



Martinborough Community Board

Minutes – 11 April 2016

- Present:** Lisa Cornelissen (Chair), Fiona Beattie, Victoria Read, Cr Julie Riddell and Cr Max Stevens.
- In Attendance:** Mayor Adrienne Staples, Paul Crimp (Chief Executive) and Suzanne Clark (Committee Secretary).
- Conduct of Business:** The meeting was conducted in public in the Council Chambers, 19 Kitchener Street, Martinborough on the 11 April 2016 between 6:30pm and 7:50pm.

PUBLIC BUSINESS

1. APOLOGIES

*MCB RESOLVED (MCB 2016/26) to receive apologies from Pam Colenso.
(Moved Cr Riddell/Seconded Beattie)*

Carried

2. CONFLICTS OF INTEREST

No conflicts of interest were declared.

3. PUBLIC PARTICIPATION

There was no public participation.

4. COMMUNITY BOARD MINUTES/EXPENDITURE

4.1 Martinborough Community Board Minutes – 14 March 2016

MCB RESOLVED (MCB 2016/27) that the minutes of the Martinborough Community Board meeting held on 14 March 2016 be received and confirmed as true and correct.

(Moved Cr Riddell/Seconded Beattie)

Carried

4.2 Action Items from Previous Meeting

The Board discussed the tabled report submitted by Mrs Colenso noting that if there was support for town flags then budget should be allocated.

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.

The Board suggested the following schedule for display of flags:

Timeframe	Flags on Display
Early December to 9 January	Community Board flags
10 January to mid-March	Martinborough Fair flags
Mid-March to mid-October	Community Board flags
Mid-October to early December	Toast Martinborough flags

MCB RESOLVED (MCB 2016/28):

1. To close action item 186 and add an agenda item to discuss WWI 2018 commemorations to the 30 May 2016 meeting agenda.

(Moved Cornelissen/Seconded Beattie)

Carried

2. Action 217: Provide an update on implementation of the Considine Park Development Plan, particularly ‘bulking up’ planting where ground cover and plants have been cleared; M Allingham

MCB RESOLVED (MCB 2016/29) to receive the tabled report and replace the damaged Martinborough flags and purchase from Flagz up to 12 new flags and accessories subject to confirmed pricing and no major deviations from the quoted price.

(Moved Cornelissen/Seconded Read)

Carried

- 4.3 Income and Expenditure Statement to 31 March 2016

MCB RESOLVED (MCB 2016/30) to receive the tabled Income and Expenditure Statement to 31 March 2016.

(Moved Cr Riddell/Seconded Beattie)

Carried

5. OPERATIONAL REPORTS – COUNCIL OFFICERS

5.1 Officers Report

Mrs Cornelissen advised that Council had reviewed the annual plan submission made by the Board and had advised whether requests were going to be included in the 16/17 Plan.

Mr Crimp discussed the proposed District Plan change to update notable trees, the proposed special dog owner policy, the proposal to defer waste water pipe renewals and direct the funds saved to advancing the waste water projects, and alleviation of issues at coastal reserves during peak season with members.

MCB RESOLVED (MCB 2016/31):

1. To receive the Officers’ Report.

(Moved Cornelissen/Seconded Cr Riddell)

Carried

2. Action 218: Review Council’s Annual Plan Consultation Document and advise Lisa Cornelissen by the 14 April 2016 if there are any items that the Community Board should make a submission on; MCB members

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5.2 Community Board Grant Summary Report

MCB RESOLVED (MCB 2016/32):

1. To receive the information.
2. That the Martinborough Smallbore Rifle Club retains the \$600 left over from the grant allocated to purchase two rifles in order that additional equipment is purchased.

(Moved Cornelissen/Seconded Read)

Carried

6. COMMUNITY BOARD/COUNCILLORS REPORTS

6.1 Chair Report

Mr Crimp confirmed that a beautification fund would be available in the 16/17 Annual Plan and that the Community Board had \$30k of unspent funds available.

Members discussed reports from the community about lack of NZ Police officer visibility in the community and recent crime. Mayor Staples undertook to talk to the NZ Police Commander regarding visibility and engagement in schools. Cr Riddell undertook to raise the matter at the next Community Safety and Resilience Working Party meeting.

MCB RESOLVED (MCB 2016/33):

1. To receive the information.
2. To proceed with another round of grant funding to be awarded at our 29 August 2016 meeting.
3. Applications for the funding round are to open on 1 July 2016 and close 15 August 2016.
4. The total grant pool is to be \$5,000.
5. Youth project applications to be actively encouraged without ring fencing a set amount.

(Moved Read/Seconded Beattie)

Carried

6. Action 219: Add an agenda item to the 30 May 2016 meeting 'Utilisation of the accumulated town beautification funds'; Lisa Cornelissen
7. Action 220: Organise a Community Board workshop to discuss options (including essential landscaping for the Waihinga Centre) for committing the town beautification budget of \$30k; Vicky Read

6.2 WREMO

Civil Defence Emergency Management (CDEM) had given an undertaking to commit additional resource to the South Wairarapa in order to complete the community response plans. A public meeting was being held on the 21 April 2016 to progress the Martinborough community response plan.

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MCB NOTED:

1. Action 221: Carry the WREMO workshop update agenda item forward to the 30 May 2016 meeting and arrange for an update from the representatives; Lisa Cornelissen
2. Action 223: Advertise the WREMO meeting set for the 21 April 2016 on Council's website and Facebook page; P Crimp

6.3 Planting at the Martinborough Entrance

MCB NOTED:

1. Action 224: Council officers to provide a report to the 30 May 2016 MCB meeting advising whether NZTA have funding available to assist with costs associated with plant removal/renewal and/or provision of a traffic management plan for potential work at Todd's Cutting on State Highway 53; M Allingham

7. CORRESPONDENCE

7.1 Inwards

From Julia Squire, Martinborough Community Patrol, to Martinborough Community Board, dated 1 April 2016

MCB RESOLVED (MCB 2016/34) to receive the inwards correspondence.

(Moved Cornelissen/Seconded Cr Riddell)

Carried

8. FINANCIAL ASSISTANCE

MCB RESOLVED (MCB 2016/35) to approve the following grants amounting to \$4,924.

Name of Applicant	Purpose of Grant	Amount Requested	Amount Allocated
Arrow FM	Arrow FM requests \$690 to help cover the costs of Martinborough School joining the Live Wires radio series.	\$690.00	\$690.00
Martinborough Menz Shed	Martinborough Menz Shed requests \$2,000 to help with the first stage refurbishment of the old Court House so it is suitable to be a Menz Shed building.	\$2,000.00	\$2,000.00
Pirinoa Hall Inc.	Pirinoa Hall Inc. requests \$2,500 to help with the costs associated with replacing the septic tank and lines at the Hall.	\$2,500.00	\$1,500.00
Pirinoa School/Tuhirangi Netball	Pirinoa School/Tuhirangi Netball requests \$1,000 to help with the costs associated with installing lights at the netball courts at Pirinoa School.	\$1,000.00	\$0

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Name of Applicant	Purpose of Grant	Amount Requested	Amount Allocated
Martinborough Rugby Club	Martinborough Rugby Club requests \$734 to help with the costs associated with playing games out of the Wairarapa.	\$734.00	\$734.00
	Total	\$6,924.00	\$4,924.00

(Moved Cr Riddell/Seconded Beattie)

Carried

The application from Pirinoa School/Tuhirangi Netball was declined due to funds already granted from the Community Board for the turf and other netball purchases. Other initiatives in the Pirinoa community were deemed higher priority for this funding round.

Confirmed as a true and correct record

.....Chairperson

.....Date

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Martinborough Community Board
Action Items
From 11 April 2016

Ref #	Meeting	Date	Action Type	Responsible Manager	Action or Task details	Status	Notes
63	MCB	16-Feb-15	Action	Pam Colenso and Lisa Cornelissen	Provide an update on the status of the benches for Considine Park	Open	4/8/15 2 seats ready to order. Seat funded by Peter Craig's family to include an in memory of plaque with birth and death dates. Plaque for MCB donated chair to include presented by MCB and date 2/11/15: Benches on order and will arrive on the 20 Nov. Liaising with Lions to get installed. 7/12/15: Benches arrived, Lions have laid concrete for one bench and other pad due for laying on 11 December. Hoped that seats are installed by xmas. 1/2/16: Benches installed. Plaques ordered and will be installed by 12 Feb.
470	MCB	3-Aug-15	Action	Lisa Cornelissen	Liaise with Connor Kershaw and the Martinborough Business Association about fairy light storage, let and return of lights	Open	Lights are currently stored in the space next to Victoria Read Architecture, accessible by both Conor and MCB. Business Assoc are aware that MCB approval is needed to borrow them. 2/11/15 Reopened action. Loans process needs to be developed
759	MCB	7-Dec-15	Action	Pam Colenso	Investigate how many of the Community Board flags need to be replaced and provide a report back to the February 2016 meeting	Actioned	1/2/16: 7 flags need replacing. Pam to ask manufacturer why they haven't lasted and report back to mtg in March
16	MCB	1-Feb-16	Action	Paul	Arrange a tour of Pain Farm for councillors and community board members	Open	Barbara arranging and liaising with Lisa and Amentities Manager
17	MCB	1-Feb-16	Action	Mark	Provide an email update to the MCB on the action plan for removing the pine trees along the western boundary of Pain Farm	Actioned	19/5/16: Report to MCB 30 May provides advice.
18	MCB	1-Feb-16	Action	Mark	With consideration to the fence replacement	Actioned	Awaiting response from tenant. 9/5/16

Ref #	Meeting	Date	Action Type	Responsible Manager	Action or Task details	Status	Notes
					required between Martinborough Transport and Pain Farm, ensure the obligations of the Pain Farm lease are being met noting that a capital outlay request from Pain Farm and/or the MCB would be considered		Another conversation to be had with the tenant. 19/5/16: Report to MCB in 30 May 16 agenda, contribution by Pain Farm for fencing would be welcome
123	MCB	14-Mar-16	Action	Paul	Provide guidance to MCB members on what can be done about trolling, personal attacks and inappropriate comments	Open	
209	MCB	11-Apr-16	Resolution	Lisa Cornelissen	MCB RESOLVED (MCB 2016/28): 1. To close action item 186 and add an agenda item to discuss WWI 2018 commemorations to the 30 May 2016 meeting agenda. (Moved Cornelissen/Seconded Beattie) Carried	Actioned	
210	MCB	11-Apr-16	Resolution	Lisa Cornelissen	MCB RESOLVED (MCB 2016/29) to receive the tabled report and replace the damaged Martinborough flags and purchase from Flagz up to 12 new flags and accessories subject to confirmed pricing and no major deviations from the quoted price. (Moved Cornelissen/Seconded Read) Carried	Open	
213	MCB	11-Apr-16	Resolution	Paul	Community Board Grant Summary Report MCB RESOLVED (MCB 2016/32): 1. To receive the information. 2. That the Martinborough Smallbore Rifle Club retains the \$600 left over from the grant allocated to purchase two rifles in order that additional equipment is purchased. (Moved Cornelissen/Seconded Read) Carried	Actioned	
216	MCB	11-Apr-16	Resolution	Paul	MCB RESOLVED (MCB 2016/35) to approve the following grants amounting to \$4,924. Name of Applicant Purpose of Grant Amount Requested Amount Allocated Arrow FM Arrow FM requests \$690 to help cover the costs of Martinborough School joining the Live Wires radio series. \$690.00 \$690.00 Martinborough Menz Shed Martinborough Menz	Actioned	19/5/16 Applicants advised, paid and/or amounts shown in commitments awaiting invoice from applicant

Ref #	Meeting	Date	Action Type	Responsible Manager	Action or Task details	Status	Notes
					Shed requests \$2,000 to help with the first stage refurbishment of the old Court House so it is suitable to be a Menz Shed building. \$2,000.00 \$2,000.00 Pirinoa Hall Inc. Pirinoa Hall Inc. requests \$2,500 to help with the costs associated with replacing the septic tank and lines at the Hall. \$2,500.00 \$1,500.00 Martinborough Rugby Club Martinborough Rugby Club requests \$734 to help with the costs associated with playing games out of the Wairarapa. \$734.00 \$734.00 Total \$6,924.00 \$4,924.00 (Moved Cr Riddell/Seconded Beattie) Carried		
217	MCB	11-Apr-16	Action	Mark	Provide an update on implementation of the Considine Park Development Plan, particularly 'bulking up' planting where ground cover and plants have been cleared	Actioned	19/5/16: emailed an update to MCB at the end of April, noting that plants have been ordered for planting next month to "bulk up"
218	MCB	11-Apr-16	Action	MCB	Review Council's Annual Plan Consultation Document and advise Lisa Cornelissen by the 14 April 2016 if there are any items that the Community Board should make a submission on	Actioned	
219	MCB	11-Apr-16	Action	Lisa Cornelissen	Add an agenda item to the 30 May 2016 meeting 'Utilisation of the accumulated town beautification funds'	Actioned	
221	MCB	11-Apr-16	Action	Lisa Cornelissen	Carry the WREMO workshop update agenda item forward to the 30 May 2016 meeting and arrange for an update from the representatives	Actioned	
222	MCB	11-Apr-16	Action	Paul	Advertise the WREMO meeting set for the 21 April 2016 on Council's website and Facebook page	Actioned	Closed.
223	MCB	11-Apr-16	Action	Mark	Council officers to provide a report to the 30 May 2016 MCB meeting advising whether NZTA have funding available to assist with costs associated with plant removal/renewal and/or provision of a traffic management plan for potential work at Todd's Cutting on State Highway 53	Open	9/5/16 Officer to contact NZTA (Mark Owen).

