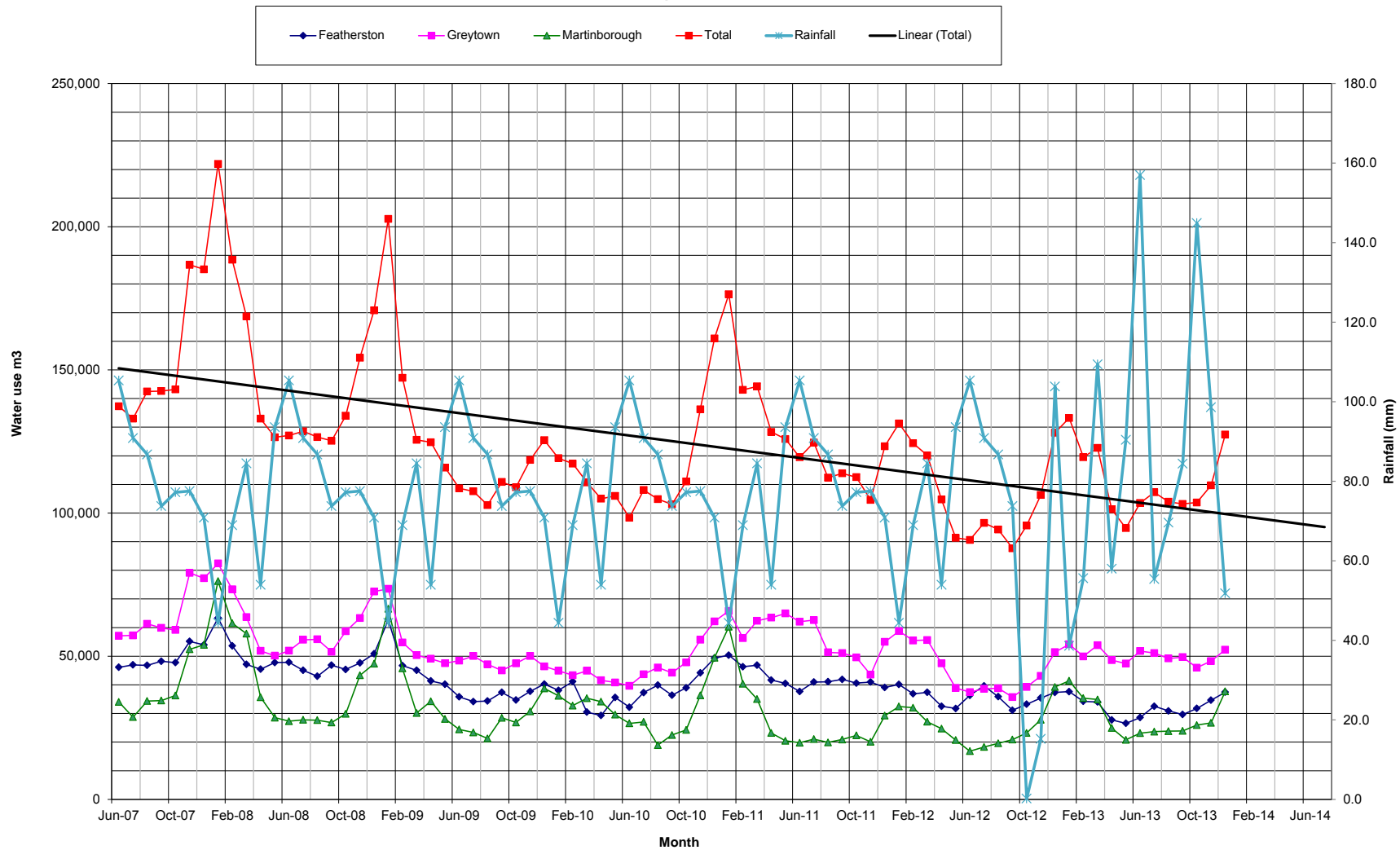
Appendix 3 – Library Statistics

Appendix 4 – Non-graffiti vandalism

Contact Officer: Mark Allingham, Group Manager Infrastructure and Services

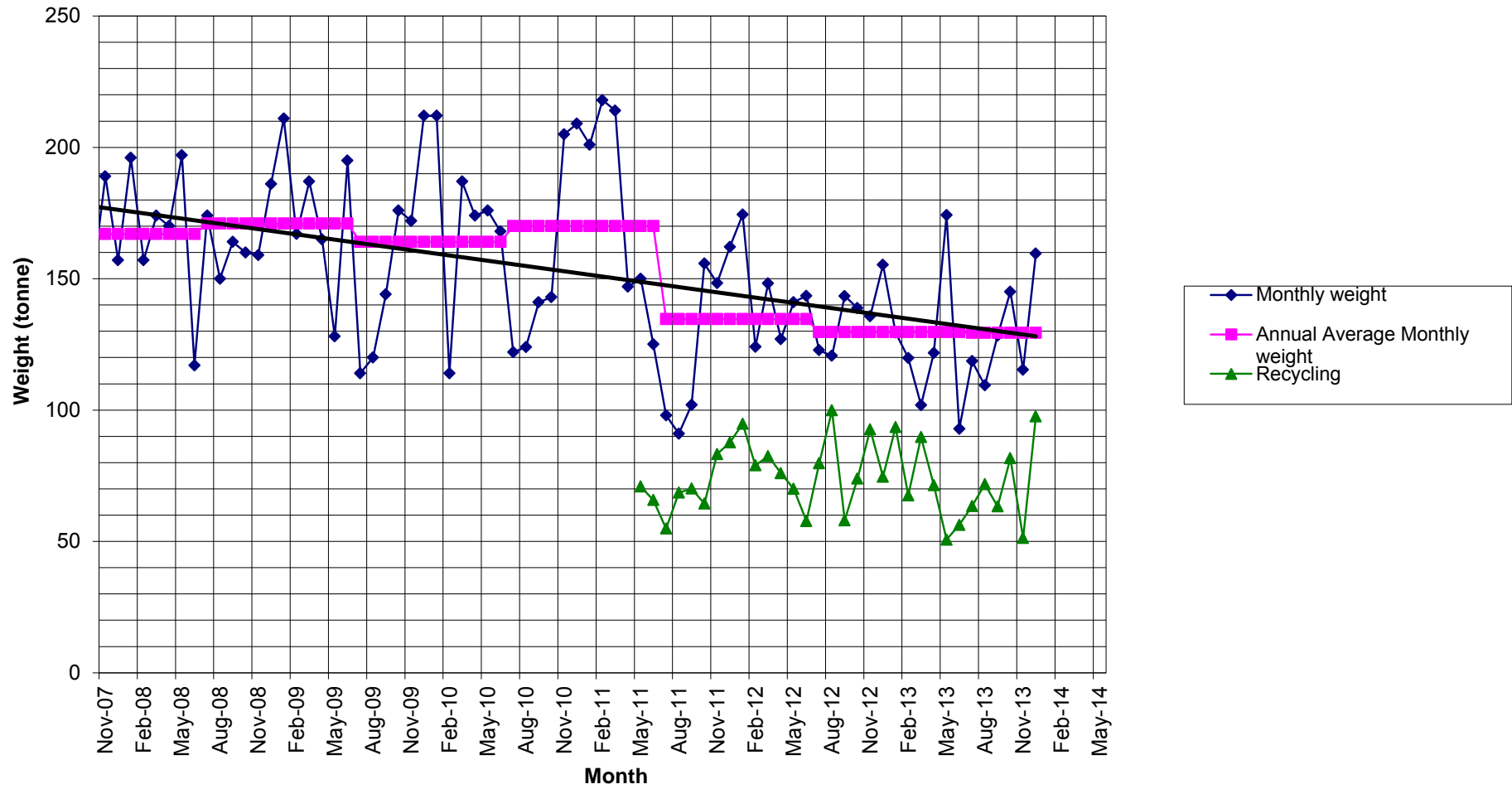
Appendix 1 – Water Usage