Martinborough Community Board

Income & Expenditure to 30 April 2016

INCOME	
Balance 1 July 2015	46,266.51
Annual Plan 2015/16	20,954.00
TOTAL INCOME	67,220.51
EXPENDITURE	
Members' Salaries	12,507.39
Total Personnel Costs	12,507.39
AP Martinborough B MCB Midwinter Affair market s/shp	1,099.40
AP Tube Fab Ltd 6 rectangular tables-del Mbo T/Hall	1,635.00
AP Local Governmen Annual C/Brd levy 2015/16	166.66
AP Student workshop 20/6/15 computer coding	500.00
AP Christmas lights - Mbo Com Brd	3,206.00
AP Cotter & Steven Tree lights in Square Mbo	1,160.00
AP Mitre 10 Concrete for seats at park -	38.54
AP Mitre 10 Concrete for seats at park - MCB	106.42
10 swim tickets to 53603130	300.00
AP Ed's Arborist S Install light in 4 trees Mbo Square	770.00
AP OfficeMax New Z Stationery supplies	5.87
Free Swim Day MCB2015/71&70	767.00
Total General Expenses	9,754.89
AP Pirinoa Primary Resurface com court MCB grant	1,000.00
AP Martinborough J MCB Grant-Guy Fawkes event 7/11/15	500.00
AP NZ Council of V Programme costs-grant	500.00
AP Wairarapa & Sou MCB grant purchase computer	500.00
AP Martinborough C Grant-to assist purchase vehicle	2,000.00
AP Martinborough J Grant - hire portaloos for event	85.54
AP Martinborough S Grant - purchase 2 rifles	2,400.00
AP Grant - assist purchase uniforms	1,000.00
AP Pirinoa Primary MCB Grant-netball court resurfing balar	500.00
AP Tora Fire Party MCB Grant - defibrillator costs	760.50
AP MCB grant-refurbishment old Court House	2,000.00
AP Wairarapa Acces MCB grant"Live Wires Radio"	690.00
Total Grants	11,936.04
TOTAL EXPENDITURE	34,198.32
ACTUAL NET SURPLUS/(DEFICIT) YEAR TO DATE	33,022.19
LESS: COMMITMENTS	
Salaries to 30 June 2016	(2,507.39)
Additional Salary Budget	2,507.39
Youth Funding	1,475.91
Considine Park bench - still outstanding @ 30 April 2016	1,000.00
Martinborough Town Hall and Community Centre Project	25,000.00
Rural South Wairarapa Sports Inc. - Astro Turf project	1,500.00
Pirinoa Hall Inc.	1,500.00
Martinborough Rugby Club	734.00
Total Commitments	31,209.91
BALANCE TO CARRY FORWARD	1,812.28

MARTINBOROUGH COMMUNITY BOARD

30 MAY 2016

AGENDA ITEM 6.1

OFFICERS' REPORT

Purpose of Report

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

Recommendations

Officers recommend that the Community Board/Committee:

1. *Receive the information.*

CHIEF EXECUTIVE

1. Executive Summary

The 2016 /17 Annual Plan and Local Government Commission discussions have dominated proceedings since the last report.

The Annual Plan is progressing well with the proposed increase in line with that projected in the 2015/25 LTP, while introducing exciting initiatives to accelerate the Wastewater Strategy.

Local Government Commission work continues apace, with the Commission due to release preliminary finding early June.

It was a privilege to attend the opening of the Greytown Soaring Centre at the hanger complex on our land at Papawai. While it has been said before, having seen the complex in its current state, and met a wider group of members and associates, I am convinced the Soaring Centre and the amenity it provides our district will provide fantastic and wide ranging benefits. The plan to continue to develop this site to become the preeminent training centre in the country, and to an international standard, will result in a true world class facility in our small district. Well done to all!

1. Governance/Leadership/Advocacy

The following table provides the year to date results for KPI's set for the Governance output [note this report updated and is as at 30 June 2015]

GOVERNANCE, LEADERSHIP AND ADVOCACY MEASURING SERVICE DELIVERY PERFORMANCE				
SERVICE LEVEL	KEY PERFORMANCE INDICATORS			
		2014/15	RESULTS	COMMENTS
Opportunities are provided for the community to have its views heard	Ratepayers and residents feel they can contact a Council member to raise an issue or problem	75%	73% (2010/11 survey 75%)	The customer satisfaction survey was carried out during 2014/15. In addition to the 73% (2011 75%) positive response, 16% (2011 14%) felt they were unable to comment.
	Ratepayers and residents feel that the Mayor and councillors give a fair hearing to their views	75%	62% (2010/11 survey 55%)	The customer satisfaction survey was carried out during 2014/15. In addition to the 62% (2011 55%) positive response, 21% (2011 28%) felt they were unable to comment.
Council determines what activities it should engage in through consultation and regulatory requirements then sets clear direction	Ratepayers and residents are satisfied with Council's decisions and actions	50%	59% (2014 survey 76%)	A Public Booster survey was carried out in 2015 in addition to the 59% 11% felt they were unable to comment. The full customer satisfaction survey was carried out during 2014/15. In addition to the 76% (2011 73%) positive response, 8% (2011 9%) felt they were unable to comment.
	Ratepayers and residents are satisfied with how Council allocates rates/funds to be spent on the services and facilities provided (target peer group age)	78%	64% (2010/11 survey 59 %)	The customer satisfaction survey was carried out during 2014/15. In addition to the 64% (2011 59%) positive response, 14% (2011 9%) felt they were unable to comment.
Community Boards make decisions that consider local issues	Community Board decision - making reports on local issues	90%	Greytown 92% (2014 100%) Featherston 95% (2014: 96%) Martinborough 95% (2014: 95 %)	This measure reports on the percentage of resolutions made that relate solely to local issues.
	% of ratepayers and residents who know how to contact a community board member	65%	65% (2010/11 survey 52%)	The customer satisfaction survey was carried out during 2014/15. In addition to the 64% (2011 59%) positive response, 14% (2011 9%) felt they were unable to comment.
Opportunities are available to raise local issues and understand what will happen as a result	Ratepayers and residents satisfied with the way Council involves the public in the decision it makes	65%	49% (2010/11 survey 50%)	The customer satisfaction survey was carried out during 2014/15. In addition to the 49% (2011 50%) positive response, 26% (2011 25%) indicated they were neither satisfied nor dissatisfied, and 5% (2011 5%) felt they were unable to comment.
Opportunities are available to raise issues relating to Maori through the Maori Standing Committee	The Maori Standing Committee makes recommendations to Council in relation to policy and plan development and resource management applications	100% applicable applications		Maori Standing Committee met on 8 occasions. In total 3 resource consent applications were considered, however due to the timing of the meetings 9 were considered outside normal meetings.

1.1 Maori Standing Committee

Trevor Hawkins, Hau Ariki Marae representative has tendered his resignation. Council endorsed Reuben Tipoki as new the Hau Ariki Marae representative on the 18 May 2016.

1.2 Local Government Commission

As a reminder, the Commission has a number of workstreams in their general review across the region:

- Water (high level review of operations western part of region)
- Transport
- Spatial planning
- Communities of interest
- Wairarapa

We have generally been involved in the Transport and Wairarapa aspects of this work.

The Commission anticipates announcing a “direction of travel” early June.

2. Strategic Planning and Policy Development

2.1 Meetings/Conferences

2.1.1. Chief Executive Forum

One CE forum was held, the main item was an update from Local Government Commission on their work streams for the region. These include Transport; Spatial Planning; Water; Economic Development, and of course the Wairarapa. Greg Campbell provided an update on key initiatives including the Regional Plan, Wairarapa Water Use project, and Public transport

2.1.2. Mayoral Forum

I was not able to attend the Mayoral Forum.

2.2 Local Government Commission

A number of meetings on transport, and the Wairarapa option have been attended. We are currently having a weekly teleconference on the Wairarapa options and analysis.

2.3 Wairarapa Rail Passenger Services

An inaugural meeting was held with Cr Paul Swain and GW Officials, and the three councils Mayors and one elected member each, plus CE's to discuss rail passenger services.

Attached as Appendix 2 is the terms of reference for this group, aimed at ensuring the best is made of the passenger services, particularly in light of the new contract for rail.

Matters covered were on time performance, bikes on trains, maintenance, one off services, and the feasibility of more scheduled services.

2.4 Rates Arrears (Incl. GST)

DATE	AMOUNT \$'000	NUMBER	DAYS SINCE INSTALMENT DUE	SWDC COMPONENT \$'000 (81%)
1 June 2012	\$855	722	10	\$692
19 June 2012	\$730	632	31	\$591
10 September 2012	\$947		21	\$767
15 February 2013	\$820	565	57	\$664
17 June 2013	\$913	740	27	\$739
4 March 2014	\$1,033	863	12	\$836
14 April 2014	\$954	675	53	\$773
19 August 2014	\$818	592	91	\$663
30 September 2014	\$1,008	809	37	\$816
11 November 2014	\$770	627	83	\$623
27 January 2015	\$672	537	68	\$544
2 March 2015	\$784	798	10	\$635
25 May 2015	\$762	803	3	\$617
3 July 2015	\$624	669	39	\$505
18 August 2015	\$580	547	59	\$470
11 November 2015	\$498	572	83	\$404
1 February	\$521	558	73	\$422
30 March	\$651	531	27	\$527
2 May	\$489	428	72	\$396

Arrears are further analysed in the table below:

Arrears analysis as at 02/05/2016 72 days since last installment					
		# Properties	Arrears	Outstanding	TOTAL
Featherston	Urban	130	\$ 48,629.55	\$ 117,751.59	\$ 166,381.14
	Commercial	11	\$ 1,202.14	\$ 16,037.85	\$ 17,239.99
Greytown	Urban	59	\$ 21,023.97	\$ 50,023.60	\$ 71,047.57
	Commercial	6	\$ 817.48	\$ 817.48	\$ 1,634.96
Martinborough	Urban	49	\$ 8,450.89	49009.61	\$ 57,460.50
	Commercial	4	\$ -	\$ 4,672.50	\$ 4,672.50
Rural		169	\$ 50,896.55	\$ 119,617.59	\$ 170,514.14
TOTAL		428	\$131,020.58	\$ 357,930.22	\$ 488,950.80

A new record low!

The next installment is due 20 May.

3. Corporate

3.1 Occupational Health and Safety

We are well underway toward meeting our health and safety obligations, assisted by Major Consulting.

The health and safety committee has been meeting regularly and producing a string of recommendations for consideration. This group is to be commended for their attitude in tackling their tasks.

A 4wd driver training course will be held shortly, this course will be very beneficial as many of our drivers are required to use the 4wd function in their vehicles and it is important they have the requisite skills.

3.2 Waihinga Centre

Tenders have been called, with the closing date being 5 May. This process will identify the preferred contractor, based on a "schedule of rates" process.

This contractor will work with the architects and suppliers to arrive at a final price, and if acceptable become the lead contractor for this project.

It is anticipated the selection process, including tender evaluation will take a week or so.

3.3 IT Training

We are holding an inhouse course on IT matters, primarily aimed at keeping the viruses and hackers at bay. Sort of like a flu injection but for IT.

This is part of an on-going initiative toward upskilling staff in areas that may not be covered by normal professional development.

3.4 LGOIMA Requests

DATE	TOPIC OF INFORMATION REQUEST	REQUEST RESPONSE
29 March 16	Information relating to the Annual Plan	Provided
11 April 16	Rating Sale Abandoned Land WN544/266, DI 18/150	
13 April 16	Dog incident information	Information supplied
3 May 16	Bonuses to staff in past five years	

4. Appendix

Appendix 1 – Terms of Reference, Wairarapa Passenger Rail Services Working Party

Contact Officer: Paul Crimp, Chief Executive Officer

Appendix 1 – Terms of Reference, Wairarapa Passenger Rail Services Working Party

TERMS OF REFERENCE

WAIRARAPA PASSENGER RAIL SERVICES WORKING PARTY

Purpose

To explore opportunities for improving Wairarapa passenger rail services.

Members

The Working Party shall comprise two elected members appointed from each of the Greater Wellington Regional Council and from Masterton, Carterton, and South Wairarapa District Councils, plus the respective CEOs. Additional members from other organisations may be appointed or co-opted by agreement of the Working Party.

The Working Party shall appoint its own chairperson.

Status

The Working Party is a working party and not a formal joint committee of the Councils. It has no decision making authority other than decisions necessary for its deliberations.

Reporting

The Working Party shall report comments and recommendations to each council as considered appropriate. Some reporting may also be to the combined Wairarapa councils' forum.

Consideration will be given to any implications for Councils' Annual Plans or LTPs.

Meetings

The Working Party shall meet as required. Meetings will be held at the Carterton Events Centre or other agreed venues.

Servicing

Carterton District Council will provide secretarial support for meetings. Other resourcing for the work of the Working Party shall be by agreement.

Terms of Reference

These terms of reference shall be approved by each Council, but may be amended at any time by agreement of the three Councils.

PLANNING AND ENVIRONMENT GROUP

1. Resource Management

1.1 Resource Management Act - District Plan

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

RESOURCE MANAGEMENT KEY PERFORMANCE INDICATORS	TARGET 2015/16	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Ratepayers and residents satisfied with the image of the closest town centre shown as "satisfied"	72%	92%	NRB 3 Yearly Survey
The district plan has a monitoring programme that provides information on the achievement of its outcomes (AER's)	Yes	-	Work has begun to change how data is recorded and stored in NCS so as to enable more effective reporting against AER's in WCDP.

In the last report to Council issues which have arisen when processing LIM's were briefly discussed. The case involving the Wairarapa faultline has subsequently led staff to undertake more detailed investigations.

Consequently it has been found that the provisions of the WCDP which are used to identify fault alignments (which then regulate landuse activities on affected sites) need to be reviewed to ensure the information is accurate relative to the most up to date scientific information which Council uses (and has used "unofficially" for some time) when processing LIM's.

While this discrepancy has not affected the accuracy of information disclosed in LIM's, it has raised another problem. Council regulates landuse where the WCDP identifies a faultline exists.

Work carried out to date indicates an update to the WCDP is required. This work has however not been funded / anticipated prior to the recent problems which have led to it being uncovered.

1.2 Resource Management Act - Consents

SERVICE LEVEL – All resource consents will be processed efficiently.

RESOURCE MANAGEMENT KEY PERFORMANCE INDICATORS	TARGET 2015/16	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Consent applications completed within statutory timeframes	100%	96.77%	NCS
s.223* certificates issued within 10 working days	100%	100%	NCS (manually corrected as on-hold times not recognised by NCS)
s.224* certificates issued within 15 working days of receiving all required information (note no statutory requirement)	85%	100%	NCS

Council received 15 applications between the 4th of April and the 4th of May 2016 (average per month 8-9 over last 3 years). Along the high number of other applications already in the system, the pressure of affidavit preparation for the judicial review case and with staff in the planning team

taking annual and sick leave recently, the processing of resource consents has come under severe pressure.

This has impacted in turn on the processing of PIM's and LIM's. The delays in processing PIM's have then impacted on the performance of the building team as they have to complete the PIM process and issue the Building Consent, often on the very last day this can be legally done.

Consequently, we are contracting out a group of resource consents for external processing. By doing this, staff are freed up to deal with the PIM's (and LIM's). Once the "backlog" is dealt with, we expect to be able to maintain services at a more acceptable level of performance.

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

1.3 Reserves Act – Management Plans

SERVICE LEVEL – Council has a reserve management plan programme.

RESOURCE MANAGEMENT KEY PERFORMANCE INDICATORS	TARGET 15/16	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Council maintains and updates reserve management plans as required.	1	0	No action required

1.4 Local Government Act – LIM's

SERVICE LEVEL – Land Information Memoranda: It is easy to purchase information on any property in the District.

RESOURCE MANAGEMENT KEY PERFORMANCE INDICATORS	TARGET 15/16	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
My LIM contains all relevant accurate information (no proven complaints)	-	-	No complaints received to date. All information provided to applicants as required by LG Act.
My non-urgent LIM is processed within 10 days	100%	100%	All processed within statutory timeline.

TYPE	YTD 1 JULY 2015 TO 30 APRIL 2016	PREVIOUS YTD 1 JULY 2014 TO 30 APRIL 2015	PERIOD 23 MARCH 2016 TO 30 APRIL 2016	PREVIOUS PERIOD 23 MARCH 2015 TO 30 APRIL 2015
Standard LIMs (Processed within 10 working days)	179	109	33	17
Urgent LIMs (Processed within 5 working days)	54	95	14	19
Totals	280	240	47	36

As can be seen in the year to date totals, the number of LIM's processed has increased this year as compared to last year (up 17-18%).

The predicted end of year result is 336.

This represents a major increase in work this year which has impacted across the whole Council, as staff from all work areas are involved in providing technical inputs into each LIM.

Since 2012 the increase in LIM applications is also very significant and is as follows; 2012 (180), 2013 (204), 2014 (237), 2015 (294) and 2016 (Est 336), an overall increase of 86%.

Revenue has increased commensurably (forecast at \$80-90,000 for 15/16 year) without any increase in processing costs (staff resources).

This pattern cannot continue indefinitely, especially when increases in other areas (such as alcohol, food and RMA/BA consenting) are taken into account.

2. Public Protection

2.1 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 2015/16	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Code Compliance Certificate applications are processed within 20 working days	100%	100 %	NCS – Continued monitoring of processing days.
Building consent applications are processed within 20 working days	100%	99.65 %	NCS – Continued monitoring of processing days. Due to staff shortages processing contractors have been used to maintain service levels.
Council maintains its processes so that it meets BCA accreditation every 2 years	Yes	Yes	Next IANZ review set for January 2016
Earthquake prone buildings reports received	70%	63 %	Currently 143/227 known premises have been addressed. National changes proposed by the Government may result in changes to the numbers of premises affected.

As Council is aware, a successful accreditation review for Council's BCA was completed in late January this year.

Council has now received notice from the Ministry of Business, Innovation and Employment that a review of Council's functions under the Building Act is to take place over 27 June to 29 June this year.

This review by MBIE at this time was unexpected, especially given the very recent IANZ accreditation review.

To now have to cope with the demands generated by this additional review of Council functions seems to staff, to place undue and perhaps unnecessary (especially given the IANZ review results) demands upon staff during a very busy work time.

However, legal notice has been given, so the review will take place.

These reviews focus on Council's functions under the Building Act. These generally include Building Warrants of Fitness (site audits, notices to fix, infringement notices), Fencing of Swimming Pools, Compliance Schedules outside of BC's, and passive fire systems.

These reviews make observations about the adequacy of staff resources relative to the work demand, the systems operated by Council in support of its functions and actual work quality/effectiveness.

During 2016 the Ministry is reviewing 14 Council's nationally and will write and publish, at the end of the year, a report which will summarise its findings and any trends that have been observed so that all TA's can check, adopt or modify their practices as required.

TYPE	NUMBER	VALUE
Commercial (shops, restaurants, rest home – convalescence, restaurant /bar / cafeteria / tavern, motel, commercial building demolition - other commercial buildings)	0	\$0.00
Industrial (covered farm yards, building demolition, warehouse and/or storage, factory, processing plant, bottling plant, winery)	5	\$151,700.00
Residential (new dwellings, extensions and alterations, demolition of building, swimming and spa pools, sleep-outs, garages, relocations, heaters, solid fuel heaters.	39	\$4,116,970.00
Other (public facilities - schools, toilets, halls, swimming pools)	1	\$800,000.00
Totals	45	\$5,068,670.00

2.2 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 15/16	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	6 visits	Education programme targeting schools is in progress using the Christchurch City Council Dog Smart programme.
Complaints about roaming and nuisance dogs are responded to within 4 hours	100%	100%	3 incidents are not reported on due to the changes in the afterhours, where wandering/nuisance dogs are not responded to and referred to the following working day. K:\resource\Bylaw Officers\Registers\Animal Control Service request register.xls

INCIDENTS REPORTED	
Attack on Pets	0
Attack on Person	1
Attack on Stock	0
Barking and whining	1
Lost Dogs	4
Found Dogs	1
Rushing Aggressive	1
Wandering	29
Welfare	1
Police Assistance	1
Fouling	1
Total	40

2.3 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 15/16	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\Animal Control Service request register.xls
Council responds to complaints regarding animals within 40 hours	100%	100%	K:\resource\Bylaw Officers\Registers\Animal Control Service request register.xls
Council responds to complaints regarding animals within 48 hours.	100%	100%	K:\resource\Bylaw Officers\Registers\Animal Control Service request register.xls

INCIDENTS REPORTED	TOTAL
Stock	5

2.4 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 15/16	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
% of calls received by Council that have been responded to	100%	93%	K:\resource\Health\Noise Control Complaints\Year Records 2010-2015.xls

The 93% result reflects problems that were experienced early in this reporting year, with the afterhours callout system. Calls were inadvertently diverted to Citycare, rather than going direct to Councils contractor (Amourguard) on our 0800 number. This has been rectified.

AFTER HOURS NOISE CONTROL COMPLAINTS RECEIVED	YTD 1 JULY 15 TO 30 APRIL 16	PREVIOUS YTD 1 JULY 14 TO 30 APRIL 15	PERIOD 18 MARCH 16 TO 30 APRIL 16	PREVIOUS PERIOD 18 MARCH 15 TO 30 APRIL 15
Total	93	113	13	23

It is pleasing to note that the number of complaints has declined this year by approximately 20%. The reason for this decline is not known.

2.5 Sale and Supply of Alcohol Act - Licensing

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

PUBLIC PROTECTION KEY PERFORMANCE INDICATORS	TARGET 2015/16	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Premises are inspected as part of licence renewals or applications for new licences.	100%	100%	All premises inspected at new or renewal application.
Premises that are high or medium risk are inspected annually, while low risk premises are audited no less than once every three years.	100%	100%	All premises inspected at new or renewal application.
Compliance activities are undertaken generally in accord with the Combined Licensing Enforcement Agencies agreement.	100%	100%	

ALCOHOL LICENCE APPLICATIONS PROCESSED	YTD 1 JULY 2015 TO 30 APRIL 2016	PREVIOUS YTD 1 JULY 2014 TO 30 APRIL 2015	PERIOD 1 MARCH 2016 TO 30 APRIL 2016	PREVIOUS PERIOD 1 MARCH 2015 TO 30 APRIL 2016
On Licence	25	20	2	2
Off Licence	26	22	6	5
Club Licence	6	2	3	1
Manager's Certificate	104	79	21	16
Special Licence	42	39	7	6
Temporary Authority	5	9	3	4
Total	208	154	42	34

Note: Previous YTD and period figures unavailable due to reporting errors with NCS

2.6 Health Act - Safe Food

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

PUBLIC PROTECTION KEY PERFORMANCE INDICATORS	TARGET 2015/16	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%	NCS data
Premises are inspected in accord with regulatory requirements.	100%	100%	NCS data

Progress has been made with the installation of the new NCS based processing module for Template Food Control Plans which Council is legally required to process.

The system is due for final configuration and testing in the next few weeks and then training of users will follow.

With the departure of the Team Leader, many aspects of this transition process have slowed. Staff have been required to focus on more immediate tasks such as dealing with applications (for alcohol licences etc) subject to statutory timelines for completion as well as enquiries.

The new Team Leader starts on May 9. Although well qualified to undertake the type of work covered by the Team Leader role, a lack of experience of New Zealand systems/laws and Council's means, that a familiarisation process, will be required to be followed. This will take some months to complete.

2.6.1. Bylaws

4 litter complaints were received. No long grass notices were issued and 21 letters regarding overgrown trees and hedges were issued. 5 abandoned vehicles were reported. 6 general complaints were received.

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

INFRASTRUCTURE AND SERVICES REPORT

1. Group Manager highlights

The predominate focus at present are the works required in the development of the two wastewater consents and the continuation of the work for the water supply in Woodside. This has been looking at the consent conditions required in the initialisation of the wastewater consents and the best way forward in achieving them. The site meetings and initial consent conditions around the formation of committees and the items such as confirmation of staff etc. are all underway.

There have been numerous transport meetings from looking at the One Network Road Classifications (ONRC) to the future funding of the Cape Palliser Road and to the structure of the Wellington transport modes being work shopped. Luckily the new Roding Manager starting at the end of May, has a good understanding of the region as a local.

Projects are generally in the completion phases with the last footpaths being done at present, rehabilitation contracts being completed and maintenance contracts such as reseals and line marking already completed. The final works for the year will be underway over the next few weeks including the Oxford Street works and the amenities projects which are yet to be completed.

2. Water supply

SERVICE LEVEL – Council provides reliable and safe drinking water supplies. Water provided is safe to drink and there is adequate water for urban firefighting.

2.1 Key Performance Indicators

WATER SUPPLY KEY PERFORMANCE INDICATORS	TARGET 2015/16	COMPLAINTS		INCIDENTS	
		March	YTD	March	YTD
The average consumption of drinking water per day per resident within the territorial authority	<400 Lt	691	741		
Compliance with resource consent conditions/water permit conditions to "mainly complying" or better	95%				
Water supply systems comply with Ministry of Health Bacteriological Drinking Water Standards guidelines 2000*	95%				
Water supply systems comply with Ministry of Health Protozoa Drinking Water Standards guidelines 2000	95%				
The total number of complaints received by the local authority about drinking water taste per 1000 connections	<15	0	0	0	0
The total number of complaints received by the local authority about drinking water odour per 1000 connections	<15	0	0.75 per 1000 connections (3 complaints)	0	3
The total number of complaints received by the local authority about drinking water pressure of flow per 1000 connections	<15	0.25 per 1000 connections (1 complaint)	3.6 per 1000 connections (14 complaints)	0	14

WATER SUPPLY KEY PERFORMANCE INDICATORS	TARGET 2015/16	COMPLAINTS		INCIDENTS	
The total number of complaints received by the local authority about continuity of supply per 1000 connections	<15	0.75 per1000 connections (3 complaints)	4 per1000 connections (16 complaints)	3	16
The total number of complaints received by the local authority about drinking water clarity per 1000 connections	<15	0	2 per1000 connections (8 complaint)	0	8
Ratepayers and residents satisfied with level of service for water	75%				
Attendance for urgent call-outs: from the time that the local authority receives notification to the time that service personnel reach the site	< 1 Hr	(4/5) 83%	-	5	36
Resolution of urgent call-outs: from the time that the local authority receives notification to the time that service personnel confirm resolution of the fault or interruption	< 8 Hrs	(5/5) 100%	-	5	36
Attendance for non-urgent call-outs: from the time that the local authority receives notification to the time that service personnel reach the site	< 2 working days	38/38 (100%)	-	38	266
Resolution of non-urgent call-outs: from the time that the local authority receives notification to the time that service personnel confirm	< 5 working days	36/38 (95%)	-	38	266
Fire hydrants tested annually that meet NZ Fire Service Code of Practice	20%	0%	0%		
The % of real water loss from the local authority's networked reticulation system identified by establishing and measuring night flow	<20%				

2.2 Services

2.2.1. Water supply capital improvements Featherston

A water main renewal started on Revans Street, Featherston. The main is failing and has had a number of repairs. Higgins started on site 2 May and is scheduled to finish before June 2016.