Water use South Wairarapa District Council



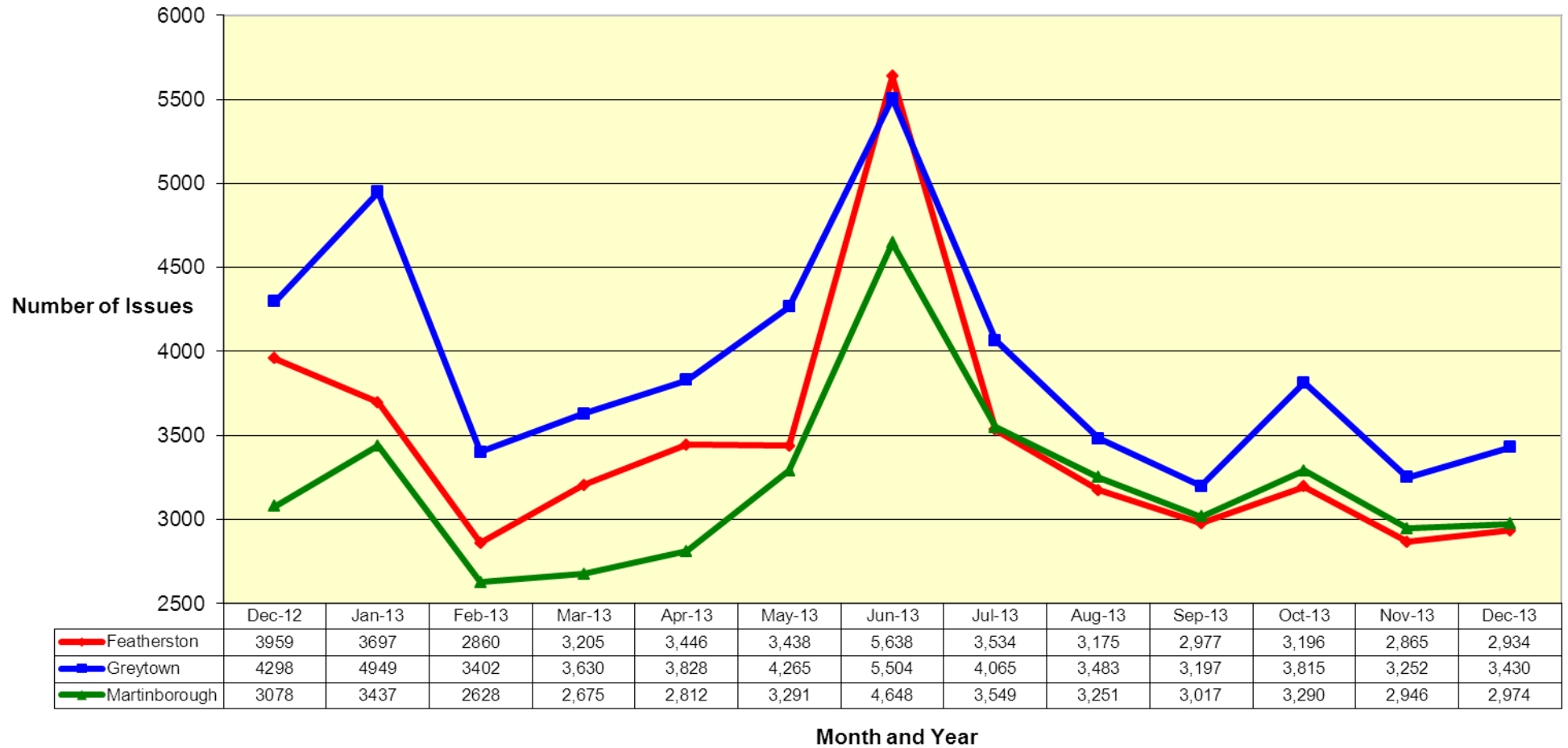
Appendix 2 – Waste Exported to Bonny Glenn Including Recycling