With regard to the Alternative Supply Project, Stage 1 contract works which include the bore field and pipeline works as reported earlier are substantially complete.

The programming of the controls occurred last week and testing of the system is scheduled for this week. It is planned to use this source to supply the UF plant, to check the operation of the bores and reduce the maintenance with the improved water supplied. The system will then be subject to a 12 month maintenance period.

Stage 2 Design and Documentation is not yet available but it is expected that this work will be able to be publicly tendered in early June 2016. Completion and commissioning of the new upgrade plant is expected before December 2016.

2.3 Water treatment plants

The Waiohine, Greytown and Martinborough plants operated routinely over the period.

Martinborough Bore 4 has been refurbished in March and is back on-line and operating well. Pump 4 was sent away to assess the condition of it and the supplier has reported that it is not fit to refurbish. A replacement will be assessed when Bore 1 is refurbished later in the year.

2.4 Water reticulation

There were 16 reticulation repairs reported and rectified during the period.

2.5 Water races

Routine monthly inspections and blockage clearing of the water race network has been performed by council contractors, City Care Ltd, to maintain satisfactory flows. There were 7 accounts for blockage clearing or no water flow for the Moroa and Longwood network over the period.

3. Waste water

SERVICE LEVEL – Council provides waste water services that effectively collect and dispose of waste water. Waste water does not create any smells, spill or health issues and causes minimal impact on the natural environment.

3.1 Key Performance Indicators

WASTE WATER KEY PERFORMANCE INDICATORS	TARGET 2015/16	COMPLAINTS		INCIDENTS	
		March	YTD	March	YTD
Number of blockages per 1000 connections	<10	3 complaint	34 complaints	0.7 per 1000 connections (3 blockage)	8.5 per 1000 connections
Ratepayers and residents satisfaction with waste water services	70%	Annual survey	Annual survey	Annual survey	Annual survey
Number of dry weather sewerage overflows per 1000 connections	<10	-	-	0 per 1000 connections (0 overflow)	1.5 per 1000 connections (6 overflows)
Attendance time: from notification to arrival on site	< 1 Hr	-	-	5/5 (100%)	29
Resolution time: from notification to resolution of fault	< 4 Hrs	-	-	5/5 (100%)	39
% of resource consent conditions complied with to mainly complying or better*	90%				
No. of abatement notices	<2				
No. of infringement notices	0				
No. of enforcement notices	0				
No. of convictions	0				
No. of complaints per 1000 connections received about sewage odour	< 15	0	1 per 1000 connections (4 complaints)	0	4
No. of complaints per 1000 connections received about sewage systems faults	< 15	0.5 per 1000 connections (2 complaint)	2 per 1000 connections (8 complaints)	1	6
No. of complaints per 1000 connections received about sewage system blockages	< 15	0.7 per 1000 connections (3 complaint)	34 8.25 per 1000 connections	3	34

WASTE WATER KEY PERFORMANCE INDICATORS	TARGET 2015/16	COMPLAINTS		INCIDENTS	
		March	YTD	March	YTD
No. of complaints per 1000 connections received about the response to issues with sewage	< 15	0	0.2 per 1000 connections (1 complaint)	0	1
Proportion of urgent waste water service requests responded to within 6 hours of notification	95%	5/5 100%	-	5/5 (100%)	39

3.2 Waste water treatment plants

3.2.1. Capital and consents

The preliminary design inputs for the improvement works at the Greytown and Martinborough sites are underway. The objective is to deliver the initial stages of the land treatment infrastructure for each site by next summer at the earliest. These works will be delivered ahead of the resource consent time frame.

The Featherston wastewater discharge consent is due to be lodged on 4 June 2016.

3.2.2. Operational

Lake Ferry, Greytown and Martinborough plants operated routinely during the period with no reported issues. Featherston wastewater treatment plant stopped discharging for a lengthy period of 3 weeks due to the low flows. It started discharging at the beginning of May.

The trade waste discharger identified in July is working with Officers now to reduce the contamination in their waste. They have proposed a 3 phase separator to remove solids and oil. The discharge load will be monitored and assessed when the plant starts operating at the end of May.

3.2.3. Waste water reticulation

There were 2 pipeline blockages reported during the period.

4. Storm water drainage

SERVICE LEVEL – Stormwater drains are well operated and maintained by the Council.

4.1 Key Performance Indicators

STORM WATER DRAINAGE KEY PERFORMANCE INDICATORS	TARGET 2015/16	COMPLAINTS		INCIDENTS	
		MONTH	YTD	MONTH	YTD
% of ratepayers and residents satisfied with stormwater drains	54%	Annual survey	Annual survey	Annual survey	Annual survey
% of urgent (any blockage causing extensive flooding of buildings or other serious flooding) requests for service responded to within 5 hours	95%	0	0	0	0

STORM WATER DRAINAGE KEY PERFORMANCE INDICATORS	TARGET 2015/16	COMPLAINTS		INCIDENTS	
No. of flooding events	0	0	0	0	0
No. of habitable floors affected per flooding event per 1000 properties connected	0	0	0	0	0
No. of abatements notices	0				
No. of infringement notices	0				
No. of enforcement notices	0				
No. of convictions	0				
Median Response time to flooding events (Notification to personnel reaching site in hrs)	3	-	-	0	0
No. of complaints about stormwater per 1000 properties connected	0	0	0	0	0

There has been very little rain over the period so all systems operated routinely and within available capacity during the period.

5. Solid waste management

SERVICE LEVEL – Recycling stations are accessible and maintained. Refuse and recycling collection services are provided and waste minimisation actively promoted.

5.1 Key Performance Indicators

SOLID WASTE MANAGEMENT KEY PERFORMANCE INDICATORS	TARGET 2015/16	COMPLAINTS		INCIDENTS	
		MONTH	YTD	MONTH	YTD
Number of communities with recycling centres	6				
Volume of waste disposed out of district	Decreasing by 2.5%	Decreased by 17% for December	-	-	-
% of ratepayers and residents satisfied with the level of service	80%	Annual survey	Annual survey	Annual survey	Annual survey

5.2 Waste management

Routine services have been delivered successfully over the period.

There was a fire in the Featherston Transfer Station in the green waste on 23 April, which was extinguished by the fire service. This has caused some damage to the fence, which will have to be repaired. The transfer station opened as usual the next day.

6. Land transport

SERVICE LEVEL – Roads are maintained to ensure they are safe and comfortable to travel on. Footpaths can be safely used to get around town.

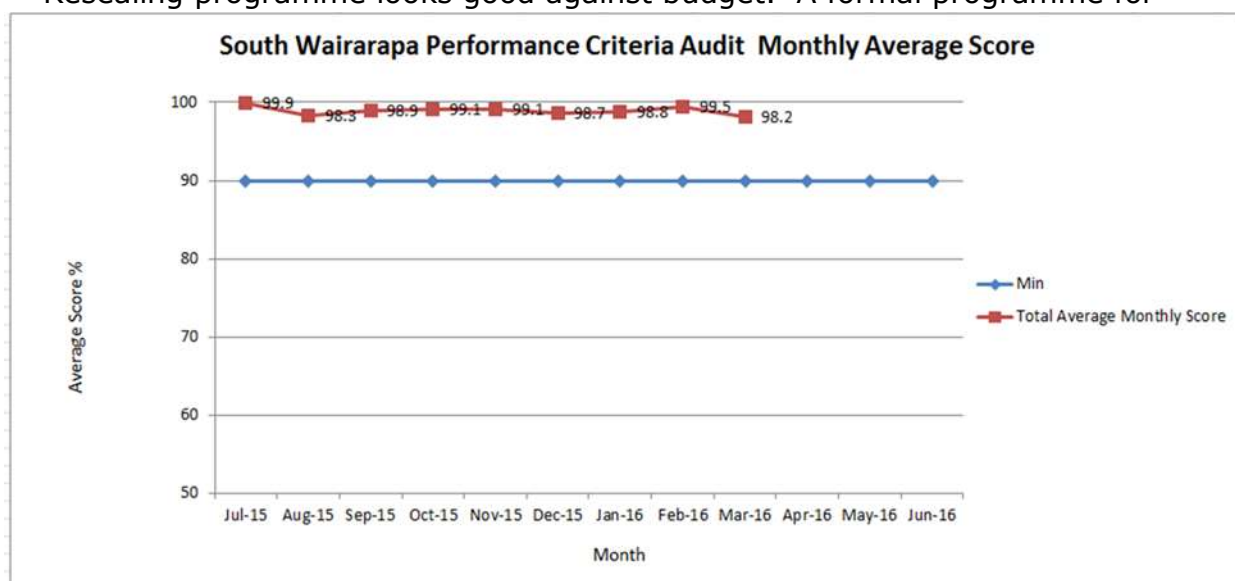
6.1 Key Performance Indicators

LAND TRANSPORT KEY PERFORMANCE INDICATORS	TARGET 2015/16	COMPLAINTS		INCIDENTS	
		MARCH	YTD	MARCH	YTD
Using the RAMM measurement system, average smooth travel exposure on urban roads to be 85% and rural roads 95% with maximum variation of 5%	95%				
Ratepayers and residents fairly/very satisfied with the roads	78				
5% of sealed roads are resealed each year subject to availability of NZTA subsidy	100%				
The pavement condition index as measured by the NZTA pavement integrity index	95%				
The number of crashes causing injuries is reduced	Group and control average				
The number of fatalities and serious injury crashes on the local road network	<7				
Ratepayers and residents are satisfied with footpaths in the district	68%				
Availability of footpaths on at least one side of the road down the whole street	87%				
Footpath Condition rating 95% compliant with SWDC AMP Standard	95%				
The % of customer service requests relating to roads and footpaths responded to within 48 hours	95%	21/24 (88%)	173/188 (92%)	24	188
Meet annual plan footpath targets	Yes				

6.2 Roading maintenance – Fulton Hogan

In conjunction with mowing, spraying of noxious weeds has been done on rural roads. Ngawi village culverts and drainage have been done.

Resealing programme looks good against budget. A formal programme for



next year is being arranged.

6.3 Other contracts

The Sealed Road Rehabilitation Contract for 0.688 km of Lake Ferry Road and 0.447km of Bidwills Cutting Road has been awarded to Higgins Contractors Ltd and commencement is expected in early May.

Whatarangi Cliff dropout reinstatement on Cape Palliser Road has been awarded to Fulton Hogan Ltd, and commencement was in early April with works now underway.

Oxford Street lime footpath, kerb and channel and carriageway widening adjacent to the Martinborough Tennis Club has been awarded to Pope and Gray Contractors Ltd and commencement is expected to begin in early May.

7. Amenities

SERVICE LEVEL – Parks and reserves enhance the quality of life in our communities. Our playgrounds are safe and enjoyed by the community. Clean safe public swimming pools can be accessed in the District. Provision of some low cost housing for the elderly (or in line with Council policy) in each town. Well maintained hall facilities that are available for the public to book. Public toilets are convenient, clean and safe. There is a wide range of library stock including up to date material.

7.1 Key Performance Indicators

AMENITIES KEY PERFORMANCE INDICATORS	TARGET 2015/16	COMPLAINTS		INCIDENTS	
		MONTH	YTD	MONTH	YTD
Users satisfied with parks and reserves	90%				
Ratepayers and residents are satisfied with Council playgrounds	80%				
Council playground equipment that meets national standards	100%				
Council pools comply with NZ swimming pool water testing standards	100%				
Ratepayers and residents satisfaction with Council swimming pools	65%				
Occupancy of pensioner housing	99.8%				
Ratepayers and residents satisfied with town halls	74%				
Cycle strategy	Developed				
Ratepayers and residents satisfied with public toilet facilities	90%				
Taking programmes out into the community and providing a wide variety of programmes in the library	>3 per library				
% of ratepayers and residents satisfied with libraries	90%				

7.2 Parks and Reserves

7.2.1. Featherston

Work on the Town Square is over 20% completed. The west end pergola columns and supports were fabricated off-site and have now been installed.



The stone wall beside the Cross Creek Railway engine shed has been completed, and work on the central stone wall is well underway.



Work planned for the first half of May is continuing progress on the stone walls, paving of the western boardwalk slab, and the construction of the pergola rafters. The contractor notes that there has been considerable

interest in the stone walls and generally positive feedback from passers-by now that they can see the shape of the features beginning to appear.

The rugby and soccer pitches have been marked out at Card Reserve and winter sport is underway. The rugby season started with the ground very hard and dry, so the field was irrigated using water stored in the main swimming pool, with the help of the fire brigade.

7.2.2. Greytown

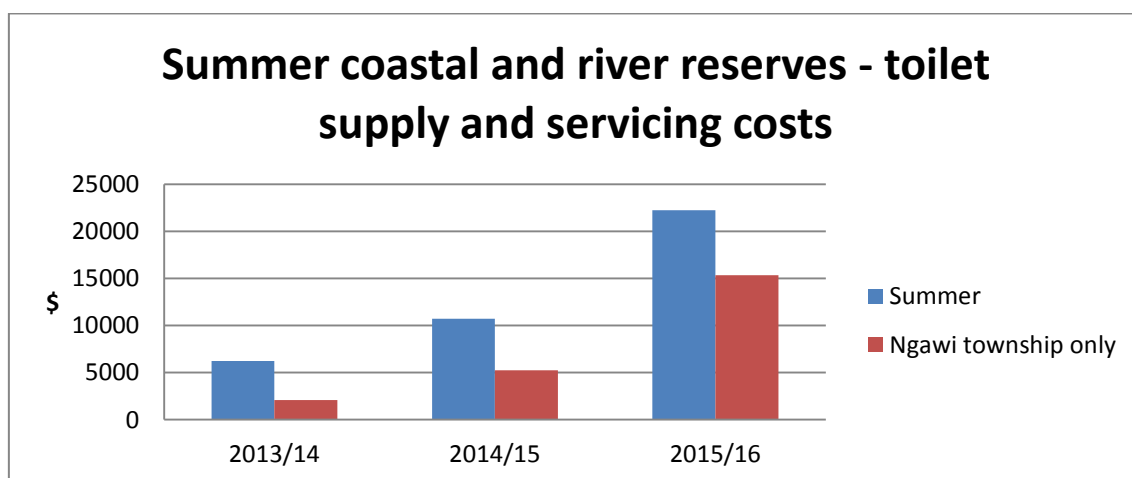
The trees around the playing fields at Soldiers' Memorial Park have been trimmed and lower branches removed – this is to prevent damage from the lawn mowing tractor, and also makes it easier for players now that the soccer season has started. Farley's Oak has had its 2016 annual inspection and was found to be continuing to improve in health. No change to the current management regime for the tree is proposed.

7.2.3. Martinborough

A large quantity of tree chip mulch has been spread over the garden beds at Considine Park, and plants for winter planting have been ordered. The trees have been trimmed at Coronation Park for winter sport.

7.2.4. Coastal reserves

The approximate costs for cleaning, servicing and emptying public toilets on the coastal and river reserves over summer 2015/16 was \$22,000. Of this, \$15,000 was for the toilets and Portaloos at Ngawi township. The chart below shows the growth in operating costs for managing the toilets at the reserves for the last three years. (Capital costs for the provision of new toilets are excluded.) The bulk of the costs for Ngawi in summer 2015/16 were for the provision of Portaloos (10 at the peak period) and emptying of these. These costs should decrease considerably once the new toilets are up and running at Ngawi, and the problems with the fire station septic tank are resolved.



7.3 Playgrounds

7.3.1. Featherston

The shrubs and bushes in the garden bed beside the west wall of the RSA building have all been removed and fresh mulch put in place. This area will be developed into a natural play area, with boulders, stepping stones and suitable plantings. This work is being done with the City Care contract, and donated materials are being sourced.

7.4 Properties

Additional sockets for temporary flagpoles have been installed in each town – in Featherston at the library, in Greytown at the old library, and in Martinborough outside the SWDC office. These were first used to display the current and proposed alternative flags for the flag referendum. When not in use, the flagpoles are stored by City Care, and the sockets are capped. The additional flagpole locations enable SWDC to fly suitable flags for festive occasions and overseas visitors, although some advance warning is required for unusual flags.

7.4.1. Featherston

The repainting of the library and information centre has been completed, along with a number of minor building repairs. The replacement of the sports stadium roof is expected to get under way in the second week of May, weather permitting. The big roller door in the stadium has been repaired and serviced and is now working properly. Pricing has been received for the stormwater drainage work at Anzac hall, and a contractor will be appointed shortly. The 1962 hot water cylinder in the Anzac hall kitchen has finally expired; we are looking to replace it with an on-demand hot water system rather than another cylinder.

7.4.2. Greytown

A section of guttering is to be replaced on the Greytown Town Centre roof, and leaf protection will be installed throughout all the gutters. An audit of security access cards for the building indicates that rather too many are unaccounted for – a date will be set to cancel all existing cards and reissue new cards.

Marketing is under way for the sale of the Old Stella Bull park land on Pierce Street, with tenders closing on 24 May. Some tidying up work is being done on the various land titles making up the block, including a subdivision to separate the land for the dog park and wheels park.

7.4.3. Martinborough

Marketing for the sale of the old county yard on Kitchener Street continues, with good interest being shown from prospective purchasers. This property will be auctioned on site on 21 May. There is interest both from people looking at individual titles and the block as a whole.

7.5 Community Housing

There have been a number of enquiries from people who are on the waiting list asking 'how long' before a flat becomes available. There are no flats available at present. A number of application forms have been requested

and sent out but have not been returned. Three applications have been added to the waiting list and one person has dropped off.

As of April 2016 the waiting list for: Martinborough (five applicants), Greytown (two applicants) and Featherston (10 applicants). Two applicants are happy to take the first available flat in any of the three towns.

We are currently working on housing a mobility scooter in one of the outside sheds (lockable) at Cicely Martin flat. A small ramp is being built to allow easy access for the scooter and arrangements have been made to install power (the shed next to it has power but is not suitable for the scooter to be stored).

The guttering at Burling flats has been cleaned out before the bad weather sets in.

Tenants in the Community Housing have been contacted either by phone or personally visited to discuss the SWDC Annual Plan consultation document, and a number have already made submissions.

Six-monthly flat inspections have been scheduled for Thursday, 12 and Friday 13 May 2016.

7.6 Cemeteries

Cemetery capacity calculations have been revised, and assuming no change to the current death and interment rates, both Greytown and Martinborough cemeteries have considerable spare capacity for the foreseeable future. It is unlikely that the Featherston cemetery extension will be required for the next 12 years; however the development programme allows for burials from Year 7, 2022/23.

Ashes interments/burials April 2016

	Greytown	Featherston	Martinborough
Burial	1		1
Ashes inground			
Ashes wall	2	1	

7.7 Swimming pools

We have held the water in all the swimming pools as a fire fighting reserve for each town. Once river levels come back up for winter, those pools which need to be drained for maintenance work will be drained.

7.7.1. Swimmer numbers for all pools March (two weeks only)

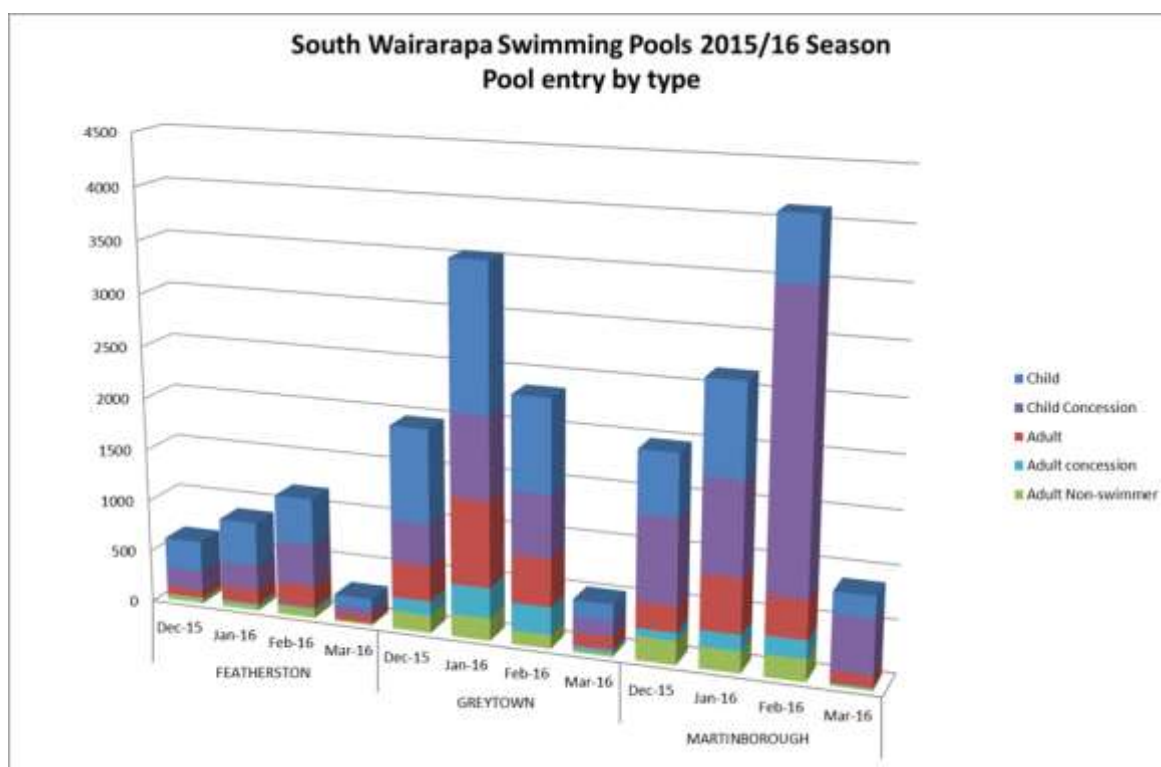
	Greytown	Featherston	Martinborough
March swimmer numbers	470	238	403
Concessions as % age of total swimmers	39%	32%	26%
Peak day – number of swimmers	05/03/2016: 151	06/03/16 : 92	05/03/16 : 150
Number of unattended days (no swimmers)	2	1	2

	FEATHERSTON					GREYTOWN					MARTINBOROUGH				
	Dec-15	Jan-16	Feb-16	Mar-16	TOTAL	Dec-15	Jan-16	Feb-16	Mar-16	TOTAL	Dec-15	Jan-16	Feb-16	Mar-16	TOTAL
Child	269	367	430	96	1162	740	1174	774	134	2822	506	782	546	198	2032
Student	23	53	15	3	94	162	231	114	28	535	84	98	52	12	246
Adult	72	141	211	62	486	343	826	457	125	1751	250	521	372	110	1253
Adult Non-Swimmer	49	49	77	20	195	172	214	129	27	542	230	207	213	18	668
Holiday Park Tickets	0	0	0	0	0	0	0	0	0	0	77	141	2096	443	2757
Child Concession Visit	180	237	386	66	869	324	695	570	143	1732	734	746	644	72	2196
Student Concession Visit	15	2	22	11	50	71	98	32	3	204	2	1	18	1	22
Adult Concession Visit	5	15	21	0	41	135	292	267	37	731	75	155	175	10	415
GRAND TOTAL	613	864	1162	258	2897	1947	3530	2343	497	8317	1958	2651	4116	864	9589

7.7.2. Swimmer numbers for 2015/16 season

The total number of entrants to the pools during public hours 2015/16 was 20,803, including 1405 non-swimming adults supervising small children. Concession averaged 46% of all ticket sales – 33% at Featherston, 32% at Greytown and 56% at Martinborough. For Martinborough pool, 51% of concession ticket sales were to Martinborough Holiday Park, enabling them to provide 2757 free swims to children camping at the park.

All three pools were used in the mornings during January and February by local primary schools, and Featherston and Greytown pools were used throughout the season in the evenings by the swimming clubs.



7.8 Events

7.8.1. Featherston

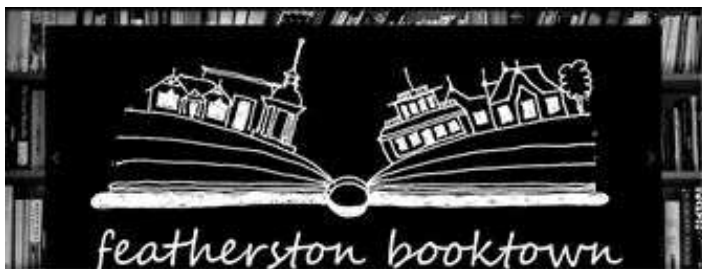


Farewell Zealandia – Forgotten Kiwi Songs from WWI – ANZAC Hall, 5 March to 25 April 2016

Completed events: Farewell Zealandia – Forgotten Kiwi Songs from WWI – ANZAC Hall – 5 March to 25 April 2016

School holiday programme, Card Reserve, 26-29 April 2016

Future events: Featherston Booktown 2016 (20-22 May 2016)



7.8.2. Greytown

Completed events: April Greytown Country Market at Stella Bull Park

Future events: October Greytown Country Market at Stella Bull Park

8. Civil defence and emergency management

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

8.1 Key Performance Indicators

CIVIL DEFENCE AND EMERGENCY MANAGEMENT KEY PERFORMANCE INDICATORS	TARGET 2015/16	COMPLAINTS		INCIDENTS	
		MONTH	YTD	MONTH	YTD
Ratepayers and residents prepared for an emergency	75%				
Regional Civil Defence Emergency Annual Plan achieved.	Yes				

8.2 Wellington Regional Emergency Management Office (WREMO)

8.2.1. Update

WREMO has been busy with the following initiatives for South Wairarapa:

- The first of a series of three workshops was held for the Community Response Plan (CRP) in Martinborough on 20 April. The next workshops are scheduled on Thursday 5 May and Thursday 19 May. This will then enable the CRP to be completed for the community.
- Papawai and Hau Ariki Marae's have both been assessed to find out the capabilities they offer their respective communities in the event of an emergency. The facilities at both Marae's were found to be valuable assets for emergency purposes. Current WREMO staff have now built up a substantial portfolio of the capability of most large facilities in the South Wairarapa district.
- The Civil Defence Centre at Anzac Hall in Featherston has had the radio antenna replaced on the roof.
- The Civil Defence Centre at Greytown Town Centre has had the radio tested, and a battery and battery charger replaced.
- An Aged Care symposium was held in Masterton for all owners and managers of aged care facilities on 5 April. This session was designed to help organisations put emergency plans in place for staff to care for their residents during an emergency. Staff from some South Wairarapa rest homes attended.

Future initiatives planned for South Wairarapa:

- A school workshop will be held at the Greytown Town Centre on 17 May. This is designed to educate Wairarapa educators and help them with emergency preparedness at school, as well as teachers educating students to be prepared. This will enable students to take the knowledge home and educate their families to be prepared at home.
- A business symposium is scheduled at the Copthorne Hotel and Resort at Solway in Masterton on 14 June. This is for small to medium businesses based in the Wairarapa. It will give them the tools to allow them to carry out business continuity planning which will make them more resilient after major emergencies.