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



Appendix 3 – Statistics all Libraries

Issues to December 2013



Appendix 4 – Non-graffiti Vandalism

Job ID	AssetName	Job Created	Notes
1719649		5/10/2012	Featherston public toilets - toilet roll holder vandalised & missing to be replaced
1815486		8/02/2013	Featherston Library Gardens Irrigation to annual bed has been badly vandalised, Require pricing to seek how much it may cost to repair to make it operational
1850825		21/03/2013	GREYTOWN - sign "Dogs must be on a leash" by Stella Bull park/building has been vandalised - repair or replace, depending on extent of damage
1948352		18/07/2013	Vandalism of lawns at Featherston cemetery looks like done today
1971066		18/08/2013	Featherston "Windgrass" sculpture was vandalised over night and caller is concerned that they can come back and easily pull out all the other rods. Caller was wondering if there were any techs in the area that could assess the sculpture and see if anything can be done to prevent this. Caller said he is happy to help if required.
1993804		16/09/2013	38 JELlicOE ST GREYTOWN - one of our berm trees (flowering cherry) has been vandalised
2033606		4/11/2013	GREYTOWN - 3 of our green rubbish bins vandalised - they are by the north fence of the Catholic church (corner Kuratawhiti and Main)
2068240	Featherston Information Centre Other	17/12/2013	Featherston Information Centre, annuals vandalised after Christmas Parade and area needs to be replaced, will complete after New Year
2071342	Featherston Toilets Public Toilets	20/12/2013	VANDALISM - Featherston Toilet (Men's) - 2x toilet roll holders have been kicked off the wall (bent & broken)
2074923	Martinborough Square	31/12/2013	VANDALISM - Martinborough Square - "No Dogs Sign" broken - believe it was originally located near the toilets.
2075481	RBSH000091 Rubbish Bins	3/01/2014	VANDALISM - Martinborough Jellicoe Street - Bin 7428434 - lid ripped off and completely gone
2075478	RBSH000090 Rubbish Bins	3/01/2014	VANDALISM - Martinborough - Jellicoe Street - rubbish bin lid ripped off and completed gone Bin 7428433
2076291	Featherston Toilets Public Toilets	6/01/2014	VANDALISM - Featherston Toilets - last night cleaner locked them at 7pm and this morning when got to site all toilet locks had been opened and locks thrown in park, all toilet rollers had been forced open and the toilet paper taken out and thrown all around the town and park and a small fire was lit in the afterhours toilets. Steve the cleaner has reported this to the police. Locks found in the park and are still okay to use however at least x4 toilet roll holders are broken and require replacing.

Job ID	AssetName	Job Created	Notes
2078090	Featherston Toilets Public Toilets	7/01/2014	VANDALISM - Featherston Public Toilets // Just got a message that the tap is jammed on in the Disabled toilet and there is water everywhere.
2078638	Arbour Reserve Toilet Public Toilets	8/01/2014	VANDALISM - Arbor Reserve, Greytown - toilet is leaking from surrounds
2078555	Featherston Toilets Public Toilets	8/01/2014	VANDALISM - Featherston - Featherston AAfterhours toilet again - this time lots and lots of paper stuffed down the toilet then the empty toilet roll holder jammed on top and obviously stamped down into paper.
2078512	Arbour Reserve Toilet Public Toilets	8/01/2014	VANDALISM - Greytown - Arbor Reserve toilets - rocks/stones put down toilet and then someone has excreted on top of them. McDonalds wrappers and rubbish similar thrown round toilet
2082059	Martinborough Square	13/01/2014	VANDALISM - Martinborough Square garden (outside P&K) - plants have been ripped out & flower heads ripped off
2082751	Featherston Information Centre Other	14/01/2014	VANDALISM - Featherston Information Centre, Featherston - Fences at back has been kicked in - some palings on site
2086659	Anzac Hall Other Council Buildings	17/01/2014	Vandalism // ANZAC Hall // There is a broken window in the dressing room at the ANZAC Hall. Please secure window and then organise for glass to be replaced next week.
2085995	Featherston Playground Playground	17/01/2014	VANDALISM - Featherston Playground - playground equipment has been set fire to and burnt
2085908	Featherston Toilets Public Toilets	17/01/2014	VANDALISM - men's toilet someone or several people had urinated completely all over the floor. Afterhours toilet had toilet paper stuffed down the toilet and had been set fire to.
2087041	Anzac Hall Other	19/01/2014	VANDALISM - Window on Anzac Hall has been smashed and is hanging from the hinges
2088818	Featherston Toilets Public Toilets	21/01/2014	VANDALISM - Featherston Toilets - 5 x blocked with lots of toilet paper and rubbish and then faeces on top of it all
2088488	Featherston Playground Playground	21/01/2014	VANDALISM - Featherston playground - platform that was burnt out last week and fixed the floor has now had it's palings kicked in & smashed



Greytown Hotel
33 Main St, Greytown
Ph: (06) 304 9138 Fax: (06) 304 8411
GST Number 69-238-475
Tax Invoice

DATE: 10/09/2013 TIME: 10:28 AM
Operator: Hayley Trans.#: 274644
Till: GTH Bar Till 1 Shift: 1 10/09/2013

Restaurant No. 654790
Guests: 16
Name: GTOWN COMMUNITY BOAD

-Food-
16 Misc Food 128.00

-Food- Total \$128.00

Subtotal : \$128.00

Balance : \$128.00
Number of items: 16

Total Includes: GST of \$16.70

www.trusthouse.co.nz
Thank You!



Martinborough Community Board

Chairperson's Report – February 2014

Work undertaken since 9 December Meeting

- Preparation of draft three year plan.
- Financial Assistance Policy Discussion Paper developed for discussion at this meeting.
- Financial Planning / Budgeting underway – will be available for discussion at March meeting, once 3 year plan and Financial Assistance Policies have been approved.
- Worked with Cr Julie Riddell and Sandy Ryan (MSHCC) to encourage Martinborough attendance at School Holiday Programme without success. Children from one Martinborough family attended but only after a relative (also an MSHCC staff member) agreed to pick them up from Martinborough. Only 8 children enrolled from Featherston and Greytown.
- Agreed for SWDC to borrow the Martinborough Pool inflatable slide for the Greytown and Featherston Family Swim Days.

Future meetings / plans

- Will be meeting with the Greytown and Featherston Community Board chairs on 24th Feb to discuss ways of working together, including Arrow FM.

Martinborough Community Board - 3 Year Plan to 2016

Our Vision for Martinborough and District

- Martinborough is a safe, prosperous, liveable town that is well connected to Wellington and the Wairarapa region.
- An involved community that is engaged and family friendly, providing opportunities for all residents.
- A district that continues to grow its presence on the world stage through tourism, wine and food, agriculture and fishing.

Our Vision for Martinborough Community Board

- A proactive Community Board that makes a real difference to the Martinborough Ward Community.
- Actively engaged with all sectors of the community throughout Martinborough and District.
- Continue to be seen by SWDC as an effective partner in Martinborough Ward issues.

Priority Areas

1. Martinborough Town Hall & Town Centre Precinct

Revitalise the Martinborough Town Centre and develop a modern, community centre that will benefit the Martinborough Ward and beyond.

2. Our Young People

Promote positive youth development and provide appropriate recreational and leisure facilities.

3. Sense of Community

Foster an engaged, involved community that is seen as a major benefit for current and potential future residents.

4. A Pedestrian and Cycle friendly district

Ensure our town and district are safe and appealing for those travelling on foot and by bicycle.

5. Community Assets

Work with SWDC to ensure our community assets are well-maintained and encourage community use and involvement.

Background to this Plan

Martinborough Community Board agreed to develop a 3 year plan at a meeting on Dec 9th 2013.

The purpose of this plan is to:

- Develop a vision
- Identify priority areas and key projects
- Allow budget setting and targeted funding for maximum benefit
- Provide clear criteria and priorities for allocating discretionary funding
- Provide a basis for discussions with and submissions to SWDC to drive the development of Martinborough

Martinborough Community Board Members

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Priority Areas

1. Martinborough Town Hall and Town Centre Precinct

Revitalise the Martinborough Town Centre and develop a modern, community centre that will benefit all residents in the Martinborough Ward and beyond.

Lead Community Board Member: Victoria Read

MCB role: Advocate and Fund where appropriate

Initiative	Timing	Actions / Responsibilities
Work with MTHWG, SWDC & SGL to promote development of a welcoming, multi-use public space that is well connected to the Square and Town Centre.	2014	All members of MCB are members of the MTHWG. Community Engagement and Meeting Attendance.
Allocation of funds from Pain Farm and MCB, where appropriate, to facilitate the planning of this project.	2014	Pain Farm funding allocated for 2014 / 15
Allocation of funds from Pain Farm and MCB to sub-projects with high community benefit, which may not be covered by fund-raising.	2015	TBC as project progresses
Deliver some Christmas Spirit to the centre of Martinborough by working with Martinborough Business Association to provide Christmas Lighting and Decorations in the Square and surrounds.	2014	Lisa to discuss Square lighting with MBA and Olive Festival Committee

2. Our Young People

Promote Positive youth development and provide appropriate recreational and leisure facilities.