9. Appendices

Appendix 1 Monthly water usage

Appendix 2 Waste exported to Bonny Glen

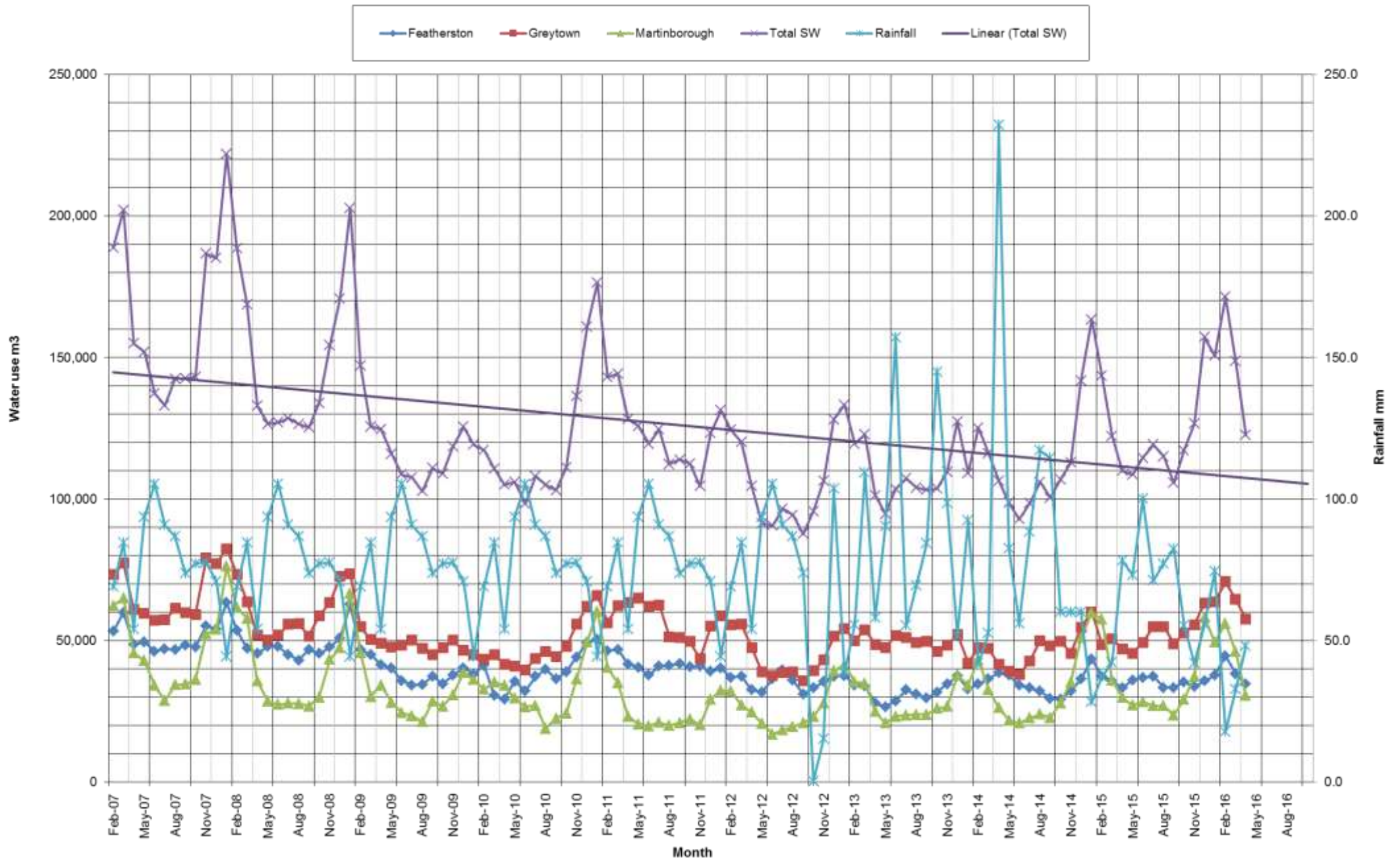
Appendix 3 Library statistics

Contact Officer: Mark Allingham, Group Manager Infrastructure and Services

Reviewed by: Paul Crimp, Chief Executive Officer

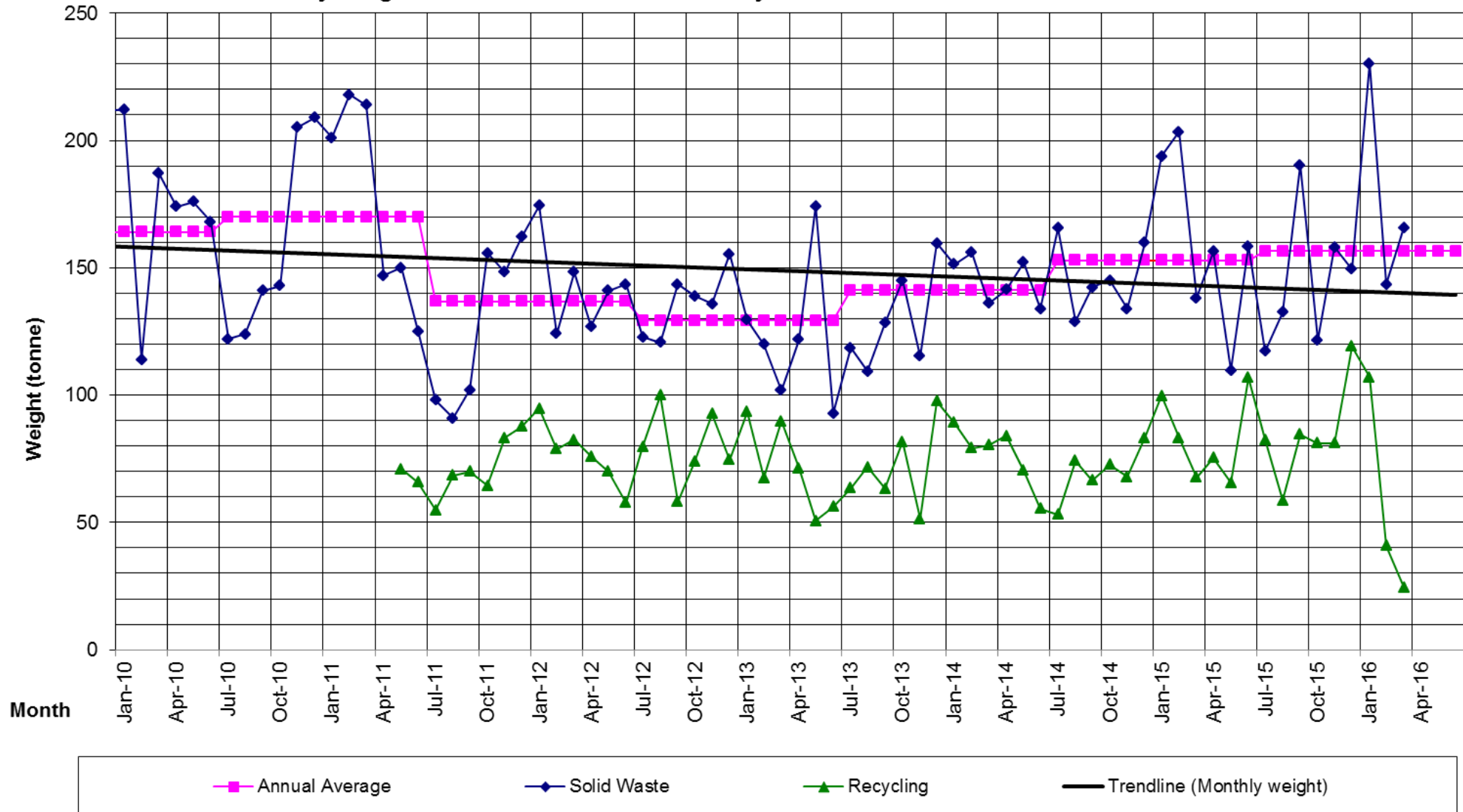
Appendix 1 - Monthly water usage

Water use South Wairarapa District Council



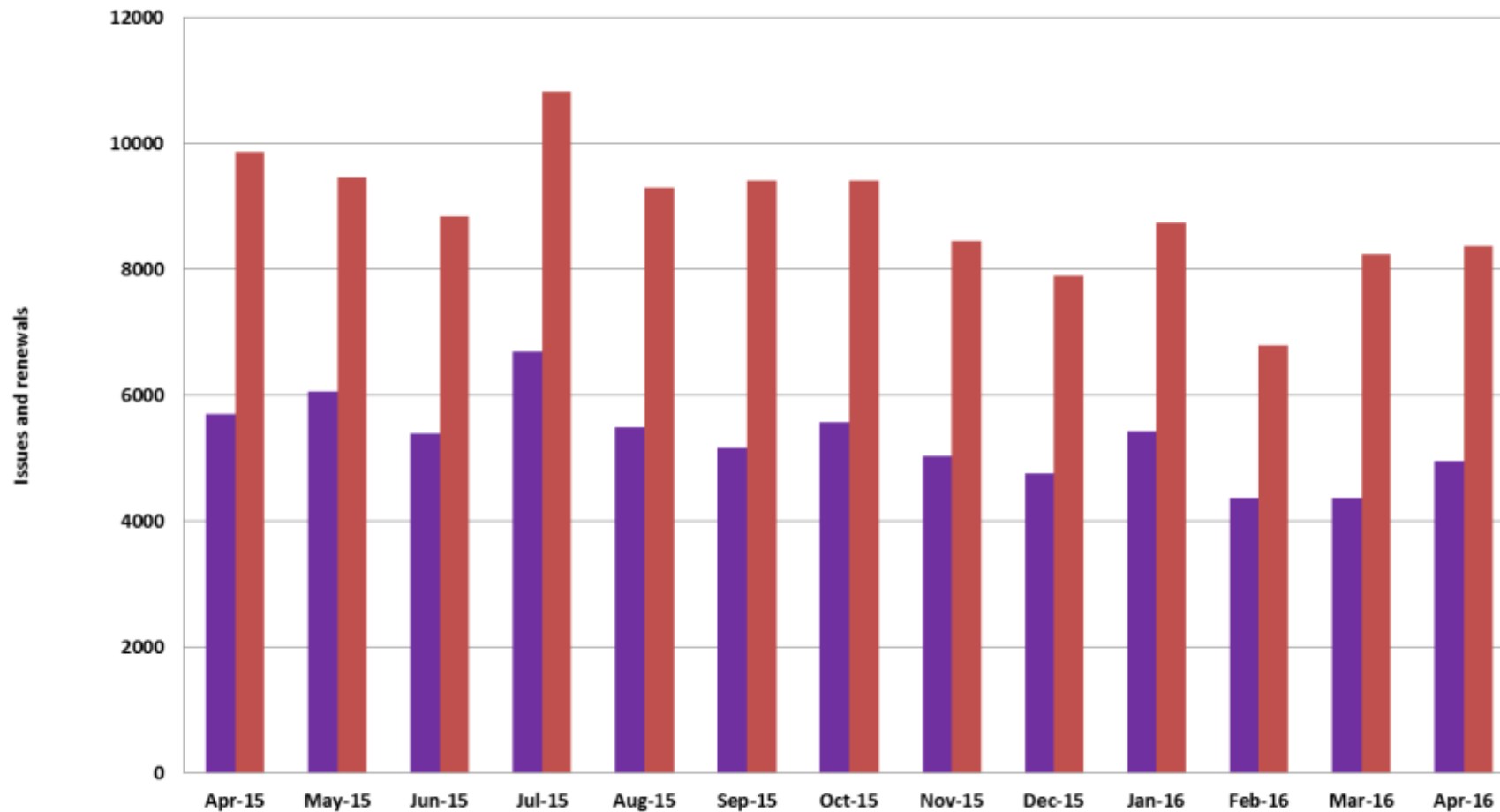
Appendix 2 -Waste exported to Bonny Glen