Lead Community Board Member: Adi McMaster

MCB role: Lead and Fund where appropriate

Initiative	Timing	Actions / Responsibilities
Investigate new opportunities to engage with youth, e.g. a youth representative on MCB.	2014	Lisa to discuss with Greytown & Featherston CB chairs.
Encourage our younger people to actively contribute to the our community. Begin by engaging youth in the Town Hall Project.	2014	Discuss with Town Hall user groups to identify possible committee members.
Facilitate community-led projects with high benefit to youth and consider funding where appropriate. This position to be reflected in our funding criteria.	2014	Lisa to develop funding criteria
Work with the community to gauge the interest in re-forming a Martinborough Swimming Club to drive usage of the pool. Work with a Swimming Club / SWDC to develop and improve the pool facility.	2014	
Continue to work with other agencies (MIA, MHSCC) and community groups to deliver the best outcomes for our young people.	Ongoing	Adi

3. Sense of Community

Work towards an engaged, involved community that is a draw card for people considering living and working in the Wairarapa.

Lead Community Board Member: tbc

MCB role: Lead and Fund where appropriate

Initiative	Timing	Actions / Responsibilities
Continue to support the Christmas Parade and Carols in the Square.		
Refine our funding criteria to ensure that those projects / community groups which deliver the widest benefit to Martinborough Ward in the most cost effective manner are prioritised for funding.	Feb 2014	Lisa to draft new funding criteria for approval at Feb MCB meeting. Once agreed criteria to be uploaded to SWDC website and communicated.
Put in place a more structured approach to community engagement which covers rural areas and community groups, with each group having a lead MCB member who will meet with them at least twice a year. See APPENDIX 1.	Feb 2014	Lisa to draft a community engagement plan for discussion at Feb 2014 MCB meeting.
Use this engagement strategy to develop policy and formulate submissions to SWDC during LTP and Annual Plan processes.	Apr to Jun 2014	Lisa & Pam to lead MCB submissions to SWDC
Celebrate key dates and community successes. e.g. WW1 anniversary, Christmas decorations, Town Hall milestones, etc.		
Develop a communication strategy to grow community understanding of the work of the MCB. This will include, but is not limited to, the Martinborough Star, Facebook, SWDC website.		Lisa / Vicky
Attend SWDC meetings at least twice a year to present and report on the progress of this plan.	Ongoing	Lisa to present this strategy to SWDC.

4. A Pedestrian and Cycle friendly district

Ensure our town and district are safe and appealing for those travelling on foot and by bicycle.

Lead Community Board Member: tbc

MCB role: Lead, Advocate and Fund where appropriate

Initiative	Timing	Actions / Responsibilities
Work with SWDC during the LTP and Annual Plan processes to ensure sufficient budget and resources are allocated to maintain existing footpaths and create new ones.	Apr – June 2014	Lisa and Pam
Work with SWDC and community organisations (Martinborough Business Association, Lions, Cycle Clubs) to research, plan and develop a cycle / walking trail around the vineyards.	2014	Lisa and Max
Ensure our children are safe to walk and cycle to school by working with SWDC to prioritise footpaths in the vicinity of the school.		Lisa
Given the location of the school on the Heavy Vehicle Bypass consult with the School and Interested Parties to implement a 40km speed limit past the school.		Pam
Support and Encourage cycling events within the Martinborough Ward.		Lisa
Advocate for continued and improved public transport links to Wellington and the Wairarapa region.		Lisa

5. Community Assets

Work with SWDC to ensure our community assets are well-maintained and encourage community use and involvement.

Lead Community Board Member: tbc

MCB role: Lead and Fund where appropriate

Initiative	Timing	Actions / Responsibilities
Support the Considine Park Committee to continue to develop this park in line with the Development Plan.	Ongoing	Pam and Vicky
Utilise our engagement strategy and revised funding criteria to identify priorities for development of community assets including Parks & Reserves, Swimming Pool, Playground and Library.	Ongoing	
Utilise our communication strategy to ensure Martinborough Ward residents are well-informed and encouraged to make the most of our community assets.	Ongoing	Lisa & Vicky

Community Engagement

Rural Areas

Ngawi / Lake Ferry / Pirinoa	Pam Colenso
Tora / Tutumuri	Victoria Read
Hinakura / Longbush / Moiki / Ponotahi	Julie Riddell
Kahutara	Lisa Cornelissen

Community / Demographic Groups

Families School / Plunket / Play Centre / Kindergarten	Victoria Read
Youth including Breakfast Club & Youth Trust	Adi McMaster
Graffiti Working Party	Julie Riddell
Semi-retired / Retired	Pam Colenso?
Seniors - Wharekaka	Pam / Julie?
Tourism / Business including Martinborough Business Association	Lisa Cornelissen
Iwi / Marae	Lisa / Max?
Sporting - Rugby Club / Squash Club / Pony Club / Tennis / Bowls etc.	Max Stevens?
Emergency Services / Civil Defence	Julie Riddell

Martinborough Community Board (MCB)

Financial Assistance Policy Discussion Paper – Feb 2014

Background

MCB is developing a strategic plan to 2016 which states the board's vision and outlines key priority areas during this timeframe. This financial assistance discussion paper is intended to ensure funding is prioritised in line with the overall vision of the MCB.