Monthly weight of waste transferred to Bonny Glen



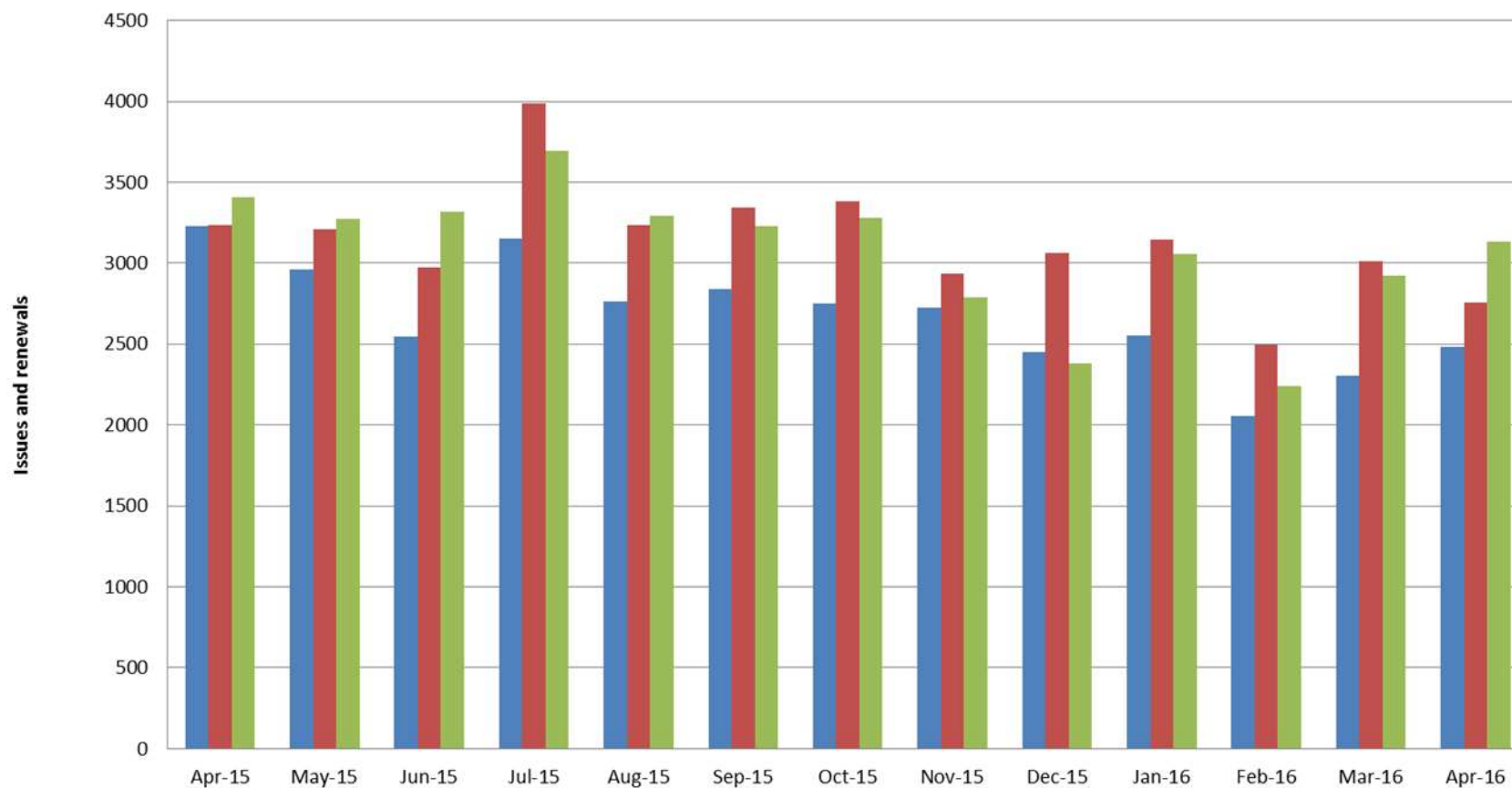
Appendix 3 – Library statistics

Wairarapa Library Service - issues and renewals to April 2016



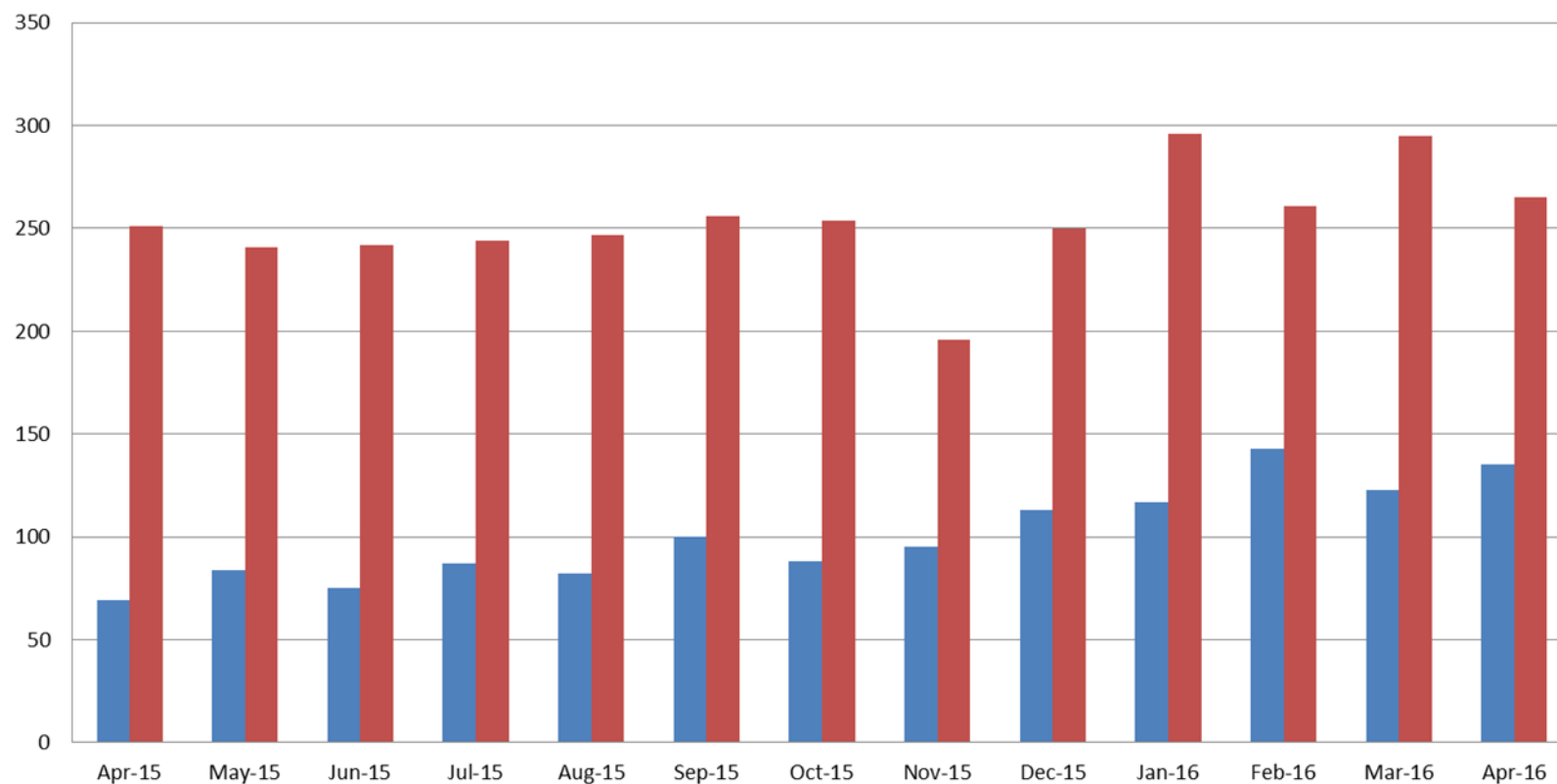
	Apr-15	May-15	Jun-15	Jul-15	Aug-15	Sep-15	Oct-15	Nov-15	Dec-15	Jan-16	Feb-16	Mar-16	Apr-16
Carterton	5702	6063	5396	6702	5495	5161	5570	5042	4759	5422	4362	4378	4948
South Wairarapa	9865	9451	8836	10832	9291	9411	9414	8451	7893	8751	6794	8239	8373

South Wairarapa libraries - issues and renewals to April 2016



	Apr-15	May-15	Jun-15	Jul-15	Aug-15	Sep-15	Oct-15	Nov-15	Dec-15	Jan-16	Feb-16	Mar-16	Apr-16
Featherston	3227	2963	2548	3152	2763	2838	2748	2728	2450	2550	2057	2304	2482
Greytown	3233	3212	2971	3985	3235	3343	3383	2936	3062	3143	2495	3010	2757
Martinborough	3405	3276	3317	3695	3293	3230	3283	2787	2381	3058	2242	2925	3134

Wairarapa Library Service - audio and e-book issues to April 2016



	Apr-15	May-15	Jun-15	Jul-15	Aug-15	Sep-15	Oct-15	Nov-15	Dec-15	Jan-16	Feb-16	Mar-16	Apr-16
Audiobooks	69	84	75	87	82	100	88	95	113	117	143	123	135
E-books	251	241	242	244	247	256	254	196	250	296	261	295	265

MARTINBOROUGH COMMUNITY BOARD

30 MAY 2016

AGENDA ITEM 6.2

CHANGE TO ORDINARY MEETING SCHEDULE

Purpose of Report

To seek approval to change the ordinary meeting schedule for Martinborough Community Board.

Recommendations

Officers recommend that the Community Board:

1. *Receive the information.*
2. *Agree to cancel the scheduled 10 October 2016 meeting on the Community Board schedule of ordinary meetings.*
3. *Note that the incoming Board will be asked to set the next 2016 meeting date and to approve a schedule of ordinary meetings for 2017 on their first meeting of the triennium.*

1. Executive Summary

Due to the local authority elections on the 8 October 2016 it is proposed that the 10 October 2016 Martinborough Community Board meeting be cancelled.

2. Legislative Requirements

The Local Government Act requires the Chief Executive to call the first meeting of the triennium as soon as practicable after the results of the election are known, AND to give persons elected not less than 7 days' notice of the meeting.

Appendix 1 outlines the 2016 elections schedule. It is likely that the first meeting of the triennium will be in the last week of October. The new Board will be asked to set the next meeting date, or to approve the 21 November 2016 as the last meeting for 2016. They will also be asked to approve a schedule of ordinary meetings for 2017.

It is proposed that only the 10 October 2016 is removed from the meeting schedule and Council's website even though the 21 November is subject to approval by the new Board.

3. Appendices

Appendix 1 – 2016 Election Schedule

Contact Officer: Suzanne Clark, Committee Secretary

Reviewed By: Paul Crimp, Chief Executive

Appendix 1 – 2016 Election Schedule

2016 Local Government Election Timetable

After 1 February 2016	Declaration of Electoral Officer and Deputy Electoral Officer
2 March - 30 April	Ratepayer Roll Enrolment Confirmation Forms Sent to existing ratepayers
2 March - 2 July	Preparation of Ratepayer Roll
9 March	EEC questionnaire sent to EOs
6 April	Final representation review decisions by Local Government Commission
1 May - 31 May	National Public Notice of Ratepayer Roll Qualifications and Procedures
5 May (Thursday)	EEC test data sent to EOs
By 28 June	Order of Candidate Names Resolution (optional)
24 June (Monday)	EEC Enrolment Update Campaign commences
28 June	Check it Electoral Roll closes
1 July (Friday)	Receive Preliminary Electoral Rolls from EEC
Monday 4 July to Wednesday 13 July	Compile Preliminary Electoral Roll
10 July (Wednesday)	First public notice completed and booked with ad agency
11 July (Monday)	Nomination forms, Candidate Information Pack and Preliminary Rolls completed and all documents dispatched to Councils
13 July (Wednesday)	Public Notice of Election (First Public Notice of Election) Preliminary Electoral Roll Inspection, Nomination of Candidates, Closing Date of Electoral Roll
15 July (Friday)	Nominations open/Roll Open for Inspection
By 31 July	Appointment of JPs
12 August (Friday)	Nominations Close (12 noon), Electoral Roll Closes (2 nd public notice confirmed with ad agency)
17 August (Wednesday)	Public Notice of Candidates (Second Public Notice of Election)
By 19 August (Friday)	Receive final Electoral Roll from EEC
12 August to 12 September	Final Postal Sort Data to mailhouse Design and print voting papers, verify Candidate Profiles
By 30 August	Ratepayer Roll insert with rates notice
12 September (Monday)	EO certifies final roll – final rolls distributed by EO
16 September (Friday)	EEC letter sent to electors on Unpublished Roll
Prior to 12 September	Advertise Special Voting arrangements
16 September to 21 September 16 September to 8 October	Delivery of Voting Documents Voting Period Progressive Roll Scrutiny, Progressive Processing, Special Voting Period
8 October 2016 (Saturday)	Election Day - Voting Closes at Noon Provisional Results available as soon as practicable after close of voting
8 – 13 October	Official Count – process special votes
13 October (Thursday)	Official Result Declaration
13 October to 23 October (as soon as practicable)	Public Notice of Official Declaration of Election Results
November 2016	EO Forum
Mid December	Return of Election Expenses Forms

MARTINBOROUGH COMMUNITY BOARD

30 MAY 2016

AGENDA ITEM 6.3

COMMUNITY LIAISON GROUP

Purpose of Report

To request members nominate a member for the Martinborough Waste Water Treatment Plant Community Liaison Group (CLG).

Recommendations

Officers recommend that the Board:

1. *Receive the information.*
2. *Nominate a member for the Community Liaison Group (CLG).*

1. Executive Summary

A condition of the new Martinborough WWTP is the formation of the CLG, which requires 1 representative from the MCB. A nomination is requested.

2. Background

The purpose of the Community Liaison Group (CLG) is to provide a forum for discussion and the exchange of information and to create and maintain channels of communication between the community, South Wairarapa District Council (SWDC), and Greater Wellington Regional Council (GWRC) on any issues or developments arising from the operation Martinborough Wastewater Treatment Plant (MWWTP) and the discharge of treated wastewater to land both at the MWWTP site (during Stage 1B) and at Pain Farm (during Stage 2A & 2B). The CLG does not have a regulatory function.

3. CLG

Chairperson:	Selected by majority of CLG, or appointed by SWDC
Membership:	Martinborough Community Board (1 representative) Martinborough residents (Any submitter and/or two resident representatives) South Wairarapa District Council (1 representative) Wellington Regional Council (1 representative) Kahungunu ki Wairarapa (1 representative) Rangitane o Wairarapa iwi (1 representative)

Meeting Frequency:	Quarterly, or as required.
Convened by:	Group Manager, Infrastructure
Quorum:	5 members

3.1 Functions

The forum of the CLG shall be:

- Updating CLG members about Martinborough WWTP and its upgrade and operation, including progress and notice of any changes to work schedules and/or general compliance with resource consents;
- Discussion of specific questions and/or issues arising from the operation and upgrade of Martinborough WWTP on behalf of the community;
- Explaining technical matters to the members of the CLG;
- Collating comments to be provided to GWRC on any of the management plans set out in the conditions;
- To discuss compliance/non-compliance with conditions of consent and for SWDC to explain actions taken or to be taken to comply with conditions; and
- Identifying relevant items to be included on the relevant SWDC website project page.