Martinborough Community Board currently considers applications for Financial Assistance on an ad hoc basis throughout the year. This does not allow for comparison of grant applications to identify those with maximum benefit to the Martinborough Ward.

Preference is given to projects of benefit to the wider community, however the \$500 stated maximum limits the potential benefit of any individual grant.

Items for Discussion

1. Total available budget for Financial Assistance
2. Frequency at which MCB considers Financial Assistance Applications (ad hoc vs scheduled)
3. Maximum individual grant amount
4. Criteria

Proposal

1. That the total available budget for Financial Assistance applications in the 2013/14 financial year be \$4,000 (including amounts already committed – approx \$2,700). Future amounts to be agreed during the budgetting process. (2014/15 budget to be discussed at Jun 23rd meeting).
2. That Financial Assistance applications be considered twice per financial year to allow MCB to compare applications and identify those with the greatest potential community benefit. Financial Assistance applications to be considered at May and November meetings in 2014.
3. That the maximum grant amount is raised to \$1,000.
4. Proposed criteria are outlined in more detail below.

Criteria for General Financial Assistance Martinborough Community Board 2014 to 2016

Applications must be from non-profit organisations for the benefit of the Martinborough Ward Community and will be assessed on the basis of their cost and the likely community benefit.

Preference will given to applications that:

- Provide long-lasting benefit to the wider Martinborough Ward Community
- Support the MCB Vision and Priority Areas outlined in the “Martinborough Community Board – 3 year plan to 2016 summary”

2014 meeting dates where financial assistance will be considered:

- 17th Feb (existing applications to be agreed, declined or deferred)
- 12th May
- 3rd November (from 2014/15 budget)

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

2. Successful applicants are required to expend grants received within six months of payment being made. Any extension must be approved by MCB.

3. Successful applicants must provide a report with evidence of the grant expenditure (copies of invoices or receipts) within 3 months of a grant being expended.

4. The Financial Assistance application form must be completed in full.

5. Applications must reach the Council not less than ten days before the MCB meeting date.

Community Board Asset Review – notes 13th January 2014

Swimming baths:

1. Leak in solar system
2. Covers:
 1. one has broken pipe
 2. Wind is blowing them off and making them unusable - needs a system to hold them in place
 3. Cover over small pool is broken
3. Some graffiti on fence
4. Shade sails working well but could be lowered over the paddling pool
5. Today 50 people (cool weather) main pool only 22 degrees, small pool only 23 degrees

Considine park:

1. Horse paddock beautifully mown but verge unkempt and unmown grass along walkway. Grass in walkway area at least 3" long. (Neighbour has taken to mowing grass near his property as he is sick of it looking so bad.
2. If we remove some trees it would make it easier to mow - in particular the second row of alders and every second alder in the main row. Poplars could be topped at 3m. Remove some at ends for mower to turn. Need single species of hedging tree along boundary - (griselinea). This hedge will need to be clipped and maintained six monthly. Single species looks neater and grows evenly. Creates calm and forms clear backdrop for specimen trees (alders).
3. We may need to make an amendment to the Considine Park plan for this and a recommendation to council about the lack of maintenance and general air of neglect in the park/walkway area.
4. Horse people are supposed to put jumps away but haven't been doing this.
5. Mulch needed on new trees along roadside.
6. Swimming pool hedge is overgrown, badly maintained and generally unkempt. Protection of this hedge needs to be changed in Considine Park plan in order for it to be significantly trimmed.

Pain estate:

1. 200 acres of beautiful land
2. House and cottage - both need significant maintenance
3. We are losing money - the rent does not cover the costs and the buildings are falling into disrepair
4. Step one for a plan for the future of the estate is to see the income and expenses over the last 10 years.

Coronation Park:

1. Beautifully mown

Playground/square:

1. Playground unmown. Grass at least 3" long. (It is consistently unmown)
2. Really dirty, uncared for and broken play equipment.
3. Square looking good - grass mown and flower beds cared for