Written by: Lawrence Stephenson, Assets and Operation Manager

MARTINBOROUGH COMMUNITY BOARD

30 MAY 2016

AGENDA ITEM 6.4

PAIN FARM REPORT FOR PERIOD 1 JANUARY – 12 MAY 2016

Purpose of Report

To provide Community Board members with the latest Pain Farm report and inform them of officers' actions.

Recommendations

Officers recommend that the Community Board:

1. *Receives the information.*

1. Executive Summary

The accompanying report is from John Donald, who is contracted by the Council to conduct periodic reviews of the farm and business practices under the lease agreement with M. Moran.

2. Discussion

2.1 Officers' actions

2.1.1. Fencing

The lessee has almost completed the maintenance work on the boundary fence to Martinborough Transport, and is expecting the final cost to be around \$2000. A contribution from Pain Farm funds or the Community Board would be welcome. Mr Moran notes that the majority of the farm's internal fences were originally built to a fairly low standard, especially towards the southern end of the property, and while he has done what he can with what is there, most of the posts need to be replaced with larger ones. Officers will look at costs with a view to suggesting that the materials are paid for from Pain Farm funds, and the work is done by the lessee.

2.1.2. Weed Spraying

Officers are following up with Earthcare to ensure the required spraying of boxthorn at the rubbish tip boundary is done, and the waste is removed. We were under the impression that Earthcare had engaged City Care to spray the boxthorn within transfer station area, but have now discovered that they did not do this.

2.1.3. *Pine trees on western boundary*

Tentative costings from arborists for the removal of the trees are at the \$30 – 40,000 mark, and it is unlikely that such costs could be recovered from firewood sales. Shelter-belt trimming is not a suitable solution as the ground is not suitable for pine trees, and the issue is the risk of whole trees falling over in the wind rather than branches and general untidiness. Officers are considering alternatives and will communicate directly with MCB members.

2.1.4. *Fertiliser*

Fertiliser has been applied within the last few days.

3. Appendices

Appendix 1 – Pain Farm report 17 April 2016

Contact Officer: Helen McNaught

Reviewed By: Mark Allingham, Group Manager Infrastructure Services

Appendix 1 – Pain Farm report 17 April 2016

Pain Farm Report.

17 April 2016.

Farm Visit 12 April.

Like the rest of the Wairarapa, the farm is showing the effects of the long dry spell.

Barley has been harvested and baleage taken off.

Mike expects to apply fertiliser within the next few days.

Repairs and Maintenance.

Mike has arranged the repair -- at some cost, of the fence previously mentioned and a set of rails replaced near the entrance gate, and they both look a great deal better. There is another fence and a couple sets of rails that need attention, but an excellent start has been made.

For twelve months now, attention has been drawn repeatedly to the boxthorn, particularly round the transfer station. It is now growing through the fence and it will not be long before all the original work has been wasted.

Also, mention was made in the January report, concerning the state of the pine trees along the western boundary and the need to remove them. This matter should be treated with some urgency because winter is approaching. That property gets extremely wet in the winter and left too long, contractors will never get there. To date, nothing has happened.

The Boards response would be appreciated.

John Donald.

Martinborough Community Board

Annual Plan Submission - 2016

Contact: Lisa Cornelissen (Chair), 021 652 751, 10 Dublin Street West, Martinborough

This submission is in addition to the MCB AP workshop document previously considered by SWDC in the development of the Annual Plan.

Sewerage

We support the acceleration of stage one of irrigation to land for Martinborough by deferring cyclical maintenance.

Water Supply

If water supply revenue is in excess we believe the rates requirement should be reduced whilst maintaining current service levels. We do not support maintaining current rates revenue in excess to fund unidentified initiatives.

Cycle Strategy

We support the cycle strategy and note the increased volume of touring cyclists as well as heavy volumes of weekend cyclists around the key winery routes. We believe cycle safety and amenity in the urban area should be prioritised (marking routes, cycle parking etc.), followed by development of cycle tracks which will provide safe, enjoyable cycling for residents and visitors.

We ask SWDC to allocate sufficient resources to progress a cycle strategy and to involve MCB in the strategy development. Please also consider allocating funding to the next phases of the winery cycle route, which will improve both pedestrian and cycle safety:

1. Princess Street between New York and Huangarua
2. Cambridge Road between New York and Huangarua

Roading Speed Limits

As per our workshop and early AP input we ask that Council review speed limits in light of new sub divisions and pedestrian and cycle safety:

- Dublin Street school zone – 40km/h
- Jellicoe Street and Lake Ferry Road to Campbell Drive – 50km/h
- Along Princess, Cambridge and Regent Streets between New York and Huangarua/Puruatanga Roads – 50km/h
- Along Huangarua/Puruatanga Roads from Princess to Regent – 50km/h
- Along New York Street down to Todd's Road – 50km/h

Footpaths

We request that SWDC consult formally with the community as part of the next Annual Plan to see if ratepayers would support an increase in rates to speed up maintenance and renewal and begin a new footpath programme. We consistently receive feedback regarding new footpaths and believe it is time to ask the community directly.

Community Board Funding

We support and appreciate Council's funding of Community Boards. We have put in place good processes around grant allocation to ensure money is awarded in accordance with our three year plan and for the benefit of a wide range of people in the Martinborough Ward community.

Town Centre Beautification

We thank the Council for rolling forward these funds and request that they do so again, in light of the Waihinga Centre project. Allocation of these funds will be discussed at a Martinborough Community Board Workshop and at the Community Board meeting on 30th May 2016.

Considine Park

We have attached our prioritised work plan for Considine Park (Appendix 1).

At the time of writing the safety and security items III and V were still to be completed. We still believe that the culvert crossing on Dublin Street West at the end of the walkway is unsafe and should be dealt with promptly. Many plants have been lost during the mulching process and replanting between the walkway and the park perimeter needs to be prioritised.

Economic Development

We support Council's continued involvement in Economic Development locally and regionally through the Wellington Regional Strategy, Wellington Regional Economic Development Agency, Destination Wairarapa and other agencies and local business groups. We support the NZ Cycle Tour for the economic benefit and wide media coverage of the region that it delivers.

Big Belly Rubbish Bins

We support the use of Big Belly rubbish bins at Motorhome Dump Stations and for high use areas including Kitchener Street and Martinborough Square.

We would like to be heard.

Thank you, Lisa Cornelissen

Appendix 1 – Considine Park Workplan

This workplan was agreed at the MCB workshop on 19th March 2015 and formed part of our 2015 LTP submission.

Agreed: that works should be prioritised as follows:

- Safety & Security
- Maintain what we have
- Improve access & usage

Safety & Security

- I. Remove 2 large pine trees beside the holiday park fence so that the leaseholders can safely utilise this area for camping. COMPLETE
- II. Finish the fence between the holiday park leased area and the pool, filling the gap left by the limbing up of the cedar hedge. COMPLETE
- III. Continue the Considine Park post and board fence along the Princess Street pool frontage and around onto Dublin Street West as far as the holiday park entrance, replacing the post and wire fence exposed by the limbing up of the Cedar Hedge.
- IV. Review the chain arrangement to keep vehicles out of pool area when pool not in use, an alternative solution to be undertaken when the new fence goes up. Suggested that we investigate the removable post system at the Rugby Grounds. COMPLETE
- V. It was noted that the current state of the culvert crossing at the end of the walkway on Dublin Street West is a safety issue and needs to be flagged to SWDC promptly.

Maintain what we have

- I. Bulk up existing planting along walkway – it was noted that many plants have been lost
- II. Mulch – MCB to investigate cost effective ways of mulching including using wood chip from arborists work and cheaper suppliers (20) PARTIALLY COMPLETE
- III. Prune olives and other plants which are encroaching on lime path
- IV. Top up lime where necessary

Improve access and usage

- I. MCB to work with Lions and interested parties to procure and plant specimen trees as noted in the development plan. Species to be as recommended. MCB to consider budgeting a donation to Lions for assisting in completing this work.
- II. MCB to provide the two agreed seats along the walkway (funded with the Peter Craig bequest and from MCB budget), then review the need for more.
- III. Provision of picnic table in grassy area outside pool (1) and in Centennial Park (16)
- IV. Lime surface or base course, between the end of the lime paths in Centennial Park and Princess Street (over the grass berm).
- V. Level the Princess Street berm and infill between the concrete footpath and the fence
- VI. Walkway loop extension (9) with associated screen planting – MCB to discuss with Lions to reduce the overall cost of this project

Pool Usage

- I. Timber Pergola (5)
- II. Feature Trees to be included in MCB work to procure and plant specimen trees (10)
- III. Given affordability issues it was agreed that signage, concrete foot path and bollards are not a high priority at this time.

Martinborough Community Board Annual Plan Supplementary Submission – 2016

Contact: Lisa Cornelissen (Chair), 021 652 751, 10 Dublin Street West, Martinborough

This submission is in addition to the MCB AP workshop document previously considered by SWDC in the development of the Annual Plan. It is supplementary to our main submission submitted previously.

Waihinga Centre Destination Playground.

We support the progression of the proposed Waihinga Centre children's playground and surrounding landscape works.

We recommend that \$200,000 total of Pain Estate funds be distributed to this project over a period of 3-5 years and that these funds are directly used to develop and implement the playground plan. Whilst the Pain Estate has reserve levels above this at present we recommend that these funds are distributed over a period of 3 – 5 years starting in the 2016/17 financial year to ensure that sufficient funds remain available for maintenance and other projects.

Maintenance of War memorial in Memorial Square Martinborough.

We are pleased to see the allocation of funds for the Boar War Memorial in the Operations Projects for 2016/17. We ask that this work is progressed prior to ANZAC day 2017.

Town Centre Beautification Funds

We wish to allocate these funds to seating, picnic tables and the purchase/planting of trees identified in the Wraight and Associates proposed landscape plans for the Waihinga Centre Park area. (included under stage 02 of the Waihinga Centre proposal)

We would like to be heard.

Thank you,

Lisa Cornelissen

A Heart felt Thank you



Tora Volunteer Rural Fire Force
C/- Marcia Hunter
982 Tora Road
Tora
MARTINBOROUGH 5782
31 March 2016

The Committee Secretary,
Martinborough Community Board
South Wairarapa District Council,
P O Box 6
MARTINBOROUGH 5741

Dear Suzanne,

I am writing to thank you for your financial assistance grant of \$760.50 which has contributed to the purchase of the above pictured Automated External Defibrillator (AED). Your support was greatly appreciated by the members of our crew especially those who live by the coast. We also extend our thanks on behalf of our community.

Since purchasing the AED we approached Jim Clark (Cotter and Stevens) and he has provided us with a cabinet for the AED to be housed in so the AED is available to the wider community in the event of us being unavailable to assist.

It is comforting to know that we have the support of your board and the wider community to make our community a more caring place. It has all come together quite nicely and once again I would like to thank you all for the role you have played.

Yours Sincerely,

A handwritten signature in blue ink that reads "Marcia Hunter".

Marcia Hunter
Secretary
Tora Volunteer Rural Fire Force

From: Michael Wilson [mailto:quiver@arrowfm.co.nz]
Sent: Friday, 22 April 2016 11:51 a.m.
To: Sally Eru - Accounts Payable & Payroll Officer; Suzanne Clark - Committee Secretary
Subject: Community Grant

Hello Suzanne & Sally

Thanks for supporting Martinborough School to join the *Live Wires* student radio series. Sally, the invoice is attached. We are delighted that you have made this commitment, and I am pleased to report that Martinborough School have already done some excellent work under the guidance of their teacher, Chris Gore. We can already see that this school is one that will benefit from extension activities, as the programme material they have already submitted has been of a particularly high standard and has shown real innovative touches. Your grant ensures that this school will not be disadvantaged by its remoteness from our studios in Masterton, and that our portable service can be brought to the school for regular recording throughout the school year.

Michael Wilson
Manager
Arrow FM 92.7
Access Radio Wairarapa
92 Queen Street
Masterton
quiver@arrowfm.co.nz
(06) 378 0255

Arrow FM, the Wairarapa's only Community Access Radio Station. Listen on 92.7FM, or click '[listen live](#)'. You can also choose from an extensive library of archived programmes in our [podcast](#) facility.

Visit our [website](#), [Like](#) us on Facebook, and [follow](#) us on Twitter!

Zane McCreary
Rural South Wairarapa Sports
3390 Western Lake Road
RD3, Featehrston 5773

Martinborough Community Board,
10 Dublin Street West
Martinborough 5711

Dear Lisa Cornelissen,

I am writing to inform you that the Astro-turf project at Kahutara School is currently fundraising towards the goal and our balance is \$20,553 at present. This is a large scale project and will require many fundraising events plus sponsor attraction and we are still committed to reaching our goal in the near future. At this stage we are sorting some issues with land but we hope to have that done asap, so we can progress with other grant applications.

We are glad you have agreed to support the project and we hope you are able to keep the funds reserved for this purpose for some more time.

Please let us know the outcome of your meeting.

Kind regards,
Zane McCreary
RSWS
02106 99464
06 3077712

From: lacornelissen@gmail.com [mailto:lacornelissen@gmail.com] **On Behalf Of** Lisa Cornelissen
Sent: Monday, 18 April 2016 9:13 a.m.
To: zanemiltona@hotmail.com; daveandshona@xtra.co.nz
Cc: Suzanne Clark - Committee Secretary
Subject: Martinborough Community Board Grant

Hi Zane, Shona,

Further to our letter of 16th February, I'm following up on the grant awarded to Rural South Wairarapa Sports Inc. towards astro turf at Kahutara.

We would appreciate an update on this project for our next meeting on 30th May.

I am away for the next few weeks but you can contact our committee secretary, Suzanne Clark who I've copied on this email.

Thank you
Lisa